



COUNCIL MEETING MINUTES

Tuesday, May 25th, 2021
5:30 p.m.
GotoMeeting

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Fred Dobbie
Councillor Rob Rainer
Councillor Beverley Phillips
Councillor Mick Wicklum
Councillor RoxAnne Darling
Councillor Gene Richardson

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk
Richard Bennett, Acting Treasurer
Noelle Reeve, Planner
Sean Ervin, Public Works Manager (left at 6:04 p.m.)

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.
The Reeve conducted Roll Call.
A quorum was present.

The Reeve overviewed the Video Conference Participation Etiquette that was outlined in the Agenda.

2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition under Approval of Minutes: "Special" Council Meeting – May 4th, 2021.

The Agenda was adopted as amended.

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

4. APPROVAL OF MINUTES

i) **Council Meeting – April 27th, 2021.**

RESOLUTION #C-2021-05-07

MOVED BY: Fred Dobbie

SECONDED BY: Barrie Crampton

“THAT, the minutes of the Council Meeting held on April 27th, 2021, be approved as circulated.”

ADOPTED

ii) **“Special” Council Meeting – April 29th, 2021 – *attached, page 12.***

RESOLUTION #C-2021-05-08

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“THAT, the minutes of the “Special” Council Meeting held on April 29th, 2021, be approved as circulated.”

ADOPTED

iii) **“Special” Council Meeting – May 4th, 2021.**

RESOLUTION #C-2021-05-09

MOVED BY: Gene Richardson

SECONDED BY: Barrie Crampton

“THAT, the minutes of the “Special” Council Meeting held on May 4th, 2021, be approved as circulated.”

iv) **Committee of the Whole Meeting – May 11th, 2021.**

RESOLUTION #C-2021-05-10

MOVED BY: Gene Richardson

SECONDED BY: Beverley Phillips

“THAT, the minutes of the Committee of the Whole Meeting held on May 11th, 2021, be approved as circulated.”

ADOPTED

- v) **“Special” Council Meeting – May 18th, 2021.**

RESOLUTION #C-2021-05-11

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“THAT, the minutes of the “Special” Council Meeting held on May 18th, 2021, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Report #PD-2021-21 – Preliminary Topic and Timeline for the Official Plan Update.**

RESOLUTION #C-2021-05-12

MOVED BY: Rob Rainer

SECONDED BY: RoxAnne Darling

“THAT, Staff proceed with the proposed timeline for the Official Plan update as outlined in Report #PD-2021-21 – Preliminary Topics and Timeline for the Official Plan Update, on the topics approved by Council, and circulate the Notice of the Tay Valley Township Official Plan Review and Update to the public, community, and business groups by posting in the paper, on the website and on Facebook.”

ADOPTED

- ii) **Report #C-2021-16 – Request to Assume a Portion of an Unopened Road Allowance (Murphy/Vacheresse).**

RESOLUTION #C-2021-05-13

MOVED BY: RoxAnne Darling

SECONDED BY: Mick Wicklum

“THAT, the property owner enter into the necessary agreement with the Township in order to bring the portion of the unopened road allowance up to a minimum standard in order that the Township can assume the road as part of the road system as outlined in Report #C-2021-16 – Request to Assume a Portion of an Unopened Road Allowance (Murphy/Vacheresse);

THAT, the Reeve and Clerk be authorized to sign the agreement;

AND THAT, the cost associated with bringing the portion of the unopened road allowance to a minimum standard be at the Applicants' expense."

ADOPTED

iii) **Report #PD-2021-22 - Severance Application – McGlade.**

RESOLUTION #C-2021-05-14

MOVED BY: Mick Wicklum

SECONDED BY: Fred Dobbie

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for McGlade B21/036 (Concession 9, Part Lot 20, geographic Township of North Burgess), roll# 0911911020313040, 2640 Narrows Lock Road, for a new lot, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pay any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, the applicant shall obtain a Civic Address Number for the severed land;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands."

ADOPTED

iv) **Report #FIN-2021-12 – 2020 Year End Surplus and Winter Control Reserve.**

RESOLUTION #C-2021-05-15

MOVED BY: Fred Dobbie

SECONDED BY: Barrie Crampton

"THAT, Report #FIN-2021-12 – 2020 Year End Surplus and Winter Control Reserve Report be received as information;

THAT, a Winter Control Reserve be established;

AND THAT, \$62,500 be transferred from the Contingency Reserve to the Winter Control Reserve."

ADOPTED

- v) **Report #PW-2021-15 – Engineering Services for the Second Line Bridge – RFP Award.**

RESOLUTION #C-2021-05-16

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“THAT, the Engineering Services for the Second Line Bridge, #2021-PW-006, be awarded to DM Wills Associates Ltd.;

AND THAT, the Reeve and Clerk be authorized to sign the necessary documentation.”

ADOPTED

- vi) **Report #C-2021-18 – Lanark County Climate Action Committee – Appointment.**

RESOLUTION #C-2021-05-17

MOVED BY: Gene Richardson

SECONDED BY: Beverley Phillips

“THAT, Bob Argue be appointed to the Lanark County Climate Action Committee.”

ADOPTED

- vii) **2019 & 2020 Annual Police Services Board Report.**

RESOLUTION #C-2021-05-18

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“THAT, the 2019 & 2020 Annual Police Services Board Report be received as information.”

ADOPTED

- viii) **Report #CBO-2021-04 - Building Department Report – January to April 2021.**

RESOLUTION #C-2021-05-19

MOVED BY: Rob Rainer

SECONDED BY: RoxAnne Darling

“THAT, Report #CBO-2021-04– Building Department Report – January to April 2021 be received as information.”

ADOPTED

- ix) **21-04-22 and 21-05-05 – Council Communication Packages.**

RESOLUTION #C-2021-05-20

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“**THAT**, the 21-04-22 and 21-05-05 Council Communication Packages be received for information.”

ADOPTED

- x) **2021 Census.**

RESOLUTION #C-2021-05-21

MOVED BY: Mick Wicklum
SECONDED BY: Fred Dobbie

“**THAT**, the 2021 Census information be received for information.”

ADOPTED

8. BY-LAWS

- i) **By-Law No. 2021-027 – Access to Township Roads Policy.**

RESOLUTION #C-2021-05-22

MOVED BY: Fred Dobbie
SECONDED BY: Barrie Crampton

“**THAT**, By-Law No. 2021-027, being a by-law to adopt an Access to Township Roads Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- ii) **By-Law No. 2021-028: Road Naming – Hilary Way.**

RESOLUTION #C-2021-05-23

MOVED BY: Barrie Crampton
SECONDED BY: Gene Richardson

“**THAT**, By-Law No. 2021-028, being a by-law to amend By-Law No. 98-87 being a Road Naming By-Law (Hilary Way), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iii) **By-Law No. 2021-029: Zoning By-Law Amendment – Jones.**

RESOLUTION #C-2021-05-24

MOVED BY: Gene Richardson

SECONDED BY: Beverley Phillips

“**THAT**, By-Law No. 2021-029, being a by-law to Amend Zoning By-Law No. 2002-121 (433 Colin Farmer Road, Part Lot 2, Concession 7, geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iv) **By-Law No. 2021-030: Zoning By-Law Amendment – Marsh.**

RESOLUTION #C-2021-05-25

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“**THAT**, By-Law No. 2021-030, being a by-law to Amend Zoning By-Law No. 2002-121 (607 Black Lake Road, Part Lot 19, Concession 6, geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

9. NEW/OTHER BUSINESS

- i) **Report #PW-2021-05-17 – Facilities Lawn Maintenance Services. –**
attached, page 17.

RESOLUTION #C-2021-05-26

MOVED BY: Rob Rainer

SECONDED BY: RoxAnne Darling

“**THAT**, the Facility and Lawn Maintenance Services, #2021-PW-009, be awarded to Bosman’s All Weather Property Maintenance;

AND THAT, the Reeve and Clerk be authorized to sign the necessary documentation.”

ADOPTED

The Public Works Manager left at 6:04 p.m.

ii) **Police Services Board Models.**

Council discussed the rationale behind the suggested motion from the Joint Lanark County Association of Police Services Board and the Provincial appointee process. The Reeve explained that the Board size will need to be at least a 16 member board for fair representation and to meet the percentage of community and provincial appointees. Council did not support having a 20 member board.

RESOLUTION #C-2021-05-27

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“WHEREAS, the Joint Lanark County Association of Police Services Boards recommends to the Council of each Lanark County OPP policed community the following composition for the Lanark County Detachment:

THAT, there be one (1) Lanark County Detachment Board comprised of 16 members consisting of eight (8) Council Members (one per OPP policed community) and eight (8) Community Members (one per OPP policed community) of which the Detachment Board would recommend that the Province appoint four (4) provincial appointees from the eight (8) community members;

AND THAT, should the Ministry decide not to choose the four (4) provincial appointees from the eight (8) community representatives, the Lanark County Detachment Board would be comprised of 20 members consisting of eight (8) Council Members (one per OPP policed community), eight (8) Community Members (one per OPP policed community) and four (4) provincial appointees.”

(SEE RESOLUTION #C-2021-05-28)

RESOLUTION #C-2021-05-28

MOVED BY: RoxAnne Darling
SECONDED BY: Barrie Crampton

“THAT, Resolution #C-2021-05-27 be amended to include a first clause to say *“THAT, the Council of the Corporation of Tay Valley Township supports the following.”* and to delete the third paragraph.”

ADOPTED

RESOLUTION #C-2021-05-27**MOVED BY:** RoxAnne Darling**SECONDED BY:** Barrie Crampton

“THAT, the Council of the Corporation of Tay Valley Township supports the following:

WHEREAS, the Joint Lanark County Association of Police Services Boards recommends to the Council of each Lanark County OPP policed community the following composition for the Lanark County Detachment:

THAT, there be one (1) Lanark County Detachment Board comprised of 16 members consisting of eight (8) Council Members (one per OPP policed community) and eight (8) Community Members (one per OPP policed community) of which the Detachment Board would recommend that the Province appoint four (4) provincial appointees from the eight (8) community members.”

ADOPTED**10. CALENDARING**

Meeting	Date	Time	Location
Rideau Valley Conservation Authority Board Meeting	May 27 th	6:30 p.m.	Video Conference
Committee of the Whole Meeting	June 1 st	5:30 p.m.	Video Conference
History Scholarship Selection Committee Meeting	June 3 rd	9:00 a.m.	Council Chambers
Public Meeting – Zoning By-Law Amendment	June 8 th	5:30 p.m.	Video Conference
Green Energy & Climate Change Working Group Meeting	June 11 th	10:00 a.m.	Video Conference
“Special” Council Meeting	June 14 th	6:00 p.m.	BBD&E Fire Hall
Ontario Association of Police Services Board Zone 2 Meeting	June 18 th	9:00 a.m.	Ottawa Police Service Board
Library Board Meeting	June 21 st	5:30 p.m.	Video Conference
Council Meeting	June 22 nd	5:30 p.m.	Video Conference

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2021-031 - Confirmation By-Law – April 29th and May 4th, 11th, 18th and 25th, 2021.**

RESOLUTION #C-2021-05-29

MOVED BY: Mick Wicklum

SECONDED BY: Fred Dobbie

“THAT, By-Law No. 2021-031, being a by-law to confirm the proceedings of the Council meetings held on April 29th, May 4th, 11th, 18th, and 25th 2021, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 6:40 p.m.



Brian Campbell, Reeve



Janie Laidlaw, Deputy Clerk

MINUTES

“SPECIAL” COUNCIL MEETING MINUTES

Thursday, April 29th, 2021

5:30 p.m.

Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario

GoToMeeting

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Rob Rainer
Councillor RoxAnne Darling
Councillor Gene Richardson
Councillor Beverley Phillips
Councillor Mick Wicklum

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner
Sean Ervin, Public Works Manager
Richard Bennett, Acting Treasurer

Regrets: Councillor Fred Dobbie

1. CALL TO ORDER

The meeting was called to order at 5:31 p.m.
The Reeve conducted Roll Call.
A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

3. DELEGATIONS & PRESENTATIONS

i) **Presentation - Service Delivery Review.**

J. Hayes and gave a presentation - *attached, page 6.*

The Reeve explained that the purpose of the meeting was for Council to hear the presentation and to ask questions of clarification on the report. Discussion on the recommendations will occur at a future meeting.

Members asked if there were any areas where Tay Valley is unique, do we fair better or worse than other municipalities? The Consultants reported that in general nothing stands out, many other municipalities are having challenges with consolidating services after amalgamation and many are having challenges with Council and staff coordination and measuring performance indicators.

The Consultants explained that the biggest thing that stood out is that the Township is a very progressive municipality, steps have been taken for plans of action (ex. Age-Friendly Plan), Tay Valley also has a wide range of constituents, from working class to retired wealthy, that was kept in mind when writing the reports and making the recommendations. There really should be a strategic focus so that there is the time and resources to implement those progressive things.

Recognizing that Tay Valley has a lean organization, there is no role overseeing project management, what is the net increase in staff to implement all of the recommendations?

The Consultants suggested that Tay Valley could:

- retain a part time project management role or outsource to third party to provide guidance
- where a third party consultant could be used it has been flagged in the report
- from this report there are two specific positions being recommended, the Community Services Coordinator which would undertake Accessibility, Age-Friendly, Cemeteries, Communications (social media, website, media releases), Economic Development, Heritage (Scholarship Selection Committee, Heritage Properties Selection Committee), Indigenous Relations, Recreation, Tourism; and the possibility of keeping the temporary admin help in the Building and Planning department full time

Council discussed the next steps. It was suggested that a separate meeting on May 18th be held for the discussion.

A copy of the Service Delivery Review Report can be viewed at:

<https://www.tayvalleytwp.ca/en/calendar/council/Default.aspx?StartDate=04/29/2021&EndDate=04/29/2021&Limit=25> under Packages.

RESOLUTION #C-2021-04-36

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“THAT, the Service Delivery Review Report be received for information;

AND THAT, a staff report be brought forward in order to discuss the recommendations in the Report, including timelines & resources.”

(SEE RESOLUTION #C-2021-04-37)

RESOLUTION #C-2021-04-37

MOVED BY: Mick Wicklum
SECONDED BY: Rob Rainer

“THAT, the second clause in Resolution #C-2021-04-36 be amended as follows:

“AND THAT, the Service Delivery Review Report be brought back to Council for discussion”.

ADOPTED

RESOLUTION #C-2021-04-36

MOVED BY: Mick Wicklum
SECONDED BY: Rob Rainer

“THAT, the Service Delivery Review Report be received for information;

AND THAT, the Service Delivery Review Report be brought back to Council for discussion.”

ADOPTED

4. NEW/OTHER BUSINESS

- i) **Report #C-2021-15 – Proposed Police Services Board Models.**

RESOLUTION #C-2021-04-38

MOVED BY: Mick Wicklum
SECONDED BY: Gene Richardson

“THAT, the Tay Valley Police Services Board recommend Option #1 as the preferred option, as outlined in Report #C-2021-15 – Proposed Police Services Board Models, at the Lanark County Joint Police Services Board meeting in May 2021.”

ADOPTED

5. ADJOURNMENT

Council adjourned at 7:04 p.m.

NEW/OTHER BUSINESS

COUNCIL
May 25, 2021

Report #PW-2021-17
Sean Ervin, Public Works Manager

PARKS AND FACILITY GROUNDS MAINTENANCE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Facility and Lawn Maintenance Services, #2021-PW-009, be awarded to Bosman’s All Weather Property Maintenance;

AND THAT, the Reeve and Clerk be authorized to sign the necessary documentation.”

BACKGROUND

At the April 27, 2021 Council meeting, the following was adopted by Council:

“THAT, staff obtain quotations for the maintenance of parks and facility grounds for the 2021 season with a report to be brought back to the May Committee of the Whole meeting.”

DISCUSSION

Staff developed a request for quotation and directly sent it to 5 lawn maintenance contractors.

The following quotations were received:

Company	Price
Bosman’s All Weather Property Maintenance	\$ 20,055.00
Stonebridge Landscape Ltd.	No bid
RM Lawncare	No bid
Williams Landscaping	No Bid
Todd’s Total Lawn Care	No Bid

As the lawn cutting season has already commenced, many of the lawn maintenance contractors already have their work lined up for the season, which is why many of the contractors did not provide a bid.

FINANCIAL CONSIDERATIONS

So far this year the lawn cutting has been completed by Public Works staff (Heavy Equipment Operators). To complete all the Township facilities, it takes two workers two and a half days to complete. A breakdown of the costs per week is as follows:

Wages: \$1730

Fuel: \$135

Repair Parts \$32.50 (yearly budgeted amount, divided by 20 weeks)

Therefore, the yearly cost to have Public Works Staff, either full time or casual, complete this work for a 20-week period (May 31st to October 15th) would be approximately \$37,950.00.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the request for quotation Bosman's All Weather Property Maintenance.

Option #2 – Utilize Public Works staff; this is not recommended for reasons mentioned earlier in the report.

STRATEGIC PLAN LINK

None

CONCLUSIONS

The bid from Bosman's All Weather Property Maintenance was the lowest and met all the criteria noted in the RFQ and staff are recommending this quotation be awarded to this contractor.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

Original Signed

Original Signed

**Sean Ervin,
Public Works Manager**

**Amanda Mabo,
Acting Chief Administrative Officer/Clerk**