



COUNCIL MEETING AGENDA

Tuesday, June 22nd, 2021
5:30 p.m.
Via GoToMeeting

GoToMeeting: <https://global.gotomeeting.com/join/934509301>

Members of the Public:

Meetings will now be held using GotoMeeting - Video Conferencing. By clicking the link above (allow extra time for downloading the program if it is the first time you have used GoToMeeting on your device), you will be able to see the agenda, see Members of Council and hear the proceedings of the meeting. Please ensure the volume on your device is **on** and **turned up** to hear the meeting. The Public is asked to ensure that their mic and camera buttons are off for the entire meeting.

Video Conference Participation Etiquette

- a meeting via video conference shall never be treated differently than a meeting in person, whereby all attendees shall abide by proper meeting procedure and etiquette;
 - we ask that all public attendees mute their cameras and mics; doing so will eliminate any background noise and create a much more seamless process (for Members only - if/when you wish to speak during the meeting, you will simply unmute your mic and upon completion of your thought, please re-mute)
 - the Chair will call the meeting to order at the time indicated on the agenda;
 - roll call will be completed visually by the Chair;
 - the Chair will then remind all attendees to place their devices on mute
 - as the Chair moves through the agenda, he will call on the appropriate staff person to speak to their reports;
 - we request that you retain your questions until the end of the report, at which time the Chair will ask if anyone has questions;
 - just as during an in-person meeting, members will be required to raise their hand and the Chair will call on you to speak;
 - when the Chair calls a vote, you will raise your hand for the vote in favour and then in opposition, if necessary.
-

5:30 p.m. Council Meeting

Chair, Reeve Brian Campbell

1. CALL TO ORDER

- i) Roll Call

2. AMENDMENTS/APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

- i) **Council Meeting – May 25th, 2021 – attached, page 10.**

Suggested Motion by Deputy Reeve Barrie Crampton/Councillor Gene Richardson:

“THAT, the minutes of the Council Meeting held on May 25th, 2021, be approved as circulated.”

- ii) **Committee of the Whole Meeting – June 1st, 2021 – attached, page 20.**

Suggested Motion by Councillor Gene Richardson/Councillor Beverley Phillips:

“THAT, the minutes of the Committee of the Whole Meeting held on June 1st, 2021, be approved as circulated.”

- iii) **“Special” Council Meeting – June 14th, 2021 – attached, page 27.**

Suggested Motion by Councillor Beverley Phillips/Councillor Rob Rainer:

“THAT, the minutes of the “Special” Council Meeting held on June 14th, 2021, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

- iv) **Presentation – Parks Plan.**

J. Hack, CMC, MCIP, RPP, Director, Sierra Planning and Management
Jana Joyce, OALA, CSLA, ASLA, Principle, Senior Landscape Architect, MBTW

[Proposed Community Park \(Forest Trail\) Development - Tay Valley Township \(tayvalleytwp.ca\)](http://tayvalleytwp.ca)

- v) **Presentation - Overview New Website.**

Amanda Mabo, Acting CAO/Clerk.

[Tay Valley Township \(tayvalleytwp.ca\)](http://tayvalleytwp.ca)

6. CORRESPONDENCE

None.

7. MOTIONS

i) **2020 Audited Financial Statements.**

(At the April Council Meeting, Council deferred Resolution #C-2021-04-11, until the Fire Board had received its 2020 Audited Financial Statements prior to this item coming back to Council for consideration).

Drummond North Elmsley Tay Valley Fire Rescue Board Financial Statements
– *attached, page 31.*

RESOLUTION #C-2021-04-11

MOVED BY: Fred Dobbie

SECONDED BY: Barrie Crampton

“THAT, the Council of Tay Valley Township adopt the 2020 Audited Financial Statements as presented.”

ii) **Commitment to Equity, Diversity and Inclusion.**

*Suggested Motion by Councillor Rob Rainer/Councillor RoxAnne Darling:
“THAT, a staff report on the Commitment to Equity, Diversity and Inclusion delegation be brought back to Council at a future meeting.”*

iii) **Report #PD-2021-23 - Severance Application – Kerr, Cameron, Myers, Martin.**

*Suggested Motion by Councillor RoxAnne Darling/Councillor Mick Wicklum:
“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that Severance Application B21/029 (Lot 23 Concession 10, Geographic Township of Bathurst) 142 Fall Crescent for a new 2.7ha (6.6 acre) lot and an easement over existing rights-of-way (Private Road) in B21/030 and B21/031 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 and an electronic copy of an acceptable reference plan (or legal description) and transfer document be submitted to the Township;

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

That a Development Agreement be prepared for the retained lot based on the Environmental Impact Assessment prepared by Ecoscapes Inc. plus any comments by the Mississippi Valley Conservation Authority;

That the severed lot be rezoned to Residential Limited Services; and

That, the existing private road be named and included in the Township private roads database.”

iv) **Report #PD-2021-24 - Severance Application – Wilson (Jechel).**

*Suggested Motion by Councillor Mick Wicklum/Councillor Fred Dobbie:
“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application B21/063 Part Road Allowance between Lots 20 and 21 Concession 3, geographic Township of Bathurst/South Sherbrooke, for an easement 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.”

v) **Report #C-2021-20 – Council Priority Update.**

*Suggested Motion by Councillor Fred Dobbie/Deputy Reeve Barrie Crampton:
“THAT, a report on how to proceed with all of the Priorities, including timelines be brought back at the August Committee of the Whole meeting.”*

vi) **Sign By-Law.**

*Suggested Motion by Deputy Reeve Barrie Crampton/Councillor Gene Richardson:
“THAT, the Sign By-Law be added to the list of Council Priorities for discussion.”*

vii) **21-05-26 – Council Communication Package.**

*Suggested Motion by Councillor Gene Richardson/Councillor Beverley Phillips:
“THAT, the 21-05-26 Council Communication Package be received for information.”*

viii) **Provincial Hospital Funding of Major Capital Equipment.**

*Suggested Motion by Councillor Beverley Phillips/Councillor Rob Rainer:
“THAT, the Reeve send a letter to the Premier of Ontario requesting that further consideration be given to having the Province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals’ major capital equipment without jeopardizing their financial sustainability;*

AND THAT, this resolution be circulated to all municipalities in Ontario.”

ix) **Endorsement of 988 Suicide and Crisis Prevention Hotline Initiative.**

*Suggested Motion by Councillor Rob Rainer/Councillor RoxAnne Darling:
“WHEREAS, the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;*

AND WHEREAS, the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;

AND WHEREAS, existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or to be placed on hold;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township endorses the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help;

AND THAT, a letter demonstrating Tay Valley Township’s support be sent to the Honourable Patty Hajdu, Federal Minister of Health, Scott Reid, MP Lanark-Frontenac-Kingston, Randy Hillier, MPP Lanark-Frontenac-Kingston, Ian Scott Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications, and all municipalities in Ontario.”

8. BY-LAWS

i) **By-Law No. 2021-032: Zoning By-Law Amendment – O’Donoughue – attached, page 50.**

*Suggested Motion by Councillor RoxAnne Darling/Councillor Mick Wicklum:
“THAT, By-Law No. 2021-032, being a by-law to Amend Zoning By-Law No. 2002-121 (155 Miller Bay Road, Part Lot 4, 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.”*

ii) **By-Law No. 2021-033: Zoning By-Law Amendment – Holding Zone Maberly Pines Subdivision – attached, page 59.**

a) **Report #PD-2021-027 – Zoning By-Law Amendment – Holding Zone Maberly Pines Subdivision – attached, page 55.**
Noelle Reeve, Planner.

*Suggested Motion by Councillor Mick Wicklum/Councillor Fred Dobbie:
“THAT, Zoning By-Law No. 2002-121 be amended to add a Holding zone to the vacant properties in PLAN 21 Lakeside Living Maberly Pines subdivision to address the lack of information provided by the hydrogeological study undertaken for the subdivision in the 1970s.”*

*Suggested Motion by Councillor Fred Dobbie/Deputy Reeve Barrie Crampton:
“THAT, By-Law No. 2021-033, being a by-law to Amend Zoning By-Law No. 2002-121 (Holding Zone – Maberly Pines Subdivision), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”*

9. NEW/OTHER BUSINESS

i) **Report #C-2021-21 – Request to Assume Portion of an Unopened Road Allowance - Heerkens – attached, page 63.**
Amanda Mabo, Acting CAO/Clerk.

*Suggested Motion by Deputy Reeve Barrie Crampton/Councillor Gene Richardson:
“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-2021-21 – Request to Assume a Portion of an Unopened Road Allowance (Heerkens);*

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.”

- ii) **Report #PD-2021-025 – Draft Mississippi River Watershed Plan – attached, page 67.**
Noelle Reeve, Planner.

*Suggested Motion by Councillor Gene Richardson/Councillor Beverley Phillips:
“THAT, Tay Valley Township express support for the seven themes of the Mississippi Valley Conservation Authority (MVCA) Draft Watershed Plan as they present clear actions the MVCA will undertake that will benefit Tay Valley Township by providing valuable information for planning, hazard mitigation and natural asset protection.”*

- iii) **Report #PD-2021-026 – Official Plan Five-Year Update RFP Award – attached, page 71.**
Noelle Reeve, Planner.

*Suggested Motion by Councillor Beverley Phillips/Councillor Rob Rainer:
“THAT, the Consulting Services for the Official Plan Five-Year Update, be awarded to Jp2g Consultants Inc.;*

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

- iv) **Report #PW-2021-017 – Dry Hydrant for Tayside Estates – attached, page 73.**
Sean Ervin, Public Works Manager.

*Suggested Motion by Councillor Rob Rainer/Councillor RoxAnne Darling:
“THAT, a dry hydrant be installed on the Glen Tay Bridge in order to service the Glen Tay Hamlet as well as the Tayside Estates Subdivision.”*

- v) **Report #C-2021-22 – Service Delivery Review and Township Priorities – attached, page 77.**

*Suggested Motion by Councillor RoxAnne Darling/Councillor Mick Wicklum:
“THAT, the Township Priorities, along with the associated timelines, as outlined in the attachment to Report #C-2021-22 – Service Delivery Review and Township Priorities, continue to be implemented by the Township.”*

9. CALENDARING

Meeting	Date	Time	Location
Committee of Adjustment Hearing	June 21 st	5:00 p.m.	Virtual
Library Board Meeting	June 21 st	5:30 p.m.	Virtual
Council Meeting	June 22 nd	5:30 p.m.	Virtual
Otty Lake Association Meeting	July 8 th	6:00 p.m.	Virtual
Black Lake Association Meeting	July 10 th	9:00 a.m.	Virtual
Little Silver and Rainbow Lake Association Meeting	July 10 th	10:00 a.m.	Virtual
Committee of the Whole Meeting	August 10 th	5:30 p.m.	Virtual
Public Meeting – Zoning By-Law Amendment	August 12 th	5:30 p.m.	Virtual
Open House – Official Plan 5 Year Review	August 17 th	5:30 p.m.	Virtual
Council Meeting	August 24 th	5:30 p.m.	Virtual

10. CLOSED SESSIONS

None.

11. CONFIRMATION BY-LAW

- i) **By-Law No. 2021-034 - Confirmation By-Law – June 14th and 22nd, 2021 – attached, page 53.**

*Suggested Motion by Councillor Mick Wicklum/Councillor Fred Dobbie:
“THAT, By-Law No. 2021-34, being a by-law to confirm the proceedings of the Council meetings held on June 14th and 22nd, 2021, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”*

12. ADJOURNMENT

MINUTES

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

vi) **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

- vii) **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

- viii) **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

- ix) **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

- x) **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

- xi) **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

- xii) **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.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, June 1st, 2021

**Following the Public Meeting – Zoning By-Law Amendment at 5:30 p.m.
GoToMeeting**

ATTENDANCE:

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

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner
Sean Ervin, Public Works Manager (left at 6:41 p.m.)
Richard Bennett, Acting Treasurer

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 5:49 p.m.
The Reeve conducted Roll Call.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

Public Meeting: Zoning By-Law Amendment – May 11th, 2021.

- i) The minutes of the Public Meeting – Zoning By-Law Amendment held on May 11th, 2021, were approved.

5. DELEGATIONS & PRESENTATIONS

- i) **Commitment to Equity, Diversity and Inclusion.**
Kay Rogers & Jill Dunkley.

K. Rogers & J. Dunkley gave the presentation that was included in the agenda.

The Reeve explained that as set out in the Procedural By-Law, requests from delegations will be either received for information or a motion will be passed requesting that a staff report be brought back at a future meeting that will outline any financial or staff resources, if required, and therefore, Committee will not be addressing the suggested recommendations at tonight's meeting.

The Deputy Reeve encouraged the community to embrace the Statement of Commitment that was presented tonight.

Recommendation to Council:

“THAT, a staff report on the Commitment to Equity, Diversity and Inclusion delegation be brought back to Council at a future meeting.”

6. PRIORITY ISSUES

- ii) **Report #PD-2021-23 - Severance Application – Kerr, Cameron, Myers, Martin.**
Noelle Reeve, Planner.

The Planner reported that the Mississippi Valley Conservation Authority comments were not available when the report was written but have since been received and they are supportive of the severance application.

Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that Severance Application B21/029 (Lot 23 Concession 10, Geographic Township of Bathurst) 142 Fall Crescent for a new 2.7ha (6.6 acre) lot and an easement over existing rights-of-way (Private Road) in B21/030 and B21/031 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 and an electronic copy of an acceptable reference plan (or legal description) and transfer document be submitted to the Township;

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

That a Development Agreement be prepared for the retained lot based on the Environmental Impact Assessment prepared by Ecoscapes Inc. plus any comments by the Mississippi Valley Conservation Authority;

That the severed lot be rezoned to Residential Limited Services; and

That, the existing private road be named and included in the Township private roads database.”

- ii) **Report #PD-2021-24 - Severance Application – Wilson (Jechel).**
Noelle Reeve, Planner.

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application B21/063 Part Road Allowance between Lots 20 and 21 Concession 3, geographic Township of Bathurst/South Sherbrooke, for an easement 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.”

- iii) **Report #C-2021-20 – Council Priority Update.**
Amanda Mabo, Acting CAO/Clerk.

The Acting CAO/Clerk reviewed the report that was attached to the agenda.

Members reviewed and discussed the list that was approved in October and what has been added since.

Members agreed that the trailer issue needs to be dealt with given the number of complaints that have come to Council recently, but cannot expect staff to deal with the whole list.

Recommendation to Council:

“**THAT**, a report on how to proceed with all of the Priorities, including timelines be brought back at the August Committee of the Whole meeting.”

- iv) **Sign By-Law.**
Deputy Reeve Barrie Crampton.

The Deputy Reeve reported that he has received communication from a resident with concerns about signs in the community, in particular oversized real estate signs and signs that remain in place long after the sale of properties. Lanark County has recently updated their sign by-law and he would like one for Tay Valley Township to come forward at some time in the future.

Recommendation to Council:

“**THAT**, the Sign By-Law be added to the list of Council Priorities for discussion.”

- v) **Integrity Commissioner Consultation Update.**
Reeve Brian Campbell.

The Reeve provided an update on the consultation meeting. The Mayor from the City of Ottawa discussed the issue they have had with the legislation and how important it was to strengthen the legislation, since it was enacted there has not been a review done. The participants agreed that new Members of Council need training on the code of conduct, they also agreed that Members of Council should not be the ones to impose penalties on their colleagues, that the Integrity Commissioner should not be your lawyer, and discussed the costs associated with the legislation. The Minister received the message that things need to be looked at. The commenting period is open until July 15.

7. CORRESPONDENCE

- i) **21-05-26 – Council Communication Package.**

Recommendation to Council:

“**THAT**, the 21-05-26 Council Communication Package be received for information.”

The Public Works Manager left at 6:41 p.m.

- ii) **Provincial Hospital Funding of Major Capital Equipment.**

Members discussed that the second clause gives the province a way out and this is a provincial responsibility and agreed that the recommendation to Council will not include the second clause.

Recommendation to Council:

“THAT, the Reeve send a letter to the Premier of Ontario requesting that further consideration be given to having the Province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals’ major capital equipment without jeopardizing their financial sustainability;

AND THAT, this resolution be circulated to all municipalities in Ontario.”

iii) **Endorsement of 988 Suicide and Crisis Prevention Hotline Initiative.**

Recommendation to Council:

“WHEREAS, the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS, the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;

AND WHEREAS, existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or to be placed on hold;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township endorses the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help;

AND THAT, a letter demonstrating Tay Valley Township’s support be sent to the Honourable Patty Hajdu, Federal Minister of Health, Scott Reid, MP Lanark-Frontenac-Kingston, Randy Hillier, MPP Lanark-Frontenac-Kingston, Ian Scott Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications, and all municipalities in Ontario.”

9. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

i) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*

Deputy Reeve Barrie Crampton and Councillor Rob Rainer.

ii) **Recreation Working Group** – *deferred to the next meeting.*

Councillor Fred Dobbie and Councillor Beverley Phillips.

iii) **Fire Board.**

Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.

The Committee reviewed the minutes that were attached to the agenda.

Councillor Phillips asked about training for the firefighters, since the Ontario Fire College has closed. Councillor Darling explained that the training will continue, it will be happening in smaller groups and in other locations. There is a benefit to having smaller groups and not to send firefighters to the Collage will save money.

- iv) **Library Board.**
Councillor Rob Rainer.

The Committee reviewed the minutes that were attached to the agenda.

- v) **Police Services Board.**
Reeve Brian Campbell.

The Committee reviewed the minutes that were attached to the agenda.

- vi) **County of Lanark.**
Reeve Brian Campbell and Deputy Reeve Barrie Crampton.

- have had three special meetings to address the critical level of social and affordable housing, the Striking Committee has formed a Working Group made up of nonpolitical members, the members are agency and subject experts, and they are working on addressing the issue and will be hiring a consultant
- Rogers has won the bid for the expansion of cell towers, EORN has reached out to find land for tower sites, the Deputy Reeve will work with Township staff to see if there is any municipal land in Tay Valley
- County has provided funding to help people that cannot find affordable internet
- update on the vegetation management plan, media releases have been going out regarding the wild parsnip, the majority of it will be dealt with by hand pulling this year and some spot spraying, there will be no boom spraying, the County is creating pollinator patches

- vii) **Mississippi Valley Conservation Authority Board – *deferred to the next meeting.***
Councillor RoxAnne Darling.

- viii) **Rideau Valley Conservation Authority Board.**
Councillor Gene Richardson.

The Committee reviewed the minutes that were attached to the agenda.

- ix) **Rideau Corridor Landscape Strategy – *deferred to the next meeting.***
Reeve Brian Campbell.

- x) **Municipal Drug Strategy Committee – *deferred to the next meeting.***
Councillor Gene Richardson.

xi) **Committee of Adjustment.**

The Committee reviewed the minutes that were attached to the agenda.

10. CLOSED SESSION

None.

11. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- *None at this time.*

12. ADJOURNMENT

The Committee adjourned at 7:08 p.m.

“SPECIAL” COUNCIL MEETING MINUTES

Monday, June 14th, 2021

6:00 p.m.

BBD&E Station – training Room 14 Sherbrooke Street, Peth, Ontario

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell (left at 7:09 p.m.)
Deputy Reeve Barrie Crampton
Councillor Rob Rainer
Councillor Fred Dobbie
Councillor Gene Richardson

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk

Regrets: Councillor RoxAnne Darling
Councillor Mick Wicklum
Councillor Beverley Phillips

1. CALL TO ORDER

The meeting was called to order at 6:00 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: Fire Master Plan & Community Risk Assessment.**

T. Gervais gave the PowerPoint Presentation that was attached to the agenda.

The risks are identified for Tay Valley Township and the Township of Drummond North Elmsley.

How was it determined that rail emergencies be 3rd on the list of risks?

The Consultant explained that it is based on the probability of if happening and what the consequences are of an incident, the matrix uses those numbers to determine the level of risk.

The mandatory recommendations are based on legislation, could be the Fire Protection Act or the Health and Safety Act.

When identifying those items, was their specific items that where not compliant?

Yes, the report identified the piece of legislation, how it was not being met and then what was needed to be compliant.

The regulations apply to all municipalities in Ontario, whether it is a large City or a small Town.

Regarding the Training recommendations, how does the closure of the Fire College impact how the training requirements are met?

The cost of training will be impacted, the collage was a cheaper option per person, there will be more regional training being set up, but what that will look like is unknown. There is some opportunity with the South Sherbrooke station and their current training facility, it could be expanded and be offered to other departments. There could be third party training opportunities, the Fire Chief's in this area work well together, confident something good will be developed for this area.

With an automatic aid agreement with the Town of Perth, would it be a reciprocal agreement?

Yes, for example, the Perth Waste Site does not have a hydrant, they could use our tanker truck. There is currently an automatic aid agreement with the Town of Smiths Falls, Lanark Highlands, but not with the Town of Perth.

Was there any discussion on the tanker shuttle?

Yes, it was looked at. The benefit was not worth the cost.

Regarding the budget implications, what is the plan going forward?

A subcommittee was formed to discuss the recommendations, the Board should be bringing some of the recommendations to the Councils this fall.

4. ADJOURNMENT

Council adjourned at 7:09 p.m.

MOTIONS

**Drummond/North Elmsley Tay Valley Fire Rescue
Statement of Financial Position**

December 31	2020	2019
	\$	\$
ASSETS		
Financial Assets		
Cash	1,687,544	1,488,123
Government receivable	58,182	77,646
Accounts receivable	70,426	25,023
	1,816,152	1,590,792
LIABILITIES		
Financial Liabilities		
Accounts payable and accrued liabilities	145,302	45,722
Deferred revenue	4,791	---
	150,093	45,722
NET FINANCIAL ASSETS	1,666,059	1,545,070
NON-FINANCIAL ASSETS		
Tangible capital assets (note 5) (Schedule 2)	1,742,059	1,647,127
ACCUMULATED SURPLUS (note 4)	3,408,118	3,192,197

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Statement of Operations and Accumulated Surplus**

For the year ended December 31	(Note 6) Budget	2020	2019
	\$	\$	\$
REVENUES			
Municipal contributions			
▸ Township of Drummond/North Elmsley	421,071	421,071	402,242
▸ Tay Valley Township	609,317	609,317	530,194
▸ Tay Valley Township ▸ South Sherbrooke reserve	---	---	120,000
▸ Township of Drummond/North Elmsley development charges	---	---	31,073
▸ Tay Valley Township development charges	---	---	36,800
▸ Tay Valley ▸ government grant	---	50,850	---
▸ Covid funding - municipal	---	3,665	---
Other			
▸ sale of vehicle	---	19,748	---
▸ fire fees, inspections, transfers	---	16,678	40,240
▸ investment income	---	16,066	37,113
▸ donations	---	5,315	200
TOTAL REVENUES	1,030,388	1,142,710	1,197,862
EXPENSES			
Administration (Schedule 3)	252,517	300,984	246,838
BBDE Fire Station (Schedule 4)	361,500	424,693	399,018
South Sherbrooke Fire Station (Schedule 5)	211,739	190,530	214,424
Smiths Falls Fire Agreement (Schedule 6)	10,832	10,582	10,446
TOTAL EXPENSES	836,588	926,789	870,726
NET REVENUES FROM OPERATIONS	193,800	215,921	327,136
ANNUAL SURPLUS	193,800	215,921	327,136
ACCUMULATED SURPLUS, BEGINNING OF YEAR	3,192,197	3,192,197	2,865,061
ACCUMULATED SURPLUS, END OF YEAR	3,385,997	3,408,118	3,192,197

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Statement of Changes in Net Financial Assets**

For the year ended December 31	2020	2019
	\$	\$
ANNUAL SURPLUS	215,921	327,136
Amortization of tangible capital assets	124,895	107,079
Acquisition of tangible capital assets	(219,827)	(525,132)
	(94,932)	(418,053)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	120,989	(90,917)
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,545,070	1,635,987
NET FINANCIAL ASSETS, END OF YEAR	1,666,059	1,545,070

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Statement of Cash Flows**

For the year ended December 31	2020	2019
	\$	\$
OPERATING ACTIVITIES		
Annual surplus for the year	215,921	327,136
Net Change in Non-Cash Working Capital Items		
Government receivable	19,464	(58,343)
Accounts receivable	(45,403)	(5,808)
Inventory	---	5,998
Accounts payable and accrued liabilities	99,580	16,403
Deferred revenue	4,791	---
	78,432	(41,750)
Non-cash charges to operations		
Amortization	124,895	107,079
Working Capital from Operations	419,248	392,465
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(219,827)	(525,132)
NET INCREASE (DECREASE) IN CASH	199,421	(132,667)
CASH, BEGINNING OF YEAR	1,488,123	1,620,790
CASH, END OF YEAR	1,687,544	1,488,123

The accompanying notes are an integral part of these financial statements.

Drummond/North Elmsley Tay Valley Fire Rescue Notes to the Financial Statements

December 31, 2020

1. Status of the Board

Drummond/North Elmsley Tay Valley Fire Rescue (the 'Board') was formed January 1, 2006 pursuant to an agreement between the Township of Drummond/North Elmsley and Tay Valley Township.

2. Significant Accounting Policies

The financial statements of Drummond/North Elmsley Tay Valley Fire Rescue are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies by the Board are as follows:

Reporting Entity

The financial statements reflect financial assets, liabilities, operating revenues and expenses, reserves, reserve funds and changes in investment in tangible capital assets of the Board.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

Tangible Capital Assets

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Assets	Estimated Useful Life
Land	
Building	40 years
Vehicles	20 years
Equipment	30 years
Linear Assets	40 years

Amortization is charged from the date of acquisition. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

**Drummond/North Elmsley Tay Valley Fire Rescue
Notes to the Financial Statements**

December 31, 2020

2. Significant Accounting Policies / continued

Tangible Capital Assets / continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other assets as of the date of transfer.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.

Cash and Cash Equivalents

The Board considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

Government Transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Deferred Revenues

The Board receives restricted contributions under the authority of Federal and Provincial legislation and Board by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Board has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

Investments

Short-term and long-term investments are recorded at cost plus accrual interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

**Drummond/North Elmsley Tay Valley Fire Rescue
Notes to the Financial Statements**

December 31, 2020

2. Significant Accounting Policies / continued

Investments / continued

Investment income earned on available current funds and reserve funds (other than obligatory funds). Are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the respective deferred revenue balance.

Pension and Employee Benefits

The Board accounts for its participation in the Ontario Municipal Employees Retirement System ('OMERS'), a multi-employer public sector pension fund, as a defined benefit plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement and sick leave benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits are accrued in accordance with the Board's policy.

Financial Instruments

All financial instruments are initially recognized at fair value on the statement of financial position. The Board has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The Board classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables, and accounts payable and accrued liabilities as other financial liabilities.

Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

**Drummond/North Elmsley Tay Valley Fire Rescue
Notes to the Financial Statements**

December 31, 2020

3. Risk Management

In the normal course of operations, the Board is exposed to a variety of financial risks which are actively managed by the Board.

The Board's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities. The fair values of cash, investments and accounts payable and accrued liabilities approximate their carrying values because of their expected short term maturity and treatment on normal trade terms.

The Board's exposure to and management of risk has not changed materially from December 31, 2019.

Credit Risk

Credit risk arises from the possibility that the entities to which the Board provides services to may experience difficulty and be unable to fulfill their obligations. The Board is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Board does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Board is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the Board's operating results.

Liquidity Risk

Liquidity risk is the risk that the Board will not be able to meet its obligations as they fall due. The Board requires working capital to meet day-to-day operating activities. Management expects that the Board's cash flows from operating activities will be sufficient to meet these requirements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Notes to the Financial Statements**

December 31, 2020

4. Accumulated Surplus

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	2020	2019
	\$	\$
Surplus		
BBDE Fire Station		
▸ invested in tangible capital assets	1,320,147	1,205,329
South Sherbrooke Fire Station		
▸ invested in tangible capital assets	421,912	441,798
	1,742,059	1,647,127
Reserves ▸ Administration		
Contingency	173,292	152,543
Reserves ▸ BBDE Fire Station		
Working funds	50,000	50,000
Contingency	160,257	155,257
Equipment	75,209	62,209
Apparatus	339,693	399,430
Bunker gear	34,000	28,000
Buildings	196,000	168,000
	855,159	862,896
Reserves ▸ South Sherbrooke		
Capital	470,607	418,307
Contingency	104,228	53,801
Bunker gear	36,836	31,836
	611,671	503,944
Reserves ▸ Smiths Falls Fire Agreement		
Fire calls	25,937	25,687
	25,937	25,687
Total Reserves	1,666,059	1,545,070
	3,408,118	3,192,197

For additional information, see Schedule 1 ▸ Continuity of Reserves.

**Drummond/North Elmsley Tay Valley Fire Rescue
Notes to the Financial Statements**

December 31, 2020

5. Tangible Capital Assets

	2020			2019
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
	\$	\$	\$	\$
Land	30,000	---	30,000	30,000
Building	398,192	191,485	206,707	216,662
Vehicles	1,749,872	716,683	1,033,189	776,276
Equipment	517,884	80,785	437,099	452,243
Linear Assets	38,371	3,307	35,064	25,650
Work in Progress	---	---	---	146,296
	2,734,319	992,260	1,742,059	1,647,127

For additional information, see Schedule 2 ▶ Tangible Capital Assets.

6. Budget Figures

Drummond/North Elmsley Tay Valley Fire Rescue reviews its operating and capital budgets each year. The approved operating budget for 2020 is included in the budget figures presented in the Statement of Operations.

7. Pension Contributions

The Board makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all permanent members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Board does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The amount contributed to OMERS was \$14,708 (2019 \$10,188) for current services and is included as an expenditure on the Statement of Operations classified under the appropriate functional expenditure. Contributions by employees were a similar amount.

**Drummond/North Elmsley Tay Valley Fire Rescue
Notes to the Financial Statements**

December 31, 2020

8. Contingent Liabilities

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2020, management believes that the Board has valid defences and appropriate insurance coverages in place.

In the event any claims are successful, the amount of any potential liability is not determinable, therefore no amount has been accrued in the financial statements.

9. Impact of COVID-19

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ('COVID-19') as a pandemic. This resulted in governments worldwide, including the Canadian, Ontario and municipal governments, enacting emergency measures to combat the spread of the virus.

The pandemic has had significant operational and financial impacts including service reductions, declines in associated user fee revenues and additional costs. While impacts have been mitigated by associated funding and other cost saving measures, the pandemic has created uncertainty over current and future year operations and the financial position of the Board.

The duration and impact of COVID-19 are unknown at this time. It is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and conditions of the Board in future periods. The Board continues to closely monitor and assess the impact on its operations. It is management's assessment that the Board will have sufficient resources to mitigate the potential losses in 2021 as a result of COVID-19.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 1 ▶ Continuity of Reserves**

For the year ended December 31	(Note 6) Budget	2020	2019
	\$	\$	\$
Net Transfer From / (To) Other Funds			
Transfers from operations	193,800	230,202	406,634
Transfers to capital acquisitions	(350,000)	(109,213)	(497,551)
Total Net Transfers Approved By Board	(156,200)	120,989	(90,917)
Reserves, Change in Year	(156,200)	120,989	(90,917)
Reserves, Beginning of Year	1,545,070	1,545,070	1,635,987
Reserves, End of Year	1,388,870	1,666,059	1,545,070

Composition of Reserves

For the year ended December 31	2020	2019
	\$	\$
Reserves ▶ Administration		
Contingency	173,292	152,543
Reserves ▶ BBDE Fire Station		
Working funds	50,000	50,000
Contingency	160,257	155,257
Equipment	75,209	62,209
Apparatus	339,693	399,430
Bunker gear	34,000	28,000
Building	196,000	168,000
	855,159	862,896
Reserves ▶ South Sherbrooke		
Capital	470,607	418,307
Contingency	104,228	53,801
Bunker gear	36,836	31,836
	611,671	503,944
Reserves ▶ Smiths Falls Fire Agreement		
Fire calls	25,937	25,687
Total Reserves	1,666,059	1,545,070

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 2 ▶ Tangible Capital Assets**

BBDE Fire Station ▶ December 31, 2020

Draft

Asset Class	Cost 01/01/20	Additions	(Disposals)	Cost 31/12/20
	\$	\$	\$	\$
Land	30,000	---	---	30,000
Buildings	398,192	---	---	398,192
Vehicles	1,143,954	341,922	(81,758)	1,404,118
Equipment	332,458	7,077	---	339,535
Linear Assets	16,489	10,373	---	26,862
Work in Progress	146,296	---	(146,296)	---
	2,067,389	359,372	(228,054)	2,198,707

Asset Class	Accumulated Amortization 01/01/20	Amortization	(Disposals)	Accumulated Amortization 31/12/20	Net Book Value 31/12/20
	\$	\$	\$	\$	\$
Land	---	---	---	---	30,000
Buildings	181,530	9,955	---	191,485	206,707
Vehicles	639,234	69,640	(81,758)	627,116	777,002
Equipment	39,236	17,992	---	57,228	282,307
Linear Assets	2,060	671	---	2,731	24,131
Work in Progress	---	---	---	---	---
	862,060	98,258	(81,758)	878,560	1,320,147

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 2 ▶ Tangible Capital Assets**

BBDE Fire Station ▶ December 31, 2019

Asset Class	Cost 01/01/19	Additions	(Disposals)	Cost 31/12/19
	\$	\$	\$	\$
Land	30,000	---	---	30,000
Buildings	388,989	9,203	---	398,192
Vehicles	1,143,954	---	---	1,143,954
Equipment	132,259	200,199	---	332,458
Linear Assets	16,489	---	---	16,489
Work in Progress	---	146,296	---	146,296
	1,711,691	355,698	---	2,067,389

Asset Class	Accumulated Amortization 01/01/19	Amortization	(Disposals)	Accumulated Amortization 31/12/19	Net Book Value 31/12/19
	\$	\$	\$	\$	\$
Land	---	---	---	---	30,000
Buildings	171,575	9,955	---	181,530	216,662
Vehicles	586,690	52,544	---	639,234	504,720
Equipment	21,480	17,756	---	39,236	293,222
Linear Assets	1,648	412	---	2,060	14,429
Work in Progress	---	---	---	---	146,296
	781,393	80,667	---	862,060	1,205,329

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 2 ▶ Tangible Capital Assets**

South Sherbrooke ▶ December 31, 2020

Asset Class	Cost 01/01/20	Additions	(Disposals)	Cost 31/12/20
	\$	\$	\$	\$
Equipment	171,598	6,751	---	178,349
Vehicles	345,754	---	---	345,754
Linear Assets	11,509	---	---	11,509
Work in Progress	---	---	---	---
	528,861	6,751	---	535,612

Asset Class	Accumulated Amortization 01/01/20	Amortization	(Disposals)	Accumulated Amortization 31/12/20	Net Book Value 31/12/20
	\$	\$	\$	\$	\$
Equipment	12,577	10,980	---	23,557	154,792
Vehicles	74,198	15,369	---	89,567	256,187
Linear Assets	288	288	---	576	10,933
Work in Progress	---	---	---	---	---
	87,063	26,637	---	113,700	421,912

South Sherbrooke ▶ December 31, 2019

Asset Class	Cost 01/01/19	Additions	(Disposals)	Cost 31/12/19
	\$	\$	\$	\$
Equipment	13,673	157,925	---	171,598
Vehicles	345,754	---	---	345,754
Linear Assets	---	11,509	---	11,509
Work in Progress	---	---	---	---
	359,427	169,434	---	528,861

Asset Class	Accumulated Amortization 01/01/19	Amortization	(Disposals)	Accumulated Amortization 31/12/19	Net Book Value 31/12/19
	\$	\$	\$	\$	\$
Equipment	1,822	10,755	---	12,577	159,021
Vehicles	58,829	15,369	---	74,198	271,556
Linear Assets	---	288	---	288	11,221
Work in Progress	---	---	---	---	---
	60,651	26,412	---	87,063	441,798

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 3 ▶ Administration Operations**

For the year ended December 31	(Note 6) Budget	2020	2019
	\$	\$	\$
Revenues			
Municipal contributions			
▶ Township of Drummond/North Elmsley	137,439	137,439	131,208
▶ Tay Valley Township	117,078	117,078	111,769
▶ Tay Valley Township ▶ government grant	---	50,850	---
Other			
▶ investment income	---	16,066	37,113
▶ donations	---	300	200
Total Revenues	254,517	321,733	280,290
Expenses			
Fire chief salary and benefits	119,695	120,319	109,430
Secretary treasurer salary and benefits	59,651	70,770	59,986
FP2 / Who's responding	7,000	3,578	---
Employer health tax	6,561	5,385	4,976
Bad debt	---	---	72
Telephone	5,600	4,921	5,526
Training and seminars	3,500	1,526	3,481
Office supplies	3,800	3,570	11,910
Inspection and prevention	2,000	1,148	1,447
Professional fees	6,000	5,237	11,332
Fire service agreements	10,000	10,000	10,000
Insurance	11,110	11,139	9,696
Advertising, subscription and memberships	2,500	1,460	1,844
Fuel	3,000	1,805	3,018
Administration, other	3,600	6,929	8,122
Computer and fire response software	8,500	2,347	---
Donations	---	---	5,998
Fire master plan	---	50,850	---
Total Expenses	252,517	300,984	246,838
Annual Surplus	2,000	20,749	33,452

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 4 ▶ BBDE Fire Station Operations**

For the year ended December 31	(Note 6) Budget	2020	2019
	\$	\$	\$
Revenues			
Municipal contributions			
▶ Township of Drummond/North Elmsley	272,800	272,800	260,425
▶ Tay Valley Township	223,200	223,200	213,075
▶ Township of Drummond/North Elmsley development charges	---	---	31,073
▶ Tay Valley Township development charges	---	---	36,800
▶ Covid Funding - municipal	---	1,998	---
Other			
▶ sale of vehicle	---	18,576	---
▶ fire fees, inspections, transfers	---	15,199	32,322
Total Revenues	496,000	531,773	573,695
Expenses			
Amortization			
Building	---	9,955	9,955
Vehicles	---	69,640	52,544
Equipment	---	17,992	17,756
Linear assets	---	671	412
Operations			
Firefighter honourariums	211,700	206,223	195,785
Communications maintenance	4,000	3,638	1,535
Training and seminars	20,000	13,089	14,371
Clothing	4,500	5,288	3,514
Bunker gear	4,000	1,920	1,911
Bunker gear cleaning	3,700	4,578	2,499
Licenses	1,300	1,823	1,400
BBDE Fire Hall			
Power and water	8,700	6,543	7,165
Heating fuel	5,000	3,755	4,868
Building maintenance and other	18,500	16,090	18,941
Insurance	5,500	6,240	6,171
Vehicle and Equipment			
Vehicle and equipment maintenance	22,000	24,141	13,167
Minor equipment purchases	15,000	15,591	25,828
Fuel, oil, lubricants, etc.	7,700	5,437	5,275
Insurance	9,900	8,772	7,936
Minor capital	20,000	3,307	7,985
Total Expenses	361,500	424,693	399,018
Annual Surplus	134,500	107,080	174,677

The accompanying notes are an integral part of these financial statements.

**Drummond/North Elmsley Tay Valley Fire Rescue
Schedule 5 ▶ South Sherbrooke Fire Station Operations**

For the year ended December 31	(Note 6) Budget	2020	2019
	\$	\$	\$
Revenues			
Municipal contributions			
▶ Tay Valley Township	269,039	269,039	205,350
▶ Tay Valley Township ▶ South Sherbrooke reserve	---	---	120,000
▶ Covid Funding	---	1,667	---
Other			
▶ sale of vehicle	---	1,172	---
▶ fire fees, inspections, transfers	---	1,479	7,918
▶ donations	---	5,015	---
Total Revenues	269,039	278,372	333,268
Expenses			
Amortization	---	26,637	26,412
Operations			
Firefighter honourariums	96,109	62,788	83,520
Communications maintenance	3,000	369	2,138
Telephone	1,300	847	1,507
Training and seminars	15,000	7,630	20,218
Clothing	3,500	1,818	4,768
Bunker gear cleaning	2,500	1,819	2,065
Licenses	2,600	1,048	2,129
Fire Prevention			
Advertising, subscriptions and memberships	500	---	397
Emergency First Response			
Medical supplies	2,000	929	970
South Sherbrooke Fire Hall			
Power and water	6,000	4,073	4,218
Heating fuel	6,000	2,922	4,574
Building maintenance and other	7,500	18,684	8,122
Insurance	6,545	6,240	6,171
Vehicle and Equipment			
Minor equipment purchases	15,000	9,646	12,281
Vehicle and equipment maintenance	15,000	19,396	17,766
Fuel, oil, lubricants, etc.	3,500	1,083	2,512
Insurance	9,185	9,822	7,938
Minor capital	16,500	14,779	6,718
Total Expenses	211,739	190,530	214,424
Annual Surplus	57,300	87,842	118,844

The accompanying notes are an integral part of these financial statements.

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-032

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (O'DONOUGHUE – 155 MILLER BAY ROAD) (PART LOT 4, CONCESSION 7, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121, as amended, regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the polices and intentions of the Official Plan for Tay Valley Township;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1.0 GENERAL REGULATIONS

- 1.1 **THAT**, By-Law No. 2002-121, as amended, is further amended by amending the zoning from Seasonal Residential (RS) to Residential Limited Services Special Exception-186 (RLS-186) on the lands legally described as Part Lot 4, Concession 7, Geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll #091191102538500), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-032**

1.2 THAT By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 5.1.4 (Exception Zones):

186. RLS-186 (Part Lot 4, Concession 7, North Burgess)

Notwithstanding the provisions of Section 3.29, on the lands zoned RLS-186 the following provisions shall prevail:

- Water Setback dwelling (minimum) 13.7 m
- Water setback screened porch (minimum) 17.8 m
- Water setback addition (minimum) 19.8 m
- Water setback mudroom (minimum) 22.8 m

1.3 THAT, all other applicable standards and requirements of By-Law No. 2002-121 shall continue to apply to the subject property.

1.4 THAT, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2.0 ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3.0 EFFECTIVE DATE

ENACTED AND PASSED this 22nd day of June 2021.

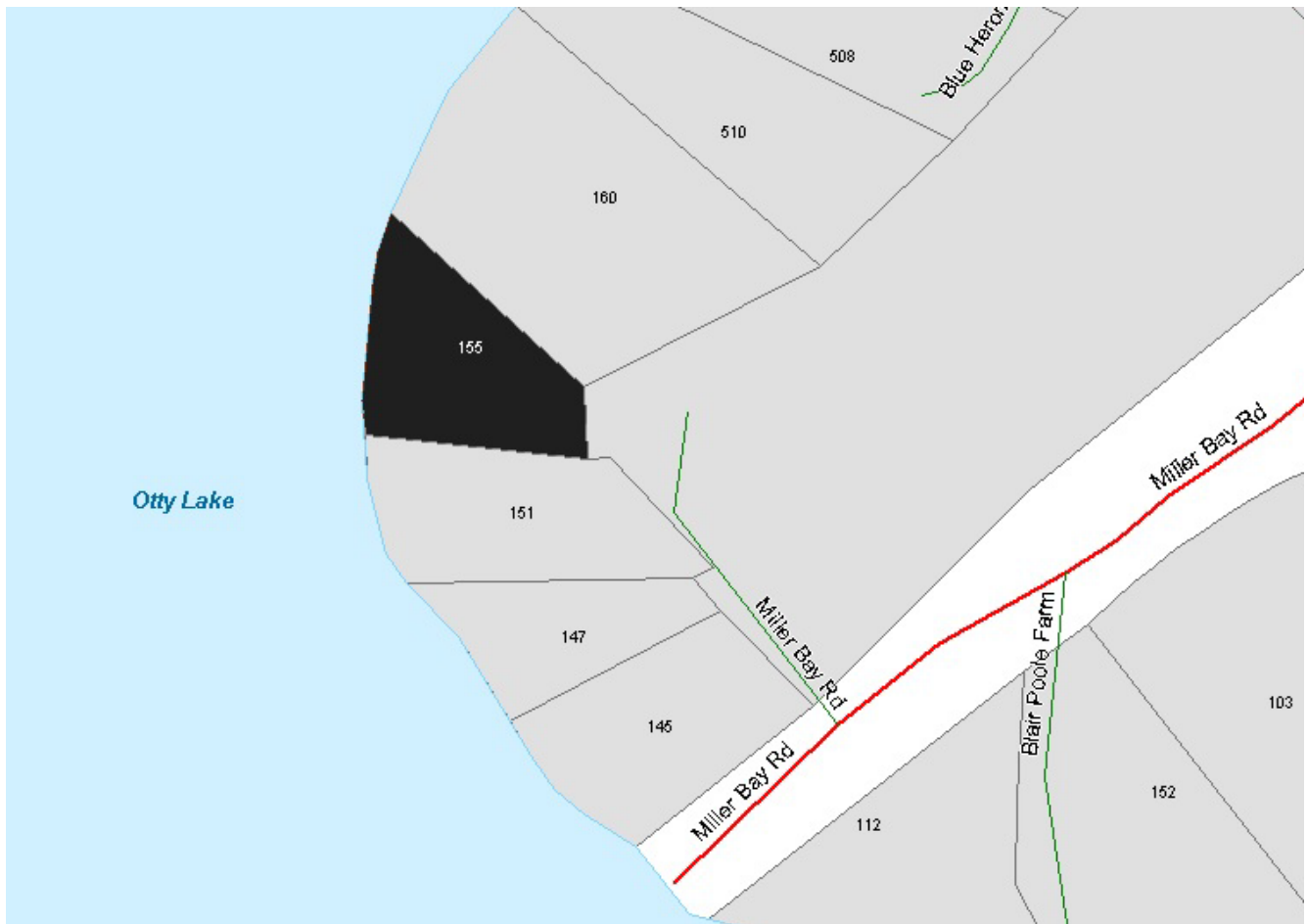
Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-032**

SCHEDULE "A"

O'DONOUGHUE – 155 Miller Bay Road
Part Lot 4, Concession 7
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law

To amend the Zoning provisions Seasonal Residential (RS) to Residential Limited Services (RLS)

Certificate of Authentication

This is Schedule "A" to By-Law 2021-032 passed this 22nd day of June 2021.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-034

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETINGS HELD ON JUNE 14TH AND 22ND, 2021

WHEREAS, Section 5 of *the Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS, Section 9 of *the Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5(3), provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, it is deemed expedient that the proceedings of the Council of the Corporation of Tay Valley Township at its meeting be confirmed and adopted by By-Law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1.0 GENERAL REGULATIONS

- 1.1 **THAT**, the actions of the Council of the Corporation of Tay Valley Township at its meetings held on the 14th and the 22nd day of June, 2021 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of Tay Valley Township at its meetings is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
- 1.2 **THAT**, the Reeve and Proper Signing Official of the Corporation of Tay Valley Township are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of Tay Valley Township referred to in the preceding section hereof.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-034**

1.3 THAT, the Reeve and/or Deputy Reeve and Clerk and/or Deputy Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of Tay Valley Township.

2.0 ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3.0 EFFECTIVE DATE

ENACTED AND PASSED this 22nd day of June 2021.

Brian Campbell, Reeve

Amanda Mabo, Clerk

COUNCIL
June 22nd, 2021

Report #PD-2021-27
Noelle Reeve, Planner

MABERLY PINES HOLDING ZONE

STAFF RECOMMENDATION

It is recommended:

“**THAT**, Zoning By-Law No. 2002-121 be amended to add a Holding zone to the vacant properties in PLAN 21 Lakeside Living Maberly Pines subdivision to address the lack of information provided by the hydrogeological study undertaken for the subdivision in the 1970s.”

BACKGROUND

The company Lakeside Living created a subdivision known as Maberly Pines, located off Bolingbroke Road, South Sherbrooke Ward, that was approved by the provincial government in 1980. The Maberly Pines subdivision currently has 49 vacant lots, 5 lots with dwellings on them (1 permanent and 4 seasonal), and 2 with building permits issued for a total of 56 lots.

Until recently, there had been little development pressure on these lots. However, with the increase in development in Tay Valley due to people seeking to telecommute or simply get out of cities and have more room outside during lockdowns, these lots are being developed.

When the Planner recently reviewed the building permit applications for 3 lots in Maberly Pines, she discovered that there were no layouts of where the wells, houses and septic should be located. This led to a request for a review of the subdivision agreement by the Rideau Valley Conservation Authority (RVCA) as well as a review of the background material supplied to support the subdivision.

The *Terrain, Hydrogeological and Ecological Analysis* undertaken by Water and Earth Sciences Associates (WESA) Ltd. in the late 1970s was determined by the RVCA to provide incomplete verification of the principle of development (i.e., that there is suitable water quality and quantity available and sufficient nitrate dilution capacity). Information required since the 1990s by the Ministry of Environment’s D-5-4 and D-5-5 documents is not available for this subdivision.

The WESA report identified that there may be insufficient water for dwellings in excess of the demand from cottages and that wells should be a minimum of 30m-50m from septics (instead of the normal 15m requirement).

These requirements raised red flags with the Planner as the RVCA regularly identifies lots in Tay Valley Township (with the exception of a small area around Balderson) as being located above a Highly Vulnerable Aquifer.

The RVCA and Township solicitor recommended initiating a Zoning By-Law amendment to place a Holding Zone on the undeveloped lots in the Maberly Pines subdivision (see Attachment 1).

A Holding Zone is permitted to be established under the *Planning Act*. The intent of a Holding Zone is to signify Council's approval in principle to future development of the land. The holding classification added to a given zone restricts development of the land until specific requirements are met.

In this case, the Holding Zone would give Council time to determine how development can proceed in a way that meets the requirements of *Provincial Policy Statement Section 1.6.6.1 b) Sewage, Water and Stormwater* that there is sufficient water quality and quantity and septic nitrate dilution capacity for development to occur.

Public Meeting Comments

A virtual Public Meeting was held June 8, 2021 to discuss the proposed Holding Zone.

Four participants stated they were in support of the Holding Zone to allow Council to obtain more information on where wells, septic systems and houses can be placed safely on the lots. Some expressed the concern that they wanted their development in Maberly Pines to be safe. Others from nearby Little Silver and Rainbow Lakes, who share the watershed, want to make sure their well water would not be affected and asked if the hydrogeological study would cover the whole watershed.

Three participants stated they did not want a hydrogeological study to be done but they did want to ensure their water was safe. Concern was expressed it may take years to complete the hydrogeological study. One participant wanted to know the price for doing a servicing layout based on the 1979 hydrogeology report, and the price for putting warnings on title, compared to doing a new hydrogeology report.

Two said they did not want a hydrogeological study and the lots should be treated like individual severed lots and the buyer should beware.

Two participants said the requirement for a full hydrogeological study was for a traditional subdivision but many want to do small, non-traditional development so why should the requirements be the same.

Some participants were confused about the difference between being given a septic permit and a hydrogeological study.

All the participants wanted to know how the hydrogeological study would be paid for. All the participants wanted the Township to upgrade the roads.

Clarification on the actual location and number of vacant lots was also requested.

Public Comments before and after the Meeting

Other property owners called or emailed before and after the meeting. Two were not in favour of the hold and they wanted to know if they rezoned to Open Space or Environmental Protection would they be exempt from paying for the hydrogeological study? One commenter suggested that lots 2-3 acres in size be exempt from the Holding Zone. Two wanted development encouraged not put on hold.

Seven commenters were in favour of the Hold. One wanted phased payment of any costs for studies or roads.

In summary there were 11 in favour, 4 opposed, 5 who suggested alternative development criteria or zoning to open space, and 3 who want to protect their well water but are not comfortable with the study because they are worried it will slow development.

DISCUSSION

Amending the Zoning By-Law to add a Holding Zone on the vacant lots would allow a number of questions to be answered about the safety of allowing the subdivision to develop as well as about how to pay for the costs of gathering information.

The RVCA hydrogeologist, Claire Milloy, has suggested the cost for a new hydrogeological report could be less than the June 8, 2021 estimate depending on how many well records there are in the area, the extent of the terrain analysis undertaken in 1979, etc.

Alternatively, if the type of development was restricted in the subdivision to low impact, small homes with incinerating toilets, etc. then the cost for a hydrogeological study would also be less because the development would have less impact.

In response to discussion at the Public Meeting, quotes were received from three well drilling companies for wells to be drilled to a depth of 200 feet in the subdivision. The drillers prefer to drill through bedrock. It is alluvial deposits that are more expensive because more casing is needed. All three quotes were around the \$10,000/well mark so if well water can be tested from the existing wells in the subdivision and only 3 new wells needed to be drilled, the cost of drilling drops from \$90,000 to \$30,000.

OPTIONS CONSIDERED

Option #1 – (Recommended as it provides the greatest protection to well water)

Pass the Zoning By-Law amendment to place a Holding Zone on the vacant lots to allow Council to explore the options for safe development of the Maberly Pines subdivision.

Option #2 – (Not Recommended)

Do nothing and wait to see if water quality and quantity issues arise from development of the subdivision and if the Township is sued if wells become contaminated from lack of nitrate dilution from septic systems or produce insufficient quantity of water or residents get sick because they do not know they need to treat their water for high iron or sulphate content.

STRATEGIC PLAN LINK

Economic Development: The Township is an attractive community for new residents and is an attractive tourist destination.

Environment: Tay Valley continues to be known for its environmental policies and practices. Our residents have access to clean lakes and a healthy, sustainable environment.

FINANCIAL CONSIDERATIONS

The options the Township could use to recover money spent gathering information on where the wells, septic systems and houses should be located can be discussed once the Hold is in place.

CONCLUSION

The Holding Zone is recommended to be placed immediately. The Township would not want to earn a reputation as a place where residents become ill because of insufficient hydrogeological information.

The Planner recommends that a proposed amendment to Zoning By-Law No. 2002-121 be made to add a Holding zone to vacant properties in PLAN 21 Maberly Pines. The Holding zone would be lifted based on supportive hydrogeological information for a servicing options report and site plan control agreements for the vacant lots. Which could mean alternative servicing options (e.g. incinerating toilets, etc.) versus a full hydrogeological study.

NEXT STEPS

If the Holding Zone is approved then staff will prepare a report on options for development of the subdivision for Council review at its Committee of the Whole meeting August 10, 2021.

ATTACHMENTS

- i) Draft By-Law

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-033

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED PLAN 21 LAKESIDE LIVING (MABERLY PINES) (GEOGRAPHIC TOWNSHIP OF SOUTH SHERBROOKE)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121, as amended, regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the policies and intentions of the Official Plan for Tay Valley Township;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1. GENERAL REGULATIONS

1.1 **THAT**, By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 5.1.4 (Exception Zones):

the zoning of Residential (R) on the vacant lands legally described in PLAN 21 geographic Township of South Sherbrooke, now in Tay Valley Township, County of Lanark be amended with the addition of a Holding symbol (h), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

1.2 **THAT**, the vacant lots in PLAN 21 are hereby placed into a holding designation. The holding designation requires:

- Supportive hydrogeological information for a servicing options report before building permits can be issued;
- Site Plan Control Approval.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-033**

- 1.3** THAT, all other applicable standards and requirements of By-Law No. 2002-121 shall continue to apply to the subject properties.
- 1.4** THAT, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 22nd day of June 2021.

Brian Campbell, Reeve

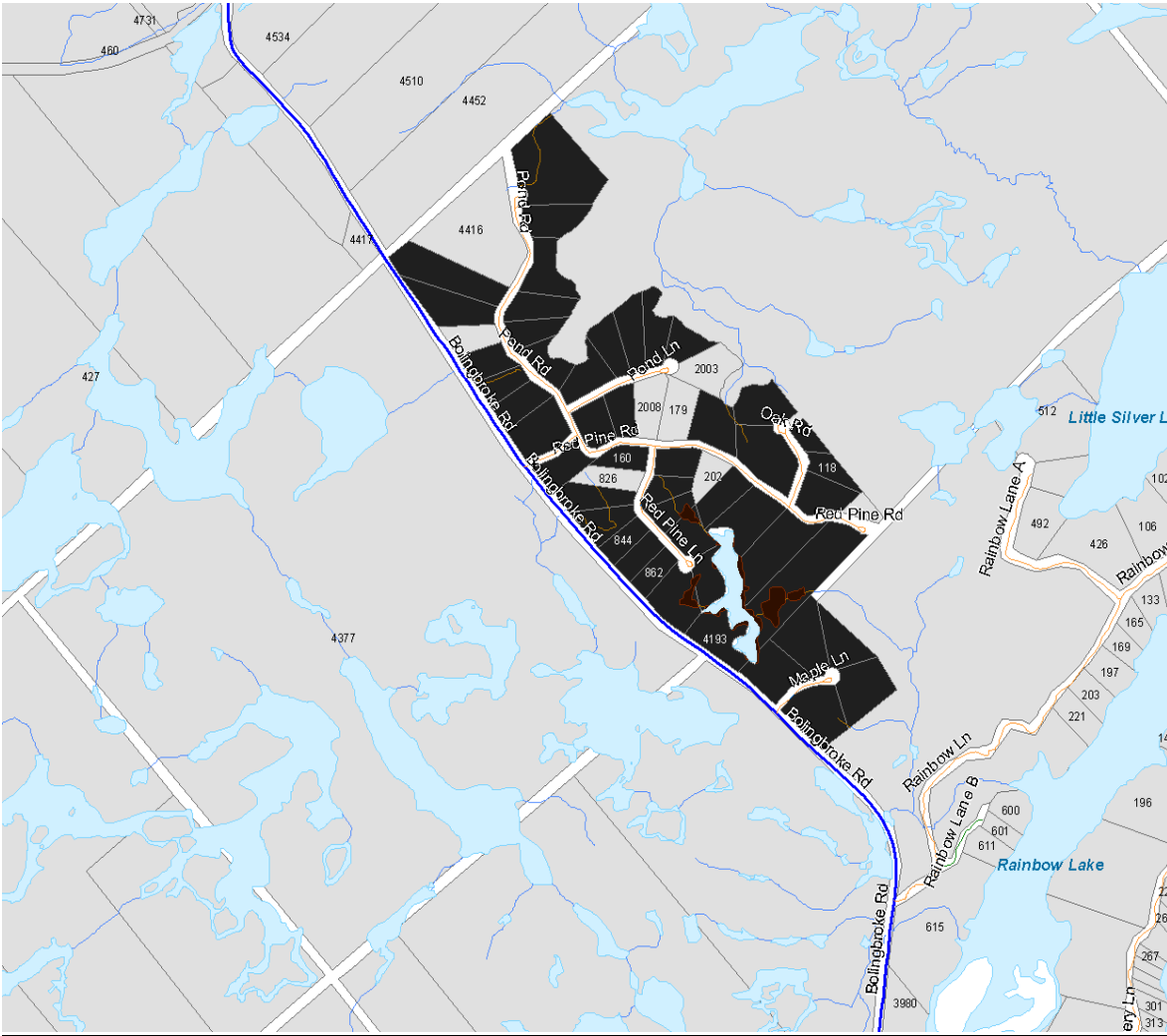
Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-0xx**

SCHEDULE "A"

Specified Vacant lots in PLAN 21 South Sherbrooke Tay Valley Township

Lots 1,2,3,4,5,7,8,9,10,11,12,13,14,15,16,17,18,19,21,22, 25,26,27,28,29,30,31,32,33,34,36,
37,38,39,40,41,42,43,44,45,46,48,49,50,51,52,53,54, BLK 56



Area(s) Subject to the By-Law

To amend the Zoning provisions of
Residential (R) to
Residential Holding (R-h)

Certificate of Authentication

This is Schedule "A" to By-Law 2021-033
passed this 22nd day of June 2021.

Reeve

Clerk

NEW/OTHER BUSINESS

COUNCIL
June 22nd, 2021

Report #C-2021-21
Amanda Mabo, Clerk

REQUEST TO ASSUME A PORTION OF AN UNOPENED ROAD ALLOWANCE
HEERKENS

STAFF RECOMMENDATION(S)

“**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-2021-21 – Request to Assume a Portion of an Unopened Road Allowance (Heerkens);

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.”

BACKGROUND

A written request was received from Frank Herkins requesting the assumption of the identified portion of the unopened road allowance.

The Applicant is requesting that the Township assume this section in order to give the property frontage on a public road in order to apply for an entrance permit, civic address and possibly a building permit (shown in black on the attached map).

DISCUSSION

The Clerk undertook a preliminary review. The Planner and Public Works Manager were also consulted. Staff have no objections to the request.

The lot needs to meet the frontage requirement for the RU zone, which is 60m (197 ft). This means that the road would need to be constructed so that it travels at least 60m across the front of the property. The opening of this road may also initiate development on an adjacent property as well.

The Township already maintains the open part of Norris Road so would just proceed further down the new portion. A turnaround would need to be constructed at the end of the new portion so that the Township's equipment can turn around.

OPTIONS CONSIDERED

Option #1 – Assume Road - at Applicants' Cost

In order to provide the required access to the property so that an entrance permit, civic address and building permit can be issued, the portion of the unopened road allowance would need to be brought up to a minimum standard, then the unopened road allowance would need to be assumed by by-law by the Township and incorporated as part of the road system. The cost (survey, engineered design, legal, materials) to bring the road to the minimum standard would be borne by the Applicant.

Option #2 – Do Nothing

If Council does not wish to assume the portion of the unopened road allowance at this time, the unopened road allowance would remain in the ownership of the Township and would not be used to provide access to the property and therefore the Applicant would not be able to obtain an entrance permit, civic address or a building permit, which would also limit the ability for the current owner to use the property.

FINANCIAL CONSIDERATIONS

All costs are borne by the Applicants.

Future costs to maintain the new portion of the road would be borne by the Township and included in the annual budget.

CONCLUSIONS

The Applicant is agreeable to the process.

The necessary agreement will need to be entered into with the property owner. Once the agreement is signed by the property owner it is registered on title and once it reaches a certain stage, the work must be completed, otherwise the Township will come in and finish the work and charge it back to the property owner.

ATTACHMENTS

- i) Map

Prepared and Submitted By:

Original Signed

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

Portion of the unopened road allowance between Concessions 3 and 4, Lot 18, geographic Township of Bathurst



COUNCIL
June 22nd, 2021

Report #PD-2021-25
Noelle Reeve, Planner

DRAFT MISSISSIPPI RIVER WATERSHED PLAN

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Tay Valley Township express support for the seven themes of the Mississippi Valley Conservation Authority (MVCA) Draft Watershed Plan as they present clear actions the MVCA will undertake that will benefit Tay Valley Township by providing valuable information for planning, hazard mitigation and natural asset protection.”

BACKGROUND

The Mississippi Valley Conservation Authority (MVCA) has prepared a Draft Watershed Plan [Mississippi River Watershed Plan - Mississippi Valley Conservation Authority \(mvc.on.ca\)](https://mvc.on.ca) to help guide long term activities within the watershed. Comments on the Plan are due June 25, 2021 and the Plan is expected to be adopted in July 2021.

The new plan reflects current watershed conditions and anticipated watershed management needs related to climate change, changes in land use and a changing environment. It also includes Indigenous engagement.

The Mississippi River watershed is 3,765 km², includes all or part of 11 municipalities and serves the needs of 42,000 people. “The Watershed provides drinking water, habitat for humans, fish and wildlife, supports recreation and tourism, provides water for agriculture and hydroelectric power.”

MVCA produced four Background Documents: The Physical Environment; People and Property; Natural Systems; and Asset Management to provide data on the watershed status in the past, present and projections for the future.

MVCA also worked with a Public Advisory Committee (PAC) which consists of representatives from across the watershed (e.g., lake associations, agriculture, forestry, tourism, etc.) to develop eight discussion papers that highlight key issues and present potential actions to address those issues.

DISCUSSION

The new Draft Watershed Plan for the Mississippi River applies to the northern third of Tay Valley Township stretching from Maberly to Playfairville. Specifically, the Fall River sub-watershed of the Mississippi River Watershed includes most of the northern section of Tay Valley Township. A small section of the north-eastern section of Tay Valley lies within the Mississippi Lake sub-watershed (see Attachment 1).

The draft Plan provides a list of 35 suggested actions for the MVCA and its partners to take to address challenges and build on opportunities.

Challenges identified by the draft Plan include:

- aging dams and other infrastructure;
- harmful algae blooms;
- 4 droughts in the last 7 years;
- 6 large floods in the past 21 years;
- high growth rates; and
- an increase in invasive species.

Opportunities include:

- increasing groundwater modelling to provide more information about vulnerable aquifers and residents' wells;
- increasing awareness of the ecological services provided by wetlands, riparian zones, and forests coupled with stewardship programs;
- Low Impact Development stormwater management;
- co-ordinating asset management plans; expanded septic re-inspection programs; and eco-tourism.

Seven strategic themes are identified in the draft Plan and the Township will benefit from the MVCA work in all eight areas.

- 1) Integration and Collaboration – promote collaboration with municipalities, among lake associations, and with Indigenous partners and continue the Public Advisory Committee;
- 2) Climate Change – apply a climate change lens to all strategic directions in the Plan;
- 3) Growth and Development - support environmentally sustainable growth and development objectives on a watershed basis for the protection of watershed values and features;
- 4) Water Management - manage both surface water and groundwater wisely to meet current and future needs under normal and extreme conditions by preparing a Watershed Model, updating the Water Budget, enhancing the low water response team, and improving the hydrometric network;
- 5) Natural Hazards - minimize risks to human life and property due to flooding, erosion, and unstable slopes and soils by updating hazard mapping, updating 100 year flood

policies, undertake a roadway flood vulnerability analysis with municipalities, support waterfront owners with adaptation approaches to variable water levels;

- 6) Natural Systems - maintain, enhance, or restore natural features and systems for all users by encouraging and support studies to determine environmental valuations for the ecosystem services and climate resiliency provided by natural asset features and functions (wetlands, woodlands, etc.);
- 7) Education and Outreach - support learning and environmental stewardship by implementing a 3 Year MVCA Stewardship Program Pilot for protection of water quality, wetland cover, forest cover, and other environmental features and working with the Indigenous Communities to understand and educate the greater public the interconnectedness of the Indigenous Communities and this land and importance of their inclusion in protecting and preserving it.

8)

OPTIONS CONSIDERED

Option #1 (preferred): Provide support for the Draft Mississippi River Watershed Plan.

Option #2: Receive for information.

FINANCIAL CONSIDERATIONS

None.

CONCLUSIONS

The seven themes of the MVCA Draft Watershed Plan present clear actions the MVCA will undertake that will benefit Tay Valley Township by providing valuable information for planning, hazard mitigation and natural asset protection.

ATTACHMENT

- i) Map of Mississippi River Subwatersheds

Prepared and Submitted By:

Approved for Submission By:

Original Signed

Original Signed

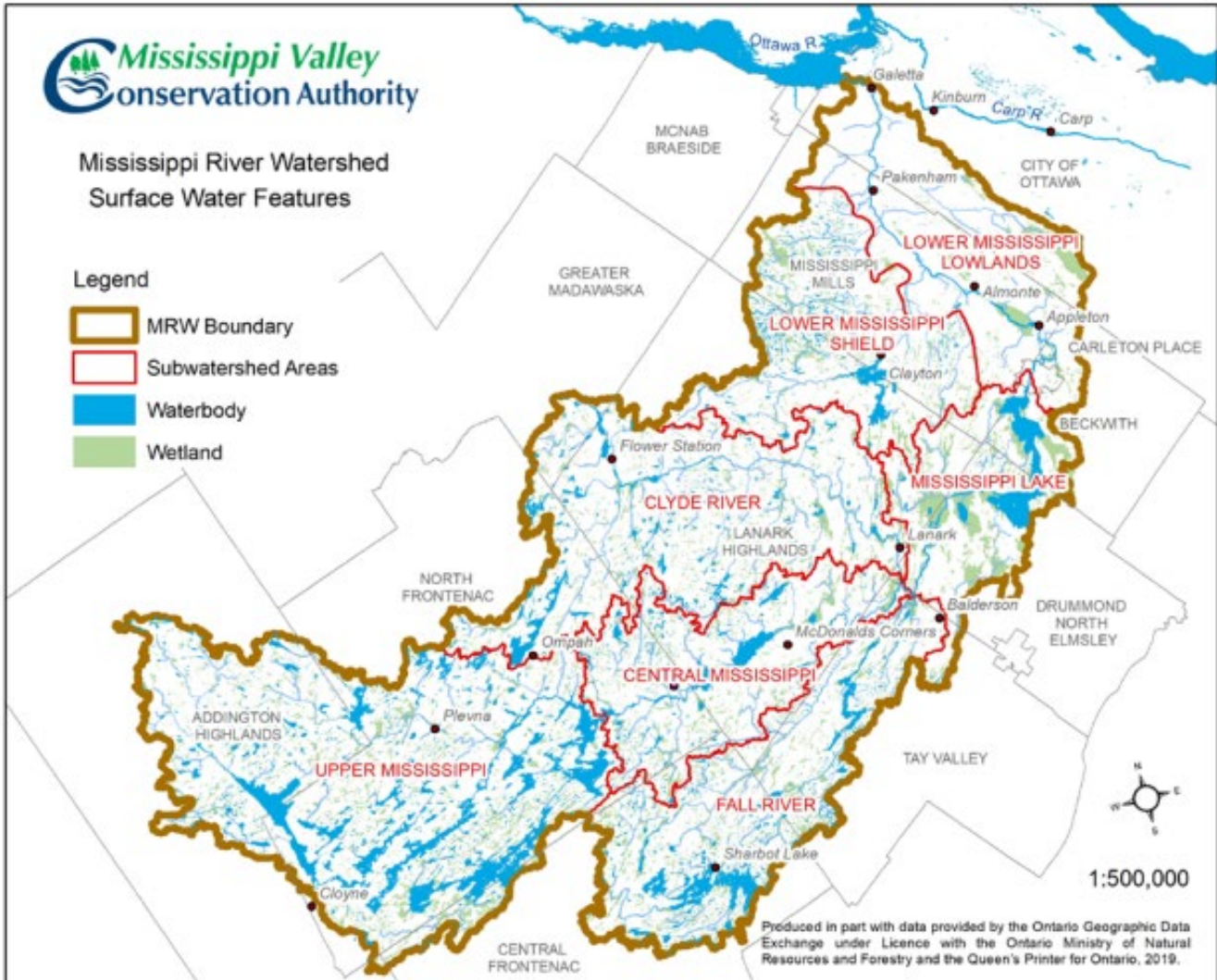
**Noelle Reeve,
Planner**

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

**Mississippi River Watershed
Surface Water Features**

Legend

-  MRW Boundary
-  Subwatershed Areas
-  Waterbody
-  Wetland



COUNCIL
June 22nd, 2021

Report #PD-2021-26
Noelle Reeve, Planner

OFFICIAL PLAN FIVE-YEAR UPDATE - RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Consulting Services for the Official Plan Five-Year Update, be awarded to Jp2g Consultants Inc.;

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

BACKGROUND

The province requires that Official Plans be updated every five years to ensure the most accurate mapping is available and to ensure that municipal policies conform to the Provincial Policy Statement and other provincial interests.

DISCUSSION

A Request for Proposal (RFP) was issued on June 3, 2021. The Township directly solicited proposals from seven Planning/Engineering consulting firms. Two firms responded saying they were too busy and were not taking on additional projects this year. Four did not respond, leaving one company that did respond. The RFP closed on Tuesday, June 15th at 1:00 p.m. and a proposal from one company was submitted.

The proposal’s written and financial component were evaluated separately. The written component was evaluated on the following criteria, for the maximum of 70 points:

- The firm’s qualifications and experience on similar projects;
- The project team’s experience;
- Project understanding and approach;
- Work plan, methodology and quality assurance plan; and,
- Project schedule.

The financial component is evaluated by awarding the lowest priced proposal the full amount of points, 30 points. The remaining proposals are awarded by completing the following evaluation:

$$\text{Awarded Price Points} = \left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)}$$

Staff have reviewed and evaluated the proposal. Jp2g Consultants Inc. has substantial experience with similar projects, a very experienced project team and considerable understanding for the scope of work that was outlined in the RFP. Their submitted work schedule was realistic and was reflective of their proposed work plan and methodology. This firm has recently completed similar projects for other Townships in Lanark County and throughout eastern Ontario. Based upon these key points, staff recommend that Council award the Contract to Jp2g Consultants.

FINANCIAL CONSIDERATIONS

There is a reserve for the Official Plan and Zoning By-Law updates and funds for the project will come from that reserve as well as from the Development Cost Charges reserve. The proposed work is priced at \$48,990.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the request for proposal to Jp2g Consultants.

Option #2 – Not award the Contract and provide further direction.

STRATEGIC PLAN LINK

Economic Development and Environmental Protection.

CONCLUSIONS

Based on their excellent proposal, experience with similar projects and very knowledgeable project team, it is recommended that Council award the contract to Jp2g Consultants.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

Original Signed

Original Signed

**Noelle Reeve,
Planner**

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

COUNCIL
June 22, 2021

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

TAYSIDE ESTATES SUBDIVISION – DRY HYDRANT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, a dry hydrant be installed on the Glen Tay Bridge in order to service the Glen Tay Hamlet as well as the Tayside Estates Subdivision.”

BACKGROUND

The installation of the dry hydrant or holding tank for fire suppression was included in the subdivision agreement for the Tayside Estates Subdivision. The Subdivision Agreement notes that the dry hydrant or holding tank is to be installed in Block 26 (along the Tay River) (see attachment). Furthermore, the Subdivision Agreement notes that the dry hydrant or holding tank shall be approved, in both location and design, by the Fire Chief. The clauses regarding the dry hydrant were included in the Agreement during the early phase of the design of the Subdivision, when the road through the subdivision was closer to the Tay River.

DISCUSSION

Staff, including the Fire Chief, have been working with the group responsible for completing the remaining items included in the Subdivision Agreement, such as the dry hydrant. Installing a dry hydrant in Block 26 could still be an option, however an access road would have to be constructed from Glen Tay Road to the dry hydrant. This would be costly to construct, and the Township would be responsible for future maintenance costs, such as plowing in the winter. Block 26 is also scheduled to be donated to the conservation authority and designated as conservation lands.

Another option is to install a holding tank somewhere along Ernest Way. This option is possible however, a holding tank only provides a limited amount of water, which may not be enough in a large fire.

The other option is to install a dry hydrant at the Glen Tay Bridge, with the inlet being installed at the east side of the Glen Tay Swimming Area. The Fire Chief and Public Works Manager have reviewed all quadrants of the bridge, and the northwest corner of the bridge

would be the preferred corner as there is a small eddy (clam water) at this location. The river has riffles (turbulent water) at the other three quadrants, which would likely cause supply issues to the dry hydrant. The dry hydrant would include a connection on the Glen Tay Bridge, with a 6" PVC pipe installed down the embankment, into the water with a strainer at the end of the pipe. A buoy would be installed at the end of the strainer and a sign would be installed along the shore to notify users of the swimming area. This option would service the new homes in the subdivision as well as the existing homes in the Glen Tay Area.

A schematic of the draft design is attached, as well as pictures of another dry hydrant that has been installed in Tay Valley.

FINANCIAL CONSIDERATIONS

There are no costs to the Township for this project as the project is to be completed as part of the Subdivision Agreement.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Allow the installation of a dry hydrant at the northwest quadrant of the Glen Tay Bridge with the inlet in the Glen Tay Swimming Area.

Option #2 – provide other direction to staff.

STRATEGIC PLAN LINK

None

CONCLUSIONS

Staff continue to work with the group responsible for completing the remaining tasks of the Subdivision Agreement. Completing the dry hydrant task would be one step closer to the Township assuming Ernest Way.

ATTACHMENTS

- i) Location of Dry Hydrant in Block 26
- ii) Draft design sketch of dry hydrant and pictures of another dry hydrant

Prepared and Submitted By:

Approved for Submission By:

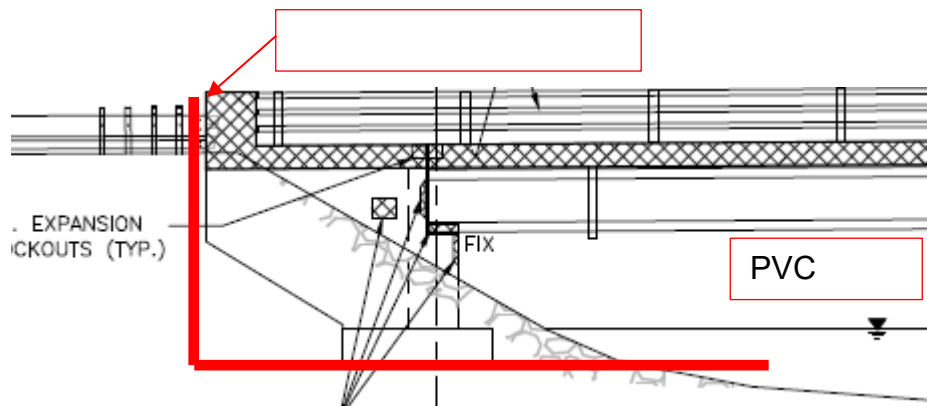
Original Signed

Original Signed

**Sean Ervin,
Public Works Manager**

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

ii) **Attachments:**
Proposed Dry Hydrant – Profile View



Proposed Dry Hydrant – Plan View



Pictures of another dry hydrant



COUNCIL
June 22nd, 2021

Report #C-2021-22
Amanda Mabo, Acting CAO/Clerk
Noelle Reeve, Planner
Sear Ervin, Public Works Manager
Richard Bennet, Acting Treasurer

SERVICE DELIVERY REVIEW AND TOWNSHIP PRIORITIES

STAFF RECOMMENDATION(S)

“**THAT**, the Township Priorities, along with the associated timelines, as outlined in the attachment to Report #C-2021-22 – Service Delivery Review and Township Priorities, continue to be implemented by the Township.”

BACKGROUND

At the May 18th “Special” Council meeting, after a report and discussion on the Service Delivery Review (SDR) recommendations provided by the Consultants, Council requested that they would like to see a staff report come back where each department would provide a response to the recommendations in the SDR.

Subsequently at the June 1st Committee of the Whole meeting, after a report and discussion on Council Priorities, Council recommended that a report on Township Priorities (includes Council, operational and legislative priorities), with timelines be brought back to the August Committee of the Whole meeting.

Senior staff met to discuss both requests and observed that a number of the recommendations coming from the SDR overlap with the list of Council, Legislative and Operational priorities and therefore the SDR recommendations cannot be looked at independently. As a result, senior staff thought it best to provide one report that combined both requests.

SDR RECOMMENDATIONS

This section of the report is broken down by department. Each senior manager has provided a brief response to the recommendations from the Consultants that fall under their department. Where recommendations overlap departments, the recommendation has been placed in the lead department with input from both senior managers.

Public Works Department

Undertake a Waste Management Plan

- Waste Management Plan
- Out-of-Township Waste

Both these tasks have been grouped together as they are similar in nature.

The Waste Management Plan will review all the Township's operations in Waste Management, including but not limited to the efficiencies of the one active site and two transfer stations, facility layout, inclusion of additional compactors and the addition of weigh scales at the Glen Tay Waste Site. The study is to also provide guidance for the Township's transition to Full Producer Responsibility (new Blue Box Regulation). The estimated cost to complete this study is between \$50,000 and \$70,000. The Township is currently waiting on the results of a joint grant application with the Township of Lanark Highlands to retain a consultant. If the funding is not obtained, this item will be brought forward to 2022 Budget discussions to retain a consultant, with the project commencing in 2022. This Plan will also address all the other items mentioned regarding Waste Management in the SDR.

Gain Ability to Track Small Assets

This task would be completed in conjunction with the Township's on-going updates to the 10-year Capital Plan. Small assets include culverts that are not included in the OSIM inspections (less than 3m in span), as well as road signage, guiderails, etc. The ability to track small assets will provide efficiencies in addressing drainage issues as well providing more accurate budget figures for capital works. The non-financial data will need to be captured in the GIS system and the financial component will need to be captured in either the current financial software or a separate piece of software. The Public Works and Finance Departments will work together to determine the appropriate software and/devices to undertake this. A part-time or short-term staff member (Engineering Student) may need to be added to the Public Works Department to assist with the collection of data on small assets. Budget figures for this task will be provided during the 2022 Budget deliberations, with the project possibly commencing in 2022 with data collection.

Review Appropriate Communication Policies between Staff/Residents and Council/Residents

- Introduce a Winter Control Plan - This task would be completed in-house by staff and could likely be completed by Q3 2023. This plan would provide residents with information on the winter controls at the Township including minimum maintenance expectations, various procedures, application rates, plowing routes. The plan would be posted on the Township's website and Interactive Map.

Consider Modifying Service Fee Structures on Complicated or Overwhelmed Services, to take advantage of revenue-generating or cost-saving opportunities

- Pre-Consultation Fee for Entrance Permits - New entrance permit policy and fees were adopted May 2021.
- Review Access to Winter Sand Policy - This would be a report to Council overviewing the history of this historic policy and requesting direction. As noted in the SDR, this policy is only utilized by certain residents in the Township and some private road associations. Suggested to bring forward Q3 2023.

Complete a Functional Assessment to Investigate the Possible Consolidation of the Public Works Department

The first stage of this process is to complete a building condition assessment of all Township owned buildings, including the three garages and two sand domes. Once the condition assessment is completed, Council will have to decide if capital funds are to be put towards the existing buildings, or if the existing buildings would be replaced with new buildings or not replaced at all. If new buildings are to be constructed, a cost-benefit analysis should be completed to determine if the number of buildings (garages and sand domes) is efficient, or if there is a benefit to consolidating all the buildings into a centralized location.

The Township has been approved for a grant to undertake this assessment, as a next step a Request for Proposal will be let to hire a consultant to complete the work, with the final report tentatively being completed prior to the 2022 budget deliberations. However, this is a very aggressive timeline and, therefore, will be updated in the 10-year capital plan from 2022 onward.

Complete a Road and Infrastructure Assessment

- Hard Surfacing Gravel Roads
- Culvert and Road Widening

These two recommendations have been grouped together as they both deal with ensuring roads are adequate for the volume of traffic that travels on them.

Although the SDR recommends that the Township hire a third-party consultant to complete this work, Staff believe some, or all, of this work could be completed in-house if a short-term or part time engineering student is hired as most of the work includes data collection. Staff are already completing condition assessments of the roads and bridges to update the 10-year capital plan each year, however, there are challenges as the Township does not have accurate data for all of the assets. This work would be completed in conjunction with the data collection and ability to track small assets noted above, as well as the collection of accurate road dimensions (lengths and widths) for each road segment. In addition, traffic count data would need to be collected on gravel roads with known higher volumes of traffic to prioritize which road could be surface treated first.

As noted previously, Public Works and Finance are currently reviewing various asset management systems and budget figures will be brought forward to the 2022 budget deliberations.

The requirements for the Asset Management Plan update, due in July 2022, are to include the current levels of service being provided for each core asset category. Our core asset categories are roads, bridges and culverts. Staff are looking at preparing this information in-house in conjunction with the road and infrastructure assessment.

- Safety Considerations for Mutton's Road

This would be a consideration during the Waste Management Plan review, as well as possibly the Functional Assessment to Investigate the Consolidation of the Public Works Department.

Building and Planning Department

Review Appropriate Communication Policies between Staff/Residents and Council/Residents

- Provide Online Property Data

The additional temporary admin position was created to assist with the filing backlog in the Building and Planning Department and then update the information for SPCAs, zoning, minor variances, severances, etc. in GIS. However, this position was reallocated due to the leave of the CBO therefore this work will not occur until Fall 2021 and may take up to four months to complete.

Once complete, this information will also update the Interactive Map and it is expected that if other links are added to this map (e.g., what uses are allowed in a particular zone) then these frequent but routine inquiries may be reduced.

Consider Modifying Service Fee Structures on Complicated or Overwhelmed Services, to take advantage of revenue-generating or cost-saving opportunities

- Pre-Consultation Fee

Implement a pre-consultation fee for all planning applications, not just severances, in time for the 2022 Budget process.

- Charge Staff-Time for Complicated Applications above the Current Flat Fee

Review Q2 2022

- Financial Review of Building Department

The Building Code Act requires that the Building Department cover its costs but not realize a profit. The Township has yet to undertake an analysis and apportioning of costs. It is suggested that a review be completed prior to the 2022 Budget process. The Building permit fee does not reflect the staff time spent by the Planning Assistant assisting with building and septic permit inquiries and files. Also, as overhead costs such as office supplies, heat, hydro, etc. have not been allocated.

Corporate Administration

Strengthen the Township's Talent Management and Succession Planning

Being a small organization, it is difficult to succession plan for certain positions. With regards to office staff, the Township mainly has senior staff and admin staff, there is no in-between positions. Office staff succession will be a long-term priority. With regards to Public Works outside staff there is a succession plan in place. There are on-call positions for both the roads and waste staff. Individuals in these positions are trained so they are able to apply for full-time internal positions when they become available. As a result, this item should be a long-term priority.

Introduce a Community Services Coordinator Role

As the SDR report indicates, both the Building and Planning Department and the Clerk's Office, are assigned tasks and projects in response to provincial or Council requirements to the extent that there are too many items for the staffing capacity in these departments. As a result, a new position was recommended to be created by the Consultants so that these items can get the attention they deserve instead of being "done off the corner of someone's desk". This position would be responsible for the following service areas: Accessibility, Age-Friendly Communities, Cemeteries, Communications (website, social media, media releases, Tay Valley Guide, etc.), Economic Development, Grant Writing, History Scholarship, Heritage Properties, Indigenous Relations, Recreation, Tourism, etc. A report will be brought forward at the August Committee of the Whole meeting for discussion of this position.

Undertake a Structural Review of the Planning Department

- Focus on Core Services

Re-assign services such as Age-Friendly Communities, Heritage Properties, Indigenous Relations, etc. to the Community Services Coordinator.

- Hire an Additional Admin Assistant

Temporary position established in early 2021 paid by COVID funds due to the increase in housing demand; will be reassessed prior to 2022 budget discussions as the duties of this position changed with the leave of the CBO. There needs to be a period of time once the CBO returns to evaluate the position with respect to the operations of the department.

Conduct a Township Job Description Review and Pay Equity Assessment

Retain a consultant to conduct a Pay Equity Review once the Building and Planning Department structural review is complete and the Community Services Coordinator position has been decided; timeline - in 2023. Last Pay Equity was review was over a decade ago.

Re-Align the Strategic Direction of the Township

Early in 2023 once the new Council is elected, retain a consultant to undertake a Strategic Priority Setting Session to update the Strategic Plan; from there set Council and Operational Priorities.

Enhance current Recreation Programs and Improve Revenues from Facility Utilization

- Enhance Recreational Offerings

To date, other than the Choir and Karate, the reminder of the Township's recreation programs have been volunteer run with the Township providing the overall organizing and registration. In order to expand on the programs offered or add new programs, additional staffing capacity is required. The Community Services Coordinator position could take this on.

- Improve Revenues from Facility Utilization

The Township currently rents its two community halls but could expand and promote additional rentals and could also rent its 3 baseball fields. Again, this will require staffing capacity and the Community Services Coordinator position could take this on.

Standardize Communication Releases to Constituents

This is ongoing but can always be improved. This is another area that the Community Services Coordinator position could be responsible for.

Review Appropriate Communication Policies between Staff/Residents and Council/Residents

- Implement a Best Practices Governance Framework

To expand on what is already in place, it is recommended that annual training be scheduled for Councillors. This can be implemented for the next term of Council and can be a combination of on-line and in-person training from various organizations such as AMO, Fred Dean, AMCTO, etc.

- Update and Formalize Service Delivery Standards

This would be a "nice to have" item and could be looked at in the long-term.

Expand application Availability on Website

With the introduction of the new website two new applications have already been added to the host of others that are already available online. The goal is to also have all building and planning applications available online by the end of 2021.

Enhance the Working Relationship between Key Stakeholder Groups

- Clarify Staff-Council Relationship

Not only during Council orientation after the election but each year bring in a facilitator to review. This could be combined with the annual training for Councillors, where senior staff would also be present.

- Enhance Communication to Stakeholders

This is ongoing but can be improved with staffing capacity. This is another area that the Community Services Coordinator could be responsible for.

Conduct a Cost-Benefit Analysis of Shared Services with Neighbouring Municipalities

This is ongoing as opportunities arise. The Township already shares Fire Services, Library, Recreation Facilities, joint procurement, etc. with local municipalities and the County.

Build an Economic Development Strategy (includes Tourism)

- Establish a clear direction for the Township's Future Economic Development
- Implement an ED Plan

These two items go hand in hand. They will require staffing capacity and could be another responsibility of the Community Services Coordinator.

Finance Department

Review Appropriate Communication Policies between Staff/Residents and Council/Residents

- Provide Online Property Tax Data

The ability for taxpayers to look up tax information will be discussed for 2023 Budget consideration as it involves the purchase of a software module.

Consider Modifying Service Fee Structures on Complicated or Overwhelmed Services, to take advantage of revenue-generating or cost-saving opportunities

- Lottery Licenses

Review Q1 2022

TOWNSHIP PRIORITIES

This section combines Council's Priorities and the Operational and Provincial Priorities with the SDR Priorities arranged by year. See the attachment.

The first seven pages reflect the priorities in 2021 that have been started. Some of the priorities will be completed in 2021 with other continuing into 2022 and 2023. Other items may also come up that will be added to the list. For example, Animal Control and Pound Services was just added in 2021.

CONCLUSIONS

With the current staffing levels there is not enough capacity to take on any new priority or any priority that has not been started this term of Council. Staffing resources need to be directed to the priorities that are already in process so that they can be moved towards completion. Accordingly, staff are proposing to continue carrying out the priorities in the timelines identified in the attachment.

ATTACHMENTS

- i) Township Priorities by Year

Prepared and Submitted By:

Original Signed

Richard Bennet, Acting Treasurer
Sean Ervin, Public Works Manager
Noelle Reeve, Planner
Amanda Mabo, Acting Chief Administrative Officer/Clerk

Township Priorities – 2021

NOTE: Priorities are in no particular order. Priorities may involve more than one department.

Priority	Status/Timeline	Origin of Priority	Department Lead
COVID-19	March 2020 - present	All	Corporate
Service Delivery Review	<ul style="list-style-type: none"> • Final Report Complete – April 29, 2021 • Consultant Presentation to Council – April 29, 2021 • Council Discussion of Recommendations – May 18, 2021 • Staff Report to Council on Recommendations – June 22, 2021 • Complete as Priorities have been included into the Township Priority List – June 22, 2021 	Council	Corporate
Cemeteries – Bolingbroke	<ul style="list-style-type: none"> • Added November 17th, 2020 • Council directed to be complete prior to first Working Group Meeting of Private Unassumed Roads Working Group • Ongoing research and liaising with Cemetery Volunteers • Meeting with Cemetery Volunteers to Discuss next Steps (after lockdown) – June 16, 2021 • Next Steps – Begin process to bring the cemetery into compliance, once in compliance then begin process to expand – June 17, 2021 to 2023 	Council	Corporate
Council Composition	<ul style="list-style-type: none"> • Report to Council – January 19, 2021 • Council Approval of Survey Questions – April 27, 2021 • Public Survey – Month of July 2021 • Report on Survey Results – August 10, 2021 • Depending on Survey Results the file could be closed or there will be a rush to conduct the necessary research, public meetings and by-law passage to have in place before December 31, 2021; in order to do this, other priorities will need to be placed on hold 	Council	Corporate

Priority	Status/Timeline	Origin of Priority	Department Lead
Private Unassumed Roads	<ul style="list-style-type: none"> • Working Group Established – August 2020 • Members Appointed – October 2020 • Information Gathering – ongoing • Information Package to Members of WG – July 2021 • First WG Meeting – July 2021 • Hope to conclude before end of term of Council 	Council	Corporate
The Emily Project (Farm Civic Addresses)	<ul style="list-style-type: none"> • Added October 20, 2020 • Access to Township Roads Policy adopted – May 25, 2021 • Draft Policy to Council – Fall 2021 • Adoption – Fall 2021 	Council	Public Works
Noise By-Law	<ul style="list-style-type: none"> • Report to Council – April 6, 2021 • Council Direction to Revise By-Law to Late Night Party Noise Only – April 27, 2021 • Next Draft – August 10, 2021 • Review by Solicitor General – August 2021 • Adoption by Council – September 21, 2021 	Council	Corporate
Asset Management Plan – Building Condition Assessment	<ul style="list-style-type: none"> • Grant Application – August 2020 • Grant Approved – June 2021 • Issue RFP to Retain Consultant – end of June 2021 • Conduct Review – Fall 2021 • Present Results to Council – late 2021/early2022 	Provincial and Operational	Public Works
Asset Management Plan – Qualitative Descriptions	<ul style="list-style-type: none"> • Deadline moved to July 1, 2022 but pre-work to begin summer 2021 and be complete by fall 2021 	Provincial and Operational	Finance
Development Charges – Amendment to DC By-Law	<ul style="list-style-type: none"> • Changes required due to legislation changes • Kick-Off Meeting – April 27, 2021 • Presentation to Council – August 10, 2021 • Public Meeting – August 24, 2021 • Adoption – September 21, 2021 	Provincial and Operational	Finance

Priority	Status/Timeline	Origin of Priority	Department Lead
Glen Tay Waste Site – Fill Beyond Allowable Limits	<ul style="list-style-type: none"> • Council Direction – September 2020 • Update Operations and Development Plan – in progress • Application to MOECP – Following Completion of O&D Plan • MOECP Approval - 2022 	Provincial and Operational	Public Works
Waste Management Service Delivery Review/Master Plan <ul style="list-style-type: none"> • Safety Considerations for Mutton's Road 	<ul style="list-style-type: none"> • Grant Application – February 2021 • Joint Grant Application with LH • Waiting on grant results (June 2021) • If grant application unsuccessful, will be included in 2022 budget 	Provincial and Operational	Public Works
Christie Lake North Shore Road <ul style="list-style-type: none"> • Drainage Easement • MNR Survey • MNR Land Purchase 	<ul style="list-style-type: none"> • Complete by end of 2021 	Provincial and Operational	Public Works
Glen Tay Road <ul style="list-style-type: none"> • Bollards • On road 40km/hr • Lines 	<ul style="list-style-type: none"> • Bollards Installed – April 2021 • Sign Painting – May 2021 • Follow-Up Report to Council – October 2021 • Line Painting – when road is resurfaced 	Provincial and Operational	Public Works
Allan's Mill Bridge	<ul style="list-style-type: none"> • Tender Award – March 2021 • Construction to begin mid-July 2021 	Provincial and Operational	Public Works
Second Line Bridge - Engineering	<ul style="list-style-type: none"> • RFP Award – May 2021 • Complete by end of 2021 	Provincial and Operational	Public Works
Upper Scotch Line - Reconstruction	<ul style="list-style-type: none"> • Tender Award – March 2021 • To be completed mid-June 2021 	Provincial and Operational	Public Works
Glen Tay Road - Reconstruction	<ul style="list-style-type: none"> • Tender Award – March 2021 • Start Fall 2021 	Provincial and Operational	Public Works
Allan's Side Road - Preservation	<ul style="list-style-type: none"> • Tender Award – April 2021 • Start in June 2021 	Provincial and Operational	Public Works
Access to Roads Policy	<ul style="list-style-type: none"> • Report to Council – May 11, 2021 • Adopted – May 25th, 2021 • Complete 	Provincial and Operational	Public Works

Priority	Status/Timeline	Origin of Priority	Department Lead
Tayside Estates Subdivision – Outstanding Items	<ul style="list-style-type: none"> • Ongoing – goal to complete by September 2021 	Provincial and Operational	Public Works
OPA #5 & #6	<ul style="list-style-type: none"> • Council Approved – August 2019 • Submission to County – May 2021 • County Approval - 2022 	Provincial and Operational	Building & Planning
OP 5 Year Review	<ul style="list-style-type: none"> • Report to Council – May 11, 2021 • Open House – August 17, 2021 • Public Meeting – Fall 2021 • Adoption by Council – February 2022 	Provincial and Operational	Building & Planning
Holding Zone for Maberly Pines	<ul style="list-style-type: none"> • Report to Council – May 4, 2021 • Public Meeting – June 8, 2021 • By-Law to Council - June 22, 2021 • Report to Council on Options – August 10, 2021 • Implement Options – Fall 2021 	Provincial and Operational	Building & Planning
Climate Lens	<ul style="list-style-type: none"> • Climate Action Plan Approved – August 2020 • Meeting with Senior Staff – after lockdown (at Bob Argue’s request) – Summer 2021 • Implementation of Climate Lens – Fall 2021 	Provincial and Operational	Building & Planning
Municipal Responsibility Agreement Policy	<ul style="list-style-type: none"> • Report to Council – 2015 • Report to Council – December 2020 • Policy being Drafted • Report to Council – August/September 2021 • Adoption by Council – Fall 2021 	Provincial and Operational	Building & Planning
ICG Grant – Co-Housing	<ul style="list-style-type: none"> • RFP Award – April 27, 2021 • Public Consultation - August 2021 • Adoption – April 2022 	Provincial and Operational	Building & Planning
Solar Farm Trail – Parks Plan	<ul style="list-style-type: none"> • RFP Award – March 23, 2021 • Process Presentation to Council – May 11, 2021 • Public Consultation – survey closed June 7, 2021 • Concept Presentation to Council – June 22, 2021 • Public Comment – July 2021 • Report to Council – August 10, 2021 	Provincial and Operational	Corporate

Priority	Status/Timeline	Origin of Priority	Department Lead
Maberly Fall River Park	<ul style="list-style-type: none"> • Naming Contest – Spring 2021 • Applied for 2 separate grants – Winter 2021 • Received 30% funding from RED – Spring 2021 • Volunteers working on wording for park sign – May/June 2021 • Site Meeting with Neighbours – July 2021 • Waiting on results of second grant application – September 2021 • Develop Park, installation of Cohen Plaque – Fall 2021 	Provincial and Operational	Corporate
Glen Tay Swimming Area	<ul style="list-style-type: none"> • Meeting with adjacent landowner – Spring 2021 • Survey – Summer 2021 • Land Acquisition – Fall 2021 • Fencing, Updates – Fall 2021 	Provincial and Operational	Corporate
Website Upgrade	<ul style="list-style-type: none"> • Training – May 7, 2021 • Launch – Early June 2021 • Complete 	Provincial and Operational	Corporate
Website – Bids and Tenders Module	<ul style="list-style-type: none"> • After New Website Launched – Fall 2021 • Update Procurement Policy 	Provincial and Operational	Corporate
Website - Tay Valley Interactive Map Update	<ul style="list-style-type: none"> • Renaming the Cultural Map • Updating – by end of 2021 	Provincial and Operational	Corporate
Website - Expand Application Availability	<ul style="list-style-type: none"> • have all building and planning applications available online by end of 2021 	Provincial and Operational	Corporate
Records Management <ul style="list-style-type: none"> • Scanning and tracking of Resolutions • Scanning and Tracking of By-Laws • Policy 	<ul style="list-style-type: none"> • Resolutions – Summer Student currently working on • By-Laws – 2022 • Policy – 2023 	Provincial and Operational	Corporate

Priority	• Status/Timeline	Origin of Priority	Department Lead
2022 Municipal Election <ul style="list-style-type: none"> • Contract Voting System Vendor • Develop Policies, Procedures, Forms 	<ul style="list-style-type: none"> • Lanark County Clerk's Group had Presentation from Previous Vendor – May 18, 2021 • Finalize and Sign Contract – summer 2021 • Begin developing procedures – August 2021 	Provincial and Operational	Corporate
Commitment to Equity, Diversity and Inclusion	<ul style="list-style-type: none"> • Delegation to Council - June 1, 2021 • Report to Council – August/September 2021 	Council	Corporate
Animal Control and Pound Services	<ul style="list-style-type: none"> • Received Notice Current Provider Retiring – June 8, 2021 • Meeting with Neighbouring Townships – June 2021 • Report to Council with Options – September/October 2021 	Provincial and Operational	Corporate
Introduce a Community Services Coordinator Role	<ul style="list-style-type: none"> • Report to Council – August 10, 2021 	SDR	Corporate
Undertake a Structural Review of the Planning Department <ul style="list-style-type: none"> • Focus on Core Services • Review Need for an Additional Admin Assistant 	<ul style="list-style-type: none"> • Re-assign services such as Age-Friendly, Heritage Properties, Indigenous Relations, etc. to the Community Services Coordinator - August 10, 2021 • Fall 2021 	SDR	Corporate
Collective Bargaining	<ul style="list-style-type: none"> • Late Summer/Early Fall 2021 	Provincial and Operational	Corporate

Priority	Status/Timeline	Origin of Priority	Department Lead
Review Appropriate Communication Policies between Staff/Residents and Council/Residents <ul style="list-style-type: none"> • Provide Online Property Data 	<ul style="list-style-type: none"> • Update the information for SPCAs, zoning, minor variances, severances, etc. in GIS - Fall 2021 	Provincial and Operational	Building and Planning
Consider Modifying Service Fee Structures on Complicated or Overwhelmed Services, to take advantage of revenue-generating or cost-saving opportunities <ul style="list-style-type: none"> • Pre-Consultation Fee • Financial Review of Building Department 	<ul style="list-style-type: none"> • Implement a pre-consultation fee for all planning applications, not just severances – 2022 Budget process • Financial Review of Building Department - 2022 Budget process 		

Township Priorities – 2022

Priority	Status/Timeline	Origin of Priority	Department Lead
2022 Municipal Election	<ul style="list-style-type: none"> Register electors, candidates, third parties Implement Joint Compliance Audit Committee 	Provincial and Operational	Corporate
Council Orientation	<ul style="list-style-type: none"> Develop Orientation Orientation – November 2022 	Provincial and Operational	Corporate
Harassment & Violence in the Workplace Policy Update	<ul style="list-style-type: none"> Conduct Risk Assessment Update Policy Develop Forms, Training Program Annual Review 	Provincial and Operational	Corporate
Integrity Commissioner Report Policy	<ul style="list-style-type: none"> Waiting on Provincial Review of IC Legislation 	Council	Corporate
Minute Approval Process	<ul style="list-style-type: none"> Added February 16, 2021 	Council	Corporate
Complete a Road and Infrastructure Assessment <ul style="list-style-type: none"> Hard Surfacing Gravel Roads Culvert and Road Widening 	<ul style="list-style-type: none"> Retain Engineering Student Gather Data Input Data Analyse Data Report to Council 	SDR	Public Works
Asset Management Plan – Small Asset Tracking	<ul style="list-style-type: none"> Retain Engineering Student Gather Data Input Data 	SDR	Public Works
Asset Management Plan – Core Assets	<ul style="list-style-type: none"> Roads, bridges, culverts levels of service – July 1, 2022 	Provincial and Operational	Public Works
Asset Management Plan – Long Range Financial Plan	<ul style="list-style-type: none"> For the proposed levels of services, life-cycle management and financial strategy for a 10-year period 	Provincial and Operational	Finance
Asset Management Plan – Reserve and Reserve Fund Policy	<ul style="list-style-type: none"> Research and Draft Policy – Q2 2022 	Provincial and Operational	Finance
Financial System Upgrade	<ul style="list-style-type: none"> Q3 2022 	Provincial and Operational	Finance
Electronic Timesheets	<ul style="list-style-type: none"> Q2 2022 	Provincial and Operational	Finance
Cemeteries – Bolingbroke	<ul style="list-style-type: none"> Continued from 2020 	Provincial and Operational	Corporate
Inactive Building Permits Policy	<ul style="list-style-type: none"> Q2 2022 	Provincial and Operational	Building and Planning

Priority	Status/Timeline	Origin of Priority	Department Lead
Go through Old Building Permits in Order to Close Files	<ul style="list-style-type: none"> • Q3 2022 	Provincial and Operational	Building and Planning
Policies for Cannabis	<ul style="list-style-type: none"> • Grant received in – December 2019 • Draft Policies – Summer 2022 	Provincial and Operational	Building and Planning
Gambles Side Road Bridge		Provincial and Operational	Public Works
Glen Tay Road Culvert		Provincial and Operational	Public Works
Second Line Road Bridge		Provincial and Operational	Public Works
Glen Tay Road (CR6 to CR10)		Provincial and Operational	Public Works
Harper Road		Provincial and Operational	Public Works
Keays Road		Provincial and Operational	Public Works
Otty Lake Boat Launch	<ul style="list-style-type: none"> • Meet with Adjacent Land Owner(s) • Conduct Upgrades – parking lot, brushing, garbage can, signage, boat launch 	Provincial and Operational	Corporate
Asset Management Plan – Building Condition Assessment	<ul style="list-style-type: none"> • Grant Application – August 2020 • Waiting on grant results (May 2021) • Grant Approved – June 2021 • Issue RFP to Retain Consultant – end of June 2021 • Conduct Review – Fall 2021 • Present Results to Council – late 2021/early2022 	Provincial and Operational	Public Works
Waste Management Service Delivery Review/Master Plan	<ul style="list-style-type: none"> • Grant Application – February 2021 • Joint Grant Application with LH • Waiting on grant results (June 2021) • If grant application unsuccessful, will be included in 2022 budget 	Provincial and Operational	Public Works
Records Management <ul style="list-style-type: none"> • Scanning and Tracking of By-Laws • Policy 	<ul style="list-style-type: none"> • By-Laws – 2022 • Policy - 2023 	Provincial and Operational	Corporate

Priority	Status/Timeline	Origin of Priority	Department Lead
Consider Modifying Service Fee Structures on Complicated or Overwhelmed Services, to take advantage of revenue-generating or cost-saving opportunities <ul style="list-style-type: none"> • Charge Staff-Time for Complicated Applications above the Current Flat Fee 	<ul style="list-style-type: none"> • Review Q2 2022 	SDR	Building and Planning
Standardize Communication Releases to Constituents	<ul style="list-style-type: none"> • Review Q2 2022 	SDR	Corporate
Review Appropriate Communication Policies between Staff/Residents and Council/Residents <ul style="list-style-type: none"> • Implement a Best Practices Governance Framework 	<ul style="list-style-type: none"> • Annual Training for Councillors 	SDR	Corporate
Consider Modifying Service Fee Structures on Complicated or Overwhelmed Services, to take advantage of revenue-generating or cost-saving opportunities <ul style="list-style-type: none"> • Lottery Licenses 	<ul style="list-style-type: none"> • Review Q1 2022 	SDR	Finance

Township Priorities – 2023 and beyond

Priority	Status/Timeline	Origin of Priority	Department Lead
Strategic Planning Session	<ul style="list-style-type: none"> • Retain Consultant • Hold Session with Council and Senior Staff • Public Sessions • Report to Council 	SDR	Corporate
Property Standards	<ul style="list-style-type: none"> • Report to Council 	Council	Corporate
Trailer Licensing By-Law	<ul style="list-style-type: none"> • Report to Council 	Council	Corporate
Sign By-Law	<ul style="list-style-type: none"> • Council Added – June 22, 2021 • Report to Council 	Council	Corporate
No Smoking By-Law	<ul style="list-style-type: none"> • “No Smoking” signs installed at the Glen Tay Waste Site – Summer 2021 • Report to Council 	Council	Corporate
Building By-Law Update	<ul style="list-style-type: none"> • Report to Council 	Provincial and Operational	Building and Planning
Site Alteration By-Law	<ul style="list-style-type: none"> • Report to Council 	Provincial and Operational	Building and Planning
Dark Skies Policy (public)	<ul style="list-style-type: none"> • Report to Council 	Provincial and Operational	Building and Planning
Multi-Year Accessibility Plan (2023-2027)	<ul style="list-style-type: none"> • Report to Council • Public Consultation • Report to Council 	Provincial and Operational	Corporate
Animal Control By-Law Update	<ul style="list-style-type: none"> • Report to Council 	Provincial and Operational	Corporate
Social Media Policy	<ul style="list-style-type: none"> • Report to Council 	Provincial and Operational	Corporate
Communications Policy	<ul style="list-style-type: none"> • Report to Council 	Provincial and Operational	Corporate
Asset Management Plan – all other infrastructure	<ul style="list-style-type: none"> • Levels of service – July 1, 2023 	Provincial and Operational	Finance
Strategic Asset Management Policy – 5 Year Review	<ul style="list-style-type: none"> • Review Policy 	Provincial and Operational	Finance
Glen Tay Road Culvert		Provincial and Operational	Public Works
Anglican Church Road		Provincial and Operational	Public Works
Cameron Side Road		Provincial and Operational	Public Works
Tennis Court, Outdoor Rink, Playground Equipment	Report to Council	Provincial and Operational	Corporate

Priority	Status/Timeline	Origin of Priority	Department Lead
Records Management <ul style="list-style-type: none"> • Scanning and Tracking of By-Laws • Policy 	<ul style="list-style-type: none"> • By-Laws – 2022 • Policy - 2023 	Provincial and Operational	Corporate
Winter Control Plan	<ul style="list-style-type: none"> • Develop Plan • Overview to Council • Post on Website and Interactive Map 	SDR	Public Works
Review Access to Winter Sand Policy	<ul style="list-style-type: none"> • Report to Council - Q3 2023 	SDR	Public Works
Functional Assessment to Investigate the Possible Consolidation of the Public Works Department <ul style="list-style-type: none"> • Safety Considerations for Mutton's Road 	<ul style="list-style-type: none"> • Building Condition Assessment – 2021/2022 • Retain Consultant • Report to Council 	SDR	Public Works
Conduct a Township Job Description Review and Pay Equity Assessment	<ul style="list-style-type: none"> • Retain Consultant 	SDR	Corporate
Enhance current Recreation Programs and Improve Revenues from Facility Utilization <ul style="list-style-type: none"> • Enhance Recreational Offerings • Improve Revenues from Facility Utilization 	<ul style="list-style-type: none"> • Report to Council 	SDR	Corporate
Enhance the Working Relationship between Key Stakeholder Groups <ul style="list-style-type: none"> • Clarify Staff-Council Relationship • Enhance Communication to Stakeholders 	<ul style="list-style-type: none"> • Annual Training for Councillors 	SDR	Corporate

Priority	Status/Timeline	Origin of Priority	Department Lead
Build an Economic Development Strategy (includes Tourism) <ul style="list-style-type: none"> • Establish a Clear Direction for the Township's Future Economic Development • Implement an ED Plan 	<ul style="list-style-type: none"> • Retain Consultant 	SDR	Corporate
Review Appropriate Communication Policies between Staff/Residents and Council/Residents <ul style="list-style-type: none"> • Provide Online Property Data 	<ul style="list-style-type: none"> • The ability for taxpayers to look up tax information will be discussed for 2023 Budget consideration as it involves the purchase of a software module. 	SDR	Finance