



**COUNCIL MEETING
AGENDA**

6:00 p.m.

Tuesday, August 23rd, 2022

Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. *Council Meeting*

Chair, Reeve Brian Campbell

1. **CALL TO ORDER**
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 – June 21st, 2022 – *attached, page 16.***

Suggested Motion by Councillor Mick Wicklum:

“THAT, the minutes of the Council Meeting held on June 21st, 2022, be approved as circulated.”

- ii) **“Special” Council Meeting – July 13th, 2022 – *attached, page 27.***

Suggested Motion by Councillor Fred Dobbie:

“THAT, the minutes of the “Special” Council Meeting held on July 13th, 2022, be approved as circulated.”

- iii) **“Special” Council Meeting (Closed Session – Identifiable Individual – Staffing Update) – July 13th, 2022 – *to be distributed at the meeting.***

Suggested Motion by Deputy Reeve Barrie Crampton:

“THAT, the minutes of the “Special” Council Meeting (Closed Session - Identifiable Individual – Staffing Update) held on July 13th, 2022, be approved as circulated.”

- iv) **Committee of the Whole Meeting – August 9th, 2022 – attached, page 30.**

Suggested Motion by Councillor Gene Richardson:

“THAT, the minutes of the Committee of the Whole Meeting held on August 9th, 2022, be approved as circulated.”

- v) **Committee of the Whole Meeting (Closed Session – Security of Municipal Property – Municipal Office Server) – August 9th, 2022 – to be distributed at the meeting.**

Suggested Motion by Councillor Beverley Phillips:

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session - Security of Municipal Property – Municipal Office Server) held on August 9th, 2022, be approved as circulated.”

- vi) **“Special” Council Meeting – August 9th, 2022 – attached, page 48.**

Suggested Motion by Councillor Rob Rainer:

“THAT, the minutes of the “Special” Council Meeting held on August 9th, 2022, be approved as circulated.”

- vii) **“Special” Council Meeting (Closed Session – Identifiable Individual – Staffing Update) – August 9th, 2022 – to be distributed at the meeting.**

Suggested Motion by Councillor RoxAnne Darling:

“THAT, the minutes of the “Special” Council Meeting (Closed Session - Identifiable Individual – Staffing Update) held on August 9th, 2022, be approved as circulated.”

- viii) **“Special” Committee of the Whole Meeting – August 11th, 2022 – attached, page 53.**

Suggested Motion by Councillor Mick Wicklum:

“THAT, the minutes of the “Special” Committee of the Whole Meeting held on August 11th, 2022, be approved as circulated.”

- ix) **“Special” Council Meeting – August 18th, 2022 – attached, page 59.**

Suggested Motion by Councillor Fred Dobbie:

“THAT, the minutes of the “Special” Council Meeting held on August 18th, 2022, be approved as circulated.”

- x) **“Special” Council Meeting (Closed Session – Identifiable Individual – Staffing Update) – August 18th, 2022 – to be distributed at the meeting.**

Suggested Motion by Deputy Reeve Barrie Crampton:

“THAT, the minutes of the “Special” Council Meeting (Closed Session - Identifiable Individual – Staffing Update) held on August 18th, 2022, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation - Heritage Property Recognition Program.**

David Taylor and Susan Code-McDougall

Heritage Property Selection Committee.

- Chaplin Dairy Factory – *attached, page 62.*
- Miller Farm Sugar Shack – *attached, page 68.*

- ii) **Presentation – Emergency Response Plan – attached, page 74.**

Denise Stone, The Loomex Group.

Suggested Motion by Councillor RoxAnne Darling:

“THAT, the Tay Valley Township Emergency Response Plan, dated 2022, be approved.”

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Report #PD-2022-30 – Severance Application – Connell.**

Suggested Motion by Councillor Gene Richardson:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for Concession 10, Part Lot 8, geographical Township of North Burgess, comprising: B22/038 - to create a lot line adjustment to lands owned by Jim Connell at 936 Ferrier Road (Roll Number 91101033301) to recognize the location of the existing driveway for the residential land holding; and B22/039 - to create a lot adjustment to farm land owned by Jim Connell on Ferrier Road (Roll Number 91101033300) to consolidate the agricultural fields, 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 pays any outstanding fees to the Township prior to final approval of the severances.

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

ii) **Report #PD-2022-31 – Severance Application – Kirkham.**

Suggested Motion by Councillor Beverley Phillips:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Brent and William Kirkham B22/057 (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016500) 2458 Christie Lake Road to provide a lot addition in favour of lands at 2486 Christie Lake Road (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016502), owned by Brent Kirkham, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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 rear of the lot addition and retained lands be rezoned to Open Space Exception – 8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings to protect the Significant Woodlands Deep Interior Forest.”

iii) **Report #PD-2022-32 – Severance Application – Leviton.**

Suggested Motion by Councillor Rob Rainer:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/48 (Part Lot 5, Concession 5, geographic Township of Bathurst, Roll #091191602001405) known as 280 Brooke Valley 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required."

iv) **Report #PD-2022-33 – Severance Application – Peters.**

Suggested Motion by Councillor Mick Wicklum:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/041 (Part Lot 20, Concession 6, geographic Township of Bathurst, Roll #091191602504200) known as 915 Harper 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required;

That, a hydrogeological study be undertaken to demonstrate there is sufficient water quantity and quality available for the new lot, without compromising water quantity and quality of the existing lots in the area."

v) **Report #PD-2022-34 – Severance Application – Thomas.**

Suggested Motion by Councillor Fred Dobbie:

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for J. Ken Thomas B22/042-044 (Concession 6, Part Lot 20, geographic Township of Bathurst) 996 Bathurst 6th Concession to create three new lots, 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 pays any outstanding fees to the Township prior to final approval of the severances.

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

That, payment for the severed lots shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the Scoped Hydrogeology Assessment by Morrison Hershfield dated December 17, 2021 be placed in the property files for the new severances so the recommendations for additional measures because of the thin overburden of soils are captured, including: added septic separation from wells (50m instead of 15m), clay liner for septic systems, 4 bedroom maximum sized house with a maximum of 3,000L/day septic system, and the use of a standard residential grade water softener to remove hardness in the raw water. It should also be noted that conventional water softeners will introduce sodium into the water supply, and it may be appropriate to bypass the water softener with a separate tap for drinking water.

That, the applicant obtain Entrance Permits and Civic Address Numbers along Bathurst 7th Concession for the two northern lots and Bathurst 6th Concession for the southern severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required."

vi) **Report #PD-2022-35 – Severance Application – Francis and White.**

Suggested Motion by Deputy Reeve Barrie Crampton:

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/037 (Part Lot 8, Concession 11, geographic Township of Bathurst, Roll #091191603033602) known as 1757 Bennett Lake 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township."

vii) **Report #PD-2022-36 – Severance Application – Jordan.**

Suggested Motion by Councillor Gene Richardson:

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/065 and B22/066 (Part Lot 8, Concession 2, geographic Township of Bathurst, Roll #091191601009400) known as 2351 Christie Lake Road for two new lots, 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required."

viii) **Report #PD-2022-37 – Severance Application – Lee.**

Suggested Motion by Councillor Beverley Phillips:

***“THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Lee B22/047 (Part Lots 5 and 6, Concession 6, geographic Township of North Burgess, Roll Number 091191101000100) 364 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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 lot addition be rezoned to Open Space Exception–8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings and the retained lot be rezoned, subject to the Rideau Valley Conservation Authority Comments, to Residential Limited Services - Special Exception to establish a developable area beyond the steep slopes."

ix) **Report #PD-2022-38 – Severance Application – Lee for Kravacek.**

Suggested Motion by Councillor Rob Rainer:

***“THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Kravacek*

B22/046 (Part Lot 4, Concession 6 geographic, Township of North Burgess, Roll Number 091191102525000) 192 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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.”

x) **Report #PD-2022-39 – Severance Application – Frost.**

Suggested Motion by Councillor RoxAnne Darling:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/079, B22/080, B22/081 (Part Lot 20, Concession 8, geographic Township of Bathurst, Roll #091191602511700) known as 183 Old Morris Road for three new lots, 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands for the severed lots;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required;

That, a Development Agreement be placed on the retained lands to identify a developable envelope that protects the Significant Woodlands, streams and unevaluated wetlands;

That, a Hydrogeological report be prepared to demonstrate sufficient water quality and quantity for the severed and retained lots and the surrounding lots."

xi) **Report #PD-2022-41 – Delegated Authority for Holding Removal, Temporary Use and Minor Zoning Amendments.**

Suggested Motion by Councillor Mick Wicklum:

*"**THAT**, the ability for Council to delegate authority for Holding Removal, Temporary Use By-laws, and Minor Zoning By-Law amendments be included as Section 6.7.5 - Delegation of Authority in the Draft Official Plan;*

***AND THAT**, an amendment to the Delegation of Authority By-Law that would implement the changes be approved at a later date."*

xii) **Report #PD-2022-43 – Home Energy Retrofit Program Applications Prerequisites.**

Suggested Motion by Councillor Fred Dobbie:

*"**THAT**, the Council of the Corporation of Tay Valley Township agrees to make a 20% contribution (to be recovered as part of the loan recipient's repayment) to the Federation of Canadian Municipalities' Community Efficiency Financing Program in order to receive Federal Government Home Energy Retrofit funding of 80%;*

***THAT**, Council agrees to use its Local Improvement Charge authority for the Home Energy Retrofit program;*

***AND THAT**, Council approve the principles of the program design report, which are as follows:*

- Be customer oriented for the best customer experience possible*
- Balance program design flexibility with streamlining and consistency goals*
- Reduce administration burden on municipalities*
- Increase deep energy retrofit uptake*
- Advance the financial sustainability of the program over time*
- Increase stakeholder awareness and training within renovator sector*
- Consider equitable distribution of program funds*
- Streamline program outcomes, tracking, evaluation and improvement."*

- xiii) **Report #CBO-2022-07 – Building Department Report – January – July 2022.**

Suggested Motion by Deputy Reeve Barrie Crampton:

“THAT, Report #CBO-2022-07 – Building Department Report – January - July 2022 be received as information.”

- xiv) **Report #PW-2022-16 – Building Condition Assessment Reports.**

Suggested Motion by Councillor Gene Richardson:

“THAT, Report #PW-2022-16 – Building Condition Assessment Reports, be received for information.”

- xv) **22-07-14 and 22-08-05 – Council Communication Packages.**

Suggested Motion by Councillor Beverley Phillips:

“THAT, the 22-07-14 and 22-08-05 Council Communication Packages be received for information.”

- xvi) **Ontario Wildlife Damage Compensation Program.**

Suggested Motion by Councillor Rob Rainer:

“WHEREAS, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

***AND WHEREAS,** Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;*

***AND WHEREAS,** the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality from OMAFRA;*

***NOW THEREFORE BE IT RESOLVED THAT,** the Council of Tay Valley Township request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;*

***AND FURTHER THAT,** this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.”*

8. BY-LAWS

- i) **By-Law No. 2022-022: Custodial Services Contract (Maberly Hall) – attached, page 124.**

Suggested Motion by Councillor RoxAnne Darling:

“THAT, By-Law No. 2022-022, being a by-law to enter into a Custodial Services Contract for the cleaning and opening/closing of the Maberly Hall (Trevor Badour), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- ii) **By-Law No. 2022-023: Custodial Services Contract (Burgess Hall) – attached, page 130.**

Suggested Motion by Councillor Mick Wicklum:

“THAT, By-Law No. 2022-023, being a by-law to enter into a Custodial Services Contract for the cleaning and opening/closing of the Burgess Hall (Trevor Badour), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- iii) **By-Law No. 2022-024: Delegation of Authority By-Law Amendment – Undisputed Severances – attached, page 136.**

Suggested Motion by Councillor Fred Dobbie:

“THAT, By-Law No. 2022-024, being a by-law to Amend the Delegation of Authority By-Law No. 2017-064, for Undisputed Severances, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- iv) **By-Law No. 2022-025: Maximum Rate of Speed – Bathurst Upper 4th Concession – attached, page 139.**

Suggested Motion by Deputy Reeve Barrie Crampton:

“THAT, By-Law No. 2022-025, being a by-law to Amend the Maximum Rate of Speed By-Law No. 2018-035 to reduce the rate of speed on Bathurst Upper 4th Concession, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

9. NEW/OTHER BUSINESS

None.

10. CALENDARING

Meeting	Date	Time	Location
Committee of Adjustment Hearing	August 22 nd	5:00 p.m.	Municipal Office
Private Unassumed Roads Working Group Meeting	August 22 nd	6:00 p.m.	Municipal Office
Council Meeting	August 23 rd	6:00 p.m.	Municipal Office
Warden's Banquet	August 26 th	5:00 p.m.	Carleton Place Arena Upstairs
Fire Board Meeting	September 8 th	6:00 p.m.	South Sherbrooke Fire Station
Public Meeting – Zoning By-Law Amendment	September 13 th	5:30 p.m.	Municipal Office
Committee of the Whole Meeting	September 13 th	Following	Municipal Office
Ontario Association of Police Services Board Meeting	September 16 th	9:30 a.m.	Quinte West
Green Energy and Climate Change Working Group Meeting	September 16 th	10:00 a.m.	Municipal Office
History Scholarship Selection Committee Meeting	September 19 th	2:00 p.m.	Municipal Office
Lanark County Police Services Board Meeting	September 21 st	10:00 a.m.	Beckwith Municipal Office
“Special” Committee of the Whole Meeting	September 22 nd	5:30 p.m.	Municipal Office
Committee of Adjustment Hearing	September 26 th	5:00 p.m.	Municipal Office
Police Services Board Meeting	September 27 th	2:00 p.m.	Municipal Office
Council Meeting	September 27 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

- i) **CONFIDENTIAL: Potential Litigation – Judicial Review.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Motion by Councillor Gene Richardson:

“THAT, Council move “in camera” at ___ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, regarding a Judicial Review;

AND THAT, the Chief Administrative Officer/Clerk, Deputy Clerk and Tony Fleming, Solicitor, remain in the room.”

*Suggested Motion by Councillor Gene Richardson:
“THAT, Council return to open session at ___ p.m.”*

- *Chair’s Rise and Report.*

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2022-026 - Confirmation By-Law – July 13th, August 9th, 11th, 18th, & 23rd, 2022 – attached, page 141.**

Suggested Motion by Councillor Beverley Phillips:

“THAT, By-Law No. 2022-026, being a by-law to confirm the proceedings of the Council meetings held on July 13th, August 9th, 11th, 18th, & 23rd, 2022, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

13. ADJOURNMENT

MINUTES



COUNCIL MEETING MINUTES

Tuesday, June 21st, 2022

Following Public Meeting – Official Plan Five Year Review at 5:30 p.m.

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

Council Chambers

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
Noelle Reeve, Planner
Sean Ervin, Public Works Manager (left at 7:20 p.m.)

Regrets:

None.

1. CALL TO ORDER

The meeting was called to order at 6:27 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Under Closed Sessions: Potential Breach of Council and Board Member Code of Conduct.

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 – May 24th, 2022.

RESOLUTION #C-2022-06-01

MOVED BY: Barrie Crampton
SECONDED BY: Gene Richardson

“THAT, the minutes of the Council Meeting held on May 24th, 2022, be approved as circulated.”

ADOPTED

ii) Committee of the Whole Meeting – June 7th, 2022.

A member asked that under Committee, Board and External Organization Updates that the Private Unassumed Roads Working Group minutes be identified as draft.

The Acting CAO/Clerk explained that if this change was to be made then it would have to be applied to all minutes under that section.

Council agreed that moving forward for minutes not yet approved by the Committee, Board or Organization, that they be labelled as Draft Minutes. Whenever the Procedural By-Law is updated, this will be written in.

RESOLUTION #C-2022-06-02

MOVED BY: Gene Richardson
SECONDED BY: Barrie Crampton

“THAT, the minutes of the Committee of the Whole Meeting held on June 7th, 2022, be approved as circulated.”

ADOPTED

- iii) **Committee of the Whole Meeting (Closed Session – Solicitor/Client Privilege – Water and Sewer Service Agreement - New Long Term Care Facility) – June 7th, 2022.**

RESOLUTION #C-2022-06-03

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“**THAT**, the minutes of the Council Meeting (Solicitor/Client Privilege – Water and Sewer Service Agreement - New Long Term Care Facility) – June 7th, 2022, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

- i) **Public Meeting - Request to Close Unopened Road Allowance – Edwards/Wolfe.**

- a. CLERK REVIEW OF FILE

The Acting CAO/Clerk gave a PowerPoint presentation that was attached to the agenda.

- b. APPLICANT COMMENTS

None.

- c. PUBLIC COMMENTS

None.

- ii) **Delegation: Planet Youth.**

Kevin Clouthier, Vice-Chair, Planet Youth Lanark County.

K. Clouthier presented the PowerPoint Presentation that was attached to the agenda.

Council discussed how the pandemic could have affected the survey results. K. Clouthier agreed it could have, but the questions were for in the moment, mental health are indicators for future risk and will be looking at how to mitigate those risks and will need to look at the consequences of the pandemic.

A member asked if the survey could show different types of demographics of the teens being surveyed. K. Clouthier explained the survey was done by the school so no other demographics were captured. Council

discussed the importance of the community providing a level of support if that support was not available in the home.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Mississippi Valley Conservation Authority – Programs & Services.**

RESOLUTION #C-2022-06-04

MOVED BY: Rob Rainer

SECONDED BY: Beverley Phillips

“THAT, the Council of the Corporation of Tay Valley Township supports the continued delivery of Category 2 and 3 programs by Mississippi Valley Conservation Authority;

AND THAT, staff work with the Mississippi Valley Conservation Authority on a Memorandum of Understanding and Cost Apportionment Agreement to be presented to Council in the early 2023.”

ADOPTED

- ii) **Report #PW-2022-11 – Two (2) Heavy-Duty Motor Graders – RFP Award.**

RESOLUTION #C-2022-06-05

MOVED BY: RoxAnne Darling

SECONDED BY: Mick Wicklum

“THAT, the Township make capital investments into the 2008 Volvo, as necessary, to add an additional 5-years of service with intentions to replace the grader in 2027.”

ADOPTED

- iii) **Report #PD-2022-27 – Severance Application – Irvin.**

RESOLUTION #C-2022-06-06

MOVED BY: Mick Wicklum

SECONDED BY: RoxAnne Darling

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Irvin B22/064 (Concession 2, Part Lots 12 and 13, geographic Township of South Sherbrooke) 319 O’Brien Lake Lane 14A to provide a lot addition

and legalize an existing right-of-way in favour of lands at 323 O'Brien Lake Lane 14A, owned by Harold Cameron, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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.”

ADOPTED

- iv) **Report #PD-2022-28 – Home Energy Retrofit Program.**

RESOLUTION #C-2022-06-07

MOVED BY: Fred Dobbie

SECONDED BY: Mick Wicklum

“**THAT**, Report #PD-2022-28 – Home Energy Retrofit Program, be received for information.”

ADOPTED

- v) **Climate Change Action Plan – 2022 Report Card.**

RESOLUTION #C-2022-06-08

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“**THAT**, the Climate Change Action Plan – 2022 Report Card be approved for use.”

ADOPTED

- vi) **Report #PD-2022-29 – Green Energy and Climate Change Working Group – Annual Report.**

RESOLUTION #C-2022-06-09

MOVED BY: Gene Richardson

SECONDED BY: Barrie Crampton

“**THAT**, Report #PD-2022-29 – Green Energy and Climate Change Working Group Annual Report be received for information.”

ADOPTED

- vii) **Report #CBO-2022-06 – Building Department Report – January – May 2022.**

RESOLUTION #C-2022-06-10

MOVED BY: Beverley Phillips
SECONDED BY: Rob Rainer

“**THAT**, Report #CBO-2022-06 – Building Department Report – January - May 2022 be received as information.”

ADOPTED

- viii) **Report #PW-2022-12 – Electric Vehicle – RFP Award.**

RESOLUTION #C-2022-06-11

MOVED BY: Rob Rainer
SECONDED BY: Beverley Phillips

“**WHEREAS**, Request for Proposals were let for the purchase of an electric vehicle and no bids were received;

NOW THEREFORE BE IT RESOLVED THAT, Section 7.2 of the Township’s Purchasing Policy be waived to allow Staff obtain quotations for an electric vehicle;

AND THAT, a report be brought forward to a future Committee of the Whole meeting with further recommendations for Councils’ considerations.”

ADOPTED

- ix) **Report #C-2022-17 – Hydrogeological Peer Review Services – RFP Award.**

RESOLUTION #C-2022-06-12

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“**THAT**, the Request for Proposals for Hydrogeological Review Services be awarded to BluMetric Environmental as the principal contractor and Jp2g Consultants Inc. as the secondary contractor;

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

ADOPTED

- x) **2021 Annual Police Services Board Report.**

RESOLUTION #C-2022-06-13

MOVED BY: Mick Wicklum
SECONDED BY: Fred Dobbie

“**THAT**, the 2021 Annual Police Services Board Report be received as information.”

ADOPTED

- xi) **Report #FIN-2022-08 – Credit Card Payments for Online Tax Lookup Systems.**

RESOLUTION #C-2022-06-14

MOVED BY: Fred Dobbie
SECONDED BY: Mick Wicklum

“**THAT**, staff proceed with implementing online credit card payment for property taxes as an option in the new online tax lookup system.”

ADOPTED

- xii) **22-05-27 and 22-06-02 – Council Communication Packages.**

RESOLUTION #C-2022-06-15

MOVED BY: Barrie Crampton
SECONDED BY: Gene Richardson

“**THAT**, the 22-05-27 and 22-06-02 Council Communication Packages be received for information.”

ADOPTED

- xiii) **The District Municipality of Muskoka – Annual Emergency Exercise Exemption.**

RESOLUTION #C-2022-06-16

MOVED BY: Gene Richardson
SECONDED BY: Barrie Crampton

“**THAT**, the Council of the Corporation of Tay Valley Township supports the resolution from The District Municipality of Muskoka requesting the province to amend Ontario Regulation 380/04 under the Emergency Management and Civic Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year.”

ADOPTED

8. BY-LAWS

- i) **By-Law No. 2022-015 – Disconnecting from Work Policy.**

RESOLUTION #C-2022-06-17

MOVED BY: Beverley Phillips
SECONDED BY: Rob Rainer

“**THAT**, By-Law No. 2022-015, being a by-law to adopt a Disconnecting from Work Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- ii) **By-Law No. 2022-016: Zoning By-Law Amendment – Donaldson.**

RESOLUTION #C-2022-06-18

MOVED BY: Rob Rainer
SECONDED BY: Beverly Phillips

“**THAT**, By-Law No. 2022-016, being a by-law to Amend Zoning By-Law No. 2002-121 (3097 McDonalds Corners Road, Part Lot 25, Concession 12, geographic Township of Bathurst), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iii) **By-Law No. 2022-017: Zoning By-Law Amendment – Thomson.**

RESOLUTION #C-2022-06-19

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“**THAT**, By-Law No. 2022-017, being a by-law to Amend Zoning By-Law No. 2002-121 (Farren Lake Lane 5 Road, Lot 11, Concession 1, geographic Township of South Sherbrooke), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iv) **By-Law No. 2022-018: Zoning By-Law Amendment – Waddington.**

RESOLUTION #C-2022-06-20

MOVED BY: Mick Wicklum
SECONDED BY: Fred Dobbie

“**THAT**, By-Law No. 2022-018, being a by-law to Amend Zoning By-Law No. 2002-121 (Big Rideau North Shore, Part Lot 26, Concession 3,

geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- v) **By-Law No. 2022-019: Appointment of Deputy Chief Building Officials and Building Inspectors By-Law Amendment.**

RESOLUTION #C-2022-06-21

MOVED BY: Fred Dobbie

SECONDED BY: Mick Wicklum

“**THAT**, By-Law No. 2022-019, being a by-law to Amend the Appointment of Deputy Chief Building Officials and Building Inspectors for Tay Valley Township (Brian Gass) be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

10. NEW/OTHER BUSINESS

- i) **Letter of Thanks to Township Staff.**

The Reeve mentioned a letter that all members of Council had received that gave appreciation to the Glen Tay Waste Site Staff from a resident for their assistance. Council agreed that the Reeve would send a letter to the resident expressing Council’s appreciation for the letter.

11. CALENDARING

Meeting	Date	Time	Location
Ontario Association of Police Services Board Zone 2 Meeting	June 17 th	9:30 a.m.	Napanee
Committee of Adjustment Hearing	June 20 th	5:00 p.m.	Municipal Office
Public Meeting – Official Plan 5 Year Review	June 21 st	5:30 p.m.	Municipal Office
Council Meeting	June 21 st	Following	Municipal Office
Lanark County Police Services Board Meeting	June 22 nd	9:00 a.m.	Municipal Office
Public Meeting – Zoning By-Law Amendment	August 9 th	5:30 pm.	Municipal Office
Committee of the Whole Meeting	August 9 th	Following	Municipal Office
“Special” Committee of the Whole Meeting	August 11 th	5:30 p.m.	Municipal Office
Council Meeting	August 23 rd	6:00 p.m.	Municipal Office

12. CLOSED SESSIONS

The Public Works Manager left at 7:20 p.m.

- i) **CONFIDENTIAL: Potential Litigation – 286 Black Lake Route 11.**

RESOLUTION #C-2022-06-22

MOVED BY: Barrie Crampton
SECONDED BY: Gene Richardson

“THAT, Council move “in camera” at 7:20 p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, regarding 286 Black Lake Route 11;

AND THAT, the Acting Chief Administrative Officer/Clerk, Deputy Clerk and Planner, remain in the room.”

ADOPTED

RESOLUTION #C-2022-06-23

MOVED BY: Barrie Crampton
SECONDED BY:

“THAT, Council return to open session at 7:46 p.m.”

ADOPTED

The Chair Rose and Reported that Council provided staff with direction.

- ii) **CONFIDENTIAL: Identifiable Individual – Potential Breach of the Council and Board Member Code of Conduct.**

RESOLUTION #C-2022-06-24

MOVED BY: Gene Richardson
SECONDED BY: Barrie Crampton

“THAT, Council move “in camera” at 7:47 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding a potential breach of the Council and Board Member Code of Conduct;

AND THAT, the Acting Chief Administrative Officer/Clerk, Deputy Clerk and Planner, remain in the room.”

ADOPTED

RESOLUTION #C-2022-06-25

MOVED BY: Gene Richardson
SECONDED BY: Barrie Crampton

“**THAT**, Council return to open session at 8:30 p.m.”

ADOPTED

The Chair Rose and Reported that Council was provided an update on the matter.

13. CONFIRMATION BY-LAW

- i) **By-Law No. 2022-020 - Confirmation By-Law – June 21st, 2022.**

RESOLUTION #C-2022-06-26

MOVED BY: Gene Richardson
SECONDED BY: Barrie Crampton

“**THAT**, By-Law No. 2022-020, being a by-law to confirm the proceedings of the Council meeting held on June 21st, 2022, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

14. ADJOURNMENT

Council adjourned at 8:30 p.m.



**“SPECIAL” COUNCIL MEETING
MINUTES**

Wednesday, July 13th, 2022

5:30 p.m.

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

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

Staff Present: Janie Laidlaw, Deputy Clerk

Regrets: None.

1. CALL TO ORDER

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

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

None at this time.

3. CLOSED SESSIONS

i) **CONFIDENTIAL: Identifiable Individual – Staffing Update.**

RESOLUTION #C-2022-07-01

MOVED BY: Beverley Phillips
SECONDED BY: Gene Richardson

“THAT, Council move “in camera” at 5:30 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding a staffing update;

AND THAT, the Deputy Clerk remain in the room.”

ADOPTED

RESOLUTION #C-2022-07-02

MOVED BY: Beverley Phillips
SECONDED BY: Gene Richardson

“THAT, Council return to open session at 6:51 p.m.”

ADOPTED

The Chair's rise and report was that Council discussed an administrative matter relating to a staff update.

RESOLUTION #C-2022-07-03

MOVED BY: Mick Wicklum
SECONDED BY: RoxAnne Darling

“THAT, the Township of Tay Valley Township advertise publicly to fill the position of Chief Administrative Officer.”

DEFEATED

Council discussed promoting the Chief Administrative Officer position from within the current staff and discussed the position of Chief Administrative Officer/Clerk.

Council Recessed at 7:02 p.m.

Council Returned to session at 7:05 p.m.

RESOLUTION #C-2022-07-04

MOVED BY: Mick Wicklum
SECONDED BY: Fred Dobbie

“THAT, Council authorizes the Reeve and Deputy Reeve to fill the role of Chief Administrative Officer by promoting from within the current staff of Tay Valley Township;

AND THAT, Council authorizes the Reeve and Deputy Reeve to offer the Chief Administrative Officer position to the current Acting Chief Administrative Officer.”

ADOPTED

4. ADJOURNMENT

Council adjourned at 7:19 p.m.



COMMITTEE OF THE WHOLE MINUTES

Tuesday, August 9th, 2022

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

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

Council Chambers

ATTENDANCE:

Members Present:

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

Staff Present:

Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner (left at 9:15 p.m.)
Sean Ervin, Public Works Manager (left at 9:02 p.m.)
Ashley Liznick, Treasurer (left at 9:15 p.m.)
Kathryn Baker-Reed, Community Services Coordinator (left at 9:15 p.m.)
Michael Couchman, Modernization Projects Intern (left at 9:15 p.m.)

Regrets:

None.

1. CALL TO ORDER

The meeting was called to order at 5:40 p.m.

A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Item 6 ix) Report #PD-2022-40 – Delegated Authority for Undisputed Severances moved to item 6 i)

The agenda was adopted as amended.

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

Councillor Darling declared a conflict of interest on items 6 ii) Severance Application Connell, 6 iii) Severance Application Kirkham, 6 v) Severance Application Peters and 6 vi) Severance Application Thomas as she is employed by the agent of the applications.

Councillor Dobbie declared a conflict of interest on item 7 iii) Ontario Wildlife Damage Compensation Program as the Livestock Investigator is a family member.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

- i) **Public Meeting: Zoning By-Law Amendment – June 7th, 2022.**

The minutes of the Public Meeting – Zoning By-Law Amendment held on June 7th, 2022, were approved.

5. DELEGATIONS & PRESENTATIONS

- i) **Delegation – Black Lake Road Presentation.**
Guy Boyer.

G. Boyer spoke to Committee of the Whole on the Black Lake Road – *attached, page 19.*

The Chair explained that a Comprehensive Roads Need Study was just completed and will be coming forward to Council as part of the discussion on the next update to the 10 Year Capital Plan in September. A copy of the Comprehensive Roads Need Study will be sent to G. Boyer.

6. PRIORITY ISSUES

- i) **Report #PD-2022-40 – Delegated Authority for Undisputed Severances.**

The Committee discussed the benefit to delegate the authority for undisputed severances recognizing the time spent on report writing and

the time to bring the severance conditions to Committee of the Whole and then approval from Council, that process adds a month and a half to two months to the severance process as a whole. Some Members felt delegating the authority takes away what Council members are meant to do and will lead to a loss of connection with Council and members of the public within their ward. The Committee discussed how Council could be notified of severance applications. The CAO/Clerk suggested that when the public is circulated on the severance application, that Council Members could also be circulated so that they are informed on what is happening.

The Committee agreed that they would like to receive notice of the severance application when the public does.

Recommendation to Council:

“THAT, the Planner be delegated the authority to comment on undisputed consent applications as outlined in Report #PD-2022-40 – Delegated Authority for Undisputed Severances;

THAT, the necessary by-law to amend the Delegation of Authority By-Law be brought forward at the next Township Council meeting;

AND THAT, Members of Council be circulated on severances notices once the delegated authority is in place.”

The Chair explained that all but two of the severance applications on this agenda are straight forward and that if the delegation to the Planner was in place they would not have been on tonight’s agenda. The Committee agreed that all but the Lee and Lee Kravecek severance would move forward to Council for approval.

ii) **Report #PD-2022-30 – Severance Application – Connell.**

Councillor R. Darling did not participate as she declared a conflict of interest.

Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for Concession 10, Part Lot 8, geographical Township of North Burgess, comprising: B22/038 - to create a lot line adjustment to lands owned by Jim Connell at 936 Ferrier Road (Roll Number 91101033301) to recognize the location of the existing driveway for the residential land holding; and B22/039 - to create a lot adjustment to farm land owned by Jim Connell on Ferrier Road (Roll Number 91101033300) to consolidate the agricultural fields, 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 pays any outstanding fees to the Township prior to final approval of the severances.

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

iii) **Report #PD-2022-31 – Severance Application – Kirkham.**

Councillor R. Darling did not participate as she declared a conflict of interest.

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Brent and William Kirkham B22/057 (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016500) 2458 Christie Lake Road to provide a lot addition in favour of lands at 2486 Christie Lake Road (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016502), owned by Brent Kirkham, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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 rear of the lot addition and retained lands be rezoned to Open Space Exception – 8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings to protect the Significant Woodlands Deep Interior Forest.”

iv) **Report #PD-2022-32 – Severance Application – Leviton.**

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/48 (Part Lot 5, Concession 5, geographic Township of Bathurst, Roll #091191602001405) known as 280 Brooke Valley 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.”

v) **Report #PD-2022-33 – Severance Application – Peters.**

Councillor R. Darling did not participate as she declared a conflict of interest.

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/041 (Part Lot 20, Concession 6, geographic Township of Bathurst, Roll #091191602504200) known as 915 Harper 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required;

That, a hydrogeological study be undertaken to demonstrate there is sufficient water quantity and quality available for the new lot, without compromising water quantity and quality of the existing lots in the area."

- vi) **Report #PD-2022-34 – Severance Application – Thomas.**
Noelle Reeve, Planner.

Councillor R. Darling did not participate as she declared a conflict of interest.

Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for J. Ken Thomas B22/042-044 (Concession 6, Part Lot 20, geographic Township of Bathurst) 996 Bathurst 6th Concession to create three new lots, 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 pays any outstanding fees to the Township prior to final approval of the severances.

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

That, payment for the severed lots shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the Scoped Hydrogeology Assessment by Morrison Hershfield dated December 17, 2021 be placed in the property files for the new severances so the recommendations for additional measures because of the thin overburden of soils are captured, including: added septic separation from wells (50m instead of 15m), clay liner for septic systems, 4 bedroom maximum sized house with a maximum of 3,000L/day septic system, and the use of a standard residential grade water softener to remove hardness in the raw water. It should also be noted that conventional water softeners will introduce sodium into the water supply, and it may be appropriate to bypass the water softener with a separate tap for drinking water.

That, the applicant obtain Entrance Permits and Civic Address Numbers along Bathurst 7th Concession for the two northern lots and Bathurst 6th Concession for the southern severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required."

vii) **Report #PD-2022-35 – Severance Application – Francis and White.**

Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/037 (Part Lot 8, Concession 11, geographic Township of Bathurst, Roll #091191603033602) known as 1757 Bennett Lake 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township.”

viii) **Report #PD-2022-36 – Severance Application – Jordan.**

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/065 and B22/066 (Part Lot 8, Concession 2, geographic Township of Bathurst, Roll #091191601009400) known as 2351 Christie Lake Road for two new lots, 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required.”

ix) **Report #PD-2022-37 – Severance Application – Lee.**

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Lee B22/047 (Part Lots 5 and 6, Concession 6, geographic Township of North Burgess, Roll Number 091191101000100) 364 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot

4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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 lot addition be rezoned to Open Space Exception–8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings and the retained lot be rezoned, subject to the Rideau Valley Conservation Authority Comments, to Residential Limited Services - Special Exception to establish a developable area beyond the steep slopes.”

x) **Report #PD-2022-38 – Severance Application – Lee for Kravacek.**

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Kravacek B22/046 (Part Lot 4, Concession 6 geographic, Township of North Burgess, Roll Number 091191102525000) 192 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, 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 pays any outstanding fees to the Township prior to final approval of the severance.

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.”

xi) **Report #PD-2022-39 – Severance Application – Frost.**

Recommendation to Council:

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/079, B22/080, B22/081 (Part Lot 20, Concession 8, geographic Township of Bathurst, Roll #091191602511700) known as 183 Old Morris Road for three new lots, 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 pays 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, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands for the severed lots;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required;

That, a Development Agreement be placed on the retained lands to identify a developable envelope that protects the Significant Woodlands, streams and unevaluated wetlands;

That, a Hydrogeological report be prepared to demonstrate sufficient water quality and quantity for the severed and retained lots and the surrounding lots.”

xii) **Report #PD-2022-41 – Delegated Authority for Holding Removal, Temporary Use and Minor Zoning Amendments.**

The CAO/Clerk explained that the motion is to include enabling wording to allow Council to delegate authority, discussion on amending the Delegation of Authority By-Law would occur at a later date.

Recommendation to Council:

“**THAT**, the ability for Council to delegate authority for Holding Removal, Temporary Use By-laws, and Minor Zoning By-Law amendments be included in Sections 6.7.2, 6.7.4 and 6.7.5 of the Draft Official Plan;

AND THAT, an amendment to the Delegation of Authority By-Law that would implement the changes be approved at a later date.”

xiii) **Report #PD-2022-42 – Build it Right the First Time.**

The Committee discussed and agreed to defer the recommendation that was included on the agenda and to bring it back to a future meeting when the Chief Building Official, the Lanark Home Builders Association President and a local contractor can attend to get their input and to determine how these proposed changes to the Ontario Building Code would impact building in Tay Valley Township. The Planner will organize a session.

xiv) **Report #PD-2022-43 – Home Energy Retrofit Program Applications Prerequisites.**

The Committee asked if there was a summary of how the program would work. The CAO/Clerk explained that the third attachment in the report was a separate document posted to the website with the agenda and that document outlined how the program works. Staff will email that document to Council Members.

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township agrees to make a 20% contribution (to be recovered as part of the loan recipient’s repayment) to the Federation of Canadian Municipalities’ Community Efficiency Financing Program in order to receive Federal Government Home Energy Retrofit funding of 80%;

THAT, Council agrees to use its Local Improvement Charge authority for the Home Energy Retrofit program;

AND THAT, Council approve the principles of the program design report, which are as follows:

- Be customer oriented for the best customer experience possible
- Balance program design flexibility with streamlining and consistency goals
- Reduce administration burden on municipalities
- Increase deep energy retrofit uptake
- Advance the financial sustainability of the program over time
- Increase stakeholder awareness and training within renovator sector
- Consider equitable distribution of program funds
- Streamline program outcomes, tracking, evaluation and improvement.”

xv) **Report #CBO-2022-07 – Building Department Report – January – July 2022.**

Recommendation to Council:

“**THAT**, Report #CBO-2022-07 – Building Department Report – January - July 2022 be received as information.”

The Committee recessed at 7:22 p.m.

The Committee reconvened at 7:30 p.m.

xvi) **Report #FIN-2022-09 – Budget Review and Forecast as at June 30, 2022.**

Recommendation to Council:

“**THAT**, Report #FIN-2022-09 - Budget Review and Forecast as at June 30, 2022, be received for information;

AND THAT, the Reeve and Chief Administrative Officer be authorized to approve any potential cost overruns for the following projects:

- Property Tax Software Lookup
- Asset Management Software
- Asset Management Plan
- Road Condition Assessment
- Second Line Bridge
- Maberly Outdoor Sports Facility
- Forest Trail.”

xvii) **Report #PW-2022-13 – Electric Vehicle – Request for Quotation Award.**

The Committee also noted that there would be additional operating budget savings in fuel and maintenance.

The Committee also recognized that there may be a mis-perception in the community with what was being purchased since the name of the vehicle has the word “Mustang” in it although the car itself was a mid-sized SUV.

Recommendation to Council:

“**THAT** Tay Valley Township purchase a Ford Mustang Mach-E from A&B Ford Sales;

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

xviii) **Report #PW-2022-14 – Sale of Public Works Surplus Equipment.**

Recommendation to Council:

“**THAT**, Staff be authorized to sell the surplus slip-in water tank, sweeper and utility trailer by advertising on GovDeals.net;

THAT, the revenue from the sales be transferred to the Roads Equipment Reserve;

AND THAT, the revenue from the previous sale of the 1998 Backhoe also be transferred to the Roads Equipment Reserve.”

xix) **Report #PW-2022-15 – Speed Limit on Bathurst Upper 4th Concession.**

Recommendation to Council:

“**THAT**, the speed limit on Bathurst Upper 4th Concession, between Cameron Side Road and Tysick Road be posted at 60 km/hr and signed according to the Ontario Traffic Manual- Book 6;

AND THAT, By-Law No. 2018-035 - Maximum Rate of Speed be amended.”

xx) **Report #PW-2022-16 – Building Condition Assessment Reports.**

Recommendation to Council:

“**THAT**, Report #PW-2022-16 – Building Condition Assessment Reports, be received for information.”

xxi) **Report #PW-2022-17 – Rehabilitation of the Penny Grand Tennis Court -Tender Award.**

The Committee reviewed the options and agreed to proceed with Option # 2 which includes the accessible swing in the project.

Recommendation to Council:

“**THAT**, the Rehabilitation of the Penny Grand Tennis Court – Ground Works, Tender #2022-RF-002, excluding the replacement of the fence and gates, be awarded to Arnott Brothers Construction Ltd.;

THAT, the Outdoor Rink and Well be removed from the project;

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

xxii) **Report #PW-2022-18 – Construction of an Accessible Trail - Tender Award.**

Recommendation to Council:

“**THAT**, the Construction of an Accessible Trail, Tender #2022-RF-004, be awarded to Arnott Brothers Construction Ltd.;

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

xxiii) **Report #C-2022-20 – Hall Rental Policy Update.**

The Committee discussed the implications of changing the fees in the Hall Rental Policy to the affected groups and agreed that prior to Council’s consideration that feedback be solicited from the affected groups and that the changes to the fees be included in the 2023 budget and tariff of fees discussion.

xxiv) **Report #C-2022-22 – Maberly Hall Cleaning Contract.**

Recommendation to Council:

“**THAT**, the Reeve and Clerk be authorized to execute an amendment to the Custodial Services Contract for the cleaning and opening/closing of the Maberly Hall as outlined in Report #C-2022-22 – Maberly Hall Cleaning Contract;

AND THAT, the necessary by-law be presented at the next Township Council meeting.”

xxv) **Report #C-2022-23 – Burgess Hall Cleaning Contract.**

Recommendation to Council:

“**THAT**, the Reeve and Clerk be authorized to execute a Custodial Services Contract for the cleaning and opening/closing of the Burgess Hall with Trevor Badour as outlined in Report #C-2022-23 – Burgess Hall Cleaning Contract;

AND THAT, the necessary by-law be presented at the next Township Council meeting.”

xxvi) **Report #C-2022-24 – Maberly Hall – GICB Grant.**

Recommendation to Council:

“**THAT**, staff be authorized to apply to the Green and Inclusive Community Buildings Fund (GICB);

AND THAT, should the grant be successful, the Township’s portion of \$60,000 be funded from the Maberly Community Hall Reserve and the Improve Municipal Buildings Access Reserve.”

The Public Works Manager left at 9:02 p.m.

xxvii) **Report #C-2022-21 – COVID-19 Vaccination Policy - *deferred to next meeting***

7. CORRESPONDENCE

i) **22-07-14 – Council Communication Package.**

Recommendation to Council:

“**THAT**, the 22-07-14 Council Communication Package be received for information.”

ii) **22-08-05 – Council Communication Package.**

Recommendation to Council:

“**THAT**, the 22-08-05 Council Communication Package be received for information.”

iii) **Ontario Wildlife Damage Compensation Program.**

Councillor F. Dobbie stepped down as Chair and did not participate as he declared a conflict of interest. The Reeve chaired the meeting for this item.

Recommendation to Council:

“**WHEREAS**, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS, Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS, the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality from OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND FURTHER THAT, this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Green Energy and Climate Change Working Group.**
Deputy Reeve Barrie Crampton and Councillor Rob Rainer.

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

- ii) **Recreation Working Group** – *deferred to the next meeting.*
Councillor Fred Dobbie and Councillor Beverley Phillips.

- iii) **Private Unassumed Roads Working Group.**
Councillor RoxAnne Darling and Councillor Gene Richardson.

Councillor Darling explained why the report that is coming to Council was not on this agenda. Staff put together a detailed, factual, and informative breakdown of the options and sent it to the Working Group for review, the lay members came back with more information and suggestions in a separate report, which is not acceptable. The Working Group is having another meeting on August 22nd, 2022 to work on having one united report to Council in September.

- iv) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*
Councillor RoxAnne Darling.

- v) **Fire Board** – *deferred to the next meeting.*
Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.
- vi) **Library Board** – *deferred to the next meeting.*
Councillor Rob Rainer.
- vii) **Police Services Board.**
Reeve Brian Campbell.
 - The speed sign was delivered but the Board was not informed that the technology was not included in the price and to purchase it was expensive so Tay Valley Township opted out and is looking at purchasing something else
 - On June 22 Tay Valley hosted the Lanark County Police Service Board meeting

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

- viii) **County of Lanark** – *deferred to the next meeting.*
Reeve Brian Campbell and Deputy Reeve Barrie Crampton.
- ix) **Mississippi Valley Conservation Authority Board.**
Councillor RoxAnne Darling.

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

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

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

- xi) **Rideau Corridor Landscape Strategy** – *deferred to the next meeting.*
Reeve Brian Campbell.
- xii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*
Councillor Gene Richardson.

- xiii) **Committee of Adjustment.**

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

9. CLOSED SESSION

The Planner, Community Services Coordinator and Modernization Projects Intern left at 9:15 p.m.

i) **Report #C-2022-25 – Municipal Office Server.**

The Committee moved “in camera” at 9:16 p.m. to address a matter pertaining to security of the property of the municipality or local board regarding the Municipal Office Server and the Chief Administrative Officer/Clerk, Treasurer and Deputy Clerk remained in the room.

The Committee returned to open session at 9:31 p.m.

Recommendation to Council:

“**THAT**, the server at the Municipal Office be upgraded in 2022 at an upset cost of \$68,400, which is to be funded from the Special Contingency Reserve;

AND THAT, the Reeve and Chief Administrative Officer/Clerk be authorized to approve any potential cost overruns.”

10. DEFERRED ITEMS

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

- ***See Township Action Plan – distributed separately to Council***

11. ADJOURNMENT

The Committee adjourned at 9:33 p.m.



**“SPECIAL” COUNCIL MEETING
MINUTES**

Tuesday, August 9th, 2022

**Following the Committee of the Whole Meeting, following the Public Meeting -
Zoning By-Law Amendment at 5:30 p.m.**

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk (left at 9:42 p.m.)
Ashley Liznick, Treasurer (left at 9:42 p.m.)

Regrets: None.

1. CALL TO ORDER

The meeting was called to order at 9:34 p.m.
A quorum was present.

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

None at this time.

3. MOTIONS

- i) **Report #FIN-2022-09 – Budget Review and Forecast as at June 30, 2022.**

RESOLUTION #C-2022-08-01

MOVED BY: Rob Rainer
SECONDED BY: Beverly Phillips

“THAT, Report #FIN-2022-09 - Budget Review and Forecast as at June 30, 2022, be received for information;

AND THAT, the Reeve and Chief Administrative Officer be authorized to approve any potential cost overruns for the following projects:

- Property Tax Software Lookup
- Asset Management Software
- Asset Management Plan
- Road Condition Assessment
- Second Line Bridge
- Maberly Outdoor Sports Facility
- Forest Trail.”

ADOPTED

- ii) **Report #PW-2022-13 – Electric Vehicle – Request for Quotation Award.**

RESOLUTION #C-2022-08-02

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“THAT Tay Valley Township purchase a Ford Mustang Mach-E from A&B Ford Sales;

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

ADOPTED

- iii) **Report #PW-2022-14 – Sale of Public Works Surplus Equipment.**

RESOLUTION #C-2022-08-03

MOVED BY: Mick Wicklum
SECONDED BY: RoxAnne Darling

“THAT, Staff be authorized to sell the surplus slip-in water tank, sweeper

and utility trailer by advertising on GovDeals.net;

THAT, the revenue from the sales be transferred to the Roads Equipment Reserve;

AND THAT, the revenue from the previous sale of the 1998 Backhoe also be transferred to the Roads Equipment Reserve.”

ADOPTED

- iv) **Report #PW-2022-17 – Rehabilitation of the Penny Grand Tennis Court -Tender Award.**

RESOLUTION #C-2022-08-04

MOVED BY: Fred Dobbie

SECONDED BY: Mick Wicklum

“**THAT**, the Rehabilitation of the Penny Grand Tennis Court – Ground Works, Tender #2022-RF-002, excluding the replacement of the fence and gates, be awarded to Arnott Brothers Construction Ltd.;

THAT, the Outdoor Rink and Well be removed from the project;

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

ADOPTED

- v) **Report #PW-2022-18 – Construction of an Accessible Trail - Tender Award.**

RESOLUTION #C-2022-08-05

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“**THAT**, the Construction of an Accessible Trail, Tender #2022-RF-004, be awarded to Arnott Brothers Construction Ltd.;

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

ADOPTED

- vi) **Report #C-2022-24 – Maberly Hall – GICB Grant.**

RESOLUTION #C-2022-08-06

MOVED BY: Gene Richardson

SECONDED BY: Barrie Crampton

“THAT, staff be authorized to apply to the Green and Inclusive Community Buildings Fund (GICB);

AND THAT, should the grant be successful, the Township’s portion of \$60,000 be funded from the Maberly Community Hall Reserve and the Improve Municipal Buildings Access Reserve.”

ADOPTED

vii) **Report #C-2022-25 – Municipal Office Server.**

RESOLUTION #C-2022-08-07

MOVED BY: Beverley Phillips
SECONDED BY: Rob Rainer

“THAT, the server at the Municipal Office be upgraded in 2022 at an upset cost of \$68,400, which is to be funded from the Special Contingency Reserve;

AND THAT, the Reeve and Chief Administrative Officer/Clerk be authorized to approve any potential cost overruns.”

ADOPTED

4. BY-LAWS

i) **By-Law No. 2022-021: Appointment of Chief Administrative Officer/Clerk (Amanda Mabo).**

RESOLUTION #C-2022-08-08

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“THAT, By-Law No. 2022-021, being a by-law to Appoint Chief Administrative Officer/Clerk (Amanda Mabo) be read a first, second and third time short and passed and signed by the Reeve and Deputy Clerk.”

ADOPTED

5. CLOSED SESSION

The Treasurer and Deputy Clerk left at 9:42 p.m.

- i) **CONFIDENTIAL: Identifiable Individual – Staffing Update.**

RESOLUTION #C-2022-08-09

MOVED BY: Rob Rainer
SECONDED BY: Beverly Phillips

“**THAT**, Council move “in camera” at 9:42 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding a staffing update;

AND THAT, the CAO/Clerk remain in the room.”

ADOPTED

RESOLUTION #C-2022-08-10

MOVED BY: Rob Rainer
SECONDED BY: Beverly Phillips

“**THAT**, Council return to open session at 10:29 p.m.”

ADOPTED

The Chair rose and reported that Council gave staff direction.

6. ADJOURNMENT

Council adjourned at 10:30 p.m.



**“SPECIAL” COMMITTEE OF THE WHOLE
MINUTES**

Thursday, August 11th, 2022

5:30 p.m.

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

ATTENDANCE:

Members Present:

Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor RoxAnne Darling
Councillor Rob Rainer
Councillor Mick Wicklum
Councillor Beverley Phillips
Councillor Fred Dobbie

Staff Present:

Amanda Mabo, Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner

Regrets:

Councillor Gene Richardson

1. CALL TO ORDER

The meeting was called to order at 5:32 p.m.
A quorum was present.

The Reeve explained that tonight’s meeting was to be the Councils last review of the Official Plan before Council adopting it, but if needed Council can schedule another meeting.

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

None at this time.

3. PRIORITY ISSUES

i) Official Plan Review and Update.

a) Council Working Session to Review Public and New Agency Comments.

Forbes Symon, Senior Planner, Jp2g Consultants Inc. was also in attendance at the meeting.

The Planner explained the summary table and that she would go through each comment to explain the agency or public comment and her suggestion for that comment.

Short Term Rentals

The Planner explained that the first section of comments presents concerns about possible regulations being imposed on short term rentals. The Planner explained that short term rentals are not regulated in the Official Plan (OP). The proposed language in the OP will enable regulations in the Zoning By-Law or another By-Law if regulations are required in the future.

The Committee discussed why or if Council must give permission in the OP to deal with short term rentals. The Consultant explained that the OP is intended to assist with land uses. Short term rentals are a new and unique land use. Council asked that it be addressed through the OP and it is appropriate to have language in the OP to allow Council to deal with land uses. The enabling language in the OP would be for transparency and to acknowledge Council is aware of the issue.

The Committee discussed the pros and cons of having language in the OP. Some Members felt the wording does not mean anything; it says the Township may or may not pass a by-law, it does not provide direction. Others thought it would let the community know that Council is aware. The Planner expressed concern with an increase in short-term rentals and that there may be less rentals for locals.

The Planner asked if Council wanted language in the OP about short term rentals.

The Committee discussed that Council should let the community know they are aware of the difference between renting to family and friends as different than running a rental business.

The Committee suggested that the wording in the draft OP change to say that, “The Township is aware that historically families have rented out cottages and that the Township is also aware that short-term rentals are an emerging trend in our community that is changing land use. The Township may pass a by-law under the *Municipal Act* or *Planning Act* to regulate and/or licence short term rentals.”

Section 3.1.4 - Endangered and Threatened Species Habitat and Adjacent Land

The suggestion was to update this section, the Planner explained that the language in the OP would indicate that the Township would stay current as issues evolve including Species of Concern.

3.2.8 - Restrictions on waterfront development, objecting to potable water system requirements for new residential development

The Committee discussed that that requirement would not allow residents to use lake water. The Consultant explained that for water to be potable it must be clean or treated water. The Committee discussed that many people use lake water for other uses and bring drinking water in. It was clarified that the statement was only for new development. The Planner and Consultant will refer to the CBO to clarify what the Ontario Building Code says.

Objection to allowing parks in all land use designations

The Committee asked about the objection. The Planner explained that parks should generally be permitted in all land use designations. In the Zoning By-Law it is specific as to where parks can go. The OP is a general guide for the whole Township and land uses for specific sites are determined in the Zoning By-Law.

Section 3.2.4 Waterfront Lot Area and Frontage

The Committee discussed the 91m of frontage for a new waterfront lot. Can the Township be more restrictive than the province? If the province is not recommending it, should the Township say “may” rather than “shall”? The Planer explained that the Township often implements more than what the province asks (eg. Farren and Adam Lake phosphorus septic systems. It depends on what level of protection Council wants for the lakes.

The Committee discussed that it is important to protect the lakes before water quality become a concern, considering the increased population and the warmer climate. It was discussed that the OP is policy and should not have “shall” but should say “may”. If the OP says “shall”, landowners cannot apply for a minor variance or Zoning By-Law amendment if needed.

The wording in the OP will now read as follows: “As a general rule, all new waterfront lots ideally will have a minimum lot frontage of 91m...”

Fish Habitat

The OP indicates a 120m setback, according to the Consultant this is the regulation. So there will be no change to the OP.

Growth Management Options

The Planner and the Consultant will discuss strengthening wording on Economic Development.

Waterfront Development and Mandatory Septic Inspections when the septic system is less than 100m from the watercourse

The Committee suspected that the comment was intended to say “less than 100ft from the watercourse”. Currently mandatory septic inspections are only done for lakes where the lake association asked for them to be mandatory.

The Committee was not in favour of making all lakes have mandatory septic inspections for septic systems less than 100ft from a watercourse. The Committee discussed having more education about septic maintenance and lake quality. Staff will look at including information in the next Tay Valley Guide and on the Township website. The Committee also requested that mandatory septic inspections be added for discussion for the next term of Council.

Waterfront development and Climate Change impact on surface water quality

The Planner will look at adding some wording on this.

That the Water and Sewage policies refer to the D Series guidelines from the Ministry of the Environment, Conservation and Parks

The Planner will look at adding wording for the next version.

The Committee recessed at 7:13 p.m.

The Committee reconvened at 7:19 p.m.

The Lake Stewardship Plan on behalf of the Little Silver and Rainbow Lakes Property Association will be included in the Appendix for Lake Management Plans.

Phosphorus mitigation measures throughout the watershed

The Committee discussed the recommendation regarding phosphorus mitigation measures throughout the watershed as opposed to on a waterbody basis. The Planner indicated that it would be addressed through Site Plan Control Agreements and other restrictions.

Minimum Lot area for residential conversions on waterfront lots

The Committee discussed the recommendation to include a minimum lot area for residential conversions on waterfront lots. The Consultant felt that the lot coverage was more important than the minimum size of the lot.

Section 3.2.10.1 – Net Environmental Gain

The Committee agreed to add “new and improved septic system” to the Net Environmental Gain section instead of “state of the art”.

Clarification of Typology of Roads and definition of Private Unassumed Road

Although the definition of Private Unassumed Road was already agreed to by the Private Unassumed Roads Working Group, the Committee decided to have a further discussion of the definition as part of the OP review process following the August 22, 2022 Private Unassumed Roads Working Group meeting.

Climate Change

The Planner reviewed the comments regarding Climate Change and the comments were accepted.

A Member asked about the riparian strip or ribbon of life on waterfront properties and why all properties are not treated the same? Should it be required for all properties to leave an area from the ditch natural or kept for wildflowers and not to be mowed? The Planner indicated that the OP does speak about pollinator habitat. The Committee did not agree to including a ribbon of life for all properties as there is the issue of invasive species and property standards related to unmaintained properties.

Boathouses on Crown land, lakes and rivers

The Committee discussed the comment asking the OP address boathouses on Crown land, lakes and rivers. The Consultant explained that boathouses on Crown Land are not for the Township to regulate, they require a permit from the Conservation Authority or Parks Canada.

The Committee discussed boat houses on private property. They are regulated in the Zoning By-Law since they must be at least

partially on land. The Committee agreed to have wording included in the OP to explain what boathouses are.

Pathway to Canada Target 1 of the 2020 Biodiversity Goals and Targets for Canada and the Truth and Reconciliation Commission's Calls to Action

The Planner explained the comment suggested the OP include Pathway to Canada Target 1 of the 2020 Biodiversity Goals and Targets for Canada of conservation of 17% of land and water in the Township. The Township does not tell people that they have to conserve land but could encourage them. The Committee was informed by a Councillor that the national biodiversity conservation target is now 30%. This comment requires further outreach to the Indigenous community prior to the next meeting.

The Committee agreed to end the review of agency and public comments at 8:30 p.m. and scheduled another "Special" Committee of the Whole meeting for Thursday, September 22nd, 2022 at 5:30 p.m. the review will begin at Jake Ennis' comment on the summary table of comments on the draft Official Plan that was attached to the agenda.

The Planner drew Council's attention to a comment for Council's consideration at the next meeting on systemic discrimination and inequity. The Planner will put together wording on this topic for Council to discuss.

4. ADJOURNMENT

The Committee adjourned at 8:30 p.m.



**“SPECIAL” COUNCIL MEETING
MINUTES**

Thursday, August 18th, 2022

5:30 p.m.

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Regrets: Councillor Gene Richardson

1. CALL TO ORDER

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

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

None at this time.

3. CLOSED SESSIONS

- i) **CONFIDENTIAL: Identifiable Individual – Staffing Update.**

RESOLUTION #C-2022-08-11

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“**THAT**, Council move “in camera” at 5:30 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding a staffing update;

AND THAT, the CAO/Clerk remain in the room.”

ADOPTED

RESOLUTION #C-2022-08-12

MOVED BY: RoxAnne Darling
SECONDED BY: Mick Wicklum

“**THAT**, Council return to open session at 6:03 p.m.”

ADOPTED

RESOLUTION #C-2022-08-13

MOVED BY: Barrie Crampton
SECONDED BY: RoxAnne Darling

“**THAT**, Janie Laidlaw be confirmed as the permanent Deputy Clerk for Tay Valley Township.”

ADOPTED

4. ADJOURNMENT

Council adjourned at 6:08 p.m.

DELEGATIONS & PRESENTATIONS

Tay Valley Heritage Property Recognition Program

Presentation to Council Tuesday, August 23, 2022



Heritage Property



*Taking Pride in Our Cultural
and Built Heritage*



1

Candidates for Recognition

August 23, 2022

- ❖ Chaplin Dairy Property
- ❖ Sugar Shack, Tayside Estates



2

The Chaplin Dairy

A Glen Tay family business

- ❖ Milk processing - early 1900s to 1977
 - ❖ Beginning at Chaplin Store?
- ❖ 1935 – opened new factory
- ❖ 1974 – local processing discontinued
 - ❖ Milk purchased in Ottawa
- ❖ 1977 - business sold - W. McConachie
- ❖ 1982 – McConachie business closed

5

Dairy Ownership

- ❖ Early 1900s - Alfred Chaplin family
- ❖ 1935 - Delbert and Mabel Chaplin
& Edgar and Laura Chaplin
- ❖ 1966 - Delbert/Mabel's children
 - ❖ John A. & Orpha (Korry)
 - ❖ Don & Doris (Gamble)
 - ❖ Bob & Betty (Trueman)
- ❖ 1977 – Acquired by W. McConachie

6

Property Owners

- ❖ 1977 to 1997 – several owners
- ❖ 1997 – *Little Stream Bakery*
 - ❖ Whole grain baked products
 - ❖ Sold throughout eastern Canada



7

Reason for Recognizing Property

Historical

- ❖ Reflects the importance of early farm industry (particularly dairy sector)
- ❖ Continued the tradition of the hamlet's significant industrial history
- ❖ The Tradition is carried forward with bakery

Community Impact

- ❖ A local dairy company with wide regional reach
- ❖ Provided employment for many area families

8

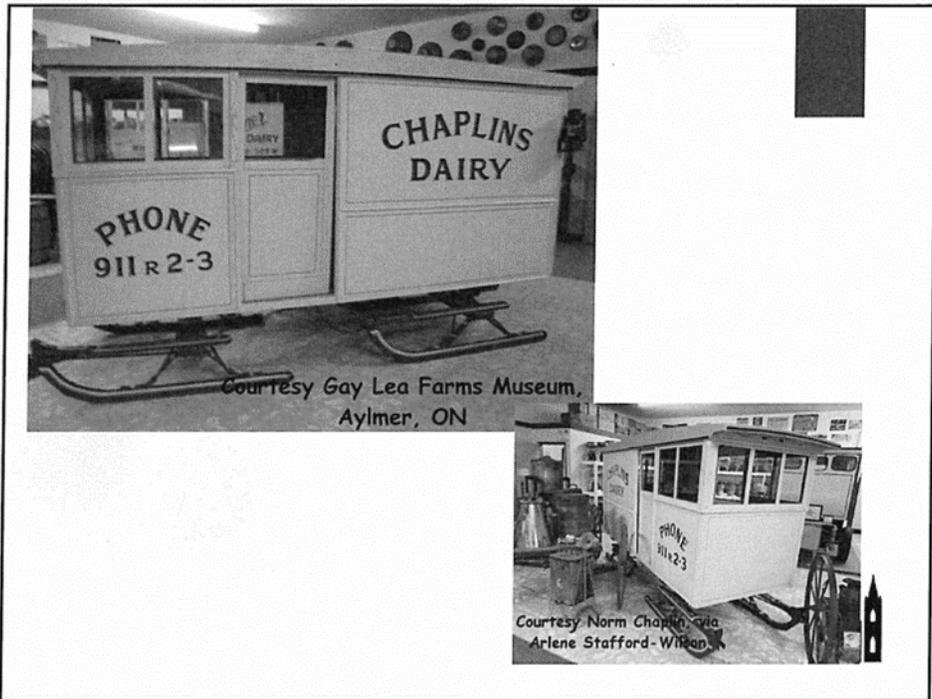
The Factory Building

- ❖ One story, wood-frame, 43'x63'
 - ❖ Considerably changed from original
- ❖ Exterior
 - ❖ Siding rough board-on-batten
 - ❖ Metal roofing and under eaves
 - ❖ Solar Hot Water System
- ❖ Interior
 - ❖ Rebuilt for bakery needs, except fridge

9



10



11

Heritage Property Recognition Program

TAY VALLEY TOWNSHIP

Heritage Property

This certificate
recognises the property titled

Chaplin Dairy Building
667 Glen Tay Road, Bathurst Ward

as an official Heritage Property
of our Municipality

*Taking Pride in Our Cultural
and Built Heritage*

TAY VALLEY TOWNSHIP
Heritage Property
Taking Pride in Our Cultural
and Built Heritage

Tay Valley Township
Canada

12

Next:
Miller Sugar Shack
Tayside Estates

Susan Code McDougall



Tayside Farm Sugar Shack

TAY VALLEY TOWNSHIP HERITAGE PROPERTIES PROGRAM
PRESENTATION TO COUNCIL, 23 AUGUST 2022

1



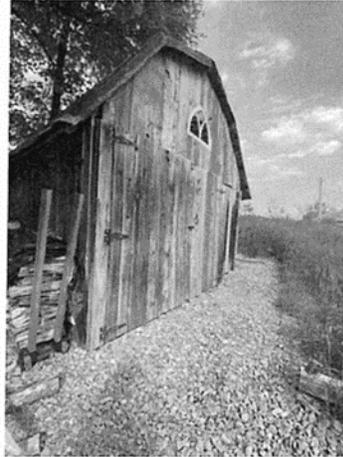
124 Ernest Way, Hamlet of Glen Tay

Owners: Shelley and Gilbert Rossignol

2

Description

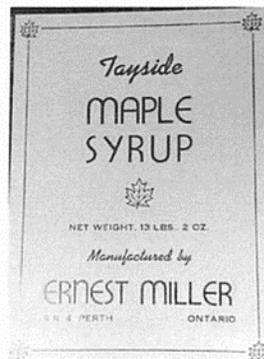
- ❖ A traditional sugar shack of Lanark County
- ❖ Reconstructed in 2021 by Shelley and Gilbert Rossignol, based on photos of the original built by Ernie Miller, circa 1950.



3

Heritage Value

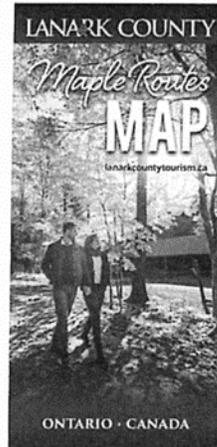
- ❖ For approximately half a century, the Miller family of Tayside Farm produced maple syrup from a 30-acre bush on the south side of the Tay River at Glen Tay



4

Heritage Value

- ❖ Since settlement days, maple syrup has been an important by-product for most Lanark County farms.
- ❖ With more than 200 producers, Lanark County promotes itself as the Maple Syrup Capital of Ontario.
- ❖ The reconstructed sugar shack at 124 Ernest Way is typical of what smaller producers have traditionally erected in which to boil sap.



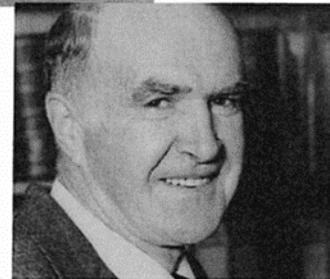
5

Cultivating the Bush

- ❖ Following WWI, Herb Miller (1886–1961) allowed the Town of Perth to send unemployed workers to cut trees from the northeast corner of his farm for firewood.
- ❖ By the late 1940s, after several years managing the regrowth, his son Ernest (1917–97) decided the maple trees were ready to tap.



Herb & Alice (Pierrier) Miller with 'Topsy'



6

A Modest Start

- ❖ That first spring, Ernie started with 16 trees.
- ❖ With the help of his wife Evelyn, they boiled up several gallons of syrup in the farmhouse summer kitchen.



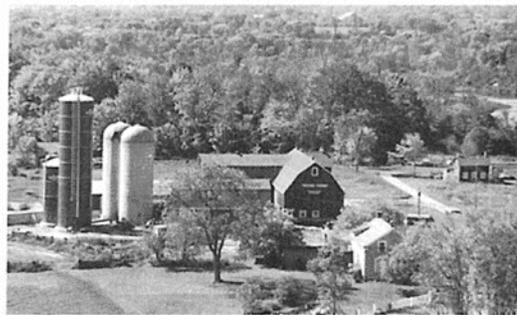
The Miller home at Tayside Farms circa 1953
Note the local exposure of sandstone in the area in front of the house

7

Growth

- ❖ The following year, they expanded their efforts and collected sap from Ernie's uncle Lloyd Ferrier's bush, immediately to the south, and also made use of his evaporator.

Aerial view of Tayside Farm



8

Inside the Sugar Shack

- ❖ After Lloyd Ferrier sold his farm, Ernie bought his own evaporator and equipment and built the sugar shack.

Interior view of reconstructed shack, with sap pails



9

Five Generations of Farming in Tay Valley (Bathurst) Twsp

- ❖ Robert Dodds (1826–1907)
- ❖ Robert George Miller (1847–1915) & Eliza Dodds Miller (1855–1937)
- ❖ Herb Miller (1886–1961)
- ❖ Ernest Miller (1917–97)
- ❖ John Miller (1950–2014)



10

Character-defining Elements of Reconstructed Sugar Shack

- ❖ 12½' X 15½' (3.81 m X 4.72 m)
- ❖ Gambrel roof, covered in tin sheeting
- ❖ Constructed of locally milled cedar boards (repurposed at the time of construction)
- ❖ 6-pane wood-framed windows (repurposed from another location)
- ❖ Plank man door on side
- ❖ Plank double doors at end
- ❖ Tin-clad chimney



11

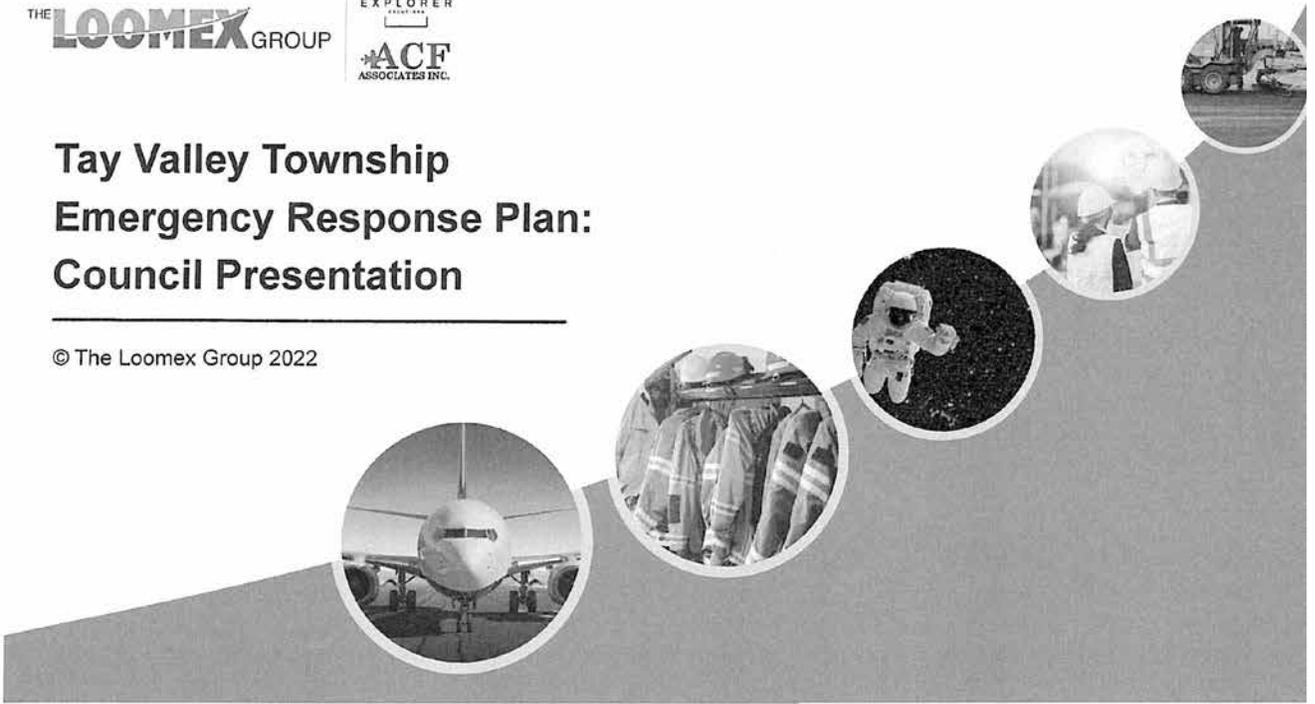
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12

Tay Valley Township Emergency Response Plan: Council Presentation

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Anywhere. Anytime.

Background

- Tay Valley Township contracted The Loomex Group to work with its community emergency management coordinator (CEMC) and alternate CEMC to update the Township's current emergency response plan (ERP).
- The updated ERP was modelled on the Incident Management System (IMS), which is new for Tay Valley Township, and is based on Emergency Management Ontario's recommendations.
- Comments and recommendations from the Township's Chief Administrative Officer (CAO), CEMC, and alternate CEMC assisted in reviewing and developing the new ERP.
- Training and an exercise on the new ERP are scheduled for September 2022.



Highlights from the ERP



The new ERP uses the Province of Ontario's IMS and is function-based instead of staff-based.



Each Municipal Emergency Control Group (MECG) member has a function to perform as part of the ERP. Each of the functions has defined roles and responsibilities.

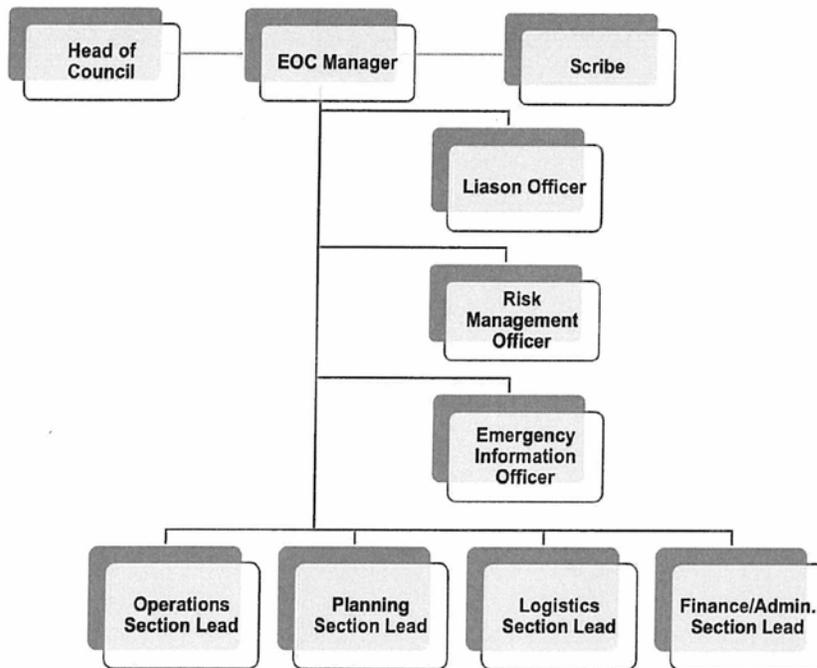


Depending on the needs of the emergency, the CAO can expand or contract the size of the MECG.



Based on the size and complexity of the emergency, staff can assume multiple roles/functions.





Positions and Structure of the IMS Model

Highlights from the ERP cont.

- The new ERP allows for a smaller MECG but lets the CAO request assistance/expertise from additional sources if needed (based on the type of emergency).
- External stakeholders, such as the OPP and paramedics, are already using the Province of Ontario's IMS.
- Other municipalities across Ontario can lend their support if the emergency has a long duration.

ERP Roles and Responsibilities

- The roles and responsibilities of the new ERP include functions that use both Council and staff in the emergency response structure.
- There are three levels in the ERP's structure:
 - Policy Decisions (Head of Council/Council)
 - Strategic Decisions (Municipal Emergency Control Group)
 - Tactical Decisions (Site Responders)
- The three levels communicate with each other and work together to ensure each level is supported, but no one level will make the decisions for (or perform the functions of) another level.



Roles and Responsibilities: Head of Council

- Declaring or terminating an emergency (based on the MECG's recommendations).
- Communicating with Council to keep them informed about the current status of the emergency.
- Communicating with the provincial and federal levels of government, other municipal councils, and Lanark County.
- Acting as lead spokesperson for the Township.
- Calling and convening emergency Council meetings.



Roles and Responsibilities: Council

- Terminating an emergency (based on the MCEG's recommendations).
- Attending emergency Council meetings.
- Relaying information provided by the Reeve and the Township to the community.
- Advocating for the needs of the community during an emergency to Council.



Questions or Comments?





Tay Valley Township



Tay Valley Township Emergency Response Plan

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Table of Contents

1.0	Administration	lxxxii
1.1	Plan Administration.....	lxxxii
1.2	Plan Distribution	lxxxiii
1.3	Definitions.....	lxxxiii
2.0	Defining the Emergency Response Plan (ERP)	lxxxviii
2.1	Overview of Tay Valley Township.....	lxxxviii
2.2	Introduction to the Emergency Response Plan	lxxxviii
2.3	Authority Over the Emergency Response Plan	xc
2.4	Confidentiality of the Emergency Response Plan.....	xc
2.5	Hazard Identification Risk Assessment	xc
2.6	Maintenance and Revision of the Emergency Response Plan	xc
2.7	Emergency Management Program Committee	xc
3.0	Incident Management System (IMS)	xcii
4.0	Notification Procedure	xcv
4.1	Actions Prior to Declaration	xcv
4.2	Notification System.....	xcvi
5.0	Emergency Operations Centre (EOC)	xcvii
6.0	Municipal Emergency Control Group (MECG)	xcviii
6.1	Emergency Operations Centre Support.....	xcviii
7.0	Operations Cycles and Management of the Emergency Site	xcix
7.1	Operations Cycle.....	xcix
7.2	Management of the Emergency Site	xcix
7.3	Emergency Site Manager (ESM).....	c
8.0	Emergency Response Plan Roles and Responsibilities	cii
8.1	Municipal Emergency Control Group (MECG) Responsibilities	cii
8.1.1	Municipal Emergency Control Group (MECG)	ciii
8.1.2	Emergency Operations Centre (EOC) Manager	civ
8.1.3	Head of Council/Acting Head of Council.....	cv
8.1.4	Liaison Officer.....	cvi
8.1.5	Risk Management Officer (RMO).....	cvii
8.1.6	Emergency Information Officer (EIO).....	cviii
8.1.7	Scribes.....	cix
8.1.8	Operations Section	cx
8.1.9	Planning Section.....	cx
8.1.10	Logistics Section.....	cxii

8.1.11 Finance & Administration Section	cxiii
8.2 Municipality Emergency Control Group (MECG) Support Responsibilities	cxiv
8.2.1 Councillors	cxv
8.2.2 Ontario Provincial Police (OPP)	cxvi
8.2.3 Paramedic Services	cxvii
8.2.4 Emergency Social Services (ESS)	cxviii
8.2.5 Medical Officer of Health	cxix
8.2.6 Emergency Site Manager (ESM)	cxxi
8.2.7 Community Emergency Management Coordinator (CEMC)	cxxii

List of Tables

1.0 Table 1: Amendments to the Tay Valley Township Emergency Response Plan.	lxxxii
2.0 Table 2: IMS functions and general responsibilities.	xciii
3.0 Table 3: Emergency monitoring status indicators and their descriptions.	xcv

List of Figures

4.0 Figure 1: Map of Tay Valley Township (image source: cgis.com).	lxxxviii
5.0 Figure 2: Positions and organizational structure of the IMS.	xcii
6.0 Figure 3: Schedule for a one-hour operations cycle.	xcix
7.0 Figure 4: Diagram showing the potential setup for an emergency site.	c

1.0 Administration

1.1 Plan Administration

Tay Valley Township (the Township) should review its emergency response plan (ERP) as often as necessary to ensure all instructional and contact information remains up to date. At a minimum, the Township should review its ERP annually.

The Township must record any amendments to its ERP in the following table (Table 1) After recording amendments, the Township must circulate them to the applicable persons and groups.

Table 1: Amendments to the Tay Valley Township Emergency Response Plan.

Amendment	Date Reviewed	Amended?	Section(s) Amended	Approved By
1	January 2012	Yes	Part 1; part 2; Appendices 1, 3, 4, 8, 14	
2	Fall 2015	Yes	Part 1	
3	July 2019	Yes	Update staff changes and phone numbers	
4	November 2019	Yes	Change CCG to MECG MECG Membership Added Appendix 19	
5	April 2021	No	Formatting	
6	June 2022	Yes	New emergency response plan based on the IMS	Council
7				
8				
9				
10				
11				
12				
13				
14				

Amendment	Date Reviewed	Amended?	Section(s) Amended	Approved By
15				

1.2 Plan Distribution

Copies of the Township’s Emergency Response Plan are accessible:

- At the Emergency Operations Centre (EOC) at the Municipal Office
- At the Municipality’s alternate EOCs (Bathurst Burgess Drummond/North Elmsley and South Sherbrooke Fire Halls)

In addition to the primary ERP document, there are several annex documents that provide supplementary information, forms, and checklists for the Township’s Municipal Emergency Control Group (MECG):

- Annex A: Municipal Emergency Control Group Activation Checklists and Forms
- Annex B: Contact Numbers
- Annex C: Emergency Operations Centre Logistics
- Annex D: Emergency Declaration and Termination Checklists and Forms
- Annex E: Hazard Identification & Risk Analysis and Hazard Checklists
- Annex F: Critical Infrastructure Identification
- Annex G: Alert and Notification Procedures
- Annex H: Mutual Assistance Agreements
- Annex I: Business Continuity Plan
- Annex J: Supplementary Documents

Note: The majority of the information contained in the annex documents is of a personal or proprietary nature and therefore is not available to the public.

1.3 Definitions

For the purpose of the Township’s ERP, the following terms and concepts apply.

Business continuity plan (BCP): A plan that makes provisions for the continued availability of essential services, operations, programs, and appropriate resources in a community. BCPs contain instructions for implementing rapid and cost-effective strategies to help critical functions resume normal operations. Municipalities activate BCPs during or immediately after an emergency or disruption.

Chief Administrative Officer (CAO): The individual responsible for the administrative management of Tay Valley Township.

Command Group: A group of individuals that manage an incident. These individuals include the EOC Manager, the Liaison Officer, the Risk Management Officer, and the Emergency Information Officer.

Community Emergency Management Coordinator (CEMC): The individual designated by a municipal council who is responsible and accountable for the development and implementation of the community's emergency management program.

Community: Tay Valley Township and its residents, businesses, and visitors.

Critical Infrastructure (CI): Interdependent, interactive, interconnected networks of institutions, services, systems, and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain the continuity of and confidence in the government.

Disaster Recovery Assistance for Ontarians: A provincial financial assistance program intended to help individuals, small owner-operated businesses, farms, and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster.

Emergency: A situation or impending situation caused by the forces of nature, a disease or other health risks, or an accident or an act (whether intentional or otherwise) that constitutes a danger of major proportions that could result in either serious harm to persons or substantial property damage, or both.

Emergency Information Centre (EIC): A facility that houses media briefings and provides the media with updates during an emergency. This facility may also be referred to as a media centre.

Emergency Information Officer (EIO): The individual who acts as a liaison between the Municipal Emergency Control Group and the public, media, and other agencies. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the accuracy of the information provided to the public.

Emergency Management (EM): An organized and comprehensive set of programs and activities that are implemented to handle actual or potential emergencies. Emergency management can take the form of mitigation against, preparedness for, response to, and recovery from emergencies.

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9: The legislation that requires all municipalities to have an established emergency management program.

Emergency Management Program (EMP): A comprehensive program based on a hazard identification and risk assessment. An emergency management program focuses on four (4) core components: mitigation/prevention, preparedness, response, and recovery.

Emergency Management Program Committee (EMPC): A committee that oversees the emergency management program in its community, including the program's development, implementation, and maintenance. This committee works in conjunction with the Community Emergency Management Coordinator.

Emergency Notification: A fan-out procedure used to notify the Tay Valley Township Emergency Control Group of an emergency or impending emergency.

Emergency Operations Centre (EOC): The structure/facility where the Emergency Control Group conducts its emergency management functions. As a contingency measure, a community should identify/establish primary and secondary EOC locations.

Emergency Operations Centre Commander: The overall manager of the Emergency Operations Centre facility and its command and general staff. This individual also provides support to the Emergency Site Manager.

Emergency Response Plan (ERP): A risk-based plan that is developed and maintained to provide instructions for responding to an emergency. An emergency response plan provides steps that guide response efforts, identifies persons, equipment, and resources for activation in an emergency, and outlines how a community will coordinate its resources and personnel.

Emergency Site: The location where an emergency occurs. This area is also referred to as the incident site or scene.

Emergency Site Manager/Incident Commander: A public sector official (usually from the fire, police, ambulance, or public works sector) who is present at an emergency site and is responsible for coordinating resources and developing actions to resolve the emergency.

Evacuation Centre: A facility that is set up to provide emergency shelter, food, and basic requirements to people who have been evacuated from an area due to an emergency.

Finance & Administration Section: An individual or individuals responsible for managing the financial costs and human resource concerns of an incident. The section is led by a Finance & Administration Section Lead.

Hazard: 1. A risk that is a threat. 2. An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, business interruptions, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA): A process used to identify the hazards or risks present to public safety, public health, the environment, property, critical infrastructure, and economic stability from natural, human-caused, and technological sources/activities that are present in a community. HIRAs also evaluate how to best maintain the continued operation of the community during the occurrence of each identified hazard/risk and determine how vulnerable the community is to each hazard/risk.

Head of Council (HOC): The individual responsible for declaring or terminating an emergency. In the absence of the Head of Council, this role can be filled by the acting Head of Council.

Incident Action Plan (IAP): An oral or written plan containing general objectives and strategies for managing a specific emergency.

Incident Management System (IMS): The operational framework used during an emergency response. The IMS facilitates communication, response activities, and cooperation within and between organizations, allowing incidents to be managed cohesively.

Liaison Officer (LO): The individual responsible for maintaining communications between the Emergency Control Group and other agencies. This role is normally delegated to an individual from the Emergency Control Group.

Logistics Section: The individual or individuals responsible for facilitating the effective and efficient management of an incident by ordering resources from off-incident locations, providing facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders. This section is led by a Logistics Section Lead.

Municipal Disaster Recovery Assistance: A provincial financial assistance program designed to help reimburse municipalities for the extraordinary costs associated with providing emergency response and making repairs to essential property and infrastructure following a natural disaster.

Municipal Emergency Control Group (MECG): The group responsible for managing an emergency on a community-wide basis. MECG membership consists of all key decision-makers and officials who have the authority to direct or coordinate human and material resources within a community. MECG membership is specified in a community's emergency response plan.

Mutual Aid Agreements: An agreement developed between two or more emergency services (usually between two fire services) to render aid to the parties of the agreement when needed. These types of agreements can include private sector emergency services, when appropriate.

Mutual Assistance Agreement: An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement when needed. Jurisdictions covered under these agreements can include neighbouring cities, regions, provinces, and nations.

Ontario Fire Marshal and Emergency Management (OFMEM): An organization within the Ministry of Community Safety and Correctional Services. OFMEM is a part of the government of the Province of Ontario and is responsible for monitoring, coordinating, and assisting with developing and implementing emergency management programs throughout the province.

Operations Section: The individual or individuals responsible for reducing the immediate hazard, saving lives and property, establishing situational control, and implementing steps for restoring normal operations. This section is led by an Operations Section Lead.

Planning Section: The individuals responsible for collecting, evaluating, and disseminating incident information and intelligence. The Planning Section also maintains the status of resources, prepares status reports, displays situational information, and develops and documents incident action plans. This section is led by a Planning Section Lead.

Reception Centre: A facility that is set up to receive evacuees, provide refreshments, and provide a temporary shelter. A reception centre's primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre.

Risk Management Officer (RMO): The individual or individuals responsible for monitoring safety conditions and developing safety measures for the overall health and safety of everyone involved with the incident.

Site Manager: The individual responsible for overseeing the emergency site. Multiple site managers can be designated if multiple emergency sites exist.

Scribe: The individual or individuals responsible for keeping accurate documentation of the actions and decisions made by the Emergency Control Group during an incident.

2.0 Defining the Emergency Response Plan (ERP)

2.1 Overview of Tay Valley Township

Tay Valley Township is located in Lanark County and has a land area of 528.67km². The Township has an approximate population of 5,925 residents. Figure 1 shows the Township's borders and proximity to surrounding communities.

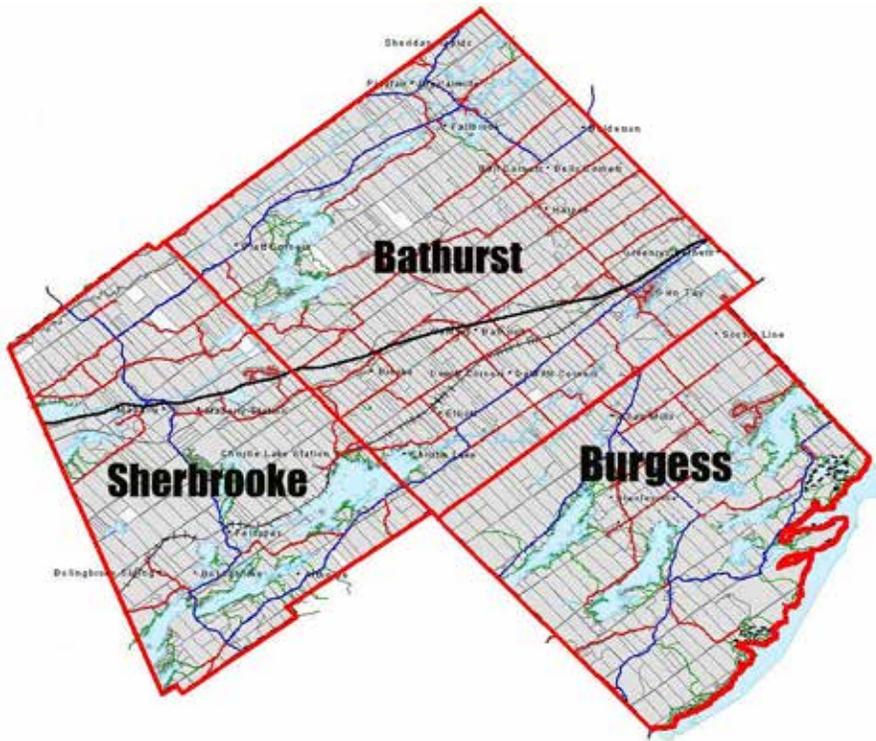


Figure 1: Map of Tay Valley Township (image source: cgis.com).

2.2 Introduction to the Emergency Response Plan

ERPs provide communities with information to safeguard the health, safety, and welfare of their residents, businesses, visitors, and environments when faced with an emergency. A community's ERP contains information regarding the extraordinary arrangements and measures the community may need to take during an emergency to enable a centralized, controlled, and coordinated response to the incident. The Loomex Group has prepared the Township's ERP as part of a comprehensive emergency management program (EMP) that meets the requirements of the *Emergency Management and Civil Protection Act, RSO 1990, c.E.9* (EMCPA).

The content of the Township's ERP provides a set of instructions designed to allow the Township to make prompt, coordinated responses to the types of hazards and emergencies that have the potential to occur within the local community and adversely affect the community's residents, businesses, and visitors. To determine the community's specific hazards and emergencies, the Township's Emergency Management Program Committee (EMPC) completed an in-depth hazard identification risk analysis (HIRA). For more

information about the EMPC, please contact please contact the Chief Administrative Officer for Tay Valley Township at:

Tay Valley Township
217 Harper Road
Perth, ON K7H 3C6
Email: cao@tayvalleytwp.ca
Phone: 613-267-5353 ext. 123

The ERP provides key Township departments, officials, and external stakeholders with important emergency response information related to:

- Services and equipment
- Resource management
- Roles and responsibilities during an emergency
- Hazard-specific response plans

The structure of the ERP allows the Township to use, review, update, and rewrite individual sections or annexes either independently or collectively. The effective use and implementation of this ERP rely upon all municipal officials, staff, and external stakeholders being aware of the ERP's provisions and being prepared to fulfill their roles and responsibilities in the event an emergency or the potential for an emergency occurs.

Under the EMCPA, members of the Township's MECG must participate in emergency training and exercises as part of their ERP roles. The training and exercises are to assist the members of the MECG with gaining the knowledge and skills they need to fulfill their roles (should an emergency occur). Similarly, the members and agencies affiliated with the Township's designated MECG must develop their own internal notification lists, procedures, and contingency plans to fulfill the responsibilities of their department or agency and prepare themselves to respond accordingly if an emergency occurs.

It is important that Township residents, businesses, and interested visitors be made aware of the provisions outlined in the ERP. Interested persons can view copies of the Tay Valley Township Emergency Response Plan at the Municipal Office (at 217 Harper Road) and on the Township's website (at www.tayvalleytwp.ca). For additional information about the Township's ERP, please contact:

Community Emergency Management Coordinator
Greg Saunders, Fire Chief
Drummond North Elmsley Tay Valley Fire Rescue Services
14 Sherbrooke Street East
Perth, ON K7H 1A2
firechief@dnetv.ca

Or:

Alternate Community Emergency Management Coordinator

Janie Laidlaw, Deputy Clerk
Tay Valley Township
217 Harper Road
Perth, ON K7H 3C6
deputyclerk@tayvalleytwp.ca

2.3 Authority Over the Emergency Response Plan

The Township’s ERP was developed in accordance with the EMCPA. To fully implement its ERP, the Tay Valley Township Council (Council) must adopt the ERP through a bylaw process and then file it with the office of the Ontario Fire Marshal and Emergency Management Ontario (OFMEM).

2.4 Confidentiality of the Emergency Response Plan

Excluding all annexes (which are deemed confidential), the Township’s ERP is a public document.

Any personal information collected for the ERP was collected under the authority of the EMCPA and shall be used solely to plan, prepare, and conduct training exercises and responses to emergencies.

2.5 Hazard Identification Risk Assessment

Under the EMCPA, the Township must review its HIRA annually. This annual review assists the Township with determining the probability and consequences of hazards occurring within the community.

Annex E summarizes the results of the Township’s most recent HIRA.

2.6 Maintenance and Revision of the Emergency Response Plan

The Township’s EMPC is responsible for reviewing the ERP annually. The EMPC’s Community Emergency Management Coordinator (CEMC) is authorized to make administrative revisions, updates, corrections, and amendments to the ERP and its annexes on an as-required basis. Any substantial changes to the ERP must be approved by Council through a bylaw process.

The CEMC will determine a maintenance schedule for the ERP’s annual review. The maintenance schedule will:

- Test and confirm that the listed emergency telephone numbers are up to date and working
- Test the notification system
- Update the vital services and local services directories
- Review the Township’s HIRA and critical infrastructure (CI)

- Include a tabletop or large-scale exercise for the MECG
- Include training for the MECG support staff on components of the ERP (as needed)

Each department and agency that provides a service or services as part of the ERP will be responsible for preparing emergency procedures or guidelines that detail how they will fulfill their responsibilities under the ERP during an emergency. Each department and agency will ensure that it designates a staff member to maintain and revise its own emergency procedures and guidelines.

2.7 Emergency Management Program Committee

The Township's EMPC, in conjunction with the CEMC, will oversee the development, implementation, and maintenance of the Township's emergency management and business continuity programs. For the ERP, the EMPC is responsible for recommending a plan that provides the community with a strategy for protecting the health, safety, welfare, environment, and economic strength of residents, businesses, and visitors during an emergency. Regarding the business continuity program, the EMPC is responsible for recommending a plan that will ensure measures are in place to keep municipal services operating in the event of a disruption.

The EMPC will be composed of five (5) members:

1. Community Emergency Management Coordinator
2. Chief Administrative Officer
3. Head of Council
4. Public Works Manager
5. Clerk

Note: Council appoints the EMPC members through a bylaw.

3.0 Incident Management System (IMS)

The Township's MCEG has adopted the Province of Ontario's Incident Management System (IMS) as the process it will use when managing an emergency incident.

The five (5) EOC sections of the IMS are:

- Command
- Operations
- Planning
- Logistics
- Finance & Administration

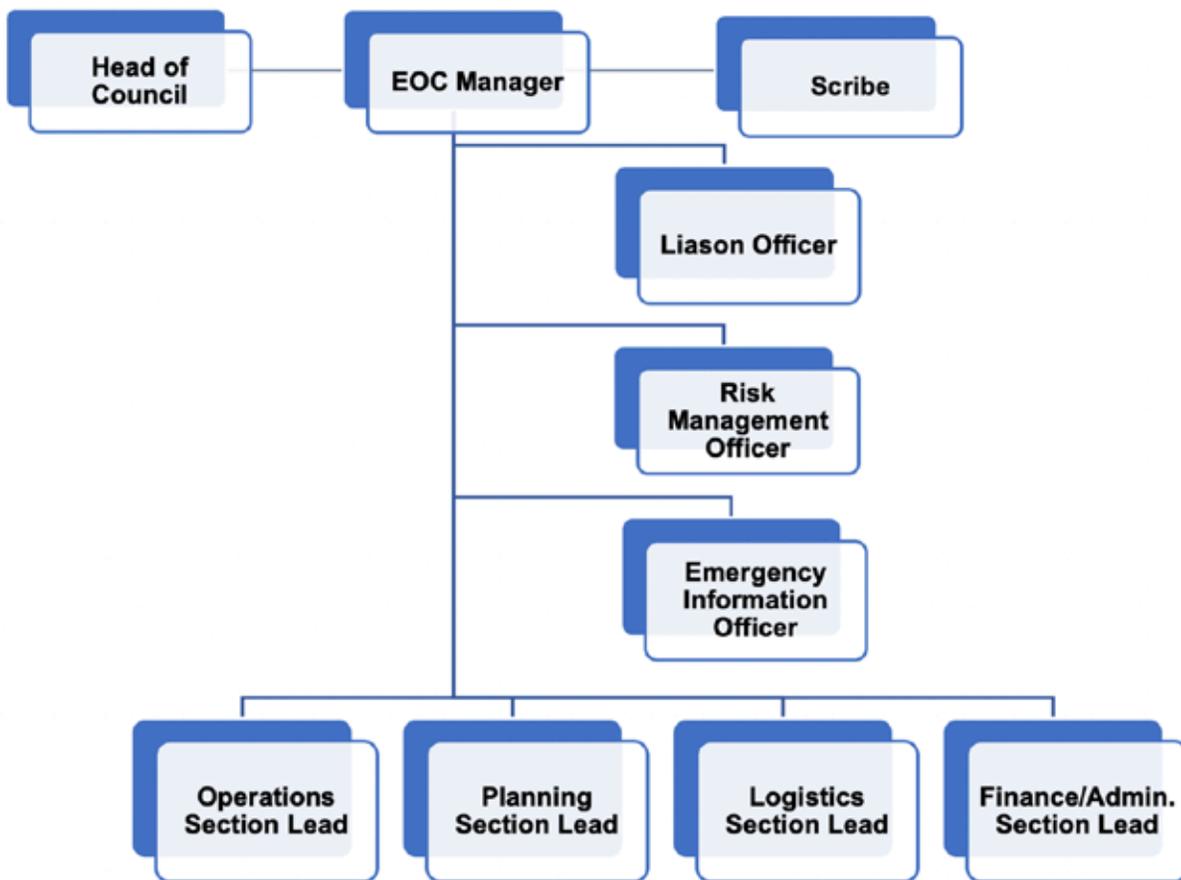


Figure 2: Positions and organizational structure of the IMS.

Table 2: IMS functions and general responsibilities.

Function	General Responsibilities
EOC Manager	<p>The EOC Manager is responsible for the overall management of the EOC facility and its assigned resources, including ensuring the Incident Site Commander receives the proper support.</p> <p>The EOC Manager assigns the role of Risk Management Officer to a member of the MECG (who would then provide advice about due diligence and claims handling procedures).</p>
Head of Council (HOC)	<p>The Head of Council is responsible for keeping Council informed about the status of an emergency and making policy decisions based on recommendations from the MECG. This role also acts as the lead spokesperson for information about the emergency.</p>
Risk Management Officer (RMO)	<p>The Risk Management Officer is responsible for monitoring safety conditions and developing safety measures to protect the overall health and safety of the EOC; this responsibility includes liaising with the Site Safety Officer. The RMO also provides advice about risk exposure, due diligence, and claims handling procedures, when applicable.</p> <p>The RMO must have the knowledge and professional experience needed for controlling or reducing occupational hazards and exposures.</p>
Emergency Information Officer (EIO)	<p>The Emergency Information Officer is responsible for developing information about the emergency and coordinating its release to municipal staff and the public.</p> <p>Note: The EOC Manager must approve all emergency information that the EIO releases.</p>
Liaison Officer (LO)	<p>The Liaison Officer is responsible for serving as the primary contact for any outside organizations assisting with the emergency response and advising the EOC Manager of any issues related to the outside assistance/support being given to the EOC's emergency response efforts, including current or potential inter-organizational needs.</p>

Function	General Responsibilities
Scribe	Scribes are responsible for maintaining an accurate record of the actions and decisions made by the MECCG during an emergency response.
Operations Section Lead	<p>The Operations Section Lead is responsible for the overall supervision and leadership of the Operations Section, including implementing the EOC's incident action plan.</p> <p>This role also organizes and assigns all operational resources.</p>
Planning Section Lead	<p>The Planning Section Lead is responsible for the overall supervision and leadership of the Planning Section, including organizing and assigning all planning resources.</p> <p>This role is also responsible for coordinating the development of the EOC's incident action plan during each operational period.</p> <p>This role's further responsibilities include collecting, collating, evaluating, analyzing, and disseminating incident information.</p>
Logistics Section Lead	<p>The Logistics Section Lead is responsible for providing facilities, services, and any resource materials needed to support the incident response.</p> <p>This role is also responsible for tracking how resources and supplies are assigned to the Logistics Section, as well as participating in the development of the logistics-related section of the EOC's incident action plan.</p>
Finance & Administration Section Lead	<p>The Finance & Administration Lead is responsible for the financial and administrative support given during an emergency response, including all business processes, cost analyses, and financial and administrative aspects. This role also ensures that emergency response efforts are compliant with financial policies and procedures.</p> <p>This role's further responsibilities include providing direction and supervision to the Finance & Administration Section's staff members, including their organization and assignment</p>

4.0 Notification Procedure

4.1 Actions Prior to Declaration

When an emergency exists but has not yet been officially declared, municipal employees may take such action(s) under this ERP as may be required to protect the property, health, safety, and welfare of the Township’s residents, businesses, and visitors. If necessary, municipal employees may take actions in whole or in part without a formal declaration.

Table 3 summarizes the emergency monitoring status indicators (EMSIs) that the Township has established, defining the actions/monitoring procedures undertaken during each type of condition.

Table 3: Emergency monitoring status indicators and their descriptions.

Type of Condition	Definition of Condition
Routine	<p>Notification of routine conditions means that operations are progressing under normal conditions.</p> <p>Under these conditions, the Township maintains ongoing surveillance for abnormal events.</p>
Enhanced	<p>Notification of enhanced conditions means that an abnormal event, potential emergency, or actual emergency has been detected or is in development.</p> <p>Under these conditions, the Township enhances its surveillance and activity monitoring, taking appropriate actions when needed. Under these conditions, the Township could implement its ERP and EOC.</p>
Emergency	<p>Notification of emergency conditions means that the Township is in emergency response mode.</p> <p>Under these conditions, the Township implements its ERP and activates its EOC so that the Township's MECG can coordinate appropriate response activities.</p>
Recovery	<p>Notification of recovery conditions means that the Township is working to ensure a smooth transition from enhanced or emergency conditions back to routine conditions.</p>

4.2 Notification System

The agency that is the first to arrive at the incident site is responsible for deciding whether to initiate the ERP notification process. If the scope or seriousness of the emergency is beyond the first responding agency's capabilities or responsibility, the Township will activate its ERP. The Township may implement its ERP in whole or in part based on conditions at the site or the severity of the situation. If the ERP is activated, the Township's CAO will immediately ensure that all members of the Emergency Control Group and the critical support members are contacted. Annex B contains the ERP's notification lists and procedures.

When any member of the MECG receives a warning of a real or potential emergency, that member of the MECG initiates the following notification procedure (through the Township's CAO):

- For routine or enhanced conditions, notifications shall be completed using the Township's email system (if a situation occurs after hours, the CAO will contact the EOC Management Team by phone)
- All members of the MECG are responsible for notifying their own staff of the emergency, as required

For emergency conditions or to activate the EOC, the instigating member of the EOC Management Team must contact the Township's CAO or CEMC. The CAO or CEMC (whichever was contacted) will then initiate the notification process by phone and provide the following details to the EOC Management Team:

- Date and time of activation
- Nature of the emergency
- Location of the EOC (primary and alternate)
- Time to meet at the EOC
- Whether standby or call-to-assemble
- Any items the EOC personnel should bring with them to the EOC
- Any special precautions to take or conditions to be aware of (such as alternate transport routes that the EOC members should take or any health hazards that are present)

The MECG must keep records of the date and time its members were contacted and the estimated time they arrived at the EOC.

For more information related to the Township's notification system, see:

- Annex A: contains a sample notification script
- Annex B: contains the contact numbers and addresses of the MECG members (including their alternates)

5.0 Emergency Operations Centre (EOC)

The EOC is the facility where the MCEG conducts its emergency management functions. An effective EOC facility must be comfortable, have effective communication services, and secure against unnecessary distractions and intrusions. Only the MCEG members and support staff should have access to the EOC; media agencies are not allowed in the EOC, nor is any other party that has not been granted access to the facility by the MCEG.

The Township has established both primary and secondary EOC locations, details of which are contained in Annex C. Should the primary or secondary EOC locations prove unsuitable (due to the location and scope of the emergency), the CEMC will designate another location for the EOC at the time of the emergency.

Once the proper Township authority confirms to activate the EOC, the facility can be set up by any member of the MCEG as soon as it is practical. The EOC Manager and the CEMC will determine the layout and equipment needed for the EOC.

After the EOC is activated, the EOC Manager will assign a scribe to maintain the EOC's status boards, maps, and master event log. The scribe will ensure these documents are kept up to date and displayed in a prominent place in the EOC so that all MCEG members will have access to information about the emergency.

Upon arriving at the EOC, each MCEG member will:

- Sign in
- Check telephone/communications devices for any messages delivered prior to their arrival at the EOC
- Obtain a personal log
- Contact their agency to obtain a status report
- Activate the departmental plan (if necessary)
- Participate in the initial briefing
- Participate in planning the initial response and in the decision-making process
- Relay decisions made by the MCEG to their own department or organization
- Continue participating in the EOC operations cycle

Upon leaving the EOC, each MCEG member will:

- Conduct a handover with the person relieving them (if applicable)
- Sign out and inform the CEMC where they can be contacted

After completing the initial response, the EOC Manager shall establish routines for effective MCEG meetings. The MCEG can function most efficiently when it uses a system known as an operations cycle.

It is not essential for the MCEG to have all its members present to function; however, each MCEG member must still be contacted when the emergency notification is given. Upon the arrival of any three (3) of its members, the MCEG may begin functioning. As MCEG members continue to arrive at the EOC, they will join the operation in progress.

6.0 Municipal Emergency Control Group (MECG)

The MECG is responsible for the direction and control of the overall emergency response within the community. During an emergency response, the MECG ensures that the essential services needed to minimize the emergency's effects on the community are provided.

The MECG is composed of:

1. EOC Manager
2. Head of Council
3. Liaison Officer
4. Risk Management Officer
5. Emergency Information Officer
6. Scribe
7. Operations Section Lead
8. Planning Section Lead
9. Logistics Section Lead
10. Finance & Administration Section Lead

Annex B contains the MECG contact list.

All MECG members will attend the EOC at its initial activation. Based on the scale of the emergency – and as dictated by the impact or potential impact on the community – the EOC Manager will select the staff resources required for the emergency response.

For an overview of the organizational structure of the IMS, refer to Section 3.0, Figure 2.

6.1 Emergency Operations Centre Support

Depending on the type of emergency, the EOC may require specialized expertise or support from external sources to help mitigate the incident. Therefore, the MECG may request the following individuals/agencies to attend the EOC:

- Duty Officer (Clerk) (or Corporate Assistant)
- Medical Officer of Health (or alternate)
- County Director of Social Services (or alternate)
- Ontario Provincial Police
- Emergency Medical Services

Note: The preceding list is not exhaustive, and the EOC may request other experts to attend the facility during an emergency response. The EOC Manager makes decisions about any requests for additional support as needed.

7.0 Operations Cycles and Management of the Emergency Site

7.1 Operations Cycle

While the EOC is operational, members of the MEGC will gather at regular intervals to inform each other of the actions that were taken and any problems that were encountered since the previous operations cycle meeting. The EOC Manager will determine the frequency of the meetings as well as their agenda items. Meetings will be kept as brief as possible to allow time for the MEGC members to carry out their individual tasks.

Figure 3 illustrates how a one-hour EOC operations cycle should be scheduled (barring any disruptions to the EOC's operations).

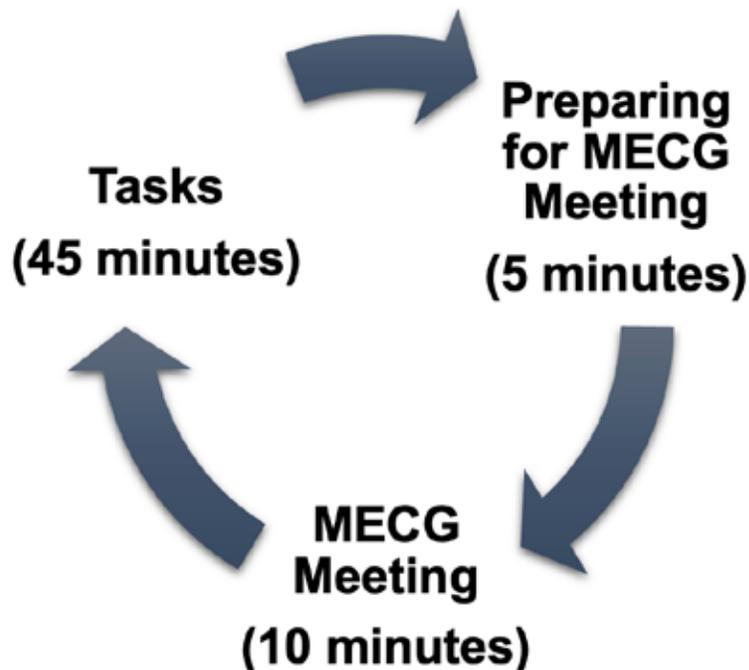


Figure 3: Schedule for a one-hour operations cycle.

7.2 Management of the Emergency Site

An emergency site is the location of an emergency. Emergency responders refer to the perimeter around an emergency site as “buffer space,” and this is the area in which they conduct response activities. If an incident involves more than one (1) emergency site, each emergency site will have a dedicated Emergency Site Manager (ESM).

Figure 4 illustrates how emergency responders can potentially set up their operations at an emergency site. It is important to note, however, that every emergency and emergency site will be different, and the information displayed in the graphic is for reference purposes only.

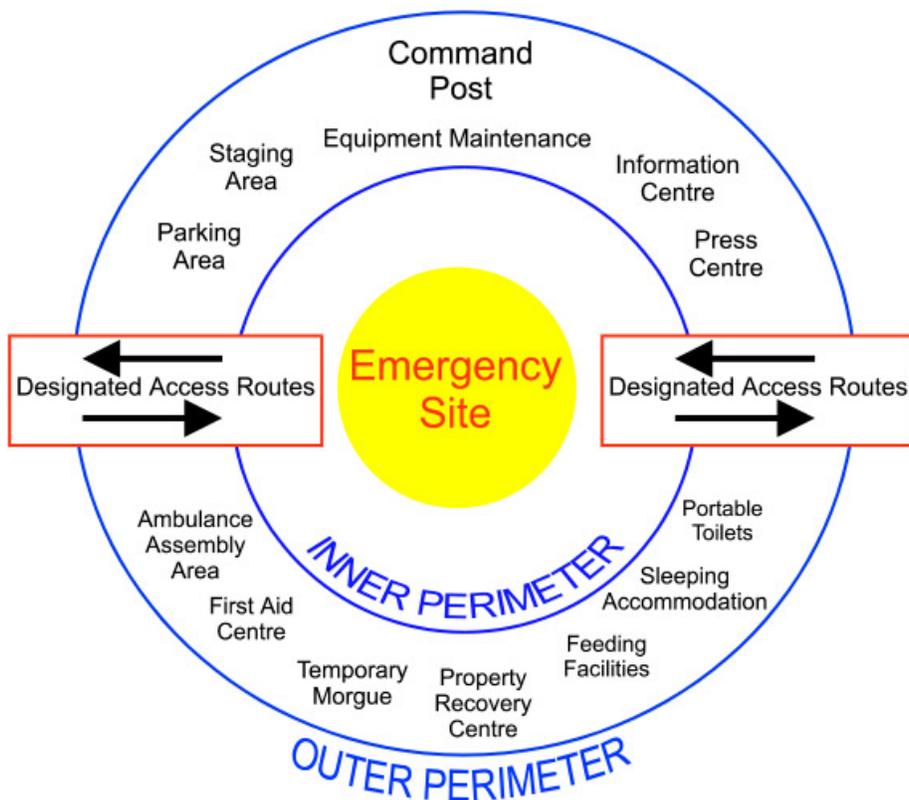


Figure 4: Diagram showing the potential setup for an emergency site.

7.3 Emergency Site Manager (ESM)

An ESM is an individual who is appointed to control the operations at an emergency site. Selecting an appropriate ESM depends on the type of emergency that has occurred. The agencies present at the emergency site will decide whom to appoint as ESM. In some cases, the MCEG may appoint the ESM.

ESMs assume control of the overall operations at the emergency site and limit their responsibilities to activities directly within the perimeter of the emergency site. The appropriate off-site response personnel must handle any activities outside of the emergency site's boundaries.

The ESM's main tasks are taking control of the emergency site and coordinating response efforts. Some of the ESM's other functions include:

- Setting up a command post and establishing communications with the other on-site agencies and the Operations Section Lead
- Organizing a management team and arranging a management cycle
- Determining the inner and outer perimeters of the emergency site and ensuring they are setup
- Organizing the layout of the emergency site
- Conferring with the heads of the other on-site agencies to ascertain what is happening

and what actions/resources are needed to begin response efforts

- Relaying information and status updates about the emergency site to the EOC
- Relaying information from the EOC to other members at the emergency site
- Directing and coordinating the activities of the response agencies present at the emergency site
- Determining what resources are necessary and relaying this information to the EOC, asking the EOC to provide the supplies that are needed at the emergency site
- Arranging a system of relief for the emergency site workers
- Facilitating media visits to the emergency site as per any requests made by the Emergency Information Officer

8.0 Emergency Response Plan Roles and Responsibilities

8.1 Municipal Emergency Control Group (MECG) Responsibilities

The MECG members and the Head of Council have different responsibilities to fulfill as part of the Township's ERP.

The following subsections list the different responsibilities of each role affiliated with the ERP.

For further information, refer to Annex A, which contains a detailed checklist for each member of the MECG to complete during an emergency response.

8.1.1 Municipal Emergency Control Group (MECG)

The MECG is responsible for completing the following actions:

1. Implement the ERP in whole or in part in response to an impending, potential, or existing emergency.
2. Coordinate and direct the community resources needed for mitigating the effects of an emergency.
3. Ensure that the composition of the MECG is appropriate to mitigate the effects of a given emergency by determining which, if any, ad-hoc MECG members are required.
4. Advise the Head of Council about requests for assistance from the province and the federal government.
5. Ensure the provision of essential resources and services to support emergency response activities.
6. Coordinate the services provided by outside agencies.
7. Appoint an Emergency Site Manager/Incident Commander (if required).
8. Ensure the Emergency Information Officer is kept informed with up-to-date information about the emergency so that the EIO can facilitate information flow to the media, Township staff, and public.
9. Coordinate the evacuation of any citizens who may be in danger.
10. Discontinue the utilities or services provided by public or private concerns (such as hydro, water, gas, and closing businesses or malls).
11. Request support from volunteers (when required). Ensure all volunteers are provided with appropriate training. (**Note:** Volunteers are only covered by WSIB after a declaration; they are then treated as employees and require due diligence in selection and training.)
12. Establish advisory subcommittees for specific problem areas related to the emergency as required.
13. Authorize expenditures during the emergency, including providing tracking costs and facilitating cost recovery.
14. Maintain an operational log detailing the MECG's decisions and activities during the emergency.
15. Deactivate the ERP and inform all of those who were notified of its activation.
16. Conduct and participate in a debriefing session, generate a post-emergency report, and suggest recommendations to improve the ERP.

8.1.2 Emergency Operations Centre (EOC) Manager

The EOC Manager has overall authority and responsibility for the EOC's activities.

The EOC Manager is responsible for completing the following actions:

1. Assess the situation: Gather information about the emergency and assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.
2. Support the site: Provide support to the Incident Commander and the assisting support agencies to ensure that all actions are coordinated as per established priorities.
3. Develop/approve action plans: In collaboration with the EOC Management Team, establish the EOC's goals, strategies, objectives, and priorities, including timelines for updating the incident action plan on a regular basis (as required) and signing the final approval for the incident action plan. Monitor the progress being made on the EOC's objectives.
4. Manage the EOC: Coordinate all operations within the EOC, including scheduling regular business cycle meetings.
5. Advise the Reeve and Township Council: On behalf of the EOC Management Team, advise on the need to declare or terminate an emergency (by providing any required information, including policies and procedures, as appropriate).
6. Inform others: In consultation with the Emergency Information Officer, assist with emergency information actions by using the best methods of dissemination that are available. Approve press releases and other public information materials (such as social media messaging). Keep the Policy Group informed.
7. Maintain a position log: Maintain a log of all personal decisions and actions taken during the response to the emergency.
8. Ensure an after-action report is completed: In collaboration with the EOC personnel, ensure a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or supplementary plans, is prepared and submitted to the appropriate party.

8.1.2 Head of Council/Acting Head of Council

The Head of Council/Acting Head of Council (or designate) is responsible for completing the following actions:

1. Declare/terminate the emergency.
2. Act as a liaison between the EOC Manager and the Township Council. Ensure that all members of Council are advised of the declaration/termination of the emergency and remain informed of the operational situation during the emergency.
3. Ensure that OFMEM is notified of the declaration or termination of the emergency.
4. Ensure that the local member of parliament and the local member of provincial parliament are notified of the declaration/termination of the emergency.
5. Act as lead spokesperson for press conferences or media interviews as required.
6. Inform the Reeve and the Mayors of neighbouring communities about the current situation.
7. Bring recommendations for changing/amending bylaws or policies to Council as required.
8. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.3 Liaison Officer

The Liaison Officer is responsible for completing the following actions:

1. Invite required or requested support agencies and stakeholders to the EOC (as identified by the EOC Manager and the EOC Management Team) and maintain contact with them as required.
2. Obtain information from the assisting/supporting organizations, such as contact persons, email/phone numbers, radio frequencies, cooperative agreements, types of available resources, the number of available personnel, the condition of personnel and equipment, and any organizational constraints/limitations.
3. Liaise with government and non-government agencies, such as neighbouring municipal CEMCs, the OFMEM, and other provincial and federal representatives, as required.
4. Interview organizational representatives about available resources, especially their capabilities and any use restrictions; this responsibility includes providing information at planning meetings, as needed.
5. Provide suggestions about the strategic direction of the emergency response and provide advice to the EOC Management Team regarding emergency management issues.
6. Maintain a log of all personal decisions and actions taken during the response to the emergency.
7. In conjunction with the EOC Director, conduct a debriefing session with the EOC personnel and the other agencies involved with the emergency response; this responsibility includes preparing an after-action report about the emergency.

8.1.4 Risk Management Officer (RMO)

The RMO is responsible for completing the following actions:

1. Ensure risk management practices are applied throughout the response and recovery and that every function within the EOC considers appropriate risk management.
2. Advise the EOC Manager of any issues regarding safety.
3. Liaise with and provide advice to the Emergency Site Safety Officer regarding health and safety issues for site personnel as required.
4. Identify, correct, and terminate any potentially unsafe acts.
5. Monitor, assess, and recommend modifications to safety conditions in the EOC, halting any unsafe operations as needed.
6. Assist with reviewing the incident action plan to identify any safety concerns or issues.
7. Liaise with the Ministry of Labour and the Joint Health and Safety Committee as required.
8. Coordinate critical incident stress and other debriefing sessions as needed.
9. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.5 Emergency Information Officer (EIO)

The EIO is responsible for completing the following actions:

1. Liaise with the Site Information Officer.
2. Establish and maintain media contacts.
3. Ensure that a media centre is set up and operational (if required).
4. Prepare news/social media releases and coordinate interviews, news conferences, media briefings, press releases, and public information materials. (**Note:** The information that is prepared for release is subject to approval from the EOC Manager.)
5. Ensure public inquiry lines are set up and staffed as required.
6. Monitor news coverage about the incident and see that corrections to any erroneous messages are made.
7. Maintain copies of all internal media releases and any external media articles about the incident.
8. Ensure public safety information is provided in accessible formats (as required by provincial legislation).
9. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.6 Scribes

Scribes are responsible for completing the following actions:

1. Support the EOC Manager with information flow.
2. Record all key events, actions, and decisions made by the EOC Management Team during the emergency response.
3. Maintain the EOC's master event log.
4. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.7 Operations Section

The Operations Section Lead coordinates resource requests, resource allocations, and response operations in support of the Incident Commander at one or more sites. Additionally, the Operations Section Lead is responsible for completing the following actions:

1. Participate in EOC Management Team meetings. This responsibility includes preparing and presenting section objectives at the meetings and obtaining/assisting the EOC Manager with determining objectives and strategies.
2. Establish a communications link with the Site Commander via two-way radio or cellphone to determine the status of all current tactical assignments.
3. Identify the current organization, location, and assignment of resources.
4. Obtain the location of the current staging area and the resources assigned to that area. (**Note:** This information must be obtained directly from the incident site.)
5. Ensure the Operations Section is equipped with the appropriate personnel, equipment, and supplies and that it is functioning efficiently, maintaining the safety of all its members, and maintaining an adequate level of control.
6. Recommend the length of time for the next operation period to the EOC Manager.
7. Coordinate and conduct operational briefings and assign Operations Section personnel as per the incident action plan.
8. Determine from Site Command if additional/specialized resources or equipment are required (such as HUSR teams or CBRNE teams) and, if so, request these resources through the Provincial Emergency Operations Centre.
9. Evaluate the situation and provide updates to the EOC Manager and Planning Section regarding the location, status, and assignment of resources, the effectiveness of tactics, any desired contingency plans, and the need for any additional resources.
10. Ensure resource ordering and logistical support needs are communicated to the Logistics Section in a timely manner.
11. Inform the Planning Section Lead regarding the Operations Section portion of the written incident action plan (if requested by the EOC Manager) and identify the specific tactical assignments and resources needed to accomplish any objectives.
12. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.9 Planning Section

The Planning Section is responsible for completing the following actions:

1. Gather information about the emergency and analyze and display situational information.
2. In conjunction with the EOC Manager, determine the time and location of the planning cycle meetings.
3. Ensure the EOC facility is properly set up and ready for operations.
4. Take minutes during the MECG's meetings.
5. Ensure that all members of the MECG have the necessary plans, resources, supplies, maps, and equipment.
6. Record all proceedings and decisions made by the MECG on the EOC's master event log.
7. Conduct long-range and contingency planning by reviewing the current and projected incident and resource availability. Develop alternative strategies and identify the resources needed to implement contingency plans as needed.
8. Develop plans for business resumption, demobilization, and recovery.
9. Display incident status summary information.
10. Prepare and distribute the written incident action plan as well as the minutes from the planning meetings.
11. Ensure the Emergency Information Officer has immediate access to status reports and displays.
12. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.10 Logistics Section

The Logistics Section is responsible for completing the following actions:

1. Ensure the Logistics Section has the appropriate equipment and supplies in place, including maps, status boards, vendor references, and other resource directories.
2. Coordinate all resource requests – from their initiation to delivery – to support the Operations Section. This responsibility includes tracking resources that may comprise additional personnel, fleet services, and other required resources.
3. Coordinate with the Operations Section to prioritize and validate resource requests.
4. Obtain, maintain, and account for any essential personnel, equipment, and supplies beyond those immediately accessible to the Operations Section.
5. Provide updates on resource availability, support needs, identified shortages, and the estimated arrival time for key resources.
6. Identify future operational needs (both primary and contingent) to anticipate logistical requirements.
7. Provide telecommunication and IT services in the EOC.
8. Provide and maintain the EOC's facilities, including all utilities, food, water, and office supplies.
9. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.1.11 Finance & Administration Section

The Finance & Administration Section is responsible for completing the following actions:

1. Provide any financial or cost analysis support needed for the incident by developing specific cost centres as required.
2. Maintain financial records for response and recovery throughout the event, keeping the EOC Manager, Management Team, and Policy Director aware of the current financial situation.
3. Identify and track possible sources of cost recovery, including provincial or private funding.
4. Issue payment for all emergency-related expenditures as required.
5. Track the on-duty time of all EOC personnel.
6. Maintain accurate and detailed records of all emergency-related expenditures.
7. Analyze the impact of the emergency on the municipal budget.
8. Prepare claims for provincial and federal funding as required.
9. Ensure that any records regarding human resources and administrative details that may involve financial liability are completed.
10. Meet with the assisting/supporting organizations to determine any potential cost-sharing agreements or financial obligations as required.
11. Initiate, maintain, and ensure the completeness of any documentation needed to support claims for emergency funds; this includes auditing and documenting labour, equipment (rented or purchased), materials, services, and expendable supplies.
12. Assist the Logistics Section with resource procurement, identifying vendors for the open purchase orders or contracts that must be established, and negotiating ad-hoc contracts.
13. Maintain a log of all personal decisions and actions taken during the response to the emergency.

8.2 Municipality Emergency Control Group (MECG) Support Responsibilities

There are several additional roles in the Township that support the MECG and the EOC's operations. Each of those roles has its own responsibilities and actions to complete part of the ERP. The following subsections list the duties of the roles that support the MECG.

8.2.1 Councillors

The Township's Council/councillors are responsible for completing the following actions:

1. Assist the Head of Council as requested.
2. Act as Head of Council as required.
3. Attend any emergency council meetings that are called by the Head of Council.
4. Terminate the emergency (when appropriate).
5. Relay information provided by the Reeve and the Municipality to the community.
6. Advocate for the needs of the community during an emergency to Council.
7. Maintain a log of all personal decisions and actions taken during the response to the emergency.
8. Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or its supplementary plans.

8.2.2 Ontario Provincial Police (OPP)

The OPP/police representative is responsible for completing the following actions:

1. Provide the MCEG with information and advice about policing and security matters.
2. Assume the role of ESM (depending on the nature of the emergency).
3. Establish and maintain ongoing communications with the senior police representative at the emergency site.
4. Ensure there is an established perimeter (both inner and outer), security, and crowd control at the emergency site.
5. Provide traffic control to facilitate the movement of emergency vehicles.
6. Alert persons who are endangered due to the emergency and coordinate evacuation procedures, including evacuation routes.
7. In the event of an evacuation, contact residents in the affected areas of the Township and advise them of the need for evacuation, enforcing the evacuation of occupants, if appropriate.
8. Protect life and property and the provision of law and order.
9. Make provisions for police services in evacuation centres, morgues, and other facilities as required.
10. Notify the coroner about any fatalities.
11. Liaise with external police agencies as required.
12. Maintain a log of all personal decisions and actions taken during the response to the emergency.
13. Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or its supplementary plans.

8.2.3 Paramedic Services

Paramedic services representatives are responsible for completing the following actions:

1. Ensure that emergency medical services are available at the emergency site, including triage, treatment, and transportation of patients to the appropriate receiving facilities.
2. Assume the role of ESM (depending on the nature of the emergency).
3. Establish and maintain ongoing communications with the senior paramedic official present at the emergency site.
4. Obtain additional paramedic and medical support from other municipalities or senior levels of government.
5. Advise the MCEG if other means of transportation are required for large-scale responses.
6. Liaise with the Ministry of Health and Long-term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is always available throughout the community.
7. Liaise with receiving hospitals and the local health integration network to coordinate support for affected hospitals and health services as required.
8. Liaise with the Medical Officer of Health as required.
9. Liaise with the Ministry of Health and Long-term Care Emergency Management Branch as required.
10. Maintain a log of all personal decisions and actions taken during the response to the emergency.
11. Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or its supplementary plans.

8.2.4 Emergency Social Services (ESS)

Lanark County ESS is responsible for completing the following actions:

1. Provide the MCEG with information and advice about emergency social services and their related functions, including managing evacuation centres within the scope of approved services at the county level.
2. Contact and place emergency social services staff and voluntary support agencies, such as the Canadian Red Cross, Salvation Army, St. John Ambulance, and Victim Services at the county level, on standby, then activate these agencies upon receiving appropriate notification.
3. Assist with ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, food, registration and inquiries, and personal services as required.
4. Supervise the opening and the operation of any temporary or long-term evacuation centres and ensure they are adequately staffed at the county level.
5. Maintain a log of all personal decisions and actions taken during the response to the emergency.
6. Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or its supplementary plans.

8.2.5 Medical Officer of Health

The Leads, Grenville, Lanark District Health Unit Medical Officer of Health is responsible for completing the following actions:

1. Activate/terminate the Health Unit Emergency Response Plan and Emergency Notification System.
2. Act as the chair of the MECG at the Health Unit's EOC (or delegate the chair's responsibilities to an appropriate person).
3. Assign an acting medical officer of health or a covering medical officer of health to assume the role of medical officer of health at the Health Unit's EOC in the event of the Medical Officer of Health's absence.
4. Coordinate public health services for the EOC, emergency and support services, and other responding agencies.
5. Provide an on-site manager and attend the site Command Post as required.
6. Liaise with the Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.
7. Liaise with the appropriate public health agencies to augment and coordinate a public health response as required.
8. Provide advice on matters that may adversely affect public health within Lanark County.
9. Coordinate responses to communicable disease-related emergencies or anticipated epidemics as per the Ministry of Health's procedures and other long-term care policies.
10. Coordinate agency resources to prevent and control the spread of disease during an emergency within Lanark County.
11. Coordinate vaccine storage, handling, and distribution across Lanark County.
12. Initiate mass vaccination campaigns during disease outbreaks within affected municipalities in Lanark County.
13. Liaise with the EOC's Logistics Section Lead (or alternate) to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities.
14. Provide for the inspection of evacuation centres, making recommendations and initiating remedial action in the areas of:
 - a. Accommodation standards related to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - b. Food handling, storage, preparation, and service

- c. General health and safety involving injury prevention
15. Liaise with local social service agencies on areas of mutual concern regarding evacuation centres, including:
 - a. Victim assessment, support, and referral
 - b. Public health information and community networks
 16. In collaboration with municipal representatives from the affected communities, provide inspections and advice regarding the evacuation of any residential buildings that pose a threat to public health.
 17. Liaise with the coroner to coordinate morgue activities within the community, providing assistance where necessary.
 18. Provide instruction and health information through public service announcements and information networks.
 19. Provide resource support and consultation to emergency service workers.
 20. Hold debriefing sessions and liaise with the MECGs from each municipality to evaluate the post-emergency effectiveness and efficiency of the agency's responsibilities.
 21. Maintain a log of all personal decisions and actions taken during the response to the emergency.
 22. Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or its supplementary plans.

8.2.6 Emergency Site Manager (ESM)

The ESM is responsible for completing the following actions:

1. Set up a Unified Command Post and establish communications with the other on-site agencies and the Operations Section Lead.
2. Organize a management team and arrange a management cycle.
3. Determine the inner and outer perimeters of the emergency site and ensure they are established.
4. Organize the layout of the emergency site.
5. Confer with the heads of the other agencies present at the emergency site to ascertain what is happening and what response efforts are needed.
6. Relay information to the EOC about what is happening at the emergency site, sending the EOC requests for resources as required.
7. Relay directions and information from the EOC to those present at the emergency site.
8. Direct the activities of the response agencies at the emergency site.
9. Arrange a relief system for the workers at the emergency site.
10. Facilitate media visits to the emergency site (as required by the Emergency Information Officer).
11. Maintain a log of all personal decisions and actions taken during the response to the emergency.
12. Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the ERP or its supplementary plans.

8.2.7 Community Emergency Management Coordinator (CEMC)

The CEMC is responsible for completing the following actions:

1. Ensure that the Township is in compliance with the Emergency Management and Civil Protection Act.
2. Complete all training required by the Ontario Fire Marshal and by emergency management practices.
3. Coordinate the development and implementation of the Township's emergency management program.
4. Maintain the Township's emergency management program at provincial standards.
5. Arrange and document all meetings held with the Emergency Management Program Committee that discuss emergency management issues or plan reviews.
6. Submit the documents needed to maintain the emergency management program's standard certifications to the appropriate provincial agencies. (**Note:** This task is performed on an annual basis.)

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-022

CUSTODIAL SERVICES CONTRACT (MABERLY HALL)

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) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, 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 appropriate to provide for the custodial services of the Maberly Hall through the execution of an agreement with an independent contractor;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a Custodial Services Contract for the cleaning and opening/closing of the Maberly Hall, with Trevor Badour, attached hereto as Schedule "A".

2. BY-LAWS TO BE REPEALED

2.1 By-Law No. 2015-012 is hereby repealed.

2.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

3. ULTRA VIRES

3.1 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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-022**

4. EFFECTIVE DATE

4.1 This by-law shall come into force and effect on the 1st day of September, 2022.

4.2 ENACTED AND PASSED this 23rd day of August, 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-022**

SCHEDULE “A”

CONTRACT FOR CUSTODIAL SERVICES – MABERLY HALL

A Fee for Services Contract between the Corporation of Tay Valley Township and Trevor Badour to provide custodial services in Maberly Hall.

1. Contract Duration

Starting: **September 1, 2022**
Ending: **December 31, 2022**

The term of this contact shall be four (4) months, commencing on September 1, 2022 and ending December 31, 2022. Notwithstanding, the contract shall automatically be renewed for one (1) additional year (January 1, 2023 to December 31, 2023), and each calendar year thereafter unless thirty (30) days notice of request for amendment or termination is provided by one party to the other. Upon each renewal an increase of 2% will be applied to the hourly rate for Special Services. Should there be no mutual agreement of any requested amendment, this contract shall terminate on December 31st of the year in which notice was received.

2. Remuneration for Service

A) Service Fee (flat rate) \$590.00/month

No benefits are payable for this independent contract position. The monthly service fee is intended to represent fair compensation for performance of the duties listed below including incidentals such as occasional long distance phone calls and initiative to manage minor services (eg. purchase of entrance rugs, linens for the facilities, etc.) It includes opening and closing of the hall for up to 15 bookings per month with the special services hourly rate applying to any additional bookings.

B) Hourly Rate for Special Services \$18.83/hour

Monthly service fee and hourly rate for special services shall be payable by the Township on the 1st day of each month during the life of the contract; it being understood a detailed claim form for special services shall be submitted a minimum of one week prior.

- C) Mileage as set by Council for Employees / Members

It is recognized the Custodian will, on occasion and with Township written approval, travel to purchase supplies for the facility. Such trips are often combined with trips for personal supplies therefore mileage shall be paid for ½ of the travel distance. Separate claims for mileage at full travel distance may be submitted with claims for special services.

3. Duties and Responsibilities of the Custodian:

Maberly Hall

- On call 7 days per week for opening and closing, clearing snow at entrance walkways prior to booked events. (Parking lot to be maintained by municipal forces with walkways and entrances to be shovelled by others after heavy snow.)
- General cleaning after each booked event to ensure it is clean and inviting for the next user to include vacuuming and washing of floor as necessary, spot cleaning walls, wiping and stacking tables and chairs, cleaning kitchen and bathrooms to standard for food establishment, replacing paper products and laundering tea towels as required.
- Seasonal cleaning at least twice yearly to include cleaning fridges/coolers (vacuum compressor coils), vacuuming smoke detectors and changing batteries, washing tables and chairs, washing windows and glass doors (inside and out), regular washing walls as far as reach will allow and dusting above that point, washing light fixtures, vacuuming fan blades and motors, cleaning window coverings (or removing and arranging for dry cleaning as required), dusting pictures.

Special Services

- Obtaining quotations or coordinating of other contracted services associated with Maberly Hall. Seasonal decorating and cleaning. Extra hours for opening/closing, extra cleaning services due to non-compliance with rental contract, minor repairs/painting of facility and/or furnishings.
- All special services are to be coordinated with and approved by the Township.

4. Status

The Independent Contractor is a contractor independent of the municipality. Nothing herein shall be interpreted to create a relationship of employer/employee, partnership, franchise, agency or joint venture or other like arrangement.

5. Other Conditions:

- A) The Township is responsible for facility bookings and will supply the custodian with a booking schedule.
- B) The Custodian shall verify booking dates for Maberly Hall on a regular basis.
- C) The Township shall notify the Custodian in a timely manner of any last minute booking changes.
- D) The Custodian shall ensure Maberly Hall is securely locked after each booked event.
- E) The Custodian shall make their self available, on occasion, for consultation with the Township Office regarding unusual event circumstances.
- F) The Custodian shall provide advice/suggestions for facility repairs.
- G) Upon Township request, the Custodian shall order and pick-up all cleaning supplies (light bulbs, cleaning supplies, paper supplies, etc) and submit invoices to the Treasurer immediately. All purchases shall be pre-approved by the Township. To protect the health and safety of the custodian and the nearby river, green and environmentally safe products are expected.
- H) The Custodian agrees to advise the Township of any employees that may, from time to time, be retained by the custodian to assist in completion of the required work and agrees to provide confirmation of WSIB coverage for such sub-contractors.
- I) The Custodian acknowledges and agrees that the effective performance of the required duties necessitates the highest level of integrity, trust worthiness and good organization.
- J) The Custodian agrees to conform to all lawful instructions and direction given by the Township.
- K) The Custodian acknowledges and agrees that the Township is entitled to cancel this contract if the Custodian fails to meet the requirements of the contract. Such termination shall be in writing and shall be effective immediately.
- L) The Custodian acknowledges and agrees that this contract is not transferable without written permission from the Township.

IN WITNESSETH WHEREOF the parties hereto have executed this agreement as of the date of the first above written.

SIGNED, SEALED and DELIVERED)
In the presence of)

Witness

Trevor Badour, Contractor

**THE CORPORATION OF
TAY VALLEY TOWNSHIP**

**Brian Campbell
Reeve**
(I have the authority to bind the Corporation)

**Amanda Mabo
CAO/Clerk**
(I have authority to bind the Corporation)

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-023

CUSTODIAL SERVICES CONTRACT (BURGESS HALL)

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) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, 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 appropriate to provide for the custodial services of the Burgess Hall through the execution of an agreement with an independent contractor;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a Custodial Services Contract for the cleaning and opening/closing of the Burgess Hall, with Trevor Badour, attached hereto as Schedule "A".

2. ULTRA VIRES

- 2.1 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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-023**

3. EFFECTIVE DATE

3.1 This by-law shall come into force and effect on the 1st day of September, 2022.

3.2 ENACTED AND PASSED this 23rd day of August, 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-023**

SCHEDULE "A"

CONTRACT FOR CUSTODIAL SERVICES – BURGESS HALL

A Fee for Services Contract between the Corporation of Tay Valley Township and Trevor Badour to provide custodial services in Burgess Hall.

1. Contract Duration

Starting: **September 1, 2022**
Ending: **December 31, 2022**

The term of this contact shall be four (4) months, commencing on September 1, 2022 and ending December 31, 2022. Notwithstanding, the contract shall automatically be renewed for one (1) additional year (January 1, 2023 to December 31, 2023), and each calendar year thereafter unless thirty (30) days notice of request for amendment or termination is provided by one party to the other. Should there be no mutual agreement of any requested amendment, this contract shall terminate on December 31st of the year in which notice was received.

2. Remuneration for Service

A) Hourly Rate for Services \$25.00/hour

Hourly rate for services shall be payable by the Township on the 1st day of each month during the life of the contract; it being understood a detailed claim form for services shall be submitted a minimum of one week prior.

B) Mileage as set by Council for Employees/Members

It is recognized the Custodian will, on occasion and with Township written approval, travel to purchase supplies for the facility. Such trips are often combined with trips for personal supplies therefore mileage shall be paid for ½ of the travel distance. Separate claims for mileage at full travel distance may be submitted with claims for special services.

3. Duties and Responsibilities of the Custodian:

Burgess Hall Services

- On call 7 days per week for opening and closing, clearing snow at entrance walkways prior to booked events. (Parking lot to be maintained by municipal forces with walkways and entrances to be shovelled by others after heavy snow.)
- General cleaning after each booked event to ensure it is clean and inviting for the next user to include vacuuming and washing of floor as necessary, spot cleaning walls, wiping and stacking tables and chairs, cleaning kitchen and bathrooms to

standard for food establishment, replacing paper products and laundering tea towels as required.

- ÿ Upon request of the Township, seasonal cleaning to include cleaning fridges/coolers (vacuum compressor coils), vacuuming smoke detectors and changing batteries, washing tables and chairs, washing windows and glass doors (inside and out), regular washing walls as far as reach will allow and dusting above that point, washing light fixtures, vacuuming fan blades and motors, cleaning window coverings (or removing and arranging for dry cleaning as required), dusting pictures.
- ÿ Obtaining quotations or coordinating of other contracted services associated with Burgess Hall.
- All services are to be coordinated with and approved by the Township.

4. Status

The Independent Contractor is a contractor independent of the municipality. Nothing herein shall be interpreted to create a relationship of employer/employee, partnership, franchise, agency or joint venture or other like arrangement.

5. Other Conditions:

- A) The Township is responsible for facility bookings and will supply the Custodian with a booking schedule.
- B) The Custodian shall verify booking dates for Burgess Hall on a regular basis.
- C) The Township shall notify the Custodian in a timely manner of any last minute booking changes.
- D) The Custodian shall ensure Burgess Hall is securely locked after each booked event.
- E) The Custodian shall make their self available, on occasion, for consultation with the Township Office regarding unusual event circumstances.
- F) The Custodian shall provide advice/suggestions for facility repairs.
- G) Upon Township request, the Custodian shall order and pick-up all cleaning supplies (light bulbs, cleaning supplies, paper supplies, etc) and submit invoices to the Treasurer immediately. All purchases shall be pre-approved by the Township. To protect the health and safety of the custodian and the nearby river, green and environmentally safe products are expected.
- H) The Custodian agrees to advise the Township of any employees that may, from time to time, be retained by the custodian to assist in completion of the required work and agrees to provide confirmation of WSIB coverage for such sub-contractors.
- I) The Custodian acknowledges and agrees that the effective performance of the required duties necessitates the highest level of integrity, trust worthiness and good organization.
- J) The Custodian agrees to conform to all lawful instructions and direction given by the Township.
- K) The Custodian acknowledges and agrees that the Township is entitled to cancel this contract if the Custodian fails to meet the requirements of the contract. Such termination shall be in writing and shall be effective immediately.

- L) The Custodian acknowledges and agrees that this contract is not transferable without written permission from the Township.
- M) The Custodian will maintain adequate insurance.

IN WITNESSETH WHEREOF the parties hereto have executed this agreement as of the date of the first above written.

SIGNED, SEALED and DELIVERED)
In the presence of)

Witness

Trevor Badour, Contractor

**THE CORPORATION OF
TAY VALLEY TOWNSHIP**

**Brian Campbell
Reeve**
(I have the authority to bind the Corporation)

**Amanda Mabo
CAO/Clerk**
(I have authority to bind the Corporation)

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-024

DELEGATION OF AUTHORITY BY-LAW AMENDMENT (UNDISPUTED CONSENTS)

WHEREAS, Section 23.1 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to delegate its powers and duties under this or any other Act to a person;

AND WHEREAS, expedited planning approvals are anticipated for undisputed consent applications freeing Council to spend time on more substantive issues and reducing the amount of time to process consents;

AND WHEREAS, Council deems it expedient to amend Schedule “B” of By-Law No. 2017-064 as hereinafter set out;

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

1. GENERAL REGULATIONS

1.1 **THAT**, Schedule “B” of By-Law No. 2017-064, be amended to include:

Delegated Authority	Delegated To	Relevant Legislative Authority	Limitations	Rationale
Comments on Undisputed Consent Applications	Planner	<i>By-Law No. 2022-024, as amended and the Municipal Act, 2001</i>	A consent application must satisfy all of the following criteria to be considered an Undisputed Consent Application: <ul style="list-style-type: none">• Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);• Does not require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);	Considered an administrative matter.

			<ul style="list-style-type: none"> • Conforms with section 51(24) of the Planning Act (criteria for good land use decisions); • Conforms with the Lanark County Sustainable Communities Official Plan; • Conforms with the local Official Plan; • Complies with the local municipal Zoning By-Law (or will comply subject to a standard condition of rezoning or minor variance); and • Has no unresolved objections/concerns raised from agencies or the public. <p>Prior to submission to the Approval Authority, comments are to be reviewed by the Chief Administrative Officer.</p>	
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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 competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS AMENDED

3.1 By-Law No. 2017-064 is hereby amended.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

ENACTED AND PASSED this 23rd day of August, 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-025

MAXIMUM RATE OF SPEED BY-LAW AMENDMENT (BATHURST UPPER 4TH CONCESSION)

WHEREAS, section 128(2) of the *Highway Traffic Act, 2001*, R.S.O. 1990, c. H.8, as amended, provides that the council of a municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law prescribe a rate of speed different from the rate set out in subsection (1) that is not greater than 100 kilometres per hour and may prescribe different rates of speed for different times of day;

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2018-035, to reduce the standard rate of speed on certain municipal roads;

AND WHEREAS, Council deems it expedient to amend By-Law No. 2018-035 to reduce the rate of speed on Bathurst Upper 4th Concession;

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

1. GENERAL REGULATIONS

1.1 **THAT**, schedule "A" be amended to include:

OUTSIDE HAMLET AREAS			
ROAD	FROM	TO	SPEED
Bathurst Upper 4 th Concession	Cameron Side Road	Tysick Road	60

2. ULTRA VIRES

Should any sections of this by-law be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAW AMENDED

3.1 By-Law No. 2018-035 is hereby amended.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-025**

4. EFFECTIVE DATE

ENACTED AND PASSED this 23rd day of August, 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-026

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETINGS HELD ON JULY 13th, AUGUST 9th, 11th, 18th & 23rd, 2022

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. GENERAL REGULATIONS

- 1.1 **THAT**, the actions of the Council of the Corporation of Tay Valley Township at its meetings held on the 13th day of July and the 9th, 11th, 18th and 23rd days of August, 2022 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of Tay Valley Township at its meeting 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.
- 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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-026**

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 23rd day of August 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk