



## **“SPECIAL” COUNCIL MEETING MINUTES**

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**Thursday, November 17<sup>th</sup>, 2022**

**5:30 p.m.**

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

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### **ATTENDANCE:**

**Members Present:** Chair, Reeve Rob Rainer  
Deputy Reeve Fred Dobbie  
Councillor Wayne Baker  
Councillor Greg Hallam  
Councillor Korrine Affleck  
Councillor Andrew Kendrick  
Councillor Angela Pierman  
Councillor Marilyn Thomas

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Janie Laidlaw, Deputy Clerk  
Ashley Liznick, Treasurer  
Noelle Reeve, Planner  
Sean Ervin, Public Works Manager

**Regrets:** None.

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### **1. CALL TO ORDER**

The meeting was called to order at 5:31 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. 2022 COUNCIL ORIENTATION

i) **Perth and District Union Public Library.**

Julie Hansen, Interim Chief Executive Officer, Heidi Taber, Children's Librarian, and Dawn Palmer, Board Member gave a PowerPoint presentation – *attached, page 5.*

ii) **Fire Department.**

Greg Saunders, Fire Chief and Darren Gibson, Deputy Fire Chief gave a PowerPoint presentation – *attached, page 11.*

iii) **Emergency Management.**

Greg Saunders, Fire Chief and Darren Gibson, Deputy Fire Chief gave a PowerPoint presentation – *attached, page 17.*

iv) **CAO's Office and Clerk's Department.**

Amanda Mabo, Chief Administrative Officer/Clerk and Janie Laidlaw, Deputy Clerk gave a PowerPoint Presentation – *attached, page 21.*

Council recessed at 7:12 p.m.

Council reconvened at 7:20 p.m.

v) **Finance Department.**

Ashley Liznick, Treasurer gave a PowerPoint Presentation – *attached, page 53.*

vi) **Building and Planning Department.**

Noelle Reeve, Planner gave a PowerPoint Presentation – *attached, page 64.*

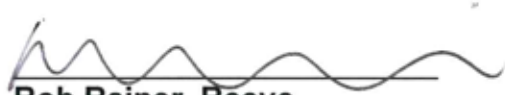
vii) **Public Works Department.**

Sean Ervin, Public Works Manager gave a PowerPoint Presentation – *attached, page 81.*

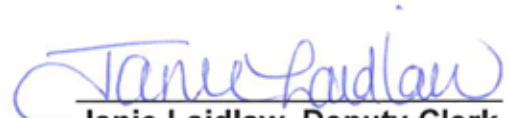
viii) **Mock Meeting** – *deferred to December 6<sup>th</sup> prior to the Committee of the Whole meeting.*

**4. ADJOURNMENT**

Council adjourned at 8:41 p.m.

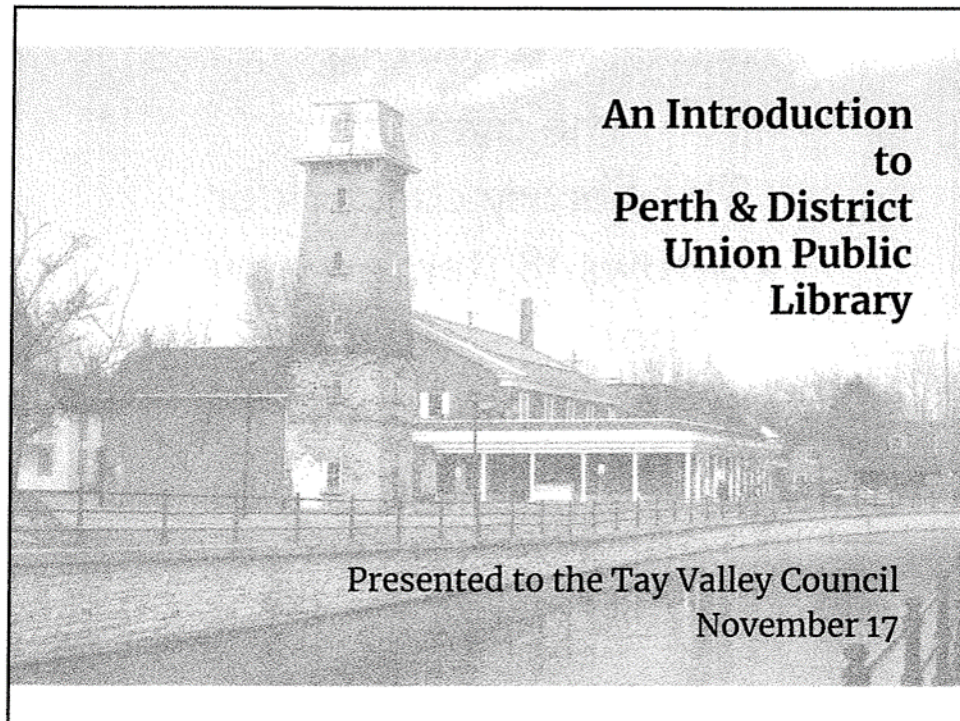


**Rob Rainer, Reeve**



**Janie Laidlaw, Deputy Clerk**

# **COUNCIL ORIENTATION**



1

## **Library structure**

- Completely independent agency established under the provincial *Public Libraries Act*
- Jointly funded by Perth, Tay Valley, DNE
- Governed by a 9-member board
  - 3 TVT reps, one of whom is a councillor
- \$780,000 budget, of which 78% is municipal levy
- 5% provincial funding, 15% donations and grants
- 12 staff (3 full time)
- 20+ volunteers
- About 30 active community partnerships

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The average  
TVT library cardholder  
borrows 18 items a year.  
That's \$450 saved.

1,480 TVT residents have and actively use their library card,  
or 26% of the population.  
TVT residents are 25% of overall library users.

Municipal  
contribution



**\$31**  
per person



**\$49**  
per household

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## What people are saying...

"I have always had a library card since a child and have felt the library is one of the main anchors of a community from children right up to seniors. We are so fortunate to have such a wonderful library in our area!"

"You. Are. Awesome. Libraries and the people that work in them are pearls."

"That is awesome. I so much appreciate the Library service as I am at home all winter, not only with Co-Vid lockdowns, but my husband is very ill and I can't leave him alone." [re: curbside pickup during Covid lockdown]

"I'm here to take advantage of your chairs and sit outside, since I can't do that in my apartment. It's a little oasis."

"The Perth Union Library really does create an environment where people can congregate, learn, and interact. For us, it is an invaluable place of community and connection in our day-to-day life."



4

ONTARIO



PARKS



## Library Services



### *Beyond books ...*

- Mobile WiFi units
- Digital books, magazines, & movies
- Museum & park passes
- Share the Stories, Book Hubs, and more ...

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## Library Programs

### *So much to do & learn!*

- Book clubs & language groups
- Babytime & storytime
- Knitting group
- Tax Clinics (partnership with Lanark Community Programs)
- Summer Reading Club for all ages
- OWLS tutoring
- Technology training, and more ...



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## Outreach beyond the building



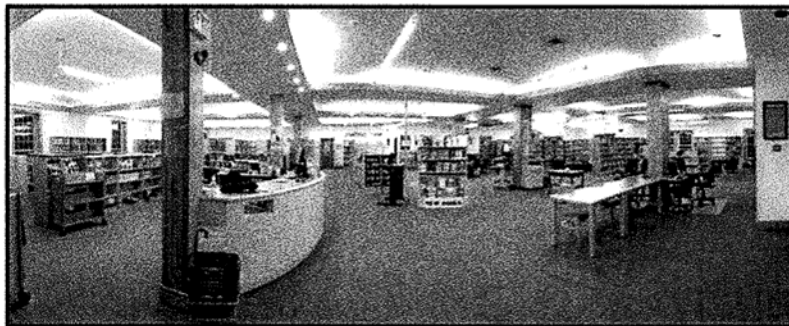
### *We're out in the community!*

- Book delivery to daycares & seniors
- Storytime in Stewart Park
- Word walk at the Fallbrook Playground
- Yarn swap at Oakfield Rugby Park



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## Community Hub



### *At the library ...*

- Everyone is welcome - it's an open & welcoming place for all to gather!
- Offers warmth in winter, cool in summer and dry in inclement weather
- Public computers & WiFi
- Meeting places & study spaces
- Here we share knowledge, foster community and enrich lives!

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## Children's Literacy



The Perth Union Library's Summer Literacy Program has given one-on-one tutoring to over 2,000 at-risk kids from the surrounding schools over the last 30+ years.

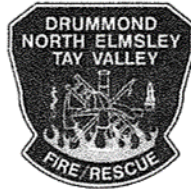
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## Friendly staff



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**One card,  
one million  
possibilities.**



## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

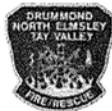
**Tay Valley Township – Council Orientation  
November 17<sup>th</sup>, 2022**

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Providing Fire and Rescue Emergency Services to the  
Residents, Communities, and Visitors of  
**DRUMMOND/NORTH ELSLEY TOWNSHIP and  
TAY VALLEY TOWNSHIP**

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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### Introduction

The Drummond/North Elmsley Tay Valley Fire Rescue is a jointly owned fire department between Drummond/North Elmsley Township and Tay Valley Township. The Townships have shared a fire department since 1953.

The fire department is managed by a joint Fire Board which is comprised of 3 members from each Council.

The Fire Board Chair and Vice-Chair are nominated annually by members of the Fire Board. These positions alternate yearly between Townships.

The Fire Board currently meets a minimum of 4 times per year.

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## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

### Services

- Fire Response
- Emergency Response (Motor Vehicle Accidents, Ice/Water Rescue, Medical Assist)
- Fire Prevention (Elementary Schools, Smoke Alarm Program, Public Service Announcements)
- Fire Inspections (Request/Complaint, Vulnerable Occupancies ie: Nursing Homes, Group Homes)

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## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

### Coverage Area

#### Townships

|  |                        |
|--|------------------------|
| <input type="checkbox"/> Drummond/North Elmsley Township | 400.39 km <sup>2</sup> |
| <input type="checkbox"/> Tay Valley Township             | 597.98 km <sup>2</sup> |

**Total: 998.37 km<sup>2</sup>**

#### Fire Stations

|   |                        |
|---|------------------------|
| <input type="checkbox"/> BBD&E            | 670.55 km <sup>2</sup> |
| <input type="checkbox"/> South Sherbrooke | 202.92 km <sup>2</sup> |

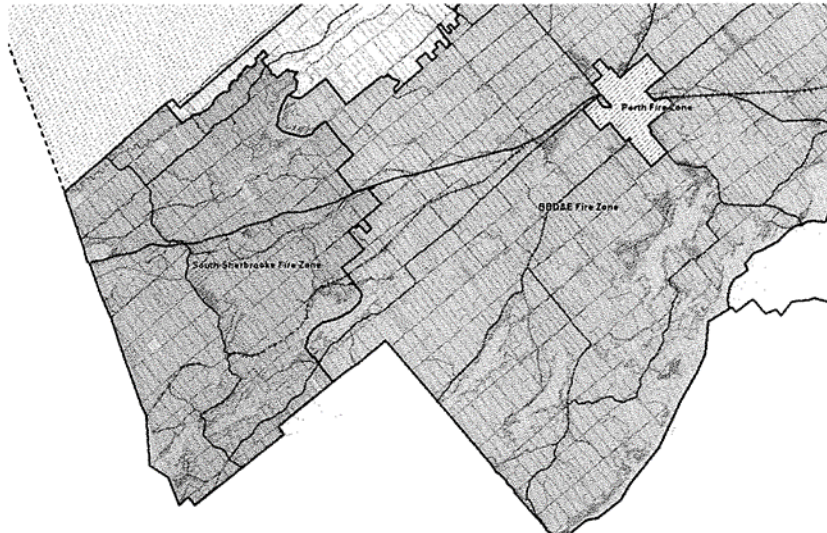
\*Lanark Highlands Fire Service and Smiths Falls Fire Department cover 124.9 km<sup>2</sup> through Fire Service Agreements.

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## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

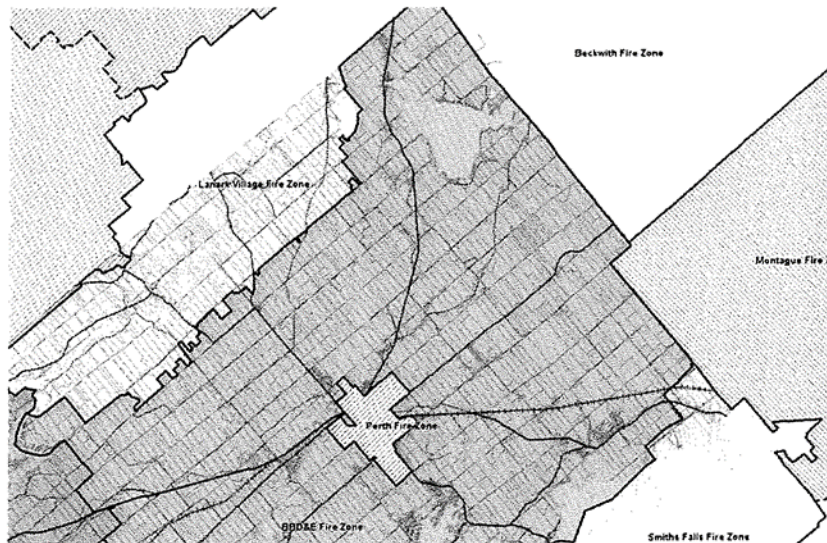


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## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE



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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### BBD&E Station

BBD&E Station is located at 14 Sherbrooke Street East in Perth, Ontario. The Fire Department Administration Office is also located in this building. The Station was built in 1967 and there have been a number of additions and renovations since that time.



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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### South Sherbrooke Station



South Sherbrooke Station is located at 22110 Highway 7 in Maberly, Ontario. The building was built in 2010.

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## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

### Personnel

#### Administration

- Fire Chief, Deputy Fire Chief, and Administrative Assistant/Treasurer (Full-time)

#### BBD&E Station

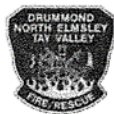
- Station Chief (1), Captains (5), Firefighters (30)

#### South Sherbrooke Station

- Station Chief (1), Captains (4), Firefighters (10) and EFR's (4)

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## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

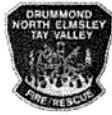
### Vehicles

| <u>BBD&amp;E Station</u>   | <u>South Sherbrooke Station</u>      |
|--|--------------------------------------|
| 2 Pumpers (1 – 2003, 1 – 2012) *                                       | 1 Pumper (2000) *                    |
| 2 Tankers (1 – 2006, 1 – 2020)   | 1 Pumper/tanker (2010)               |
| 1 Equipment van (2015)   | 1 Equipment Van (2017)               |
| 1 Mini-pumper (2009)   | 1 Utility Truck / Mini Pumper (2003) |
| 1 Pick-up truck (2016)   | 1 Pick-up truck (2022)               |
| 1 Heavy Rescue Unit (2009 – owned by Lanark County, operated by BBD&E) | 1 16' John Boat (2002)               |
| 1 Antique Pumper (1953)  |                                      |
| 1 ATV & Trailer 2016/2017  |                                      |

\* Two new Pumpers on order as of May 2022 – ETA 2023 / 2024

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**DRUMMOND/NORTH ELSLEY TAY VALLEY  
FIRE RESCUE**

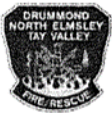
Response Calls

| Emergency Calls Per Fire Station |      |      |      |                |
|----------------------------------|------|------|------|----------------|
|                                  | 2019 | 2020 | 2021 | 2022           |
| South Sherbrooke                 | 39   | 23   | 37   | 43 to Oct. 05  |
| BBD&E                            | 143  | 155  | 144  | 147 to Oct. 05 |

| 2022 Volunteer Firefighter Hours (both stations – to Sept. 30) |             |
|--|-------------|
| Response   | 3,090 hours |
| Training   | 1,679 hours |
| Other (Station Maintenance, Meetings, etc.)                    | 1,227 hours |

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**DRUMMOND/NORTH ELSLEY TAY VALLEY  
FIRE RESCUE**

Fire Department Budget

Components:

- Administration
- BBD&E Station
- South Sherbrooke Station

|                                 | 2022 Budget Total |
|---------------------------------|-------------------|
| Tay Valley Township             | \$696,366.00      |
| Drummond/North Elmsley Township | \$489,342.00      |
| Total:                          | \$1,185,708.00    |

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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### Fire Master Plan

- In 2020 DNETV Fire Rescue contracted The Loomex Group to complete a Community Risk Assessment and Fire Master Plan.
- The goal of the project was to determine any risks within the communities, review the current and potential future operations of the department, and to make recommendations to assist the Fire Board and Fire Chief in making informed decisions on developing a community fire safety plan.
- There were 34 recommendations in total that were broken down into Immediate, Short Term, Long Term, and Ongoing.
- The Fire Master Plan must be reviewed and adjusted on an annual basis as the needs and circumstances change for the townships.

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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### Community Emergency Management Co-ordinator (CEMC)

- Fire Chief assumes the position of the CEMC for both DNE/TV
- Alternate CEMCs have been chosen by the municipalities in the event that the CEMC is unavailable (Alternates currently are Deputy Fire Chief and Deputy Clerk)
- Annual Emergency Exercises are developed between the CEMC and alternate CEMC's

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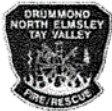
## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### Emergency Management Ontario Requirements

- Legislative Requirements
  - O. Reg. 380/04 (13)
- (1) Every municipality shall establish an Emergency Operations Centre (EOC) to be used by the Municipal Emergency Control Group (MECG) in an emergency.
- (2) The Emergency Operations Centre (EOC) must have appropriate technological and telecommunications systems to ensure effective communication in an emergency.

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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### EOC - Emergency Operations Centre

- Emergency Operations Centre for Tay Valley Township (EOC):
  - Municipal Office - Council Chambers (Primary)
  - BBD&E Station (Alternate)
  - South Sherbrooke Station (Alternate)
  - Mutual Agreement with neighboring municipalities
- Provides centralized strategic coordination of emergency response
- Supports the emergency site(s), if applicable

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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### **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.
- The MECG is comprised of:
  - EOC Manager
  - Head of Council
  - Liaison Officer
  - Risk Management Officer
  - Emergency Information Officer
  - Scribe
  - Operations Section Lead
  - Planning Section Lead
  - Logistics Section Lead
  - Finance & Administration Section Lead

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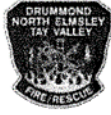
## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

### **FOR EMERGENCIES – CALL 911**

For all other inquiries, please contact us  
**ADMINISTRATION OFFICES**  
**14 SHERBROOKE STREET E.**  
**PERTH, ON K7H 1A2**  
**Phone: 613-267-2596**

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## **DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE**

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Questions?

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# 2022 COUNCIL ORIENTATION

CAO's OFFICE  
AND  
CLERK'S DEPARTMENT  
November 17, 2022



1

## OVERVIEW

- Staffing
- Statutory Duties
- Responsibilities



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## STAFFING

- **Amanda Mabo, Chief Administrative Officer/Clerk**
- **Janie Laidlaw, Deputy Clerk/CEMC**
- **Kathryn Baker-Reed, Community Services Coordinator**
- **Olivia Trudel, Corporate Administrative Assistant**

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- Animal Control Officer
- Livestock Investigator
- Fence Viewers
- By-Law Enforcement
- IT Support
- Choir Director & Accompanist
- Karate Instructor
- Volunteers



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## STATUTORY DUTIES

- A municipality shall appoint a clerk whose duty it is,
  - to record, without note or comment, all resolutions, decisions and other proceedings of the council;
  - if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
  - to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
  - to perform the other duties required under this Act or under any other Act; and
  - to perform such other duties as are assigned by the municipality.



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## STATUTORY DUTIES

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- Assisted by Deputy Clerk
- Clerk still retains powers, despite the delegation
- Deputy Clerk is also responsible to act in the capacity of the Clerk in the absence of the Clerk.



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## REGULATED BY

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- Municipal Act, 2001
- Municipal Elections Act, 1996
- Township By-Laws, Policies and Procedures
- Federal and Provincial Laws
- Other Acts and Regulations
  - Accessibility for Ontarians with Disabilities Act, 2005
  - Commissioner for Taking Affidavits Act
  - Funeral, Burial and Cremation Services Act, 2002
  - Line Fences Act
  - Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)
  - Police Services Act
  - Statutory Powers Procedure Act
  - Dog Owners' Liability Act
  - Protection of Livestock and Poultry from Dogs Act



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## Legislative Support

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- Meetings
  - Council
  - Committee of the Whole
  - Working Groups
  - Boards
  - Public
  - Others
- Agendas and Minutes
- By-Laws
- Motions
- Public Notices
- Statutory Reporting
- Councillor Communication Package (CCP)
- Council Administration



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## Closed Meeting Investigations

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- Section 239.2 (1) of the *Municipal Act 2001*, S.O. 2001, c. 25, as amended, authorizes the municipality to appoint an investigator who has the authority to investigate in an independent manner, on a complaint made to him or her by any person, whether the municipality or a local board has complied with Section 239 or a procedure by-law under Subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation.
- Investigator - Local Authority Services (LAS)



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## Municipal Elections Act, 2006

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- The Clerk is responsible for
  - conducting the municipal election and any by-election
    - preparing policies, procedures, forms, notices
    - preparing and submitting reports
    - hiring, training and managing elections staff
    - orientation of new council members
    - reporting to the Compliance Audit Committee
  - providing for any matter or procedure
- Tay Valley uses internet/telephone voting



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The CAO's Office and Clerk's  
Department is also responsible  
for...



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## Administration

### ➤ Anniversary & Birthday Certificates

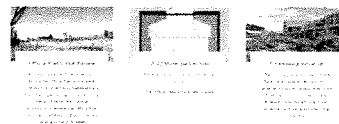
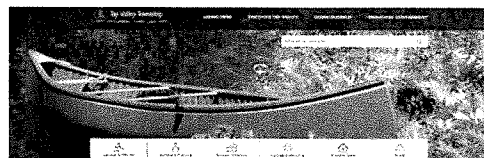
- On request, the Reeve, on behalf of Council sends congratulatory certificates to residents celebrating significant birthdays or wedding anniversaries.
- Congratulatory certificates are available for:
  - 25<sup>th</sup> wedding anniversaries and up (at 5-year intervals)
  - 65<sup>th</sup> birthdays and up (at 5-year intervals)



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## Advertising/Media

- Website
- Facebook
- Newspaper(s)
- Media Releases
- Advertising
- Tay Valley Guide
- Promotional Items



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## Administration

### ➤ Anniversary & Birthday Certificates

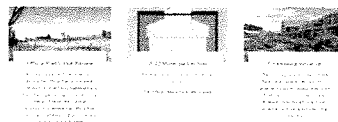
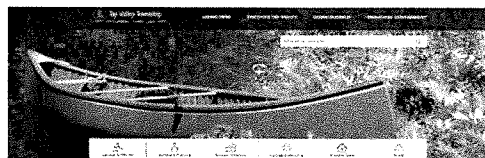
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## Accessibility

➤ The Township has developed the following:

- Statement of Commitment
- Accessibility Policy
- Return to Work Policy & Program
- Individual Accommodation Policy
- Procurement Policy
- Multi-Year Accessibility Plan



➤ Annual Inspections

➤ Annual Status Reports

➤ Reporting to the Province



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## Animal Control

➤ Animal Control

- Animal Control Officer, contracted service
- dog tags, kennels, animals running at large, barking dogs, poop and scoop, pit bulls, etc.



➤ Pound Services

- Contracted service
- Dogs or cats that have been impounded pursuant to the Animal Control By-Law or the *Dog Owners' Liability Act* are held at the pound.



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## Animal Control



### ➤ Livestock Losses

- The Ontario Wildlife Damage Compensation Program provides financial assistance to producers whose livestock, poultry and honey bees have been damaged by wildlife.
- The program provides 100 per cent of the value of the loss up to the prescribed maximum compensation values.

### ➤ Livestock Investigator

- The municipality must appoint a Livestock Investigator (contracted service)
- Municipality processes claims on behalf of Province



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## Fence Viewers

### ➤ Line Fences Act

- provides a procedure for the resolution of line fence disputes between owners of adjoining properties
- owners unable to reach agreement can apply to the Township to have the dispute arbitrated by 3 fence viewers
- Council appoints the fence viewers and sets their remuneration



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## Fence Viewers

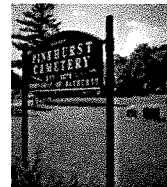
- When does the Act apply?
  - where no line fence currently exists, and one owner wants a new fence to be constructed to mark the boundary between the two properties; or
  - where a line fence already exists, and one owner wants it to be reconstructed or repaired
  - the decision of the fence viewers, which is known as an "award", can deal with the apportionment of responsibility for the fencing work; and/or the description of the fence, including materials to be used
- When does the Act not apply?
  - the work has already been completed
  - determining the location of the boundary line between properties or ownership of the fence



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## Cemeteries

- The Township is home to over 20 cemeteries and burying grounds, of which 7 are the responsibility of the Township:
  - Anglican at Fagan Lake
  - Bolingbrooke
  - Holliday
  - McVeigh
  - Pinehurst
  - Scott Family
  - St. Andrews Anglican Church



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## Abandoned Cemeteries

- Cemeteries can be declared abandoned by a judge of the Superior Court of Justice, Ontario.
- A cemetery owner or operator, a local municipality, the Registrar of Cemeteries or the Crown can submit an application to declare a cemetery abandoned if:
  - the cemetery owner cannot be found or is unknown
  - the owner is unable to maintain the cemetery
  - the owner is not a licensed operator and there is no licensed operator for the site.



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## Abandoned Cemeteries

- If a cemetery owner submits an application and a judge decides not to declare that cemetery abandoned, then the cemetery owner is responsible for the cost of that application.
- On the other hand, if a judge decides that a cemetery should be declared abandoned, he or she may or may not order payment for the cost of the application. If payment is ordered, then the municipality is responsible for the costs of applying, including the cost of surveying the lands in question.
- Once a cemetery has been declared abandoned, it is registered in the land registry office, and the municipality becomes the owner of all of its assets, funds, trust accounts etc.



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## GIS

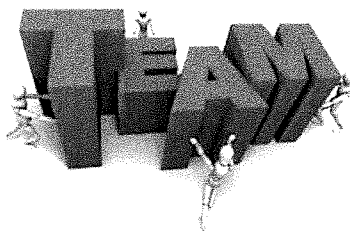
- There is also the public site – [Cultural Map](#)
- Since the implementation of GIS in 2001, service delivery by the Township has improved immensely.
- GIS provides an invaluable records retention format.
- Planning exercises, from strategic planning to land use planning are enhanced through the ability to retrieve data in real time and project implications for the future.
- The information is shared with Lanark County and Emergency Service providers



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## Human Resources

- The Chief Administrative Officer/Clerk and Deputy Clerk work together on developing, implementing and administering HR policies, practices, procedures, etc.



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## Information Technology

- Hardware (computers, servers, printers, cell phones, etc.)
- Software (programs, email, anti-virus, cyber security, etc.)
- Internet (contract administration)
- Phone System (contract administration)
- IT Support Services (contract with Lanark County)
- Website (ongoing updates, enhancements, contract administration)
- GIS (ongoing updates, enhancements, contract administration)



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## Legal

- The Township utilizes 5 legal firms
  - Bond and Hughes (determine ownership of land & roads, registration of agreements)
  - Howard Kelford and Dubois (human resources)
  - Emond Harnden (MFIPPA)
  - Borden Ladner Gervais (land use planning)
  - Cunningham Swan (main municipal legal counsel)
- The CAO's Office and Clerk's Department
  - manages claims and hearings
  - interprets policies, procedures, acts, and regulations for Council, staff and the public
  - reviews all tenders, RFP's, contracts, agreements, surveys, and other legal documents
  - registers documents on title
  - undertakes administrative corrections



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## Legal

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- The Reeve and Clerk are the signatories
- Current Files
  - 18 road related
  - 3 building and planning related
  - 2 procedure related
  - 1 animal control related



29

## Road Closings

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### Unopened Road Allowances

- Unopened road allowances exist throughout the Township, and can be found on both concession and lot lines as they were originally surveyed during the Province's early settlement.
- The unopened road allowances are owned by the Township but are not maintained. The public is able to walk, horseback ride, ATV, snowmobile, among many other activities, on unopened road allowances. However, while doing so they cannot alter the road allowance in any way; they cannot cut trees, cut brush, block access, dig, grade, etc.



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## Road Closings

- Residents can request that a portion of an unopened road allowance be stopped up, closed and sold.
- All associated costs, including land value, survey, appraisal, advertising, and legal costs are apportioned based on the land area being purchased. A \$2,000 deposit is required and a fee of \$300 for staff time.
- A road closing is a public process, outlined by the Road Closing Policy.
- Council has final approval.
- The Township use to average 3 new applications per year, but in the last couple of year the average is around 5, but it may take more than a year to complete the process depending on the nature of the file.



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## Road Naming

- In order to obtain a building permit or process a planning application, a property must be on a public or private road (with some limited exceptions, ex. water access only lot)
- All roads must be named in accordance with Road, Addressing and Parcels Project Policy for emergency services purposes:
  - A \$2,000 deposit (to cover legal, signage) and a \$300 fee for staff time is required
  - Three proposed road names have to be provided and run through the Lanark County database to ensure they are not duplicates or similar to road names within the County but also with neighbouring counties
  - The majority of the property owners on the road must agree to the proposed name
  - Council has final approval



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## Road Naming

- Circumstances for Road Naming
  - New Subdivision Road – to be named by developer
  - New Township Road via Road Assumption (ex. Cohen Way, Zibi Way)
  - New Private Road – New private roads cannot be created unless they are a condominium road – to be named by developer
  - Existing Private Roads - There are instances where an existing private road has been discovered and requires naming
  - Any Existing Road – Requests from property owners along an already named road



33

## Road Assumption

- An extension of an existing Township road or a new Township road, both along unopened road allowances
- Recent examples
  - Cohen Way – new
  - Zibi Way – new
  - North Burgess 8<sup>th</sup> Concession – extension



34

## Road Assumption

- Property owner enters into agreement with the Township to develop road
- Must meet all requirements for road building, same as the Township would
- Township provides inspections
- Cost is borne by property owner



35

## By-Laws, Corporate Records

- By-Laws
  - writing, registering (when required), filing
- Corporate Records
  - establishment of a Records Management Program and the implementation of a standard records classification and retention system for both hard copy and electronic records
  - based on TOMRMS (municipal records system)
  - must set retention schedule and access to records based on MFIPPA, municipal, provincial and federal laws



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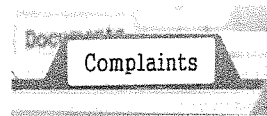
# MFIPPA

- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provides individuals with two rights:
  - access to certain records under the custody and control of the Township; and
  - protection of personal information.



37

# Complaints Policy



- The Municipality recognizes the importance of public feedback and welcomes complaints as a valuable form of feedback regarding the Municipality's services, operations and facilities.
- This policy:
  - provides a consistent and uniform process to respond to complaints. The information gained from complaints helps improve the quality of services provided by the Municipality.
  - applies to an expression of dissatisfaction related to municipal facilities, operational procedures, programs, services, or staff.
- Anyone who uses or is affected by Municipal services can make a complaint, including residents, people who work in or visit the Municipality, local businesses or community groups.



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## Complaints Policy

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- Informal complaints are received on a daily basis (ie when will be road be graded)
- Informal complaints can usually be resolved fairly quickly.
- A formal complaint is generated when an informal resolution cannot be successfully achieved. This will result in a file generated, an investigation undertaken, and a decision made.



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## By-Law Enforcement Policy

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- The Municipality is committed to the delivery of municipal law enforcement services in a timely and effective manner. The goal of these services is to achieve compliance, with municipal by-laws and provincial statute complaints which the Municipality is responsible for enforcing, through education and enforcement.
- This policy provides a consistent and uniform process to respond to complaints with prompt and courteous receipt, processing, investigation and resolution thereof.
- This policy applies to all by-laws of the Municipality and provincial statutes which the Municipality is responsible for enforcing.



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## By-Law Enforcement Policy

- Municipal Law Enforcement Officers (By-Law Officers), contracted service
  - Animal Control
  - Parking By-Law
  - Refreshment Vehicle Licensing By-Law
  - Residential Rental Maintenance Standards
  - Waste Disposal, Composting & Recycling By-Law
  - Zoning By-Law
  - Development/Site Plan Agreements
  - Election Campaign Advertising & Third Party Advertising Policy/Municipal Elections Act
  - Other
- Complaints are administered through the CAO's Office and Clerk's Department.



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## Police Services

- Tay Valley Township is served by the Ontario Provincial Police through a contractual agreement
- The Township's Police Services Board (PSB) ensures compliance with the *Police Services Act* and liaises with the OPP on the Township's behalf



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## Police Services Board

- The PSB determines the Police Services' objectives and priorities as well as establishes any local policies. The Board monitors and reviews these components in consultation with the OPP Detachment Commander
- The CAO/Clerk is the Board Secretary
- The PSB has its own By-Laws, Policies and Protocols
- The Joint Lanark County Association of PSB's is comprised of the PSB's of the local municipalities within Lanark County to address matters of common interest
- Also a member of the OAPSB (Ontario Association of Police Services Boards)



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## False Alarms



### ➤ What is a False Alarm?

A false alarm is a Security Alarm Occurrence where there is no evidence that an unauthorized entry or unlawful act has been attempted or made into, on or in respect of a building, structure or premises.

### ➤ \$500 Penalty

After a Cautionary Notice and a Warning Notice have been issued a penalty will be issued.

- administered by OPP and Clerk's Department
- in place to recoup policing costs



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## Refreshment Vehicles



- The operation of a Refreshment Vehicle within the Township requires a license.
- The Refreshment Vehicle By-Law sets out the requirements for obtaining a license.
- Part of the requirements is ensuring that the owners have the necessary approvals in place before opening for business.
- These approvals include, but are not limited to, minimum health, insurance, propane and fire requirements.



45

## Community Services

- |                                 |                                    |
|---------------------------------|------------------------------------|
| ➤ Recreation                    | ➤ Economic Development and Tourism |
| ■ Community Halls               | ➤ Equity Diversity and Inclusion   |
| ■ Lakes and Rivers              | ➤ Indigenous Relations             |
| ■ Library                       | ➤ History Scholarship              |
| ■ Outdoor Sports and Activities | ➤ Heritage Properties Program      |
| ■ Parks and Playgrounds         |                                    |
| ■ Recreation Programs           |                                    |
| ■ Trails and Routes             |                                    |



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## Recreation – Community Halls

### Township Owned

- Burgess Hall
- Maberly Hall

### Other Halls in the Township

- Althorpe Bolingbrooke Community (ABC) Hall (agreement)
- Bridget Vincent Mary (BVM) Hall
- Maberly Agricultural Society – Fair Grounds (agreement)



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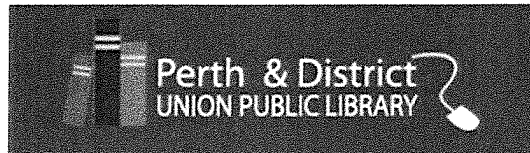
## Recreation – Lakes and Rivers

- Tay Valley Township is the home to an abundance of lakes (32) and rivers (9) which harbour a diverse range of wildlife habitat, exploration, and discovery opportunities. Our waterways make the area perfect for canoeing, sailing, water-skiing, swimming, fishing, and bird watching.



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## Recreation – Library



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## Recreation – Outdoor Sports & Activities

- Camping
- Conlon Farm
  - 6 ball diamonds, 3 soccer pitches, 2 basketball courts, a beach volleyball court, 4 tennis courts, a playground area, toboggan hill, a splash pad, skateboard park, and outdoor ice rink in the winter; washrooms and canteen
- Fishing
- Golf Courses
  - Blue Heron and Maplevue
- Outdoor Ice Rinks
  - Glen Tay and Maberly; Conlon Farm
- Outdoor Swimming
  - Glen Tay Swimming Area, Noonan Access Point
- Tennis
  - Penny Grand Tennis Court; Conlon Farm



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## Recreation – Parks & Playgrounds

### ➤ Provincial Parks

- Murphy's Point
- Silver Lake

### ➤ Township Parks

- Glen Tay Swimming Area
- John Millar Park
- Noonan Access Point

### ➤ Playgrounds

- O'Neil Park, Stanleyville
- Fallbrook Playground
- Maberly Playground
- Silver Lake Provincial Park Playground

### ➤ Ball Parks

- Burgess and Stanleyville
- Fallbrook
- Glen Tay
- Maberly



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## Recreation – Trails and Routes

### ➤ Accessible Trails

#### ■ Tay River Pathway

The Tay River Pathway is for walking, wheelchairs and walkers only, that links to the Garden for the Blind. It is a short loop trail with benches for resting along its way. Parking access is from either Lanark County's Administration building parking lot or behind Lanark Lodge and Perth Community Care.

### ➤ Canoeing and Kayaking

- Hogg Bay – Big Rideau – Loon Lake Loop
- Long Lake
- Tay River from Glen Tay to Perth
- Pike Lake
- Bennett Lake
- Upper Tay to Christie Lake



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## Recreation – Trails and Routes

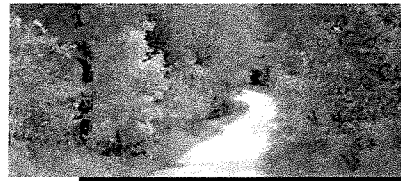
### ➤ Cycling

#### ■ Available Routes in Tay Valley:

- Route 1 – Glen Tay – 15 km (Details: Beginner – Short and flat)
- Route 2 – Murphy's Point – 42 km (Details: Difficult – Long with significant hilly terrain)
- Route 3 – Harper / Balderson – 26 km (Details: Beginner – Short and flat)
- Route 4: Maberly – 93 km (Details: Difficult – Long with significant hilly terrain)
- Route 5: Fallbrook – 25 km (Details: Intermediate – Medium length with some rolling hills)

### ➤ Driving Routes

- Maple Driving Route
- Rideau Heritage Route
- Trans Canada Trail



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## Recreation – Trails and Routes

### ➤ Equestrian Trails

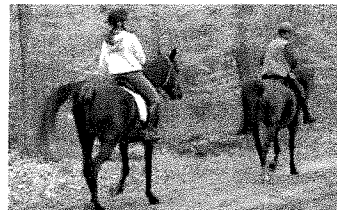
#### ■ Trillium Trail

The Trillium Trail is a multi-use trail that is managed by the Eastern Ontario Trails Alliance. This trail is managed throughout all seasons. The Trillium Trail runs along the old rail line from Glen Tay to, and through, Frontenac County.

### ➤ Motorized Vehicles: ATV and Snowmobile Trails

### ➤ Walking Trails

- Murphy's Point Provincial Park
- Rideau Trail
- Silver Lake Provincial Park
- Trillium Trail



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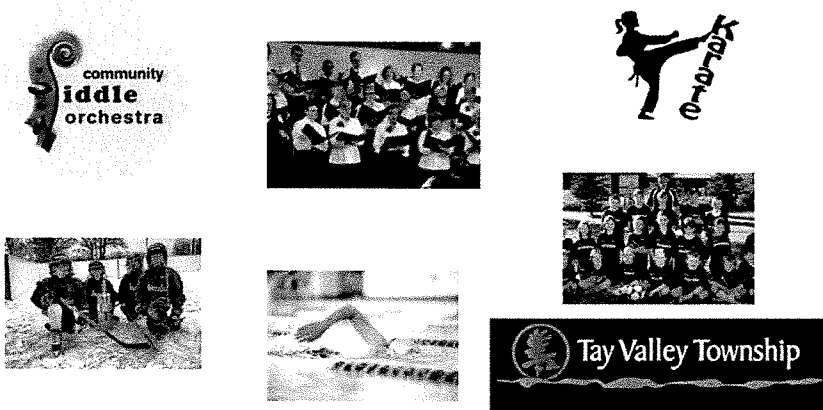
## Recreation – Programs

- The Township's recreation programs are volunteer-run, making them affordable for families.
- The Recreation Working Group, comprised of residents, provides the overall leadership and planning for the Township's sports programs and other community activities.
- These programs could not be provided without the support of parents and volunteer coaches.
- In creating our recreation programs the Township's aim is to provide an environment for our youth to have fun, all while learning valuable life lessons and skills.
- Our goal is to instill values we feel our residents hold dear such as honesty, integrity, team play and sportsmanship.



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## Recreation – Programs



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## Economic Development and Tourism

- The Community Services Coordinator is responsible for:
  - The development and implementation of an Economic Development and Tourism Strategic Action Plan
  - The development of promotional and marketing materials for initiatives such as home-based businesses, tiny homes, secondary units, co-housing, etc.,
  - Compiling and updating relevant economic development and tourism data, and maintenance of the online Business Directory
  - Liaising with Perth and District Chamber of Commerce, Lanark County Tourism, Ontario's Highlands, Small Business Advisory Centre, Valley Heartland



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## Diversity, Equity and Inclusion

- A new cultural shift
- Internal and external operations and services should be looked at with a DEI lens.
- Training has been scheduled for Council and Senior Staff on Saturday, April 1<sup>st</sup>.



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## Indigenous Relations

- Coordination of Indigenous Relations for the organization, including building partnerships with the local Indigenous communities, and undertaking engagement to meet Federal and Provincial requirements for funding and outreach
- Examples:
  - Naming of the Forest Trail
  - Incorporating Indigenous history into outdoor amenity kiosks
  - Legislated – park development, official plan, certain planning applications



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## History Scholarship

- Awarded every year to a student graduating from either the Perth and District Collegiate Institute or St. John Catholic High School who has been accepted into an apprenticeship, college or university program
- \$1,200 is awarded at the June commencement ceremony along with a copy of the legacy book *At Home in Tay Valley*.
- The Perth and District Community Foundation manages the scholarship funds on the Township's behalf.
- Monies for the scholarship are derived from:
  - proceeds from sales of the legacy book *At Home in Tay Valley*; a collection of stories that celebrate the people, places and events in the history of Tay Valley Township
  - donations by individuals, community groups and businesses (all donations of \$20 or more are eligible to receive a charitable tax receipt)
  - proceeds from the sale of 200th Anniversary calendar of the Perth Military Settlement
- Achieved goal to raise \$40,000 (in order to allow the scholarship to continue indefinitely)!  
As of March 2021, \$51,000 resides in the scholarship fund.



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# Heritage Properties Program

- A voluntary program, based on applications from residents.
- Submissions are reviewed by the Heritage Property Selection Committee.
- Approved properties receive an official certificate from the Township, and property owners have the option of purchasing a plaque suitable for display.
- The recognition provided by this program is commemorative; there are no legal restrictions imposed.



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## Properties that are candidates to receive a plaque include:

- residential, commercial, agricultural or industrial buildings that have historic, architectural or cultural significance to the community;
- heritage and cultural structures, such as monuments, cemetery markers, bridges, ruins, and fences;
- heritage landscapes and archaeological sites (properties need not have an intact or standing structure).



Adams Home



Allan Farm



Althorpe Road School



Balderson United Church



Bolingbroke Post Office



Bowes Mill and Residence



Chaplin Dairy



Harper General Store



Leonard Cohen Family Property



Miller Farm Sugar Shack



Ritchie Mill



Upper Scotch Line School



Walter Cameron Blacksmith Shop

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## The Other Stuff

---

- Policies and Procedures
- Commissioner of Oaths
  - CAO/Clerk, Treasurer, Deputy Clerk
- Emergency Control Group
- Reception
- Mail
- Vital Statistics
  - Births, Deaths



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## 2023 and Beyond

---

- Multi-Year Accessibility Plan
- HR – Update Pay Equity Plan
- HR – Update Harassment Policy and Procedures
- Economic Development and Tourism Strategic Action Plan
- Strategic Plan
- Otty Lake Boat Launch
- Maberly Community Park
- Records Management – electronic files
- Records Management – policy
- Website – taxation account look-up
- Policies and Procedures – update
- Animal Control By-Law - update



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# 2022 COUNCIL ORIENTATION

FINANCE DEPARTMENT

November 17, 2022



1

## STRATEGIC PLAN 2017-2021

Our Vision for the Future:

*Financial Sustainability: We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.*



2

## OVERVIEW

---

- Staffing
- Responsibilities
- Statutory Duties
- Taxation
- Asset Management
- Efficiencies
- Resources



3

## STAFFING

---

- |                  |                                  |
|------------------|----------------------------------|
| ➤ Ashley Liznick | Treasurer                        |
| ➤ Laurie Hall    | Deputy Treasurer                 |
| ➤ (vacant)       | Finance Administrative Assistant |



4

## FINANCE ASSISTANT RESPONSIBILITIES

- Front Counter Reception
  - Front counter reception including receipt of payments and respond to tax payer enquiries
  - Update taxation system / records for ownership and address changes
- Accounts Payable
  - Responsible for coding certain invoices in accordance with the annual budget, processing, cheque preparation and filing
- Accounts Receivable
  - Including reconciliation of security deposits, development charge fees, building permit revenues, hall rental sub-ledgers and petty cash fund
- Issue Waste Tags
- Dog Licenses
- Lottery Licenses
- Office Supplies



5

## DEPUTY TREASURER'S RESPONSIBILITIES

- Taxation
  - Directly responsible for tax billing and collection process
  - Balancing assessment roll
  - Liaison with the Municipal Assessment Property Corporation to resolve tax issues for property owners
- Tax Sale
  - Liaison with Real Tax
- Bank Reconciliations
- Payroll
  - Bi-weekly & Monthly
  - Bi-weekly, monthly and annual reconciliations
  - T4 / T4A and Records of Employment preparation
  - Benefit Administration (OMERS, WSIB, Group Benefits and Self-Insured Benefits)



6

## STATUTORY DUTIES

- A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:
  - collecting money payable to the municipality and issuing receipts for those payments
  - depositing all money received on behalf of the municipality
  - paying all debts of the municipality and other expenditures authorized by the municipality
  - maintaining accurate records and accounts of the financial affairs of the municipality
  - providing Council with information with respect to the financial affairs of the municipality as required or requested
  - ensuring investments of the municipality are made in compliance with the regulations



7

## REGULATED BY

- Municipal Act, 2001
- Assessment Act
- Canadian Public Sector Accounting Standards
- Public Sector Accounting Board (PSAB)
- Tay Valley Township By-Laws, Policies & Procedures
- Development Charges Act
- Employment Standards Act
- Education Act
- Public Libraries Act
- Police Services Act
- Tile Drainage Act



8



## TREASURER'S RESPONSIBILITIES

- Budgets
- Asset Management
- Long Term Financial / Capital Planning
- Financial Reports
- Annual Audit: including preparation of the Financial Statements and Financial Information Return (FIR)
- Investments
- Financial Controller for Cemeteries
- Grants (financial aspect)
- Insurance
- Payroll backup
- Accounts Payable backup
- Accounts Receivable backup
- Internal Controls - review
- Commissioner of Oaths
- Member of the Emergency Control Group



9

## TAXATION - BILLING

### How It Works

- 2 bills a year, each with two installments
- Due dates near the end of February and April and near the end of July and September
- Collect taxes on behalf of the County & School Boards and then remit payment quarterly

### How To Pay

- In person (cash, debit, cheque)
- Mailbox/Mailed In
- Online Payments through bank
- Mortgage Pays



10

## TAXATION - ASSESSMENT

### HOW YOUR PROPERTY TAXES ARE CALCULATED

<https://www.youtube.com/watch?v=nrWry5i3TBU>

Property taxes are based on your home's value. What you might not know is that an increase in your home's value does not necessarily mean your taxes will go up. This video explains how your property taxes are calculated based on the assessed value of your home.



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## TAXATION - ASSESSMENT

### PHASE IN

<https://www.mpac.ca/en/UnderstandingYourAssessment/FourYearAssessmentCycle/HowPhaseworks>

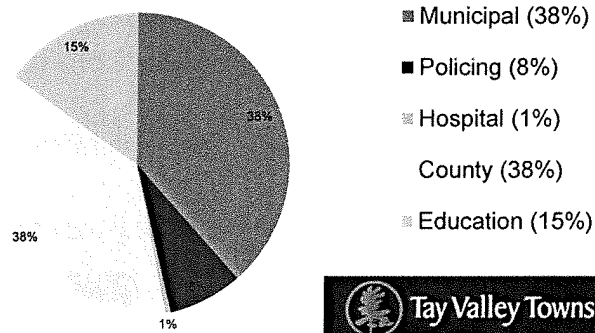
- There has not been any phase-in in assessment since 2020. Due to COVID the province did not move forward with the planned 2020 phase-in in assessment
- Each year of delayed reassessment means that assessed values no longer reflect current market conditions. Hopefully, the Ontario Government will announce the next Assessment Update soon.



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## 2022 TAX LEVY

### 2022 Distribution of Residential Tax Dollars



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## ASSET MANAGEMENT

### ■ Asset Management Plan

- Originally completed in December of 2013
  - Created in conjunction with the Roads Needs Study and Bridge Studies
- Comprised of the following components:
  - State of Existing Local Infrastructure
  - Desired Levels of Service
  - Asset Management Strategy
  - Financial Strategy
  - 10 Year Capital Plan



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## ASSET MANAGEMENT

### ■ Ontario Regulation 588/17

- July 1, 2019 Strategic Asset Management Plan
- July 1, 2021 (now July 1, 2022) Core Infrastructure Assets
- July 1, 2023 (now July 1, 2024) All Other Infrastructure Assets
- July 1, 2024 (now July 1, 2025) Proposed Level of Service



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## ASSET MANAGEMENT NEXT STEPS

### ■ Finish AMP with consultant

### ■ Updates Required:

- 10 Year Capital Plan to be revised
  - Building Condition Assessment (BCA) information to be added
  - Roads Needs Study information to be updated
  - Update reserve information

### ■ Long Term Financial Plan



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## EFFICIENCIES - completed

---

- EFT vs. Cheques
- Electronic Records (payroll, purchasing, property tax file information, etc.)
- Electronic Billing
- Online Forms (PAP sign up, change of mailing and email addresses, electronic billing sign up, etc.)



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## EFFICIENCIES – to come

---

- Virtual City Hall
- Folder, Sorter, Inserter
- Cheque Scanner
- Online Payment Importer
- Electronic Timesheets
- More electronic data (i.e. invoice scanning, cash receipting, etc.)
- Improved Financial Reports
- Budgeting Software



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## RESOURCES

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### ▪ Taxation

- Municipal Property Assessment Corporation (MPAC)
- Real Tax
- Municipal Tax Experts

### ▪ Finance

- KPMG (auditors)
- Bank of Montreal
- BMO Nesbitt Burns



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## RESOURCES

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### ▪ Insurance

- Halpenny Insurance Brokers
- Industrial Alliance

### ▪ Payroll / Benefits

- Ontario Municipal Employers Retirement System (OMERS)
- Workplace Safety & Insurance Board (WSIB)
- Collective Agreement
- Employment Standards



20

## FINANCE DEPARTMENT

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*Inherent in all of our activities  
is financial control,  
the safeguarding of corporate finances  
and  
the fiscal-well being of the municipality  
for both the short and long term.*



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## FINANCE DEPARTMENT

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*Thank you*



22



# 2022 COUNCIL ORIENTATION

## PLANNING DEPARTMENT

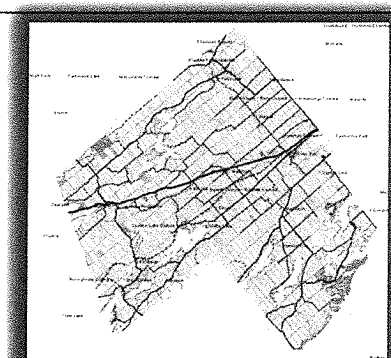
November 17, 2022



1

## OVERVIEW

- Staff
- Legislation
- Regulatory Role
- Community Vitality



2



## STAFF

- Noelle Reeve, Planner, licensed by the *Ontario Professional Planners Institute*
- Shane Atkinson, Chief Building Official, regulated by *Municipal Affairs and Housing*
- Allison Playfair, Planning Administrative Assistant
- Garry Welsh, Administrative Assistant, [*provincial COVID-19 and modernization funding, 3 days a week*]



3

## LEGISLATION

- *Building Code Act, 1992* ("The Council of each municipality shall appoint a Chief Building Official.")
- *Ontario Building Code (Ontario Regulation 332/12)*
- *Planning Act*, (Council responsibilities; timelines for application review; public meetings; notices)
- *Provincial Policy Statement, 2020* (Provincial goals)
- (*More Homes Built Faster Act, Clean Water Act, Endangered Species Act, Heritage Act, Conservation Authorities Act, etc.*)



4

## *Building Code Act* *Ontario Building Code*

---

- *Building Code Act*: framework governing the construction, renovation, change of use or demolition of a building.
- *Ontario Building Code*: regulation under the *Act*. Provides detailed technical and administrative requirements as well as minimum standards for building construction.



5

## *Planning Act*

---

- Sets out the ground rules for land use planning in Ontario. It describes how land use may be controlled and who may control it.
- Provides the basis for:
  - Provincial interest (goals)
  - Regulations regarding Official Plans, Policies, Zoning By-Laws, Site Plan Control Agreements, Consents (severances)
  - Establishes a streamlined planning process which emphasizes local autonomy in decision making
  - Prescribed timelines/notifications regarding planning applications



6

## PROVINCIAL POLICY STATEMENT (PPS)

- The Province's direction, under the Planning Act, on land use planning: Settlement Areas, Provincially Significant Wetlands, Floodplains, Lake Capacity, Natural Heritage, Climate Change, Industrial Lands, Transit, Duty to Consult (with Indigenous peoples), etc.
- Used to develop municipal Official Plans and to guide and inform decisions on planning applications.



7

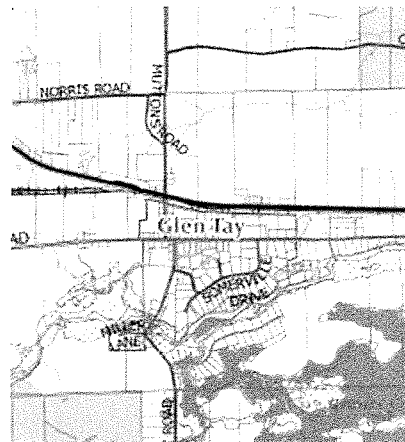
## OFFICIAL PLAN

- Council sets out goals and objectives for land use across the Township which are put into a document called the *Official Plan 2022*
- Enforceable through Township By-Laws (e.g. *Zoning By-Law*)
- Must conform to the County of Lanark *Sustainable Communities Official Plan (2012)* and the *Provincial Policy Statement, 2020*



8

## Official Plan – Land Use

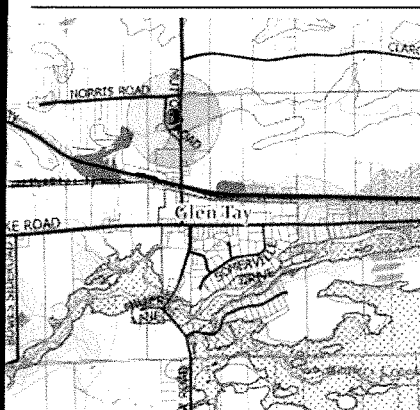


- Rural
- Hamlets & Villages
- ▨ Employment Lands
- ▨ Aggregate Pits (Active)
- ▨ Agriculture
- ▨ Provincially Significant Wetland
- Provincial Parks
- ▨ Waterbody
- ▨ Watercourse
- ▨ Floodplain



9

## Official Plan – Constraints

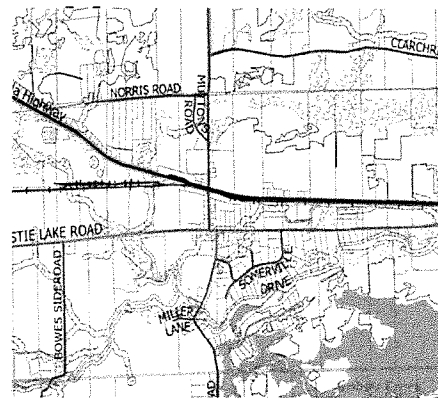


- Organic Soils
- ◆ Abandoned Mine Hazard Sites (AMHS)
- Abandoned Mines Hazard System 1km Buffer
- Waste Disposal Site (Closed)
- Waste Disposal Site (Open)
- ▨ Waste Disposal Site - Influence Area (500m)
- ▨ Aggregate Resources (Inactive Pit)
- ▨ Aggregate Resources (Active Pit)
- ▨ Aggregate Resources (Sand & Gravel)
- Bedrock Resources
- ▨ Water Intake Protection Zone 9
- ▨ Water Intake Protection Zone 8
- Hamlets & Villages
- ▨ Wildlands Fire Hazard: Extreme
- ▨ Wildlands Fire Hazard: High
- ▨ Wildlands Fire Hazard: Pine (Not)
- Provincial Parks
- ▨ Waterbody
- ▨ Watercourse
- ▨ Floodplain



10

## Official Plan – Natural Heritage System



- ▨ Provincially Significant Wetlands (PSW)
- ▨ Wetlands
- ▨ Regional Area of Natural & Scientific Interest
- ▨ Interior Forest Habitat
- ▨ Old Growth Forest (> 100 yrs)
- ▨ Rare and Uncommon Tree Species
- ▨ Locally Significant Natural Areas
- ▨ Community Forests
- ▨ Provincial Parks
- ▨ Waterbody



11

## REGULATORY ROLE

- Official Plan, 2022 (updated every 5 years)
- Zoning By-Law, 2018 (updated as needed; within 3 years of OP update)
- Site Plan Control By-Law, 2009
- Interim Control By-Law, 2018
- Building By-Law, 2013
- Tree Canopy & Natural Vegetation Policy, 2020
- Enforcement



12

## COUNCIL AND PLANNER ROLES

- The Registered Professional Planner (RPP) provides professional knowledge in making informed recommendations regarding land use.
- Council members are accountable decision makers. Council members can provide knowledge of local circumstances (e.g., past uses on a property) unknown to the Planner.
- Both must focus on the wider public interest(s) in reviewing any application, the scope and direction for which is found in the *Provincial Policy Statement (PPS)* and the *Official Plan*.



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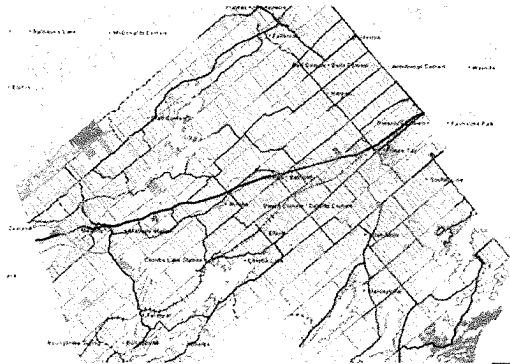
## AGENCIES: PERMITS/COMMENTS

- Mississippi Rideau Septic System Office - E. Kohlsmith
  - Septic permits, shoreline permits
- Rideau Valley Conservation – S. Mcleod-Neilson
  - Floodplain, steep slopes, wetlands
- Mississippi Valley Conservation - D. Reid
  - Floodplain, steep slopes, wetlands
- Mississippi Rideau Source Water Plan - B. Stratton
  - Highly Vulnerable Aquifer, Intake Protection Zones
- Parks Canada – S. Millar
  - Big Rideau and Adam Lake permits
- Fire Department – G. Saunders
  - Safe road access, safe buildings



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## Significant Groundwater Recharge Area

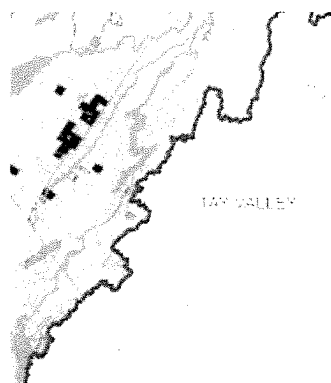


All of Tay Valley Township is a Highly Vulnerable Aquifer (HVA) except for a small area around the Hamlet of Balderson.



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



## Forest Cover – Mississippi Valley Conservation Authority



DRUMMOND  
NORTH  
ELMSLEY

Mississippi River Watershed & Subwatersheds  
Wooded Lands and Crown Land

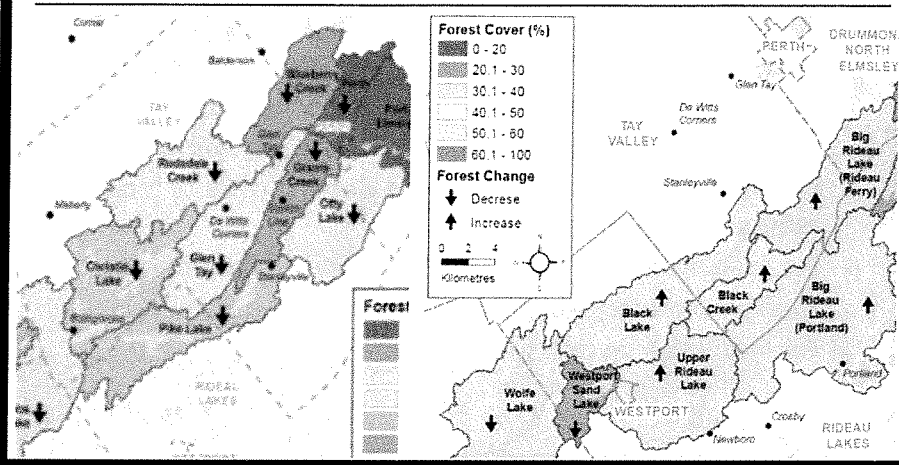
### Legend

-  Mississippi River Watershed
-  Wooded Area
-  Crown Land
-  County Community Forests



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## Forest Cover – Rideau Valley Conservation Authority



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## Ministry Authorities

- Energy (MOE) – Greenhouse Gas, climate change reduction
- Environment, Conservation and Parks (MECP) – Lake Capacity, separation distances sensitive uses, Species at Risk, Hydrogeology
- Natural Resources and Forestry (MNR) – Aggregates, Provincially Significant Wetlands (PSW), Area of Natural Scientific Interest (ANSI)
- Municipal Affairs and Housing (MMAH) – Planning Act, Housing
- Transportation (MTO) – Highway 7 land use permits
- Mines and Northern Development (MMND) – bedrock resources
- Indigenous Affairs – Algonquin Land Claim
- Heritage, Culture, Tourism, Seniors – Archeological studies, Co-housing
- Attorney General – Cannabis, Winery



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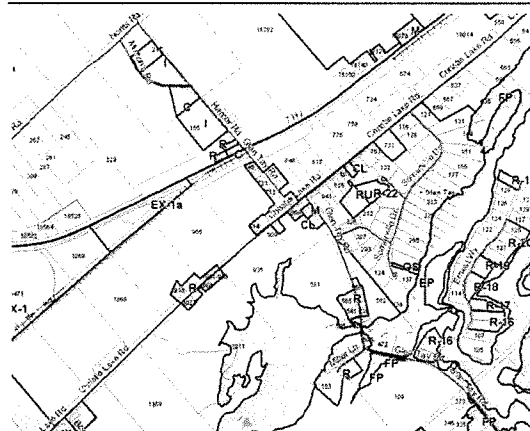
## ZONING BY-LAW

- Divides the municipality into different land use zones. Types of buildings permitted; lot sizes; parking requirements; building heights; street setbacks; etc. for each zone.
- The main tool in enforcing the municipality's *Official Plan*.
- Recent updates: Tiny Homes and Second Units to facilitate a range of housing options.
- Residents can apply to amend the zoning of a property.
- Staff prepare reports on the application for a Public Meeting.
- Council votes on the By-Law amendment.



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## ZONING BY-LAW SCHEDULE



Rural  
Residential  
Limited Services Residential  
Environmental Protection  
Agriculture  
Floodplain  
Commercial  
Tourist Commercial  
Industrial  
Extraction  
Institutional



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## MINOR VARIANCE

- A Minor Variance is a “minor” relief from the land use zone designated by the Zoning By-Law (e.g., reduced side yard setback in Rural zone; increased garage height in Residential zone).
- Council delegates “minor variances” to the Committee of Adjustment
  - Three residents appointed by Council.



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## LAND USE CONTROL AGREEMENT

- Legal agreements registered to the title of the land with site-specific conditions:
  - Protection of water quality
  - Protection of neighbours from adverse impacts
  - Limiting township liability for private roads.
- Council delegates these agreements to Staff unless significant in nature:
  - Site Plan Control Agreement
  - Development Agreement
  - Limited Services Agreement



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## CONSENT (SEVERANCE)

- New lot, lot addition, right of way, plan of condominium, plan of subdivision.
- The Planner provides reports directly to the County Planner unless a severance generates a lot of public comments that cannot be resolved.
- Council approves reports to Lanark County on controversial severances and applications for Subdivisions and Plans of Condominium.
- Staff or Council must review the application in the context of the PPS, Official Plan, and Zoning By-Law.



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## APPEALS

- Any decision of Council or the Committee of Adjustment can be appealed to the Ontario Land Tribunal (OLT) by a member of the public or public body, by the applicant, or by a commenting agency (e.g., Conservation Authority, Septic Office).
- 20-day appeal period after a Notice of Decision is issued.



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## COUNCIL AND CHIEF BUILDING OFFICIAL ROLES

- Statutory appointment *Ontario Building Code Act* (MMAH)
- Building Permits - residential and non-residential
- Inspections
- Occupancy Certificates
- Enforcement



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## BUILDING PERMITS

- Must be issued within 10 business days of submission of a complete application
- All applicable law must be met prior to permit issuance (Zoning, Site Plan, Consents, etc.)
- Appeals – Building Code Commission



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## WHAT WE DO (BY THE NUMBERS)

| Year             | Building Permits | Zoning Amendments | Site Plan Control and Development Agreements | Severances | Minor Variance Applications |
|------------------|------------------|-------------------|--|------------|-----------------------------|
| 2018             | 125              | 10                | 26   | 27         | 16                          |
| 2019             | 130              | 11                | 28   | 27         | 16                          |
| 2020             | 111              | 17                | 21   | 21         | 10                          |
| 2021             | 176              | 19                | 58   | 41         | 28                          |
| 2022 (Jan - Oct) | 144              | 14                | 45   | 35         | 26                          |

Reports – Cohousing Plan; Growth Management Plan; Climate Action Plan; Natural Asset Roadmap; Age Friendly Community Plan



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## COMMUNITY DESCRIPTION – PLANNING LENS

- Economy – 8 Hamlets, 5,925 residents (doubles with cottagers); Healthcare is the largest employer; 400 small businesses; farmers; artisans; contractors; etc.
- Environment - 523 km<sup>2</sup>; 32 lakes, 9 rivers, approximately 2/3 forest/wetlands; The Land Between; Frontenac Arch Biosphere Reserve; Dark Skies
- Social/Cultural – 47% Seniors; 4 halls, 3 monasteries, 2 Artisan Tours, 1 pow wow; Choir, Fiddle Orchestra, Parks, Recreation, Lake Associations, Ski Loppet, Maberly Agricultural Fair, Churches
- TRENDS – housing, energy, population shifts, AI, jobs. Change is happening. Respond responsibly.



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## COMMUNITY VITALITY – ECONOMY

- Information Gathering: demographic and economic trends (Statistics Canada); Vital Signs indicators
- Information Sharing: Presentations to Business, Community and Lake Associations
- Public Consultation: Zoning By-Law update
- Housing: affordable - variety of sizes, energy efficient
- Zoning: right use in the right location – waterfront, floodplain, and wetland protection; homebased business friendly



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## COMMUNITY VITALITY - ENVIRONMENT

- Climate Change: Greenhouse Gas Emission Reduction, Low Impact Development (LID), Green Energy and Climate Change Working Group
- Healthy Communities: Walkability, Bikeability, Parks, Food Security
- Clean Water: Hydrogeological reports, Septic Re-inspection Program Expansion, Lake Management Plans
- Biodiversity Protection: wetlands, forests, fields, lakes



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## COMMUNITY VITALITY - SOCIAL

- Maps: Culture map, Indigenous names
- Zoning: Co-housing, On-farm diversified use
- Grants: Creative Communities Prosperity Fund, Building Communities through Arts and Heritage, Trillium, Seniors Secretariat, PDCF
- Truth and Reconciliation: Duty to Consult
- Emergency Response: Information Officer



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## Coming in 2023

- Growth management: Zoning By-Law multi-unit residential zone; Communal Septic Systems Policy; Lanark County Official Plan Growth Allocation
- Housing: Zoning By-Law co-housing section
- Climate Change: Federation Canadian Municipalities' Home Retrofit Grant Program
- Natural Heritage Systems: Lanark County Official Plan, Municipal Natural Assets Roadmap
- Wellness Indicators – Rural Ontario Institute pilot project
- Electronic applications – on website
- Bill 23 More Homes Built Faster



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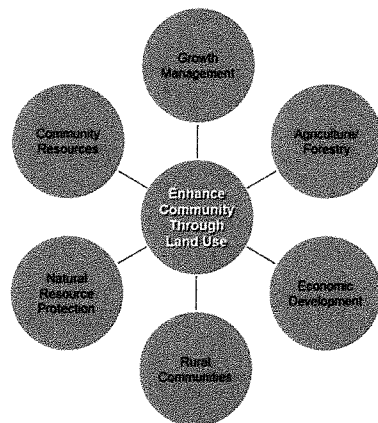
## Questions for the Future

- What are Council's priorities for land use?
- In other words, what are the attributes of the communities of Tay Valley that are important to you?
- What would you like to see strengthened?
- What would you like to see less of?
- What should Tay Valley measure to tell if it is moving in the right direction?



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## Summary: Land Use Shapes Community



Council has many tools to shape land use and direct the future of what Tay Valley Township will look like.



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# 2022 COUNCIL ORIENTATION

## PUBLIC WORKS DEPARTMENT

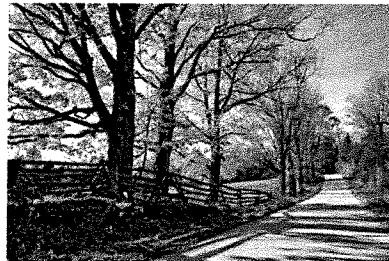
November 17, 2022



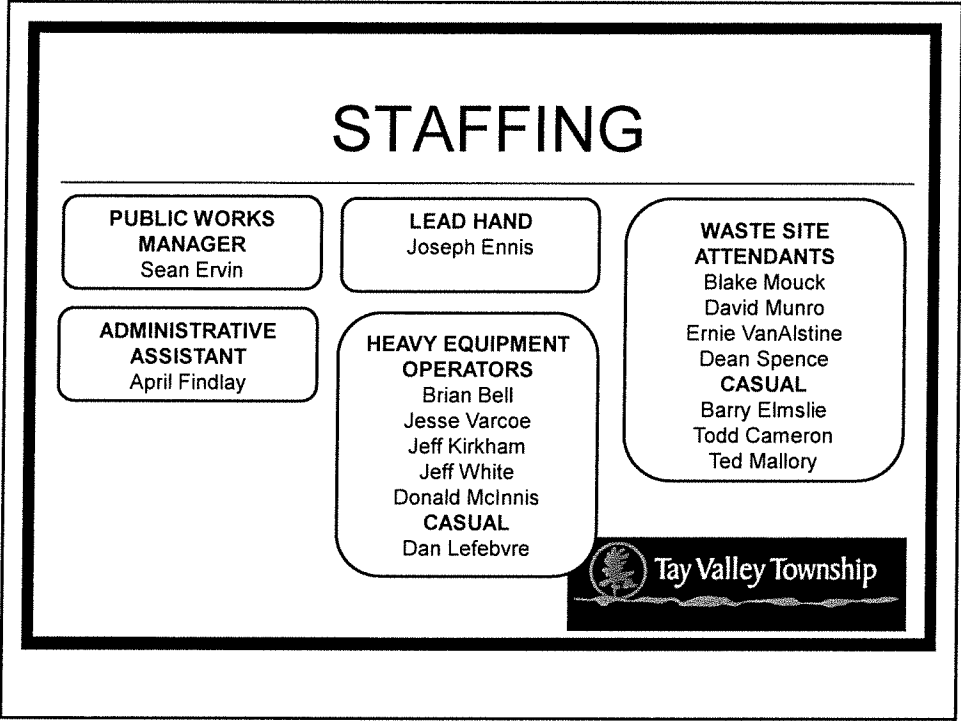
1

## OVERVIEW

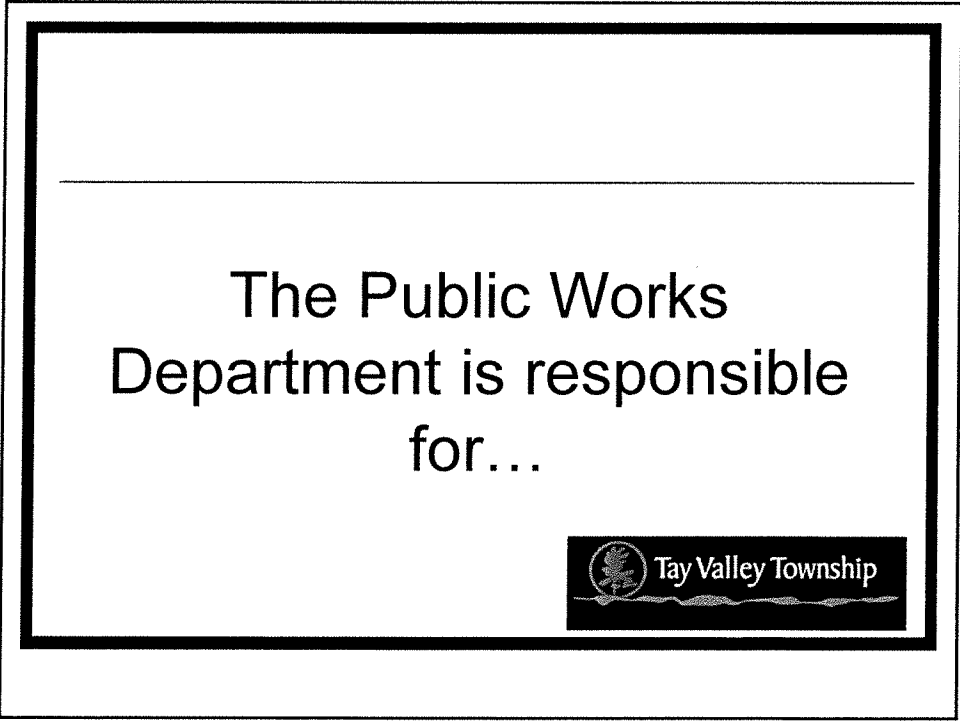
- Staffing
- Responsibilities



2



3



4

# RESPONSIBILITIES

- Roads and Bridges
- Summer and Winter Road Maintenance
- Fleet Management
- Environmental Services
- Pits and Quarries
- Municipal Drains
- Facilities and Buildings Maintenance
- Maintenance of Outdoor Recreation Locations



5

# ROADS

## Township Roads

Maintained by Township

- 78 km of Hard Surfaced Roads (Asphalt or Surface Treatment)
- 185 km of Gravel Roads
- Approx. 20km of Seasonal Roads

## Seasonal Roads

- Maintained by Township (May 31- November 1)

## Publicly Owned Privately Maintained Roads

- Owned by the municipality but never assumed into the road network and are privately maintained

## Private Roads

Maintained by Private Road Organizations/Owners

- Approximately 180 km of Private Roads
- No Maintenance or Construction on Private Roads



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# ROADS

## County Roads

Maintained by Lanark County

- CR #6 - Althorpe Road/Christie Lake Road
- CR #7 - Fallbrook Road
- CR #10 - Scotch Line
- CR #12 - McDonalds Corners Road
- CR #14 - Narrows Lock Road
- CR #19 - Bennett Lake Road
- CR #21 - Elm Grove Road and Lally Road
- CR #36 - Bolingbroke Road/Maberly Elphin Road
- Highway #511



## Provincial Roads

Maintained by Ministry of Transportation Ontario

- Highway 7



7

# BRIDGES

## Bridges

15 Bridges

- Newest is 2020 (Bolingbroke Bridge)

## Structural Culverts

9 Culverts (span greater than 3 m)

- Newest is 2018 (Upper Scotch Line Culvert)

OSIM Bridge and Structural Culvert Inspections must be completed every 2 years.

- Completed in 2022
- Planned 2023 projects include the Gambles Side Road Bridge and Glen Tay Road Culvert



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# SUMMER MAINTENANCE

- Gravel Road Grading
- Granular Lift Program
- Dust Control
- Sweeping
- Patching
- Roadside Mowing
- Roadside Brushing
- Ditching
- Culvert Replacements
- Road Patrolling
- Line Painting
- Guardrail Maintenance



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# WINTER MAINTENANCE

The Township follows the Minimum Maintenance Standards (MMS).

Snow Event– MMS sets the depth of snow threshold and the time limit for the snow to be removed

- 12-24 hours on Townships Roads, depending on the Road Classification
- Road Classification is based on traffic volume and speed limit
  - The higher the traffic volume and speed limit = more stringent maintenance requirements

Ice/Freezing Rain Event– Roads crew is deployed once staff are aware of the icy road

Weather Monitoring, Road Patrolling and Plowing occur seven (7) days a week, between October and April, when required.



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## OTHER TASKS

- Street Light Maintenance
- Entrance Permits
- Civic Addressing
- Water Level Control  
(Beavers, Culvert Thawing)
- Hazardous Tree Removal
- Road Signage
- Temporary Road Closures
  - Municipal 511



11

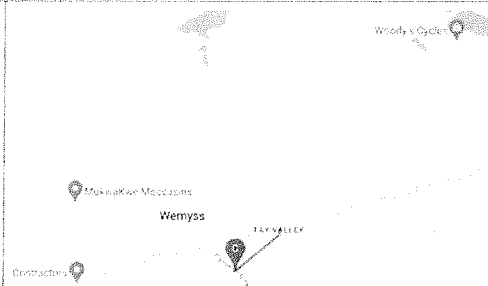
## Municipal 511

Municipal511 Powered by TRANSMIS

### Construction - (Updated)

Tay Valley Township Updated Road closures, construction, events (former Road Issues) at 2022-06-30 14:30

- **Company/Agency:** Tay Valley Township
- **Issue ID:** 42435805
- **Layer:** Road closures, construction, events (former Road Issues)
- **Construction -**
- **Construction location -** Bathurst 5th Concession from Cameron Sideroad to Highway 7
- **Update Time:** 2022-06-30 14:30
- **Start Time:** 2022-07-04 07:00
- **End Time:** 2022-07-06 17:00
- **Description:** Bathurst 5th Concession, between Highway 7 and Cameron's Side Road, will be closed from Monday, July 4th at 7:00 a.m. to Wednesday, July 6th at 5:00 p.m. Local traffic will be able to access their properties from Highway 7.
- **Located Within (Current Municipality):** Tay Valley (TP) Lanark (CTY)
- **Comment:**



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# FLEET MANAGEMENT

## 3- Light Duty Pick Up Trucks

- 2012, 2020

## 2- Heavy Duty Pick Up Trucks

- 2011, 2016

## 6- Tandem Trucks

- 2012, 2014, 2016, 2019, 2020 (x2)

## 3-Backhoes

- 2009 (GTWS), 2012, 2019

## 2- Motor Graders

- 2007, 2018

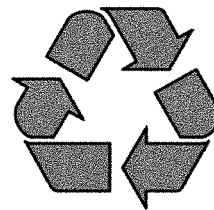
All fleet has AVL tracking abilities



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# ENVIRONMENTAL SERVICES

- Waste Sites & Transfer Stations Operations
- Waste Diversion Programs
- Blue Box Recycling Program
- Glen Tay Re-Use Centre



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## ENVIRONMENTAL SERVICES

Public Works is responsible for all waste site operations including:

- Surface/Groundwater Monitoring.
- Monitoring contracts for cover of waste and waste and recycling operations.
- Compliance of Certificate of Approval with the Ministry of Environment and McIntosh Perry Engineers.



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## ENVIRONMENTAL SERVICES

The Township owns, operates, inspects and monitors:

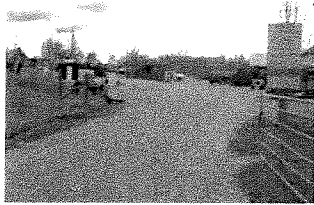
- Glen Tay Waste Site
- Stanleyville Waste Transfer Station
- Maberly Waste Transfer Station
- 2 Inactive landfills (Christie Lake and Noonan's)



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## ENVIRONMENTAL SERVICES



**Glen Tay**  
(Bathurst Ward)  
Muttons Road, off Harper  
Road, North of Highway 7

### Summer Hours

(Victoria Day Weekend – Thanksgiving)  
Monday, Wednesday and Saturday – 8-4  
Sunday – 10-6

### Winter Hours

(After Thanksgiving weekend)  
Wednesday and Saturday – 8-4  
Monday (Glen Tay Site ONLY) – 8-4



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## ENVIRONMENTAL SERVICES



**Stanleyville**  
(Burgess Ward)  
Stanleyville Road, South of  
Stanley Road

### Maberly

(Sherbrooke Ward)  
Zealand Road, West of  
Highway 36



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# ENVIRONMENTAL SERVICES

## Re-Use Centre

- Located at the Glen Tay Waste Site
- Volunteer run initiative, in partnership with the Township, to divert materials from the landfill and extend the life of articles in good condition.



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# ENVIRONMENTAL SERVICES

Tay Valley has a five-stream Blue Box recycling program currently in place:

- Plastic #1-7
- Metal Food Cans
- Mixed Paper
- Boxboard and Corrugated Cardboard
- Glass



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## ENVIRONMENTAL SERVICES

### Hazardous Waste:



- In a partnership agreement with the Township of Lanark Highlands, Tay Valley Residents can take their household hazardous waste to the Middleville Hazardous Waste Depot.



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## ENVIRONMENTAL SERVICES

### Other acceptable items include:

- Brush Waste
- Construction and Demolition
- Household Appliances
- Scrap Metal
- E-Waste
- Batteries

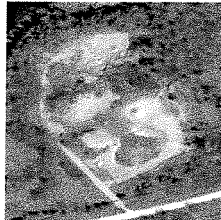


22

# PITS AND QUARRIES

## McVeigh Pit

- 24 hectares
- Material can be used as cover material at the Glen Tay Waste Site
- New Fencing installed in 2018
- Annual Reporting



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# MUNICIPAL DRAINS

## Bathurst Municipal Drains

- McIntyre Creek (13 km<sup>2</sup>)
- Ennis-Foster-James (4 km<sup>2</sup>)
- Mather (24 km<sup>2</sup>)

## Burgess Municipal Drains

- Allan (0.5 km<sup>2</sup>)
- Stanley (2.2 km<sup>2</sup>)
- Kevan (1.6 km<sup>2</sup>)



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## BUILDINGS

Public Works is responsible for facility inspections and maintenance of the following buildings such as lighting, heating & cooling, HVAC, fixtures, structure, water testing, lawn maintenance, summer and winter access:

### Municipal Office

- Renovated in 2009
- Council Chambers
- 13 full-time staff offices



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## BUILDINGS

### Bathurst Municipal Garage

- 4 bay garage
- Sand shed



### Burgess Municipal Garage

- 3 bay garage
- Sand Shed

### Maberly Municipal Garage

- 3 bay garage



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## BUILDINGS

### Burgess Community Hall

- 1,500 ft<sup>2</sup>
- Full kitchen

### Maberly Community Hall

- 2,726 ft<sup>2</sup>
- Full kitchen
- Stage

Grant Funding for new roof, siding and front door awning - 2018.

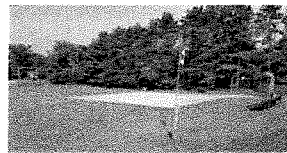


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## PARKS

### Maintenance and Facility Inspections of:

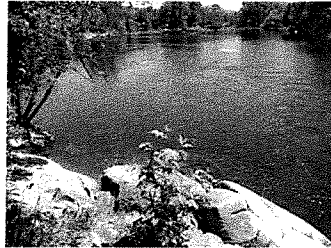
- Fallbrook Playground and Ball Field
- Maberly Community Park, Playground and Tennis Court
- Maberly Outdoor Ice Rink & Change Room
- O'Neill Park – Stanleyville
- Burgess Ball Field and Park
- Glen Tay Outdoor Ice Rink
- John Miller Park
- Maberly Fall River Park



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## WATER ACCESS LOCATIONS

- Mississippi River - Playfairville
- Tay River – Glen Tay
- Tay River – Noonan Road
- Otty Lake Boat Launch
- Silver Lake Boat Ramp



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## LONG TERM PLANNING

- Long Term Capital Plan
  - Roads
  - Bridges
  - Fleet
  - Facilities
  - Waste Management



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## Departmental Priorities

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- Changes to Blue Box Regulation
  - Producer Responsibility (TVT transitions in 2025)
- Waste Management Master Plan
- Asset Management Plan
  - Collection of minor assets (culverts, signage)

