



COUNCIL MEETING AGENDA

Tuesday, December 13th, 2022
Following the Public Meeting – 2023 Budget and Fees at 5:30 p.m.
Municipal Office – Council Chambers – 217 Harper Road

5:30 p.m. *Public Meeting – 2023 Budget and Fees*
Following *Council Meeting*

Chair, Reeve Rob Rainer

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) **“Special” Council Meeting – November 7th, 2022 – attached, page 11.**
Suggested Motion by Councillor Andrew Kendrick:
“THAT, the minutes of the “Special” Council Meeting held on November 7th, 2022, be approved as circulated.”
 - ii) **“Special” Council Meeting (Closed Session – Potential Litigation –Judicial Review) – November 7th, 2022 – to be distributed at the meeting.**
Suggested Motion by Councillor Greg Hallam:
“THAT, the minutes of the “Special” Council Meeting (Closed Session – Potential Litigation – Judicial Review) held on November 7th, 2022, be approved as circulated.”
 - iii) **Inaugural Meeting – November 15th, 2022 – attached, page 14.**
Suggested Motion by Councillor Korrine Affleck:
“THAT, the minutes of the Inaugural Meeting held on November 15th, 2022, be approved as circulated.”

- iv) **“Special” Council Meeting – November 17th, 2022 – attached, page 17.**
Suggested Motion by Deputy Reeve Fred Dobbie:
“THAT, the minutes of the “Special” Council Meeting held on November 17th, 2022, be approved as circulated.”
- v) **“Special” Committee of the Whole Meeting – November 22nd, 2022 – attached, page 18.**
Suggested Motion by Councillor Marilyn Thomas:
“THAT, the minutes of the “Special” Committee of the Whole Meeting held on November 22nd, 2022, be approved as circulated.”
- vi) **“Special” Committee of the Whole Meeting – November 29th, 2022 – attached, page 23.**
Suggested Motion by Councillor Angela Pierman:
“THAT, the minutes of the “Special” Committee of the Whole Meeting held on November 29th, 2022, be approved as circulated.”
- vii) **“Special” Committee of the Whole Meeting (Closed Session – Identifiable Individual – Contract Obligations) – November 29th, 2022 – to be distributed at the meeting.**
Suggested Motion by Councillor Wayne Baker:
“THAT, the minutes of the “Special” Council Meeting (Closed Session – Potential Litigation – Judicial Review) held on November 7th, 2022, be approved as circulated.”
- viii) **“Special” Committee of the Whole Meeting – December 6th, 2022 –attached, page 27.**
Suggested Motion by Councillor Andrew Kendrick:
“THAT, the minutes of the “Special” Committee of the Whole Meeting held on December 6th, 2022, be approved as circulated.”
- ix) **Committee of the Whole Meeting – December 6th, 2022 – attached, page 29.**
Suggested Motion by Councillor Greg Hallam:
“THAT, the minutes of the Committee of the Whole Meeting held on December 6th, 2022, be approved as circulated.”
- x) **“Special” Council Meeting – December 8th, 2022 – attached, page 39.**
Suggested Motion by Councillor Korrine Affleck:
“THAT, the minutes of the “Special” Council Meeting held on December 8th, 2022, be approved as circulated.”

- xi) **“Special” Council Meeting (Closed Session – Position or Instruction Applied to Negotiations – Water and Sewer Service Agreement – New Long Term Care Facility) – December 8th, 2022 – to be distributed at the meeting.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Position or Instruction Applied to Negotiations – Water and Sewer Service Agreement – New Long Term Care Facility) held on December 8th, 2022, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **2021 Audited Financial Statements.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the Council of the Corporation of Tay Valley Township adopt the 2021 Audited Financial Statements as presented.”

- ii) **Report #PD-2022-47 – Nordlaw Plan of Condominium – Draft Plan Extension.**

Suggested Motion by Councillor Angela Pierman:

“THAT, Council approve a six-month extension of the draft approval for the Nordlaw Cottages Inc. Plan of Condominium 09-CD 16002 if the applicant provides adequate confirmation of financing for the project by December 15, 2022 to the Township, with the understanding that a further six-month extension for approval shall only be granted if all outstanding taxes and fees due to Tay Valley Township have been paid and the remaining conditions have been significantly completed, to the satisfaction of the Township.”

- iii) **Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022 and Related Legislation.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the Planning Department be authorized to submit the Municipality’s response to the Environmental Registry of Ontario (ERO) with respect to Bill 23, More Homes Built Faster Act, 2022, and other related ERO comment opportunities as detailed in Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022, that are specific to Tay Valley Township;

AND THAT, the Planning Department be authorized to submit the comments to the Minister of Municipal Affairs and Housing, Steve Clark, and the Minister of Natural Resources and Forestry, Graydon Smith, the local MPP, John Jordan, and the Rural Ontario Municipal Association (ROMA), as detailed in Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022, that are specific to Tay Valley Township.”

- iv) **Eastern Ontario Conservation Authorities Letter - Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, Council endorse the positions expressed in the letter sent by Eastern Ontario Conservation Authorities to the Provincial Government on November 15th, 2022 regarding the Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario.”

- v) **Report #PD-2022-49 – Removal of Holding Zone for Maberly Pines Subdivision.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law #2021-033 - Holding Zone for Plan 21 Lakeside Living (Maberly Pines) be lifted as the Rideau Valley Conservation Authority has indicated they are satisfied with the revised Lot Servicing Report and Plan for the Maberly Pines Subdivision by BluMetric consultants.”

- vi) **Report #CBO-2022-10 – Building Department Report – January – November 2022.**

Suggested Motion by Councillor Korrine Affleck:

“THAT, Report #CBO-2022-10 – Building Department Report – January – November 2022 be received as information.”

- vii) **2023 Council/Committee Meeting Calendar.**

Suggested Motion by Councillor Deputy Reeve Fred Dobbie:

“THAT, the 2023 Council/Committee Calendar be approved.”

- viii) **Appointments to Boards and Committees.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following persons for a term ending November 17, 2026, unless otherwise noted, with such persons serving at the pleasure of Council;

THAT, such appointments may be amended, extended or terminated, within the term by motion of Council;

THAT, such appointments are subject to the Criminal Records Check Policy;

AND THAT, such persons shall represent the Township's best interests in the activities of the named body and shall, at the request of Council or as per the terms of reference, communicate the status of such activities to the public through presentation at an open meeting of Council scheduled at a time convenient to the appointee and/or via a report from the Senior Manager assigned to the named body:

Bolingbroke Cemetery Board

- Councillor Wayne Baker, Chair
- Doug Boyd
- Betty Anne Gillespie
- Darla Kilpatrick

Committee of Adjustment

- Richard Schooley
- Peter Siemons
- Larry Sparks

Fence Viewers

- Bill Avery
- John Conboy
- Greg Ellis
- Philip Jones (alternate)

Fire Rescue Board

- Councillor Wayne Baker
- Councillor Greg Hallam
- Councillor Marilyn Thomas

Library Board

- Councillor Andrew Kendrick
- Tara Langford
- Dawn Palmer

Pinehurst Cemetery Board

- Councillor Fred Dobbie, Chair
- Bill Avery
- Jay Playfair

Police Services Board

- Reeve Rob Rainer
- Neil Fennell

Green Energy & Climate Change Working Group

- *Councillor Greg Hallam*
- *Councillor Angela Pierman*
- *Bob Argue*
- *Doug Barr*
- *Jennifer Dickson*
- *Peter Nelson*
- *David Poch*
- *Gilbert Rossignol*

Heritage Property Selection Committee

- *Susan Code McDougall*
- *Brenda Kennett*
- *Ted Parkinson*
- *Karen Prytula*
- *David Taylor*

History Scholarship Selection Committee

- *Susan Code McDougall*
- *David Poole*
- *Kay Rogers*

Labour Management Committee

- *Reeve Rob Rainer*
- *Councillor Greg Hallam*

Community Emergency Management Program Committee

- *Reeve Rob Rainer*
- *Deputy Reeve Fred Dobbie, alternate*

Mississippi Valley Conservation Authority

- *Councillor Andrew Kendrick*

Municipal Drug Strategy Committee

- *Councillor Korrine Affleck*

Rideau Valley Conservation Authority

- *Councillor Angela Pierman.*

ix) **Ministry of Municipal Affairs and Housing – Letter from Minister Steve Clark.**

Suggested Motion by Councillor Angela Pierman:

“THAT, staff compose a letter of response to the Ministry of Municipal Affairs and Housing, as requested by Minister Steve Clark in his letter to the Township dated November 15, 2022, to note any ongoing areas of concern for Tay Valley Township.”

x) **22-12-01 – Council Communication Package.**

Suggested Motion by Councillor Wayne Baker

“THAT, the 22-12-01 Council Communication Package, excluding item 1, be received for information.”

8. BY-LAWS

i) **By-Law No. 2022-037: Committee of Adjustment – attached, page 42.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, By-Law No. 2022-037, being a by-law to Constitute and Appoint a Committee of Adjustment, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ii) **By-Law No. 2022-038: Repeal COVID-19 Vaccination Policy – attached, page 44.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2022-038, being a by-law to Repeal By-Law No. 2021-063, being a by-law to adopt a COVID-19 Vaccination Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

iii) **By-Law No. 2022-039: Assume Portion of Unopened Road Allowance (Zibi Way) – attached, page 46.**

Suggested Motion by Councillor Korrine Affleck:

“THAT, By-Law No. 2022-039, being a by-law to Assume a Portion of an Unopened Road Allowance for Public Use (Zibi Way), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

iv) **By-Law No. 2022-040: Road Naming - Zibi Way – attached, page 51.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2022-040, being a by-law to Amend By-Law No. 98-87, being a Road Naming By-Law (Zibi Way), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

v) **By-Law No. 2022-041: Zoning By-Law Amendment – Whyte – attached, page 55.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2022-041, being a by-law to Amend Zoning By-Law No. 2002-121 (30 Highway 511, Part Lot 27, Concession 3, geographic Township of Bathurst), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- vi) **By-Law No. 2022-042: Tariff of Fees – attached, page 58.**
Suggested Motion by Councillor Agela Pierman:
“THAT, By-Law No. 2022-042, being a by-law to Adopt a Tariff of Fees, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”
- vii) **By-Law No. 2022-043: Waste, Recycling and Composting Fees Amendment – attached, page 71.**
Suggested Motion by Councillor Wayne Baker:
“THAT, By-Law No. 2022-043, being a by-law to Amend By-Law No. 2019-047, being a Waste Disposal, Composting and Recycling By-Law, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”
- viii) **By-Law No. 2022-044: Hall Rental Policy – attached, page 75.**
Suggested Motion by Councillor Andrew Kendrick:
“THAT, By-Law No. 2022-044, being a by-law to Adopt a Hall Rental Policy, 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
Public Meeting – 2023 Draft Budget	December 13 th	5:30 p.m.	Municipal Office
Council Meeting	December 13 th	Following	Municipal Office
AMO New Councillor Training	January 5 th	9:00 a.m.	Virtual
Council Orientation	January 14 th	10:30 a.m.	Municipal Office
Public Meeting – Zoning By-Law Amendment	January 17 th	5:30 p.m.	Municipal Office
Committee of the Whole Meeting	January 17 th	Following	Municipal Office
Lanark County Association of Police Services Boards	January 18 th	10:00 a.m.	Carleton Place
ROMA Conference	January 22 nd – 24 th		Toronto
“Special” Council Meeting	January 26 th	5:30 p.m.	Municipal Office
Committee of Adjustment Orientation and Meeting	January 30 th	4:00 p.m.	Municipal Office
Council Meeting	January 31 st	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2022-045 - Confirmation By-Law – November 7th, 15th, 17th and December 13th, 2022 – attached, page 83.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2022-045, being a by-law to confirm the proceedings of the Council meetings held on November 7th, 15th, 17th and December 13th, 2022, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

13. ADJOURNMENT

MINUTES

“SPECIAL” COUNCIL MEETING MINUTES

Monday, November 7th, 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
Councillor Gene Richardson

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk

Regrets: None.

1. CALL TO ORDER

The meeting was called to order at 6:02 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. APPROVAL OF MINUTES

- i) **“Special” Council Meeting (Closed Session – Potential Litigation – Judicial Review) – August 23rd, 2022.**

RESOLUTION #C-2022-11-01

MOVED BY: Gene Richardson
SECONDED BY: Barrie Crampton

“THAT, the minutes of the “Special” Council Meeting (Closed Session - Potential Litigation – Judicial Review) held on August 23rd, 2022, be approved as circulated.”

ADOPTED

- ii) **Council Meeting – October 18th, 2022.**

RESOLUTION #C-2022-11-02

MOVED BY: Beverley Phillips
SECONDED BY: Rob Rainer

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

ADOPTED

4. CLOSED SESSIONS

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

RESOLUTION #C-2022-11-03

MOVED BY: Rob Rainer
SECONDED BY: Beverley Phillips

“THAT, Council move “in camera” at 6:06 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.”

ADOPTED

RESOLUTION #C-2022-11-04

MOVED BY: Rob Rainer
SECONDED BY: Beverley Phillips

“THAT, Council return to open session at 7:04 p.m.”

ADOPTED

The Chair rose and reported that Council gave the Solicitor direction.

Councillor Wicklum felt the Reeve should call a special meeting before the end of this term of Council to deal with developing a policy on how to handle Integrity Commissioner Reports. He feels this Council should deal with it and take the time to develop a policy.

The Reeve explained that the new Council will deal with it, the CAO/Clerk had advised that the Clerks in Lanark County have a meeting with the Integrity Commissioner to develop a policy for consistency throughout the County and that the report on that policy would come to the new Council.

5. ADJOURNMENT

Council adjourned at 7:08 p.m.

INAUGURAL MEETING MINUTES

Tuesday, November 15th, 2022

7:00 p.m.

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

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
Noelle Reeve, Planner
Ashley Liznick, Treasurer
Olivia Trudel, Corporate Assistant

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

A quorum was present.

3. DECLARATION OF OFFICE FOR ALL MEMBERS OF COUNCIL

The Members of Council read and signed the Declaration of Office.

4. REEVE ASSUMES THE CHAIR

Reeve Rob Rainer assumed the Chair.

5. COUNCILLOR REMARKS

Each Member of Council provided opening remarks and thanked their supporters.

6. DEPUTY REEVE'S INAUGURAL REMARKS

Deputy Reeve Fred Dobbie thanked everyone for their support and looks forward to working as Deputy Reeve for the Township and representing Tay Valley on Lanark County Council.

7. REEVE'S INAUGURAL REMARKS

Reeve Rob Rainer thanked staff for their hard work during the election and thanked the residents of the Township for their support and is looking forward to working with the new Council.

8. APPOINTMENTS TO STRIKING COMMITTEE

Along with the Reeve, Deputy Reeve Fred Dobbie and Councillor Greg Hallam were appointed to the Striking Committee.

9. ADJOURNMENT

The meeting adjourned at 7:46 p.m.

“SPECIAL” COUNCIL MEETING MINUTES

Thursday, November 17th, 2022

5:30 p.m.

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

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.

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 6th prior to the Committee of the Whole meeting.**

4. ADJOURNMENT

Council adjourned at 8:41 p.m.

“SPECIAL” COMMITTEE OF THE WHOLE MINUTES

Tuesday, November 22nd, 2022

5:30 p.m.

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

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.

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. DELEGATIONS & PRESENTATIONS

i) Budget Process Orientation.

The Treasurer gave a PowerPoint presentation – *attached, page 7.*

ii) **2023 Preliminary Budget Summary Presentation.**

The Treasurer gave a PowerPoint presentation – *attached, page 11.*

The CAO/Clerk explained that the draft budget with the 2.61% increase to the levy is to keep service levels the same as last year. A reduction to that percentage could mean a contractual change or a level of service change.

A 1% increase in the levy equates to \$62,300 in additional revenue for the Township.

iii) **2023 Operating Budget Presentation and Discussion.**

The Treasurer gave a PowerPoint presentation – *attached, page 16.*

The Committee recessed at 6:58 p.m.

The Committee reconvened at 7:05 p.m.

The Treasurer explained that some of the proposed fee increases have been shown as a revenue increase in the budget. The planning application pre-consultation fee is a new fee and has not been incorporated as revenue. The majority of planning applications are for Zoning, Minor Variance, Severance, Site Plan Control Agreements and based on the number of those applications, the revenue could potentially be \$12,000 and will be reflected in the next version of the operating budget. Recreation programs are self funded, the registration fee increases are to match the expenses.

New Initiative/Expenses for Council Consideration

Permanent Part Time Additional Administrative Assistant – Planning/Building Department

The Committee asked for clarification on the need for the position. The CAO/Clerk explained that this will not be the only staff increase being asked for this term of Council, due to the downloading from the Province that has happened, along with increased legislative requirements, and the increase in growth to the Township which causes a ripple effect to other departments for various services such as entrance permits, civic addressing, road related files and agreements, and servicing requests. The current workload could allow for it to be a full-time position, the current person in the position can only work 3 days a week and they have the expertise and work at an increased capacity. If the position no longer exists, then the planning application timelines that are regulated will not be met and if they are not met the Township must refund the application fees to the applicants. The Planner explained that there are approximately 86 applications and that the refund of only 30 applications pays for the position, the timelines are tight and are hard to meet.

The Committee discussed that growth should pay for growth and the general overload in staff does exist and needs to be addressed and asked how overtime worked. The CAO/Clerk explained that with the increase in new houses and that before the part time position the Planning Administrative Assistant did everything, now that position only has time to do Building Permit Applications, Site Plan Control and Development Agreements, Severances and they are also the first point of contact for all building and planning inquires. That leaves no time for Zoning Amendments, Minor Variances and By-Law Enforcement Complaints.

The Reeve explained that there is a high threshold of risk with staffing as there is no back up if someone is off. Council should anticipate and embrace the growth.

The Committee further discussed the position and if there are other functions that position is capable of. The CAO/Clerk explained that the bulk of the work was taken from the Planning Administrative Assistant, but they have also taken over the By-Law Enforcement administrative duties as that was previously done by the CAO/Clerk. The CAO/Clerk explained how overtime works, unionized employees earn overtime at 1.5 times and in general do not work overtime except for public works. Senior managers, the Chief Building Official, Deputy Clerk and Deputy Treasurer earn overtime at an hour for an hour, and it should be taken off but if not then it is paid out. There is not a lot of time to take off, it is hard for staff to use their vacation time, so overtime is often paid out.

The Committee asked and discussed what happens if the position is no longer needed at some point and it is a permanent and unionized position, could it be a contract position? The CAO/Clerk explained that with the union after a year a contract position needs to become permanent. If the trend shifts and the organization needs to restructure it is possible to lay off people and make the position redundant, it will take some time and there are some costs to do that. The Committee asked about how the increase in revenue could help pay for the position and asked the Treasurer to bring back what the cost and revenue would be. The Treasurer explained the building and planning fee revenues are in the draft budget and that staff were being conservative with the forecast for 2023.

The Committee agreed to include the Permanent Part Time Position in the draft budget.

Additional Gravel for 2.0km of Roads

The Committee agreed with this being put into the draft budget.

Increasing the South Sherbrooke Fire Reserve

The Treasurer explained that the Township funds the South Sherbrooke Fire Station. The reserves are depleting, and this is an ask from the Fire Board. The Treasurers of the two Townships have not looked at the detail of the Fire Board Assessment Management Plan.

Creating a new Reserve – IT Reserve

A Member asked what the bases of the amount for the reserve was. The CAO/Clerk explained that a new server is being installed this year at a cost of approximately \$60,000 and includes some cyber security components with an expected life cycle of 4-5 years. The annual amount of \$15,000 will cover the replacement. There will be more detail on the IT needs and replacement in the 10-year capital plan.

The Committee agreed with this being put into the draft budget.

Police Services Board – new radar sign

The Committee agreed with this being put into the draft budget.

The Treasurer explained that if all the new initiatives/expenses remain in the budget the levy increase will be 4.69% which is \$67.27 on a residential assessment of \$300,000.

The Reeve asked if the Committee was interested in putting more into reserves as what is currently in the budget is the minimum that should be put into reserves and proposed to increase the levy percentage to 5% to increase reserves.

The Committee had some concerns with a 5% levy increase given the current inflation and the cost of everything going up. Staff could show what that percentage increase would increase reserves by. The Committee understands the importance of increasing reserves and that the goal is to avoid taking out loans for the upkeep of the infrastructure. The calculation will be brought back to the next meeting.

Requests from Outside Agencies

The Reeve explained the history of the contribution to the Perth & Smiths Falls District Hospital and that the community is responsible for funding capital projects.

A member asked what the death donations was. The CAO/Clerk explained that there is a policy for when a member of Council or staff has a death in the family for how the Township makes a donation.

A member asked about the increase for YAK, the information provided indicated it was for bookkeeping and the auditor and not for the actual youth using it. Would be in favor of a smaller increase similar to the increase asked by The Table Community Food Centre. The Committee discussed that with not-for-profit it is hard to raise money for those types of expenses and easier to fund raise for the programming. The CAO/Clerk explained that the Community Justice Program was reduced last year and that the Reeve chose to donate the in lieu of Christmas Card donation to them.

A member asked what the donation to the Perth & District Chamber of Commerce covered as memberships are under \$200. The CAO/Clerk will look into what that amount covers with respect to the membership.

The Committee agreed reduce the YAK donation to \$7,000 and to keep the rest of the requests as presented.

iv) **2023 Fee Review.**

The Treasurer gave a PowerPoint presentation – *attached, page 22.*

The Reeve explained that he has received some complaints about tipping fees so there is some sensitivity by the public with regards to the fees. The Public Works Manager explained that improving education as to why there are fees charged is something he wants to work on in 2023.

The recreation program fees cover the expenses so there is no effect on the bottom line. The registration numbers are lower this year with it being the first year since COVID and next season it is expected that the numbers will be higher.

A member asked about the civic addressing sign and posts and the hall rental fees and if they reflect the cost. The Public Works Manager explained that the fees for civic addressing signs and posts are cost recovery and the cost of the posts have increased significantly. The CAO/Clerk explained that a report came to the previous Council regarding the Hall Rental Policy and changes to the fees. Council at that time wanted to leave the fees until the 2023 budget process and have staff reach out to the organizations that regularly use the halls, they did push back and this budget has a modest increase. The fees are comparable to other halls in and around Tay Valley Township but are not cost recovery and never will be. The rental fee helps offset the cleaning of the halls.

A member asked how the Planning fees were determined and if they are comparable to others. The Planner explained that some Townships charge by the hour and Tay Valley has a flat fee and deposit for the legal costs. The time spent on each application is not tracked. The fees are probably low and are not cost recovery. The CAO/Clerk advised that some fees will be looked at in the spring and explained that a Modernization Intern has been researching the Building Department fees which under legalization is to be cost recovery.

The Committee agreed to the fee increases.

4. ADJOURNMENT

The Committee adjourned at 8:09 p.m.

“SPECIAL” COMMITTEE OF THE WHOLE MINUTES

Tuesday, November 29th, 2022

5:30 p.m.

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

ATTENDANCE:

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

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. DELEGATIONS & PRESENTATIONS

i) 2023 Capital Budget Presentation and Discussion.

The Treasurer gave a PowerPoint presentation – *attached, page 6.*

A member asked if the Strategic Plan was a mandated or committed project. The CAO/Clerk explained that the Strategic Plan is budgeted for in each term of Council. The Strategic Plan keeps things streamlined and structured, staff refer

to it when writing a report, if applicable. Council can choose not to undertake a strategic planning process.

A member asked about the Cannabis Grant. The CAO/Clerk explained that it is for a cannabis policy but that it has no timeline to be spent. A consultant will be retained.

A member confirmed that the charging station is included in the budgeted amount for the Electric Vehicle. The Public Works Manager explained that the charging station will be for Township fleet only.

The Planner and Public Works Manager left at 6:03 p.m.

The Committee of the Whole moved “in camera” at 6:03 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding Contract Obligations and the Chief Administrative Officer/Clerk, Treasurer and Deputy Clerk remained in the room.

The Committee returned to open session at 6:08 p.m.

The Planner and Public Works Manager returned at 6:08 p.m.

The Chair rose and reported that the Committee was provided an update on the Contract Obligation listed in the capital budget.

Councillor Kendrick asked why the Tangible Capital Asset Policy has a threshold for being capital rather than operating. The Treasurer explained the reason it is brought forward this way was although it is called a “Capital” Budget, the items in this section are paid for using grants, reserves, Development Charges and Parkland, rather than from the operating budget. Not all items on this list meet the threshold of a Tangible Capital Asset.

Councillor Kendrick does not agree that projects funded from reserves do not affect the levy, understands that the reserves are like a savings account, but the tax revenue to pay for that came from the levy at some point. The Treasurer agreed but explained that the amount spent on capital projects does not impact the current years levy. Councillor Kendrick is also concerned about what happens when the reserves are spent, as the last 3 years the capital spending has exceeded what was put into reserves. The Treasurer explained that the next 10-year capital plan may show there is not enough reserves to sustain the next 10 years. Ideally there will be some grants for road or bridge projects, but they cannot be predicted 10 years out, increasing the reserves is important and the increase in the 2023 budget will help. The costs shown in the last 10-year plan are different than the costs coming forward now. Councillor Kendrick identified that there are differences in the capital plan and budgeted amounts in 2022 and 2023. The Treasurer explained that it is not comparing apples to apples as the 10-year capital plan has not been updated since the fall of 2021,

which is why there is significant changes in cost. The 10-year capital plan in the budget is more accurate and there will be years where more money is put into reserves than is spent, in 2023 more is being spent than being put in.

The Reeve mentioned that the capital items are projects that the public does not know about, there is a lot of good things being done at the waste sites, with Township fleet, improvements to recreational areas, etc., and feels that information should be put out to the public as value added to the Township with those expenditures.

ii) **2023 Operating Budget Update.**

The Treasurer gave a PowerPoint presentation – *attached, page 19.*

A member asked about the \$300,000 residential assessment that is used for what a municipal tax increase would be and if that assessed value should be doubled? The Treasurer feels that is still the average assessment as the assessed value is not changing in 2023.

A member asked where in the budget are Development Charges revenue shown. The Treasurer explained that Development Charges are a deferred revenue, even though the funds are taken in and set aside in reserves they do not show in the budget. They show up in the capital spreadsheet but not as revenue in the budget they are shown as a deferred revenue.

The Treasurer reviewed that without increasing the reserves the levy increase is 4.44% with the increase to reserves the levy increase is 5%.

The Deputy Reeve understands that these are tough times but must keep the reserves up or the Township will fall behind, supports the 5% increase so that reserves can increase. The average increase of \$71.65 is spread out over the 4 payments.

Members understand and agree with the need to increase reserves but are somewhat reluctant to a 5% levy increase. Looking for, writing, and administering grants is important, but do not have the staff to do them so it is a vicious cycle. Need to take something to the public and see how they feel. The Committee discussed the new part time position, concerns with whether the increase in growth is unpredictable but understand the amount of work that needs to be done. The Planner further explained the changes the province has made to the requirements in the Planning Act to reduce the timelines to process applications. For example, a Zoning By-Law amendment was 120 days and now is 90 days, if the timelines are not met then the Township must refund the application fees to the applicant which means the taxpayers are paying for that development. With just two people in the department, the timelines cannot be met.

The Deputy Reeve asked what the interest paid on the loan for the Bolingbroke Bridge will be at the end of the loan. The Treasurer explained that last year the amount of interest paid was approximately \$35,900 and over the life of the loan approximately \$500,000 in interest will have been paid.

A member asked about the increasing cost of infrastructure improvements and how firm are the numbers in the budget. The Public Works Manager explained how he estimates the projects and that he is pretty confident in the numbers, there is a 10% contingency added for any unknowns. The Treasurer explained that the budget is one thing but the procurement of each project comes back to Council after it has been tendered so there is still the ability for Council to pull or alter a project.

The Reeve feels that Tay Valley will continue to grow in the next few years and need the planning staff to handle it.

Another member also feels that the building department is doing a great job and that also contributes to the growth in the Township.

The Committee agreed to proceed with a 5% levy increase in order to obtain public feedback. The Treasurer will give a high-level overview of the budget at the public meeting on December 13th. The CAO/Clerk explained that the public meeting is for Council to listen, not necessarily for Council to give their opinion or debate the budget, but for the public to comment and ask questions.

The Treasurer will show a summary sheet of what the increase to the levy is made up of, the public will be aware that most of the increase is inflation and increasing reserves.

The Treasurer had asked other municipalities what their levy increases were and Drummond/North Elmsley is at 4.98% and the Town of Perth is looking at between 6 and 11%.

4. ADJOURNMENT

The Committee adjourned at 6:59 p.m.

“SPECIAL” COMMITTEE OF THE WHOLE MINUTES

Tuesday, December 6th, 2022

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Andrew Kendrick
Councillor Marilyn Thomas
Councillor Angela Pierman
Councillor Korrine Affleck (arrived at 5:26 pm)

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Ashley Liznick, Treasurer
Noelle Reeve, Planner
Garry Welsh, Administrative Assistant

Regrets: Councillor Greg Hallam

1. CALL TO ORDER

The meeting was called to order at 5:00 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) **Mock Committee of the Whole & Council Meetings.**
Amanda Mabo, CAO/Clerk.

The CAO/Clerk reviewed the process for conducting meetings, with examples of the following:

- adopting or amending the agenda
- disclosure of pecuniary interest
- approving minutes of previous meeting(s)
- delegations and presentations
- priority issues

- forwarding recommendations to Council
- committee, board and external organization updates

Councillor Affleck arrived at 5:26 p.m.

The CAO/Clerk also reviewed the process for conducting closed sessions.

4. ADJOURNMENT

The Committee adjourned at 5:29 p.m.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, December 6th, 2022

6:00 p.m.

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

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Noelle Reeve, Planner
Ashley Liznick, Treasurer
Garry Welsh, Administrative Assistant

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Amendment under Priority Issues: Item 6iii - Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022 and Related Legislation to be heard before 6 ii - Report #PD-2022-49 – Removal of Holding Zone for Maberly Pines Subdivision.

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 OF PUBLIC MEETINGS

Public Meeting: Zoning By-Law Amendment – October 18th, 2022.

The minutes of the Public Meeting – Zoning By-Law Amendment held on October 18th, 2022, were approved.

5. DELEGATIONS & PRESENTATIONS

- i) **Arch Corporation – Overview of Long-Term Care Development Project.**
Ben Villani, Vice President, Development, Arch Corporation.

B. Villani gave a PowerPoint presentation – *attached, page 12*. David Clarke and Ron Shaw were also present.

A member asked what would happen to the Perth Community Care Centre Building and its residents. B. Villani explained that the new building is intended to be completed in time to receive the current residents of Perth Community Care Centre before that facility's operating license expires, December 31, 2025. The Perth Community Care Centre Building may then be suitable for residential use such as affordable housing, so long as there is sufficient servicing available from the Town of Perth.

A member asked if water and sewer servicing, from the Town of Perth, is the only outstanding issue. B. Villani confirmed that Town of Perth water and sewer servicing approval is still required so the Township can finalize the site plan control agreement, and that Arch Corporation is currently working with the Ministry of Long-Term Care (MLTC) to complete a tender for construction by late spring of 2023.

A member asked if the proposed increase in capacity would put a strain on the availability of health care services within the local community. B. Villani suggested that an increased number of long-term care beds would alleviate the current overcapacity situation at the Perth Hospital. There is currently no designated doctor assigned to Perth Community Care Centre.

A member asked if the \$55,000,000 investment covers all associated costs of the proposal. B. Villani confirmed that this amount is the entire sum. MLTC approval for the tender is required by the end of July 2023, to meet a submission deadline for recently-announced Provincial funding.

ii) **Orientation: Municipal Property Assessment Corporation (MPAC).**

K. Bennett gave the PowerPoint presentation that was attached to the agenda.

A member asked if assessment of new buildings will be based on their current value. K. Bennett explained that currently, new buildings are being assessed based on what their market value would have been in 2016. In the past, the date used for comparable values was updated every four years, but the Province of Ontario paused this update for 2020, due to the COVID-19 pandemic. There has been no recent provincial announcement of when there will be an update to the assessment value year. When the assessment year is updated, any increase for properties is phased in at 25% per year. Any decrease in value is applied entirely, within the same year.

A member asked if the next assessment date would be based on 2020 market values, implemented in 2024. K. Bennett suggested that this may not occur as there was an unusual rise in property prices that took place in 2020.

iii) **Orientation: Auditing Services.**

K. Mahon gave a PowerPoint presentation – *attached, page 16.*

K. Mahon outlined the various components of a municipality's financial statements, which provide a snapshot of its financial position as of the fiscal year end.

iv) **Audited Financial Statements.**

Katie Mahon, Licensed Public Accountant, KPMG, LLP.

K. Mahon gave the PowerPoint presentation that was attached to the agenda.

K. Mahon noted that as of 2021, Tay Valley Township was in a strong cash position, of a \$4,000,000 surplus and healthy reserves for operating and capital. This matches the Township's long-term planning based on asset management.

A member asked if the amounts reported for Township assets are verified. K. Mahon confirmed that reported amounts are checked against policy rates and comparable asset reporting from other municipalities.

A member asked if the Township's reserves were adequate. K. Mahon informed the Committee that as of today yes, but for the future, she is unable to answer that question without reviewing future capital needs.

Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township adopt the 2021 Audited Financial Statements as presented.”

6. PRIORITY ISSUES

i) **Report #PD-2022-47 – Nordlaw Plan of Condominium – Draft Plan Extension.**

Noelle Reeve, Planner.

The Planner noted that none of the conditions for approval have been met to date. However, the owner has provided a letter to confirm that financing will be secured by December 15, 2022, to satisfy the conditions.

The Committee agreed that if adequate proof of financing is provided by December 15, 2022, draft approval may be extended by six months, rather than the full 12 months that were requested by the owner. If all fees due to the Township are paid and the conditions are substantially completed over the next six months, Council may consider a subsequent one-time draft approval extension of a further six months.

Recommendation to Council:

“**THAT**, Council approve a six-month extension of the draft approval for the Nordlaw Cottages Inc. Plan of Condominium 09-CD 16002 if the applicant provides adequate confirmation of financing for the project by December 15, 2022 to the Township, with the understanding that a further six-month extension for approval shall only be granted if all outstanding taxes and fees due to Tay Valley Township have been paid and the remaining conditions have been significantly completed, to the satisfaction of the Township.”

ii) **Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022 and Related Legislation.**

Noelle Reeve, Planner.

The Planner noted that impacts from Bill 23 legislation include changes to municipal procedures, forms, website content, reduced environmental protection measures, and extra costs to applicants as they will have to pay for technical reports from private consultants rather than obtain comments from conservation authorities. There are also financial implications associated with removal of Cash-in-Lieu of Parkland fees on new homes valued at less than 80% of market value.

The Planner confirmed that Site Plan Control Agreements are no longer allowed for under 10 units, to ensure site-specific protection and hazard mitigation measures. An enforceable Site Alteration by-law could be implemented, to prevent infractions and ensure remediation, if required.

The Planner also highlighted the new restrictions on public engagement in the planning approvals process and the ability to submit an appeal.

The Committee requested the Planner to draft a response letter to the Environmental Registry of Ontario (ERO), as a submission, by the Reeve, on

behalf of Tay Valley Township. The content is to focus on issues that impact Tay Valley Township, directly.

The Eastern Ontario Conservation Authorities composed a letter of response to the Provincial Government, on November 15th, 2022: “Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario. The Reeve also confirmed that he had approved an endorsement of this letter, on behalf of Tay Valley Township – *attached, page 32*

Recommendation to Council:

“**THAT**, Council authorize the Planning Department to submit the Municipality’s response to the Environmental Registry of Ontario (ERO) with respect to Bill 23, More Homes Built Faster Act, 2022, and other related ERO comment opportunities as detailed in Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022, that are specific to Tay Valley Township;

AND THAT, Council authorize the Planning Department to submit the comments to the Minister of Municipal Affairs and Housing, Steve Clark, and the Minister of Natural Resources and Forestry, Graydon Smith, the local MPP, John Jordan, and the Rural Ontario Municipal Association (ROMA), as detailed in Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022, that are specific to Tay Valley Township.”

Recommendation to Council:

“**THAT**, Council endorse the positions expressed in the letter sent by Eastern Ontario Conservation Authorities to the Provincial Government on November 15th, 2022 regarding the Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario.”

iii) **Report #PD-2022-49 – Removal of Holding Zone for Maberly Pines Subdivision.**

Noelle Reeve, Planner.

The Planner, provided an overview of the need to implement a Holding Zone to halt development on vacant lots within the Maberly Pines Subdivision, pending a Hydrogeological Report to ensure water quality and quantity, and a review by the Rideau Valley Conservation Authority (RVCA). A member requested that a copy of the revised Lot Servicing Report and RVCA review be circulated to Council, prior to their upcoming meeting, on December 13th, 2022.

The Planner also explained that if the Holding Zone is removed, that property owners would be one step closer to being able to build. However, property owners would still need to enter into a road access agreement, as the Township has not assumed the roads within the subdivision.

The Planner informed the Committee that due to Bill 23, the second requirement to lift the Holding Zone, which was to enter into individual site plan control agreements, is no longer required.

Recommendation to Council:

“**THAT**, the first requirement of By-Law #2021-033 - Holding Zone for Plan 21 Lakeside Living (Maberly Pines) be lifted as the Rideau Valley Conservation Authority has indicated they are satisfied with the revised Lot Servicing Report and Plan for the Maberly Pines Subdivision by BluMetric consultants.”

iv) **Report #C-2022-28 – COVID-19 Vaccination Policy Review.**

Amanda Mabo, Chief Administrative Officer/Clerk.

Recommendation to Council:

“**THAT**, the COVID-19 Vaccination Policy be repealed as outlined in Report #C-2022-28 – COVID-19 Vaccination Policy Review;

AND THAT, the necessary by-law come forward at the next Township Council meeting.”

v) **Report #C-2022-29 – Proposed New Road Name – Zibi Way.**

Janie Laidlaw, Deputy Clerk.

Recommendation to Council:

“**THAT**, the Road Naming By-Law No. 98-87 be amended to include “Zibi Way” within the designated roads as a municipal road;

AND THAT, the necessary by-law be brought forward to assume “Zibi Way” into the Township’s road network.”

v) **Report #CBO-2022-10 – Building Department Report – January – November 2022.**

Noelle Reeve, Planner.

Recommendation to Council:

“**THAT**, Report #CBO-2022-10 – Building Department Report – January – November 2022 be received as information.”

vi) **2023 Council/Committee Meeting Calendar.**

Amanda Mabo, CAO/Clerk.

Recommendation to Council:

“**THAT**, the 2032 Council/Committee Calendar be approved.”

vii) **Appointments to Boards and Committees.**

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following persons for a term ending November 17, 2026, unless otherwise noted, with such persons serving at the pleasure of Council;

THAT, such appointments may be amended, extended or terminated, within the term by motion of Council;

THAT, such appointments are subject to the Criminal Records Check Policy;

AND THAT, such persons shall represent the Township’s best interests in the activities of the named body and shall, at the request of Council or as per the terms of reference, communicate the status of such activities to the public through presentation at an open meeting of Council scheduled at a time convenient to the appointee and/or via a report from the Senior Manager assigned to the named body:

Bolingbroke Cemetery Board

- Councillor Wayne Baker, Chair
- Doug Boyd
- Betty Anne Gillespie
- Darla Kilpatrick

Committee of Adjustment

- Richard Schooley
- Peter Siemons
- Larry Sparks

Fence Viewers

- Bill Avery
- John Conboy
- Greg Ellis
- Philip Jones (alternate)

Fire Rescue Board

- Councillor Wayne Baker
- Councillor Greg Hallam
- Councillor Marilyn Thomas

Library Board

- Councillor Andrew Kendrick
- Tara Langford
- Dawn Palmer

Pinehurst Cemetery Board

- Councillor Fred Dobbie, Chair
- Bill Avery
- Jay Playfair

Police Services Board

- Reeve Rob Rainer
- Neil Fennell

Green Energy & Climate Change Working Group

- Councillor Greg Hallam
- Councillor Angela Pierman
- Bob Argue
- Doug Barr
- Jennifer Dickson
- Peter Nelson
- David Poch
- Gilbert Rossignol

Heritage Property Selection Committee

- Susan Code McDougall
- Brenda Kennett
- Ted Parkinson
- Karen Prytula
- David Taylor

History Scholarship Selection Committee

- Susan Code McDougall
- David Poole
- Kay Rogers

Labour Management Committee

- Reeve Rob Rainer
- Councillor Greg Hallam

Community Emergency Management Program Committee

- Reeve Rob Rainer
- Deputy Reeve Fred Dobbie, alternate

Mississippi Valley Conservation Authority

- Councillor Andrew Kendrick

Municipal Drug Strategy Committee

- Councillor Korrine Affleck

Rideau Valley Conservation Authority

- Councillor Angela Pierman.”

7. CORRESPONDENCE

i) **22-12-01 – Council Communication Package.**

The Reeve pulled item 1 – Ministry of Municipal Affairs and Housing: Correspondence – Letter from Minister Steve Clark.

Recommendation to Council:

“**THAT**, staff compose a letter of response to the Ministry of Municipal Affairs and Housing, as requested by Minister Steve Clark in his letter to the Township dated November 15, 2022, to note any ongoing areas of concern for Tay Valley Township.”

Recommendation to Council:

“**THAT**, the 22-12-01 Council Communication Package, excluding item 1, be received for information.”

ii) **Lanark County Report - Trans Canada Trail (Lanark County).**

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township supports the resolution by Lanark County to move a large portion of the Trans Canada Trail in Lanark County to the Ottawa Valley Recreational Trail.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

i) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*

ii) **Committee of Adjustment** – *deferred to the next meeting.*

iii) **Fire Board** – *deferred to the next meeting.*

iv) **Library Board** – *deferred to the next meeting.*

v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*

vi) **Police Services Board** – *deferred to the next meeting.*

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

viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*

ix) **Mississippi Valley Conservation Authority Board.**

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

x) **Rideau Valley Conservation Authority Board.**

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

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

- Peter McLaren, Lanark Highlands Reeve is the Warden for a 1-year term
- The Chairs for the Standing Committees were selected
- County Councillors plus the two reps from Smiths Falls are also on the Lanark County Housing Corporation Board
- County has 400 employees, half of those are at Lanark Lodge
- Tomorrow is the Striking Committee meeting which Deputy Reeve Dobbie is a member

9. CLOSED SESSION

None.

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 8:35 p.m.

“SPECIAL” COUNCIL MEETING MINUTES

Thursday, December 8th, 2022

5:30 p.m.

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

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
Ashley Liznick, Treasurer
Noelle Reeve, Planner
Garry Welsh, Administrative Assistant

Regrets: None.

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. CLOSED SESSIONS

- i) **CONFIDENTIAL: Position or Instruction Applied to Negotiations – Water and Sewer Service Agreement – New Long Term Care Facility.**

RESOLUTION #C-2022-12-01

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, Council move “in camera” at 5:31 p.m. to address a matter pertaining to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

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

ADOPTED

RESOLUTION #C-2022-12-02

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, Council return to open session at 7:07 p.m.”

ADOPTED

The Chair rose and reported that Council has provided direction on this file.

4. ADJOURNMENT

Council adjourned at 7:07 p.m.

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-037

COMMITTEE OF ADJUSTMENT

WHEREAS, Section 44 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, provides that the Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality if a municipality has passed a by-law under Section 34;

AND WHEREAS, the Council of the Corporation of Tay Valley Township has passed a by-law under Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, (zoning by-law);

AND WHEREAS, Section 44(3) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, provides that the members of the committee who are not members of a municipal council shall hold office for the term of the Council that appointed them;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it expedient to constitute and appoint a Committee of Adjustment;

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 Committee of Adjustment for the Corporation of Tay Valley Township is hereby constituted and the following persons are hereby appointed as its members for the term ending November 17th, 2026, or until their successors are appointed;

- i) Richard Schooley
- ii) Peter Siemons
- iii) Larry Sparks

1.2 **THAT**, the duties and powers of the Committee of Adjustment shall be as laid out under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-037**

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. EFFECTIVE DATE

THAT, this by-law shall come into force and effect as of December 14, 2022.

ENACTED AND PASSED this 13th day of December, 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-038

A BY-LAW TO REPEAL BY-LAW NO. 2021-063 COVID-19 VACCINATION POLICY

WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2021-063, being a by-law to adopt a COVID-19 Vaccination Policy;

AND WHEREAS, Council received Report #C-2022-28 – COVID-19 Vaccination Policy Review on December 6, 2022 and concurred with the recommendation that the COVID-19 Vaccination Policy be repealed;

AND WHEREAS, Council deems it expedient to repeal By-Law No. 2021-063, COVID-19 Vaccination Policy;

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

1. GENERAL REGULATIONS

1.1 **THAT**, By-Law No. 2021-063, being a by-law to adopt a COVID-19 Vaccination Policy, be repealed.

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 REPEALED

3.1 By-Law No. 2021-063 is hereby repealed.

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. 2022-038**

4. EFFECTIVE DATE

ENACTED AND PASSED this 13th day of December, 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-039

ASSUME PORTION OF UNOPENED ROAD ALLOWANCE FOR PUBLIC USE (ZIBI WAY)

WHEREAS, Section 27 (1) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway, only if it has jurisdiction over the highway;

AND WHEREAS, Section 28 (2) (b) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that, the municipality has jurisdiction over all road allowances located in the municipality that were made by the Crown surveyors;

AND WHEREAS, Section 31 (4) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that a municipality may by by-law assume an unopened road allowance made by the Crown surveyors for public use;

AND WHEREAS, a portion of an unopened road allowance has been brought up to a Low Volume Road Standard to provide access to a property so that an entrance permit and building permit could be issued;

AND WHEREAS, the portion of the unopened road allowance has been named Zibi Way;

AND WHEREAS, the municipality deems it expedient to assume Zibi Way for maintenance purposes;

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

1. GENERAL REGULATIONS

1.1 THAT, Zibi Way, described in Schedule "A" and as shown on Schedule "B" attached, be assumed for public use as a highway in Tay Valley Township.

1.2 THAT, Zibi Way is more particularly described as Part 1 on Plan 27R11858 being part of PIN 05195-0102 (LT), attached hereto as Schedule "C" and shall be for information purposes only and does not form part of this By-Law.

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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-039**

3. EFFECTIVE DATE

ENACTED AND PASSED this 13th day of December, 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-039**

SCHEDULE "A"

DESCRIPTION OF PORTION OF UNOPENED ROAD ALLOWANCE TO BE ASSUMED:

ZIBI WAY

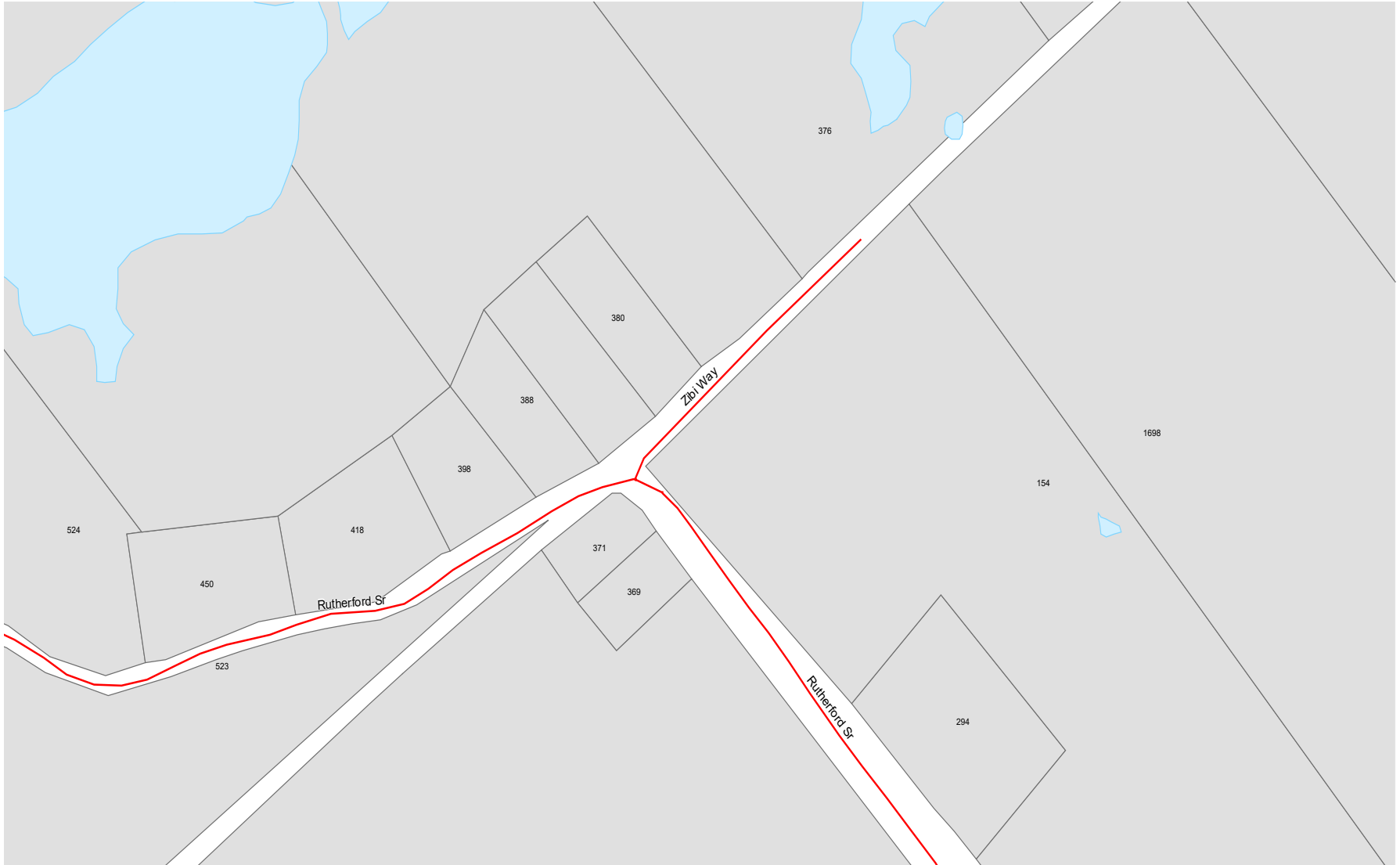
PART OF PIN 05195-0102 (LT)

PART OF RDAL BTN CON 5&6 BATHURST LYING E OF THE SLY EXTENSION OF THE WLY LIMIT OF RDAL BTN LT 10&11 & W OF THE SLY EXT OF THE WLY LIMIT OF RDAL BTN LT 20&21; TAY VALLEY TOWNSHIP

PT 1, PLAN 27R11858

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-039**

SCHEDULE "B"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-040

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 (ZIBI WAY)

WHEREAS, Section 48 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law;

AND WHEREAS, Zibi Way is a new road within Tay Valley Township;

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

1. GENERAL REGULATIONS

1.3 THAT, Zibi Way, located within the geographic Township of Bathurst, as shown on Schedule "A" attached, be included within the designated roads as set out in the Road Naming By-Law No. 98-87.

1.4 THAT, the Location and Description for Zibi Way in Schedule "A", Bathurst Ward, Municipal Roads to Road Naming By-Law No. 98-87 read as follows:

From Rutherford Side Road for approximately 900 feet.

1.3 THAT, Plan 27R-11858 is attached hereto as Schedule "B" and shall be for information purposes only, and not form part of this bylaw.

1.4 THAT, the Clerk be authorized to register a certified copy of this by-law on title in the Land Registry Office.

2. BY-LAWS TO BE AMENDED

2.1 By-Law No. 98-87 is hereby amended.

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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-040**

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.

4. EFFECTIVE DATE

4.1 **THAT**, this by-law shall come into force and effect with the posting of the applicable Road Signage and when a certified copy of this by-law has been registered at the Land Registry Office.

4.2 ENACTED AND PASSED this 13th day of December 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-040**

SCHEDULE "A"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-041

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (WHYTE – 30 HIGHWAY 511) (PART LOT 27, CONCESSION 3, GEOGRAPHIC TOWNSHIP OF BATHURST)

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

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

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

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

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

1. GENERAL REGULATIONS

1.1 **THAT**, By-Law No. 2002-121 is hereby amended by amending the zoning from Commercial (C) to Residential (R) on the lands legally described as Part Lot 27, Concession 3, geographic Township of Bathurst, now in Tay Valley Township, County of Lanark (Roll #091191601542500), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

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

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

2. ULTRA VIRES

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-041**

3. EFFECTIVE DATE

ENACTED AND PASSED this 13th day of December, 2022.

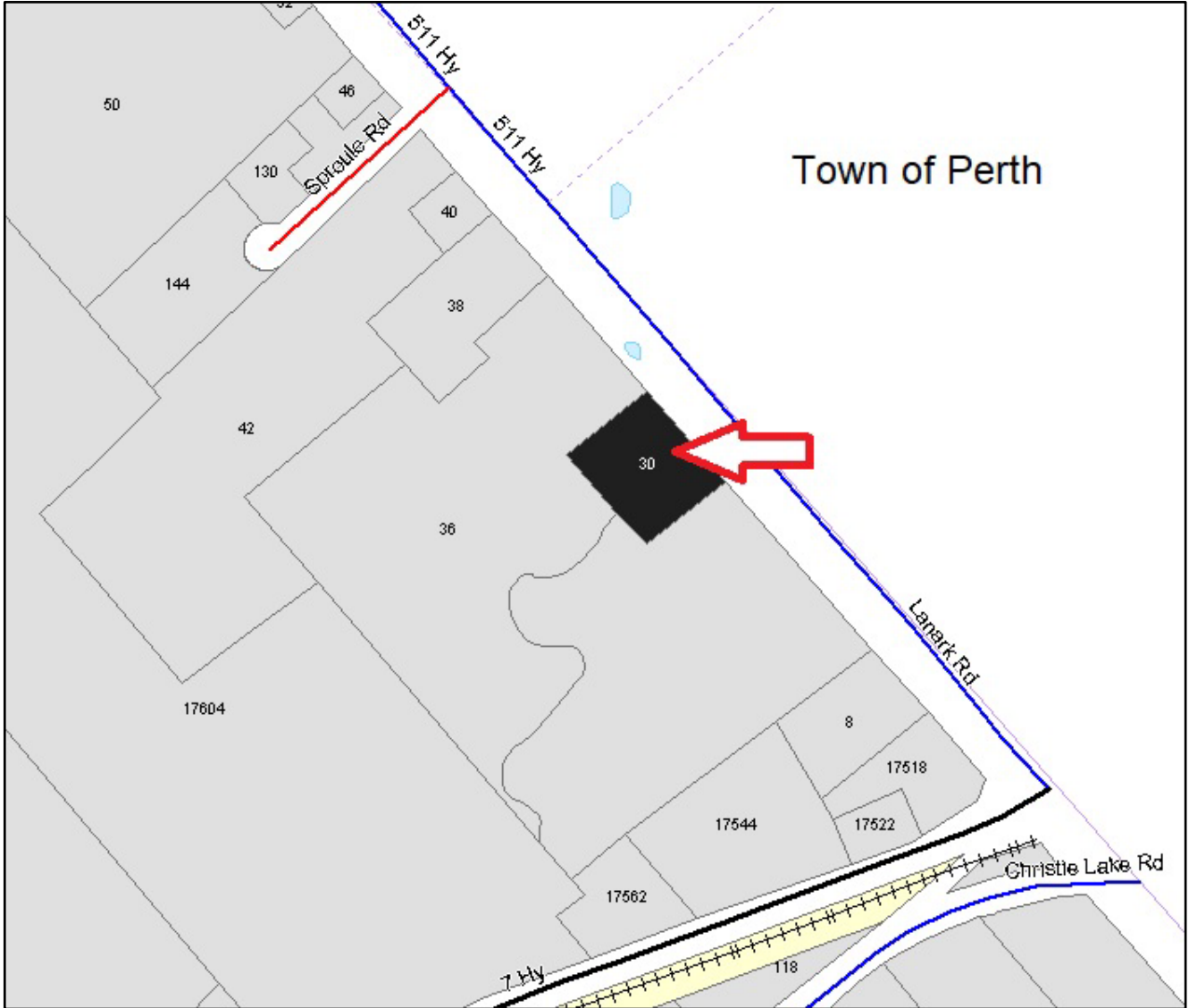
Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-041**

SCHEDULE "A"

Whyte – 30 Highway 511
Part Lot 27, Concession 3
Geographic Township of Bathurst
Tay Valley Township



Area Subject to the By-Law
To amend the Zoning from
Commercial (C) to Residential (R)

Certificate of Authentication
This is Schedule "A" to By-Law 2022-041
passed this 13th day of December, 2022

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-042

TARIFF OF FEES

WHEREAS, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS, Section 69 (1) of the *Planning Act, 2001*, R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS, Section 7(1) (c) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes a municipality to pass by-laws, requiring the payment of fees on applications for and on the issuance of permits and prescribing the amounts of the fees;

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

1. GENERAL REGULATIONS

1.1 **THAT**, Council hereby establishes the fees and charges as set out in the following Schedules:

- Schedule "A" – Miscellaneous and Recreation Fees
- Schedule "B" – Planning Fees
- Schedule "C" – Waste, Recycling and Composting Fees
- Schedule "D" – Refreshment Vehicle Licensing Fees
- Schedule "E" – Hall Rental Fees
- Schedule "F" – Building Permit Fees
- Schedule "G" – Road Closing and Sale Fees
- Schedule "H" – Fire Department Fees
- Schedule "I" – Access to Township Roads Fees

1.2 **THAT**, the fees and charges are subject to applicable taxes, unless otherwise noted.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

1.3 THAT, the fees and charges shall be payable prior to the provision of the service.

1.4 THAT, any unpaid fees and charges imposed by the municipality shall be added to the tax roll for the following property in the municipality and collected in the same manner as municipal taxes:

- in the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied;
- in all other cases, any property for which all of the owners are responsible for paying the fees and charges.

1.5 THAT, where there is the statutory authority to do so, any fees, charges, costs, unpaid fines, loans, and interest imposed by the municipality may be added to the tax roll and collected in the same manner as municipal taxes.

2. BY-LAW REPEALED

2.1 By-Law No. 2021-064 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

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.

4. EFFECTIVE DATE

4.1 ENACTED AND PASSED this 13th day of December 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE "A"

FEE SCHEDULE - MISCELLANEOUS SERVICES & RECREATION

MISCELLANEOUS SERVICES	
ITEM	FEE
TAX CERTIFICATE	\$45.00
TAX SALE ADMINISTRATIVE FEE	\$600.00
PROPERTY FILE SEARCH (Including Septic Permits)	\$75.00
PROPERTY INFORMATION SHEET	\$50.00
PHOTOCOPIES Official Plan Zoning By-Law Maps	\$0.25 / PAGE (black/white) \$2.00/PAGE (colour)
NSF CHEQUES	\$35.00
COMMISSIONER OF OATH (taxpayer)	\$5.00/First Document \$2.00/Additional Document
COMMISSIONER OF OATH (non-taxpayer)	\$25.00/First Document \$5.00/Additional Document
CREDIT CARD TRANSACTION FEE (2.40% of the value of the transaction)	2.40%
FAX TRANSMISSION	\$2.00 / FIRST PAGE \$1.00 / PAGES AFTER
REPRINT OF TAX RECEIPT OR TAX BILL (i.e. for income tax purposes)	\$10.00
CIVIC ADDRESSING (Sign & Post Installed)	\$130.00
CIVIC ADDRESSING (Sign Only)	\$19.00
CIVIC ADDRESSING (Post Only)	\$40.00
CIVIC ADDRESSING / SIGNS – Installed by staff	\$35.00
ROAD NAME SIGN	\$65.00
ROAD SIGN (Green Blade)	\$40.00
ROAD EXCAVATION APPLICATION	\$100.00
TEMPORARY OCCUPANCY OF TOWNSHIP ROAD	\$100.00
SIGN POST	\$40.00
SIGN CAP	\$7.00
SIGN CROSSER T'S	\$7.00
DOG TAGS – MICRO CHIPPED	\$5.00
DOG TAGS – MARCH 31 OR BEFORE	\$15.00
DOG TAGS – APRIL 1 OR AFTER	\$25.00

DOG TAGS – REPLACEMENT TAG	\$2.00
RECREATION SERVICES	
SOCCER REGISTRATION – EARLY BIRD	\$35.00
SOCCER REGISTRATION – REGULAR	\$45.00
HOCKEY REGISTRATION – EARLY BIRD	\$200.00
HOCKEY REGISTRATION – REGULAR	\$225.00
CHOIR REGISTRATION	
ONE SESSION (FALL OR SPRING)	\$80.00
TWO SESSIONS (FALL & SPRING)	\$150.00
KARATE REGISTRATION - EARLY BIRD - PER REGISTRANT	\$80.00
KARATE REGISTRATION – EARLY BIRD - PER FAMILY OF 2 OR MORE	\$160.00
KARATE REGISTRATION - REGULAR - PER REGISTRANT	\$100.00
KARATE REGISTRATION – REGULAR - PER FAMILY OF 2 OR MORE	\$200.00

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

**SCHEDULE "B"
FEE SCHEDULE – PLANNING FEES**

PLANNING FEES	
ITEM	FEE
PLANNING APPLICATION – PRE-CONSULTATION FEE (MINOR VARIANCE, ZONING, SEVERANCE, SITE PLAN CONTROL AGREEMENTS, DEVELOPMENT AGREEMENTS)	\$300.00
PLANNING APPLICATION – PRE-CONSULTATION FEE (SUBDIVISION)	\$600.00
OFFICIAL PLAN AMENDMENT	\$1,500.00 (\$1,000 Fee + Cost; \$500 Deposit)
ZONING BY-LAW AMENDMENT	\$1,550.00 (\$1,000 Fee + Cost; \$550 Deposit)
COMMITTEE OF ADJUSTMENT MINOR VARIANCE	\$1,300.00 (\$1,000.00 Fee + Cost; \$300.00 Deposit)
SUBDIVISION APPROVAL	\$6,000.00 (\$5,000 Fee + Cost; \$1,000 Deposit)
SITE PLAN CONTROL AGREEMENT	\$1,200.00 (\$600 Fee + Cost; \$600 Deposit)
LIMITED SERVICES AGREEMENT	\$700.00 (\$300 Fee + Cost; \$400 Deposit)
DEVELOPMENT AGREEMENT	\$1,200.00 (\$600 Fee + Cost; \$600 Deposit)
ROAD ACCESS AGREEMENT – UNASSUMED PRIVATE ROADS ROAD ACCESS AGREEMENT – UNOPENED ROAD ALLOWANCES	\$700.00 (\$300 Fee + Cost; \$400 Deposit)
ROAD NAMING	\$2,300 (\$300 Fee + Cost; \$2,000 Deposit)
ROAD ASSUMPTION PROCESS	\$2,300 (\$300 Fee + Cost; Deposit \$2,000) for up to 60m \$3,000 (\$1,000 Fee + Cost; Deposit \$2,000) for over 60m
LAND DIVISION CONSENT – COMMENT/CIRCULATION LIST	\$800.00 for first application \$300 for 2 nd and/or 3 rd application
CONSENT - CASH IN LIEU OF PARKLAND CONTRIBUTION (NON-WATERFRONT) (WATERFRONT)	\$500.00 \$700.00

PLANNING FEES

ITEM	FEE
RENEWABLE ENERGY PROJECTS STAFF REVIEW THIRD PARTY REVIEW	\$2,600.00 All Costs
HOLDING ZONE DESIGNATION (PLACING OR LIFTING)	\$600.00
LIFTING ONE FOOT RESERVE	\$1000.00 (\$600 fee + costs; Deposit \$400)
CONDOMINIUM	\$2,500
CONDOMINIUM EXEMPTION	\$2,500
<p>In addition, every Site Plan Control Agreement shall include a security deposit in an amount equal to:</p> <p>Minor Additions / Renovations, Accessory Buildings, Agricultural Buildings, Site / Shoreline Work or combination</p> <p>New Dwellings or major Additions / Renovations (> 20% increase in floor space)</p> <p>Commercial, Industrial, Institutional or Multi-Residential Work Developments subject to Site Plan Control, will be required to pay a security deposit authorized under the <i>Planning Act</i>, at the time execution of the Site Plan Control Agreement. A security deposit required under the authority of the Building Code will not be payable if one has already been paid for the same development.</p>	<p>\$1,000.00</p> <p>\$1,500.00</p> <p>\$2,000.00 or the estimated costs, whichever is less</p>

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE “C”

FEE SCHEDULE – WASTE, RECYCLING AND COMPOSTING FEES

See By-Law No. 2015-015 Waste Disposal, Composting and Recycling By-Law, as amended
(By-Law No. 2019-047, By-Law No. 2021-043)

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE “D”

FEE SCHEDULE - REFRESHMENT VEHICLE LICENSING FEES

See By-Law No. 2011-052 Refreshment Vehicle Licensing, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE "E"

FEE SCHEDULE - HALL RENTAL FEES

See By-Law No. 2022-044 Hall Rental Policy, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE "F"

FEE SCHEDULE - BUILDING PERMIT FEES

See By-Law No. 2013-005 Building By-Law, as amended
(By-Law No. 2020-054)

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE “G”

FEE SCHEDULE - ROAD CLOSING AND SALE FEES

See By-Law No. 2020-055 Road Closing and Sale Policy, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE “H”

FEE SCHEDULE – FIRE DEPARTMENT FEES

See By-Law No. 2015-053 Fire Department – Fees and Charges, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-042**

SCHEDULE "I"

FEE SCHEDULE – ACCESS TO TOWNSHIP ROADS FEES

See By-Law No. 2021-027 Access to Township Roads Policy

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-043

WASTE DISPOSAL, COMPOSTING & RECYCLING BY-LAW AMENDMENT

WHEREAS, Section 11 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting matters within certain spheres of jurisdiction, including waste management;

AND WHEREAS, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2015-043, to establish a system for the collection, removal and disposal of waste, including the setting of fees for providing the service and the setting of fines for those who commit an offence;

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2019-047 to amend Schedule “A” – Fee Schedule of By-Law No. 2015-043;

AND WHEREAS, Schedule “A” – Fee Schedule of By-Law No. 2019-047 requires further updating;

AND WHEREAS, Council deems it expedient to amend Schedule “A” – Fee Schedule of By-Law No. 2019-047, 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 “A” - Fee Schedule of By-Law No. 2019-047, be replaced with a revised Schedule A, attached hereto as Schedule “A”.

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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-043**

3. BY-LAWS AMENDED AND REPEALED

3.1 By-Law No. 2019-047 is hereby amended.

3.2 By-Law No. 2020-053 is hereby repealed.

3.3 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

4.1 **THAT**, this by-law shall come into force and effect as of the 1st day of January 2023.

4.2 ENACTED AND PASSED this 13th day of December, 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-043**

SCHEDULE “A”

FEE SCHEDULE

ITEM	FEE
Bag Tag (additional beyond the annual allocation)	\$1.00
Blue Box	\$10.00
Clean Up Fee (for disposing of waste at a non-designated area or for littering or illegal dumping)	Minimum charge of \$250 and \$125.00/hour thereafter
Composter	\$50.00
Sorting at Site (for tagged bag improperly containing Recyclable or Compostable Waste)	\$5.00
1 standard bag of residential waste accompanied by 1 full (63 litre) container of recyclables in accordance with Section 3.2	No charge / no Tag required
Battery Waste (household batteries AA, AAA, C, D and 9 volt, and batteries from items such as portable radios, flashlights, smoke alarms, pagers, cell phones, laptop computers, UPS systems, hearing aids, watches and back-up power systems)	No charge
Brush Waste (tree and bush clippings, accepted at Glen Tay Waste Site only)	\$15.00/cubic yard
Bulk Waste (any commercial, industrial or institutional waste from a Business Establishment, accepted at Glen Tay Waste Site only)	\$55.00/cubic yard
Compostable Waste (Kitchen – Fruit, vegetables, tea bags, coffee grinds, egg shells. No meat, bones, fish, fatty or dairy food or animal feces Yard Waste - grass and yard clippings, leaves and garden debris)	No charge
Construction Waste (discarded building material, resulting from erection, repair, demolition or improvement of buildings, accepted at Glen Tay Waste Site only)	\$55.00/cubic yard
Electronic Waste (amplifiers, audio and video players and recorders, cameras, cell phones, computers (desktop and laptop) and peripherals, copiers, fax machines, monitors, pagers and PDAs, printers, radios, receivers, scanners, speakers, telephones and answering machines, tuners, turntables, televisions and video projectors, accepted at the Glen Tay Waste Site only)	No charge
Major Appliances & Large Household Furnishings Waste	

ITEM	FEE
Reusable furniture	No charge
Large non-reusable furniture (eg. couch, upholstered chair, table, mattress)	\$30.00
Small non-reusable furniture (eg. bookshelf, chair)	\$15.00
Stove, washer & dryer	No charge
Refrigerator (freon removed /licensed sticker applied)	\$5.00
Refrigerator (with freon – accepted at Glen Tay Waste Site only)	\$25.00
Small Appliance (eg. blender & toaster)	No charge
Propane Tank (large cylinder)	No charge
Recyclable Waste (excluding Battery, Electronic, Tire, Scrap Metal Waste) (consumer plastic containers 1-7, glass jars & bottles, metal food cans, cardboard, boxboard, newspapers, magazines, mixed paper, clothing & textiles)	No charge
Scrap Metal Waste	No charge
Shingles	\$130/cubic yard
Tires Tire with or without rim (all sizes)	No charge
Untreated Lumber Waste (unpainted, no pressure treated, accepted at Glen Tay Waste Sites only)	\$5.00/cubic yard

ANNUAL FEES	
Provincial Parks (Murphy's Point / Silver Lake)	\$2,500
Scouts Canada National Capital Camp	\$2,500
Christie Lake Community Camp	\$2,500

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-044

HALL RENTAL POLICY

WHEREAS, Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

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) 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, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

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 Hall Rental Policy, attached hereto as Schedule "A", be adopted.

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. 2022-044**

3. BY-LAW REPEALED

3.1 By-Law No. 2014-031 here herby repealed.

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

4.1 This by-law shall come into force and effect on the 1st day of January, 2023.

4.2 ENACTED AND PASSED this 13th day of December, 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-044**

SCHEDULE "A"



Tay Valley Township

SECTION:	NUMBER:
RC	1

SUBJECT: HALL RENTAL POLICY

1.0 PURPOSE

The following fee structure is based on the premise that Tay Valley Township incurs maintenance and staff costs when renting the halls.

In order to qualify for the Township Resident rate, the booking must be for personal use only of a Township resident. Examples of personal use include birthdays, anniversaries, baby showers, etc. where no monetary funds (tickets or donations) are charged.

The following activities are exempt from a rental fee:

- 1) Council activities.
- 2) Local Non-Profit Groups and Groups that make a significant contribution to community life and contribute to the upkeep of the halls.

Cleaning Fee \$25.00
(per event or per month if multiple events per month)

Security Fee \$50.00
(per event or per month if multiple events per month)

At the present time, these are: The Maberly Agricultural Society, Tay Valley women's institutes, Tay Valley Bethel Woman's Institute, Maberly Anglican and United Churches, Tay Valley Lake Associations for their Annual General Meetings, the Lake Networking Group for up to four meetings at the Burgess Hall, Volunteer Firefighters Association.

2.0 LEGISLATIVE AUTHORITY

- 2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

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- 2.2 Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,
- (a) for services or activities provided or done by or on behalf of it;
 - (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
 - (c) for the use of its property including property under its control.

3.0 SCOPE

This policy applies to the Township Council Chambers, the Maberly Hall and the Burgess Hall.

4.0 DEFINITIONS

“Hall” – shall mean the Council Chambers, Maberly Hall or Burgess Hall.

5.0 RENTAL FEES

5.1 Township Council Chambers

Occupancy:

No Fixed Chairs only:	124
Chairs with Tables	98
No Tables or Chairs	233
Dining	85

Not to be rented out for public functions unless Council related or Council approved

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5.2 Maberly Hall

Occupancy:

No Fixed Chairs only:	180
Chairs with Tables - Dancing (with alcohol)	120
Chair with Tables - Dining (no alcohol)	140

FULL DAY	
Non-Resident	\$200.00
Township Resident	\$150.00
HALF DAY - 4 ½ hours or less	
Non-Resident	\$140.00
Township Resident	\$100.00
Any function where a special occasion permit is required.	
Note: Permit is to be obtained by applicant.	
	\$250.00

5.3 Burgess Hall

Occupancy:

No Fixed Chairs only:	80
Chairs with Tables	65

FULL DAY	
Non-Resident	\$100.00
Township Resident	\$70.00
HALF DAY - 4 ½ hours or less	
Non-Resident	\$75.00
Township Resident	\$50.00
Any function where a special occasion permit is required.	
Note: Permit is to be obtained by applicant.	
	\$200.00

5.4 Notwithstanding the rental fee, every user of the Halls shall provide a fifty dollar (\$50.00) security deposit which shall be held by the Township until the end of the rental agreement. Such security deposit shall be returned upon confirmation of compliance with the rental terms.

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5.5 Tay Valley Township will require the applicant to carry Comprehensive General Liability Insurance in an amount not less than Two Million Dollars for liquor licensed event. This insurance will be carried for the rental period and will have Tay Valley Township shown as an additional insured to the policy.

5.6 **All bookings for Halls and/or use of tables shall be made through the Municipal Office or online (including groups that have exempted status from fees).** A contract will be issued indicating the time the event is taking place. In the case of half-day rentals, hours in excess of 4 ½ shall be billed at the full day rate.

6.0 RULES AND REGULATIONS

1. Early submission of Rental Agreements is encouraged to ensure the Hall is available.
2. Rental Agreements and Fees, if applicable, must be delivered to the Municipal Office or booked online before 4:00 p.m. Thursday before a weekend event to allow time for arrangements to be made with the Custodian.
3. When booking, the Lessee should ensure sufficient time is reserved for set up and take down. If access to the Hall is required prior to the event, include this time in the rental booking. No access to the Hall (including kitchen and refrigerators/freezer) is permitted in advance of events unless scheduled with the Township.
4. Twenty-four (24) hours notice of cancellation is required.
5. Contact person (s) shall be in attendance for the duration of the function.
6. No unauthorized alcohol shall be permitted in the hall.
7. The consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the special occasion permit, along with the required insurance, shall be provided to the Township in order to confirm the booking for the event.
8. Exit doors shall remain unblocked at all times.

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9. No candles or open flames (ex. fuel canisters for warming dishes) shall be used or stored in the hall.
10. Use of confetti/sprinkles, fog machines or other such equipment leaving residue inside the hall is prohibited. An extra charge may be payable.
11. Kitchen facilities are available at all of the halls. If the kitchens are used, they shall be left clean and tidy and returned to their original condition. All dishes, pans, coffee pot and appliances used shall be cleaned and returned.
12. If the tables, chairs or piano are used, the Lessee shall clean the furniture, stack and return it to its original location.
13. If required, floors are to be swept and/or mopped.
14. The Hall is to be returned to its original pre-rental condition. Failure to do so will result in a loss of the deposit and if applicable, an additional cleaning fee.
15. The Lessee is responsible for the pickup and removal of all garbage and recyclables from the Hall.
16. Temporary decorations may be displayed in the Hall during the event provided each can be removed without any mark or damage to the Hall. Scotch tape shall not be used to hang display material on the walls. Only products which do not leave a mark on the walls may be used. Memorabilia or photos proposed for permanent decoration of the Hall may be donated to the Township for consideration prior to mounting. No items or decorations shall be left in the hall without approval.
17. The Township accepts no responsibility for any items left in the hall by the Lessee, their organization members or function attendees.
18. No hall decorations, plaques, equipment, kitchen supplies, etc. shall be removed from the hall without prior approval from the Township.
19. The Lessee agrees that entry to the hall will only be provided one half hour prior to the commencement of the reserved time and no earlier than 8:00 a.m., unless special permission has been obtained in advance.

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20. The Lessee agrees not to contact the Custodian outside of the scheduled event booking unless there is an emergency (e.g. loss of hydro, water, heat etc.) outside of office hours. During office hours please contact the Municipal Office.
21. The Lessee agrees that all events will be finished by 1:00 am, at the latest, to allow for the clearing of all persons, event material and garbage from the facility by 1:30 am, unless special permission has been obtained in advance.
22. If the Custodian is not personally at the hall at the end of the event, the Lessee **must** call the Custodian at the phone number provided and advise the Custodian that the event is over and the hall is being vacated (voicemail message is sufficient). Prior to leaving the building the Lessee shall turn off the lights and all running water and shall close and lock all doors to ensure the building is secure.
23. In the event of loss of services (e.g. loss of hydro, water, heating/cooling, etc.) access to the Hall will not be permitted. The Lessee's event will be cancelled, and a full refund will be provided by the Township. Notice of cancellation will be provided as soon as reasonably possible. There will be no access, for any reason, to the Hall if there are no services.
24. The Lessee shall save the Township harmless from any and all claims arising out of the use of the Township facilities. The Township is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending at the invitation of the Lessee.

7.0 ACCOUNTABILITY FRAMEWORK

The Community Services Coordinator is responsible for ensuring compliance with this policy.

8.0 POLICY REVIEW

This Policy shall be reviewed at least once per term of Council.

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THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-045

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETINGS HELD ON NOVEMBER 7, 15, 17 AND DECEMBER 13, 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 7th, 15th and 17th days of November and the 13th day of December, 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. 2022-045**

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 13th day of December 2022.

Rob Rainer, Reeve

Amanda Mabo, Clerk