



COUNCIL MEETING AGENDA

Tuesday, June 20th, 2023
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. *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) **“Emergency” Council Meeting – May 18th, 2023 – *attached, page 7.***

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the minutes of the “Emergency” Council Meeting held on May 18th, 2023, be approved as circulated.”

- ii) **“Emergency” Council Meeting (Closed Session – Potential Litigation) – May 18th, 2023 – *to be distributed at the meeting.***

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the minutes of the “Emergency” Council Meeting (Closed Session – Potential Litigation) held on May 18th, 2023, be approved as circulated.”

- iii) **Council Meeting – May 23rd, 2023 – *attached, page 9.***

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the minutes of the Council Meeting held on May 23rd, 2023, be approved as circulated.”

- iv) **Committee of the Whole Meeting – June 6th, 2023 – attached, page 22.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the minutes of the Committee of the Whole Meeting held on June 6th, 2023, be approved as circulated.”

- v) **Committee of the Whole Meeting (Closed Session – Identifiable Individual – Staffing Update) – June 6th, 2023 – to be distributed at the meeting.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the minutes of the “Committee of the Whole Meeting (Closed Session – Identifiable Individual - Staffing Update) held on May 18th, 2023, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Report #CAO-2023-15 – Municipal Report Card.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the Municipal Report Card be produced annually as outlined in Report #CAO-2023-15 – Municipal Report Card.”

- ii) **Integrity Commissioner Services Annual Report – 2022.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the Integrity Commissioner Service Annual Report – 2022 be received for information.”

- iii) **Proposed 2023 Provincial Policy Statement – Comments Be Forwarded to Media.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be forwarded to local media for information.”

iv) **Report #CBO-2023-06 – Building Department Report – January – May 2023.**

Suggested Motion by Councillor Andrew Kendrick:

*“**THAT**, Report #CBO-2023-06 – Building Department Report – January - May 2023 be received as information.”*

v) **Appointment of Soccer Volunteer.**

Suggested Motion by Councillor Greg Hallam:

*“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the 2023 Tay Valley Soccer Program, subject to the Criminal Records Check Policy:*

· Kiefer McBride.”

vi) **23-06-01 – Council Communication Package.**

Suggested Motion by Councillor Korrine Jordan:

*“**THAT**, the 23-06-01 Council Communication Package, excluding items 11 to 14, be received for information.”*

vii) **Municipal Letter of Support for the Application of the Perth Family Health Organization to Become the Perth Family Health Team.**

Suggested Motion by Deputy Reeve Fred Dobbie:

*“**THAT**, the Council of the Corporation of Tay Valley Township send a letter of support to Ontario Health in support of the application of the Perth Family Health Organization to become the Perth Family Health Team.”*

viii) **Reducing Municipal Insurance Costs.**

Suggested Motion by Councillor Marilyn Thomas:

*“**WHEREAS**, escalating insurance costs are one of Tay Valley Township’s top financial concerns;*

***AND WHEREAS**, the costs of insurance are having a significant impact on municipal budgets in Tay Valley Township and around the Province;*

***NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of Tay Valley Township supports the Municipality of Chatham-Kent’s resolution regarding the reduction of Municipal Insurance Costs;*

***AND THAT**, a letter of support be sent to the Municipality of Chatham-Kent and all Ontario Municipalities.”*

ix) **OPP Council Crimes Event Fundraiser.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the Council of the Corporation of Tay Valley Township nominate Councillor Marilyn Thomas and Councillor Korrine Jordan to be arrested for a Council Crime to support the OPP Council Crimes Fundraiser;

THAT, the charity of choice be the Perth and Smiths Falls District Hospital Foundation with funds raised being directed towards the purchase of a MRI machine;

AND THAT, the goal of \$5000.00 be set.”

8. BY-LAWS

i) **By-Law No. 2023-026: Animal Pound Contract – attached, page 34.**

Suggested Motion by Councillor Wayne Baker:

“THAT, By-Law No. 2023-026, being a by-law to authorize the execution of a Pound Services Agreement, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ii) **By-Law No. 2023-027 – Ontario 211 Service Agreement – attached, page 40.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, By-Law No. 2023-027, being a by-law to authorize the execution of a Service Agreement with Community Navigation of Eastern Ontario/211 Eastern Region, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

iii) **By-Law No. 2023-028 – Deputy Clerk – attached, page 46.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2023-028, being a by-law to appoint a Deputy Clerk (Aaron Watt), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

9. NEW/OTHER BUSINESS

i) **Report #PW-2023-14 – Fencing – Tender Award attached, page 28.**
Sean Ervin, Public Works Manager.

Councillor Korrine Jordan

“THAT, Tender #2023-RF-002 – Fencing, be cancelled as the bids came in significantly over budget;

THAT, Section 7 of the Procurement Policy be waived;

AND THAT, Staff be authorized to obtain three quotes from local companies.”

10. CALENDARING

Meeting	Date	Time	Location
“Special” Council Meeting	June 22 nd	5:30 p.m.	Municipal Office
“Special” Council Meeting	June 27 th	5:30 p.m.	Municipal Office
Bolingbroke Cemetery – Memorial Service	July 9 th	10:30 a.m.	Bolingbroke Cemetery
Lanark County Association of Police Services Boards	July 19 th	10:00 a.m.	Lanark Highlands
Mississippi Valley Conservation Authority Board Meeting	July 19 th	1:00 p.m.	MVCA Office
Rideau Valley Conservation Authority Board of Directors Meeting	July 27 th	6:30 p.m.	RVCA Office
Public Meeting – Zoning By-Law Amendments	August 8 th	5:30 p.m.	Municipal Office
Committee of the Whole Meeting	August 8 th	Following	Municipal Office
Green Energy and Climate Change Working Group Meeting	August 11 th	2:00 p.m.	Municipal Office
“Special” Council Meeting	August 15 th	5:30 p.m.	Municipal Office
Mississippi Valley Conservation Authority Board Meeting	July 19 th	1:00 p.m.	MVCA Office
Council Meeting	August 22 nd	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2023-029 - Confirmation By-Law – June 20th, 2023 – attached, page 48 .**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2023-029, being a by-law to confirm the proceedings of the Council meeting held on June 20th, 2023, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

13. ADJOURNMENT

MINUTES

“EMERGENCY” COUNCIL MEETING MINUTES

Thursday, May 18th, 2023

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 Korrine Jordan
Councillor Andrew Kendrick
Councillor Angela Pierman
Councillor Marilyn Thomas

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Noelle Reeve, Planner

Regrets: Councillor Greg Hallam

1. CALL TO ORDER

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

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

None at this time.

3. CLOSED SESSION

i) **CONFIDENTIAL: Potential Litigation.**

RESOLUTION #C-2023-05-01

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

THAT, Council move “in camera” at 5:31 p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding potential litigation;

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

ADOPTED

RESOLUTION #C-2023-05-02

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, Council return to open session at 6:53 p.m.”

ADOPTED

The Chair rose and reported that Council received an update on a potential litigation matter.

4. ADJOURNMENT

Council adjourned at 6:53 p.m.

COUNCIL MEETING MINUTES

Tuesday, May 23rd, 2023

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 Marilyn Thomas
Councillor Korrine Jordan
Councillor Andrew Kendrick
Councillor Angela Pierman

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Olivia Trudel, Executive Assistant/Recording Secretary
Noelle Reeve, Planner (left at 6:47 p.m.)

Regrets: Councillor Greg Hallam

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) Addition under New Business: Municipal Letter of Support for Expansion of Sharbot Lake Family Health Team.

The Agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES

- i) **Council Meeting – April 25th, 2023.**

RESOLUTION #C-2023-05-03

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“**THAT**, the minutes of the Council Meeting held on April 25th, 2023, be approved as circulated.”

ADOPTED

- ii) **Committee of the Whole Meeting – May 9th, 2023.**

RESOLUTION #C-2023-05-04

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“**THAT**, the minutes of the Committee of the Whole Meeting held on May 9th, 2023, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Introduction of New Medical Officer of Health.**

RESOLUTION #C-2023-05-05

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“**THAT**, the Introduction of the New Medical Officer of Health presentation to Tay Valley Township Council on May 9th, 2023 be received for information.”

ADOPTED

ii) **Ontario 211.**

RESOLUTION #C-2023-05-06

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“**THAT**, the Ontario 211 presentation to Tay Valley Township Council on May 9th, 2023 be received for information.”

ADOPTED

iii) **Report #PD-2023-10 – Severance Application - Lee.**

RESOLUTION #C-2023-05-07

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Jordan

“**THAT**, the Council of Tay Valley Township recommend to the Lanark County that the Severance Application for Regan Lee B22/143 (Concession 6, Part Lots 5 and 6, geographic Township of North Burgess, roll number 091191101000100), 364 Blair Poole Farm Lane to create a right of way in favour of lands at (Concession 6, North ½ Part Lot 6, geographic Township of North Burgess, roll number 091191101000101), owned by Regan Lee, and extinguish the existing right of way (so that no new private road is created) be approved subject to the following conditions:

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

THAT, the applicant pays any outstanding fees to the Township prior to final approval;

THAT, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically, demonstrating that the new right of way is no longer than the extinguished right of way;

THAT, the recommendations of the August 2022 BCH Species at Risk Study be incorporated into a Development Agreement;

THAT, a stormwater management plan be developed for the causeway with input from the Ministry of Natural Resources and Forests to be included in the Development Agreement;

THAT, if the right of way is determined not to meet the 30m water setback at the time of survey, a minor variance will be required; and

THAT, any additional requirements of the Ministry of Natural Resources and Forests be met.”

ADOPTED

iv) **Report #PD-2023-13 – Cannabis Policy.**

RESOLUTION #C-2023-05-08

MOVED BY: Korrine Jordan

SECONDED BY: Andrew Kendrick

“**THAT**, the Cannabis Policy recommendations for amendments to the Zoning By-Law as outlined in Report #PD-2023-13 – Draft Cannabis Policy, be adopted;

THAT, the changes to the Zoning By-Law be brought forward as part of the Zoning By-Law Comprehensive Review;

AND THAT, once the Zoning By-Law is updated, the changes to the Site Plan Control By-Law be brought forward.”

ADOPTED

v) **Report #PD-2023-11 – Comments on Proposed 2023 Provincial Planning Statement.**

RESOLUTION #C-2023-05-09

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be submitted by the deadline of June 5, 2023;

AND THAT, the comments also be submitted to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

(SEE RESOLUTION #C-2023-05-10)

RESOLUTION #C-2023-05-10

MOVED BY: Andrew Kendrick

SECONDED BY: Korrine Jordan

“**THAT**, Resolution #C-2023-05-09 be amended to require staff to submit a revised draft of the Comments on the Proposed 2023 Provincial Planning Statement to Council prior to submission, and if required that a “Special” meeting be called to discuss the submission further.”

DEFEATED

The submission will be circulated to Members with the Weekly Update to Council.

RESOLUTION #C-2023-05-09

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be submitted by the deadline of June 5, 2023;

AND THAT, the comments also be submitted to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

ADOPTED

- vi) **Proposed 2023 Provincial Policy Statement – Set Up Meeting with Local MPP.**

RESOLUTION #C-2023-05-11

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“**THAT**, the Municipality set up a meeting with the local MPP, John Jordan to discuss the Township’s concerns with the Proposed 2023 Provincial Policy Statement as outlined in Report #PS-2023-11 – Comments on Proposed 2023 Provincial Planning Statement and other matters of local interest.”

ADOPTED

- vii) **Proposed 2023 Provincial Policy Statement – Comments be Forwarded to Media.**

RESOLUTION #C-2023-05-12

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be forwarded to local media for information.”

(SEE RESOLUTION #C-2023-05-13 AND #C-2023-05-14)

RESOLUTION #C-2023-05-13

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Jordan

“**THAT**, Resolution #C-2023-05-12 be amended so that the response to the Ministry can be reviewed and adopted by Council before it is provided to the media.”

WITHDRAWN

RESOLUTION #C-2023-05-14

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Jordan

“**THAT**, Resolution #C-2023-05-12 be deferred until the June Committee of the Whole meeting so that Council has the opportunity to discuss the resolution further.”

ADOPTED

RESOLUTION #C-2023-05-12

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be forwarded to local media for information.”

DEFERRED

- viii) **Report #PD-2023-12 – Comments on Bill 97 Helping Homebuyers, Protecting Tenants Act.**

RESOLUTION #C-2023-05-15

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) with respect to Bill 97 Helping Homebuyers, Protecting Tenants, 2023, ERO Number 019-6822 Site Plan for Residential Developments of 10 or Fewer Units, be submitted by the deadline of May 21, 2023;

AND THAT, the comments also be forwarded to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

ADOPTED

- ix) **Report #CBO-2023-05 – Building Department Report – January – April 2023.**

RESOLUTION #C-2023-05-16

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Jordan

“**THAT**, Report #CBO-2023-05 – Building Department Report – January - April 2023 be received as information.”

ADOPTED

- x) **Report #FIN-2023-07 – 2023 Tax Rates.**

RESOLUTION #C-2023-05-17

MOVED BY: Korrine Jordan
SECONDED BY: Andrew Kendrick

“**THAT**, Report #FIN-2023-07 – 2023 Tax Rates, be received for information.”

ADOPTED

- xi) **Report #PW-2023-13 – Waste Management Master Plan – Implementation Plan.**

RESOLUTION #C-2023-05-18

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“**WHEREAS**, a Waste Management Master Plan was completed in 2022;

AND WHEREAS, Council wishes to continue considering the recommendations in the Waste Management Master Plan:

THAT, traffic count information be gathered for the three waste sites for the purpose of evaluating and making recommendations to Council prior to the 2024 budget deliberations regarding the hours of operation for each site;

AND THAT, Staff be authorized to re-open discussions with property owners regarding the purchase of neighbouring lands for the purpose of relocating the depot operations at the Glen Tay Waste Site.”

ADOPTED

The Planner left at 6:47 p.m.

xii) **Report #CAO-2023-13 – Emergency Preparedness Rack Card.**

RESOLUTION #C-2023-05-19

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“**THAT**, an emergency preparedness rack card be printed and mailed to every property owner in Tay Valley Township, as outlined in Report #CAO-2023-13 – Emergency Preparedness Rack Card,

AND THAT, the necessary funds be expensed from the Special Contingency Reserve.”

ADOPTED

xiii) **Appointment of Bolingbroke Cemetery Board Member.**

RESOLUTION #C-2023-05-20

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following as a member to the Bolingbroke Cemetery Board, subject to the Criminal Records Check Policy:

Ronald J. Fournier.”

ADOPTED

xiv) **Appointment of Soccer Volunteers.**

RESOLUTION #C-2023-05-21

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following volunteers for the Tay Valley Soccer Program, subject to the Criminal Records Check Policy:

- Jason Adams
- Nickolas Besserer-LeBouthillier
- Yesly Bonte
- Laticia Card
- Steven Card
- Tenzin Chu
- Brandon Cinkant
- Austen Cinkant
- Dayna Clark
- Shana Cook
- Joel Doupe

- Damon Ferrier
- Mark Furlong
- Chris George
- Andrew Graham
- Kyla Harry
- Richard Hutton
- Alexandra Jordan
- Kaitlin Mitchell
- Sean Mitchell
- Kerrsten Norwood
- Melissa Pickering
- Allison Pierman
- Nicholas Playfair
- Rick Potoma
- Danielle Prophet
- Dennis Riggs
- Bryan Scott
- Simon Van Wingerden
- Mitchell Waugh
- Hannah Williamson
- Aaron Williamson.”

ADOPTED

xv) **Recreation Storage Trailer.**

RESOLUTION #C-2023-05-22

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Jordan

“**THAT**, a replacement recreation storage container be purchased at an upset limit of \$5,000, to be funded from the Recreation Program Reserve.”

ADOPTED

xvi) **23-05-03 – Council Communication Package.**

RESOLUTION #C-2023-05-23

MOVED BY: Korrine Jordan
SECONDED BY: Andrew Kendrick

“**THAT**, the 23-05-03 Council Communication Package be received for information.”

ADOPTED

xvii) **Bill 5 – Stopping Harassment and Abuse by Local Leaders Act.**

RESOLUTION #C-2023-05-24

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**WHEREAS**, municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace;

AND WHEREAS, a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe;

AND WHEREAS, Bill 5 the Stopping Harassment and Abuse by Local Leaders Act would require Councillors to comply with the workplace violence and harassment policies of the municipality they represent, permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat for failing to comply with the municipality’s workplace violence and harassment policies as well as restrict officials whose seat has been vacated from seeking immediate subsequent re-election;

AND WHEREAS, over 20 municipalities have formally endorsed and communicated public support for Bill 5;

AND WHEREAS, Bill 5 would hold accountable and protect all municipal officials;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township express its support for Bill 5, Stopping Harassment and Abuse by Local Leaders Act;

FURTHER THAT, this resolution be circulated to the Honourable Doug Ford, Premier of Ontario, John Jordan, MPP and the Association of Municipalities of Ontario and MPP Stephen Blais.”

ADOPTED

8. BY-LAWS

i) **By-Law No. 2023-021: Set Tax Rates - 2023.**

RESOLUTION #C-2023-05-25

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“**THAT**, By-Law No. 2023-021, being a by-law to set the Tax Rates for the Year 2023, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- xviii) **By-Law No. 2023-022 – Heritage Property Selection Committee – Terms of Reference.**

RESOLUTION #C-2023-05-26

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“**THAT**, By-Law No. 2023-022, being a by-law to adopt an updated Terms of Reference for the Heritage Property Selection Committee, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- xix) **By-Law No. 2023-023: Municipal Livestock Investigators.**

RESOLUTION #C-2023-05-27

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“**THAT**, By-Law No. 2023-023, being a by-law to Appoint Municipal Livestock Investigators (Ellen Baker, Nigel Harrison, Dave Rathwell), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- xx) **By-Law No. 2023-024: CAO Performance Review Process – Policy**

RESOLUTION #C-2023-05-28

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Jordan

“**THAT**, By-Law No. 2023-024, being a by-law to adopt a CAO Performance Review Process Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

9. NEW/OTHER BUSINESS

- i) **Municipal Letter of Support for Expansion of the Sharbot Lake Family Health Team – *attached, page 15.***

RESOLUTION #C-2023-05-29

MOVED BY: Marilyn Thomas
SECONDED BY: Andrew Kendrick

“**THAT**, the Council of the Corporation of Tay Valley Township send a letter of support to the Sharbot Lake Family Health Team in support of their funding proposal to the Ministry for the expansion of the Sharbot Lake Family Health Team.”

ADOPTED

10. CALENDARING

Meeting	Date	Time	Location
Heritage Property Selection Committee Meeting	May 25 th	10:30 a.m.	Municipal Office
Bolingbroke Cemetery Board Meeting	May 25 th	1:00 p.m.	Municipal Office
Rideau Valley Conservation Authority Board Meeting	May 25 th	6:30 p.m.	Manotick
History Scholarship Selection Committee Meeting	May 30 th	10:00 a.m.	Municipal Office
Ontario Association of Police Service Boards - Spring Conference & AGM	May 30 th – June 1 st		Niagara Falls
Committee of the Whole Meeting	June 6 th	6:00 p.m.	Municipal Office
Green Energy and Climate Change Working Group Meeting	June 9 th	2:00 p.m.	Municipal Office
Bolingbroke Indigenous Plaque Celebration	June 11 th	11:00 a.m.	ABC Hall
Association of Municipal Clerks and Treasurers Association Conference	June 11 th – 14 th		Niagara Falls
Ontario Association of Police Service Boards – Zone 2 Meeting	June 16 th	9:30 a.m.	Brockville
Long Lake AGM	June 17 th	10:00 a.m.	Burgess Hall
Council Meeting	June 20 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2023-025 - Confirmation By-Law – May 23rd, 2023.**

RESOLUTION #C-2023-03-30

MOVED BY: Korrine Jordan
SECONDED BY: Andrew Kendrick

“**THAT**, By-Law No. 2023-025, being a by-law to confirm the proceedings of the Council meeting held on May 23rd, 2023, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 7:03 p.m.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, June 6th, 2023

6:00 p.m.

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

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Olivia Trudel, Executive Assistant
Noelle Reeve, Planner (left at 7:14 p.m.)

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

The agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

None at this time.

5. DELEGATIONS & PRESENTATIONS

None.

6. PRIORITY ISSUES

i) **Report #CAO-2023-14 – Animal Pound Contract Update.**

Recommendation to Council:

“**THAT**, Schedule “A” to the Animal Pound Services Agreement be amended as per Report #C-2023-14 – Animal Pound Contract Update;

AND THAT, the necessary by-law be brought forward to Council.”

ii) **Report #CAO-2023-15 – Municipal Report Card.**

Members were asked to send any feedback to the CAO/Clerk by email to be considered in next year’s report card.

Recommendation to Council:

“**THAT**, the Municipal Report Card be produced annually as outlined in Report #CAO-2023-15 – Municipal Report Card.”

iii) **Integrity Commissioner Services Annual Report – 2022.**

Recommendation to Council:

“**THAT**, the Integrity Commissioner Service Annual Report – 2022 be received for information.”

iv) **Proposed 2023 Provincial Policy Statement – Comments Be Forwarded to Media.**

The Planner circulated and outlined a “Revised for Submission” report – *attached, page 6*

The Planner informed the Committee that the deadline has been extended to August 4th. The Committee requested that the Township’s submission be made now, before the end of June and not wait for the August deadline.

The Committee suggested that a media release be prepared that includes an introduction paragraph with three main concerns with the draft Provincial Policy Statement and provide a link to the full revised report for further information that can be provided to the media.

Recommendation to Council:

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be forwarded to local media for information.”

- v) **Report #CBO-2023-06 – Building Department Report – January – May 2023.**

Recommendation to Council:

“**THAT**, Report #CBO-2023-05 – Building Department Report – January - May 2023 be received as information.”

- vi) **Appointment of Soccer Volunteer.**

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Tay Valley Soccer Program, subject to the Criminal Records Check Policy:

- Kiefer McBride.”

7. **CORRESPONDENCE**

- i) **23-06-01 – Council Communication Package.**

The Committee agreed to bringing forward to Council a resolution of support regarding reducing municipal insurance costs to the June Council meeting.

Recommendation to Council:

“**THAT**, the 23-06-01 Council Communication Package, excluding items 11 to 14, be received for information.”

- ii) **Municipal Letter of Support for the Application of the Perth Family Health Organization to Become the Perth Family Health Team.**

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township send a letter of support to Ontario Health in support of the application of the Perth Family Health Organization to become the Perth Family Health Team.”

- iii) **OPP Council Crimes Event Fundraiser.**

Councillor Thomas and Councillor Jordan volunteered to be “arrested” with Council in agreement that the charity would be the Perth & Smiths Falls District Hospital Foundation with funds being directed for the purchase of a MRI Machine. The goal will be to raise \$5000.00.

8. **COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES**

- i) **Bolingbroke Cemetery Board.**
Councillor Wayne Baker.

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

- ii) **Committee of Adjustment** – *deferred to the next meeting.*
- iii) **Fire Board.** – *deferred to the next meeting.*
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

Councillors Baker, Hallam and Thomas gave a brief overview of the BBQ Fundraiser for the South Sherbrooke Firefighters Association.
- iv) **Library Board** – *deferred to the next meeting.*
Councillor Andrew Kendrick.
- v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*
Councillor Fred Dobbie.
- vi) **Police Services Board.**
Reeve Rob Rainer.

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

- vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*
Councillor Greg Hallam and Councillor Angela Pierman
- viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*
Councillor Korrine Jordan.
- ix) **Mississippi Valley Conservation Authority Board** – *deferred to the next meeting.*
Councillor Andrew Kendrick.
- x) **Rideau Valley Conservation Authority Board.**
Councillor Angela Pierman

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

- xi) **County of Lanark.**
Reeve Rob Rainer.

Reeve Rainer summarized topics that were discussed at the County Council meeting:

- AGM Lanark County Housing Corporation
- Auditor's Report
- \$1.6 million in surplus Lanark County Housing Corporation funds
- Housing and Homelessness Report
- Social Services Report
- Paramedics Report

The Planner left at 7:14 p.m.

9. CLOSED SESSION

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

The Committee moved “in camera” at 7:14 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding a Staffing Update and the Chief Administrative Officer/Clerk and Executive Assistant remained in the room.

The Committee returned to open session at 7:21 p.m.

The Chair Rose and reported that the Committee received a staffing update.

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 7:22 p.m.

NEW/OTHER BUSINESS

COUNCIL
June 20, 2023

Report #PW-2023-14
Sean Ervin, Public Works Manager

FENCING – TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tender #2023-RF-002 – Fencing be cancelled as the bids came in significantly over budget;

THAT, Section 7 of the Procurement Policy be waived;

AND THAT, Staff be authorized to obtain three quotes from local companies.”

BACKGROUND

As part of the development of the Forest Trail Park in Stanleyville, the Township agreed to construct fencing along the property lines of the Forest Trail Park’s property and the adjacent residential properties. There are a total of four (4) residential properties neighbouring the Park. Each property owner was provided three (3) different fencing options, which included a black chain link fence, a 6-foot privacy fence or a cedar rail fence, as shown in the attachments of this report. Of the four (4) property owners, three (3) of the property owners selected either the 6-foot privacy fence or the black chain link fence. One (1) of the property owners opted to have no fence installed.

DISCUSSION

Tay Valley Township issued the Tender (RFP) on February 3, 2023, on the Township’s portal of Bids and Tenders. A newsfeed was issued on the Township’s website and notice was also posted on the Townships Facebook page and in the local paper. The Tender closed on February 23, 2023, and fourteen (14) bids were received.

Company	Location	Price
Vanderheyden Excavating	Bowmanville, Ontario	\$67,950.00

Se7en Hills Inc.	Toronto, ON	\$94,600.00
Space Fencing Inc	Waterloo, Ontario	\$100,340.00
KWIK POST 2018 INC.	Vaughan, ON	\$106,729.60
En2 Development	Toronto, Ontario	\$110,050.00
CS LANDSCAPING CORP	Vaughan, Ontario	\$119,890.00
2195292 Ontario Ltd.	Greely, Ontario	\$139,320.05
Brad Colautti Construction Inc.	Greely, Ontario	\$140,350.32
2363959 Ontario Inc.	Ajax, Ontario	\$141,182.00
Neptune Security Services Inc	Mississauga, Ontario	\$153,480.00
Crains' Construction Limited	Maberly, Ontario	\$158,260.00
2594292 Ontario Inc	Perth, On	\$161,084.00
BalPro Construction (O/a 2636169 Ontario Inc.)	Brampton, ON	\$177,355.88
Jay Fencing Ltd	Waterloo, Ontario	\$228,970.00

FINANCIAL CONSIDERATIONS

The 2023 Capital Budget included \$50,000 to for the Forrest Trail Project that included the fencing, signage, and a kiosk. Of the total budgeted amount, \$40,000 was set aside for the fencing.

All fourteen (14) bids were significantly over budget and there is also a concerning price variance between all the bids.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Cancel the tender and obtain three (3) quotes from local companies.

Option #2 – Award the contract to the lowest bidder, this is not recommended as the work is significantly over budget.

Option #3 – Award the contract to another bidder. This is not recommended as the work is significantly over budget.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

None considered.

CONCLUSIONS

As previously noted in the report, the tender was released during the winter and therefore it may have been challenging for contractors to have a full understanding of the scope of work. A site visit was not possible due to the snow and prices may be a bit higher because of this. The wooden fence was also specified as a cedar fence, whereas a pressure treated wooden fence will suffice.

ATTACHMENTS

1. Fencing Options Chosen by to the Residential Property Owners
2. Map of the Fencing

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

ATTACHMENTS

FENCING DETAILS

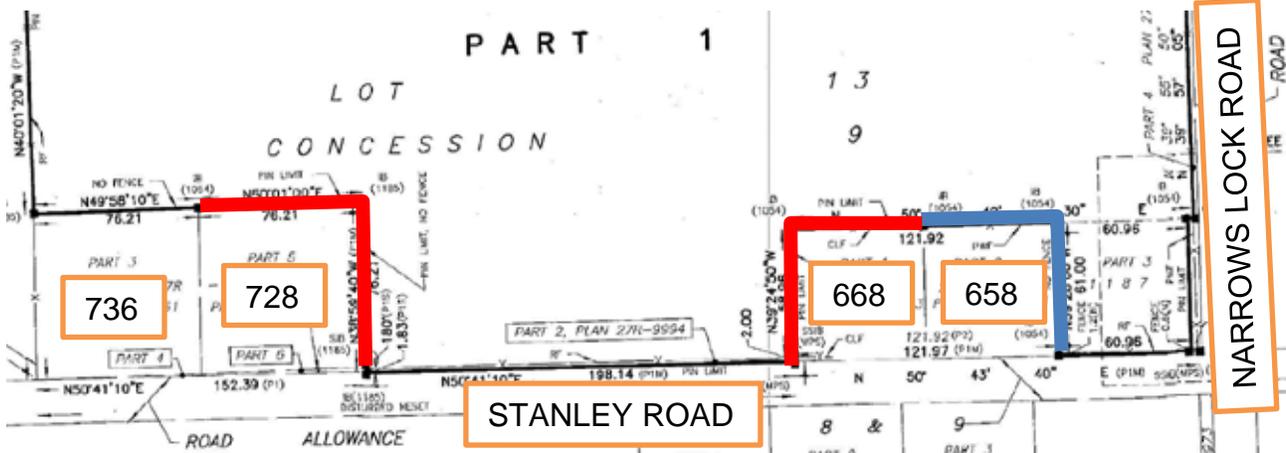
4' BLACK CHAIN LINK FENCE



6' WOODEN PRIVACY FENCE



MAP OF THE FENCING



LEGEND

-  BLACK CHAIN LINK FENCE
-  WOODEN PRIVACY FENCE

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-026

POUND SERVICES AGREEMENT BETWEEN THE CORPORATION OF TAY VALLEY TOWNSHIP AND ANDREW PARENT

WHEREAS, Section 11(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides the municipality with the authority to pass by-laws with respect to animals;

AND WHEREAS, the Council of the Corporation of Tay Valley Township has passed By-Law No. 2001-050, as amended, being an Animal Control By-Law which provides for the impoundment of animals running at large;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it expedient to enter into a Pound Services Agreement with Andrew Parent for the impoundment of animals;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a Pound Services Agreement with Andrew Parent, attached hereto as Schedule "A".

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. BY-LAWS TO BE REPEALED

3.1 By-Law No. 2021-050 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. 2023-026**

4. EFFECTIVE DATE

ENACTED AND PASSED this 20th day of June, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-026**

SCHEDULE “A”

ANIMAL POUND SERVICE AGREEMENT

THIS POUND SERVICE AGREEMENT dated the ____ day of _____ 2023.

BETWEEN

**Andrew Parent
Hereinafter called the “Contractor”**

AND

**THE CORPORATION OF TAY VALLEY TOWNSHIP
Hereinafter called “Tay Valley”**

Tay Valley wishes to receive Pound Services and the Contractor offers to provide said service to Tay Valley for a term to commence on July 1, 2023 and to terminate on December 31, 2023. The agreement will automatically renew unless written notice is provided by either party within 60 days of the renewal date.

It is deemed appropriate to document the Pound service arrangements to accomplish conformity with the respective municipal Animal Control By-laws, the *Animals for Research Act* and the *Municipal Act, 2001*;

This agreement witnesses that in consideration of the premises and Pound Service provided by and the mutual covenants and agreements hereinafter contained, the parties agree as follows;

CONDITIONS FOR SUPPLY OF POUND SERVICE TO TAY VALLEY

GENERAL

1. “Animals” shall mean dogs only.
2. Tay Valley agrees to pay the monthly cost to operate the temporary pound facility as prescribed in Schedule “A” attached.
3. Tay Valley agrees to pay the cost per animal as prescribed in schedule “A” attached to house an impound animal for the impoundment period.
4. Tay Valley agrees to pay the reasonable veterinarian costs to provide an appropriate level of care during the impoundment period.

5. Tay Valley agrees to pay the reasonable veterinarian costs to euthanize an animal after the conclusion of the impoundment period.
6. Tay Valley will advertise the Pound service to the public on a regular basis.
7. The contractor agrees to provide and maintain a pound facility in accordance with standards prescribed by legislation.
8. The contractor agrees to provide adequate food and water as well as safe and humane treatment to all animals which come under the contractors care.
9. The contractor agrees to maintain reasonable access to the public to ensure animals are returned to the owner as quickly as possible.
10. The contractor agrees to provide general liability insurance coverage in an amount not less than \$2,000,000.00 with Tay Valley as a named insured in the Policy. Said Policy to be maintained for six months following the termination of this agreement.
11. The contractor agrees to indemnify and hold harmless Tay Valley and their respective elected officials, officers, employees and agents from and against all claims, losses, damages, liabilities, costs and expenses, including legal fees and disbursements, which may be made or brought against Tay Valley as a result of negligence on the part of the contractor.
12. The contractor agrees to invoice the Township for the service in accordance with Schedule "A".
13. Schedule "A" attached here to forms an integral part of this agreement and shall be read and interpreted as if it were contained in the body of this agreement.
14. Amendments to this Agreement and or its Schedule(s) may be made at any time upon mutual consent of the parties.
15. This Agreement may be terminated by either party upon 120 days notice in writing from one party to the other.
16. The parties acknowledge that upon termination of this agreement the contractor Anita Stuart will not be obligated to continue to provide the pound services that are the subject of this agreement.
17. All matters in dispute between the parties hereto in relation to this Agreement shall be referred to the arbitration of a single arbitrator if the parties hereto agree upon one, otherwise to three arbitrators, one to be appointed by each party and a third to be chosen by the first two named before they enter into the business of arbitration. If either party fails to appoint an arbitrator within seven (7) business days after service of notice on such party of the appointment of an arbitrator by the other Party, the arbitrator so appointed shall act as the sole arbitrator. The award and determination of

such arbitrator or arbitrators or any two of such arbitrators shall be binding upon the parties hereto and their respective successors and assigns.

18. Provide daily cleaning and sanitization of all shelter and kennel areas, food and water bowls.
19. Shelter services in accordance with Ontario Ministry of Agriculture, Food and Rural Affairs requirements, including feeding, boarding and exercise for animals strayed, abandoned, or otherwise deposited for care within Tay Valley.
20. The humane destruction as required in conjunction with a licensed veterinarian in a manner that conforms to the OVMA requirements.
21. Disposition of any animal carcasses as required in accordance with the minimum requirements outlined in Regulation 23 of the *Animals for Research Act*.
22. Contractor shall be responsible for complying with all applicable federal, provincial and municipal laws, codes and regulations in connection with the provision of the services herein.

Signed

Andrew Parent

Date

Tay Valley Township

Reeve

Clerk

Date

Schedule A

Monthly Cost \$200.00

Per Animal Impound Cost \$150.00

Daily Boarding Cost (up to five days) \$20.00

Per Animal Health Cost as invoiced by the Veterinarian

Per Animal Euthanization Cost as invoiced.

Insurance Costs divided by number of municipal clients.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-027

ONTARIO 211 SERVICE AGREEMENT BETWEEN THE CORPORATION OF TAY VALLEY TOWNSHIP AND COMMUNITY NAVIGATION OF EASTERN ONTARIO/211 EASTERN REGION

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, the Council of the Corporation of Tay Valley Township deems it expedient to enter into a Services Agreement with Community Navigation of Eastern Ontario/211 Eastern Region for assistance before, during, and after an emergency incident;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a Service Agreement with Community Navigation of Eastern Ontario/211 Eastern Region, attached hereto as Schedule "A".

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. BY-LAWS TO BE REPEALED

- 3.1 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. 2023-027**

4. EFFECTIVE DATE

ENACTED AND PASSED this 20th day of June, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-027**

SCHEDULE “A”

SERVICE AGREEMENT

between

Community Navigation of Eastern Ontario/211 Eastern Region

and

Tay Valley Township

1. Introduction

This Service Agreement between Tay Valley Township and the Community Navigation of Eastern Ontario/211 Eastern Region (CNEO/211 Eastern Region) aims to address the assistance the 211 can provide to Tay Valley Township and its residents in before, during, and after an emergency incident. Regardless of the existence of this Service Agreement, CNEO expects to receive incident-related calls from the public, making it important to ensure the best possible communication protocols are in place.

2. 211

The three-digit phone number 211 was approved for information and referral purposes by the CRTC in 2001. 211 is a free number helping people find the services they need quickly and easily. CNEO, a non-profit organization located in Ottawa, is the 211 Ontario Regional Service Partner for Eastern Ontario and includes in its catchment the Counties of Stormont Dundas Glengarry, Prescott Russell, Leeds and Grenville, Lennox & Addington, Frontenac, Hastings and Prince Edward, Lanark, Renfrew including individual municipalities within those counties.

CNEO and its 211 Ontario Regional Service Partners answer thousands of calls every day about social, health, community and related government services. A caller could be anyone: an individual, a service provider, a refugee, a business owner, a government employee or even an elected official. The 211 public inquiry line is supported by a searchable database of 56,000 services which can found online at www.211ontario.ca. Ontario Regional Service Partners also regularly prepare reports for planners about trends and needs using information gathered from providing the service.

The 211 information and referral service is standards-driven. 211 Service Providers are accredited by the Alliance of Information and Referral Systems (AIRS). The 211's goal is to be the first and best place for Ontarians to find, and connect with human services In the event of an incident, the 211 public information line is available for use as a complement to the community's existing communication capacities.

3. Everyday Information and Referral Services

Everyday information and referral services are provided 24/7 by Regional Service Partners and continue in the event of an emergency incident. They include:

Public Inquiry

- Information and Referral Specialists assess the needs of callers (or members of the public getting in touch using channels other than the phone) evaluate and indicate appropriate resources including organizations capable of meeting the identified needs, as well as redirecting callers to alternative resources when services are unavailable to them
- 24/7, confidential and multilingual phone (including TTY) and email service
- Specially trained staff equipped to serve vulnerable populations, provide advocacy and follow-up support
- Specially trained staff equipped to handle crisis intervention scenarios and create safety plans for endangered callers
- Protocols with 911, crisis and distress lines, and volunteer centres
- Monitor conventional and social media and posting facts or notices to encourage residents to call 211

Online Databases

- Continually update comprehensive databases of human services across Ontario
- Province-wide database accessible online at 211Ontario.ca
- Annually update pre-disaster portal for database of organizations providing services during a disaster

Needs and Trends Reporting

- Collect non-identifying details about calls, TTY, social media and email exchanges and tracks needs, unmet needs, trends and service gaps
- Support community planning and advocacy organizations

4. Requests for Assistance

- (a) Tay Valley Township may request assistance from the CNEO/ 211 Eastern Region in anticipation of, or upon either a declared or non-declared emergency
- (b) The request for assistance could be made by the CAO or designate to the most senior staff person at CNEO/211 Eastern Region or designate by following the notification procedures as outlined in the Appendix.
- (c) The initial request for assistance may be made verbally, however an emailed request would follow as soon as reasonably practicable and would be responded to, so that both parties have a record of the request.
- (d) CNEO/211 Eastern Region will be provided with any additional information requested and as required to determine the existence of the emergency incident and to assess

type, scope, nature and amount (if known) of assistance to be provided.

- (e) The parties may by mutual agreement verbally amend the assistance to be provided and confirm the revised agreement in writing as soon as reasonably practicable.
- (f) CNEO/211 Eastern Region may work with other 211 Regional Service Partners to provide the requested assistance.
- (g) Where a municipal customer service department exists, CNEO/211 Eastern Region may back up and support the customer service department.

5. 211 Services Provided during Emergency Response and Recovery

Public Inquiry

- a) Connect callers to critical resources by assessing their needs, identifying appropriate resources and linking them to needed services
- b) Provide a central access point for information about volunteering and donations
- c) Monitor conventional and social media for rumour control

Online Databases

- (a) Deploy and continually update a disaster record with information and services that emerge throughout the response and recovery periods
- (b) Make the disaster record available to other organizations in the community
- (c) Maintain a continual information exchange with the Emergency Information Officer or designate to ensure only authoritative and verified information is disseminated
- (d) Collect customized details about people who want to volunteer and donations of goods as a result of an incident; and make information available in real-time to emergency management personnel
- (e) Support case management for vulnerable populations with dissemination procedures

Needs and Trends Reporting

- a) Collect demographic information about callers, types of referrals, access to services, service availability and unmet needs
- b) Produce timely reports to the community
- c) Produce after-action reports with aggregated data and key learnings to support community planning activities
- d) Participate in de-briefing meetings.

6. Information Flow (Procedures)

- (a) Tay Valley Township through its Emergency Information Officer, Liaison Officer or their delegate will determine procedures to keep CNEO/211 Eastern Region informed with current, accurate information about services and assistance for the public, as well as press releases and updates on new and changing services including escalation and de-escalation of the emergency incident.
- (b) CNEO/211 Eastern Region will determine procedures to keep the Emergency Information Officer, Liaison Officer or their delegate up to date on relevant service

needs and service gaps identified through the 211 public inquiry service, as well as provide customized reports that may be required.

7. Limitations

- (a) CNEO/ 211 Eastern Region retains the right to refuse certain requests outside of its mandate in its sole discretion.
- (b) No liability shall arise against CNEO/211 Eastern Region if it fails for any reason to respond to a request for assistance made under this agreement or withdraws the provision of assistance.

Agreed to and signed this _____ day of _____, 2023

Tay Valley Township:

Reeve, Rob Rainer

Amanda Mabo, Chief Administrative Officer/Clerk

Community Navigation of Eastern Ontario/211 Eastern Region:

John D.V. Hoyles, Executive Director

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-028

A BY-LAW TO APPOINT A DEPUTY CLERK (AARON WATT)

WHEREAS, Section 228 (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may appoint Deputy Clerks who have all of the powers and duties of the Clerk under this and any other Act;

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

1. GENERAL REGULATIONS

1.1 **THAT**, Aaron Watt be appointed as Deputy Clerk for Tay Valley Township.

1.2 **THAT**, the duties, responsibilities and authority of the Deputy Clerk shall be as set out in the Employment Agreement between Aaron Watt and The Corporation of Tay Valley Township dated June 9th, 2023.

2. ULTRA VIRES

Should any sections of this by-law, be declared by a court 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 the 4th day of July 2023 and will remain in effect as set out in the Employment Agreement.

ENACTED AND PASSED this 20th day of June 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-028**

DECLARATION OF APPOINTED OFFICE

I, **Aaron Watt**, do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of Deputy Clerk, that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such offices, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the Corporation except that arising out of my office as Deputy Clerk.

**Aaron Watt,
Deputy Clerk**

**Rob Rainer,
Reeve**

Date

Date

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-029

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON JUNE 20th, 2023

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

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

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

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

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

1.0 GENERAL REGULATIONS

- 1.1 **THAT**, the actions of the Council of the Corporation of Tay Valley Township at its meeting held on the 20th day of June, 2023 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. 2023-029**

2.0 ULTRA VIRES

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

3.0 EFFECTIVE DATE

ENACTED AND PASSED this 20th day of June 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk