



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

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**Tuesday, November 12<sup>th</sup>, 2024**

**5:30 p.m.**

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

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**ATTENDANCE:**

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

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Aaron Watt, Deputy Clerk  
Sean Ervin, Public Works Manager  
Ashley Liznick, Treasurer

**Regrets:** None

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**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) 2025 Capital Budget Presentation and Discussion.

The Treasurer presented the PowerPoint presentation as attached to the Agenda.

##### Bridges

The Public Works Manager noted the wear shown in the photos of the Bowes Side Road bridge. It was explained that the estimated cost reflected a worst-case scenario, and that contingency is built into the quoted cost. The bridge needs to bear full highway loads with no restrictions, and it is better to replace the bridge sooner than later to avoid costs increasing further.

A Member raised concern that the bridge reserve was low. The Treasurer explained that in consultation with the Public Works Manager, staff have prioritized bridge works and do not recommend deferring this bridge much longer. The Public Works Manager explained that while road grants are more common, one bridge eligible grant can drastically change the reserve picture.

The Chief Administrative Officer/Clerk pointed out that staff is still waiting to receive the 2023 audit results, and there may be recommendations included that will help boost the bridge reserve.

Item 4 i) was discussed next.

##### Buildings

The Public Works Manager explained that the buildings listed in the presentation represent the greatest need of repair from a health and safety perspective, and that the building condition assessments taken in 2021-2022 were used when considering priorities.

The Treasurer explained the specific details of the Bathurst Garage, the Burgess Garage, and the Maberly Garage projects. The Committee discussed the use of these facilities and the need for immediate repair verses deferring into the future.

##### Recreation

The Treasurer noted that the pickleball and outdoor rink items are dependant on successful grant funding.

A Member questioned if the Joint Recreation Feasibility Study was also grant related, the Treasurer explained that it is being funded primarily from reserves with some funding coming from development charges.

### Minor Capital

A Member asked if, instead of hiring a consultant, could an additional staff member be hired, to write the Economic Development & Tourism Action Plan.

The Chief Administrative Officer/Clerk explained that in this case, no. These studies need to be completed and ready to action in order to apply for grants. Success has been seen in this manner for recreation, but the plans do not yet exist for economic development and tourism.

#### ii) **2025 Operating Budget Update.**

The Treasurer provided the summary that the levy, while starting off at an 11.46% increase, was reduced throughout the budget process to a current increase of 10.71%

The annual breakdown represents a \$168.50 annual, \$14.04 monthly, increase per household with an assessed value of \$300,000.

The Committee discussed levy rate increases of surrounding municipalities and how the 10.71% may be further reduced. The Chief Administrative Officer/Clerk reminded the Committee that the Township is still waiting on the assessment roll and the 2023 audit results, which should be available for the December meeting.

It was agreed that the Maberly Garage projects in the amount of \$22,000 be removed from the budget at this time, the Public Works Manager explained that there are some significant projects needed at some halls and it is better to invest in assets before they slip beyond the point of repair. A staff report on the matter to follow in 2025.

The Chief Administrative Officer/Clerk explained that these projects are related and somewhat dependant on other Township initiatives. For example, if a land purchase occurs for the waste site, which includes space for public works, it will alter the priority for some of the other repair projects.

Per Council's request during the last meeting for additional detail regarding the Perth & District Library's proposed Adult & Senior Services Position, a job description was provided for information – *attached, page 6.*

## **4. CLOSED SESSION**

#### i) **CONFIDENTIAL: Litigation – Building Permit #115-2017.**

The Committee moved “in camera” at 6:04 p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding Building Permit #115-2017 and the Chief Administrative Officer/Clerk, Deputy Clerk, and Legal Counsel remained in the room.

The Committee returned to open session at 7:10 p.m.

The Chair rose and reported that Council provided legal counsel and staff direction on the matter.

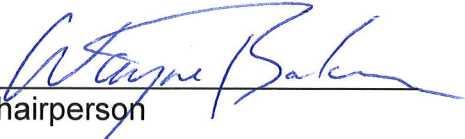
The Committee recessed at 7:10 p.m.

The Committee returned to session at 7:17 p.m.

The Committee returned to item 3 i)

## 5. ADJOURNMENT

The Committee adjourned at 7:56 p.m.

  
Chairperson

  
Aaron Watt, Deputy Clerk

# **DELEGATIONS & PRESENTATIONS**

## **Library Specialist – Adult and Senior Services**

The Library Specialist - Adult & Senior Services currently works 28 hours per week, with 6.5 hours per week dedicated to opening/operating the library, and 21.5 hours per week dedicated to managing all outreach, programs, and collections for adults and seniors, as well as the Library's volunteers corps.

This is a list of all the services and programs that the position supports:

- Programs & outreach for adults & seniors:
  - 4 monthly book clubs; Emily directly facilitates 2, including one at Maberly Hall, and the other 2 are volunteer-facilitated. Average 10 attendees each month.
  - Weekly Knitters Circle, average 12 attendees each week.
  - Annual Library After Dark fundraising concert; this year headlined by Tay Valley Township musician Jeremy Lyall, 58 tickets sold to date (usually 80-100 attendees)
  - 3-5 community- or partner-led programs each month; examples include:
    - last night's author talk with Tay Valley residents and authors Tim Wynne-Jones and Amanda West Lewis (20 attendees),
    - Lanark Speaks speaker series in partnership with Queer Connection Lanark (48 attendees at final event),
    - Get Ready for Winter for newcomers to Canada with local settlement services (35 attendees)
    - ALTC Lanark's Introduction to Computers course (6-10 attendees during each course)
  - Maberly Library Kiosk: outreach events, weekly volunteer book delivery
  - Seasonal art exhibits on the main floor of the library; notable artists include Frank Van Oort and Catherine Orfald
- Collections:
  - Manages purchasing for all adult fiction, non-fiction, large print, audio, DVDs, magazines and eBooks for the Library's collection
  - Reviews collections and weeds titles when necessary
- Volunteers
  - Recruits, schedules, trains, and evaluates volunteers and co-op students.
  - Library has 40 active volunteers. Volunteers:
    - deliver books for home delivery patrons, retirement homes, daycares, and to the Maberly Library Kiosk
    - Assist with set up and/or facilitate library programs like weekly Tech Tutoring, Reading Buddies, our seed library and during special events
    - Shelf reading (making sure books are in order)
    - Book Repair
    - Book Sale
- Marketing
  - Manages the Library's social media accounts (Facebook, Instagram & TikTok)
  - Creates the Library's monthly newsletter (email & print)
  - Drafts and distributes Library press releases
- Front-line responsibilities
  - 6.5 hours per week on desk
  - person-in-charge in the absence of the CEO and the Coordinator - Customer Service

Many existing services and programs take longer to plan and execute, or fall to other staff who have other responsibilities, as a result of lack of hours. Increasing the role to full-time, or an additional 8.5 hours per week, would allow the Specialist to properly manage these tasks with a great benefit to the Library's users in the form of improved program delivery and volunteer capacity.