



COMMITTEE OF THE WHOLE MINUTES

Tuesday, May 6th, 2025

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

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

Council Chambers

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Aaron Watt, Deputy Clerk
Noelle Reeve, Planner (left at 6:24 p.m.)
Sean Ervin, Public Works Manager (left at 6:33 p.m.)
Ashley Liznick, Treasurer (left at 6:43 p.m.)

Regrets: Councillor Angela Pierman

1. CALL TO ORDER

The meeting was called to order at 5:40 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

i) **Public Meeting: Zoning By-Law Amendment(s) – April 8th, 2025**

The Minutes of the Public Meeting – Zoning By-Law Amendment(s) held on April 8th, 2025 were approved.

5. DELEGATIONS & PRESENTATIONS

None.

6. PRIORITY ISSUES

i) **Report #PD-2025-10 – Communal Services Policy and Procedure.**

The Planner reviewed the report that was attached to the agenda.

Members discussed:

- the minimal land space required to install a communal sewage system
- the look and size of the system, being similar in size to a shipping container
- how it works as a prefabricated standalone sewage treatment system
- the warranty provided with the installation of the system

The Planner explained:

- how the Municipal Responsibility Agreement (MRA) works as a legally binding contract between a developer and a municipality
- that the users of the communal sewage system will pay fees that will go toward the eventual replacement of the system when it reaches its end of life

Concerns were raised regarding:

- the 25% security deposit paid by the developer rather than 100%
- the collection of the remaining 75%

The Planner explained that:

- the sewage systems come with a warranty
- repayment for the system is included as part of the MRA

Recommendation to Council:

“THAT, once finalized, that a by-law be brought forward to adopt the Communal Servicing Policy and Procedures with a two-tiered approach for securities in Municipal Responsibility Agreements whereby a new system operated privately would require a 25% security of the replacement cost with the rest to be accumulated before the end of the useful life of the system, and for an existing system, the security would be negotiated with the owner based on legal advice.”

Recommendation to Council:

“THAT, Tay Valley Township pursue an agreement with the Frontenac Municipal Services Corporation to provide water and wastewater liability coverage for development proposing communal services in Tay Valley Township so that Municipal Responsibility Agreements would not be needed.”

- ii) **Report #PD-2025-09 – Bill 5 – Protect Ontario by Unleashing Our Economy Act, 2025, Schedule 10 – Proposed Changes to the Endangered Species Act, 2007 and a Proposal for the Species Conservation Act, 2025; Schedule 7 – Proposed Amendments to the Ontario Heritage Act; And Schedule 9 – Special Economic Zones Act, 2025.**

Recommendation to Council:

“THAT, staff submit comments to the Environmental Registry of Ontario posting on key areas of importance to Tay Valley Township, as identified in Report #PD-2025-09 – Bill 5 – Protect Ontario by Unleashing Our Economy Act, 2025; Schedule 10 – Proposed Changes to the Endangered Species Act, 2007 and a Proposal for the Species Conservation Act, 2025; Schedule 7 – Proposed Amendments to the Ontario Heritage Act; and Schedule 9 – Special Economic Zones Act, 2025, by the deadline of May 17, 2025;

AND THAT, this report be circulated to the Minister of Environment Conservation and Parks, Minister of Citizenship and Multiculturalism, Ministry of Economic Development, Job Creation and Trade, local MPP Jordan, and the Rural Ontario Municipal Association.”

The Planner left at 6:24 p.m.

- iii) **Report #PW-2025-09 – Blue Box Program Changes to Non-Eligible Sources.**

Recommendation to Council:

“THAT, staff prepare and distribute a survey to the Township’s Non-Eligible Sources to gather further information regarding the blue box recycling practices of these properties.”

iv) **Report #PW-2025-10 – Traffic Counting Services – RFP Award.**

Recommendation to Council:

“THAT, the Request for Proposal (RFP) #2025-PW-006 – Traffic Counting Services be awarded to Traffic-Survey-Analysis Inc;

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

The Public Works Manager left at 6:33 p.m.

v) **Report #FIN-2025-08 – New Financial System (ERP).**

Recommendation to Council:

“THAT, staff be authorized to place a deposit with Endeavour Solutions Inc. for the migration from Microsoft Dynamics Great Plains (GP) to Microsoft Dynamics 365 Business Central (SaaS Cloud ERP) inclusive of the SylogistGov recommended specific add-ons;

THAT, the deposit and initial licensing costs be funded from the Contingency Reserve;

THAT, the estimated ERP operating costs be included in the 2026 and future years budgets;

AND THAT, section 7.4 of the Procurement Policy, the requirement for competitive bid solicitations, be waived.”

The Treasurer left at 6:43 p.m.

vi) **Report #PW-2025-08 – Proposed New Road Name & Amendment to Road Naming By-Law – Cedarwood Way & Bishops Way.**

Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Cedarwood Way and amend the description of another existing Private Road, Bishops Way, as outlined in Report #CAO-2025-15 – Proposed New Road Name & Amendment to Road Naming By-Law – Cedarwood Way & Bishops Way, be brought forward for approval.”

- vii) **Report #CAO-2025-16 – Road Naming Policy – Exemption Consideration – Crudden and Storer.**

Recommendation to Council:

“THAT, the right-of-way on the property at 164 Althorpe Road be exempt from the Road Naming Policy as long as it continues to be used solely for farm access, the property at 164 Althorpe Road and the adjacent farm property continue to have frontage on a Public Road (Althorpe Road), and the farm property obtain a civic address, as outlined in Report #CAO-2025-28 – Road Naming Policy – Exemption Consideration (Crudden and Storer).”

- viii) **Report #CAO-2025-17 – Proposed New Road Name & Amendment to Road Naming By-Law – Buchanan Road & Clear Lake Lane 11.**

Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road “Buchanan Road” and to properly describe both Buchanan Road and Clear Lake Lane 11, as outlined in Report #CAO-2025-17 – Proposed New Road Name – Buchanan Road and Clear Lake Lane 11, be brought forward for approval following receipt of the final deposited survey.”

- ix) **Report #CAO-2025-18 – Proposed New Road Name – Little Beaver Bend.**

Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Little Beaver Bend as outlined in Report #CAO-2025-18 – Proposed New Road Name – Little Beaver Bend, be brought forward for approval once the required survey is deposited with Land Registry.”

- x) **Report #CAO-2025-19 – Proposed Amendment to the Road Naming By-Law – By-Grove Lane (Public), Crozier Road and Posner Lane.**

Recommendation to Council:

“THAT, the necessary by-law to amend the Road Naming By-Law to properly include and describe three existing Public Roads, as outlined in Report #CAO-2025-19 – Proposed Amendment to the Road Naming By-Law – Bygrove Lane (Public), Crozier Road and Posner Lane, be brought forward to the next Council meeting for approval.”

- xi) **Report #CAO-2025-20 – Road Closing – Mutton’s Road.**

Recommendation to Council:

“THAT, Report #CAO-2025-20 – Road Closing – Mutton’s Road, be received for information;

AND THAT, the necessary by-law come forward to Council for approval.”

xii) **Appointment of Soccer Volunteers.**

Recommendation to Council:

“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:

- Erin Cameron
- Barry Emslie
- Ti Ertek
- Leanne Jane-Lewis
- Susan Leonard
- Todd McDonald
- Mallory McDougall
- Mackenzie McPherson
- Sarah Meharg
- Jayson Quinville
- Jenn Richardson
- Nathan Riley
- Daelin Verkindt
- John Watts
- Lisa Weststrate.”

7. CORRESPONDENCE

i) **25-04-30 – Council Communication Package.**

Recommendation to Council:

“THAT, the 25-04-30 Council Communication Package be received for information.”

ii) **25-04-07 – 2024 Integrity Commissioner Services – Annual Report**

The 2024 Integrity Commissioner Services – Annual Report as attached to the agenda was incomplete as pages were missing – *attached, page 10*.

Recommendation to Council:

“THAT, the 25-04-07 2024 Integrity Commissioner Services – Annual Report be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

i) **Bolingbroke Cemetery Board.**

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

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

iii) **Fire Board.**

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

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

v) **Pinehurst Cemetery Board.**

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

vi) **Lanark County OPP Detachment Board** – *deferred to the next meeting.*

vii) **Green Energy and Climate Change Working Group.**

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

viii) **Mississippi Valley Conservation Authority Board** – *deferred to the next meeting.*

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

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

x) **Lanark County Traffic Advisory Working Group.**

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

xi) **County of Lanark.**

The Reeve report that:

- Lanark County's Public Works Committee passed a resolution to adopt automated speed enforcement measures in school zones and community safety zones
- sections of Townline Road and County Road 29 between Almonte and Pakenham have been selected to start
- the Economic Development Committee presented on septic tank waste disposal, highlighting the constraints the County is facing regarding the low number of sewage hauling services available
- municipalities with sewage lagoons are increasingly not accepting waste from external municipalities, leaving very few options for local haulers

The Deputy Reeve reported that:

- Lanark County will partner with Building Knowledge Canada to provide training for local contractors who will be building homes as part of the Better Homes Lanark program
- the session is available to all contractors who offer HVAC, insulation, windows, doors, solar, roofing, electrical, or other renovation services

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

- None.

11. ADJOURNMENT

The Committee adjourned at 7:09 p.m.


Chairperson


Aaron Watt, Deputy Clerk

CORRESPONDENCE

Tony E. Fleming
Direct Line: 613.546.8096
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April 7, 2025

BY E-MAIL: cao@tayvalleytp.ca

Tay Valley Township
217 Harper Rd.,
R.R. #4
Perth, Ontario
K7H 3C6

Dear Mayor and Members of Council:

Re: Integrity Commissioner Services - Annual Report – 2024
Our File No. 29235-9

This report summarizes the services provided by the Integrity Commissioner to Tay Valley Township in 2024, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") to members of council and of local boards.

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4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

Requests for Advice

We received one request for advice in 2024 under the Code of Conduct, relating to potential conflicts of interests either general or under the *Municipal Conflict of Interest Act*.

We continue to encourage members of Council and Local Boards for Tay Valley Township to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

¹ *Municipal Act*, section 223.3(1).

Complaints/Applications for Inquiry

There were six complaints submitted to Tay Valley Township in 2024.

There were no reports submitted to Council. The six complaints were dismissed. The reason for dismissing a complaint varies, but can include complaints that are not within the jurisdiction of the Integrity Commissioner, or that despite being within the Integrity Commissioner's jurisdiction, allegations that do not amount to a breach after undertaking a preliminary review of the facts.

With respect to the advice and investigations:

1. Costs associated with Advice provided was \$367.25; and
2. Costs associated with Complaints was \$4,548.25.

Closing Remarks

As Council is no doubt aware, prior to calling a Provincial election, the government was proposing changes to the *Municipal Act* to significantly change the Integrity Commissioner regime. While we cannot predict the election or whether these amendments will be re-introduced, it is interesting to consider what aspects of this regime the province was considering for amendment.

One of the changes that would impact elected officials most is the proposal to impose a province-wide code of conduct. No details were available, but we encourage all municipalities to participate in consultation on any amendments that might be implemented so that you have some input should this be re-introduced.

The proposal would also create an Ontario Integrity Commissioner whose role would be to provide advice to municipalities about removing a member from council in certain circumstances.

The ability to remove a member from council is the other significant change that members of Council should be aware of if this legislation is reintroduced. If it is re-introduced, this amendment would establish rules to allow the new Ontario Integrity Commissioner to recommend to Council that it remove a member if they meet four criteria:

1. The member must contravene the Code;
2. The contravention must be of a serious nature;
3. The conduct resulted in harm to health, safety or well-being of persons; and
4. Existing penalties are insufficient to address the contravention or ensure that it is not repeated.

We thank Tay Valley Township for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
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TEF:sw