



COUNCIL MEETING AGENDA

Tuesday, May 20th, 2025
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) **Council Meeting – April 22nd, 2025 – *attached, page 10.***

Suggested Motion by Councillor Wayne Baker:

“THAT, the minutes of the Council Meeting held on April 22nd, 2025, be approved as circulated.”

- ii) **Committee of the Whole Meeting – May 6th, 2025 – *attached, page 22.***

Suggested Motion by Councillor Keith Kerr:

“THAT, the minutes of the Committee of the Whole Meeting held on May 6th, 2025, be approved as circulated.”

- iii) **“Special” Committee of the Whole Meeting – May 13th, 2025 – *attached, page 29.***

Suggested Motion by Councillor Greg Hallam:

“THAT, the minutes of the “Special” Committee of the Whole Meeting held on May 13th, 2025, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

i) **Public Meeting – Request to Close a Portion of an Unopened Road Allowance – Wright.**

a. CLERK REVIEW OF FILE

Report #CAO-2025-21 - Request to Close a Portion of an Unopened Road Allowance – Wright – *attached, page 32.*

b. APPLICANT COMMENTS

c. PUBLIC COMMENTS

6. CORRESPONDENCE

None.

7. MOTIONS

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

Suggested Motion by Councillor Korrine Jordan:

*“**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.”*

ii) **Report #PD-2025-10 – Communal Services Policy and Procedure – Frontenac Municipal Services Corporation.**

Suggested Motion by Deputy Reeve Fred Dobbie:

*“**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.”*

- iii) **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.**

Suggested Motion by Councillor Marilyn Thomas:

“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.”*

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

Suggested Motion by Councillor Angela Pierman:

“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”

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

Suggested Motion by Councillor Wayne Baker:

“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.”*

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

Suggested Motion by Councillor Keith Kerr:

“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.”*

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

Suggested Motion by Councillor Greg Hallam:

*“**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.”*

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

Suggested Motion by Councillor Korrine Jordan:

*“**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).”*

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

Suggested Motion by Deputy Reeve Fred Dobbie:

*“**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.”*

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

Suggested Motion by Councillor Marilyn Thomas:

*“**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.”*

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

Suggested Motion by Councillor Angela Pierman:

“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.”

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

Suggested Motion by Councillor Wayne Baker:

“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.”

- xiii) **Appointment of Soccer Volunteers.**

Suggested Motion by Councillor Keith Kerr:

“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:

- *Kristin Biscaro*
- *Ryan Brown*
- *Erin Cameron*
- *Jessica Cook*
- *Aaron Doyle*
- *Barry Emslie*
- *Ti Ertek*
- *Christopher Fram*
- *Andy Hawkley*
- *Leanna Lewis*
- *Susan Leonard*
- *Todd McDonald*
- *Mallory McDougall*
- *Mackenzie McPherson*
- *Sarah Meharg*
- *Steve Needham*
- *Jayson Quinnville*
- *Jenn Richardson*
- *Nathan Riley*
- *Bryan Scott*
- *Kristi Stead*
- *Daelin Verkindt*

- John Watts
- Lisa Weststrate
- Kristen Widenmaier.”

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

Suggested Motion by Councillor Greg Hallam:

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

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

Suggested Motion by Councillor Korrine Jordan:

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

8. BY-LAWS

i) **By-Law No. 2025-023 – Zoning By-Law Amendment – Cameron – attached, page 47.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2025-023, being a by-law to amend Zoning By-Law No. 2002-121 (779 Brooks Corner, Part Lot 2, Concession 6, geographic Township of North Burgess) be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ii) **By-Law No. 2025-026 – Road Naming – Cedarwood Way and Bishops Way – attached, page 50.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2025-026, being a by-law to amend Road Naming By-Law No. 98-87 (Cedarwood Way and Bishops Way), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

iii) **By-Law No. 2025-027 – Road Naming – Bygrove Lane (Public), Crozier Road, Posner Lane – attached, page 56.**

Suggested Motion by Councillor Angela Pierman:

“THAT, By-Law No. 2025-027, being a by-law to amend Road Naming By-Law No. 98-87 (Bygrove Lane (Public), Crozier Road, Posner Lane), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

- iv) **By-Law No. 2025-028 – Road Name Removal – Lakebreeze Lane – attached, page 62.**

Suggested Motion by Councillor Wayne Baker:

“THAT, By-Law No. 2025-028, being a by-law to repeal By-Law No. 2023-045, being a by-law to amend Road Naming By-Law No. 98-87, (Lakebreeze Lane), 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-2025-11 – Federation of Canadian Municipalities Green Municipal Fund – Sustainable Buildings Stream – attached, page 67.**

Suggested Motion by Councillor Keith Kerr:

“THAT, the Corporation of Tay Valley Township commit to the upset limit of \$16,550 as the municipality’s contribution of the FCM GMF Sustainable Buildings Stream;

THAT, the \$16,550 be funded from the Contingency Reserve unless other grant opportunities are available;

AND THAT, the Chief Administrative Officer/Clerk be authorized to submit an application to FCM under the Sustainable Municipal Buildings Stream.”

10. CALENDARING

Meeting	Date	Time	Location
Council Meeting	May 20 th	6:00 p.m.	Municipal Office
Lanark County OPP Detachment Board Meeting	May 21 st	8:30 a.m.	Carleton Place
RVCA Board of Directors Meeting	May 22 nd	6:30 p.m.	RVCA Offices
Committee of Adjustment Hearing	May 26 th	5:00 p.m.	Municipal Office
Emergency Management Program Committee Meeting	May 27 th	1:00 p.m.	Municipal Office
Forest Trail Park Grant Opening	May 29 th	11:00 a.m.	Forest Trail Park
Committee of the Whole Meeting	June 3 rd	6:00 p.m.	Municipal Office
Bolingbroke Cemetery Board Meeting	June 5 th	2:00 p.m.	Municipal Office
History Scholarship Selection Committee Meeting	June 11 th	2:00 p.m.	Municipal Office
Green Energy and Climate Change Working Group Meeting	June 13 th	2:00 p.m.	Municipal Office
Council Meeting	June 17 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-029 - Confirmation By-Law – May 20th, 2025 – *attached, page 64.***

Suggested Motion by Councillor Greg Hallam:

***“THAT,** By-Law No. 2025-029, being a by-law to confirm the proceedings of the Council meeting held on May 20th, 2025, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”*

13. ADJOURNMENT

MINUTES

COUNCIL MEETING MINUTES

Tuesday, April 22nd, 2025

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 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
Noelle Reeve, Planner

Others Present: Chris Clarke, Planning Technician, Egis Inc.

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

- i) **Council Meeting – March 25th, 2025.**

RESOLUTION #C-2025-04-03

MOVED BY: Greg Hallam

SECONDED BY: Korrine Jordan

“THAT, the minutes of the Council Meeting held on March 25th, 2025, be approved as circulated.”

ADOPTED

- ii) **Committee of the Whole Meeting – April 8th, 2025.**

RESOLUTION #C-2025-04-04

MOVED BY: Korrine Jordan

SECONDED BY: Keith Kerr

“THAT, the minutes of the Committee of the Whole Meeting held on April 8th, 2025, be approved as circulated.”

ADOPTED

- iii) **“Special” Council Meeting – April 15th, 2025.**

RESOLUTION #C-2025-04-05

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, the minutes of the “Special” Council Meeting held on April 15th, 2025, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **2024 Septic System Re-Inspection Program Annual Report.**

RESOLUTION #C-2025-04-06

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“**THAT**, the 2024 Septic System Re-Inspection Program Annual Report be received for information.”

ADOPTED

- ii) **Report #PD-2025-06 – Lanark County Official Plan Update – Aggregates.**

RESOLUTION #C-2025-04-07

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“**THAT**, the Council of Tay Valley Township submits the following feedback to Lanark County regarding the Lanark County Official Plan Update – Aggregates:

Q1 – Recommendation:

Alternative 1 - Because extraction is of such significance, decisions on new pits should remain at the level of the County for approval and definitely not simply require a rezoning amendment. However, closing a pit could be delegated to the lower tier for an Official Plan amendment to remove the designation.

Q2 – Recommendation:

No. The County should not identify tertiary resources at this time as this mapping could impede development by requiring individuals to undertake expensive studies for areas that do not appear to have high value if they want to obtain a building permit.

Q3 – Recommendation:

The County should identify additional bedrock areas with less than 8m of drift over them, through local knowledge.

Q4 – Recommendation:

Option 5 (modified) – In addition to the lands identified in Option 4, remove lands a certain distance from major lakes, rivers and from settlement areas.

Q5 – Recommendation:

Options 2 and 3 be permitted.”

ADOPTED

- iii) **Report #PD-2025-07 – Better Homes Lanark Program - Funding For Energy Audit.**

RESOLUTION #C-2025-04-08

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“THAT, a loan of up to \$600 to assist property owners with low income or energy poverty to cover the upfront cost of the energy audit for the Better Homes Lanark Program be provided by the Township;

AND THAT, this amount be payable back to the Township once the property owner’s application for the Better Homes Lanark Program is approved.”

ADOPTED

- iv) **Report #FIN-2025-07 – 10-Year Capital Plan.**

RESOLUTION #C-2025-04-09

MOVED BY: Keith Kerr

SECONDED BY: Korrine Jordan

“THAT, staff launch a survey with respect to levels of service to provide feedback for the Asset Management Plan update to meet the requirements of Ontario Regulation 588/17.”

ADOPTED

- v) **Report #FIN-2025-06 – 2025 Tax Rates.**

RESOLUTION #C-2025-04-10

MOVED BY: Greg Hallam

SECONDED BY: Korrine Jordan

“THAT, Report #FIN-2025-06 – 2025 Tax Rates, be received for information.”

ADOPTED

- vi) **Report #PW-2025-07 – Drainage Superintendent.**

RESOLUTION #C-2025-04-11

MOVED BY: Korrine Jordan

SECONDED BY: Keith Kerr

“THAT, Request for Proposal (RFP) #2025-PW-003 - Engineering Services for Municipal Drainage & Drainage Superintendent be awarded to Robinson Consultants;

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

ADOPTED

- vii) **Report #PW-2025-07 – Drainage Superintendent.**

RESOLUTION #C-2025-04-12

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, Eldon Hutchins be appointed as Tay Valley Township’s Drainage Superintendent,

AND THAT, the necessary by-law be brought forward for approval.”

ADOPTED

- viii) **Report #PW-2025-08 – Maintenance Gravel - Tender Award.**

RESOLUTION #C-2025-04-13

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“THAT, Tender #2025-PW-005 for Maintenance Gravel be awarded to Thomas Cavanagh Construction Limited for the amount of \$760,690.43 for 2025 and 2026;

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

ADOPTED

- ix) **Report #CAO-2025-12 - Recreation Activities, Programs and Services Overview.**

RESOLUTION #C-2025-04-14

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“THAT, Report #CAO-2025-12 – Recreation Activities, Programs and Services Overview, be received as information.”

ADOPTED

- x) **Report #CAO-2024-10 – 2024 Municipal Report Card.**

RESOLUTION #C-2025-04-15

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“THAT, Report #CAO-2025-10 – 2024 Municipal Report Card, be received for information.”

ADOPTED

- xi) **Report #CAO-2025-11 – Mid-Term Strategic Plan Update.**

RESOLUTION #C-2025-04-16

MOVED BY: Greg Hallam

SECONDED BY: Korrine Jordan

“**THAT**, Report #CAO-2025-11 – Mid-Term Strategic Plan Update, be received for information.”

ADOPTED

- xii) **Report #CAO-2025-13 – Lanark County OPP Detachment Police Services Board – Council Appointee.**

RESOLUTION #C-2025-04-17

MOVED BY: Keith Kerr

SECONDED BY: Korrine Jordan

“**THAT**, Greg Hallam for Tay Valley Township be appointed as the Council representative to the Lanark County OPP Detachment Police Services Board for the remainder of the term of Council.”

ADOPTED

- xiii) **25-04-02 – Council Communication Package.**

RESOLUTION #C-2025-04-18

MOVED BY: Korrine Jordan

SECONDED BY: Keith Kerr

“**THAT**, the 25-04-02 Council Communication Package be received for information.”

ADOPTED

8. BY-LAWS

- i) **By-Law No. 2025-018 – Restrict the Common Law Right of Passage Over A Highway – Elliot Road.**

RESOLUTION #C-2025-04-19

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, By-Law No. 2025-018, being a by-law to restrict the common law right of passage over a highway (Elliot Road), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- ii) **By-Law No. 2025-019 – Appoint a Drainage Superintendent and Authorized Drainage Representative (Robinson Consultants Inc & Eldon Hutchins).**

RESOLUTION #C-2025-04-20

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“THAT, By-Law No. 2025-019, being a by-law for the appointment of Drainage Superintendent (Robinson Consultants) and Authorized Drainage Representative (Eldon Hutchins) be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iii) **By-Law No. 2025-020 – Zoning Amendment – Schacht.**

RESOLUTION #C-2025-04-21

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“THAT, By-Law No. 2025-020, being a by-law to amend Zoning By-Law No. 2002-12 (3129 Narrows Lock Road, Part lot 17, Concession 6, Geographic Township of North Burgess, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iv) **By-Law No. 2025-021 – Zoning Amendment – Tayler.**

RESOLUTION #C-2025-04-22

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“THAT, By-Law No. 2025-021, being a by-law to amend Zoning By-Law No. 2002-12 (160,1,2, and Vacant Lot MacKay Line Road, Part lots 25 and 26, Concession 11, Geographic Township of Bathurst, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- v) **By-Law No. 2025-022 – Zoning Amendment – Tayler.**

RESOLUTION #C-2025-04-23

MOVED BY: Keith Kerr

SECONDED BY: Korrine Jordan

“**THAT**, By-Law No. 2025-022, being a by-law to amend Zoning By-Law No. 2002-12 (109,141,155 and Vacant Lot MacKay Line Road, Part lots 24 to 26, Concession 10, Geographic Township of Bathurst, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- vi) **By-Law No. 2025-024 – Set Tax Rates – 2025.**

RESOLUTION #C-2025-04-24

MOVED BY: Greg Hallam

SECONDED BY: Korrine Jordan

“**THAT**, By-Law No. 2025-024, being a by-law to set the Tax Rates for the Year 2025, be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

9. NEW/OTHER BUSINESS

- i) **Report #PD-2025-08 – ZA25-01 We The Shermans – Additional Information.**

The Planner reminded Members that at this point in the process, only the approval of a building envelope is being sought and that applications can only be rejected if they do not comply with the Provincial Policy Statement, the County Official Plan, and Tay Valley’s Official Plan.

The Planner distributed the response to the email from P. Nault received on April 22nd, 2025 – *attached, page 14.*

The Planner overviewed the Report as attached to the agenda and the Presentation – *attached, page 17.*

The Planner noted that relief was sought from the west side lot line and height because of the topography of the lot with a steep slope on the east side. The Planner also noted that other local municipalities allow residential lake front heights of 11m and 10 m (Lanark Highlands and Rideau Lakes respectively), and that the Township of Muskoka distinguishes between remote lakes (with a 9m residential height) and all other lakes (with a 10.7m height permitted).

C. Clarke, Egis Inc, reviewed the shadow analysis as attached to the agenda.

Members discussed the projected results in the shadow analysis. Questions were raised regarding:

- the impact of illumination on the area from the proposed building
- if the proposed building was shorter in height, if shadowing would not occur

C. Clarke explained that:

- the software used for the shadow analysis does not have the ability to project illumination impacts from a building
- there is sun exposure through the trees on neighbouring properties
- many trees on neighbouring properties are coniferous, which already shade the property and do so year round as the leaves do not fall off
- shadowing will occur from any proposed building
- the proposed floors of this building get smaller as it gets taller, allowing more light exposure

Members discussed the required setbacks, the Planner noted that:

- the application is seeking a relief of 2.2 m from the required west side yard setback of 6m and permission for a 2.67m increase in height
- the property does not abut the Nault property
- only specified agencies or the owner can appeal the decision on the Zoning application

RESOLUTION #C-2025-04-25

MOVED BY: Korrine Jordan

SECONDED BY: Keith Kerr

“THAT, Report #PD-2025-08 – ZA25-01 We The Shermans – Additional Information, be received for information.”

ADOPTED

ii) **By-Law No. 2025-023 – Zoning Amendment - We the Shermans Inc.**

Members discussed the current Zoning By-Law, noting that:

- when the Zoning By-Law was drafted, it was done with the best information that the Township had to work with at the time
- the Township does not own an aerial ladder fire truck, citing concerns for safety during a fire

The Chief Administrative Officer/Clerk noted that the Township does have an agreement with the Town of Perth for use of an aerial ladder fire truck.

Members discussed concerns, including:

- height of the proposed building, four (4) stories from the water side
- the visual impact of a large structure on the lake and area
- the perception of fairness of allowing the exception for height

- different approaches used when approving exceptions for previous minor variance applications
- lack of good reason for the need for the height variance
- the impact on neighbouring wells
- the importance of maintaining the nine (9) meter height maximum as required in the Zoning By-Law
- concern over the cost of an appeal of a defeated motion at a potential hearing through the Ontario Land Tribunal (OLT)
- if the application for height exception is for a want or a need regarding the use of the property

The Planner noted that:

- septic approval, a slope stability study, stormwater management plan, and confirmation from an engineer that neighbouring wells will not be impacted are all required as part of the Site Plan Control Agreement.
- the only approvals at this stage are for zoning
- other matters Council has raised get addressed through the site plan
- applicants have the right to ask for relief in Zoning regulations
- the OLT gives no judicial weight to opinions on esthetics or design if you don't have guidelines in place
- the OLT assesses cases based on the Provincial Planning Statement, the County Official Plan, and the Township's Official Plan
- the Planning Act makes allowances that not all sites will adhere to Zoning By-Laws because of topographical features, shape of existing lots of record, etc.
- much of Council's concerns are on site plan related issues, not Zoning

C. Clarke explained that:

- there are physical features that make building difficult
- the proposed building site cannot be moved closer to the water
- the proposed building site cannot be moved to the east due to the ravine
- the property does not have much water frontage so the orientation of the proposed dwelling is constrained
- the only available area to build is what was proposed in the application

A Member asked if the 11-meter height could be reduced. It was indicated that doing so is not without considerable work and time required, and is not desirable to the applicants.

A Member asked if the proposed Zoning By-Law could be separated from the height exception and approval given for the side yard setback and for the second unit exceptions. Other Members agreed.

The Planner said that was a possibility. But there would still be the outstanding issue of the height.

The Planner explained in response to a question that:

- while mediation is an option with the OLT, it can be declined by the other party
- a notice of decision will be issued

RESOLUTION #C-2025-04-26

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, By-Law No. 2025-023, being a by-law to amend Zoning By-Law No. 2002-12 (750/761 Christie Lake Lane 32D, Part lot 20-22, Concession 3, Geographic Township of South Sherbrooke, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

DEFEATED

iii) **Additional Meeting with Representatives from Little Silver Lake Road, Silvery Lane, Rainbow Lane.**

Members met with a group of representatives from Little Silver Lake Road, Silvery Lane, and Rainbow Lane. Discussions focused on:

- the desire to improve communications between the Township and residents regarding specific roads within the Township
- a desire to examine the details of Private Unassumed Road requirements for each road

10. CALENDARING

Meeting	Date	Time	Location
Public Meeting – Zoning By-Law Amendments	May 6 th	5:30 p.m.	Municipal Office
Committee of the Whole Meeting	May 6 th	Following	Municipal Office
MVCA Board of Directions Meeting	May 7 th	1:00 p.m.	MVCA Offices
Library Board Meeting	May 12 th	4:30 p.m.	Perth & District Library
“Special” Committee of the Whole Meeting	May 13 th	5:30 p.m.	Municipal Office
Council Meeting	May 20 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-025 - Confirmation By-Law – April 22nd, 2025.**

RESOLUTION #C-2025-04-27

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“THAT, By-Law No. 2025-025, being a by-law to confirm the proceedings of the Council meeting held on April 22nd, 2025, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 7:56 p.m.

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.

COMMITTEE OF THE WHOLE “SPECIAL” MINUTES

Tuesday, May 13th, 2025

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 Angela Pierman
Councillor Marilyn Thomas

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

Regrets: Councillor Korrine Jordan
Councillor Keith Kerr

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. PRIORITY ISSUES

i) **Report #PD-2025-11 – Proposed Update to the Township Zoning By-Law.**

Forbes Symon, Senior Planner Jp2g Consultants Inc., reviewed the presentation that was attached to the agenda.

The Planner provided four (4) documents and summarized each.

- Zoning By-Law Update – *attached, page 5.*
- Additional Definitions – *attached, page 7.*

- Section 10 – Rural Zones – *attached, page 10.*
- Hamlet (H) – *attached, page 12.*

The Planner requested that Members review the materials and provide feedback to the Planner no later than the end of June. The Planner will also be speaking with lake associations throughout the summer to receive their feedback.

Suggested Recommendation to Council:

“THAT, Report #PD-2025-11 – Proposed Update to the Township Zoning By-Law be received for information;

AND THAT, staff be directed to work with the consultant to prepare a Draft Zoning By-Law update for public outreach through the summer with formal Public Consultation in the Fall of 2025.”

4. ADJOURNMENT

The Committee adjourned at 6:55 p.m.

PRESENTATIONS & DELEGATIONS

COUNCIL
May 20th, 2025

Report #CAO-2025-21
Amanda Mabo, Chief Administrative Officer/Clerk

**REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE – WRIGHT
PUBLIC MEETING**

STAFF RECOMMENDATION(S)

“THAT, once the required survey has been received, Council consider a by-law to stop up, close and sell a portion of the unopened road allowance (approximately 855 feet) between Concessions 7 & 8, Lot 4 and 5, Bathurst, just northeast of Doran Road.”

BACKGROUND

Committee and Council have considered a request to stop up, close and sell a portion of the unopened road allowance (approximately 855 feet) between Concessions 7 and 8, Lot 4 and 5, geographic Township of Bathurst, northeast of Doran Road. A resolution was passed on February 25, 2025, agreeing to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2025-07 – Request to Close a Portion of an Unopened Road Allowance - Wright, as per the Road Closing and Sale Policy, and call a Public Meeting.

DISCUSSION

The purpose of this report and public meeting is to solicit public feedback regarding the proposed road closing.

Pursuant to the Road Closing and Sale Policy, public notice was posted on site and in the general vicinity of the portion of the unopened road allowance to be closed, emailed and mailed to the adjacent property owners, published on the Township website and Facebook page and provided publicly via the Perth Journal on April 2nd and April 9th, 2025, as well as the Agenda for the Committee of the Whole Meeting held on February 11th, 2025, the Agenda for the Council Meeting on February 25th, 2025 and the Agenda for the Public Meeting held on May 20th, 2025, with such notice offering an opportunity for any person to address concerns related to the closing.

Agency Comment

Mississippi Valley Conservation Authority - Based on a review of MVCA's GIS mapping and aerial imagery, part of the section to be closed, crosses an MVCA regulated wetland and watercourse.

Any alterations (including crossings) to the wetland or watercourse require written permission from MVCA.

Adjacent Landowner Comment

One landowner adjacent to the Unopened Road Allowance had questions regarding access to their own property, which has frontage on Doran Road to the south.

A second landowner adjacent to a nearby unopened road allowance inquired about the process to stop up, close and purchase a portion of the unopened road allowance for consolidation with their own property.

Next Steps

Once the required survey has been received, Council can then proceed to pass a by-law to stop up, close and sell a portion of the unopened road allowance to the Applicant. The land will then be transferred upon payment of the required costs and the closed portion of unopened road allowance will be consolidated with the applicant's property.

ATTACHMENTS

- i) Report #CAO-2025-07 – Request to Close Unopened Road Allowance - Wright

Prepared and Submitted by:

Approved for Submission by:

Dayna Clark
Executive Assistant/Alternate CEMC

Amanda Mabo,
Chief Administrative Officer/Clerk

PUBLIC MEETING

ROAD CLOSING Between Concessions 7 & 8, Lot 4 and 5 geographical Township of Bathurst

Council
May 20th, 2025



1

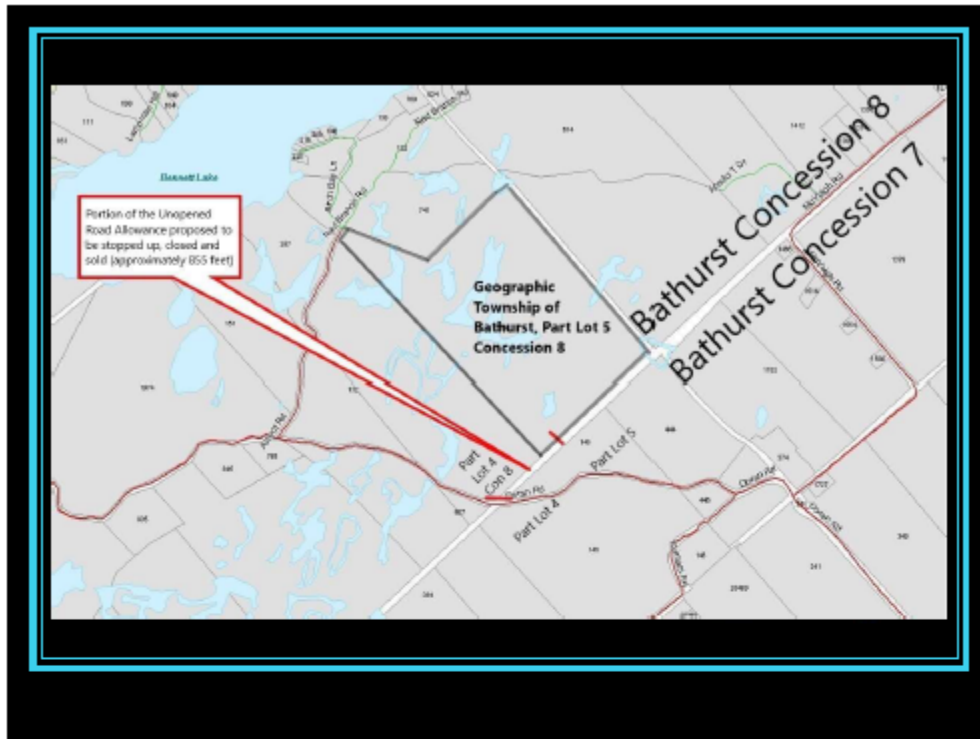
Road Closing - Wright

Committee and Council have considered a request to stop up, close and sell a portion of the unopened road allowance (approximately 855 feet) between Concessions 7 & 8, Lot 4 and 5, Bathurst, just northeast of Doran Road.

A resolution was passed on February 25th, 2025 agreeing to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2025-07 – Request to Close a Portion of an Unopened Road Allowance – Wright, as per the Road Closing and Sale Policy, and call a Public Meeting.



2




3

Road Closing Policy

Pursuant to the Road Closing and Sale Policy:

- public notice was posted on site and in the general vicinity of the portion of the unopened road allowance to be closed
- published in the Perth Journal on April 2nd and 9th, 2025
- mailed to the adjacent property owners
- published on the Township website and Facebook page
- provided publicly via the agenda for the Committee of the Whole Meeting on February 11th, 2025, the Council Meeting on February 25th, 2024, and the Council Meeting on May 20th, 2025.


 Tay Valley Township

4

Purpose of Public Meeting

The purpose of the public meeting is to solicit public feedback regarding the proposed road closing.

The Road Closing policy provides that notice be given in order to allow opportunity for any person to address concerns related to the closing.



5

Agency - Objections or Concerns

Mississippi Valley Conservation Authority

Based on a review of MVCA's GIS mapping and aerial imagery, part of the section to be closed, crosses an MVCA regulated wetland and watercourse.

Any alterations (including crossings) to the wetland or watercourse require written permission from MVCA.



6

Landowner – Objections or Concerns

- Questions of clarification from adjacent landowners were answered.



7

NEXT STEPS

- Once the required survey has been received, Council can then proceed to pass a by-law to stop up, close and sell a portion of the unopened road allowance to the Applicant. The land will then be transferred upon payment of the required costs and the closed portion will be consolidated with the Applicant's lands.



8

MOTIONS

COMMITTEE OF THE WHOLE
February 11th, 2025

Report #CAO-2025-07
Amanda Mabo, Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE
WRIGHT

STAFF RECOMMENDATION(S)

“THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2025-07 – Request to Close a Portion of an Unopened Road Allowance – Wright, as per the Road Closing and Sale Policy and call a Public Meeting.”

BACKGROUND

A written request (attached) was received from the property owners requesting the closure of the identified portion of the unopened road allowance.

DISCUSSION

The Executive Assistant undertook a preliminary review.

The Applicant is requesting to close a portion of the unopened road allowance between Concessions 7 & 8, Part Lots 4 and 5 in Bathurst, and add it to their property located north of this section of the unopened road allowance.

Applicant's property is Part 1 on 27R2298 save and except Part 1 on 27R4956.

The north side of the Applicant's property abuts the public portion of Amyot Road, however a large pond at the north end of the property makes access from the public road impassable.

The Applicants currently have a Road Access Agreement for the purpose of constructing and maintaining a 'driveway' to access their property for the use of a hunt camp. Under this agreement, the Applicants are required to maintain liability insurance and the Municipality must ensure compliance annually. Subsequently, somehow, a building permit was issued for the construction of a dwelling.

The stopping up, closure and sale of this portion of unopened road allowance – along with its consolidation with the Applicants' property - would not only provide the required road frontage but also reduce the Municipality's administrative burden of ensuring receipt of the required insurance annually and will also save the property owner from paying the annual insurance fees.

The Planner and Public Works Department were consulted and have no issues with this request.

The draft survey must be approved by the Public Works Manager and CAO/Clerk prior to deposit.

Staff recommend proceeding with closing the portion of the unopened road allowance requested as there are no Planning or Public Works concerns or future anticipated municipal uses.

The requestor will be required to pay all costs associated with the application, including purchase price, legal and advertising costs and may also require an appraisal to determine the purchase price for the land. A reference plan/survey will be undertaken by the Applicant at their cost.

ATTACHMENTS

- i) Written Request and Map
- ii) Property Surveys

Prepared and Submitted By:

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

From: Wright, Floyd
Sent: December 17, 2024 1:42 PM
To: TVT Executive Assistant <executiveassistant@tayvalleytwp.ca>
Cc: TVT CAO <cao@tayvalleytwp.ca>
Subject: RE: Road Closing off Doran Road (Wright)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

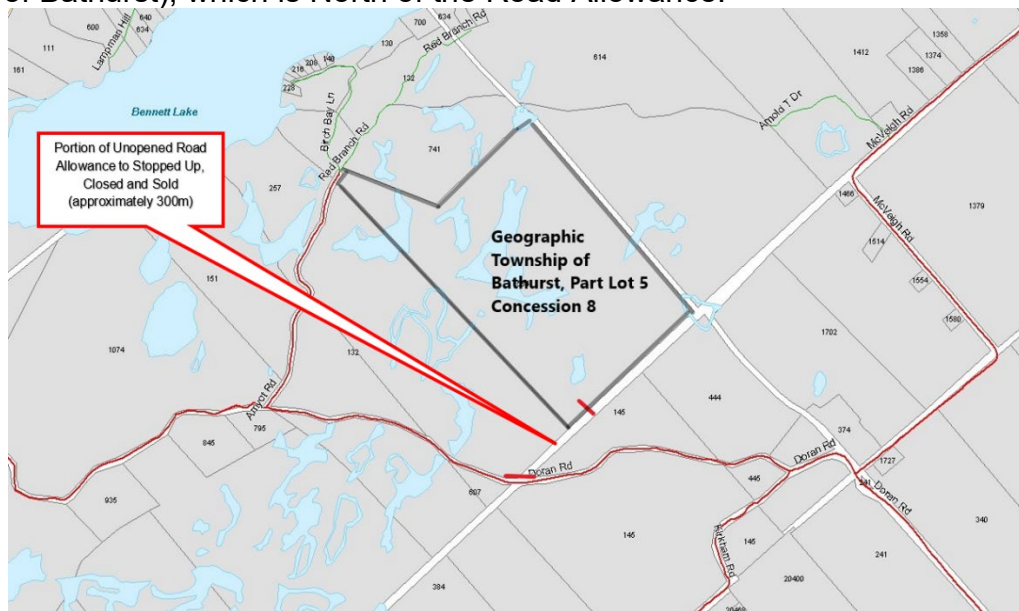
Hi
Yes, I confirm , I wish to stop and close, and purchase a portion as seen below.

From: TVT Executive Assistant <executiveassistant@tayvalleytwp.ca>
Sent: Tuesday, December 17, 2024 1:25 PM
To: Wright, Floyd
Cc: TVT CAO <cao@tayvalleytwp.ca>
Subject: Road Closing off Doran Road (Wright)

CAUTION: This email originated from outside of the company. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Floyd,
Per our discussion earlier today, it is our understanding that you wish to apply to stop up, close, and purchase a portion of unopened road allowance between Bathurst Concessions 7 and 8.

The approximate length of the requested closure is 300 metres - from Doran Road to approximately 60m along your property (being Part Lot 5, Concession 8, geographic Township of Bathurst), which is North of the Road Allowance.



Please confirm by email if the above reflects your request.

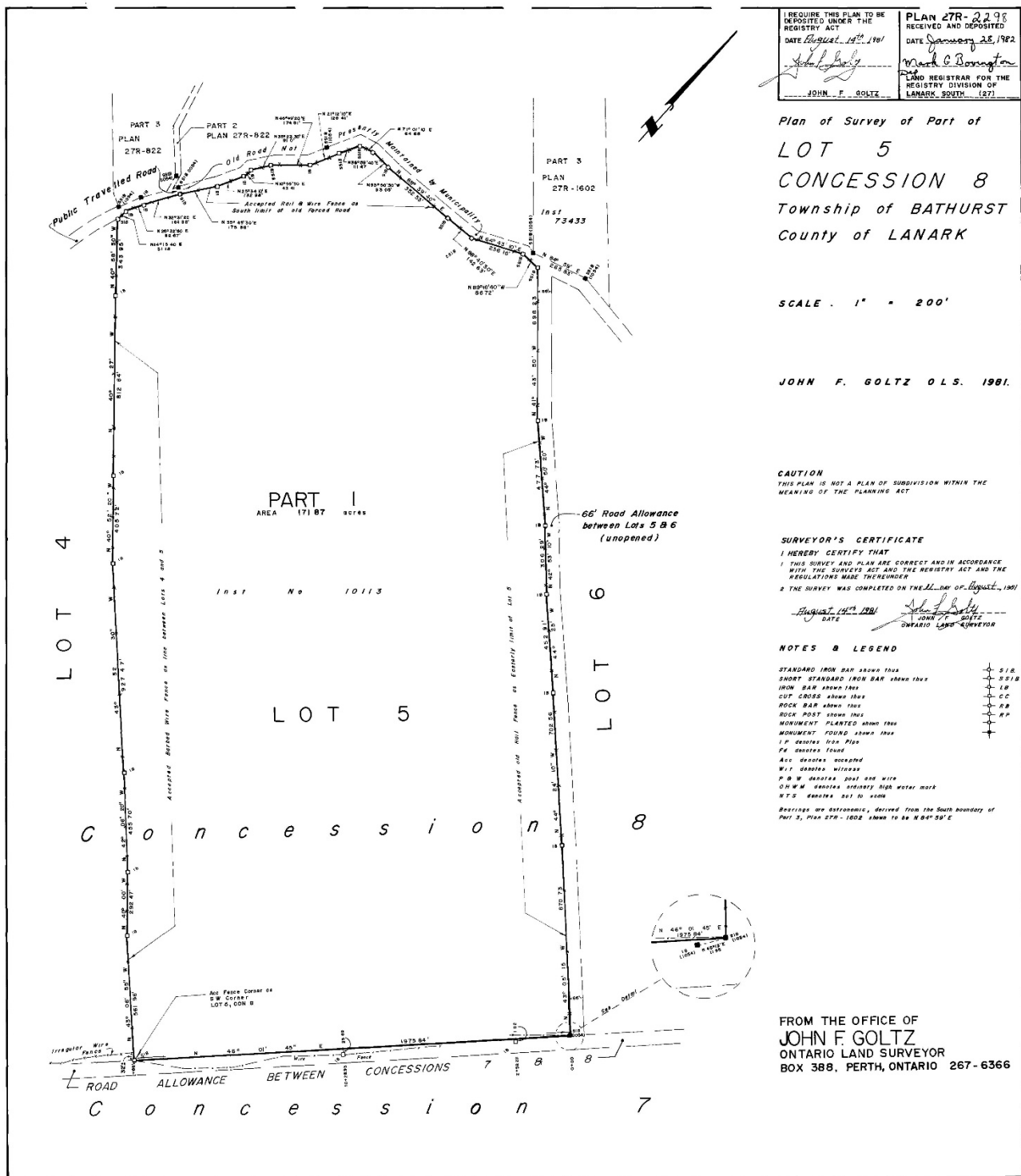
As you have already submitted the fee and deposit for the Road Closing request, we can proceed with the file upon your response.

Yours very truly,

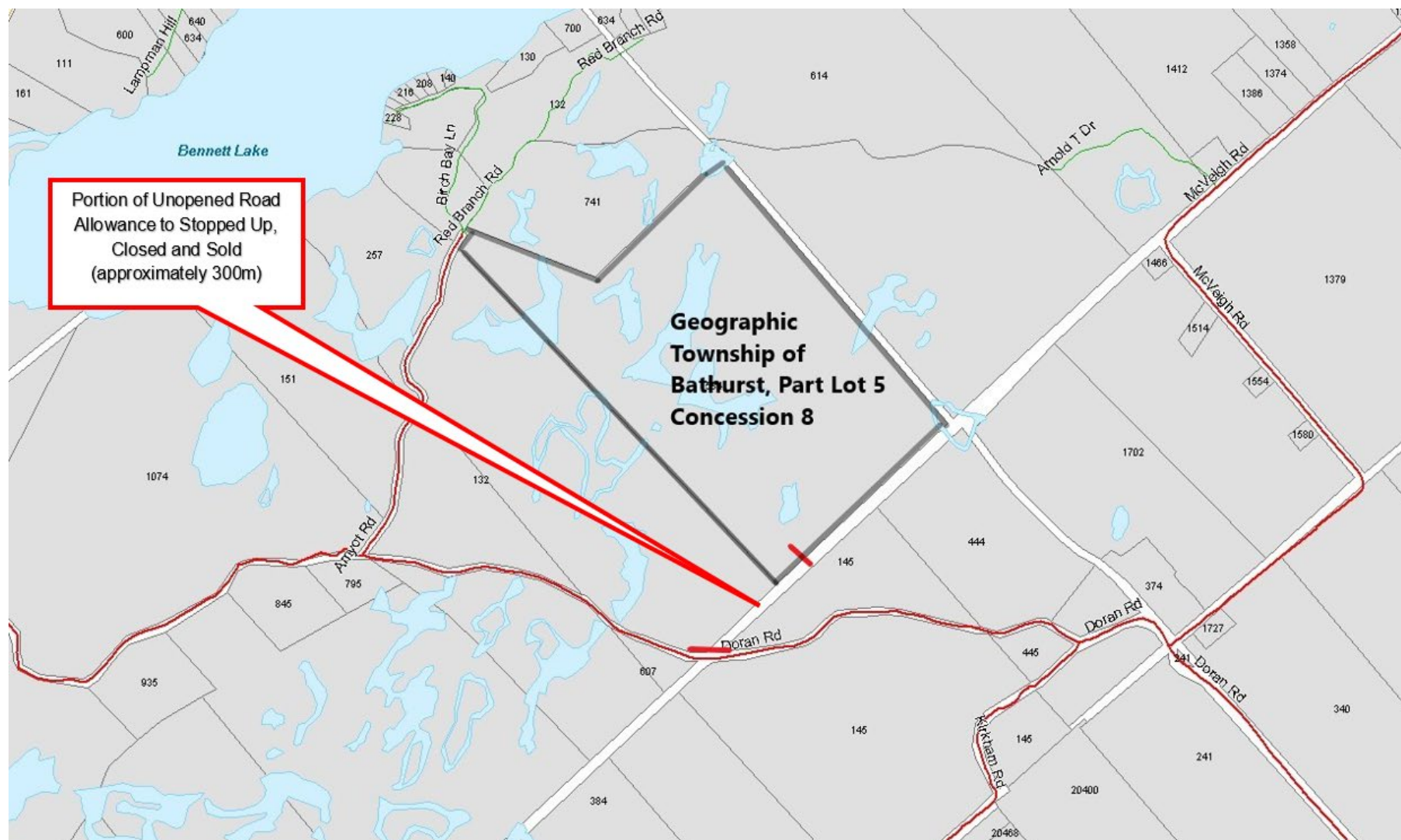
Dayna Clark,
Executive Assistant/Alternate CEMC
Tay Valley Township
217 Harper Road, Perth, ON K7H 3C6
T: 613-267-5353 ext. 131 or 1-800-810-0161
F: 613-264-8516
E: executiveassistant@tayvalleytwp.ca

www.tayvalleytwp.ca

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Survey Plan 27R2298



Part of the unopened road allowance between Bathurst Concessions 7 & 8, Part Lots 4 and 5

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-023

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (CAMERON – 779 BROOKS CORNER) (PART LOT 2, CONCESSION 6, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

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 Rural (RU) to Residential Limited Services (RLS) on the lands legally described as Part Lot 2, Concession 6, geographic Township of South Sherbrooke, now in Tay Valley Township, County of Lanark (Roll # 091191102523610), 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. 2025-023**

3. BY-LAWS RESCINDED

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.

4. EFFECTIVE DATE

4.1 ADOPTED BY COUNCIL this 20th day of May, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

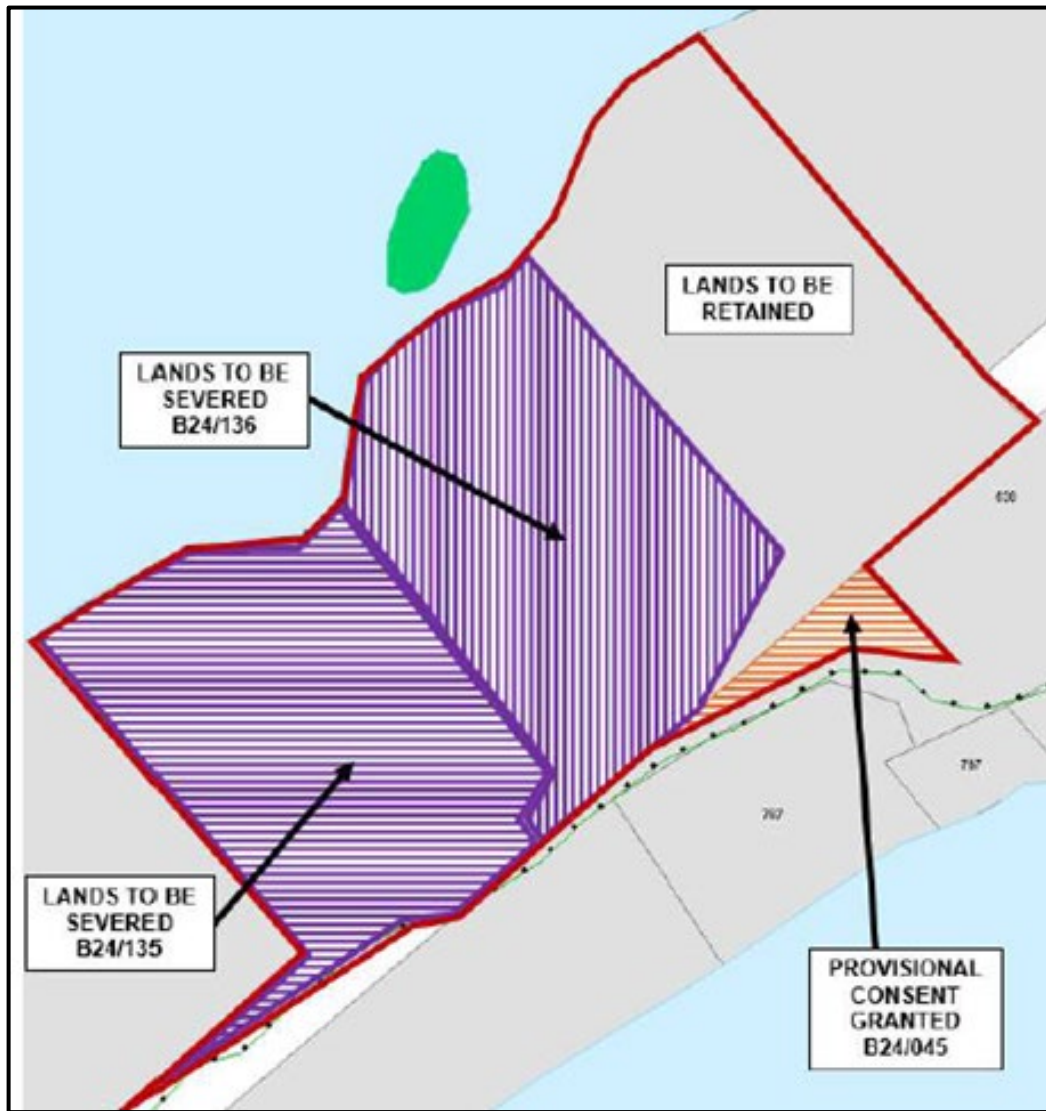
4.2 APPROVED BY THE REEVE this 20th day of May, 2025 pursuant to Reeve Decision/Direction #2025-01.

Rob Rainer, Reeve

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-023

SCHEDULE "A"

Cameron – 779 Brooks Road
Part Lot 2, Concession 6
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law
To amend the Zoning from
Rural (RU) to
Residential Limited Services (RLS)

Certificate of Authentication
This is Schedule "A" to By-Law 2025-023
passed this 20th day of May 2025.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-026

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 (CEDARWOOD WAY AND BISHOPS 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, Cedarwood Way is a distinct private road that branches off of Bishops Way within Tay Valley Township;

AND WHEREAS, the private rights-of-way for Cedarwood Way have been registered on title for many decades, but the distinct private road was never named or added to the Township's Road Naming By-Law;

AND WHEREAS, the private rights-of-way for Bishops Way have been registered on title for many decades and the road requires redescription in the Township's Road Naming By-Law;

AND WHEREAS, public notice was provided to each affected property owner and was given via the agenda for the Committee of the Whole Meeting held on May 6th, 2025 and via the agenda for the Council Meeting held on May 20th, 2025;

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 private right-of-way shown as Part 1 on 27R-12450, be named Cedarwood Way.
- 1.2 **THAT**, the private right-of-way shown as Parts 4 and 3 on 27R-5265, save and except part 1 on 27R-12450 in Tay Valley Township, be named Bishops Way.
- 1.3 **THAT**, Plan 27R-12450 is attached hereto as Schedule "A" and shall be for information purposes only, and not form part of this by-law.
- 1.4 **THAT**, Plan 27R-5265 is attached hereto as Schedule "B" and shall be for information purposes only, and not form part of this by-law.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-026**

1.5 THAT, Cedarwood Way, located in the geographic Township of North Burgess, as shown on Schedule “C” attached, be included within the designated roads as set out in the Road Naming By-Law No. 98-87, specifically Schedule “B”, Burgess Ward, Private Roads, Otty Lake.

1.6 THAT, the Location and Description of Cedarwood Way in Schedule “B”, Burgess Ward, Private Roads, Otty Lake, to Road Naming By-Law No. 98-87, as shown on Schedule “C” attached, read as follows:

From Bishops Way to the dead end, being Part 1 on 27R-12450.

1.7 THAT, the Location and Description of Bishops Way in Schedule “B”, Burgess Ward, Private Roads, Otty Lake, to Road Naming By-Law No. 98-87, as shown on Schedule “C” attached, be amended to read as follows:

From McKay Farm Road in the Township of Drummond North Elmsley, to the dead end, the portion in Tay Valley Township being Parts 3 and 4 on 27R-5265, save and except Part 1 on 27R-12450.

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

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 AMENDED

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

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 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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-026**

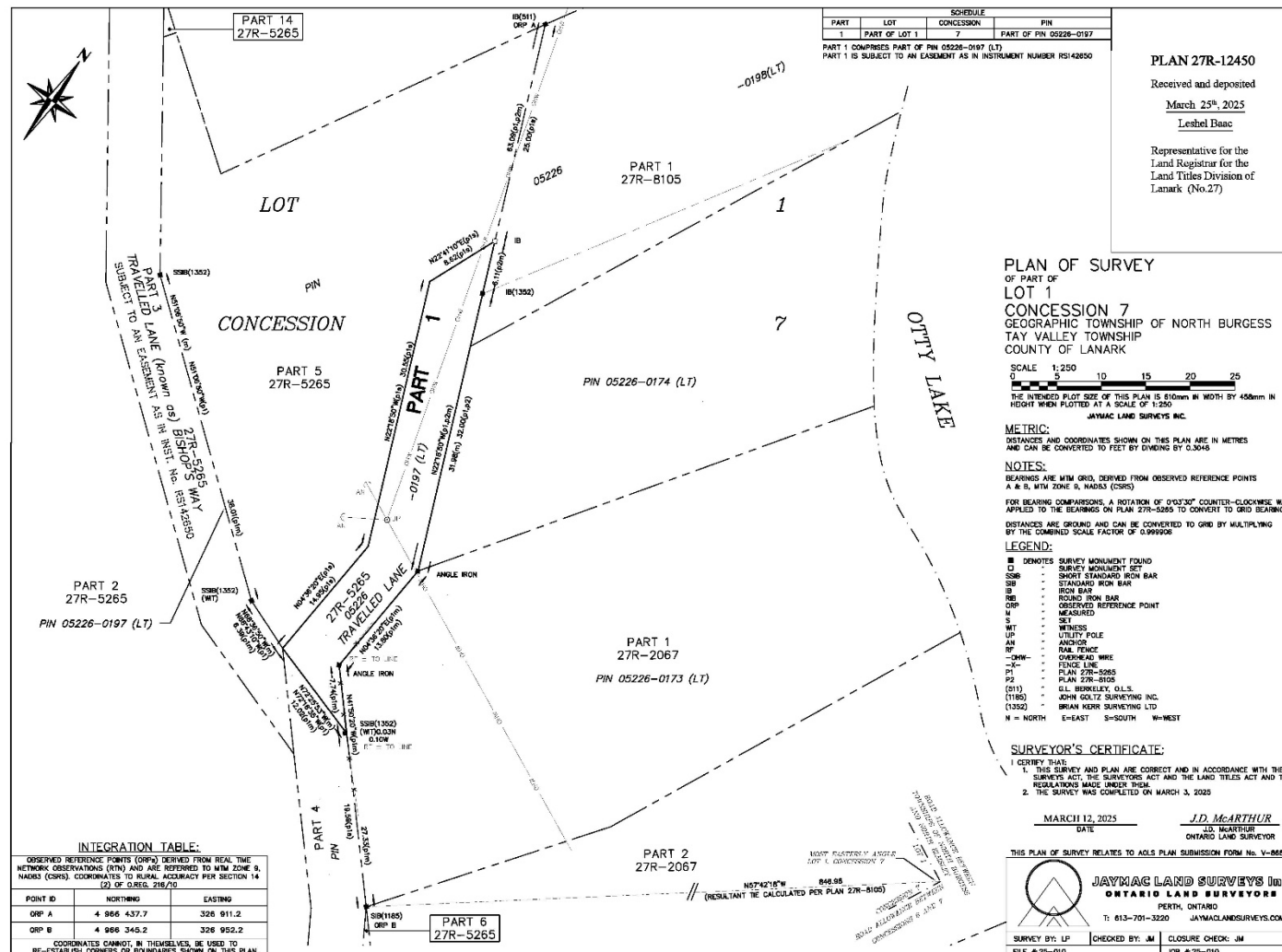
4.2 ADOPTED BY COUNCIL this 20th day of May, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

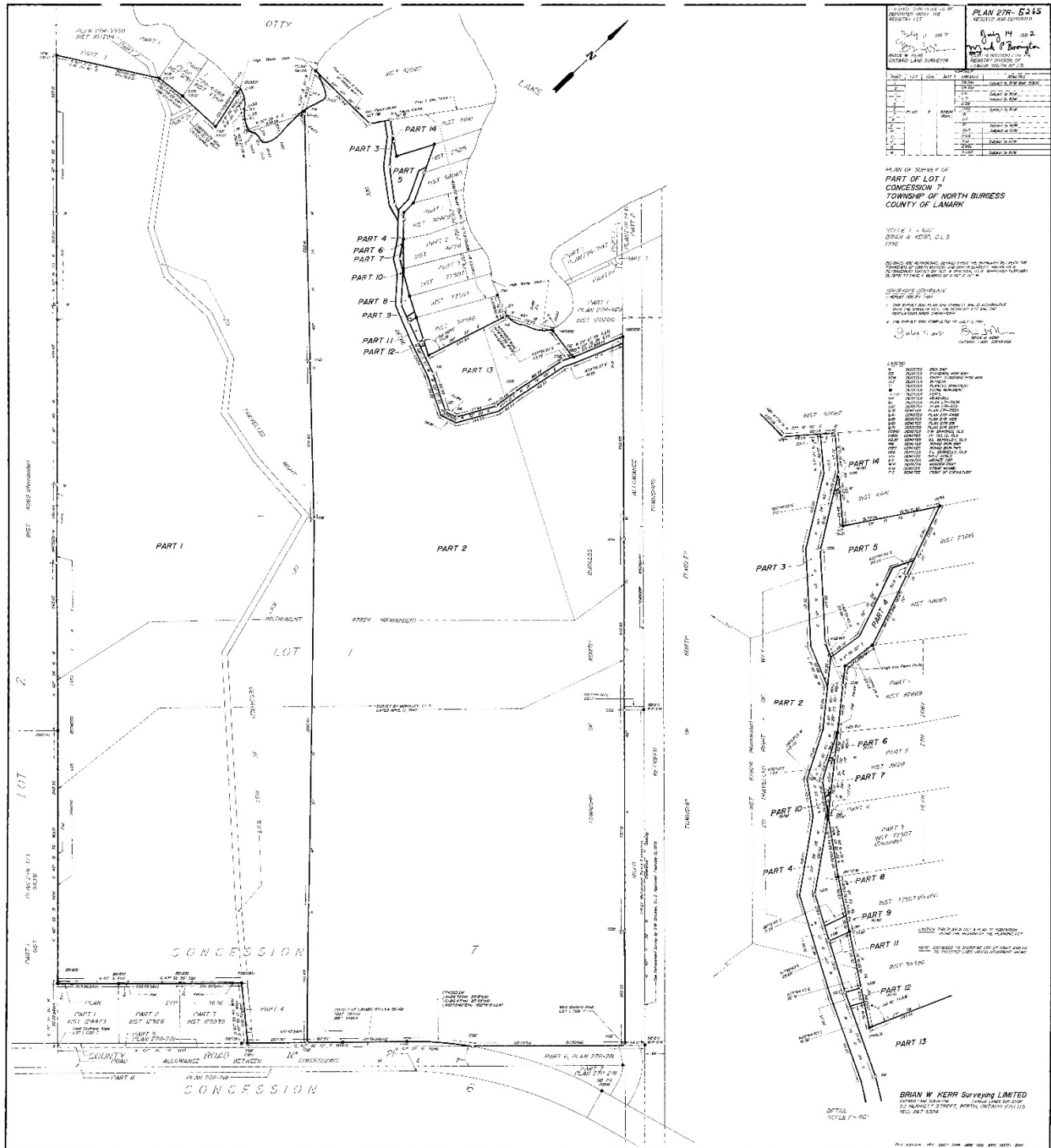
THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2025-026

SCHEDULE "A"



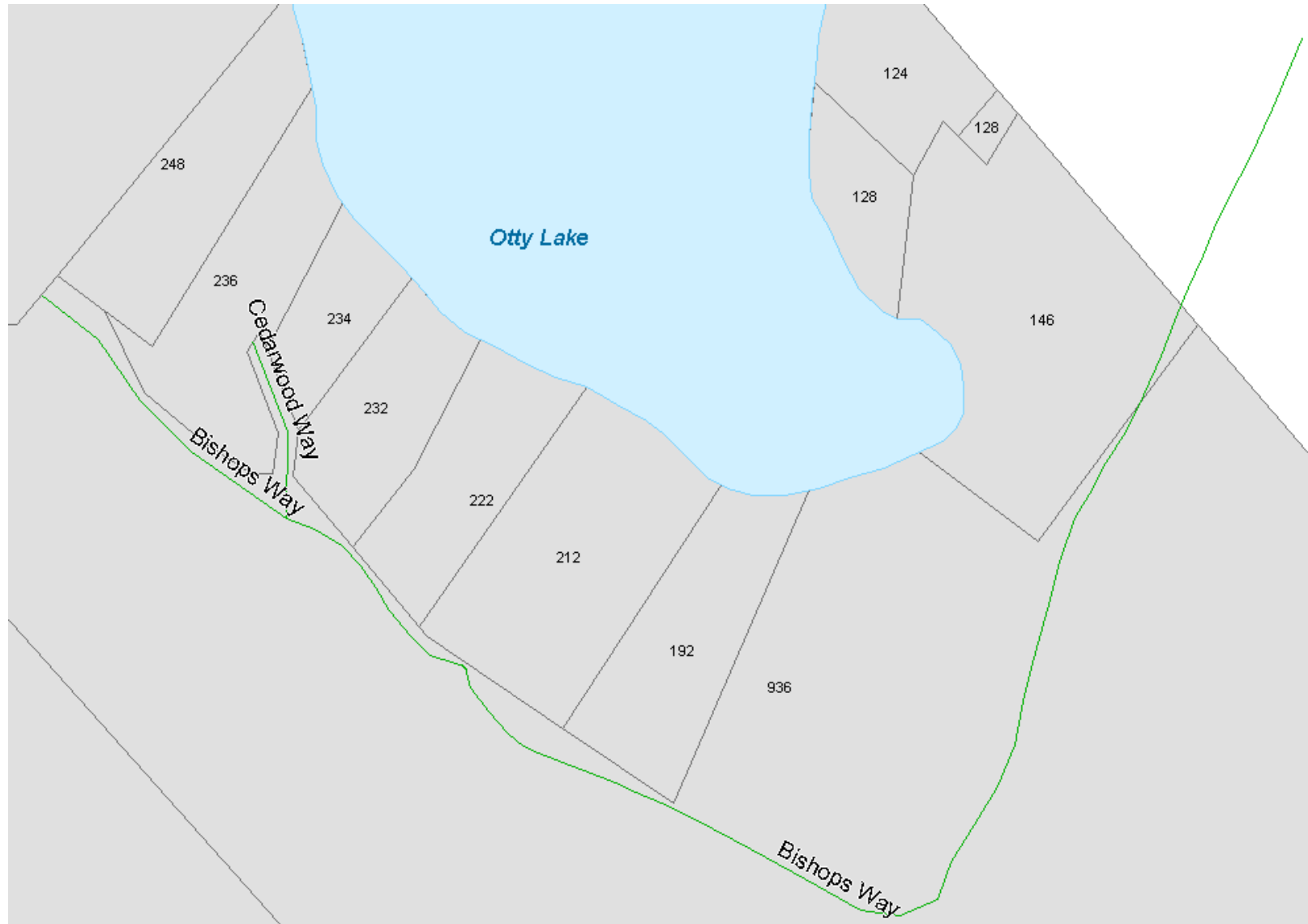
THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2025-026

SCHEDULE "B"



**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-026**

SCHEDULE "C"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-027

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 (BYGROVE LANE (PUBLIC), CROZIER ROAD, POSNER LANE)

WHEREAS, Section 31 (2) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that, after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

AND WHEREAS, Crozier Road, Posner Lane, and the public portion of Bygrove Lane were assumed for public use by way of By-Law No. 2012-062 and registered as Instrument LC139190;

AND 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, Crozier Road and the public portion of Bygrove Lane were included in the Road Naming By-Law under By-Law No. 1998-097, but Posner Lane was inadvertently omitted from the Road Naming By-Law after assumption of the road in 2012;

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**, the Public Road shown as Posner Lane on Registered Plan of Subdivision 27M-12 be named Posner Lane.
- 1.2 **THAT**, Posner Lane, located in the geographic Township of South Sherbrooke, as shown on Schedule "A" attached, be included within the designated roads as set out in the Road Naming By-Law No. 98-87, specifically Schedule "A", Sherbrooke Ward, Municipal Roads.
- 1.3 **THAT**, the Location and Description of Posner Lane in Schedule "A" Sherbrooke Ward, Municipal Roads to Road Naming By-Law No. 98-87, as shown on Schedule "A" attached, read as follows:

From Bygrove Lane to the dead end (being Posner Lane on Registered Plan of Subdivision 27M-12).

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-027

- 1.4 THAT**, the Location and Description of Crozier Road in Schedule “A” Sherbrooke Ward, Municipal Roads to Road Naming By-Law No. 98-87, as shown on Schedule “A” attached, be amended to read as follows:

From Ritchie Side Road to the dead end (the dead end being Crozier Road on Registered Plan of Subdivision 27M-13).

- 1.5 THAT**, the Location and Description of Bygrove Lane (Public) in Schedule “A” Sherbrooke Ward, Municipal Roads to Road Naming By-Law No. 98-87, as shown on Schedule “A” attached, be amended to read as follows:

From Crozier Road to Bygrove Road (Private) (being Bygrove Lane on Registered Plan of Subdivision 27M-12).

- 1.6 THAT**, Plan 27M-12 is attached hereto as Schedule “B” and shall be for information purposes only, and not form part of this by-law.

- 1.7 THAT**, Plan 27M-13 is attached hereto as Schedule “C” and shall be for information purposes only, and not form part of this by-law.

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

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 AMENDED

- 3.3** By-Law No. 98-87 is hereby amended.

- 3.4** 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

- 4.3 THAT**, this by-law shall come into force and effect when a certified copy of this by-law has been registered at the Land Registry Office.

- 4.4** ADOPTED BY COUNCIL this 20th day of May, 2025.

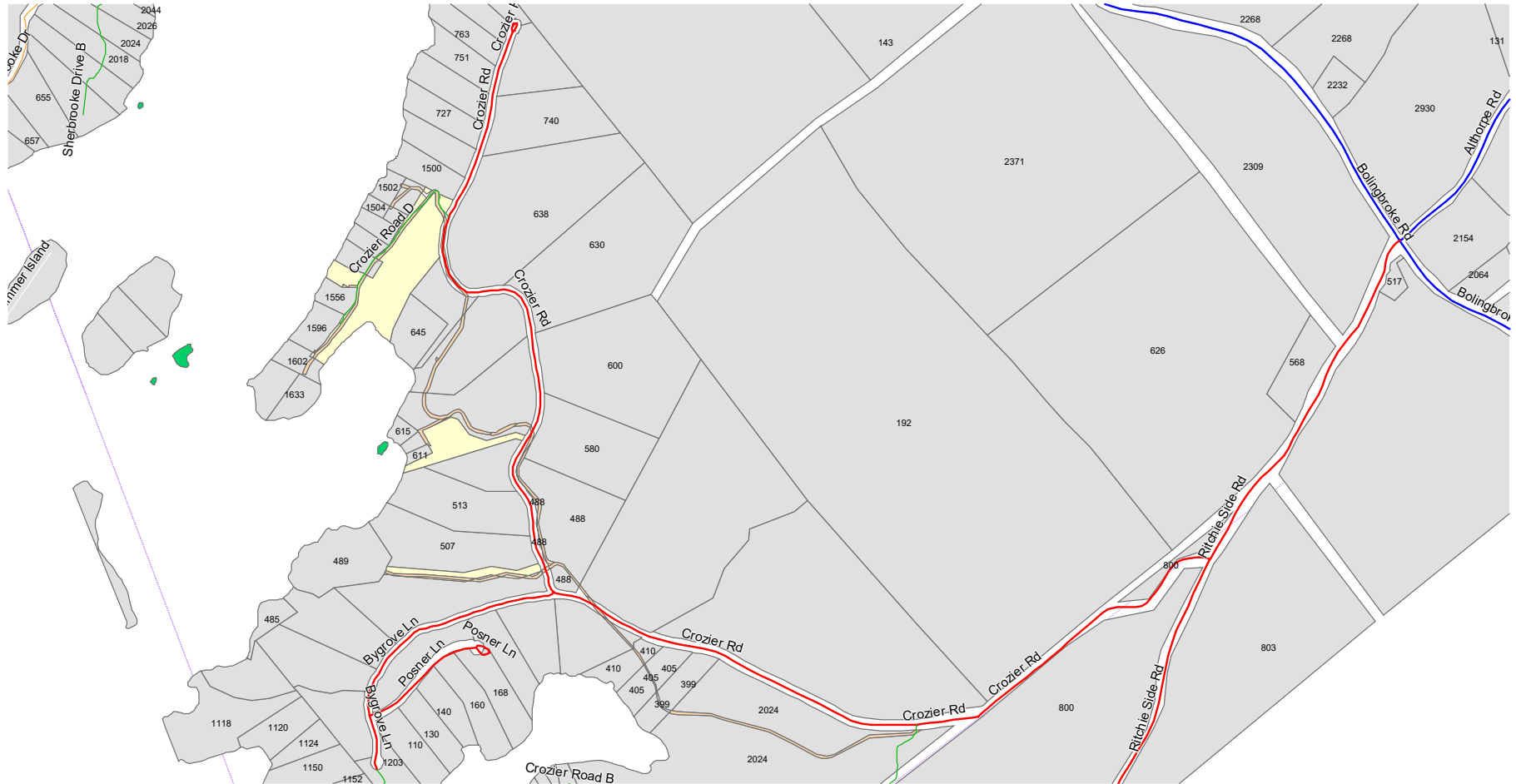
**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-027**

Robert Rainer, Reeve

Amanda Mabo, Clerk

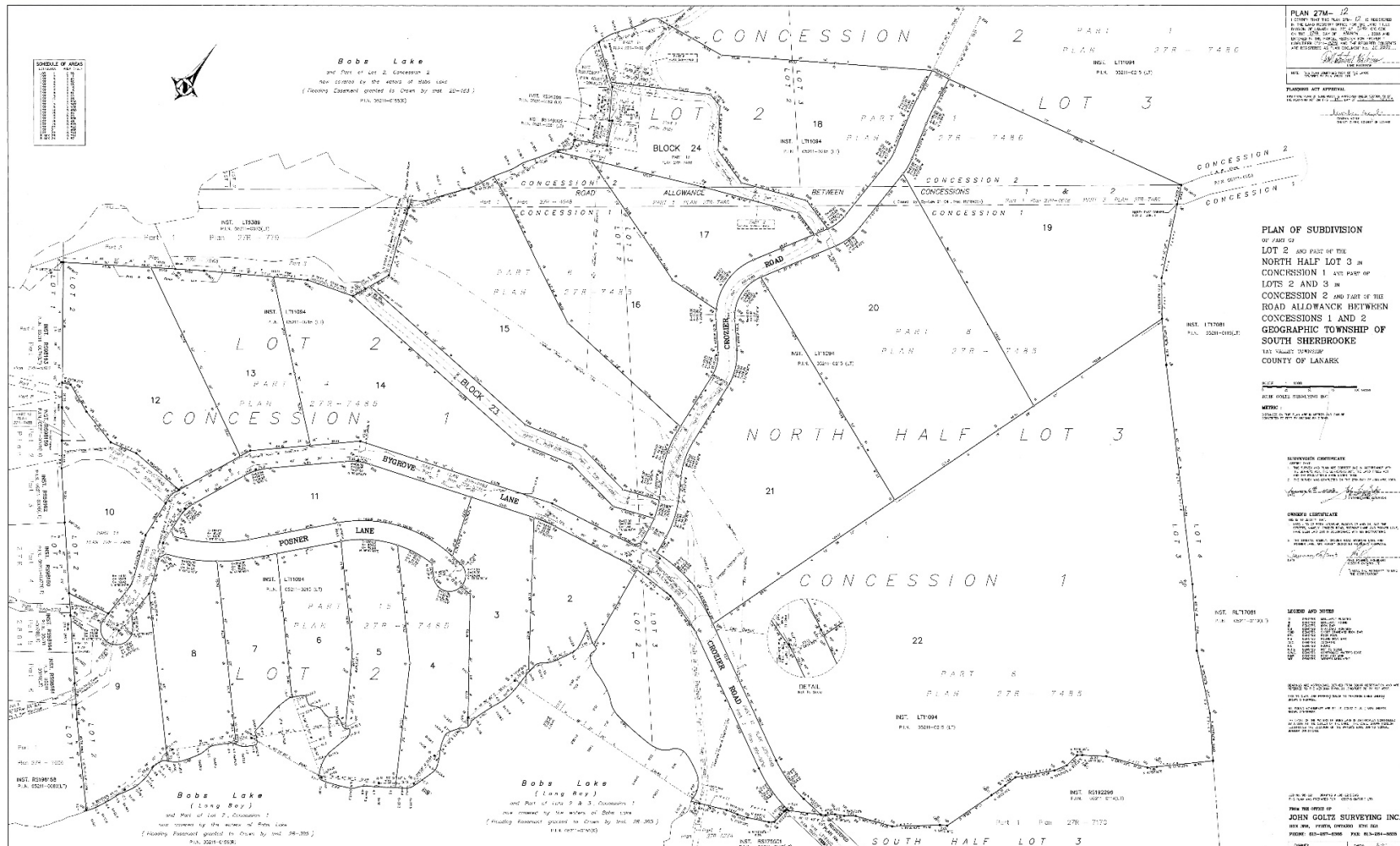
**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-027**

SCHEDULE "A"



THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2025-027

SCHEDULE "B"



SCHEDULE "C"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-028

A BY-LAW TO REPEAL BY-LAW NO. 2023-045 BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 AND ROAD NAMING BY-LAW AMENDMENT (LAKEBREEZE LANE)

WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2023-045, being a by-law to Amend Road Naming By-Law No. 98-87 (Lakebreeze Lane);

AND WHEREAS, the right-of-way over Part 5 on 27R-1478 has been removed from title of the dominant and servient lands;

AND WHEREAS, due to the removal of the right-of-way, Lakebreeze Lane is no longer a Private Road within Tay Valley Township;

AND WHEREAS, Council deems it expedient to repeal By-Law No. 2024-045, being a By-Law to Amend Road Naming By-Law No. 98-87 (Lakebreeze Lane);

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. 2023-045, being a by-law to amend Road Naming By-Law No. 98-87 (Lakebreeze Lane), 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. 2023-045 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. 2025-028**

4. EFFECTIVE DATE

4.1 ENACTED AND PASSED this 20th day of May, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-029

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON MAY 20TH, 2025

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 meeting held on the 20th day of May, 2025 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. 2025-029**

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

3.1 ADOPTED BY COUNCIL this 20th day of May, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

3.2 APPROVED BY THE REEVE this 20th day of May, 2025 pursuant to Reeve Decision/Direction #2025-01.

Robert Rainer, Reeve

NEW/OTHER BUSINESS

COUNCIL
May 20th, 2025

Report #PW-2025-11
Sean Ervin, Public Works Manager

FEDERATION OF CANADIAN MUNICIPALITIES
GREEN MUNICIPAL FUND – SUSTAINABLE BUILDINGS STREAM

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Corporation of Tay Valley Township commit to the upset limit of \$16,550 as the municipality’s contribution of the FCM GMF Sustainable Buildings Stream;

THAT, the \$16,550 be funded from the Contingency Reserve unless other grant opportunities are available;

AND THAT, the Chief Administrative Officer/Clerk be authorized to submit an application to FCM under the Sustainable Municipal Buildings Stream.”

BACKGROUND

Staff have been working with a consultant on an application through FCM’s Green Municipal Fund (GMF), Sustainable Municipal Buildings stream over the past few months in hopes to receive a grant to complete a feasibility study on the Municipal Office. The title of the project is “Net Zero Retrofit Pathway for the Township’s Municipal Office”, and the main objective of the grant is to plot a pathway to reduce Greenhouse Gas emissions (GHG) at the Municipal Office over time. The first step of the application was to submit a pre-application plan, which was completed in November 2024. The Township was notified in early December 2024 that the project meets GMF eligibility criteria and can proceed to the full application stage.

DISCUSSION

Building on the Conservation Demand Management Plan that was completed last year, the feasibility study will review all components of the building (lighting, heating, cooling, etc.) to determine a path towards the Municipal Office reducing Greenhouse Gas (GHG) emissions to ultimately be net zero. The study will investigate the elimination of natural gas as the primary source of energy and a switch to electricity for the building’s energy needs. It is

expected that the study will include capital replacement cost estimates and cost recovery projections for the expenditures.

A requirement of the full application is to provide Council support for the project, both financially and in principle.

FINANCIAL CONSIDERATIONS

The cost estimate to complete the study is \$33,100. The grant will cover 50% of the cost and therefore the Township will be responsible for \$16,550. Staff recommend that the Township apply to Lanark County's Municipal Climate Action Grant to cover a portion of the costs and the remaining funds be covered by the Contingency Reserve.

OPTIONS CONSIDERED

Option #1 – (Recommended) – commit to the funding and direct staff to apply through the FCM portal. This does not commit the Township to any further capital expenditures.

Option #2 – Do not commit to funding requirement for the grant and do not submit a grant application. This is not recommended.

CLIMATE CONSIDERATIONS

The Conservation and Demand Management (CDM) plan that was completed last year noted that the Municipal Office contributes to 50% of all GHG emissions created by Tay Valley Township owned buildings.

STRATEGIC PLAN LINK

Strategic Priority: Healthy Environment

Strategic Initiative: Climate Action Plan

CONCLUSIONS

Completing the Feasibility Study of the Municipal Office will be the first step in moving towards the building being net zero and should allow for future grant opportunities, specifically, the FCM's Capital Projects stream.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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