



COUNCIL MEETING MINUTES

Tuesday, June 17th, 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 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 (left at 6:46 p.m.)
Noelle Reeve, Planner

Regrets: Councillor Korrine Jordan

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under New/Other Business: Report #PW-2025-13 – Compact Electric SUV and $\frac{3}{4}$ Ton Truck – RFP Award
- ii) Addition under New/Other Business: Report #PW-2025-14 – Slip-In Water Tank – RFP Award
- iii) Addition under New/Other Business: Green Energy and Climate Change Working Group – Resignation of Member.

The agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) Council Meeting – May 20th, 2025.

RESOLUTION #C-2025-06-01

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, the minutes of the Council Meeting held on May 20th, 2025, be approved as circulated.”

ADOPTED

ii) Committee of the Whole Meeting – June 3rd, 2025.

RESOLUTION #C-2025-06-02

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, the minutes of the Committee of the Whole Meeting held on June 3rd, 2025, be approved as circulated.”

ADOPTED

iii) Committee of the Whole Meeting (Closed Session – Litigation or Potential Litigation – 750/761 Christie Lake Lane 32D) – June 3rd, 2025.

RESOLUTION #C-2025-06-03

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session – Litigation or Potential Litigation – 750/761 Christie Lake Lane 32D) held on June 3rd, 2025, be approved as circulated.”

ADOPTED

- iv) **Committee of the Whole Meeting (Closed Session – Litigation or Potential Litigation – 22823 Highway 7) – June 3rd, 2025.**

RESOLUTION #C-2025-06-04

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session – Litigation or Potential Litigation – 22823 Highway 7) held on June 3rd, 2025, be approved as circulated.”

ADOPTED

- v) **Committee of the Whole Meeting (Closed Session – Litigation or Potential Litigation – 244 Maberly Elphin Road) – June 3rd, 2025.**

RESOLUTION #C-2025-06-05

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session – Litigation or Potential Litigation – 244 Maberly Elphin Road) held on June 3rd, 2025, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

The Chief Administrative Officer/Clerk updated Council that staff had reviewed the Animal Control By-Law and confirmed that:

- provisions currently exist regarding control and enforcement measures for cats
- the Township’s Animal Control Enforcement Services provider has since been made aware of those provisions
- the Township’s Animal Control Enforcement Services provider has been requested to immediately begin an investigation into the matters expressed during the June 3rd, 2025 Committee of the Whole Meeting delegation
- the complainant in this matter has been made aware of the updated situation
- therefore there is no longer a need for either of the suggested motions that are on the agenda

- i) **Report #PD-2025-12 – Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025.**

RESOLUTION #C-2025-06-06

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, staff submit comments to the Environmental Registry of Ontario postings <https://ero.ontario.ca/notice/025-0504> and <https://ero.ontario.ca/notice/025-0462> on key areas of importance to Tay Valley Township, as identified in Report #PD-2025-12 – Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025;

AND THAT, this report be circulated to the Honourable Rob Flack, Minister of Municipal Affairs and Housing, local MPP the Honourable John Jordan, and Christa Lowry, the Chair of the Rural Ontario Municipal Association.”

ADOPTED

- ii) **Report #PW-2025-12 – Anderson Bridge Tender Award.**

RESOLUTION #C-2025-06-07

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, Anderson Side Road Bridge, Tender #2025-PW-007, be awarded to Trilith Contracting Inc.;

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

ADOPTED

- iii) **Report #CAO-2025-22 – Request to Close a Portion of an Unopened Road Allowance – Parks.**

RESOLUTION #C-2025-06-08

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“THAT, the application to stop up, close and sell the said old unmaintained forced road as outlined in Report #CAO-2025-22 - Request to Close a Portion of an Unopened Road Allowance – Parks, as per the Road Closing and Sale Policy and call a Public Meeting.”

ADOPTED

- iv) **Report #CAO-2025-22 – Request to Close a Portion of an Unopened Road Allowance – Parks.**

RESOLUTION #C-2025-06-09

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“**THAT**, staff work with the County to determine the scope of work required to survey a portion of the lands identified by the Property Identification Number (PIN) 05209-0236 (the PIN being portions of Bolingbroke Road, Maberly Station Road, and Railway Siding Road) in preparation to transfer road ownership to the rightful municipalities.”

ADOPTED

- v) **Report #CAO-2025-23 – Proposed New Road Name – Greta’s Way.**

RESOLUTION #C-2025-06-10

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“**THAT**, the necessary by-law to name an existing Private Road to Greta’s Way, as outlined in Report #CAO-2025-23 – Proposed New Road Name – Greta’s Way, be brought forward for approval.”

ADOPTED

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

RESOLUTION #C-2025-06-11

MOVED BY: Keith Kerr
SECONDED BY: Greg Hallam

“**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:

- Hayley Koeslag.”

ADOPTED

- vii) **25-05-28 – Council Communication Package.**

The Reeve questioned the amount of time spent assembling the monthly Council Communication Package, and if additional screening by staff to reduce the amount of material would result in more efficiency and less staff time used in the process.

The Chief Administrative Officer/Clerk explained that:

- a typical package takes the Corporate Administrative Assistant half a day each month to assemble and send

- the package contents are received by Chief Administrative Officer/Clerk by email from municipalities and municipal organizations across the province
- the contents are screened by the Chief Administrative Officer/Clerk and forwarded to the Corporate Administrative Assistant for inclusion in the communication packages but not necessarily read in detail
- the CAO/Clerk recommended that a trial run be conducted for the next CCP or two to see if having the CAO/Clerk triage more before to reduce the number before sending to the Corporate Administrative Assistant for compiling

RESOLUTION #C-2025-06-12

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, the 25-05-28 Council Communication Package be received for information.”

ADOPTED

8. BY-LAWS

- i) **By-Law No. 2025-030 – Road Naming – Greta’s Way.**

RESOLUTION #C-2025-06-13

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, By-Law No. 2025-030, being a by-law to amend Road Naming By-Law No. 98-87 (Greta’s Way), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- ii) **By-Law No. 2025-031 – Road Naming – Buchanan Road and Clear Lake Lane 11.**

RESOLUTION #C-2025-06-14

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, By-Law No. 2025-031, being a by-law to amend Road Naming By-Law No. 98-87 (Buchanan Road and Clear Lake Lane 11), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iii) **By-Law No. 2025-032 – Road Naming – Little Beaver Bend.**

RESOLUTION #C-2025-06-15

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“THAT, By-Law No. 2025-032, being a by-law to amend Road Naming By-Law No. 98-87 (Little Beaver Bend), 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 #PW-2025-13 – Electric SUV and Truck – RFP Award – *attached, page 12.***

RESOLUTION #C-2025-06-16

MOVED BY: Angela Pierman
SECONDED BY: Greg Hallam

“THAT, Tender #2025-PW-009 for a Compact Electric SUV, be awarded to Mike Fair Chevrolet Buick GMC Cadillac Ltd.;

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

ADOPTED

RESOLUTION #C-2025-06-17

MOVED BY: Fred Dobbie
SECONDED BY: Keith Kerr

“THAT, Tender #2025-PW-009 for a ¾ Ton Truck, be awarded to Mike Fair Chevrolet Buick GMC Cadillac Ltd.;

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

ADOPTED

RESOLUTION #C-2025-06-18

MOVED BY: Greg Hallam
SECONDED BY: Keith Kerr

“THAT, staff be authorized to issue a Request for Quotation to replace the rock breaker attachment for the upset limit of \$16,000 funded from the Road Equipment Reserve.”

ADOPTED

- ii) **Report #PW-2025-14 – Slip-in Water Tank – RFP Award – *attached, page 17.***

RESOLUTION #C-2025-06-19

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, Tender #2025-PW-008 for a Slip-in Water Tank, be awarded to Road Maintenance Equipment & Services Inc.

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

ADOPTED

- iii) **Green Energy and Climate Change Working Group – Resignation of Member.**

Councillor Hallam announced that he is stepping down as Chair and also as a member of the Green Energy and Climate Change Working Group.

Councillor Kerr put his name forward for consideration.

Council agreed to put this item on the August Committee of the Whole Agenda to allow other Councillors who may be interested to put their names forward for consideration.

10. CALENDARING

Meeting	Date	Time	Location
Fire Board Meeting	June 19 th	6:00 p.m.	BBDNE Fire Station
Committee of Adjustment Meeting	June 23 rd	5:00	Municipal Office
Bolingbroke Cemetery Board Meeting	July 3 rd	2:00 p.m.	Municipal Office
Bolingbroke Cemetery Memorial Service	July 13 th	10:30 a.m.	Bolingbroke Cemetery
MVCA Board of Directors Meeting	July 14 th	1:00 p.m.	MVCA Offices
RVCA Board of Directors Meeting	July 24 th	6:30 p.m.	RVCA Offices
Public Meeting – Zoning Amendment	August 12 th	5:00 p.m.	Municipal Office
Committee of the Whole Meeting	August 12 th	following	Municipal Office

The Public Works Manager left at 6:46 p.m.

11. CLOSED SESSIONS

- i) **CONFIDENTIAL: Litigation or Potential Litigation – 136 North Burgess 8th Concession.**

RESOLUTION #C-2025-06-20

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“THAT, Council move “in camera” at 6:47 p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 136 North Burgess 8th Concession;

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

ADOPTED

RESOLUTION #C-2025-06-21

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“THAT, Council return to open session at 7:01 p.m.”

ADOPTED

The Chair rose and reported that Council received an update on this file regarding litigation or potential litigation.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-033 - Confirmation By-Law – June 17th, 2025.**

RESOLUTION #C-2025-06-22

MOVED BY: Keith Kerr


SECONDED BY: Greg Hallam

“THAT, By-Law No. 2025-033, being a by-law to confirm the proceedings of the Council meeting held on June 17th, 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 7:01 p.m.



Rob Rainer, Reeve



Aaron Watt, Deputy Clerk

NEW/OTHER BUSINESS

COUNCIL
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Report #PW-2025-13
Sean Ervin, Public Works Manager

COMPACT ELECTRIC SUV AND ¾ TON TRUCK – RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tender #2025-PW-009 for a Compact Electric SUV and ¾ Ton Truck, be awarded to Mike Fair Chevrolet Buick GMC Cadillac Ltd.;

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

It is recommended:

“THAT, staff be authorized to issue a Request for Quotation to replace the rock breaker attachment for the upset limit of \$16,000 funded from the Road Equipment Reserve.”

BACKGROUND

The Building and Planning Department utilizes Vehicle #16, a 2013 Mitsubishi RVR, for building permit inspections. The vehicle was purchased in March 2013 and has been in service with the Township for 12 years. The vehicle currently has 137,000 kilometers, or accumulates approximately 11,400 kilometres per year.

The Public Works Department utilizes Truck #11, a 2011 Chevrolet Silverado 2500HD, for various tasks within the department, such as transporting personnel from the garage to the jobsites, road sign installations and completing patrols. The heavy-duty truck is also used to tow the Township’s enclosed emergency trailer and the woodchipper. The vehicle is also equipped with a plow and is used as a spare when truck #6, a 2016 Ford F550 has a breakdown, to plow the Township’s parking lots, wastes sites and short Township roads. The vehicle was purchased in April 2011 and has been in service with the Township for 14 years, currently has 258,000 kilometres, or accumulates approximately 18,400 kilometres per year.

DISCUSSION

Request for Proposal #2025-PW-009 was issued on May 29th and closed on June 12th, 2025, at 1:00pm and two (2) bids were received.

A breakdown of the bids is provided below.

Company
Mike Fair Chevrolet Buick GMC Cadillac Ltd.
Queenston Chevrolet Buick GMC

The bid from Mike Fair Chevrolet was the lowest price for both vehicles with a 2025 Chevrolet Equinox EV for the compact electric SUV and a 2025 Chevrolet Silverado 2500 for the $\frac{3}{4}$ ton truck.

FINANCIAL CONSIDERATIONS

The 2025 Capital Budget included \$62,400 to replace the 2013 Mitsubishi RVR (Vehicle #16). The entire purchase is funded by the Contingency Reserve.

A breakdown of the purchase is as follows:

ITEM	COST
Purchase Price	\$ 54,894.00
Charger Installation (estimated)	\$ 4,500
Non-Rebated H.S.T (1.76%)	\$ 1,045.33
Total Project Cost	\$ 60,439.33
Budget	\$ 62,400
Surplus/ (Deficit)	\$ 1,960.67

The 2025 Capital Budget included \$ 93,600 to replace the 2011 Chevrolet Silverado 2500 (Truck #11). The entire purchase is funded by the Roads Equipment Reserve.

A breakdown of the purchase is as follows:

ITEM	COST
Purchase Price	\$ 67,990.00
Plow Set-Up (utilize existing plow, install new hardware). (allowance)	\$ 4,000
Non-Rebated H.S.T (1.76%)	\$ 1,267.02
Total Project Cost	\$ 73,257.02
Budget	\$ 93,600
Surplus/ (Deficit)	\$ 20,342.98

Both existing vehicles will be sold on GovDeals once the new vehicles arrive. The revenue from Truck #11 will be placed in the Roads Equipment Reserve and the revenue from Vehicle #16 will be placed in the Contingency Reserve.

With the surplus from the $\frac{3}{4}$ ton truck purchase, staff are proposing to replace the existing rock-breaker (hoe-ram) attachment for the backhoe. This attachment recently stopped

working and parts are no longer available to repair the unit. This attachment is used by the Public Works Department to remove small rocks from the edge of the road that are problematic and cause drainage and snow removal issues. The age of the exiting unit is unknown.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the project to Mike Fair Chevrolet Buick GMC Cadillac Ltd. to replace Truck #11 and Vehicle #16 and use the surplus funds to replace the rock-breaker attachment for the backhoe.

Option #2 – Award the project to Mike Fair Chevrolet Buick GMC Cadillac Ltd. to replace Truck #11 and Vehicle #16 but not replace the hoe-ram attachment. This is not recommended as hiring a contractor to complete rock removal is around \$400-450 an hour.

Option #3 – Not award the project and do not replace either vehicle. This is not recommended as both vehicles have reached their expected service life noted in the Asset Management Plan. Council should also be reminded that the replacement of Vehicle #16 was already postponed back in August of 2023.

CLIMATE CONSIDERATIONS

The electric vehicle will reduce greenhouse gas emissions and bring the Township closer to its goal of reducing greenhouse gas emissions by 55% by 2028, as noted in the Township's Climate Action Plan.

The emission reduction target was set through public consultation with residents (who wanted a higher target) and analysis of the *Intergovernmental Panel on Climate Change 5th Assessment Report* and the *Global Warming of 1.5° Summary for Policy Makers Report* that calls for a 7.6% reduction per year to hold global warming at 1.5 C.

The Township used the Climate Lens to evaluate this vehicle purchase. By purchasing the electric option, the Township would save a total of 4,706 kg of CO2 emissions per year which would result in a 2% reduction of Greenhouse gas emissions from the Township's fleet.

The Chevrolet Equinox with the standard battery has an estimated range of 500km. Actual range depends on driving behaviour, weather, vehicle maintenance and battery health. Using the GPS software that is installed in Vehicle #16, it was determined that the maximum trip the vehicle had in the previous year was 208 kilometers, with the average trip being 77 kilometres. The Equinox has a 3-year/60,000km basic warranty, 5-year/160,000km powertrain component warranty, 8-year/160,000km battery warranty and 5-year/160,000km roadside assistant.

There is no electric option that is comparable to a ¾ ton truck at this time.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances and Healthy Environment.

Strategic Initiative – Climate Action Plan – Meet corporate Greenhouse Gas reduction target of 55%.

CONCLUSIONS

Staff will review options to increase the utilization of the Electric SUV as there are opportunities with the Recreation Department to use the new electric vehicle to go between the office and Maberly Hall for community events and also opportunities to use this vehicle for legal road site visits.

ATTACHMENTS

1. Tay Valley Climate Lens – Electric Vehicle Mini-Tool

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Electric Vehicles				
Comparing ICE (internal combustion engine) vehicle with BEV (Battery Electric vehicle)				
# Vehicles	1			
Avg.km/week	220			
Km/year	11,000			
			0.07	
Vehicle mix	type of vehicle	GHG factor fossil fuel	GHG factor Electric	
%	type	kg CO2/km	kg CO2/km	
0%	small car	0.259	0.018	
0%	mid-sized car	0.316	0.022	
100%	large/mini/SUV	0.460	0.032	
0%	diesel truck	0.401	0.028	
100%	average	0.460	0.032	
Comparison	replaces	GHG kg CO2 fossil fuel	GHG kg CO2 Electric	Total kg CO2 saved/year
#	type			
1	mix	5,060	354	4,706
To compare lifetime costs of BEV with ICE https://ev.plugndrive.ca/compare-vehicles/				

COUNCIL
June 17, 2025

Report #PW-2025-14
Sean Ervin, Public Works Manager

SLIP-IN WATER TANK – RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tender #2025-PW-008 for a Slip-in Water Tank, be awarded to Road Maintenance Equipment & Services Inc.

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

BACKGROUND

The Public Works Department uses a slip-in water tank for applying water to the gravel roads during grading operations and for applying dust suppressant on the short, dead end gravel roads throughout the Township. The water tank “slips-in” to the rear box of the Township’s tandem plow trucks and has a capacity of 2600 US Gallons.

The Township owns two (2) water tanks, one of which was replaced in 2021. The exact age of the water tank is unknown, however is showing signs of gaining as there are numerous cracks in the metal frame and the tank is severely faded, which is a concern when filling the tank with dust suppressant.

DISCUSSION

Tender #2025-PW-008 was issued on May 29th and closed on June 12, 2025, at 1:00pm and two (2) bids were received.

A breakdown of the bids is provided below.

Company

Road Maintenance Equipment & Services Inc.
Eastern Farm Machinery Ltd.

FINANCIAL CONSIDERATIONS

The 2025 Capital Budget included \$41,600 to replace the slip-in water tank. The entire project is funded by the Roads Equipment Reserve.

A breakdown of the purchase is as follows

ITEM	COST
Purchase Price	\$ 37,000
Non-Rebated H.S.T (1.76%)	\$ 651.20
Total Project Cost	\$ 37,651.20
Budget	\$ 41,600
Surplus/ (Deficit)	\$ 3,948.80

The tank is constructed at the bidders' shop in Coburg, Ontario and therefore there is no concern with additional costs due to tariffs. The existing tank will be sold on GovDeals in the fall of 2025, after the Public Works Department is done using it for the season and the revenue will be placed in the Roads Equipment Reserve to offset future purchases.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the project to Road Maintenance Equipment & Services Inc.

Option #2 – Not award the project and do not perform the work. This is not recommended as the current water tank is in poor condition and is an important piece of equipment for the Public Works Department.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances.

CONCLUSIONS

Road Maintenance Equipment & Services Inc. is a well-known supplier of slip-in water tanks for municipalities. In-fact, the slip-in water tank that is being replaced is from Road Maintenance Equipment & Services Inc. The new water tank is expected to arrive in January 2026 and therefore will be ready to be put into service in the spring.

ATTACHMENTS

None.

Prepared and Submitted By:

**Sean Ervin,
Public Works Manager**

Approved for Submission By:

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