



“SPECIAL” COUNCIL MEETING AGENDA

Tuesday, July 8th, 2025
5:30 p.m.

Municipal Office – Council Chambers – 217 Harper Road

5:30 p.m. *“Special” Council Meeting*

Chair, Reeve Rob Rainer

1. CALL TO ORDER

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

3. NEW/OTHER BUSINESS

- i) **Report #CAO-2025-24 - Appointment of Deputy Chief Building Officials
and Building Inspectors By-Law Amendment – *attached, page 4.***
Amanda Mabo, Chief Administrative Officer/Clerk.

**By-Law No. 2025-034 – Appointment of Deputy Chief Building Officials
and Building Inspectors By-Law Amendment – *attached, page 7.***

Suggested Motion by Deputy Reeve Fred Dobbie:

***“THAT, By-Law No. 2025-035, being a by-law to confirm the proceedings of the
“Special” Council meeting held on July 8th, 2025, be read a first, second and
third time short and passed and signed by the Reeve and Clerk.”***

4. CLOSED SESSIONS

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

Suggested Motion by Councillor Greg Hallam:

***“THAT, Council move “in camera” at ____ p.m. to address a matter
pertaining to personal matters about an identifiable individual, including
municipal or local board employees regarding a staffing update;***

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

Suggested Motion by Councillor Greg Hallam:
“THAT, Council return to open session at ____p.m.”

- *Chair’s Rise and Report*

ii) **CONFIDENTIAL: Identifiable Individual – Organizational Restructuring.**

Suggested Motion:
“THAT, Council move “in camera” at ____ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding Organizational Restructuring;

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

Suggested Motion:
“THAT, Council return to an open session at ____ p.m.”

- *Chair’s Rise and Report*

5. CONFIRMATION BY-LAW

i) **By-Law No. 2025-035 – Confirmation By-Law – July 8th, 2025 – *attached, page 9.***

Suggested Motion by Councillor Marilyn Thoms:
“THAT, By-Law No. 2025-035, being a by-law to confirm the proceedings of the “Special” Council meeting held on July 8th, 2025, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

6. ADJOURNMENT

NEW/OTHER BUSINESS

“SPECIAL” COUNCIL MEETING
July 8th, 2025

Report #CAO-2025-24
Amanda Mabo, Chief Administrative Officer/Clerk

APPOINTMENT OF DEPUTY CHIEF BUILDING OFFICIAL

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the necessary by-law to appoint a Deputy Chief Building Official to assist with the backlog of building permits be brought forward for approval.”

BACKGROUND

The number of building permits, including single family dwellings (SFDs) were below the 3-year average (2022-2024) up until the end of April with twenty (20) total permits, two (20) being SFDs. The number of permits at the end of June rose to fifty (50), with eight (8) being SFDs. An increase of thirty (30) permits in just two (2) months. Staff are also aware that there are at least six (6) more SFD permits to be submitted.

There are currently twenty (20) building permits waiting on plans examination.

A simpler permit takes approximately an hour to review. A SFD could take an entire day. There is a minimum of 20 hours worth of plans examination to be conducted while also undertaking inspections, answering property owner questions and dealing with non-compliance issues.

DISCUSSION

To assist with the backlog, the Town of Smiths Falls was contacted to see if they could offer assistance. Smiths Falls staff will be taking a similar report to their Council on Monday, before Tay Valley Council has the opportunity to meet.

Essentially the arrangement will be for one of their staff to undertake plans examination until the backlog is completed, estimated to be a month. The individual would do so outside of their hours in Smiths Falls. Similar to when the CBO is on vacation and the Township requires another individual to backfill.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Retain Assistance to Alleviate the Backlog

It is prime building season. Property owners need to get started on their projects.

Option #2 – Do Nothing

This could mean a delay of up to another month before projects could get started. It also is not meeting the 10-day deadline for review.

FINANCIAL CONSIDERATIONS

The position will be funded from the contingency reserve which contains the funds from any revoked or forfeited building security deposits. A project that the summer student has been working on.

STRATEGIC PLAN LINK

Strong Community – Planning and Development – The Building and Planning Department must be adequately staffed to meet the legislated deadlines.

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

See recommendation.

ATTACHMENTS

None.

Respectfully Submitted By:

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

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-034

APPOINTMENT OF DEPUTY CHIEF BUILDING OFFICIALS AND BUILDING INSPECTORS BY-LAW AMENDMENT

WHEREAS, Subsection 3(2) of the *Building Code Act*, S.O. 1992, Chapter 23, as amended, requires the council of each municipality to appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction;

AND WHEREAS, to ensure continuity of service to residents and businesses when the Chief Building Official requires assistance during special circumstances or is unable to perform his or her duties;

AND WHEREAS, Council deems it expedient to amend Section 1.1 of By-Law No. 2018-020 as hereinafter set out;

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

1. GENERAL REGULATIONS

1.1 **THAT**, Section 1.1 of By-Law No. 2018-020, be amended to add:

- Andrew Willows

1.2 **THAT**, Section 1.2 and 2.2 of By-Law No. 2018-020, be amended to add:

- assistance during special circumstances

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 AMENDED

3.1 By-Law No. 2018-020 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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-034**

4. EFFECTIVE DATE

ENACTED AND PASSED this 8th day of July, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-035

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON JULY 8TH, 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 8th day of July, 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. 2025-035**

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 ENACTED AND PASSED this 8th day of July, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk