



COUNCIL MEETING AGENDA

Tuesday, August 26th, 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 – June 17th, 2025 – *attached, page 9.***

Suggested Motion by Councillor Angela Pierman:

“THAT, the minutes of the Council Meeting held on June 17th, 2025, be approved as circulated.”

- ii) **“Special” Council Meeting – July 8th, 2025 – *attached, page 18.***

Suggested Motion by Councillor Wayne Baker:

“THAT, the minutes of the “Special” Council Meeting held on July 8th, 2025, be approved as circulated.”

- iii) **Council Meeting (Closed Session – Identifiable Individual – Staffing Update) – July 8th, 2025 – *to be distributed at the meeting.***

Suggested Motion by Councillor Keith Kerr:

“THAT, the minutes of the Council Meeting (Closed Session – Identifiable Individual – Staffing Update) held on July 8th, 2025, be approved as circulated.”

- iv) **Council Meeting (Closed Session – Identifiable Individual – Organizational Restructuring) – July 8th, 2025 – to be distributed at the meeting.**

Suggested Motion by Councillor Greg Hallam:

“THAT, the minutes of the Council Meeting (Closed Session – Identifiable Individual – Organizational Restructuring) held on July 8th, 2025, be approved as circulated.”

- v) **Committee of the Whole Meeting – August 12th, 2025 – attached, page 22.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the minutes of the Committee of the Whole Meeting held on August 12th, 2025, be approved as circulated.”

- vi) **Committee of the Whole Meeting (Closed Session – Litigation – 750/761 Christie Lake Lane 32D) – August 12th, 2025 – to be distributed at the meeting.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the minutes of the Committee of the Whole (Closed Session – Litigation – 750/761 Christie Lake Lane 32D) held on August 12th, 2025, be approved as circulated.

- vii) **Committee of the Whole Meeting (Closed Session – Potential Litigation – Identifiable Individuals) – August 12th, 2025 – to be distributed at the meeting.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the minutes of the Committee of the Whole (Closed Session – Potential Litigation – Identifiable Individuals) held on August 12th, 2025, be approved as circulated.

5. DELEGATIONS & PRESENTATIONS

- i) **Public Meeting – Request to Close a Portion of an Unmaintained Forced Road – Parks.**

- a. CLERK REVIEW OF FILE

Report #CAO-2025-29 - Request to Close a Portion of an Unmaintained Forced Road – Parks – *attached, page 31.*

- b. APPLICANT COMMENTS

- c. PUBLIC COMMENTS

6. CORRESPONDENCE

None.

7. MOTIONS

i) **Presentation: 2025 History Scholarship Update.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the 2025 History Scholarship Annual Update be received for information.”

ii) **Report #CAO-2025-25 – Livestreaming and Council Chamber Audio/Visual System.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the broken audio system in the Council Chambers be replaced, funded from the contingency reserve.”

iii) **Report #CAO-2025-25 – Livestreaming and Council Chamber Audio/Visual System.**

Suggested Motion by Councillor Keith Kerr:

“THAT, livestreaming be implemented for Council meetings, Committee of the Whole meetings and Public Meetings as defined in the Procedural By-Law, as outlined Report #CAO-2025-25 – Livestreaming and Council Chamber Audio Visual.”

iv) **Recording and Storing Meetings.**

Suggested Motion by Councillor Greg Hallam:

“THAT, staff explore options for recording and storing Council meetings, Committee of the Whole meetings and Public Meetings as defined in the Procedural By-Law.”

v) **Report #PD-2025-16 – Advancing Implementation Training Initiative (AITI) Update.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the Planner be permitted to attend the AITI funded, out of province conference in Halifax, Nova Scotia from October 6 to 8, 2025.”

- vi) **Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners, be received for information.”

- vii) **Report #FIN-2025-09 – Budget Review and Forecast as at July 31, 2025.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, Report #FIN-2025-09 - Budget Review and Forecast as at July 31, 2025, be received for information.”

- viii) **Report #PW-2025-15 – Doran Road Guide Rail Replacement – Tender Award.**

Suggested Motion by Councillor Angela Pierman:

“THAT, Doran Road Guide Rail Replacement, Tender #2025-PW-010, be awarded to Hughson Fencing & Guiderail;

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

- ix) **Report #CAO-2025-26 – Road Naming Amendment – Miner’s Point Route A.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the necessary by-law to update the description of an existing Private Road - Miner’s Point Route A, as outlined in Report #CAO-2025-26 – Road Naming By-Law Amendment – Miner’s Point Route A, be brought forward for approval.”

- x) **Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane.**

Suggested Motion by Councillor Keith Kerr:

“THAT, the necessary by-law to name an existing Private Road to Strawberry Lane, as outlined in Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane, be brought forward for approval.”

- xi) **Council Appointment to the Green Energy and Climate Change Working Group.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the Council of the Corporation of Tay Valley Township appoint Councillor Keith Kerr to the Green Energy and Climate Change Working Group for a term ending November 17, 2026.”

xii) **Appointment of Volunteers – Community Services.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteers, subject to the Criminal Records Check Policy:

- *Brenda Arthur*
- *Michelle Baker*
- *Olga Zuyderhoff*
- *Mary Lou Carol*
- *Margot Hallam*
- *Donna Dobbie*
- *Courtney McCarney.”*

xiii) **Bolingbroke Cemetery Board – Resignations.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the following volunteers be removed from the Bolingbroke Cemetery Board effective August 12th, 2025:

- *Doug Boyd*
- *Betty Ann Gillespie.”*

xiv) **Removal of Volunteer.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the Council of the Corporation of Tay Valley Township remove Anne Nagle as an appointed volunteer with Tay Valley Township effective August 26th, 2025.

xv) **Wild Parsnip.**

Suggested Motion by Councillor Keith Kerr:

“THAT, staff bring back a report with options on how to control wild parsnip.”

xvi) **Lanark County OPP Detachment Board and Policing Activities 2024 Annual Report.**

Suggested Motion by Councillor Greg Hallam:

“THAT, the Lanark County OPP Detachment Board and Policing Activities 2024 Annual Report be received for information.”

xvii) **Lanark County Situation Table Annual Report 2024.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the Lanark County Situation Table Annual Report 2024 be received as information.”

xviii) **25-06-25 and 25-07-30 Council Communication Packages.**

Suggested Motion by Deputy Reeve Fred Dobbie:

***“THAT,** the 25-06-25 and 25-07-30 Council Communication Packages be received for information.”*

8. BY-LAWS

i) **By-Law No. 2025-036 – Zoning Amendment – Zaid – attached, page 47.**

Suggested Motion by Councillor Marilyn Thomas:

***“THAT,** By-Law No. 2025-036, being a by-law to amend Zoning By-Law No. 2002-121 (Part Lot 16, Concession 9, 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.”*

ii) **By-Law No. 2025-037 – Zoning Amendment – Blythe – attached, page 50.**

Suggested Motion by Councillor Angela Pierman:

***“THAT,** By-Law No. 2025-037, being a by-law to amend Zoning By-Law No. 2002-121 (Part Lot 5, Concession 7, 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.”*

iii) **By-Law No. 2025-038 – Zoning Amendment – Taylor – attached, page 53.**

Suggested Motion by Councillor Wayne Baker:

***“THAT,** By-Law No. 2025-038, being a by-law to amend Zoning By-Law No. 2002-121 (Part Lot 6, Concession 7, 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.”*

iv) **By-Law No. 2025-039 – Zoning Amendment – Scotton and Carmichael – attached, page 56.**

Suggested Motion by Councillor Keith Kerr:

***“THAT,** By-Law No. 2025-039, being a by-law to amend Zoning By-Law No. 2002-121 (Part Lot 1, Concession 7, 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.”*

v) **By-Law No. 2025-040 – Road Naming By-Law Amendment – Miner’s Point Route A – attached, page 59.**

Suggested Motion by Councillor Greg Hallam:

***“THAT,** By-Law No. 2025-040, being a by-law to amend Road Naming By-Law No. 98-87 (Miner’s Point Route A), be read a first, second, and third time short and passed by the Reeve and Clerk.”*

- vi) **By-Law No. 2025-041 – Road Naming By-Law Amendment – Strawberry Lane – attached, page 64.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, By-Law No. 2025-041, being a by-law to amend Road Naming By-Law No. 98-87 (Strawberry Lane), be read a first, second, and third time short and passed by the Reeve and Clerk.”

9. NEW/OTHER BUSINESS

- i) **Report #CAO-2025-28 – Migration to GovStack – attached, page 71.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the Township’s website migration from i:Create to Govstack proceed at a cost of \$22,523.40 plus HST, to be funded from the Contingency Reserve.”

10. CALENDARING

Meeting	Date	Time	Location
Council Meeting	August 26 th	6:00 p.m.	Municipal Office
Maberly Fair	August 23 rd	8:00 a.m.	Maberly Agricultural Society Fairgrounds
Pinehurst Cemetery Memorial Service	September 7 th	2:30 p.m.	Pinehurst Cemetery
RVCA Board of Directors Meeting	September 8 th	6:30 p.m.	RVCA Offices
Committee of the Whole Meeting	September 9 th	6:00 p.m.	Municipal Office
Council Meeting	September 23 rd	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-042 - Confirmation By-Law – August 26th, 2025 – attached, page 68.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2025-042, being a by-law to confirm the proceedings of the Council meeting held on August 26th, 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, 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.

“SPECIAL” COUNCIL MEETING MINUTES

Tuesday, July 8th, 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 Keith Kerr
Councillor Angela Pierman
Councillor Marilyn Thomas

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

Regrets: Councillor Korrine Jordan

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.

Item 4 i) was discussed next.

3. NEW/OTHER BUSINESS

- i) **Report #CAO-2025-24 – Appointment of Deputy Chief Building Officials
and Building Inspectors By-Law Amendment.**

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

RESOLUTION #C-2025-07-03

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, By-Law No. 2025-034, being a by-law to Amend the Appointment of Deputy Chief Building Officials and Building Inspectors for Tay Valley Township By-Law No. 2018-020 (Andrew Willows), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

Item 4 ii) was discussed next.

4. CLOSED SESSIONS

i) **Identifiable Individual – Staffing Update.**

RESOLUTION #C-2025-07-01

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, Council move “in camera” at 5:30 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.”

ADOPTED

RESOLUTION #C-2025-07-02

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, Council return to an open session at 6:11 p.m.”

ADOPTED

The Chair rose and reported that Council received an update with regard to a staffing matter.

Item 3 i) was discussed next.

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

RESOLUTION #C-2025-07-04

MOVED BY: Angela Pierman

SECONDED BY: Marilyn Thomas

“THAT, Council move “in camera” at 6:14 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.”

ADOPTED

RESOLUTION #C-2025-07-05

MOVED BY: Angela Pierman

SECONDED BY: Marilyn Thomas

“THAT, Council return to an open session at 6:20 p.m.”

ADOPTED

RESOLUTION #C-2025-07-06

MOVED BY: Keith Kerr

SECONDED BY: Angela Pierman

“THAT, the Council of Tay Valley Township approves installing the Fire Department finances on the Drummond/North Elmsley Financial System and Drummond/North Elmsley perform routine financial duties such as accounts payable, payroll, bank reconciliations, month-end reconciliations, budget to actual variance reporting and year end audit preparations, on a cost-recovery basis as soon as possible;

THAT, the title of Fire Administrative Assistant/Treasurer be changed to Administrative Assistant;

AND THAT, the position transition from a 37.5 workweek to a 40-hour workweek beginning September 1st, 2025.”

ADOPTED

5. CONFIRMATION BY-LAW

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

RESOLUTION #C-2025-07-07

MOVED BY: Marilyn Thomas
SECONDED BY: 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.”

ADOPTED

6. ADJOURNMENT

Council adjourned at 6:21 p.m.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, August 12th, 2025

**Immediately following the Public Meeting – Zoning By-Law Amendment(s) at 5:00 p.m.
Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Deputy Reeve Fred Dobbie
Reeve Rob Rainer
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
Ashley Liznick, Treasurer, (left at 8:00 p.m.)
Noelle Reeve, Planner (left at 7:39 p.m.)

Regrets: Councillor Wayne Baker

1. CALL TO ORDER

The meeting was called to order at 6:30 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

Reeve Rainer and Deputy Reeve Dobbie informed the Committee that their spouses are applying to become Township volunteers, and that they will not participate in discussion on that matter.

Deputy Reeve Dobbie declared a pecuniary interest and/or conflict of interest on item 6 ix – Appointment of Volunteers – Community Services because relative spouse.

Reeve Rainer declared a pecuniary interest and/or conflict of interest on item 6 ix – Appointment of Volunteers – Community Services because his spouse is to be appointed as a volunteer.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

None.

5. DELEGATIONS & PRESENTATIONS

i) Presentation: 2025 History Scholarship Update.

Kay Rogers gave the verbal report attached to the agenda.

K. Rogers explained that:

- no recipient was chosen for the 2025 History Scholarship
- the Tay Valley Township History Scholarship is currently the highest dollar-amount local scholarship available to Perth high school students
- the History Scholarship Selection Committee has discussed revising the application, application process, and requirements for the scholarship due to concerns over AI generated submissions

Recommendation to Council:

“THAT, the 2025 History Scholarship Annual Update be received for information.”

6. PRIORITY ISSUES

i) Report #CAO-2025-25 – Livestreaming and Council Chamber Audio/Visual System.

A Member questioned why Option four (4), to not offer livestreaming, was included in the report after Council had made a motion to implement it.

The Chief Administrative Officer/Clerk explained that;

- the resolution in question directs livestreaming to be implemented
- the verbal instructions given to staff were to bring back livestreaming options to consider
- the report presents the easiest options to implement livestreaming
- option four (4) was included in case Council chose to reconsider its decision

Members discussed the desire to start livestreaming quickly, efficiently and cost effectively. A Member further suggested that staff explore the options of having the meetings recorded and stored for future viewing so that Council could discuss whether they wanted to implement this or not.

Recommendation to Council:

“THAT, the broken audio system in the Council Chambers be replaced, funded from the contingency reserve.”

Recommendation to Council:

“THAT, livestreaming be implemented for Council meetings, Committee of the Whole meetings and Public Meetings as defined in the Procedural By-Law.”

Recommendation to Council:

“THAT, staff explore options for recording and storing meetings.”

The Committee acknowledged that the exploration of recording and storing meetings may not occur until the next term of Council due to the other commitments and priorities ahead of this request.

The Committee also acknowledged that the Procedural By-Law would need to be updated to implement livestreaming and the goal was to have it live for the first budget meeting at the end of October.

ii) **Report #PD-2025-16 – Advancing Implementation Training Initiative (AITI) Update.**

Recommendation to Council:

“THAT, the Planner be permitted to attend the AITI funded, out of province conference in Halifax, Nova Scotia from October 6 to 8, 2025.”

iii) **Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners.**

Recommendation to Council:

“THAT, Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners, be received for information.”

The Planner left at 7:39 p.m.

iv) **Report #FIN-2025-09 – Budget Review and Forecast as at July 31, 2025.**

Recommendation to Council:

“THAT, Report #FIN-2025-09 - Budget Review and Forecast as at July 31, 2025, be received for information.”

The CAO/Clerk informed Council that the Township is at a critical point in time where efficiencies have been implemented and the budget has been streamlined. If the budget is to be reduced, then it will need to be the elimination of a service that is currently being provided or a reduction in a service level.

The Treasurer left at 8:00 p.m.

- v) **Report #PW-2025-15 – Doran Road Guide Rail Replacement – Tender Award.**

Recommendation to Council:

“**THAT**, Doran Road Guide Rail Replacement, Tender #2025-PW-010, be awarded to Hughson Fencing & Guiderail;

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

- vi) **Report #CAO-2025-26 – Road Naming Amendment – Miner’s Point Route A.**

Recommendation to Council:

“**THAT**, the necessary by-law to update the description of an existing Private Road - Miner’s Point Route A, as outlined in Report #CAO-2025-26 – Road Naming By-Law Amendment – Miner’s Point Route A, be brought forward for approval.”

- vii) **Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane.**

Recommendation to Council:

“**THAT**, the necessary by-law to name an existing Private Road to Strawberry Lane, as outlined in Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane, be brought forward for approval.”

- viii) **Council Appointment to the Green Energy and Climate Change Working Group.**

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township appoint Councillor Keith Kerr to the Green Energy and Climate Change Working Group for a term ending November 17, 2026.”

- ix) **Appointment of Volunteers – Community Services.**

The Deputy Reeve stepped down from the Chair due to his conflict of interest on the matter.

Councillor Thomas assumed the Chair.

Councillor Hallam brought it to the Committee’s attention that his wife, Margot Hallam should also be appointed as she volunteers from time to time.

Councillor Hallam declared a pecuniary interest and/or conflict of interest on item 6 ix – Appointment of Volunteers – Community Services because Margot Hallam is his spouse.

The Reeve, Deputy Reeve and Councillor Hallam did not participate in the discussion on this matter.

Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteers, subject to the Criminal Records Check Policy:

- Brenda Arthur
- Michelle Baker
- Olga Zuyderhoff
- Mary Lou Carol
- Margot Hallam
- Donna Dobbie.”

Councillor Thomas stepped down as Chair.
The Deputy Reeve resumed the Chair.

x) **Bolingbroke Cemetery Board – Resignations.**

Recommendation to Council:

“THAT, the following volunteers be removed from the Bolingbroke Cemetery Board effective August 12th, 2025:

- Doug Boyd
- Betty Ann Gillespie.”

xi) **Wild Parsnip.**

Deputy Reeve Dobbie explained that:

- wild parsnip is out of control along some Township roads
- it is a noxious weed
- questions have been received regarding what the Township is going to do to control it
- Lanark County boom sprayed five (5) years ago and then did spot treatments where needed to control growth and spreading
- the plant is out of control again
- mowing does not capture the full road allowance

Members discussed the benefits and drawbacks of spraying to control wild parsnip.

Recommendation to Council:

“THAT, staff bring back a report with options on how to control wild parsnip.”

7. CORRESPONDENCE

- i) **Lanark County OPP Detachment Board and Policing Activities 2024 Annual Report.**

Recommendation to Council:

“THAT, the Lanark County OPP Detachment Board and Policing Activities 2024 Annual Report be received for information.”

- ii) **Lanark County Situation Table Annual Report 2024.**

Recommendation to Council:

“THAT, the Lanark County Situation Table Annual Report 2024 be received as information.”

- iii) **25-06-25 – Council Communication Package.**

Recommendation to Council:

“THAT, the 25-06-25 Council Communication Package be received for information.”

- iv) **25-07-30 – Council Communication Package.**

Recommendation to Council:

“THAT, the 25-07-30 Council Communication Package 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.**

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

- iii) **Fire Board.**

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

- iv) **Library Board.**

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

v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*

vi) **Lanark County OPP Detachment Board.**

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

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.**

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

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

The Committee reviewed the summary and 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 reported that:

- Lanark County Home Builders Association is having a dinner, reception, and speaker on September 16th, 2025, and will share the invitation with Members of Council
- no meetings were held in July, nothing further to report

9. CLOSED SESSION

i) **CONFIDENTIAL: Litigation or Potential Litigation – 750/761 Christie Lake Lane 32D.**

The Committee moved “in camera” at 8:15 p.m. to address a matter pertaining to litigation or potential litigation, including matters before an administrative tribunals, affecting the municipality or local board regarding 750/761 Christie Lake Lane 32D and the Chief Administrative Officer/Clerk and Deputy Clerk, remained in the room.

The Committee returned to open session at 8:35 p.m.

The Chair rose and reported that direction was provided to staff regarding 750/761 Christie Lake Lane 32D.

ii) **CONFIDENTIAL: Potential Litigation – Identifiable Individuals.**

The Committee moved “in camera” at 8:35 p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding identifiable individuals and the Chief Administrative Officer/Clerk and Deputy Clerk remained in the room.

The Committee returned to open session at 8:48 p.m.

The Chair rose and reported that direction was provided regarding potential litigation and identifiable individuals.

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

The Committee adjourned at 8:48 p.m.

DELEGATIONS & PRESENTATIONS

COUNCIL
August 26th, 2025

Report #CAO-2025-29
Amanda Mabo, Chief Administrative Officer/Clerk

**REQUEST TO CLOSE A PORTION OF AN UNMAINTAINED FORCED ROAD – PARKS
PUBLIC MEETING**

STAFF RECOMMENDATION(S)

“THAT, once the driveway that is located on the unmaintained forced road is dealt with, Council consider a by-law to stop up, close and sell a portion of the unmaintained forced road (approximately 2100 feet) in Concession 7, Part Lot 14, South Sherbrooke, just west of Bolingbroke Road.”

BACKGROUND

Committee and Council have considered a request to stop up, close and sell a portion of the unmaintained forced road allowance (approximately 2100 feet) in Concession 7, Part Lot 14, geographic Township of South Sherbrooke, west of Bolingbroke Road. A resolution was passed on June 17th, 2025, agreeing to proceed with the application to stop up, close and sell the unmaintained forced road allowance 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.

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 unmaintained forced road allowance proposed for closure, mailed to the adjacent property owners, published on the Township website, newsfeed and Facebook page, and provided publicly via the Frontenac News on July 17th and July 24th, 2025 and the Westport Review Mirror on July 17th and July 31st, 2025. Public notice was also provided via the Agenda for the Committee of the Whole Meeting held on June 3rd, 2025, the Agenda for the Council Meeting held on June 17th, 2025 and the Agenda for the Public Meeting held on August 26th, 2025, with such notice offering an opportunity for any person to address concerns related to the proposed closure.

A survey of the subject unmaintained forced road has been received. However, during a recent site visit, staff observed that an adjacent property owner's laneway encroaches onto the unmaintained forced road, as shown below:



Area of unmaintained forced road indicated by red arrow, laneway to the right.

Staff will circulate this report to the property owners and will work with the applicant and adjacent property owner(s) to either:

1. Have a new survey completed (at the cost of adjacent property owner to the south), so the laneway can remain in place as-is and that portion of the unmaintained forced road will be consolidated with the adjacent property to the south, or
2. Have the adjacent property owner to the south relocate the portion of their laneway that encroaches on the unmaintained forced road allowance, so their entire laneway is within their own property.

iii) Agency Comment

Lanark County – The County of Lanark has no objections to the closure but does note there appears to be at least three access points to County Road 36. The most southerly, associated with civic address of 4731 appears to have been considered most recently in 2018 as a result of B18/050. An entrance permit was not granted at this location due to the fact the entrance was deemed to be a municipal road at that time. Therefore, no formal entrance permit exists for 4731. Now that the road is being closed and consolidated, the owner will need to apply for an entrance permit with the County if this entrance is to continue to be used for access.

The two most northern access points do not appear to have any approved entrance permits or civic numbers associated with them. The County reserves the right to require any unsafe entrances removed or to limit the number of entrances per property in order to comply with its entrance policies, and makes no representation as to the suitability of the three intersections for access/entrances onto the County Road.

Mississippi Valley Conservation Authority - MVCA does not have any objections to the proposed road closure. Based on a review of MVCA's GIS mapping, a tributary of an open water wetland crosses the northern part of the subject unmaintained forced road. Written permission is required from MVCA for any alterations to this watercourse.

iv) Adjacent Landowner Comment

No comments were received from adjacent landowners.

v) Next Steps

Once the driveway that is located on the unmaintained forced road is dealt with, Council can then proceed to pass a by-law to stop up, close and sell the unmaintained forced road to the Applicant and/or adjacent landowner(s). The land will be transferred upon payment of the required costs and the closed portion(s) will be consolidated with the respective lands.

ATTACHMENTS

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

Prepared and Submitted by:

Approved for Submission by:

Dayna Clark
Executive Assistant/Alternate CEMC

Amanda Mabo,
Chief Administrative Officer/Clerk

COMMITTEE OF THE WHOLE

June 3rd, 2025

Report #CAO-2025-22

Amanda Mabo, Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE – PARKS

STAFF RECOMMENDATION(S)

It is recommended that:

“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.”

It is recommended that:

“THAT, staff to 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.”

BACKGROUND

As a result of a severance application in 2018, it was determined that a section of land formerly used as a forced road – once part of the original Bolingbroke Road alignment – is owned by the Township. This segment became inactive after Bolingbroke Road was realigned and assumed by the County several decades ago. The former forced road segment was excluded from the realignment and remained under Township ownership, though it was not part of the original surveyed road allowances.

The legal title to this land was initially complicated by the fact that it shared a Property Identification Number (PIN) with other municipally maintained roads – namely, portions of the County’s Bolingbroke Road and Township’s Maberly Station Road, as well as the entirety of the Township’s Railway Siding Road. The PIN was listed under the ownership of “Public Authority Having Jurisdiction,” reflecting uncertainty in Land Registry records over whether the County or the Township had ownership of the various roads.

The matter was initiated when the severance applicant originally sought an entrance permit from the County Road via the former forced road alignment. Through discussions, the applicant was agreeable to the Township in stopping up, closing, and selling the forced road allowance. This prompted further review of ownership and road status.

Following review and consultation between the County and the Township, both parties agreed that the portion in question was not required for current or future road purposes. The County and the Township agreed to split survey costs, and a survey was jointly commissioned to separate the old forced road segment from the active municipal road system, resulting in the creation of a distinct parcel now identified as Part 1 on 27R-11266 (shown in yellow on the attached survey).

During this process, an additional unopened and unused municipal parcel off Part 1 on 27R-11266, now designated as Part 7 on 27R-6672 (shown in blue on the attached survey), was also identified. Like Part 1, it is not required by the Township or the County for road purposes. Legal counsel recommended stopping up, closing and selling Parts 1 and 7.

In preparation for the process to stop up, close and sell the unmaintained forced road allowance, legal work was undertaken to separate Part 1 on 27R-11266 and Part 7 on 27R-6672 from the PIN that connected them with the municipally maintained roads and transfer them to the rightful ownership of the Township.

The remaining portions of municipally maintained roads were issued a new PIN, being 05209-0236, the ownership of which is to be addressed at a later date.

DISCUSSION

Following the Clerk's initial review and confirmation of ownership, the Township has established that the lands described as Part 1 on 27R-11266 and Part 7 on 27R-6672 are under Township jurisdiction and are not required for current or future road use. While the land originally functioned as a forced road and not a surveyed road, it may be processed for closure and sale under the same authority.

The Planner and Public Works Department were consulted and have confirmed that there are no objections or foreseeable municipal needs related to these parcels. Legal counsel has advised that the closure and sale are appropriate.

It is the Township's standard practice that all costs associated with such transactions - including legal fees, advertising, surveying, and purchase of the land - are to be borne by the requestor. However, the applicant has noted that it is their family's understanding that the land used for the former forced road was to be returned to their grandfather when the family permitted realignment of Bolingbroke Road at another location on their lands.

While no formal agreement or conveyance confirming this understanding has been identified in the Land Registry records, and there is nothing in writing, staff acknowledge this context as part of the historical background of the request.

Staff recommends that the Township proceed with stopping up, closing and selling the

subject lands and consolidating them with the applicant's lands, and that the Township waive land sale and advertising costs, but the applicant will be required to pay the fee and any legal costs related to the road closing and consolidation and will be required to submit the deposit up front.

ATTACHMENTS

- i) GIS Map
- ii) Plan 27R-11266
- iii) Plan 27R-6672

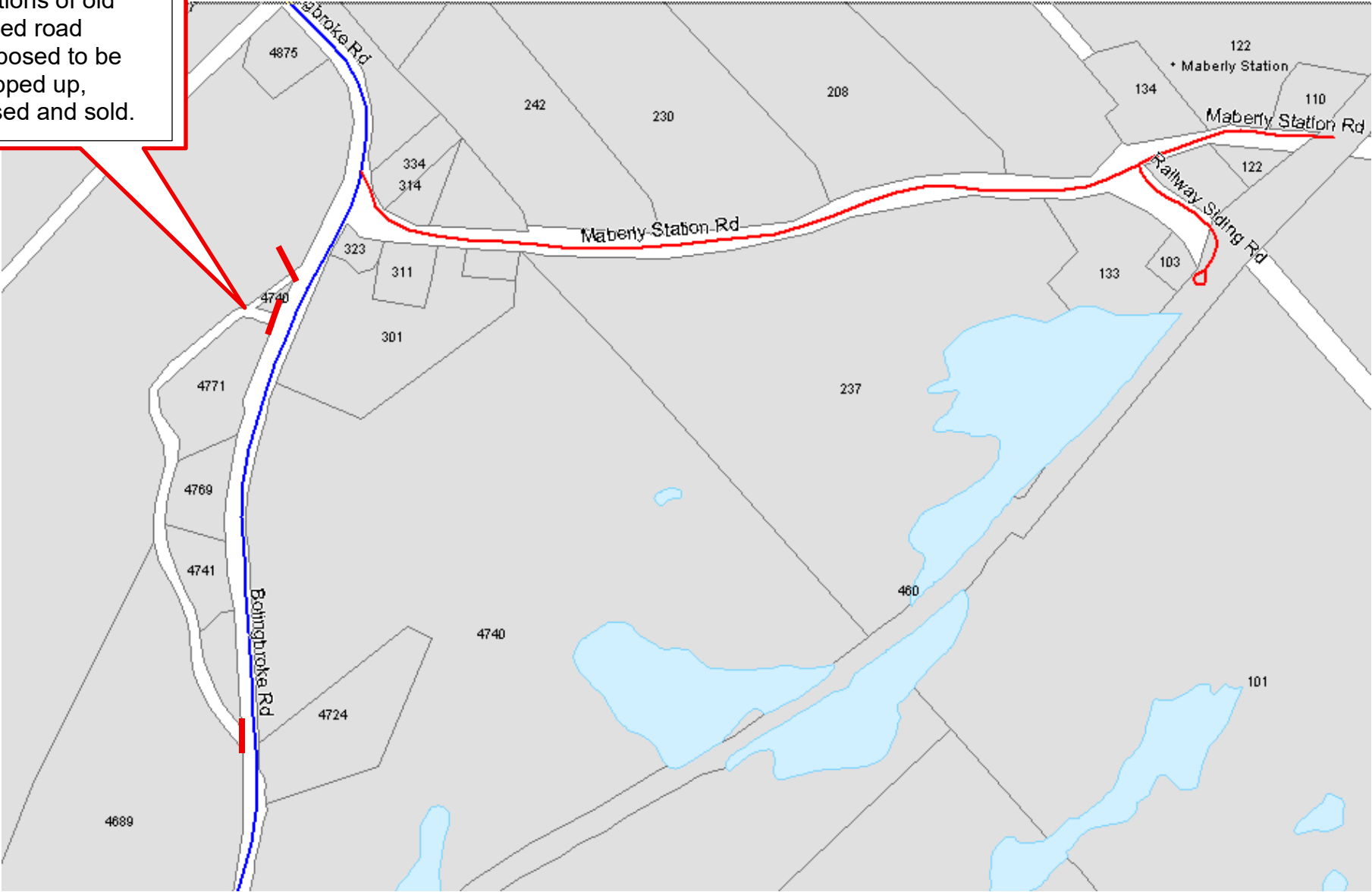
Prepared and Submitted by:

Approved for Submission by:

Dayna Clark
Executive Assistant/Alternate CEMC

Amanda Mabo,
Chief Administrative Officer/Clerk

Portions of old forced road proposed to be stopped up, closed and sold.



Forced Road - South Sherbrooke - Concession 7 - Between Part Lots 13 & 14 and Bolingbroke Road

PLAN OF SURVEY OF
PART LOT 14
CONCESSION 7
Geographic Township of South Sherbrooke
NOW TAY VALLEY TOWNSHIP
COUNTY OF DUNDAS

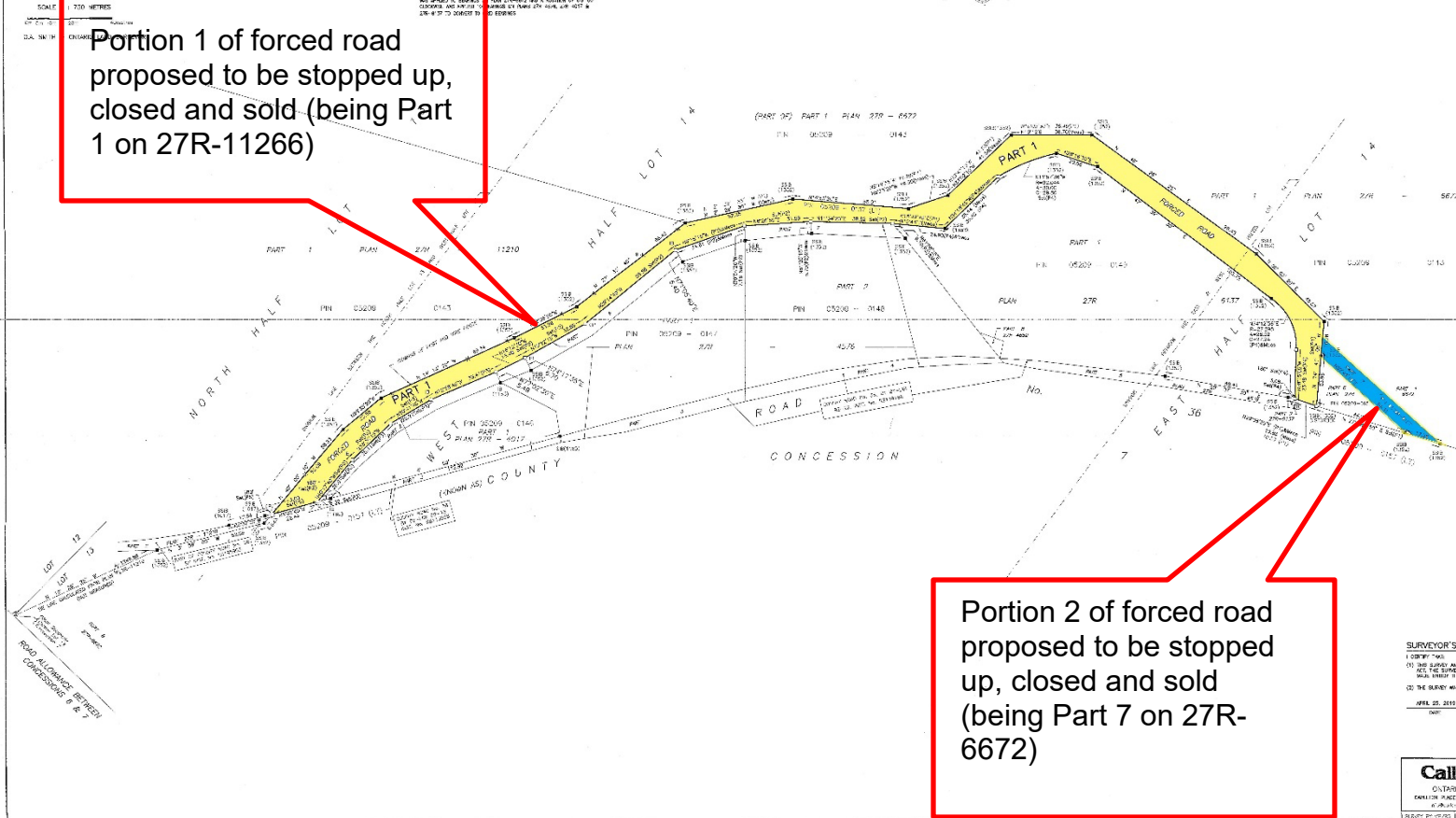
ESTIMATED AND COORDINATES SHOWN ON THIS PLAN ARE A
MEASURED AND ARE TO BE CONSIDERED AS SUCH
EXCEPT WHERE SHOWN OTHERWISE TO THE CONTRARY
AND THE SURVEYOR'S NAME SHALL BE CONSIDERED AS
EVIDENCE OF THE ACCURACY OF THE SAME

INTEGRATION DATA	
COORDINATE SYSTEM	NAD 83
PROJECTION	UTM
ZONE	18N
UNIT	METRES
SCALE	1:1000
DATE	APRIL 22, 2019

SCHEDULE	
NO.	DESCRIPTION
1	PLAN 27R-11266

PLAN 27R-11266
 DATED AND DEPOSITED
 DATE June 3, 2019
 BY [Signature]
 SURVEYOR'S NAME AND ADDRESS FOR THE
 PLAN FILED UNDER OF MAPS AND
 1. SCALE, AS SHOWN ON THE PLAN
 2. SCALE, AS SHOWN ON THE PLAN
 DATE APRIL 22, 2019
 BY [Signature]
 A. A. BROWN, P.E.

Portion 1 of forced road
proposed to be stopped up,
closed and sold (being Part
1 on 27R-11266)



Portion 2 of forced road
proposed to be stopped up,
closed and sold
(being Part 7 on 27R-
6672)

LEGEND:

- 1. DUNDAS COUNTY MAPSHEET SET
- 2. DUNDAS COUNTY MAPSHEET SET
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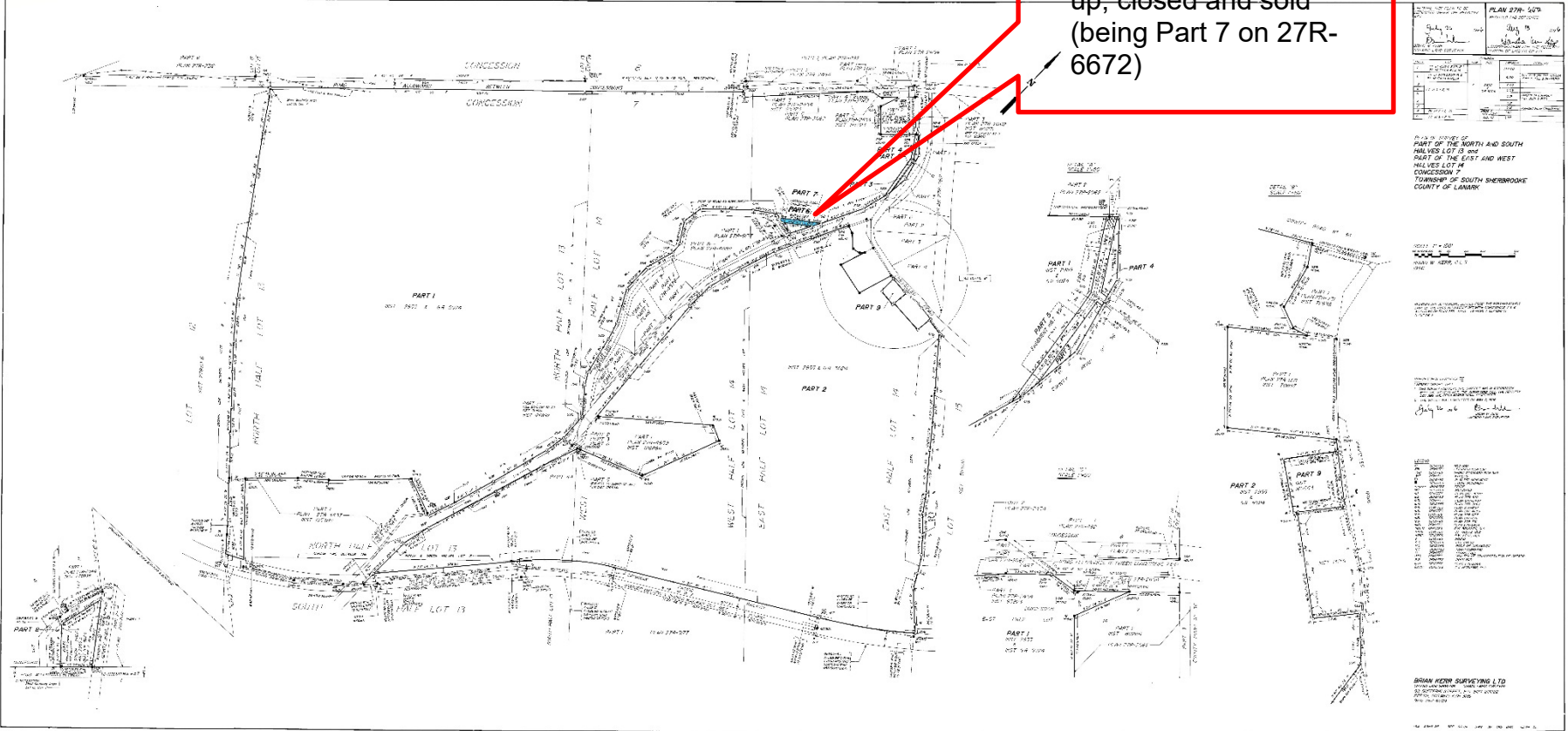
SURVEYOR'S CERTIFICATE:

I, [Signature],
 DO HEREBY CERTIFY THAT I AM A SURVEYOR AND A MEMBER OF THE
 ASSOCIATION OF SURVEYORS OF ONTARIO AND THAT I HAVE
 BEEN LICENSED TO PRACTICE AS SUCH.
 THE SURVEY WAS COMPLETED ON APRIL 22, 2019.
 DATE: APRIL 22, 2019
 BY: [Signature]
 A. A. BROWN, P.E.

Callion & Dietz INCORPORATED
 ONTARIO LAND SURVEYORS
 1000 KENNEDY ROAD, SUITE 100, MARKHAM, ONTARIO L3R 9W7
 TEL: (905) 477-1111 FAX: (905) 477-1112
 www.callionanddietz.com

Survey 27R-11266

Portion 2 of forced road
proposed to be stopped
up, closed and sold
(being Part 7 on 27R-
6672)



Survey 27R-6672

PUBLIC MEETING

ROAD CLOSING

Concession 7, Part Lot 14 geographical Township of South Sherbrooke

Council
August 26th, 2025



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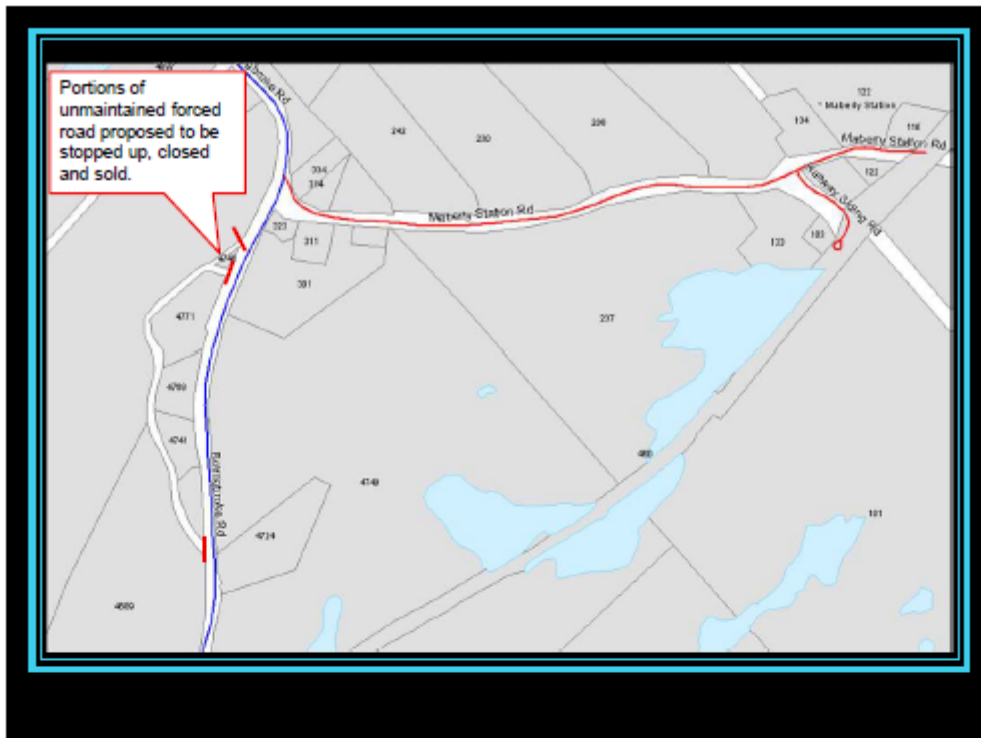
Road Closing - Parks

Committee and Council have considered a request to stop up, close and sell the unmaintained forced road (approximately 2100 feet) in Concession 7, Part Lot 14, South Sherbrooke, just west of Bolingbroke Road.

A resolution was passed on June 17th, 2025 agreeing to proceed with the application to stop up, close and sell the 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.



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 unmaintained forced road to be closed
- published in the Westport Review-Mirror on July 17th and 31st, 2025
- published in the Frontenac News on July 17th and 24th, 2025
- mailed to the adjacent property owners
- published on the Township website, newsfeed and Facebook page
- provided publicly via the agenda for the Committee of the Whole Meeting on June 3rd, 2025, the Council Meeting on June 17th, 2025, and the Council Meeting on August 26th, 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

MVCA does not have any objections to the proposed road closure. Based on a review of MVCA's GIS mapping, a tributary of an open water wetland crosses the northern part of the subject road allowance. Written permission is required from MVCA for any alterations to this watercourse.

Lanark County

The County of Lanark has no objections to the closure but does note there appears to be at least three access points to County Road 36. The most southerly, associated with civic address of 4731 appears to have been considered most recently in 2018 as a result of B18/050.



6

Agency - Objections or Concerns

Lanark County (continued)

An entrance permit was not granted at this location due to the fact the entrance was deemed to be a municipal road at that time. Therefore, no formal entrance permit exists for 4731. Now that the road is being closed and consolidated, the owner will need to apply for an entrance permit if this entrance is to continue to be used for access.

The two most northern access points do not appear to have any approved entrance permits or civic numbers associated with them. The County reserves the right to require any unsafe entrances removed or to limit the number of entrances per property in order to comply with its entrance policies, and makes no representation as to the suitability of the three intersections for access/entrances onto the County Road.



7

Landowner – Objections or Concerns

- No comments or questions were received from adjacent landowners.



8

Township Comments

- Although a survey of the subject unmaintained forced road was received and did not note any encroachment into the unmaintained forced road, and
- Although no comments or questions were received from adjacent landowners prior to publication of the public meeting report and presentation,
- A recent site visit conducted by staff identified that an adjacent property owner's laneway encroaches onto the unmaintained forced road.

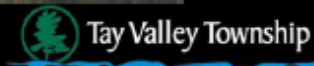


9

Site Visit Photo



Area of unmaintained forced road indicated by red arrow, laneway to the right.



10

NEXT STEPS

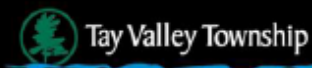
- Township staff will work with the applicant and adjacent property owner(s) to either:
 - Have a new survey completed (at the cost of the adjacent property owner to the south), so the laneway can remain in place as-is and that portion of the unmaintained forced road will be consolidated with the adjacent property to the south, or
 - Have the adjacent property owner to the south relocate the portion of their laneway that encroaches on the unmaintained forced road allowance, so their entire laneway is within their own property.



11

NEXT STEPS

- Once the driveway that is located on the unmaintained forced road is dealt with, Council consider a by-law to stop up, close and sell the unmaintained forced road in Concession 7, Part lot 14, South Sherbrooke, just west of Bolingbroke Road.
- The land will be transferred upon payment of the required costs and the closed portion(s) will be consolidated with the respective lands.



12

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-036

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (ZAID – 4210 SCOTCH LINE ROAD) (PART LOT 16, CONCESSION 9, 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 Tourist Commercial – Special Exception - 5 (CT-5) and Residential – Special Exception – 31 (R-31) on a 1.9 ha lot legally described as Part Lot 16, Concession 9, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll # 091191101556202), in accordance with Schedule “A” attached hereto and forming part of this By-Law.

1.2 THAT, By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 6.3.4 (Exception Zones):

5. CT-5 (Part Lot 16, Concession 6, North Burgess)
Notwithstanding the provisions of Section 6.3.2, on the lands zoned CT-5 the following provisions shall prevail
- | | |
|--|--------|
| • Lot Area (minimum) | 0.45ha |
| • Cabin 1 – Side Yard (minimum Interior west) | 4m |
| • Cabin 2 deck – Side Yard (minimum Interior west) | 4.8m |
| • Shower Platform - Rear Yard (minimum) | 1.1m |
| • Outhouse 1 - Rear Yard (minimum) | 3.3m |

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-036**

- | | |
|---|------|
| • Outhouse 2 - Rear Yard (minimum) | 2m |
| • Plunge Pool – Side Yard (minimum Interior to
Zone line | 2.5m |

1.3 THAT, By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 5.1.4 (Exception Zones):

R-31 (Part Lot 16, Concession 6, North Burgess)

Notwithstanding the provisions of Section 3.25 and 5.1.2 on the lands zoned R-31 the following provisions shall prevail:

- | | |
|----------------------|---------------------|
| • Street Setback | 22.3m |
| • Lot Area (minimum) | 3,671m ² |
| • Lot Frontage | 55m. |

1.4 THAT, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. BY-LAWS TO BE AMENDED

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.

3. 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.

4. EFFECTIVE DATE

4.1 ENACTED AND PASSED this 26th day of August, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-037

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (BLYTHE – 727 LOON’S WAY) (PART LOT 5, CONCESSION 7, 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 Seasonal Residential (RS) to Residential Limited Services (RLS) on the lands legally described as Part Lot 5, Concession 7, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll # 091191101007002), 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. BY-LAWS TO BE AMENDED

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. 2025-037**

3. 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.

4. EFFECTIVE DATE

4.1 ADOPTED BY COUNCIL this 26th day of August, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

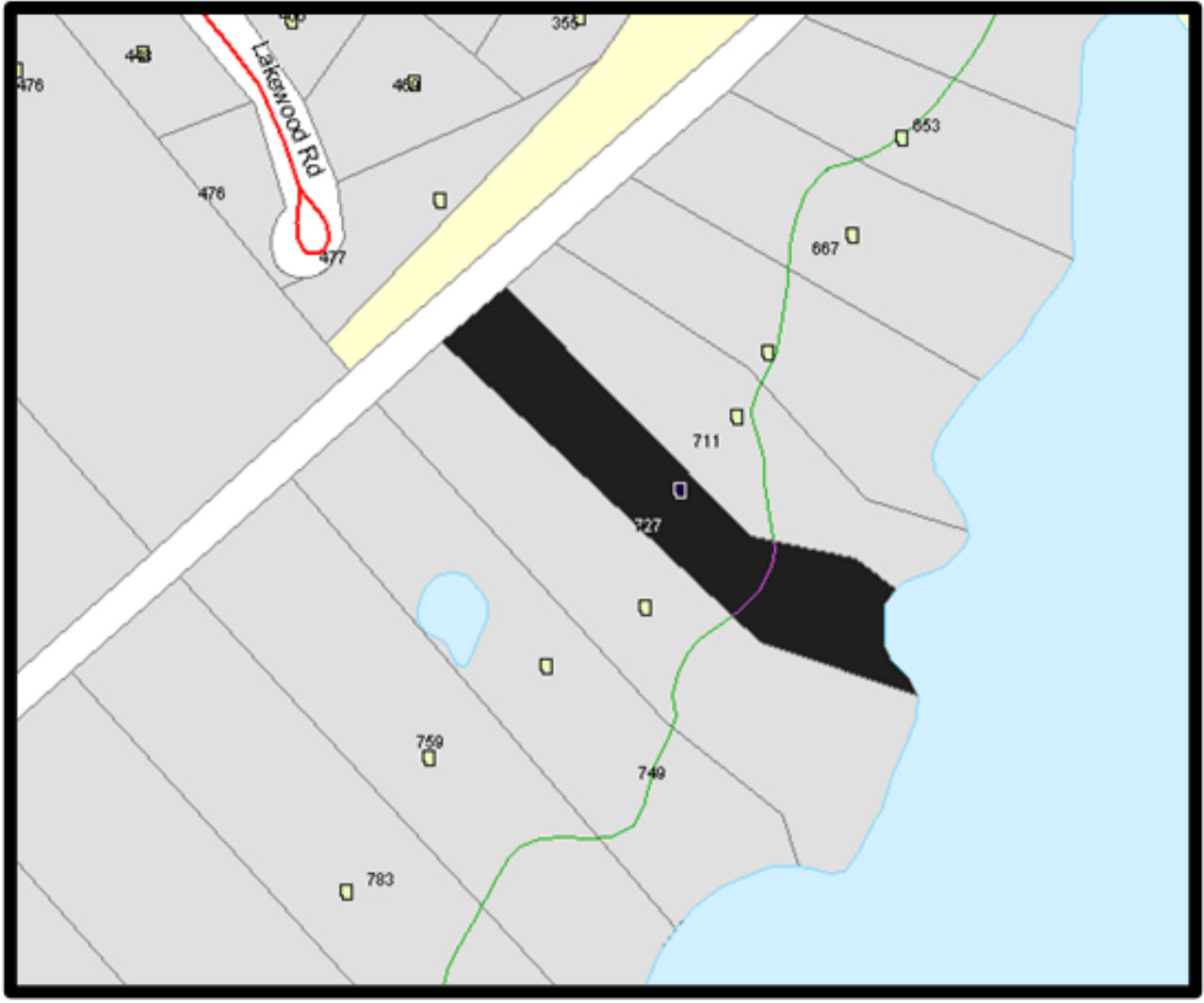
4.2 APPROVED BY THE REEVE this 26th day of August, 2025 pursuant to Reeve Decision/Direction #2025-07.

Rob Rainer, Reeve

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-037**

SCHEDULE "A"

Blythe – 727 Loons Way
Part Lot 5, Concession 7
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 2025-037
passed this 26th day of August 2025.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-038

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (TAYLOR) (528 OTTY LAKE SOUTH WEST SHORE ROAD, PART LOT 6, CONCESSION 7, GEOGRAPHIC TOWNSHIP OF NORHT 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 Seasonal Residential (RS) to Residential Limited Services Special Exception - 199 (RLS-199) on the lands legally described as Part Lot 6, Concession 7, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll # 091191101010400), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

1.2 THAT, By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 5.3.2 (Exception Zones).

199. RLS-199 (Part Lot 6, Concession 7, North Burgess)

Notwithstanding the provisions of Section 5.3.2, 3.29 and 3.30 on the lands zoned RLS-199 the following provisions shall prevail:

- Water Setback East side of dwelling (minimum) 18.9m
- Water Setback West side for dwelling (minimum) 23m
- Water Setback Encroachment for Decks 3m
- Deck area 54m²

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-038**

1.3 THAT, all other applicable standards and requirements of By-Law No. 2002-121 shall continue to apply to the subject property.

1.4 THAT, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. BY-LAWS TO BE AMENDED

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.

3. 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.

4. EFFECTIVE DATE

4.1 ADOPTED BY COUNCIL this 26th day of August, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

4.2 APPROVED BY THE REEVE this 26th day of August, 2025 pursuant to Reeve Decision/Direction #2025-07.

Rob Rainer, Reeve

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-038
SCHEDULE "A"

Taylor – 528 Otty Lake South West Shore Road
Part Lot 6, Concession 7
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law
To amend the Zoning from
Seasonal Residential (RS) to
Residential Limited Services Special Exception-199
(RLS-199)

Certificate of Authentication
This is Schedule "A" to By-Law 2025-038
passed this 26th day of August 2025.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-039

A BY-LAW TO AMEND ZONING (SCOTTON AND CARMICHAEL – 262, 264, 265, 267, 269 BISHOPS WAY) BY-LAW NO. 2002-121, AS AMENDED (PART LOT 1, CONCESSION 7, 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, as amended, 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 amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the policies and intentions of the Official Plan;

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, as amended, is further amended by amending the zoning from Seasonal Residential (RS) to Residential Limited Services Special Exception-200 (RLS-200) on the lands legally described as Part Lot 1, Concession 7, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll #091191102532900), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

1.2 THAT By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 5.3.4 (Exception Zones):

200. RLS-200 (Part Lot 1, Concession 7, North Burgess)

Notwithstanding the provisions of Section 3.29 and 5.3.2 on the lands zoned RLS-200 the following provisions shall prevail:

- 262 Bishops Way
 - dwelling size 64.7m²
 - water setback of 7.92m –
 - dwelling size 21.7m²
 - water setback of 1.83m

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-039**

- 264 Bishops Way –
 - dwelling size 30.3m²
 - water setback of 4.88m
- 265 Bishops Way
 - dwelling size 37.6m²
 - water setback of 12.8m
- 267 Bishops Way
 - dwelling size 57.2m²
 - water setback of 7.5m
- 269 Bishops Way
 - dwelling size 71.4m²
 - water setback of 15.5m

1.3 **THAT**, all other applicable standards and requirements of By-Law No. 2002-121 shall continue to apply to the subject property.

1.4 **THAT**, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. BY-LAWS TO BE AMENDED

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.

3. 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.

4. EFFECTIVE DATE

4.1 ENACTED AND PASSED this 26th day of August, 2025.

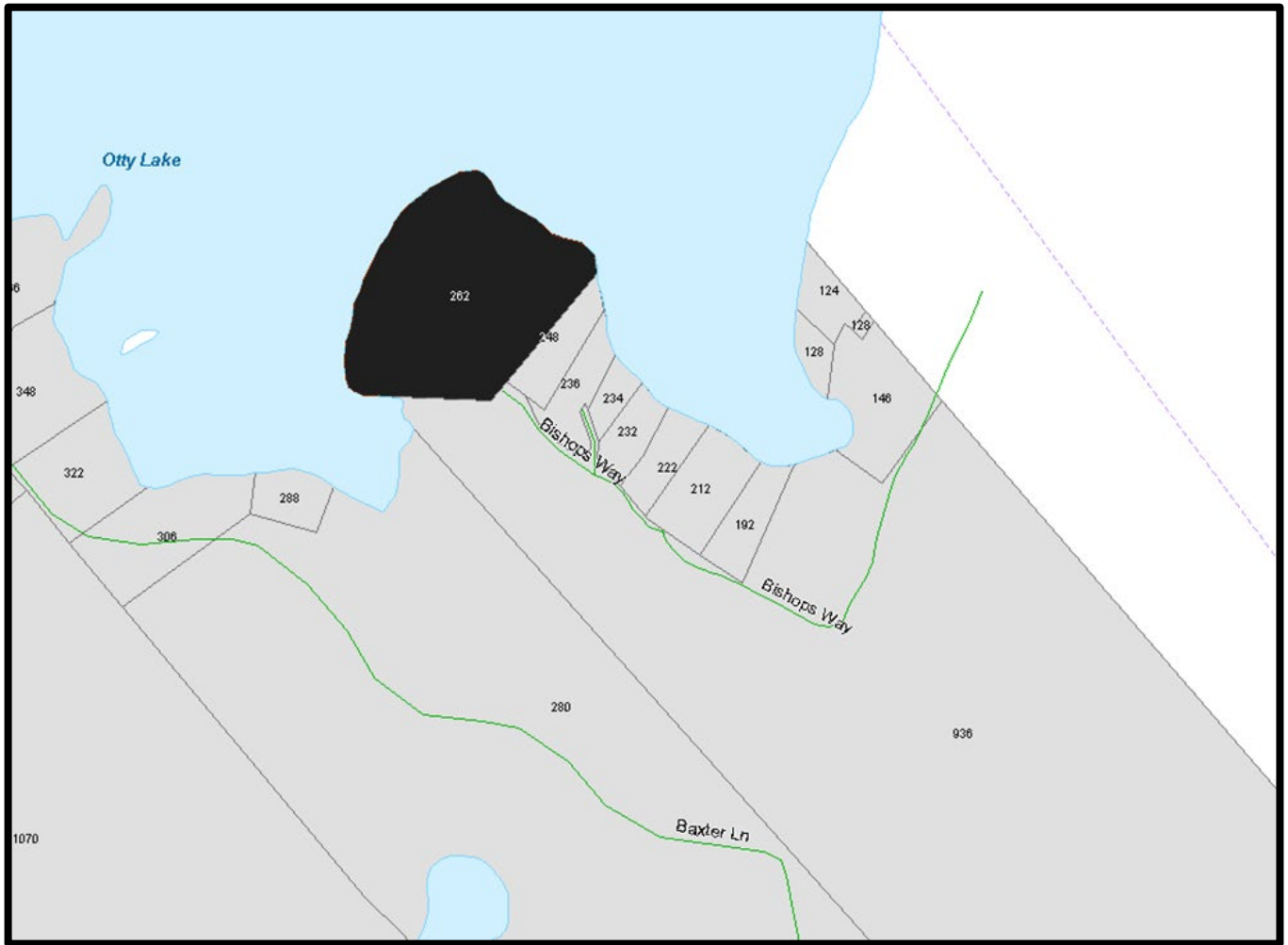
Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-039**

SCHEDULE "A"

Scotton and Carmichael – 262, 264, 265, 267, 269 Bishops Way
Part Lot 1, Concession 7
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law

To amend the Zoning provisions from
Seasonal Residential (RS) to
Residential Limited Services
Special Exception - 200 (RLS - 200)

Certificate of Authentication

This is Schedule "A" to By-Law 2025-039
passed this 26th day of August 2025.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-040

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 (MINER'S POINT ROUTE A)

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, Miner's Point Route A is a private road within Tay Valley Township;

AND WHEREAS, the private right-of-way for Miner's Point Route A has been registered on title for many decades and included in the Township's Road Naming By-Law but was not correctly described;

AND WHEREAS, public notice was given via the agendas for the Committee of the Whole Meeting held on August 12th, 2025 and the Council Meeting held on August 26th, 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 Parts 3 and 4 on 27R-2023 and Parts 6 and 3 on 27R-2667, be named Miner's Point Route A.
- 1.2 **THAT**, Plan 27R-2023 is attached hereto as Schedule "A" and shall be for information purposes only, and not form part of this by-law.
- 1.3 **THAT**, Plan 27R-2677 is attached hereto as Schedule "B" and shall be for information purposes only, and not form part of this by-law.
- 1.4 **THAT**, Miner's Point Route A, 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, Big Rideau Lake.
- 1.5 **THAT**, the Location and Description of Miner's Point Route A in Schedule "B", Burgess Ward, Private Roads, Big Rideau Lake be updated in the Road Naming By-Law No. 98-87, as shown on Schedule "C" attached, to read as follows:

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-040**

From Miner's Point Road to the dead end (the dead end being Part 3 on 27R-2667).

- 1.6** **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 when a certified copy of this by-law has been registered at the Land Registry Office.

- 4.2** ADOPTED BY COUNCIL this 26th day of August, 2025.

Robert Rainer, Reeve

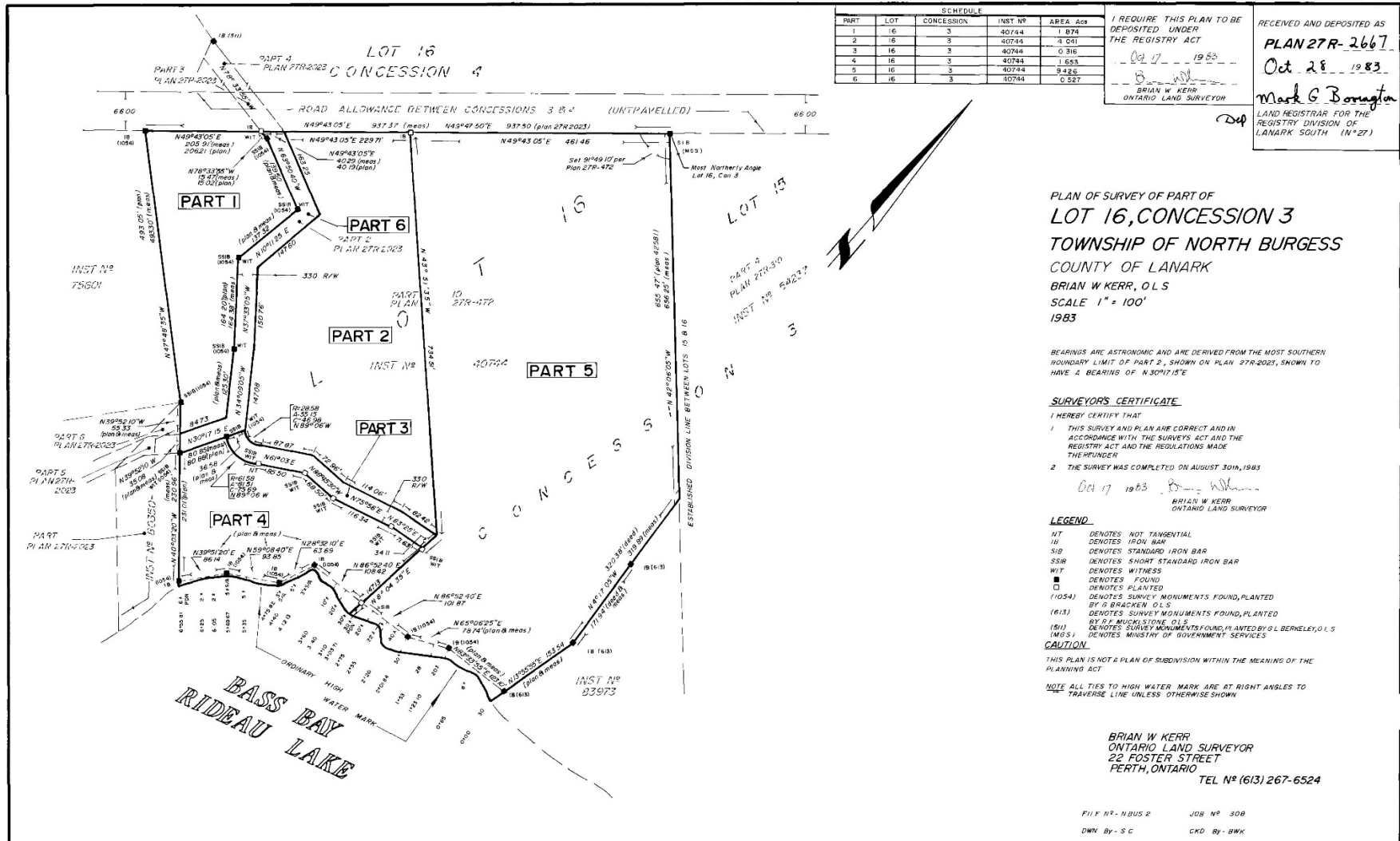
Amanda Mabo, Clerk

SCHEDULE "A"



THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2025-040

SCHEDULE "B"



**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-040**

SCHEDULE "C"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-041

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 (STRAWBERRY LANE)

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, Strawberry Lane is a Private Road within Tay Valley Township;

AND WHEREAS, the private right-of-way has been registered on title for many decades but was never named or added to the Township's Road Naming By-Law;

AND WHEREAS, public notice was provided to each affected property owner and was given via the agendas for the Committee of the Whole Meeting held on August 12th, 2025 and the Council Meeting held on August 26th, 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 5 on 27R-8274, be named Strawberry Lane.

1.2 THAT, Plan 27R-8274 is attached hereto as Schedule "A" and shall be for information purposes only, and not form part of this by-law.

1.3 THAT, Strawberry Lane, located in the geographic Township of Bathurst, as shown on Schedule "B" attached, be included within the designated roads as set out in the Road Naming By-Law No. 98-87, specifically Schedule "B", Bathurst Ward, Private Road Names.

1.4 THAT, the Location and Description of Strawberry Lane in Schedule "B", Bathurst Ward, Private Road Names, be added to Road Naming By-Law No. 98-87, as shown on Schedule "B" attached, read as follows:

From New York Lane to the dead end, being Part 5 on 27R-8274.

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-041**

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 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.

4.4 ADOPTED BY COUNCIL this 26th day of August, 2025.

Robert Rainer, Reeve

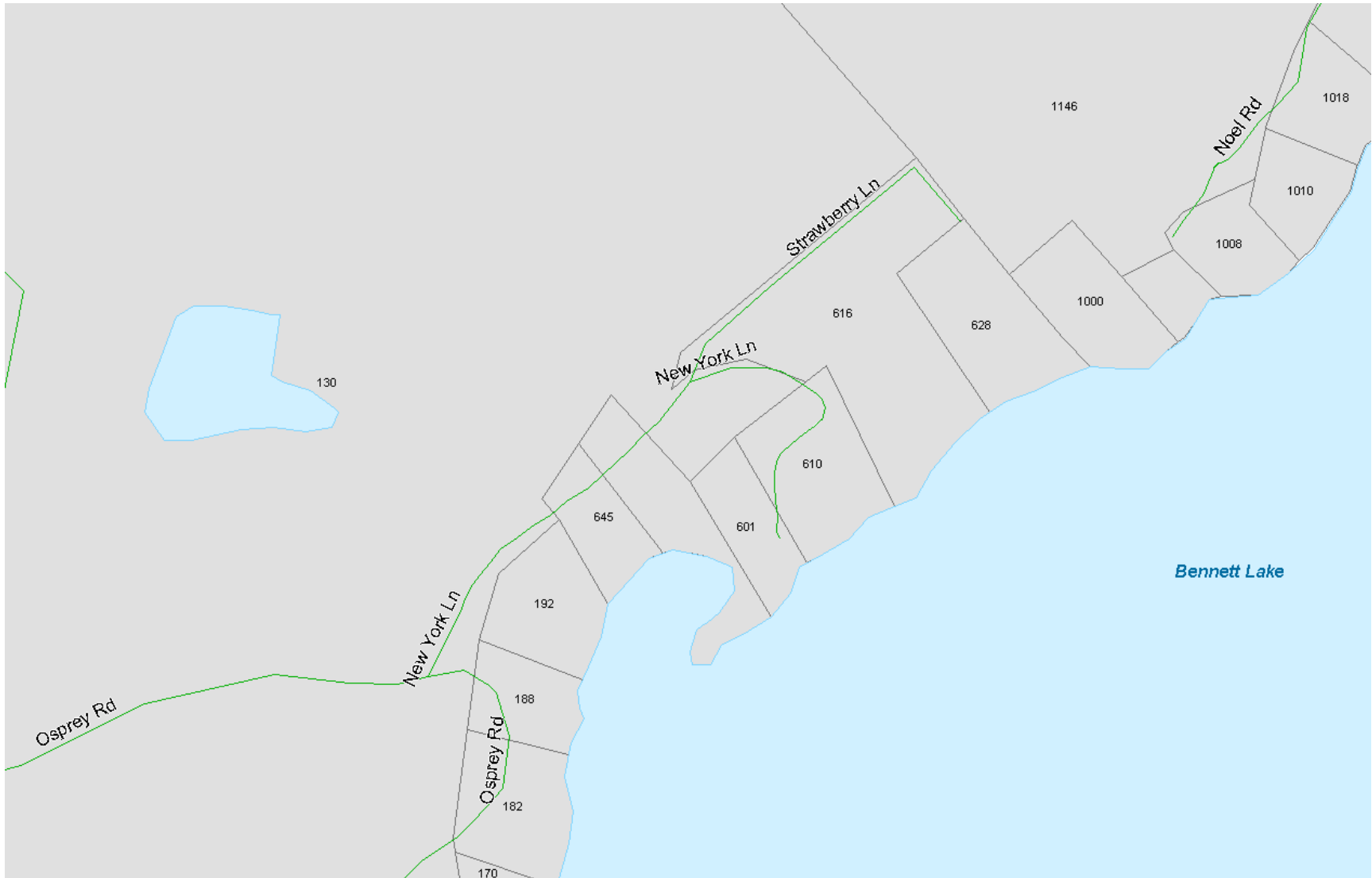
Amanda Mabo, Clerk

SCHEDULE "A"



**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-041**

SCHEDULE “B”



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-042

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON AUGUST 26TH, 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 26th day of August, 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. 2025-042**

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 26th day of August, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

3.2 APPROVED BY THE REEVE this 26th day of August, 2025 pursuant to Reeve Decision/Direction #2025-07.

Robert Rainer, Reeve

NEW & OTHER BUSINESS

COUNCIL
August 26th, 2025

Report #CAO-2025-28
Amanda Mabo, Chief Administrative Officer/Clerk

WEBSITE – MIGRATION TO GOVSTACK

STAFF RECOMMENDATION(S)

“THAT, the Township’s website migration from i:Create to Govstack proceed at a cost of \$22,523.40 plus HST, to be funded from the Contingency Reserve.”

BACKGROUND

Since 2014, the Township’s website since has been through [GHD](#). GHD Digital provides public sector organizations with digital platforms.

i:Create, the Township’s current web platform, will reach end-of-life on June 30, 2026. After this date, security updates, infrastructure support, and compatibility patches will no longer be provided.

Govstack is the modern successor, built in direct response to municipal needs for flexibility, scalability, and security.

DISCUSSION

GHD Digital has worked closely with municipalities across Ontario, including Tay Valley, and has developed a deep understanding of municipal workflows, content requirements, and infrastructure. This relationship eliminates the steep learning curve and time investment required to onboard a new vendor.

The migration process is designed to preserve the Township’s existing assets - historical content and familiar workflows - while modernizing the platform behind them. A dedicated project manager and automated migration tools ensure a structured, predictable process.

With i:Create, simple changes - such as updating branding, creating landing pages, or adjusting layouts - require submitting requests to GHD, waiting for quotes, and paying development fees. Govstack puts these capabilities directly into staff hands with self-service tools and drag-and-drop editing.

i:Create sites are custom-built, leading to inconsistent support times and upgrade delays. Govstack standardizes all municipalities on the same product version, enabling faster resolutions and shared improvements across the platform.

i:Create infrastructure is aging and increasingly difficult to maintain. Govstack is hosted in Microsoft Azure with 99.9% uptime, enterprise-grade encryption, and built-in disaster recovery.

As i:Create approaches retirement: technical support will decline, security vulnerabilities will emerge, compatibility with new software will degrade, and hosting infrastructure will be retired.

By migrating early, the Township avoids rushed last-minute decisions, secures limited-time incentives, and ensures continuity of digital services for residents and businesses. Govstack supports the Township's mission to deliver efficient, effective, and future-focused services, while reinforcing its accountability and respect for staff and community members.

OPTIONS CONSIDERED

Option #1 – Migrate to Govstack

Staying with GHD ensures staff can continue building on established systems rather than starting over. This reduces training needs, prevents duplication of effort, and accelerates the Township's ability to modernize. It also reflects the Township's focus on operational service excellence and responsible use of resources.

Option #2 – RFP for Another Vendor

This is not recommended.

FINANCIAL CONSIDERATIONS

As per the 10-Year Capital Plan the website was scheduled to be upgraded in 2026 and \$20,800 was estimated.

Confirmation was obtained this week that migration costs are \$22,523.40 if a change order is signed by August 31st, 2025 and work begins on the migration:

- 20% discount on the implementation fee, reducing migration costs from \$15,908.00 to \$12,726.40.
- 100% discount on post-migration content clean-up, removing the 100-page limit and saving \$2,772.00. They will migrate and clean up all content at no additional cost.
- Free migration of up to 300 existing bylaws, eliminating the need for manual entry by Township staff.

These incentives represent a total savings of \$5,953.60, along with significant time savings for staff. But still a \$5,000 plus overage.

STRATEGIC PLAN LINK

Good Governance – Communications

CLIMATE CONSIDERATIONS

There would be no impact.

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

None.

Prepared and Submitted by:

Amanda Mabo
Chief Administrative Officer/Clerk