



**COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, October 7th, 2025
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. *Committee of the Whole Meeting*

Chair, Councillor Greg Hallam

- 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 OF PUBLIC MEETINGS**

- i) **Public Meeting: Zoning By-Law Amendment(s) – August 12th, 2025 – attached, page 10.**

Suggested Recommendation to Council:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on August 12th, 2025 be approved.”

- ii) **Public Meeting: Zoning By-Law Amendment(s) – September 23rd, 2025 – attached, page 15.**

Suggested Recommendation to Council:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on September 23rd, 2025 be approved.”

5. DELEGATIONS & PRESENTATIONS

- i) **Delegation: Climate Network Lanark – Neighbourhood Climate Concierge – attached, page 18.**

Sadie Brule, Project Coordinator, Climate Network Lanark.

Suggested Recommendation to Council:

“THAT, The Climate Network Lanark – Neighbourhood Climate Concierge presentation on October 7th, 2025 be received for information.”

- ii) **Delegation: Core Capital Campaign and Hospital Update – attached, page 23.**

Michael Cohen, President & CEO, Perth & Smiths Falls District Hospital.

Suggested Recommendation to Council:

“THAT, the Perth & Smiths Falls District Hospital Core Capital Campaign and Hospital Update on October 7th, 2025 be received for information.”

6. PRIORITY ISSUES

- i) **Report #PW-2025-22 – 10-Year Capital Plan – Facilities – attached, page 30.**
Sean Ervin, Public Works Manager.

- 10-Year Capital Plan Spreadsheets – attached, page 56.

Suggested Recommendation to Council:

“THAT, the Glen Tay Waste Site Shed be replaced when the waste site operations are relocated;

THAT, when the Glen Tay Waste Site operations are relocated a proper scale house be installed;

THAT, all capital expenditures except for the Building Condition Assessment be put on hold for the ReUse Centre building until the Glen Tay Waste Site operations are relocated;

THAT, the ReUse Centre be reassessed with possible replacement needed to meet accessibility standards when the Glen Tay Waste Site operations are relocated;

THAT, \$750/year be added to the Operating budget for the Maberly Waste Site Shed for maintenance requirements;

THAT, \$750/year be added to the Operating budget for the Stanleyville Waste Site Shed for maintenance requirements;

THAT, all capital expenditures be put on hold for the Maberly Garage until a Functional Assessment of the Public Works Department occurs in 2027;

THAT, all capital expenditures be put on hold for the Burgess Garage, except for health and safety items, until a Functional Assessment of the Public Works Department occurs in 2027;

THAT, all capital expenditures be put on hold for the Bathurst Garage, except for health and safety items, until a Functional Assessment of the Public Works Department occurs in 2027;

THAT, since the Burgess Hall is attached to the public works garage, all capital expenditures be put on hold for the Burgess Hall until a Functional Assessment of the Public Works Department occurs in 2027;

AND THAT, in 2027 consider expansion of the Maberly Hall as timing will coincide with the barrier free washroom and kitchen work as well as the Functional Assessment of the Public Works Department (Maberly Garage)."

- ii) **Report #PW-2025-21 – H. Mather Drain Maintenance – Tender Award – attached, page 57.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tender #2025-PW-014 – H. Mather Drain Maintenance be awarded to Shade Group Inc.;

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

- iii) **Report #PW-2025-20 – Steamer Purchase – Sole Source – attached, page 61.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Section 7.3 of the Township’s Procurement Policy be waived;

THAT, staff be authorized to proceed with the sole source purchase of a steamer from Clark-Kavanagh Homes Inc. for a Thompson Steamer, Model A, for the amount of \$21,585.00 plus HST;

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

- iv) **Report #CAO-2025-33 – Fire Protection Agreement for Automatic Aid – Smiths Falls – attached, page 63.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Fire Protection Agreement for Automatic Aid with the Township of Smiths Falls be approved and the necessary by-law brought forward.”

- v) **Report #CAO-2025-36 – Replacement of Township Entrance Signs (Gateway Signs) – attached, page 76.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, staff proceed with Option #1 for the replacement of the Township entrance signs as outlined in Report #CAO-2025-36.”

- vi) **Report #CAO-2025-34 – Multi-Year Accessibility Plan Update – attached, page 88.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, staff obtain feedback on the draft multi-year accessibility plan as outlined in Report #CAO-2025-24 – Multi-Year Plan Accessibility Update.”

- vii) **Report #CAO-2025-32 – Proposed New Road Name – Moon Ridge Lane – attached, page 110.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name a relocated existing Private Road to Moon Ridge Lane as outlined in Report #CAO-2025-32 – Proposed New Road Name – Moon Ridge Lane, be brought forward for approval.”

- viii) **Report #CAO-2025-37 – Request to Close a Portion of a Quarter Sessions Road – attached, page 122.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Council declares Part Lot 16, Concession 4, Bathurst, being Part 1 on 27R7893 (PIN 05196-0212), surplus to the Township’s needs;

THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of a Quarter Sessions Road as outlined in Report #CAO-2025-37 - Request to Close a Portion of a Quarter Sessions Road, as per the Road Closing and Sale Policy and call a Public Meeting;

AND THAT, an Amendment to the Road Naming By-Law to update the legal description of Semler Lane following the closure of the subject portion of road be brought forward.”

- ix) **Report #CAO-2025-35 – Hall Rental – Manie Daniels Centre – attached, page 126.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Reeve and Clerk be authorized to enter into an agreement with Love Soluble (Manie Daniels Centre) whereby the monthly rental fee for the Maberly Hall would be waived in exchange for volunteer hours with the Township.”

7. CORRESPONDENCE

- i) **25-09-24 – Council Communication Package – attached, page 130.**

Suggested Recommendation to Council:

“THAT, the 25-09-24 Council Communication Package be received for information.”

- ii) **25-08-25 – Municipality of Tweed – Collaborative Action on Sustainable Waste Management in Ontario – attached, page 131.**

Suggested Recommendation to Council:

“WHEREAS, the Council of the Corporation of Tay Valley Township Support the Municipality of Tweed’s resolution regarding waste incineration and a more Robust Recycling Program;

AND WHEREAS, It is incumbent upon the members of council, MPP's and MPs to make the decisions that will result in the most positive outcomes for now and future generations;

AND WHEREAS, with large urban centres now looking in rural areas of our province and entire country for lands to bury their garbage waste;

AND WHEREAS, a large landfill site owned by a large urban centre which receives 50% of their garbage at the present time is expected to be full by 2029 creating more environmental impacts;

AND WHEREAS, continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering it unusable;

AND WHEREAS, burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction;

AND WHEREAS, we continue to destroy our environment jeopardizing our future generations;

AND WHEREAS, we have worldwide technology that will allow us the use of clean incineration and also produce much needed electric energy;

AND WHEREAS, the incineration of household and other municipal waste has a long tradition in Germany, which currently has 156 municipal thermal waste incineration facilities with an aggregate annual capacity of around 25 million tons;

AND WHEREAS, with a strong focus on community involvement, innovative infrastructure, and sustainable practices, Germany has set a high bar for municipal recycling programs that the rest of the world can learn from and emulate;

AND WHEREAS, at the present time, Germany recycles 66.1% of its garbage waste at a municipal level. This places the country as the most effective and prominent country when it comes to recycling in the entire world. This highlights the citizen's strength and motivation to deal with environmental issues on a daily basis;

AND WHEREAS, German schools often integrate recycling education into their curriculum. This early exposure to the importance of recycling instills a sense of responsibility in the younger generation, creating a culture of sustainability that transcends generations;

BE IT RESOLVED THAT, the Council of Tay Valley Township direct staff to investigate the possibility of working together with Ontario Municipalities, Provincial and Federal Governments as well as our manufacturing partners to form a working group to ensure that our waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices so that our future generations will not suffer from our environmental mismanagement and to request support from these organizations as well as letters being sent to all municipalities in Ontario, Premier Ford and the opposition parties.

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

i) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*

ii) **Committee of Adjustment.**

25-09-29 – Draft Committee of Adjustment Hearing Minutes – *attached, page 135.*

iii) **Fire Board** – *deferred to the next meeting.*

iv) **Library Board.**

25-06-16 – Perth and District Union Library Board Minutes – *attached, page 142.*

25-08-11 – Perth and District Union Library Board Minutes – *attached, page 144.*

v) **Pinehurst Cemetery Board.**

25-10-02 – Draft Pinehurst Cemetery Board Minutes – *attached, page 145.*

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

vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*

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

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

25-07-24 – Draft Rideau Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 149.*

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

25-08-13 – Lanark County Traffic Advisory Board Working Group Minutes – *attached, page 155.*

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

MINUTES

PUBLIC MEETING ZONING BY-LAW AMENDMENT MINUTES

Tuesday, August 12th, 2025

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 (arrived at 5:45 p.m.)
Councillor Keith Kerr
Councillor Angela Pierman
Councillor Marilyn Thomas

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

Public Present: Scott Pemberton
Laura Johnstone
Tom Ellis
Catherine Anderson
Frank Sammut
Fred Ager
Christine Melville

1. CALL TO ORDER

The public meeting was called to order at 5:00 p.m.

2. INTRODUCTION

The Chair provided an overview of the Zoning By-Law application review process to be followed, including:

- the purpose of the meeting
- the process of the meeting
- all persons attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Ontario Land Tribunal (OLT)

- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding the applications on the agenda was advised to email planningassistant@tayvalleytwp.ca

The Chair asked if anyone had any questions regarding the meeting and the process to be followed. Given that there were no questions, the meeting proceeded.

3. APPLICATION

i) **FILE #ZA25-07: Alyssa and Nadia Zaid
4210 Scotch Line Road
Part Lot 16, Concession 7,
Geographic Township of North Burgess**

a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

A letter of concern was received today from owners of an adjacent property objecting to the application as submitted – *attached page 6.*

b) **APPLICANT COMMENTS**

The applicant was present.

Chris Clarke, Planner, Egis Canada, explained that he was contacted by the applicant when planning approvals were needed, and further explained that:

- he was retained to assist in meeting zoning approval requirements
- the applicant started providing appropriate permits
- the applicant is going through all permit processes required to legalize the structures that exist now
- the applicant is installing a class 2 sewage system

Alissa Zaid, applicant, explained that:

- the AirBnB ran for two (2) seasons
- there have been no noise complaints
- there are very strict rules within AirBnB
- the original owner was living in bunkie 1
- there was a fire
- a gravel company came to do a professional installation of a foundation
- both fireplaces are the originals that were installed, have been inspected, and have permits
- stories of the property are shared on social media in the hopes of reopening

The Planner explained that if the property were sold, a site plan control agreement would go with it, limiting the number of bunkies that could be placed on it. The agreement would be registered on title, showing two (2) bunkies permitted. Anything additional would require rezoning.

c) PUBLIC COMMENTS

Scott Pemberton, Laura Johnstone, adjacent neighbour:

- crafted a letter of objection today
- want to point out that cabin 1 was not used as a residence, except for very occasional lodging use
- at the time of the Zaid purchase, cabin 1 was being used to house a car being repaired, not as a sleeping cabin
- there is no previous use as an AirBnB
- S. Pemberton read their letter of objection

The Planner confirmed that the application meets the test as set out in the Provincial Planning Act, the Lanark County Official Plan, and the Tay Valley Township Official Plan.

d) RECOMMENDATION

The Planner proposed that the amendments to Zoning By-Law No. 02-121 be approved. The by-law will come forward at the next Council meeting.

ii) **FILE #ZA25-04: Scotton and Carmichael
262, 264, 265, 267, 269 Bishops Way
Part Lot 1, Concession 7
Geographic Township of North Burgess**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

It was noted that any reference to Bathurst in the presentation should be Burgess.

b) APPLICANT COMMENTS

The applicant was not present.

c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

The Planner proposed that the amendments to Zoning By-Law No. 02-121 be approved. The by-law will come forward at the next Council meeting.

iii) **FILE #ZA25-05: Gregory Taylor
528 Otty Lake SW Shore Road
Part Lot 6, Concession 7,
Geographic Township of North Burgess**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

b) APPLICANT COMMENTS

The applicant was present.

c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

The Planner proposed that the amendments to Zoning By-Law No. 02-121 be approved. The by-law will come forward at the next Council meeting.

iv) **FILE #ZA25-06: Roy and Katie Blythe
727 Loons Way
Part Lot 5, Concession 7,
Geographic Township of North Burgess**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

b) APPLICANT COMMENTS

The applicant was present.

c) PUBLIC COMMENTS

Christine Melville and Fred Ager, residents:

- no objection to what is requested
- what map did Council use on the notice, as it is incorrect

The Planner explained that:

- the base layer map is received from the Municipal Property Assessment Corporation (MPAC)
- it is known that the MPAC mapping is not always 100% accurate, however that is what the Township is given to use
- the MPAC map does not overrule a survey
- the legal description of a property provides the R-Plan number, which is what is attached to the By-Law

The Chief Administrative Officer/Clerk explained that the map used is meant to provide a general idea of where the lot is, while the property deed contains the legal description of the property.

F. Ager expressed concern that:

- members of the public do not know that the map is for a general purpose only
- wording should be included explaining that the map is being used as a “general depiction” and may not match the official legal property description
- correspondence was sent to Township Councillors by email and personal delivery, and they had received no reply

A Member confirmed that the correspondence that arrived by personal delivery had not been addressed to a specific Member of Council, and that it had been received today as meetings are not held in July.

d) RECOMMENDATION

The Planner proposed that the amendments to Zoning By-Law No. 02-121 be approved. The by-law will come forward at the next Council meeting.

4. ADJOURNMENT

The public meeting adjourned at 6:24 p.m.

PUBLIC MEETING ZONING BY-LAW AMENDMENT MINUTES

Tuesday, September 23rd, 2025

5:00 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 Greg Hallam (arrived at 5:11 p.m.)
Councillor Keith Kerr
Councillor Marilyn Thomas

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Aaron Watt, Deputy Clerk
Sean Ervin, Public Works Manager
Ashley Liznick, Treasurer

Public Present: Philip Jones

1. CALL TO ORDER

The public meeting was called to order at 5:00 p.m.

2. INTRODUCTION

The Chair provided an overview of the Zoning By-Law application review process to be followed, including:

- the purpose of the meeting
- the process of the meeting
- all persons attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Ontario Land Tribunal (OLT)
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding the applications on the agenda was advised to email planningassistant@tayvalleytwp.ca

The Chair asked if anyone had any questions regarding the meeting and the process to be followed. Given that there were no questions, the meeting proceeded.

3. APPLICATION

i) **FILE #ZA25-08: Philip Jones
2441 Scotch Line Road
Part Lot 1, Concession 10,
Geographic Township of North Burgess**

a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**

The Chief Administrative Officer/Clerk reviewed the PowerPoint Presentation that was attached to the agenda.

b) **APPLICANT COMMENTS**

The applicant was present.

c) **PUBLIC COMMENTS**

None.

Councillor Hallam arrived 5:11 p.m.

d) **RECOMMENDATION**

The Chief Administrative Officer proposed that the amendments to Zoning By-Law No. 02-121 be approved. The by-law will come forward at the October Council meeting.

4. ADJOURNMENT

The public meeting adjourned at 5:15 p.m.

PRESENTATIONS

Supporting Climate Action at
Home



Neighbourhood Climate Concierge

1

Climate Network Lanark

- A local non-profit supporting grassroots climate action to address the climate crisis
- Connecting residents to resources, funding, and expert help to reduce emissions
- Working alongside Lanark County, municipalities, and local partners

CNL's goal: halve greenhouse gas emissions county-wide to help prevent catastrophic climate change

2

A Community-Based Home Retrofit Support Program

- Supports homeowners & tenants through the retrofit journey
- Covers energy audits, heat pumps, insulation, solar, and more
- Builds community connection, confidence & action
- Low-time commitment: just 2 hours/month over six months (12 hours total) with expert support

3

Sessions

- **1. Funding & Financing + Carbon Emissions**
Bob Argue (Eco Perth, Perth's Climate Lens, NRCan's *Keeping the Heat In*)
- **2. Energy Assessments:** What to expect and how to get started
Stephen Mangeron (Homesol's Ottawa Manager)
- **3. Insulation & Air Sealing:** How to retrofit your home efficiently
Andy Cockburn (NAIMA Canada, Algonquin Perth Campus Professor)
- **4. Heat Pumps:** How they work and whether they're right for your home
Tom Duglosz (Owner of Comfort Pro Ltd. a Carleton Place business)
- **5. House Resiliency and Emergency Preparedness:** How to prepare for power outages, extreme weather, etc.
Paul Zammit (local author of *Fragile Shelters*)
- **6. Solar Panels & Photovoltaics:** Understanding the benefits and options
Marie Sobrepeña (Regional Manager of My Solar Group, Ltd.)

4

Impact & Growth

- Pilot success led to multi-year funding
- 400 homeowners targeted over 2 years
- Funding secured from:
 - Peter Gilgan Foundation
 - Lanark County's Better Homes Program
 - NAIMA & Building Decarbonization Alliance (in-kind)

5

Ready to Go, Right Here.

A Perfect Fit for Local Momentum

- A growing list of interested residents
- Ready to launch a Concierge group locally
- Need just a few more sign-ups to begin
- Residents may be eligible for multiple rebates and grant programs

6

What Financial Support Is Available?

- **FREE upgrades** for eligible households: heat pumps, insulation, appliances, etc.
- **Grants** for insulation, solar, heat pumps—and more
- **0% or low-interest loans** to help cover the rest
- We help **stack and navigate all available rebates, grants, and loans**—making it easier to get maximum value

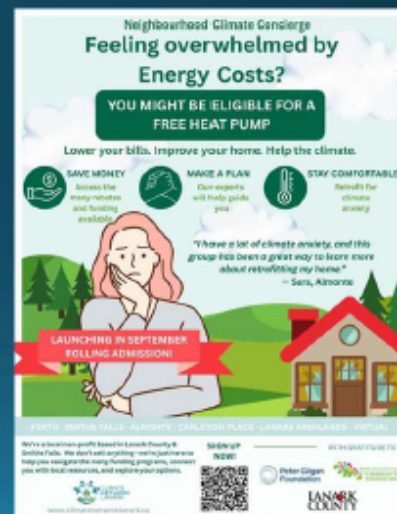
- **Energy Affordability Program**
 - Better Homes Lanark
- **Canada Greener Homes Loan**
- **Home Renovation Savings Program**
- **+ MORE!**

See full list at climatenetworklanark.ca/funding-and-financing-programs

7

Support Climate Action at the Community Level

- Help us spread the word—flyers, social posts, word-of-mouth
- Connect us with residents or community groups
- Consider inviting CNL to future outreach or events



8

Let's Make Retrofits More Accessible!

Let's make this an energy-rich, climate-resilient community—
together.

- Community-based, expert-led retrofit support
- Open to all residents of Lanark County and Smiths Falls
- Join us in reducing barriers and making climate action a community effort
- Visit: www.climatenetworklanark.ca/climate-concierge

Questions?

9

"This program got us in the room with experts."

"The community feeling... was absolutely invaluable!" (Bria, Perth)

"Without a neutral third party, we're stuck with contractors and hours of research." (Michael, Almonte)

"I've reduced my climate anxiety—and my emissions." (Janice, Virtual)



10

Core Capital Campaign & Hospital Update

Tay Valley - Municipal Presentation

Presented by: Michael Cohen
Title: President & CEO
Date: Tuesday, October 7th, 2025

Our Strategic Priorities



Provide an excellent experience for the persons we serve, every time

- Deploy best practice to deliver safest possible care
- Remove barriers to care
- Improve care transitions and health system navigation



Meet the changing needs of our community

- Improve our physical facilities and infrastructure
- Align our services with the needs of the community
- Improve engagement with our community and our partners



Support and empower our people

- Ensure a supportive and safe work environment
- Recruit and retain high-performing people
- Ensure our people have the right skills for now and the future



Ensure our future sustainability

- Secure the capital funds required to meet the needs of our community
- Secure the operational funding required to meet the needs of our community
- Ensure we are prepared to respond to a changing environment

Strategic Plan – Practically Speaking:

This year our key activities focus on improving best practices in care delivery, and efficiency in our Operating Rooms. Our plan will also feature a renewed focus engaging our patients to improve care.

- Increasing care to our community by improving throughput in our operating rooms.
- Supporting our Nurses and patients by launching our new Nursing Model of Care.
- Enhancing patient engagement and experience.
- Advancing our Hospital redevelopment project.

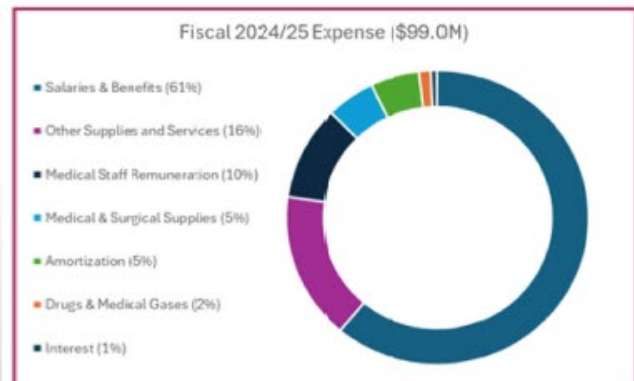
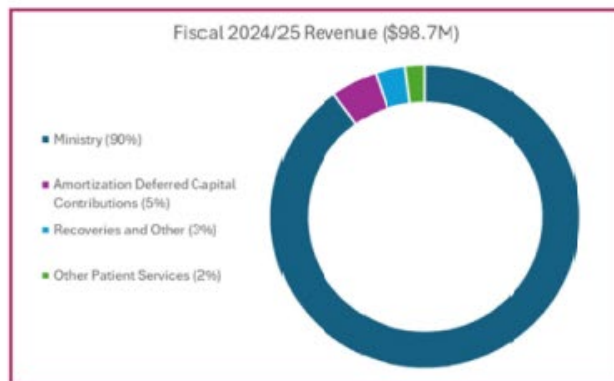
Fall/Winter Preparedness

- The hospital continues to function, even while our patient units continue to have occupancy rates over 100%.
- High volumes along with a large number of patients waiting for long term care beds continue to impact flow in/out of our hospital.
- Flu season has not hit (yet!) and we are prepared for the surge in activity that normally accompanies this.

Hospital Services:

- Recruitment & retention continue to be strategic areas of focus and we have had success in filling permanent full-time positions in most front-line staff roles.
- Continue to experience ongoing challenges surrounding filling temporary full-time and part-time positions to cover medical and parental leaves.
- New resuscitation infrastructure at our SF site and nearing completion of our 3rd floor nursing station at our Perth site.

Funding & Financing





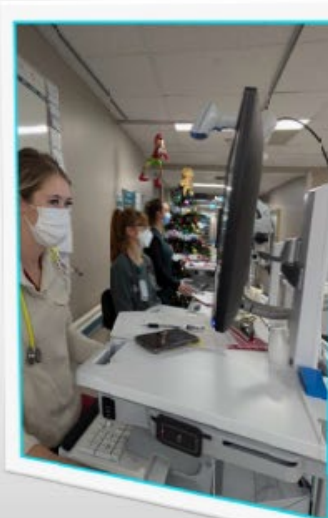
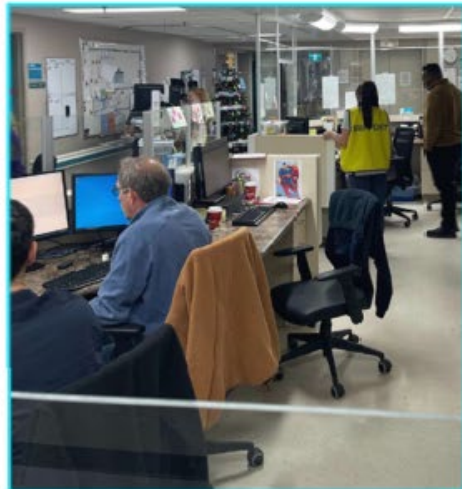
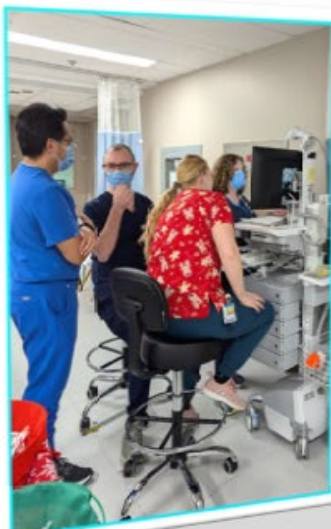
- Each stage of the planning process requires approval before advancing to the next.
- Approvals are also required to advance within some of the phases of each stage.
- Planning grants can be provided at any time during stage 1 or 2.

STAGE 1 Early Planning

- Pre-Capital Submission – Completed February 2023.
 - Outlines general intent and high-level parameters and costs
- Proposal Development – Master Plan and Program.
 - Identifies future demand for services
 - High level space requirements
 - Current state of existing facilities (we included this in our Pre-cap)
 - Benefits/detriments of pursuing different options.
 - General project costs and schedule.
 - Contemplates details such as hours of operation, model of care scope of services, high level service volumes, total beds, and other factors influencing space.
 - Master Program translates services into high level space requirements.
- Site Selection can occur at this stage (for greenfield).

Core Capital Campaign:

- Our new electronic patient record system was implemented last December.
- It was a massive endeavour and took the entire organization to see this to success.
- Relatively smooth go-live.
- Settled into "normalcy" as we look towards optimization.



Core Capital Campaign:

On behalf of the hospital and our patients, thank you for your continued support to ensure that we can provide safe & high-quality patient care at our hospital.

We request that you renew your commitment of \$70,000, in support of the core capital campaign for FY 2026/27. We also request you consider expanding the scope for these funds in order to support our redevelopment project and clinical capital replacement.

Questions



PRIORITY ISSUES

10-Year Capital Plan Facilities

October 7th, 2025



1

Tay Valley Facilities Overview

- The Township own's and maintains 15 buildings
 - Oldest is Maberly Hall (1950's) and newest is the Pavilion in Forest Trail Park (2024).
 - Condition Assessments were completed in 2021/2022 by a Consultant (McIntosh and Perry)
 - Designated Substance Reports completed in 2024 (CM3 Consulting)
 - Asset Management Regulations require that non-core assets be included in the Township's Asset Management Plan (AMP)



2

Tay Valley Facilities Agenda

- Review each building and the annual operating cost
- Review the scheduled capital work between 2026 and 2033
- Building revenue and usage (if applicable)
- Designated Substance Outcome
- Council to provide direction to staff, prior to the 2026 Budget deliberations



3

Tay Valley Facilities Waste

- Glen Tay Waste Site Shed
- Maberly Waste Site Shed
- Stanleyville Waste Site Shed
- ReUse Centre



4

Glen Tay Waste Site Shed



- Used as a shelter for Waste Site Attendants
- Power, Heat (electric), A/C
- 85 square feet
- \$1000/year budgeted for maintenance
- \$2,200/year for Hydro (includes site lighting)
- Built in 2010 (estimated)
- Replacement cost = \$13,548



5

Glen Tay Waste Site Shed

- **Capital Plan**
 - Roof replaced in 2024 with donated shingles, Public Works installed
 - No capital works planned

Recommendation:

- *entire building to be replaced when waste site operations are relocated*
- *will include proper scale house*



6

Maberly Waste Site Shed



Built in 2010

- Used as a shelter for Waste Site Attendant
- Power, Heat (electric), A/C
- 105 square feet
- \$0/year budgeted for maintenance
- \$1,590/year for Hydro
- Replacement cost = \$16,736



7

Maberly Waste Site Shed

- Capital Plan
 - \$2,016 budgeted for next BCA in 2028
 - No other major work required

Recommendation:

- *add \$750/year for Operating due to recent influx of break-ins and other maintenance requirements*



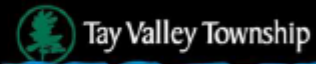
8

Stanleyville Waste Site Shed



Built in 2017

- Used as a shelter for Waste Site Attendant
- Power, Heat (electric), A/C
- 67 square feet
- \$0/year budgeted for maintenance
- \$750/year for Hydro
- Replacement cost = \$10,680



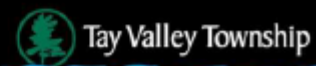
9

Stanleyville Waste Site Shed

- **Capital Plan**
 - \$2,016 budgeted for next BCA in 2028
 - No other major work required

Recommendation:

- *add \$750/year for Operating maintenance requirements*



10

ReUse Center



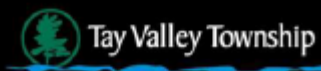
- Constructed in 2013 by volunteer group using non-traditional construction
- 970 square feet
- \$910/year budgeted for maintenance
- Replacement cost = \$153,309



11

ReUse Center

- **Capital Plan - \$12,240**
 - \$4,032 budgeted for next BCA in 2028
 - \$4,320 in 2030 to replace sealant around windows
 - \$2,304 in 2032 to replace interior door
 - \$1,584 in 2033 to replace lighting with LED



12

ReUse Center

Recommendation:

- *entire building to be reassessed and may need to be replaced to meet accessibility standards when waste site operations are relocated, hold off on any capital expenditures except for BCA*



13

Tay Valley Facilities Public Works

- Bathurst Sand Shed
- Burgess Sand Shed
- Maberly Garage
- Burgess Garage
- Bathurst Garage



14

Bathurst Sand Shed



- Capacity of 2500 T of Material
- 4,465 square feet
- \$1,500/year budgeted for maintenance
- Built in 1994 (31 years old)
- Replacement Value = \$341,612
- Small, requires to be filled mid-season



15

Bathurst Sand Shed

- Capital Plan - \$169,281
 - \$15,000 budgeted for moisture protection in 2025
 - \$2,688 budgeted for next BCA in 2028
 - \$27,724 budgeted to replace plywood paneling and repair wood sill plates in 2029
 - \$123,869 budgeted to replace steel roofing, siding and electrical panel in 2033



16

Burgess Sand Shed



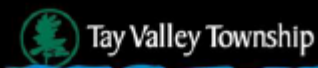
- Capacity of 4500 T of Material
- 7,000 square feet
- \$1,500/year budgeted for maintenance
- Built in 2009 (16 years old)
- Replacement Value = \$457,800
- Large, enough capacity for almost 2 winter seasons,



17

Burgess Sand Shed

- Capital Plan - \$126,481
 - \$20,000 budgeted for moisture protection in 2025
 - \$3,136 budgeted for next BCA in 2028
 - \$90,545 budgeted to exterior fabric lights and lighting upgrades in 2031
 - \$12,800 budgeted to replace overhead door in 2032



18

Maberly Garage



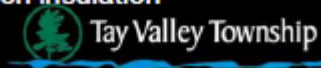
- 3,090 square feet
- \$1,700/year budgeted for maintenance
- Built in 1973 (52 years old)
- Replacement Value = \$559,105
- The garage is used to store PW equipment as well as recreation supplies (hockey nets, GT rink boards, tennis net, etc.)



19

Maberly Garage

- **Capital Plan - \$78,064**
 - \$4,000 for asbestos sealing in 2025
 - \$9,360 of electrical work deferred from 2025
 - \$20,592 budgeted in 2026 to replace 3 overhead doors and motors
 - \$10,752 budgeted in 2028 for BCA and electrical upgrades
 - \$25,920 budgeted in 2030 to replace concrete apron at entrances and install new downspout and eavestrough
 - \$7,440 in 2031 to replace foundation insulation



20

Maberly Garage

- used for storage of PW equipment (steamers, plows in summer, trailers, sweeper and woodchipper) and recreation supplies

Recommendation:

- *hold off on any capital expenditures until a Functional Assessment of the Public Works Department occurs in 2027*

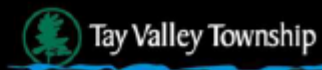


21

Burgess Garage



- 2,345 square feet
- \$2,500/year budgeted for maintenance
- \$10,100/year for heating and hydro
- Built in 1974 (51 years old)
- Replacement Value = \$424,304



22

Burgess Garage

- **Capital Plan - \$370,826**
 - \$7,200 in 2025 for a CO Detector
 - \$13,728 in 2026 to complete electrical replacements and update the overhead hoist
 - \$59,508 in 2027 to complete drainage improvements, replace concrete aprons at each garage door, new building signage
 - \$123,312 in 2028 to replace septic, replace roofing system
 - \$139,200 in 2029 for new exterior cladding, insulation and paint interior walls



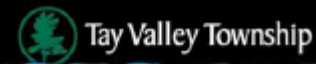
23

Burgess Garage

- **Capital Plan (Cont'd)**
 - \$18,662 in 2031 to replace the hot water tank and complete concrete repairs on the garage floor
 - \$9,216 in electrical repairs and interior wall repairs

Recommendation:

- *hold off on any capital expenditures, except for health and safety items, until a Functional Assessment of the Public Works Department occurs in 2027*

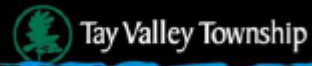


24

Bathurst Garage



- 5,515 square feet
- \$3,000/year budgeted for maintenance
- \$10,200/year for heating and hydro
- Built in 1976 (49 years old)
- Replacement Value = \$997,884



25

Bathurst Garage



26

Bathurst Garage

- **Capital Plan - \$199,053**
 - \$15,000 planned in 2025 for a new CO detector
 - \$103,636 deferred in 2025 for concrete floor repairs, exterior parking repairs and exterior structural repairs
 - \$8,549 in 2026 to update overhead hoist and replace door sealants
 - \$13,738 in 2027 to replace exterior doors and replace security system
 - \$15,456 in 2028 for localized electrical repairs and roof drain repairs



27

Bathurst Garage

- **Capital Plan (Cont'd)**
 - \$9,396 in 2029 for updated BCA and work light replacements
 - \$5,400 in 2030 for an energy audit
 - \$27,878 in 2032 for a washroom renovation

Recommendation:

- *hold off on any capital expenditures, except for health and safety items, until a Functional Assessment of the Public Works Department occurs in 2027*



28

Garage Usage

- The Public Works Department operates out of the Bathurst Garage, however, there is a lack of space, vehicles are "jammed-in" to fit
- The Burgess Garage is operated from in the winter during storms and used for storage in the summer
- The Maberly Garage is only used for storage of PW equipment (steamers, plows in summer, trailers, sweeper and woodchipper) and recreation supplies



29

Garage Usage

- Ideally, the Bathurst Garage would be expanded to fit all of the Township's fleet in one location
- However, space is not available on the current site
- The garage also requires substantial work to the exterior of the building and contains designated substances (asbestos) therefore renovations may be costly
- As a result, a Functional Assessment of the Public Works Department has been scheduled for 2027



30

Tay Valley Facilities Halls

- Burgess Hall
- Maberly Hall



31

Hall Bookings

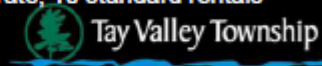
- The Maberly and Burgess Halls are available to book by residents (and non-residents)
- Maberly Hall is also used for numerous Township led activities, programs, and services



32

Hall Bookings

- Burgess Hall bookings:
 - 2024 - 33 times, resulting in \$510 in revenue
 - 0 TVT programs, 23 reduced rate, 10 standard rentals
 - 2025 - 37 times, resulting in \$745 in revenue
 - 13 TVT programs, 15 reduced rate, 9 standard rentals
- Maberly Hall bookings:
 - 2024 - 245 times, resulting in \$3,425 in revenue
 - 155 TVT programs, 61 reduced rate, 29 standard rentals
 - 2025 - 185 times, resulting in \$2,720 in revenue
 - 141 TVT programs, 28 reduced rate, 10 standard rentals

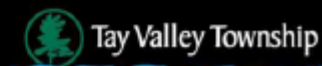


33

Burgess Hall



- 1,500 square feet
- \$2,500/year budgeted for maintenance
- \$3,000/year for heating and hydro (electric heat)
- \$2,000/year for caretaker
- Built in 1988 (37 years old)
- Replacement Value = \$305,745



34

Burgess Hall

- **Capital Plan - \$295,236**
 - \$82,690 deferred in 2025 for new windows, doors, exterior brick repairs and washroom renovations.
 - \$28,080 in 2026 for a barrier free design, and a new flagpole
 - \$17,366 in 2027 to renovate the kitchen
 - \$33,600 in 2028 to update the BCA, replace the interior doors and complete an energy audit
 - \$5,568 in 2029 to repair footing insulation and parging



35

Burgess Hall

- **Capital Plan (Cont'd)**
 - \$30,480 in 2030 to replace the A/C with a Heat Pump and complete electrical panel upgrades
 - \$17,856 in 2031 to complete minor repairs to the interior walls and paint
 - \$17,741 in 2032 to replace the ceiling tiles
 - \$61,855 in 2033 to replace the roof, gutters and downspouts



36

Burgess Hall

Recommendation:

- *since the hall is attached to the public works garage, hold off on any capital expenditures until a Functional Assessment of the Public Works Department occurs in 2027*



37

Maberly Hall



- 2,730 square feet
- \$5,700/year budgeted for maintenance
- \$5,810/year for heating and hydro
- \$7,250/year for caretaker
- Original building in 1950's (75 years old), addition in 1980's
- Replacement Value = \$503,786



38

Maberly Hall

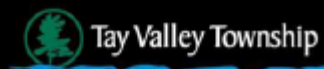
- **Capital Plan - \$304,920**
 - \$33,000 in 2025 for new side entrance deck, heat pumps, exhaust fans and wayfinding signage.
 - \$39,520 in 2026 to repave parking lot and paint interior walls
 - \$67,613 in 2027 for barrier free design and bathroom renovations
 - \$20,978 in 2028 to update BCA, complete energy audit and new weeping tile around foundation
 - \$26,726 in 2029 for a kitchen renovation



39

Maberly Hall

- **Capital Plan (Cont'd)**
 - \$7,200 in 2030 for plumbing repairs
 - \$4,464 in 2031 for septic repairs
 - \$16,128 in 2032 for ductwork repairs, replace water heater and window treatments
 - \$89,291 in 2033 to replace hardwood floors and wood ceiling



40

Maberly Hall

Recommendation:

- *in 2027 also consider expansion of the hall, timing will also coincide with the barrier free washroom and kitchen work and the Functional Assessment of the Public Works Department (Maberly Garage)*



41

Tay Valley Facilities Recreation

- Maberly Rink Storage Shed
- Forest Trail Park Pavilion



42

Maberly Rink Storage Building



- 515 square feet
- \$1,000/year budgeted for maintenance (includes rink)
- \$1,050/year for hydro
- Built in 1990's (35 years old)
- Replacement Value = \$70,169
- Used as changeroom and storage for rink equipment



43

Maberly Rink Storage Building

- **Capital Plan - \$54,158**
 - \$2,400 in 2025 for exterior lights (rink lights)
 - \$4,056 in 2026 to replace windows and exterior man door
 - \$12,561 in 2028 to update BCA, install new gravel in parking lot, replace overhead door and seal concrete flooring
 - \$31,181 in 2032 to replace soffit and fascia, steel roofing, and electrical repairs
 - \$3,960 repair interior walls and upgrade interior lights to LED



44

Forest Trail Park Pavilion



- 576 square feet
- \$3,000/year budgeted for maintenance (includes entire park, funded for 10 years by solar amenity fee)
- Built in 2024 (100% Grant Funded)
- Replacement Value = \$63,860



45

Forest Trail Park Pavilion

- Capital Plan - \$2,800
 - \$2,800 in 2028 to update BCA



46

Tay Valley Facilities Municipal Office



- 7,875 square feet
- \$16,115/year budgeted for maintenance and repairs
- \$10,175/year in heat and hydro
- \$15,000/year in caretaker
- Original building built in 1975 (50 years old), addition in 2010 (15 years old)
- Replacement Value = \$1,453,229



47

Municipal Office

- **Capital Plan - \$442,896**
 - \$10,900 in 2025 for roof drain system work (if required) and new identifying devices
 - \$37,440 in 2026 to paint the interior walls
 - \$99,922 in 2027 to complete a barrier free design, bathroom renovations (original building), replace the carpeting and electrical panel upgrades
 - \$7,392 in 2028 to complete BCA



48

Municipal Office

- Capital Plan (continued)
 - \$125,040 in 2030 to replace the slope roofs
 - \$162,202 in 2032 to replace window treatments, bathroom renovation in the addition, replace flat roof in the addition (over lunchrooms) and new kitchen cabinets (lunchrooms)

*note: Grant submission to FCM for a net-zero energy retrofit for possible 2026 project.



49

Tay Valley Facilities Designated Substance Testing

- Designated Substance Testing was completed on the 3 garages, Municipal Office, and the South Sherbrooke Fire Station in 2024
- All 3 garages contain asbestos in the sealants, floor tiles and wall insulation (vermiculate insulation)
- The original section of the Municipal Office contains asbestos in the drywall joint compound
- The 4 buildings need to be monitored on an annual basis



50

Questions?



| | TAY VALLEY TOWNSHIP | *ANNUAL REVIEW OF RECOMMENDED PROJECTS AND AS SUCH WORK/AMOUNTS ARE SUBJECT TO CHANGE* | | | | | | | | | | |
|---------------------|--|---|----------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| | 10 YEAR CAPITAL PLAN | | | | | | | | | | | |
| | 2025 TO 2035 | Inflation = | 4% | | | | | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| BUILDINGS | | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 |
| Year Aquired | | | | | | | | | | | | |
| 1976 | Bathurst Garage | 15,000 | 112,185 | 13,738 | 15,456 | 9,396 | 5,040 | 0 | 27,878 | 0 | 0 | 0 |
| 1994 | Bathurst Sand Shed | 15,000 | 0 | 0 | 2,688 | 27,724 | 0 | 0 | 0 | 123,869 | 0 | 0 |
| 1973 | Burgess Garage | 7,200 | 13,728 | 59,508 | 123,312 | 139,200 | 0 | 18,662 | 9,216 | 0 | 0 | 0 |
| 1988 | Burgess Hall | 0 | 110,770 | 17,366 | 33,600 | 5,568 | 30,480 | 17,856 | 17,741 | 61,855 | 0 | 0 |
| 2009 | Burgess Sand Shed | 20,000 | 0 | 0 | 3,136 | 0 | 0 | 90,545 | 12,800 | 0 | 0 | 0 |
| 2013 | Glen Tay ReUse Center | 0 | 0 | 0 | 4,032 | 0 | 4,320 | 0 | 2,304 | 1,584 | 0 | 0 |
| 2010 | Glen Tay WS Shed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | Forest Trail Park Pavilion | 0 | 0 | 0 | 2,800 | 0 | 0 | 0 | 0 | 0 | | |
| 1974 | Maberly Garage | 4,000 | 29,952 | 0 | 10,752 | 0 | 25,920 | 7,440 | 0 | 0 | 0 | 0 |
| 1950's | Maberly Hall | 33,000 | 39,520 | 67,613 | 20,978 | 26,726 | 7,200 | 4,464 | 16,128 | 89,291 | 0 | 0 |
| 1990's | Maberly Rink Storage Building | 2,400 | 4,056 | 0 | 12,561 | 0 | 0 | 0 | 31,181 | 3,960 | 0 | 0 |
| 2010 | Maberly WS Shed | 0 | 0 | 0 | 2,016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1975/2010 | Municipal Office | 10,900 | 37,440 | 99,922 | 7,392 | 0 | 125,040 | 0 | 162,202 | 0 | 0 | 0 |
| 2017 | Stanleyville WS Shed | 0 | 0 | 0 | 2,016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | |
| | | 107,500 | 347,651 | 258,147 | 240,738 | 208,614 | 198,000 | 138,967 | 279,450 | 280,559 | 0 | 0 |
| | Potential Funding: | | | | | | | | | | | |
| | Reserve Funds | 105,700 | 347,651 | 258,147 | 240,738 | 208,614 | 198,000 | 138,967 | 279,450 | 280,559 | 0 | 0 |
| | Contingency | 1,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Development Charges | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | 105,700 | 347,651 | 258,147 | 240,738 | 208,614 | 198,000 | 138,967 | 279,450 | 280,559 | 0 | 0 |
| | | | | | | | | | | | | |
| | CUMMULATIVE (SHORTFALL) IN RESERVES | 406,207 | 96,667 | (121,845) | (321,363) | (487,108) | (640,523) | (733,123) | (964,350) | (1,194,758) | (1,142,601) | (1,088,357) |

COMMITTEE OF THE WHOLE**October 7, 2025****Report #PW-2025-21
Sean Ervin, Public Works Manager****H. MATHER DRAIN MAINTENANCE – TENDER AWARD****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, Tender #2025-PW-014 – H. Mather Drain Maintenance be awarded to Shade Group Inc.;

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

BACKGROUND

The Township previously received a request from a landowner, under Section 74 of the [Drainage Act](#), R.S.O. 1990, c. D.17., to perform maintenance on the existing H. Mather Municipal Drain. As part of that process, a site meeting was held by the former Drainage Superintendent (EGIS/McIntosh Perry) to review the request and inspect the drain. Robinson Consultants Inc. (RCI) has since been appointed as the new Drainage Superintendent. On July 8th, the Township held a follow-up public meeting to re-engage landowners, review preferences first-hand, and gather important input before any work proceeds. The meeting was well attended, and the Drainage Superintendent removed a few sections of the drain, thereby lowering the overall cost of the project.

Following the meeting with adjacent landowners, the Drainage Superintendent walked the main part of the drain to confirm the scope of work prior to the Township issuing a Tender.

Proposed maintenance includes a routine cleanout of the existing H. Mather Main Drain, which included the removal of sediment and debris, as well as brushing for access. Landowner feedback is essential to guide planning for site-specific conditions.

DISCUSSION

The Tender was released on September 12, 2025, on the Township’s portal of Bids and Tenders. The Tender closed on September 25 at 1:00 PM and seven (7) bids were received as per the following:

| Company | Price | Provisional Items |
|---------------------------------|------------------|-------------------|
| Shade Group Inc. | \$ 65,535.00 | \$7,083.00 |
| Ingimundson Construction Ltd. | \$ 143,050.00 | \$13,610.00 |
| Crains' Construction Limited | \$ 146,912.00 | \$14,570.00 |
| McWilliams Construction Limited | \$ 162,508.00 | \$29,500.00 |
| 11799746 Canada Incorporated | \$ 241,420.00 | \$6,801.00 |
| Goldie Mohr Ltd. | \$ 269,855.00 | \$10,145.00 |
| Arnott Brothers Construction | \$ 5,200,650.00* | \$36,135.00 |

*Note: Arnott Brothers Construction made an error on their submission, which is why the price is significantly higher than the other bids

FINANCIAL CONSIDERATIONS

The Drainage Superintendent and Township staff reviewed the submitted prices and determined that the price from Shade Group Incorporated is slightly below the Drainage Superintendent Estimate of \$67,000.00 and is considered competitive and reasonable.

OPTIONS CONSIDERED

Option #1 (Recommended) – Award the tender to Shade Group Inc.

Option #2 - Award the tender to one of the other bidders. This is not recommended as the low-bid price from Shade Group Inc. meets all the requirements of the Tender.

Option#3 – Not award the Tender and do not perform the work. This is not recommended as the Township is required to complete the work in accordance with the *Drainage Act*.

STRATEGIC PLAN LINK

Mission: To deliver efficient and effective services for the benefit of residents, visitors, and businesses.

CLIMATE CONSIDERATIONS

None considered.

CONCLUSIONS

The Tender notes the work to begin this fall and into the early winter months of 2025, with intentions that all work will be completed this year. One of the Tender requirements is to work with the landowners to ensure that crops are off the fields, prior to the work commencing. The Drainage Superintendent will be responsible for inspections during the project to ensure the work is completed as per the Tender and all costs for the work will be allocated to the benefiting landowners as per the Drainage Schedule for the drain.

ATTACHMENTS

1. Bid Analysis from the Drainage Superintendent

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Bid Analysis from the Drainage Superintendent



September 26, 2025

Tay Valley Township
217 Harper Road,
Perth, Ontario, K7H 3C6

Attention: Amanda Mabo, CAO/Clerk

Reference: H. Mather Municipal Drain Maintenance – Bid Analysis
Contract No. 2025-PW-014
Our File No. 25044

Dear Ms. Mabo:

Following our review of the bids submitted for Contract No. 2025-PW-014: H. Mather Drain Maintenance, the lowest bid was submitted by Shade Group Inc. in the amount of \$65,535.00. This figure is slightly below the Drainage Superintendent's estimated project cost of approximately \$67,900, and is considered reasonable and acceptable.

As part of our review, we also noted that the provisional items identified in Section B were reasonably priced and that the hourly rates submitted for operated equipment were competitive and reasonable.

This recommendation is based on the submitted pricing and the contractor's demonstrated experience; however, it remains subject to confirmation that all remaining tender submission requirements have been satisfied.

Based on this analysis, it is recommended that Contract No. 2025-PW-014 be awarded to Shade Group Inc.

Should you have any questions or require further clarification, please do not hesitate to contact the undersigned.

Yours very truly,

ROBINSON CONSULTANTS INC.

A handwritten signature in dark ink, reading "Eldon Hutchings".

Eldon Hutchings, C.Tech.
ehutchings@rcii.com

c.c. Sean Ervin C.E.T., Public Works Manager, Tay Valley Township

COMMITTEE OF THE WHOLE

October 7, 2025

Report #PW-2025-20
Sean Ervin, Public Works Manager

STEAMER PURCHASE – SOLE SOURCE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Section 7.3 of the Township’s Procurement Policy be waived;

THAT, staff be authorized to proceed with the sole source purchase of a steamer from Clark-Kavanagh Homes Inc. for a Thompson Steamer, Model A, for the amount of \$21,585.00 plus HST;

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

BACKGROUND

The Township currently has two culvert steamers that are very old and have reached the end of their service life. The steamers are used to thaw frozen culverts in the spring allowing spring runoff to flow through the culvert versus potentially washing out the road.

Thompson Steamers are manufactured in Burk’s Falls since 1961 and are the only machine of its kind that is certified by the Canadian Standards Association (CSA).

DISCUSSION

The Township’s Procurement Policy states that all purchases more \$20,000 are to follow the process of a Request for Tender process, where Senior Staff in consultation with Council shall call tenders in accordance with Section 13.2 of the Policy.

FINANCIAL CONSIDERATIONS

The 2025 Capital Budget included \$22,500 for the purchase of the steamer. After non-rebated HST is applied to the purchase, the total purchase will be \$21,945 and therefore \$555 under budget. The purchase is funded from the Roads Equipment Reserve and the revenue from selling the two existing steamers will be returned to the Roads Equipment Reserve.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Direct staff to sole source the purchase of a Thompson Model A steamer.

Option #2 – Not proceed with the purchase. This is not recommended as both existing steamers have exceeded their expected service life.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances

CONCLUSIONS

The Thompson Steamer is a very well-established steamer and the Township's existing steamers are both from this manufacturer. As noted before, this is the only CSA certified steamer available.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COUNCIL MEETING
September 23rd, 2025

Report #CAO-2025-33
Amanda Mabo, Chief Administrative Officer/Clerk

FIRE PROTECTION AGREEMENT FOR AUTOMATIC AID
SMITHS FALLS

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Fire Protection Agreement for Automatic Aid with the Town of Smiths Falls be approved and the necessary by-law brought forward.”

BACKGROUND

Automatic aid is assistance that is dispatched automatically by a contractual agreement between two fire departments whereas mutual aid is assistance that is dispatched, upon request, by the responding fire department. Usually, it is requested upon arrival at the scene. The Drummond North Elmsley Tay Valley Fire Rescue Service (DNETV Fire Rescue) has both types of agreements.

Since at least the early 1980's there has been an Automatic Aid Agreement between the Town of Smiths Falls and North Elmsley Township, now the Township of Drummond/North Elmsley (DNE).

DNE's closest fire hall is located 17km from this area. In June 2016 both municipalities set out to renew the existing agreement for an additional five (5) years. Due to the pandemic the agreement was not renewed and continued in place. The Township of Drummond/North Elmsley reached out to initiate discussions on a possible renewal and review of the existing agreement.

DISCUSSION

There were no significant changes to the agreement.

The renewed agreement would be for five (5) years commencing January 1, 2026 and will automatically renew for a further two (2) years unless notice of termination has been given.

On average there are six (6) calls for North Elmsley annually.

Because DNETV Fire Rescue is a joint fire service, Tay Valley Township also needs to pass a by-law to adopt the agreement.

The agreement has been reviewed by legal counsel and the insurer.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt Updated Agreement

Option #2 – Do Nothing

FINANCIAL CONSIDERATIONS

The 2025 invoice will be the 2024 billing amount of \$12,335.53 plus CPI (Consumer Price Index).

STRATEGIC PLAN LINK

None.

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

As per the recommendation.

ATTACHMENTS

1. Draft Agreement

Respectfully Submitted By:

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

FIRE PROTECTION AGREEMENT FOR AUTOMATIC AID

THIS AGREEMENT made in triplicate this day of , 2026.

BETWEEN:

The Corporation of the Town of Smiths Falls

Hereinafter called the "Town of Smiths Falls"

The Corporation of the Township of Drummond/North Elmsley

Hereinafter called the "Township of Drummond/North Elmsley"

The Corporation of Tay Valley Township

Hereinafter called the "Tay Valley Township"

WHEREAS, The Parties are municipal corporations responsible for the provisions of fire and emergency response services pursuant to the provisions of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, and amendments thereto (the "**FPPA**");

AND WHEREAS, Township of Drummond/North Elmsley and Tay Valley Township jointly provide fire and response services under the name of "Drummond/North Elmsley Tay Valley Fire Rescue Services";

AND WHEREAS, the Town of Smiths Falls provides fire and response services under the name of "Smiths Falls Fire Department";

AND WHEREAS, a municipality may, pursuant to the provisions of the *FPPA*, enter into agreements to provide or receive fire protection services including response to fires, rescues, and emergencies;

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 Act or any other Act;

AND WHEREAS, section 20 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended provides that a municipality may enter into an agreement with one or more municipalities for the provision of services;

AND WHEREAS, to increase the efficiency and effectiveness of the fire services provided by Drummond/North Elmsley Tay Valley Fire Rescue, the Town of Smiths Falls has agreed to supply certain fire protection services in a designated area of Drummond/North Elmsley Township;

NOW THEREFORE BE IT RESOLVED THAT, the Parties wish to enter into this agreement to outline the terms of the supply of the fire protection services by the Town of Smiths Falls to the Township of Drummond/North Elmsley.

DEFINITIONS:

For the purpose of this Agreement:

“DNETV Fire Rescue” means the Drummond/North Elmsley Tay Valley Fire Rescue Service.

“SFFD” means the Smiths Falls Fire Department.

“Business Day” means Monday-Friday (8:30 a.m. to 4:30 p.m.).

“Consumer Price Index (CPI)” is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

“Fire Chief” means the person appointed as Fire Chief for either of SFFD or DNETV Fire Rescue and includes his/her designate.

“Fire Protection and Emergency Services” means the level of service set by the Town of Smiths Falls and which includes, but is not limited to:

- a. Fire suppression – structural, grass/brush and vehicle
- b. Rescue services
- c. Response to remote/automatic alarms
- d. Pre-fire conditions (ie. smell of smoke)
- e. Carbon monoxide alarms
- f. Tiered medical response
- g. Power lines down or arcing
- h. Extrication
- i. Other occurrences pertaining to life safety not listed above

“Incident” shall mean any response that SFFD shall make to any call in the Response Area.

“Incident Command” means the person in command of the emergency incident.

“Fire Dispatch” means Smiths Falls Fire Dispatch Centre.

“Rescue Services” means motor vehicles extrication utilizing heavy hydraulics and motor vehicle stabilization.

“Response Area” means the area within the boundaries of the geographic Township of Drummond and the geographic Township of North Elmsley as set out in Schedule “A” attached to and forming part of this Agreement.

AGREEMENT

In consideration of the premises and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. The term of this Agreement shall be from January 1, 2026 to December 31, 2030 and shall be automatically renewed for a further 2 years unless notice of termination has been given in accordance with Section 20.
2. The Fire Chief of DNETV Fire Rescue and the Fire Chief of SFFD shall review the terms and operation of this Agreement in September of each year that this Agreement is in place and shall make recommendations to their respective municipalities and municipal councils as they deem necessary.
3. SFFD agrees to provide the services identified in this Agreement to the Response Area and in so doing shall exercise all reasonable means to respond to any incident within the Response Area.
4. SFFD hereby agrees that it shall provide Fire Protection and Emergency Services to the Response Area and shall respond to any incident with the appropriate number of emergency vehicles and firefighters as determined by the type of call and that they shall remain in service for the entire duration of the incident or for any other amount of time as determined by Incident Command, at its discretion. For any incidents where DNETV Fire Rescue responds to the same emergency SFFD will be released as soon as possible by DNETV Fire Rescue after discussions with Incident Command.
5. SFFD officers shall assume Incident Command for any Fire Protection and Emergency Services in the Response Area. Incident Command shall provide a verbal scene assessment to Fire Dispatch.
 - a. In the event SFFD is unable to provide emergency response, it shall immediately notify DNETV Fire Rescue. Upon DNETV Fire Rescue acknowledging SFFD's inability to provide emergency response, DNETV Fire Rescue shall respond and shall be the primary responder for Fire Protection and Emergency Services to the Response Area.
6. SFFD shall immediately notify DNETV Fire Rescue of any calls involving fatalities, Office of the Fire Marshall involvement, hoarding, contravention of the Ontario Fire Code, serious motor vehicle accidents and/or any calls that escalate the need for additional apparatus or manpower.
7. Subject to the provisions of Section 5, in the event SFFD is unable to respond to an incident due to the prior or imminent deployment of its equipment and personnel, SFFD shall immediately advise DNETV Fire Rescue and in so doing SFFD shall be relieved of:
 - a. Any obligation to respond to the incident; and
 - b. Any liability for failing to respond to the incident.

8. In the event DNETV Fire Rescue has been informed that SFFD is unable to respond to an incident, the Townships of Drummond/North Elmsley and Tay Valley acknowledge that DNETV Fire Rescue shall be solely responsible for the provision of Fire Protection and Emergency Services within the Response Area.
9. DNETV Fire Rescue shall notify Fire Dispatch of the terms and conditions of this Agreement.
10. Fire Dispatch will alert SFFD and DNETV Fire Rescue simultaneously of any structure fire and/or auto extrication calls or any call requiring more support or equipment.
11. DNETV Fire Rescue shall ensure SFFD has a current and detailed map of the Response Area.
12. DNETV Fire Rescue shall be responsible for the payment to replace any extraordinary expenses incurred by SFFD to respond to a call within the Response Area, including retaining a private contractor, rental of special equipment, supplies used to contain/control hazardous material, any protective equipment abnormally damaged or consumable materials (other than water and medical supplies).
13. SFFD shall supply DNETV Fire Rescue with a CAD report after each emergency response. If an administration related follow up is required SFFD will notify DNETV Fire Rescue. A bi-annual (May 1 and November 1) summary of calls applicable to this Agreement shall be provided from SFFD to DNETV Fire Rescue. The summary shall include but not be limited to the types of emergency response, a list of apparatus used and the number manpower responding to each call. The summaries will be utilized to assess services and associated costs.
14. The annual rate invoiced by the Town of Smiths Falls to Drummond/North Elmsley Tay Valley Fire Rescue Services in consideration of this Agreement shall be calculated using the total amount paid the previous year plus the CPI for the current year. The cost-of-living increase shall be based on the Ottawa/Gatineau area (information provided by Statistics Canada). The cost-of-living increase will be determined in the month of December. The Town of Smiths Falls will send the invoice to Drummond/North Elmsley Tay Valley Fire Rescue Services no later than December 31 each year and Drummond/North Elmsley Tay Valley Fire Rescue will remit payment within 30 days of receiving the invoice.
15. DNETV Fire Rescue shall maintain insurance to the reasonable satisfaction of the Town of Smiths Falls and shall annually deliver proof of such insurance to the Town of Smiths Falls.
 - a. The minimum insurance requirements are:
 - i. Comprehensive commercial general liability and property damage insurance, including but not limited to bodily injury, death and property damage, personal injury liability, legal liability and contractual liability coverage with respect to providing Fire Protection and Emergency Services to the residents of the Township of Drummond/North Elmsley and Tay Valley Township. Such policies written on a comprehensive basis with

- coverage for any one occurrence or claim of not less than \$15,000,000.00 or such higher limits as may reasonably require from time to time.
 - ii. The Town of Smiths Falls, SFFD, the Township of Drummond/North Elmsley and Tay Valley Township to be added as an additional insured;
 - iii. A cross liability clause which shall have the effect of insuring each person, firm or corporation named in the policy as an insured in the same manner and to the same extent as if a separate policy had been issued to them.
 - iv. Non-owned Automobile coverage and shall include SEF 96 contractual non-owned coverage.
 - v. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to DNETV Fire Rescue.
 - vi. The policy shall not be cancelled unless the insurer notifies SFFD in writing at least sixty (60) days prior to the effective date of cancellation.
- b. Medical Malpractice Insurance - Medical Malpractice coverage with a limit of not less than \$15,000,000.00 The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy referenced above.
- c. Automobile Liability Insurance - Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of any licensed vehicle operated in connection with the Agreement with limits not less than \$10,000,000.00. The policy shall further provide All Perils Loss or Damage coverage with respect to any vehicles used to provide the services pursuant to this agreement.
- d. Property Insurance - Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Fire Protection and Emergency Services pursuant to this agreement in an amount not less than the full replacement cost.
- e. Environmental Liability Policy in an amount of not less than \$2,000,000.00 per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury as well as injury to or physical damage to tangible property including loss of use of tangible property, or the prevention, control, repair, cleanup or restoration of environmental impairment of lands, the atmosphere or any water course or body of water on a sudden and accidental basis and gradual release. The policy will be renewed for three (3) years after contract termination. Should the policy be non-renewed, 90-day notice of nonrenewal must be provided and the Town of Smiths Falls and/or SFFD has the right to request that an extended reporting period be purchased at DNETV Fire Rescue's sole expense.
- f. Any other form of insurance, in such amounts and against such risks, as the Town of Smiths Falls may from time to time reasonably require.
- g. All policies of insurance shall:
- i. Be underwritten by an insurer licensed to conduct business in the Province Ontario.
 - ii. Include a provision for 30-day notice of cancellation except for Automobile which shall provide 15-day notice of cancellation
16. SFFD shall maintain insurance to the reasonable satisfaction of the Township of Drummond/North Elmsley and Tay Valley Township and shall annually deliver proof of

such insurance to the Township of Drummond/North Elmsley and Tay Valley Township.

- a. The minimum insurance requirements are:
 - i. Comprehensive commercial general liability and property damage insurance, including but not limited to bodily injury, death and property damage, personal injury liability, legal liability and contractual liability coverage with respect to providing Fire Protection and Emergency Services to the residents of the Township of Drummond/North Elmsley and Tay Valley Township. Such policies written on a comprehensive basis with coverage for any one occurrence or claim of not less than \$15,000,000.00 or such higher limits as may reasonably require from time to time.
 - ii. The Township of Drummond/North Elmsley, Tay Valley Township and to be added as an additional insured;
 - iii. A cross liability clause which shall have the effect of insuring each person, firm or corporation named in the policy as an insured in the same manner and to the same extent as if a separate policy had been issued to them
 - iv. Non-owned Automobile coverage and shall include SEF 96 contractual non-owned coverage.
 - v. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to SFFD.
 - vi. The policy shall not be cancelled unless the insurer notifies DNETV Fire Rescue in writing at least sixty (60) days prior to the effective date of cancellation.
- b. Medical Malpractice Insurance - Medical Malpractice coverage with a limit of not less than \$15,000,000.00. The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy referenced above.
- c. Automobile Liability Insurance - Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of any licensed vehicle operated in connection with the Agreement with limits not less than \$10,000,000.00. The policy shall further provide All Perils Loss or Damage coverage with respect to any vehicles used to provide the services pursuant to this agreement.
- d. Property Insurance - Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Fire Protection and Emergency Services pursuant to this agreement in an amount not less than the full replacement cost.
- e. Environmental Liability Policy in an amount of not less than \$2,000,000.00 per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury as well as injury to or physical damage to tangible property including loss of use of tangible property, or the prevention, control, repair, cleanup or restoration of environmental impairment of lands, the atmosphere or any water course or body of water on a sudden and accidental basis and gradual release. The policy will be renewed for three (3) years after contract termination. Should the policy be non-renewed, 90-day notice of nonrenewal must be provided and Drummond/North Elmsley, Tay Valley Township and/or DNETV Fire Rescue has the right to request that an extended reporting period be purchased at Lanark Highlands' sole expense.

- f. Any other form of insurance, in such amounts and against such risks, as the Township of Drummond/North Elmsley, Tay Valley Township and/or DNETV Fire Rescue may from time to time reasonably require.
 - g. All policies of insurance shall:
 - i. Be underwritten by an insurer licensed to conduct business in the Province Ontario.
 - ii. Include a provision for 30-day notice of cancellation except for Automobile which shall provide 15-day notice of cancellation
17. The Township of Drummond/North Elmsley, Tay Valley Township and DNETV Fire Rescue (collectively the “Indemnifying Parties”) shall indemnify and hold harmless the Town of Smiths Falls and/or SFFD, their respective elected officials, officers, directors, employees and agents, from and against any liability, claim, demand, loss, cost, damage, action, payment, fine, fine surcharge, recovery or expense, suit or other proceedings (including assessable legal fees arising out of the performance of the Indemnifying Parties’ obligations under this Agreement) that the Town of Smiths Falls and/or SFFD may suffer, incur or be liable for resulting from a negligent act, strict liability, breach of contract, error or omission, of the Township of Drummond/North Elmsley, Tay Valley Township and/or DNETV Fire Rescue, its elected officials, officers, directors, employees or agents in the performance of its obligations under this Agreement. The provisions of this paragraph shall survive the termination or expiry of this Agreement.
18. The Town of Smiths Falls and/or SFFD (the “Indemnifying Parties”) shall indemnify and hold harmless the Township of Drummond/North Elmsley, Tay Valley Township and/or DNETV Fire Rescue, their respective elected officials, officers, directors, employees and agents, from and against any liability, claim, demand, loss, cost, damage, action, suit or other proceedings (including assessable legal fees arising out of the performance of the Indemnifying Parties’ obligations under this Agreement) that the Township of Drummond/North Elmsley, Tay Valley Township and/or DNETV Fire Rescue may suffer, incur or be liable for resulting from a negligent act, strict liability, breach of contract, error or omission, of the Town of Smiths Falls and/or SFFD, its elected officials, officers, directors, employees or agents in the performance of its obligations under this Agreement. The provisions of this paragraph shall survive the termination or expiry of this Agreement.
19. The Town of Smiths Falls and/or SFFD, their respective employees, elected officials, agents, and personnel engaged in the performance of this Agreement shall not be liable to the Township of Drummond/North Elmsley, Tay Valley Township and/or DNETV Fire Rescue, or any third party for any failure to perform, or delay in the performance of any obligations under this Agreement caused by circumstances beyond their reasonable control including without limitation, acts of God, fire, strike, lockout, civil insurrection, war, interruption of telecommunications or other utility services ancillary to the discharge of the Town of Smiths Falls’s obligations under this Agreement, unforeseen equipment failure or malfunctions, or government action authorized by law, provided that the Town of Smiths Falls notifies the Township of Drummond/North Elmsley, and DNETV Fire Rescue, verbally and in writing of the existence of, and reasons for, the circumstances as soon as reasonably possible, and use every reasonable effort on a continuous basis

to alleviate the circumstance, as soon as reasonably possible.

The Indemnifying Parties agrees to defend, indemnify and save harmless the Indemnified Parties from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Indemnifying Parties' status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the parties in accordance with this Contract, and shall survive this Contract.

20. Termination:

- a. Any Party may terminate this Agreement for any or no reason upon twelve (12) months written notice to the other Parties.
- b. The Town of Smiths Falls, the Township of Drummond/North Elmsley or Tay Valley Township may terminate this Agreement on sixty (60) days written notice in the event:
 - i. DNETV Fire Rescue fails to pay any amount owing under Section 14 or more than ninety (90) days; or
 - ii. SFFD fails to perform any of its obligations set out in Sections 3-7, 13-14, 16, 18-19.
- c. Termination of this Agreement shall be without prejudice to any right of the Parties that have accrued prior to the date of termination.
- d. Subject to Section 12 no party shall have any rights to damages as a result the termination of this Agreement.

21. SFFD reserves the right to equip its Fire Station with the apparatus and equipment necessary to perform activities consistent with the levels of service identified in the "Establishing and Regulating By-Law" of the Town of Smiths Falls.

22. Except as may be required by law the Parties shall:

- a. Keep confidential all tapes, records, data, logs documents, the terms of this Agreement and any other material created or provided by one party to any other party relating to the performance of the services (collectively the "**Confidential Information**") contemplated in this Agreement; and
- b. Shall not divulge any Confidential Information without the written approval of the other party or as required by law.

MISCELLANEOUS

23. In this Agreement, the number and gender shall be construed as the context may require.

24. The Background recitals and Definitions are hereby incorporated into and form part of this Agreement, including all defined terms referenced therein.
25. The headings in this Agreement are for convenience only and do not constitute part of the terms of this Agreement.
26. Time shall be of the essence of this Agreement.
27. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable.
28. Any dispute occurring among the Parties relating to the interpretation or implementation of any of the provisions of this Agreement shall be resolved in accordance with the following provisions:
 - a. The Parties shall attempt in good faith to resolve such dispute by mediation.
 - b. The fees and expenses of the mediator shall be divided equally among the Parties.
 - c. Involvement in mediation is on a without prejudice basis and does not preclude, and is not a bar to, any Party pursuing whatever legal remedies may be available to it, including, but not limited to, litigation.
29. This Agreement shall not be amended or modified in any respect otherwise than in writing and executed by the parties hereto.
30. This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, understanding, negotiations and discussions whether oral or written, of the Parties.
31. The parties agree to execute all reasonably necessary documents in order to give effect to the terms and effect of this agreement.
32. No consent to or waiver of any breach by any Party in the performance of its obligations hereunder shall be deemed or construed to be a consent to or waiver of any other breach or default in the performance by such Party of the same or any other obligations of such Party hereunder. Failure on the part of any Party to complain of any act or failure to act of any Party or to declare any Party in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of its rights hereunder.
33. This Agreement shall be governed by the laws of the Province of Ontario.
34. Execution of this Agreement and all subsequent notices, correspondence and documentation may be by way of mail or email directed to the parties at the following addresses:
 - a. DNETV Fire Rescue:
Drummond/North Elmsley Tay Valley Fire Rescue Services
c/o Fire Chief
14 Sherbrooke Street East, Perth, Ontario K7H 1A2

- Email: firechief@dnetsv.ca
b. SFFD:
Smiths Falls Fire Department
c/o Fire Chief
77 Beckwith Street North, Smiths Falls, Ontario K7A 2B8
Email: fire@smithsfalls.ca

Alternatively, any notice to the parties given pursuant to any provision of this Agreement may be given by personal delivery or by prepaid registered post addressed to the parties at their respective addresses above.

If notice is given by prepaid registered post, it shall be deemed given seven days after the date of mailing.

If notice is given by facsimile transmission or by email after 4:00 on a Business Day, it shall be deemed to have been given on the next Business Day thereafter and if it is given prior to 4:00 p.m. on a Business Day, it shall be deemed to have been given on such day.

Any notice or other communication required or permitted to be given orally shall be given to the Fire Chief of DNETV Fire Rescue or the Fire Chief of SFFD, as the case may be.

A party may change his fax number, email address or postal address by notice to the other party at any time provided the other party has acknowledged the change or the party giving the notice has confirmation that the notice was received.

35. This Agreement shall **not** be assignable by any party without the written consent of the other parties, which consent may be arbitrarily withheld.
36. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns respectively of each of the Parties hereto.
37. This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which taken together shall constitute the same agreement.
38. The effective date of this Agreement is January 1, 2026.

IN WITNESS WHEREOF the parties have hereunto affixed their Corporate Seals under the hands of its authorized signing officers.

SIGNED, SEALED AND DELIVERED
FOR THE CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

| | |
|-----------------------|-------|
| _____ | _____ |
| Steve Fournier, Reeve | Date |

| | |
|----------------------|-------|
| _____ | _____ |
| Janie Laidlaw, Clerk | Date |

FOR THE CORPORATION OF TAY VALLEY TOWNSHIP

| | |
|-------------------|-------|
| _____ | _____ |
| Rob Rainer, Reeve | Date |

| | |
|--------------------|-------|
| _____ | _____ |
| Amanda Mabo, Clerk | Date |

FOR THE CORPORATION OF THE TOWN OF SMITHS FALLS

| | |
|---------------------|-------|
| _____ | _____ |
| Shawn Pankow, Mayor | Date |

| | |
|-----------------------|-------|
| _____ | _____ |
| Kerry Costello, Clerk | Date |

COUNCIL MEETING
October 7th, 2025

Report #CAO-2025-36
Amanda Mabo, Chief Administrative Officer/Clerk

REPLACEMENT OF TOWNSHIP ENTRANCE SIGNS
(GATEWAY SIGNS)

STAFF RECOMMENDATION(S)

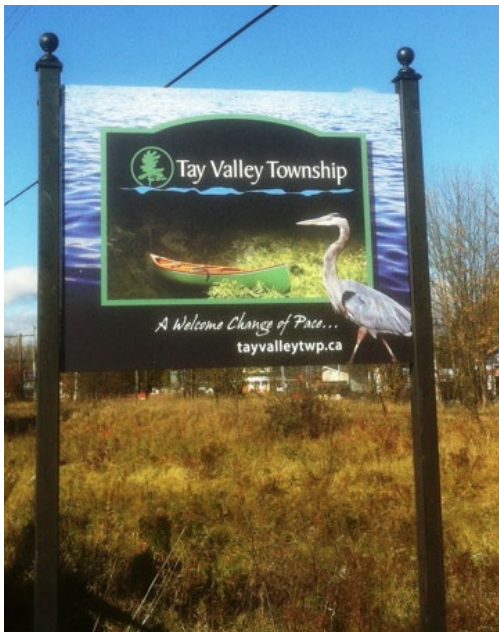
It is recommended:

“THAT, staff proceed with Option #1 for the replacement of the Township entrance signs as outlined in Report #CAO-2025-36.”

BACKGROUND

The Township has a number of mismatched entrance signs to the Township that are past their expiry date and are showing wear and tear. All of the signs are set to be replaced in 2025, sixteen in total.

Most of the current signs are of the following design:



DISCUSSION

All signs will include:

- “Tay Valley Township”
- “A Welcome Change of Pace”
- the words will be reflective for visibility

Before proceeding with the order, staff would like input from Council on a preferred design.

OPTIONS FOR CONSIDERATION

Note: The sample designs below are samples only and the “A Welcome Change of Pace” text will be matched to the proper text. The colours will also be matched with the Township’s colour scheme.

Option #1 – Recommended.



Option #2



Option #3 – Not recommended as the green in “Tay Valley Township” does not stand out.



Option #4 – The white background could get washed out in the winter months when there is snow on the ground.



Option #5 – If this option is chosen, it could be used at a few select locations, and then another option used at the remainder of the locations.



Option #6 - Not recommended as the green in “Tay Valley Township” does not stand out.



Option #7



Option #8 - The white background could get washed out in the winter months when there is snow on the ground.



Option #9 - The white background could get washed out in the winter months when there is snow on the ground.



Option #10



Option #11 - The white background could get washed out in the winter months when there is snow on the ground.



Option #12 – Other

FINANCIAL CONSIDERATIONS

\$40,000 was budgeted for the replacement of the Township entrance signs in 2025.

Design Estimate: \$1,500

Production Estimate: \$33,000

Posts and Materials Estimate: \$3,700

Installation: \$0 (to be done in-house)

Total Estimate: \$38,200 (includes HST)

STRATEGIC PLAN LINK

Strategic Priority: Thriving Culture, Economy and Tourism.

The Tay Valley brand recognition is important when promoting everything that the Township has to offer to residents, businesses and visitors.

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

As per the recommendation.

ATTACHMENTS

None.

Respectfully Submitted By:

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

COUNCIL MEETING
October 7th, 2025

Report #CAO-2025-34
Amanda Mabo, Chief Administrative Officer/Clerk

MULTI-YEAR ACCESSIBILITY PLAN UPDATE**STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, staff obtain feedback on the draft multi-year accessibility plan as outlined in Report #CAO-2025-24 – Multi-Year Plan Accessibility Update.”

BACKGROUND

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) establishes a framework for developing, implementing, and enforcing accessibility standards to identify, remove, and prevent barriers for people with disabilities in daily life.

The Integrated Accessibility Standard requires the Municipality to develop a multi-year plan every five years.

DISCUSSION

Through its multi-year accessibility plan, the Municipality aims to continue to identify, remove and prevent barriers for people with disabilities. This includes complying with the following accessibility standards:

- Information and Communications
- Employment
- Transportation
- Customer Service
- Design of Public Spaces (for the Built Environment)
- Customer Service

This plan describes the measures that the Municipality may undertake to identify, remove and prevent barriers.

As part of developing the plan, public consultation, including with those with disabilities, must occur. A survey will be conducted in the month of October to gather feedback on the draft

plan. The survey will be circulated via the Township's website, newsfeed, Facebook page, notice boards and available at the Municipal Office and at the monthly Diner's Club in October.

Once any feedback has been reviewed, a final draft of the plan will be brought back to Council for adoption.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Obtain Feedback on Draft Plan

Option #2 – Council suggest changes to the Draft Plan

Option #3 – Do Nothing

Not recommended as the legislative requirements would not be met.

FINANCIAL CONSIDERATIONS

Staff time in proposing a draft plan, conducting the survey to obtain feedback and finalizing the plan.

Any costs related to the removal of barriers will come forward as part of the budget process in a given year.

STRATEGIC PLAN LINK

Strategic Priority: Strong Community

Strategic Initiative: Accessibility

Action Item: Develop and Implement an updated Multi-Year Accessibility Plan

CLIMATE CONSIDERATIONS

When procuring or acquiring goods, services or facilities, the Township takes into consideration green alternatives and options.

CONCLUSION

As per the recommendation.

ATTACHMENTS

2. Draft 2025-2029 Multi-Year Accessibility Plan

Respectfully Submitted By:

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



MULTI-YEAR ACCESSIBILITY PLAN

~~2019~~ **2025** to ~~2023~~ **2029**
(~~updated September 2020~~)

FEEDBACK

Your comments will help us improve future accessibility plans. Please let us know what you think about Tay Valley Township's ~~2019-2023~~ **2025-2029** Accessibility Plan.

Contact for Comments and Inquiries

Amanda Mabo, Chief Administrative Officer/Clerk
The Corporation of Tay Valley Township
217 Harper Road
Perth, ON K7H 3C6

Telephone: 613-267-5353 ext. 123
1-800-810-0161

Fax: 613-264-8516

Email: clerk@tayvalleytwp.ca

Website: www.tayvalleytwp.ca

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EXECUTIVE SUMMARY

~~The purpose of the *Ontarians with Disabilities Act, 2001*, (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers. To this end, the ODA mandates that each Municipality prepare an annual accessibility plan.~~

~~In 2005, a second piece of legislation, the *Accessibility for Ontarians with Disabilities Act, 2005*, (AODA) was enacted. Through the AODA, Ontario is working to make the province fully accessible for people with disabilities by 2025. Under the Act, standards have been developed that must be followed to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life.~~

The [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) establishes a framework for developing, implementing, and enforcing accessibility standards to identify, remove, and prevent barriers for people with disabilities in daily life.

The Integrated Accessibility Standard requires the Municipality to develop a multi-year plan every five years.

Aim

Through its multi-year accessibility plan, the Municipality aims to **continue to identify, remove and prevent barriers for people with disabilities** ~~become barrier free by 2025~~. This includes complying with the following accessibility standards:

- Information and Communications
- Employment
- Transportation
- Customer Service
- **Design of Public Spaces (for the Built Environment)**
- **Customer Service**

This plan describes the measures that the Municipality may undertake to identify, remove and prevent barriers ~~so that goods, services, facilities, accommodation, employment, spaces buildings, structures and premises are accessible to persons with disabilities.~~

Statement of Commitment

The Municipality is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and shall do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

MUNICIPAL HIGHLIGHTS

Township History

The Corporation of the Township of Bathurst Burgess Sherbrooke was amalgamated on January 1st, 1998 from the former municipalities of Bathurst, North Burgess and South Sherbrooke. On July 30th, 2002 the Township was renamed to what is currently known as The Corporation of Tay Valley Township.

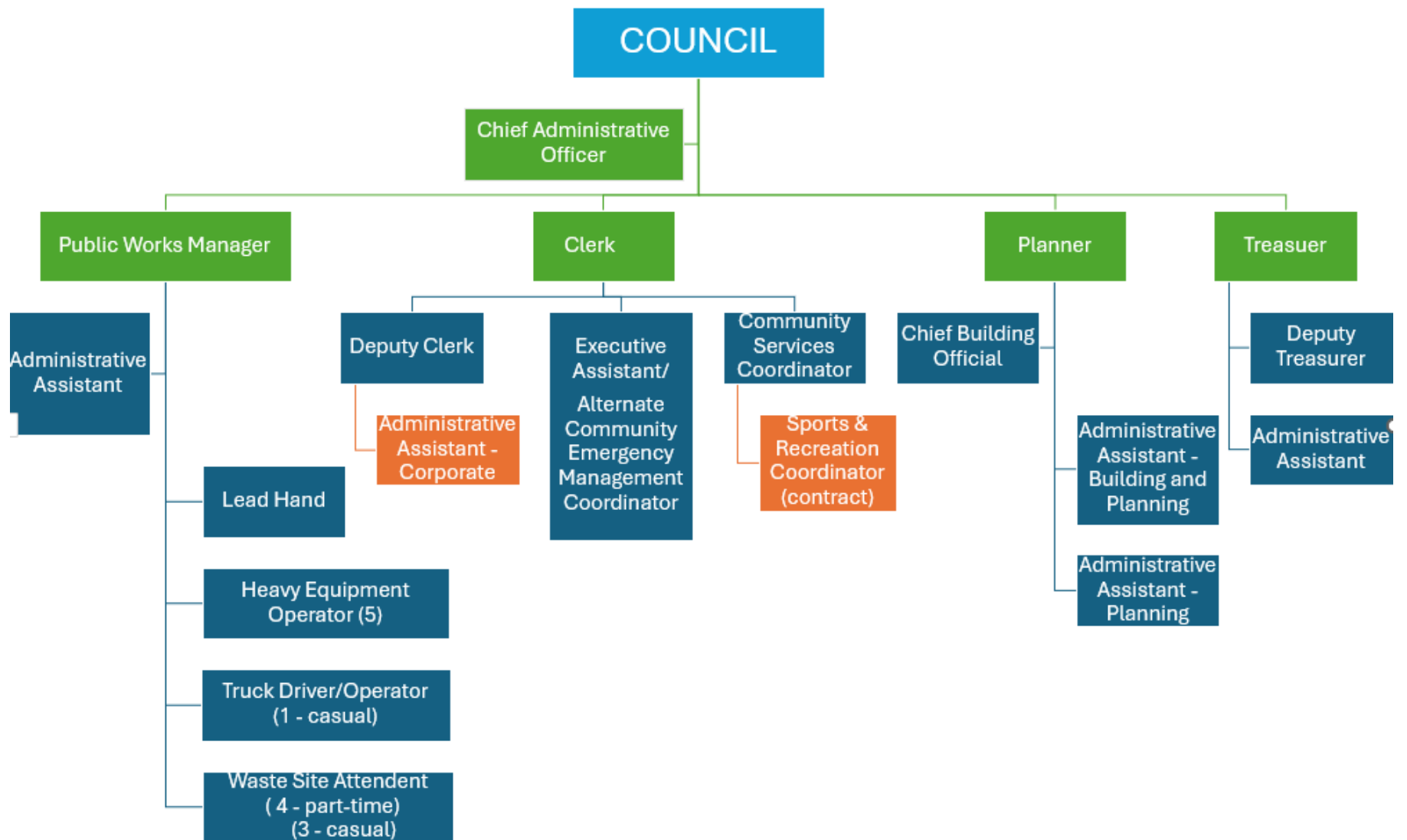
Township Description

Located in eastern Ontario, Tay Valley Township covers 554 square kilometres of rural countryside with an abundance of rivers and lakes. The Municipality is a permanent home to more than 5,600 **5,925** people with the population increasing to close to 7,500 **11,850** in summer months.

Township Owned Facilities

- Municipal Office
 - Community Hall – Burgess Hall
 - Community Hall – Maberly
 - **Trail/Park/Pavilion - Forest Trail Park**
 - **Park** - John Millar Park —~~Tayside Subdivision~~
 - Playground/Park/Tennis Court – Maberly **Community Park**
 - Playground/Park – Fallbrook
 - Playground/Park - O'Neill Park
 - ~~Tennis Court – Penny Grand Tennis Court~~
 - Ball Park – Burgess
 - Ball Park – Fallbrook (Fallbrook Park)
 - Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)
 - Outdoor Ice Rink - Maberly
 - Boat Launch - Otty Lake
 - Public Access Point – **Maberly** Fall River **Park**
 - Public Access Point – Glen Tay **Swimming Area**
 - Public Access Point – Little Silver Lake
 - Public Access Point – Mississippi River
 - Public Access Point – Noonan
 - Glen Tay ReUse Centre
 - Waste Site – Glen Tay
 - Waste Site - Maberly
 - Waste Site – Stanleyville
 - Waste Site – Christie Lake (Closed)
- *not accessed by the public*

- Waste Site – Noonan (Closed)
**not accessed by the public*
- Fire Hall – DNETV Fire Rescue (formerly BBDE)
**joint fire hall with Drummond/North Elmsley Township, has own Accessibility Plan*
- Fire Hall – South Sherbrooke
- Municipal Garage – Bathurst (Municipal Office)
**not accessed by the public*
- Municipal Garage – Glen Tay
**not accessed by the public*
- Municipal Garage – Burgess (Community Hall)
**not accessed by the public*
- Municipal Garage – Maberly
**not accessed by the public*
- Pits & Quarries - McVeigh Pit
**not accessed by the public*



CONSULTATION ACTIVITIES

Public

The engagement of the public, including persons with disabilities, in the development of this plan was critical to ensuring the plan adequately captures the diverse experiences and addresses the barriers that people with disabilities face in their daily lives.

This plan serves as a multi-year strategy of initiatives that will increase the accessibility of Township programs, facilities and services. People with disabilities, caregivers, friends, family members and the general public were invited to provide feedback.

A survey was conducted to gather feedback.

Council

The Council of the Corporation of Tay Valley Township is committed to implementing the necessary policies and providing the necessary resources so that goods, services, facilities, accommodation, employment, buildings, structures and premises of the Municipality are accessible to persons with disabilities.

The accessibility plan has been prepared in order to enable Council to meet these commitments.

Staff

Township Staff are encouraged to comment on and recommend improvements to policies and practices with regard to accessibility.

~~Lanark County Accessibility Advisory Sub-Committee~~

~~When practicable, staff attend meetings of the Lanark County Accessibility Advisory Sub-Committee (LCAAC). These meetings provide an opportunity to consult with people with disabilities, to discuss, share and develop accessibility information and to ensure that this plan addresses measures to identify, remove and prevent barriers to people with disabilities.~~

2019 2025 TO 2023 2029 ACCESSIBILITY PLAN

The Municipality's accessibility plan focuses on three areas. These initiatives will support compliance with ~~the existing Accessibility Standards for Customer Service, as well as with the new Integrated Accessibility Standards of Information and Communication and Employment.~~ The Municipality does not provide public transportation and therefore the requirements of the Transportation Standard do not apply.

2019 2025 to 2023 2029 Accessibility Plan – See Schedule “A”

Past Achievements – See Schedule “B”

BARRIERS IDENTIFIED

The Senior Management Team ~~will develop a plan~~ to address the barriers that have been identified upon completion of the Accessibility Assessments and will implement such plan, to ensure that every person will have an equal opportunity to access and utilize the Township owned facilities.

Barrier Removal Plan – See Schedule “C”

MAINTENANCE

The Municipality will continue to maintain accessible elements in public spaces through monitoring and regularly planned preventative maintenance of accessible elements.

The Municipality will continue to respond to temporary disruptions when accessible elements in public spaces are not in working order by notifying the public and prioritizing remediation.

REVIEW AND MONITORING OF THE PROCESS

Council is committed to following through with this plan. This plan will be reviewed and updated at least once every five years, allowing Council, staff and the public to assess its effectiveness and reflect changing community requirements.

An annual status report on the progress on implementing this plan will be available on the Township website as well as at the Municipal Office.

COMMUNICATION OF THE PLAN

This plan will be available on the Township website as well as at the Municipal Office. Every effort will be made to make the plan and annual status report available to those with disabilities for their perusal and review. They will be provided in an accessible format upon request.

SCHEDULE "A"

2025-2029 ACCESSIBILITY PLAN

| 2025 - ACTION | RESPONSIBILITY | COSTS | TARGET DATE |
|--|---|------------|-------------------|
| Multi-Year Accessibility Plan – 2025-2029 <ul style="list-style-type: none">Develop Plan (including public outreach)Adopt PlanPost Plan on Website | Clerk and Community Services Coordinator Council | Staff Time | December 9, 2025 |
| File an Accessibility Compliance Report to Province | Clerk and Community Services Coordinator | Staff Time | December 31, 2025 |
| Annual Status Report <ul style="list-style-type: none">Complete FormPost on Website and at Municipal Office | Clerk and Community Services Coordinator | Staff Time | December 31, 2025 |

| 2026 - ACTION | RESPONSIBILITY | COSTS | TARGET DATE |
|---|--|--------------|--------------------|
| <p>Complete Accessibility Re-Assessments</p> <ul style="list-style-type: none"> • Municipal Office • Community Hall – Burgess Hall • Community Hall – Maberly • Trail/Park/Pavilion - Forest Trail Park • Park - John Millar Park • Playground/Park/Tennis Court – Maberly Community Park • Playground/Park – Fallbrook • Playground/Park - O'Neill Park • Ball Park – Burgess • Ball Park – Fallbrook (Fallbrook Park) • Outdoor Ice Rink – Glen Tay (Bowes Ice Rink) • Outdoor Ice Rink - Maberly • Boat Launch - Otty Lake • Public Access Point – Maberly Fall River Park • Public Access Point – Glen Tay Swimming Area • Public Access Point – Little Silver Lake • Public Access Point – Mississippi River • Public Access Point – Noonan • Glen Tay ReUse Centre • Waste Site – Glen Tay • Waste Site - Maberly • Waste Site – Stanleyville • Fire Hall – South Sherbrooke | Clerk and Community Services Coordinator | Staff Time | August 31, 2026 |
| <p>Annual Status Report</p> <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office | Community Services Coordinator | Staff Time | December 31, 2026 |

| 2027 - ACTION | RESPONSIBILITY | COSTS | TARGET DATE |
|---|--|--------------|--------------------|
| Develop Plan for Removing Barriers identified in the Re-Assessments | Clerk and Community Services Coordinator | Staff Time | December 31, 2027 |
| Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office | Community Services Coordinator | Staff Time | December 31, 2027 |

| 2028 - ACTION | RESPONSIBILITY | COSTS | TARGET DATE |
|---|--|--------------|--------------------|
| Implement Plan for Removing Barriers | Clerk and Community Services Coordinator | Staff Time | To be determined |
| Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office | Community Services Coordinator | Staff Time | December 31, 2028 |

| 2029 - ACTION | RESPONSIBILITY | COSTS | TARGET DATE |
|--|---|--------------|--------------------|
| Multi-Year Accessibility Plan – 2030-2034 <ul style="list-style-type: none"> • Develop Plan (including public outreach) • Adopt Plan • Post Plan on Website | Community Services Coordinator Council | Staff Time | December 31, 2034 |
| Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office | Community Services Coordinator | Staff Time | December 31, 2034 |

SCHEDULE “B”

PAST ACHIEVEMENTS

This section outlines the Municipality’s accomplishments with regards to the measures implemented to identify, remove and prevent barriers.

| |
|---|
| 2004 ACHIEVEMENT <ul style="list-style-type: none"> Reviewed all programs and existing documents to identify potential barriers (systemic and specific) |
| 2005 ACHIEVEMENT <ul style="list-style-type: none"> Educated employees and Council about the barriers and work with the County Committee on the establishment of practices/forms for use in evaluation of buildings |
| 2006 ACHIEVEMENTS <ul style="list-style-type: none"> Worked with County Committee on the establishment of standards and application of those standards during joint site visit of 3 Municipal Halls Established handicapped parking spaces (line paint/signage) at 3 Municipal Halls Considered accessibility issues for municipal election – electronic voting |
| 2007 ACHIEVEMENTS <ul style="list-style-type: none"> Improved accessibility to Municipal Halls by implementing corrective actions suggested by the County of Lanark – Inspection Sub-Committee Established a reserve in anticipation of mandatory standards for accessibility and the cost of implementation over time |
| 2008 ACHIEVEMENTS <ul style="list-style-type: none"> Monitoring of documents and decisions to identify inherent, systemic, culture insensitivities or barriers |
| 2009 ACHIEVEMENTS <ul style="list-style-type: none"> Renovated the BBDE Fire Hall incorporating accessibility features throughout Hired a full-time in-house Planner to improve education and one-on-one consultation with applicants of development proposals Provided Customer Service training to all Employees and Members of Council |
| 2010 ACHIEVEMENTS <ul style="list-style-type: none"> Rebuilt Municipal Office, incorporating accessibility features throughout Revamped Municipal Website using plain language and intuitive design Designed new South Sherbrooke Fire Hall with accommodations for the mobility challenged Offered on-line and telephone voting services for the municipal election |
| 2011 ACHIEVEMENTS <ul style="list-style-type: none"> Built new South Sherbrooke Fire Hall and included accessibility features Increased access to Municipal Information - in addition to the website, developed a Facebook page, developed a “Municipal Matters” bi-weekly newspaper column |
| 2012 ACHIEVEMENTS <ul style="list-style-type: none"> Installed an audio visual system in the Council Chambers at the Municipal Office, consisting of microphones and projector screens Posted Emergency Plan on Municipal Website |
| 2013 ACHIEVEMENTS <ul style="list-style-type: none"> Adoption of an “Accessibility Policy” (consolidated Customer Service Standard & Integrated Standards Adoption of a Multi-Year Accessibility Plan Amended Procurement Policy to incorporate Accessibility provisions Developed Template for Job Postings Developed Telephone Script for Scheduling Interviews Developed a Template for Letters of Offer and Employment Contracts |

| |
|--|
| 2014 ACHIEVEMENTS <ul style="list-style-type: none"> Completed Accessibility Assessments of Municipal Office, Maberly Community Hall and Burgess Community Hall Launched an Accessible Website |
| 2015 ACHIEVEMENTS <ul style="list-style-type: none"> Developed Annual Status Report Template for Multi-Year Accessibility Plan Provided Training to Council, Staff and Volunteers on Policies and Procedures that relate to Accessibility |
| 2016 ACHIEVEMENTS <ul style="list-style-type: none"> Reviewed current documents to ensure compliance Completed Accessibility Assessments of Little Silver Lake, Noonan, Mississippi, Glen Tay and Fall River public access points. |
| 2017 ACHIEVEMENTS <ul style="list-style-type: none"> Adoption of Individual Accommodation Plan – Policy Developed Individual Accommodation Plan - Functional Abilities Form Developed Individual Accommodation Plan - Template Adoption of Return to Work – Policy Developed Return to Work - Attending Physician's Report Developed Return to Work – Meeting Form Developed Return to Work – Plan Completed 2015 and 2016 Annual Status Reports and posted them on the Township website and at the Municipal Office |
| 2018 ACHIEVEMENTS <ul style="list-style-type: none"> Completed Accessibility Assessments of Glen Tay Outdoor Ice Rink, Maberly Outdoor Ice Rink, O'Neill Park/Playground, Burgess Ball Park, Fallbrook Ball Park/Playground, Maberly Playground, Maberly Tennis Court and Otty Lake Boat Launch Completed Annual Status Report and Posted to Website and at the Municipal Office |
| 2019 ACHIEVEMENTS <ul style="list-style-type: none"> Developed and Adopted the Multi-Year Accessibility Plan – 2019 to 2023; posted on Township website Completed the Outstanding Accessibility Assessments for Glen Tay ReUse Centre, Glen Tay Waste Site, Maberly Waste Site, Stanleyville Waste Site, and South Sherbrooke Fire Hall Updated Training on Policies and Procedures that relate to Accessibility Filed an Accessibility Compliance Report to Province Completed Annual Status Report and Posted to Website and at the Municipal Office |
| 2020 ACHIEVEMENTS* <ul style="list-style-type: none"> Updated the Multi-Year Accessibility Plan – 2019 to 2023; posted on Township website Installed accessible amenities (bench, garbage receptacle) and an accessible picnic table in a newly created park - John Miller Park Completed Annual Status Report and Posted to Website and at the Municipal Office |

| |
|--|
| 2021 ACHIEVEMENTS* <ul style="list-style-type: none"> • Redeveloped Website; more services and available online • Filed an Accessibility Compliance Report to Province • Completed Annual Status Report and Posted to Website and at the Municipal Office |
| 2022 ACHIEVEMENTS <ul style="list-style-type: none"> • Installed accessible amenities (bench, picnic table) - Maberly Fall River Park • Installed an accessible swing and accessible amenities (bench, picnic table) – Maberly Community Park • Development of the primary accessible trail, and secondary accessible trail, installation of accessible exercise equipment, accessible amenities (picnic tables, benches) and accessible parking lot - Solar Farm/Forest Trail Park • Completed Annual Status Report and Posted to Website and at the Municipal Office |
| 2023 ACHIEVEMENTS <ul style="list-style-type: none"> • Implemented MyAccount which allows property owners to view, store and print current and previous tax bills, pay taxes and sign up for pre-authorized payments online • Installed Community Notice Boards at all three waste sites and the Maberly Hall • Redeveloped Glen Tay Swimming Area – seasonal accessible washroom, signage, accessible picnic tables, new pathways • Redeveloped Otty Lake Boat Launch – seasonal accessible washroom, signage, accessible picnic table, dock, parking area • Redeveloped Maberly Hall – accessible ramp, front and washroom doors • Forest Trail Park opened to the public |
| 2024 ACHIEVEMENTS <ul style="list-style-type: none"> • Established a Satellite Library Location at Maberly Hall for book club, book pick-up and return and story-time • Installed Internet and a Computer at Maberly Hall for public use • Installed a Timber Framed Pavilion at the Forest Trail Park |

*Pandemic

SCHEDULE “C”

**TAY VALLEY TOWNSHIP
BARRIER REMOVAL PLAN**

| Barrier Location | Type of Barrier | Strategy for Removal or Prevention | Estimated Cost | Status Update |
|-------------------------|------------------------|---|---------------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | SUB-TOTAL | | |
| | | | | |
| | | TOTAL | | |

COMMITTEE OF THE WHOLE
October 7th, 2025

Report #CAO-2025-32
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME
MOON RIDGE LANE

STAFF RECOMMENDATION(S)

“THAT, the necessary by-law to name a relocated existing Private Road to Moon Ridge Lane as outlined in Report #CAO-2025-32 – Proposed New Road Name – Moon Ridge Lane, be brought forward for approval.”

BACKGROUND

An Application for Consent was received to relocate a legal right-of-way affecting several properties at the end of Star Hill Road.

Per the Township’s Official Plan, all properties require road frontage (with some exceptions) and legal access. The CAO/Clerk conducted a preliminary review in 2019. The Executive Assistant/Alternate CEMC conducted further review in 2025. Legal access was verified for the properties of the Consent applicants, and a site visit was conducted by the CAO/Clerk and the EA/Alternate CEMC.

The subject properties have historically been accessed via a legal right-of-way that passes by a dwelling on 436 Star Hill Road. That right-of-way has legally existed since at least 1992.

A condition of the Applications for Consent requires naming the relocated right-of-way (shown in yellow on the attached survey) as it is a Private Road off the end of Star Hill Road (shown in blue on the attached survey) and must be added to the Township’s Road Naming By-Law.

DISCUSSION

New Private Roads are not permitted in the Township, however existing rights-of-way can be relocated via the severance process (Consent).

Road names and descriptions are critical for civic addressing and emergency response purposes. To satisfy the condition for Road Naming, the relocated Private Road must be named and added to the Road Naming By-Law.

The applicants have proposed at least three road names. Per the Road, Addressing and Parcels (RAP) Policy, those road names were forwarded to the County of Lanark for review and recommendation to avoid duplication or similarities within the road name database in Lanark County.

In addition, the affected property owners along that road must be notified and the majority of the affected property owners on the road must agree to a preferred name in order for Council to consider the name.

The proposed road name is "Moon Ridge Lane", a tribute to the natural beauty of the area. The name Moon Ridge Lane was approved for use by the County and the majority of affected landowners have agreed to this name.

Once a road name meets the requirements of the RAP and Road Naming Policy, including agreement from a majority of the property owners, it is forwarded to the Council for approval.

A survey has been conducted as part of the Application for Consent to relocate the right-of-way. Before the Road Naming can be completed, a portion of the physical road must be relocated to Part 1 on 27R-12469.

Since the relocated right-of-way was physically created as a branch off the existing private road, it did not previously exist. Once the required portion of road has been relocated, the necessary amendment to the Road Naming By-Law must be brought forward to Council for approval.

OPTIONS CONSIDERED

Option #1 – Adopt Moon Ridge Lane and Amend the Description of Star Hill Road (Recommended)

The Road Naming is a condition of the Application for Consent (severance). The name Moon Ridge Lane meets the requirements of the RAP Policy and Road Naming Policy, and the majority of property owners agreed with the name.

Option #2 – Propose an Alternate Name

Not recommended as the majority of affected landowners have agreed to the name Moon Ridge Lane, the Road Naming is a condition of the Application for Consent (severance), the Consent expires in five months, and the Road Naming process would need to start over.

FINANCIAL CONSIDERATIONS

All costs are borne by the applicants, as per the Tariff of Fees a \$650 fee covers staff time and a \$2,000 deposit for any legal, road name signs and posts.

STRATEGIC PLAN LINK

None.

CLIMATE CONSIDERATIONS

None.

CONCLUSIONS

That the necessary By-Law to name a relocated Private Road to Moon Ridge Lane as outlined in this report be brought forward for approval.

ATTACHMENTS

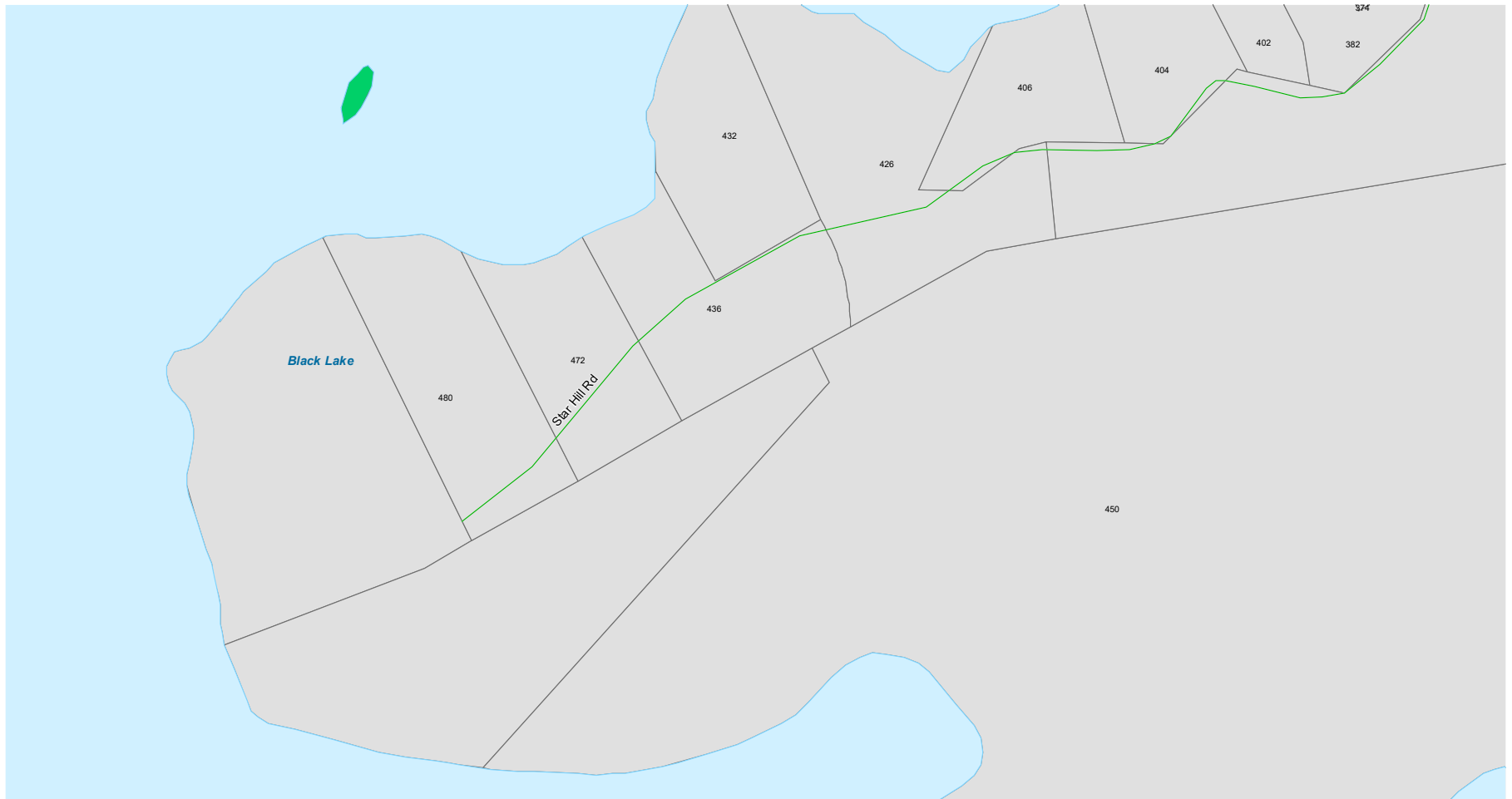
- i) GIS Map showing current end of Star Hill Road
- ii) GIS Map showing Moon Ridge Lane
- iii) GIS Map showing entire Star Hill Road and relocated right-of-way, Moon Ridge Lane
- iv) Highlighted Survey 27R-12469

Prepared and Submitted by:

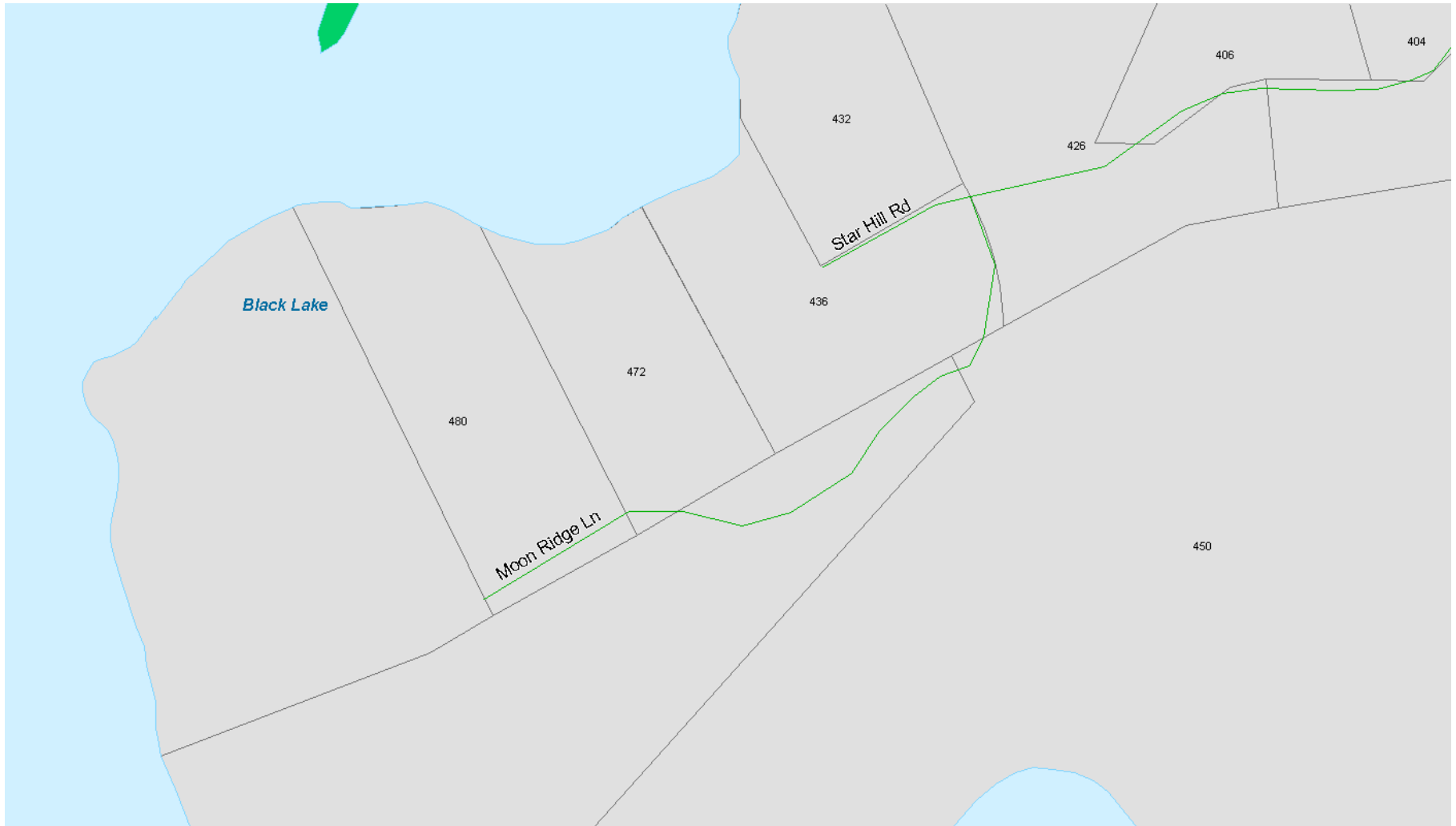
Approved for Submission by:

**Dayna Clark,
Executive Assistant/Alternate CEMC**

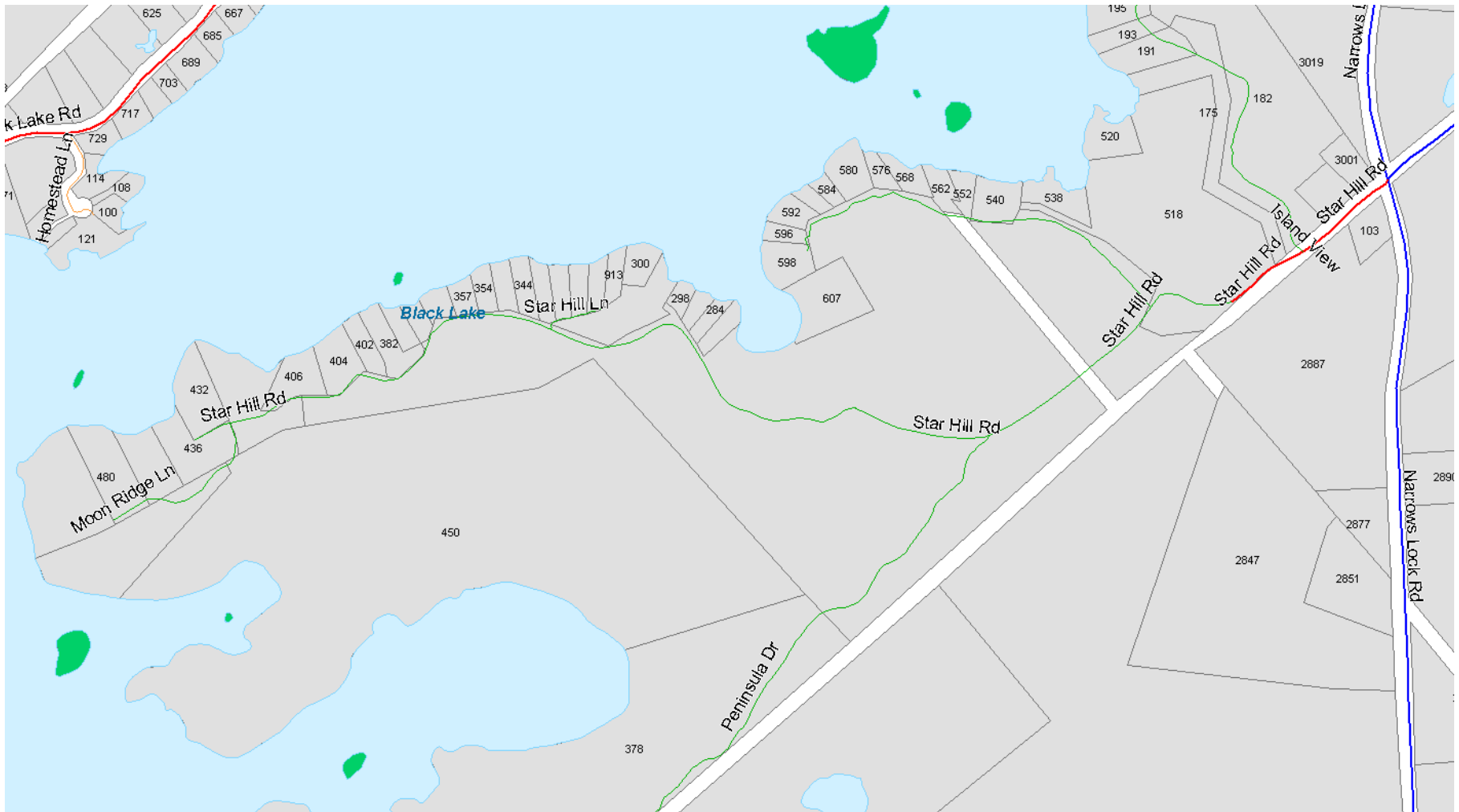
**Amanda Mabo,
Chief Administrative Officer/Clerk**



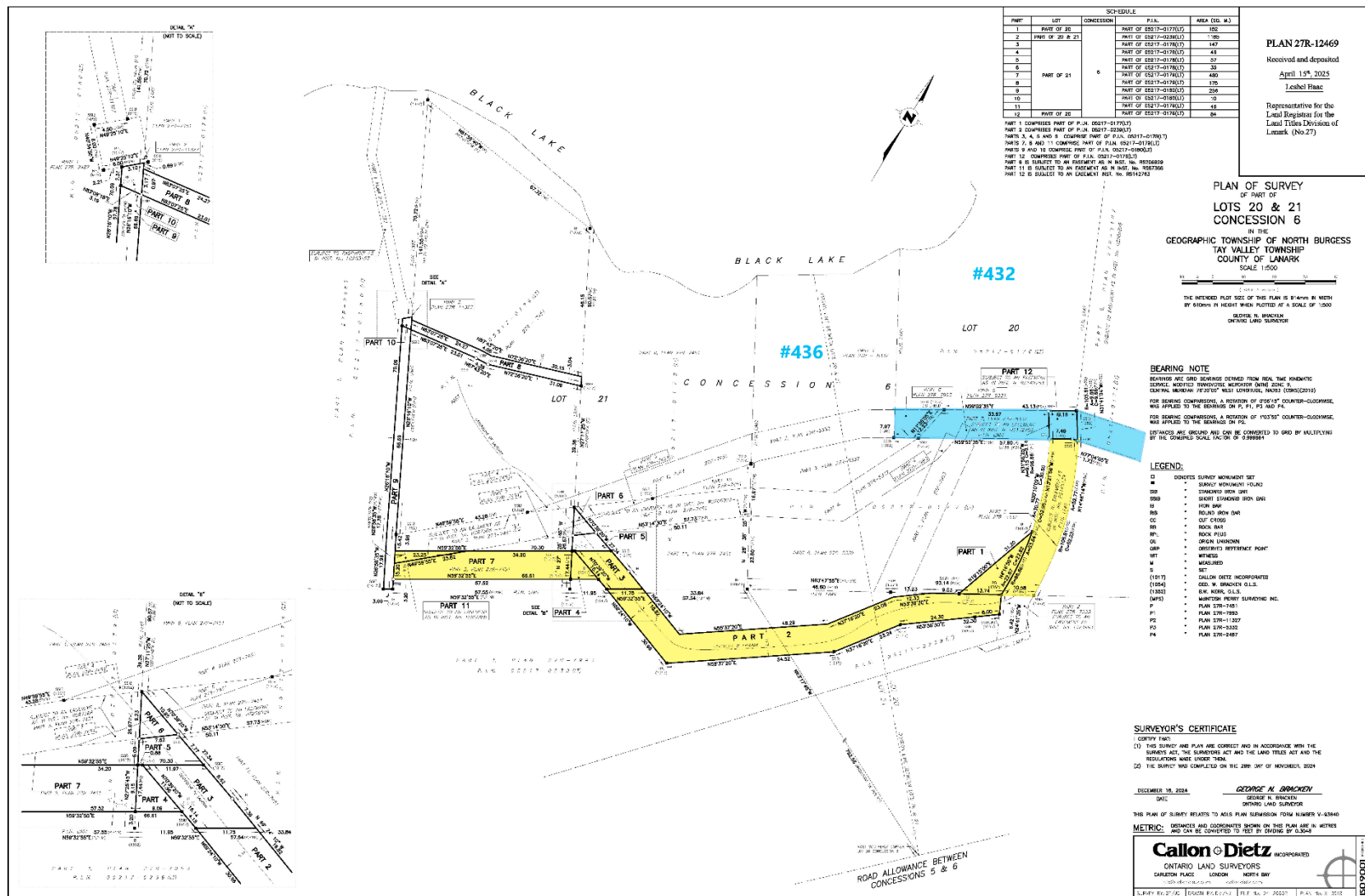
GIS Map showing current end of Star Hill Road



GIS Map showing relocated right-of-way, Moon Ridge Lane



GIS Map showing entire Star Hill Road and relocated right-of-way, Moon Ridge Lane



COMMITTEE OF THE WHOLE

October 7th, 2025

Report #CAO-2025-37

Amanda Mabo, Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF A QUARTER SESSIONS ROAD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Council declares Part Lot 16, Concession 4, Bathurst, being Part 1 on 27R7893 (PIN 05196-0212), surplus to the Township’s needs;

THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of a Quarter Sessions Road as outlined in Report #CAO-2025-37 - Request to Close a Portion of a Quarter Sessions Road, as per the Road Closing and Sale Policy and call a Public Meeting;

AND THAT, an Amendment to the Road Naming By-Law to update the legal description of Semler Lane following the closure of the subject portion of road be brought forward.”

BACKGROUND

In 2012, questions arose regarding access to the Semler Estate (north of Highway #7). It has since been determined that Semler Lane, a Private Road within the estate, has historically been used as access for two properties to the north, but:

- there is only a temporary easement registered in favour of one property; and
- none of the three properties has a permanent legal right-of-way on title.

North of Semler Lane, access to these properties also crosses an old “Quarter Sessions Road”- a road allowance surveyed by the pre-1849 county government. Although the Township does not maintain this portion, under the *Municipal Act, 2001*, Crown-surveyed road allowances remain legal highways unless they have been closed.

In 2015, Council directed that all sections of this Quarter Sessions Road be closed, and that staff ensure affected property owners have legal access to their properties.

In 2020, Council passed Resolution #C-2020-09-07, declaring the subject portion of the Quarter Sessions Road surplus and authorizing the road closing process under the

Township's Road Closing and Sale Policy. However, the legal PIN referenced in that resolution was incorrect. The correct PIN is 05196-0212, being Part 1 on 27R-7893 (attached).

Since then, new owners of the Semler Estate have been working with the Township and affected property owners to sort out the access issues. A preliminary survey has been prepared to:

- show the parts needed for the necessary permanent easements, and
- support the stopping up and closing of the Quarter Sessions Road and its consolidation with adjacent lands.

An Application for Consent has now been received for one of the two affected properties.

DISCUSSION

Although this land was originally surveyed as a Quarter Sessions Road, it can be closed and disposed of using the same process that applies to Unopened Road Allowances.

Because a portion of the closed Quarter Sessions Road will continue to provide access, it will become part of the Private Road known as Semler Lane. The Township will complete the Road Naming process and bring forward an Amendment to the Road Naming By-Law to update Semler Lane's legal description.

Normally, all costs (surveying, advertising, legal, land purchase price) are paid by the applicant(s). In this case, given past Council direction, and the need to resolve the long-standing matter of the Quarter Sessions Road, the Township is covering the costs of the survey, advertising, legal fees, and the Road Naming By-Law Amendment. The applicants will be responsible for the costs of their respective consent applications to obtain permanent legal rights-of-way.

If adjacent landowners choose to hire their own legal counsel, that will be at their own expense.

ATTACHMENTS

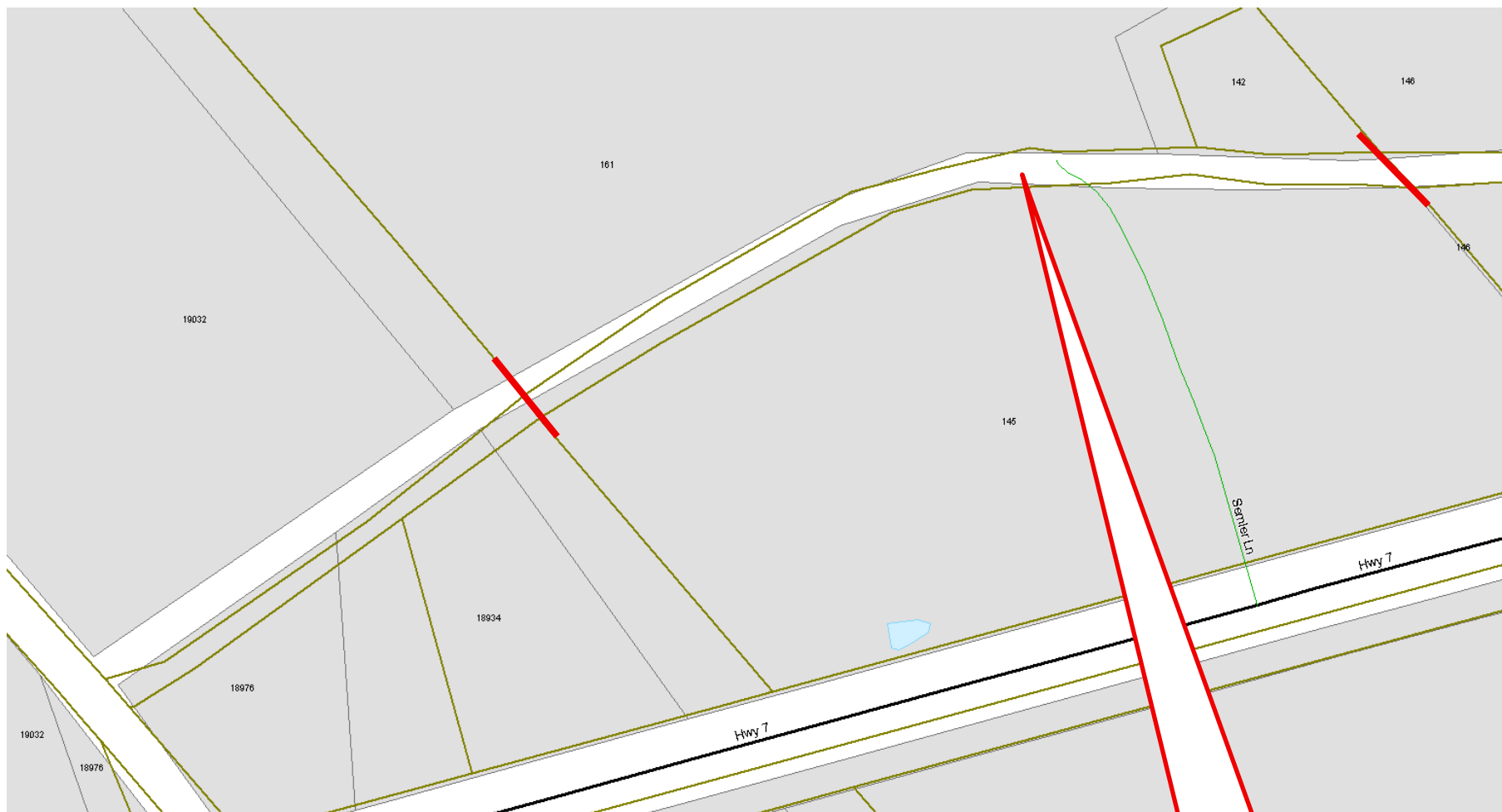
1. GIS Map
2. 27R-7893
3. Highlighted Preliminary Plan of Survey
4. Report #C-2020-13

Prepared and Submitted by:

Approved for Submission by:

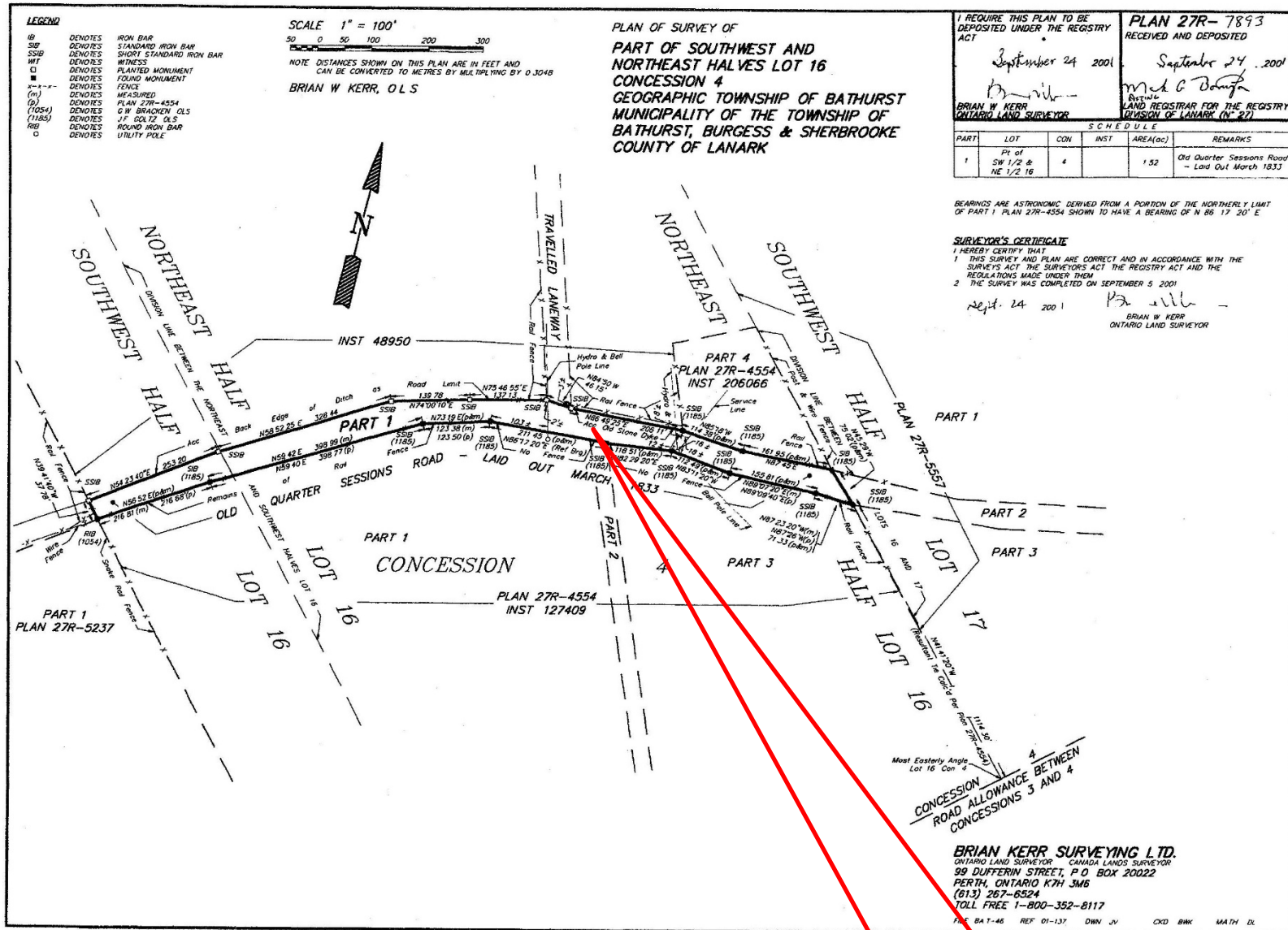
Dayna Clark
Executive Assistant/Alternate CEMC

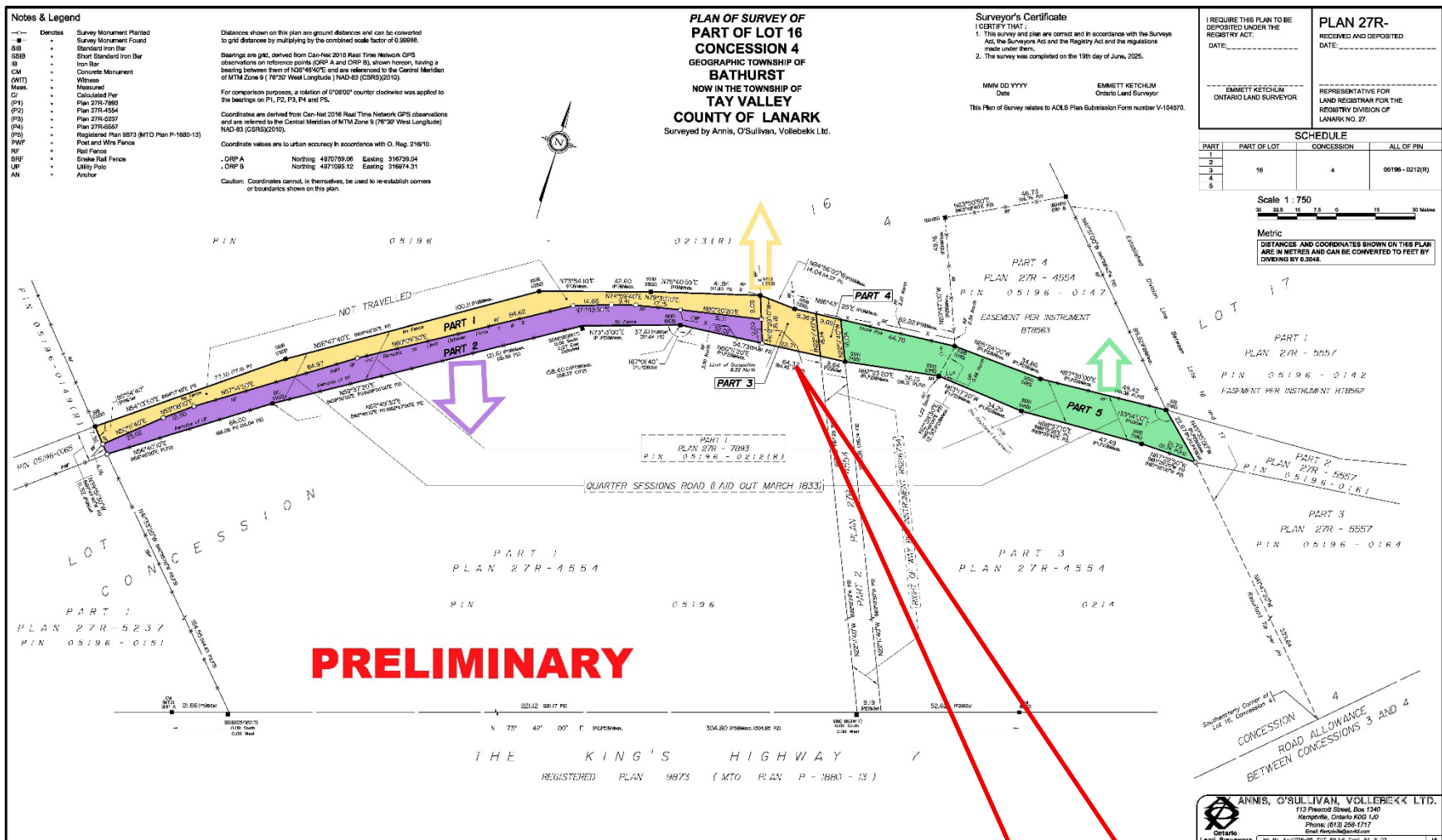
Amanda Mabo,
Chief Administrative Officer/Clerk



Quarter Sessions Road North of Semler Lane

Portion of Quarter Sessions Road proposed to be stopped up, closed and sold.





Preliminary Plan of Survey

Portion of Quarter Sessions Road to be stopped up, closed and sold (PIN 05196-0212, being Part 1 on 27R-7893, shown as Parts 1-5 on Preliminary Plan of Survey), and consolidated with adjacent lands.

COMMITTEE OF THE WHOLE
September 8th, 2020

Report #C-2020-13
Amanda Mabo, Clerk

SEMLER LANE

STAFF RECOMMENDATION(S)

“THAT, Council declares Part SW1/2 Lot 16, Concession 4, Bathurst abutting 27R5237 being a forced road in Bathurst Burgess Sherbrooke (PIN 05196-0165), surplus to the Township’s needs;

AND THAT, Council agrees to proceed to stop up and close the said portions of the forced road as per the Road Closing and Sale Policy and call a Public Meeting.”

BACKGROUND

In 2012 there were enquiries about access to the Semler Estate. It was subsequently determined that Semler Lane, which is a Private Road, is actually a private driveway that currently has no easement rights, it is not surveyed and in order to make it legal, a consent for a right-of way is required.

Since 2012 the property has changed hands and the current owners of the Semler Estate have contacted the Township to indicate that they are now ready to proceed with rectifying the legal access issues.

DISCUSSION

The next step would be for the Township to transfer PIN 05196-0212 (the forced road) as is without survey to the owners but would reserve easements for all who need to continue to use it. In order to do this Council must follow its Road Closing and Sale Policy to stop up, close and sell the unopened road allowance.

At the same time the owners will start the process to survey (if required) and sever a right-of-way over Semler Lane to benefit 142 and 161 Semler Lane.

OPTIONS CONSIDERED

Option #1 – Stop Up, Close and Sell the Road

Back in 2015 Council directed that all sections of the old Quarter Session Road (including the section obtained from MTO for road purposes in the 1950's) be closed to ensure no further issues are encountered relating to that section of "road" and to ensure the property owners had legal access to their properties (see Section Map). Section F (not shown on the attached map) has already been closed and the Township has also been working with the property owner regarding Section B. The closure would address Sections C and D.

Option #2 – Do Nothing

By not rectifying the access issues, the property owners may have issues obtaining building and planning approvals for future applications.

FINANCIAL CONSIDERATIONS

The Township will pay for the stopping up, closing and selling of the forced road (includes staff time, advertising and legal fees) as well as the legal fees to transfer the PIN and register the easements at an estimated cost of \$2,000.

Should the owners wish to obtain separate legal counsel, this would be at their expense. They will also be responsible for the cost of severing the right-of-way.

STRATEGIC PLAN LINK

Not applicable.

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

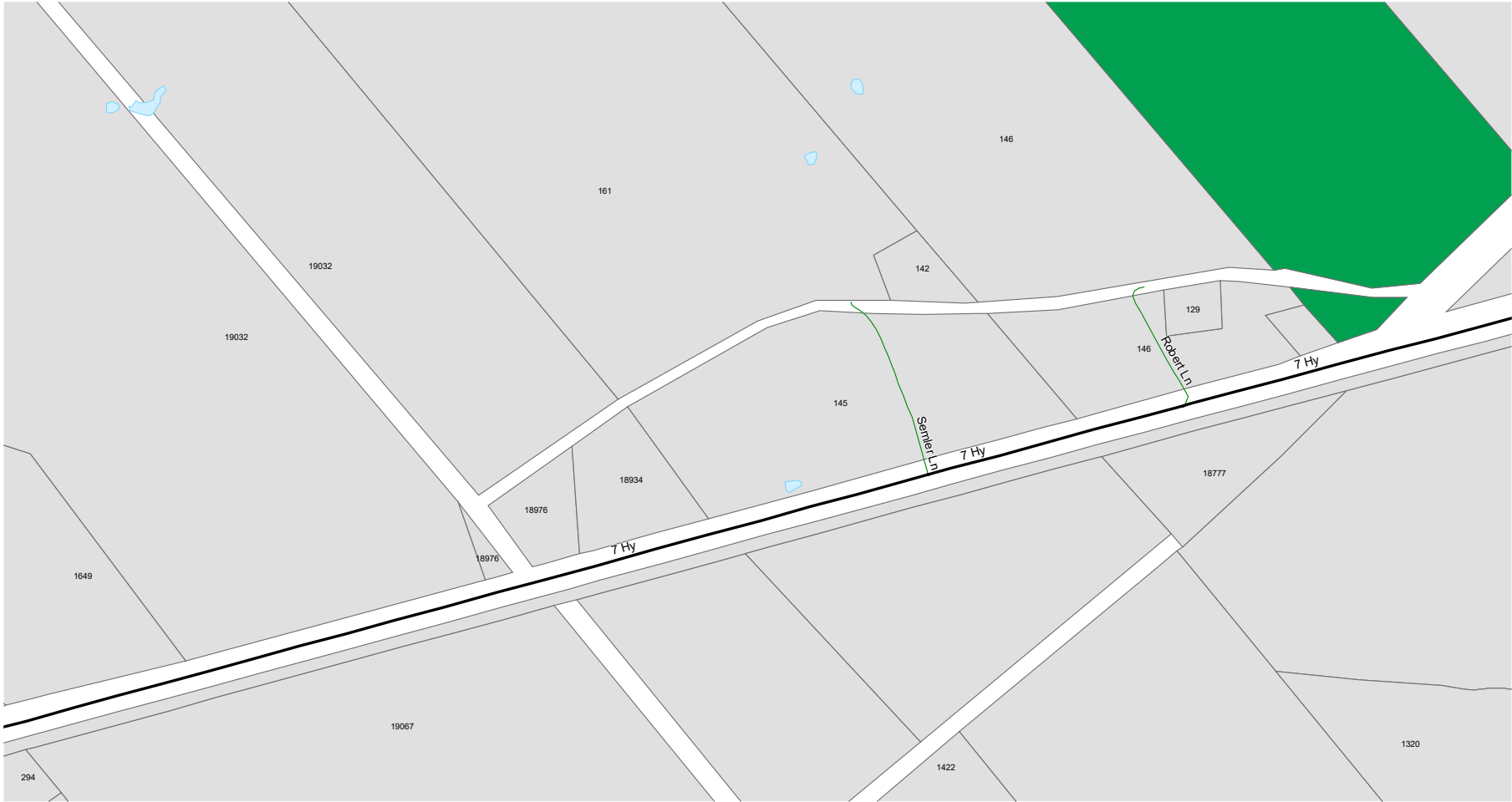
1. GIS Map
2. Section Map

Prepared and Submitted By:

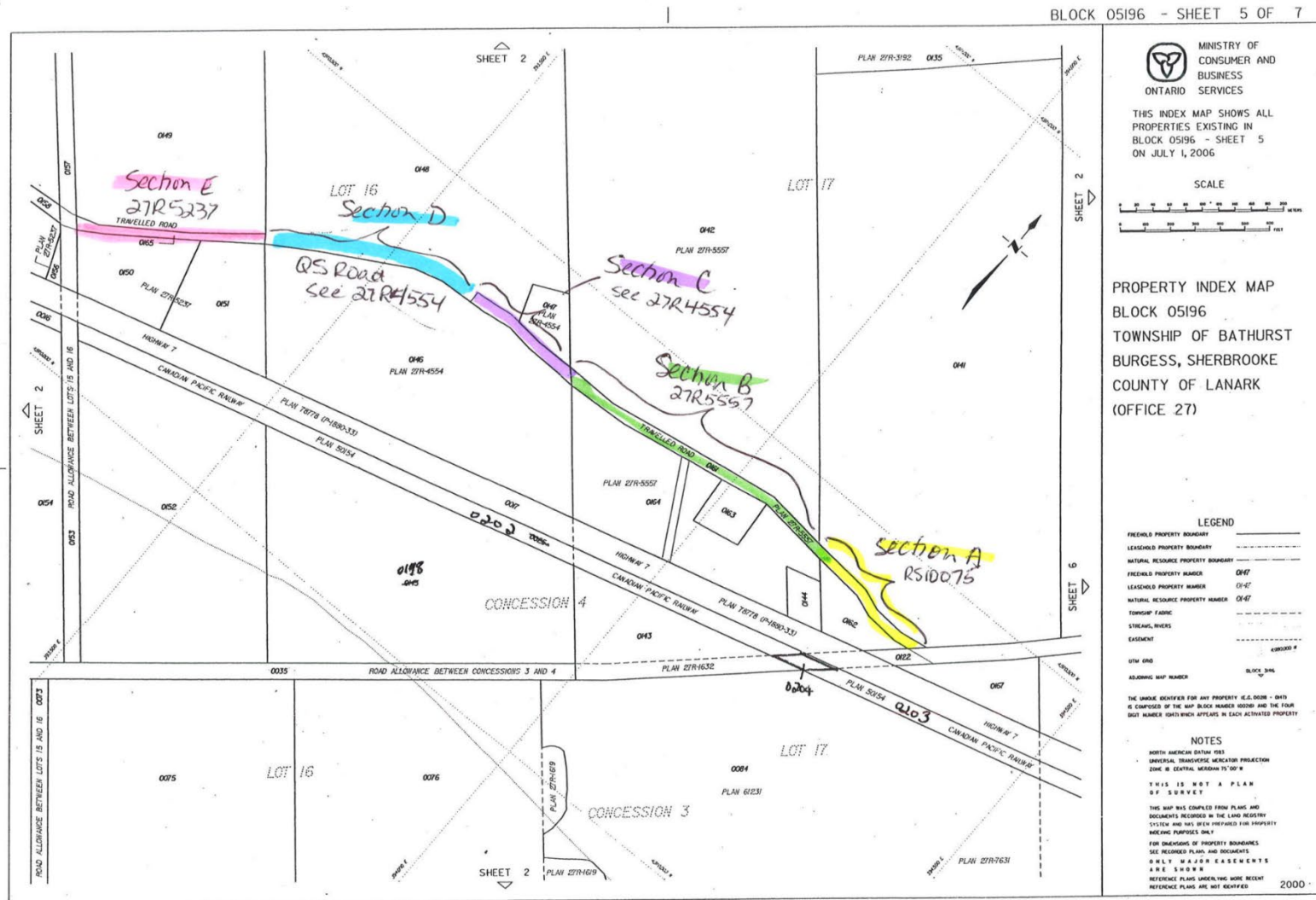
Original Signed

**Amada Mabo,
Acting Chief Administrative Officer/Clerk**

Semler Lane – GIS Map



Section Map



**COUNCIL MEETING
October 7th, 2025****Report #CAO-2025-35
Amanda Mabo, Chief Administrative Officer/Clerk****HALL RENTAL – MANIE DANIELS CENTRE****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, the Reeve and Clerk be authorized to enter into an agreement with Love Soluble (Manie Daniels Centre) whereby the monthly rental fee for the Maberly Hall would be waived in exchange for volunteer hours with the Township.”

BACKGROUND

Spencer Kell from the Manie Daniels Centre made a delegation to Council on September 23rd, 2025. He is looking for a free community space once a month in the evening to host Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) meetings for residents of the Manie Daniels Centre and members of the community. The Maberly Hall would be the ideal location as those staying at the Manie Daniels Centre could walk to the Hall. The roadblock at this stage is the hall rental fee of \$140/rental or \$1,680 per year if only booked once a month.

Mr. Kell has requested that the Manie Daniels Centre and the Township enter into a partnership agreement where only the \$50 security deposit would be paid. In exchange the individuals staying at the Manie Daniels Centre could volunteer to assist with Township events and activities.

DISCUSSION

In discussions with Mr. Kell, the individuals staying at the Manie Daniels Centre are always looking for volunteer opportunities in the community. Some possible volunteer opportunities include:

- setting up and taking down the tables and chairs for the monthly Diner’s Club, as well as sweeping and mopping the floor afterwards;
- painting the Maberly Outdoor Rink, when required;
- other event set-up and take down.

The monthly rental would also occur at a low booking day and time – Sunday evenings.

OPTIONS FOR CONSIDERATION

ii) Option #1 – Recommended: Enter into an Agreement

The agreement would speak to items such as:

- term of agreement
- volunteering in exchange for waiver of rental fees
- security deposit
- use of premises (rules and regulations)
- obligations of Love Soluble
- obligations of the Township
- insurance
- agreement review
- termination clause
- other

Option #2 – Do Nothing

FINANCIAL CONSIDERATIONS

The Township is always looking for volunteers to assist with set-up and clean-up of events and activities, as well as other specific maintenance activities on municipal property. Much of the set-up and clean-up involves heavy lifting which the Township's senior volunteers are unable to do. In addition, volunteers alleviate the need for paid staff.

STRATEGIC PLAN LINK

Vision: Tay Valley Township is an inclusive rural community that honours our culture, heritage and natural landscape, where people strive to improve the quality of life for all.

Strategic Priority: Strong Community

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

As per the recommendation.

ATTACHMENTS

None.

Respectfully Submitted By:

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

CORRESPONDENCE



1. **Lanark County:** Media Release – Traffic By-Law Changes Approved – *attached, page 2.*
2. **Lanark County:** Media Release – Lanark County 2025 Construction Update – *attached, page 4.*
3. **Perth and Smiths Falls District Hospital:** Annual Report – Committed to Care 2024- 25 – *attached, page, 8.*
4. **Township of Woolwich:** Resolution – Strong Mayor Legislation – attached, page 12.
5. **Town of Fort Frances:** Resolution – Strong Mayor Powers – attached, page 14.
6. **Township of Southgate:** Resolution – Elect Respect Pledge – attached, page 15.
7. **AMO: Advocacy Update – Tackling Red Tape in Local Election Planning – attached, page 17.**
8. **AMO Business Services:** Update – LAS – Q2 2025 Energy Commodity Update - attached, page 19.
9. **City of Brantford:** Resolution – Advocacy for Provincial Scrap Metal Legislation and Bail System Reform – attached, page 23.
10. **Town of Fort Erie:** Resolution – Bill 5 Protect Ontario by Unleashing Our Economy Act, 2025 – attached, page 25.
11. **Town of Fort Erie:** Resolution – Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025 – attached, page 30.
12. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Advocacy for Increased Income Support Thresholds for Canadian Veterans – attached, page 35.
13. **Tay Valley Township:** Report – Building Reports – attached, page 38.
14. **Tay Valley Township:** Report – August Building Summary Report with Previous 3 Year Average – attached, page 39.

The Corporation of the
MUNICIPALITY OF TWEED

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To: All Ontario Municipal Councils

Collaborative Action on Sustainable Waste Management in Ontario

As members of municipal councils, we share a responsibility to make decisions that result in the most positive outcomes for both our current residents and future generations. The management of municipal waste is one of the most pressing environmental challenges we face today.

Large urban centres are increasingly looking to rural areas for land to bury garbage waste. Continuing to bury garbage in the ground will inevitably lead to serious consequences:

Globally, solutions already exist. Clean incineration technology can drastically reduce the volume of waste going to landfills while producing much needed electricity. Germany serves as an inspiring model, operating 156 municipal thermal waste incineration facilities with an aggregate annual capacity of 25 million tonnes. At the same time, Germany recycles 66.1% of its municipal waste, the highest rate in the world, driven by strong community engagement, innovative infrastructure, and early education programs that foster a culture of sustainability.

We believe Ontario can and must do better.

We are calling for:

1. The creation of a provincial working group composed of municipalities, the Provincial and Federal Governments, and manufacturing partners;
2. A commitment to exploring and implementing clean incineration, stronger recycling programs, and other sustainable practices;
3. Support from municipal councils across Ontario to advocate for immediate action at all levels of government.

We respectfully request that your council consider supporting this initiative by passing a similar resolution and communicating your support to Premier Doug Ford, the opposition parties, and other relevant stakeholders. By acting together, we can ensure that waste disposal in Ontario is managed quickly, efficiently, and sustainably protecting our environment and safeguarding our communities for generations to come.

Jim Flieler
Councillor, Municipality of Tweed

Resolution for Incineration and a more Robust Recycling Program

Whereas It is incumbent upon the members of council, MPP's and MPs to make the decisions that will result in the most positive outcomes for now and future generations

And Whereas with large urban centres now looking in rural areas of our province and entire country for lands to bury their garbage waste

And Whereas a large landfill site owned by a large urban centre which receives 50% of their garbage at the present time is expected to be full by 2029 creating more environmental impacts

And Whereas continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering it unusable.

And Whereas burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction.

And Whereas we continue to destroy our environment jeopardizing our future generations

And Whereas we have worldwide technology that will allow us the use of clean incineration and also produce much needed electric energy

And Whereas the incineration of household and other municipal waste has a long tradition in Germany, which currently has 156 municipal thermal waste incineration facilities with an aggregate annual capacity of around 25 million tons

And Whereas with a strong focus on community involvement, innovative infrastructure, and sustainable practices, Germany has set a high bar for municipal recycling programs that the rest of the world can learn from and emulate.

And Whereas at the present time, Germany recycles 66.1% of its garbage waste at a municipal level. This places the country as the most effective and prominent country when it comes to recycling in the entire world. This highlights the citizen's strength and motivation to deal with environmental issues on a daily basis.

And Whereas German schools often integrate recycling education into their curriculum. This early exposure to the importance of recycling instills a sense of responsibility in the younger generation, creating a culture of sustainability that transcends generations.

Now Therefore be it resolved that Council direct staff to investigate the possibility of working together with Ontario Municipalities, Provincial and Federal Governments as well as our manufacturing partners to form a working group to ensure that our waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices so that our future generations will not suffer from our environmental mismanagement and to request support from these organizations as well as letters being sent to all municipalities in Ontario, Premier Ford and the opposition parties.

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No.

355

Title:

Notice of Motion - Incineration and a More Robust Recycling Program

Date:

Tuesday, August 12, 2025

Moved by

Councillor J. Flieler

Seconded by

Councillor P. Valiquette

BE IT RESOLVED THAT Council direct staff to investigate the possibility of working together with the Ontario Municipalities, Provincial and Federal Governments as well as our manufacturing partners to form a working group to ensure that our waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices so that our future generations will not suffer from our environmental mismanagement and to request support from these organizations as well as letters being sent to all municipalities in Ontario, Premier Ford and the opposition parties.

Carried

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, September 29th, 2025

5:00 p.m.

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley
Peter Siemons

Members Absent: None

Staff Present: Noelle Reeve, Planner
Allison Playfair, Secretary/Treasurer

Applicants/Agents Present: Stephane Wilcox, Owner
Nancy Steed, Owner
Kim Tremblay, Owner
Joe Tremblay, Owner

Public Present: None

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – June 23rd, 2025.**

The minutes of the Committee of Adjustment meeting held on June 23rd, 2025, were approved as circulated.

5. INTRODUCTION

The Chair welcomed the attendees. The Planner then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Planner advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained.

Based on the above, the Committee has four decision options:

- Approve – with or without conditions
- Deny – with reasons
- Defer – pending further input
- Return to Township Staff – application deemed not to be minor

The agenda for this meeting included the following application(s) for Minor Variance:

MV25-06 – Matheson, Part Lot 5, Concession 5, geographic Township of North Burgess

MV25-10 - Wilcox, Part Lot 22, Concession 11, geographic Township of Bathurst.

MV25-11 – Tremblay, Part Lot 6, Concession 2, geographic Township of South Sherbrooke

6. APPLICATIONS

i) **FILE #: MV25-06 – Matheson**

a) **PLANNER FILE REVIEW**

Planner reviewed the file and Power Point in the agenda package. The Planner noted that the relief is to permit a vertical addition of a room to replace a cupola at water setback of 16m instead of the 30m required. The Owner contacted the Rideau Valley Conservation Authority before submitting the application and they had no concerns. Parks Canada also had no concerns.

The Planner advised the Committee that no development will occur within 15m of Big Rideau Lake as the construction is happening at 16m and in the middle of the roof of the cottage.

This is considered minor in nature and the recommendation of the Planner is for it to be approved and a site plan control agreement will be executed.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2025-10

MOVED BY: Richard Shooley
SECONDED BY: Peter Siemons

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-06 is approved, to allow a variance from the requirements of Sections 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands described as 1501 Blue Arrow Drive, Part Lot 5, Concession 5, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-025-12100:

- To permit a vertical addition of a single room at a water setback of 16m instead of the 30m required.

AND THAT, the owners enter into a Site Plan Control Agreement prepared by the Township.”

ADOPTED

i) **FILE #: MV25-10 – Wilcox**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and Power Point in the agenda package with the Committee. The application is to seek relief to permit a detached garage at a setback of 3m from the east lot line rather than the 6m required by the Rural zone.

The Planner noted that the private road is in the process of being named to Far Lane. A Limited Services Agreement will be required as this is a year-round dwelling on a private road.

A Site Plan Control Agreement will be executed for this property to maintain vegetation between the existing dwelling and the Mississippi River.

A permit from the Mississippi Valley Conservation Authority will be submitted, if required, for the garage as it may be in the regulated limit of a Provincially Significant Wetland.

This application is considered minor in nature and the recommendation of the Planner is for it to be approved.

The Planner noted that the four (4) lots were zoned Rural when severed decades ago and under today's Zoning By-Law they would be considered a Residential Limited Services (RLS) zone. The Minor Variance for the garage would not have been required if it was in RLS Zone as accessory structures only need to be 1m from the lot line where a Rural zone has 6m requirement. The Township will be correcting zoning for these lots in the Comprehensive Zoning update that is in progress now.

b) **APPLICANT COMMENTS**

Applicant noted the Mississippi Valley Conservation Authority (MVCA) did a site visit and stated that the owner's may not require a permit but will confirm once their staff are back from vacation.

Planner noted that a permit from MVCA does not affect the Committee decision tonight. It would be part of the building permit process.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2025-11

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-10 is approved, to allow a variance from the requirements of Section 10.2 (East Lot Line) of Zoning By-Law 2002-121, for the lands described as 658 MacKay Line Road, Part Lot 22, Concession 11, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-030-37603:

- To permit a detached garage at a setback of 3m from the east lot line rather than the 6m required.

THAT, the owners enter into a Site Plan Control Agreement prepared by the Township;

THAT, the property be rezoned to Residential Limited Services (RLS), which will occur as part of the Comprehensive Zoning By-Law review underway;

THAT, the owners enter into a Limited Services Agreement;

THAT, if needed a Mississippi Valley Conservation Authority Permit be obtained for the garage;

AND THAT, the right of way be named to comply with requirements of the Road Naming Policy and be incorporated into the Road Naming By-Law.”

ADOPTED

i) **FILE #: MV25-11 – Tremblay**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and the PowerPoint in the agenda package. The Planner noted that the relief is to permit a cottage to be located at a water setback of 16.8m rather than the 30m required.

The Planner noted it was unclear if a road naming was required. A site visit clarified the access to be used is part 14 on 27R8026 and due to its short length does not require road naming. However, if access changes and the property owners use the entrance farther east, a road naming would be required.

The Rideau Valley Conservation Authority (RVCA) had no objections and the Mississippi Rideau Septic System Office (MRSSO) reviewed the part 10/11 and had no concerns for the septic.

The cottage will be 1m farther from the lake (could not go farther back because of the septic location) and will be slightly larger. The application is considered minor and the Planner recommended that the application be approved.

b) APPLICANT COMMENTS

The applicant clarified with the Committee where they travel over their property and that they have cleared the trees for access and visibility to their property.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2025-12

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-11 is approved, to allow a variance from the requirements of Section 3.29 (Water Setback) of Zoning By-Law 2002-121, for the lands described as 160 Farren Lake Lane 41, Part Lot 6 Concession 2, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-14200;

- To permit a cottage to be located at a water setback of 16.8m rather than the 30m required.

THAT, the owners enter into a Site Plan Control Agreement prepared by the Township;

AND THAT, the owners ensure they park any vehicles attending the property on the property, and not on the right of way that provides the legal access (Part 14 on 27R 8026)."

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:34 p.m.

Minutes - Regular Board Meeting– June 16th, 2025

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Jun 16th at 4:30pm, in person.

In attendance were:

E Heesen, CEO

T Langford, Tay Valley Chair

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

D Palmer, Tay Valley

D Hamilton-Foley, Town of Perth

L Logan, Drummond/North Elmsley

P Mertins, Town of Perth

Regrets:

L Marsh, Secretary-Treasurer

T Parkinson, Drummond/North Elmsley

K Jordan, Councillor, Tay Valley

T Langford called the meeting to order 4:34 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-31 The agenda was accepted as presented with a motion from D Hamilton-Foley and seconded by D Palmer.

Carried.

Delegations – none.

Consent Agenda

- a. Approval of Minutes of May 12, 2025
- b. Correspondence and communications
 - i. Save the Date: OLS 2025 conference
- c. Committee Reports
 - i. Policy Committee minutes - 2025-06-02
- d. Statement of Operations

25-32 The Consent agenda was accepted with a motion by P Coutts and seconded by D Hamilton Foley.

Carried.

CEO's Report – E Heesen presented and discussed the June CEO report.

Advocacy Round Table

- a. Upcoming presentations to municipalities
 - Perth Town Council – Aug 5, 2025, 5:30pm
 - DNE Township Council – Aug 12, 2025, 3:00pm
 - Tay Valley Township Council – Sep 23, 2025, 6:00pm

Policy Review – none.

Unfinished and New Business

- a. Queer Connection Lanark Rainbow Champion Award
- b. Agility Plan 2024-25 Progress Report
- c. CEO vacation request

25-33 Motion to approve the CEO vacation request. Moved by D Palmer and seconded by D Hamilton-Foley.

Carried.

Upcoming Meeting dates

- a. Indigenous Advisory Circle Monday June 25 at 1:00 pm
- b. Property Committee Monday August 18 at 5:00 pm
- c. Board meeting Monday September 15 at 4:30 pm
- d. Policy Committee Monday November 10 at 4:00 pm

25-34 Motion to adjourn moved by D Hamilton-Foley

Chairperson

Secretary-Treasurer

Minutes - Special Board Meeting– August 11th, 2025

A special meeting of the Perth and District Union Public Library Board was held on Monday, Aug 11th at 4:30pm, in person and via teleconference.

In attendance were:

E Heesen, CEO

T Langford, Tay Valley **Chair** via teleconference

L Marsh, **Secretary-Treasurer**

T Parkinson, Drummond/North Elmsley

P Coutts, Councillor, Drummond/North Elmsley

D Palmer, Tay Valley

D Hamilton-Foley, Town of Perth

L Logan, Drummond/North Elmsley

P Mertins, Town of Perth

Regrets:

K Jordan, Councillor, Tay Valley

G Waterfield, Councillor, Town of Perth

T Langford called the meeting to order 4:38 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-35 The agenda was accepted as presented with a motion from L Logan and seconded by D Palmer.

Carried.

Unfinished and New Business

a. Review and ratification of new Collective Agreement with CUPE Local 2976-01

25-36 Motion to accept the new collective Agreement with CUPE Local 2976-01. Moved by T Parkinson and seconded by P Coutts.

Carried.

25-37 Motion to adjourn moved by D Hamilton-Foley at 4:49pm.

Chairperson

Secretary-Treasurer

PINEHURST CEMETERY BOARD MINUTES

Thursday, October 2nd, 2025

1:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Deputy Reeve Fred Dobbie
Bill Avery
Jay Playfair
Rob Playfair

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Others Present: None

Members & Staff Absent: None

1. CALL TO ORDER

The meeting was called to order at 1:35 p.m.
A quorum was present.

2. APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

4. INTRODUCTIONS

5. APPROVAL OF MINUTES

- i) **Minutes – April 17th, 2025.**

RESOLUTION #PCB-2025-02

MOVED BY: Bill Avery

SECONDED BY: Rob Playfair

“THAT, the minutes of the Pinehurst Cemetery Board Meeting held on April 17th, 2025 be approved as circulated.”

ADOPTED

6. BUSINESS

- i) **Pinehurst Cemetery By-Law Update.**

The CAO/Clerk informed the Board that the BAO (Bereavement Authority of Ontario) was back logged in files but has since sent over a number of suggested changes. The CAO/Clerk is pushing back on some of those changes since the by-law was mirrored off of the Bolingbroke Cemetery By-Law that had just been approved by the BAO.

- ii) **Name Sign Update.**

Public Works is to install this Fall. They will coordinate with Jay.

- iii) **Leaning Stone – 50% deposit paid in October 2024**

This was completed in early June.

- iv) **Budget Update.**

The Board reviewed the budget recognizing that the donations from the Memorial have not been added and that two plots were sold for \$1,804 in September. A \$100 is also to be added to the Care and Maintenance Fund for the sale of a flat marker.

- v) **2026 Draft Budget.**

RESOLUTION #PCB-2025-03

MOVED BY: Bill Avery

SECONDED BY: Rob Playfair

“THAT, the 2026 Pinehurst Cemetery operating budget be approved as presented.”

ADOPTED

vi) **Price List.**

The Board discussed the Price List and that no changes were required.

vii) **Expansion of Cemetery.**

The CAO/Clerk will draft a report to Committee of the Whole regarding the expansion of the Cemetery. The Board will hold a meeting to review and discuss the report before it goes to Committee of the Whole.

viii) **2025 Memorial Service.**

Decided to have the service on the 7th of September versus the 14th due to weather. Bruce North was the Minister and the Mansons did the music. \$2,034 was raised the day of the service with more donations coming in afterwards.

7. NEW/OTHER BUSINESS

i) **Resale of Plots.**

It was confirmed that the process in the by-law must be followed. There is no third party resale.

ii) **Erwin Family**

The CAO/Clerk will review this letter, the by-law and the legislation to see what the options are.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: April 9th, 2026 at 1:30 p.m.

Proposed Agenda Items:

- *Pinehurst Cemetery By-Law Update*
- *Budget Update*
- *Expansion of Cemetery*
- *2026 Memorial Service*

9. DEFERRED ITEMS

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

- *None.*

10. ADJOURNMENT

The Board adjourned at 2:19 p.m.

Hybrid meeting held in-person and electronically

Board of Directors 6/25 Thursday, July 24, 2025

Chair Waterfield called the meeting to order at 6:30 p.m.

General Manager/Secretary-Treasurer conducted a roll call.

Councillor Sean Devine gave the Land Acknowledgement Statement.

Chair Waterfield reviewed the Agenda.

Brian Dowdall
Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of May 22, 2025

Resolution 2-250724

Moved by: Adam Turcott
Seconded by: Joe Aragona

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #05/25, May 22, 2025 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Financial Reports for the period ending June 30, 2025

Ms. Dallaire, Manager of Finance, presented the unaudited interim financial reports for the second quarter, period ending June 30, 2025

A Member inquired about the Baxter boardwalk project and asked how the project was being managed since full external funding has not been committed yet. Staff confirmed that the boardwalk was being built in sections as funding permitted,

Chair Waterfield asked whether there is a desire to proceed with the project without external funding. Ms. Casgrain-Robertson indicated that as part of the 2026 budget, staff will look at options to fund both the Baxter and Chapman Mills boardwalks.

A Member asked whether reserve levels could support both projects. Ms. Casgrain-Robertson confirmed that a combination of reserves and external funding is a possibility.

Resolution 3-250724

Moved by: Kristin Strackerjan
Seconded by: Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the unaudited Statement of Operations, Statement of Capital Reports and Balance Sheet for the period ending June 30, 2025.

Resolution Carried

9.0 Accessibility Policy

Ms. Downey, Director of Outreach and Communications, presented an updated Accessibility Policy and responded to questions from Members.

A Member indicated that when the *Accessibility for Ontarians with Disabilities Act* (AODA) was introduced, municipalities were subject to compliance deadlines and asked if those applied to conservation authorities. Ms. Downey confirmed that the RVCA is subject to the same requirements and has been reporting on compliance since 2015.

Another Member asked how scents and food allergies are addressed and Ms. Downey indicated that those are not covered by AODA legislation. Ms. Casgrain-Robertson added that such matters are typically addressed through other means like personnel policies.

A Member commented that it was nice that the RVCA was not just meeting the legislative requirements but doing more to meet the needs of visitors at our conservation areas. They indicated that it was interesting to read about the all-terrain wheelchairs and asked staff to expand on that. Ms. Downey explained that Baxter Conservation Area serves as RVCA's flagship accessible site. Adaptive push wheelchairs and sleds designed for all-terrain use are available at both Baxter and Foley Mountain for outdoor education programs. These mobility aids are always accessible for educational use and may be made available to visitors upon request, provided arrangements are made in advance. Additionally, beach mats are in place at several conservation areas to support water access for individuals of all abilities.

Another Member commented that the RVCA has shown tremendous leadership on this issue and that their accessibility matrix and Nature for All work have been shared with municipalities and that North Grenville is using it to help guide municipal projects.

A Member asked if the availability of accessibility devices is publicized on RVCA's website. Ms. Downey confirmed that while some information is currently posted, a summary page detailing site-specific accessibility features will be added to support informed visitor planning.

Resolution 4-250724

Moved by:

Steve Fournier

Seconded by:

Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Accessibility Policy.

Resolution Carried

10.0 60th Anniversary Proposal

Ms. Downey presented a draft proposal for RVCA's 60th anniversary in 2026, outlining preliminary ideas and initiatives. Chair Waterfield thanked the staff on RVCA's anniversary committee and opened the floor for feedback and discussion.

Members provided the following ideas, feedback and suggestions for consideration:

- Plant a maple tree at each municipal office
- Be mindful of the municipal election in October 2026 and what impact that may have on municipal councils and/or the CA Board
- Consider hosting Doors Open type events at RVCA facilities
- Work with the Rideau Trail Association to cross promote the hiking challenge
- Focus on highlighting staff in social media content to humanize the organization rather than just anniversary messaging
- Look at financial impact of waiving conservation area fees for the year (staff had suggested a few free beach days) or consider providing free passes to certain organizations like non-profits to loan out or use
- Engage students through a colouring or poster contest (member also offered to provide contact person to help distribute to schools)
- Enable municipalities to loan out pull up displays to other venues and events
- Real world learning may be another opportunity to engage students

Chair Waterfield thanked Members for their ideas and feedback and asked that a final anniversary proposal be brought back to the Board in Q4.

Resolution 5-250724

Moved by:

Anne Barr

Seconded by:

Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information.

Resolution Carried

11.0 Contract for Floodplain & Erosion Mapping Study: Stillwater and Graham Creeks

Isabelle Maltais, Director of Watershed Science and Engineering, presented the proposed contract with Aquafor Beech Limited to complete Phase 2B of the floodplain and erosion hazard mapping study for Stillwater Creek and Graham Creek within the City of Ottawa.

No questions were raised.

Resolution 6-250724

Moved by:

Anne Barr

Seconded by:

Kristin Strackerjan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Aquafor Beech Limited to complete a Floodplain and Erosion Mapping Study on Stillwater Creek and Graham Creek in the City of Ottawa, at a cost not to exceed \$172,000 plus applicable taxes, with up to 50% being funded from RVCA's reserves.

Resolution Carried

12.0 Activity Report: May and June 2025

Directors presented the Activity Report for May and June. There were no questions.

Shawn Pankow and Jeff Banks left the meeting 7:30 p.m.

13.0 Provincial Updates

Ms. Casgrain-Robertson provided an update on two provincial announcements: the transition of the Conservation Authority program from the Ministry of Natural Resources to the Ministry of the Environment, Conservation and Parks; and the appointment of Hassaan Basit as Chief Conservation Executive.

Resolution 7-250724

Moved by:

Steve Fournier

Seconded by:

Sean Devine

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information.

Resolution Carried

14.0 Meetings

- a) FCM Conference Building Tour – May 31, 2025
- b) Ottawa Riverkeeper World Water Day Event – June 5, 2025
- c) Perth COW delegation (Annual Report) – June 10, 2025

- d) RVCF Board of Directors Meeting & Annual General Meeting – June 11, 2025
- e) North Grenville Indigenous Advisory Circle Meeting – June 19, 2025
- f) Annual Watershed Tour – June 20, 2025
- g) Jason Kelly Recognition Event – June 22, 2025
- h) Conservation Ontario Council – June 23, 2025
- i) Provincial General Managers Annual Meeting – June 24 & 25, 2025
- j) General Managers Interim Performance Review – July 24, 2025

Upcoming

- k) AMO Conference – August 17 – 20, 2025
- l) Westport COW delegation (Annual Report) – September 2, 2025
- m) Audit Committee Meeting – September 8, 2025
- n) Conservation Ontario Council Meeting – September 22, 2025
- o) Board of Directors Meeting & Information Session – September 25, 2025
 - A photo will be taken of the Board of Directors at 5:00 pm
 - Chair Waterfield encouraged member participation in person.

15.0 Member Inquiries

None.

16.0 New Business

Chair Waterfield informed Members that he has now visited all 11 Conservation Areas and posted eight profiles on facebook.

17.0 Adjournment

The Chair adjourned the meeting at 7:35 p.m. on a resolution by Wilson Lo.

Gary Waterfield
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

August 13, 2025, 9:00am

PW Administration Building- CP Boardroom

Participants

Councillor Jane Torrance, MM
Councillor John Matheson, DNE
Councillor Gary Waterfield, PERTH
Deputy Reeve Jeff Carroll, MON
Reeve Richard Kidd, BCK
Councillor Dena Comley, CP
Councillor Ron Closs, LH
Sgt Rob Croth, OPP

Staff

Sam Poole, PW Manager
Ian Hall, Senior Technologist

Regrets

Sean Derouin, PW Director
Jasmin Ralph, Clerk
Councillor Greg Hallam, TVT

MEETING OUTLINE

1. Roll Call

2. Presentations

No Presentations

3. Review Previous Meeting Minutes
a. June 04th, 2025, Meeting Minutes

Minutes accepted as received

4. Old Business

a. Automated Speed Enforcement:

August 08, 2025 Program update

- Sites have been assessed by Verra, based on their assessment, optimum locations would be in front of each school.
- Any site work would be completed by County Public Works.
- EORN working on agreement between County and EORN, currently under review by EORN's lawyer. Once Finalized County can complete a privacy assessment.
- Privacy assessment to be completed for data collection and storage which will most likely be completed by a 3rd party company.

- EORN is meeting with companies to demo data storage software. County will participate in meeting with shortlisted suppliers.
- Privacy assessment must be completed before the MTO and MAG agreements are executed.
- EORN meeting with the Ottawa JPC and Toronto JPC to ensure that there is a viable option providing the Ottawa JPC has their AMPS in place by the time that the EORN program is ready to be deployed.
- Once agreement with JPC is in place MTO / MAG agreements can be sent.
- Ottawa JPC doesn't have AMPS set up yet (On-Going)
- AMPS by-law template from EORN is ready for review by County. Council will need to adopt the By-Law.
- Marketing program: County is getting a proposal for a marketing program for ASE catered to Lanark County.
- Signage to be ordered for each location for ASE locations.

Next Steps:

- Determine timeline of implementation depending on when agreements and privacy assessment are completed
- County Council still has final say on implementation as by-law(s) need to be passed prior to implementation
- There will be another ASE update in next TAWG meeting
- If EORN ASE program is not ready for deployment until Mid to late 2026, to avoid ASE becoming an election issue it may be decided to defer implementation.

b. Review on-going Requests for Speed Management:

i. Hamlet of Elphin

- Oversized speed signs
- Shift existing 60km/h zone on the east approach to match the existing 80km/h signage
- Install radar speed signs

Next Steps:

- Policy must be updated and adopted by county council to change the limits of the reduced speed zone

ii. Speed zone changes CR10 Drummond Con. 2

- Transitional speed zones are easier to enforce (OPP) Agrees there is not high instances of accidents in this location.
- TAWG group recommends moving forward with initial proposed speed zone alterations.
- Supports township request and maintains a transitional speed zone.

Next Steps:

- Policy must be updated and adopted by county council to change the limits of the reduced speed zone

iii. Intersection Assessment River Road at Appleton Side Road

- Sightline exceeds county requirement of 160m for an 80km/h road (165m existing)
- Collision data from OPP (2 collisions since 2015 that were not wildlife related. 1 in due to winter conditions and 1 due to driver error at the intersection.
- O/S intersection ahead sign could be installed.
- As this location meets sight distance requirements and there is little history of collisions it was decided no additional speed management measures are required
- This is not an area of concern based on accident history for the OPP

iv. Community safety Zone extension Rosedale Road South (CR23)

- Extend Existing limits of the CSZ to include the newly constructed Montague Township 22-Acre park
- Extend existing CSZ 220m to the southern limit of the park property

Next Steps:

- Policy must be updated and adopted by county council to change the limits of the Community Safety Zone.

5. New Business

a. Speed Management Requests

i. Speed Management Request CR7 Fallbrook (Assessment complete)

- Does not meet warrants for speed management measures based on collected data on either side of the CR19 intersection
- Request comes from a resident with an unapproved entrance that has inadequate sightlines.

Next Steps:

- Communicate to resident that they are recommended to access the property from Bennett Lake Rd. (CR 19) as was approved in original severance
- No speed management measures currently required.

ii. Speed Management request CR17 Martin St. North

- No existing transitional speed zone entering Blakeney from the South
- Suggested measures, add transitional speed zone
- 85th percentile speed is 95km/h on Martin St. North within the 80km/h zone.

iii. Speed Management request CR17 Blakeney Road

- No existing transitional speed zone entering Blakeney from the North
- Suggested measures, add transitional speed zone
- 85th percentile speed is 95km/h on Blakeney Road within the 80km/h zone.

Next Steps:

- Communicate with complainant that there does not appear to be a need for further speed management throughout Blakeney and on Martin St N and that more data is needed to make final decision
- More data will be collected

iv. Other

Speed management request on County Road 1 in Rideau Ferry

- Reduced Speed Zone Signage will be upsized
- Leeds and Grenville will be requested to install oversized signage on their portion of County Road 1
- Oversized speed signs will be installed on Lanark County Road 1 regardless of Leeds and Grenville's decision.

6. Next Meeting Date: October 8th, 2025 at 9:00am
Following meeting(s): TBD

- a. Proposed Agenda Items:
 - i. *ASE update*
 - ii. *Review of county Speed Management Policy*
 - iii. *Review County-wide Transitional Speed Zones 80 to 50 speed changes*

7. Action Items:

- a. *Transitional Speed Zones*
 - Public works staff will compile a list of reduced speed zones and the presence of transitional speed zones, to present at next TAWG meeting
- b. Reach out to Leeds and Grenville about an installing oversized speed zone signage for Rideau Ferry Boundary speed zone