



“SPECIAL” COUNCIL MEETING MINUTES

Tuesday, November 25th, 2025

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan (arrived at 5:35 p.m.)
Councillor Keith Kerr
Councillor Angela Pierman
Councillor Marilyn Thomas

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

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Removal: Item 5 i) CONFIDENTIAL: Litigation or Potential Litigation - 750/761 Christie Lake Lane 32D.

The agenda was adopted as amended.

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

None at this time.

4. FINAL DRAFT BUDGET DELIBERATIONS BY COUNCIL

i) 2026 Reeve's Proposed Budget.

Councillor Jordan arrived at 5:35 p.m.

The Treasurer reviewed the presentation as attached to the agenda.

A motion regarding the donation to the hospital was put on the floor.

Councillor Thomas declared a pecuniary interest and/or conflict of interest on item 4 i) 2026 Reeve's Proposed Budget – Perth & Smiths Falls District Hospital – MRI Campaign, because she is employed with the Hospital Foundation.

Councillor Hallam declared a pecuniary interest and/or conflict of interest on item 4 i) 2026 Reeve's Proposed Budget – Perth & Smiths Falls District Hospital – MRI Campaign, as his spouse is the CEO of the Perth & Smiths Falls District Hospital Foundation.

Councillors Greg Hallam and Marilyn Thomas left the Council table.

RESOLUTION #C-2025-11-19

MOVED BY: Fred Dobbie

SECONDED BY: Wayne Baker

“THAT, the \$70,000 donation to the Perth and Smiths Falls District Hospital be directed to the MRI Campaign for 2026.”

DEFEATED

Councillors Hallam and Thomas returned to the Council table.

RESOLUTION #C-2025-11-20

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, the 2026 Reeve's Proposed Budget be amended to remove the addition of one new full-time staff position.”

(SEE RECORDED VOTE)

Prior to the meeting Members were circulated a document outlining the reasons for the two new positions – *attached, page 6.*

Councillor Wayne Baker requested a recorded vote on Resolution #C-2025-11-20:

For:	Deputy Reeve Fred Dobbie	1
	Councillor Wayne Baker	1
	Councillor Greg Hallam	1
	Councillor Korrine Jordan	1
	Councillor Angela Pierman	1
	Councillor Marilyn Thomas	<u>1</u>
		6
Against:	Reeve Rob Rainer	1
	Councillor Keith Kerr	<u>1</u>
		2
Absent:		0
Total:		8

ADOPTED

RESOLUTION #C-2025-11-21

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, the Council of Tay Valley Township shorten the 30-day period it has to review and amend the Reeve’s Proposed Budget under “strong mayor” legislation to 5 days, being Tuesday, November 25th, 2025.”

ADOPTED

5. CLOSED SESSIONS

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

Removed.

6. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-055 – Confirmation By-Law – November 25th, 2025.**

RESOLUTION #C-2025-11-22

MOVED BY: Fred Dobbie


SECONDED BY: Marilyn Thomas

“**THAT**, By-Law No. 2025-055, being a by-law to confirm the proceedings of the Council meeting held on November 25th, 2025, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

7. ADJOURNMENT

Council adjourned at 6:10 p.m.



Rob Rainer, Reeve



Aaron Watt, Deputy Clerk

FINAL DRAFT BUDGET DELIBERATIONS BY COUNCIL

2026 Budget – Reasons for Two New Positions

General Staffing Pressures

- requirement to make all documents accessible that are on the website or any external site available to the public (website, Bids and Tenders, MyAccount)
- increased data tracking and reporting
- more enquiries
- more complicated files
- constantly changing legislation – Strong Mayor Powers, Development Charges, Planning Act, etc.

Corporate Position

- the current Executive Assistant/Alternate Emergency Management Coordinator role was originally created to take a number of tasks off the plate of the Clerk and Deputy Clerk
- the current EA position is only able to undertake 3 of those tasks – emergency management, legal files related to roads, and review and issuance of tenders and requests for proposals

Emergency Management

Acts as Alternate Community Emergency Management Coordinator (CEMC) and assists the CEMC with ensuring compliance with the Emergency Management and Civil Protection Act and its regulations, including associated tasks such as:

- holding Emergency Management Program Committee meetings;
- ensuring the Emergency Plan is up to date;
- public education including website, newsfeeds, radio etc.
- attending Emergency Management Ontario meetings, Lanark County CEMC meetings, weather briefings
- attendance at cooling centre when open
- organizing required annual training;
- preparing and conducting annual emergency exercise;
- preparing and filing the annual compliance report.

Legal Road Files

Coordinates legal files related to roads, including Road Closings, Road Assumptions, Road Naming, Road Access Agreements, etc., including associated tasks such as:

- preparing and tracking files;
- undertaking initial review to determine legal access and road frontage;
- explaining application procedures;
- conducting site visits;
- corresponding with applicants, lawyers, surveyors, etc.
- drafting notices, letters, emails, and reports and by-laws for Council;
- ensuring the GIS is updated;
- releasing deposits, if applicable.

Review and Issuance of Tenders and Requests for Proposals

Reviews all tenders, request for proposals and request for quotations ensuring completeness, formatting and accessibility prior to forwarding to the Chief Administrative Officer/Clerk for approval.

- a second position is required to undertake the remainder of the tasks that are mainly administrative in nature – file prep, drafting of documents, tracking, filing, etc.
 - assisting the CAO/Clerk with legal matters of the corporation
 - assisting the CAO/Clerk with the delivery of Human Resources services including the collection of data for purposes of collective bargaining and providing confidential administrative support with respect to grievances, employee performance and discipline matters
 - Conducts research for the development of policies, procedures and training for the corporation.
 - Assists with coordinating information for and after meetings of Council, Committees, Boards and other Public meetings.
 - Assists with preparing agendas and minutes.
 - Assists with the preparation of reports, by-laws and presentations for meetings of Council, Committees, Boards and other Public meetings.
 - Assists the Chief Administrative Officer/Clerk and Deputy Clerk with the statutory duties of the Clerk under the Municipal Act and other provincial legislation, as required:
 - MFIPPA – obtain records
 - Cemeteries – meet legislative requirements, provide admin support to Pinehurst and Bolingbroke Cemetery Boards
 - animal control – liaise with Animal Control Officer, work with legal re violations
 - Line Fences Act – assist informally and formally with the resolution of disputes
 - Liquor License Act – compliance letters, tracking
 - Vital Stats Act – filing, tracking and reporting
 - Assists the Returning Officer and Deputy Returning Officer with conducting municipal elections in accordance with the Municipal Elections Act.
 - Provides confidential administrative support to the Chief Administrative Officer/Clerk and Deputy Clerk.
 - Attends Council, Committee, Board and Public Meetings as recording secretary, in the absence of the Deputy Clerk.
- Overtime and Work/Life Balance
 - significant OT is spent just to ensure day to day CAO/Clerk and Deputy Clerk functions are achieved
 - hard to have a work life balance when having to work on weekends/evenings to try and meet deadlines
- Other
 - projects are done off the side of the CAO/Clerk's and Deputy Clerk's desk – no dedicated time left in the day to focus on projects
 - CAO/Clerk is backup for Deputy Clerk
 - Deputy Clerk is backup front counter

Finance Position

- same three positions since amalgamation 27 years ago
- new accounting standards
 - examples: Tangible Capital Assets 2008/09, Asset Retirement Obligations 2023, Revenue Recognition 2024, Financial Statement Presentation (to come)
 - research and understand the impacts to the Township
- changes to policies and regulations (from the Province)
 - Development Charges (DC) (constant)
 - OMERS Non Full Time (NFT) (2024)
 - Research and understand the impacts to the Township
 - Administrative burdens (DC's) ex: DC due at occupancy rather than BP issuance
 - Asset Management (starting in 2019 to present, and continuous)
 - Strong Mayor Powers (2025)
- Reporting
 - Statistics Canada
 - more frequent and longer surveys – usually due to asset management/tangible capital assets
 - Financial Information Return (FIR)
 - over the years has gotten more complex and time consuming (ex: TCA and ARO reporting, more schedules to report more data)
 - originally done by the auditors but now done in house since current Treasurer started in Fall 2019 (this saves on audit service costs)
 - Financial Statements
 - previously (prior to 2019 year end) these were done by the auditors. The statements really are a Township responsibility and thus the current Treasurer brought these in house to complete and the standard practice is to do this in house
 - complex and time consuming as they require consolidation of the Fire Board, Library Board, and both Cemetery Boards (Pinehurst & Bolingbroke).
- Increased volume of work
 - Cash receipts
 - with increasing recreation programming, increased hall rentals, increased planning/roads activity there has been a significant increase in cash receipting
 - Deposit accounts
 - with increased planning (Minor Variance, Site Plan, Development Agreement, severances, etc.), building, and roads (closing, naming, assumption, etc.) activity each of these have a deposit account spreadsheet that has to be updated with deposits and expenses and reconciled regularly
 - Cemetery
 - with the addition of Bolingbroke Cemetery there has been an increase in financial responsibility with record keeping
 - increased activity (plot sales, internments, expenses) in Pinehurst Cemetery
 - Hall Bookings
 - more inquiries, higher number of bookings, more intricate due to Township run programs/bookings
 - Pre-Authorized Payments (for taxes)

- more than 20% of the taxable properties are on PAP, while this saves time for processing cash receipting it does create more of a workload with respect to implementation of the program
- Supplemental Billings/Write Offs (for taxes)
 - increased building permits (new houses, renos, etc.) creates additional supplemental billings throughout the year
 - change in MPAC with respect to demolitions are more intricate
 - more calls/emails with property owners due to reassessments
- Ownership Changes/Tax Certificate Requests
 - since COVID there has been a significant spike in real estate which in turn creates more tax certificate changes and then eventually ownership changes within the tax module
- Payroll
 - with increased staff over the years this also means increased administration re: benefits, OMERS (NFT), reporting, etc.
- Accounts Payable (AP)
 - more vendors to pay as Township is busier
 - with more deposits taken for building, planning, and roads activity this creates more cheques needing to be issued due to deposit refunds
- Electronic Documenting
 - this will save Township staff time (in the future) however the upfront time to create and save the files can be lengthy
- Better Homes Lanark (BHL)
 - implementation of a new program requires research and investigation and administrative time
- Maberly Pines (potential)
 - Implementation of a capital charge/payment plan
- H.Mather Drain
 - payment plans to setup and administer
 - approximately 250 property owners to receive payments from
 - potential more drainage work in the future
- Overtime and Work/Life Balance
 - significant OT is spent just to ensure day to day Treasurer functions are achieved
 - hard to have a work life balance when having to work on weekends/evenings to try and meet deadlines
- Other
 - projects are done off the side of the Treasurer's desk – no dedicated time left in the Treasurer's day to focus on projects
 - Treasurer is backup AP and Payroll
 - Deputy Treasurer is backup front counter
 - implementation of a brand new financial system to occur, while still maintaining the current system
 - potential retirement, it makes sense to restructure when that occurs

Duties to Reallocate to Deputy Treasurer:

- Assists with budget preparation, budget reviews, and budget forecasts
- Calculates and publishes the annual tax rates and annual tax due dates
- Monitors revenues and expenditures and certifies expenditures
- Assists with preparation of the annual financial audit
- Responsible for the Township's Asset Management Plan and database to ensure it remains current and fully supported by a financial strategy
- Manages the asset inventory and establishes procedures for sustainable asset management in conjunction with the Treasurer, Public Works Manager and Chief Administrative Officer/Clerk
- Assists with the preparation of grant applications/proposals and prepares interim and final reports for successful grants
- Assists with the annual insurance renewal
- Acts as backup for enquiries at front counter, cash receipting, day-to-day activities, lottery licensing, accounts payable, payroll, etc. in the absence of the Tax Collector/Payroll Coordinator and/or Finance Administrative Assistant
- Prepares monthly bank reconciliation for multiple bank accounts (ex. general, development charges, cash in lieu of parkland, etc.), including associated tasks such as:
 - confirming all cash receipt deposits are included and match the general ledger;
 - processing non-routine journal entries, (ex. grant funding payments, livestock claims, long term debt, etc.);
 - processing pre-authorized debits (ex. Hydro, internet, phone, etc.);
 - comparing processed cheque payments to cashed cheque payments to determine outstanding cheque listing;
 - following up on any old stale dated cheques
- Prepares bi-annual HST Public Service Rebate
- Maintains and reconciles multi-year security deposit sub-ledgers for zonings, minor variances, severances, site plan control agreements, development agreements, road closures, road assumptions, road naming, entrance permits, building permits, community hall rentals, etc.
- Reconciles cemetery bank accounts (ex. Bolingbroke and Pinehurst) and reporting to the BAO
- Responsible for Lottery Licensing in accordance with the Alcohol and Gaming Commission of Ontario.
- Performs other related duties as assigned by the Treasurer

Reallocate to Tax Collector/Payroll Administrator:

- Manages the tax collection system, fulfilling all assigned legislative duties, including associated tasks such as:
 - balancing assessment roll, inputting tax rates, managing supplementaries/write-offs and processing various tax adjustments;
 - preparing and distributing tax bills, mortgage company reports and reminder notices, including applying penalties;
 - administering the Tax Arrears Policy, including the preparation and executing of the tax sale process;
 - monitoring and processing the pre-authorized payment plan;
 - dealing with owners regarding arrears and payment schedules;

- preparing and confirming tax certificates in conjunction with the Finance Administrative Assistant;
- communicating with MPAC and property owners regarding errors, appeals, property owner concerns, etc.
- Administers the payroll system ensuring accurate payment to employees and Members of Council, and reporting to internal and external persons and agencies as appropriate, including associated tasks such as:
 - processing bi-weekly and monthly payroll for staff and Council;
 - calculating and submitting appropriate employee/employer deductions (ex. workers compensation, union dues, municipal pension plan, etc.);
 - setting up and maintaining employee payroll cards;
 - managing self-insured benefit plan, including the preparation for payment (electronic funds transfer requisition) and maintaining employee leave records (ex. vacation, sick, overtime, etc.);
 - preparing & reconciling annual reports (T4's, OMERS Form 119, WSIB, employer health tax, union dues, etc.) and employment records as required;
 - reconciling benefit payables;
 - preparing Records of Employment (ROE);
 - tracking part-time and casual hours worked.
- Backs up front counter during lunch, breaks, absences and high-volume times such as tax due dates (ex. cash receipting, bank deposits, customer questions, etc.).
- Conducts final posting of Cash Receipt Batches
- Processes cemetery financial transactions (ex. Bolingbroke and Pinehurst)
- Performs other related duties as assigned by the Treasurer