



COUNCIL MEETING AGENDA

Tuesday, December 9th, 2025
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. *Council Meeting*

Chair, Reeve Rob Rainer

- 1. CALL TO ORDER**
- 2. AMENDMENTS/APPROVAL OF AGENDA**
- 3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**
- 4. APPROVAL OF MINUTES**

- i) **Council Meeting – November 18th, 2025 – *attached, page 10.***

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the minutes of the Council Meeting held on November 18th, 2025, be approved as circulated.”

- ii) **“Special” Council Meeting – November 25th, 2025 – *attached, page 18.***

Suggested Motion by Councillor Angela Pierman:

“THAT, the minutes of the “Special” Council Meeting held on November 25th, 2025, be approved as circulated.”

- iii) **Committee of the Whole Meeting – December 2nd, 2025 – *attached, page 22.***

Suggested Motion by Councillor Wayne Baker:

“THAT, the minutes of the Committee of the Whole Meeting held on December 2nd, 2025, be approved as circulated.”

- iv) **Committee of the Whole Meeting (Closed Session – Identifiable Individual) – December 2nd, 2025 – *to be distributed at the meeting.***

Suggested Motion by Councillor Keith Kerr:

“THAT, the minutes of the Committee of the Whole (Closed Session – Identifiable Individual) held on December 2nd, 2025, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

- i) **25-11-19 – Harvest Festival Municipal Highlight – *attached, page 31.***
- **Lanark County Harvest Festival Committee Terms of Reference – *attached, page 32.***

7. MOTIONS

- i) **2024 Audited Financial Statements.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the Council of the Corporation of Tay Valley Township adopt the 2024 Audited Financial Statements as presented.”

- ii) **Report #FIN-2025-11 – 2026 Property Tax Due Dates.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the interim tax due dates be on February 25th, 2026 and April 28th, 2026;

THAT, the final tax due dates be on July 29th, 2026 and September 28th, 2026;

AND THAT, the necessary by-law come forward at the next Council meeting.”

- iii) **Report #PW-2025-25 – Old Brooke Road and Cooks Road Options.**

Suggested Motion by Councillor Angela Pierman:

“THAT, Council agrees to consider stopping up and closing Cooks Road as outlined in Report #PW-2025-25 – Old Brooke Road and Cooks Road Options and call a Public Meeting as per the Road Closing and Sale Policy.”

iv) **Report #PD-2025-21 – Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities.**

Suggested Motion by Councillor Wayne Baker:

“WHEREAS, water resources and water availability is the defining issue of this century due to the impacts of climate change which Tay Valley Township has already experienced (through dry wells and below normal river levels this summer and floods in 2017 and 2019),

AND WHEREAS, Ontario’s Conservation Authorities play a critical role in watershed management, flood mitigation, drought mitigation, and public safety;

AND WHEREAS, Tay Valley Township has already experienced negative consequences of centralized management of water resources from afar (the Ministry of Natural Resources staff in Toronto have previously directed the depth of water at the Pike Lake Dam be lowered during a pickerel spawn event resulting in the death of the pickerel);

AND WHEREAS, municipalities must retain a strong, meaningful voice to ensure that local knowledge, local priorities and local risks are fully considered;

AND WHEREAS, the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy;

AND WHEREAS, local municipalities established the Rideau Valley Conservation Authority in 1966 and the Mississippi Valley Conservation Authority in 1968 and currently provide over 50% of total conservation authority funding, while the Province of Ontario provides less than 5%;

AND WHEREAS, municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable services standards, and ensuring fair and predictable costs for ratepayers;

AND WHEREAS, Bill 68 (Schedule 3) and ERO posting 025-1257 propose to consolidate Ontario’s 36 conservation authorities into seven regional authorities and create the Ontario Provincial Conservation Agency, a Crown agency that would assume oversight over conservation authorities and have the ability to levy authorities to cover its costs;

AND WHEREAS, the Province already possesses the authority to establish overarching legislation, regulations, standards and policies across all conservation authorities through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks;

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township strongly urges the Provincial Government of Ontario to withdraw all sections of Bill 68 related to Amendments to the Conservation Authorities Act;

BE IT FURTHER RESOLVED THAT, Tay Valley Township calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

BE IT FURTHER RESOLVED THAT, the Province be requested to re-introduce any proposed changes as a standalone bill to proceed through the regular legislative process (First and Second Readings, Committee Review, stakeholder submissions and public consultation) to ensure the impacts on watershed management, environmental protection and public safety are fully and transparently captured;

BE IT FURTHER RESOLVED THAT, while Tay Valley Township supports provincial goals for consistent permit approval processes, shared services and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

BE IT FURTHER RESOLVED THAT, Tay Valley Township supports efforts to balance expertise, capacity and program delivery across the province, and requests that the province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives;

BE IT FURTHER RESOLVED THAT, Tay Valley Township calls on the province to consider any potential amalgamation of Conservation Authorities on the basis of their abiotic, biologic and cultural characteristics (i.e., the Raisin and South Nation Conservation Authorities have clay plains with wide rivers vs the RVCA, MVCA and the Cataraqui are situated on forested bedrock with numerous streams including the Rideau Canal running through them);

BE IT FURTHER RESOLVED THAT, the province maintains the local knowledge of the unique natural resources, weather and climactic features of the RVCA and MVCA watersheds through local staffing;

BE IT FURTHER RESOLVED THAT, the current assets (including financial reserves and land trusts) of the RVCA and MVCA remain with them to recognize their fiscal prudence and are not used to subsidize conservation authorities with fewer assets or developed upon;

BE IT FURTHER RESOLVED THAT, the province ensure that any future governance framework for Ontario's Conservation Authorities includes robust and clearly defined municipal representation, recognizing municipalities as essential partners in protecting watershed and mitigating risks;

AND BE IT FINALLY RESOLVED THAT, a copy of this resolution be sent to the Premier of Ontario, Ontario Minister of Environment, Conservation and Parks, Ontario Minister of Finance, to the local MPP, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, the local conservation authority(s), and all municipalities in Ontario."

v) **Report #CAO-2025-38 – Election – Use of Municipal Resources – Policy.**

Suggested Motion by Councillor Keith Kerr:

"THAT, the Election – Use of Municipal Resources – Policy be adopted;

AND THAT, the necessary by-law be brought forward."

vi) **Report #CAO-2025-39 – Election – Municipal Employee Involvement Policy.**

Suggested Motion by Councillor Greg Hallam:

"THAT, the Election – Municipal Employee Involvement – Policy be adopted;

AND THAT, the necessary by-law be brought forward."

vii) **Report #CAO-2025-40 – Multi-Year Accessibility Plan Update.**

Suggested Motion by Councillor Korrine Jordan:

"THAT, the Multi-Year Accessibility Plan be approved;

AND THAT, the necessary by-law be brought forward."

viii) **Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road.**

Suggested Motion by Deputy Reeve Fred Dobbie:

"THAT, the necessary by-law to name an existing Private Road to Turtle Ranch Road, as outlined in Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road, be brought forward for approval."

ix) **Appointment of Hockey Volunteer.**

Suggested Motion by Councillor Marilyn Thomas:

"THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Tay Valley Hockey Program, subject to the Criminal Records Check Policy:

- *Dustin Hart."*

- x) **25-11-25 – Letter – Ministry of Municipal Affairs and Housing – Streamlining and Standardizing Municipal Development Processes.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the Letter from the Ministry of Municipal Affairs and Housing received on November 25th 2025 regarding Streamlining and Standardizing Municipal Development Processes, be received as information.”

- xi) **25-08-27 and 25-11-26 – Council Communication Package.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the 25-08-27 and 25-11-26 Council Communication Packages be received for information.”

8. BY-LAWS

- i) **By-Law No. 2025-056 – Multi-Year Accessibility Plan – 2025 to 2029 – attached, page 37.**

Suggested Motion by Councillor Keith Kerr:

“THAT, By-Law No. 2025-056, being a by-law to adopt a Multi-Year Accessibility Plan – 2025 to 2029, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- ii) **By-Law No. 2025-057 – Election – Use of Municipal Resources – Policy – attached, page 58.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2025-057, being a by-law to adopt an Election – Use of Municipal Resources Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- iii) **By-Law No. 2025-058 – Election – Municipal Employee Involvement – Policy – attached, page 67.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, By-Law No. 2025-058, being a by-law to adopt an Election – Municipal Employee Involvement Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- iv) **By-Law No. 2025-059 – Interim and Final Tax Levy – 2026 – attached, page 71.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2025-059, being a by-law to authorize an Interim and Final Tax Levy for the Year 2026, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- v) **By-Law No. 2025-060 – Tariff of Fees – attached, page 73.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2025-060, being a by-law to adopt a Tariff of Fees be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- vi) **By-Law No. 2025-061 – Waste Disposal, Composting & Recycling By-Law Amendment – attached, page 87.**

Suggested Motion by Councillor Angela Pierman:

“THAT, By-Law No. 2025-061, being a by-law to amend By-Law No. 2023-064 being a Waste Disposal, Composting & Recycling By-Law be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- vii) **By-Law No. 2025-062 – Hall Rental Policy – attached, page 92.**

Suggested Motion by Councillor Wayne Baker:

“THAT, By-Law No. 2025-062, being a by-law to adopt a Hall Rental Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- viii) **By-Law No. 2025-063 – Building By-Law Amendment – attached, page 99.**

Suggested Motion by Councillor Keith Kerr:

“THAT, By-Law No. 2025-063, being a by-law to amend By-Law No. 2013-005, being a Building By-Law, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- ix) **By-Law No. 2025-064 – Road Naming – Turtle Ranch Road – attached, page 107.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2025-064, being a by-law to amend Road Naming By-Law No. 98-87 (Turtle Ranch Road), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

- x) **By-Law No. 2025-065 – Zoning Amendment – Mackler & White – attached, page 111.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, By-Law No. 2025-065, being a by-law to amend Zoning By-Law No. 2002-121 (243 Hands Drive, Part Lot 16, Concession 6, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

- xi) **By-Law No. 2025-066 – Zoning By-Law – St. Pierre – attached, page 114.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2025-066, being a by-law to amend Zoning By-Law No. 2002-121 (147 Horseshoe Bay, Part Lot 17, Concession 3, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

9. NEW/OTHER BUSINESS

- i) **Report #PW-2025-26 – Blue Box Program Changes to Non-Eligible Sources – attached, page 120.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, Tay Valley Township stop accepting Blue Box Materials from Institutional, Commercial and Industrial properties at the Depots, effective December 31, 2025.”

10. CALENDARING

Meeting	Date	Time	Location
Council Meeting	December 9 th	6:00 p.m.	Municipal Office
Library Board Meeting	January 19 th	4:30 p.m.	Perth & District Library
RVCA Board of Directors Meeting	January 22 nd	6:30 p.m.	RVCA Offices
Committee of the Whole Meeting	February 3 rd	6:00 p.m.	Municipal Office
Green Energy and Climate Change Working Group Meeting	February 13 th	2:00 p.m.	Municipal Office
Council Meeting	February 17 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-067 – Confirmation By-Law – December 9th, 2025 – attached, page 117.**

Suggested Motion by Councillor Angela Pierman:

“THAT, By-Law No. 2025-067, being a by-law to confirm the proceedings of the Council meeting held on December 9th, 2025, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

13. ADJOURNMENT

MINUTES

COUNCIL MEETING MINUTES

Tuesday, November 18th, 2025

6:00 p.m.

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Keith Kerr
Councillor Marilyn Thomas

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

Regrets: Councillor Angela Pierman
Councillor Korrine Jordan

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

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) **Council Meeting – October 21st, 2025.**

RESOLUTION #C-2025-11-01

MOVED BY: Keith Kerr

SECONDED BY: Greg Hallam

“THAT, the minutes of the Council Meeting held on October 21st, 2025, be approved as circulated.”

ADOPTED

- ii) **“Special” Committee of the Whole Meeting – October 28th, 2025.**

RESOLUTION #C-2025-11-02

MOVED BY: Greg Hallam

SECONDED BY: Keith Kerr

“THAT, the minutes of the “Special” Committee of the Whole Meeting held on October 28th, 2025, be approved as circulated.”

ADOPTED

- iii) **Committee of the Whole Meeting – November 4th, 2025.**

RESOLUTION #C-2025-11-03

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“THAT, the minutes of the Committee of the Whole Meeting held on November 4th, 2025, be approved as circulated.”

ADOPTED

- iv) **Committee of the Whole Meeting (Closed Session – Hydro Infrastructure Update) – November 4th, 2025.**

RESOLUTION #C-2025-11-04

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“THAT, the minutes of the Committee of the Whole (Closed Session – Hydro Infrastructure Update) held on November 4th, 2025, be approved as circulated.”

ADOPTED

- v) **“Special” Committee of the Whole Meeting – November 6th, 2025.**

RESOLUTION #C-2025-11-05

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, the minutes of the “Special” Committee of the Whole Meeting held on November 6th, 2025, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

- i) **Delegation: – ALTO High-Speed Train – Overview Presentation.**

J. Wiebe gave the PowerPoint presentation that was attached to the agenda.

RESOLUTION #C-2025-11-06

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, the ALTO High-Speed Train – Overview Presentation provided on November 18th, 2025 be received for information.”

ADOPTED

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Presentation: Fall River Regulatory Flood and Erosion Hazard Mapping.**

RESOLUTION #C-2025-11-07

MOVED BY: Keith Kerr

SECONDED BY: Greg Hallam

“THAT, the Fall River Regulatory Flood and Erosion Hazard Mapping presentation on November 4th, 2025 be received for information.”

ADOPTED

ii) **Report #PW-2025-23 – Household Hazardous Waste.**

RESOLUTION #C-2025-11-08

MOVED BY: Greg Hallam
SECONDED BY: Keith Kerr

“THAT, Tay Valley Township pursue entering into an agreement for shared use of an annual household hazardous waste event, with costs being shared equally between Tay Valley Township and the Township of Lanark Highlands.”

AND THAT, the appropriate funds to support the event be included in the 2026 Operating Budget.”

ADOPTED

iii) **Report #PW-2025-24 – Wild Parsnip Spraying Program.**

RESOLUTION #C-2025-11-09

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“THAT, Tay Valley Township implement a spraying program to target wild parsnip and other noxious weeds in agricultural areas;

THAT, property owners adjacent to roadways where spraying will occur be notified;

THAT, the Township continue to mow wild parsnip and other noxious weeds, in all non-agricultural areas.”

(SEE RECORDED VOTE)

Councillor Keith Kerr requested a recorded vote on Resolution #C-2025-11-09.

For:	Deputy Reeve Fred Dobbie	1
	Councillor Wayne Baker	1
	Councillor Greg Hallam	1
	Councillor Marilyn Thomas	<u>1</u>
		4
Against:	Reeve Rob Rainer	1
	Councillor Keith Kerr	<u>1</u>
		2
Absent:	Councillor Korrine Jordan	1
	Councillor Angela Pierman	<u>1</u>
		2
Total:		8

ADOPTED

- iv) **Removal of Member from the Green Energy and Climate Change Working Group.**

RESOLUTION #C-2025-11-10

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“THAT, the late Jennifer Dickson be removed from the Green Energy and Climate Change Working Group effective November 18th, 2025.”

ADOPTED

- v) **Lanark County OPP Detachment Board 2026 Budget.**

RESOLUTION #C-2025-11-11

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, the 2026 Lanark County OPP Detachment Board Budget of \$107,280, with Tay Valley Township’s share being \$12,387, be approved.”

ADOPTED

- vi) **Lanark County OPP Detachment Board 2026 Budget and County Levy.**

RESOLUTION #C-2025-11-12

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, the 2026 Lanark County OPP Detachment Board Budget be included in the 2026 County Levy, rather than being separately billed to municipalities, and in turn removing the requirement for each municipality to include the Lanark County OPP Detachment Board Budget within local annual budgets.”

ADOPTED

- vii) **Lanark County OPP Detachment Board 2026 Budget and Surplus Reserve.**

RESOLUTION #C-2025-11-13

MOVED BY: Keith Kerr

SECONDED BY: Greg Hallam

“THAT, a surplus reserve fund, where any annual surplus from the Lanark County OPP Detachment Board Budget would be placed in for the exclusive use and management by the Board, be established.”

ADOPTED

- viii) **25-10-29 – Council Communication Package.**

RESOLUTION #C-2025-11-14

MOVED BY: Greg Hallam
SECONDED BY: Keith Kerr

“THAT, the 25-10-29 Council Communication Package be received for information.”

ADOPTED

8. BY-LAWS

- i) **By-Law No. 2025-052 – Zoning Amendment – Burrows.**

RESOLUTION #C-2025-11-15

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“THAT, By-Law No. 2025-052, being a by-law to amend Zoning By-Law No. 2002-121 (570 Silver Lake Lane 22A, Part Lot 9, Concession 10, geographic Township of South Sherbrooke, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- ii) **By-Law No. 2025-053 – Zoning Amendment – Hall and Lelievre.**

RESOLUTION #C-2025-11-16

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“THAT, By-Law No. 2025-053, being a by-law to amend Zoning By-Law No. 2002-121 (733 Branch Road, Part Lot 6 & 7, Concession 10, geographic Township of Bathurst, now in Tay Valley Township, County of Lanark), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

9. NEW/OTHER BUSINESS

- i) **Report #PD-2025-20 – Bill 60 – Fighting Delays, Building Faster Act, 2025.**

RESOLUTION #C-2025-11-17

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, staff submit comments to the Environmental Registry of Ontario posting <https://ero.ontario.ca/notice/025-1101> Enhanced Development Standards – Lot Level; <https://ero.ontario.ca/notice/025-1071> Modern Transportation – Prohibiting Vehicle Lane Reduction for New Bicycle Lanes 025-1071; <https://ero.ontario.ca/notice/025-1099> Consultation on simplifying and standardizing Official Plans; and the Ontario Regulatory Registry posting 25-MMAH024 www.regulatoryregistry.gov.on.ca/proposal/52274 Rent Arrears Eviction Notice Period as identified in Report #PD-2025-20 – Bill 60 – Fighting Delays, Building Faster Act, 2025;

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

ADOPTED

10. CALENDARING

Meeting	Date	Time	Location
“Special” Council Meeting – Final Budget Deliberations by Council	November 25 th	5:30 p.m.	Municipal Office
MVCA Floodplain Open House	November 27 th	4:00 p.m.	Maberly Hall
Fire Board Meeting	November 27 th	6:00 p.m.	BBDNE Fire Station
RVCA Board of Directors Meeting	November 27 th	6:30 p.m.	RVCA Offices
Committee of the Whole Meeting	December 2 nd	6:00 p.m.	Municipal Office
MVCA Board of Directors Meeting	December 8 th	1:00 p.m.	MVCA Offices
Council Meeting	December 9 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2025-054 – Confirmation By-Law – November 18th, 2025.**

RESOLUTION #C-2025-11-18

MOVED BY: Wayne Baker

SECONDED BY: Marilyn Thomas

“THAT, By-Law No. 2025-054, being a by-law to confirm the proceedings of the Council meetings held on November 18th, 2025, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 6:53 p.m.

“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
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Total:		8
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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.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, December 2nd, 2025

**Immediately following the Public Meeting – Zoning By-Law Amendment(s) at 5:30 p.m.
Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Councillor Angela Pierman
Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Keith Kerr
Councillor Marilyn Thomas

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Aaron Watt, Deputy Clerk
Sean Ervin, Public Works Manager (left at 6:58 p.m.)
Ashley Liznick, Treasurer (left at 6:58 p.m.)
Noelle Reeve, Planner (left at 7:25 p.m.)

Regrets: None.

1. CALL TO ORDER

The meeting was called to order at 5:45 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under Priority Issues: Appointment of Hockey Volunteer.
- ii) Addition under Closed Session: Identifiable Individual.

The agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

i) **Public Meeting: Zoning By-Law Amendment(s) – November 4th, 2025.**

The Minutes of the Public Meeting – Zoning By-Law Amendment(s) held on November 4th, 2025 were approved.

5. DELEGATIONS & PRESENTATIONS

i) **Presentation: 2024 Audited Financial Statements.**

K. Mahon provided the presentation and report that was published as a separate package to the agenda.

Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township adopt the 2024 Audited Financial Statements as presented.”

6. PRIORITY ISSUES

i) **Report #FIN-2025-11 – 2026 Property Tax Due Dates.**

The Treasurer gave the presentation that was attached to the agenda.

Recommendation to Council:

“THAT, the interim tax due dates be on February 25th, 2026 and April 28th, 2026;

THAT, the final tax due dates be on July 29th, 2026 and September 28th, 2026;

AND THAT, the necessary by-law come forward at the next Council meeting.”

ii) **Report #PW-2025-25 – Old Brooke Road and Cooks Road Options.**

Recommendation to Council:

“THAT, Council agrees to consider stopping up and closing Cooks Road as outlined in Report #PW-2025-25 – Old Brooke Road and Cooks Road Options and call a Public Meeting as per the Road Closing and Sale Policy.”

The Treasurer and Public Works Manager left at 6:58 p.m.

iii) **Report #PD-2025-21 – Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities.**

The Planner introduced a report as provided by the Rideau Valley Conservation Authority – *attached, page 8*, and a resolution of the United Counties of Stormont, Dundas, and Glengarry – *attached, page 24*.

Members discussed the impact of the amalgamation of local Conservation Authorities into Regional Authorities. In collaboration with Planners from Lanark, Leeds Grenville, and Frontenac Counties, Members supported submitting a letter of opposition to the amalgamation.

The messaging of the letter would be to emphasize:

- the seriousness of water resources as the defining environmental issue of the century
- that Conservation Authorities play a critical role in local watershed management
- that financial reserves should not be amalgamated; funds should remain in the watershed where they were collected
- that environmental educational programs continue to be supported
- that preserved lands should not be sold
- the importance of local conservation offices and their continued staffing and operation
- the concern that regional control will erode local representation, decision making, and protection over local geography, geology, and wildlife
- regions be established among areas that share similar geological and topographical features, and that at least one (1) representative from each municipality be included

Recommendation to Council:

“WHEREAS, water resources and water availability is the defining issue of this century due to the impacts of climate change which Tay Valley Township has already experienced (through dry wells and below normal river levels this summer and floods in 2017 and 2019),

AND WHEREAS, Ontario’s Conservation Authorities play a critical role in watershed management, flood mitigation, drought mitigation, and public safety;

AND WHEREAS, Tay Valley Township has already experienced negative consequences of centralized management of water resources from afar (the Ministry of Natural Resources staff in Toronto have previously directed the depth of water at the Pike Lake Dam be lowered during a pickerel spawn event resulting in the death of the pickerel);

AND WHEREAS, municipalities must retain a strong, meaningful voice to ensure that local knowledge, local priorities and local risks are fully considered;

AND WHEREAS, the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy;

AND WHEREAS, local municipalities established the Rideau Valley Conservation Authority in 1966 and the Mississippi Valley Conservation Authority in 1968 and currently provide over 50% of total conservation authority funding, while the Province of Ontario provides less than 5%;

AND WHEREAS, municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable services standards, and ensuring fair and predictable costs for ratepayers;

AND WHEREAS, Bill 68 (Schedule 3) and ERO posting 025-1257 propose to consolidate Ontario's 36 conservation authorities into seven regional authorities and create the Ontario Provincial Conservation Agency, a Crown agency that would assume oversight over conservation authorities and have the ability to levy authorities to cover its costs;

AND WHEREAS, the Province already possesses the authority to establish overarching legislation, regulations, standards and policies across all conservation authorities through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks;

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township strongly urges the Provincial Government of Ontario to withdraw all sections of Bill 68 related to Amendments to the Conservation Authorities Act;

BE IT FURTHER RESOLVED THAT, Tay Valley Township calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

BE IT FURTHER RESOLVED THAT, the Province be requested to re-introduce any proposed changes as a standalone bill to proceed through the regular legislative process (First and Second Readings, Committee Review, stakeholder submissions and public consultation) to ensure the impacts on watershed management, environmental protection and public safety are fully and transparently captured;

BE IT FURTHER RESOLVED THAT, while Tay Valley Township supports provincial goals for consistent permit approval processes, shared services and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

BE IT FURTHER RESOLVED THAT, Tay Valley Township supports efforts to balance expertise, capacity and program delivery across the province, and requests that the province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives;

BE IT FURTHER RESOLVED THAT, Tay Valley Township calls on the province to consider any potential amalgamation of Conservation Authorities on the basis of their abiotic, biologic and cultural characteristics (i.e., the Raisin and South Nation Conservation Authorities have clay plains with wide rivers vs the RVCA, MVCA and the Cataraqui are situated on forested bedrock with numerous streams including the Rideau Canal running through them);

BE IT FURTHER RESOLVED THAT, the province maintains the local knowledge of the unique natural resources, weather and climactic features of the RVCA and MVCA watersheds through local staffing;

BE IT FURTHER RESOLVED THAT, the current assets (including financial reserves and land trusts) of the RVCA and MVCA remain with them to recognize their fiscal prudence and are not used to subsidize conservation authorities with fewer assets or developed upon;

BE IT FURTHER RESOLVED THAT, the province ensure that any future governance framework for Ontario's Conservation Authorities includes robust and clearly defined municipal representation, recognizing municipalities as essential partners in protecting watershed and mitigating risks;

AND BE IT FINALLY RESOLVED THAT, a copy of this resolution be sent to the Premier of Ontario, Ontario Minister of Environment, Conservation and Parks, Ontario Minister of Finance, to the local MPP, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, the local conservation authority(s), and all municipalities in Ontario."

The Planner left at 7:25 p.m.

The Committee recessed at 7:25 p.m.

The Committee returned to session at 7:32 p.m.

- iv) **Report #CAO-2025-38 – Election – Use of Municipal Resources – Policy.**

Recommendation to Council:

“THAT, the Election – Use of Municipal Resources – Policy be adopted;

AND THAT, the necessary by-law be brought forward.”

- v) **Report #CAO-2025-39 – Election – Municipal Employee Involvement Policy.**

Recommendation to Council:

“THAT, the Election – Municipal Employee Involvement – Policy be adopted;

AND THAT, the necessary by-law be brought forward.”

- vi) **Report #CAO-2025-40 – Multi-Year Accessibility Plan Update.**

Recommendation to Council:

“THAT, the Multi-Year Accessibility Plan be approved;

AND THAT, the necessary by-law be brought forward.”

- vii) **Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road.**

Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Turtle Ranch Road, as outlined in Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road, be brought forward for approval.”

- viii) **Appointment of Hockey Volunteers.**

Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Tay Valley Hockey Program, subject to the Criminal Records Check Policy:

- Dustin Hart.”

- ix) **25-08-27 – Council Communication Package.**

Recommendation to Council:

“THAT, the 25-08-27 Council Communication Package be received for information.”

- x) **25-11-26 – Council Communication Package.**

Recommendation to Council:

“THAT, the 25-11-26 Council Communication Package be received for information.”

7. CORRESPONDENCE

- i) **25-11-25 – Letter – Ministry of Municipal Affairs and Housing – Streamlining and Standardizing Municipal Development Processes.**

Recommendation to Council:

“THAT, the Letter from the Ministry of Municipal Affairs and Housing received on November 25th 2025 regarding Streamlining and Standardizing Municipal Development Processes, be received as information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

- ii) **Committee of Adjustment.**

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

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

- iv) **Library Board.**

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

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

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

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

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

- viii) **Mississippi Valley Conservation Authority Board.**

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

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

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

- x) **Lanark County Traffic Advisory Working Group** – *deferred to the next meeting.*
- xi) **County of Lanark.**

The Deputy Reeve reported that:

- Beckwith Township Reeve Richard Kidd was acclaimed as the 2026 Lanark County Warden, he has now been Warden on four different occasions
- Tay Valley Township Councillor Korrine Jordan was presented with a 2025 Lanark County Award of Excellence during the County's annual award ceremony on November 12th, 2025

9. CLOSED SESSION

- i) **CONFIDENTIAL: Identifiable Individual.**

The Committee moved "in camera" at 7:52 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding an identifiable individual and the Chief Administrative Officer/Clerk and Deputy Clerk remained in the room.

The Committee returned to open session at 8:04 p.m.

The Chair rose and reported that Council received an update on an identifiable individual.

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

The Committee adjourned at 8:04 p.m.

CORRESPONDENCE

Re: Harvest Festival Municipal Highlight

Dear Municipal Council:

The County of Lanark is embarking on planning for the 2026 Lanark County Harvest Festival on Sunday, September 13th, 2026. The Harvest Festival is an opportunity for local producers to build relationships with new customers and to promote the value of developing sustainable, self-reliant communities through small, food-based operations. There are many farm vendors, and it attracts hundreds of visitors each year.

As part of the festival, each of our local communities have an opportunity to be 'highlighted' annually in the coverall building at the festival. This highlight can include local organizations, activities or whatever your municipality would like to show off!

The County has received one expression of interest from a Lanark County municipality to be the municipal highlight for the 2026 year.

If your municipality would like to be considered by County Council as a highlight, please forward a resolution of Council expressing your interest by January 22nd, 2026.

Sincerely,



Jasmin Ralph

Clerk

Lanark County

Attached: Harvest Festival Committee Terms of Reference





**LANARK COUNTY
HARVEST FESTIVAL
COMMITTEE**

TERMS OF REFERENCE

DATE April 10th 2014

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Lanark County Harvest Festival
TERMS OF REFERENCE – DRAFT

1. MANDATE

The mandate of the Lanark County Harvest Festival Committee is as follows:

To celebrate local Lanark County Agriculture, food production and innovation, by bringing together local food producers and visitors to improve awareness of small scale food production and to promote Tourism in Lanark County. The Lanark County Harvest Festival is to be hosted on the second Sunday in September of every year.

2. WORKING GROUP STRUCTURE

- Up to 4 County Council Representatives
 - 1 from Host Municipality
 - 1 from Future Host Municipality
 - 1 from the Agricultural Advisory Committee
 - 1 Member at large
- Representative from Lanark County Farmers Market
- Representative from Lanark Local Flavour
- Lanark County Tourism Staff
- Host Municipality Staff
- Future Host Municipality Staff

3. MEETINGS

The Lanark County Harvest Festival Committee shall meet a minimum of 6 times. The meetings will be held at a location within the host municipality for the current term, unless otherwise determined.

4. STAFF AND SUPPORT SERVICES

One Lanark County staff person attends meetings to develop and implement promotional plans.

5. REPORTING PROCESS

The Lanark County Harvest Festival Committee shall report to both the Lanark County Economic Development Committee and the Council of the Host Municipality.

6. BUDGET

A budget allocation of approximately \$15,000.00 is recommended including the County contribution of \$7,000.00.

7. TERM

The Term of the Lanark County Harvest Festival Committee and its members shall continue until the Lanark County Harvest Festival event has come to a close.

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-056

MULTI-YEAR ACCESSIBILITY PLAN 2025 to 2029

WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, through the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, Ontario establishes a framework for developing, implementing, and enforcing accessibility standards to identify, remove, and prevent barriers for people with disabilities in daily life;

AND WHEREAS, Section 4 (1) of Ontario Regulation 191/11 - Integrated Accessibility Standards requires the municipality as a designated public sector organization to establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation every five years;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Multi-Year Accessibility Plan – 2025 to 2029, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-056**

3. EFFECTIVE DATE

ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-056

SCHEDULE "A"



**MULTI-YEAR
ACCESSIBILITY PLAN**

2025 to 2029

FEEDBACK

Your comments will help us improve future accessibility plans. Please let us know what you think about Tay Valley Township's 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 *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. 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.

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.

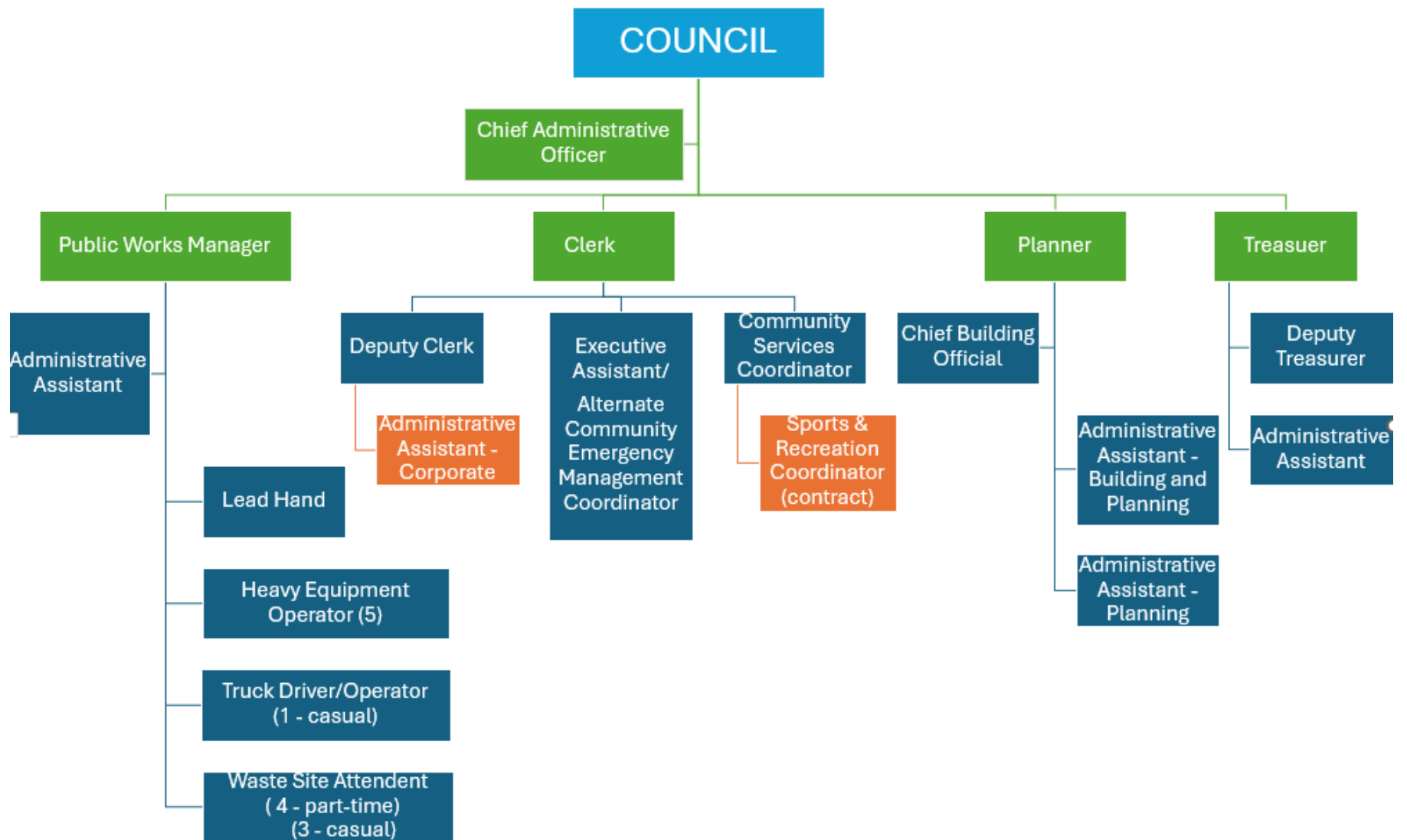
Township Description

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, 5,925 people with the population increasing to close to 11,850 in summer months.

Township Owned Facilities

1. Municipal Office
2. Community Hall – Burgess Hall
3. Community Hall – Maberly
4. Trail/Park/Pavilion - Forest Trail Park
5. Park - John Millar Park
6. Playground/Park/Tennis Court – Maberly Community Park
7. Playground/Park – Fallbrook
8. Playground/Park - O'Neill Park
9. Ball Park – Burgess
10. Ball Park – Fallbrook (Fallbrook Park)
11. Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)
12. Outdoor Ice Rink - Maberly
13. Boat Launch - Otty Lake
14. Public Access Point – Maberly Fall River Park
15. Public Access Point – Glen Tay Swimming Area
16. Public Access Point – Little Silver Lake
17. Public Access Point – Mississippi River
18. Public Access Point – Noonan
19. Glen Tay ReUse Centre
20. Waste Site – Glen Tay
21. Waste Site - Maberly
22. Waste Site – Stanleyville
23. Waste Site – Christie Lake (Closed)
**not accessed by the public*
24. Waste Site – Noonan (Closed)
**not accessed by the public*
25. Fire Hall – DNETV Fire Rescue (formerly BBDE)
**joint fire hall with Drummond/North Elmsley Township, has own Accessibility Plan*

- 26. Fire Hall – South Sherbrooke
- 27. Municipal Garage – Bathurst (Municipal Office)
**not accessed by the public*
- 28. Municipal Garage – Glen Tay
**not accessed by the public*
- 29. Municipal Garage – Burgess (Community Hall)
**not accessed by the public*
- 30. Municipal Garage – Maberly
**not accessed by the public*
- 31. 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.

2025 TO 2029 ACCESSIBILITY PLAN

The Municipality's accessibility plan focuses on three areas. These initiatives will support compliance with Integrated Accessibility. The Municipality does not provide public transportation and therefore the requirements of the Transportation Standard do not apply.

2025 to 2029 Accessibility Plan – See Schedule “A”

Past Achievements – See Schedule “B”

BARRIERS IDENTIFIED

The Senior Management Team 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 - Develop Plan (including public outreach) - Adopt Plan - Post 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 - Complete Form - Post on Website and at Municipal Office	Clerk and Community Services Coordinator	Staff Time	December 31, 2025

2026 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Complete Accessibility Re-Assessments 32. Municipal Office 33. Community Hall – Burgess Hall 34. Community Hall – Maberly 35. Trail/Park/Pavilion - Forest Trail Park 36. Park - John Millar Park 37. Playground/Park/Tennis Court – Maberly Community Park 38. Playground/Park – Fallbrook 39. Playground/Park - O'Neill Park 40. Ball Park – Burgess 41. Ball Park – Fallbrook (Fallbrook Park) 42. Outdoor Ice Rink – Glen Tay (Bowes Ice Rink) 43. Outdoor Ice Rink - Maberly 44. Boat Launch - Otty Lake 45. Public Access Point – Maberly Fall River Park 46. Public Access Point – Glen Tay Swimming Area 47. Public Access Point – Little Silver Lake 48. Public Access Point – Mississippi River 49. Public Access Point – Noonan 50. Glen Tay ReUse Centre 51. Waste Site – Glen Tay 52. Waste Site - Maberly 53. Waste Site – Stanleyville 54. Fire Hall – South Sherbrooke	Clerk and Community Services Coordinator	Staff Time	August 31, 2026
Annual Status Report • 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 • 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 • 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 • Develop Plan (including public outreach) • Adopt Plan • Post Plan on Website	Community Services Coordinator Council	Staff Time	December 31, 2034
Annual Status Report • 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 Reviewed all programs and existing documents to identify potential barriers (systemic and specific)
2005 ACHIEVEMENT 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 - 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 - 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 Monitoring of documents and decisions to identify inherent, systemic, culture insensitivities or barriers
2009 ACHIEVEMENTS - 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 - 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 - 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 - 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 - 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 - Completed Accessibility Assessments of Municipal Office, Maberly Community Hall and Burgess Community Hall - Launched an Accessible Website
2015 ACHIEVEMENTS - 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 - 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 - 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 - 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 - 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* - 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* - 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

- 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

- 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

- 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		

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-057

ELECTION – USE OF MUNICIPAL RESOURCES - POLICY

WHEREAS, Section 88.18 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period;

AND WHEREAS, Section 88.8 (4) 5. of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a municipality shall not make a campaign contribution;

AND WHEREAS,. Section 12 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Election – Use of Municipal Resources - Policy, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS AMENDED OR REPEALED

3.1 **THAT**, By-Law No. 2010-067 is hereby repealed.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-057**

4. EFFECTIVE DATE

ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-057**

SCHEDULE “A”

SUBJECT: ELECTION – USE OF MUNICIPAL RESOURCES - POLICY

1. PURPOSE

To provide direction regarding the use of Tay Valley Township resources with respect to election related matters as public funds and resources are not to be used for any election related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

2. LEGISLATIVE AUTHORITY

- 1.1** Section 88.18 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.
- 1.2** Section 88.8 (4) 5. of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a municipality shall not make a campaign contribution.
- 1.3** Section 12 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk’s opinion, is necessary or desirable for conducting the election.

2. SCOPE

2.1 This policy applies to the following:

- Members of Council
- Municipal Employees
- Municipal Volunteers
- Candidates
- Registered Third Party Advertisers
- Ballot Question Campaigns

2.2 This policy applies to the occurrence of:

- A municipal election, by-election, or campaign related to a question on the ballot; and
- Any participation in federal and provincial elections that is partisan in nature.

- 2.3** Where applicable, provisions in this policy shall also apply to activities of all Candidates, Registered Third Party Advertisers and Ballot Question Campaigns in relation to Municipal Resources. The term “election related” may be used in this policy to refer to the matters set out above.
- 2.4** Certain provisions of this policy may be subject to additional municipal by-laws, policies and procedures. Guidance should be sought from the Clerk if clarification or interpretation is required.

3. DEFINITIONS

- 3.1** “**Act**” – shall mean the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended.
- 3.2** “**Candidate**” – shall mean a person who has filed and not withdrawn a nomination for an elected office at the municipal (including school board), provincial or federal level in an election or by-election.
- 3.3** “**Clerk**” – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 3.4** “**Contribution**” – shall mean the general definition set out in the *Act* which includes but is not limited to the following:
- For an election campaign – As set out in Subsection 88.15(1) of the *Act*: “... [M]oney, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person’s direction, are contributions.”
 - For third party advertisements – As set out in Subsection 88.15(2) of the *Act*: “... [M]oney, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.”
- 3.5** “**Council**” – shall mean the Council of the Municipality in accordance with the Council Composition By-Law in effect.
- 3.6** “**Municipal Resources**” – shall mean, but is not limited to Municipal Employees, Municipal Events, Municipal Facilities and Property, Municipal Funds, Municipal Information, Municipal Infrastructure and Municipal Volunteers.
- 3.6.1** “**Municipal Employees**” – shall mean all union and non-union employees of the Municipality.
- 3.6.2** “**Municipal Events**” – shall mean events funded or organized by the Municipality.

- 3.6.3 **“Municipal Facilities and Property”** – shall mean any facility or property that is leased or owned by the Municipality.
- 3.6.4 **“Municipal Funds”** – shall mean funding support provided by the Municipality.
- 3.6.5 **“Municipal Information”** – shall mean any information in the custody and control of the Municipality.
- 3.6.6 **“Municipal Infrastructure”** – shall mean any physical or technology systems that support the operation of municipal programs and services, including but not limited to municipal fleet vehicles, public display signage, computer network, telecommunications and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet.
- 3.6.7 **“Municipal Volunteers”** – shall mean any person who gives freely their time, energy and skills for public benefit, without monetary compensation or the expectation of financial compensation under the supervision of the Municipality, and includes but is not limited to, persons appointed to Boards, Committees and Working Groups, recreation activities, programs and services, and the ReUse Centre.
- 3.7 **“Municipality”** – shall mean the Corporation of Tay Valley Township.
- 3.8 **“Registered Third Party Advertisers”** – shall mean, in relation to a municipal election, an individual, corporation or trade union that is registered with the Clerk, as per Section 88.6 of the *Act*, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.
- 3.9 **“Ballot Question Campaigns”** – in relation to a municipal election, campaigns to promote, support or oppose an issue on a question on a ballot.

4. GENERAL PROVISIONS

- 4.1 Municipal Resources shall not at any time be used to sponsor or produce any materials that promote or oppose the candidacy of a person for elected office, or that promote or oppose a campaign related to a question on the ballot.

5. MUNICIPAL AND COMMUNITY EVENTS

5.1 Members of Council

Members of Council may attend municipal and community events and act as participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, provided that they do not promote or oppose the candidacy of a person for elected office.

5.2 Candidates, Registered Third Party Advertisers and Ballot Question Campaigns

- 5.2.1 Candidates, Registered Third Parties, Ballot Question Campaigns and their representatives may attend municipal and community events in their capacity as private citizens, but shall not campaign while in attendance or display or distribute campaign related materials.
- 5.2.2 Candidates, Registered Third Parties, and representatives of Ballot Question Campaigns shall not be invited to deliver formal remarks at a Municipal Event in their capacity as a Candidate, Registered Third Party or Ballot Question Campaign representative.

6. MUNICIPAL FACILITIES AND PROPERTY

6.1 Booking Space at Municipal Facilities and Property

- 6.1.1 Members of the public, including community groups, Candidates, Registered Third Party Advertisers, Ballot Question Campaigns and their representatives, may not book space at Municipal Facilities and Property for election related activities.

6.2 Campaigning at Municipal Facilities

- 6.2.1 Campaigning shall not occur at Municipal Facilities and Property.

7. MUNICIPAL RESOURCES

- 7.1 Municipal Resources shall not be used to pay for, access, develop, maintain or update election related communications platforms such as campaign websites and social media accounts. This includes but is not limited to the use of municipal funded computers, tablets and smartphones.
- 7.2 Communications materials, including branding (symbols, logos, graphics) and photographic or video materials, which were or are created or produced by the Municipality or with Municipal Resources shall not be used in campaign materials or for any other election related purposes.
- 7.3 **Social Media Use**
 - 7.3.1 Social media accounts that are free to use are generally not considered to be Municipal Resources. These accounts are personal to the individual Member of Council and have not been created by the Municipality, nor are they used by the Municipality for the purposes of official communications. That said, the following applies to social media accounts of Members of Council:

- 7.3.1.1 Members are encouraged to clearly distinguish between an elected official social media account and a campaign (election-related) social media account.
- 7.3.1.2 Members who post or share election related materials through a social media account shall ensure that those activities are not conducted using Municipal Resources, including but not limited to Municipal Infrastructure; and
- 7.3.1.3 If a Member of Council's social media account includes election related posts or sharing, any links or references to that account shall not appear on the Council Member's communications materials (for example, municipal funded business cards, email signature blocks and emails).

7.3.2 The Code of Conduct for Members of Council and Local Boards applies to Council Members social media activity, including those for election related purposes.

8. MUNICIPAL INFORMATION

- 8.1 Questions or requests for information from Candidates, Registered Third Party Advertisers, Ballot Question Campaigns and their representatives shall be directed in writing (email) to the Clerk.
- 8.2 The question and answer from a Candidate, Registered Third Party Advertiser, or Ballot Question Campaign representative shall be provided to any other Candidate, Registered Third Party Advertiser or Ballot Question Campaign representative so that all parties have the opportunity to the same information.
- 8.3 The Municipality's logos, official marks, slogan, etc. shall not be printed, posted or distributed on any campaign materials except to link to the Municipality's website to obtain information about the municipal election.

9. ELECTION CAMPAIGNS AT OTHER LEVELS OF GOVERNMENT

- 9.1 Members of Council shall not use Municipal Resources to host, promote, sponsor or otherwise organize or assist with any event that involves direct participation by candidates at other levels of government, given that there is potential for partisanship, real or perceived, to occur at, or in the organization of, any such event that directly involves candidate participation.
- 9.2 Members of Council may communicate with constituents regarding federal/provincial matters relevant to the Municipality, as well as any issues that have a direct bearing on municipal business between the federal/provincial government and the Municipality. Any such communication shall be non-partisan in nature and may be conducted through communications such as general questionnaires to all candidates, or messages to constituents highlighting federal/provincial matters of importance without commentary/indicating a preference for a particular candidate/party.

9.3 The following applies if a Member of Council becomes a candidate in a provincial or federal election/by-election:

- 9.3.1 A Member who is a candidate shall seek guidance from the Clerk with respect to responsibilities and obligations required to comply with this Policy. While certain restrictions may apply in order to ensure compliance with this Policy and its purpose, it is recognized that the Member continues to be the elected representative and may remain active in their capacity on Council. This may include participating in meetings of Council, its Committees, attending municipal and community meetings and events in their capacity as a Member of Council, and fulfilling any other statutory roles and responsibilities of a Member of Council.
- 9.3.2 Communications materials published, issued or otherwise used by a Member of Council who is a candidate shall not advertise the Member's participation/attendance in events.
- 9.3.3 Communications materials published, issued or otherwise used by the Municipality shall not reference the name or image of a Member of Council who is a candidate in a federal/provincial election/by-election. This includes but is not limited to municipal publications, advertisements, media releases and public service announcements, speaking notes and social media content. This does not include materials such as Council and Committee meeting minutes and agendas.
- 9.3.4 Media releases, speaking notes and other communications materials that relate to a Member of Council who is a candidate in a federal/provincial election/by-election and are to be published, used or distributed by the Municipality during the applicable campaign period shall be provided to the Clerk or designate for review and approval.

10. COMPLAINTS AND INVESTIGATION

- 10.1 The Clerk shall have the delegated authority to receive and investigate any written complaint with respect to this policy.
- 10.2 Upon completion of any investigation, the Clerk may resolve any issues and, if necessary, determine appropriate corrective action based on the findings of the investigation, in consultation with the Integrity Commissioner as necessary in relation to the Code of Conduct for Members of Council and Local Boards as described below.
- 10.3 If the investigation determines that a Member of Council or of applicable quasi-judicial bodies has contravened the policy, the Member of Council shall be required to personally repay any direct costs associated with the breach.
- 10.4 The Clerk shall advise the complainant of the outcome of the complaint and any repayment that was made.

- 10.5** It is also recognized that matters related to election related activity are included in the Code of Conduct for Members of Council and Local Boards, which are under the mandate of the Integrity Commissioner, and to which separate complaint protocols apply.
- 10.6** If the investigation by the Clerk determines that a Municipal Employee or a Municipal Volunteer contravened this policy, the failure on the part of a Municipal Employee or a Municipal Volunteer to comply with this policy may result in corrective action as appropriate, including discipline up to and including dismissal, to be conducted in accordance with human resources' processes and in alignment with the collective agreement and terms and conditions of employment or volunteering.

11. COMMUNICATION

- 11.1** A copy of this policy shall be provided to any person, upon request.

12. ACCOUNTABILITY FRAMEWORK

- 12.1** The Clerk and/or the Returning Officer is responsible for ensuring compliance with this policy.

13. POLICY REVIEW

- 13.1** This Policy shall be reviewed at least once per term of Council.

14. REFERENCES

Policies and Procedures/Documents

Election – Campaign Advertising and Third Party Advertising – Policy
Election – Municipal Employee Involvement – Policy
Election – Procedures Manual
Code of Conduct for Members of Council and Local Boards
Employee Code of Conduct

Resources

Municipal Elections Act, 1996, as amended

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-058

ELECTION – MUNICIPAL EMPLOYEE INVOLVEMENT - POLICY

WHEREAS, Section 12 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the Election – Municipal Employee Involvement - Policy, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS AMENDED OR REPEALED

- 3.1 **THAT**, By-Law No. 2013-057 is hereby repealed.
- 3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-058**

SCHEDULE “A”

SUBJECT: ELECTION – MUNICIPAL EMPLOYEE INVOLVEMENT - POLICY

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide direction to Municipal Employees of the Municipality with regards to their involvement relating to political activities.

2.0 LEGISLATIVE AUTHORITY

- 2.1 Section 12 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk’s opinion, is necessary or desirable for conducting the election.

3.0 SCOPE

- 3.1 This policy applies to all Municipal Employees of the Municipality.

4.0 DEFINITIONS

- 4.1 **“Municipality”** – shall mean the Corporation of Tay Valley Township.

- 4.2 **“Municipal Resources”** – shall mean, but is not limited to Municipal Employees, Municipal Events, Municipal Facilities and Property, Municipal Funds, Municipal Information and Municipal Infrastructure.

- 4.2.1 **“Municipal Employees”** – shall mean all union and non-union employees of the Municipality.

- 4.2.2 **“Municipal Events”** – shall mean events funded or organized by the Municipality.

- 4.2.3 **“Municipal Facilities and Property”** – shall mean any facility or property that is leased or owned by the Municipality.

- 4.2.4 **“Municipal Funds”** – shall mean funding support provided by the Municipality.

- 4.2.5 **“Municipal Information”** – shall mean any information in the custody and control of the Municipality.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-058

4.2.6 “Municipal Infrastructure” – shall mean any physical or technology systems that support the operation of municipal programs and services, including but not limited to municipal fleet vehicles, public display signage, computer network, telecommunications and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet.

5.0 GENERAL PROVISIONS

- 5.1** Municipal Employees must be, and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties.
- 5.2** Municipal Employees engaged in political activities must take care to separate those personal activities from their official positions.
- 5.3** Municipal Employees may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or utilize Municipal Resources.
- 5.4** Notices, posters or similar material in support of a particular candidate, a campaign related to a question on the ballot, or political party are not to be displayed or distributed by Municipal Employees on municipal work sites or on Municipal Facilities and Property.
- 5.5** Any information obtained by a Municipal Employee through their employment with the Municipality shall not be used for election related purposes.
- 5.6** Municipal Employees wishing to run for federal, provincial or municipal office must request, and obtain, a leave of absence without pay, and abide by the respective legislation governing such elections.
- 5.7** A Municipal Employee who identifies a potential conflict of interest with respect to election related matters (for example, a family member or close friend is a candidate, etc.) shall advise the Clerk in writing of the potential conflict of interest in accordance with the Employee Code of Conduct. Thereafter, the Clerk and manager shall develop a process to insulate the Employee against any claim of conflict, be it real or perceived.

6.0 COMPLAINTS AND INVESTIGATION

- 6.1** The Clerk shall have the delegated authority to receive and investigate any written complaint with respect to this policy.

THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2025-058

- 6.2** Upon completion of any investigation, the Clerk may resolve any issues and, if necessary, determine appropriate corrective action based on the findings of the investigation, in consultation with legal counsel as necessary in relation to the Employee Code of Conduct.
- 6.3** If the investigation determines that an Employee has contravened the policy, the Employee shall be required to personally repay any direct costs associated with the breach.
- 6.4** The Clerk shall advise the complainant of the outcome of the complaint and any repayment that was made.
- 6.5** If the investigation by the Clerk determines that a Municipal Employee contravened this policy, the failure on the part of a Municipal Employee to comply with this policy may result in corrective action as appropriate, including discipline up to and including dismissal, to be conducted in accordance with human resources' processes and in alignment with the collective agreement and terms and conditions of employment.

7.0 COMMUNICATION

- 7.1** A copy of this policy shall be provided to any person, upon request.

8.0 ACCOUNTABILITY FRAMEWORK

- 8.1** The Clerk and/or the Returning Officer is responsible for ensuring compliance with this policy.

9.0 POLICY REVIEW

- 9.1** This Policy shall be reviewed at least once per term of Council.

10.0 REFERENCES

Policies and Procedures/Documents

Election – Campaign Advertising and Third Party Advertising – Policy
Election – Use of Municipal Resources – Policy
Election – Procedures Manual
Employee Code of Conduct

Resources

Municipal Elections Act, 1996, as amended

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-059

INTERIM AND FINAL TAX LEVY FOR THE YEAR 2025

WHEREAS, Section 317 (1) and (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS, Section 317 (3) and (4), provides the rules regarding the amounts to be levied;

WHEREAS, Section 342, provides that a local municipality may pass by-laws providing for instalments of taxes;

AND WHEREAS, Section 345, provides that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it expedient to provide for an Interim and Final Tax Levy for the year 2026 and to fix the dates upon which the Interim and Final Tax Levies shall become due and payable;

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

1. GENERAL REGULATIONS

1.1 THAT, the interim tax levy and the final tax levy shall be levied and collected upon the whole of the rateable properties.

1.2 THAT, the **Interim Tax Levy** shall become due and payable in two equal installments on February 25th, 2026 and April 28th, 2026.

1.3 THAT, the **Final Tax Levy** shall become due and payable in two equal installments on July 29th, 2026 and September 28th, 2026.

1.4 THAT, when payment of any installment or any part of any installment of taxes levied by this by-law is in default, a penalty of 1.25 per cent per month that the default continues shall be imposed.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-059**

1.5 **THAT**, interest and/or penalty charges shall be added on the first day of each and every month that the default continues.

1.6 **THAT**, the following Payment Methods may be used:

- Cash
- Cheque
- Credit Card (fee applies)
- Financial Institution
- Pre-Authorized Payment Agreement
(requires completion of “Enrolment Authorization Form”)
- Interac (Municipal Office only)
- On-Line Banking
- Telephone Banking
- My Account (credit card only)

1.7 **THAT**, the interim and final tax levy rates shall also apply to any property added to the assessment roll after this by-law is enacted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

3.1 **THAT**, this by-law shall come into force and effect as of the 1st day of January 2026.

3.2 ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-060

TARIFF OF FEES

WHEREAS, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS, Section 69 (1) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS, Section 7(1) (c) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes a municipality to pass by-laws, requiring the payment of fees on applications for and on the issuance of permits and prescribing the amounts of the fees;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, Council hereby establishes the fees and charges as set out in the following Schedules:

Schedule "A" – Miscellaneous and Recreation Fees
Schedule "B" – Planning Fees
Schedule "C" – Waste, Recycling and Composting Fees
Schedule "D" – Refreshment Vehicle Licensing Fees
Schedule "E" – Hall Rental Fees
Schedule "F" – Building Permit Fees
Schedule "G" – Road Closing and Sale Fees
Schedule "H" – Fire Department Fees
Schedule "I" – Access to Township Roads Fees

- 1.2 **THAT**, the fees and charges are subject to applicable taxes, unless otherwise noted.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060

1.3 **THAT**, the fees and charges shall be payable prior to the provision of the service.

1.4 **THAT**, any unpaid fees and charges imposed by the municipality shall be added to the tax roll for the following property in the municipality and collected in the same manner as municipal taxes:

- in the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied;
- in all other cases, any property for which all of the owners are responsible for paying the fees and charges.

1.5 **THAT**, where there is the statutory authority to do so, any fees, charges, costs, unpaid fines, loans, and interest imposed by the municipality may be added to the tax roll and collected in the same manner as municipal taxes.

2. BY-LAW REPEALED

2.1 By-Law No. 2024-053 is hereby repealed.

2.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

3. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

4. EFFECTIVE DATE

4.1 **THAT**, this by-law shall come into force and effect as of the 1st day of January 2026.

4.2 ENACTED AND PASSED this 9th day of December 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “A”

FEE SCHEDULE – MISCELLANEOUS SERVICES & RECREATION

MISCELLANEOUS SERVICES	
ITEM	FEE
TAX CERTIFICATE	\$45.00
TAX CERTIFICATE – URGENT (REQUIRED IN LESS THAN 2 BUSINESS DAYS)	\$90.00
TAX SALE ADMINISTRATIVE FEE	\$650.00
PROPERTY FILE SEARCH (Including Septic Permits)	\$75.00
PROPERTY INFORMATION SHEET	\$100.00
PHOTOCOPIES Official Plan Zoning By-Law Maps	\$0.25 / PAGE (black/white) \$2.00/PAGE (colour)
NSF CHEQUES	\$40.00
COMMISSIONER OF OATH (taxpayer)	\$5.00/First Document \$2.00/Additional Document
COMMISSIONER OF OATH (non-taxpayer)	\$25.00/First Document \$5.00/Additional Document
CREDIT CARD TRANSACTION FEE	3.0% of the value of the transaction
FAX TRANSMISSION	\$2.00 / FIRST PAGE \$1.00 / PAGES AFTER
REPRINT OF TAX RECEIPT, TAX BILL, OR TAX STATEMENT	\$15.00
CIVIC ADDRESSING (Sign & Post Installed)	\$130.00
CIVIC ADDRESSING (Sign Only)	\$19.00
CIVIC ADDRESSING (Post Only)	\$40.00
CIVIC ADDRESSING / SIGNS – Installed by staff	\$35.00
ROAD NAME SIGN (includes blade and stickers – 2 sided)	\$90.00
ROAD NAME SIGN (includes blade and stickers – 1 sided)	\$60.00
ROAD EXCAVATION APPLICATION	\$100.00
TEMPORARY OCCUPANCY OF TOWNSHIP ROAD	\$100.00
SIGN POST (stub and post)	\$75.00
SIGN CAP	\$7.00
SIGN CROSSER T'S	\$15.00
DOG TAGS – MICRO CHIPPED	\$5.00

DOG TAGS – MARCH 31 OR BEFORE	\$15.00
DOG TAGS – APRIL 1 OR AFTER	\$25.00
DOG TAGS – REPLACEMENT TAG	\$2.00
RECREATION SERVICES	
SOCCER REGISTRATION – EARLY BIRD	\$45.00
SOCCER REGISTRATION – REGULAR	\$55.00
HOCKEY REGISTRATION – EARLY BIRD	\$250.00
HOCKEY REGISTRATION – REGULAR	\$275.00
CHOIR REGISTRATION – EARLY BIRD	\$100.00
CHOIR REGISTRATION – REGULAR	\$120.00
KARATE REGISTRATION - EARLY BIRD - PER REGISTRANT	\$100.00
KARATE REGISTRATION – EARLY BIRD - PER FAMILY OF 2 OR MORE	\$200.00
KARATE REGISTRATION - REGULAR - PER REGISTRANT	\$120.00
KARATE REGISTRATION – REGULAR - PER FAMILY OF 2 OR MORE	\$220.00
OTHER RECREATION PROGRAMS AND ACTIVITIES	Cost Recoverable

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “B”

FEE SCHEDULE – PLANNING FEES

PLANNING FEES	
ITEM	FEE
PLANNING APPLICATION – PRE-CONSULTATION FEE (MINOR VARIANCE, ZONING, SEVERANCE, SITE PLAN CONTROL AGREEMENTS, DEVELOPMENT AGREEMENTS)	\$375.00
PLANNING APPLICATION – PRE-CONSULTATION FEE (SUBDIVISION)	\$675.00
OFFICIAL PLAN AMENDMENT	\$1,700.00 (\$1,000 Fee + Cost; \$700 Deposit)
ZONING BY-LAW AMENDMENT	\$1,700.00 (\$1,000 Fee + Cost; \$700 Deposit)
COMMITTEE OF ADJUSTMENT MINOR VARIANCE	\$1,700.00 (\$1,000.00 Fee + Cost; \$700 Deposit)
SUBDIVISION APPROVAL	\$6,000.00 (\$5,000 Fee + Cost; \$1,000 Deposit)
SITE PLAN CONTROL AGREEMENT - RESIDENTIAL	\$1,400.00 (\$700 Fee + Cost; \$700 Deposit)
SITE PLAN CONTROL AGREEMENT - COMMERCIAL, INDUSTRIAL, INSTITUTIONAL	\$6,000.00 (\$1,000 Fee + Cost; \$5,000 Deposit)
LIMITED SERVICES AGREEMENT	\$1,350.00 (\$650 Fee + Cost; \$700 Deposit)
DEVELOPMENT AGREEMENT	\$1,400.00 (\$700 Fee + Cost; \$700 Deposit)
ROAD ACCESS AGREEMENT – PRIVATE UNASSUMED ROADS ROAD ACCESS AGREEMENT – UNOPENED ROAD ALLOWANCES	\$1,650.00 (\$650 Fee + Cost; \$1,000 Deposit)
ROAD NAMING	\$2,650 .00 (\$650 Fee + Cost; \$2,000 Deposit)
ROAD ASSUMPTION PROCESS – UP TO 60M	\$2,650.00 (\$650 Fee + Cost; Deposit \$2,000)

PLANNING FEES

ITEM	FEE
ROAD ASSUMPTION PROCESS – OVER 60M	\$3,350.00 (\$1,350 Fee + Cost; Deposit \$2,000)
REVIEW OF LEGAL STATUS/UPDATE TO PROPERTY FILE	\$1,650.00 (\$650 Fee + Cost; Deposit \$1,000)
LAND DIVISION CONSENT – COMMENT/CLEARANCE/CIRCULATION LIST	\$1,300.00 (\$900.00 Fee + Cost; \$400 Deposit) for first application \$400.00 Each (\$400 Fee + Cost) for 2 nd and/or 3 rd application
CONSENT - CASH IN LIEU OF PARKLAND CONTRIBUTION (NON-WATERFRONT) (WATERFRONT)	\$1,000.00 \$1,200.00
RENEWABLE ENERGY PROJECTS STAFF REVIEW THIRD PARTY REVIEW	\$2,600.00 All Costs
HOLDING ZONE DESIGNATION (PLACING OR LIFTING)	\$1,650.00 (\$650 Fee + Cost; \$1,000 Deposit)
LIFTING ONE FOOT RESERVE	\$1,050.00 (\$650 Fee + Costs; Deposit \$400)
PART LOT LIFT	\$1,600.00 (\$1,000 Fee + Costs; Deposit \$600)
DEEMING BY-LAW	\$1,600.00 (\$1,000 Fee + Costs; Deposit \$600)
CONDOMINIUM	\$3,000 .00 (\$2,000 Fee + Cost; \$1,000 Deposit)
CONDOMINIUM EXEMPTION	\$2,500 .00 (\$2,000 Fee + Costs; \$500 Deposit)
In addition, every Site Plan Control Agreement shall include a security deposit in an amount equal to:	
Minor Additions / Renovations, Accessory Buildings, Agricultural	

PLANNING FEES

ITEM	FEE
Buildings, Site / Shoreline Work or combination	\$1,000.00
New Dwellings or major Additions / Renovations (> 20% increase in floor space)	\$1,500.00
Commercial, Industrial, Institutional or Multi-Residential Work Developments subject to Site Plan Control, will be required to pay a security deposit authorized under the <i>Planning Act</i> , at the time execution of the Site Plan Control Agreement. A security deposit required under the authority of the Building Code will not be payable if one has already been paid for the same development.	\$2,000.00 or the estimated costs, whichever is less

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “C”

FEE SCHEDULE – WASTE, RECYCLING AND COMPOSTING FEES

See By-Law No. 2015-043 Waste Disposal, Composting and Recycling By-Law, as amended
(By-Law No. 2025-061)

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “D”

FEE SCHEDULE - REFRESHMENT VEHICLE LICENSING FEES

See By-Law No. 2011-052 Refreshment Vehicle Licensing, as amended
(By-Law No. 2023-061)

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “E”

FEE SCHEDULE - HALL RENTAL FEES

See By-Law No. 2025-062 Hall Rental Policy, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “F”

FEE SCHEDULE - BUILDING PERMIT FEES

See By-Law No. 2013-005 Building By-Law, as amended
(By-Law No. 2025-063)

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “G”

FEE SCHEDULE - ROAD CLOSING AND SALE FEES

See By-Law No. 2020-055 Road Closing and Sale Policy, as amended
(By-Law No. 2023-062)

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “H”

FEE SCHEDULE – FIRE DEPARTMENT FEES

See By-Law No. 2024-056 Fire Department – Fees and Charges, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-060**

SCHEDULE “I”

FEE SCHEDULE – ACCESS TO TOWNSHIP ROADS FEES

See By-Law No. 2021-027 Access to Township Roads Policy

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-061

WASTE DISPOSAL, COMPOSTING & RECYCLING BY-LAW AMENDMENT

WHEREAS, Section 11 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting matters within certain spheres of jurisdiction, including waste management;

AND WHEREAS, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2015-043, to establish a system for the collection, removal and disposal of waste, including the setting of fees for providing the service and the setting of fines for those who commit an offence;

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2023-064 to amend Schedule “A” – Fee Schedule of By-Law No. 2015-043 and to amend Schedule “B” – Hours of Operation of By-Law No. 2015-043;

AND WHEREAS, Council deems it expedient to amend By-Law No. 2023-064 as hereinafter set out;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, Schedule “A” - Fee Schedule of By-Law No. 2023-064, be replaced with a revised Schedule A, attached hereto as Schedule “A”.
- 1.2 **THAT**, Schedule “B” – Hours of Operation of By-Law No. 2023-064, be replaced with a revised Schedule B, attached hereto as Schedule “B”.

2. ULTRA VIRES

Should any sections of this by-law be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-061**

3. BY-LAWS AMENDED AND REPEALED

3.1 By-Law No. 2023-064 is hereby amended.

3.2 By-Law No. 2024-054 is hereby repealed.

3.3 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

4.1 **THAT**, this by-law shall come into force and effect as of the 1st day of January 2026.

4.2 ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-061

SCHEDULE “A”

FEE SCHEDULE

ITEM	FEE
Bag Tag (additional beyond the annual allocation)	\$2.00
Clean Up Fee (for disposing of waste at a non-designated area or for littering or illegal dumping)	Minimum charge of \$250 and \$125.00/hour thereafter
Composter	\$50.00
Sorting at Site (for tagged bag improperly containing Recyclable or Compostable Waste)	\$5.00
1 standard bag of residential waste accompanied by 1 full (63 litre) container of recyclables in accordance with Section 3.2	No charge / no Tag required
Battery Waste (household batteries AA, AAA, C, D and 9 volt, and batteries from items such as portable radios, flashlights, smoke alarms, pagers, cell phones, laptop computers, UPS systems, hearing aids, watches and back-up power systems)	No charge
Brush Waste (tree and bush clippings, accepted at Glen Tay Waste Site only)	\$15.00/cubic yard
Bulk Waste (any commercial, industrial or institutional waste from a Business Establishment, accepted at Glen Tay Waste Site only)	\$55.00/cubic yard
Compostable Waste (Kitchen – Fruit, vegetables, tea bags, coffee grinds, egg shells. No meat, bones, fish, fatty or dairy food or animal feces Yard Waste - grass and yard clippings, leaves and garden debris)	No charge
Construction Waste (discarded building material, resulting from erection, repair, demolition or improvement of buildings, accepted at Glen Tay Waste Site only)	\$55.00/cubic yard
Electronic Waste (amplifiers, audio and video players and recorders, cameras, cell phones, computers (desktop and laptop) and peripherals, copiers, fax machines, monitors, pagers and PDAs, printers, radios, receivers, scanners, speakers, telephones and answering machines, tuners, turntables, televisions and video projectors, accepted at the Glen Tay Waste Site only)	No charge

ITEM	FEE
Major Appliances & Large Household Furnishings Waste	
Reusable furniture	No charge
Large non-reusable furniture	
Three seat couch	\$45.00
Two seat couch/Loveseat	\$35.00
Upholstered Chair	\$25.00
Mattress/Box Spring (all sizes)	\$45.00
Small non-reusable furniture (eg. bookshelf, chair)	\$15.00
Refrigerator (freon removed /licensed sticker applied)	\$5.00
Refrigerator (with freon – accepted at Glen Tay Waste Site only)	\$30.00
Small Appliance (eg. blender & toaster)	No charge
Propane Tank (large cylinder)	No charge
Recyclable Waste (excluding Battery, Electronic, Tire, Scrap Metal Waste) (consumer plastic containers 1-7, glass jars & bottles, metal food cans, cardboard, boxboard, newspapers, magazines, mixed paper, clothing & textiles)	No charge
Scrap Metal Waste	No charge
Shingles	\$130/cubic yard
Tires Tire with or without rim (all sizes)	No charge
Untreated Lumber Waste (unpainted, no pressure treated, accepted at Glen Tay Waste Sites only)	\$15.00/cubic yard

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-061**

SCHEDULE “B”

HOURS OF OPERATION

Glen Tay

Stanleyville

Maberly

Summer Hours

Victoria Day to Thanksgiving

Monday	8 am to 4 pm	8am to 4 pm	CLOSED**
Wednesday	8 am to 4 pm	8 am to 4 pm	8 am to 4 pm
Saturday	8 am to 4 pm	8 am to 4 pm	8 am to 4 pm
Sunday	10 am to 4 pm	10 am to 4 pm	10 am to 4 pm

*CLOSED - Canada Day

**Maberly site open on Victoria Day, Civic Holiday, Labour Day and Thanksgiving.

Winter Hours

After Thanksgiving to before Victoria Day

Monday	8 am to 4 pm	CLOSED	CLOSED
Wednesday	8 am to 4 pm	8 am to 4 pm	8 am to 4 pm
Saturday	8 am to 4 pm	8 am to 4 pm	8 am to 4 pm

*If the following holidays fall on a day the waste sites are normally open, the waste sites will be closed – Family Day, Easter Monday, National Day for Truth and Reconciliation, Remembrance Day, Christmas Day, Boxing Day, New Year’s Day. Christmas Eve and New Year’s Eve – Closed at Noon.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-062

HALL RENTAL POLICY

WHEREAS, Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Hall Rental Policy, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

2.1 Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-062**

3. BY-LAW REPEALED

- 3.1** By-Law No. 2022-044 here hereby repealed.
- 3.2** All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

- 4.1** This by-law shall come into force and effect on the 1st day of January, 2026.
- 4.2** ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-062**

SCHEDULE “A”

SUBJECT: HALL RENTAL POLICY

1. PURPOSE

The following fee structure is based on the premise that Tay Valley Township incurs maintenance and staff costs when renting the halls.

In order to qualify for the Township Resident rate, the booking must be for personal use only of a Township resident. Examples of personal use include birthdays, anniversaries, baby showers, etc. where no monetary funds (tickets or donations) are charged.

The following activities are exempt from a rental fee:

- 1) Council activities.

- 2) Local Non-Profit Groups and Groups that make a significant contribution to community life and contribute to the upkeep of the halls.

Cleaning Fee	\$50.00
(per event or per month if multiple events per month)	

Security Fee	\$50.00
(per event or per month if multiple events per month)	

At the present time, these are: The Maberly Agricultural Society, Tay Valley women’s institutes, Tay Valley Bethel Woman’s Institute, Maberly Anglican and United Churches, Tay Valley Lake Associations for their Annual General Meetings, the Lake Networking Group for up to four meetings at the Burgess Hall, Volunteer Firefighters Association.

2. LEGISLATIVE AUTHORITY

- 2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

- 2.2 Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,
 - (a) for services or activities provided or done by or on behalf of it;
 - (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
 - (c) for the use of its property including property under its control.

3. SCOPE

This policy applies to the Township Council Chambers, the Maberly Hall and the Burgess Hall.

4. DEFINITIONS

“Hall” – shall mean the Council Chambers, Maberly Hall or Burgess Hall.

5. RENTAL FEES

1.1 Township Council Chambers

Occupancy:

No Fixed Chairs only:	124
Chairs with Tables	98
No Tables or Chairs	233
Dining	85

Not to be rented out for public functions unless Council related or Council approved
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5.2 Maberly Hall

Occupancy:

No Fixed Chairs only:	180
Chairs with Tables - Dancing (with alcohol)	120
Chair with Tables - Dining (no alcohol)	140

FULL DAY	
Non-Resident	\$200.00
Township Resident	\$150.00
HALF DAY - 4 ½ hours or less	
Non-Resident	\$140.00
Township Resident	\$100.00
Any function where a special occasion permit is required. Note: Permit is to be obtained by applicant.	\$250.00

5.3 Burgess Hall

Occupancy:

No Fixed Chairs only:	80
Chairs with Tables	65

FULL DAY	
Non-Resident	\$100.00
Township Resident	\$70.00
HALF DAY - 4 ½ hours or less	
Non-Resident	\$75.00
Township Resident	\$50.00
Any function where a special occasion permit is required.	\$200.00
Note: Permit is to be obtained by applicant.	

- 5.4 Notwithstanding the rental fee, every user of the Halls shall provide a fifty dollar (\$50.00) security deposit which shall be held by the Township until the end of the rental agreement. Such security deposit shall be returned upon confirmation of compliance with the rental terms.
- 5.5 Tay Valley Township will require the applicant to carry Comprehensive General Liability Insurance in an amount not less than Two Million Dollars for liquor licensed event. This insurance will be carried for the rental period and will have Tay Valley Township shown as an additional insured to the policy.
- 5.6 **All bookings for Halls and/or use of tables shall be made through the Municipal Office or online (including groups that have exempted status from fees).** A contract will be issued indicating the time the event is taking place. In the case of half-day rentals, hours in excess of 4 ½ shall be billed at the full day rate.

6.0 RULES AND REGULATIONS

1. Early submission of Rental Agreements is encouraged to ensure the Hall is available.
2. Rental Agreements and Fees, if applicable, must be delivered to the Municipal Office or booked online before 4:00 p.m. Thursday before a weekend event to allow time for arrangements to be made with the Custodian.
3. When booking, the Lessee should ensure sufficient time is reserved for set up and take down. If access to the Hall is required prior to the event, include this time in the rental booking. No access to the Hall (including kitchen and refrigerators/freezer) is permitted in advance of events unless scheduled with the Township.
4. Twenty-four (24) hours notice of cancellation is required.
5. Contact person (s) shall be in attendance for the duration of the function.
6. No unauthorized alcohol shall be permitted in the hall.

7. The consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the special occasion permit, along with the required insurance, shall be provided to the Township in order to confirm the booking for the event.
8. Exit doors shall remain unblocked at all times.
9. No candles or open flames (ex. fuel canisters for warming dishes) shall be used or stored in the hall.
10. Use of confetti/sprinkles, fog machines or other such equipment leaving residue inside the hall is prohibited. An extra charge may be payable.
11. Kitchen facilities are available at all of the halls. If the kitchens are used, they shall be left clean and tidy and returned to their original condition. All dishes, pans, coffee pot and appliances used shall be cleaned and returned.
12. If the tables, chairs or piano are used, the Lessee shall clean the furniture, stack and return it to its original location.
13. If required, floors are to be swept and/or mopped.
14. The Hall is to be returned to its original pre-rental condition. Failure to do so will result in a loss of the deposit and if applicable, an additional cleaning fee.
15. The Lessee is responsible for the pickup and removal of all garbage and recyclables from the Hall.
16. Temporary decorations may be displayed in the Hall during the event provided each can be removed without any mark or damage to the Hall. Scotch tape shall not be used to hang display material on the walls. Only products which do not leave a mark on the walls may be used. Memorabilia or photos proposed for permanent decoration of the Hall may be donated to the Township for consideration prior to mounting. No items or decorations shall be left in the hall without approval.
17. The Township accepts no responsibility for any items left in the hall by the Lessee, their organization members or function attendees.
18. No hall decorations, plaques, equipment, kitchen supplies, etc. shall be removed from the hall without prior approval from the Township.
19. The Lessee agrees that entry to the hall will only be provided one half hour prior to the commencement of the reserved time and no earlier than 8:00 a.m., unless special permission has been obtained in advance.
20. The Lessee agrees not to contact the Custodian outside of the scheduled event booking unless there is an emergency (e.g. loss of hydro, water, heat etc.) outside of office hours. During office hours please contact the Municipal Office.

21. The Lessee agrees that all events will be finished by 1:00 am, at the latest, to allow for the clearing of all persons, event material and garbage from the facility by 1:30 am, unless special permission has been obtained in advance.
22. If the Custodian is not personally at the hall at the end of the event, the Lessee **must** call the Custodian at the phone number provided and advise the Custodian that the event is over and the hall is being vacated (voicemail message is sufficient). Prior to leaving the building the Lessee shall turn off the lights and all running water and shall close and lock all doors to ensure the building is secure.
23. In the event of loss of services (e.g. loss of hydro, water, heating/cooling, etc.) access to the Hall will not be permitted. The Lessee's event will be cancelled, and a full refund will be provided by the Township. Notice of cancellation will be provided as soon as reasonably possible. There will be no access, for any reason, to the Hall if there are no services.
24. The Lessee shall save the Township harmless from any and all claims arising out of the use of the Township facilities. The Township is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending at the invitation of the Lessee.

7. ACCOUNTABILITY FRAMEWORK

The Community Services Coordinator is responsible for ensuring compliance with this policy.

8. POLICY REVIEW

This Policy shall be reviewed at least once per term of Council.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-063

BUILDING BY-LAW AMENDMENT

WHEREAS, Section 7(1) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, authorizes a municipality to pass by-laws for,

- (a) prescribing classes of permits under this Act, including permits in respect of any stage of construction or demolition;
- (b) providing for applications for permits and requiring the applications to be accompanied by such plans, specifications, documents and other information as is prescribed;
- (b.1) subject to the regulations made under subsection 34 (2.1), establishing and governing a program to enforce standards prescribed under clause 34 (2) (b), in addition to any programs established under subsection 34 (2.2);
- (b.2) subject to the regulations made under subsection 34 (2.2), governing a program established under subsection 34 (2.2);
- (c) requiring the payment of fees and prescribing the amounts of the fees,
 - (i) on application for and on issuance of permits,
 - (ii) for maintenance inspections,
 - (iii) for providing documentation, records or other information under section 15.10.4, and
 - (iv) for providing information under subsection 15.10.6 (2);
- (c.1) requiring the payment of interest and other penalties, including payment of collection costs, when fees are unpaid or are paid after the due date;
- (d) providing for refunds of fees under such circumstances as are prescribed;
- (e) requiring a person specified in the building code to give notice to the chief building official or an inspector or to a registered code agency if one is appointed, of any of the stages of construction specified in the building code, in addition to the stages of construction prescribed under subsection 10.2 (1) and prescribing the period of time after such notice is given during which an inspection may be carried out;
- (f) prescribing forms respecting permits and applications for permits and providing for their use;
- (g) enabling the chief building official to require that a set of plans of a building or any class of buildings as constructed be filed with the chief building official on completion of the construction under such conditions as may be prescribed in the building code;
- (h) providing for the transfer of permits when land changes ownership;
- (i) requiring the person to whom a permit is issued to erect and maintain fences to enclose the site of the construction or demolition within such areas of the municipality as may be prescribed;
- (j) prescribing the height and description of the fences required under clause (i).

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2013-005 – Building By-Law;

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-063

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2024-055 to amend Schedule “A” – Building Permit Fees of By-Law No. 2013-005;

AND WHEREAS, Schedule “A” – Building Permits Fees and Schedule “C” – Security Deposit require updating;

AND WHEREAS, Council deems it expedient to update Schedule “A” – Building Permits Fees and Schedule “C” – Security Deposit, as hereinafter set out;

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

1. GENERAL REGULATIONS

1.3 THAT, Schedule “A” – Building Permit Fees of By-Law No. 2013-005, be replaced with a revised Schedule A, attached hereto as Schedule “A”.

1.4 THAT, Schedule “C” – Security Deposit of By-Law No. 2013-005, be replaced with a revised Schedule C, attached hereto as Schedule “B”.

2. BY-LAWS AMENDED AND REPEALED

2.1 By-Law No. 2024-055 is hereby repealed.

2.2 By-Law No. 2013-005 is hereby amended.

2.3 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

3. ULTRA VIRES

3.1 Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

4. EFFECTIVE DATE

THAT, this by-law shall come into force and effect as of the 1st day of January 2026.

ENACTED AND PASSED this 9th day of December, 2025.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-063**

Rob Rainer, Reeve

Amanda Mabo Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-063**

SCHEDULE “A”

BUILDING PERMIT FEES

RESIDENTIAL/FARM Building-New Construction or Addition, Demolition

Class of Permit	Fee/per sq.ft. of gross floor area
Single Detached Dwelling	
Living Space/Habitable	\$0.80
Unfinished Basement Space	\$0.35
Finish Basement Upgrade	\$0.35 (in addition to \$0.35 above)
Accessory Area (eg. Garage)	\$0.40
Plumbing fixtures or System	\$10 per fixture, \$150 minimum
Decks	\$0.35 per square foot, \$250 minimum
Solid Fuel/Wood Heat System/Appliance	\$150
Outdoor Swimming Pool and Enclosure	\$150
Outdoor Swimming Pool Fencing	\$100
Multiple residential	\$0.75
Farm Building per code	\$0.15 (OFA id.)
Demolition or Removal of Building or Building System	\$150

RESIDENTIAL/FARM Building-Renovation (Alteration/Repair)

Class of Permit	Fee/sq.ft or percentage of value
Living Space/Habitable	1.25%
Accessory Area (eg. Garage)	1.25%
Finish Basement	\$0.35 per sq.ft of gross floor area
Farm Building per code	0.33% of value (OFA id.)
Change of Use (Part 10)	1%
Multiple residential	1.5%
Demolition or Removal of Building or Building System	\$60

Non-Commercial Roof-Mounted Solar Panel Installations	\$150
Plumbing Fixtures	\$10 per fixture, \$150 minimum

COMMERCIAL Building-New Construction or Addition, Demolition

Class of Permit	Fee/sq.ft
Demolition or Removal of Building or Building System	\$150/building
Group A & B per code: Assembly & Institutional	\$1.00 to 2000 sq.ft., \$0.75 thereafter
Group D & E per code: Business & Mercantile	\$1.00 to 2000 sq.ft., \$0.75 thereafter
Group F per code: Industrial	\$1.00 to 2000 sq.ft., \$0.75 thereafter
Commercial HVAC unit	\$150 per unit

COMMERCIAL Building-Renovation (Alteration/Repair)

Class of Permit	Fee/percentage of value
Group A & B per code: Assembly & Institutional	1.5%
Group D & E per code: Business & Mercantile	1.5%
Group F per code: Industrial	1.5%
Change of Use (Part 10)	1.5%

MISC. Fees - Permit and/or Inspection (If not otherwise accounted)

Class of Permit	Fee/percentage of construction value
Building Permit Deposit (when required to cover additional expenses such as legal searches)	\$1,000
Conditional	10% s/c + agreement + deposit
Designated Structure as per building code, save and except Non-Commercial Roof-Mounted Solar Panel Installations	1%

Occupancy permit	\$100 (Commercial only)
Relocation of Building	\$100/building
Revision Permit	\$100, includes 1 review hour, any extra time to be billed at the plans review rate of \$90/hour
<u>Site inspection (extra):</u> -Other than mandatory -Pre-Permit or Revision -Same type more than 2x -Work Order posting	\$100/inspection
Temporary Permit	\$100+ \$30/month.+ agreement
Transfer of open permit	\$75, for new Owner(s)

OTHER Administrative Fees of the Building Department

Description	Fee/percentage of construction value
Plans Review Rate per Hour	\$90/hour
Minimum Permit Fee	\$150
Commercial application deposit for Plans Review	1%
Cancellation of permit	Graduated refund based on work done by CBO, calculated by CBO at the time
Permit Extension / Renewal (no activity after 6 months of issuance or lapse in activity for more than 1 year)	\$125 (max 1 extension available following which permit may be revoked, no refund of fee and return of security deposit)
Permit Expiry after 3yrs.	No refund of fee, forfeit of security deposit and/or extra fees to cover plans review and inspections undertaken after expiry
Revocation of permit (inappropriate action/inaction of applicant-false information)	No refund fee and forfeit of security deposit if required to cover site, administration or legal/planning advice
Building without permit – minor (ex. decks, sheds, pools) Building without permit – major (ex. additions, renovations)	Double the Permit Fee, \$1,000 minimum + \$5,000 Deposit for Legal Expenses Double the Permit Fee, \$2,000 minimum + \$5,000 Deposit for Legal Expenses

Building Code Act Compliance Order	\$150
Applicable Law Review	\$125 If a planning application pre-consultation fee was paid within one-year of the pre-consultation meeting, no fee is required.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-063**

SCHEDULE “B”

SECURITY DEPOSIT

<i>If the property has a Site Plan Control Agreement</i> \$1500 New Dwelling or Addition that increases floor space by more than 20% \$1000 Addition less than 20% increase, or renovation, or accessory building \$2000 Commercial development 1% of Project Cost for projects serviced by water and sewer	<i>If there is no Site Plan Control Agreement</i> \$750 New Dwelling \$500 Addition or Renovation \$250 Accessory building (including Agricultural)
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THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-064

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW NO. 98-87 (TURTLE RANCH ROAD)

WHEREAS, Section 48 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law;

AND WHEREAS, Turtle Ranch Road is a distinct private road within Tay Valley Township;

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

AND WHEREAS, public notice was provided to each affected property owner and was given via the agendas for the Committee of the Whole Meeting on December 2nd, 2025 and the Council Meeting held on December 9th, 2025;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the private right-of-way shown as Parts 1 and 3 on 27R-6270, be named Turtle Ranch Road.
- 1.2 **THAT**, Plan 27R-6270 is attached hereto as Schedule "A" and shall be for information purposes only and not form part of this by-law.
- 1.3 **THAT**, Turtle Ranch Road, located in the geographic Township of North Burgess, as shown on Schedule "B" attached, be included within the designated roads as set out in the Road Naming By-Law No. 98-87, specifically Schedule "B", Burgess Ward, Private Roads, Adam Lake.
- 1.4 **THAT**, the Location and Description of Turtle Ranch Road in Schedule "B", Burgess Ward, Private Roads, Adam Lake, be added to Road Naming By-Law No. 98-87, as shown on Schedule "B" attached, read as follows:

From Elm Grove Road to the dead end (being Parts 1 and 3 on 27R-6270).
- 1.5 **THAT**, the Clerk be authorized to register a certified copy of this by-law on title in the Land Registry Office.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-064**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS TO BE AMENDED

3.1 By-Law No. 98-87 is hereby amended.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

4.1 **THAT**, this by-law shall come into force and effect with the posting of the applicable Road Signage and when a certified copy of this by-law has been registered at the Land Registry Office.

4.2 ADOPTED BY COUNCIL this 9th day of December, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

SCHEDULE "A"



**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-064**

SCHEDULE "B"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-065

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (MACKLER AND WHITE – 243 HANDS DRIVE) (PART LOT 16, CONCESSION 6, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act*, R.S.O. 1990, Chapter P.13 Section 34 as amended, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121 regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as hereinafter set out;

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

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, By-Law No. 2002-121 is hereby amended by amending the zoning on the retained land from Rural (RU) to Seasonal Residential (RS) on the lands legally described as Part Lot 16, Concession 6, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll # 091191102037700), in accordance with Schedule "A" attached hereto and forming part of this By-Law.
- 1.2 **THAT**, all other applicable standards and requirements of By-Law No. 2002-121 shall continue to apply to the subject property.
- 1.3 **THAT**, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-065**

3. BY-LAWS RESCINDED

3.1 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

4.1 ADOPTED BY COUNCIL this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

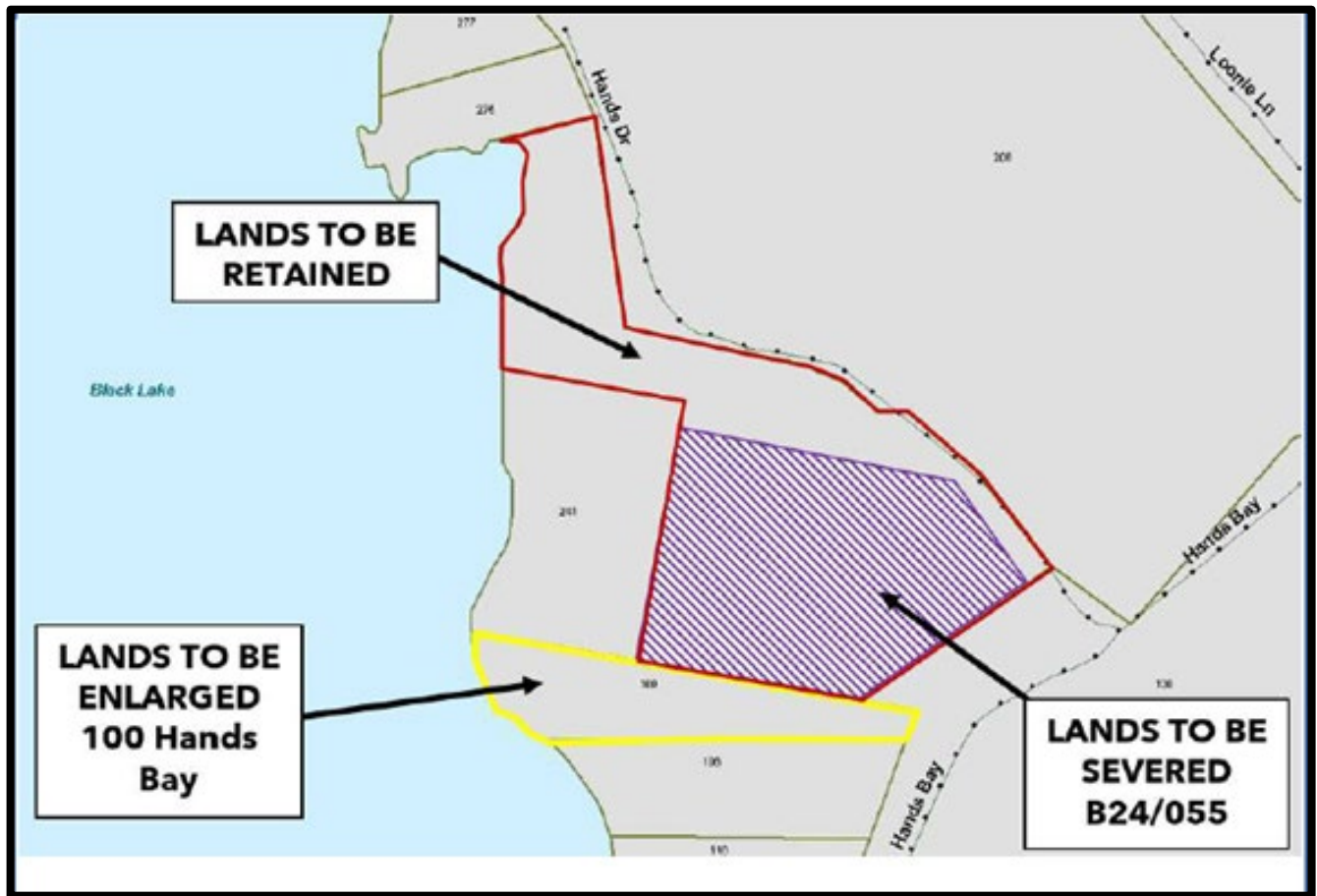
4.2 APPROVED BY THE REEVE this 9th day of December, 2025 pursuant to Reeve Decision/Direction #2025-13.

Rob Rainer, Reeve

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-065**

SCHEDULE "A"

Mackler and White – 243 Hands Drive
Part Lot 16, Concession 6
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law

To amend the Zoning on the retained lands from
Rural (RU) to
Seasonal Residential (RS)

Certificate of Authentication

This is Schedule "A" to By-Law 2025-065
passed this 9th day of December 2025.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-066

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (ST. PIERRE – 147 HORSESHOE BAY) (PART LOT 17, CONCESSION 3, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121 regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as hereinafter set out;

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

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

1. GENERAL REGULATIONS

1.1 THAT, By-Law No. 2002-121 is hereby amended by amending the zoning from Seasonal Residential (RS) to Limited Services Residential Exception-201 (RLS-201) on the lands legally described as Part Lot 17, Concession 3, geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll # 091191102016200), in accordance with Schedule “A” attached hereto and forming part of this By-Law.

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

201. RLS-201 (Part Lot 17, Concession 3, North Burgess)

Notwithstanding the provisions of Sections 5.3.2, 3.19.1, 3.19.3 and 3.29 on the lands zoned RLS-201 the following provisions shall prevail:

- Water Setback for Principal Dwelling (minimum) 19.3m
- Separation from Principal Dwelling (Maximum) 21.5m
- Second unit to be 50% of the Principal Dwelling
- Separate septic system and driveway for the Principal and Secondary Dwellings

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-066**

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

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

2. BY-LAWS TO BE AMENDED

All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

3. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

4. EFFECTIVE DATE

4.1 ADOPTED BY COUNCIL this 9th day of December, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

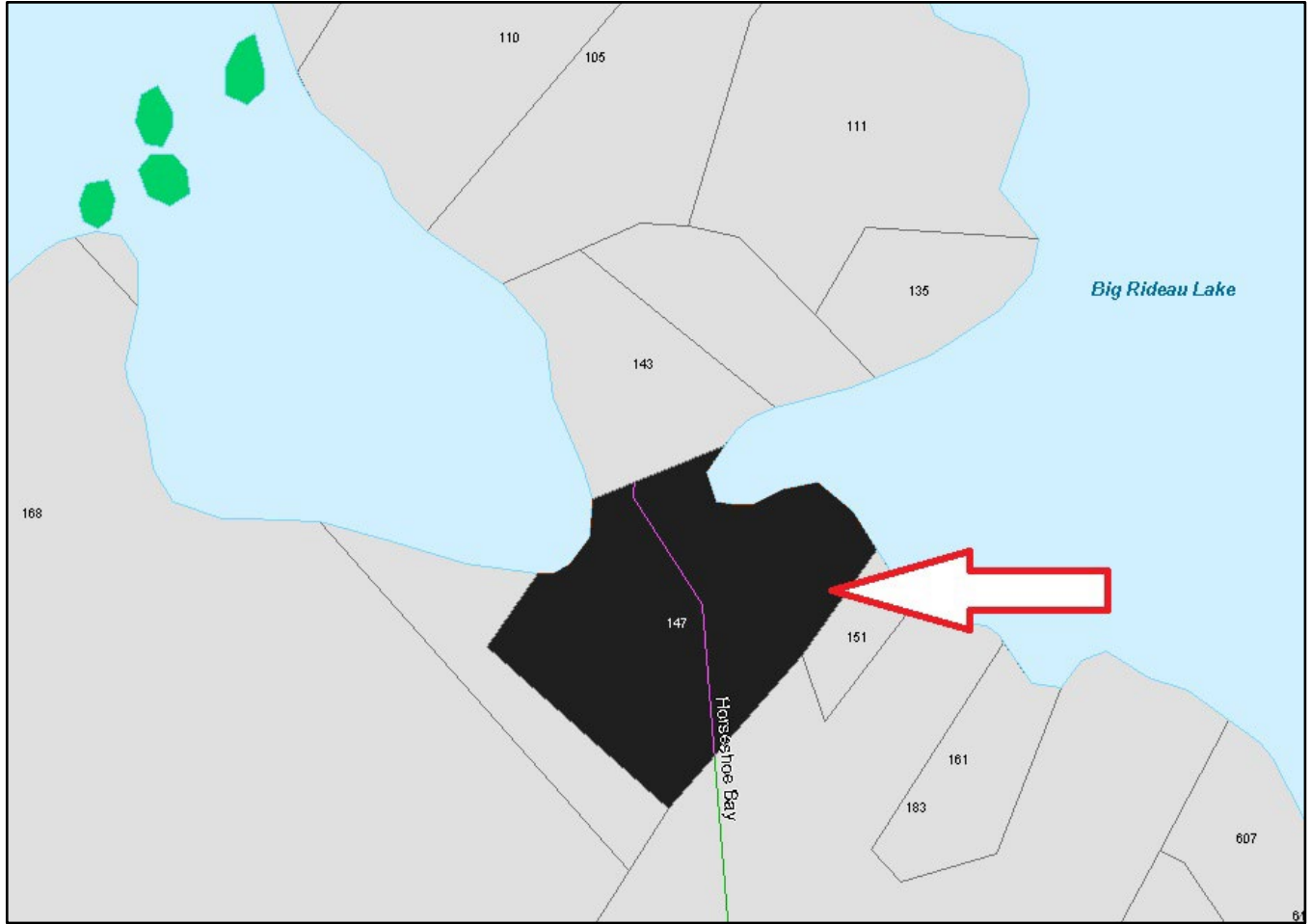
4.2 APPROVED BY THE REEVE this 9th day of December, 2025 pursuant to Reeve Decision/Direction #2025-13.

Rob Rainer, Reeve

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-066**

SCHEDULE "A"

St. Pierre – 147 Horseshoe Bay
Part Lot 17, Concession 3
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law

To amend the Zoning from
Seasonal Residential (RS) to
Limited Services Residential Exception-201 (RLS-201)

Certificate of Authentication

This is Schedule "A" to By-Law 2025-066
passed this 9th day of December 2025.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-067

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON DECEMBER 9TH, 2025

WHEREAS, Section 5 of *the Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS, Section 9 of *the Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5(3), provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, it is deemed expedient that the proceedings of the Council of the Corporation of Tay Valley Township at its meeting be confirmed and adopted by By-Law;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the actions of the Council of the Corporation of Tay Valley Township at its meeting held on the 9th day of December, 2025 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of Tay Valley Township at its meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
- 1.2 **THAT**, the Reeve and Proper Signing Official of the Corporation of Tay Valley Township are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of Tay Valley Township referred to in the preceding section hereof.
- 1.3 **THAT**, the Reeve and/or Deputy Reeve and Clerk and/or Deputy Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of Tay Valley Township.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-067**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

3.1 ADOPTED BY COUNCIL this 9th day of December, 2025.

Robert Rainer, Reeve

Amanda Mabo, Clerk

3.2 APPROVED BY THE REEVE this 9th day of December, 2025 pursuant to Reeve Decision/Direction #2025-13.

Robert Rainer, Reeve

NEW/OTHER BUSINESS

COUNCIL
December 9, 2025

Report #PW-2025-26
Sean Ervin, Public Works Manager

BLUE BOX PROGRAM CHANGES TO NON-ELIGIBLE SOURCES

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, The Township stop accepting Blue Box Materials from Institutional, Commercial and Industrial properties at the Depots, effective December 31, 2025.”

BACKGROUND

On June 3, 2021, the Ontario Minister of Environment, Conservation and Parks approved [Ontario Regulation 391/21 Blue Box](#) under the [Resource Recovery and Circular Economy Act, 2016](#). The regulation shifts the responsibility for collection, hauling, processing and marketing of blue box materials, including related promotion and education activity, from communities to producers of paper products, packaging, and packaging-like products. As a result, these producers will become fully financially and operationally responsible for the residential Blue Box Program.

Tay Valley Township transitioned to the new regulation on January 1, 2025.

The regulation states what entities must be serviced by producers during the transition period (July 1, 2023, to December 31, 2025) and post transition (starting January 1, 2026). These entities are referred to as eligible sources (i.e., residential homes, multi-residential buildings, elementary/secondary schools, some long-term care/retirement homes and some public spaces). During the transition period, Circular Materials has permitted communities to continue to co-mingle and pay for the collection and processing of the blue box materials from non-eligible sources.

Under the regulation, producers have no legal obligation to collect blue box material from non-eligible sources during or post transition.

Non-eligible sources include:

- industrial or commercial properties (not including residential units on the property),

- not-for-profit organizations,
- municipal buildings or facilities,
- daycares,
- places of worship (not including a residential home on the property),
- campgrounds and trailer-parks for temporary stay, and
- commercial farms (not including a residential home on the farm property).

Staff have compiled a list of the non-eligible sources in Tay Valley Township, which can be found in the appendixes of this report. As per Council direction earlier in 2025, a survey was sent directly to each of these property owners to gather information regarding their current recycling practices. Of the 43 properties on the list, the Township only received 4-responses.

DISCUSSION

Staff have been working with Circular Materials for the last few months to finalize the contract extension to continue to allow residential blue box materials to be dropped off at the Township's Depots. Staff were hoping that there could be an option to continue to allow the non-eligible sources in the Township to continue to use the depots and have been waiting for final details from Circular Materials. Staff finally received an email from CM on Friday, November 28, 2025, with three (3) options for non-eligible sources, which are noted below.

Blend Eligible (residential) with Non-Eligible (IC&I)

- The Township allows residential and IC&I blue box materials to be collected in the same depot collection bin.
- The Common Collection System (CCS) will utilize a formula to determine the proportion of blended BBM that is residential and for which the CCS is responsible. Any remaining BBM will be considered IC&I and will be the responsibility of the Township.
- The CCS will only arrange and pay for the hauling and processing of its proportionate share of the BBM collected at the depot(s) as determined by the methodology.
- Once the CCS has collected their determined proportionate share of BBM, The Township will be responsible to arrange for the collection and processing for the remaining BBM materials, as they are presumed to be from IC&I Sources.

Segregate Eligible (residential) from Non-Eligible (IC&I)

- The Township provides dedicated depot bins, collection and processing for IC&I blue box materials.
- The Township provides evidence to the CCS of the formal decision and commitment to arrange for segregation of BB (e.g., approved council resolution).

Stop Accepting Non-Eligible BBM at Depots

- Municipality terminates IC&I customer access to their depot and provides evidence to the CCS of having done so (e.g., approved council resolution).

FINANCIAL CONSIDERATIONS

Blending eligible and non-eligible materials would be the most ideal situation, however, the CCS has determined that each residential source (household) should create 81kg of blue box materials per year. The Township has 4018 eligible sources, multiplied by 81 kg, equates to a total of 325,458 kg of blue box materials per year. The Township has already collected

343,260 kg of blue box materials in 2025, well above the average per source that was determined by the CCS. It is projected that the Township could collect 411,912 kg of BBM this year.

If the Township opted to blend the BBM, the Township would be responsible to manage approximately 86,454kg of BBM, an average of 1965kg per non-eligible source. The cost to manage this amount is estimated to be \$13,000 per year, based on a processing fee of \$150/metric tonne. The Township would also be responsible for trucking this material to the recycling facility.

To segregate the non-eligible and eligible sources, the Township would be required to provide a bin for the non-eligible sources. The Township has reached out to a recycling collector to provide a roll-off bin at the Glen Tay Site, with monthly pick-up services. The cost for this option is approximately \$240/month for the bin rental, \$790 per pick-up and \$150 per metric tonne for processing fees. If assumed that 3-metric tonne of BBM was deposited by non-eligible source, it would cost approximately \$1,480 per month or \$17,760 per year.

There are no costs associated with not accepting non-eligible sources.

OPTIONS CONSIDERED

Option #1 (Recommended) - Stop allowing Non-Eligible Sources from using the Depot for BBM. Non-eligible sources would need to find their own solutions for recycling. It is common for non-eligible sources to do this already by renting small front-load bins and having a contractor come pick them up, when required.

Option #2 – Blend Non-Eligible with Eligible Sources. This option would continue to allow non-eligible sources to use the depots to recycle their BBM, however it comes at a significant cost to the Township. Staff are also not confident in the calculated amount per source that the CCS has determined (81kg per year) and unfortunately, the CCS will not share how they came to this amount.

Option #3 – Segregate Non-Eligible from Eligible Sources. This option is also costly but would allow the non-eligible sources to continue to use the depot. This option could be selected and used as a pilot project for 2026 to see how much the bin would be used. If the bin is not used for 2026, the Township could elect to move to option 3 for 2027. The challenge would be to ensure that only non-eligible sources are using the bin because costs could increase if eligible sources use the bin.

CLIMATE CONSIDERATIONS

Ensuring an efficient and effective Blue Box program will reduce Green House Gas Emissions and ensure that recycling materials do not end up in the landfill.

STRATEGIC PLAN LINK

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

CONCLUSIONS

The option to stop accepting non-eligible sources may not be well accepted by all non-eligible sources, however, some of the non-eligible sources already have a method in place for their BBM. It is also unfortunate that these non-eligible sources did not provide a response to the survey that went out to them earlier this year.

ATTACHMENTS

1. List of Non-Eligible Sources in Tay Valley Township

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

**Amanda Mabo
Chief Administrative Officer/Clerk**

Appendix**List of Non-Eligible Sources in Tay Valley Township**

#	Municipal Address	Business Name
1	CHRISTIE LAKE RD	ARCH TAY FACILITY INC
2	2243 ELM GROVE RD	Murphy's Point Provincial Park
3	22726 HIGHWAY 7	Silver Lake Provincial Park
4	2309 BATHURST 2ND CONC	Perth Kitchen and Bath
5	221 DAVERN LANE	River House Winery
6	1542 BATHURST 5TH CONC	Woody's Cycle
7	1213 CHRISTIE LAKE RD	Bangs HVAC/Levac Fuels
8	HWY 7	OMYA Canada Inc.
9	1389 HIGHWAY 511	Crossroads Kitchen and Catering
10	3097 MCDONALDS CORNERS RD	North Lanark Veterinary Services
11	19896 HIGHWAY 7	AWD Contractors
12	50 LANARK RD	Blueberry Creek Veterinary Hospital
13	118 CHRISTIE LAKE RD	Perth Veterinary Clinic
14	17954 HIGHWAY 7	Tay Valley Log Structures
15	2110 SCOTCH LINE	County Carpet
16	17716 HIGHWAY 7	Paws Oasis Inc.
17	22741 HIGHWAY 7	Silver Seven Gas and Convenience
18	17680 HIGHWAY 7	K and M Automotive
19	2000 CHRISTIE LAKE RD	Noonan's Auto
20	183 HARPER RD	Harper Fleet and Hydraulic Services/Uens Polyline
21	18078 HIGHWAY 7	Randy Lentz Automotive
22	17522 HIGHWAY 7	Perth Motors
23	17544 HIGHWAY 7	Colonial House Motor Inn
24	17518 HWY 7	Aquarius Motel
25	22823 HIGHWAY 7	Silver Lake Motel
26	STANLEY RD	Tom Sullivan Plumbing Ltd.
27	21980 HIGHWAY 7	Fall River Café
28	2856 SCOTCH LINE	Mapleview Golf and County Club
29	3417 MCDONALDS CORNERS RD	Blue Heron Golf Club
30	634 MCVEIGH RD	L R McVeigh Lumber Limited
31	339 BATHURST 5TH CONC	Perth Cabinet Company
32	38 HIGHWAY 511	The Rideau Group Inc
33	667 GLEN TAY RD	Little Stream Bakery
34	36 HIGHWAY 511	Arnott Brothers Construction
35	144 SPROULE RD	Ennis General Carpentry Ltd
36	42 HIGHWAY 511	Contrans Corp.

37	130 SPROULE RD	The Rideau Group Inc
38	19896 HIGHWAY 7	AWD Contractors
39	101 CHRISTIE LAKE RD	ARCH TAY FACILITY INC
40	4936 BOLINGBROKE RD	Metal Roofing Supplies
41	3166 BOLINGBROKE RD	ABC Hall
42	844 STANLEY RD	Bridget Vincent Mary Hall
43	99/115 CHRISTIE LAKE RD	Lanark County Building