



COUNCIL MEETING AGENDA

Tuesday, February 17th, 2026
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

Livestream Link: <https://www.tayvalleytwp.ca/livestream/>

6:00 p.m. Council Meeting

Chair, Reeve Rob Rainer

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

- i) **Council Meeting – December 9th, 2025 – *attached, page 10.***

Suggested Motion by Councillor Wayne Baker:

“THAT, the minutes of the Council Meeting held on December 9th, 2025, be approved as circulated.”

- ii) **Committee of the Whole Meeting – February 3rd, 2026 – *attached, page 23.***

Suggested Motion by Councillor Keith Kerr:

“THAT, the minutes of the Committee of the Whole Meeting held on February 3rd, 2026, be approved as circulated.”

iii) **Committee of the Whole Meeting (Closed Session – Identifiable Individual – Finance Department) – February 3rd, 2026 – *to be distributed at the meeting.***

Suggested Motion by Councillor Greg Hallam:

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session – Identifiable Individual – Finance Department) held on February 3rd, 2026, be approved as circulated.”

iv) **Committee of the Whole Meeting (Closed Session – Potential Litigation – 485 Keays Road) – February 3rd, 2026 – *to be distributed at the meeting.***

Suggested Motion by Councillor Korrine Jordan:

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session – Potential Litigation – 485 Keays Road) held on February 3rd, 2026, be approved as circulated.”

6. DELEGATIONS & PRESENTATIONS

i) **Delegation: Enbridge Gas & Tay Valley Township Model Franchise Agreement Renewal – *attached, page 32.***
Chris Brennan, Senior Advisor, Municipal & Stakeholder Affairs, Enbridge Gas Inc.

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the Enbridge Gas & Tay Valley Township Model Franchise Agreement Renewal presentation be referred to staff for a report to be brought back to Council.”

ii) **Presentation: 2025 Septic System Re-Inspection Program Annual Report.**
Eric Kohlsmith, Mississippi-Rideau Septic System Office.

- 2025 Re-Inspection Program Results Presentation – *attached, page 36.*
- 2025 Sewage System Re-Inspection Program Report – *attached, page 44.*

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the 2025 Septic System Re-Inspection Program Annual Report be received for information.”

iii) **Delegation: Finance Department New Hire – *attached, page 79.***
Cathy Anderson, Resident.

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the Delegation regarding the Finance Department New Hire be received for information.”

7. CORRESPONDENCE

None.

8. MOTIONS

i) **Delegation: Lanark County Child & Youth Services Collaborative.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the Lanark County Child & Youth Services Collaborative presentation to Committee of the Whole on February 3rd, 2026, be received for information.”

ii) **Report #PD-2026-01 - Climate Change Adaptation Planning for Tay Valley Township.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the Planner continue engagement sessions to produce a Draft Climate Adaptation Plan.”

iii) **Report #PW-2026-01 – Maximum Gross Vehicle Weights on Municipal Bridges.**

Suggested Motion by Councillor Keith Kerr:

“WHEREAS, the rehabilitated structure known as Anderson Side Road Bridge no longer requires a load restriction;

NOW THEREFORE BE IT RESOLVED THAT, By-Law No. 2025-002 – Maximum Gross Vehicle Weight on Municipal Bridges, be amended accordingly.”

iv) **Report #PW-2026-02 – Truck No. 6 Replacement Options.**

Suggested Motion by Councillor Greg Hallam:

“THAT, the quotations obtained through the Canoe Procurement Group from Gin-Cor and Oakes Truck Sales for a medium duty plow truck be accepted;

THAT, the deficit be funded from the Roads Equipment Reserve;

THAT, Truck No. 6 be sold on GovDeals once the new truck is put in service;

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

v) **Report #PW-2026-03 – H. Mather Drain – Maintenance.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, Council exercise its right to not invoice for properties included in the 2025 H. Mather Drain Maintenance project with assessments under \$50.00;

AND THAT, all other properties included in the assessment schedule as outlined in the Drainage Act be invoiced.”

vi) **Report #CAO-2026-01 – History Scholarship Selection Committee Update.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the updates to the History Scholarship Selection Committee Terms of Reference and Agreement with the Perth and District Community Foundation, as outlined in Report #CAO-2026-01 – History Scholarship Committee Updates, be approved;

AND THAT, the necessary by-laws be brought forward to Council for approval.”

vii) **Report #CAO-2026-04 – Election – Joint Compliance Audit Committee Terms of Reference.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference be approved;

AND THAT, the necessary by-law be presented at the next Township Council meeting.”

viii) **Report #CAO-2026-02 – Procedural By-Law Update.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the draft Procedural By-Law as attached in Report #CAO-2026-02 – Procedural By-Law Update be approved in principle;

AND THAT, the necessary Public Meeting be called.”

ix) **Report #CAO-2026-03 – Strategic Plan Update.**

Suggested Motion by Councillor Wayne Baker:

“THAT, Report #CAO-2026-03 –Strategic Plan Update, be received for information.”

x) **25-12-17 – Council Communication Package.**

Suggested Motion by Councillor Keith Kerr:

“THAT, the 25-12-17 Council Communication Package be received for information.”

xi) **AMO Policy Update – OMERS Governance Changes & Bill 68.**

Suggested Motion by Councillor Greg Hallam:

“WHEREAS, the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

WHEREAS, the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

WHEREAS, the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

WHEREAS, these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

WHEREAS, the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

AND WHEREAS, municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township does not support the legislative changes to the OMERS Act contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

FURTHER BE IT RESOLVED THAT, the Council of Tay Valley Township support the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to maintain the current OMERS governance model, with two corporate Boards, as the structure that would best deliver on the long-term interests of municipalities, taxpayers, and employees.

AND BE IT FURTHER RESOLVED THAT, this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- John Jordan, MPP Lanark-Frontenac-Kingston;
- The Association of Municipalities of Ontario (AMO). ”

xii) **Lanark County Situation Table Annual Report 2025.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the Lanark County Situation Table Annual Report 2025 be received for information.”

xiii) **Finance Department – Position.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, a new position in the Finance Department be created;

AND THAT, in 2026 the new position be funded from any surplus in the salary and benefits line of the budget and/or from the contingency reserve if required.”

xiv) **Finance Department – Office.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the Finance Department office area be renovated to accommodate the new position;

AND THAT, it be funded from the Township Office/Garage reserve.”

9. BY-LAWS

i) **By-Law No. 2026-0XX – Zoning By-Law Amendment – Pemberton –**
deferred to the March Committee of the Whole meeting.

ii) **By-Law No. 2026-001 – History Scholarship Committee – Terms of Reference –***attached, page 82.*

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2026-001, being a by-law to adopt the History Scholarship Committee – Terms of Reference, be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

iii) **By-Law No. 2026-002 – History Scholarship Fund Agreement – Perth & District Community Foundation –***attached, page 87.*

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2026-002, being a by-law to adopt a History Scholarship Fund Agreement with the Perth & District Community Foundation, be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

iv) **By-Law No. 2026-003 – Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference** – *attached, page 92.*

Suggested Motion by Councillor Angela Pierman:

“THAT, By-Law No. 2026-003, being a by-law to adopt the Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference, be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

v) **By-Law No. 2026-004 – Special Charge – Better Homes Lanark Program (Roll #091191601004201)** – *attached, page 106.*

Suggested Motion by Councillor Wayne Baker:

“THAT, By-Law No. 2026-004, being a by-law to adopt a Special Charge under the Better Homes Lanark Program (Roll #091191601004201), be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

vi) **By-Law No. 2026-005 – Maximum Gross Vehicle Weight on Municipal Bridges** – *attached, page 109.*

Suggested Motion by Councillor Keith Kerr:

“THAT, By-Law No. 2026-005, being a by-law to adopt the Maximum Gross Vehicle Weight on Municipal Bridges, be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

vii) **By-Law No. 2026-006 – Parking By-Law Amendment** – *attached, page 112.*

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2026-006, being a by-law to amend By-Law No. 2011-049, being a Parking By-Law, be read a first, second, and third time short and passed and signed by the Reeve and Clerk.”

10. NEW/OTHER BUSINESS

None.

11. CALENDARING

Meeting	Date	Time	Location
Council Meeting	February 17 th	6:00 p.m.	Municipal Office
Library Board Meeting	February 23 rd	4:30 p.m.	Perth & District Library
Committee of Adjustment Hearing	February 23 rd	5:00 p.m.	Municipal Office
Fire Board Meeting	February 24 th	6:00 p.m.	BBDNE Fire Station
RVCA Board of Directors Meeting	February 26 th	6:30 p.m.	RVCA Offices

Committee of the Whole Meeting	March 3 rd	6:00 p.m.	Municipal Office
MVCA Board of Directors Meeting	March 9 th	1:00 p.m.	MVCA Office
Library Board Meeting	March 16 th	4:30 p.m.	Perth & District Library
Council Meeting	March 24 th	6:00 p.m.	Municipal Office

12. CLOSED SESSIONS

None.

13. CONFIRMATION BY-LAW

- i) **By-Law No. 2026-007 – Confirmation By-Law – February 17th, 2026 – attached, page 116.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, By-Law No. 2026-007, being a by-law to confirm the proceedings of the Council meeting held on February 17th, 2026, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

14. ADJOURNMENT

MINUTES

COUNCIL MEETING MINUTES

Tuesday, December 9th, 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 Korrine Jordan
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
Noelle Reeve, Planner

Regrets: None

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under New/Other Business: Report #FIN-2025-12 – 2026 OPP Annual Billing Statement.

The Agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES

- i) Council Meeting – November 18th, 2025.

RESOLUTION #C-2025-12-01

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

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

ADOPTED

- ii) “Special” Council Meeting – November 25th, 2025.

RESOLUTION #C-2025-12-02

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

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

ADOPTED

- iii) Committee of the Whole Meeting – December 2nd, 2025.

RESOLUTION #C-2025-12-03

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

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

ADOPTED

- iv) Committee of the Whole Meeting (Closed Session – Identifiable Individual) – December 2nd, 2025.

RESOLUTION #C-2025-12-04

MOVED BY: Keith Kerr
SECONDED BY: Greg Hallam

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

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

- i) **25-11-19 Harvest Festival Municipal Highlight.**

RESOLUTION #C-2025-12-05

MOVED BY: Fred Dobbie
SECONDED BY: Wayne Baker

“THAT, the 25-11-19 Harvest Festival Municipal Highlight be received for information.

ADOPTED

7. MOTIONS

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

RESOLUTION #C-2025-12-06

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

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

ADOPTED

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

RESOLUTION #C-2025-12-07

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“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.”

ADOPTED

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

A couple of members of the public reached out to Council indicating that they use Cooks Road when they cycle as it is the only direct crossing for Highway #7. Any alternative for biking across Highway #7 requires riding along the highway, which is dangerous.

RESOLUTION #C-2025-12-08

MOVED BY: Keith Kerr

SECONDED BY: Marilyn Thomas

“THAT, the decision regarding Old Brooke Road and Cooks Road Options be deferred until additional information can be obtained regarding Option #4 and the cost to install bike lanes.”

WITHDRAWN

Staff explained that the suggested motion in the agenda only indicates that Council will consider stopping up and closing Cooks Road. The next step would be for individual and public notice to be issued and to hold a public meeting in order to obtain feedback. From there, Council can decide whether they want to close Cooks Road (Option #1), put a turnaround in and keep the other half of the road as an unopened road allowance (Option #4) or some other option. The public meeting will present all options and costing, including what would need to occur if Option #4 is chosen to allow cyclists access.

RESOLUTION #C-2025-12-09

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“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.”

ADOPTED

Item 7 viii) was discussed next.

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

RESOLUTION #C-2025-12-14

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“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. remove the Cataraqui Region and all lands not draining to the Ottawa River);

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.”

ADOPTED

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

RESOLUTION #C-2025-12-15

MOVED BY: Keith Kerr
SECONDED BY: Greg Hallam

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

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

ADOPTED

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

RESOLUTION #C-2025-12-16

MOVED BY: Greg Hallam
SECONDED BY: Keith Kerr

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

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

ADOPTED

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

RESOLUTION #C-2025-12-17

MOVED BY: Korrine Jordan
SECONDED BY: Greg Hallam

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

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

ADOPTED

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

RESOLUTION #C-2025-12-10

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“**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.”

(SEE RESOLUTION #C-2025-12-11)

RESOLUTION #C-2025-12-11

MOVED BY: Keith Kerr
SECONDED BY: Angela Pierman

“THAT, Resolution #C-2025-12-10 be amended by replacing Turtle Ranch Road with Mikinàk Way.”

WITHDRAWN

RESOLUTION #C-2025-12-12

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“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.”

WITHDRAWN

RESOLUTION #C-2025-12-13

MOVED BY: Keith Kerr
SECONDED BY: Greg Hallam

“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 referred back to staff so that staff can consult with the two property owners on alternate names, including Mikinàk Way;

AND THAT, staff bring back a report to a future Committee of the Whole meeting proposing a new road name.”

ADOPTED

Item 7 iv) was discussed next.

ix) **Appointment of Hockey Volunteer.**

RESOLUTION #C-2025-12-18

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“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.”

ADOPTED

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

RESOLUTION #C-2025-12-19

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“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.”

ADOPTED

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

RESOLUTION #C-2025-12-20

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

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

ADOPTED

8. BY-LAWS

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

RESOLUTION #C-2025-12-21

MOVED BY: Keith Kerr
SECONDED BY: Greg Hallam

“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.”

ADOPTED

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

RESOLUTION #C-2025-12-22

MOVED BY: Greg Hallam
SECONDED BY: Keith Kerr

“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.”

ADOPTED

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

RESOLUTION #C-2025-12-23

MOVED BY: Korrine Jordan
SECONDED BY: Greg Hallam

“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.”

ADOPTED

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

RESOLUTION #C-2025-12-24

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“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.”

ADOPTED

v) **By-Law No. 2025-060 – Tariff of Fees.**

RESOLUTION #C-2025-12-25

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“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.”

ADOPTED

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

RESOLUTION #C-2025-12-26

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“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.”

ADOPTED

vii) **By-Law No. 2025-062 – Hall Rental Policy.**

RESOLUTION #C-2025-12-27

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“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.”

ADOPTED

viii) **By-Law No. 2025-063 – Building By-Law Amendment.**

RESOLUTION #C-2025-12-28

MOVED BY: Keith Kerr
SECONDED BY: Greg Hallam

“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.”

ADOPTED

ix) **By-Law No. 2025-064 – Road Naming – Turtle Ranch Road.**

This item was addressed under item 7 viii)

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

RESOLUTION #C-2025-12-29

MOVED BY: Korrine Jordan
SECONDED BY: Greg Hallam

“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.”

ADOPTED

xi) **By-Law No. 2025-066 – Zoning By-Law – St. Pierre.**

RESOLUTION #C-2025-12-30

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“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.”

ADOPTED

9. NEW/OTHER BUSINESS

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

RESOLUTION #C-2025-12-31

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

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

ADOPTED

ii) **Report #FIN-2025-12 – 2026 OPP Annual Billing Statement – *attached, page 15.***

The new amount received from the OPP, and how Council plans to place them into a reserve and use them for future OPP increases will be explained on the back of the tax bill.

RESOLUTION #C-2025-12-32

MOVED BY: Keith Kerr
SECONDED BY: Marilyn Thomas

“THAT, an OPP reserve be created and the \$198,113 OPP surplus from the 2026 budget be placed into said reserve to offset future OPP cost increases as outlined in Report #FIN-2025-12 – 2026 OPP Annual Billing Statement.”

ADOPTED

10. CALENDARING

Meeting	Date	Time	Location
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.**

RESOLUTION #C-2025-12-33

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“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.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 7:18 p.m.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, February 3rd, 2026

**Immediately following the Public Meeting – Zoning By-Law Amendment(s) at 5:15 p.m.
Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Councillor Marilyn Thomas
Reeve Rob Rainer
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Keith Kerr
Councillor Angela Pierman

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Aaron Watt, Deputy Clerk
Sean Ervin, Public Works Manager (left at 7:24 p.m.)
Ashley Liznick, Treasurer
Noelle Reeve, Planner (left at 7:07 p.m.)

Regrets: Deputy Reeve Fred Dobbie

1. CALL TO ORDER

The meeting was called to order at 6:36 p.m.
A quorum was present.

2. NOTICE OF LIVESTREAMING

The Chair announced that the meeting is being livestreamed.

3. AMENDMENTS/APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

5. APPROVAL OF MINUTES OF PUBLIC MEETINGS

None.

6. DELEGATIONS & PRESENTATIONS

- i) **Delegation: Lanark County Child & Youth Services Collaborative.**

S. Halladay gave the presentation that was attached to the agenda.

Recommendation to Council:

“THAT, the Lanark County Child & Youth Services Collaborative presentation to Committee of the Whole on February 3rd, 2026, be received for information.”

7. PRIORITY ISSUES

- i) **Report #PD-2026-01 - Climate Change Adaptation Planning for Tay Valley Township.**

Recommendation to Council:

“THAT, the Planner continue engagement sessions to produce a Draft Climate Adaptation Plan.”

The Planner left at 7:07 p.m.

- ii) **Report #PW-2026-01 – Maximum Gross Vehicle Weights on Municipal Bridges.**

Recommendation to Council:

“WHEREAS, the rehabilitated structure known as Anderson Side Road Bridge no longer requires a load restriction;

NOW THEREFORE BE IT RESOLVED THAT, By-Law No. 2025-002 – Maximum Gross Vehicle Weight on Municipal Bridges, be amended accordingly.”

iii) **Report #PW-2026-02 – Truck No. 6 Replacement Options.**

Recommendation to Council:

“THAT, the quotations obtained through the Canoe Procurement Group from Gin-Cor and Oakes Truck Sales for a medium duty plow truck be accepted;

THAT, the deficit be funded from the Roads Equipment Reserve;

THAT, Truck No. 6 be sold on GovDeals once the new truck is put in service;

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

iv) **Report #PW-2026-03 – H. Mather Drain – Maintenance.**

Recommendation to Council:

“THAT, Council exercise its right to not invoice for properties included in the 2025 H. Mather Drain Maintenance project with assessments under \$50.00;

AND THAT, all other properties included in the assessment schedule as outlined in the Drainage Act be invoiced.”

The Public Works Manager left at 7:24 p.m.

v) **Report #CAO-2026-01 – History Scholarship Selection Committee Update.**

Kay Rogers, Chair for the Selection Committee was present to update Council on the changes.

Recommendation to Council:

“THAT, the updates to the History Scholarship Selection Committee Terms of Reference and Agreement with the Perth and District Community Foundation, as outlined in Report #CAO-2026-01 – History Scholarship Committee Updates, be approved;

AND THAT, the necessary by-laws be brought forward to Council for approval.”

vi) **Report #CAO-2026-04 – Election – Joint Compliance Audit Committee Terms of Reference.**

Recommendation to Council:

“THAT, the Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference be approved;

AND THAT, the necessary by-law be presented at the next Township Council meeting.”

vii) **Report #CAO-2026-02 – Procedural By-Law Update.**

The Committee discussed that maybe the suggested recommendations to Council and the suggested motion at Council continue to be read so that those watching the livestream would know what they are.

The CAO/Clerk informed the Committee that the suggested motions were not being read out tonight as the Agenda is available on the Township website for viewing and following along and suggested to leave the suggested change in until after the public meeting.

Recommendation to Council:

“THAT, the draft Procedural By-Law as attached in Report #CAO-2026-02 – Procedural By-Law Update be approved in principle;

AND THAT, the necessary Public Meeting be called.”

viii) **Report #CAO-2026-03 – Strategic Plan Update.**

Recommendation to Council:

“THAT, Report #CAO-2026-03 –Strategic Plan Update, be received for information.”

ix) **ROMA Conference Update.**

Members provided an update and shared highlights from the 2026 Rural Ontario Municipal Association (ROMA) Conference that was attended in January 2026.

Key takeaways from the conference workshops included:

- the importance of asset management planning to ensure the delivery of municipal services
- rural road safety and maintenance needs
- the challenges of rural housing in Ontario
- the importance of accurate and timely communications by social media
- responsible waste management and ensuring that if a municipality has a waste site, to do everything they can to maintain it
- the creation of a Provincial Code of Conduct for Members of Municipal Councils
- the complexity and costs of cemetery management, especially for small rural municipalities
- the benefits of community support through public Health Units
- changing foreign worker regulations and the impacts on healthcare and nursing home services
- the challenges in recruiting and retaining workers in rural areas

8. CORRESPONDENCE

x) 25-12-17 – Council Communication Package.

Recommendation to Council:

“THAT, the 25-12-17 Council Communication Package be received for information.”

xi) AMO Policy Update – OMERS Governance Changes & Bill 68.

Recommendation to Council:

WHEREAS, the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

WHEREAS, the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

WHEREAS, the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

WHEREAS, these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

WHEREAS, the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

AND WHEREAS, municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township does not support the legislative changes to the OMERS Act contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

FURTHER BE IT RESOLVED THAT, the Council of Tay Valley Township support the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to maintain the current OMERS governance model, with two corporate Boards, as the structure that would best deliver on the long-term interests of municipalities, taxpayers, and employees.

AND BE IT FURTHER RESOLVED THAT, this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- John Jordan, MPP Lanark-Frontenac-Kingston;
- The Association of Municipalities of Ontario (AMO)."

xii) **Lanark County Situation Table Annual Report 2025.**

Recommendation to Council:

"THAT, the Lanark County Situation Table Annual Report 2025 be received for information."

9. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

ii) **Committee of Adjustment – deferred to the next meeting.**

iii) **Fire Board.**

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

iv) **Library Board.**

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

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

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

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

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

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

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

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

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

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

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

xi) **County of Lanark – deferred to the next meeting.**

10. CLOSED SESSION

i) **CONFIDENTIAL: Identifiable Individual – Finance Department.**

The Committee moved “in camera” at 8:42 p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding the Finance Department;

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

The Committee returned to open session at 9:31 p.m.

Recommendation to Council:

“**THAT**, a new position in the Finance Department be created;

AND THAT, in 2026 the new position be funded from any surplus in the salary and benefits line of the budget and/or from the contingency reserve if required.”

Recommendation to Council:

“**THAT**, the Finance Department office area be renovated to accommodate the new position;

AND THAT, it be funded from the Township Office/Garage reserve.”

Report #CAO-2026-05 – Finance Department – *attached, page 9.*

ii) **CONFIDENTIAL: Litigation or Potential Litigation – 485 Keays Road.**

The Committee moved “in camera” at 9:34 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding 485 Keays Road;

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

The Committee returned to open session at 9:37 p.m.

The Chair rose and reported that the Committee received an update on this matter.

11. DEFERRED ITEMS

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

- *None.*

12. ADJOURNMENT

The Committee adjourned at 9:38 p.m.

DELEGATIONS & PRESENTATIONS

Enbridge Gas & Tay Valley Township Model Franchise Agreement Renewal

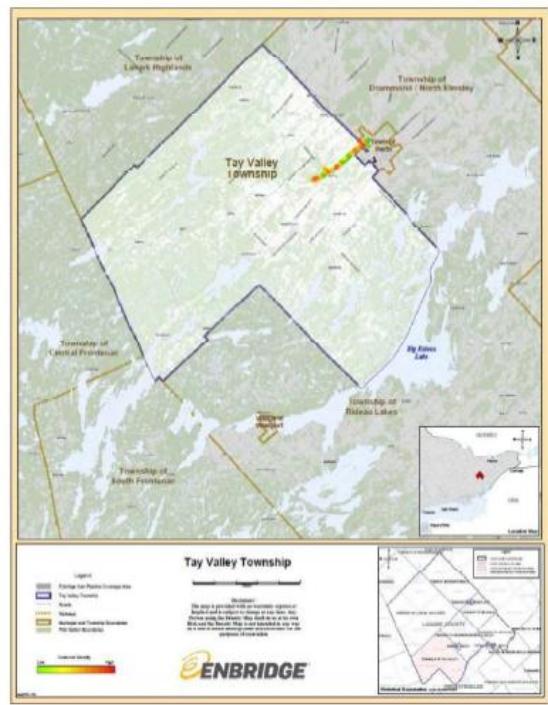
February 3, 2026



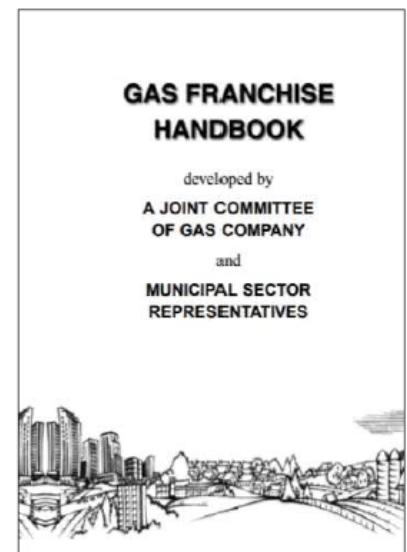
Current Operations

Tay Valley Township

- Approximately 30 customers in Tay Valley Township
- On June 27, 2026, the current franchise agreement between Tay Valley Township and Enbridge Gas will come up for renewal.
- Enbridge has been providing gas distribution services within Tay Valley Township since approximately 1959.



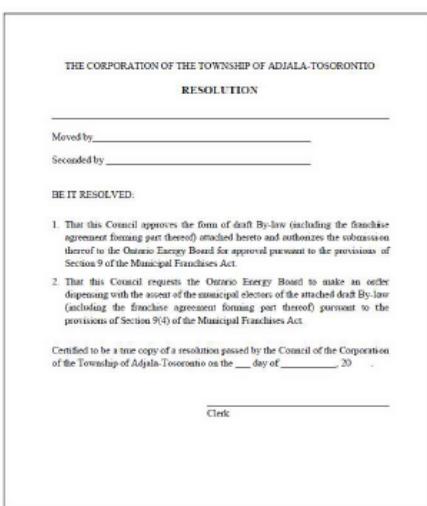
What is a Municipal Franchise Agreement?



- The Franchise Agreement is an agreement between a municipality and a natural gas distributor that wants to provide natural gas service within the municipality
- The franchise agreement must be submitted to the OEB for approval under the Municipal Franchises Act
- Terms and conditions are set and approved by the OEB - the current Model Franchise Agreement was adopted by the OEB in 2000
- Details the terms and conditions of the agreement between Enbridge Gas and Tay Valley Township

3

How is a Franchise Agreement Renewed? The Regulatory Process



- The process begins with the delivery of a franchise agreement renewal package by Regional Representatives to the Municipality (approximately one year in advance of renewal)
- The franchise agreement renewal must be placed on the agenda of Municipal Council and a Resolution passed in support of the franchise agreement renewal
- Enbridge Gas prepares and submits an application to the OEB for approval of the franchise agreement, a Notice is published in a local newspaper and the Municipality is served with a copy of the Notice
- The regulatory process to renew the franchise agreement cannot be initiated with an application to the OEB until Enbridge Gas has received a certified copy of a resolution from Council to proceed with the renewal and a copy of the Bylaw (either in draft form or after 1st and 2nd readings, depending on the municipal process) from the municipality.
- 14 day waiting period for public comments after publishing Notice in local newspaper
- Entire process can take 6 to 12 months

4

How is a Franchise Agreement Renewed? The Regulatory Process cont'd

- The role of the OEB is to adjudicate an application by Enbridge Gas to approve the renewal of a franchise agreement, starting with a notice to the public and interested parties inviting them to participate in the review of the application.
- Once the OEB considers all of the evidence before it, including providing for questions on that evidence and any written submissions, the OEB makes a determination as to whether or not to approve the proposed franchise agreement.
- If approved, the OEB will issue a Decision and Order granting approval
- The Decision and Order, unapproved by-law, and franchise agreement are forwarded to the Municipality for consideration by Municipal Council
- Once the by-law is approved by Municipal Council, the franchise agreement continues for another 20 years

NOTICE OF A HEARING

Enbridge Gas Inc. has applied to renew its natural gas franchise agreement and for a new certificate of public convenience and necessity for the Municipality of Mattawan

Enbridge Gas Inc. (Enbridge Gas) is asking the OEB for:

- An order approving the renewal of a natural gas franchise agreement with the Municipality of Mattawan. This would continue Enbridge Gas's right to construct, operate and add to the natural gas distribution system and to distribute, store and transmit natural gas within the Municipality of Mattawan for the next 20 years.**
- An order directing that the acceptance of the municipal electors of the Municipality of Mattawan is not required in relation to the by-law approving the natural gas franchise.**
- An order granting a new certificate of public convenience and necessity to Enbridge Gas to construct works to supply gas in the Municipality of Mattawan.**

YOU SHOULD KNOW

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

There are three types of OEB Hearings: oral, electronic and written. If you have a preference for the type of hearing, you can write to us to explain why. During this hearing, we will question the applicant about its case. We will also hear questions and arguments from participants that have registered as intervenors. After reviewing all the evidence, we will decide whether to approve this application.

HAVE YOUR SAY

You have the right to information about this application and to participate in the process. Visit www.oeb.ca/participate and use file number EB-2023-0324 to:

- Review the application
- Apply to become an intervenor
- File a letter with your comment

IMPORTANT DATES

You must engage with the OEB on or before December 1, 2023 for:

- Provide input on the hearing type (oral, electronic or written)
- Apply to be an intervenor

If you do not, the hearing will move forward without you, and you will not receive any further notice of the proceeding.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. If you are a witness or if you apply to become an intervenor, all the information on you file will be on the OEB website.

LEARN MORE

Ontario Energy Board
877.377.4377
• Monday-Friday 8:00 AM-5:00 PM
• oeb.ca/participate

Enbridge Gas Inc.
877.382.7414
• Monday-Friday 8:00 AM-5:00 PM
• enbridgegas.ca

This hearing will be held under sections 8, 9(2) and 9(4) of the
Ontario Energy Board Act, R.S.O. 1990, c. M.55.

Ce document est aussi disponible en français.

How is a Franchise Agreement Renewed?

Steps to Complete Franchise Agreement Renewal

The Municipal Process:

- ✓ Municipality receives Franchise Agreement Renewal package from Enbridge Gas
- ✓ Municipality creates a Resolution for execution purposes
- ✓ Municipality drafts a By-law for execution purposes
 - ❖ *By-law is subject to 1st, 2nd and 3rd Reading by Municipal Council (dates to be recorded)*
- ✓ Once the Resolution & By-law are approved, the Municipality provides Enbridge Gas with:
 - ❖ 4 original and certified copies of the Resolution
 - ❖ 4 original copies of the signed By-law

If not signed after 1st and 2nd readings, only one copy of the draft bylaw is required.

How is a Franchise Agreement Renewed?



Steps to Complete Franchise Agreement Renewal (cont'd)

The Regulatory Process:

- ✓ Enbridge Gas submits the Franchise Agreement Application to the OEB.
- ✓ The OEB will publish a Notice related to the application in a local newspaper
- ✓ Once the OEB issues a Decision and Order on the application, Enbridge Gas provides the municipality with the Decision and Order
- ✓ The Municipality inserts date of OEB Decision and Order into By-law, puts the Bylaw through final reading and executes the approved Franchise Agreement
- ✓ Municipality executes 4 copies of the Franchise Agreement (signs and seals)
- ✓ Municipality forwards 4 signed, sealed and certified true copies of the final Bylaw to Enbridge Gas along with the 4 executed Franchise Agreements
- ✓ Enbridge Gas provides fully executed copies of the Franchise Agreement and By-law to the OEB and to the Municipality

7

Thank you!

Q&A



2025 Re- Inspection Results



Tay Valley Township



MississippiRideau

SEPTIC SYSTEM OFFICE



1

Participation

Mandatory	
Lake	Properties
Bennett	118
Black	25
Christie	2
Clear	18
Davern	9
Fagan	10
Fall River	10
Little Silver	16
Mississippi	5
Rainbow	1
Silver	17
Total	232

232 re-inspections were completed on 11 Lakes

2 Water access inspections completed

62% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;

16 (7%) system replacements were identified

2

Inspection Schedule

Ward	Three-year cycle
North Burgess	2023 (2026)
South Sherbrooke [South of Concession 7] and Christie Lake	2024 (2027)
Bathurst and South Sherbrooke (North of Concession 6)	2025 (2028)



3

Business 1%

Vacant 3%

House 22%

Cottage 74%

Property Use



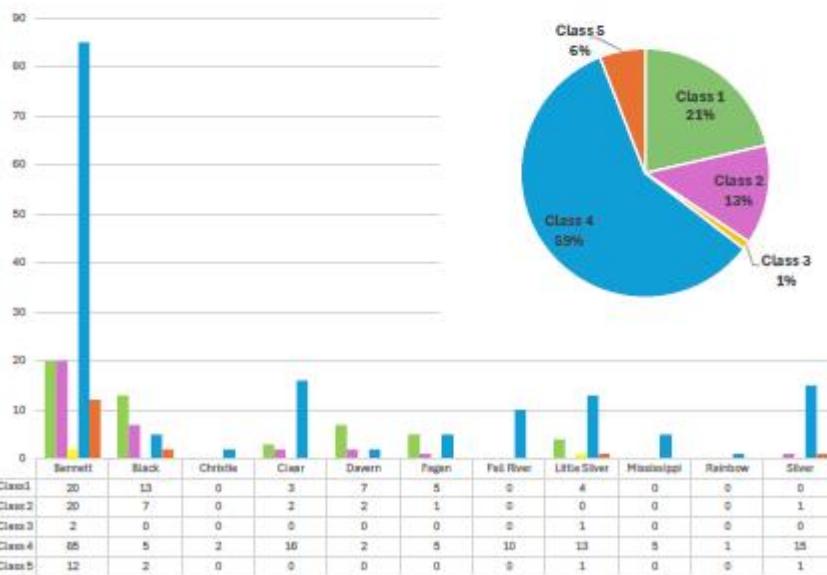
4



Filter Maintenance

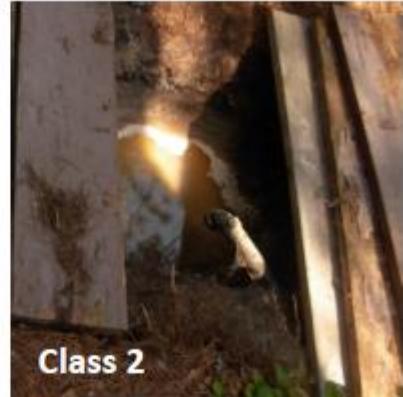
26% of Class 4 systems had an Effluent Filter

5



Types of Systems

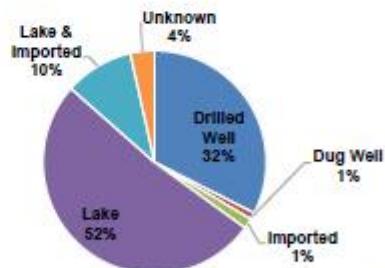
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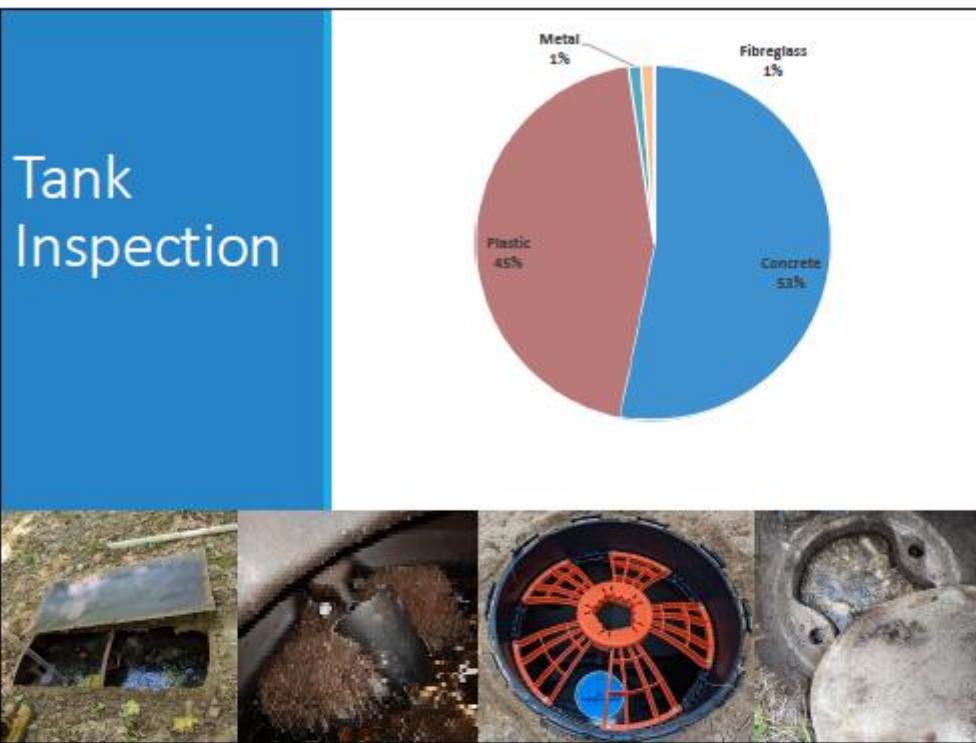
Types of Systems

7

Water Source



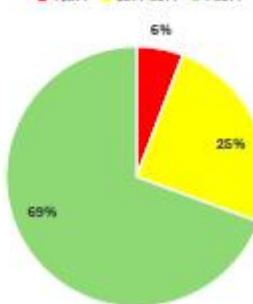
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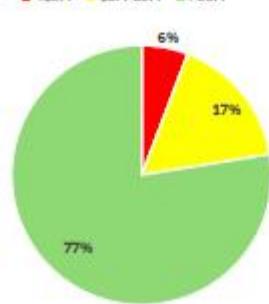
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Separation Distance

Tank to Water



Pipe to Water



10

System Status – at the time of Inspection

No Concern

- No operational and/or maintenance issues identified.

Remedial Work

- Operational and/or maintenance issues were identified.

More Information Required

- One or more questions arose regarding the system(s)

System Repair/Replacement

- On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

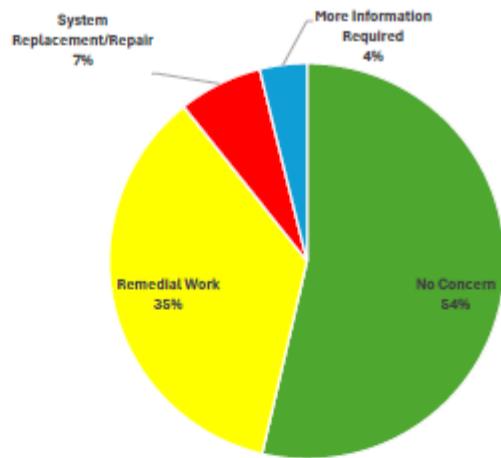
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System Status

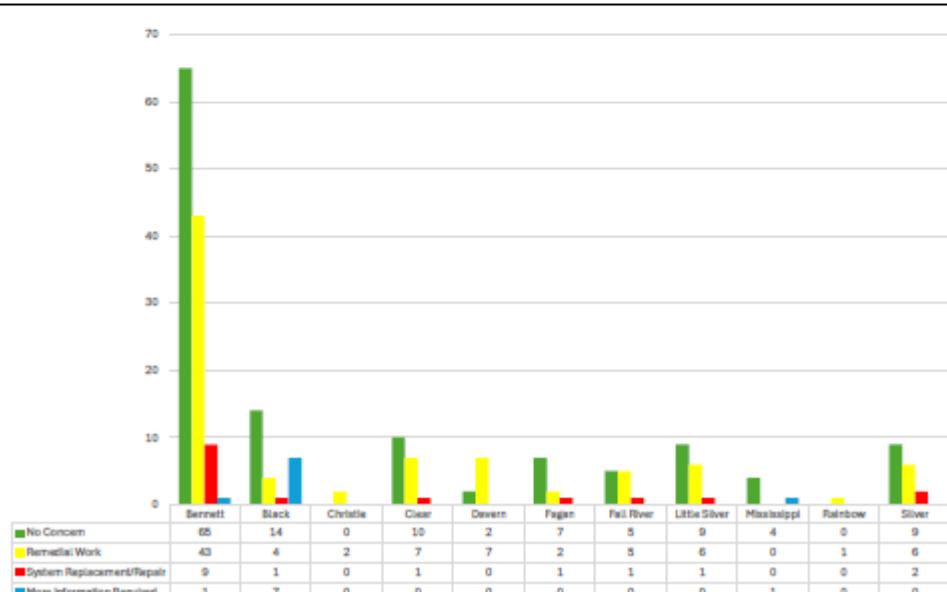


12

System Status



13



System Status – per Lake

14

Pump out required	30
Baffles require maintenance (broken/missing)	10
Roots in tank	3
Vegetation/debris on leaching bed	17
Filter cleaned/to be cleaned	5
Tank Corrosion	7
Class 1 and Class 2 issues	9
Recommend Alarm	9
Total	90

System Deficiencies

15

Thank you

Mississippi Rideau
SEPTIC SYSTEM OFFICE

c/o Mississippi Valley Conservation
10970 Highway 7, Carleton Place, ON K7C 3P1
tel 613-253-0006 ext. 254 cell 613-913-7570 fax 613-253-0122
ekohlsmith@mvc.on.ca

Eric Kohlsmith
Septic Inspector

Mississippi Valley
Conservation Authority

RIDEAU VALLEY
CONSERVATION AUTHORITY

16



2024 Sewage System Re-inspection Program

Prepared For Tay Valley Township
Prepared By Eric Kohlsmith, MRSSO
January 9th, 2026



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Executive Summary

For 2024, inspections were completed within South Sherbrooke and Bathurst with 118 on Bennett Lake, 25 on Black Lake, 2 on Christie Lake, 18 on Clear Lake, 9 on Davern Lake, 10 on Fagan Lake, 10 on Fall River, 16 on Little Silver, 5 on Mississippi River, 1 on Rainbow, and 17 on Silver Lake. For a total of 232 inspections completed on 189 properties.

Properties owners were mailed a property owner package to notify their property was selected for the re-inspection program and provided an inspection appointment within the package. Property owners were given the opportunity to arrange a new appointment, if required. Participants were asked to return the questionnaire, included in the property owner information package, to the Mississippi Rideau Septic System Office (MRSSO). Once received, the administration staff entered the questionnaire in our database as being returned. Properties that did not have returned questionnaires were visited on the scheduled appointment date. If no property owner was home at the time, a notice was left onsite requesting the owner to reschedule.

The inspections began on May 13, 2025, and the last inspection was completed on October 16, 2025. Most of the inspections were completed in June, July and August; months when cottagers are most likely to be present.

As a result of the program, 125 systems were identified as having no concern, 83 systems requiring remedial work, 9 required more information and, 16 system replacements required.

In conclusion, the MRSSO:

- Conducted 232 septic re-inspections in 2025,
- Conducted 2 water access inspections,
- Met onsite with 62 % of property owners for the inspection,
- Identified 16 (7 %) systems requiring replacement.

1 Introduction

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is essential to the continued life of the system. A Septic Re-Inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system.
2. A proactive approach to identifying risks to human health or the natural environment.
3. A database of inspected existing septic systems that can be used as a planning tool for municipalities.

Malfunctioning on-site sewage systems can have both human health and environmental impacts beyond the property on which it is located. Nutrient and bacteria-rich effluent can travel through soil and rock fractures to surface water bodies, and ground water sources. Contamination of surface water can cause excessive aquatic plant growth, depletion of oxygen in lakes, and impact the natural habitat for aquatic species. Ground water contamination can cause illness and even death. This makes it crucial that property owners be aware of the location and operation of their septic system. Under the Ontario Building Code, it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding community and environment.

The Tay Valley Township has led the way locally for the sewage system re- inspection program as well as other initiatives that work towards protecting the quality of surface and ground water. Since the sewage system re-inspection pilot program on Christie Lake was initiated in 2000, the Township has now conducted approximately 3,400 waterfront inspections. The program combines the education of the homeowner regarding the maintenance of their sewage system with an inspection component. A follow-up component is also essential to ensure that the program effectively manages identified sewage system problems.

The authority to conduct mandatory inspections of sewage systems is provided by s.34 (2)(b) and 34 (2.1) of the *Building Code Act* and Div. C 1.10.1 of the *Ontario Building Code*. The program Authority can be found in Appendix D.

In 2012, Tay Valley Township implemented a Mandatory Maintenance Inspection program on seven lakes within the municipality (Appendix D), at the request of the Lake Associations. In 2016 the By-Law was amended to include Little Silver and Rainbow Lakes in the Mandatory re-inspection program, bringing the total number of lakes to nine. In 2023 the septic system re-inspection program was expanded to be mandatory for all waterfront properties within Tay Valley Township and lots within the Maberly Pines Subdivision.

The sewage system re-inspection program for 2025 began by selecting properties to be involved, contacting property owners, and informing them of the inspection to take place. A site visit was made (Appendix B) and an inspection report was filled out and the owner was notified of any deficiencies to be rectified.

In 2025, the MRSSO continued the use of electronic reporting. Property owners were provided the option of receiving the report by email or printed onsite.

The results of the 232 inspections completed on 189 properties in 2025 were compiled and this report is the culmination of those efforts.

2 Program Implementation

2.1 Property Selection Protocol

Participants were selected using CGIS, the Township's GIS database program, based on the following criteria:

- Properties that either have a septic permit that is 10 years or greater or does not have permit information, has not been re-inspected in the past, and is not undeveloped.
- Are due for a re-inspection after 10 years.

A property selection protocol for CGIS was developed (Appendix E) to ensure the accuracy of the property selection process.

2.2 Inspection Schedule

With the expansion of the program, the MRSSO developed a 3-year rotation schedule roughly based on the former Townships to try and balance the number of inspections each with the goal of completing 200 inspections each year. Figure 1 below outlines the approximate areas to be inspected each year.

Figure 1 Inspection schedule

Ward	Three year cycle
North Burgess	2023
South Sherbrooke (South of Concession 7) and Christie Lake	2024
Bathurst and South Sherbrooke (North of Concession 6)	2025

2.3 Scheduling

Properties owners were mailed a property owner package (Appendix A) to notify them that their property was selected for the re-inspection program and provided an inspection appointment within the package. The property owner package includes:

- Letter from the Township
- 5-Step procedure letter from MRSSO
- Questionnaire from MRSSO

Property owners were given the opportunity to arrange a new appointment, if required. Participants were asked to return the questionnaire, included in the property owner information package, to the Mississippi Rideau Septic System Office (MRSSO). Once a

participant contacted our office, either by returning the questionnaire, calling, faxing, emailing, or completing the online questionnaire, the information was recorded in the database under four different categories:

- Questionnaire returned with appointment.
- Questionnaire returned without appointment.
- Appointment without a Questionnaire.
- Removed from list (permit number or reason recorded).

Properties that did not have returned questionnaires were visited on the scheduled appointment date. If no property owner was home at the time, a notice was left onsite requesting the owner to reschedule. A total of 214 property owner packages were mailed out (Appendix A) and 232 inspections were completed on 189 properties. Seven properties were removed from the list for the following reasons:

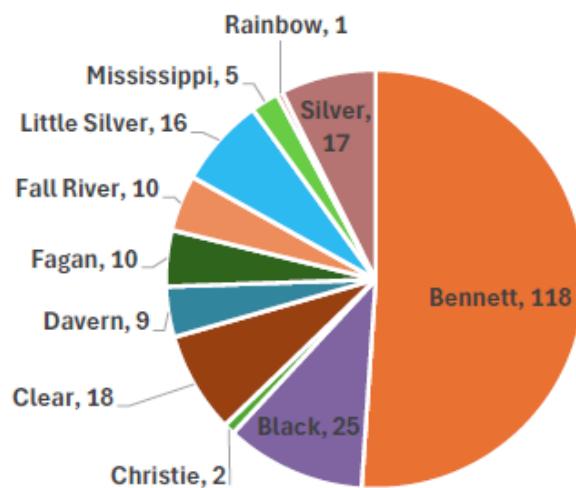
- Vacant parcel
- New System in last 10 years
- Inspection completed by 3rd Party
- MECP system – over 10,000 L/day

3 Results and Discussion

3.1 Distribution of Sewage System Re-inspections

The re-inspection program resulted in 232 inspections completed on eleven waterbodies completed (Figure 2).

Figure 2 Properties Inspected per Lake



From information collected through the questionnaire, records of mailing addresses, and observations at the time of the inspection, the primary property uses identified were cottage and house. Figure 3 illustrates 3 business, 173 cottages, 52 houses (residential properties) and 7 vacant properties were inspected. The vacant properties had sewage systems on site without dwellings. While residential properties consistently generate more wastewater and have the potential to contribute more nutrients to the environment, seasonal properties often have older, under sized systems that experience peak flows, which could lead to a greater environmental impact. Therefore, a mix of both seasonal and residential properties is desirable.

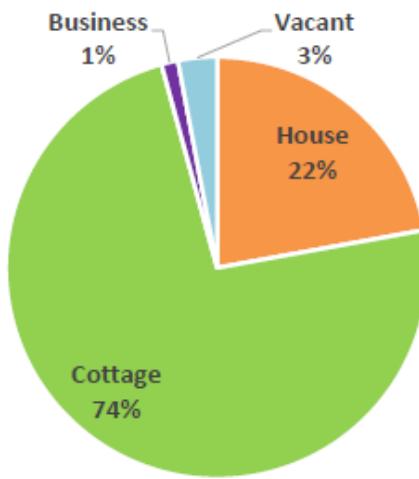


Figure 3 Property Use

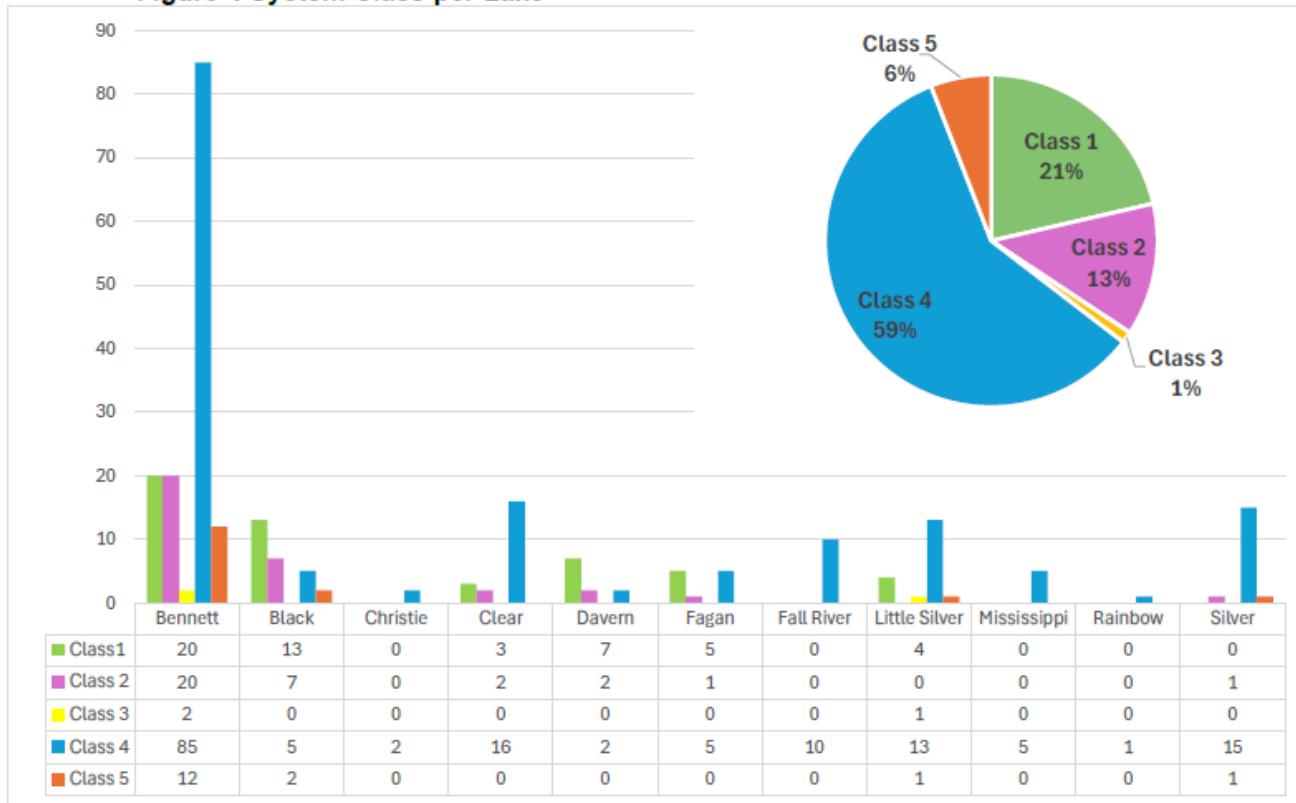
3.2 Class of Sewage System

There are five classes of sewage systems identified in Part 8 of the OBC as outlined below.

- Class 1** - Earth Pit, Vault, Pail and Portable Privies, Composting Toilets
- Class 2** - Greywater Systems
- Class 3** - Cesspools
- Class 4** – Septic Tank and Leaching Bed
- Class 5** – Holding tanks

Figure 4 displays the primary type of sewage system for each property where it was known, either from the visual inspection, or from information provided by the homeowner.

Figure 4 System Class per Lake



It is not uncommon, and many times it is necessary, for properties to have more than one class of system onsite. For instance, if the primary class of system is a privy (Class 1), then generally a Class 2 system is required for greywater treatment. It is strongly recommended that property owners with a Class 4 or Class 5 system direct all sources of greywater to that system unless otherwise approved.

3.3 Class 4 and Class 5 Systems

The most prevalent Class of sewage system inspected was the Class 4, with 159 systems inspected. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types leaching fields of Class 4 systems.

Very stringent requirements are identified in the OBC for allowing the installation of a Class 5 system (holding tank). One of those requirements is that it can be installed only when no other type of Class 4 system, meeting the OBC requirements, can be placed on the property. Sixteen holding tanks were identified during the 2025 re-inspection program.

3.4 Class 1, 2, and 3 Systems

Class 1 and 2 systems comprised 34% of all systems inspected with 58 Class 1's, and 35 Class 2's. Three Class 3 systems were found during the 2025 season. These systems are adequate options for protecting the environment when designed and installed correctly. The construction of Class 2 or 3 system requires a permit. Class 1 systems do not require a permit to construct, but they need to meet the minimum requirements under the OBC, and applicable law and these requirements are enforced.

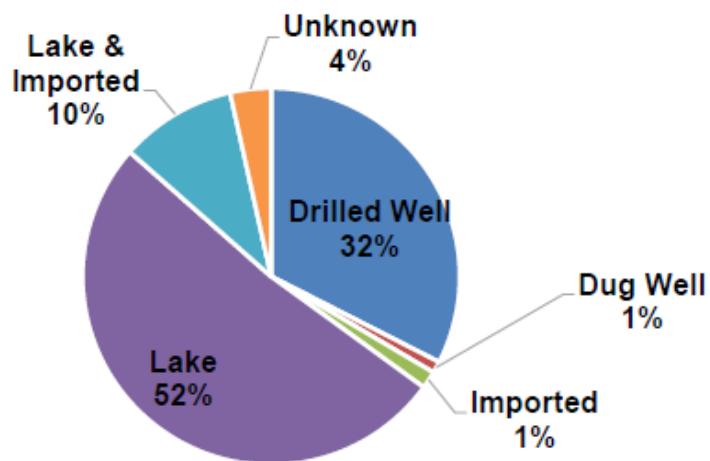
A Class 3 system is required when a Class 1 system requires waste or effluent to be removed. They are commonly required with composting toilets that are outfitted with an overflow, emergency or other. Class 3 systems can only receive waste from Class 1.

Typically, Class 1,2, or 3 systems do not provide pre-treatment of wastewater prior to entering the ground and therefore should be considered for use in temporary or very low-use conditions. If these systems are located too close to water they can have a significant impact on water quality during seasons of peak use.

3.5 Wells and Drinking Water

Information was collected during the field inspection on the source of drinking water, and water treatment practices of the property owners. During the visual inspection, if a pipe pumping water from the water body was visible, and no well was located, then the water source was assumed to be the lake (or river). If no pipe was visible and a well was located, then the water source was recorded as a well. Water source indicated as "unknown" means the water source could not be determined at the time of the inspection. Information provided by the property owner is more accurate than that found during the visual inspection and is preferable to identifying the water source on-site. Figure 5 illustrates the percentage and type of water supply systems.

Figure 5 Water Source

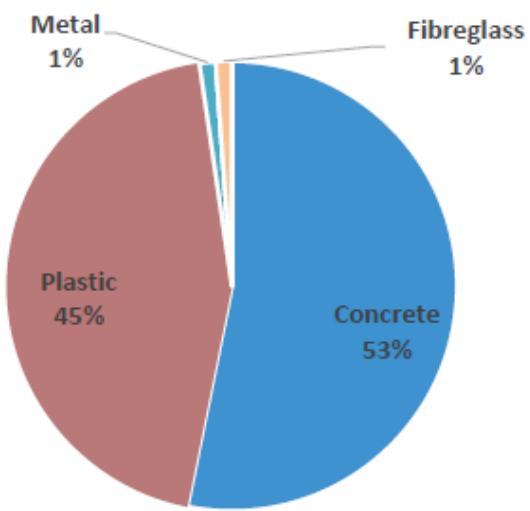


Property owners are encouraged to utilize the free drinking water testing provided by the Leeds, Grenville and Lanark Health Unit. Sample bottle pick up and drop off locations can be found on the Health Units website. Although free testing is available, many property owners do not test their drinking water regularly.

3.6 Tank Inspection

During the inspection of septic and holding tanks, the tank material was recorded. If the tank was not uncovered for the re-inspection, the tank material was determined by using a soil probe. Of the 200 systems inspected, there were 175 septic or holding tanks. Figure 6 shows the breakdown for the common tank materials found: concrete, plastic, fiberglass and metal.

Figure 6 Tank Material



As a result of the re-inspection program, it was observed that 4% of concrete septic tanks had signs of corrosion (Photo 1). Concrete corrosion is generally caused by a build of gases (from normal operation) reacting with the concrete. The corrosion can cause baffles to fall off, effluent to escape around the outlet pipe and the tank to become structurally unsafe.



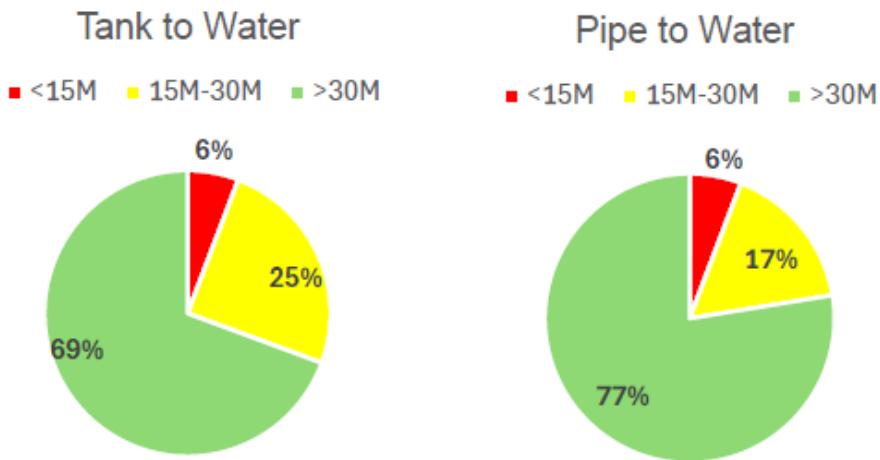
Photo 1 Concrete Corrosion around Outlet Baffle

3.7 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 7 represents the separation distance measured from septic/holding tanks and leaching bed to the surface water. The measurements were sorted into three categories:

- Less than 15m (<15m) – Does not meet OBC or Official Plan requirements.
- Between 15m – 30m – Meets OBC but does not meet Official Plan requirements.
- Greater than 30m (>30m) – Exceeds OBC and meets Official Plan requirements.

Figure 7 Separation Distance –Tank and Leaching Bed to Water



Although a reduced separation distance does not necessarily provide evidence of ground or surface water contamination, it is important to recognize that these systems are present.

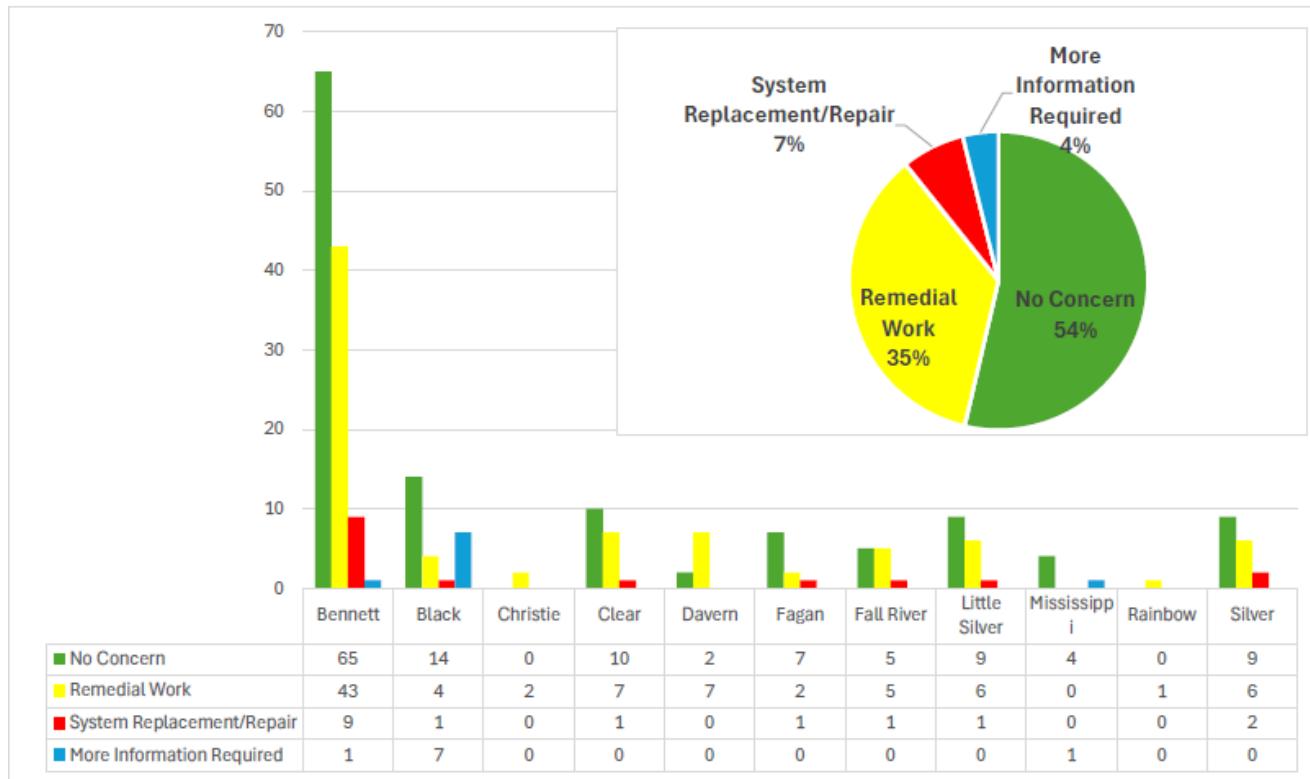
3.8 Sewage System Status

When completing an inspection of the existing sewage system the MRSSO has developed the following terms to identify the overall sewage system status or condition, as shown in Figure 8:

- **No Concern** – At the time of inspection there were no operational and/or maintenance issues identified.

- **Remedial Work Required** – At the time of inspection operational and/or maintenance issues were identified. These issues generally do not require a permit to remedy.
- **More Information Required** – At the time of inspection one or more questions arose regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system.
- **System Repair/Replacement Required** – At the time of inspection it was determined that the on-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

Figure 8 System Status – Mandatory Program



Every septic system requires regular maintenance to ensure it is operating efficiently and safely. System deficiencies are generally classified as a remedial work items. Table 1 illustrates the most common deficiencies found during the re-inspection program.

Table 1 System Deficiencies

note: some properties have more than one sewage system maintenance issue.

Pump out required	30
Baffles require maintenance (broken/missing)	10
Roots in tank	3
Vegetation/debris on leaching bed	17
Filter cleaned/to be cleaned	5
Tank Corrosion	7
Class 1 and Class 2 issues	9
Recommend Alarm	9
Total	90

3.9 Follow-up and Enforcement

Once the re-inspection is completed, the MRSSO provides the property owner a copy of the report by email or in-person (printed on-site). The report provides information on the system(s) operation and maintenance. Based on the outcome of the inspection a follow-up inspection may be scheduled.

Follow-up inspections include site visits, compliance letters and Order to Complies. The type of enforcement is determined by the severity of the issue. Orders to Comply are issued under the Building Code Act s.15.10.1.(2).

Sewage Systems found to be malfunctioning or posing a risk to human health or the environment will require repair or full replacement. All 16 systems requiring repair/replacement are on seasonal properties. Property owners have been informed of the concerns identified during the re-inspection. Of the 16 systems identified, 5 were Class 4 systems (with 1 replacement underway), 8 Class 1 systems, 10 Class 2 systems, 3 Class 3 systems, and 1 Class 5 system. The remaining property owners will receive an Order to Comply requiring work to be completed by July 1, 2026.

4 Conclusions

The 2025 program completed inspections of 232 sewage systems on Bennet Lake, Black Lake, Christie Lake, Clear Lake, Davern Lake, Fagan Lake, Fall River, Little Silver, Mississippi River, Rainbow Lake, Silver Lake; 2 of which were water access properties. Of the 232 systems inspected, 125 systems were identified as having no concern, 83 systems requiring remedial work, nine required more information, and 16 systems required replacement. It should be noted that the age of a system was not a significant factor in deficiencies identified. In turn, the diligence of the property owner regarding the operation and maintenance of their system had a greater impact on the deficiencies identified.

Interaction with property owners during the re-inspection program this year was very positive. Approximately 62% of property owners were able to be present during the re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Having homeowners excavate their tanks prior to re-inspection will be continued in the 2026 re-inspection season. This enabled a much more efficient re-inspection process.

Continued emphasis will be placed on attending Lake Association functions and offering information seminars to the public regarding changes to the program and the maintenance and operation of sewage systems within the Township. The MRSSO presented at the Black Lake Property Owners Association AGM in July of 2024. The opportunity to hear the concerns of waterfront properties and address misconceptions regarding sewage systems and the re-inspection programs is beneficial in promoting the proper maintenance and operation of sewage systems and identifying areas of concern.

The MRSSO's continued commitment to the property owners of Tay Valley Township is to provide fair, accurate and timely service. It is hoped that the momentum of the sewage system re-inspection program continues in the coming years, as it is a valuable asset to the health of the environment and the community.

Appendix A Property Owner Package

10970 Hwy. 7, Carleton Place, ON K7C 3P1
T (613) 253-0006 F (613) 253-0122 mrsso@mvc.on.ca



Mailing Address

Date

5 Easy Steps to Your Mandatory Sewage System Re-Inspection Program

We are pleased to provide free re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

Here are the five steps of the Septic Re-inspection Program — from start to finish.

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:
Fax: 613-253-0122
Email: mrsso@mvc.on.ca
Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Scheduled appointment

The re-inspection of your property at **LOCATION** is mandatory and will be conducted on **DATE**. If you would like to arrange an alternative inspection appointment, please contact our office - 613-253-0006 ext. 256 or mrsso@mvc.on.ca.

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Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$80 (\$40/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed, **upon request** (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank.

Please do not pump a septic tank before the re-inspection.

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents
 - **Please do not pump a septic tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A septic re-inspection status card will be left for the property owner and a copy of the septic re-inspection report will be emailed or mailed to the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

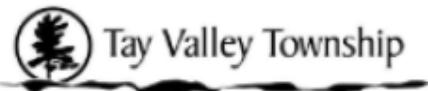
Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator
613-253-0006 ext. 256
mrsso@mvc.on.ca

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SEWAGE SYSTEM RE-INSPECTION IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY

May 2025

For over twenty years Tay Valley Township has had a voluntary septic re-inspection program. Mandatory Re-inspections resulting from the *Clean Water Act* have been undertaken in Tay Valley on nine of the lakes for more than ten years. A properly functioning septic system is an integral part of a healthy lake environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological pollution to an adjacent water body. The Septic Re-Inspection Program is aimed at achieving a better understanding of system function, increasing owner education and preventative measures. The implications of poor maintenance are costly to the owner and to the community. Our program history shows owners are committed to protecting their lake lifestyle, as is the Township.

Based on the success of the mandatory septic re-inspection program, in the spring of 2024, Tay Valley Council voted to expand the mandatory program to include all lakes and rivers in the Township, as well as the properties in the Maberly Pines Subdivision. Your property is therefore, included in the Tay Valley Township Mandatory Septic Re-Inspection Program for 2025. To protect the water quality of your lake and groundwater, you may schedule an appointment with the Mississippi Rideau Septic System Office (MRSSO) for the inspection at no cost to you. If you choose, you may be present for the inspection, but if it is not convenient you are not required to be present for the inspection. Alternatively, you may hire a third-party certified inspection service to do the inspection.

Please see the attached Septic Re-inspection Procedure for instructions on preparing for the inspection including filling out and returning the enclosed questionnaire.

Your active involvement in the Septic Re-Inspection Program begins with filling in the accompanying questionnaire to the best of your ability. After the re-inspection is completed, advice on proper maintenance will be provided both in person and in the report left onsite. If necessary, the MRSSO will initiate a dialogue and define an action plan with owners of systems deemed to be a concern to the environment or to public health. Owners of systems found to be installed, operating and maintained properly, but which are not in compliance with current requirements of Part 8 of the *Ontario Building Code* will be advised the system is

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likely to require upgrade or replacement prior to further site development. Funding assistance may be available for septic replacement depending on eligibility criteria.

Any comments regarding the Program in general or Council's strategy can be directed to Noelle Reeve, the Township Planner, at planner@tayvalleytwp.ca. Program specifics or questions about your involvement in the Program should be directed to Eric Kohlsmith, at the MRSSO, (613) 253-0006 option 3.

On behalf of Council, thank you in advance for your co-operation.

Noelle Reeve, Planner
Tay Valley Township

PROGRAM AUTHORITY:

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so is found in Part 8 of the *Ontario Building Code* which defines a sewage system as a "building". A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the Code is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the *Ontario Building Code*.

PERSONAL INFORMATION:

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to facilitate communication between the Township, MRSSO and individual property owners. Questions about the collection of information should be directed to the Clerk at clerk@tayvalleytwp.ca or 217 Harper Road, Perth, ON, K7H 3C6.

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Questionnaire

Please fill out as much information as possible, as **best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as 'Correction' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

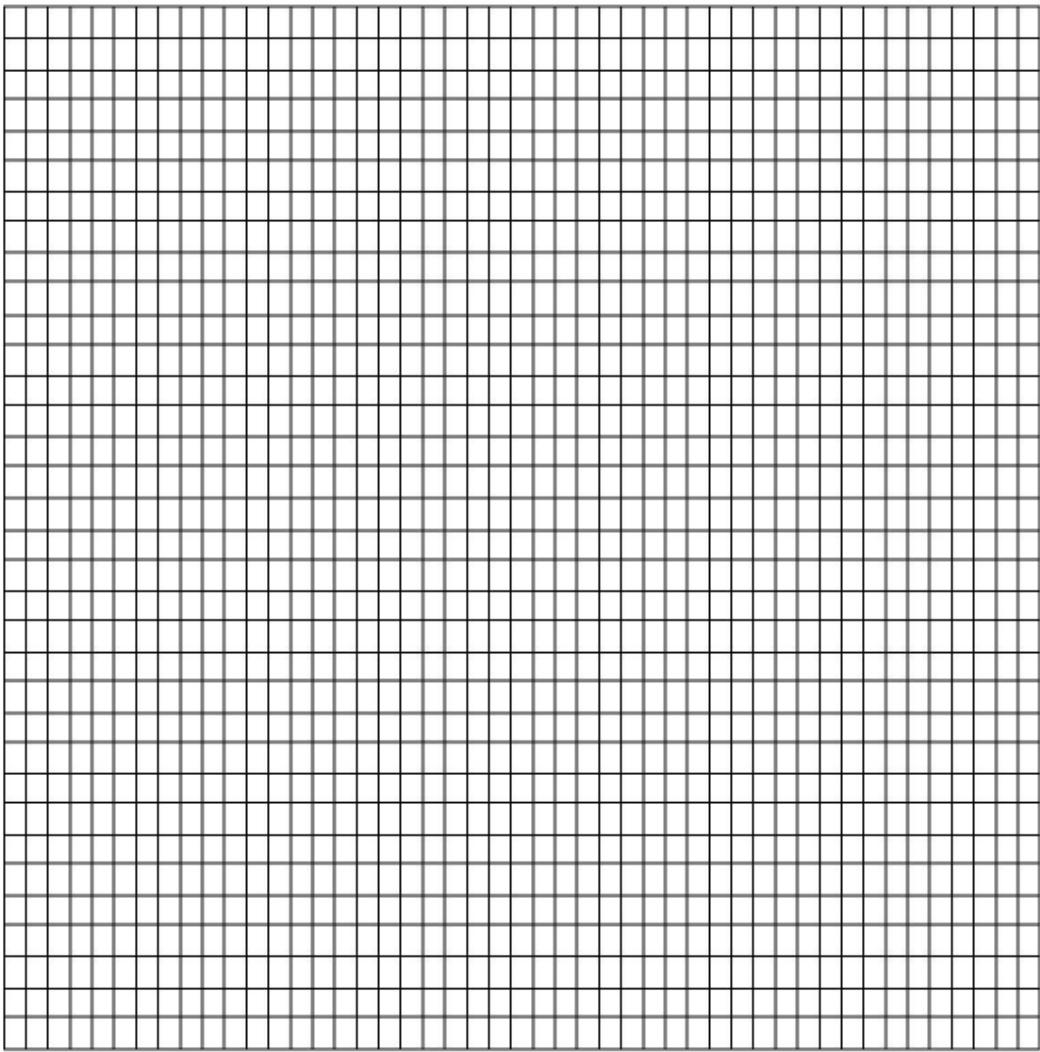
Property Owner				Correction - New Property Owner, Spelling of Name...			
Mailing Address				Correction - New Mailing Address...			
Telephone Number ()	Alternate Number ()		Email Address				
Re-Inspection Property Location	«Address»			Length of Ownership		Lake Name	
						«Lake»	
				Property Size		# Bedrooms	
Roll Number							
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>		
Directions to Property				Do you require assistance locating/excavating your tank?			
				Yes <input type="checkbox"/>		No <input type="checkbox"/>	
General Location of Tank				* There is a maximum charge of \$40 for this service			
				Inspection Date			
Sewage System Type	Class 1 <input type="checkbox"/> Privy(Outhouse)	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field		Class 5 <input type="checkbox"/> Holding Tank	
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Sewage Pump		Yes <input type="checkbox"/> No <input type="checkbox"/>
				Is Pump in Septic Tank?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Last Pump out				Pump Out Frequency			
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other-			
Privy Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other-			
Date System(s) Installed				Sewage System Permit #			
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Treatment

Participant Signature: _____ Participant Name: _____
 (Signature) (Please Print)

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Site Sketch

Please include the **locations** as well as the distances between any **septic components** (tank, bed, privy, greywater pit), **structures** (house, shed, garage), **water bodies** (lakes, rivers, creeks, wetlands), **farming activities**, or **wells**.



Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

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Appendix B Description of a Site Inspection

Tank Inspection

The septic tank is located first by visually inspecting the property for signs of a system, using metal probes and information provided by the property owner. Once the tank was located both the inlet and outlet access ports are uncovered, and the soil placed on a tarp for tidiness. The lids are removed using a crow bar or shovel to 'crack' it open, or break the seal which forms over time if it is a concrete lid. The lids are lifted off with a 'J-hook', a long handled hook which allows two people, on either side of the lid to safely and easily lift off the heavy lid.

A visual inspection of the tank condition is made, and a measurement of the solids content is taken. A sludge judge is used for to take the measurement and is essentially a clear plastic tube with a ball valve on the bottom and 1 foot increments marked on the side of the tube. The judge is lowered into the first chamber of the tank and a cross section of the contents in the tank is obtained. The judge is then pulled out of the tank and the depth of the solids is noted. Often the ball valve plugs up and the contents run out of the bottom. In that case the solids in the bottom are felt by a change in density and the depth is noted.

A visual inspection of the baffles is done as well as a check that the partition wall is in working order. If the solids in the second chamber are as high as the first chamber it can be an indication that the partition wall has suffered some damage. We also check for roots in the tank, and look for the presence of effluent filters before replacing the lids and restoring the area to its original condition.

One of the most frequent questions a homeowner asks is "How often should I pump my tank?" Most government documents and information publications suggest that a septic tank should be pumped out every 3-5 years. Another resource is the OBC, which requires that a septic tank be pumped out when the sludge and scum occupy 1/3 of the working capacity of the tank (8.9.3.4.(1)). This will prevent the sewage from traveling too quickly through the septic tank, not allowing the solids and fats to properly separate from the effluent. To give the homeowner, on an individual basis, an estimation of the frequency for pumping out their septic tank, the depth of sludge and scum was measured during the tank inspection.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (≥2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3790 (≥3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Estimated Septic Tank Pumping Interval in Years

Visual Re-Inspection

The visual re-inspection consists of a walk around the property looking for water sources, sewage systems or any suspicious things such as pipes to the surface. Measurements are taken between the sewage system components and water bodies, as well as to water sources. A GPS reading is taken at the shoreline, all sewage system components, and wells.

The operation or failure of the bed was assessed by looking for conditions of lush vegetation, wet areas, surface discharge, tree or root growth, side slopes and erosion control.

Appendix C Ontario Building Code References

System Classification

Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting). Class 2 – a greywater system

Class 3 – a cesspool

Class 4 – a leaching bed system

Class 5 – a holding tank

8.1.2.1(1)

Minimum Clearances for Classes 1, 2 and 3

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water or well other than a well with watertight casing to a depth less than 6m	Horizontal distance (m) from lake, river, pond, stream, reservoir or spring not used as a source of portable water	Minimum horizontal distance to property line
<i>Earth Pit Privy</i>	15	30	15	3
<i>Privy Vault</i>	10	15	10	3
<i>Pail Privy</i>				
<i>Greywater System</i>	10	15	15	3
<i>Cesspool</i>	30	60	15	3

Minimum Clearances for Treatment Units

Structure	1.5m
Well	15m
Lake	15m
Pond	15m
Reservoir	15m
River	15m
Spring	15m
Stream	15m
Property Line	3m

Minimum Clearances for Distributing Pipes

Structure	5m
Well with a watertight casing to a depth of 6m	15m
Any other well	30m
Lake	15m
Pond	15m
Reservoir	15m
River	15m
A spring not used as a source of potable water	15m
Stream	15m
Property Line	3m

Minimum Clearances for Holding Tanks

Structure	1.5m
Well with a watertight casing to a depth of 6m	15m
Any other well	15m
Spring	15m
Property Line	3m

Appendix D Program Authority

Interpretation of Authority for Discretionary Maintenance Inspection Program

A municipality can pass a bylaw under **(7(1)(b.1))** the Building Code Act, to establish and govern a program that is subject to regulations made under **(34(2.1))** the Building Code Act and to enforce standards prescribed by **(34 (2)(b))** the Building Code Act as well.

Division C, Section 1.10 of the Ontario Building Code is the regulation that was established through the Building Code Act **(34 (2)(b))** and **34 (2.1)** on January 1, 2011.

Interpretation of Mandatory inspections for Discretionary Maintenance Inspection Programs

When a Discretionary Maintenance Inspection Program is established, article **1.10.1.2** outlines that the program applies to **all sewage systems** (Class 1 thru 5) in the area affected (waterfront properties) and an inspector **shall inspect all sewage systems affected by the program**.

Building Code Act and Ontario Building Code references

Section 1.10. Sewage System Maintenance Inspection Programs

1.10.1 Discretionary Maintenance Inspection Programs

1.10.1.1 Scope

(1) This Subsection governs, for the purposes of subsection **34 (2.1)** of the Act, maintenance inspection programs established under clause **7 (1) (b.1)** of the Act in respect of sewage systems.

Discretionary maintenance inspection programs

34 (2.1) The Lieutenant Governor in Council may make regulations governing programs established under **clause 7 (1) (b.1)**, including regulations,

- a) governing the classes of buildings and area affected by a program;
- b) governing the type and manner of inspections that are conducted under a program and the frequency of the inspections;
- c) authorizing the principal authority that establishes a program, as an alternative to conducting an inspection, to accept a certificate, in a form approved by the Minister, that is signed by a person who belongs to a class of persons specified by the regulations and that confirms that the person has conducted an inspection and is of the opinion that the building that was inspected complies with the standards prescribed under clause (2) (b) that are enforced by the program.

2006, c. 22, s. 112 (11)

Standards for existing buildings

34 (2) The Lieutenant Governor in Council may make regulations to establish standards

that existing buildings must meet even though no construction is proposed, including regulations,

- a) prescribing any or all of the matters set out in subsection (1) as applicable to existing buildings;
- b) establishing standards for maintenance, retrofit, operation, occupancy and repair;**
- c) prescribing standards related to resource conservation and environmental protection; and
- d) prescribing standards, methods and equipment for the inspection, cleaning, disinfecting and emptying of sewage systems. 1992, c. 23, s. 34 (2); 1997, c. 30, Sched. B, s. 17 (5); 2006, c. 22, s. 112 (10).

By-laws, resolutions, regulations

7. (1) The council of a municipality or of an upper-tier municipality that has entered into an agreement under subsection 3 (5) or a board of health prescribed for the purposes of section 3.1 may pass by-laws, a planning board prescribed for the purposes of section 3.1 may pass resolutions and a conservation authority prescribed for the purposes of section 3.1 or the Lieutenant Governor in Council may make regulations, applicable to the matters for which and in the area in which the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Province of Ontario, respectively, **has jurisdiction for the enforcement of this Act**, **(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);

1.10.1.2 Application and Inspections

- a)** A maintenance inspection program referred to in Sentence 1.10.1.1.(1) shall apply to all sewage systems in the area affected by the maintenance inspection program.
- b)** A maintenance inspection program referred to in Sentence 1.10.1.1.(1) shall provide that, subject to Article 1.10.1.3., an inspector shall inspect all sewage systems affected by the maintenance inspection program for compliance with the standards prescribed under clause 34 (2) (b) of the Act in relation to sewage systems that are enforced by the program.

Also see Tay Valley Township By-Law # 2012-009 as amended

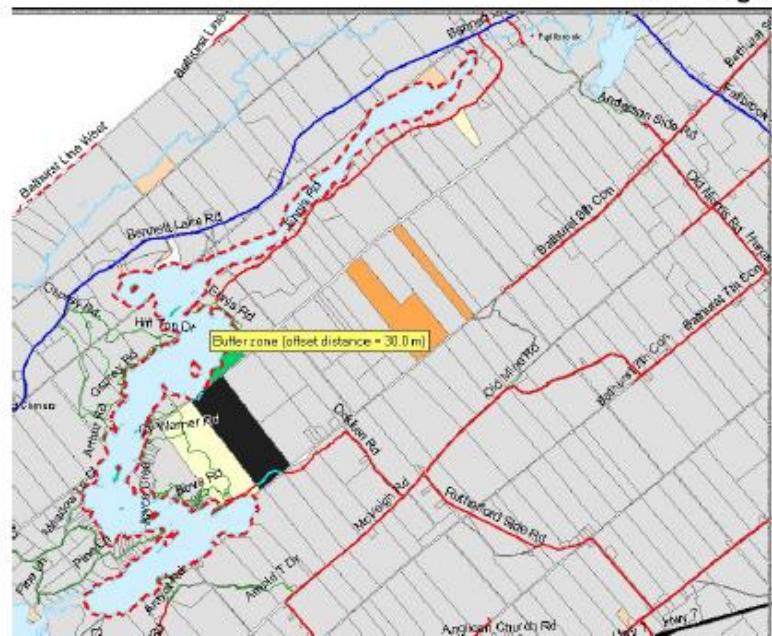
Appendix E Property Selection Protocol

Tay Valley Township:

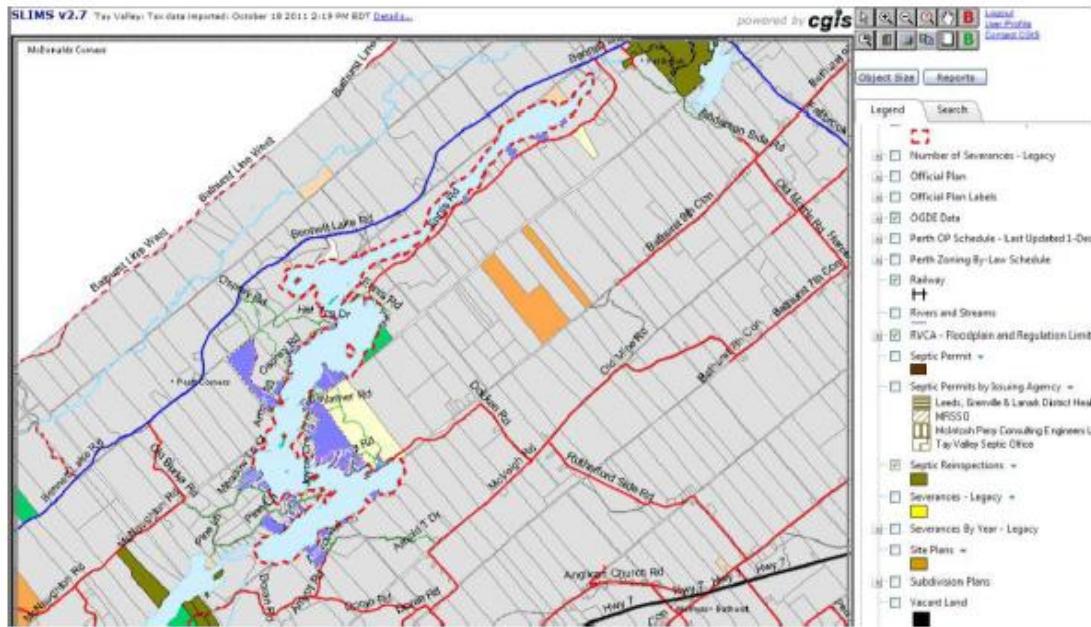
Septic Re-Inspection Property Selection Protocol

Detailed Standard Operating Procedure

- Starts in May of current year
- Septic permit information and septic re-inspections are updated by CGIS twice annually – generally January and July
- The selection process starts with the lake rotation table.
- After lakes are selected the process is based on information provided to CGIS
- This buffer selection process is based on one provided by CGIS upon our request for assistance and is as follows:
 - Log into SLIMS and zoom to whatever Lake you are working on
 - Ensure the SLIMS Selection Mode is set to Intersection:
 - Right click on the map – Help – Preferences
 - Change Selection Mode to Intersection, if it's not already set
 - Turn on the Septic Reinspections layer
 - Select the lake you'd like to find the properties on
 - Create a buffer of, for example, 10 meters – 30m used - if that's far enough.



- Select the buffer:
 - Right click on the map – Select – Within
- Highlight the Septic Reinspection layer from the list, press OK (this will highlight all the properties that already have inspections done on that lake)

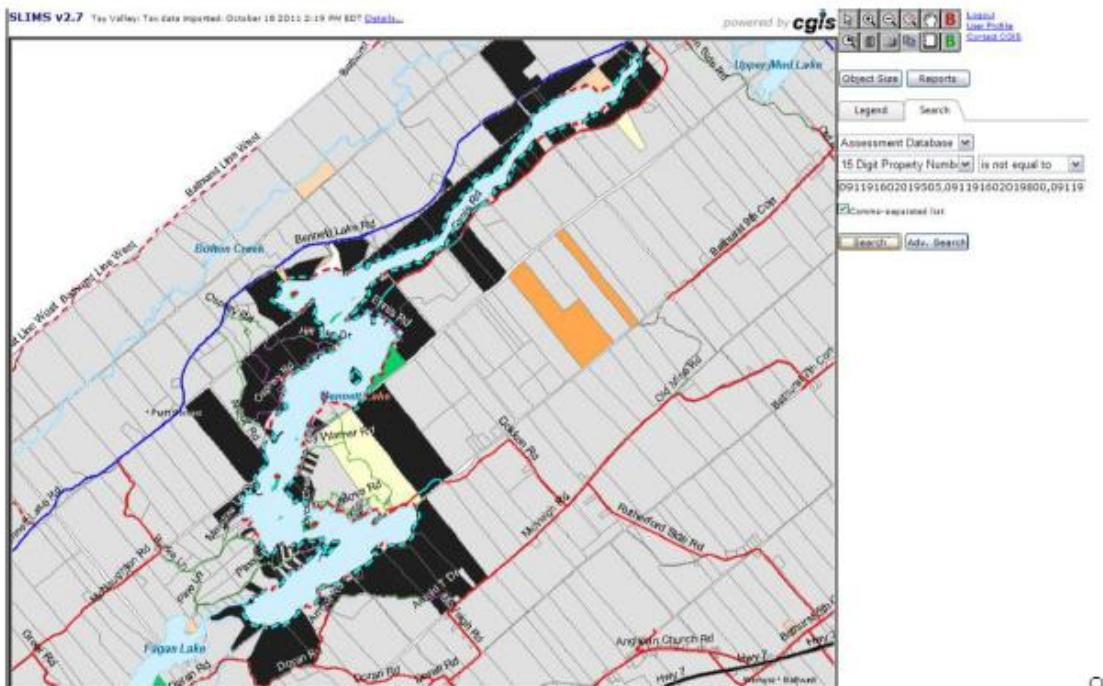


- o Run a Mail list report, or custom report
 - Click the download results, and open in Excel
 - Highlight column A (15 digit property numbers) and COPY

QueryView.aspx (Read-Only) - Microsoft Excel										
Clipboard	Font	Font	Font	Font	Font	Font	Font	Font	Font	Font
Copy (Ctrl+C)	391191602019505	Mailing Address 1	Mailing Address 2	Mailing Address 3	City/Prov/State/Zip	Postal Code				
1. Add the selection and put it on the Clipboard										
2. Open the SLIMS application										
3. Right click on the map – Select – Within										
4. Highlight the Parcels layer from the list, press OK										
5. Under Search – paste the 15 digit property number list in the search box										
6. Change the search criteria from “Contains” to “is not equal to”										
7. Check off the “comma separated list” box										
8. Press the Search button										
9. When the Search Results window comes up, check off the “Only show records that link to the selected features on map” box										

- Back in SLIMS
- Highlight the buffer again
 - Right click on the map – Select – Within
 - Highlight the Parcels layer from the list, press OK
- Under Search – paste the 15 digit property number list in the search box
 - Change the search criteria from “Contains” to “is not equal to”
- Check off the “comma separated list” box
- Press the Search button
- When the Search Results window comes up, check off the “Only show records that link to the selected features on map” box

- The Search Results will now display ONLY the parcels on that lake that DO NOT have a septic inspection registered with that 15-digit property number”



The process is repeated to create lists based on the following parameters:

- Total Parcels
- Septic Permit
- Re-Inspection
- MPAC Property Codes (Vacant Property)
- Lists are then sorted against each other to obtain the end result – waterfront properties that either have a septic permit that is 10yrs or greater or does not have permit information, has not been re-inspected in the past, and is not vacant.
- The process is completed for the other lakes.

A Master Mail out Excel Workbook is then created from the individual Excel Workbooks.

Property Selection Example:

For example our search for Bennett lake resulted in:

- 214 total parcels within 30m of the lake (waterfront)
- 180 parcels either have a septic permit that is 10yrs or greater or does not have permit information
- 128 parcels have not been re-inspected in the past
- 91 properties are not vacant MPAC property codes are used to determine if a property is vacant)

*Therefore on Bennett Lake, 91 parcels are waterfront properties that either have a septic permit that is 10yrs or greater or does not have permit information, has not been re-inspected in the past, and is not vacant.

I am not here in an effort to convince you that reorganizing the Finance Department of TTV's Municipal Government is unnecessary. Nor am I here to say that the Finance Department wouldn't benefit by increased staffing. But I am here to say that this is not the time for those decisions to be made, nor is it the process by which that should happen.

First...timing. Council was asked a few short months ago, during the 2026 Budget setting process, to consider the question of increased administrative staffing. Residents of Tay Valley Township weighed in with their thoughts through presentations to Council in public sessions and letters written to Councillors. Debate and discussion took place. Council rendered a decision. You voted by a margin of 7-2 to deny the requested increase in staffing in favour of holding the tax levy in check. That decision was no doubt a difficult one.

Indeed, Council members who I have talked with acknowledge that staff in the Finance Department work very hard and that at times it is difficult for them to manage their workloads. We can all empathize with that. But when Council held their vote in November, you had to weigh the benefits of expanding the administrative staff complement against the encumbrance of another punishing increase to property owners' taxes. Your decisive vote meant that a new position would **not** be added in the coming year and that tax rates would not be exorbitantly increased yet again. It felt like a win for TTV residents. We felt heard and respected.

So what has changed to bring this back before Council just over two months later, and for the CAO to ask Councillors to reverse their clear decision to deny an expansion of staffing? The only thing that appears to have changed is that a staff member has announced his or her retirement.

The CAO has framed this as an opportunity for reorganization of the Finance Department, including the creation of a new position. But what I see is that it creates an opportunity and a need for the CAO to exhibit creative problem-solving and deft management of this staffing/workload challenge until she can bring it back before Council for reconsideration when the budget is being set for 2027.

I read the CAO's report carefully. She has given Council only two options, one that would increase her own workload and the other that adds a new position. Has the CAO been asked to bring forward other options? Tay Valley residents have no idea, since her report was delivered in closed session. If other options were not discussed, I believe that Council should be asking probing questions before deferring to this request. Some of the justifications used in the report to establish the need for additional staffing are assertions not supported by evidence. Others are potentials only, one example being the inclusion of the 'implementation of a capital charge/payment plan' for the Maberly Pines subdivision. Many of the additional tasks listed in job descriptions are clerical in nature, although the position sought is administrative. Could those clerical tasks be fulfilled by an administrative assistant, hired on a contractual basis at a much lower salary until a more measured decision on restructuring can be made?

Council is being rushed to make this decision. But in fact this may be the worst time to rush into this. We don't know if there will be workload efficiencies created by the new finance software. And organizations everywhere are finding ways to be more efficient by using AI.

Expanding staffing now, under pressure, may prove to be very unwise if it is discovered later that efficiencies enabled by TVT's new and expensive finance software have rendered the additional position unnecessary. Time taken now may be money saved later.

Now for a brief comment about process. I have carefully reviewed the section of Tay Valley Township's procedural by-laws pertaining to in-camera sessions. The CAO's report was delivered to Council in closed session, justified by a section of that By-Law that allows Council to go in-camera "to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees". I acknowledge that the identification of an individual who has conveyed their intent to retire is a personal matter needing to be conveyed in-camera. However, I do not believe that there was any reason that delivery of the CAO's report recommending restructuring and a new hire needed to be delivered in closed session. The CAO could have delivered her report in public in such a way as to maintain the privacy of the retiree. In effect, the choice appears to have used the employee's right to confidentiality (which I do not dispute) to justify the delivery of a report that could and should have been delivered in public. That would have ensured transparency and accountability. Most, if not all, of the members of the public who observed the COW meeting by livestream on February 3rd likely discontinued the livestream once the meeting went into closed session since it was the last item on the Agenda. There was no indication on the Agenda that a report would be delivered in closed session or that there was the potential for an important motion to be brought forth afterwards. As a result, there has been little opportunity for constituents to communicate their thoughts to Councillors about these motions. I, and others, have an issue with that. I do not believe it should not have been allowed to happen that way.

In closing, I would encourage you to approach this situation with care and caution. Please do not allow yourselves to be rushed into making a decision that requires due process and careful consideration. Tay Valley residents let you know in no uncertain terms last November how we felt about new staff positions being created at this time of fiscal restraint. You respected our opinions with your vote at that time. Requesting that you reverse that decision and rush a binding vote tonight, seemingly only because of a retirement, is entirely unreasonable. This is not the time to bring staffing requests back before Council, not on the cusp of an election cycle as the campaign period is about to begin. If this motion goes to a vote tonight, after being introduced only two weeks ago in closed session and with no opportunity for meaningful public awareness and little opportunity for public input, what does that say about the value this Council places on transparency and citizen involvement? A vote to maintain the staffing status quo and to ask the CAO to come up with other ways of managing current workload challenges is a vote to respect due process and to respect the expressed opinions of your constituents. Thank you for this opportunity to address Council. I appreciate your time and consideration.

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-001

HISTORY SCHOLARSHIP SELECTION COMMITTEE TERMS OF REFERENCE

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;

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 History Scholarship Selection Committee – Terms of Reference, 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-LAW REPEALED

3.1 By-Law No. 2019-021 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. 2026-001**

4. EFFECTIVE DATE

ENACTED AND PASSED this 17th day of February, 2026.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-001

SCHEDULE “A”

HISTORY SCHOLARSHIP SELECTION COMMITTEE

TERMS OF REFERENCE

In support of the Tay Valley History Scholarship established in 2017, Tay Valley Township deems it appropriate to establish a History Scholarship Selection Committee.

MANDATE

The purpose of the Committee is to provide advice and recommendations to Council regarding the granting of the Scholarship. To fulfill its mandate it is anticipated the Committee will, among other things:

- Annually review and revise the information brochure, application form and marking scheme, as well as the letter to the scholarship recipient and other applicants.
- Annually, review applications and identify one student graduating from either the Perth and District Collegiate Institute or St. John Catholic High School who has been accepted, or is awaiting acceptance, into his/her first year of full-time studies in an apprenticeship, college or university program in any field of study, to be the recipient of the scholarship. Students taking a gap year are eligible to apply.
- Develop selection criteria for the scholarship.

Selection Criteria

The successful applicant will demonstrate:

- a keen and ongoing interest in history (40 marks)
- an ability to think critically and communicate effectively (40 marks)
- a range of accomplishments and/or experiences, including community work, hobbies, sports, volunteer activates and/or work (20 marks).
- preference will be given to applicants pursuing studies in history or a related field

- The Committee may, in any particular year, recommend that the scholarship not be awarded should none of the applicants merit the scholarship.
- The Committee may, in any particular year, recommend that two scholarships be awarded if there are two exceptional applicants.
- Edit one of the scholarship recipient's essays for posting on the Township website.
- Arrange for publicity of the scholarship, including but not limited to the Township website, newsfeed, the Lanark Era and 88.1 FM.

- The scholarship includes both money and a copy of the legacy book *At Home in Tay Valley* inscribed for the recipient and presented by the Head of Council or designate at the recipient's graduation.
- Establish and maintain liaison with the guidance counsellors and/or other relevant staff at the Perth and District Collegiate Institute and St. John Catholic High School regarding the granting of the scholarship.
- Maintain liaison with the Perth and District Community Foundation, which manages the scholarship fund on behalf of the Township, regarding the distribution of monies for the scholarship.
- The scholarship shall be in the amount of \$1,600, indexed to inflation every five years (2030, 2035, 2040, etc.) and rounded off as determined by the Committee in consultation with the Foundation.
- Raise funds for the History Scholarship Fund when and as appropriate.

REPORTING RESPONSIBILITY

The History Scholarship Selection Committee will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Clerk or designate.

MEMBERSHIP

The History Scholarship Selection Committee shall comprise of a minimum of three (3) members appointed at the beginning of each Council term by Council with representation from Tay Valley Township, Drummond/North Elmsley Township and the Town of Perth, where possible. Replacement members can be appointed, if needed, during the course of the term.

The Treasurer shall liaise with the Perth and District Community Foundation regarding the investment of funds.

MEETINGS

The Committee shall meet twice a year at the call of the Chair or Clerk (or designate). Agendas will be posted on the Township website one week prior to the meeting. The Clerk or designate will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office during normal working hours.

TERM

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity. It is anticipated that the Committee will be disbanded when the capital in the History Scholarship Fund is less than the value of the scholarship.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-002

HISTORY SCHOLARSHIP FUND AGREEMENT (PERTH & DISTRICT COMMUNITY FOUNDATION)

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;

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 Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute an Agreement with the Perth and District Community Foundation for the History Scholarship Fund, attached hereto as Schedule "A".

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-LAW REPEALED

3.1 By-Law No. 2019-022 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. 2026-002**

4. EFFECTIVE DATE

ENACTED AND PASSED this 17th day of February, 2026.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2026-002

SCHEDULE “A”

THE PERTH AND DISTRICT COMMUNITY FOUNDATION AND TAY VALLEY TOWNSHIP HISTORY SCHOLARSHIP FUND AGREEMENT AMENDMENT TO THE 2016 and 2019 AGREEMENTS

Initial Gift

In 2017, TAY VALLEY TOWNSHIP provided or arranged for a gift to establish a “Fund” with The Perth and District Community Foundation (the “Foundation”). The Fund shall be known as TAY VALLEY HISTORY SCHOLARSHIP Fund.

Gifts held permanently

Each gift to the Fund, or any property substituted for it, shall, subject to the provisions of this Agreement, be held *“as a spend down fund”* and invested by the Foundation in accordance with the Financial Management Policies of the Foundation in force from time to time.

Purpose

The purpose of the Fund will be to support the history scholarship established by TAY VALLEY TOWNSHIP.

- One scholarship shall be awarded each year to a student graduating from either the Perth and District Collegiate Institute or St. John Catholic High School who has been accepted, or is awaiting acceptance, into his/her first year of full-time studies in an apprenticeship, college or university program in any field of study. Students taking a gap year are eligible to apply.
- The successful applicant will demonstrate (i) a keen and ongoing interest in history, (ii) an ability to think critically and communicate effectively, (iii) a range of accomplishments and/or experiences, including community work, hobbies, sports volunteer activities, and/or work. Preference will be given to applicants pursuing studies in history or a related field.
 - The Foundation recognizes that Tay Valley Township may, in any particular year, choose not to award a scholarship should none of the applicants be deemed worthy.
 - The Foundation recognizes that the Tay Valley Township may, in any particular year, choose to award two scholarships if there are two exceptional applicants.

Distribution of Earnings

TAY VALLEY TOWNSHIP shall determine the annual distributable monies from the Fund provided. Each such distribution shall be to a graduate of the Perth and District Collegiate Institute or St. John Catholic High School as designated by TAY VALLEY TOWNSHIP. The amount of each such distribution shall be no less than the Fund's proportionate share of the amount which the Foundation is obliged by law to distribute in respect of that year. In years where current or accumulated income is not sufficient these amounts may be drawn from the capital of the Fund. If applicable, the balance of earnings shall be added to the Fund.

In 2017, Tay Valley Township agreed that the scholarship would be in the amount of \$1,000.00 and that this amount would be indexed to inflation every five years and rounded off as determined by Tay Valley Township in consultation with the Foundation.

In May 2024, the Foundation passed a motion recommending that all the scholarship and bursary funds it holds be indexed to inflation every five years, retroactive to when they were established, effective in 2025. This meant that the History Scholarship was indexed to inflation in 2025 and shall be indexed to inflation again in 2030 and rounded off as determined by Tay Valley Township in consultation with the Foundation.

Recognition

All distributions will be identified as coming from the TAY VALLEY HISTORY SCHOLARSHIP Fund.

Administration Fee

The Foundation will charge an administration fee against the Fund according to the Financial Management Policies of the Foundation in force from time to time, provided that the Foundation shall only do so on a basis that is equitable relative to its other funds established under this form of agreement.

Receipting

The Foundation will issue a charitable receipt according to the Income Tax Act for every donation to the Fund in the minimum amount designated by the Canada Revenue Agency.

Reporting to Donors

The Foundation will provide TAY VALLEY TOWNSHIP with a financial report on the Fund on an annual basis.

Right to Vary Clause

This Agreement may be amended in the future in such respects as the FOUNDATION and TAY VALLEY TOWNSHIP may mutually agree by written amending agreement or where the Foundation deems it necessary to amend any of the terms of this Agreement in order to carry out the purpose(s) of the Fund, but is unable to obtain written agreement from TAY VALLEY TOWNSHIP consenting to such amendments, provided that in no event shall any such amendment derogate from the following:

- The capital and any investment earnings of the Fund shall be held by the Foundation and managed in accordance with the Financial Management Policies of the Foundation in force from time to time;

- The capital and investment earnings of the Fund shall only be used to support charitable activities or qualified donees (as defined by the Income Tax Act (Canada) whose activities are within the objects of the Foundation.

Purposes no longer possible

TAY VALLEY TOWNSHIP recognizes that a particular purpose or pattern of grants may not be achievable in the future. Should this be the case, the FOUNDATION shall, in consultation with TAY VALLEY TOWNSHIP, ensure that the distributable earnings are applied in support of another organization(s) carrying out similar purposes.

Provision if fund doesn't reach certain level – reverts to unrestricted

If the Capital is less than the value of the scholarship, then the balance of monies in the Fund will be folded into either the Foundation's unrestricted fund or in a particular fund requested by Tay Valley Township.

For TAY VALLEY TOWNSHIP

Rob Rainer
Reeve

Amanda Mabo
Chief Administrative Officer/Clerk

Date _____

For the FOUNDATION

Shannon Baillon
President

Victoria Gibb Carlsey
Executive Director

Date _____

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-003

JOINT LANARK COUNTY 2026 ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE

WHEREAS, the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, requires municipalities to establish a Compliance Audit Committee;

AND WHEREAS, the local municipalities within the County of Lanark deem it expedient to establish a Joint Compliance Audit Committee and adopt a terms of reference for the committee;

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 Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference, 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. EFFECTIVE DATE

ENACTED AND PASSED this 17th day of February, 2026.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2026-003

SCHEDULE “A”

**Joint Lanark County 2026 Election
Compliance Audit Committee**

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Lanark County 2026 Election Compliance Audit Committee” consisting of the following municipalities:</p> <p>Municipality of Mississippi Mills Tay Valley Township Town of Carleton Place Town of Perth Town of Smiths Falls Township of Beckwith Township of Drummond/North Elmsley Township of Lanark Highlands Township of Montague</p>
2	<p><u>Duration</u></p> <p>The term of office is from November 15, 2026 to November 14, 2030 to deal with applications from the 2026 election and any by-elections during Council’s term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.36 of the <i>Municipal Elections Act, 1996</i> (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p><u>Candidate Contravention</u></p> <ol style="list-style-type: none">a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances;d. receive the auditor’s report from the Clerk;e. within 30 days receipt of the auditor’s report, consider the report;

- f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention;
- g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

	<p><u>Auditor Selection</u></p> <p>If the committee decides to grant the application, it shall appoint an auditor licensed under the <i>Public Accounting Act, 2004</i> to conduct a compliance audit of the Candidate's election campaign finances.</p> <p>The selection process will be coordinated through the Clerk of the respective municipality.</p>
4	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.</p> <p>Membership will be drawn from the following groups:</p> <ul style="list-style-type: none"> a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>. <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2026 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the <i>Municipal Elections Act, 1996</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member</p>

	<p>municipality for consideration.</p> <p>Members will be selected on the basis of the following:</p> <ol style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills. <p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
6	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
7	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
8	<p><u>Staffing and Funding</u></p> <p>The Clerk from the County shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.</p>

	Committee Member Remuneration - \$150 per diem per meeting, plus mileage at a rate of \$0.70 cents per kilometre.
9	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public. The Committee may deliberate in private.</p> <p><i>Timing of Meetings</i></p> <p>Meetings shall be called by the Clerk from the County in coordination with the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk of the County and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk of the County.</p> <p>Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk from the County.</p> <p><i>Meeting Location</i></p> <p>The Committee shall meet at the location determined by the member municipality. The Committee may meet by electronic means.</p> <p><i>Meeting Notices, Agendas & Minutes</i></p> <p>The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:</p> <ul style="list-style-type: none"> • to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector; • to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report; • to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention; <p>A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website.</p> <p>Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.</p>

	<p><i>Agenda Format</i></p> <ol style="list-style-type: none"> 1. Call to Order 2. Disclosure of Pecuniary Interest and General Nature Thereof 3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report 4. Adjournment <p><i>Quorum</i></p> <p>Quorum for meetings shall consist of a majority of the members of the Committee.</p> <p>If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.</p> <p><i>Meeting Attendance</i></p> <p>Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.</p> <p><i>Motions & Voting</i></p> <p>A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.</p> <p>A motion shall be reduced to writing and shall be signed by the Chair and Secretary.</p> <p>Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.</p> <p>In the case of a tie vote, the motion shall be considered to have been lost.</p> <p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
10	<p><u>Administrative Practices and Procedures</u></p> <p>The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i>.</p> <p>The Clerk at any time has the right to develop additional administrative practices and procedures.</p>

APPENDIX “A”

Municipal Elections Act, 1996 S.O. 1996, c. 32 (for reference only)

COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

Compliance audit of candidates’ campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector’s belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate’s supplementary filing date, if any, under section 88.30.
4. The date on which the candidate’s extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-004

SPECIAL CHARGE BETTER HOMES LANARK PROGRAM (142 LEONARD SIDE ROAD)

WHEREAS, Lanark County received funding from the Federation of Canadian Municipalities and County Council enacted By-Law No. 2025-09, a bylaw to adopt a local improvement charge residential retrofit program known as 'Better Homes Lanark', in accordance with Part III of Ontario Regulation 586/06, Local Improvement Charges - Priority Lien Status, enacted under the *Municipal Act, 2001*, S.O. 2001, c. 25 ("O. Reg. 586/06") and have developed the program to be implemented in local municipalities;

AND WHEREAS, Tay Valley Township Council enacted By-Law No. 2025-001, a bylaw to adopt a local improvement charge residential retrofit program known as 'Better Homes Lanark Program', in accordance with Part III of Ontario Regulation 586/06, Local Improvement Charges - Priority Lien Status, enacted under the *Municipal Act, 2001*, S.O. 2001, c. 25 ("O. Reg. 586/06") for the municipality;

AND WHEREAS, the owner(s) of the Benefitting Property, the County of Lanark and Tay Valley Township, have entered into a Property Owner Agreement (the "POA") pursuant to Section 36.2 of O. Reg. 586/06 for the Applicant to undertake work as a local improvement (the "Work") on the Benefitting Property and to raise the cost of the Work (the "Cost") by imposing a special charge on the Benefitting Property;

AND WHEREAS, the Tay Valley Township Clerk has certified the POA pursuant to Section 36.4 of O. Reg. 586/06;

AND WHEREAS, the Work has been completed;

AND WHEREAS, a local improvement roll was prepared in accordance with Section 36.10 of O. Reg. 586/06, setting out the Cost, the proposed special charges to be imposed on the Benefitting Property, when the special charges are to be paid, and the lifetime of the Work;

AND WHEREAS, the County of Lanark has given notice of the proposed local improvement roll to the owner(s) of the Benefitting Property pursuant to Section 36.11 of O. Reg. 586/06;

AND WHEREAS, the Tay Valley Township Treasurer has certified the proposed local improvement roll in accordance with Section 36.11(2) of O. Reg. 586/06;

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-004

AND WHEREAS, Section 36.14 of O. Reg. 586/06 provides that after the Treasurer has certified the local improvement roll, Tay Valley Township shall by by-law provide that the amount specially charged on the lot set out in the roll shall be sufficient to raise the lots share of the cost by a number of equal annual payments and that a special charge shall be imposed in each year on the lot equal to the amount of the payment payable in that year;

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 provisions of Section 36.14 of O. Reg. 586/06 apply to the Benefitting Property as a result of the completion of the Work pursuant to the POA.
- 1.2 **THAT**, the amounts specially charged on the lot as set out in the certified local improvement roll attached as Schedule "A" to this By-Law (the "Special Charge - Actual") is sufficient to raise the lots share of the Cost, along with interest, and shall be imposed on and collected by annually adding the annual amount payable as set out in Schedule A to this By-Law to the tax roll of the lot.
- 1.3 **THAT**, the Annual Payments as set out in certified local improvement roll attached as Schedule A shall not extend beyond the lifetime of the Work.
- 1.4 **THAT**, the amount of each payment made in respect of the Special Charge shall be entered on the local improvement roll by the Treasurer.

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

This By-Law shall come into force and take effect on the date of its passing and shall be deemed repealed on the date on which the Treasurer certifies that the Special Charge has been paid in full.

ENACTED AND PASSED this 17th day of February, 2026.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2026-004

SCHEDULE “A”

TAY VALLEY TOWNSHIP – BETTER HOMES LANARK

BHL File Number	Roll Number	Site Address	Lot/Legal Description	Property Owner(s)
BHL-056	091191601004201	142 Leonard Side Rd Perth, ON Canada K7H 3C6	CON 1 N PT LOT 15 RP 27R5124; PART 3	Brodie Berrigan Rashka Levesque-Fournier

Local Improvement Charge								
Cost of Work	Funding Amount (less the grant)	Interest Rate (per annum)	Cost of Borrowing	Special Charge (Actual)	When Special Charge to be Paid	Lifetime of the Work	Annual Payment	Detailed Description
\$36,551.85	\$32,739.35	2.75%	\$9,861.06	\$42,600.41	Within 20 years from the first payment	20 years	\$2,130.02	Better Homes Lanark Program - Local Improvement Charge added to taxes. The Special Charge (Actual) is equal to the sum of (a) the Funding Amount, less any non-repayable grants, and (b) the cost of borrowing. First payment due on the 2026 billing cycle.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-005

MAXIMUM GROSS VEHICLE WEIGHT ON MUNICIPAL BRIDGES

WHEREAS, Section 123 (2) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, provides that a municipality or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge;

WHEREAS, it is deemed advisable to reduce the gross vehicle weight on certain municipal bridges based on the evaluation conducted by engineers during the bi-annual bridge inspection;

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 Maximum Gross Vehicle Weight on Municipal Bridges, 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-LAW REPEALED

3.1 By-Law No. 2025-002 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. 2026-005**

4. EFFECTIVE DATE

ENACTED AND PASSED this 17th day of February, 2026.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2026-005

SCHEDULE “A”

BRIDGE	ROAD	TRIPLE LIVE LOAD POSTING (expressed in tonnes)*
Bowes Side Road	Bowes Side Road	15, 30, 40

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-006

A BY-LAW TO AMEND BY-LAW NO. 2011-049 PARKING BY-LAW

WHEREAS, By-Law No. 2011-049, being a parking by-law that was adopted by Council on September 27th, 2011;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2011-049, 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**, By-Law No. 2011-049 be amended by including the following section:

14.3 The Owner or Operator of the vehicle shall within fifteen (15) days of the date of the alleged Parking Infraction Notice deliver the signed notice and pay the set fine for the offence to Tay Valley Township or to any person designated by the Township to receive such penalties.

1.2 **THAT**, Section 8 of By-Law No. 2011-049 be amended to read as follows:

8.1 No person shall place, park, stop or stand an object or vehicle or permit a vehicle to remain placed, parked, stopped or stood on any highway from November 1st in any year to April 15th of the following year, both dates inclusive.

8.2 No person shall place, park, stop or stand and object or vehicle or permit a vehicle to remain in place, parked, stopped or stood in a municipal parking lot between the hours of 11:00 p.m. to 8:00 a.m. between November 1st in any year to April 15th of the following year, inclusive of both dates.

8.3 No person shall place, park, stop or stand an object or vehicle or permit a vehicle to be placed, parked, stopped or stood on any highway so as to interfere in any manner with the work of removing snow or ice there from and in such a manner as to interfere with highway cleaning operations.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2026-006

1.3 THAT, Schedule “A” of By-Law No. 2011-049 be amended by including:

HIGHWAY	FROM	TO	SIDE	PERIOD
Glen Tay Road	Christie Lake Road	Glen Tay Bridge	West	Anytime
Noonan Side Road	Bridge between 266 and 313 Noonan Side Road	130m west of Bridge	South	Anytime

1.4 THAT, Schedule “A” of By-Law No. 2011-049 be amended by removing:

HIGHWAY	FROM	TO	SIDE	PERIOD
Mutton's Road	South entrance gate at the Glen Tay Waste Site	200 metres North of the south entrance gate at Glen Tay Waste Site	Both sides of Mutton Road affecting north and south bound traffic	Anytime

1.5 THAT, Schedule “C” – Accessible Parking Spaces of By-Law No. 2011-049 be amended by including:

LOCATION	NUMBER OF SPACES
Forest Trail Park	2
Glen Tay Swimming Area	1
Glen Tay Waste Site – ReUse Centre	1
John Miller Park	1
Maberly Community Park	2
Maberly Fall River Park	1

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2026-006

1.6 THAT, Schedule “D” – Designated Parking Spaces of By-Law No. 2011-049 be amended by including:

LOCATION	FROM	TO	SIDE	NUMBER OF SPACES (does not include Accessible Parking Spaces)
Forest Trail Park	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	10
Glen Tay Road (between 529 & 541 Glen Tay Road)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	8
Glen Tay Swimming Area	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	6
Glen Tay Waste Site – ReUse Centre	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	9
John Miller Park	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	2
Maberly Community Park	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	10
Maberly Fall River Park	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	3

1.7 THAT, Schedule “D” – Designated Parking Spaces of By-Law No. 2011-049 be amended as follows:

LOCATION	FROM	TO	SIDE	NUMBER OF SPACES (does not include Accessible Parking Spaces)
Maberly Community Hall	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	N/A (Municipal Parking Lot)	13
Miller Bay Road	Colin Farmer Road	Elm Grove Road (County Road 21)	North	11

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-006

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 THAT, By-Law No. 2012-047, 2013-036, 2013-064, 2019-043 and 2023-048 are hereby repealed.

3.2 THAT, By-Law No. 2011-049 is hereby amended.

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

ENACTED AND PASSED this 17th day of February, 2026.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2026-007 A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON FEBRUARY 17TH, 2026

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 17th day of February, 2026 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. 2026-007**

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 17th day of February, 2026.

Robert Rainer, Reeve

Amanda Mabo, Clerk

3.2 APPROVED BY THE REEVE this 17th day of February, 2026 pursuant to Reeve Decision/Direction #2026-01.

Robert Rainer, Reeve