



COMMITTEE OF THE WHOLE “SPECIAL” AGENDA

Tuesday, November 10th, 2020
Following the Committee of the Whole Meeting
Conference Call

Dial-In Number 1-855-344-7722 or 613-244-1312
Conference ID: 1554771

GoToMeeting: <https://global.gotomeeting.com/join/571373533>

Teleconference Participation Etiquette

- a meeting via teleconference shall never be treated differently than a meeting in person, whereby all attendees shall abide by proper meeting procedure and etiquette;
 - as meeting attendees log onto the teleconference line, you will likely hear others join as well (this will be signified by a beeping noise);
 - we ask that all attendees mute their phones; doing so will eliminate any background noise and create a much more seamless process (for Members only - if/when you wish to speak during the meeting, you will simply unmute your phone and upon completion of your thought, please re-mute)
 - the Chair will call the meeting to order at the time indicated on the agenda and at that time we ask that everyone else remain silent;
 - roll call will be completed at which time Members will simply respond “present”;
 - the Chair will then remind all attendees to place their phones on mute
 - as the Chair moves through the agenda, he will call on the appropriate staff person to speak to their reports;
 - we request that you retain your questions until the end of the report, at which time the Chair will ask if anyone has questions;
 - you will be required to say your name (ex. Deputy Reeve Crampton) and if more than one Member has a question, the Clerk will tally the names and those will then be asked to speak in the sequence to which they made the request;
 - when the Chair calls a vote, remaining silent indicates you are in favour. For those opposed, please state your name.
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5:30 p.m. *Public Meeting: Zoning By-Law Amendment*
Following *Committee of the Whole*
Following *“Special” Committee of the Whole Meeting – Budget*

Chair, Reeve Brian Campbell

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**
- 3. DELEGATIONS & PRESENTATIONS**
 - i) **2021 Capital Budget Presentation and Discussion** – *attached, page 4.*
Ashley Liznick, Treasurer.
 - ii) **2021 Operating Budget Update** – *attached, page 7.*
Ashley Liznick, Treasurer.
 - iii) **2021 Fee Review Update** – *attached, page 8.*
Ashley Liznick, Treasurer.
- 4. ADJOURNMENT**

DELEGATIONS & PRESENTATIONS

2021 CAPITAL BUDGET																	
				168	172	176	180	184	186	187	188	189	197	171			
Description of Project	Total Gross Cost of Project	Development Charges Reserve	Cash In Lieu of Parkland Reserve	Asset Management Reserve	New Infrastructure Reserve	Contingency Reserve	Recreation Program Reserve	Official Plan Reserve	Waste Sites Reserve	Road Equipment Reserve	Road Construction Reserve	Bridge Construction Reserve	Recreation Capital Reserve	Federal Gas Tax	OCIF Formula Based Funding (Annual Allocation)	Other Grants	TOTAL
MANDATED AND COMMITTED PROJECTS																	
Official Plan	35,700	4,500						31,200									
Composition of Council	30,600					30,600											
Service Delivery Review	30,000					30,000											
Community Benefits Study & By-Law	10,000	10,000															
Total Mandated and Committed Projects	106,300	14,500	-	-	-	60,600	-	31,200	-	-	-	-	-	-	-	-	106,300
HEALTH - SAFETY - ENVIRONMENTAL PROJECTS																	
Waste Audit	30,000					30,000											
Waste Site new wells <i>*provisional - as needed basis</i>	10,000								10,000								
Waste Site Glen Tay trees <i>*possible replacement/moving</i>	5,000								5,000								
Total Health-Safety-Environmental Projects	45,000	-	-	-	-	30,000	-	-	15,000	-	-	-	-	-	-	-	45,000
ROADS																	
Road Deficiencies Program	30,000										30,000						
Allan's Side Road - preservation	81,600										81,600						
Ennis Road - back to gravel	7,650										7,650						
Merkley Road - preservation	8,160										8,160						
Upper Scotch Line - reconstruction	496,740										267,074			179,666	50,000		
Glen Tay Road (HWY 7 to CR 6) - reconstruction	179,520	75,000									104,520						
Total Roads	803,670	75,000	-	-	-	-	-	-	-	-	499,004	-	-	179,666	50,000	-	803,670
BRIDGES & CULVERTS																	
Replace Bridge Guardrails	30,000											30,000					
Allan's Mill Road Bridge	444,000											444,000					
Second Line Road - engineering design	33,660											33,660					
Total Bridges	507,660	-	-	-	-	-	-	-	-	-	-	507,660	-	-	-	-	507,660
VEHICLES																	
Tractor with Flail & Boom (new add)	176,800	8,133			110,841					57,826							
Water Tank	36,400									36,400							
replace 2006 Sweeper Broom	20,800									20,800							
Total Vehicles	234,000	8,133	-	-	110,841	-	-	-	-	115,026	-	-	-	-	-	-	234,000
BUILDINGS																	
Building Condition Assessment <i>*if grant not rec'd</i>	50,000			30,000		20,000											
Waste Site Accessibility ramps (2 GT, 1 SV, 1 Mab))	91,728																91,728
Council Chambers ramp accessibility fix	4,550																4,550
Total Buildings	146,278	-	-	30,000	-	20,000	-	-	-	-	-	-	-	-	-	-	96,278
RECREATION																	
Solar Farm Trail - parks plan	25,500	12,750	12,750														
Baseball Diamonds	5,000						5,000										
Glen Tay Swimming Hole	15,300												15,300				
Maberty Unopened Road Allowance	10,200		10,200														
Total Recreation	56,000	12,750	22,950	-	-	-	5,000	-	-	-	-	-	15,300	-	-	-	56,000
MINOR CAPITAL																	
Website Upgrades	18,360					18,360											
Total Minor Capital	18,360	-	-	-	-	18,360	-	-	-	-	-	-	-	-	-	-	18,360
TOTAL CAPITAL PROGRAM	1,917,268	110,383	22,950	30,000	110,841	128,960	5,000	31,200	15,000	115,026	499,004	507,660	15,300	179,666	50,000	96,278	1,917,268

2021 CAPITAL BUDGET	
Project	Description of Project:
MANDATED AND COMMITTED PROJECTS	
Official Plan	The Zoning/Official Plan Reserve is used to hire consultants to assist the Planner in preparing an Official Plan update every five years followed by a Zoning By-Law update within three years of the adoption of the revised Official Plan.
Composition of Council	In January 2021 a report will be brought forward to Council outlining legislative requirements, and timelines as well as options regarding the scope of the review. Depending on the scope of the review, a consultant may need to be retained. If the funds are not required, they will remain in the reserve.
Service Delivery Review	This review has been approved by Council and is to be funded from the Contingency Reserve.
Community Benefits Study & By-Law	As a result of Bill 108 and changes to the Development Charges Act, a new by-law will be required in 2021 to deal with "Soft Servies". This is part of the study contracted to Watson & Associates.
HEALTH - SAFETY - ENVIRONMENTAL PROJECTS	
Waste Audit	A Waste Audit was recommended in Tay Valley Township's Climate Action Plan and will also provide important information regarding waste composition as the Province moves towards the new Blue Box regulation. A grant application has been submitted and the Township is awaiting a response from Continuous Improvement Fund. If the grant application is denied, the project will be funded from reserves.
Waste Site new wells <i>*provisional - as needed basis</i>	McIntosh and Perry will be finalizing the 2020 Annual Waste Site Reports in early 2021. They are recommending that the Township budget for the replacement of wells and/or installation of new wells at the waste sites. This item is "provisional" meaning that the project will only occur if required. If no well work is required, no funds will be taken from reserves.
Waste Site Glen Tay trees <i>*possible replacement/moving</i>	The final contour plans for the Glen Tay Waste Site was completed in 2018. Many of the small trees along Harper Road are located within the allowable waste area and will be buried by waste as the on-site contractor moves towards building out the waste site. The new trees will be installed on the berm, outside the buffer area for the waste site.
ROADS	
Road Deficiencies Program	This program will focus on Strong Side Road in 2021 and will include tree removal, ditching and rock removal. The program was not included in the 2020 budget; however, it was in previous years. Strong Side Road is a narrow road and there are significant deficiencies which cause challenges for winter operations. These challenges include limited snow storage due to the narrow road and potential equipment damage due to bedrock being so close to the edge of the road. There are also no ditches present in many locations, which causes washouts in the spring and during heavy rains in the summer.
Allan's Side Road - preservation	Allan's Side Road is 1.8 km long and is between County Road 10 and Ferrier Road. The Average Daily Traffic (ADT) is 160 and the road was last resurfaced in 2015. The road is still in "good" condition however there are signs of water penetration and wheel rutting. Microsurfacing is the preferred preservation method for this road as this method fills wheel rutting and provides a waterproof seal to the road. Microsurfacing should extend the life of the road by 8-10 years. The Township will join the Lanark County tender to take advantage of economies of scale.
Ennis Road - back to gravel	There is one section of Ennis Road that is hard-surfaced (+/- 250m) and the remainder of the road is gravel. The hard-surfaced section of road is in very poor condition and requires a lot of maintenance (cold-patching). The proposed scope of work includes returning this section of road to a gravel road by pulverizing the exiting road and placing new gravel. The Township would join Lanark County's Tender as they are planning work on Bennet Lake Road in 2021.
Merkley Road - preservation	The section of Merkley Road that is hard surfaced is only 0.3 km long. The road is still in "good" condition, however there are signs of wear, including ravelling. Rideau Lakes Township is planning to apply a single surface treatment and fog seal to a road that is adjacent to Merkley Road and they have asked Tay Valley if we would like to join their tender.
Upper Scotch Line - reconstruction	Upper Scotch Line is 4.1 km long and is between County Road 10 and Menzies Munro Side Road. The road was last reconstructed in 2010, however no preservation methods were implemented since construction. The ADT is 465 vehicles per day. Upper Scotch Line is in very poor condition and requires the most frequent maintenance. The proposed scope of work includes pulverizing the existing road base, placement of new gravel for the road base, culvert replacements and ditching. A double surface treatment and fog seal will be applied as a driving surface.
Glen Tay Road (HWY 7 to CR 6) - reconstruction	The section of Glen Tay Road being considered for reconstruction is the short section between HWY 7 and County Road 6. This section is 0.4km long and the ADT is 3235 vehicles per day. The proposed scope of work includes pulverizing the existing road, culvert replacements, brushing, ditching and asphalt paving with paved shoulders. The Township would join Lanark County's Tender as they are planning work on County Road 6 in 2021.

2021 CAPITAL BUDGET	
Project	Description of Project:
BRIDGES & CULVERTS	
Replace Bridge Guardrails	Annual Project for the Township to upgrade and repair guiderails throughout the Township. The detailed design for the rehabilitation occurred in 2020 and construction is scheduled for 2021. The proposed scope of work includes abutment repairs, deck replacement, waterproofing and paving and the installation of new guiderails. The road will have to be closed for the duration of the project.
Allan's Mill Road Bridge	Identified in the 2020 by-annual OSIM inspections. The detailed design (engineering) would be completed in 2021 with construction to be scheduled in 2022.
Second Line Road - engineering design	
VEHICLES / FLEET	
Tractor with Flail & Boom (new add)	This piece of equipment is an addition to the Township's fleet. The tractor and mowers will be used to complete maintenance – mowing and light brushing – along the 300 km's of Township owned roads. This work has typically been contracted out; however, the level of service will be increased by purchasing this equipment and bringing this service "in-house". The equipment would allow the Township to mow roadways a second time per season, as well as address infestations of noxious weeds.
Water Tank	The water tank that is serviced from the Bathurst Garage is at the end of its expected service life. The current tank is also oversized and will exceed weight restrictions if the tank is filled completely. Ideally, the proposed replacement tank would be outfitted with a roll-off system and used on Truck No. 1, the 2016 Western Star.
replace 2006 Sweeper Broom	The 2006 sweeper is at the end of its expected service life and needs to be replaced. The new sweeper will be outfitted to be attached to the new tractor. The sweeper is used to sweep winter sand off the hard-surfaced roads in the spring and is used throughout the summer to remove debris from intersections.
BUILDINGS	
Building Condition Assessment <i>"if grant not rec'd"</i>	The Township's 10 year capital plan showed that there is a lack of information on Township owned buildings. Building Condition Assessments (BCA) are to be done on all Township owned properties for asset management planning and the following activities would be conducted as part of the BCA: retain qualified consultant to evaluate and produce a report focused on architectural, structural, mechanical, and electrical portions of the Township buildings and such report will include recommendations, pictures, and budget estimates such that this report can be incorporated and used by the Township as part of its Asset Management Program and 10 year capital planning. A grant through FCM has been applied for - however, regardless of this grant approval the BCA needs to be completed.
Waste Site Accesibility ramps (2 GT, 1 SV, 1 Mab))	The municipality has 3 waste sites (2 are transfer stations). Two accessible ramps are required at one site and one accessible ramp is required at each of the other two sites, for a total of 4 ramps. The accessible ramps will provide access to the large waste and recycling bins and the new ramps will target the aging group of residents whom reside within the Township. A grant has been applied, for this project.
Council Chambers ramp accessibility fix	The front "porch" has sunk and someone in a wheelchair or with a walker cannot access the Council Chambers through the public door. A grant has been applied for to undertake this work, however, if the grant is not received it is recommended that the "porch" be fixed to enable access to the Council Chambers by the public.
RECREATION	
Solar Farm Trail - parks plan	The next step in the process is to hire a consultant to develop a park plan for this site so that a plan is "shovel ready" should funding become available.
Baseball Diamonds	The Township has been approached by the Girls Softball League out of Perth. Their program has grown in size and there are not enough timeslots for the diamonds in Perth. The group is looking to use the Burgess Field as a practice field due to no lights and its size, and the field at the Maberly Fairgrounds for their games. They are willing to sign a use agreement to ensure they have the proper insurance and to outline each parties' responsibilities. They are willing to pay a fee to cover the costs of the washroom rentals and hydro for the lights and to put some of the fee towards maintenance costs. Final details are still being worked out, but staff would like to allocate some funds for minor repairs to the Burgess Field if both parties proceed with this arrangement.
Glen Tay Swimming Hole	There are a couple of ongoing concerns that need to be addressed, as well as an update to the waste receptacles and signage. Users of the swimming area must park their vehicles and then walk along the narrow shoulder of the road to the swimming area. In addition, users of the swimming area walk on the neighbouring private property as there is nothing to delineate the boundary. In conjunction with the staff report to come forward regarding the traffic concerns in the Hamlet of Glen Tay, one of the recommendations that may address both the swimming area concerns, as well as a small section of the traffic concerns, is to investigate road widening along this section of the road in order to provide a "pathway" off of the road for the users of the swimming area to access it. Once the road widening/paved shoulders process has begun, staff are proposing to install a wooden fence with a gate on the property line to delineate the boundary between the swimming area and the neighbouring property.
Maberly unopened road allowance	This is the unopened road allowance (URA) across from Cohen Way. The grass on this URA was previously cut by the neighbouring property owners to provide the community with a small park and canoe/kayak access to the water. A few years ago, the neighbouring property changed hands and the grass has not been cut since. In 2021, the Cohen historical plaque will be installed on this unopened road allowance and staff would like to formally make it into a Township park with picnic tables, signage, waste receptacles, and proper maintenance. If approved to move forward a call would go out to the public to submit suggestions for the name of the park for Council to choose from.
MINOR CAPITAL	
Website Upgrades	Just like the financial system, the website must undergo software upgrades. An upgrade is long overdue as one has not been completed since the inception of the website in 2014. Most of the upgrade will be on the back end, however, it is staff's understanding that there will also be a new look and feel to the public side of the website. Staff intend to bring a report to Council (hold a brainstorming session) on Township communications in general and will obtain Council feedback regarding the website, which, if possible will be incorporated with the upgrade.

TAY VALLEY TOWNSHIP 2021 BUDGET - IMPACTS ON LEVY				
		% Impact on Levy		Impact on \$300K assessed HH
Proposed Levy Increase from 2020 Budget - Oct 27/20		177,537	3.05%	40.94
Considerations added				
Fire Board - increase to South Sherbrooke Reserve due to capital plan deficit predicted	25,000	0.43%	3.48%	
Roads Construction - increase to Reserve due to 10 year capital plan deficit	3,800	0.07%	3.54%	
Bridge Construction - increase to Reserve due to 10 year capital plan deficit	1,550	0.03%	3.57%	
Total	30,350	0.52%		
Decisions that did not impact levy				
Maple Lane - upgrading an unassumed Road - passed on this project				
Doran Road - converting gravel to surface treatment - passed on this project				
Reduce Waste Revenue - do not accept shingles - decided to increase fees to try to decrease volume and then to phase out shingles by 2022				
Lost Assessment on Property Taxes/Tax Stabilization Reserve - decide to not pursue this but rather when something comes up that impacts property taxes to deal with it at that time				
Proposed Levy Increase from 2020 Budget - Nov 10/20		207,887	3.57%	47.94
Operational changes - by Staff				
increase C&D fees - thus increasing revenue	(4,000)	-0.07%	3.50%	47.01
decrease Governance - Council - training, seminars, & conferences - to 6 members X \$1,500	(11,000)	-0.19%	3.31%	44.48
adjust RVCA budget - per their draft budget being presented to their board	185	0.00%	3.32%	44.52
adjust OMPF revenue to actual - per notice received Oct 30/20	(5,300)	-0.09%	3.23%	43.30
decrease Corporate - Contracted Services - Legal	(4,885)	-0.08%	3.14%	42.17
Total	(25,000)	-0.43%		
Proposed Levy Increase from 2020 Budget - Nov 10/20		182,887	3.14%	42.17
* Additional Considerations Added by Staff				
Bridge Construction - increase to Reserve due to 10 year capital plan deficit	30,000	0.51%	3.66%	49.09
Total	30,000	0.51%		
Proposed Levy Increase from 2020 Budget - Nov 10/20		212,887	3.66%	49.09
* Since the October 27 th budget meeting, the Township has received the OSIM Bridge Report from the consultant. The report indicates that the costs of projects have increased between 5% and 6% since the last report in 2018. In the 10 Year Capital Plan that was presented back in September it forecasted seven instead of ten years as staff were waiting on this report.				
Since receipt of the current report, the 10 Year Capital Plan for the Bridge Schedule has been updated to reflect the new figures. The new calculations now show that the Bridge Reserve is no longer sufficient to fund the next ten years of bridge capital projects. As of 2025 the Bridge Reserve will go into a deficit and stay in a deficit until addressed. As a result, staff are recommending that the 2021 Budget allocate an additional \$30,000 in addition to what is already being allocated to the Bridge Reserve. An additional \$30,000 per year on top of the already allocated contribution for the years 2022 to 2025 will also be required.				

TAY VALLEY TOWNSHIP			
FEES & CHARGES PROPOSED CHANGES 2021			
Service		per by-law 2019-046	proposed change
Commissioner of Oath (non-taxpayer)		\$ 25.00	\$25 / First Document \$5 / Additional Document
Shingles		\$100/cubic yard or \$6/bundle	\$130/cubic yard
Bulk Waste		\$50 / cubic yard	\$55 / cubic yard
Construction Waste		\$50 / cubic yard	\$55 / cubic yard
Large non-reuseable furniture		\$ 15.00	\$ 20.00
Small non-reuseable furniture		\$ 10.00	\$ 15.00
Consent - Cash in Lieu of Parkland Contribution			
(non-Waterfront)		\$ 300.00	\$ 400.00
(Waterfront)		\$ 500.00	\$ 600.00
Solid Fuel/Wood Heat System/Appliance		\$ 100.00	\$ 125.00
Outdoor Swimming Pool and Enclosure		\$ 100.00	\$ 125.00
Demolition or Removal of Building System		\$ 100.00	\$ 125.00
Site Plan Control Agreement		\$750 (\$250 fee + cost; deposit \$500)	\$900 (\$300 fee + cost; deposit \$600)
Development Agreement		\$650 (\$250 fee + cost; deposit \$400)	\$900 (\$300 fee + cost; deposit \$600)
Road Closing & Sale Policy		\$2,250 (\$250 fee + cost; deposit \$2,000) The Applicant shall submit with the written request a non- refundable \$250 fee and a \$2,000 deposit to cover administrative, legal and land value costs. The Applicant shall also execute an agreement to compensate the Township for any costs over and above the deposit.	\$2,300 (\$300 fee + cost; deposit \$2,000) The Applicant shall submit with the written request a non- refundable \$300 fee and a \$2,000 deposit to cover administrative, legal and land value costs. The Applicant shall also execute an agreement to compensate the Township for any costs over and above the deposit.