



COMMITTEE OF THE WHOLE “SPECIAL” MINUTES

Thursday, November 6th, 2025

5:30 p.m.

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

ATTENDANCE:

Members Present:	Chair, Reeve Rob Rainer Deputy Reeve Fred Dobbie Deputy Councillor Wayne Baker Councillor Greg Hallam Councillor Keith Kerr Councillor Angela Pierman Councillor Marilyn Thomas
Staff Present:	Amanda Mabo, Chief Administrative Officer/Clerk Aaron Watt, Deputy Clerk Sean Ervin, Public Works Manager Ashley Liznick, Treasurer
Regrets:	Councillor Korrine Jordan

1. CALL TO ORDER

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

The Chair informed the public that no recording of the meeting would be permitted.

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

None at this time.

3. DELEGATIONS & PRESENTATIONS

i) **2026 Capital Budget Presentation and Discussion.**

The Treasurer presented the PowerPoint as attached to the Agenda, with one additional slide included – *attached, page 8.*

2026 Capital Budget Project Descriptions – *attached, page 9.*

2026 Capital Budget with Funding Sources – *attached, page 12.*

Roads

A Member questioned the costs involved in road maintenance. The Public Works Manager explained some strategies behind effective road management and how planning and regular maintenance is required to ensure sustainable, long term, road quality.

The Public Works Manager explained different types of road surface rehabilitation treatments including gravel, single micro-surfacing, and double micro-surfacing. Treatment is required due to wear and tear on the roads from the environment and vehicles, and regular surface treatment helps to preserve roads and prevent issues such as potholes and cracks.

Buildings

The Public Works Manager and Chief Administrative Officer/Clerk explained that the estimated costs indicated for repainting the Municipal Office and replacement of furniture are starting estimates only. The Municipal Office has not been repainted since 2010, and the estimated cost is a calculation based on the Building Condition Assessment report. Furniture in the Chief Building Official's office is aged such that it no longer meets ergonomic standards. Prices for painting services will be confirmed and reported to Council prior to action.

ii) **2026 Operating Budget Update.**

The Treasurer provided a PowerPoint Presentation – *attached, page 13.*

The Treasurer explained that the levy, which had started at a 7.24% increase, has been reduced through the budget process to a 5.93% increase or a 5.29% increase after growth.

The Operational Increase and Reserve/Capital Increase represent a 1.78% operating increase, which is below the current rate of inflation of 2.4%.

The annual breakdown represents a \$100.02 annual, or \$8.34 monthly, increase per household with an assessed value of \$300,000.

If one (1) additional staff position is added, the annual breakdown represents a \$126 annual, or \$10.50 monthly, increase per household with an assessed value of \$300,000.

Members discussed the OPP increase impact on the 2025 budget, and its continued impact on the 2026 budget. A Member questioned if the OPP increase will be as high next year.

The Treasurer explained that there is no certainty as the Township has no control over the OPP budget or policing costs.

Members discussed:

- the impacts to the levy by adding one (1) additional full time staff member
- the possibility of revisiting staffing needs next year to keep levy increases as low as possible
- the 4.15% OPP costing increase, and the 11% policing cost increase cap as announced by the OPP
- the staff achievement of a 0.85% Operational Increase

The Chief Administrative Officer/Clerk explained that because of Strong Mayor Powers legislation, and through conversation with the Reeve, that Council has the opportunity to have discussion and give direction on budget decisions until November 20th, 2025. On that date the budget becomes the final version of Reeve's Proposed Budget and any amendments must follow the legislated process.

iii) **Public Comments and Questions.**

MJ Barrett:

- questioned the additional \$87,000 from the province and if that is something that can be expected to come every year

The Treasurer explained that while the Ontario Municipal Partnership Fund (OMPF) is a guaranteed source of funding, annual increases or decreases can occur.

Richard Rosen:

- questioned the ERP replacement
 - o the age of the current system
 - o the reason for the replacement
 - o if the cost of the system is a one-time cost, or includes annual maintenance costs
 - o if quotes were obtained
- questioned the OPP increase and what portion of the operating budget it represents
- questioned the criteria for a road to be hard surfaced rather than gravel

Regarding the ERP, the Treasurer explained that:

- the existing ERP system was implemented in 2002
- the municipality was informed that the software package is at end of life, no further product support or updates will be available
- the majority of the cost is the purchase price of the software, and that annual costs will become part of the operating budget in 2027
- a report was brought to Council in May 2025 detailing how the outgoing software is the most common financial software used by municipal governments in Ontario, and how a number of Townships within Lanark County will be making the transition to the new software in close succession to each other

Regarding the OPP increase, the Treasurer calculated that it represents 14% of the operating budget:

- the OPP cost increase is incremental over last year
- has increased the Township operating budget by 4.15%
- that without the OPP cost increase, the levy increase would be 1.78%, which is below the current rate of inflation

The Public Works Manager explained that road surfacing criteria is based on traffic counts, individual historic road surface conditions, Ministry of Transportation guidelines, amount and length of roads in the Township, financial considerations, and cost of materials.

Mike Champagne:

- questioned if the requested staff increase is for one (1) or (2) staff
- questioned the truck replacement cost of \$228,800
- confirmed the cost of painting and furniture are starting estimates only
- requested a status update on livestreaming
- questioned the County of Lanark Lower Tier Tax Rates chart, if services offered between the different municipalities were considered

The Treasurer explained that:

- the original request was for two (2) staff positions and the request was reduced to one (1)
- livestreaming is a 2025 project
- the Tax Rates chart was a comparison of the dollar amounts only and does not include services provided

The Public Works Manager explained that the \$228,800 is a budget price only. Once the budget is approved staff will follow purchasing policies in procuring a replacement truck.

The Chief Administrative Officer/Clerk explained that livestreaming equipment was ordered the day following Council's direction in August 2025, and that staff are still waiting on an estimated time of arrival of the equipment.

Tom Ellis:

- wants to emphasize the importance of trust and accountability in financial reporting and budgeting. Raised concerns that:
 - o a financial comparison to other municipalities made on October 21st, 2025, appears inconsistent with budget data
 - o the table comparing Tay Valley Township to other municipalities show that they fall within a comparable range
 - o the information is from an external consultant report, not Township data
 - o caution is needed when interpreting this comparison
- expressed concern over staffing and levy increases:
 - o the 2025 levy increase and how it impacts the 2026 levy
 - o a 20% salary increase in the 2025 budget and how it complicates the decision about hiring additional staff in 2026
 - o questioning if this is the right year to add staff after two (2) years of levy increases
 - o acknowledge that staff is working hard, but encourages Council to wait and consider financial pressures before adding more positions

Serge Stewart:

- expressed concern of:
 - o there being a need for more clarity on how adding staff positions will affect and increase the services provided
 - o needing formal business cases to justify the need for new staff positions
 - o needing more transparency and detail on benefits that additional staff will bring to Township residents

Members discussed the impacts of provincial downloading to municipalities, new and changing legislation, and increasing workloads with no additional staff to manage additional responsibilities. The Chief Administrative Officer/Clerk explained that the constant and regular increases in workload have reached staff capacity, and that additional staff will be required to maintain current service levels and to absorb the additional responsibilities.

Members discussed:

- concerns regarding staffing and budget impacts
- the administrative impact of business cases to justify new positions
- the budget impact of adding new staff verses the costs of overtime

Cathy Anderson:

- highlighted the impact of the 2025 OPP cost increase and salary increases on the 2025 levy
- expressed the need for additional data and evidence to support proposed staff increases
- supported the concept of business cases in support of new staff positions
- acknowledged the hard work and dedication of existing staff, clarified that the need for new positions must be justifiable and quantifiable

Frank Johnson:

- stressed the need and urgency for livestreaming as a way to include other interested residents who are not able to physically attend meetings

James Cross:

- expressed concern regarding the purpose and cost of the Black Lake Road Allowance survey

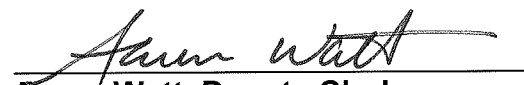
The Chief Administrative Officer/Clerk provided a description of the steps being followed regarding the survey of the unopened road allowance.

4. ADJOURNMENT

The Committee adjourned at 7:16 p.m.



Rob Rainer, Reeve



Aaron Watt, Deputy Clerk

DELEGATIONS & PRESENTATIONS

Vehicles – Truck #16 Replacement (550)



2026 CAPITAL BUDGET - PROJECT DESCRIPTIONS		
Project		Description of Project:
MANDATED AND COMMITTED PROJECTS		
Official Plan Review - comprehensive growth management	35,000	The Comprehensive Growth Management Study will determine the optimal distribution of the population allocation the Township will receive from the County as a result of their Official Plan update.
Zoning By-Law Update	28,700	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.
Economic Development & Tourism Action Plan	52,000	To retain a consultant to assist the Township in developing an Economic Development and Tourism Action Plan that will direct the Township's efforts over the next five to ten years.
Harassment Policy Update	10,000	The Township is currently not compliant. The policy needs to be updated, including conducting a workplace risk assessment, and then staff and Council trained on that new policy, as well as processes and templates established, then an annual review must occur. Staff will work with legal counsel on this project.
Operations Layout for Waste Site	40,000	As noted in the Waste Management Master Plan, this project includes hiring a consultant to design a new layout for the operations at the Glen Tay Waste Site, either at its current location or at a new location off-site. The project will include public consultation.
Asset Management Plan (AMP)	18,500	This will ensure the Township continues to update and monitor its Asset Management Plan (AMP) and specifically update its software system that contains the asset registry. This is done in conjunction with PSD/CityWide (Township's Asset Management consultants).
FCM Municipal Office Retrofit Feasibility Study (50% grant funded)	33,100	Per report #PW-2025-11; Grant funded project to create a roadmap of converting the office to net-zero.
ERP - Financial System	327,600	Per report #FIN-2025-08; The current financial system is end of life and a replacement is scheduled in 2026 with a go live date of January 1, 2027.
Total Mandated and Committed Projects	544,900	
HEALTH - SAFETY - ENVIRONMENTAL PROJECTS		
Waste Site new wells *provisional - as needed basis	10,000	Included in the budget if additional wells are required as per recommendations from the Annual Reports. If no additional wells are required, the funds remain in the reserve.
Additional Compactor at GTWS	47,500	Deferred from 2023. An additional compactor is required at the Glen Tay Waste Site (GTWS) due to growth. The additional compactor will replace one of the 40-yard open top bins. The new compactor will not be ordered until a final decision is made regarding the layout at the GTWS.
H. Mather Municipal Drain Project	7,500	Work involves cleaning out portions of the H. Mather Municipal Drain, which is located in the northern corner of former Bathurst Township. The Drainage Superintendent (DS) will be completing all required work (meetings with residents, tendering and construction and inspection). A Council presentation was made by the DS in 2024 regarding Municipal Drains and the municipality's and landowners responsibility. The exact cost for the Municipal portion of the project is estimated at this time and will be confirmed once the Tender is complete and the schedule is updated. Phase 1 is tentatively scheduled to be completed in 2025.
Total Health-Safety-Environmental Projects	65,000	

2026 CAPITAL BUDGET - PROJECT DESCRIPTIONS		
Project		Description of Project:
<u>ROADS</u>		
<u>Hard Surfaced</u>		
Upper Scotch Line - pavement preservation	338,000	Upper Scotch Line has a pavement condition index of 84 and an average daily traffic of 500 (2025) and was last rehabilitated in 2021. Microsurfacing is proposed as a pavement preservation method. This work will be included in Lanark County's Tenders to take advantage of economies of scale.
Old Brooke Road - reconstruction	134,000	It is unknown when Old Brooke Road was last reconstructed however the road surface and drainage infrastructure has reached the end of its service life. The proposed work includes pulverizing the existing road surface, adding new granular materials for the road base, ditching and an application of surface treatment and fog seal. Jp2g is completing pre-construction engineering to address drainage issues at the intersection of Old Brooke and Brooke Valley Roads. This work will be tendered with the work on Brooke Valley Road. An average daily traffic of 215 (2025).
Brooke Valley Road - reconstruction	100,000	It is unknown when Brooke Valley Road was last reconstructed however the road surface and drainage infrastructure has reached the end of its service life. The proposed work includes pulverizing the existing road surface, adding new granular materials for the road base, ditching and an application of surface treatment and fog seal. Jp2g is completing pre-construction engineering to address drainage issues at the intersection of Old Brooke and Brooke Valley Roads. This work will be tendered with the work on Old Brooke Road. An average daily traffic of 100 (2025).
<u>Gravel</u>		
Bathurst 5th Conc - Highway 511 to Harper Rd	99,445	Maintenance gravel application. Last resurfaced in 2017. An average daily traffic of 140 (2025).
Bathurst 6th Conc - Highway 511 to Harper Rd	92,842	Maintenance gravel application. Last resurfaced in 2015. An average daily traffic of 160 (2025).
Bathurst 9th Conc - Boundary Rd to Fallbrooke Rd	56,319	Maintenance gravel application. Last resurfaced in 2015. An average daily traffic of 100 (2025).
Cook's Rd - Highway 7 to Old Brooke Rd	6,760	Stop up and close the road. An average daily traffic of 35 (2025).
Long Lake Rd - Narrows Lock Rd to Long Lake Route 2	31,200	Ditching and removal of rock along the edge of the road to promote proper drainage and prevent damage to snow removal equipment. An average daily traffic of 210 (2025).
Miners Point Rd - Narrows Lock Rd to Big Rideau N Shore Rd	102,892	Maintenance gravel application. Last resurfaced in 2017. An average daily traffic of 210 (2025).
Miners Point Rd - Big Rideau N Shore Rd to Bass Bay Rd	43,686	Maintenance gravel application. Last resurfaced in 2017. An average daily traffic of 240 (2025).
Kelford Rd North - Dead End to Bowes Side Rd	6,500	Carry forward from 2024, stop up and close the road
Kelford Rd South - Upper Scotch Line to Dead End	6,500	Carry forward from 2024, stop up and close the road
Total Roads	1,018,144	
<u>BRIDGES & CULVERTS</u>		
Bowes Side Road Bridge - engineering design confirmation	5,000	This project commenced in 2024 and Safe Roads Engineering is completing the design. The remainder of the work is to complete the design so that the project is ready to issue a tender in early 2027. An average daily traffic of 150 (2025).
Total Bridges	5,000	
<u>VEHICLES</u>		
Replace 2016 Ford F550 (Truck #6)	228,800	The 2016 Ford F550 is used for cold patching, small ditching projects, and most importantly, plowing and sanding of the Townships parking lots, waste sites and small roads throughout the Township. The engine was replaced in 2024, however, still has issues with the diesel exhaust system. Staff are reviewing replacement options and a staff report will be brought forward to Council in early 2026.
Total Vehicles	228,800	

2026 CAPITAL BUDGET - PROJECT DESCRIPTIONS		
Project		Description of Project:
BUILDINGS		
Maberly Rink Shed - replace windows & exterior man door	4,056	Per the BCA, replace the window and exterior man door for the building.
Municipal Office - new wayfinding devices	1,800	Install new wayfinding signs for around the Municipal Office.
Municipal Office - paint interior walls	37,440	Per the BCA, paint the interior walls in the office. This was last completed in 2010 during the office renovation.
Bathurst Garage - CO Detector	15,000	Replace the existing CO detector in the garage. The current system is no longer working correctly and has reached the end of its service life.
Bathurst Garage - update overhead hoist & trolley	7,500	This is a recommendation following the annual inspection of the unit. Includes bringing the unit up to current standards.
Bathurst Sand Shed - moisture protection	15,000	Per the BCA, includes applying a moisture protection to the concrete walls of the building to prevent salt damage.
Burgess Garage - update overhead hoist & trolley	5,400	This is a recommendation following the annual inspection of the unit. Includes bringing the unit up to current standards.
Burgess Sand Shed - moisture protection	20,000	Per the BCA, includes applying a moisture protection to the concrete walls of the building to prevent salt damage.
Maberly Hall - exhaust fans	7,200	Carry forward from 2024, includes installing exhaust fans in the kitchen overtop of the stove.
Maberly Hall - wayfinding signage	1,800	Carry forward from 2024, includes installing new wayfinding signage at the hall.
Total Buildings	115,196	
RECREATION		
Forest Trail Park - kiosk,& other signage	10,000	Council approved Phase 1 of the project. Partially grant funded. This is the balance of signage work to occur.
Forest Trail Park - energy node	10,000	This is being funded by a donation/grant from Northland Power.
Black Lake Unopened Rd Allowance - property survey	6,750	There is uncertainty about the location of the unopened road allowance in relation to the adjoining private properties. The survey will mark the property line boundaries.
Total Recreation	26,750	
MINOR CAPITAL		
Office Furniture - CBO office	10,000	The office furniture in this office has not been replaced and no longer works for ergonomic or functional reasons in the space.
Total Minor Capital	10,000	
TOTAL CAPITAL PROGRAM	2,013,790	

2026 Budget–Operating Update

➤ Proposed Levy Increase is \$451,703 or 5.93%

- OPP Contract Increase = \$316,493 or 4.15%
- **Operational Increase = \$ 64,420 or 0.85%**
- Reserve/Capital Increase = \$ 70,790 or 0.93%

➤ With Estimated Growth

- $5.93\% - 0.64\% = 5.29\%$



Decisions & Considerations From the October 28th Operating Budget Meeting

➤ Increases/Reductions

- Decrease YAH contribution by \$1,500
- Increase Lanark Community Justice contribution by \$1,500
- Decrease (per their request) The Table's contribution by \$1,500



Decisions & Considerations From the November 4th COW Meeting

- Increases/Reductions
 - Add Wild Parsnip spraying at a cost of \$8,200



Additional New Information/ Considerations

- Decrease Lanark County Police Services Board by \$19,423
 - County of Lanark will include this in their budget and levy
- Increase OMPF funding by \$87,100
 - as per notice received



2026 Budget–Operating Update

TAY VALLEY TOWNSHIP			
2026 BUDGET - IMPACTS ON LEVY			
		% Impact on Levy	Impact on \$300K assessed HH
Proposed Levy Increase from 2025 Budget - Oct 28/25	551,526	7.24%	122.13
Decisions Impacting Levy			
Decrease YAK Contribution	(1,500)	-0.02%	(0.34)
Add Wild Parsnip spraying - per recommendation at Nov 4th COW	8,200	0.11%	1.82
Total	6,700	0.09%	
Considerations Added			
Increase Lanark County Community Justice Request	1,500	0.02%	0.34
Decrease The Table Community Food Centre Request	(1,500)	-0.02%	(0.34)
Total	0	0.00%	
Decisions Not Impacting Levy			
Not increase YAK Request			
Not increase ABC Association Request			
Not increase Maberly Ag Society Request			
Proposed Levy Increase from 2025 Budget - Nov 6/25	558,226	7.33%	
Operational changes - by Staff			
NONE			
Total	-	0.00%	
Proposed Levy Increase from 2025 Budget - Nov 6/25	558,226	7.33%	
New Information/Additional Considerations			
Decrease in Lanark County Police Services Board (now within the County's budget)	(19,423)	-0.25%	(4.30)
Increase in OMPF funding	(87,100)	-1.14%	(19.29)
Total	(106,523)	-1.40%	
Proposed Levy Increase from 2025 Budget - Nov 6/25	451,703	5.93%	100.02

Tay Valley Township

Impact on Residential Taxes

- Based on \$300,000 Residential Assessment:
 - (Township portion of tax bill only)
 - Increase \$ 100.02



Impact on Residential Taxes

➤ Based on Residential Assessment:

- Township portion of tax bill only
 - 500,000 Household Assessment – increase \$166.71 or \$13.89/month
 - 400,000 Household Assessment – increase \$133.36 or \$11.11/month
 - **300,000 Household Assessment – increase \$100.02 or \$8.34/month**
 - 250,000 Household Assessment – increase \$83.35 or \$6.95/month
 - 200,000 Household Assessment – increase \$66.68 or \$5.56/month
 - 150,000 Household Assessment – increase \$50.01 or \$4.17/month



2026 Budget – if 1 additional FTE position was added

➤ Proposed Levy Increase is \$568,028 or 7.46%

- OPP Contract Increase = \$316,493 or 4.15%
- **Operational Increase = \$ 180,745 or 2.38%**
- Reserve/Capital Increase = \$ 70,790 or 0.93%

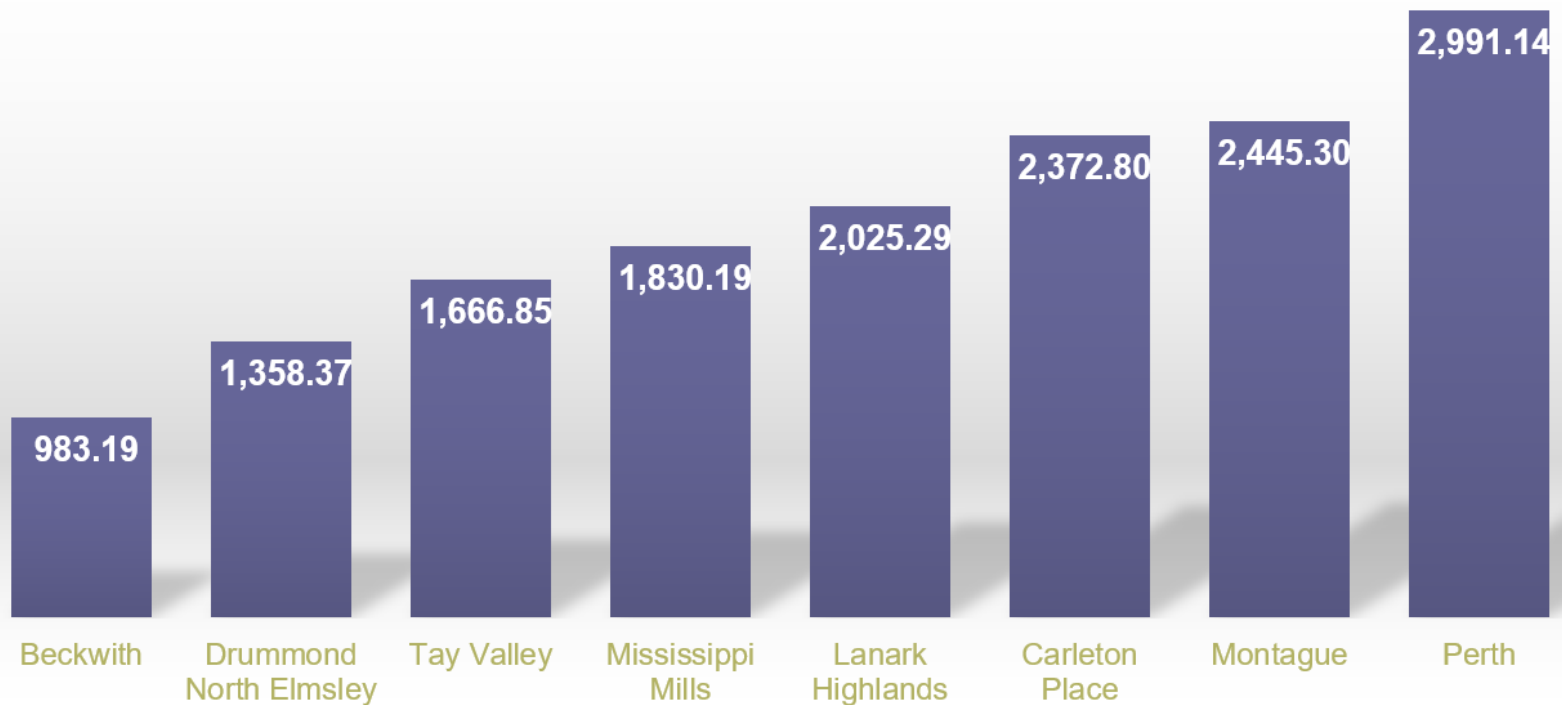
➤ With Estimated Growth

- $7.46\% - 0.64\% = 6.82\%$



County of Lanark Lower Tier Tax Rates (lower tier portion only)

2025 taxes on a 300,000 assessed home



Change in Property Count

- 2017 -> 5,139 taxable properties
- 2025 -> 5,413
 - Change of 274 in 9 years – averages to just over 30 properties a year

NOTE: tried to go back to amalgamation but it was difficult to get this data, from MPAC or OPTA or our own roll books



Tariff of Fees – additional change

➤ Hall Rental cleaning fee

- Currently \$25/hr
- Proposed \$50/hr



Next Steps

- November 20th – Reeve proposed budget issued
- November 25th – Final Budget Deliberations by Council
- November 26th – Reeve to issue Decision/Direction to shorten veto period to 5 days
- November 26th to 30th – Reeve veto period of 5 days
- December 1st – 9th – Council veto override period of 9 days
- December 9th – Council to pass Tariff of Fees By-Law
- December 9th – Budget deemed Approved



Questions and Comments

?????



2026 Draft Budget

Thank you!

