



COMMITTEE OF THE WHOLE “SPECIAL” AGENDA

Tuesday, November 9th, 2021
Following the Committee of the Whole Meeting
Via GoToMeeting

GoToMeeting: <https://global.gotomeeting.com/join/659809925>

Members of the Public:

Meetings are now be held using GoToMeeting - Video Conferencing. By clicking the link above (allow extra time for downloading the program if it is the first time you have used GoToMeeting on your device), you will be able to see the agenda, see Members of Council and hear the proceedings of the meeting. Please ensure the volume on your device is **on** and **turned up** to hear the meeting. The Public is asked to ensure that their mic and camera buttons are off for the entire meeting.

Video Conference Participation Etiquette

- a meeting via video conference shall never be treated differently than a meeting in person, whereby all attendees shall abide by proper meeting procedure and etiquette;
 - we ask that all public attendees mute their cameras and mics; 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 mic and upon completion of your thought, please re-mute)
 - the Chair will call the meeting to order at the time indicated on the agenda;
 - roll call will be completed visually by the Chair;
 - the Chair will then remind all attendees to place their devices 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;
 - just as during an in-person meeting, members will be required to raise their hand and the Chair will call on you to speak;
 - when the Chair calls a vote, you will raise your hand for the vote in favour and then in opposition, if necessary.
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5:30 p.m. *Public Meeting – Zoning By-Law Amendment*
Following *Committee of the Whole Meeting*
Following *“Special” Committee of the Whole Meeting – Capital 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) **2022 Capital Budget Presentation and Discussion – *attached, page 4.***
Richard Bennett, Acting Treasurer.
 - ii) **2022 Operating Budget Update – *attached, page 7.***
Richard Bennett, Acting Treasurer.
- 4. ADJOURNMENT**

DELEGATIONS & PRESENTATIONS

Description of Project	BUDGET Total Gross Cost of Project	Development Charges Reserve	Cash In Lieu of Parkland Reserve	Official Plan Reserve	Modernization Funds	Contingency Reserve	Special Contingency Reserve	Recreation Capital Reserve	Recreation Fundraising Reserve	Waste Sites Reserve	Road Equipment Reserve	Road Construction Reserve	Bridge Construction Reserve	Federal Gas Tax	OCIF Formula Based Funding	COVID Funds	Other Grants	TOTAL	
MANDATED AND COMMITTED PROJECTS																			
Official Plan	30,000	7,500		22,500															
Inclusive Community Project	30,000	50% carried over from 2021			2,980													27,020	
Pay Equity	40,800						40,800												
Harrasment Policy Update	10,000						10,000												
Total Mandated and Committed Projects	110,800	7,500	-	22,500	2,980	-	50,800	-	-	-	-	-	-	-	-	-	-	27,020	110,800
HEALTH - SAFETY - ENVIRONMENTAL PROJECTS																			
Waste Audit	7,500	25% carried over from 2021			7,500														
Waste Master Plan	22,500	25% carried over from 2021																20,250	
Waste Site new wells *provisional - as needed basis	10,000	carried over from 2021								10,000									
Waste Site Glen Tay trees *possible replace/moving	5,000	carried over from 2021								5,000									
Weigh Scales & Software	60,000				60,000														
Establishing E. Limit of WE and placement of Final Cover along Harper Road	40,000						10,000			30,000									
Total Health-Safety-Environmental Projects	145,000	2,250	-	-	67,500	-	10,000	-	-	45,000	-	-	-	-	-	-	-	20,250	145,000
ROADS																			
Road Deficiencies Program	30,000											30,000							
Road Conditon Assessment	16,830											16,830							
Anglican Church Road	143,820											143,820							
Cameron Side Road	759,900	75,990										333,910		300,000	50,000				
Zealand Road (Culvert)	47,000											47,000							
Glen Tay Road (CR5 to CR10)	174,420											174,420							
Harper Road (Shouldering)	35,000											35,000							
Gravel to Surface Treatment	244,800	72,534										172,266							
Total Roads	1,451,770	148,524	-	-	-	-	-	-	-	-	953,246	-	300,000	50,000	-	-	-	-	1,451,770
BRIDGES & CULVERTS																			
Second Line Road	266,000												266,000						
Glen Tay Rd Open Footing Culvert - Engineering	10,200												10,200						
5th Concession Culvert Replacement	71,400												71,400						
Total Bridges	347,600	-	-	-	-	-	-	-	-	-	-	-	347,600	-	-	-	-	-	347,600
VEHICLES																			
Water Tank	39,500	100% carried over from 2021									39,500								
Grader (replace 2007 Volvo)	402,900									402,900									
CBO Vehicle - Hybrid/Electric	45,700						35,700											10,000	
Emergency Trailer (Closed In)	12,750									12,750									
Fire Pumper Truck (Joint)	54,000	54,000																	
Deputy Chief Vehicle	27,000	27,000																	
Pumper Truck (South Sherbrooke)	50,000	50,000																	
Total Vehicles	631,850	131,000	-	-	-	-	35,700	-	-	-	455,150	-	-	-	-	-	-	10,000	631,850
BUILDINGS																			
Building Condition Assessment																			
Waste Site Accesibility ramps (2 GT, 1 SV, 1 Mab))	91,728	should be completed in 2021 full grant																91,728	
Council Chambers ramp accessibility fix	4,550	full grant																4,550	
Automatic Transfer Switch for Generator	11,600				11,600														
Total Buildings	107,878	-	-	-	11,600	-	-	-	-	-	-	-	-	-	-	-	-	96,278	107,878
RECREATION																			
Forest Trail	195,000	42,120						9,880	3,000										
Glen Tay Swimming Hole	11,475	75% carried over from 2021						11,475								45,000	95,000		
Maberly Outdoor Sports Facility * (if grant rec'd)	106,000	6,137	7,500					12,863										79,500	
Total Recreation	312,475	48,257	7,500	-	-	-	-	34,218	3,000	-	-	-	-	-	-	45,000	174,500	312,475	
MINOR CAPITAL																			
Councillor Technology	7,500				7,500														
Modernization Projects - Property Tax Software Upgrade	29,500				29,500														
Modernization Projects - AMP Software	35,000				35,000														
Total Minor Capital	72,000	-	-	-	72,000	-	-	-	-	-	-	-	-	-	-	-	-	-	72,000
TOTAL CAPITAL PROGRAM	3,179,373	337,531	7,500	22,500	154,080	-	96,500	34,218	3,000	45,000	455,150	953,246	347,600	300,000	50,000	45,000	328,048	3,179,373	

2022 CAPITAL BUDGET		
Project		Description of Project:
MANDATED AND COMMITTED PROJECTS		
Official Plan	30,000	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.
Inclusive Community Project	30,000	Funded by a grant.
Pay Equity	40,800	The Township is not compliant. A pay equity review was last undertaken in 2008/2009. A consultant will be retained to conduct a pay equity assessment both internally and externally.
Harassment & Violence in the Workplace 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.
Total Mandated and Committed Projects	110,800	
HEALTH - SAFETY - ENVIRONMENTAL PROJECTS		
Waste Audit	7,500	Commenced in 2021 and will continue into 2022. Most of this project is funded by CIF, however the Township is responsible for the additional sorting of organics and textiles, as well as overhead costs including bin rentals and providing a heated area where the sorts can be completed (Maberly garage). Funded by a grant.
Waste Management Master Plan	22,500	Commenced in 2021 and will be completed in first quarter of 2022. Funded by a grant.
Waste Site new wells <i>*provisional - as needed basis</i>	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
Waste Site Glen Tay trees <i>*possible replacement/moving</i>	5,000	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.
Weigh Scales & Software	60,000	Project to be determined upon the completion of the Waste Management Master Plan.
Establishing E. Limit and placement of Final Cover along Harper	40,000	This project is to confirm the eastern limit of the waste site along Harper Road and the placement of final cover along Harper Road. Detailed drawings, survey and construction costs are included in this budgeted amount.
Total Health-Safety-Environmental Projects	145,000	
ROADS		
Road Deficiencies Program	30,000	Annual program that is typically focused on a gravel road in the Township. In 2022, the proposed work includes ditching and rock removal along Christie Lake North Shore Road. Proper ditching will prevent washouts and prevent potholes from developing on the road.
Road Condition Assessment	16,830	This was last completed in 2018 by StreetScan. It is proposed that StreetScan is retained again in 2022 to complete the Pavement Condition Index (PCI) for all of the paved roads in TVT. The PCI information will be used in updating the 10-year Capital Plan as well as the Townships Asset Management Plan.
Anglican Church Road	143,820	Anglican Church Road is 3.3km in length and off Highway 7. The Average Daily Traffic (ADT) is 200 and the road was last resurfaced in 2008. The road is still in "fair" condition and there are signs of water penetration and minor potholes. Microsurfacing is the preferred preservation method as it will re-seal the road and eliminate the minor defects of the road. Microsurfacing should extend the life of the road by 8-10 years. The Township will join Lanark County's tender to take advantage of economies of scale.
Cameron Side Road	759,900	Cameron Side Road is 3.6km and located between Highway 7 and Christie Lake Road with an ADT of 355. It is unknown when the road was last reconstructed and is in very poor condition. The scope of work includes localized reconstruction of the roadbed, pulverizing the existing road surface, ditching, culvert replacement and the application of a double surface treatment with fog seal.
Zealand Road (Culvert)	47,000	Replacement of one road culvert on Zealand Road, just east of Wesley Camp Lane. The existing culvert is showing signs of failure and the scope of work will include dewatering, excavation of the existing culvert, installation of new culvert, backfill with new materials and paving.
Glen Tay Road (CR5 to CR10)	174,420	This section of Glen Tay Road is 3km long between the Scotch Line and Christie Lake Road. The ADT is 2300 and the road was last reconstructed in 2007. The road is in "good" condition however is showing signs of water penetration and wheel rutting. Microsurfacing is the preferred preservation method as it will re-seal the road and eliminate the minor defects of the road. Microsurfacing should extend the life of the road by 8-10 years. The Township will join Lanark County's tender to take advantage of economies of scale. Alternatively, an asphalt overlay could be completed on this road, which would allow for the north bound shoulder, between Scotch Line and Ernest Way to be paved. The additional thickness of asphalt would further extend the life of the roadway. The estimated cost to complete an overlay is estimated to be \$556,000.
Harper Road (Shouldering)	35,000	This section of road is between Highway 7 and Bathurst 6 th Concession and includes the placement of new gravel on the shoulder of the road. There is minimal gravel remaining on the shoulder of the road, which causes a drop off between the edge of pavement and the shoulder and is a safety hazard. The Township will join Lanark County's tender to take advantage of economies of scale
Gravel to Surface Treatment	244,800	This project needs to be discussed further during deliberations (i.e. the selection of the road to be converted).
Total Roads	1,451,770	
BRIDGES & CULVERTS		
Second Line Road	266,000	DM Wills is currently completing the design for this project with an anticipated construction start in 2022. The bridge underwent a minor rehabilitation in 2015 and the anticipated scope of work for 2022 includes recoating the existing steel girders, bearing replacement, and performing isolated concrete repairs to the abutment walls and wingwalls.
Glen Tay Rd Open Footing Culvert - Engineering	10,200	Identified in the 2020 OSIM by-annual inspections. This project includes the detailed design to be completed in 2022, with construction to follow in 2023.
5th Concession Culvert Replacement	71,400	Replacement of one road culvert on the Bathurst 5 th Concession, between Highway 7 and Cameron Side Road. The existing culvert is showing signs of failure and the scope of work will include dewatering, excavation of the existing culvert, installation of new culvert, backfill with new materials. This project will be included in the Cameron Side Road Project to take advantage of economies of scale.
Total Bridges	347,600	

VEHICLES		
Water Tank	39,500	Ordered in 2021 but has not been delivered (parts shortage)
Grader (replace 2007 Volvo)	402,900	The 2007 Volvo will be 15 years old in 2022 and is showing signs of age. This grader has had significant repairs in the past and is a very important piece of equipment for the Township. The new grader will be equipped with a wing to ensure year-round usage (used to cut ice off the gravel roads in the winter and push-back snowbanks). There are no electric options yet, however the new grader will meet the latest emission standards (Tier 4).
CBO Vehicle - Hybrid/Electric	45,700	To replace the 2013 Mitsubishi RVR. This will be the Township's first electric vehicle.
Emergency Trailer (Closed In)	12,750	This is a new addition and will allow for a quicker and more organized response to road emergencies. The trailer will store the proper signage for a complete road closure and will be kept at the Bathurst Garage. The current trailer that is used is too small and is stored in the Maberly garage.
Fire Pumper Truck (Joint)	54,000	Approved in principle by Fire Board (from Development Charges)
Deputy Chief Vehicle	27,000	Approved in principle by Fire Board (from Development Charges)
Pumper Truck (South Sherbrooke)	50,000	Approved in principle by Fire Board (from Development Charges)
Total Vehicles	631,850	
BUILDINGS		
Building Condition Assessment		Commenced in 2021 and is grant funded. Scheduled to be completed in early 2022 with an update to the Building 10-year plan to follow. A requirement for the Asset Management Plan.
Waste Site Accessibility ramps (2 GT, 1 SV, 1 Mab))	91,728	Grant Funded, includes the replacement of the ramps at each of the waste site, pending outcome of the Waste Management master Plan (further discussion to follow).
Council Chambers ramp accessibility fix	4,550	Grant funded.
Automatic Transfer Switch for Generator	11,600	The automatic transfer switch will automatically turn the Generator on once the Township Office loses power. This is currently a manual process, and the power must be transferred at the pole behind the garage.
Total Buildings	107,878	
RECREATION		
Forest Trail	195,000	Council approved Phase 1 of the project. Partially grant funded.
Glen Tay Swimming Hole	11,475	Project commenced in 2021 but was put on hold due to staff workload. Project includes the transferring of lands to the Township to allow for proper access to the site, as well as fencing and possibly a small retaining wall. Further discussion to follow.
Maberly Outdoor Sports Facility * <i>(if grant rec'd)</i>	106,000	Includes the replacement of the Tennis Court and possibly some improvements to the Maberly Rink.
Total Recreation	312,475	
MINOR CAPITAL		
Councillor Technology	7,500	New iPads for the new Council.
Modernization Projects - Property Tax Software Upgrade	29,500	The ability for tax payers to look-up their property tax account information on-line. A municipal modernization project.
Modernization Projects - AMP Software	35,000	Asset management software that is composed of and intelligent asset inventory with decision support, an operations management system, and capital planning tools. This would be fully integrated with the Townships GIS system and is designed to advance the critical decision-making capacity. This software would also allow staff to identify levels of service which is the next requirements under the Ontario Regulation 588/17.
Total Minor Capital	72,000	
TOTAL CAPITAL PROGRAM	3,179,373	

TAY VALLEY TOWNSHIP
2022 BUDGET - IMPACTS ON LEVY

Summary of how each function (i.e. salary, contracted services, materials, etc.) impacts the levy.

		% Impact on Levy
Levy Increase from 2021 Budget	206,278	3.42%
<u>Operational Expense Increases</u>		
Salaries & Benefits - all departments, including Council, based on Collective Agreement increase of 1.75%, and benefit changes (CPP, EI, WSIB, medical benefits, etc.)	91,693	1.52
Contracted Services - 2022 election, computer support, bridge assessments	49,873	0.83
Miscellaneous - to bring budget in line with actuals	1,745	0.03
Hydro/Natural Gas/Fuel - to bring budget in line with actuals	11,100	0.18
Insurance - increased by 6% from 2021 actuals	7,900	0.13
Advertising - to bring budget in line with actuals	3,100	0.05
Telephone	750	0.01
Conservation Authorities (MVCA, RVCA) - estimated increases of 2%	1,122	0.02
Fire - as per draft budget received	58,773	0.98
Cemetery Maintenance - new this year	10,000	0.17
Perth Library - based on estimate increase @2.0%	3,844	0.06
Total	239,900	3.98
<u>Operational Expense Decreases</u>		
Grants, contributions & donations	(1,700)	(0.03)
OPP Costing - from OPP Annual Billing Statement.	(9,105)	(0.15)
Supplies & Materials - mainly PW (\$16,150), adjusting closer to actuals, office equipment furniture, etc.	(16,850)	(0.28)
Memberships - to bring budget in line with actuals	(1,165)	(0.02)
Travel & Mileage - to bring budget in line with actuals	(3,000)	(0.05)
Building Repairs & Maintenance	(1,700)	(0.03)
Training, conferences, seminars - to bring budget in line with actuals	(90)	(0.00)
Recreation Cost-Sharing Agreements - Perth 2%, Lanark 0%	(4,134)	(0.07)
Total	(37,744)	(0.63)
<u>Operational Revenue Increases</u>		
Transfer from Reserves for Operations - election & Covid funds to offset POA losses	(72,000)	(1.20)
OMPF - as per notice received Oct 22/21	(17,700)	(0.29)
Fees & Service Charges	(13,127)	(0.22)
Total	(102,827)	(1.71)
<u>Operational Revenue Decreases</u>		
Drainage Superintendent Grant	500	0.01
Livestock Losses - bring in line with actuals - also an in and out (revenue = expenses)	1,000	0.02
WDO Recycling Grant - increased revenue to match 2021 revenues	5,700	0.09
Changes in Other Revenues - Tax Penalties, Investment Income, POA revenue	70,980	1.18
	78,180	1.30
Total Operational Change	177,509	2.95
<u>CAPITAL</u>		
Capital Projects Reduced	1,248,505	20.73
Transfer to Reserves - overall increase to reserves by 2%	23,169	0.38
Capital Grants increased	(276,770)	(4.60)
Transfers from Reserves	(971,735)	(16.13)
Total Capital Change	23,169	0.38
<u>DEBT</u>		
New Financing - new debt payments on Bolingbrooke Bridge project	5,600	0.09
Total Debt Change	5,600	0.09
TOTAL LEVY CHANGE	206,278	3.42

TAY VALLEY TOWNSHIP									
Requests for 2022 Budget Consideration from Outside Agencies									
	2018	2019	2019	2020	2020	2021	2021	2022	2022
BUDGET - Governance - Community Relations (1-01-21-103-00-276)	\$ 20,250	\$ 15,950	\$ 15,950	\$15,950	\$15,950	\$15,700	\$15,700	\$15,000	\$15,000
	APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	Approved	AMOUNTS REQUESTED	Approved	AMOUNTS REQUESTED	Approved
TOTAL REQUESTS	18,400	13,500	13,980	17,950	16,125	13,500	13,369	15,500	14,500
The Table Community Food Centre	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Big Brothers Big Sisters	3,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Municipal Drug Strategy Network Days	200	0							
Youth Activity Kommittee (YAK)	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Fallbrook Assoc. - (Plus portable toilet @\$250 and staff time to clean up ball field after event)	600	0							
Lanark County Community Justice Program				2,000	1,000			2,000	1,000
Perth & Smiths Falls District Hospital	4,000								
Perth & District Com. Foundation (PDCF) - gold sponsor LAWS				750	750				
Perth & District Sports Hall of Fame			200	1,400	200	-			
Donation in Lieu of Christmas Cards	500	500	300	300	300				
Branch 244 Perth (banner project)			280	500	500	500		500	500
death donations	600				275				
			200		100		369		
**Remaining Funds for Additional Awards	\$1,850	\$2,450	\$1,970	(\$2,000)	(\$175)	\$2,200	\$2,331	(\$500)	\$500
	2018	2019	2019	2020	2020	2021	2021	2022	2022
BUDGET - Governance - Community Relations (1-01-21-103-00-277)			\$0	\$67,944	\$67,944	\$67,944	\$67,944	\$35,000	\$67,944
	APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	Approved	AMOUNTS REQUESTED	Approved	AMOUNTS REQUESTED	Approved
TOTAL REQUESTS	\$ -	\$ -	\$ 67,944	\$ 67,944	\$ 67,944	\$ 67,944	\$ 67,944	\$ 67,944	\$ 67,944
Perth & Smiths Falls District Hospital			67,944	67,944	67,944	67,944	67,944	67,944	67,944
**Remaining Funds for Additional Awards	\$0	\$0	(\$67,944)	\$0	\$0	\$0	\$0	(\$32,944)	\$0
	2018	2019	2019	2020	2020	2021	2021	2022	2022
BUDGET - Tourism - Grants & Contributions (1-08-88-362-00-276)	\$ 1,250	\$ 1,250	\$1,250	\$1,250	\$1,250	\$1,500	\$1,500	\$1,500	\$1,500
	APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED
TOTAL REQUESTS	\$ 1,000	\$ 1,000	1,000	1,000	1,000	1,500	1,500	1,500	1,500
Perth & District Chamber of Commerce (2020 Membership portion budget allocation see "memberships" - actual request was \$1,500 including membership)	1,000	1,000	1,000	1,000	1,000	1,500	1,500	1,500	1,500
Remaining Funds for Additional Awards	\$250	\$250	\$250	\$250	\$250	\$0	\$0	\$0	\$0
**Remaining Funds for Additional Awards throughout the year and/or deferred contributions									
<i>Memorial Donations</i>									