



COUNCIL MEETING AGENDA

Tuesday, January 18th, 2022
5:30 p.m.
Via GoToMeeting

GoToMeeting: <https://global.gotomeeting.com/join/124339629>

Members of the Public:

Meetings are now being 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.
-

5:30 p.m. Council Meeting

Chair, Reeve Brian Campbell

1. CALL TO ORDER

- i) Roll Call

2. AMENDMENTS/APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

- i) **“Special” Council Meeting – December 13th, 2021 – attached, page 8.**

*Suggested Motion by Councillor Gene Richardson/Councillor Beverley Phillips:
“THAT, the minutes of the “Special” Council Meeting held on December 13th, 2021, be approved as circulated.”*

- ii) **Council Meeting – December 14th, 2021 – attached, page 10.**

*Suggested Motion by Councillor Beverley Phillips/Councillor Rob Rainer:
“THAT, the minutes of the Council Meeting held on December 14th, 2021, be approved as circulated.”*

- iii) **Committee of the Whole Meeting – January 11th, 2022 – attached, page 24.**

*Suggested Motion by Councillor Rob Rainer/Councillor RoxAnne Darling:
“THAT, the minutes of the Committee of the Whole Meeting held on January 11th, 2022, be approved as circulated.”*

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation: 2021 Septic System Re-Inspection Program – Annual Report – attached, page 32.**
Eric Kohlsmith, Mississippi-Rideau Septic System Office.

*Suggested Motion by Councillor RoxAnne Darling/Councillor Mick Wicklum:
“THAT, the 2021 Septic System Re-Inspection Program Annual Report be received for information.”*

ii) **Public Meeting - Request to Close Unopened Road Allowance – Cameron.**

a. CLERK REVIEW OF FILE

Report #C-2022-01 - Request to Close Unopened Road Allowance –
Cameron – *attached, page 84.*

b. APPLICANT COMMENTS

c. PUBLIC COMMENTS

iii) **Public Meeting - Request to Close Unopened Road Allowance – Hudson.**

a. CLERK REVIEW OF FILE

Report #C-2022-02 - Request to Close Unopened Road Allowance –
Hudson – *attached, page 93.*

b. APPLICANT COMMENTS

c. PUBLIC COMMENTS

6. CORRESPONDENCE

None.

7. MOTIONS

i) **Waste Management Master Plan.**

*Suggested Motion by Councillor Mick Wicklum/Councillor Fred Dobbie:
“**THAT**, the Waste Management Master Plan, dated January 3, 2022, be
received for information.”*

ii) **Delegation - 1 Foot Reserve.**

*Suggested Motion by Councillor Fred Dobbie/Deputy Reeve Barrie Crampton:
“**THAT**, staff bring back a report to develop a policy to implement a cost
recovery mechanism for a developer that brings an unopened road allowance
up to municipal standards for assumption by the Township, so that the adjacent
landowners who may benefit from the extension of the road contribute to the
cost of building the road.”*

- iii) **Report #PD-2022-01 – Site Plan Control Agreement – The Rideau Group Inc – Storage Yard – 114 Sproule Road (SP-21-41).**

Suggested Motion by Deputy Reeve Barrie Crampton/Councillor Gene Richardson:

“THAT, the proposed Site Plan Control Agreement (SP21-41) for The Rideau Group Inc. outdoor storage yard at 114 Sproule Road be approved.”

- iv) **Report #PD-2022-02 – Site Plan Control Agreement – YMJ Energy Inc – Gas Station & Convenience Store 18318 Highway 7 (SP19-18).**

Suggested Motion by Councillor Gene Richardson/Councillor Beverley Phillips:

“THAT, the proposed Site Plan Control Agreement (SP19-18) for the YMJ gas station and convenience store at 18318 Highway 7 be approved.”

- v) **Report #PD-2022-03 – Planning Department – 2021 Year End Summary.**

Suggested Motion by Councillor Beverley Phillips/Councillor Rob Rainer:

“THAT, Report #PD-2022-03 – Planning Department – 2021 Year End Summary be received for information.”

- vi) **Report #PD-2022-04 – Update on Maberly Pines Subdivision Review.**

Suggested Motion by Councillor Rob Rainer/Councillor RoxAnne Darling:

“THAT, staff continue to work with the Ministry of Environment Conservation and Parks staff and the Rideau Valley Conservation Authority (RVCA) staff to address any potential implications of the Maberly Pines development on the water quality of Little Silver and Rainbow Lakes.”

- vii) **Interim Control By-Law – Little Silver and Rainbow Lakes.**

Suggested Motion by Councillor RoxAnne Darling/Councillor Mick Wicklum:

“THAT, staff work with Little Silver and Rainbow Lakes residents through an Interim Control By-Law freezing development for six months while restrictions be identified to be placed on development and redevelopment of lots on those lakes (similar to the restrictions placed on Farren and Adam Lakes) be deferred until the Ministry of Environment Conservation and Parks (MECP) runs the model for assessing the lake capacity.”

- viii) **Report #CBO-2022-01– Building Department Report – January to December 2021.**

Suggested Motion by Councillor Mick Wicklum/Councillor Fred Dobbie:

“THAT, Report #CBO-2022-01 – Building Department Report – January to December 2021 be received as information.”

ix) **21-12-15 and 22-01-05 – Council Communication Packages.**

*Suggested Motion by Councillor Fred Dobbie/Deputy Reeve Barrie Crampton:
“**THAT**, the 21-12-15 and 22-01-05 Council Communication Packages be received for information.”*

8. BY-LAWS

None.

9. NEW/OTHER BUSINESS

i) **Condominium Exemption Application 09-CD-21001 - Whyte.**
Noelle Reeve, Planner.

Suggested Motion by Deputy Reeve Barrie Crampton/Councillor Gene Richardson:

*“**THAT**, the Council of Tay Valley Township hereby notifies the County of Lanark that the Township does not object to the Condominium Application tied to severance B19-068 being exempt from public notification, because there has been sufficient opportunity for public comment at: the Township’s Committee of the Whole and Council meetings when discussing the original severances and condominium road proposal; at the County Land Division Committee Hearing; as well as through the Local Planning Appeal Tribunal. Additional public consultation occurred as part of the rezoning of the lots to be serviced by the condominium road.*

The Township supports the infill housing that would be serviced by the condominium road.

The Township is satisfied that the environmental features of the site have been protected through rezoning part of the property to Environmental Protection (EP) Zone.

The Township Public Works Manager was consulted by the applicant early in the process and made a subsequent site visit to examine the proposed road and is satisfied.

***AND THAT**, the Council of the Corporation of Tay Valley Township supports the proposed plan of condominium exemption, subject to the following conditions:*

- 1. A common elements condominium shall be established for the private road which is to provide access to the lots to be severed and retained under Consent Applications B19/065, B19/066 and B19/067.*
- 2. The conditions in the minutes of settlement Local Planning Appeal Tribunal case # PL2000569 decision are all met by the applicant.”*

10. CALENDARING

Meeting	Date	Time	Location
"Special" Committee of the Whole Meeting	January 25 th	5:30 p.m.	Virtual
Rideau Valley Conservation Authority Board Meeting	January 27 th	6:30 p.m.	Virtual
Police Service Board Meeting	February 8 th	2:00 p.m.	Council Chambers
Committee of the Whole Meeting	February 8 th	5:30 p.m.	Virtual
Council Meeting	February 22 nd	5:30 p.m.	Virtual

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2022-001 - Confirmation By-Law – January 18th, 2022 – attached, page 105.**

*Suggested Motion by Councillor Gene Richardson/Councillor Beverley Phillips:
"THAT, By-Law No. 2022-001, being a by-law to confirm the proceedings of the Council meeting held on January 18th, 2022, be read a first, second and third time short and passed and signed by the Reeve and Clerk."*

13. ADJOURNMENT

MINUTES

“SPECIAL” COUNCIL MEETING MINUTES

Monday, December 13th, 2021

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Rob Rainer
Councillor Fred Dobbie
Councillor Gene Richardson
Councillor Mick Wicklum
Councillor Beverley Phillips

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk

Regrets: Councillor RoxAnne Darling

1. CALL TO ORDER

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

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

None at this time.

3. APPROVAL OF MINUTES

- i) **“Special” Council Meeting (Closed Session – Labour Relations –
Collective Bargaining) – November 8th, 2021.**

RESOLUTION #C-2021-12-01

MOVED BY: Fred Dobbie

SECONDED BY: Mick Wicklum

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Labour Relations – Collective Bargaining) held on November 8th, 2021, be approved as circulated.”

ADOPTED

- ii) **“Special” Council Meeting (Closed Session – Identifiable Individual – Deputy Fire Chief) – November 8th, 2021.**

RESOLUTION #C-2021-12-02

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Identifiable Individual – Deputy Fire Chief) held on November 8th, 2021, be approved as circulated.”

ADOPTED

4. CLOSED SESSIONS

- i) **CONFIDENTIAL: Identifiable Individual – Staffing Update.**

RESOLUTION #C-2021-12-03

MOVED BY: Gene Richardson

SECONDED BY: Barrie Crampton

“THAT, Council move “in camera” at 5:32 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding a staffing update;

AND THAT, the Acting Chief Administrative Officer/Clerk, Deputy Clerk and Shane Kelford, Legal Counsel remain in the room.”

ADOPTED

RESOLUTION #C-2021-12-04

MOVED BY: Gene Richardson

SECONDED BY: Barrie Crampton

“THAT, Council return to open session at 6:22 p.m.”

ADOPTED

The Chair rose and reported that Council gave staff direction regarding a staffing matter.

5. ADJOURNMENT

Council adjourned at 6:23 p.m.

COUNCIL MEETING MINUTES

Tuesday, December 14th, 2021
5:30 p.m.
GotoMeeting

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Fred Dobbie
Councillor Rob Rainer
Councillor Beverley Phillips
Councillor Mick Wicklum
Councillor Gene Richardson

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk
Richard Bennett, Acting Treasurer
Sean Ervin, Public Works Manager
Noelle Reeve, Planner

Regrets: Councillor RoxAnne Darling

1. CALL TO ORDER

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

The Reeve overviewed the Video Conference Participation Etiquette that was outlined in the Agenda.

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Council Meeting – November 16th, 2021.**

RESOLUTION #C-2021-12-05

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“THAT, the minutes of the Council Meeting held on November 16th, 2021, be approved as circulated.”

ADOPTED

ii) **Committee of the Whole Meeting – December 7th, 2021.**

RESOLUTION #C-2021-12-06

MOVED BY: Gene Richardson

SECONDED BY: Beverley Phillips

“THAT, the minutes of the Committee of the Whole Meeting held on December 7th, 2021, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

i) **Presentation - Heritage Property Recognition Program.**

K. Prytula gave the PowerPoint Presentation that was attached to the agenda for the Allan Farm.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Report #PD-2021-42 – Maberly Pines Hydrogeological Review – BluMetric Findings.**

RESOLUTION #C-2021-12-07

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“WHEREAS, a review of the hydrogeological features of the area contained within the Maberly Pines Subdivision was conducted, including obtaining ground water samples from the existing wells for laboratory analysis and research of well records in the area for flow data in order to determine a private servicing layout which would identify the location of the dwelling, well and septic for each vacant lot in the Maberly Pines Subdivision, based on Water and Earth Sciences Associates (WESA’s) recommendations in comparison with a private servicing layout based on constrained development (ex. incinerating toilets, importing potable water);

AND WHEREAS, BluMetric Environmental Inc. was retained to undertake the review;

NOW THEREFORE BE IT RESOLVED THAT, the recommendations from the results of the Maberly Pines Hydrogeological Review by BluMetric Environmental Inc. be included as part of the issuance of future building permits in the Maberly Pines subdivision.”

(SEE RESOLUTION #C-2021-12-08)

RESOLUTION #C-2021-12-08

MOVED BY: Barrie Crampton

SECONDED BY: Rob Rainer

“THAT, Resolution #C-2021-12-07 be deferred until the Rideau Valley Conservation Authority (RVCA) has reviewed the Maberly Pines Hydrogeological Review by BlueMetric.”

(SEE RECORDED VOTE)

Councillor Wicklum called a recorded vote on Resolution #C-2021-12-08:

For:	Reeve Brian Campbell	1
	Deputy Reeve Barrie Crampton	1
	Councillor Fred Dobbie	1
	Councillor Beverley Philips	1
	Councillor Rob Rainer	1
	Councillor Gene Richardson	1
	Councillor Mick Wicklum	<u>1</u>
		7

Against:	0
Absent: Councillor RoxAnne Darling	$\frac{1}{1}$
Total:	8

ADOPTED

RESOLUTION #C-2021-12-07

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“WHEREAS, a review of the hydrogeological features of the area contained within the Maberly Pines Subdivision was conducted, including obtaining ground water samples from the existing wells for laboratory analysis and research of well records in the area for flow data in order to determine a private servicing layout which would identify the location of the dwelling, well and septic for each vacant lot in the Maberly Pines Subdivision, based on Water and Earth Sciences Associates (WESA’s) recommendations in comparison with a private servicing layout based on constrained development (ex. incinerating toilets, importing potable water);

AND WHEREAS, BluMetric Environmental Inc. was retained to undertake the review;

NOW THEREFORE BE IT RESOLVED THAT, the recommendations from the results of the Maberly Pines Hydrogeological Review by BluMetric Environmental Inc. be included as part of the issuance of future building permits in the Maberly Pines subdivision.”

DEFERRED

RESOLUTION #C-2021-12-09

MOVED BY: Rob Rainer

SECONDED BY: Fred Dobbie

“WHEREAS, a hydrogeological review of the Maberly Pines Subdivision has been conducted;

AND WHEREAS, the recommendations from the results of the Maberly Pines Hydrogeological Review by BluMetric Environmental Inc. will be included as part of the issuance of future building permits in the Maberly Pines subdivision;

AND WHEREAS, a summary of the property ownership (ex. multiple lots owned by the same owner) of the existing lots in the Maberly Pines subdivision has been prepared;

AND WHEREAS, the number of viable lots identified in the private servicing layout has been detailed;

AND WHEREAS, the Ontario Hydro criteria for providing electrical services to the undeveloped lots in a subdivision such as Maberly Pines has been determined;

AND WHEREAS, a return-on-investment assessment of the subdivision still needs to be conducted;

NOW THEREFORE BE IT RESOLVED THAT, as the next step in moving towards lifting the holding zone that a report be presented to Council detailing the following:

- a summary of the property ownership;
- the number of viable lots;
- the Ontario Hydro criteria for providing electrical services to the undeveloped lots; and
- a return-on-investment assessment of the subdivision.”

(SEE RESOLUTION #C-2021-12-10)

RESOLUTION #C-2021-12-10

MOVED BY: Rob Rainer

SECONDED BY: Fred Dobbie

“THAT, Resolution #C-2021-12-09 be withdrawn.”

ADOPTED

Council decided to withdraw this motion as it was no longer required with the deferral of the previous motion.

RESOLUTION #C-2021-12-09

MOVED BY: Rob Rainer

SECONDED BY: Fred Dobbie

“WHEREAS, a hydrogeological review of the Maberly Pines Subdivision has been conducted;

AND WHEREAS, the recommendations from the results of the Maberly Pines Hydrogeological Review by BluMetric Environmental Inc. will be included as part of the issuance of future building permits in the Maberly Pines subdivision;

AND WHEREAS, a summary of the property ownership (ex. multiple lots owned by the same owner) of the existing lots in the Maberly Pines subdivision has been prepared;

AND WHEREAS, the number of viable lots identified in the private servicing layout has been detailed;

AND WHEREAS, the Ontario Hydro criteria for providing electrical services to the undeveloped lots in a subdivision such as Maberly Pines has been determined;

AND WHEREAS, a return-on-investment assessment of the subdivision still needs to be conducted;

NOW THEREFORE BE IT RESOLVED THAT, as the next step in moving towards lifting the holding zone that a report be presented to Council detailing the following:

- a summary of the property ownership;
- the number of viable lots;
- the Ontario Hydro criteria for providing electrical services to the undeveloped lots; and
- a return-on-investment assessment of the subdivision.”

WITHDRAWN

- ii) **Report #PD-2021-43 – Site Plan Control Agreement – Arch Corporation Long Term Facility.**

RESOLUTION #C-2021-12-11

MOVED BY: Gene Richardson

SECONDED BY: Mick Wicklum

“**THAT**, the proposed Site Plan Control Agreement (SP21-36) for the Arch Corporation Long Term Care Facility at 99 Christie Lake Road be approved once final comments from the Town of Perth regarding servicing are received and the Township is satisfied with servicing options details.”

ADOPTED

- iii) **Report #PD-2021-44 – Nordlaw Plan of Condominium – Draft Plan Extension.**

RESOLUTION #C-2021-12-12

MOVED BY: Mick Wicklum

SECONDED BY: Fred Dobbie

“**THAT**, a one-year extension of the draft approval for the Nordlaw Cottages Inc. Plan of Condominium 09-CD 16002 be approved.”

ADOPTED

- iv) **Report #PD-2021-45 – Co-Housing and Seniors Communication Project Update (Inclusive Communities Grant 2021).**

RESOLUTION #C-2021-12-13

MOVED BY: Fred Dobbie

SECONDED BY: Barrie Crampton

“THAT, the proposed public consultation for the Co-Housing and Seniors Communication Project be held in January 2022;

AND THAT, the recommended outreach strategy, including a survey and focus groups, be undertaken.”

ADOPTED

- v) **Report #PD-2021-46 – Ontario Energy Board Case Number EP 2021-0002.**

RESOLUTION #C-2021-12-14

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“THAT, Council send a letter to the Ontario Energy Board in support of the City of Ottawa’s call for energy conservation program funding to be increased by 20% above the rate of inflation from 2023-2027 or no less than a doubling of funding over five years.”

ADOPTED

- vi) **Report #PD-2021-47 – Opportunities for Tay Valley Township from Federation of Canadian Municipalities Sustainable Communities Conference.**

RESOLUTION #C-2021-12-15

MOVED BY: Gene Richardson

SECONDED BY: Beverley Phillips

“THAT, the potential funding sources identified in Report #PD-2021-47 – Opportunities for Tay Valley Township from the Federation of Canadian Municipalities, Sustainable Communities Conference, be pursued as appropriate projects are identified;

AND THAT, Report #PD-2021-47 – Opportunities for Tay Valley Township from the Federation of Canadian Municipalities, Sustainable Communities Conference, be shared with the County Climate Steering Committee.”

ADOPTED

- vii) **Report #C-2021-41 – Request to Close a Portion of an Unopened Road Allowance – White.**

RESOLUTION #C-2021-12-16

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“THAT, Council declares the portion of the unopened road allowance (approximately 138 feet) between Lots 18 & 19, Concession 6, North Burgess, north of Lakeview Drive, surplus to the Township’s needs;

THAT, Council agrees to proceed with the application to stop up, close and sell the said unopened road allowance as per the Road Closing and Sale Policy and call a Public Meeting;

THAT, the purchase price of \$0.08 per square foot be accepted should the sale be finalized.”

ADOPTED

- viii) **Report #CBO-2021-09 – Building Department Report – January to November 2021.**

RESOLUTION #C-2021-12-17

MOVED BY: Rob Rainer

SECONDED BY: Beverley Phillips

“**THAT**, Report #CBO-2021-09 – Building Department Report – January to November 2021 be received as information.”

ADOPTED

- ix) **21-11-17 and 21-12-01 – Council Communication Packages.**

RESOLUTION #C-2021-12-18

MOVED BY: Barrie Crampton

SECONDED BY: Mick Wicklum

“**THAT**, the 21-11-17 and 21-12-01 Council Communication Packages be received for information.”

ADOPTED

- x) **CUPE – OMERS Performance Review.**

RESOLUTION #C-2021-12-19

MOVED BY: Mick Wicklum

SECONDED BY: Fred Dobbie

“**THAT**, the Council of Tay Valley Township is calling for an immediate, comprehensive and independent third-party expert review of OMERS’ investment performance and practices over the past ten years, conducted by OMERS Pension Plan’s sponsors and stakeholders;

AND THAT, such a review would, at a minimum:

- a) Compare OMERS plan-level, and asset class-level performance to other comparable defined benefit pension plans and funds, OMERS internal benchmarks, and market-based benchmarks.
- b) Examine OMERS decision-making processes around the timing of various investment decisions

- c) Assess the risk management policies and protocols that were in place and determine if they were followed and/or if they were sufficient to protect the plan from undue risk.
- d) Assess whether the disclosures provided to the OMERS Administrative and Sponsorship Boards were sufficient evidence to allow the Boards to respond appropriately and in a timely manner.
- e) Examine executive compensation, investment fees and investment costs at OMERS in comparison to other major defined benefit pension plans and funds.
- f) Examine other relevant issues identified by the third-party expert review.
- g) Make recommendations for changes at OMERS to ensure stronger returns moving forward.
- h) Issue their final report and recommendations in a timely manner.
- i) Publicly release its full report and recommendations to ensure that it is available to OMERS sponsors, stakeholders, and plan members.

AND THAT, the Council of Tay Valley Township further calls on the OMERS Administrative Corporation to:

- a) Provide all requested data, documentation and information required of the review panel to fulfill its mandate.
- b) Establish a step-by-step plan, with OMERS sponsors and stakeholders, to implement any recommendations set out in the review report.”

ADOPTED

xi) **Province-Wide Assessment Update.**

RESOLUTION #C-2021-12-20

MOVED BY: Fred Dobbie

SECONDED BY: Barrie Crampton

“WHEREAS, the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years;

AND WHEREAS, this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024;

AND WHEREAS, the Municipality of Tay Valley Township is aware of the important increase in property values throughout the province and within its own jurisdiction;

AND WHEREAS, the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for

Ontario Municipalities to be able to collect property taxes based upon actual property values;

AND BE IT FURTHER RESOLVED THAT, a copy of this resolution be forwarded to the Premier of Ontario, Scott Reid, MP, Randy Hillier, MPP, MPAC, AMO and to all Ontario municipalities.”

(SEE RECORDED VOTE)

Councillor Wicklum called a recorded vote on Resolution #C-2021-12-20:

For:	Reeve Brian Campbell	1
	Deputy Reeve Barrie Crampton	1
	Councillor Fred Dobbie	1
	Councillor Rob Rainer	1
	Councillor Gene Richardson	<u>1</u>
		5
Against:	Councillor Beverley Phillips	1
	Councillor Mick Wicklum	<u>1</u>
		2
Absent:	Councillor RoxAnne Darling	<u>1</u>
		1
Total:		8

ADOPTED

8. BY-LAWS

- i) **By-Law No. 2021-061: Ontario Public Service Employees Union - Collective Agreement.**

RESOLUTION #C-2021-12-21

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“**THAT**, By-Law No. 2021-061, being a by-law to Authorize the Execution of a Collective Agreement with the Ontario Public Service Employees Union, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- ii) **By-Law No. 2021-062: 2022 Budget.**

Councillor Phillips expressed that while she understands that some items in the budget need to be there and that there needs to be an increase to taxes and that small increases in the taxes is a good approach, at the present time Tay Valley Township needs to practice fiscal responsibility, and hiring a new

employee is not doing that, in particular the new Community Services Coordinator position, the timing of this new position is poor, the cost of everything is going up and will continue to do so. People are struggling and it is not the right time to be creating a new position.

The Acting Treasurer recalled from the three meetings with Council and the public meeting regarding the budget, that this concern was never brought up.

The Reeve also asked all Council Members if they were okay with the increase in the tax rate and there was no opposition from Council so finds it strange that this is being brought up tonight when the budget is being passed. It should have been discussed before tonight.

RESOLUTION #C-2021-12-22

MOVED BY: Gene Richardson

SECONDED BY: Beverley Phillips

“THAT, By-Law No. 2021-062, being a by-law to Adopt the Estimates for the Sums Required for Municipal Purposes for the Year 2022, be read a first, second and third time short and passed and signed by the Reeve and Clerk;

AND THAT, the funds allocated in the 2022 Budget for the Lanark Library be held until a report to Council is brought forward in early 2022 and a decision on the allocation made.”

(SEE RECORDED VOTE)

Councillor Phillips called a recorded vote on Resolution #C-2021-12-22:

For:	Reeve Brian Campbell	1
	Deputy Reeve Barrie Crampton	1
	Councillor Fred Dobbie	1
	Councillor Rob Rainer	1
	Councillor Gene Richardson	$\frac{1}{5}$
		5
Against:	Councillor Beverly Phillips	1
	Councillor Mick Wicklum	$\frac{1}{2}$
		2
Absent:	Councillor RoxAnne Darling	$\frac{1}{1}$
		1
Total:		8

ADOPTED

iii) **By-Law No. 2021-064: Tariff of Fees By-Law.**

RESOLUTION #C-2021-12-23

MOVED BY: Beverley Phillips

SECONDED BY: Rob Rainer

“THAT, By-Law No. 2021-064, being a by-law to Adopt a Tariff of Fees By-Law, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

iv) **By-Law No. 2021-063: COVID-19 Vaccination Policy.**

Council clarified that the policy is only for the double vaccination and not the booster, the Acting CAO/Clerk explained that there is a clause in the policy whereby if there is new public health directives and/or provincial or federal government legislation, regulations or orders enacted they take precedence until the policy can be amended so if boosters are made mandatory then the policy will be changed to reflect that.

Councillor Wicklum discussed the definitions of Fully Vaccinated and Proof of Vaccination. The Acting CAO/Clerk explained that the definitions are from the Province of Ontario, the definition from the Government of Canada refers to travelling as opposed to being vaccinated in the Province of Ontario.

Councillor Phillips expressed concern with the clause where the municipality will pay for a rapid test for employees that have travelled outside of Canada. The Acting CAO/Clerk explained that the clause is in the policy based on legal advice, grievances from unions and court cases that have determined that the employer must pay for it as it is not reasonable to ask for the employee to pay for it since the employer is imposing the test for occupational health and safety reasons, this is an extra safety precaution to protect employees and the public.

Councillor Dobbie asked what the timeframe is for having the policy in place, the Acting CAO/Clerk explained that there is no legislated timeframe but waiting another month means the timing for getting proof of vaccination is delayed.

Council agreed to reword section 8 to say that the employer will reimburse for rapid antigen testing for work related travel outside of Canada only.

RESOLUTION #C-2021-12-24

MOVED BY: Rob Rainer

SECONDED BY: Fred Dobbie

“THAT, By-Law No. 2021-063, being a by-law to Adopt a COVID-19 Vaccination Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk;

AND THAT, Section 8 in the Vaccination Policy be reworded to reflect that the employer will only pay for rapid antigen test for work-related travel outside of Canada.”

ADOPTED

9. NEW/OTHER BUSINESS

- i) **No Parking at Long Lake Boat Launch (Long Lake Road) – Update.**
Sean Ervin, Public Works Manager.

At the Committee of the Whole meeting last week, the Committee had concerns about whether the islands were Crown Land and whether no overnight parking would prevent someone from camping overnight.

In follow-up discussions with the Rideau Valley Conservation Authority (RVCA) it has been determined that the Province owns the lands that the boat launch is located on and RVCA provides maintenance of the property in the spirit of providing a boat ramp and public access to Long Lake. RVCA has indicated that until they receive further direction from the property owners (Province of Ontario), RVCA is not in a position to put up signage at the boat launch indicating that overnight parking is not permitted. RVCA also confirmed that the islands are Crown land.

Council agreed that Council will take no action on this item at this time and that staff will bring back an update if required.

10. CALENDARING

Meeting	Date	Time	Location
Bolingbroke Cemetery Board Meeting	December 15 th	3:00 p.m.	Council Chambers
Committee of the Whole Meeting	January 11 th	5:30 p.m.	Virtual
Council Meeting	January 18 th	5:30 p.m.	Virtual

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

Councillor Rainer gave staff his appreciation for all of their work during this trying year and wished staff well as they head into Christmas vacation. The CAO/Clerk also extended a Merry Christmas to all members of Council.

The Reeve reminded Council that in lieu of mailing Christmas cards out a donation is made and this year it is going to Lanark County Community Justice Program.

- i) **By-Law No. 2021-065 - Confirmation By-Law – December 13th and 14th, 2021.**

RESOLUTION #C-2021-12-25

MOVED BY: Fred Dobbie

SECONDED BY: Mick Wicklum

“THAT, By-Law No. 2021-065, being a by-law to confirm the proceedings of the Council meetings held on December 13th and 14th, 2021, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 6:56 p.m.



COMMITTEE OF THE WHOLE MINUTES

Tuesday, January 11th, 2022
5:30 p.m.
GoToMeeting

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Rob Rainer
Councillor Fred Dobbie
Councillor Gene Richardson (left at 6:42 p.m.)
Councillor RoxAnne Darling
Councillor Mick Wicklum
Councillor Beverley Phillips

Staff Present: Amanda Mabo, Acting CAO/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner
Sean Ervin, Public Works Manager (left at 6:23 p.m.)
Ashley Liznick, Treasurer (left at 6:30 p.m.)

Regrets: None

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was adopted as presented.

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

Councillor Darling was absent at the last Council meeting and therefore needed to declare a conflict of interest on item 7 iii) Nordlaw Plan of Condominium – Draft Plan Extension because she was acting as the agent for the original application.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

None.

5. DELEGATIONS & PRESENTATIONS

i) Presentation – Waste Management Master Plan.

H. Dzurko, gave the PowerPoint Presentation that was attached to the agenda.

The Committee asked about the data management system and for an example of how it would work and how much work would be required by the attendants at the waste site. H. Dzurko explained that there are forms being developed and will be looking at the possibility of the contractors tracking what is tipped from the transfer stations into the Glen Tay Site, recognizing that the site is busy.

The Public Works Manger will bring back a staff reporting recommending which options to move forward with and the financial implications recognizing that for some of the changes there will need to be a public education campaign.

Recommendation to Council:

“THAT, the Waste Management Master Plan, dated January 3, 2022, be received for information.”

ii) Delegation – 1 Foot Reserve.

Moe & Susan Vacheresse.

M. Vacheresse explained that they are extending North Burgess 8th Concession which will benefit the landowners that are along the section being extended. Those landowners along the new road would be able to potentially sever 3 lots. Looking for consideration from Council to implement a 1-foot reserve along the road at those lots where if the owners of those lands were to sever they could be required to compensate them financially for a portion of the cost to develop the road for as long as they own the property. They are proposing 1/7th of the cost and would need to determine a fair price. If the landowners did not sever their lands, there would be no cost to them.

The Acting CAO/Clerk explained that Council can receive the delegation as information or direct staff to come back with a report. Staff has had discussions with the Vacheresse’s and feel a report should come back to Council once the request has been researched, the suggestion is that a policy be created as this

probably will not be the last request like this. Staff would need to do some research as they are only familiar with a 1-foot reserve in relation to subdivisions.

The Committee agreed that a staff report would be beneficial to see how it would work.

The Committee clarified that the Vacheresse's are requesting that if a landowner wanted to build that was okay, but to sever lots would need to contribute to the cost of the road? M. Vacheresse explained that without the road in place, landowners would not even be able to obtain a driveway to build a house.

Recommendation to Council:

"THAT, staff bring back a report to develop a policy to implement a cost recovery mechanism for a developer that brings an unopened road allowance up to municipal standards for assumption by the Township, so that the adjacent landowners who may benefit from the extension of the road contribute to the cost of building the road."

The Public Works Manager left at 6:23 p.m.

6. PRIORITY ISSUES

i) **Report #PD-2022-01 – Site Plan Control Agreement – The Rideau Group Inc – Storage Yard – 114 Sproule Road (SP-21-41).**

The Committee discussed whether the fence and 10m buffer should also be listed in Appendix "B" and discussed the idling restriction being proposed in this instance but that idling occurs on other properties in the Township, and how would it be enforced. The Planner explained that Appendix "C" – Site Sketch has the same weight as Appendix "B" as the whole document is registered on title, but it would not hurt to also have the fence and 10m buffer in writing and could be added to Appendix "B". Idling restrictions on one property and not on others is the same as lake development that requires no mowing to the shoreline on one property but the neighbours on either side can mow to the shoreline, they are instituted at the time of development, otherwise it would need to be a Township wide policy.

The Treasurer left at 6:30 p.m.

Recommendation to Council:

"THAT, the proposed Site Plan Control Agreement (SP21-41) for The Rideau Group Inc. outdoor storage yard at 114 Sproule Road be approved."

Committee recessed at 6:38 p.m.

Committee returned to session at 6:42 p.m.

Councillor Richardson left at 6:42 p.m.

ii) **Report #PD-2022-02 – Site Plan Control Agreement – YMJ Energy Inc – Gas Station & Convenience Store 18318 Highway 7 (SP19-18).**

The Committee asked about the ½ load restriction and if that could be enforced on the owners as it is the fuel delivery company that would be driving on the roads.

The Committee asked if the current structure on the property is being demolished and that the house behind it is on a different property. The Planner confirmed that the structure is being demolished and the house is on a separate property and is zoned residential, it is owned by the same owner as the commercial property.

The Committee discussed that the \$1,000 security deposit is not enough for these types of development and that staff acknowledged it will be looked at when the fees and charges come to Council this fall during the 2023 budget process. There has been some concern in the neighbourhood about the development, but those concerns are being addressed.

The Committee discussed other provisions for maintaining an emergency plan in case of a spill, decommissioning and who is responsible. The Planner explained that the Technical Safety Standards Authority and the Provincial government regulate the safety concerns through their licensing of a gas station, the decommissioning is the responsibility of whoever owns the property, the concerns from the community are not Planning Act concerns, any environmental concerns are covered by the province.

The Planner and Public Works Manager will look at the ½ loads requirement and if it can be in the agreement.

Recommendation to Council:

“THAT, the proposed Site Plan Control Agreement (SP19-18) for the YMJ gas station and convenience store at 18318 Highway 7 be approved.”

iii) **Report #PD-2022-03 – Planning Department – 2021 Year End Summary.**

Recommendation to Council:

“THAT, Report #PD-2022-03 – Planning Department – 2021 Year End Summary be received for information.”

iv) **Report #PD-2022-04 – Update on Maberly Pines Subdivision Review.**

The Planner gave a PowerPoint Presentation outlining an Interim Control By-Law – *attached, page 9.*

The Committee discussed deferring the second part of the suggested motion until the Ministry of Environment Conservation and Parks (MECP) runs the model for assessing the lake capacity.

Recommendation to Council:

“THAT, staff continue to work with the Ministry of Environment Conservation and Parks staff and the Rideau Valley Conservation Authority (RVCA) staff to address any potential implications of the Maberly Pines development on the water quality of Little Silver and Rainbow Lakes.”

Recommendation to Council:

“THAT, staff work with Little Silver and Rainbow Lakes residents through an Interim Control By-Law freezing development for six months while restrictions be identified to be placed on development and redevelopment of lots on those lakes (similar to the restrictions placed on Farren and Adam Lakes) be deferred until the Ministry of Environment Conservation and Parks (MECP) runs the model for assessing the lake capacity.”

v) **Report #CBO-2022-01– Building Department Report – January to December 2021.**

Recommendation to Council:

“THAT, Report #CBO-2022-01 – Building Department Report – January to December 2021 be received as information.”

vi) **Living Wage Employer – *deferred to the next meeting.***
Councillor RoxAnne Darling.

7. **CORRESPONDENCE**

i) **21-12-15 – Council Communication Package.**

Recommendation to Council:

“THAT, the 21-12-15 Council Communication Package be received for information.”

ii) **22-01-05 – Council Communication Package.**

Recommendation to Council:

“THAT, the 22-01-05 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*
Deputy Reeve Barrie Crampton and Councillor Rob Rainer.
- ii) **Recreation Working Group** – *deferred to the next meeting.*
Councillor Fred Dobbie and Councillor Beverley Phillips.
- iii) **Private Unassumed Roads Working Group** – *deferred to the next meeting.*
Councillor RoxAnne Darling and Councillor Gene Richardson.
- iv) **Fire Board** – *deferred to the next meeting.*
Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.
- v) **Library Board** – *deferred to the next meeting.*
Councillor Rob Rainer.
- vi) **Police Services Board.**
Reeve Brian Campbell.

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

- vii) **County of Lanark.**
Reeve Brian Campbell and Deputy Reeve Barrie Crampton.
 - hired a new County Clerk, Jasmine Ralph was the Clerk/Administrator at the Township of Montague
 - resuming virtual meetings tomorrow
 - having discussions regarding the Land Division Committee; staff at Tay Valley have been kept informed
 - have two ROMA delegations initiated by Tay Valley Township one on Net Metering and one on Climate Change
- viii) **Mississippi Valley Conservation Authority Board** – *deferred to the next meeting.*
Councillor RoxAnne Darling.
- ix) **Rideau Valley Conservation Authority Board.**
Councillor Gene Richardson.

The Committee reviewed the minutes that were attached to the agenda.
- x) **Rideau Corridor Landscape Strategy** – *deferred to the next meeting.*
Reeve Brian Campbell.

- xi) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*
Councillor Gene Richardson.
- xii) **Committee of Adjustment** – *deferred to the next meeting.*

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

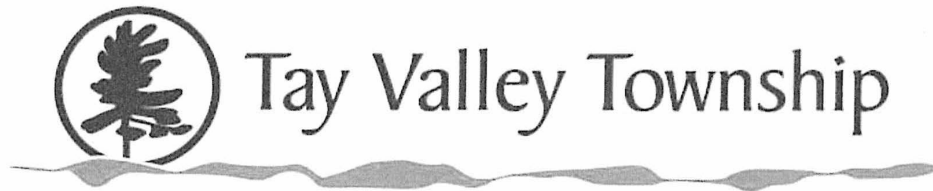
**The following items will be discussed at the next and/or future meeting:*

- ***See Township Action Plan – distributed separately to Council***

11. ADJOURNMENT

The Committee adjourned at 7:50 p.m.

DELEGATIONS & PRESENTATIONS



2021 Sewage System Re-inspection Program

Prepared For Tay Valley Township
Prepared By Eric Kohlsmith, MRSSO
December 20, 2021



Contents

Executive Summary	5
1 Introduction	6
2 Program Implementation	8
2.1 Inspection Schedule	8
2.2 Property Selection Protocol	9
2.3 Distribution of Request for Participation	10
2.4 Scheduling	10
3 Results and Discussion	11
3.1 Distribution of Sewage System Re-inspections	11
3.2 Class of Sewage System	12
3.1 Class 4 and Class 5 Systems	13
3.2 Class 1, 2, and 3 Systems	14
3.3 Wells and Drinking Water	14
3.1 Tank Inspection	15
3.2 Separation Distances	16
3.3 Sewage System Status	17
3.4 Follow-up and Enforcement	19
4 Conclusions	19
5 Purpose:	39
6 Point Form Overview	40
7 Detailed Standard Operating Procedure	41
8 Property Selection Example:	45
9 Identified Issues and Corrective Steps:	45

Figures, Tables, Illustration:

Figure 1 Properties Inspected per Lake	11
Figure 2 Property Use	12
Figure 3 System Class per Lake	12
Figure 4 Water Source	14
Figure 5 Tank Material	15
Figure 6 Separation Distance – Tank and Leaching Bed to Water	17
Figure 7 System Status – Mandatory Program	18
 Table 1 Mandatory Inspection Schedule	 8
Table 2 10 Year Mandatory Inspection Schedule	9
Table 3 Property variance	10
Table 4 System Deficiencies	18
 Illustration 1: Concrete Corrosion around Outlet Baffle	 16

Appendices

Appendix A Homeowner Package	21
Appendix B Description of a Site Inspection	33
Appendix C Ontario Building Code References	35
Appendix D Program Authority	36
Appendix E Property Selection Protocol	37

Executive Summary

During the 2021 Sewage system Re-inspection program, one hundred and nine (109) re-inspections on one hundred and four properties (104) were completed on 12 Lakes, as listed in the table to the right. One hundred and three (103) systems were inspected through the mandatory program, while six (6) were inspected through the voluntary program. Some properties required more than one site visit due to system issues or had more than one system on site.

Properties included in the mandatory program were notified of their appointment in the property owner package and 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. The properties with returned questionnaires were set appointments. Properties that did not have returned questionnaires were still visited on the set appointment date. If no property owner was home at the time, a notice was left for them to reschedule.

The inspections began on June 11, 2021, and the last inspection was completed on September 14, 2021. Most of the inspections were completed in July and August; a month when cottagers are most likely to be present.

As a result of the program, sixty-three (63) systems were identified as having no concern, forty-three (43) systems requiring remedial work, three (3) system replacements required.

In conclusion, the MRSSO was able to:

- Conduct one hundred and nine (109) septic re-inspections in 2021; one hundred and four (104) Mandatory and six (6) Voluntary
- Identify three (3) systems requiring replacement

Mandatory	
Lake	Properties
Adam	2
Bennett	32
Bob's	4
Farren	10
Long	1
Otty	49
Pike	4
Rainbow	1
Voluntary	
Big Rideau	2
Black	2
Clear	1
Davern	1
Total	109

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 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 3,024 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 for the MRSSO, and other enforcement agencies, to conduct inspections of potentially unsafe sewage systems is provided by BCA s.15.9(1). 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. The Voluntary program continues on the remaining lakes and rivers.

The sewage system re-inspection program for 2021 began by selecting properties to be involved, contacting property owners, and informing them of the inspection to take place. A site visit was made and either a visual inspection took place, or a visual and a tank inspection was completed. An inspection report was filled out and the owner was notified of any deficiencies to be rectified.

In 2021, the MRSSO continued the use of electronic reporting. Property owners were provided the option of receiving the report by email or mail. Eight-eight (88) property owners provided an email address, showing strong support for paperless reporting.

The results for the one hundred and nine (109) inspections completed in 2021 were compiled and this report is the culmination of those efforts.

2 Program Implementation

2.1 Inspection Schedule

In 2012, By-Law No. 2012-009 was passed to implement a Mandatory Maintenance Inspection program for seven lakes. An inspection schedule (Table 1) was developed for the remaining properties that qualified for the program on each Lake. These properties had systems that were 10 years and older and had not been previously inspected. Table 2 provides the number of re-inspections for each lake over a ten-year period starting in 2015, based on the same selection criteria. Table 2 was updated in 2017 for the inclusion of Little Silver and Rainbow Lakes. Voluntary properties are selected from the remaining approximately 19 lakes and rivers in Tay Valley, as described in section 2.2.

Table 1 *Mandatory Inspection Schedule*

Year 1 (2012)		Year 2 (2013)		Year 3 (2014)		Year 4 (2015)	
Lake	# of Properties	Lake	# of Properties	Lake	# of Properties	Lake	# of Properties
Adams	12	Adams	<i>completed</i>	Adams	<i>completed</i>	Adams	<i>completed</i>
Bennett	10	Bennett	10	Bennett	44	Bennett	23
Bob's	10	Bob's	10	Bob's	19	Bob's	<i>completed</i>
Farren	20	Farren	25	Farren	<i>completed</i>	Farren	<i>completed</i>
Long	14	Long	<i>completed</i>	Long	<i>completed</i>	Long	<i>completed</i>
Otty	10	Otty	28	Otty	<i>completed</i>	Otty	<i>completed</i>
Pike	10	Pike	10	Pike	10	Pike	63
Total = 86		Total = 83		Total = 83		Total = 86	

* property information based on CGIS data in 2011 (best available data)

* undeveloped properties removed

* the number of properties shown represents those that have never been inspected under the program

* the original program began in 2002, therefore the 10 year re-inspection requirement will begin to apply to the mandatory water bodies in 2012, resulting in additional properties on the mandatory water bodies being re-inspected from 2012 forward

* inspections each year will occur first on the properties under the mandatory program, then on properties that are up for re-inspection under the 10-year timeframe, then inspections will occur on properties under the voluntary program to bring the total properties inspected to 200 per year

Table 2 10 Year Mandatory Inspection Schedule

Equalized - Mandatory 10 year Property Selection*											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
Adam	2	30	2	0	13	0	2	10	3	5	67
Bennett	64	10	4	25	10	1	34	10	11	1	170
Bob's	19	5	4	41	24	2	4	9	9	12	129
Farren	2	0	21	1	1	41	9	22	10	21	128
Long	1	8	1	1	8	2	1	12	1	7	42
Little Silver	Voluntary	Voluntary	32	5	1	12	0	0	3	4	57
Otty	19	1	8	31	31	4	51	11	26	21	203
Pike	32	1	34	1	3	58	1	7	19	15	171
Rainbow	Voluntary	Voluntary	11	0	0	1	1	0	1	0	14
Total	139	55	117	105	91	121	103	81	83	86	981

Equalizing Changes:	Otty 30 from 2018 moved to 2019	Bennett 10 from 2018 to 2019
	Bob's 20 from 2018 to 2019	Farren 14 from 2023 to 2024

*Table developed using information in CGIS as of March 2017. Numbers derived from re-inseption age (≥ 10 yrs), permit age (≥ 10 yrs) and vacant properties removed (MPAC Property Code 100 Series). Numbers of inspections will change due to new development/re-development i.e. new and replacement sewage systems.

2.2 Property Selection Protocol

The re-inspection program in Tay Valley Township is a combination of mandatory and voluntary inspections, with the goal of conducting 200 re-inspections each year. Seven hundred and six (706) voluntary property owner post cards and ninety-nine (99) mandatory property owner packages were mailed out (Appendix A). The voluntary property owner package was available online. The property owner package includes:

- Letter from the Township
- 5-Step procedure letter from MRSSO
- Questionnaire from MRSSO, and
- COVID-19 inspection procedure letter from MRSSO.

Participants were selected using CGIS, the Township's GIS database program. The lakes involved in the 2021 program are outlined in the re-inspection document and the properties were selected using CGIS. The list was produced meeting the following criteria:

- Waterfront properties that either have a septic permit that is 10 years or older or does not have permit information and has not been re-inspected in the past 10 years and is not vacant.

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

For the mandatory program, one hundred and three (103) inspections were completed on ninety-nine (99) properties. Table 3 shows the variance inspections per lake. The variance between Table 2 and 3 is due to newer systems installed, and systems moved from year to year as circumstances require.

Table 3 Property variance

Lake	Number to inspect	Actual number inspected	Reason for Variance
Bennett	34	31	Two new system (2018/2020), one moved to 2022
Otty	51	49	Two new systems (2018)
Pike	1	4	Four systems moved from 2021– due to travel restrictions and timing – one moved to 2022

2.3 Distribution of Request for Participation

On May 14, 2021, the initial mail out for the Mandatory and Voluntary program was performed. Following the protocol set out in the Mandatory re-inspection by-law; mandatory inspections were completed on properties not previously inspected and those that have not been inspected in 10 years.

The inspections began on June 11, 2021, and the last inspection was completed on September 14, 2021. Most of the inspections were completed in July and August, the months when cottagers are most likely to be present.

2.4 Scheduling

Once a participant contacted our office, either by returning the questionnaire, calling, faxing, emailing or completing the online questionnaire, the information would be 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)

As stated in our information package (Appendix A) appointments are first come, first served. Once the appointments made by property owners are scheduled, returned questionnaires without appointments are scheduled and the property owner notified of the scheduling at least one week in advance. The MRSSO's goal

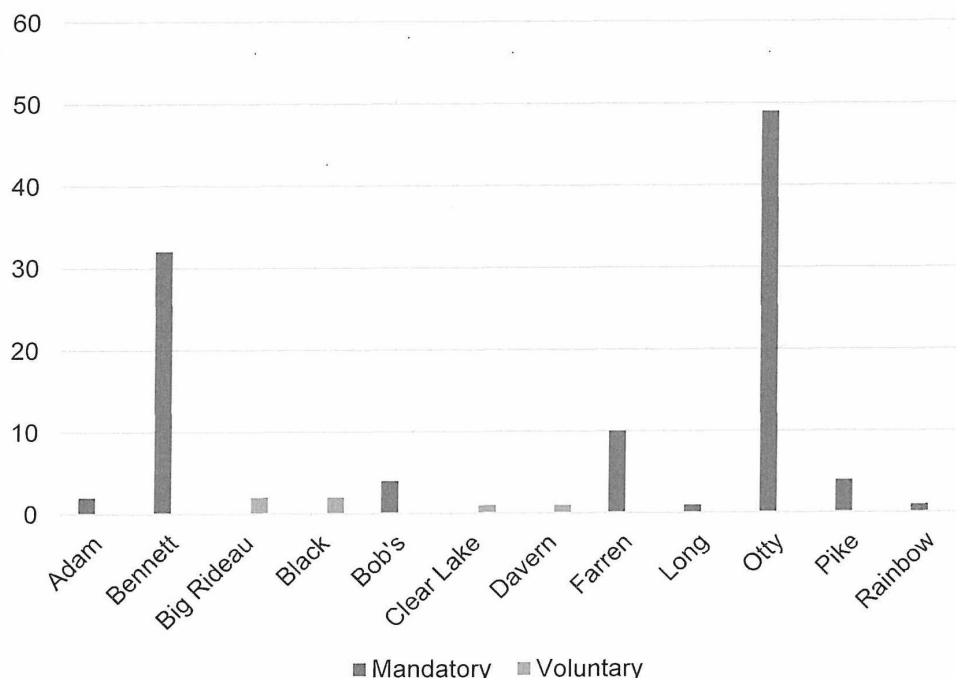
is to schedule 10 appointments per day. This approach was used for both programs, with one change for the Mandatory program; Property owners were provided with a scheduled appointment with the option to change it upon request. 82% of property owners were present for the inspection.

3 Results and Discussion

3.1 Distribution of Sewage System Re-inspections

The re-inspection program resulted in one hundred and four (104) properties visited with one hundred and nine (109) inspections on twelve (12) waterbodies completed (Figure 1).

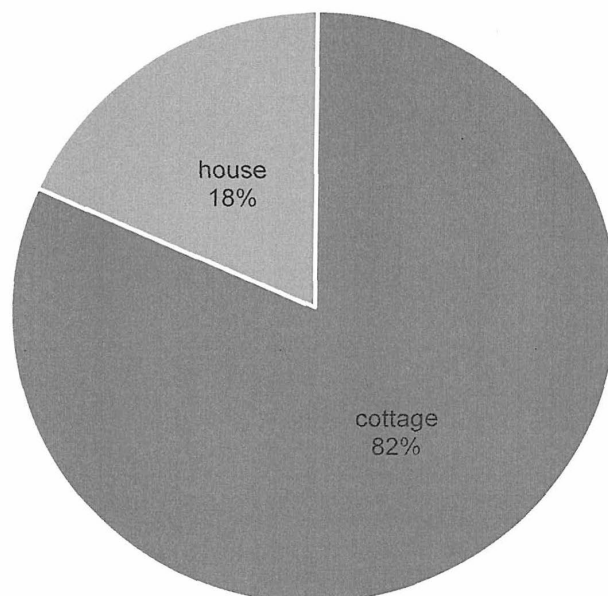
Figure 1 Properties Inspected per Lake



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, house, or business. Figure 2 illustrates that eighty-nine (89) of the inspections were completed on cottage properties and twenty (20) on residential properties. 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 2 Property Use



3.2 Class of Sewage System

Five primary classes of wastewater treatment systems are 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

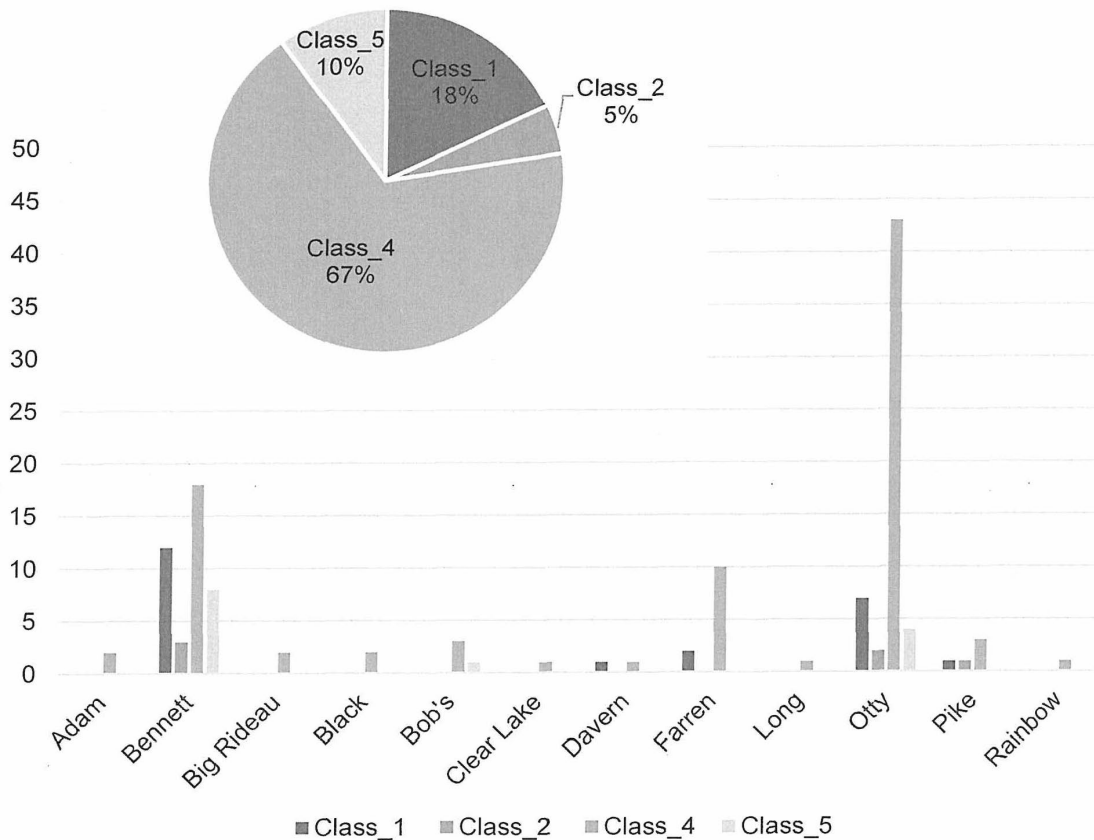
Class 3 - Cesspools

Class 4 – Septic Tank and Leaching Bed

Class 5 – Holding tanks

Figure 3 displays the primary type of on-site wastewater system for each property where it was known, either from the visual inspection, or from information provided by the homeowner.

Figure 3 System Class per Lake



It is not uncommon, and many times it is necessary, for properties to have more than one class of system present on the property. For instance, if the primary class of system is a privy, 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.

3.1 Class 4 and Class 5 Systems

The most prevalent Class of sewage system found was Class 4 at 67% of the 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. Thirteen holding tanks were identified during the 2021 re-inspection program.

3.2 Class 1, 2, and 3 Systems

Throughout the inspections, there were twenty-three (23) Class 1 and six (6) Class 2 systems identified. Class 1, 2 and 3 systems are adequate options for protecting the environment when designed and installed correctly. The construction of Class 2 or 3 system requires a permit to construct while a Class 1 does not require a permit, but construction requirements can and are enforced. A Class 3 system can only receive waste from a Class 1. This type of system is most commonly associated with a composting toilet due to the requirement for an overflow.

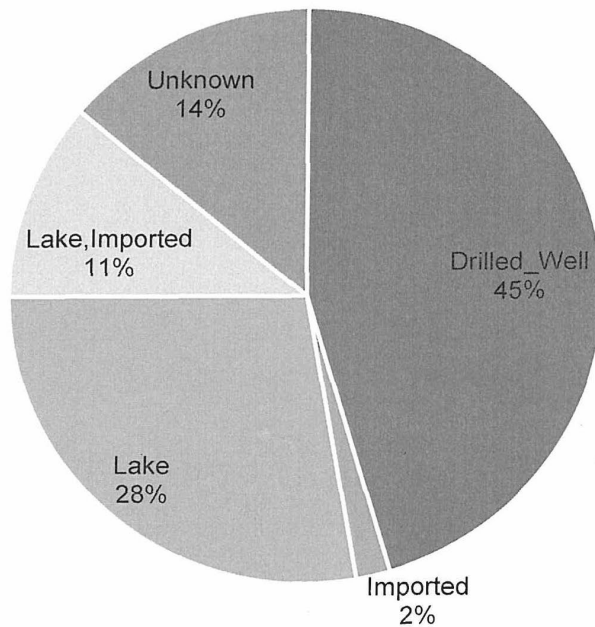
Typically, Class 1,2, or 3 systems do not provide pre-treatment of wastewater prior to entering the ground and therefore should be considered for use in temporary or very low-use conditions. If these systems are located too close to water they can have a significant impact on water quality during seasons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

3.3 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. 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 4 illustrates the percentage and type of water supply systems.

Figure 4 Water Source

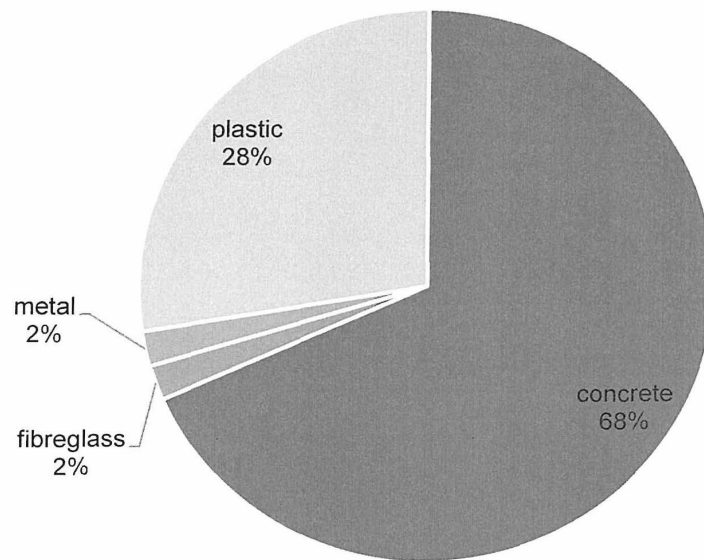


Although the Leeds, Grenville and Lanark Health Unit has free water testing available and water bottles are available for pick up at The Office in Perth, ON, many property owners do not test their drinking water regularly.

3.1 Tank Inspection

The tank material was observed during the tank inspection. If the tank was not uncovered for the re-inspection, the tank material was determined by using a soil probe to locate the tank and to determine the construction material by the sound/feel it created. Of the one hundred and nine (109) systems inspected, there were one hundred (100) septic or holding tanks. Figure 5 shows the breakdown for the common tank materials found: concrete, plastic, fiberglass and metal.

Figure 5 Tank Material



As a result of the re-inspection program, it was noticed that 13% of concrete septic tanks had signs of corrosion (Illustration 1). Concrete corrosion can be 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.

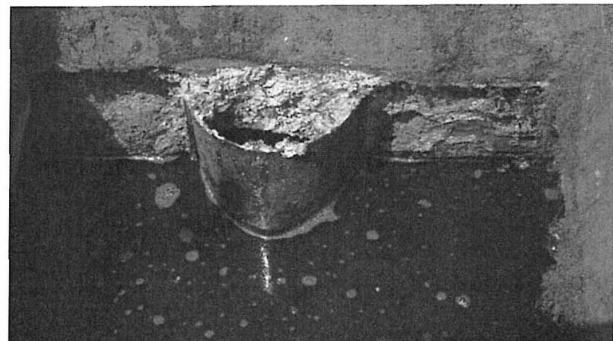


Illustration 1: Concrete Corrosion around Outlet Baffle

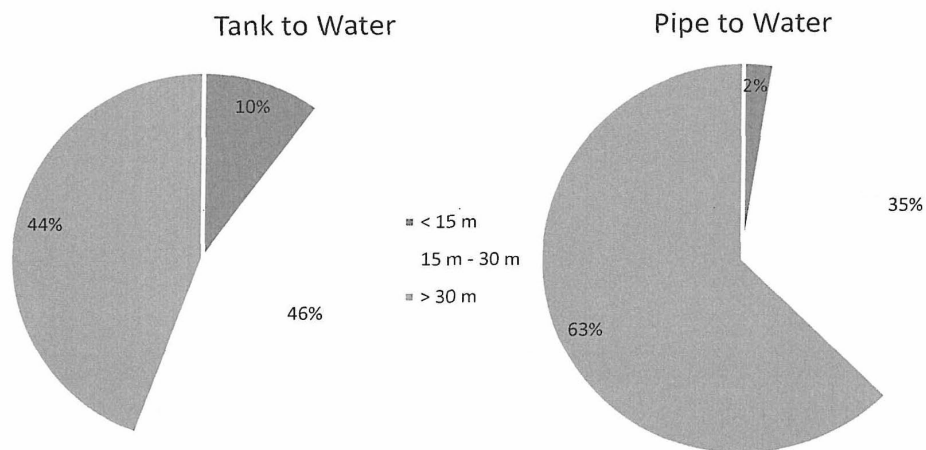
3.2 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 6 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 6 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.

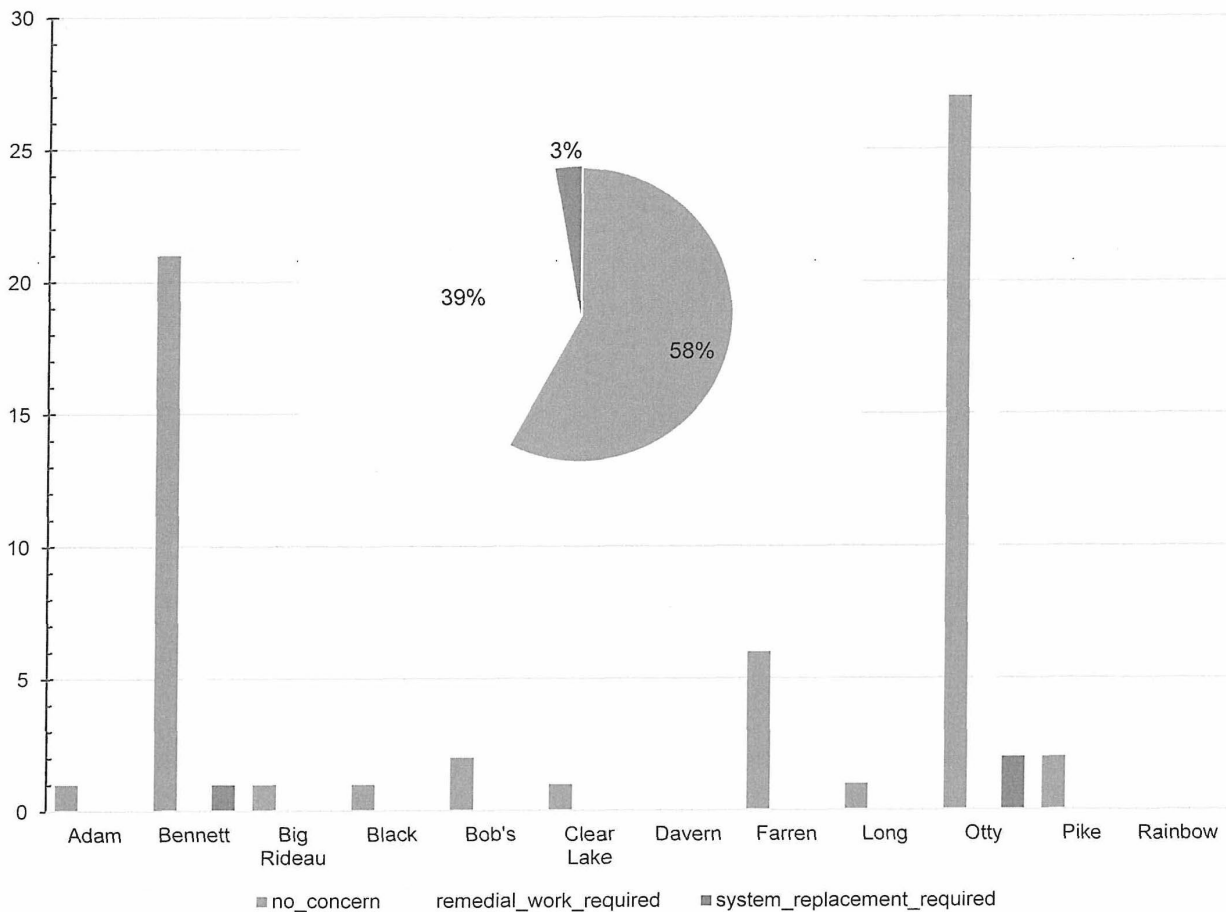
3.3 Sewage System Status

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 7:

- **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 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 7 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 4 illustrates the most common deficiencies found during the re-inspection program.

Table 4 System Deficiencies

Pump out required	18
Baffles require maintenance (broken/missing)	13
Roots in tank	4
Effluent above/below operating level of tank	5
Filter cleaned/to be cleaned	3
Tank Corrosion	9
Class 1 and Class 2 issues	8
Alarm/pump issue	4
Recommend Risers	2

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

3.4 Follow-up and Enforcement

If the re-inspection report was filled using the electronic form using Survey123, the report was downloaded at the office and returned to the property owner via email, mail. If the property owner was not present during the inspection, a system status card was left on site and either the report was mailed or emailed to the owner. As a result, property owners have been able to deal with maintenance or operation issue(s) in a timely manner.

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, Division B, Section 8.9 and Division C Section 1.10 of the Ontario Building Code.

Sewage Systems found to be malfunctioning or posing a risk to human health or the environment will require replacement. The three (3) systems identified in the 2021 program are in the process of being repaired or replaced.

4 Conclusions

The 2021 program completed a full inspection of one hundred and nine (109) sewage systems on one hundred and four (104) properties on twelve (12) Lakes. One hundred and three (103) systems were inspected through the mandatory

program while six (6) were inspected through the voluntary program. Approximately 58% of these systems had no concerns. The programs identified three (3) systems requiring replacement, which will aid in the prevention of pollution along our waterways. The rest of the re-inspections provided insights on sewage system maintenance and operation standards. 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 82% 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 2022 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 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 Homeowner Package



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

May 14, 2021

For over ten years Tay Valley Township has had a voluntary septic re-inspection program. Mandatory Re-inspections are new in the province and result from changes to the *Ontario Building Code* in January 2011 to implement requirements of the *Clean Water Act*. 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.

In the fall of 2011, the Lake and Property Owner Associations for Adam, Bennett, Bob's, Farren, Long, Otty and Pike Lake requested that Tay Valley Council consider implementing a program of mandatory septic re-inspections on these lakes. As Council agreed to the request, your property is included in the Tay Valley Township Mandatory Septic Re-inspection Program. In 2016, Little Silver and Rainbow Lakes Property Owners Association followed the same procedure to be included in the 2017 Mandatory Re-Inspection Program. To protect the water quality of your lake, 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 likely to require upgrade or replacement prior to further site development. Funding assistance may be available for septic replacement depending on eligibility criteria.

Page 1 of 2

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 ext. 256.

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:

Information collected as part of the Septic Re-inspection Program will be used to facilitate communication between the Township, MRSSO and Individual owners and will be protected in a confidential manner in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. A summary report, containing no owner names or addresses, will be prepared for public viewing. Questions about the collection of personal information should be directed to Noelle Reeve.

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


MississippiRideau
SEPTIC SYSTEM OFFICE



Mailing Address

July 19, 2021

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 is mandatory and will be conducted on **July 22, 2021**. If you would like to arrange an alternative inspection appointment, please contact our office - 613-253-0006 ext. 256 or mrsso@mvc.on.ca.

Page | 1

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 \$40 (\$20/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 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 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
mrssso@mvc.on.ca

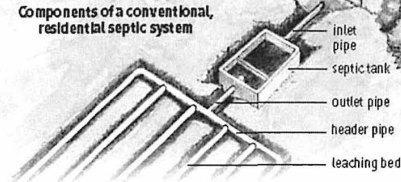
Page | 2

**BOOK
YOUR
FREE**

SEPTIC RE-INSPECTION

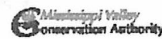
*A free program brought
to you by your Township*

Components of a conventional,
residential septic system



How the program can help you!

- It's free
- It's voluntary
- It can save you money
- It protects water quality
- It's educational
- It provides impartial, expert advice



Mississippi-Rideau
Septic System Office
10970 Highway 7
Carleton Place ON K7C 3P1

SEPTIC RE-INSPECTION – a free, voluntary program

Our free, customized site visits are an opportunity for property owners to meet with an impartial, registered Building Official Inspector who will:

- show you where your septic tank, bed, pumps and other parts are found
- assess the health of your septic system and identify any issues before they become expensive problems
- recommend when and how often to pump your specific system
- explain the importance of a well-functioning system that safeguards your family's health and protects groundwater and surface water quality
- help you understand replacement system options and direct you to grants available to help fund a replacement system

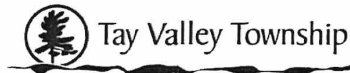
Contact

Eric Kehlsmith
Mississippi Rideau
Septic System Office
10970 Highway 7

Carleton Place, ON K7C 3P1
T 613-253-0006 ext. 256 F 613-253-0122 |
ekohlsmith@mvc.on.ca

Weekend appointments are available!

To learn more or to download your
property owners package, visit:
bit.ly/mrso



THE VOLUNTARY SEWAGE SYSTEM RE-INSPECTION PROGRAM IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY.

Date

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.

The Mississippi/Rideau Sewage System Office (MRSSO), on behalf of the Tay Valley Township, will be conducting re-inspections in your area this summer. The MRSSO is a co-operation between the Rideau Valley and the Mississippi Valley Conservation Authorities, contracted to conduct the Sewage Re-Inspection Program. Re-inspections can be scheduled to better accommodate property owners wishing to be on-site. If you wish to be present during the re-inspection of your property, appointments will be made on a first come, first served basis during the dates outlined in the accompanying Program Procedure. In addition, we are asking that you have your sewage tank located and the lids exposed (excavated) prior to the arrival of MRSSO staff. If you require MRSSO staff assistance to locate/excavate the tank a \$20/lid (usually 2 lids) to a maximum of \$40 total will be charged for this service and again invoices will be issued in late fall at the end of the Program.

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 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 the MRSSO, (613) 253-6000

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

Noelle Reeve, Planner

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 was transferred from the Environmental Protection Act to Part 8 of the Ontario Building Code which defines a sewage system as a "building". Implementation of Code requirements is meant to ensure proper installation, operation and maintenance of on-site sewage systems. 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:

Collected as part of the Sewage Re-inspection Program will be used to facilitate communication between the Township, MRSSO and individual owners and will be protected in a confidential manner in accordance with the Municipal Freedom of Information and Protection of Privacy Act. A summary report, containing no owner names, will be prepared for public viewing. Questions about the collection of personal information should be directed to Noelle Reeve

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


MississippiRideau
SEPTIC SYSTEM OFFICE

 Mississippi Valley
Conservation Authority

 Rideau Valley
Conservation
Authority

Address

Date

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

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- Earth Pit Privies and Composting Toilets
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- Cesspools
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- Holding Tanks

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

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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 — Book an appointment

Call MRSSO at 613-253-0006 to book your appointment. If we can drop-in at any time, let us know! If you would like to meet with us, appointments can be made between 9 a.m. and 4 p.m. on a first come, first served basis.

Page | 1

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 \$40 (\$20/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 (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 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 tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A copy of the septic re-inspection report will be left for the property owner.

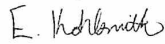
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Yours truly,



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

Page | 2

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			Length of Ownership		Lake Name
			Property Size	# Bedrooms	Floor Area
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	July 22, 2021	
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 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)

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)

Page 2 of 2

Re: Mandatory Sewage System Re-inspections procedure during COVID-19 Pandemic

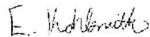
As the Province of Ontario has deemed the delivery of services for sewage treatment and disposal as essential, we anticipate completing our mandatory sewage system re-inspections this year. However, we want to ensure that these re-inspections are undertaken in a safe manner, so we are reviewing our site visit protocols. While you are not required to be present during the inspection, we would normally encourage property owners to attend the site visit to get the most out of the educational component of the inspection. This year however due to COVID-19, if you plan to participate in the site visit:

- A distance of 2 metres (or 6 feet) must be maintained between staff and homeowners
- No more than two homeowners may be present on site during the inspection
- You may not be on-site if you have been outside of Canada within the 14 days preceding your inspection or if you have COVID-19 or are exhibiting any of the symptoms of COVID-19.

As part of your re-inspection, the Mississippi Rideau Septic System Office will provide electronic reports that will be emailed or mailed to you to reduce contact onsite.

Please feel free to contact our office with any concerns or questions.

Regards,



Eric Kohlsmith
Regulations Inspector
Mississippi Rideau Septic System Office
613 913-7570 | mrsso@mvc.on.ca

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
3,790 (=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

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
Earth Pit Privy	15	30	15	3
Privy Vault	10	15	10	3
Pail Privy				
Greywater System	10	15	15	3
Cesspool	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 Piping

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

Voluntary

The *Building Code Act* (BCA)(1992), and Part 8 of the Ontario Building Code (OBC) regulates the design, construction, operation and maintenance of sewage systems. The OBC however, has powers which only extend to those systems with a design flow of less than 10,000 Litres/day, serving no more than one lot. Systems which do not fall within these parameters are regulated by the Ministry of the Environment, under the *Ontario Water Resources Act*.

The authority for the Mississippi Valley Conservation and Rideau Valley Conservation Authority, and other enforcement agencies, to conduct inspections of potentially unsafe sewage systems is provided by BCA s.15.9(1). This act provides inspectors with the right of entry onto land "to determine whether a building is unsafe", under part 1 of the OBC an on-site sewage system is treated as a building and BCA s.15.9(3) deems a sewage system to be "unsafe" if it is not maintained or operated in accordance with the BCA and the OBC. BCA s.18 outlines the powers that an inspector may exercise for the purposes of carrying out an inspection. If the inspector finds the system to be "unsafe", he or she may make an order under BCA s.15.9(4) setting out the steps necessary to render the building safe, and may require that the steps be taken within a certain period of time. This enforcement for the Tay Valley Township will be carried out by their Chief Building Official (CBO) or his/her appointed representative.

Further authority will be given with amendments proposed to the BCA under the *Clean Water Act, 2005*, this act was passed on October 18, 2006 and will help protect drinking water sources for all Ontarians.

A visual inspection of the sewage system can determine if the system is "unsafe", defined in OBC 8.9.1.2 as a breakout of effluent onto the surface, contamination of a well or of a surface water source. Clearance distances to the well and surface water from the sewage system can also be verified by a visual inspection. To determine if the system is being maintained and operated in accordance with the OBC and the BCA, a thorough inspection of the tank is necessary.

Mandatory

See Tay Valley Township By-Law # 2012-009 as amended

Tay Valley Township:

Voluntary Septic Re-Inspection Property Selection Protocol

Contents

<i>Purpose:</i> _____	39
<i>Point Form Overview</i> _____	40
<i>Detailed Standard Operating Procedure</i> _____	41
<i>Property Selection Example:</i> _____	45
<i>Identified Issues and Corrective Steps:</i> _____	45

5 Purpose:

The following protocol was developed to describe the current property selection procedure and identify any issues with the procedure. The Protocol shall be updated when required or at least once a year as indicated in the file name

Property Selection Protocol mm-dd-yyyy.docx

6 Point Form Overview

Instructions on how to select targeted properties using SLIM:

1. Start in May of current Year
2. Select a lake using the Lake Rotation Table
3. Log into SLIMS and create 30 meter buffer around a selected lake
4. Highlight desired layer and select within. i.e. Re-inspection...
5. Run mail list report (or custom report) and download into an Excel Workbook
6. Use roll numbers from worksheet to conduct search for properties that do not meet search criteria
7. Repeat steps 3 thru 6 to obtain the following information:
 - 1) septic permit >10 year ago
 - 2) has no permit
 - 3) has not been re-inspected
 - 4) the property is not vacant
8. Complete the same process for other lakes.
9. Sort worksheets from step 7 to create Master Mail-out worksheet.

7 Detailed Standard Operating Procedure

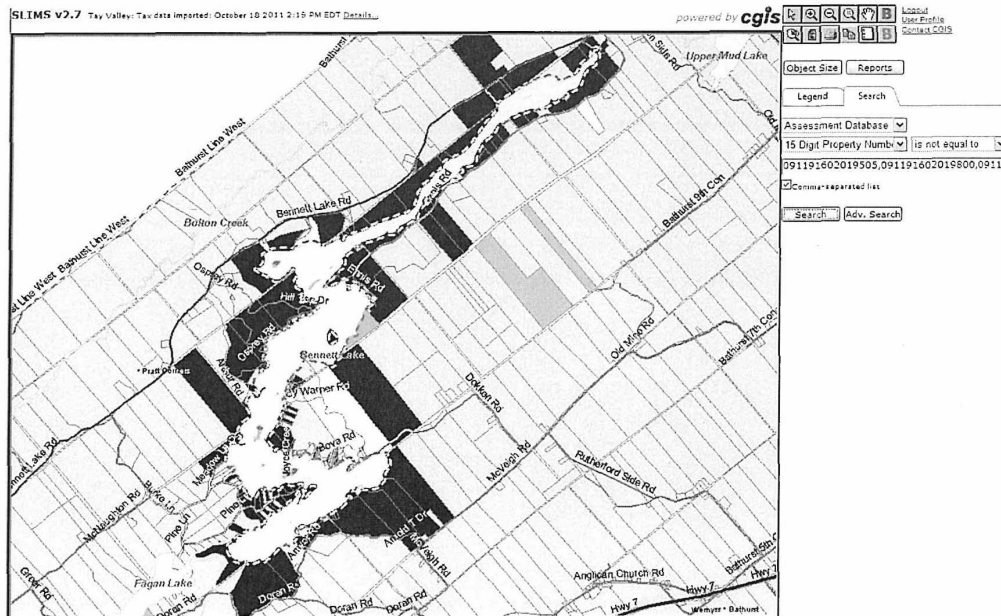
- Starts in May of current year
- Septic permit information and septic re-inspections are updated by CGIS twice annually – generally January and July
- The selection process starts with the lake rotation table.
- After lakes are selected the process is based on information provided to CGIS
- This buffer 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.



- Right click on the map – Select – Within

- 42 | Page

- 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 parameter...

- 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.

8 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.**


9 Identified Issues and Corrective Steps:

The following table lists current issues and corrective steps the MRSSO has identified, with the current selection process. An amended protocol will be created once all comments have been received.



Current Procedure	Identified Issue	Corrective Step
<i>Starts in May of current year</i>	Timeline to narrow	Selection process should begin in March to allow for cross-referencing of hard copy material – i.e. property files

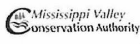

Septic permit information and septic re-inspections are updated by CGIS twice annually – generally January and July	Report on Roll Numbers that do not link to a property should be requested to ensure accuracy of data	<ul style="list-style-type: none"> o Requested report from CGIS on Oct. 19/11 on incorrect Roll numbers to be researched and corrected by the next CGIS update (January 2021). o Have roll numbers auto filled in database to prevent entry error. o Research cost of an online CGIS based data form for permit and re-inspection entry. o Create a report of properties with septic permits but no permit number – work with Tay Valley to fill in gaps – co-op student may be utilized - We will look into ability to have student assistance for task.
After lakes are selected the process is based on information provided to CGIS	Property selection currently is not accurate	Other solutions should correct issue
Right click on the map – Select – Within	It has been noted that this can result in varying results when selecting – Bennett lake varied from 214 to 2008 parcels within the buffer.	Consulted with CGIS on Oct. 19/11 regarding issue.
Lists are then sorted against each other to obtain the end result...	Lists are sorted using the sort A-Z function in Excel and then duplicates are removed manually – the manual removal can cause an inaccurate list.	<ul style="list-style-type: none"> o Two identical files should be created and items sorted and removed and then compared for accuracy o Research other means in sorting or gathering data to eliminate the manual procedure.

2021 Re-Inspection Results



Tay Valley Township

1

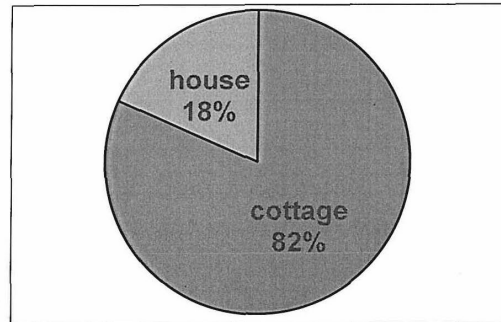
Mandatory		Properties	Participation
Lake			
Adam	2		One hundred and three (103) systems were inspected through the mandatory program, while six (6) were inspected through the voluntary program, were completed on 12 Lakes
Bennett	32		
Bob's	4		82% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;
Farren	10		
Long	1		Sixty-three (63) systems were identified as having no concern, forty-three (43) systems requiring remedial work, three (3) system replacements required.
Otty	49		
Pike	4		
Rainbow	1		
Voluntary			
Big Rideau	2		
Black	2		
Clear	1		
Davern	1		
Total	109		

2

Lake	Number to inspect	Actual number inspected	Reason for Variance
Bennett	34	31	Two new system (2018/2020), one moved to 2022
Otty	51	49	Two new systems (2018)
Pike	1	4	Four systems moved from 2021– due to travel restrictions and timing – one moved to 2022

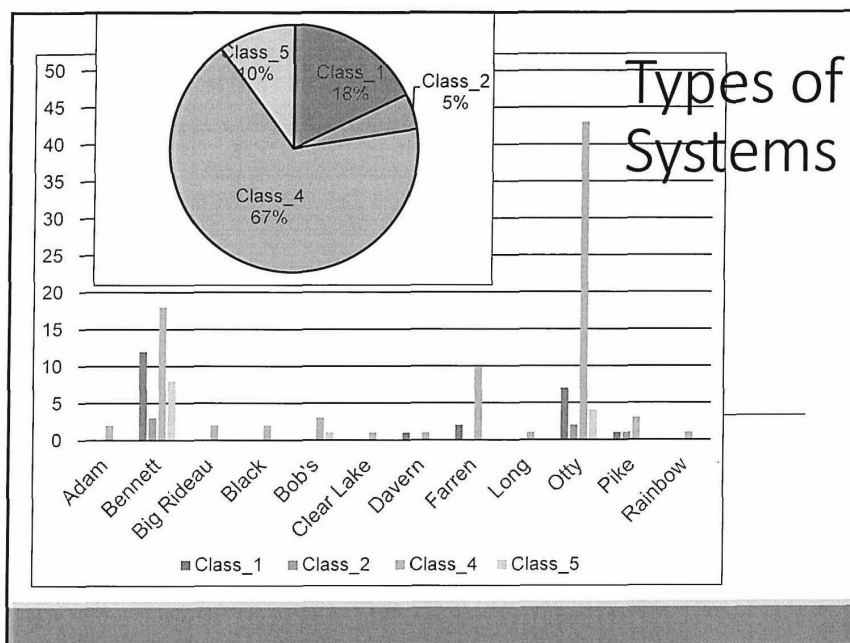
Inspection Schedule

3

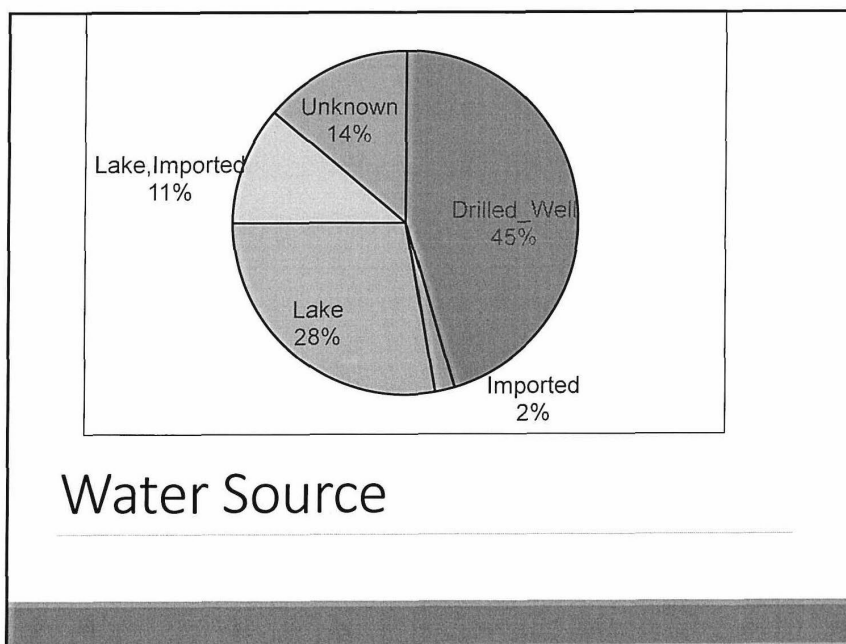


Property Use

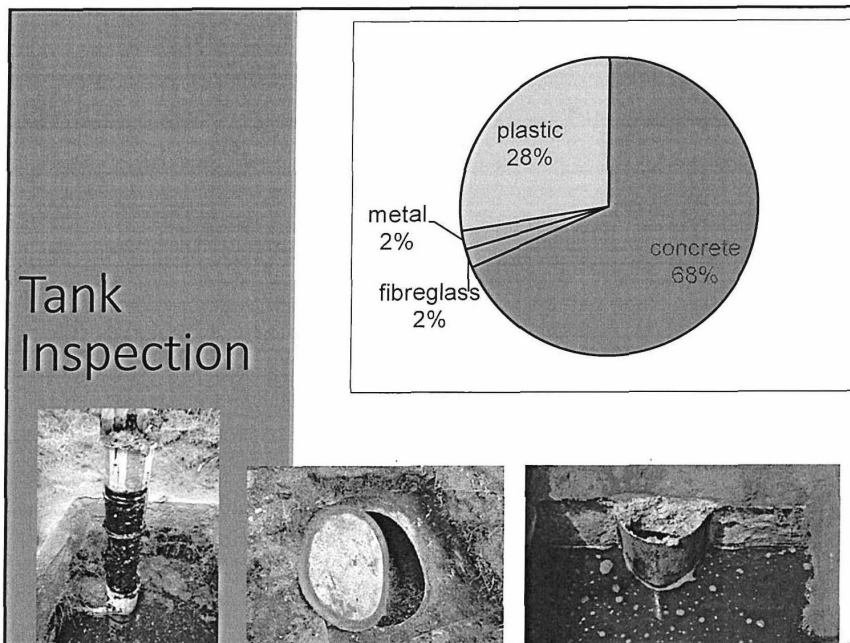
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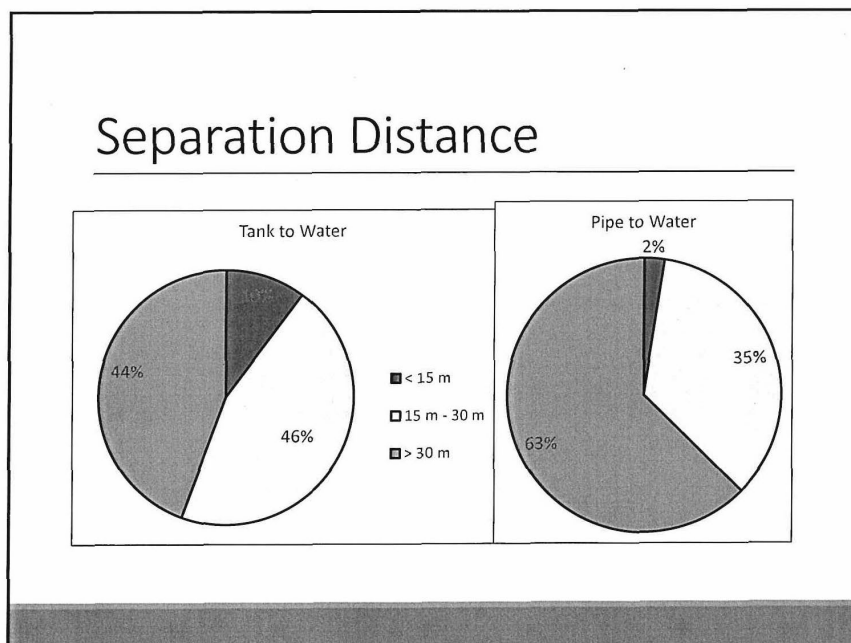
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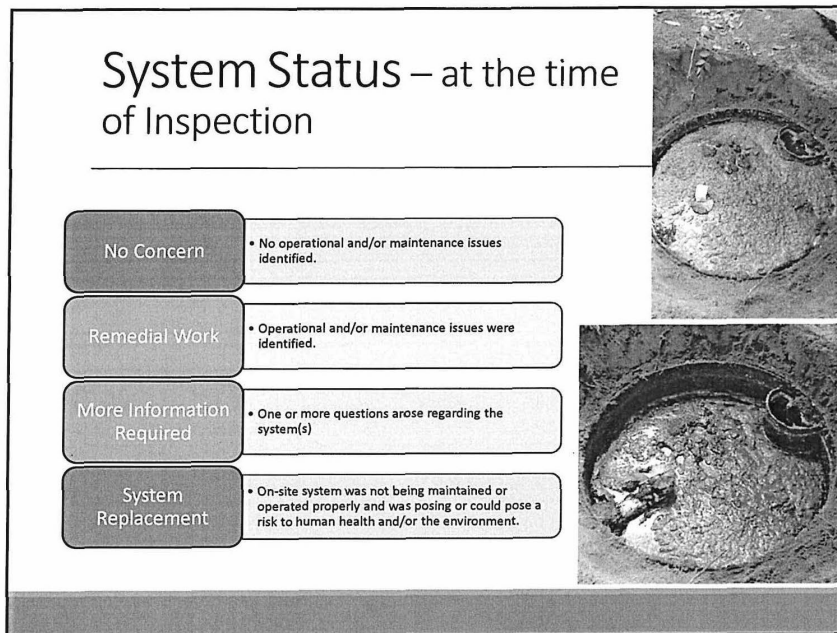
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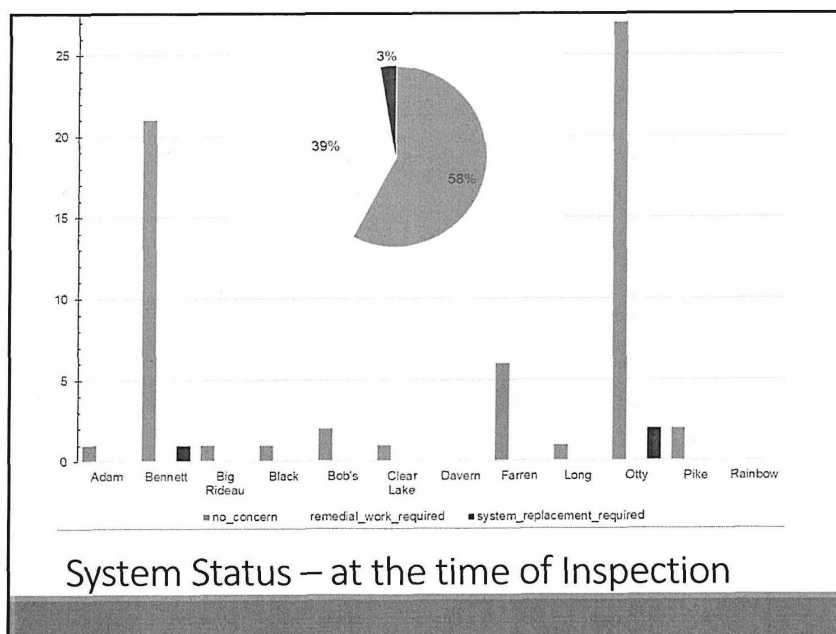
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9



10

Pump out required	18
Baffles require maintenance (broken/missing)	13
Roots in tank	4
Effluent above/below operating level of tank	5
Filter cleaned/to be cleaned	3
Tank Corrosion	9
Class 1 and Class 2 issues	8
Alarm/pump issue	4
Recommend Risers	2

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

System Deficiencies

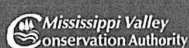
11

Thank you



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



12

COUNCIL
January 18th, 2022

Report #C-2022-01
Amanda Mabo, Clerk

**REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE –
CAMERON
PUBLIC MEETING**

STAFF RECOMMENDATION(S)

“**THAT**, Council consider a by-law to stop up, close and sell the portion of the unopened road allowance (approximately 780 feet) between Concession 5 & 6, Lot 2 North Burgess north of Brooks Corners on Adams Lake, subject to receipt of the required survey.”

BACKGROUND

Committee and Council have considered a request to stop up, close and sell the portion of the unopened road allowance (approximately 780 feet) between Concession 5 & 6, Lot 2 North Burgess north of Brooks Corners on Adams Lake. A resolution was passed on November 16th, 2021 declaring the land surplus to the Township’s needs and agreeing to a purchase price of \$0.08 per square foot, should the sale be finalized.

DISCUSSION

The purpose of this report and public meeting is to solicit public feedback regarding the proposed road closing.

Pursuant to the Road Closing and Sale Policy, public notice was posted on site and in the general vicinity of the portion of the unopened road allowance to be closed, mailed to the adjacent property owners, published in the newspaper, published on the Township website and Facebook page and provided publicly via the agenda for the Committee of the Whole Meeting on November 9th, 2021, with such notice offering an opportunity for any person to address concerns related to the closing.

Agency Comment

Bell Canada requires an easement to protect the integrity of the existing facilities and preserve many services.

Adjacent Landowner Comment

There were no adjacent landowners.

There was a comment from a property in the vicinity, the owners are requesting that the road closing not proceed until the executive of the private road association is in contact with the Township. They also want to have a legally binding easement before the road allowance is transferred should it proceed.

Next Steps

The next step is for the survey to be conducted. This survey will determine if the private road travels on this portion of the unopened road allowance, if it does applicable easements will be required prior to transferring the land.

Once the required survey has been received, Council can then proceed to pass a by-law to stop up, close and sell the portion of the unopened road allowance to the Applicants. The land will then be transferred upon all applicable easements being in place and payment of the required costs.

ATTACHMENTS

- i) Report #C-2021-35 – Request to Close Unopened Road Allowance - Cameron

Prepared and Submitted By:

Original Signed

**Amanda Mabo,
Acting Chief Administrative Officer/Clerk**

COMMITTEE OF THE WHOLE
November 9th, 2021

Report #C-2021-35
Amanda Mabo, Acting Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE –
CAMERON

STAFF RECOMMENDATION(S)

“THAT, Council declares the portion of the unopened road allowance (approximately 780 feet) between Concession 5 & 6, Lot 2, North Burgess, north of Brooks Corner on Adams Lake, surplus to the Township’s needs;

THAT, Council agrees to proceed with the application to stop up, close and sell the said unopened road allowance as per the Road Closing and Sale Policy and call a Public Meeting;

AND THAT, the purchase price of \$0.08 per square foot be accepted should the sale be finalized.”

BACKGROUND

A request was received from Scott Cameron requesting the closure of the identified portion of the unopened road allowance.

In 2019, the Township closed a small section of this road allowance to provide the property road access onto the private road, Brooks Corner. The unopened road allowance leads to Adams Lake and in 2019, public access to the lake was preserved by giving the Township deeded access over the portion that was closed. The property owners to the West of the road allowance that was closed were also given deeded access across the closed portion for access to their properties. Brooks Corner does not appear to traverse the portion of the road allowance that is being requested to be closed, if the survey shows otherwise, the Township and the property owners to the West would require deeded access over that portion.

DISCUSSION

The Clerk undertook a preliminary review.

The Applicant is requesting to close the portion of the unopened road allowance for severance purposes to give frontage onto a Private Road for up to three new lots to be created.

The Planner was consulted and has advised the applicant that even by closing the unopened road allowance it appears that one of the proposed retained lots would not have road frontage onto Brooks Corner and that it needs to, otherwise it is a water access lot and must have designated parking space on a property that is being used to gain access to the water.

The Public Works Department was consulted and has no issues with this request.

Staff recommends proceeding with closing the portion of the unopened road allowance as there are no Planning, other than with regards to future severances, or Public Works concerns or future anticipated municipal uses.

The requestor will be required to pay all costs associated with the application, including purchase price, legal and advertising costs. A reference plan/survey will be undertaken by the applicant. A purchase price of \$0.08 per square foot is recommended.

The closing of the portion of the unopened road allowance will not serve as pre-approval of any severance application, that is a separate process that will have to be evaluated on its own merits.

ATTACHMENTS

- i) Map

Prepared and Submitted By:

**Amada Mabo,
Acting Chief Administrative Officer/Clerk**

Brooks Corner
Part Lot 2, Concession 6, North Burgess



PUBLIC MEETING

ROAD CLOSING Between, Concessions 5 & 6, Lot 2 geographical Township of North Burgess

Council
January 18th, 2022



1

Road Closing - Cameron

Committee and Council have considered a request to stop up, close and sell the portion of the unopened road allowance (approximately 780 feet) between Concession 5 & 6, Lot 2 North Burgess north of Brooks Corners on Adams Lake.

A resolution was passed on November 16th, 2021 declaring the land surplus to the Township's needs and agreeing to a purchase price of \$0.08 per square foot, should the sale be finalized.



2



3

Road Closing Policy

Pursuant to the Road Closing and Sale Policy:

- public notice was posted on site and in the general vicinity of the portion of the unopened road allowance to be closed
- mailed to the adjacent property owners
- published in the newspaper
- published on the Township website and Facebook page
- provided publicly via the agenda for the Committee of the Whole Meeting on November 9th, 2021



4

Purpose of Public Meeting

The purpose of the public meeting is to solicit public feedback regarding the proposed road closing.

The Road Closing policy provides that notice be given in order to allow opportunity for any person to address concerns related to the closing.



5

Agency - Objections or Concerns

- Bell Canada requires an easement to protect the integrity of the existing facilities and preserve many services.



6

Landowner – Objections or Concerns

- There was a comment from a property in the vicinity, the owners are requesting that the road closing not proceed until the executive of the private road association is in contact with the Township. They also want to have a legally binding easement before the road allowance is transferred should it proceed.



7

NEXT STEPS

- The next step is for the survey to be conducted. This survey will determine if the private road travels on this portion of the unopened road allowance, if it does applicable easements will be required prior to transferring the land.
- Once the required survey has been received, Council can then proceed to pass a by-law to stop up, close and sell the portion of the unopened road allowance to the Applicants. The land will then be transferred upon all applicable easements being in place and payment of the required costs.



8

COUNCIL
January 18th, 2022

Report #C-2022-02
Amanda Mabo, Acting CAO/Clerk

**REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE – HUDSON
PUBLIC MEETING**

STAFF RECOMMENDATION(S)

“**THAT**, Council consider a by-law to stop up, close and sell the portion of the unopened road allowance (approximately 492 feet) between Lots 18 & 19, Concession 5, North Burgess, north of Narrows Lock Road, subject to receipt of the required survey.”

BACKGROUND

Committee and Council have considered a request to stop up, close and sell the portion of the unopened road allowance (approximately 492 feet) between Lots 18 & 19, Concession 5, North Burgess, north of Narrows Lock Road. A resolution was passed on November 16th, 2021 declaring the land surplus to the Township’s needs and agreeing to a purchase price of \$0.08 per square foot, should the sale be finalized.

DISCUSSION

The purpose of this report and public meeting is to solicit public feedback regarding the proposed road closing.

Pursuant to the Road Closing and Sale Policy, public notice was posted on site and in the general vicinity of the portion of the unopened road allowance to be closed, mailed to the adjacent property owners, published in the newspaper, published on the Township website and Facebook page and provided publicly via the agenda for the Committee of the Whole Meeting on November 9th, 2021, with such notice offering an opportunity for any person to address concerns related to the closing.

Agency Comment

There were no objections from the agencies that were circulated.

Adjacent Landowner Comment

One nearby landowner is interested in purchasing the portion of the unopened road allowance that goes along his property (see map), but this will not impact the Hudson request. However, there are aspects of the Hudson request that can be shared with the Pearson request such as sharing in the cost of a surveyor, etc. However, after review, Pearson will need to submit the required fee and deposit for this separate request as the Township will have to circulate notice to respective parties, etc.

Next Steps

Once the required survey has been received, Council can then proceed to pass a by-law to stop up, close and sell the portion of the unopened road allowance to the Applicants. The land will then be transferred upon payment of the required costs.

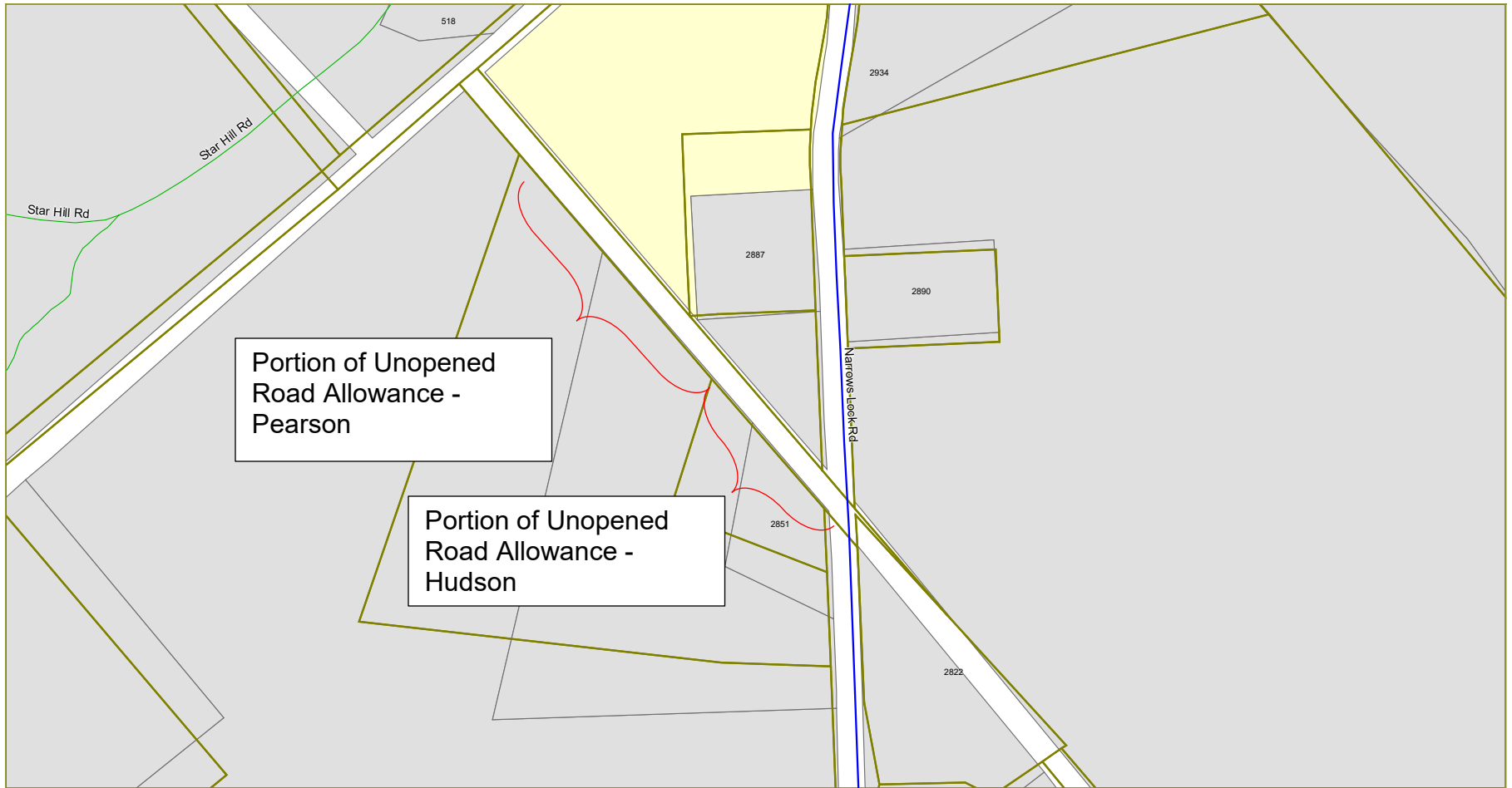
ATTACHMENTS

- i) Map
- ii) Report #C-2021-36 – Request to Close Unopened Road Allowance - Hudson

Prepared and Submitted By:

Original Signed

**Amanda Mabo,
Acting Chief Administrative Officer/Clerk**



COMMITTEE OF THE WHOLE

November 9th, 2021

Report #C-2021-36

Amanda Mabo, Acting Chief Administrative Officer/Clerk

**REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE –
HUDSON**

STAFF RECOMMENDATION(S)

“THAT, Council declares the portion of the unopened road allowance (approximately 492 feet) between Lots 18 & 19, Concession 5, North Burgess, north of Narrows Lock Road, surplus to the Township’s needs;

THAT, Council agrees to proceed with the application to stop up, close and sell the said unopened road allowance as per the Road Closing and Sale Policy and call a Public Meeting;

THAT, the purchase price of \$0.08 per square foot be accepted should the sale be finalized.”

BACKGROUND

A request was received from Sara Hudson requesting the closure of the identified portion of the unopened road allowance.

DISCUSSION

The Clerk undertook a preliminary review.

The Applicant is requesting to close the portion of the unopened road allowance to correct the access to her property, it has been brought to her attention recently that she has an unauthorized entrance off Narrows Lock Road. While working with Lanark County to resolve the issue, closing the unopened road allowance was the best solution.

The Planner and Public Works Department were consulted and have no issues with this request.

Staff recommends proceeding with closing the portion of the unopened road allowance as there are no Planning or Public Works concerns or future anticipated municipal uses.

The requestor will be required to pay all costs associated with the application, including purchase price, legal and advertising costs. A reference plan/survey will be undertaken by the applicant. A purchase price of \$0.08 per square foot is recommended.

ATTACHMENTS

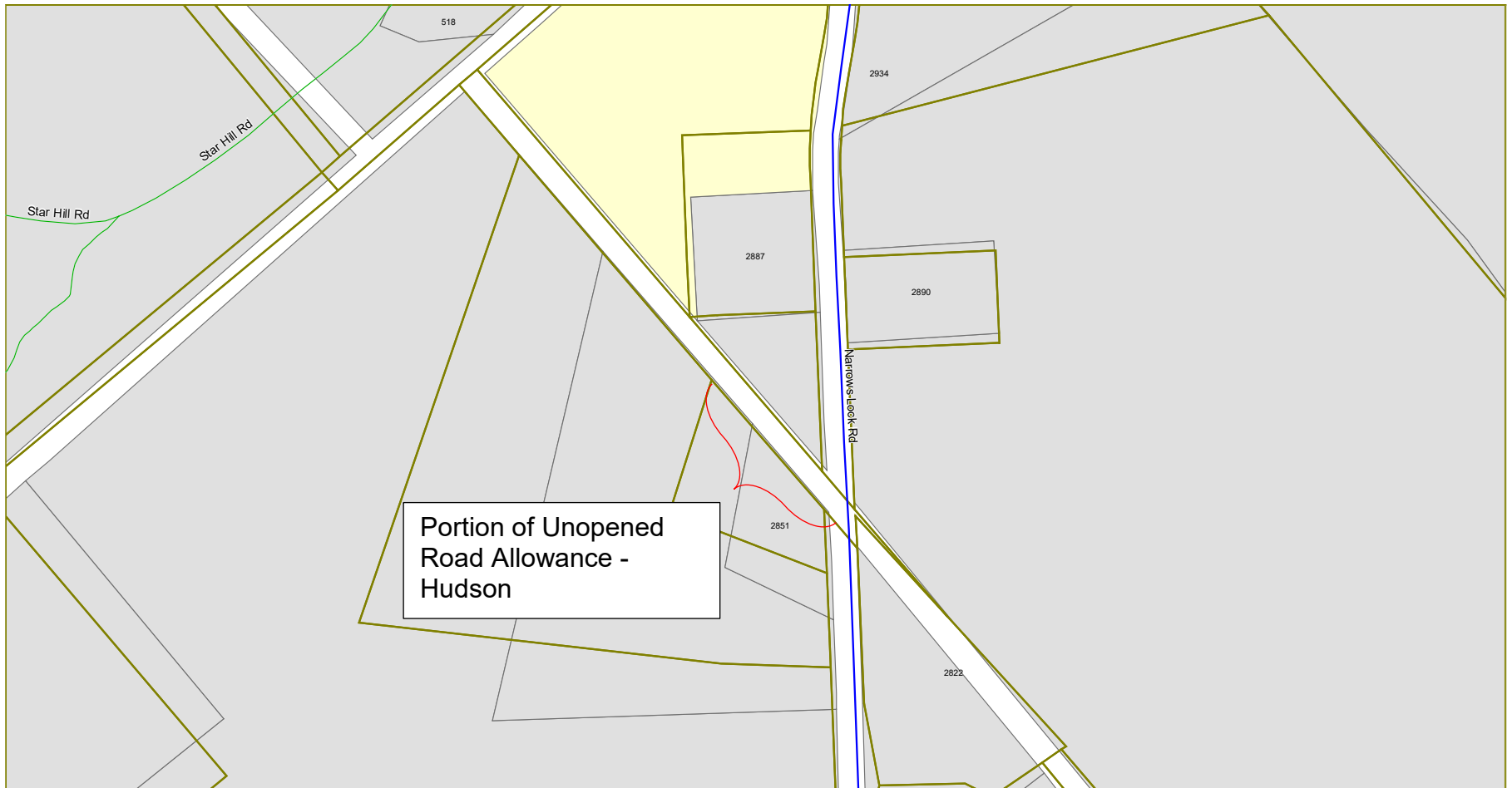
i) Map

Prepared and Submitted By:

**Amada Mabo,
Acting Chief Administrative Officer/Clerk**

September 28th, 2021

Road Closure - North Burgess - Concession 5 - Part of the Unopened Road Allowance between Part Lots 18 & 19 (Hudson)



PUBLIC MEETING

ROAD CLOSING Between, Lots 18 & 19, Concessions 5 geographical Township of North Burgess

Council
January 18th, 2022



1

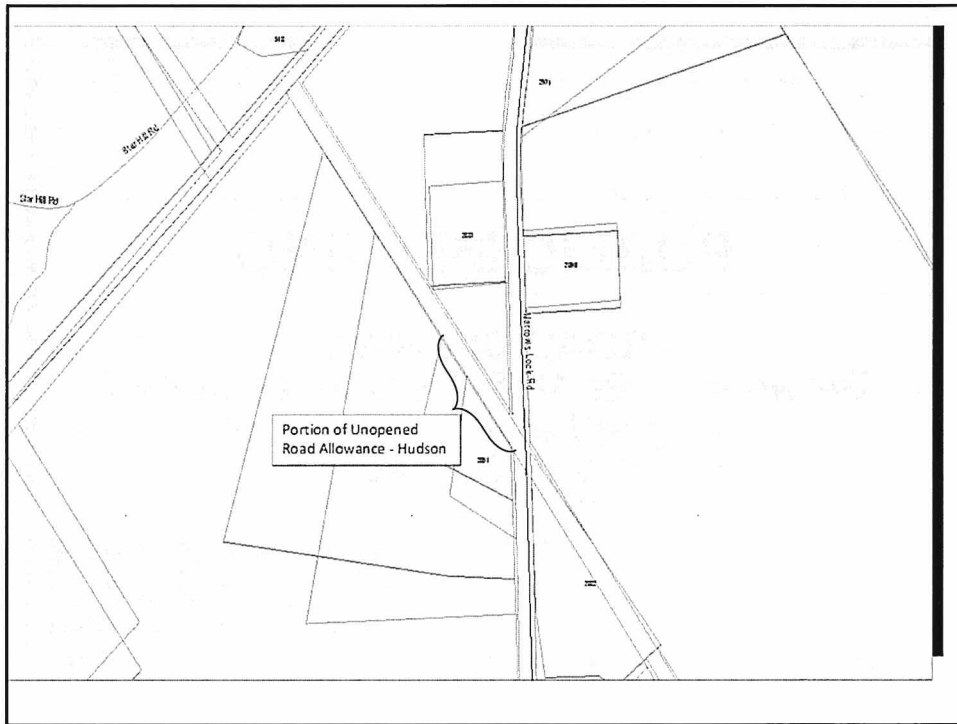
Road Closing - Hudson

Committee and Council have considered a request to stop up, close and sell the portion of the unopened road allowance (approximately 492 feet) between Lots 18 & 19, Concession 5, North Burgess, north of Narrows Lock Road.

A resolution was passed on November 16th, 2021 declaring the land surplus to the Township's needs and agreeing to a purchase price of \$0.08 per square foot, should the sale be finalized.



2



3

Road Closing Policy

Pursuant to the Road Closing and Sale Policy:

- public notice was posted on site and in the general vicinity of the portion of the unopened road allowance to be closed
- mailed to the adjacent property owners
- published in the newspaper
- published on the Township website and Facebook page
- provided publicly via the agenda for the Committee of the Whole Meeting on November 9th, 2021



4

Purpose of Public Meeting

The purpose of the public meeting is to solicit public feedback regarding the proposed road closing.

The Road Closing policy provides that notice be given in order to allow opportunity for any person to address concerns related to the closing.



5

Agency - Objections or Concerns

- There were no objections from the agencies that were circulated.



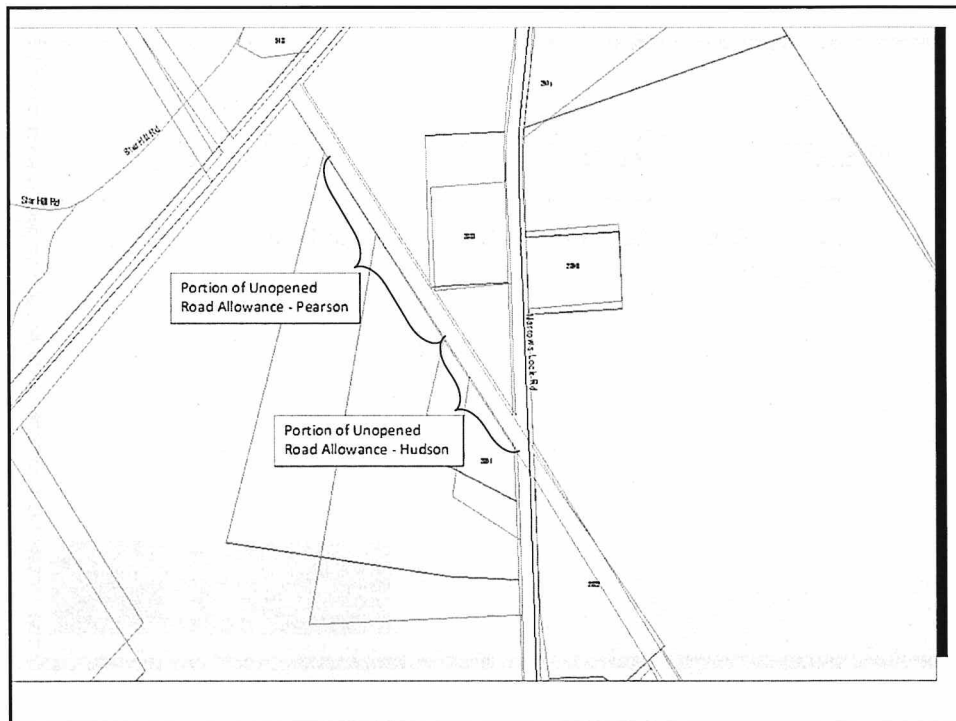
6

Landowner – Objections or Concerns

- One nearby landowner is interested in purchasing the portion of the unopened road allowance that goes along his property (see map), but this will not impact the Hudson request. However, there are aspects of the Hudson request that can be shared with the Pearson request such as sharing in the cost of a surveyor, etc. However, after review, Pearson will need to submit the required fee and deposit for this separate request as the Township will have to circulate notice to respective parties, etc.



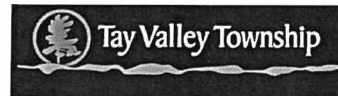
7



8

NEXT STEPS

- Once the required survey has been received, Council can then proceed to pass a by-law to stop up, close and sell the portion of the unopened road allowance to the Applicants. The land will then be transferred upon all applicable easements being in place and payment of the required costs.



BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-001

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETING HELD ON JANUARY 18th, 2022

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 18th day of January, 2022 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. 2022-001**

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 18th day of January 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk