



COMMITTEE OF THE WHOLE AGENDA

Tuesday, August 9th, 2022

Following the Public Meeting – Zoning By-Law Amendment at 5:30 p.m.

Municipal Office – Council Chambers – 217 Harper Road

5:30 p.m. *Public Meeting – Zoning By-Law Amendment*

Following *Committee of the Whole Meeting*

Following *“Special” Council Meeting*

Chair, Councillor Fred Dobbie

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

- i) **Public Meeting: Zoning By-Law Amendment – June 7th, 2022 – *attached, page 18.***

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on June 7th, 2022, be approved.”

5. **DELEGATIONS & PRESENTATIONS**

- i) **Delegation – Black Lake Road Presentation – *attached, page 22.***
Guy Boyer.

6. PRIORITY ISSUES

- i) **Report #PD-2022-30 – Severance Application – Connell – attached, page 35.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for Concession 10, Part Lot 8, geographical Township of North Burgess, comprising: B22/038 - to create a lot line adjustment to lands owned by Jim Connell at 936 Ferrier Road (Roll Number 91101033301) to recognize the location of the existing driveway for the residential land holding; and B22/039 - to create a lot adjustment to farm land owned by Jim Connell on Ferrier Road (Roll Number 91101033300) to consolidate the agricultural fields, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severances.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severances, both hard copy and electronically.”

- ii) **Report #PD-2022-31 – Severance Application – Kirkham – attached, page 42.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Brent and William Kirkham B22/057 (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016500) 2458 Christie Lake Road to provide a lot addition in favour of lands at 2486 Christie Lake Road (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016502), owned by Brent Kirkham, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severance.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.

That, the rear of the lot addition and retained lands be rezoned to Open Space Exception – 8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings to protect the Significant Woodlands Deep Interior Forest.”

- iii) **Report #PD-2022-32 – Severance Application – Leviton – attached, page 49.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/48 (Part Lot 5, Concession 5, geographic Township of Bathurst, Roll #091191602001405) known as 280 Brooke Valley Road for a new lot, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.”

- iv) **Report #PD-2022-33 – Severance Application – Peters – attached, page 56.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/041 (Part Lot 20, Concession 6, geographic Township of Bathurst, Roll #091191602504200) known as 915 Harper Road for a new lot, be approved

subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required;

That, a hydrogeological study be undertaken to demonstrate there is sufficient water quantity and quality available for the new lot, without compromising water quantity and quality of the existing lots in the area."

v) **Report #PD-2022-34 – Severance Application – Thomas – attached, page 63.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for J. Ken Thomas B22/042-044 (Concession 6, Part Lot 20, geographic Township of Bathurst) 996 Bathurst 6th Concession to create three new lots, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severances.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for each of the severances,

both hard copy and electronically.

That, payment for the severed lots shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the Scoped Hydrogeology Assessment by Morrison Hershfield dated December 17, 2021 be placed in the property files for the new severances so the recommendations for additional measures because of the thin overburden of soils are captured, including: added septic separation from wells (50m instead of 15m), clay liner for septic systems, 4 bedroom maximum sized house with a maximum of 3,000L/day septic system, and the use of a standard residential grade water softener to remove hardness in the raw water. It should also be noted that conventional water softeners will introduce sodium into the water supply, and it may be appropriate to bypass the water softener with a separate tap for drinking water.

That, the applicant obtain Entrance Permits and Civic Address Numbers along Bathurst 7th Concession for the two northern lots and Bathurst 6th Concession for the southern severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required."

- vi) **Report #PD-2022-35 – Severance Application – Francis and White – attached, page 70.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

***"THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/037 (Part Lot 8, Concession 11, geographic Township of Bathurst, Roll #091191603033602) known as 1757 Bennett Lake Road for a new lot, be approved subject to the following conditions:*

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township.”

- vii) **Report #PD-2022-36 – Severance Application – Jordan – attached, page 77.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/065 and B22/066 (Part Lot 8, Concession 2, geographic Township of Bathurst, Roll #091191601009400) known as 2351 Christie Lake Road for two new lots, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.”

- viii) **Report #PD-2022-37 – Severance Application – Lee – attached, page 84.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Lee B22/047 (Part Lots 5 and 6, Concession 6, geographic Township of North Burgess, Roll Number 091191101000100) 364 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest,

(and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severance.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically

That, the lot addition be rezoned to Open Space Exception–8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings and the retained lot be rezoned to Residential Limited Services -Special Exception to establish a developable area beyond the steep slopes.”

- ix) **Report #PD-2022-38 – Severance Application – Lee for Kravacek – attached, page 91.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Kravacek B22/046 (Part Lot 4, Concession 6 geographic, Township of North Burgess, Roll Number 091191102525000) 192 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severance.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.”

- x) **Report #PD-2022-39 – Severance Application – Frost – attached, page 96.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/079, B22/080, B22/081 (Part Lot 20, Concession 8, geographic Township of Bathurst, Roll #091191602511700) known as 183 Old Morris Road for three new lots, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands for the severed lots;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required;

That, a Development Agreement be placed on the retained lands to identify a developable envelope that protects the Significant Woodlands, streams and unevaluated wetlands;

That, a Hydrogeological report be prepared to demonstrate sufficient water quality and quantity for the severed and retained lots and the surrounding lots."

- ix) **Report #PD-2022-40 – Delegated Authority for Undisputed Severances – attached, page 104.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

*"**THAT**, the Planner be delegated the authority to comment on undisputed consent applications as outlined in Report #PD-2022-40 – Delegated Authority for Undisputed Severances;*

***AND THAT**, the necessary by-law to amend the Delegation of Authority By-Law be brought forward at the next Township Council meeting."*

- x) **Report #PD-2022-41 – Delegated Authority for Holding Removal Temporary and Minor Zoning By-Law – attached, page 111.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the ability for Council to delegate authority for Holding Removal, Temporary Use By-laws, and Minor Zoning By-Law amendments be included in Sections 6.7.2, 6.7.4 and 6.7.5 of the Draft Official Plan;

AND THAT, an amendment to the Delegation of Authority By-Law that would implement the changes be approved at a later date.”

- xi) **Report #PD-2022-42 – Build it Right the First Time – attached, page 117.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township urges the Provincial Government to build it right the first time by:

- including in the next edition of the Ontario Building Code tiered energy efficiency standards and a timeframe for when higher tiers would become the minimum energy efficiency requirements in the Code;*
- adopting a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building code than what is currently proposed; and*
- training municipal planning and building staff, developers and homebuilders in the implementation of the National Model Building Code;*

AND THAT, this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.”

- xii) **Report #PD-2022-43 – Home Energy Retrofit Program Applications Prerequisites – attached, page 124.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township agrees to make a 20% contribution (to be recovered as part of the loan recipient’s repayment) to the Federation of Canadian Municipalities’ Community Efficiency Financing Program in order to receive Federal Government Home Energy Retrofit funding of 80% ;

THAT, Council agrees to use its Local Improvement Charge authority for the Home Energy Retrofit program;

AND THAT, Council approve the principles of the program design report, which are as follows:

- *Be customer oriented for the best customer experience possible*
- *Balance program design flexibility with streamlining and consistency goals*
- *Reduce administration burden on municipalities*
- *Increase deep energy retrofit uptake*
- *Advance the financial sustainability of the program over time*
- *Increase stakeholder awareness and training within renovator sector*
- *Consider equitable distribution of program funds*
- *Streamline program outcomes, tracking, evaluation and improvement.”*

- xiii) **Report #CBO-2022-07 – Building Department Report – January – July 2022 – attached, page 144.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2022-07 – Building Department Report – January - July 2022 be received as information.”

- xiv) **Report #FIN-2022-09 – Budget Review and Forecast as at June 30, 2022 – attached, page 145.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2022-09 - Budget Review and Forecast as at June 30, 2022, be received for information;

AND THAT, the Reeve and Chief Administrative Officer be authorized to approve any potential cost overruns for the following projects:

- *Property Tax Software Lookup*
- *Asset Management Software*
- *Asset Management Plan*
- *Road Condition Assessment*
- *Second Line Bridge*
- *Maberly Outdoor Sports Facility*
- *Forest Trail.”*

- xv) **Report #PW-2022-13 – Electric Vehicle – Request for Quotation Award – attached, page 162.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT Tay Valley Township purchase a Ford Mustang Mach-E from A&B Ford Sales;

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

- xvi) **Report #PW-2022-14 – Sale of Public Works Surplus Equipment – attached, page 168.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Staff be authorized to sell the surplus slip-in water tank, sweeper and utility trailer by advertising on GovDeals.net;

THAT, the revenue from the sales be transferred to the Roads Equipment Reserve;

AND THAT, the revenue from the previous sale of the 1998 Backhoe also be transferred to the Roads Equipment Reserve.”

- xvii) **Report #PW-2022-15 – Speed Limit on Bathurst Upper 4th Concession – attached, page 170.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the speed limit on Bathurst Upper 4th Concession, between Cameron Side Road and Tysick Road be posted at 60 km/hr and signed according to the Ontario Traffic Manual- Book 6;

AND THAT, By-Law No. 2018-035 - Maximum Rate of Speed be amended.”

- xviii) **Report #PW-2022-16 – Building Condition Assessment Reports – attached, page 174.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Report #PW-2022-16 – Building Condition Assessment Reports, be received for information.”

- xix) **Report #PW-2022-17 – Rehabilitation of the Penny Grand Tennis Court - Tender Award – attached, page 180.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Rehabilitation of the Penny Grand Tennis Court – Ground Works, Tender #2022-RF-002, excluding the replacement of the fence and gates, be awarded to Arnott Brothers Construction Ltd.;

THAT, the Accessible Swing, Outdoor Rink and Well be removed from the project;

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

- xx) **Report #PW-2022-18 – Construction of an Accessible Trail - Tender Award – attached, page 185.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Construction of an Accessible Trail, Tender #2022-RF-004, be awarded to Arnott Brothers Construction Ltd.;

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

- xxi) **Report #C-2022-20 – Hall Rental Policy Update – attached, page 188.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Hall Rental Policy be updated as outlined in Report #C-2022-20 – Hall Rental Policy Update;

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

- xxii) **Report #C-2022-22 – Maberly Hall Cleaning Contract - attached, page 195.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Reeve and Clerk be authorized to execute an amendment to the Custodial Services Contract for the cleaning and opening/closing of the Maberly Hall as outlined in Report #C-2022-22 – Maberly Hall Cleaning Contract;

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

- xxiii) **Report #C-2022-23 – Burgess Hall Cleaning Contract - attached, page 197.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Reeve and Clerk be authorized to execute a Custodial Services Contract for the cleaning and opening/closing of the Burgess Hall with Trevor Badour as outlined in Report #C-2022-23 – Burgess Hall Cleaning Contract;

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

- xxiv) **Report #C-2022-24 – Maberly Hall – GICB Grant – attached, page 199.**
Kathryn Baker-Reed, Community Services Coordinator.

Suggested Recommendation to Council:

“THAT, staff be authorized to apply to the Green and Inclusive Community Buildings Fund (GICB);

AND THAT, should the grant be successful, the Township's portion of \$60,000 be funded from the Maberly Community Hall Reserve and the Improve Municipal Buildings Access Reserve."

- xxv) **Report #C-2022-21 – COVID-19 Vaccination Policy** - *attached, page 203.*
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

"THAT, the COVID-19 Vaccination Policy be amended as outlined in Report #C-2022-21 – COVID-19 Vaccination Policy Review;

AND THAT, the necessary by-law come forward at the next Township Council meeting."

7. CORRESPONDENCE

- i) **22-07-14 – Council Communication Package** – *cover sheet attached, page 213.*

Suggested Recommendation to Council:

"THAT, the 22-07-14 Council Communication Package be received for information."

- ii) **22-08-05 – Council Communication Package** – *cover sheet attached, page 215.*

Suggested Recommendation to Council:

"THAT, the 22-08-05 Council Communication Package be received for information."

- iii) **Ontario Wildlife Damage Compensation Program**

Suggested Recommendation to Council:

"WHEREAS, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS, Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS, the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality from OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND FURTHER THAT, this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Green Energy and Climate Change Working Group.**
Deputy Reeve Barrie Crampton and Councillor Rob Rainer.

22-06-03 – Green Energy and Climate Change Working Group Meeting Draft Minutes – *attached, page 217.*
- 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) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*
Councillor RoxAnne Darling.
- v) **Fire Board.**
Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.

22-06-09 – Fire Board Draft Minutes – *deferred to next meeting.*
- iv) **Library Board** – *deferred to the next meeting.*
Councillor Rob Rainer.

Police Services Board.
Reeve Brian Campbell.

22-05-24 – Police Service Board Meeting Draft Minutes – *attached, page 222.*
- vi) **County of Lanark.**
Reeve Brian Campbell and Deputy Reeve Barrie Crampton.
- vii) **Mississippi Valley Conservation Authority Board.**
Councillor RoxAnne Darling.

22-04-20 – Mississippi Valley Conservation Authority Meeting Minutes – *attached, page 225.*

22-05-18 – Mississippi Valley Conservation Authority Meeting Summary – *attached, page 233.*

- xxvi) **Rideau Valley Conservation Authority Board.**
Councillor Gene Richardson.

22-05-26 – Rideau Valley Conservation Authority Board Meeting Summary.

- Replacement of a pedestrian bridge at Chapman Mills Conservation Area was approved
- Installation of helical piles to support the replacement of a raised boardwalk at Baxter Conservation Area was approved
- An update on RVCA's to the changes to the Programs and Services Inventory was received

- ix) **Rideau Corridor Landscape Strategy** – *deferred to the next meeting.*
Reeve Brian Campbell.

- x) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*
Councillor Gene Richardson.

- xi) **Committee of Adjustment.**

22-06-20 –Committee of Adjustment Hearing Draft Minutes – *attached, page 234.*

9. CLOSED SESSION

- i) **Report #C-2022-25 – Municipal Office Server** – *attached, page 239.*
Amanda Mabo, CAO/Clerk.

Suggested Motion:

“THAT, Committee of the Whole move “in camera” at _____ to address a matter pertaining to security of the property of the municipality or local board regarding Municipal Office Server;

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

Suggested Motion:

“THAT, the Committee return to open session at _____ p.m.”

Suggested Recommendation to Council:

“THAT, the server at the Municipal Office be upgraded in 2022 at an upset cost of \$68,400, which is to be funded from the Special Contingency Reserve;

AND THAT, the Reeve and Chief Administrative Officer/Clerk be authorized to approve any potential cost overruns.”

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

MINTUES

**PUBLIC MEETING
ZONING BY-LAW AMENDMENT
MINUTES**

Tuesday, June 7th, 2022

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair Councillor RoxAnne Darling
Reeve Brian Campbell
Councillor Fred Dobbie
Councillor Beverley Phillips
Councillor Rob Rainer
Councillor Mick Wicklum

Members Absent: None.

Staff Present: Amanda Mabo, Acting Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner
Sean Ervin, Public Works Manager
Ashley Liznick, Treasurer

Public Present: None.

1. CALL TO ORDER

The public meeting was called to order at 5:30 p.m.

2. INTRODUCTION

The Chairman provided an overview of the Zoning By-Law application review process to be followed, including:

- the purpose of the meeting
- the process of the meeting
- all persons attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Ontario Land Tribunal (OLT)
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding the applications on the agenda was advised to email planningassistant@tayvalleytwp.ca

The Chairman asked if anyone had any questions regarding the meeting and the process to be followed. Given that there were no questions, the meeting proceeded.

3. APPLICATIONS

- i) **FILE #ZA22-05: William and Carol-Ann Donaldson
3097 McDonalds Corners Road
Part Lot 25, Concession 12
Geographic Township of Bathurst**

a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

b) **APPLICANT COMMENTS**

None.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

That the proposed amendment to Zoning By-Law No. 02-021 be approved.

- ii) **FILE #ZA22-06: Joseph and Donna Waddington
Big Rideau North Shore Road
Part Lot 26, Concession 3
Geographic Township of North Burgess**

a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

b) APPLICANT COMMENTS

None.

c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

That the proposed amendment to Zoning By-Law No. 02-021 be approved.

iii) **FILE #ZA22-07: Jerry and Charlotte Thompson
Farren Lake Lane 5
Part Lot 11, Concession 1
Geographic Township of South Sherbrooke**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

The Planner reviewed the PowerPoint Presentation that was attached to the agenda.

b) APPLICANT COMMENTS

None.

c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

That the proposed amendment to Zoning By-Law No. 02-021 be approved.

4. ADJOURNMENT

The public meeting adjourned at 5:50 p.m.

DELEGATIONS & PRESENTATIONS



May 26th, 2022

Guy Boyer
147 Tom's Rock
Perth, ON K7H 3C5

Dear Guy Boyer:

Re: MFIPPA Request (#2022-01)

We write with respect to your request for access to general records under the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), received in our office on April 8, 2022, in which you sought:

"Black Lake Road, starting with civic 120 all the way to the end of this road: how many property is being assessed, how much property taxes in tax dollars for 2021, how much dollars in capital improvements for the Black Lake Road was spend per year in the last 10 years and what was those improvement and which years it occurred. For 2020 and 2021, how much was spent for road maintenance (ie. snow plow, grading, etc.) If you don't have the exact number a rough estimate is good. Thanking you in advance for this informations."

We have now completed a search for records responsive to your request.

The Records which have been determined to be Responsive to this Request are listed in the enclosed Index of Records.

Section 45 of the Act requires that a person making a request pay various costs prescribed by Regulation which an institution incurs in processing the request. Those costs are set out in s. 6 of R.R.O. 1990, Reg. 823 under the Act. In accordance with the Act and the Regulation, the Township requires payment of the following fees incurred in the processing of your request before the records in the attached index will be released.

Costs of Manual Search and Preparation (\$30/hour x 12 hours)	\$360.00
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Other Costs (photocopying - \$0.20/page x 13 pages)	\$2.60
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Tay Valley Township
217 Harper Road, Perth, Ontario K7H 3C6
www.tayvalleytwp.ca
Fax: (613)-264-8516 Phone: (613)-267-5353
IN AREA CODE (613) 1-800-810-0161



Deposit - \$165.00
TOTAL OWING: \$197.60

Prior to granting access to the information sought, you will be required to provide a cheque for **\$197.60**, payable to the Township. Please note that under s. 45(4) of the Act, you may request that the Township waive all or part of the fee associated with this request. If you wish to request a fee waiver please include any information in support of your request.

Please note that you may request a review of the Township's decision in this matter from the Office of the Information and Privacy Commissioner within thirty (30) days of the date of this letter. If you decide to request a review of this decision, please provide the Commissioner's office with the following:

- The file number listed at the beginning of this letter
- A copy of this decision letter

In addition, you must send an appeal fee to the Commissioner's office in the amount of \$25.00. Please include the fee with your letter of appeal – appeal fees should be in the form of either a cheque or money order, payable to the Minister of Finance.

If you have any questions, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.

Sincerely,

Amanda Mabo, Clerk
Delegated Head for MFIPPA

/Enclosures



Tay Valley Township

Index of Responsive Records

Record Number	Description of Record	Date of Record	Disclose?	Basis for Withholding
1	Narrative	May 26, 2022	Release	
2	GIS Map	May 9, 2022	Release	
3	Black Lake Road – Assessment Database	May 9, 2022	Release	
4	2021 Tax Rates	May 9, 2022	Release	
5	Summary of Capital Expenditures for Black Lake Road	May 26, 2022	Release	
6	Transportation Services Operating Budget - 2022	May 13, 2022	Release	
7	Transportation Services – Operating Actual Costs – 2021	May 13, 2022	Release	
8	Transportation Services – Operating Actual Costs – 2020	May 13, 2022	Release	
9	Grader Tracking 2021	May 13, 2022	Release	
10	Grader Tracking 2020	May 13, 2022	Release	



May 26, 2022

MFIPPA Request (#2022-01) - Narrative

Using the Township's GIS system, a map was generated (see GIS Map) and from that map a list of properties was extracted. From the requested information there are a total of 68 properties along Black Lake Road. Those 68 properties and their corresponding roll number, address/legal address, and assessment total are included on the spreadsheet (see Black Lake Road – Assessment Database). The assessment was then broken down from total assessment into corresponding tax rate assessment categories: RT – residential taxable, FT – farmland taxable, TT – managed forest taxable, and E – exempt. These assessment categories are needed as the tax rate for each of those categories mentioned is different (see 2021 Tax Rates). The assessment multiplied by the tax rate for each the municipal, county and education are summarized and then totaled. A check was done to compare the calculated total to the actual amount paid in our financial system (slight rounding of 0.01 is within reason). The total municipal portion of taxes paid by the 68 properties in 2021 totaled \$54,484.69.

The Township's total operating budgeted expenses were \$7,655,142 in 2021. Transportation Services accounted for \$1,669,457 in the 2021 operating budget. Therefore, approximately 21.8% of the operating budgeted expenses were for Transportation services. If you take the total taxes paid in 2021 by the 68 properties and multiply it by the 21.8%, \$11,882.19 of the taxes collected were allocated to Transportation Services in 2021.

The Township's current 10-year capital plan does not list any capital investments to gravel surfaced roads. However, connecting roads from Black Lake Road have received significant capital investments in the last 10-years. These capital investments total \$484,112.28 between 2012 to 2019 and are further detailed in the attached spreadsheet (see Summary of Capital Expenditures for Black Lake Road).

The Township does not allocate specific dollar amounts for yearly road maintenance activities, such as grading, snowplowing, etc. for each road in the Township. However, approximate amounts have been derived from the 2020, 2021 and 2022 Operating Budgets for this request. The 2020 and 2021 approximate dollar amounts are audited and unaudited amounts, respectively, and the 2022 approximate amount is derived from the 2022 Budget.

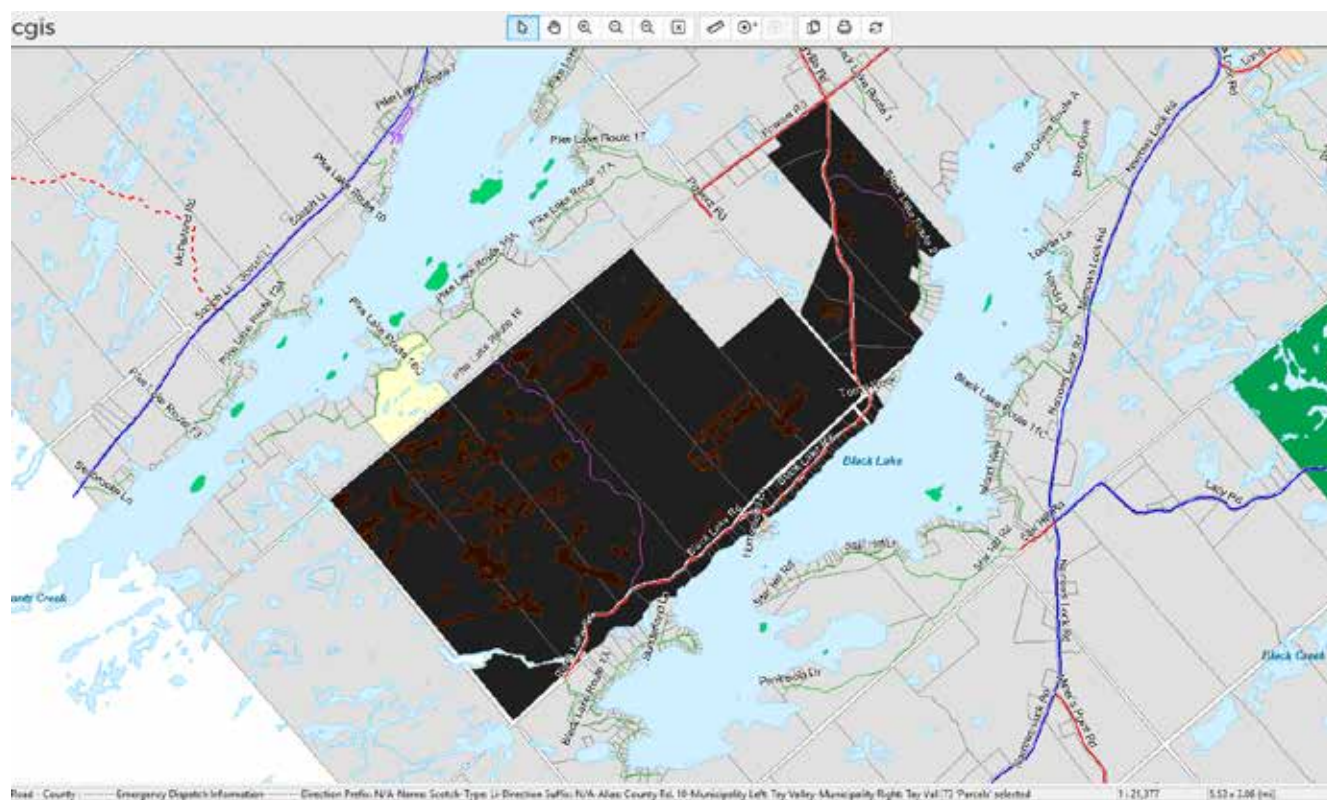
The attached spreadsheets provide a breakdown for each major component of the Transportation Service budget per category/type of road, based on the Township maintaining approximately 90 kilometers of hard-surfaced roads and 210 kilometers of gravel surfaced

roads. In general, 30% of each component was allocated to hard-surfaced roads and the remaining 70% was allocated to gravel surfaced roads. There are some components that are specific to a type of road and therefore 100% of that component was allocated to a specific road type. For example, Hardtop Maintenance is 100% allocated to Hard Surface Roads.

Furthermore, not all gravel-surfaced roads within the Township receive the same level of service and therefore gravel roads have been further divided to represent this in the costing spreadsheets. Roads with higher traffic volumes require and receive a higher level of service. Since yearly costs are not allocated for each township road, a cost percentage per class of road was estimated. Class 1- Gravel Roads were assumed to be 47.5%, Class-2 Gravel Roads were assumed to be 30% and Class 3 – Gravel Roads were assumed to be 22.5%. Using the spreadsheet, the estimated cost of Transportation Services allocated to Black Lake Road is \$36,288 in 2020, \$36,792 in 2021 and an estimated \$40,320 for 2022 (see note later in the narrative regarding maintenance gravel).



Black Lake Road has an estimated 150-200 average daily traffic and therefore has been considered a Class 1 Gravel Road for this request. The level of service can be supported by the Yearly Grading tracking sheet, which is attached. Black Lake Road was graded 8 times in 2020 and 2022. This is approximately double the average amount of time roads in Tay Valley are graded per year.



Although it is not included in the Capital Investment spreadsheets, it should be noted that the placement of maintenance gravel is funded through the Operating Budget. Black Lake Road received \$13,300 in gravel in 2012, \$31,800 in gravel in 2013 and \$26,300 in gravel in 2015. Black Lake Road is also scheduled to receive gravel in 2022 at an estimated cost of \$111,650.



Roll Number	Address	Legal Text	Roll Total	RT	FT	TT	EXEMPT	TOTAL TAXES COLLECTED PER GP	MUNICIPAL	COUNTY	EDUCATION	TOTAL	CHECK
0911911015007000000	120 BLACK LAKE RD		267,000	149,000	118,000			\$ 1,750.64	\$ 813.55	\$ 663.98	\$ 273.11	\$ 1,750.64	0.00
0911911015007100000	176 BLACK LAKE RD		246,000	246,000				\$ 2,412.64	\$ 1,121.20	\$ 915.07	\$ 376.38	\$ 2,412.65	-0.01
0911911015020010000	436 BLACK LAKE RD		84,000	84,000				\$ 823.83	\$ 382.85	\$ 312.46	\$ 128.52	\$ 823.83	0.00
0911911015020020000	349 BLACK LAKE ROAD		161,000	161,000				\$ 1,579.00	\$ 733.79	\$ 598.88	\$ 246.33	\$ 1,579.01	-0.01
0911911015020030000	413 BLACK LAKE RD		377,000	377,000				\$ 3,697.42	\$ 1,718.26	\$ 1,402.36	\$ 576.81	\$ 3,697.43	-0.01
0911911015020040000	505 BLACK LAKE RD		307,000	241,700		65,300		\$ 2,530.59	\$ 1,176.01	\$ 959.80	\$ 394.78	\$ 2,530.58	0.01
0911911015020090000	390 BLACK LAKE RD		63,000	63,000				\$ 617.87	\$ 287.14	\$ 234.35	\$ 96.39	\$ 617.87	-0.00
09119110150201100000	362 BLACK LAKE RD		49,500	49,500				\$ 485.48	\$ 225.61	\$ 184.13	\$ 75.74	\$ 485.47	0.01
0911911015020110000		CON 7 PT LOT 18 RP 27R5275;PART 2	25,000	25,000				\$ 245.19	\$ 113.94	\$ 92.99	\$ 38.25	\$ 245.19	0.00
0911911015023000000		CON 7 S PT LOT 19	51,000		51,000			\$ 125.04	\$ 58.11	\$ 47.43	\$ 19.51	\$ 125.05	-0.01
0911911015024000000		CON 7 LOT 20	98,000		98,000			\$ 240.29	\$ 111.66	\$ 91.14	\$ 37.49	\$ 240.28	0.01
0911911015025000000	768 BLACK LAKE RD		243,000	243,000				\$ 2,383.23	\$ 1,107.53	\$ 903.91	\$ 371.79	\$ 2,383.22	0.01
0911911015026000000		CON 7 LOT 22	139,000		139,000			\$ 340.82	\$ 158.38	\$ 129.26	\$ 53.17	\$ 340.81	0.01
0911911015027000000		CON 7 PT LOT 23	127,000		127,000			\$ 311.39	\$ 144.71	\$ 118.10	\$ 48.58	\$ 311.39	0.00
0911911015028000000		CON 7 PT LOT 24 AND RP;27R3140 PART 2	114,000		114,000			\$ 279.51	\$ 129.90	\$ 106.01	\$ 43.61	\$ 279.51	-0.00
0911911015028010000	1122 BLACK LAKE RD		66,000	66,000				\$ 647.29	\$ 300.81	\$ 245.51	\$ 100.98	\$ 647.30	-0.01
0911911020495000000	525 BLACK LAKE RD		496,000	496,000				\$ 4,864.52	\$ 2,260.63	\$ 1,845.01	\$ 758.88	\$ 4,864.52	0.00
0911911020515000000	531 BLACK LAKE RD		277,000	277,000				\$ 2,716.68	\$ 1,262.49	\$ 1,030.38	\$ 423.81	\$ 2,716.68	0.00
0911911020520000000	541 BLACK LAKE RD		263,000	263,000				\$ 2,579.37	\$ 1,198.68	\$ 978.30	\$ 402.39	\$ 2,579.37	-0.00
0911911020530000000		CON 6 PT LOT 18	22,000				22,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
0911911020530010000	717 BLACK LAKE RD		321,000	321,000				\$ 3,148.21	\$ 1,463.03	\$ 1,194.05	\$ 491.13	\$ 3,148.21	0.00
0911911020530050000	BLACK LAKE RD	CON 6 PT LOT 20 RP 27R8629;PART 1 BLACK LAKE RD N/S	10,400	10,400				\$ 102.00	\$ 47.40	\$ 38.69	\$ 15.91	\$ 102.00	0.00
0911911020535000000	557 BLACK LAKE RD		201,000	201,000				\$ 1,971.32	\$ 916.10	\$ 747.68	\$ 307.53	\$ 1,971.31	0.01
0911911020540000000	551 BLACK LAKE RD		292,000	292,000				\$ 2,863.80	\$ 1,330.85	\$ 1,086.18	\$ 446.76	\$ 2,863.79	0.01
0911911020540050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 16 BLACK LAKE RD N/S	10,100	10,100				\$ 99.05	\$ 46.03	\$ 37.57	\$ 15.45	\$ 99.06	-0.01
0911911020542000000	555 BLACK LAKE RD		223,000	223,000				\$ 2,187.07	\$ 1,016.37	\$ 829.51	\$ 341.19	\$ 2,187.07	-0.00
0911911020543000000	577 BLACK LAKE RD		263,000	263,000				\$ 2,579.37	\$ 1,198.68	\$ 978.30	\$ 402.39	\$ 2,579.37	-0.00
0911911020545000000	579 BLACK LAKE RD		253,000	253,000				\$ 2,481.29	\$ 1,153.10	\$ 941.10	\$ 387.09	\$ 2,481.30	-0.01
0911911020545050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 15 BLACK LAKE RD N/S	11,400	11,400				\$ 111.81	\$ 51.96	\$ 42.41	\$ 17.44	\$ 111.81	0.00
0911911020546000000	583 BLACK LAKE RD		226,000	226,000				\$ 2,216.50	\$ 1,030.04	\$ 840.67	\$ 345.78	\$ 2,216.50	0.01
0911911020546050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 14 BLACK LAKE RD N/S	9,100	9,100				\$ 89.24	\$ 41.48	\$ 33.85	\$ 13.92	\$ 89.25	-0.01
0911911020548000000	599 BLACK LAKE RD		280,000	280,000				\$ 2,746.10	\$ 1,276.16	\$ 1,041.54	\$ 428.40	\$ 2,746.10	0.00
0911911020548050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 13 BLACK LAKE RD N/S	8,900	8,900				\$ 87.29	\$ 40.56	\$ 33.11	\$ 13.62	\$ 87.29	0.00
0911911020550000000	607 BLACK LAKE RD		242,000	242,000				\$ 2,373.42	\$ 1,102.97	\$ 900.19	\$ 370.26	\$ 2,373.42	0.01
0911911020550050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 12 BLACK LAKE RD N/S	7,600	7,600				\$ 74.53	\$ 34.64	\$ 28.27	\$ 11.63	\$ 74.54	-0.01
0911911020552000000	615 BLACK LAKE RD		310,000	310,000				\$ 3,040.32	\$ 1,412.89	\$ 1,153.13	\$ 474.30	\$ 3,040.33	-0.00
0911911020552050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 11 BLACK LAKE RD N/S	10,600	10,600				\$ 103.96	\$ 48.31	\$ 39.43	\$ 16.22	\$ 103.96	0.00
0911911020554000000	623 BLACK LAKE RD		222,000	222,000				\$ 2,177.26	\$ 1,011.81	\$ 825.79	\$ 339.66	\$ 2,177.27	-0.00
0911911020554100000	625 BLACK LAKE RD		258,000	258,000				\$ 2,530.34	\$ 1,175.89	\$ 959.70	\$ 394.74	\$ 2,530.34	0.01
0911911020554150000	625 BLACK LAKE RD		10,800	10,800				\$ 105.92	\$ 49.22	\$ 40.17	\$ 16.52	\$ 105.92	-0.00
0911911020555000000	633 BLACK LAKE RD		218,000	218,000				\$ 2,138.03	\$ 993.58	\$ 810.91	\$ 333.54	\$ 2,138.04	-0.00
0911911020555050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 9 BLACK LAKE RD N/S	6,300	6,300				\$ 61.78	\$ 28.71	\$ 23.43	\$ 9.64	\$ 61.79	-0.01
0911911020556000000	641 BLACK LAKE RD		290,000	290,000				\$ 2,844.18	\$ 1,321.74	\$ 1,078.74	\$ 443.70	\$ 2,844.18	0.01
0911911020556050000	BLACK LAKE RD	CON 6 PT LOT 19 RP 27R8629;PART 8 BLACK LAKE RD N/S	9,600	9,600				\$ 94.16	\$ 43.75	\$ 35.71	\$ 14.69	\$ 94.15	0.01
0911911020560000000	651 BLACK LAKE RD		595,000	595,000				\$ 5,835.46	\$ 2,711.84	\$ 2,213.27	\$ 910.35	\$ 5,835.46	-0.00
0911911020560050000	BLACK LAKE RD	CON 6 PT LOTS 19 AND 20 RP;27R8629 PART 7 BLACK LAKE RD;N/S	22,500	22,500				\$ 220.68	\$ 102.55	\$ 83.70	\$ 34.43	\$ 220.67	0.01
0911911020561000000	657 BLACK LAKE RD		492,000	492,000				\$ 4,825.29	\$ 2,242.40	\$ 1,830.13	\$ 752.76	\$ 4,825.29	0.00
0911911020561050000	BLACK LAKE RD	CON 6 PT LOT 20 RP 27R8629;PART 6 BLACK LAKE RD N/S	9,900	9,900				\$ 97.10	\$ 45.12	\$ 36.83	\$ 15.15	\$ 97.09	0.01
0911911020562000000	667 BLACK LAKE RD		236,000	236,000				\$ 2,314.57	\$ 1,075.62	\$ 877.87	\$ 361.08	\$ 2,314.57	0.00
0911911020562050000	BLACK LAKE RD	NORTH BURGESS CON 6 PT LOT;20 RP 27R8629 PART 5	10,400	10,400				\$ 102.00	\$ 47.40	\$ 38.69	\$ 15.91	\$ 102.00	0.00
0911911020563000000	685 BLACK LAKE RD		256,000	256,000				\$ 2,510.71	\$ 1,166.78	\$ 952.26	\$ 391.68	\$ 2,510.72	-0.01
0911911020563050000	625 BLACK LAKE RD		10,600	10,600				\$ 103.96	\$ 48.31	\$ 39.43	\$ 16.22	\$ 103.96	0.00
0911911020566000000	689 BLACK LAKE RD		235,000	235,000				\$ 2,304.76	\$ 1,071.06	\$ 874.15	\$ 359.55	\$ 2,304.76	-0.00
0911911020566050000	BLACK LAKE RD	CON 6 PT LOT 20 RP 27R8629;PART 3 BLACK LAKE RD N/S	11,200	11,200				\$ 109.85	\$ 51.05	\$ 41.66	\$ 17.14	\$ 109.84	0.01
0911911020568000000	703 BLACK LAKE RD		226,000	226,000				\$ 2,216.50	\$ 1,030.04	\$ 840.67	\$ 345.78	\$ 2,216.50	0.01
0911911020570000000	711 BLACK LAKE RD		233,000	233,000				\$ 2,285.15	\$ 1,061.95	\$ 866.71	\$ 356.49	\$ 2,285.15	0.00
0911911020570050000	BLACK LAKE RD	CON 6 PT LOT 20 RP 27R8629;PART 2 BLACK LAKE RD N/S	10,900	10,900				\$ 106.92	\$ 49.68	\$ 40.55	\$ 16.68	\$ 106.90	0.02
0911911020580000000		CON 6 PT LOT 20 RP 27R4188;PARTS 1 AND 2	26,500	26,500				\$ 259.91	\$ 120.78	\$ 98.57	\$ 40.55	\$ 259.90	0.01
0911911020580030000	729 BLACK LAKE RD		249,000	249,000				\$ 2,442.07	\$ 1,134.87	\$ 926.23	\$ 380.97	\$ 2,442.07	0.00
0911911020582000000	771 BLACK LAKE RD		528,000	528,000				\$ 5,178.36	\$ 2,406.48	\$ 1,964.04	\$ 807.84	\$ 5,178.36	0.00
0911911020586000000	775 BLACK LAKE RD		226,000	226,000				\$ 2,216.50	\$ 1,030.04	\$ 840.67	\$ 345.78	\$ 2,216.50	0.01
0911911020592000000	793 BLACK LAKE RD		258,000	258,000				\$ 2,530.34	\$ 1,175.89	\$ 959.70	\$ 394.74	\$ 2,530.34	0.01
0911911020592010000	791 BLACK LAKE RD		288,000	288,000				\$ 2,824.57	\$ 1,312.62	\$ 1,071.30	\$ 440.64	\$ 2,824.56	0.01
0911911020593000000	805 BLACK LAKE RD		307,000	307,000				\$ 3,010.89	\$ 1,399.22	\$ 1,141.97	\$ 469.71	\$ 3,010.90	-0.01
0911911020594000000	825 BLACK LAKE RD		253,000	253,000				\$ 2,481.29	\$ 1,153.10	\$ 941.10	\$ 387.09	\$ 2,481.30	-0.01
0911911020600000000	875 BLACK LAKE RD		376,000	376,000				\$ 3,687.62	\$ 1,713.70	\$ 1,398.64	\$ 575.28	\$ 3,687.62	0.00
0911911020605000000	895 BLACK LAKE RD		506,000	479,100			26,900	\$ 4,698.77	\$ 2,183.60	\$ 1,782.15	\$ 733.02	\$ 4,698.77	-0.00
0911911020729000000	BLACK LAKE RD	CON 6 PT LOT 23 RP 27R2001;PART 16	2,200	2,200				\$ 21.58	\$ 10.03	\$ 8.18	\$ 3.37	\$ 21.58	0.00
TOTAL 68 properties								\$ 117,242.60	\$ 54,484.69				
Roll Total =	Total Assessment												
RT =	Residnetial Taxable												
FT =	Farm Taxable												
TT =	Managed Forest Taxable												
Exempt =	Not Taxable												

TAY VALLEY TOWNSHIP												
2021 TAX RATES												

May 26, 2022					
SUMMARY OF CAPITAL EXPENDITURES FOR BLACK LAKE ROAD - MFIPPA #2022-01					
		Connecting Municipal Roads to Black Lake Road			
Year	Cost	Type of Improvement	Notes:		
2012	\$ 3,548.01	Gravel - Powers Road	Gravel prior to double surface treatment		
2013	\$ 85,162.33	Upgrade gravel to surface treatment - Powers Road	Cost from Tender document.		
2013	\$ 45,937.67	Pavement Preservation - Stanleyville Road	Cost from Tender document.		
2018	\$ 181,438.92	Rehabilitation - Powers Road	Pulverize, place new gravel, double surface treatment and fog seal		
2018	\$ 92,872.59	Rehabilitation - Stanley Road	Localized pulverizing, place new gravel, double and single surface treatment and fog seal		
2019	\$ 75,152.76	Pavement Preservation - Stanleyville Road	Microsurfing Powers Road to Stanley Road		
	\$ 484,112.28	Total for Connecting Municipal Roads to Black Lake Road			
		Black Lake Road			
Year	Cost	Type of Improvement	Notes:		
2012	\$ 13,308.99	Maintenance Gravel	Cost from Tender document.		
2013	\$ 31,788.46	Maintenance Gravel	Cost from Tender document.		
2015	\$ 26,265.00	Maintenance Gravel	Cost from Tender document.		
2022	\$ 111,650.00	Maintenance Gravel	Estimated amount from quotation		
	\$ 183,012.45	Total for Black Lake Road			
					
TRANSPORTATION SERVICES:					
Public Works Overhead	2022 Budget	Gravel Roads - Class 1	Gravel Roads - Class 2	Gravel Roads - Class 3	Hard Surfaced Roads
	Cost % Allocation	47.5%	30.0%	22.5%	100%
Total Public Works Administration	427,900	142,277	89,859	67,394	128,370
Total Garages & Yards Maintenance	47,050	15,644	9,881	7,410	14,115
Total Vehicles & Equipment Maintenance	244,900	81,429	51,429	38,572	73,470
Total Bridges & Culverts	48,300	16,060	10,143	7,607	14,490
Total Roadside Maintenance	76,000	25,270	15,960	11,970	22,800
Total Hardtop Maintenance	73,600	-	-	-	73,600
Total Loosetop Maintenance	477,000	226,575	143,100	107,325	-
Total Traffic Control	30,500	10,141	6,405	4,804	9,150
Total Winter Control	250,500	60,120	47,595	67,635	75,150
Total Street Lighting	4,000	1,330	840	630	1,200
Total Transportation Services	1,679,750				
	Sub-Totals	578,846	375,212	313,347	412,345
	Cost per KM/Year	\$ 8,000.00	\$ 6,600.00	\$ 3,900.00	\$ 4,600.00
Gravel Road Classes	Black Lake Road (km)	5.04			
Class 1 - estimated ADT = 150-200	Estimated Yearly Operating Cost	\$ 40,320			
Class 2 - estimated ADT =50-149					
Class 3 - estimated ADT = 1-49					
ADT= Average Daily Traffic					

					
TRANSPORTATION SERVICES:					
Public Works Overhead	2021 Actual Cost (un-audited)	Gravel Roads - Class 1	Gravel Roads - Class 2	Gravel Roads - Class 3	Hard Surfaced Roads
	Cost % Allocation	47.5%	30.0%	22.5%	100%
Total Public Works Administration	428,054	142,328	89,891	67,419	128,416
Total Garages & Yards Maintenance	46,934	15,606	9,856	7,392	14,080
Total Vehicles & Equipment Maintenance	217,030	72,162	45,576	34,182	65,109
Total Bridges & Culverts	46,224	15,369	9,707	7,280	13,867
Total Roadside Maintenance	71,731	23,850	15,063	11,298	21,519
Total Hardtop Maintenance	73,360	-	-	-	73,360
Total Loosetop Maintenance	446,323	212,003	133,897	100,423	-
Total Traffic Control	35,217	11,710	7,396	5,547	10,565
Total Winter Control	131,653	31,597	25,014	35,546	39,496
Total Street Lighting	3,187	1,060	669	502	956
Total Transportation Services	1,499,714				
	Sub-Totals	525,686	337,070	269,588	367,369
	Cost per KM/Year	\$ 7,300.00	\$ 5,900.00	\$ 3,300.00	\$ 4,100.00
Gravel Road Classes	Black Lake Road (km)	5.04			
Class 1 - estimated ADT = 150-200	Estimated Yearly Operating Cost	\$ 36,792			
Class 2 - estimated ADT = 50-149					
Class 3 - estimated ADT = 1-49					
ADT= Average Daily Traffic					
					
TRANSPORTATION SERVICES:					
Public Works Overhead	2020 Actual Cost	Gravel Roads - Class 1	Gravel Roads - Class 2	Gravel Roads - Class 3	Hard Surfaced Roads
	Cost % Allocation	47.5%	30.0%	22.5%	100%
Total Public Works Administration	360,719	119,939	75,751	56,813	108,216
Total Garages & Yards Maintenance	40,233	13,377	8,449	6,337	12,070
Total Vehicles & Equipment Maintenance	238,784	79,396	50,145	37,608	71,635
Total Bridges & Culverts	39,823	13,241	8,363	6,272	11,947
Total Roadside Maintenance	67,285	22,372	14,130	10,597	20,186
Total Hardtop Maintenance	86,813	-	-	-	86,813
Total Loosetop Maintenance	451,752	214,582	135,526	101,644	-
Total Traffic Control	30,518	10,147	6,409	4,807	9,155
Total Winter Control	177,330	42,559	33,693	47,879	53,199
Total Street Lighting	2,297	764	482	362	689
Total Transportation Services	1,495,554				
	Sub-Totals	516,378	332,947	272,320	373,910
	Cost per KM/Year	\$ 7,200.00	\$ 5,800.00	\$ 3,400.00	\$ 4,200.00
Gravel Road Classes	Black Lake Road (km)	5.04			
Class 1 - estimated ADT = 150-200	Estimated Yearly Operating Cost	\$ 36,288			
Class 2 - estimated ADT = 50-149					
Class 3 - estimated ADT = 1-49					
ADT= Average Daily Traffic					

Grader Tracking 2021											
Road Name	From	To	Date	Date	Date	Date	Date	Date	Date	Date	Count
11th Line South Sherbrooke	Zealand Road	County Road 36	30-Mar-2021	28-Jun-2021	21-Sep-2021						3
Allan's Mill Road	County Road 10	Upper Scotch Line	1-Mar-2021	20-Apr-2021	19-May-2021	3-Jun-2021	12-Jul-2021	25-Aug-2021	9-Nov-2021		7
Amoyot Road	Doran Road	Red Branch Road	9-Apr-2021	28-Jun-2021	15-Jul-2021	25-Aug-2021					4
Anderson Side Road	Bennett Lake SR	End of Maintained	24-Mar-2021	1-Jun-2021	31-Aug-2021	28-Sep-2021					4
Armour Road	County Road 10	Ferrier Road	17-Mar-2021	20-Apr-2021							2
Armstrong Line	Ent 618	Clear Lake Lane 21	8-Mar-2021	23-Mar-2021	2-Jun-2021	30-Aug-2021	8-Nov-2021				5
Bathurst 2nd Concession	County Road 6	Menzies Munro SR	9-Mar-2021	1-Apr-2021	5-May-2021	19-May-2021	14-Jun-2021	25-Aug-2021	28-Sep-2021	2-Nov-2021	8
Bathurst 5th Concession	Highway 7	Harper Road	19-Mar-2021	1-Apr-2021	9-Jun-2021	26-Aug-2021	29-Sep-2021				5
Bathurst 5th Concession	Harper Road	County Road 511	9-Mar-2021	1-Apr-2021	29-Apr-2021	10-May-2021	25-May-2021	16-Jun-2021	11-Aug-2021	28-Sep-2021	9
Bathurst 5th Concession	Highway 7	Dead End	22-Mar-2021	6-Apr-2021	5-May-2021	13-May-2021	9-Jun-2021	26-Aug-2021	29-Sep-2021		7
Bathurst 6th Concession	Dead End	County Road 511	9-Mar-2021	14-Apr-2021	10-May-2021	9-Jun-2021	25-Aug-2021	13-Oct-2021	1-Nov-2021		7
Bathurst 7th Concession	Harper Road	County Road 511	5-Mar-2021	12-Apr-2021	13-May-2021	31-May-2021	9-Aug-2021	24-Sep-2021	13-Oct-2021	2-Nov-2021	8
Bathurst 7th Concession	McVeigh Road	Dead End	12-Apr-2021	11-May-2021	1-Jun-2021	25-Aug-2021					4
Bathurst 9th Concession	Boundary Road	Dead End	25-Mar-2021	13-Apr-2021	7-May-2021	11-May-2021	26-May-2021	9-Aug-2021	20-Aug-2021	28-Sep-2021	8
Bathurst Upper 4th Concession	Perkins Road	Tysick Road	3-Mar-2021	6-Apr-2021	26-Apr-2021	12-May-2021	14-Jun-2021	26-Aug-2021	7-Oct-2021		7
Black Lake Road	Powers Road	Dead End	5-Mar-2021	29-Mar-2021	19-Apr-2021	7-Jun-2021	4-Aug-2021	29-Sep-2021	28-Oct-2021	3-Nov-2021	8
Bowes Side Road	County Road 6	Upper Scotch Line	22-Mar-2021	27-Apr-2021	15-Jun-2021	26-Aug-2021	2-Sep-2021	12-Oct-2021			6
Brooke Valley Road	Old Brooke Road	Tamarack Road	1-Apr-2021	19-Apr-2021	12-May-2021	12-Jul-2021	26-Aug-2021	2-Sep-2021	8-Oct-2021	3-Nov-2021	8
Charlton Road	Zealand Road	11 Line S. Sherbrooke	24-Mar-2021								1
Christie Lake North Shore Road	Christie Lane	Dead End	14-Apr-2021	19-May-2021	12-Jul-2021	5-Aug-2021	2-Sep-2021				5
Clarchris Road	Harper Road	End of pavement	22-Mar-2021	10-May-2021	9-Jun-2021	11-Aug-2021	13-Oct-2021				5
Cook's Road	Highway 7	Old Brooke Road	19-Apr-2021	7-Oct-2021							2
Dokken Road	McVeigh Road	Dead End	8-Apr-2021	13-May-2021	1-Jun-2021	13-Aug-2021	29-Sep-2021	2-Nov-2021			6
Doran Road	Highway 7	End of Maintenance	9-Apr-2021	7-Jun-2021	28-Jun-2021	15-Jul-2021	25-Aug-2021	4-Oct-2021			6
Elliott Road	Bath Upper 4th Con	Christie Lake NSR	14-Apr-2021	12-May-2021	14-Jun-2021	30-Aug-2021	7-Oct-2021				5
Ennis Road	County Road 19	Dead End	13-Apr-2021	31-May-2021	31-Aug-2021	29-Oct-2021					4
Fagan Lake Road	County Road 36	Doran Road	29-Mar-2021	19-May-2021	24-Jun-2021	13-Jul-2021	14-Oct-2021				5
Fall Crescent	County Road 7	County Road 7	24-Mar-2021	11-May-2021	31-May-2021						3
Ferrier Road	Narrows Locks Road	Mackler SR	22-Mar-2021	6-Apr-2021	5-May-2021	8-Jun-2021	25-Aug-2021	18-Oct-2021			6
Ferrier Road	Allan's	Dead End	19-Mar-2021	20-Apr-2021	5-May-2021	25-Aug-2021	18-Oct-2021				5
Ferrier Road E	Otty Lake SR	Dead End	29-Mar-2021	31-May-2021	18-Oct-2021						3
Gambles Side Road	Bath Upper 4th Con	Bath 5th Concession	4-Mar-2021	26-Apr-2021	26-Aug-2021	29-Sep-2021					4
Greer Road	McNaughton Road	Fagan Lake Road	29-Mar-2021	24-Jun-2021	13-Jul-2021	31-Aug-2021					4
Hunter Side Road	Bolton creek	Bennett Lake SR	24-Mar-2021	1-Jun-2021							2
Keays Road	Harper Road	Dead End	23-Mar-2021	1-Jun-2021	15-Jun-2021	29-Jun-2021	9-Aug-2021				5
Kelford Road	County Road 10	Upper scotch Line	29-Mar-2021	21-Jun-2021							2
Kelford Road N	Bowes Side Road	Dead End									0
Kelford Road S	Upper Scotch Line	Dead End									0
Kirkham Road	Highway 7	Doran Road	9-Apr-2021	15-Jul-2021	30-Aug-2021						3
Leonard Side Road	County Road 6	Dead End	8-Mar-2021	22-Mar-2021	27-Apr-2021	1-Jun-2021	2-Sep-2021				5
Long Lake Road	County Road 21	CR 14 (Narrows Locks)	31-Mar-2021	9-Jun-2021	4-Aug-2021	20-Sep-2021	28-Oct-2021	9-Nov-2021			6
Maberly Station Road	County Road 36	Dead End	8-Mar-2021	24-Mar-2021	2-Jun-2021	30-Aug-2021					4
MacKay Line Road	CR 7 (Fall Brooke Road)	Dead End	24-Mar-2021	11-May-2021	1-Jun-2021						3
Mackler Side Road	Ferrier Road	Stanley Road	16-Mar-2021	6-Apr-2021	5-May-2021	8-Jun-2021	23-Aug-2021	4-Nov-2021			6
McLaren Point	Stanley Road	Dead End	8-Mar-2021								1
McNaughton Road	CR 19 (Eleventh Line)	Old Burke Road	29-Mar-2021	24-Jun-2021	13-Jul-2021	21-Sep-2021	14-Oct-2021				5
McVeigh Road	Doran Road	Bath 7th Concession	9-Apr-2021	13-May-2021	7-Jun-2021	25-Aug-2021	4-Oct-2021				5
Merkley Road	Narrows Locks Road	Narrows Locks Road	12-Mar-2021	4-May-2021	1-Jun-2021						3
Miller Lane	Glen Tay Road	Dead End	1-Jun-2021								1
Miners Point Road	Narrows Locks Road	Dead End	18-Mar-2021	28-Apr-2021	20-May-2021	8-Jun-2021	3-Aug-2021	28-Sep-2021	28-Oct-2021		7
Munro Road	Armstrong Road	Dead End	8-Mar-2021	23-Mar-2021	20-May-2021						3
Noonan Side Road	Upper Scotch Line	Menzies Munro SR	9-Mar-2021	20-Apr-2021	14-Jun-2021	20-Aug-2021					4
Norris Road	Muttons Road	Dead End	5-Mar-2021	23-Mar-2021	14-Apr-2021	10-May-2021	1-Jun-2021	4-Oct-2021			6
North Burgess 8th Concession	Otty Lake SR	Dead End	29-Mar-2021	31-May-2021	18-Oct-2021						3
North Mac Lane	Christie Lake NSR	Dead End	14-Apr-2021	16-Jun-2021							2
Old Brooke Road	Highway 7	Brooke Valley Road	8-Mar-2021	30-Mar-2021	3-Jun-2021	22-Jun-2021	13-Jul-2021	30-Aug-2021	2-Sep-2021	13-Oct-2021	9
Old Burke Road	County Road 19	McNaughton Road	29-Mar-2021	24-Jun-2021	13-Jul-2021						3
Old Morris Road	Bathurst 9th Concession	Keays Road	12-Apr-2021	11-May-2021	20-Aug-2021	27-Sep-2021					4
Palmer Road	Tysick Road	Dead End	4-Mar-2021	12-May-2021	14-Jun-2021						3
Patterson Road	Christie Lake North Shore	Turn Around									0
Perkins Road	County Road 6	Bath Upper 4th Con	18-Mar-2021	26-Apr-2021	3-May-2021	26-Aug-2021					4
Powers Road	Stanleyville Road	Dead End	30-Mar-2021	1-Jun-2021							2
Pratt Road	County Road 36	Dead End	30-Mar-2021	20-May-2021	22-Jun-2021						3
Railway Siding Road	Maberly Station Road	Dead End	24-Mar-2021	30-Aug-2021							2
Ritchie Side Road	Crozier Road	Boundary	20-Apr-2021								1
Rutherford Side Road	McVeigh Road	Bath 5th Concession	8-Apr-2021	13-May-2021	7-Jun-2021	13-Aug-2021	1-Oct-2021	22-Oct-2021			6
Stanley Road	Mackler SR	Narrows Locks (CR14)	16-Mar-2021	6-Apr-2021	7-Jun-2021	24-Aug-2021	21-Oct-2021				5
Star Hill Road	Narrows Locks Road	Dead End	18-Mar-2021	28-Apr-2021	1-Jun-2021						3
Strong Side Road	Old Brooke Road	Highway 7	25-Mar-2021	28-Apr-2021	3-Jun-2021	13-Oct-2021	8-Nov-2021				5
Tamarack Road	Old Brooke Road	Brooke Valley Road	4-Mar-2021	19-Apr-2021	3-Jun-2021	26-Aug-2021	7-Oct-2021	8-Nov-2021			6
Township Boundary Road	Highway 511	Drummond 10 Con	12-Apr-2021	28-Sep-2021							2
Trueloves Road	Anglican Church Road	Dead End	28-Jun-2021								1
Tysick Road	Bathurst Upper 4th Con	Brooke Valley Road	4-Mar-2021	19-Apr-2021	3-Jun-2021	12-Jul-2021	26-Aug-2021	7-Oct-2021	8-Nov-2021		7
										Max	9
										Average	4.3

Grader Tracking 2020												
Road Name	From	To	Date	Date	Date	Date	Date	Date	Date	Date	Count	
11th Line South Sherbrooke	Zealand Road	County Road 36	1-Apr-2020	6-Aug-2020							2	
Allan's Mill Road	County Road 10	Upper Scotch Line	10-Feb-2020	19-Mar-2020	10-Jun-2020	12-Aug-2020	14-Sep-2020	27-Oct-2020			6	
Amyot Road	Doran Road	Red Branch Road	25-Feb-2020	7-Apr-2020	9-Jun-2020	13-Aug-2020	22-Sep-2020				5	
Anderson Side Road	Bennett Lake SR	End of Maintained	20-Feb-2020	24-Apr-2020	11-May-2020	22-Jun-2020	6-Aug-2020	23-Oct-2020			6	
Armour Road	County Road 10	Ferrier Road	31-Mar-2020	21-May-2020	8-Oct-2020						3	
Armstrong Line	Ent 618	Clear Lake Lane 21	25-Feb-2020	1-Apr-2020	28-May-2020	1-Sep-2020	1-Oct-2020				5	
Bathurst 2nd Concession	County Road 6	Menzies Munro SR	25-Feb-2020	2-Mar-2020	16-Apr-2020	27-Apr-2020	4-May-2020	26-May-2020	14-Oct-2020		7	
Bathurst 5th Concession	Highway 7	Harper Road	18-Mar-2020	3-Apr-2020	12-Jun-2020	17-Aug-2020					4	
Bathurst 5th Concession	Harper Road	County Road 511	18-Mar-2020	3-Apr-2020	12-May-2020	12-Jun-2020	17-Aug-2020	5-Oct-2020	27-Oct-2020		7	
Bathurst 5th Concession	Highway 7	Dead End	27-Mar-2020	12-May-2020	12-Jun-2020	17-Aug-2020	5-Oct-2020				5	
Bathurst 6th Concession	Dead End	County Road 511	27-Mar-2020	14-Apr-2020	12-May-2020	30-Jun-2020	17-Aug-2020	10-Sep-2020	9-Oct-2020		7	
Bathurst 7th Concession	Harper Road	County Road 511	27-Mar-2020	14-Apr-2020	12-May-2020	10-Aug-2020	14-Sep-2020	23-Oct-2020			6	
Bathurst 7th Concession	McVeigh Road	Dead End	27-Mar-2020	14-Apr-2020	12-May-2020	14-Sep-2020	23-Oct-2020				5	
Bathurst 9th Concession	Boundary Road	Dead End	20-Feb-2020	25-Mar-2020	17-Apr-2020	11-May-2020	6-Aug-2020	18-Aug-2020	23-Oct-2020		7	
Bathurst Upper 4th Concession	Perkins Road	Tysick Road	9-Mar-2020	6-Apr-2020	13-May-2020	28-May-2020	31-Jul-2020	25-Aug-2020	oc 127		6	
Black Lake Road	Powers Road	Dead End	5-Feb-2020	18-Mar-2020	15-Apr-2020	20-May-2020	29-Jul-2020	11-Aug-2020	4-Sep-2020	23-Oct-2020	8	
Bowes Side Road	County Road 6	Upper Scotch Line	10-Feb-2020	6-Mar-2020	15-Apr-2020	25-May-2020	5-Aug-2020	12-Aug-2020	9-Oct-2020		7	
Brooke Valley Road	Old Brooke Road	Tamarack Road	12-Mar-2020	2-Apr-2020	14-May-2020	8-Jun-2020	29-Jul-2020	24-Aug-2020	25-Sep-2020	5-Oct-2020	8	
Brooke Valley Road	Highway 7	Anglican Church Road	2-Apr-2020	14-May-2020	8-Jun-2020	29-Jul-2020	24-Aug-2020	25-Sep-2020	5-Oct-2020		7	
Charlton Road	Zealand Road	11 Line S. Sherbrooke	15-Apr-2020								1	
Christie Lake North Shore Road	Christie Lane	Dead End	28-Feb-2020	3-Mar-2020	3-Apr-2020	23-Apr-2020	8-Jun-2020	7-Jul-2020	5-Aug-2020	13-Aug-2020	29-Sep-2020	9
Clarchris Road	Harper Road	End of pavement	26-Mar-2020	16-Apr-2020	13-May-2020	31-Aug-2020	8-Oct-2020				5	
Cook's Road	Highway 7	Old Brooke Road	2-Apr-2020	29-Jul-2020	28-Sep-2020						3	
Dokken Road	McVeigh Road	Dead End	18-Mar-2020	8-Apr-2020	20-May-2020	5-Aug-2020	24-Sep-2020				5	
Doran Road	Highway 7	End of Maintenance	25-Feb-2020	18-Mar-2020	7-Apr-2020	4-May-2020	25-May-2020	5-Aug-2020	13-Aug-2020	23-Sep-2020	8	
Elliott Road	Bath Upper 4th Con	Christie Lake NSR	9-Mar-2020	6-Apr-2020	13-May-2020	27-Oct-2020					4	
Ennis Road	County Road 19	Dead End	21-Feb-2020	30-Mar-2020	24-Apr-2020	29-May-2020	5-Aug-2020	11-Sep-2020	28-Oct-2020		7	
Fagan Lake Road	County Road 36	Doran Road	24-Feb-2020	1-Apr-2020	25-May-2020	25-May-2020	5-Aug-2020	1-Sep-2020	18-Sep-2020		7	
Fall Crescent	County Road 7	County Road 7	24-Apr-2020	23-Jun-2020							2	
Ferrier Road	Narrows Locks Road	Mackler SR	25-Feb-2020	30-Mar-2020	21-May-2020	29-Sep-2020					4	
Ferrier Road	Allan's	Dead End	25-Feb-2020	30-Mar-2020	21-May-2020	29-Sep-2020					4	
Ferrier Road E	Otty Lake SR	Dead End	15-Apr-2020	29-Sep-2020							2	
Gambles Side Road	Bath Upper 4th Con	Bath 5th Concession	7-Apr-2020	8-May-2020	28-May-2020	10-Aug-2020	10-Sep-2020				5	
Greer Road	McNaughton Road	Fagan Lake Road	24-Feb-2020	31-Mar-2020	25-May-2020	5-Aug-2020	1-Sep-2020	18-Sep-2020			6	
Hunter Side Road	Bolton creek	Bennett Lake SR	24-Apr-2020	17-Jun-2020	6-Aug-2020						3	
Keays Road	Harper Road	Dead End	20-Feb-2020	17-Apr-2020	6-May-2020	20-Aug-2020					4	
Kelford Road	County Road 10	Upper scotch line	25-May-2020	9-Oct-2020							2	
Kelford Road N	Bowes Side Road	Dead End	25-May-2020	9-Oct-2020							2	
Kelford Road S	Upper Scotch Line	Dead End	25-May-2020	9-Oct-2020							2	
Kirkham Road	Highway 7	Doran Road	25-Feb-2020	7-Apr-2020	23-Sep-2020						3	
Leonard Side Road	County Road 6	Dead End	10-Feb-2020	31-Mar-2020	25-May-2020	20-Oct-2020					4	
Long Lake Road	County Road 21	CR 14 (Narrows Locks)	4-Feb-2020	26-Mar-2020	14-May-2020	21-Jul-2020	28-Aug-2020	22-Oct-2020			6	
Maberly Station Road	County Road 36	Dead End	25-Feb-2020	1-Apr-2020	28-May-2020	25-Aug-2020	4-Sep-2020	30-Sep-2020			6	
Mackay Line Road	CR 7 (Fallbrook Road)	Dead End	21-Feb-2020	25-Mar-2020	7-May-2020	6-Aug-2020					4	
Mackler Side Road	Ferrier Road	Stanley Road	24-Feb-2020	9-Mar-2020	8-Apr-2020	19-May-2020	6-Oct-2020				5	
McLaren Point	Stanley Road	Dead End	8-Apr-2020	22-Oct-2020							2	
McNaughton Road	CR 19 (Eleventh Line)	Old Burke Road	24-Feb-2020	1-Apr-2020	26-May-2020	6-Aug-2020	18-Sep-2020				5	
McVeigh Road	Doran Road	Bath 7th Concession	18-Mar-2020	8-Apr-2020	20-May-2020	12-Aug-2020	24-Sep-2020				5	
Merkley Road	Narrows Locks Road	Narrows Locks Road	25-Mar-2020	12-May-2020	3-Jun-2020	26-Jun-2020	28-Oct-2020				5	
Miller Lane	Glen Tay Road	Dead End	6-Jun-2020	16-Jun-2020							2	
Miners Point Road	Narrows Locks Road	Dead End	4-Feb-2020	27-Mar-2020	12-May-2020	28-Jul-2020	25-Aug-2020	7-Oct-2020			6	
Munro Road	Armstrong Road	Dead End	1-Apr-2020	28-May-2020							2	
Noonan Side Road	Upper Scotch Line	Menzies Munro SR	25-Feb-2020	19-Mar-2020	7-Apr-2020	13-May-2020	10-Jun-2020	27-Oct-2020			6	
Norris Road	Muttons Road	Dead End	19-Mar-2020	15-Apr-2020	26-May-2020	20-Aug-2020	8-Oct-2020				5	
North Burgess 8th Concession	Otty Lake SR	Dead End	6-Oct-2020								1	
North Mac Lane	Christie Lake NSR	Dead End	6-Apr-2020	25-Aug-2020	29-Sep-2020						3	
Old Brooke Road	Highway 7	Brooke Valley Road	24-Feb-2020	2-Apr-2020	19-May-2020	25-May-2020	7-Jul-2020	6-Aug-2020	25-Aug-2020	28-Sep-2020	5-Oct-2020	9
Old Burke Road	County Road 19	McNaughton Road	25-Feb-2020	31-Mar-2020	29-Jul-2020	18-Sep-2020					4	
Old Morris Road	Bathurst 9th Concession	Keays Road	20-Feb-2020	17-Apr-2020	11-May-2020	18-Aug-2020	22-Sep-2020				5	
Palmer Road	Tysick Road	Dead End	25-Aug-2020								1	
Patterson Road	Christie Lake North Shore	Turn Around									0	
Perkins Road	County Road 6	Bath Upper 4th Con	7-Apr-2020	1-Jun-2020							2	
Powers Road	Stanleyville Road	Dead End	5-Feb-2020	18-Mar-2020	20-May-2020	15-Oct-2020					4	
Powers Road	Narrows Lock Road	Dead End	5-Feb-2020	18-Mar-2020	15-Apr-2020	20-May-2020	15-Oct-2020				5	
Pratt Road	County Road 36	Dead End	1-Apr-2020	26-May-2020	6-Aug-2020						3	
Railway Siding Road	Maberly Station Road	Dead End	25-Feb-2020	1-Apr-2020	28-May-2020	25-Aug-2020	4-Sep-2020	30-Sep-2020			6	
Ritchie Side Road	Crozier Road	Boundary	27-Apr-2020	12-Jun-2020							2	
Rutherford Side Road	McVeigh Road	Bath 5th Concession	19-Mar-2020	8-Apr-2020	20-May-2020	11-Aug-2020	1-Sep-2020				5	
Stanley Road	Mackler SR	Narrows Locks (CR14)	24-Feb-2020	9-Mar-2020	8-Apr-2020	19-May-2020	22-Oct-2020				5	
Star Hill Road	Narrows Locks Road	Dead End	11-Mar-2020	4-May-2020	28-Aug-2020						3	
Strong Side Road	Old Brooke Road	Highway 7	19-May-2020	29-Jul-2020	6-Aug-2020	5-Oct-2020					4	
Tamarack Road	Old Brooke Road	Brooke Valley Road	12-Mar-2020	19-May-2020	25-Aug-2020	28-Sep-2020					4	
Township Boundary Road	Highway 511	Drummond 10 Con	26-Mar-2020	20-Aug-2020	27-Oct-2020						3	
Trueloves Road	Anglican Church Road	Dead End	1-Jun-2020								1	
Tysick Road	Bathurst Upper 4th Con	Brooke Valley Road	12-Mar-2020	2-Apr-2020	14-May-2020	25-Aug-2020					4	
										Max	9	
										Average	4.5	

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

August 9, 2022

Report #PD-2022-30
Noelle Reeve, Planner

CONSENT APPLICATION NUMBERS: B22/038 & 039
OWNER: CONNELL

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for Concession 10, Part Lot 8, geographical Township of North Burgess, comprising: B22/038 - to create a lot line adjustment to lands owned by Jim Connell at 936 Ferrier Road (Roll Number 91101033301) to recognize the location of the existing driveway for the residential land holding; and B22/039 - to create a lot adjustment to farm land owned by Jim Connell on Ferrier Road (Roll Number 91101033300) to consolidate the agricultural fields, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severances.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severances, both hard copy and electronically.”

BACKGROUND

The proposal in the following applications is to undertake a lot line adjustment as follows:

- B22/038 - To create a lot line adjustment of 5,687m² for lands owned by Jim Connell at 936 Ferrier Road (Roll Number 91101033301) to recognize the location of the existing driveway for the residential land;
- B22/039 - To create a lot line adjustment of 2,234 m² to consolidate farmland owned by Jim Connell on Ferrier Road (Roll Number 91101033300).

The purpose of the two concurrent severances, both from property owned by Mr. Connell, is to “flip” the flag shaped lot so that the driveway that is currently used to access the residence at 936 Ferrier Road, will be recognized as the legal driveway (which also services the storage

buildings used by that property that are serviced with the same utilities as the dwelling).

By moving the driveway shown on the existing survey (that does not exist on the ground), the agricultural lands in the southeast of the property will be joined to the larger agricultural lands on the vacant parcel.

The use of the agricultural lands is not affected by the technical relocation of the driveways.

The lot at 936 Ferrier Road that will contain a dwelling and outbuildings will be 1.1 ha after the lot line adjustment. The area of the vacant agricultural lot will be approximately 31.4 ha after the lot line adjustment.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes (1976 severance)
Recommend consent for this application	Yes
Recommended Conditions for the severance:	
· <i>Payment of all taxes owing</i>	
· <i>Payment of all costs incurred by the Township for review</i>	
· <i>Two copies of the Deed/Transfer</i>	
· <i>Two copies of the reference plan</i>	

Provincial Policy Statement

No concerns. Sections *1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns*, *Section 2.1 Natural Heritage*, and *Section 3.1 Protecting Public Health and Safety – Natural Hazards* are satisfied as the lot line adjustment recognizes an existing driveway location so does not negatively affect the Agricultural use or the environment and there are no hazards present.

Section 2.3.4.2 Agriculture Lot Creation and Lot Adjustments states, “Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons”. The Provincial Policy Statement (PPS) defines legal or technical reasons as, “severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot”. The proposal addresses the relocation of a driveway and represents a minor boundary adjustment.

County Sustainable Community Official Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: protect agricultural land; ensure development is consistent with rural service levels; maintain the distinct character of rural, waterfront and settlement areas; and ensure that development is compatible with natural heritage.

Section 5.5.8 Surface and Ground Water Protection and Enhancement states that, “the ground water resource is crucial in the County of Lanark as it is the source of drinking water for the vast majority of our communities and our rural population. The County of Lanark and

its constituent municipalities have an obligation to consider the impact of development and land use on surface water and ground water in order to ensure the long-term viability of this resource". This section is met because the Rideau Valley Conservation Authority (RVCA) has provided recommendations specific to the Groundwater Recharge Area.

Official Plan

The proposed lot line adjustment areas are designated Agricultural and agricultural and residential uses are permitted in the Agricultural designation. The flagpole lot was created in 1976 as a farmhouse severance from the farm. The vacant agricultural lot and the house lot are undersized as result of that severance.

The current proposal is to recognize the existing driveway and consolidate it with the dwelling and outbuildings that are serviced together and to consolidate the farm fields currently separated by the existing driveway and surveyed driveway.

While new lots are not allowed to be created under 40 ha (100 acres) in size in the Agricultural designation, lot line adjustments are permitted.

Zoning By-Law

The proposed severed lot line adjustments are zoned Agricultural (A) which permits agricultural and accessory dwelling uses.

The required lot area is not met for the lot containing the dwelling which is receiving the lot line adjustment recognizing the driveway. Nor is the lot area met for the lot which is receiving the consolidation of the farmland. However, these undersized lots were approved in 1976 through a consent process at that time for a dwelling surplus to a farm operation.

Rideau Valley Conservation Authority (RVCA)

RVCA has no objection to the severances. The RVCA would like the Land Division Committee to note its comments about the area being underlain by a Highly Vulnerable Aquifer as well as containing an area of Significant Groundwater Recharge Area (SGRA).

Highly Vulnerable Aquifers are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

This property has also been identified as having a Significant Groundwater Recharge Area (SGRA). SGRAs occur in 13 percent of the Mississippi-Rideau region. They are characterized by gravel deposits or soil features that allow a significant amount of rain and

snowmelt to infiltrate down into the groundwater. These areas contribute to the quantity of groundwater available within the region. Groundwater can be vulnerable to contamination in these areas depending on the depth and type of soil. While there are no policy constraints regarding SGRAs, the location is being identified to make the applicants aware of it.

Mississippi Rideau Septic System Office (MRSSO)

MRSSO has no objections.

Public Comments

None at the time of the report.

CLIMATE CONSIDERATIONS

None. The severances are for lot additions relocating a driveway so do not create new lots.

CONCLUSION

The Planner recommends that the consents be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Notice of Application cover for B22/038 and B22/039
- ii) Lanark County Land Division Notice of Application map for B22/038 and B22/039
- iii) Air Photo Showing Existing Driveway

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/038 & 039
Subject Land: Pt Lot 8 Con 9 geographic Township of North Burgess
Municipality: Township of Drummond/North Elmsley
Owner: James Gordon Connell
Applicant/Agent: Zanderplan Inc

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

B22/038 proposes to sever a 5,687 sq.m. parcel of land including the existing driveway for 936 Ferrier Road and existing storage building as a lot addition to land owned by James Gordon Connell, with an existing residential dwelling.

B22/039 proposes to create a 2,234 sq.m. parcel of land as a lot addition to a 31.22-ha vacant agriculture landholding owned by James Gordon Connell.

The lot additions will merge the existing driveway and accessory buildings with the existing dwelling. The remaining agricultural lands will be consolidated.

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 14th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

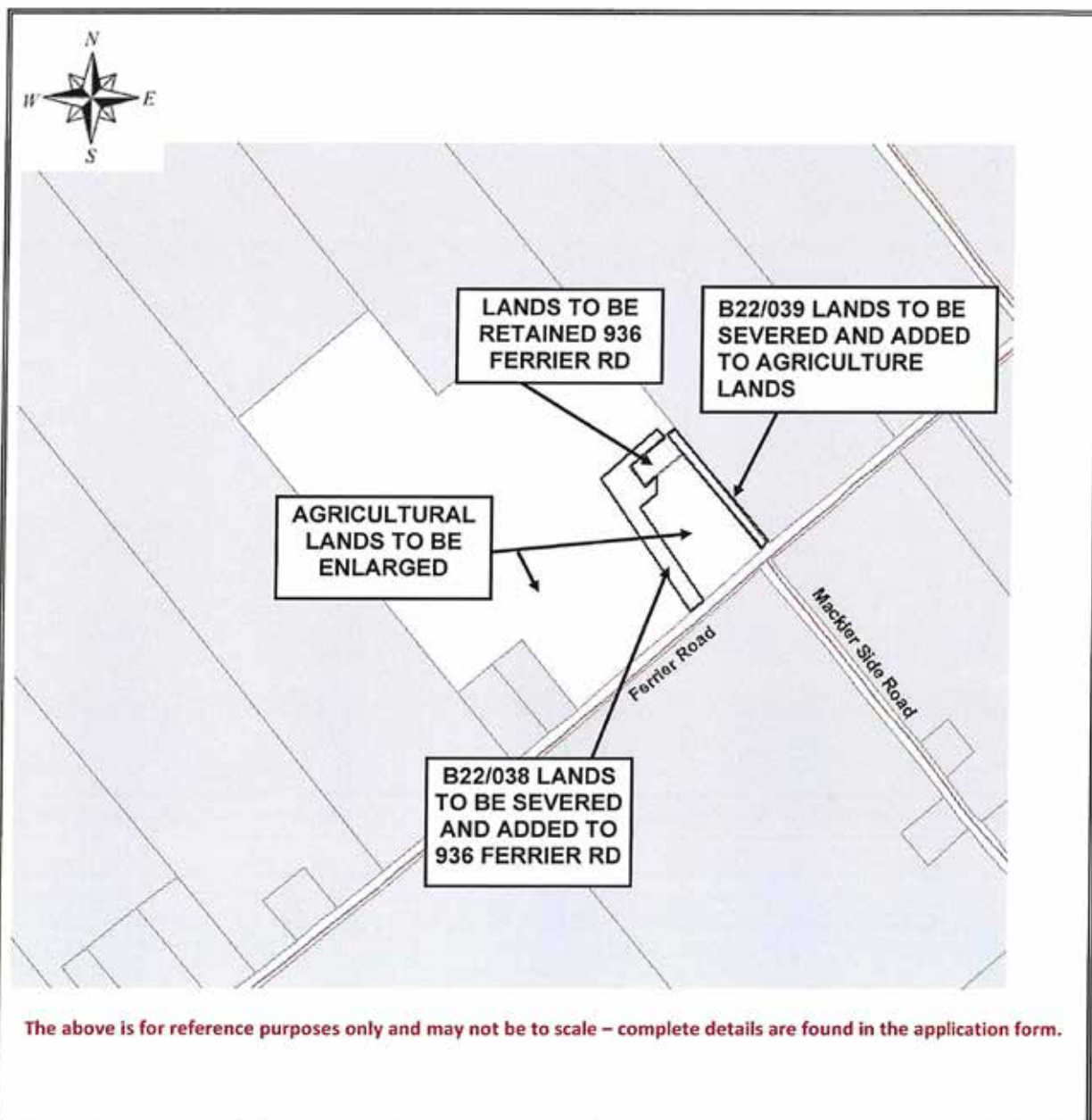
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 20th day of June, 2022

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca

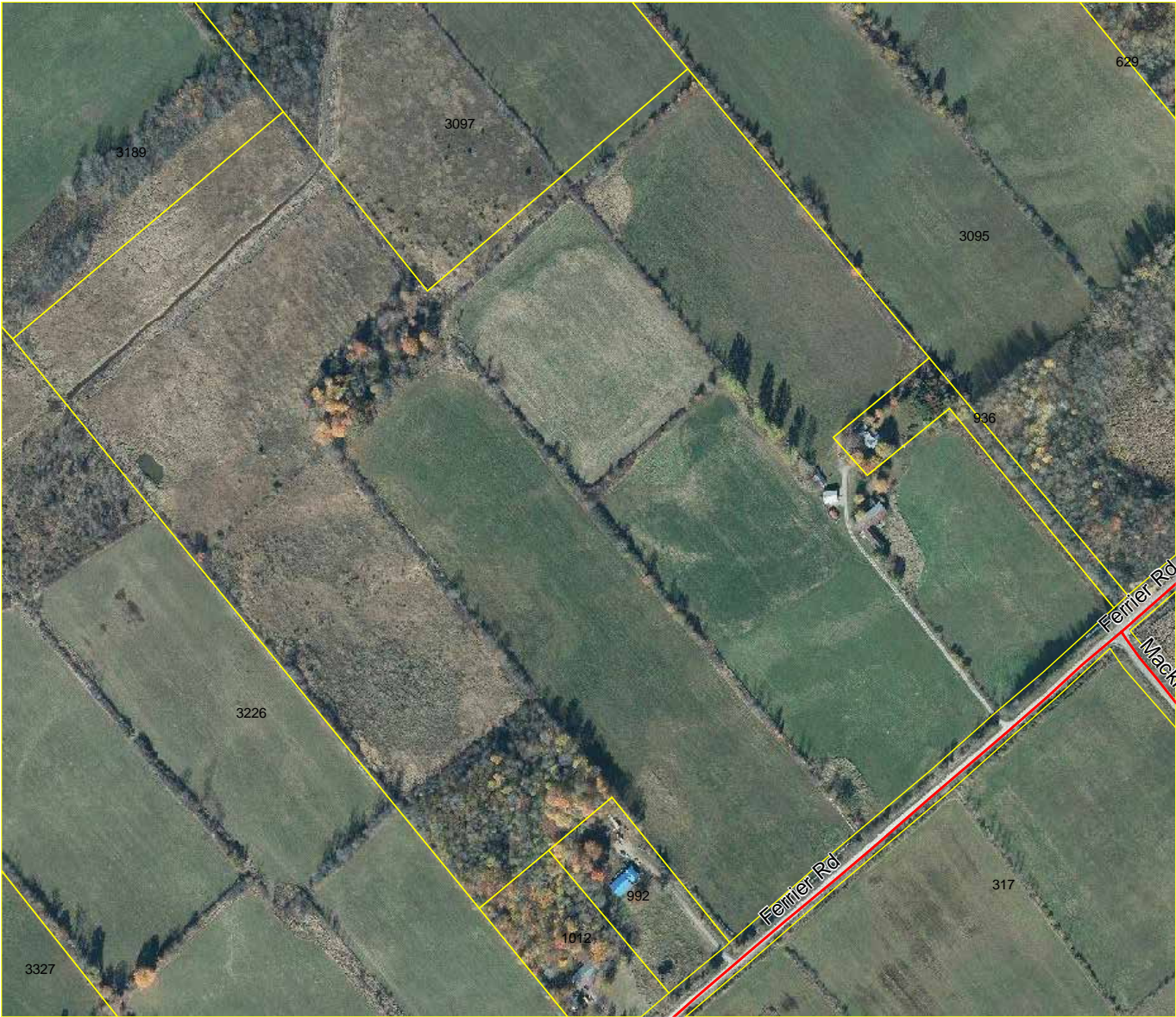


Landowner: James Gordon Connell
File No.: B22/038 & B22.039
Subject Land: Pt Lot 8 Con 9 geographic Township of North Burgess,
now in the Township of Tay Valley.

APPLICATION FOR CONSENT

"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY

Attachment iii) – Air Photo Showing Location of Existing Driveway



COMMITTEE OF THE WHOLE

August 9, 2022

Report #PD-2022-31
Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B22/057
OWNER: KIRKHAM

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Brent and William Kirkham B22/057 (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016500) 2458 Christie Lake Road to provide a lot addition in favour of lands at 2486 Christie Lake Road (Part Lot 7, Concession 3, geographic Township of Bathurst, Roll Number 091191601016502), owned by Brent Kirkham, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severance.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.

That, the rear of the lot addition and retained lands be rezoned to Open Space Exception – 8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings to protect the Significant Woodlands Deep Interior Forest.”

BACKGROUND

The proposal in application B22/057 is for an 8.1 ha (20 acre) lot addition with 41m of road frontage from 2458 Christie Lake Road (owned by Brent and William Kirkham) to 2486 Christie Lake Road (owned by Brent Kirkham). The lands proposed for the lot addition contain Provincially Significant Woodlands and a stream.

The resultant lot at 2486 Christie Lake Road would be 8.5 ha (21 acres) with 97 m (318 ft) of road frontage and contains a dwelling.

The retained parcel would be 40.2 ha (99.3 acres) with 184m (604 ft) of road frontage on Christie Lake Road. The retained parcel is forested with unevaluated wetlands and has a dwelling and outbuildings on it.

DISCUSSION

Consistent with Provincial Policy Statement	<i>Yes with rezoning or a Site Plan Control Agreement</i>
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer*
- *Two copies of the reference plan*
- *The rear of the lot addition and retained lands be rezoned to Open Space Exception-8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns is met because no new lots are being created. Section 2.1 Natural Heritage is met because the rear of the lot addition and retained lands containing Provincially Significant Woodlands will be zoned Open Space to protect those features. Section 3.1 Protecting Public Health and Safety – Natural Hazards is satisfied as while there are Organic Soils and Marine Clays on the retained lands there is no development proposed in those areas.

County Sustainable Community Official Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage. Both a Significant Groundwater Recharge area and a Highly Vulnerable Aquifer are present.

Official Plan

The recipient and lot addition lands are designated Rural and Section 2.22.2 (5) Natural Heritage Features. The lot addition lands and retained lands are designated Provincially Significant Woodlands on the north of the severed and retained properties. Section 2.23.2 Source Water Protection - Highly Vulnerable Aquifer Area and Significant Groundwater Recharge Area are also located on the properties. And Section 2.20.3 Natural Hazards Organic Soils are also located on the rear of the properties.

Zoning By-Law

The proposed severed lot addition increases the size of an undersized 0.4 ha lot. The recipient property is zoned Rural. The donor property is also zoned Rural.

In order to protect the Natural Heritage Features on the land comprising the lot addition and the retained land, the rear of the lot addition and retained lands should be rezoned to Open Space Exception-8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings.

Once the lot addition is complete, the lot will be 8.5 ha in size with 97m on Christie Lake Road thus exceeding the area requirement of the Rural zone. It will have 97m road frontage on a Township road which meets the zone requirement of 60m. The retained lot exceeds area and frontage requirements for the Rural zone at 40.2 ha and 184 m road frontage.

Rideau Valley Conservation Authority (RVCA)

No objection. The RVCA would like the Land Division Committee to note its comments about the Provincially Significant Woodlands, watercourse setbacks, and the area being underlain by a Highly Vulnerable Aquifer and a Significant Groundwater Recharge Area.

Protection for the Significant Woodlands would be sought as a condition of any decision to ensure this important natural feature can retain the habitat conditions and ecosystem services that the deep interior forest provides.

A 30m setback is required from all waterbodies.

The area identified as having marine clays has been previously developed (see Attachment 3). These types of soil may present a hazard in the form of unstable soils. It is recommended that any future development demonstrate the presence of adequate soil bearing capacity.

Highly Vulnerable Aquifers are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

This property has also been identified as having a Significant Groundwater Recharge Area (SGRA) within the area indicated (see Attachment 3). SGRAs occur in 13% of the Mississippi-Rideau region. They are characterized by gravel deposits or soil features that allow a significant amount of rain and snowmelt to infiltrate down into the groundwater. These areas contribute to the quantity of groundwater available within the region. Groundwater can be vulnerable to contamination in these areas depending on the depth and type of soil. While

there are no policy constraints regarding SGRAs, the location is being identified to make the applicants aware of it.

Mississippi Rideau Septic System Office (MRSSO)

No objection.

Public Comments

No comments at the time of the report.

CLIMATE CONSIDERATIONS

Protecting the Significant Woodlands contributes to mitigating climate change as forests absorb carbon dioxide from the atmosphere.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Notice of Application
- ii) Lanark County Map
- iii) RVCA Natural Hazards Map

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/057
Subject Land: Pt Lot 7 Con 3 geographic Township of Bathurst
Municipality: Township of Tay Valley
Owner: Brenton Kirkham and William Kirkham
Agent: Zanderplan Inc

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

To create an 8.10-ha parcel of land as a lot addition to lands owned by Brenton Kirkham at 2486 Christie Lake Road and retain a 40.24-ha landholding with an existing dwelling and outbuildings located at 2458 Christie Lake Road.

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 29th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 8th day of July 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca

LANARK COUNTY

File# B22/057

Landowner: Brenton
Kirkham and William
Kirkham

Subject Land: Pt Lot 7, CON 3
geographic Township of
Bathurst now in Tay Valley
Township



Proposed Severance



Subject Property



Parcel Fabric



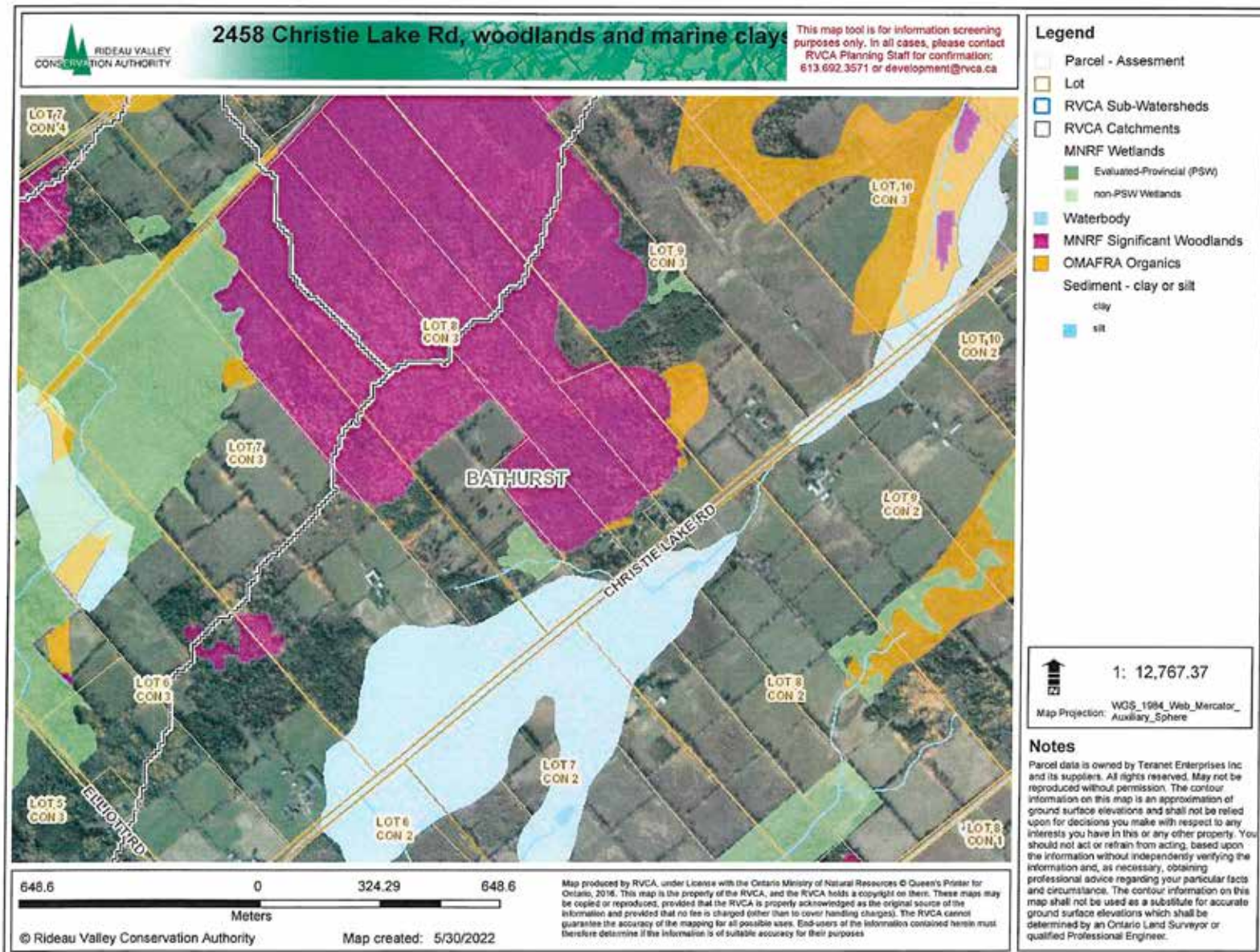
Land to be Enlarged

APPLICATION FOR CONSENT
"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY



The above is for reference purposes only and may not be to scale – complete details are found in the application form.

Attachment 3 RVCA Natural Hazards Map



COMMITTEE OF THE WHOLE

August 9, 2022

Report #PD-2022-32
Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B22/48
OWNER: ROBERT AND PAMELA LEVITON

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/48 (Part Lot 5, Concession 5, geographic Township of Bathurst, Roll #091191602001405) known as 280 Brooke Valley Road for a new lot, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.”

BACKGROUND

The proposal in application B22/048 is to create a 1 ha (2.47 acre) lot with 177 m (580 ft) frontage on Brooke Valley Road. The retained 11.9 ha (29 acre) lot would continue to take access from Brooke Valley Road (with over 581m frontage, 1906 ft) which is a Township road.

The land proposed for the severance is currently well treed with a stream on the north part of the proposed lot. The retained lot has a house, four outbuildings and is also well treed with a stream that meanders through the lot and a wetland in the south of the property.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township*
- *That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;*
- *That, the applicant shall obtain an Entrance Permit and a Civic Address Number for the severed lot from the Township;*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient Land Use Patterns is met by the development proposed by this application as the lot is proposed less than a kilometer from the Hamlet of Brooke.

Section 2.1.1 Natural Heritage states that, “Natural features and areas shall be protected for the long term”. This section is satisfied as the natural features (Significant Woodland) are located on the retained lot and no development is proposed on them.

Section 2.2.2 Water states, “Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored”. There is sufficient area on the proposed severed lot to meet the 30m water setback for development. Suggested mitigation measures are provided by the Rideau Valley Conservation Authority (RVCA) for development on the Highly Vulnerable Aquifer.

Section 3.1 Protecting Public Health and Safety – There are organic soils on the proposed retained and severed lot, but a development envelope is available on the eastern side of the proposed severed lot.

County Sustainable Community Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage features. The proposed development meets these requirements.

Section 5.5.8 Surface and Ground Water Protection and Enhancement states that, “the ground water resource is crucial in the County of Lanark as it is the source of drinking water for the vast majority of our communities and our rural population. The County of Lanark and its constituent municipalities have an obligation to consider the impact of development and land use on surface water and ground water in order to ensure the long-term viability of this resource”. This section can be met because recommendations are provided by the Rideau Valley Conservation Authority (RVCA) for protecting a Highly Vulnerable Aquifer.

Section 7.4 Public Health and Safety – Hazardous Geological formations states, “Development and site alteration in areas designated as having unstable slopes, unstable bedrock, organic soils, Leda clay or Karst topography is generally prohibited unless sufficient engineering information indicates the site can be made suitable”. No development is proposed on the organic soils on the proposed severed parcel.

Official Plan

The proposed severed lot is designated Rural and Organic Soil under the Township Official Plan. The use is proposed to be residential which is permitted in the Rural designation.

Section 2.22.5 Natural Heritage Significant Woodlands is met because the significant Woodlands mapping on the proposed severed parcel is out of date. The Old Growth forest was logged subsequent to the mapping (some of which is from the 1950s and 1970s) there are younger trees on the proposed severed parcel.

Section 2.23.2 Source Water Protection can be met through the recommendations of the RVCA for Highly Vulnerable Aquifers.

Section 2.24.1 Water Setback can be met as there is a developable envelope 30 m from the stream.

The provisions of Sections 5.2.2.7 and 5.2.2.9 Land Division (no land division shall create a lot subject to Natural Hazards or negative impacts on Natural Hazards) are met as the organic soil is located on the west of the proposed severed parcel and there is a developable area on the east of the severed parcel.

Section 5.2.3.5 Land Division states that development shall generally take place on public roads. Brooke Valley Road is a public road.

Zoning By-Law

The proposed severed parcel and retained lot are zoned Rural (RU) which permits rural and residential development. At a proposed lot size of 1ha, the severed lot will allow residential development but not the keeping of livestock.

Rideau Valley Conservation Authority (RVCA)

No objection.

According to RVCA, the water quality for the Tay River-Rudsdale Creek subwatershed, a cool water system, is reported as “Good-Fair”. There is an unevaluated wetland and stream on the retained parcel. RVCA recommends actions such as maintaining native vegetation and enhanced shoreline buffers to protect water quality and aquatic habitats. A minimum 30 m setback from streams, watercourses and waterbodies should be maintained.

Because the proposed severed lot sits on a Highly Vulnerable Aquifer (as does most of Tay Valley Township) the aquifer below the property is vulnerable to surface contaminants, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently affect groundwater.

Some best practices that could be considered include: increased well casing depths, increased distance of septic systems from drinking water wells, ensuring septic systems are located downgradient of wells, ensuring that wells and septic systems are properly maintained, and avoiding use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRRSO)

No objection.

Public Comments

None at the time of the report.

CLIMATE CONSIDERATIONS

None.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Application Notice and map – B22/048
- ii) GIS Mapping for B22/048 - Leviton

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/048
Subject Land: Pt Lot 5 Con 5 geographic Township of Bathurst
Municipality: Township of Tay Valley
Owner: Robert Jay and Pamela Jane Leviton

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

To create a 1.0-ha vacant residential building lot and retain a 11.9-ha landholding with an existing house and outbuildings located at 280 Brooke Valley Road.

OTHER RELATED APPLICATIONS: N/A

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 20th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 29th day of June 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca

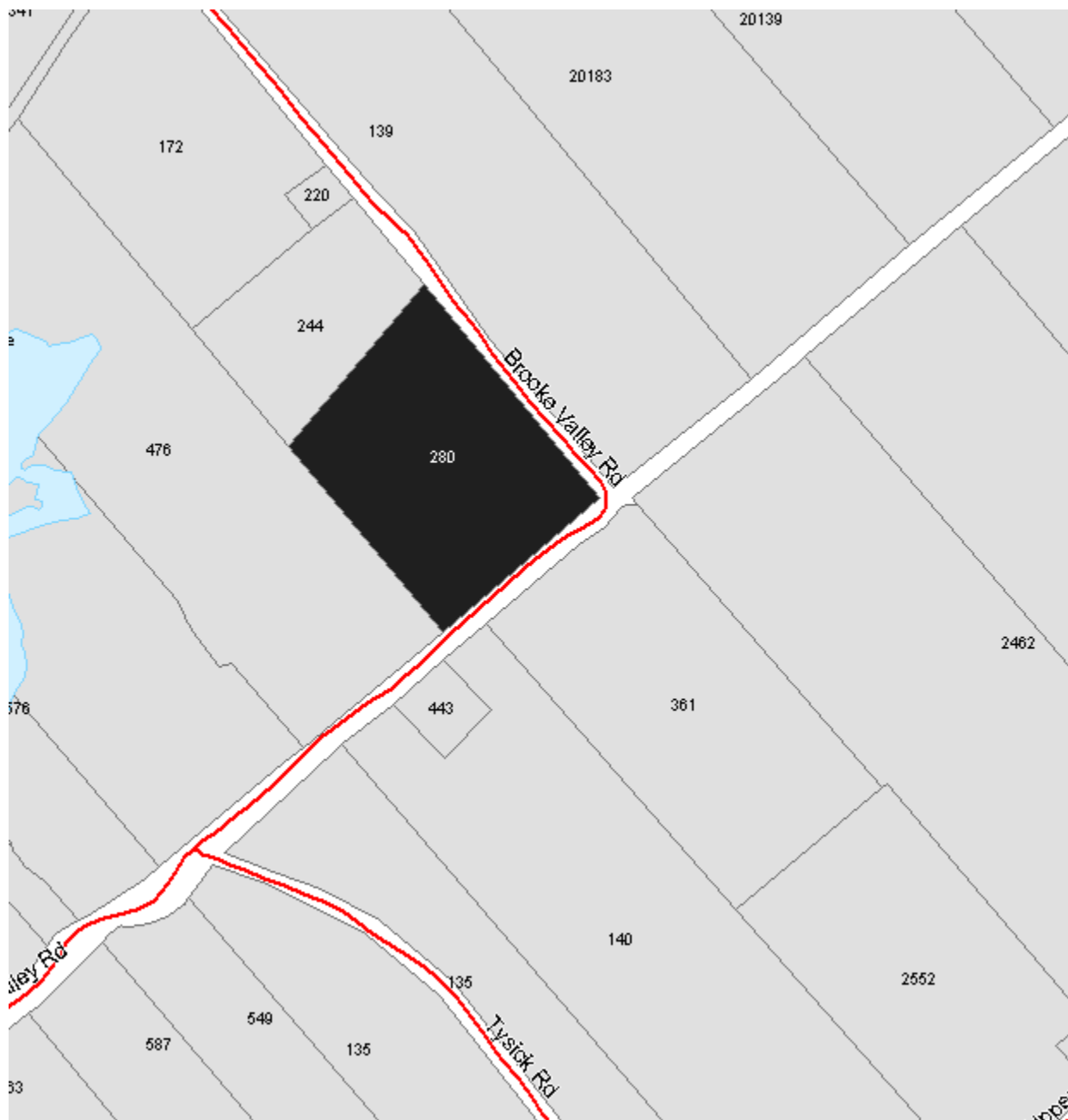


The above is for reference purposes only and may not be to scale – complete details are found in the application form.

Landowner: Robert Jay and Pamela Leviton
File No.: B22/048
Subject Land: Pt Lot 5 Conc 5 geographic Township of Bathurst, now in the Township of Tay Valley

APPLICATION FOR CONSENT

"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY



COMMITTEE OF THE WHOLE

August 9, 2022

Report #PD-2022-33
Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B22/041
OWNER: DOUGLAS PETERS

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/041 (Part Lot 20, Concession 6, geographic Township of Bathurst, Roll #091191602504200) known as 915 Harper Road for a new lot, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lot from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required;

That, a hydrogeological study be undertaken to demonstrate there is sufficient water quantity and quality available for the new lot, without compromising water quantity and quality of the existing lots in the area.”

BACKGROUND

The proposal in application B22/041 is to create a 2.46 ha (6.1 acre) lot with 115.8 m (380 ft)

frontage on Harper Road. The retained 12.4 ha (30.6 acre) lot would continue to take access from Harper Road (with over 185m frontage, 607 ft) which is a Township road.

The land proposed for the severance is a vacant field. The retained lot has a house and an accessory building and is mostly open field with some areas of trees and rock.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township*
- *That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;*
- *That, the applicant shall obtain an Entrance Permit and a Civic Address Number for the severed lot from the Township;*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required;*
- *That, a hydrogeological study will be undertaken to demonstrate there is sufficient water quantity and quality available for the new lot, without compromising water quantity and quality of the existing lots in the area.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient Land Use Patterns is met by the development proposed by this application as the lot is proposed less than a kilometer from the former Hamlet of Harper.

Section 2.1.1 Natural Heritage states that, “Natural features and areas shall be protected for the long term”. This section is satisfied as there are no regulated natural features.

Section 3.1 Protecting Public Health and Safety – There are no natural hazards on the property.

County Sustainable Community Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage features. The proposed development meets these requirements.

Official Plan

The proposed severed lot is designated Rural under the Township Official Plan. The use is allowed under this designation.

Section 5.2.3.5 Land Division states that development shall generally take place on public roads. Harper Road is a public road.

Zoning By-Law

The proposed severed parcel and retained lot are zoned Rural (RU) which permits rural and residential development. At a proposed lot size of 1ha, the severed lot will allow residential development but not the keeping of livestock.

Mississippi Valley Conservation Authority (MVCA)

MVCA has no comments as they screened the application out of review as there are no features on the property they regulate.

A reminder is provided that because the proposed severed lot sits on a Highly Vulnerable Aquifer (as does most of Tay Valley Township) the aquifer below the property is vulnerable to surface contaminants, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently affect groundwater.

Some best practices that could be considered include: increased well casing depths, increased distance of septic systems from drinking water wells, ensuring septic systems are located downgradient of wells, ensuring that wells and septic systems are properly maintained, and avoiding use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRRSO)

No objection.

Public Comments

None at the time of the report.

CLIMATE CONSIDERATIONS

None.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Application Notice and map – B22/041
- ii) GIS Mapping for B22/041

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/041
Subject Land: Pt Lot 20 Con 6 geographic Township of Burgess
Municipality: Tay Valley Township
Owner: Douglas Peters
Agent: Zanderplan Inc

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

To create a 2.45-ha vacant residential building lot and retain a 12.53-ha landholding with an existing house and outbuildings located at 915 Harper Road.

OTHER RELATED APPLICATIONS: N/A

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 20th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

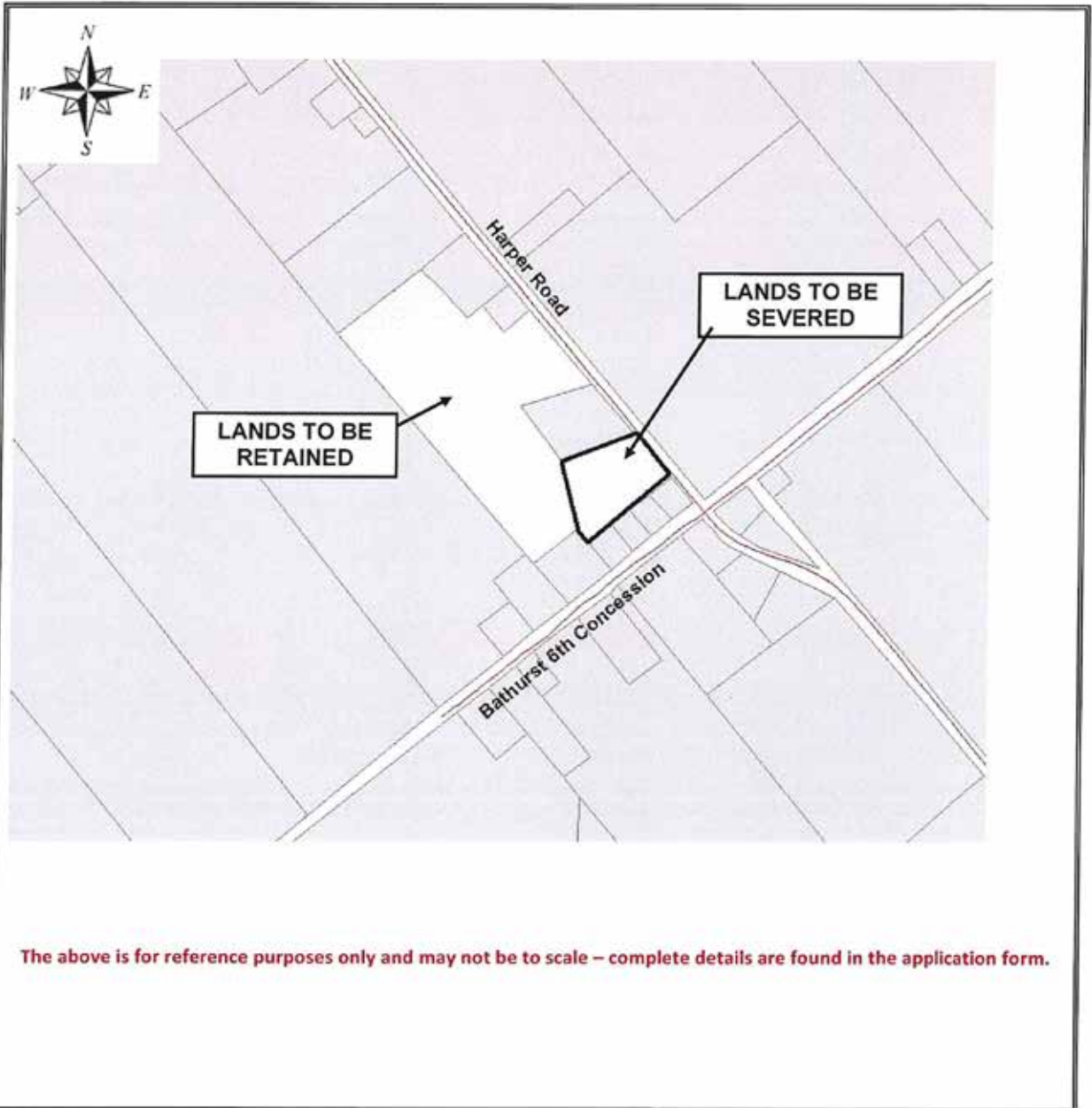
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 29th day of June 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



Landowner: Douglas Peters
File No.: B22/041
Subject Land: Pt Lot 20 Conc 6 geographic Township of Burgess, now
in the Township of Tay Valley Township

**APPLICATION FOR
CONSENT**

"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY



COMMITTEE OF THE WHOLE

August 9, 2022

**Report #PD-2022-34
Noelle Reeve, Planner**

**CONSENT APPLICATION NUMBERS: B22/042-044
OWNER: THOMAS**

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for J. Ken Thomas B22/042-044 (Concession 6, Part Lot 20, geographic Township of Bathurst) 996 Bathurst 6th Concession to create three new lots, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severances.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for each of the severances, both hard copy and electronically.

That, payment for the severed lots shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the Scoped Hydrogeology Assessment by Morrison Hershfield dated December 17, 2021 be placed in the property files for the new severances so the recommendations for additional measures because of the thin overburden of soils are captured, including: added septic separation from wells (50m instead of 15m), clay liner for septic systems, 4 bedroom maximum sized house with a maximum of 3,000L/day septic system, and the use of a standard residential grade water softener to remove hardness in the raw water. It should also be noted that conventional water softeners will introduce sodium into the water supply, and it may be appropriate to bypass the water softener with a separate tap for drinking water.

That, the applicant obtain Entrance Permits and Civic Address Numbers along Bathurst 7th Concession for the two northern lots and Bathurst 6th Concession for the southern severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required."

BACKGROUND

The proposal in applications B22/042-043 is to create two 1.02 ha (2.52 acre) vacant rural-residential lots located on the north side of the existing property both with 85 m road frontage along Bathurst 7th Concession, a Township road.

The proposal in application B21/044 is to create a 1.0 ha (2.5 acre) vacant rural-residential lot located on the south side of the existing property with 86 m road frontage on Bathurst 6th Concession, a Township road.

The 32.61 ha (80.6 acre) retained lot is developed with two dwellings, two outbuildings and a barn. The lot is primarily open field with trees, watercourses (part of the McIntyre Creek municipal drain) and a non-evaluated wetland in the north. It has approximately 60 m road frontage on Bathurst 6th Concession and 12m frontage on Bathurst 7th Concession.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes
Recommended Conditions for the severance:	

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer for each severance*
- *Two copies of the reference plan for each severance*
- *That, payment representing Cash-in-Lieu of Parklands each severed lot shall be made to Tay Valley Township*
- *That the Scoped Hydrogeology Assessment by Morrison Hershfield dated December 17, 2021 be placed in the property files for the new severances so the recommendations for additional measures because of the thin overburden of soils are captured, including: added septic separation from wells (50m instead of 15m), clay liner for septic systems, 4 bedroom maximum sized house with a maximum of 3,000L/day septic system, and the use of a standard residential grade water softener to remove hardness in the raw water. Conventional water softeners will introduce sodium into the water supply, and it may be appropriate to bypass the water softener with a separate tap for drinking water.*
- *The applicant obtains Civic Address Numbers and Entrance Permits along Bathurst Concession 6 for B22/042-43 and Bathurst Concession 7 for B22/044*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required.*

Provincial Policy Statement

No concerns. Sections 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns supports the development proposed by this application as the lots have frontage on Township roads and are located adjacent to the historical hamlet of Harper.

Section 2.1.1 Natural Heritage states that, “Natural features and areas shall be protected for the long term”. Although there are unevaluated wetlands on the property, there is an area to the west and to the south of the wetland for a developable envelope.

Section 3.1 Protecting Public Health and Safety – Natural Hazards is met as there are no hazards identified on the retained or severed parcels.

County Sustainable Community Official Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage.

Official Plan

The proposed severed and retained lots are mostly designated Rural with a small bit of Organic soils and one rare tree on the retained lot. The use for the severed lots is proposed to be residential which is permitted in the Rural designation.

Section 5.2.2.11 requires severances to comply with the Water supply and Sewage Disposal section of the Plan which states “The protection of ground water quality and quantity, the determination of site suitability for proposed sewage disposal systems and the environmental sustainability of development are important considerations in development. Any required servicing reports such as hydrogeological investigations, terrain analyses, impact assessments and servicing options reports shall be provided to the satisfaction of the approval authority, including the relevant approval authority for water supply and sewage disposal systems”.

Because the applications were located adjacent to the historical Hamlet of Harper, with a number of small lots in the vicinity, the Planner asked for a Scoped Hydrogeology report to ensure the new wells would not affect the existing nearby wells. The report by Morrison Hershfeld provided recommendations on how to limit the impact of the proposed wells on surrounding wells and also provided recommendations for the location of wells and types of septic systems to be used on the proposed lots to protect their drinking water.

The recommendations of the Scoped Hydrogeology report are included as conditions of the severances.

Section 5.2.3.3 states that “Consents should not have the effect of creating or extending strip development”. While three lots are proposed, they are not contiguous.

Section 5.2.3.4 requires lots created by consent to be located on existing maintained public

roads. Bathurst Concessions 6 and 7 are Township roads.

Zoning By-Law

The proposed severed parcels and retained lot are zoned Rural (RU) which permits residential uses. Required frontage and area are met for both the severed and retained lots as all lots are 1 ha or larger (meeting or exceeding the minimum size) and all have 80m frontage (exceeding the 60m minimum frontage).

Mississippi Valley Conservation Authority (MVCA)

Not available at the time of this report.

Mississippi Rideau Septic System Office (MRSSO)

MRSSO has no objections.

Public Comments

No comments were received at the time of this report.

CLIMATE CONSIDERATIONS

The location of the severances adjacent to the historical hamlet of Harper could reduce Greenhouse Gas emissions from travel as the increased density may promote carpooling to nearby Perth for services.

CONCLUSION

The Planner recommends that the consents be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Notice of Application cover
- ii) Lanark County Land Division Notice of Application map
- iii) GIS Mapping for B22/042, B22/043 and B22/044

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/042, B22/043 and B22/044
Subject Land: Pt Lot 20 Con 6
Municipality: Township of Tay Valley
Owner: John Kenneth Thomas
Applicant/Agent: ZanderPlan Inc.

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

B22/042 - To sever a 1.02-ha residential building lot

B22/043 - To sever a 1.02-ha residential building lot

B22/044 - To sever a 1.00-ha residential building lot;

And to retain a 32.61-ha residential/agricultural landholding

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 14th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

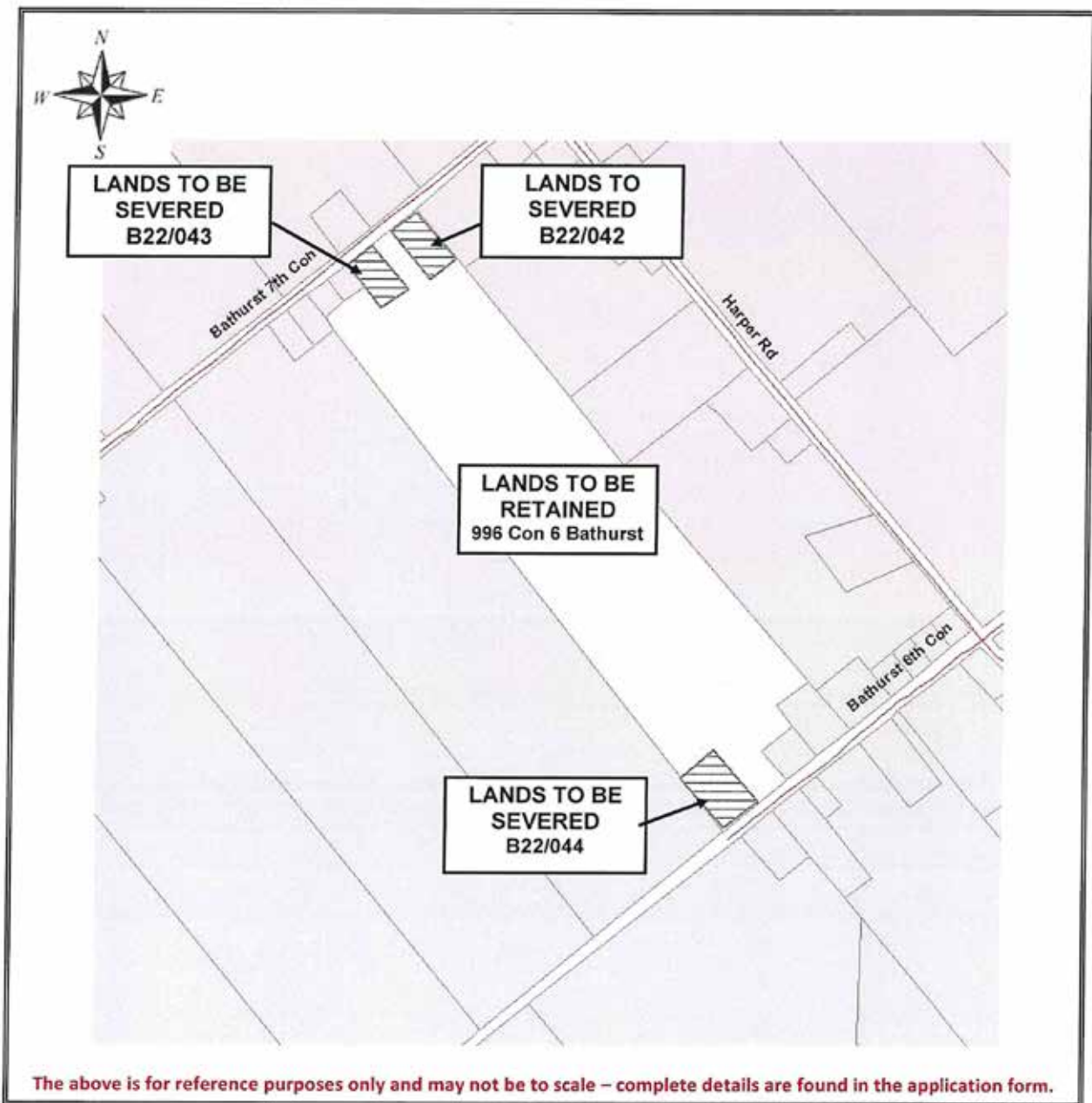
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 21st day of June, 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



Landowner: John Kenneth Thomas
File No.: B22/042, B22/043 and B22/044
Subject Land: Pt lot 20 Con 6 geographic Township of Bathurst, now in the Township of Tay Valley.

**APPLICATION FOR
CONSENT**

"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY



COMMITTEE OF THE WHOLE**August 9, 2022****Report #PD-2022-35
Noelle Reeve, Planner****CONSENT APPLICATION NUMBER: B22/037
OWNER: JOHN FRANCIS AND SHIRLEY WHITE****STAFF RECOMMENDATION**

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/037 (Part Lot 8, Concession 11, geographic Township of Bathurst, Roll #091191603033602) known as 1757 Bennett Lake Road for a new lot, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain a Civic Address Number for the severed lot from the Township.”

BACKGROUND

The proposal in application B22/037 is to create a 1.96 ha (4.84 acre) lot with 140 m (459 ft) frontage on Bennett Lake Road. The retained 26 ha (64 acre) lot would continue to take access from Bennett Lake Road (with over 450m frontage, 1,476 ft) which is a County road.

The land proposed for the severance is currently vacant and well treed. The retained lot has a house, garage, shed and stable and is also well treed with large areas of wetland that extend to Bennett Lake as well as containing two streams that meander through the wetlands.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township*
- *That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;*
- *That, the applicant shall obtain a Civic Address Number for the severed lot from the Township.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient Land Use Patterns is met by the development proposed by this application as the lot is proposed on a County Road.

Section 2.1.1 Natural Heritage states that, “Natural features and areas shall be protected for the long term”. This section is satisfied as the natural features (unevaluated wetlands and streams) are located on the retained lot and no development is proposed on them. Also, the Mississippi Valley Conservation Authority regulates unevaluated wetlands and streams and requires a 30m setback from both.

Section 2.2.2 Water states, “Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored”. Suggested mitigation measures are provided by the Mississippi Valley Conservation Authority (MVCA) for development on the Highly Vulnerable Aquifer.

Section 3.1 Protecting Public Health and Safety – No concerns because the organic soils are located on the retained parcel and no development is proposed on it at this time.

County Sustainable Community Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage features. The proposed development meets these requirements.

Section 5.5.8 Surface and Ground Water Protection and Enhancement states that, “the ground water resource is crucial in the County of Lanark as it is the source of drinking water for the vast majority of our communities and our rural population. The County of Lanark and

its constituent municipalities have an obligation to consider the impact of development and land use on surface water and ground water in order to ensure the long-term viability of this resource". This section can be met because recommendations have been provided by the MVCA for protecting a Highly Vulnerable Aquifer.

Section 7.4 Public Health and Safety – Hazardous Geological formations states, "Development and site alteration in areas designated as having unstable slopes, unstable bedrock, organic soils, Leda clay or Karst topography is generally prohibited unless sufficient engineering information indicates the site can be made suitable". No development is proposed on the organic soils on the proposed retained parcel.

Official Plan

The proposed severed lot is designated Rural under the Township Official Plan. The use is proposed to be residential which is permitted in the Rural designation.

Section 2.22.4 Natural Heritage is met as there is no proposed development on the retained lands.

Section 2.23.2 Source Water Protection can be met through the recommendations of the MVCA for Highly Vulnerable Aquifers.

Section 5.2.3.5 Land Division states that development shall generally take place on public roads. Bennett Lake Road is a public road.

Zoning By-Law

The proposed severed parcel and retained lot are zoned Rural (RU) which permits rural and residential development. At a proposed lot size of 1.96ha, the severed lot will allow residential development but not the keeping of livestock.

Mississippi Valley Conservation Authority (MVCA)

Comments not available at the time of the report.

In the past, the MVCA has noted that when a proposed severed lot sits on a Highly Vulnerable Aquifer (as does most of Tay Valley Township) the aquifer below the property is vulnerable to surface contaminants, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently affect groundwater.

Some best practices that could be considered include: increased well casing depths, increased distance of septic systems from drinking water wells, ensuring septic systems are located downgradient of wells, ensuring that wells and septic systems are properly maintained, and avoiding use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRRSO)

No objection.

Public Comments

None at the time of the report.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Application Notice and map – B22/037
- ii) GIS Mapping for B22/037

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B2022/037
Subject Land: Pt Lot 8 Con 11 geographic Township of Bathurst
Municipality: Tay Valley
Owner: John Francis and Shirley Margaret White
Applicant/Agent:

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

To create 1.96-ha residential building lot and retain a 26.00-ha landholding with an existing residential and agriculture use with a shared entrance.

OTHER RELATED APPLICATIONS: Entrance Inquiry Application #2747

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 14th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

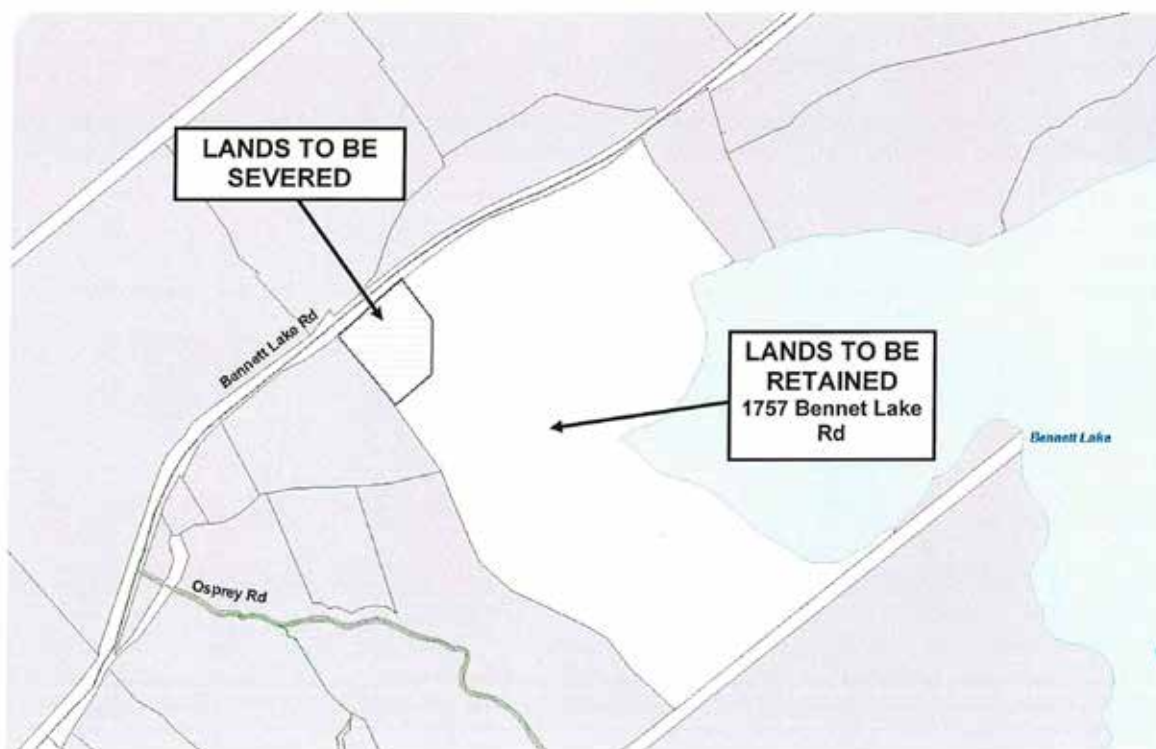
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 20th day of June, 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

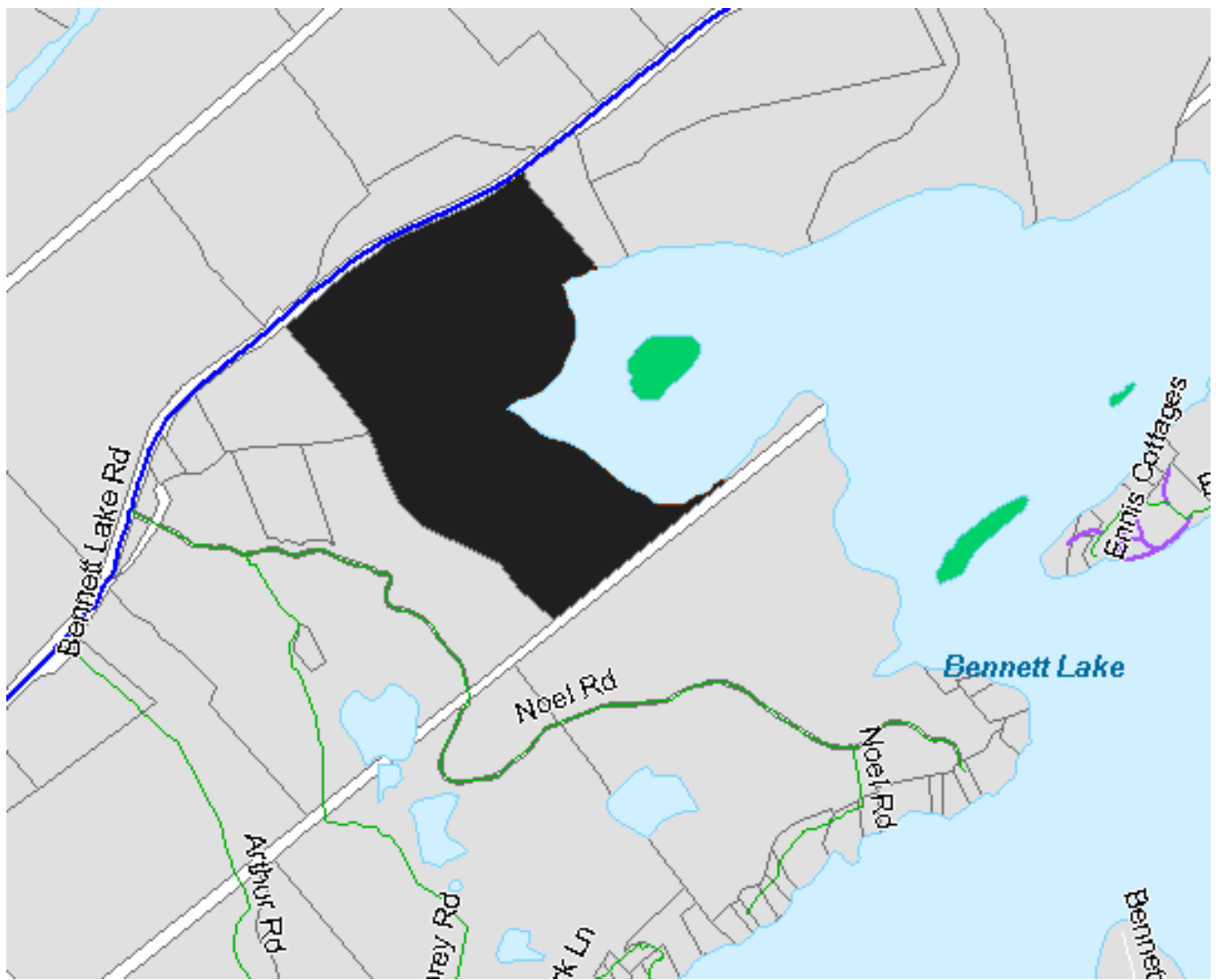
Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



The above is for reference purposes only and may not be to scale – complete details are found in the application form.

Landowner: John Francis and Shirley Margaret White
File No.: B22/037
Subject Land: Pt Lot 8 Con 11 geographic Township of Bathurst, now in
the Township of Tay Valley Township

APPLICATION FOR
CONSENT
"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY



COMMITTEE OF THE WHOLE

August 9, 2022

Report #PD-2022-36
Noelle Reeve, Planner

CONSENT APPLICATION NUMBERS: B22/065 and B22/066
OWNER: WAYNE JORDAN

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/065 and B22/066 (Part Lot 8, Concession 2, geographic Township of Bathurst, Roll #091191601009400) known as 2351 Christie Lake Road for two new lots, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.”

BACKGROUND

The proposal in applications B22/065 and B22/066 is to create two 1 ha (2.47 acre) lots with 80 m (264 ft) each frontage on Bathurst 2nd Concession. The retained 36 ha (89 acre) lot would continue to take access from Christie Lake Road (with over 229 m frontage, 751 ft). Both roads which are Township roads.

The land proposed for the severances is vacant pasture land. The retained lot has a house, barn and outbuildings as well as forest, multiple streams, Floodplain and a Highly Vulnerable Aquifer.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township*
- *That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;*
- *That, the applicant shall obtain an Entrance Permit and a Civic Address Number for the severed lot from the Township;*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient Land Use Patterns is met by the development proposed by this application as the proposed lots do not create strip development.

Section 2.1.1 Natural Heritage states that, “Natural features and areas shall be protected for the long term”. This section is satisfied as the small amount of natural features (Significant Woodland other) are located on the retained lot and no development is proposed on them.

Section 2.2.2 Water states, “Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored”. There is sufficient area on the proposed severed lot to meet the 30m water setback for development. Suggested mitigation measures are provided by the Rideau Valley Conservation Authority (RVCA) for development on the Highly Vulnerable Aquifer.

Section 3.1 Protecting Public Health and Safety – There are organic soils and Floodplain on the proposed retained lot, but no development is proposed on the retained lot at this time as it is already developed. While a small portion of the regulated limit of the flood plain is noted on the lot proposed by B22/065, there is a developable envelope located outside of the floodplain.

County Sustainable Community Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage features. The proposed development meets these requirements.

Section 5.5.8 Surface and Ground Water Protection and Enhancement states that, “the ground water resource is crucial in the County of Lanark as it is the source of drinking water for the vast majority of our communities and our rural population. The County of Lanark and its constituent municipalities have an obligation to consider the impact of development and land use on surface water and ground water in order to ensure the long-term viability of this resource”. This section can be met because recommendations are provided by the RVCA for protecting a Highly Vulnerable Aquifer.

Section 7.4 Public Health and Safety – a small amount of Floodplain Is located mostly on the retained lot and no development is proposed.

Official Plan

The proposed severed lots are designated Rural under the Township Official Plan. The use is proposed to be residential which is permitted in the Rural designation.

Section 2.22.5 Natural Heritage (Significant Woodlands) is met because there is a small amount of Woodlands – other (i.e., not rare trees, old growth or deep interior forest) located on the retained lot and no development is proposed on the retained parcel.

Section 2.23.2 Source Water Protection can be met through the recommendations of the RVCA for Highly Vulnerable Aquifers.

Section 2.24.1 Water Setback can be met as there is a developable envelope 30 m from the stream.

The provisions of Sections 5.2.2.7 and 5.2.2.9 Land Division (no land division shall create a lot subject to Natural Hazards or negative impacts on Natural Hazards) are met as there is a developable envelope outside of the small area of Floodplain designation.

Section 5.2.3.5 Land Division states that development shall generally take place on public roads. The Bathurst 2nd Concession is a public road.

Zoning By-Law

The proposed severed parcels and retained lot are zoned Rural (RU) which permits rural and residential development. At a proposed lot size of 1ha, the severed lots will allow residential development but not the keeping of livestock.

Floodplain mapping is found on the retained and a small portion of B22/065 but there is a developable envelope on the proposed severed lot beyond the Floodplain.

Rideau Valley Conservation Authority (RVCA)

No objection.

According to RVCA, the water quality for the Tay River-Glen Tay subwatershed, is reported as “Very Good” in this reach of the Tay River. RVCA recommends actions such as maintaining native vegetation and enhanced shoreline buffers to protect water quality and aquatic habitats. A minimum 30 m setback from streams, watercourses and waterbodies should be maintained.

Because the proposed severed lots sit on a Highly Vulnerable Aquifer (as does most of Tay Valley Township) the aquifer below the property is vulnerable to surface contaminants, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently affect groundwater.

Some best practices that could be considered include: increased well casing depths, increased distance of septic systems from drinking water wells, ensuring septic systems are located downgradient of wells, ensuring that wells and septic systems are properly maintained, and avoiding use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRRSO)

No objection.

Public Comments

None at the time of the report.

CLIMATE CONSIDERATIONS

None.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Application Notice and map – B22/065 and B22/066
- ii) Lanark County Land Division Application Notice and map – B22/065 and B22/066
- iii) GIS Mapping for B22/065 and B22/066

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/065 and B22/066
Subject Land: Pt Lot 8 Con 2 geographic Township of Bathurst
Municipality: Township of Tay Valley
Owner: Wayne Keith Jordan
Applicant/Agent: Wayne Keith Jordan

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

To create two (2) residential building lots – 1-ha and 1-ha with access to Bathurst 2nd Concession and to retain a 36-ha residential landholding located at 2351 Christie Lake Road.

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before August 16th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 26th day of July 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6




Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



**File# B22/065 &
B22/066**

**Landowner: Wayne Keith
Jordan**

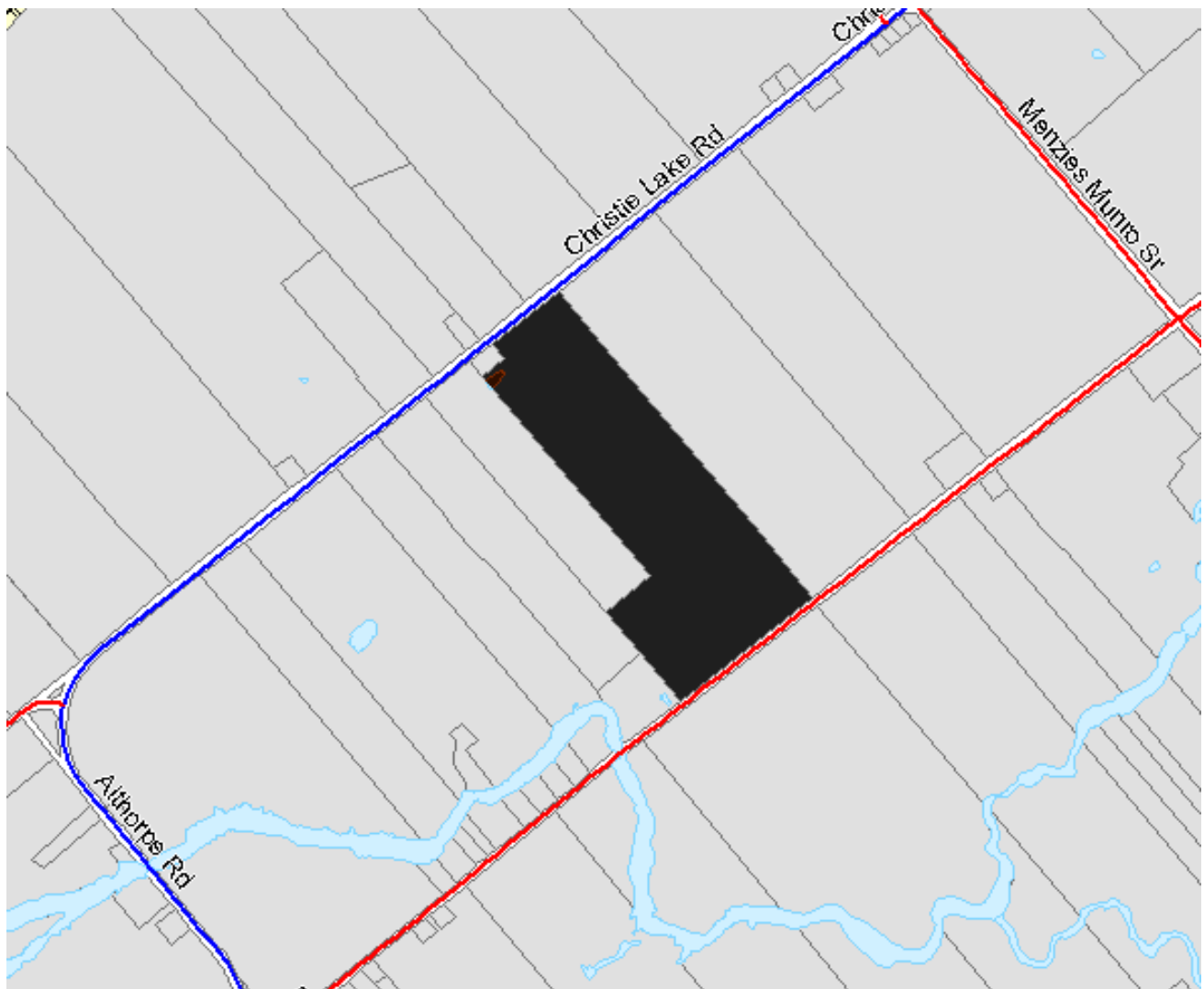
**Subject Land: Part Lot 8,
Concession 2, geographic
Township of Bathurst, now
in the Township of Tay
Valley**

-  **Proposed Severances**
-  **Subject Property**
-  **Parcel Fabric**

APPLICATION FOR CONSENT
"Sketch Only"
*Prepared by Lanark County
Planning Dept.*
NOT A LEGAL SURVEY



The above is for reference purposes only and may not be to scale – complete details are found in the application form.



COMMITTEE OF THE WHOLE

August 9, 2022

**Report #PD-2022-37
Noelle Reeve, Planner**

**CONSENT APPLICATION NUMBER: B22/047
OWNER: LEE**

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Lee B22/047 (Part Lots 5 and 6, Concession 6, geographic Township of North Burgess, Roll Number 091191101000100) 364 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severance.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically

That, the lot addition be rezoned to Open Space Exception–8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings and the retained lot be rezoned to Residential Limited Services -Special Exception to establish a developable area beyond the steep slopes.”

BACKGROUND

The proposal in application B22/047 is for a 31.7 ha (78 acre) lot addition from 364 Blair Poole Farm Lane (owned by Regan Lee) to 912 Slack Way (owned by Sheila and Regan Lee) once application B22/046 is completed concurrently. The lands proposed for the lot addition contain a Provincially Significant Wetland, Provincially Significant Woodlands, Significant Wildlife Habitat, a waterbody and rock outcroppings.

The resultant lot at 912 Slack Way would be 32.1 ha (79.3 acres) with 45m (148 ft) water frontage and 69m (226 ft) of road frontage on Slack Way.

The retained parcel would be 1.13 ha (2.8 acres) with 95m (312 ft) of water frontage and 64m of road frontage on Blair Poole Farm Lane (see Attachment 3). The retained parcel is forested, has two small outbuildings on it and slopes steeply by the water.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	No
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer*
- *Two copies of the reference plan*
- *The lot addition be rezoned to Open Space Exception–8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings and the retained lot be rezoned to Residential Limited Services - Special Exception to establish a developable area beyond the steep slopes.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns is met because no new lots are being created. Section 2.1 Natural Heritage is met because the lot addition containing Provincially Significant Woodlands and Wetlands as well as Significant Wildlife Habitat is proposed to be zoned Open Space to protect those features. Section 3.1 Protecting Public Health and Safety – Natural Hazards is satisfied as while there are steep slopes along the shoreline of the retained lands there is sufficient land for a development envelope, and there are no Natural Hazards on the lands proposed for the lot addition.

County Sustainable Community Official Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage.

Official Plan

The recipient and lot addition lands are designated Rural in the Official Plan. Sections 2.22.(1), (3) and (5) Natural Heritage Features as well as Section 3.4 Provincially Significant Wetlands would also apply to the lot addition lands. The lot addition lands are designated Provincially Significant Wetland (PSW) on the southeast of the property; Provincially Significant Woodlands on the east of the lands; and Significant Wildlife Habitat in the middle of the property.

The retained lot is designated Rural. Section 2.20.4 Natural Hazards Steep Slopes would

apply as there are steep slopes along the shore of the proposed retained lot.

Zoning By-Law

The proposed severed lot addition increases the size of an undersized lot. The recipient property is zoned Residential Limited Services Special Exception -153 (RLS-153). The donor property is zoned Residential Limited Services Special Exception -75 (RLS-75) which required a setback from the PSW on the southeast of the property.

In order to protect the Natural Heritage Features on the land comprising the lot addition, the lot addition should be rezoned to Open Space Exception-8 (OS-8) to permit a conservation use and an agricultural use, excluding buildings.

The retained lot should be rezoned to Residential Limited Services - Special Exception as the wetland setback will no longer be applicable and a steep slope setback needs to be established to determine the developable envelope.

Once the lot addition is added to 912 Slack Way, the lot will be 32.1 ha in size thus exceeding the area requirement of the RLS zone. It will have 45m water frontage which is undersized but has already been recognized in the RLS-153 rezoning. The retained lot exceeds area and frontage requirements for the RLS zone at 1.13 ha and 106m water frontage.

Rideau Valley Conservation Authority (RVCA)

No objection. The RVCA would like the Land Division Committee to note its comments about steep slopes, watercourse setbacks, retention of vegetation, and the area being underlain by a Highly Vulnerable Aquifer.

A minimum setback of 50 meters from the normal high-water mark including 15 m from the top of the slope should be established through a site-specific zoning by-law amendment or a development agreement on the proposed retained lands. This should be to the satisfaction of Tay Valley Township and the RVCA.

It is recommended that any future development or site alteration be setback a minimum of 30 m from any watercourse, waterbody, or wetland.

A vegetation plan should be prepared as a condition for the proposed retained lands. Such a plan would identify existing vegetation within the water setback from Otty Lake.

Highly Vulnerable Aquifers are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,

- avoiding the use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRSSO)

No objection.

Public Comments

Some residents called to clarify what the proposal was about. Written comment was provided expressing support for a conservation use on the lot addition lands containing the PSW, Significant Woodlands and Significant Wildlife Habitat. Concern was expressed over rumours that the purpose of the concurrent lot additions were to permit a subdivision on the Kravacek and Lee lands.

CLIMATE CONSIDERATIONS

Protecting the Significant Wetlands and Woodlands contributes to mitigating climate change as forest and wetlands, in particular, absorb carbon dioxide from the atmosphere.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Notice of Application for B22/046 and B22/047
- ii) Lanark County Map for B22/046 and B22/047
- iii) Sketch of Concurrent Severances

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/046 and B22/047
Subject Land: Pt Lot 4, 5 and 6 Con 6 geographic township of North Burgess
Municipality: Township of Tay Valley
Owner: B22/046- Michael and Natalie Kravacek
B22/047- Regan and Sheila Lee

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

B22/046- To create a 0.3-ha parcel of land as a lot addition to lands owned by Regan and Sheila Lee at 912 Slack Way and retain a 38-ha landholding with an existing dwelling and outbuildings.

B22/047 To create a 31.61-ha parcel of land as a lot addition to lands owned by Regan and Sheila Lee at 912 Slack Rd and retain a 1.13ha lot with frontage on Otty Lake.

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 27th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

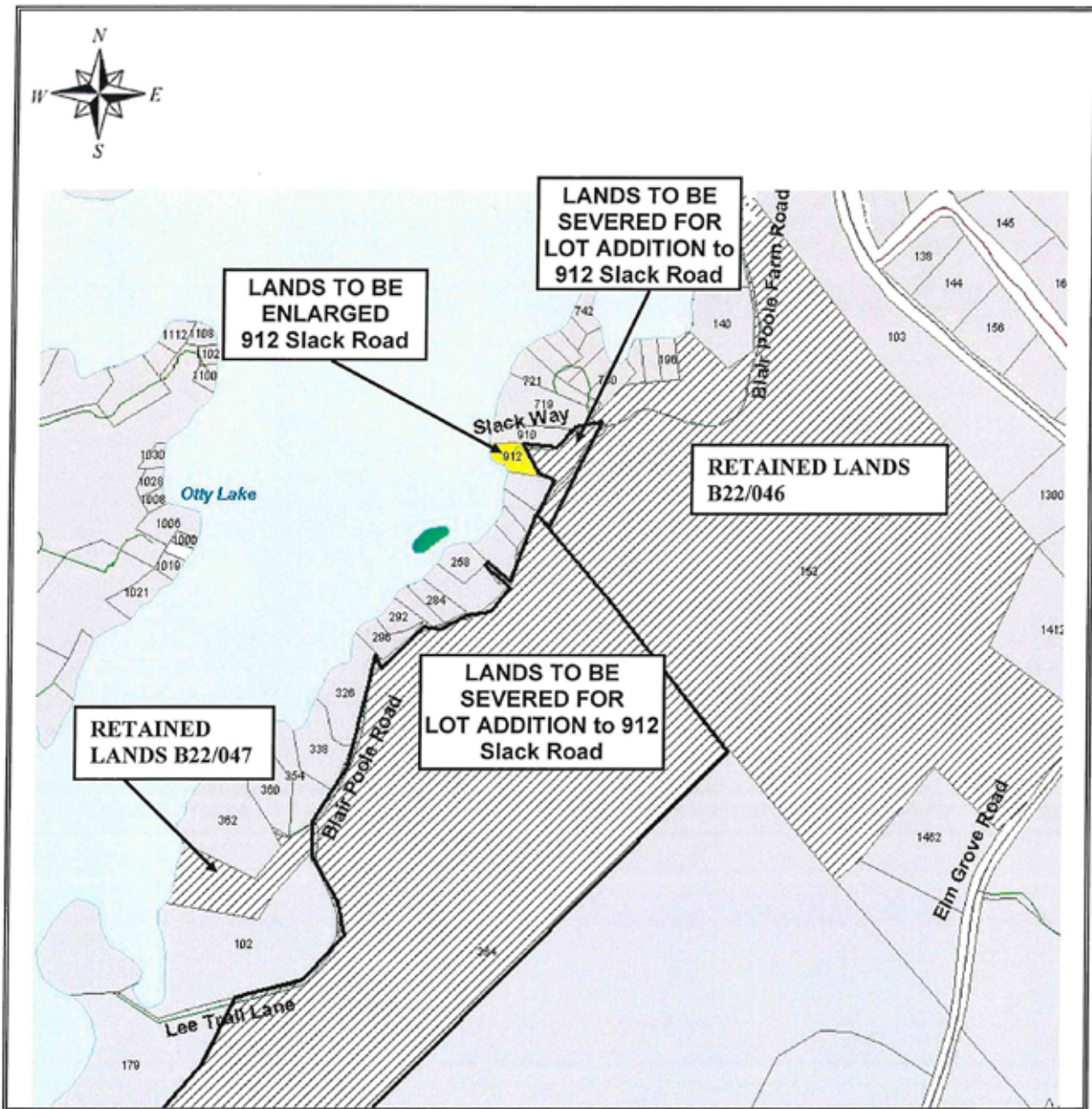
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 6th day of July, 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca

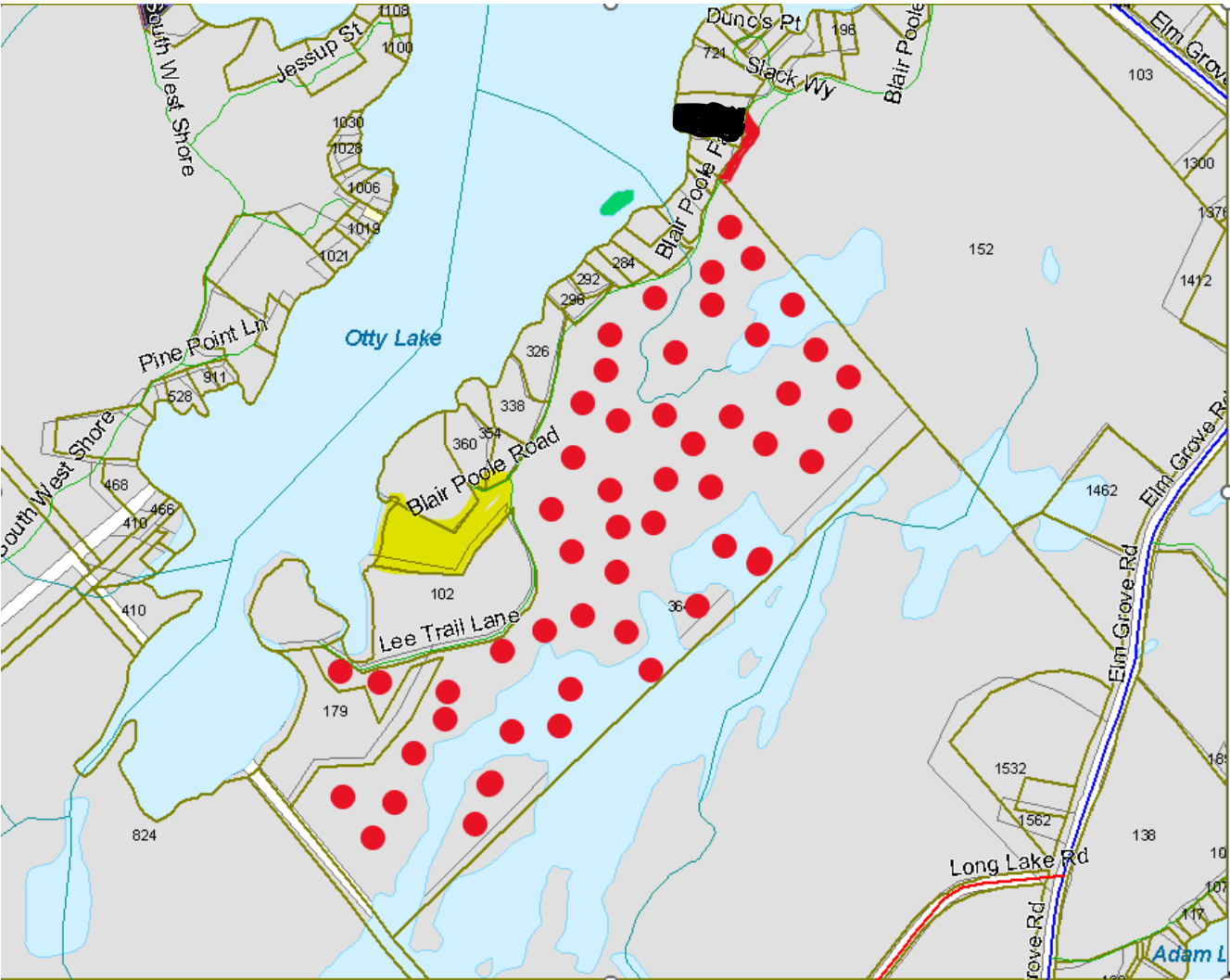


Landowner: Regan and Sheila Lee and Michael and Natalie Kravacek
 File No.: B22/046 and B22/047
 Subject Land: Pt Lot 4 Con 6 Geographic Township of Bathurst now in
 the Township of Tay Valley

APPLICATION FOR CONSENT

"Sketch Only"
 Prepared by Lanark County
 Planning Dept.
NOT A LEGAL SURVEY

Attachment 3 Sketch of Concurrent Severances



- B22/046 Lot addition from 152 Blair Poole Lane (Kravacek) to 912 Slack Way (Lee)
- B22/047 Lot addition from 364 Blair Poole Lane (Lee) to larger 912 Slack Way (Lee) proposed to be zoned Open Space
- B22/047 Retained lot (new waterfront lot) (Lee)

COMMITTEE OF THE WHOLE**August 9, 2022****Report #PD-2022-38
Noelle Reeve, Planner****CONSENT APPLICATION NUMBER: B22/046
OWNER: KRAVACEK (APPLICANT LEE)****STAFF RECOMMENDATION**

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Kravacek B22/046 (Part Lot 4, Concession 6 geographic, Township of North Burgess, Roll Number 091191102525000) 192 Blair Poole Farm Lane to provide a lot addition in favour of lands at 912 Slack Way (Part Lot 4, Concession 6, geographic Township of North Burgess, Roll Number 091191102526900), owned by Regan and Sheila Lee, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval of the severance.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.”

BACKGROUND

The proposal in application B22/046 is for a 3,000 m² lot addition from 152 Blair Poole Farm Lane (owned by the Kraveceks) to permit 912 Slack Way (owned by Regan and Sheila Lee) to be enlarged. The retained Kravacek parcel would be 38 ha (94 acres) with 800m (1/2 mi) of road frontage on both Elmgrove Road and Blair Poole Farm Lane.

A concurrent application, B22/047, would then permit the enlarged 912 Slack Way lot to be adjacent to 364 Blair Poole Farm Lane to allow for a further lot addition from 364 Blair Poole Farm Lane.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer*
- *Two copies of the reference plan*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, Section 2.1 Natural Heritage, and Section 3.1 Protecting Public Health and Safety – Natural Hazards are satisfied as the lot addition would bring the current undersized lot (1,942m², 0.48 acre) to the size of lot required under the current Zoning By-law and there are no Natural Features or Hazards on the lot addition.

County Sustainable Community Official Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage.

Official Plan

The recipient and donor lots are designated Rural in the Official Plan. The proposed severed lot addition increases the size of an undersized lot allowing for more room for septic replacement, etc. The retained lot is also designated Provincially Significant Wetland on the south of the property (not on the lot addition lands).

Zoning By-Law

The recipient property is zoned Residential Limited Services Special Exception -153 (RLS-153). The donor property is zoned Rural. Since both zones allow residential use there is no need to rezone.

The new lot will meet area requirements for the RLS zone and the undersized frontage has already been recognized in the RLS-153 rezoning. The retained lot meets area and frontage requirements at 38 ha and 800m road frontage.

Rideau Valley Conservation Authority (RVCA)

No objection. The RVCA would like the Land Division Committee to note its comments about the area being underlain by a Highly Vulnerable Aquifer.

Highly Vulnerable Aquifers are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRSSO)

No objection.

Public Comments

Some residents called to clarify what the intention of the proposal was. A written comment was received expressing concern that “protection of the existing rights-of-ways for all residents who use such” be ensured.

CLIMATE CONSIDERATIONS

None. The proposal for the lot addition does not create a new lot.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Notice of Application and Map

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/046 and B22/047
Subject Land: Pt Lot 4, 5 and 6 Con 6 geographic township of North Burgess
Municipality: Township of Tay Valley
Owner: B22/046- Michael and Natalie Kravacek
B22/047- Regan and Sheila Lee

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

B22/046- To create a 0.3-ha parcel of land as a lot addition to lands owned by Regan and Sheila Lee at 912 Slack Way and retain a 38-ha landholding with an existing dwelling and outbuildings.

B22/047 To create a 31.61-ha parcel of land as a lot addition to lands owned by Regan and Sheila Lee at 912 Slack Rd and retain a 1.13ha lot with frontage on Otty Lake.

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before July 27th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

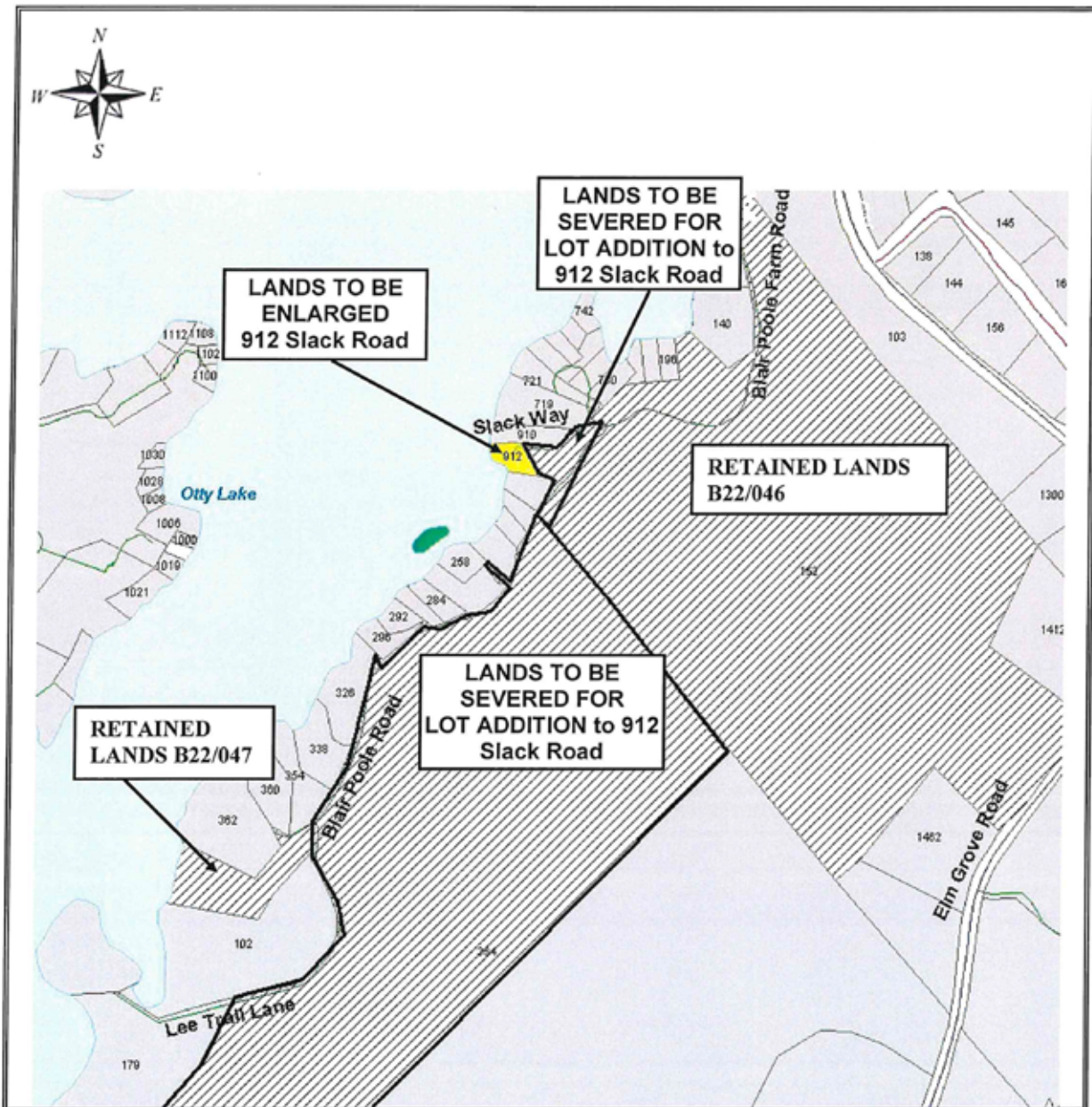
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 6th day of July, 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



Landowner: Regan and Sheila Lee and Michael and Natalie Kravacek
 File No.: B22/046 and B22/047
 Subject Land: Pt Lot 4 Con 6 Geographic Township of Bathurst now in
 the Township of Tay Valley

APPLICATION FOR CONSENT

"Sketch Only"
 Prepared by Lanark County
 Planning Dept.
NOT A LEGAL SURVEY

COMMITTEE OF THE WHOLE

August 9, 2022

Report #PD-2022-39
Noelle Reeve, Planner

CONSENT APPLICATION NUMBERS: B22/079, B22/080, B22/081
OWNER: SHANE AND MICHELLE FROST

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for B22/079, B22/080, B22/081 (Part Lot 20, Concession 8, geographic Township of Bathurst, Roll #091191602511700) known as 183 Old Morris Road for three new lots, be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;

That, the applicant pays any outstanding fees to the Township prior to final approval;

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically;

That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands for the severed lots;

That, the applicant shall obtain an Entrance Permit for the severed lots from the Township;

That, the applicant shall obtain a Civic Address Number for the severed lots from the Township;

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required;

That, a Development Agreement be placed on the retained lands to identify a developable envelope that protects the Significant Woodlands, streams and unevaluated wetlands;

That, a Hydrogeological report be prepared to demonstrate sufficient water quality and quantity for the severed and retained lots and the surrounding lots.”

BACKGROUND

The proposal in applications B22/079, B22/080, B22/081 is to create three lots: 1.8 ha (4.46 acres); 1.96 ha (4.85 acres) and 11.57 ha (28.58 acres). The lot proposed by B22/079 will have frontage of 88m (289 ft) on Old Morris Road and 60m (197 ft) frontage on Keays Road. The lot proposed in B22/080 will have 137m (449 ft.) frontage on Keays Road. The lot proposed in B22/081 will have 355m (1,165ft) frontage on Old Morris Road.

The retained 15.81 ha (39.07 acre) lot would continue to take access from Old Morris Road with over 575m (1,886 ft) frontage as well as 155m (509 ft) frontage on the Bathurst 9th Concession. All of the roads are Township roads.

The land proposed for the severances is pasture land with a few outbuildings. The retained lot is forested with some unevaluated wetlands and part of the Mather municipal drain.

DISCUSSION

Consistent with Provincial Policy Statement	Yes
Conforms to Official Plan	Yes with a Development Agreement
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township*
- *That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;*
- *That, the applicant shall obtain an Entrance Permit and a Civic Address Number for the severed lot from the Township;*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required*
- *That a Development Agreement be placed on the retained lands to identify a developable envelope that protects the Significant Woodlands, streams and unevaluated wetlands*
- *That a Hydrogeological report be prepared to demonstrate sufficient water quality and quantity for the severed and retained lots and their neighbouring lots.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient Land Use Patterns is met by the development proposed by this application as the proposed lots are located near the former Hamlet of Harper.

Section 2.1.1 Natural Heritage states that, "Natural features and areas shall be protected for the long term". This section is satisfied as the natural features Significant Woodland, streams

and unevaluated wetlands are located on the retained lot and a Development Agreement will be required as a condition.

Section 2.2.2 Water states, “Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored”. There is sufficient area on the proposed retained lot to meet the 30m water setback for development. Suggested mitigation measures are provided by the Mississippi Valley Conservation Authority (MVCA) for development on the Highly Vulnerable Aquifer. A hydrogeological study demonstrating sufficient quality and quantity of water is also required as a condition.

Section 3.1 Protecting Public Health and Safety – There are organic soils on the proposed retained lot, but a development envelope will be identified on a Development Agreement.

County Sustainable Community Plan

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage features. The proposed development meets these requirements.

Section 5.5.8 Surface and Ground Water Protection and Enhancement states that, “the ground water resource is crucial in the County of Lanark as it is the source of drinking water for the vast majority of our communities and our rural population. The County of Lanark and its constituent municipalities have an obligation to consider the impact of development and land use on surface water and ground water in order to ensure the long-term viability of this resource”. This section can be met because recommendations have been provided by the MVCA in the past for protecting a Highly Vulnerable Aquifer. Also, a hydrogeological study is required as a condition of severance.

Official Plan

The proposed severed lots are designated Rural under the Township Official Plan. The use is proposed to be rural residential which is permitted in the Rural designation. The retained lot is designated Rural, Organic Soils and Significant Woodlands.

Section 2.22.5 Natural Heritage Significant Woodlands will be met through a Development Agreement on the retained parcel.

Section 2.23.2 Source Water Protection can be met through the recommendations of the MVCA for Highly Vulnerable Aquifers and through the hydrogeological study that will be a condition of severance.

Section 2.24.1 Water Setback can be met as there is a developable envelope 30 m from the streams that will be identified in the Development Agreement.

Section 5.2.3.3 Strip Development is met because although three lots are being proposed they are not contiguous.

The provisions of Sections 5.2.2.7 and 5.2.2.9 Land Division (no land division shall create a

lot subject to Natural Hazards or negative impacts on Natural Hazards) are met as the Development Agreement will ensure development occurs outside of the Organic Soils.

Section 5.2.3.5 Land Division states that development shall generally take place on public roads. Keays Road and Old Morris Road are public roads.

Zoning By-Law

The proposed severed parcels and retained lot are zoned Rural (RU) which permits rural and residential development. At proposed lot sizes of 1.8 ha, 1.96 ha, and 11.57 ha, the smaller severed lots will allow residential development but not the keeping of livestock. The larger severed lot and the retained lot (at 15.81 ha) will allow a residential use and the keeping of livestock.

The proposed severed and retained lots all exceed the 60m road frontage requirements.

Mississippi Valley Conservation Authority (MVCA)

Comments were not available from the MVCA at the time of the report. However, in pre-consultation discussions, the MVCA indicated they would support the proposed retained lot using an existing field entrance to access the lot from Old Morris Road as the entrance is located between the wetlands, organic soil, and the streams/Mather Drain.

Because the proposed severed lots sit on a Highly Vulnerable Aquifer (as does most of Tay Valley Township) the aquifer below the property is vulnerable to surface contaminants, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently affect groundwater.

Some best practices that could be considered include: increased well casing depths, increased distance of septic systems from drinking water wells, ensuring septic systems are located downgradient of wells, ensuring that wells and septic systems are properly maintained, and avoiding use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRRSO)

No objection.

Public Comments

None at the time of the report.

CLIMATE CONSIDERATIONS

None.

CONCLUSION

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

ATTACHMENTS

- i) Lanark County Land Division Application Notice – B22/079, B22/080 & B22/081
- ii) Lanark County Land Division Application Map – B22/079, B22/080 & B22/081
- iii) GIS Mapping for B22/079, B22/080 & B22/081

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

*Clause 53(5) (a) of the Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B22/079, B22/080 and B22/081
Subject Land: Lot 20 Con 8 geographic Township of Bathurst
Municipality: Township of Tay Valley
Owner: Shane Tyler Frost and Michelle Lynne Frost
Applicant/Agent: ZanderPlan Inc.

TAKE NOTICE: An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

PURPOSE AND EFFECT: A key map showing the location of the subject lands and a copy of the application is attached.

To create three (3) residential building Lots: B22/079 – 1.8031-ha (4.46ac), B22/080 – 1.9616-ha (4.85ac) and B22/081 – 11.5667-ha (28.58ac) and to retain a 15.8102-ha (39.07ac) vacant landholding.

OTHER RELATED APPLICATIONS: None

NEED TO MAKE SUBMISSIONS: The Land Division Committee will determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before August 16th, 2022**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision. If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

VIRTUAL PUBLIC MEETING: A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

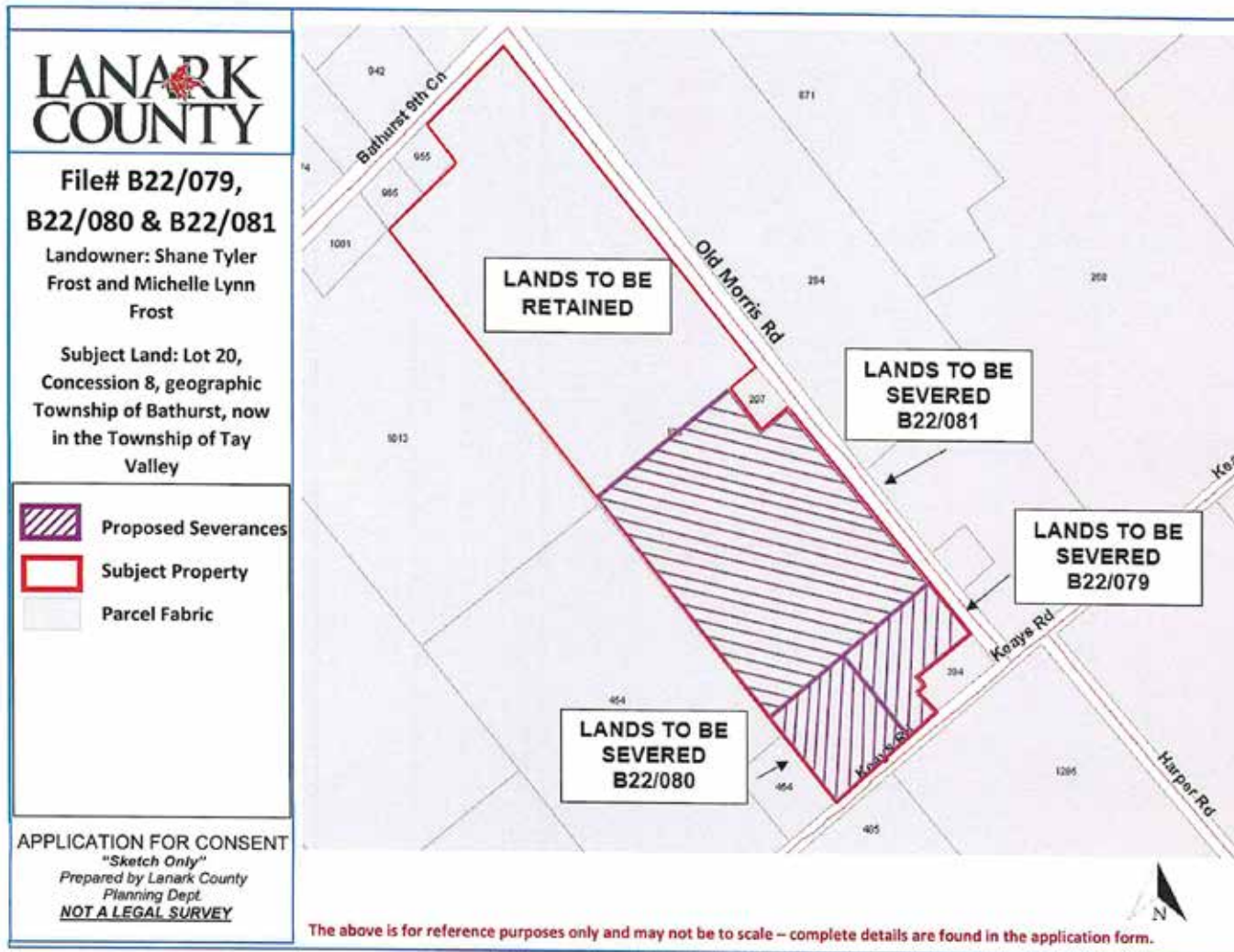
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

GETTING ADDITIONAL INFORMATION: Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 26th day of July 2022.

Julie Stewart, County Planner
Lanark County, 99 Christie Lake Road
Perth ON K7H 3C6

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca





COMMITTEE OF THE WHOLE**August 9th, 2022****Report #PD-2022-40
Noelle Reeve, Planner****DELEGATED AUTHORITY FOR UNDISPUTED SEVERANCES****STAFF RECOMMENDATION**

It is recommended:

“THAT, the Planner be delegated the authority to comment on undisputed consent applications as outlined in Report #PD-2022-40;

AND THAT, the necessary by-law to amend the Delegation of Authority By-Law be brought forward at the next Township Council meeting.”

BACKGROUND

Lanark County retained the services of Dillon Consulting to investigate increasing efficiency in their Planning Department. The delegation of certain authorities, including consents (severances), was identified as a significant potential benefit as recent years have seen a major increase in the number of applications filed.

Lanark County Council subsequently passed a bylaw that delegated authority to approve undisputed consents to the County Planner in June 2022.

In a 2020 letter from the Ontario Professional Planning Institute(OPPI) to the Ministry of Municipal Affairs and Housing, service level information gathered by the Institute found that where delegations were in place, 63% of municipalities noted reductions in development approval timelines of 2-3 months.

The OPPI letter stated that increasing the use of delegation has the following benefits for municipalities:

- Frees up Council time to focus on strategic priorities,
- Frees up municipal staff time preparing detailed Council reports on routine approvals,
- Avoids unnecessary delays on planning applications that implement Council-approved policies and regulations,
- Retains the ability for elected officials to provide input directly to staff (and vice versa),
- Allows Council to defer to judgement of professional staff for matters which are straightforward and technical in nature, and

- Maintains accountability through conditions, limitations and reporting outlined in the delegation by-law.

The Planners for all of the other municipalities in Lanark County have been delegated approval to send comments directly to the County for non-contentious severance applications.

DISCUSSION

Lanark County defines an "undisputed consent" as a consent application that satisfies all of the following criteria:

- Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
- Does not require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);
- Conforms with section 51(24) of the Planning Act (criteria for good land use decisions);
- Conforms with the Lanark County Sustainable Communities Official Plan;
- Conforms with the local Official Plan;
- Complies with the local municipal Zoning By-Law (or will comply subject to a standard condition of rezoning or minor variance); and
- Has no unresolved objections/concerns raised from agencies or the public.

Severance applications received by Tay Valley Township typically are to create a new lot by subdividing the parcel, however, there are additional cases where a consent application is filed to recognize an easement, right-of-way, or lot addition.

Currently, the Tay Valley Township Planner is responsible for pre-consultation with applicants, technical review of the application (including the generation of a staff report), review of supporting studies and reports, the creation of recommended conditions of approval, and administering conditions of approval post decision. These responsibilities would remain.

Staff propose that the Township use the Lanark County definition of "undisputed consent" and that Council delegates authority to the Planner to comment on undisputed consent applications.

The delegation of authority to the Township Planner to comment on undisputed consent applications would result in less staff time allocated to staff reports, committee meetings and agenda preparation.

However, there would still be requirements in certain more contentious or complicated cases to elevate the application to the Township Committee of the Whole.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council approve the amendment to the Delegation of Authority By-Law to permit the Planner to comment on undisputed consent applications.

Option #2 – Council continues to approve municipal comments on all severances.

FINANCIAL CONSIDERATIONS

This report is administrative in nature and does not have any financial implications. However, the process changes proposed by delegating authority to the Planner for comments on undisputed consents have the potential to result in cost and time savings due to reduced administration requirements associated with preparing staff reports, setting agendas and attending Council meetings.

STRATEGIC PLAN LINK

Economic Development: The delegation of authority will provide responsive, effective municipal government through the effective and efficient delivery of municipal services.

CLIMATE CONSIDERATIONS

This report is administrative in nature and does not directly impact or address climate change and the Township's targets.

CONCLUSIONS

Increasing efficiencies in land use planning processes have widely been identified as an essential reform to assist in lowering the cost of new homes and expediting their delivery to market. The Township supports the creation of affordable housing and delegating authority to the Planner to make comments on undisputed consents will provide an efficiency.

The amendment to the delegation by-law to allow the Planner to make comments on undisputed severances and send them to the County Planner has the potential to result in the following benefits:

- less administration by Council with fewer technical and clerical matters, allowing Council to focus on broader priorities and policy-making;
- less administration required by Town staff, including report writing, setting agendas and attending Council meetings;
- accelerated development approvals; and
- cost and time savings.

For example, eight of the ten severance reports prepared for tonight's agenda would have been delegated to the Township Planner as they all meet the definition of "undisputed consent" established by the County of Lanark.

ATTACHMENTS

- i) Draft amendment to the Delegated Authority By-law
- ii) Draft Municipal Comment Form

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-0xx DELEGATION OF AUTHORITY BY-LAW AMENDMENT (Consent Comments)

WHEREAS, Section 23.1 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to delegate its powers and duties under this or any other Act to a person;

AND WHEREAS, expedited planning approvals are anticipated for undisputed consent applications freeing Council to spend time on more substantive issues and reducing the amount of time to process consents;

AND WHEREAS, Council deems it expedient to amend Schedule “B” of By-Law No. 2017-064 as hereinafter set out;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1. GENERAL REGULATIONS

1.1 **THAT**, Schedule “B” of By-Law No. 2017-064, be amended to include:

Delegated Authority	Delegated To	Relevant Legislative Authority	Limitations	Rationale
Comments on Undisputed Consent Applications	Planner	<i>By-Law No. 2022-0XX, as amended and the Municipal Act, 2001</i>	A consent application must satisfy all of the following criteria to be considered an Undisputed Consent Application: <ul style="list-style-type: none">• Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act;• Does not require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);• Conforms with section 51(24) of	Considered an administrative matter.

			<p>the Planning Act (criteria for good land use decisions);</p> <ul style="list-style-type: none"> • Conforms with the Lanark County Sustainable Communities Official Plan; • Conforms with the local Official Plan; • Complies with the local municipal Zoning By-Law (or will comply subject to a standard condition of rezoning or minor variance); and • Has no unresolved objections/concerns raised from agencies or the public. <p>Prior to submission to the Approval Authority, comments are to be reviewed by the Chief Administrative Officer.</p>	
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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 competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. **BY-LAWS AMENDED**

3.1 By-Law No. 2017-064 is hereby amended.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. **EFFECTIVE DATE**

ENACTED AND PASSED this 23rd day of August, 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk

Attachment 2 Draft Template for Municipal Severance Comments

APPLICATION NUMBER: B09/077

MUNICIPALITY: Tay Valley Township

APPLICANT: Heather and Dave Lundberg (Walter McNamee)

MUNICIPAL REPLY FORM		YES/NO/NOT APPLICABLE
1.0 Has your Official Plan and Zoning By-law been updated to be consistent with the 2005 Provincial Policy Statement?		YES
2.0 If the answer to 1.0 is NO , is the proposal consistent with the applicable policies of the Provincial Policy Statement? Indicate any provincial interests identified during your review of the proposal: <ul style="list-style-type: none"> <u>Provincial Interests:</u> 		
3.0 Does the proposal conform to the designations and policies of your Official Plan? Indicate the following: <ul style="list-style-type: none"> <u>Official Plan Designation:</u> Rural <u>Applicable Sections:</u> 3.6, 5.2.3.4 		YES
4.0 If the answer to 3.0 is NO , would council entertain an Official Plan Amendment?		
5.0 Does the proposal comply with the zoning by-law regulations? <ul style="list-style-type: none"> <u>Zoning By-law Category:</u> Limited Services Residential <u>Applicable Sections:</u> 5.3, 3.18 		YES
6.0 If the answer to 5.0 is NO , would council entertain a minor variance or an amendment to your Zoning By-law?		

COMMITTEE OF THE WHOLE

August 9th, 2022

Report #PD-2022-41
Noelle Reeve, Planner

DELEGATED AUTHORITY FOR HOLDING REMOVAL, TEMPORARY USE, MINOR ZONING AMENDMENTS

STAFF RECOMMENDATION

It is recommended:

“THAT, the ability for Council to delegate authority for Holding Removal, Temporary Use By-laws, and Minor Zoning By-Law amendments be included in Sections 6.7.2, 6.7.4 and 6.7.5 of the Draft Official Plan;

AND THAT, an amendment to the Delegation of Authority By-Law that would implement the changes be approved at a later date.”

BACKGROUND

[Bill 13, Supporting People and Businesses Act, 2021](#), received Royal Assent on December 2, 2021.

Schedule 19 of the Bill made changes to the *Planning Act* and *Municipal Act, 2001*, that allow Council to delegate the authority to pass by-laws under Section 34 of the *Planning Act* that are of a minor nature to a committee of Council, or an individual who is an officer, employee, or agent of the municipality.

To delegate the authority to pass by-laws on these matters, the *Planning Act* requires the Official Plan policies to specify the types of by-laws that may be delegated. As per Bill 13, such by-laws may include:

- a by-law to remove a holding “H” symbol (Holding Removal By-laws);
- a by-law to authorize the temporary use of land, buildings, or structures e.g., Granny Flats (Temporary Use By-laws); and
- minor Zoning By-Law Amendments (it is left to a municipality to identify how “minor” will be determined).

DISCUSSION

The delegation of these minor planning matters does not change any current notice or public meeting requirements, limit appeal rights, or change the requirement for decisions to be consistent with applicable planning policy documents (e.g., the Provincial Policy Statement, County Official Plan, Tay Valley Official Plan).

To ensure any Temporary Use By-Law or minor Zoning By-Law Amendment is considered to be of a minor nature, the following criteria (used by other municipalities) are proposed:

- a) An Official Plan Amendment is not required, and the proposal maintains the general intent and purpose of the Township's Official Plan, including its vision, goals, objectives, and policies;
- b) A Draft Plan of Subdivision is not required by the Official Plan; and
- c) Any concerns raised by the public and/or staff during the application review and consultation process are resolved prior to the passing of the by-law.

For Tay Valley Township, rezoning from RS (Seasonal Residential) to RLS (Residential Limited Services) could be considered minor. Rezoning to RLS with a special exception could also be considered minor if the Conservation Authority and Mississippi-Rideau Septic System Office support the application.

Holding Removal By-Laws are triggered by the specific conditions, set by Council, for the Holding Zone being met. In Tay Valley's case, Holding Zones have been enacted when more studies have been required to determine if the proposed zone is acceptable for a specific area.

The changes to the *Planning Act* through *Bill 13* were made to help municipalities streamline their planning processes for more routine and technical applications, and shift some of the administrative responsibilities of making decisions under the *Planning Act* from elected officials to municipal staff or committees. The changes were also made to help applicants avoid delays in approvals due to Council meeting and reporting cycles.

Locally, the Planners for Carleton Place, Smiths Falls, and Perth have all of these delegated authorities.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council include the attached wording in the Draft Official Plan and adopt the attached amendment to the Delegation of Authority By-Law at a later date.

Option #2 – Council continues to approve minor Zoning applications.

FINANCIAL CONSIDERATIONS

This report is administrative in nature and does not have any financial implications. However, the process changes proposed through the Official Plan language and accompanying delegation by-law have the potential to result in cost and time savings due to reduced

administration requirements associated with preparing staff reports, setting agendas and attending Council meetings.

STRATEGIC PLAN LINK

Economic Development: The delegation of authority will provide responsive, effective municipal government through the effective and efficient delivery of municipal services.

CLIMATE CONSIDERATIONS

This report is administrative in nature and does not directly impact or address climate change and the Township's targets.

CONCLUSIONS

The process changes proposed through the Official Plan language and a future delegation by-law have the potential to result in the following benefits:

- less administration by Council with fewer technical and clerical matters (e.g., housekeeping amendments), allowing Council to focus on broader priorities and policy-making;
- less administration required by Township staff, including report writing, setting agendas and attending Council meetings;
- accelerated development approvals; and
- cost and time savings.

ATTACHMENTS

- i) Draft wording for Sections 6.7.2, 6.7.4, 6.7.5 of the draft Official Plan
- ii) Amendment to the Delegated Authority By-Law

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Draft Language for the Official Plan Update

Implementation and Administration

Section 6.7.2

1. Under Section 34 of the Planning Act, an application for removal of the Holding symbol shall be reviewed by ~~Council~~ the Planner in consideration of the following:
 - a. That the proposed use is in conformity with the requirements of the Zoning By-Law;
 - b. That the required municipal infrastructure is available or will soon be available;
 - c. That the financial and other requirements of the municipality have been fulfilled;
 - d. That the phasing and design of the proposed development is to ~~Council's~~ the Planner's satisfaction; and/or
 - e. That any development constraints which have been identified can be overcome to the satisfaction of ~~Council~~ the Planner.

Section 6.7.4

Pursuant to Section 34 of the *Planning Act*, ~~Council~~ the Planner may authorize the temporary use of land, buildings or structures for any purpose otherwise prohibited by the Zoning By-Law. The temporary use may be initially authorized for a period of time up to three (3) years from the date of the passing of the by-law, except in the case of garden suites which may be authorized for up to twenty (20) years. A Temporary Use By-Law may be extended by by-law for further periods of not more than three (3) years each. Upon the expiry of a Temporary Use By-Law, the use authorized by the by-law shall cease, unless extended by by-law.

Section 6.7.5 [NEW]

The Township may, by by-law, delegate the authority to pass by-laws under section 34 of the Planning Act, that are of a minor nature, to a committee of Council or an individual who is an officer or employee of the municipality, provided that all notice and public meeting requirements of this section are satisfied.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2022-0xx

DRAFT DELEGATION OF AUTHORITY BY-LAW AMENDMENT (Holding, Temporary Use, Minor Zoning Amendment)

WHEREAS, Section 23.1 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to delegate its powers and duties under this or any other Act to a person;

AND WHEREAS, Bill 13, *Supporting People and Business Act*, 2021, Schedule 19 authorizes a municipality to delegate the authority to pass by-laws under Section 34 of the *Planning Act* that are of a minor nature to a committee of Council, or an individual who is an officer, employee, or agent of the municipality;

AND WHEREAS, expedited planning approvals are anticipated for holding, temporary use and minor zoning amendment applications freeing Council to spend time on more substantive issues;

AND WHEREAS, Council deems it expedient to amend Schedule “B” of By-Law No. 2017-064 as hereinafter set out;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1. GENERAL REGULATIONS

1.2 THAT, Schedule “B” of By-Law No. 2017-064, be amended to include:

Delegated Authority	Delegated To	Relevant Legislative Authority	Limitations	Rationale
Removal of a Holding Zone, Temporary Use By-Law, Minor Zoning Amendments	Planner	<i>By-Law No. 2022-0XX, as amended and Schedule 19 of Bill 13, Supporting People and Businesses Act, 2022, Planning Act 1990, as amended.</i>	The requirements of the <i>Planning Act, 1990</i> , as amended must be followed. To be reviewed by the Chief Administrative Officer prior to approval.	Considered an administrative matter.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2022-0XX**

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 competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS AMENDED

3.1 By-Law No. 2017-064 is hereby amended.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

ENACTED AND PASSED this XX day of XX, 2022.

Brian Campbell, Reeve

Amanda Mabo, Clerk

COMMITTEE OF THE WHOLE

August 9th, 2022

Report #PD-2022-42
Noelle Reeve, Planner

BUILD IT RIGHT THE FIRST TIME

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Council of the Corporation of Tay Valley Township urges the Provincial Government to build it right the first time by:

- including in the next edition of the Ontario Building Code tiered energy efficiency standards and a timeframe for when higher tiers would become the minimum energy efficiency requirements in the Code;
- adopting a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building code than what is currently proposed; and
- training municipal planning and building staff, developers and homebuilders in the implementation of the National Model Building Code;

AND THAT, this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.”

BACKGROUND

The Ministry of Municipal Affairs and Housing (MMAH) has been consulting on changes for the next edition of the Ontario Building Code. The MMAH proposal generally aligns with proposed changes to the National Model Building Code except:

- it does not propose adopting energy performance tiers;
- it does not propose timelines for increasing minimum energy performance standards step by step to the highest energy performance tier; and
- it only proposes adopting the minimum energy performance standards (that do not improve the current Ontario Building Code energy standards).

It is recognized by Tay Valley Township that buildings with better energy performance standards provide owners and renters with lower energy bills; improved building comfort; and resilience from power disruptions that are expected to be more frequent in a changing climate. Buildings with better energy performance, therefore, tackle both energy poverty and inequality.

While expensive retrofits of the current building stock to achieve future net-zero requirements could be aligned with end-of-life replacement cycles to be more cost-efficient, new buildings that are not constructed to be net-zero ready will require substantial retrofits before end-of-life replacement cycles at significantly more cost, making it more cost efficient to build it right the first time.

DISCUSSION

In August 2020, Tay Valley Council adopted *Taking Steps to Make a Difference – A Climate Action Plan*. The Climate Plan identifies threats to the Township from climate change including: impacts on health (Attachment 1); impacts from extreme weather events such as heatwaves (Attachment 2); and impacts from flooding and ice storms (Attachment 3). The Climate Action Plan set targets to reduce Greenhouse gas emissions from its operations and from the community.

Buildings comprise 13% of GHG emissions in Tay Valley Township so it is crucial that the Township supports the province's efforts to ensure energy efficient construction.

A number of Ontario municipalities have already adopted or are in the process of adopting energy performance tiers as part of Green Development Standards (including Ottawa, Whitby, Pickering, Toronto, Waterloo, Cambridge, etc.). A tiered approach provides a clear and transparent pathway for the building sector to make progress towards net-zero targets and has already been in use in British Columbia.

Tay Valley Township finds it disappointing that the MMAH proposal did not include a tiered approach. The tiered approach would ensure that the construction community advances its market and skill capability towards meeting higher energy efficiency requirements in the coming decade. There is no better time to advance energy efficiency than at the time of construction. It is recognized that lower energy efficiency requirements will only result in increased energy costs for Ontarians now and into the future.

Bringing in energy tiers along with a timeframe to achieve them would accommodate the various geographies and readiness of the construction community. Therefore, Tay Valley also recommends bringing a timeline into the Ontario Building Code as well as the energy tiers.

Tay Valley Township is also disappointed to learn that MMAH's proposed changes to the Ontario Building Code do not produce any energy improvements. The province proposes to harmonize with the National Building Code Tier 3 when it should be harmonizing with Tier 4 for Part 9 buildings (under 3 storeys and under 600m²).

For Part 3 buildings (those over 3 storeys and greater than 600m²), MMAH proposes harmonizing with Tier 1 of the National Building Code, which would be a step backwards from Ontario's current standards. Tay Valley recommends Ontario adopt Tier 2 of the National Building Code for Part 3 Buildings.

Tay Valley Township would also like to see the province support the construction industry in moving to higher energy efficiency through education, training and other cost-reduction strategies.

Finally, to address energy and emissions from existing buildings, the province should:

- accelerate and expand Ontario's Energy and Water Reporting and Benchmarking initiative to include all large buildings and require the EnerGuide Rating System or energy cost disclosure at the time of purchase for all other buildings; and
- enable mandatory building performance standards for existing buildings to regulate energy and emissions from Ontario's worst-performing buildings.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council supports the motions.

Option #2 – Council supports some of the motions and suggests changes to others.

FINANCIAL CONSIDERATIONS

None, at this time.

STRATEGIC PLAN LINK

Economic Development - The motions encourage local contractors to take advantage of the growing market of energy retrofits and energy efficient new construction.

CLIMATE CONSIDERATIONS

The motions can assist Tay Valley's ability to reduce Greenhouse Gas (GHG) emissions by avoiding fossil fuel use.

CONCLUSIONS

Energy efficiency advancements in the construction sector are absolutely imperative to achieve GHG reduction targets. Energy tiers and Green Standards present significant job creation and economic development opportunities for Ontarians. Construction and renovation is labor intensive, jobs cannot be outsourced, and materials are often bought locally due to high transportation costs.

ATTACHMENTS

- i) Tracking Progress on Health and Climate Change (The Lancet Countdown)
- ii) Irreversible Extreme Heat: Protecting Canadians from a Lethal Future (University of Waterloo, Intact Centre on Climate Change)
- iii) Eastern Ontario Climate Change Projections (Ontario Centre for Climate Impacts and Adaptation Resources/Climate Risk Institute)

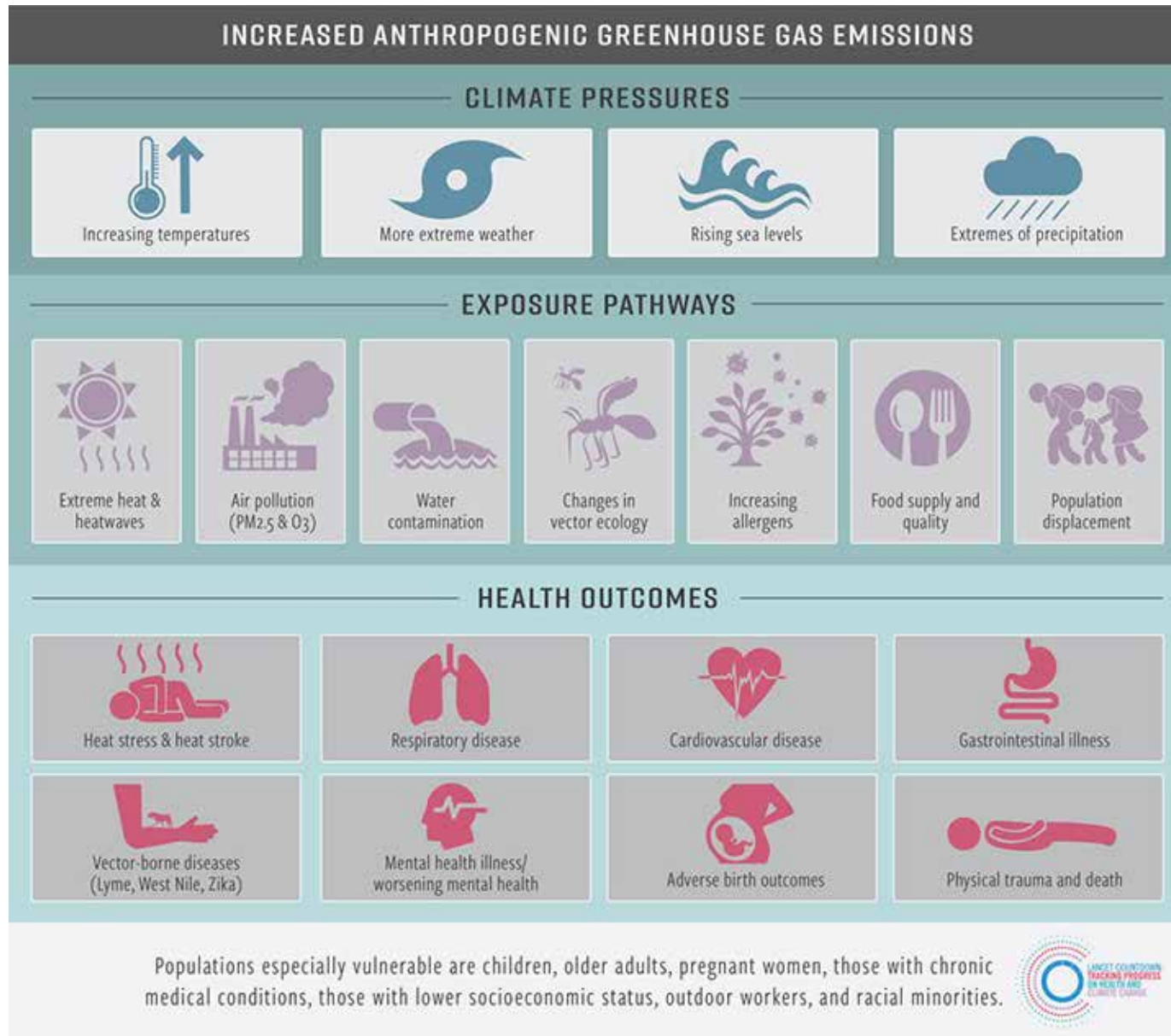
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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


Attachment 1 Tracking Progress on Health and Climate Change



Attachment 2 Irreversible Extreme Heat: Protecting Canadians from a Lethal Future

IRREVERSIBLE EXTREME HEAT: PROTECTING CANADIANS AND COMMUNITIES FROM A LETHAL FUTURE


Urban areas are the hot spots of global warming. Extreme heat, alongside flooding and wildfire, is a key risk to the health and well-being of Canadians. Urgent action is required NOW to manage risk and avoid worsening impacts – and ultimately FATALITIES – resulting from rising heat. The 'Irreversible Extreme Heat' guide presents practical actions that Canadians can undertake to reduce risks in relation to extreme heat.



INTACT CENTRE
ON CLIMATE ADAPTATION


Impacts

Extremely hot temperatures and heat waves can be deadly and have a severe impact on:




Infrastructure and Services

- Electrical distribution problems
- Disrupted digital and telecommunications services
- Damage to transportation infrastructure - rail, roads, bridges
- Reduced water availability
- Increased demand for health and social services




Health

- Increase in physical health issues and heat-related deaths
- Adverse effects on mental health and wellbeing
- Increased challenges for populations at risk e.g. older adults, low income families, homeless people



Natural Environment

- Water-stressed plants
- Reduced insect populations
- Changes in bird communities
- Reduced water quality



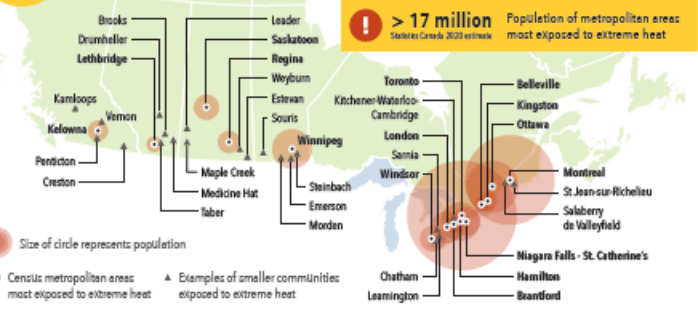
Economy

- Reduced economic productivity
- Increased costs of loss of life and reduced quality of life

Heat-related deaths
526 in British Columbia 2017 86 in Quebec 2018

Risk

Millions of Canadians live in the metropolitan areas and smaller communities where projected extreme heat indicators are most severe (2051-2080).




Size of circle represents population

- Census metropolitan areas most exposed to extreme heat
- ▲ Examples of smaller communities exposed to extreme heat


Actions

The 'Irreversible Extreme Heat' guide presents 35 practical actions that Canadians can undertake to reduce risks related to extreme heat. Here is a small selection of the actions:


Actions fall into three categories



Individuals






Property Owners and Managers



Communities


Three groups of Canadians have a role to play, by acting on their own and encouraging others to act to build resilience to extreme heat at the local and community scale

Non-structural (planning and behavioural changes)	Green Infrastructure (working with nature)	Grey Infrastructure (improving buildings and public infrastructure)
Work with neighbours, friends and family to prepare	Plant and maintain trees 	Install shading devices (shutters, awnings, overhangs, blinds, heat-resistant curtains)
Understand building-scale vulnerabilities to extreme heat	Install a green (vegetated) roof 	Install and maintain backup power generation (e.g. to maintain air conditioning in designated "cool" rooms)
Develop extreme-heat emergency plan	Expand vegetated areas and water bodies and absorb more water (forming a blue-green infrastructure network) 	Adapt community infrastructure to extreme heat (e.g. transport, utilities, water supply)

Actions can deliver additional benefits

Solutions that work with nature can improve biodiversity, help to reduce flooding, and increase carbon storage. Energy efficiency and resilience to extreme heat can be improved at the same time, reducing energy consumption and greenhouse-gas emissions.

Supported by



Canadian alarm bells should be ringing loud and clear in relation to extreme heat. Everyone has a responsibility to reduce their own risks from extreme heat, and an opportunity to help protect others more vulnerable than themselves.

35 actions

See all 35 actions in the *Irreversible Extreme Heat: Protecting Canadians and Communities From a Lethal Future* report at <https://www.intactcentreclimateadaptation.ca/irreversible-extreme-heat-protecting-canadians-and-communities-from-a-lethal-future>

Attachment 3 Eastern Ontario Climate Change Projections

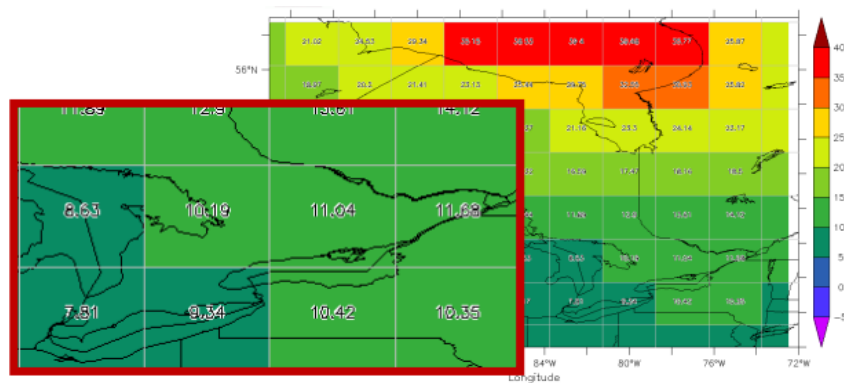


Figure 17: Projected Change in Winter Precipitation (CCCSN, 2010). The ensemble projection shows the change in winter precipitation from 1961–1990 to 2041–2070 or 2050s; medium emissions scenario. Projection for Eastern Ontario shows an 11% to 11.6% increase by the 2050s.

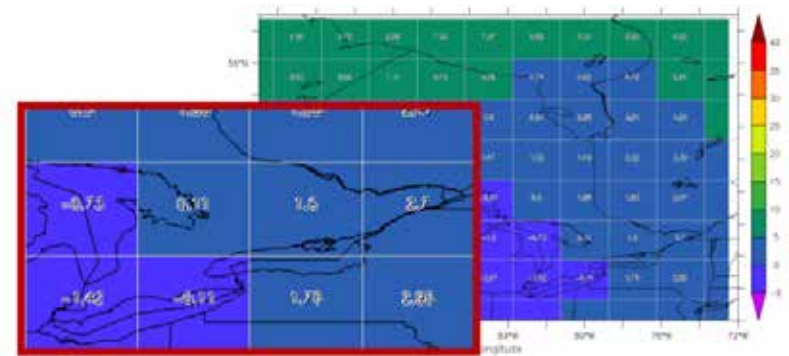


Figure 18: Projected Change in Summer Precipitation. The ensemble projection shows the change in summer precipitation from 1961–1990 to 2041–2070 or 2050s; medium emissions scenario. Projection for Eastern Ontario shows a .1.6% to 2.7% increase by the 2050s.

Table 3: The following is a summary of the projected changes in temperature and precipitation, in Eastern Ontario, for the 2050s.

Summary	
Climate Variable	Projected Change – 2050s
Annual Air Temperature	+ 2.7°C
Winter Air Temperature	+ 3.1°C
Summer Air Temperature	+ 2.5°C
Annual Precipitation	+ 5.8 to 5.9%
Winter Precipitation	+ 11 to 11.6%
Summer Precipitation	+ 1.6 to 2.7%



Photo 55 Downstream View of Bennett Dam

(2017 flooding, MVCA)

COMMITTEE OF THE WHOLE

August 9th, 2022

Report #PD-2022-43
Noelle Reeve, Planner

HOME ENERGY RETROFIT PROGRAM APPLICATION PREREQUISITES

STAFF RECOMMENDATION

It is recommended:

“THAT, the Council of the Corporation of Tay Valley Township agrees to make a 20% contribution (to be recovered as part of the loan recipient’s repayment) to the Federation of Canadian Municipalities’ Community Efficiency Financing Program in order to receive Federal Government Home Energy Retrofit funding of 80%;

THAT, Council agrees to use its Local Improvement Charge authority for the Home Energy Retrofit program;

AND THAT, Council approve the principles of the program design report, which are as follows:

- Be customer oriented for the best customer experience possible
- Balance program design flexibility with streamlining and consistency goals
- Reduce administration burden on municipalities
- Increase deep energy retrofit uptake
- Advance the financial sustainability of the program over time
- Increase stakeholder awareness and training within renovator sector
- Consider equitable distribution of program funds
- Streamline program outcomes, tracking, evaluation and improvement.”

BACKGROUND

Reducing the Greenhouse Gas (GHG) emissions that cause climate change is a key priority for Tay Valley Township. The heating and cooling of the buildings we live, work, and play in contributes about one fifth of Tay Valley’s GHG emissions.

Throughout 2021, the Clean Air Partnership and their consultant – Lightspark – undertook detailed data analysis to develop a description of the residential energy consumption of dwellings in Tay Valley Township. In March 2022, Lightspark identified 7 archetypes of energy consumption, 3 of which have very high energy consumption and costs for residents.

To help meet federal Greenhouse Gas emission targets, the Federation of Canadian Municipalities' (FCM) has established a Community Efficiency Financing (CEF) Program. Some of the funds in the CEF program have been set aside for Home Energy Retrofit funding for homeowners.

Following a report to Council June 7, 2022 on the archetypes of home energy use in Tay Valley and how Tay Valley can disburse funds to its residents through a Home Energy Retrofit Program (see Attachment 1), Council asked for more detail on what a Local Improvement Charge By-Law might include.

DISCUSSION

The Clean Air Partnership, Association of Municipalities of Ontario (AMO) and Heating Refrigeration Air Conditioning Institute of Canada (HRAI) are working with the Planner and Treasurer to encourage adoption of the proposed Home Energy Retrofit program for Tay Valley Township residents.

The guiding principles of the Tay Valley Township program include:

- Be customer oriented for the best customer experience possible
- Balance program design flexibility with streamlining and consistency goals
- Reduce administration burden on municipalities
- Increase deep energy retrofit uptake
- Advance the financial sustainability of the program over time
- Increase stakeholder awareness and training within renovator sector
- Consider equitable distribution of program funds
- Streamline program outcomes, tracking, evaluation and improvement.

The proposed mechanism for delivering the program is through Local Improvement Charges (LICs). These charges have been used for decades in Ontario to finance block level improvements such as provision of roads, water and waste-water services.

[LIC legislation](#) was amended in 2012 to allow for new eligible measures including energy efficiency, renewable energy, or water conservation.

The Planner was provided with a sample Draft Local Improvement Charge (LIC) By-Law that has been used by other municipalities who have received funding from the Federation of Canadian Municipalities (FCM) grant. (See Attachment 2.)

Under the LIC, loans are provided by the Township (funded by the FCM) and attached to the property and not the owner, so they can have much longer repayment terms and lower interest rates than conventional forms of borrowing from financial institutions.

Repayment is arranged as an addition to individual property tax payments. The benefit of this is two-fold: a) it can assist homeowners with accessing capital for high upfront costs of retrofits and b) enables transfer of the lien to a new owner in cases where the loan applicant wants to sell their house before the LIC repayment have been made in full. The latter is particularly useful where the retrofits have a long-term payback period.

The next step in preparing to apply to the Federation of Canadian Municipalities' Community Efficiency Financing (CEF) Program is for Council to pass three motions.

The first motion is that Council agrees to make a 20% contribution to the program funding (with the federal government providing 80% of the funding). Tay Valley Township's contribution of 20% up front is allowed to be fully repaid as part of the total loan repayment (so is a cash flow disbursement, not a loss of funds).

The second motion is that Council agrees to use its Local Improvement Charge authority for the Home Energy Retrofit program. Council does not have to agree on the wording of the LIC By-Law; they just have to agree that they will use an LIC By-Law as part of disbursing the program funds.

The final resolution is that Council approve the principles of the program design report (outlined above).

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council passes all three resolutions.

Option #2 – Council provides suggestions for wording changes to one or more of the resolutions.

FINANCIAL CONSIDERATIONS

None, at this time. The FCM grant will cover administration costs and some homeowner services and the FCM loan will provide 80% of the program funding. The Township will be expected to provide 20% of the funding but this will be recovered as the loans are repaid.

STRATEGIC PLAN LINK

Economic Development: Contractors will be provided new work opportunities through this regenerative economic employment.

Environment: The project will reduce air pollution.

Social – The project will reduce energy poverty for Township residents.

CLIMATE CONSIDERATIONS

The program would help to implement the Township's Climate Action Plan goal to reduce Greenhouse Gas emissions by avoiding fossil fuel use.

CONCLUSIONS

The program provides an opportunity for a "free" retrofit for residents in that instead of spending money on energy costs, the property owner can transfer those costs to their LIC loan repayment. Upon the full repayment of the retrofit loan those energy savings would then

continue to be accrued by the property owner. In addition, the ability to incorporate renewables into the eligible measures will help address electricity prices whereby those properties appropriately sited for solar can reduce their vulnerability to peak electricity pricing.

Finally, even though the program is just being developed and no marketing of it has been undertaken, the Planner already has three residents who have asked to be part of the program.

ATTACHMENTS

- i) Report #PD-2022-28
- ii) Sample Draft LIC By-Law
- iii) Better Homes – Tay Valley Township – Energy Efficiency Retrofit Program Design – *distributed as a separate document.*

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



REPORT

COMMITTEE OF THE WHOLE
June 7th, 2022

Report #PD-2022-28
Noelle Reeve, Planner

HOME ENERGY RETROFIT PROGRAM

STAFF RECOMMENDATION

It is recommended:

“THAT, Report #PD-2022-28 – Home Energy Retrofit Program, be received for information.”

BACKGROUND

In November 2020, Tay Valley Council directed staff to participate in a seven-municipality pilot with the Federation of Canadian Municipalities (FCM), Association of Municipalities of Ontario (AMO), Clean Air Partnership, and Heating Refrigeration Air Conditioning Institute of Canada (HRAI) to develop a deep home energy retrofit grant and loan program for Tay Valley residents as part of meeting the Township's Greenhouse Gas (GHG) reduction goals for community emissions.

Benefits of Retrofits for the Homeowner

- Savings on heating costs
- More comfortable and healthier home
- Increased property value
- Reduced vulnerability to energy price fluctuations
- Greater resilience to power outages and extreme temperatures.

Benefits of Retrofits for the Municipality/Community

- Reduces energy use and Greenhouse Gas emissions to help meet the Township's targets in its Climate Action Plan *Taking Steps to Make a Difference*
- Generates local economic benefits and jobs
- Reduces pressure on energy infrastructure (conservation is always the first step to take)
- Reduces local air pollution
- Reduces vulnerability to energy and carbon cost increases.

Reducing the Greenhouse Gas (GHG) emissions that cause climate change is a key priority for Tay Valley Township. The heating and cooling of the buildings we live, work, and play in contributes about one fifth of Tay Valley's GHG emissions.

Throughout 2021, the Clean Air Partnership and their consultant – Lightspark – undertook detailed data analysis to develop a description of the residential energy consumption of dwellings in Tay Valley Township.

The Planner and Treasurer have been working with the Partnership and Lightspark since April 2022 to provide feedback on the type of deep energy retrofit program the Township could offer to residents using FCM funding. The Community Efficiency Financing Program is a \$300 million fund of the Government of Canada, administered by FCM, that provides grants and loans to fund energy efficiency retrofit programs for homeowners.

DISCUSSION

Feasibility Assessment

Lightspark undertook a Feasibility Analysis, using a data model that incorporates energy consumption, housing data and behavioural economics data. These data provided an overview of residential building archetypes and the value proposition for energy efficiency improvements for each archetype.

Based on this analysis, they determined there are seven archetypes of dwellings in Tay Valley Township (see Attachments 1 and 2). Each archetype has been divided into a hot, warm or cool energy efficiency market, calculated based on the ability of the property owner to build a business case for retrofitting.

The average Ontario household uses about 9,000kWh of electricity and 2,400m³ of natural gas each year at a combined average annual cost of \$2,165. In comparison to the Ontario average, Tay Valley Township residents tend to pay higher-than-average energy costs (due to greater use of oil and older building stock, etc.) and present a good opportunity for energy cost savings and GHG reductions from the advancement of a retrofit program. In general, the more a household spends on energy the better the economic business case for energy efficiency retrofits.

In Tay Valley Township, house archetypes C, B, and A have the highest energy burden. Home energy cost burden is calculated as a percentage of total after-tax household income that is spent on heating and electricity within the home.

The median Canadian household spends less than 3% of its after-tax income on home energy. For purposes of policy and program development, the 6% threshold of home energy cost burden is considered high, 10% as very high and 15% as extreme.

Tay Valley House archetypes C, B, and A could be spending as much as 26.8%, 16% and 14.6% respectively on heating/cooling and electricity.

Proposed Program Design

Clean Air Partnership is working with the Planner and Treasurer to develop a proposed program design based on leading practices in other municipalities and consultations with the retrofit advancement sector.

The guiding principles being used to design the Tay Valley Township program design include:

- Be customer oriented for the best customer experience possible
- Balance program design flexibility with streamlining and consistency goals
- Reduce administration burden on municipalities
- Increase deep energy retrofit uptake
- Advance the financial sustainability of the program over time
- Increase stakeholder awareness and training within renovator sector
- Consider equitable distribution of program funds
- Streamline program outcomes, tracking, evaluation and improvement.

The proposed mechanism for delivering the program is suggested to be through Local Improvement Charges (LICs). These charges have been used for decades in Ontario to finance block level improvements such as provision of roads, water and waste-water services. LIC legislation was amended in 2012 to allow for new eligible measures including energy efficiency, renewable energy, or water conservation.

Municipalities in Ontario are given broad legislative authority to use LICs in this manner by creating a program to provide homeowners with a loan to implement these measures on their property. These loans, which are attached to the property and not the owner, can have much longer repayment terms and lower interest rates than conventional forms of borrowing from financial institutions.

Repayment is arranged as an addition to individual property tax payments. The benefit of this is two-fold: a) it can assist homeowners with accessing capital for high upfront costs of retrofits and b) enables transfer of the lien to a new owner in cases where the loan applicant wants to sell their house before the LIC repayment have been made in full. The latter is particularly useful where the retrofits have a long-term payback period.

Staff will continue to flesh out the program design and will come back to Council in late summer with more details.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council receive the report for information.

Option #2 – Council provides suggestions for changes.

FINANCIAL CONSIDERATIONS

None, at this time. The FCM grant will cover administration costs and some homeowner services and the FCM loan will provide 80% of the program funding. The Township will be expected to provide 20% of the funding but this will be recovered as the loans are repaid.

STRATEGIC PLAN LINK

Economic Development: Contractors will be provided new work opportunities through this regenerative economic employment.

Environment: The project will reduce air pollution.

Social – The project will reduce energy poverty for Township residents.

CLIMATE CONSIDERATIONS

The program would help to implement the Township's Climate Action Plan goal to reduce its Greenhouse Gas emissions by avoiding fossil fuel use.

CONCLUSIONS

The program provides an opportunity for a “free” retrofit for residents in that instead of spending money on energy costs, the property owner can transfer those costs to their LIC loan repayment. Upon the full repayment of the retrofit loan those energy savings would then be accrued by the property owner. In addition, the ability to incorporate renewables into the eligible measures will help address electricity prices whereby those properties appropriately sited for solar can reduce their vulnerability to peak electricity pricing.

ATTACHMENTS

- i) Tay Valley Township Residential Building Archetypes and Economic Potential
- ii) Detailed Description of Tay Valley Township Residential Building Archetypes

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Tay Valley Residential Building Archetypes and Economic Potential

Tay Valley Township Archetypes	Carbon Score t/CO2/year*	Energy Costs \$	Dwelling Counts	Total Energy Costs \$	Building Envelope Market \$	Fuel Switch Market \$
A	7.69	5,375	333	1,789,875	Hot	Hot
B	7.61	5,865	80	469,200	Hot	Hot
C	16.61	9,840	323	3,178,320	Hot	Hot
D	6.99	5,088	293	1,490,784	Hot	Hot
E	1.4	3,644	447	1,628,868	Warm - Hot	Already Electricity
F	5.55	2,827	101	285,527	Warm	Cool
G	1.69	4,744	291	1,380,504	Hot	Already Electricity
Total			1,868	10,223,078		

* Higher the number, higher the GHG emissions

Attachment 2 Detailed Description of Tay Valley Residential Building Archetypes

Archetype A 01



These homes have a relatively large floor area, and are oil heated with low/mid efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,812

Average annual oil costs: \$3,506

Average annual energy costs: \$5,375

Client Implications:

These homes consume 157.5 GJ (0.66 GJ/m²) of energy on average and produce 7.69 tCO₂e (0.032 tCO₂e/m²) on average. They represent 17.8% of the housing stock in Tay Valley.

Archetype B 02



These homes have an above average floor area, and are wood heated with and use electric hot water systems

Average annual electricity costs: \$1,712

Average annual oil costs: \$95

Average annual propane costs: \$52

Average annual wood costs: \$3,998

Average annual energy costs: \$5,865

Client Implications:

These homes consume 340.4 GJ (1.86 GJ/m²) of energy on average and produce 7.61 tCO₂e (0.042 tCO₂e/m²) on average. They represent 4.3% of the housing stock in Tay Valley.

Archetype C

03



These homes have a relatively large floor area, and are oil heated with low/mid efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,825

Average annual oil costs: \$7,931

Average annual wood costs: \$50

Average annual energy costs: \$9,840

Client Implications:

These homes consume 290.4 GJ (1.18 GJ/m²) of energy on average and produce 16.61 tCO₂e (0.067 tCO₂e/m²) on average. They represent 17.3% of the housing stock in Tay Valley.

Archetype D

04



These homes have an above average floor area, and are propane heated with high efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,653

Average annual oil costs: \$55

Average annual propane costs: \$3,354

Average annual energy costs: \$5,088

Client Implications:

These homes consume 152.9 GJ (0.71 GJ/m²) of energy on average and produce 6.99 tCO₂e (0.033 tCO₂e/m²) on average. They represent 15.7% of the housing stock in Tay Valley.

Archetype E

05



These homes have a relatively large floor area, and are electricity heated forced air furnace and use electric hot water systems

Average annual electricity costs: \$3,493
Average annual oil costs: \$83

Average annual energy costs: \$3,644

Client Implications:

These homes consume 102.5 GJ (0.39 GJ/m²) of energy on average and produce 1.4 tCO₂e (0.005 tCO₂e/m²) on average. They represent 23.9% of the housing stock in Tay Valley.

Archetype F

06



These homes have an above average floor area, and are natural gas heated with high efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,638
Average annual natural gas costs: \$1,058
Average annual oil costs: \$62

Average annual energy costs: \$2,827

Client Implications:

These homes consume 146.6 GJ (0.69 GJ/m²) of energy on average and produce 5.55 tCO₂e (0.026 tCO₂e/m²) on average. They represent 5.4% of the housing stock in Tay Valley.

Archetype G

07



These homes have an above average floor area, and are electricity heated baseboard/hydronic/plenum(duct) htrs. and use electric hot water systems

Average annual electricity costs: \$4,609

Average annual propane costs: \$77

Average annual energy costs: \$4,744

Client Implications:

These homes consume 133.8 GJ (1.08 GJ/m²) of energy on average and produce 1.69 tCO₂e (0.014 tCO₂e/m²) on average. They represent 15.6% of the housing stock in Tay Valley.

Attachment 2

**DRAFT SAMPLE MUNICIPAL BY-LAW
FOR ENABLING A LOCAL IMPROVEMENT CHARGE RETROFIT PROGRAM**

A by-law to authorize the undertaking of energy efficiency and water conservation works on private residential property as local improvements under the Residential Retrofit Program.

Whereas Part III of Ontario Regulation 586/06 authorizes Council to pass a by-law to undertake works on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located; and

Whereas such a by-law may authorize the undertaking of works which satisfy the requirements of a [MUNICIPALITY] program; and

Whereas at its meeting of [XXXX], [MUNICIPALITY] Council adopted the [Residential Retrofit Program] pursuant to authority of Ontario Regulation 586/06;

The Council of [MUNICIPALITY] enacts:

1. Council authorizes the undertaking of energy efficiency and water conservation works on private residential property as local improvements under the Residential Retrofit Program, as set out in Appendix A to this By-law, for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located.

Enacted by [MUNICIPALITY] Council this XX day of XX, 20XX.

Reeve

[MUNICIPALITY] Clerk

Appendix A

Residential Retrofit Program Design

I. Single-Family Housing Program Stream

1.0. Overview

The Residential Retrofit Program is designed to extend municipal funding to consenting homeowners for the installation of qualifying electricity and water conservation improvements and related energy assessments and then to secure payment by imposing a local improvement charge (LIC) on the private residential property, as authorized by the Regulation. This program may be administered completely by the municipality or by the municipality in conjunction with a third party administrator, to be named at a later date.

1.1. Program Eligibility

Residential low-rise buildings located within the [MUNICIPALITY] of the following forms are eligible: detached, semi-detached, townhouse and more generally housing forms with fewer than [7] units.

The property must have a property tax account with the [MUNICIPALITY].

Participation is voluntary, owner-initiated and subject to the following conditions:

- All registered owner(s) of the property must consent to participating in the Program;
- Property tax, [utility bills] and all other payment obligations to the [MUNICIPALITY] for the past five years must be in good standing; and

1.2. Geographic Scope/ Neighbourhood Selection Process [OPTIONAL]

The municipality has prioritized certain properties to pilot the Program.

The property selection process is to be guided by the preliminary criteria set out below:

- Home is heated by oil
- Above average electricity or fuel consumption;
- Pre 1980 building vintage with preference for pre-1940s dwellings;
- Demographic and socio-economic characteristics (i.e. low-income); and
- Existing community initiatives or organizations interested in being aligned with the Program to achieve efficiencies in terms of program delivery (i.e. marketing and outreach support).

The [MUNICIPALITY] will monitor Program uptake within the pilot properties during the implementation of the Program. If appropriate, the Program may be rolled out [MUNICIPALITY] wide to achieve the participation goals.

1.3. Home Energy Assessments

Similar to the ecoENERGY Home Retrofit Program designed by the Federal Government, the [MUNICIPALITY]'s Program will utilize the EnerGuide Rating System (the ["ERS"](#)) that provides a standard measure of a home's energy performance. It provides a standardized tool and process to assess home energy efficiency and can model energy savings projects.

The property owner must hire a Certified Energy Advisor (the "CEA") - certified by Natural Resources Canada ("NR Can") - to perform pre- and post-retrofit assessments in accordance with ERS. CEAs are experts in the field of energy efficiency and well-versed in the 'whole home' approach to home energy systems, technologies and products. The cost of the energy assessments are paid by the homeowner to the CEA.

Upon completion of the pre-retrofit home energy assessment, a report is provided to the homeowner with the NRCan EnerGuide rating for the home and recommendations for energy improvements that could potentially increase that rating. This report is to be provided to the [MUNICIPALITY] in order to access LIC funding.

After the retrofit is complete, a second and final home assessment is performed by the CEA to obtain a second EnerGuide rating and to verify the completion of work. Provided that the second assessment that the homeowner provides to the [MUNICIPALITY] indicates that the EnerGuide rating has increased and the improvements have been completed, then the [MUNICIPALITY] can issue the final disbursement of funds.

1.4. Qualifying Energy Efficiency & Water Conservation Measures

The home energy assessment must demonstrate the potential to achieve cost-effective energy reductions in order to qualify for LIC funding. Financing is designated for capital costs (not Maintenance costs) with an expected useful life of 5 years or greater and for measures that are permanently affixed to a property. The expected useful life of the retrofit measures is to be linked with the LIC term. The non-exhaustive list of the categories of measures eligible under the Program, subject to any permitting and regulations, includes:

- i. Thermal envelope upgrades: attic, wall and basement insulation, windows, air-sealing.
- ii. Mechanical systems (space heating and cooling): high efficiency furnace, boiler and air conditioner replacement, thermostats and controllers, air source heat pumps, ground source heat pumps.
- iii. Mechanical systems (water heating): high-efficiency water heaters (e.g., hybrid heat pump, tankless, etc.), drain water heat recovery systems, solar hot water systems.
- iv. Renewable energy and energy storage and EV chargers: solar photovoltaic systems, electric vehicle charging stations (Level 2), battery storage devices.
- v. Water efficiency: low-flow toilets, hot water circulation pump and system, greywater treatment system, closed-loop shower water recovery system, rainwater harvesting system (subject to eligibility criteria).
- vi. Other: New energy efficient (certified) products as they become available will be considered as additional eligible technologies

The cost of an EnerGuide home energy assessment is eligible to include in the LIC financing.

Ineligible measures include equipment or products not permanently affixed to the property, previously installed in another home and are deemed general maintenance. By recommending categories of retrofit improvements and associated measures, the [MUNICIPALITY] makes no guarantees of the materials, performance, cost-effectiveness or any warranty of the measures supported by the Program.

Only the costs associated with retrofits of up to [X] percent of the Current Value Assessment of the property or to a maximum of \$XX,XXX are eligible for the Program.

1.5. Completing the Retrofit through Contractor Engagement

The [MUNICIPALITY] will provide financing to homeowners for eligible measures covered by the Program that have been:

- recommended by the CEA
- installed by contractors hired by the property owner

The [MUNICIPALITY/PROGRAM ADMINISTRATOR] will not pre-qualify contractors or procure contractors to perform energy assessments or install retrofit improvements on behalf of homeowners in connection with this Program. The homeowner will use the funds disbursed by the [MUNICIPALITY] to pay contractors directly.

The [MUNICIPALITY/ PROGRAM ADMINISTRATOR] is not responsible for the work quality of any contractors hired in connection with this Program and assumes no liability for the works undertaken. All retrofit improvements and renovations must adhere to local codes and by-laws. The homeowner is responsible for ensuring that hired contractors are licensed, bonded, and insured. Any issues that may arise relating to the quality of workmanship or post-installation performance of energy measures, for example, should be dealt with by the property owner and contractor.

1.6. Application Process

The steps below outline the process and requirements homeowners need to follow as part of the Program. [MUNICIPALITY /PROGRAM ADMINISTRATOR] staff will periodically review this process to ensure effective Program implementation and, where deemed appropriate, the [MUNICIPALITY /PROGRAM ADMINISTRATOR] may make changes in its sole discretion.

Step 1: Pre-qualification

Homeowners submit an on-line application form that includes, but is not limited to, the following information:

- Property address to confirm location is within eligible municipality;
- Property assessment roll number to confirm no outstanding payments owed to the [MUNICIPALITY] in the last five years; and
- Evidence of mortgage lender consent (where applicable).

Once the property owner has been prequalified by [MUNICIPALITY/ PROGRAM ADMINISTRATOR], based on the above criteria, the [MUNICIPALITY/ PROGRAM ADMINISTRATOR], will provide Notice to Proceed to the homeowner.

Step 2: Energy Assessment and Funding Request Form

1. Energy Assessment

The homeowner completes the pre-retrofit home energy assessment in accordance with Section 1.3 *Home Energy Assessments* and submits to the [MUNICIPALITY/ PROGRAM ADMINISTRATOR], the resulting Energy Assessment Report that the CEA provides to the homeowner.

That Energy Assessment Report must include:

- the current NRCan EnerGuide rating for the home;
- recommended improvements that have been customized for the home based on existing conditions which could potentially increase the NR Can EnerGuide rating of the home;
- the estimated useful life of the proposed improvement(s);
- estimated energy cost savings that may be realized after installing the recommended improvements

Any estimated cost of the works can be included in the Energy Assessment Report, but will require contractor invoices to verify the costs for inclusion in the Funding Request Form.

2. Funding Request Form

Along with the Energy Assessment Report, the homeowner also will need to submit a Funding Request Form that:

- identifies the improvements that the property owner intends to install based on the Energy Assessment Report;
- identifies the cost for each improvement (including equipment, materials and labour costs); and
- the amount of prepayment (up to a maximum of 10% of the estimated cost of the work) being requested from the [MUNICIPALITY] upon signing the Property Owner Agreement.

Following receipt of the Funding Request Form, the [MUNICIPALITY/ PROGRAM ADMINISTRATOR], will:

- confirm the eligibility of the works (e.g. items affixed to property);
- verify the reasonableness of retrofit costs and labour costs by consulting manufacturer pricing and prevailing labour rates;
- calculate the administrative costs [FOR EXAMPLE, using a formula that apportions the cost to the [MUNICIPALITY] to operate this program between participating properties as percentage of the cost of the work undertaken relative to the percentage of the cost of the work to the overall Program budget for each Program Stream; (*n.b.* the "cost to the [MUNICIPALITY]" includes recurring costs and any non-recurring costs not covered by the grant funding that the [MUNICIPALITY] has obtained for the Program).

The above steps will enable the [MUNICIPALITY/ PROGRAM ADMINISTRATOR], to derive the funding amount up to the maximum of [e.g., 5% of the property's assessed value] to include in the Property Owner Agreement.

Step 3: Property Owner Agreement

After the [MUNICIPALITY/ PROGRAM ADMINISTRATOR], has confirmed the acceptability of the Energy Assessment Report and the Funding Request Form, the [MUNICIPALITY] will prepare a property owner agreement ("POA"), in accordance with Appendix B for the homeowner(s) to review and sign.

Step 4: Completing Improvements

1. Initial Funding Disbursement

Following execution of the POA, the [MUNICIPALITY] will provide the homeowner with the initial disbursement agreed upon in the POA to a maximum of [X%, e.g., 10] of the estimated cost of the work that can be used by the homeowner to pay contractors or suppliers (i.e. security deposit).

The property owner will be contractually obligated to repay this initial disbursement to the [MUNICIPALITY] if the property owner does not complete the improvements.

The property owner can then proceed with hiring contractor(s) and performing the approved energy improvements to the property. The improvements must be completed within a reasonable timeframe, as stipulated in the POA, to be determined by the [MUNICIPALITY] in its sole discretion.

2. Final Funding Disbursement

As will be detailed in the POA, the [MUNICIPALITY] will provide the final disbursement only after the homeowner provides a copy of the post-retrofit assessment report from the CEA that:

- includes a Certificate of Completion that attests to the approved retrofit measures having been installed and provides an EnerGuide rating of the home after the retrofit measures have been completed which is greater than the original EnerGuide rating noted on the pre-retrofit assessment report from the CEA; and
- indicates the actual costs and useful life for all the works.

Step 5: LIC Repayment

Following the [MUNICIPALITY] Treasurer's [and CFO'S] periodic certification of the local improvement roll, (which occurs after the improvements on a given set of properties are complete and the final amounts of funding are confirmed), the [MUNICIPALITY] Solicitor will submit a corresponding bill for Council to adopt a by-law pursuant to Section 36.14 of O.Reg 586/06 to impose the special charges on the participating properties. For each property included in the by-law, the Treasurer will then add to the [MUNICIPALITY] 's tax roll for that property each year that portion of the imposed special charge that is due in that year. These collective steps will provide priority lien status for the annual amount that the Treasurer [and CFO] adds to the tax roll and will ensure that any subsequent property owner who was not a party to the POA is bound to pay that amount.

To facilitate repayment of the annual special charge, the POA will require homeowners to sign up for the pre-authorized payment plan option for property tax payments. At any time, a homeowner can make advance payments, including a one-time payment of the total outstanding amount owing to clear the property of the LIC charge. Failure to make payments is treated with the same remedy as uncollected property taxes which may include penalties and interest charges.

1.7. LIC Disclosure

As indicated above, the subsequent owner of a property on which the [MUNICIPALITY] has imposed a special charge is required to pay the [MUNICIPALITY] the annual LIC amount even though that subsequent owner was not a party to the original POA. In addition to notice that the [MUNICIPALITY] will be providing in accordance with the provisions of O. Reg. 586/06, the [MUNICIPALITY] also will take the following steps to ensure even greater transparency of the LIC to interested parties by:

- i) posting on the [MUNICIPALITY] 's website notice of the special charge by-law to impose the charge on the property in advance of its introduction and after its adoption; and
- ii) updating the Tax Certificate to include the full LIC amount, amount payable in the current year, outstanding amounts owing and a note to reference the by-law pursuant to which the special charge was imposed.

1.8. Quality Control

As a means of additional oversight to confirm that the funded improvements were completed, the POA will indicate that the [MUNICIPALITY] reserves the right to have a [MUNICIPALITY] official or third-party contractor arrange with the property owner for an inspection. The property owner(s) is also responsible for keeping original copies of contractor invoices and photos of installed measures, especially for harder to verify measures like insulation, and be prepared to disclose this information to the [MUNICIPALITY] upon request.

1.9. Measurement and Verification

Pursuant to the POA, the property owner(s) must consent to providing the [MUNICIPALITY] with access to the property's energy usage data in order to monitor results and evaluate the Program's effectiveness for a period of five years after completion of the retrofit. Also, the property owner(s) agrees to participate in surveys and other follow-up activities to help the [MUNICIPALITY/ PROGRAM ADMINISTRATOR], evaluate the Program.

01/01/2022-07/31/2022 Summary Report with Previous 3 year Average

2022	Number of Permits	3 yr. avg. (2019-2021)	S.F.D.'s	3 yr. avg. (2019-2021)	Commercial	3 yr. avg. (2019-2021)	Permit Fees	3 year average (2019-2021)	Building Value	3 year average (2019-2021)	Dev.Charge
January	7	4	0	1	1	0	\$5,825.80	\$2,240.87	\$1,486,667.00	\$396,333.33	
February	4	5	2	1	0	0	\$4,652.65	\$7,194.42	\$935,000.00	\$1,704,366.67	\$12,169
March	13	9	2	4	0	0	\$8,969.65	\$8,001.56	\$1,487,000.00	\$1,204,820.00	\$15,003
April	10	10	1	4	0	0	\$7,378.20	\$9,223.96	\$1,528,700.00	\$1,855,692.00	\$14,329
May	24	17	5	4	1	0	\$18,228.30	\$10,683.68	\$4,477,810.00	\$2,114,658.33	\$52,826
June	13	16	1	4	0	1	\$10,882.95	\$10,093.57	\$2,037,700.00	\$1,774,779.00	\$5,185
July	13	21	0	4	0	0	\$5,043.55	\$11,094.41	\$930,500.00	\$2,113,626.00	\$16,058
Total	84	82	11	22	2	1	\$60,981.10	\$58,532.46	\$12,883,377.00	\$11,164,275.33	\$115,570

As of Jan 21, 2022 Dev Charges of \$8,029 on permits are comprised of \$6,493 Township Dev Charge and \$1,536 County Dev Charge.

Note: The value in the S.F.D. column is the monthly total for Approved, Residential, New Construction permits and the value entered in the # Dwelling Units Proposed box on the Building Tab

COMMITTEE OF THE WHOLE
August 9th, 2022

Report #FIN-2022-09
Ashley Liznick, Treasurer

BUDGET REVIEW AND FORECAST AS AT JUNE 30, 2022

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Report #FIN-2022-09 - Budget Review and Forecast as at June 30, 2022, be received for information;

AND THAT, the Reeve and Chief Administrative Officer be authorized to approve any potential cost overruns for the following projects:

- Property Tax Software Lookup
- Asset Management Software
- Asset Management Plan
- Road Condition Assessment
- Second Line Bridge
- Maberly Outdoor Sports Facility
- Forest Trail.”

BACKGROUND

Prudent fiscal management requires periodic reviews of corporate revenues and expenditures each fiscal year. The forecasts resulting from the reviews are key components of our fiscal management program. This review is the first of three to be presented to Council. The next report will be as at September 30, 2022 and the third will be included with the draft 2022 budget documents in November 2022.

Management has analyzed the year-to-date operations and projected revenues and expenditures to the end of the year. The main intent of the process is to identify areas of concern in Township operations and to make recommendations and/or provide options to consider if corrective action is required.

DISCUSSION

Operating Budget Review

The budget review at June 30, 2022 is currently forecasting an approximate surplus of \$70,000 at the end of the year. There are a number of contributing factors that have caused this variance. Some of the major variances are as follows:

Revenues:

- Supplemental (supps) taxes and write downs are not budgeted but the Township has experienced an increase in supps and a decrease in write downs – this is definitely a hard to predict area and there are likely more of both to come
- Some Recreation programs are not running this year (soccer), and others will only be running for part of a year (karate, hockey and choir). As you can see both revenues and expenses have been adjusted accordingly for this.
- Other Admin revenues are more than budgeted due to two factors 1) there was a tax sale property and the deposit on this property was retained as they passed on purchasing the property after the tax sale (\$8,690) and 2) there was a surplus distribution by WSIB (\$14,234) which in return has reduced payments to them in 2022
- The Township has received some donations with respect to recreation, for example \$7,000 from Lanark & District Civitan for the Forest Trail.

Expenses:

- Council – over budget by amount of projector upgrade but this is covered by modernization funds as per council report
- Community Relations – Tay Valley Guide is over budget due to the design of the Guide was to occur in 2021 and the mailing of the Guide in 2022 but due to workload did not occur until 2022, resulting in the overage in 2022
- Corporate Management – savings in wages and legal assumed but overage in IT due to increases in annual service fees
- Public Works – with prices of fuel skyrocketing and same with the price of steel the line items for fuel and servicing of blades and cutting edges will be over budget. The Township is in a good position heading into next winter season and there is a chance the Township could see savings in this area. However, with Canadian winters it is hard to predict this forecast and therefore has not been adjusted at this time.
- Environmental Services – predicting under budget in wages and over budget for Ministry of the Environment, Conservation and Parks fill beyond limits costs
- Recreation Programs – as mentioned above soccer program did not run and the hockey, choir and karate program will only run for half a year so expenses will be under budget as will revenues
- Recreation Facilities – costs for hall rentals are proving to be significantly more than the revenues for hall rentals themselves, this is an area that needs more attention for future budget planning
- Planning – Ontario Land Tribunal as mentioned below the mediation that could potentially happen in 2022 is not likely to happen until 2023

Capital Budget Review

The capital and special programs are funded primarily by reserves and grants. Therefore, the over or under expenditures of individual projects or in total have a minimal, if any, impact upon the year-end bottom line.

The following briefly provides an update on each capital project:

- **Official Plan** - still in process, though majority of costs are incurred
- **Pay Equity** – project costs unlikely to happen in 2022, but procurement process will begin in 2022
- **Harassment Policy Update** - unlikely to happen in 2022, will be deferred to 2023
- **Waste Management Master Plan** – grant funded, project complete. Staff report to come forward with next steps.
- **Waste Audit** - to come in under budget
- **Weigh Scales & Software** – deferred, will come forward as part of Waste Management Master Plan next steps.
- **Automatic Transfer Switch for Generator** - will be completed within 2022
- **Councillor Technology** - will be completed prior to election in 2022
- **Property Tax Software Lookup** - the majority of this project will occur in 2022, however due to the server capacity (see other report) the final steps on this project will have to occur after the server is installed, which will likely be in 2023
- **Asset Management Software** - should be completed late fall 2022
- **Inclusive Communities** - this project is complete and grant funding report will be finalized shortly
- **Asset Management Plan** - in process, needs information from the Asset Management software project, will be presented in early 2023
- **Building Condition Assessment** - was completed end of 2021 but some costs went into 2022; a staff report will be brought forward and further recommendations will come with the 10-year capital plan in September
- **Maberly Pines Hydro Geological** - in process, further reporting is being completed
- **Intern Modernization Projects** - one of the two interns is working on the Asset Management Software, which will be completed by the end of 2022, and the Online Property Tax Lookup System will be delayed until the new server is implemented, the other intern is working on the Records Management Project and the Building Department Review and they will be done in February 2023
- **Water Tank** - project completed within budget
- **Grader** - Council decision to postpone this purchase until 5 years from now
- **Emergency Trailer** - project completed within budget
- **Road Deficiencies** - will be completed in 2022
- **Road Condition Assessment** – will be completed in 2022
- **Anglican Church Road** - completed under budget as per tender
- **Cameron Side Road** - project will be completed over budget as per Council report
- **Zealand Road Culvert** – will be completed in 2022
- **Glen Tay Road (CR5 to CR 10)** - completed and under budget as per tender
- **Harper Road (shouldering)** - completed and under budget as per tender

- **Gravel to Surface Treatment** - defer to 2023 as waiting on Comprehensive Roads Needs Study
- **Second Line Bridge** - will be completed in 2022 over budget as per Council report
- **Glen Tay Road Open Footing Culvert (engineering)** - defer to 2023
- **5th Concession Culvert Replacement** - will be completed in 2022 under budget
- **Waste Sites - New Wells** - these were provisional as needed basis
- **Waste Sites - Glen Tay Trees** - these were on an as needed basis
- **Waste Sites - Limits and Final Cover** - in process likely will go into 2023
- **Waste Site Accessibility Ramps** - defer to 2023
- **Building Official Electric Vehicle** - Council report requesting to order in 2022, with delivery in 2023
- **Accessible Council Entrance** – completed in house and under budget in 2021
- **Maberly Outdoor Sports Facility** - in process, tender issued and report being brought forward as project is showing it will be significantly over budget
- **Forest Trail** – in process, tender issued and report being brought forward as project is showing it will be over budget
- **Glen Tay Swimming Area** - in process, project is looking to be over budget and will span into 2023
- **John Miller Park** – some invoices trickled into 2022
- **Maberly Fall River Park** - some invoices trickled into 2022
- **Fire Vehicles** - no update on this as they procure these and the Township would provide the funding approved

Also attached is an updated summary of the COVID Safe Restart Funds and the one-time Modernization Funds.

Lame Duck

Every election year there is the potential for Council to be in lame duck by certain dates, the first date is as of August 19th at 2:00 p.m.

Limitation of council when in “lame duck”

In an election year, when it has become mathematically impossible for three-quarters of the members of the outgoing council to be re-elected, the council shall be subject to the following limitations;

Council cannot:

- a) appoint or remove from office any officer of the municipality;
- b) hire or dismiss any employee of the municipality;
- c) dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- d) make any expenditures or incur any other liability which exceeds \$50,000 if not included in the most recent budget adopted by the council before nomination day in the year of the election.

As reported to Council in March 2022 there are a number of projects in 2022 that may not be complete by the potential lame duck period and if there are cost overruns that need to come back to Council for approval, Council will not be able to authorize them. As a result, Council needs to delegate to the Reeve and Chief Administrative Officer the approval authority to authorize any potential cost overruns.

OPTIONS FOR CONSIDERATION

Staff/Management will continue to review and monitor their budgets. They will make the necessary corrective actions in order to eliminate/lessen the forecasted deficit (if applicable).

FINANCIAL CONSIDERATIONS

The impact of the year-end position of the Township is mitigated through the Contingency Reserve.

If the Township is in a surplus position at year-end, the additional funds are placed in the Contingency Reserve for future needs. Similarly, if the Township is in a deficit position at year-end, the funds are brought in from the Contingency Reserve to offset the deficit.

STRATEGIC PLAN LINK

Guiding Principles: We value honest and transparent communication and strive for accountability in everything we do.

The Budget Review and Forecast process is provided to Council for information and to allow Council to provide direction on any matter it wishes.

CLIMATE CONSIDERATIONS

Climate consideration are considered as part of each project.

CONCLUSION

It is important that staff review their variances in order to have time to implement any necessary actions to mitigate potential shortfalls. It is also important for Council to be updated on the Township's financial position in order to assist in their decision-making processes.

ATTACHMENTS

- i) 2022 Budget Review and Forecast as at June 30, 2022
- ii) COVID Safe Restart Funding at June 30, 2022
- iii) Modernization One Time Funding at June 30, 2022

Prepared and Submitted By:

Approved for Submission By:

Original Signed

Original Signed

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP						
2022 BUDGET REVIEW AND FORECAST						
AT June 30, 2022						
SUMMARY						
	2022	ACTUAL	VARIANCE	Percentage		FORECAST
	BUDGET	June 30, 2022	June 30, 2022	of Budget to Date	YEAR-END FORECAST	SURPLUS/ (DEFICIT)
REVENUES:						
Taxes	6,229,326	6,250,044	(20,718)	100.33%	6,250,044	20,718
Grants	1,259,766	602,262	(657,504)	47.81%	1,184,831	(74,935)
Fees and Service Charges	189,425	101,830	(87,595)	53.76%	179,735	(9,690)
Other Revenue	554,116	241,137	(312,979)	43.52%	596,113	41,997
Transfers from Operating Reserves	329,130	0	(329,130)	0.00%	280,374	(48,756)
Total Revenues	8,561,763	7,195,273	(1,407,926)	84.04%	8,491,097	(70,666)
EXPENDITURES:						
General Government	1,331,344	675,025	656,319	50.70%	1,304,723	26,621
Protection Services	2,049,705	873,536	1,176,169	42.62%	2,050,000	(295)
Transportation Services	1,679,750	896,901	782,849	53.39%	1,719,750	(40,000)
Environmental Services	725,500	297,203	428,297	40.97%	712,360	13,140
Health Services	10,000	0	10,000	0.00%	10,000	0
Recreation and Cultural Services	486,750	108,725	378,025	22.34%	481,625	5,125
Planning and Development	277,685	122,299	155,386	44.04%	255,502	22,183
Transfers to Reserves	1,181,633	1,181,633	0	100.00%	1,181,633	0
Expenses out of Reserves	284,400	163,284	121,116	57.41%	275,849	8,551
Debt financing	143,700	71,806	71,894	49.97%	143,700	0
Total Expenditures	8,170,467	4,390,412	3,780,055	53.74%	8,135,142	35,325
INFRASTRUCTURE REPLACEMENT PROGRAM:						
Capital Program	2,894,973	98,174	2,796,799	3.39%	2,170,677	724,296
Transfers from Infrastructure Reserves	(2,503,677)	0	(2,372,677)	0.00%	(1,753,065)	(619,612)
Net Infra Replacement Costs	391,296	98,174	424,122		417,613	104,683
FORECASTED SURPLUS/(DEFICIT)						
	0					69,342

TAY VALLEY TOWNSHIP						
2022 BUDGET REVIEW AND FORECAST						
AT June 30, 2022						
REVENUES						
		ACTUAL	VARIANCE	Percentage		FORECAST
	2022	June 30	June 30	of Budget	YEAR-END	
	BUDGET	2022	2022	to Date	FORECAST	SURPLUS/ (DEFICIT)
Taxes and PIL's	6,229,326	6,250,044	(20,718)	99.67%	6,250,044	20,718
Grants:						
Ont Municipal Partnership Fund	722,100	361,050	(361,050)	50.00%	722,100	0
Other Provincial Grants (OCIF)	110,518	110,518	0	100.00%	110,518	0
Cannabis Grant	0	0	0		0	0
Drainage Superintendent	500	0	(500)	0.00%	500	0
Inclusive Communities - Age Friendly	27,020	0	(27,020)	0.00%	27,020	0
Accessibility Grant - waste sites	96,278	0	(96,278)	0.00%	0	(96,278)
Waste Master Plan Grant	20,250	0	(20,250)	0.00%	0	(20,250)
Federal & County Grant - electric vehicle	10,000	0	(10,000)	0.00%	0	(10,000)
CCRF Grant - Maberly Outdoor Facility	79,500	0	(79,500)	0.00%	79,500	0
ICIP Grant - Forest Trail	95,000	0	(95,000)	0.00%	95,000	0
Intern - Modernization Projects	0	0	0		41,976	41,976
Other Grants - misc.	0	130,026	130,026		9,617	9,617
Livestock Losses	5,000	1,295	(3,705)	25.90%	5,000	0
Recycling	93,600	(627)	(94,227)	-0.67%	93,600	0
	1,259,766	602,262	(657,504)	47.81%	1,184,831	(74,935)
Fees and Service Charges:						
Tax Certificates	9,000	4,280	(4,720)	47.56%	9,000	0
Commissioner of Oath Fees	250	59	(191)	23.60%	250	0
NSF/Returned cheque fee	0	315	315		315	315
Zoning Compliance Certificates	1,000	350	(650)	35.00%	1,000	0
Civic Addressing Fees	8,000	4,280	(3,720)	53.50%	8,000	0
Road Permits and Other	5,000	5,620	620	112.40%	5,620	620
Tile Drainage	5,285	5,285	0	100.00%	5,285	0
Waste Disposal Fees & Charges	74,000	45,241	(28,759)	61.14%	74,000	0
Recreation Program Fees	29,890	1,800	(28,090)	6.02%	19,265	(10,625)
Planning & Zoning Fees & Charges	57,000	34,600	(22,400)	60.70%	57,000	0
	189,425	101,830	(87,595)	53.76%	179,735	(9,690)
Other Revenue:						
Building Permits	85,000	66,786	(18,214)	78.57%	85,000	0
Septic Permits	40,000	23,500	(16,500)	58.75%	40,000	0
Refreshment Vehicle License	600	600	0	100.00%	600	0
Tax Penalties	90,000	45,945	(44,055)	51.05%	90,000	0
Comm. tower land lease	3,600	1,507	(2,093)	41.85%	3,600	0
Investment Income	70,000	40,313	(29,687)	57.59%	70,000	0
Equipment sales	0	0	0		0	0
Pits & quarries royalties	2,000	217	(1,783)	10.84%	2,000	0
Federal Gas Tax	179,666	0	(179,666)	0.00%	179,666	0
Debenture Proceeds	0	0	0		0	0
Other Admin	3,500	25,474	21,974	727.83%	25,474	21,974
History Scholarship	1,000	0	(1,000)	0.00%	0	(1,000)
Tax sale cost recoveries	5,000	8,714	3,714	174.28%	8,714	3,714
RIDE Program	6,500	0	(6,500)	0.00%	6,500	0
OPP Court Security&Prisoner Transport	1,500	1,114	(386)	74.27%	1,500	0
OPP service charges	5,000	2,108	(2,892)	42.16%	5,000	0
OPP Provincial Offences	20,000	(14,368)	(34,368)	-71.84%	20,000	0
Dog Licences, Fines, etc.	500	540	40	108.00%	540	40
Livestock cost recovery	250	30	(220)	12.00%	250	0
Other Roads	6,500	3,000	(3,500)	46.15%	6,500	0
Recreation - donations - solar farm trail	0	8,799	8,799		8,799	8,799
Community Hall Rentals	2,500	1,010	(1,490)	40.41%	2,500	0
Septic Comment Applications	10,000	7,665	(2,335)	76.65%	10,000	0
Recycling Sales	12,000	713	(11,287)	5.94%	12,000	0
Cost Recoveries	9,000	17,470	8,470	194.11%	17,470	8,470
	554,116	241,137	(312,979)	43.52%	596,113	41,997

TAY VALLEY TOWNSHIP							
2022 BUDGET REVIEW AND FORECAST							
AT June 30, 2022							
REVENUES							
		ACTUAL	VARIANCE	Percentage		FORECAST	
	2022	June 30	June 30	of Budget	YEAR-END		
	BUDGET	2022	2022	to Date	FORECAST		SURPLUS/ (DEFICIT)
Transfers from Reserves:							
Expenses out of Reserves:							
Elections	40,000	0	(40,000)	0.00%	40,000	0	
Official Plan / Zoning By-law	30,000	0	(30,000)	0.00%	36,435	6,435	
POA lost revenue - COVID	32,000	0	(32,000)	0.00%	32,000	0	
Pay Equity	40,800	0	(40,800)	0.00%	0	(40,800)	
Harrasment Policy Update	10,000	0	(10,000)	0.00%	0	(10,000)	
Waste Master Plan	2,250	0	(2,250)	0.00%	0	(2,250)	
Waste Audit - Modernization Funds	7,500	0	(7,500)	0.00%	1,000	(6,500)	
Weigh Scales & Software - Modernization	60,000	0	(60,000)	0.00%	0	(60,000)	
Automatic Transfer Switch for Generator -	11,600	0	(11,600)	0.00%	11,600	0	
Councillor Technology - Modernization Fu	7,500	0	(7,500)	0.00%	7,500	0	
Property Tax Software Lookup - Moderniz	29,500	0	(29,500)	0.00%	29,500	0	
AMP Software - Modernization Funds	35,000	0	(35,000)	0.00%	35,000	0	
AM Plan	0	0	0		40,000	40,000	
Inclusive Communities - Modernization Fu	2,980	0	(2,980)	0.00%	7,059	4,079	
OLT Hearings	20,000	0	(20,000)	0.00%	0	(20,000)	
Maberly Pines - Hydro G	0	0	0		15,150	15,150	
Intern - Modernization Funds (25%)	0	0	0		13,992	13,992	
Council Projector - Modernization Funds	0	0	0		11,138	11,138	
	329,130	0	(329,130)	0.00%	280,374	(48,756)	
Infrastructure Replacement:							
Vehicles & Equipment:							
Water Tank	39,500	0	(39,500)	0.00%	39,137	(363)	
Grader	402,900	0	(402,900)	0.00%	89	(402,811)	
Emergency Trailer	12,750	0	(12,750)	0.00%	12,750	0	
Roads:							
Road Deficiencies	30,000	0	(30,000)	0.00%	30,000	0	
Road Condition Assessment	16,830	0	(16,830)	0.00%	37,295	20,465	
Anglican Church Road	143,820	0	(143,820)	0.00%	140,739	(3,081)	
Cameron Side Road	649,382	0	(649,382)	0.00%	662,740	13,358	
Zealand Road (Culvert)	47,000	0	(47,000)	0.00%	47,000	0	
Glen Tay Road (CR5 to CR10)	174,420	0	(174,420)	0.00%	167,416	(7,004)	
Harper Road (Shouldering)	35,000	0	(35,000)	0.00%	19,565	(15,435)	
Gravel to Surface Treatment	244,800	0	(244,800)	0.00%	0	(244,800)	
Bridges:							
Second Line Bridge	266,000	0	(266,000)	0.00%	345,028	79,028	
Glen Tay Rd Open Footing Culvert - eng	10,200	0	(10,200)	0.00%	0	(10,200)	
5th Concession Culvert Replacement	71,400	0	(71,400)	0.00%	50,000	(21,400)	
Recreation Capital:							
Maberly Outdoor Sports Facility	26,500	0	(26,500)	0.00%	26,500	0	
Solar Farm Trail	55,000	0	(55,000)	0.00%	55,000	0	
Glen Tay Swimming Hole	11,475	0	(11,475)	0.00%	19,475	8,000	
Allan's Mill Road Bridge	0	0	0		331	331	
Waste Sites:							
New Wells <i>*provisional - as needed basis</i>	10,000	0	(10,000)	0.00%	10,000	0	
Glen Tay trees <i>*possible replacement/moving</i>	5,000	0	(5,000)	0.00%	5,000	0	
Limits & Final Cover	40,000	0	(40,000)	0.00%	40,000	0	
Special Contingency:							
CBO Vehicle (electric)	35,700	0	(35,700)	0.00%	0	(35,700)	
COVID:							
Solar Farm Trail	45,000	0	(45,000)	0.00%	45,000	0	
Fire:							
Vehicles	131,000	0	(131,000)	0.00%	131,000	0	
Total Infra Replacement	2,503,677	0	(2,372,677)	0.00%	1,753,065	(619,612)	
Total Revenues							
	11,065,440	7,195,273	(3,780,603)	65.02%	10,244,162	(690,278)	

TAY VALLEY TOWNSHIP
2022 BUDGET REVIEW AND FORECAST
AT June 30, 2022
EXPENDITURES

			ACTUAL	VARIANCE	Percentage		FORECAST
		2022	June 30,	June 30,	of Budget	YEAR-END	SURPLUS/
		BUDGET	2022	2022	to Date	FORECAST	(DEFICIT)
General Government:							
	Governance -						
	Council	172,500	91,258	81,242	52.90%	183,638	(11,138)
	Elections	40,000	10,945	29,055	27.36%	40,000	0
	Community Relations	86,944	96,221	(9,277)	110.67%	97,021	(10,077)
	Appreciation	7,000	3,586	3,414	51.23%	7,000	0
	200th Anniversary Bursary & Other	1,000	0	1,000	0.00%	0	1,000
		307,444	202,010	105,434	65.71%	327,659	(20,215)
	Corporate Management -						
	Administration	821,500	342,459	479,041	41.69%	781,500	40,000
	Contracted Services	113,300	57,215	56,085	50.50%	88,300	25,000
	Computer Services	45,000	41,886	3,114	93.08%	60,000	(15,000)
	Township Office Building	38,750	23,291	15,459	60.11%	38,750	0
	Land Sale for Tax Arrears	5,000	8,164	(3,164)	163.28%	8,164	(3,164)
	Records Management Initiatives	350	0	350	0.00%	350	0
		1,023,900	473,015	550,885	46.20%	977,064	46,836
	Total General Government	1,331,344	675,025	656,319	50.70%	1,304,723	26,621
Protection Services:							
	Cost-shared Fire Department	697,930	321,530	376,401	46.07%	697,930	0
	Police -						
	Ontario Provincial Police Contract	1,035,200	431,396	603,804	41.67%	1,035,200	0
	RIDE Program	6,500	0	6,500	0.00%	6,500	0
	Police Services Board	9,500	6,913	2,587	72.77%	9,500	0
		1,051,200	438,309	612,891	41.70%	1,051,200	0
	Building Inspection -	148,900	58,252	90,648	39.12%	148,900	0
	Conservation Authorities -						
	Mississippi Valley	21,300	0	21,300	0.00%	21,300	0
	Rideau Valley	48,400	48,695	(295)	100.61%	48,695	(295)
		69,700	48,695	21,005	69.86%	69,995	(295)
	Other -						
	Emergency Measures	1,500	740	760	49.30%	1,500	0
	Animal Control	11,575	1,049	10,526	9.06%	11,575	0
	Property Safety / By-law Enfor.	4,500	1	4,499	0.02%	4,500	0
	Livestock Losses	6,100	1,295	4,805	21.23%	6,100	0
	Civic Addressing	5,300	3,666	1,634	69.17%	5,300	0
	Septic Inspections	40,000	0	40,000	0.00%	40,000	0
	Septic Re-inspection Program	13,000	0	13,000	0.00%	13,000	0
		81,975	6,750	75,225	8.23%	81,975	0
	Total Protection Services	2,049,705	873,536	1,176,169	42.62%	2,050,000	(295)

TAY VALLEY TOWNSHIP							
2022 BUDGET REVIEW AND FORECAST							
AT June 30, 2022							
EXPENDITURES							
		ACTUAL	VARIANCE	Percentage		FORECAST	
	2022	June 30,	June 30,	of Budget	YEAR-END		
	BUDGET	2022	2022	to Date	FORECAST		SURPLUS/ (DEFICIT)
Transportation Services:							
Public Works Overhead -							
Administration	427,900	265,209	162,691	61.98%	427,900	0	
Garages	47,050	28,388	18,662	60.34%	47,050	0	
Vehicles & Equipment Maintenance	244,900	165,407	79,493	67.54%	284,900	(40,000)	
	719,850	459,004	260,846	63.76%	759,850	(40,000)	
Roadways -							
Bridges & Culverts	48,300	6,086	42,214	0.00%	48,300	0	
Roadside Maintenance	76,000	37,957	38,043	49.94%	76,000	0	
Hardtop Maintenance	73,600	12,670	60,930	17.21%	73,600	0	
Loosetop Maintenance	477,000	303,467	173,533	63.62%	477,000	0	
Traffic Control	30,500	15,179	15,321	49.77%	30,500	0	
	705,400	375,359	330,041	53.21%	705,400	0	
Winter Control -							
Snowplowing	28,000	23,181	4,819	82.79%	28,000	0	
Sanding & Salting	217,000	35,798	181,202	16.50%	217,000	0	
Culvert Thawing	5,500	2,348	3,152	42.69%	5,500	0	
	250,500	61,326	189,174	24.48%	250,500	0	
Street Lighting -	4,000	1,213	2,787	30.32%	4,000	0	
Total Transportation Services	1,679,750	896,901	782,849	53.39%	1,719,750	(40,000)	
Environmental Services:							
Waste Disposal -							
Glen Tay	318,500	108,109	210,391	33.94%	303,500	15,000	
Stanleyville	89,950	36,866	53,084	40.98%	89,950	0	
Maberly	89,650	37,121	52,529	41.41%	89,650	0	
Closed Waste Sites Monitoring	1,000	0	1,000	0.00%	1,000	0	
Other	43,100	18,483	24,617	42.88%	44,960	(1,860)	
	542,200	200,579	341,621	36.99%	529,060	13,140	
Recycling -							
Glen Tay	127,500	74,036	53,464	58.07%	127,500	0	
Stanleyville	26,700	13,514	13,186	50.61%	26,700	0	
Maberly	22,600	9,074	13,526	40.15%	22,600	0	
Other	6,500	0	6,500	0.00%	6,500	0	
	183,300	96,624	86,676	52.71%	183,300	0	
Total Environmental Services	725,500	297,203	428,297	40.97%	712,360	13,140	
Health Services:							
Cemeteries							
Other	10,000	0	10,000	0.00%	10,000	0	
	10,000	0	10,000	0.00%	10,000	0	
Total Health Services	10,000	0	10,000	0	10,000	0	

TAY VALLEY TOWNSHIP
2022 BUDGET REVIEW AND FORECAST
AT June 30, 2022
EXPENDITURES

		2022	ACTUAL	VARIANCE	Percentage	YEAR-END	FORECAST
		BUDGET	June 30, 2022	June 30, 2022	of Budget to Date	FORECAST	SURPLUS/ (DEFICIT)
Recreation, Cultural & Social Services:							
	Recreation Programs -						
	Administration	3,560	1,923	1,637	54.00%	3,560	0
	Soccer Program	5,125	0	5,125	0.00%	0	5,125
	Hockey Program	16,500	0	16,500	0.00%	16,500	0
	Karate Program	2,765	0	2,765	0.00%	2,765	0
	Intergenerational Choir	5,500	0	5,500	0.00%	5,500	0
		33,450	1,923	31,527	5.75%	28,325	5,125
	Recreation Facilities -						
	Maberly Rink	3,825	1,591	2,234	41.59%	3,825	0
	Maberly Hall	20,475	5,293	15,182	25.85%	20,475	0
	Glen Tay Rink	3,550	1,721	1,829	48.49%	3,550	0
	Ballfields and Parks	29,700	10,130	19,570	34.11%	29,700	0
	Burgess Hall	7,900	3,012	4,888	38.13%	7,900	0
	Perth Facilities Agreement	201,600	0	201,600	0.00%	201,600	0
	Lanark Community Centre	4,200	0	4,200	0.00%	4,200	0
		271,250	21,747	249,503	8.02%	271,250	0
	Libraries -						
	Perth	178,450	85,055	93,395	47.66%	178,450	0
	Lanark	3,100	0	3,100	0.00%	3,100	0
		181,550	85,055	96,495	46.85%	181,550	0
	Municipal Drug Strategy	500	0	500	0.00%	500	0
	Total Rec, Cult & Soc Services	486,750	108,725	378,025	22.34%	481,625	5,125
Planning and Development:							
	Land-use Planning & Zoning -						
	General Planning	194,600	115,404	79,196	59.30%	194,600	0
	OLB	20,000	0	20,000	0.00%	0	20,000
	Committee of Adjustment	3,250	892	2,358	27.45%	3,250	0
	Zoning Amendment Applications	6,000	0	6,000	0.00%	6,000	0
	Site Plan Applications	8,000	(297)	8,297	-3.71%	8,000	0
		231,850	115,999	115,851	50.03%	211,850	20,000
	Municipal Drains -	3,500	1,127	2,373	32.20%	3,500	0
	Tile Drainage Debt Payments-	5,285	1,128	4,157	21.34%	5,285	0
	Other Planning -						
	Tourism & Economic Development	3,550	3,115	435	87.74%	3,550	0
	Road Closure Applications	3,500	0	3,500	0.00%	3,500	0
	Septic Consent Applications	10,000	0	10,000	0.00%	10,000	0
	Miscellaneous Road Activities	20,000	3,114	16,886	15.57%	20,000	0
	Other	0	(2,183)	2,183		(2,183)	2,183
		37,050	4,046	33,004	10.92%	34,867	2,183
	Total Planning & Development	277,685	122,299	155,386	44.04%	255,502	22,183

TAY VALLEY TOWNSHIP							
2022 BUDGET REVIEW AND FORECAST							
AT June 30, 2022							
EXPENDITURES							
			ACTUAL	VARIANCE	Percentage		FORECAST
	2022	June 30,	June 30,	June 30,	of Budget	YEAR-END	SURPLUS/
	BUDGET	2022	2022	2022	to Date	FORECAST	(DEFICIT)
Transfers to Reserves:							
Contingency Reserve	0	0	0			0	0
Official Plan	10,404	10,404	0	100.00%	10,404	0	0
Asset Management Plan	5,202	5,202	0	100.00%	5,202	0	0
Infrastructure	0	0	0		0	0	0
Bridge Replacement	193,443	193,443	0	100.00%	193,443	0	0
Burgess Garage/Hall	5,410	5,410	0	100.00%	5,410	0	0
Cemetery	510	510	0	100.00%	510	0	0
Elections	10,404	10,404	0	100.00%	10,404	0	0
Federal Gas Tax	183,259	183,259	0	100.00%	183,259	0	0
Maberly Hall	5,410	5,410	0	100.00%	5,410	0	0
Office Equipment	10,924	10,924	0	100.00%	10,924	0	0
Recreation Program	2,142	2,142	0	100.00%	2,142	0	0
Recreation Capital/Equipment	39,015	39,015	0	100.00%	39,015	0	0
Road Replacement	451,249	451,249	0	100.00%	451,249	0	0
Salt Sheds	10,820	10,820	0	100.00%	10,820	0	0
Township Offices/Garage	10,924	10,924	0	100.00%	10,924	0	0
Vehicles & Equipment	234,090	234,090	0	100.00%	234,090	0	0
Waste-sites	3,225	3,225	0	100.00%	3,225	0	0
Accountability, Transparency	5,202	5,202	0	100.00%	5,202	0	0
	1,181,633	1,181,633	0	100.00%	1,181,633	0	0
Capital Program:							
Mandated and Committed Projects							
Official Plan / Zoning By-law	30,000	32,435	(2,435)	108.12%	36,435	(6,435)	(6,435)
Pay Equity	40,800	0	40,800	0.00%	0	40,800	40,800
Harrasment Policy Update	10,000	0	10,000	0.00%	0	10,000	10,000
Waste Master Plan	22,500	0	22,500	0.00%	0	22,500	22,500
Waste Audit - Modernization Funds	7,500	363	7,137	4.84%	1,000	6,500	6,500
Weigh Scales & Software - Modernization	60,000	0	60,000	0.00%	0	60,000	60,000
Automatic Transfer Switch for Generator -	11,600	0	11,600	0.00%	11,600	0	0
Councillor Technology - Modernization Fur	7,500	4,878	2,622	65.04%	7,500	0	0
Property Tax Software Lookup - Moderniza	29,500	11,722	17,779	39.73%	29,500	0	0
AMP Software - Modernization Funds	35,000	25,338	9,662	72.40%	35,000	0	0
Inclusive Communities - Modernization Fu	30,000	34,079	(4,079)	113.60%	34,079	(4,079)	(4,079)
AM Plan	0	14,416	(14,416)		40,000	(40,000)	(40,000)
Building Condition Assessment	0	9,617	(9,617)		9,617	(9,617)	(9,617)
Maberly Pines - Hydro G	0	2,150	(2,150)		15,150	(15,150)	(15,150)
Intern Modernization Projects	0	28,286	(28,286)		55,968	(55,968)	(55,968)
		0			0	0	0
	284,400	163,284	121,116	57.41%	275,849	8,551	8,551

TAY VALLEY TOWNSHIP							
2022 BUDGET REVIEW AND FORECAST							
AT June 30, 2022							
EXPENDITURES							
			ACTUAL	VARIANCE	Percentage		FORECAST
	2022	June 30,	June 30,	June 30,	of Budget	YEAR-END	SURPLUS/
	BUDGET	2022	2022	2022	to Date	FORECAST	(DEFICIT)
Infrastructure Replacement:							
Vehicles & Equipment:							
Water Tank	39,500	39,137	363	99.08%	39,137	363	
Grader	402,900	89	402,811	0.02%	89	402,811	
Emergency Trailer	12,750	520	12,230	4.08%	12,750	0	
Roads:							
Road Deficiencies	30,000	2,050	27,950	6.83%	30,000	0	
Road Condition Assessment	16,830	153	16,677	0.91%	37,295	(20,465)	
Anglican Church Road	143,820	0	143,820	0.00%	140,739	3,081	
Cameron Side Road	759,900	6,536	753,364	0.86%	773,258	(13,358)	
Zealand Road (Culvert)	47,000	0	47,000	0.00%	47,000	0	
Glen Tay Road (CR5 to CR10)	174,420	2,839	171,581	1.63%	167,416	7,004	
Harper Road (Shouldering)	35,000	19,565	15,435	55.90%	19,565	15,435	
Gravel to Surface Treatment	244,800	0	244,800	0.00%	0	244,800	
Bridges:							
Second Line Bridge	266,000	6,351	259,649	2.39%	345,028	(79,028)	
Glen Tay Rd Open Footing Culvert - eng	10,200	0	10,200	0.00%	0	10,200	
5th Concession Culvert Replacement	71,400	0	71,400	0.00%	50,000	21,400	
Allan's Mill Road Bridge	0	331	(331)		331	(331)	
Recreation							
Maberly Outdoor Sports Facility	106,000	349	105,651	0.33%	106,000	0	
Solar Farm Trail	195,000	4,799	190,201	2.46%	195,000	0	
Glen Tay Swimming Hole	11,475	9,505	1,970	82.84%	19,475	(8,000)	
John Miller Park	0	222	(222)		222	(222)	
Maberly Fall River Park	0	1,373	(1,373)		1,373	(1,373)	
Waste Sites:							
New Wells <i>*provisional - as needed basis</i>	10,000	0	10,000	0.00%	10,000	0	
Glen Tay trees <i>*possible replacement/moving</i>	5,000	0	5,000	0.00%	5,000	0	
Limits & Final Cover	40,000	4,355	35,645	10.89%	40,000	0	
Waste Site Accessibility Ramps	91,728	0	91,728	0.00%	0	91,728	
Special Contingency:							
CBO Vehicle (electric)	45,700	0	45,700	0.00%	0	45,700	
Building:							
Accessibility - Council entrance	4,550	0	4,550	0.00%	0	4,550	
Fire:							
Vehicles	131,000	0	131,000	0.00%	131,000	0	
Total Infra Replacement	2,894,973	98,174	2,796,799	3.39%	2,170,677	724,296	
Total Capital	3,179,373	261,458	2,917,915	8.22%	2,446,526	732,847	
Infrastructure Stimulus Fund Project:							
None	0	0	0		0	0	
Debt Financing	143,700	71,806	71,894	49.97%	143,700	0	
Total Expenditures	11,065,440	4,488,586	6,566,854	40.56%	10,295,819	759,621	

TAY VALLEY TOWNSHIP		
COVID-19 Safe Restart Funding Analysis		
Grant Funding (2020)	see attached letter - based on # of households	240,300.00
2020 Expenses Total	see prior listing	86,384.08
AVAILABLE FUNDS AT DECEMBER 31, 2020		153,915.92
Grant Funding (2021)	48,000+36,154+36,154	120,308.00
2021 Expenses		
Fire Board expenses	listing in 2020 was accrual (below is actual)	(1,667.94)
Fire Board expenses	actual 2020 and 2021 expenses	11,468.18
Perth & Area Library	costs to date + lost revenues to date	2,708.61
Garry Welsh	extra admin assistant for planning	40,261.33
Palmer & Associates	cleaning	5,020.85
Go To Meeting		264.58
Allstream	access to call in line for electronic meetings, Go To Meeting	4,028.76
Southeastern Communications	telecommunication line in council chambers	239.14
County of Lanark	work stations & docking stations	16,418.90
Burchell Glass	desk partitions council chambers	6,166.67
McVeety -Alliance	electrical for Hepa filters	503.16
McNamee Plumbing & Heating	Hepa filters	10,446.69
Nova Visual Products	delegate mic stations	1,073.57
Sign Design	outdoor signs	411.11
petty cash	Hand sanitizer	28.03
Perth Home Hardware	masks	48.80
Howard, Kelford & Dubois	legal advise	811.54
Noelle Reeve	telus overage	416.91
Nexgen Municipal Inc	recreation garbage cans	17,664.55
Forest Trail	culverts - for Forest Trail	1,790.93
Shaver Business Products	extra admin assistant for planning (work station)	4,537.22
County of Lanark	laptops, docking stations, public wifi	15,221.10
	agreed to GL Dec 31, 2021	137,862.69
AVAILABLE FUNDS AT DECEMBER 31, 2021		136,361.23

2022 Expenses		
Palmer & Associates	cleaning	1,017.60
Perth Home Hardware	masks etc	48.80
Howard, Kelford & Dubois	legal advise	73.78
Mobility Care	masks etc	170.20
Grand & Toy	masks etc	50.83
		0.02
	agreed to GL June 30, 2022	1,361.23
AVAILABLE FUNDS AT JUNE 30, 2022		135,000.00
<u>PROJECTED FOR 2022 - per BUDGET</u>		
Recreation	Parking Lot at Forest Trail	45,000.00
Lost Revenue	POA	32,000.00
<u>PROJECTED FOR 2022 -NOT BUDGETED</u>		
Maberly & Burgess Hall	hepa filters	2,500.00
Recreation	Reopening Community Halls - deep clean	1,000.00
Recreation	Reopening Recreation Programs - advertising	1,000.00
Planning	assistant - full year 2022	53,500.00
POTENTIAL 2022 EXPENSES		135,000.00
POTENTIAL AVAILABLE FUNDS AT DECEMBER 31, 2022		-

TAY VALLEY TOWNSHIP				
MUNICIPAL MODERNIZATION FUND				
Allocation schedule - as of June 30, 2022				
	Received March 2019			598,304.00
	Spent:		Actual	
2020 CAPITAL	2020	Service Delivery Review	2,587.76	
		Stand up Work Stations	814.08	
2021 CAPITAL	2021	Compositon of Council	1,112.82	
2021 CAPITAL		Service Delivery Review	33,835.26	
2021 CAPITAL		Tractor & Mower	237,650.56	
2021 CAPITAL		Building Condition Assessment (grant diff)	6,891.04	
2021 CAPITAL		Website Upgrades	17,462.04	
		Website Ad-Ons/Training & Accessibility	13,534.10	
		monitors & adapters	2,790.28	
		CGIS - Bundle	4,080.58	
		GPS Installation - Tractor	1,068.48	
		GPS Installation - CBO	1,068.48	
				322,895.48
				275,408.52
	Potential Allocations:		Estimates	
	2022			
COUNCIL REPORT		Council projector	11,137.63	
2022 BUDGET ITEM		Inclusive Community Project	2,980.00	
2022 BUDGET ITEM		Waste Audit	2,500.00	
2022 BUDGET ITEM		Automatic Transfer Switch for Generator	11,600.00	
2022 BUDGET ITEM		On Line Property Tax Software	29,500.00	
2022 BUDGET ITEM		Asset Management Plan Software	35,000.00	
75% GRANT APPROVED		Cost to implement the above 3 items (grant diff)	13,992.00	
COUNCIL MOTION		Roads Needs Study	21,000.00	
COUNCIL REPORT		Asset Management Plan (above available reserve)	10,000.00	
CAO direction		Emergency Management Plan Review	13,850.00	
	2023			
CAO direction		Office Furniture - Community Services Coordinator	5,000.00	
CAO direction		Office Furniture - Flex Office	5,000.00	
potential 2023		Electronic Timesheets	10,000.00	
potential 2023		Folder, Inserter, Stuffer Machine + Postage Machine	7,000.00	
BCA recomendation		Building Upgrades (lighting etc.)	30,000.00	
DEFER from 2022		Waste Master Plan recommendations	110,000.00	
				318,559.63
	BALANCE (OVER-ALLOCATED)			(43,151.11)

COMMITTEE OF THE WHOLE**August 9th, 2022****Report #PW-2022-13
Sean Ervin, Public Works Manager****ELECTRIC VEHICLE – REQUEST FOR QUOTATION AWARD****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT Tay Valley Township purchase a Ford Mustang Mach-E from A&B Ford Sales;
AND THAT, the Reeve and Clerk be authorized to sign the necessary documentation.”

BACKGROUND

At the June 21, 2022 meeting, Council adopted the following resolution:

RESOLUTION #C-2022-06-11**MOVED BY:** Rob Rainer**SECONDED BY:** Beverley Phillips

“WHEREAS, Request for Proposals were let for the purchase of an electric vehicle and no bids were received;

NOW THEREFORE BE IT RESOLVED THAT, Section 7.2 of the Township’s Purchasing Policy be waived to allow Staff obtain quotations for an electric vehicle;

AND THAT, a report be brought forward to a future Committee of the Whole meeting with further recommendations for Councils’ considerations.”

DISCUSSION

Staff directly contacted two local dealerships that offer electric vehicles and were able to gather quotations for three different vehicles. A&B Ford Sales, located in Perth, provided a quotation for a Ford Mustang Mach-E and Ford Escape Hybrid. Smiths Falls Hyundai provided a quotation for a Hyundai IONIQ 5.

The Mustang Mach-E is fully electric, with the standard battery range of 350km per charge. The base model includes leather seats and all-wheel drive. The delivery timeline is

approximately 9 to 12 months from the date of order.

The Ford Escape Hybrid can be driven in electric or gas mode and will travel up to 58km on full electric then converts to a hybrid gas mode. This vehicle currently is not available in all-wheel drive. Again, the delivery timeline is approximately 9 to 12 months from the date of order.

The Hyundai IONIQ 5 is fully electric with a range of 354km. The vehicle is all-wheel drive, and the estimated delivery is late summer 2025. A \$500 deposit is required to place an order.

FINANCIAL CONSIDERATIONS

The Township Budgeted \$45,700 for the replacement of the 2013 Mitsubishi RVR.

A financial breakdown of the Ford Mustang Mach-E as follows:

Price of Vehicle w/ winter tires	\$ 61,486.00
Rebated HST	\$ 1,082.15
Sub-total	\$ 62,568.15
Zero-Emission Vehicles Federal Grant	(\$ 5000.00)
Lanark County Grant	(\$ 5000.00)
Total Amount	\$ 52,568.15
Surplus/(Deficit)	(\$ 6,868.15)

A financial breakdown of the Ford Escape PHEV

Price of Vehicle w/ winter tires	\$ 48,230.00
Rebated HST	\$ 848.45
Sub-total	\$ 49,078.85
Zero-Emission Vehicles Federal Grant	(\$5000.00)
Lanark County Grant	(\$5000.00)
Total Amount	\$ 39,078.85
Surplus/(Deficit)	\$6,621.15

A financial breakdown of the Hyundai IONIQ 5

Price of Vehicle	\$53,224.00
Winter Tire Package (allowance)	\$2,500.00
Rebated HST	\$980.74
Sub-total	\$56,704.74
Zero-Emission Vehicles Federal Grant	\$0.00
Lanark County Grant*	\$0.00
Total Amount	\$46,704.74
Surplus/(Deficit)	(\$11,004.74)

In addition to the electric vehicle, it is recommended that a highspeed charger be purchased at a cost of \$1300 plus installation. The 2013 Mitsubishi RVR vehicle could be sold on GovDeals for an estimated amount of \$10-13,000 and used towards the purchase of the new electric vehicle.

The Incentives for Zero-Emission Vehicles (iZEV) Program is continuing until March 31, 2025 (or until available funding is exhausted) and therefore the Federal Grant may not be available if the Township chose to purchase the IONIQ5. The grant from Lanark County also may not be available for the IONIQ 5 purchase as the grant was only for vehicles purchased in 2021

or 2022. Even though the Mustang Mach-E will likely be delivered in 2023, Staff have confirmed with the County that the purchase is still eligible for the Lanark County Grant.

OPTIONS CONSIDERED

Option #1 (Recommended) – The Township purchase the Ford Mustang Mach-E. This option is over budget, however, will be delivered sooner than the vehicle in Option #1a. The deficit amount would be offset from the sale of the 2013 vehicle.

Option #2 - The Township place an order for the Hyundai IONIQ 5. This will require a deposit of \$500 to be placed on the order, with an expected delivery date of summer 2025.

Option #3 – That the Township purchase the Ford Escape PHEV. This is not recommended since the vehicle is not all-wheel drive and is not fully electric.

Option #4 – not purchase any of the vehicles and Council provide further direction.

STRATEGIC PLAN LINK

Financial Sustainability: We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.

Infrastructure: Our roads, trails, bridges, buildings, landfills, and communications systems are efficient and well-maintained.

vi) CLIMATE CONSIDERATIONS

The electric vehicle will reduce greenhouse gas emissions and bring the Township closer to its goal of reducing greenhouse gas emissions by 55% by 2028, as noted in the Township's Climate Action Plan.

CONCLUSIONS

The current CBO vehicle has a telematics GPS installed and staff were able to determine that the average trip for this vehicle between May 1, 2022, and July 19, 2022, was 81.3km and the maximum trip length was 179.8 km. This means that a fully electric vehicle can service the CBO for each day under one charge. Furthermore, a plug-in hybrid vehicle would have to switch to hybrid mode prior to the end of many of the daily trips.

The 2013 vehicle currently only has around 100,000 km and staff are confident that this vehicle can be kept in service until the new vehicle is delivered. The recommended option to purchase the Ford Mustang will be delivered in-time to ensure that both grants can be used to offset the purchase.

ATTACHMENTS

1. Pictures of each of the three vehicles

Prepared and Submitted By:

**Sean Ervin,
Public Works Manager**

Approved for Submission By:

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

Attachments
Ford Mustang Mach-E



Ford Escape PHEV



Hyundai IONIQ 5



COMMITTEE OF THE WHOLE

August 9th, 2022

Report #PW-2022-14

Sean Ervin – Public Works Manager

SALE OF PUBLIC WORKS SURPLUS EQUIPMENT

STAFF RECOMMENDATION(S)

It is recommended:

THAT, Staff be authorized to sell the surplus slip-in water tank, sweeper and utility trailer by advertising on GovDeals.net;

THAT, the revenue from the sales be transferred to the Roads Equipment Reserve;

AND THAT, the revenue from the previous sale of the 1998 Backhoe also be transferred to the Roads Equipment Reserve.”

BACKGROUND

The slip in water tank, the sweeper and the utility trailer have all been replaced this year with new pieces of equipment and are no longer required.

DISCUSSION

The most efficient technique that is being used by municipalities to sell equipment is to advertise on GovDeals.net. Govdeals.net is an, “as is, where is” condition online auction exclusively for government equipment. There is no contract, only fees for successful auctions. Placing an ad entails taking a few pictures and providing details of the equipment and sending them to GovDeals.net and they do the rest for a fee of 7.5%. Payment is within 5 days and pickup within 10 days of auction closing. GovDeals.net has become the most efficient way in most municipalities to dispose of surplus equipment. The municipality does not deal directly with the interested parties but can monitor the incoming bids until the closing date. Once the bidding closes, the Public Works Assistant receives an email with the details of the sale and then payment is made to the municipality. The Township has successfully used them many times.

OPTIONS CONSIDERED

Option #1 (Recommended) – Staff be directed to sell the surplus equipment by advertising on GovDeals.net. and that the revenue from all three pieces of equipment to be transferred to

the equipment reserve, where it will be used for future purchases.

Option #2 - Do not sell the equipment. This is not recommended as these vehicles have no use for the Township and are taking up valuable space in the garage and yards.

FINANCIAL CONSIDERATIONS

It is estimated that the sale of the three pieces of equipment may generate between \$5,000 to \$10,000 in revenue. It is recommended that this revenue be transferred to the equipment reserve to be used in future purchases.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

None.

CONCLUSION

Selling this surplus equipment on GovDeals.net is a great way to liquidate these assets that the Township is no longer using.

ATTACHEMENT

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
August 9th, 2022

Report #PW-2022-15
Sean Ervin, Public Works Manager

SPEED LIMIT ON BATHURST UPPER 4TH CONCESSION

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the speed limit on Bathurst Upper 4th Concession, between Cameron Side Road and Tysick Road be posted at 60 km/hr and signed according to the Ontario Traffic Manual- Book 6;

AND THAT, By-Law No. 2018-035 - Maximum Rate of Speed be amended.”

BACKGROUND

A resident contacted the Public Works Department in June requesting that the speed limit on the Bathurst Upper 4th Concession, between Cameron Side Road and Tysick Road be posted at 60km/hr. The resident was informed that since the road is unposted, the speed limit is 80km/hr and that the typical process to change the speed limit is that the area residents sign a petition, and the Public Works Department would review the Transportation Association of Canada (TAC) Speed Limit Guidelines for this specific section of road.

DISCUSSION

This section of Bathurst Upper 4th Concession is approximately 3.6km long and currently has an unposted speed limit and therefore the speed limit is 80km/hr. The road has a gravel surface and straight and flat and therefore road users have good site lines. The Township does not have any traffic count information for this roadway.

The resident submitted a petition with signatures from 21 different properties from the Bathurst Upper 4th Concession requesting that the speed limit be posted at 60km/hr on July 15, 2022.

Staff completed the Automated Speed Limit Guideline Spreadsheet by TAC to determine a recommended speed limit for this section of road, as determined by the road characteristics. The spreadsheet accounts for road geometry, average lane width, roadside hazards, pedestrian and cyclist exposure, pavement surface, intersections, and private entrances. The total risk score was calculated to 26, and therefore the spreadsheet recommends that

the posted speed limit be 60km/hr. the TAC guideline notes the following recommended posted speed limit with the calculated total risk score:

Locals	Starting Speed	Recommended Posted Speed Limit						
Rural Undivided or Divided Local (1 lane or 2+ lanes)	60 km/h	60 km/h		50 km/h			40 km/h	
		46	and lower	47	to	57	58	and higher

FINANCIAL CONSIDERATIONS

The cost to purchase the new speed limit signs would be under \$200.00 and purchases would be funded by the Traffic Control Budget.

OPTIONS FOR CONSIDERATION

Option #1 (Recommended) – That Bathurst Upper 4th Concession, between Cameron Side Road and Tysick Road be signed in accordance with the Ontario Traffic Manual - Book 6 at 60 km/h and as per the TAC guideline, and that By-Law 2018-035 Maximum Rate of Speed be amended.

Option #2 - Do nothing, leaving the road unposted and therefore the speed limit is 80km/hr.

STRATEGIC PLAN LINK

Not Applicable

CLIMATE CONSIDERATIONS

Not Applicable

CONCLUSIONS

It is recommended that the speed limit for this section of Bathurst Upper 4th Concession be posted at 60 km/hr, in accordance with the TAC Automated Speed Limit Guideline Spreadsheet.

ATTACHMENTS

- i) Automated Speed Limit Guideline Spreadsheet, by the Transportation Association of Canada
- ii) Petition

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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



Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-03

Name of Corridor:	Upper 4th Concession		
Segment Evaluate:	Tysick Road	to	Cameron Side Road
Geographic Region:	Former Bathurst Township		
Road Agency:	Tay Valley		
Road Classification:	Local	Length of Corridor:	3,600 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80 km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)	75 km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Lower	1
B	ROADSIDE HAZARDS	Lower	3
C1	PEDESTRIAN EXPOSURE	Higher	3
C2	CYCLIST EXPOSURE	Higher	3
D	PAYEMENT SURFACE	Higher	9
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	1
	STOP controlled intersection	2	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
	Sidestreet STOP-controlled or lane	0	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS	<i>Number of Occurrences</i>	2
	Left turn movements permitted	15	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Calculate
Total Risk
Score

Total Risk Score:

26

Posted Speed Limit
(km/h):

As determined by road characteristics

60

As determined by policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

Petition from Residents

PETITION TO POST A SPEED LIMIT OF 60KM/H ON
BATHURST UPPER 4TH CONC RD - Tay Valley Twp ^W

	PRINTED NAME	PIN NUMBER	SIGNATURE
001	Joe Wesley	2368	Joe Wesley
002	Wayne Wesley		
002	Stan Kiba	2325	Stan Kiba
003	Rosel Rosales		
003	RON & LYNN COE-KOHL	2357	Ron Coe-Kohl
004	DOUG & MARY FORDE	456 Elliott	Mary Forde
005	Betty Lou Conboy	2296 Upper Htn	Betty Lou Conboy
006	Laurie Ann & Greg Bell	2319	Greg Bell
007	Chris Bringer	2090	Chris Bringer
008	FRANC VAN OORT	2172	Franc Van Oort
009	SYLVIA VAN OORT	2172	Sylvia Van Oort
010	Blair Desjardine	2122	Blair Desjardine
011	Tally Desjardine	2122	Tally Desjardine
012	LISA POPPLEWELL	2268	Lisa Popplewell
013	Luke Popplewell	2268	Luke Popplewell
014	Ian Melluish	2354	Ian Melluish
015	Julie Burns-Schneider	2483	Julie Burns-Schneider
016	Tim Kirkham	1760	Tim Kirkham
017	Deb Kirkham	1760	Debbie Kirkham
018	AL DONOVAN	2198	Al Donovan
019	Ronda Donovan		Ronda Donovan
* 020	Randy Paulysick	443	Randy Paulysick
* 021	Kate Tysick	443	Kate Tysick
022			

Corner of Cameron & Bathurst Upper 4th

COMMITTEE OF THE WHOLE MEETING
August 9th, 2022

Report #PW-2022-16
Sean Ervin, Public Works Manager

BUILDING CONDITION ASSESSMENT REPORTS

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Report #PW-2022-16 – Building Condition Assessment Reports, be received for information.”

BACKGROUND

At the June 23rd, 2020 meeting, Council passed the following resolution:

RESOLUTION #C-2020-06-16

MOVED BY: Rob Rainer

SECONDED BY: RoxAnne Darling

“THAT, staff be authorized to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for a building condition assessment project.

THAT, the following activities be conducted as part of the building condition assessment project:

- retain a qualified consultant to evaluate and produce a report focused on architectural, structural, mechanical, and electrical portions of the Township buildings.
- such report will include recommendations, pictures, and budget estimates such that this report can be incorporated and used by the Township as part of its Asset Management Program.

AND THAT, \$10,000 (or 20% of the maximum \$50,000) be committed from the Asset Management Reserve towards the costs of this initiative.”

The Township was notified on May 26, 2021, that the application to the Federation of Canadian Municipalities (FCM) was successful and that the Township would receive \$40,000 for the completion of the building condition assessments.

At the August 24th 2021 meeting, Council passed the following resolution:

Report #PW-2021-19 – Building Condition Assessment – RFP Award.

RESOLUTION #C-2021-08-32

MOVED BY: Barrie Crampton

SECONDED BY: Mick Wicklum

“THAT, the Building Condition Assessment Contract #2021-EC-001, including the additional scope be awarded to McIntosh Perry;

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

ADOPTED

The purpose of this report is to update Council with the findings from McIntosh Perry's reports.

DISCUSSION

McIntosh Perry investigated the 15 buildings included in this project and provided subsequent reports for each of the buildings. Due to the size of the files, each report was not included in this report.

A summary of the recommended capital expenditures for the next year (2023) for the recommended buildings is summarized below. More information for each capital expenditure will be provided in the scheduled year during the yearly 10-year capital update report that is brought forward by the Treasurer as well as discussed during budget deliberations. The 15th building was the South Sherbrooke Fire Hall and is not included in this report as it will likely be brought forward to the Fire Boards attention.

Municipal Office – 217 Harper Road

Capital projects recommended for 2023 include the following:

- Replacement of flat roof, \$107,250
- New electric heaters for the staff and the Public Works garage entrance, \$9,600
- Replace emergency no exit signs, \$4,200

Between 2024 and 2027, recommended projects include balancing and commissioning the HVAC system, painting the interior walls, replace window sealants, bathroom renovations, replacement of the carpet, electrical improvements, and replacement of the security system. The total capital investment for the next 5-years is \$326,960.

Bathurst Garage – 217 Harper Road

Capital projects recommended for 2023 include the following:

- Replace exterior door hardware: \$1,800

Between 2024 and 2027, recommended projects include repaving the parking lot, replacement of the CO detector, concrete repairs to the floor, repairs and parging to the exterior, installation of new oil-grit separator for the garage floor, replacement of exterior entrance doors, and replacement of the security system. The total capital investment for the next 5-years is \$162,014.

Burgess Garage – 4174 Narrows Lock Road

Capital projects recommended for 2023 include the following:

- Replacement of the entrance door and new hardware: \$6,000
- Paint propane tank piping \$1,200

Between 2024 and 2027, recommended projects include exterior crack repairs and repaint exterior, new interior doors and door hardware, replacement of the stairs, washroom renovations, sealing and painting the concrete floors, plumbing fixture replacement, installation of oil-grit separator, installation of CO detector system, lighting upgrades, replacement of building signage and installation of fire alarm system. The total capital investment for the next 5-years is \$224,254.

Maberly Garage – 172 Maberly Elphin Road

There are no capital projects recommended for 2023.

Between 2024 and 2027, recommended projects include crack repair to the block wall, replacement of exterior doors and new door hardware, replace overhead garage doors, install new eavestrough, electrical upgrade and lighting upgrades. The total investment for the next 5-years is \$92,520.

Bathurst Sand Dome – 217 Harper Road

The capital projects recommended for 2023 included the following:

- Replacement of exterior lighting, \$1,200

Between 2024 and 2027, recommended projects include concrete repairs to the foundation walls, replacement of the entrance gates, electrical upgrades, installation of bollards at the entrance and moisture protection for the interior concrete walls. The total investment for the next 5-years is \$28,440

Burgess Sand Dome – 4174 Narrows Lock Road

There are no capital projects recommended for 2023.

Between 2024 and 2027, recommended projects include the replacement of the exterior man door and moisture protection for interior concrete walls. The total investment for the next 5-years is \$9,000.

Burgess Hall – 4174 Narrows Lock Road

There are no capital projects recommended for 2023.

Between 2024 and 2027, recommended projects include electrical upgrades, repairs to the block wall foundation, replacement of exterior windows and doors, replacement of flooring at the entrance and in washrooms, replacement of fire alarm system, kitchen renovation and replacement of baseboard heaters. The total investment for the next 5-years is \$144,372.

Maberly Hall – 180 Maberly Elphin Road

The capital projects recommended for 2023 included the following:

- Install firestopping penetrations \$6,000

Between 2024 and 2027, recommended projects include repaving the parking lot, replacement of the front steps at the front entrance, install electric heaters at front and side entrance, installation of exhaust fans in kitchen and washrooms, replace flooring in kitchen and the completion of a barrier free design and various barrier free improvements to the washrooms. The total investment for the next 5-years is \$122,304

Maberly Rink Storage Shed/Change Room – 4906 Bolingbroke Road

Capital projects recommended for 2023 include the installation of a fire alarm system and emergency lighting at an estimated cost of \$7,200.

Between 2024 and 2027, recommended projects include the replacement of exterior lighting on the building and over the rink, and the replacement of windows and a new overhead door. The total investment for the next 5-years is \$13,500.

Glen Tay Waste Site Shed – 156 Muttons Road

There are no capital projects recommended for 2023.

Between 2024 and 2027, recommended projects include the replacement of ceiling panels, replacement of the asphalt shingles, and repairs to the concrete landing at the entrance. The total investment for the next 5-years is \$4,314.

Stanleyville Waste Site Shed – 1200 Stanleyville Road

There are no capital projects recommended for the next 5-years.

Maberly Waste Site Shed – 582 Zealand Road

There are no capital projects recommended for the next 5-years.

ReUse Center - 156 Muttons Road

The capital projects recommended include the installation of emergency lighting and exit lights at an estimated cost of \$5,400.

Between 2024 and 2027, recommended projects include installation of a fire alarm system, structural improvements, and the completion of a barrier free design. The total investment over the next 5-years is \$20,280.

Glen Tay Waste Site Barn – 156 Muttons Road

There are no capital projects recommended for the next 5-years.

Between 2024 and 2024, recommended projects include the repair of the wood structure, replace the steel roofing and replacement of doors and windows. The total investment of the next 5-years is \$60,060

McIntosh Perry also completed the Building Condition Assessment for the South Sherbrooke Fire Hall. The subsequent update for that specific building will be presented to the Fire Board at a later date.

OPTIONS FOR CONSIDERATION

Option 1 (Recommended) - Council receive this report for information.

Option 2 – Council provides other direction.

FINANCIAL CONSIDERATIONS

The reports completed by McIntosh Perry determined that the Township would need to invest approximately \$1.2 million over the next 5-years to maintain the buildings in a state-of-good repair. Further discussions regarding the impact of the proposed costs with the various building Reserves will take place during the Treasurer's annual 10-year capital plan update, which typically takes place during the September Council meetings.

STRATEGIC PLAN LINK

Financial Sustainability: We have stable tax rates and debt ratios and can fund our desired programs and infrastructure.

CLIMATE CONSIDERATIONS

The reports recommended that the Township should investigate replacing existing components with more energy efficient components that release less GHGs or with components that will reduce the energy use. An example is to replace the windows with 3-frame windows instead of 2-frame to reduce heat loss in the winter (30-40% heat loss), and reduce UV heat in the summer.

McIntosh Perry completed wall and roof thermology studies for the Municipal Office, and the Bathurst and Burgess garages.

The report for the Municipal Office noted that the southwest elevation has thermal variance (heat loss) and recommended that test cuts be completed to determine the wall assembly components. There were no significant thermal issues noted on the flat roofs or any other of the wall elevations.

The report for the Burgess Garage noted that there were no thermal issues with the roof assembly, however there were thermal variances (heat loss) around the southwest side of the building as well as over the garage door entries. A full-wall recladding with improved insulation is required to lower heat losses.

The report for the Bathurst Garage noted that there are thermal variances across the entire southwest elevation and the soffit of the southeast elevation. The southwest elevation was also notably saturated. There were no thermal variances on the flat roof.

A level 1 Energy Audit was completed for the Municipal Office. A level 1 audit is the most basic audit that involves a walk through of the building to identify glaring energy problems. The energy audit for the Municipal Office recommended to replace fluorescent light fixtures with LED fixtures, replacing older rooftop heating/cooling units with more efficient units or units that use alternative units, turning lights off when not in use, setting thermostat for when building is not occupied and replace roofing with lighter coloured roofing membrane.

CONCLUSION

Overall, most of the Township's buildings are in a good condition. However, there are a few buildings, including the Burgess Hall, Burgess Garage, Bathurst Garage and Glen Tay Waste Barn that are not in good condition and will require substantial investment to maintain the buildings in a state-of-good repair. Council may also want to further investigate the functionality/feasibility and a cost benefit analysis of these buildings as it may be more financially beneficial to replace or deem some of these buildings as surplus.

ATTACHMENTS

None.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE

August 9th, 2022

**Report #PW-2022-17
Sean Ervin, Public Works Manager**

REHABILITATION OF THE PENNY GRAND TENNIS COURT TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Rehabilitation of the Penny Grand Tennis Court – Ground Works, Tender #2022-RF-002, excluding the replacement of the fence and gates, be awarded to Arnott Brothers Construction Ltd.;

THAT, the Accessible Swing, Outdoor Rink and Well be removed from the project;

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

BACKGROUND

The Township applied for a grant through the Canada Community Revitalization Fund (CCRF) in July of 2021 for various renovations to the Maberly Park. The Township received notice of the successful application and signed the agreement on May 1st, 2022. The grant application included the renovations to the tennis court (replacement of the surface, netting, and fencing), the replacement of the existing swing set with an accessible swing set, the installation of a new outdoor rink, that is similar to the rink that is installed annually at the Glen Tay School, and the drilling of a new well in order to flood the rink.

The Township originally issued a tender in May that was inclusive of all the associated work relating to the rehabilitation of the tennis court (replacement of the asphalt surface, fencing, court surface, etc.), however was unsuccessful with receiving any bids. The Township then reissued the Tender to only include the associated works related to the fencing and ground works and received one bid upon closure of the Tender. While the tender for the “ground works” was being advertised, the Township requested a quotation from Court Surface Specialist through the Canoe Procurement Group of Canada for the court resurfacing and supply of tennis court posts and nets.

FINANCIAL CONSIDERATIONS

Tender 2022-RF-002, The Rehabilitation of the Penny Grand Tennis Court - Ground Works closed on July 14th, 2022, at 1:00 pm. Only one bid was received, from Arnott Brothers Construction, in the amount of \$129,000.

The amount of \$106,000 was estimated for this project and included in the 2022 Capital Budget. The CCRF grant is covering 75% of the applicable project costs, to a maximum of contribution of \$79,500 and the Township is contributing \$26,500 and funding this amount from the Cash in Lieu of Parklands Reserve, the Recreation Reserve, and the Development Charges reserve.

The low-bid price is well above the budget amount; however, it is not unexpected as the price of everything continues to rise exponentially.

The outdoor rink and new well can be removed from this project at this time as the Maberly Outdoor Rink at its current location is still in good condition and is well used.

There are different options that Council could decide to proceed with and the financial breakdown for each of these options is noted below:

<u>Project Costing</u>					
	Option 1	Option 2	Option 3	Option 4	Option 5
Replacement of Tennis Court	\$ 75,200.00	\$75,200.00	\$ 75,200.00	\$ 75,200.00	\$ -
New Fencing and Gates	\$ -	\$ -	\$ 53,800.00	\$ 53,800.00	\$ -
Tennis Court Surface	\$ 30,875.00	\$ 30,875.00	\$ -	\$ 30,875.00	\$ -
Accessible Swing Set	\$ -	\$ 4,626.00	\$ -	\$ 4,626.00	\$ 4,626.00
Rebated HST	\$ 1,866.92	\$ 1,948.34	\$ 2,270.40	\$ 2,895.22	\$ 81.42
Total	\$ 107,941.92	\$ 112,649.34	\$ 131,270.40	\$ 167,396.22	\$ 4,707.42

<u>Funding</u>					
Development Charges	\$ 6,137.00	\$ 6,137.00	\$ 6,137.00	\$ 6,137.00	\$ -
Cash In Lieu of Parklands	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -
Recreation Reserve	\$ 14,804.92	\$19, 512.34	\$ 12,863.00	\$ 12,863.00	\$ 4,707.42
CCRF Grant (75%)	\$ 79,500.00	\$ 79,500.00	\$ 79,500.00	\$ 79,500.00	\$ -
Total	\$ 107,941.92	\$ 112,649.34	\$ 106,000.00	\$ 106,000.00	\$ 4,707.42
Balance	\$ 0.00	\$ 0.00	(\$25,270.40)	(\$61,396.22)	\$ 0.00

OPTIONS CONSIDERED

Option #1 – (Recommended) - Award the tender to Arnott Brothers Construction for the rehabilitation of the Penny Grand Tennis Court with the removal of the item to replace the existing fence. The order for the accessible swing set to replace the existing swing set will be cancelled and the surface coating will be completed by Courts Surface Specialists. The additional amount of \$1,941.92 will be funded from the Recreation Reserve to cover the deficit. The existing fencing will be reused and will not be replaced at this time and the accessible swing set could be considered in future budgets and/or grant opportunities.

Option #2 – Award the tender to Arnott Brothers Construction for the rehabilitation of the Penny Grand Tennis Court with the removal of the item to replace the existing fence. Remove the hold for the accessible swing set and the surface coating will be completed by Courts Surface Specialists. The additional amount of \$6,649.34 will be funded from the Recreation Reserve to cover the deficit. The existing fencing will be reused and will not be replaced at this time and the accessible swing set could be considered in future budgets and/or grant opportunities.

Option #3 – Award the tender to Arnott Brothers Construction for the entire scope of work with the deficit of \$25, 270.40. The deficit would be funded from the Recreation Reserve. The balance of the project (tennis court surface and the accessible swing set) will be rebudgeted in the 2023 Capital Budget and completed in 2023, in the amount of approximately \$37,000

Option #4 – Award the tender to Arnott Brothers Construction for the rehabilitation of the Penny Grand Tennis Court with the item to replace the existing fence. The order for the accessible swing set will not be cancelled to replace the existing swing set and the surface coating will be completed by Courts Surface Specialists. The deficit of \$61,396.22 will be funded from the Recreation Reserve, which has the balance of \$187,615 at the end of 2021.

Option #5 – Not complete the work for the Tennis Court and only order the accessible swing set. The Township would not use the funds from the grant for this option and the full amount would be funded by the Recreation Reserve. This is not recommended as this is the first grant in 10 years that has been available and/or the Township been successful for the replacement of the tennis court. The tennis court is the main focus of this project.

Option #6 – Not award the project and not complete any work. The grant would not use any of the grant money. This is not recommended as this is the first grant in 10 years that has been available and/or the Township been successful for the replacement of the tennis court. The tennis court is the main focus of this project.

STRATEGIC PLAN LINK

Our Vision for the Future:

Financial Sustainability: We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.

Infrastructure: Our roads, trails, bridges, buildings, landfills and communications systems are efficient and well-maintained.

Guiding Principles

- we manage our assets and infrastructure effectively and efficiently and have plans in place to maintain and replace them.

CONCLUSIONS

The Penny Grand Tennis Court is used on occasion by residents of Tay Valley Township as well as residents from neighbouring municipalities. The courts can still be used, however there are hazards present, with large cracks in the court surface and water pools in different locations after a rain event. The next closest public tennis courts are in the Town of Perth, at Conlon Farm, or the North Crosby Tennis Courts, just west of Westport. The court can still be used for the time-being, however, will need to be replaced sooner-than-later and its unknown if this grant will be available again in the future.

ATTACHMENTS

- i) Pictures of the Penny Grand Tennis Court

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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



COMMITTEE OF THE WHOLE**August 9th, 2022****Report #PW-2022-18
Sean Ervin, Public Works Manager****CONSTRUCTION OF AN ACCESSIBLE TRAIL
TENDER AWARD****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, the Construction of an Accessible Trail, Tender #2022-RF-004, be awarded to Arnott Brothers Construction Ltd.;

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

BACKGROUND

The development of the solar farm property was included as a recommendation in the Recreation Master Plan that was completed in 2020. In 2021, the Township hired a consultant to complete a Parks Plan. The Township also received a grant through the Investing in Canada Infrastructure Program (ICIP) Covid-19 Resilience Infrastructure Stream in September 2021. The construction of Phase 1 of the trail was included in the 2022 Capital Budget and Tender 2022-RF-004, Construction of an Accessible Trail was issued on the Township’s portal of Bids and Tenders on June 15, 2022.

FINANCIAL CONSIDERATIONS

Tender 2022-RF-004, Construction of an Accessible Trail closed on July 14th, 2022, at 1:00 pm. and the results are as follows:

Bidder	Price
Arnott Brothers Construction	\$ 115,900.00
Crains Construction Ltd.	\$ 135,000.00
AWD Contractors	\$ 141,900.00
Mianco Group Inc.	\$ 735,375.00

The amount of \$195,000 was included in the 2022 Capital Budget for the development of Phase 1 of the Solar Farm Project. The project is funded from the Development Charges Reserve (\$42,120), Recreation Capital Reserve (\$9,880), Recreation Fundraising Reserve (\$3,000), Covid Funds (\$45,000) and the ICIP Grant (\$95,000).

OPTIONS CONSIDERED

Option #1 – (Recommended) - Award the tender to Arnott Brothers Construction for the construction of the accessible trail.

Option #2 – Award the tender to one of the other bidders. This is not recommended as the submission from Arnott's was the lowest price and included all the necessary bid documents.

Option #3 – Not award the work and Council provide further direction. This is not recommended as the funds for the grant will not be able to be utilized.

STRATEGIC PLAN LINK

Our Vision for the Future:

Financial Sustainability: We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.

Infrastructure: Our roads, trails, bridges, buildings, landfills and communications systems are efficient and well-maintained.

Recreation and Culture: Our recreation and cultural programs continue to flourish for young and old alike. The Township has a network of interconnected trails, safe cycling routes and paddling routes.

Guiding Principles

- we manage our assets and infrastructure effectively and efficiently and have plans in place to maintain and replace them.

CONCLUSIONS

Based on past experience, and their reputation as Contractors, staff feels confident that Arnott Brothers Construction Limited can meet the requirements specified within the tender for both meeting the timelines and quality of work.

ATTACHMENTS

None

Prepared and Submitted By:

**Sean Ervin,
Public Works Manager**

Approved for Submission By:

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

COMMITTEE OF THE WHOLE

August 9, 2022

Report #C-2022-20

Amanda Mabo, Acting CAO/Clerk

HALL RENTAL POLICY UPDATE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Hall Rental Policy be updated as outlined in Report #C-2022-20 – Hall Rental Policy Update;

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

BACKGROUND

The current Hall Rental Policy has been in effect since 2014.

After a two-year closure due to COVID-19, the halls were opened back up on April 25th, 2022.

With the recent hiring of a Community Services Coordinator, a newly created position, a review of the Hall Rental Policy was undertaken, as well as a review of the custodian services provided for rentals.

DISCUSSION

Rental Fee Increase

Most community halls are not able to charge a rental fee that would cover the cost of the expenses for the hall, if they did, it would not be affordable for the renter. Therefore, when setting the rental fee, it needs to be in line with other similar halls in the area and at least cover the cost of the custodial services. In order to bring the hall rental fees in line it is being recommended that they be increased as outlined in the draft (attached).

Wording Changes

The current policy indicates that insurance may be required. Insurance is required whenever there is a licensed event so the policy has been changed to reflect this.

The wording has also been updated to clarify the things required to be done in order to receive the deposit back, when access to the hall for a booking is permitted, and that the hall will be closed if there is a loss of services.

FINANCIAL CONSIDERATIONS

On average the Maberly Hall is seeing ten rentals a month with the majority fee exempt bookings or for wakes for Township residents resulting in a total of \$25/month in rental revenue.

Burgess Hall is seeing between one and three rentals a month with half being fee exempt and the other half paying full rental fees.

Therefore, it is being recommended that other than the exempt groups, all rentals pay the full rental fee and that the exempt groups pay a \$25 cleaning fee for each booking.

OPTIONS FOR CONSIDERATION

Option #1 (Recommended) – Update Policy

Option #2 – Council Suggest Additional Changes

Option #3 – Do not Approve

STRATEGIC PLAN LINK

Financial Sustainability: We have stable tax rates and debt ratios, and are able to fund our desired programs and infrastructure.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSIONS

Both halls have been seeing a lot more use, which creates more wear and tear and calls on the services of the custodian more often.

ATTACHMENTS

1. DRAFT – Hall Rental Policy.

Respectfully Submitted By:

Original Signed

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

SUBJECT: HALL RENTAL POLICY

1.0 PURPOSE

The following fee structure is based on the premise that Tay Valley Township incurs maintenance and staff costs when renting the halls.

The following activities are exempt from a rental fee:

- 1) Council and Recreation Working Group activities.
- 2) ~~Wakes for Township residents (\$25 cleaning fee).~~
- 3) Local non-profit groups and groups that make a significant contribution to community life and contribute to the upkeep of the hall(s) will be exempt from fees, **other than a \$25 cleaning fee for each rental**. At the present time, these are: The Maberly Agricultural Society, Tay Valley women's institutes, Tay Valley Bethel Woman's Institute, Maberly Anglican and United Churches, Tay Valley Lake Associations for their Annual General Meetings, the Lake Networking Group for up to four meetings at the Burgess Hall, Volunteer Firefighters Association.

In order to qualify for the Township Resident rate, the booking must be for personal use only of a Township resident. Examples of personal use include birthdays, anniversaries, baby showers, etc. where no monetary funds (tickets or donations) are charged.

2.0 LEGISLATIVE AUTHORITY

- 2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.
- 2.2 Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,
 - (a) for services or activities provided or done by or on behalf of it;
 - (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
 - (c) for the use of its property including property under its control.

3.0 SCOPE

This policy applies to the Township Council Chambers, the Maberly Hall and the Burgess Hall.

4.0 DEFINITIONS

"Hall" – shall mean the Council Chambers, Maberly Hall or Burgess Hall.

5.0 RENTAL FEES

5.1 TOWNSHIP COUNCIL CHAMBERS

Occupancy:

No Fixed Chairs only:	124
Chairs with Tables	98
No Tables or Chairs	233
Dining	85

Not to be rented out for public functions unless Council related or Council approved

5.2 MABERLY HALL

Occupancy:

No Fixed Chairs only:	180
Chairs with Tables - Dancing (with alcohol)	120
Chair with Tables - Dining (no alcohol)	140

FULL DAY	
Non-Resident	\$150.00 \$200.00
Township Resident	\$100.00 \$150.00
HALF DAY - 4 ½ hours or less	
Non-Resident	\$90.00 \$140.00
Township Resident	\$65.00 \$100
Any function where a special occasion permit is required.	\$175.00
Note: Permit is to be obtained by applicant.	\$250.00

5.3 BURGESS HALL

Occupancy:

No Fixed Chairs only:	80
Chairs with Tables	65

FULL DAY	
Non-Resident	\$75.00 \$100.00
Township Resident	\$40.00 \$70.00
HALF DAY - 4 ½ hours or less	
Non-Resident	\$50.00 \$75.00
Township Resident	\$25.00

	\$50.00
Any function where a special occasion permit is required.	\$150.00
Note: Permit is to be obtained by applicant.	\$200.00

- 5.4 Notwithstanding the rental fee, every user of the Halls shall provide a fifty dollar (\$50.00) security deposit which shall be held by the Township until the end of the rental agreement. Such security deposit shall be returned upon confirmation of compliance with the rental terms.
- 5.5 Tay Valley Township may **will** require the applicant to carry Comprehensive General Liability Insurance in an amount not less than Two Million Dollars for **liquor licensed events**. This insurance will be carried for the rental period and will have Tay Valley Township shown as an additional insured to the policy.
- 5.6 **All bookings for Halls and/or use of tables shall be made through the Municipal Office or online (including groups that have exempted status from fees).** A contract will be issued indicating the time the event is taking place. In the case of half-day rentals, hours in excess of 4 ½ shall be billed at the full day rate.

6.0 RULES AND REGULATIONS

1. Early submission of Rental Agreements is encouraged to ensure the Hall is available.
2. Rental Agreements and Fees, if applicable, must be delivered to the Municipal Office **or booked online** before **12:00 noon on the Friday 4:00 p.m. Thursday** before a weekend event to allow time for arrangements to be made with the Custodian. **Faxed copies of the signed form will be accepted only if no fee is payable, according to the Policy.**
3. When booking, the Lessee should ensure sufficient time is reserved for set up and take down. **If access to the Hall is required prior to the event, include this time in the rental booking. No access to the Hall (including kitchen and refrigerators/freezer) is permitted in advance of events unless scheduled with the Township.**
4. Twenty-four (24) hours notice of cancellation is required **or to gain earlier access to the hall.**
5. Contact person (s) shall be in attendance for the duration of the function.
6. No unauthorized alcohol shall be permitted in the hall.
7. The consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Ontario. A copy of the **special** occasion permit, **along with the required insurance**, shall be provided to the Township **prior to in order to confirm the booking for** the event.

8. Exit doors shall remain unblocked at all times.
9. No exposed candles or open flames (ex. fuel canisters for warming dishes) shall be used or stored in the hall.
10. Use of confetti/sprinkles, fog machines or other such equipment leaving residue inside the hall is prohibited. An extra charge may be payable.
11. Kitchen facilities are available at all of the halls. If the kitchens are used, they shall be left clean and tidy and returned to their original condition. All dishes, pans, coffee pot and appliances used shall be cleaned and returned.
12. If the tables, chairs or piano are used, the Lessee shall clean the furniture, stack and return it to its original location.
13. If required, floors are to be swept and/or mopped.
14. The Hall is to be returned to its original pre-event condition. Failure to do so will result in a loss of the deposit and if applicable, an additional cleaning fee.
15. The Lessee is responsible for the pickup and removal of all garbage and recyclables from the Hall.
16. Temporary decorations may be displayed in the Hall during the event provided each can be removed without any mark or damage to the Hall. Scotch tape shall not be used to hang display material on the walls. Only products which do not leave a mark on the walls may be used. Memorabilia or photos proposed for permanent decoration of the Hall may be donated to the Recreation Working Group Township for consideration prior to mounting. No items or decorations shall be left in the hall without approval.
17. The Township accepts no responsibility for any items left in the hall by the Lessee, their organization members or function attendees.
18. No hall decorations, plaques, equipment, kitchen supplies, etc. shall be removed from the hall without prior approval from the Township.
19. The Lessee agrees that entry to the hall will only be provided one half hour prior to the commencement of the reserved time and no earlier than 8:00 a.m., unless special permission has been obtained in advance.
20. The Lessee agrees not to contact the Custodian outside of the scheduled event booking unless there is an emergency (e.g. loss of hydro, water, heat etc.) outside of office hours. During office hours please contact the Municipal Office.
21. The Lessee agrees that all events will be finished by 1:00 am, at the latest, to allow for the clearing of all persons, event material and garbage from the facility by 1:30 am, unless special permission has been obtained in advance.

22. If the Custodian is not personally at the hall at the end of the event, the Lessee **must** call the Custodian at the phone number provided and advise the Custodian that the event is over and the hall is being vacated (voicemail message is sufficient). Prior to leaving the building the Lessee shall turn off the lights and all running water and shall close and lock all doors to ensure the building is secure.

23. In the event of loss of services (e.g. loss of hydro, water, heating/cooling, etc.) access to the Hall will not be permitted. The Lessee's event will be cancelled, and a full refund will be provided by the Township. Notice of cancellation will be provided as soon as reasonably possible. There will be no access, for any reason, to the Hall if there are no services.

24. The Lessee shall save the Township harmless from any and all claims arising out of the use of the Township facilities. The Township is not responsible for personal injury or damage or for loss of personal items or equipment of the Lessee or anyone attending at the invitation of the Lessee.

7.0 ACCOUNTABILITY FRAMEWORK

7.1 The Community Services Coordinator is responsible for ensuring compliance with this policy.

8.0 POLICY REVIEW

8.1 This Policy shall be reviewed at least once per term of Council.

COMMITTEE OF THE WHOLE

August 9, 2022

Report #C-2022-22

Amanda Mabo, Chief Administrative Officer/Clerk

MABERLY HALL CLEANING CONTRACT

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Reeve and Clerk be authorized to execute an amendment to the Custodial Services Contract for the cleaning and opening/closing of the Maberly Hall as outlined in Report #C-2022-22 – Maberly Hall Cleaning Contract;

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

BACKGROUND

Since 2015, Trevor Badour, a resident in Maberly, has been contracted by the Township to provide Custodial Services at the Maberly Hall. The contract with Trevor Badour has not been updated since 2015.

DISCUSSION

Trevor Badour, who lives in close proximity to Maberly Hall, has proven to be a reliable and dedicated custodian, and is able to undertake minor repairs/painting. Due to the length of time that has passed, Trevor’s consistent service, and inflation, an updated contract is proposed.

OPTIONS CONSIDERED

Option #1 (Recommended) - Update the Contract.

The monthly rate would remain the same at \$590/month, with an increase in the hourly rate for Special Services from \$16.40 per hour to \$18.83 per hour and then will increase by 2% automatically on January 1st each year.

Option #2

No change to contract. With the monthly rate of \$590.00/month plus an hourly rate of \$16.40 for Special Services. This may impact retention of the current Custodian.

Option #3 – Do Not Contract Cleaning Services

At this time this is not an option. The Township would need to create a new position in its organizational structure.

STRATEGIC PLAN LINK

Recreation and Culture: Our recreation and cultural programs continue to flourish for young and old alike.

FINANCIAL CONSIDERATIONS

The Monthly Service Fee is \$590 per month and provides that the Custodian be on call seven days a week for opening and closing the facility, to clear snow at the entrance walkways prior to booked events, general cleaning after each event (up to 15 per month), and twice-yearly seasonal cleaning.

The Hourly Rate for Special Services is proposed to be increased from \$16.40 to \$18.83 per hour and then will increase by 2% automatically on January 1st each year. The Special Services rate is applied when the number of events exceeds 15 per month, for seasonal decorating and cleaning, and for other special circumstances.

CONCLUSIONS

It is recommended that Council adopt a by-law to allow the Reeve and Clerk the authority to update the contract.

ATTACHMENTS

None.

Respectfully Submitted By:

Original Signed

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

COMMITTEE OF THE WHOLE

August 9, 2022

Report #C-2022-23

Amanda Mabo, Chief Administrative Officer/Clerk

BURGESS HALL CLEANING CONTRACT

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Reeve and Clerk be authorized to execute a Custodial Services Contract for the cleaning and opening/closing of the Burgess Hall with Trevor Badour as outlined in Report #C-2022-23 – Burgess Hall Cleaning Contract;

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

BACKGROUND

For a number of years Gene McShane, a resident of Stanleyville, had been contracted by the Township to provide Custodial Services at the Burgess Hall. Due to personal circumstances Mrs. McShane provided notice to the Township earlier this year that she will no longer be able to provide those services. As a result, the Township reached out to the company who provides custodial services at the Municipal Office as well as the independent contractor who provides custodial services at the Maberly Hall.

DISCUSSION

The company who provides custodial services at the Municipal Office were not able to take on the additional location.

Since 2015, Trevor Badour, a resident in Maberly, has been contracted by the Township to provide Custodial Services at the Maberly Hall and has been undertaking the custodial services at Burgess Hall since the Township received notice.

Mr. Badour, has proven to be a consistent, reliable and dedicated custodian, and is able to undertake minor repairs/painting. Mr. Badour is available to continue the custodial duties of Burgess Hall.

Burgess Hall is booked on an infrequent basis and does not merit a monthly fee. An hourly rate for service is proposed. Such a small contract is unlikely to result in securing another reliable Custodian.

OPTIONS CONSIDERED

Option #1 (Recommended) – Contract with Trevor Badour

Enter into a Custodial Services Contract with Trevor Badour for Burgess Hall with an hourly rate of \$25, plus mileage.

Option #2

Engage in a public expression of interest process. Burgess Hall is booked on an infrequent basis and does not merit a monthly fee. An hourly rate is proposed. Such a small contract is unlikely to result in securing another reliable Custodian.

Option #3– Do Not Contract Cleaning Services

At this time this is not an option. The Township would need to create a new position in its organizational structure.

STRATEGIC PLAN LINK

Recreation and Culture: Our recreation and cultural programs continue to flourish for young and old alike.

FINANCIAL CONSIDERATIONS

The Hourly Rate is proposed to be \$25 per hour, plus mileage, for any custodial services at Burgess Hall. On average, a booking results in 2 hours of time spent, providing the Custodian with \$50 in compensation per booking, plus mileage.

Unlike the Maberly Hall that has more bookings and therefore a Monthly Rate can be provided (for up to 15 bookings), bookings at the Burgess Hall are infrequent.

CONCLUSIONS

It is recommended that Council adopt a by-law to allow the Reeve and Clerk the authority to enter into a contract with Trevor Badour for custodial services for Burgess Hall.

ATTACHMENTS

None.

Respectfully Submitted By:

Original Signed

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

COMMITTEE OF THE WHOLE**August 9, 2022****Report #C-2022-24****Amanda Mabo, CAO/Clerk****MABERLY HALL - GICB GRANT****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, staff be authorized to apply to the Green and Inclusive Community Buildings Fund (GICB);

AND THAT, should the grant be successful, the Township’s portion of \$60,000 be funded from the Maberly Community Hall Reserve and the Improve Municipal Buildings Access Reserve.”

BACKGROUND

Built circa 1950, Maberly Hall requires upgrades and renovations to support the functionality and accessibility of the venue. A community hub, the Hall is used by Tay Valley residents for “cradle to grave” events, from baby showers to funerals, as well as recreational activities and meetings. It is also an emergency shelter location. In the interest of remaining accessible, the fees to rent Maberly Hall are low and many local community groups access the venue for free. As a result, Maberly Hall is operating at a deficit. Never intended to be a revenue generating amenity, Maberly Hall is however becoming an expensive asset to maintain and it is in need of upgrades/repairs.

Options to support the viability of the Hall, and external funding opportunities, have been explored. A separate report is before Council proposing an increase in rental fees. Two grants have recently been completed to apply for funding for Hall renovations: the FCC AgriSpirit Fund (upgrade to LED lighting, minor repairs to the building totalling \$18,200), and the Ontario Trillium Foundation Capital Fund (accessibility upgrades including signage, new front door and ramp, automatic door openers, LED lighting upgrade, etc. totalling \$54,500). At the time of the drafting of this report both grant applications are pending.

A new funding opportunity is available offering the rare prospect of large-scale capital funding for Municipal and non-profit venues. The Green and Inclusive Community Buildings Fund (GICB), offered by the Government of Canada, offers an open application process for applicants requesting less than \$3 million. The fund focusses on green initiatives and supporting community infrastructure.

The 2021 Building Condition Assessment for Maberly Hall helped to inform a comprehensive list of recommended renovations. Proposed renovations include, but are not limited to:

- New heating and cooling (HVAC) systems
- Bringing the building up to code for the Accessibility for Ontarians with Disabilities Act (AODA). e.g., new ramp, automatic door openers, high visibility signage, universal bathrooms, high visibility chevron markers on the floor
- Full demolition and installation of a new accessible kitchen with rangehood
- Updating lighting to LED
- Insulating and repairing the building
- Minor cosmetic updates (e.g., painting)
- New chairs
- Water purification system
- Security system

Based on previous estimates for other grants, and general estimates based on staff knowledge, the GICB grant offers the opportunity to have 80% of renovation/upgrades for Maberly Hall covered by federal funding. Two budgets were generated by Township staff, Project A: a larger scale project (approximately \$1.04 million) and Project B: a smaller scale project (approximately \$350,000). However, the Township would need to contribute 20% of the expenses. In this case approximately \$208,000 for Project A and \$60,000 for Project B. Consideration for the rate of inflation and increasing material costs have been calculated into these budgets however the final budget will not be finalized until contractor estimates are provided.

DISCUSSION

Maberly Hall is an important amenity for Township residents. While Hall occupancy is low post shut-downs, residents are beginning to access the venue more frequently. However, Maberly Hall is not a profitable amenity. The Hall opened in April 2022 after two years of closure. At this time the majority of Hall rentals are to community groups who access the Hall free of charge (e.g. Fiddle Orchestra, Agricultural Society, Choir, Firefighter Association etc.). With the increase in general expenses, including custodial and mileages costs, Maberly Hall is operating at a deficit.

Even if the Hall operated 7 days a week, at the new proposed full day Township resident rate (\$150/day), the Hall would earn a maximum of \$4500/month.

Maberly Hall is at a crossroads: it requires renovations to be accessible and relevant to the community, thus resulting in more usage, or it risks falling into disrepair and irrelevancy.

OPTIONS CONSIDERED

Option #1 (Recommended): Apply for Small Scale Funding

Approve the Township staff time to apply for the smaller scale project to a maximum of \$350,000 with a Township contribution of \$60,000. The most urgent accessibility and functional/operational needs will be addressed, plus a cosmetic interior update, will support increased event rental and community usage.

Option #2: Apply for the Large Scale Funding

Approve the Township staff time to apply for the larger scale project to a maximum of \$1.04 million with a Township contribution of \$208,000. This renovation will include increasing the footprint of the building by 10% to accommodate additional universal bathroom space as required by legislation, and an accessible kitchen.

Option #3: Status Quo

Do nothing at this time and operate Maberly Hall as is. Address repairs when they become urgent/affect operations at full cost to the Township.

STRATEGIC PLAN LINKS

Economic Development: Pending funding approval, the proposed Maberly Hall renovations will provide contractors and local businesses with income and new employment opportunities.

The proposed renovations of Maberly Hall would lead to increased rental of the venue, thus reducing the economic obligation of the Township.

Environment: The proposed Maberly Hall renovations will reduce the carbon footprint of the Hall by reducing emissions and the Hall's use of utilities.

Social – The proposed Maberly Hall renovations will provide Township residents with an accessible and upgraded venue for community events, recreational activity, and meetings.

CLIMATE CONSIDERATIONS

While some waste will be generated (e.g. demolition of current concrete ramp, fuel expended in travel), many items can be recycled (e.g. current front doors sent to the Re-Use Centre). The majority of proposed renovations would be additions (e.g. automatic door openers) and cosmetic upgrades. Low/no VOC paint and green options will be selected whenever the opportunity presents.

FINANCIAL CONSIDERATIONS

The GICB grant offers an opportunity to renovate/upgrade the Hall at 20% of the cost. While this will require expenditure by the Township, it is an opportunity to have \$300,000 worth of work completed for \$60,000. This is a strong investment prospect and ultimately fiscally prudent. The \$60,000 would be financed from the Maberly Community Hall Reserve and the Improve Municipal Buildings Access Reserve.

CONCLUSIONS

Maberly Hall is falling behind the needs of the community. The GICB grant, while not guaranteed to be approved, is a worthwhile investment of staff time with the potential to save the Township significant investment in the long-term.

ATTACHMENTS

<https://www.infrastructure.gc.ca/gicb-bcvi/applicant-guide-demandeur-eng.html>

Prepared and Submitted By:

Approved for Submission By:

**Kathryn Baker-Reed,
Community Services Coordinator**

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

COMMITTEE OF THE WHOLE MEETING

August 9th, 2022

Report #C-2022-21

Amanda Mabo, Acting Chief Administrative Officer/Clerk

COVID-19 VACCINATION POLICY REVIEW

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the COVID-19 Vaccination Policy be amended as outlined in Report #C-2022-21 – COVID-19 Vaccination Policy Review;

AND THAT, the necessary by-law come forward at the next Township Council meeting.”

BACKGROUND

On December 14, 2021 Council approved the COVID-19 Vaccination Policy that applies to all existing and future members, employees, volunteers and third parties. It required full vaccination by January 17, 2022. Members, employees, volunteers and third parties met the requirements of the policy. In addition, all new employees, volunteers and third parties have met the requirements of the policy.

DISCUSSION

Although slowed in the warmer months of June, July and August, COVID continues to be an issue that is affecting the workplace, the delivery of services, public events and public spaces. The potential for additional health related measures, the resurgence of additional infection and variants cannot be definitively ruled out come September. This report will not try to project the future chance of infection or the medical impact or validity of the vaccine. It will rely on the published advice of the Chief Public Medical Officer of Canada, the Ontario Chief Medical Officer of Health and the overall medical community. The current advice from all of these sources is to get vaccinated and that it is up to employers to protect their workers.

The recommended isolation period varies depending on your vaccination status. The period is five days for a vaccinated individual and ten days for an unvaccinated individual. Staff that are unvaccinated will require a longer isolation period than those that are vaccinated. The longer period of sick leave will place an additional burden on the Municipality to spread the

workload across an already stressed workforce or in some instances leave the service unprovided.

For the first time in two years the Township's recreation programs are up and running again, as well as the Re-Use Centre. The sporting organizations are requiring that coaches and trainers be fully vaccinated, and the Re-Use Centre volunteers are of a vulnerable population. Without a policy in place, the Township cannot require these volunteers to get vaccinated.

According to the recently retired Medical Officer of Health, the viral load in a person who is vaccinated is less and therefore decreases the risk of transmission of the virus to others in close contact. Staff and volunteers deal directly with the public and in order to ensure the public's safety it is being recommended that the policy remain in place with a few minor changes.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt Amended Policy

Option #2 – Council Suggest further Changes to Policy

Option #3 – Not Recommended: Rescind the Policy

FINANCIAL CONSIDERATIONS

There are no significant costs expected with this policy at this time. However, should the policy be rescinded, there will be a cost to the Township in lost staff time for anyone who is not fully vaccinated and requiring the ten days of isolation.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSION

This past winter COVID-19 was worse than ever. As a result it is recommended that until another winter is behind us to see if the virus is diminishing it would not be advised to remove the COVID-19 Vaccination Policy. Instead, the policy should be reviewed again in June 2023.

ATTACHMENTS

- i) DRAFT Revised COVID-19 Vaccination Policy

Respectfully Submitted By:

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

SUBJECT: COVID-19 - VACCINATION - POLICY

1.0 PURPOSE

To provide a policy to ensure that the Municipality has in place the necessary health and safety protocols to prevent, eliminate, reduce and manage exposure to COVID-19 and to outline the Municipality's requirements with respect to COVID-19 vaccinations.

2.0 LEGISLATIVE AUTHORITY

Pursuant to Section 25 (2) (h) of the *Occupational Health and Safety Act*, as amended, an Employer shall take every precaution reasonable in the circumstances for the protection of a Worker.

3.0 SCOPE

This policy applies to all existing and future Members, Employees, Volunteers and Third Parties, in relation to all of the Workplaces within the Municipality during the COVID-19 pandemic.

4.0 DEFINITIONS

"CAO" – shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Municipality as prescribed in Section 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

"Clerk" – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

"Council" – shall mean the Council of the Municipality in accordance with the Council Composition By-Law in effect.

"Employee" – shall mean all union and non-union employees of the Municipality.

"Employer" – shall mean the Municipality.

"Fully Vaccinated" – shall mean **if you have received:**

~~1. having received:~~

~~a) the full series of a COVID-19 vaccine authorized by Health Canada, or a combination of such vaccines;~~

~~b) one of two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada; or~~

~~c) three doses of a COVID-19 vaccine not authorized by Health Canada; and~~

~~2. having received their final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.~~

- the full primary series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines (two doses of Moderna, Pfizer-BioNTech, Novavax, Medicago, AstraZeneca, including COVISHIELD) in any combination or one dose of Janssen (Johnson & Johnson); or
- a full or partial primary series of a non-Health Canada authorized vaccine plus any additional recommended doses of a Health Canada authorized COVID-19 vaccine to complete the primary series; and
- your final dose of the COVID-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

“Member” – shall include a Member of Council and all Members of Local Boards and Committees of the Municipality.

“Municipality” – shall mean the Corporation of Tay Valley Township.

“Proof [of Vaccination]” – shall mean the documentation of completed vaccination series approved by Health Canada or the World Health Organization.

“Volunteers” – shall mean persons appointed by a resolution of Council as volunteers.

“Worker” – shall mean an Employee.

“Workplace”- shall mean any land, premises, location or thing at, upon, in or near which a Worker works.

“Testing” – shall mean rapid antigen testing but may be expanded to include other approved rapid testing technologies.

“Third Party” – shall mean contractors and consultants acting on behalf of the Municipality and performing work inside Municipal facilities.

5.0 VACCINATION REQUIREMENT

5.1 All **current** Members, Employees, Volunteers and Third Parties **were required to shall:**

- provide Proof of being Fully Vaccinated to the Clerk by January 17th, 2022; or
- provide a written attestation of a valid medical reason(s) or legal exemption under the *Ontario Human Rights Code* for not being fully vaccinated against COVID-19 and undergo regular testing as detailed below.

5.2 As of January 17th, 2022, all new Members, Employees, Volunteers and Third Parties shall:

- provide Proof of being Fully Vaccinated to the Clerk prior to undertaking their respective role;
- or

- provide a written attestation of a valid medical reason(s) or legal exemption under the *Ontario Human Rights Code* for not being fully vaccinated against COVID-19 and undergo regular testing as detailed below.

5.3 Specifically, Members shall provide Proof of being Fully Vaccinated following a Municipal election, by-election or with their application to sit on a Board or Committee.

5.4 Specifically, Employees shall provide Proof of being Fully Vaccinated during the recruitment process.

5.5 Specifically, Volunteers shall provide Proof of being Fully Vaccinated with their application to volunteer.

5.6 Specifically, Third Parties shall provide Proof of being Fully Vaccinated no later than when they arrive onsite.

6.0 DUTY TO ACCOMMODATE

6.1 The Municipality will comply with its obligations under human rights legislation to participate in accommodation discussions with individuals who advise of a substantiated, valid legal exemption under the *Ontario Human Rights Code* to receiving the COVID-19 vaccination.

6.2 The individual must advise the Municipality of such an exemption ~~by no later than January 17th, 2022~~ prior to undertaking their respective role.

6.3 The Municipality reserves the right to request additional information or documents as required.

6.4 In the event of a request for accommodation, sufficient proof of the ground (disability and/or creed) and the connection between the ground and the inability to be vaccinated must be provided.

6.5 Where the ground is disability, a note must be provided by either a Physician or Nurse Practitioner that sets out:

- confirmation that the person has a disability (but not the nature of the disability or the diagnosis)
- confirmation that the person cannot be vaccinated against COVID-19 due to the disability; and
- the effective time period for which the disability will prevent vaccination.

6.6 Where the ground is creed, the person must identify the creed, confirm that they are an adherent of that creed, and explain how their belief system prohibits being vaccinated against COVID-19. Further information may also be required.

- 6.7** Where the medical exemption is time limited, the Clerk will follow up with the individual following the medical exemption's expiry to determine the individual's exemption or vaccination status.
- 6.8** The Municipality has identified disability and creed but will also consider other grounds claimed under the *Ontario Human Rights Code* upon request from the affected individual and the provision of evidence appropriate in the circumstances.
- 6.9** It is incumbent on the individual to participate in discussions about a reasonable accommodation plan and provide information as may be required. All un-vaccinated individuals, regardless of exemption, will be required to undergo regular testing (as defined herein).

7.0 REGULAR TESTING

- 7.1** Members, Employees, Volunteers and Third Parties who are not Fully Vaccinated and have a substantiated and approved medical reason(s) or legal exemption under the *Ontario Human Rights Code* must undergo Testing a minimum of two (2) times per week.
- 7.2** The negative test results must be provided to the Clerk following each test.
- ~~**7.3** Employees who have not provided proof of being fully vaccinated by January 17, 2022 must complete their rapid antigen testing on non-work time.~~
- 7.4** If a fee is incurred for such Testing it will not be reimbursed.
- 7.5** Any Employee that receives a preliminary positive result on a COVID-19 rapid antigen test, is required to:
- a) immediately notify their direct supervisor and the Clerk;
 - b) seek a confirmatory PCR test immediately (within 48 hours) at a designated testing center;
 - c) isolate immediately until the result of their confirmatory test is known;
 - d) sick leave time may be used for the isolation period.
- 7.6** Any Member, Volunteer and Third Party that receives a preliminary positive result on a COVID-19 rapid antigen test, is required to:
- a) immediately notify the Clerk;
 - b) seek a confirmatory PCR test immediately (within 48 hours) at a designated testing center; and
 - c) isolate immediately until the result of their confirmatory test is known.

8.0 TRAVEL

~~8.1~~ Regardless of vaccination status, all Members, Employees, and Volunteers who travel outside of Canada will be required to submit proof of a negative rapid antigen test result prior to returning to work or their position with the Municipality.

~~8.2~~ If required, testing for Employees may be done on work time.

~~8.3~~ The Municipality will reimburse the cost of a rapid antigen test required under this section for Employees and Members of Council for work related travel outside of Canada.

9.0 NON-COMPLIANCE

9.1 Any Member, other than a Member of Council, refusing to comply with the requirements under this policy will be placed on leave from their position for thirty (30) days. If after thirty (30) days the requirements under this policy have not been met the Member will be removed from their position.

9.2 Any Member of Council refusing to comply with the requirements under this policy will not be permitted to enter any Municipal Workplace or attend any Municipal event in person.

9.3 Any Employee refusing to comply with the requirements under this policy will be placed on unpaid leave for thirty (30) days. If after the thirty (30) days the requirements under this policy are still not met, the Employee will be terminated.

9.4 Any Volunteer refusing to comply with the requirements under this policy will be placed on leave from their position for thirty (30) days. If after thirty (30) days the requirements under this policy have not been met the Volunteer will be removed from their position.

9.5 Any Third Party refusing to comply with the requirements under this policy will no longer be retained by the Municipality.

9.6 Any individual who submits falsified proof of vaccination, exemption or testing results required pursuant to this policy will be subject to immediate termination.

10.0 COMMUNICATION

10.1 This Policy, along with any updates, shall:

- be emailed to Members, Employees, Volunteers and Third Parties;
- be provided by hard copy to those Employees that do not have an Employer provided email;
- be posted on all Health and Safety Boards within the Workplace.

10.2 A copy of this Policy shall be provided to any person, upon request.

11.0 COLLECTION OF INFORMATION AND PRIVACY

11.1 All information gathered as part of this policy will be handled solely by the Clerk.

11.2 All information, including personal health information, will be treated in compliance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

12.0 ACCOUNTABILITY FRAMEWORK

The Chief Administrative Officer is responsible for ensuring compliance with this policy.

13.0 POLICY REVIEW

The COVID-19 situation is changing daily and as a result this Policy will be reviewed and updated as necessary.

Should updated legal advice be received or new public health directives and/or provincial or federal government legislation, regulations or orders be enacted, they shall take precedence until such time as this policy may be amended to conform to the new requirements.

14.0 REFERENCES

Policies and Procedures/Documents

~~COVID-19 - Procedure~~

~~COVID-19 Face Mask - Policy~~

Employee Code of Conduct

Health and Safety Policy

Resources

Leeds, Grenville & Lanark District Health Unit

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Occupational Health and Safety Act

Ontario Human Rights Code

CORRESPONDENCE



1. **Town of Aurora:** Resolution – Mandatory Firefighter Certification – *attached, page 3.*
2. **City of Vaughn:** Correspondence – Acknowledgement of Tay Valley Township's Resolution AMO – Firefighter Certification – *attached, page 5.*
3. **Township of South Algonquin:** Resolution – AMO Firefighter Certification - *attached, page 6.*
4. **Township of Greater Madawaska:** Resolution – Annual Emergency Exercise Exemption - *attached, page 7.*
5. **Town of The Blue Mountains:** Resolution – Voter's List Information for Candidates - *attached, page 9.*
6. **Township of Matachewan:** Resolution – Voter's List Information for Candidates - *attached, page 10.*
7. **Municipality of Grey Highlands:** Resolution – Voter's List Information for Candidates - *attached, page 12.*
8. **City of Owen Sound:** Resolution – Removal of Municipal Councillors Under Prescribed Circumstances - *attached, page 14.*
9. **Shannon Stubbs, M.P., Damien C. Kurek, M.P., Jacques Gourde, M.P.:** Correspondence – Federal Funding for Rural Communities - *attached, page 15.*
10. **County of Frontenac:** Resolution – Community Schools Alliance Action Plan and Social and Economic Impact for Small Communities in Ontario - *attached, page 16.*
11. **Municipality of Chatham-Kent:** Resolution – Retirement Home Funding - *attached, page 18.*
12. **Town of East Gwillimbury:** Resolution – Summary and Implications of Provincial Bill 109: More Homes for Everyone Act, 2022 – *attached, page 20.*
13. **Township of West Lincoln:** Resolution - Summary and Implications of Provincial Bill 109: More Homes for Everyone Act, 2022 – *attached, page 22.*
14. **Municipal Engineers Association:** Correspondence – The Retention of Professional Engineers at Ontario Municipalities - *attached, page 23.*
15. **Township of West Lincoln:** Resolution – Waterpipe Smoking By-Law – *attached, page 25.*

16. **Township of West Lincoln:** Resolution – Bridge and Culvert Replacements in Rural Municipalities – *attached, page 26.*
17. **City of Kitchener:** Resolution – Energy Performance Tiers - *attached, page 27.*
18. **Township of Mulmur:** Resolution – Climate Emergency Declaration - *attached, page 29.*
19. **Ministry of the Environment, Conservation and Parks:** Correspondence – Amendments to the Class Environmental Assessment for Minor Transmission Facilities – *attached, page 30.*
20. **Municipality of Brighton:** Resolution – Draven Alert – *attached, page 35.*
21. **Town of Coburg:** Resolution – Changes to the Amber Alert System – *attached, page 37.*
22. **Hastings County:** Resolution – Expanding Amber Alert System – *attached, page 38.*
23. **City of Mississauga:** Resolution – Draven Alert – *attached, page 40.*
24. **Bonfield Township:** Resolution – Draven Alert – *attached, page 42.*
25. **Township of Ryerson:** Resolution – Expanding Amber Alert – *attached, page 43.*
26. **Municipality of Shuniah:** Resolution – Expanding the Amber Alert System – *attached, page 44.*
27. **Town of Aurora:** Resolution – Private Member's Bill C-233 “Keira’s Law” – *attached, page 46.*
28. **Township of Perry:** Resolution – Private Member's Bill C-233 “Keira’s Law” – *attached, page 49.*



1. **Town of Mattawa:** Resolution – Draven Alert – *attached, page 2.*
2. **Town of South Bruce Peninsula:** Resolution – Physician Shortages in Ontario – *attached, page 4.*
3. **Township of North Dumfries:** Resolution – Ontario Must Build it Right the First Time - *attached, page 8.*
4. **Friends of the Tay Watershed:** Correspondence – Watershed Discovery Day 2022 - *attached, page 12.*
5. **Tay Valley:** Report – Building Permits (Approval Granted June 2022) - *attached, page 15.*
6. **Tay Valley:** Report – Building Permits (Approval Granted July 2022) - *attached, page 16.*

UPDATES

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, June 3rd, 2022

10:00 a.m.

Council Chambers

ATTENDANCE:

Members Present: Chair, Deputy Reeve Barrie Crampton
Councillor Rob Rainer
Bob Argue
Jennifer Dickson
Douglas Barr

Members Absent: David Poch
Peter Nelson

Staff Present: Noelle Reeve, Planner
Allison Playfair, Planning Administrative Assistant,
Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 10:02 a.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition Under New/Other Business: Support for City of Cambridge Resolution for the Ontario Building Code to Contain More Stringent Energy Efficiency Requirements.
- ii) Addition Under New/Other Business: Lanark County Meeting with VIA Rail.

The agenda was approved as amended

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – April 8th, 2022**

The minutes of the Green Energy and Climate Change Working Group Meeting held on April 8th, 2022, were approved as presented.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) **Climate Action Plan**

· **Official Plan Update 2022 - Climate Change and Climate Report Card**

The Planner thanked the Working Group for their comments on the Climate Change Report Card. The Report Card will be discussed by Committee of the Whole on June 7, 2022. The Planner will let the Working Group know if the Committee suggests any changes.

The Planner noted that the draft Official Plan has been posted on the website and it contains an expanded section on climate change. The Working Group recommended that Council consider its submission to the draft Official Plan to be the following:

Include guiding principles in the Official Plan similar to Lanark County's:

Tay Valley Township will eliminate fossil fuel use;

Tay Valley Township will maximize energy efficiencies and increase renewable energy generation;

Tay Valley Township will reduce waste organic material;

Tay Valley Township will sequester carbon and protect natural resources

The Working Group also suggested that the new section on Emergency Management required by the Provincial Policy Statement include reference to the need to prepare for emergencies arising from a changing climate (e.g., flooding, derecho wind storms, heat domes, etc.)

The Planner invited Working Group members to the upcoming Open Houses on June 9, 2022 in person and June 14, 2022 virtually with an in-person Public Meeting on June 21, 2022. Comments will be taken at any time by emailing the Planner.

- **Natural Asset Management Plan Training**

The Planner advised the Working Group that the Municipal Natural Asset Initiative (MNAI) was offering training for ten municipalities across Canada and Tay Valley Township was one of the ten. The outcome of the training will be a roadmap of how to include the Township's Natural Assets in the Township's Asset Management Plan.

This training will be starting in June 2022 and running through July 2022. Staff participants will include the Treasurer, Public Works Manager, Acting CAO/Clerk and the Planner. A report on this project can be seen on the June 7, 2022 Committee of the Whole agenda.

- **Home Energy Retrofit Funding Project**

The Planner noted this report updating Council on the Home Energy Retrofit Loan program will also be on the Committee of the Whole package for June 7, 2022.

In November 2020, Tay Valley Council directed staff to participate in a seven-municipality pilot with the Federation of Canadian Municipalities (FCM), Association of Municipalities of Ontario (AMO), Clean Air Partnership, and Heating Refrigeration Air Conditioning Institute of Canada (HRAI) to develop a deep home energy retrofit grant and loan program for Tay Valley residents as part of meeting the Township's Greenhouse Gas (GHG) reduction goals for community emissions.

It was noted that the timeline would be to bring a Local Improvement Charges By-Law to Council in August or September of 2022 and to submit an application to apply for Federation of Canadian Municipalities (FCM) funding for the project in December of 2022. The background report for this project can be seen on the June 7, 2022 Committee of the Whole agenda.

iii) **Communications**

- **Lanark County Climate Change Committee Update – Bob Argue**

Bob Argue explained to the Working Group that the Lanark County Climate Change Committee priorities were divided into two tables, one for the Community and one for Corporate actions. (The tables can be viewed at the links below.) It was noted that item number 14 in the Corporate Table, the

Climate Lens Tool, is a priority and that training for County staff and Council is expected to be completed by the end of June 2022.

[Climate Action Priorities.xlsx \(civicweb.net\)](#)

[Corporate Climate Action Table.xlsx \(civicweb.net\)](#)

7. NEW AND OTHER BUSINESS

i) Support for City of Cambridge Resolution for the Ontario Building Code to Contain More Stringent Energy Efficiency Requirements – *attached page 7.*

The Planner explained to the Working Group that at a special meeting on May 31, 2022, the Council of the Corporation of the City of Cambridge passed a motion to encourage the Province of Ontario to meet its greenhouse gas reduction targets of 30% by 2030. The motion recognizes that emissions from buildings represented 22% of the province's 2017 emissions. The motion calls on the Province of Ontario to include more stringent energy efficiency standards in the next edition of the Ontario Building Code and to encourage municipalities to adopt their own Green Development Standards.

The Planner asked if the Working Group would like to ask Council to support this resolution by the City of Cambridge.

The Working Group suggested that Tay Valley Township draft its own resolution for inclusion in the Agenda for the Council meeting in August when the Working Group and Council will have time to absorb the information, rather than the item being pulled from the Communication package at the end of what could be a long last meeting before the July break.

The Working Group also suggested that Tay Valley's resolution be sent to all area municipalities and Lanark County to gain their resolution of support.

ii) Lanark County Meeting with VIA Rail.

Deputy Reeve, Barrie Crampton, wanted to let the Working Group know that he and the Planner registered for a meeting to discuss the VIA rail proposal for an electric train through Brooke Valley in the Township. He noted that the Planner provided a large amount of input about our area as well as groups to contact and that she also raised questions about how impacts on landowners' properties, wildlife, noise, the local Indigenous communities etc., would be mitigated. VIA rail is focusing on stakeholder consultation and said we are a stakeholder. VIA explained the train was going to be electrified and the track would recharge the electric locomotive and therefore it would be less noisy and reduce greenhouse gas emissions.

The Deputy Reeve asked the Planner to follow up with VIA on her assertion that the Environmental Assessment would need to consider the implications for

greenhouse gases of using Ontario electricity (generated by natural gas plants) versus using Quebec electricity (generated by water power).

It was also noted that County of Lanark CAO, Kurt Greaves, suggested double tracking the existing system rather than going through Brooke Valley. However, this would require new right of way acquisition.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD

9. DEFERRED ITEMS

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

· None

10. ADJOURNMENT

The Working Group adjourned at 11:14 a.m.



POLICE SERVICES BOARD MINUTES

Tuesday, May 24th, 2022

2:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Neil Fennell, Municipal Appointee
Brian Campbell, Reeve, Council Appointee

Staff Present: Amanda Mabo, Acting CAO/Clerk/Secretary

Others Present: Karuna Padiachi, OPP, Acting Detachment Commander
Kerlous Tawdrous, OPP, Operations Manager/Sergeant

Members & Staff Absent: Vacant, Provincial Appointee

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.
A quorum was present.

2. 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) Minutes – February 8th, 2022.

The minutes of the Police Services Board Meeting held on February 8th, 2022 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

i) **OPP Recorded Patrol for Safe Communities Project**

Body cameras and in-car cameras are being implemented detachment by detachment. The install team started in Quinte West and are working their way down the 401 so the hope is that they will be installed in Lanark County this summer. When they are in place a demonstration will be provided at the Joint Association meeting.

7. BUSINESS

i) **Policing Contract.**

Detachment Commander.

a) Lanark County OPP – 1st Quarter Report

The Board reviewed and discussed the reports.

ii) **Electronic Speed Sign.**

The new speed sign has been delivered and when undertaking training it was discovered that it was a newer version that requires a newer version of software. If the unit is kept it will cost an additional \$2,500 for two software licenses. The alternative is to return the unit for a full refund and to use the traffic counters in Public Works that collects the same data and then look for a display speed sign that can be used for traffic calming. The Board agreed to return the unit.

The Board agreed to let Public Works determine where to deploy the traffic counters this year.

iii) **2021 Annual Police Services Board Report.**

The Board reviewed and discussed the report. The report will be included on the next Committee of the Whole agenda for information and also posted to the website.

iv) **MADD Canada Impaired Driving Counter Measures.**

The Board agreed to purchase two signs, one just south of the hamlet of Glen Tay in the area of the corn field will allow for viewing by traffic exiting the hamlet and proceeding towards County Road #10. This location

accommodates substantial traffic both north and south bound. The second sign can be located on Harper Road. The Board would like to see the Township logo and OPP logo on the signs and prefer the sign at the bottom of page 35 of the agenda.

v) **Lanark County Association of Police Service Boards Update.**

Next meeting is in Tay Valley Council Chambers on June 22, 2022.

vi) **OAPSB Zone 2 Update.**

The next meeting is Friday, June 17, 2022 from 9:30 a.m. – 1:00 p.m. in the Municipality of Greater Napanee at the Strathcona Paper Centre (Banquet Hall) 16 McPherson Drive, Napanee. There will be delegations from Jim Sheehan, Area Representative Northline Canada regarding speed measuring devices and speed reduction strategy, with keynote speaker OPP Deputy Commissioner Chuck Cox regarding Counter Exploitation and Missing Persons”

8. NEW/OTHER BUSINESS

None.

9. PSB MEETING SCHEDULE

Date	Time	Meeting or Event	Location
May 26-27, 2022		OAPSB Spring Conference	Virtual
June 17, 2022	9:30 a.m.	OAPSB Zone 2	Greater Napanee
June 22, 2022	10:00 a.m.	Lanark County Association of Police Services Boards	Tay Valley
September 16, 2022	9:30 a.m.	OAPSB Zone 2	Quinte West
September 27, 2022	2:00 p.m.	Police Services Board Meeting	Municipal Office

10. DEFERRED ITEMS

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

- 2022 Electronic Speed Sign Deployment Results

11. ADJOURNMENT

The Board adjourned at 3:13 p.m.

Chair

Secretary



MINUTES

Via Zoom

Board of Directors

April 20, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
G. Gower
J. Karau
P. Kehoe
C. Lowry
P. Sweetnam
A. Tennant
R. Darling
J. Inglis

MEMBERS ABSENT

E. El-Chantiry
B. Holmes
C. Kelsey
B. King
C. Rigelhof
K. Thompson

STAFF PRESENT

S. McIntyre, General Manager
E. Levi, Recording Secretary
M. Craig, Manager of Planning and Regulations
J. Cunderlik, Director of Water Resources Engineering
R. Fergusson, Operations Supervisor
A. Millar, Treasurer
D. Reid, Environmental Planner
E. Ogden, Environmental Planner
J. North, Water Resources Technologist

J. Atkinson called the meeting to order at 1:00 pm

B04/20/22-16

MOVED BY: J. Karau

SECONDED BY: R. Darling

Resolved, That the agenda for the April 20, 2022 Board of Directors Meeting be adopted as presented.

"CARRIED"

BUSINESS ARISING

1. Amendment to Finance & Administration Advisory Committee Minutes dated February 8, 2022

S. McIntyre explained that following the last meeting, members asked for clarification regarding the mileage rate proposed by the Finance & Administration Advisory Committee—specifically, whether the change was intended for the Board and Committee members only, or would also apply to MVCA employees.

B04/20/22-17

MOVED BY: P. Sweetnam

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors:

- a) Approve maintenance of current (2020/2021) per diem and honorarium rates for 2022.
- b) Approve an increase in the corporate mileage rate for staff to \$0.57/km effective January 1, 2022.
- c) Direct that mileage rates set out in the provincial "Travel, Meal and Hospitality Expenses Directive" be used for Board member mileage effective January 1, 2022.
- d) Direct staff to conduct a review of per diems and honorariums and to table results for consideration before municipalities commence recruitment of Board members for the 2022-2026 term of council.

"CARRIED"

MAIN BUSINESS

2. Approval of Minutes – Board of Directors

B04/20/22-18

MOVED BY: F. Campbell

SECONDED BY: P. Kehoe

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on March 16, 2022 be received and approved as printed.

"CARRIED"

3. Receipt of Draft Minutes (for information purposes only):

- a. Executive Committee – November 12, 2021
- b. Policy & Priorities Advisory Committee – February 17, 2022
- c. Finance & Administration Advisory Committee – April 11, 2022

4. Watershed Conditions Report, Report 3216/22

J. North spoke to current water level conditions in the watershed outlined in Staff Report 3216/22. There is currently no snow left on the ground over much of the eastern part of the watershed and the snow pack in the upper part of the watershed is diminishing quickly. There are no specific indicators at this time for flooding, however rainfall will be closely monitored.

5. Offer to Purchase K&P, Report 3212/22

B04/20/22-19

MOVED BY: J. Atkinson

SECONDED BY: F. Campbell

Resolved, That Board of Directors move to in-camera discussion to address a proposed or pending acquisition or disposition of land by the Authority; and further Resolved, That staff remain in the room.

"CARRIED"

B04/20/22-20

MOVED BY: J. Inglis

SECONDED BY: G. Gower

Resolved, That the Board of Directors move out of in-camera discussion.

"CARRIED"

B04/20/22-21

MOVED BY: J. Karau

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors decline the Bucci offer.

"CARRIED"

6. Deferred item - Review of Committee Structure, Report 3204/22

S. McIntyre outlined the concerns and comments received regarding Report 3204/22 that was deferred by the Board on March 16th, 2022. Concerns were brought forward regarding having the legislative agenda terminology used for the executive function. Staff was directed to change the first recommended role to indicate that the Executive Committee would hold meetings "as needed" and that a Mississippi River Public Advisory

Committee be formed with a MVCA Board Member serving as the Chair. The Public Advisory Committee would be formed to provide advice and support only.

Staff was directed to return to the Board with draft language for amendments to the Administrative By-law.

J. Karau expressed concern for the workload of the Policies and Priorities Advisory Committee (PPAC) were not equally distributed with the Finance and Administration Advisory Committee (FAAC). He suggested that the administration and employee manual matters be directed to the Policies and Priorities Committee when restructuring to even the workload between the two committees.

S. McIntyre expressed that the Policy and Priorities Committee will have an increased amount of work due to the new regulations being released. As well, often there are financial impacts that coincide with employment matters therefore, it may be appropriate to leave personnel and employee matters to the FAAC.

C. Lowry appreciated the intent of the proposed amendment but felt that the workload of the FAAC the past year was an anomaly and that adjustments in the assignments were not necessary.

P. Kehoe agreed that the workload of the FAAC over the past year was heavier than normal and was an anomaly and not requiring the responsibilities to be changed. He felt the PPAC responsibilities are more external policy related and the FAAC is responsible for more internal policies.

P. Sweetnam appreciated the proposed amendment but felt that the workload has been assigned appropriately in the staff report.

A. Tennant asked if the assignments can be changed at a later time if deemed necessary.
S. McIntyre stated that the Board can approve any changes to the Administrative By-law.

B04/20/22-22

MOVED BY: J. Karau

SECONDED BY: R. Darling

Resolved, That the Board of Directors direct staff to amend Table 2, as presented, to transfer the personnel administration and employee manual responsibilities to the Policy & Priorities Committee from the Finance and Administration Advisory Committee.

"DEFEATED"

B04/20/22-23

MOVED BY: A. Tennent

SECONDED BY: F. Campbell

Resolved, That the Board of Directors direct staff to draft and table amendments to MVCA's *Administrative By-law* to address the recommendations contained in Report 3204/22.

"CARRIED"

J. Karau thanked everyone for their input on the matter and was reassured that the workloads of each committee are deemed manageable by the members.

7. Lower Mississippi Flood Plain Mapping Update, Report 3217/22

J. Cunderlik described the process used to update the Lower Mississippi Flood Plain Mapping, which included a third-party review of the 2019 study in accordance with current standards (Technical Guide River & Stream Systems: Flooding Hazard Limit (MNDMNR, 2002).) Work carried out included: topo-bathymetric data gap analysis to improve model accuracy; field survey of areas of concern; model update with additional data, calculations, and assumptions; model validation against observed flooding information; and updated the flood plain maps and regulation limit. The resulting Regulatory (1:100 year) flood plain and Regulation Limit delineation is suitable for use in MVCA's Regulation mapping as well as for municipal land use planning purposes.

After the adoption by the MVCA Board of Directors the report, maps and Regulation Limit will be used in the implementation of Ontario Regulation 153/06 and forwarded to the local municipalities for inclusion in their Zoning By-law document.

J. Mason enquired if there are other areas of concern that a similar review should be completed in the future. J. Cunderlik explained that flood plain mapping should receive a cursory review every 10 years to ensure that elevation and other information reflects current conditions and suggested that Mississippi Lake would likely be the next, most suitable area to be reviewed.

B04/20/22-24

MOVED BY: J. Inglis

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors:

- a) adopt Report 3217/22 and the associated GIS-based flood hazard limits and flood plain maps as the delineation of areas along the Lower Mississippi River that are susceptible to flooding during the Regional flood standard as defined in Schedule 1 of Ontario Regulation 153/06, and

- b) **direct that the report, maps and Regulation Limit be used in the implementation of Ontario Regulation 153/06.**

"CARRIED"

8. Management of Reserves, Report 3213/22

S. McIntyre reviewed the current state and historical trends of MVCA reserves, the policies of other jurisdictions, and identified risks to revenues and expenditures to identify an appropriate target operating reserve balance of approximately \$700,000. Staff will prepare draft policies to guide management of the Operating Reserve and restricted Reserve Funds and report on the state of the reserves as compared to the benchmark / targets each fall concurrent to seeking annual levy / budget direction. The 5-year Capital Needs Assessment and 10-year Capital Plan are to be updated to include future impact on reserves, explaining that completion of Dam Safety Reviews at Kashwakamak and Shabomeka dams will enable staff to reassess and prioritize capital works.

E. El-Chantiry spoke in favour of the approach and asked how quickly staff could return with detailed policy recommendations. S. McIntyre responded that it would be in July.

J. Inglis sought clarification between Capital Needs and the Capital Plan. S. McIntyre explained that the needs assessment is largely based upon the condition of assets, whereas the plan prioritizes recommended works to meet the affordability limits of the Authority based upon risk variables.

B04/20/22-25

MOVED BY: C. Lowry

SECONDED BY: G. Gower

Resolved, That the Board of Directors direct staff to:

- 1. Prepare and table draft policies governing the Operating Reserve and restricted Reserve Funds.**
- 2. Report to the Board each Fall on the state of the Operating Reserve and Reserve Funds concurrent to seeking budget/levy direction.**
- 3. Update the 5-year Capital Needs Assessment and assess the health of Reserve Funds.**
- 4. Update the 10-year Capital Plan including a schedule of projected capital levies and reserve contributions.**

"CARRIED"

9. Managing Stress in the Workplace, Report 3218/22

J. Atkinson explained Report 3218/22 was provided for information purposes as staff wanted the Board to have this information to review prior to tabling of an Action Plan at the May meeting.

B04/20/22-26

MOVED BY: J. Karau

SECONDED BY: A. Tennant

Resolved, That Board of Directors move to in-camera discussion to address personal matters about an identifiable individual, including employees of the Authority; and further Resolved, That Sally McIntyre remain in the room.

“CARRIED”

B04/20/22-27

MOVED BY: J. Karau

SECONDED BY: R. Darling

Resolved, That the Board of Directors move out of in-camera discussion.

“CARRIED”

No decisions were taken in-camera.

10. Staff Presentation – Planning Department

D. Reid and E. Ogden outlined the advisory role that MVCA plays in reviewing planning applications submitted to municipalities for approval. The Authority assists municipalities in meeting their obligations under the *Provincial Policy Statement, 2020* by advising on how a proposal impacts fish habitat, Areas of Natural and Scientific Interest (ANSI), water quality and quantity, and drainage and stormwater. This aligns with the Authority’s regulatory role to review and issue permits in a manner that mitigates risks from Natural Hazards, and to Provincially Significant Wetlands, adjacent lands, and other wetlands.

Some of the challenges outlined included the following: development pressure on marginal lands that are constrained and more complex to assess; resistance to minimum standards; limited review timelines; submissions lacking required or sufficient detail or diagrams; lack of understanding our advisory versus our regulatory role; and a record number of inquires, permits, applications and violations.

G. Gower asked about timelines and deadlines and the ability to meet those deadlines. E. Ogden responded that communication with municipalities is important to ensure deadlines are met and that required information is received in a timely manner.

J. Karau asked if the Mississippi Watershed Plan has assisted the Environmental Planners when reviewing applications. M. Craig responded that the documents have been useful and referenced on certain applications. S. McIntyre added that the Watershed Plan has been a great resource when commenting on Official Plan updates and other municipal policy and planning documents.

11. General Manager Update, Report 3219/22

J. Inglis expressed concerns on the pending Water Resources Engineer vacancy. S. McIntyre shared that the position has been advertised and that the Operations Supervisor will also be retiring this spring.

Several members indicated that they were unaware of the establishment of a new Drinking Water Committee and raised concerns regarding the Authority participating in a committee that may be a duplication of the MRSPC. S. McIntyre indicated that it was her understanding the new committee was designed to address matters not covered by the *Clean Water Act* and committed to sharing further information with members following the meeting.

ADJOURNMENT

The meeting was adjourned at 3:03p.m.

B04/20/22-27

MOVED BY: R. Darling

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

"E. Levi, Recording Secretary

J. Atkinson, Chair"

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the May 18, 2022 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the April 20, 2022 Board meeting.

New Agricultural Representative

Steven Lewis of Ashton was welcomed and took his seat as the provincially appointed agricultural representative to the Board. Mr. Lewis is former Director of the Ontario Federation of Agriculture (OFA), was a councillor in the former Township of Goulbourn, and is an active member of the City of Ottawa's Committee of Adjustment.

MVCA Administrative By-law Amendments

The Board approved modifications to the Authority's by-laws to implement changes in Board committee structures, to address redundant and dated information, and to reflect MVCA's updated mission and vision.

Action Plan for Reducing & Mitigating Workplace Stress

The Board approved the action plan and directed that the General Manager provide an update in October and include minutes of JH&SC meetings in future board packages.

Disconnect from Work Policy

The Board approved amendments to the Authority's Employee Manual to add policies guiding and governing work expectations and contacting employees outside of normal working hours.

Per Diems and Honorarium

Following review of practices in other jurisdictions, the Board determined to maintain current Member per diems and the honorarium for the Board Chair.

Appointment of new Regulations Official

Tatyana Vukovic was appointed to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 under the *Conservation Authorities Act*.

ATTACHMENTS

- Approved Minutes for April 20, 2022

COMMITTEE OF ADJUSTMENT MINUTES

Monday, June 20th, 2022

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Peter Siemons
Ron Running

Members Absent: None

Staff Present: Noelle Reeve, Planner
Garry Welsh, Secretary/Treasurer

Applicant/Agents Present: Maureen Kerr, Owner

Public Present: Randall Warwick, Tay Valley Township Resident
Kimberly Campbell, Tay Valley Township Resident

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 p.m.
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

None at this time.

4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – May 30th, 2022.**

The minutes of the Committee of Adjustment meeting held on May 30th, 2022, were approved as circulated.

5. INTRODUCTION

The Chair welcomed the attendees and introduced the Committee Members, the Planner and the Secretary/Treasurer and identified the applicants. The Planner then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- all persons attending are encouraged to make comments in order to preserve their right to comment should this application be referred to the Ontario Land Tribunal (OLT).
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Chair advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained. The four key factors on which decisions are based include:

- Is the application generally in keeping with the intent of the Township's Official Plan?
- Is the application generally in keeping with the intent of the Township's Zoning By-laws?
- Is it desirable and appropriate development and use of the site?
- Is it minor in nature and scope?

Based on the above, the Committee has four decision options:

- Approve – with or without conditions
- Deny – with reasons
- Defer – pending further input
- Return to Township Staff – application deemed not to be minor

The agenda for this meeting included the following application(s) for Minor Variance:

MV22-14 – Kerr – 2206 Scotch Line, Concession 1, Part Lot 25, geographic Township of Bathurst

6. APPLICATIONS

i) FILE #: MV22-14 – Kerr

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner also noted that, additional comments were received, seeking assurance that the storage shed would not be built close to the road frontage. A copy of the Applicant's site drawing for their proposal was circulated to the members of the Committee of Adjustment, for reference – *attached, page 5*. The Planner also confirmed that the property is not zoned for commercial use.

b) APPLICANT COMMENTS

The applicant confirmed that the storage shed was intended primarily for personal use rather than commercial storage. The Applicant also noted that they will be reducing the size of the proposed house from the 5,000 sq ft shown on the sketch, but that this size has not been determined.

c) ORAL & WRITTEN SUBMISSIONS

The neighbour to the east of the subject property, Randall Warwick, stated that he was not opposed to the proposed size of the storage building, so long as it is located at the rear of the property and not primarily used for commercial purposes. Mr. Warwick also noted that the proposed size of the storage building would not leave much buildable space on the lot, within maximum allowable lot coverage.

The neighbour to the north of the subject property, Kimberly Campbell, reported concerns that the proposed storage building may cause a change in grade and direct runoff water to her own property.

d) DECISION OF COMMITTEE

The Committee noted that the drainage of runoff towards the rear of the property should be required to remain the same post-construction as it was pre-construction. A lot grading and drainage plan should satisfy this requirement.

The Committee also asked that the application be deferred until such time as the applicant submits a site drawing which accurately shows the proposed building sizes, within the maximum-allowable lot coverage.

RESOLUTION #COA-2022-17

MOVED BY: Ron Running
SECONDED BY: Peter Siemons

“THAT, in the matter of an application under Section 45(1) of the *Planning Act*, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV22-14 is **deferred**, to allow the applicant to submit a site drawing with accurate dimensions for the proposed buildings.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:31 p.m.

CLOSED SESSION

COMMITTEE OF THE WHOLE
August 9th, 2022

Report #C-2022-25
Amanda Mabo, Chief Administrative Officer/Clerk

MUNICIPAL OFFICE SERVER

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the server at the Municipal Office be upgraded in 2022 at an upset cost of \$68,400, which is to be funded from the Special Contingency Reserve;

AND THAT, the Reeve and Chief Administrative Officer/Clerk be authorized to approve any potential cost overruns.”

BACKGROUND

As part of the 2022 Budget Council approved the implementation of an Online Tax Lookup System. The project is well underway but has halted as it was discovered that the current Municipal Officer server was not adequate to support the Online Tax Lookup System. As a result, staff met with County IT to discuss options.

DISCUSSION

The Municipal Office server was last replaced in 2015.

In meeting with County IT, they were planning to meet with Township staff anyways to propose that the Municipal Office server be updated prior to the end of the year as it is past the end of its useful life. A closed session will be held to discuss the aspects of the upgrade.

Council authorization is required for this unbudgeted item in order to proceed.

The work will be scheduled to take place prior to the end of the year. There will be at least one day of down time where staff will not be able to access their computers or email.

OPTIONS CONSIDERED

Option #1 – Replace the Server

The server must be replaced in order that the Online Tax Lookup System be implemented, etc.

Option #2 – Do Nothing

This is not an option.

FINANCIAL CONSIDERATIONS

An upset limit of \$68,400 is being proposed and will be funded from the Special Contingency Reserve.

On a go forward basis, the replacement of the server will be included in the 10-Year Capital Plan for replacement every five (5) years.

STRATEGIC PLAN LINK

Infrastructure: Our roads, bridges, trails, buildings, landfills and communications systems are efficient and well-maintained.

CLIMATE CONSIDERATIONS

None.

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

None.

Prepared and Submitted By:

Original Signed

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