



COUNCIL MEETING AGENDA

Tuesday, January 31st, 2023
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. Council Meeting

Chair, Reeve Rob Rainer

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

- i) **Striking Committee Meeting – November 18th, 2022 – attached, page 10.**

Suggested Motion by Deputy Reeve Fred Dobbie:

*“**THAT**, the minutes of the Striking Committee Meeting held on November 18th, 2022, be approved as circulated.”*

- ii) **Striking Committee Meeting (Closed Session – Identifiable Individuals – Appointments to Boards and Committees) – November 18th, 2022 – to be distributed at the meeting.**

Suggested Motion by Councillor Marilyn Thomas:

*“**THAT**, the minutes of the Striking Committee Meeting (Closed Session – Identifiable Individuals – Appointments to Boards and Committees) held on November 18th, 2022, be approved as circulated.”*

- iii) **Council Meeting – December 13th, 2022 – attached, page 14.**

Suggested Motion by Councillor Angela Pierman:

“THAT, the minutes of the Council Meeting held on December 13th, 2022, be approved as circulated.”

- iv) **“Special” Council Meeting – January 14th, 2023 – attached, page 29.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the minutes of the “Special” Council Meeting held on January 14th, 2023, be approved as circulated.”

- v) **“Special” Council Meeting (Closed Session – Education & Training – Staff & Council Relations) – January 14th, 2023 – to be distributed at the meeting.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Education & Training – Staff & Council Relations) held on January 14th, 2023, be approved as circulated.”

- vi) **Committee of the Whole Meeting – January 17th, 2023 – attached, page 31.**

Suggested Motion by Councillor Greg Hallam:

“THAT, the minutes of the Committee of the Whole Meeting held on January 17th, 2023, be approved as circulated.”

- vii) **Committee of the Whole Meeting (Closed Session – Identifiable Individual – Building Services) – January 17th, 2023 – to be distributed at the meeting.**

Suggested Motion by Councillor Korrine Affleck:

“THAT, the minutes of the Committee of the Whole Meeting (Closed Session – Identifiable Individual – Building Services) held on January 17th, 2023, be approved as circulated.”

- viii) **“Special” Council Meeting – January 26th, 2023 – attached, page 41.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the minutes of the “Special” Council Meeting held on January 26th, 2023, be approved as circulated.”

- ix) **“Special” Council Meeting (Closed Session – Solicitor/Client Privilege – Private Unassumed Roads) – January 26th, 2023 – to be distributed at the meeting.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Solicitor/Client Privilege – Private Unassumed Roads) held on January 26th, 2023, be approved as circulated.”

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation: Septic System Re-Inspection Program Orientation & 2022 Annual Report – attached, page 44.**

Eric Kohlsmith, Mississippi-Rideau Septic System Office.

Suggested Motion by Councillor Angela Pierman:

“THAT, the 2022 Septic System Re-Inspection Program Annual Report be received for information.”

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **Lanark County Report - Trans Canada Trail (Lanark County).**

Suggested Motion by Councillor Wayne Baker:

“THAT, the Council of the Corporation of Tay Valley Township supports the resolution by Lanark County to move a large portion of the Trans Canada Trail in Lanark County to the Ottawa Valley Recreational Trail.”

- ii) **Report #PW-2023-01 – Lakewood Road Reconstruction.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, Lakewood Road be included for reconstruction in the 2024 Budget”.

- iii) **Report #PD-2023-01– Removal of Holding Zone for Maberly Pines Subdivision.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law #2021-033 Holding Zone for Plan 21 Lakeside Living (Maberly Pines) be lifted as the Rideau Valley Conservation Authority has indicated they are satisfied with the revised Lot Servicing Report and Plan for the Maberly Pines Subdivision by BluMetric consultants;

AND THAT, the Checklist for issuance of a Building Permit in Maberly Pines be received for information.”

iv) **Report #PD-2023-04 – Co-Housing and Seniors Communication Project.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the Zoning By-Law be amended to implement the co-housing recommendations from Implementing Tay Valley’s Age-Friendly Community Plan Through Co-Housing, Communication and Inclusion report;

***AND THAT,** the recommended outreach strategy from Implementing Tay Valley’s Age-Friendly Community Plan Through Co-Housing, Communication and Inclusion report be undertaken once a Community Services Coordinator is hired.”*

v) **Report #PD-2023-03 – Home Energy Retrofit Program Prerequisites (BetterHomes Tay Valley).**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, the Draft Local Improvement Charge (LIC) By-Law authorizing the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the BetterHomes Tay Valley Program under the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program be brought forward to the next Council meeting, after legal review;

***THAT,** the Township will contribute \$2 million in funding as its 20% contribution of the \$10 million potential grant;*

***AND THAT,** staff be authorized to advance a Federation of Canadian Municipalities (FCM) Community Energy Financing (CEF) program application by working with BetterHomes Ontario for the turn-key delivery of the Tay Valley Residential Energy Retrofit Program including the preparation of the FCM CEF application.”*

vi) **Report #CBO-2023-01 – Building Department Report – January – December 2022.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, Report #CBO-2023-01 – Building Department Report – January – December 2022 be received as information.”

vii) **Report #C-2023-01 – 2022 Municipal Election – Accessibility Report.**

Suggested Motion by Councillor Angela Pierman:

“THAT, Report #C-2023-01 – 2022 Municipal Election – Accessibility Report be received for information.”

viii) **Appointment of Re-Use Center Volunteers.**

Suggested Motion by Councillor Wayne Baker:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Re-Use Center, subject to the Criminal Records Check Policy:

- Lorraine Willstead.”*

ix) **Appointment of Karate Volunteers.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteers for the Tay Valley Karate Program, subject to the Criminal Records Check Policy:

- Joseph Maurice Gabriel Chartier*
- Tyson Gibson.”*

x) **22-12-22 and 23-01-12 – Council Communication Packages.**

Suggested Motion by Councillor Greg Hallam:

“THAT, the 22-12-22 and 23-01-12 Council Communication Packages be received for information.”

xi) **Friends of the Tay Watershed – Rail Ties Disposal – Glen Tay.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, the letter dated December 19, 2022, from Friends of the Tay Watershed regarding the Rail Ties Disposal in Glen Tay be received for information.”

xii) **ROMA Conference Debrief.**

8. BY-LAWS

i) **By-Law No. 2023-001: Amend Road Naming By-Law Amendment No. 2020-017 (Cohen Way) – attached, page 104.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2023-001, being a by-law to Amend Road Naming By-Law No. 2020-017 (Cohen Way), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- ii) **By-Law No. 2023-002: Amend By-Law No. 2020-018 – Assume a Portion of Unopened Road Allowance for Public Use (Cohen Way Extension) – attached, page 107.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2023-002, being a by-law to Amend By-Law No. 2020-018 - Assume a Portion of an Unopened Road Allowance for Public Use (Cohen Way Extension) be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- iii) **By-Law No. 2023-003: Zoning By-Law Amendment – Removal of Holding Zone – Plan 21 Lakeside Living (Maberly Pines) – attached, page 112.**

Suggested Motion by Councillor Greg Hallam:

“THAT, By-Law No. 2023-003, being a by-law to Amend Zoning By-Law No. 2002-121 [Removal of Holding Zone – Plan 21 Lakeside Living (Maberly Pines)], be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- iv) **By-Law No. 2023-004: Electronic Monitoring of Employees Policy – attached, page 115.**

Suggested Motion by Councillor Andrew Kendrick:

“THAT, By-Law No. 2023-004, being a by-law to adopt an Electronic Monitoring of Employees Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- v) **By-Law No. 2023-005: Interim & Final Tax Levy – attached, page 120.**

Suggested Motion by Councillor Angela Pierman:

“THAT, By-Law No. 2023-005, being a by-law to Authorize an Interim and Final Tax Levy for the Year 2023, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- vi) **By-Law No. 2023-006: 2023 Budget – attached, page 122.**

Suggested Motion by Councillor Wayne Baker:

“THAT, By-Law No. 2023-006, being a by-law to Adopt the Estimates for the Sums Required for Municipal Purposes for the Year 2023, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- vii) **By-Law No. 2023-007: Zoning By-Law Amendment – Lee – 152 Blair Poole Farm – attached, page 153.**

Suggested Motion by Councillor Korrine Jordan:

“THAT, By-Law No. 2023-007, being a by-law to Amend Zoning By-Law No. 2002-121 from Rural (RU) to Residential Limited Services (RLS) (152 Blair Poole Farm, Part Lot 4, Concession 6, geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- viii) **By-Law No. 2023-008: Zoning By-Law Amendment – Lee – 364 Blair Poole Farm – attached, page 156.**

Suggested Motion by Deputy Reeve Fred Dobbie:

“THAT, By-Law No. 2023-008, being a by-law to Amend Zoning By-Law No. 2002-121 to Open Space-8 (OS-8) (364 Blair Poole Farm, Part Lots 5 & 6, Concession 6, geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- ix) **By-Law No. 2023-009: Zoning By-Law Amendment – Lee – 364 Blair Poole Farm – attached, page 159.**

Suggested Motion by Councillor Marilyn Thomas:

“THAT, By-Law No. 2023-009, being a by-law to Amend Zoning By-Law No. 2002-121 from Residential Limited Services-75 (RLS-75) to Residential Limited Services (RLS) (364 Blair Poole Farm, Part Lots 5 & 6, Concession 6, geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

- x) **By-Law No. 2023-010: Zoning By-Law Amendment – Lee – 364 Blair Poole Farm – attached, page 162.**

Suggested Motion by Councillor Angela Pierman:

“THAT, By-Law No. 2023-010, being a by-law to Amend Zoning By-Law No. 2002-121 from Residential Limited Services-75 (RLS-75) to Residential Limited Services-191 (RLS-191) (364 Blair Poole Farm, Part Lots 5 & 6, Concession 6, geographic Township of North Burgess), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

9. NEW/OTHER BUSINESS

None.

10. CALENDARING

Meeting	Date	Time	Location
Committee of Adjustment Orientation & Hearing	January 30 th	4:30 p.m.	Municipal Office
Fire Board Meeting	January 30 th	6:00 p.m.	Municipal Office
Council Meeting	January 31 st	6:00 p.m.	Municipal Office
Committee of the Whole Meeting	February 7 th	6:00 p.m.	Municipal Office
“Special” Council Meeting	February 16 th	5:30 p.m.	Municipal Office
Committee of Adjustment Hearing	February 27 th	5:30 p.m.	Municipal Office
Police Services Board Meeting	February 28 th	2:00 p.m.	Municipal Office
Council Meeting	February 28 th	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2023-011 - Confirmation By-Law – January 14th, 26th and 31st, 2023 – attached, page 165.**

Suggested Motion by Councillor Wayne Baker:

“THAT, By-Law No. 2023-11, being a by-law to confirm the proceedings of the Council meeting held on January 14th, 26th and 31st 2023, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

13. ADJOURNMENT

MINUTES

STRIKING COMMITTEE MINUTES

Friday, November 18th, 2022

10:00 a.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Greg Hallam

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

Others Present: None

Members & Staff Absent: None

1. CALL TO ORDER

The meeting was called to order at 10:02 a.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was approved as presented.

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

None at this time.

4. COUNCIL AND PUBLIC APPOINTMENTS

The Striking Committee moved “in camera” at 10:03 a.m. to address a matter pertaining to personal matters about identifiable individuals, including municipal or local board employees regarding Council and Public Appointment to Boards and Committees and the CAO/Clerk and Deputy Clerk remained in the room.

The Striking Committee returned to open session at 10:46 a.m.

The Chair rose and reported that the Committee considered the applications and recommended the following appointments for the term of Council, unless otherwise noted:

Council Appointments

- i) **Bolingbroke Cemetery Board**
 - Councillor Wayne Baker

- ii) **Fire Rescue Board**
 - Councillor Wayne Baker
 - Councillor Greg Hallam
 - Councillor Marilyn Thomas

- iii) **Library Board**
 - Councillor Andrew Kendrick

- iv) **Pinehurst Cemetery Board**
 - Deputy Reeve Fred Dobbie

- v) **Police Services Board**
 - Reeve Rob Rainer

- vi) **Green Energy & Climate Change Working Group**
 - Councillor Greg Hallam
 - Councillor Angela Pierman

- vii) **Labour Management Committee**
 - Reeve Rob Rainer
 - Councillor Greg Hallam

- viii) **Community Emergency Management Program Committee**
 - Reeve Rob Rainer
 - Deputy Reeve Fred Dobbie (alternate)

- ix) **Mississippi Valley Conservation Authority**
 - Councillor Andrew Kendrick

- x) **Municipal Drug Strategy Committee**
 - Councillor Korrine Affleck

- xi) **Rideau Valley Conservation Authority**
 - Councillor Angela Pierman

Public Appointments

- xii) **Bolingbroke Cemetery Board**
 - Doug Boyd
 - Betty Anne Gillespie
 - Darla Kilpatrick

- xiii) **Committee of Adjustment**
 - Richard Schooley
 - Peter Siemons
 - Larry Sparks

- xiv) **Library Board**
 - Dawn Palmer

- xv) **Pinehurst Cemetery Board**
 - Bill Avery
 - Jay Playfair

- xvi) **Police Services Board**
 - Neil Fennell

- xvii) **Heritage Property Selection Committee**
 - Susan Code McDougall
 - Brenda Kennett
 - Ted Parkinson
 - Karen Prytula
 - David Taylor

- xviii) **History Scholarship Selection Committee**
 - Susan Code McDougall
 - David Poole
 - Kay Rogers

- xix) **Green Energy & Climate Change Working Group**
 - Bob Argue
 - Doug Barr
 - Jennifer Dickson
 - Peter Nelson
 - David Poch

xx) **Fence Viewers**

- Bill Avery
- John Conboy
- Greg Ellis
- Philip Jones (alternate)

5. OTHER BUSINESS

None.

6. ADJOURNMENT

The Committee adjourned at 10:47 a.m.

COUNCIL MEETING MINUTES

Tuesday, December 13th, 2022

Immediately Following the Public Meeting – 2023 Budget and Fees at 5:30 p.m.

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Reeve, Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Andrew Kendrick
Councillor Greg Hallam
Councillor Korrine Affleck
Councillor Marilyn Thomas
Councillor Angela Pierman
Councillor Wayne Baker

Staff Present: Amanda Mabo, CAO/Clerk
Janie Laidlaw, Deputy Clerk
Ashley Liznick, Treasurer
Noelle Reeve, Planner

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 6:39 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Under Motions: Appointment of Hockey Volunteer.
- ii) Under Motions: Appointment of Karate Volunteer.
- iii) Under Motions: Bill 23: Mississippi Valley Conservation Authority Request for Working Group of Conservation Authorities.

The Agenda was adopted 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) **“Special” Council Meeting – November 7th, 2022.**

RESOLUTION #C-2022-12-03

MOVED BY: Andrew Kendrick
SECONDED BY: Wayne Baker

“THAT, the minutes of the “Special” Council Meeting held on November 7th, 2022, be approved as circulated.”

ADOPTED

- ii) **“Special” Council Meeting (Closed Session – Potential Litigation – Judicial Review) – November 7th, 2022.**

RESOLUTION #C-2022-12-04

MOVED BY: Greg Hallam
SECONDED BY: Korrine Affleck

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Potential Litigation – Judicial Review) held on November 7th, 2022, be approved as circulated.”

ADOPTED

- iii) **Inaugural Meeting – November 15th, 2022.**

RESOLUTION #C-2022-12-05

MOVED BY: Korrine Affleck
SECONDED BY: Greg Hallam

“THAT, the minutes of the Inaugural Meeting held on November 15th, 2022, be approved as circulated.”

ADOPTED

- iv) **“Special” Council Meeting – November 17th, 2022.**

RESOLUTION #C-2022-12-06

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“THAT, the minutes of the “Special” Council Meeting held on November 17th, 2022, be approved as circulated.”

ADOPTED

- v) **“Special” Committee of the Whole Meeting – November 22nd, 2022.**

RESOLUTION #C-2022-12-07

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“**THAT**, the minutes of the “Special” Committee of the Whole Meeting held on November 22nd, 2022, be approved as circulated.”

ADOPTED

- vi) **“Special” Committee of the Whole Meeting – November 29th, 2022.**

RESOLUTION #C-2022-12-08

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“**THAT**, the minutes of the “Special” Committee of the Whole Meeting held on November 29th, 2022, be approved as circulated.”

ADOPTED

- vii) **“Special” Committee of the Whole Meeting (Closed Session – Identifiable Individual – Contract Obligations) – November 29th, 2022.**

RESOLUTION #C-2022-12-09

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“**THAT**, the minutes of the “Special” Committee of the Whole Meeting (Closed Session – Identifiable Individual – Contract Obligation) held on November 29th, 2022, be approved as circulated.”

ADOPTED

- viii) **“Special” Committee of the Whole Meeting – December 6th, 2022.**

RESOLUTION #C-2022-12-10

MOVED BY: Andrew Kendrick

SECONDED BY: Angela Pierman

“**THAT**, the minutes of the “Special” Committee of the Whole Meeting held on December 6th, 2022, be approved as circulated.”

ADOPTED

- ix) **Committee of the Whole Meeting – December 6th, 2022.**

RESOLUTION #C-2022-12-11

MOVED BY: Greg Hallam

SECONDED BY: Korrine Affleck

“**THAT**, the minutes of the Committee of the Whole Meeting held on December 6th, 2022, be approved as circulated.”

ADOPTED

- x) **“Special” Council Meeting – December 8th, 2022.**

RESOLUTION #C-2022-12-12

MOVED BY: Korrine Affleck
SECONDED BY: Greg Hallam

“THAT, the minutes of the “Special” Council Meeting held on December 8th, 2022, be approved as circulated.”

ADOPTED

- xi) **“Special” Council Meeting (Closed Session – Position or Instruction Applied to Negotiations – Water and Sewer Service Agreement – New Long Term Care Facility) – December 8th, 2022.**

RESOLUTION #C-2022-12-13

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“THAT, the minutes of the “Special” Council Meeting (Closed Session – Position or Instruction Applied to Negotiations – Water and Sewer Service Agreement – New Long Term Care Facility) held on December 8th, 2022, be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. MOTIONS

- i) **2021 Audited Financial Statements.**

RESOLUTION #C-2022-12-14

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“THAT, the Council of the Corporation of Tay Valley Township adopt the 2021 Audited Financial Statements as presented.”

ADOPTED

ii) **Report #PD-2022-47 – Nordlaw Plan of Condominium – Draft Plan Extension.**

The Planner explained that the Lanark County Report is going to County Council on December 14th and the County Planner is saying that it is not possible to have a caveat that they demonstrate financing. The County Planner has also changed the timing from 6 months to a year. The Planner and CAO/Clerk are having a conversation with the County Planner tomorrow to see if that can be changed.

RESOLUTION #C-2022-12-15

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“**THAT**, Council approve a six-month extension of the draft approval for the Nordlaw Cottages Inc. Plan of Condominium 09-CD 16002 if the applicant provides adequate confirmation of financing for the project by December 15, 2022 to the Township, with the understanding that a further six-month extension for approval shall only be granted if all outstanding taxes and fees due to Tay Valley Township have been paid and the remaining conditions have been significantly completed, to the satisfaction of the Township.”

ADOPTED

iii) **Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022 and Related Legislation.**

RESOLUTION #C-2022-12-16

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“**THAT**, the Planning Department be authorized to submit the Municipality’s response to the Environmental Registry of Ontario (ERO) with respect to Bill 23, More Homes Built Faster Act, 2022, and other related ERO comment opportunities as detailed in Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022, that are specific to Tay Valley Township;

AND THAT, the Planning Department be authorized to submit the comments to the Minister of Municipal Affairs and Housing, Steve Clark, and the Minister of Natural Resources and Forestry, Graydon Smith, the local MPP, John Jordan, and the Rural Ontario Municipal Association (ROMA), as detailed in Report #PD-2022-48 – Bill 23 More Homes Built Faster Act, 2022, that are specific to Tay Valley Township.”

ADOPTED

- iv) **Eastern Ontario Conservation Authorities Letter - Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario.**

RESOLUTION #C-2022-12-17

MOVED BY: Andrew Kendrick
SECONDED BY: Marilyn Thomas

“**THAT**, Council endorse the positions expressed in the letter sent by Eastern Ontario Conservation Authorities to the Provincial Government on November 15th, 2022 regarding the Loss of Local Decision-Making: Bill 23 Does Not Work for Eastern Ontario.”

ADOPTED

- v) **Report #PD-2022-49 – Removal of Holding Zone for Maberly Pines Subdivision.**

The CAO/Clerk suggested an amendment to the motion to add “**AND THAT**, the necessary By-Law be brought forward to the January 31st, 2023 Council meeting” so that the process is clear.

RESOLUTION #C-2022-12-18

MOVED BY: Greg Hallam
SECONDED BY: Korrine Affleck

“**THAT**, By-Law #2021-033 - Holding Zone for Plan 21 Lakeside Living (Maberly Pines) be lifted as the Rideau Valley Conservation Authority has indicated they are satisfied with the revised Lot Servicing Report and Plan for the Maberly Pines Subdivision by BluMetric consultants.”

(SEE RESOLUTION #C-2022-12-19)

RESOLUTION #C-2022-12-19

MOVED BY: Marilyn Thomas
SECONDED BY: Korrine Affleck

“**THAT**, Resolution #C-2022-12-18 be amended to add “*AND THAT, the necessary By-Law be brought forward to the January 31st, 2023 Council meeting.*”

ADOPTED

A Member asked why the report presented to Council did not address the recommendation in the BluMetric report indicating what should be done in Maberly Pines and asked the Planner what will be done with those recommendations other than lifting the holding zone.

The Planner explained that applicable law must be met to issue a Building Permit, the requirements of the subdivision agreement are applicable law, and they must be met to get a building permit. The previous Council removed the permitted use of a Bed & Breakfast. The Township has processes for how to

deal with what is required by the BluMetric Report and the Rideau Valley Conservation Authority.

A Member asked about the recommendations other than then requirements of law, the report addresses other considerations, for example, wells and how they are drilled and monitored and wastewater disposal. Is Tay Valley capable to implement those.

The Planner explained that Development Agreements can be put in place and can include some of those recommendations. The Member would like to know what the Township is planning to do as he feels some of the recommendations are serious in regard to the adequacy of the water supply and the impact of new wells on existing wells. Is concerned about lifting the holding without anything out to the public with how new development could impact them.

The Chair feels that the report is very technical, and that the Township has more information about Maberly Pines than they did before. Staff can ensure appropriate development is met. Council needs to trust that staff can implement things going forward. Does not want to see things held up any longer and the Township and staff have more to work with than ever before. This has been looked at for a long time and care must be given for development approval.

The CAO/Clerk explained that the subdivision agreement and the BluMetric report are looked at as part of the process for a planning application, there is a checklist for developing in a subdivision.

A Member believes that the recommendations in the report are not related to individual development they are recommendations for the Township to do and would like a report on how they will be done and paid for.

Council agreed that staff will bring a report to address the recommendations in the BluMetric report forward before the by-law is passed.

A Member asked if once the holding is lifted can property owners build. The Planner confirmed that they will be able to with a Road Access Agreement.

RESOLUTION #C-2022-12-18

MOVED BY: Greg Hallam

SECONDED BY: Korrine Affleck

“THAT, By-Law #2021-033 - Holding Zone for Plan 21 Lakeside Living (Maberly Pines) be lifted as the Rideau Valley Conservation Authority has indicated they are satisfied with the revised Lot Servicing Report and Plan for the Maberly Pines Subdivision by BluMetric consultants;

AND THAT, the necessary By-Law be brought forward to the January 31st, 2023 Council meeting.”

ADOPTED

- vi) **Report #CBO-2022-10 – Building Department Report – January – November 2022.**

RESOLUTION #C-2022-12-20

MOVED BY: Korrine Affleck
SECONDED BY: Greg Hallam

“**THAT**, Report #CBO-2022-10 – Building Department Report – January – November 2022 be received as information.”

ADOPTED

- vii) **2023 Council/Committee Meeting Calendar.**

RESOLUTION #C-2022-12-21

MOVED BY: Fred Dobbie
SECONDED BY: Marilyn Thomas

“**THAT**, the 2023 Council/Committee Calendar be approved.”

ADOPTED

- viii) **Appointments to Boards and Committees.**

RESOLUTION #C-2022-12-22

MOVED BY: Marilyn Thomas
SECONDED BY: Fred Dobbie

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following persons for a term ending November 17, 2026, unless otherwise noted, with such persons serving at the pleasure of Council;

THAT, such appointments may be amended, extended or terminated, within the term by motion of Council;

THAT, such appointments are subject to the Criminal Records Check Policy;

AND THAT, such persons shall represent the Township’s best interests in the activities of the named body and shall, at the request of Council or as per the terms of reference, communicate the status of such activities to the public through presentation at an open meeting of Council scheduled at a time convenient to the appointee and/or via a report from the Senior Manager assigned to the named body:

Bolingbroke Cemetery Board

- Councillor Wayne Baker, Chair
- Doug Boyd
- Betty Anne Gillespie
- Darla Kilpatrick

Committee of Adjustment

- Richard Schooley
- Peter Siemons
- Larry Sparks

Fence Viewers

- Bill Avery
- John Conboy
- Greg Ellis
- Philip Jones (alternate)

Fire Rescue Board

- Councillor Wayne Baker
- Councillor Greg Hallam
- Councillor Marilyn Thomas

Library Board

- Councillor Andrew Kendrick
- Tara Langford
- Dawn Palmer

Pinehurst Cemetery Board

- Councillor Fred Dobbie, Chair
- Bill Avery
- Jay Playfair

Police Services Board

- Reeve Rob Rainer
- Neil Fennell

Green Energy & Climate Change Working Group

- Councillor Greg Hallam
- Councillor Angela Pierman
- Bob Argue
- Doug Barr
- Jennifer Dickson
- Peter Nelson
- David Poch
- Gilbert Rossignol

Heritage Property Selection Committee

- Susan Code McDougall
- Brenda Kennett
- Ted Parkinson
- Karen Prytula
- David Taylor

History Scholarship Selection Committee

- Susan Code McDougall
- David Poole
- Kay Rogers

Labour Management Committee

- Reeve Rob Rainer
- Councillor Greg Hallam

Community Emergency Management Program Committee

- Reeve Rob Rainer
- Deputy Reeve Fred Dobbie, alternate

Mississippi Valley Conservation Authority

- Councillor Andrew Kendrick

Municipal Drug Strategy Committee

- Councillor Korrine Affleck

Rideau Valley Conservation Authority

- Councillor Angela Pierman.”

ADOPTED

- ix) **Ministry of Municipal Affairs and Housing – Letter from Minister Steve Clark.**

RESOLUTION #C-2022-12-23

MOVED BY: Angela Pierman
SECONDED BY: Wayne Baker

“**THAT**, staff compose a letter of response to the Ministry of Municipal Affairs and Housing, as requested by Minister Steve Clark in his letter to the Township dated November 15, 2022, to note any ongoing areas of concern for Tay Valley Township.”

ADOPTED

- x) **22-12-01 – Council Communication Package.**

RESOLUTION #C-2022-12-24

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“**THAT**, the 22-12-01 Council Communication Package, excluding item 1, be received for information.”

ADOPTED

xi) **Appointment of Hockey Volunteer.**

RESOLUTION #C-2022-12-25

MOVED BY: Andrew Kendrick
SECONDED BY: Korrine Affleck

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Tay Valley Hockey Program, subject to the Criminal Records Check Policy:

- Gary Schmid.”

ADOPTED

xii) **Appointment of Karate Volunteer.**

RESOLUTION #C-2022-12-26

MOVED BY: Greg Hallam
SECONDED BY: Andrew Kendrick

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Tay Valley Karate Program, subject to the Criminal Records Check Policy:

- Nicole Greenstreet.”

ADOPTED

xiii) **Bill 23: Mississippi Valley Conservation Authority Request Working Group for Conservation Authorities – *attached, page 17.***

A Member asked about the various letters the Township has sent to a number of associations, does the Township need to keep letting the government know we are not happy? The Conservation Authorities have asked to be an advisory and if the Ministry wants that they will reply to them.

The CAO/Clerk explained that this is how the system works, you provide support or disapproval of a request. The first was to provide comments on how Bill 23 impacts Tay Valley, now recognizing that the legislation has passed, this is showing support for the Conservation Authorities who are asking to be part of the Working Group that has input to the regulations that will be coming out.

RESOLUTION #C-2022-12-27

MOVED BY: Korrine Affleck
SECONDED BY: Greg Hallam

“**THAT**, the Council of the Corporation of Tay Valley Township supports the Mississippi Valley Conservation Authority letter dated December 12, 2022 to the Minister of Natural Resources and Forestry requesting the establishment of a working group of conservation authorities to advise MNR staff in the drafting of

regulations in order facilitate a productive and smooth transition with regards to the implementation of Bill 23.”

ADOPTED

8. BY-LAWS

i) By-Law No. 2022-037: Committee of Adjustment.

RESOLUTION #C-2022-12-28

MOVED BY: Andrew Kendrick

SECONDED BY: Fred Dobbie

“**THAT**, By-Law No. 2022-037, being a by-law to Constitute and Appoint a Committee of Adjustment, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

ii) By-Law No. 2022-038: Repeal COVID-19 Vaccination Policy.

RESOLUTION #C-2022-12-29

MOVED BY: Greg Hallam

SECONDED BY: Andrew Kendrick

“**THAT**, By-Law No. 2022-038, being a by-law to Repeal By-Law No. 2021-063, being a by-law to adopt a COVID-19 Vaccination Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

iii) By-Law No. 2022-039: Assume Portion of Unopened Road Allowance (Zibi Way).

A Member confirmed that the Public Works Manager oversaw the construction of the road. He has a concern that at the end of the road there is a steep drop off and wondered if that should be signed or marked.

The CAO/Clerk explained the process for a road assumption. The Public Works Manger inspects at various stages as it is constructed, the comment about the drop off at the end will be passed on to the Public Works Manager.

RESOLUTION #C-2022-12-30

MOVED BY: Korrine Affleck

SECONDED BY: Greg Hallam

“**THAT**, By-Law No. 2022-039, being a by-law to Assume a Portion of an Unopened Road Allowance for Public Use (Zibi Way), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- iv) **By-Law No. 2022-040: Road Naming - Zibi Way.**

RESOLUTION #C-2022-12-31

MOVED BY: Fred Dobbie

SECONDED BY: Marilyn Thomas

“**THAT**, By-Law No. 2022-040, being a by-law to Amend By-Law No. 98-87, being a Road Naming By-Law (Zibi Way), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- v) **By-Law No. 2022-041: Zoning By-Law Amendment – Whyte.**

RESOLUTION #C-2022-12-32

MOVED BY: Marilyn Thomas

SECONDED BY: Fred Dobbie

“**THAT**, By-Law No. 2022-041, being a by-law to Amend Zoning By-Law No. 2002-121 (30 Highway 511, Part Lot 27, Concession 3, geographic Township of Bathurst), be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- vi) **By-Law No. 2022-042: Tariff of Fees.**

RESOLUTION #C-2022-12-33

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“**THAT**, By-Law No. 2022-042, being a by-law to Adopt a Tariff of Fees, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

- vii) **By-Law No. 2022-043: Waste, Recycling and Composting Fees Amendment.**

RESOLUTION #C-2022-12-34

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

“**THAT**, By-Law No. 2022-043, being a by-law to Amend By-Law No. 2019-047, being a Waste Disposal, Composting and Recycling By-Law, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

viii) **By-Law No. 2022-044: Hall Rental Policy.**

RESOLUTION #C-2022-12-35

MOVED BY: Andrew Kendrick

SECONDED BY: Greg Hallam

“**THAT**, By-Law No. 2022-044, being a by-law to Adopt a Hall Rental Policy, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

9. NEW/OTHER BUSINESS

None.

10. CALENDARING

Meeting	Date	Time	Location
AMO New Councillor Training	January 5 th	9:00 a.m.	Virtual
Council Orientation	January 14 th	10:30 a.m.	Municipal Office
Public Meeting – Zoning By-Law Amendment	January 17 th	5:30 p.m.	Municipal Office
Committee of the Whole Meeting	January 17 th	Following	Municipal Office
Lanark County Association of Police Services Boards	January 18 th	10:00 a.m.	Carleton Place
ROMA Conference	January 22 nd – 24 th		Toronto
“Special” Council Meeting	January 26 th	5:30 p.m.	Municipal Office
Committee of Adjustment Orientation and Meeting	January 30 th	4:00 p.m.	Municipal Office
Council Meeting	January 31 st	6:00 p.m.	Municipal Office

11. CLOSED SESSIONS

None.

12. CONFIRMATION BY-LAW

- i) **By-Law No. 2022-045 - Confirmation By-Law – November 7th, 15th, 17th and December 13th, 2022.**

RESOLUTION #C-2022-12-36

MOVED BY: Greg Hallam

SECONDED BY: Andrew Kendrick

“**THAT**, By-Law No. 2022-045, being a by-law to confirm the proceedings of the Council meetings held on November 7th, 15th, 17th and December 13th, 2022, be read a first, second and third time short and passed and signed by the Reeve and Clerk.”

ADOPTED

13. ADJOURNMENT

Council adjourned at 7:33 p.m.

“SPECIAL” COUNCIL MEETING MINUTES

Saturday, January 14th, 2023

10:30 a.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Andrew Kendrick
Councillor Angela Pierman (arrived at 11:03 a.m.)
Councillor Marilyn Thomas

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

Regrets: None.

1. CALL TO ORDER

The meeting was called to order at 10:32 a.m.
A quorum was present.

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

None at this time.

3. CLOSED SESSIONS

CONFIDENTIAL: Education & Training – Council & Staff Relations.

RESOLUTION #C-2023-01-01

MOVED BY: Greg Hallam

SECONDED BY: Korrine Jordan

“THAT, Council move “in camera” at 10:32 a.m. to hold a meeting under subsection 3.1 of the Municipal Act, 2001 for the purpose of educating or training the members with regard to Council & Staff Relations;

THAT, at this meeting no member will discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee;

AND THAT, the Chief Administrative Officer/Clerk, Deputy Clerk, Planner, Treasurer, Public Works Manager and Fire Chief remain in the room.”

ADOPTED

RESOLUTION #C-2023-02

MOVED BY: Greg Hallam

SECONDED BY: Andrew Kendrick

“THAT, Council return to open session at 2:42 p.m.”

ADOPTED

The Chair rose and reported that Council received training on Council and Staff relations.

4. ADJOURNMENT

Council adjourned at 2:43 p.m.

COMMITTEE OF THE WHOLE MINUTES

Tuesday, January 17th, 2023

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

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Deputy Reeve Fred Dobbie
Reeve Rob Rainer
Councillor Wayne Baker
Councillor Korrine Affleck
Councillor Andrew Kendrick
Councillor Angela Pierman
Councillor Marilyn Thomas
Councillor Greg Hallam (arrived at 6:35 p.m.)

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner
Ashley Liznick, Treasurer (left at 7:55 p.m.)
Sean Ervin, Public Works Manager (left at 6:34 p.m.)

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 5:47 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 OF PUBLIC MEETINGS

i) **Public Meeting: 2023 Budget – December 13th, 2022.**

The minutes of the Public Meeting – 2023 Budget held on December 13th, 2022, were approved.

5. DELEGATIONS & PRESENTATIONS

i) **Presentation – Overview of the County Operations & Cell and Broadband Project Update.**

K. Greaves gave a PowerPoint presentation – *attached, page 12.*

The Committee asked about the location of new towers in Tay Valley and asked if they will cover the entire Township. K. Greaves explained that the goal is to have coverage for everyone, there are factors that affect the range from the towers such as trees, hills and rocks which make it more difficult, but the goal is for cell & broadband to reach every home. The focus is on getting cell service to those that do not have it currently.

6. PRIORITY ISSUES

i) **Report #PW-2023-01 – Lakewood Road Reconstruction.**

The Public Works Manager explained the options outlined in the report. Member asked what it was going to cost to reconstruct the road. The Public Works Manager estimates it will cost between \$485,000 to \$500,000. A Member asked if there is anything that can be done now to make it better temporarily. The Public Works Manager explained that the road will receive cold patch in the spring after the thaw.

Recommendation to Council:

“**THAT**, Lakewood Road be included for reconstruction in the 2024 Budget”.

ii) **2023 Final Budget Discussion.**

The Treasurer reviewed the proposed levy increase of 5% that included the additional considerations as per Council direction. Since the Public Meeting in December the Township has received final budget amounts from the Mississippi Valley and Rideau Valley Conservation Authorities and an increase to vehicle maintenance for two vehicles has now been included to bring the levy to 5.33%. The Township has also received the amount of revenue due to assessment growth. It was recommended that the additional revenue from assessment growth be used to offset the increase of 0.33% to keep the levy increase at 5% and the remainder to be placed in reserves. This would keep the tax levy increase to 5% or a \$71.65 impact on a \$300,000 residential assessment – *attached, page 28.*

A member asked what the difference between a Tax Levy and Tax Rate was, the Treasurer explained that the levy is the amount of dollars needed for the budget but the rate is calculated using assessment, so if the assessment stays the same then the tax levy will equal the tax rate. The Township has seen assessment growth so that increase in assessment will reduce the tax rate.

A Member asked about the request from the Lanark Community Justice Program and if the amount should be reduced. The Reeve explained that the Lanark Community Justice Program gave a presentation to County Council, and it was very impressive. They save taxpayers a lot of money through their intervention work. The CAO/Clerk explained that they also save municipalities on calls for service cost by reducing the calls to the OPP. The Treasurer explained that they have offered to give a presentation to Council if requested. The Committee would like staff to arrange for a presentation by the Lanark Community Justice Program.

A Member asked about the additional amounts being put into reserves, and which reserve those additional funds will go to. The Treasurer explained that they will not go to a specific reserve until the next version of 10 Year Capital Plan is brought forward to Council. Staff will provide Council with recommendations on which reserves need additional funds.

The Committee agreed that the 2023 budget be prepared with the recommendations as presented and the By-Law will come to the January 31st Council meeting.

iii) **Report #FIN-2023-01 – Property Tax Due Dates.**

Recommendation to Council:

“**THAT**, the interim tax due dates be on February 24th, 2023 and April 27th, 2023;

AND THAT, the final tax due dates be on July 27th, 2023 and September 28th, 2023.”

The Public Works Manager left at 6:34 p.m.
Councillor Hallam arrived at 6:35 p.m.

iv) **Report #PD-2023-01– Removal of Holding Zone for Maberly Pines Subdivision.**

A Member asked about the checklist as some items are recommendations rather than instruction. The Planner explained that some of the recommendations are standard parameters, such as well drilling, which is regulated for all wells in Ontario, so it is redundant as they have to adhere to the regulations already and the Township does not oversee that as it is administered by another government body. The key to the BluMetric report was

to map a layout for the wells and septic on the lots in the subdivision and those will be adhered to as part of the building permit application review process. What is unique is that it contemplates the use of incineration and/or composting toilets to protect the water quality of the aquifer. The BluMetric report addresses the concerns that Council had regarding the subdivision and lifting the holding is the bases of the report.

The Member confirmed that if there is anything over and above what is required by other laws it should be reviewed by staff. There was a recommendation on maintaining a database on septic systems. The Planner explained that the Township does not do that for other subdivision but will be for Maberly Pines through an Excel spreadsheet.

The Committee asked about Maberly Pines being added to the septic re-inspection program. The Planner explained that the program was on some lakes to inspect septic systems that are 10 years old or older and that Maberly Pines can be added to that program. A report and amendment to the By-Law will come forward in February.

A Member asked about the notice that was sent to landowners in Maberly Pines regarding the January 31st Council meeting and that they could comment or submit written comments. The Planner explained that they received notice of the intent to lift the holding zone, it is not a public meeting as there is no requirement to hold a public meeting to lift a holding as the conditions of the holding that were set by Council have been met and most municipalities have delegated this to the Planner to save time by not bringing it to Council.

Recommendation to Council:

“**THAT**, By-Law #2021-033 Holding Zone for Plan 21 Lakeside Living (Maberly Pines) be lifted as the Rideau Valley Conservation Authority has indicated they are satisfied with the revised Lot Servicing Report and Plan for the Maberly Pines Subdivision by BluMetric consultants;

AND THAT, the Checklist for issuance of a Building Permit in Maberly Pines be received for information.”

v) **Report #PD-2023-04 – Co-Housing and Seniors Communication Project.**

A Member, while supportive of the initiative has some concerns about where this will lead as they could be large and can go anywhere in the Township which seems to be against some other things the Township is trying to accomplish. The Planner confirmed that they will not be permitted anywhere in the Township, part of the amendment to the zoning by-law will determine where they will be permitted.

The Committee is supportive of the project as it will be helpful for providing affordable housing.

The CAO/Clerk advised Committee that the Planner will be a panelist at the ROMA Conference on Monday to speak about Co-Housing and about Tay Valley's Age Friendly Plan.

Recommendation to Council:

“THAT, the Zoning By-Law be amended to implement the co-housing recommendations from Implementing Tay Valley's Age-Friendly Community Plan Through Co-Housing, Communication and Inclusion report;

AND THAT, the recommended outreach strategy from Implementing Tay Valley's Age-Friendly Community Plan Through Co-Housing, Communication and Inclusion report be undertaken once a Community Services Coordinator is hired.”

vi) **Report #PD-2023-03 – Home Energy Retrofit Program Prerequisites (BetterHomes Tay Valley).**

The Committee asked how the program would work regarding applications and how the loan is applied for projects. The Planner explained that the owner needs an energy audit to determine what would benefit the home, the homeowner will be guided to determine what options for retrofitting and options for the loan. After the project is complete, another energy audit will be done to show what the improvement was.

The Committee discussed the suggested motion and if all three parts were required to move the application forward. There were questions as to if the \$2 million from the Township had to be held or was it a commitment to contribute \$2 million. The concern was if the \$2 million needs to be set aside then those funds are not available for the four (4) years the program runs.

The Planner confirmed that all parts of the motion is needed to complete the application.

Staff will confirm if the \$2 million can just be held in a reserve or is it a commitment. It was presumed that the \$8 million from the program would be allocated first and that the Townships portion may not be needed. Committee asked if Infrastructure Ontario or a bank loan is an option for the Township portion rather than using reserves. The Treasurer explained that there would be interest on those loans and that might not make it affordable.

A Member feels the draft by-law needs improvement, possibly alternative wording for how the loan is administered. The CAO/Clerk explained that the draft By-Law was proposed by the group the Planner is working with and has not been run by legal council yet, it will be worked on before a final By-Law is presented to Council.

Recommendation to Council:

“THAT, the Draft Local Improvement Charge (LIC) By-Law authorizing the Undertaking of Energy Efficiency and Water Conservation Works on Private

Residential Property as Local Improvements under the BetterHomes Tay Valley Program under the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program be brought forward to the next Council meeting, after legal review;

THAT, the Township will contribute \$2 million in funding as its 20% contribution of the \$10 million potential grant;

AND THAT, staff be authorized to advance a Federation of Canadian Municipalities (FCM) Community Energy Financing (CEF) program application by working with BetterHomes Ontario for the turn-key delivery of the Tay Valley Residential Energy Retrofit Program including the preparation of the FCM CEF application.”

- vii) **Report #CBO-2023-01 – Building Department Report – January – December 2022.**

Recommendation to Council:

“**THAT**, Report #CBO-2023-01 – Building Department Report – January – December 2022 be received as information.”

- viii) **Report #CAO-2023-01 – Electronic Monitoring of Employees Policy.**

Recommendation to Council:

“**THAT**, the Electronic Monitoring of Employees Policy be adopted as outlined in Report #CAO-2023-01

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

- ix) **Report #C-2023-01 – 2022 Municipal Election – Accessibility Report.**

Recommendation to Council:

“**THAT**, Report #C-2023-01 – 2022 Municipal Election – Accessibility Report be received for information.”

- x) **Report #C-2023-02 – Road Extension - Cohen Way.**

Recommendation to Council:

“**THAT**, By-Law No. 2020-018, being a By-Law to assume Cohen Way for public use be amended to assume the extension of Cohen Way;

THAT, By-Law No. 2020-017, being a By-Law to amend Road Naming By-Law No, 98-87 to name and describe Cohen Way be amended to describe the extended road;

AND THAT, the necessary By-Laws be brought forward to the January Council meeting.”

xi) **Appointment of Re-Use Center Volunteers.**

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township appoint the following volunteer for the Re-Use Center, subject to the Criminal Records Check Policy:

- Lorraine Willstead.”

xii) **Tay Valley 25th Anniversary Discussion.**

The Reeve explained that 2023 is the 25th Anniversary of the amalgamation of Tay Valley Township. The Township held an event at the Maberly Hall on Sunday, January 15th and there was approximately 35 people in attendance including 3 former Reeves and some new residents came out to meet their Council Members.

Council and Staff would like to hold two more events, with at least one of them during the summer when the seasonal residents are here. Some suggested ideas were attached to the agenda.

The CAO/Clerk informed Council that if they have ideas to send them by email. There have been members of the community already offer to volunteer to do some research and if any member of Council is interested in helping to let her know.

xiii) **AMO - New Council Training Feedback.**

The CAO/Clerk explained that when Council attends training or a conference they give a brief report back to all of Council. Members of Council attended New Councillor training that was offered by the Association of Municipalities of Ontario (AMO) and will go around the room to get any feedback on the training.

- would have liked to have the written material provided, but were told it was not available
- there was overlap with other training and/or orientation given by staff
- material on diversity and inclusion would have been more appropriate for the end instead of at the beginning
- order of material could have been better
- the cost may not have been worth it as the orientation and training senior management provided was just as good
- was nice to hear same consistent information that staff had provided
- roles of Council Members were reaffirmed
- was difficult to only listen with no material in hand
- some information related to larger municipalities only

A comment about training for the next term of Council would be for more iPad training. The CAO/Clerk explained that iPads are used as they have the option of using data if internet service is not great or available and hopefully with the

new infrastructure coming in the next few years the next term of Council could go to using laptops rather than the iPads.

The CAO/Clerk will follow up with why the material cannot be provided.

7. CORRESPONDENCE

i) **22-12-22 – Council Communication Package.**

Recommendation to Council:

“**THAT**, the 22-12-22 Council Communication Package be received for information.”

ii) **23-01-12 – Council Communication Package.**

Recommendation to Council:

“**THAT**, the 23-01-12 Council Communication Package be received for information.”

iii) **Friends of the Tay Watershed – Rail Ties Disposal – Glen Tay.**

The Reeve explained that the Friends of the Tay Watershed had sent a letter to CP Rail inquiring about the disposal of the rail ties in Glen Tay. The Reeve and CAO/Clerk have a meeting with a representative from CP Rail and will be asking them if they can be moved as the area is a highly sensitive aquifer and since there is no data on any water testing will be asking if they will undertake any testing. If Council Members have any other specific questions, they can be sent to the CAO/Clerk.

The CAO/Clerk explained that the Township also sent a letter last fall supporting the letter from the Friends of the Tay Watershed and have not heard anything until now, with a meeting being set up.

Committee thanked the Friends of the Tay Watershed for bringing this to Councils attention.

Recommendation to Council:

“**THAT**, the letter dated December 19, 2022, from Friends of the Tay Watershed regarding the Rail Ties Disposal in Glen Tay be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*
Councillor Wayne Baker.
- ii) **Committee of Adjustment** – *deferred to the next meeting.*
- iii) **Fire Board** – *deferred to the next meeting.*
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas
- iv) **Library Board** – *deferred to the next meeting.*
Councillor Andrew Kendrick.
- v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*
Councillor Fred Dobbie.
- vi) **Police Services Board** – *deferred to the next meeting.*
Reeve Rob Rainer.
- vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*
Councillor Greg Hallam and Councillor Angela Pierman
- viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*
Councillor Korrine Jordan.
- ix) **Mississippi Valley Conservation Authority Board.**
Councillor Andrew Kendrick.

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

- x) **Rideau Valley Conservation Authority Board.**
Councillor Angela Pierman.

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

- xi) **County of Lanark.**
Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

- have a budget meeting on Friday
- have had County Council meetings already, there are 16 members and 10 of them are new
- the County has unique areas of responsibility

9. CLOSED SESSION

The Treasurer left at 7:55 p.m.

- i) **CONFIDENTIAL: Identifiable Individual – Building Services.**
Amanda Mabo, Chief Administrative Officer/Clerk.

The Committee moved “in camera” at 7:55 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding building services and the Chief Administrative Officer/Clerk, Deputy Clerk and Planner, remained in the room.

The Committee returned to open session at 8:00 p.m.

The Chair rose and reported that staff was provided direction.

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

The Committee adjourned at 8:02 p.m.

“SPECIAL” COUNCIL MEETING MINUTES

Thursday, January 26th, 2023

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Andrew Kendrick
Councillor Angela Pierman
Councillor Marilyn Thomas

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner

Regrets: None

1. CALL TO ORDER

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

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

None at this time.

3. CLOSED SESSIONS

i) **CONFIDENTIAL: Solicitor/Client Privilege – Private Unassumed Roads.**

RESOLUTION #C-2023-01-03

MOVED BY: Korrine Jordan
SECONDED BY: Greg Hallam

“**THAT**, Council move “in camera” at 5:31 p.m. to address a matter pertaining to the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose regarding Private Unassumed Roads;

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

ADOPTED

RESOLUTION #C-2023-01-04

MOVED BY: Korrine Jordan

SECONDED BY: Greg Hallam

“**THAT**, Council return to open session at 7:46 p.m.”

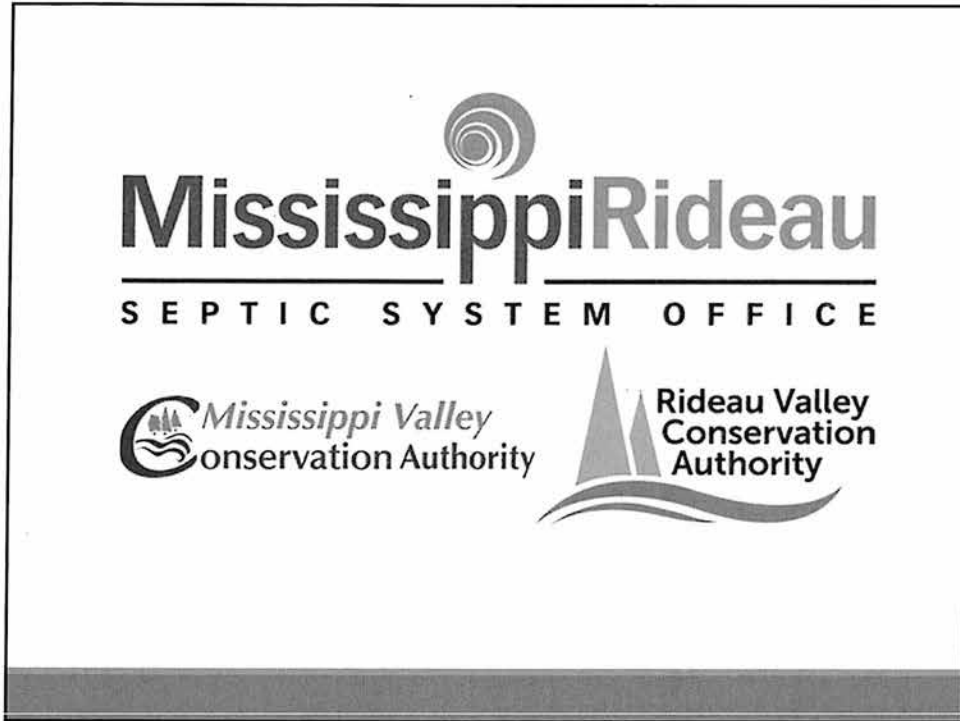
ADOPTED

The Chair rose and reported that Council received a legal opinion on the matter and will hold another closed session on this topic on February 16, 2023.

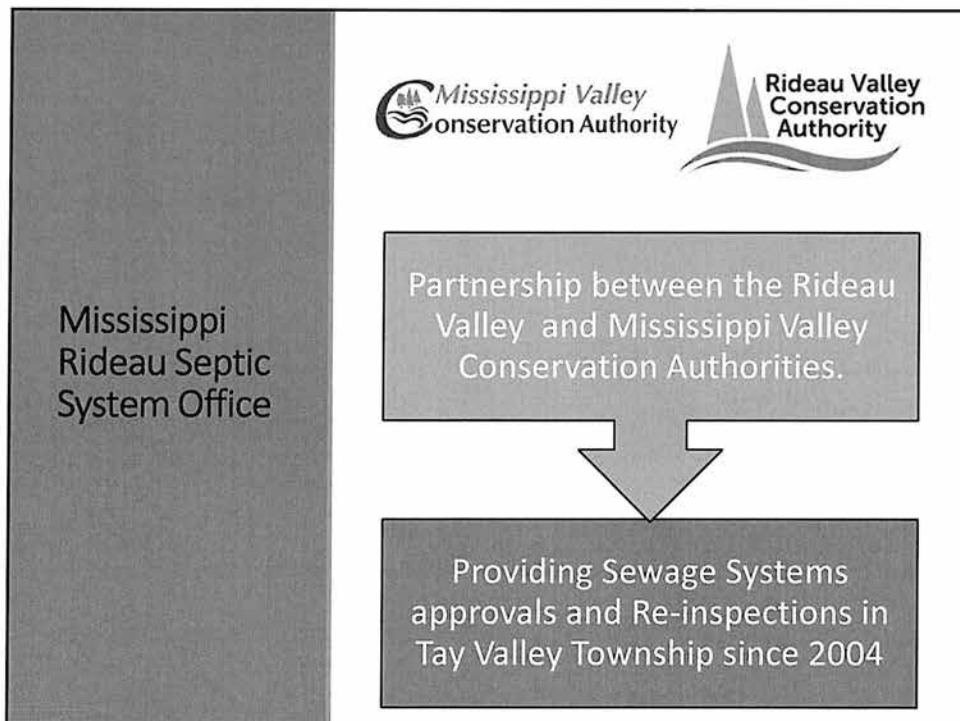
4. ADJOURNMENT

Council adjourned at 7:47 p.m.

DELEGATIONS & PRESENTATIONS



1



2

What is Wastewater?

Sanitary sewage Definition - Division A, Part 1.4.1.2.):

liquid or water borne waste, of industrial or commercial origin, or of domestic origin, including human body waste, toilet or other bathroom waste, and shower, tub, culinary, sink and laundry waste

Greywater - sanitary sewage of domestic origin which is derived from fixtures other than sanitary units

3

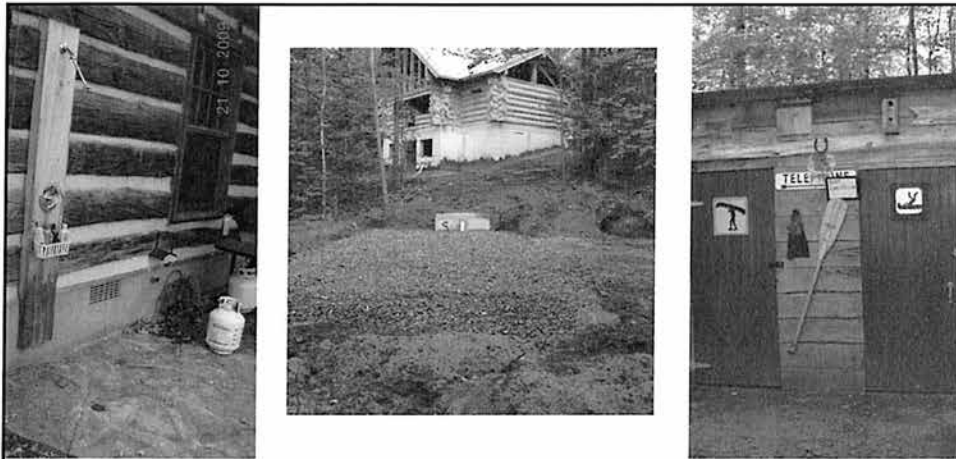
What is Treated?

Nutrients

Organics

Solids

4



Classes of Sewage Systems

5

Class 1 – Privies

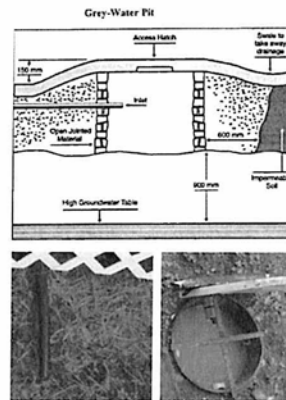
- Composting toilets are a Class 1
- No permit required for installation
- Construction requirements and SEPARATION distances provided in Ontario Building Code and can be enforced



6

Class 2 – Greywater Pit

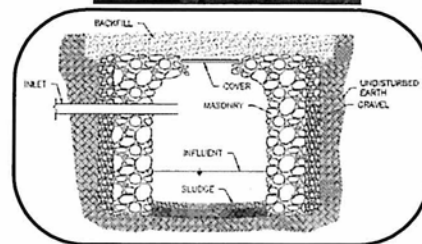
- Also known as :
 - French Drain
 - Dry Well...
- Can only accept waste from fixtures – i.e. sinks, showers...
- Permit required prior to construction
- Systems can be very large depending on conditions



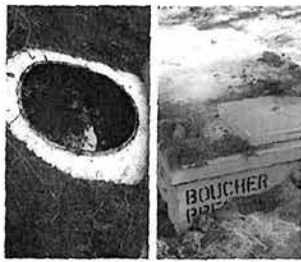
7

Class 3 - Cesspool

- Only accepts waste from a Class 1 system
- Permit required prior to construction
- Not very common



8



Class 4 – Septic Tank & Distribution Field

- Most common system
- Accepts both black water and greywater
- Different configurations:
 - Conventional –
 - Trench bed & Filter media
 - Level IV Treatment –
 - Type A & B, SBT
 - BMEC approved
 - Level IV treatment
 - Higher level of effluent quality
 - better for the environment
 - Overall system size can be smaller
 - less imported fill



9

Class 5 – Holding Tank

- No on-site treatment or disposal of sewage
- Not very common in recent years – all other avenues exhausted prior to installation
- Signed Agreement required with Licensed Sewage Hauler
- Minimum tank size is 9000L



10

When are Permits Required

Building a new home/building that is not serviced by sewer

Renovating - adding bedrooms, plumbing fixtures or increasing finished floor area by more than 15%

Replacing a failed system

Altering or remediating any part of the system

Property Owner is responsible for the design, construction, operation and maintenance of the Sewage System

11



Tay Valley Township

2022 Re-Inspection Results



MississippiRideau
SEPTIC SYSTEM OFFICE

Mississippi Valley
Conservation Authority

Rideau Valley
Conservation
Authority

12

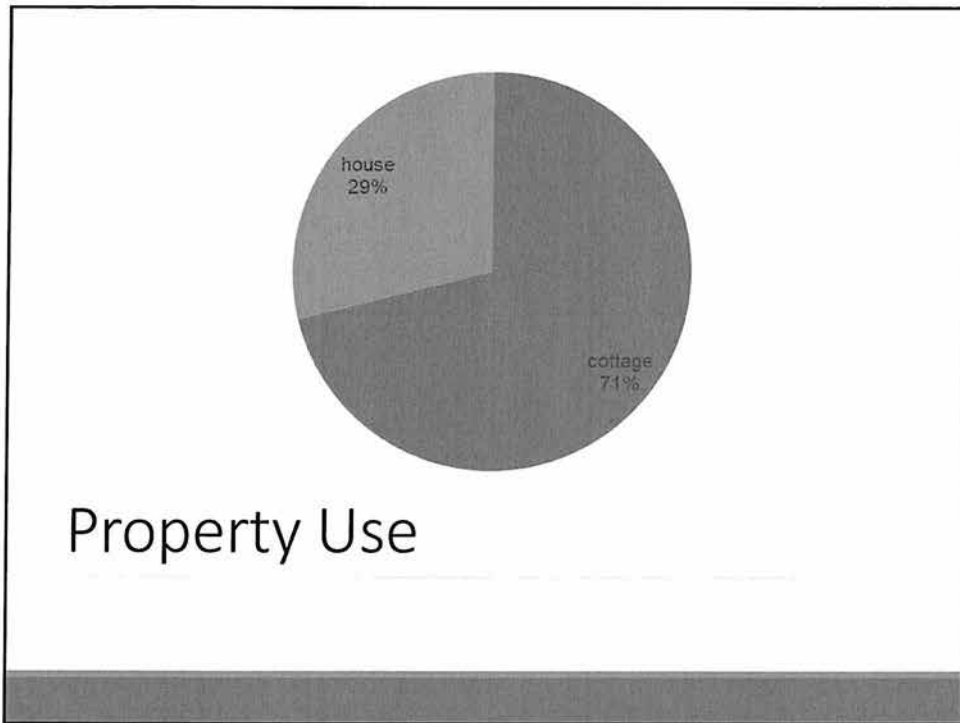
Mandatory		Properties	<h2 style="text-align: center;">Participation</h2> <p>Ninety-seven (97) re-inspections on ninety-six properties (96) were completed on 15 Lakes, as listed in the table to the sixty-eight (68) systems were inspected through the mandatory program, while twenty-nine (29) were inspected through the voluntary program.</p> <p>72% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;</p> <p>Sixty (60) systems were identified as having no concern, thirty-two (32) systems requiring remedial work, two (2) required more information and, three (3) system replacements required</p>
Lake			
Adam	10		
Bennett	6		
Bob's	6		
Farren	19		
Long	9		
Otty	11		
Pike	7		
Voluntary			
Big Rideau	4		
Black	9		
Bolton Creek	1		
Christie	4		
Davern	1		
Mississippi River	1		
Silver	3		
Tay River	6		
Total	97		

13

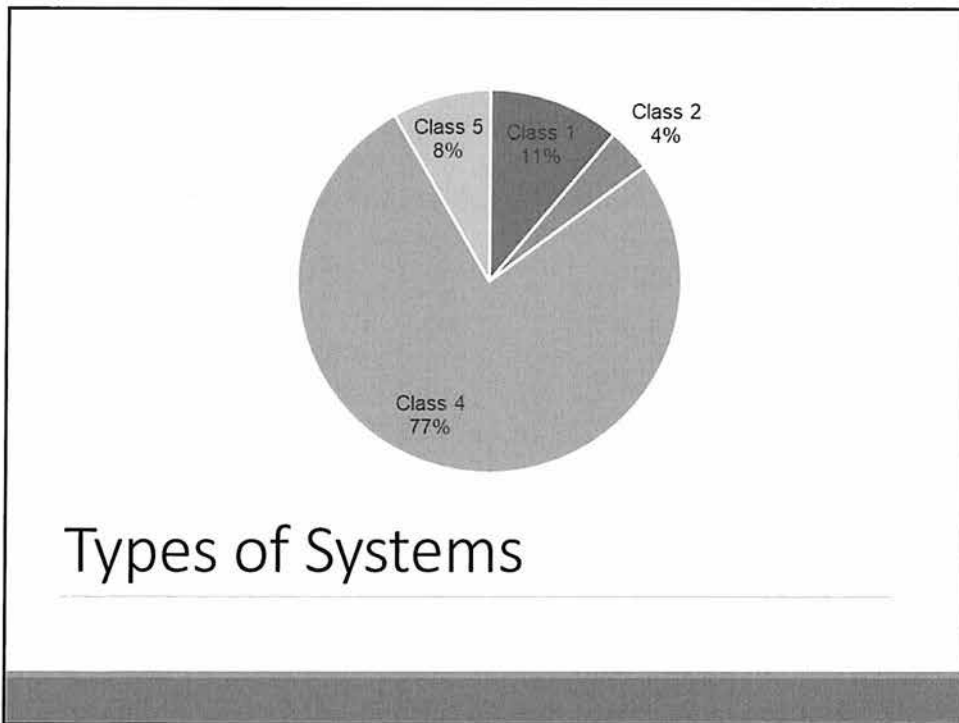
Lake	Number to inspect	Actual number inspected	Reason for Variance
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Long	12	9	One new system installed in 2021, one vacant parcel, and one moved to 2023.

Inspection Schedule

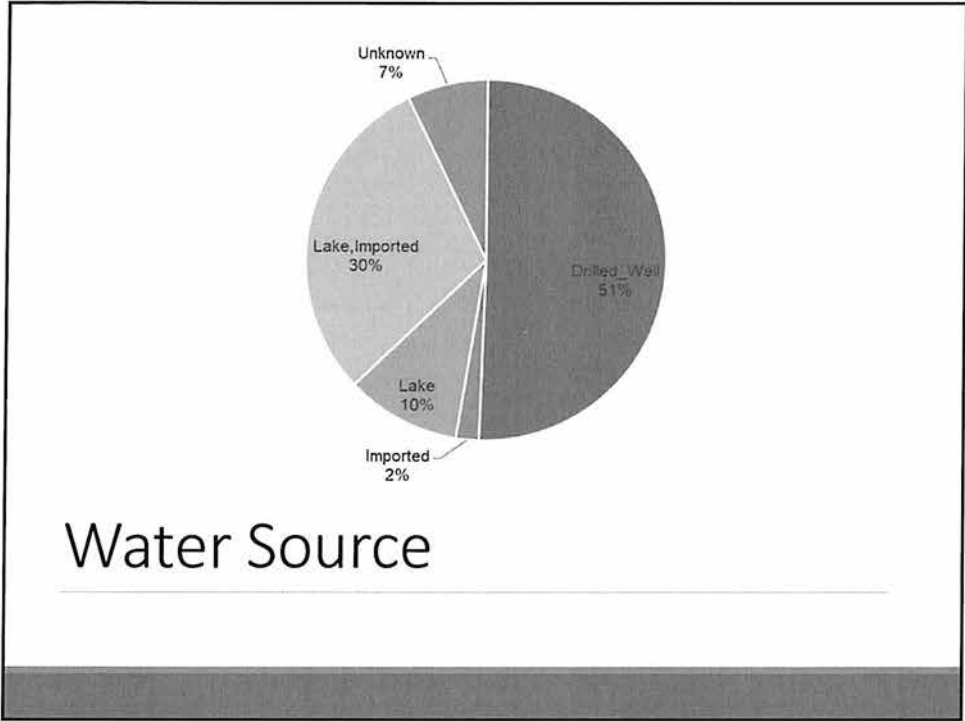
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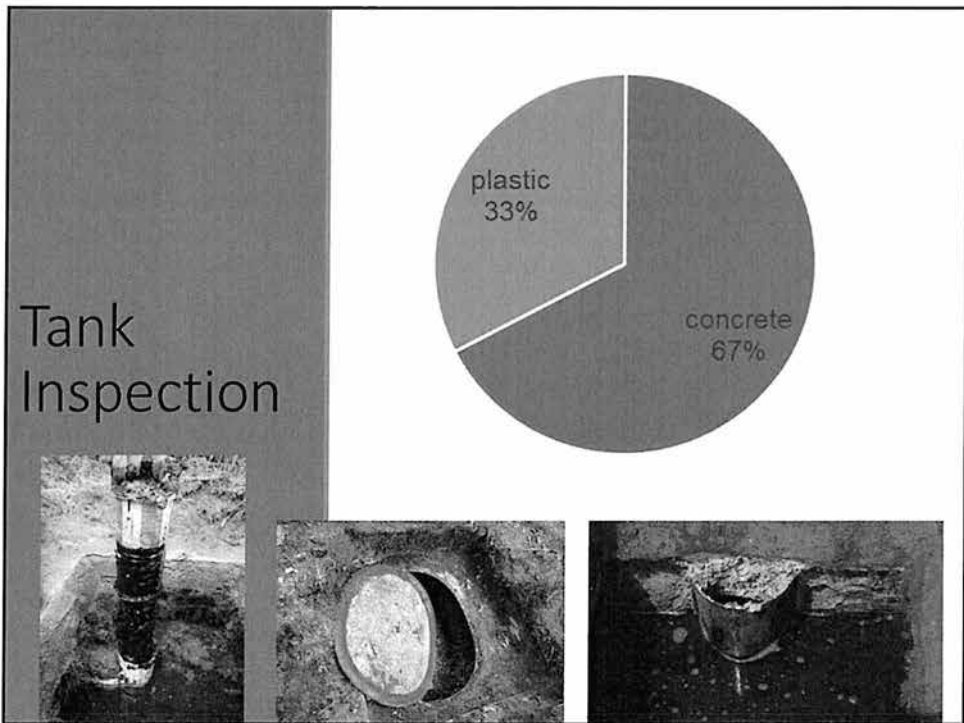
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16

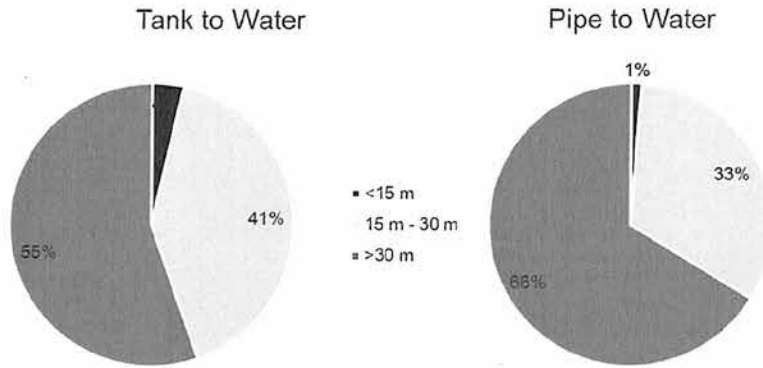


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18

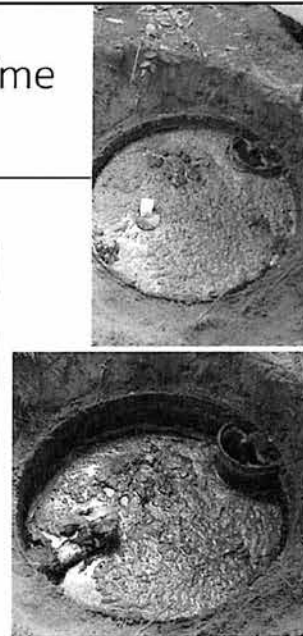
Separation Distance



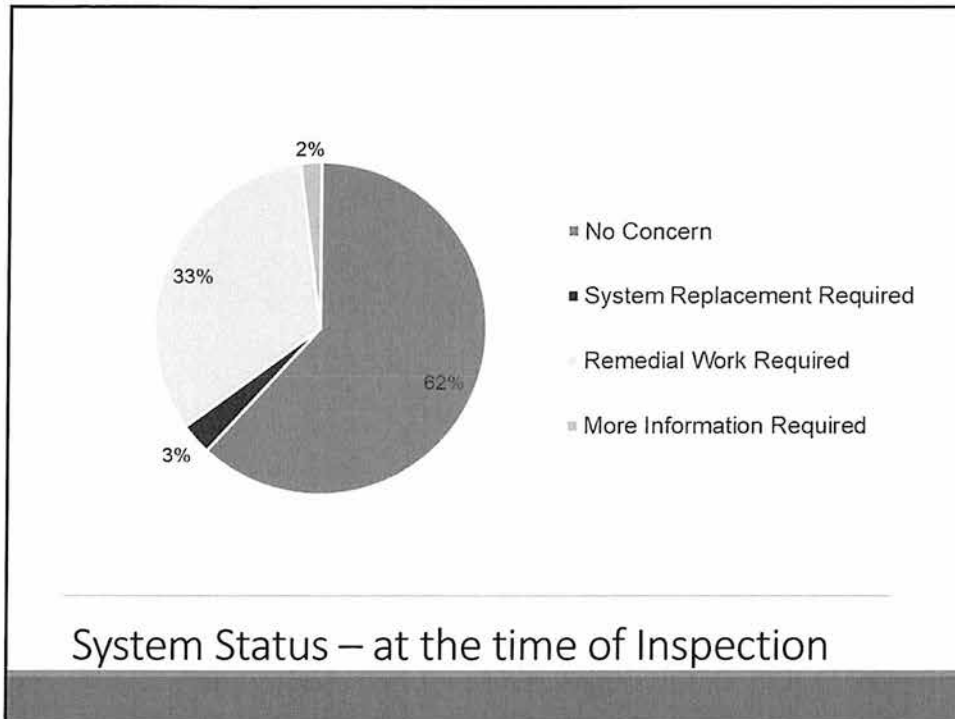
19

System Status – at the time of Inspection

No Concern	• No operational and/or maintenance issues identified.
Remedial Work	• Operational and/or maintenance issues were identified.
More Information Required	• One or more questions arose regarding the system(s)
System Replacement	• On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.



20



21

Pump out required	21
Baffles require maintenance (broken/missing)	8
Roots in tank	1
Vegetation/debris on leaching bed	3
Effluent level of tank	2
Filter cleaned/to be cleaned	3
Tank Corrosion	9
Class 1 and Class 2 issues	2
Alarm/pump issue	2
Recommend Risers	1

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

System Deficiencies

22

Thank you




MississippiRideau

SEPTIC SYSTEM OFFICE

c/o Mississippi Valley Conservation
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Eric Kohlsmith
Septic Inspector



Mississippi Valley
Conservation Authority



RIDEAU VALLEY
CONSERVATION AUTHORITY



Tay Valley Township

2022 Sewage System Re-inspection
Program

Prepared For Tay Valley Township
Prepared By Eric Kohlsmith, MRSSO
January 16, 2023


MississippiRideau
SEPTIC SYSTEM OFFICE

 Mississippi Valley
Conservation Authority

 Rideau Valley
Conservation
Authority

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Executive Summary

During the 2022 Sewage system Re-inspection program, ninety-seven (97) re-inspections on ninety-six properties (96) were completed on 15 Lakes, as listed in the table to the right. One sixty-eight (68) systems were inspected through the mandatory program, while twenty-nine (29) were inspected through the voluntary program. Some properties required more than one site visit due to system issues or had more than one system on site.

Properties included in the mandatory program were notified of their appointment in the property owner package and were given the opportunity to arrange a new appointment, if required. Participants were asked to return the questionnaire, included in the property owner information package, to the Mississippi Rideau Septic System Office (MRSSO). Once received, the administration staff entered the questionnaire in our database as being returned. The properties with returned questionnaires were set appointments. Properties that did not have returned questionnaires were still visited on the set appointment date. If no property owner was home at the time, a notice was left for them to reschedule.

Mandatory Inspections

Lake Name	Number of Properties
Adam	10
Bennett	6
Bob's	6
Farren	19
Long	9
Otty	11
Pike	7

Voluntary Inspections

Lake Name	Number of Properties
Big Rideau	4
Black	9
Bolton Creek	1
Christie	4
Davern	1
Mississippi River	1
Silver	3
Tay River	6
Total	97

The inspections began on May 10, 2022, and the last inspection was completed on November 21, 2022. Most of the inspections were completed in July; a month when cottagers are most likely to be present.

As a result of the program, sixty (60) systems were identified as having no concern, thirty-two (32) systems requiring remedial work, two (2) required more information and, three (3) system replacements required.

In conclusion, the MRSSO was able to:

- Conduct ninety-seven (97) septic re-inspections in 2022; sixty-eight (68) Mandatory and twenty-nine (29) Voluntary
- 72% of property owners were present for the inspection
- Identify three (3) systems requiring replacement

1 Introduction

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is essential to the continued life of the system. A Septic Re-Inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system;
2. A proactive approach to identifying risks to human health or the natural environment
3. A database of inspected existing septic systems that can be used as planning tool for municipalities

Malfunctioning on-site sewage systems can have both human health and environmental impacts beyond the property on which it is located. Nutrient and bacteria-rich effluent can travel through soil and rock fractures to surface water bodies, and ground water sources. Contamination of surface water can cause excessive aquatic plant growth, depletion of oxygen in lakes, and impact the natural habitat for aquatic species. Ground water contamination can cause illness and even death. This makes it crucial that property owners be aware of the location and operation of their septic system. Under the Ontario Building Code it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding community and environment.

The Tay Valley Township has led the way locally for the sewage system re-inspection program as well as other initiatives that work towards protecting the quality of surface and ground water. Since the sewage system re-inspection pilot program on Christie Lake was initiated in 2000, the Township has now conducted approximately 3,024 waterfront inspections. The program combines the education of the homeowner regarding the maintenance of their sewage system with an inspection component. A follow-up component is also essential to ensure that the program effectively manages identified sewage system problems.

The authority for the MRSSO, and other enforcement agencies, to conduct inspections of potentially unsafe sewage systems is provided by BCA s.15.9(1). The program Authority can be found in Appendix D.

In 2012, Tay Valley Township implemented a Mandatory Maintenance Inspection program on seven lakes within the municipality (Appendix D), at the request of the Lake Associations. In 2016 the By-Law was amended to include Little Silver and Rainbow Lakes in the Mandatory re-inspection program, bringing the total number of lakes to nine. The Voluntary program continues on the remaining lakes and rivers.

The sewage system re-inspection program for 2022 began by selecting properties to be involved, contacting property owners, and informing them of the inspection to take place. A site visit was made and either a visual inspection took place, or a visual and a tank inspection was completed. An inspection report was filled out and the owner was notified of any deficiencies to be rectified.

In 2022, the MRSSO continued the use of electronic reporting. Property owners were provided the option of receiving the report by email or mail.

The results for the ninety-seven (97) inspections completed in 2022 were compiled and this report is the culmination of those efforts.

2 Program Implementation

2.1 Inspection Schedule

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

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

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

* undeveloped properties removed

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

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

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

Table 1 *Mandatory Inspection Schedule*

Table 2 10 Year Mandatory Inspection Schedule

Equalized - Mandatory 10 year Property Selection*

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

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

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

2.2 Property Selection Protocol

The re-inspection program in Tay Valley Township is a combination of mandatory and voluntary inspections, with the goal of conducting a maximum of 200 re-inspections each year. Eight hundred and one (801) voluntary property owner post cards and eighty-one (81) mandatory property owner packages were mailed out (Appendix A). The voluntary property owner package was available online. The property owner package includes:

- Letter from the Township
- 5-Step procedure letter from MRSSO
- Questionnaire from MRSSO

Participants were selected using CGIS, the Township's GIS database program. The lakes involved in the 2022 program are outlined in the re-inspection document and the properties were selected using CGIS. The list was produced meeting the following criteria:

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

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

For the mandatory program, sixty-eight (68) inspections were completed. Table 3 shows the variance inspections per lake. The variance between Table 2 and 3 is

due to newer systems installed, and systems moved from year to year as circumstances require.

Table 3 Property variance

Lake	Number to inspect	Actual number inspected	Reason for Variance
Bennett	10	6	Three properties moved to 2023. One property inspected in 2021.
Bob's	9	6	Three moved to 2023
Farren	22	19	Two systems installed less than 10 years old. One moved to 2023.
Long	12	9	One new system installed in 2021, one vacant parcel, and one moved to 2023.

2.3 Distribution of Request for Participation

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

The inspections began on May 10, 2022, and the last inspection was completed on November 21, 2022. Most of the inspections were completed in July, the month when cottagers are most likely to be present.

2.4 Scheduling

Once a participant contacted our office, either by returning the questionnaire, calling, faxing, emailing or completing the online questionnaire, the information would be recorded in the database under four different categories:

- Questionnaire returned with appointment
- Questionnaire returned without appointment
- Appointment without a Questionnaire
- Removed from list (permit number or reason recorded)

As stated in our information package (Appendix A) appointments are first come, first served. Once the appointments made by property owners are scheduled, returned questionnaires without appointments are scheduled and the property

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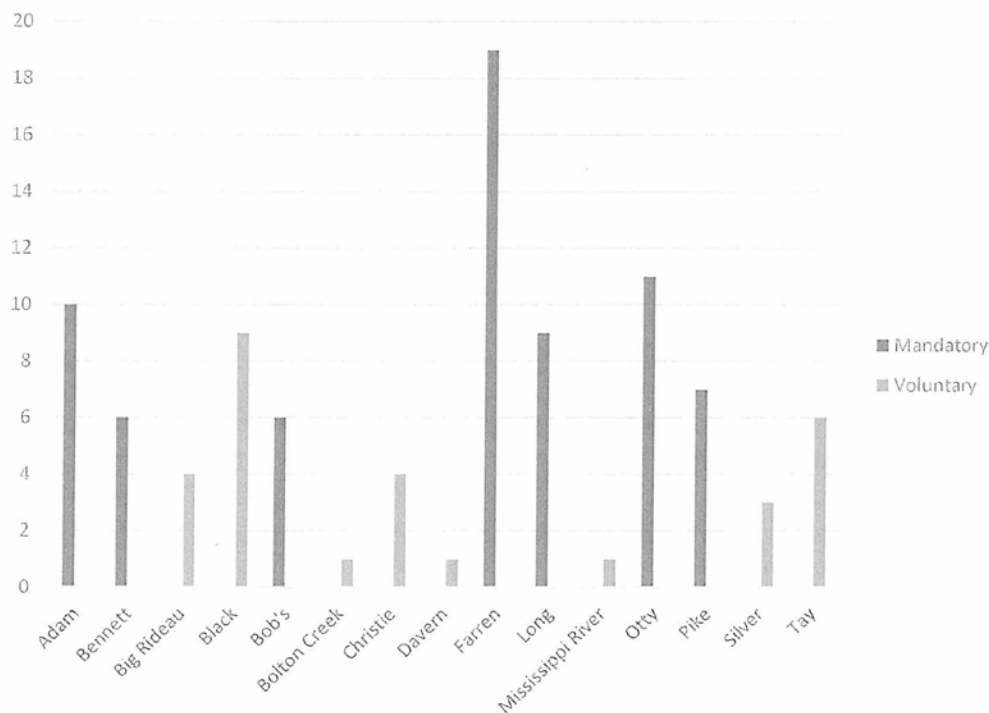
owner notified of the scheduling at least one week in advance. The MRSSO's goal is to schedule 10 appointments per day. This approach was used for both programs, with one change for the Mandatory program; Property owners were provided with a scheduled appointment with the option to change it upon request. 72% of property owners were present for the inspection.

3 Results and Discussion

3.1 Distribution of Sewage System Re-inspections

The re-inspection program resulted in ninety-six (96) properties visited with ninety-seven (97) inspections on fifteen (15) waterbodies completed (Figure 1).

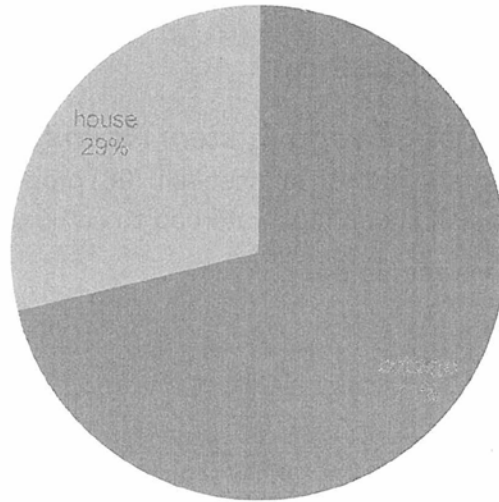
Figure 1 Properties Inspected per Lake



From information collected through the questionnaire, records of mailing addresses, and observations at the time of the inspection, the primary property uses identified were cottage, house, or business. Figure 2 illustrates that sixty-nine (69) of the inspections were completed on cottage properties and twenty-eight (28) on residential properties. While residential properties consistently generate more wastewater and have the potential to contribute more nutrients to the environment, seasonal properties often have older, under sized systems that

experience peak flows, which could lead to a greater environmental impact. Therefore, a mix of both seasonal and residential properties is desirable.

Figure 2 Property Use



3.2 Class of Sewage System

Five primary classes of wastewater treatment systems are identified in Part 8 of the OBC as outlined below.

Class 1 - Earth Pit, Vault, Pail and Portable Privies, Composting Toilets

Class 2 - Greywater Systems

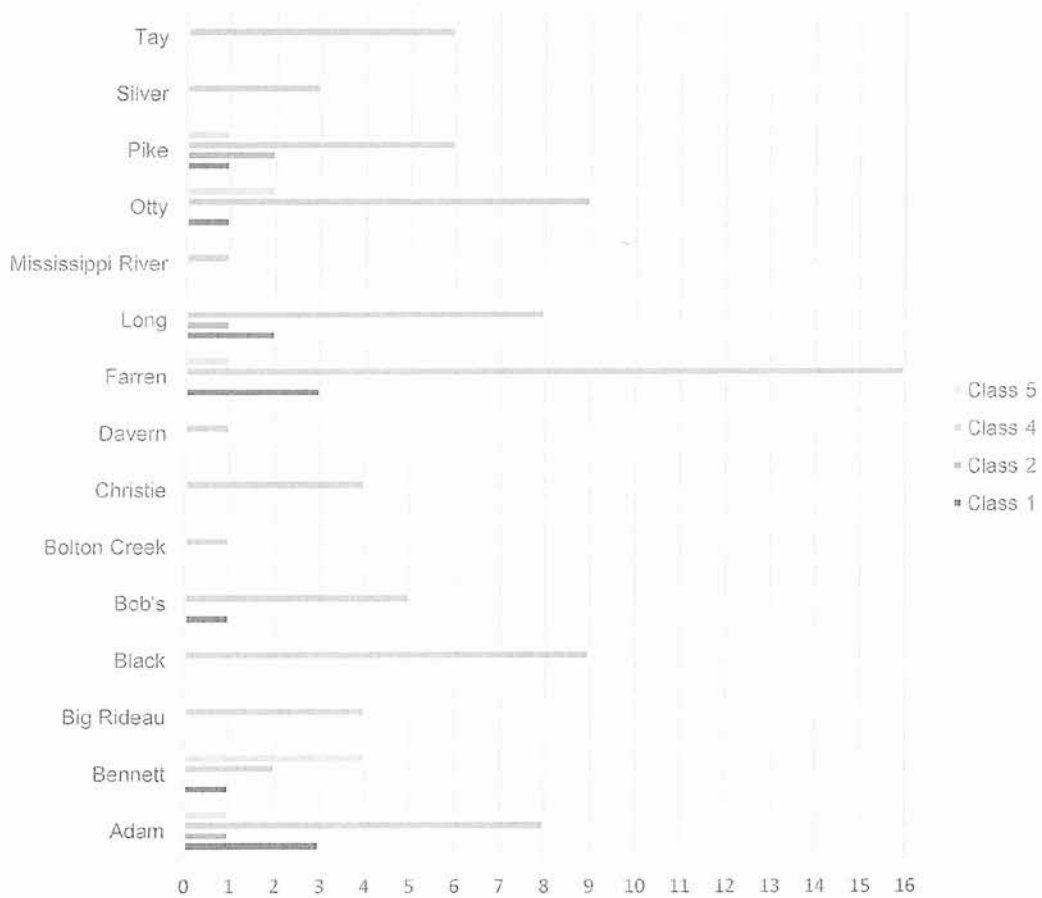
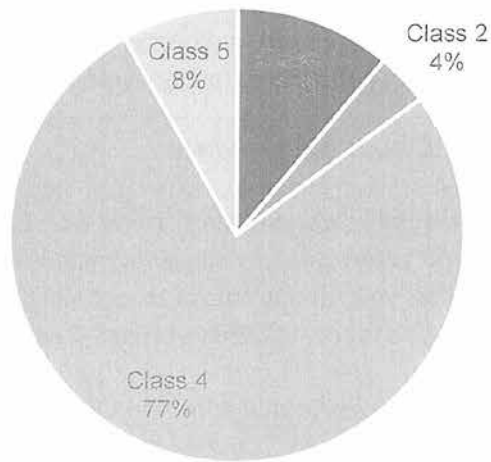
Class 3 - Cesspools

Class 4 – Septic Tank and Leaching Bed

Class 5 – Holding tanks

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

Figure 3 System Class per Lake



It is not uncommon, and many times it is necessary, for properties to have more than one class of system present on the property. For instance, if the primary class of system is a privy, then generally a Class 2 system is required for greywater treatment. It is strongly recommended that property owners with a Class 4 or Class 5 system direct all sources of greywater to that system unless otherwise approved.

3.3 Class 4 and Class 5 Systems

The most prevalent Class of sewage system found was Class 4 at 86% (83) of the systems inspected. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types leaching fields of Class 4 systems.

Very stringent requirements are identified in the OBC for allowing the installation of a Class 5 system (holding tank). One of those requirements is that it can be installed only when no other type of Class 4 system, meeting the OBC requirements, can be placed on the property. Nine holding tanks were identified during the 2022 re-inspection program.

3.4 Class 1, 2, and 3 Systems

Throughout the inspections, there were Twelve (12) Class 1 and four (4) Class 2 systems identified. Class 1, 2 and 3 systems are adequate options for protecting the environment when designed and installed correctly. The construction of Class 2 or 3 system requires a permit to construct while a Class 1 does not require a permit, but construction requirements can and are enforced. A Class 3 system can only receive waste from a Class 1. This type of system is most commonly associated with a composting toilet due to the requirement for an overflow.

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

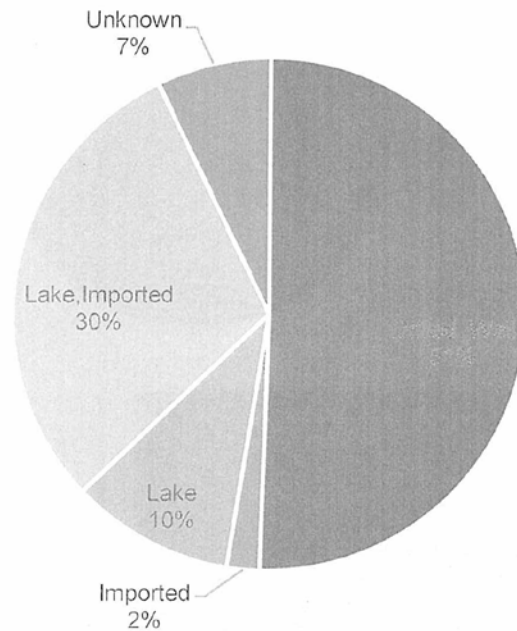
3.5 Wells and Drinking Water

Information was collected during the field inspection on the source of drinking water, and water treatment practices of the property owners. During the visual inspection, if a pipe pumping water from the water body was visible, and no well

was located, then the water source was assumed to be the lake (or river). If no pipe was visible and a well was located, then the water source was recorded as a

well. Water source indicated as “unknown” means the water source could not be determined. Information provided by the property owner is more accurate than that found during the visual inspection and is preferable to identifying the water source on-site. Figure 4 illustrates the percentage and type of water supply systems.

Figure 4 Water Source



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

3.6 Tank Inspection

The tank material was observed during the tank inspection. If the tank was not uncovered for the re-inspection, the tank material was determined by using a soil probe to locate the tank and to determine the construction material by the sound/feel it created. Of the ninety-seven (97) systems inspected, there were ninety-two (92) septic or holding tanks. Figure 5 shows the breakdown for the common tank materials found: concrete, plastic, fiberglass and metal.

Figure 5 Tank Material

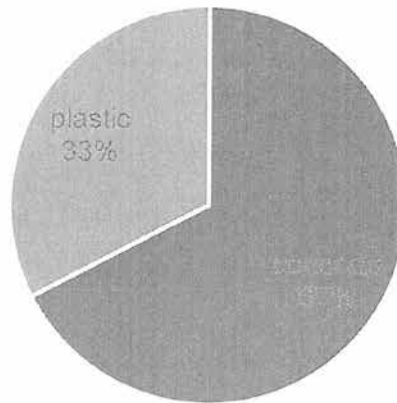


Photo 1: Concrete Corrosion around Outlet Baffle

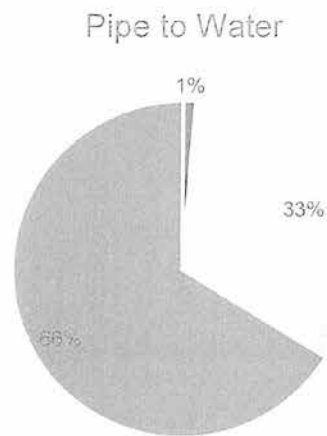
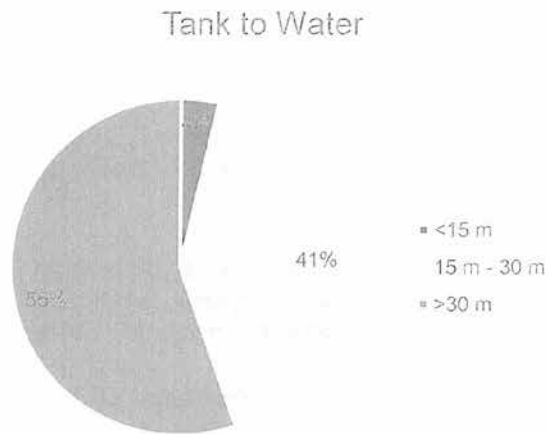
As a result of the re-inspection program, it was noticed that 11% of concrete septic tanks had signs of corrosion (Illustration 1). Concrete corrosion can be caused by a build of gases (from normal operation) reacting with the concrete. The corrosion can cause baffles to fall off, effluent to escape around the outlet pipe and the tank to become structurally unsafe.

3.7 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 6 represents the separation distance measured from septic/holding tanks and leaching bed to the surface water. The measurements were sorted into three categories:

- Less than 15m (<15m) – Does not meet OBC or Official Plan requirements
- Between 15m – 30m – Meets OBC but does not meet Official Plan requirements
- Greater than 30m (>30m) – Exceeds OBC and meets Official Plan requirements

Figure 6 Separation Distance –Tank and Leaching Bed to Water



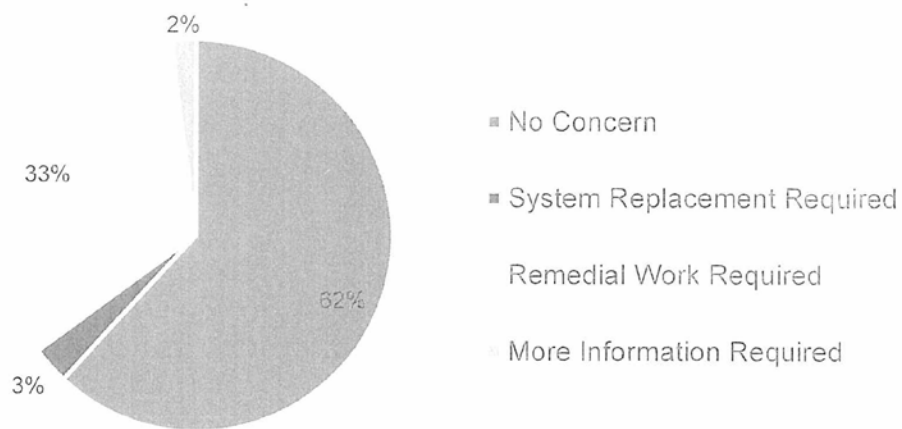
Although a reduced separation distance does not necessarily provide evidence of ground or surface water contamination, it is important to recognize that these systems are present.

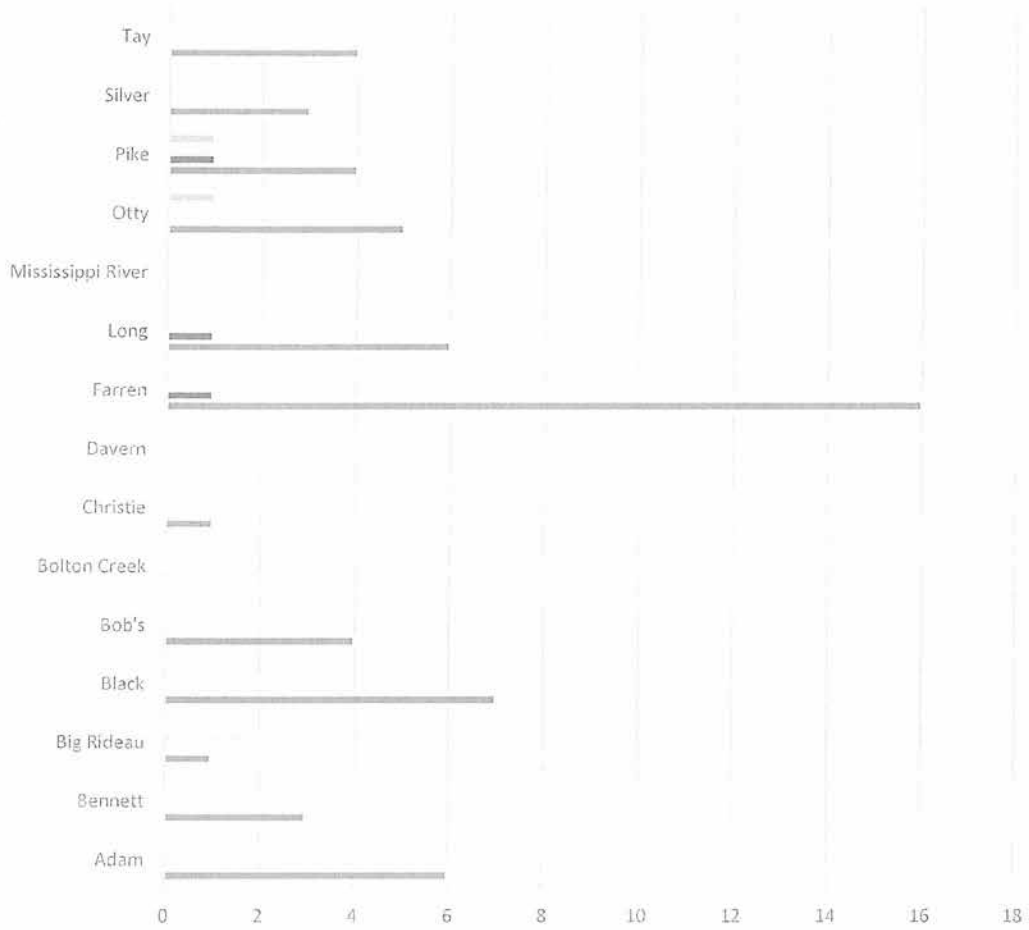
3.8 Sewage System Status

When completing an inspection of the existing sewage system the MRSSO has developed the following terms to identify the overall sewage system status or condition, as shown in Figure 7:

- **No Concern** – At the time of inspection there were no operational and/or maintenance issues identified.
- **Remedial Work Required** – At the time of inspection operational and/or maintenance issues were identified. These issues generally do not require a permit to remedy.
- **More Information Required** – At the time of inspection one or more questions arose regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system.
- **System Replacement Required** – At the time of inspection it was determined that the on-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

Figure 7 System Status – Mandatory Program





Every septic system requires regular maintenance to ensure it is operating efficiently and safely. System deficiencies are generally classified as a remedial work items. Table 4 illustrates the most common deficiencies found during the re-inspection program.

Table 4 System Deficiencies

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

Pump out required	21
Baffles require maintenance (broken/missing)	8
Roots in tank	1
Vegetation/debris on leaching bed	3
Effluent level of tank	2
Filter cleaned/to be cleaned	3
Tank Corrosion	9
Class 1 and Class 2 issues	2
Alarm/pump issue	2
Recommend Risers	1

3.9 Follow-up and Enforcement

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

Follow-up inspections include site visits, compliance letters and Order to Complies. The type of enforcement is determined by the severity of the issue. Orders to Comply are issued under the Building Code Act, Division B, Section 8.9 and Division C Section 1.10 of the Ontario Building Code.

Sewage Systems found to be malfunctioning or posing a risk to human health or the environment will require replacement. The three (3) systems identified in the 2022 program are in the process of being repaired or replaced.

4 Conclusions

The 2022 program completed a full inspection of ninety-seven (97) sewage systems on ninety-six (96) properties on fifteen (15) Lakes. Sixty-eight (68) systems were inspected through the mandatory program while twenty-nine (29) were inspected through the voluntary program. Approximately 62% of these systems had no concerns. The programs identified three (3) systems requiring replacement, which will aid in the prevention of pollution along our waterways. The rest of the re-inspections provided insights on sewage system maintenance and operation standards. It should be noted that the age of a system was not a significant factor in deficiencies identified. In turn, the diligence of the property owner regarding the operation and maintenance of their system had a greater impact on the deficiencies identified.

Interaction with property owners during the re-inspection program this year was very positive. Approximately 72% of property owners were able to be present during the re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Having homeowners excavate their tanks prior to re-inspection will be continued in the 2023 re-inspection season. This enabled a much more efficient re-inspection process.

Continued emphasis will be placed on attending Lake Association functions and offering information seminars to the public regarding changes to the program and the maintenance and operation of sewage systems within the Township. The opportunity to hear the concerns of waterfront properties and address misconceptions regarding sewage systems and the re-inspection programs is beneficial in promoting the proper maintenance and operation of sewage systems and identifying areas of concern.

The MRSSO's continued commitment to the property owners of Tay Valley Township is to provide fair, accurate and timely service. It is hoped that the momentum of the sewage system re-inspection program continues in the coming years, as it is a valuable asset to the health of the environment and the community.

Appendix A Homeowner Package



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

May 14, 2021

For over ten years Tay Valley Township has had a voluntary septic re-inspection program. Mandatory Re-inspections are new in the province and result from changes to the *Ontario Building Code* in January 2011 to implement requirements of the *Clean Water Act*. A properly functioning septic system is an integral part of a healthy lake environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological pollution to an adjacent water body. The Septic Re-Inspection Program is aimed at achieving a better understanding of system function, increasing owner education and preventative measures. The implications of poor maintenance are costly to the owner and to the community. Our program history shows owners are committed to protecting their lake lifestyle, as is the Township.

In the fall of 2011, the Lake and Property Owner Associations for Adam, Bennett, Bob's, Farren, Long, Otty and Pike Lake requested that Tay Valley Council consider implementing a program of mandatory septic re-inspections on these lakes. As Council agreed to the request, your property is included in the Tay Valley Township Mandatory Septic Re-inspection Program. In 2016, Little Silver and Rainbow Lakes Property Owners Association followed the same procedure to be included in the 2017 Mandatory Re-Inspection Program. To protect the water quality of your lake, you may schedule an appointment with the Mississippi Rideau Septic System Office (MRSSO) for the inspection at no cost to you. If you choose, you may be present for the inspection, but if it is not convenient you are not required to be present for the inspection. Alternatively, you may hire a third party certified inspection service to do the inspection.

Please see the attached Septic Re-inspection Procedure for instructions on preparing for the inspection including filling out and returning the enclosed questionnaire.

Your active involvement in the Septic Re-Inspection Program begins with filling in the accompanying questionnaire to the best of your ability. After the re-inspection is completed, advice on proper maintenance will be provided both in person and in the report left onsite. If necessary, the MRSSO will initiate a dialogue and define an action plan with owners of systems deemed to be a concern to the environment or to public health. Owners of systems found to be installed, operating and maintained properly, but which are not in compliance with current requirements of Part 8 of the *Ontario Building Code* will be advised the system is likely to require upgrade or replacement prior to further site development. Funding assistance may be available for septic replacement depending on eligibility criteria.

Page 1 of 2

Any comments regarding the Program in general or Council's strategy can be directed to Noelle Reeve, the Township Planner, at planner@tayvalleytwp.ca . Program specifics or questions about your involvement in the Program should be directed to Eric Kohlsmith, at the MRSSO, (613) 253-0006 ext. 256.

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

Noelle Reeve, Planner
Tay Valley Township

PROGRAM AUTHORITY:

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so is found in Part 8 of the *Ontario Building Code* which defines a sewage system as a "building". A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the *Code* is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the *Ontario Building Code*.

PERSONAL INFORMATION:

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

Mailing Address

July 19, 2021

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

We are pleased to provide free re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

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

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Scheduled appointment

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

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Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$40 (\$20/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed, **upon request** (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank.

Please do not pump tank before the re-inspection.

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A septic re-inspection status card will be left for the property owner and a copy of the septic re-inspection report will be emailed or mailed to the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



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

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BOOK YOUR FREE SEPTIC RE-INSPECTION

A free program brought to you by your Township

How the program can help you!

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

Components of a conventional, residential septic system

inlet pipe
septic tank
outlet pipe
header pipe
leaching bed

Mississippi Valley Conservation Authority | Mississippi-Rideau SEPTIC SYSTEM OFFICE | Ottawa Valley Conservation Authority

Mississippi-Rideau
Septic System Office
10970 Highway 7
Carleton Place ON K7C 8P1

SEPTIC RE-INSPECTION – a free, voluntary program

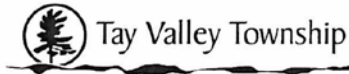
Our free, customized site visits are an opportunity for property owners to meet with an impartial, registered Building Official Inspector who will:

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

Contact Eric Kohlsmith
Mississippi-Rideau
Septic System Office
10970 Highway 7
Carleton Place, ON K7C 8P1
T 645-253-0006 ext. 256 F 645-253-0122 |
ekohlsmith@mvc.ca

Weekend appointments are available!

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



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

Date

A properly functioning septic system is an integral part of a healthy lake environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological pollution to an adjacent water body. The Septic Re-Inspection Program is aimed at achieving a better understanding of system function, increasing owner education and preventative measures. The implications of poor maintenance are costly to the owner and to the community. Our program history shows owners are committed to protecting their lake lifestyle, as is the Township.

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

Please see the attached Septic Re-inspection Procedure for instructions on preparing for the inspection including filling out and returning the enclosed questionnaire.

Your active involvement in the Septic Re-Inspection Program begins with filling in the accompanying questionnaire to the best of your ability. After the re-inspection is completed, advice on proper maintenance will be provided both in person and in the report left onsite. If necessary, the MRSSO will initiate a dialogue and define an action plan with owners of systems deemed to be a concern to the environment or to public health. Owners of systems found to be installed, operating and maintained properly, but which are not in compliance with current requirements of Part 8 of the *Ontario Building Code* will be advised the system is likely to require upgrade or replacement prior to further site development. Funding assistance may be available for septic replacement depending on eligibility criteria.

Any comments regarding the Program in general or Council's strategy can be directed to Noelle Reeve, the Township Planner at planner@tayvalleytwp.ca. Program specifics or questions about your involvement in the Program should be directed to the MRSSO, (613) 253-6000

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

Noelle Reeve, Planner

PROGRAM AUTHORITY:

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so was transferred from the Environmental Protection Act to Part 8 of the Ontario Building Code which defines a sewage system as a "building". Implementation of Code requirements is meant to ensure proper installation, operation and maintenance of on-site sewage systems. A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the Code is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the Ontario Building Code.

PERSONAL INFORMATION:

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

Address

Date

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

We are pleased to provide free re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

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

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Book an appointment

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

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Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$40 (\$20/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank. **Please do not pump tank before the re-inspection.**

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

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

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



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

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Questionnaire

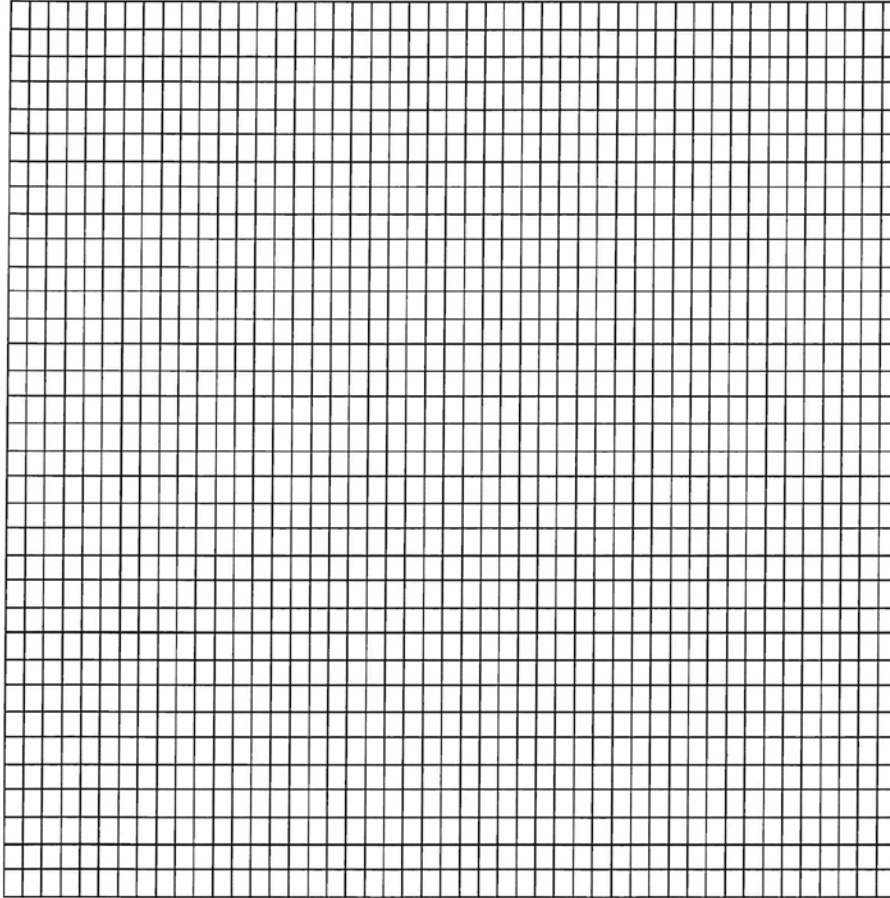
Please fill out as much information as possible, as best as you can, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as 'Correction' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please sign the form to verify the information that has been provided.

Property Owner			<i>Correction – New Property Owner, Spelling of Name...</i>			
Mailing Address			<i>Correction – New Mailing Address...</i>			
Telephone Number ()	Alternate Number ()		Email Address			
Re-Inspection Property Location			Length of Ownership	Lake Name		
			Property Size	# Bedrooms	Floor Area	
Roll Number						
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>	
Directions to Property				Do you require assistance locating/excavating your tank?		
				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
General Location of Tank				* There is a maximum charge of \$40 for this service		
				Inspection Date	July 22, 2021	
Sewage System Type	Class 1 <input type="checkbox"/> Privy/Outhouse	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank	
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Sewage Pump	
					Is Pump in Septic Tank?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Last Pump out				Pump Out Frequency		
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other		
Privy Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other		
Date System(s) Installed				Sewage System Permi #		
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Treatment

Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Site Sketch

Please include the **locations** as well as the distances between any **septic components** (tank, bed, privy, greywater pit), **structures** (house, shed, garage), **water bodies** (lakes, rivers, creeks, wetlands), **farming activities**, or **wells**.



Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

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

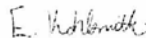
As the Province of Ontario has deemed the delivery of services for sewage treatment and disposal as essential, we anticipate completing our mandatory sewage system re-inspections this year. However, we want to ensure that these re-inspections are undertaken in a safe manner, so we are reviewing our site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

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

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

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

Regards,



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

Appendix B *Description of a Site Inspection*

Tank Inspection

The septic tank is located first by visually inspecting the property for signs of a system, using metal probes and information provided by the property owner. Once the tank was located both the inlet and outlet access ports are uncovered, and the soil placed on a tarp for tidiness. The lids are removed using a crow bar or shovel to 'crack' it open, or break the seal which forms over time if it is a concrete lid. The lids are lifted off with a 'J-hook', a long handled hook which allows two people, on either side of the lid to safely and easily lift off the heavy lid.

A visual inspection of the tank condition is made, and a measurement of the solids content is taken. A sludge judge is used for to take the measurement and is essentially a clear plastic tube with a ball valve on the bottom and 1 foot increments marked on the side of the tube. The judge is lowered into the first chamber of the tank and a cross section of the contents in the tank is obtained. The judge is then pulled out of the tank and the depth of the solids is noted. Often the ball valve plugs up and the contents run out of the bottom. In that case the solids in the bottom are felt by a change in density and the depth is noted.

A visual inspection of the baffles is done as well as a check that the partition wall is in working order. If the solids in the second chamber are as high as the first chamber it can be an indication that the partition wall has suffered some damage. We also check for roots in the tank, and look for the presence of effluent filters before replacing the lids and restoring the area to its original condition.

One of the most frequent questions a homeowner asks is "How often should I pump my tank?" Most government documents and information publications suggest that a septic tank should be pumped out every 3-5 years. Another resource is the OBC, which requires that a septic tank be pumped out when the sludge and scum occupy 1/3 of the working capacity of the tank (8.9.3.4.(1)). This will prevent the sewage from traveling too quickly through the septic tank, not allowing the solids and fats to properly separate from the effluent. To give the homeowner, on an individual basis, an estimation of the frequency for pumping out their septic tank, the depth of sludge and scum was measured during the tank inspection.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (=2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3,790 (=3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Visual Re-Inspection

The visual re-inspection consists of a walk around the property looking for water sources, sewage systems or any suspicious things such as pipes to the surface. Measurements are taken between the sewage system components and water bodies, as well as to water sources. A GPS reading is taken at the shoreline, all sewage system components, and wells.

The operation or failure of the bed was assessed by looking for conditions of lush vegetation, wet areas, surface discharge, tree or root growth, side slopes and erosion control.

Appendix C Ontario Building Code References

System Classification

Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting).

Class 2 – a greywater system

Class 3 – a cesspool

Class 4 – a leaching bed system

Class 5 – a holding tank

8.1.2.1(1)

Minimum Clearances for Classes 1, 2 and 3

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water or well other than a well with watertight casing to a depth less than 6m	Horizontal distance (m) from lake, river, pond, stream, reservoir or spring not used as a source of portable water	Minimum horizontal distance to property line
Earth Pit Privy	15	30	15	3
Privy Vault	10	15	10	3
Pail Privy				
Greywater System	10	15	15	3
Cesspool	30	60	15	3

Minimum Clearances for Treatment Units

Structure	1.5m
Well	15m
Lake	15m
Pond	15m
Reservoir	15m
River	15m
Spring	15m
Stream	15m
Property Line	3m

Minimum Clearances for Distributing Piping

Structure	5m
Well with a watertight casing to a depth of 6m	15m
Any other well	30m
Lake	15m
Pond	15m
Reservoir	15m
River	15m
A spring not used as a source of potable water	15m
Stream	15m
Property Line	3m

Minimum Clearances for Holding Tanks

Structure	1.5m
Well with a watertight casing to a depth of 6m	15m
Any other well	15m
Spring	15m
Property Line	3m

Appendix D Program Authority

Voluntary

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

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

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

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

Mandatory

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

Tay Valley Township:

Voluntary Septic Re-Inspection
Property Selection Protocol

Contents

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Identified Issues and Corrective Steps: _____ 47

5 Purpose:

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

Property Selection Protocol mm-dd-yyyy.docx

6 Point Form Overview

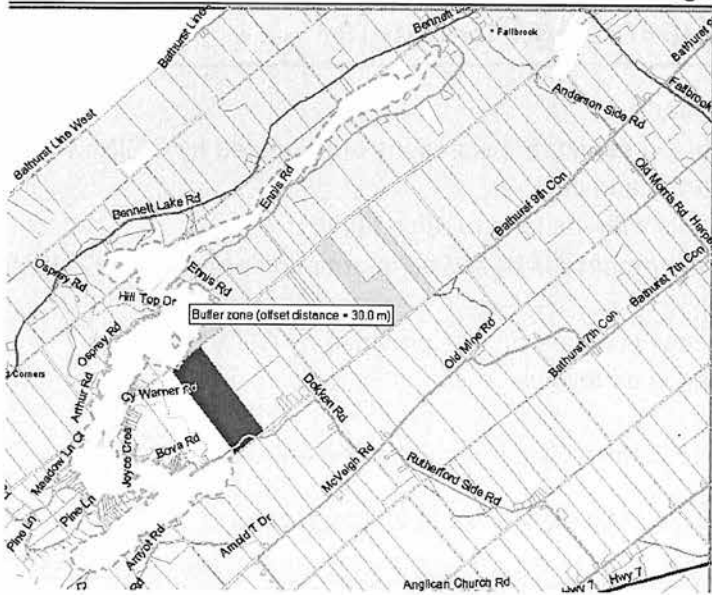
Instructions on how to select targeted properties using SLIM:

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

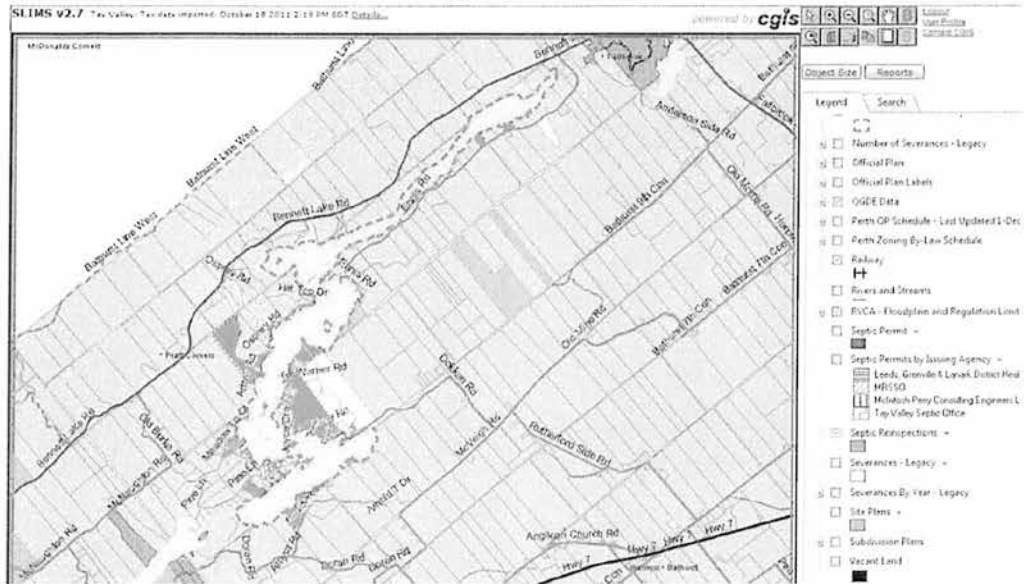
7 Detailed Standard Operating Procedure

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

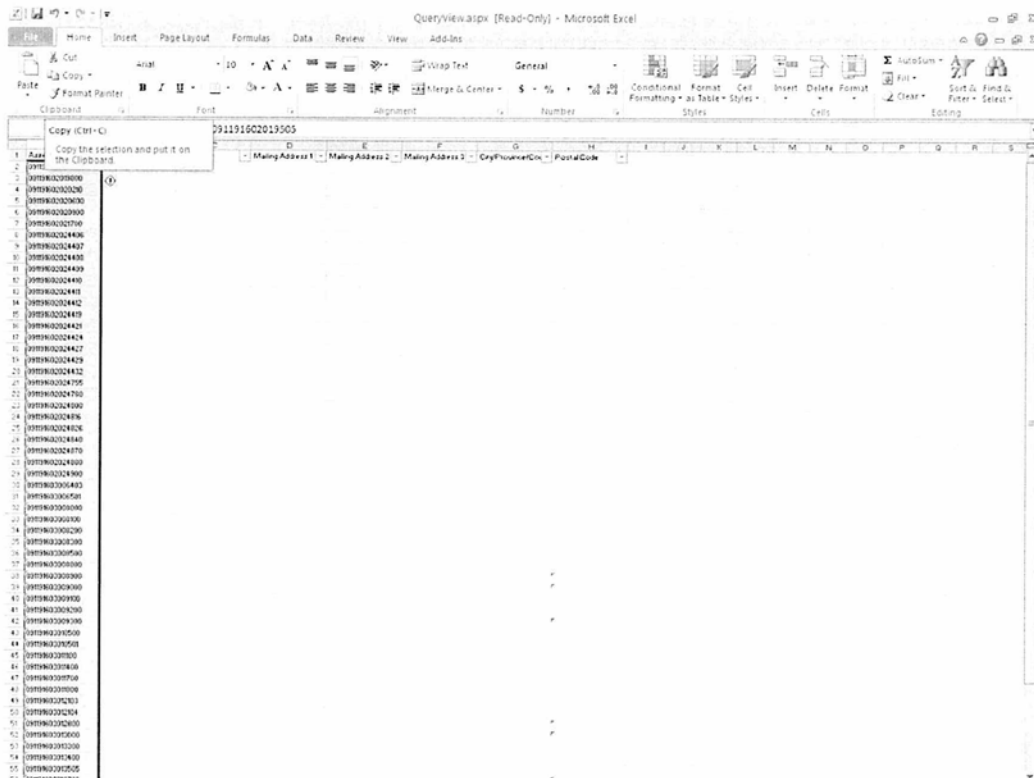
- This buffer selection process is based on one provided by CGIS upon our request for assistance and is as follows:
 - Log into SLIMS and zoom to whatever Lake you are working on
 - Ensure the SLIMS Selection Mode is set to Intersection:
 - Right click on the map – Help – Preferences
 - Change Selection Mode to Intersection, if it's not already set
 - Turn on the Septic Reinspections layer
 - Select the lake you'd like to find the properties on
 - Create a buffer of, for example, 10 meters – 30m used - if that's far enough.



- Select the buffer:
 - Right click on the map – Select – Within
- Highlight the Septic Reinspection layer from the list, press OK (this will highlight all the properties that already have inspections done on that lake)



- Run a Mail list report, or custom report
 - Click the download results, and open in Excel
 - Highlight column A (15 digit property numbers) and COPY



- Back in SLIMS
- Highlight the buffer again
 - Right click on the map – Select – Within
 - Highlight the Parcels layer from the list, press OK
- Under Search – paste the 15 digit property number list in the search box
 - Change the search criteria from “Contains” to “is not equal to”
- Check off the “comma separated list” box
- Press the Search button
- When the Search Results window comes up, check off the “Only show records that link to the selected features on map” box

- The Search Results will now display ONLY the parcels on that lake that DO NOT have a septic inspection registered with that 15-digit property number”



The process is repeated to create lists based on the following parameters:

- Total Parcels
 - Septic Permit
 - Re-Inspection
 - MPAC Property Codes (Vacant Property)
- Lists are then sorted against each other to obtain the end result – waterfront properties that either have a septic permit that is 10yrs or greater or does not have permit information, has not been re-inspected in the past, and is not vacant.
 - The process is completed for the other lakes.

A Master Mail out Excel Workbook is then created from the individual Excel Workbooks.

8 Property Selection Example:

For example our search for Bennett lake resulted in:

- 214 total parcels within 30m of the lake (waterfront)
- 180 parcels either have a septic permit that is 10yrs or greater or does not have permit information
- 128 parcels have not been re-inspected in the past
- 91 properties are not vacant MPAC property codes are used to determine if a property is vacant)

Current Procedure	Identified Issue	Corrective Step
<p><i>Starts in May of current year</i></p>	<p>Timeline to narrow</p>	<p>Selection process should begin in March to allow for cross-referencing of hard copy material – i.e. property files</p>
<p><i>Septic permit information and septic re-inspections are updated by CGIS twice annually – generally January and July</i></p>	<p>Report on Roll Numbers that do not link to a property should be requested to ensure accuracy of data</p>	<ul style="list-style-type: none"> ○ Requested report from CGIS on Oct. 19/11 on incorrect Roll numbers to be researched and corrected by the next CGIS update (January 2022). ○ Have roll numbers auto filled in database to prevent entry error. ○ Research cost of an online CGIS based data form for permit and re-inspection entry. ○ Create a report of properties with septic permits but no permit number – work with Tay Valley to fill in gaps – co-op student may be utilized - We will look into ability to have student assistance for task.
<p><i>After lakes are selected the process is based on information provided to CGIS</i></p>	<p>Property selection currently is not accurate</p>	<p>Other solutions should correct issue</p>

<i>Right click on the map – Select – Within</i>	It has been noted that this can result in varying results when selecting – Bennett lake varied from 214 to 2008 parcels within the buffer.	Consulted with CGIS on Oct. 19/11 regarding issue.
<i>Lists are then sorted against each other to obtain the end result...</i>	Lists are sorted using the sort A-Z function in Excel and then duplicates are removed manually – the manual removal can cause an inaccurate list.	<ul style="list-style-type: none"> ○ Two identical files should be created and items sorted and removed and then compared for accuracy ○ Research other means in sorting or gathering data to eliminate the manual procedure.

*Therefore on Bennett Lake, 91 parcels are waterfront properties that either have a septic permit that is 10yrs or greater or does not have permit information, has not been re-inspected in the past, and is not vacant.

9 Identified Issues and Corrective Steps:

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

BY-LAWS

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-001

BEING A BY-LAW TO AMEND ROAD NAMING BY-LAW AMENDMENT NO. 2020-017 (COHEN WAY)

WHEREAS, Section 31 (2) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that after January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money;

AND WHEREAS, By-Law No. 2020-017 being a By-Law to amend Road Naming By-Law No.98-87 to name and describe Cohen Way was adopted on May 19th, 2020;

AND WHEREAS, a portion of the unopened road allowance at the end of Cohen Way has been brought up to Private Road Standards, extending Cohen Way;

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

1. GENERAL REGULATIONS

1.1 **THAT**, Schedule "A" in By-Law No. 2020-017 be replaced with Schedule "A" attached.

1.2 **THAT**, Section 1.3 of By-Law No. 2020-017 be amended as follows:

THAT, the Location and Description of Cohen Way in Schedule "A" Sherbrooke Ward, Municipal Roads to Road Naming By-Law No. 98-87 be amended to read as follows:

From County Road 36 – Maberly-Elphin Road for approximately 677 feet.

1.3 **THAT**, the Clerk be authorized to register a certified copy of this by-law on title in the Land Registry Office.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-001**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS TO BE AMENDED

3.1 By-Law No. 2020-017 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

4.1 **THAT**, this by-law shall come into force and effect with the posting of the applicable Road Signage and when a certified copy of this by-law has been registered at the Land Registry Office.

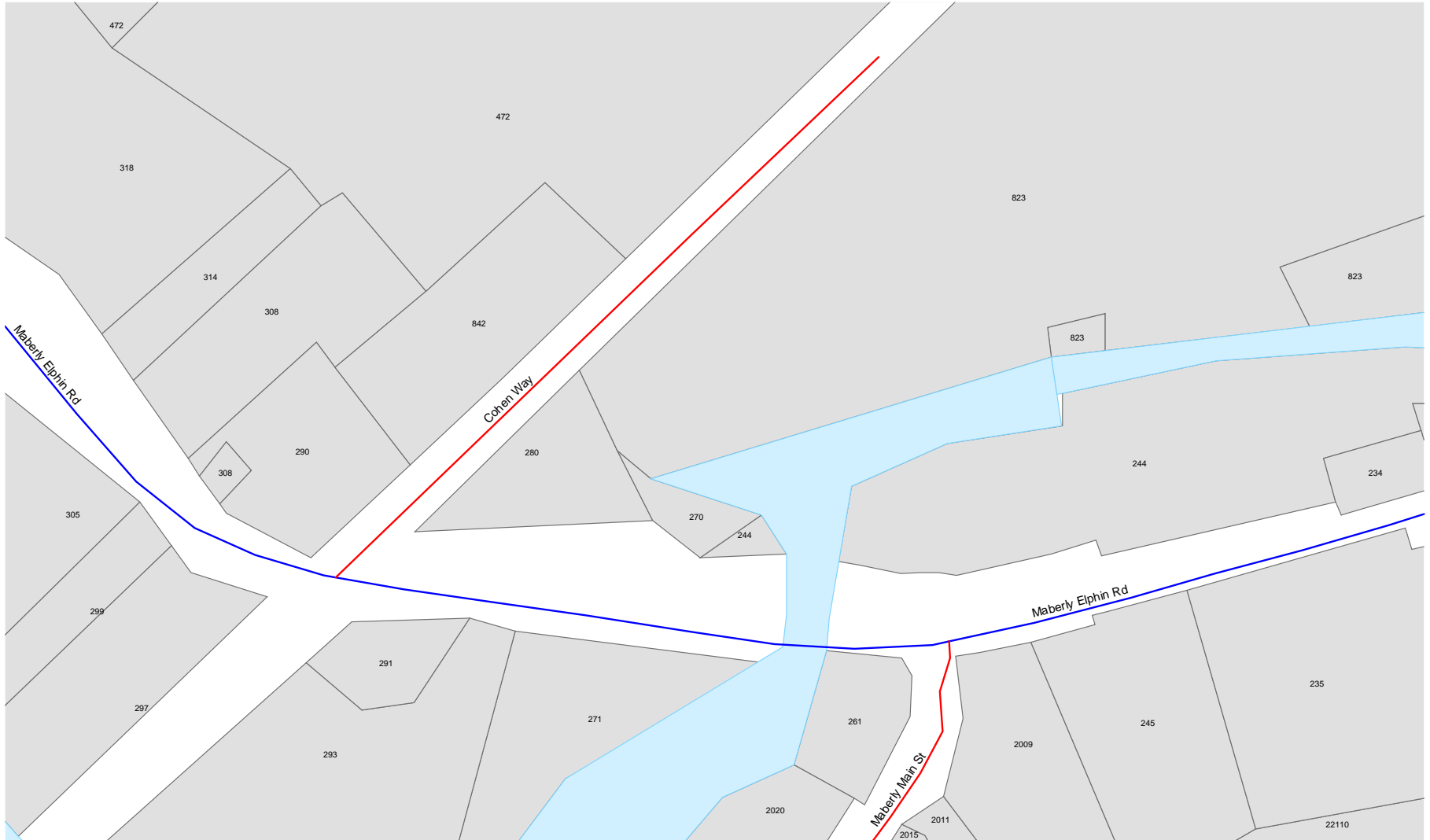
4.2 ENACTED AND PASSED this 31st day of January 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-001**

SCHEDULE "A"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-002

BEING A BY-LAW TO AMEND BY-LAW NO. 2020-018 TO ASSUME PORTION OF UNOPENED ROAD ALLOWANCE FOR PUBLIC USE (COHEN WAY EXTENSION)

WHEREAS, Section 27 (1) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway, only if it has jurisdiction over the highway;

AND WHEREAS, Section 28 (2) (b) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that, the municipality has jurisdiction over all road allowances located in the municipality that were made by the Crown surveyors;

AND WHEREAS, Section 31 (4) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that a municipality may by by-law assume an unopened road allowance made by the Crown surveyors for public use;

AND WHEREAS, By-Law No. 2020-018 being a By-Law to assume Cohen Way for maintenance purposes was adopted on May 19th, 2020;

AND WHEREAS, a portion of the unopened road allowance at the end of Cohen Way has been brought up to Private Road Standard to provide access to a property for the creation of a new lot, extending Cohen Way;

AND WHEREAS, the municipality deems it expedient to assume the extension of Cohen Way for maintenance purposes;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the portion of Cohen Way, described in Schedule "A" and as shown on Schedule "B" attached, be assumed for public use as a highway in Tay Valley Township.

1.2 **THAT**, Section 1.2 of By-Law No. 2020-018 be amended to read as follows:

THAT, Cohen Way is more particularly described as Part 1 on Plan 27R11349 and Part 4 on Plan 27R11921 being part of PIN 05206-0150 (LT), Part 4 on Plan 27R11921 attached hereto as Schedule "C" and shall be for information purposes only and does not form part of this By-Law.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-002**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAWS AMENDED

3.1 By-Law No. 2020-018 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 31st day of January, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-002**

SCHEDULE "A"

DESCRIPTION OF PORTION OF UNOPENED ROAD ALLOWANCE TO BE ASSUMED:

COHEN WAY

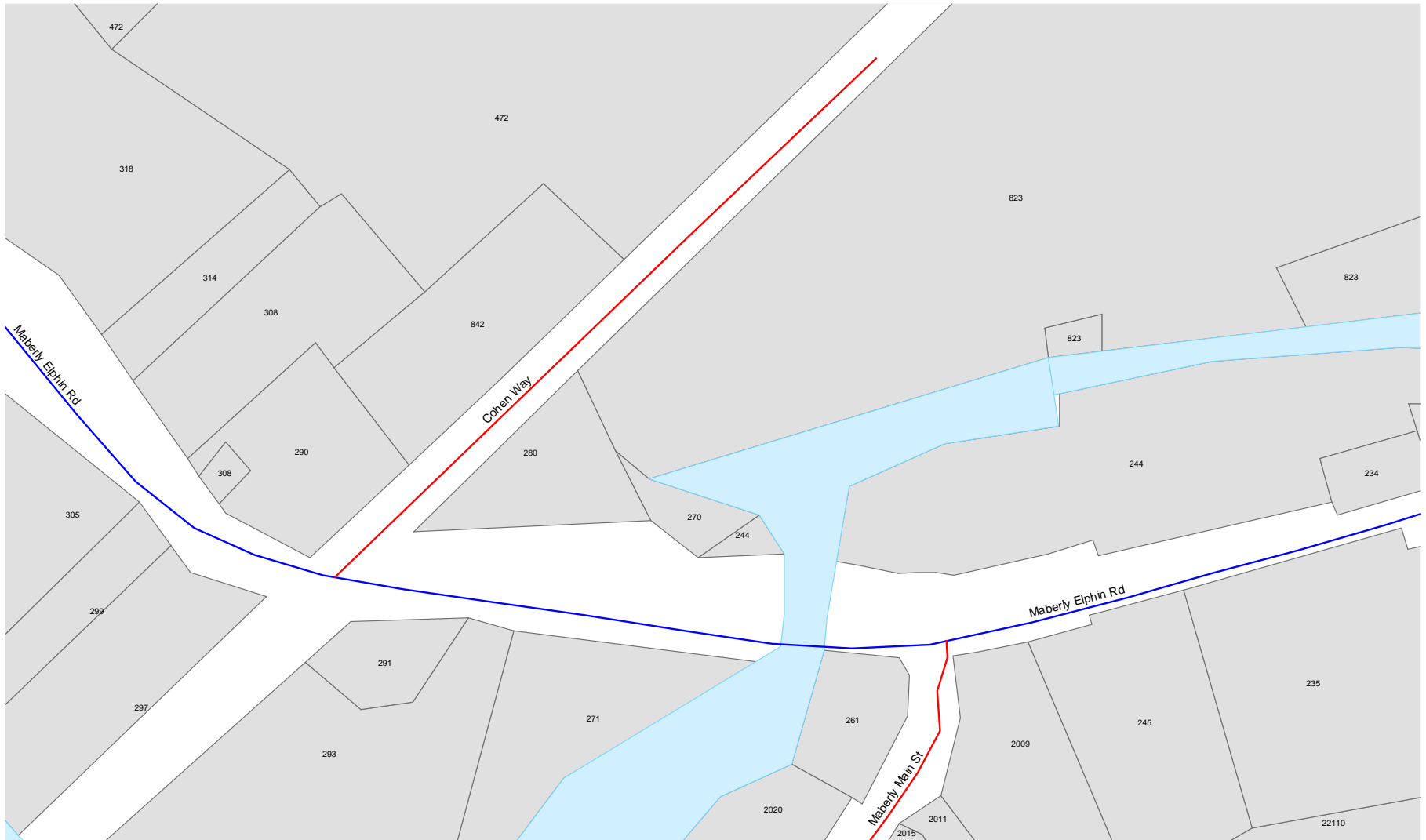
PART OF PIN 05206-0150 (LT)

PART OF RDAL BTN CON 8&9 SOUTH SHERBROOKE LYING E OF PT 1, RS78778, W OF
THE SE EXT OF THE W LIMIT OF THE RDAL BTN LT 15&16; TAY VALLEY TOWNSHIP

PT 4, PLAN 27R11921

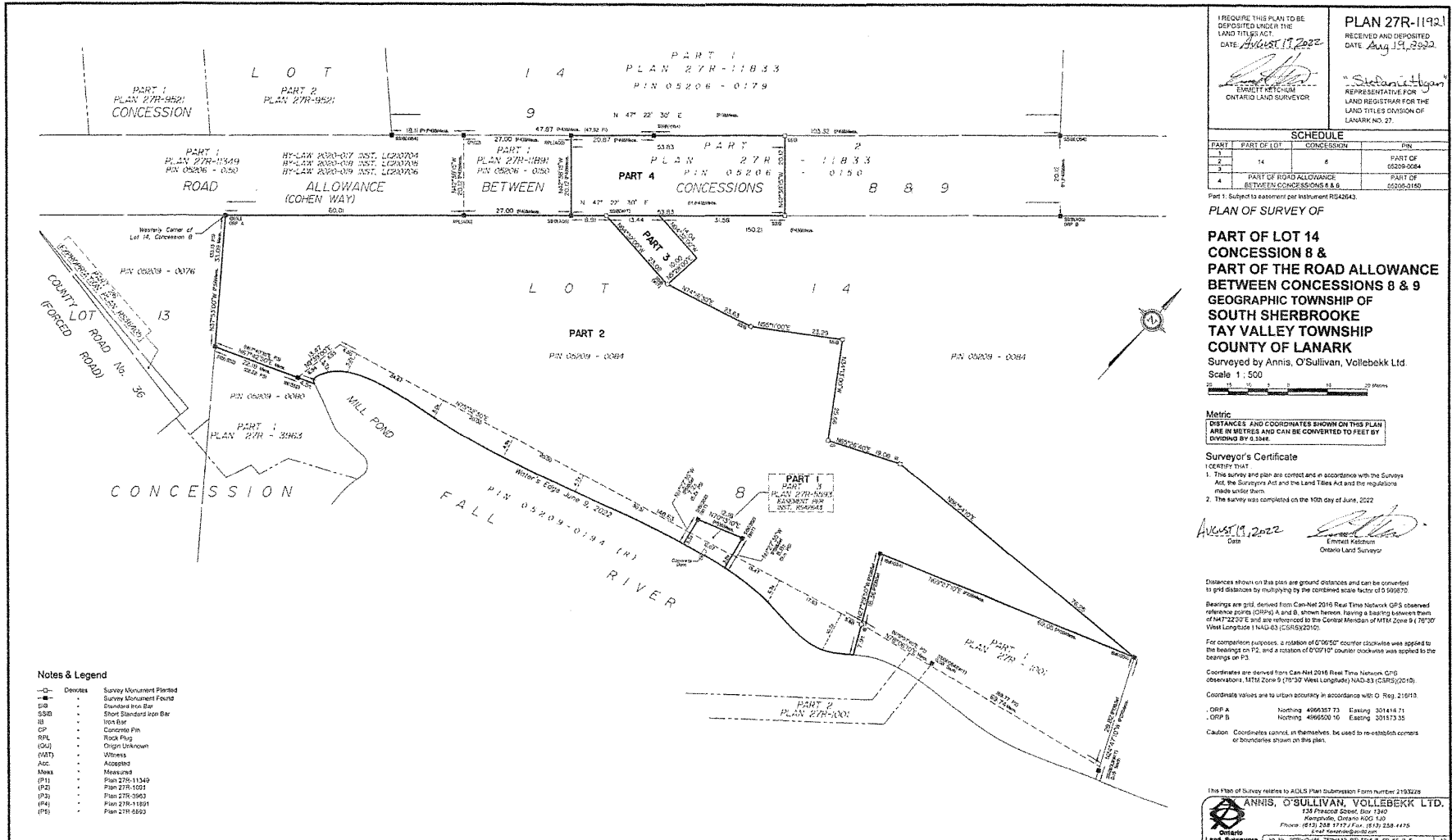
**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-002**

SCHEDULE "B"



THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2023-002

SCHEDULE "C"



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-003

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED AS IT RELATES TO THE REMOVAL OF THE HOLDING ZONE FOR PLAN 21 LAKESIDE LIVING (MABERLY PINES) (GEOGRAPHIC TOWNSHIP OF SOUTH SHERBROOKE)

WHEREAS, the Corporation of Tay Valley Township placed a (-H) holding zone on lands within Subdivision Plan 21 Lakeside Living (Maberly Pines) in order to facilitate orderly redevelopment of the lands;

AND WHEREAS, the Council of the Corporation Tay Valley Township is satisfied that the conditions of Section 5.5.2 (Holding Zone) of the Township Official Plan, and Section 5.1.4.30 of Zoning By-law 2002-121 and that the vacant lands within Subdivision Plan 21 Lakeside Living (Maberly Pines) are suitable for redevelopment;

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 'A2' to By-law No. 2002-121 as amended, is hereby amended as follows:
Remove the (-H) holding zone from certain lands known as PLAN 21 Lakeside Living (Maberly Pines) former South Sherbrooke Township, in Tay Valley Township and shown on Schedule 'A' attached hereto.
- 1.2 **THAT**, all other applicable standards and requirements of By-Law No. 2002-121 shall continue to apply to the subject properties.
- 1.3 **THAT**, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-003**

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-003**

SCHEDULE "A"

Specified Vacant lots in PLAN 21 – Maberly Pines Subdivision

Lots 1,2,3,4,5,7,8,9,10,11,12,13,14,15,16,17,18,19,21,25,26,27,28,30,31,32,33,34,36,
37,38,39,40,41,42,43,44,45,46,48,49,50,51,52,53,54

Geographic Township of South Sherbrooke, Tay Valley Township



Area Subject to the By-Law

To amend the Zoning from Residential (R-30-h) to Residential (R-30)

Certificate of Authentication

This is Schedule "A" to By-Law 2023-003 passed this 31st day of January 2023

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-004

ELECTRONIC MONITORING OF EMPLOYEES POLICY

WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, Section 41.1.1 of the *Employment Standards Act, 2000*, as amended, an Employer that, on January 1 of any year, employs twenty-five (25) or more employees shall, before March 1 of that year, ensure it has a written policy in place with respect to Electronic Monitoring of Employees;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Electronic Monitoring of Employees Policy, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-004**

SUBJECT: ELECTRONIC MONITORING OF EMPLOYEES - POLICY

1.0 PURPOSE

This policy has been established to describe how and in what circumstances the Municipality may Electronically Monitor Employees and the purpose for which the information obtained through Electronic Monitoring may be used by the Municipality.

2.0 LEGISLATIVE AUTHORITY

Pursuant to Section 41.1.1 of the *Employment Standards Act, 2000*, as amended, an Employer that, on January 1 of any year, employs twenty-five (25) or more employees shall, before March 1 of that year, ensure it has a written policy in place with respect to Electronic Monitoring of Employees.

3.0 SCOPE

This policy applies to all Employees of the Municipality.

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.

“**Electronic Monitoring**” and “**Electronically Monitor**” – shall mean all forms of Employee monitoring that is done electronically, irrespective as to whether such monitoring occurs on equipment issued by the Employer or whether it occurs while Employees are at, or away from, the workplace.

“**Employee**” – shall mean all union and non-union employees of the Municipality.

“**Employer**” – shall mean the Municipality.

“**Municipality**” – shall mean the Corporation of Tay Valley Township.

5.0 HOW AND IN WHAT CIRCUMSTANCES ELECTRONIC MONITORING OCCURS

5.1 Municipal resources are provided to Employees to deliver services for residents, reduce work related risk, improve productivity of business operations, and enhance the effectiveness of communications.

- 5.2** The Municipality reserves the right to Electronically Monitor Employees, directly or indirectly, at its discretion.
- 5.3** Employees should not expect absolute privacy in relation to their use of Municipal resources and should not assume that any use of Municipal resources is exempt from Electronic Monitoring in accordance with this Policy.
- 5.4** The Municipality may Electronically Monitor Employees directly or indirectly, whether continuously or periodically, or on an as needed basis, through, but not limited to, the following means:
- 5.4.1 Access to Buildings and Properties
- Keyfobs, Electronic Codes and Alarm Codes
- 5.4.2 Business Systems
- Assessment-Related Information Portal – Municipal Connect
 - Ecommerce Platform
 - Electronic Voting System
 - Financial System
 - Funding and Grant Systems
 - Geographic Information System (GIS)
 - Online Banking Systems
 - Online Property Tax Analysis System
 - Procurement System
 - Procurement System Support System
 - Resource Productivity and Recovery Authority - Datacall
 - Road Closures and Notices System
 - Sign and Culvert Location System
 - Sourcewater Protection System
 - Training Systems
 - Voters' List Management System
 - Weather Monitoring System
 - Website, including Newsfeeds, Form Builder
- 5.4.3 Equipment
- Access and Use of Corporate Computer Network
 - Cell Phone and Telephone Systems, Voicemail (roaming and data usage)
 - Outlook Email, including Cyber Security Alerts and Tests
 - Fax
 - Laptops, Tablets, Computers
 - Photocopier/Scanner Password Equipped
 - Software and Internet Usage

5.4.4 Municipal Vehicle Usage and Activity

- Global Positioning System and Automatic Vehicle Locator (GPS/AVL)
- Fleet Telematics (on-board diagnostic technology to provide information about the vehicle)

6.0 HOW INFORMATION OBTAINED THROUGH ELECTRONIC MONITORING MAY BE USED

- 6.1** Information obtained through Electronic Monitoring may be used for all purposes consistent with the Municipality's responsibilities, any Municipal by-law, policy, practice, or procedure, and the Municipality's obligations pursuant to the Collective Agreement.
- 6.2** Such purposes include but are not limited to Employee safety, the protection and security of the Municipality's resources, monitoring Employee compliance with applicable policies and procedures, and complaint response.
- 6.3** Other purposes may include:
- Workforce management
 - Operational auditing, monitoring, and reporting
 - Health and safety monitoring
 - WSIB or Ministry of Labour investigations
 - Coaching and quality improvement
 - Labour Relations-related investigations
 - Privacy complaints, monitoring, and auditing
 - Security incidents, including workplace violence, thefts, vandalism, and threats
 - IT related investigations
 - Regulatory reporting
 - Data review and pattern monitoring
 - Resolving technical issues
 - As evidence for forensic investigations on behalf of the Municipality or an authorized third party such as law enforcement agencies or other government bodies
 - Responding to freedom of information requests, litigation-related requests, or otherwise as required by law.
- 6.4** Information obtained by the Municipality through Electronic Monitoring shall be collected, maintained and dispersed in accordance with the Municipality's responsibilities, any Municipal by-law, policy, practice, or procedure, and the Municipality's obligations pursuant to the Collective Agreement.

7.0 COMMUNICATION

7.1 This Policy, along with any updates, within thirty (30) days of being prepared or updated shall:

- be emailed to Employees;
- be provided by hard copy to those Employees that do not have an Employer provided email; and
- be provided to new hires as part of the orientation process.

7.2 A copy of this Policy shall be provided to any person, upon request.

8.0 ACCOUNTABILITY FRAMEWORK

The Chief Administrative Officer is responsible for ensuring compliance with this policy.

9.0 POLICY REVIEW

This Policy shall be reviewed at least once per term of Council.

10.0 REFERENCES

Policies and Procedures/Documents

Collective Agreement

IT Acceptable Use Policy

Resources

Employment Standards Act, 2000

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-005

INTERIM AND FINAL TAX LEVY FOR THE YEAR 2023

WHEREAS, Section 317 (1) and (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS, Section 317 (3) and (4), provides the rules regarding the amounts to be levied;

WHEREAS, Section 342, provides that a local municipality may pass by-laws providing for instalments of taxes;

AND WHEREAS, Section 345, provides that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it expedient to provide for an Interim and Final Tax Levy for the year 2023 and to fix the dates upon which the Interim and Final Tax Levies shall become due and payable;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the interim tax levy and the final tax levy shall be levied and collected upon the whole of the rateable properties.
- 1.2 **THAT**, the **Interim Tax Levy** shall become due and payable in two equal installments on February 24th, 2023 and April 27th, 2023.
- 1.3 **THAT**, the **Final Tax Levy** shall become due and payable in two equal installments on July 27th, 2023 and September 28th, 2023.
- 1.4 **THAT**, when payment of any installment or any part of any installment of taxes levied by this by-law is in default, a penalty of 1.25 per cent per month that the default continues shall be imposed.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-005**

1.5 THAT, interest and/or penalty charges shall be added on the first day of each and every month that the default continues.

1.6 THAT, the following Payment Methods may be used:

- Cash
- Cheque
- Financial Institution
- Pre-Authorized Payment Agreement
(requires completion of "Enrolment Authorization Form")
- Interac (Municipal Office only)
- On-Line Banking
- Telephone Banking

1.7 THAT, the interim and final tax levy rates shall also apply to any property added to the assessment roll after this by-law is enacted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

3.1 THAT, this by-law shall come into force and effect as of the 1st day of January 2023.

3.2 ENACTED AND PASSED this 31st day of January, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-006

A BY-LAW TO ADOPT THE ESTIMATES FOR THE SUMS REQUIRED FOR MUNICIPAL PURPOSES FOR THE YEAR 2023

WHEREAS, Section 290 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the 2023 Budget, including revenue and expenditure estimates for the year, attached hereto as Schedule "A", is hereby adopted.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-006**

Schedule "A"

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
SUMMARY					
		2022 BUDGET	2023 BUDGET	BUDGET CHANGES	
				\$	%
EXPENDITURES:					
General Government		1,331,344	1,315,829	(15,515)	(1.17%)
Protection Services		2,049,705	2,129,808	80,103	3.91%
Transportation Services		1,679,750	1,820,092	140,342	8.35%
Environmental Services		725,500	743,940	18,440	2.54%
Health Services		10,000	10,750	750	7.50%
Recreation, Cultural & Social Services		486,750	516,545	29,795	6.12%
Planning & Development		277,685	294,178	16,493	5.94%
Transfers to Reserves		1,181,633	1,377,788	196,155	16.60%
Debt Financing		143,700	143,613	(87)	(0.06%)
		7,886,067	8,352,543	466,475	5.92%
REVENUES:					
Grants		821,200	911,160	89,960	10.95%
Fees & Service Charges		199,175	226,303	27,128	13.62%
Other Revenue		636,366	604,043	(32,323)	(5.08%)
		1,656,741	1,741,506	84,765	5.12%
INFRASTRUCTURE REPLACEMENT:					
Capital Program		3,179,373	3,810,956	631,583	19.87%
Transfers from Reserves		(2,756,325)	(3,174,942)	(418,617)	15.19%
Grants		(423,048)	(636,014)	(212,966)	50.34%
New Financing		-	-	-	
From Current Year Levy		-	-	-	
TAX LEVY		6,229,326	6,611,037	381,710	6.13%
				Operational Increase	185,556
				Reserve/Capital Increase	196,155
Total Levy Increase					6.13%
Estimated Levy from Assessment Increase				70,204	1.13%
Estimated Levy from Tax Rate Increase				311,507	5.00%

TAY VALLEY TOWNSHIP			
2023 OPERATING AND CAPITAL BUDGET			
REVENUES			
		2022	2023
		BUDGET	BUDGET
OPERATING GRANTS:			
	Ontario Municipal Partnership Fund	722,100	767,600
	Drainage Superintendent	500	750
	County - Tourism	-	5,000
	Livestock Losses	5,000	5,000
	WDO Recycling	93,600	132,810
		821,200	911,160
CAPITAL GRANTS:			
	Other Provincial Grants (OCIF - Formula Based)	50,000	100,000
	FCM - Municipal Asset Management Program	-	50,000
	Cannabis Grant (already have in deferred revenue)	-	21,146
	Ontario Trillium Foundation (OTF) - rec programming & supplies	-	24,650
	Ontario Trillium Foundation (OTF) - Maberly Hall reno's	-	54,500
	Green & Inclusive Community Building (GICB) - Maberly Hall reno's	-	240,000
	Natural Infrastructure Fund (NIF) - Forest Trail	-	39,440
	Other Provincial Grants - Accessibility	96,278	96,278
	Inclusive Community Grant	27,020	-
	MMP Grant - Waste Master Plan	20,250	-
	Federal & County Grant - Electric Vehicle	10,000	10,000
	CCRF - Maberly Outdoor Sports Facility	79,500	-
	ICIP - Forest Trail	95,000	-
	COVID Funds - for Forest Trail	45,000	-
		423,048	636,014
		1,244,248	1,547,174

TAY VALLEY TOWNSHIP			
2023 OPERATING AND CAPITAL BUDGET			
REVENUES			
		2022	2023
		BUDGET	BUDGET
FEES & SERVICE CHARGES:			
	Tax Certificates	9,000	10,125
	Zoning Compliance Certificates	1,000	750
	Civic Addressing Fees	8,000	7,000
	Entrance Permits and Other	5,000	7,000
	Waste Disposal Fees and Charges	75,000	92,000
	Recreation Program Fees & Activities	29,890	30,300
	Planning & Zoning Fees & Charges	66,000	78,000
	Tile Drainage	5,285	1,128
		199,175	226,303
OTHER REVENUE:			
	Building Permit Fees	85,000	90,000
	Septic Permits	40,000	40,000
	Refreshment Vehicle Licences	600	600
	Tax Penalties	90,000	90,000
	Burgess Garage Land Lease-Communications Tower	3,600	3,615
	Investment Income	70,000	70,000
	Equipment Sales	-	10,000
	Pits & Quarries Royalties	2,000	2,200
	Land Sales	-	-
	Federal Gas Tax	179,666	187,478
	Other	10,000	10,000
	History Scholarship	1,000	1,200
	Commissioner of Oath	250	200
	Tax Sale Cost Recoveries	5,000	5,000
	OPP - RIDE Program	6,500	7,500
	Court Security Costs	1,500	4,000
	OPP Service Charges	5,000	6,500
	Provincial Offences Act (POA)	20,000	20,000
	Dog Licenses, Fines, etc.	500	500
	Livestock cost recovery	250	250
	Recycling Sales	11,000	22,500
	Community Hall Rentals	2,500	2,500
	Septic Consent Comments	10,000	10,000
		544,366	584,043

TAY VALLEY TOWNSHIP			
2023 OPERATING AND CAPITAL BUDGET			
REVENUES			
		2022	2023
		BUDGET	BUDGET
TRANSFERS FROM RESERVES - Operating Budget			
	ELECTION RESERVE	40,000	0
	CONTINGENCY RESERVE - OLT Hearings	20,000	20,000
	COVID RESERVE	32,000	0
		<u>92,000</u>	<u>20,000</u>
TRANSFERS FROM RESERVES:			
CONTINGENCY RESERVE			
	Waste Audit	7,500	-
	Waste Master Plan recommendations ex: scales & software	60,000	-
	Inclusive Community Project	2,980	-
	Councillor Technology	7,500	-
	Tax Acct. Access Software	29,500	12,400
	AMP Software	35,000	4,400
	Automatic Transfer Switch for Generator	11,600	11,600
	AMP - July 2022 deadline	-	1,844
	Electronic Timesheets	-	12,500
	Harrasment Policy Update	-	10,000
	Strategic Plan	-	15,000
	Official Plan - comprehensive growth management	-	35,000
	GTWS ReUse Barn - tear down and remove	-	10,000
	Compactor - additional one at GTWS	-	42,750
	Emergency Lighting & Power - replace no exit signs	-	4,200
	Electric Heaters - staff entrace & PW garage entrance	-	10,080
	Municipal Office (original buidling) - Roof	-	102,750
		154,080	272,524
OFFICE EQUIPMENT RESERVE			
	Office Furniture - CSC office + Flex office	-	10,000
	Phone System replacement	-	25,000
		-	35,000
OFFICE/GARAGE RESERVE			
	Municipal Office (original buidling) - Roof	-	54,750
		-	54,750
RECREATION CAPITAL RESERVE			
	Forest Trail	9,880	9,860
	Maberly Outdoor Sports Facility	12,863	-
	Maberly Community Park	-	10,000
	Glen Tay Swimming Hole	11,475	-
	Otty Lake Boat Launch	-	10,000
	Maberly Rink Shed - fire alarm system	-	3,600
	Maberly Rink Shed - emergency lighting & power	-	3,600
		34,218	37,060
RECREATION FUNDRAISING RESERVE			
	Forest Trail	3,000	-
		3,000	-

TAY VALLEY TOWNSHIP			
2023 OPERATING AND CAPITAL BUDGET			
REVENUES			
		2022	2023
		BUDGET	BUDGET
WASTE SITE RESERVE			
	Waste Site new wells <i>*provisional - as needed basis</i>	10,000	10,000
	Waste Site Glen Tay trees <i>*possible replacement/moving</i>	5,000	5,000
	Waste Site Limits & Final Cover	30,000	22,500
	ReUse Centre - emergency lighting & power	-	5,400
	Sea Container	-	9,000
		45,000	51,900
SPECIAL CONTINGENCY RESERVE			
	Pay Equity	40,800	40,800
	Harrasment Policy Update	10,000	-
	Computer Server replacement	-	68,000
	Waste Site Limits & Final Cover	10,000	7,500
	CBO Vehicle (electric)	35,700	54,600
	1/2 TON Pickup truck (electric) - replace #14	-	15,000
		96,500	185,900
OFFICIAL PLAN/ZONING BYLAW RESERVE			
	Official Plan Review	22,500	-
	Zoning By-Law	-	18,750
		22,500	18,750
NEW INFRASTRUCTURE RESERVE			
	Tandems	-	110,841
		-	110,841
ROAD EQUIPMENT RESERVE			
	Water Tank	39,500	-
	Grader (replace 2007 Volvo)	402,900	-
	Emergency Trailer (Closed in)	12,750	-
	Tandem snowplow - delivery 2024 - replace #12	-	264,159
	1/2 TON Pickup truck (electric) - replace #14	-	50,000
	Plow for #6	-	15,000
	Transmission for #13	-	55,000
	Brushhead	-	37,500
	Bathurst Garage - gas pressure washer replacement	-	15,000
		455,150	436,659
ROAD CONSTRUCTION RESERVE			
	Deficiencies Elimination Program	30,000	30,000
	Road Condition Assessment	16,830	-
	Anglican Church Road	143,820	-
	Cameron Side Road	333,910	-
	Zealand Road (Culvert)	47,000	-
	Glen Tay Road (CR5 to CR10)	174,420	-
	Harper Road	35,000	10,518
	Powers Road - pavement preservation	-	120,000
	Keays Road - rehabilitation, culvert replacement, etc.	-	251,600
	Gravel to Surface Treatment	172,266	-
		953,246	412,118

TAY VALLEY TOWNSHIP			
2023 OPERATING AND CAPITAL BUDGET			
REVENUES			
		2022	2023
		BUDGET	BUDGET
<i>BRIDGE CONSTRUCTION RESERVE</i>			
	Second Line Road	266,000	-
	5th Concession Culvert Replacement	71,400	-
	Glen Tay Rd Open Footing Culvert - engineering	10,200	108,990
	Gambles Side Road - engineering design	-	36,036
		347,600	145,026
<i>ASSET MANAGEMENT RESERVE</i>			
	AMP - July 2022 deadline	-	5,532
	FCM - MAMP - grant 80% - AMP continuation	-	18,500
		-	24,032
<i>FEDERAL GAS TAX RESERVE</i>			
	Cameron Side Road	300,000	-
	Harper Road - rehabilitation, partial reconstr., culverts, etc	-	679,432
		300,000	679,432
<i>CASH IN LIEU OF PARKLAND RESERVE</i>			
	Maberly Outdoor Sports Facility	7,500	-
	Maberly Community Park	-	10,000
	Glen Tay Swimming Area	-	2,500
		7,500	12,500
<i>DEVELOPMENT CHARGE RESERVE</i>			
	Official Plan Review	7,500	-
	Zoning By-Law	-	6,250
	Waste Master Plan	2,250	-
	Compactor - additional one at GTWS	-	4,750
	Cameron Side Rd	75,990	-
	Gravel to Surface Treatment	72,534	-
	Deputy Chief Vehicle	27,000	-
	Fire Pumper Truck (Joint)	54,000	54,000
	Pumper Truck (South Sherbrooke)	50,000	50,000
	Forest Trail	42,120	-
	Maberly Outdoor Sports Facility	6,137	-
	Harper Road - rehabilitation, partial reconstr., culverts, etc	-	309,050
	Keays Road - rehabilitation, culvert replacement, etc.	-	158,400
		337,531	582,450
OTHER RESERVES:			
	Maberly Hall	-	53,790
	Accessibility	-	17,210
	COVID	-	45,000
		-	116,000
	SUBTOTAL FROM RESERVES	2,756,325	3,174,942
TOTAL REVENUES		11,065,440	5,638,662

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
GENERAL GOVERNMENT:					
<i>Governance -</i>					
	Council				
		Honorariums & benefits		149,000	157,600
		Training, seminars & conferences		9,000	27,125
		Travel Expenses, mileage		5,000	5,000
		Contracted Services (Integrity Comm, Closed Meeting Investig		2,500	2,500
		Supplies, materials, cell phone, internet, meals		7,000	8,450
				172,500	200,675
	Elections				
		Contracted services		30,000	1,600
		Advertising		4,000	0
		Other		6,000	500
				40,000	2,100
	Community Relations				
		Grants, contributions & donations		15,000	16,750
		Hospital contribution		67,944	67,944
		Promotional Materials, advertising		4,000	4,000
				86,944	88,694
	Appreciation Dinners				
		Food & other supplies		7,000	1,500
	200th Anniversary Bursary				
		Bursary & Transfer		1,000	1,200
		Total Governance		307,444	294,169
<i>Corporate Management -</i>					
	Administration				
		Salaries & benefits		732,000	708,000
		Office supplies, materials & equipment		14,000	14,000
		Phones, fax and courier		7,000	7,000
		Postage		17,000	17,000
		Advertising		5,000	6,000
		Travel expenses, mileage		1,000	1,000
		Photocopier & other equipment maintenance		10,000	10,940
		Training, seminars & conferences		10,000	14,000
		Association memberships & subscriptions		8,500	9,365
		Bad debts & tax write-off allowance		1,000	0
		GIS services		3,500	3,500
		Bank charges		6,500	6,400
		Other contracted services		3,500	3,000
		Other expenses		2,500	2,500
		COVID expenses		0	0
				821,500	802,705

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
		Contracted Services			
		Legal		50,000	35,000
		Audit & financial		17,000	17,000
		Other		4,500	3,000
		Insurance		41,800	48,455
				113,300	103,455
		Computer Services			
		Maintenance, support & licenses, backup server		32,000	50,000
		Website maintenance & support		7,500	10,000
		Internet		3,500	4,000
		Misc. hardware and software		2,000	6,000
				45,000	70,000
		Township Office Building			
		Labour		500	500
		Security services		850	850
		Water testing		400	400
		Caretaker services		12,000	12,000
		Repairs, maintenance & other		10,000	12,000
		Rug rentals		3,500	2,750
		Grounds maintenance		2,000	2,000
		Hydro		5,000	5,000
		Natural gas		3,500	3,500
		Other		1,000	1,000
				38,750	40,000
	**	Land sale for tax arrears**		5,000	5,000
		Records Management (RM)			
		RM Initiatives		350	500
		Total Corporate Management		1,023,900	1,021,660
		Total General Government		1,331,344	1,315,829

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
PROTECTION SERVICES:					
<i>Fire Services -</i>					
		Transfer to DNETVT Fire Rescue (SS reserve)		82,300	110,000
		Cost-shared Fire Department		614,430	645,180
		ABC Hall rent and other		1,200	1,200
		Total Fire Services		697,930	756,380
<i>Police Services -</i>					
		Ontario Provincial Police contract		1,035,200	1,024,908
		RIDE Program		6,500	7,500
				1,041,700	1,032,408
		Police Services Board			
		Honorariums		2,000	2,000
		Training, seminars & conferences		3,750	3,750
		Mileage		1,000	1,000
		Office supplies, materials & equipment		1,900	1,900
		Association memberships		850	850
		Minor capital		0	6,000
				9,500	15,500
		Total Police Services		1,051,200	1,047,908
<i>Building Inspection Services -</i>					
		Salaries & benefits		131,900	155,000
		Legal services		2,500	2,500
		Cellular phone		1,000	1,000
		Training, seminars & conferences		2,500	2,500
		Mileage		0	0
		GIS services		5,000	5,250
		Contracted inspection services		2,000	2,420
		Membership fees		500	500
		Vehicle fuel/hydro (to charge)		1,500	1,335
		Vehicle maintenance		1,000	1,000
		Insurance		500	516
		Office supplies, materials & equipment		500	1,000
		Total Building Inspection Services		148,900	173,021
<i>Conservation Authorities -</i>					
		Mississippi Valley		21,300	22,878
		Rideau Valley		48,400	49,846
		Total Conservation Authorities		69,700	72,724

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
Other Protection Services -					
<i>Emergency Measures</i>					
		Training, seminars & conferences		1,000	1,000
		Equipment, supplies & other		500	1,000
				1,500	2,000
**	<i>Civic Addressing and Entrance Permits</i>				
		Labour		4,300	4,000
		Materials		1,000	3,000
				5,300	7,000
<i>Animal Control</i>					
		WSIB		275	275
		Animal Control Officer		7,500	3,800
		Animal pound services		2,000	2,000
		Mileage		800	0
		Insurance and other		1,000	1,000
				11,575	7,075
**	<i>Livestock Losses</i>				
		Loss compensation		5,000	5,000
		Livestock valuator		1,000	1,000
		Mileage		100	100
		Supplies		0	0
				6,100	6,100
		<i>Property Safety Enforcement / By-Law Enforcement</i>		4,500	4,500
**	<i>Septic Inspections</i>			40,000	40,000
**	<i>Septic Re-inspection Program</i>			13,000	13,100
		Total Other Protection Services		81,975	79,775
Total Protection Services				2,049,705	2,129,808

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
TRANSPORTATION SERVICES:					
<i>Public Works Overhead -</i>					
Public Works Administration					
		Administration			
		Salaries & benefits		350,000	399,040
		Legal services		0	1,250
		Cell phones		6,200	6,200
		Advertising		1,100	850
		Training, seminars & conferences		9,000	9,000
		GIS		3,000	4,800
		Other Contracted Services		7,000	6,830
		Mileage		200	200
		Association memberships		2,300	2,000
		Other		1,000	1,225
		Insurance - property, liability, etc.		32,000	36,429
				411,800	467,824
		McVeigh Gravel Pit Operations			
		Labour		200	100
		Licence		400	200
				600	300
		Roads Patrol		8,000	8,000
		Health & Safety Equipment		7,500	7,500
		Total Public Works Administration		427,900	483,624

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
Garages & Yards Maintenance					
Bathurst (Glen Tay) Garage					
		Labour		8,000	8,000
		Building repairs & maintenance		4,000	3,000
		Other contracted services		0	0
		Shop supplies & small tools		2,500	2,500
		Hydro		3,900	6,000
		Natural gas		3,200	3,200
		Other		1,000	1,500
				22,600	24,200
Burgess Garage					
		Labour		7,000	4,500
		Building repairs & maintenance		4,000	3,000
		Other contracted services		0	0
		Shop supplies & small tools		1,500	1,500
		Hydro		2,450	2,450
		Heating fuel		6,500	7,000
		Other		200	300
				21,650	18,750
Sherbrooke Garage					
		Labour		600	500
		Building repairs & maintenance		1,000	1,000
		Other contracted services		0	0
		Hydro		1,200	650
		Heating fuel		0	0
				2,800	2,150
Bathurst (Glen Tay) Salt Shed					
		Labour		0	500
		Building repairs & maintenance		0	1,000
		Other contracted services		0	0
		Other		0	0
				0	1,500
Burgess Salt Shed					
		Labour		0	500
		Building repairs & maintenance		0	1,000
		Other contracted services		0	0
		Other		0	0
				0	1,500
Total Garages & Yards Maintenance				47,050	48,100

TAY VALLEY TOWNSHIP						
2023 OPERATING AND CAPITAL BUDGET						
DETAILED EXPENDITURES						
					2022	2023
					BUDGET	BUDGET
			Vehicles & Equipment Maintenance			
			Labour		24,900	27,100
			Other Contracted Services		1,000	1,000
			Fuel		90,300	149,300
			Oil, lubricants, coolant, etc.		1,000	2,500
			Fleet licences		13,500	12,500
			Repair parts		23,300	15,000
			Garage time & materials		74,900	102,168
			Blades & cutting edges		5,000	17,000
			Other		0	0
			Minor equipment & tools		1,500	1,500
			Insurance		9,500	8,100
			Total Vehicles & Equipment Maintenance		244,900	336,168
			Total Public Works Overhead		719,850	867,892

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
Roadways Maintenance -					
Bridges & Culverts					
		Bridge & Culvert Maintenance			
		Labour		10,000	10,000
		Engineering fees		9,600	0
		Materials		18,400	28,000
				38,000	38,000
		Water Level Control			
		Labour		4,000	2,000
		Equipment rentals		300	300
		Contracted services		5,500	5,500
		Materials		500	500
				10,300	8,300
		Total Bridges & Culverts		48,300	46,300
Roadside Maintenance					
		Mowing			
		Labour		10,000	13,000
		Equipment & operator rentals		0	0
				10,000	13,000
		Brushing			
		Labour		20,000	27,500
		Equipment rentals		15,000	15,000
				35,000	42,500
		Ditching			
		Labour		18,000	18,000
		Contracted Services		12,000	12,000
				30,000	30,000
		Litter Pick-up			
		Labour		1,000	750
		Total Roadside Maintenance		76,000	86,250

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
			Hardtop Maintenance		
			Paved Road Crack Sealing		
			Contracted Services	0	0
			Line Painting		
			Contracted services	22,100	28,000
				22,100	28,000
			Street Cleaning		
			Labour	3,250	3,300
			Contracted services	500	0
				3,750	3,300
			Surface & shoulder maintenance		
			Labour	32,000	13,000
			Equipment rentals	750	0
			Materials & Other	15,000	8,000
				47,750	21,000
			Total Hardtop Maintenance	73,600	52,300

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
		Loosetop Maintenance			
		Patching & Washouts			
			Labour	7,000	5,000
			Materials	10,000	2,000
				17,000	7,000
		Grading			
			Labour	38,000	28,000
			Equipment rentals	0	2,000
				38,000	30,000
		Dust Layer			
			Labour	1,500	1,000
			Equipment rentals	0	0
			Materials	110,000	125,000
				111,500	126,000
		Road Water			
			Labour	10,000	15,000
				10,000	15,000
		Gravelling			
			Labour	8,000	8,250
			Equipment rentals	5,000	6,000
			Materials	278,000	319,000
				291,000	333,250
		Seasonal Roads			
			Labour	1,000	1,500
			Equipment rentals	500	500
			Materials	8,000	5,000
				9,500	7,000
			Total Loosetop Maintenance	477,000	518,250
		Traffic Control Devices			
			Labour	8,000	9,000
			Contracted services (CP Rail)	14,000	14,600
			Materials	8,500	10,000
				30,500	33,600
		Total Roadways Maintenance		705,400	736,700

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
Winter Control -					
		Snowplowing			
			Labour	25,000	25,000
			Equipment rentals	3,000	2,500
				28,000	27,500
		Sanding & Salting			
			Labour	32,000	25,000
			Equipment rentals	5,000	4,500
			Salt	55,000	50,000
			Sand	125,000	100,000
				217,000	179,500
		Culvert Thawing			
			Labour	5,000	4,000
			Materials	500	500
				5,500	4,500
		Total Winter Control		250,500	211,500
Street Lighting					
			Contracted services	1,500	1,500
			Hydro	2,500	2,500
		Total Street Lighting		4,000	4,000
Total Transportation Services				1,679,750	1,820,092

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
ENVIRONMENTAL SERVICES:					
<i>Waste Disposal -</i>					
	Glen Tay Site				
		Wages & benefits		172,500	174,140
		Engineering & Monitoring services		32,000	35,000
		Cellular phone		1,500	1,300
		Building & equip maintenance		1,500	1,000
		Equipment & operator rentals and cover material		55,000	55,000
		Chipping & Grinding services		0	15,000
		Training		750	750
		Waste trucking		21,000	21,000
		Other Contracted Services		26,900	11,900
		Safety clothing		1,500	1,550
		Hydro		2,000	2,000
		Materials & supplies		2,000	2,000
		Miscellaneous rentals (toilets)		1,850	2,500
				318,500	323,140
	Stanleyville Site				
		Wages & benefits		56,700	59,900
		Engineering & Monitoring services		18,000	17,000
		Other Contracted Services		1,500	1,000
		Cellular phone		750	650
		Building & equip maintenance		500	500
		Waste trucking services		8,000	8,000
		Safety clothing		500	550
		Hydro		650	650
		Materials & supplies		1,500	1,000
		Miscellaneous rentals (toilets)		1,850	2,500
				89,950	91,750
	Maberly Site				
		Wages & benefits		56,700	63,700
		Engineering & Monitoring services		17,000	15,100
		Other Contracted Services		1,500	1,000
		Cellular phone		750	650
		Building & equip maintenance		500	500
		Waste trucking services		8,000	8,000
		Safety clothing		500	550
		Hydro		1,350	1,350
		Materials & supplies		1,500	1,000
		Miscellaneous rentals (toilets)		1,850	2,500
				89,650	94,350

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
		Closed Waste Sites			
		Christie Lake monitoring & engineer services		500	500
		Noonan monitoring & engineer services		500	500
				1,000	1,000
		Other Waste Disposal Costs			
		Legal			
		Engineering & Monitoring services		5,000	5,000
		Advertising		500	500
		PIL and tax charges		12,000	12,000
		Future sites closure costs		25,000	25,000
		Insurance		600	600
		Other		0	0
				43,100	43,100
		Total Waste Disposal		542,200	553,340
		Recycling -			
		Glen Tay Site			
		C & D trucking and tipping		60,000	60,000
		Freon removal		2,000	1,800
		Recyclables trucking		55,000	57,000
		Scrap metal trucking		8,000	9,000
		Contaminated recyclables		2,500	2,500
		Other		0	0
				127,500	130,300
		Stanleyville Site			
		Recyclables trucking		24,100	24,100
		Scrap metal trucking		1,500	1,500
		Contaminated recyclables		1,100	1,100
				26,700	26,700
		Maberly Site			
		Recyclables trucking		20,000	18,000
		Scrap metal trucking		1,500	1,500
		Contaminated recyclables		1,100	1,100
				22,600	20,600
		Other Recycling Services			
		Other (advertising, educational materials, supplies etc)		2,000	2,000
		Hazardous waste disposal		4,000	11,000
		Blue boxes		500	0
				6,500	13,000
		Total Recycling		183,300	190,600
		Total Environmental Services		725,500	743,940

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
HEALTH SERVICES					
	<i>Cemeteries</i>				
		Contracted Services		7,000	7,000
		Grounds Maintenance		3,000	3,000
		Materials & Supplies		0	750
				10,000	10,750

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
RECREATION, CULTURAL & SOCIAL SERVICES:					
<i>Recreation Programs -</i>					
		Program Administration			
		Training and seminars		410	400
		Mileage		250	150
		Materials & supplies		1,000	200
		Insurance		1,900	2,235
				3,560	2,985
		Soccer Program			
		Advertising		125	500
		Contracted services		0	250
		Food Supplies		250	250
		Materials & supplies		4,750	2,000
				5,125	3,000
		Hockey Program			
		Advertising		0	500
		Food Supplies		250	250
		Materials & supplies		3,750	2,000
		Arena rental		12,500	13,000
				16,500	15,750
		Intergenerational Choir			
		Advertising		300	1,000
		Contracted services		5,000	6,000
		Materials & supplies		200	200
				5,500	7,200
		Karate Program			
		Advertising		0	1,000
		Contracted services		2,300	2,600
		Food supplies		65	250
		Materials & supplies		400	500
				2,765	4,350
		Total Recreation Programs		33,450	33,285

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
Recreation Facilities -					
		Maberly Rink			
		Contracted services		1,000	0
		Hydro		1,225	1,300
		Materials		500	1,000
		Misc. rentals		1,100	1,100
				3,825	3,400
		Maberly Hall			
		WSIB		400	400
		Water testing		250	315
		Telephone		1,200	1,200
		Caretaker services		7,600	7,600
		Building maintenance		5,000	5,000
		Contracted services		0	0
		Materials & supplies		100	700
		Mileage		150	150
		Hydro		1,275	1,275
		Heating fuel (changed to Propane)		4,500	4,500
				20,475	21,140
		Maberly Community Park and Tennis Court			
		Contracted Services		0	0
		Materials & supplies		0	0
				0	0
		Glen Tay Rink (Bowes Rink)			
		Wages and Benefits		1,000	1,000
		Hydro		450	750
		Materials & supplies		1,000	1,000
		Miscellaneous rentals		1,100	1,100
				3,550	3,850
		Ballfields, Parks, and other recreation amendities			
		Wages and Benefits		7,000	7,500
		Contracted services		20,000	23,500
		Materials & supplies		1,000	1,000
		Mileage		0	125
		Minor Capital		0	0
		Fairgrounds Rent		1,200	1,200
		Miscellaneous rentals		500	0
				29,700	33,325
		Glen Tay Swimming Area			
		Materials & supplies		0	0
		Mileage		0	0
		Miscellaneous rentals		0	1,100
				0	1,100

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
		Forest Trail			
		Wages and Benefits		0	2,500
		Contracted Services		0	0
		Materials & supplies		0	0
		Miscellaneous rentals		0	2,200
				0	4,700
		Otty Lake Boat Launch			
		Materials & supplies		0	0
		Mileage		0	0
		Minor Capital		0	0
		Miscellaneous rentals		0	1,100
				0	1,100
		Burgess Hall			
		WSIB		0	75
		Water testing		250	315
		Telephone		0	900
		Caretaker services		2,000	2,000
		Building maintenance		2,000	1,500
		Contracted services		0	0
		Materials & supplies		1,000	750
		Mileage		0	150
		Hydro		2,650	2,500
				7,900	8,190
		Recreation Cost-Sharing Agreements			
		Perth Recreation Facilities		201,600	211,975
		Lanark Community Centre		4,200	0
				205,800	211,975
		Total Recreation Facilities		271,250	288,780
		Total Recreation		304,700	322,065
		Libraries -			
		Perth Union Library (Cost-sharing agreement)		178,450	190,880
		Lanark Library (donation)		3,100	3,100
		Total Libraries		181,550	193,980
		Social Agency Support -			
		Municipal Drug Strategy-TV/DNE/Perth		500	500
		Total Social Services		500	500
		Total Recreation, Cultural & Social Services		486,750	516,545

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
PLANNING & DEVELOPMENT:					
<i>Land-use Planning & Zoning -</i>					
	General Planning				
		Salaries and benefits		163,600	199,500
		Legal services		5,000	5,000
		Planning & Engineering services		1,000	8,000
		Cell phone		800	800
		Advertising		800	0
		Training		3,000	3,600
		GIS services		18,000	18,300
		Mileage		1,000	1,000
		Memberships		900	900
		Materials and Supplies		500	300
				194,600	237,400
	OLT Hearings				
		Legal fees		20,000	20,000
	Committee of Adjustment				
		Honorariums		1,600	2,250
		Training		1,400	1,400
		Mileage		250	250
		Materials and Supplies		0	0
				3,250	3,900
	Zoning Amendment Applications				
		Legal services		1,000	0
		Advertising		5,000	0
				6,000	0
	Site Plan Applications				
		Legal services		8,000	0
		Total Land-use Planning		231,850	261,300
<i>Agricultural Programs & Services -</i>					
	Municipal Drains				
		Legal services		0	0
		Engineering services		2,000	2,000
		Equipment & operator rentals		500	500
		Other contracted services <i>(includes costs for Drains)</i>		1,000	1,000
				3,500	3,500
	Tile Drainage -				
		Debenture payments		5,285	1,128
				5,285	1,128
		Total Agricultural Programs & Services		8,785	4,628

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
Other Planning -					
		Economic & Tourism Development			
		Grants and contributions		1,500	1,500
		Advertising		1,050	1,500
		Contracted services		500	0
		Membership fees		500	250
				3,550	3,250
		Road Closure Applications			
		Legal services		2,500	0
		Advertising		1,000	0
				3,500	0
		Septic Consent Comments			
		Contracted Services		10,000	10,000
				10,000	10,000
		Miscellaneous Road Activities			
		Legal Services		10,000	5,000
		Survey Services		10,000	10,000
				20,000	15,000
		Subdivision Development			
		Tayside Estates		0	0
				0	0
		Total Other Planning		37,050	28,250
		Total Planning & Development		277,685	294,178

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
TRANSFERS TO RESERVES:					
			Contingency	0	105,204
			Office Equipment	10,924	11,361
			Elections	10,404	10,820
			Recreation Programing	2,142	0
			Official Plan / Zoning By-law	10,404	17,703
			Road Equipment	234,090	253,454
			Road Construction	451,248	469,298
			Bridge Construction	193,443	201,181
			Cemetery	510	530
			Maberly Community Hall	5,410	5,626
			Waste Sites	3,225	5,179
			Asset Management Plan	5,202	18,500
			Township Office/Garage	10,924	11,361
			Burgess Garage/Hall	5,410	5,626
			Salt Sheds	10,820	11,253
			Accountability, Transparency & Governance	5,202	5,410
			Federal Gas Tax	183,259	187,478
			Recreation Capital	39,015	42,804
			Winter Control Reserve	0	0
			<i>IT Reserve</i>	0	15,000
				1,181,633	1,377,788

TAY VALLEY TOWNSHIP						
2023 OPERATING AND CAPITAL BUDGET						
DETAILED EXPENDITURES						
					2022	2023
					BUDGET	BUDGET
CAPITAL PROGRAM:						
MANDATED & COMMITTED PROJECTS						
					30,000	25,000
					0	35,000
					30,000	0
					0	21,146
					40,800	40,800
					10,000	10,000
					0	7,376
					0	68,500
					0	15,000
					110,800	222,822
HEALTH - SAFETY - ENVIRONMENTAL PROJECTS						
					10,000	10,000
					5,000	5,000
					7,500	0
					22,500	0
					60,000	0
					0	9,000
					0	47,500
					40,000	30,000
					145,000	101,500
ROAD CONSTRUCTION						
					16,830	0
					143,820	0
					759,900	0
					47,000	0
					174,420	0
					35,000	0
					30,000	30,000
					0	120,000
					0	1,099,000
					0	410,000
					244,800	0
					1,451,770	1,659,000

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
BRIDGE CONSTRUCTION					
		Second Line Road		266,000	0
		5th Concession Culvert Replacement		71,400	0
		Glen Tay Rd Open Footing Culvert		10,200	108,990
		Gambles Side Rd - engineering design		0	36,036
				347,600	145,026
ROAD EQUIPMENT/VEHCILES					
		Water Tank		39,500	0
		Grader (replace 2007 Volvo)		402,900	0
		CBO Vehicle - Hybrid/Electric		45,700	0
		Emergency Trailer (Closed in)		12,750	0
		Deputy Chief Vehicle		27,000	0
		Fire Pumper Truck (joint)		54,000	54,000
		Pumper Truck (South Sherbrooke)		50,000	50,000
		Tandem Snowplow (delivery 2024) - replace #12		0	375,000
		CBO Vehicle - Hybrid/Electric + charger		0	64,600
		1/2 TON Pickup truck - replace #14 - electric		0	65,000
		Plow for #6		0	15,000
		Transmission for #13 grader		0	55,000
		Brushhead		0	37,500
				631,850	716,100
BUILDINGS					
		Council Chambers Accessibility Ramp - fix		4,550	0
		Waste Site Accessibility Ramps (2 GT, 1 SV, 1 Mab)		91,728	96,278
		Automatic Transfer Switch for Generator		11,600	11,600
		Municipal Office (oriignal bldg) Roof		0	157,500
		Electric Heaters - staff entrance & PW garage entrance		0	10,080
		Emergency Lighting & Power - replavce no exit signs		0	4,200
		Bathurst Garage - gas pressure washer replacement		0	15,000
		ReUse Centre - emergency lighting & power		0	5,400
		GTWS ReUse Barn - tear down & remove		0	10,000
		Maberly Hall - firestopping penetrations - cover insulation		0	6,000
		Maberly Rink Shed - fire alarm systems		0	3,600
		Maberly Rink Shed - emergency lighting & power		0	3,600
				107,878	323,258

TAY VALLEY TOWNSHIP					
2023 OPERATING AND CAPITAL BUDGET					
DETAILED EXPENDITURES					
				2022	2023
				BUDGET	BUDGET
RECREATION					
		Glen Tay Swimming Hole		11,475	2,500
		Maberly Outdoor Sports Facility (if grant rec'd)		106,000	0
		Maberly Community Park - kiosk, accessible path, signage		0	20,000
		Forest Trail (parking lot, trail, accessible equip, etc.)		195,000	50,000
		Forest Trail - info nodes, signage, etc.- NIF grant app		0	49,300
		Maberly Hall - renovations - OTF grant app		0	54,500
		Maberly Hall - renovations - GICB grant app		0	300,000
		Otty Lake Boat Launch - kiosk, signage, picnic table		0	10,000
				312,475	486,300
MINOR CAPITAL					
		Councillor Technology		7,500	0
		Modernization Project - Property Tax Software Upgrade		29,500	12,400
		Modernization Project - AMP Software		35,000	4,400
		Modernization Project - Electronic Timesheets, etc.		0	12,500
		Recreational Programming & Supplies - OTF grant		0	24,650
		Office Furniture - CSC office + Flex office		0	10,000
		Phone System replacement		0	25,000
		IT server replacement - carryforward from 2021		0	68,000
				72,000	156,950
TOTAL CAPITAL PROGRAM				3,179,373	3,810,956
LONG TERM DEBT:					
		Township Office Building (expires year 2035)		46,700	46,686
		South Sherbrooke Fire Station (expires year 2036)		16,400	16,332
		Bolingbrooke Bridge (expires 2046)		80,600	80,595
		Total Long Term Debt		143,700	143,613
		GRAND TOTAL		11,065,440	12,163,499

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-007

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (LEE- 152 BLAIR POOLE FARM) (PART LOT 4, CONCESSION 6 GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121, as amended, regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the polices and intentions of the Official Plan for Tay Valley Township;

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

1. GENERAL REGULATIONS

1.1 **THAT**, By-Law No. 2002-121, as amended, is further amended by amending the zoning from Rural (RU) to Residential Limited Services (RLS) on a portion of the lands legally described as Part Lot 4, Concession 6, Geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll #091191102525000), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

1.2 **THAT**, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-007**

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January 2023.

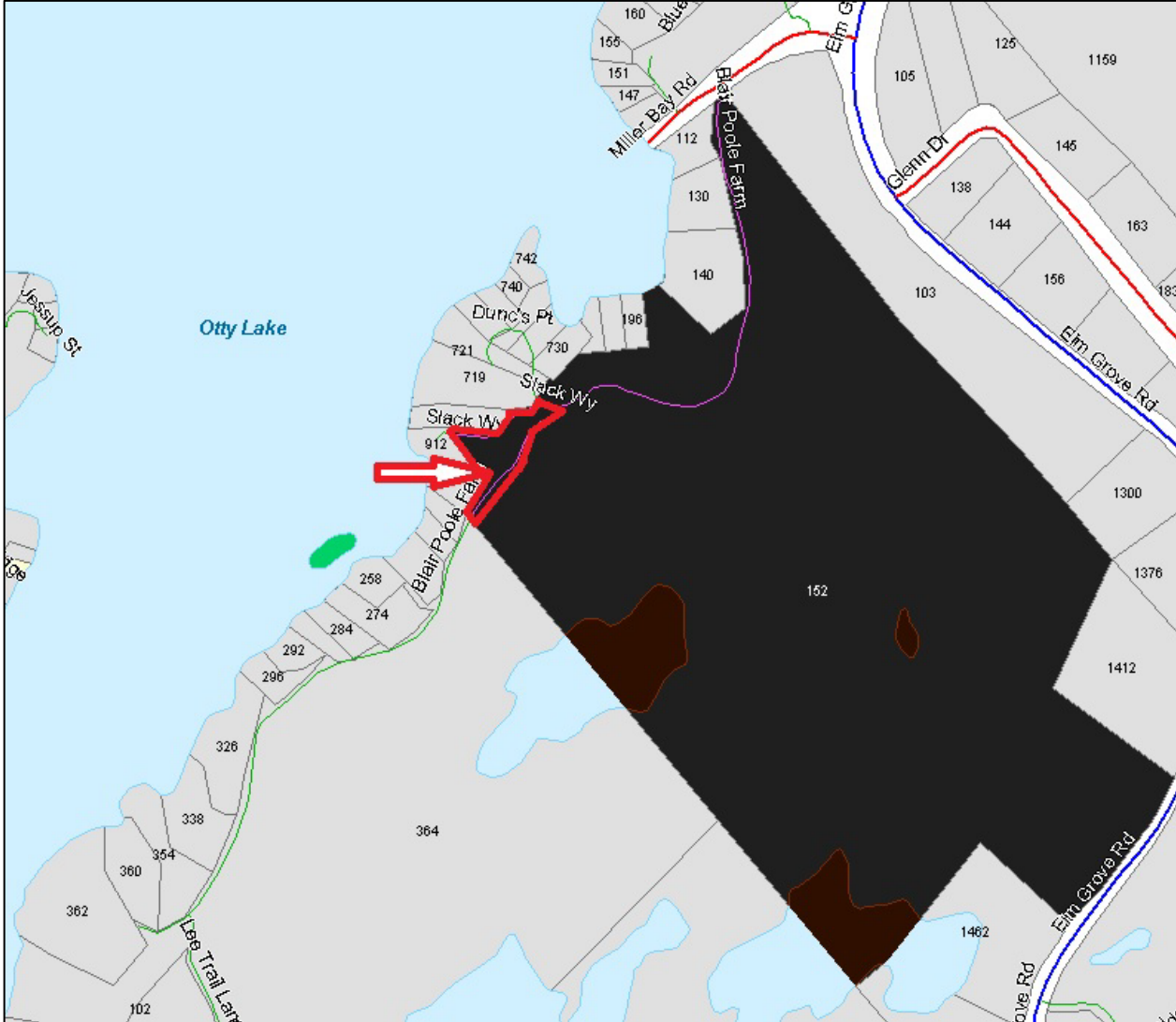
Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-007**

SCHEDULE "A"

Lee – 152 Blair Poole Farm
Part Lot 4, Concession 6
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law

To amend the Zoning from Rural (RU) to Residential Limited Services (RLS)

Reeve

Certificate of Authentication

This is Schedule "A" to By-Law 2023-007 passed this 31st day of January, 2023.

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-008

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (LEE- 364 BLAIR POOLE FARM) (PART LOTS 5 and 6, CONCESSION 6, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121, as amended, regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the polices and intentions of the Official Plan for Tay Valley Township;

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

1. GENERAL REGULATIONS

1.1 **THAT**, By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 9.1.4 Open Space (Exception Zones) on a portion of the lands legally described as Part Lots 5 and 6, Concession 6, Geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll #091191101000100), in accordance with Schedule "A" attached hereto and forming part of this By-Law. .

8. OS-8 (Part Lots 5,6, Concession 6, North Burgess)

Notwithstanding the provisions of Section 9.1, on the lands zoned OS-8 the following uses are permitted:

- Agricultural use excluding buildings
- Conservation use
- Park use excluding buildings

1.2 **THAT**, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-008**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January 2023.

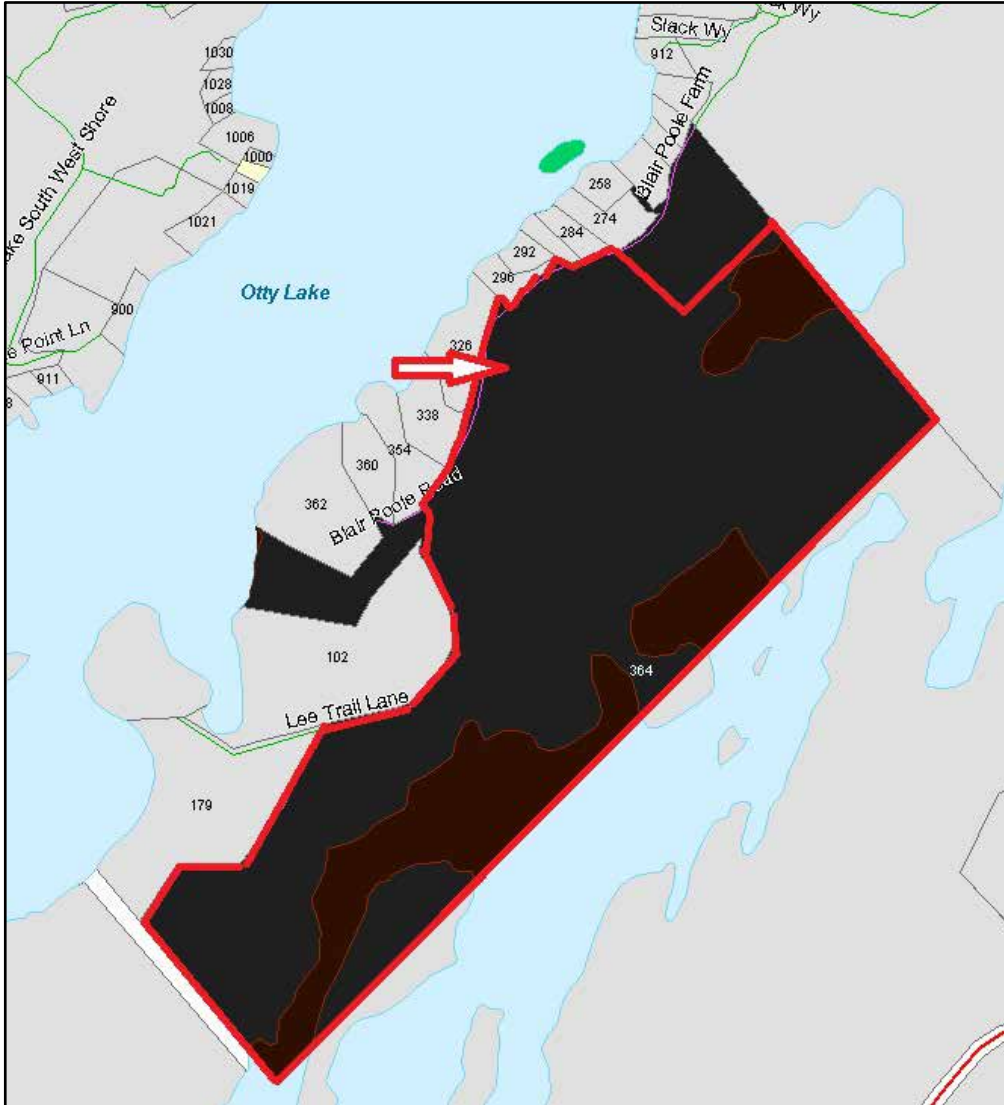
Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-008**

SCHEDULE "A"

Lee – 364 Blair Poole Farm
Part Lots 5 and 6, Concession 6
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law
To amend the Zoning from
Residential Limited Services-75 (RLS-75) to
Open Space - 8 (OS-8)

Certificate of Authentication
This is Schedule "A" to By-Law 2023-008
passed this 31st day of January, 2023.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-009

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (LEE- 364 BLAIR POOLE FARM) (PART LOTS 5, and 6, CONCESSION 6, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121, as amended, regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the policies and intentions of the Official Plan for Tay Valley Township;

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

1. GENERAL REGULATIONS

1.1 **THAT**, By-Law No. 2002-121, as amended, is further amended by amending the zoning from Residential Limited Services – 75 (RLS -75) to Residential Limited Services (RLS) on a portion of the lands legally described as Part Lots 5 and 6, Concession 6, Geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll #091191101000100), in accordance with Schedule “A” attached hereto and forming part of this By-Law.

1.2 **THAT**, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-009**

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January 2023.

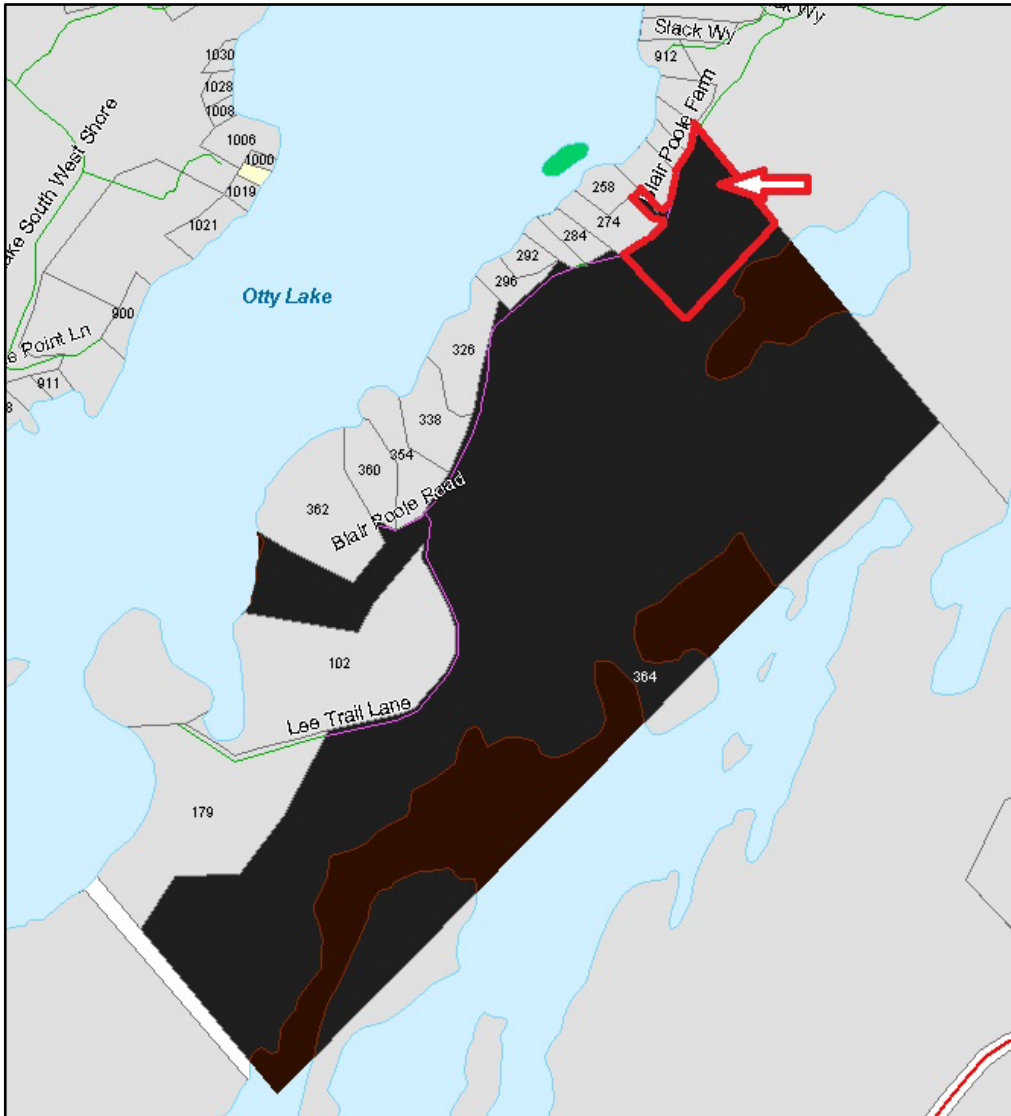
Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-009**

SCHEDULE "A"

Lee – 364 Blair Poole Farm
Part Lots 5 and 6, Concession 6
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law
To amend the Zoning from
Residential Limited Services -75 (RLS -75) to
Residential Limited Services (RLS)

Certificate of Authentication
This is Schedule "A" to By-Law 2023-009
passed this 31st day of January, 2023.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-010

A BY-LAW TO AMEND ZONING BY-LAW NO. 2002-121, AS AMENDED (LEE- 364 BLAIR POOLE FARM) (PART LOTS 5, and 6, CONCESSION 6, GEOGRAPHIC TOWNSHIP OF NORTH BURGESS)

WHEREAS, the *Planning Act, R.S.O. 1990, Chapter P.13 Section 34 as amended*, provides that the Councils of local municipalities may enact by-laws regulating the use of land and the erection, location and use of buildings and structures within the municipality;

AND WHEREAS, By-Law No. 2002-121, as amended, regulates the use of land and the erection, location and use of buildings and structures within Tay Valley Township;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it advisable to amend By-Law No. 2002-121, as amended, as hereinafter set out;

AND WHEREAS, this By-Law implements the polices and intentions of the Official Plan for Tay Valley Township;

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

1. GENERAL REGULATIONS

1.1 THAT, By-Law No. 2002-121, as amended, is further amended by amending the zoning from Residential Limited Services -75 (RLS-75) to Residential Limited Services -191 (RLS-191) on a portion of the lands legally described as Part Lots 5 and 6, Concession 6, Geographic Township of North Burgess, now in Tay Valley Township, County of Lanark (Roll #091191101000100), in accordance with Schedule "A" attached hereto and forming part of this By-Law.

1.2 THAT, By-Law No. 2002-121, as amended, is further amended by adding the following new subsection at the end of Section 5.1.4 (Exception Zones).

191. RLS-191 (Part Lots 5,6, Concession 6, North Burgess)

Notwithstanding the provisions of Section 5.1, on the lands zoned RLS-191 the following provisions shall prevail:

- Water Setback (minimum) 50m

1.3 THAT, this By-Law shall come into force and effect with the passing thereof, in accordance with *the Planning Act*, as amended.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-010**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January 2023.

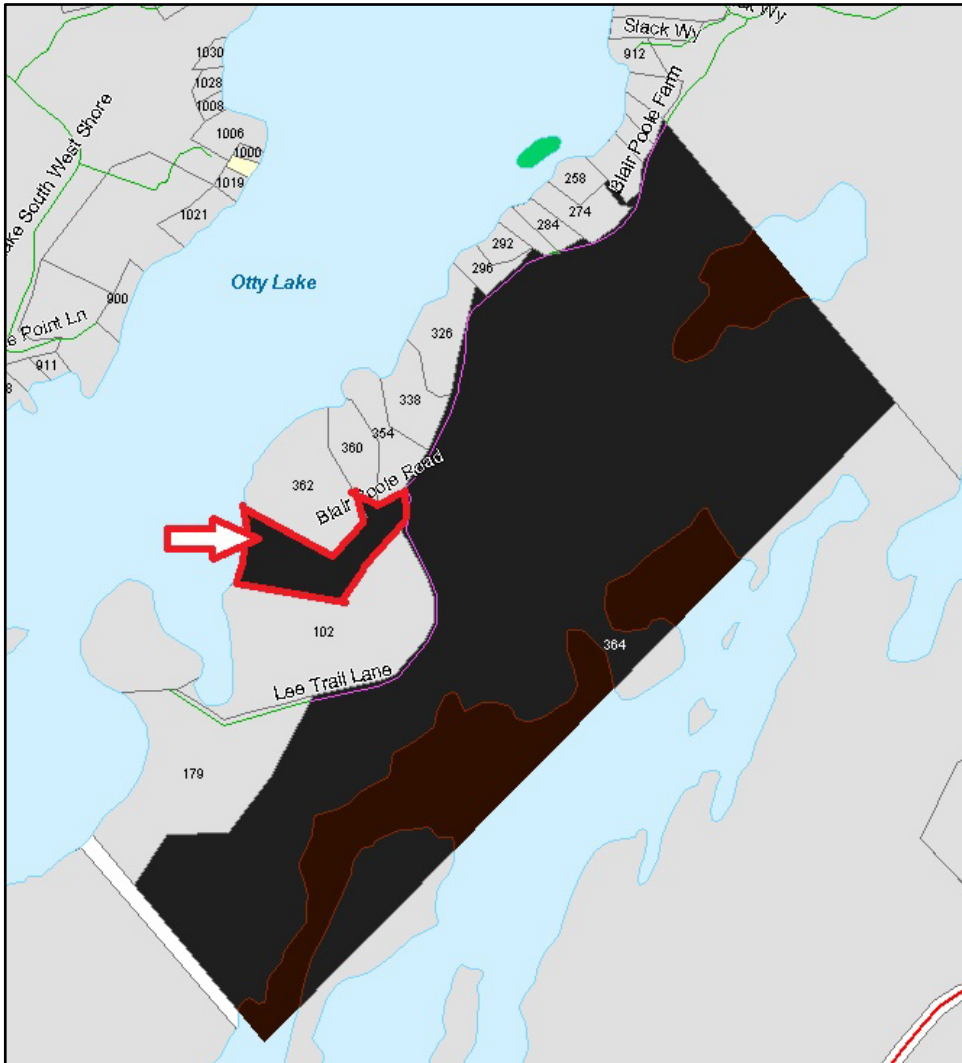
Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-010**

SCHEDULE "A"

Lee – 364 Blair Poole Farm
Part Lots 5 and 6, Concession 6
Geographic Township of North Burgess
Tay Valley Township



Area(s) Subject to the By-Law
To amend the Zoning from
Residential Limited Services-75 (RLS -75); to
Residential Limited Services (RLS-191)

Certificate of Authentication
This is Schedule "A" to By-Law 2023-010
passed this 31st day of January, 2023.

Reeve

Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-011

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF TAY VALLEY TOWNSHIP AT ITS MEETINGS HELD ON JANUARY 14TH, 26TH AND 31ST, 2023

WHEREAS, Section 5 of *the Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS, Section 9 of *the Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5(3), provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, it is deemed expedient that the proceedings of the Council of the Corporation of Tay Valley Township at its meeting be confirmed and adopted by By-Law;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, the actions of the Council of the Corporation of Tay Valley Township at its meetings held on the 14th, 26th and 31st day of January, 2023 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of Tay Valley Township at its meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
- 1.2 **THAT**, the Reeve and Proper Signing Official of the Corporation of Tay Valley Township are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of Tay Valley Township referred to in the preceding section hereof.
- 1.3 **THAT**, the Reeve and/or Deputy Reeve and Clerk and/or Deputy Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of Tay Valley Township.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-011**

2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 31st day of January 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk