



COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 7th, 2023
6:00 p.m.
Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. *Committee of the Whole Meeting*

Chair, Councillor Wayne Baker

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

- i) **Public Meeting: Zoning By-Law Amendment – January 17th, 2023 – attached, page 6.**

Suggested Recommendation:

*“**THAT**, the minutes of the Public Meeting – Zoning By-Law Amendment held on January 17th, 2023, be approved.”*

5. **DELEGATIONS & PRESENTATIONS**

- i) **Delegation – Perth & Smiths Falls District Hospital Update – attached, page 9.**
Michael Cohen, President & Chief Executive Officer.

6. PRIORITY ISSUES

- i) **Report #PD-2023-02 – Septic Re-Inspection Program Expansion – attached, page 17.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Maberly Pines subdivision lots be included in the Septic Re-inspection Program;

AND THAT, staff be directed to include other lakes and rivers in the re-inspection program to assist in protecting lake water quality following the removal by Bill 23 of Site Plan Control Agreements for residential development under 10 units”.

- ii) **Report #PD-2023-03 – Appointment to County Climate Action Implementation Working Group – attached, page 39.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Planner be appointed to the Lanark County Climate Action Implementation Working Group.”

- iii) **Report #PW-2023-02 – Maberly Community Hall Renovation – Tender Award – attached, page 48.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Maberly Community Hall Renovation, be awarded to JT Concrete Ltd. in the amount of \$54,000, plus applicable taxes;

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

- iv) **Report #CBO-2023-02 – Building Department Report – January 2023 – attached, page 51.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2023-02 – Building Department Report – January 2023 be received as information.”

- v) **AMO Policy Update – A Call for Provincial Action on Property Assessments – attached, page 52.**
Reeve Rob Rainer.

7. CORRESPONDENCE

- i) **23-02-02 – Council Communication Package – cover sheet attached, page 55.**

Suggested Recommendation to Council:

“THAT, the 23-02-02 Council Communication Package 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.**

23-01-30 – DRAFT Committee of Adjustment Hearing Meeting Minutes –
attached, page 57.

- iii) **Fire Board.**
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

23-01-19 – DRAFT Fire Board Meeting Minutes – *attached, page 62.*

- 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 – deferred to the next meeting.**
Councillor Andrew Kendrick.

- x) **Rideau Valley Conservation Authority Board – deferred to the next meeting.**
Councillor Angela Pierman.

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

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

MINUTES

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

Tuesday, January 17th, 2023

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

Staff Present: Amanda Mabo, CAO/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner
Ashley Liznick, Treasurer
Sean Ervin, Public Works Manager (arrived at 5:32 p.m.)

Public Present: 7

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

3. APPLICATIONS

- i) **FILE #ZA22-15: Regan and Sheila Lee**
912 Slack Way and 364 Blair Pool Farm
Concession 6, Part Lots 4, 5, and 6,
Geographic Township of North Burgess

Public Works Manager arrived at 5:32 p.m.

- a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

- b) APPLICANT COMMENTS

None.

- c) PUBLIC COMMENTS

Reid Kilburn a representative from the Otty Lake Association expressed that the association supports the rezoning of the lots and the recommendation of the Planner.

- d) RECOMMENDATION

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

4. ADJOURNMENT

The public meeting adjourned at 5:46 p.m.

DELEGATIONS & PRESENTATIONS



Perth and Smiths Falls District Hospital Hospital Update

Presenter: Michael Cohen, President & CEO
Perth and Smiths Falls District Hospital

Presented to: Tay Valley Township

Date: February 7, 2023



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Introductions and Thank you!

- Perth and Smiths Falls District Hospital would like to thank the Tay Valley Township for today's delegation and ongoing support of the Core Capital Program.
- Your interest and support of your local hospital is a vital part of keeping high quality care close to home for the residents of the Tay Valley Township.



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A year in review

- While life has been returning to “normal”, this past year of the pandemic has been the most challenging for the hospital.
- Staffing shortages have strained our system and our people causing burnout, attrition and service interruptions.
- Maintaining operations and services to our community is a daily challenge and has been our primary focus.
- Supply chain difficulties persist and continue to escalate to unprecedented levels causing inflated costs and delays in acquiring materials, equipment and supplies.



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A year in review

- In spite of our challenges, our operations are stable and we are planning for the hospital's future charting a path to ensure the hospital can meet the needs of our community into the future.



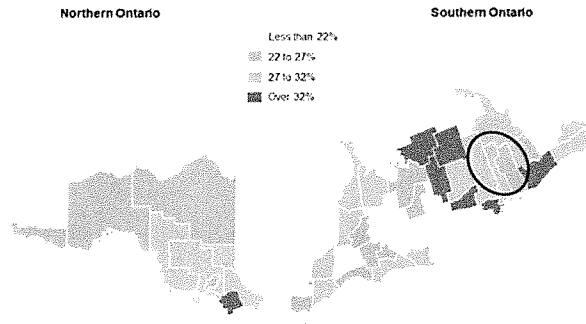
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So what are we planning for...

Chart 10: Share of seniors in population by census division in 2046



- Relative to other regions we will be among the highest in the concentration of older adults within our communities.



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Exhibit 30: Projected PSFDH Inpatient Beds by Site and Program

Site and Program	Tgt. Occ.	2019/20 Beds @ Tgt.			2029/30 Beds @ Tgt.			2039/40 Beds @ Tgt.			2049/50 Beds @ Tgt.		
		Acute & ALC	SCU (@ 85%)	Total	Acute & ALC	SCU (@ 85%)	Total	Acute & ALC	SCU (@ 85%)	Total	Acute & ALC	SCU (@ 85%)	Total
Perth		43.1	4.0	47.1	63.8	5.3	69.1	91.6	6.7	98.3	115.9	7.6	123.5
Adult Med/Surg	90%	43.1	4.0	47.1	63.8	5.3	69.1	91.6	6.7	98.3	115.9	7.6	123.5
Smiths Falls		37.9	3.4	41.3	52.2	4.6	56.7	70.2	5.6	75.7	85.8	6.1	91.9
Adult Med/Surg	90%	33.4	3.4	36.8	47.3	4.6	51.9	65.1	5.5	70.6	80.2	6.1	86.3
Newborn & Neonate	75%	2.0		2.0	2.1		2.1	2.3		2.3	2.5		2.5
Obstetrics	75%	2.5	0.0	2.5	2.7	0.0	2.7	2.9	0.0	2.9	3.0	0.0	3.0
Grand Total		81.0	7.4	88.4	116.0	9.9	125.8	161.8	12.2	174.0	201.7	13.7	215.4

- Target occupancy (90% Med/Surg, 85% SCU, and 75% Obstetrics) rates were applied to both the 2019/20 actual days and future projected days to estimate bed utilization and requirements.
- Obstetrics translates to 301 cases in 19/20, growing to 368 in 49/50.



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A year in review

- In addition to planning for the future capacity needs of our community, our new strategic plan focuses us on the well being of our staff and physicians, improving quality and access and financial viability.

Our Strategic Priorities



Provide an excellent experience for the people we serve, every time



Meet the changing needs of our community



Support and empower our people



Ensure our future sustainability

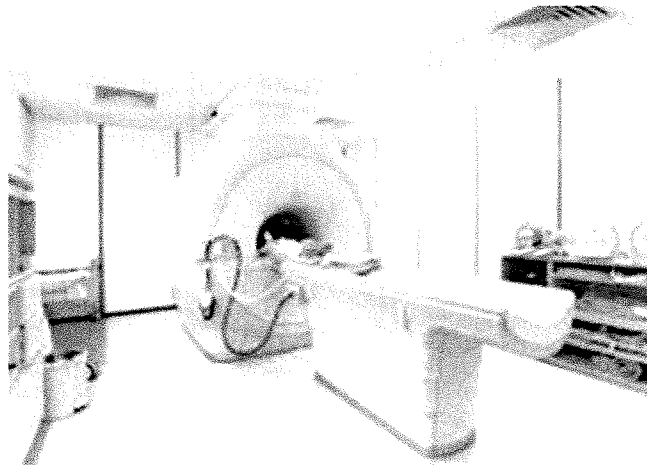


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A year in review

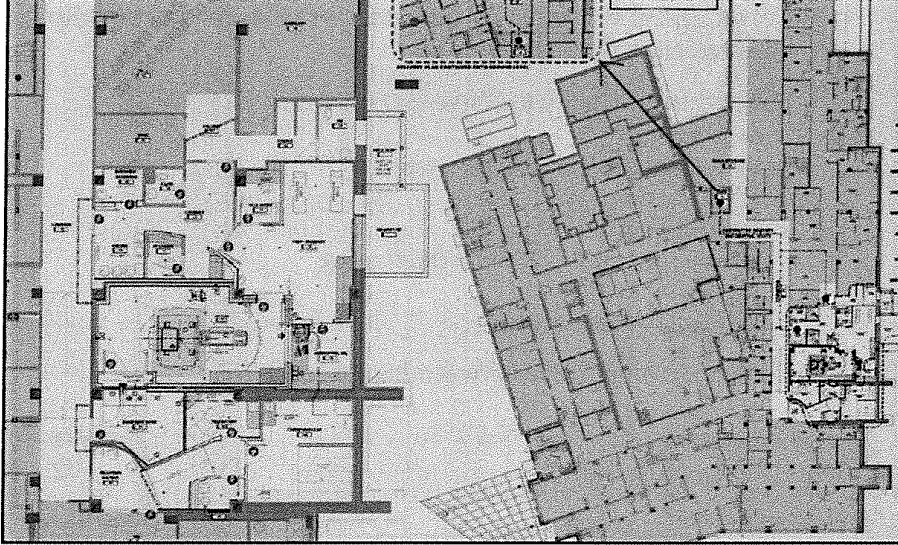


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A year in review

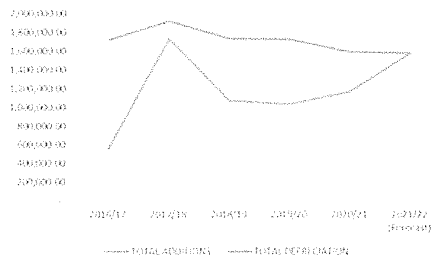


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Capital Acquisitions & Retirement at PSFDH

Background – 6 Year Annual Trend

Includes Equipment & IT



- Asset depreciations (retirement) is \$4.6M annually
- Hospital spends \$2.4M annually on capital projects
- Overall Depreciation (retirements) greater than Additions

Data Source: Audited financial statements



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Core Capital Program

- Core Capital Program initiated four (4) years ago to help address capital funding gap
- Several municipalities have partnered with PSFDH
 - Lanark County
 - United Counties of Leeds & Grenville
 - Town of Perth
 - Town of Smiths Falls
 - Township of Drummond-North Elmsley
 - Tay Valley Township
 - Township of Rideau Lakes
- Coordinated initiative between PSFDH and Foundation



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Core Capital Program

- Our reality is that the core capital program has become an essential component of the hospital's overall capital financing strategy.
- Funds from the program are directed to our clinical transformation project aimed at:
 - Improving patient safety.
 - Improving quality of care through standardization and best practice.
 - Leveraging information to better manage the hospital and create innovations of care.
- Simply, without the program, our ability to remain current and provide basic care is at risk.



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Our Request of the Township

The Perth and Smiths Falls District Hospital requests that the Tay Valley Township consider providing its continued support of the Core Capital Program with a contribution of \$67,944 in 2023.



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Questions?



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PRIORITY ISSUES

COMMITTEE OF THE WHOLE
February 7th, 2023Report #PD-2023-02
Noelle Reeve, Planner**SEPTIC RE-INSPECTION PROGRAM EXPASION****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, the Maberly Pines subdivision lots be included in the Septic Re-inspection Program;**AND THAT**, staff be directed to include other lakes and rivers in the re-inspection program to assist in protecting lake water quality following the removal by Bill 23 of Site Plan Control Agreements for residential development under 10 units”.**BACKGROUND**

In January 2011, through Ontario Regulation 315/10, the Ontario Ministry of Municipal Affairs and Housing amended the Ontario Building Code, to establish mandatory on-site sewage system maintenance inspection for Lake Simcoe and permitted local enforcement bodies to establish “discretionary on-site sewage system maintenance inspection programs” which mandate septic re-inspections.

Tay Valley established a mandatory septic re-inspection program in 2012 for properties on the following lakes: Adam, Bennett, Bob’s, Farren, Long, Otty and Pike Lakes. Tay Valley won a Conservation Award in 2012, from the Rideau Valley, Mississippi Valley, and South Nation Conservation Authorities, for establishing the first such program in eastern Ontario.

The Little Silver and Rainbow Lakes Property Owners Association subsequently requested their lakes be added to the Mandatory Re-Inspection program. Voluntary inspections continued to be available on all Tay Valley lakes and rivers.

Over the years the program has been successful in identifying a small number of systems that needed replacement (protecting lake water quality and human health); more systems

that required parts to be replaced (that extended their life and improved operations); and systems that were operating well.

DISCUSSION

To enhance protection of water quality and human health, the Township is considering adding to the areas covered by the Septic Re-Inspection By-Law. Maberly Pines subdivision is proposed to be added to provide an extra layer of oversight to a subdivision with the largest number of vacant lots on waterbodies in the Township.

With the passage of Bill 23 on November 28, 2022, Site Plan Control Agreement requirements were eliminated for developments with less than 10 residential units. Removal of this mechanism for lake water quality protection coupled with the increasing pressures on lakes due to climate change (warmer water temperatures promoting algae and weed growth; extreme rain events washing nutrients into lakes; early ice-out disrupting the hypolimnion; etc.) adds to the pressure on the integrity of lakes. River water quality is also affected by a lack of vegetated buffer and climate change.

The Township is therefore proposing to include all its lakes and rivers in the Mandatory Septic Re-Inspection program.

FINANCIAL CONSIDERATIONS

There are no financial impacts. The owners do not pay for the re-inspection. The Township budget already includes \$20,000 per year for re-inspections. The additional septic systems will be added to the current rotation of systems that get inspected once every 10 years.

OPTIONS CONSIDERED

Option #1 – (**Recommended**) – Amend the Septic Re-Inspection By-Law to include all lakes and rivers in Tay Valley Township, including the Maberly Pines Subdivision.

Option #2 – Add Maberly Pines now and consult with lake associations about adding properties on the lakes not currently included in the Mandatory Septic Re-Inspection program.

CLIMATE CONSIDERATIONS

As temperatures rise lakes have less capacity to absorb nutrients and, therefore, the impact of nutrients from leaking septic systems will increase algal blooms and have a negative effect on human health. Ensuring septic systems are maintained will provide some protection against worsening water quality due to other climate disruptions such as extreme weather events, etc.

STRATEGIC PLAN LINK

Infrastructure: Our infrastructure systems are efficient and well-maintained.

CONCLUSIONS

Tay Valley Township has the ability to ensure additional protection for the water quality of its lakes and rivers and the health of its residents by expanding its Mandatory Septic Re-Inspection program. This added layer of protection is being proposed at this time in response to the Province of Ontario removing existing water quality protection through Bill 23, which no longer allows Site Plan Control Agreements for single residential development.

ATTACHMENTS

- 1) Sewage System Maintenance Inspection Programs By-Law No. 2012-009.
- 2) By-Law No. 2016-028 Sewage System Maintenance Inspection Programs By-Law Amendment

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2012-009

SEWAGE SYSTEM MAINTENANCE INSPECTION PROGRAMS

WHEREAS, malfunctioning on-site sewage systems can have significant negative impacts on both human health and the environment;

AND WHEREAS, in 2000, the Corporation of Tay Valley Township (the “Township”), implemented a septic tank re-inspection program for waterfront properties based on voluntary participation by property owners;

AND WHEREAS, Section 7(1)(b.1) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended (the “Act”), authorizes the council of a municipality to pass by-laws establishing and governing sewage system maintenance inspection programs in accordance with Division C, Part 1, Section 1.10 of the *Building Code Act, 1992 - Ontario Regulation 350/06*, as amended (the “Building Code”);

AND WHEREAS, the Township Council considers it desirable for the protection of the health, safety and well-being of persons and the environmental well-being of the municipality to exercise its authority to implement a mandatory sewage system maintenance inspection program which will apply to all waterfront properties located in the areas described in Schedule “A” to this By-Law ;

AND WHEREAS, the Township Council considers it desirable for the protection of the health, safety and well-being of persons and the environmental well-being of the municipality to continue to offer a voluntary sewage system maintenance program to owners of waterfront properties located in the areas described in Schedule “B” to this By-Law;

AND WHEREAS, the above referenced mandatory and voluntary sewage system maintenance inspection programs (collectively the “Sewage System Maintenance Inspection Programs”) are described in the Septic System Re-Inspection Program document attached as Schedule “C” to this By-Law;

AND WHEREAS, the Township has entered into an agreement with the Mississippi Valley Conservation Authority in accordance with Section 6.2 of the Act to provide for the enforcement of the provisions of the Act and the Building Code relating to sewage systems and to allow the Mississippi Valley Conservation Authority, through its Mississippi Rideau Septic System Office (the “MRSSO”) to deliver the Sewage System Maintenance Inspection Programs on behalf of the Township;

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2012-009**

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 mandatory sewage system maintenance inspection program will apply to all waterfront properties located in the areas described in Schedule "A" to this By-Law.
- 1.2 THAT**, the voluntary sewage system maintenance inspection program will apply to all waterfront properties located in the areas described in Schedule "B" to this By-Law.
- 1.3 THAT**, the Septic System Re-Inspection Program, attached hereto as Schedule "C", be adopted.

2. BY-LAWS TO BE REPEALED

- 2.1** 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.

3. ULTRA VIRES

- 3.1** 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.

4. EFFECTIVE DATE

- 4.1** ENACTED AND PASSED this 13th day of March, 2012.

Keith Kerr, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2012-009**

SCHEDULE "A"

MANDATORY

The mandatory re-inspection program will apply to all properties located on the following water bodies:

Lakes

Adam Lake
Farren Lake
Pike Lake

Bennett Lake
Long Lake

Bob's Lake
Otty Lake

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2012-009**

**SCHEDULE “B”
VOLUNTARY**

The voluntary re-inspection program will apply to all properties located on the following water bodies:

Creeks

Bolton Creek	Grant’s Creek	Scotts Snye	Silver Lake Creek
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Lakes

Andrew Lake	Big Rideau Lake	Black Lake
Christie Lake	Clear Lake	Davern Lake
Deer Lake	Fagan Lake	Loon Lake
McLaren Lake	McGowan Lake	Mills Lake
Little Mud Lake	Lower Mud Lake	Upper Mud Lake
O’Brien Lake	Rainbow Lake	Rock Lake
Round Lake	Little Silver Lake	Silver Lake

Rivers

Fall River	Mississippi River	Tay River
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THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2012-009

SCHEDULE "C"



Septic System Re-Inspection Program

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Background

In 1998, the responsibility for on-site sewage systems with a total daily design flow of less than 10,000 litres per day was transferred from the Ministry of Health to the Ministry of Municipal Affairs and Housing. In doing so, the Province of Ontario shifted responsibility for these systems from provincial jurisdiction to municipal jurisdiction with Part 8 of the Building Code requiring owner maintenance of on-site sewage systems. The transfer in jurisdiction made enforcement the municipality's obligation and responsibility.

Many of the lakes and other water courses in Tay Valley Township were developed years ago. The original cottages were usually serviced with a privy, had no running water and were used for only a few weekends each year. Over the years these original cottages have been improved and are inhabited for longer durations over the year, with many now converted to permanent residences.

Tay Valley Township began conducting visual re-inspections of septic systems on waterfront properties in 2000, when a pilot program began on Christie Lake. Since 2000, the Township expanded its program to include all waterfront properties, on all water bodies, and in 2004 added a septic tank component, which consisted of an internal inspection of the tank. Since the program's inception, and up until the end of 2011, property owner participation has been voluntary.

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, the Township has now inspected approximately 1,500 waterfront properties. 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.

Executive Summary

In January 2011, through Ontario Regulation 315/10, the Ontario Ministry of Municipal Affairs and Housing amended the Ontario Building Code to establish mandatory on-site sewage system maintenance inspection programs for the Lake Simcoe area and for “vulnerable” areas” to be established in Source Water Protection Plans. These amendments “also govern discretionary on-site sewage system maintenance inspection programs established by local enforcement bodies”. This amendment has allowed Tay Valley Township the ability to make a portion of its current voluntary septic inspection program, a discretionary program. A discretionary program allows the Township to undertake mandatory maintenance inspections.

Introduction

A working sewage system is an integral part of any functioning home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is integral to the continued life of the system. A Septic System 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 a 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.

PROGRAM ADMINISTRATION

VOLUNTARY VERSUS MANDATORY

In 2012, the decision was made to modify the current voluntary septic system re-inspection program to include a discretionary program with mandatory inspections. The mandatory component will apply to the following seven lakes: Adam, Bennett, Bob's, Farren, Long, Otty and Pike as outlined in Schedule "A" to By-Law No. 2012-009.

The steps taken for the septic re-inspection program are exactly the same for the voluntary and mandatory programs. The only difference is that property owners under the mandatory component will be required to participate in the program when their property has been identified, whereas property owners under the voluntary component can choose whether or not to participate.

INITIAL COMMUNICATION WITH THE PUBLIC

Letter

When an area for re-inspection has been determined, a letter will be sent to affected property owners informing them of the potential value of the program.

Program Description

An overview of what will be undertaken during a re-inspection will be included with the letter.

Questionnaire & Site Sketch

Property Owners will also be requested to complete and return a questionnaire and site sketch regarding their septic and well. While the Township may have some information about the septic or well, this information requires updating and old septic or well records are excellent resources for the more technical components of an inspection, as well as knowing the current locations of and distances between any septic components (tank, bed, privy, greywater pit), structures (house, shed, garage), water bodies (lakes, rivers, creeks, wetlands), farming activities, or wells. If required, additional documents will be requested (ex. Septic Use Permit).

DOCUMENTATION

Pre-Inspection

A review of the information provided by the property owner on the questionnaire and sketch will be reviewed, including any additional requested documentation. If records are not available due to the age of the septic system then a more thorough investigation will be undertaken by the Inspector.

Contact with the property is made to either confirm the date for the inspection that the property owner has suggested, or to let the property owner know when the inspector will be on site. If a third party inspector is used, who meets the requirements under Section 1.10.1.3 of Ontario Regulation 315/10, to conduct the inspection, the property owner will inform the Principal Authority of the name and company of the third party and the date of the inspection. The property owner will then forward a copy of the completed, Ministry approved, certificate to the Principal Authority within 5 business days of the inspection. The third party shall use the form provided by the Principal Authority, which satisfies the inspection requirements as outlined under "Scope of Inspections" in this document.

Post-Inspection

Once an inspection has been completed, it will be filed in the property file at the Municipal Office and entered into the geographic information system (GIS) database. This information is a valuable tool for generating statistics and follow-up correspondence.

Inspection Reports

An inspection report will be completed by the Inspector after every inspection with a copy of the report to be provided to the property owner and a copy to the municipality. The report is provided to the property owner as a record as to when the inspection was complete and the results.

At a minimum, the inspection report shall contain the following information:

Item	Information
Personal Information	name, address, property legal description
Existing Facilities	class of sewage system, leaching bed type
Observations	visual indications of components of an unsafe sewage system
Diagram	to identify septic tank components
Requirements	provide details on the remedial work required

Report to Property Owner

The property owner will be informed that their system is in need of remedial action or that there is no indication from the inspection of an unsafe system. If the system is in need of remedial action, the report will describe the deficiencies observed by the Inspector and who the property owner should contact for further information regarding their intentions to remedy the deficiencies. The record will indicate the link between the deficiencies and the specific provisions in the Ontario Building Code. The property owner will also be informed that if they do not respond within a specific time frame, they may be issued an Order to Remedy an Unsafe Building.

Records

Information pertaining to this program will be filed under the appropriate property file at the Municipal Office.

SCOPE OF INSPECTIONS

The inspection begins with a walk around the property looking for water sources and sewage system components. Measurements are taken between the sewage system components, structures and water bodies, as well as to drinking water sources. A GPS reading is taken of all sewage system components, and wells.

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

A visual inspection of the septic tank condition is made, and a measurement of the tank contents is taken using a Sludge Judge or similar device. The tank volume is also estimated. This information is used to determine if a pump out is required.

A visual inspection of the baffles is done, as well as a check that the partition wall is in working order and any signs of concrete corrosion should be recorded. 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. A check for roots in the tank and for the presence of effluent filters is conducted before replacing the lids and covering the tank.

INSPECTION ACTIVITIES

The following are items that may be undertaken during an inspection:

- Surface inspection of bed and tank
- Estimate tank volume
- Estimate sludge depth/volume
- Inspect interior plumbing
- Probe leaching bed area
- Excavate bed area
- Soil sampling/testing
- Well testing/water quality analysis
- Surface drainage assessment
- Property owner interview
- Estimate distribution pipe length
- Estimate setback distances
- Estimate daily design flow
- Inspect mechanical equipment
- Determine type of building, type of tank, type of system
- Evidence of sewage effluent visible and/or odour
- Evidence of erosion of septic bed side slopes
- If the sewage system/septic tank is properly located on the property
- Whether the sewage system bed had trees/vegetation growth
- Whether the system meets setbacks
- Whether the sewage system serves more than one building
- If the system uses a pump chamber

Deficiencies For Sewage System Classes

The following are examples of observable deficiencies during a visual re-inspection:

Class 1 (Privy)

- Absence of fill around the base of the privy
- Inadequate soil depth

Class 2 (Greywater)

- No evidence of a grey-water pit; pipe on surface of the ground
- Absence of fill around the base of an existing pit
- Inadequate cover

Class 3 (Cesspool)

- Inadequate soil mounding
- Inadequate construction

Class 4 (Septic System)

- No existing system; pipes on surface of the ground, or slightly buried
- Old tanks in need of replacement
- No indication of leaching bed; outlet pipe from ground extending into/onto ground
- Leaching bed completely overgrown, in need of replacement
- System completely buried; requires information

Class 5 (Holding Tank)

- Corroded access cover
- Holes in holding tank
- Access openings not properly sealed

General

- Extra plant growth over the leaching bed area
- Foul odours outside
- Effluent breaking out to the ground surface

PROPERTY SELECTION

Participants in the program are chosen based on the following criteria:

- 1) Properties that either have a septic permit that is 10 years or greater or does not have permit information, has not been re-inspected in the past, and is not undeveloped.
- 2) Are due for a re-inspection after 10 years.

A septic system with registered complaints against it will have already been dealt with outside the re-inspection program.

An administrative procedure will be developed to describe the step by step process for property selection.

INSPECTION SCHEDULE

The program will focus on conducting inspections from May to September given the Township's high seasonal population; however inspections will be conducted between April and November each year, with weather permitting.

The program will strive to complete 200 inspections per year, with a 10-year re-inspection timeframe. The focus will be to complete inspections on the seven mandatory lakes within the first four years of the program. This figure does not take into account the number of properties that will undergo inspections unrelated to this program but does include enforcement and follow-up.

INSPECTION ROTATION

Mandatory Re-Inspection

The Inspection Rotation for mandatory water bodies will be re-evaluated each year to accommodate any unforeseen circumstances that may require adjustment to the rotation schedule and/or to include additional water bodies to the mandatory component, as approved by Council. The addition of water bodies to the mandatory program will require an amendment to the program; however other annual adjustments to the rotation schedule will be included in the annual report.

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

Voluntary Re-Inspection

Voluntary re-inspections will be scheduled based on responses to the letter of invitation to conduct a re-inspection.

INSPECTION AGENCY

The Mississippi Rideau Septic System Office (MRSSO) through the Mississippi Valley Conservation Authority, has been delegated the responsibility with respect to sewage systems (with a capacity of less than 10,000 litres per day) and will administer the Septic System Re-Inspection Program on behalf of the municipality. An annual progress report will be provided to Council on the septic system re-inspection program.

If a third party inspector is used to conduct the inspection, the contractual arrangement is between the property owner and the third party.

ENFORCEMENT

The authority to deliver and enforce this program resides with the *Building Code Act, 1992*.

FINANCIAL ASSISTANCE

Repairs and replacement of systems under this program are the responsibility of the property owner.

Funding may be available from other organizations such as:

- Lanark County
- Canadian Mortgage and Housing Corporation
- Rideau Valley Clean Water Program

PUBLIC EDUCATION

Information related to this program will be posted on the Township website. In addition, the MRSSO and/or a Township Staff member will attend at least two separate Lake Association meetings each year in order to educate the public on septic systems and the purpose of the septic re-inspection program.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2016-028

SEWAGE SYSTEMS MAINTENANCE INSPECTION PROGRAMS BY-LAW AMENDMENT

WHEREAS, Section 7(1)(b.1) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended (the "Act"), authorizes the council of a municipality to pass by-laws establishing and governing sewage system maintenance inspection programs in accordance with Division C, Part 1, Section 1.10 of the *Building Code Act, 1992 - Ontario Regulation 350/06*, as amended (the "Building Code");

AND WHEREAS, the Council of the Corporation of Tay Valley Township enacted and passed By-Law No. 2012-009, to implement a mandatory sewage system maintenance inspection program and to continue to offer a voluntary sewage system maintenance program for waterfront properties located in the areas described in Schedule "A" and Schedule "B" of By-Law No. 2012-009;

AND WHEREAS, the Rainbow Lake and Little Silver Lake Association passed a resolution at their Annual General Meeting to request Tay Valley Township to include Rainbow Lake and Little Silver Lake in the mandatory sewage system maintenance program;

AND WHEREAS, Council deems it expedient to amend By-Law No. 2012-009 to remove Rainbow Lake and Little Silver Lake from Schedule "B", the voluntary sewage maintenance inspection program and to add Rainbow Lake and Little Silver Lake to Schedule "A", the mandatory sewage system maintenance inspection program;

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 "A" be amended to include:

Lakes

Little Silver Lake
Rainbow Lake

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2016-028**

1.2 **THAT**, Schedule "B" be amended to remove:

Lakes

Little Silver Lake
Rainbow Lake

2. ULTRA VIRES

Should any sections of this by-law be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. BY-LAW AMENDED

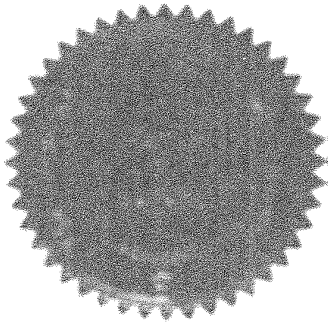
3.1 By-Law No. 2012-009 is hereby amended.


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 27th day of September, 2016.


Keith Kerr, Reeve




Janie Laidlaw, Acting Clerk

COMMITTEE OF THE WHOLE

February 7, 2023

Report #PD-2023-07
Noelle Reeve, Planner

APPOINTMENT TO COUNTY CLIMATE ACTION IMPLEMENTATION WORKING GROUP

STAFF RECOMMENDATION (S)

It is recommended:

“**THAT**, the Planner be appointed to the Lanark County Climate Action Implementation Working Group.”

BACKGROUND

The Climate Action Committee at Lanark County was modified at a recent County Striking Committee meeting. The Terms of Reference were shifted to a Working Group structure.

The Working Group will consist of: three elected official representatives from Lanark County Council; members of the County executive management team (as required dependent on topic and scope of item discussed - Climate Environmental Coordinator, County CAO, County Clerk or Deputy Clerk); and other resources as needed including: one representative from Climate Network Lanark; one representative from Smiths Falls; and one representative from each local municipality.

The municipal representatives can be: citizens, Council members, or staff members. They will be involved on an as-needed basis with the Working Group.

The County has requested notification of who the municipal representative will be by February 28th, 2023.

DISCUSSION

The purpose of the Climate Action Working Group is to:

- Provide direction on the implementation and monitoring of the Climate Action Plan (CAP);
- Provide reports and recommendations to County Council about climate action and the CAP;

- Liaise and engage with the community, stakeholders, and lower-tier municipalities in Lanark County, and the Climate Network Lanark (CNL) Working / Advisory Groups about climate action and the CAP;
- Assist, if needed, the lower-tier municipalities in Lanark County with their corporate CAP;
- Respond to climate change concerns from the community by finding opportunities for climate action that address community concerns; and
- Build a consensus on direction and recommendations for staff to present to the reporting Committee of the Whole meeting.

The Planner canvassed the previous Tay Valley representative on the County Climate Action Committee and he declined the opportunity for appointment. Therefore the choice for an appointment, according to the County letter of invitation, is either a Council member or Township Staff member.

OPTIONS

Option #1 – RECOMMENDED – Appoint the Planner

The Planner can bring her experience working with the Township’s Green Energy and Climate Change Working Group and her years of experience working with the Federation of Canadian Municipalities’ Partners for Climate Protection program to assist the County Working Group.

Option #2 – Appoint a Councillor.

If a Councillor is interested they could be appointed. It is important to note that the Reeve of Tay Valley sits on this Working Group as a rep from County Council.

Option #3 – No appointment.

The Township does not contribute to shaping the County Climate Action Plan.

STRATEGIC PLAN LINKS

Economic Development – Promoting wide scale green energy programs created new job opportunities for residents.

CLIMATE CHANGE

The Township has the opportunity to achieve scaled up actions on a County wide level that will contribute to the Township meeting its Climate Action Plan goals.

CONCLUSION

The appointment of a representative to the County Climate Action Plan Working Group is an important opportunity to achieve a co-ordinated approach to climate change mitigation and adaptation.

ATTACHMENTS

1. Lanark County Letter of Invitation
2. Lanark County Terms of Reference for the Climate Action Working Group

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve
Planner**

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

LANARK COUNTY

February 1, 2023

Re: Climate Action Working Group

Hello,

This letter is to inform you that the Climate Action Committee at Lanark County has been modified at a recent Striking Committee meeting. The Terms of Reference have now moved to a Working Group structure.

The County will still seek input and involvement from local municipalities through a representative. These representatives can be citizens, Council members or staff members. They will be involved on an as-needed basis in the working group. Please let us know who your municipality has appointed as a member by February 28th, 2023.

Please find the Terms of Reference attached.

Please let me know if you have any questions or concerns at jralph@lanarkcounty.ca or 613-267-4200 ext 1502.

Thank you,



Jasmin Ralph
County Clerk

99 Christie Lake Road, Perth, Ontario K7H 3C6
Tel: 1-888-9-LANARK or (613) 267-4200 Fax: (613) 267-2964 www.lanarkcounty.ca



**CLIMATE ACTION IMPLEMENTATION
WORKING GROUP**

TERMS OF REFERENCE

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MISSION STATEMENT

To provide direction for the implementation and reporting of Lanark County's Climate Action Plan.

VISION

To make Lanark County an environmentally sustainable place to live, work and play. To fulfill Council's mandate to implement the Climate Action Plan.

PURPOSE

The purpose of the Climate Action Working Group is to:

- Provide direction to the implementation and monitoring of the Climate Action Plan (CAP)
- Provide reports and recommendations to County Council about climate action and the CAP
- Liaise and engage with the community, stakeholders, and lower-tier municipalities in Lanark County, and the Climate Network Lanark (CNL) Working / Advisory Groups about climate action and the CAP
- Assist, if needed, the lower-tier municipalities in Lanark County with their corporate CAP
- Respond to climate change concerns from the community by finding opportunities for climate action that address community concerns
- The committee will work to build a consensus on direction and recommendations for staff to present to the reporting Committee of the Whole meeting

WORKING GROUP STRUCTURE

Members

Three (3) Elected Official Representatives from Lanark County Council

Members of the Executive Management Team of the County as required dependent on topic and scope of item discussed

Climate Environmental Coordinator

County CAO

County Clerk or Deputy Clerk

Other Resources:

Other resources will be included as needed dependent on the topic and scope of item discussed:

One (1) Representative from Climate Network Lanark

One (1) Representative from Smiths Falls

One (1) Representative from each Local Municipality

MEETINGS

Meetings will be held as need to a maximum of 6 meetings per year. The meetings will be held the second Thursday of the month at 10:00 a.m. Generally, there will be no meetings in the month of July; however the chair may use his/her discretion in scheduling meetings. The meetings will be held in a meeting room at the County of Lanark Administration Building, 99 Christie Lake Road, Perth, Ontario.

REPORTING PROCESS

The Climate Action Working Group will provide updates and/or recommendations to County Council through the Public Works Committee.

STAFF AND SUPPORT SERVICES

The Clerk's Office shall provide staff support for Climate Action Working Group Agendas and Minutes.

BUDGET

Council remuneration will be paid in accordance with the Elected Official – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Governance Budget for salaries and wages and travel expense.

TERM

The term of the Climate Action Working Group will continue for the remainder of this Council term.

COMMITTEE OF THE WHOLE

February 7, 2023

Report #PW-2023-02

Sean Ervin, Public Works Manager

MABERLY COMMUNITY HALL RENOVATION – TENDER AWARD**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, the Maberly Community Hall Renovation, be awarded to JT Concrete Ltd. in the amount of \$54,000, plus applicable taxes;

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

BACKGROUND

The Township applied for a grant through the Ontario Trillion Foundation in 2022 for the Maberly Hall Renovations. The Township was notified on December 20, 2022, that the application was successful. The scope of work included in the grant application was the replacement of interior lighting, front door with automatic door openers, installation of door openers on the washrooms, the replacement of the front steps and ramp and the removal of an old chimney.

DISCUSSION

Tender #2023-RF-001 was issued on January 2, 2023, on the Township’s online portal Bids and Tenders. A news release was issued on the Township’s website and notice was also posted on the Townships Facebook page and in the local paper. The Tender closed on January 26, 2023 and a total of eight (8) bids were received.

Listed below are the results of the bids from each of the contractors from lowest to highest price:

Company	Price
1000212228 Ontario Inc	\$6,360.00
JT Concrete Ltd.	\$54,000.00
Sean Skelly Contracting	\$58,999.00
12658721 Canada Ltd.	\$66,400.00
Amazing Construction Ltd	\$69,450.00
Tolles Ltd.	\$87,000.00
Adems Restoration	\$119,500.00

The lowest bidder only bid on the electrical component and therefore is not a complete bid. The low bid price from JT Concrete Ltd. was inclusive of all the different components of the project.

FINANCIAL CONSIDERATIONS

The Township will receive a total amount of \$54,500 from the Ontario Trillium Foundation for this project. A price breakdown is as follows:

Grant Amount	\$ 54,500.00
Construction	\$ 54,000.00
Rebated HST	\$ 950.40
Total	\$ 54,950.40
Surplus /(Deficit)	\$ (450.40)

The deficit amount can be funded by the Maberly Community Hall Reserve.

OPTIONS CONSIDERED

Option #1 – (Recommended) – the Maberly Hall Renovation, #2023-RF-001, be awarded to JT Concrete Ltd.

Option #2 – Award the tender to another bidder. This is not recommended at the lowest complaint bidder (JT Concrete Ltd.) met all the requirements in their bid submission.

Option #3 – Do not award the work to any of the bidders and cancel the project. This is not recommended as the Township has received a grant to cover nearly 100% of the work.

CLIMATE CONSIDERATIONS

The scope of work includes the replacement of numerous fluorescent fixtures with LED fixtures. This will reduce the amount of electricity consumption as well as future maintenance costs.

STRATEGIC PLAN LINK

Infrastructure: Our roads, bridges, trails, buildings, landfills and communications systems are efficient and well-maintained

CONCLUSIONS

The bid from JT Concrete Ltd. met all the criteria noted in the tender and staff are recommending this Tender be awarded to this contractor. Staff have completed their due-diligence and contacted all three references that were provided in the bid submission. Two of the references responded and noted that they had a good experience with the contractor and would work with them in the future.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

2023 Summary Report with Previous 3 year Average

2023	Number of Permits	3 yr. avg. (2020-2022)	S.F.D.'s	3 yr. avg. (2020-2022)	Commercial	3 yr. avg. (2020-2022)	Permit Fees	3 year average (2020-2022)	Building Value	3 year average (2020-2022)	Dev.Charge
January	3	5	0	0	0	0	\$4,434.83	\$3,239.20	\$455,000.00	\$725,555.67	\$3,800
Total	3	5	0	0	0	0	\$4,434.83	\$3,239.20	\$455,000.00	\$725,555.67	\$3,800

As of Feb 1, 2023 Dev Charges of \$8,344 on permits are comprised of \$7,308 Township Dev Charge and \$1,036 County Dev Charge.

Note: The value in the S.F.D. column is the monthly total for Approved, Residential, New Construction permits and the value entered in the # Dwelling Units Proposed box on the Building Tab

Sent via email to: minister.fin@ontario.ca

January 13, 2023

The Honourable Peter Bethlenfalvy
Minister of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, Ontario M7A 1Y7

RE: Reassessment

Dear Minister Bethlenfalvy:

Through recent correspondence and engagement with the Ministry of Finance, AMO has expressed very strong support for a timely return to the assessment cycle. We recognize how important it was to pause reassessment during the height of the pandemic. We made sure our members understood it too.

The province's latest economic statement was silent on the assessment cycle, leaving the sector eager to understand the government's intentions regarding the 2024 tax year and beyond. We also understand that there is a very narrow window for opportunity left for the Municipal Property Assessment Corporation (MPAC) to move forward in time for the 2024 taxation year.

A well-functioning, up-to-date assessment system is the foundation of the municipal tax system that supports strong, vibrant, and growing communities. Ontario's property tax system works well and provides municipalities with a stable and predictable source of revenue. Just as important, it provides stability and predictability for property taxpayers.

With the ROMA conference now just over a week away, our members will be looking to the government for direction on returning to the assessment cycle. We'd encourage the government to heed the sector's call to clarify its intentions. We will continue to work closely with MPAC and with the Ministry of Finance to ensure that the public, media, and municipal councils understand the benefits and the importance of moving forward with the reassessment at this time, and the value to municipalities and taxpayers of a modern, up-to-date, and reliable assessment system.

We would welcome the opportunity to meet with you again to discuss this important matter.

Yours truly,



Colin Best
AMO President
Halton Regional Councillor

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Parliamentary Assistant Byers, Ministry of Finance
Al Spacek, Chair, Municipal Property Assessment Corporation

CORRESPONDENCE

1. **City of Kitchener:** Resolution – Ontario’s Big City Mayors (OBCM) Bill 23, More Homes Built Faster Act, 2022 – *attached, page 2.*
2. **Town of Halton Hills:** Resolution – Repeal Bill 23, More Homes Built Faster Act, 2022 – *attached, page 5.*
3. **City of Hamilton:** Resolution – Impacts of Bill 23, More Homes Built Faster Act, 2022 – *attached, page 21.*
4. **Mississippi Valley Conservation Authority:** Correspondence – Changes in Service per O. Reg. 596/22 and Bill 23 – *attached, page 23.*
5. **MPAC:** Correspondence – Farm Forestry Exemption, *page 26.*
6. **Town of Petrolia:** Resolution – School Board Election – *attached, page 28.*
7. **Township of Montague:** Resolution – Renfrew Inquest Support – *attached, page 29.*
8. **Township of Montague:** Resolution – World Thinking Day – *attached, page 30.*
9. **City of Thunder Bay:** Resolution – Bill 42 – Gender Affirming Healthcare Act – *attached, page 31.*
10. **Eastern Ontario Warden’s Caucus (EOWC):** News Release – Eastern Ontario Warden’s Caucus Advocates for Priorities at ROMA 2023 Conference – *attached, page 32.*
11. **Tay Valley:** Report – Building Permits (Approval Granted January 2023) - *attached, page 37.*

UPDATES



COMMITTEE OF ADJUSTMENT MINUTES

Monday, January 30th, 2023

4:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley

Members Absent: Peter Siemons

Staff Present: Noelle Reeve, Planner
Garry Welsh, Secretary/Treasurer
Janie Laidlaw, Deputy Clerk (left at 4:55 p.m.)

Applicant/Agents Present: Tracy Zander (ZanderPlan Inc.), Applicant/Agent

Public Present: None

1. CALL TO ORDER

The Secretary/Treasurer called the meeting to order at 4:30 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR

RESOLUTION #COA-2023-01

MOVED BY: Richard Schooley

SECONDED BY: Larry Sparks

“THAT Larry Sparks be appointed as Chair of the Committee of Adjustment”

ADOPTED

3. APPOINTMENT OF SECRETARY/TREASURER

RESOLUTION #COA-2023-02

MOVED BY: Richard Schooley

SECONDED BY: Larry Sparks

“**THAT** Garry Welsh be appointed as Secretary/Treasurer of the Committee of Adjustment.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

5. APPROVAL OF MINUTES

i) Committee of Adjustment Meeting – October 17th, 2022.

The minutes of the Committee of Adjustment meeting held on October 17th, 2022, were approved as circulated.

6. COMMITTEE TRAINING

Committee Members have access to video training modules from the Ontario Association of Committees of Adjustment and Consent Authorities (OACA). Those in attendance will provide certificates of completion to the Secretary/Treasurer.

7. COMMITTEE ORIENTATION

The Deputy Clerk overviewed both the Procedural By-Law and the Code of Conduct. Each Member was asked to read the Code of Conduct, sign and return it to the Clerk to have on file.

The Deputy Clerk left at 4:55 p.m.

8. INTRODUCTION

The Chair welcomed the attendees and introduced the Committee Members, the Planner and the Secretary/Treasurer and identified the applicants. The Planner then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Chair advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained. The four key factors on which decisions are based include:

- Is the application generally in keeping with the intent of the Township's Official Plan?
- Is the application generally in keeping with the intent of the Township's Zoning By-laws?
- Is it desirable and appropriate development and use of the site?
- Is it minor in nature and scope?

Based on the above, the Committee has four decision options:

- Approve – with or without conditions
- Deny – with reasons
- Defer – pending further input
- Return to Township Staff – application deemed not to be minor

The agenda for this meeting included the following application(s) for Minor Variance:

MV22-26 – Hill – 703 Christie Lake North Shore Road, Concession 3, Part Lot 1, geographic Township of Bathurst

MV22-28 – Fletcher, Murdoch and Girdlestone – 703 Christie Lake North Shore Road, Concession 2, Part Lot 3, geographic Township of Bathurst

9. APPLICATIONS

i) **FILE #: MV22-26 - Hill**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted they are able to comment on natural heritage impacts of an application but since the Provincial introduction of Bill 23, comments from a Conservation Authority are limited to slope and flood plain. The Planner also advised that the current private road used by the owner and neighbouring properties should be given its own name, to identify it for emergency services.

b) APPLICANT/AGENT COMMENTS

The applicant/agent asked on behalf of the owner about the process to name the road and what would happen in the event the neighbours do not want to change their addresses. The Planner reviewed the process which includes submitting potential road names, agreed to by a majority of the property owners. The road names are then forwarded to Lanark County, to ensure they are not duplicates of other road names in the region.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

The Committee noted that liability for maintaining the road is the responsibility of the property owner, rather than the Township.

RESOLUTION #COA-2023-03

MOVED BY: Richard Schooley

SECONDED BY: Larry Sparks

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV22-26 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 703 Christie Lake North Shore Road, Concession 3, Part Lot 11, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-010-12200:

- To permit the construction of an addition to the rear of the existing cottage at a water setback of 16.3m rather than the 30m required;

THAT, the private road be named;

AND THAT, a Development Agreement be executed.”

ADOPTED

ii) **FILE #: MV22-28 – Fletcher, Murdoch and Girdlestone**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner also noted that the road access for this property and neighbouring lots, is currently along an unnamed road which branches off Crozier Road D.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2023-04

MOVED BY: Ron Running
SECONDED BY: Peter Siemons

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV22-28 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 1504 Crozier Road D, Concession 2, Part Lot 3, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-10400:

- To permit the construction of an addition to the rear of the existing cottage at a water setback of 15m rather than the 30m required,

THAT, legal access be established;

AND THAT, a Development Agreement be executed.”

ADOPTED

10. NEW/OTHER BUSINESS

None.

11. ADJOURNMENT

The meeting adjourned at 5:50 p.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Monday, January 30th, 2023

6:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, Ontario

Training Room

ATTENDANCE:

Members Present:

Chair, Councillor Paul Coutts
Vice-Chair, Councillor Wayne Baker
Councillor John Matheson
Councillor Ray Scissons
Councillor Marilyn Thomas
Councillor Greg Hallam

Staff Present:

Greg Saunders, Fire Chief
Darren Gibson, Deputy Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent:

None.

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR FOR 2023 TERM

RESOLUTION #FB2023-01

MOVED BY: John Matheson
SECONDED BY: Greg Hallam

“**THAT**, Paul Coutts be appointed Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2023.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2023 TERM

RESOLUTION #FB2023-02

MOVED BY: Greg Hallam
SECONDED BY: Marilyn Thomas

“**THAT**, Wayne Baker be appointed Vice-Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2023.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as presented.

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

None at this time.

6. APPROVAL OF MINUTES

i) **Minutes – September 8th, 2022.**

The minutes were amended to include Station Chief Jeff Kirkham present at the meeting.

RESOLUTION # FB2023-03

MOVED BY: Ray Scissons
SECONDED BY: Wayne Baker

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on September 8th, 2022 be approved as amended.”

ADOPTED

ii) **Minutes – January 19th, 2023.**

RESOLUTION # FB2023-04

MOVED BY: Greg Hallam
SECONDED BY: Marilyn Thomas

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on January 19th, 2023 be approved as presented.”

ADOPTED

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

- i) **Health & Safety Policy Renewal for 2023 – *attached page 8.***

RESOLUTION # FB2023-05

MOVED BY: Wayne Baker
SECONDED BY: John Matheson

“**THAT**, the Health and Safety policy be adopted effective January 1, 2023.”

ADOPTED

- ii) **Probationary Volunteer Firefighters to Volunteer Firefighters.**

Fire Chief Saunders reported that Adam Frizell, Bailey Joy, Brody Murphy, Andy Oakley and Jensen Tysick successfully completed their one year probation and recommended that the Fire Board hire them on as volunteer firefighters for BBD&E Station.

RESOLUTION # FB2023-06

MOVED BY: John Matheson
SECONDED BY: Greg Hallam

“**THAT**, the following individuals be hired as volunteer firefighters for BBD&E Station:

Adam Frizell
Bailey Joy
Brody Murphy
Andy Oakley
Jensen Tysick.”

ADOPTED

- iii) **Approval of Probationary Volunteer Firefighters.**

Fire Chief Saunders recommended that Jason Fuller, Tavis Hance, Ashley Jordan, Quinton Ladd and Matthew Monkhouse be hired as probationary volunteer firefighters for South Sherbrooke Station.

RESOLUTION # FB2023-07

MOVED BY: Greg Hallam
SECONDED BY: Wayne Baker

“**THAT**, the following individuals be hired as probationary volunteer firefighters for South Sherbrooke Station:

Jason Fuller
Tavis Hance
Ashley Jordan

Quinton Ladd
Matthew Monkhouse.”

ADOPTED

iv) **Firefighter Appreciation Dinner.**

There is a firefighter appreciation dinner scheduled for Saturday, April 22, 2023 at the Civitan Club in Perth. All Fire Board members and their significant other are invited to attend. More details to follow.

v) **Fire Meeting Dates/Schedule.**

The Fire Board discussed whether to have prescheduled meeting dates or at the call of the Fire Board Chair as required. The Board unanimously agreed to schedule the meetings at the call of the chair. The meetings will be scheduled primarily on Thursday nights (Monday nights will also be considered if a Thursday night does not work for anyone on the Fire Board). The meetings will continue to start at 6:00 p.m.

vi) **Open Air Burning By-Law.**

The Fire Board reviewed and discussed the revised open Air Burning By-Law and the updated Fees and Charges By-Law. The Board was pleased with all the revisions to both documents. A few minor changes were suggested and will be changed in the documents. The revised By-Laws will be sent to each CAO/Clerk at both Township for review and then the By-Laws will be approved by both Township councils.

RESOLUTION # FB2023-08

MOVED BY: Ray Scissons

SECONDED BY: John Matheson

“**THAT**, the revised open air burning By-Law and updated fees to the fees and charges By-Law be approved as amended and be forwarded to both Township for adoption.”

ADOPTED

vii) **2022 Emergency Response Call Totals – *attached page 10.***

The Fire Chief provided the Fire Board with an overview of the number of emergency response calls the Fire Department has received in 2022.

viii) **Firefighter Hours & Pay Update – *attached page 12.***

The Fire Chief provided the Fire Board with a cost update on the firefighter honorariums for 2022.

- ix) **Deputy Fire Chief Update.**
Darren Gibson, Deputy Fire Chief.

TRAINING

- Currently in the process of creating a whole new Training Program for DNETV Fire Rescue. Step 1 starts in February and March with a Firefighter Survival Training Package. Instructors both stations will combine to deliver same training for both SS and BBDE.
- Recently received 2 grants to purchase educational / training materials:
 - o 1st from Enbridge for \$5000 and 2nd from Government of Ontario for \$2,180. Both have been spent on materials we will use to help get us through the mandatory certification.
- Upcoming other outside training coming up:
 - o Enbridge gas
 - o CP Rail
 - o MNR Wildfire course
 - o Solar Power
 - o Silo Rescue

INSPECTIONS / PREVENTIONS

- Completed 30 inspections in 2022. Not as much as our goal of one per week, but expected due to amount of time spent on other projects
- 10 of the inspections did result in infractions that require multiple follow ups to complete
- All vulnerable occupancies were completed and data recently uploaded to Ontario Fire Marshal and Emergency Management

UPDATING CALL DATA IN Record Management Software

- Focused on using Data Analysis more to drive and support decisions

- x) **Fire Chief Update.**
Greg Saunders, Fire Chief.

Fire Prevention Week took place back in October 2022. Fire Prevention Week activities included School Fire Drills and a Children's Fire Escape Contest. The students who won first place were awarded a ride in a fire truck to McDonalds for a free lunch.

Emergency Control Group Exercises were completed in late 2022 for both Townships.

Lanark County Rescue 1 is having the air bags replaced and Fire Chief Saunders is recommending radio channel upgrades to the current dispatching system.

New truck 371 is finally complete and is now being used. Old truck 371 was sold to Drummond/North Elmsley Township. As mentioned before the new pumper trucks are on order but are not scheduled to be delivered until 2024.

Two fire trucks are sent for a safety each month.

They are almost finished the dry hydrant in Glen Tay. The additional tank that was installed in Drummond Centre is now complete.

The owner of the Solar Farm on the Narrows Lock Road has been meeting with the Fire Chief regarding training opportunities and community outreach support.

In the near future fire department administration staff will begin reviewing the organization chart for the fire department.

9. NEW/OTHER BUSINESS

None.

10. IN-CAMERA

None.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

12. DEFERRED ITEMS

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

· None.

12. ADJOURNMENT

The Board adjourned at 8:00 p.m.