



COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 8th, 2022
5:30 p.m.
Via GoToMeeting

GoToMeeting: <https://global.gotomeeting.com/join/894589581>

Members of the Public:

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

Video Conference Participation Etiquette

- a meeting via video conference shall never be treated differently than a meeting in person, whereby all attendees shall abide by proper meeting procedure and etiquette;
 - we ask that all public attendees mute their cameras and mics; doing so will eliminate any background noise and create a much more seamless process (for Members only - if/when you wish to speak during the meeting, you will simply unmute your mic and upon completion of your thought, please re-mute)
 - the Chair will call the meeting to order at the time indicated on the agenda;
 - roll call will be completed visually by the Chair;
 - the Chair will then remind all attendees to place their devices on mute
 - as the Chair moves through the agenda, he will call on the appropriate staff person to speak to their reports;
 - we request that you retain your questions until the end of the report, at which time the Chair will ask if anyone has questions;
 - just as during an in-person meeting, members will be required to raise their hand and the Chair will call on you to speak;
 - when the Chair calls a vote, you will raise your hand for the vote in favour and then in opposition, if necessary.
-

5:30 p.m. Committee of the Whole Meeting

Chair, Reeve Brian Campbell

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**

None.

5. **DELEGATIONS & PRESENTATIONS**

- i) **Presentation: Official Plan Review and Update – Growth Management Options.**

Forbes Symon, Senior Planner, Jp2g Consultants Inc.

A copy of the Growth Management Options can be viewed at:

[Calendar - Tay Valley Township \(tayvalleytwp.ca\)](http://Calendar - Tay Valley Township (tayvalleytwp.ca))

- ii) **Presentation: Natural Asset Management.**

Bridget O’Flaherty, Co-op Program by Carleton University

6. **PRIORITY ISSUES**

- i) **Report #PD-2022-05 – Maberly Pines Update and Little Silver and Rainbow Lake Capacity Update – attached, page 7.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #PD-2022-05 – Maberly Pines Update and Little Silver and Rainbow Lake Capacity Update, be received for information.”

- ii) **Report #PD-2022-06 – Hydrogeological Review Services to be Discontinued by Rideau Valley Conservation Authority – attached, page 9.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #PD-2022-06 – Hydrogeological Review Services to be Discontinued by Rideau Valley Conservation Authority, be received for information.”

- iii) **Report #PD-2022-07 – Ministry Draft Sub Watershed Planning Guide – attached, page 12.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, staff send a submission in support of the proposed Subwatershed Planning Guide to the Environmental Registry of Ontario.”

- iv) **Report #PW-2022-01 – Roads Needs Study – attached, page 19.**
Sean Ervin, Public Works Manager and Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, a Request for Proposal for a Roads Needs Study be issued.”

- v) **Report #C-2022-03 – Election – Joint Compliance Audit Committee Terms of Reference – attached, page 22.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Joint Lanark County 2022 Election Compliance Audit Committee – Terms of Reference be approved;

AND THAT, the necessary by-law be presented at the February 22nd Township Council meeting.”

- vi) **Report #C-2022-04 – Request to Close Portion of Unopened Road Allowance - McLuckie – attached, page 39.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Request to Close a Portion of an Unopened Road Allowance – McLuckie between Concession 3 & 4, Part Lot 16, North Burgess be put on hold until the Zoning By-Law infractions and unauthorized entrance have been resolved and are in conformity.”

- vii) **Report #C-2022-05 – Council Chamber Projector Upgrade – attached, page 45.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, Nova Visual Products be retained to replace the projectors in the Council Chambers with 20,000-hour rated laser-based lamp projectors at an upset limit of \$9,945 plus HST;

THAT, section 7.2 of the Procurement Policy be waived;

AND THAT, the amount be funded from the Modernization Funds.”

- viii) **Report #CBO-2022-02– Building Department Report – January 2022 – attached, page 47.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2022-02 – Building Department Report – January 2022 be received as information.”

7. CORRESPONDENCE

- i) **22-01-19 – Council Communication Package – cover sheet attached, page 49.**

Suggested Recommendation to Council:

“THAT, the 22-01-19 Council Communication Package be received for information.”

- ii) **22-02-02 – Council Communication Package – cover sheet attached, page 50.**

Suggested Recommendation to Council:

“THAT, the 22-02-02 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Green Energy and Climate Change Working Group – deferred to the next meeting.**

Deputy Reeve Barrie Crampton and Councillor Rob Rainer.

- ii) **Recreation Working Group – deferred to the next meeting.**

Councillor Fred Dobbie and Councillor Beverley Phillips.

- iii) **Private Unassumed Roads Working Group – deferred to the next meeting.**

Councillor RoxAnne Darling and Councillor Gene Richardson.

- iv) **Fire Board.**

Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.

22-01-24 – Fire Board Meeting Minutes – *attached, page 52.*

- iv) **Library Board.**

Councillor Rob Rainer.

21-11-15 – Library Board Meeting Minutes – *attached, page 59.*

- v) **Police Services Board – deferred to the next meeting.**

Reeve Brian Campbell.

vi) **County of Lanark.**
Reeve Brian Campbell and Deputy Reeve Barrie Crampton.

vii) **Mississippi Valley Conservation Authority Board.**
Councillor RoxAnne Darling.

21-12-01 & 21-12-16 Mississippi Valley Conservation Authority Board Meeting
Highlights – *attached, page 62.*

viii) **Rideau Valley Conservation Authority Board** – *deferred to the next meeting.*
Councillor Gene Richardson.

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

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

xi) **Committee of Adjustment** – *deferred to the next meeting.*

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

PRIORITY ISSUES

COMMITTEE OF THE WHOLEFebruary 8th, 2022Report #PD-2022-05
Noelle Reeve, Planner**MABERLY PINES UPDATE AND
LITTLE SILVER AND RAINBOW LAKE CAPACITY UPDATE****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #PD-2022-05 – Maberly Pines Update and Little Silver and Rainbow Lake Capacity Update, be received for information.”

BACKGROUND

The Township is waiting for formal comments from the Rideau Valley Conservation Authority (RVCA) and the Ministry of Environment, Conservation and Parks (MECP) regarding two scientific studies recently undertaken within the Little Silver and Rainbow Lakes subwatersheds.

One study is the Draft Hydrogeological Report prepared by BluMetric and the other is the results of the Lake Capacity Model undertaken by the MECP.

DISCUSSION

The Planner has had phone calls with both the RVCA and the MECP over the past two weeks and is waiting for their formal comments.

Overall, the RVCA indicated that the BluMetric study had been undertaken properly but they would like further detail on the locations of the mantles (area of sand on the edges of the tile beds proposed for the septic systems that will require sand to be imported because the existing depth of soil is insufficient to dilute the nitrates from the septic systems).

Similarly, the MECP staff indicated that they had confirmed the same result that the Little Silver and Rainbow Lake Association President, Frank Johnson, had determined from the Lake Capacity Model. In other words, that the lakes are currently over capacity for phosphorus.

Mitigation methods will be needed for the lakes and for the development in Maberly Pines so as that development does not exacerbate the situation because the Maberly Pines lots are

located in the subwatersheds for Little Silver and Rainbow Lakes. The Planner expects that the letter from MECP will contain suggested mitigation measures.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – This report be received for information. Recommendations be brought forward once the Planner receives the formal comment letters from the Rideau Valley Conservation Authority regarding the BluMetric Report and from the Ministry of Environment Conservation and Parks regarding the Lake Capacity Model results for Little Silver and Rainbow Lakes with suggested mitigation measures.

Option #2 – Council suggests actions to be undertaken.

FINANCIAL CONSIDERATIONS

None, at this time.

STRATEGIC PLAN LINK

Environment - Tay Valley continues to be known for its environmental policies and practices. Our residents have access to clean lakes and a healthy, sustainable environment.

CLIMATE CONSIDERATIONS

Mitigating the impacts of development on lakes and designing water and sewer services to be resilient will contribute to protecting water quality in the face of increased heat, drought, flooding and other negative impacts due to climate change.

CONCLUSIONS

This update is being provided to Council as there is a lot of public attention on these two issues.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

COMMITTEE OF THE WHOLEFebruary 8th, 2022Report #PD-2022-06
Noelle Reeve, Planner**HYDROGEOLOGICAL REVIEW SERVICES TO BE DISCONTINUED
BY RIDEAU VALLEY CONSERVATION AUTHORITY (RVCA)****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #PD-2022-06 – Hydrogeological Review Services to be Discontinued by Rideau Valley Conservation Authority, be received for information.”

BACKGROUND

The Rideau Valley Conservation Authority (RVCA) Board of Directors had their first board meeting January 24, 2022. At that meeting, the RVCA presented an inventory of its programs as required by all Conservation Authorities to comply with the new [Conservation Authorities Act](#). The Act distinguishes between programs the province has deemed mandatory and those the province no longer considers core programs for Conservation Authorities.

At its January 24 meeting, RVCA staff recommended to the Board that the RVCA withdraw from providing hydrogeological review services to municipalities in Lanark County. The Board agreed.

The RVCA committed that it will reach out formally to each municipality to work with them on a transition plan. The RVCA will continue to provide this service until an alternative plan is in place (no planning files will be held up or fall through the cracks as a result). RVCA emphasized that they are only withdrawing from providing comments related to hydrogeology. All other planning and regulatory services they provide to residents and municipalities will remain unchanged.

DISCUSSION

Regulations under the *Planning Act* require municipalities to circulate *Planning Act* applications to Conservation Authorities for review and comment. Through a Memorandum of Understanding (MOU) with the Province, all Conservation Authorities are required to provide comments to municipalities regarding natural hazards (floodplains, unstable slopes and unstable soils).

Through local MOUs with municipalities, many Conservation Authorities also provide comments regarding natural heritage (wetlands, significant woodlands and significant valley lands), stormwater management (surface water quality and quantity) and hydrogeology (ground water quality and quantity).

In our watershed, the RVCA provides comments to all municipalities regarding:

- Natural hazards (as required by the province)
- Natural heritage (through local MOUs)
- Stormwater management (through local MOUs)

RVCA only provides comments regarding hydrogeology to:

- Lanark County
- Montague
- Drummond/North Elmsley
- Smiths Falls
- Perth
- Tay Valley
- As well as Mississippi Mills, Carleton Place and Lanark Highlands on behalf of MVCA.

RVCA identified the following reasons for withdrawing from hydrogeological review of planning applications currently provided in Lanark County:

- Under the new Act, RVCA has identified some mandatory program areas where it will need to enhance service delivery or complete new deliverables. Their groundwater scientist (who currently spends part of her time completing hydrogeological reviews) is the right fit to reassign to mandatory program areas to support compliance with the new Act. By reassigning existing staff, they can support compliance while minimizing impacts on their budget and municipal levy.
- Hydrogeological reviews have also become increasingly complex and contentious. This has increased RVCA's exposure to risk and liability and has also resulted in RVCA not recovering sufficient fees from applicants to cover their costs. Their Board directed staff to improve cost recovery efforts for planning and regulatory services.
- Hydrogeological reviews are also the only plan review function that RVCA does not complete on behalf of all municipalities in our watershed. RVCA only provides it to six of their 18 member municipalities as well as the County of Lanark. Other municipalities complete the review internally or have a consultant who does it on their behalf.

The local CAO's and County CAO have had discussions about the County issuing a request for proposal (RFP) to retain a list of hydrogeologists that each local municipality could use.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – This report be received for information.

Option #2 – Council suggests actions to be undertaken.

FINANCIAL CONSIDERATIONS

None. Once a review service for hydrogeological studies is established, the cost will be passed onto applicants.

STRATEGIC PLAN LINK

Environment - Tay Valley continues to be known for its environmental policies and practices. Our residents have access to clean lakes and a healthy, sustainable environment.

Economic Development – Development in Tay Valley is ensured to be sustainable through adequate supplies of clean water and adequate treatment of nitrates from septic systems.

CLIMATE CONSIDERATIONS

Most of Tay Valley’s residents live above a highly vulnerable aquifer. Therefore, replacing the hydrogeological review service of the RVCA will be essential to ensuring that water and septic services will be resilient in the face of increased episodes of drought, flooding, wildfire, and other disruptions to natural cycles due to climate change.

CONCLUSIONS

This update is being provided to Council as there will need to be a decision taken soon by municipalities and the County on how to replace the hydrogeological review services formerly provided by the RVCA.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

COMMITTEE OF THE WHOLEFebruary 8th, 2022Report #PD-2022-07
Noelle Reeve, Planner**MINISTRY DRAFT SUBWATERSHED PLANNING GUIDE****STAFF RECOMMENDATION**

It is recommended:

“THAT, staff send a submission in support of the proposed Subwatershed Planning Guide to the Environmental Registry of Ontario.

BACKGROUND

The Ministry of the Environment, Conservation and Parks is proposing a Subwatershed Planning Guide (https://prod-environmental-registry.s3.amazonaws.com/2022-01/DRAFT%20Subwatershed%20Planning%20Guide%202022_1.pdf) to help municipalities and other planning authorities in implementing provincial policy direction to undertake watershed and subwatershed planning that informs land use and infrastructure planning under the *Planning Act* in Ontario.

The proposed guide has been posted to the Environmental Registry for a 45-day public consultation from January 27, 2022, to March 13, 2022.

Current guidance on subwatershed planning is nearly 30 years old. The proposed guide reflects current land use planning policies under provincial land use plans and the Provincial Policy Statement (2020), which recognize watersheds as meaningful for planning to protect, improve or restore water quality and quantity.

Subwatershed plans reflect the goals of a watershed plan but are tailored to tributary needs and local issues and provide detailed targets and actions on site-specific water resource planning issues.

Subwatershed planning informs more detailed infrastructure planning and land use planning decisions under the *Planning Act*, such as secondary plans and plans of subdivision.

DISCUSSION

Currently, the Rideau Valley Conservation Authority (RVCA) prepares reports on the six major watersheds in its jurisdiction. Two of these (Tay River, Rideau Lakes, see Attachment 1) are found partly in Tay Valley Township.

The RVCA also prepares subwatershed reports for specific lakes/streams in the Township (Attachment 2 – Tay River Subwatersheds). These reports look at four indicators of watershed health:

- water quality,
- forest cover,
- wetland cover, and
- riparian cover (streambank vegetation).

While the reports are extremely useful, they are not plans for: the location of future development, amount of future development, density of development, areas of sensitivity to be protected (e.g., headwaters, wetlands, etc.).

The Mississippi Valley Conservation Authority (MVCA) also prepares watershed report cards monitoring similar indicators. Two of the subwatersheds they monitor are partly located in Tay Valley Township (Fall River and Mississippi Lake, see Attachment 3).

The MVCA has recently developed a Watershed Plan adopted in the summer of 2021. The plan is a significant step forward in guiding land use planning in six areas:

- To increase our resiliency and adaptive response to climate change.
- To support environmentally sustainable growth and economic development.
- To use and manage both surface water and groundwater wisely to meet current and future needs under normal and extreme conditions.
- To minimize risks to human life and property due to flooding, erosion, and unstable slopes and soils.
- To sustain or improve current water quality for all users.
- To maintain, enhance, or restore natural features and systems for all users.

However, it is not detailed enough to provide clear guidance at the subwatershed level. For example, while impervious surface was measured in 2011 when the Mississippi Rideau Source Water Protection Plan was created, it has not been updated (see Attachment 4).

Impervious surface is a key indicator of water quality and has been used in the United States for many decades as part of land use planning. Subwatersheds with less than 10% impervious surface were the highest priority for conservation. Subwatersheds with between 10 - 25% impervious cover needed careful planning for development. Subwatersheds with over 25% impervious surface were deemed good locations for adding density while also trying to do remediation work, like daylighting streams from the concrete covering them.

The proposed guide is long overdue for Ontario. It provides a good general framework for subwatershed planning and includes:

- Roles and responsibilities;
- Relationship between watershed planning and land use and infrastructure planning;
- Purpose and principles of subwatershed planning;
- Steps, best practices and approaches applicable to subwatershed planning ;

- Best practices for Indigenous community and stakeholder engagement in the subwatershed planning process;
- Some key technical tools and considerations.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Staff be directed to write a submission in support of the proposed Subwatershed Planning Guide to the Environmental Registry of Ontario.

Option #2 – Council receives the report for information.

FINANCIAL CONSIDERATIONS

None at this time.

STRATEGIC PLAN LINK

Environment: Tay Valley continues to be known for its environmental policies and practices. Our residents have access to clean lakes and a healthy, sustainable environment.

CLIMATE CONSIDERATIONS

Extremes of temperatures, changes in amounts of precipitation and timing of precipitation will affect Tay Valleys lakes and rivers. Creating detailed subwatershed plans will be key to protect their water quality.

CONCLUSIONS

The Planner concludes that subwatershed plans are required to fulfill the Provincial Policy Statement Section 2.2.1 a) direction to, “protect, improve or restore the quality and quantity of water by using the watershed as the ecologically meaningful scale for integrated and long-term planning”. The province has proposed a useful guide to subwatershed planning and the Township should support the guide.

ATTACHMENTS

Attachment 1 – Rideau River Watersheds

Attachment 2 – Tay River Subwatersheds

Attachment 3 – Fall River Subwatershed

Attachment 4 – Impervious Surface Cover Tay Valley Township 2011

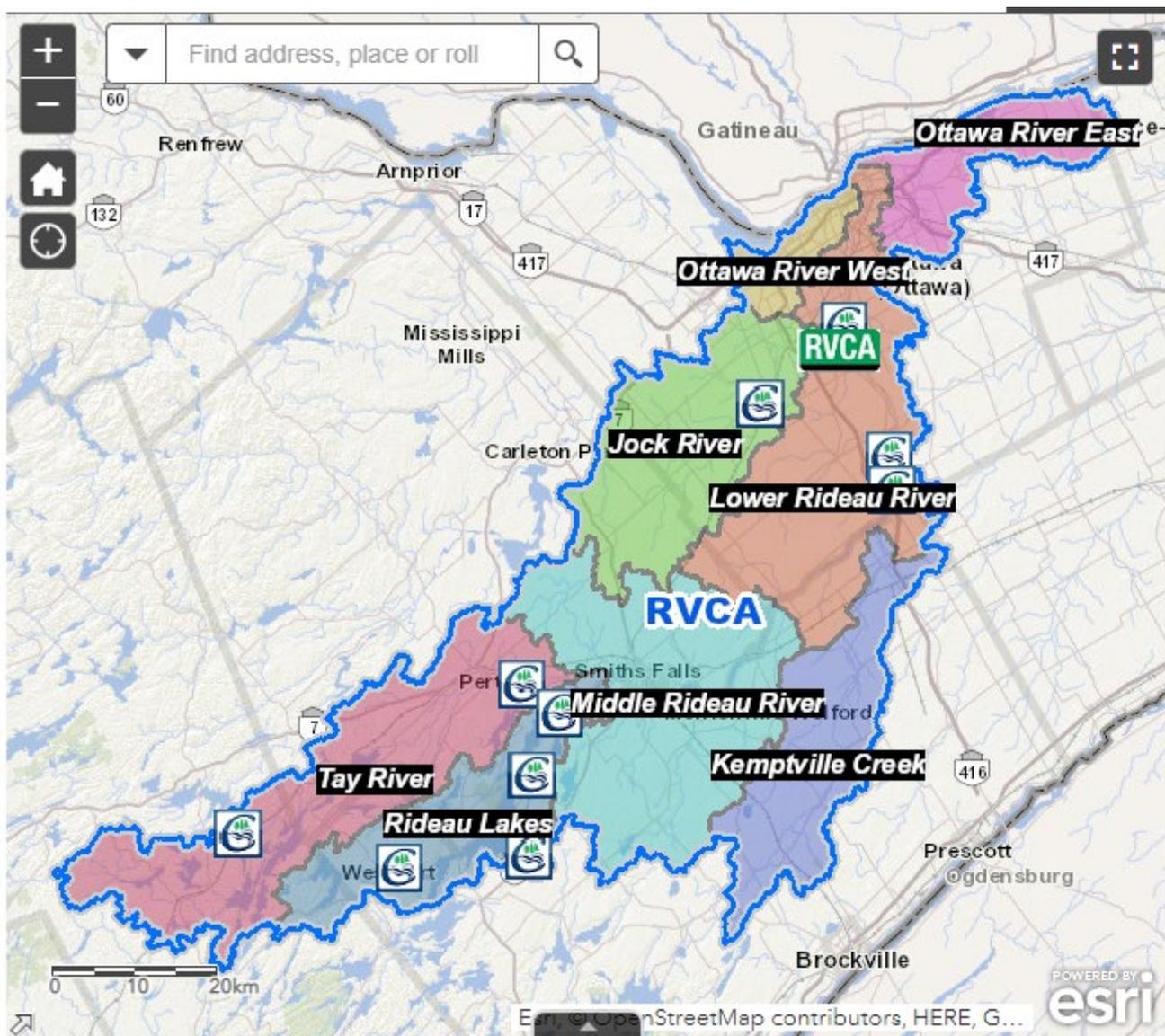
Prepared and Submitted By:

Approved for Submission By:

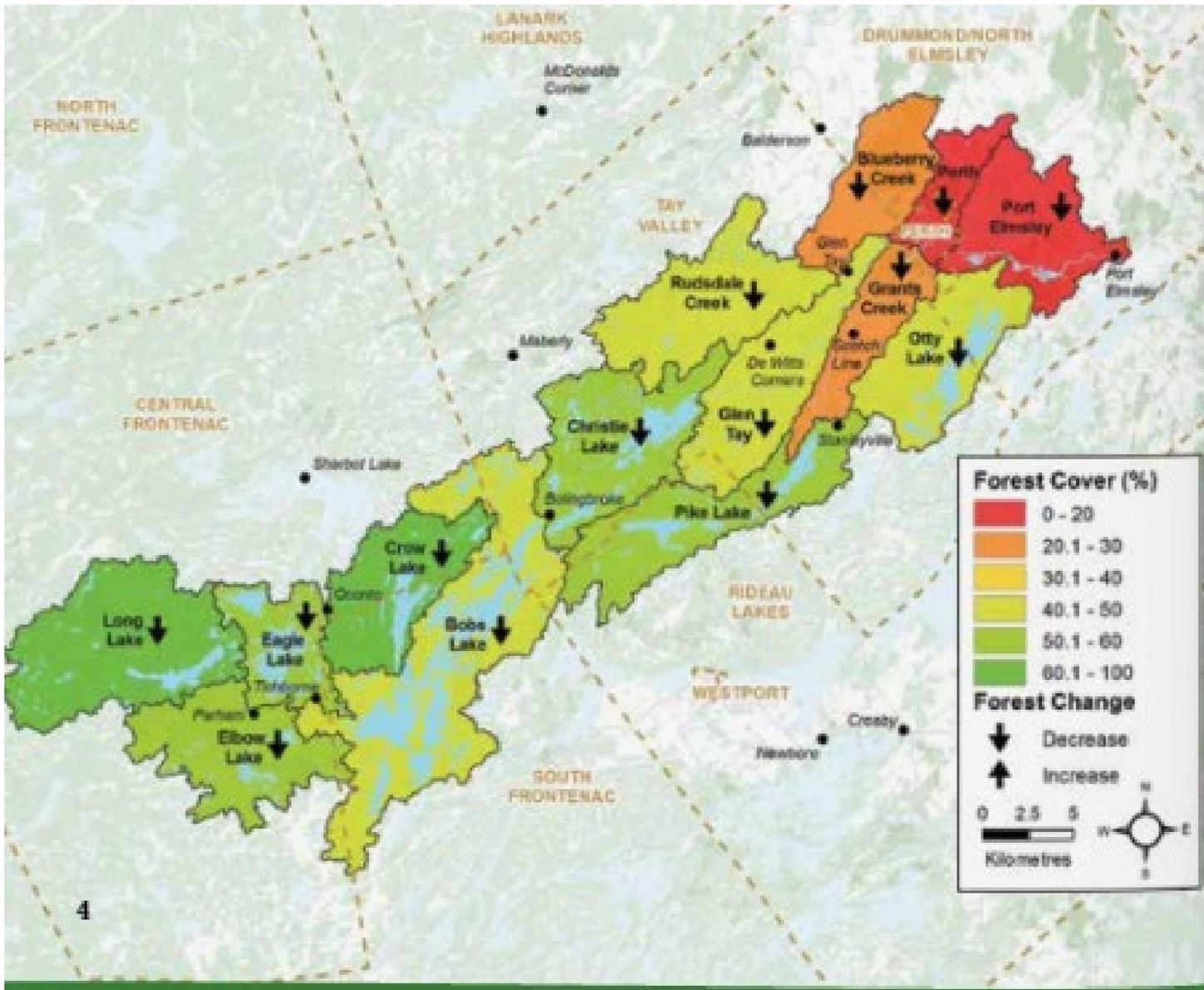
**Noelle Reeve,
Planner**

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

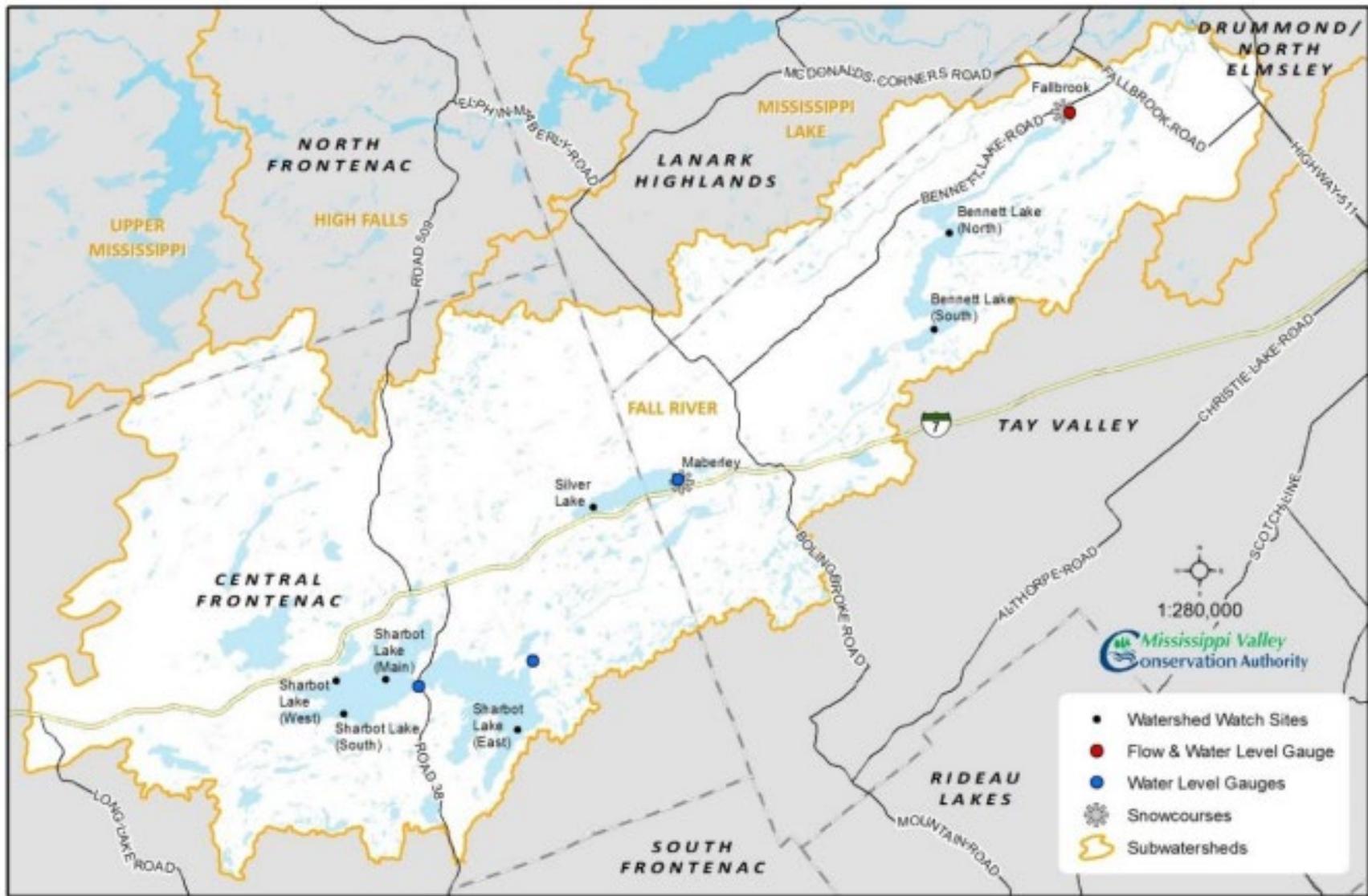
Attachment 1 – Tay River and Rideau Lakes Subwatersheds



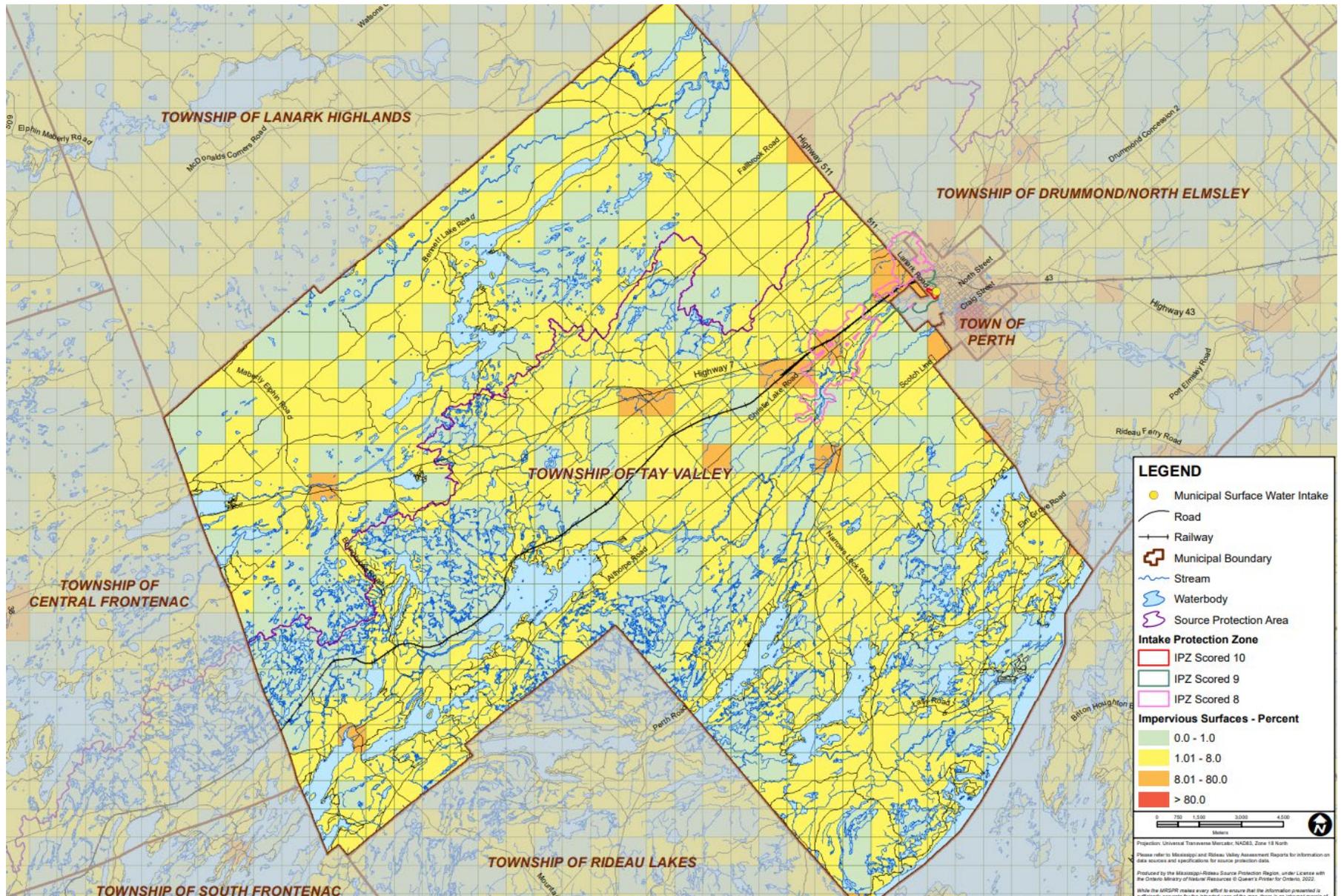
Attachment 2 – Tay River Subwatersheds Change in Forest Cover 2012-2017



Attachment 3 – Fall River Subwatershed



Attachment 4 – Impervious Surface - Tay Valley Township 2011





COMMITTEE OF THE WHOLE
February 8, 2022

Report #PW-2022-01
Sean Ervin, Public Works Manager
Ashley Liznick, Treasurer

ROADS NEEDS STUDY

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, a Request for Proposal for a Roads Needs Study be issued.”

BACKGROUND

The 2022 Budget included a project titled “Road Condition Assessment”. The previous road condition assessment was completed in 2018 by a company called StreetScan. The project was 100% funded by an Federation of Canadian Municipalities (FCM) grant and was to complete a condition assessment of all the hard-surfaced roads within the Township. The intention was to have StreetScan return to the Township and re-assess all the hard-surfaced roads again in 2022 and the budgeted amount represented this intention. The condition assessment data was to be used to update the Township’s 10-Year Capital Plan as well as the Asset Management Plan.

DISCUSSION

The work completed by StreetScan was to the satisfaction of the Township, however their technology is limited to only assess hard-surfaced roads. The Township has approximately 210 kms that are not included in the 10-Year Capital Plan. Although the Township has some information regarding the gravel roads, such as approximate length and operational occurrences (gravel applications, grading), it is missing some valuable information that would be undertaken in a Roads Needs Study.

The scope of work for the Roads Needs Study would include:

- Gather data including length and width of roads of all types
- Provide condition rating for all road types and recommendations for the 10-Year Capital Plan (reconstruction/rehabilitation/pavement preservation)
- Note deficiencies of each road type – surface type, width, capacity (inability of road to accommodate traffic volumes), structural adequacy and drainage

- Provide the criteria for upgrading a gravel road to a surface treated road and include these roads in the 10-Year Capital Plan.

The data that is collected and reported would be used in the Townships 10-Year Capital Plan, Asset Management Plan and uploaded into the Township's GIS System.

The original intention was to have StreetScan complete the assessment of all hard surfaced roads and the assessment of the gravel roads would be completed in-house. The Township applied for a grant to hire an Engineering Student to assist the Public Works Manager with collecting data, however, were recently notified that the grant was unsuccessful.

Staff have had the opportunity to review the workload for this summer and there is not enough time to complete this project at the level of detail required to do an adequate job. This project cannot be completed in the winter and will need to be completed prior to the fall as the data will be included in the 2023 Budget deliberations. Council is reminded that the 10-Year Capital Plan is updated each September, prior to the budget deliberations. This summer has a very demanding workload with numerous capital projects in roads (\$1.45 M), bridges (\$350K), fleet (\$600K), and parks (\$300K).

OPTIONS CONSIDERED

Option #1 (Recommended) – Staff issue a Request for Proposal for a Roads Needs Study.

Option #2 – Continue with the original plan to hire StreetScan to complete the assessment of the hard surfaced roads. Staff may have to push the assessment of gravel roads and upgrading a gravel road to surface treated road to 2023.

Option #3 – Do nothing. This is not recommended as the Township's Road network is the most valuable asset. The current 10-Year Capital Plan has been "OK" for the last few years and has been updated each year, however it is missing information for the gravel roads.

CLIMATE CONSIDERATIONS

No direct link

STRATEGIC PLAN LINK

No direct link.

FINANCIAL CONSIDERATIONS

The 2022 budget included \$16,830 for the Road Condition Assessment and was funded by the Roads Construction Reserve. It is recommended the \$16,830 still be utilized from the Road Construction Reserve and that the Asset Management Reserve, currently has a balance of approximately \$33,500, to cover the remaining cost. A more detailed description of the exact costs and how it will be funded will be provided once staff bring back an additional report to award the request for proposal.

CONCLUSIONS

Hiring a consultant to complete a full Roads Needs Study is the most efficient path forward and will allow staff to focus on the many capital projects scheduled for 2022 . Its unfortunate that this project could not be complete in-house, however it may be beneficial to have a new opinion on the condition of the roadways in Tay Valley.

ATTACHMENTS

None.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

**Ashely Liznick
Treasurer**

COMMITTEE OF THE WHOLE
February 8th, 2022

Report #C-2022-03
Amanda Mabo, Acting CAO/Clerk

ELECTION – JOINT COMPLIANCE AUDIT COMMITTEE
TERMS OF REFERENCE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Joint Lanark County 2022 Election Compliance Audit Committee – Terms of Reference be approved;

AND THAT, the necessary by-law be presented at the February 22nd Township Council meeting.”

BACKGROUND

The *Municipal Elections Act, 1996* makes it mandatory for municipalities to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing in relation to candidates and registered third parties for each election, and to consider reports from the Clerk citing apparent instances of over-contributions.

DISCUSSION

All local municipalities within Lanark County, including the Town of Smiths Falls, have agreed to a joint committee. The same occurred for the 2010, 2014 and 2018 elections.

A Terms of Reference has been developed and requires adoption by each municipality through by-law.

Upon adoption a joint recruitment ad will be placed. Ideal candidates will be familiar with legal, municipal, election and finance matters, specifically the requirements of the *Municipal Elections Act, 1996* with regard to election financing.

OPTIONS CONSIDERED

Option #1 (Recommended Option) – Adopt Terms of Reference

A Compliance Audit Committee is a requirement of the Municipal Elections Act. By establishing a joint committee there are savings realized through joint advertising and recruitment.

Option #2 – Do Not Adopt Terms of Reference

This option is not recommended as a Compliance Audit Committee is a legislative requirement. However, Tay Valley could establish its own Committee separately from the Joint Committee.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

FINANCIAL CONSIDERATIONS

According to the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee, including audit costs. In the event of an application, the affected municipality would be responsible for the associated costs. The County Clerk will serve as Committee Secretary and charge back their time to each respective municipality.

There will be minimal costs for advertising and recruitment of members for the Committee that will be shared among the participating municipalities and will be expensed to the election budget.

Appointees would receive a stipend of \$150 per meeting with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee.

CONCLUSIONS

It is recommended that the Terms of Reference be approved.

ATTACHMENTS

- i) Joint Lanark County 2022 Election Compliance Audit Committee – Terms of Reference.

Prepared and Submitted By:

Original Signed

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

Joint Lanark County 2022 Election Compliance Audit Committee

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Lanark County 2022 Election Compliance Audit Committee” consisting of the following municipalities:</p> <p style="padding-left: 40px;">Municipality of Mississippi Mills Tay Valley Township Town of Carleton Place Town of Perth Town of Smiths Falls Township of Beckwith Township of Drummond/North Elmsley Township of Lanark Highlands Township of Montague</p>
2	<p><u>Duration</u></p> <p>The term of office is from November 15, 2022 to November 14, 2026 to deal with applications from the 2022 election and any by-elections during Council’s term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.36 of the <i>Municipal Elections Act, 1996</i> (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p style="padding-left: 40px;"><u>Candidate Contravention</u></p> <ol style="list-style-type: none"> a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected; b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision; c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances; d. receive the auditor’s report from the Clerk; e. within 30 days receipt of the auditor’s report, consider the report; f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention; g. after reviewing the report, give to the Candidate, the Clerk and the Applicant

the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Auditor Selection

If the committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

	<p>The selection process will be coordinated through the Clerk of the respective municipality.</p>
<p>4</p>	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.</p> <p>Membership will be drawn from the following groups:</p> <ul style="list-style-type: none"> a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>. <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2022 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the of the <i>Municipal Elections Act, 1996</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
<p>5</p>	<p><u>Membership Selection</u></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.</p>

	<p>Members will be selected on the basis of the following:</p> <ul style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills. <p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
6	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
7	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
8	<p><u>Staffing and Funding</u></p> <p>The Clerk from the County shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.</p>

	<p>Committee Member Remuneration - \$150 per diem per meeting, plus mileage at a rate of \$0.50 cents per kilometre.</p>
<p>9</p>	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public. The Committee may deliberate in private.</p> <p><i>Timing of Meetings</i> Meetings shall be called by the Clerk from the County in coordination with the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk of the County and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk from the County.</p> <p>Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk from the County.</p> <p><i>Meeting Location</i> The Committee shall meet at the location determined by the member municipality. The Committee may meet by electronic means.</p> <p><i>Meeting Notices, Agendas & Minutes</i> The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:</p> <ul style="list-style-type: none"> • to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector; • to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report; • to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention. <p>A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website.</p> <p>Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.</p> <p><i>Agenda Format</i> 1. Call to Order</p>

2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report
4. Adjournment

Quorum

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

Motions & Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

A motion shall be reduced to writing and shall be signed by the Chair and Secretary.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

10 Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*.

The Clerk at any time has the right to develop additional administrative practices and procedures.

APPENDIX “A”

Municipal Elections Act, 1996

S.O. 1996, c. 32

(for reference only)

COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

Compliance audit of candidates’ campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector’s belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate’s supplementary filing date, if any, under section 88.30.
4. The date on which the candidate’s extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

- (15) For the purpose of the audit, the auditor,
- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
 - (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)**Review of contributions to candidates**

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)**Compliance audit of registered third parties****Application by elector**

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

- (3) The application must be made within 90 days after the latest of the following dates:
1. The filing date under section 88.30.
 2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
 3. The supplementary filing date, if any, for the registered third party under section 88.30.
 4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.

3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

**COMMITTEE OF THE WHOLE
February 8th, 2022**

**Report #C-2022-04
Amanda Mabo, Acting Chief Administrative Officer/Clerk**

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

STAFF RECOMMENDATION(S)

“**THAT**, the Request to Close a Portion of an Unopened Road Allowance – McLuckie between Concession 3 & 4, Part Lot 16, North Burgess be put on hold until the Zoning By-Law infractions and unauthorized entrance have been resolved and are in conformity.”

BACKGROUND

A request was received from Jennifer Salmond requesting the closure of the identified portion of the unopened road allowance.

DISCUSSION

The Clerk undertook a preliminary review.

The Applicant is requesting to close and purchase the portion of the unopened road allowance adjacent to their property. The applicant is requesting that the fee for the cost per square foot be waived as compensation for road widening the Township acquired when the section of Miner’s Point Road around the property was brought up to municipal standards and assumed by the Township. Upon review of the file, the St. Anthony Monastery brought the road up to municipal standards and the road widening required was taken from the Monastery’s property, not the McLuckie property.

It appears that there are currently two structures completely on the unopened road allowance, therefore stopping up, closing, and selling this portion of the unopened road allowance would allow these structures to be on the correct property.

The Planner and Public Works Department were consulted have advised that prior to the request to stop up, close and sell a portion of the road allowance being received, staff have been working with the owners to bring a couple of Zoning By-Law infractions and an unauthorized entrance (2nd driveway onto the property) into conformity.

Staff recommends putting this request on hold until the above noted infractions have been rectified. Once the property is in conformity a report will be brought back to Council to proceed with the request.

ATTACHMENTS

- i) Written Request
- ii) Map

Prepared and Submitted By:

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

Jenny Salmond
635 Miners Point Rd, Perth, ON K7H 3C5

November 17, 2021

Noelle Reeve, Clerk - *Amanda Mabo*
Tay Valley Township
217 Harper Rd, Perth, ON K7H 3C6

Dear Ms. ~~Reeve~~, *Mabo*

Re: Written Request and Sketch to Purchase Road Allowance Adjacent to My Property

This is an official document containing my written request to purchase the parcel of land adjacent to my property that is owned by the municipality as part of a road allowance. A sketch of our land survey is attached. I would like to purchase the road allowance that runs along the side of my property at 635 Miners Point Rd.

Property Owner: Ashley Lynn McLuckie (c/o Jennifer Salmond)
Roll # 0911 911-020-25001-0000
Legal Description: CON 4 PT LOT 16 RP 27R866 Part 2
Municipal Address: 635 Miners Point RD

I'd like to purchase the road allowance between concessions 3 and 4 from the original township road, up to the private road where my property ends. My sketch indicates the area of the road allowance that I would like to purchase.

I would prefer to use the surveying and legal resources of Tay Valley Township. The township has recently surveyed the property due to the expansion of the township road and the road allowance adjacent to my property.

When we first purchased the land, it was located on a private road. A large part of our property had been deducted after it was turned into a township road. Because we were not compensated for the loss of this property for the expansion of the municipality's road allowance, we are requesting that the cost per square foot be waived as an appropriate compensation for the loss of our property.

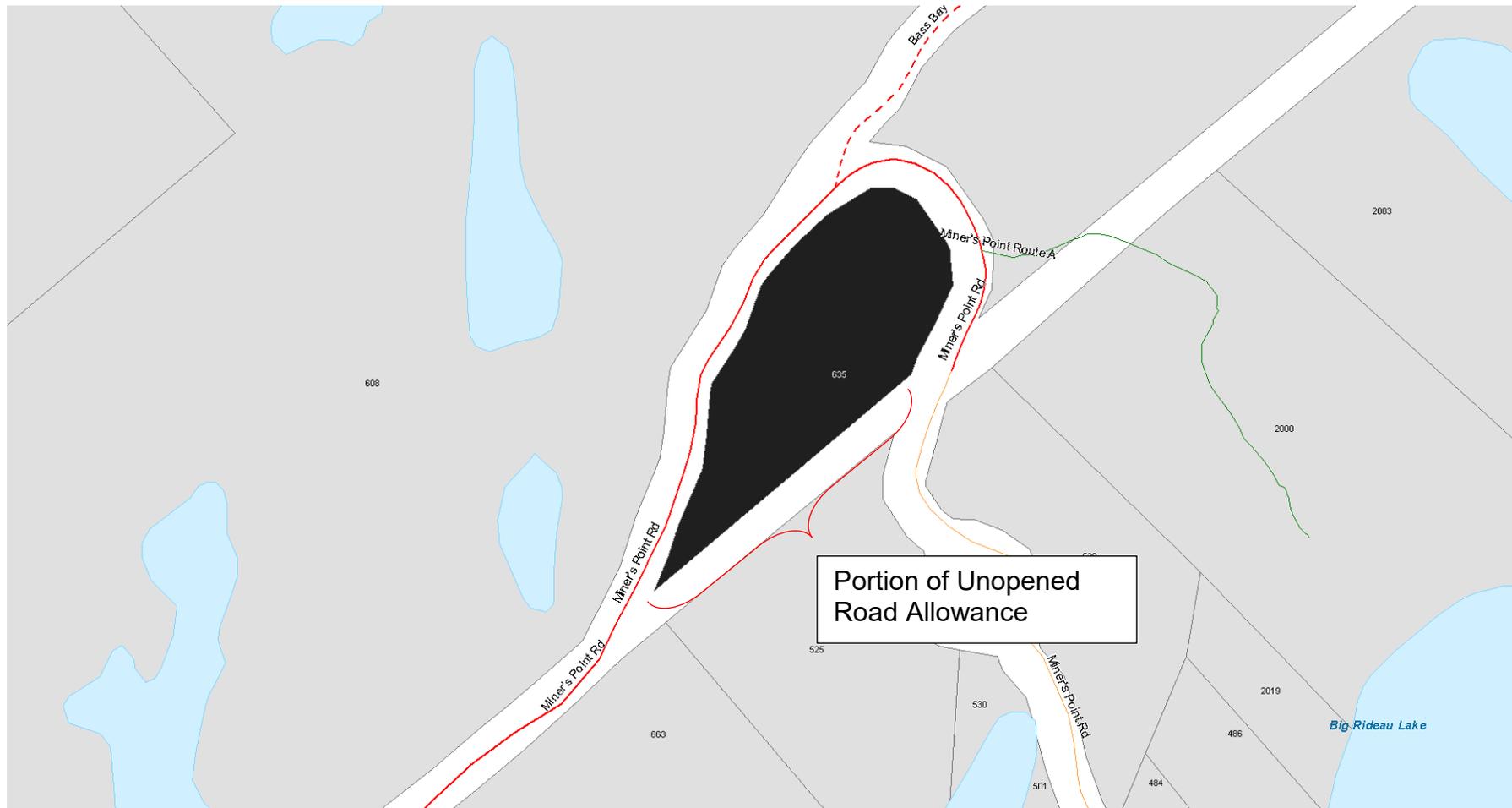
Thank you for your valuable time. I can be reached by email at jennysalmond@outlook.com or by phone at 613-390-0588.

Sincerely,



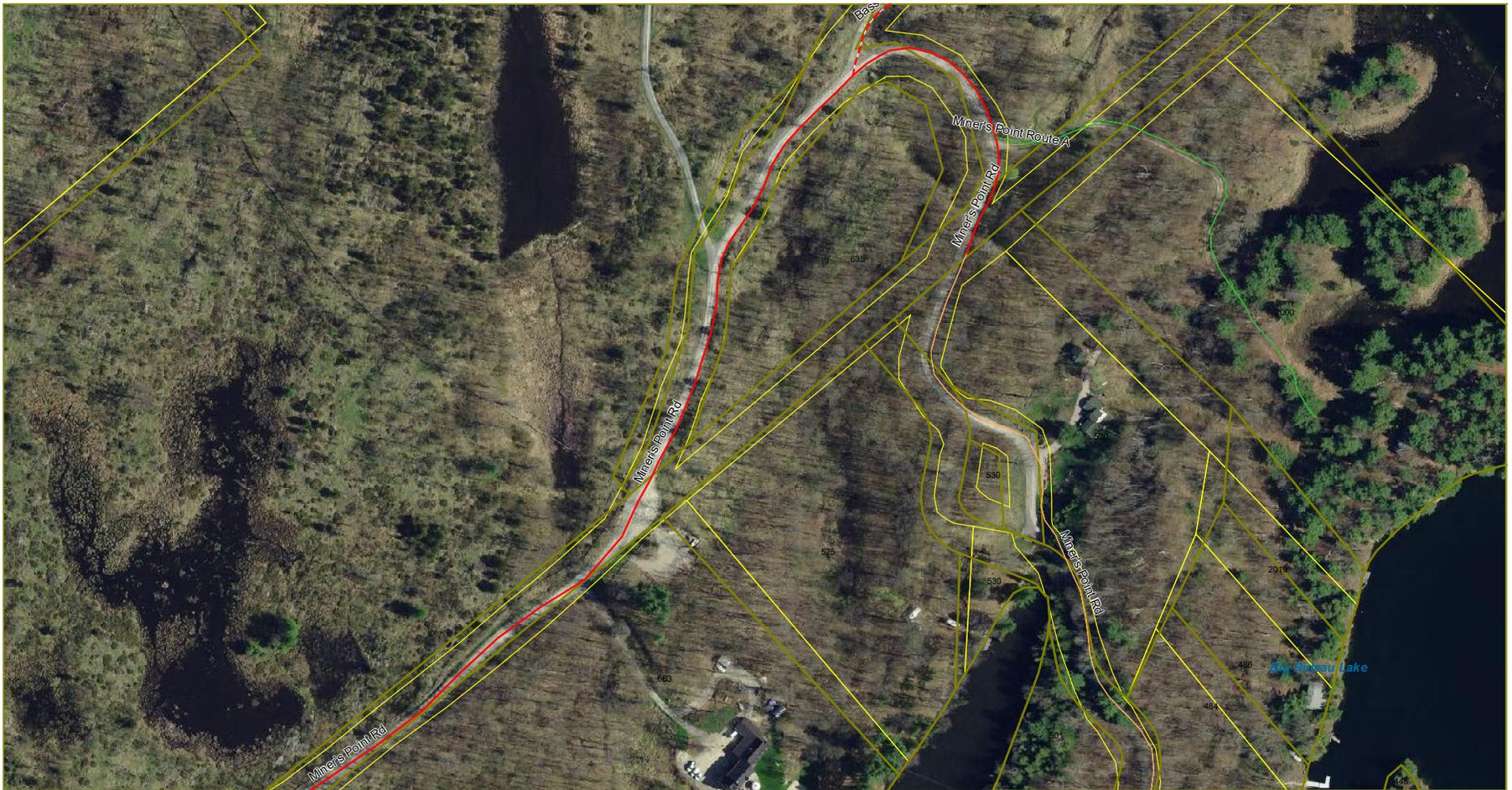
Jennifer Salmond

Road Closure - North Burgess - Concession 3 & 4 - Part of the Unopened Road Allowance between Concession 3 & 4, Part Lot 16 (Salmond/McLuckie)





2014 DRAPE Mapping – No structures



COMMITTEE OF THE WHOLE
February 8th, 2022

Report #C-2022-05
Amanda Mabo, Acting CAO/Clerk

COUNCIL CHAMBERS PROJECTOR UPGRADE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Nova Visual Products be retained to replace the projectors in the Council Chambers with 20,000-hour rated laser-based lamp projectors at an upset limit of \$9,945 plus HST;

THAT, section 7.2 of the Procurement Policy be waived;

AND THAT, the amount be funded from the Modernization Funds.”

BACKGROUND

The current projector and audio system was installed in early 2012 to enhance the usability of the Council Chambers for various public meetings.

With a recent upgrade to the laptops in the Council Chambers as they were at the end of their useful life, the display onto the projector screen is either not working or is distorted.

DISCUSSION

Nova Visual Products, who is Lanark County’s vendor of record, sent a technician to test the system and assess the issues. The projectors are at or coming to the end of their life cycle, the main reason is todays current devices (laptops, tablets, computers) are outputting higher (better) video images at a higher resolution. The current projectors are not accepting the new resolution signals as they are beyond the capabilities.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – to upgrade the existing analog projectors with digital units with a 20,000-hour rated laser-based lamp.

Option #2 – Do nothing, the current projectors have reached the end of their life cycle and would no longer be able to be used as intended.

FINANCIAL CONSIDERATIONS

The replacement projector would offer a 20,000-hour lamp at a cost of \$9,945, plus HST for two units and would be funded from the modernization funds.

Because Lanark County provides IT services to the Township, and Nova Visual Products is the County's vendor of record, it is being recommended that Section 7.2 of the Purchasing Policy be waived:

7.2 More than \$2,000 and not more than \$20,000, Senior Staff shall have authority to purchase goods and/or services, provided the item falls within the relevant annual budget estimate, and that at least three price quotations are requested.

CONCLUSIONS

The existing projectors are over 10 years old and are not compatible with current technology, without the upgrade to the projectors, in person meetings will not have the ability to display items for the public, and for Council and Committee members on the screens.

ATTACHMENTS

None.

Prepared and Submitted By:

Original Signed

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

01/01/2022-12/31/2022 Summary Report with Previous 3 year Average

2022	Number of Permits	3 yr. avg. (2019-2021)	S.F.D.'s	3 yr. avg. (2019-2021)	Commercial	3 yr. avg. (2019-2021)	Permit Fees	3 year average (2019-2021)	Building Value	3 year average (2019-2021)	Dev.Charge
January	7	4	0	1	1	0	\$5,825.80	\$2,240.87	\$1,486,667.00	\$396,333.33	
Total	7	4	0	1	1	0	\$5,825.80	\$2,240.87	\$1,486,667.00	\$396,333.33	\$0

As of Jan 21, 2022 Dev Charges of \$8,029 on permits are comprised of \$6,493 Township Dev Charge and \$1,536 County Dev Charge.

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

CORRESPONDENCE



1. **Township of Madawaska Valley:** Resolution – Province-Wide Assessment - *attached, page 2.*
2. **Niagara-on-the-Lake:** Resolution – National Childcare Program – *attached, page 4.*
3. **The Regional Municipality of Durham:** Resolution – Bus Stop Dead End Roads – *attached page 6.*
4. **Township of Scugog:** Williams Point Road and Beacock Road School Bus Turnarounds – *attached, page 9.*
5. **Township of Harley:** Resolution – Province-Wide Assessment – *attached, page 17.*
6. **Town of Plympton-Wyoming:** Resolution – Fire Safety Measures – *attached, page 18.*
7. **City of Kitchener:** Resolution – Fire Safety Measures – *attached, page 19.*
8. **Regional Economic Development Alliance:** Meeting Notes October 2021 – *attached, page 21.*
9. **Ministry of Municipal Affairs and Housing:** Letter from the Honourable Minister Steve Clark - Heads of Council Regulations for Bill 276 and Bill 13 – *attached, page 25.*
10. **AMO:** Policy Update – Moi Broadband Webinar, Joint + Several Liability Resolution and Federal Housing Accelerator – *attached, page 29.*
11. **AMO Business Services:** LAS Municipal Risk – *attached, page 30.*



1. **Township of North Dumfries:** Resolution – Province-Wide Assessment - *attached, page 2.*
2. **Town of Grand Valley:** Resolution – Province-Wide Assessment – *attached, page 3.*
3. **Perth County:** Resolution – Province-Wide Assessment – *attached, page 4.*
4. **City of Belleville:** Resolution – Province-Wide Assessment – *attached, page 5.*
5. **Township of Adjala-Tosorontio:** Resolution – Funding Support for Infrastructure Projects – Bridge/Culvert Replacements in Rural Municipalities – *attached, page 6.*
6. **City of Brantford:** Resolution – Addressing the Revolving Door of Justice – Accountability for Sureties and Swift Justice – *attached, page 7.*
7. **City of Brantford:** Resolution – Closing the Revolving Door of Justice – *attached, page 9.*
8. **Town of Caledon and Town of Mono:** Letter to the Attorney General addressing Provincial Offences Act Court Backlog, *attached, page 12.*
9. **Public Health Agency of Canada:** Response in Support of a National Three-digit Suicide Prevention Hotline – *attached, page 15.*
10. **AMCTO:** Advocacy Update: Inventory of Required Municipal Reports – *attached, page 16.*
11. **Statistics Canada:** Findings from the 2021 Census are Coming Soon – *attached, page 18.*
12. **Ministry of the Environment, Conservation and Parks:** Updates to the Species at Risk in Ontario (SARO) List Regulation – *attached, page 19.*
13. **Tay Valley:** Report – Building Permits (Approval Granted January 2022) – *attached, page 24.*

UPDATES

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Monday, January 24, 2022
6:00 p.m.
Zoom Meeting

ATTENDANCE:

Members Present: Chair, Councillor Mick Wicklum
Vice-Chair, Councillor Paul Coutts
Councillor John Matheson
Councillor Fred Dobbie
Councillor RoxAnne Darling
Councillor Ray Scissons

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 6:00 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR FOR 2022 TERM.

RESOLUTION #FB2022-01

MOVED BY: Ray Scissons
SECONDED BY: RoxAnne Darling

“THAT, Mick Wicklum be appointed Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2022.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2022 TERM.

RESOLUTION #FB2022-02

MOVED BY: Mick Wicklum
SECONDED BY: Fred Dobbie

“THAT, Paul Coutts be appointed Vice-Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2022.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA.

- i) Addition under New/Other Business: New Half-Ton Truck
- ii) Addition under New/Other Business: Burning Infraction Invoice Payment Inquiry

The agenda was approved as amended.

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

None at this time.

6. APPROVAL OF MINUTES.

- i) **Minutes – October 14, 2021.**

RESOLUTION # FB2022-03

MOVED BY: John Matheson
SECONDED BY: Ray Scissons

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on October 14, 2021 be approved as presented.”

ADOPTED

- ii) **Minutes – October 27, 2021.**

RESOLUTION # FB2022-04

MOVED BY: Paul Coutts
SECONDED BY: Ray Scissons

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on October 27, 2021 be approved as presented.”

ADOPTED

7. DELEGATIONS & PRESENTATIONS.

None.

8. BUSINESS.

- i) **Financial Signing Authority for 2022 Term: Chair, Vice-Chair and Administrative Assistant/Treasurer.**

RESOLUTION # FB2022-05

MOVED BY: RoxAnne Darling
SECONDED BY: John Matheson

“**THAT**, the Fire Board allocates signing authority to Mick Wicklum (Fire Board Chair), Paul Coutts (Fire Board Vice-Chair), and Megan Moore (Administrative Assistant/Treasurer).”

ADOPTED

- ii) **Approval of Probationary Firefighters.**

The Fire Board approved hiring the probationary firefighters listed below.

RESOLUTION # FB2022-06

MOVED BY: Fred Dobbie
SECONDED BY: Paul Coutts

“**THAT**, the following individuals be hired as probationary firefighters for BBD&E Station effective January 24, 2022:

Adam Frizell
Bailey Joy
Brody Murphy
Andy Oakley
Jensen Tysick”

ADOPTED

- iii) **Revised Health & Safety Policy.**

RESOLUTION # FB2022-07

MOVED BY: Fred Dobbie
SECONDED BY: John Matheson

“**THAT**, the revised Health and Safety Policy be adopted.”

ADOPTED

iv) **Draft Covid-19 Vaccination Policy.**

The Board discussed the Covid-19 Vaccination Policy and agreed to a few changes to the policy – *attached, page 9*

RESOLUTION # FB2022-08

MOVED BY: Ray Scissons

SECONDED BY: John Matheson

“**THAT**, the Covid-19 Vaccination Policy for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted.”

ADOPTED

v) **Microsoft Dynamics Software Update.**

The Administrative Assistant/Treasurer provided the Fire Board with an update on the set-up and installation of the new financial system for the Fire Department.

vi) **Deputy Fire Chief Update.**

Darren Gibson, Deputy Fire Chief.

- The Deputy Fire Chief has been spending 3-4 days a week at BBD&E Station, and 1-2 days a week at South Sherbrooke Station.

Training

- New online Training Package has been implemented with close to 50% logged on active. Still working with others to be brought online.
- Hosted a joint Instructor meeting with both stations. Training schedules for both stations for the next three months will be running the same topics with shared lesson plans. Firefighters from one station who are unable to attend their training night are able to travel to other station (this plan will hopefully alleviate the issue regarding make-up training session that was listed in the Master Fire Plan).
- Been working with the New Recruits to bring them up to speed on everything they need to start their County recruit training. Moving forward I will dedicate one night between each of their training sessions to provide help and review training material. As a past Instructor and Skills Evaluator for the County program the recruits will have the advantage of practicing with the same Evaluation forms they will be tested on.
- The Training Center in South Sherbrooke has had a couple of “work bees” over the holidays. Interior walls and a roof prop have been added. Each station has scheduled search and rescue training planned using

the Center. I will be taking photos each night for our Facebook page and invite anyone from the Fire Board or council to stop by and check it out.

Prevention

- All the Fire Prevention signs for both municipalities have been taken down and are getting redone. Some of the messages remain the same but we have added some newer ones including Fire Extinguishers and Year-Round Water Safety
- As per Master Fire Plan Recommendations (Section 7.1, Fire Prevention and Pub. Ed.) I have started research into developing a Fire Prevention Program for DNETV Fire Rescue.

Inspections

- COVID has obviously slowed inspections, but we have still performed inspections on:
 - o One Vulnerable Occupancy residence
 - o Two group homes
 - o One recreational camp
 - o One long term care facility

Data Entry and Analysis

- The Deputy Fire Chief has taken over the data entry in the FirePro database for all calls, training, meetings, etc. Numbers for this year are currently up to date, and we will be in a position to provide all firefighters with a quarterly report of their attendance status. This was a point brought up in the SWOT analysis of the Master Fire Plan on how employees would like more transparency in how their year end honorariums are calculated.

Human Resources

- Have setup a new plan for myself and the Station Chiefs to perform the annual employee reviews together. Moving forward we will be able to monitor and measure the expectations and goals set of each firefighter and be able to modify their plans accordingly.
- The next step for online training is to provide Accessibility Act training as well as WHMIS before moving onto Firefighter theory training.

Community

- Have had two calls now from elderly residents in both Tay Valley and Drummond North Elmsley having issues with their smoke alarms and

have visited both to help remove their faulty detectors and left temporary ones for them to use.

- Played "Rudolph" so to speak and helped delivery Santa to residents at a care facility that we were told love two things, Xmas and Firetrucks!

vii) **Fire Chief Update.**

Greg Saunders, Fire Chief.

- Total calls in 2021 for BBD&E Station: 144, South Sherbrooke Station: 37
- Total calls to date in 2022 for BBD&E Station: 26 (last year at this time there were 20), South Sherbrooke Station: 10 (last year at this time there were 9).
- Continuing to deal with the ongoing issues caused by the pandemic. No cases have been linked to the Fire Department and training for the Month of January was moved online but will return to in person training in February.
- Fire inspections and drills for our vulnerable occupancies are complete and the data has been forwarded to the Office of the Fire Marshal.
- Been working on the RFP for the two (2) new pumpers trucks (one for each Station) that are included in the 2022 budget. The results will be brought forward at a future meeting. Looking at possibly 2 years before the new trucks are delivered.
- In the process of obtaining quotes for capital items listed in the 2022 budget.
- BBD&E Firefighters Association would like to thank the Fire Board for allowing the group to host their Christmas Party at BBD&E Station in November.
- All fire trucks are in the process of being safe tied
- Otty Lake dry hydrant was installed late last year and is working well.
- Burn Permits are now set to expire annually on November 30. The old fire permit phone line has been disconnected and residents are encouraged contact the fire department if they have any issues registering for a new permit.
- Still working on an updated draft of the burning by-law for each Township
- New recruits have been hired and are going through the orientation process.

9. NEW/OTHER BUSINESS.

i) **New Half-Ton Truck.**

The Fire Chief reported that last fall there were no response to the Request for Proposal (RFP) for a Half-Ton truck, they reissued the RFP and received three responses and after reviewing them the Fire Chief is recommending awarding it to A & B Ford. The date of delivery is unknown.

RESOLUTION # FB2022-09

MOVED BY: John Matheson

SECONDED BY: RoxAnne Darling

“**THAT**, the Proposal from A&B From in the amount of \$53,878 for the purchase of a half-ton truck be awarded.”

ADOPTED

ii) **Burning Infraction Invoice Payment Inquiry.**

The Fire Chief provided the Fire Board with an update regarding an outstanding burning infraction invoice from 2021. The resident was requesting that the Fire Board cancel or lower the amount owing. The Fire Board indicated that the resident had not contacted any member of the Fire Board regarding the issue and that the Fire Chief should proceed with obtaining payment for the invoice.

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.*

13. ADJOURNMENT.

The Board adjourned at 6:48 p.m.

Regular Meeting– November 15th, 2021

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 15th at 5:30pm via video conference.

In attendance were:

E Heesen, **CEO**

C Rigby, Tay Valley, **Chair**

L Marsh, **Secretary-Treasurer**

R Rainer, Councillor, Tay Valley

J Matheson, Councillor, Drummond/North Elmsley

D Palmer, Tay Valley

S Murray, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

S Giff, Town of Perth

Regrets:

J Fenik, Mayor, Town of Perth

D Hamilton-Foley, Town of Perth

C Rigby called the meeting to order at 5:30 p.m.

Land/Territory Acknowledgement

Declaration of interest – none

Additions and approval of agenda

21-67 The agenda was approved as amended with a motion from D Palmer and seconded by S Murray.

Carried.

Delegations - none

Consent Agenda

The Minutes of October 18, 2021 were removed from the consent agenda.

- a. Correspondence and communications
 - i. News
 - ii. Response from letter to Town of Perth re: Old Fire Hall rent
- b. Committee Reports
 - i. Policy Committee minutes
- c. Statement of Operations

21-68 The Consent agenda as amended was accepted with a motion by T Parkinson and seconded by D Palmer.

Carried.

Approval of the Minutes of October 18, 2021

21-69 The Minutes of October 18th, 2021 were approved as amended with a motion by S Giff and seconded by S Murray.

Carried.

CEO's Report – E Heesen presented and discussed the November CEO's Report.

21-70 The CEO report was accepted with a motion by J Matheson and seconded by S Murray.

Carried.

Advocacy Round Table

Discussion Topic: baseline funding and per household funding

E. Heesen provided Board members with a report for discussion. The overall message is clear that we are under-funded in comparison with other similar municipalities. Board members discussed the most effective ways to present this information to library stakeholders.

Policy Review

- a. 2.D-1 Responsibility for Human Resources
- b. 2.D-3 Training
- c. 2.D-8 Workplace Violence and Harassment

21-71 Policies 2.D-1, 2.D-3 and 2.D-8 were accepted with a motion by T Parkinson and seconded by S Murray.

Carried.

Unfinished and New Business

- a. CEO Performance Appraisal Committee – striking. The timing of the PA was discussed and the CEO and Board agreed to have the appraisal process complete for review and approval at the January 2022 meeting, with any subsequent pay increment for the CEO retroactive to January 1.

21-72 Motion to strike CEO Performance Appraisal Committee, as per policy. Moved by S Murray and seconded by J Matheson.

Carried.

Action Item: C. Rigby, as chair of CEO PA Committee, will follow up with the CEO and Committee members about the format and timing of the appraisal.

- b. 2017-2021 strategic plan implementation update – E Heesen presented an overview report on the strategic plan.

21-73 Motion to accept the report as information. Moved by D Palmer and seconded by S Murray.

Carried.

- c. 2022 board meeting schedule

21-74 Motion to accept 2022 board meeting schedule. Moved by T Parkinson and seconded by J Matheson.

Carried.

- d. OLS Board Assembly report (verbal, T Parkinson)

Upcoming Meeting dates

- a. Agility Plan Working Group Friday, November 19 12:00-2:00pm
- b. Policy committee Monday, January 10 at 5:30pm
- c. Board Meeting Monday, January 17 at 5:30pm
- d. Property committee Monday, February 7 at 4:30pm

21-75 Motion to adjourn moved by D Palmer at 6:40pm.

Chairperson

Secretary-Treasurer



TO: All Municipal Clerks/Chief Administrative Officers
MVCA Watershed

December 21, 2021

As a voting member of the Authority, please find below highlights from the December 1 and 16, 2021 meetings of the Mississippi Valley Conservation Authority for distribution to Council. Complete minutes for the meetings will be circulated following their approval by the Board at its next meeting. In the meantime, please find attached approved minutes for the October Board meeting.

Watershed Conditions Update

- Precipitation over the past two months maintained higher than normal flows in the main system so the current strategy is to achieve normal levels prior to freeze up, if possible.
- Drawdown of the system is almost complete with on-going removal of the final stoplogs from the upper lakes.

Decision Items

Revised Draft 2022 Budget

- The Board approved the attached Draft 2022 Budget for circulation to member municipalities for review and comment. Comments are due on or before January 31, 2022. The Budget will be tabled for approval at the Authority's AGM February 16, 2022.

2021 Year-End Contributions to/from Reserves

- The Board of Directors direct staff to:
 - Transfer any unspent levied capital dollars as of December 31, 2021 to their respective capital reserves to meet future capital needs; and
 - Fund any operating deficit for the year ending December 31, 2021 from the Operating Reserve.

Transition Plan for implementing new Regulation 287/21

- The Board of Directors approved the Transition Plan that was circulated to member municipalities earlier this month. MVCA has already begun to implement the plan and will be engaging with your municipality early in the new year regarding next steps.

Casey Creek Flood Mapping

- The Board of Directors:
 - Adopted the report *Casey Creek Flood Plain Mapping Study* dated May 2021 and the associated GIS-based flood hazard limit lines and flood plain maps as the delineation of areas along the Casey Creek that are susceptible to flooding; and
 - Directed that the report, maps and Regulation Limit be used in the implementation of *Ontario Regulation 153/06*.

Amendment to Vaccination Policy

- The Board of Directors approved the recommended amendments to the Authority's COVID19 vaccination policy.

2022 Meeting Schedule

- The Board of Directors approved the proposed 2022 meeting schedule. The Board meets the 3rd Wednesday of each month except in January, August and November.

Christmas Break Schedule

- The Mississippi Valley Conservation Authority offices be closed for the holiday season from noon December 24 to end of business day December 31, 2021, inclusive. They will also be closed on the Statutory Holiday January 3, 2022.

Palmerston Lake Agreement Extension

- The Board authorized extension of the existing Option to Purchase Agreement with the Township of North Frontenac for Palmerston Beach to December 31, 2022.

Information Items

- **LIDAR Project** – A significant portion of the watershed has now been flown, the contractor will continue to fly as conditions allow and will resume in the spring after snowmelt. See figure on next page.

- **Carp River Conservation Area Master Plan** – Staff recently completed a draft Backgrounder for the site and has engaged City of Ottawa staff to review the document and determine roles and responsibilities for community engagement as the site is owned by the City.
- **Regulatory Infractions** – MVCA has received several complaints in recent weeks regarding potentially major regulatory infractions. MVCA needs to reduce other compliance monitoring activities to respond to and investigate complaints.

LiDAR flight lines



Planned (blue) and Completed (green) Watershed boundary (red)