



COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 6th, 2023
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Greg Hallam

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**

None.

6. **PRIORITY ISSUES**

- i) **Report #CAO-2023-14 – Animal Pound Contract Update – *attached, page 6.***
Amadna Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Schedule “A” to the Animal Pound Services Agreement be amended as per Report #C-2023-14 – Animal Pound Contract Update;

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

- ii) **Report #CAO-2023-15 – Municipal Report Card – attached, page 14.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Municipal Report Card be produced annually as outlined in Report #CAO-2023-15 – Municipal Report Card.”

- iii) **Integrity Commissioner Services Annual Report – 2022 – attached, page 28.**

Suggested Recommendation to Council:

“THAT, the Integrity Commissioner Service Annual Report – 2022 be received for information.”

- iv) **Proposed 2023 Provincial Policy Statement – Comments be Forwarded to Media – to be distributed at the meeting.** (This item was deferred from the May 23rd, 2023 Council meeting until Council had an opportunity to discuss the resolution further)

RESOLUTION #C-2023-05-12

MOVED BY: Angela Pierman

SECONDED BY: Wayne Baker

“THAT, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be forwarded to local media for information.”

- v) **Report #CBO-2023-06 – Building Department Report – January – May 2023 – attached, page 31.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2023-06 – Building Department Report – January - May 2023 be received as information.”

- vi) **Appointment of Soccer Volunteer.**

Suggested Recommendation to Council:

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

- Kiefer McBride”

7. CORRESPONDENCE

- i) **23-06-01 – Council Communication Package – cover sheet attached, page 33.**

Suggested Recommendation to Council:

“THAT, the 23-06-01 Council Communication Package be received for information.”

- ii) **Municipal Letter of Support for the Application of the Perth Family Health Organization to Become the Perth Family Health Team.**
Reeve Rob Rainer.

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township send a letter of support to Ontario Health in support of the application of the Perth Family Health Organization to become the Perth Family Health Team.”

- iii) **OPP Council Crimes Event Fundraiser – attached, page 37.**
Reeve Rob Rainer.

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

23-05-25 – DRAFT Bolingbroke Cemetery Board Meeting Minutes – *attached, page 39.*

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

- iii) **Fire Board – deferred to the next meeting.**
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

- iv) **Library Board – deferred to the next meeting.**
Councillor Andrew Kendrick.

- v) **Pinehurst Cemetery Board – deferred to the next meeting.**
Councillor Fred Dobbie.

- vi) **Police Services Board.**
Reeve Rob Rainer.

23-05-23 – DRAFT Police Services Board Meeting Minutes – *attached, page 43.*

- 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.**
Councillor Angela Pierman.
- 23-04-27 – DRAFT Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 51.*
- xi) **County of Lanark.**
Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

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

Suggested Motion:

“THAT, *Committee move “in camera” at ___ p.m. to address a matter pertaining to personal matter about an identifiable individual, including municipal or local board employees regarding a Staffing Update ;*

AND THAT, *the Chief Administrative Officer/Clerk and Executive Assistant remain in the room.”*

Suggested Motion:

“THAT, *Committee return to open session at _____p.m.”*

- *Chair’s Rise and Report.*

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 WHOLE
June 6th, 2023

Report #CAO-2023-14
Amanda Mabo, Chief Administrative Officer/Clerk

ANIMAL POUND CONTRACT UPDATE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Schedule “A” to the Animal Pound Services Agreement be amended as per Report #C-2023-14 – Animal Pound Contract Update;

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

BACKGROUND

The Township has passed By-Law No. 2001-050, as amended, to Regulate the Keeping and Control of Animals.

Pound service arrangements are required to accomplish conformity with the respective municipal Animal Control By-Laws, the [Animals for Research Act](#) and the [Municipal Act, 2001](#).

Prior to 2013, Tay Valley Township along with Lanark Highlands, Drummond/North Elmsley and the Town of Perth had a contract with LAWS for Pound Services, that contract ended at the end of 2012, in 2013 the municipalities entered into a contract with Anita Stuart for Pound Services. In December 2021 Anita retired from Pound Services and the Township, along with Drummond/North Elmsley and Montague contracted with Andrew Parent of Big Sky Ranch for Pound Services.

DISCUSSION

When the agreement was first entered into, it was entered into under the same terms, conditions and pricing as was being provided by the former Pound service.

Since then, other than Tay Valley, each of the four other municipalities serviced by Andrew Parent have increased the rates in the agreement. It is now time for Tay Valley to follow suit, as requested by the provider.

FINANCIAL CONSIDERATIONS

The following changes Schedule “A” of the agreement are being proposed:

Item	Current Fee	Proposed Fee
Monthly Cost (retainer)	\$150	\$200
Per Animal Impound Cost	\$150	\$100
Daily Boarding (up to five days)		\$20
Insurance costs divided by number of municipal clients.		

This will result in an annual increase of \$1,200.

CLIMATE CONSIDERATIONS

None.

STRATEGIC PLAN LINK

None.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Adopt the amendments to Schedule “A” of the Animal Pound Service Agreement.

Option #2 – Not adopt the changes. This is not recommended as the provider would probably provide notice of termination of the agreement as they are not able to provide the service.

CONCLUSIONS

AS per the recommendation.

ATTACHMENTS

i) By-Law No. 2021-050 – Pound Services Agreement.

Prepared and Submitted By:

Original Signed

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-050

POUND SERVICES AGREEMENT BETWEEN THE CORPORATION OF TAY VALLEY TOWNSHIP AND ANDREW PARENT

WHEREAS, Section 11(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides the municipality with the authority to pass by-laws with respect to animals;

AND WHEREAS, the Council of the Corporation of Tay Valley Township has passed By-Law No. 2001-050, as amended, being an Animal Control By-Law which provides for the impoundment of animals running at large;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it expedient to enter into a Pound Services Agreement with Andrew Parent for the impoundment of animals;

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 Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a Pound Services Agreement with Andrew Parent, attached hereto as Schedule "A".

2. ULTRA VIRES

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

3. BY-LAWS TO BE REPEALED

3.1 By-Law No. 2016-044 is hereby repealed.

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.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-050**

4. EFFECTIVE DATE

ENACTED AND PASSED this 28th day of September, 2021.

Barrie Crampton, Deputy Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-050**

SCHEDULE “A”

ANIMAL POUND SERVICE AGREEMENT

THIS POUND SERVICE AGREEMENT dated the ____ day of _____ 2021.

BETWEEN

**Andrew Parent
Hereinafter called the “Contractor”**

AND

**THE CORPORATION OF TAY VALLEY TOWNSHIP
Hereinafter called “Tay Valley”**

Tay Valley wish to receive Pound Services and the Contractor offers to provide said service to Tay Valley for a term to commence on December 18, 2021 and to terminate on December 31, 2022. The agreement will automatically renew unless written notice is provided by either party within 60 days of the renewal date.

It is deemed appropriate to document the Pound service arrangements to accomplish conformity with the respective municipal Animal Control By-laws, the *Animals for Research Act* and the *Municipal Act, 2001*;

This agreement witnesses that in consideration of the premises and Pound Service provided by and the mutual covenants and agreements hereinafter contained, the parties agree as follows;

CONDITIONS FOR SUPPLY OF POUND SERVICE TO TAY VALLEY

GENERAL

1. “Animals” shall mean dogs only.
2. Tay Valley agrees to pay the monthly cost to operate the temporary pound facility as prescribed in Schedule “A” attached.
3. Tay Valley agrees to pay the cost per animal as prescribed in schedule “A” attached to house an impound animal for the impoundment period.
4. Tay Valley agrees to pay the reasonable veterinarian costs to provide an appropriate level of care during the impoundment period.

5. Tay Valley agrees to pay the reasonable veterinarian costs to euthanize an animal after the conclusion of the impoundment period.
6. Tay Valley will advertise the Pound service to the public on a regular basis.
7. The contractor agrees to provide and maintain a pound facility in accordance with standards prescribed by legislation.
8. The contractor agrees to provide adequate food and water as well as safe and humane treatment to all animals which come under the contractors care.
9. The contractor agrees to maintain reasonable access to the public to ensure animals are returned to the owner as quickly as possible.
10. The contractor agrees to provide general liability insurance coverage in an amount not less than \$2,000,000.00 with Tay Valley as a named insured in the Policy. Said Policy to be maintained for six months following the termination of this agreement.
11. The contractor agrees to indemnify and hold harmless Tay Valley and their respective elected officials, officers, employees and agents from and against all claims, losses, damages, liabilities, costs and expenses, including legal fees and disbursements, which may be made or brought against Tay Valley as a result of negligence on the part of the contractor.
12. The contractor agrees to invoice the Township for the service in accordance with Schedule "A".
13. Schedule "A" attached here to forms an integral part of this agreement and shall be read and interpreted as if it were contained in the body of this agreement.
14. Amendments to this Agreement and or its Schedule(s) may be made at any time upon mutual consent of the parties.
15. This Agreement may be terminated by either party upon 120 days notice in writing from one party to the other.
16. The parties acknowledge that upon termination of this agreement the contractor Anita Stuart will not be obligated to continue to provide the pound services that are the subject of this agreement.
17. All matters in dispute between the parties hereto in relation to this Agreement shall be referred to the arbitration of a single arbitrator if the parties hereto agree upon one, otherwise to three arbitrators, one to be appointed by each party and a third to be chosen by the first two named before they enter into the business of arbitration. If either party fails to appoint an arbitrator within seven (7) business days after service of notice on such party of the appointment of an arbitrator by the other Party, the arbitrator so appointed shall act as the sole arbitrator. The award and determination of such arbitrator or arbitrators or any two of such arbitrators shall be binding upon the parties hereto and their respective successors and assigns.

18. Provide daily cleaning and sanitization of all shelter and kennel areas, food and water bowls.
19. Shelter services in accordance with Ontario Ministry of Agriculture, Food and Rural Affairs requirements, including feeding, boarding and exercise for animals strayed, abandoned, or otherwise deposited for care within Tay Valley.
20. The humane destruction as required in conjunction with a licensed veterinarian in a manner that conforms to the OVMA requirements.
21. Disposition of any animal carcasses as required in accordance with the minimum requirements outlined in Regulation 23 of the *Animals for Research Act*.
22. Contractor shall be responsible for complying with all applicable federal, provincial and municipal laws, codes and regulations in connection with the provision of the services herein.

Signed

Andrew Parent

Date

Tay Valley Township

Reeve

Clerk

Date

Schedule A

Monthly Cost \$ 150.00

Per animal impound Cost \$ 150.00

Per animal Health Cost as invoiced by the Veterinarian

Per animal Euthanization Cost as invoiced.

COMMITTEE OF THE WHOLE
June 6th, 2023

Report #CAO-2023-15
Amanda Mabo, Chief Administrative Officer/Clerk

MUNICIPAL REPORT CARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Municipal Report Card be produced annually as outlined in Report #CAO-2023-15 – Municipal Report Card.”

BACKGROUND

One of the three Strategic Priorities under the 2017-2021 Strategic Plan is “Communications and Connectivity – Enhancing communication between the Township and residents, and among residents”.

Under the Strategic Priority of “Good Governance”, “Communications: Residents and Stakeholders” is a Strategic Initiative in the draft 2023-2026 Strategic Plan.

Over the years, steps have been taken to improve communications. Like anything else, there is always room for improvement.

DISCUSSION

Earlier this year the “Did You Know?” series was launched and now staff would like to propose introducing an annual “Municipal Report Card”, which is a common communication product that many municipalities use to demonstrate to residents and local stakeholders the extent of services provided and how these align with Township strategic plans and priorities.

Annually, stats are provided to Members of Council through the weekly update to Council. However, the public does not get a chance to see those stats. It is being recommended that those stats be portrayed in an annual Municipal Report Card, along with highlights and accomplishments, that would be produced and posted on the Municipal website.

The 2022 Municipal Report Card is attached.

FINANCIAL CONSIDERATIONS

Design \$1,000

CLIMATE CONSIDERATIONS

None.

STRATEGIC PLAN LINK

See Background section of this report.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Continue producing the Municipal Report Card annually.

Option #2 – Do not produce an annual Municipal Report Card.

CONCLUSIONS

Moving forward, the annual Municipal Report Card is a great opportunity to showcase the accomplishments of the Municipality and also serves as information to attract new residents and businesses.

ATTACHMENTS

i) 2022 Municipal Report Card

Prepared and Submitted By:

Original Signed

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



2022 Municipal Report Card



Tay Valley Township

tayvalleytwp.ca

Quick Facts

- 5,925 year-round residents (2021), a 4.6% increase since 2016 (5,665)
- 11,850 residents in the summer (2021)
- 528.67 km² area
- 11.2 persons per km²
- 32 lakes
- 9 rivers
- 2,420 private households
- \$225,000 median assessed value
- One public and one private elementary school
- One secondary school
- Two long-term care homes
- \$175,428 average construction project (2022)
- \$25,437,077 million in development (2022)



Newly resurfaced tennis court at Maberly



Algonquin Tribute Plaque
– Kevin Tullet



Municipal Office



Blue Skies Fiddle Orchestra



Message from the Reeve

The year 2022 was a year of transition for Tay Valley Township. As the pandemic subsided, citizens and businesses returned to a degree of normality. Youth signed up again for hockey and karate, the intergenerational choir regrouped for singing, the Maberly Agricultural Fair was held, and much more happened that was not possible in the two previous years.

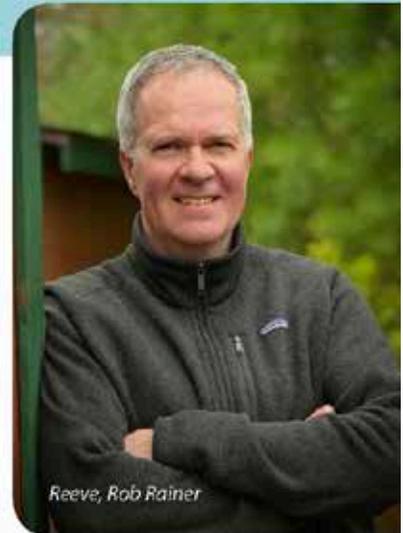
Township staff worked hard to meet a heightened demand for services, such as supporting an accessible, age-friendly community and developing projects like a forthcoming residential retrofitting program to reduce our community's contribution to climate change. The Township installed two local history kiosks, rebuilt the Maberly tennis court, laid initial infrastructure of the new 'Forest Trail' park, and rehabilitated Cameron Side Road and the Second Line Bridge.

Much of what was accomplished in 2022 was made possible thanks to the many volunteers on the Township's various local boards and committees. The Township is deeply grateful for the generous service of citizens involved in heritage recognition, recreation programs, our regional library, cemetery boards, climate action, and more.

Five members of the 2018-2022 Council did not run for re-election, and thus there was a significant change in Council composition in the fall. The Township is grateful for the service of former Reeve Brian Campbell, former Deputy Reeve Barrie Crampton, and former councillors RoxAnne Darling, Beverley Phillips, Gene Richardson, and Mick Wicklum. The 2022-2026 Council is comprised of first-term councillors Wayne Baker, Korrine Jordan, Andrew Kendrick, Angela Pierman, and Marilyn Thomas; third-term Councillor Greg Hallam; former Councillor and first-term Deputy Reeve, Fred Dobbie; and myself (first-term Reeve and former Councillor).

The Township is proud of what was accomplished in 2022, we look forward to capturing opportunities and addressing challenges in 2023, and we are grateful to everyone who gives time and talent toward helping to make Tay Valley a beautiful, welcoming, and vibrant rural community.

Thank you!



“...we look forward to capturing opportunities and addressing challenges in 2023...”



Building and Planning

3 full-time staff
1 part-time staff

Accomplishments and Highlights in 2022

- ✓ Answered well over 1,500 land use and building enquiries—50% more than in 2020—about energy-efficient buildings, second units and tiny homes; a proposed multi-unit development; and a possible subdivision
- ✓ Worked on a number of grant-funded projects, including the Co-Housing Project and the Home Energy Retrofit project
- ✓ Advanced plans for a major long-term care facility, re-opening of the Fall River Cafe and convenience store, and a proposed gas station
- ✓ Administered the Source Water Protection review of land uses in designated areas along the Tay River
- ✓ Issued building permits for an animal rehabilitation clinic, the Tisarana Buddhist Meditation Hall, and a 640 m² addition to Perth Cabinetry
- ✓ Completed inspections of a new Bolingbroke winery and residential developments along Ennis Road and in the Bennett Lake and Black Lake areas
- ✓ Responded to increased Zoning By-Law and Building Without Permit complaints
- ✓ Completed a five-year update of the Official Plan, incorporating more natural heritage features
- ✓ Implemented Environmental Impact Statements for Severance, Rezoning and Minor Variance applications through Site Plan Control Agreements and Development Agreements
- ✓ Finished the “Implementing Tay Valley Township’s Age Friendly Community Plan Through Cohousing, Communication and Inclusion” report

Severances

Year	Total Applications	New Lots	Lot Addition Correction	Title	Right-of-way/ Easement
2019	19	16	8	3	1
2020	24	17	2	2	3
2021	36	21	9	--	6
2022	29	23	6	--	--

Zoning

Year	Total	Limited Residential Services	Rural	Residential	Industrial/ Commercial	Other
2019	10	8	1	--	--	--
2020	24	12	2	7	2	--
2021	19	14	--	2	2	--
2022	16	7	--	1	5	3

Minor Variances

Year	Total	Deck/Porch	Building Setbacks	Lot Size	Other
2019	15	2	8	5	--
2020	12	1	8	3	--
2021	24	1	11	7	5
2022	29	--	19	5	5





Building Permits

Year	Single Family Dwelling	Cottage	Total Housing	Commercial	Total
2019	19	6	25	4	130
2020	19	5	24	4	111
2021	60	12	72	4	176
2022	33	2	35	3	145

Complaints

Year	Zoning By-Law	Building Without Permit	Total
2019	4	1	5
2020	12	3	15
2021	18	3	21
2022	22	10	32

Site Plan Control and Development Agreements

Year	Total	Waterbody	Environmental Impact Assessment	Commercial
2019	27	24	1	2
2020	29	20	9	--
2021	55	41	13	1
2022	54	44	7	3

Finance



3 full-time staff

Accomplishments and Highlights in 2022

- ✓ Began developing a virtual platform so that residents can view their property tax details online
- ✓ Increased the number of people registered for electronic billing and pre-authorized payments
- ✓ Reduced the number of tax payers in arrears
- ✓ Implemented new asset management software

Tax Sales (since 2019): 2 properties



Dog Tags:

2017 - 126
 2018 - 119
 2019 - 117
 2020 - 65
 2021 - 41
 2022 - 92

Tax Bills

	2020	2021	2022
Tax Bills Mailed			
Interim	4,207	4,081	4,026
Final	4,165	4,083	4,030
Tax Bills Printed			
Interim	5,312	5,097	5,070
Final	5,289	5,112	5,053

E-Bills

	2020	2021	2022
E-Bills			
Interim	–	179	288
Final	63	245	316



Public Works

Operated and maintained:

- 78 km of hard surfaced roads
- 185 km of gravel roads
- 20 km of seasonal roads
- 15 bridges
- 9 structural culverts
- 1 waste site
- 2 waste transfer stations

8 full-time staff
4 part-time staff

Accomplishments and Highlights in 2022

- ✓ Diverted 243 tonnes of recyclable material from landfill
- ✓ Rehabilitated the Second Line Bridge: \$266,000 project funded by the Bridge Construction Reserve
- ✓ Rehabilitated Cameron Side Road: \$760,000 project funded by the Roads Construction Reserve, Federal Gas Tax, Ontario Community Infrastructure Fund and Development Charges
- ✓ Presented the Waste Management Master Plan final report to Council, which will guide the Township for the next 10 years. Funded by the second intake of the Municipal Modernization Program.





Type of Service Request	2020	2021	2022
Grading/Pothole Request	40	39	64
Civic Address/Entrance Permit Application – Completed	26	74	37
Other Requests	24	30	29
Tree Removal Requests	12	16	14
Snow Plowing/Snow Removal Requests	6	2	10
Sanding/Salt Requests	8	3	9
Frozen Culvert Requests	3	2	7
Garbage/Waste Complaint or Request (Roadside Littering)	6	8	5
Brushing Requests	3	9	5
Drainage/Ditching Request (including washouts)	9	13	4
Civic Address Application (private roads only) - Completed	7	10	4
Dust Control Requests	1	4	3
Speeding Complaints	--	--	3
Cleared Deceased Animals from Road	--	4	2
Beaver Issues	1	4	1
Road Hazard Requests (other than animals and trees)	1	1	1
Streetlight Outage Requests	1	--	--
Parking By-Law Complaints	--	1	--
Total	148	220	198



Clerk Department



CAO and Clerk's Offices

3 full-time staff

Accomplishments and Highlights in 2022

- ✓ Awarded over \$302,726 in grants to improve Township parks and recreation facilities, begin modernizing municipal services, etc.
- ✓ Conducted a municipal and school board election
- ✓ Held a volunteer appreciation event
- ✓ Implemented a Speeding Complaint Policy, with assistance from the Police Services Board
- ✓ Implemented a Disconnecting from Work Policy
- ✓ Updated the Hall Rental Policy
- ✓ Updated the municipal office server

Accomplishments

	2022	2021	2020	2019	2018	2017
By-Laws	45	65	57	52	59	73
Council Meetings Held	17	26	18	24	24	22
Committee of the Whole Meetings Held	20	13	12	15	10	24
Staff Reports to Council	119	141	118	95	109	105
Resolutions Passed	253	333	292	327	294	265
Municipal Freedom of Information and Protection of Privacy Act Requests	9	4	12	1	14	2
Refreshment Vehicle Licenses	2	2	2	1	1	1



2018-2022 Tay Valley Township Council

Community Services



1 full-time staff

Accomplishments and Highlights in 2022

- ✓ Hired the first Tay Valley Township Community Services Coordinator
- ✓ Began construction of a new, accessible, age-friendly forest trail park, opening summer 2023
- ✓ Resumed karate, hockey and choir recreational programs after a two-year COVID-19 hiatus



- ✓ Opened Maberly Fall River Park and started redevelopment of the Glen Tay Swimming Area



- ✓ Resurfaced Maberly tennis court and obtained funding for accessible swings in Maberly Community Park





Reuse Centre



Maberly Fall River Park – Kevin Tulett



Maberly Fall River Park picnic area

Cover Photo: Split rail fence, fall, Bollingbroke Road – Kevin Tulett



Tay Valley Township

217 Harper Road
Perth Ontario K7H 3C6
Tel: 613-267-5353
Fax: 613-264-8516
www.tayvalleytwp.ca



Cunningham Swan

LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

May 8, 2023

SENT BY EMAIL TO: cao@tayvalleytwp.ca

Tay Valley Township
c/o Amanda Mabo, CAO/Clerk
217 Harper Road
Perth, ON K7H 3C6

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2022
Tay Valley Township
Our File No. 29235-9**

Background

In 2018, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for Tay Valley Township in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to Tay Valley Township in 2022, in accordance with section 223.6 (1) of the *Act*.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

01014999.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

Smith Robinson Building, Suite 300 • 27 Princess St, Kingston, ON, K7L 1A3

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity re: Tay Valley Township

If Council requires further training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

Requests for Advice

We received two requests for advice from members of Council related to obligations under the Code of Conduct and the *Municipal Conflict of Interest Act* provisions. These are the most common areas for which we provide advice as Integrity Commissioner.

We encourage members of Council and Local Boards for Tay Valley Township to contact us in writing should they find themselves unsure of their obligations under the Code or the Municipal Conflict of Interest Act. If a member requests and follows our advice, that advice

¹ *Municipal Act*, section 223.3(1).

may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

In accordance with section 17.6 of your Code of Conduct, and in addition to our previously issued report, we wish to advise of the following:

1. Costs associated with the Advice provided is \$762.75.

Complaints/Applications for Inquiry

There were no complaints submitted to the Integrity Commissioner for Tay Valley Township in 2022.

Closing Remarks

We thank Tay Valley Township for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCI. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:mj

01/01/2023-05/31/2023 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
February	5	5	1	1	0	0	\$4,805.70	\$7,440.30	\$763,000.00	\$1,716,866.67	\$8,344
March	12	13	0	4	0	0	\$62,988.48	\$10,944.11	\$28,122,000.00	\$1,689,833.33	\$371,136
April	6	11	1	4	0	0	\$6,167.65	\$11,273.42	\$879,000.00	\$2,224,592.00	\$8,029
May	14	20	3	5	0	0	\$14,342.75	\$13,442.77	\$3,718,000.00	\$3,084,095.00	\$32,746
Total	40	54	5	14	0	0	\$92,739.41	\$46,339.81	\$33,937,000.00	\$9,440,942.67	\$424,055

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

CORRESPONDENCE

1. **Oxford County:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 5.*
2. **Municipality of Shuniah:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 6.*
3. **City of Cambridge:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 11.*
4. **Lanark Highlands:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 13.*
5. **Port Colborne:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 15.*
6. **Municipality of Wawa:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 16.*
7. **Woolwich Township:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 17.*
8. **Johnson Township:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 19.*
9. **Township of Ewanturel:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 20.*
10. **County of Lennox & Addington:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 22.*
11. **Township of Georgian Bay:** Resolution – Reducing Municipal Insurance Costs – *attached, page 24.*
12. **Municipality of Tweed:** Resolution – Reducing Municipal Insurance Costs – *attached, page 25.*
13. **Municipality of Huron Shores:** Resolution – Reducing Municipal Insurance Costs – *attached, page 26.*
14. **Township of Limerick:** Resolution – Reducing Municipal Insurance Costs – *attached, page 27.*
15. **Municipality of West Grey:** Resolution – Retaining Surplus Proceeds from Tax Sales – *attached, page 29.*

16. **Township of Georgian Bay:** Resolution – Retaining Surplus Proceeds from Tax Sales – *attached, page 31.*
17. **Township of Limerick:** Resolution – Retaining Surplus Proceeds from Tax Sales – *attached, page 32.*
18. **Bonfield Township:** Resolution – Removing Addresses on Municipal Election Forms – *attached, page 35.*
19. **Town of Plympton-Wyoming:** Resolution – Removing Addresses on Municipal Election Forms – *attached, page 36.*
20. **Town of Coburg:** Resolution – Removing Addresses on Municipal Election Forms – *attached, page 39.*
21. **Town of Fort Erie:** Resolution – Removing Addresses on Municipal Election Forms – *attached, page 40.*
22. **Municipality of Huron Shores:** Resolution – School Board Elections – *attached, page 41.*
23. **Municipality of Wawa:** Resolution – Oath of Office – *attached, page 42.*
24. **Town of Coburg:** Resolution – Changes to the Municipal Heritage Register – *attached, page 44.*
25. **Prince Edward County:** Resolution – Proposed New Provincial Planning Statement – *attached, page 47.*
26. **United Counties of Stormont, Dundas & Glengarry:** Resolution – Pause Proposed New Provincial Planning Statement – *attached, page 49.*
27. **Town of Fort Erie:** Resolution – Pause Proposed New Provincial Planning Statement – *attached, page 51.*
28. **Township of Limerick:** Resolution – Proposed Changes to the Provincial Planning Statement – *attached, page 52.*
29. **AMO:** Correspondence – Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023, ERO 019-6821 – *attached, page 53.*
30. **OFA:** Correspondence – A Call to the Provincial Government to End Homelessness in Ontario – *attached, page 67.*
31. **Township of Armour:** Resolution – Water Aerodromes – *attached, page 69.*
32. **Township of Ryerson:** Resolution – Water Aerodromes – *attached, page 71.*
33. **Municipality of Tweed:** Resolution – Bell-Hydro Infrastructure – *attached, page 73.*

34. **Town of Plympton-Wyoming:** Resolution – Bell-Hydro Infrastructure – *attached, page 74.*
35. **Township of Perth South:** Resolution – Use of Long-Term Care Funding to Support Community Care Services – *attached, page 75.*
36. **City of Pickering:** Resolution – Use of Long-Term Care Funding to Support Community Care Services – *attached, page 77.*
37. **Perth County:** Resolution – School Bus Stop Arm Cameras – *attached, page 79.*
38. **Township of Puslinch:** Resolution – School Bus Stop Arm Cameras – *attached, page 84.*
39. **Municipality of Wawa:** Resolution – School Bus Stop Arm Cameras – *attached, page 86.*
40. **Town of Eanturel:** Resolution - School Bus Stop Arm Cameras – *attached, page 88.*
41. **Township of Clearview:** Resolution – School Bus Stop Arm Cameras – *attached, page 90.*
42. **Municipality of West Grey:** Resolution – School Bus Stop Arm Cameras – *attached, page 92.*
43. **City of Cambridge:** Resolution – Highway Traffic Amendments – *attached, page 93.*
44. **Town of Coburg:** Resolution – Highway Traffic Amendments – *attached, page 95.*
45. **Town of Amherstburg:** Resolution – Highway Traffic Amendments – *attached, page 96.*
46. **Town of Fort Erie:** Resolution – Highway Traffic Amendments – *attached, page 97.*
47. **City of Niagara Falls:** Resolution – Barriers for Women in Politics – *attached, page 98.*
48. **Prince Edward County:** Resolution – Intimate Partner Violence an Epidemic – *attached, page 100.*
49. **Town of Clearview:** Resolution – Intimate Partner Violence an Epidemic – *attached, page 102.*
50. **Township of Havelock-Belmont-Methuen:** Resolution – Review of the Cannabis Act – *attached, page 104.*
51. **Town of Fort Francis:** Resolution – Response to the Opioid Crisis – *attached, page 108.*

52. **CBC:** Media Release – Battery Project Planned for Napanee Area Would Power 250K Homes – *attached, page 110.*
53. **RVCA:** Financial Statements – *attached, page 115.*
54. **Tay Valley:** Report – Building Permits (Approval Granted May 2023) – *attached, page 140.*

From: Faris, Jessica (OPP) <Jessica.Faris@opp.ca>

Sent: May 23, 2023 12:07 PM

To: Rob Rainer <rrainer.reeve@tayvalleytwp.ca>; Fred Dobbie <fdobbie.deputyreeve@tayvalleytwp.ca>; Angela Pierman <apierman.councillor@tayvalleytwp.ca>; Greg Hallam <ghallam.councillor@tayvalleytwp.ca>; Marilyn Thomas <mthomas.councillor@tayvalleytwp.ca>; Korrine Jordan <kjordan.councillor@tayvalleytwp.ca>; Andrew Kendrick <akendrick.councillor@tayvalleytwp.ca>; Wayne Baker <wbaker.councillor@tayvalleytwp.ca>

Subject: Council Crimes Event

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi there!

Below is my original email that was sent out in April (Hence the May dates...), however I have since learned that perhaps there was an error in the link. I am happy that I followed up and am hoping that you may be interested in the event below.

Please reach out by phone if that is easier.

Jessica.

Good Afternoon!

I am reaching out to you as Co-Chair of the Diversity and Inclusion Committee for the Lanark County OPP.

We are always looking for ways to reach out to the communities we serve, and hope to add some help along the way. We as a committee have come up with an idea to have a little fun with our newly elected council members in each community in Lanark County. The idea would be that one of you would be arrested by me, and that you would have to come up with Bail money (as a group), I am thinking Food Bank Donations in the form of money or food, in order to be "released".

You could have a couple weeks to come up with your bail, using Social Media and your various connections? You won't of course be in custody for this time period...hahaha. Perhaps we can take a picture of "the chosen criminal" at the start of your campaign and pretend you are in custody or can even do "weekends" until the date we select for your release.

I am not sure what you think would be a reasonable amount of donations collected. I am open to any ideas you may have to improve this idea, I think it will be a lot of fun!

I was hoping to maybe carry this out in the Month of May. Perhaps you can chat amongst yourselves to see if this is even something you are interested in. A fun "crime" idea would be welcome too. Maybe it could be based on the Council member you select as your scapegoat. (Bad haircut, always late, talks too much) 😊

I look forward to hearing from you!

Thanks! Jessica

UPDATES

BOLINGBROKE CEMETERY BOARD MINUTES

Thursday May 25, 2023

1:00 p.m.

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Councillor Wayne Baker
Doug Boyd
Darla Kilpatrick (left at 2:13 p.m.)
Ron Fournier
Betty Anne Gillespie

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Maureen van Dreumel, Community Services Coordinator
Olivia Trudel, Executive Assistant/Recording Secretary

Members/Staff Absent: None

1. CALL TO ORDER

The meeting was called to order at 1:04 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF THE AGENDA

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – April 21st, 2023

The minutes of the Bolingbroke Cemetery Board Meeting held on April 21st, 2023, were approved as presented.

5. BUSINESS

i) **Contract for Internment Rights.**

D. Boyd commented that there is not a version date on the Contract for Internment Rights to keep track of which version is the current version when updates are made.

The Community Services Coordinator will add a version date to the Contract for Internment Rights.

ii) **Disinterment Rights Certificate.**

The Disinterment Rights Certificate is still with legal.

iii) **Contract Disinterment Rights.**

There is still an outstanding item regarding plots that have been disinterred: what can the Cemetery do with the plot? Legal will get back to the Township on this matter.

iv) **Bolingbroke Cemetery By-Law – Status Update.**

The Draft By-Law will go to Council in August and then it will go to the BAO for final approval.

v) **Cemetery Checklists**

The Community Services Coordinator explained that the Cemetery Checklists are to be used as a Standard Operating Procedure (SOP). There is a Legacy Buyer Checklist – *attached, page 5*, and a New Buyer Checklist – *attached, page 11*.

Board Members are to review the checklist prior to meeting with a buyer so that the correct procedure is followed.

Members asked what happens to the Cemetery if none of the Board Members want to or cannot continue operating the Cemetery?

Cemeteries are either active, inactive or abandoned. Staff will re-read the legislation and investigate the options.

There is also concern about sold, empty plots. If the Cemetery becomes inactive, what happens to them?

vi) **Name Sign Update**

The sign is in production. Public Works will schedule the installation when the sign is complete.

vii) **General Account versus Care and Maintenance Fund Account – No Update.**

viii) **2023 Draft Budget – *attached, page 17.***

B. A. Gillespie stated that last year, the grass cutters gave her the receipt. She then scanned and sent the receipt to the Tay Valley Township Treasurer. The Treasurer paid that receipt. B. A. Gillespie asked if they could continue operating that way. The CAO/Clerk stated that if the Treasurer is okay with that, they can continue with that procedure.

B.A. Gillespie distributed the Draft Budget to the Board Members, CAO/Clerk and Community Services Coordinator. The CAO/Clerk suggested creating two line items: Office Supplies and General Expenses, instead of combining these items.

RESOLUTION #BCB-2023-05

MOVED BY: Betty Anne Gillespie
SECONDED BY: Doug Boyd

“THAT, the Bolingbroke Cemetery Office Supplies line item be split in two separate accounts; Office Supplies with a budget of \$500.00 and General Expenses with a budget of \$500.00.”

ADOPTED

RESOLUTION #BCB-2023-06

MOVED BY: Darla Kilpatrick
SECONDED BY: Betty Anne Gillespie

“THAT, the 2023 Bolingbroke Cemetery operating budget be approved as amended.”

ADOPTED

ix) **Memorial Service**

B. A. Gillespie noted that the Memorial Service is always scheduled for the second Sunday in July. This year the date is July 9th, 2023 at 10:30 a.m.. The Township will post an ad on the website Newsfeed, web Calendar and Facebook page. Volunteer Janet Gray will post the ad to the Bolingbroke Cemetery Facebook page.

The Township may send out a media release to local media.

At the service the volunteer were going to explain the new process for the cemetery and also ask for volunteers.

x) **Donation Link on Website**

The CAO/Clerk explained that a donation link could be added under the Bolingbroke Cemetery page on the Tay Valley Township website. Anyone can access this link to make a monetary donation or a donation in kind.

xi) **Expansion of Cemetery**

Discussions about the expansion will be put on hold until the Board determines a continuity plan for the operations of the Cemetery.

6. NEW/OTHER BUSINESS

None.

D. Kilpatrick left at 2:13 p.m.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: August 24th, 2023 at 1:00 p.m.

8. DEFERRED ITEMS

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

- *Disinterment Rights Certificate.*
- *Contract Disinterment Rights.*
- *Bolingbroke Cemetery By-Law – Status Update*
- *Name Sign Update*
- *General Account versus Care and Maintenance Fund Account – No Update.*
- *Price List – review Fall 2023*
- *Memorial Service Update*
- *Continuity Plan*
- *Expansion of Cemetery (on hold)*

9. ADJORNMENT

The meeting was adjourned at 2:23 p.m.

POLICE SERVICES BOARD MINUTES

Tuesday, May 23rd, 2023

1:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Neil Fennell, Municipal Appointee
Rob Rainer, Reeve, Council Appointee

Staff Present: Amanda Mabo, CAO/Clerk/Secretary

Others Present: None

Members & Staff Absent: Vacant, Provincial Appointee

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m.
A quorum was present.

2. APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes (Closed Session) – February 28th, 2023.

The minutes of the Police Services Board Meeting (Closed Session) held on February 28th, 2023 were approved as circulated.

ii) Minutes – March 23rd, 2023.

The minutes of the Police Services Board Meeting held on March 23rd, 2023 were approved as circulated.

iii) **Minutes (Closed Session) – March 23rd, 2023.**

The minutes of the Police Services Board Meeting (Closed Session) held on March 23rd, 2023 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. BUSINESS

i) **Reporting of Major Incidents Protocol.**

RESOLUTION #PSB-2023-06

MOVED BY: Rob Rainer

“**THAT**, the Police Services Board move “in camera” at 1:03 p.m. to address a matter pertaining to intimate financial or personal matters or other matters;

AND THAT, the Board Secretary remain in the room.”

ADOPTED

RESOLUTION #PSB-2023-07

MOVED BY: Rob Rainer

“**THAT**, the Board move out of camera at 1:44 p.m.”

ADOPTED

The Chair rose and reported that the Board discussed a recent incident that required use of the Reporting of Major Incidents Protocol.

The Board recessed at 1:47 p.m.

The Board returned to session at 1:59 p.m.

The Chair informed the Board that the Detachment Commander has asked for a discussion on the notification process for major incidents.

The Board would like to hear from the Detachment Commander on the concerns in relation to the existing notification protocol as written. What is it that concerns him?

The Detachment Commander indicated that the notification protocol seems to be pretty standard, the protocol as written seems to be satisfactory.

The Chair indicated that in this regard, the Board is seeking some input from the Detachment Commander in particular the recent incident in regard to the missing person in the Township. The Board feels that the information sharing between the OPP and the Board, and the Municipality was lacking in this case and would have wished to have seen additional information provided at the time of this incident, of the opinion that the Board and the Municipality should have been informed of some of the circumstances surrounding this incident. The Municipality did receive some enquiries from the public and they were informed to call the OPP. Notification was provided at the onset and then at the conclusion. At the end of that investigation the CAO reached out to the Detachment Commander and then the Chair reached out for some additional information with regards to the result of the investigation and as to whether a press release was produced. The response from the Detachment Commander suggests to the Board that the Board was overextending its reach into operations. The Board does understand those boundaries and would have liked to have some other information in addition to what was received and the public interest was not served by limiting the amount of information shared as it led to inquiries that the Municipality and Board could not answer.

The Reeve learned himself the nature of the incident by just doing a Google search, Inside Ottawa Valley had the information before the CAO got that information and even after the CAO did not get as much information as the media had. The Board is looking to get information more proactively. For example, more precision on the area being searched. Just do not want to be left with wondering what is going on. Just lacking information that may have been helpful. The Municipality gets direct calls.

The Google search came up with a media release and a photo of the individual. That kind of information should come proactively to the Municipality.

The Detachment Commander indicated that the protocol was in place and was adhered to. Media releases are not done for these types of incidents at the local detachment, OPP Orillia did a Tweet and Facebook post, which are not sent to the local detachments. In this case limited information was given out to the CAO, the information was kept fairly close as the person was found deceased. If the Board wants more information, then that should go into the Protocol.

The Board agreed that the policy should be updated so that more information is provided depending on the nature of the incident instead of just notification at the beginning of the incident and then again at the end. As a next step the Board will review the Protocol and draft changes for the Detachment Commanders review.

ii) **Policing Contract.**
Detachment Commander.

a) Lanark County OPP – 1st Quarter Report.

The Board reviewed the report and had a question regarding Patrol, it is down significantly in the first quarter of 2023 in Tay Valley and in Lanark County.

Previously, officers would drive around randomly for patrol. Now targeting specific areas using data analysis. The goal is to reduce patrol hours overall to be more effective and efficient in reducing crime.

Overtime, cruiser patrol will also be reduced but other types of patrol will be increased such as foot and bicycle patrol.

There is one Community Services Officer for Lanark County, based out of the Carleton Place detachment.

iii) **Detachment Commander Update.**

The Board would like to get to know the Detachment Commander better by getting updates of other things the Detachment Commander is doing. For instance, who in the community has he met with from an organizational point of view? Is the Detachment Commander undertaking more activities in not only Tay Valley but also across the County that would be of interest to the Board?

The Detachment Commander indicated that he would be happy to provide an overview from the Detachment perspective, along with what he and others are doing. A lot is already captured in the annual progress report. Would be happy to answer additional questions from issued media releases about OPP activities.

The Chair asked if the OPP had any discussions with any specific organizations in the Township.

The Detachment Commander had indicated that they had not.

The Chair indicated that the Board is focusing on this because the Board feels it is important that the citizens know what the Detachments and the Detachment Commanders priorities and involvement in the community are. Therefore, the Board is urging the Detachment Commander to communicate this to the public, and to Tay Valley's citizens.

The Reeve asked the Detachment Commander as to what the major challenges are the Detachment Commander and the OPP are facing? For instance, are there challenges with regards to recruitment? The Township does a "Did You Know?" series, maybe the Detachment Commander could do something similar.

The Detachment Commander indicated that recruitment is an issue as officers are retiring faster than they can be recruited, Province wide. Domestic violence and mental health have also spiked and there does not seem to be any slowing down with these types of calls. As a result, burnout, and the demands placed on officers has changed, need to take care of them as well.

iv) **2023-2025 – Lanark County OPP Action Plan with Board Input.**

The Chair overviewed and email that was sent May 11th to the Detachment Commander.

Inspector, the Tay Valley Police Service Board having held discussions around our contribution to the Lanark County Action Plan 2023-25 wish to offer up the following recommendations. What the Board is about to suggest is based on our unanimous belief that the citizens of Tay Valley are well served by our Police Service and the range of services undertaken by the OPP is clearly set out in the Action Plan document. In addition to traffic and criminal deterrence strategies described in the Plan it speaks at length to community partnerships which go to identifying and servicing our most vulnerable population. The Community safety and Well Being Plan, The Situation Table and other initiatives, the common theme remains collaborative engagement. Our Board does not presume to speak for other Boards across Lanark County but we believe we share a common goal, encouraging effective Police communication with stakeholders and the public at large. It is with this goal in mind the Board will set some strategies to achieve that end

1. Reinstate the weekly or by-weekly press release that up until late 2022 offered up a summary of Police activity in a designated period. Total calls for service and highlights of traffic/criminal incidents. These releases made their way to local newspapers and Municipal websites. Not only are they informative, they illustrate the range of service provided by the OPP. Lanark County is fortunate to have a widely listened to radio station, a community TV station and print media which would willingly circulate media reports both local, regional and Provincial. In addition, the above media could serve to provide educational and other informative exchanges with Police and community partners around the work underway in our community. The Board does see examples of this from time to time, particularly in print media. The Board urges you Sir and others to do more outreach so the community at large can be better informed of what may be happening within their own family and how to seek help.

2. The Board urges you to initiate contact periodically with other emergency service providers across the County. The purpose of which would be to exchange thoughts on the mutual relationship and to short circuit issues before they fester. Such contact could be extended to Municipal Heads of Council and Chief Administrative Officers. Inspector, be assured the Board respects your work commitments but a planned exchange will help foster a good working relationship.

3. Tay Valley Board will commence asking you to provide a verbal summary of the interaction you have undertaken with other community stakeholders when we meet each quarter. The Board believes it is imperative that we better understand your leadership and relationship building in our Municipality. We are sure your response will include your contact with community partners inside Tay Valley and beyond. The Board believes in fairness to you that we acquire this knowledge so that we can better fulfil our legislated requirement "To Monitor the Performance of the Detachment Commander".

4 Inspector, we are sure that you agree that showing leadership and relationship building are core elements in meaningful community engagement. The Board urges you to consider an annual outreach to the residents of Tay Valley. The purpose of such interaction is to further enlighten residents to what the OPP offers and what are the priorities of their Police Service. The good work and challenges of Policing deserve to be shared with the community. While an in-person meeting is desirable, a brief commentary available to local media might suffice. In the end the Board is seeking to strengthen the Police /Community relationship.

The Board welcomes your feedback around how you may incorporate these communication strategies into the OPP Action Plan. You are Tay Valley Township's Senior Police Leader. You represent the Police Service to the public as an engaged component of our community and reflect it's values and those of Canadians generally. Further, you model for your members the importance of community engagement and relationship building.

The Board asked the Detachment Commander to comment.

The Detachment Commander does not know if the comments fall within the Action Plan, the comments are more related to what the Board is expecting the Detachment Commander to do. With regards to the weekly press releases, in consultation with the local media, most media outlets are not interested in what happened last week, they want what is happening right now. The media is not printing/using that data. The time it takes to do the media releases, other than Tay Valley, no one else has expressed a desire for them. It takes a full day to compile. So, a decision was made to stop doing them.

The Chair informed the Detachment Commander that it was a press release that had connection to the community, the Lanark Era and Perth Courier carried it and it demonstrated the work that occurred week to week by the local OPP.

The Detachment Commander indicated that he was always open to answering specific questions from the Board.

The Reeve suggested that maybe the Board and OPP through the Community Services Officer could look at putting on an annual event in the Township for residents on specific topics.

The Detachment Commander indicated that the OPP would be interested in participating.

The Board will discuss this further at their next meeting.

To date no other Boards in Lanark County have made a submission regarding the Action Plan.

v) **2022-2023 Festive RIDE Update.**

The Festive RIDE period has ended, and final reports have been submitted.

vi) **Lanark County Association of Police Service Boards Update.**

Met recently in Drummond/North Elmsley. The minutes have not come out yet. The next meeting is in July in Lanark Highlands.

vii) **OAPSB Zone 2 Update.**

The next meeting is on June 16th in Brockville.

viii) **Donation Surplus of \$1,244.84.**

The Board decided to hold the funds for future Board functions, such as any upcoming community sessions.

8. NEW/OTHER BUSINESS

None.

9. PSB MEETING SCHEDULE

Date	Time	Meeting or Event	Location
May 30 – June 1, 2023		OAPSB Spring Conference and Annual General Meeting	Niagara Falls
June 16, 2023	9:30 a.m.	OAPSB Zone 2	Brockville
July 19, 2023	9:30 a.m.	Lanark County Association of Police Services Boards	Lanark Highlands
September 15, 2023	9:30 a.m.	OAPSB Zone 2	Russell
September 26, 2023	2:00 p.m.	Police Services Board Meeting	Municipal Office
October 18, 2023	9:30 a.m.	Lanark County Association of Police Services Boards	Mississippi Mills
November 17, 2023	9:30 a.m.	OAPSB Zone 2	Cornwall
November 28, 2023	2:00 p.m.	Police Services Board Meeting	Municipal Office

February 27, 2024	2:00 p.m.	Police Services Board Meeting	Municipal Office
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10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

The Board adjourned at 3:28 p.m.

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504

Hybrid meeting held in-person and electronically

DRAFT MINUTES

Board of Directors **3/23** **Thursday, April 27, 2023**

Present:	Jeff Banks	Gerry Boyce
	Barry Card	Brian Dowdall
	Mel Foster	Charlene Godfrey
	Susan Irwin	Theresa Kavanagh
	Pieter Leenhouts	Wilson Lo
	Shawn Pankow	Angela Pierman
	Anne Robinson	Kristin Strackerjan
	Gary Waterfield	Adrian Wynands

Staff:	Sommer Casgrain-Robertson	Dan Cooper
	Kathy Dallaire	Terry Davidson
	Diane Downey	Marika Livingston
	Glen McDonald	Marissa Grondin

Regrets:	Steve Fournier	Morgan Kenny
	Shawn Menard	

Guests: Ian Murphy, MNP LLP

Chair Strackerjan called the meeting to order at 6:49 p.m.

Agenda items 1.0 Roll Call and 2.0 Land Acknowledgement Statement were conducted during the Rideau Valley Source Protection Authority meeting that took place directly before the Board of Directors meeting. Attendance remained the same.

3.0 Agenda Review

Chair Strackerjan reviewed the Agenda.

4.0 Adoption of Agenda

Resolution 1-230427	Moved by:	Susan Irwin
	Seconded by:	Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as amended.

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of March 23, 2023

Resolution 2-230427

Moved by:

Adrian Wynands

Seconded by:

Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #02/23, March 23, 2023 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Audited Financial Statements

Kathy Dallaire, Manager of Finance introduced Ian Murphy, auditor from MNP. Mr. Murphy presented the 2022 audited financial statements and reported a clean audit. Mr. Murphy responded to questions.

In response to an inquiry from a member, Mr. Murphy confirmed the reserve balances, explained why they are in place and directed the member to page 12 of the financial statements. Ms. Casgrain-Robertson added that in addition to Mr. Murphy's report, page 37 outlines the details of the reserves, the structure of the reserves and she indicated that reserve balances had been increased in recent years through cost savings when possible, at the urging of the auditor and Board. Ms. Dallaire confirmed that the funds are held in a variety of investments.

A member added that their municipality's reserve fund is equal to their annual budget.

Resolution 3-230427

Moved by:

Brian Dowdall

Seconded by:

Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Draft 2022 Audited Financial Statements and receive the Report of the Auditor.

Resolution Carried

Ian Murphy left the meeting 7:07 p.m.

Marika Livingston left the meeting 7:08 p.m.

9.0 2022 Annual Report

Diane Downey, Director of Communications and Outreach and Dan Cooper, Director of Conservation Lands and Stewardship, presented the attached slide deck on the 2022 annual report and opened the floor to questions.

A member noted that only 5 municipalities participated in the septic reinspection program and asked if testing will determine if there are improvements in water quality, or differences in water quality between municipalities who participate in the program and those that do not. Ms. Casgrain-Robertson explained that there have been improvements in water quality over the decades, but what monitoring does not capture is how much water quality might have degraded had there not been a septic reinspection program. She emphasized the important role stewardship programs play in preventing water quality problems and noted that those municipalities who typically participate in the reinspection program are those in lake county who prioritize re-inspections on waterfront properties. Ms. Casgrain-Robertson also noted that water quality is quite complex and is impacted by a number of different factors including the natural aging of lakes as well as climate change.

A member commented that one of the municipalities' biggest advantages for water quality is the rural clean water program.

Another member commended staff on the quality of the Annual Report and inquired about what steps are taken in addition to distributing the report to municipalities and other stakeholders. Ms. Downey replied that the RVCA issues a media release, schedules a social media campaign, includes it in the Around the Rideau newsletter and the General Manager requests the opportunity to make a presentation to each Council.

In response to a member inquiry about the Rural Clean Water program's most popular project type, Mr. Cooper informed them that manure storage, livestock fencing, wells and land retirement are popular projects.

A member asked if there are other agencies that monitor water quality and Glen McDonald replied that conservation authorities are really the only ones monitoring water quality aside from municipalities who monitor stormwater outlets.

A member commented that they are pleased to bring this report back to municipal council to highlight the work of the RVCA.

A member commented on the popularity of the County of Lanark's tree giveaway and Mr. Cooper added that the RVCA welcomes opportunities to partner with municipalities on tree giveaways or other events that help promote RVCA's stewardship programs. Mr. Cooper added that some municipalities have included information about RVCA's stewardship programs with their tax bills or partnered on mail outs to eligible properties like waterfront or larger rural properties. He noted that if municipalities are interested in this type of partnership, he can provide more information.

In response to a member inquiry about the number of trees planted per municipality, Mr. Cooper explained that the chart in the Annual Report is a one-year snapshot just capturing trees planted in 2022, it does not reflect trees that may have been planted in a municipality in previous years.

A member inquired if the RVCA is responsible for planting all the trees in the City of Ottawa. Ms. Casgrain-Robertson explained that the RVCA plants trees in the Mississippi and Rideau watersheds while South Nation Conservation plants trees in their portion of the City of Ottawa. Mr. Cooper added that the City has other tree planting programs focused on street trees and other smaller planting projects, but conservation authorities are responsible for reforestation in the City of Ottawa through the City's Green Acres program and our own reforestation program.

A member asked for clarity on the land retirement grant available through the rural clean water program and if it is possible to retire farmland. Mr. Cooper explained that landowners typically chose to retire idyllic or marginal land as opposed to productive farmland, which is what the RVCA encourages, but that the RVCA does not restrict what land property owners can retire.

Resolution 4-230427

Moved by:

Pieter Leenhouts

Seconded by:

Angela Pierman

THAT the Board of Directors of the Rideau Valley Conservation Authority approves RVCA's 2022 Annual Report.

Resolution Carried

10.0 Category 3 Cost-Appportioning Agreements

Sommer Casgrain-Robertson, General Manager presented a staff report on Category 3 programs and services and a proposed approach to Cost Appportioning agreements.

A member indicated that they participated in South Nation Conservation's recent Municipal Information Day and finds it useful to have municipal engagement sessions. Ms. Casgrain-Robertson agreed with the value of such a session and indicated that RVCA held an initial municipal information

session last spring and is now contemplating another joint session or one-on-one or group sessions.

In response to a member inquiry regarding agreements for municipalities that are located within two or more Conservation Authority's jurisdiction, Ms. Casgrain-Robertson confirmed that municipalities will need to have separate agreements with each Conservation Authority, but that they will be similar in structure and content aside from program details which will vary.

A member inquired if they could receive what their municipality's apportionment would be for category 3 programs to bring back to council. Ms. Casgrain-Robertson indicated that those numbers are just being finalized and that the business case being brought to the Board in May will have a chart showing Category 3 costs apportioned across all municipalities.

A member inquired how this category fits within the watershed strategy being worked on by staff. Ms. Casgrain-Robertson explained that with so many legislative changes in recent years it has been difficult to complete that and other projects. It is anticipated that additional regulations, including an amended Section 28 regulation, will be released by the summer which will enable staff to have a clearer picture of programs and services moving forward and projects like policies and the watershed strategy can resume and be completed. A watershed-based resource management strategy must be completed by all conservation authorities by the end of 2024.

Resolution 5-230427

Moved by:

Adrian Wynands

Seconded by:

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to prepare a Category 3 programs and services business case and draft cost-apportioning agreement to seek municipal support to continue to fund these programs and services with 20% of RVCA's general levy.

Resolution Carried

11.0 2023 Meeting Schedule

Sommer Casgrain-Robertson, General Manager, reviewed the results from the member survey regarding the start time of Board meetings and opened the floor to questions. There were no questions.

Resolution 6-230427

Moved by:

Gary Waterfield

Seconded by:

Charlene Godfrey

THAT the Board of Directors of the Rideau Valley Conservation Authority directs staff to prepare a report for the July 2026 Board meeting to re-examine the start time of Board of Director meetings.

Resolution Carried

12.0 Meetings

- a) Eastern Ontario General Managers Meeting: March 27, 2023
- b) Conservation Ontario Council Annual General Meeting: April 3, 2023
 - Ms. Casgrain-Robertson informed the Board of the newly elected Conservation Ontario Board of Directors:
 - Chair, Chris White (Chair of Grand River CA)
 - Vice-Chair, Pierre Leroux (Chair of South Nation CA)
 - Vice-Chair, Robert Rock (Chair of Kawartha CA)
 - Director, Rob Baldwin (CAO of Lake Simcoe Region CA)
 - Director, Chandra Sharma (CAO of Niagara Peninsula CA)
 - Director, Linda Laliberte (CAO of Ganaraska Region CA)
- c) North Grenville Sustainability Fair (presentation and booth): April 16, 2023
 - Chair Strackerjan thanked Ms. Casgrain-Robertson for her presentation on Bill 23 and thanked Myra Van Die and Amanda Lange for their interactive display promoting RVCA's monitoring and stewardship programs.
- d) RVCA Audit Committee Meeting: April 19, 2023

Upcoming

- e) RVCA Summer Student Orientation Session: May 1, 2023
- f) AMCTO Training (Rules of Parliamentary Procedure): May 3, 2023
- g) RVCA 7 Millionth Tree Celebration: May 13, 2023
 - Formal invitation to be circulated to all board members and municipal Mayors
- h) Rescheduled Stillwater Creek Wetland Restoration Celebration: May 24, 2023
- i) RVCA Watershed Tour: June 22, 2023 (full day at Foley Mountain)
 - Details and save the date to be circulated shortly
- j) Conservation Ontario Council Meeting: June 26, 2023
- k) General Managers Meeting: June 27 & 28, 2023

13.0 Member Inquiries

Charlene Godfrey inquired if invasive Eurasian Milfoil is being monitored and removed from lakes. Mr. McDonald indicated that monitoring staff will take note of communities of invasive species and that the RVCA does some limited invasive species removal work but that it is more difficult to remove invasive species from lakes than smaller watercourses.

Wilson Lo requested follow up to his email inquiry regarding Chapman Mills Conservation Area. Ms. Casgrain-Robertson confirmed that she will follow up shortly.

14.0 New Business

Gary Waterfield informed members of a conference he attended in Toronto where he had the opportunity to tour the Don River restoration site. He noted that it was a very inspiring project and encouraged members and staff to visit.

15.0 Adjournment

The Chair adjourned the meeting at 8:37 p.m. on a resolution by Wilson Lo which was seconded by Mel Foster.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer