



COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 12th, 2023
Immediately following the Public Meeting – Zoning By-Law Amendment(s) at 5:30 p.m.
Municipal Office – Council Chambers – 217 Harper Road

5:30 p.m. *Public Meeting – Zoning*
Following *Committee of the Whole Meeting*

Chair, Councillor Wayne Baker

1. **CALL TO ORDER**
2. **AMENDMENTS/APPROVAL OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF MINUTES OF PUBLIC MEETINGS**
 - i) **Public Meeting: Zoning By-Law Amendment – August 8th, 2023 – attached, page 6.**

Suggested Recommendation:
“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on August 8th, 2023, be approved.”
5. **DELEGATIONS & PRESENTATIONS**
 - i) **Presentation: Heritage Property Recognition – Otty Lake Road Lime Kiln – attached, page 11.**
David Taylor, Chair, Heritage Properties Selection Committee.

- ii) **Rideau Valley Conservation Authority and Mississippi Valley Conservation Authority – Watershed Programs and Services: 2024 and Beyond – attached, page 24.**
Sommer Casgrain-Robertson, General Manager, Rideau Valley Conservation Authority and Sally McIntyre, General Manager, Mississippi Valley Conservation Authority.

6. PRIORITY ISSUES

- i) **Report #PD-2023-21 – Conservation Authority Request for Agreement on Category 2 and 3 Services - attached, page 38.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Reeve and Clerk be authorized to sign the Program Services Agreement for Category 2 and 3 Program Services with the Rideau Valley Conservation Authority;

AND THAT, the Reeve and Clerk be authorized to sign the Program Services Agreement for Category 2 and 3 Program Services with the with the Mississippi Valley Conservation Authority.”

- ii) **Report #PD-2023-22 –Tow Sports on Tay Valley Lakes – attached, page 52.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Reeve, on behalf of the Township send a letter to the federal government, with a copy to the Safe Quiet Association, the Muskoka Lakes Association, and the Federation of Cottagers’ Association requesting the federal government to expedite the federal process underway to regulate tow sports on lakes according to the width and depth of lakes.”

- iii) **Report #PW-2023-18 – Harper Road Speed Limit – attached, page 58.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, that the speed limit on Harper Road from 250m North of Bathurst 7th Concession to 400m south of Bathurst 6th Concession be changed to 60 km/hr;

THAT, By-Law No. 2018-035 – Maximum Rates of Speed be amended;

AND THAT, staff be directed to monitor speeding on this section of Harper Road and provide an additional report if the 85% of vehicles are travelling 10km/hr above the new speed limit.”

- iii) **2024 Council/Committee Meeting Calendar** – *attached, page 68.*
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the 2024 Council/Committee Calendar be approved.”

- iv) **Auditor General’s Special Report on Changes to the Greenbelt** – *distributed as a separate package.*
Reeve Rob Rainer.

7. CORRESPONDENCE

- i) **23-09-06 – Council Communication Package** – *cover sheet attached, page 70.*

Suggested Recommendation to Council:

“THAT, the 23-09-06 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

23-08-24 – Draft Bolingbroke Cemetery Board Minutes – *attached, page 74.*

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

- iii) **Fire Board.**

Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

23-08-21 – Draft Fire Board Minutes – *attached, page 78.*

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

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

- vi) **Police Services Board** – *deferred to the next meeting.*
Reeve Rob Rainer.

- vii) **Green Energy and Climate Change Working Group**
Councillor Greg Hallam and Councillor Angela Pierman

23-08-11 – DRAFT Green Energy and Climate Change Working Group Minutes – *attached, page 83.*

viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*
Councillor Korrine Jordan.

ix) **Mississippi Valley Conservation Authority Board.**
Councillor Andrew Kendrick.

23-05-08 - MVCA – May 2023 Board Summary Report – *attached, page 88.*

23-07-26 - MVCA – June & July 2023 Board Summary Report – *attached, page 104.*

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

23-05-25 - RVCA Board of Directors Meeting Summary – *attached, page 118.*

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

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

MINUTES

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

Tuesday, August 8, 2023

5:30 p.m.

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

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Aaron Watt, Deputy Clerk
Noelle Reeve, Planner

Public Present: 7

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

3. APPLICATIONS

- i) **FILE #ZA23-02: Deven and Margaret Roberts
709 Clarchris Road
Concession 4, Part Lots 22 and 23,
Geographic Township of Bathurst**
- a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**
The Planner reviewed the PowerPoint Presentation that was attached to the agenda.
 - b) **APPLICANT COMMENTS**
Devon Roberts, Applicant was present.
 - c) **PUBLIC COMMENTS**
None.
 - d) **RECOMMENDATION**
That the proposed amendments to Zoning By-Law No. 02-021 be approved.
- ii) **FILE #ZA23-03: Jeff and Laura Weeks
Bathurst Upper 4th Concession
Concession 3, Part Lot 11,
Geographic Township of Bathurst**
- a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**
The Planner reviewed the PowerPoint Presentation that was attached to the agenda.
A Member praised the Net zero construction proposal and confirmed that any CP Rail recommendations are not really a recommendation to the Township, but a recommendation to the property owner. That was confirmed by the Planner.

One member expressed surprise that this kind of development can take place next to a railway. A comment was made about studies done on the affect of noise on human health.

Discussion included examples of local and urban houses and apartment buildings recently built in close proximity to railway tracks.

The Planner reiterated that CP Rail, to date, has not made any recommendations for noise mitigative materials, acoustic glass, etc.
 - b) **APPLICANT COMMENTS**
Jeff Weeks, Applicant was present.
 - c) **PUBLIC COMMENTS**

An additional comment was received this afternoon. The four concerns were regarding maintaining the rural character, a four-plex should locate in town, vibration from the train; concerns that the children will climb the fence to pet her cows and bull, fences are not play structures; the term "Rural Special Exception-21" appears to indicate how out of line this proposal is.

The Planner addressed the concerns indicating that the four-plex is not stacked but side by side, "anyone moving in can see the railway so will be aware of it", the farm is across the road, and the special exception is because the Township Zoning By-Law has never contemplated anything other than single family homes.

The Planner indicated that the new concerns from a member of the public did not warrant a supplemental report and recommended moving forward with the re-zoning.

d) RECOMMENDATION

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

iii) **FILE #ZA23-06: Amendments to Comprehensive Zoning By-Law No. 02-121, Section 4.2 Zones and Zone Symbols, and Section 5, Residential Zones**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

General discussion by Members followed regarding the addition of the new R5 and R6 planning zones, and the ability to allow new zoning applications in the future.

A Member raised the question if enough public consultation had been done, but it was confirmed by the Reeve and the Planner that notices have gone in local newspapers, and emails of support have been received. The Reeve indicated that this is a matter that was discussed by previous terms of Council and there was support for the initiatives then. It was agreed that no further consultations are required.

b) APPLICANT COMMENTS

None.

c) PUBLIC COMMENTS

None.

d) **RECOMMENDATION**

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

4. ADJOURNMENT

The public meeting adjourned at 6:15 p.m.

DELEGATIONS & PRESENTATIONS

**Appendix A – Holliday Lime Kiln
297 Otty Lake Side Road, North Burgess Ward, Lot A, Concession 9**

Introduction:

The stone ruin which survives at the south end of the property at 297 Otty Lake Side Road is the remains of a 19th century lime kiln. One of only three known lime kiln ruins in Tay Valley Township, it provides a significant reminder of an early industry that was vital to the 19th century settlement of the region.



View of the Holliday Lime Kiln in 2023. (Susan Code McDougall)

General Background on Lime Kilns:

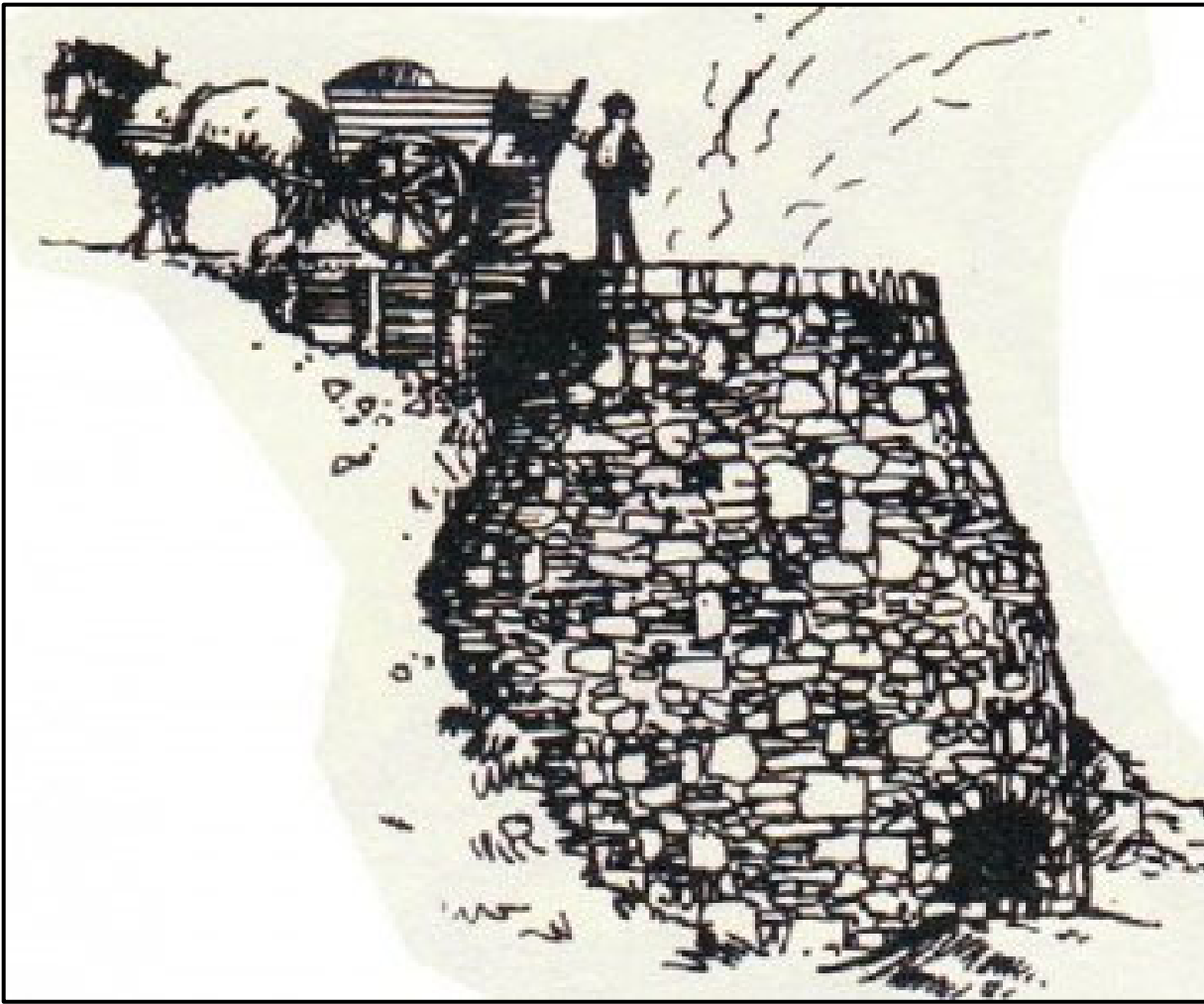
Lime kilns were used to manufacture lime (calcium oxide) by burning calcium carbonate (with limestone being the most common raw material) at steady, high temperatures over a period of time. The resulting lime (referred to as 'burnt' lime, 'quick' lime, 'unslaked' lime or 'lump' lime) was typically mixed with water in a process known as 'slaking', to produce hydrated lime. This in turn formed the basis for lime mortar (when mixed with sand). Lime was also used for lime-wash (white-wash) for waterproofing walls and lightening interiors, for plaster, for preparing hides for tanning, as a disinfectant and in other medical applications, and in agriculture for reducing soil acidity and as a fertilizer. Most lime produced in Ontario in the 19th century would have been used in the building industry.

The early lime industry in Ontario was largely a rural activity closely tied to clearing the land and undertaken by the settler, often with the assistance of neighbours. Initially, this was done as open air burning without the construction of a formal kiln. Timbers were assembled in a large square pile on top of which a frame was constructed for the limestone. A fire lit under the frame was kept burning for approximately a week. Typically, this process would yield approximately 100 bushels of lime, enough to chink a large log house. Most of this lime would have been used on the farm property.

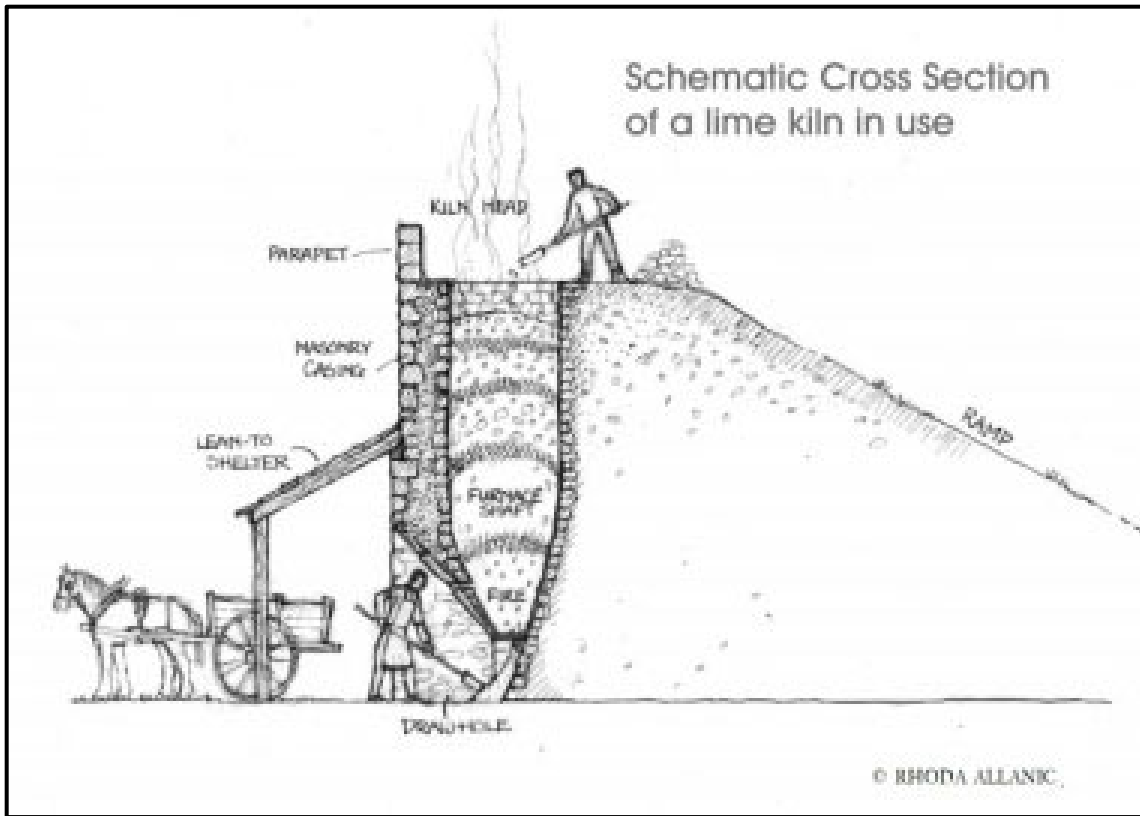
By the 1850s, formal lime kilns had become more common throughout Ontario. These kilns were a much more efficient way of producing lime and represent an evolution of the small-scale lime industry. Lime production offered farmers a way of earning money with relatively little expenditure when the building stone for the kiln, the wood for fuel and the limestone itself were readily available, and when there was a nearby market for lime.

While there were variations in the design and operation of 19th century lime kilns, they were essentially a thick-walled stone chamber with an opening at the top to load the raw limestone and allow combustion gases to escape, an opening at the bottom to remove the quick lime and vents to allow air input for combustion. The exterior of the kiln could be round, oval or square. Lime kilns could be free-standing; however, erecting the kiln against a slope or escarpment facilitated loading the stone into the top reducing the need for building extensive ramps, conveyor belts, etc. Pairs or clusters of kilns were common, in which case they may have been used successively.

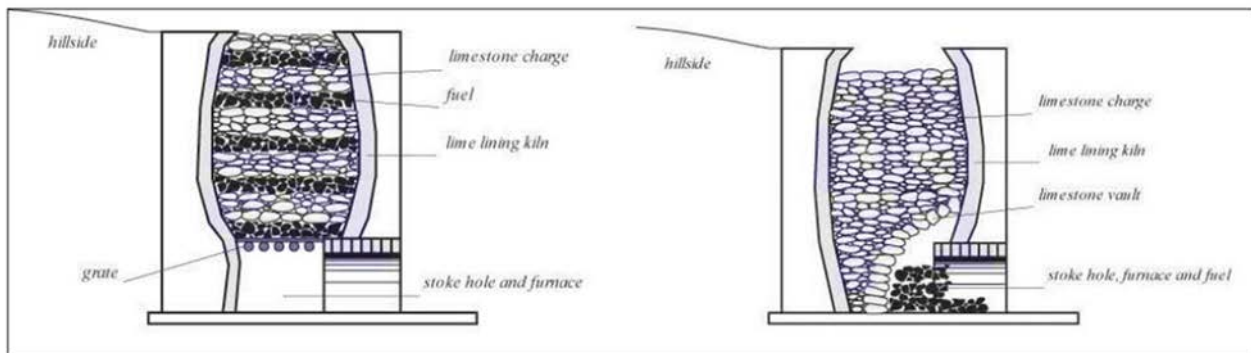
'Flare' kilns (also know as 'pot', 'intermittent' or 'periodic' kilns) were loaded with a supply of limestone and fuel, allowed to burn, cooled and then the lime was removed. If further lime production was required, the kiln was reloaded, and the process begun again. Draw ('perpetual', or 'running') kilns were loaded with alternate layers of fuel and limestone and were kept burning continuously with new stone and fuel added from the top and the lime drawn off from the bottom. In a draw kiln, typically there was a ledge around its interior near the base to allow a grate to be constructed to keep the limestone above the fire until it had been 'cooked'. Draw kilns produced a higher quality of lime and by the 1870s were being constructed in Ontario.



Drawing of a lime kiln. (Stoney Middleton Heritage)



Cross-section of a draw kiln showing the alternating layers of limestone and fuel within the furnace shaft with limestone being loaded from the top and the burnt lime being removed from the base. (Rhoda Allanic; reproduced in Donegal County Council, n.d.)



Cross-sections showing a draw kiln (left) and a flare kiln (right). (English Heritage 2018:Figure 3)

Property History:

The Crown patent for Lot A, Concession 9, North Burgess Township was granted to David Oliphant in 1824. Oliphant had obtained the property as a Military Grant on July 14, 1819 and by 1824 would have fulfilled his obligations to clear land and erect a dwelling, allowing for the patent to be issued. In 1829, Oliphant sold the 100 acre property to John Holliday. Like Oliphant, Holliday was one of the first Perth Military Settlement immigrants and had received a grant to Lot A, Concession 10, fronting on what is now the Scotch Line and immediately to the north of Oliphant's property, on the same date, July 14, 1819.

Both the John Holliday and David Oliphant families, however, appear to have arrived in the Perth Military Settlement at an earlier date as both are listed in the 1817 census for Burgess Township, as well as the 1819 and 1822 census records. The 1821 Assessment Roll lists a John Holladay (*sic*) on Lot 5, Concession 9 and Lot A, Concession 10 and a David Oliphant on Lot A in both Concessions 8 and 9. Members of the Holliday family acquired a number of lots in the surrounding area over the first half of the 19th century and likely inter-married with neighbouring families.

The first detailed census for North Burgess dates to 1851. It lists Calvin Holliday on Lot A, Concession 9 but with a total of 200 acres indicating that he owned additional lands. Of this total, 50 acres had been cleared with 9 in crop and 41 used as pasture. Calvin was listed as a 24-year-old farmer living with his wife Agnes (21) in a frame house. Both John Holliday and James Holliday appear in the 1851 census on Lot A of Concession 10.ⁱ The land registry records indicate that John and Margaret Holliday sold all of Lot A, Concession 9 to John C. Holliday in 1857 for £400.0.0. John C. Holliday and his wife Agnes then sold part of the lot to George Holliday in 1858 for £100.0.0.

The 1861 census lists John C. Holliday on Lot A and the east half of Lot 1 in Concession 9. John is recorded as a 33-year-old yeoman living with his wife Agnes (31) and six young children; this suggests that John C. Holliday was the same individual as the 'Calvin' Holliday listed in the 1851 census. By 1861, the family was living in a stone house; they still owned 200 acres of land, of which 148 acres is listed as wooded or wild but the amount of cultivated land is unclear. This is one of many instances where the census and land registry records are at odds and is indicative of the sometimes-fluid nature of property occupation and ownership through the 19th century, especially among family members.

The 1861 census also lists George Holliday on Lot A, Concession 9 with 30 acres of land (4 in crop; 20 under pasture; and 1 in garden/orchard). George Holliday is listed as a 48-year-old yeoman living in a frame house with his wife Ellen (44) and five children ranging in age from 20 to 2 with the two eldest sons working as labourers.

Also of note in the 1861 census, John Watts is listed on Lot A of Concession 8, immediately south of the subject property, with 25 acres of land of which most was in pasture or crop.ⁱⁱ John, a 51-year-old yeoman, was living in a stone house with his wife Mary (38) and seven children. What is perhaps significant is that the Watts farm produced 900 bushels of lime selling at 20 cents a bushel. This is the only notation regarding lime production in the Burgess census for 1861 and suggests that Watts was using a formal kiln.

As can be seen from the 1863 Walling map, J.C. (presumably John Calvin) Holliday had a dwelling on the northern part of Lot A, Concession 9 while G. (presumably George) Holliday's house was on the

south half, immediately north of another structure identified as a lime kiln. Interestingly, two other structures are shown in proximity to the J.C. Holliday dwelling. This suggests two additional families were also residing on Lot A, Concession 9 in the 1860s, perhaps as tenants on the Holliday land. Unfortunately, these families could not be identified in either the census or land registry records. All of these buildings fronted on the established road between North Burgess and North Elmsley townships, now the Otty Lake Side Road.

The Walling map also depicts J. Holliday on Lot A, Concession 10 with his dwelling fronting on the Otty Lake Side Road. Interestingly, there is only one structure depicted, despite earlier references to both John Holliday and James Holliday (Sr.) residing on this lot. Perhaps James Holliday (Sr.) had died by this date (as he would have been in his 80s) and his frame house had been abandoned, with the stone house remaining as the John Holliday family home.ⁱⁱⁱ

Three structures are shown on Lot A, Concession 8: the northerly of these is identified as belonging to P. Flaherty while the southerly belongs to a Holliday (initial illegible). The third structure, in the middle of the lot, does not have an associated name but may be the Watts residence. This raises the question as to whether the lime produced by John Watts as noted in the 1861 census was processed at the kiln on Lot A, Concession 9 or if there was another kiln in operation on Lot A of Concession 8. The Walling map shows other Holliday families on nearby lots.



1863 Walling map depicting the lime kiln and the buildings on Lot A, Concession 9.

The 1871 census for North Burgess is the most complete of the surviving 19th century records; all the schedules were retained, including Schedule 6 which lists "Industrial Establishments". Unfortunately, there is no reference to Lot A, Concession 9 in any of the records, severely hampering an

interpretation of the settlement of this property and the ownership of the kiln. There are, however, five lime kilns listed in North Burgess in the 1871 census. These include:

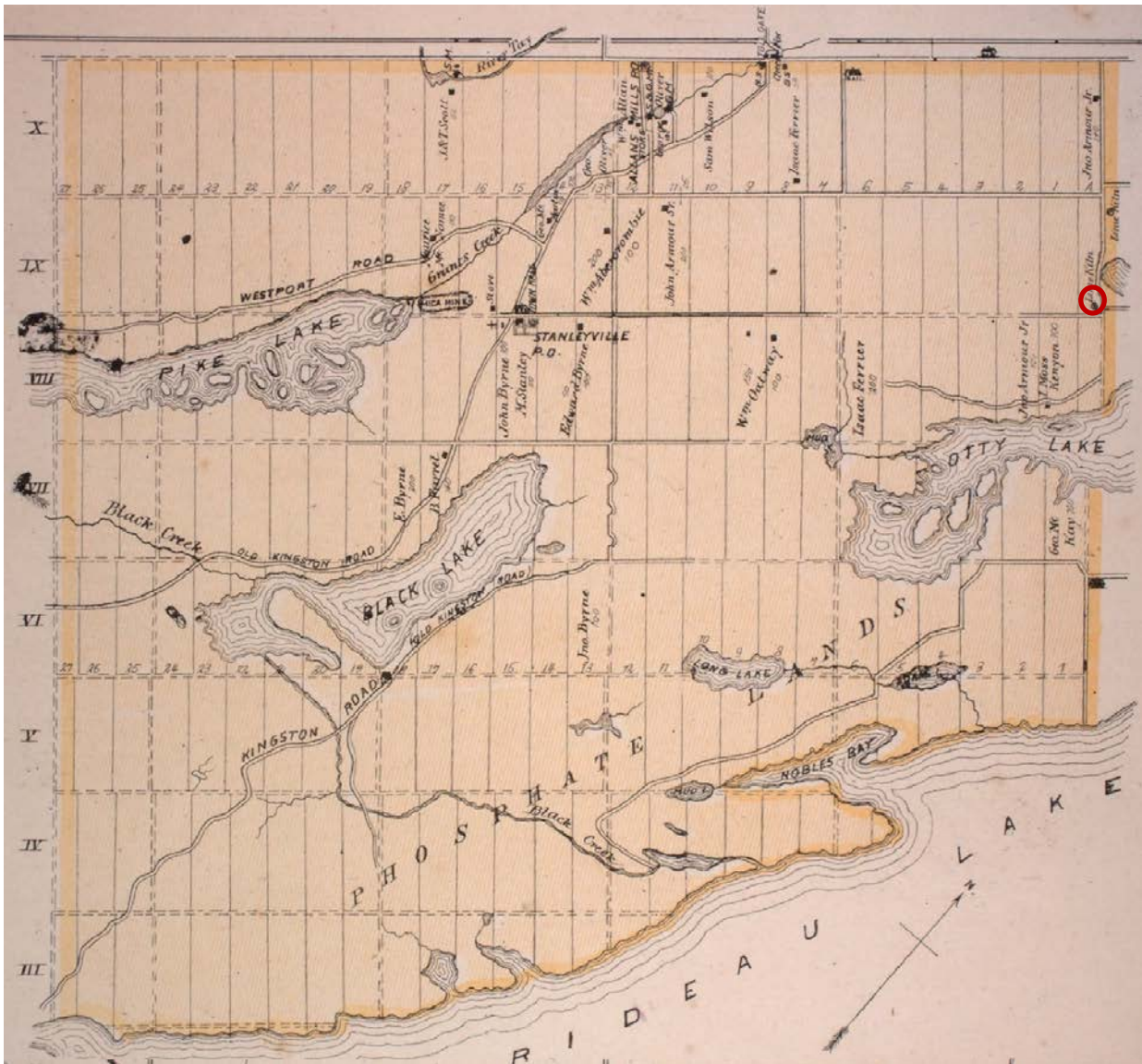
Location	Operator	Working (months /year)	Employed	Notes
Con. 9, Lot 1	William O'Brine Tenant (50 acres)	4	2	1250 bushels sold at kiln
Con. 9, Lot 2	William Rathwell Owner (100 acres)	3	2	900 bushels sold at kiln
Con. 8, Lot 1	John Watts Owner (60 acres)	3	2	1320 bushels sold at kiln
Con. 10, Lot 2	Laughlan McGilvery Owner (75 acres)	3	2	1800 bushels sold at kiln
Con. 10, Lot 15	William Scott Owner (70 acres)	1	2	300 bushels sold at kiln

While none of these is listed for Lot A, Concession 9, it is noteworthy that four of the five are in the immediate vicinity of this lot. Further, the 1871 census for North Elmsley Township lists two lime kilns, one on Lot 30, Concession 9 operated by John Arthur^{iv} and one on Lot 29, Concession 8 operated by Thomas Beatty. Both of these are near the western edge of North Elmsley Township. Taken together, this suggests a centre of lime production concentrated in a relatively small area in Concessions 8, 9 and 10 along the eastern edge of North Burgess and the western edge of North Elmsley townships.

The personal schedule of the 1871 census indicates that the James Holliday family remained on Lot A of Concession 10, while the George Holliday family is listed on Lot 1 of Concession 9, and the John Watts family is listed on Lot 1 of Concession 8. Unfortunately, it is not possible to determine who was operating the lime kiln that was clearly present on Lot A, Concession 9 at the time as it is depicted on both the 1863 Walling map (see above) and the 1880 Belden map (see below). It is also curious that none of the other kilns in North Burgess are shown on either of these 19th century maps; four of the five kilns noted in the 1871 census were producing large enough quantities of lime to suggest they were substantial structures.

According to the land registry records, members of the Holliday family remained on Lot A, Concession 9 until 1871 when James and Janet Holliday sold the rear (north) half to Patrick M. McDonagh for \$1200.00 and George and Ellen Holliday sold the front (southerly) half to Andrew Watts for \$1600.00.^v Andrew appears to have been one of John Watts' sons who was listed as 24 years old in the 1871 census, at which time he was still residing with his parents John and Mary. In combination, the available records suggest a possible connection to the lime kiln on Lot A, Concession 9 was with members of the Watts family, initially John and then Andrew but this remains speculative.

The 1880 Belden map of North Burgess Township also illustrates the lime kiln on Lot A, Concession 9.^{vi} Unfortunately, the Belden atlas was funded by paid subscriptions and while most public, institutional and commercial buildings are depicted, only those property owners who paid the fee had their names shown on the township maps. As such, the Belden atlas provides limited information on the actual settlement at the time.



Belden map of North Burgess in 1880 showing the lime kiln on Lot A, Concession 9.

In 1891 Andrew, Elizabeth and John Watts granted mineral rights in the front half of Lot A, Concession 9 to George Goodwin, but the Watts surname continued to be associated with Lot A, Concession 9 until 1911. Through the remainder of the 20th century, the lot was further subdivided, and ownership changed numerous times. The property at 297 Otty Lake Side Road, which includes the ruins of the lime kiln, was purchased by the current owner, John Partington, in 2020.

Unfortunately, no further information regarding the ownership or operation of the lime kiln on Lot A, Concession 9 (or those reportedly in the surrounding area) could be gleaned from historical records after 1880. It is likely that this kiln continued to operate through the 19th century producing lime for mortar and other uses. As Portland cement increasingly replaced lime mortar in the late 19th century, the kiln may have continued to produce lime for agricultural use well into the 20th century.

- i) John Holliday was a 74-year-old schoolteacher living with his wife Margaret (70), their daughter Margaret (26) and another Holliday relative, James (15). They lived in a frame house on a single acre which included gardens/orchards. The James Holliday family lived in a stone house and included James (a 37-year-old farmer), his wife Jennet (Janet, aged 32), their children John, Francis, James, Robert and Jennet and three other individuals: Anne Hanlon (20), Francis Meeker (22) and Thomas McGrade (22). Although no occupations are listed for these latter individuals, they likely worked for the Holliday family assisting with household and farm work.
- ii) John Watts acquired part of Lot A, Concession 8 from James Holliday in 1863 through a quit claim but must have been residing on the property before this. Watts is listed in the 1851 census with 26 acres in Lot A, Concession 8. John Watts also acquire title to Lot 1, Concession 8 from George Devlin in 1864. Members of the Watts family would acquire adjacent properties from members of the Holliday family in the 1860s and 1870s. It is quite possible that there were intermarriages between the Holliday and Watts families. John Watts also acquire title to Lot 1, Concession 8 from George Devlin in 1864.
- iii) This stone house appears to remain extant.
- iv) Remnants of this kiln also survive on the east side of the Otty Lake Side Road.
- v) James and Janet Holliday sold Lot A, Concession 10 a few years later in 1876. Of note in this transaction is the exclusion of a "burial ground" from the sale. The Holliday Cemetery survives and is listed amongst Tay Valley Township's cemeteries.
- vi) Note the lime kiln immediately to the northeast in North Elmsley Township is also shown on this map.

Holliday Lime Kiln - Statement of Significance

Description

The stone ruin which survives near the south end of the property at 297 Otty Lake Side Road, North Burgess Ward of Tay Valley Township, is the remains of a 19th century lime kiln.

Heritage Value

Lot A, Concession 9 in North Burgess Township was one of the first lots to be settled as part of the Perth Military Settlement. The lot, along with adjacent lands, was awarded to David Oliphant as a Military Grant in 1819, although Oliphant appears to have been on the property as early as 1817. Oliphant sold Lot A, Concession 9 to John Holliday in 1829. John Holliday was also an early military settler who had similarly arrived in 1817; he had been granted Lot A in Concession 10 in 1819.

The 1863 Walling map shows significant settlement on Lot A, Concession 9 with five structures depicted on the property. These include the stone residence of J.C. (John Calvin) Holliday, the frame residence of G. (George) Holliday, a lime kiln and two un-annotated buildings, possibly dwellings for tenants. A lime kiln at this same location is also illustrated on the 1880 Belden map of North Burgess Township. Other Holliday families resided on nearby lots.

While it has not been possible to determine when this lime kiln was constructed, it was likely operating by the mid-19th century and perhaps significantly earlier. The early settlers of the Perth Military Settlement would have used lime mortar for chinking their log homes, and lime mortar would have been essential for the more substantial stone buildings that were being erected as early as the 1820s. Lime would also have been used for white-wash for waterproofing walls and lightening interiors; for plaster; and in agriculture for reducing soil acidity and improving crop yields. Initially, limestone would have been burnt in the open air and lime production on a very small scale would have been undertaken by most settlers as they cleared their land. By the 1850s, formal lime kilns were being constructed in Ontario, making lime production a far more efficient small-scale industry. The 1851 census for North Burgess lists John Watts, who resided on Lot A, Concession 8, as producing lime, suggesting a commercial enterprise which would have included a formal lime kiln.

Members of the Holliday family sold the south half of Lot A, Concession 9 to Andrew Watts, one of John Watts' sons, in 1871. An important focus for the lime industry is suggested by the 1871 census records which list five kilns operating in North Burgess Township, four of which were in the immediate vicinity of the Otty Lake Side Road, with another two kilns immediately to the east in North Elmsley Township.

It is likely the Holliday lime kiln continued to produce lime for local mortar until Portland cement became readily available in the late 19th century. The kiln, however, may have continued to produce lime for other uses - notably as fertilizer - well into the 20th century. The substantial surviving ruins in combination with the historical records indicate that the Holliday lime kiln would have provided lime for commercial sale in the region over many decades.

Now often dismissed as inconsequential stone ruins of unknown use, lime kilns are a reminder of a once common small-scale industry that was vital to 19th century settlement. One of only three known lime kiln ruins remaining in Tay Valley Township and the best preserved of these, the Holliday lime kiln represents a significant heritage resource for the township.

Defining Characteristics

Although the 'Holliday' lime kiln survives as a ruin, it retains several distinctive characteristics typical of a 19th century lime kiln:

- The substantial rear and side walls of the kiln with the exposed well-constructed interior of the furnace shaft
- Evidence of the curving top of the kiln and of the stone ledge at the base that would have supported the fire and raw limestone
- Construction abutting a natural escarpment that would have facilitated loading the limestone into the top of the kiln and the extraction of the lime from the bottom
- The location adjacent to the Otty Lake Side Road for easy transportation of both the raw limestone to the kiln and the burnt or quick lime for sale to the surrounding region

References

Belden, H.

1880 *Historical Atlas of Lanark and Renfrew Counties*. Reprint Edition, 1972. Richardson, Bond & Wright Limited, Owen Sound.

Commonwealth Historic Resource Management Limited

2012 *"Lime Kiln's: Lot 1, Conc. 9 Otty Lake, North Burgess Ward; Lot 21, Conc. 10, Fagan Lake, South Sherbrooke Ward"*

Coutts, Sally

n.d. *The Lime Industry in Ontario*. Unpublished manuscript, Historic Planning and Research Branch, Ontario Ministry of Culture and Recreation, Toronto.

Donegal County Council

n.d. *Study of Donegal's Lime Kilns Underway*.

<https://www.donegalcoco.ie/yourcouncil/communicationsoffice/pressreleases/study>

Historic England

2018 *Pre-industrial Lime Kilns: Introduction to Heritage Assets*. Historic England, Swinden, U.K.

Jamieson, Susan

1975 *Nepean Lime Kiln*. National Capital Commission Report, National Capital Commission, Ottawa.

Miller, W.G.

1904 *Limestones of Ontario*. Report of the Bureau of Mines, 13:2. Department of the Interior, Ottawa.

Primary Documents

Lanark County Land Registry Records

Abstract Index for Lot A, Concession 9, North Burgess Township and adjacent lots

Census records for North Burgess Township

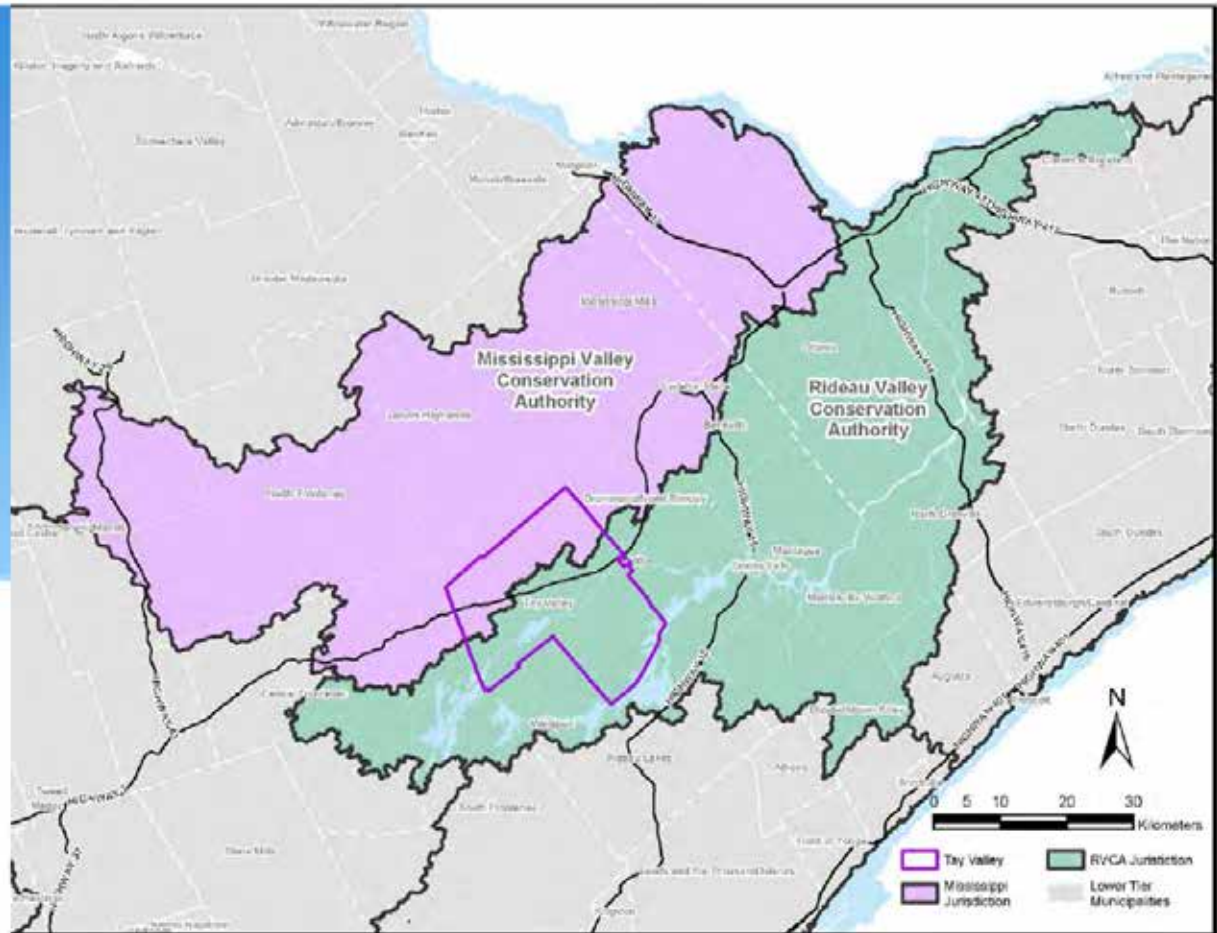
Library and Archives Canada, National Map Collection (NMC)

NMC 21920 H.F. Walling 1863 map of Lanark County

Watershed Programs and Services: 2024 and Beyond



Local Watersheds



Conservation Authority Programs and Services

Provincially Mandated Programs (Category 1)

CAs provide programs & services on behalf of the province

- Natural hazard mapping
- Flood forecasting and warning, low water response
- Water and erosion control infrastructure
- Land use planning reviews, Section 28 regulation
- Conservation areas and land management
- Provincial groundwater and surface water monitoring
- Drinking water source protection

Municipal Services (Category 2)

CAs provide programs & services on behalf of municipalities

- Septic approvals, re-inspections
- Drinking water source protection policy implementation
- Operation / maintenance of municipal infrastructure
- Forest / land management
- Watershed and lake planning
- Watershed monitoring

Watershed Based Programs (Category 3)

CAs provide programs & services to meet the needs of the local watershed

- Private land stewardship
- Education and Public Programming
- Watershed monitoring

New Agreements Required

Starting January 1, 2024:

Conservation authorities will be required to have written agreements with their municipalities to continue delivering category 3 programs and services that are supported by municipal levy.

RVCA Category 3 Programs:

- Private Land Stewardship
- Surface Water Monitoring and Reporting

MVCA Category 2 & 3 Programs:

- Natural System Monitoring
- Watershed & Lake Planning
- Stewardship Program
- Nature Education Program
- Visitor Services

RVCA: Private Land Stewardship

Tree Planting

7 million trees planted since 1984
Now averaging 200,000 trees / year



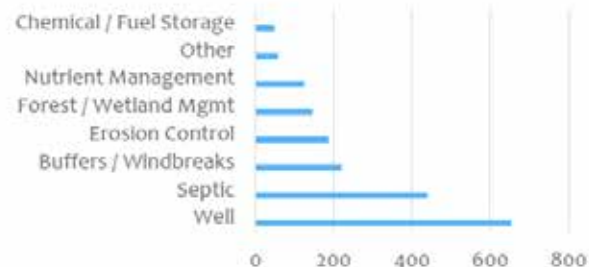
Rural Clean Water Projects

2,000 projects funded since 1992
Now averaging 100 projects / year



Shoreline Naturalization

800 shorelines naturalized since 2009
Now averaging 70 shorelines / year



RVCA: Surface Water Monitoring & Reporting

Water Quality	Stream Conditions
Water chemistry: 39 lakes and 107 stream sites Benthic invertebrates: 44 stream sites	Stream conditions: 600 stream segments Headwater drainage features: 6 year cycle



MVCA: Watershed & Lake Planning

- Technical studies to support watershed plans as inputs to municipal Official Plans and Zoning By-laws;
- Quality assurance and quality control (QA/QC) reviews of natural heritage technical studies;
- Lake planning support to local lake associations; and
- Advisory support during preparation and review of municipal documents, programs and services (that are not subject to the *Planning Act* per O.Reg. 596/22.)

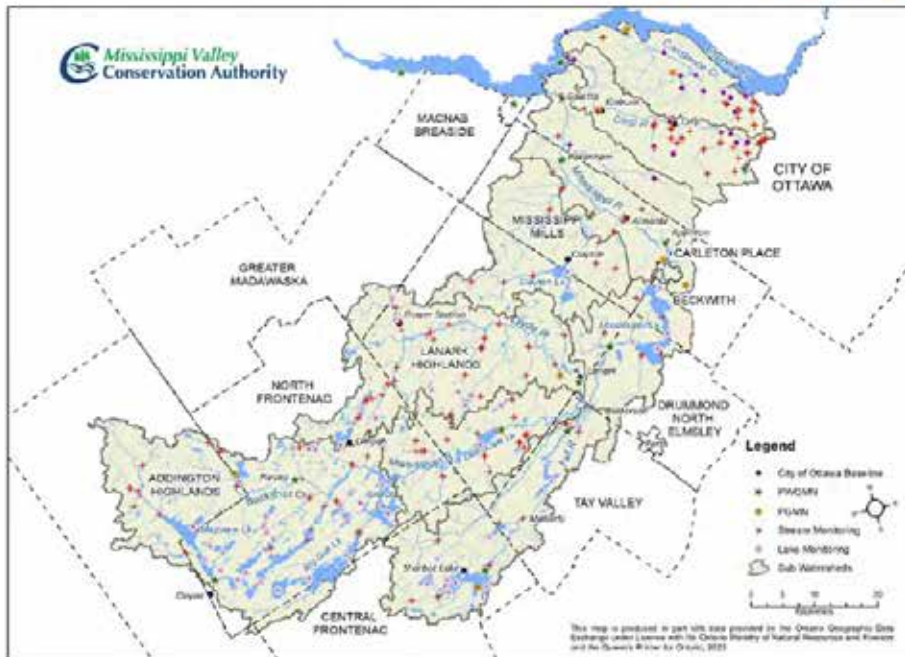
MVCA: Stewardship Program

Tay Valley focus:

Middle Watershed Objectives	Program Focus
<ul style="list-style-type: none"> Enhance management of forested lands 	<ul style="list-style-type: none"> Promote the development of Forest Management Plans Distribute educational material from Forest Health Network
<ul style="list-style-type: none"> Improve waterbody, watercourse, and wetland health Increase knowledge of lake health 	<ul style="list-style-type: none"> Promote and deliver Septic Re-inspection Program (per MOUs) Promote and deliver Shoreline Naturalization Program Participate in Lake Associations meetings Support Lake Links annual meeting Promotion and tracking of Water Rangers water testing program
<ul style="list-style-type: none"> Habitat enhancement 	<ul style="list-style-type: none"> Promote and deliver Shoreline Naturalization Program Promote and deliver ALUS Lanark
<ul style="list-style-type: none"> Prevent and reduce the introduction and spread of invasive species 	<ul style="list-style-type: none"> Distribute educational materials, e.g. <i>Grow Me Instead</i> publication (Ontario Invasive Plant Council, 2020). Use EDDMapS mapping database and app and other tools to log sightings



MVCA: Monitoring & Reporting



- 13 distinct programs and a database, with:
- surface water quality data going back to 1966
 - lakes studies to 1998
 - stream studies to 2005, and
 - stream watch results to 2013.

Allow for trend analysis, threats identification, development of mitigation plans, assessment of program effectiveness, tailoring and targeting of programs.

MVCA: Visitor Services

Mill of Kintail (MOK) Conservation Area: our flagship site.

- Celebrating 50 years in 2023.
 - An education centre and playground
 - Two heritage structures: the Gate House and Grist Mill used to host events and display historic exhibits.
- Working towards financial self-sufficiency.
- Currently, only 10% of Operating Costs fall onto the Levy.
- Projected 2% of Capital Budget for upkeep over next 10-years.



MVCA: Education Program

- MVCA's education program was shuttered during COVID
- Proposed to resume a more modest program in 2024.
- Summer program would provide children with the opportunity to explore plants, wildlife, insects, habitats and aquatics and learn about conservation and stewardship.
- MVCA's Foundation has sponsored a program review to support tailoring of the program to meet the objectives of the Authority.



New Cost Apportioning Agreements

Seeking same agreement with all member municipalities

- reflective of the watershed approach

Sets maximum % of annual municipal levy for category 2 & 3 programs and services

- Continue to apportion levy amongst participating municipalities using modified CVA data

Initial 5-year term with renewal clause following required 5-year review

6-month early termination clause

MVCA Category 2 & 3 Programs & Services:

- 14% maximum allocation of Operating Levy
- 2% maximum allocation of Capital Levy

RVCA:

- 20% maximum allocation of municipal levy for category 3 programs and services

Thank You!

Sally McIntyre, MCIP, RPP
General Manager, MVCA
smcintyre@mvc.on.ca
613-253-0006 ext. 223



Sommer Casgrain-Robertson
General Manager, RVCA
sommer.casgrain-robertson@rvca.ca
1-800-267-3504 ext. 1214



PRIORITY ISSUES

COMMITTEE OF THE WHOLE
September 12th, 2023

Report #PD-2023-21
Noelle Reeve, Planner

**CONSERVATION AUTHORITIES' REQUEST FOR AGREEMENT
ON CATEGORY 2 AND 3 SERVICES**

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Reeve and Clerk be authorized to sign the Program Services Agreement for Category 2 and 3 Program Services with the Rideau Valley Conservation Authority;

AND THAT, the Reeve and Clerk be authorized to sign the Program Services Agreement for Category 2 and 3 Program Services with the with the Mississippi Valley Conservation Authority.”

BACKGROUND

Tay Valley Township is split between two watersheds. The Mississippi Valley Conservation Authority (MVCA) monitors and works with the Township to manage the water quality and quantity of rivers, streams, lakes and groundwater in the northern third of the Township from Maberly through Fallbrook and Balderson including the Fall River, Bennett Lake and Mud Lake (see Attachment 1).

The Rideau Valley Conservation Authority (RVCA) provides similar services in the southern two-thirds of the Township where most of the major lakes are found including: Bobs, Little Silver and Rainbow, Farren, Christie, Black, Pike, Otty and Big Rideau Lakes (See Attachment 2).

The Province has made changes to the [Conservation Authorities Act](#) to distinguish between three categories of services they provide.

Category 1 – mandatory programs and services prescribed by the province through regulation including: natural hazard risk assessment and management (flooding, erosion, steep slopes, unstable soils); management of conservation lands owned by the Authority; Clean Water Act responsibilities; other duties prescribed by regulation.

Category 2 – programs and services provided on behalf of one or more municipalities through mutual agreement including: septic permits and re-inspections and Risk Management Officer for source water protection.

Category 3 – other programs and services that conserve, restore, develop and manage natural resources in the watershed including: surface water quality monitoring and reporting; watershed and lake planning; tree planting; the Rural Clean Water program; shoreline naturalization.

Category 1 services continue to be funded by the municipal levy. However, Category 2 and 3 services now require a Cost Apportionment Agreement to be signed if a municipality wishes to continue to receive these services.

DISCUSSION

The Conservation Authorities are asking the Township to continue funding services that they currently provide. No new services are being proposed. A five-year agreement is proposed to ensure continuity of services (see Attachment 3).

The Township cost for these services to continue is based on the municipal current value assessment provided by the province. The Township's contribution for these services with the MVCA is 0.6226% or \$1,715. The Township contribution for these services with the RVCA is 0.74% or \$9,379.

The Category 2 and 3 services provided by the RVCA and MVCA are critical to the ability of the Township to understand the health of the watersheds within it. The Planner needs the data provided in the Watershed Report Cards and subwatershed reports to understand which subwatersheds need mitigation and restoration related to development and which need protection to prevent the need for mitigation (see Attachment 4).

Without surface water quality monitoring the Township would be unable to assess if it is meeting its strategic goals because it would be unaware of the status and potential stressors on the aquatic ecosystems in its boundaries.

The tree planting, shoreline naturalization, clean water programs for farmers and other land owners, and educational programs the Conservation Authorities provide are of value because they help to maintain the health of the waterbodies within the Township.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council directs the Reeve and Clerk to sign the Cost Apportionment Agreements with the RVCA and the MVCA.

Option #2 – Council directs staff to engage consultants to undertake the services provided by the RVCA and MVCA. This option is not recommended as it would be cost prohibitive.

FINANCIAL CONSIDERATIONS

The services provided by the RVCA and MVCA are provided via economy of scale and with decades of experience. The Township would have to spend considerably more money to obtain the services provided by the Conservation Authority through private consultants.

STRATEGIC PLAN LINK

Environment – protection of our 32 lakes, 10 rivers, smaller waterbodies, and groundwater is key to sustaining our natural environment and the health of our drinking water.

Economy – without a healthy environment, the economic value of the Township would plummet.

CLIMATE CONSIDERATIONS

Monitoring the health of our waterbodies provides key information for climate adaptation.

CONCLUSIONS

The information provided by the Conservation Authorities through the Category 2 and 3 activities is valuable to the residents of the Township. Staff use the information provided by the Conservation Authorities on a daily basis as well as for long-term planning. Residents benefit from clean lakes, rivers and streams.

ATTACHMENTS

- Attachment 1 – Map of the MVCA watershed
- Attachment 2 – Map of the RVCA watershed
- Attachment 3 – Cost Apportionment Agreement
- Attachment 4 – RVCA Water Quality Subwatershed Map
- Attachment 5 – Tay Valley Forst Cover based on RVCA data

Prepared and Submitted By:

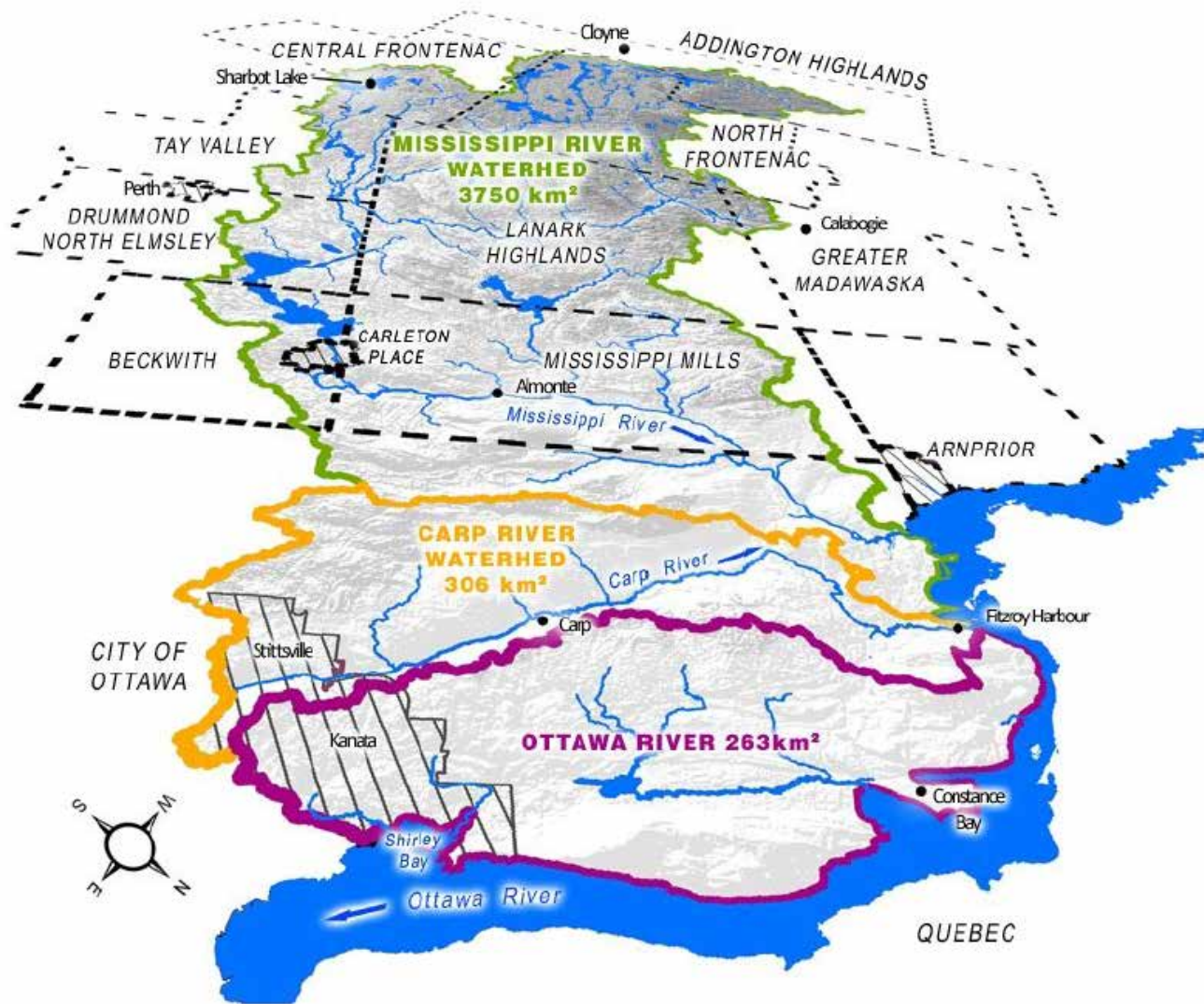
Approved for Submission By:

**Noelle Reeve,
Planner**

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

i) Attachment 1 – Map of the MVCA watershed

Figure 1: MVCA Jurisdiction Map



ii) Attachment 2 – Map of the Rideau Valley Conservation Authority watershed

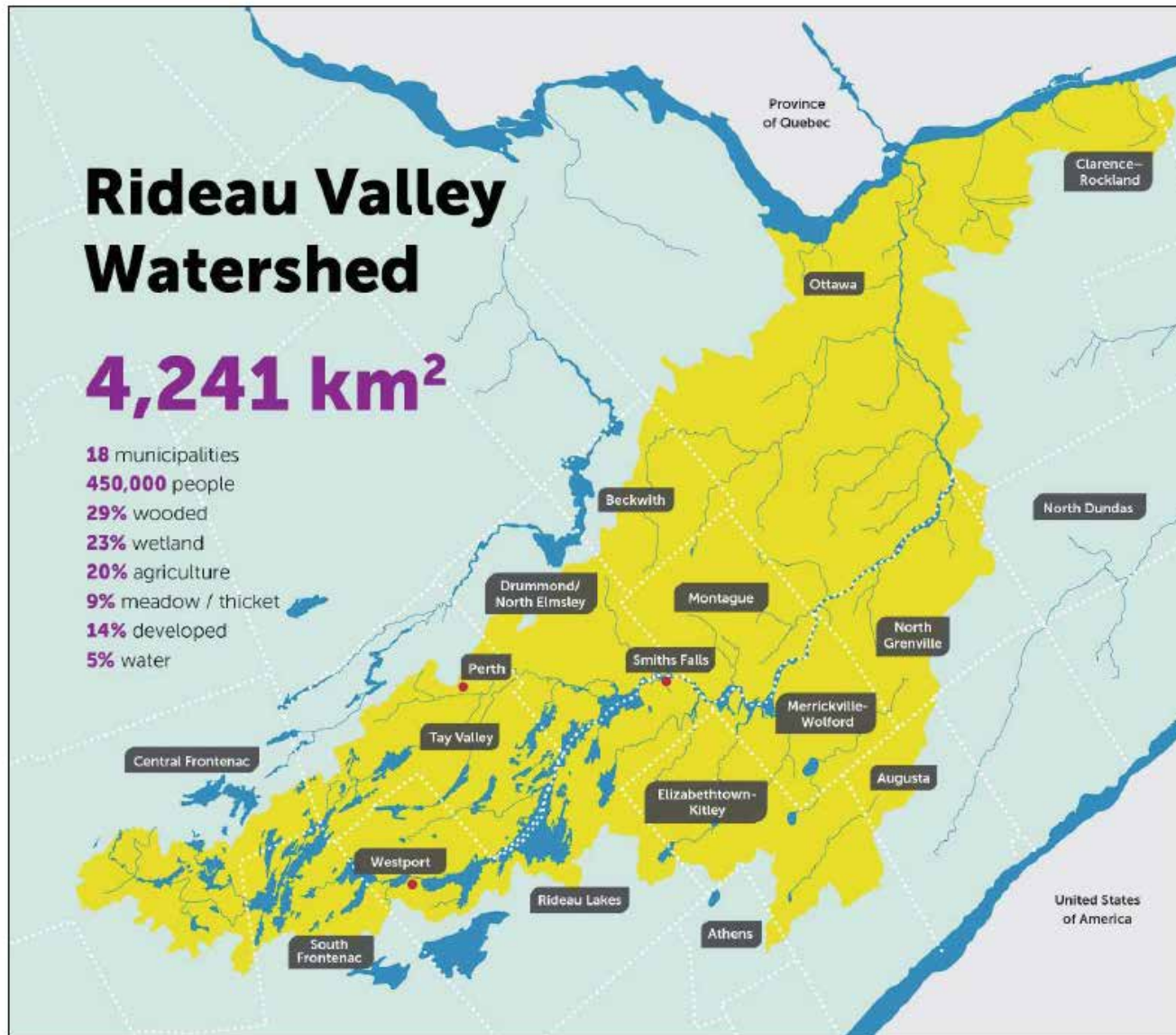


Figure 1. Rideau Valley Conservation Authority jurisdiction in Eastern Ontario.

Attachment 3 – Cost Apportionment Agreement



PROGRAMS & SERVICES AGREEMENT

THIS AGREEMENT dated the 1st day of **January 2024**.

BETWEEN

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27
(hereinafter "MVCA")

- and -

NAME OF MUNICIPALITY

municipal corporation under the Municipal Act, 2001, S.O. 2001 c. 25
(hereinafter the "Municipality")

WHEREAS MVCA has delivered Programs and Services that further the conservation, restoration, development, and management of natural resources within its jurisdiction in consultation with participating municipalities since 1968;

AND WHEREAS the Act permits the MVCA to provide non-mandatory programs and services under a Memorandum of Understanding or such other agreement as may be entered into with a municipality;

AND WHEREAS the Municipality wishes that MVCA continue to deliver non-mandatory programs and services and agrees to apportion a percentage of its municipal levy for said programs and services;

AND WHEREAS the *Conservation Authorities Act* and Ontario Regulation 687/21 permits MVCA to establish and charge user fees for Programs and Services;

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Definitions

1.1. In this Agreement:

1.1.1. "Act" means the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

1.1.2. "Agreement" means this agreement entered into between the Municipality and MVCA and has the same meaning as "memorandum of understanding" in the *Conservation Authorities Act* and "cost apportioning agreement" in Ontario Regulation 687/21.

1.1.3. "business day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which MVCA has elected to be closed for business.

1.1.4. "municipal levy" has the same meaning as "apportionment" in sections 25 and 27 of the *Conservation Authorities Act* and Ontario Regulation 402/22.

1.1.5. "notice" means any communication given or required to be given pursuant to the Agreement.

1.1.6. "Programs and Services" are the programs and services identified in Schedule A and Schedule B described as "Category 2 programs and services" and "Category 3 programs and services" and "other programs and services" in the Act and Ontario Regulation 687/21.

2. Apportionment

- 2.1. The Municipality agrees to apportion a maximum of fourteen percent (14%) of its annual operating municipal levy for the delivery of Programs and Services set out in Schedule A in accordance with section 27 of the Act.
- 2.2. The Municipality agrees to apportion a maximum of two percent (2%) of its annual capital municipal levy for implementation of capital works set out in Schedule B in accordance with section 25 of the Act.
- 2.3. Municipal levy apportionment is determined annually from assessment data provided by the province. Schedule C references 2023 municipal levy apportionment.

3. Programs and Services

The MVCA agrees to provide the Municipality with the Programs and Services identified in Schedule A and the capital renewal of structures at the Mill of Kintail Conservation Area identified in the Mill of Kintail 10-year Capital Plan attached hereto as Schedule B and that may be amended from time to time at the sole discretion of MVCA.

4. Fees

- 4.1. The Municipality permits MVCA to establish and charge user fees for the Programs and Services.
- 4.2. MVCA shall set user fees on an annual basis.
- 4.3. MVCA shall provide a minimum thirty (30) days' notice to the Municipality of changes to Programs and Services user fees.

5. Term of Agreement

- 5.1. The term of the Agreement is five (5) years commencing on the date of the date set out above and end on December 31, 2028, subject to the renewal provisions of this Agreement.
- 5.2. The Agreement shall be automatically renewed for a five (5) year term from January 1, 2029, on the same terms and conditions contained herein, unless the Agreement has been terminated early in accordance with the terms or conditions of this Agreement.

6. Review

- 6.1. The Parties shall review the Agreement every five (5) years.
- 6.2. The Agreement shall be reviewed a minimum of six (6) months prior to the termination date for the purposes of determining whether the Agreement is to be renewed by the Parties.

7. Amendment

- 7.1. This Agreement shall not be amended except by instrument in writing signed by the Parties preceded by six (6) months written notice to all Parties.

8. Termination

- 8.1. A party may terminate their participation in this Agreement upon delivering a minimum six (6) months written notice to all parties prior to July 31 in a calendar year of the Agreement.
- 8.2. The municipal levy commitment of the Municipality shall remain in effect until December 31 of the year in which the termination takes effect.

9. Notice

Notice must be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax and shall be addressed to each Party listed below:

- (a) in the case of the **Name of Municipality**, to:

Contact name, title, email
Mailing address

- (b) in the case of the MVCA, to:

Sally McIntyre, General Manager smcintyre@mvc.on.ca
Mississippi Valley Conservation Authority
No. 10970 Highway No. 7, Carleton Place ON, K7C 3P1

- 9.1. Notice shall be deemed to have been given:

- 9.1.1. in the case of postage-prepaid mail, five (5) business days after the notice is mailed; or
- 9.1.2. in the case of email, personal delivery, or fax, one (1) business day after the notice is delivered.

10. Arbitration

- 10.1. If a dispute arises between the parties relating to any matter in this Agreement, the parties agree to resolve the dispute in strict compliance with the following procedures:
 - 10.1.1. To meet – with each party in attendance represented by legal counsel – within a period of fifteen (15) days from the date a notice of dispute is filed by a party to participate in good faith in negotiating a resolution of the dispute.
 - 10.1.2. To negotiate in good faith, personally and through counsel, for a period of thirty (30) days after the meeting.
 - 10.1.3. If, within the thirty (30) day period after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, to submit the dispute to arbitration.
 - 10.1.4. The parties shall meet and appoint a single arbitrator. If they are unable to agree on a single arbitrator within fifteen (15) days, then upon written notice by any party to the other the matter shall be settled by arbitration in accordance with the Arbitrations Act, 1991, by delivery of a notice of arbitration to the other party.
 - 10.1.5. The costs of the arbitrator shall be split equally between the Parties.

11. Force majeure

- 11.1. The Parties shall not be considered in default in performance of their obligations under the Agreement to the extent that the performance of such obligations is delayed, hindered, or prevented by force majeure. Force majeure shall be cause beyond the control of the Parties which they could not reasonably have foreseen and guarded against. Force majeure includes, but is not limited to, acts of God, strikes, lockouts, pandemics, fires, riots, incendiarism, interference by civil or military authorities, compliance with regulations or orders of any government, and acts of war (declared or undeclared) provided such cause could not have been reasonably foreseen and guarded against.

12. Severability

- 12.1. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision shall be deemed to be severed.

13. Counter Parts

- 13.1. The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. Assignment

- 14.1. This Agreement shall not be assignable by the parties hereto without the written consent of the other parties being first obtained.

15. Relationship of the Parties

- 15.1. It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between MVCA and the Municipality. MVCA shall have no authority to bind the Municipality for the performance of any contract or otherwise obligate the Municipality.

16. Governing Law

- 16.1. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

- 16.2. The Municipality and MVCA agree the venue for any litigation shall be Ottawa, Ontario.

IN WITNESS WHEREOF the Municipality and the MVCA have signed this Agreement.

NAME OF MUNICIPALITY:

Name, position Date

Name, position Date

*I / We have authority to bind the **Name of Municipality**.*

MISSISSIPPI VALLEY CONSERVATION AUTHORITY:

Sally McIntyre, General Manager Date

Paul Kehoe, Board Chair Date

I / We have authority to bind MVCA.

Schedule A
Mississippi Valley Conservation Authority
Programs and Services

1.0 Watershed/Subwatershed Studies & Plans

In accordance with the *Mississippi River Watershed Plan, 2021* and the MVCA *Corporate Strategic Plan, 2021*:

- carry out technical studies to inform preparation and update of a watershed/subwatershed plan;
- review and assess watershed/subwatershed plan implementation and effectiveness;
- conduct quality assurance and quality control (QA/QC) reviews of natural heritage technical studies prepared by or submitted to the Municipality (e.g. OWES reports); and
- provide advisory support in the preparation and review of Municipal documents, programs and services that are not subject to the *Planning Act*¹.

The municipal levy supports staff resources for this Category 2 program.

2.0 Watershed Monitoring and Reporting Program

Deliver a watershed monitoring and reporting program as set out in MVCA's [Natural Systems Monitoring & Reporting Strategy, 2023](#).

The municipal levy supports staff resources and laboratory fees for this Category 2 program.

3.0 Stewardship Program

Implement actions set out in MVCA's _____, 2021 including but not limited to:

- Support and guidance to lake associations including with the preparation and implementation of Lake Plans.
- Delivery of the Green Acres Program (as implemented by RVCA in MVCA's jurisdiction).
- Delivery of Naturalization/Restoration Program.

The municipal levy supports staff resources and cost sharing grants for this Category 3 program

4.0 Visitor Services at Conservation Areas (CA)

Continue to operate the Mill of Kintail (MOK) Conservation Area with a combination of natural and cultural heritage programs and services including but not limited to operation of an education centre, a small playground, some smaller structures, and including the rental and display of exhibits at two designated heritage structures: the Gate House and Grist Mill.

The municipal levy supports staff resources and the capital renewal of structures for these Category 3 programs and services.

5.0 Nature Education Program

Deliver an education program that provides children with the opportunity to explore plants, wildlife, insects, habitats and aquatics and learn about conservation and stewardship.

The municipal levy supports staff resources to deliver a summer program for this Category 3 program.

¹ Per O.Reg. 596/22.

Schedule B
Mill of Kintail Conservation Area Capital Plan
Table 1: Excerpt of 10-year Capital Plan approved April 2023.

Conservation Areas												
Mill of Kintail Conservation Area	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	10 Yr. Total	Category 3
Grist Mill												
Balcony repairs				28,941							28,941	
Replace wooden shingle roof	48,000										48,000	
Repoint stone work	10,000										10,000	
Replace septic system					60,775						60,775	
Building Condition Assessment			22,050								22,050	
Gatehouse												
Repoint stone work	24,000					31,907					55,907	
Replace veranda joists and flooring	5,000										5,000	
Security and accessibility upgrades	6,500										6,500	
Replace windows	20000										20,000	
Septic replacement								84,426			84,426	
Ed Center												
Accessibility doors and ramps											-	
Replace siding							13,401				13,401	
MOK - Visitor Services Subtotal	113,500	-	22,050	-	60,775	31,907	13,401	84,426	-	-	326,059	
Site General												
Parking Upgrades		5,250									5,250	
Pedestrian bridge deck replacement			16,538								16,538	
Resurface roadway and parking lot				11,576					14,775		26,351	
Signage		2,100									2,100	
Construct flush washrooms	30,000	90000									120,000	
Develop site work shop											-	
MOK- CA Subtotal	30,000	97,350	16,538	11,576	-	-	-	-	14,775	-	170,238	

The 10-year Capital Plan is updated by the MVCA Board of Directors as needs and priorities change. Category 3 capital works subject to this Agreement are identified in the final column. The average annual amount of municipal capital levy allocated to Category 3 works at the Mill of Kintail Conservation Area is approximately 2%.

Schedule C
MVCA - Municipal Levy Apportionment

Apportionment follows the modified current value assessment method levy apportionment calculation set by provincial regulation. Table 2 includes a reference summary of the 2023 municipal levy percentage breakdown by municipality.

Table 2: Mississippi Valley Conservation Authority's 2023 municipal levy breakdown.

Municipality	CVA-based apportionment²
Addington Highlands, Twp	0.1551
Beckwith, Twp	0.6922
Carleton Place, Town	2.6709
Central Frontenac, Twp	0.4303
Drummond/North Elmsley, Twp	0.4870
Greater Madawaska, Twp	0.0351
Lanark Highlands, Twp	1.1084
Mississippi Mills, Town	2.7838
North Frontenac, Twp	0.9116
Ottawa, City	90.1030
Tay Valley, Twp	0.6226
	100.00

² Municipal levy apportionment is determined on an annual basis as per assessment data provided by the Ministry of Natural Resources and Forestry.

iii) Attachment 4 – RVCA Water Quality Subwatershed Map

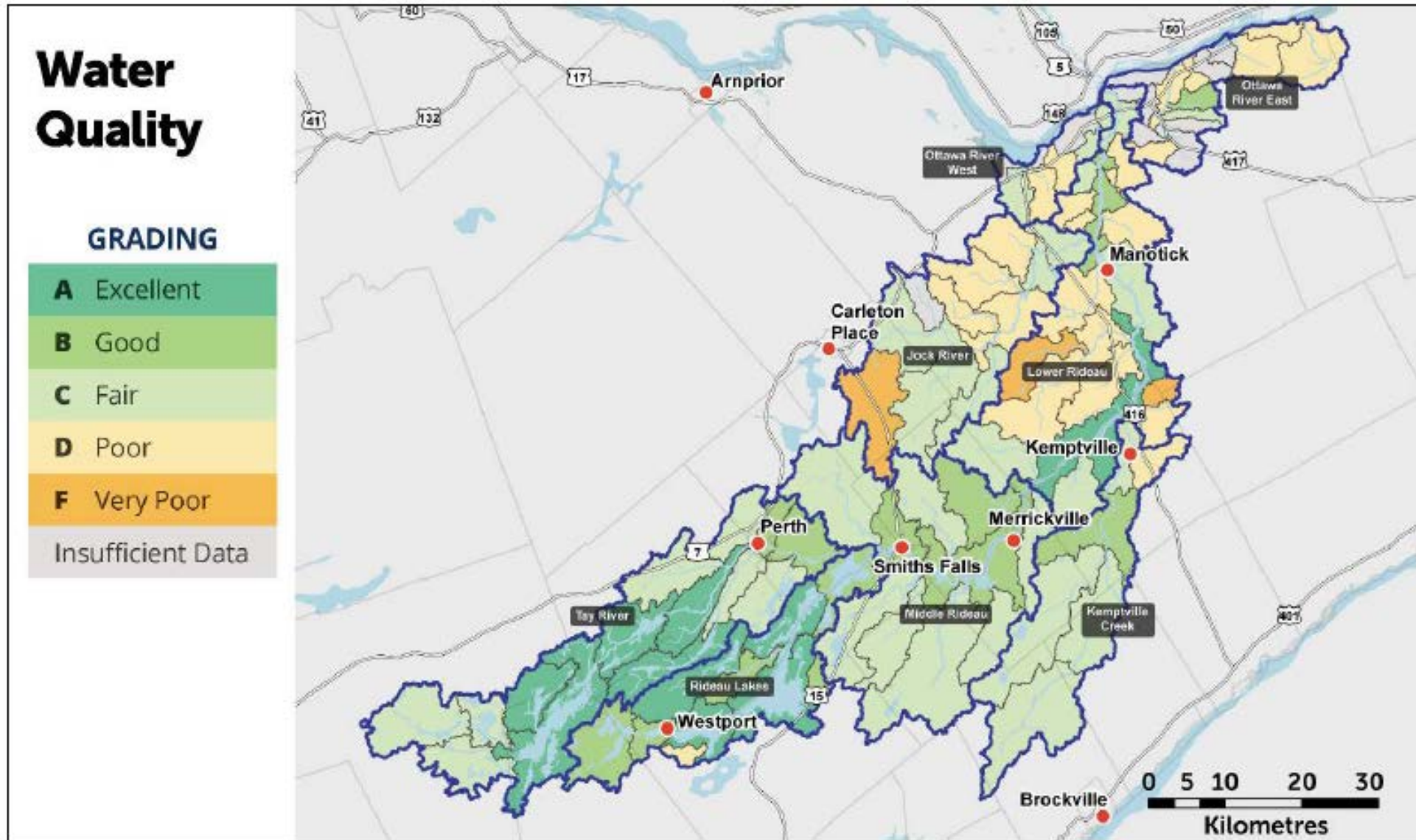
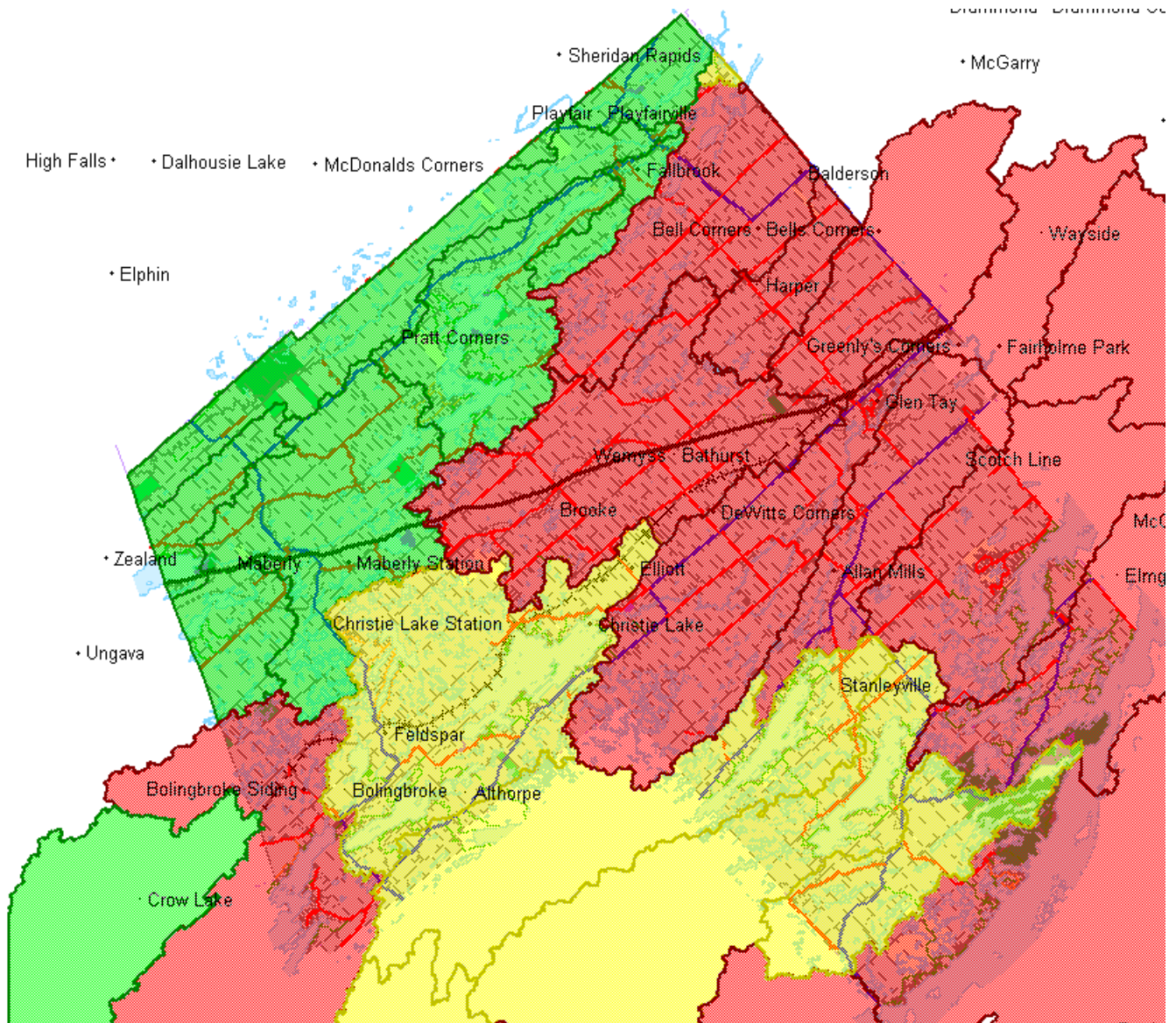


Figure 2. Surface Water Quality Grading in the RVCA

iv) Attachment 5 – Tay Valley Forest Cover based on RVCA and MVCA data



COMMITTEE OF THE WHOLE
September 12th, 2023

Report #PD-2023-22
Noelle Reeve, Planner

TOW SPORTS ON TAY VALLEY LAKES

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Reeve, on behalf of the Township send a letter to the federal government, with a copy to the Safe Quiet Association, the Muskoka Lakes Association, and the Federation of Cottagers’ Association requesting the federal government to expedite the federal process underway to regulate tow sports on lakes according to the width and depth of lakes.”

BACKGROUND

The Township has received by-law enforcement complaints from nine residents on Pike Lake and emails from an additional seven residents about the impacts of a wake surf boat providing lessons on Pike Lake.

According to Boat U.S., four factors allow wake boats to create surf on a flat surface of a lake. “The wake behind the boat is mostly attributed from water the boat has displaced. The heavier the boat, the more water displaced, the bigger the wake. A wake boat fills its ballast tanks to increase the boat’s displacement. Depending on the size of its tank, an extra 1,000 to 3,000 pounds of water ballast is taken into the boat to increase the wake.



Wake surfing is carried out behind specially designed boats.

Proprietary systems are used to shape wakes. “Some are similar to large trim tabs that deflect water downward, but at an extreme angle to optimize downward pressure on the water. Others are a blade, wedge, or contoured plate that is designed to redirect the flow of water on one side of the boat in order to create a clean and perfectly shaped wave on the opposite side.

As a general rule, the hulls are deep-V designs with a hard keel forward that narrows at the aft corners. The angled running surface helps shape long, powerful waves.

Finally, moving all that displaced water takes a lot of power. “Horsepower on a 20-foot surf boat is generally substantially higher than a typical runabout, starting at 250-hp and going up from there.”

The surf generated by wake boats has raised concerns from residents including: issues of safety for small craft and swimmers from the wake generated by the boat; shoreline erosion; damage to docks; impacts on Species at Risk that use lakes (Blandings, Musk/Stinkpot, and Snapping turtles) on loons, and on fish habitat. Noise levels of the participants has also been raised as a concern.

The Planner reached out to the Federation of Cottagers’ Association (FOCA) and the Muskoka Lakes Association to determine if tow sports were an issue for lakes in other parts of Ontario. The Safe Quiet Boating Association in the Muskoka Lakes area is working to change the legislation so that wake boats operate at least 100 – 200 metres from shore. The District of Lake of the Woods Cottagers Association has recommended that wakeboard boats operate 300 metres from shore to allow waves to lose their energy before reaching shore.

Waterski & Wakeboard Canada strongly recommends that wakeboard boats stay a minimum of 50 metres from any shore & in a minimum of 2 metres depth of water to reduce the effect of shoreline degradation & turbidity.

Multiple jurisdictions in the United States are working on the issue. The Planner found the following information on the impact of wake surf waves from the Municipal Code of the Town of Presque Isle, Wisconsin.



“As waves travel from deep to shallow water, their shape alters (wave height increases, speed decreases, and length decreases as wave orbits become asymmetrical). This process is called shoaling.”

“As the water becomes shallower, the swell becomes higher and steeper, ultimately assuming the familiar sharp-crested wave shape. In the shallows, the wave

energy results in highly turbulent, rapid, and irregular flows, concentrating energy on all materials or objects present. Wave energy from some recreational wake-inducing boats is significant to depths of 16 feet.

The shallow near-shore environment that extends up to the ordinary highwater mark is the zone most vulnerable to the impact of high energy waves. This same zone is central to the ecosystem upon which all lake organisms depend, water-quality, and the overall health of the water body.

Wave energy transmitted to the near-shore environment by wake-sport boats is comparable to waves experienced in a 20 mph blow. Such conditions are considered very rough and are avoided by recreational boaters, paddlers, swimmers, and fishermen, yet these wave conditions are what are experienced by these recreational water users when they encounter wake-sport boat waves.”

“A 2015 US Water Sports Industry Association sponsored study states: “If a shoreline does not experience wind or if it is narrow in the prevailing wind direction, then it may not experience much energy from wind waves and might benefit from being designated a no-wake zone.”

FOCA has sections of their website called Watch Your Wake [Watching Your Wake for use by other lakes.pdf \(foca.on.ca\)](#) and Be Wake Aware [Be #WakeAware \(bewakeaware.com\)](#) dedicated to providing information on impacts of wakes and how to co-exist safely with other users.

The Township was also contacted by a representative of Canada Boat Safety. [CanadaBoatSafety.com](#) is “a Transport Canada accredited provider of the pleasure craft operator card (PCOC) course, including the exam and replacement cards. Ms. Miller told the Township Canada Boat Safety has recently developed a wake boat course to encourage wake boat owners to interact well with other users of the lake [canadaboatsafety.com/canada/the-wake-boat-course](#) . Canada boat Safety is also working with the federal government on the issue of regulating wake boat use distances from shore.

DISCUSSION

Township staff recognize that tow sports are an activity enjoyed by lake users and can provide youth and adults with a way to enjoy being active and healthy on the water.

Township staff are also aware of the potential for negative impacts when tow sport operations occur in waters not large enough or deep enough to accommodate them without consequences.

Because tow sports occur in water, the federal government has jurisdiction over them. According to the Safe Quiet coalition (created by a number of residents on lakes in the Muskokas), Dawn Colquhoun, Manager, Office of Boating Safety for Transport Canada, updated their stakeholders on a number of proposed changes to regulations governing recreational boating.

“Proposed changes coming for wakesurfing would not ban wake boats, but essentially provide a mechanism for municipalities to apply to restrict their use.”

Transport Canada “established the Vessel Operation Restriction Regulations (VORR) under the Canada Shipping Act, 2001 (CSA 2001). These Regulations allow a local authority to ask the federal government to restrict any pleasure craft or commercial vessel on all bodies of water in Canada.”

https://tc.canada.ca/sites/default/files/migrated/local_authorities_guide_english_accessible_pdf.pdf

VORR are used to enhance safety, protect the environment, and protect the public interest. Transport Canada “may put restrictions in place to:

- prohibit all vessels
- limit engine power or type of propulsion

- impose speed limits
- restrict towing activities on any sporting or recreational equipment, including wake surfing
- prohibit a sporting, recreational or public event or activity.

These restrictions can either apply at all times, certain times of the day, week, month or year, and may target a particular type of craft on a waterway or a part of it, with proper justification.

Transport Canada states, “As a local authority, you should use the Vessel Operation Restriction Regulations only as a last resort for solving problems. Before applying for a vessel operation restriction, work with interested parties to find timely, effective and affordable solutions and seek advice and guidance from the Regional Transport Canada Marine Safety and Security office”.

The Township of Archipelago on Georgian Bay undertook a five-year VORR process. to obtain speed VORRs in high-traffic areas. The vast majority of the community’s seasonal population only has water access, so channels and the lake serve as Archipelago’s streets and highways. Congestion and speed were the main issues.

Once a municipality has submitted a VORR application, it then takes approximately two years for the new law to be approved and come into effect.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – The Reeve, on behalf of the Township send a letter to the federal government, with a copy to the Safe Quiet Association, the Muskoka Lake Association, and the Federation of Cottagers’ Association requesting the federal government to expedite the federal process underway to regulate tow sports on lakes according to the width and depth of lakes.

Option #2 – Council waits for other groups to push for actions.

FINANCIAL CONSIDERATIONS

Staff time to liaise with the relevant associations and the federal government.

STRATEGIC PLAN LINK

Economic Development – if residents, cottagers and tourists no longer enjoy their lake experience they will go elsewhere.

Environment – protection of Township waterbodies is an important consideration.

CLIMATE CONSIDERATIONS

Shoreline and lake bottom disturbance is another stressor exacerbating the difficulty of the lake ecosystem to adapt to climate disruption.

CONCLUSIONS

Staff recognize the positive impacts wake boat activity can have for participants in the sport. Staff also have heard from residents about negative impacts on lake environments and on other users of the lake when the lake is either too narrow or shallow to avoid impacts. Because the federal government regulates activities on water bodies, staff recommend the Township liaise with the federal government and associations already involved with the issue to work toward regulations that would benefit Tay Valley Township.

ATTACHMENTS

- 1) Attachment 1 - Checklist for a Vessel Operation Restriction Regulations Application

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 - Checklist for a Vessel Operation Restriction Regulations Application

Appendix 1: Checklist for preparing and submitting a formal *Vessel Operation Restriction Regulations* application—Local Authorities' Guide

	1. Preliminary assessment form for a VORR application duly completed and signed.
	2. A formal request from the local authority (a copy of a municipal resolution).
	3. A map clearly indicating the boundaries of the site , which shows latitude/longitude (degrees/minutes/seconds) a description of the waterway including the official name, local name.
	4. A summary of alternative regulatory and non-regulatory options you have considered and tried, if applicable.
	5. The rationale behind the reasons why the Regulations would be the best option for solving the problem.
	6. A report of the consultation process, which includes (See APPENDIX 2) : a) A list of all key stakeholders (including those impacted by the proposal), a summary of their position on the issue and the means you used to contact them b) Copies of print advertisements used including their date, place and publication c) Dates and stations used for radio and/or television programs d) Copies of minutes of meetings (including a list of issues raised and the proposal for addressing each issue, and any Indigenous concerns) e) Summary of e-mails/letters/memoranda and telephone calls – for and against
	7. A cost-benefit analysis of the regulatory project's impacts in terms of health, safety, the environment, the economy, public safety, businesses, trade, society and culture for all stakeholders affected by the Regulations' implementation (see APPENDIX 3).
	8. A description of your communication and signage strategies , how you will advertise the VORR to waterway users / The applicant's commitment to produce, post and maintain the signage.
	9. A description of how you will enforce the restrictions along with a letter from the local enforcement agency confirming that they can carry this out.
	10. A description of how you will evaluate the effectiveness of the restriction.

COMMITTEE OF THE WHOLE
September 12, 2023

Report #PW-2023-18
Sean Ervin, Public Works Manager

HARPER ROAD SPEED LIMIT

1. STAFF RECOMMENDATION(S)

It is recommended:

“THAT, that the speed limit on Harper Road from 250m North of Bathurst 7th Concession to 400m south of Bathurst 6th Concession be changed to 60 km/hr;

THAT, By-Law No. 2018-035 – Maximum Rates of Speed be amended;

AND THAT, staff be directed to monitor speeding on this section of Harper Road and provide an additional report if the 85% of vehicles are travelling 10km/hr above the new speed limit.”

BACKGROUND

At the August 24, 2023 meeting, Council adopted the following resolution:

“THAT, the petition dated July 27th, 2023, regarding traffic calming measures for a portion of Harper Road be referred to staff;

AND THAT, staff bring back a report to Council at the September Committee of the Whole meeting that addresses the petition.”

Since the petition was received by the Township, staff have also received four (4) additional emails from residents and one (1) verbal conversation with a resident regarding speeding concerns on this specific section of Harper Road. All five (5) conversations included comments and traffic calming recommendations which are listed below:

1. Concerns with speeding with the newly paved road, especially with the number of young families who live on this section of road.
2. Reducing the speed limit to 50km/hr between the 7th Concession and before (south of) the intersection of the 6th Concession.
3. Enforcement of the speed limit by OPP.
4. Installation of speed bumps/humps.

5. Installation of bollards, either on the centerline or on the edge of the lane.
6. Installation of speed cameras.

The purpose of this report is to provide Council with information regarding the posted speed limit on Harper Road, provide additional dialogue to the suggestions made by the residents and provide different options for the posted speed limit and traffic calming measures for Harper Road, specifically the section of Harper Road between the 6th and 7th Concessions.

DISCUSSION

The current speed limit of Harper Road in the limits of the historic hamlet area, specifically 550m South of the 7th Concession to 250m North of the 7th Concession, is 60km/hr. The remainder of the road is 80km/hr. Traffic count information, including speed data, is not available since the roadway was repaved, however traffic count information is available from 2018. This data shows that the Average Daily Traffic (ADT) is 825 vehicles and the 85% speed was 87km/hr. The traffic data was taken at the south limit of the historic hamlet, where the speed limit changes to 60km/hr for North bound traffic and 80km/hr for the South bound traffic. It should be noted that the poor condition of the road surface may have had an impact on vehicle speed.

The Township does not have their own Speed Management Policy; however, Lanark County is currently updating their Policy. The draft policy is found on their [website](#), which was used as a reference in reviewing the speed limit and traffic calming measures that could be implemented on Harper Road. The Policy includes a Speed Limit Change Warrant (Appendix D), which was completed for this section of Harper Road and is attached to this report.

Staff completed the Speed Limit Change Warrant and the Transportation Association of Canada (TAC) calculator for the recommended speed limit, and it was determined that the speed limit should be 60 km/hr from 250m North of Bathurst 7th Concession to 400m south of Bathurst 6th Concession. Please refer to the attachments of this report for the applicable completed forms.

While reviewing the speed limit, staff also reviewed the sight lines at the intersection of Harper Road and the 6th Concession as there were concerns with the limited sight lines to the south while entering onto Harper Road. Although a detailed sight line analysis was not completed, it should be noted that the geometrics of the S-corner meet the requirements for an advisory 70km/hr speed, which is noted with a yellow sign at each limit of the corner. Reducing the speed limit to 60km/hr should further slow vehicles down through this part of the road and therefore increase safety for motorists on Harper Road as well as vehicles entering Harper Road from the 6th Concession.

The Traffic Calming Screening Tool (Appendix E) was completed for this road, and it was determined that the criteria were not met to implement any of the traffic calming measures that were included in the County's draft Policy. Therefore, it is not recommended to install speed humps or bollards at this time.

Although none of the traffic calming measures from the Policy are recommended at this time, some basic traffic calming measures have already been implemented with the installation of

the white edge line to mark the travel lane and the paved shoulder. This practice was successfully used on Glen Tay Side Road to narrow the driving lane and give the appearance that the road is narrow to slow traffic. Yellow “Please Slow Down Signs” were installed in 2022 to bring awareness to motorists that there may be other users of the roadway, including people walking and kids playing. Furthermore, if the new speed limit is approved by Council, it is recommended that oversized speed limit signs are used to alert drivers of the speed limit. This practice has been used by Lanark County in Dewitt’s Corner and has had success with alerting drivers of the new speed limit.

FINANCIAL CONSIDERATIONS

The new signage will cost an estimated \$2,500 and can be funded from the surplus from the road project budget.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Reduce the speed limit of Harper Road, between the 6th and 7th Concessions to 60km/hr. Install oversized signage to mark the speed limit and monitor the results. Once the signage is installed, traffic data will be collected, and staff will complete the Traffic Calming Screening section from the Policy and provide recommendations in a subsequent report.

Option #2 – Reduce the speed limit to 50km/hr. This is not recommended as this speed limit is not warranted using the TAC calculator and would be very challenging to enforce and have compliance with motorists.

Option #3 – Leave the speed limit “as-is”. This is not recommended as the warrants are met to reduce the speed limit.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

None considered.

CONCLUSION

It is recommending that the speed limit be lowered to 60km/hr, a few minor traffic calming measures be implemented, and data be collected in the fall of 2023 and spring of 2024. If the 85% of vehicles are travelling 10km/hr above the speed limit, a follow-up report will be brought forward to Council in late spring 2024 with additional traffic calming recommendations. The possible options for traffic calming include bollards, installed on either the centerline or along the white edge line, various pavement marking options such as dragon’s teeth, full-lane transverse bars or converging chevrons or the installation of a gateway at each end of the speed change to notify drivers that they are entering a residential area. Speed bumps or humps are not likely an ideal candidate for this specific roadway as it

would cause issues with snow clearing operations. Furthermore, the initial costs and ongoing maintenance cost of speed camera's would be prohibited with the low traffic volume.

ATTACHMENTS

1. Appendix D - Speed Limit Change Warrant
2. TAC Method Suggested Speed Limit
3. Appendix E - Traffic Calming Screening

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

ATTACHMENTS

DRAFT Speed Management Policy (July 2023)

Appendix D

Speed Limit Change Warrant

Use this checklist with Section 4.4 of the Lanark County Speed Management Policy when considering a request to change the speed limit.

Road Name and Limits: HAEPER ROAD, 6th CONC. TO 7th CONC. [400m South of 6th CONC. TO 250m North of 7th CONC.]

Date Inquiry Received: AUG. 24, 2023

Date Review Completed: AUG. 25, 2023

Name of Reviewer: SEAN EDWIN, PW MANAGER.

Road Environment: Urban Rural Current Speed Limit: 80/60 km/h

Geometric Constraints: Yes No

85th Percentile Speed: 87 km/h Road Segment Length: 2.1 km

Residential Entrances: 16 Qualifying Collisions (see Note 1 below): N/A

Education/Enforcement: Tried and Effective Tried and Ineffective Not Tried

Criteria	A speed limit change may be considered if:	Satisfied?
At Least Two Criteria Must be Met		
1. Suggested Speed Limit	The suggested speed limit determined using the Transportation Association of Canada <i>Canadian Guidelines for Establishing Posted Speed Limits</i> (TAC Method) differs from the current speed limit by 10 km/h or more. TAC Method Suggested Speed Limit: <u>60</u> km/h assuming the Collector -Road classification when determining the ideal speed using the methodology.	<input checked="" type="checkbox"/>
2. Geometric Constraints	Site-specific geometric constraints (such as reduced sight distance or curve radii) do not match the current speed limit.	<input type="checkbox"/>
3. Operating Speed	The 85th percentile speed differs from the current speed limit by 10 km/h or more.	<input checked="" type="checkbox"/>
4. Environment Characteristics	The Environmental Factor Score from the table below is 30 points or more.	<input checked="" type="checkbox"/>

All Criteria Must be Met		
5. Potential Speed Zone Length	The length of the potential speed zone would exceed 500 m for TAC Method Suggested Speed Limit of 70 km/h or less and 1,000 m for TAC Method Suggested Speed Limit of more than 70 km/h.	<input type="checkbox"/>

Environmental Factor Score:


Factor	Value	Factor Scoring	Maximum Points	Score
Pedestrian/ Cycling Activity		5 points for each adjacent pedestrian and/or cycling generator (e.g., school, seniors' centre or residence, playground, hospital, park, recreation centre/arena, library, shopping centre, place of worship)	25	0
Pedestrian Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	5 points if no sidewalks or multi-use paths	5	5
Cycling Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	5 points for designated cycling facilities	5	0
Collision History	See above	1 point for each qualifying collision ¹ over the last 36 months	5	0
Residential Frontage		5 points for primarily residential frontage (> 10 entrances per km)	5	0
Settlement Area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5 points if within a Settlement Area designation (Towns, Villages, and Hamlets) on Schedule A (Land Use Designations) of the Lanark County Sustainable Communities Official Plan	5	0
Total Score			50	5

Note: 1. Includes all collisions along the subject road section except for collisions involving animals.

Warrant Recommendation:

If Warrant Satisfied:	
Change speed limit to TAC Method Suggested Speed Limit if the Environmental Factor Score is less than 30 points	<input checked="" type="checkbox"/>
Change speed limit to TAC Method Suggested Speed Limit less 10 km/h if the Environmental Factor Score is 30 points or more (but not less than 40 km/h)	<input type="checkbox"/>
Recommended Speed Limit: <input type="checkbox"/> 40 km/h <input type="checkbox"/> 50 km/h <input checked="" type="checkbox"/> 60 km/h <input type="checkbox"/> 70 km/h <input type="checkbox"/> 80 km/h	
If Warrant Not Satisfied (check one):	
Consider physical traffic calming if education and/or enforcement already tried and found ineffective or inappropriate under the circumstances	<input type="checkbox"/>
Undertake education and/or enforcement if not already tried	<input type="checkbox"/>

TAC Method Suggested Speed Limit

		Automated Speed Limit Guidelines FORM A - Automated Speed Limit Guidelines Spreadsheet		Version: 10-Apr-09
Name of Corridor:	Harper Road			
Segment Evaluated:	250m North of Bathurst 7th Concession	to	400m south of Bathurst 6th Concession.	
Geographic Region:	Former Bathurst Township			
Road Agency:	Tay Valley			
Road Classification:	Collector	Length of Corridor:	2,150	m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)		km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80	km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)	87	km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	No policy	

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Lower	1
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Medium	2
C2	CYCLIST EXPOSURE	Medium	2
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	1
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS	<i>Number of Occurrences</i>	3
	Left turn movements permitted	14	
	Right-in / Right-out only		
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Calculate Total Risk Score

Total Risk Score:

22

Posted Speed Limit (km/h):

As determined by road characteristics

60

As determined by policy

No policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

Appendix E

Traffic Calming Screening

Use this checklist with **Section 4.6** of the **Lanark County Speed Management Policy** when considering physical traffic calming measures on a County Road for speed management purposes.

Road Name and Limits: HARPER ROAD, 6th CONC. TO 7th CONC.
 Date Inquiry Received: AUG. 24, 2023
 Date Review Completed: AUG. 25, 2023
 Name of Reviewer: SEAN ERWIN

Road Environment: Urban Rural Current Speed Limit: 80/60 km/h
 Education/Enforcement: Tried and Effective Tried and Ineffective Not Tried
 Number of Lanes: 2 Route: Truck Emergency Vehicle
 85th Percentile Speed: 87 km/hr Qualifying Collisions (see Note 1 below): N/A

Criteria	Physical traffic calming may be considered if:	Satisfied?
All Criteria Must be Met		
1. Adequate Trial of Other Solutions	An adequate trial of education and/or enforcement has been undertaken to reduce speeds.	<input type="checkbox"/>
2. Number of Lanes	The subject road section is two-lanes.	<input checked="" type="checkbox"/>
3. Designated Route	The subject road section does not serve as a designated truck route and/or emergency vehicle route (ambulance, fire, police services) unless exempted by the County.	<input checked="" type="checkbox"/>
4. Unique or Local Considerations	The subject road section does not have any unique or local considerations affecting the installation of physical traffic calming measures.	<input checked="" type="checkbox"/>
5. Locational Characteristics	The Locational Factor Score from the table below is 50 points or more.	<input type="checkbox"/>

Locational Factor Score:

Factor	Value	Factor Scoring	Maximum Points	Score
Speed Differential		1 point for every 1 km/h the 85th percentile speed exceeds the posted speed limit	25	25
Excessive Speed		5 points if the 85th percentile speed exceeds the posted speed limit by 20 km/h	5	5
Environmental Factor from Speed Limit Change Warrant:				
Pedestrian/ Cycling Activity		5 points for each adjacent pedestrian and/or cycling generator (e.g., school, seniors' centre or residence, playground, hospital, park, recreation centre/arena, library, shopping centre, place of worship)	25	0
Pedestrian Facilities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5 points if no sidewalks or multi-use paths	5	5
Cycling Facilities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5 points for designated cycling facilities	5	5
Collision History	See above	1 point for each qualifying collision ¹ over the last 36 months	5	1
Residential Frontage		5 points for primarily residential frontage (> 10 entrances per km)	5	0
Settlement Area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5 points if within a Settlement Area designation (Towns, Villages, and Hamlets) on Schedule A (Land Use Designations) of the Lanark County Sustainable Communities Official Plan	5	0
Total Score			80	41

Note: 1. Includes all collisions along the subject road section except for collisions involving animals.

Screening Recommendations:

If Screening Satisfied:	
Proceed with traffic calming plan development	<input type="checkbox"/>
If Warrant Not Satisfied:	
Deny request	<input checked="" type="checkbox"/>

2024 Council/Committee Calendar

■ COW ■ County
■ Council

★ Statutory Holiday ■ March Break

■ Conferences
 January 21-23 ROMA (Toronto)
 April 21-24 OGRA (Fairmont Royal York, TO)
 June 6-8 FCM (Calgary)
 June 9-12 AMCTO (The Blue Mountains)
 August 18-21 AMO (Ottawa)
 September OEMC (TBD)

Budget Meetings (Tentative)
 November 5 - Operating
 November 12 - Capital
 November 26 - Public Meeting
 December 10 - Adopt

JANUARY						
S	M	T	W	T	F	S
	★	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			ROMA Conference			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	★	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
	★	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			AMO Conference Aug 18-21			

SEPTEMBER						
S	M	T	W	T	F	S
1	★	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			OEMC Conference - Date TBD			

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	★	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	★	★	★	27	28
29	30	★	★	★		

Please note: Dec. 24 & 31 are half day stats
Municipal Office Closed - Week of 23-27

CORRESPONDENCE

1. **Association of Municipalities of Ontario:** Update – Policy Update – Property Tax Assessment – *attached, page 4.*
2. **Prince Edward County:** Resolution – Pause Proposed Changes to the Provincial Planning Statement (PPS) – *attached, page 5.*
3. **Municipality of St. Charles:** Resolution – Support for Prince Edward County’s Resolution Regarding the Provincial Planning Statement – *attached, page 7.*
4. **Ministry of Municipal Affairs and Housing:** Correspondence – Building Faster Fund – *attached, page 8.*
5. **City of Toronto** – Recommendation – City Comments on the Proposed Provincial Planning Statement – *attached, page 9.*
6. **Township of Selwyn:** Resolution – Short Term Rentals – *attached, page 19.*
7. **City of Port Colborne:** Correspondence – Support for Township of Selwyn’s Resolution – Short Term Rentals – *attached, page 21.*
8. **Township of the Archipelago:** Correspondence – Request to Province to establish a regulatory framework for digital platforms such as Airbnb and VRBO – *attached, page 22.*
9. **City of Woodstock:** Resolutions – Homelessness Crisis and Opioid Crisis – *attached, page 23.*
10. **Municipality of St. Charles:** Resolution – Homelessness and Affordable Housing – *attached, page 26.*
11. **Township of Puslinch:** Resolution – Special Powers and Duties of Heads of Council – *attached, page 29.*
12. **City of Woodstock:** Resolution – Safe and Respectful Workplace – *attached, page 32.*
13. **City of Stratford:** Resolution – Strengthen Municipal Codes of Conduct – *attached, page 34.*
14. **Municipality of St. Charles:** Resolution – Support for Bill 5 – Stopping Harassment and Abuse by Local Leaders Act – *attached, page 36.*

15. **Town of Amherstburg:** Resolution – Support Resolution – Violence Against Women – *attached, page 37.*
16. **Association of Municipalities of Ontario** – Policy Update – Cabinet Shuffle, Municipal Risk, and Gender-Based Violence – *attached, page 38.*
17. **Ministry of Natural Resources and Forestry:** Correspondence – Streamlining of Approvals under the Aggregate Resources Act and Supporting Policy – *attached, page 41.*
18. **City of Cambridge:** Resolution – Highway Traffic Act Amendments – *attached, page 42.*
19. **Town of Amherstburg:** Correspondence – Support letter: Local Emergency Response System and Gaps in Healthcare regarding Code Red and Code Black Frequency – *attached, page 44.*
20. **Municipality of St. Charles:** Resolution – Supports the reinstatement of previous legislation that permitted municipalities to retain surplus proceeds from tax sales – *attached, page 50.*
21. **City of Hamilton:** Correspondence – Provincial Amendments to the Greenbelt Plan – *attached, page 51.*
22. **Municipality of Chatham-Kent:** Resolution – Time for a Change - Municipal Freedom of Information and Privacy Protection Act – *attached, page 53.*
23. **Town of Plympton-Wyoming:** Correspondence – Support for Chatham-Kent regarding Time for a Change - Municipal Freedom of Information and Privacy Protection Act – *attached, page 56.*
24. **Municipality of Shuniah:** Resolution – Support Resolutions from Chatham-Kent and South Huron regarding changes to MFIPPA – *attached, page 57.*
25. **Township of Severn:** Correspondence – Climate Energy Just Transition Transfer – *attached, page 58.*
26. **Township of Emo:** Correspondence – Declaring the Black Ash Tree as “endangered” under the Endangered Species Act – *attached, page 61.*
27. **Ministry of Infrastructure:** Correspondence – Updates to the Less Red Tape, Stronger Economy Act – *attached, page 64.*
28. **Perth and Smiths Falls District Hospital:** Update – Our Strategic Priorities – *attached, page 67.*
29. **Perth and Smiths Falls District Hospital:** Update – About Our Hospital: 2022/23 Annual Report – *attached, page 68.*

30. **Tay Valley Township:** Report – Building Permits Approved Report – June 2023 – *attached, page 71.*
31. **Tay Valley Township:** Report – Building Permits Approved Report – July 2023 – *attached, page 72.*
32. **Tay Valley Township:** Report – Building Permits Approved Report – August 2023 – *attached, page 73.*

UPDATES

BOLINGBROKE CEMETERY BOARD MINUTES

Thursday August 24, 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
Ron Fournier
Betty Anne Gillespie

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Maureen van Dreumel, Community Services Coordinator

Members/Staff Absent: None

1. CALL TO ORDER

The meeting was called to order at 1:07 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 – May 25th, 2023**

The minutes of the Bolingbroke Cemetery Board Meeting held on May 25th, 2023 were approved as circulated.

5. BUSINESS

i) **Disinterment Rights Certificate.**

This item is now finalized.

ii) **Contract for Disinterment Rights.**

This item is now finalized.

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

The regulatory submission procedures have been followed including:

Notice of filing must be:

- a) Published once in a newspaper with general circulation in the locality in which the cemetery is located.
- b) Conspicuously posted on a sign (for 4 weeks) at the cemetery entrance.
- c) Delivered to each supplier of markers who has delivered a marker to the cemeteries during the previous twelve-month period.

No comments have been received to date on the proposed by-law.

The By-Law is going to Council tonight and then will be submitted to the Bereavement Authority of Ontario for approval.

iv) **Name Sign Update.**

The sign has been installed.

v) **General Account versus Care and Maintenance Fund Account.**

2023 Revenues	Donations	\$1,000
	Gate Fees	\$1,400
	Interest	\$1,850

Care and Maintenance Fund \$1,000

2023 Expenses \$1,500

Grass, Advertising, Signage, General Supplies

Fencing was approved as part of the 2023 budget. The Community Services Coordinator will take pictures when onsite in the Fall. It may be worthwhile to

wait to make upgrades to the fence until it is known if the expansion will move forward as the fencing will need to be done at that time anyways. It would not make sense to do it twice.

vi) **Memorial Service Update.**

There was a decent crowd. Asked for volunteers but no new volunteers came forward. Overlooked the changes to procedures, had a few families come forward to fill in the names on existing lots.

vii) **Continuing to Operate the Cemetery – Options if there are no Volunteers.**

Staff have confirmed with the Bereavement Authority of Ontario (BAO) that when there are no longer volunteers to undertake the daily operations of the cemetery then no further lots will be sold. However, any lots that have been sold and not used must still be honoured as they have the right to be interred in the lot they paid for.

Now that compliance is almost achieved on the paperwork side, the next step is to conduct a site visit this Fall and to ensure onsite compliance. The BAO has a checklist that can be used. D. Boyd is interested in taking on the task and will arrange to meet with the Community Services Coordinator onsite this Fall.

There has been a member of the public step forward to be a back-up for D. Kilpatrick. Another option may be to reach out to K. Prytula, a resident in the area that is taking the Cemeteries Administration course. D. Kilpatrick will speak with both of them before the next Board meeting.

viii) **Expansion of Cemetery – On Hold until Continuity Plan in Place.**

On hold.

ix) **Price List Update.**

The Board reviewed the proposed changes to the Price List which all center around Disinterments.

The Board wanted to wait until the next meeting to approve the Price List for 2024 as they wanted to consider increasing the sale of a lot by 2% annually to keep up with inflation, but the gate fee would remain unchanged.

6. NEW/OTHER BUSINESS

The Board agreed to add the item – Abandoned Lots after 20 Years to the agenda.

- i) **Abandoned Lots after 20 Years.**
Some Rights Holders that have had lots for over 20 years are concerned that they may lose them. Staff clarified that this was not the case but stressed that is why it is important to get names added to a Lot.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: November 23rd, 2023 at 1:00 p.m.

Items:

- Bolingbroke Cemetery By-Law – Status Update

8. DEFERRED ITEMS

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

- *Expansion of Cemetery – On Hold until Continuity Plan in Place.*

9. ADJOURNMENT

The meeting was adjourned at 2:17 p.m.

**DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD
MINUTES**

Thursday, August 21st, 2023

6:00 p.m.

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

Training Room

ATTENDANCE:

Members Present:

Chair, Councillor Paul Coutts
Vice-Chair, Councillor Wayne Baker
Councillor John Matheson
Councillor Ray Scissons
Councillor Marilyn Thomas (arrived at 7:07 p.m.)
Councillor Greg Hallam (arrived at 6:47 p.m.)

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 6:06 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – March 30th, 2023.**

RESOLUTION # FB2023-17

MOVED BY: John Matheson
SECONDED BY: Wayne Baker

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on March 30th, 2023 be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) **Health & Safety Update – *attached, page 7.***

Deputy Chief D. Gibson provided the Fire Board with an update on the Health & Safety Committee for the Fire Department.

ii) **Smiths Falls Fire Service Agreement – *attached, page 8.***

Fire Chief G. Saunders reviewed the draft Smiths Falls Fire Service Agreement with the Fire Board. The agreement has been in place for several years however updates were required.

RESOLUTION # FB2023-18

MOVED BY: John Matheson
SECONDED BY: Ray Scissons

“**THAT**, the draft Smiths Falls Fire Service Agreement be approved and forwarded to each municipality for approval.”

ADOPTED

iii) **Fire Prevention Activities Report – *attached, pages 9 & 10.***

Deputy Chief D. Gibson provided the Fire Board with an update on the Fire & Life Safety Activities that have taken place or are upcoming in the near future.

iv) **IT Upgrade – Official Motion.**

Fire Chief G. Saunders reported that the IT upgrade being done by Lanark County is scheduled to begin in September. The funds to pay for the cost of the upgrade will be taken from the Administration Reserve.

RESOLUTION # FB2023-19

MOVED BY: Ray Scissons
SECONDED BY: Wayne Baker

“**THAT**, the Fire Board proceeds with the purchase and installation of new IT hardware that was recommended by the Lanark County IT Department with an upset limit of \$11,700.00;

AND THAT, the funds be taken out of the Fire Department Administration Reserve.”

ADOPTED

v) **Fire Ban Summary.**

Fire Chief G. Saunders provided the Fire Board with a summary of all the changes with regards to the Fire Ban earlier in the summer.

vi) **Officer Review Update – *attached, page 11-17.***

Fire Chief G. Saunders provided the Fire Board with an update on the Officer Review.

vii) **Medical Tiered Response Agreement.**

Fire Chief G. Saunders reviewed the Medical Tiered Response Agreement with the Fire Board. The agreement has been in place for several years however updates were required.

RESOLUTION # FB2023-20

MOVED BY: Greg Hallam
SECONDED BY: Marilyn Thomas

“**THAT**, the draft Medical Tiered Response Agreement be approved and forwarded to each municipality for approval.”

ADOPTED

viii) **Tanker and Aerial Support Services Agreement.**

Fire Chief G. Saunders reviewed the Tanker and Aerial Support Services Agreement with the Fire Board. Tanker and Aerial support between DNETVFR and the Perth Fire Department has been in place for several years however the details and specifics of the arrangements have never been written down until now.

RESOLUTION # FB2023-21

MOVED BY: Ray Scissons

SECONDED BY: John Matheson

“**THAT**, the Tanker and Aerial Support Services Agreement be approved;

AND THAT, the Chair and Fire Chief be authorized to sign the necessary documentation.”

ADOPTED

ix) **2023 Emergency Response Call Update – *attached, page 18.***

Fire Chief G. Saunders provided the Fire Board with an overview of the number of emergency response calls the Fire Department has received to date.

x) **Billing Update – *attached, page 19.***

Fire Chief G. Saunders provided the Fire Board with an update on the number and type of invoices the Fire Department has sent out since the last meeting.

xi) **Financial Update – *attached, page 20.***

Fire Chief G. Saunders provided the Fire Board with an update on the financial status of the fire department.

xii) **Firefighter Hours & Pay Update – *attached, page 21.***

Fire Chief G. Saunders provided the Fire Board with a cost update on the firefighter honorariums to date.

xiii) **Deputy Fire Chief Update.**

TRAINING

- The week of Sept 13 to 17th we are hosting the Ontario Fire College Mobile Live Fire Training Unit at the South Sherbrooke Station. As well as training for our department we will have Perth and Central Frontenac attending.
- We would like to invite the members of the Fire Board, as well as the rest of each Council to stop by on the morning of Sat Sept 16th to observe the training. There is also the 25th Anniversary of Tay Valley occurring down the road at the Maberly Hall that day as well.

MISC

- Spent time in the past year working with and evaluating the current Record Management Software (RMS) that DNETV has been using. FirePro is pretty archaic in its structure and not sure how long it may be around.
- Two main options for moving forward, each of which are currently used by neighboring municipalities. Costs we have been given are very low start up

costs but higher yearly subscriptions...up to 10 to 15K. Just an FYI at this point.

xiv) **Fire Chief Update.**

- The new pumper trucks for both stations were ordered over 1 year ago. Hopefully they will be delivered before the end of 2024 but not guaranteed.
- At the next Fire Board meeting the Fire Board will review the 2024 draft fire department budget; contemplating purchasing a boat for BBD&E Station.

7. NEW/OTHER BUSINESS

None.

8. IN-CAMERA

None.

9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Thursday, October 5, 2023 at 6:00 p.m. at South Sherbrooke Station.

10. DEFFERED ITEMS

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

None.

11. ADJOURNMENT

The Board adjourned at 8:15 p.m.

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, August 11, 2023

2:00 p.m.

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

ATTENDANCE:

Members Present: Councillor, Greg Hallam
Councillor, Angela Pierman (left at 3:05 p.m.)
Bob Argue
Jennifer Dickson
Douglas Barr
Gilbert Rossignol
Peter Nelson

Members Absent: David Poch

Staff Present: Noelle Reeve, Planner
Allison Playfair, Building & Planning Administrative
Assistant/Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 2:01 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as printed.

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – June 9th, 2023.

The minutes of the Green Energy and Climate Change Working Group Meeting held on June 9th, 2023, were approved as amended.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) **Climate Action Plan Update.**

- Draft Report Card Update

The Planner presented a draft Climate Change Report Card (see page 6) summarizing that between 2018 and 2023 GHG have increased for waste and the Township fleet. The GHG emissions for buildings appear to have declined considerably but the Working Group wanted more detailed information to determine how accurate this conclusion is.

The Working Group noted that the Glen Tay Waste Site Annual Report for 2022 indicates that waste is expected to increase by 20% between 2022 and 2041 (see Table page 7). This is the wrong direction for reducing GHGs.

The Working Group identified that increasing composting is needed to reverse this trend. A focused waste audit on organics would need to be undertaken (to supplement the free waste audit undertaken by the Province that did not include organics) to get an understanding of the impact of GHG reduction from introducing a program to promote composting.

The Planner will talk with the Public Works Manager about writing a joint report to present to Council in September describing options for instituting composting in Tay Valley Township.

The Public Works Manager has talked to Perth about the possibility of sending Tay Valley's compost to their composting facility after collecting it at our waste site(s). The Public Works Manager has also thought about the Township maintaining its own composting facility. These are options to be fleshed out in the report.

For residents who want to compost at home, the Public Works Manager has attended a workshop on dominant fungal composting as well as traditional composting and his department currently offers composting bins at cost to residents.

The Working Group emphasized that there will need to be training in composting for Waste Site Attendants to educate residents and possibly a concierge service to help people start up, like Lanark County used to provide. This may have implications for the budget which is why a report needs to go to Council in September e.g., if free composter distribution at the landfills was an initiative.

The Planner noted that the Real Deal Store in Smiths Falls is hosting a workshop on composting and possibly the Township could host a similar workshop.

B. Argue pointed out that the new producer responsibility recycling program that potentially will begin in two (2) years will also affect how waste is managed and will affect the Township's Green House Gas calculation.

Township wide garbage collection (as is done in Drummond North Elmsley and Rideau Lakes) could lower greenhouse gas emissions (and provide a service to help residents age in place). This should be revisited when the producer responsibility changes come into effect.

The Planner explained the Township fleet Green House Gases did decrease in 2021 however they increased in 2022 due to the Township providing its own roadside mowing instead of contracting it out. It was also noted that the mileage for staff and Council was included in 2022 for the first time so has also contributed to the increase of GHG emissions.

With regard to the Township fleet emissions, the Working Group discussed the feasibility of getting an electric vehicle in the near future to replace the repaired Chief Building Official, rather than waiting the five (5) or more years to replace it, in order to reduce fleet emissions and achieve the best return on investment when considering Total Operating Costs.

The Planner noted that the asset management plan (to be discussed by Council in September) will identify when assets would need to be replaced.

The continued expansion of what is considered to be Township GHG emissions, (i.e., including the emissions of suppliers to the Township) is a policy discussion that Council should have.

- Website Content

G. Rossignol suggested adding some pictures to the Climate Change page of the Tay River flood of Christie Lake Road to show the local impact of climate change.

He has also asked permission from various farmers about using pictures of their farms to be included in updating content on the Tay Valley website. Content will be submitted with the pictures to the Planner to be approved by the Chief Administrative Officer for uploading to the website.

- Did you Know Series?

B. Argue submitted content for the "Did You know?" series (see page 8) that will be passed on to the Chief Administrator Office to review and be included in the news feeds. Other Members will also submit other Did You Know pieces to the Planner.

ii) **Communications**

- Lanark County Climate Change Committee Update.

The Planner provided the Working Group an update on the Lanark County Climate Change Committee meeting that was held on Thursday, August 10. She noted that the County has hired Dave Roewade on contract to work on implementation targets for the Climate Action Plan.

Mr. Roewade has suggested to submit a county-wide Federation of Canadian Municipalities BetterHomes grant application to the Community Efficiency Financing Program because the smaller municipalities would not receive funding on their own, given the limited funds left in the program. The application is due in December 2023 and if successful the program would begin in the Fall of 2024.

B. Argue referred to a CBC story that describes a Community Efficiency Financing program in the Atlantic Provinces for heat pumps
<https://www.cbc.ca/news/science/pace-home-energy-loans-1.6928216>

Councillor Angela Pierman left at 3:05 p.m.

- Shoreline Clean Up
G. Rossignol suggested an initiative to mitigate climate change through nature based asset management, where the Working Group and Friends of the Tay could partner to do a shoreline clean up of garbage along the Tay River to allow subsequent revegetation of the shoreline through the Rideau Valley Conservation shoreline program. The shoreline plantings would absorb carbon. Our Trees may also be interested in tree planting.
G. Rossignol would also like to have a discussion with the Public Works department about not cutting the grass in the ditches on Ernest Way and possibly plant butterfly and other pollinator plants instead.
- Street Lights that are Solar Powered

Councillor Hallam deferred the topic of street lights that are solar powered until the next meeting when he has more details.

7. NEW AND OTHER BUSINESS

None.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: September 15, 2023

- Discussion of Asset Management Plan
- Clarification of Township Building GHGs

- Website Content
- Did you Know? Series Write Ups
- Streetlights that are solar powered

9. DEFERRED ITEMS

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

- None

10. ADJOURNMENT

The Working Group adjourned at 3:16 p.m.

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the May 8, 2023 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the April 17, 2023 Board of Directors Committee Meeting, as well as minutes for the February 17, 2022 meeting of the Policy and Planning Committee.

Watershed Conditions

Water levels and flows on the Mississippi and Ottawa are high due to higher than average rainfall across the watershed (monthly total of 140 mm of rain compared to May average of 72 mm.) MVCA issued a Flood Warning Update for the Ottawa River and a Flood Watch for the Mississippi Watershed for on May 2nd. No additional flooding is expected at this time and levels should be at or slightly above summer target levels for the long weekend in May. Long range forecasts have indicated a normal summer with both average summer temperatures and precipitation.

Election of 2023 MVCA Officers and Board Appointments

Councillor Paul Kehoe (Drummond/North Elmsley) was elected Chair and Councillor Jeff Atkinson (Carleton Place) was elected Vice- Chair of the MVCA Board of Directors. Table 1 lists appointments to MVCA’s Regulation Committee that arbitrates Section 28 matters.

Table 1: 2023 Regulations Committee Membership	
Board Chair, Paul Kehoe	Drummond/North Elmsley
Board Vice Chair, Jeff Atkinson	Carleton Place
Janet Mason	Ottawa
Andrew Kendrick	Tay Valley
Richard Kidd	Beckwith

Appointment of the Auditor

The Board appointed the firm of KPMG as the Authority’s Auditor for the year 2023.

Natural Systems Monitoring & Reporting Program Review

The Board approved the continuation of MVCA’s [Natural Systems Monitoring and Reporting program](#) with the recommended changes and improvements.

Analysis of Programs and Services for MOUs

The Board directed staff to prepare a business case and draft agreement to seek municipal support to continue to fund existing Category 2 and 3 programs and services with continued funding under MVCA's municipal operating and capital levies.

Watershed Tour

MVCA's Watershed Tour will be held on Monday, June 12, 2023 from 9:00 am until approximately 4:00pm.

ATTACHMENTS:

- Approved Minutes from April 17, 2023 Board of Directors Committee Meeting
- Received Minutes from February 17, 2022 Policy and Planning Committee Meeting



MINUTES

Via Zoom and In Person

Board of Directors Meeting

April 17, 2023

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
B. Holmes
J. Karau
P. Kehoe
C. Kelly
S. Lewis
M. Souter
H. Yanch
A. Vereyken
C. Curry
R. Huetl
C. Kelsey (remote)
A. Kendrick
T. Popkie

MEMBERS ABSENT

D. Comley
R. Kidd
G. Gower

STAFF PRESENT

S. McIntyre, General Manager
J. Cunderlik, Director of Engineering
J. North, Engineering Technologist
S. Lawryk, Property Manager
A. Broadbent, Manager of Information, Communications and Technology
D. Post, Full Stack Developer
C. Watson, Legal Counsel (remote)
K. Stiles, Biologist
M. Craig, Manager of Planning and Regulations
R. Clouthier, Recording Secretary

J. Atkinson called the meeting to order at 1:03 pm.

Declarations of Interest (written)

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Agenda Review

Board members had no comments on the agenda for the April 17, 2023 meeting. No consent agenda items were pulled and no comments received.

B23/04/17-1

MOVED BY: P. Kehoe

SECONDED BY: M. Souter

Resolved, That the agenda for the April 17, 2023 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting March 13, 2023

B23/04/17-2

MOVED BY: J. Karau

SECONDED BY: H. Yanch

Resolved, That the minutes of the Mississippi Valley Conservation Authority Board of Directors Meeting held on March 13, 2023 be received and approved as printed.

“CARRIED”

- a) Receipt of Finance and Administration Advisory Committee Meeting Minutes, November 21, 2022

B23/04/17-3

MOVED BY: J. Mason

SECONDED BY: T. Popkie

Resolved, That the minutes of the Mississippi Valley Conservation Authority Finance and Administration Advisory Committee Meeting held on November 21, 2022 be received as printed.

“CARRIED”

2. Fiduciary Responsibility, Report 3306/23 (C. Watson)

C. Watson (Bell Baker LLP) gave a presentation to Board members on the fiduciary responsibilities related to being a member of MVCA's Board of Directors. No questions were received after the presentation. See Attachment 1 for presentation slides.

3. State of the Watershed Update, Report 3307/23 (J. North)

J. North confirmed that a flood warning is still in effect for Dalhousie Lake and Clyde Rivers. MVCA mitigated flooding by replacing logs in the upper watershed and releasing water in the lower watershed. There was above average flooding on the Mississippi River but it could have been much worse. Flows and water levels should drop in the next few weeks.

The Ottawa River is just beginning its freshet with water levels and flows increasing due to snowmelt over the southern part of the basin. Levels and flows are expected to increase gradually over the next few weeks.

4. STAFF PRESENTATION: Daily Planning Cycle (DPC), Report 3308/23 (D. Post)

D. Post displayed a new flood forecasting and warning web tool to Board members developed and now in use by MVCA's Flood Forecasting and Warning team. The Daily Planning Cycle (DPC) tool allows for easy checking of water levels, flows, weather (observed and forecasted), snowpack and other parameters on a daily basis.

R. Huetl asked how the tool would be maintained if D. Post were to leave MVCA. D. Post replied that meticulous documentation and notes were recorded throughout the development of the tool.

J. Mason asked if the tool could be useful to other conservation authorities. D. Post replied that he believes it can be, it is very customizable and easy to use while providing a lot of data visualization and manipulation. A presentation to Conservation Ontario may be pursued further.

J. Karau commented that as we can no longer truly rely on historical data and the DPC tool is very useful. MVCA should consider publishing results and the tool.

M. Souter asked if any copyright or trademark has been applied to the tool as an intellectual right. S. McIntyre noted that MVCA has ownership of the tool and that we are looking to present a paper at Latarnell. Monetization has not been a top priority however we will still investigate.

ITEMS ARISING FROM THE FINANCE AND ADMINISTRATION ADVISORY COMMITTEE MEETING, MARCH 28, 2023

5. Update to 10-Year Capital Plan, Report 3309/23 (S. McIntyre)

S. McIntyre overviewed Report 3309/23 detailing proposed updates to the 10-year Capital Plan and planned capital levy increases.

C. Kelly asked S. McIntyre to clarify when the plan does not have an estimate beside the project. For example, the Glen Cairn Detention Basin and more. S. McIntyre replied that the structures have ambiguous ownership or operations. We need to resolve these issues before providing an estimate as we do not have clear ownership or operation.

S. Lewis asked if we have generators for the EV vehicles if the power goes out and cautioned against moving to EV too quickly. S. McIntyre noted that MVCA agrees and we are taking a measured approach to the ownership of the vehicles and we will be returning to the Board about this at a later date.

S. McIntyre noted that the proposed capital increases are not as high as previous proposals. A. Kendrick asked S. McIntyre to explain how the conservation authorities deal with borrowing and also how the reserves build up during times of inflation. S. McIntyre replied that conservation authorities are not allowed to directly take out loans; we have to be sponsored by a member municipality, or a municipality may provide a loan themselves. S. Millard noted that we are behind the ball with our reserves and have grandfathered accounts that earn a higher interest rate. We do not pursue risky investments and only invest in GICs. We are not keeping up with inflation, mainly due to inflation related to construction.

S. McIntyre noted that the HQ Building Sewer and Water Connection estimate does not include the cost of bringing water and sewer service to the property line. It is unclear how those costs are to be addressed and the people who originally negotiated the agreement between MVCA and the Town are no longer with their organizations. The original agreement stipulated that we must connect to water and sewer within 10 years.

B23/04/17-4

MOVED BY: J. Mason
SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the 10-year Capital Plan update and schedule of capital levy increases.

“CARRIED”

6. Tangible Capital Asset Policy Amendment, Report 3310/23 (S. Millard)

S. Millard presented Report 3310/23 pertaining to amendments proposed to the Tangible Capital Asset Policy. The report suggests to update the schedule of assets classes, capitalization

thresholds and authorization periods. Key changes are proposed to items 2, 3 and 4 of the original policy.

B23/04/17-5

MOVED BY: J. Mason

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve amendment of Appendix 6 Accounting for Tangible Capital Assets of MVCA’s Administrative By-law as set out in this report.

“CARRIED”

7. City of Ottawa Flood Plain Mapping Contract, Report 3311/23 (S. McIntyre)
S. McIntyre gave a presentation on Report 3311/23 and offered her support for the Flood Plain Mapping project with the City of Ottawa. City provides 50% funding to map within their jurisdiction to mitigate costs.

B23/04/17-6

MOVED BY: J. Mason

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve execution of a five-year Flood Plain Mapping agreement with the City of Ottawa.

“CARRIED”

8. Sale of K&P Trail, Report 3312/23 (S. Lawryk)
Report 3312/23 was tabled in open session at the direction of the Finance and Administration Advisory Committee meeting held on March 28, 2023.
S. McIntyre noted that there are provincial regulations on how conservation authorities divest and acquire land.
S. Lawryk added that currently the trail is maintained to a “recreational” standard and that investment at the county level will be needed to bring the trail to the same standard as other sections of the trail.
B. Holmes asked if the trail was used by logging. S. Lawryk confirmed that the trail is still used for logging.

B23/04/17-7

MOVED BY: J. Mason

SECONDED BY: H. Yanch

Resolved, That the Board of Directors:

1. Reconfirm authorization to sell the K&P Trail to the counties of Lanark, Renfrew, and Frontenac for a nominal sum; and
2. Direct staff to:
 - (a) Seek coordinated disposal of the asset to the three counties; and
 - (b) Propose terms and conditions if there are cost implications to MVCA in excess of \$5,000; and
 - (c) Fulfil mandatory notification requirements.

“CARRIED”

9. Long-Term Disability Benefit Amendment (Discussion in Camera), Report 3313/23 (S. Millard)

B23/04/17-8

MOVED BY: P.Kehoe
SECONDED BY: B. Holmes

Resolved, That the committee move to in-camera session for discussion of the following matter:

Personal matters about an identifiable individual, including employees of the Authority;

And further Resolved, That:

MVCA staff remain in the room (including in person and/or virtual attendance).

“CARRIED”

B23/04/17-9

MOVED BY: P. Kehoe
SECONDED BY: C. Kelly

Resolved, That the committee move out of in-camera discussions.

B23/04/17-10

MOVED BY: J. Mason
SECONDED BY: B. Holmes

“CARRIED”

Resolved, That the Board of Directors approve amendment of Section 8.2.1 Long Term Disability of the Employee Manual as set out in this report.

“CARRIED”

10. Psycho-Stress Assessment Results, Report 3314/23 (S. McIntyre)

S. McIntyre provided background regarding a previous psycho-social stress assessment undertaken in 2021 with the results identifying many problems and changes required in the workplace. Since that time, concerted effort was made to improve working conditions and the survey was re-issued in March 2023 to gauge progress. Survey results indicate improvement in almost all areas compared to 2021 results. MVCA still has many improvements to make but are working to address issues.

A. Kendrick asked S. McIntyre if she knows of other indicators that might help ground some of the self-perceptions. S. McIntyre noted that overtime is a considerable stress indicator. A small number of employees took a period of stress leave over the period 2021 to date.

J. Karau commented that the report provides a very clear journey and he is pleased with the progress and the significant changes, and that we are acknowledging additional changes that we need to make.

C. Curry noted that the Board and management should be clearer and that communications from the top down should be solidified.

C. Kelly asked if S. McIntyre has a sense of productivity change compared to the original survey year. S. McIntyre noted that while the first assessment was carried out during the pandemic the issue had been identified pre-pandemic. Permitting and applications have started to decrease and our senior staff have a lot of involvement in day to day tasks and projects.

11. Wetland Overview and Regulations, Report 3315/23 (K. Stiles & M. Craig)

K. Stiles presented on wetlands, the provincial and federal differences in definitions and how they are evaluated. Some types of wetlands include: swamps, marshes, bogs, fens and vernal pools. Regardless of type, wetlands are significant water control features that can mitigate the impacts of flood and drought.

M. Craig outlined changes to the Ontario Wetland Evaluation System (OWES) methodology and how the changes and reduced provincial oversight may impact the administration and protection of wetlands. Specifically, with the enactment of Bill 23, the province will no longer require for the “complexing” of wetlands or include scoring and evaluation of endangered and threatened species.

J. Karau asked K. Stiles and M. Craig what are the trends for wetland health and coverage. K. Stiles noted that it is difficult to tease out that information our data set, but that climate change will likely impact the water regime and create drought conditions that will change the local ecosystem.

J. Karau commented that the provincial and federal governments are not necessarily in agreement with each other on wetland management policy.

C. Curry asked S. McIntyre if there is any advocacy from all conservation authorities or opportunities for federal intervention. S. McIntyre explained that these are matters of provincial jurisdiction and there is limited ability for the federal government to intervene. However, some allies have approached the federal government. Conservation authorities are being cautious in their response due to further regulatory changes for CAs anticipated later this year.

C. Curry requested that a list of supporters be shared with Board members. S. McIntyre took this direction.

S. McIntyre noted that most changes under Bill 23 directly impact the member municipalities and their staff to assess applications. MVCA is looking into the option of providing “peer review” services to offset municipal consultant costs. C. Curry indicated support for the peer review idea as many organizations and planners respect the conservation authority’s expertise.

12. Conservation Ontario AGM Briefing, Report 3316/23 (S. McIntyre)

S. McIntyre summarized the Conservation Ontario Annual General Meeting that she attended and outlined the type of support CAs receive from Conservation Ontario.

BY CONSENT

No consent agenda items were pulled out by Board members and no comments received. Report 3317/23 and Report 3318/23 were carried.

13. Kashwakamak Lake Dam Funding Motion, Report 3317/23 (J. Cunderlik)

14. Registered Use of the K&P, Lanark Highlands Township, Report 3318/23 (S. Lawryk)

15. GM Update, Report 3319/23 (S. McIntyre)

ADJOURNMENT

The meeting was adjourned at 3:09 pm.

B23/04/17-11

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

R. Clouthier, Recording Secretary

J. Atkinson, Chair



POLICY AND PRIORITIES ADVISORY COMMITTEE

Via Zoom

MINUTES

February 17, 2022

MEMBERS PRESENT:

F. Campbell, Chair
J. Inglis, Vice-Chair
B. Holmes
J. Karau
C. Kelsey
J. Mason
K. Thompson

MEMBERS ABSENT:

J. Atkinson
R. Darling
C. Ridgelhof

STAFF PRESENT:

S. McIntyre, General Manager
E. Levi, Recording Secretary

OTHERS PRESENT:

F. Campbell called the meeting to order at 10:05 a.m.

PPAC02/17/22-1

MOVED BY: J. Mason

SECONDED BY: K. Thompson

Resolved, That the Agenda for the February 17, 2022 Policy and Priorities Advisory Committee meeting be adopted as presented.

“CARRIED”

BUSINESS:

1. Minutes – Policy & Priorities Advisory Committee Meeting – October 19, 2021

PPAC02/17/22-2

MOVED BY: J. Karau

SECONDED BY: B. Holmes

Resolved, That the Minutes of the Policy & Priorities Advisory Committee meeting held

on October 19, 2021 be received and approved as printed.

“CARRIED”

2. Election of 2021 Officers

PPAC02/17/22-3

MOVED BY: G. Gower

SECONDED BY: K. Thompson

Resolved, That Sally McIntyre be appointed as Chair for the Election of Chair for 2021.

“CARRIED”

S. McIntyre declared all offices vacant. B. Holmes nominated Faye Campbell for the position of Chair of the Policy & Priorities Committee for 2022. S. McIntyre asked three times for further nominations. No further nominations were received.

PPAC02/17/22-4

MOVED BY: K. Thompson

SECONDED BY: J. Karau

Resolved, That nominations for the position of Chair be closed.

“CARRIED”

F. Campbell agreed to let her name stand for the position of Chair. She was duly elected by acclamation.

F. Campbell nominated John Inglis for the position of Vice-Chair of the Policy & Priorities Committee for 2022. F. Campbell asked three times for any further nominations. No further nominations were received.

PPAC02/17/22-5

MOVED BY: G. Gower

SECONDED BY: B. Holmes

Resolved, That nominations for the position of Vice-Chair be closed.

“CARRIED”

J. Inglis agreed to let his name stand for the position of Vice-Chair. He was duly elected by acclamation.

3. Review of Committee Structures

S. McIntyre presented Staff Report 3204/22 that identifies options for amending MVCA committee structures and recommends potential amendments. Table 2 was reviewed proposing clarifications to existing committee mandates, and the scope of a new Public Advisory Committee for watershed planning and implementation was also discussed.

The committee discussed the Executive Committee role and how it should be used moving forward outside of emergency operations. J. Karau expressed concern over having the legislative agenda terminology used for the executive function.

J. Mason commented that she found the Executive Committee to be extremely valuable, however doesn't see the need to meet quarterly.

Staff was directed to change the first recommended role to indicate that the executive committee would hold meetings "as needed" to review items on the horizon and to support the GM in managing upcoming Committee and Board workloads.

Discussion was held regarding the Public Advisory Committee and the possibility of having two: one for the Mississippi watershed and one for the Carp watershed, however there are not currently resources to proceed two separate groups. J. Karau noted that two PACs would be preferable but understands there are different needs and different stages of development, so staged process is necessary. He commented that the Carp River needs ongoing monitoring and support and the PAC should be revisited within 2 years to see if Carp could benefit.

There was discussion regarding removal of the requirement to have the Committee Chair live within the watershed boundaries.

Staff took direction to form a Mississippi River PAC now, with a MVCA Board Member serving as Chair. A Carp River PAC will be considered at a later date, possibly following completion of new floodplain mapping and prior to completion of a new subwatershed plan.

G. Gower commented that the Terms of Reference and membership need to be completed and it made clear that the PAC is for advice and support only. S. McIntyre indicated that the proposed motion directs staff to return to the Board with proposed Administrative By-law amendments which would include a Terms of Reference for a Mississippi R. Watershed Plan PAC.

PPAC02/17/22-6

MOVED BY: J. Mason

SECONDED BY: G. Gower

Resolved, That the Policy & Priorities Committee recommend that the Board of Directors direct staff to draft and table amendments to MVCA's Administrative By-law to address the recommendations contained in Report 3204/22, as amended.

“CARRIED”

4. Carp River Conservation Area Master Plan

S. McIntyre summarized Staff Report 3205/22. The report includes the *Carp River Conservation Area Background Report* which summarizes the history and current state of the Carp River Conservation Area (CRCA) as well as opportunities for future use and enhancements. City staff have received the report and have been asked to provide comment so that the document can be finalized and shared with the public. Significant delays with the plan were noted and in order to mitigate further delays it is recommended that the Board direct staff to finalize the *Background Report*, and to finalize and implement a public engagement plan in partnership with the City and report back with details.

J. Karau commented on the importance of clarifying expectations of parties involved and to provide clear objectives for public consultation. Extra clarity should be provided in the workplan to aid in implementation focus. He also advised that there is likely to be heightened expectations associated with Ottawa's new official plan.

There was a discussion regarding Natural Heritage Systems within the City of Ottawa. G. Gower offered to reach out to Kanata North Councillor Cathy Curry to see if there is a way to assist in moving the plan along.

J. Mason acknowledged the efforts of MVCA staff working on the report, namely Erica Ogden, Julie Falsetti and Alyson Symon.

PPAC02/17/22-7

MOVED BY: J. Mason

SECONDED BY: G. Gower

Resolved, That the Policy and Priority Committee recommend that the Board approve finalization of the Background Report in partnership with the City of Ottawa and release to the public as part of a coordinated public engagement process; and to report back to the Board with details.

“CARRIED”

5. Corporate Strategic Plan

S. McIntyre discussed Report 3206/22 which provides an implementation plan with specific actions for assessing progress towards achieving goals and objectives set out in the Corporate Strategic Plan. Discussion included a review of new requirements per O. Reg. 686/21, and how cost recovery of Category 2 and 3 and associated agreements will need to be considered each term of council and the potential impacts on workforce planning.

J. Mason commented that most dates in the “output” column reference are 2022 and 2023. S, McIntyre agreed that the next two years would be busy in part because of the timelines of specific grants, and the need to complete works already in progress.

J. Karau commented that the document provides examination and better appreciation for how busy the MVCA agenda is. He also expressed concern as J. Mason did about timelines seeming ambitious. He suggested some items may need further review to determine if they are actually time sensitive, citing completion of the Indigenous Engagement Plan as an item that may necessitate more time.

J. Karau commented on the value of annual reports as a record and legacy of accomplishments which help outline corporate cycles and trends. Staff took direction to continue to implement annually using a simplified format.

PPAC02/17/22-8

MOVED BY: B. Holmes

SECONDED BY: C. Kelsey

Resolved, That the Policy & Priorities Advisory Committee recommend that the Board of Directors approve the Draft Implementation Plan as set out in Report 3206/22.

“CARRIED”

J. Karau suggested that changes should be at the discretion of the GM and that any issues can be further addressed at the Board level.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.

PPAC02/17/22-9

MOVED BY: K. Thompson

SECONDED BY: J. Karau

Resolved, That the meeting be adjourned.

Mississippi Valley Conservation
Authority Policy & Priorities Advisory
Committee
February 17, 2022

Page 6

“CARRIED”

“E. Levi, Recording Secretary

F. Campbell, Chair”

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the July 10, 2023 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the May 8, 2023 Board of Directors Committee Meeting.

Mill of Kintail 50th Anniversary

MVCA will be hosting the Mill of Kintail 50th Anniversary celebration on August 20th, 2023 from 10:00 am until 4:00 pm. MVCA is promoting the event in many ways including launching a photo contest, a 50/50 raffle through the MVC Foundation.

GM Update

Public Open Houses are tentatively planned for Fall 2023 regarding: the Kashwakamak Class Environmental Assessment, the Carp River Floodplain Mapping update, and the Lower Clyde River Floodplain Mapping.

MVCA will be carrying out a 'dogs-on-leash' enforcement blitz this summer to continue to foster a safe and welcoming environment at our conservation areas.

The counties of Lanark, Frontenac and Renfrew have proposed that MVCA enter into a "lease to own" agreement for the K&P trail property, and desire that it be in place before winter. This approach is proposed to allow for resolution of land title matters on several sections of the trail concurrent to assuming maintenance of the trail. Management will seek legal counsel on this proposed approach and make a recommendation at the next meeting.

Update of MVCA Policies and Procedures

MVCA is in the process of streamlining and consolidating Board policy documents by decoupling board from operational matters. The Board approved criteria to allow for determination of what matters should be elevated to the Board of Directors for consideration. A new policy manual will be developed to allow for tracking of *ad hoc* policies approved by the Board that do not amend MVCA's by-laws.

Purchasing Policy Amendment

Amendments were made to the Purchasing Policy including adjustment of procurement thresholds and methods. MVCA thanks its partner municipalities that supported this initiative through discussions and the provision of municipal policies.

Sewer and Water Connection: Status and Next Steps

Municipal services were extended to the MVCA property line in 2022 and MVCA is undertaking the planning to connect to the Town services. The Board approved an increase to the 2023 capital budget to allow for payment to the Town of Carleton Place MVCA's share of the costs to bring services to the property line in accordance with the 2012 Development Permit Agreement. Staff will work with JP2G Engineering to complete a detailed design for the project and issue a tender.

Reinstatement of the Education Program

MVCA has been seeking grants and contributions for both the review and design of the education program as well as to support its delivery. The MVC Foundation committed \$10,000 in its 2023 Budget towards a review of options for delivering a curriculum-based program. The Board approved inclusion of a summer education program in the 2024 budget and thus in the Business Case to be circulated to member municipalities for Category 2 and 3 services.

Carleton Place Dam Boom Replacement

The Board awarded supply of the boom to Worthington Products Inc. for \$68,977.98 plus HST and construction/installation of the boom and associated works to ODS Marine for \$48,795.00 plus HST.

Ministerial Exemption Request

The Minister of Natural Resources and Forestry declined the City of Ottawa's request to permit 3 of its 5 Board members to be citizen appointments. Accordingly, John Karau will be stepping down to allow for Councillor Allan Hubley (Kanata South) to sit on the Board. John Karau requested and the Board approved his appointment to the Mississippi River Watershed Plan Public Advisory Committee to enable MVCA to continue to benefit from John's knowledge, experience and dedication to conservation matters.

Proposed Provincial Planning Statement (PPS)

The Board approved submission of comments to the Province of Ontario regarding the proposed Provincial Planning Statement.

Budget Control Report

Expenditures and revenues are slightly below projected for this time of year.

State of the Mississippi Watershed

The majority of the upper lakes in the watershed are now at or slightly above their summer targets. Most tributaries and the lower reach of the main system are slightly below average flows for this time of year. Close to normal summer conditions are expected heading into August.

ATTACHMENTS:

- Approved Minutes from May 8, 2023 Board of Directors Committee Meeting.



MINUTES

Via Zoom and In Person

Board of Directors Meeting

May 8, 2023

MEMBERS PRESENT

P. Kehoe, Chair
J. Mason
B. Holmes
J. Karau
S. Lewis
M. Souter
H. Yanch
A. Vereyken (remote)
C. Curry (remote)
R. Huetl
C. Kelsey
A. Kendrick
T. Popkie
R. Kidd
G. Gower (remote)
D. Comley

MEMBERS ABSENT

C. Kelly
J. Atkinson, Vice Chair

STAFF PRESENT

S. McIntyre, General Manager
J. Cunderlik, Director of Engineering
J. North, Engineering Technologist
S. Lawryk, Property Manager
A. Broadbent, Manager of Information, Communications and
Technology
B. Moy, Planning Technician
J. Perkins, Planning Technician
K. Stiles, Biologist
A. Symon, Watershed Planner
M. Craig, Manager of Planning and Regulations
R. Clouthier, Recording Secretary

J. Atkinson was absent from the meeting. As such, Vice Chair J. Mason called the meeting to order at 1:00 pm.

Declarations of Interest (written)

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Agenda Review

S. McIntyre proposed to add the Watershed Tour to "Other Business" on the agenda. No objections received to the amendment.

B23/05/08-1

MOVED BY: B. Holmes

SECONDED BY: P. Kehoe

Resolved, That the agenda for the May 8, 2023 Board of Directors Meeting be adopted as amended.

"CARRIED"

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, April 17, 2023

B23/05/08-2

MOVED BY: J. Karau

SECONDED BY: A. Kendrick

Resolved, That the minutes of the Board of Directors Meeting held on April 17th, 2023 be received and approved as presented.

"CARRIED"

- a) Receipt of Policy and Planning Advisory Committee Meeting Minutes, February 17, 2022

B23/05/08-3

MOVED BY: B. Holmes

SECONDED BY: T. Popkie

Resolved, That the minutes of the Mississippi Valley Conservation Authority Policy and Planning Advisory Committee held on February 17, 2022 be received as printed.

"CARRIED"

2. STAFF PRESENTATION: Planning Technician Role (B. Moy & J. Perkins)

B. Moy and J. Perkins presented the role and responsibilities as planning technicians and detailed their tasks and the support they provide to the organization.

J. Karau asked if there is a Frequently Asked Questions reference tool to help address and triage requests and inquiries. B. Moy replied that FAQs are provided on MVCA's website under the planning section. J. Perkins noted that often people want a map of their property showing regulated areas and features with easily digestible information.

R. Kidd asked if the authority charges for the property clearing letters. B. Moy detailed the fee schedule pertaining to property clearing letters.

M. Souter asked about subdivisions and if the developer needs to come to the authority to determine if there are any flood related issues. J. Perkins responded that the information would come from the town or municipality.

3. State of the Watershed Update, Report 3325/23 (J. North)

J. North presented on the watershed conditions and the actions being taken to manage water levels as best possible given that the watershed received 140 mm of rain between April 29th – May 3rd (almost double of the May historical average).

A. Kendrick asked how and when the authority updates the forecasts. J. North replied that the authority updates the forecast as needed and updates mapping when funding is available.

S. McIntyre noted that MVCA does not have flood plain mapping for the entire watershed. Last year MVCA received a grant to complete a risk assessment that prioritized areas for preparation or update of flood plain mapping. Mapping is typically funded through a combination of municipal levy and grants. The City of Ottawa funds additional or enhanced flood analysis within its jurisdiction that includes 1:350-year flood data and mapping.

M. Souter asked how much of the watershed system had been mapped previously. J. Cunderlik estimated that approximately less than 10% of the watershed has accurate floodplain mapping.

J. Mason noted that with climate change, the flood plain has changed in some locations and needs to be updated.

J. Karau asked whether the amount of rain received in the recent weeks impacted fish spawning or wetland conditions. K. Stiles responded that spawning depends on the species and their location. Some species need a consistent water velocity to thrive, which would have been

impacted due to the rainfall. Area wetlands are now likely super saturated, which she viewed as positive as with the impacts of climate there is increased potential for summer drought.

R. Kidd speculated that had the rain come a few weeks earlier, we could have been approaching the 2019 flood levels and flooding could have been much worse. Jenn North confirmed that the current situation is better than what might have occurred.

M. Souter asked how the Authority will adapt to climate change in regards to management of water levels across the watershed. J. North replied that the MVCA keeps a very close eye on the forecast and the current conditions and there are a lot of pros and cons of water control structures. S. McIntyre stated that Engineering is exploring a less aggressive approach to filling the lakes in order to allow for mid-late spring rainfall events.

4. Elections of 2023 Officers (S. McIntyre)

B23/05/08-4

MOVED BY: D. Comley

SECONDED BY: R. Huetl

Resolved, That Sally McIntyre be appointed as Chair for administering the Election of Board of Directors Chair for 2023.

“CARRIED”

S. McIntyre declared the positions of Chair and Vice Chair as vacant and asked for a nomination of the position of Chair.

R. Kidd nominated P. Kehoe for the position of Chair.

S. McIntyre asked 3 times for other nominations for the position of chair.

P. Kehoe accepted the nomination. As no other nominations were received, P. Kehoe was acclaimed as Chair of the Mississippi Valley Board of Directors.

P. Kehoe assumed the seat of the Chair and proceeded with the elections of the Vice Chair.

P. Kehoe asked for nominations for the Vice Chair. No immediate nominations received. P. Kehoe advised that J. Atkinson, absent from this meeting, had advised in writing of his interest in the position if no other nominations were received.

J. Mason nominated J. Atkinson for the position of Vice Chair.

P. Kehoe asked 3 more times if there are any other nominations for the Vice Chair. No other nominations were received.

P. Kehoe declared J. Atkinson as Vice Chair of the Mississippi Valley Board of Directors.

5. 2023 Committee Appointments (S. McIntyre)

P. Kehoe summarized the responsibilities of the Regulations Committee and asked for volunteers.

J. Mason volunteered to be on the 2023 Regulations committee.

B23/05/08-5

MOVED BY: J. Karau

SECONDED BY: B. Holmes

1. Resolved, That the Board of Directors:

- a. Appoint the Board members listed in Table 1, as amended, to the Regulations Committee to hear applications pursuant to *Ontario Regulation 153/06* and MVCA's *Administrative By-law*; and
- b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.

Board Chair, Paul Kehoe	Drummond/North Elmsley
Board Vice Chair, Jeff Atkinson	Carleton Place
Janet Mason	City of Ottawa
Andrew Kendrick	Tay Valley
Richard Kidd	Beckwith
<i>Vacant</i>	<i>Alternate</i>

“CARRIED”

6. Appointment to Conservation Ontario Council (S. McIntyre)

B23/05/08-6

MOVED BY: M. Souter

SECONDED BY: H. Yanch

Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2023.

- The 2023 Board Chair as Voting Delegate
- The 2023 Board Vice Chair as First Alternate
- The General Manager as Second Alternate

“CARRIED”

7. Appointment of the Auditor, Report 3326/23 (S. Millard)

S. Millard summarized the Appointment of the Auditor report and identified KPMG as the preferred vendor.

J. Mason appreciated that the previous auditor was a smaller, local firm and noted that with her experience, KPMG is expensive. S. Millard replied that the previous auditor is no longer providing that service as they could no longer do so due to rising costs.

R. Huetl asked if there was a scoring process for the proposal. S. Millard responded that KPMG offered better customer support and their price was in same range of the other auditors.

R. Kidd asked why a report was not presented with the costs of all companies. S. McIntyre responded that three quotes were obtained and could be provided; and that the difference in costs between the firms was nominal. She added that scoring is usually associated with RFPs and is not always done for quotations and that the value of this contract did not require an RFP. The decision on which firm to go with was delegated to the Treasurer.

S. Lewis asked for the value of the KPMG quote. S. Millard replied that the quote was for \$20,500 plus tax, which allows for preparation of the audit and the tax returns.

R. Kidd asked how this compared to the previous year. S. Millard replied that the previous year was \$13,000 plus tax. S. McIntyre added that when municipalities and other CAs were consulted, the rate that KPMG offered reflected the going rate for a qualified auditor. She reiterated that the current auditor informed MVCA that due to the increasing costs associated with conducting audits it was no longer willing to offer that particular service.

B23/05/08-7

MOVED BY: A. Kendrick

SECONDED BY: T. Popkie

Resolved, That the Board of Directors appoint the firm of KPMG as the Authority's Auditor for the year 2023.

"CARRIED"

8. Budget Control Report, Report 3327/23 (S. Millard)

S. Millard presented the Budget Control Report for the first fiscal quarter and highlighted that we are slightly underspent for the period.

H. Yanch asked how much work is it for the staff at the Mill of Kintail to schedule a wedding. S. McIntyre replied that the work varies. The cloister at the Mill of Kintail is usually the location rented, and we might need to set up chairs, etc. Ultimately, we do provide set up and take down of supplies. Additionally, as weddings are often on weekends, we usually have to pay overtime.

H. Yanch asked if we are getting our return with the prices. S. McIntyre responded that we are doing a fee study this year so we will have a definitive answer after that study. S. McIntyre suspects that the costs are largely being recovered.

B23/05/08-8

MOVED BY: D. Comley

SECONDED BY: B. Holmes

Resolved, That the Board of Directors:

- a) Receive this Budget Control Report for information purposes; and
- b) Approve an Interim 2024 Fee increase for Mill of Kintail rentals as set out in this report.

“CARRIED”

ITEMS ARISING FROM THE POLICY AND PLANNING ADVISORY COMMITTEE MEETING OF MAY 1, 2023

9. Program Review: Natural Systems Monitoring & Reporting. Report 3322/23 (K. Stiles & M. Craig)

K. Stiles presented the Natural Systems Monitoring & reporting: Program Review and Update document and highlighted the importance of monitoring and reporting.

P. Kehoe asked if there is any reporting on pesticide levels, trace metals and whether this information would come to the Board. K. Stiles responded that MVCA does not monitor for pesticides, however, we do monitor for things like phosphorus, etc. which could be indicators of pesticides among other things. Further she noted that MVCA partners with agencies like Ministry of the Environment Conservation and Parks and the City of Ottawa that monitor for these, heavy metals, and other parameters.

R. Huetl asked how we decide which lakes to monitor. K. Stiles replied that priority is given to very large and highly developed lakes, main stem lakes, and lakes that are representative of particular conditions. The program also looks at smaller lakes that

create background contrast. Monitoring of lakes is done on a rotation basis as there is insufficient resources to do every lake every year.

A. Kendrick asked about citizen science and public engagement. K. Stiles noted that she gets a lot of feedback and that public engagement is generally very positive. Staff encourage the public to report to citizen science findings using apps such as E-bird, however we cannot solely rely on the citizen science although it is a very helpful and useful data pool.

J. Karau asked about the interest of post-secondary institutions in collaborating and if there is interest in cultivating longer term relationships. K. Stiles responded that post-secondary studies tend to be question-driven projects. MVCA has reached out to the academic community in the past however maintaining long-term relationships is difficult because priorities and funding often change. Partnering occurs mainly in response to a request to collaborate on a specific project and MVCA tries to maintain those relationships as much as possible. The hope is that in future MVCA's program is in a position to reach out to the academic community with projects.

S. McIntyre added that she would like to hold a small conference-type event where MVCA presents its data, identifies opportunities for research, and facilitates collaboration on data collection and analysis. S. McIntyre highlighted J. Cunderlik's workshops with local universities to identify potential study opportunities. J. Cunderlik added that MVCA has collaborated with staff from the University of Ottawa to conduct floodplain mapping field work.

S. McIntyre added that the value of MVCA's monitoring program is consistent data collection for local decision-makers.

J. Karau supported the idea of an event to bring people together and collaborate and challenge each other.

J. Mason recommended collaborating with colleges and highlighted her work with Algonquin College and the biotechnology program. K. Stiles agreed with J. Mason and added that MVCA has a great working relationship with Fleming College, which often sends a co-op student to assist with monitoring and reporting.

B23/05/08-9

MOVED BY: M. Souter

SECONDED BY: R. Huetl

Resolved, That the Board approve continuation of MVCA's monitoring and reporting program with the recommended changes set out in this report and the attached Program Review document.

"CARRIED"

10. Section 28 Compliance Strategy, Report 3323/23 (A. Perrin & M. Craig)

M. Craig discussed the Section 28 Compliance Strategy followed by MVCA.

A. Kendrick asked about the septic inspection program which is popular in Tay Valley and how it fits in with the compliance strategy. M. Craig stated that the septic inspection under Part 8 of the Ontario Building Code is totally different and has separate funding and administration from the permitting discussed in the report. He explained, however, that MVCA partners with septic office staff in conducting site visits to minimize site visits, for example septic staff can do a shoreline inspection at the same time as their septic inspections.

R. Kidd asked for clarification regarding the doubling-up of inspections. M. Craig clarified that the septic inspector does not perform enforcement duties and only looks at matters under the *Conservation Authority Act* if a CA permit application was received for the property.

11. Conservation Strategy: Scope & Methodology, Report 3324/23 (S. McIntyre)

S. McIntyre summarized the drivers for preparation of a Conservation Strategy and the proposed consolidated approach.

R. Kidd asked what was meant by altering the watershed in the future and expressed concern regarding landowner impacts. S. McIntyre responded that MVCA needs to consider whether additional reservoir capacity is required in future because of the impacts of climate change and role in water management in the watershed. A decision to buy land to create additional capacity would likely be unpopular, however, we would make that recommendation to the province if needed.

A. Kendrick asked if the Authority is seeking land transactions. S. McIntyre noted that MVCA works closely with the Mississippi Madawaska Land Trust and generally directs enquires to the Land Trust. We have not received direction or heard interest from the Board in acquiring more land.

J. Karau highlighted how the Authority has done land transactions in the past and is not against the idea of acquiring land. J. Karau agreed with R. Kidd that increasing capacity

would be very difficult but there is opportunity on a small scale while we are renovating our existing structures and looking at future plans. J. Karau emphasized that the plan is important but also ambitious and the scope of activity is large. Priorities need to be identified.

J. Mason agreed with J. Karau regarding the scope of the project and added that the CA is better focused on things other than land. As CAs have issues with the province regarding their existing land inventory, some people may not want to donate land. J. Mason added that the collaboration with the Land Trust is a great idea.

H. Yanch inquired why we permit growth close to water bodies as there is a view of climate change; and noted that the growth is usually along water systems and that plans and reviews should be more diligent.

S. McIntyre noted that this document is mainly to identify pressures and to inform future decisions. It is important that organizations understand that there are limits to the structures we operate and that natural infrastructure works in concert with built infrastructure to mitigate floods and augment base flows during droughts.

12. Analysis of Programs and Services for MOUs, Report 3328/23 (S. McIntyre)

S. McIntyre summarized the analysis of the inventory of programs and services and stated that MOUs with member municipalities are required for Category 2 and 3 programs and services by January 1, 2024.

R. Kidd asked that the motions outlined in the report be separated. No objections were received.

B23/05/08-10

MOVED BY: R. Huetl
SECONDED BY: M. Souter

Resolved, That the Board of Directors approve reinstatement of a Nature Education Program in 2024 at an estimated annual cost of \$20,000 as a Category 3 Program.

DEFERRED

R. Kidd highlighted that if one of the municipalities declines that the math will change for the other municipalities. S. McIntyre confirmed this and added that the City of Ottawa will likely be making its decision in July so we will not be returning to the municipalities before then.

R. Kidd requested P. Kehoe to postpone the vote until we know what the City of Ottawa will do.

S. McIntyre noted this motion is going to be giving direction of what we will be asking of the City.

J. Mason agreed that the motion should be deferred for more discussion.

S. McIntyre thinks this is the appropriate place to have the discussion and supported the deferral.

A. Kendrick believes we need to distinguish between what is shared between municipalities and what is not and the amounts should be separated.

R. Kidd noted that the septic program is mainly cost recovery and should not even be considered.

S. McIntyre agreed but stated that the regulations require CAs to list the program regardless of whether the program is cost recovered through fees.

J. Karau believes it is a communications issue and more clarification should be included in a footnote.

J. Mason believes that people would be more comfortable if the 5 items in the table were listed in the motion.

R. Kidd clarified that this motion is designed to enable staff to communicate with the municipalities and called for the vote.

B23/05/08-11

MOVED BY: J. Mason

SECONDED BY: B. Holmes

Resolved, That the motion to approve reinstatement of a Nature Education Program in 2024 at an estimated annual cost of \$20,000 as a Category 3 Program be deferred until July.

“CARRIED”

B23/05/08-12

MOVED BY: A. Kendrick

SECONDED BY: J. Mason

Resolved, That the Board direct staff to prepare a business case and draft agreement to seek municipal support to continue to fund existing Category 2 and 3 programs and services and reinstatement of the education program with up to 13% of MVCA's Operating Levy and 2% of the Capital Levy.

"CARRIED"

13. GM Update, Report 3329/23 (S. McIntyre)

S. McIntyre highlighted important items in the GM update and described ongoing projects.

BUSINESS ARISING

14. Watershed Tour – June 12, 2023

S. McIntyre overviewed the Board Watershed Tour and invited Board members to share the invitation with their colleagues.

ADJOURNMENT

The meeting was adjourned at 3:18 pm.

R. Clouthier, Recording Secretary

P. Kehoe, Chair

Dear member municipalities, (boards and committee updates)

The RVCA circulates the following email to all municipal CAOs, clerks and other interested staff after each Board meeting. The email provides:

- A link to approved minutes for our past month's meeting
- A summary of our current month's Board meeting
- The date of our next Board meeting

If you would like additional people in your office to receive this email directly, please let me know.

April 27, 2023 – [Approved Minutes](#)

- 2022 Audited Financial Statements were approved, and the Report of the Auditor received.
- 2022 Annual Report was approved.
- Report was received on Category 3 programs, and staff were directed to prepare a business case and draft cost-apportioning agreement for these programs.
- Report was received in response to the Board's inquiry about the potential impact of starting Board meetings earlier (report indicated that an earlier start time would mean some members would no longer be able to attend). Staff were directed to prepare a report for the July 2026 Board meeting to re-examine the start time for the next term of Council.

May 25, 2023 – Meeting Summary

- Purchase of a pontoon boat was approved for water access only septic inspections and re-inspections
- Staff provided an overview of the new proposed Provincial Planning Statement (Bill 97) and staff were directed to submit comments to Conservation Ontario and the ERO and to circulate them to municipalities
- Amendments to RVCA's Section 28 Hearing Procedures were approved
- A summary of RVCA's activities for April and May 2023 was received.
- A business case for RVCA's category 3 programs and services was approved for municipal engagement and approval was given to enter into agreements with municipalities for the continued delivery of these programs.

Next Meeting

- July 27, 2023

Marissa

Marissa Grondin (she/her)

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