



## COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 10<sup>th</sup>, 2023  
Immediately following the Public Meeting – Zoning By-Law Amendment(s) at 5:30 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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

**Chair, Deputy Reeve Fred Dobbie**

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 – September 12<sup>th</sup>, 2023 –**  
*attached, page 8.*

*Suggested Recommendation:*

*“**THAT**, the minutes of the Public Meeting – Zoning By-Law Amendment held on September 12<sup>th</sup>, 2023, be approved.”*

5. **DELEGATIONS & PRESENTATIONS**

- i) **Presentation: Introduction and Update on Provincial Initiatives.**  
John Jordan, Member of Provincial Parliament

- ii) **Presentation: Perth & Smiths Falls District Hospital and Foundation Update – attached, page 11.**  
Michael Cohen, President and CEO, Perth & Smiths Falls District Hospital and Margot Hallam, CEO, Perth & Smiths Falls District Hospital Foundation
- iii) **Presentation: Pickleball**  
Brian Campbell, Gord Ennis, Dave Rathwell

## 6. PRIORITY ISSUES

- i) **Report #PD-2023-23 – Reply to Minister Calandra’s Request for Top Five Housing Priorities – attached, page 30.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT, Report #PD-2023-23 – Reply to Minister Calandra’s Request for Top Five Housing Priorities, be received for information.”**

- ii) **Report #PD-2023-24 – Climate Change Action Plan – Annual Report – attached, page 42.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT, the Climate Action Plan be used to inform the Asset Management Plan;**

**THAT, the following specific implementation actions be included as part of the 2024 budget process:**

- *Allocate the County grant and Tay Valley funds on an organics only waste audit, develop a plan for composting and develop training for waste site attendants and education for residents on composting;*
- *Confirm the electric vehicle purchase timeline and educate the public on Total Cost procurement;*
- *Prioritize energy-efficient upgrades from the Building Condition Assessment report; and*
- *Enact tree planting as a nature-based climate solution.*

**AND THAT, the Reeve request the provincial Minister of Health to track heat deaths as Quebec and British Columbia do.”**

- iii) **Report #PD-2023-25 – Climate Lens and Climate Lens Calculator Training – attached, page 56.**  
Noelle Reeve, Planner.
- Suggested Recommendation to Council:*  
*“THAT, Report #PD-2023-25 – Climate Lens and Climate Lens Calculator Training be received for information.”*
- iv) **Report #FIN-2023-09 – Total Cost of Ownership in Procurement – attached, page 61.**  
Ashley Liznick, Treasurer.
- Suggested Recommendation to Council:*  
*“THAT, the Total Cost of Ownership be used in Township procurement to represent the true cost of a purchase over the lifetime of an asset; AND THAT, as part of the Reserve Policy to be presented to Council, where an initial higher purchase price may be required for an asset that produces less Greenhouse gases, the savings that accrue over the lifetime of that asset be returned to a reserve established for the purpose of covering the up-front cost difference, be included.”*
- v) **Report #PW-2023-19 – One – Brush Cutter Head for a Backhoe – Request for Proposal Award – attached, page 66.**  
Sean Ervin, Public Works Manager.
- Suggested Recommendation to Council:*  
*“THAT, Request for Proposal #2023-PW-010 – One (1) Brush Cutter Head for Backhoe be awarded to J.R. Brisson Equipment Ltd.; AND THAT, the Reeve and Clerk be authorized to sign the necessary documentation.”*
- vi) **Report #PW-2023-21 – No Parking on Glen Tay Road – attached, page 70.**  
Sean Ervin, Public Works Manager.
- Suggested Recommendation to Council:*  
*“THAT, no parking be permitted on the south bound lane of Glen Tay Road, between Christie Lake Road and the Glen Tay Bridge; THAT, no parking signs be erected as per the Ontario Traffic Manual – Book 5 Regulatory Signs; AND THAT, the Township’s Parking By-Law No. 2011-049 be amended.”*

- vii) **Report #PW-2023-18 – Waste Site Hours – attached, page 72.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

**“THAT,** the Waste Site hours be changed as outlined in Report #PW-2023-18 – Waste Site Hours, effective January 1st, 2024, subject to Ministry approval;

**AND THAT,** traffic counts be undertaken throughout 2024 for the three waste sites for the purpose of evaluating the changes with an update provided to Council prior to the 2025 Budget deliberations.”

- viii) **Report #CAO-2023-19 – Proposed New Road Name - Lakebreeze Lane – attached, page 79.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

**“THAT,** the necessary by-law to name an existing Private Road to Lakebreeze Lane as outlined in Report #CAO-2023-19 – Proposed New Road Name – Lakebreeze Lane, be brought forward for approval.”

- ix) **Provincial Climate Change Impact Assessment – attached, page 84.**  
Andrew Kendrick, Councillor.

## 7. CORRESPONDENCE

- i) **23-10-04 – Council Communication Package – cover sheet attached, page 86.**

*Suggested Recommendation to Council:*

**“THAT,** the 23-10-04 Council Communication Package be received for information.”

- ii) **2022-2023 Community Plan for Safety and Well-being for Lanark County and Smiths Falls**

- Media Release – attached, page 88.
- Plan Progress Update – distributed as a separate package.

*Suggested Recommendation to Council:*

**“THAT,** the 2022-2023 Community Plan for Safety and Well-being for Lanark County and Smiths Falls – Plan Progress Update and Media Release be received for information.”

- iii) **AMO - Policy Update - Affordable Homes and Good Jobs Act Introduced and Housing Affordability Task Force Recommendations Response – attached, page 90.**

*Suggested Recommendation to Council:*

*“THAT, the AMO - Policy Update - Affordable Homes and Good Jobs Act Introduced and Housing Affordability Task Force Recommendations Response be received for information.”*

## **8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES**

- i) **Bolingbroke Cemetery Board – deferred to the next meeting.**  
Councillor Wayne Baker.

- ii) **Committee of Adjustment – attached, page 93.**

23-09-18 – DRAFT Committee of Adjustment Hearing Minutes

- iii) **Fire Board – deferred to the next meeting.**

- iv) **Library Board – attached, page 97.**  
Councillor Andrew Kendrick.

23-01-16 – Perth and District Union Public Library Board Minutes

23-02-27 – Perth and District Union Public Library Board Minutes

23-03-20 – Perth and District Union Public Library Board Minutes

23-05-15 – Perth and District Union Public Library Board Minutes

23-06-19 – Perth and District Union Public Library Board Minutes

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

- vi) **Police Services Board – attached, page 107.**  
Reeve Rob Rainer.

23-09-26 – DRAFT Police Service Board Minutes

- vii) **Green Energy and Climate Change Working Group – attached, page 112.**  
Councillor Greg Hallam and Councillor Angela Pierman

23-06-09 – DRAFT Green Energy and Climate Change Working Group Minutes

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

- ix) **Mississippi Valley Conservation Authority Board – attached, page 116.**  
Councillor Andrew Kendrick.

23-09-11 – Mississippi Valley Conservation Authority Board Summary Report

- x) **Rideau Valley Conservation Authority Board** – *attached, page 132.*  
Councillor Angela Pierman.

20-10-04 – Rideau Valley Conservation Authority Board of Directors Meeting  
Summary

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

## 9. **CLOSED SESSION**

- i) **CONFIDENTIAL: Litigation – Building Permit #127-2019.**  
Noelle Reeve, Planner.

*Suggested Motion:*

***“THAT, Council move “in camera” at \_\_\_ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding Building Permit #127-2019;***

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

*Suggested Motion:*

***“THAT, Council return to open session at \_\_\_ p.m.”***

- *Chair’s Rise and Report.*

## 10. **DEFERRED ITEMS**

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

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

## 11. **ADJOURNMENT**

# MINUTES

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

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**Tuesday, September 12, 2023**

**5:30 p.m.**

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

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Reeve Rob Rainer  
Deputy Reeve Fred Dobbie  
Councillor Andrew Kendrick  
Councillor Angela Pierman

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Aaron Watt, Deputy Clerk  
Noelle Reeve, Planner  
Sean Ervin, Public Works Manager (arrived at 5:34 p.m.)  
Ashley Liznick, Treasurer (arrived at 5:35 p.m.)

**Public Present:** 10

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**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](mailto: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 #ZA23-05: Mike and Sandra Miskiman  
398 Little Silver Lake Road  
Concession 4, Part Lot 11,  
Geographic Township of South Sherbrooke**

a) **PLANNER FILE REVIEW & PROPOSED BY-LAW**

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

The Public Works Manager arrived at 5:34 p.m.  
The Treasurer arrived at 5:35 p.m.

The Planner indicated that although comments from the Rideau Valley Conservation Authority (RVCA) were not received at the time of writing the report, verbally the RVCA expressed no concerns.

b) **APPLICANT COMMENTS**

None.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

That the proposed amendments to Zoning By-Law No. 02-121 be approved and that a Site Plan Control Agreement be entered into.

### 4. ADJOURNMENT

The public meeting adjourned at 5:39 p.m.

# **DELEGATIONS & PRESENTATIONS**

# Hospital Update to Tay Valley Township

Presented to: Tay Valley Township Committee of the Whole

Presented by: Michael Cohen, President & CEO

Date: Tuesday, October 10, 2023

## Our Strategic Priorities



### Provide an excellent experience for the persons we serve, every time

- Deploy best practice to deliver safest possible care
- Remove barriers to care
- Improve care transitions and health system navigation



### Meet the changing needs of our community

- Improve our physical facilities and infrastructure
- Align our services with the needs of the community
- Improve engagement with our community and our partners



### Support and empower our people

- Ensure a supportive and safe work environment
- Recruit and retain high-performing people
- Ensure our people have the right skills for now and the future



### Ensure our future sustainability

- Secure the capital funds required to meet the needs of our community
- Secure the operational funding required to meet the needs of our community
- Ensure we are prepared to respond to a changing environment

## Strategic Plan – Practically Speaking

- Reduce Injurious Falls.
- Improve Patient Flow.
- Improve OR Efficiency – First Case Starts.
- Improve Physical Infrastructure.
- Support and Empower our Staff & Physicians.
- Secure operating and capital dollars.

## Fall/Winter Preparedness

- Respiratory illness season is upon us and this has been hitting us hard.
- It is now routine for our hospital to be more than 125% bed capacity.
- This means we are caring for 15 – 18 admitted patients in our Emergency Department and in unconventional spaces.
- This results in higher than normal wait-times in Emergency along with surgical cancellations.
- We continue to work with our partners in Long-Term Care, Home and Community Care and other institutions to manage this significant surge in activity.



## Hospital Services

- In spite of the ongoing health human resource crisis, we are proud to have been able to delivery 24/7 Emergency services to the communities we serve.
- We continue to experience mirco-closures in our Obstetrical unit due to physician and nursing shortages.

## MRI Project Key Milestones

- MRI RFP Complete July 2022
- MRI design and build complete January 2023
- Relocation of displaced clinical services complete March 2023
- Recruitment of MRI trained team complete February 2023
- Construction commenced March 2023
- MRI Magnet Delivery September 2023
- Construction completion October 2023
- First patient scanned November 2023
- Foundation \$6M successful campaign completion over three (3) years.







MRI Groundbreaking Ceremony  
June 23, 2023



MRI Magnet Delivery  
September 7, 2023

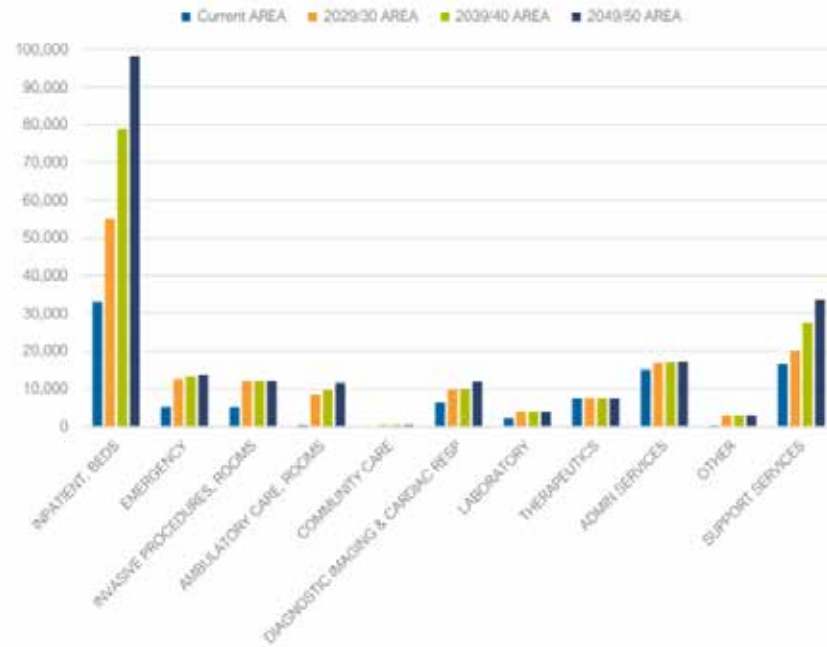
## Facility Planning

- Keeping on top of the infrastructure at both sites is an annual activity.
- With growth and aging in our region, we need to prepare for the future.
- To begin the process we undertook our first step to plan to expand our institution.
- With the serious infrastructure issues at our Perth site, we are proposing to plan for growth there.
- The planning process has a multitude of steps and can be 7-10 years from first plan to first patient.
- We are committed to a two-site hospital.

# Space Projections

CGSF PROJECTIONS BY AREA FROM CURRENT TO 2029/30

Total Gross Area	91,783	→	149,603
Inpatient, Beds	33,013	→	55,050
Emergency	5,231	→	12,531
Invasive Procedures	5,167	→	12,060
Ambulatory Care	441	→	8,473
Community Care	-	→	480
DI & Cardiac Resp.	6,448	→	9,804
Laboratory	2,142	→	3,980
Therapeutics	7,449	→	7,500
Admin Services	15,069	→	16,822
Other	300	→	3,000
Support Services	16,523	→	19,903





## Facility Planning – Next Steps

- Secure planning grant to fund activities at the next stage: Master Planning.
- Master Planning – solidifying the vision for the future state that can carry us to 2050.
- Extensive communication and engagement with staff, physicians and communities.
- The redevelopment process is a marathon with an average time to completion of 7-10 years.

## Core Capital Program

- Our plans to improve safety and quality through technological innovation are progressing well.
- Working with our partners in the former South East LHIN, we are heading into the final stretch of the project with our go-live scheduled for Fall 2024.



**Lumeo**

# Closed Loop Medication Management System (CLMM)



## Advantages of Automation

- Increases patient safety
- Reduction of time to first dose, loss of doses, borrowing
- Reduction in documentation time
- Improved inventory control
  - Track and proactively monitor drug usage patterns
- Electronic reminders – medications past due or too close to another administration time i.e. PRN's
- Supports bar code verification for dispensing, stocking, administration and returns
- Medication management system will ensure medications are auditable and traceable to the patient level (Ontario College of Pharmacists and Accreditation Canada Standard)



# Bar Codes and Bar Code Medication Administration (BCMA)

## BAR CODE SYMBOLOGIES



12345678

**Code 128**



12345678

**Codabar**



**QR Code**



**Maxicode**

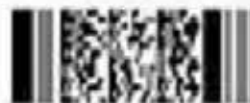


**Data Matrix**



0012345678

**UPCA**



**PDF 417**



12345678

**Code 12 of 5**

## How do we get there?



Parata ATP 2  
State-of-the-Art Strip Packaging Solution

## Core Capital Program Request

*On behalf of the hospital and our patients, thank you for your continued support of safe high quality patient care at our hospital.*

*We request that you renew your commitment of \$70,000, in support of the core capital program for FY 2024/25.*

# Questions from you?

# **PRIORITY ISSUES**

**COMMITTEE OF THE WHOLE**  
October 10<sup>th</sup>, 2023

**Report #PD-2023-23**  
**Noelle Reeve, Planner**

**REPLY TO MINISTER CALANDRA'S REQUEST FOR TOP FIVE HOUSING PRIORITIES**

**STAFF RECOMMENDATION**

It is recommended:

**“THAT**, Report #PD-2023-23 – Reply to Minister Calandra’s Request for Top Five Housing Priorities, be received for information.”

**BACKGROUND**

On September 15, 2023, the Minister of Municipal Affairs and Housing, the Honourable Paul Calandra, sent a letter to Heads of Councils indicating that the Minister has asked Ministry staff to, “renew efforts to review and, where possible, implement the Housing Affordability Task Force’s remaining recommendations with minimal delay”.

As part of that review, the Minister asked the head of council, “to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments”.

Responses are due to the Ministry by October 16, 2023.

**DISCUSSION**

The Reeve welcomes the opportunity to rank recommendations that he feels would be the most useful in increasing housing supply in our community. The first two of the top five recommendations prioritized by the Reeve have been selected to increase the financing available to non-profits, municipalities and developers to create affordable housing by:

- Creating an Affordable Housing Trust from a portion of Land Transfer Tax Revenue,
- Providing provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects.

The additional three priorities selected are focused on opening up new physical resources for affordable housing by:

- Permitting the renting of rooms within a dwelling,
- Accelerating the sale of surplus government land by pre-zoning it for density and affordable housing, and
- Requiring all sales of government land to have a minimum requirement of 20% affordable housing.

## **FINANCIAL CONSIDERATIONS**

None.

## **STRATEGIC PLAN LINK**

**Economy:** Tay Valley supports employment by facilitating affordable workforce housing for residents.

## **CLIMATE CONSIDERATIONS**

Increasing residential densities to include affordable housing prevents sprawl and therefore reduces Greenhouse Gas emissions associated with transportation.

## **CONCLUSIONS**

Township staff will submit the Reeve's response to the Ministry of Municipal Affairs and Housing, local MPP John Jordan and to the Rural Ontario Municipal Association.

## **ATTACHMENTS**

- 1) Letter from Minister Calandra
- 2) Table of 74 Recommendations Made by the Task Force on Affordable Housing
- 3) Completed Ministry Chart for Ranking Top Five Task Force Recommendations

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

## Attachment 1 - Letter from Minister Calandra

Ministry of  
Municipal Affairs  
and Housing

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

Ministère des  
Affaires municipales  
et du Logement

Bureau du ministre

777, rue Bay, 17e étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

.../2



I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P'.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

## Attachment 2: List of 74 Housing Affordability Task Force (HATF) Recommendations for Reference

Housing Affordability Task Force Recommendation <i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use) Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
1.	<b>1) Set a goal of building 1.5 million new homes in ten years.*</b>
2.	<b>2) Amending the Planning Act, Provincial Policy Statement, and Growth Plans to set “growth in the full spectrum of housing supply” and “intensification within existing built-up areas” of municipalities as the most important residential housing priorities in the mandate and purpose.</b>
3.	<b>3) a) Limit exclusionary zoning in municipalities through binding provincial action: allow “as of right” residential housing up to four units and up to four storeys on a single residential lot.*</b>
4.	3 b) Modernize the Building Code and other policies to remove any barriers to affordable construction and to ensure meaningful implementation (e.g., allow single-staircase construction for up to four storeys, allow single egress, etc.)
5.	<b>4) Permit “as of right” conversion of underutilized or redundant commercial properties to residential or mixed residential and commercial use.</b>
6.	<b>5) Permit “as of right” secondary suites, garden suites, and laneway houses province-wide.*</b>
7.	<b>6) Permit “as of right” multi-tenant housing (renting rooms within a dwelling) province-wide.</b>
8.	<b>7) Encourage and incentivize municipalities to increase density in areas with excess school capacity to benefit families with children.</b>
9.	<b>8) Allow “as of right” zoning up to unlimited height and unlimited density in the immediate proximity of individual major transit stations within two years if municipal zoning remains insufficient to meet provincial density targets.</b>
10.	<b>9) Allow “as of right” zoning of six to 11 storeys with no minimum parking requirements on any streets that have direct access to public transit (including streets on bus and streetcar routes).</b>
11.	<b>10) Designate or rezone as mixed commercial and residential use all land along transit corridors and re-designate all Residential Apartment to mixed commercial and residential zoning in Toronto.</b>

<b>Housing Affordability Task Force Recommendation</b>	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
12.	11) <b>Support responsible housing growth on undeveloped land, including outside existing municipal boundaries, by building necessary infrastructure to support higher density housing and complete communities and applying the recommendations of this report to all undeveloped land.</b>
13.	12) <b>a) Create a more permissive land use, planning, and approvals system: Repeal or override municipal policies, zoning, or plans that prioritize the preservation of physical character of neighbourhood.*</b>
14.	12 b) Exempt from site plan approval and public consultation all projects of 10 units or less that conform to the Official Plan and require only minor variances.*
15.	12 c) Establish provincewide zoning standards, or prohibitions, for minimum lot sizes, maximum building setbacks, minimum heights, angular planes, shadow rules, front doors, building depth, landscaping, floor space index, and heritage view cones, and planes; restore pre-2006 site plan exclusions (colour, texture, and type of materials, window details, etc.) to the Planning Act and reduce or eliminate minimum parking requirements.
16.	12 d) Remove any floorplate (sic) restrictions to allow larger, more efficient high-density towers.
17.	13) Limit municipalities from requesting or hosting additional public meetings beyond those that are required under the Planning Act.
18.	14) Require that public consultations provide digital participation options.
19.	15) Require mandatory delegation of site plan approvals and minor variances to staff or pre-approved qualified third-party technical consultants through a simplified review and approval process, without the ability to withdraw Council's delegation.*
20.	16) a) Prevent abuse of the heritage preservation and designation process by: prohibiting the use of bulk listing on municipal heritage registers.*
21.	16 b) Prohibiting reactive heritage designations after a Planning Act development application has been filed.*
22.	17) <b>Requiring municipalities to compensate property owners for loss of property value as a result of heritage designations, based on the principle of best economic use of land.</b>
23.	18) <b>Restore the right of developers to appeal Official Plans and Municipal Comprehensive Reviews.*</b>

<b>Housing Affordability Task Force Recommendation</b>	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
24.	<b>19) Legislate timelines at each stage of the provincial and municipal review process, including site plan, minor variance, and provincial reviews, and deem an application approved if the legislated response time is exceeded.*</b>
25.	<b>20) Fund the creation of “approvals facilitators” with the authority to quickly resolve conflicts among municipal and/or provincial authorities and ensure timelines are met.*</b>
26.	<b>21) Require a pre-consultation with all relevant parties at which the municipality sets out a binding list that defines what constitutes a complete application; confirms the number of consultations established in the previous recommendations; and clarifies that if a member of a regulated profession such as a professional engineer has stamped an application, the municipality has no liability and no additional stamp is needed.</b>
27.	<b>22) Simplify planning legislation and policy documents.</b>
28.	<b>23) Create a common, province-wide definition of plan of subdivision and standard set of conditions which clarify which may be included; require the use of standard province-wide legal agreements and, where feasible, plans of subdivision.</b>
29.	<b>24) Allow wood construction of up to 12 storeys.*</b>
30.	<b>25) Require municipalities to provide the option of pay on demand surety bonds and letters of credit.</b>
31.	<b>26) Require appellants to promptly seek permission (“leave to appeal”) of the OLT and demonstrate that an appeal has merit, relying on evidence and expert reports, before it is accepted.</b>
32.	<b>27) a) Prevent abuse of process: remove right of appeal for projects with at least 30% affordable housing in which units are guaranteed affordable for 40 years.</b>
33.	<b>27 b) Require a \$10,000 filing fee for third party appeals.*</b>
34.	<b>27 c) Provide discretion to adjudicators to award full costs to the successful party in any appeal brought by a third party or by a municipality where its council has overridden a recommended staff approval.</b>
35.	<b>28) Encourage greater use of oral decisions issued the day of the hearing, with written reasons to follow, and allow those decisions to become binding the day that they are issued.*</b>

**Housing Affordability Task Force Recommendation**

*(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)*

*Recommendations with an asterisk \* have been implemented (with or without amendments)*

36.	29) <b>Where it is found that a municipality has refused an application simply to avoid a deemed approval for lack of decision, allow the Tribunal to award punitive damages.</b>
37.	30) <b>Provide funding to increase staffing (adjudicators and case managers), provide market-competitive salaries, outsource more matters to mediators, and set shorter time targets.</b>
38.	31) <b>In clearing the existing backlog, encourage the Tribunal to prioritize projects close to the finish line that will support housing growth and intensification, as well as regional water or utility infrastructure decisions that will unlock significant housing capacity.</b>
39.	32) <b>Waive development charges and parkland cash-in-lieu and charge only modest connection fees for all infill residential projects up to 10 units or for any development where no new material infrastructure will be required.</b>
40.	33) <b>Waive development charges on all forms of affordable housing guaranteed to be affordable for 40 years.</b>
41.	34) <b>Prohibit interest rates on development charges higher than a municipality's borrowing rate.*</b>
42.	35 a) <b>Regarding cash in lieu of parkland, s.37, Community Benefit Charges, and development charges: Provincial review of reserve levels, collections and drawdowns annually to ensure funds are being used in a timely fashion and for the intended purpose, and, where review points to a significant concern, do not allow further collection until the situation has been corrected.</b>
43.	35 b) <b><i>Except where allocated towards municipality-wide infrastructure projects, require municipalities to spend funds in the neighbourhoods where they were collected. However, where there's a significant community need in a priority area of the City, allow for specific ward to ward allocation of unspent and unallocated reserves.</i></b>
44.	36) <b>Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.</b>
45.	37) <b>Align property taxes for purpose-built rental with those of condos and low-rise homes.</b>
46.	38) <b>Amend the Planning Act and Perpetuities Act to extend the maximum period for land leases and restrictive covenants on land to 40 or more years.*</b>
47.	39) <b>Eliminate or reduce tax disincentives to housing growth.</b>

<b>Housing Affordability Task Force Recommendation</b>	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
48.	40) <b>Call on the Federal Government to implement an Urban, Rural and Northern Indigenous Housing Strategy.*</b>
49.	41) <b>Funding for pilot projects that create innovative pathways to homeownership, for Black, Indigenous, and marginalized people and first-generation homeowners.</b>
50.	42) <b>Provide provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects.</b>
51.	43) <b>Enable municipalities, subject to adverse external economic events, to withdraw infrastructure allocations from any permitted projects where construction has not been initiated within three years of build permits being issued.</b>
52.	44) <b>Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.</b>
53.	45) <b>Improve funding for colleges, trade schools, and apprenticeships, encourage and incentivize municipalities, unions and employers to provide more on-the-job training.*</b>
54.	46) <b>Undertake multi-stakeholder education program to promote skilled trades.*</b>
55.	47) <b>Recommend that the federal and provincial government prioritize skilled trades and adjust the immigration points system to strongly favour needed trades and expedite immigration status for these workers and encourage the federal government to increase from 9,000 to 20,000 the number of immigrants admitted through Ontario's program.*</b>
56.	48) The Ontario government should establish a large "Ontario Housing Delivery Fund" and encourage the federal government to match funding. This fund should reward: a) Annual housing growth that meets or exceeds provincial targets b) Reductions in total approval times for new housing c) The speedy removal of exclusionary zoning practices
57.	49) <b>Reductions in funding to municipalities that fail to meet provincial housing growth and approval timeline targets</b>
58.	50) <b>Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of a common data architecture standard, supported by an external expert committee, across</b>

<b>Housing Affordability Task Force Recommendation</b>	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i>	
<i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
	<b>municipalities and provincial agencies/ministries and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.</b>
59.	51) <b>Require municipalities and the provincial government to use the Ministry of Finance population projections as the basis for housing need analysis and related land use requirements.</b>
60.	52) <b>Resume reporting on housing data and require consistent municipal reporting, enforcing compliance as a requirement for accessing programs under the Ontario Housing Delivery Fund.*</b>
61.	53) <b>Report each year at the municipal and provincial level on any gap between demand and supply by housing type and location, and make underlying data freely available to the public.</b>
62.	54) <b>Empower the Deputy Minister of Municipal Affairs and Housing to lead an all of government committee that meets weekly to ensure our remaining recommendations and any other productive ideas are implemented.</b>
63.	55) <b>Commit to evaluate these recommendations for the next three years with public reporting on progress.*</b>
64.	B-1) Call upon the federal government to provide equitable affordable housing funding to Ontario.*
65.	B-2) Develop and legislate a clear, province-wide definition of “affordable housing” to create certainty and predictability.
66.	B-3) Create an Affordable Housing Trust from a portion of Land Transfer Tax Revenue (i.e., the windfall resulting from property price appreciation) to be used in partnership with developers, non-profits, and municipalities in the creation of more affordable housing units. This Trust should create incentives for projects serving and brought forward by Black- and Indigenous-led developers and marginalized groups.
67.	B-4) Amend legislation to: <ul style="list-style-type: none"> <li>· Allow cash-in-lieu payments for Inclusionary Zoning units at the discretion of the municipality.</li> <li>· Require that municipalities utilize density bonusing or other incentives in all Inclusionary Zoning and Affordable Housing policies that apply to market housing.</li> <li>· Permit municipalities that have not passed Inclusionary Zoning policies to offer incentives and bonuses for affordable housing units.</li> </ul>

**Housing Affordability Task Force Recommendation**

*(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)*

*Recommendations with an asterisk \* have been implemented (with or without amendments)*

68.	B-5) Encourage government to closely monitor the effectiveness of Inclusionary Zoning policy in creating new affordable housing and to explore alternative funding methods that are predictable, consistent and transparent as a more viable alternative option to Inclusionary Zoning policies in the provision of affordable housing.
69.	B-6) Rebate MPAC market rate property tax assessment on below-market affordable homes.
70.	C-1) Review surplus lands and accelerate the sale and development through RFP of surplus government land and surrounding land by provincially pre-zoning for density, affordable housing, and mixed or residential use.
71.	C-2) All future government land sales, whether commercial or residential, should have an affordable housing component of at least 20%.
72.	C-3) Purposefully upzone underdeveloped or underutilized Crown property (e.g., LCBO).
73.	C-4) Sell Crown land and reoccupy as a tenant in a higher density building or relocate services outside of major population centres where land is considerably less expensive.
74.	C-5) The policy priority of adding to the housing supply, including affordable units, should be reflected in the way surplus land is offered for sale, allowing bidders to structure their proposals accordingly.



**Attachment 3 : Tay Valley Township Top Five Housing Affordability Task Force (HATF) Recommendations for Response**

<b>Please identify the top 5 HATF recommendations that you support, and rationale / comments</b>	
1.	<b>#B-3</b> Create an Affordable Housing Trust from a portion of Land Transfer Tax Revenue (i.e., the windfall resulting from property price appreciation) to be used in partnership with developers, non-profits, and municipalities in the creation of more affordable housing units. This funding should apply to rural municipalities also. <b>Rationale:</b> Currently there is insufficient funding available to build affordable units.
2.	<b>#42</b> Provide provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects. <b>Rationale:</b> loan guarantees will make obtaining scarce funding easier.
3.	<b>#7</b> "Permit "as of right" multi-tenant housing (renting rooms within a dwelling) province-wide." <b>Rationale:</b> permits existing structures to provide rental housing units therefore making these units available quickly and maximizes the GHG emissions expended to create them.
4.	<b>#C-1</b> Review surplus lands and accelerate the sale and development through RFP of surplus government land and surrounding land by provincially pre-zoning for density, affordable housing, and mixed or residential use. <b>Rationale:</b> pre-zoning ensures affordable housing will be built and more quickly than otherwise.
5.	<b>#C-2</b> All future government land sales, whether commercial or residential, should have an affordable housing component of at least 20%. <b>Rationale:</b> ensures affordable housing will be built.

**COMMITTEE OF THE WHOLE**  
October 10<sup>th</sup>, 2023

**Report #PD-2023-24**  
**Noelle Reeve, Planner**

**CLIMATE CHANGE ACTION PLAN– ANNUAL REPORT**

## STAFF RECOMMENDATION(S)

It is recommended:

**“THAT**, the Climate Action Plan be used to inform the Asset Management Plan;

**THAT**, the following specific implementation actions be included as part of the 2024 budget process:

- Allocate the County grant and Tay Valley funds on an organics only waste audit, develop a plan for composting and develop training for waste site attendants and education for residents on composting;
- Confirm the electric vehicle purchase timeline and educate the public on Total Cost procurement;
- Prioritize energy-efficient upgrades from the Building Condition Assessment report; and
- Enact tree planting as a nature-based climate solution.

**AND THAT**, the Reeve request the provincial Minister of Health to track heat deaths as Quebec and British Columbia do.”

## BACKGROUND

In August 2020, Tay Valley Township Council adopted *Taking Steps to Make a Difference – A Climate Action Plan* <https://www.tayvalleytwp.ca/en/municipal-government/resources/Reports--Plans/Climate-Action-Plan.pdf>. The Plan was developed with a climate coordinator position funded by a Federation of Canadian Municipalities (FCM) grant, with contributions by the Township’s Green Energy and Climate Change Working Group (GECCWG), and multiple public consultation sessions and a survey. This project had the highest engagement from Tay Valley residents of any other issue in the eleven (11) years prior.

The former Reeve stated at the time of the adoption of the plan that, “Council recognizes that people in Eastern Ontario, and across the globe, are experiencing the climate crisis. It is vital

that we make changes now to ensure a healthy future for the Township and generations of residents to come. Some of these changes are small, while others require significant investment, and they are all important. Council is making decisions with the environment in mind. Tay Valley intends to be a leader in environmental action to ensure responsible and sustainable operations.”

The air pollution from wildfires as well as the extreme heat experienced by residents this summer, floods experienced in the spring, increase in insect pests and disease (including Lyme), and drought this fall (Attachment 1) has heightened Tay Valley Township residents’ concern about the impacts of climate change and their desire to see action on this issue.

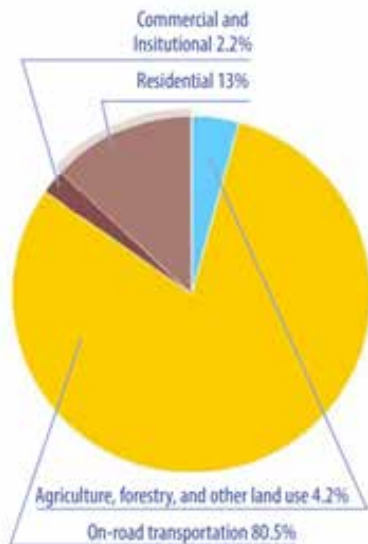
Fortunately, there are inspiring examples of actions addressing climate change at the local and global level. Climate Network Lanark’s Climate Concierge projects throughout the County show Tay Valley residents participating at the second highest rate of municipalities in Lanark County.

Katherine Kayhoe (Climate Scientist, Distinguished Professor, Texas Tech) produces a weekly newsletter that identifies one good news climate change item a week. Last week she reported that “Global fossil fuel emissions will peak in 2025 and drop to 2015 levels by 2030, a [new IEA report](#) titled “Net Zero Roadmap” finds”.

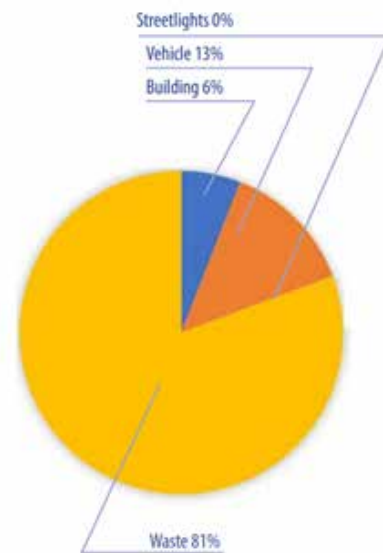
She also emphasized, however, that there is still work to be done – “by 2025, new oil and gas furnaces must be phased out in favor of heat pumps. And by 2030, electric vehicles must make up 65 percent of new sales around the planet and installed renewable energy sources have to triple”.

Tay Valley Township’s Climate Action Plan identified the sources of greenhouse gas emissions for both its operations and the community.

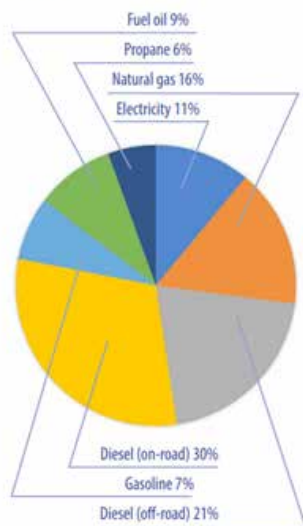
**Community GHG Emissions by Sector**



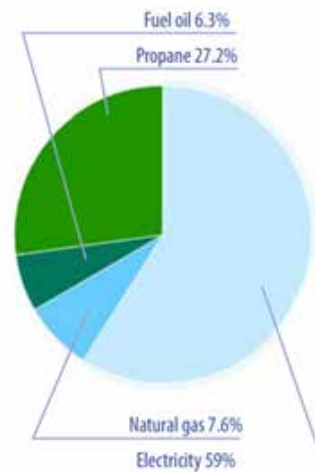
**Municipal GHG Emissions by Sector**



**Municipal Energy Consumption by Source**



**Residential, Commercial & Institutional Energy Consumption by Source**



The Climate Action Plan contains a target for Greenhouse gas reductions developed in conjunction with residents and derived from the Intergovernmental Panel on Climate Change, of a 55% reduction from 2018 emissions by 2030. The plan also provides a road map for Council to follow to take the actions needed to reduce the Township's and residents' Greenhouse Gas emissions.

The Climate Action Plan is also important for a number of other reasons:

- provides Council with accountability to the public that it is doing the right thing on the most important issue facing humanity;
- provides Township with additional points when applying for Federal Green Municipal Fund grants;
- contributes to the Township complying with Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure section 5 which requires:
  - “The municipality’s commitment to consider, as part of its asset management planning,
    - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality’s infrastructure assets, in respect of such matters as,
      - A. operations, such as increased maintenance schedules,
      - B. levels of service, and
      - C. lifecycle management,
    - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
    - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
    - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets”;
- prepares the Township for reporting being phased in internationally and by the federal government e.g., the Task Force on Climate-Related Financial Disclosures requirements.

## DISCUSSION

The Federation of Canadian Municipalities (FCM) requires implementation of the Climate Action Plan (Milestone 4) using its Implementation Matrix Tool (Attachment 2). Staff will be working on applying this tool to the Plan, now that FCM has made it available.

FCM also requires Monitoring Progress and Reporting Results (Milestone 5) as part of its process of recognizing Tay Valley Township's completion of the 5 Milestone Framework for Reducing Greenhouse Gas Emissions.

In 2022, Council adopted a Report Card format to monitor progress and report results of the Climate Action Plan.

This year's report card (Attachment 3) indicates that emissions from the Township fleet declined (older trucks are no longer in the fleet), as did emissions from Township buildings (slightly likely due to the new Remote Terminal Units in the Township Building HVAC system), but emissions from the waste sites increased (likely due to population growth and people working from their cottages more frequently since the pandemic).

<b>Greenhouse Gas Emissions (tCO<sub>2</sub>e)</b>	<b>2018</b>	<b>2021</b>	<b>2030</b>
Waste	4,483	5,809	731
Fleet	197	172	108
Buildings	98	95	54

There is clearly a need to advance actions to meet the target of a 55% reduction from 2018 levels by 2030. The Township's Green Energy and Climate Change Working Group identified composting (to reduce waste site GHG emissions) and replacing fossil fuels in the Township buildings and fleet as priorities for implementation. The FCM Green Municipal Fund has funding available for these types of projects.

The Intact Centre on Climate Adaptation at the University of Waterloo identifies damage from floods as the most costly impact of climate change in Ontario and extreme heat as the most dangerous climate change impact to human health.

Therefore, staff recommend:

- The Climate Action Plan be used to inform the Asset Management Plan;
- As part of the 2024 budget process - allocate the County grant and Tay Valley funds on an organics only waste audit, develop a plan for composting, develop training for waste site attendants, and education for residents on composting;

- Confirm the electric vehicle purchase timeline and educate the public on Total Cost procurement;
- Prioritize energy-efficient upgrades identified from the Building Condition Assessment report; and
- Enact tree planting and wetlands retention as nature-based climate solutions.
- The Reeve request the provincial Minister of Health to track heat deaths as Quebec and British Columbia do.

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Council support the priorities.

Option #2 – Council provides suggestions for changes to priorities.

## **FINANCIAL CONSIDERATIONS**

None, at this time. To be discussed during budget preparation.

## **STRATEGIC PLAN LINK**

**Economic Development** - The Climate Action Plan implementation allows the Township to be eligible for grants from FCM that it otherwise would not be eligible for. Implementation of the Plan attempts to mitigate Green House Gas emissions to limit damage to the local economy from storms, floods, droughts, etc. The Plan also encourages local contractors to take advantage of the growing market of energy retrofits and energy efficient new construction.

**Environment** – The Climate Action Plan implementation lays the groundwork for protecting nature-based climate solutions (forests, wetlands, parks, etc.) and protecting biodiversity.

**Social** – The impacts of climate change can result in deaths from: storms like the derecho that hit Ontario from Windsor through to Ottawa May 21, 2022, from floods like our area experienced in 2017 and this year; and from extreme heat events such as the area experienced this summer with Ottawa recording the hottest June 1 since records began in 1892.

## **CLIMATE CONSIDERATIONS**

The Plan represents Tay Valley’s commitment to reducing its Greenhouse Gas emissions by avoiding fossil fuel use.

## **CONCLUSIONS**

Given the seriousness of the climate change crisis – with the Head of the UN declaring this summer that, “The era of global warming has ended, the era of global boiling has arrived”

among others' calls for immediate, increased action – it is clear that Tay Valley Township needs to increase its climate change mitigation and adaptation actions in the specific areas identified in this report.

## **ATTACHMENTS**

- 1) Climate Change Impacts 2023 Tay Valley and Area
- 2) FCM Milestone 4 Implementation Matrix Tool
- 3) Climate Change Report Card for Tay Valley Township

**Prepared and Submitted By:**

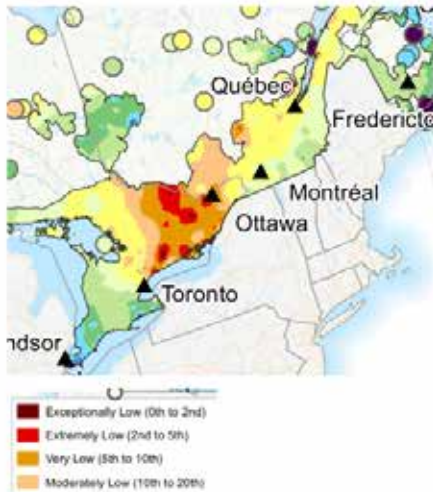
**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

# CLIMATE CHANGE 2023 TAY VALLEY & AREA

## Drought



Precipitation Aug 11 – Sept 11/23  
Agriculture Canada

Balderson



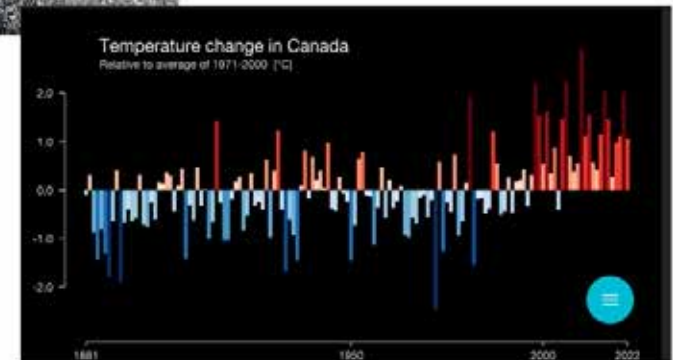
## Flooding

## Wildfires and Air Pollution



Short 5<sup>th</sup> Concession

## Extreme Heat





## Attachment 2 FCM Milestone 4 Implementation Matrix Example

Partners for Climate Protection

Milestone Four

### Implementation Matrix

#### Sample Goal and Actions

Goal: Retrofit highest-energy consuming buildings to reduce energy consumption/costs by 25%				
What: Actions		Who: Department(s) and Others Involved		When: Timeline(s)
1. Compile energy use information from electric and heating bills		Finance / Facilities Manager / Local utilities		January 2010
2. Create energy and emission inventories		Climate Change Coordinator / Environment		February 2010 – April 2010
3. Negotiate contract with an energy services company (ESCO) to conduct energy audits and identify highest-energy consuming buildings		Facilities Manager / Public Works / Finance / Legal		February 2010
4. Conduct energy audits		ESCO (overseen by Facilities Manager)		February – March 2010
5. Review findings and report to council, then implement low-cost measures		Facilities Manager		April – August 2010
6. Obtain capital funding and council approval to implement higher-cost measures		Municipal council		September 2010
7. Evaluate measures		ESCO and Facilities Manager, with support of retrofitted buildings' personnel (operations, maintenance staff, etc.)		September 2010 to April 2011 to obtain a full year's data
Resources				
Supporting Policies/Bylaws	Potential Obstacles	Financial Resources Available/Required	Other Resources Available/Required	Performance Measures
Policy approved by Council March 2007 to obtain LEED® Silver accreditation for all new and retrofitted public facilities	Limited number of ESCOs in the municipality  Difficulty obtaining historical utility and heating invoices	\$500,000 from capital budget  Utility rebate/incentive programs for electricity use  Energy savings from these buildings will be reinvested into a revolving fund to pay for future or higher-cost measures	Summer student in the engineering department	ESCO conducts evaluations to determine energy reductions. If 25% goal is not met, ESCO reduces its fee. Refer to ongoing energy and emissions inventories created.  Staff conduct evaluations to determine comfort levels, air quality, or operational or maintenance issues  Conduct evaluations of higher-cost measures, and determine capital budget and energy savings already available

<b>Goal:</b>				
<b>What: Actions</b>		<b>Who: Department(s) and Others Involved</b>		<b>When: Timeline(s)</b>
<b>Resources</b>				
Supporting Policies/Bylaws	Potential Obstacles	Financial Resources Available/Required	Other Resources Available/Required	Performance Measures

Attachment 3 Climate Change Action Plan Report Card

<b>Climate Change Action Plan Report Card</b>			
	<b>Complete</b>	<b>In Progress</b>	<b>Incomplete</b>
<b>On the Move</b>			
Purchase Electric Vehicles for Township Fleet		CBO EV in Asset Management Plan	EV Truck cancelled
Electric Chargers for Township Fleet			Waiting on Provincial Grants
Micro-Transit (e.g., vans, off hours school buses, etc.)		Reeve and Deputy Reeve to push in County 2024 Budget	
Upgrade Gravel Roads to Surface Treatment (reduces need to grade)		Reduces grading - Identified in 10-year Capital Plan	
Active Transportation	Bike racks at Township buildings and outdoor amenities, Tay Havelock Trail, Traffic calming in Glen Tay	Paved shoulders - ongoing, Traffic calming in Harper	

	Complete	In Progress	Incomplete
<b>In Our Buildings</b>			
Retrofit Township Facilities		Buildings Condition Report - priorities in Asset Management Plan	Replace Natural Gas in Municipal Building
Federal Grants and Loans Retrofit Program for Residential Homes		Combining with Lanark County FCM Grant Application	
<b>For Our Land</b>			
Wetland Protection		Official Plan Review - to be approved by Lanark County	
Natural Heritage Systems Linkages			County should undertake in its Official Plan update

	Complete	In Progress	Incomplete
<b>Empowering Communities</b>			
Design Low Carbon Communities		Growth Management Plan - 2024	
Design Resilient Communities	Tree Canopy Policy, Low Impact Design for Stormwater Management, Septic Re-Inspection Program, Parks, Forest Trail	Natural Assets required to be identified in Asset Management Plan	Green Building Standards
Increase Community Capacity to understand and respond to Climate Change	Educational Materials, Home Composting, Tay Valley Guide	Education Materials (e.g., website), Composting Program	
Food Security for Residents			Work with Lanark Local Flavour, Ontario Federation of Agriculture, National Farmers Union
Advocate for Policy Change and Funding from provincial and federal governments	Rural Ontario Municipal Association meeting with Ministry of Environment, Conservation and Parks, Energy-virtual net billing; Environmental Registry comments	Seek Grants - Ongoing	

	Complete	In Progress	Incomplete
<b>Township Investment</b>			
Climate Lens used by all departments	In Council reports	In tendering, day to day actions	
Report on Carbon Fees spent/saved			2024 Project
Tenders and Request for Proposals		Education for Vendors	Update Procurement Policy
Reduce GHG emissions from Council/Staff Travel		Take train or carpool instead of individual vehicles	
Investments that are certified sustainable - Environment, Social, Governance criteria			Treasurer review subset
<b>Equity</b>			
Benefits and cost distribution		Publicize federal Oil to Heat Pump Affordability Program and other grants	

<b>Greenhouse Gas Emissions (tCO2e)</b>	<b>2018</b>	<b>2021</b>	<b>2030</b>
Waste	4,483	5,809	731
Fleet	197	172	108
Buildings	98	95	54
Residential	5,914		2,661
Transportation	36,725		16,523
Ag, Forest, Land use	1,937		872
Industrial	2		0.9
Commercial and Institutional	1,010		455

**COMMITTEE OF THE WHOLE**October 10<sup>th</sup>, 2023Report #PD-2023-25  
Noelle Reeve, Planner**CLIMATE LENS AND CLIMATE LENS CALCULATOR TRAINING****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #PD-2023-25 – Climate Lens and Climate Lens Calculator Training be received for information.”

**BACKGROUND**

By adopting *Taking Steps to Make a Difference – A Climate Action Plan* <https://www.tayvalleytwp.ca/en/municipal-government/resources/Reports--Plans/Climate-Action-Plan.pdf>, in August 2020, Council committed to reducing Greenhouse gas emissions by 55% below 2018 levels by 2030. Since Greenhouse gas (GHG) emissions are produced by fossil fuels, this means that Council committed to phasing out the use of fossil fuels in its buildings and fleet and to reducing (GHG) emissions from the waste site.

To achieve this 55% reduction target, all aspects of the Municipal corporate actions will change to some extent over the 2018 to 2030 timeframe of the Climate Action Plan. Staff have begun to make some progress in reducing fossil fuel use: through retrofitting the Maberly Hall with additional insulation, the Remote Terminal Units in the HVAC system at 217 Harper Road, surface treating some of the Township roads, removing older vehicles from the fleet, etc.

Similar changes in fossil fuel use in cars (through the federal prohibition on new internal combustion vehicles sales in 2035) and heating (encouraged through grants and carbon pricing, capturing the externalities currently associated with carbon) will be required of residents to meet GHG reduction and energy conservation goals.

Further corporate progress has been tied to obtaining critical pieces of information such as the Building Conditions Report and the Asset Management Plan, both of which have been completed in the past year.

This report points out the need to go further with this process of change management within the organization and explains to Council the variety of tools at its disposal.



Tay Valley Township manages a range of services that are essential to its residents' quality of life, including clean drinking water, transportation systems, waste management, drainage and flood protection, parks and recreation services. The way Tay Valley invests in its assets, including natural assets, will have a significant impact on whether it moves toward becoming sustainable and resilient. The Federation of Canadian Municipalities (FCM) defines a sustainable community as “one that meets the needs of the present without compromising the needs of future generations”.

## Sustainable planning integration for municipalities



The FCM report *Building Sustainable and Resilient Communities with Asset Management* notes that, “Integration of decision-making can help ensure all activities associated with service delivery are aligned with municipal values and goals, where financial decisions about the operational level are connected to decisions about assets and growth management, and those are connected to strategic planning and sustainability policy” including climate change plans. “Climate risks need to be considered at all stages of the lifecycle of assets as well as when decisions are made about building something new.”

## DISCUSSION

Last month the *Provincial Climate Change Impact Assessment Report* was released outlining the anticipated impacts of climate disruption on Ontario's regions.  
<https://www.ontario.ca/files/2023-08/mecp-ontario-provincial-climate-change-impact-assessment-en-2023-08-17.pdf>

The report stated that, “Public health and planning departments across Ontario municipalities are integrating a climate change lens to mitigate climate risk, however, political will to take action is not consistent across Ontario”.

It is important to distinguish between a climate lens and a climate lens calculator tool. A climate lens within an organization is a mindset, just like a Health and Safety mindset or a Customer Service mindset.

Senior Managers in the Township have been developing this outlook since the Climate Action Plan was adopted by Council three years ago. When reports go to Council a climate impact is articulated as well as a financial impact, where relevant. However, more education and training needs to be provided to reinforce this outlook across the organization and with the new Council in day to day operations.

There is an Indigenous Climate Lens created by the Assembly of First Nations (found on the Climate Atlas of Canada website). It offers a focus on interconnectivity designed to “disrupt mainstream thinking on the dichotomy of mitigation or adaption” to instead include “a holistic approach that considers everything, including traditional knowledge”, based on the concept “take only what you need” in order to “revitalize communities and get back to the land through a connection to water, land, animals”.

The Chartered Professional Accounts of Canada have developed a climate lens for Public Sector Generally Accepted Accounting Principles “to help identify areas that might potentially have a material impact on the financial position and results that a municipality reports in its financial statements and accompanying note disclosures”.

As part of having a climate lens perspective, climate calculator tools have been developed by a variety of organizations. Council has a variety of tools to calculate specific Greenhouse gas emissions (GHG) and energy implications of actions available to it, some of which are mandated for use in certain projects.

The federal government has developed a GHG calculator based on ISO standards for Scope 1, 2, and 3 emissions (direct use, upstream use in production, and downstream impacts of disposal) that it requires to be used for infrastructure projects, disaster mitigation, and Smart Cities projects it funds.

The Clean Air Partnership has developed a Climate Lens calculator tool that identifies Scope 1 and 2 GHG emissions for projects that are not as costly as federal infrastructure projects.

Bob Argue, Member of the Green Energy and Climate Change Working Group, developed a Climate Lens calculator tool for estimating GHG emissions and energy use that was included in the Tay Valley Climate Action Plan. (See Attachment 1.) Staff used this tool to prepare the Climate Action Plan report.

Local resources such as Climate Network Lanark and the Green Energy and Climate Change Working Group will be used to provide training to all staff on the Climate Action Plan, Climate Lens and Climate Lens Calculator early in the new year.

Through this report and Report #PD-2023-24 – Climate Change Action Plan Annual Report, Council has been provided on overview of the Climate Action Plan and Climate Lens and Staff will provide a demonstration of the Climate Lens Calculator at the meeting.

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Receive report as information.

Option #2 – Council provide alternate direction.

## **FINANCIAL CONSIDERATIONS**

Under \$500 for training costs.

## **STRATEGIC PLAN LINK**

**Economic Development** – Training on the Climate Action Plan, whose purpose is to reduce Green House Gas emissions, contributes to identifying Tay Valley Township as a good place to do business because it is preparing for climate impacts.

## **CLIMATE CONSIDERATIONS**

Training will enable greater implementation of the Climate Action Plan.

## **CONCLUSIONS**

While some progress on reducing the Township’s Greenhouse Gas emissions has been made, further progress requires a change in the culture of the organization that can be supported by training, both in taking a climate lens perspective and in how to use the climate lens calculator tool.

## **ATTACHMENTS**

- 1) Climate Lens Calculator Tool

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

Attachment 1 – Climate Lens Tool

The screenshot displays the Climate Lens Tool software interface, which is used for calculating greenhouse gas (GHG) emissions. The interface is divided into several sections:

- Top Section:** A title bar and menu bar are visible at the top. Below them, a text box titled "DRAFT TVT GHG Emissions Model" provides an overview of the tool's purpose and usage instructions. It states that the model is for use in assessing GHG emissions within municipal operations and is a work in progress.
- Left Panel:** Contains several calculation sheets:
  - CO2 Calculator:** A table with columns for "Unit", "# of units", "Gt", and "kg CO2". It lists various activities like "refrigerant", "oil", "electricity", "gasoline", "beer", and "WDS" with their respective units and values.
  - Electric Vehicles:** A table with columns for "Vehicle type", "Type of fuel", "GHG factor (kg CO2/kWh)", and "GHG factor (kg CO2/gallon)". It lists different vehicle types and their associated GHG factors.
  - Space Heating:** A table with columns for "Annual Heating Requirements", "Units", "# of Units", and "kg CO2". It lists heating requirements for "Natural Gas", "Propane", "Oil", "Food", "Electricity", "Propane", and "Wood".
- Right Panel:** Contains a table titled "Emission Factors (EF) - For Reference". This table lists various activities and their corresponding GHG factors in kg CO2e.
 

Activity	Units	GHG (kg CO2e)	Comments
Electricity	kWh	0.071	GHG factor for each unit of electricity (0.071)
Natural Gas (see Note below)	m3	2.36	GHG factor for each unit of natural gas (2.36)
Fuel Oil	liters	2.76	GHG factor for each unit of fuel oil (2.76)
Propane	liters	1.65	GHG factor for each unit of propane
Wood (see Note below)	kg	0.4	GHG factor for each unit of wood (0.4)
Recycle Water Use	m3	0.21	GHG factor for each unit of water (0.21)
Composting Recycling of mixed material	kg	3.25	GHG factor for each unit of mixed material (3.25)
Composting (Berkeley)	kg	1.83	GHG factor for each unit of compost (Berkeley)
Reduce the paper use (savings)	kg	5.75	GHG factor for each unit of paper (5.75)
Recycle the paper (savings)	kg	4.58	GHG factor for each unit of paper (4.58)

**COMMITTEE OF THE WHOLE**  
October 10<sup>th</sup>, 2023

**Report #FIN-2023-09**  
**Ashley Liznick, Treasurer**

**TOTAL COST OF OWNERSHIP IN PROCUREMENT**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the Total Cost of Ownership be used in Township procurement to represent the true cost of a purchase over the lifetime of an asset;

**AND THAT**, as part of the Reserve Policy to be presented to Council, where an initial higher purchase price may be required for an asset that produces less Greenhouse gases, the savings that accrue over the lifetime of that asset be returned to a reserve established for the purpose of covering the up-front cost difference, be included.”

**BACKGROUND**

The total cost of ownership (TCO) is a management accounting concept that determines an asset’s total cost during its useful life. It allows local governments to understand the full costs of owning and managing assets over their full life. With this understanding, local governments can begin to develop medium- or long-term financial plans to ensure that they can meet service delivery needs well into the future.

Total cost of ownership highlights the difference between purchase price and long-term cost by disclosing all direct, indirect as well as any hidden costs associated with a purchase. Therefore, it helps to examine whether a product is as economical as it may seem.

TCO represents a critical tool that the Township can leverage to make informed decisions. It incorporates all the costs involved in acquiring, operating, maintaining, and finally disposing of a product or service.

The formula to calculate the TCO is to add the initial purchase value to direct, indirect and other hidden costs. That value is then subtracted from a projected resale/residual value at the end of the asset’s lifespan.

**Total Cost of Ownership = Purchase Price + [Operating cost + Maintenance cost] – Salvage value**



Total cost of ownership includes the cost of negative externalities. Externalities are costs or benefits that are external to a market transaction and so are not reflected in market prices. This means that they are experienced by people not directly involved in the transaction and can lead to a form of market failure. The equilibrium that is optimal for consumers and producers of the good may be sub-optimal for society.

Pollution is an example of a negative externality as is shown in this example:



## MARKET FAILURE & INTERVENTION

### NEGATIVE EXTERNALITIES FROM PRODUCTION



Air pollution from factories



Pollution from fertilizers



Industrial waste



Noise pollution



Collapsing fish stocks



Methane emissions

tutor2u

Governments and businesses often make the mistake of ignoring TCO and focusing only on upfront costs when evaluating capital investments. For example, printer A may cost less to buy than printer B, but a lower cost of ink cartridge replacements may make printer B a much better value.

Also, if printer A has a useful life of five years while printer B's lifespan is 10 years, printer B will likely offer better value.

Sustainability is an increasingly crucial aspect of procurement. The Federation of Canadian Municipalities encourages municipalities to include sustainability in their asset management and procurement decisions.

According to the FCM, "Local governments can use the procurement process for the selection of assets and services that achieve multiple social, environmental and economic benefits. For example, green buildings and clean fleets can support local governments in meeting greenhouse gas emissions reduction goals while saving operational costs over the long run. Another example is the acquisition of natural areas such as wetlands or forests. Adding green infrastructure and natural assets to the mix has the potential to support more resilient service delivery."

Canadian businesses have been using this approach to procurement for a number of years. A recent KPMG study identified that 91% of the 200 largest Canadian companies report on Environment, Social, Governance performance including climate risks.

According to KPMG, "Robust disclosure plays a critical role in enabling financial markets to price risk correctly. It also helps ensure efficient allocation of capital. Investors increasingly recognize the wide array of risks and opportunities that climate change poses to their

portfolios and are incorporating climate considerations into their investment decision making. They are seeking access to reliable, consistent and comparable information about the climate-related risks and opportunities that companies face.”

On April 7, 2022, the Canadian government released its 2023 budget which included an \$8 billion investment to support projects that reduce greenhouse gas emissions, as well as the announcement that beginning in 2024, federally regulated institutions, like banks and insurance companies, will be required to provide disclosures on their climate-related risks and exposures in line with other countries’ current requirements.

The G20 nations’ Taskforce on Climate related Financial Disclosure framework has four [Core Elements of Recommended Climate-Related Financial Disclosures](#):

1. **Governance** – The organization’s governance around climate-related risks
2. **Strategy** – The actual and potential impacts of climate-related risks and opportunities on the organization’s businesses, strategy, and financial planning
3. **Risk Management** – The processes used by the organization to identify, assess, and manage climate-related risks.
4. **Metrics and Targets** – Which are used to assess and manage relevant climate-related risks and opportunities.

Banks will be asking their clients for this information in order to complete their reporting.

## DISCUSSION

By adopting *Taking Steps to Make a Difference – A Climate Action Plan*

<https://www.tayvalleytwp.ca/en/municipal-government/resources/Reports--Plans/Climate-Action-Plan.pdf>, in August 2020, Council committed to reducing Greenhouse gas emissions by 55% below 2018 levels by 2030. Since Greenhouse gas (GHG) emissions are produced by fossil fuels, this means that Council committed to phasing out the use of fossil fuels in its buildings and fleet and to reducing (GHG) emissions from the waste site.

Procurement decisions will contribute to achieving this 55% reduction target. Measuring carbon performance will factor into procurement decisions. Carbon performance refers to the amount of carbon dioxide equivalent (CO<sub>2</sub>e) emitted by a product or service throughout its life cycle, from extraction to disposal. It is a key indicator of the environmental impact and climate risk of procurement choices.

Total Cost of Operations will include carbon performance, GHG emissions, and the pricing of carbon means carbon will no longer be an externality but will be included in the true cost of assets or services.



## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – That the Total Cost of Ownership be used in Township procurement to represent the true cost of a purchase over the lifetime of an asset. And where an initial higher purchase price may be required for an asset that produces less Greenhouse gases, the savings that accrue over the lifetime of that asset be returned to a reserve established for the purpose of covering the up-front cost difference.

Option #2 – Business as usual with its consequence of increasing GHG emissions.

## **FINANCIAL CONSIDERATIONS**

Potential initially higher costs that over the lifetime of the asset will be offset by lower maintenance or operating costs.

## **STRATEGIC PLAN LINK**

**Economic Development** – The asset or service with the true cost reflected through the incorporation of externalities will be chosen, providing a better return on investment for taxpayers.

## **CLIMATE CONSIDERATIONS**

The true cost of carbon and hence the GHG emissions will be accounted for and will result in a lower GHG asset or service being chosen.

## **CONCLUSIONS**

While some progress on reducing the Township's Greenhouse Gas emissions has been made, further progress requires a change in procurement practices and policies to provide the best return on taxpayers' dollars.

## **ATTACHMENTS**

None.

**Prepared and Submitted By:**

**Approved for Submission By:**

**Ashley Liznick,  
Treasurer**

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

**COMMITTEE OF THE WHOLE**  
October 10, 2023

**Report #PW-2023-19**  
**Sean Ervin, Public Works Manager**

**ONE – BRUSH CUTTER HEAD FOR A BACKHOE – RFP AWARD**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Request for Proposal #2023-PW-010 – One (1) Brush Cutter Head for Backhoe be awarded to J.R. Brisson Equipment Ltd.;

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

**BACKGROUND**

During 2023 Budget deliberations, Council approved the amount of \$37,500 for the purchase of a brush cutter head, to replace the two (2) older brush heads that the Township purchased in 1998. Neither of the old brush heads operate and would require significant investment to bring both back into service. At 25-years old, both units have exceeded their expected service life. Brush cutter heads are used by the Public Works Department for brushing along the roads to improve site lines and prevent vegetation from getting too large (greater than 4” in diameter), where a contractor would have to be hired to cut the brush. The unit can also be used to mulch fallen branches from ice and windstorms to reduce labouring tasks and to promote proper drainage in the ditches.

**DISCUSSION**

The Request for Proposal (RFP) was publicly advertised on September 6, 2023, on the Township’s portal of Bids and Tenders. A newsfeed was issued on the Township’s website and notice was also posted on the Townships Facebook page and in the local paper. The RFP closed on September 28, 2023, and two (2) bids were received as per the following:

<b>Company</b>
J.R. Brisson Equipment Ltd.
AMACO Equipment

The submissions were evaluated on purchase price, equipment specifications, integration with current fleet, and warranty.

The proposal from J.R. Brisson Equipment Ltd. was for a Shearex VM-35SK brush cutter. The VM-35SK has a 37.2” cutting width, a cutting capacity of material under 4” diameter and will fit the Township’s Case 590SN backhoe.

J.R. Brisson will install the new equipment at their location to ensure that everything is working properly prior to the unit being put in service at the Township. Furthermore, a technician will provide a training session for the operators at the Township’s facility upon delivery of the unit. The unit comes with a 1-year warranty, which is standard for equipment of any type. Parts for this unit, if ever required, are readily available as there is a supplier in Ontario and J.R. Brisson have mobile technicians who can service the equipment on-site. J.R. Brisson are also the current company used to provide regular maintenance services for the Township’s Case backhoe.

### **FINANCIAL CONSIDERATIONS**

Below is a detailed price breakdown for the initial purchase:

<b>Detailed Price Breakdown</b>	<b>Amount</b>
<b>Price for a Shearex VM-35SK</b>	\$ 53,695.00
<b>Trade-In of Both Existing Chippers</b>	\$ (5,000.00)
<b>Sub-Total Price</b>	\$ 48,695.00
<b>Non-Rebated HST</b>	\$ 857.03
<b>Total</b>	\$ 49,552.03
<b>Budget</b>	\$ 37,500.00
<b>Surplus/ (Deficit)</b>	\$ (12,052.03)

As noted in the table above, the purchase is above the budgeted amount. However, the Deficit amount can be funded from the Special Contingency reserve as the funds allocated for the replacement of the 2013 Mitsubishi RVR were not used.

J.R. Brisson also noted that there is a smaller version of the proposed brush head that is a more economical option. It would be an approximate \$8,000 savings from the proposed, however has a smaller cutting width at only 27.5”. Staff could support this option, however, over the lifespan of the unit, the additional funds required for a larger cutting width would pay for itself with the increase in productivity.

### **CLIMATE CONSIDERATIONS**

None considered.

### **OPTIONS CONSIDERED**

**Option #1 (Recommended)** – Purchase the Shearex VM-35SK brush-head from J.R. Brisson.

**Option #2** – Purchase the Shearex VM-25SK brush-head from J.R. Brisson, for an approximate savings of \$8,000.00.

**Option #3** - Do not purchase the Brush Cutter Head. This is not recommended as this piece of equipment of the Township's fleet is used to keep good site lines along the Township's Roads.

## **STRATEGIC PLAN LINK**

**Financial Sustainability:** We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.

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

## **CONCLUSIONS**

JR. Brisson has the piece of equipment available and can complete the installation shortly after receiving approval from the Township. The hope is that the equipment will be in service prior to the winter arriving when the crews typically complete a majority of the brushing projects. The Township does own a boom mower attachment for the tractor that can cut material under a 2" diameter. The proposed brush-cutter will cut be able to cut the larger diameter material and prevent the Township from hiring a contractor to complete this work, which will result in savings.

## **ATTACHMENTS**

- 1) Shearex Specification Sheet

**Prepared and Submitted By:**

**Approved for Submission By:**

**Sean Ervin,  
Public Works Manager**

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

# EXCAVATOR MULCHER

## VM SERIES



**OPTIONAL TILT ATTACH SYSTEM**  
The tilt attach allows for increased flexibility and superior visibility.



**OPTIONAL BACK GRAPPLE**  
Move and sort through smaller material or pile them up for greater mulching control.



IDEAL FOR  
**LAND CLEARING**

The ultimate tool for fast and efficient roadside maintenance, invasive species removal, land clearing, and underbrush maintenance.



### ROADSIDE MAINTENANCE

The power and speed to clear the sides of any hunting lanes, trails, roads or highways.



### FOREST FIRE PREVENTION

Cutting firebreaks can be a safe and efficient way to limit the spread of forest fires.



### INFRASTRUCTURE

A mulcher can easily manage new roads to maintain a right-of-way under electrical lines.



### LAND MANAGEMENT

A mulcher is the most efficient tool to cut underbrush and keep your private property accessible.

### PROTECTION SYSTEM

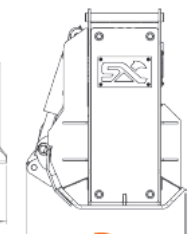
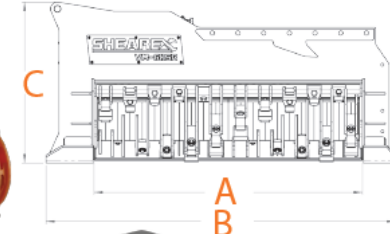
#### CONVEX DX™

The protection system is made out of four types of fins that limit the amount of material cut with each pass and concentrates the smaller material toward the center of the blades.



### BLADE ANGLE OPTIMISED FOR A PERFECT CUT

Our new blade and blade mount design allows for greater durability and cutting power. The rotor maintains its power throughout the blades' lives.



## SPECIFICATIONS

		VM-25SK	VM-35SK	VM-40SL	VM-50SR	VM-60SR	VM-65SV
Excavator size	t (lbs)	5 to 8 (11,000 to 18,000)	8 to 12 (18,000 to 26,000)	12 to 15 (26,000 to 33,000)	15 to 20 (33,000 to 44,000)	20 to 25 (44,000 to 55,000)	25 to 40 (55,000 to 88,000)
Recommended min. carrier power	kW (hp)	37 (50)	40 (54)	48 (65)	59 (80)	96 (130)	127 (170)
Cutting width	A cm (in)	64 (25)	89 (35)	102 (40)	117 (46)	145 (57)	157 (62)
Cutting distance from ground level	cm (in)	0.64 (0.25)	0.64 (0.25)	0.64 (0.25)	0.64 (0.25)	0.64 (0.25)	0.64 (0.25)
Number of blades on rotor		9	13	14	17	21	21
Optimal target material diameter	cm (in)	<10 (<4)	10 (4)	15 (6)	25 (10)	40 (15)	50 (20)
Exterior length	B cm (in)	104 (41)	127 (50)	140 (57)	168 (66)	195 (77)	226 (89)
Exterior height	C cm (in)	77 (30.5)	77 (30.5)	85 (33.5)	89 (35)	89 (35)	107 (42)
Exterior width	D cm (in)	58 (23)	58 (23)	71 (28)	71 (28)	71 (28)	79 (31)
Rotor diameter	cm (in)	38 (15.15)	38 (15.15)	41 (16)	45 (17.7)	45 (17.7)	50 (19.7)
Approximate weight	kg (lbs)	499 (1,100)	593 (1,307)	757 (1,668)	975 (2,150)	1,231 (2,714)	1,678 (3,750)
<b>Hydraulics</b>							
Variable displacement axial piston motor	cc	28	60	80	110	110	160
Min. required continuous flow	l/min (gal/min)	49 (13)	91 (24)	114 (30)	159 (42)	159 (42)	193 (51)
Max. operating pressure	bar (psi)	410 (6,000)	410 (6,000)	410 (6,000)	410 (6,000)	410 (6,000)	410 (6,000)
Rotating speed	rpm	3,800	3,800	3,500	3,000	3,000	2,500
Pulley ratio		1:2:1	1:1	1:1	1:2:1	1:2:1	1:2:1
Pressure line I.D.	# (in)	#12 (0.75)	#12 (0.75)	#16 (1)	#16 (1)	#16 (1)	#16 (1)
Return line I.D.	# (in)	#12 (0.75)	#12 (0.75)	#16 (1)	#16 (1)	#16 (1)	#20 (1.25)
Drain line I.D.	# (in)	#8 (0.5)	#8 (0.5)	#10 (0.625)	#12 (0.75)	#12 (0.75)	#12 (0.75)
<b>Features</b>							
Tilting system		Optional	Optional	Optional	Optional	Optional	Optional
Bolt-on wear liner		N/A	N/A	Included	Included	Included	Included
Grappling hook		N/A	Optional	Optional	Optional	Optional	Optional
Electronic controls		N/A	N/A	Optional	Optional	Optional	Optional

Information is subject to change without notice.

SH-SAS-EXCAVATOR\_MULCHER-E-22-01

sales@shearex.ca - 579-213-0350  
325, rue de l'Eglise, Roxton Falls, QC J0H 1E0



**COMMITTEE OF THE WHOLE**  
**October 10, 2023**

**Report #PW-2023-21**  
**Sean Ervin, Public Works Manager**

**NO-PARKING ON GLEN TAY ROAD**

### **STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, no parking be permitted on the south bound lane of Glen Tay Road, between Christie Lake Road and the Glen Tay Bridge;

**THAT**, no parking signs be erected as per the Ontario Traffic Manual – Book 5 Regulatory Signs;

**AND THAT**, the Township’s Parking By-Law No. 2011-049 be amended.”

### **BACKGROUND**

Parking controls are needed to provide safe, unimpeded movement of traffic and pedestrians when parked vehicles on the road create a hazard.

Section 170 of the Highway Traffic Act, R.S.O 1990, c/ H.8; Municipalities may enact By-Laws, for roads under their jurisdiction, for the control of parking, standing, or stopping vehicles. Tay Valley’s Parking By-Law is By-Law No. 2011-049.

Section 27 of the *Municipal Act, 2001* permits a municipality to regulate the traffic and parking on municipals streets that they have jurisdiction.

### **DISCUSSION**

Parking adjacent to the swimming area, especially in front of the house at 529 Glen Tay Road has been an issue during the summer months. Less frequently, but also an issue has been parking adjacent to the McVeigh farm as well as adjacent to the bakery, located just north of Sommerville Drive.

Glen Tay Road does meet applicable guidelines for lane and shoulder widths; however, the shoulders drop off quickly which restricts vehicles from completely moving off the road. This forces passing vehicles to cross the center line when passing parked vehicles and may cause

a traffic hazard. Vehicles parked on the shoulder of the road also causes issues with people walking or biking along the shoulder of the road.

### **FINANCIAL CONSIDERATIONS**

Approximately ten (10) signs will be required for the south bound lane of Glen Tay Road and will cost approximately \$750 to be funded from the Traffic Control Devices item in the budget.

### **OPTIONS CONSIDERED**

Option 1 (recommended) – Update the Township’s Parking By-Law to restrict parking on the southbound land of Glen Tay Road, from Christie Lake Road to the Glen Tay Bridge.

Option 2 – Update the Townships Parking By-Law to restrict parking on the southbound land of Glen Tay Road from the Glen Tay Bridge to 541 Glen Tay Road. This would prevent vehicles from parking adjacent to the Glen Tay Swimming Area.

Option 3 – Do nothing.

### **CLIMATE CONSIDERATIONS**

None considered.

### **STRATEGIC PLAN LINK**

None considered.

### **CONCLUSION**

Rather than dividing three (3) locations where parking along the road is an issue, it would be clearer to restrict parking along the entire 820-meter length of road. The Glen Tay Road has the highest traffic volume of all the roads under the jurisdiction of the Municipality and it is important to provide a safe and unimpeded roadway for vehicles and pedestrians.

### **ATTACHMENTS**

None

**Prepared and Submitted By:**

**Approved for Submission By:**

**Sean Ervin,  
Public Works Manager**

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



**COMMITTEE OF THE WHOLE**

**October 10, 2023**

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

**WASTE SITE HOURS**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the Waste Site hours be changed as outlined in Report #PW-2023-18 – Waste Site Hours, effective January 1<sup>st</sup>, 2024, subject to Ministry approval;

**AND THAT**, traffic counts be undertaken throughout 2024 for the three waste sites for the purpose of evaluating the changes with an update provided to Council prior to the 2025 Budget deliberations.”

**BACKGROUND**

At the May 23, 2023 meeting Council adopted the following resolution:

**“WHEREAS**, a Waste Management Master Plan was completed in 2022;

**AND WHEREAS**, Council wishes to continue considering the recommendations in the Waste Management Master Plan:

**THAT**, traffic count information be gathered for the three waste sites for the purpose of evaluating and making recommendations to Council prior to the 2024 budget deliberations regarding the hours of operation for each site;

**AND THAT**, Staff be authorized to re-open discussions with property owners regarding the purchase of neighbouring lands for the purpose of relocating the depot operations at the Glen Tay Waste Site.”

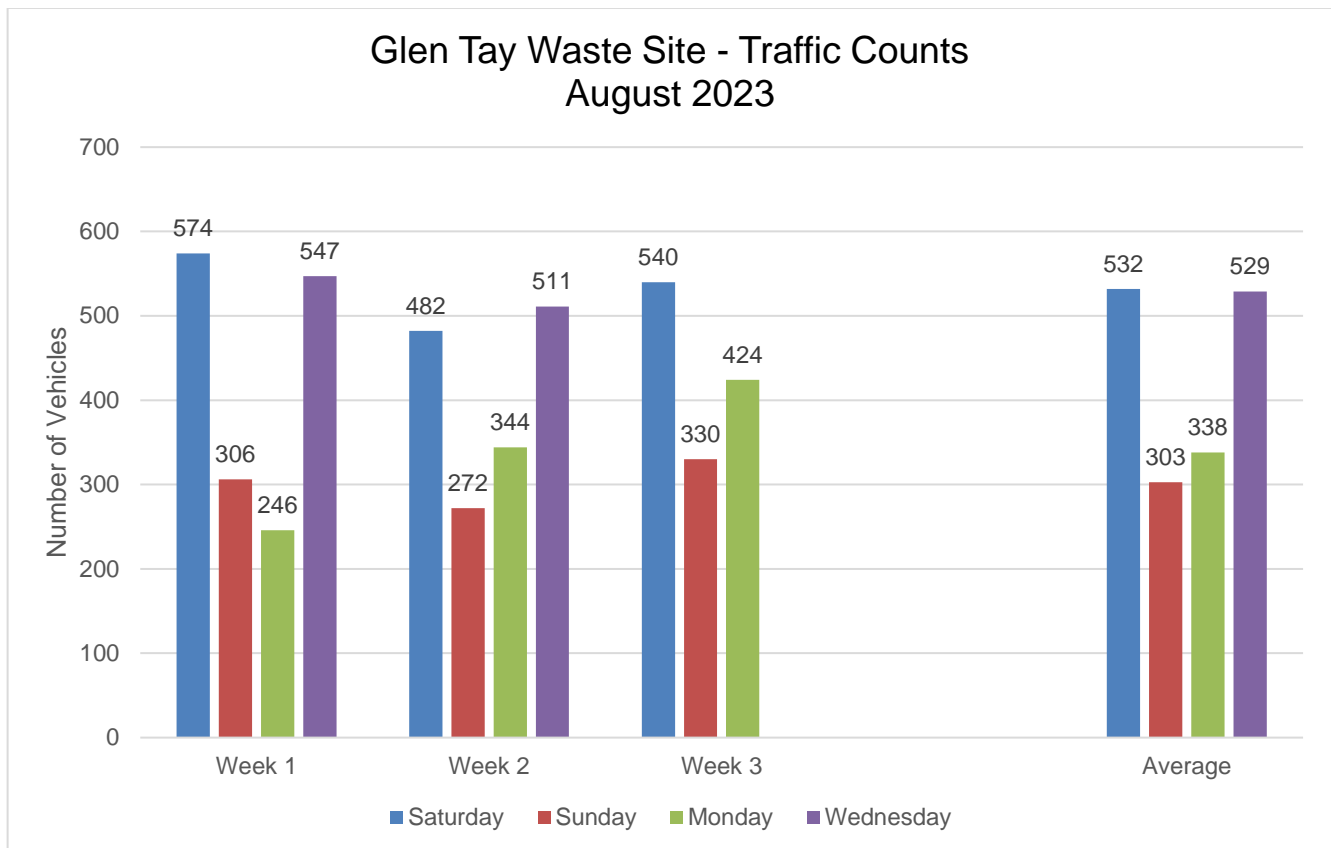
The purpose of this report is to provide traffic count data and provide recommendations for revisions to the hours at each of the waste sites.

## DISCUSSION

Traffic data was collected at the waste sites using the Township's traffic counters. The counters were set-up at the entrance of each of the sites for seventeen (17) days, accounting for eleven (11) days that the sites were open. Below is a summary of the traffic counts for each site.

### Glen Tay Waste Site

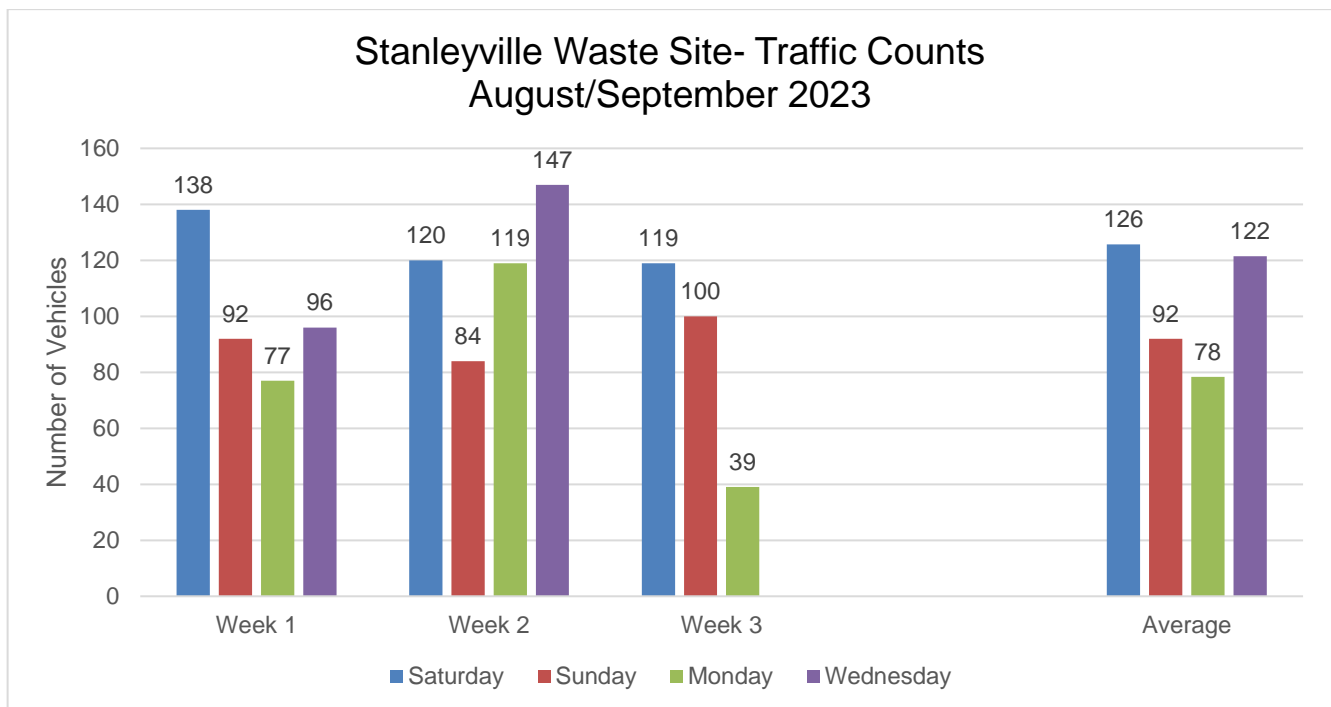
Traffic counts were taken between August 5<sup>th</sup> and August 21<sup>st</sup>, 2023, accounting for three (3) Saturdays, Sundays, and Mondays and two (2) Wednesdays. The cycle included a holiday Monday (August 7<sup>th</sup>, 2023). Wednesday and Saturdays were the busiest days, with an average of 529 and 532 vehicles entering the site. Mondays were the next busiest with an average of 338 vehicles, however the average is skewed lower as there were about 65% of the vehicles on the holiday Monday when compared to the other two Monday shifts. Excluding the holiday, Mondays would average 384 vehicles per day based on the other two Mondays in the study. Sundays are the least busy day, only averaging 303 vehicles. This data is shown in the graph below:



Hourly traffic volume was also reviewed, and it was determined that Glen Tay averaged between 30 to 70 vehicles per hour. Each of the open days had consistent hourly averages, with exception to Sunday afternoons between 3 p.m. and 6 p.m. where volumes reduced averaging thirty (30) vehicles between 3 p.m. and 4 p.m., twenty-one (21) vehicles between 4 p.m. to 5 p.m. and eight (8) vehicles between 5 p.m. to 6 p.m.

### Stanleyville Waste Site

Traffic Counts were taken between August 26<sup>th</sup> and September 11<sup>th</sup>, 2023, accounting for three (3) Saturdays, Sundays, and Mondays and two (2) Wednesdays. Similar to the Glen Tay Site, the cycle included a holiday Monday (September 4<sup>th</sup>, 2023) and the busiest days were Wednesday and Saturday, averaging 122 and 126 vehicles per day. The holiday Monday was busier for this site in comparison with the other two Mondays included in the study, where 119 vehicles visited the site in comparison to the 77 and 29 vehicles on the Monday before and after the holiday. This could be due to the number of seasonal residents who use this waste site and were leaving their cottage to head to their main residence. Sundays had more traffic volume than Mondays, averaging 92 vehicles per day. This data is shown in the graph below:

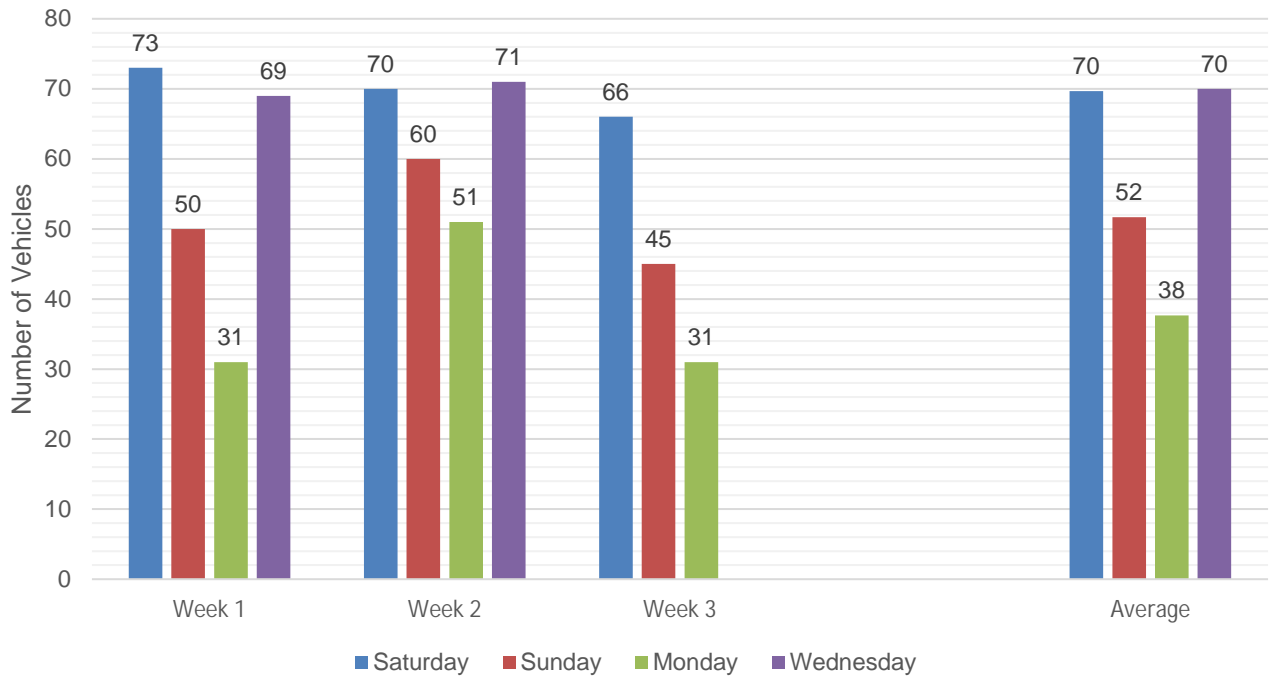


Hourly traffic volumes were also reviewed, and it was determined that average hourly volumes ranged between 10 and 15 vehicles per hour. Similar to the Glen Tay Site, there is a notable reduction in traffic on Sunday afternoon, between 4 p.m. and 6 p.m. Volumes reduced from averaging thirteen (13) vehicles between 3 p.m. and 4 p.m., five (5) vehicles between 4 p.m. and 5 p.m. and eight (8) vehicles between 5 p.m. and 6 p.m.

### Maberly Waste Site

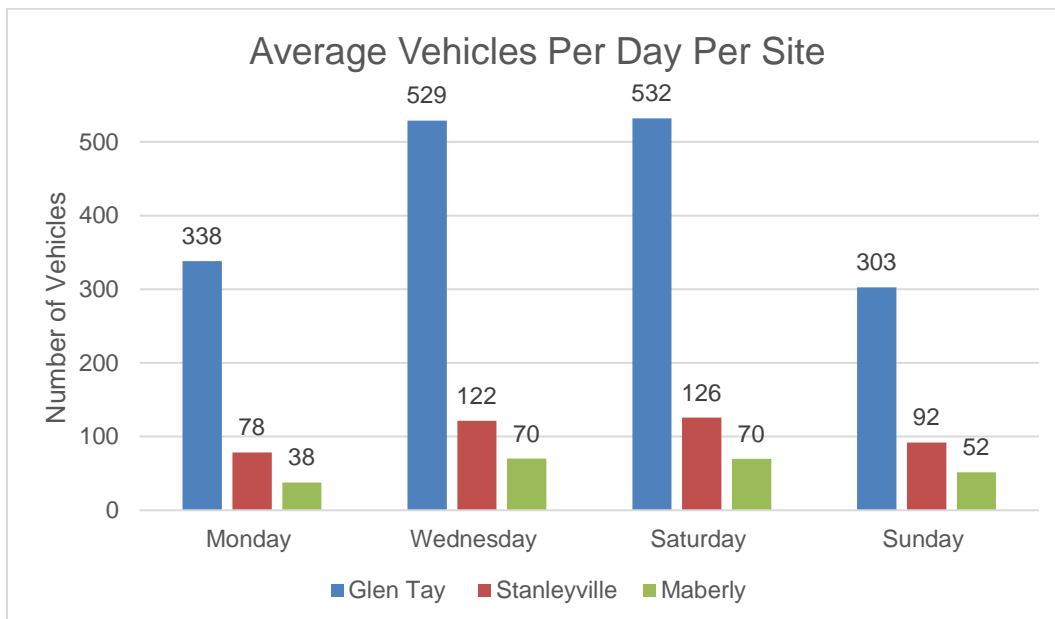
Traffic counts were collected at the Maberly Site during the same time period as the Stanleyville Waste Site (August 26<sup>th</sup> to September 11<sup>th</sup>) and included the Labour Day stat holiday. The Maberly site is the least busy of the three sites averaging 13% of the total average weekly traffic at the Glen Tay Site and 55% of the total average weekly traffic at the Stanleyville Site. Similar to the two other sites, Saturday and Wednesday were busiest. Saturdays and Wednesdays average 70 vehicles per day, Sunday averaged 52 vehicles per day and Monday with 38 vehicles per day. Similar to the Stanleyville site, the holiday Monday was busier then the other two Mondays in the study, with 51 vehicles per day in comparison to 31 vehicles per day on the other two Mondays. This data is shown in the graph below:

### Maberly Waste Site- Traffic Counts August/September 2023



Hourly traffic volumes were also reviewed, and it was determined that average hourly volumes ranged between 5 and 9 vehicles per hour. Similar to the other two sites, there is a notable reduction in traffic on Sunday afternoon, between 4 p.m. and 6 p.m. Volumes reduced from averaging five (5) vehicles between 3 p.m. and 4 p.m., four (4) vehicles between 4 p.m. and 5 p.m. and two (2) vehicles between 5 p.m. and 6 p.m.

Below is a graph summarizing the average vehicles per day per Site:



### Waste Site Hours

The Waste Management Master Plan (WMMP) reviewed the waste site hours of operation and compared them to other similar municipalities. It was determined that the Township offered a reasonable number of operating hours during the summer and winter months. Furthermore, the feedback from the public survey that was completed during the WMMP project determined that the public were generally favourable to the days and hours of operation currently offered by the Township. The WMMP plan proposed slight changes to the hours and recommended that traffic counts be taken to confirm their assumptions. Now that traffic data is available, the following hours for each of the waste sites is being recommended. The changes are noted in BOLD.

Glen Tay Waste Site			Stanleyville Waste Site		Maberly Waste Site	
<b>Summer Hours</b>						
Monday	8AM to 4PM	8	8AM to 4PM	8	<b>CLOSED</b>	
Wednesday	8AM to 4PM	8	8AM to 4PM	8	8AM to 4PM	8
<b>Thursday</b>	<b>2PM to 6PM</b>	4				
Saturday	8AM to 4PM	8	8AM to 4PM	8	8AM to 4PM	8
Sunday	10AM to <b>4PM</b>	6	10AM to <b>4PM</b>	6	10AM to <b>4PM</b>	6
Hours / Week		34		30		22
<b>Winter Hours</b>						
Monday	8AM to 4PM	8				
Wednesday	8AM to 4PM	8	8AM to 4PM	8	8AM to 4PM	8
<b>Thursday</b>	<b>2PM to 6PM</b>	4				
Saturday	8AM to 4PM	8	8AM to 4PM	8	8AM to 4PM	8
Hours / Week		28		16		16

The changes are summarized in the bullets below:

#### Summer Hours:

- Sundays at all three sites would be reduced to 10AM to 4PM to reflect the reduction in traffic volumes between 4PM and 6PM
- The Maberly site would no longer be open on Mondays, however, would be open when a statutory holiday is on a Monday. This would be Victoria Day (May), Civic Holiday (August), Labour Day (September), and Thanksgiving (October).
- The Glen Tay site would be open on a Thursday afternoon to provide an additional day of service. The afternoon hours are aimed to alleviate the number of site users on Saturday to reduce congestion as it would be accessible to residents who work during the week.

#### Winter Hours:

- The Glen Tay site would be open on Thursday afternoons for the same reasons as noted above.

## **FINANCIAL CONSIDERATIONS**

The additional hours at Glen Tay and the reduced hours at both Maberly and Stanleyville net to an additional 80 hours of staff time. This works out to \$4,600 in payroll costs (2023 rates), including wages, benefits, and insurance. The additional amount would be included in the 2024 Operating Budget.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – include an additional shift at the Glen Tay Site for a Thursday evening and close all three (3) sites earlier on Sunday. Maberly would remain closed on Monday during the summer months, except for statutory holidays.

**Option #2** – Leave the hours “as-is”. This is not recommended as the data shows there could be improvements and the WMMP recommended that the hours be optimized in order to provide a better service to the public.

## **CLIMATE CONSIDERATIONS**

None considered.

## **STRATEGIC PLAN LINK**

**Guiding Principles:** We offer our residents the best possible services while keeping taxes reasonable and remaining financially stable.

## **CONCLUSION**

The traffic data is a small sample size of the traffic volumes, however when reviewing the data and comparing it to the bag count totals, the average volumes noted does appear to be appropriate. Furthermore, discussions have occurred with the attendants and the trends noted in the report, such as the busier days and Sunday afternoons being quiet, were supported by the attendants. If Council does support the change in hours, traffic counts will be taken again at multiple occasions (spring, summer, and fall) in 2024 to monitor the volumes.

To change the hours at the Waste Site, the Township would require approval from the District Manager at the Ministry of Environment, Conservation and Parks, however this should not be an issue. The Township does not need to update the Environmental Compliance Approval for each site, however, will need to make updates to signage at the sites and on the Township’s website.

## **ATTACHMENTS**

None.

**Prepared and Submitted By:**

**Approved for Submission By:**

**Sean Ervin,  
Public Works Manager**

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



**Committee of the Whole**  
**October 10<sup>th</sup>, 2023**

**Report #CAO-2023-19**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAME**  
**LAKEBREEZE LANE**

### **STAFF RECOMMENDATION(S)**

“**THAT**, the necessary by-law to name an existing Private Road to Lakebreeze Lane as outlined in Report #CAO-2023-19 – Proposed New Road Name – Lakebreeze Lane, be brought forward for approval.”

### **BACKGROUND**

The public meeting for Zoning Application #ZA-22 was held in May 2022. Before the zoning by-law can be brought forward for this application, the property owner(s) had to name the existing right-of-way to the property. The right-of-way from Beaver Dam Lane that travels through one other property has been registered on title for many decades. No new private road is being created; the-right of-way is being recognized as private road.

### **DISCUSSION**

Prior to taking the zoning amendment forward so that the property owner(s) can obtain a building permit and septic permit the existing private road needs to be named and added to the Township's Road Naming By-Law so that the property can obtain a civic address.

As per the Road, Addressing and Parcels (RAP) Policy the applicants have proposed at least three road names. Those road names were then forwarded to the County of Lanark for review and recommendation in order to avoid duplication or similarities within the road name database across Lanark County and neighbouring counties.

In addition, the property owners along that road must be notified and the majority of the property owners on the road must agree to a preferred name in order for Council to consider the name.

Once a road name meets the requirements of the RAP Policy, including agreement from a majority of the property owners, it is forwarded to the Council of the local municipality for approval.

The proposed road name is "Lakebreeze Lane".

## **OPTIONS CONSIDERED**

### **Option #1 – Adopt Lakebreeze Lane (Recommended)**

Meets the requirements of the RAP Policy and the majority of property owners agreed with the name.

### **Option #2 – Propose an Alternate Name**

Not recommended as the renaming of the road would not occur for at least another three months as the process would need to start over.

## **STRATEGIC PLAN LINK**

None.

## **FINANCIAL CONSIDERATIONS**

All costs are borne by the applicants, as per the Tariff of Fee a \$600 fee covers staff time and a \$2,000 deposit for any legal, road name sign and post.

## **CONCLUSIONS**

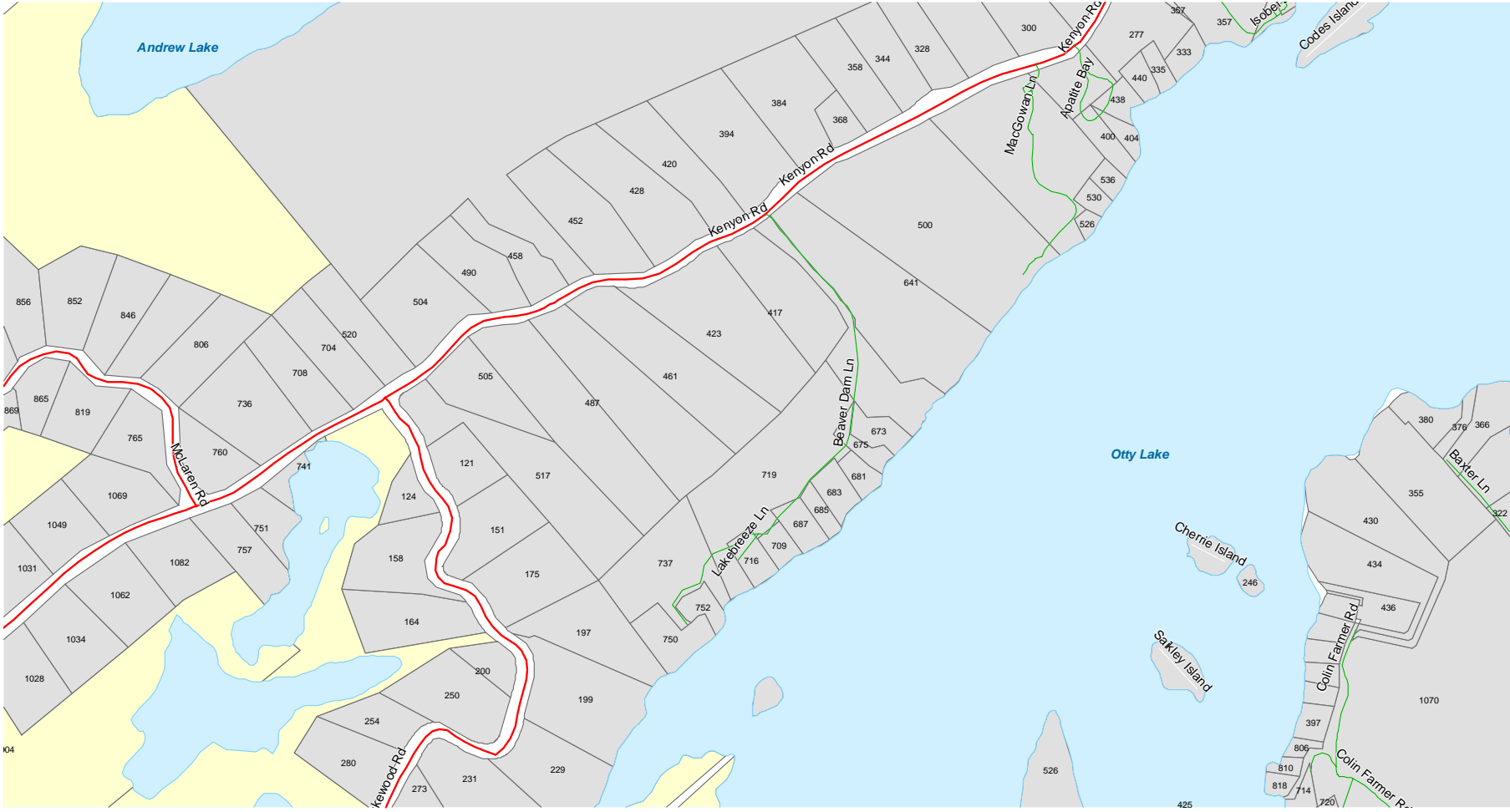
That the necessary by-law to name an existing private road to Lakebreeze Lane as outlined in this report be brought forward for approval, along with the zoning by-law.

## **ATTACHMENTS**

- i) GIS Map
- ii) Survey

**Prepared and Submitted by:**

**Amanda Mabo  
Chief Administrative Officer/Clerk**







FYI

The Province has released a new report that apparently was kept buried following its presentation to government in January

**Provincial Climate Change Impact Assessment**

<https://www.ontario.ca/page/ontario-provincial-climate-change-impact-assessment>

The report is by the [Climate Risk Institute](#) in collaboration with Dillon Consulting Limited.

Per [this CBC article](#) on the report today, "The report lays out the ways the researchers expect climate change to affect each region of Ontario along five broad themes: infrastructure; food and agriculture; people and communities; natural resources, ecosystems and the environment; business and the economy." The report "warns that climate change poses high risks to Ontario, with impacts on everything from food production to infrastructure to businesses....[it] projects a soaring number of days with extreme heat across Ontario, as well as increases in flooding and more frequent wildfires." In addition to profiling current and future climate risks, the report explores "climate change opportunities," "adaptive capacity," and "climate adaptation priorities."

Rob

# **CORRESPONDENCE**





1. **The Town of Plympton-Wyoming:** Resolution – Strengthen Municipal Codes of Conduct – *attached, page 3.*
2. **Township of Puslinch:** Resolution – Municipality of Grey Highlands – Municipal Codes of Conduct – *attached, page 4.*
3. **Municipality of Grey Highlands:** Resolution – Introduce legislation to strengthen Municipal Codes of Conduct – *attached, page 6.*
4. **The Corporation of the Town of Grimsby:** Resolution – Establishing a Guaranteed Livable Income – *attached, page 8.*
5. **City of Hamilton:** Resolution – Municipal Resolution in Support of Basic Income for the City of Hamilton – *attached, page 11.*
6. **Corporation of the Municipality of West Grey:** Resolution – Establishing a Guaranteed Livable Income – *attached, page 17.*
7. **The Corporation of the Town of Bracebridge:** Resolution – Time for Change – Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) – *attached, page 18.*
8. **The Township of Montague:** Resolution – That the Ministry of Public and Business Service Delivery be Requested to Review MFIPPA and Consider Recommendations – *attached, page 20.*
9. **Township of Puslinch:** Resolution – The Need for Changes and Updating to MFIPPA – *attached, page 21.*
10. **The Corporation of the Town of Parry Sound:** Resolution – Support the Request to Establish a Regulatory Framework Requiring Digital Platforms such as AirBNB and VRBO to comply with Municipal Planning and Licencing Regulations – *attached, page 28.*
11. **The Corporation of the City of Cambridge:** Resolution – Declaring Intimate Partner Violence an Epidemic – *attached, page 29.*
12. **Town of Aurora:** Resolution – Gender-Based and Intimate Partner Violence Epidemic – *attached, page 31.*
13. **City of Quinte West:** Resolution – Support for Municipality of Wawa Resolution re: Chronic Pain Treatments – *attached page 36.*

14. **City of Hamilton:** Resolution – Request to Abandon Greenbelt Development – *attached, page 40.*
15. **The Corporation of the Town of Midland:** Resolution – “Catch and Release” Justice in Ontario – *attached, page 42.*
16. **Ontario Municipal Tax and Revenue Association:** Correspondence – RE: Retain surplus proceeds from tax sales – *attached, page 43.*
17. **Ontario Provincial Police:** Correspondence – Distribution of Police Record Check Revenue to Municipalities – *attached, page 44.*
18. **The Corporation of the Municipality of St. Charles:** Resolution – School Bus Arm Cameras Installed for the start of the 2023-2024 school year – *attached, page 46.*
19. **Municipality of Grey Highlands:** Resolution – School Bus Stop Arm Cameras – *attached, page 47.*
20. **The Regional Municipality of Durham:** Resolution Received from the Township of Cramahe Regarding Highway Traffic Act Amendments – *attached, page 48.*
21. **The Corporation of the City of Cambridge:** Resolution – Highway Traffic Act Amendments – *attached, page 51.*
22. **The Corporation of the County of Northumberland:** Resolution - Highway Traffic Act Amendments – *attached, page 53.*
23. **The Corporation of the Municipality of St. Charles:** Resolution – Highway Traffic Act Amendments – *attached, page 56.*
24. **Township of Puslinch:** Resolution – Supporting the Resolution from the Town of Caledon regarding Illegal Land Use Enforcement – *attached, page 57.*
25. **Town of Aurora:** Resolution – Council Opposition to Strong Mayor Powers in Aurora – *attached, page 72.*
26. **Tay Valley Township:** Report – Building Permits Approved – September 2023 – *attached, page 76.*
27. **Tay Valley Township:** Report – Building Permit Summary Report with Previous 3 Year Average – January 2023-September 2023 – *attached, page 77.*

## MEDIA RELEASE

*For immediate release  
Sept. 15, 2023*

Community Plan for Safety  
& Well-being  
Lanark County & Smiths Falls



# CSWB Advisory Committee releases progress report and outlines plan update

The Community Safety and Well-being (CSWB) Advisory Committee for Lanark County and the Town of Smiths Falls has released its 2022 update on activities outlined in the CSWB plan.

“This will be our final update for the current CSWB Plan,” explained Committee Co-Chair Elle Halladay, who is United Way East Ontario’s regional director for Lanark County. “We are now in the process of updating the existing plan to reflect the changes that have happened in our community since it was adopted in early 2019.”

The advisory committee consists of more than a dozen representatives across a range of human service sectors, including health/mental health, education, justice, victim services, the Indigenous community, social services/housing, community services, youth and local government. The CSWB plan was a community-driven initiative that included about two years of research and consultation. The provincial government has since mandated municipalities to complete the plans, which look at community assets, determine gaps and develop strategies to enhance community safety and well-being.

The Lanark County and Smiths Falls plan includes 12 risk areas (mental health, substance use, housing, transportation, health and well-being, domestic violence and sexual assault, youth and families, seniors, justice, Indigenous health and well-being, and culture and diversity. Strategies to address specific issues were created in four zones (social development, prevention, risk intervention and emergency response), and outcomes are outlined for each risk area.

Some of the community work identified in the plan since it began includes:

- Creation of programs such as the Mobile Crisis Response Team, the Lanark County Child and Youth Advocacy Centre, Lanark County’s Homelessness Response Team (including a Housing Based Case Manager), a Victim Advocate position, the Inclusive Voices video series and the See It Name It Change It campaign
- Expanded walk-in clinics and virtual or in-person opportunities for adult and child/youth mental health services
- Ongoing trauma-informed care training, Applied Suicide Intervention Skills Training programs, and anti-racism/anti-oppression training opportunities for agencies
- Planet Youth Lanark County established and proceeding with student surveys and community goal setting
- With support of Lanark County and local municipalities, ongoing advocacy with provincial government regarding mental health and addictions services and intimate partner violence

- Increased collaboration amongst community partners on many projects, but notably to meet community needs with creative solutions during the pandemic (e.g. Isolation Centres and food-delivery programs)
- Supportive housing projects in partnership with Lanark County Interval House and Community Support and Carebridge
- Creation of multiple routes in local communities as part of Lanark Transportation Association’s Ride the LT program
- Lanark County Community Paramedicine program expands and is able to support more seniors and vulnerable individuals in their homes, which has helped to reduce 9-1-1 calls
- Multi-agency care conferencing has expanded through such venues as community rounds, the Lanark County Situation Table, and others
- Lanark County was the first municipality in Ontario to declare intimate partner violence an epidemic and has taken a leadership role on several recommendations from the Culleton Kuzyk Warmerdam Inquest
- Partnership between Plenty Canada and Upper Canada District School Board for Indigenous culture training.

“Over the last four years we have made progress in all of the identified risk areas, but there is more work to be done,” explained Smiths Falls Police Service Deputy Chief Jodi Empey, co-chair of the advisory committee. “A number of programs and services have been created or expanded to meet needs and fill gaps, and our community agencies continue to show remarkable collaboration in order to get important work done.”

The advisory committee is in the process of reviewing data and identifying risk areas for the updated plan. Surveys for service providers, the public and local government, as well as consultation with priority populations and feedback from partners, will be part of the process. The committee is planning to seek municipal council approval for the updated plan in the new year.

The progress update for 2022 can be accessed at <https://www.dropbox.com/scl/fi/a3ucvor3l74wjtvcvckset/CSWB-Plan-for-LC-and-SF-Progress-Report-2022-final.pdf?rlkey=bea4tzvgabsy8fz3o6569prs2&dl=0>

– 30 –

*For more information, please contact:*

Elle Halladay  
Regional Director, Lanark County  
United Way East Ontario  
613-253-9074

Jodi Empey  
Deputy Chief  
Smiths Falls Police Service  
613-283-4211

Stephanie Gray  
Coordinator  
Lanark County Situation Table/  
Community Plan for Safety and Well-being  
613-812-3778

October 3, 2023

## **Policy Update - *Affordable Homes and Good Jobs Act* Introduced and Housing Affordability Task Force Recommendations Response**

### ***Affordable Homes, Good Jobs Act* Introduced**

On September 28, the Minister of Municipal Affairs and Housing introduced [new legislation](#) that, if enacted, would incorporate an income component into the definition of affordable housing for the purposes of exemptions from development charges. Consistent with the approach advocated by AMO, the definition is based on the standard of housing costing no more than 30 percent of household income. Precise details are still required as part of the Minister's Affordable Housing Bulletin to enable implementation. AMO will continue to highlight for the government the importance of issuing this bulletin as soon as possible to enable municipalities to understand implications for budgets.

The bill, if enacted, would also support St. Thomas to provide municipal incentives as part of the building of an electric vehicle battery manufacturing plant; would streamline Ontario Land Tribunal (OLT) decisions through regulatory change; and provide municipalities with the option of accessing Vendors of Records under Supply Chain Ontario. AMO plans to work with its Land Use Planning and Resources Task Force to make a submission to the government as part of the OLT regulatory consultation.

### **Housing Affordability Task Force Recommendations Response**

At its meeting on September 29<sup>th</sup>, the AMO Board considered the recent request made by Minister Calandra to mayors across Ontario regarding their views on the recommendations of the Housing Affordability Task Force. The Minister has requested that all heads of council respond to the request by

**October 16<sup>th</sup>** or risk financial penalties for their municipality. AMO had previously requested that the ministry extend the deadline to allow mayors to consult with councils, however the request was not granted. AMO urges *all* members who received a letter from the Minister – including those without provincial housing targets – to meet this deadline to remain eligible for investments under the Building Faster Fund.

To support members as consider their response, the AMO Board has [sent a letter to Minister Calandra](#) and stated that the letter would be shared with all municipal governments. While mayors will each make individual decisions that reflect local circumstances, AMO states that at a sector-level,

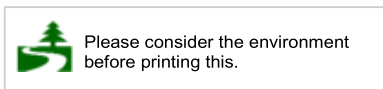
**municipalities conditionally support all Task Force recommendations** with a few exceptions, provided that the government puts in place:

1. A **fair and sustainable funding framework** to support infrastructure and growth, that is not unduly subsidized by existing property taxpayers;
2. A **comprehensive, sequenced implementation plan** that gives both developers and municipalities certainty regarding costs and rules to support effective long-term decision-making;
3. An **accountability framework** that accurately recognizes the roles and responsibilities of different housing partners and does not hold municipalities accountable for the actions of developers or provincial ministries. Mechanisms must be included to ensure that public investments are tied to outcomes in the public interest;
4. A core focus on **non-market housing**, which was not within the mandate of the Housing Affordability Task Force. A robust non-market housing sector is a critical part of a well-functioning overall housing system and needs to be prioritized by governments.
5. A **public policy review by the Ontario Public Service** verifying that each recommendation is feasible, likely to result in increased housing supply and/or affordability and is in the public interest.

The letter identifies top recommendations from the Task Force for prioritization, as well as three recommendations that AMO objects to on principle.

AMO has previously stated that the government has chosen its own path in addressing the housing crisis in Ontario, despite the advice of municipalities, and will be accountable for its outcomes. AMO has also stated that municipalities will do everything within their power to help the province to achieve its housing targets and outcomes. The AMO Board believes that the response outlined in the letter is reflective of this approach.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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# UPDATES

## COMMITTEE OF ADJUSTMENT MINUTES

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**Monday, September 18<sup>th</sup>, 2023**

**5:00 p.m.**

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

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**ATTENDANCE:**

**Members Present:**

Chair, Larry Sparks  
Peter Siemons  
Richard Schooley

**Members Absent:**

None

**Staff Present:**

Noelle Reeve, Planner  
Garry Welsh, Secretary/Treasurer

**Applicants/Agents Present:**

Cal Kirkpatrick, Owner  
Kathy Patrick, Owner

**Public Present:**

None

---

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:00 p.m.  
A quorum was present.

**2. AMENDMENTS/APPROVAL OF AGENDA**

The Agenda was adopted as presented.

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

None at this time.



#### 4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – March 27<sup>th</sup>, 2023.**

The minutes of the Committee of Adjustment meeting held on March 27<sup>th</sup>, 2023, were approved as circulated.

#### 5. INTRODUCTION

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

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

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

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

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

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

**MV23-04– Kirkpatrick – 551 Black Lake Road**, Concession 6, Part Lot 19, geographic Township of North Burgess

**MV23-05– Patrick and Jonker – 234 Birch Bay Lane**, Concession 8, Part Lot 5, geographic Township of Bathurst

#### 6. APPLICATIONS

i) **FILE #: MV23-04- Kirkpatrick**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that although comments had not been received from the Rideau Valley Conservation Authority, there should

be no concerns with either the slope on the property or setback from the water. The Planner also noted that since the lot is zoned as Rural (RU) the allowable lot coverage is 20%.

#### APPLICANT COMMENTS

The applicant asked for clarification on the process to update the existing Site Plan Control Agreement and the timeline, to submit a building permit, following approval of the Minor Variance.

b) ORAL & WRITTEN SUBMISSIONS

None

c) DECISION OF COMMITTEE

**RESOLUTION #COA-2023-11**

**MOVED BY:** Peter Siemons  
**SECONDED BY:** Richard Schooley

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV23-04 is approved, to allow a variance from the requirements of Section 10.1.2 (Rural Zone) of Zoning By-Law 2002-121, for the lands legally described as 551 Black Lake Road, Concession 6, Part Lot 19 in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-54000;

- To permit a reduced side yard setback for an addition to the rear of an existing cottage at a west side yard setback of 3m instead of the required 6m;

**AND THAT**, the Site Plan Control Agreement be updated.”

**ADOPTED**

ii) **FILE #: MV23-05– Patrick and Jonker**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that most of the applicant’s property is wetland with areas of steep slope and a waterfront promontory which has the existing buildings.

The Planner also explained that the Mississippi Valley Conservation Authority will be providing comments on slope stability and that any concerns can be incorporated into the Site Plan Control Agreement.

The owners have the right to rebuild on the same building footprint and the slope stability report provided indicated no concerns.

b) APPLICANT COMMENTS

The Applicant confirmed that the main cottage is to be demolished and that the new construction of a passive solar building will take place once the required panels can be obtained.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2023-12**

**MOVED BY:** Richard Schooley  
**SECONDED BY:** Peter Siemons

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV23-05 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 234 Birch Bay Lane, Concession 8, Part Lot 5, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-020-19800;

- To recognize an existing reduced water setback of 4.5m, instead of the required 30m for a cottage to be rebuilt at the same setback from Bennett Lake;

**AND THAT**, a Site Plan Control Agreement be executed.”

**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

**8. ADJOURNMENT**

The meeting adjourned at 5:20 p.m.

## **Regular Meeting– Jan 16<sup>th</sup>, 2023**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 16<sup>th</sup> at 5:30pm in-person.

In attendance were:

J Hansen, **Interim CEO**

L Marsh, **Secretary-Treasurer**

P Coutts, Councillor, Drummond/North

Elmsley A Kendrick, Councillor, Tay Valley

G Waterfield, Councillor, Town of

Perth D Palmer, Tay Valley

T Langford, Tay Valley

D Hamilton-Foley, Town of

Perth P Mertins, Town of Perth

T Parkinson, Drummond/North

Elmsley L Logan, Drummond/North

Elmsley

J Hansen called the meeting to order 5:59 p.m. following an orientation presentation to the new Board.

**Land/Territory Acknowledgement** – discussed that at all following meetings, the new Chair will do a land/territory acknowledgement.

**Declaration of interest** – none.

### **Additions and approval of agenda**

**23-01** The agenda was approved as presented with a motion from T Parkinson and seconded by A Kendrick.

**Carried.**

**Delegations** – none.

### **Summary of election procedures**

#### **Election of Chair**

**9. One nomination was received for the position of Chair.**

**23-02** Motion to acclaim T Langford as Chair, moved by nominator L Logan, and seconded by D Hamilton-Foley.

**Carried.**

L Logan began to chair the meeting

### **Consent Agenda**

- a. Approval of Minutes of November 21, 2022

- b. Correspondence and communications
  - i. none
- c. Statement of Operations

**23-03**The Consent agenda was accepted with a motion by D Palmer and seconded by T Parkinson.

**Carried.**

**CEO's Report** – J Hansen presented and discussed the December CEO's report.

**23-04**The CEO report was accepted with a motion by D Palmer and seconded by G Waterfield.

**Carried.**

**Advocacy Round Table** – this agenda item was explained to the new Board for future meetings.

### **Committee reports**

Committee assignments were created.

- a. Policy committee will be comprised of T Parkinson, D Hamilton-Foley, G Waterfield, and P Mertins
- b. Property Committee will be comprised of D Palmer, L Logan, A Kendrick, and P Coutts

**Policy Review** - none

### **Unfinished and New Business**

- a. 2023 meeting dates

**23-05**Motion to change the start time of the Board meetings to 4:30 for 2023, with the start time to be reviewed at the end of 2023. Motion by G Waterfield and seconded by D Palmer.

**Carried.**

### **Upcoming Meeting dates**

- a. Property committee Monday February 13 at 5:00
- b. Board meeting Monday February 27 at 4:30

**23-06**Motion to adjourn moved by L Logan at 7:10 pm.

## **Minutes – Regular Meeting – Feb 27<sup>th</sup>, 2023**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 27<sup>th</sup> at 4:30pm in-person.

In attendance were:

T Langford, Tay Valley **Chair**  
J Hansen, **Interim CEO**  
L Marsh, **Secretary-Treasurer**  
P Coutts, Councillor, Drummond/North  
Elmsley A Kendrick, Councillor, Tay Valley  
G Waterfield, Councillor, Town of  
Perth D Hamilton-Foley, Town of  
Perth  
P Mertins, Town of Perth  
T Parkinson, Drummond/North Elmsley

Regrets:

L Logan, Drummond/North  
Elmsley D Palmer, Tay Valley

T Langford called the meeting to order 4:31 p.m.

### **Land/Territory**

**Declaration of interest** – none.

### **Additions and approval of agenda**

**23-07** The agenda was accepted as presented with a motion from T Parkinson and seconded by P Mertins.

**Carried.**

**Delegations** – none.

### **Consent Agenda**

- a. Approval of Minutes of January 16, 2023
- b. Correspondence and communications
  - i. none
- c. Committee Reports
  - i. Property Committee minutes (A. Kendrick updated the matrix information orally)
- d. Statement of Operations

**23-08**The Consent agenda was accepted, with minor secretarial changes noted, with a motion by G Waterfield and seconded by A Kendrick.

**Carried.**

**CEO's Report** – J Hansen presented and discussed the February CEO's report.

**23-09**The CEO report was accepted with a motion by D Hamilton-Foley and seconded by P Coutts.

**Carried.**

### **Advocacy Round Table**

- a. OLA and FOPL's joint 2023 Ontario Pre-Budget Submission – J Hansen presented this as information

### **Policy Review** - none

### **Unfinished and New Business**

- a. Photo of new Board for website/press release – taken at end of meeting
- b. Statement of Operations – December 2022 draft – review by L Marsh.  
Board gave direction to separate insurance and audit expense as well as rename firehall lease to firehall expenses.
- c. Voting on Property Committee's recommendation re: Request for Quotation – Library Garden Phase 2

**23-10**Motion to accept the recommendation of the property committee and to award the contract to Greenstone Landscape Design. Motion by A Kendrick and seconded by T Parkinson.

**Carried.**

- d. CEO performance evaluation summary (E Heesen, 2022)

**23-11**Motion to move in camera at 5:13 pm moved by G Waterfield and seconded by T Parkinson.

**Carried.**

**23-12**Motion to move out of camera at 5:25 pm moved by G Waterfield and seconded by T Parkinson.

**Carried.**

**23-13**Motion to accept the 2022 Performance Appraisal Committee's recommendation to accept the performance appraisal and that the CEO be granted her annual pay increment, retroactive to January 1, 2023. Moved by T Parkinson and seconded by A Kendrick.

**Carried.**

**Action item:** J Hansen to provide Board with the copy of blank assessment document for information purposes.

### **Upcoming Meeting dates**

- a. Policy committee Monday March 6 at 4:00 pm
- b. Board meeting Monday March 20 at 4:30 pm

**23-14**Motion to adjourn moved by D Hamilton-Foley at 5:29 pm.

## **Minutes – Regular Meeting – Mar 20<sup>th</sup>, 2023**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, March 20<sup>th</sup> at 4:30pm, in-person.

In attendance were:

T Langford, Tay Valley **Chair**  
J Hansen, **Interim CEO**  
L Marsh, **Secretary-Treasurer**  
P Coutts, Councillor, Drummond/North  
Elmsley A Kendrick, Councillor, Tay Valley  
G Waterfield, Councillor, Town of  
Perth D Hamilton-Foley, Town of  
Perth  
P Mertins, Town of Perth  
T Parkinson, Drummond/North  
Elmsley L Logan, Drummond/North  
Elmsley

Regrets:

D Palmer, Tay Valley

T Langford called the meeting to order 4:29 p.m.

### **Land/Territory**

**Declaration of interest – none.**

### **Additions and approval of agenda**

**23-15 The agenda was accepted as presented with a motion from A Kendrick and seconded by D Hamilton-Foley.**

**Carried.**

**Delegations – none.**

### **Consent Agenda**

- a. Approval of Minutes of February 27, 2023
- b. Correspondence and communications
  - i. none
- c. Committee Reports
  - i. Policy Committee minutes
- d. Statement of Operations

**23-16 The Consent agenda was accepted with a motion by T Parkinson and seconded by L Logan.**

**Carried.**



**CEO's Report** – J Hansen presented and discussed the March CEO's report.  
**23-17**The CEO report was accepted with a motion by G Waterfield and seconded by P Coutts.

**Carried.**

**Advocacy Round Table**

- a. Governance 101: Library Board Training presented by the Ontario Library Service – April 15, 2023 (to register: <https://resources.olservice.ca/board-orientation-2023/home>)

**Policy Review**

- a. 2.D-10 Employee Use of Technology
- b. 2.D-13 CEO Succession and Extended Leave
- c. 2.E-1 Safety, Security and Emergency
- d. 2.E-3 Exhibition Space
- e. 2.E-4 Community Information
- f. 2.C-6\*\* Credit Card
- g. 2.D-11\* Occupational Health and Safety

**23-18**Motion to accept the reviewed and updated policies 2.D-10, 2.D-13, 2.E-1, 2.E-3, 2.E- 4, 2.C-6 and 2.D-11 as presented. Moved by T Parkinson and seconded by G Waterfield.

**Carried.**

**Unfinished and New Business**

- a. None

**Upcoming Meeting dates**

- a. Policy committee Monday April 3 at 4:00 pm
- b. Board meeting Monday April 17 at 4:30 pm

**23-19**Motion to adjourn moved by P Mertins at 4:55 pm.

## **Minutes – Regular Board Meeting – May 15<sup>th</sup>, 2023**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 15<sup>th</sup> at 4:30pm, in-person.

In attendance were:

T Langford, Tay Valley **Chair**

J Hansen, **Interim CEO**

L Marsh, **Secretary-Treasurer**

P Coutts, Councillor, Drummond/North

Elmsley A Kendrick, Councillor, Tay Valley

G Waterfield, Councillor, Town of

Perth D Hamilton-Foley, Town of  
Perth

P Mertins, Town of Perth

T Parkinson, Drummond/North

Elmsley L Logan, Drummond/North

Elmsley

D Palmer, Tay Valley (arrived at 4:52pm)

T Langford called the meeting to order 4:32

p.m. **Land/Territory Acknowledgement**

**Declaration of interest** – none.

**Additions and approval of agenda**

**23-20**The agenda was accepted as amended with a motion from A Kendrick and seconded by D Hamilton-Foley.

**Carried.**

### **Delegations**

- a. Jessica Rothwell, KPMG – Jessica present the draft audited financial statements for 2022 and answered any questions from the Board.
- b. Meet the library staff + tour (postponed to 5:05 pm)

### **Consent Agenda**

- a. Approval of Minutes of March 20, 2023
- b. Correspondence and communications
  - i. news
- c. Committee Reports
  - i. Policy Committee minutes
- d. Statement of Operations March and April

**23-21**The Consent agenda was accepted with a motion by T Parkinson and seconded by P Mertins.

**Carried.**

D Palmer arrived at 4:52pm

**CEO's Report** – J Hansen presented and discussed the April and May CEO reports.

**23-22**The CEO reports were accepted with a motion by D Palmer and seconded by P Coutts.

**Carried**

**Advocacy Round Table**

- a. Governance 101: Library Board Training presented by the Ontario Library Service – April 15, 2023. Follow-up on who attended and thoughts: There were 6 Board members present and the feedback was excellent. They felt it was very worthwhile.

Delegation B - Meet the library staff + tour. The Board toured the library and met the staff members who each spoke about their positions, roles, and responsibilities.

**Policy Review**

- a. 2.F-1 Collection Development
- b. 2.F-2 Interlibrary Loan
- c. 2.F-3 Local History
- d. 2.G-1\* Accessibility

**23-23**Motion to accept the reviewed and updated policies 2.F-1, 2.F-2, 2.F-3, and 2.G-1 as presented. Moved by T Parkinson and seconded by G Waterfield.

**Carried.**

**Unfinished and New Business**

- a. Draft 2022 Audited Statement

**23-24**Motion to approve the 2022 audited financial statement and allocate the 2022 operating surplus to the Contingency Fund. Moved by L Logan and seconded by T Parkinson.

- b. Lanark, Leeds & Grenville Public Libraries promote diversity, equity, and inclusivity – joint statement. The board agreed with the joint statement and discussed sharing it as a statement on June 1<sup>st</sup> in social media and website.
- c. G Waterfield informed the Board that former Board member, and former Mayor of Perth, J Fenik, has released a book. All proceeds from the sales at the Perth bookstore 'Spark' will be donated to the library.

**Upcoming Meeting dates**

- a. Policy committee Monday June 5 at 4:00 pm
- b. Board meeting Monday June 19 at 4:30 pm

**23-25**Motion to adjourn moved by T Parkinson at 5:30 pm.

## **Minutes - Regular Board Meeting– June 19<sup>th</sup> , 2023**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, June 19<sup>th</sup> at 4:30pm, in-person.

In attendance were:

T Langford, Tay Valley **Chair**

J Hansen, **Interim CEO**

L Marsh, **Secretary-Treasurer**

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

D Hamilton-Foley, Town of Perth

P Mertins, Town of Perth

L Logan, Drummond/North Elmsley

D Palmer, Tay Valley (arrived at 4:52pm)

Regrets:

A Kendrick, Councillor, Tay Valley

T Parkinson, Drummond/North Elmsley

T Langford called the meeting to order 4:31 p.m.

### **Land/Territory Acknowledgement**

**Declaration of interest** – none.

### **Additions and approval of agenda**

**23-26 The agenda was accepted as amended with a motion from G Waterfield and seconded by D Hamilton-Foley.**

**Carried.**

### **Delegations**

a. E Heesen, Perth & District Union Public Library Board CEO (currently on parental leave). E Heesen introduced herself to the board and everyone on the board did the same.

### **Consent Agenda**

- a. Approval of Minutes of May 15, 2023
- b. Correspondence and communications
  - i. news
- c. Committee Reports
  - i. Policy Committee minutes
- d. Statement of Operations May

**23-27 The Consent agenda was accepted with a motion by D Palmer and seconded by P. Coutts.**

**Carried.**

**CEO's Report** – J Hansen presented and discussed the June CEO report.

**23-28 The CEO report was accepted with a motion by L Logan and seconded by P Coutts.**

**Carried.**

**Advocacy Round Table**

- a. Community Survey Aug/Sep 2023 – J Hansen asked the Board to consider going out into their communities for a couple hours at agreed upon locations to greet the public and ask them to complete the survey.

**Action item: J Hansen to reach out to the town and municipalities to inquire about including the survey on the tax insert as well as their publications during that time frame.**

**Policy Review**

- a. 2.A-4 Indigenous Respect and Land Acknowledgement Declaration
- b. 3.F Emergency Preparedness and Response Plan

**23-29 Motion to accept the reviewed and updated policies 2.A-4 and 3.F as presented. Moved by G Waterfield and seconded by D Palmer.**

**Carried.**

**Unfinished and New Business**

- a. Agility Plan – review/progress on strategic priorities.
- b. PDCF 2022 Fund Statements – L Marsh gave an overview on the 3 funds at PDCF and described how they function.
- c. G Waterfield suggested that the Board to meet the Friends of Library to gain a better understanding of the valuable work they do. J Hansen will follow up by asking if any available Board members can attend the Friends of the Library September meeting. G Waterfield also suggested that we recognize them formally each year during volunteer appreciation month in April.
- d. G Waterfield encouraged Board members to participate in some of the Library's programming and events when possible as they are very enjoyable and can help the Board to understand and appreciate all the Library has to offer.

**Upcoming Meeting dates**

- a. Policy committee Monday September 11 at 5:00 pm
- b. Board meeting Monday September 18 at 4:30 pm

**23-30 Motion to adjourn moved by D Hamilton -Foley at 5:57 pm.**

## **POLICE SERVICES BOARD MINUTES**

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**Tuesday, September 26<sup>th</sup>, 2023**

**2:00 p.m.**

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

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### **ATTENDANCE:**

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

**Staff Present:** Amanda Mabo, CAO/Clerk/Secretary

**Others Present:** Karuna Padiachi, OPP, Detachment Commander

**Members & Staff Absent:** Brian Campbell, Provincial Appointee

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### **1. CALL TO ORDER**

The meeting was called to order at 2:00 p.m.  
A quorum was present.

### **2. APPROVAL OF AGENDA**

i) Addition to New/Other Business: 2024 Draft Board Budget

The agenda was adopted as amended.

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

None at this time.

### **4. APPROVAL OF MINUTES**

i) **Minutes – May 23<sup>rd</sup>, 2023.**

The minutes of the Police Services Board Meeting held on May 23<sup>rd</sup>, 2023 were approved as circulated.

ii) **Minutes (Closed Session) – May 23<sup>rd</sup>, 2023.**

The minutes of the Police Services Board Meeting (Closed Session) held on May 23<sup>rd</sup>, 2023 were approved as circulated.

## 5. DELEGATIONS & PRESENTATIONS

None.

## 6. CORRESPONDENCE

None.

## 7. BUSINESS

### i) **Policing Contract.**

Detachment Commander.

#### a) Lanark County OPP – 2<sup>nd</sup> Quarter Report.

The Board reviewed and discussed the reports.

### ii) **Detachment Commander Update.**

Detachment Commander.

#### a. **2023-2025 – Lanark County OPP Action Plan with Board Input Update.**

The Action Plan was submitted in June for approval.

The Plan incorporates both Provincial initiatives and local initiatives.

The Board enquired if any of their initiatives made it into the Plan. The Detachment Commander will have to confirm. He did take the common initiatives across the eight municipalities and put them in the Plan.

#### b. **2023 Marine Patrol in Tay Valley Township.**

The Board requested details relating to marine patrol activity in Tay Valley Township this year. The Board wished to know the hours of patrol and vessel checks and charges laid. Further the Board asked which lakes were visited and if any of the lakes were re-visited. The Board is hoping to acquire such information which can then be reported to Council.

The Detachment Commander informed the Board that marine and trail patrol is a Provincial responsibility and therefore stats are not tracked at a municipal level.

In Lanark County, there have been 160 marine incidents to date with 53 of those in Tay Valley.

There have been 139 marine enforcements which could include warnings and offence notices across Lanark County, 45 were in Tay Valley.

Patrols are done from May 15<sup>th</sup> to September 30<sup>th</sup> in Lanark County.

c. **Bell Land Line Service Outage Due to Vandalism.**

The Township knew nothing about this issue until two weeks ago when contacted by the media. From there, citizens started to contact the Township.

This is an example of an issue where notification from the OPP to the municipality would have been preferred.

The Detachment Commander informed the Board that this is an active investigation so details cannot be shared at this time.

This is an issue that is widespread, not just in Lanark County. The OPP has assigned resources at the Provincial and Regional levels, and they are also working with municipal forces on this issue.

d. **New OPP Detachment in Lanark County.**

The Board enquired if a new detachment is in the works.

The Detachment Commander attended a Council meeting in Mississippi Mills informing them that a new detachment is needed for the East end of Lanark County. Currently, officers serving in Mississippi Mills and Beckwith report out of the Perth detachment.

Mississippi Mills is leading the charge and is working with the OPP.

iii) **Community Safety and Well-being (CSWB) Advisory Committee for Lanark County and the Town of Smiths Falls.**

- Media Release
- Community Plan

The Board reviewed the update. It was suggested that these updates include an executive summary, which will be passed on by the Detachment Commander.

iv) **Community Session.**



The Board discussed setting up something for early June. The Board will discuss at the next meeting topics for that session.

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

At the next meeting the Association will start discussing establishing the new Lanark County Police Services Board.

vi) **OAPSB Zone 2 Update.**

The Zone was the guest of Russell Township at the last meeting.

For Municipalities anticipating the introduction of an OPP Detachment Board the time is right to begin discussions as to who will serve on the Board. The OAPSB is working to prepare a session on "getting ready" and will send off notice to all concerned once complete. Further, the Ministry expects to introduce the first of its training modules in December. The topic is "Roles and Responsibilities". The remaining training modules will be available within six (6) months of a member joining the Detachment Board.

**8. NEW/OTHER BUSINESS**

i) **2024 Draft Board Budget.**

**RESOLUTION #PSB-2023-08**

**MOVED BY:** Rob Rainer

“**THAT**, the 2024 Police Services Board Budget remain the same as 2023, for an amount of \$9,500.”

**ADOPTED**

**9. PSB MEETING SCHEDULE**

<b>Date</b>	<b>Time</b>	<b>Meeting or Event</b>	<b>Location</b>
October 18, 2023	9:30 a.m.	Lanark County Association of Police Services Boards	Mississippi Mills
November 24, 2023	9:30 a.m.	OAPSB Zone 2	North Grenville
November 28, 2023	2:00 p.m.	Police Services Board Meeting	Municipal Office
February 27, 2024	2:00 p.m.	Police Services Board Meeting	Municipal Office

**10. DEFERRED ITEMS**

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

- . DRAFT Reporting of Major Incidents Protocol.*

**11. ADJOURNMENT**

The Board adjourned at 2:43 p.m.

# GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

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Friday, September 22, 2023

2:00 p.m.

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

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## ATTENDANCE:

**Members Present:** Chair, Councillor, Greg Hallam  
Councillor, Angela Pierman  
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

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## 1. CALL TO ORDER

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

## 2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under Communications – News Article from the Peterborough Examiner.

The Agenda was approved as amended.

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

None at this time.

**4. APPROVAL OF MINUTES**

i) **Minutes – August 11<sup>th</sup>, 2023.**

The minutes of the Green Energy and Climate Change Working Group Meeting held on August 11<sup>th</sup>, 2023, were approved as circulated.

**5. DELEGATIONS & PRESENTATIONS**

None.

**6. BUSINESS**

i) **Climate Action Plan Update.**

· Discussion of Asset Management Plan

The Planner explained the 10-year Capital Plan had just been adopted by Council and it identifies when assets will be replaced and, therefore, the opportunities for replacement of fossil fuel uses. The discussion that followed mostly focused on vehicle replacement and moving forwards with purchases of electric vehicles. Also, discussed were opportunities for building replacement and renovations using more energy efficient choices as per the recommendations of the Climate Action Plan.

The Planner commented that the road resurfacing that was completed on some Township roads this year was determined by research by the Public Works Department to reduce Green House Gases because less gravel maintenance is required on the roads.

P. Nelson expressed concern that the new Council members were not familiar with the commitments in the Climate Action Plan adopted by the previous Council. He was concerned that Councillor opinions were accepted as fact without the responsibility of every Councillor to have evidence on the item that is being discussed.

· Preliminary Discussion on Life Cycle Assessment/ Total Cost of Ownership

The Planner noted this November will be the first full year of the new Council. She commented that three reports will be brought to the Committee of the Whole in October: an update on the implementation of the Climate Action Plan

and direction GHG emissions are headed; a report on Total Cost of Ownership; and a report on using a Climate Lens.

The Planner has asked for feedback from the Working Group on the Life Cycle Assessment/Total Cost of Ownership handout to include in her report to Council.

B. Argue expressed that a Climate Lens is not the same as the mini tool calculator. You need to use a Climate Lens to bring a climate perspective to discussions of any topic. The Climate Lens Calculator Tool will assist you with specific calculations of GHG emissions for various activities or products. The Working Group was given a quick example of how the Climate Lens Tool is used and it was suggested that Council receive a quick reminder how it works for the new members.

It was mentioned that the Procurement Policy should be updated to allow for the Life Cycle Cost/Total Cost of Operation of the product or project rather than the lowest bid. The initial purchase cost potentially could be higher up front, but the Life Cycle Cost could be less for the length of time the asset would be in use.

B. Argue suggested the savings over the lifetime of the asset could be placed in a reserve to compensate for the initial higher purchase price.

- Website Content/Did You Know? Series

The Planner reminded the Working Group about submitting any content for the Did You Know? series for the website.

- ii) **Communications**

- Lanark County Climate Change Committee Update.

The Planner provided the Working Group with an update on the Lanark County Climate Change meeting. The County will be completing a joint application with lower tier municipalities to the Federation of Canadian Municipalities (FCM) for the Home Retro Fit Program. The Chief Administrator Officer of Lanark County, has been working with their consultant, Dave Greenwald, on the application to provide the municipalities with the funding to help residents complete Home Retro Fits to their homes.

Tay Valley Township Council will still need to pass a Local Improvement Charge by-law for the program. The County is working towards submitting the application in November 2023. The Planner will need to discuss with the Township's Treasurer about the percentage of funding the municipality would need to contribute.

- Street Lights that are Solar

Councillor Greg Hallam informed the Working Group that he did provide the Public Works Manager the information on Solar Powered Street lights. The lights can be expensive, and the information is available for future purchases by the Township. It was recommended to add the information to the website for individual residents to potentially purchase for their own properties.

- News Article from the Peterborough Examiner

Working Group member P. Nelson provided a brief article on the possibility of a Battery Energy Storage System to be developed in Peterborough, Ontario. P. Nelson views this type of battery storage as an important step in local resiliency to climate change disruptions of the electrical grid- *attached, page 6.*

## **7. NEW AND OTHER BUSINESS**

None.

## **8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting:        October 20, 2023

## **9. DEFERRED ITEMS**

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

- *None*

## **10. ADJOURNMENT**

The Working Group adjourned at 3:29 p.m.

**Board Summary Report**

Municipal Clerks/Chief Administrative Officers

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the September 11, 2023 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the July 10, 2023 Board of Directors Committee meeting.

**50<sup>th</sup> Anniversary at the Mill of Kintail**

Over 1,000 people attended the Mill of Kintail 50<sup>th</sup> Anniversary Celebration with over 900 visitors to the Museum. The 50/50 fundraiser netted over \$700.

**GM Update - Highlights**

- Kashwakamak Lake - Geotechnical field investigations and bathymetric survey have been completed for the Kashwakamak Dam Class Environmental Assessment.
- Carleton Place – a new public safety boom, shoreline anchors, public safety signs and fencing have been installed.
- Pine Lake and Mississagagon Lake dams – repairs are expected to be completed by end of September.
- Floodplain mapping – new mapping is expected to be presented to the Board for adoption under *Ontario Regulation 153/06* in December 2023 for both the Carp River and Lower Clyde River.
- Category 2 and 3 Agreements – Carleton Place has approved signing, and the remaining 10 municipal councils are scheduled to address this matter in September or early October.
- County Forest Management – the MOU with MVCA to provide forestry services was renewed for a further five years.
- Northern Map Turtles – were released at Morris Island Conservation Area in partnership with the Canadian Wildlife Federation.
- Osprey Tower – installation is now complete at the Carp River Conservation Area with funding from the Mississippi Valley Conservation Foundation.

**Budget Control Report**

Both expenditures and revenues are on track for this time of year.

**2024 Budget Direction**

The Board approved development of the 2024 budget and related documents in accordance with the following parameters:

1. An increase of 2.5% plus assessment growth to the Operating Levy;
2. An increase of 7.5% plus assessment growth to the Capital Levy;
3. An assumed assessment growth rate of 1.5%; and
4. An additional increase of 2.0% to the Operating Levy to reassign *Workforce Plan* costs from the Operating Reserve.

### **Appointment of Regulations Officer**

William Ernewein was appointed by the Board to enforce sections 28 and section 29 of the *Conservation Authorities Act*.

### **Rescinding COVID Vaccine and Sick Leave Policy**

The Board rescinded policies put in place during COVID requiring mandatory vaccination or testing.

### **Timing of the AGM and Financial Statement/Audit Report**

The Board approved an extension of the Annual General Meeting deadline from March 1 to April 31 each year to allow more time for both staff and the auditors to perform year-end financial auditing work. The annual budget will continue to be approved in February.

### **Update of Administrative By-Law and Policy Consolidation**

The Board approved the first step in consolidating policies that are not required in the *Administrative By-law* into a new corporate policy manual.

### **Group Insurance Rates**

Annual renewal occurred September 1, 2023 with an aggregate increase in premiums of 7.7% largely due to increases to Health and Dental premiums. This translates to an approximate annual increase in premiums of \$12,000.00 which will be included in the Draft 2024 Budget.

### **ATTACHMENTS:**

- Draft Minutes of the September 11, 2023 Board of Directors meeting
- Approved Minutes of the July 10, 2023 Board of Directors meeting





**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

September 11<sup>th</sup>, 2023

**MEMBERS PRESENT**

- P. Kehoe, Chair
- J. Atkinson, Vice Chair
- B. Holmes
- A. Hubley
- D. Comley
- J. Mason
- S. Lewis
- H. Yanch
- A. Vereyken
- M. Souter
- G. Gower (Virtual)
- C. Kelsey
- A. Kendrick
- C. Kelly
- T. Popkie
- R. Huetl (Virtual)

**MEMBERS ABSENT**

- R. Kidd
- C. Curry

**STAFF PRESENT**

- S. McIntyre, General Manager
- J. Cunderlik, Director of Engineering
- A. Broadbent, Manager of Information and Communications Technology
- S. Millard, Treasurer
- S. Lawryk, Property Manager
- M. Craig, Manager of Planning and Regulations
- R. Clouthier, Regulations Technician
- S. Kirkham, Operations Technician
- K. Hollington, Recording Secretary

P. Kehoe 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

P. Kehoe noted that there were no additions to the agenda.

**B23/09/11-1**

**MOVED BY: H. Yanch**  
**SECONDED BY: A. Kendrick**

**Resolved, that the agenda for the September 11th, 2023 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

Land Acknowledgement

In recognition of the National Day of Truth and Reconciliation on September 30<sup>th</sup> 2023, P. Kehoe offered words of acknowledgement, and used a tool learned from an elder to start the meeting by asking Board to reply ‘I agree’ if they agreed with the following statements.

“As the Board do we agree that:

- It is necessary for MVCA to protect the water and land within the watershed?
- is it necessary for us to understand what is happening in the watershed and look to the future as to how we can modify our plans and directions to protect the watershed for the future?
- The Mill of Kintail Museum worth preserving as a heritage site and under the auspices of the conservation authority?”

Board members replied ‘I Agree’ where they felt comfortable, and at the end P. Kehoe noted that while the members may have individual differences, the exercise showed that there are a number of things that can be agreed upon as a whole.

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, July 10th, 2023

**B23/09/11-2**

**MOVED BY: J. Atkinson**  
**SECONDED BY: S. Lewis**

**Resolved, that the minutes of the Board of Directors Meeting held on July 10th, 2023 be received and approved as presented.**

**“CARRIED”**

S. McIntyre commented that MVCA has the requirement to issue minutes within 30 days of the meeting and it had been previously asked for meeting minutes to be circulated and approved remotely by voting. She explained that municipalities don't do remote approval, as it is considered a meeting. Moving forward where there is more than 30 days between meetings, minutes will be published and distributed in draft form within the 30-day period.

2. Employee Presentation: 50<sup>th</sup> Anniversary at Mill of Kintail (R. Clouthier and S. Kirkham)

S. Kirkham and R. Clouthier presented a summary of the Mill of Kintail 50<sup>th</sup> Anniversary Celebration that was held on August 20<sup>th</sup> 2023. S. Kirkham explained the process behind ensuring safety with parking and foot traffic as well as the layout of the event space. R. Clouthier described in detail the vendors, entertainment, and community groups and individuals that came together to make the event possible. She also shared the statistics, noting that the 50/50 fundraiser raised \$1410 in total, over 1,000 people attended the event and over 900 people passed through the Museum.

M. Souter asked if the display in the Museum is a permanent installation. R. Clouthier answered that the exhibits in the Museum rotate and that she would confirm with the Site Supervisor, S. Kolsters. M. Souter added that the point of her inquiry was to point out that any mobile exhibit/attraction can be used to raise the profile of the Museum.

P. Kehoe introduced and welcomed a new member of the Board of Directors: Councillor Allan Hubley from the City of Ottawa.

3. GM Update, Report 3348/23 (S. McIntyre)

S. McIntyre overviewed highlights from the GM Update, including: upcoming open houses in Fall of 2023, including the Kashwakamak Class Environmental Assessment and the Lower Clyde River Floodplain mapping; the status of Category 2/3 agreements with member municipalities; the review of MVCA's IT system; sale of the K&P trail; discussions with the Town of Carleton Place regards to the water and sewer connection; and completion of the Osprey tower at the Carp River Conservation Area.

A. Kendrick asked if the osprey tower is purely a passive structure or if there is any provision for remote observation of the nest box. S. McIntyre answered that there is no camera installed at this time.

J. Mason noted a correction to item 15, MVCA worked in partnership with the Canadian Wildlife Federation, not the Canadian Wildlife Service.

J. Mason asked about the location of the three new level gauges installed on the Carp River. J. Cunderlik answered that the new gauges are in the same locations but also installed new monitoring locations in the tributaries: Huntley Creek, Poole Creek and Feedmill Creek so MVCA now has good coverage of the Carp River and key tributaries.

4. Budget Control Report, Report 3349/23 (S. Millard)

S. Millard presented the Budget Control Report. She noted that some discrepancies are due to this being the first year that mileage and staff development have been separated. She noted that the Septic program costs were higher than anticipated due to prior year costs that were not reported by RVCA prior to MVCA closing the books.

5. 2024 Budget Direction, Report 3350/23 (S. McIntyre)

S. McIntyre reviewed the process and general approach to MVCA's budget setting. She explained that historically financial statements were reviewed and approved concurrent to the budget and that Agenda Item 8 recommends that the timeline be changed. The *Workforce Plan* approved in 2021 is still in the process of being phased onto the levy from the Operating Reserve. Currently, \$278,576 remains paid via the Operating Reserve. MVCA is carrying out a Cost of Service Study to determine costs and inform proposed increases for 2024, should the provincial freeze of planning and regulation fees be lifted at the end of the year. MVCA's Planning and Regulations department is prepared to leave a position vacant which will help alleviate pressure on the operating levy.

P. Kehoe summarized that MVCA has been borrowing money from the operating reserve and it is now time put costs on the levy.

A. Kendrick asked in regards to staff compensation, how confident is MVCA that the staffing costs will hold at 2.5%. S. McIntyre responded that 2.5% is not going to be sufficient universally on a sustained basis but highlighted that the levy is not the only source of revenue. She added that service fees will be the same as Rideau Valley Conservation and South Nation Conservation to ensure consistency across the City of Ottawa in regards to permitting and planning fees.

J. Mason asked when the draft budget will be tabled with the Finance and Administrative Advisory Committee. S. McIntyre responded that it will be tabled in November.

J. Mason noted a numeric typo on Table 1: Draft Budget Assumptions - Impact by Municipality in the row for Beckwith Township that required correction.

S. Lewis asked if Lanark County service fees are consistent with the other counties within the watershed. M. Craig responded that the fee schedule applies across the watershed.

**B23/09/11-3**

**MOVED BY: J. Atkinson**

**SECONDED BY: D. Comley**

**Resolved, that the Board of Directors direct staff to develop the 2024 Budget and related documents in accordance with the following parameters**

- 1. An increase of 2.5% plus assessment growth to the Operating Levy;**

2. **An increase of 7.5% plus assessment growth to the Capital Levy**
3. **An assumed assessment growth rate of 1.5%; and**
4. **An additional increase of 2.0% to the Operating Levy to reassign workforce plan costs from the operating reserve**

**“CARRIED”**

6. Appointment of Regulations Officer, Report 3351/23 (M. Craig)

M. Craig informed the Board that the *Conservation Authorities Act* requires the Board to appoint staff to enforce Section 28 and Section 29 of the Conservation Authorities Act. William Ernewein started his employment with MVCA in July and already has his designation of provincial offences officer. MVCA recommends William be appointed to enforce these regulations.

**B23/09/11-4**

**MOVED BY: H. Yanch**  
**SECONDED BY: T. Popkie**

**Resolved, that the Board of Directors appoint William Ernewein to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 of the Conservation Authorities Act.**

**“CARRIED”**

7. Rescinding COVID Vaccine and Sick Leave Policy, Report 3352/23 (S. McIntyre)

S. McIntyre stated that most Conservation Authorities have long since rescinded their COVID-19 policies.

G. Gower asked what the hybrid work schedule looks like at MVCA currently. S. McIntyre replied that MVCA has two arrangements: front desk staff have a compressed work week, alternating Fridays off and the remaining office staff have a hybrid work environment of 50% in office and working from home.

G. Gower noted that the reduction in sick-day use from 2019 is to be commended.

**B23/09/11-5**

**MOVED BY: B. Holmes**  
**SECONDED BY: A. Kendrick**

**Resolved, that**

1. **The Board rescind the COVID-19 Vaccination Policy dated October 20, 2021**
2. **The Board rescind the 2-weeks paid sick leave for contract employees testing positive for COVID-19.**

**“CARRIED”**

8. Timing of the AGM and Financial Statement / Audit Report

S. McIntyre explained that MVCA requires more time to close the books, receive outstanding invoices from other organizations, and time for the auditors to do a comprehensive audit and report back to the Finance and Administrative before bringing to the Board for approval. MVCA's auditors are scheduling for next year and have asked for more time to complete their audit.

J. Mason expressed concerns about the budget being presented to the Board during an election year if the Chair and Vice-Chair are not in place. S. McIntyre replied that she would follow up with other conservation authorities to determine their processes in this situation. She suggested that a solution would be to appoint an acting Chair and acting Vice-Chair until the AGM.

**B23/09/11-6**

**MOVED BY: A. Vereyken**  
**SECONDED BY: M. Souter**

**Resolved, that the Board of Directors approve amendment of Section 13 of the *Administrative By-law* as follows:**

***The Authority shall hold the Annual General Meeting prior to ~~March 1~~ April 30 of each calendar year and shall include the following items on the agenda, in addition to the normal course of business:***

- i. Appointment of the Auditor for the upcoming year;***
- ii. Approval of Financial Statements and Report of the Auditor for the prior year;***
- iii. Election of Officers;***
- iv. ~~Approval of Budgets and Levies;~~***
- v. Committee Appointments; and***
- vi. Appointment of delegates to Conservation Ontario.***

**“CARRIED”**

9. Update of Administrative By-law and Policy Consolidation, Report 3354/23, (S. McIntyre)

S. McIntyre presented recommended updates to MVCA administrative by-law including the policies to be added and appendices to be removed and added to a new Corporate Policy Manual. She explained that a concern had been raised by a Board member that the federal reference documents used for compliance purposes are not applicable in Ontario; and she had subsequently reviewed the provincial document and the recommended changes comply.

A. Kendrick asked why Board mileage compensation is in the administrative by-law and

staff mileage compensation is in the corporate policy manual and if the rates are different. S. McIntyre responded that the rates are different and the model by-law prescribes that any compensation of Board members is to be in the administrative by-law. P. Kehoe added that the Board felt it was appropriate for Board member mileage compensation to be consistent with the provincial compensation rate.

J. Mason commented that Ontario not-for-profit corporations act is new and careful review is required to determine if it affects other areas that would affect how MVCA operates. S. McIntyre responded that Conservation Ontario has done a comprehensive review and that the last round of updates to the Administrative by-law had addressed those changes.

**B23/09/11-7**

**MOVED BY: T. Popkie**  
**SECONDED BY: A. Vereyken**

**Resolved, that the Board of Directors approve amendment of the *Administrative By-law* and the consolidation of various policy matters in a new Corporate Policy Manual as set out in this report.**

**“CARRIED”**

10. **Group Insurance Rates, Report 3355 (S. Millard)**

S. Millard explained that annual renewal of MVCA’s group health benefits was September 1<sup>st</sup> and noted an increase in health and dental premiums. P. Kehoe added that many municipalities are dealing with a similar increase in health benefit premiums.

**CONSENT ITEMS**  
**ADJOURNMENT**

**B23/09/11-8**

**MOVED BY: H. Yanch**  
**SECONDED BY: C. Kelly**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting was adjourned at 2:13 pm.  
K. Hollington, Recording Secretary



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

July 10<sup>th</sup> 2023

**MEMBERS PRESENT**

- P. Kehoe, Chair
- J. Atkinson, Vice Chair
- B. Holmes
- J. Karau
- J. Mason
- S. Lewis
- H. Yanch
- A. Vereyken (remote)
- C. Curry
- G. Gower
- C. Kelsey
- A. Kendrick

**MEMBERS ABSENT**

- T. Popkie
- R. Kidd
- R. Huetl
- C. Kelly
- D. Comley
- M. Souter

**STAFF PRESENT**

- S. McIntyre, General Manager
- J. Cunderlik, Director of Engineering
- A. Broadbent, Manager of Information, Communications and Technology
- S. Millard, Treasurer
- M. Craig, Manager of Planning and Regulations
- J. Hendry, Field Operations Supervisor
- M. Livingston, Project Manager, Mississippi Rideau Source Protection Region (remote)
- K. Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:06 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

P. Kehoe noted that three items are on the consent agenda and that any item could be pulled for discussion; otherwise all would be approved with approval of the agenda.

**B23/07/10-1**

**MOVED BY: T. Popkie**  
**SECONDED BY: G. Gower**

**Resolved, that the agenda for the July 10, 2023 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, May 8, 2023

**B23/07/10-2**

**MOVED BY: H. Yanch**  
**SECONDED BY: C. Curry**

**Resolved, that the minutes of the Board of Directors Meeting held on May 8th, 2023 be received and approved as presented.**

**“CARRIED”**

S. McIntyre noted that the minutes from May 8, 2023 had been circulated but did not get e-approval from sufficient Board members to be considered approved. It is important that Board members review, comment, and approve minutes when e-circulated due to regulatory requirements to post minutes within 30-days of a meeting occurring. It is preferred to post “approved” minutes rather than “draft” minutes to the MVCA website.

2. STAFF PRESENTATION: Improvements at the Mill of Kintail (J. Hendry)

J. Hendry described improvements made at the Mill of Kintail Conservation Area over the past year. In particular, he highlighted the replacement of the museum roof, structural and safety improvements to the lookout, gatehouse structural repairs and new accessible entrance, shoreline and native plantings to improve the landscape and addition of a gate security feature.

3. Mill of Kintail 50<sup>th</sup> Anniversary, Report 3336/23 (S. Lawryk)

S. McIntyre summarized the Mill of Kintail 50<sup>th</sup> Anniversary Report outlining the event details and plans.

B. Holmes asked about the opening time of the gate for the event being 10 am and if this would cause issue with individuals accessing it. S. McIntyre clarified that anyone involved in organizing the event would have access to entering the facility earlier to set-up.

J. Karau added that this event is an opportunity to extend invitation to individuals in the National Capital Commission to improve connections and engagement with MVCA. He noted that there may be an opportunity for MVCA to make a presentation to the NCC Board.

4. GM Update, Report 3337/23 (S. McIntyre)

S. McIntyre outlined key items from the GM Update Report.

J. Mason inquired if the Carp River floodplain mapping includes tributaries. J. Cunderlik clarified that it is just the main stem of the Carp River and does not include tributaries.

5. Update of MVCA Policies & Procedures, Report 3331/23 (S. McIntyre)

S. McIntyre presented the Update of MVCA Policies & Procedures Report. S. McIntyre clarified that item 8 of the screening criteria would not include formal comments submitted by MVCA to other levels of government in regards to planning applications as part of our normal plan review functions.

P. Kehoe asked if there is a timeline for the updated documents being presented to the Board.

S. McIntyre replied that the updated documents would be presented in three phases with the goal to complete the update by the end of 2024.

A. Kendrick added that the Administrative By-Law uses his/hers language and suggested changing pronouns to they/them/their.

B. Holmes asked if a grammar and spell-check would be included in the update.

S. McIntyre responded that pronouns, typos and formatting would be addressed.

**B23/07/10-3**

**MOVED BY: C. Curry**  
**SECONDED BY: A. Kendrick**

**Resolved, that the Finance & Administration Committee recommend that the Board of Directors:**

- 1. Approve the screening criteria contained in this report**
- 2. Direct management to apply the screening criteria to existing Board policies and return with updated documents for information and**

3. **Approve consolidation of all Board policies that are not related to the Administrative By-law or the Employee Manual into a Board Policy Manual.**
4. **Approve housekeeping edits to the Administrative By-law as set out in Attachment 1.**

**“CARRIED”**

6. Purchasing Policy Amendment, Report 3332/23 (S. Millard)

S. Millard presented the Purchasing Policy Amendment Report.

**B23/07/10-4**

**MOVED BY: J. Mason**  
**SECONDED BY: S. Lewis**

**Resolved, that the Finance & Administrative Committee recommend that the Board of Directors approve amendment of the Purchasing Policy as set out in this report.**

**“CARRIED”**

7. HQ – Sewer and Water Connection: Status and Next Steps, Report 3333/23 (S. McIntyre & S. Lawryk)

S. McIntyre outlined the Sewer and Water Connection: Status and Next Steps Report. S. Lewis asked if the \$251,500 includes hook-ups from the property line to the building. S. McIntyre replied that the \$251,500 is MVCA’s share of the cost to bring the water and sewer line from Lake Avenue to the property line.

S. Lewis inquired if there is a timeline for the hook-up and if there is anything wrong with the current water and sewer connections and if they require switching. S. McIntyre explained that there have been issues with these systems that have been temporarily addressed in anticipation of the connection to municipal services.

S. Lewis commented that it is not a good time to acquire a loan. S. McIntyre explained that currently MVCA has a loan with the Town of Carleton Place and the City of Ottawa. S. McIntyre added that City of Ottawa Council approval may allow for this amount.

J. Mason commented that the issue of concern is current interest rates. S. McIntyre concurred.

**B23/07/10-5**

**MOVED BY: G. Gower**  
**SECONDED BY: J. Mason**

**Resolved, that the Finance & Administration Committee recommend that the Board:**

1. **Authorize an increase to the 2023 Budget - Other Capital: HQ – Sewer & Water Connection project from \$357,500 to \$609,000 plus HST to address the cost of bringing municipal services to the property line;**
2. **Authorize payment of \$251,500 to the Town of Carleton Place in fulfillment of the 2012 Development Permit Agreement for the extension of municipal services to the MVCA property line;**
3. **Authorize securement of a loan for the HQ – Sewer & Water Connection project; and**
4. **Authorize the General Manager and/or Treasurer to negotiate financing terms for a loan with Infrastructure Ontario or member municipality.**

**“CARRIED”**

8. Reinstatement of the Education Program, Report 3334/23 (S. Lawryk)

S. McIntyre overviewed the Reinstatement of the Education Program Report.

S. Lewis inquired how the summer camp program would be structured and the estimated pricing. S. McIntyre explained that camps would run weekly in the summer during the day and that S. Lawryk had suggested \$265.00 per week as a starting point.

S. Lewis asked why the \$20,000 is needed. S. McIntyre responded that \$20,000 is to confidently hire a camp coordinator given enrollment uncertainty. She added that not all of the \$20,000 may be needed depending on participation rates and associated user fees.

J. Mason added that the education program is dependent on City of Ottawa funding. She pointed out that the \$10,000 committed from the MVC Foundation is for a consultant to evaluate the MVCA education program, not for the development of materials. S. McIntyre agreed.

**B23/07/10-6**

**MOVED BY: T. Popkie  
SECONDED BY: J. Atkinson**

**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.**

**“CARRIED”**

9. Contract Award – Carleton Place Dam, Report 3342/23 (J. Cunderlik)

J. Cunderlik summarized the Contract Award – Carleton Place Dam Report.

J. Mason commented that there is a significant difference in price between the three quotes and queried whether the least expensive quote is reasonable. J. Cunderlik responded that the least expensive quote is reasonable, and that the more expensive

options are due to the use of different fabrication materials: steel versus synthetic.

A. Kendrick queried if there is a difference in the warranty period. J. Cunderlik responded that the new boom is guaranteed for 20-25 years.

**B23/07/10-7**

**MOVED BY: A. Kendrick**

**SECONDED BY: B. Holmes**

**Resolved, that the Board endorse award of the safety boom supply to Worthington Products, Inc. in the amount of \$68,977.98 plus HST and the construction of the boom to ODS Marine in the amount of \$48,795.00 plus HST.**

**“CARRIED”**

10. Ministerial Exemption Request, Report 3343/23 (S. McIntyre)

S. McIntyre outlined the Ministerial Exemption Request Report and noted that Councillor Alan Hubley would be replacing John Karau on the Board. She thanked John Karau for his service and stated that she was pleased to recommend that he continue his involvement with MVCA as a member of the Mississippi River Watershed Plan Public Advisory Committee (PAC.) She added that John Karau’s departure from the Board creates a need for a Board liaison on the PAC.

J. Karau expressed his long and continued interest in the MVCA and encouraged others to replace him on the PAC.

No Board members volunteered to assume this role and it was agreed to revisit this matter at the next Board meeting.

**B23/07/10-8**

**MOVED BY: J. Atkinson**

**SECONDED BY: H. Yanch**

**Resolved, that the Board of Directors:**

- a) **Appoint John Karau as a member of the Mississippi River Watershed Plan Public Advisory Committee (PAC).**

**“CARRIED”**

11. Comments on Proposed PPS Changes, Report 3344/23 (M. Craig)

M. Craig summarized staff’s comments on the Proposed Provincial Planning Statement (PPS) Changes Report.

**B23/07/10-9**

**MOVED BY: G. Gower**

**SECONDED BY: A. Kendrick**

**Resolved, that the Board of Directors approve submission of a letter to the Province of Ontario (Attachment 1) that contains comments regarding the proposed Provincial Policy Statement in response to ERO #019-6813.**

**CONSENT ITEMS**

- 12. Budget Control Report, Report 3345/23 (S. Millard)
- 13. EcoTrekr Educational Mobile App, Report 3346/23 (S. McIntyre)

S. McIntyre overviewed the EcoTrekr Educational Mobile Application Report.  
J. Mason commented that the application is functioning and recommended its use to Board members.

**B23/07/10-10**

**MOVED BY:           A. Vereyken**  
**SECONDED BY:       J. Mason**

**Resolved, that the Board of Directors:**

- a) **Authorize transfer of ownership of the Ecotrekr educational mobile application from Fyr Labs Inc. to Mississippi Valley Conservation Authority.**
- b) **Authorize the GM to execute an agreement with the Mississippi Valley Conservation Foundation for the management and use of the Ecotrekr educational mobile application.**

**“CARRIED”**

- 14. State of the Mississippi Watershed, Report 3347/23 (J. North)

No presentation or discussion.

**ADJOURNMENT B23/07/10- 11**

**MOVED BY:           S. Lewis**  
**SECONDED BY:       T. Popkie**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting was adjourned at 2:31 pm.

K. Hollington, Recording Secretary

Dear member municipalities,

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

1. A link to approved minutes for our past month's meeting
2. A summary of our current month's Board meeting
3. 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.

### **July 27, 2023 – [Approved Minutes](#)**

1. Financial reports for the period ending June 30, 2023 were approved. Procurement of Financial reports for the period ending June 30, 2023 were approved.
2. Procurement of web design services to update RVCA's website was approved
3. Updated bylaws for the Rideau Valley Conservation Foundation were approved
4. ERO comments on the proposed combined policies for a province wide land use planning policy under Section 3 of the Planning Act were approved
5. New agreement between RVCA and the City of Ottawa to complete additional floodplain and erosion hazard mapping within the city was approved.
6. Staff were directed to continue to apply Ontario Regulation 174/06 to all wetlands designated as provincially significant as of July 27 and any wetlands identified in municipal Official Plans or Zoning.
7. Staff were directed to enter into negotiations to transfer Yacht Club Road to the Township of Drummond/North Elmsley subject to conditions.
8. A summary of RVCA's activities for June and July was presented.

### **September 28, 2023 – Meeting Summary**

1. The Board was updated on the purchase of 3 trucks approved by the Board on March 23, 2023.
2. The Board was updated on the partial renovation of the washrooms in the Interpretive Centre at Baxter Conservation Area to make them accessible.
3. The Board received an update on the completion of Category 3 cost-apportioning agreements with municipalities.
4. A summary of RVCA's programs and activities for August and September was presented.
5. A presentation was delivered seeking preliminary direction from the Board for RVCA's 2024 Budget and Workplan.

### **Next Meeting**

- October 26, 2023 Marissa

Marissa Grondin (she/her)  
Executive Assistant  
613-692-3571 or 1-800-267-3504 ext. 1177  
[marissa.grondin@rvca.ca](mailto:marissa.grondin@rvca.ca)



3889 Rideau Valley Drive  
PO Box 599, Manotick ON K4M 1A5  
T 613-692-3571 | 1-800-267-3504 F 613-692-0831 | [www.rvca.ca](http://www.rvca.ca)

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