



## COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 7<sup>th</sup>, 2023  
Immediately following the Public Meeting – Operating Budget at 5:30 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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

**Chair, Councillor Korrine Jordan**

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(s) – October 10<sup>th</sup>, 2023 –  
*attached, page 7.***

*Suggested Recommendation:*

*“**THAT**, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held  
on October 10<sup>th</sup>, 2023, be approved.”*

5.    **DELEGATIONS & PRESENTATIONS**

None.

## 6. PRIORITY ISSUES

- i) **Report #PW-2023-23 – Composting Options – attached, page 12.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

*“THAT, a public awareness brochure regarding the use of backyard composters be developed;*

*THAT, composting be promoted in the summer of 2024 by having a table at each of the three waste sites;*

*THAT, as part of the promotion, residents be given a kitchen composting pail when they purchase a backyard composter at a discounted rate;*

*AND THAT, the program be funded by using Lanark County’s Electric Vehicle/Organic Waste Fund.”*

- ii) **Report #CAO-2023-20 – Proposed New Road Name – Hicks Lane – attached, page 16.**  
Amanada Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the necessary by-law to name an existing Private Road to Hicks Lane as outlined in Report #CAO-2023-20 – Proposed New Road Name – Hicks Lane, be brought forward for approval.”*

- iii) **Report #CAO-2023-21 – Proposed New Road Name – Pethern Point Lane – attached, page 21.**  
Amanada Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the necessary by-law to name an existing Private Road to Pethern Point Lane as outlined in Report #CAO-2023-21 – Proposed New Road Name – Pethern Point Lane, be brought forward for approval.”*

- iv) **Report #CAO-2023-22 – Animal Pound Contract Update – attached, page 26.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, Schedule “A” to the Animal Pound Services Agreement be amended as per Report #C-2023-22 – Animal Pound Contract Update;*

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

v) **Appointment of Hockey Volunteers.**

*Suggested Recommendation to Council:*

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

- Mike McGonegal”

vi) **AMO - Policy Update - Affordable Homes and Good Jobs Act Introduced and Housing Affordability Task Force Recommendations Response – attached, page 28.**

Councillor Andrew Kendrick.

**7. CORRESPONDENCE**

i) **23-11-01 – Council Communication Package – cover sheets attached, page 34.**

*Suggested Recommendation to Council:*

**“THAT**, the 23-11-01 Council Communication Package be received for information.”

ii) **Petition: Request to Expand the Large Item Re-Use Centre – attached, page 37.**

iii) **Petition: Tay Valley Choir Request for Funding – attached, page 41.**

iv) **AMO – Policy Update – Social and Economic Prosperity Review – attached, page 43.**

*Suggested Recommendation to Council:*

**“WHEREAS**, municipalities across Ontario are facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them;

**AND WHEREAS**, it is time for the province and municipalities to work collaboratively towards solutions for the long-term stability and sustainability of municipal finances;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of Tay Valley Township send a letter to Premier Ford calling for a Social and Economic Prosperity Review in order to help create a sustainable, accountable provincial-municipal relationship where both orders of government can meet their responsibilities, grounded in:

- affordability and fiscal sustainability for both orders of government;
- fairness for taxpayers and affordability for residents;
- coordinated and timely infrastructure investment resilient to climate realities;

- *increased housing supply and affordability;*
- *robust health and social services supporting increased economic participation;*
- *long term economic development and prosperity for Ontario and its communities; and*
- *modern, effective and streamlined service delivery.”*

## 8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*  
Councillor Wayne Baker.
  
- ii) **Committee of Adjustment**  
  
23-10-16 – DRAFT Committee of Adjustment Hearing Minutes – *attached, page 45.*
  
- iii) **Fire Board**  
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas  
  
23-10-05 – DRAFT Fire Board Meeting Minutes – *attached, page 52.*
  
- iv) **Library Board**  
Councillor Andrew Kendrick.  
  
23-09-18 – Perth and District Union Public Library Board Minutes – *attached, page 56.*
  
- v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*  
Councillor Fred Dobbie.
  
- vi) **Police Services Board** – *deferred to the next meeting.*  
Reeve Rob Rainer.
  
- vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting*  
Councillor Greg Hallam and Councillor Angela Pierman
  
- viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*  
Councillor Korrine Jordan.
  
- ix) **Mississippi Valley Conservation Authority Board**  
Councillor Andrew Kendrick.  
  
23-10-16 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 58.*

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

23-11-01 – Rideau Valley Conservation Authority Board of Directors Meeting  
Summary – *attached, page 76.*

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

**9. CLOSED SESSION**

None.

**10. DEFERRED ITEMS**

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

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

**11. ADJOURNMENT**

# MINUTES

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

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**Tuesday, October 10, 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 Greg Hallam  
Councillor Wayne Baker  
Councillor Korrine Jordan  
Councillor Andrew Kendrick  
Councillor Angela Pierman  
Councillor Marilyn Thomas (arrived at 5:52 p.m.)

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Aaron Watt, Deputy Clerk  
Noelle Reeve, Planner  
Sean Ervin, Public Works Manager  
Ashley Liznick, Treasurer

**Public Present:** Donna Brown  
D. Campbell  
Doug Campbell

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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 #ZA23-07: Calvin Brook and Patricia McCarney  
506 Cherie Hill Lane  
Concession 6, Part Lot 3,  
Geographic Township of North Burgess**

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

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

A letter of concern was received today, signed by four (4) Adam Lake residents stating that they do not oppose development on Adam Lake, but are opposed to the zoning change. The 30 meter setback for septic systems was introduced by Council in 2021 to relieve pressure on the lake. At this point in time the residents see no reason to allow changes as aquatic vegetation has increased. More time is needed to allow the lake to recover. This particular property is very low lying as well as surrounded by water on two sides and bisected by a right of way. Any development would by location have negative implications on the lake. The 30 meter setback should be adhered to.

A Member asked how a shoreline buffer is confirmed to be maintained.

The Planner explained that a Site Plan Control Agreement is used to ensure maintenance of the shoreline - applicants provide drawings, and this document is registered on title. Once registered on title, the requirements can be enforced as a legal document.

A Member questioned if the application is for a new build.

The Planner explained that it is a new build except for the stone pillars already in place. The pillars were installed, under a building permit at the time, approximately twenty (20) years ago. The former North Burgess Township regulations at the time allowed the set back as 15 meters.

A Member confirmed with the Planner that the property has easements that are the sole means of access to neighbouring properties.



b) APPLICANT COMMENTS

None.

c) PUBLIC COMMENTS

Doug Campbell lives on Cherie Hill Lane

- have some questions
- thinks the property owner will need an industrial sized septic system if everything is being pushed back up the hill
- it will also have to be buried under the right-of-way
- would then leave the pump chamber below the hill and would need to be flood proofed
- what is the required maintenance on the system?
- why at this point not pushing back to meet the required set back?

Councillor Marilyn Thomas arrived at 5:52 p.m.

Planner

- owner consulted with the septic system office and it is permitted to be placed on the hill
- the system would have to have an inspection once a year as it is a special system
- because of the nature of the property being a peninsula, moving back from one side would push the development closer to the water on the other side. The proposal in front of the public tonight maximizes the setback on the property from the lake
- this is a lot of record and has the right to be developed but can seek relief through a zoning amendment

Donna Brown

- if going to push the waste for the septic to the top of the steep granite rock hill, what is going to happen to the right of way
- they will be blocking the right of way when the system is being dug
- cannot understand why permitting a building within the water setback
- the development can be pushed back to the top of the hill
- going to create more runoff because the property is below the water level and does not want her property to flood as it is lower than the neighbours

Planner

- the applications are not allowed to block the right of way
- the applicant will need to work with the neighbours about timing in order to not block access
- normally do not permit within water setbacks but this lot has the constraints of water on both sides and in this case pushing the dwelling back on one side would not make it better for the lake on the other side

- the development cannot go on the top of the hill due to the Hydro easement, the right of way and the proposal attempted to achieve the best setback for the lake given the constraints for the lot
- the eavestroughs will drain into French drains in the ground to direct runoff away from the lake
- could include a site lot grading and drainage plan as a condition of the Site Plan Control Agreement

d) **RECOMMENDATION**

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

**4. ADJOURNMENT**

The public meeting adjourned at 6:01 p.m.

# **PRIORITY ISSUES**

## COMMITTEE OF THE WHOLE

November 7, 2023

Report #PW-2023-23  
Sean Ervin, Public Works Manager

## COMPOSTING OPTIONS

### STAFF RECOMMENDATION(S)

It is recommended:

**“THAT**, a public awareness brochure regarding the use of backyard composters be developed;

**THAT**, composting be promoted in the summer of 2024 by having a table at each of the three waste sites;

**THAT**, as part of the promotion, residents be given a kitchen composting pail when they purchase a backyard composter at a discounted rate;

**AND THAT**, the program be funded by using Lanark County’s Electric Vehicle/Organic Waste Fund.”

### BACKGROUND

A report was brought forward at the May 2023 meeting providing Council with background information regarding the Waste Management Master Plan that was completed in 2022 and further discussion to begin implementing some of the recommendations. The report included information regarding composting and recommendations to undertake a public awareness campaign regarding the use of backyard composters. The decision was deferred as Council members brought forward different ideas to promote the backyard composting program.

The purpose of this report is to provide further information and possible opportunities for the composting in Tay Valley Township as there is room for improvement and to take advantage of the County grant before year-end. The recently completed waste audit noted that an average of 1.37 kg/household/week contains compostable materials that could be diverted from the landfill, which equates to 36% of the kg/household/week.

The Township began promoting and selling backyard composters in 2017 after a recommendation from the Waste Management Working Group. The composters are sold at cost a discounted rate of \$50 each. In comparison, retailers are selling composters for

anywhere between \$80 to \$115. The response from the residents has been good and the Township has sold approximately 20 composters this year alone, without any significant effort to promote them.

## **DISCUSSION**

The Township could improve the backyard composting program by developing a backyard composting brochure. The brochure would provide education and awareness of the importance of removing organic materials from the household waste, as well as proper composting practices. Staff would seek the assistance of the Green Energy and Climate Change Working Group to provide input in the development of the brochures. The brochures would be made available at the Municipal Office and on the website and would include information explaining how composting works, how to properly compost and how to use the composted materials. To further promote the program, Council may wish to consider setting up a table for a day or two at each of the waste sites during the summer of 2024 to promote backyard programming. Backyard composters could also be sold during these events.

To further promote backyard composting, the Township could purchase the small kitchen composting bins and distribute them to residents who purchase a composter for free. To further clarify, residents who purchase a backyard composter from the Township, will receive a complimentary kitchen composting container for free. In addition, the large composters that the Township sells could be sold at a reduced price, such as 50% off, to further promote the program.

## **FINANCIAL CONSIDERATIONS**

The Township is eligible for funds from Lanark County for up to \$10,000 to support the purchase of electric vehicles, electric charging stations and/or organic waste initiatives. The fund is available until the end of 2023 and since the Township is not purchasing an electric vehicle, staff recommend these funds be used to promote backyard composting as outlined in this report.

Staff have requested a quote from the same supplier that is used to purchase composters (Orbis), for the small "Kitchen Collector" and are still awaiting the quote. It is assumed they will be around \$10.00 each. Another option would be to purchase the Lee Valley Kitchen Compost Pails for \$28.50 each for a 7-litre or \$25.50 each for the 4-litre. The bins from Lee Valley come with an activated charcoal filter to absorb odours and are made in Canada with easy-to-wash polyethylene.

The Township has approximately 80 composters in stock and would not likely have to make an additional order through this initiative, however, an order for additional composters could be made, if required.

The brochures would be designed by a graphic designer and the estimated costs to design and print the brochures would be \$ 6,200.00.

Below is a breakdown of the estimated cost:

<b>Item</b>	<b>Estimated Cost</b>
<b>Kitchen Collector Giveaway</b> 75-Lee Valley Pails @ 25.50 each	\$ 1,912.50
<b>Selling Composters at a Discounted Rate</b> (75 @ 50% off)	\$1,875.00
<b>Brochure (Design and Printing)</b> (Estimated)	\$ 6,200.00
<b>Estimated Total Cost</b>	\$ 9,987.50

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Utilize the Lanark County Electric Vehicle/Organic Waste Fund to develop a backyard composting brochure and to give away a kitchen composter pail with the purchase of a backyard composter at a discounted rate.

**Option #2** – Do nothing and not utilize the Lanark County Electric Vehicle/Organic Waste Fund.

## **CLIMATE CONSIDERATIONS**

The Waste Management Master Plan analyzed the Greenhouse gas emissions related to the Township’s Waste Management operations and the related data can be found in section 3.2.3 of the plan.

## **STRATEGIC PLAN LINK**

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

## **CONCLUSIONS**

The Lanark County Electric Vehicle/Organic Waste Fund is available until the end of 2023 and since the Township is not purchasing an electric vehicle this year, staff are recommending that the fund be used to promote the backyard composting program.

New composting programs, such as a centralized location system, may be reviewed in the future once other waste management projects are completed or underway (Blue Box Transition and Layout improvements to the Glen Tay Waste Site).

## **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**  
**November 7<sup>th</sup>, 2023**

**Report #CAO-2023-20**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAME**  
**HICKS LANE**

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

“**THAT**, the necessary by-law to name an existing Private Road to Hicks Lane as outlined in Report #CAO-2023-20 – Proposed New Road Name – Hicks Lane, be brought forward for approval.”

### **BACKGROUND**

A building permit application was received for a property with civic address 196 Farren Lake Lane 41. The property is accessed via a legal right-of-way through other properties, including an unopened road allowance that has been stopped up and closed by the Township.

The legal right-of-way has existed for many years and should have been recognized as a Private Road when the right-of-way was created, or the second trigger was when a civic address was provided.

### **DISCUSSION**

In order for a building permit to be issued, the existing Private Road must be named and added to the Township’s Road Naming By-Law.

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.



Since the Road was unknown to the Township, it was never incorporated into the Township's Road Naming By-Law, the necessary By-Law will need to be brought forward to Council for approval.

The proposed road name is "Hicks Lane".

## **OPTIONS CONSIDERED**

### **Option #1 – Adopt Hicks 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 Hicks Lane as outlined in this report be brought forward for approval, along with the zoning by-law.

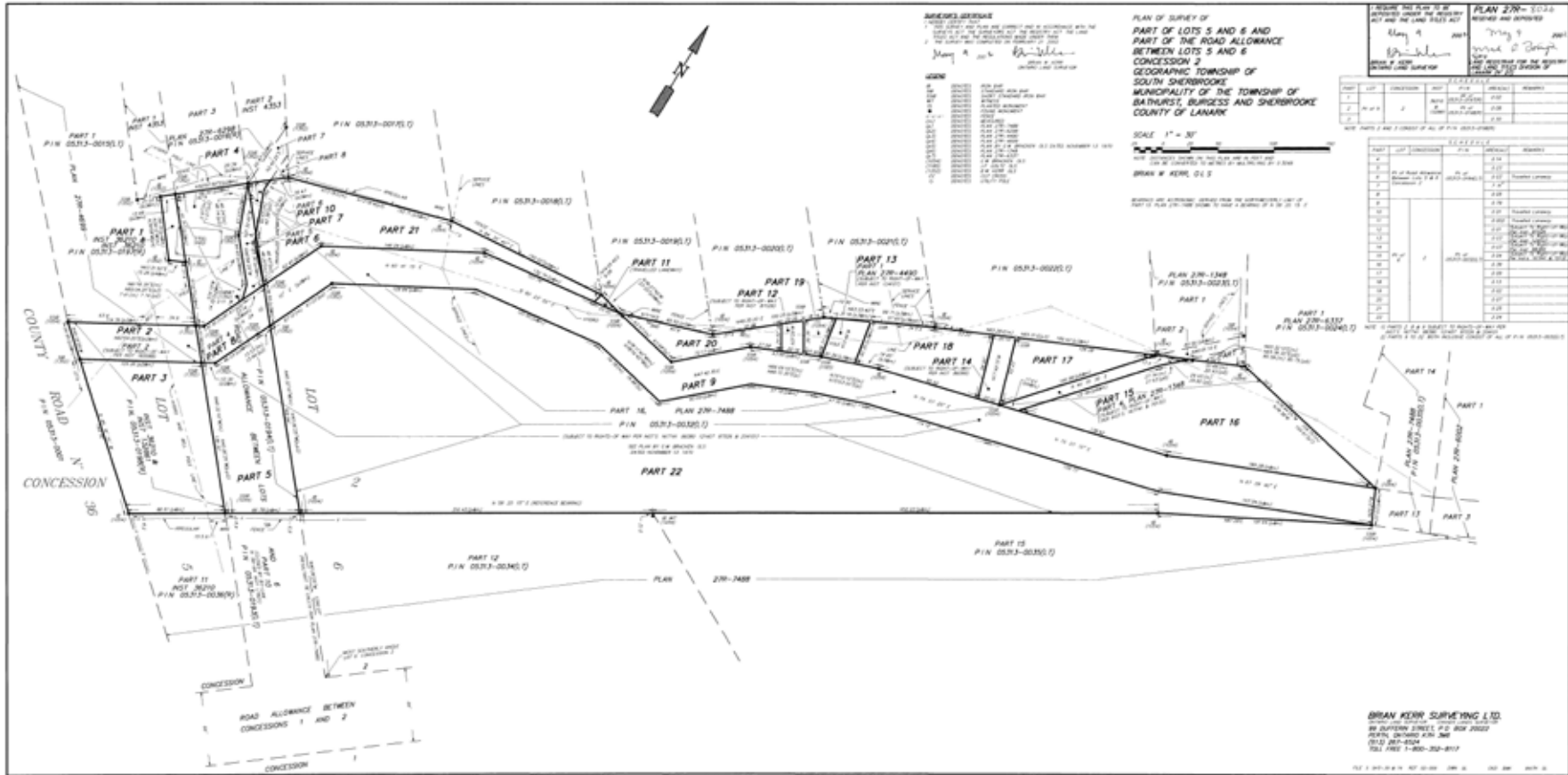
## **ATTACHMENTS**

- i) GIS Map
- ii) Surveys

**Prepared and Submitted by:**

**Amanda Mabo  
Chief Administrative Officer/Clerk**

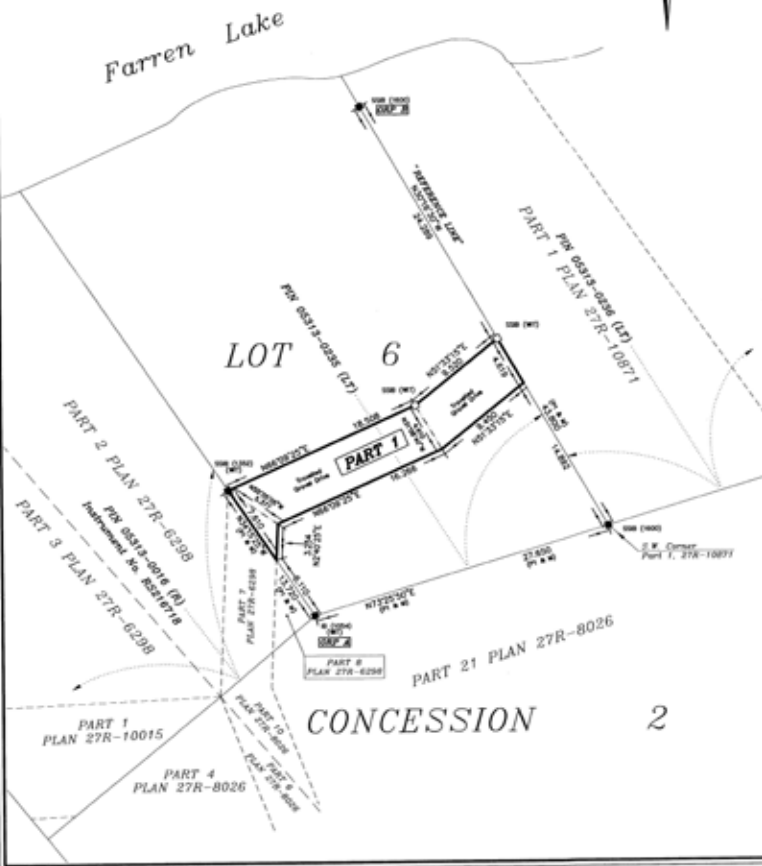




**PLAN of SURVEY of  
PART of LOT 6, CONCESSION 2  
Geographic Township of South Sherbrooke  
TAY VALLEY TOWNSHIP  
COUNTY of LANARK  
SCALE = 1:250**



HOPKINS CHITTY LAND SURVEYORS INC.  
2019



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 27R-11249

RECEIVED AND DEPOSITED

DATE: MAY 3, 2019

DATE: May 11/19

PHIL W. CHITTY  
ONTARIO LAND SURVEYOR

SIGNATURE  
REPRESENTATIVE FOR THE  
LAND REGISTRAR FOR THE  
LAND TITLES DIVISION OF  
LANARK (No. 27)

**SCHEDULE**

PART	LOT	CON.	Part of PIN No.
1	Part of 6	2	05315-0235 (17)

OBSERVED REFERENCE POINTS (ORP) DERIVED FROM 27R-10871 BY CONVENTIONAL TOTAL STATION OBSERVATIONS, NAD 83 AND NAD 83 (CSRS) (1997.0) COORDINATES TO NORMAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10

POINT ID	NORTHING	EASTING
ORP "A"	495548.4	303607.9
ORP "B"	495534.1	303612.3

COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARINGS ARE UTM GRID, DERIVED FROM A PORTION OF THE WESTERLY LIMIT OF PART 1 PLAN 27R-10871 (APPROX A BEARING OF 83°16'30" W, NAD 83 AND NAD 83 (CSRS) (1997.0) AND DESIGNATED HEREON AS "REFERENCE LINE".

FOR BEARING COMPARISONS, A ROTATION OF 0°04'50" CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 27R-8236 AND 27R-8026

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99990

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**LEGEND:**

- - Original Planted Survey Monument
- - Found Survey Monument
- ⊙ - Standard Iron Bar
- ⊚ - Short Standard Iron Bar
- ⊛ - Iron Bar
- ⊜ - Iron Bar (found)
- ⊝ - Rock Bar
- ⊞ - Rock Plug
- ⊟ - Pinnae
- ⊠ - Measured
- ⊡ - Cut Corner
- ⊢ - Origin Unknown
- ⊣ - Hydre Plate
- (1024) - George F. Strickland - O.L.S.
- (1282) - Brian F. Kerr - O.L.S.
- (1600) - C. A. Smith Surveying Ltd. - O.L.S.
- (P1) - Reference Plan 27R-10871

**SURVEYOR'S CERTIFICATE:**

I CERTIFY THAT:  
1. This Survey and Plan are correct and in accordance with the SURVEY ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.  
2. The SURVEY was completed on the 03th day of APRIL, 2019

HOPKINS CHITTY LAND SURVEYORS INC.  
DATE: MAY 3, 2019  
PHIL W. CHITTY - O.L.S.



Party: Client: 27 Instrument: 47 Checked By: PHC Plan By: AC

**HOPKINS CHITTY LAND SURVEYORS INC.**  
Ontario Land Surveyors  
www.hopkinschitty.com

634-636 HURON COURT KINGSTON, ONTARIO K7P-2E9 Tel: (613) 584-5036 Fax: (613) 584-3025

PROJECT No. 2019-087 LOT 6, CONCESSION 2 TOWNSHIP OF SOUTH SHERBROOKE

**Committee of the Whole  
November 7<sup>th</sup>, 2023**

**Report #CAO-2023-21  
Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAME  
PETHERN POINT LANE**

## **STAFF RECOMMENDATION(S)**

“**THAT**, the necessary by-law to name an existing Private Road to Pethern Point Lane as outlined in Report #CAO-2023-21 – Proposed New Road Name – Pethern Point Lane, be brought forward for approval.”

## **BACKGROUND**

A building permit application was received for a property with civic address 465 Winton Lane. The property is accessed via a legal right-of-way through other properties.

The legal right-of-way has existed for many years and should have been recognized as a Private Road when the right-of-way was created, or the second trigger was when a civic address was provided.

## **DISCUSSION**

In order for a building permit to be issued, the existing Private Road must be named and added to the Township’s Road Naming By-Law.

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.

Since the Road was unknown to the Township, it was never incorporated into the Township's Road Naming By-Law, the necessary By-Law will need to be brought forward to Council for approval.

The proposed road name is "Pethern Point Lane".

## **OPTIONS CONSIDERED**

### **Option #1 – Adopt Pethern Point 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 Pethern Point Lane as outlined in this report be brought forward for approval, along with the zoning by-law.

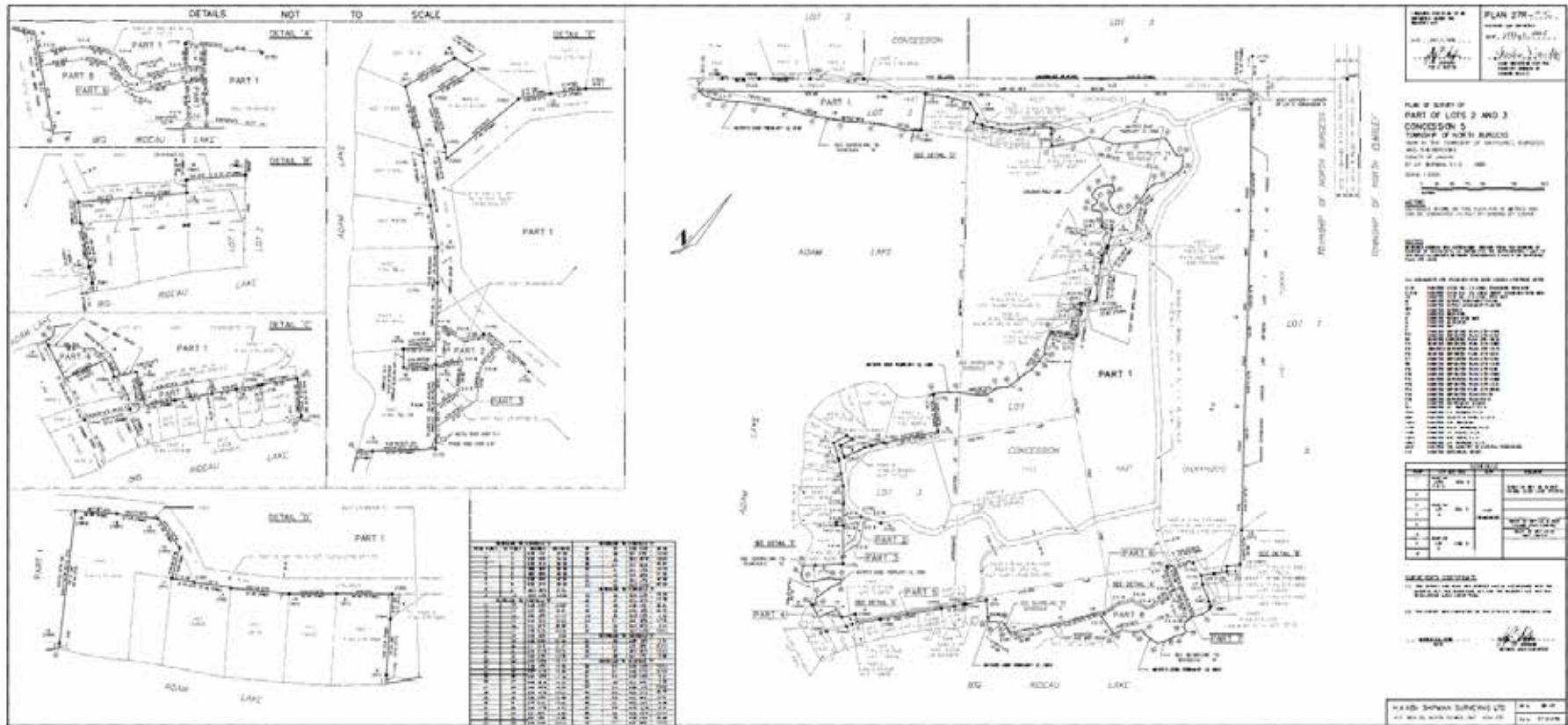
## **ATTACHMENTS**

- i) GIS Map
- ii) Survey

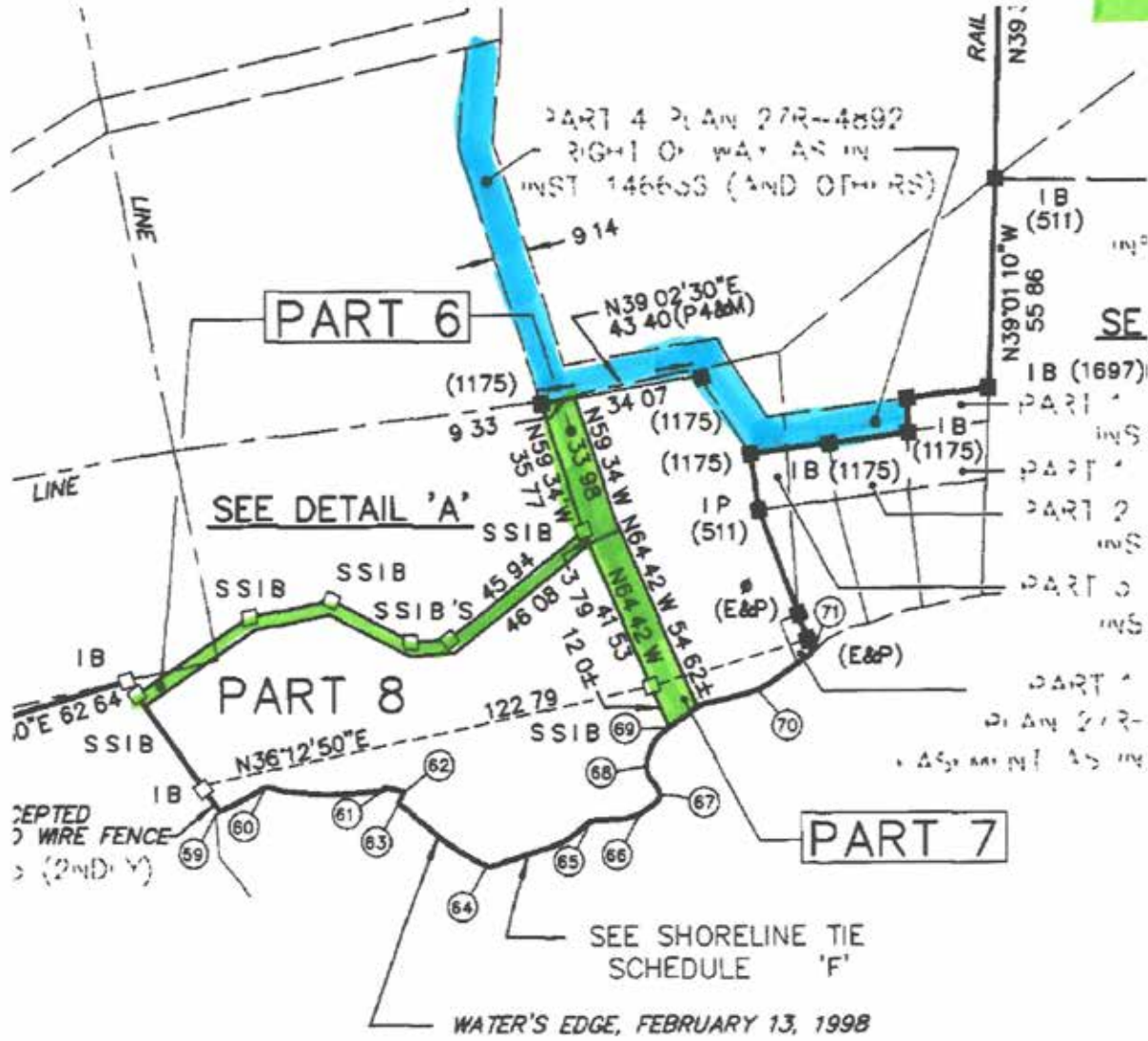
**Prepared and Submitted by:**

**Amanda Mabo  
Chief Administrative Officer/Clerk**









Winton Lane  
Road to be Named

**COMMITTEE OF THE WHOLE**  
November 7<sup>th</sup>, 2023

Report #CAO-2023-22  
Amanda Mabo, Chief Administrative Officer/Clerk

**ANIMAL POUND CONTRACT UPDATE**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Schedule “A” to the Animal Pound Services Agreement be amended as per Report #C-2023-22 – Animal Pound Contract Update;

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

**BACKGROUND**

The Township has passed By-Law No. 2023-026, as amended, to Regulate the Keeping and Control of Animals.

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

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

**DISCUSSION**

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

Since then, other than Tay Valley, each of the four other municipalities serviced by Andrew Parent have increased the rates in the agreement. Tay Valley followed suit this past June, as requested by the provider.

The provider has now asked all municipalities for a small increase in the monthly retained effective January 1, 2024.

**FINANCIAL CONSIDERATIONS**

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

<b>Item</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Monthly Cost (retainer)	\$200	\$250
Per Animal Impound Cost	\$150	
Daily Boarding (up to five days)	\$20	
Insurance costs divided by number of municipal clients.		

This will result in an annual increase of \$600.

**CLIMATE CONSIDERATIONS**

None.

**STRATEGIC PLAN LINK**

None.

**OPTIONS CONSIDERED**

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

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

**CONCLUSIONS**

As per the recommendation.

**ATTACHMENTS**

None.

**Prepared and Submitted By:**

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

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Sent by e-mail to: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

October 3, 2023

The Honourable Paul Calandra  
Minister of Municipal Affairs and  
Housing College Park, 17th Floor  
777 Bay Street  
Toronto, Ontario M7A 2J3

Dear Minister Calandra:

I am writing today to convey a sector-wide perspective on the September 15<sup>th</sup> request you sent to mayors regarding the June 2022 recommendations of the government's Housing Affordability Task Force. As you know, the housing supply and affordability crisis is of top concern for municipal governments and we welcome the opportunity to work with you on this critical issue. As you also know, housing crisis challenges and solutions are complex and nuanced—not easily reduced to “yes” or “no” answers. We trust that this exercise is only the beginning of an ongoing partnership between provincial and municipal governments to proceed in a manner that reflects informed decision-making in the interests of Ontario's residents and communities.

The Housing Affordability Task Force did not include members representing the experience, expertise, or interests of Ontario's municipal sector. Nor did it consider the full range of circumstances of the nation-wide housing supply and affordability crisis apparent at the time, including industry supply management, interest rates, the actions of property investors vs. homebuyers, decades long under-investment in community housing stock, and many other elements integral to truly complex challenge.

The most immediate outcome of the Task Force's recommendations was Bill 23, which was introduced on October 25<sup>th</sup> and passed on November 28<sup>th</sup>, 2022. Bill 23 was subject to extensive criticism from Ontario's municipal sector, outlining among other concerns, substantial financial impacts that would limit the ability to invest in the infrastructure needed to support growth. That said, AMO and its members were pleased in November 2022, when the Government of Ontario committed to fully offsetting the financial impacts the Bill. Municipalities continue to look forward to the fulfilment of that important promise.

As an organization committed to good public policy, building sustainable communities and to working with the government to help it meet its ambitious housing targets, AMO wants to ensure that these important public policy matters are given the consideration and

analysis necessary to help the government to fulfil its commitment to objective, well- informed, and evidence-based policy.

Your letter to Mayors requests that they identify those Task Force recommendations that should be prioritized for implementation and that those Mayors with provincial housing targets provide a response to each of the Task Force's 74 recommendations. You indicate that if Mayors decline the opportunity to do so, their communities will be subject to a financial penalty. Given that the request is to Mayors and not to Councils, it is not clear whether Mayors will be able to enlist the support of the municipal public service in order to analyse the impacts of the recommendations. AMO is confident the government understands that any policy decision framework that accounts only for external task force recommendations and the views of individual mayors would not be sufficient to accomplish its own public policy making standards.

In the interest of supporting AMO members, and the government, in advancing good public policy, we are providing information to AMO members which the AMO Board believes they may find useful.

In general, AMO is expressing its support for the bulk of the Government's Task Force recommendations, with a few exceptions noted below, subject to firm conditions the Government will recognize as essential before proceeding to Cabinet. Municipalities believe that the following conditions are necessary for the successful implementation of the Task Force's recommendations or, indeed, any other actions that the government chooses to pursue to address the housing supply and affordability crisis, including:

- 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.

As noted above, AMO is expressing its support for the bulk of the recommendations subject to the conditions noted above. AMO has identified only three of the Task Force's recommendations that cannot be supported at a sector level from a principled perspective:

12. *Support responsible housing growth on undeveloped land, including outside existing municipal boundaries, by building infrastructure necessary to support high density housing and complete communities and applying the recommendations of this report to all undeveloped land:* AMO and many others have identified Intensification is an important principle that should underpin development in Ontario. While building on undeveloped land will be necessary in some small, rural and northern communities, in general it is not required to meet provincial housing targets. Given risks and controversy surrounding recently proposed development outside of municipal boundaries, AMO recommends that scarce resources are best directed elsewhere.
22. *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.* Requiring municipalities to use taxpayer funding to compensate private landowners for implementing provincial legislation is not consistent with the public interest or a well-functioning system of governance.
57. *Reductions in funding to municipalities that fail to meet provincial housing growth and approval timeline targets.* This recommendation stands out as inconsistent on its face with conditions for success, as it fails to appropriately understand and assign accountability for housing development roles.

AMO is also recognizing the following recommendations as its top priorities for consideration, in an effort to assist Mayors in identifying their top-five recommendations as your letter requires. They include:

***Recommendations supporting affordable housing:*** While not requested to provide recommendations on increasing the supply of non-market housing, the Task Force identified a number of recommendations that municipalities believe should be explored on a priority basis as part of a broader strategy to urgently increase the supply of deeply affordable housing in Ontario, including:

66. 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. Amend legislation to:
  - Allow cash-in-lieu payments for Inclusionary Zoning units at the discretion of the municipality.
  - Require that municipalities utilize density bonusing or other incentives in all Inclusionary Zoning and Affordable Housing policies that apply to market housing.
  - Permit municipalities that have not passed Inclusionary Zoning policies to offer incentives and bonuses for affordable housing units.
68. 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.

**Recommendations to enhance supply of skilled trades:** Municipalities applaud the actions that the government has taken to date to address these critical labour shortages. Almost without exception, municipalities that submitted housing pledges identified this as a key challenge in meeting housing targets. Continued focus and monitoring are required to ensure that actions are successful in addressing the challenge. As such, AMO prioritizes the following Task Force recommendations:

53. Improve funding for colleges, trade schools, and apprenticeships, encourage and incentivize municipalities, unions, and employers to provide more on-the-job training.
54. Undertake multi-stakeholder education program to promote skilled trades.
55. 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.

**Recommendations to hold developers accountable for building:** Municipalities have continuously highlighted the hundreds of thousands of approvals that sit, sometimes for years, without building permits being pulled. Recommendations like the following can play a critical role in ensuring that zoned and serviced land is developed in a timely way:

51. 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.

**Recommendations to streamline the approvals process:** Municipalities have heard feedback regarding lengthy approvals processes and are supportive of approaches such as province-wide zoning standards—including the following recommendation—and other time-saving mechanisms if they are developed and implemented in a thoughtful way:

15. Establish province-wide 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.

This information is provided in the spirit of collaboration, and to support our shared goals of improved housing affordability and good public policy in Ontario. The AMO Board hopes its members and the Government will find this information helpful as policy discussions and internal Government deliberations continue on these important matters.

Sincerely,



Colin Best  
AMO  
President  
Councillor for the Region of Halton

cc: Martha Greenberg, Deputy Minister, Ministry of Municipal Affairs and Housing  
Ontario Heads of Council



# **CORRESPONDENCE**



1. **The Corporation of the Municipality of St. Charles:** Resolution – School Bus Stop Arm Cameras – *attached, page 4.*
2. **The Municipality of South Dundas:** Resolution – School Bus Stop Arm Cameras – *attached, page 5.*
3. **Municipality of Grey Highlands:** Resolution – School Bus Stop Arm Cameras – *attached, page 7.*
4. **City of Kingston: Media Release** – Kingston Council is rolling out 27 new electric waste collection vehicles in partnership with Veolia – *attached, page 8.*
5. **Town of Rainy River:** Resolution – Petition the Province of Ontario to expand water treatment training opportunities – *attached, page 9.*
6. **The Corporation of the Township of Terrace Bay:** Resolution – Opposition to Strong Mayor Powers in Aurora – *attached, page 11.*
7. **Town of Parry Sound:** Resolution – Supports the Request of the City of Cambridge to amends.205.1 of the HTA – *attached, page 12.*
8. **Association of Municipalities of Ontario:** Policy Update – Official Plans, Income Security and the Provincial Climate Change Impact Assessment – *attached, page 13.*
9. **The Globe and Mail:** Media Release – New High Frequency rail CEO says project could include direct link between Toronto and Montreal – *attached, page 16.*
10. **City of Burlington:** Resolution – Provincial Legislation for Third-Party Short-Term Rental Companies – *attached, page 19.*
11. **Greater Napanee:** Resolution – Provincial Legislation for Third Party Short-Term Rental Companies – *attached, page 21.*
12. **City of Pickering:** Correspondence – Request to Abandon Greenbelt Development - *attached, page 22.*
13. **City of Hamilton:** Resolution – Request to Abandon Greenbelt Development – *attached, page 23.*
14. **The Town of Alnwick/Haldimand:** Resolution – Establishing a Guaranteed Livable Income – *attached, page 25.*

15. **Greater Napanee:** Resolution – Establishing a Guaranteed Livable Income – *attached, page 26*
16. **Greater Napanee:** Resolution – Chronic Pain Treatments – *attached, page 27.*
17. **Township of the Archipelago:** Resolution to Support - Request to Province to Declare Gender-Based Violence and Intimate Partner Violence an Epidemic in Ontario – *attached, page 28.*
18. **West Lincoln:** Resolution – Motion Respecting Recommendations from the Renfrew County Inquest and Declaration of Intimate Partner Violence as an Epidemic – *attached, page 29.*
19. **Town of Aurora:** Resolution – Gender-Based and Intimate Partner Violence Epidemic – *attached, page 31.*
20. **Town of Aurora:** Resolution – Council Meeting Extract – Mayor Mrakas; Re: Gender-Based and Intimate Partner Violence Epidemic – *attached, page 34.*
21. **City of Thunder Bay:** Resolution – Intimate Partner Violence – *attached, page 36.*
22. **Township of the Archipelago:** Resolution – Cigarette Producer Responsibility – *attached, page 37.*
23. **The Corporation of the Town of Cobourg:** Resolution – Correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement – *attached, page 39.*
24. **The Corporation of the Town of Cobourg:** Resolution – Correspondence from the Town of Midland regarding Catch and Release Justice in Ontario – *attached, page 41.*
25. **The Corporation of the Town of Midland:** Resolution – Requesting Meaningful Improvements to the Current State of “Catch and Release” Justice in the Ontario Legal System – *attached, page 42.*
26. **The Corporation of the Township of Howick:** Resolution – “Catch and Release” Justice in Ontario – *attached, page 43.*
27. **Clearview Township:** Resolution – Municipal Codes of Conduct – *attached, page 44.*
28. **Municipality of Bluewater:** Correspondence – Childcare availability in Ontario – *attached, page 46.*
29. **Leeds, Grenville & Lanark District Health Unit:** Announcement – Empowering Public Health Leaders Through Learning – *attached, page 48.*

30. **West Lincoln** – Resolution – Challenges Faced by Smaller Developers in Ontario Communities – *attached, page 49.*
31. **Municipality of North Perth:** Resolution – Social and Economic Review – *attached, page 51.*
32. **Township of East Hawkesbury:** Resolution – Fixing Long Term Care Act - *attached, page 52.*
33. **The Corporation of the City of Cambridge:** Resolution – Support for Bill 21, Fixing Long-Term Care Amendment Act – *attached, page 53.*
34. **Finance & Treasury Board Critic:** Correspondence – Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022 – *attached, page 55.*
35. **Municipality of North Perth:** Resolution – Support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part) – *attached, page 57.*
36. **Township of McKellar:** Resolution – Call for Amendments to the Legislation Act, 2006 – *attached, page 58.*
37. **Ontario Energy Board:** Notice of Rate Hearing – *attached, page 60.*
38. **Town of Wasaga Beach:** Resolution – Illegal Car Rally – Provincial Task Force – *attached, page 184.*
39. **Town of Goderich:** Resolution – Support Resolution for Illegal Car Rally – Provincial Task Force – *attached, page 186.*
40. **Association of Municipalities Ontario:** Policy Update – Strengthening Public Health Through Voluntary Mergers – *attached, page 188.*
41. **Ministry of Health:** Memorandum – Strengthening Public Health – Planning Materials and Next Steps – *attached, page 189.*
42. **Town of Huntsville:** Resolution – Floating Accommodations – *attached, page 214.*
43. **Tay Valley Township:** Report – Building Permits Approved – October 2023 – *attached, page 217.*
44. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January 2023 – October 2023 – *attached, page 218.*

Doug Norman  
132 Amyot Road  
RR2 Maberly, ON K0H 2B0

October 10, 2023

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

Dear Amanda:

Please bring this to the attention of Council at your earliest convenience.

I am enclosing a petition signed by a number of residents of our Township, asking Council to consider expanding the space for the large item re-use centre.

When I was on Bathurst Township Council in the mid-1990s, I helped to initiate a recycling program, which began in the big barn. As the recycling program grew, the barn was eventually repurposed as a reuse depot for large items. Subsequently, the thriving centre for small reusable items was established. Sometime around the onset of the COVID-19 pandemic, the barn was closed to the public and never reopened.

While the present steel storage container works well for large items, it can't handle anywhere near the volume of the barn. I spent an hour on each of two separate days there, speaking with people about expanding the space, and everyone with whom I spoke thought that the space should be expanded, and signed the petition. Sean Ervin, Public Works Manager, has indicated that you are currently monitoring the performance of the one container, which seems to be working well at the moment.

Waste diversion commonly includes Reduce, Reuse, Repair, Regift, Recycle, in that order of priority. Reusing large items save the donor the cost of tipping fees, and saves the recipient the costs involved in acquiring the item.

I hope that you will consider expanding the large item reuse centre, perhaps by including this in the 2024 Township Budget.

Sincerely,

Doug Norman

Enclosure - petition

Tay Valley Township Council - Please consider expanding the space for the large item re-use centre

<u>Doug Norman</u> Name	<u>Doug Norman</u> Signature	<u>132 Amyot Rd.</u> Township address (PIN and Road Name)
<u>Rebecca Goto</u> Name	<u>Rebecca Goto</u> Signature	<u>Tay Valley</u> Township address (PIN and Road Name)
<u>MERRIL HAMMEL</u> Name	<u>Merril Hammel</u> Signature	<u>TAY VALLEY</u> Township address (PIN and Road Name)
<u>Doris Gobeil</u> Name	<u>Doris Gobeil</u> Signature	<u>TAY VALLEY</u> Township address (PIN and Road Name)
<u>Heather Burray</u> Name	<u>Heather Burray</u> Signature	<u>TAY VALLEY</u> Township address (PIN and Road Name)
<u>Kyla Truelove</u> Name	<u>Kyla Truelove</u> Signature	<u>Tay Valley</u> Township address (PIN and Road Name)
<u>Murray Nic</u> Name	<u>Murray Nic</u> Signature	<u>Tay Valley</u> Township address (PIN and Road Name)
<u>John Parker</u> Name	<u>John Parker</u> Signature	<u>TAY VALLEY</u> Township address (PIN and Road Name)
<u>GLENN JOHNSON</u> Name	<u>Glenn Johnson</u> Signature	<u>TAY VALLEY</u> Township address (PIN and Road Name)
<u>Sandra deCatenzano</u> Name	<u>Sandra deCatenzano</u> Signature	<u>Kenyon Rd, Tay Valley</u> Township address (PIN and Road Name)

Tay Valley Township Council - Please consider expanding the space for the large item re-use centre

Shawn Norman  
Name

Shawn Norman  
Signature

923 7<sup>th</sup> Con  
Township address (PIN and Road Name)

HEATHER SHEPARD  
Name

Heather Shepard  
Signature

1627 BATHURST 7  
Township address (PIN and Road Name)

Cynthia Orman  
Name

Cynthia Orman  
Signature

1612 Bennett Lake Rd  
Township address (PIN and Road Name)

GILBERT ROSSIGNOL  
Name

G.R.  
Signature

126 ERNEST WAY  
Township address (PIN and Road Name)

Granda Carwardine  
Name

G. Carwardine  
Signature

1513 Big Rideau N.S. Rd.  
Township address (PIN and Road Name)

John Sprague  
Name

J. Sprague  
Signature

2016 Christie Lake Road  
Township address (PIN and Road Name)

Stephanie Pym  
Name

S. Pym  
Signature

877 Jones Point, Perth  
Township address (PIN and Road Name)

S. Heavens  
Name

S. Heavens  
Signature

240 Christie Lake NS road  
Township address (PIN and Road Name)

Gea Anderson  
Name

G. Anderson  
Signature

212 Harper Road.  
Township address (PIN and Road Name)

Stephanie  
Name

S. Smu  
Signature

1727 Fallbrook Rd.  
Township address (PIN and Road Name)





Amanda Mabo, Dipl.M.M, CMO  
Chief Administrative Officer/Clerk  
Tay Valley Township  
217 Harper Road, Perth, ON K7H 3C6  
T: 613-267-5353 ext. 123  
E: [cao@tayvalleytwp.ca](mailto:cao@tayvalleytwp.ca)

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

To Amanda Mabo

Thank you for your continued support of the arts through the re-establishment of the Tay Valley choir. We are thrilled to be preparing for our first Christmas concert since December 2019. With this imminent event, we would like to see an investment from the Township into the choir's continued presence in Tay Valley Township.

The Tay Valley Community Choir requests that, in its 2024 budget, the Township include \$2000 for a new, professional-calibre electric piano for the Maberly Hall. The piano would be for the use of the choir, the Blue Skies Fiddle Orchestra, and any other group or party that may need a piano for a given event. The existing, aged upright piano requires regular tuning (an expense) and body work (ie: recently a broken wheel). It is excessively heavy and dangerous to move on the uneven stage.

TV Choir is now almost 40 people strong. The sound coming from the piano needs to be clear for all members, making the position of the piano really important. In addition, the choir needs to move the piano around to ensure the direct connection between the conductor and accompanist. The piano placement changes from rehearsal to concert set up. Moving the piano is an essential part of the choir's continued success.

An electric piano would be lighter and easier to move on (or off) stage, and would not require regular tuning. Given that a piano at the hall is a piece of equipment stored on Township property, the Township should view this equipment as being part of its capital inventory. It is therefore appropriate that the Township budget for and cover the cost of purchasing an electric piano to replace the existing upright piano.

Sincerely  
Members of the Tay Valley Choir

Mary Ann Carroll

Catherine Smith

Marion Letts

Karen Nagle

Charlotte Baker

Leane Bailey

Sheila Kroetsch

Joy (Penelope) Dexter

Patricia MacDonald (macdonald)

Joan Battge

Olga Zuyderhoff

Harina Ramsden

Kim Spence

Rosemary Kotsy

Pat Furlong

David Keck

David Ramsden

Jim Holmes

Cornelia Rennbarth

Ree Jones

Fred Barrett

Yvonne Powell

Ann Brown

Patricia Bryant

Mary-ellen Potts

Christine Killman

Sally Angle

Dawn Kroetsch

led Bryant

Robb Flegg

Kate Donnelly

Rebecca Worden



## POLICY UPDATE

October 18, 2023

### Policy Update - Social and Economic Prosperity Review

Municipalities across Ontario are facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them. It's time for the province and municipalities to work collaboratively towards solutions for the long-term stability and sustainability of municipal finances.

[AMO has called on Premier Ford](#) to propose an update of the partnership between provincial and municipal governments to build sustainable communities, a solid foundation for economic growth and quality of life.

A [social and economic prosperity review](#) would help to create a sustainable, accountable provincial-municipal relationship where both orders of government can meet their responsibilities, grounded in:

- Affordability and fiscal sustainability for both orders of government
- Fairness for taxpayers and affordability for residents
- Coordinated and timely infrastructure investment resilient to climate realities
- Increased housing supply and affordability
- Robust health and social services supporting increased economic participation
- Long term economic development and prosperity for Ontario and its communities
- Modern, effective and streamlined service delivery

It's the right time for province-wide conversation.



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Association of Municipalities of Ontario  
200 University Ave. Suite [801 Toronto](#) ON Canada M5H 3C6  
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# UPDATES

## COMMITTEE OF ADJUSTMENT MINUTES

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Monday, October 16<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:**

Amy Mignault, Owner  
Madessa Giff, Owner  
Bradley Hamill, Owner

**Public Present:**

Mike Barr  
Allie Leadbeater

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**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 – September 18th, 2023.**  
The minutes of the Committee of Adjustment meeting held on September 18<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:

**MV23-06– Mignault – 196 Farren Lake Lane 41**, Concession 2, Part Lot 6, geographic Township of South Sherbrooke

**MV23-07– Foster – 2099 Elm Grove Road**, Concession 5, Part Lot 9, geographic Township of North Burgess

**MV23-09– Youngson – 736 Dunc's Point**, Concession 6, Part Lot 4, geographic Township of North Burgess

**MV23-11– Giff and Hamill – 166 Ferrier Rd East**, Concession 8, Part Lot 5, geographic Township of North Burgess

## 6. APPLICATIONS

i) **FILE #: MV23-06 – Mignault**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that a rock outcropping behind the current cottage location limits further setback from the water. The Planner also confirmed that an engineered report would be required if the slope is greater than 3 Horizontal:1 Vertical (3H:1V), or if a retaining wall greater than 1.2m is needed.

The Planner also recommended that the applicant access services available from the Rideau Valley Conservation Authority (RVCA), for planting along the shoreline.

b) **APPLICANT COMMENTS**

The applicant noted that they will be installing a septic system to replace the current holding tank, and possibly installing a well, rather than using lake water for the cottage.

The applicant also confirmed that they will be proceeding with renaming the section of road that branches off from Farren Lake Lane 41, to provide access to their cottage.

c) **ORAL & WRITTEN SUBMISSIONS**

A neighbouring property owner asked for assurance that the separate naming of the access road would not interfere with the process of them acquiring the unopened road allowance which crosses their property, as they wish to consolidate their lots into one property. The Planner confirmed that naming the road does not affect ownership or this process.

d) **DECISION OF COMMITTEE**

**RESOLUTION #COA-2023-13**

**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 MV23-06 is approved, to allow a variance from the requirements of Sections 3.29 (Water Setbacks) and 3.30 (Yard and Water Setback Encroachments) of Zoning By-Law 2002-121, for the lands legally described as 196 Farren Lake Lane 41, Concession 2, Part Lot 6, in the geographic Township of South Sherbrooke, now known as

Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-13800;

- To permit a cottage to be rebuilt at a water setback of 13.4m (44ft) and a new garage at a water setback of 23.8m (78 ft), instead of the 30m required;
- To permit a deck to be built with an area of 33m<sup>2</sup> rather than the 28m<sup>2</sup> permitted;

**AND THAT**, the following be completed prior to the issuance of a Building Permit:

- a Site Plan Control Agreement be prepared by the Township for the owners and entered into;
- legal access be confirmed/established; and
- the right of way is named to comply with the requirements of the Road Naming By-law.”

**ADOPTED**

ii) **FILE #: MV23-07– Foster**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the second entrance to the property has been allowed by Lanark County Public Works as the U-shaped driveway with two entrances was pre-existing.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

The Committee questioned whether the additional dwelling could be used for short-term rental purposes. The Planner noted that the applicant has indicated that the building is intended for his own family’s use, but there is no current restriction or licence requirement for short-term rentals within Tay Valley Township.



**RESOLUTION #COA-2023-14**

**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 MV23-07 is approved, to allow a variance from the requirements of Sections 3.19.1 and 3.19.3 (Second Dwelling Unit and Second Dwelling) of Zoning By-Law 2002-121, for the lands legally described as 2099 Elm Grove Road, Concession 5, Part Lot 9, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-025-19200;

- To permit a second dwelling to be constructed at a distance of greater than the maximum allowed 12m from the existing dwelling, with its own septic system and a separate road entrance;

**AND THAT**, a Site Plan Control Agreement be prepared by the Township and entered into by the owners.”

**ADOPTED**

Item 6 iv was discussed next.

iii) **FILE #: MV23-09 – Youngson**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the lot coverage with the proposed new cottage, garage, and relocated deck, will still meet the 10% permitted maximum lot coverage.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2023-15**

**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 MV23-09 is approved, to allow a variance from the requirements of Sections 3.29 (Water Setbacks) and 3.30 (Yard and Water Setback Encroachments) of Zoning By-Law 2002-121, for the lands legally described as 736 Dunc’s Point, Concession 6, Part Lot 4, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-025-25900;

- To recognize the reconstruction of a 33m<sup>2</sup> deck on the water side of the cottage, rather than the maximum 28m<sup>2</sup> allowed, with a deck encroachment of 3m into the required water setback, rather than the maximum 2m allowed;
- To recognize reconstruction of a cottage at a water setback of 21.6m (71ft), with a second storey addition at the rear, rather than the 30m required;

**AND THAT**, a Site Plan Control Agreement be prepared by the Township and entered into by the owners.”

**ADOPTED**

iv) **FILE #: MV23-11 – Giff and Hamill**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the applicants intend to renovate an existing garage for use as a dwelling.

b) **APPLICANT COMMENTS**

The applicant confirmed that the slab on grade construction can be retrofitted for floor insulation and electric heating.

c) **ORAL & WRITTEN SUBMISSIONS**

None

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2023-16**

**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 MV23-11 is approved, to allow a variance from the requirements of Section 10.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 166 Ferrier Road East, Concession 10, Part Lot 1, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-31207;

- To permit an existing garage to be renovated to a house with a rear setback of 4.6m (15ft) rather than the 6m required, and an interior side setback of 3.05m (10ft) rather than the 6m required.”

**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

**8. ADJOURNMENT**

The meeting adjourned at 5:46 p.m.

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

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Thursday, October 5<sup>th</sup>, 2023

6:00 p.m.

South Sherbrooke Station – 22110 Highway 7, Maberly, Ontario  
Training Room

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**ATTENDANCE:**

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

**Staff Present:** Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief  
Megan Moore, Recording Secretary

**Members & Staff Absent:** None.

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m.  
A quorum was present.

**1. AMENDMENTS/APPROVAL OF AGENDA**

The agenda was approved as presented.

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

None at this time.

**3. APPROVAL OF MINUTES**

**Minutes – August 21<sup>st</sup>, 2023.**

**RESOLUTION # FB2023-22**

**MOVED BY:** John Matheson  
**SECONDED BY:** Marilyn Thomas

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on August 21<sup>st</sup>, 2023 be approved as circulated.”

**ADOPTED**

**4. DELEGATIONS & PRESENTATIONS**

None.

**5. BUSINESS**

- i) **2024 Draft Fire Department Budget – *attached, pages 6-16.***

**RESOLUTION # FB2023-23**

**MOVED BY:** Wayne Baker  
**SECONDED BY:** John Matheson

“**THAT**, the draft 2024 Fire Department budget be approved in principle.”

**ADOPTED**

- ii) **Officer Review Update – *attached, pages 17-26.***

**RESOLUTION # FB2023-24**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** Marilyn Thomas

“**THAT**, the Fire Board approves the Senior Officer Program and the Senior Officer Position.”

**ADOPTED**

- vii) **Deputy Fire Chief Update.**

**TRAINING**

- The week of Sept 13 to 17<sup>th</sup> hosted the Ontario Fire College Mobile Live Fire Training Unit at the South Sherbrooke Station. Over the five days had over 80 firefighters from 8 stations and 4 departments run through at least 2-3 live burn scenarios.

## PREVENTION

- Next week is Fire Prevention Week. This year's theme is Cooking Safety Starts with You!
- On Tuesday this week did a live radio interview with Lake 88 on Cooking Safety. They will be airing bits from the interview over the next week.
- Cooking safety images have been posted on our Facebook page and will continue through next week.
- This year we have teamed up again with Perth Fire and McDonalds and sent home contest forms for kids at schools. The winners from Drummond Center, Glen Tay, North Elmsley, and Brooke Valley will be picked up by a fire truck and taken to McDonalds for lunch.
- Fire Drills at the schools with start next week.
- Fire drills and inspections at the vulnerable occupancies started last week
- On October 14<sup>th</sup> will setting up at the Waste Site Locations in Glen Tay, Maberly, Stanleyville, and on Code Road sharing info on Fire Safety, answering any questions from the public, and maybe handing out some free smoke alarms and CO alarms.

### viii) **Fire Chief Update.**

- One of the new pumper trucks was delivered to Fort Garry Fire Trucks. Hopefully both trucks will be delivered before the end of 2024 but not guaranteed.

## 6. **NEW/OTHER BUSINESS**

None.

## 7. **IN-CAMERA**

None.

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

Next Meeting: TBD

## 9. **DEFERRED ITEMS**

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

None.

## 10. **ADJOURNMENT**

The Board adjourned at 8:15 p.m.

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Paul Coutts,  
Chair

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Megan Moore,  
Recording Secretary

## **Minutes - Regular Board Meeting– September 18th, 2023**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, September 18th at 4:30pm, via video conference.

In attendance were:

T Langford, Tay Valley **Chair**

E Heesen, **CEO**

L Marsh, **Secretary-Treasurer**

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

D Hamilton-Foley, Town of Perth

L Logan, Drummond/North Elmsley

A Kendrick, Councillor, Tay Valley

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

Regrets:

T Parkinson, Drummond/North Elmsley

P Mertins, Town of Perth

T Langford called the meeting to order 4:33 p.m.

### **Land/Territory Acknowledgement**

**Declaration of interest** – none.

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

**23-31 The agenda was accepted as amended with a motion from D Hamilton-Foley and seconded by A Kendrick.**

**Carried.**

**Delegations** - none

### **Consent Agenda**

a. Approval of Minutes of June 19, 2023

b. Correspondence and communications

i. news

c. Committee Reports

i. Property Committee minutes

d. Statement of Operations - August

**23-32 The Consent agenda was accepted with a motion by D Hamilton-Foley and seconded by G Waterfield.**

**Carried.**

**CEO's Report** – E Heesen presented and discussed the August CEO report.



**23-33 The CEO report was accepted with a motion by A Kendrick and seconded by D Hamilton-Foley.**

**Carried.**

**Advocacy Round Table**

a. Community Survey Oct/Nov 2023 – E Heesen discussed how the survey would be circulated and requested that board members contact her if they wish to help.

**Policy Review** – none

**Unfinished and New Business**

a. 2024 Draft Budget – E Heesen presented the 4 options proposed by the property committee. Board discussed the importance of sending Option A since it reflects the true cost of operating the library.

**23-34 Motion. The Board approves Budget 2024 Option A, as presented by the Property Committee, and directs the CEO to request to be a delegation at each Municipality’s Committee of the Whole meeting to present the budget with all the information and narratives. Moved by A Kendrick and seconded by D Palmer.**

**Carried.**

**Action item** – The community members of the Board to draft a letter to support the budget submission package.

b. Recognizing Friends of the Library – Board would like to set up a meeting and appreciation tea before or after an upcoming Friends of The Library meeting.

**Action item: E Heesen to reach out to the President of the Friends of the Library to choose a date and time.**

**Upcoming Meeting dates**

- a. Board meeting Monday October 16 at 4:30 pm
- b. Policy committee Monday November 6 at 4:00 pm

**23-35 Motion to adjourn moved by D Hamilton -Foley at 5:49 pm.**

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Chairperson

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Secretary-Treasurer

Municipal Clerks/Chief Administrative Officers

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the October 16, 2023 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the September 11, 2023 Board of Directors meeting.

**Implementation of HR Downloads**

MVCA is now using cloud-based human resources software to provide a range of training courses to staff and to track training from all sources in one place.

**Pay Scales**

The Board approved MVCA's updated Salary Scale and its phased implementation.

**Watershed Conditions**

Below average rainfall has resulted in lower than normal flows in some areas but most lakes have maintained normal levels for this time of year. Flows are expected to increase as water released during drawdown of the upper lakes reaches the lower half of the system. The long-range forecast looks normal and target water levels are anticipated to be achieved before freezing.

**GM Update – Highlights**

- Clyde River Floodplain Mapping Project – A public open house will be organized for November.
- IT Review – Draft findings have been received. Staff are working with the consultants to determine priorities moving forward.
- Sale of K&P Trail – Discussions with the counties are ongoing. In the meantime, MVCA provided the Snow Road Snowmobile Club an agreement for use of the trail for the 2023/2024 winter season.
- Ottawa Valley Walk for Wenjack – MVCA has partnered with the local Girl Guides association to host a Walk for Wenjack event at the Mill of Kintail Conservation Area.
- ALUS Lanark Celebration – A celebration will take place at a recently completed project site in Montague, including the site's new functional wetlands and other stewardship projects.
- Conservation Ontario (CO) Meeting – The Board Chair and General Manager attended the CO meeting in September at which the 2024 Workplan and Budget were approved.

## **Execution of Category 2 and 3 Agreements**

All eleven municipalities have approved execution of the recommended Category 2 and 3 agreements. The Board authorized the Chair and GM to sign the documents.

## **Carleton Place Water & Sewer Connection**

Legal counsel has advised that the 2012 Development Agreement remains valid and enforceable and that MVCA should not enter any new agreements with Cavanagh Construction. Furthermore, that the Rivington appraisal using current land use and current land size is the most accurate way of determining the current difference in the appraised value between serviced and un-serviced land. The Board directed the General Manager to enter into negotiations with the Town and to return to the Board with a recommended amount.

## **K&P Landowner**

Legal counsel has advised MVCA to return to court to resolve what has been a long-standing dispute with landowners adjacent to the K&P trail, west of Wilber. The Board approved returning to court.

## **Budget Control Report**

As of the end of August, expenditures were on track, and a year-end surplus of ~\$100,000 is currently projected.

## **Cost of Service Study**

MVCA has undertaken initial analysis and will be doing further work to calculate actual all-in costs to deliver services for which fees are charged. Business processes will be compared to other organizations to identify opportunities for increased efficiency, and the new electronic timesheet system will be improved to better capture costs by service.

## **Permit Activity Report**

MVCA issued 165 permits during the reporting period January 1, 2023 to October 2, 2023.

## **MNRF Agreement**

MVCA is currently working with MNRF (Kemptville-Kingston) to assume operations and maintenance of the Clayton Dam water control structure.

## **ATTACHMENTS:**

- Draft minutes of the October 16th, 2023 Board of Directors Meeting
- Approved Minutes of the September 11th, 2023 Board of Directors Meeting



## MINUTES

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

October 16th, 2023

### **MEMBERS PRESENT**

P. Kehoe, Chair  
J. Atkinson, Vice Chair  
B. Holmes  
D. Comley  
J. Mason  
H. Yanch  
M. Souter  
G. Gower (Virtual)  
C. Kelsey  
C. Kelly (Virtual)  
C. Curry (Virtual)  
R. Huetl  
R. Kidd (Virtual)

### **MEMBERS ABSENT**

T. Popkie  
A. Hubley  
A. Vereyken  
A. Kendrick  
S. Lewis

### **STAFF PRESENT**

S. McIntyre, General Manager  
J. Cunderlik, Director of Engineering  
J. North, Water Systems Technologist  
A. Broadbent, Manager of I&CT  
S. Millard, Treasurer  
S. Lawryk, Property Manager  
M. Craig, Manager of Planning and Regulations  
T. Fragnito, Finance Administrative Assistant  
K. Hollington, Recording Secretary

### **GUEST SPEAKER**

Joanne Glaser, Cornerstones Management Solutions Limited

P. Kehoe called the meeting to order at 1:00 p.m.

### 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. J. Atkinson and D. Comley declared conflict of interest in regards to item 8, Water & Sewer Connection. J. Atkinson and D. Comley are councillors for the Town of Carleton Place and though they do not have a personal or pecuniary interest in the item stated that they would remove themselves during that item due to it relating to a contract with the Town.

### Agenda Review

P. Kehoe explained that item 7 will be moved up to after item 2 due to timing constraints. He noted that three items are on the consent agenda and asked if anyone would like to discuss. There were no requests to discuss.

**B23/10/16-1**

**MOVED BY:** J. Mason

**SECONDED BY:** R. Huetl

**Resolved, that the agenda for the October 16th, 2023 Board of Directors Meeting be adopted as amended.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, September 11th, 2023

**B23/10/16-2**

**MOVED BY:** H. Yanch

**SECONDED BY:** D. Comley

**Resolved, that the minutes of the Board of Directors Meeting held on September 11th, 2023 be received and approved as presented.**

**“CARRIED”**

2. Receipt of Minutes from Finance & Administration Committee Meeting June 22, 2023

3. Employee Presentation: Implementation of HR Downloads, (T. Fragnito)

T. Fragnito introduced the Board to the cloud based, human resources software that MVCA currently uses. She summarized the training courses and materials that are available for staff and the improvements in tracking certificates of completion.

B. Holmes asked if HR downloads feeds into the MVCA payroll program. T. Fragnito responded that it does not. B. Holmes asked if there is potential for the program to automate payroll. T. Fragnito responded that it is currently two separate programs.

4. Pay Scales, Report 3357/23, (S. McIntyre & S. Millard)

**B23/10/16-3**

**MOVED BY:** J. Atkinson

**SECONDED BY:** C. Kelsey

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

6. GM Update, Report 3361/23, (S. McIntyre)

S. McIntyre highlighted the following items from the GM Update report:

- Clyde River Flood Plain Mapping project, noting MVCA is in the process of organizing a public open house in November for municipalities in which the Clyde River flows. She explained that, MVCA will be connecting with local municipalities and potentially reaching out to have a presentation to councils on the project with the goal to finalize the floodplain mapping to present to the Board in December.
- IT Review, explaining that the consultants will be providing an updated report for review. She explained that there are implications for both the short and long-term budget because the current IT assets are at least 10 years old, and some areas require updates. The report is a strategic look at what MVCA invests in and why, and what is needed to manage IT needs moving forward.
- K&P Trail, explaining that discussions with the 3 counties are not moving as quickly as anticipated. MVCA has reached out to the Snow Road Snowmobile Club to renew an agreement for use of the trail. In 2021 a contract was negotiated with input from legal council on both sides. The Club has new legal council that came back with new changes, MVCA has put back to them the contract signed in 2021.
- Safety boom replacement at the Carleton Place dam, noting that staff took the FCM Study tour to the site.
- Events that MVCA is participating in, including the Ottawa Valley Walk for Wenjack in partnership with the local Girl Guides association and the ALUS Lanark 2023 Project Celebration.
- Conservation Ontario meeting, noting that CO approved its 2024 Workplan and Budget of ~\$1.5 Million, with MVCA contributing \$28,722. The 2024 workplan included the continued support of Conservation Authorities as new regulatory requirements are navigated.
- S. McIntyre noted that the City of Ottawa approved the Category 2 and 3 agreements, allowing for MVCA to develop the 2024 budget based upon the new methodology.

7. Execution of Category 2 and 3 Agreements, Report 3362/23, (S. McIntyre)

S. McIntyre explained that the City of Ottawa was the last remaining municipality to approve the proposed Category 2 and 3 agreement, and MVCA is now in a position to execute the agreements. She explained the need for Board authorization is due to the value of the contracts.

**B23/10/16-6**

**MOVED BY:** J. Mason  
**SECONDED BY:** M. Souter

**Resolved, that the Board of Directors authorize the Chair and General Manager to execute agreements with member municipalities for the delivery of Category 2 and 3 services, as set out in this report.**

**“CARRIED”**

Reports rising from Finance & Administration Committee:

8. Water & Sewer Connection, Report 3358/23, (S. Lawryk)

S. Lawryk presented updates on the Water & Sewer connection, explaining that since the Board approved the payment of \$251,500 to the Town of Carleton Place in fulfillment of the 2012 Development Permit Agreement, MVCA received communication from the Town disagreeing with the methodology used to calculate that amount, and a draft multi-lateral agreement from Cavanagh Construction. MVCA sought legal advice from Vice and Hunter LLP that has advised that the 2012 Development Agreement remains valid and enforceable, that MVCA should not enter any new agreements with Cavanagh Construction, and that the Rivington appraisal using current land use and current land size is the most accurate way of determining the current difference in the appraised value between serviced and un-serviced land. MVCA has been working with JP2G Engineering on the design and layout plan to get servicing from the property line into the building.

R. Huetl clarified that the \$251,500 payment is the sharing cost of getting utilities to the property line and that MVCA still has to pay for connection. S. Lawryk confirmed. R. Huetl asked if the Town will allow MVCA to connect and if MVCA is in the process of getting tenders for the connection. S. Lawryk explained that MVCA is in the process of working with an engineering firm to prepare tender documents. An agreement with the Town is desired before moving forward.

G. Gower asked what the potential next steps are to resolve the disagreement with the Town.

S. McIntyre explained that she has been in discussion with the Chief Administrative Officer of the Town of Carleton Place, Diane Smithson, and that once the Board has provided direction she would work with the CAO to determine a number that the two organizations could agree upon.

G. Gower asked if the direction from the Board is to come after further investigation. S. McIntyre responded that the Town of Carleton Place is actively reviewing the proposal from Cavanagh Construction. It is understood that there is no pre-existing agreement for the extension of services between the Town and Cavanagh Construction, the contractor responsible for the work. She added that her goal would be to work with the CAO to determine whether there were grounds to alter the amount.



G. Gower asked if MVCA is the only landowner that is affected by this situation or if there are others are affected by the dispute. S. McIntyre responded that the Town itself has land being serviced by the extension and an adjacent landowner is also potentially affected.

R. Kidd asked for clarification on the motion, asking if part 2 is in reference to the Cavanagh agreement. P. Kehoe responded that there is an agreement in place, and that they will not be entering into a new one. R. Kidd suggested the discussion go in-camera to give the GM a sense of how the Board feels about the negotiation.

**B23/10/16-7**

**MOVED BY:** H. Yanch  
**SECONDED BY:** M. Souter

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

**Advice that is subject to solicitor-client privilege And Further Resolved, That The General Manager and MVCA Staff remain in the room.**

**“CARRIED”**

**B23/10/16-8**

**MOVED BY:** B. Holmes  
**SECONDED BY:** R. Huetl

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

**“CARRIED”**

**B23/10/16-9**

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

**Resolved, that the Board of Directors direct staff to:**

- 1. Seek agreement with the Town of Carleton Place on interpretation and application of the 2012 Development Agreement and return to the Board with a recommended course of action; and**
- 2. Inform Carleton Place that MVCA will not enter into any new or additional cost-sharing agreement related to the extension of municipal services to MVCA’s property.**

**“CARRIED”**

9. K&P Landowner, Report 3556/23, (S. Lawryk)

P. Kehoe noted that the landowners were in attendance, that a letter provided by the landowners had been added to the agenda package, and that they had attended and presented to the Finance and Administration meeting on October 2nd, 2023; and therefore a request by the landowners to present to the Board had been denied.

S. Lawryk explained that MVCA has been in a long-standing dispute with the owners of a property adjacent to the K&P trail. The matter went before a judge in 2017 and the court judgement was in MVCA's favour including award of costs. In July 2023, staff were informed by legal council that the landowners contested the survey provided to Frontenac County in 2019 and intended to obtain their own survey, but with no target date for completion. To minimize delays, legal council has recommended that MVCA return to court to resolve the matter.

P. Kehoe noted that the letter provided by the landowners counters the staff report on several points and, as such, it is a matter that is going to have to take the legal route to be sorted out.

**B23/10/16-10**

**MOVED BY:** J. Mason

**SECONDED BY:** R. Huetl

**Resolved, that the Board of Directors authorize staff to return to court regarding the K&P (Wilbur) property dispute.**

**“CARRIED”**

10. Budget Control Report – Year End Outlook, Report 3363/23, (S. Millard)

S. Millard explained that the 2023 Budget is on track. A year-end projection based upon the end-of-August numbers indicates a potential surplus of \$100,000. This is due to vacancies and associated salary savings, and higher revenues than projected for items such as permit fees and interest on reserves. This could lead to not having to use ~\$300,000 in operating reserves.

On the capital side, S. Millard explained that there is roughly \$400,000 that will not be spent in 2023 but that will most likely be rolled over into projects in 2024. In regards to the reserves, she stated that roughly \$660,00 will not be used in 2023 that will remain in the balances that will support work in future years.

S. Millard provided further details regarding salary allocations in the Administrative and Flood Forecasting and Dam Operations departments, and noted that insurance costs generally came in under budget.

11. Cost of Service Study, Report 3359/23, (S. McIntyre & S. Millard)

S. McIntyre explained that the Cost of Service study builds on the analysis of programs and services carried out for the purpose of drafting Category 2 and 3 cost-sharing agreements. The Cost of Service study used business process maps for each service and estimated the hours spent by specific employees on those tasks to calculate all-in costs.

There were challenges using the new on-line time-sheet system, which is being updated to allow for more accurate time-allocation analysis; and that there was no pro-rating of the applications to reflect the high degree of variability in time required to process (e.g. some applications are in the far reaches of MVCA's jurisdiction.)

She noted that MVCA will be comparing business processes and costs to other CAs to identify opportunities to improve efficiency. Once completed and opportunities for improvement implemented, discussions regarding fees can occur bearing in mind that MVCA, RVCA, and SNC have consistent fees within the City of Ottawa. SNC's Board has already approved a 3% increase in fees for 2024 and MVCA management plans to request the same. A fee review is proposed for 2024 for implementation of potential changes in 2025.

G. Gower noted that the background of the document says that there is an expectation to employ user fees and other sources of funding where appropriate. He asked if the policy speaks to a certain level or ratio of user fees versus other funding sources and how it is generally applied. S. McIntyre responded that the new regulation required the Board to approve a Fee Policy, which does not have a specific percentage but has various goals and objectives including to cost recover as much as possible but also balance equity and affordability. G. Gower noted that when it comes to planning applications, the City of Ottawa pushes toward a cost-recovery and hopes for an increase in cost-recovery in regards to MVCA planning applications as the City's levy pays most of the balance.

J. Mason asked for details on the plan for implementation of time-sheet data and how much time worth of data is needed in order to get an accurate base of information for cost estimates.

S. McIntyre responded that the time-sheet system has been in place since March/April of 2023 and MVCA is in the process of adjusting the system to improve its efficacy. The goal is to work with at least 9 months of solid data, recognizing the variances in individual applications.

R. Kidd added that efficiencies and ways to reduce costs should be looked into and compared to other Conservation Authorities. Cost recovery should be as close to 100% as possible. S. McIntyre replied that MVCA will benchmark itself against Quinte and Cataraqui CAs and other willing CAs.

P. Kehoe commented that the charge-out rate for services is over \$100.00 per hour. S. McIntyre responded that it is dependent on the service but for engineering staff it is essential.

## **ITEMS RECEIVED BY CONSENT AGENDA**

12. Timeline Reporting for Section 28 Applications, Report 3364/23, (M. Craig)

13. Permit Activity Report, Report 3365/23, (M. Craig)

14. MNRF Agreement – Amendment, Report 3366/23, (J. North)

**ADJOURNMENT**

**B23/10/16-11**

**MOVED BY:** R. Huetl

**SECONDED BY:** H. Yanch

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

**“CARRIED”**

The meeting was adjourned at 2:35 p.m.

K. Hollington, Recording Secretary



## MINUTES

Hybrid Meeting Via Zoom  
at MVCA Office

Board of Directors Meeting

September 11th, 2023 and

### 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 30th 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: 50th Anniversary at Mill of Kintail (R. Clouthier and S. Kirkham)

S. Kirkham and R. Clouthier presented a summary of the Mill of Kintail 50th Anniversary Celebration that was held on August 20th 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 1st 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

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:

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

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

**September 28, 2023 – [Approved Minutes](#)**

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

**October 26, 2023 – Meeting Summary**

- 2024 meeting schedules for the Board of Directors and Executive Committee were approved.
- Anne Bar, member from Merrickville-Wolford, was appointed to the Executive Committee for the remainder of 2023.
- A six-year strategy to complete additional natural hazard mapping across the watershed was approved and staff were directed to apply to funding programs to help complete this work, including the federal Flood Hazard Identification and Mapping Program.
- A fleet emissions reduction guideline was approved that includes the acquisition of electric vehicles.
- 2024 fee schedules were approved subject to provincial direction.
- A preliminary draft budget for 2024 and levy apportionment was received and input provided by the Board
  - A finalized draft budget will be circulated to municipalities for review and comment following our November Board meeting.

## Next Meeting

- November 23, 2023

Marissa

Marissa Grondin (she/her)

Executive Assistant

613-692-3571 or 1-800-267-3504 ext. 1177

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