



**COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, February 13th, 2024
Immediately Following the Public Meeting at 5:30 p.m.
Municipal Office – Council Chambers – 217 Harper Road

5:30 p.m. *Public Meeting – Zoning By-Law Amendment(s)*
Following *Committee of the Whole Meeting*

Chair, Councillor Angela Pierman

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: Budget – November 28th, 2023 – *attached, page 13.***

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Budget held on November 28th, 2023, be approved.”

- ii) **Public Meeting: Zoning By-Law Amendment(s) – December 5th, 2023 – *attached, page 17.***

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on December 5th, 2023, be approved.”

5. **DELEGATIONS & PRESENTATIONS**

None.

6. PRIORITY ISSUES

- i) **Report #PD-2024-05 – Manie Daniels Centre Update (261 Maberly Elphin Road) – attached, page 25.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #PD-2024-05 – Manie Daniels Centre Update (261 Maberly Elphin Road) be received for information.”

- ii) **Report #PD-2024-04 – Mississippi-Rideau Source Protection Committee Member Reappointment for 2024 to 2029 – attached, page 33.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township nominate Eleanor Renaud to be reappointed as the Mississippi-Rideau Source Protection Committee Member, on behalf of Tay Valley Township, from 2024 to 2029.”

- iii) **Report #PD-2024-03 – Rideau Corridor Landscape Strategy Steering Committee Appointment – attached, page 41.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, _____ be appointed as a Municipal Representative on the Rideau Corridor Landscape Strategy Steering Committee;

AND THAT, Noelle Reeve, Planner continue to serve as the alternate Municipal Representative and continue to sit on the Planners’ Technical Advisory Committee.”

- iv) **Report #PD-2024-02 – Sewage System Management Services Agreement Amendment (Payment Process) – attached, page 46.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Sewage System Management Services Agreement for the provision of septic inspection and septic re-inspection services with the Mississippi Valley Conservation Authority be amended as outlined in Report #PD-2024-02 – Sewage System Maintenance Services Agreement Amendment (Payment Process);

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

- v) **Report #PD-2024-01 – Declaration of a Climate Change Crisis – attached, page 61.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“WHEREAS, climate change annually contributes to hundreds of billions of dollars in property and infrastructure damage worldwide, stressing local to national and international economies;

WHEREAS, climate change jeopardizes the health and risks the extinction of millions of species worldwide, stressing and weakening the health and integrity of ecosystems everywhere;

WHEREAS, climate change harms the health and security of people through intense wildfires, flooding, storms, droughts, rising sea levels, the spread of invasive insects bearing diseases, negative impacts on agriculture, and food supply interruption, thus further stressing social, economic, and political systems;

WHEREAS, there is now a large body of evidence and climate change risk scenarios which point to the imperative for steep and permanent reductions in greenhouse gas emissions, immediately and in the coming decades, in order to avoid many climate change “tipping points” which, if crossed, will render further and devastating ecological, economic, and societal losses;

AND WHEREAS, a crisis can be defined as “a dangerous situation requiring immediate action”;

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township officially declares a climate change crisis for the purposes of naming, framing, and deepening our commitment to protecting our local ecosystems, local economy, and our community from climate change;

AND THAT, this resolution be provided to Prime Minister Trudeau and all federal ministers with portfolios related to climate change; to all federal Opposition party leaders; to MP Scott Reid; to Premier Ford and all Ontario ministers with portfolios related to climate change; to MPP John Jordan and all other Ontario MPPs; and to all Ontario Municipalities.”

- vi) **Report #FIN-2024-01 – Property Tax Resolution – attached, page 71.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“WHEREAS, current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

WHEREAS, nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

WHEREAS, municipal revenues, such as property taxes, do not grow with the economy or inflation;

WHEREAS, unprecedented population and housing growth will require significant investments in municipal infrastructure;

WHEREAS, municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

WHEREAS, inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

WHEREAS, property taxpayers – including people on fixed incomes and small businesses – can not afford to subsidize income re-distribution programs for those most in need;

WHEREAS, the province can, and should, invest more in the prosperity of communities;

AND WHEREAS, municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE BE IT RESOLVED THAT, the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

AND FURTHER THAT, a copy of this motion be sent to the Premier of Ontario (premier@ontario.ca); Minister of Municipal Affairs and Housing (minister.mah@ontario.ca); the Minister of Finance (minister.fin@ontario.ca); and to the Association of Municipalities of Ontario (amo@amo.on.ca).

- vii) **Report #FIN-2024-02 – Development Charges Background Study & By-Law – attached, page 77.**

Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, section 7.4 of the Township’s procurement policy, “professional consulting services estimated to cost more than \$2,000 shall be requested through a competitive Request for Proposal process”, be waived;

THAT, Watson & Associates Economists Ltd. be awarded the consulting services contract for the 2024 Development Charges Background Study and development of corresponding by-law at a cost of \$33,280 + net HST;

THAT, Watson & Associates Economists Ltd. be awarded the consulting services contract for the 2024 Area Specific Study at a cost of \$6,720 + net HST;

THAT, the provisional item, the Development Charges implementation workshop, for \$3,600 + net HST, be covered by the 2024 operational training budget lines;

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

- viii) **Report #PW-2024-03 – Tayside Estates Subdivision – attached, page 81.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tay Valley Township waive the four (4) outstanding items to the Tayside Estates Subdivision Agreement as outlined in Report #PW-2024-03 - Tayside Estates Subdivision;

THAT, Tay Valley Township approve Final Acceptance of the Works for the Tayside Estates Subdivision;

THAT, the necessary by-law to assume Ernest Way in the Tayside Estates Subdivision be brought forward to the next Council meeting for approval;

AND THAT, once the Final Acceptance of the Works for the Tayside Estates Subdivision has been approved and the necessary by-law to assume Ernest Way been adopted and registered on title that the remaining securities be released.”

- ix) **Report #PW-2024-04 – Pavilion Projects – Tender Awards – attached, page 89.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tender 2024-RF-001, Timber Framed Pavilion, be awarded to Hemlock Ridge Timberframes Inc.;

THAT, Tender 2024-RF-002, Pavilion Site Works, be awarded to Vanderheyden Excavating;

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

- x) **Report #PW-2024-02 – Road Patrol Software – attached, page 93.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Section 7.2 of the Township’s Procurement Policy be waived to single source Road Patrol Software from Go Evo Inc.;

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

- xi) **Report #PW-2024-01 – Blue Box Transition Update – attached, page 96.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Report #PW-2024-01 – Blue Box Transition Update be received for information.”

- xii) **Report #CAO-2024-01 – Request to Close a Portion of an Unopened Road Allowance - Illman – attached, page 101.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2024-01 – Request to Close a Portion of an Unopened Road Allowance (Illman), as per the Road Closing and Sale Policy and call a Public Meeting.”

- xiii) **Report #CAO-2024-02 – Proposed New Road Name – Murpubar Bay Lane – attached, page 106.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Murpubar Bay Lane as outlined in Report #CAO-2024-02 – Proposed New Road Name – Murpubar Bay Lane, be brought forward for approval.”

- xiv) **Report #CAO-2024-03 – Request to Close a Portion of an Unopened Road Allowance – Gervais – attached, page 110.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2024-03 – Request to Close a Portion of an Unopened Road Allowance – Gervais, as per the Road Closing and Sale Policy and call a Public Meeting.”

- xv) **Report #CAO-2024-05 – Lanark County OPP Detachment Board Terms of Reference – attached, page 114.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, the Lanark County OPP Detachment Board – Terms of Reference be approved;

AND THAT, the necessary by-law be brought forward at the next Council meeting.”

7. CORRESPONDENCE

- i) **23-12-19 – Council Communication Package – cover sheets attached, page 122.**
- ii) **24-02-07 – Council Communication Package – cover sheets attached, page 124.**

Suggested Recommendation to Council:

“THAT, the 24-02-07 Council Communication Package be received for information.”

- iii) **Association of Municipalities Ontario Policy Update – Social and Economic Prosperity Review – attached, page 128.**

Suggested Recommendation to Council:

“WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need

WHEREAS the province can, and should, invest more in the prosperity of communities

WHEREAS municipalities and the provincial government have a strong history of collaboration

THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.”

iv) **Association of Ontario Roads Supervisors – Support the Creation of a Municipal Equipment Operator Course – *attached, page 129.***

Suggested Recommendation to Council:

“WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that Tay Valley Township supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, Tay Valley Township calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, Tay Valley Township's Member of Provincial Parliament John Jordan and the Association of Ontario Road Supervisors.

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

i) **Bolingbroke Cemetery Board.**

Councillor Wayne Baker.

23-12-07 – DRAFT Bolingbroke Cemetery Board – Minutes – *attached, page 133.*

ii) **Committee of Adjustment.**

24-01-22 – DRAFT Committee of Adjustment Hearing – Minutes – *attached, page 139.*

iii) **Fire Board.**

Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

23-12-14 – DRAFT Fire Board – Minutes – *attached, page 142.*

iv) **Library Board.**

Councillor Andrew Kendrick.

23-11-20 – Perth and District Union Public Library Board - Minutes – *attached, page 146.*

v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*

Deputy Reeve Fred Dobbie.

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

Reeve Rob Rainer.

vii) **Green Energy and Climate Change Working Group.**

Councillor Greg Hallam and Councillor Angela Pierman

23-12-08 – DRAFT Green Energy and Climate Change Working Group - Minutes – *attached, page 148.*

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

Councillor Korrine Jordan.

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

23-12-11 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 154.*

23-12-11 – DRAFT Mississippi Valley Conservation Authority Board of Directors - Minutes – *attached, page 156.*
- x) **Rideau Valley Conservation Authority Board.**
Councillor Angela Pierman.

23-11-23 – Rideau Valley Conservation Authority Board of Directors - Minutes – *attached, page 169.*
- xi) **Lanark County Traffic Advisory Working Group – deferred to the next meeting.**
Councillor Greg Hallam.
- xii) **County of Lanark.**
Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

- i) **CONFIDENTIAL: Litigation – Dog Owners Liability Act.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Motion:

“THAT, Committee move “in camera” at ___ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding the Dog Owners Liability Act;

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

Suggested Motion:

“THAT, the Committee return to open session at ___ p.m.”

- *Chair’s Rise and Report.*

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

MINUTES

**PUBLIC MEETING
2024 BUDGET
MINUTES**

Tuesday, November 28th, 2023

6:00 p.m.

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

ATTENDANCE:

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

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

Public Present: Fred Ager
Christine Melville
Wayne Bradley
Ron Ball
Gordon Hill
Fred Barrett
Mike Champagne
Paula Champagne
Tom Tithecott
Barry Butterfill

1. CALL TO ORDER

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

2. INTRODUCTION

The Chair provided an overview of:

- the purpose of the public meeting
- the process of the public meeting

3. 2023 BUDGET AND FEES AND CHARGES – PUBLIC PRESENTATION

The Treasurer gave the PowerPoint presentation that was attached to the agenda.

4. PUBLIC COMMENTS AND QUESTIONS

ii) Ron Ball

- distributed and presented a letter to Council – *attached, page 6*.
- a petition was attached which will be included on the December 5th, 2023, Committee of the Whole meeting
- has concerns about Rideau Lake Road, off Elm Grove Road
- it is a boundary road with Drummond/North Elmsley, they have also performed studies
- presented a petition; it is a well used road but has two (2) issues
- safety at the top of the hill, and the condition of the road is not commensurate with current expectations
- Mr. Bradley, accompanying Mr. Ball, shared that he believed that Drummond/North Elmsley has looked at the location and drafted a proposal of what could be done but no further action taken.
- Mr. Bradley commented the danger of the road is, if approaching from Winton Lane, that the road meets on an angle. A driver must turn to see down the road and wait for potential traffic because the bottom of the hill cannot be seen.
- an exact breakdown of users was not available tonight

The Reeve informed Mr. Ball that the petition would be referred to the next Committee of the Whole meeting.

iii) Fred Ager

- highlighted concerns of internal and external agencies seeking Township funding that is downloaded to the ratepayers
- wants to draw to attention to the Township's recorded population increase information that is publicly available in census reports
- suggests that a levy increase is infeasible for Township residents in a low income status
- proposes a 0% tax rate increase
- urges Council to examine costs, staff, equipment, projects
- ask if all those things are needed, or if any can be deferred

- urges Council to direct staff to come up with ways to reduce costs
- suggests a reduction of services if it means no increase in levy
- urges every effort made to not push population into poverty
- may have to consider getting by with less staff or cut services
- urges Council to put more demonstrable effort to create conditions whereby developers will want to come to the Township in order to broaden the tax base into commercial and industrial
- urges Council to say no to external requests for funding

iv) **Gordon Hill**

- presented a spreadsheet to Council – *attached, page 7.*
- urged Council to do everything necessary to grant a 0% increase
- suggested delaying the purchase of equipment, or delaying renovations if situation permits to ease costs
- have there been changes to the operational and capital budgets since November 14, 2023?
- are more formal documents available?
- why another development charges study when one was completed in 2021?
- page 5 of the presentation shows an increase of 4.7%, but page 8 shows 5.1%?
- page 6 of the presentation shows a levy decrease but does not appear as a reduction
- private unassumed roads being covered by contingency reserve, can that be elaborated?

The Treasurer commented:

- yes, the changes from the November 14th meeting were included in the presentation for this meeting
- what is presented is from discussions had with Council, the format is what was been presented in the past
- the Development Charges study was completed in 2019 and is good for five (5) years, 2021 was an amendment to that study
- page 5, confident in the 4.7%
- page 6 could be a typo, the percentages are accurate, will examine the numbers
- a list of considerations was brought before Council, one was adding \$15,000 for a Private Unassumed Roads contracted position instead of adding to the levy, it will be funded from contingency

The Chief Administrative Officer/Clerk and Public Works Manager explained upcoming project-specific expenses regarding CP Rail and the Private Unassumed Roads Contractor.

Mr. Hill concluded with the statement regarding the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), that municipalities should provide information free of charge upon request.

v) **Christine Melville**

- asked if the Township had any tent cities and expressed concern that if not there will be as residents will not be able to afford the increase

vi) **Michael Poulin**

- questioned the expense for the Private Unassumed Roads Contractor
- questioned the reason for the expense when there are Township matters before the Ontario Land Tribunal (OLT)

The Chief Administrative Officer/Clerk explained that as this is a new process, the contractor will aid in developing documentation and a process for staff to follow in the future.

5. NEXT STEPS

- Committee of the Whole (Discuss Public Feedback) – December 5th, 2023
- Council Meeting (Adopt Budget and Fees and Charges By-Laws) – December 12th, 2023
- Notice of Passing – December 13th, 2023

6. ADJOURNMENT

The public meeting adjourned at 7:26 p.m.

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

Tuesday, December 5th, 2023

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor Andrew Kendrick
Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Angela Pierman (arrived at 5:36 p.m.)
Councillor Marilyn Thomas

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

Public Present: Jean Trudel
Larry St. Pierre
David Egan
Amy Neron
Tanya Sweeney
Tom Spence
John Byers
Jocelyn Gordon
Jim Ferrier
Philip Jones
Peter Nelson

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 adminassistant@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 #ZA23-09: Perth Children's House
2345 Scotch Line
Concession 10, Part Lot 1,
Geographic Township of North Burgess**

- a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

Councillor Pierman arrived at 5:36 p.m.

- b) APPLICANT COMMENTS

None.

- c) PUBLIC COMMENTS

Jim Ferrier

- will there be no commercial designation on that property?
- does that property have highway entrance?

Planner

- there will not be commercial on the school property but will be on the adjacent property
- yes, the driveway is shared and then splits off

Philip Jones

- the area is zoned agricultural, does this have any impact on agriculture activity? Spreading manure?

- there is a ditch, not a municipal ditch, that drains on the front of the fields. It cuts through the front of that land. How to go about making an agreement to clean it out for drainage? It empties where the commercial and other property meets, lots of water in the spring.

Planner

- if there is a barn or manure storage, and people want to build a house, OMAFRA has a requirement and calculation for minimum distance. Because this is a school zoned Institutional there is no requirement. They are considered compatible.
- the ditch could be shown on the Site Plan Control Agreement, it would be an identified feature. For protection of the children, a snow fence is suggested in the spring.

A Member asked about the speed limit zone on the highway in front of the school and how many families would be attending the property to drop off and pick up children.

Tanya Sweeny responded, around 15 families will drop children off around 8:00-8:30 a.m.

A Member expressed support in reducing the speed zone in front of the school. It was agreed to be discussed at the following Committee of the Whole meeting.

d) RECOMMENDATION

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

ii) **FILE #ZA23-04: Candice St. Pierre
147 Horseshoe Bay
Concession 3, Part Lot 17,
Geographic Township of North Burgess**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

The Planner indicated that five new comments had been received today regarding the property, and provided a summary of each.

A neighbour emailed the Township commenting that they have no problem in changing the property from seasonal residential to a year-round dwelling providing there is no additional construction on the dwelling, no additional construction on the shoreline including the floating dock as it impacts access to their dock, and that the property has passed a recent septic inspection.

A letter was received from the Big Rideau Lake Association indicating that the goal of the Association is the environmental protection of Big Rideau Lake. It has come to their attention that a zoning by-law application has been filed for a lot known as 147 Horseshoe Bay Road. The position of the Big Rideau Lake Association has not changed since 2020 and they strongly object to this application and urge Tay Valley Township to deny the proposed zoning by-law Amendment submitted by the applicant.

A property owner on Horseshoe Bay submitted a letter expressing opposition to any Township approval or recognition of setbacks that do not meet existing requirements. The key reasons opposing Township approval of the reduced setbacks relate to the significance and importance of establishing and maintaining tight restrictions to development and modification of the natural shorelines of Big Rideau Lake. Big Rideau Lake is a designated UNESCO world heritage site, it is regulated by Parks Canada, and the Big Rideau Lake Association provides further support for the protection of wildlife habitat, biodiversity, and maintenance of its rocky shorelines and wetlands. The Applicant appears to have blatantly disregarded any restrictions that are in place to preserve the natural shoreline, the Applicant has failed to follow the most basic regulation for construction – obtaining a building permit prior to commencing construction, and the Applicant does not provide any rationale for the requests for relief from the Zoning By-Law. The violations to the By-Law exhibit tangible negative impacts to the shoreline in terms of intrusion to the natural look, potential contamination from septic run-off, obstruction of neighbours' enjoyment of the shoreline, and potential negative impacts to wildlife. Any relaxation of the existing Zoning By-Laws by the Township, as related to the subject application, would be a direct disregard of the safety, beauty, and value of Big Rideau Lake and a lack of consideration of existing residents.

An email was received expressing concern of the history of the five (5) substantial builds on the applicant property. Key objections were identified as the fact that the amendment goes against the Tay Valley's Official Plan, by-laws and building codes, and Strategic Plan. If the amendment is approved this opens the door for other to use this same strategy; build without a permit, ignore the stop work order ignore deadlines and ask for forgiveness in the fall when less people are around to see notices. This is not being FAIR AND CONSISTENT to other ratepayers that follow the proper procedures and if not have been dealt with firmly and with serious ramifications and significant costs attached. And with the increase in value of the property, it cannot follow the promotion of the provincial and county, municipality of affordable housing.

A letter was received expressing that the specific rezoning exceptions requested for 147 Horseshoe Bay Road be denied. Building has been happening on this property for several years with no regard for zoning

by-laws. there is no excuse for this. Zoning by-laws are readily accessible and easy to comprehend. There is no question these structures were constructed in full knowledge they were in breach of applicable zoning by-laws. Zoning by-laws are not suggestions and must apply to everyone. The Township must enforce its zoning by-laws as failing to do so makes them nothing more than words in a binder on a shelf. If this application is not denied the potential harm to Big Rideau Lake, the surrounding environment & species at risk caused by the individual and cumulative reduced setbacks would be unfair to all Tay Valley residents. The unlawful structures on this property should be demolished. Anything less will be shameful.

A letter was received from a long-term Horseshoe Bay cottager stating strong opposition to the granting of the by-law amendment being requested by the applicant. After nearly 50 years of cottaging at Horseshoe Bay and undertaking a substantial renovation to their own cottage in 2015 in compliance with all applicable zoning by-laws and meeting all requirements of Tay Valley Township and the Rideau Valley Conservation Authority, great concern is expressed that granting the application would be condoning the applicants actions and act as a blueprint for all future property owners to simply go ahead with whatever they would like to do, regardless of whether or not they comply with applicable zoning by-laws. They requested that the only proper outcome is to deny the proposed zoning by-law amendment and then for the Township to take aggressive action to require the applicants to remove all non-confirming additions made to their property, and to the extent possible, levy a fine to the applicants to help reimburse the Township for legal and other expenses incurred in dealing with this matter as this is one of the most egregious contraventions of zoning by-laws.

A letter was received from long-term Horseshoe Bay cottagers having become aware that one of the Horseshoe Bay residents has submitted an application for amendments to the bylaws governing renovations and construction on their property. Based on the understanding that these amendments are being requested after the fact and that the resident did not seek permits in advance of performing the renovations and constructions, and also the environmental impact analysis suggests a negative environmental impact of the structures, this application warrants serious consideration. It was questioned why any resident would embark on renovations or construction without necessary permits, and in the presence of an environmental analysis that suggests a negative environmental impact, it is incumbent upon the resident to satisfy the committee otherwise with scientific data or planned modifications that completely mitigate their impact.

Another email was circulated directly to Members prior to the meeting objecting to the application.

b) APPLICANT COMMENTS

David Egan reported a summary of steps taken over the history of the site:

- throughout the last two (2) years, numerous extensive studies costing \$100,000, including environmental studies, have been performed by JL Richards and Kilgour Associates
- it is a tight property as the roadway splits the property at the 30m setback
- 95% of these studies have environmental impact on the waterway. The owner has done an extensive landscaping plan to assist with drainage and the plan was based on the studies
- previous non-approval of the septic system was the result of the septic system inspection office using incorrect square footage figures in their calculations
- these figures have been resubmitted and new applications for approval are in process

Larry St. Pierre

- suggested that deck around the small shed be removed, which is coming down
- floating dock can be removed
- the deck between the house and the garage can be removed and replaced with stone, and vegetation put around the front of the waterway as recommended
- went to great expense in research to make it better
- does not have an answer as to why the builds were done without a permit
- the builds were self constructed

David Egan

- in response to a question, confirmed the studies were done after the violations

There were also questions posed about the black pipe draining towards the lake and concerns expressed with regards to the environmental stewardship of the waterbody for years to come.

The Planner offered clarification points:

- the landscape plan was developed in 2020, which was prior to the Kilgour study
- the studies have been peer reviewed by Parks Canada and they did not agree on a number of points and proposed setbacks
- in their review, Parks Canada categorically rejected the proposal of a 2-meter buffer, insisting on a 15-meter buffer at minimum
- the structures in place in 1992 were built in compliance with the regulations of the time
- over time, decks were turned into sunrooms and storey were added to structures with no building permits

- the main point to keep in mind is that the application does not conform to the official plan of the Township or the County
- structures were built that were larger than indicated on submitted drawings
- not just the deck around the shed was recommended to be removed by the Kilgour study but also the shoreline deck

c) PUBLIC COMMENTS

Carol Trudel

- the extension on the main house was very tastefully constructed, concern is a teardown will create more disruption and damage to the environment than if left be
- leave it if other decks are taken down
- tear down would look awful

d) RECOMMENDATION

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

4. ADJOURNMENT

The public meeting adjourned at 6:41 p.m.

PRIORITY ISSUES

COMMITTEE OF THE WHOLE
February 13th, 2024

Report #PD-2024-05
Noelle Reeve, Planner

MANIE DANIELS CENTRE UPDATE
261 MABERLY ELPHIN ROAD

STAFF RECOMMENDATION

It is recommended:

“**THAT**, Report #PD-2024-05 – Manie Daniels Centre Update (261 Maberly Elphin Road) be received for information.”

BACKGROUND

After further discussion with the owner, a board member of [Love Soluble Incorporated](#), and the Township solicitor, the Planner has determined that a rezoning under the *Planning Act* is not required for lands at Part Lot 13 and 14, Concession 8, geographic Township of South Sherbrooke (Roll #0911-914-010-205000) known locally as 261 Maberly Elphin Road.

Instead, the use proposed has been determined to be that of a Group Home.

As defined in the Township Zoning By-Law No. 2002-121, “GROUP HOME shall mean a single dwelling which is occupied by 3 to 10 unrelated residents who, by reason of their emotional, mental, social, or physical condition or legal status, require a supervised family living arrangement for their well-being. A group home may be occupied as the residence by the staff or receiving family. A group home does not include foster homes, boarding houses or other uses defined herein.”

Section 3.5 states that, “Group homes shall be permitted in the General Residential, Rural and Institutional zones...”. Therefore, a Group Home is an as-of-right permitted use and does not require a zoning amendment.

Section 3.5 outlines three requirements for Group Homes – the maximum number of group homes in the Township (1:1,000 residents); the minimum distance between group homes (500m); and the minimum distance between a group home and a dwelling on another lot (30m).

The Manie Daniels Centre does not meet one of the performance standards for the Group Home use - setback from a dwelling on another lot. Therefore, the Committee of Adjustment will review the application for a variance from that performance standard on March 18, 2024, at 5:00 pm in the Council Chambers at the Municipal Office.

DISCUSSION

When Professional Planners assess whether a land use application is appropriate, they must analyze many considerations. In Ontario there is a hierarchy of planning legislation, policies, and documents that must be reviewed to determine if a specific proposal is in conformity with the planning requirements. (See Attachment 1.)

There are also considerations Professional Planners are explicitly prohibited from reviewing by the planning legislation, previous case law, or the Canadian Charter of Rights and Freedoms.

The Ontario *Planning Act* Section 3 - Provincial Policy Statement (PPS)

The Ontario *Planning Act* and the 2020 Provincial Policy Statement (authorized by the *Planning Act*) are the first planning requirements that must be considered. The *Planning Act* establishes the differing authority and mechanisms of the provincial government, Regional or County government, and municipal government to regulate land use.

The Provincial Policy Statement outlines the broad issues the provincial government has an interest in that planning applications must conform to, e.g., transportation, affordable housing, natural heritage protection, etc.

Section 1.1.3 of the Provincial Policy Statement (PPS) concerns settlement areas. Policies within this section of the PPS promote efficient land and resource uses, density, ranges of uses and redevelopment of existing properties. The Manie Daniels Centre would use the land efficiently by increasing the available housing potential of the existing building on the site.

Section 1.4 of the PPS addresses housing. Section 1.4 requires non-discrimination in planning, as does s. 35 of the *Planning Act*, s. 15(1) of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*, meaning permission for a use cannot be denied, “on the basis of occupant characteristics and lack of familial relationship instead of upon valid planning grounds”.

Section 1.4.3 requires municipalities to provide for a range of housing including for those with special needs, such as the recognized mental health disability of addiction.

It is a well-established principle in case law that, “good planning precludes planning around the personal or protected characteristics of people who may occupy the buildings or land”.

The Ontario Land Tribunal has previously ruled that, “Speculation alone regarding fire safety, septic capacity, building permit requirements and risks to public safety are not a sufficient basis for a finding of incompatibility of use of the Subject Lands in relation to the residential use of neighbouring lands”.

Lanark County Sustainable Communities Official Plan

The next assessment of conformity in the Ontario Land Use Planning hierarchy is at the County level with a County Official Plan. The Lanark County Sustainable Community Official Plan provides broad policy direction for a variety of land use designations.

Section 3 Rural Land designation permits a variety of uses including residential uses.

The subject property is located within a designated settlement area on Schedule A of the Lanark County Sustainable Community Official Plan. Policies contained within Section 2.3.1 Settlement Area Policies of the plan promote efficient development patterns, intensification, and a mix of development. The proposal would use an existing property for residential use which is permitted within a settlement area.

Official Plan

The municipal Official Plan is the next planning document to be reviewed to determine if a proposal is in conformity. The Tay Valley Township Official Plan describes specific policies for different types of land use designations within its boundaries.

The property is designated as Hamlet on Schedule A of the Tay Valley Official Plan. Section 3.7 of the plan describes uses permitted in a Hamlet. As a small-scale residential group home, the proposal is in conformity with the residential policies for a Hamlet.

Zoning By-Law

The Township Zoning By-Law assigns and describes land use zones for individual properties. For example, within an area identified as a Hamlet in the Township Official Plan, as a Settlement Area in the Lanark County Official Plan, and as a Rural Area in the Provincial Policy Statement, individual properties may be zoned for various uses: industrial, commercial, residential, institutional, open space, environmental protection, etc.

The Manie Daniels Centre fits into a Group Home use. The program will focus on life skills training/recovery which will lead into independent living. Individuals will live at 261 Maberly Elphin Road for the length of their stay, which could be up to two (2) years. The Centre will be a 'home' setting where there will be an atmosphere of family at its core.

Programming will be offered by Love Soluble Inc., a charitable organization and will be delivered free of charge to the residents. According to the owner of the property, Spencer Kell, "The thing that unites the residents, the common bond, is that they will be seeking to address behaviours or issues that have, in the past, prevented them from becoming productive members of society".

The core issues for clients will be life skills training. The core issues that the Centre will address in the Maberly community are: homelessness, recidivism and substance use disorder.

The lot at 261 Maberly Elphin Road is currently zoned Residential (R) and Section 3.5 of the Zoning By-Law permits Group Homes in the Residential zone.

Within the various zones described in the Zoning By-Law are performance standards, e.g., number of parking spaces, height of structures, setbacks from roads, lot coverage, etc.

Section 3.5 identifies performance standards for Group Homes including: a limit on the number of Group Homes in the Township to 1 Group Home per 1,000 residents, a 500m separation distance between Group Homes, and a 30m separation from a dwelling.

In addition, Section 3.15, Parking Requirements, requires a Group Home to have one parking space in addition to the applicable dwelling requirement of two (2) parking spaces (which may occur in tandem). Adequate parking exists on the lot.

Two of the three performance standards for a Group Home at 261 Maberly Elphin Road are met. The performance standard of a 30m separation from a dwelling is not met. Therefore, the applicant has applied for a Minor Variance which will be decided upon by the Committee of Adjustment at its March 18 meeting to be held at 5:00 p.m. at the Municipal Office.

Site Plan Control Agreement

A Site Plan Control Agreement is used to provide design control for Commercial and Industrial uses through restrictions on tree removal, requirements for dark sky-compliant lighting, etc. A Site Plan Control Agreement is also required if construction takes place within 300m (1,000 ft) of a waterbody. A Site Plan Control Agreement is not currently required, but would be required if any construction beyond the current building footprint is undertaken.

As part of the review of a planning proposal, various agencies are asked to provide comments to the municipality.

Mississippi Valley Conservation Authority (MVCA)

The MVCA had no concerns as construction outside the building footprint is not proposed and there is sufficient parking currently on site so no new areas of disturbance near the Fall River are required. The MVCA would like the owner to be aware that if any disturbance is proposed within 15m of the Fall River, a permit from the MVCA would be required.

Mississippi Rideau Septic System Office (MRSSO)

A Part 10/11 Renovation/Change of Use septic permit has been submitted to the MRSSO.

Public Comments

As of the writing of this report, the Planner has received many questions about the Manie Daniels Centre that are addressed below. The Planner has also received three (3) written comments (one of the three callers also sent in an email) expressing concern over the potential types of clients of the centre; the safety of residents in Maberly, and the security that may be provided at the Centre. Thirty-one written comments from local residents have also been submitted in support of the Centre as there is a great need for additional housing and for addiction services in this rural area.

As a point of clarification, not all clients would have criminal records, some may be from the local community, and housing and life skills are the focus of the program.

- i) Do addiction recovery centres require certification? Only in the province of Quebec. However, the Centre is voluntarily working toward certification by the Canadian Addiction Counsellors Certification Federation.
- ii) What is Love Soluble Inc.? A registered charity (which has greater oversight than a non-profit). The board members include: A treasurer, a social worker, a health care professional, a clinical supervisor, an addictions counsellor, a charity director, a funding manager who is a federal government worker, an experienced business manager with marketing skills. Other professionals who support the mission of the organization (a university professor, a retired teacher) have agreed to be volunteers. Spencer Kell is the Director of the Centre and is also an addictions counsellor.
- iii) Would the clients be hardened criminals? No. Such people would be highly unlikely to be granted bail. Anyone who might come into the program would first go through a series of intake interviews to make sure they are not violent, not sexual offenders, do not have a dual diagnosis of a serious mental illness and substance abuse because the Centre is not designed to handle people with more serious problems.
- iv) Who ensures the safety of the community? The Centre will screen applicants for those who are on a path to recovery, e.g., demonstrated 12 step program participation, bible study, etc. By providing a sober living environment with on site supervision and counselling, the individuals will be more supported and the safety of the community is respected.
- v) What is the maximum number of clients? Eventually eight (2 in each of 4 existing bedrooms). However, that maximum will take a while to be reached. The program will start with two (2) clients and grow slowly.
- vi) What is the program that will be offered? A holistic approach to teaching life skills and recovery with the aim of transitioning the clients to housing beyond the Centre. Peer to peer group healing, clinical supervision, social workers, religious leaders will provide services, and members from the surrounding community “will come in to help the men become upstanding members of the community”. Some of the program will be making amends – shovelling an elderly person’s driveway, helping dig a community garden, etc.
- vii) When will the program get underway? When funding becomes available. The program will grow to the maximum 8 clients as funding becomes available.
- viii) Will we know what the men are charged with? No.
- ix) The OPP are 15 minutes away. A lot can happen then. How is our safety ensured? Knowing your neighbours is the very best way of building community safety. The likelihood of any criminal behaviour is reduced as a result of the program. In the

time it was open the Ottawa Maberly Addictions Rehabilitation Centre at 305 Maberly Elphin Rd, 450 metres away, (Anthony Fritz) had zero interactions with the police.

- x) Why importing criminals? Why not help to provide housing for the community? This Centre is providing housing and employment in the community.
- xi) What does this proposal offer the community? It provides housing and employment. It provides a beacon of hope. It has brought people together who want to give back to the community.
- xii) We have a housing shortage. Why not turn the house into a duplex and rent it out? This is a communal living situation providing housing from 8-9 people.
- xiii) There are these type of addiction programs in Kingston and Ottawa. We don't need them in the rural area. Why here? Addiction is everywhere (1 in 5 Canadians) and we need programs of all kinds and in all areas, both urban and rural. It is a great opportunity for education. There could be courses and AA meetings accessible to Maberly residents.
- xiv) Will there be security? That will be up to the Centre. How many overnight staff? At least one.
- xv) What are the rules for the residents? What if they are broken? The clients, if on bail, would sign an accountability agreement that would be part of their conditions of bail. If they breach the agreement, bail would be revoked. For other clients an individual assessment would be made.
- xvi) Why weren't we more informed? The owner invited neighbourhood residents to a BBQ September 26, 2023.
- xvii) Is this a half-way house? No.
- xviii) Will residents already have de-toxed? Yes. They will be on the road to maintaining recovery.
- xix) What is the business plan? That is up to the board of the charity.
- xx) Is there a procedure for neighbourhood concerns? The owner and board members would like to meet with neighbours.
- xxi) What is the Township's role? To ensure the use meets the Planning Act, Provincial Policy Statement, Lanark County Sustainable Community Official Plan, Township Official Plan and Township Zoning By-Law. A Group Home meets all the requirements of those documents except for one performance standard – setback from a dwelling. Therefore, a minor variance application will be heard by the Committee of Adjustment March 18th at 5:00 pm at the Municipal Office.

CONCLUSION

A Group Home is an as-of-right use in a Residential zone. Therefore, no rezoning approval is required. The owner of 261 Maberly Elphin Road has withdrawn the rezoning application and applied for a minor variance that will be heard by the Committee of Adjustment at its meeting at 5:00 pm on March 18, 2024 at the Municipal Office.

ATTACHMENTS

- i) Ontario Planning Hierarchy

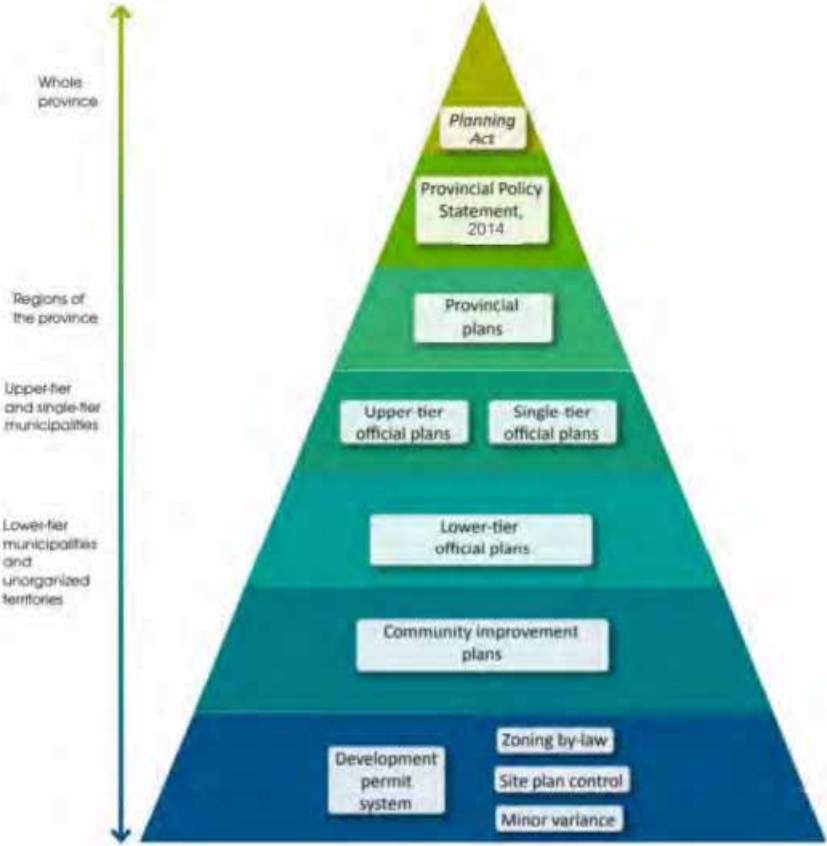
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Ontario Planning Hierarchy



COMMITTEE OF THE WHOLE
February 13th, 2024

Report #PD-2024-04
Noelle Reeve, Planner

MISSISSIPPI-RIDEAU SOURCE PROTECTION COMMITTEE
MEMBER REAPPOINTMENT FOR 2024 TO 2029

STAFF RECOMMENDATION

It is recommended:

“**THAT**, the Council of Tay Valley Township nominate Eleanor Renaud to be reappointed as the Mississippi-Rideau Source Protection Committee Member, on behalf of Tay Valley Township, from 2024 to 2029.”

BACKGROUND

The Mississippi-Rideau Source Protection Region is 8,500 km² and includes 31 municipalities whose lands drain into the Mississippi and Rideau Rivers and then into the Ottawa River. (See attachment 1).

The Source Protection Plan for this region was developed under the [Clean Water Act, 2006](#) following the Walkerton Public Inquiry into contamination of Walkerton’s groundwater in 2000, by E. coli, that resulted in the death of 7 people and the long-lasting illnesses of thousands of other residents.

The [Mississippi-Rideau Source Protection Plan](#) (MRSPP) was developed between 2007 and 2012 with a number of stakeholders including farmers, planners, industry, Indigenous representatives, environmental groups, as well as public input. The Plan identifies Highly Vulnerable Aquifers (see attachment 2); Significant Groundwater Recharge Areas, (see attachment 3); and the Intake Protection Zones for surface water intakes (see attachment 4 for the Intake Zones in Tay Valley); as well as wellhead protection areas for municipalities with municipal wells.

The *Clean Water Act, 2006* requires a [Source Protection Committee](#) for each of the 19 Source Protection Regions in Ontario. The Committees are made up of 1/3 municipal representatives, 1/3 economic sector representatives, and 1/3 public sector representatives. Members are appointed by the Source Protection Authorities. (See attachment 5 for members.)

The Rideau Valley Conservation Authority (RVCA) has contacted Tay Valley Township to request a nomination for the 2024 to 2029 Source Protection Committee, to represent municipalities in this region that do not themselves have municipal drinking water systems. RVCA takes the municipality's selection to their Board of Directors/Source Protection Authorities, and they then appoint the successful individual. Municipal Councils must submit their jointly approved names to RVCA by March 22, 2024.

DISCUSSION

The RVCA re-appoints/appoints Municipal members of their Source Protection Committee on a 5-year cycle. In 2019, Eleanor Renaud, an active member for the past sixteen (16) years, was reappointed as the representative on behalf of the interests of municipalities with no municipal drinking water systems. The following is her brief biography, submitted by RVCA:

“Eleanor Renaud (Municipalities without drinking water systems)

Eleanor Renaud is a Leeds County farmer who has served the community, county and province on various boards and committees for the past two decades. She is also a municipal councillor for Elizabethtown-Kitley for 16 years. During this time Eleanor has spent 15 years as an AMO and Roma board member. She also served as a member of TORC, AMO's Bill 170 task force, and the Eastern Ontario Smart Growth Panel. Eleanor served 20 years as an OFA board member representing Leeds County. She has proven herself to be an effective voice for rural Ontario municipalities as she understands their needs and challenges.”

RVCA has indicated that Eleanor Renaud has expressed interest in renewing her term on the Source Protection Committee, and that some of the other municipalities in this region have already expressed that they wish to reappoint her for an additional term.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council nominates Eleanor Renaud to be reappointed as Source Protection Committee Member to represent municipalities with no drinking water systems, for the years 2024 to 2029.

Option #2 – Council nominates a new individual for the above term.

FINANCIAL CONSIDERATIONS

This report is administrative in nature and does not have any financial implications.

STRATEGIC PLAN LINK

Economic Development: The appointment will provide responsive, effective municipal government through the effective and efficient delivery of services.

CLIMATE CONSIDERATIONS

Climate change is projected to intensify extreme weather events such as prolonged droughts or heavy downpours which increase surface water run-off. These events can threaten source water quality as well as water conditions of our rivers and lakes. Having a Source Protection representative who understands these threats will help communities adapt to the anticipated conditions.

CONCLUSIONS

Recommending Eleanor Renaud to be reappointed for an additional five-year term on the Source Protection Committee will provide experienced advocacy on behalf of the interests of Tay Valley Township, and other neighbouring municipalities which do not have municipal drinking water systems.

ATTACHMENTS

- 1) Map of the Mississippi-Rideau Source Protection Region
- 2) Highly Vulnerable Aquifers
- 3) Significant Groundwater Recharge Areas
- 4) Intake Protection Zones in Tay Valley
- 5) Mississippi-Rideau Source Protection Committee Members

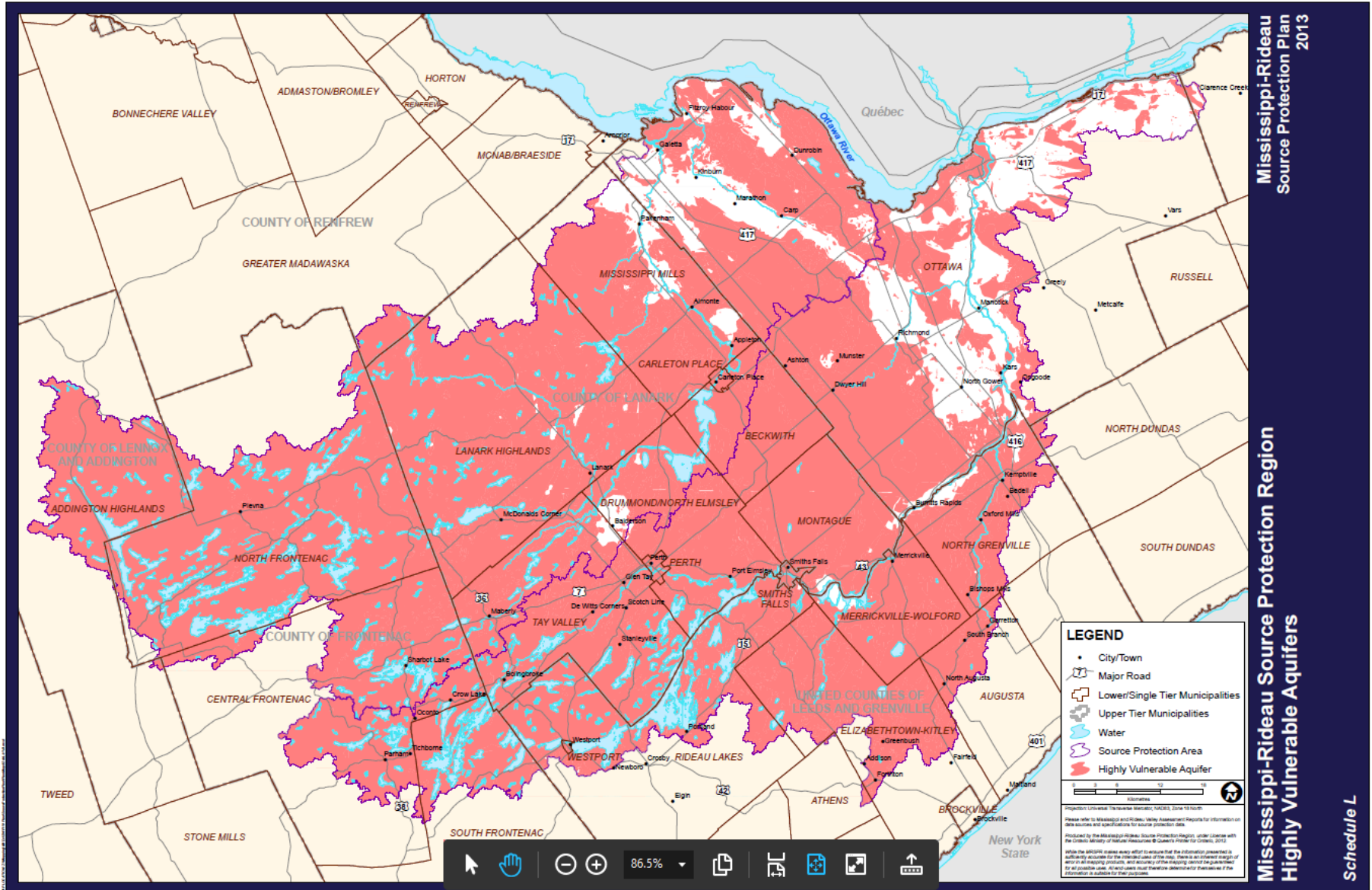
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

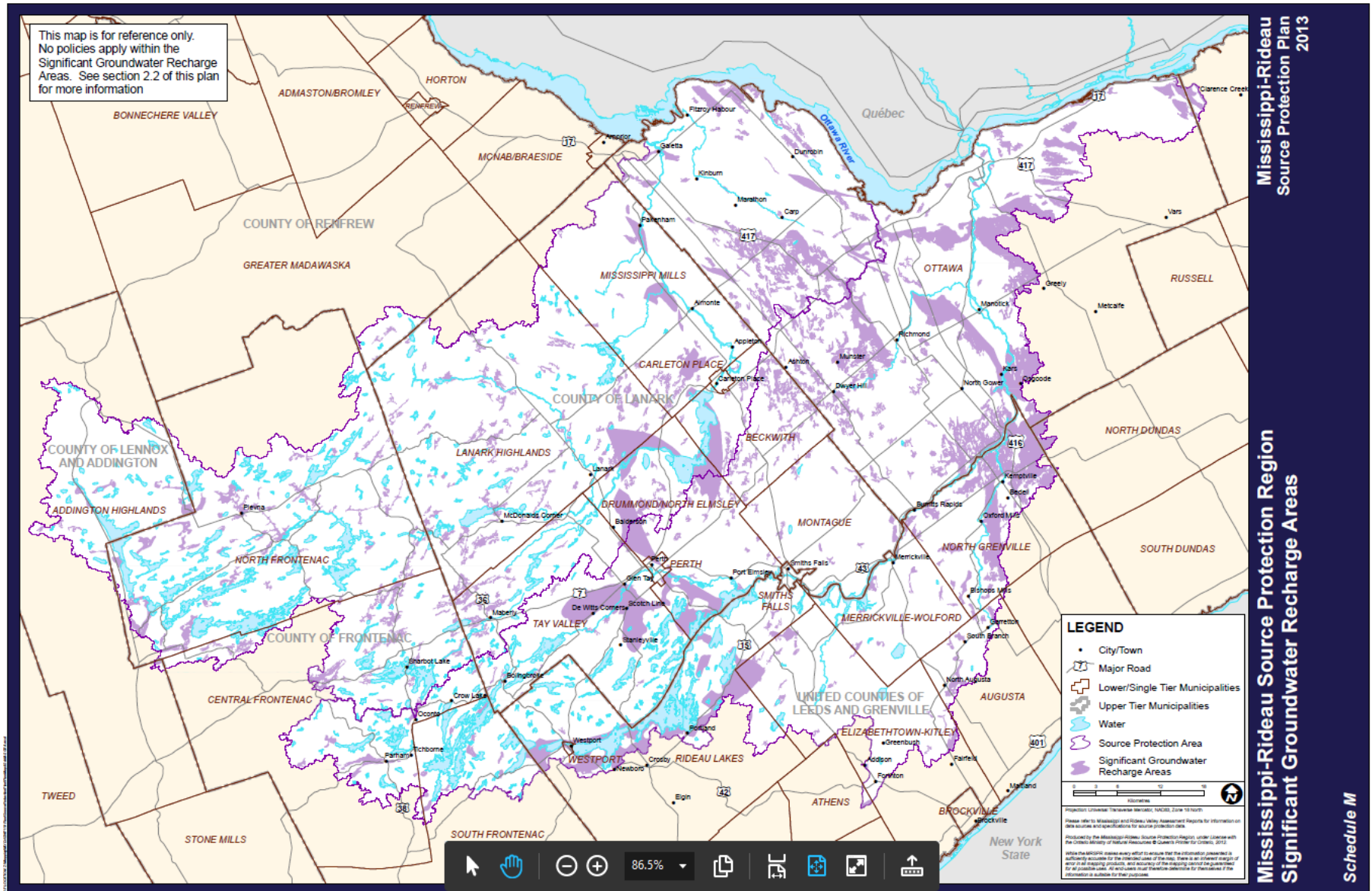
Attachment 2 – Highly Vulnerable Aquifers



Mississippi-Rideau Source Protection Region
Highly Vulnerable Aquifers
Source Protection Plan 2013

Schedule L

Attachment 3 – Significant Groundwater Recharge Areas

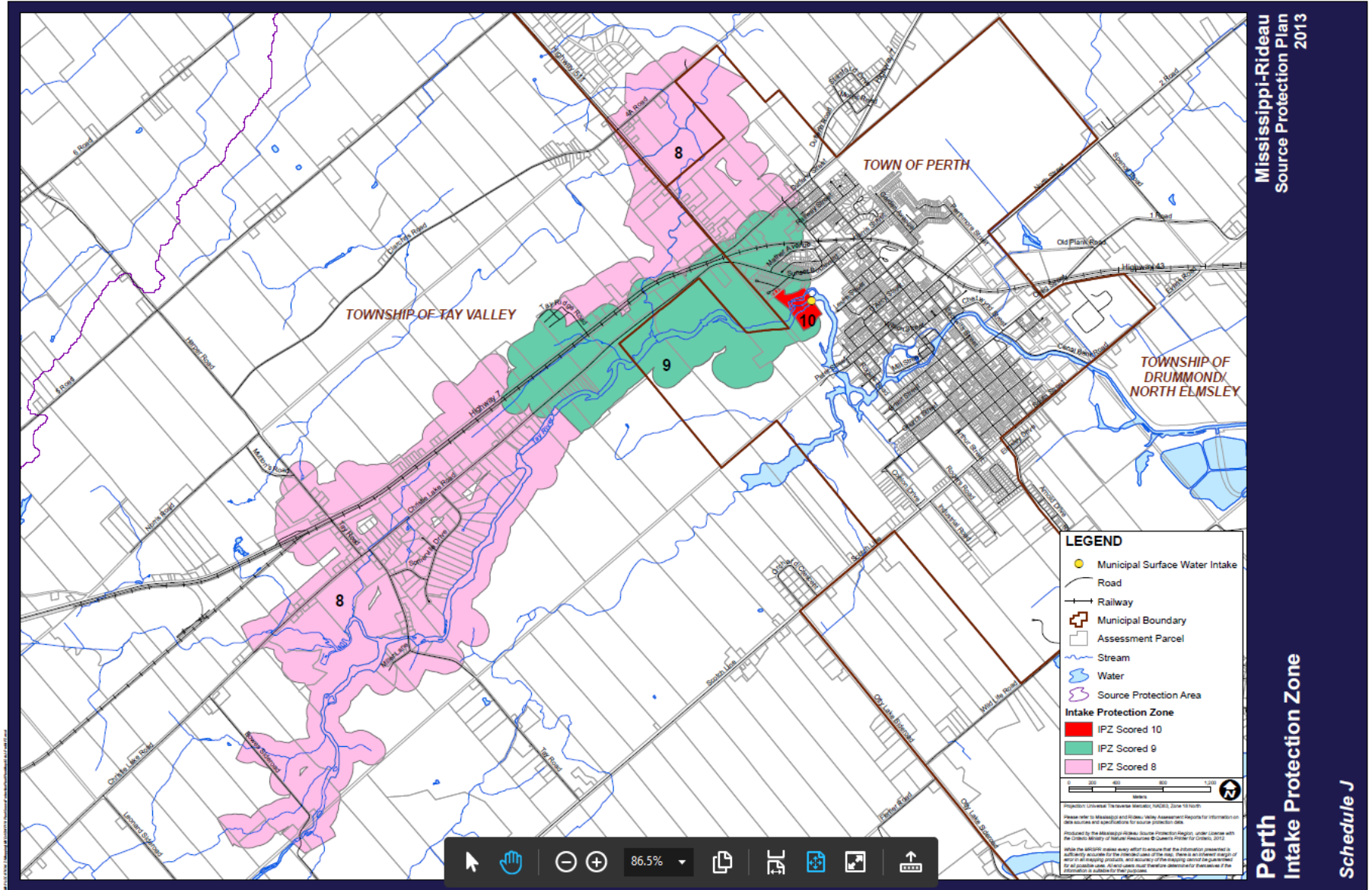


Mississippi-Rideau Source Protection Plan 2013

Mississippi-Rideau Source Protection Region
Significant Groundwater Recharge Areas

Schedule M

Attachment 4 – Intake Protection Zones in Tay Valley



Mississippi-Rideau
Source Protection Plan
2013

Perth
Intake Protection Zone
Schedule J

Attachment 5 – Mississippi-Rideau Source Protection Committee Members

Mississippi-Rideau Source Protection Committee:

Chair – Ken Graham	
Member	Representing
Claude Lloyd	Small business
Scott Ferguson	Non-governmental organizations
Michel Kearney	City of Ottawa
Drew Lampman	Industry / commercial
Eleanor Renaud	Municipalities without drinking water systems
Alex Clark	Public/Environmental
Diane Smithson	Municipalities with surface water systems
Peter McLaren	Agriculture
Beverly Millar	Rural General public
Randy Malcolm	First Nations
Wilf Stefan	Industry / commercial
Scott Bryce	Municipalities with groundwater systems

COMMITTEE OF THE WHOLE
February 13th, 2024

Report #PD-2024-03
Noelle Reeve, Planner

RIDEAU CORRIDOR LANDSCAPE STRATEGY STEERING COMMITTEE
APPOINTMENT

STAFF RECOMMENDATION

It is recommended:

“THAT, _____ be appointed as a Municipal Representative on the Rideau Corridor Landscape Strategy Steering Committee;

AND THAT, Noelle Reeve, Planner continue to serve as the alternate Municipal Representative and continue to sit on the Planners’ Technical Advisory Committee.”

BACKGROUND

The Rideau Canal Corridor (see attachment 1) has been honoured with many distinctions:

- National Historic Site of Canada - 1925
- Canadian Heritage River - 2000
- UNESCO Biosphere Reserve - 2002
- UNESCO World Heritage Site - 2007
- National Geographic Society - 2008
- Google World Wonder - 2012

The inscription of the Rideau Corridor as a World Heritage Site is an international honour that carries obligations, or the inscription can be revoked. The inscription is of the Canal itself and a 30m buffer zone.

The World Heritage Committee recommended that, “consideration be given to strengthening its visual protection outside the 30m buffer zone, in order to ensure the visual values of the setting are protected alongside the environmental values”.

The Rideau Corridor Landscape Strategy (RCLS) was developed by Dillon Consultants in 2012. Its purpose is, to “maintain and enhance the Rideau Canal Corridor, ensuring the character of the Rideau Corridor and the World Heritage Site designation is retained into the future”. The RCLS also strives “to raise awareness of the Corridor, promote community sustainability, and provide a mechanism for regional cooperation and information exchange between First Nations, municipal, provincial, federal governments and stakeholders”.

The RCLS is implemented through a Steering Committee, with secretariat support from Parks Canada, composed of municipal, Indigenous, county, Conservation Authority, provincial and National Capital Commission representatives. A Technical Advisory Committee of planners, GIS specialists and others undertakes analysis and prepares policies to support the Steering Committee (See attachment 2 Governance Model.)

Parks Canada has indicated that while the RCLS had not met in the past two years due to other priorities, with the upcoming 200th Anniversary of the construction of the Rideau Canal in 2026, it is now intending to hold a Steering Committee meeting in March/April 2024.

Parks Canada is, therefore, requesting that the Township appoint an individual to the Steering Committee position and re-appoint the Planner to the Technical Advisory Committee.

The previous RCLS Municipal representative from Tay Valley Township was Past Reeve, Brian Campbell. Planner, Noelle Reeve, acted as an alternate to Reeve Campbell and also sat on the Technical Advisory Committee.

DISCUSSION

Municipal Representatives on the RCLS Steering Committee shall be nominated by their respective Councils. Elected officials are preferred, however, the choice of representative (councillor, resident or staff person) is at the discretion of the Council.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – That the Council of Tay Valley Township nominate a member of Council to be appointed as a Municipal Representative on the Rideau Corridor Landscape Strategy Steering Committee and that Noelle Reeve, Planner, continue to serve as the alternate Municipal Representative and also continue to sit on the Planners' Technical Advisory Committee.

Option #2 – Council appoints a resident or staff member to be appointed to the Steering Committee.

FINANCIAL CONSIDERATIONS

This report is administrative in nature and does not have any financial implications.

STRATEGIC PLAN LINK

Economic Development: The Rideau Canal attracts tourists to Tay Valley Township and generated \$5.5 billion in revenues in 2016.

CLIMATE CONSIDERATIONS

Climate change is projected to intensify extreme weather events such as prolonged droughts or microbursts which increase surface water run-off. These events can threaten water quality in the Canal and adaptation planning needs to be undertaken accordingly, with regard to both the Canal and Bobs Lake, Christie Lake and the Tay River.

CONCLUSIONS

Recommending a Councillor to be appointed to the Rideau Corridor Landscape Strategy Committee for the term of Council will continue advocacy on behalf of the interests of Tay Valley Township in maintaining this unique world heritage feature along the southern border of the Township.

ATTACHMENTS

- 1) Map of Rideau Canal Corridor
- 2) Rideau Corridor Landscape Strategy Governance Model

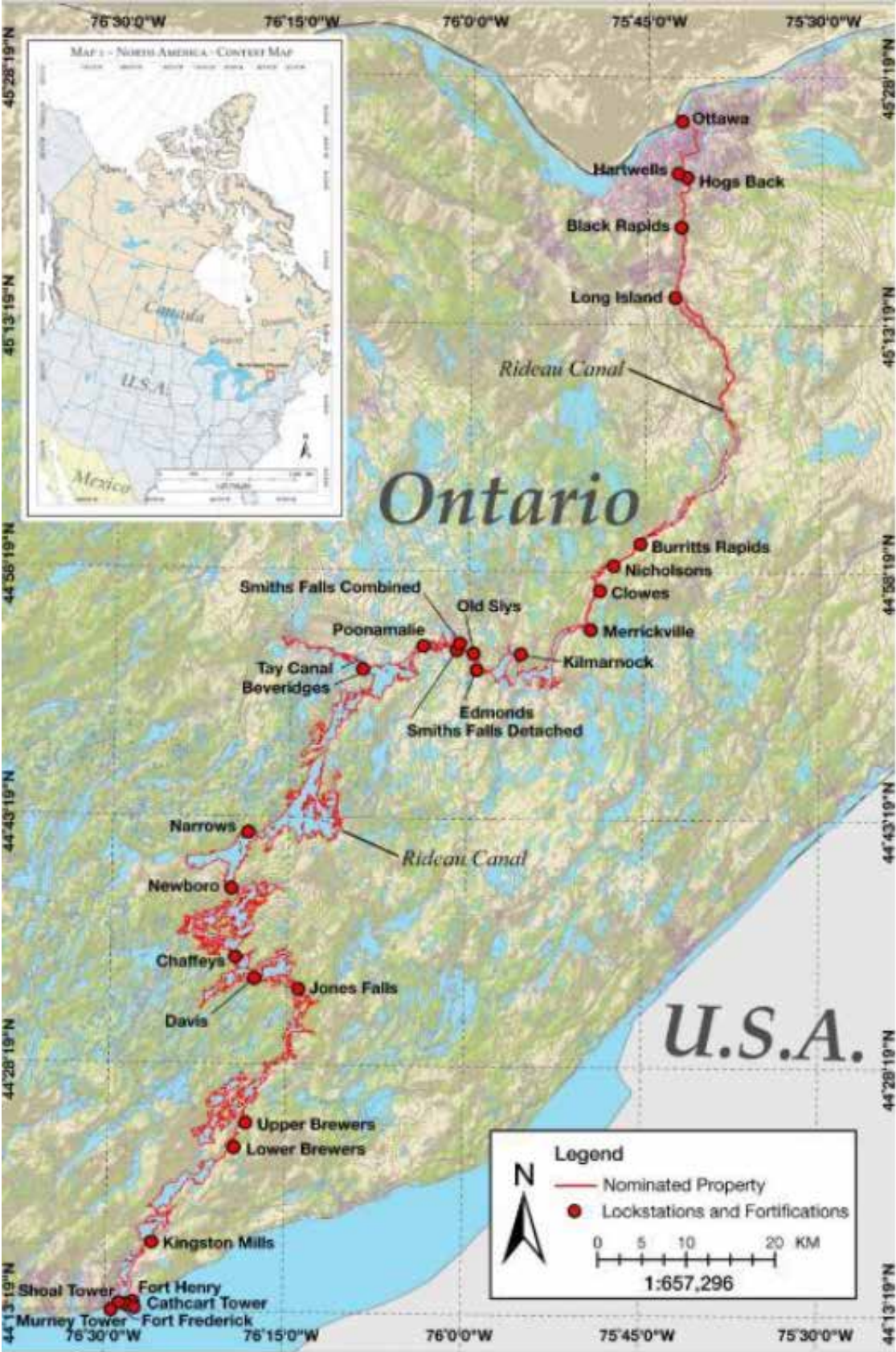
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

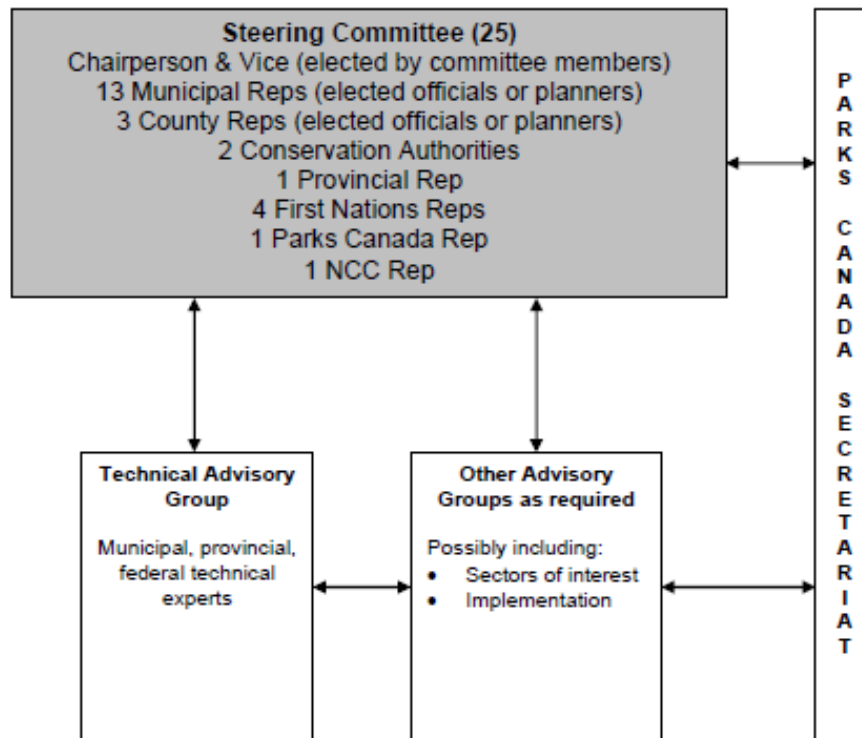
Attachment 1 - Map of Rideau Canal Corridor



Attachment 2 Rideau Corridor Landscape Strategy Governance Model

Rideau Corridor Landscape Strategy

Governance Model



Notes

Steering Committee

- Municipal and County representatives shall be nominated by their respective councils. Elected officials are preferred, however choice of representative (councillor or staff person) is at the discretion of the council.
- Each Conservation Authority shall nominate a representative.
- A provincial representative shall be a staff member from the Ministry of Municipal Affairs and Housing.
- The Algonquins of Ontario shall nominate four representatives. Further representatives of Aboriginal Communities may be appointed as required.
- The Superintendent of the East Ontario Field Unit shall appoint the Parks Canada representative.
- An NCC representative shall be nominated by senior NCC planning staff.
- The members of the steering committee shall elect a Chairperson and Vice Chairperson.

Advisory Groups

- The Technical Advisory Group shall be appointed on the advice of the Steering Committee and as needs arise.
- The Steering Committee may form additional Advisory Groups as required during the course of the study.
- Each Advisory Group shall include at least one member of the Steering Committee.

COMMITTEE OF THE WHOLE

February 13th, 2024

Report #PD-2024-02
Noelle Reeve, Planner

**SEWAGE SYSTEM MANAGEMENT SERVICES AGREEMENT AMENDMENT
(PAYMENT PROCESS)**

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Sewage System Management Services Agreement for the provision of septic inspection and septic re-inspection services with the Mississippi Valley Conservation Authority be amended as outlined in Report #PD-2024-02 – Sewage System Maintenance Services Agreement Amendment (Payment Process);

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

BACKGROUND

Since 2004, Tay Valley Township has delegated responsibility to the Mississippi Valley Conservation Authority (MVCA) to provide sewage system management services in accordance with the [Building Code Act, 1992](#). The Conservation Authority sub-contracts the actual administration and inspection of private septic systems to the Mississippi Rideau Septic System Office (MRSSO). The current five-year contractual arrangement with MVCA expires on March 31, 2025. The agreement is proposed to be amended to allow the Conservation Authority to collect fees directly, rather than fees being collected by Tay Valley Township and subsequently submitted to the Conservation Authority.

DISCUSSION

The scope of work within the existing contractual arrangement includes both new septic system inspections and septic re-inspection services. Within these broad areas, MRSSO delivers the following:

- receiving and processing applications for new septic systems
- land and property inspections
- septic system installation inspections
- issuing permits in accordance with the *Building Code Act, 1992*
- provision of comments on minor variance, severance, and rezoning applications
- document review and comment for subdivision proposals and draft Official Plans

- investigation of complaints and malfunctioning sewage systems
- issuing Orders under the Act
- administering prosecution activities

The proposed amendment to the existing agreement does not affect the delivery of the above services. The amendment streamlines the application process for residents and removes a task from the Finance Department which is overwhelmed with additional responsibilities from the province.

Instead of Tay Valley's Finance Department receiving payment from residents, waiting for invoices from the MRSSO, reconciling those invoices with the funds received, and then issuing payment to the MRSSO, the payment process will take place solely within the MRSSO.

Residents will be encouraged to email or mail septic applications directly to the MRSSO. The Township Planning Department will continue to receive applications as needed, but the Finance Department will not be involved.

FINANCIAL CONSIDERATIONS

Allowing MRSSO fees to be paid directly to the Conservation Authority will be more efficient for residents and will save on Township administrative costs.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Amend the Agreement regarding the payment process.
Option #2 – Do not amend the agreement regarding the payment process.

CLIMATE CONSIDERATIONS

There are no climate impacts associated with the proposed amendment as it is strictly administrative in nature.

STRATEGIC PLAN LINK

This proposed amendment supports the Township's Environmental Protection and Process Improvement priorities.

CONCLUSIONS

Amending the current agreement, as proposed, will allow the Conservation Authority to manage their own fees for services and remove this process from Township responsibilities. Fees for MRSSO services may be paid by cheque or by calling a toll-free number to pay by credit card.

ATTACHMENTS

- 1) By-Law No. 2020-009 – Sewage System Management Agreement (MVCA)
- 2) Amending Agreement between Mississippi Valley Conservation Authority and Tay Valley Township

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2020-009

SEWAGE SYSTEM MANAGEMENT AGREEMENT (MISSISSIPPI VALLEY CONSERVATION AUTHORITY)

WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, the Township currently has an agreement for Sewage System Inspections and the Re-Inspection Program with Mississippi Valley Conservation Authority that expires on March 31st, 2020;

AND WHEREAS, it is deemed appropriate to enter into an additional Five (5)-year agreement with Mississippi Valley Conservation Authority to provide Tay Valley Township's Sewage System Inspection and Re-Inspection Program;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township enacts as follows:

1. GENERAL REGULATIONS

- 1.1 **THAT**, the Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a five (5)-year agreement with Mississippi Valley Conservation Authority to provide Tay Valley Township's Sewage System Inspection and Re-Inspection Program, attached hereto as Schedule "A".

2. BY-LAWS TO BE REPEALED

- 2.1 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2020-009**

3. ULTRA VIRES

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

4. EFFECTIVE DATE

4.1 This by-law shall come into force and effect on the 1st day of April, 2020.

4.2 ENACTED AND PASSED this 30th day of March, 2020.

Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2020-009**

SCHEDULE "A"

SEWAGE SYSTEM MANAGEMENT AGREEMENT

This Agreement dated as of the day of , 2020.

BETWEEN:

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
(hereinafter called the "Conservation Authority")

OF THE FIRST PART

- AND -

TAY VALLEY TOWNSHIP
(hereinafter called the "Municipality")

OF THE SECOND PART

WHEREAS this Agreement is being entered into pursuant to the *Ontario Build Code Act Section 6.2(2)* (hereinafter called the "Act"), for the purpose of the delegating to the Conservation Authority certain responsibilities under the Act and the Building Code, as they are from time to time amended, as set out herein with respect to sewage systems (with a capacity of less than 10,000 litres per day);

NOW THEREFORE IN CONSIDERATION of the mutual covenants herein contained, the parties hereto hereby agree as follows:

1. GENERAL

1.01 Application:

This Agreement shall be applicable to all lands within the municipality serviced by private sewage systems.

1.02 Duties:

The Conservation Authority shall faithfully carry out its duties hereunder in accordance with the Act and the Building Code in force from time to time, this Agreement and any other legislation contemplated hereunder.

2. DEFINITIONS

2.01 Definitions

- (i) “Sewage System” means any work for the collection, transmission, treatment and disposal of sewage or any part of such works to which the Act applies with a design capacity of less than 10,000 litres per day and located wholly within the boundaries of the lot or parcel of land on which is located the building which it serves;
- (ii) “Inspector” means an inspector appointed under *Section 3.1(2)* of the *Building Code Act, 1992* as amended:

3. SERVICES OF THE CONSERVATION AUTHORITY

3.01 Septic Inspection Services:

The Conservation Authority shall provide the following services in relation to the Lands.

- (i) Must carry out an inspection of land, which is planned to be divided by severance, where no municipal sewage services are proposed, to ensure that each lot will be suitable for the installation of a Sewage System.
- (ii) Inspection of properties prior to the issuance of a permit for the construction, installation, establishment, enlargement, extension or alteration of a Sewage System.
- (iii) Following the issuance of a permit, inspection and re-inspection when necessary, of Sewage System installations to ascertain compliance with the permit and other requirements under the Act or Building Code.
- (iv) Land inspections, to determine the acceptability of applications for minor variances or lot line adjustments, as they relate to existing and proposed Sewage Systems and review of official plans and zoning by-laws and amendments to ensure compliance with provisions of the Act and Building Code related to Sewage Systems.
- (v) Issue permits in accordance with the minimum standards set out in the Act and Building Code relating to Sewage Systems.
- (vi) Receive and process applications and requests related to activities listed in paragraphs (i) through (v) of this section.
- (vii) Provide reports and comments on planning applications and severances directly to the appropriate planning authority.
- (viii) Review planning documents including, but not limited to, subdivision proposals, draft official plans, and proposed amendments, to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (ix) As requested, attend meetings of Municipal Council and their committees to discuss matters relating to any provisions of the Act or Building Code relating to Sewage Systems.
- (x) Maintain adequate records of all documents and other materials used in performing the duties required under this Agreement.
- (xi) Upon reasonable notice by the Municipality, provide reasonable access to the Municipality of all records kept under subsection 3.01 (x) within 5 days of such notice.
- (xii) Consult with various groups regarding compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (xiii) Respond to inquiries made by any person under the Freedom of Information and Protection of Privacy Act and related Regulation, as amended from time to time, or through any other legal channel.
- (xiv) Investigate complaints and malfunctioning Sewage Systems, undertake compliance counseling and preparation of reports for abatement action as it relates to existing and proposed Sewage Systems.

(xv) Issue orders under the Act relating to Sewage Systems.

(xvi) Prepare documentation necessary for prosecution activities relating to Sewage Systems under the Act and the Building Code. Administer proceedings relating to Sewage Systems pursuant to the Provincial Offenses Act, R.S.O. 1990, c.P.33.

(xvi) The Conservation Authority shall provide all forms necessary for the administration of this Agreement.

(xvii) Any other matters relating to the administration or enforcement of the Act or Building Code relating to Sewage Systems.

3.02 Septic Re-inspection Services

The Conservation Authority shall:

(i) Undertake an on-site septic re-inspection program as described in Schedule "B" of this Agreement.

4. FEES

4.01 Collection of Fees:

The Municipality shall collect all fees, as set out in Schedule "A" of this Agreement, payable by any person for work performed by the Conservation Authority hereunder as compensation for its services provided hereunder and all persons required to pay any such fee shall pay the fee to the Municipality. The Conservation Authority shall invoice the Municipality for fees collected in accordance with Schedule "A". Such invoices shall become due and payable upon receipt. The Authority agrees that compensation for the services outlined in Section 3.01 shall be provided solely from the fee collected pursuant to Section 4.01 and the Municipality shall not be required to pay any further compensation to the Authority for the services.

4.02 Lump Sum Payment:

Upon completion of the Septic Re-inspection Services described in Schedule B of this Agreement, the Conservation Authority shall invoice the Municipality and such invoices shall become due and payable upon receipt.

4.03 Amendment of Fee Schedules:

The parties, by mutual agreement, may amend the fees as set out in Schedule A and B of this Agreement from time to time.

5. INSPECTORS

5.01 Appointment:

The Board of Directors of the Conservation Authority shall be responsible for the appointment of all Sewage System Inspectors and shall issue a certificate of appointment bearing his or her signature to each Inspector appointed by the Conservation Authority.

6. LIABILITIES AND INSURANCE

6.01 Indemnification of the Conservation Authority:

The Conservation Authority, its directors, officers and employees shall indemnify and save harmless the Municipality from any and all claims, demands, causes of action, loss, costs or damages that the Municipality may suffer, incur, or be liable for, resulting from the performance of the Conservation Authority, its directors, officers and employees in the execution of the work and obligations described under this Agreement.

6.02 Insurance:

The Conservation Authority shall provide and maintain Commercial/Comprehensive General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall be in the name of the Conservation Authority and shall name the Municipality as an additional insured.

7. TERM AND TERMINATION OF AGREEMENT

7.01 Term:

This Agreement shall continue in force for a period of sixty (60) months commencing April 1, 2020 and ending March 31, 2025.

7.02 Termination:

This Agreement may be terminated by either party on not less than 180 days written notice. Upon termination of this Agreement, the Conservation Authority shall provide the Municipality complete copies of all files and records of the Conservation Authority relating to the exercise of the delegated authority pursuant to this Agreement. The obligation of the Conservation Authority to indemnify the Municipality pursuant to Section 6.01 of this Agreement shall continue in full force and effect after the termination of this Agreement with respect to all actions or omissions of the Conservation Authority in executing the work under this Agreement prior to the date of termination.

8. MISCELLANEOUS

8.01 Preamble:

The preamble hereto shall be deemed to form an integral part hereof.

8.02 Gender, etc.:

Whenever the singular form is used in this Agreement and when required by the context, the same shall include the plural, the plural shall include the singular and the masculine gender shall include the feminine and neuter genders.

8.03 Amendments:

This Agreement shall not be changed, modified, terminated or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

8.05 Notices:

Any notices, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given and shall be given by being delivered or mailed to the following addresses of the parties respectively:

(a) To the Conservation Authority:

Mississippi Valley Conservation Authority
10970 Hwy. 7
Carleton Place, ON
K7C 3P1
Attention: General Manager

(b) To the Municipality:

Tay Valley Township
217 Harper Road
R.R. #4
Perth, ON
K7H 3C6
Attention: Chief Administrative Officer

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, on the date of receipt of facsimile transmission, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the date on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption of lock-out in the Canadian Postal Service, in which case service

shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Section.

8.06 Headings:

The section heading hereof have been inserted for the convenience of reference only and shall not be constructed to affect the meaning or effect of this Agreement.

8.07 Governing Law:

The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario..

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first written above.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Janet Mason, Chair

Sally McIntyre, General Manager

TAY VALLEY TOWNSHIP

Brian Campbell, Reeve

Amanda Mabo, Clerk

Schedule "A"



Mississippi Rideau Septic System Office Fee Schedule

Permit Fees for Class 2-5 Onsite Sewage Disposal Systems

Draft 2020

Service	Fee 2013-2016	Fee 2017-2020	Fee 2020-2025
Sewage System Permit - Class 4 and Class 5*			
Residential	\$660.00	\$660.00	\$725.00
Other occupancies (i.e. commercial)	\$660.00	\$660.00	\$725.00
Other Sewage System Permit*			
Class 2 and 3	\$250.00	\$330.00	\$360.00
Additional Inspections*			
Sub-grade, Partial Install, Third site visit for same deficiency	\$100.00	\$100.00	\$100.00
Partial System Alteration*			
Tank Replacment	\$200.00	\$220.00	\$360.00
Treatment Unit only, no modification to bed	\$225.00	\$220.00	\$220.00
Mantle Installation (Existing Bed)	\$175.00	\$220.00	\$220.00
Effluent Filter Installation	\$120.00	\$120.00	\$120.00
Revisions to Existing Approved Sewage Permits*			
Addition of Fixtures/Floor Area with no increase in Design Flow	\$50.00	\$50.00	\$50.00
General Revision (i.e. increase in design flow, elevations)	\$100.00	\$100.00	\$100.00
Different Type of System	50% of Permit Fee	50% of Permit Fee	50% of Permit Fee
Different Location in excess of 10m from Original Coordinates	50% of Permit Fee	50% of Permit Fee	50% of Permit Fee
Renewals and Cancellations*			
Current Owner Cancels Application	Refund 50% of fee paid	Refund 50% of fee paid	Refund 50% of fee paid
Renewal/Deferral Fee (Maximum One Year)	\$100.00	\$100.00	\$100.00
Renovation/Change of Use*			
Part 10&11 Permit	\$200.00	\$275.00	\$275.00
Concurrent Submission with Part 8	\$100.00	\$25.00	\$25.00
Revision to Part 10&11 Permit	\$50.00	\$50.00	\$50.00
Written Responses*			
Property Clearances	\$75.00	\$75.00	\$75.00
File Searches	\$75.00	\$75.00	\$75.00
Lawyer's Letter	\$75.00	\$75.00	\$75.00
Planning	\$150.00	\$200.00	\$220.00
Severance ⁽¹⁾	\$150.00	\$300.00	\$330.00
Miscellaneous*			
Additional Copies of Signed Permit for Construction	\$20.00	\$20.00	\$20.00
Septic Tank Excavation for Re-Inspection per lid	\$20.00	\$20.00	\$40.00

* All Fee's are to be made payable to Tay Valley Township ⁽¹⁾ Additional applications \$150

Schedule “B” – Sewage System Re-Inspection Program

Annual Schedule for Sewage System Re-inspections for 2020 to 2025

Action Item	Date
Notification to Selected Landowners	First week of March
Field Inspections Begin	First week of April
Field Inspections Completed	Last week of October
Data Entry Complete	Second Week of November
Draft Summary Report Prepared	Fourth week of November
Final Report Submitted	Second week of December

Fees - Sewage System Re-Inspection Program

Visual Inspection & Septic Tank Inspection and Program Management

Program Management Costs:

Accessory Cost = \$4500

Accessory costs include labour, vehicle (truck and boat) lease, fuel and maintenance, inspection equipment.

Mailing Cost:

Postage = \$750

Administrative support = \$750

Budget for mail-outs = \$1500.00

Site Inspection:

Up to 200 Sewage System Re-inspections @ \$65.00/inspection = \$13,000

*Additional site visits = \$95.00/inspection

Estimated Annual Total Program Cost = \$4500.00 + \$1500.00 + \$13,000.00 = \$19,000.00

THIS AMENDING AGREEMENT MADE THE 18 DAY OF DECEMBER, 2023, AMENDING THE AGREEMENT DATED 1st DAY OF APRIL, 2020.

BETWEEN:

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

(the "Conservation Authority")

-and-

TAY VALLEY TOWNSHIP

(the "Municipality")

WHEREAS the Conservation Authority and the Municipality entered into an agreement dated April 1, 2020 for the purpose of delegating to the Conservation Authority certain responsibilities under the Ontario Building Code Act and the Building Code with respect to sewage systems (the "Agreement"); and

WHEREAS the Conservation Authority and the Municipality have now agreed to amend the Agreement and intend:

- that the Agreement be amended as set out herein,
- that the agreement as amended shall be the contract which governs the relationship between the parties, and
- that subject to the provisions of this Amending Agreement, all other original term and conditions of the Agreement shall remain in full force and effect;

NOW THEREFORE in consideration of the mutual covenants and promises herein and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties mutually agree to amend the Agreement as follows:

1. Section 4.01 shall be deleted and replaced with the following:

Section 4.01 Collection of Fees:

The Conservation Authority shall collect all fees, as set out in Schedule C - 2020 Fee Schedule appended hereto as Appendix A, payable by any person for work performed by the Conservation Authority hereunder as compensation for its services provided hereunder and all persons required to pay any such fee shall pay the fee to the Conservation Authority. The Authority agrees that compensation for the services outlined in Article Three – "Services of the Conservation Authority – Section 3.01

Septic Inspection Services” shall be provided solely from the fee collected pursuant to Section 4.01 and the Municipality shall not be required to pay any further compensation to the Authority for the services.

IN WITNESS WHEREOF each of the parties hereto have executed this Agreement by their authorized representative.

**MISSISSIPPI VALLEY CONSERVATION
AUTHORITY**

Per: 

Sally McIntyre
General Manager

I have the authority to bind the Authority

TAY VALLEY TOWNSHIP

Per: _____

Rob Rainer
Reeve

Per: _____

Amanda Mabo
Chief Administrative Officer / Clerk

We have the authority to bind the Municipality

COMMITTEE OF THE WHOLEFebruary 13th, 2024Report #PD-2024-01
Noelle Reeve, Planner**DECLARATION OF A CLIMATE CHANGE CRISIS****STAFF RECOMMENDATION(S)**

It is recommended:

WHEREAS, climate change annually contributes to hundreds of billions of dollars in property and infrastructure damage worldwide, stressing local to national and international economies;

WHEREAS, climate change jeopardizes the health and risks the extinction of millions of species worldwide, stressing and weakening the health and integrity of ecosystems everywhere;

WHEREAS, climate change harms the health and security of people through intense wildfires, flooding, storms, droughts, rising sea levels, the spread of invasive insects bearing diseases, negative impacts on agriculture, and food supply interruption, thus further stressing social, economic, and political systems;

WHEREAS, there is now a large body of evidence and climate change risk scenarios which point to the imperative for steep and permanent reductions in greenhouse gas emissions, immediately and in the coming decades, in order to avoid many climate change “tipping points” which, if crossed, will render further and devastating ecological, economic, and societal losses;

AND WHEREAS, a crisis can be defined as "a dangerous situation requiring immediate action";

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township officially declares a climate change crisis for the purposes of naming, framing, and deepening our commitment to protecting our local ecosystems, local economy, and our community from climate change;

AND THAT, this resolution be provided to Prime Minister Trudeau and all federal ministers with portfolios related to climate change; to all federal Opposition party leaders; to MP Scott Reid; to Premier Ford and all Ontario ministers with portfolios related to climate change; to MPP John Jordan and all other Ontario MPPs; and to all Ontario Municipalities.”

BACKGROUND

A climate crisis declaration is an action taken by governments to acknowledge we are in a climate change crisis. By declaring a climate change crisis, a government recognizes that the measures taken up to this point are not enough to limit the damage caused by climate change. The specific term “crisis” is used to assign priority to the topic, and to generate a mindset of urgency.

The declaration serves to focus a government’s attention on climate action. A climate crisis declaration would deepen Tay Valley Township’s commitment to protect our ecosystems, our economy, and our community from climate change.

More than 650 Canadian municipalities and Indigenous groups have declared climate emergencies including: Gananoque, Pembroke, Belleville, Ottawa, Kingston, and the Vuntut Gwitchin of the Old Crow, etc. (See Attachments 1 and 2.) As have the Canadian Association of Physicians for the Environment (CAPE) and other non-governmental organizations.

The Township’s Green Energy and Climate Change Working Group recently discussed the usefulness of declaring a climate emergency and concluded it is important for Council to do so to ensure climate considerations are at the forefront of all decisions taken by Council and staff and to signal to residents that the Township recognizes the urgency of the situation.

A number of factors have brought the urgency of declaring a climate crisis to the forefront. Many experts including the International Energy Agency, signatories to the Global Methane Pledge, NASA, and the Climate Clock organization (see graphic below) have identified a deadline of 5 and 1/2 years to take actions to keep global heating under 1.5C.



The U.N. Secretary-General, Antonio Guterres, underlined the urgency of the situation last summer by warning, “The era of global warming has ended and the era of global boiling has arrived”. (See attachment 3 Climate Stripes.)

In 2023 Earth was the hottest it has been since temperature records began. “The European Union’s Copernicus Climate Change Service found 2023 was 1.48°C warmer than the pre-industrial average. Last year was also the warmest on record for the world’s oceans. More than 90% of heat from global warming is stored in the world’s oceans.”

“Warmer global temperatures in 2023 brought extreme events and disasters worldwide. They included deadly heatwaves in the northern hemisphere summer, devastating wildfires in Canada and Hawaii, and record-breaking rains in many places including Korea, South Africa and China.”

Governments have pledged, through the Paris Agreement, to work together to limit global warming to 1.5°C, because warming beyond this threshold poses enormous dangers for humanity.

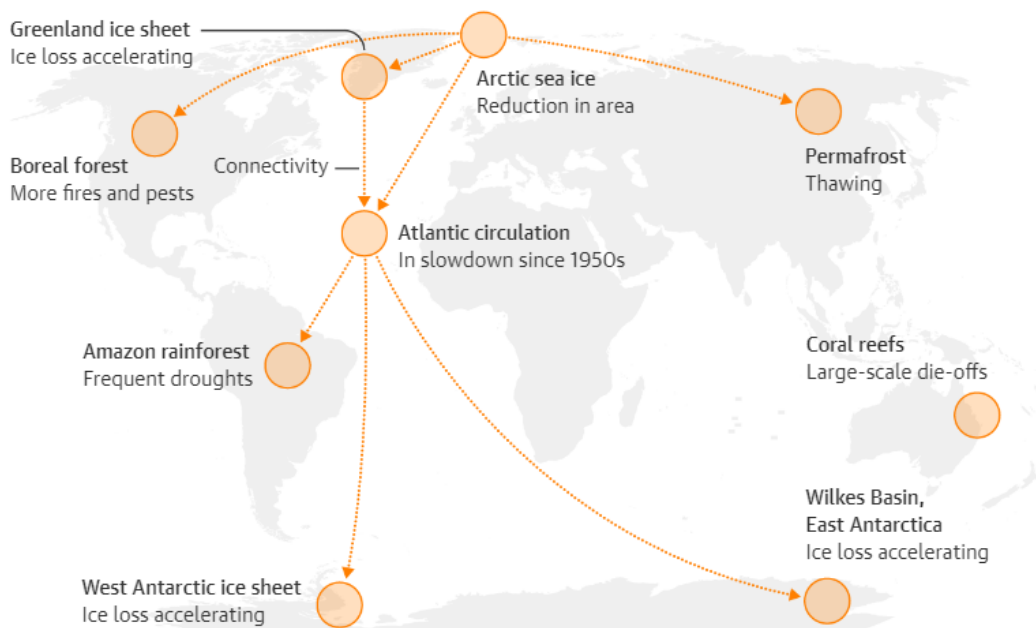
Breaching 1.5°C in 2024 would not mean the world has failed to meet the Paris target. “However, on long-term trends globally, we are on track to cross the 1.5°C limit in the early 2030s.”

As the planet warms, it is now at grave risk of crossing irreversible “tipping points” in Earth’s climate system. “These tipping points represent thresholds which, when crossed, will trigger abrupt and self-perpetuating changes to the world’s climate and oceans. They are threats of a magnitude never before faced by humanity – one-way doors we do not want to go through.” According to the 2023 report [Global Tipping Points | Home \(global-tipping-points.org\)](https://global-tipping-points.org) tipping points can trigger “devastating domino effects, including the loss of whole ecosystems and capacity to grow staple crops, with societal impacts including mass displacement, political instability and financial collapse.”

The tipping points at risk include: the collapse of big ice sheets in Greenland (weakens the jet stream allowing more extreme weather events) and the West Antarctic (causes sea level rise flooding coastal cities); the widespread thawing of permafrost (releases more methane accelerating climate change); the death of coral reefs in warm waters (reduces fisheries and increases shoreline erosion); and the collapse of one oceanic current in the Atlantic (makes temperatures colder for the east coast of the US and Canada and west coast of Europe, increases temperatures in Africa, affecting food production on three continents).

Three more tipping points may soon join the list including: the die off of mangroves and seagrass meadows (reduces fisheries and increases coastline erosion and flooding); and the die off of boreal forests (reduces biodiversity and releases 1/3 of the world’s stored carbon).

Scientists' warning: a cascade of climate tipping points is possible



Guardian graphic. Source: Lenton et al, Nature, 2019

Experts such as Laurence Tubiana (a key architect of the landmark Paris Agreement) and Catherine McKenna (Chair of the United Nations’ Expert Group on Net Zero Emissions Commitments) have identified the need to make 2024 “the year of exponential climate action”.

They urge governments to make it clear that the fossil fuel era is at an end because “to avoid the worst of the climate crisis, global emissions must roughly halve by 2030. By 2030 we must triple our reliance on renewable sources of energy, double energy efficiency, significantly cut methane emissions and increase electrification with existing technologies”.

The task is monumental but possible. At the COP28 United Nations climate talks in December 2023, “governments from nearly 200 countries agreed to accelerate the transition away from fossil fuels” by 2030.

“The world added 510 billion watts of renewable energy capacity in 2023, 50% more than in 2022 and equivalent to the entire power capacity of Germany, France and Spain combined. The next five years are expected to see even faster growth in renewables.”

DISCUSSION

In August 2020, Tay Valley Council adopted *Taking Steps to Make a Difference – A Climate Action Plan*. Late last year Lanark County Council adopted its Climate Action Plan. The County Climate Plan has as its first priority for both its corporate operations and the community - “moving towards a climate conscious culture”.

A Climate Change Crisis Declaration is an important step in nurturing a further shift in Council and staff culture and operations to emphasize our role in curtailing the use of fossil fuels. The Township must prepare for a future very different from the past. Our local climate will increasingly bear little resemblance to the climate we grew up with. Our local ecosystems will continue to undergo significant biological change, including species distributional shifts and the advance of harmful invasive species. Our local population will be increasingly at risk from extreme weather events, while local grocery stores will reflect climate impacts on certain foods and food prices.

Lesley Gallinger, President & CEO, Independent Electricity System Operator (IESO) recently spoke of the future of the energy transition in Ontario when talking about integrating community micro-grids like the one in Pickering “where homes were built with solar panels, battery storage, energy-management software, and electric-vehicle charging.” Technological changes such as these could and should be increasingly apparent in the Township.

Staff have reviewed a number of Climate Emergency Declarations and recommend using the Declaration of the City of Kingston as the basis for Tay Valley Township’s Crisis declaration.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council adopts the proposed Climate Change Crisis declaration.

Option #2 – Council supports some of the declaration and suggests changes.

FINANCIAL CONSIDERATIONS

None, at this time.

STRATEGIC PLAN LINK

Sustainable Finances - The declaration supports the Township making asset investments that will continue to be of value and not become stranded by the coming fossil fuel phase-out.

Healthy Environment – The declaration supports the continued functioning of the Township’s ecosystems.

Strong Community – The declaration supports the Township ensuring the resiliency of the community.

CLIMATE CONSIDERATIONS

The declaration strengthens Tay Valley Township’s focus on efforts to reduce Greenhouse Gas (GHG) emissions.

CONCLUSIONS

While the Climate Clock countdown emphasizes the urgent need to focus on actions over the next 5 and 1/2 years to reduce reaching climate tipping points, the situation is not solely one of doom. There are important steps we can and must take.

Mark Jacobson, states in his book, “No Miracles Needed: How Today’s Technology Can Save Our Climate and Clean Our Air”, “Policymakers, themselves, need to understand the urgency and thus take bold steps. The hour is getting late but there is still time to act for our children’s and the planet’s future”.

ATTACHMENTS

- 1) City of Kingston Climate Emergency Declaration
- 2) Vuntut Gwitchin of the Old Crow “After Our Time, How Will the World Be” Climate Emergency Declaration
- 3) Climate Stripes and the Urgency of Addressing Climate Change
- 4) Tipping Points

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 - City of Kingston Declaration of Climate Emergency

New Motion

1. Moved by Councillor Kiley
Seconded by Councillor Neill

Whereas climate change is currently contributing to billions of dollars in property and infrastructure damage worldwide, stressing local and international economies;

Whereas climate change is currently jeopardizing the health and survival of many species and other natural environments worldwide, stressing local and international eco systems;

Whereas climate change is currently harming human populations through rising sea levels and other extraordinary phenomena like intense wildfires worldwide, stressing local and international communities;

Whereas recent international research has indicated a need for massive reduction in carbon emissions in the next 11 years to avoid further and devastating economic, ecological, and societal loss;

Whereas an emergency can be defined as "an often dangerous situation requiring immediate action";

Therefore be it resolved, that the City of Kingston, officially declare a climate emergency for the purposes of naming, framing, and deepening our commitment to protecting our economy, our eco systems, and our community from climate change.

Attachment 2 - Vuntut Gwitchin of the Old Crow “After Our Time, How Will the World Be” Climate Emergency Declaration

Yeendoo Diinehdoo Ji’heezrit Nits’oo Ts’o’ Nan He’aa Declaration

Preamble In respect of the future generations as laid out in the *Ni’inlii Declaration* of the Gwitchin Nation and the United Nations *Declaration on the Rights of Indigenous Peoples*. In respect of the wealth of healthy animals, lands, and waters left to this generation as the birthright of the generations to come, we recognize and respect this with the *Yeendoo Diinehdoo Ji’heezrit Nits’oo Ts’o’ Nan He’aa Declaration* in acknowledgement of our planet’s climate crisis.

Whereas the Vuntut Gwitchin of Old Crow and our traditional territory have witnessed drastic changes in the land and animals which are only being confirmed by recent science, some of which reporting that the Canadian North’s annual average temperature has increased by 2.3 degrees Celsius with profound implications for our people, community, lands, waters, animals, and way of life,

Recognizing our duty to the past, present and future generations of all living beings to continue to respect the truth of the land through the continuation of Gwitchin culture that teaches us how to live with this world in a way that provides us with healthy animals, lands, waters, ecosystems, and populations,

Acknowledging the traditional knowledge of our elders which is supported by the findings of the United Nation’s Intergovernmental Panel on Climate Change’s “Special Report on Global Warming of 1.5°C” and that preventing the rise of global temperatures above 1.5 degree Celsius requires unprecedented reduction of global greenhouse gas emissions,

Considering Indigenous peoples’ cultures and values are from the land itself and that populations of other local Arctic, coastal and agricultural communities are disproportionately more vulnerable to the adverse impacts of the changing climate and the first to experience them directly,

Concerned that Indigenous peoples voices and lands are not being heard while our responsibility is to our lands and current State-led responses to climate change around the world are not sufficiently responsive to the dire circumstances already being directly experienced and the implications for the health of animal populations, food security, as well as our communities emotional, cultural, and physical well-being

Yeendoo Diinehdoo Ji'heezrit Nits'oo Ts'o' Nan He'aa Declaration

Emphasizing that Indigenous peoples and local Arctic, coastal and agricultural communities have vast and unique knowledge systems, practices and technologies for mitigating and adapting to the impacts of climate change as the worlds' most environmentally conscious inhabitants while our voices are missing from national and international public stages, and

Affirming the right of Indigenous peoples to self-determination, including Indigenous rights related to lands, waters and resources, and the imperative that Indigenous peoples be central to every effort for mitigating and adapting to climate change at local to international scales.

Therefore the Vuntut Gwitchin Council, gathered on May 19, 2019 at the village of Old Crow, Yukon within the territory of the Vuntut Gwitchin First Nation and other concerned actors adhering to this declaration hereby:

Declare that climate change constitutes a state of emergency for our lands, waters, animals and people, and that we will accordingly utilize our local, national and international forums and partnerships to achieve meaningful progress towards the Paris Accord and the inception of an Indigenous Climate Accord that shall call for coordinated efforts with our relatives around the world, and

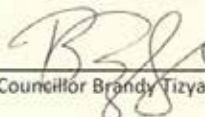
Call to Action local, national and international communities, governments, organizations and movements to respect the traditional knowledge of indigenous peoples as well as established science and utilize all available powers, resources and abilities to coordinate and mobilize efforts to prevent the rise of global temperatures above 1.5 degree Celsius above pre-industrialized levels.

As hereby ratified and made effective by the Council of the Vuntut Gwitchin First Nation in accordance with its responsibility under the Constitution of the Vuntut Gwitchin First Nation to protect the history, culture, values, traditions and rights of the Vuntut Gwitchin First Nation:

Yeendoo Diinehdoo Ji'heezrit Nits'oo Ts'o' Nan He'aa Declaration


Chief Dana Tizya Tramm


Deputy Chief Cheryl J. Charlie


Councillor Brandy Tizya

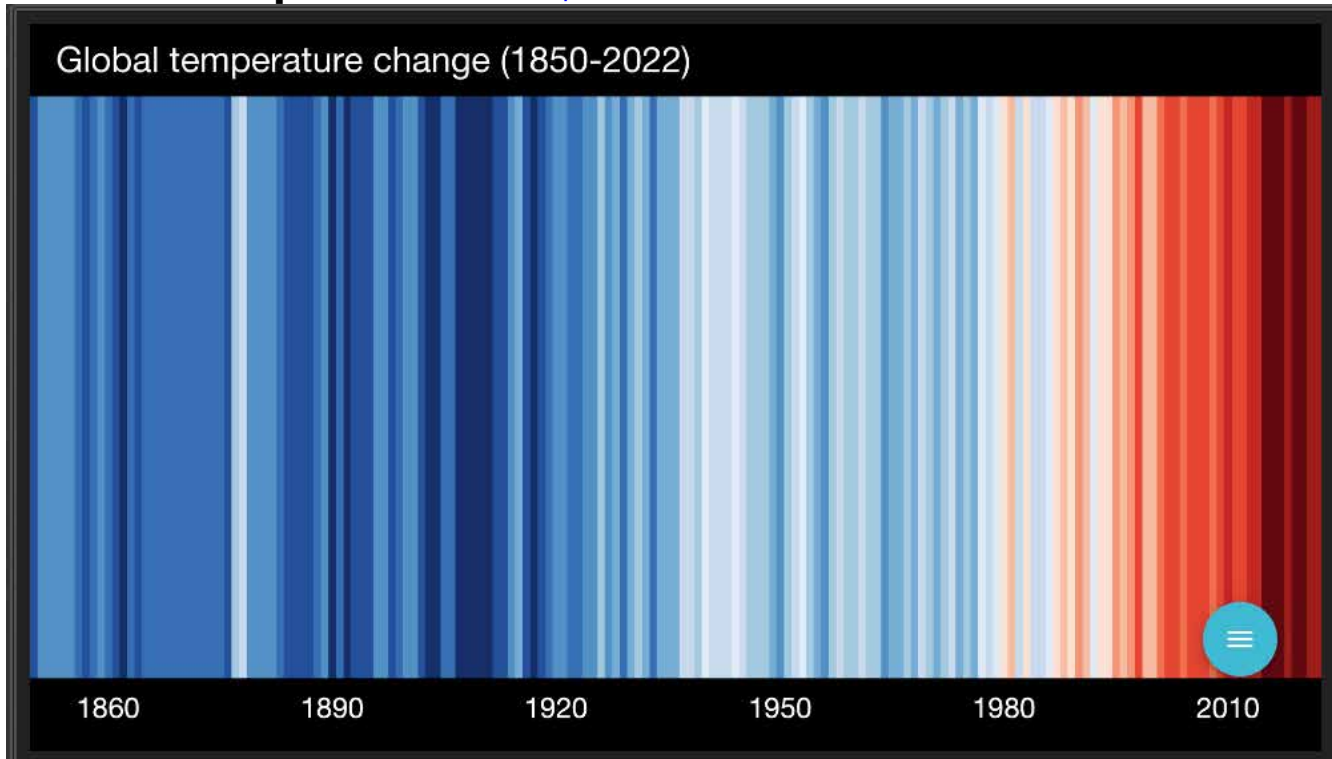

Councillor Marvin Frost Jr.


Councillor Darius Elias


Witness

Attachment 3 - Climate Stripes and the Urgency of Addressing Climate Change

Climate Stripes [#ShowYourStripes](#)



Articles about the urgency of addressing climate change include:

[Earth on verge of five catastrophic climate tipping points, scientists warn | Environment | The Guardian](#)

[Earth Just Had the Hottest 12-Month Span in Recorded History | Scientific American](#)

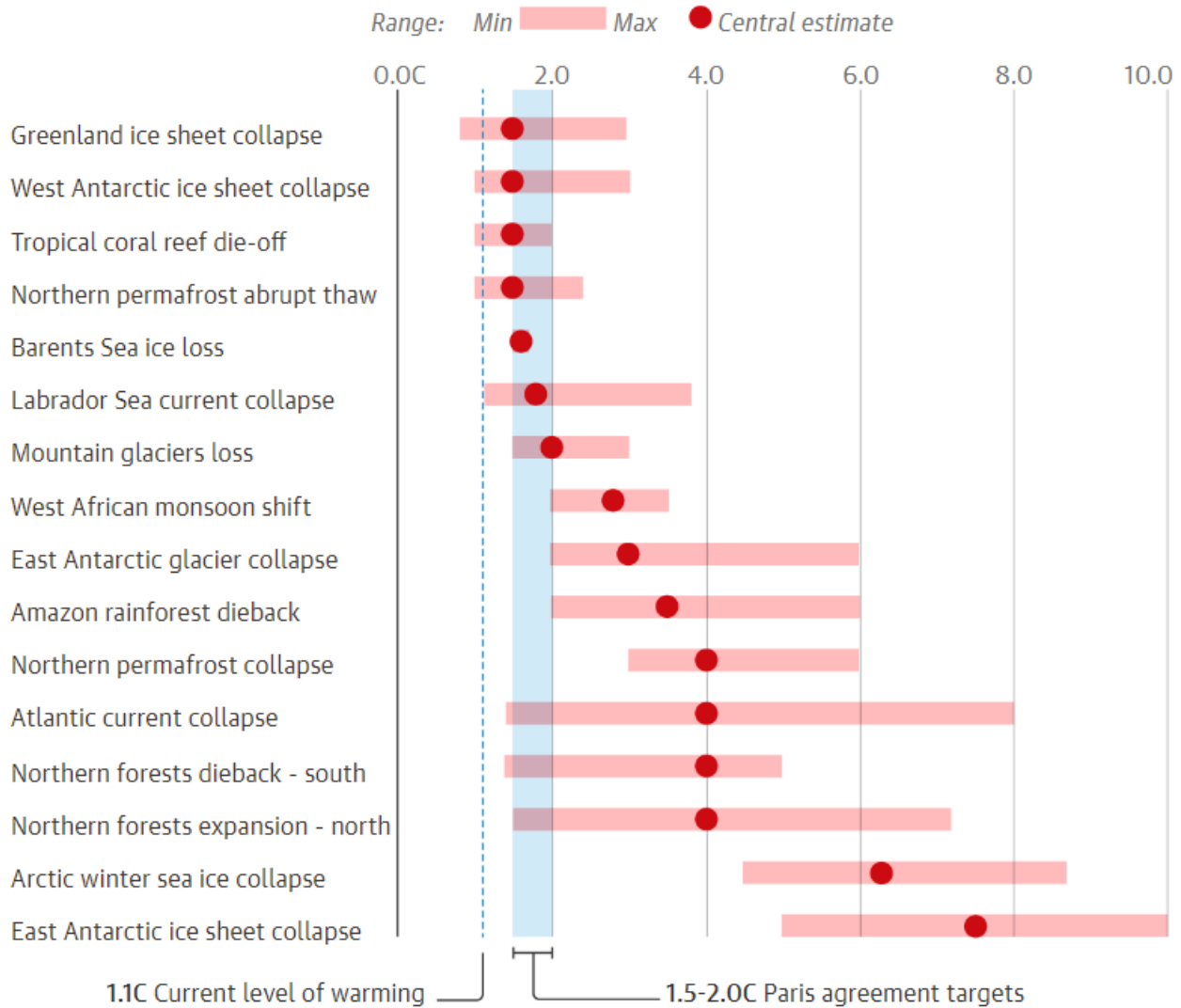
[Climate crisis costing \\$16m an hour in extreme weather damage, study estimates | Climate crisis | The Guardian](#)

[Explainer: What's the difference between 1.5°C and 2°C of global warming? | Reuters](#)

Attachment 4 – Tipping Points

The risk of climate tipping points is rising rapidly as the world heats up

Estimated range of global heating needed to pass tipping point temperature



Guardian graphic. Source: Armstrong McKay et al, Science, 2022. Note: Current global heating temperature rise 1.1C Paris agreement targets 1.5-2.0C

COMMITTEE OF THE WHOLE
February 13th, 2024

Report #FIN-2024-01
Ashley Liznick, Treasurer

PROPERTY TAX RESOLUTION

STAFF RECOMMENDATION(S)

It is recommended:

“WHEREAS, current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

WHEREAS, nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

WHEREAS, municipal revenues, such as property taxes, do not grow with the economy or inflation;

WHEREAS, unprecedented population and housing growth will require significant investments in municipal infrastructure;

WHEREAS, municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

WHEREAS, inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

WHEREAS, property taxpayers – including people on fixed incomes and small businesses – can not afford to subsidize income re-distribution programs for those most in need;

WHEREAS, the province can, and should, invest more in the prosperity of communities;
AND WHEREAS, municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE BE IT RESOLVED THAT, the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

AND FURTHER THAT, a copy of this motion be sent to the Premier of Ontario (premier@ontario.ca); Minister of Municipal Affairs and Housing (minister.mah@ontario.ca); the Minister of Finance (minister.fin@ontario.ca); and to the Association of Municipalities of Ontario (amo@amo.on.ca).”

BACKGROUND

During the 2024 budget discussion, Council gave the following direction to staff:

“The Planner proposed a letter from the Reeve to the Minister of Finance, Rural Ontario Municipal Association (ROMA), and related associations indicating the amount of funds not received by the Township because of phase-in having not been done. Because of the lack of phase-in, Townships are struggling to maintain their budgets.

The Committee deferred that suggestion to the next meeting of Council with direction to staff to draft the letter for discussion.”

Staff are bringing this report to help supplement the knowledge of property tax phase-in and suggest a different resolution be sent, on behalf of Council, to expand on the “struggling to maintain their budgets” portion from above, and for the province to reconsider all the financial pressures put onto municipalities, especially the pressures it creates on their budgets.

Education Tools on Budgets and Phase-In:

The following are two links to the Municipal Property Assessment Corporation (MPAC) toolkit and a video from the Municipal Finance Officers Association (MFOA) on municipal budgets. These are both being provided as refreshers on the topic.

<https://www.mpac.ca/en/OurServices/SupportMunicipalities/PropertyAssessmentandTaxationToolkit>

https://www.mfoa.on.ca/mfoa/Main/MFOA_News/MFOA_Video_Mun_Budget.aspx

The following is borrowed from another municipality:

“When re-assessment occurs, you will not necessarily see a tax increase for municipal or county taxes as a result. This is because municipalities determine what amount of money is required for a given year (tax levy) and then this amount is divided by total weighted assessment. Since every single property will experience a large assessment increase, the tax rate for that year will be significantly less than the year before. As a result, with all other parameters staying equal, your taxes would be similar. The following analysis is to help visualize this:

Property Tax Calculations

	Base Assessment	Assessment Increased 33% "Hot Housing Market"
Lower Tier (Township) Levy Requirement *	\$ 11,000,000	\$ 11,000,000
Upper Tier (County) Levy Requirement *	\$ 6,000,000	\$ 6,000,000
A-Total Municipal Levy Requirement	\$ 17,000,000	\$ 17,000,000
B-Total Weighted Assessment	\$ 1,592,499,700	\$ 2,123,332,403
C-Tax Rate (A/B)	0.01067504	0.00800628
D-Property Value	\$ 300,000	\$ 400,000
E-Municipal Property Taxes (C*D)	\$ 3,203	\$ 3,203

*Municipal levy requirement is determined by budget set by Council

Provincial (Education) Taxes are rate specific so they WILL increase in a hot housing market unless the Province changes the rate

F-2021 Rate	0.00153000	0.00153000
Provincial Property Taxes (D*F)	\$ 459	\$ 612

DISCUSSION

The Association of Municipalities of Ontario (AMO) has released its [pre-budget submission](#), calling on the provincial government to sit down with municipalities and work together on a joint review of municipal finance, including a detailed analysis of Ontario's infrastructure investment and service delivery needs.

The full pre-budget submission builds on the ongoing discussions AMO has been leading across the province around the stability and sustainability of municipal finances, including a [presentation](#) on the plenary stage at the 2024 ROMA Conference.

The proposed resolution has already been adopted at the County level recently, at Lanark County Council.

The Association of Municipalities Clerks and Treasurers of Ontario (AMCTO) and the Municipal Finance Officers Association (MFOA) are also making comments on the pre-budget submission and have similar feedback to what AMO is proposing.

OPTIONS CONSIDERED

Option #1 (Recommended) – Council adopts the proposed resolution.

Option #2 – Council supports some of the resolution and suggests changes.

STRATEGIC PLAN LINK

Sustainable Finances – The Township have stable tax rates and are able to fund desired programs and infrastructure.

CLIMATE CONSIDERATIONS

None at this time.

FINANCIAL CONSIDERATIONS

None at this time.

CONCLUSIONS

Municipal budgets are being constrained by provincial pressures. The time is right for municipalities and the province to come together to promote stability and sustainability of municipal finances province wide.

ATTACHMENTS

- 1) AMO Social and Economic Prosperity Review

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

AMO Social and Economic Prosperity Review

New realities demand a new approach to the provincial-municipal fiscal relationship

- Municipalities provide critical services that are central to Ontario's economy and quality of life, investing more than \$60B annually in important public services and infrastructure.
- The fiscal framework that enables municipalities to deliver infrastructure and services is broken – failing residents, small businesses and major industries.
- Long-standing structural problems have combined with growth pressures, economic factors, social challenges and provincial policy decisions to push municipalities to the brink.
- Last adjusted in 2008, a review of provincial-municipal financial arrangements is long overdue.
- AMO calls on Premier Ford to do what taxpayers expect – work together with municipal governments to modernize this partnership and build a solid foundation for economic growth and quality of life.

The municipal fiscal framework is compromising Ontario's economic and social prosperity

Municipal revenues do not grow with the economy or inflation

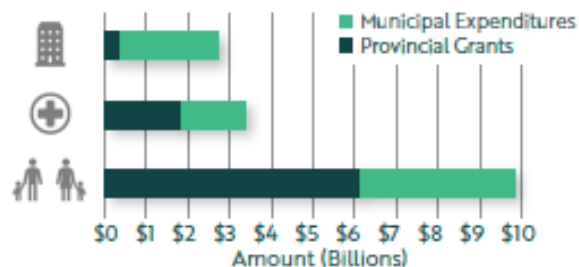
- Municipalities rely heavily on property taxes, which do not grow with the economy or inflation.
- In 2022, annual average inflation rate was 6.8% – leaving municipalities to contend with increased wages, construction costs, and interest rates without corresponding growth in revenue.
- Federal and provincial governments saw record revenue growth in 2022 driven by inflation and economic activity, with no inflation adjustments to most municipal grants such as the Ontario Municipal Partnership Fund (OMPF).

Municipal property taxes subsidize the provincial treasury by almost \$4 billion a year

- Nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility – such as social housing, long-term care, public health, childcare and social services.
- Municipalities in Ontario provide services that typically fall under provincial jurisdiction in other provinces. **Provincial contributions offset these costs – but only in part.**
- In 2022, municipal expenditures in these areas outpaced provincial contributions by almost \$4 billion – a figure that is expected to grow in future years.

• This figure is not exhaustive, as the province continues to download costs in other areas.

For example, AMO estimates that municipalities and property taxpayers are currently on the hook for more than \$400 million in hospital capital and equipment costs that should rightfully be funded by the provincial treasury.



Current fiscal arrangements undermine municipalities' ability to invest in infrastructure

- Municipalities own and operate more public infrastructure than the provincial and federal governments – valued at nearly half a trillion dollars.
- The ambitious goal of 1.5 million new homes by 2031 depends on building essential municipal infrastructure and the public investment to support it.
- Bill 23 resulted in municipalities' having \$1 billion less to fund growth.
- Maintaining current assets in the face of climate change also brings growing costs. In 2021, the Financial Accountability Office estimated that the cost to bring existing municipal assets to a state of good repair was approximately \$52 billion.

Property taxpayers, including small business owners and seniors on fixed incomes, can't afford to pay for provincial costs

- Increasingly, municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises.
- Ontario's property taxes are already the second highest in the country.
- The property tax base was never meant to support income re-distribution.

Partners in prosperity: the province can invest more in Ontario's prosperity

Despite strong fiscal fundamentals, Ontario has underinvested for decades

- Ontario's spending per capita is the lowest in Canada at **\$11,974**
- Real per capita spending in children's and social services, education and post-secondary schools have all **declined by over 10%** since 2018
- Provincial deficit, debt-to-GDP ratios and the percent of revenues going towards interest payments are all at **10-year lows**.



The Province is a key beneficiary of housing market.

- » Provincial government's share of the purchase price of a new home has climbed steeply over the past 10 years – **increasing by 55%** compared to local governments' 13%.
- » The housing market delivers the Ontario Government **\$4.4 billion** a year in Land Transfer Tax, in addition to HST collected on new houses.

A social and economic prosperity review

Ontarians expect their elected officials to work together effectively and respect their tax dollars.

We believe the time is right for a province-wide conversation where municipalities and the province come together to promote the stability and sustainability of municipal finances province-wide.

AMO is calling on the provincial government to commit to this review as part of the upcoming budget, with a view to developing a consensus report with recommendations by 2025.

Working together, we can build a better Ontario.



155 University Avenue Suite 800, Toronto, ON M5H 3B7
416.971.9856 | amo@amo.on.ca | www.amo.on.ca

COMMITTEE OF THE WHOLE
February 13, 2024

Report #FIN-2024-02
Ashley Liznick, Treasurer

**DEVELOPMENT CHARGES BACKGROUND STUDY & BY-LAW
SOLE SOURCE**

STAFF RECOMMENDATION(S)

“**THAT**, section 7.4 of the Township’s procurement policy, “professional consulting services estimated to cost more than \$2,000 shall be requested through a competitive Request for Proposal process”, be waived;

THAT, Watson & Associates Economists Ltd. be awarded the consulting services contract for the 2024 Development Charges Background Study and development of corresponding by-law at a cost of \$33,280 + net HST;

THAT, Watson & Associates Economists Ltd. be awarded the consulting services contract for the 2024 Area Specific Study at a cost of \$6,720 + net HST;

THAT, the provisional item, the Development Charges implementation workshop, for \$3,600 + net HST, be covered by the 2024 operational training budget lines.;

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

BACKGROUND

As per Section 2 of the [Development Charges Act, 1997](#), “the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies.”

Section 10 of the *Development Charges Act, 1997*, requires that prior to passing a development charge by-law a development charges background study must be completed.

On December 2, 2019, Tay Valley Township passed a by-law, under Section 2(1) of the *Development Charges Act, 1997*, to establish development charges (DCs) upon all lands within the boundaries of the Township where the development of the land would increase the need for municipal services based upon a study which was completed earlier that year. This

by-law expires on December 2, 2024. This study & by-law was completed by Watson & Associates.

In 2021, an update to the Township DC study & by-law was completed. At the same time the update was happening an area-specific study was done for Maberly Pines subdivision.

At the time of passing the update (November/December 2021), the previous Council decided to wait and allow the new Council to discuss and decide on the outcome of the area-specific study. That area-specific study was only good for one year, till November/December 2022, which is when it expired, and a new study needs to be completed. This new study, for the area specific to Maberly Pines, will include multiple options for Council to review, as there are new options due to changes in the regulations/Act.

DISCUSSION

As per the Township's procurement policy a Request for Proposal (RFP) for consulting services is to occur when over \$2,000. Staff are requesting that Council waive this provision as the extension of this existing contract would prove more cost effective and beneficial.

Watson's was previously retained through a competitive RFP process in 2019 (they were the only submission) and has been the Township's vendor of record for DC's for the past five (5) years. During those five (5) years Watson's has been accessible and easy to contact for advice and direction.

Watson's also completed an update to the 2019 DC study in 2021 for the Township. At this time they also completed an area-specific study for the Maberly Pines Subdivision.

Watson's has the Township's historical data and background knowledge that helps keep the cost of such a study within budget.

Watson's is a leading member of the industry. They are consistently advocating for municipalities and send out informational packets. With the regulations changing so much in the last 2-4 years Watson's has been exceptional in giving guidance and providing information during this ever-changing time.

Watson's provided staff with a full detailed package that included price, timelines, staff assignments, and other detailed information.

Staff have reviewed the submission and concluded that the quote submitted by Watson & Associates Economists Ltd. was thorough and complete. Watson has substantial experience with similar projects, a very experienced project team, and considerable understanding for the scope of work that was outlined in a phone call with them. Their submitted work schedule was realistic and was reflective of their proposed work plan and methodology. Based upon these key points, Staff would recommend that Council extend the contract to Watson & Associates Economists Ltd. for the 2024 DC Study & By-Law and to have them complete the area-specific study for the Maberly Pines Subdivision.

OPTIONS CONSIDERED

Option #1 (Recommended) - Sole Source Contract

To award the consulting services contract for a Development Charge Background Study and development of corresponding by-law, along with a separate study for the Maberly Pines Subdivision to Watson & Associates Economists Ltd.

Option #2 – Not award the contract and perform RFP process. This option is not recommended as the last time around the Township received one bid.

STRATEGIC PLAN LINK

The financial stability of the Township is enhanced with development charges. Development fees charged are used to pay for increased capital costs required because of increased needs for services arising from development.

CLIMATE CONSIDERATIONS

None considered at this time.

FINANCIAL CONSIDERATIONS

A portion of the development charge fees collected (in the current study) are to cover the costs associated with future development charge studies. The costs of this study can be funded from the Development Charge Reserve Fund.

The area specific study, for Maberly Pines, will be covered through any cost-recovery option (DC/capital charge) that gets implemented (if Council proceeds in that direction), or through Township DC's.

As these projects were included in the 2024 budget, at a cost of \$41,600 and being funded by the DC Reserve Fund, staff is recommending that the project be approved as it falls within budget.

CONCLUSIONS

Development charges are a valuable revenue source to the Township to offset costs associated with capital costs required due to growth, so that existing residents are not bearing the cost of new growth.

This background study is an essential tool to determine the appropriate development charge rates to impose for the next five to ten years.

As per Section 10(4) of the Act, once the development charge background study is completed it will be made available to the public at least sixty (60) days prior to the passing of the development charge by-law and until the by-law expires or is repealed by posting the study on the website of the municipality.

Prepared and Submitted By:

Approved for Submission By:

Original Signed

Original Signed

**Ashley Liznick,
Treasurer**

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

COMMITTEE OF THE WHOLE

February 13, 2024

Report #PW-2024-03
Sean Ervin, Public Works Manager

TAYSIDE ESTATES SUBDIVISION

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tay Valley Township waive the four (4) outstanding items to the Tayside Estates Subdivision Agreement as outlined in Report #PW-2024-03 - Tayside Estates Subdivision;

THAT, Tay Valley Township approve Final Acceptance of the Works for the Tayside Estates Subdivision;

THAT, the necessary by-law to assume Ernest Way in the Tayside Estates Subdivision be brought forward to the next Council meeting for approval;

AND THAT, once the Final Acceptance of the Works for the Tayside Estates Subdivision has been approved and the necessary by-law to assume Ernest Way been adopted and registered on title that the remaining securities be released.”

BACKGROUND

The Tayside Estates Subdivision began development in 2010 with the Subdivision Agreement signed in 2015. Over the course of approximately thirteen years, the subdivision has slowly progressed towards completion and final acceptance by the Township. The last major completed milestones were the paving of the roadway in late 2017, the installation of the dry hydrant in 2022 and most recently, the transfer of the Conservation Lands to the Rideau Valley Conservation Foundation. The purpose of this report is to provide Council with an update on the status of the Subdivision Agreement and to request that Council complete Final Acceptance of Work and that the appropriate by-law be passed to assume Ernest Way into the Township’s Road network.

DISCUSSION

Although all major tasks have now been completed by the Developer, there are a few items noted in the Agreement that have not been completed or are no longer applicable due to the amount of time that has passed since the beginning of the Works. The outstanding items from the Agreement are as follows:

- Topsoil and seeding from edge of shoulder to edge of road allowance – This item would have been included in the Agreement as an erosion and sediment control measure to ensure the newly placed road materials and disturbed soils did not erode into the waterways. Although there is no evidence that this item was completed, the areas have naturally vegetated. It is no longer practical to complete this item, as the vegetation would have to be removed before placing new topsoil and seed.
- Warranty Period – The agreement notes that all works include a 24-month warranty from Final Acceptance. With the works being completed over an approximate 8-year period, the 24-month warranty may no longer be practical. There has been no significant Works, with exception of the installation of the dry-hydrant, in the previous 2-years. The Fire Department has tested the dry-hydrant and also used the dry-hydrant during a fire in 2023, and it works as it should.
- Various Minor Works – This includes the installation of a stop bar at the stop sign (line painting), an asphalt apron at the community mailbox and granular sealing at multiple locations along the new road. The stop bar was painted during the Township's 2023-line painting program and the requirement for the apron and the granular sealing is being requested to be waived as the roadway has been in operation for 5-years without issue.
- Submission of As-Built Drawings – Although no as-built drawings are available, the design engineer provided inspection reports and as-built elevations at 25m intervals throughout the construction of the new road. These inspection reports were reviewed by the Township as well as the Township's peer review consultant and therefore there is a good degree of confidence that the final condition of the road and the drainage Works matches the design, and that the roadway has been constructed in conformance with the approved design drawings.

Staff are confident that these four items can be waived without consequence and are requesting that Council approve Final Acceptance to complete this project.

FINANCIAL CONSIDERATIONS

The Township still holds \$335,757.57.75 in securities by letter of credit from the Developer to complete any remaining tasks if the developer chose to walk away from the Agreement. If Council approves Final Acceptance, and the road assumption by-law, the securities will be released back to the Developer.

OPTIONS CONSIDERED

Option #1 – (Recommended) – That Council agree to waive the four remaining outstanding items and that the applicable By-Law be passed to assume the Ernest Way and complete the remaining paperwork for Final Acceptance of the Tayside Estates Subdivision.

Option #2 – Council does not waive the remaining items and staff bring back an additional report for Final Acceptance once the remaining tasks are completed, as noted in the discussion section of this report.

CLIMATE CONSIDERATIONS

No direct link.

STRATEGIC PLAN LINK

1 To deliver efficient and effective services for the benefit of residents, visitors and businesses

CONCLUSIONS

The Tayside Estates subdivision development has been a complex project. With the developer being as close as ever to Final Acceptance, the Township should work with the developer to complete the project, while still protecting the best interests of the Township. Almost all the lots within the subdivision have been developed over the last couple of years and the Township has started to collect taxes on these properties. By completing Final Acceptance and assuming Ernest Way, the Township will start maintaining it as its own and including the road in future capital projects.

ATTACHMENTS

1. Subdivision Agreement (sent as a separate package)
2. Draft Road Assumption By-Law

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2023-0XX

ASSUME ROAD FOR PUBLIC USE WITHIN THE TAYSIDE ESTATES SUBDIVISION (ERNEST WAY)

WHEREAS, Section 27 (1) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that except as otherwise provided in the Act, a municipality may pass by-laws in respect of a highway, only if it has jurisdiction over the highway;

AND WHEREAS, Section 28 (2) (b) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that, the municipality has jurisdiction over all road allowances, highways, streets and lanes shown on a registered plan of subdivision;

AND WHEREAS, the Tayside Estates Subdivision was approved under Section 51 of the *Planning Act*, R.S.O.1990, Chapter P.13, as amended, on the 9th of July 2015;

AND WHEREAS, Section 31 (4) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that a municipality may by by-law assume a road allowance, highway, street or lane shown on a registered plan of subdivision for public use;

AND WHEREAS, the municipality deems it expedient to assume Ernest Way for maintenance purposes;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Tay Valley Township enacts as follows:

1. GENERAL REGULATIONS

- 1.1 **THAT**, the road described in Schedule "A" and as shown on Schedule "B" attached, be assumed for public use as a highway in Tay Valley Township.
- 1.2 **THAT**, Schedule "B" is provided for information purposes only and does not form part of this By-Law.
- 1.3 **THAT**, the road is more particularly described as Ernest Way on Plan 27M70 being PIN 05186-0237 (LT), attached as Schedule "C" and shall be for information purposes only and does not form part of this By-Law.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-0XX**

2.0 ULTRA VIRES

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

3.0 EFFECTIVE DATE

ENACTED AND PASSED this 12th day of December, 2023.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-0XX**

SCHEDULE "A"

DESCRIPTION OF ROAD TO BE ASSUMED:

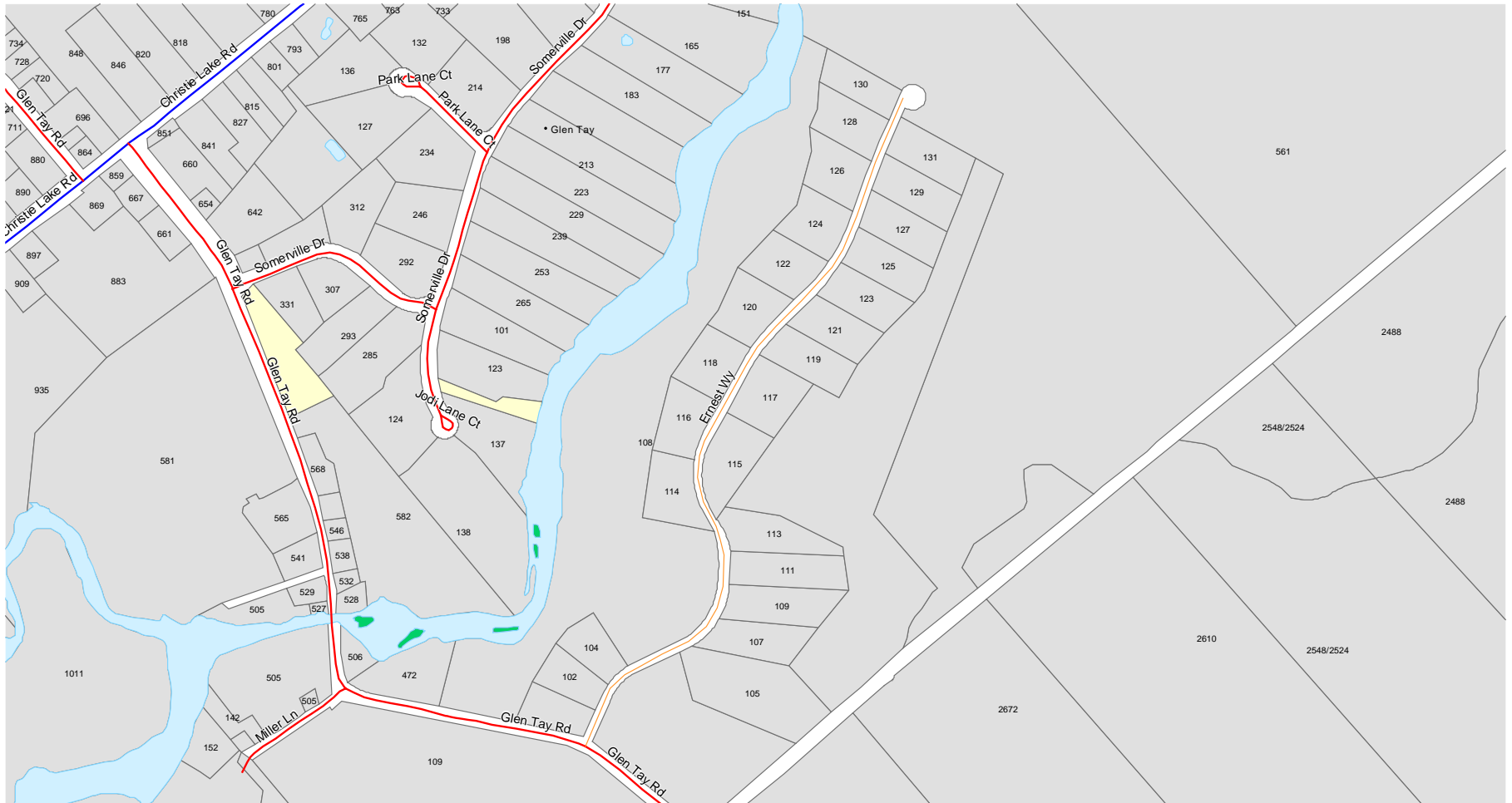
ERNEST WAY

PIN 05186-0237 (LT)

ERNEST WAY, PLAN 27M70; TAY VALLEY TOWNSHIP

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2023-0XX**

SCHEDULE "B"



COMMITTEE OF THE WHOLE

February 13th, 2024

Report #PW-2024-04

Sean Ervin, Public Works Manager

PAVILION PROJECTS – TENDER AWARDS

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Tender 2024-RF-001, Timber Framed Pavilion, be awarded to Hemlock Ridge Timberframes Inc.;

THAT, Tender 2024-RF-002, Pavilion Site Works, be awarded to Vanderheyden Excavating;

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

BACKGROUND

On October 5th, 2023, the Township was notified that the Ontario Trillium Foundation (OTF) approved the Capital Grant to build a timber framed pavilion at the Forest Trail Park. Also included in the grant application is the construction of three (3) new trails to connect the existing trail to the pavilion site and the installation of picnic tables. The Pavilion site is located in the east side of the park, approximately 75m from the parking lot and in an open area of the forest, therefore only a few small trees will need to be removed for the installation of the structure.

DISCUSSION

Tenders 2024-RF-001 and 002 for the Timber Framed Pavilion and Pavilion Site Works were released on the Township’s Bids and Tenders on January 8, 2024. There was a mandatory site visit on January 22 to review the site conditions of the project. Both projects closed on February 1, 2024, and eight (8) bids were received for the Timber Framed Pavilion project and ten (10) bids were received for the Pavilion Site Works project.

Listed below are the results of the bids from each of the contractors from lowest to highest price:

2024-RF-001 Timber Framed Pavilion

Company	Total Tender Price
Hemlock Ridge Timberframes Inc.	\$ 63,857.16
Dwellings design-build	\$ 64,414.00
Vanderheyden Excavating	\$ 65,000.00
Goldie Mohr Ltd.	\$ 74,000.00
2355335 Ontario Ltd	\$ 93,963.00
12658721 Canada Ltd.	\$ 105,000.00
IN Engineering	\$ 105,745.87
Mascon Restorations	\$ 117,756.18

2024 RF-002 Pavilion Site Works

Company	Total Tender Price
Vanderheyden Excavating	\$ 13,500.00
Crains' Construction Limited	\$ 14,890.00
G. Tackaberry & Sons Construction Company Limited	\$ 17,433.00
12658721 Canada Ltd.	\$ 19,500.00
AWD Contractors	\$ 22,515.00
Goldie Mohr Ltd.	\$ 23,000.00
Arnott Brothers Construction	\$ 23,500.00
Nex Gen Excavating	\$ 27,660.00
Eco-Turf Hydroseeding Ltd.	\$ 29,391.15
Royal Crown Construction	\$ 43,287.60

FINANCIAL CONSIDERATIONS

The OTF grant amount is for \$98,300. A breakdown of the costs is as follows:

Item	Cost
Timber Framed Pavilion	\$ 63,857.16
Pavilion Site Works	\$ 13,500.00
Picnic Tables, Bear Proof Garbage Can, and New Signage (Allowance)	\$ 19,250.00
Project Cost	\$ 96,607.16
Non-Rebated HST (1.76%)	\$ 1,700.29
Total Project Costs	\$ 98,307.45
Budgeted Amount	\$ 98,300.00
Surplus/(Deficit)	(\$7.45)

Staff will work with previous used suppliers for the purchase of the picnic tables, garbage can and new signage.

OPTIONS CONSIDERED

Option #1 – (**Recommended**) – Award the Tenders to Hemlock Ridge Timberframes Inc. and Vanderheyden Excavating.

Option #2 – Award the tenders to another bidder. This is not recommended as the requirements in the Tender were clear.

Option #3 – Not award the tenders. This is not recommended as the Township received a grant to complete this work and it is within the budgeted amount.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

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

CONCLUSIONS

The pavilion at the Forrest Trail Park will be an excellent addition and allow for many new activities to be hosted at the park. The pavilion will provide shelter for users of the park from inclement weather and enable to Township and community partners to offer outdoor programs.

ATTACHMENTS

1. Layout of New Pavilion

Prepared and Submitted By:

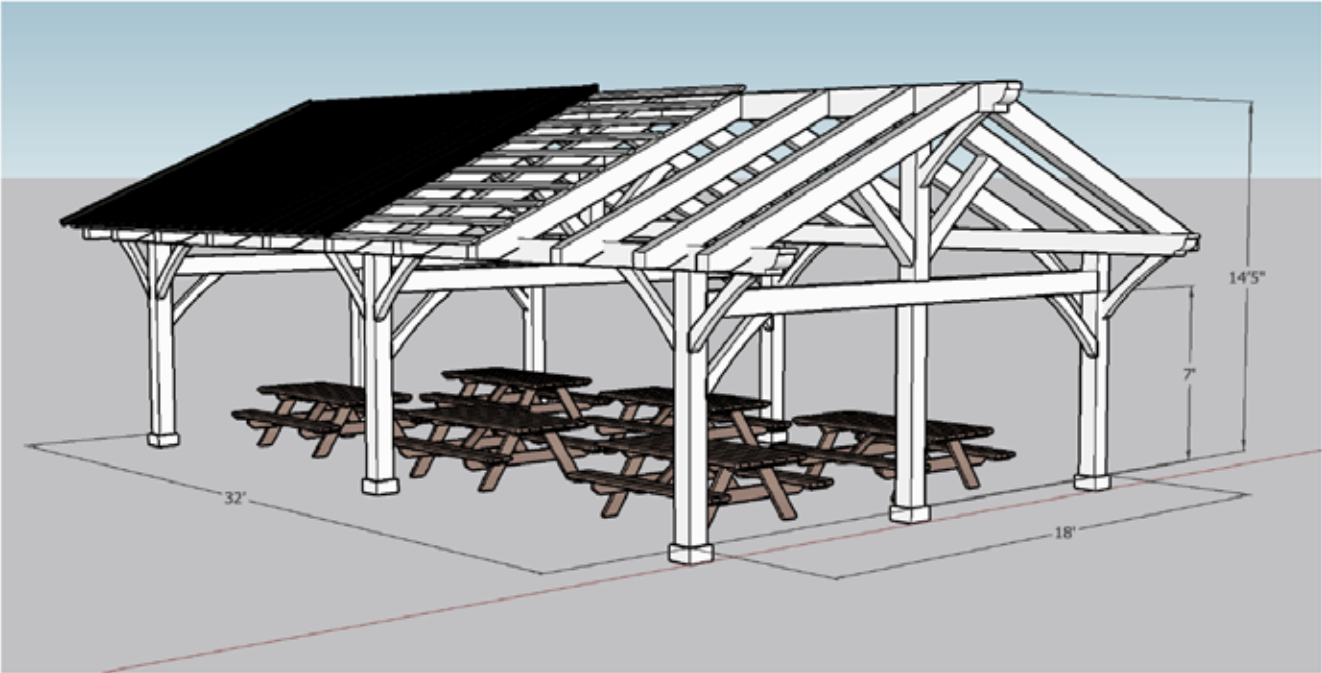
Approved for Submission By:

**Sean Ervin,
Public Works Manager**

**Amanda Mabo
Chief Administrative Officer/Clerk**

Attachments

Layout of New Pavilion



COMMITTEE OF THE WHOLE
February 13th, 2024

Report #PW-2024-02
Sean Ervin, Public Works Manager

ROAD PATROL SOFTWARE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Section 7.2 of the Township’s Procurement Policy be waived to single source Road Patrol Software from Go Evo Inc.;

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

BACKGROUND

As per [Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways](#), roads are required to be patrolled at different frequencies as per the table provided in the regulation or if it is determined that there is a substantial probability snow accumulation or ice formation on the roadways.

Roadways are classified between Class 1 to Class 6, based on the speed limit applicable to it and the average daily traffic on it. Furthermore, Class 1’s are high speed and high volume and Class 6’s are low speed and low volume.

The Township has one Class 3 roadway, which requires patrol once every seven (7) days, and the rest are Class 4,5 and 6. Class 4 roads are required to be patrolled every fourteen (14) days and Class 5 roads are required to be patrolled every thirty (30) days. The Regulation does not specify the patrol frequency for Class 6 roads; however, the Township historically has treated these roads as Class 5 roadways and patrolled them every thirty (30) days.

DISCUSSION

The Township’s current practice for road patrol is to conduct a patrol and make notes with pen and paper. The frequency of patrols is tracked somewhat informally, however can be confirmed using the current AVL/GPS that is installed on all the Township’s fleet.

Go Evo Inc's software is called MESH. MESH is a "mobile cloud-based and work management platform that enables communities to be more efficient and effective in managing their operations". The application-based program can be accessed via a smartphone or on a tablet and would allow the road patrols to become paperless. The Townships Road database (road name, limits, and classification) would be loaded into the system and would track patrol compliance with the regulation and therefore reducing liability for the Township.

Staff have reached out to other Public Works staff in Lanark County and four other Township's are using Go Evo's Road Patrol Software and are having good results. Lanark County is using the software to track road sign condition and inspections but have yet to start using the Road Patrol Software. With about half of the other municipalities in Lanark County using Go Evo's MESH program, staff requested a quote for the services for Tay Valley.

FINANCIAL CONSIDERATIONS

The 2024 Budget included the amount of \$11,000 for Road Patrol Software and is to be funded from the "Modernization Funding" that was received by the provincial government in 2019.

The cost for the software is as follows:

Activation fee: \$5000.00 (one time fee)
Annual subscription fee for 5-users: \$5700.00
Device and Data Plan (iPad and 64GB/month): \$720

Total for 2023: \$11,420. The additional \$420 plus non-rebated HST (\$201), or \$621 total, can be funded from the contingency reserve, which is where the Modernization Funding is currently being held.

The annual subscription and the device and data plan will be added to the 2025 Public Works Operating Budget. If the Township is not satisfied with the service, the agreement can be cancelled by notifying Go Evo, in writing, five days before the business renewal date.

In comparison, staff discussed a similar program PSD (the Township's Asset Management Software provider) in 2023 and the cost was approximately two and half times the cost of MESH.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Sole source the Road Patrol Software to Go Evo Inc. for the road patrol software.

Option #2 – Do not waive section 7.2 of the Procurement Policy and issue a Request for Proposals.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

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

CONCLUSIONS

The Mesh Software has many other built-in modules that staff will be able to access, including a module for fleet inspections, park and play area inspections and road sign inspections. These modules are included in the price and staff will review each of them once the road patrol program is running smoothly.

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

February 13th, 2024

Report #PW-2024-01

Sean Ervin, Public Works Manager

BLUE BOX TRANSITION UPDATE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #PW-2024-01 – Blue Box Transition Update be received for information.”

BACKGROUND

In 2002, the [Waste Diversion Act](#) passed, which led to the 2004 implementation of the residential [Blue Box Program Plan \(BBPP\)](#). The BBPP mandated municipalities to fund 50% of the Blue Box program costs, and the producers of printed paper and packaging to fund the other 50% of the program costs. Under the BBPP, municipalities are responsible for arranging their own Blue Box collection and processing contracts.

Each spring, municipalities report the BBPP costs to [Resource Productivity and Recovery Authority \(RPRA\)](#), a regulator mandated by the Government of Ontario to enforce the province’s recycling laws. The report, known as the Data Call, includes the total Blue Box tonnages processed by the Township’s hauling contractor, as well as hauling and processing costs, staff costs, and other costs used to operate the residential Blue Box Program. [Stewardship Ontario](#) then reimburses the municipalities based on the information reported in the Datacall.

On June 3, 2021, The Ontario Ministry of Environment, Conservation and Parks (MOECP) released the long anticipated new [Ontario Regulation 391/21 Blue Box](#), under the Resource Recovery and Circular Economy Act, 2016.

The new regulation moves Ontario to an “extended producer responsibility (EPR) model where industry will be wholly responsible for the cost and operations of blue box recycling. The transition to EPR will help Ontario improve its Blue Box recycling program by:

- Expanding services to more communities
- Standardizing the list of materials that can be recycled across the province.

- Saving municipalities money by making producers of products and packaging fully responsible for the cost and operation of the program.

This legislation applies to Blue Box Materials generated from the following properties:

- Residential
- Multi-residential
- Schools
- Non-profit long-term care facilities and non-profit retirement homes
- Public space bins in municipal parks and on sidewalks.

This regulation excludes the industrial and commercial section and segments of the institutional sector (municipal buildings or facilities, daycares, not-for-profit organizations, and places of worship, campgrounds, and trailer parks). Staff will further investigate campgrounds and trailer parks as the new regulation allows some campgrounds that more closely resemble seasonal households to participate in the program.

The new regulation is being implemented in two phases:

1. Transition (July 1, 2023, to December 31, 2025)
2. Post-transition (starting January 1, 2026)

The eastern municipalities in Lanark County, including Carleton Place, Mississippi Mills, Drummond/North Elmsley, Montague and Beckwith, transitioned in 2023. The remaining western municipalities, including Tay Valley, Lanark Highlands, and Perth, are scheduled to transition to the new program on January 1, 2025.

DISCUSSION

As municipalities prepare for the transition and post-transition, staff have had opportunities to participate in regular meetings with stakeholders including Association of Municipalities of Ontario (AMO), Continuous Improvement Fund (CIF) (specifically the Depot Subcommittee) and Circular Materials' monthly Municipal Working Group.

Producers will be represented by three Producer Responsibility Organizations (PRO): Circular Materials Ontario (CMO), Resource Recovery Alliance and Ryse Solutions. CMO is a non-profit PRO that represents most producers of paper products, packaging, and packaging-like products. Some of CMO's members include Coca-Cola, Kraft Heinz Company, Loblaw Companies, Maple Leaf Foods, McDonalds, PepsiCo, and so on. Because of CMO's market reach, they are able to create the agreements between PRO's (who represents the producers) and the municipalities, to implement the new Regulation.

CMO has issued a Master Service Agreement, Statements of Work for Depot Collection, and Promotion and Education for Depot Collection. Recently a new Depot Operations Agreement has been made available for 'depot only' municipalities like Tay Valley. This streamlined agreement is an attractive option which contracts with the municipality for depot collection only and pays third party contractors selected by CMO to haul and process the blue box materials.

With Tay Valley scheduled to transition in 2025, Council will have to begin making decisions regarding the new Blue Box Regulation. The Township can either “opt-in” or “opt-out”.

Opt-in

If the Township “opts-in” and signs a contract with CMO:

- Residents will continue to drop-off acceptable Blue Box materials at one of Tay Valley’s three waste disposal sites.
- Tay Valley must meet the obligations in the agreements, such as limiting contamination of recycled materials.
- Tay Valley will receive funding from CMO to operate the depot collection of Blue Box materials.

Opt-out

If the Township “outs-out” and does not sign a contract with CMO, CMO would assume control of service delivery for Blue Box materials which may involve the following points:

- Residents would drop-off their garbage at one of Tay Valley’s three waste disposal sites, and then may have to drive somewhere else to drop-off acceptable Blue Box materials.
 - The Regulation requires CMO to open the same number of depots as there are garbage depots, however there is no obligation for these depots to be near the current waste disposal sites.
 - There may be an option for CMO to lease a portion of the Township’s Depots and have their contractor operate from this space.
- Tay Valley will not incur any costs for depot collection, hauling and processing of residential Blue Box Materials.
- If Tay Valley wants to provide depot Blue Box collection for the Commercial, Industrial, and Institutional sector, it must arrange its own hauling and processing contract, and determine how to pay for the program (user-payer or from the tax base).

Industrial, Commercial and Institutional (ICI) Blue Box Material Sources

Many municipalities provide Blue Box services to municipal buildings and local businesses. Ontario Blue Box Regulation 391/21 excludes the industrial and commercial sectors, as well as segments of the institutional sector. These ICI properties are referred to as "non-eligible sources" of Blue Box materials.

During Tay Valley Township’s transition period (December 1 - 31, 2025), blue box programs can co-mingle residential and non-eligible Blue Box materials at collection but must pay for collection, plus \$200 per metric tonne for the cost of hauling and processing materials from non-eligible sources. This is because the cost of services to ICI properties is not covered by the Blue Box regulation.

In the post-transition period starting January 1, 2026, municipalities cannot co-mingle residential and non-eligible sources of Blue Box materials. At that time, should Council wish to continue to provide Blue Box drop-off or collection services to non-eligible sources, the

Township would need to arrange for a separate contract for ICI materials, and determine how to fund that commercial program (for example, user pay or through the property tax base).

All parties are expected to make every effort to ensure the success of the new program. If transition results in a program that is less convenient or accessible for residents, there is concern that recyclables will end up in the municipal garbage stream, increasing costs and taking up valuable landfill capacity. Staff are dedicated to negotiating a smooth transition for depot collection of blue box materials.

FINANCIAL CONSIDERATIONS

There are no direct or immediate financial implications associated with this report. Future financial implications resulting from the transition to full producer responsibility will start in 2025 and will vary depending on agreements reached with CMO. Details and impacts on the budget will be brought forward in future reports as staff negotiations with the PRO unfold.

OPTIONS CONSIDERED

Option #1 – (Recommended) – receive this report for information.

Option #2 – provide further instructions to staff.

CLIMATE CONSIDERATIONS

Ensuring an efficient and effective Blue Box program will reduce Green House Gas Emissions and ensure that recycling materials do not end up in the landfill.

STRATEGIC PLAN LINK

To deliver efficient and effective services for the benefit of residents, visitors, and businesses

CONCLUSIONS

As the Township moves closer to the transition date, it is expected that discussions between the Township and Circular Materials will ramp-up in an effort to have the agreements in-place prior to the transition date. It is expected that the turn-around time to execute the agreement will be quick and the purpose of this report is to provide some background information to Council so that the decision, to opt-in or opt-out, can be made.

In the meantime, Staff will continue to participate in municipal and industry discussions related to the Blue Box Transition, review options of ineligible sources and continue with the in-depth analysis of the blue box costs at the depots to be able to assess offers from CMO. Staff will bring an additional report to Council with the outcome of negotiations and the resulting contract offers and/or next steps with CMO and the blue box transition.

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

February 13th, 2024

Report #CAO-2024-01

Amanda Mabo, Chief Administrative Officer/Clerk

**REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE
ILLMAN**

STAFF RECOMMENDATION(S)

“**THAT**, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2024-01 – Request to Close a Portion of an Unopened Road Allowance (Illman), as per the Road Closing and Sale Policy and call a Public Meeting.”

BACKGROUND

A written request (attached) was received from the property owners requesting the closure of the identified portion of the unopened road allowance.

DISCUSSION

The CAO/Clerk undertook a preliminary review.

The Applicants are requesting to close this section and add it to their property located East of the unopened road allowance as they accidentally built a portion of their house on a portion of the unopened road allowance - *see attached map*.

The Planner and Public Works Department were also consulted and have no issues with this request.

Staff recommends proceeding with closing the portion of the unopened road allowance requested as there would be no Planning or Public Works concerns or future anticipated municipal uses.

The requestor will be required to pay all costs associated with the application, including purchase price, legal and advertising costs and may also require an appraisal to determine the purchase price for the land. A reference plan/survey will be undertaken by the Applicant at their cost and will also identify the location of the structure.

ATTACHMENTS

- i) Written Request
- ii) Map

Prepared and Submitted By:

Original Signed

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

November 20, 2023 8:44:45 AM

Hello Amanda,

We're currently in the process of building a house at 1464 Bennett Lake Road and realized that part of the structure is sitting on an unopened road allowance between 1464 Bennett Lake Road and 1498 Bennett Lake Road, Balderson Ontario, K0G 1A0.

As a result, we're hoping to apply for the stop up and closure of half the road allowance between 1464 Bennett Lake Road and 1498 Bennett Lake Road, Balderson Ontario, K0G 1A0.

We only need about 300 feet back and 33 feet across (9,900 square feet total).

We've been in to discuss this matter with Noelle, who has been helping us navigate this process.

Please also see the attachment where we've provided some additional detail and a screenshot of the interactive map of the property in question.

If you have any questions or need any additional information, please let me know!

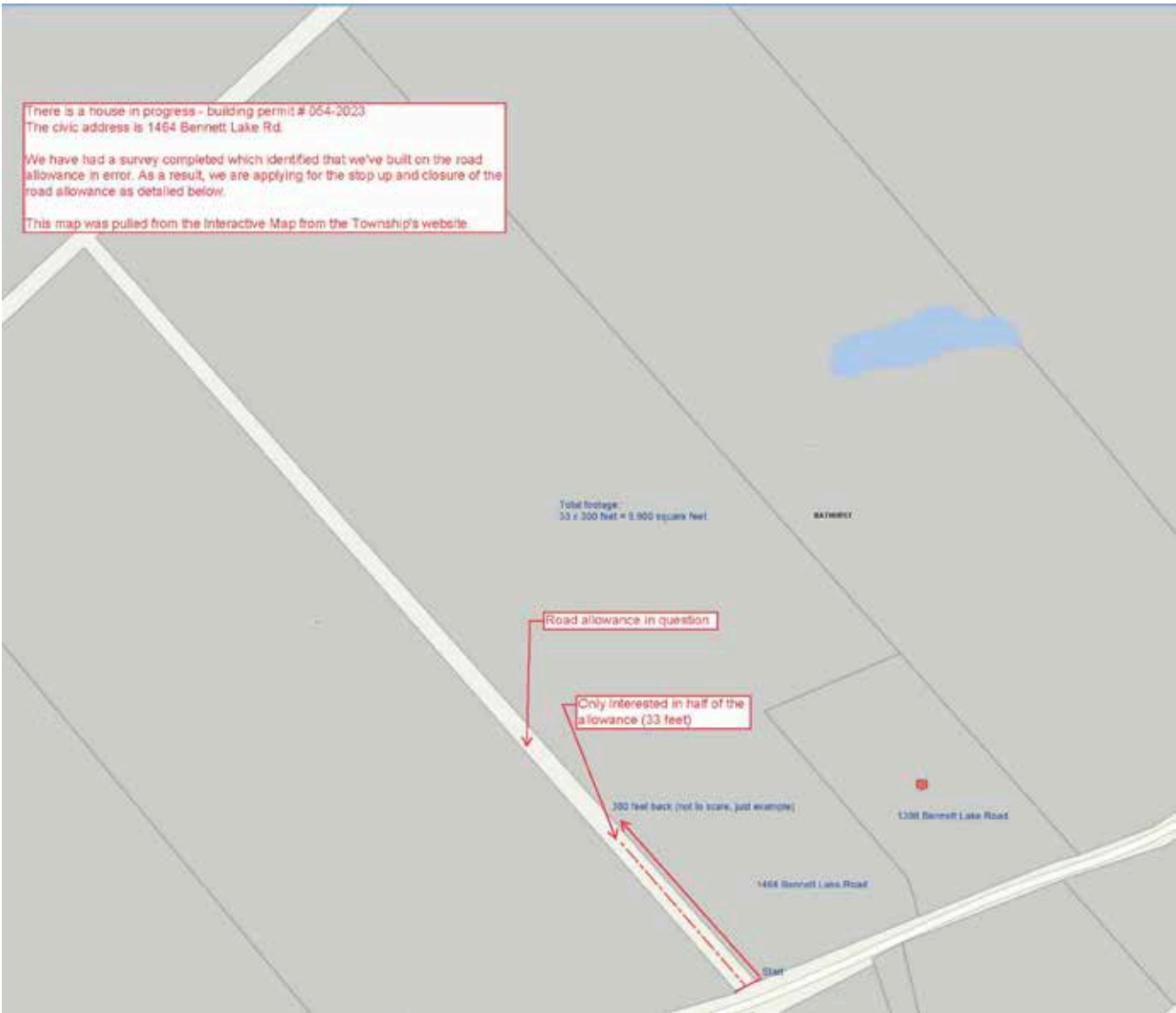
Thank you,

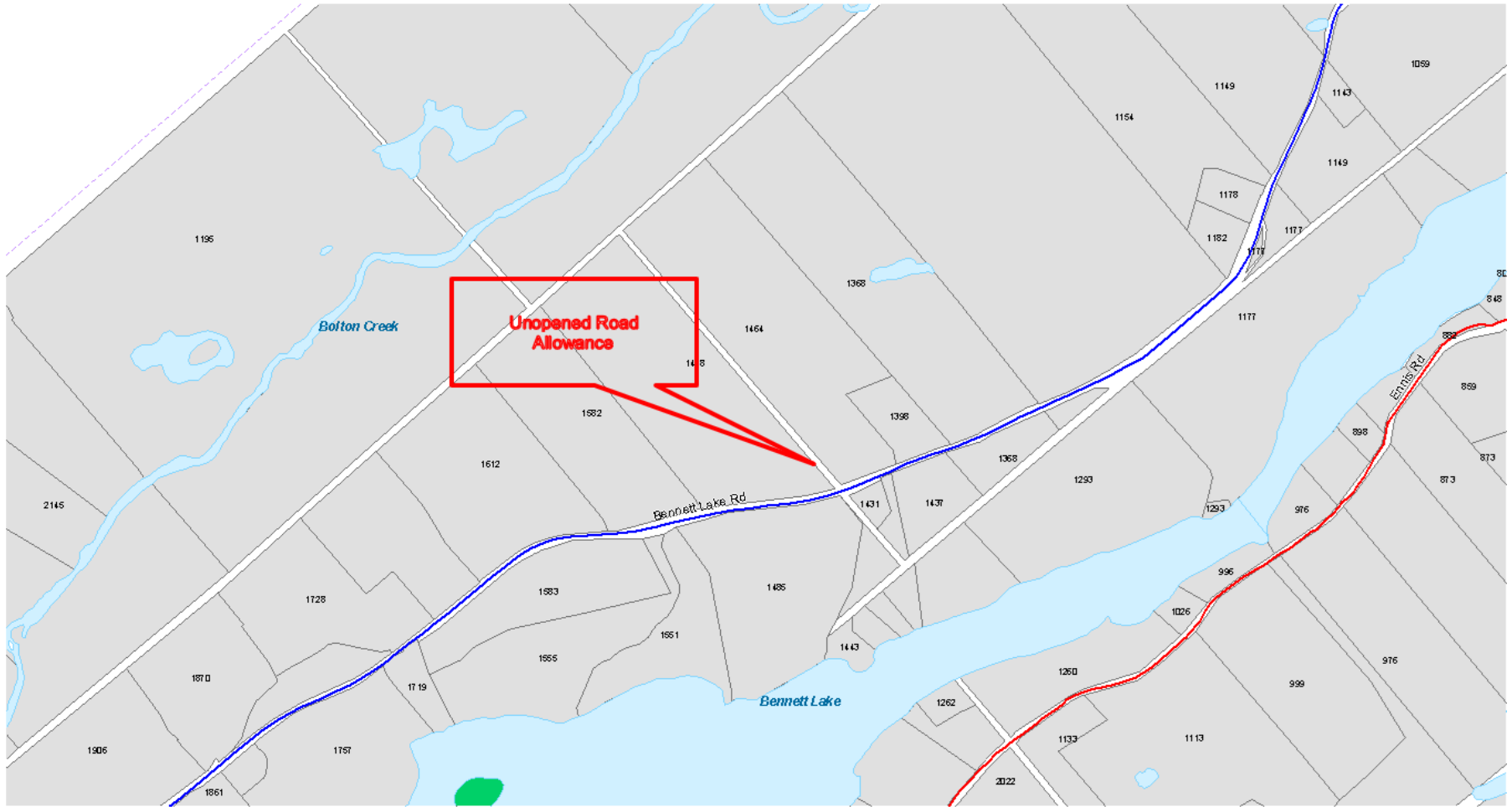
Christian

There is a house in progress - building permit # 054-2023
The civic address is 1454 Bennett Lake Rd.

We have had a survey completed which identified that we've built on the road allowance in error. As a result, we are applying for the stop up and closure of the road allowance as detailed below.

This map was pulled from the Interactive Map from the Township's website.





January 17, 2024

Road Closing – Bathurst – Concession 11 – Part of the Unopened Road Allowance between Part Lot 10 and Part Lot 11 (Illman)

COMMITTEE OF THE WHOLE
February 13th, 2024

Report #CAO-2024-02
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME
MURPUBAR BAY LANE

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road to Murpubar Bay Lane as outlined in Report #CAO-2024-02 – Proposed New Road Name – Murpubar Bay Lane, be brought forward for approval.”

BACKGROUND

A planning application was received for a property with civic address 1384 Althorpe Road. 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 "Murpubar Bay Lane".

OPTIONS CONSIDERED

Option #1 – Adopt Murpubar Bay 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 Murpubar Bay Lane as outlined in this report be brought forward for approval.

ATTACHMENTS

- i) GIS Map
- ii) Survey

Prepared and Submitted by:

**Amanda Mabo
Chief Administrative Officer/Clerk**



INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM REAL TIME NETWORK OBSERVATIONS (RTN) AND ARE REFERRED TO MTN ZONE 8 NAD83 (CSRS(2010) COORDINATES. COORDINATES COMPLY WITH RURAL ACCURACY LEVEL 10.0 M (2.0 FT) (E) 10.0/7.0

POINT ID	NORTHING	EASTING
ORP A	4961436.0	309667.6
ORP B	4961478.6	309721.4

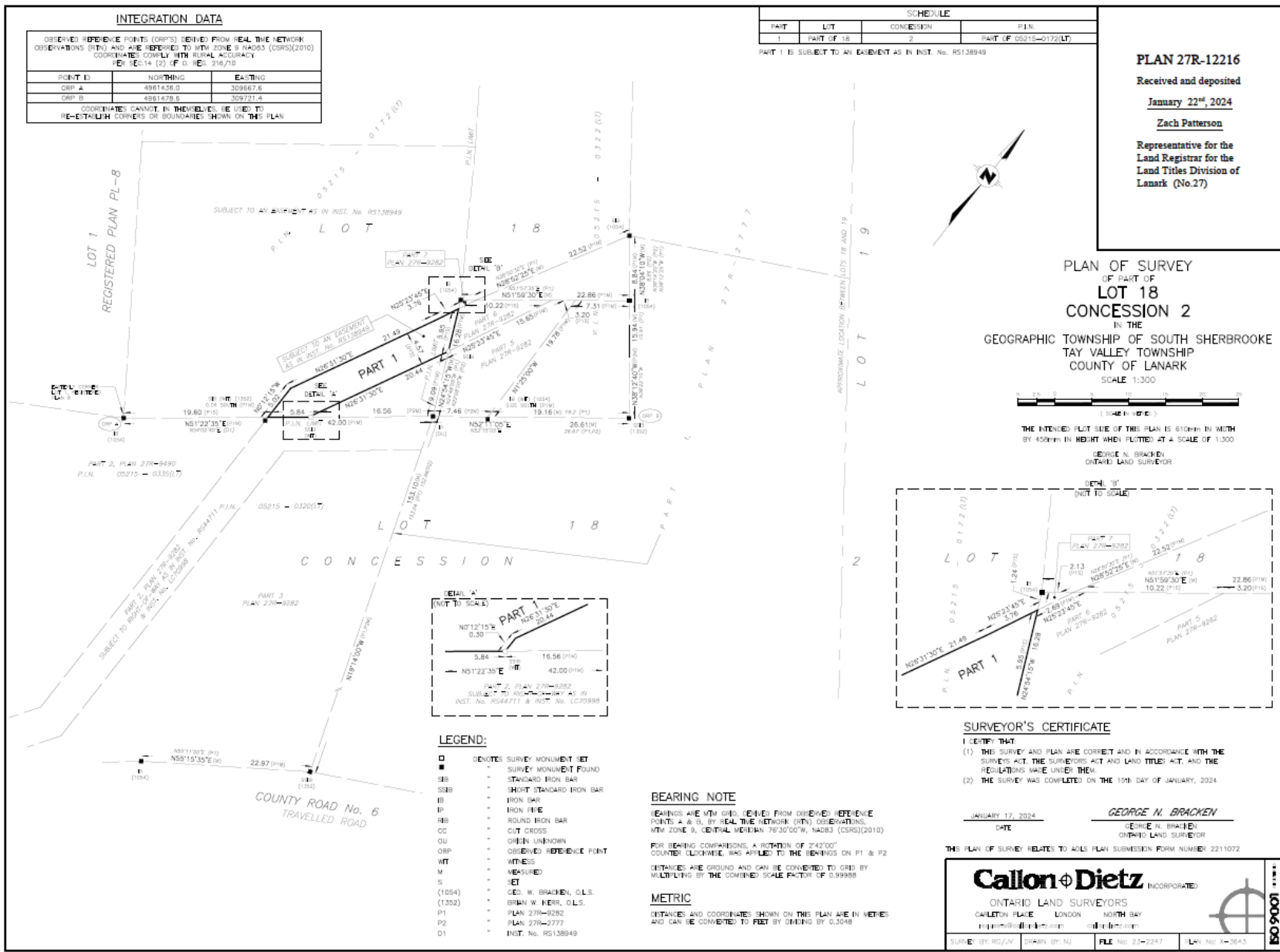
COORDINATES CANNOT IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

SCHEDULE

PART	LOT	CONCESSION	PLAN
1	PART OF 18	2	PART OF 05215-0172(0)

PART 1 IS SUBJECT TO AN EASEMENT AS IN INST. No. R5138949

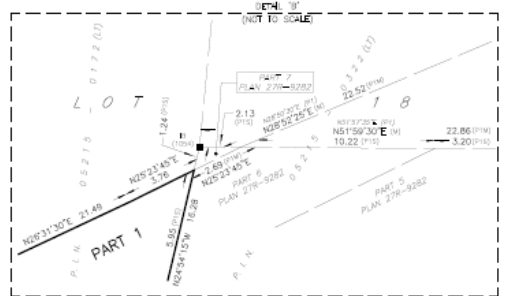
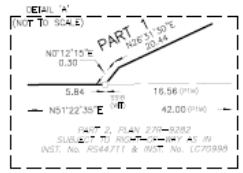
PLAN 27R-12216
 Received and deposited
January 22nd, 2024
Zach Patterson
 Representative for the
 Land Registrar for the
 Land Titles Division of
 Lanark (No.27)



PLAN OF SURVEY
 OF PART OF
LOT 18
CONCESSION 2
 IN THE
 GEOGRAPHIC TOWNSHIP OF SOUTH SHERBROOKE
 TAY VALLEY TOWNSHIP
 COUNTY OF LANARK
 SCALE 1:300



THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 450mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:300
 GEORGE N. BRACKEN
 ONTARIO LAND SURVEYOR



- LEGEND:**
- DENOTES SURVEY MONUMENT SET
 - DENOTES SURVEY MONUMENT FOUND
 - SIB STANDARD IRON BAR
 - SSIB SHORT STANDARD IRON BAR
 - IB IRON BAR
 - IP IRON PIPE
 - RB ROUND IRON BAR
 - CC CUT CROSS
 - OU CORNER UNKNOWN
 - ORP OBSERVED REFERENCE POINT
 - WT WITNESS
 - M MEASURED
 - S SET
 - (1054) G.E. W. BRACKEN, O.L.S.
 - (1052) BRIAN W. KERR, O.L.S.
 - P1 PLAN 27R-9282
 - P2 PLAN 27R-2777
 - D1 INST. No. R5138949

BEARING NOTE
 BEARINGS ARE MTN GRID, DERIVED FROM OBSERVED REFERENCE POINTS A & B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, MTN ZONE 8, CENTRAL MERIDIAN, 78°30'00"W, NAD83 (CSRS(2010))
 FOR BEARING COMPARISONS, A ROTATION OF 2'42'00" COUNTER-CLOCKWISE, WAS APPLIED TO THE BEARINGS ON P1 & P2
 DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99988

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

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT
 (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS ACT AND LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM;
 (2) THE SURVEY WAS COMPLETED ON THE 15th DAY OF JANUARY, 2024

JANUARY 17, 2024
 DATE
 GEORGE N. BRACKEN
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2211072

Callon Dietz INCORPORATED
 ONTARIO LAND SURVEYORS
 CARLTON PLACE LONDON NORTH BAY
 info@callondietz.com callondietz.com

SURVEY BY: R522V	DRAWN BY: NU	FILE NO: 22-1247	LOT NO: 18-1043
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1:300

COMMITTEE OF THE WHOLE
February 13th, 2024

Report #CAO-2024-03
Amanda Mabo, Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE
GERVAIS

STAFF RECOMMENDATION(S)

“**THAT**, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2024-03 – Request to Close a Portion of an Unopened Road Allowance – Gervais, as per the Road Closing and Sale Policy and call a Public Meeting.”

BACKGROUND

A written request (attached) was received from the property owners requesting the closure of the identified portion of the unopened road allowance.

DISCUSSION

The CAO/Clerk undertook a preliminary review.

The Applicants are requesting to close this section and add it to their properties located both sides of this section of unopened road allowance as currently this section of unopened road allowance dissects two separate undersized properties owned by the Applicant. The closure would allow the two undersized lots and the unopened road allowance piece to be consolidated into one lot. The consolidation would also allow access to the property to the East, which is currently landlocked.

The Planner and Public Works Department were consulted and have no issues with this request.

Staff recommends proceeding with closing the portion of the unopened road allowance requested as there are no Planning or Public Works concerns or future anticipated municipal uses.

The requestor will be required to pay all costs associated with the application, including purchase price, legal and advertising costs and may also require an appraisal to determine

the purchase price for the land. A reference plan/survey will be undertaken by the Applicant at their cost.

ATTACHMENTS

- i) Written Request
- ii) Map

Prepared and Submitted By:

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

From: Curtis
Sent: Saturday, April 15, 2023 11:27 AM
To: TVT Deputy Clerk <DeputyClerk@tayvalleytwp.ca>
Subject: Stopping up unused road allocation - Roll # 914-010-36720

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

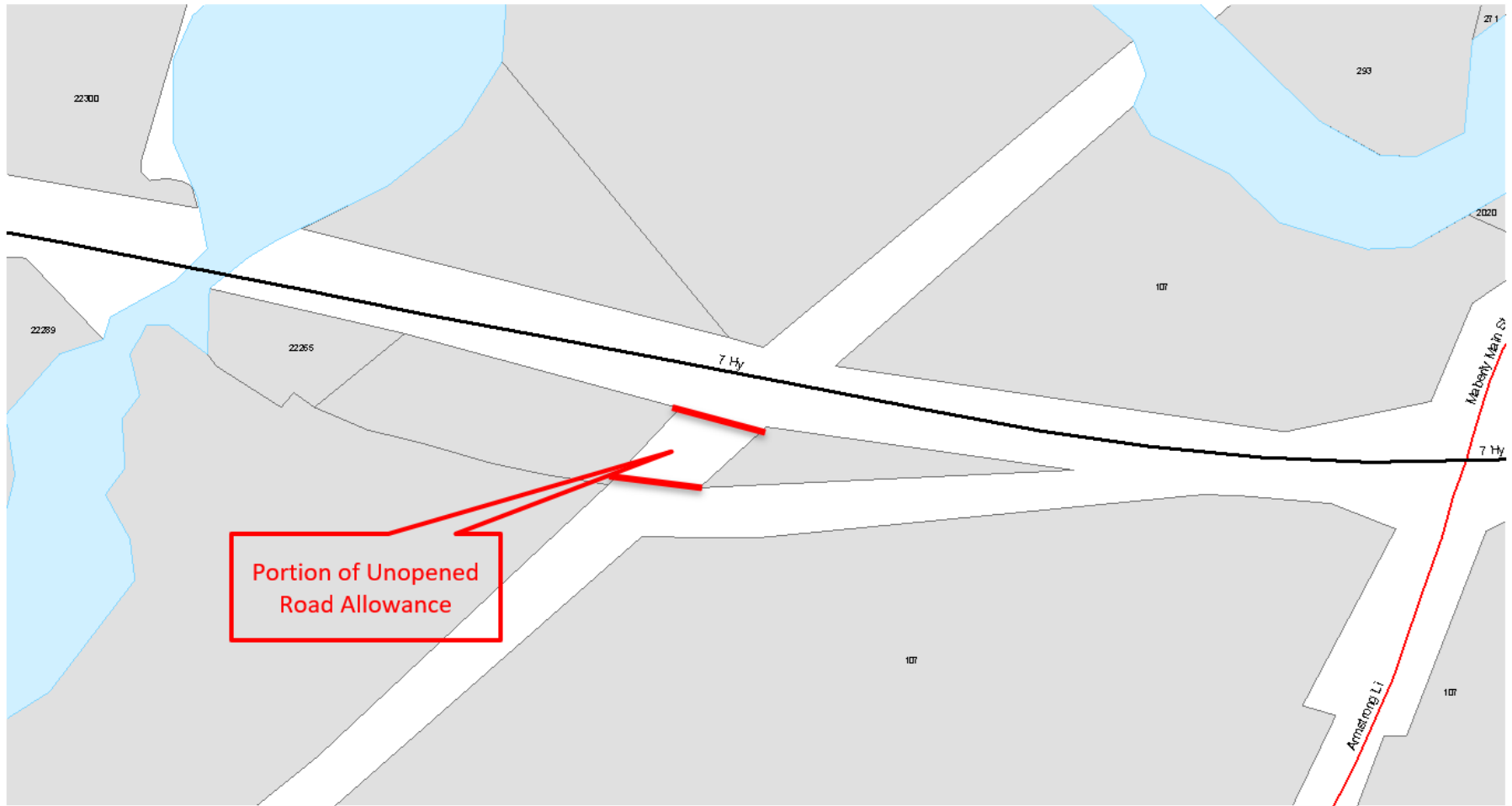
Hello,

I received your information from the CAO, I'm interested in stopping up the unused road allocation, from which I understand is approximately where the red lines are on the image supplier, from the township in order to make it a lawful property entrance.

If you could kindly advise me what is needed, and what information you'd require, in order to proceed.

This Roll # is 914-010-36720.

Thank you



COMMITTEE OF THE WHOLE
February 13th, 2024

Report #CAO-2024-05
Amanda Mabo, Chief Administrative Officer/Clerk

LANARK COUNTY OPP DETACHMENT BOARD
TERMS OF REFERENCE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Lanark County OPP Detachment Board – Terms of Reference be approved;

AND THAT, the necessary by-law be brought forward at the next Council meeting.”

BACKGROUND

On March 26, 2019, Ontario passed the [Comprehensive Ontario Police Services Act, 2019](#) (Bill 68) and established the [Community Safety and Policing Act, 2019](#) (CSPA). On December 18, 2023, the Ministry of the Solicitor General issued a notice to advise that April 1, 2024 was proclaimed as the official date on which the CSPA will come into force. Once in-force, the CSPA, 2019 will replace the [Police Services Act](#) (1990).

In June of 2021, municipalities were requested by the Ministry of the Solicitor General to submit a proposal for a Detachment Board composition. Lanark County OPP policed municipalities came together, developed and received their respective Council approval to submit a composition based on eight (8) municipal representatives (one (1) per municipality); eight (8) community representatives (one (1) per municipality) and four (4) provincial appointees. On October 11, 2022, the Ministry approved Lanark County’s Detachment Board composition.

DISCUSSION

Effective April 1, 2024, the Township’s and other current Police Services Boards will be replaced by a Lanark County OPP Detachment Board based on the Ministry-approved composition. In order to allow municipalities to advertise for their respective community representatives, a Terms of Reference has been prepared to provide information about the OPP Detachment Board. This information will enable community individuals to determine if they have an interest in serving.

The attached Terms of Reference is presented for Council's consideration. The Terms of Reference have been reviewed by the Ontario Association of Police Services Boards (OAPSB) staff, who have been working closely with Ministry staff on developing the regulations which will provide the implementation details for the CPSA, as well as by a Transition Committee of one (1) elected representative per Lanark County OPP policed community and their staff. All suggested changes have been incorporated into the Terms of Reference attached to this report.

Once the Terms of Reference have been approved by all Lanark County OPP policed communities, the community representative positions will be advertised/posted by the respective municipalities.

Given that Detachment Board representatives have to receive provincially mandated mandatory training prior to becoming a member of the Detachment Board, time is of the essence.

OPTIONS CONSIDERED

Option #1 – Adopt Terms of Reference

Once the Terms of Reference are approved at the February 27th Council meeting a call for a community representative will be made.

Option #2 – Do Nothing

This option is not recommended as it will leave the Township's community representative position vacant on the new Board.

STRATEGIC PLAN LINK

Not applicable.

FINANCIAL CONSIDERATIONS

None at this time.

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

- i) Draft Terms of Reference

Prepared and Submitted By:

Original Signed

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

Lanark County OPP Detachment Board Terms of Reference

A. Purpose

While it is the legislative mandate of the OPP Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils in other matters in accordance with the Community Safety and Policing Act (CSPA), the purpose of the OPP Detachment Board is to:

1. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
2. make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;
3. facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;
4. make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and
5. conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the OPP Detachment Board's Procedural By-law.

B. Roles and Responsibilities

Per Section 68 (1) of the Community Safety and Policing Act, the OPP Detachment Board's roles shall include:

- a. consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
- b. determining objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. advising the detachment commander with respect to policing provided by the detachment;
- d. monitoring the performance of the detachment commander;
- e. reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f. on or before June 30 in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

C. Authority

1. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
2. The OPP Detachment Board members shall:
 - a. ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;

- b. not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
- c. not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary-Treasurer for distribution which may be shared by the OPP Detachment Board members;
- d. not authorize any expenditures outside the OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board;
- e. have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the OPP Detachment Board or designate.

D. Reports To

The OPP Detachment Board reports to the respective Municipal Councils comprising the OPP Detachment Board as required in accordance with the CSPA.

E. Composition

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of eight (8) Council representatives based on one (1) per OPP policed municipality, eight (8) community representatives based on one (1) per OPP policed municipality, and four (4) provincial representatives.

1. **Qualifications of the Community Representatives**

To qualify for the Community Representative on the OPP Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.

Community Representatives shall not be an employee of their respective municipality.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

2. **Appointments to the OPP Detachment Board**

- i. Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.
- ii. Council Appointments to the OPP Detachment Board shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the OPP Detachment Board shall be made by the respective municipal Council; one (1) per municipality. In considering Community Appointments, preference should be given to persons demonstrating knowledge or experience in one (1) or more of the following areas:

- a. Finance
 - b. Social Services
 - c. Education
 - d. Governance
 - e. Legal
 - f. Health Care
 - g. Mental Health
- iv. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

3. Term of Membership

The Term of office for Council and Community Appointees on the OPP Detachment Board shall be concurrent with the term of Council.

The Term of office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

4. Absence

Any Community Representative who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Secretary-Treasurer shall advise the Clerk of the respective municipality so that the vacancy may be filled.

5. Review

The composition of the OPP Detachment Board shall be reviewed once within each term of the Board.

2. Resignation of Representatives:

- a. Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary-Treasurer and shall notify the Clerk of their respective municipality so that a replacement may be appointed.
- b. Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary-Treasurer and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

3. Filling Vacancies:

- a. Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council and within three (3) months of the vacancy occurring.
- b. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

4. Responsible Party:

The Secretary-Treasurer appointed by the OPP Detachment Board shall be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA.

5. Structure:

a. Chair and Vice-Chair

In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

b. Support Resources

- i) The OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.
- ii) Recording Secretary: The Recording Secretary shall be the Secretary-Treasurer appointed annually by the OPP Detachment Board members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
 - i) The CSPA and its regulations
 - ii) Code of Conduct Regulation
 - iii) The OPP Detachment Board's
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law;
 - d. Terms of Reference; and
 - iv) The OPP Detachment Board shall determine the frequency of reviewing its documents identified in 1.iii) and amending them as necessary.
2. The OPP Detachment Board shall meet monthly on the third Wednesday of each month except for the months of July and December, unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the Town of Carleton Place's website. Meetings shall be held in the Meeting Room at the Carleton Place Fire Hall, 15 Coleman Street, Carleton Place. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
3. Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Chair, shall vote.
4. The OPP Detachment Board may solicit, document and consider public input where appropriate.

5. The agenda shall be distributed and posted at least seven (7) days before the OPP Detachment Board meetings on the Town of Carleton Place's website.
6. The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the Town of Carleton Place's website.
7. The approved minutes, signed by the Chair and Secretary-Treasurer, shall be provided to the Clerk of the Town of Carleton Place for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Procedural By-law.

G. Quorum

Greater than 50% of the OPP Detachment Board members eligible to vote and not excluded by legislation shall constitute quorum.

CORRESPONDENCE



1. **Government of Ontario:** News Release – Support Municipal Partners in Building More Homes – *attached, page 3.*
2. **The Town of Plympton-Wyoming:** Resolution – Support to Revoke Strong Mayor Powers – *attached, page 10.*
3. **Western Ontario Wardens Caucus:** Resolution – Strong Mayor Powers – *attached, page, 11.*
4. **Western Ontario Wardens Caucus:** Resolution – Leave to Construct Threshold – *attached, page 14.*
5. **Chatham-Kent:** Resolution – Ontario Works Rates – *attached, page 16.*
6. **Loyalist Township:** Resolution – Ministry of the Environment, Conservation and Parks proposal to expand the use of the permit-by-rule – *attached, page 18.*
7. **Prince Edward County:** Resolution – Ministry of the Environment, Conservation and Parks proposal to expand the use of the permit-by-rule – *attached, page 19.*
8. **Municipality of Grey Highlands:** Resolution – Ontario Energy Board’s Leave to Construct (LTC) – *attached, page 21.*
9. **Township of Cramahe:** Resolution – Catch and Release Justice – *attached, page 23.*
10. **The Corporation of the Town of Midland:** Resolution – Catch and Release Justice – *attached, page 24.*
11. **Ministry of Natural Resources and Forestry:** Decision Notice – Flooding Hazards: Data Survey and Mapping Specifications – *attached, page 25.*
12. **Watson & Associates Economists Ltd:** Update – Bill 134, Affordable Homes and Good Jobs Act, 2023 – *attached, page 27.*
13. **Township of Puslinch:** Resolution – Call for Amendment to the Legislation Act, 2006 – *attached, page 45.*
14. **The Town of Plympton-Wyoming:** Resolution – Call for Amendment to the Legislation Act, 2006 – *attached, page 47.*
15. **Township of McKellar:** Resolution – Call for Amendment to the Legislation Act, 2006 – *attached, page 48.*
16. **Township of Puslinch:** Resolution – Bill C-310, Amendments to the Income Tax Act – *attached, page 50.*

17. **The Corporation of the Municipality of Wawa:** Resolution – Support Tax Credit Increase Volunteer Firefighters – *attached, page 52.*
18. **Bonfield Township:** Resolution – Support Tax Credit Increase Volunteer Firefighters – *attached, page 54.*
19. **Corporation of the Town of the Gore Bay:** Resolution – Support Tax Credit Increase Volunteer Firefighters – *attached, page 56.*



1. **Eastern Ontario Warden's Caucus:** News Release – 7 in 7 + Regional Housing Plan – *attached, page 5.*
2. **The City of Mississauga:** Resolution – Disputes between Landlords and Tenants – *attached, page 9.*
3. **The City of Thunder Bay:** Resolution – Advocacy – Short Term Rentals – *attached, page, 14.*
4. **Port Colborne:** Resolution – Township of Selwyn – Short Term Rentals – *attached, page 16.*
5. **Township of Selwyn:** Resolution – Short Term Rentals – *attached, page 17.*
6. **Town of Aurora:** Resolution – Homelessness Crisis – *attached, page 19.*
7. **Town of Aurora:** Resolution – Council Meeting Extract – Homelessness Crisis – *attached, page 22.*
8. **The County of Brant:** Resolution – Gender-Based Violence and Intimate-Partner Violence – *attached, page 24.*
9. **The County of Brant:** Resolution – Gender-Based Violence and Intimate-Partner Violence – *attached, page 25.*
10. **The Township of Asphodel-Norwood:** Resolution – Rising Municipal Insurance Costs – *attached, page 28.*
11. **Tay Township:** Resolution – Support of Bill C-310 – *attached, page 30.*
12. **The Corporation of the Municipality of Wawa:** Resolution – Support to Increase the amount of the Tax Credits for Volunteer Firefighters – Support of Bill C-310 – *attached, page 31.*
13. **The Township of Greater Madawaska:** Resolution – Support of Bill C-310 – *attached, page 33.*
14. **The Corporation of the Municipality of Wawa:** Resolution – Government of Canada to Support Bill C-310 – *attached, page 35.*
15. **Corporation of the Township of Ryerson:** Resolution – Call for the Government to Support Bill C-310 – *attached, page 37.*

16. **Prince Edward County:** Resolution – Support for the Province to Expand the Life Span of Fire Apparatus – *attached, page 38.*
17. **Corporation of the Municipality of Calvin:** Resolution – Consider the Development of a National Strategy of Firefighting – *attached, page 40.*
18. **Town of Newmarket:** Resolution – Notice Policy and Procedure By-law Update – *attached, page 44.*
19. **Town of Newmarket:** Resolution – Council Meeting Extract – Notice Policy and Procedure By-law Update – *attached, page 46.*
20. **Township of McKellar:** Resolution – Call for an Amendment to the Legislation Act, 2006 – *attached, page 61.*
21. **The Town of Plympton-Wyoming:** Resolution – Call for an Amendment to the Legislation Act, 2006 – *attached, page 63.*
22. **Port Colborne: Resolution – Support for an Amendment to the Legislation Act, 2006** – *attached, page 64.*
23. **City of Stratford:** Letter – Urging the Federal Government to Provide More Business Support for CEBA Loan Businesses – *attached, page 65.*
24. **City of Stratford:** Resolution – CEBA Loan Businesses – *attached, page 67.*
25. **The Town of Plympton-Wyoming:** Letter – Prohibition of Criminals from Municipal Council – *attached, page 69.*
26. **Conmee Township:** Resolution – Lobby the Provincial Government to Amend the Municipal Act and Municipal Elections Act – *attached, page 70.*
27. **Town of Aurora:** Resolution – Community Safety and Inciteful Speech – *attached, page 72.*
28. **Town of Aurora:** Council Meeting Extract Regarding Community Safety and Inciteful Speech – *attached, page 74.*
29. **The Corporation of the Township of Larder Lake:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer” – *attached, page 76.*
30. **The Town of Plympton-Wyoming:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer” – *attached, page 77.*
31. **City of Greater Sudbury:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer” – *attached, page 78.*

32. **Town of Mono:** Resolution – The Province of Ontario to Recognize a Road Safety Emergency – *attached, page 80.*
33. **Municipality of Tweed:** Resolution – Decision to Eliminate Licence Plate Renewal Fees – *attached, page 83.*
34. **The Rural Ontario Municipal Association:** Report – Fill the Gaps Closer to Home – *attached, page 84.*
35. **Association of Municipalities of Ontario:** Report – Social and Economic Prosperity Review – *attached, page 86.*
36. **The Town of Plympton-Wyoming:** Resolution – Cemetery Transfer/Abandonment Administration & Management Support – *attached, page 117.*
37. **Clearview Township:** Resolution – Cemetery Transfer/Abandonment Administration & Management Support – *attached, page 118.*
38. **The Township of Wainfleet –** Resolution – Cemetery Transfer/Abandonment Administration & Management Support – *attached, page 120.*
39. **Clearview Township:** Resolution – Cemetery Transfer/Abandonment Administration & Management Support Report – *attached, page 121.*
40. **Tay Township: Resolution – Provincial Cemetery Management Support Request** – *attached, page 130.*
41. **The Township of Alnwick/Haldimand:** Resolution – Provincial Cemetery Management Support Request – *attached, page 132.*
42. **Town of Gore Bay:** Resolution – Gore Bay Supports the Recommendations Outlined in the Received Letter from Clearview Township – *attached, page 133.*
43. **The Corporation of the Township of Larder Lake:** Resolution – Occupational Health & Safety Act – *attached, page 134.*
44. **Leeds, Grenville & Lanark District Health Unit:** Update – 2024-2026 Strategic Priorities – *attached, page 135.*
45. **Leeds, Grenville & Lanark District Health Unit:** Media Release – Health Unit Announces Strategic Plan for 2024-2026 – *attached, page 136.*
46. **Leeds, Grenville & Lanark District Health Unit:** Strategic Plan for 2024 - 2026 – *attached, page 138.*
47. **AMCTO:** AMCTO at the 2024 ROMA Conference – *attached, page 146.*
48. **Town of Orangeville:** Resolution – Social and Economic Prosperity Review – *attached, page 149.*

49. **Town of Hanover:** Resolution – Social and Economic Prosperity Review – *attached, page 151.*
50. **The United Counties of Prescott & Russell:** Resolution – Social and Economic Prosperity Review – *attached, page 153.*
51. **The Corporation of the City of Brantford: Resolution** – Reliable and Accessible Public Rail Transit – CN Rail – *attached, page 154.*
52. **Tay Valley Township:** Report – Building Permits Approved – January 2024 – *attached, page 157.*
53. **Tay Valley Township:** Report – Building Permits Summary Report with Previous 3 Year Average – January 2024 – *attached, page 158.*

Policy Update – Social and Economic Prosperity Review

Yesterday, [AMO presented](#) to the Standing Committee on Finance and Economic Affairs outlining our recommendations for the provincial 2024 budget. AMO highlighted how the current provincial-municipal fiscal arrangements are undermining the social and economic prosperity of Ontario. We are asking the provincial government to sit down with municipalities and work together on a social and economic prosperity review: a joint review of revenues, costs and financial risks and a detailed analysis of Ontario’s infrastructure investment and service delivery needs.

We need *your* help.

Municipal councils are encouraged to support AMO’s ongoing advocacy efforts by:

- Highlighting the challenges municipalities are facing and the need for this review during delegations at the upcoming ROMA conference in January, meetings with local MPPs, and your communities, using key messages included in [AMO's pre-budget backgrounder](#)
- Passing a [council resolution](#) at your next meeting, calling on the province to commit to this review in its upcoming provincial budget
- Sharing your support with local media channels using our [news release template](#)
- Meeting with or writing to local MPPs ([sample wording](#)) in advance of provincial budget

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

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AORS
PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**

January 8, 2024

Dear Head of Council, Deputy Head of Council and Councillors,

Your local Public Works department provides invaluable services within your community. Without the dedicated public works employees that you are fortunate to have, many basic functions in your community would not be able to happen. Without maintained roads, your emergency services (police, fire, and ambulance) would not be able to respond to calls, school buses could not run to get children to school, and your residents would not be able to leave to work, school, appointments, children's extra-curriculars and any other activity important to them. Additionally, as you work with the provincial government to tackle the housing crisis, your communities require more core infrastructure to handle the growth. For the health and safety of our communities it is important we keep our Public Works department staff complement full, and well trained.

Public Works departments across the province have already begun to feel the impacts of labour shortages, and as we will begin to see many retirements across the province, the shortage will become even more exasperated. From a recent survey that AORS completed with public works departments from across Ontario, we know that 91.5% of respondents will be hiring entry level positions in the next three to five years. However, we are already seeing the start of the labour shortage. From our survey, we found that 70% of respondents already reported getting less than five applications for entry level positions when posted, and the top three challenges municipalities are currently facing is a lack of applicants, applicants that do apply not meeting the required qualifications and municipalities having to compete with private sector positions.

Over the last year, AORS has been dedicating much of our advocacy to encouraging youth to consider careers in public works through career fairs, local government presentations to students, developing printed resources for guidance counsellors and much more. AORS has also been working closely with Fanshawe College Corporate Training Solutions to develop a Municipal Operator Course that would train potential municipal equipment operators to come to your municipality with the basic knowledge they need to begin maintaining your core infrastructure. This would be the first course of its kind that would attract potential students from across the Province of Ontario. To fund this endeavor, AORS has applied for a Skills Development Fund through the Province's Ministry of Labour, Training, Immigration and Skilled Trades.

268 Maiden Lane, Suite 206, PO Box 2669, St. Marys, ON N4X 1A4
Tel: 226.661.2002 • Fax: 226.661.2003 • admin@aors.on.ca •
www.aors.on.ca

We are reaching out to you for your support in our application and your advocacy to the province on why having more – and qualified – applicants to our public works departments are so imperative.

We would ask that you consider passing the following motion:

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that (INSERT MUNICIPALITY NAME) supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, (INSERT MUNICIPALITY NAME) calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, (INSERT MUNICIPALITY'S NAME)'s Member of Provincial Parliament (INSERT LOCAL MPP NAME) and the Association of Ontario Road Supervisors.

We appreciate your on-going support and should you have any questions or concerns, please do not hesitate to contact AORS for all things municipal public works!

Best regards,



John Maheu
AORS Executive Director



Dennis O'Neil
AORS Member Services Coordinator



Christie Little
AORS Training and Programming
Coordinator



Kelly Elliott
AORS Marketing and Communications
Specialist

UPDATES

BOLINGBROKE CEMETERY BOARD MINUTES

Thursday December 7th, 2023

2:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor Wayne Baker
Doug Boyd
Darla Kilpatrick
Ron Fournier

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Members/Staff Absent: Betty Anne Gillespie

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF THE AGENDA

i) Addition under New/Other Business: Payment of Time on Files.

The agenda was approved as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – August 24th, 2023**

The minutes of the Bolingbroke Cemetery Board Meeting held on August 24th, 2023 were approved as circulated.

5. BUSINESS

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

The Bereavement Authority of Ontario (BAO) has provided comments on the by-law. They suggest that for item 2.2.9 the Township may wish to update this and make an exemption for working pets. It was assumed because of accessibility legislation but staff will make the update, so it is clear and resubmit to the BAO for final approval.

ii) **Onsite Compliance Update.**

As scheduled, Doug and the CAO/Clerk conducted a site visit of the Bolingbroke Cemetery grounds on Thursday, October 5th.

- **Maintenance Tasks**

A few maintenance tasks needed to be completed. Photos and comments were sent in an email on October 13th - *attached, page 8*.

When the grounds were cleaned up before the winter closure the volunteers had the maintenance contractor fix all of the maintenance tasks listed in the October 13th email, save and except the two rocks sticking out of the ground. They will need to be removed in the Spring. It was also confirmed that the holes in the ground on a metal cover is a drain. The contractor also cleared the sod off of the drain.

- **Fixing Monuments**

Each monument that looked to be leaning was inspected. Each has a solid footing and at present will not topple over unless there is a major shift in the ground underneath. There is no obligation for the Board to fix monuments. There is an obligation to lay them down if they present a health and safety hazard. It is up to the rights holder to maintain. If the Board chose to proceed, they could use funds in the Care and Maintenance Fund to cover the costs.

The Board decided to investigate pricing anyways so that they would know the approximate cost if and when they decided to fix some of the ones that are leaning before they are too far gone. D. Kilpatrick and D. Boyd will obtain quotes for pre-maintenance to bring back to the next meeting.

- **Signage**

In accordance with the compliance checklist, signage will need to be installed that has the Operator's Name and Operator's Business/Trade name, if different from the operator's name. So, The Corporation of Tay Valley Township and Tay Valley Township and a notice stating that the price

list is available upon request and without charge, clearly displayed near the main entrance.

The Board would like formal signage and for it to only include what is required by legislation.

The Board would also like a second sign that advertises the annual memorial service but also lets people know that donations are always welcome, and volunteers are always welcome.

Staff will draft wording for the Board to consider.

iii) **Fencing Update.**

Green Fencing along Bolingbroke Station Road

The fence is still in good condition and just needs to be reattached in certain sections as it has come away from the top rail. The Public Works Manager will arrange to have staff attend to this early next Spring once the snow is gone. Their time will be charged to the Cemetery but should be minimal.

Page Wire Fence around the Remainder of the Cemetery – attached, page 11.

The fence is in good shape but there are a number of fence posts that are rotten and need to be replaced. This job will need to be outsourced and the Public Works Manager will provide an estimate. At present it is suggested to leave the section of fence between the expansion area and the cemetery alone since that section of the fence may be removed with the expansion.

The Board would like a quote to do just the highlighted section but also a quote to do all the fencing (minus the section along the expansion).

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

General Account:

Opening balance January 1, 2023		\$92,244.19
Revenues:		
Interest	\$3,237.79	
Donations	\$1,146.00	
Gate Fees	\$1,050.00	
Disinterment	\$ 450.00	
Plot Sales	\$1,800.00	
Total Revenues		\$ 7,683.79

Expenses:	
Lawn Maintenance	\$2,803.48
Office Supplies	\$ 75.32
Signs	\$ 891.42
Advertising	\$ 254.40
Postage (total to be determined at year end)	
Total Expenses	(\$4,024.62)
Ending Balance – December 4, 2023	\$95,903.36

<u>Care & Maintenance</u>	
Opening – January 1, 2023	\$ 400.00
Portion of Plot sales to C&M	\$1,470.00
Ending Balance – December 4, 2023	\$1,870.00

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

D. Kilpatrick will reach out to the potential volunteer to confirm if they will be becoming a Board Member and providing back-up to D. Kilpatrick prior to reaching out to anyone else.

The Township will advertise on its website and social media that the Board is looking for volunteers in the meantime.

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

The Board wanted to begin discussions on the expansion even though a back-up has not yet been found for D. Kilpatrick as there is a lot of preliminary work to be completed.

D. Boyd will meet with D. Kilpatrick to obtain any information and work that has been done to date (ex. severance application drafted). He will then reach out to meet with the property owner to see if he is still interested in the gifting of the land for the expansion.

Staff will look up the process on the legislation side and get information with regards to how it will all work since a trust owns the current property.

vii) **Price List Update.**

RESOLUTION #BCB-2023-07

MOVED BY: Doug Boyd
SECONDED BY: Darla Kilpatrick

“**THAT**, the 2024 Price List for the Bolingbroke Cemetery be approved.”

ADOPTED

viii) **Cemetery Administrating Training Debrief.**

Board Members learned a number of things from the training and would be interested in future training.

6. NEW/OTHER BUSINESS

i) **Payment of Time on Files.**

The Board felt that D. Kilpatrick should be compensated for her time. Currently she is being reimbursed mileage, which is new this year.

Staff will poll other small volunteer run cemeteries to see if they are reimbursing the main contact and if so, how are they doing it, hourly or a per diem.

ii) **Thank You to Previous Volunteers**

The Board wished to show their appreciation for long time volunteers Garnet and Janet Gray.

RESOLUTION #BCB-2023-08

MOVED BY: Doug Boyd

SECONDED BY: Darla Kilpatrick

“**THAT**,. a gift certificate in the amount of \$200 be obtained from the River House Vinyard and Winery in Tay Valley Township and presented to Garnet and Janet Gray as a thank you for all of their years of dedicated service to the Bolingbroke Cemetery.”

ADOPTED

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: April 4th, 2024 at 2:00 p.m.

Proposed Agenda Items: Maintenance Tasks – Two rocks to be removed in Spring.
Fixing Monuments – Review Quotes
Expansion of Cemetery
Payment of Time on Files
Memorial Service

8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

The meeting was adjourned at 3:23 p.m.

COMMITTEE OF ADJUSTMENT MINUTES

Monday, January 22nd, 2024

5:00 p.m.

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

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:

Glen Brown, Owner

Public Present:

Stephen Tysick
Dave Thomas

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 currently.

4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – November 27th, 2023.**

The minutes of the Committee of Adjustment meeting held on November 27th, 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:

MV23-14– Brown, Concession 2, Part Lot 15, geographic Township of South Sherbrooke

6. APPLICATIONS

i) **FILE #: MV23-14 – Brown**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that since the proposed cabin is to be situated behind the cottage, runoff will be directed to a soakaway pit, and a Site Plan Control Agreement will be placed on title, the potential effect on the lake will be mitigated.

b) APPLICANT COMMENTS

The applicant noted that although the lot extends far back from Christie Lake, the cabin is proposed to be closer to the cottage, due to restrictions from a steep slope, and a Hydro line easement which crosses the property. The Planner reported that the Rideau Valley

Conservation Authority engineer determined that the slope should not be disturbed by future development, as that may affect stability.

The applicant also confirmed that vehicles will still be able to park in the existing parking spaces and that the property will continue to only be used seasonally.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

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 MV23-14 is approved, to allow a variance from the requirements of Sections 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 550 Christie Lake Lane 51A, Concession 2, Part Lot 15, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-020-06500;

- To permit a sleeping cabin at a water setback of 18m (59ft) rather than the 30m required.

AND THAT, the owners enter into a Site Plan Control Agreement prepared by the Township.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:19 p.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, December 14th, 2023

2:00 p.m.

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

Training Room

ATTENDANCE:

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

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

Members & Staff Absent: Councillor Marilyn Thomas

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES

- i) **Minutes – October 5th, 2023.**

RESOLUTION # FB2023-25

MOVED BY: Ray Scissons
SECONDED BY: Wayne Baker

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on October 5th, 2023 be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

- i) **Firefighter Honorarium Update – attached, page 6.**
- ii) **Billing Status Update – attached, page 7.**
- iii) **2023 Emergency Call Final Numbers – attached, page 8.**
- iv) **Financial Status Update – attached, pages 9-12.**
- v) **Officer Review Update.**

The Fire Chief provided the Fire Board with an update on how the officer review is going and what the next steps will be.

- vi) **Volunteer Firefighter Christmas Gift Cards.**

RESOLUTION # FB2023-26

MOVED BY: Ray Scissons
SECONDED BY: Greg Hallam

“**THAT**, the Board approve the purchase of \$40.00 Christmas gifts cards for the DNETVFR firefighters.”

ADOPTED

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

TRAINING

- Since the last meeting in October, training has been focused on Ice Water Rescue and Cold Weather Exposure Medical Treatment.
- Upcoming in new year will be training nights on Lithium Ion Batteries and Hydro Awareness.

- Combined station training module in March will be on Forcible Entry and will be using the training center in Sherbrooke for door props.
- Some totals for the year were approximately 1350 manhours of in house training for the BBDE station and 850 manhours for Sherbrooke. Also combined over 1000 hours of offsite training for both stations in 2023.

PREVENTION

- All vulnerable occupancies in both TVT and DNE have completed their annual Fire Drills and Inspections. There is ongoing work needed in some with the increase of staff turnaround.
- Been posted the 12 Days of Xmas Fire Safety tips on Facebook page.
- Lanark county radio ads on Lake 88 currently being aired.

MISC

- Spending a lot of time on HR issues and the officer level restructuring and hiring process.
- did attend the OAFCA AGM in Niagara Falls in November. A lot of focus this year on cancer preventing measures for firefighters as well as ongoing mental health therapy.

viii) **Fire Chief Update.**

- Both chassis have arrived at Fort Garry Fire Trucks.
- Early in the new year will need to start looking at ordering a new tanker that is scheduled for replacement in 2026-2027.

7. **NEW/OTHER BUSINESS**

None.

8. **IN-CAMERA**

None.

9. **NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting: January 24, 2024 at 6:00 p.m. at BBD&E Station (14 Sherbrooke Street East, Perth, ON).

10. DEFERRED ITEMS

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

None.

11. ADJOURNMENT

The Board adjourned at 2:35 p.m.

Minutes - Regular Board Meeting– November 20th, 2023

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 20th at 4:30pm, in person.

In attendance were:

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
P Mertins, Town of Perth
D Palmer, Tay Valley

Regrets:

T Langford, Tay Valley Chair
T Parkinson, Drummond/North Elmsley

A Kendrick called the meeting to order 4:33 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

23-42 The agenda was accepted with a motion from G Waterfield and seconded by P Mertins.

Carried.

Delegations- none

Consent Agenda

- a. Approval of Minutes of October 16, 2023
- b. Correspondence and communications
 - i. news
- c. Committee Reports
 - i. Policy Committee Minutes – Nov 8, 2023
- d. Statement of Operations
- e. OLS Board Assembly Report

23-43 The Consent agenda was accepted with a motion by D Hamilton-Foley and seconded by P Coutts.

Carried.

CEO's Report – E Heesen presented and discussed the November CEO report which included the quarterly statistic report.

23-44 The CEO report was accepted with a motion by D Hamilton-Foley and seconded by D Palmer.

Carried.

Advocacy Round Table

- a. Supporting Ontario's Public Libraries to Empower Local Economic Growth (OLA & FOPL) Advocacy Priorities, September 2023)
- b. Overdue: The Case for Canada's Public Libraries

Links were provided for the above reports.

Policy Review

- a. 2.C-1 Financial Management
- b. 2.C-4 Gifts
- c. 3.B Financial Plan

23-45 Policies 2.C-1, 2.C-4 and 3.B were accepted with a motion by L Logan and seconded by D Palmer.

Carried.

Unfinished and New Business

- a. CEO performance appraisal committee – A Kendrick informed the Board that the committee decided not to proceed with the CEO appraisal this year for E Heesen due to her being away most of the year on parental leave, as well as the knowledge that she is at the top of her pay scale. The appraisal schedule will be resumed next year. The committee is working on a method to provide feedback to J Hansen for her role as Interim CEO.
- b. 2023-24 agility plan – E Heesen updated the Board on the progress.

G Waterfield left the meeting at 5:20 pm.

Upcoming Meeting dates

- a. Board meeting Monday January 15 at 4:30 pm
- b. Policy Committee Monday February 5 at 4:00 pm

23-46 Motion to adjourn moved by D Hamilton -Foley at 5:25 pm.

Chairperson

Secretary-Treasurer

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, December 8th, 2023

2:00 p.m.

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

ATTENDANCE:

Members Present:

Chair, Councillor, Greg Hallam
Councillor, Angela Pierman – Arrived 2:10pm
Bob Argue
David Poch
Jennifer Dickson
Douglas Barr

Peter Nelson

Members Absent:

Gilbert Rossignol

Staff Present:

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

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was approved as amended.

i) Climate Update - Electric Vehicle Charging Station Grant

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – September 22, 2023.

The minutes of the Green Energy and Climate Change Working Group Meeting held on September 22, 2023, were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

Councillor Angela Pierman – Arrived 2:10pm

6. BUSINESS

i) Climate Action Plan Update.

- Discussion of Council reception of Climate Action Plan Update Report recommendations

The planner updated the working group on the Climate Action Plan Updater Report to Council and shared the Resolution.

Suggested Recommendation to Council:

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

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

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

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

Working Group member offered to provide sample Composting brochures from various areas to help with the content.

- Discussion of Council reception of Total Cost of Ownership Report
The planner read the motion passed by council – Total cost of Ownership report

Suggested Recommendation to Council:

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

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

The Working Group suggested creating a reserve for green project and any savings over the next 5-10 the savings to be added back into the reserve.

- Discussion of Council Reception of Climate Lens and Climate Lens Tool
The planner advised the Working Group that the Climate Lens and Climate Lens Calculator Training report was received for information.
- Composting Options
The Planner noted that The Public Works Manager brought a report to Council to discuss composting options. The report is there from the Working Group to review.
- Composting Education Outreach Suggestions

Deferred

- Discussion of Draft Budget
The planner summarized the Draft Budget to the Working Group that was presented to the Council. She noted the proposed increase to the levy would be 4.7%. It was noted that the Treasurer provided a table in your presentation that explained the costs.
- Update on Climate Emergency Declaration

Deferred to February 2024

- Electric Vehicle Charging Station Grant

The planner advised the Working Group that the Township notified of the EV ChargeON program on October 20, 2023, via email from the Ministry of Transportation. The public works manager took a report to the Committee of the Whole on December 5, 2023.

The program requires that a minimum of four (4) Level 2 ports are installed per site or a minimum of one (1) Level 3 ports, if co-located with a level 2 port. The site needs to be available to the public 7-days a week, 24 hours a day and therefore staff are recommending that two- Level 2 chargers (2 pedestals with 4 charger ports) are installed at the Municipal Office. A Level 3 charger cannot be installed at the Municipal Office as Level 3 chargers require 400 Volts/100amp service and the Municipal Office only has a 240Volt/20 amps service. Level 2 chargers can provide approximately 35km of range per hour of charging.

The application period closes on January 31, 2024, and successful recipients will be notified in the spring of 2024. Recipients have 24 months to complete the project and there is a requirement that annual usage reports are submitted to the Ministry showing the usage data for the previous 12 months for 5-years following the completion of the project.

The working group provided feedback to use the cheaper chargers than the more expensive ones and the location is not in a high traffic area and out of the way for users to wait for their cars to be charged.
Look at fees and transaction fees and see if that is cost effective.

The planner will look into other municipalities that are also applying for the grant or have turned it down for their reviews.

ii) **Communications**

- Lanark County Climate Change Committee Update.
Planner updated the Working Group on the Lanark County Climate Change Committee that held their meeting on Thursday December 7, 2023. The committee is moving forward with the Betters Home Grant that helps residence upgrade their house to be more energy efficient. G and they are moving forward the better grant – a no interest loan be given to upgrade their renos and would go with the house even when sold.
- CNL Climate Concierge Update – received a grant to set up groups of people in different towns and they will act as a concierge and help people know what grants are available to them to retro fit their home so make them more efficient.
- Enbridge Request for Support for Gas Pipeline Expansion
The planner brought the letter to the WG to explain the motion they recommended for council to pass-

Suggested Motion by Councillor Angela Pierman:

“WHEREAS, Ontario Residents are struggling with energy bill increases and need relief;

AND WHEREAS, Natural gas is no longer the cheapest way to heat homes

because electric heat pumps are now much more efficient, can provide all heating needs even in cold climates, and result in far lower energy bills compared to gas heating;

AND WHEREAS, Natural gas is methane gas, which is a fossil fuel that causes approximately one-third of Ontario's GHG emissions and must be phased out because it is inconsistent with all climate targets, while heat pumps powered by low-carbon electricity result in the lowest GHG emissions and are consistent with a zero-carbon future;

AND WHEREAS, The Natural Gas Expansion Program provides subsidies to bring natural gas to communities across Ontario but currently cannot be redirected by municipalities toward the best option for their residents – upgrading the electricity grid and supporting heat pumps;

AND WHEREAS, Far more residents could achieve far lower energy bills if municipalities were allowed to redirect those subsidies toward heat pumps for their residents, which would also benefit existing natural gas customers by reducing the financial risks they bear in relation to the gas expansion projects;

AND WHEREAS, The Government of Ontario is considering requests from Enbridge Gas Inc. to reduce oversight by the Ontario Energy Board over gas expansion and other pipeline projects at a time when the Ontario Energy Board's technical and financial expertise is critical as the energy transition takes place;

NOW THEREFORE BE IT RESOLVED THAT, the Corporation of Tay Valley Township petitions the Ontario Government to expedite the implementation of the following recommendations:

THAT, the Government of Ontario amend the Natural Gas Expansion Program to allow municipalities to redirect funds toward electricity grid upgrades and heat pumps, including for ongoing Phase II projects;

THAT, the Government of Ontario maintain the existing Ontario Energy Board oversight mechanisms and thresholds for gas pipeline projects; and
Page 29 of 113;

THAT, the Government of Ontario ask the Ontario Energy Board to determine in gas expansion leave-to-construct applications which option would result in the lowest energy bills-directing the subsidy to gas expansion or to electricity grid and heat pump subsidies;

AND THAT, this resolution be circulated to the President of AMO, Colin Best, Premier Doug Ford, the Minister of Energy, Todd Smith, The Minister of Finance, Peter Bethlenfalvy and to all regional municipalities from whom Enbridge has requested support of the proposed changes.”

- Tay Valley and Climate Network Response to Enbridge Request
- International Council for Local Environmental Initiatives (ICLEI) Webinar
The planner explained the ICLEI and asked if the Working Group would like to read the drop box and discuss at a later meeting in the new year.

7. NEW AND OTHER BUSINESS

Bob Argue noted that Smiths falls has fledgling green meeting and will be speaking of climate lens and tools and will speak of Tay Valley Township and their climate mandate.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Friday February 9th, 2023

9. DEFERRED ITEMS

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

- *Composting Education Outreach Suggestions*
- *Update on Climate Emergency Declaration*

10. ADJOURNMENT

The Working Group adjourned at 3:27 p.m.

December 11, 2023

Board Summary Report

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

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

GM Update

- **Cost Sharing - Water & Sewer Connection** – The Town of Carleton Place considered this matter at a recent meeting and is waiting for legal counsel before rendering a decision. An update is anticipated in mid to late January 2024.
- **K&P Trail** – Lanark County is drafting an agreement on behalf of itself and Renfrew and Frontenac counties. A court date is scheduled for March 2024 regarding an easement dispute.
- **Kashwakamak Class Environmental Assessment (EA)** – Consultants are preparing documentation regarding their investigations and preliminary assessment of the different options. A Community Liaison Committee (CLC) meeting is planned for January 2024.

Watershed Conditions

The watershed has had below average rainfall for the past three months which has caused lower than normal conditions and flows. Flows in the main river are at minimum target levels, and below the historical average. The main goal for the next month is to store as much water as possible in Crotch Lake to ensure there is enough water to maintain flows downstream from mid-January through to April. The long-term forecast predicts a slightly drier and colder winter with higher precipitation amounts in February. Dams are being operated to maintain levels on the upper lakes closer to the upper end of the target range until there is more water in the system to alleviate concerns over filling lakes in the spring.

Budget Control Report

An operating surplus is predicted due to staff vacancies. Draw down of capital reserves did not occur to the projected level because key projects are being pushed into 2024 including the IT Server Upgrade and the Water and Sewer Connection. A surplus of \$200,000 to \$220,000 is expected.

2023 Year-End Contribution to/from Reserves

The Board approved the transfer of any unspent levied capital dollars and any operating surplus as of December 31, 2023 to the Water Control Structure Reserve as it is the furthest below its target level.

Reserve Policy Update

The Board approved amendment of the reserve policy to create Category 2 and Category 3 operating and capital reserves. The new reserves will be established in accordance with the municipal agreements that allow 14% of the operating levy to be allocated to these programs and services. The same percentage was approved to be allocated to the new Category 2 and 3 operating reserves. The

agreements also allow 2% of the Capital Levy be allocated towards the Category 3 Capital. Reserve fund allocations were approved in accordance with these parameters.

Draft 2024 Budget

The Operating Budget is similar to 2023 but the Capital Budget has increased due to significant projects in 2024. The Board approved a 6.5% increase to the budget, which impacts municipal levies according to their percentage of assessment value established by the province. (Note: the Draft Budget was circulated to member municipalities for comment under separate cover.)

2024 Mileage, Per Diem & Honorarium Rates

The Board approved a 3.3% increase in the mileage rate paid to MVCA employees, based upon the cost of living increase, a realignment of the board mileage rate to equal the employee's rate, a 3.3% increase to the Board member per diem, a 3.3% increase to the Chair's honorarium and a Vice Chair honorarium equal to one-third the Chair's honorarium.

Wetland Offsetting Policy Update

The Board deferred the Wetland Offsetting Policy approval until the April 8, 2024 meeting to enable consultation with member municipalities.

Lower Clyde River Floodplain Mapping Study

MVCA conducted a flood risk assessment study of the Clyde River in 2022, confirming it as a high priority hazard mapping area. The floodplain mapping study comprised 45 km of the Clyde River from the outlet of Joe's Lake to the confluence with the Mississippi River. The study was reviewed by MVCA staff, consultants and Federal technical staff. Affected landowners were contacted and a Public Open House was hosted on Thursday, December 7th, 2023. New mapping was approved by the Board.

The following matters were approved by consent agenda:

- An IT Asset Management Plan
- A Fleet Management Plan
- Update of the 2024 Fee Schedule
- A five-year extension of the Stewardship Program (per municipal agreements)
- Appointment of members to the Museum Advisory Committee
- The 2024 Board meeting schedule. The AGM will be held in April.

ATTACHMENTS:

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



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

December 11, 2023

MEMBERS PRESENT

Paul Kehoe, Chair
Jeff Atkinson, Vice Chair
Allison Vereyken
Andrew Kendrick
Bev Holmes
Clarke Kelly (Virtual)
Dena Comley
Glen Gower (Virtual)
Janet Mason
Mary Lou Souter (Virtual)

MEMBERS ABSENT

Richard Kidd
Roy Huetl
Steven Lewis
Taylor Popkie
Allan Hubley
Cathy Curry
Cindy Kelsey
Helen Yanch

STAFF PRESENT

Sally McIntyre, General Manager
Stacy Millard, Treasurer
Juraj Cunderlik, Manager of Engineering
Alex Broadbent, I & CT Manager
Matt Craig, Manager of Planning & Regulations
Kelly Stiles, Biologist
Jennifer North, Water Resource Technologist
Krista Simpson, Administrative Assistant
Kelly Hollington, Recording Secretary

GUESTS

Marika Livingston, Program Manager Mississippi-Rideau Source
Protection Area

P. Kehoe called the meeting to order at 10:07 a.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. No declarations were received.

Agenda Review

P. Kehoe noted errors in the dates in item 17 in the consent agenda, they read 2023 rather than 2024.

BOD23/12/11-1

MOVED BY: R. Huetl

SECONDED BY: A. Vereyken

Resolved:

- 1. That item 17 in the consent agenda be amended as follows: The Annual General Meeting will be held April 8, 2024. All dates will be amended to read 2024.**
- 2. That the agenda for the December 11, 2023 Board of Directors Meeting be adopted as amended.**

“CARRIED”

MAIN BUSINESS

- 1. Approval of Minutes: Board of Directors Meeting, October 16, 2023**

BOD23/12/11-2

MOVED BY: J. Atkinson

SECONDED BY: B. Holmes

Resolved, that the minutes of the Board of Directors Meeting held on October 16, 2023 be received and approved as presented.

“CARRIED”

- 2. Receive Draft Minutes: Finance and Administration Advisory Committee Meeting Minutes, November 28, 2023 & Policy and Planning Advisory Committee Meeting Minutes, November 29, 2023.**

J. Atkinson noted an error in the draft minutes from the Finance and Administration Advisory Committee Meeting Minutes. S. McIntyre responded that this error would be corrected prior to its approval at the next Finance and Administration Advisory Committee Meeting. S. McIntyre asked if any items in the draft minutes required explanation. No questions were

asked. He asked if any items in the draft minutes from the Policy and Planning Committee meeting required further explanation. No questions were asked.

3. GM Update, Report 3376/23, (S. McIntyre).

S. McIntyre provided the following highlights:

The Town of Carleton Place considered cost sharing of the water and sewer extension at an in-camera meeting, and is not taking a decision until it receives legal council. The Town's Chief Administrative Officer indicates that the earliest a decision will be made is mid to late January. The Board of Directors will receive an update when new information is received.

The County of Lanark has begun to draft an agreement of purchase and sale, which may be structured similar to a lease-to-own agreement on behalf of itself and Renfrew and Frontenac Counties. MVCA has requested that the county provide the list of properties identified in the county's legal title search as requiring clarification/follow-up.

A court date has been scheduled for March 2024 for consideration of an easement issue on the K&P Trail for a property west of Wilbur Station.

Consultants working on the Kashwakamak Class Environmental Assessment (EA) are preparing documentation regarding their investigations and preliminary assessment of the different options. A Community Liaison Committee meeting is now planned for January 2024 with the results to follow mid-winter.

Capital repairs at various sites have been or are nearing completion at both dams and conservation areas. Improvements to dams were both to the structural integrity and to improve operational and public health and safety. Improvements to the conservation areas have made them more accessible and safer.

Board members were invited to the Kintail Country Christmas event on December 16, 2024.

Alyson Simon will be retiring from MVCA after 23 years and will be missed. She highlighted her work on the Watershed Plan and other current MVCA projects. J. Mason noted that Alyson did an amazing job on the *Mississippi River Watershed Plan*, the background reports about the watershed and plan were highly regarded.

4. Watershed Conditions, Report 3379/23, (J. North)

J. North explained that we have had below average rainfall for the last three months which has caused lower than normal water levels and flows throughout the watershed. Specifically, flows in the main river have been at minimum target levels and below the historical average. She noted that the drawdown of all the upper lakes have been completed, except for Mazinaw Lake, which is expected to be completed over the next week. She explained that Crotch Lake is

being operated to build water levels through to early January, with planned draw down to provide maximum storage in the system by early to mid-March.

Due to the dry fall, Crotch Lake water levels are below the historical average for this time of year. She explained that the main goal for the next month will be to store as much water as possible in Crotch Lake to ensure there is enough water to maintain flows downstream from mid-January through to April.

The long-term forecast predicts a slightly drier and colder winter with predicted higher amounts of precipitation in February. Currently, the plan is to maintain levels on the upper lakes close to the upper end of their target range until there is more water in the system to alleviate concerns regarding our ability to fill lakes in the spring. If there is below average snowpack over the winter, the team may decide to install logs earlier than usual to capture as much run-off as possible.

R. Huetl noted public concern regarding lake levels in North Frontenac and asked if there is any correlation to aquifers. J. North replied that the MVCA Engineering department doesn't monitor ground water, and that groundwater levels would be a concern if there were drought-like conditions, which there are not. K. Stiles added that MVCA participates in the Provincial Groundwater Monitoring Network Program managed by the MECP in Toronto. The province determines the location, monitoring frequency, equipment and analysis and MVCA field staff download and maintain the loggers and ground truth the data. There are 8 monitoring wells throughout the watershed, which provides sparse coverage given the size of the watershed, however, the program is designed to monitor different eco-systems and pressures of development at a provincial scale.

P. Kehoe asked if the amount of water being released from Mazinaw Lake will be enough to fill Crotch Lake. J. North responded that currently there is enough, but stated that it will depend on the elevation that Mazinaw Lake is held at to mitigate below-average snowpack conditions. She noted that any rainfall or melt will replenish Crotch Lake water levels.

5. Budget Control Report – Up to October 31, 2023, Report 3380/23, (S. Millard).

S. Millard noted that MVCA is still on track for with the 2023 budget. She highlighted that MVCA is below budget under wages and benefits due to empty positions throughout 2023. She noted MVCA has been implementing the *10-Year Capital Plan* that was approved after the 2023 Budget. She highlighted delayed projects that have been pushed to 2024 including the IT Server Upgrades and the HQ Water and Sewer Connection. She explained that MVCA is anticipating being able to put ~\$200,000-\$220,000 into reserves at year-end.

6. 2023 Year-End Contribution to/from Reserves, Report 3381/23, (S. Millard).

P. Kehoe noted the discussion in regards to year-end contribution to reserves and asked if more elaboration is required for item 6 in the agenda. S. Millard noted that the recommendation for moving any excess or surplus funds to the Water Control Structure Reserve is due to it being the furthest below target.

P. Kehoe asked about the condition of the reserves. S. Millard answered that MVCA has been increasing the Capital Levy in order to increase the reserves. Most reserves are below the targets set in July 2022.

BOD23/12/11-3

MOVED BY: A. Vereyken

SECONDED BY: T. Popkie

Resolved, That the Board of Directors direct staff to:

- 1. Transfer any unspent levied capital dollars as of December 31, 2023 to the Water Control Structure Reserve.**
- 2. Transfer any operating surplus for the year ending December 31, 2023 to the Water Control Structure Reserve.**

“CARRIED”

7. Reserve Policy Update, Report 3370/23, (S. Millard)

S. Millard explained that when the reserve policy was approved by the Board of Directors in July 2022 it was noted that additional updates would be required with the introduction of Category 1, 2 and 3 Programs. She noted that Report 3370/23 addresses this introduction and looks to establishing Category 2 and 3 operating reserves and a category 3 capital reserve. She explained that in order to facilitate these reserves, the recommendation is to use the same basis for establishing the Municipal MOUs at 14% of the operating levy. She explained the various steps required to implement this and her rationale.

P. Kehoe summarized that this report is bringing MVCA in line with the establishment of Category 1, 2 and 3 that wasn't in place prior.

BOD23/12/11-4

MOVED BY: A. Kendrick

SECONDED BY: B. Holmes

Resolved, That the Board of Directors:

1. **Approve amendment of the Reserve Policy to provide for Category 2 and 3 reserves, as outline in Report 3370/23.**
2. **Approve transfer of reserve balances as set out in Report 3370/23.**

“CARRIED”

8. Draft 2024 Budget, Report 3377/23. (S. McIntyre & S. Millard)

S. McIntyre summarized the budget process to date and explained upon approval of the Board the draft budget will be circulated to member municipalities for comment.

S. McIntyre highlighted that the Operating Budget is similar to 2023 but the Capital Budget has increased due to significant projects in 2024. Overall, the Board has approved a 6.5% increase, which varies amongst municipalities according to their assessment value.

She explained that the majority of MVCA expenditures are for mandatory Category 1 services. The bulk of revenues are recovered through the municipal levy with a sizable amount recovered through fees. S. McIntyre explained the new budget format, is divided by program area and shows how the money is expended and the sources of revenues. Several mandatory studies are scheduled for 2024, including the Land Inventory and Conservation Area Strategy.

A. Kendrick noted that the maintenance of Conservation Areas budget is less than 75% of what it was in 2023, and asked if the difference means a change in service or moving budget around. S. McIntyre replied that there is no change in service. In general, where there are significant year-over-year deviations they are the result of implementing the new Categories, 1, 2 and 3.

B. Holmes asked if Category 2 expenses are entirely covered by Category 2 revenues. S. McIntyre replied yes, however, because most staff wages are covered under Category 1, member municipalities benefit from optimized use of staff resources.

S. McIntyre highlighted the stewardship program under Category 3, thanking the Board for approving its continuation under the consent agenda. She noted the education program is modest because it was agreed to move forward with a summer program, carrying over the education program analysis into 2024. She explained that the Board of Directors approved \$20,000 for the education program to be coming through the category 3 MOUs, if the targets for cost recovery are met the whole amount may not need to be used. S. McIntyre highlighted upcoming 2024 projects including Water & Erosion Control Infrastructure, Conservation Area improvements and other system improvements.

A. Kendrick asked if the moderate increase in debt repayment is due to renegotiations or taking on additional debt. S. Millard answered that it is taking on additional debt to cover the sewer

and water connection because costs are projected to be higher than originally estimated. A. Kendrick asked if the existing debts are fixed term. S. Millard confirmed that they all fixed term.

J. Mason commented that the new budget format is very easy to understand and navigate, she commended S. McIntyre and S. Millard for their work on improving the format.

P. Kehoe noted that Board members can notify member CAOs of the draft budget being circulated.

BOD23/12/11-5

MOVED BY: J. Mason

SECONDED BY: R. Huetl

Resolved, That the Board of Directors approve the draft 2024 Budget for circulation to member municipalities for comment.

“CARRIED”

9. 2024 Mileage, Per Diem & Honorarium Rates, Report 3378/23, (S. McIntyre)

S. McIntyre explained that the Board and staff have different mileage rates and how that came into being, and recommended that they be harmonized because the provincial *Travel meals and hospitalities expense directive* acts as a minimum and is well below the rates paid to staff and by their municipalities. She further explained that the Board per-diem and honorarium have not changed since 2020, and recommended that they and the mileage rate increase by 3.3%. Lastly, she recommended an honorarium for the Vice Chair set at 1/3 that of the Chair.

P. Kehoe commented that it is reasonable to raise the mileage rates due to the distance that many Board members travel.

BOD23/12/11-6

MOVED BY: A. Kendrick

SECONDED BY: B. Holmes

Resolved, That the Board of Directors:

- 1. Approve the following rates to take effect January 1, 2024:**
 - a. A 3.3% increase in the mileage rate paid to MVCA employees.**
 - b. Re-alignment of the Board mileage rate to equal the employee’s mileage rate.**
 - c. A 3.3% increase to the Board member per diem.**
 - d. A 3.3% increase to the Chair’s honorarium**
 - e. A Vice Chair honorarium equal to one-third the Chair’s honorarium.**
- 2. Direct staff to amend MVCA’s Administrative By-Law to reflect the above decisions.**

10. Wetland Offsetting Policy Update, Report 3372/23, (K. Stiles & M. Craig)

K. Stiles explained that offsetting is a common practice throughout the province but with few standards especially in Eastern Ontario. She explained the “mitigation hierarchy” and the principle of “no net loss” and how it is achieved through application of “net gain” standards, specifically requiring offsets to be greater than the amount of land disturbed. She stated that proposed ratios align to those approved in the City of Ottawa, specifically: 2:1 for regulated wetlands; and 1:1 for regulated buffers around wetlands.

She highlighted challenges including complexity of systems like bogs and fens, long timelines, difficulty reaching the same level of biological/hydrological functionality, difficulty quantifying economic valuations, high costs and challenging/constrained sites.

S. Lewis asked for clarification on the process and gave an example, if ¼ acre of a property was developed, can ½ an acre on the other side of the same property be changed into a wetland. K. Stiles explained that it is ideal to do the offsetting on-site in conjunction with the feature.

B. Holmes if bogs and fens are off-limits to development. K. Stiles explained that bogs and fens cannot be offset due to their unique formation. B. Holmes asked if the policy states that bogs and fens are off-limits. K. Stiles responded that there is a clause/description that says this policy cannot be applied to bogs and fens.

A. Kendrick asked if the Conservation Authority is developing an inventory of potential offsetting sites. K. Stiles responded that a specific inventory has not been developed but information gathered through the Watershed Plan and Natural Systems plans highlights areas of high-risk for impact and where varied habitats exist. Programs like City Stream Watch, ALUS, and the Rural Clean Water program can be used to highlight potential areas.

A. Kendrick asked if off-site offsetting will be led by the developer or MVCA. K. Stiles explained that the offsetting policy is designed as a proponent-led system, paid for and designed by the developer, in consultation with MVCA. MVCA can prescribe limitations and opportunities but does not have the staff resources to design and direct the offsetting plan.

A. Kendrick asked who can override MVCA policy in this area. M. Craig explained that there is an appeal process, the Ontario Land Tribunal, depending on the nature of the application. When MVCA provides a permit with conditions, both the conditions and the decision can be appealed. S. McIntyre added that often the process begins with receipt of a land-use planning application to the municipalities. MVCA is circulated planning applications and is able to comment on matters of provincial policy on behalf of the Ministry of Natural Resources. MVCA would work with the municipality and the applicant to see how the hierarchy can be implemented. She added that it is the applicant’s responsibility to create a proposed plan that

meets the criteria set out in the policies. Within MVCA there is a regulations committee that can rule on disputed permit applications.

B. Holmes asked if other Conservation Authorities have implemented similar policies and if they've had any challenges and the outcomes. K. Stiles responded that in her research she referenced the guidelines, wording and processes of offsetting policies from other Conservation Authorities, such as TRCA, which implemented an offsetting policy in 2018. K. Stiles added that these policies are needed with the Provincial push for development on constrained sites. M. Craig commented that there is an example in Central Lake Ontario CA in the Oshawa area where a large warehouse was proposed in a wetland. The application was withdrawn due to the challenges of offsetting and meeting the conditions.

J. Atkinson commented that it is good to have a solid policy foundation. He added that an education process will be needed for member municipal planners and delicate communication to ensure this policy is not used as a guideline for "how to" develop on wetlands, rather only when it must happen. He noted that the Province changed the way wetlands are designated, he asked how wetlands are defined in the policy. K. Stiles answered that the definition of a wetland within the MVCA regulations is text based and includes more than Provincially significant wetlands.

P. Kehoe commented that the policy should go to member municipality planners for review and consultation. He expressed concerns in regards to disputes over the cost of offsetting and the arbitration/appeal process. He suggested that disputes are handled internally to mitigate costs. S. McIntyre responded that MVCA plans to brief local municipal planners to ensure their understanding and how the policy will be applied. She noted that specifics of what is requested from applicants and financial calculations for offsetting are not included in the policy and could be developed in consultation with local planners. She explained that Board approval of the policy provides staff with the tools to properly apply the hierarchy structure of the offsetting policy. She commented that work is needed to make sure the guidelines produced for MVCA and applicants are fair and transparent and meet the needs and objectives of member municipalities. P. Kehoe highlighted the need for transparency of the policy with member municipalities prior to approval to capture any recommendations.

S. Lewis asked if the Municipality or MVCA would take the appeal process to the Ontario Land Tribunal. S. McIntyre responded that if a land division/severance application is submitted it is under municipal authority, which is circulated to MVCA under the Planning Act for comment for matters of provincial interest. MVCA would be able to convey any concerns to the municipal planners in regards to the application; and potential CA permitting requirements so that the municipal planner could make an informed decision on whether or not to recommend approval of the application. She explained that if the municipal council approves an application and the applicant is unsuccessful in obtaining a permit from MVCA, the applicant can appeal to MVCA's

Regulations Committee. The Committee would determine whether or not staff appropriately applied the offsetting policy. The Regulations Committee is the arbitrator for permit applications. P. Kehoe expressed concern over the costs in the case of mediation. He added that the support of member municipalities should be obtained before the policy is adopted.

A. Kendrick asked if any neighbouring Conservation Authorities are adopting offsetting policies. K. Stiles responded that Cataraqui and Rideau Valley Conservation Authorities are currently drafting a similar policy and the City of Ottawa has Offsetting policies in its Official Plan.

C. Kelly asked if there have been discussions with member municipal planners in regards to the policy. M. Craig responded that discussions with City of Ottawa staff have occurred because MVCA's policy mirrors the City's policy. C. Kelly expressed concerns over passing the policy prior to discussions with local municipal planners. He asked the Chair if a deferral may be had until discussions are had with local planners. P. Kehoe responded that he is suggesting the decision be deferred until discussions are had with member municipalities and in particular the planning departments.

R. Kidd asked if the municipal planners should take the policy to council. P. Kehoe responded that the policy would go to local planners to then be approved by council. S. McIntyre expressed concerns over the timeline for approval at council and suggested that the policy be circulated to member municipalities with a deadline for comment, with findings brought to the April 8, 2023 Board of Directors meeting. P. Kehoe noted that members of the Board should ensure that this matter be dealt with in a timely manner with their individual municipalities to ensure all comments are submitted prior to the meeting.

BOD23/12/11-7

MOVED BY: C. Kelly

SECONDED BY: A. Vereyken

Resolved, That this matter be deferred until the April 8, 2024 Board of Directors meeting to enable consultation with member municipalities.

"CARRIED"

11. Lower Clyde Floodplain Mapping Study, Report 3382/23

J. Cunderlik explained that the Clyde River valley is a major flood damage centre within the watershed and the Clyde River has had several flood events, including the 1:100 event in 2019 and almost a 1:500 event in 1998. He noted that most of the Lower Clyde River has no previous regulatory hazard mapping. MVCA conducted a flood risk assessment study in 2022, confirming the Clyde River as a high priority hazard mapping area. Funding from NRCan's FHIMP program was secured for the study. MVCA collaborated with Lanark County on the project.

He explained that the study mapped over 45 km of the river from the outlet of Joe's lake to the confluence of the Mississippi river including both flooding and erosion hazards. He highlighted that this project is the first to use the newly acquired Lidar data and that the entire river channel was surveyed. He explained that a Federal requirement was a climate change study of the area, which will help to develop a future climate mapping scenario. The findings correspond well with what municipalities use and adopt as a worst-case climate change scenario.

He explained that findings were reviewed by MVCA staff, the consultant and the federal technical staff. Flooding of the Clyde River was surveyed in the spring to take precise flood elevations throughout the watershed. He added that the drone was used for the first time to take aerial surveying of the flooding extent. Long-term stream flow data and 4 monitoring gauge locations were also used to validate the model.

MVCA did a number of ground-truthing trips to identify culverts and take elevations to ensure the model and mappings accuracy. Once the maps were finalized all affected properties and infrastructure were identified, with the majority being within Lanark and Cedardale.

He noted that MVCA met with Township of Lanark Highlands municipal planners to present the project and that all affected landowners were contacted by direct mail. A Public Open House was held at the Lanark Civitan on Thursday December 7th, 2023, with 19 people attending. All comments received were recorded, the majority related to the development of vacant properties and inquiries about the existing versus new regulation lines and limits. A comment in regards to the meander belt line was further discussed internally and with the consultant and was adjusted in response. Many comments from the public confirmed the new flood lines accuracy.

J. Mason asked if any results from the study were surprising or if any significant comments from residents were received. J. Cunderlik responded that the majority of comments were inquiries into the new lines and limitations for their specific property.

BOD23/12/11-8

MOVED BY: D. Comley

SECONDED BY: A. Vereyken

Resolved, That the Board of Directors:

- 1. Adopt the report *Lower Clyde River Floodplain Mapping*, dated December 2023, and the associated GIS-based Regulation Limit and floodplain maps as the delineation of areas along the Lower Clyde River that are susceptible to flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 153/06 and;**

2. Direct that reports, maps and Regulation Limit be used in the implementation of Ontario Regulation 153/06.

“CARRIED”

CONSENT ITEMS

12. IT Asset Management Plan, Report 3367/23m (A. Broadbent)

BOD23/12/11-9

Resolved, That the Board of Directors approve the IT Asset Management Plan as set out in Report 3367/23.

13. Fleet Management Plan, Report 3368/23, (S. Lawryk)

BOD23/12/11-9

Resolved, That the Board of Directors approve the Fleet Management Plan as set out in Report 3368/23.

14. 2024 Fee Schedule Update, Report 3369/23 (S. Millard & M. Craig)

BOD23/12/11-9

Resolved, That the Board of Directors approve the 2024 Fee Schedule as set out in Report 3369/23.

15. Stewardship Program Review & Update Report 3373/23, (M. Craig & M. Okum)

BOD23/12/11-9

Resolved, That the Board of Directors endorse continued delivery of a year-round Stewardship Program until December 31, 2028.

16. Museum Advisory Committee: Membership and Terms of Reference, Report 3383/23 (S. McIntyre)

BOD23/12/11-9

Resolved, That the Board of Directors:

- a) Approve appointment of the following community members to the Mill of Kintail Museum Advisory Committee:**

- | | |
|------------------|------------------|
| • Wendy Bridges | • Kathy McNenly |
| • Lucy Carleton | • Wayne Morrison |
| • Diana Jackson | • Sarah More |
| • Sara Chatfield | • Darcy Moses |

- b) **Approve amendments to the Museum Advisory Committee Terms of Reference contained in MVCA's Administrative By-Law as set out in Attachment 1 in Report 3383/23.**

17. 2024 Board Meeting Schedule, Report 3379/23, (S. McIntyre)

BOD23/12/11-9

Resolved, That the Board of Directors approve the proposed meeting schedule as set out in Report 3379/23.

18. Action Plan to Mitigate Stress Update, Report 3384/23, (A. Broadbent)

Received.

ADJOURNMENT

BOD23/12/11-9

MOVED BY: A. Vereyken

SECONDED BY: T. Popkie

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at time 11:51 a.m.

K. Hollington, Recording Secretary

Chair Strackerjan reviewed the Agenda.

Member Brian Dowdall announced the election of Director Steve Fournier as Lanark County Warden for the year 2024 on November 21, 2023. Expressing gratitude, Reeve Fournier extended thanks to Deputy Reeve Dowdall, and the members collectively conveyed their congratulations to him for this notable achievement.

4.0 Adoption of Agenda

Resolutions 1-231123

Moved by:

Brian Dowdall

Seconded by:

David Brown

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

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of October 26, 2023

Resolution 2-231123

Moved by:

Anne Barr

Seconded by:

Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #07/23, October 26, 2023, as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Conceptual Water Budget Update

Brian Stratton, Manager of Engineering, provided an overview of the proposed update to the Conceptual and Tier 1 Water Budget studies for the Mississippi and Rideau watersheds with provincial source protection funding.

Sommer Casgrain-Robertson clarified for a member that a motion to waive RVCA's purchasing policy is not required as the policy allows professional or technical services to be retained from the same consultant if the current supplier has been engaged and has prior knowledge of the project or services and it is determined to be in the best interest of the RVCA or project to retain the services of the same consultant.

A member inquired about the timeline of the project, noting that the last update was 15 years ago, and questioned if this is the typical timeframe. Mr. Stratton clarified that the project aligns with the directors' technical rules, which have seen multiple updates since 2006; however, they don't stipulate the frequency of updates. He highlighted that the 2007 study relied on historical data and didn't account for climate change, while the new study will incorporate current climate data. Responding to the query about the trigger or timeline for the next update, Mr. Stratton outlined various scenarios, including potential reservoir lake droughts, to anticipate and prepare for different outcomes. Ms. Casgrain-Robertson added that all technical work initially completed as part of the Drinking Water Source Protection program was fully funded by the province and only recently has the province provided additional funding to begin updating these studies.

In response to a member's question, Mr. Stratton clarified that the study covers both the Rideau and Mississippi watersheds as the two conservation authorities are paired together as a Source Protection Region.

Resolution 3-231123

Moved by: Adrian Wynands
Seconded by: Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Morrison Hershfield Limited and Geofirma Engineering Ltd to initiate updating the Conceptual and Tier 1 Water Budget Studies for the Mississippi-Rideau Source Protection Region to an upset limit of \$100,000.

Resolution Carried

9.0 Updated Purchasing Policy

Sommer Casgrain-Robertson, General Manager, presented an updated purchasing policy for consideration, highlighting any significant changes from the previous policy.

A member expressed support for the new policy and asked if it would be reviewed within a certain timeframe. Ms. Casgrain-Robertson thanked the member and indicated that following a recommendation from the Board last month, staff are now adding a review period to all new or updated policies. Page 1 of the updated purchasing policy indicates it would be reviewed every 5 years.

A member inquired when a director would need to make a purchase of \$10,000 as allowed for under the policy. Ms. Casgrain-Robertson clarified that under the policy a director may only approve a purchase up to \$5,000 if it is not in the budget and that purchases up to \$10,000 are items included in the approved budget. This structure allows Directors to move forward with priorities outlined in the budget without requiring further signoff from the General Manager which supports efficiency within the organization.

Resolution 4-231123

Moved by:

Steve Fournier

Seconded by:

Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached updated Purchasing Policy to take effect January 1, 2024.

Resolution Carried

10.0 Financial Reports for the Period Ending September 30, 2023

Kathy Dallaire, Manager of Finance, reviewed the financial reports for the period ending September 30, 2023 including a Statement of Operations, a side-by-side format of the Statement of Operations, and a Balance Sheet. Ms. Dallaire also noted a typo in the staff report, correcting the forecasted capital expenditures to be \$1.159 million over the 2023 budget, not \$571,000.

There were no questions.

Resolution 5-231123

Moved by:

David Brown

Seconded by:

Kristin Strackerjan

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the Revenue and Expenditure Reports and Balance Sheet for the period ending September 30, 2023.

Resolution Carried

11.0 2024 Draft Budget

Sommer Casgrain-Robertson reminded members of the budget process and highlighted a new section in the budget that was added to provide revenue breakdown based on provincial program categories to comply with new legislative requirements taking effect January 1. Additionally, she highlighted the attached annual workplan, designed to accompany the budget by outlining 2024 project priorities and offering context to the budget. Kathy Dallaire, then indicated that the Draft Operating Budget remained consistent with the preliminary version presented in October while the Draft Capital

Budget included an additional expenditure for the required demolition of a building.

A member expressed support for the budget and raised a question about the replacement of a furnace at Foley Mountain Conservation Area. Dan Cooper, Director of Conservation Lands, explained that the furnace, situated in the Interpretive Centre, currently uses propane but that there is a desire to switch to electric. The member asked that green fuel sources be considered when heating systems are being replaced. Ms. Casgrain-Robertson indicated that staff would explore options before an RFP is issued.

A member inquired about the Levy chart, asking why the minimum levy had not been increased for 2024. Ms. Casgrain-Robertson explained that in recent years the minimum levy had been increased by \$100 annually to ensure it was at least covering the cost of those municipalities having a member on the Board. However, those municipalities have chosen to leave their seat vacant on the Board this term after not being permitted to appoint a citizen representative to the Board, so staff are recommending that the minimum levy not be increased for 2024.

A member inquired how a municipality qualifies for the minimum levy. Ms. Casgrain-Robertson explained that municipalities who are charged the minimum levy are those that have such a small area in the watershed that their assessment-based levy allocation would be below what the minimum levy is. There are two such municipalities in the Rideau watershed.

A member expressed appreciation for the annual work plan being part of the budget, suggesting it as a regular feature. Ms. Casgrain-Robertson agreed, mentioning that the work plan is included each year with the budget, but it's new to this board as it wasn't ready last month when the preliminary budget was presented. She added that the work plan provides a more accessible breakdown of the budget, clarifying where the money is allocated.

Chair Strackerjan agreed with the members' comments on the work plan, and Ms. Casgrain-Robertson stated that she would convey the compliments to the RVCA graphic designer, Regan van Dusen.

Resolution 6-231123

Moved by: Adrian Wynands
Seconded by: Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2024 Draft Budget, Levy Apportionment sheet and Workplan for circulation to member municipalities and posting on RVCA's website.

Resolution Carried

12.0 Activity Report: October to November

Sommer Casgrain-Robertson, General Manager, provided an overview of program delivery, operations, events, and news items for October and November.

A member expressed surprise that the Yellow Iris is classified as an invasive species. Ms. Casgrain-Robertson acknowledged that it is considered invasive and is especially problematic near watercourses, unlike the native purple iris. The member then brought up discussions at the last Lanark County Council meeting asking what can be done about phragmites. Ms. Casgrain-Robertson clarified that RVCA has not been widely involved in phragmites removal due to its complexity but could refer municipalities to other groups who are working on it including the Invasive Species Centre and Nature Conservancy Canada.

A member relayed that the Hearts Desire Community indicated that the RVCA removed Japanese knotweed along the Jock River a few years ago and that it has now returned. Ms. Casgrain-Robertson explained that RVCA is not responsible for invasive species removal but does organize removal events from time to time and that she will let monitoring staff know about the reappearance in that area.

13.0 Meetings

- a) Eastern Ontario General Managers Meeting: October 27, 2023
- b) General Managers Meeting: October 30, 2023
- c) Perth Council Presentation: November 7, 2023
- d) Clarence Rockland Council Presentation: November 8, 2023
- e) Executive Committee Hearing Training: November 14, 2023
- f) Watershed-Based Resource Management Strategy Meeting: Nov 17, 2023

Upcoming

- g) General Managers Meeting: December 4, 2023
- h) Eastern Ontario Finance Meeting: December 4, 2023
- i) Conservation Ontario Council Meeting: December 11, 2023
- j) Rideau Valley Conservation Foundation Meeting: December 13, 2023
- k) Conflict Resolution Training: January 16 to 18, 2024
- l) ROMA Conference: January 21-23, 2024

14.0 Member Inquiries

A member noted Red Pine removal up on Old Kingston Road at Mill Pond Conservation Area and asked if the RVCA received revenue for it. Dan Cooper responded that the majority of harvesting on RVCA property occurs in plantations established in the 1970s and 1980s and that professional foresters manage the process and RVCA is compensated for the harvesting.

The member also asked if RVCA was involved in the Westport Class Environmental Assessment (EA) taking place in relation to their municipal sewage system. Terry Davidson confirmed that Brain Stratton has been engaged in the process.

A member inquired about the RVCA's awareness of a proposed battery storage site in Merrickville-Wolford. Ms. Casgrain-Robertson responded that the RVCA was not aware prior to notices for public meetings being sent to residents but have since learned of multiple proposed sites across eastern Ontario, some in the Rideau watershed. Glen McDonald, Director of Science and Planning, has reached out to the company to identify other sites and enable staff to begin examining mapping. The RVCA aims to establish open communication with the proposed company. Another member mentioned that there are two selected sites for South Frontenac. Ms. Casgrain-Robertson took note of the information.

15.0 New Business

16.0 Adjournment

The Chair adjourned the meeting at 7:45 p.m. on a resolution by Charlene Godfrey which was seconded by Wilson Lo.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

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.

October 26, 2023 – [Approved Minutes](#)

- 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.

November 23, 2023 – [Approved Minutes](#)

- Approval was granted for updating the Conceptual and Tier 1 Water Budget Studies for the Mississippi and Rideau watersheds.
- An updated Purchasing Policy, set to take effect on January 1, 2024, was approved.
- Revenue and expenditure reports along with the balance sheet for the period ending September 30, 2023, were approved.
- Draft 2024 budget, levy apportionment and workplan were approved for circulation to member municipalities for review and comment.
- The Board received an activity update on program delivery, operations, events, and news items.

January 25, 2024 – Meeting Summary

- The Board was circulated the City of Ottawa's Auditor General's Report on the Conservancy Development and received a staff presentation
- The Board gave further direction that RVCA's mileage rate be adjusted on January 1 of a given year as needed to harmonize with CRA.
- A new Watershed Conditions Report was approved, and the Board received an update on next steps to prepare a Watershed Management Strategy.

- Elections were held and Councillor Kristin Strackerjan from North Grenville was re-elected as Chair for a second term, and Anne Robinson, citizen representative from the City of Ottawa, was re-elected as Vice Chair for a second term.

Next Meeting

- February 22, 2023

Marissa

Marissa Grondin (she/her)
Executive Assistant
613-692-3571 or 1-800-267-3504 ext. 1177
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