



**COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, March 5th, 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 Marilyn Thomas

1. **CALL TO ORDER**
2. **AMENDMENTS/APPROVAL OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST
AND GENERAL NATURE THEREOF**
4. **APPROVAL OF MINUTES OF PUBLIC MEETINGS**

- i) **Public Meeting: Zoning By-Law Amendment(s) – February 13th, 2024 –
*attached, page 9.***

Suggested Recommendation:

***“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held
on February 13th, 2024, be approved.”***

5. **DELEGATIONS & PRESENTATIONS**

None.

6. PRIORITY ISSUES

- i) **Report #PW-2024-06 – Backhoe Purchase (Canoe Procurement Group) – attached, page 13.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the quote obtained through the Canoe Procurement Group from J.R. Brisson Equipment Ltd. for a backhoe, be accepted;

THAT, the 1998 brush cutter be refurbished instead of replaced;

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

- ii) **Report #PW-2024-07 – 2024 Road Projects Tender Awards – attached, page 17.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tender #2024-PW-002 for the Rehabilitation of the Bathurst 7th Concession and McVeigh Roads be awarded to Arnott Brothers Construction;

THAT, Tender #2024-PW-003 for the Rehabilitation of Lakewood Road be awarded to Arnott Brothers Construction;

THAT, Tender #2024-PW-004 for the Asphalt Padding on Crow Lake Road be awarded to G. Tackaberry & Sons Construction Company Limited;

THAT, Tender #PW-C-09-2024-24-E0 for Microsurfacing be awarded to Miller Paving Limited;

THAT, \$10,000 of the surplus funds be used for crack-sealing on Glen Tay Road;

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

- iii) **Report #PW-2024-08 – Gambles Side Road Bridge and Glen Tay Culvert Rehabilitations – Tender Award – attached, page 22.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tender #2024-PW-001 – Gambles Side Road Bridge and Glen Tay Culvert Rehabilitation, be awarded to Willis Kerr Contracting Ltd;

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

- iv) **Report #PW-2024-09 – 2023 Waste Disposal Site Annual Reports – attached, page 27.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Report #PW-2024-09– 2023 Waste Disposal Site Annual Reports, be received as information;

AND THAT, staff submit the 2023 Annual Reports for the Glen Tay, Maberly and Stanleyville sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2024 deadline, to be in conformity with the Certificates of Approval for each site.”

- v) **Report #FIN-2024-03 – 2024 Budget – PSAB Restatement – attached, page 37.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2024-03 - 2024 Budget – PSAB Restatement, be received as information.”

- vi) **Report #FIN-2024-04 – 2023 Statement of Remuneration and Expenses – attached, page 41.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2024-04 - 2023 Statement of Remuneration and Expenses, be received as information.”

- vii) **Report #FIN-2024-05 – 2023 Development Charges Statement – attached, page 44.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2024-05 - 2023 Development Charges Statement, be received as information.”

- viii) **Report #FIN-2024-06 – 2023 Planning Act Financial Reporting for Parkland – attached, page 48.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2024-06 - 2023 Planning Act Financial Reporting for Parkland, be received as information.”

- ix) **Report #FIN-2024-07 – 2023 Investment Report – attached, page 52.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2024-07 - 2023 Investment Report, be received as information.”

7. CORRESPONDENCE

- i) **24-02-07 – Council Communication Package – cover sheets attached, page 57.**

Suggested Recommendation to Council:

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

- ii) **Resolution in Support of the Expansion of the Life Span of Fire Apparatus – attached, page 61.**

As requested at the last meeting, a discussion will occur on how to support external resolutions.

Current Process (entire resolution is supported but modified slightly to apply to Tay Valley)

Suggested Recommendation to Council:

“WHEREAS, By-Law No. 2012-042, being a By-Law to Establish and Regulate the Fire Department (Drummond/North Elmsley Tay Valley Fire Rescue) established service level standards for the Drummond/North Elmsley Tay Valley Fire Rescue;

AND WHEREAS, apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law No. 2012-042, and a safe, reliable and diverse fleet is required to serve operations needs;

AND WHEREAS, fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

AND WHEREAS, Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

AND WHEREAS, no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move

fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

NOW THEREFORE BE IT RESOLVED THAT, the Reeve send a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

THAT, this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt;

AND THAT, this resolution be shared with all 444 municipalities in Ontario, the Federation of Canadian Municipalities (FMC), the Association of Municipalities Ontario (AMO) and the Easter Ontario Wardens' Caucus (EOWC)."

OR

Proposed Process by a Member (resolution to just support another municipality's resolution)

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township support Prince Edward County's resolution regarding Expansion of the Life Span of Fire Apparatus;

AND THAT, this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt;

AND THAT, this resolution be shared with all 444 municipalities in Ontario, the Federation of Canadian Municipalities (FMC), the Association of Municipalities Ontario (AMO) and the Easter Ontario Wardens' Caucus (EOWC)."

- iii) **Perth & District Sports Hall of Fame Request for Support – attached, page 63.**

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

24-02-26 – DRAFT Committee of Adjustment Hearing – Minutes – attached, page 66.

- iii) **Fire Board.**
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

24-02-08 – DRAFT Fire Board – Minutes – *attached, page 69.*
- iv) **Library Board.**
Councillor Andrew Kendrick.

24-01-15 – Perth and District Union Public Library Board – Minutes – *attached, page 75.*
- 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

24-02-16 – DRAFT Green Energy and Climate Change Working Group -
Minutes – *attached, page 77.*
- viii) **Mississippi Valley Conservation Authority Board.**
Councillor Andrew Kendrick.

24-02-12 – Mississippi Valley Conservation Authority Board Summary Report –
attached, page 78.

24-02-12 – DRAFT Mississippi Valley Conservation Authority Board of Directors
– Minutes – *attached, page 80.*
- ix) **Rideau Valley Conservation Authority Board.**
Councillor Angela Pierman.

23-11-23 – Rideau Valley Conservation Authority Board of Directors – Minutes
– *attached, page 89.*
- 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: Potential Land Acquisition – Glen Tay Waste Site.**

Suggested Motion:

“THAT, Committee move “in camera” at _____ p.m. to address a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board regarding the Glen Tay Waste Site;

AND THAT, the Chief Administrative Officer/Clerk, Deputy Clerk and Public Works Manager 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:*

- ***Township Action Plan***

11. ADJOURNMENT

MINUTES

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

Tuesday, February 13th, 2024

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor Angela Pierman
Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Andrew Kendrick
Councillor Marilyn Thomas (arrived at 5:31 p.m.)

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

Public Present: Teri McKay
Sara Simpson
Christine Stilwell
Mark Fielding
Jessica Younes
Jill Carson
Donald Dubreuil
Fred Barrett
Michele Baker
Roland Spuehler

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

3. APPLICATIONS

- i) **FILE #ZA23-11: James Anderson and Stefanie Beck
472 Star Hill Road
Concession 6, Part Lot 21,
Geographic Township of North Burgess**

- a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

- b) APPLICANT COMMENTS

None.

- c) PUBLIC COMMENTS

None.

- d) RECOMMENDATION

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

- ii) **FILE #ZA23-12: Spencer Kell - Withdrawn
261 Maberly Elphin Road
Concession 8, Part Lot 13 and 14,
Geographic Township of South Sherbrooke**

The Chair reiterated the status of this application being withdrawn and that the Planner would provide an information report to the Committee of the Whole immediately following this meeting.

4. ADJOURNMENT

The public meeting adjourned at 5:40 p.m.

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

March 5, 2024

Report #PW-2024-06
Sean Ervin, Public Works Manager**BACKHOE PURCHASE
(CANOE PROCURMENT GROUP)****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, the quote obtained through the Canoe Procurement Group from J.R. Brisson Equipment Ltd. for a backhoe, be accepted;

THAT, the 1998 brush cutter be refurbished instead of replaced;

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

BACKGROUND

During 2024 Budget deliberations, Council approved the amount of \$210,000 for the purchase of a backhoe to replace the 2009 Komatsu Backhoe that is located the Glen Tay Waste Site. The new backhoe will be located at the Bathurst Garage and the 2012 Backhoe will be re-located to the Glen Tay Waste Site.

Public works operations uses the backhoe year-round for the following tasks:

- small ditching projects,
- rock removals with the hoe-ram attachment.
- culvert replacements,
- brushing with the new brush head,
- loading cold patch and gravel materials into the trucks during summer operations,
- loading materials into plow trucks during winter operations,
- snowbank removals at intersections, on bridges and along guiderails,
- removing trees off the roads following storms,
- unload transports for deliveries with the fork attachment.

Waste operations uses the backhoe at the Glen Tay Waste Site for the following tasks:

- compacting waste and recycling materials in the bins (saving on trucking fees)

- loading large objects (fridges/freezers/dressers) into the construction and demolition bin/scrap metal bins
- the backhoe at the Glen Tay site has also been used as spare backhoe in the Bathurst garage when the Bathurst Garage backhoe is broken down.

The Township’s approved 10-Year Capital Plan notes that backhoes have a service life of 15-years. A 15-year replacement schedule is common for municipalities as the unit will typically sell for a reasonable amount and is prior to yearly maintenance repairs becoming more expensive. The 2009 Komatsu backhoe is showing signs of its age, with the extend-a-hoe not working correctly and almost all of the bushing in the backend needing replaced. The hydraulic system is also very slow. The cost to repair these components is expensive.

DISCUSSION

Section 6.6 of the Townships Purchasing Policy notes that “The Township may participate with other units of government, or their agencies, or public authorities, in cooperative purchasing ventures or joint contracts on the basis of the lowest acceptable overall tender when the best interest of the Township would be served thereby, and in keeping with the provisions of this policy”. The Canoe Procurement Group of Canada has already done the “tendering process” and provides a group discount to municipalities across Canada. The Township utilized the Canoe Procurement program in 2022 for the resurfacing of the tennis court.

Staff obtained quotes from two backhoe suppliers and a summary of the two quotes is noted below.

Company	Price
J.R. Brisson Equipment Ltd. (Case 590SN)	\$212,212.00
Brant Tractor (John Deere 410SL)	\$245,000.00

FINANCIAL CONSIDERATIONS

Below is a detailed price breakdown for the initial purchase:

Detailed Price Breakdown	Amount
Price for a Case 590SN	\$ 212,212.00
Non-Rebated HST	\$ 3,734.93
Total	\$ 215,946.93
Budget	\$ 210,000.00
Surplus/(Deficit)	\$ (5,946.93)

The price includes a tilting-ditching bucket, which will provide a substantial improvement for ditching projects. The tilting-ditching bucket costs \$9,750 which results in the purchase being in a small deficit of \$5,947. Without the tilting-ditching bucket, the purchase has a surplus of \$3,975.

The backhoe purchase is being funded from the Roads Equipment Reserve. The budget also includes the replacement of the 1998 brush-chipper (also funded by the Roads Equipment Reserve), however, since the budget was passed, staff have had the opportunity to speak with people in the industry and there is a good opportunity to restore the 1998 brush-chipper rather than purchase a new one. This would involve stripping down, sandblasting and repainting the old unit and replacing some of the components. Preliminary estimates show that this can be done for under \$25,000 by local companies, and potentially saving \$53,000 over purchasing a new unit. The existing unit has relatively low hours and should easily last another 10-years with the proper maintenance. The funds saved by restoring the brush-chipper instead of purchasing a new unit can offset the small deficit caused by the addition of a tilting-ditching bucket.

The Township would also sell the 2009 Komastu Backhoe on GovDeals, which is expected to sell for about \$15,000 however the Komastu backhoe is very rare, and staff could not find a local equivalent piece of equipment that has recently sold to compare the sale price. Any revenue that is found from the Komatsu backhoe will be returned to the Equipment Reserve and be used for future purchases.

CLIMATE CONSIDERATIONS

There is a smaller electric backhoe that has recently entered the market (Case 580 EV) however, this backhoe is too small for the needs of the Department. The proposed backhoe will have the latest in emission reducing technology (Tier 4 Final).

OPTIONS CONSIDERED

Option #1 (Recommended) – Council accepts the quote from JR Brisson through the Canoe Procurement Program and authorizes the restoration of the brush-cutter, rather than the replacement.

Option #2 – Council accepts the quote from JR Brisson through the Canoe Procurement Program but does not authorize the restoration of the brush-cutter.

Option #3 – Council does not accept either option and provides further direction to staff.

STRATEGIC PLAN LINK

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

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

CONCLUSIONS

With the purchase of the new backhoe, the Township will still have three (3) backhoes, which are the 2019 John Deere 310SL, located at the Burgess Garage, the 2015 Case 590SN,

located at the Glen Tay Waste Site and the 2024 Case 590SN located at the Bathurst Garage. The next time the Township will be replacing a backhoe will be 2034, when the John Deere unit will be 15 years old and the 2015 Case will be 22 years old; the 2015 Case will be the unit that is replaced at that time, with the John Deere moving to the waste site.

The quoted piece of equipment is in-stock at JR Brisson's Stittsville yard and can be delivered once Council gives its approval. JR Brisson has provided great service over the years for the 2015 unit and their mobile mechanic's can provide annual services at the Township's garage.

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
March 5, 2024

Report #PW-2024-07
Sean Ervin, Public Works Manager

2024 ROAD PROJECTS TENDER AWARDS

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tender #2024-PW-002 for the Rehabilitation of the Bathurst 7th Concession and McVeigh Roads be awarded to Arnott Brothers Construction;

THAT, Tender #2024-PW-003 for the Rehabilitation of Lakewood Road be awarded to Arnott Brothers Construction;

THAT, Tender #2024-PW-004 for the Asphalt Padding on Crow Lake Road be awarded to G. Tackaberry & Sons Construction Company Limited;

THAT, Tender #PW-C-09-2024-24-E0 for Microsurfacing be awarded to Miller Paving Limited;

THAT, \$10,000 of the surplus funds be used for crack-sealing on Glen Tay Road;

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

BACKGROUND

Bathurst 7th Concession, McVeigh Road, and Lakewood Road are slated for rehabilitation in 2024 under the current 10-Year Capital Plan and were included in the 2024 Budget. The roads are in very poor condition and require ongoing maintenance to meet maintenance standards. The scope of work includes pulverizing the existing road surface, placement of new road base materials, culvert replacements, ditching, guiderail repairs and resurfacing. The 7th Concession and McVeigh Roads, at 2.8km in length, will be surfaced with a double surface treatment and fog seal and Lakewood Road, at 1.9km in length, will be surfaced with warm mix asphalt.

Crow Lake Road and Ashby Roads are slated for pavement preservation in 2024 under the current 10-Year Capital Plan and were included in the 2024 Budget. Both roads are in

satisfactory condition and pavement preservation (Microsurfacing) will address minor defects and extend the life of the roads' surface. Crow Lake Road is 3.1km in length and Ashby Road is 0.45km in length. Due to the severe rutting on Crow Lake Road, asphalt padding is required prior to the placement of microsurfacing.

DISCUSSION

The Township issued Tenders #PW-2024-002, #PW-2024-003, and #PW-2024-004 on January 30, 2024, on the Township's Bids and Tenders Portal. A newsfeed was issued on the Township's website and notice was also posted on the Townships Facebook page. The Tender closed on February 22nd at 1:00pm and the summary of the bids for each project is summarized below.

Tender #PW-2024-002 – Rehabilitation of McVeigh and Bathurst 7th Concession.

Company	Tender Price
Arnott Brothers Construction	\$ 482,158.50
Crains' Construction	\$ 512,702.00
Thomas Cavanagh Construction Ltd.	\$ 524,700.47
G. Tackaberry & Sons Construction Company Ltd.	\$ 527,759.80

Tender #PW-2024-003 – Rehabilitation of Lakewood Road

Company	Tender Price
Arnott Brothers Construction	\$ 507,107.45
Crains' Construction	\$ 513,025.04
G. Tackaberry & Sons Construction Company Ltd.	\$ 515,203.20
GIP Paving Inc.	\$ 626,831.00

Tender #PW-2024-004 – Asphalt Padding on Crow Lake Road

Company	Tender Price
G. Tackaberry & Sons Construction Company Ltd.	\$ 44,850.00
Thomas Cavanagh Construction Ltd.	\$ 57,500.00
GIP Paving Inc.	\$ 126,500.00

The Township collaborated with Lanark County and joined their microsurfacing tender to take advantage of economies of scale for this work. Lanark County's Tender closed on February 7th, 2024, and two (2) bids were received.

Company	Tender Price
Miller Paving Limited	\$188,950.00
Duncor Enterprises Inc.	\$266,256.76

FINANCIAL CONSIDERATIONS

The road projects were mainly funded from the Roads Construction Reserve, however \$100,000 of the Bathurst 7th Concession is being funded from OCIF Formula Based Funding and \$200,000 of the Lakewood Road project is being funded by Federal Gas Tax.

A breakdown of each road project is provided below:

Rehabilitation of McVeigh and Bathurst 7th Concession.

ITEM	COST
Rehabilitation Cost	\$482,158.50
Non-Rebated H.S.T (1.76%)	\$8,485.99
Total Project Cost	\$490,644.49
Budgeted Amount	\$519,000.00
Surplus/(Deficit)	\$28,355.51

Rehabilitation of Lakewood Road

ITEM	COST
Rehabilitation Cost	\$507,107.45
Non-Rebated H.S.T (1.76%)	\$8,925.09
Total Project Cost	\$516,032.54
Budgeted Amount	\$514,000.00
Surplus/(Deficit)	(\$2,032.54)

Microsurfacing on Ashby Road

ITEM	COST
Microsurfacing Cost	\$25,958.80
Non-Rebated H.S.T (1.76%)	\$456.87
Total Project Cost	\$26,415.67
Budgeted Amount	\$28,000.00
Surplus/(Deficit)	\$1,584.33

Asphalt Padding and Microsurfacing on Crow Lake Road

ITEM	COST
Microsurfacing Cost	\$162,991.20
Asphalt Padding Cost	\$44,850.00
15% Contingency for Asphalt Padding	\$6,727.50
Non-Rebated H.S.T (1.76%)	\$3,776.41
Total Project Cost	\$218,345.11
Budgeted Amount	\$292,240.00
Surplus/(Deficit)	\$73,894.89

Between the four road projects, there is a projected surplus of just over \$100,000 as shown in the table below:

Project	Budget	Construction Cost	Surplus/(Deficit)
Ashby Road	\$ 28,000.00	\$ 26,415.67	\$ 1,584.33
Crow Lake Road	\$ 292,240.00	\$ 218,345.11	\$ 73,894.89
Lakewood Road	\$ 514,000.00	\$ 516,032.54	\$ (2,032.54)
Bathurst 7th Conc. & McVeigh Roads	\$ 519,000.00	\$ 490,644.49	\$ 28,355.51
		Total Surplus/(Deficit)	\$ 101,802.19

Any surplus funds will be returned to the Reserve and used on future road projects. Council could also consider using approximately \$10,000 of the surplus funds to complete crack-sealing on Glen Tay Road, between the Scotch Line (CR10) and Christie Lake Road (CR6). Crack-sealing is an inexpensive preventative maintenance measure that prevents water penetration of the road surface and therefore prevents the formation of potholes and extends the life of the roadway.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the various Tenders to the low bidders and use \$10,000 of the surplus funds for crack-sealing on Glen Tay Road.

Option #2 – (Recommended) – Award the various Tenders to the low bidders but not use \$10,000 of the surplus funds for crack-sealing on Glen Tay Road.

Option #3 – Not award the tenders and do not perform the work. This is not recommended as the Township receives numerous complaints about the condition of the roads and the roadways require ongoing maintenance to meet applicable regulations.

CLIMATE CONSIDERATIONS

The newly rehabilitated roadways will reduce greenhouse gas emissions as it will require less ongoing maintenance and therefore reduce fuel consumption of Township vehicles from repetitive trips from the garage to this specific road. The Township also specified warm mix asphalt instead of hot mix asphalt for the Lakewood Road Project, which requires less energy to produce due to the lower production and application temperatures.

STRATEGIC PLAN LINK

Our Vision for the Future:

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

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

Guiding Principles

- we manage our assets and infrastructure effectively and efficiently and have plans in place to maintain and replace them.

CONCLUSIONS

Based on past experience, and their reputation as Contractors, staff feel confident that Arnott Brothers Construction, G. Tackaberry & Sons Construction Company Limited and Miller Paving Limited can meet the requirements specified within the Tenders for both meeting the timelines and quality of work.

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
March 5, 2024

Report #PW-2024-08
Sean Ervin, Public Works Manager

**GAMBLES SIDE ROAD BRIDGE AND GLEN TAY CULVERT REHABILITATIONS –
TENDER AWARD**

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tender #2024-PW-001 – Gambles Side Road Bridge and Glen Tay Culvert Rehabilitation, be awarded to Willis Kerr Contracting Ltd;

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

BACKGROUND

The Rehabilitation of the Gambles Side Road Bridge and Glen Tay Culvert was included in the 2024 Capital Budget.

The Glen Tay Culvert is located on Glen Tay Road, approximately 800m northwest of Scotch Line Road. The scope of works includes the replacement of a retaining wall, placement of additional erosion control measures and minor concrete repairs. The work will be completed under single lane closures and is expected to be completed within 3-weeks.

The Gambles Side Road Bridge is located on Gambles Side Road, approximately 140m south of Highway 7. The scope of work includes the replacement of the entire bridge deck, girders, and barrier systems. The work will be completed under a full lane closure and is expected to be completed within 8-weeks. Once completed, the load restrictions will be lifted from the bridge structure and the applicable By-Law will be updated.

The Township hired Greer Galloway to complete the design and prepare the tender documents for both structures in 2023 and they will also be responsible for completing construction inspections and contract administration during construction this summer.

DISCUSSION

Tay Valley Township issued the Tender on January 30, 2024 on the Township's portal of Bids and Tenders. A newsfeed was issued on the Township's website and notice was also posted on the Townships Facebook page. The Tender closed on February 22, 2024, and nine (9) bids were received.

Company	Price
Dalcon Constructors Ltd.	\$ 655,000.00
Willis Kerr Contracting Ltd.	\$ 673,480.50
2274084 ONTARIO LTD o/a GMP CONTRACTING	\$ 730,251.17
DW Building Restoration Services Inc	\$ 756,755.00
Ross and Anglin Limited.	\$ 782,788.00
Clearwater Structures Inc.	\$ 857,013.00
Crains' Construction Limited	\$ 878,871.08
GIP Paving Inc.	\$ 942,587.00
Bellai Alliance Civil Inc.	\$ 1,083,760.00

FINANCIAL CONSIDERATIONS

The 2024 Capital Budget included \$340,000 for the Gambles Bridge Project and \$160,000 for the Glen Tay Culvert project, which included consulting and construction costs. A detailed price breakdown is as follows:

Glen Tay Culvert	
ITEM	COST
Construction Cost	\$159,113.50
Consulting Costs	\$7,440.00
Non-Rebated H.S.T (1.76%)	\$2,931.34
Total Project Cost	\$169,484.84
Budgeted Amount	\$160,000.00
Surplus/(Deficit)	(\$9,484.84)

Gambles Bridge	
ITEM	COST
Construction Cost	\$495,886.50
Consulting Costs	\$23,715.00
Non-Rebated H.S.T (1.76%)	\$9,144.99
Total Project Cost	\$528,746.49
Budgeted Amount	\$340,000.00
Surplus/(Deficit)	(\$188,746.49)

As shown in the tables above, the two projects are over budget. The deficit amount can be funded from the remaining funds in the bridge reserve; however, it will completely deplete the reserve. With future bridge projects in the plans for following years, Council will need to review the funding for this reserve at the 2025 10-Year Capital Plan and Budget deliberations. Of note, the Treasurer indicated that this reserve was already slated to be in a deficit position come 2025 according to the 10-Year Capital Plan.

After reviewing the unit prices from the low bidders, the majority of the deficit is from an unexpected increase for steel beam guiderails and the concrete in the deck of the Gambles Bridge where prices were 6.4x higher for guiderail and 1.5x higher for concrete than the engineers estimate that was provided for the 2024 Budget and when comparing previous bridge projects in Tay Valley Township. Moving forward, staff will work with the consultants to ensure that estimates and budgets are appropriate for the ever-increasing construction prices.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the Tender to Dalcon Constructors Ltd.

Option #2 – Award the Tender to another Bidder. This is not recommended as the low-bidder met all the criteria noted in the Tender Document, such as submitting references, bid bonds, and similar experience.

Option #3 – Do not award the Tender. This is not recommended as the work on both structures needs to be completed and deferring the work further may only cause further price increases.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

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

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

CONCLUSIONS

The Contractor that is recommended for the award has recently completed bridge projects in eastern Ontario and staff are confident that they can perform the work included in the Tender in a timely manner. The unexpected price increases of a few items is unfortunate, however, the bridge projects should still proceed to prevent the Township from falling behind on its Asset Management Plan.

ATTACHMENTS

1. Recommendation of Award Letter from Greer Galloway, engineering consultant

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Attachment - Recommendation of Award Letter from Greer Galloway



**G R E E R
G A L L O W A Y
C O N S U L T I N G
E N G I N E E R S**

■
2A-640 Catarqui Woods Drive
Kingston, Ontario
K7P 2Y5

■
Telephone
(613) 536-5420

■
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(613) 548-3793
E-mail
Kingston@greergalloway.com



February 26, 2024

The Corporation of the Township Tay Valley

Attention: Sean Ervin, Public Works Manager

Re: Glen Tay Culvert and Gambles Side Road Bridge – Tender 2024-PW-001

Mr. Ervin,

The tender for Glen Tay Culvert and Gambles Side Road Bridge closed on February 22nd, 2024 1:00pm. A total of 9 tender bids were received. Greer Galloway has reviewed the submissions and offers the following:

The lowest 3 bidder results for each structure are summarized below. Costs shown exclude HST.

Ranking	Contractor	Total Bid Excluding HST	Comments
1	Dalcon Constructors	\$655,000.00	In compliance with tender requirements
2	Willis Kerr Contracting Ltd.	\$673,480.50	In compliance with tender requirements
3	2274084 ONTARIO LTD o/a GMP CONTRACTING	\$730,251.17	In compliance with tender requirements

It is our recommendation that the tender be awarded (in full) to the lowest eligible bidder, Dalcon Constructors, in the amount of \$655,000.00 (excluding HST) for the Glen Tay Culvert and Gambles Side Road Bridge. The contractor has submitted all the required documentation, along with a proper bid bond. Contact was made with one of the contractors' references and a positive recommendation was provided.

The increased costs associated with the Gambles Side Road Bridge were found to be with the concrete in deck item and the steel beam guide rail which are largely dictated by subcontractors pricing.

If you have any further questions or concerns regarding this assessment, please do not hesitate to contact us.

Sincerely,

**GREER GALLOWAY
CONSULTING ENGINEERS**

Brittany Rothwell

Brittany Rothwell, P.Eng
Project Manager

COMMITTEE OF THE WHOLE
March 5th, 2024

Report #PW-2024-09
Sean Ervin, Public Works Manager

2023 WASTE DISPOSAL SITE ANNUAL REPORTS

STAFF RECOMMENDATION(S)

“**THAT**, Report #PW-2024-09– 2023 Waste Disposal Site Annual Reports, be received as information;

AND THAT, staff be directed to submit the 2023 Annual Reports for the Glen Tay, Maberly and Stanleyville sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2024 deadline, to be in conformity with the Certificates of Approval for each site.”

BACKGROUND

A requirement within each Certificate of Approval for the Tay Valley Township Waste Disposal Sites is to submit an Annual Report by March 31st of the year following the testing.

DISCUSSION

The Township’s Waste Management Consultant, Egis [formally known as McIntosh Perry Consulting Engineers (MPCE)], is preparing the annual reports for the Glen Tay, Maberly and Stanleyville sites. In lieu of an entire annual report, a memorandum was prepared for the Christie Lake and Noonan sites with an understanding that the annual reports will be completed in their entirety for these two sites in 2024. The executive summaries for all five (5) sites are attached to this report. The draft reports are currently being reviewed by staff and will be submitted by Egis on behalf of the Township by the March 31st deadline. A copy of the final reports can be forwarded to Council once reviewed by staff.

The reports thoroughly describe changes in waste generation and recycling levels, as well as any changes in the environmental monitoring program. Overall, Egis do not note any major concerns in any of the three reports.

OPTIONS CONSIDERED

Option #1 – (recommended) – receive the draft reports for information and direct staff to submit the three (3) reports to the Ministry of Environment, Conservation and Parks

(MOECP) prior to the March 31 deadline.

Option#2 – Do nothing – this is not recommended because the submission of the annual reports is a requirement of the Township’s Certificate of Approval.

STRATEGIC PLAN LINK

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

Guiding Principles

- we manage our assets and infrastructure effectively and efficiently and have plans in place to maintain and replace them.

CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

There are no financial implications associated with the recommendations in this report.

CONCLUSIONS

Submission of annual reports to the MOECP for the municipal waste disposal sites will fulfill the Township’s reporting obligations within the respective Certificates of Approval to operate each site.

All five (5) waste disposal sites (Glen Tay, Maberly, Stanleyville, Noonan’s, and Christie Lake) in Tay Valley will undergo monitoring by Egis in 2024.

ATTACHMENTS

- i) Annual Report Executive Summaries for the Glen Tay, Maberly and Stanleyville Waste Disposal Sites for 2023
- ii) Memorandum Executive Summaries for the Noonan and Christie Lake Waste Disposal Sites for 2023.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Glen Tay WDS Annual Report - 2023 Executive Summary

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for the Glen Tay Waste Disposal Site (WDS) during the period from January 1 to December 31, 2023.

Site Operations

Tay Valley Township currently operates three WDS. Two of the sites (Stanleyville WDS and Maberly WDS) operate as Waste Transfer Stations, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal. The Township collects waste disposal data in the form of bag counts for each of the three sites. The amount of waste brought to the Glen Tay WDS in 2023 was 96,425 bags from the residents of Bathurst Ward. This is an increase of approximately 6.58% in comparison to last year's bag count. In 2023, a total of 134,385 bags were disposed of at the Glen Tay WDS, including 14,967 bags from the Maberly WDS and 22,992 bags from the Stanleyville WDS.

In early 2021, in addition to bag counts, the Township also started tracking waste received from all three active sites in the form of waste bins (compacted and uncompacted). In 2023, 3127 m³ of uncompacted waste and 2458 m³ of compacted waste was generated at the Glen Tay WDS; this represents a 1.72% increase in uncompacted waste volume, and a 6.58% decrease in compacted waste volume for 2023 when compared to the previous year.

Topographic surveys of the Glen Tay WDS were completed on November 11, 2022, and again on December 7, 2023, by McIntosh Perry Surveying Inc. (now Egis). The volume change at the Glen Tay WDS between surveys in the Phase 1 area was calculated to be approximately 4,652.63 m³. This value represents the volume of both waste and any other imported materials at the active waste filling area.

The remaining Phase 1 site capacity, when including the total volume change, is approximately 161,193 m³ (as of December 7, 2023). A fill generation rate of 0.5345 m³/cap/year was calculated for 2023. The site life of the Phase I portion of the property is estimated to exceed 35 years.

Recyclable waste quantities were combined for the three waste disposal sites (Glen Tay WDS, Maberly WDS, and Stanleyville WDS). The total mass of recyclable or diverted materials accumulated at the three Tay Valley Township WDS was approximately 573 metric tonnes. This represents a 27.5% increase from what was reported in 2022 when using a comparable analysis.

There were no reported site inspections reports available by the Ministry of the Environment, Conservation and Parks (MECP) at Glen Tay WDS during 2023. No reports of complaints from the public or agencies were recorded for 2023. An amended Environmental Compliance Approval (ECA) was received from the MECP in March of 2022, which replaced the 2008 Certificate of Approval under which the facility was operating. The amended ECA better reflect the facility's current Operation and Development practices, while also formalizing the environmental monitoring plan previously agreed upon with the MECP in a single approval document.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An action plan providing a rationale for changes to the network was

Executive Summary

approved by the MECP in February 2014 and formalized in Amended Environmental Compliance Approval (ECA) No. A450601, dated March 15, 2022. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan, outlined in the ECA.

There is limited evidence to suggest WDS-related impacts to surface water. While downgradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show similar concentrations of most parameters. Elevated concentrations of iron have been observed at SW6-99 in recent years, which are partly attributed to high turbidity in samples due to low flow conditions.

There is limited evidence to suggest WDS-related impacts to overburden groundwater. Groundwater impacts in the overburden unit appear isolated and are present in both upgradient and downgradient locations.

There are some data that suggest WDS-related impacts to bedrock groundwater. Groundwater impacts in the bedrock unit include exceedances of Ontario Drinking Water Quality Standards (ODWS) and/or Reasonable Use Limits (RUL) for several leachate-indicator parameters at most downgradient monitoring wells, except MP99-6.

Sampling of three private off-site water supply wells was conducted. Short term trends and individual 2023 sampling results suggest rising sodium concentrations in one well location (PW-3). However, no analytical evidence indicates WDS-related impacts to the private water supply wells.

It is recommended that Tay Valley Township continues with the surface water and groundwater monitoring and sampling programs, as defined in the action plan approved by MECP in February 2014 and the Amended Environmental Compliance Approval (No. A450601) dated March 15, 2022.

Stanleyville WDS Annual Report - 2023 Executive Summary

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for at the Stanleyville Waste Disposal Site (WDS) during the period from January 1 to December 31, 2023.

Site Operations

Tay Valley Township currently operates three WDS, Glen Tay WDS, Maberly WDS and Stanleyville WDS. The Stanleyville WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal.

The Township collects waste disposal data in the form of bag counts for each of the three Sites. In 2023, 22,992 bags were transferred from the Stanleyville WDS to the Glen Tay WDS, a decrease of approximately 6.74% from the previous year.

In early 2021, in addition to bag counts, the Township also started tracking waste generated at the Stanleyville WDS in the form of compacted waste bins, which is transferred to the Glen Tay WDS. In 2023, approximately 756.9 m³ of compacted waste was generated at the Stanleyville, representing a decrease of 3.41% from the previous year.

While the Stanleyville WDS has been capped, there is approximately 153,800 m³ of capacity remaining. If waste disposal operations were to resume at the Stanleyville WDS, the projected Site life would be in excess of 20 years, premised on the resumption of fill at a rate similar to what was being generated in 2007 prior to capping.

Recyclable waste quantities were combined for the three waste disposal sites (Glen Tay WDS, Maberly WDS, and Stanleyville WDS).

The total mass of recyclable or diverted materials accumulated at the three Tay Valley Township WDS was approximately 573 metric tonnes. This represents a 27.5% increase from what was reported in 2022 when using a comparable analysis.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Stanleyville WDS during 2023. No reports of complaints from the public or agencies were recorded for 2023.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan.

There is limited evidence to suggest WDS-related impacts to surface water. While downgradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show similar concentrations for most parameters.

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info.north-america@egis-group.com | www.egis-group.com

Executive Summary

Leachate seeps were observed during the spring 2023 sampling event in the vicinity of SW-5. A remediation action plan has since been approved and completed by Tay Valley Township. Egis will continue monitoring for seeps during 2024 and future monitoring and sampling events.

There are some data that suggest WDS-related impacts on the overburden groundwater unit. Analytical results for downgradient wells indicate Reasonable Use Limits (RUL) and/or Ontario Drinking Water Standards, Objectives and Guidelines (ODWS) exceedances for several leachate-indicator parameters at most downgradient monitoring wells, except OB-2.

There are limited data to suggest WDS-related impacts on the bedrock groundwater unit. While ODWS and/or RUL exceedances for leachate-indicator parameters were observed in BR-3, no ODWS or RUL exceedances were observed for any parameters in BR-1 (downgradient) and in the background bedrock monitoring well (BR-2).

One nearby private off-site water supply well was sampled as part of the monitoring program (PW-1). There are no data to suggest drinking water impacts associated with the WDS.

It is recommended that Tay Valley Township continues with the surface water and groundwater monitoring and sampling programs, as defined in an action plan that was approved by the MECP in February 2014. Additionally, it is recommended to regularly monitor the Site for evidence of seeps, particularly in the area between overburden monitoring wells GA-1 and OB-2 and surface water SW-5.

Maberly WDS Annual Report -2023 Executive Summary

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for the Maberly Waste Disposal Site (WDS) during the period from January 1 to December 31, 2023.

Site Operations

Tay Valley Township currently operates three WDS; Glen Tay WDS, Stanleyville WDS and the Maberly WDS. The Maberly WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal. The Township collects waste disposal data in the form of bag counts for each site. In 2023, a total of 14,967 bags were transferred from the Maberly WDS to the Glen Tay WDS, a decrease of approximately 2.57% from the previous year.

In early 2021, in addition to bag counts, the Township also started tracking waste generated at the Maberly WDS in the form of compacted waste bins, which is transferred to the Glen Tay WDS. In 2023, approximately 554.3 m³ of compacted waste was generated at the Maberly WDS, representing a decrease of 20.22% from the previous year.

While the Maberly WDS has been capped, there is approximately 5,860 m³ of capacity remaining. If waste disposal operations were to resume at the Maberly WDS, the projected site life would be approximately five (5) years.

Recyclable waste quantities were combined for the three waste disposal sites (Glen Tay WDS, Maberly WDS, and Stanleyville WDS).

The total mass of recyclable or diverted materials accumulated at the three Tay Valley Township WDS was approximately 573 metric tonnes. This represents a 27.5% increase from what was reported in 2022 when using a comparable analysis.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Maberly WDS during 2023. No reports of complaints from the public or agencies were recorded for 2023.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan.

There are limited data to indicate surface water impacts associated with the WDS. Most parameters that exceed Provincial Water Quality Objectives (PWQO) at downgradient surface water sampling locations also exceed criteria at upgradient locations.

Executive Summary

Possible WDS-related impacts to the overburden groundwater appear to be correlated with proximity to the WDS. Downgradient monitoring wells OB-1 and BH-3 exhibited exceedances of Ontario Drinking Water Standards (ODWS) and Reasonable Use Limits (RUL) for leachate-indicator parameters. No exceedances of leachate-indicator parameters were noted for background overburden location BH-1.

The addition of two new bedrock monitoring wells (BR1-19 and BR2-19), installed on September 26, 2019, allow for new suitable monitoring wells to collect background data on groundwater in the bedrock unit. Analytical results from BR1-19 suggest WDS-related impacts to bedrock groundwater, including exceedances of ODWS and/or RUL for several leachate-indicator parameters at this location. Analytical Results from BR2-19 (upgradient) did not indicate any ODWS or RUL exceedances.

There are no nearby off-site water supply wells down-gradient from the Site.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the action plan that was approved by MECP in February 2014;
- Continue assessing the appropriate background well(s) and derivation of trigger levels for RUL assessments;
- Regularly monitor the Site for evidence of seeps; and
- Continue to monitor overburden and bedrock units to assess concentration trends and exceedances.

Christie Lake WDS Memorandum - 2023 Executive Summary

Executive Summary

This memorandum was prepared in lieu of the 2023 Annual Report for the Site. As per email and phone communications with the Ministry of the Environment, Conservation and Parks (MECP), Egis received MECP approval to push the full monitoring program at the Christie Lake Waste Disposal Site (WDS) by one year, and instead provide scoped services comprising of identifying and sampling one downgradient well from the Site. This memorandum includes a summary and analysis of the scoped environmental monitoring program for the Christie Lake WDS during the period from January 1 to December 31, 2023.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan.

The sampling of one private off-site water supply well was conducted as part of the spring and fall scoped monitoring and sampling events. Analytical results from the domestic well shows no Ontario Drinking Water Quality Standards (ODWS) exceedances, and as such, no analytical evidence of WDS-related impacts was identified at this off-site sampling location.

It is recommended that Tay Valley Township continues with the surface water and groundwater monitoring and sampling programs, as defined in the action plan approved by MECP in February 2014.

Noonan WDS Memorandum - 2023 Executive Summary

Executive Summary

This memorandum was prepared in lieu of the 2023 Annual Report for the Site. As per email and phone communications with the Ministry of the Environment, Conservation and Parks (MECP), Egis received MECP approval to push the full monitoring program at the Noonan Waste Disposal Site (WDS) by one year, and instead provide scoped services comprising of identifying and sampling one downgradient well from the Site. This memorandum includes a summary and analysis of the scoped environmental monitoring program for the Noonan WDS during the period from January 1 to December 31, 2023.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan.

The sampling of one private off-site water supply well was conducted as part of the spring scoped monitoring and sampling event. Analytical results from the domestic well shows no Ontario Drinking Water Quality Standards (ODWS) exceedances, and as such, no analytical evidence of WDS-related impacts was identified at this off-site sampling location. No sample was collected during the fall event due to no availability of private off-site water supply wells for sampling at the time of the monitoring and sampling program.

It is recommended that Tay Valley Township continues with the surface water and groundwater monitoring and sampling programs, as defined in the action plan approved by MECP in February 2014.

COMMITTEE OF THE WHOLE
March 5th, 2024

Report #FIN-2024-03
Ashley Liznick, Treasurer

2024 BUDGET – PSAB RESTATEMENT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2024-03 - 2024 Budget – PSAB Restatement, be received as information.”

BACKGROUND

Since 2009 Ontario municipalities have been required to report annual financial activities in a revised format as required by the Public Sector Accounting Board (PSAB). The new format includes reporting asset amortization, post-employment benefits and solid waste landfill & post-closure expenses. The Township’s audited statements are prepared in this format. However, provincial regulations allow municipalities the option of not budgeting in the PSAB reporting format, thus potentially excluding the aforementioned types of expenses from the budget.

Like the vast majority of municipalities, Tay Valley Township has opted not to budget in the PSAB format.

As the Township does not budget in the PSAB format, provincial regulations require that a report be prepared about the impact of excluding the PSAB expenses from the budget. The report must include both the estimated change in the Township’s accumulated surplus at year end and the impact on the Township’s future capital asset funding requirements. Council must adopt the report by resolution.

DISCUSSION

Unlike the senior levels of government, municipalities are not allowed to budget surpluses or deficits. The federal and provincial governments are responsible for economic growth, employment creation, attracting international investment and a whole realm of activities that may require short term fiscal strategies that result in unbalanced budgets.

Municipalities, on the other hand, are given different responsibilities by their provincial governments, and one of the rules imposed by all provinces is that municipal budgets must be balanced – no projected surplus or deficit.

This particular rule resulted in a bit of a quandary when the municipal accounting and reporting changes were introduced by PSAB.

The Township creates budgets on a modified cash/accrual basis. For example, the bottom line of the Township's budget represents the taxes required for the year, but not all taxes will be paid by the end of the year. Because the Township has essentially earned the revenue in the current year, it is recognized as such, and the unpaid amount is set up as a receivable at the end of the year. Similarly, when the Township makes purchases and receives the goods or services towards the end of the current year but does not pay for them until the following year, the Township expenses the purchase and sets up an accounts payable at year end.

All of those items that are set up as receivables or payables eventually involve the receipt or disbursement of real dollars. The budget estimates the actual revenues that are anticipated to be earned and the expenditures that are expected to be incurred for the budget year. But PSAB budgeting is presented on a strictly accrual basis.

Under PSAB rules, transfers to and from reserves are not expenditures and revenues, even though they involve receiving tax dollars and placing them in reserves or taking money out of the reserves and spending them. They are instead increases or reductions in equity (accumulated surplus). On the other hand, PSAB treats amortization as a cost, even though such transactions do not involve a cash outlay.

With all the work that the Township has completed in regards to funding infrastructure renewal, the notion of not including reserves activity in its budgets would not be realistic.

Also, how would the Township possibly explain the capital program when, for example, the Township cannot budget an amount to purchase a truck? Under PSAB budgeting, the Township would not directly disclose the cost of the truck. Instead, it would show its annual amortization cost in each of the next ten budgets if the truck is expected to last ten years. The budget for the year in which the truck is purchased would show neither the cost of the truck, nor the amount of reserve funding that would pay for its purchase.

The summary of these types of items are disclosed on the attached schedule. The bottom line of the schedule shows that if the Township had budgeted in the PSAB format it would have resulted in a budgeted surplus of \$540,416 for 2024. This is in contravention of the rules and regulations - municipalities are not allowed to budget either year-end surpluses or deficits. And very importantly, the \$540,416 is not a cash surplus arising from operations that can be spent or transferred to the Contingency Reserve for future use.

Budgeting without amortization will not negatively impact the Township's future capital asset funding requirements.

OPTIONS CONSIDERED

Not applicable.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with this report, but information contained herein will be reflected in the Township's 2024 audited financial statements.

CONCLUSIONS

This report provides the information necessary for disclosure under *Ontario Regulation 284/09, Budget Matters - Expenses* that requires municipalities to report to Council when certain expenses are excluded from the annual budget and the impact on the accumulated surplus of such exclusions.

Neither the PSAB format financial statements nor the annual budget provide enough information to accurately assess a municipality's future capital funding requirements. Capital plans must be carefully reviewed to make such determinations.

ATTACHMENTS

- i) Schedule "A" - 2024 Budget/PSAB Reconciliation Ontario Regulation 284/09

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

2024 BUDGET/PSAB RECONCILIATION
ONTARIO REGULATION 284/09

	ESTIMATED IMPACT ON ACCUMULATED SURPLUS		COMMENTS
	INCREASE	DECREASE	
Approved 2024 Budget	0	0	Council approved a balanced budget. Municipalities are not allowed to budget surpluses or deficits.
PSAB budget differences:			
Amortization expense		941,686	Not in 2024 Budget, but is an expense in accrual accounting. This is an estimate based on prior year amortization.
Tangible asset purchases	3,313,955		In 2024 Budget, but is not an expense in accrual accounting.
Transfers to reserves	1,841,354		In 2024 Budget, but is not an expense in accrual accounting.
Transfers from reserves		3,816,820	In 2024 Budget, but is not revenue in accrual accounting.
Debt principal repayments	143,613		In 2024 Budget, but is not an expense in accrual accounting. The interest portion of debt payments is an expense.
Post-employment benefits	n.a.	n.a.	The township has no such benefits.
Waste-site closures	n.a.	n.a.	Already included in 2024 Budget and is expensed annually.
	<u>5,298,922</u>	<u>4,758,506</u>	
Net estimated increase to accumulated surplus	<u>540,416</u>		

COMMITTEE OF THE WHOLE
March 5th, 2024Report #FIN-2024-04
Ashley Liznick, Treasurer**2023 STATEMENT OF REMUNERATION AND EXPENSES****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2024-04 - 2023 Statement of Remuneration and Expenses, be received as information.”

BACKGROUND

Section 284 of the *Municipal Act, 2001* requires the Treasurer to provide a report to Council disclosing remuneration and expenses paid in the previous year to each Member of Council and to persons appointed by Council to boards and agencies.

DISCUSSION

The statement is reported differently across the province. Some municipalities just show members of Council, others are more inclusive. Our statement discloses money that we pay to Council and board members; and monies paid by other agencies if we are advised.

By-Law No. 2010-077 authorizes Council and local board member honorariums and the reimbursement of travel and other costs.

Council Members' attendance at training courses, seminars or conferences are included in the annual budget and the resultant by-law. Individual Council Member's attendance at the training courses, seminars or conferences are further approved by Council as required.

The Mississippi Valley Conservation Authority (MVCA) paid Councillor Kendrick's honorarium and expenses relating to MVCA. Similarly, the Rideau Valley Conservation Authority (RVCA) paid Councillor Pierman's per diem and mileage expenses relating to RVCA.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

No direct link.

FINANCIAL CONSIDERATIONS

Remuneration and travel expenses are included in the annual budgets.

CONCLUSIONS

Not Applicable.

ATTACHMENTS

- i) 2023 Statement of Remuneration and Expenses.

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

2023

**PAID TO COUNCIL MEMBERS AND PERSONS
APPOINTED TO LOCAL BOARDS**

	<u>SALARY</u>	<u>PER DIEMS / HONORARIUMS</u>	<u>MILEAGE</u>	<u>OTHER</u>	<u>TOTAL</u>
Council:					
Rob Rainer	29,294.04	600.00	977.84		30,871.88
Fred Dobbie	21,027.00	0.00	495.04		21,522.04
Andrew Kendrick	15,954.00	525.00	1,566.72		18,045.72
Greg Hallam	15,954.00	600.00	1,209.72		17,763.72
Korrine Jordan	15,954.00	600.00	476.00		17,030.00
Marilyn Thomas	15,954.00	600.00	681.56		17,235.56
Angela Pierman	15,954.00	600.00	1,111.80		17,665.80
Wayne Baker	15,954.00	600.00	1,092.44		17,646.44
Police Services Board:					
Brian Campbell		825.00	433.56		1,258.56
Neil Fennel		1,200.00	360.22	51.29	1,611.51
Committee of Adjustment:					
Peter Siemens		300.00	91.86		391.86
Larry Sparks		450.00	157.39		607.39
Richard Schooley		450.00	140.85		590.85
Mississippi Valley Conservation Authority:					
Andrew Kendrick (paid by MVCA)		584.96	296.80		881.76
Rideau Valley Conservation Authority:					
Angela Pierman (paid by RVCA)		490.00	200.08		690.08

COMMITTEE OF THE WHOLE
March 5th, 2024Report #FIN-2024-05
Ashley Liznick, Treasurer**2023 DEVELOPMENT CHARGES STATEMENT****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2024-05 - 2023 Development Charges Statement, be received as information.”

BACKGROUND

Development charges are used to generate revenue towards the increased cost of services within the municipality that occur as a result of growth and development. The intention is to allow the municipality to maintain the current level of service for residents of the municipality, while collecting funds from the new development to help offset the cost of additional services. Development charges that are collected by the municipality are put into a reserve until such time as a capital expenditure is made.

Throughout 2023 Tay Valley Township levied Development Charges to residential property owners when constructing a new residence. Because the Township levies such a charge, Section 43 of the *Development Charges Act* requires the Treasurer to provide Council with a financial statement regarding the Development Charges activity each year.

As of December 2, 2019, the Township Development Charges By-Law No. 2019-045 came into effect. An amendment/update to the By-Law (By-Law No. 2021-057) was presented and approved by Council on November 16, 2021.

The *Development Charges Act, 1997*, as amended, allows municipalities to increase all development charges in accordance with the most recent twelve-month change in the Statistics Canada Quarterly “Construction Price Statistics”. The Treasurer confirms this percentage with the Development Charge consultant (Watson’s) each year.

The following schedule indicates the rates that were in effect for the 2023 calendar year as per the by-law.

Allocation of Residential Development Charges Between Service Categories

Service Categories	Development Charge by Dwelling Unit Type (per dwelling unit)			
	Single & Semi Detached	Apartments 2+ bedrooms	Apartments 1 Bedroom & Bachelor	Other Multiples
Growth Related Studies (6.30%)	\$460	\$293	\$276	\$369
Fire Protection (7.05%)	\$515	\$328	\$309	\$413
Roads & Related (74.35%)	\$5,435	\$3,457	\$3,261	\$4,360
Parks & Recreation (10.45%)	\$764	\$486	\$458	\$613
Library (1.22%)	\$88	\$56	\$54	\$72
Waste Diversion (0.63%)	\$46	\$29	\$28	\$37
Total (100%)	\$7,308	\$4,649	\$4,386	\$5,864

Allocation of Non-Residential Development Charges Between Service Categories

Service Categories	Per sq. ft. of Gross Floor Area
Growth Related Studies (6.04%)	0.20
Fire Protection (7.56%)	0.25
Roads & Related (78.11%)	2.64
Parks & Recreation (6.79%)	0.23
Library (0.75%)	0.03
Waste Diversion (0.75%)	0.03
Total (100%)	3.38

Allocation of Green Energy Development Charges Between Service Categories

Service Categories	Per 500 kW generating capacity
Growth Related Studies (7.18%)	\$460
Fire Protection (8.04%)	\$515
Roads & Related (84.78%)	\$5,435
Total (100%)	\$6,410

DISCUSSION

The 2023 statement is attached. A copy must and will be provided to the Minister of Municipal Affairs within 60 days of providing the statement to Council.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The Treasurer’s Statement must be provided to Council each year.

In 2023 the Township collected \$106,104.00 of development charges and earned \$17,092.33 of interest.

The 2023 expenses are for the following projects: Harper Road, Keays Road, and the Forest Trail Park.

ATTACHMENTS

- i) Development Charges Reserve Fund, Treasurer’s Statement – 2023.

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

DEVELOPMENT CHARGES
TREASURER'S STATEMENT - 2023

BALANCE ON	GROWTH RELATED STUDIES 6.30%	FIRE PROTECTION		ROADS & RELATED 74.35%	PARKS & RECREATION 10.45%	LIBRARY 1.22%	WASTE DIVERSION 0.63%	TOTAL 100.00%
		S.S. 2.601%	DNE/TVT 4.449%					
December 31, 2022	(15,789.40)	42,918.71	(9,434.22)	194,055.87	45,457.67	15,451.27	3,538.73	276,198.64
2023 Development fees	6,684.55	2,759.77	4,720.57	78,888.32	11,087.87	1,294.47	668.45	106,104.00
2023 Interest earned	1,076.82	444.57	760.44	12,708.15	1,786.15	208.53	107.67	17,092.33
2023 Capital Expenses	-	-	-	(262,012.85)	(11,037.28)	-	-	(273,050.13)
December 31, 2023	<u>(8,028.03)</u>	<u>46,123.05</u>	<u>(3,953.21)</u>	<u>23,639.49</u>	<u>47,294.41</u>	<u>16,954.27</u>	<u>4,314.85</u>	<u>126,344.84</u>
2023 CAPITAL EXPENSES								
Harper Road				(175,401.45)				(175,401.45)
Keays Road				(86,611.40)				(86,611.40)
Forest Trail					(11,037.28)			(11,037.28)
								-
								-
	-	-	-	(262,012.85)	(11,037.28)	-	-	(273,050.13)

COMMITTEE OF THE WHOLE
March 5th, 2024Report #FIN-2024-06
Ashley Liznick, Treasurer**2023 PLANNING ACT FINANCIAL REPORTING FOR PARKLAND****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2024-06 - 2023 Planning Act Financial Reporting for Parkland, be received as information.”

BACKGROUND

Parkland is a shortened term for Cash In Lieu of Parkland. Municipalities require the conveyance of land (up to 5 (five) percent) for park purposes or cash in lieu as a condition of development or redevelopment or as a condition of approval of a plan of subdivision. Once collected, these funds are placed in a separate dedicated reserve and can only be utilized for specified public recreational purposes, as defined by the Act.

Planning Act, R.S.O. 1990, c. P.13 Section 42 (14-15 and 17–20) states:

Park purposes

(14) The council of a municipality may include in its estimates an amount to be used for the acquisition of land to be used for park or other public recreational purposes and may pay into the fund provided for in subsection (15) that amount, and any person may pay any sum into the same fund. 1994, c. 23, s. 25.

Special account

(15) All money received by the municipality under subsections (6), (6.0.1) and (14) and all money received on the sale of land under subsection (5), less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes. 1994, c. 23, s. 25; 2009, c. 33, Sched. 21, s. 10 (10); 2015, c. 26, s. 28 (10).

Treasurer's statement

(17) The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account. 2015, c. 26, s. 27.

Requirements

- (18) The statement shall include, for the preceding year,
- (a) statements of the opening and closing balances of the special account and of the transactions relating to the account;
 - (b) statements identifying,
 - (i) any facilities, services or other matters specified in the by-law for which funds from the special account have been spent during the year,
 - (ii) details of the amounts spent, and
 - (iii) for each facility, service or other matter mentioned in subclause (i), the manner in which any capital cost not funded from the special account was or will be funded; and
 - (c) any other information that is prescribed. 2015, c. 26, s. 27.

Copy to Minister

(19) The treasurer shall give a copy of the statement to the Minister on request. 2015, c. 26, s. 27.

Statement available to public

(20) The council shall ensure that the statement is made available to the public. 2015, c. 26, s. 27

DISCUSSION

This Administrative Report is required as part of the reporting requirements as outlined above as a result of Bill 73, *Smart Growth for Our Communities Act, 2015* that came into effect on July 1, 2016.

Attached you will find the detail of the Cash In Lieu of Parkland revenues, fees of \$6,900.00 and interest of \$1,255.68, that was collected in 2023. Also, for 2023 there were expenditures of \$6,571.08 – which were for the Maberly Community Park and Glen Tay Swimming Area.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The Treasurer's Statement must be provided to Council each year.

ATTACHMENTS

- i) 2023 Cash In Lieu of Parkland

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

CASH IN LIEU OF PARKLAND
TREASURER'S STATEMENT - 2023

GL BALANCE

December 31, 2022	21,045.60	
2023 Cash In Lieu of Parkland Fees	6,900.00	
2023 Interest earned	1,255.68	
2023 Expenses	(6,571.08)	capital expenses of: Maberly Community Park Glen Tay Swim Area
December 31, 2023	<u>22,630.20</u>	

COMMITTEE OF THE WHOLE
March 5th, 2024

Report #FIN-2024-07
Ashley Liznick, Treasurer

2023 INVESTMENT REPORT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2024-07 - 2023 Investment Report, be received as information.”

BACKGROUND

The Township’s Investment Policy and Ontario Regulation 438/97 require that when the Township invests in a security prescribed by the policy and the regulation, the Treasurer shall prepare and provide an investment report annually to Council.

DISCUSSION

On June 14th and 15th, 2023 the following transactions occurred:

Redeemed (Cashed) – due to maturity of June 2023

Township Account

· \$500,000	Bank of Montreal GIC	Matured June 2023	@ 3.55%;
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Bought (Purchased)

Township Account

· \$538,300	Bank of Montreal GIC	Matures June 2025	@ 5.19%;
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Interest (Earned)

Township Account

\$38,300.00. This amount was reinvested and used in the June 2023 GIC purchase.

On May 16th and 17th, 2023 the following transactions occurred:

Redeemed (Cashed) – due to maturity of May 2023

Northland Solar Deposit Account

- \$35,000 Home Trust Company GIC Matured May 2023 @ 3.20%;

Bought (Purchased)

Northland Solar Deposit Account

- \$41,300 Home Trust Company GIC Matures May 2028 @ 4.32%;

Interest (Earned)

Northland Solar Deposit Account

\$6,330.68. Of this amount, \$6,300 was reinvested and used in the May 2023 GIC purchase.

These investments were consistent with the investment policies and goals adopted by Council by By-Law No. 2011-006 on January 25, 2011.

The Treasurer has been in contact with the Township's investment advisor at BMO and will be investing short-term (1- and 2-year terms) based on current/short-term financial needs.

Also, once the Township has updated the 10-Year Capital Plan and once the Asset Management Plan is updated, the Treasurer will consider investing more and in longer term investments once the cash requirement is known for longer term capital replacements.

Annually, by June 1st, the Treasurer works with BMO Nesbitt Burns to review the investments that are maturing and, based on recommendations received from BMO Nesbitt Burns, must re-invest the matured funds into the most suitable investment stream. This includes breaking the total in other denominations/combinations to obtain the best return on investment.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The total investments were invested in accordance with the Township's policies and provincial legislation, including that the funds were properly secured.

ATTACHMENTS

- i) 2023 Investment Summary

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

**TAY VALLEY TOWNSHIP
INVESTMENTS SUMMARY**

	Due Date	Term	Interest Rate	Balance Dec 31, 2023
BMO Account #625-03078-13				
Cash				7.73
BMO Trust Company GIC	06/14/2024	1 year	4.11%	500,000.00
BMO GIC	06/16/2025	2 years	5.19%	538,300.00
				1,038,307.73
BMO Account #625-03660-17 (Northland Solar Deposit Investment)				
Cash				2,312.31
Canadian Tire Bank GIC	05/16/2024	5 years	2.72%	41,383.00
Canadian Tire Bank GIC	05/12/2025	5 years	2.21%	35,165.00
Home Equity Bank GIC	05/19/2026	5 years	3.98%	44,000.00
Home Equity Bank GIC	05/17/2027	5 years	4.01%	38,400.00
Home Trust Company GIC	05/16/2028	5 years	4.32%	41,300.00
				202,560.31

CORRESPONDENCE

1. **The Corporation of the Municipality of Wawa:** Resolution – Life Span of Fire Apparatus – *attached, page 5.*
2. **Township of South Glengarry:** Resolution – Life Span of Fire Apparatus – *attached, page 7.*
3. **The Town of Plympton-Wyoming:** Resolution – Expanding the Life of Fire Apparatus – *attached, page, 8.*
4. **Prince Edward County:** Resolution – Life Span of Fire Apparatus – *attached, page 10.*
5. **Township of Central Frontenac:** Resolution – Life Span of Fire Apparatus – *attached, page 11.*
6. **Village of Merrickville Wolford:** Resolution – Expanding the Life of Fire Apparatus – *attached, page 12.*
7. **Township of McMurrich/ Monteith:** Resolution – Expanding the Life of Fire Apparatus – *attached, page 13.*
8. **The Corporation of the Township of the Archipelago:** Resolution – Tax Credits for Volunteer Firefighters – *attached, page 14.*
9. **The Corporation of the Municipality of Wawa:** Resolution – Tax Credits for Volunteer Firefighters – *attached, page 15.*
10. **Town of Lincoln:** Resolution – Support of Bill C-310 (Tax Credit for Volunteer Firefighters) – *attached, page 17.*
11. **The Town of Plympton-Wyoming:** Resolution – Support of Bill C-310 – *attached, page 19.*
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 20.*

13. **Township of McMurrich/ Monteith:** Resolution – Support of Bill C-130 – *attached, page 22.*
14. **The Corporation of the Municipality of Wawa:** Resolution – Government of Canada to Support Bill C-310 – *attached, page 24.*
15. **Township of McMurrich/ Monteith:** Resolution – Government to Amend the Municipal Act & Municipal Elections Act – *attached, page 25.*
16. **Conmee Township:** Resolution – Government to Amend the Municipal Act & Municipal Elections Act – *attached, page 26.*
17. **The Corporation of the City of Cambridge:** Resolution – Catch & Release – *attached, page 28.*
18. **The Town of Plympton-Wyoming:** Resolution – Carbon Tax – *attached, page 31.*
19. **The Corporation of the City of Sarnia:** Resolution – Carbon Tax – *attached, page 32.*
20. **Leeds, Grenville & Lanark District Health Unit:** Summary – Board of Health Meeting January 25th, 2024 – *attached, page 34.*
21. **Northumberland County:** Resolution – Support for Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 35.*
22. **The Town of Plympton-Wyoming:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 39.*
23. **City of Greater Sudbury:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 40.*
24. **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 42.*
25. **Township of Puslinch:** Resolution – Amendment to the Occupational Health and Safety Act – *attached, page 44.*
26. **Township of Springwater:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 46.*

27. **Township of McMurrich/ Monteith:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 47.*
28. **Environmental Registry of Ontario:** Decision Summary – Proposed Updates to the Regulation of Development for the Protection of People and Property from Natural Hazards in Ontario – *attached, page 48.*
29. **Coleman Township:** Resolution – Conservation Officer Reclassification – *attached, page 60.*
30. **Lanark Highlands:** Resolution – Conservation Officer Reclassification – *attached, page 61.*
31. **City of Hamilton:** Resolution – Support for the Decision of the Ontario Energy Board to End the Gas Pipeline Subsidy – *attached, page 62.*
32. **Prince Edward County:** Resolution – Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates – *attached, page 64.*
33. **Ministry of Transportation:** Memo – License Plate Renewal – *attached, page 66.*
34. **County of Renfrew:** Resolution – Affordability of Water and Wastewater Systems – *attached, page 67.*
35. **Township of Puslinch:** Resolution – Cemetery Administration Management – *attached, page 70.*
36. **Clearview Township:** Resolution – Cemetery Transfer/Abandonment Administration & Management Support – *attached, page 72.*
37. **Clearview Township:** Recommendation – Cemetery Transfer/Abandonment Administration & Management Support – *attached, page 74.*
38. **Tay Township** – Resolution – Provincial Cemetery Management Support Request – *attached, page 81.*
39. **The Corporation of the Municipality of Wawa:** Resolution – Requesting Support regarding Provincial Cemetery Management – *attached, page 83.*
40. **Town of South Bruce Peninsula:** Resolution – Support for Comprehensive Review of Social and Economic Prosperity – *attached, page 85.*

41. **Corporation of the Municipality of Calvin:** Resolution – Social and Economic Prosperity Municipality Review – *attached, page 87.*
42. **Township of Ramara:** Resolution – Province of Ontario and AMO Social and Economic Prosperity Review to Promote the Stability and Sustainability of Municipal Finances – *attached, page 88.*
43. **AMCTO:** Advocacy Update – 2024 Pre-Budget Submission – *attached, page 90.*
44. **Township of Perry:** Resolution – Amend Blue Box Regulation for ‘Ineligible’ Sources – *attached, page 92.*
45. **Yak Youth Services:** Correspondence – Thank You Letter – *attached, page 97.*
46. **Friends of the Tay Watershed:** Correspondence – Thank You Letter – *attached, page 98.*
47. **Ministry of the Environment Conservation and Parks:** Correspondence – Ontario’s Provincial Climate Change Impact Assessment – *attached, page 99.*
48. **Perth Family Health Organization:** Correspondence – Letter of Support – *attached, page 101.*
49. **Tay Valley Township:** Report – Building Permits – November 2023 – *attached, page 102.*
50. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January 2023 to November 2023 – *attached, page 103.*
51. **Tay Valley Township:** Report – Building Permits – December 2023 – *attached, page 104.a*
52. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average - January to December 2023 – *attached, page 105.*

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

RESOLUTION NO. 2024-46

DATE: January 16, 2024

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Branderhorst

WHEREAS By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

AND WHEREAS apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

AND WHEREAS fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

AND WHEREAS Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

AND WHEREAS on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

AND WHEREAS no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;



From the Office of the Clerk
The Corporation of the County of Prince Edward
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

THAT the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

THAT this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

CARRIED

Yours truly,

Catalina Blumenberg, CLERK

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown





January 19, 2024

Reeve Rainer and Members of Council
Tay Valley Township
217 Harper Road
Perth, ON
K7H 3C6

Dear Reeve Rainer and Members of Council:

RE: PERTH AND DISTRICT SPORTS HALL OF FAME

The Board of Directors of the Perth and District Sports Hall of Fame is proud to announce that the Hall of Fame will be hosting its sixth annual induction on May 26, 2024. Since the first induction in 2016, the Tay Valley Township has been a valued partner of the Hall of Fame.

The Hall of Fame's mandate is to endeavor to preserve the sporting history of Perth and District through the recognition of individuals and teams who have achieved prominence in sport and of individuals who have made a significant contribution to the development of sport. The Hall honours deserving individuals and teams, who meet the selection criteria, by induction into the Hall of Fame. Induction of Honoured Members will consist of an induction ceremony, the presentation of a plaque to the Honoured Member and the hanging of a plaque within the Sports Hall of Fame. Currently, the Hall of Fame is located on the upper floor of the Perth-Upon-Tay Perth Legion.

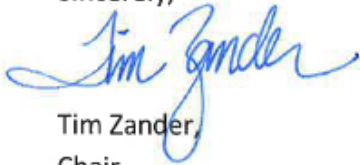
At this time, we are seeking financial support of Tay Valley Township. Previous Councils supported the Perth and District Sports Hall Fame in the amount of \$300 per year. If necessary, we would welcome the opportunity to attend as a delegation at an upcoming Committee of the Whole/Council meeting, to make a brief presentation and answer your questions.

Should you require any further information, please do not hesitate to contact me at 613-259-3461 or chairperthsportshall@gmail.com.

www.perthanddistrictsportshalloffame.com
P.O. Box 20148 Perth, ON K7H 3M6

Thank you for your attention to our request. We look forward to your response.

Sincerely,



Tim Zander,
Chair

10/11/2011
10/11/2011
10/11/2011

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, February 26th, 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: Garry Welsh, Secretary/Treasurer

Staff Absent: Noelle Reeve, Planner

Applicants/Agents Present: Cameron Neale, Owner

Public Present: None

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – January 22nd, 2024.**

The minutes of the Committee of Adjustment meeting held on January 22nd, 2024, were approved as circulated.

5. INTRODUCTION

The Chair welcomed the attendees and introduced the Committee Members, and the Secretary/Treasurer and identified the applicants. The Secretary/Treasurer 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:

MV23-15 - Neale, Concession 6, Part Lot 20, geographic Township of North Burgess

6. APPLICATIONS

i) **FILE #: MV23-15 – Neale**

a) **PLANNER FILE REVIEW**

On behalf of the Planner, the Secretary/Treasurer reviewed the file and PowerPoint in the agenda package. The Secretary/Treasurer confirmed for the Committee that the Site Plan Control Agreement would include the items recommended by the Rideau Valley Conservation Authority in their submitted comments.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2024-02

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 MV23-15 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 689 Black Lake Road, Concession 6, Part Lot 20, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-56600;

- To a septic system to be setback 15m from a creek, 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 5:12 p.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, February 8th, 2024

6:00 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 Ray Scissons
Councillor Marilyn Thomas
Councillor Greg Hallam

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

Members & Staff Absent: Councillor John Matheson

1. CALL TO ORDER

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

2. APPOINTMENT OF CHAIR FOR 2024 TERM

RESOLUTION #FB2024-01

MOVED BY: Paul Coutts

SECONDED BY: Ray Scissons

“**THAT**, Wayne Baker be appointed Chair of the Drummond North Elmsley Tay Valley Fire Board for a one-year term, effective February 8, 2024.”

ADOPTED

Councillor Paul Coutts stepped down as Chair.
Councillor Wayne Baker assumed the Chair.

3. APPOINTMENT OF VICE-CHAIR FOR 2024 TERM

RESOLUTION #FB2024-02

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“**THAT**, Ray Scissons be appointed Vice-Chair of the Drummond North Elmsley Tay Valley Fire Board for a one-year term, effective February 8, 2024.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under Business: Annual Pay Compensation Update 2024.
- ii) Addition under Business: Closed Meeting Investigator.
- iii) Addition under In Camera: Confidential: Identifiable Individual – Pay Grid Step Increase for Full Time Staff.

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

None at this time.

6. APPROVAL OF MINUTES

- i) **Minutes – December 14, 2023.**

RESOLUTION # FB2024-03

MOVED BY: Paul Coutts
SECONDED BY: Ray Scissons

“**THAT**, the minutes of the Fire Board meeting held on December 14, 2023 be approved as presented.”

ADOPTED

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

- i) **Health & Safety Policy Renewal for 2024.**

RESOLUTION # FB2024-04

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“**THAT**, the 2024 Health and Safety Policy be adopted.”

ADOPTED

ii) **Probationary Volunteer Firefighters to Volunteer Firefighters.**

RESOLUTION # FB2024-05

MOVED BY: Greg Hallam
SECONDED BY: Paul Coutts

“THAT, the following individuals be hired as volunteer firefighters for South Sherbrooke Station:

- Jason Fuller;
- Tavis Hance;
- Ashley Jordan;
- Quinton Ladd; and
- Matthew Monkhouse.”

ADOPTED

iii) **Approval of Captains.**

RESOLUTION # FB2024-06

MOVED BY: Ray Scissons
SECONDED BY: Marilyn Thomas

“THAT, the following individuals be promoted to Captain for BBD&E Station:

- Todd Buchanan;
- Greg Dowdall; and
- Chris Findlay.”

ADOPTED

iv) **Approval of Acting Captains.**

RESOLUTION # FB2024-07

MOVED BY: Paul Coutts
SECONDED BY: Marilyn Thomas

“THAT, the following individuals be promoted to Acting Captain for South Sherbrooke Station:

- Joe Ennis; and
- Donald McInnes.”

ADOPTED

- v) **Resolution from Tay Valley Township & D/NE Township Requesting to Expand the Life Span of Fire Apparatus.**

RESOLUTION # FB2024-08

MOVED BY: Greg Hallam
SECONDED BY: Paul Coutts

“**THAT**, the Fire Board recommends that both Tay Valley and D/NE Township Councils forward a resolution requesting to expand the life span of fire apparatus.”

ADOPTED

- vi) **Annual Pay Compensation Update 2024.**

RESOLUTION # FB2024-09

MOVED BY: Marilyn Thomas
SECONDED BY: Ray Scissons

“**THAT**, the following annual pay compensation be set for the listed Drummond North Elmsley Tay Valley Fire Rescue positions:

- Station Chief - \$6,000.00;
- Captain - \$3,000.00; and
- Senior Officer - \$1,750.00.”

ADOPTED

- vii) **Closed Meeting Investigator.**

RESOLUTION # FB2024-10

MOVED BY: Ray Scissons
SECONDED BY: Greg Hallam

“**THAT**, the Drummond North Elmsley Tay Valley Fire Rescue Board use the Township of Drummond North Elmsley’s Closed Meeting Investigator.”

ADOPTED

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

TRAINING

- Did some Team Building nights early in January to get everyone back after the holidays.
- Held a Training Committee meeting to schedule next 3-6 months of training.

PREVENTION

- Spent the morning of February 7th at Lanark Lodge performing Fire Extinguisher theory training for all staff. Next step is going back in the Spring for practical training of live fire extinguishing.
- Officer visit to Perth Community Care for refresh of apparatus placement

MISC

- Annual Employee reviews have started
- Tech grant from Fire Marshal's Public Fire Safety Council
- Discussed recent calls

ix) **Fire Chief Update.**

- Calls to date for 2024: BBDE – 28, SS – 10.
- Most of the capital expenditures for 2024 have been ordered.
- Lots of progress is being made on the new pumper. In a few weeks representatives from the Fire Department will need to go to Fort Garry Fire Trucks and complete the final inspection. The Fire Chief is suggesting that the old pumper be sold on GovDeals once the new pumper has been delivered and put into service.
- The captains are adapting well to their new roles. Seeing lots of initiative from these individuals.
- The air cylinders for the SCBA are going to be tested next week. 10 cylinders will be sent away per week.
- There is a new water tank on Powers Road that is now in service. Repairs were done to the water tank on Black Creek. BBD&E has a total of 12 hydrants and 5 water tanks. South Sherbrooke has 4 hydrants and 2 water tanks.
- One firefighter from South Sherbrooke Station has retired and 2 individuals have been dismissed due to lack of attendance.
- Carleton Place Fire Department and Perth Fire Department are now offering benefits to their volunteer firefighters.

9. **NEW/OTHER BUSINESS**

None.

10. IN-CAMERA

- i) **CONFIDENTIAL: Identifiable Individual – Pay Grid Step Increase for Full Time Staff.**

RESOLUTION #FB2024-11

MOVED BY: Ray Scissons
SECONDED BY: Marilyn Thomas

“**THAT**, the Board moved “in camera” at 7:00 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a pay grid step increase for full time Fire Department staff;

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

ADOPTED

RESOLUTION #FB2024-12

MOVED BY: Paul Coutts
SECONDED BY: Greg Hallam

“**THAT**, the Fire Board return to open session at 7:11 p.m.”

ADOPTED

The Fire Board Chair rose and reported that staff were provided direction on the matter.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD.

12. DEFERRED ITEMS

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

13. ADJOURNMENT

The Board adjourned at 7:15 p.m.

Minutes - Regular Board Meeting– January 15th, 2024

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 15th at 4:30pm, in person.

In attendance were:

E Heesen, CEO
T Langford, Tay Valley Chair
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
T Parkinson, Drummond/North Elmsley

T Langford called the meeting to order 4:30 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

24-01 The agenda was accepted with a motion from T Parkinson and seconded by D Hamilton-Foley.

Carried.

Delegations- none

Consent Agenda

- a. Approval of Minutes of November 20, 2023
- b. Correspondence and communications
 - i. news
- c. Committee Reports
 - i. none

24-02 The Consent agenda was accepted with a motion by D Hamilton-Foley and seconded by L Logan.

Carried.

Statement of Operations – was removed from the consent agenda for discussion.

24-03 The Statement of Operations was accepted with a motion by G Waterford and seconded by D Hamilton-Foley.

Carried.

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

24-04 The CEO report was accepted with a motion by D Palmer and seconded by G Waterford.

Carried.

Advocacy Round Table - none

Policy Review - none

Unfinished and New Business

- a. 2024 library budget – E Heesen updated the Board on the 2024 budget that was submitted to the 3 municipalities. Only 1 out of the 3 approved it. Feedback was shared from the 2 municipalities that did not approve it. E Heesen presented the Board with a proposed options for a revised 2024 Budget. The Board concurred with the CEO's recommendation.

24-05 The 2024 revised budget was approved with a motion by P Coutts and seconded by A Kendrick.

Carried.

- b. CEO performance appraisal committee – the committee is working on connecting to find a date to meet.
- c. Indigenous Advisory Circle update - E Heesen and G Waterford attended the December meeting updated the Board.
- d. Board Professional Development/Training Opportunities – E Heesen explained that the OLA conference was only offering the Board Boot Camp in person this year, which was not budgeted for.

24-06 Board approved options #2 and #3 to review as a Board the documents from the Ontario Library Service's Governance Hub and to save funds for another professional development opportunity. Motion by T Parkinson and seconded by D Hamilton-Foley.

Carried.

Upcoming Meeting dates

- a. Policy Committee Monday February 5 at 4:00 pm
- b. Board meeting Monday February 26 at 4:30 pm

24-07 Motion to adjourn moved by P Coutts at 5:10 pm.

Chairperson

Secretary-Treasurer

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, February 16th, 2024

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
Bob Argue
Jennifer Dickson

Members Absent: Douglas Barr
David Poch
Gilbert Rossignol
Peter Nelson

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

1. CALL TO ORDER

No meeting was held as a quorum was not present.

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the February 12, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the December 11th, 2023 Board of Directors meeting.

Watershed Outlook

Rain and snow in January have raised flows to near-normal conditions. Crotch Lake was filled and is being drawn down to access full storage capacity for the spring run-off and provide lower portion of the Mississippi River with normal flows. There is a higher than average water content in the snow pack, which could possibly lead to an early freshet. There is also a possibility of low run-off due to snow sublimation, depending on weather conditions. Air temperatures and precipitation in March and April will influence the timing and size of the 2024 freshet. An updated *Flood Preparedness Manual* will be circulated to municipalities shortly.

GM Update

- **Draft offsetting policies** reviewed at the December 2023 Board of Directors meeting were presented by M. Craig to are municipal planners.
- **Water & Sewer Connection** – Carleton Place continues to work on a cost sharing agreement with Cavanagh.
- **MVC Foundation** – At its meeting on January 22, MVCF approved a work plan and budget for 2024 that included transfers to MVCA

2023 Workplan Update

In May 2021, the Board approved a *Corporate Strategic Plan* for the period 2021-2025. In March 2022, an *Implementation Plan* was approved that set out twenty-seven (27) priority projects to act as indicators of progress towards achievement of strategic goals and objectives. As of February 2024, eighteen (18) projects were completed with all but three anticipated to be completed by year-end.

2024 Workplan

The Board approved the 2024 work plan that included the following regulatory documents that must be completed by year-end:

- Land Inventory
- Ice Management Strategy
- Water & Erosion Control Infrastructure Asset Management Plan
- Water & Erosion Control Infrastructure Operational Plan
- Land Conservation Strategy
- Watershed Based Resource Management (WBRM) Strategy

Public Advisory Committee Appointment

Dena Comley, Board member from Town of Carleton Place was appointed Co-Chair of the Mississippi River Watershed Plan Public Advisory Committee.

2024 Budget

MVCA received no comments in response to circulation of the Draft 2024 Budget to member municipalities. The Board of Directors approved the 2024 Budget as submitted.

K&P Trail Update

The Board approved execution of a Land Transfer Tax Affidavit in regards to Quit Claim for a property identified by PIN: 05001-0121-R in the County of Lanark.

2024 Fee Schedule Update

The *2024 Fee Schedule* was updated to include summer camp fees, a cancellation policy, and group rates for large self-guided tours.

Mississippi Lake Safe Road Project

MVCA staff were recently approached by the Mississippi Lake Association (MLA) to assist in determining which roads accessing Mississippi Lake were at risk during a flood event. MVCA completed a GIS desktop review of the roads and flood plain mapping for Mississippi Lake and field spot checks of some road segments. Results indicate that 41 roads have one or more segments that would be considered unsafe during a regulatory event. Results and related information were shared with municipal and county staff, including those involved in emergency services. MVCA staff will meet with the MLA so it can coordinate communication with the road associations.

Section 28 Permits – Status Update

MVCA issued 205 permits in 2023 of which 201 were processed within targeted timelines.

ATTACHMENTS:

- Draft minutes of the February 12th, 2024 Board of Directors Meeting
- Approved Minutes of the December 11th, 2023 Board of Directors Meeting



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

February 12, 2023

MEMBERS PRESENT

Paul Kehoe, Chair
Jeff Atkinson, Vice Chair
Allan Hubley (Virtual)
Allison Vereyken (Virtual)
Andrew Kendrick
Bev Holmes
Cathy Curry (Virtual)
Cindy Kelsey
Clarke Kelly (Virtual)
Dena Comley
Glen Gower (Virtual)
Helen Yanch
Janet Mason
Mary Lou Souter
Roy Huetl
Taylor Popkie

MEMBERS ABSENT

Richard Kidd
Steven Lewis

STAFF PRESENT

Sally McIntyre, General Manager
Stacy Millard, Treasurer
Scott Lawryk, Facilities Manager
Matt Craig, Manager of Planning and Regulations
Juraj Cunderlik, Director of Engineering
Jennifer North, Water Resources Technologist
Kelly Hollington, Recording Secretary

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

Declarations of Interest (Written)

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

Agenda Review

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

BOD24/02/12-1

MOVED BY: M.L. Souter

SECONDED BY: A. Kendrick

Resolved, That the agenda for the February 12, 2024 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

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

BOD24/02/12-2

MOVED BY: D. Comley

SECONDED BY: T. Popkie

Resolved, That the minutes of the Board of Directors Meeting held on December 11, 2023 be received and approved as printed.

“CARRIED”

2. Employee Presentation: Kintail Country Christmas Follow Up, (S. Lawryk)

S. Lawryk outlined the event and noted that it brought ~1150 visitors to the Mill of Kintail with 135 visitors pre-buying their tickets online and 240 paying on site. The event netted ~\$3,000 in revenue. He highlighted the important role that volunteers and staff involvement played in making the event a success. Challenges included staff time availability (day jobs don't go away), site/parking capacity limits and weather uncertainty/risks. He described three options for future events: running them independently, using an events company or not running such large events. He noted the need to optimize staff time to better manage workload while continuing to put on well received, community events.

J. Mason commented that a net revenue of \$3,000 is low and asked if the purpose of the event was to raise funds or to connect with the community. S. Lawryk responded that the focus of the event has always been to have a touch point with the community. He noted the introduction of many new visitors to the Mill of Kintail site and the potential for return visits. He noted the opportunity to leverage the success of Kintail Christmas and the 50th Anniversary

to grow future events and improve revenues. He gave examples of more food trucks, community group run activities and possible sponsorship opportunities. He highlighted the importance of connecting with the community and bringing visitors to the site who otherwise would not visit. J. Mason asked the amount generated in gross revenue. S. Millard responded that direct sales were roughly \$7,000-\$8,000 and noted roughly \$1,000 in donations to help cover costs.

B. Holmes commented that the event increases the visibility of the Mill of Kintail as a destination for families. She asked if fireworks were carried out as planned. S. Lawryk confirmed that they were and noted that other conservation authorities host fireworks and that the quietest-rated (level 1/5), residential fireworks were used.

A. Kendrick asked if data was gathered on visitor demographics. S. Lawryk noted that some data was captured through online sales prior to the event; many guests were from Kanata, Perth and various areas outside of Mississippi Mills.

3. Watershed Outlook, Report 3385/24. (J. North)

J. North presented the Watershed Outlook report. She explained that rain events and snow have brought flows to near-normal conditions, and predicted normal levels within the next week. Crotch lake was successfully filled and is currently being drawn down to access full storage capacity for the spring run-off. She added that the draw down will provide lower portion of the Mississippi River with normal flows for the next two months. She highlighted higher than average snow pack density, which could possibly lead to early freshet in March. She noted the possibility of low run-off due to snow sublimation. She highlighted that air temperatures and precipitation in March and April will be major factors influencing the 2024 freshet. She explained that conditions will be monitored closely to deliver accurate messages in regards to ice safety and high water. She noted that the updated *Flood Preparedness Manual* will be circulated to municipalities in the next few weeks.

4. GM Update, Report 3386/24. (S. McIntyre)

S. McIntyre highlighted the following matters: an item that was not in the GM Update—the Danby Foundation has committed to a donation of \$50,000 per year for 3 years the help implement MVCA’s wetland restoration and enhancement program; M. Craig presented the draft offsetting policies to member municipality planning groups; the first meeting of the Mill of Kintail Museum Advisory Committee was held on January 31; and MVC Foundation’s 2024 budget provides for the following transfers to MVCA: \$15,000 for Wetland Legal Defense Fees, \$5,000 for boardwalk restoration at Purdon CA, and \$10,000 for review of MVCA’s education program.

P. Kehoe asked if offsetting policies would be used in response to the Minister issuing an order. S. McIntyre responded that if the Minister issues a Zoning Order or a Housing Acceleration

Order that the offsetting policies would take effect. She noted that these policies would also take effect if a municipality approved development in an area where offsetting would be required. She highlighted the importance of offsetting parameters being fully transparent to all parties.

5. 2023 Workplan Update, Report 3387/24 (S. McIntyre)

S. McIntyre stated that significant progress was made on the 27 projects listed in MVCA's *Corporate Strategic Plan – Implementation Plan*, approved in 2021. Deferred and at-risk items were explained. She highlighted that MVCA is working on engaging first Nations communities on the Kashwakamak Environmental Assessment project, and that MVCA plans to implement a quarterly update to Indigenous communities. She noted that there have been challenges in implementing a governance review of the MVC Foundation, and that the Foundation is pivoting from running campaigns to focusing on soliciting larger donations from foundations with similar interests. She also noted progress in job evaluation and review processes and these would require ongoing effort.

J. Mason asked about the timeframe for public consultation on the Carp River Floodplain Mapping. J. Cunderlik responded that the open house is planned for late March, early April 2024.

6. 2024 Workplan, Report 3388/24, (S. McIntyre)

S. McIntyre presented the 2024 Workplan. She highlighted mandatory deliverable documents that are required by year-end:

- Land Inventory,
- Ice Management Strategy,
- WECI Asset Management Plan,
- WECI Operational Plan,
- Land Strategy and;
- Watershed Based Resource Management (WBRM) Strategy.

She noted that regulatory requirements for the *Land Inventory* and *Land Strategy* appear to be focused on conservation areas, and noted that most ownership challenges at MVCA relate to dam structures, e.g. parcels with no easement agreements, and a combination of crown, municipal and private ownership under and around dams. She explained that the *Land Strategy* defines what MVCA plans to do with their land and why and the *WBRM Strategy* defines the programs and services that MVCA will deliver, why and how. The work plan recommends that the *Corporate Strategic Plan* be updated late 2024 as it will be based upon the conclusions of the other documents.

A. Kendrick commented that direction and framework is needed from the Federal, Provincial and Municipal levels that all conservation authorities can work under. He recognized challenges in the *Land Inventory* and *Land Strategy*. He asked if MVCA is engaging with the government to develop these documents. S. McIntyre responded that the other levels of government were providing limited direction but that MVCA is engaging with other CAs that own and operate dams such as Quinte and Crowe to discuss a common approach. S. McIntyre added that as these documents are being developed, items will be identified that require more direction from legal counsel or other levels of government.

A. Kendrick commented that the mandatory documents are a drain on MVCA senior management resources and encouraged deferring aspects that are unclear. S. McIntyre agreed that items would be addressed as able and that outstanding items would need to be tackled based upon corporate priorities and as resources allowed.

J. Mason suggested focusing the strategy on the Conservation Areas, and defer the other items/properties. She expressed concern over lawyer and land title fees.

P. Kehoe noted the complexities of dam land ownership. S. McIntyre confirmed the challenges and noted that in regards to conservation areas, the strategy asks to define the role and focus Conservation Authorities have in the greater matrix of parks, open space, and conservations lands within MVCA jurisdiction.

J. Mason asked for more information in regards to the *Carp Erosion Control Project*. J. Cunderlik responded that the *Carp Erosion Control Project* is the previous Class Environmental Assessment that MVCA completed in partnership with the City of Ottawa. The project was still active because MVCA entered into two years of post-construction monitoring, but is approaching closing. J. Mason asked if this is the project completed in Glen Cairn. J. Cunderlik confirmed.

BOD24/02/12-3

MOVED BY: B. Holmes

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors approve the 2024 Workplan as presented.

“CARRIED”

7. Appointment of Public Advisory Committee Board Co-Chair, Report 3389/24, (S. McIntyre)

S. McIntyre explained that J. Karau was the Co-Chair of the Mississippi River Watershed Plan Public Advisory committee until his retirement in 2023, and the position is still vacant. She noted an upcoming meeting and asked the Board if any member would have interest in

volunteering as Co-Chair. D. Comley asked what the expected time commitment is. S. McIntyre responded that there are typically 3 meetings per year that last 1-2 hours and chaired by either the Board or Citizen appointee. D. Comley confirmed her interest in joining the committee. S. McIntyre expressed her thanks for the commitment.

BOD24/02/12-4

MOVED BY: J. Atkinson

SECONDED BY: M.L. Souter

Resolved, That Dena Comley be appointed to serve as Co-Chair of the Mississippi River Watershed Plan Public Advisory Committee.

“CARRIED”

8. **2024 Budget, Report 3390/24, (S. Millard)**

S. Millard explained that the 2024 Draft Budget has been circulated to member municipalities and received no comments. She reviewed the 2022, 2023 and 2024 operating, capital and total budgets, noting a 6.5% increase in total budget for 2024. She reviewed the overall breakdown of expenditures and revenues as presented in December 2023. P. Kehoe added that the municipalities have had approximately 2 months to review the draft budget and provide comments.

G. Gower asked if there are any areas of significant risk that the Board should be aware of in regards to the 2024 budget. S. McIntyre responded that the Water and Sewer Connection from the building to the municipal power and water line is still awaiting feedback from the Town of Carleton Place. The Chief Administrative Officer (CAO) from the Town has communicated that they are currently in ongoing discussions with Cavanagh Construction in regards to cost sharing of the pump station and other shared infrastructure and until those negotiations are complete they are not in the position to discuss further. She noted that as a part of the new audit, MVCA was required to answer a risk-based survey and no other items were identified.

BOD24/02/12-5

MOVED BY: R. Huetl

SECONDED BY: J. Mason

Resolved, That the Board of Directors approve the 2024 Budget as submitted.

“CARRIED”

9. K&P Trail Update/ Quit Claim, Report 3391/24. (S. Lawryk)

S. Lawryk stated that MVCA had received a draft lease to own agreement and a document from the County of Lanark that identifies several title issues along the K&P that would require corrective action to register the property in land titles. He also discussed that MVCA recently received notice that a Quit Claim Deed/Transfer had been executed in favour of MVCA. He commented that acceptance of this property would be a step in the right direction to resolving title issues.

P. Kehoe asked if more Quit Claim Deed/Transfers are anticipated. S. Lawryk responded that it is a possibility. P. Kehoe asked if a more generic motion is needed to allow MVCA to proceed without bringing these items to the Board. S. McIntyre responded that many of the properties identified do not have a proper survey associated with them and that, future properties may have costs associated with properly registering them. She noted that the analysis of title issues was only completed for Lanark and Frontenac counties and not Renfrew county, identifying roughly 20 parcels.

A. Kendrick asked if the Quit Deed/Land Transfers can be negotiated between the current owners and the County without involving MVCA. S. McIntyre commented that this particular Quit Claim has been executed, is associated with settling an estate and that it was in MVCA's interest to move forward to implement. She noted that the lease to own agreement drafted by the county of Lanark could be a lengthy, multi-year process.

J. Mason asked if it would be possible when more is known about the parcels to have a discussion in regards to the proper direction forward. P. Kehoe asked if the topic would be tabled with the Finance and Administrative Advisory Committee. S. McIntyre confirmed that the K&P trail agreement would be tabled with the Finance and Administrative Committee and/or the Board before execution.

BOD24/02/12-6

MOVED BY: M.L. Souter

SECONDED BY: H. Yanch

Resolved, That the Board of Directors approve the signing of the Land Transfer Tax Affidavit in regards to the property identified by PIN: 05001-0121-R in the County of Lanark.

“CARRIED”

10. 2024 Fee Schedule Update: Education Program & Group Rates, Report 3392/24, (S. Millard)

S. Millard presented updates to the 2024 fee schedule. She explained that update of summer camp fees were required to implement the program; and that consideration was given to other local summer camp rates.

M. L. Souter felt that the suggested fees do not cover the cost of running the program. S. Millard responded that the budget includes anticipated summer student grants and combined are designed to cover the costs of the program.

BOD24/02/12-7

MOVED BY: A. Kendrick

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve:

- a) Update to Schedule D of MVCA's 2024 Fee Schedule as set out in this report; and**
- b) Implementation of the cancellation policies set out in this report.**

"CARRIED"

11. Mississippi Lake Safe Road Project, Report 3393/24, (M. Craig)

M. Craig provided background on safe roads and this initiative, and highlighted a history of issues in areas such as West Carleton, Mississippi Lake, Lanark Village, Cedardale and Joe's Lake. He noted that floodplain mapping is an ongoing effort, and that maps are updated with information obtained from flooding events. He highlighted MVCA's involvement in the development of the *Safe Access Feasibility Report* for the former Township of West Carleton. He noted that Mississippi Lake Association (MLA) requested assistance in determining which roads around Mississippi Lake are at risk of flooding during a 1:100 regulatory event.

P. Kehoe asked if municipal staff can be circulated information prior to the Lake Association and suggests MVCA request a delegation with the relevant Municipalities to present findings. M. Craig responded that municipalities and the Mississippi Lake Association (MLA) were sent the same information shared in the Board report and that no mapping has been released. He noted that in circulating the items to the relevant municipalities, and offer was made to address any questions and concerns.

P. Kehoe commented that the report identifies specific roads, which may cause resident concerns. M. Craig commented that the MLA requested the study and it is also a part of the 2021 *Watershed Plan*. He noted that no decision has been made regarding potential distribution of maps.

12. Section 28 Permit – Status Update, Report 3394/24, (M. Craig)

M. Craig presented results for 2023.

A. Kendrick asked if the attachment, *Table 1 – All Permits Issued: January 1, 2023 to December 31, 2023* can be provided in excel format to be able to adjust parameters for review. M. Craig responded that an excel version can be provided to Board members upon request.

ADJOURNMENT

BOD24/02/12-8

MOVED BY: H. Yanch

SECONDED BY: T. Popkie

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at time 2:38 p.m.

K. Hollington, Recording Secretary

Chair Strackerjan gave the Land Acknowledgement statement.

3.0 Agenda Review

Chair Strackerjan reviewed the Agenda.

4.0 Adoption of Agenda

Resolution 1-240125 **Moved by:** Susan Irwin
Seconded by: Brian Dowdall

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

Resolution Carried

5.0 Declaration of Interest

Brian Dowdall declared an interest in item number 8.0 "Correspondence: Forward of the City of Ottawa's Auditor General's Report".

Mr. Dowdall stated the reason for the declaration as follows:

"I participated in the Section 28 Hearing held November 2019 as a member of the Rideau Valley Conservation Authority's Executive Committee. I make this declaration in accordance with Section 2 of the RVCA's Member Conflict of Interest Policy which is Appendix 2 of RVCA's Administrative Bylaw."

6.0 Approval of Minutes of November 23, 2024

A member noted that the date of the meeting was November 23, 2023 not November 25, 2023.

Resolution 2-240125 **Moved by:** Jeff Banks
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #08/23, November 23, 2023, as amended.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

Brian Dowdall left the meeting room at 6:39 p.m.

8.0 Correspondence

Sommer Casgrain-Robertson introduced Charlotte Watson from Bell Baker LLP, RVCA's legal counsel.

Ms. Casgrain-Robertson presented the attached slides summarizing how Section 28 applications are processed, she gave a brief summary of the Conservancy Development Section 28 file and she summarized the attached letter that was received from the Ontario Ombudsman dated January 23, 2024 which was circulated to members via email on January 24, 2024.

Theresa Kavanagh joined the meeting 6:44 p.m.

A member asked why the matter had been reported to the Ontario Ombudsman rather than the Ontario Auditor General. Ms. Casgrain-Robertson explained that it was not the RVCA who reported the matter and therefore could not comment on why it had been reported to one provincial body over the other. She further stated that it was her understanding that a letter had been sent to the Ontario Ombudsman by two former City of Ottawa Councilors regarding the matter but could not speak to why it was addressed to that body. Staff also understand that the Ontario Auditor General is also aware of the matter, as was confirmed by the City of Ottawa's Auditor General in her remarks to the City's Audit Committee. The member asked if the RVCA had been contacted by the Ontario Auditor General and Ms. Casgrain-Robertson confirmed that the RVCA had only been contacted by the Ontario Ombudsman regarding this matter, not the Ontario Auditor General. The member indicated that following the City of Ottawa's Auditor General's Report and her ability to only review the role of the City, it seemed necessary to have the matter reviewed by a provincial body and acknowledged the review undertaken by the Ontario Ombudsman.

A member requested clarity on why the matter was before the RVCA Board of Directors. Ms. Casgrain-Robertson explained that City of Ottawa Council had passed a motion to circulate the Ottawa Auditor General's report to the RVCA's Board of Directors, so the report and accompanying information was provided as an information item in accordance with this direction.

Chair Strackerjan acknowledged the uniqueness of the file and noted the recommendations provided by the Ombudsman and that they had been previously implemented by the RVCA as a result of legislative changes.

Brian Dowdall joined the meeting 7:01 p.m.

9.0 Mileage Rate Adjustment

Kathy Dallaire presented a staff report seeking clarity from the Board on implementing RVCA's adjusted mileage rate.

A member inquired about the rate set by the CRA and the reduction in the reimbursement rate after 5,000 kilometers. Ms. Dallaire explained that a mileage rate in excess of rates set by the CRA could trigger a taxable benefit to the employee and clarified that the 5,000 kilometer threshold was an annual threshold.

Another member inquired about how often staff use their own vehicles, noting that RVCA maintains a vehicle fleet that should be used as much as possible. Ms. Dallaire responded that RVCA's personnel policies direct staff to use RVCA vehicles except in extenuating circumstances where it is not possible or does not make operational sense to do so. In looking at past expenses, staff use of personal vehicles is low in relation to fleet use.

A member asked if mileage rates would need to be adjusted before January 1 each year for budgeting purposes. Ms. Dallaire explained that the CRA releases new rates ahead of time so staff would be able to reflect any rate changes in the draft budget.

The member also inquired about the City of Ottawa's mileage rate, but staff did not have that information available. Another member shared that their municipality's rate was \$0.64 cents per kilometer.

Resolution 3-240125

Moved by:

Adrian Wynands

Seconded by:

Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the mileage rate paid to RVCA employees and directors for use of a personal vehicle to carry out duties on behalf of the Rideau Valley Conservation Authority be adjusted annually on January 1 of each year to the rate considered reasonable for that year as prescribed by the Canada Revenue Agency (CRA).

AND THAT the first adjustment take effect January 1, 2024

Resolution Carried

10.0 Watershed Conditions Report

Glen McDonald, Director of Science and Planning, introduced the Watershed Conditions Report, highlighting its significance in terms of scope and content. He applauded the significant level of effort and dedication it took from staff

across multiple programs and departments to complete the report. He also outlined next steps to prepare a Watershed Management Plan.

A member praised the team and asked how frequently the report would be updated. Mr. McDonald explained that the frequency had not been determined yet, but that updates in the future would be easier now that a template for the report exists.

A member asked for clarification on the difference between the Watershed Management Plan and the Watershed-Based Resource Management Strategy now required by the province. Ms. Casgrain-Robertson explained that the Watershed Conditions Report and subsequent Watershed Management Plan were initiated before the province legislated that deliverable, but that they would be prepared in a manner that satisfies the province's criteria.

A member asked about the circulation of the Watershed Conditions Report. Mr. McDonald explained that it would be posted and circulated following Board approval. The member asked if a consultation period would follow, and staff confirmed that consultation would take place during the development of the watershed plan and any significant changes would be brought back to the Board.

A member asked how smaller municipalities can utilize the Conditions Report to work with RVCA to address conditions in their local area. Mr. McDonald responded that the upcoming management plan would contain recommendations, some of which will be tailored to address local data gaps or mitigation needs in specific areas.

Resolution 4-240125 **Moved by:** Anne Robinson
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2023 Watershed Conditions Report;

AND THAT staff be authorized to make small editorial corrections or revisions if required.

Resolution Carried

11.0 Election of Chair and Vice Chair

Chair Strackerjan requested a motion to appoint Sommer Casgrain-Robertson as Acting Chair for the purpose of conducting the election of Chair and Vice-Chair.

Resolution 5-240125 **Moved by:** Brian Dowdall

Seconded by: David Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the General Manager as Acting Chair for the purpose of Election of Officers.

Resolution Carried

Kristin Strackerjan surrendered the Chair to Ms. Casgrain-Robertson who then presided over the election for Chair.

Acting Chair Casgrain-Robertson called for nominations from the floor for Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2024.

Gary Waterfield nominated Kristin Strackerjan and she accepted the nomination.

Acting Chair Casgrain-Robertson called for nominations from the floor two more times.

There were no further nominations.

Resolution 6-240125

Moved by: Theresa Kavanagh
Seconded by: Susan Irwin

THAT nominations for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2024 be closed.

Resolution Carried

Kristin Strackerjan was acclaimed Chair of the RVCA Board of Directors for the year 2024.

Acting Chair Casgrain-Robertson then presided over the election for Vice-Chair.

Acting Chair Casgrain-Robertson called for nominations from the floor for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2024.

Brain Dowdall nominated Anne Robinson and she accepted the nomination.

Acting Chair Casgrain-Robertson called for nominations from the floor two more times.

There were no further nominations.

Resolution 7-240125

Moved by: Wilson Lo

Seconded by: Anne Barr

THAT nominations for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2024 be closed.

Resolution Carried

Anne Robinson was acclaimed Vice-Chair of the RVCA Board of Directors for the year 2024.

Chair Strackerjan resumed the meeting.

Charlotte Watson left the meeting 7:26 p.m.

12.0 Meetings

- a) Conservation Ontario Council Meeting – December 11, 2023
- b) RVCF Board of Directors Meeting – December 13, 2023
- c) 2023 Regional Sustainability Workshop (NCC) – December 14, 2023
- d) Conflict Resolution Training for Staff – January 16, 17 & 18, 2024
- e) ROMA Conference – January 21 to 23, 2024
 - Adrian Wynands spoke with Conservation Ontario who are going to see if conservation authorities can assist the Dairy Farmers of Ontario's with their goal of net zero emissions by 2050.
 - Brian Dowdall attended a session on proposed battery storage plants, where some municipalities were encouraging other councils to do thorough research before considering such projects. Ms. Casgrain-Robertson also attended this session and passed along the concerns raised at RVCA's last Board meeting to the province.

Upcoming

- f) Lanark County Wetland Workshop for Municipal Planners – February 1, 2024
- g) Source Protection Committee Meeting – February 8, 2023
- h) RVCA Annual Flood Forecasting and Warning meeting (outside City of Ottawa) – February 16, 2024
 - RVCA staff taking a different approach this year to tailor messaging to municipalities.

Anne Barr inquired about the wetland workshop and asked if consultants could attend if they are working on behalf of a municipality. Glen McDonald explained that the invitation was sent to municipal CAOs and planners with the hope that it would be passed along to any planning consultants working for the municipality. He asked Councillor Barr to provide the consultants' contact information and he would forward the invitation to them.

Anne Robinson praised the efforts of the NCC to share their climate change knowledge and resources with others in the area and was pleased that there

was local collaboration taking place among conservation authorities and other implementers to avoid duplicating efforts on the ground.

13.0 Member Inquiries

Steve Fournier referenced two recent land acquisitions and asked if RVCA had contributed financially. Dan Cooper, Director of Conservation Lands and Stewardship, indicated that both properties were acquired through a partial land donation and external funding.

14.0 New Business

Sommer Casgrain-Robertson informed the Board that two letters were received from the Minister of Natural Resources and Forestry on December 13, 2023. One froze conservation authority fees at 2023 rates until December 31, 2024. She indicated that this meant fee schedules approved by the Board in October had to be repealed except septic fees which are set under the Ontario Building Code on behalf of municipalities. The second letter granted the RVCA an extension until March 31, 2024 to complete transition requirements including category 3 agreements.

A member asked why the Minister had frozen fees and Ms. Casgrain-Robertson indicated that one conservation authority had submitted that question to the Minister and the response was that it was done to help keep housing costs down.

A member asked how many items in RVCA's 2024 budget depended on the proposed 3% fee increase. Ms. Casgrain-Robertson stated that the fee freeze would only affect projected revenue for RVCA's plan review and section 28 programs and additional information would be provided at the February meeting when the budget is considered for approval.

15.0 Closed Session

Chair Strackerjan requested that Sommer Casgrain-Robertson, Dan Cooper, Diane Downey and Marissa Grondin stay in the room for the closed session, while all other staff and guests were asked to leave the meeting.

Resolution 8-240125

Moved by:

Susan Irwin

Seconded by:

Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority move into closed session to consider the acquisition of a piece of land which it is permitted to do under Section C. 13. c) of RVCA's Administrative Bylaw and as listed on tonight's agenda;

AND THAT the following staff participate in the closed session in addition to the recording secretary: Dan Cooper, Diane Downey and Sommer Casgrain-Robertson.

Resolution Carried

Sean Devine left the meeting 7:53 p.m.

Resolution 9-240125 **Moved by:** Anne Robinson
Seconded by: Barry Card

THAT the Board of Directors of the Rideau Valley Conservation Authority rise from the closed session and report.

Resolution Carried

Resolution 10-240125 **Moved by:** Adrian Wynands
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the transfer of funds as directed to support the purchase of the subject property.

Resolution Carried

16.0 Adjournment

The Chair adjourned the meeting at 8:00 p.m. on a resolution by Steve Fournier which was seconded by Wilson Lo.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer