



COMMITTEE OF THE WHOLE MINUTES

Tuesday, March 5th, 2024

**Immediately following the Public Meeting – Zoning By-Law Amendment(s) at 5:30 p.m.
Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

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

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Aaron Watt, Deputy Clerk
Sean Ervin, Public Works Manager
Ashley Liznick, Treasurer (left at 7:42 p.m.)

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 5:47 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition under Priority Issues: Report #CAO-2024-06 - Lanark County OPP Detachment Board - Draft 2024 Budget.

The Agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

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

The minutes of the Public Meeting – Zoning By-Law Amendment(s) held on February 13th, 2024, were approved.

5. DELEGATIONS & PRESENTATIONS

None.

6. PRIORITY ISSUES

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

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.**

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.**

The Chief Administrative Officer/Clerk and Public Works Manager noted the correction that the Tender be awarded to Delcon Construction, not Willis Kerr Contracting Ltd as indicated in the suggested recommendation.

The Committee discussed the rising costs of building and maintaining infrastructure such as bridges. The question of closing a bridge was raised, the Public Works Manager and Chief Administrative Officer/Clerk indicated that legal advice, environmental assessments and transportation master plans may be required as part of the overall process if such an option was selected. The Public Works Manager will bring additional information to the Council Meeting.

Recommendation to Council:

“**THAT**, Tender #2024-PW-001 – Gambles Side Road Bridge and Glen Tay Culvert Rehabilitation, be awarded to Dalcon Constructors 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.**

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.**

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.**

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.**

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.**

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.**

Recommendation to Council:

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

- x) **Report #CAO-2024-06 - Lanark County OPP Detachment Board - Draft 2024 Budget – *attached, page 10.***

The Chief Administrative Officer/Clerk explained the budget setup and costs of the newly formed Lanark County OPP Detachment Board. The Board is a stand alone entity with twenty members and a part-time staff member. The total budget will be split between the eight municipalities based on weighted assessment. Using weighted assessment as the breakdown makes sense because that is the breakdown for the provincial offences court.

A Member raised the question of amending the tax bills to indicate the increased costs of the Board per resident. The Chief Administrative Officer/Clerk confirmed that the information item on the tax bills currently is only the costs of the OPP policing contract and does not include the Board costs. This could be changed, along with updating the name of the item to Police Services to better represent the combined costs of the Board and the current OPP policing contract.

Recommendation to Council:

“**THAT**, the Council of the Corporation of Tay Valley Township approve the proposed draft 2024 budget for the Lanark County OPP Detachment Board and the allocation of costs to the respective municipalities within Lanark County based on weighted assessment.”

7. CORRESPONDENCE

i) **24-02-07 – Council Communication Package.**

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.**

The Chief Administrative Officer/Clerk summarized a discussion during a previous meeting of Council regarding the current process used to support external resolutions.

The current process is to replicate the external resolution in full, making modifications as required to make it more locally relevant. The proposed suggestion was that it is more efficient, and supportive to the original municipality, if Tay Valley Township Council supports the external resolution rather than recreate it in full.

After discussion it was agreed that going forward Tay Valley Township will adopt a hybrid approach of the two options. An external resolution will be supported by being written in full as part of Tay Valley Township’s agendas and minutes, but in the first paragraph will indicate that the resolution is in support of the originating municipality.

Recommendation to Council:

“**WHEREAS**, 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 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)."

iii) **Perth & District Sports Hall of Fame Request for Support.**

The Committee agreed that the 2024 budget has been set, and that the Perth & District Sports Hall of Fame be encouraged to apply for funding during the 2025 budget planning session. The Treasurer will include the organization on the circulation list.

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

ii) **Committee of Adjustment.**

The Committee reviewed the minutes that were attached to the agenda.

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

The Committee reviewed the minutes that were attached to the agenda.

- iv) **Library Board.**
Councillor Andrew Kendrick.

The Committee reviewed the minutes that were attached to the agenda.

- 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

The Committee reviewed the minutes that were attached to the agenda.

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

The Committee reviewed the report and minutes that were attached to the agenda.

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

The Committee reviewed the minutes that were attached to the agenda.

- x) **Lanark County Traffic Advisory Working Group** – *deferred to the next meeting.*
Councillor Greg Hallam.

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

Reeve Rainer reported that:

- Lanark County has hired a Planning Manager, Mike Dwyer, former Chief Administrative Officer of Rideau Lakes Township
- Lanark County Council approved the Climate Action Plan last week. This plan includes \$10,000 in climate action grants that municipalities can apply for
- the former Willowdale Retirement Residence in Smiths Falls has been converted by a new owner to become transitional housing. Eleven residents currently homed in motels or other temporary housing are to be moved in to the 63-unit building

The Treasurer left at 7:42 p.m.

9. CLOSED SESSION

i) **CONFIDENTIAL: Potential Land Acquisition – Glen Tay Waste Site.**

The Committee moved “in camera” at 7:41 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 the Chief Administrative Officer/Clerk, Deputy Clerk and Public Works Manager remain in the room.

The Committee returned to open session at 7:53 p.m.

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

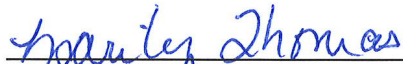
10. DEFERRED ITEMS

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

- *Township Action Plan*

11. ADJOURNMENT

The Committee adjourned at 7:53 p.m.



Chairperson



Aaron Watt, Deputy Clerk

PRIORITY ISSUES

COMMITTEE OF THE WHOLE
March 5th, 2024

Report #CAO-2024-06
Amanda Mabo, Chief Administrative Officer/Clerk

LANARK COUNTY OPP DETACHMENT BOARD
DRAFT 2024 BUDGET

STAFF RECOMMENDATION(S)

“**THAT**, the Council of the Corporation of Tay Valley Township approve the proposed draft 2024 budget for the Lanark County OPP Detachment Board and the allocation of costs to the respective municipalities within Lanark County based on weighted assessment.”

BACKGROUND

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

Effective April 1, 2024, the Township’s and other current Police Services Boards will be replaced by a Lanark County OPP Detachment Board. Since the in-force date was proclaimed, a Transition Committee comprised of one (1) elected member of each of the municipalities comprising the new Detachment Board has been working to put in place some key documents the new Detachment Board will require in order to have a good starting place to work from once they assume their new positions. One (1) of these key documents is a budget.

DISCUSSION

Per Section 71 of the CSPA, an OPP Detachment Board shall prepare estimates of the total amount that will be required to pay the expenses of the Board’s operations, submit the estimates to every municipality that receives policing from the Detachment along with a statement of the municipalities’ share of the costs. The attached draft Lanark County OPP Detachment Board budget is presented for Council’s consideration. The budget has been reviewed by the Transition Committee and recommended for approval to the various municipalities. Should agreement not be reached on the draft budget by all municipalities, the CSPA indicates that the matter will be referred to arbitration.

OPTIONS CONSIDERED

Option #1 (Recommended) – Adopt Proposed Draft Budget

All eight municipalities on the Transition Committee agreed to bring forward the draft to each of the respective Councils for adoption.

Option #2 – Not Adopt the Proposed Draft Budget

Council would need to provide direction.

STRATEGIC PLAN LINK

Mission

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

Strategic Priority – Sustainable Finances

CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

In reviewing the draft budget and determining an allocation formula for the budget to each municipality, the Transition Committee considered three (3) alternatives as follows:

1. By respective municipal share of the OPP contract policing costs to the total OPP contract policing costs in Lanark County.
2. Evenly distributed among the member municipalities.
3. By weighted assessment as is done with the Provincial Offences Act (POA) Court costs which are administered by Perth..

Following some discussion, the recommendation of the Transition Committee was to distribute the costs of the draft budget based on weighted assessment. Below is the motion passed by the Transition Committee:

*Moved by Steve Fournier, Drummond/North Elmsley
Seconded by Denzil Ferguson, Mississippi Mills*

THAT the annual budget for the Lanark County OPP Detachment Board be apportioned on the basis of weighted assessment; and

THAT this motion be forwarded to the respective municipalities for approval.

CARRIED

As weighted assessment equates to a municipality's ability to pay, the members believed this was the fairest method. In addition, this work is already undertaken by Perth each year and will eliminate calculating another method to distribute the Detachment Board's budget.

Based on the weighted assessment formula, Tay Valley's share of the draft 2024 budget is 11.56% or \$18,56.59.

\$5,000 was set aside in the Township's 2024 budget as these costs were unknown at the time. There may be some surplus in funds from the current Board's line items in the budget. The remainder will be expensed from the contingency reserve.

CONCLUSIONS

Approve the proposed Draft 2024 Budget for the Lanark County OPP Detachment Board and the allocation of costs to the respective municipalities within Lanark County based on weighted assessment.

ATTACHMENTS

1. Draft 2024 Budget

Prepared and Submitted by:

Amanda Mabo
Chief Administrative Officer/Clerk

**LANARK COUNTY OPP DETACHMENT BOARD
2024 DRAFT BUDGET**

ITEM	AMOUNT	EXPLANATION
EXPENSES		
Wages	\$ 32,000.00	\$30/hr x 20 hrs/week / 52
MERC expenses	\$ 8,000.00	24% of wages (includes OMERS); 15% if no OMERS
Annual Honorariums	\$ 30,750.00	20x\$150x10 meetings/year + \$500 for Chair + \$250 for Vice-Chair
Per Diems	\$ 17,500.00	150/day x 4 days x 5 members (conferences) + \$150/day x 3 meetings x 10 members (Zone 2 meetings) + training honorarium of \$450x20 people
Memberships	\$ 6,300.00	33307 properties @\$16/property (OAPSB) + \$800 Zone 2
Conferences Registration	\$ 6,000.00	5 @ \$1000+\$1000 for Secretary-Treasurer
Travel Expense	\$ 13,000.00	250km x 2 days x 6 members + 11x 200 km + 100kmx15membersx10meetings x \$0.64/km
Meals	\$ 3,000.00	6@\$125/day x 4 days
Hotel Accommodation	\$ 7,750.00	6@\$1000 (annual conference) + \$175 x 10 (Zone 2 Meeting)
Professional Fees	\$ 10,000.00	Consulting assistance i.e. Strategic Planning
Office Supplies	\$ 1,000.00	
Other Materials/Supplies	\$ 1,500.00	Coffee/Muffins for meetings; other miscellaneous
Telephone	\$ 600.00	for Secretary-Treasurer \$50 / month
IT	\$ 3,300.00	Laptop Expenses \$1000; email addresses for Provincial appointees and S-T 5@\$10/ moth x 12 months \$720; IT support \$1500
Accounting Expenses	\$ 2,000.00	
Insurance	\$ 5,000.00	
Total Budget	\$ 147,700.00	

	DRUMMOND / NORTH ELMSLEY	MONTAGUE	PERTH	LANARK HIGHLANDS	MISSISSIPPI MILLS	CARLETON PLACE	TAY VALLEY TOWNSHIP	BECKWITH	TOTALS
Weighted Assessment %	10.50	3.72	8.39	7.83	19.94	16.59	11.56	12.50	91.03
Share of Budget - Weighted Assessment	\$ 17,036.69	\$ 6,035.86	\$ 13,613.13	\$ 12,704.50	\$ 32,353.49	\$ 26,917.97	\$ 18,756.59	\$ 20,281.78	\$ 147,700.00

*Note: SF makes up difference to 91.03 make 100%