



# Tay Valley Township

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 9<sup>th</sup>, 2024  
Immediately Following the Public Meeting at 5:30 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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

**Chair, Councillor Wayne Baker**

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) – March 5<sup>th</sup>, 2024 – *attached, page 7.***

*Suggested Recommendation:*

**“THAT**, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on March 5<sup>th</sup>, 2024, be approved.”

5. **DELEGATIONS & PRESENTATIONS**

- i) **Presentation: Municipal Drains, the Drainage Act, and Maintenance Plan Overview for the H. Mather Drain – *attached, page 10.***  
Lucas Gibson, EGIS

*Suggested Recommendation to Council:*

**“THAT**, a Public Information Session with the Riparian Landowners for the H. Mather Drain be held to determine the full scope of maintenance and eliminate any works not requested by the respective landowners.”

## 6. PRIORITY ISSUES

- i) **Report #PW-2024-10 – Municipal Office LED Lighting Upgrade – Tender Award – attached, page 17.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

**“THAT,** Tender #2024-MO-001 – Municipal Office LED Lighting Upgrades be awarded to CLI Electric Inc. in the amount of \$12,724.80 plus H.S.T.;

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

- ii) **Report #PW-2024-11 – 2024 Maintenance Gravel Program – attached, page 20.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

**“THAT,** the revised 2024 Maintenance Gravel Program be approved as outlined in Report #PW-2024-11 – 2024 Maintenance Gravel Program;

**AND THAT,** the work on Long Lake Road be deferred and replaced with road base improvements on Old Brooke Road.”

- iii) **Report #PW-2024-12 – Engineering Services for the Bowes Side Road Bridge – RFP Award – attached, page 23.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

**“THAT,** Request for Proposal #2024-PW-005 – Engineering Services for the Bowes Side Road Bridge, be awarded to Safe Roads Engineering;

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

- iv) **Report #FIN-2024-08 – 2024 Tax Rates – attached, page 30.**  
Ashley Liznick, Treasurer.

*Suggested Recommendation to Council:*

**“THAT,** Report #FIN-2024-08 – 2024 Tax Rates, be received for information.”

- v) **Report #CAO-2024-07 – Proposed New Road Name – Buoy View Lane – attached, page 40.**

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the necessary by-law to name an existing Private Road to Buoy View Lane as outlined in Report #CAO-2024-07 – Proposed New Road Name – Buoy View Lane, be brought forward for approval.”*

- vi) **Recreation in Tay Valley Township.**

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the overview of Recreation in Tay Valley Township be received for information.”*

- vii) **Strategic Plan Update – attached, page 44.**

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the Tay Valley Township Strategic Plan Update, dated April 9<sup>th</sup>, 2024 be received for information.”*

- viii) **Appointment of Bird Watcher Volunteer.**

*Suggested Recommendation to Council:*

*“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteer to lead a community bird watching group, subject to the Criminal Records Check Policy:*

- Rémy Poulin.”*

## **7. CORRESPONDENCE**

- i) **24-02-28 – Council Communication Package – cover sheets attached, page 55.**

The 24-02-28 – Council Communication Package was originally included on the March 26<sup>th</sup>, 2024 Council Agenda and Minutes. The file was incorrectly listed as the 24-02-07 – Council Communication Package.

*Suggested Recommendation to Council:*

*“THAT, the 24-02-28 Council Communication Package be received for information.”*

- ii) **24-04-03 – Council Communication Package – cover sheets attached, page 59.**

*Suggested Recommendation to Council:  
“THAT, the 24-04-03 Council Communication Package be received for information.”*

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

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

- ii) **Committee of Adjustment**

24-03-18 – DRAFT Committee of Adjustment Hearing – Minutes – *attached, page 66.*

- iii) **Fire Board – deferred to the next meeting.**  
Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas.

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

24-02-26 – Perth and District Union Public Library Board – Minutes – *attached, page 72.*

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

- vi) **Police Services Board**  
Reeve Rob Rainer.

24-03-25 – Police Services Board – Minutes – *attached, page 74.*

This item will become the Lanark County OPP Detachment Board on future agendas.

- vii) **Green Energy and Climate Change Working Group – deferred to the next meeting.**  
Councillor Greg Hallam and Councillor Angela Pierman.

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

24-03-11 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 79.*

24-03-11 – DRAFT Mississippi Valley Conservation Authority Board of Directors – Minutes – *attached, page 82.*

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

24-02-22 – DRAFT Rideau Valley Conservation Authority Board of Directors – Minutes – *attached, page 91.*

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

- xi) **Heritage Property Selection Committee.**

24-04-03 – DRAFT Heritage Property Selection Committee – Minutes – *attached, page 101.*

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

## 9. **CLOSED SESSION**

None.

## 10. **DEFERRED ITEMS**

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

- *None.*

## 11. **ADJOURNMENT**

# MINUTES

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

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Tuesday, March 5<sup>th</sup>, 2024

5:30 p.m.

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

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**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  
Noelle Reeve, Planner  
Sean Ervin, Public Works Manager  
Ashley Liznick, Treasurer

**Public Present:** Ron Joy  
Brian Stinson

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**1. CALL TO ORDER**

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

**2. INTRODUCTION**

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

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

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

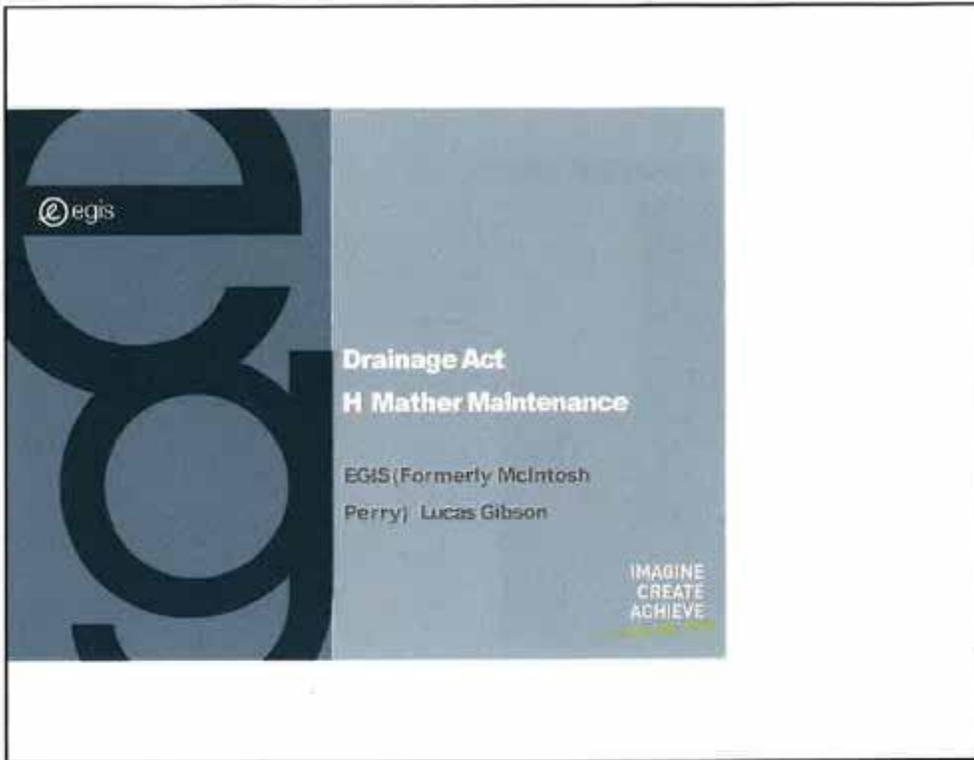
### 3. APPLICATION

- i) **FILE #ZA24-01: Brian Stinson  
201 West Bay Drive  
Concession 6, Part Lots 23 and 24,  
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.

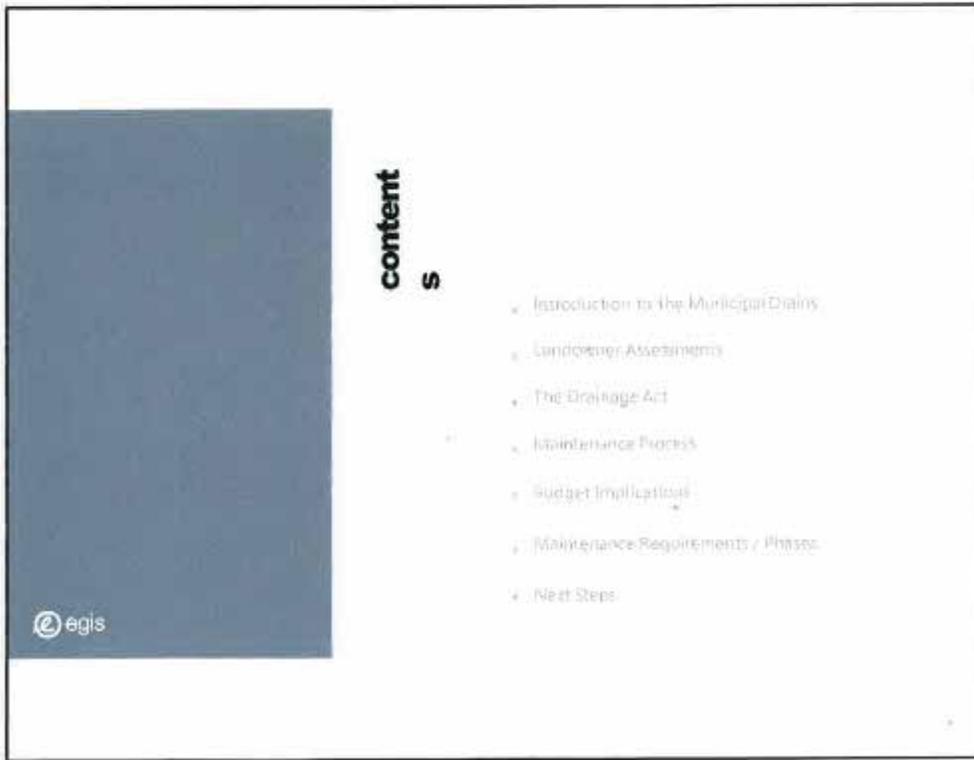
### 4. ADJOURNMENT

The public meeting adjourned at 5:46 p.m.

# PRESENTATIONS



1



2



## The Drainage Act

- **What is the Drainage Act?**

Unique legislation to Ontario.

- **What is the Purpose of the Drainage Act?**

To provide landowners with a means of solving drainage problems.

Providing legal status for outlet and maintenance standards for drains.

Gives authority to Municipalities to maintain a level of performance required for landowners.



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## Maintenance Process - Requirements

- Landowner Requests Maintenance
- Municipality Responds to Request (within 45 Days)
- Drainage Superintendent Completes Inspection
- Determine if maintenance is required and extent of maintenance
- Gather required permit approvals
- Retain a contractor and complete maintenance
- Assess maintenance to upstream landowners per the assessment schedule.

Under Section 74 Maintenance, Repair and Improvement there are:

No allowances paid;

No right of appeal on assessment; and

No requirement for notification.



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## Maintenance Process - Recommendations

### Optional Recommended Next Steps:

- **Hold a public meeting with Riparian landowners.**

Purpose:

1. Determine full scope of maintenance.
2. Eliminate any works not requested by the respective landowner including Channel Maintenance, Culvert Replacements, and preference for the excavated material (spread, piled, hauled).

\* Note if a downstream owner declines maintenance but an upstream owner requests it, the maintenance must go through.

- **Send Construction notices prior to construction with dates, location, contractor info, and superintendent contact info.**
- **(Optional) Provide information notices or have a public information session with all the landowners who will be receiving an assessment.**

\* Note the majority of comments will be in reference to their respective bills.



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## Municipal Budget Implications

### Municipality is responsible for:

- **The initial maintenance costs, carried for the duration of the project. Then assessed back to the upstream landowners as per the assessment schedule**
- **Any assessed municipal lands and roads.**
- **Administration Fees (tender, assessment schedule updates, inspection, landowner correspondence, etc.)**

**majority of these fees will be subject to the 50% ONAFRA superintendent grant.**



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## H.Mather Maintenance Requirements



9

## Construction Phasing – Assuming Full Maintenance



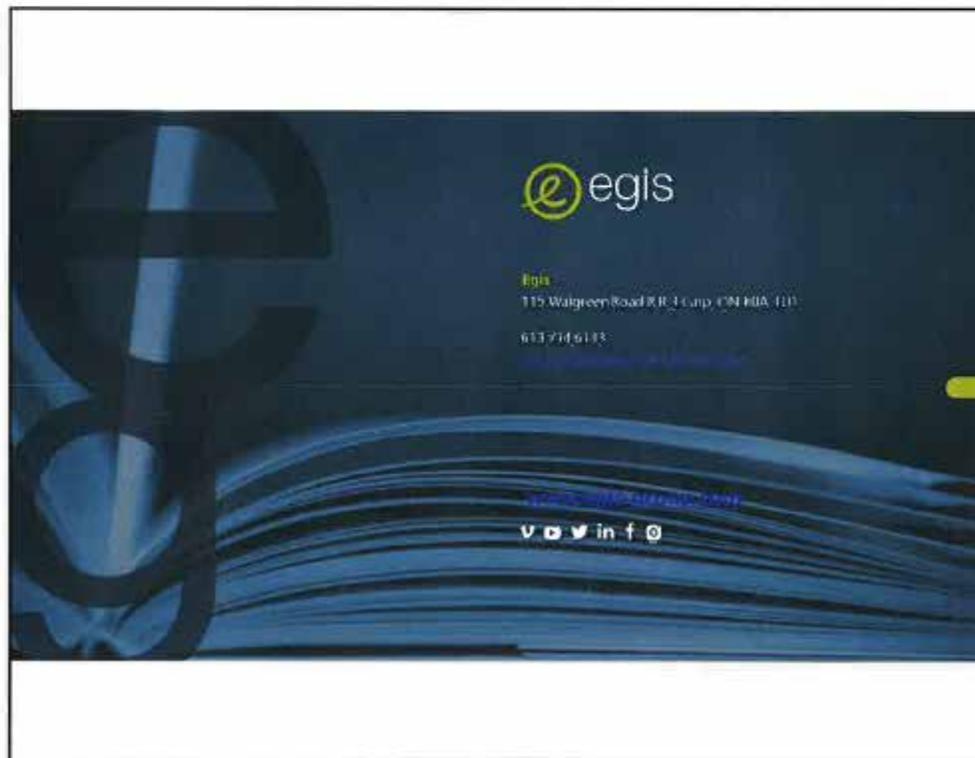
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## Next Steps

1. Approve budget allocations.
2. Direction on next steps for meetings / public information sessions.
3. If approved, hold the meeting with the Riparian landowners.
4. Determine the full scope of maintenance.
5. Draft tender package and submit permit applications.



11



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# **PRIORITY ISSUES**

**COMMITTEE OF THE WHOLE**  
**April 9, 2024**

**Report #PW-2024-10**  
**Sean Ervin, Public Works Manager**

**MUNICIPAL OFFICE LED LIGHTING UPGRADES – TENDER AWARD**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Tender #2024-MO-001 – Municipal Office LED Lighting Upgrades be awarded to CLI Electric Inc. in the amount of \$12,724.80 plus H.S.T.;

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

**BACKGROUND**

The replacement of the florescent light fixtures in the Municipal Office was included the 2024 Capital Budget.

**DISCUSSION**

The Tender was released on March 4<sup>th</sup>, 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. There was a mandatory site visit on March 18<sup>th</sup> at 1:00 p.m. where bidders had the opportunity to complete a walk through of the Municipal Office and review the project. The Tender closed on March 28, 2024, and eight (8) bids were received as per the following:

<b>Company</b>	<b>Price</b>
CLI Electric Inc.	\$12,724.80
33 Electric Ltd.	\$12,915.00
Tensegral Construction	\$14,050.33
S&B Electric Ltd.	\$16,364.00
1000212228 Ontario Inc.	\$17,600.00
GTA Power Tech Inc.	\$18,088.00
MacMar Electric Inc.	\$18,290.00
1760465 Ontario Ltd.	\$24,261.44

## FINANCIAL CONSIDERATIONS

Council approved \$23,000 in the Capital Budget for this project, which was being funded by the Modernization Grant that was received in 2019. Below is a detailed price breakdown:

Construction Costs	\$ 12,724.80
Non-Rebated H.S.T (1.76%)	\$ 223.96
Total	\$ 12,948.76
Budget	\$ 23,000.00
Surplus/(Deficit)	\$10,051.24

As noted in the table above, the project is well within the budgeted amount and the surplus funds will be returned to the Special Contingency Reserve and reallocated to other projects listed in Modernization Grant. Alternatively, Council could direct staff to explore the option to install motion sensor light switches for the washrooms and other rooms in the building to provide further electricity savings.

## OPTIONS CONSIDERED

**Option #1 (Recommended)** – Award the contract to the lowest bidder.

**Option #2** – Award the contract to another bidder. This is not recommended as the low bidder met all the requirements of the submission.

## STRATEGIC PLAN LINK

**Mission:** To deliver efficient and effective services for the benefit of residents, visitors and businesses.

**Strategic Priority:** Healthy Environment

**Strategic Initiative:** Climate Action Plan

**Action:** Meet corporate Greenhouse Gas reduction target of 55%

## CLIMATE CONSIDERATIONS

The Municipal Office currently has fluorescent lights throughout the building (131 total fixtures). The Building Condition Assessment noted that approximately 24% of the buildings total energy consumption was from the existing lighting fixtures. The new led lights will reduce energy consumption and reduce operational and maintenance costs compared to the fluorescent lights.

## CONCLUSIONS

The submission from CLI Electric Ltd. met all the criteria noted in the tender and the project is well within the budgeted amount and therefore staff are recommending that this project be awarded to this bidder.

**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**

April 9, 2024

Report #PW-2024-11  
Sean Ervin, Public Works Manager

**2024 MAINTENANCE GRAVEL PROGRAM**

## STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the revised 2024 Maintenance Gravel Program be approved as outlined in Report #PW-2024-11 – 2024 Maintenance Gravel Program;

**AND THAT**, the work on Long Lake Road be deferred and replaced with road base improvements on Old Brooke Road.”

## BACKGROUND

The Township places maintenance gravel on approximately 15 kilometres of road each year. Tender 2021-PW-005 Granular ‘M’ Material Supply and Application was awarded to Gemmill’s Sand and Gravel in 2021. The Tender noted 3 optional 1-year extensions and 2024 will be the third, and final, extension.

The 2024 Budget included gravel being placed on the following roads:

- Bathurst 6<sup>th</sup> Concession (Harper Road to the dead end)
- Bathurst 7<sup>th</sup> Concession (Harper Road to Highway 511)
- Bathurst Line East (McDonalds Corners Road to the dead end)
- Bowes Side Road (Upper Scotch Line to Christie Lake Road)
- Keays Road (Old Morris to the dead end)
- McNaughton Road (Greer Road to Bennet Lake Road)
- Stanely Road (Mackler Side Road to Narrows Lock Road)
- Trueloves Road (Anglican Church Road to the dead end)

The 2024 Budget also included a ditching and rock excavation project on Long Lake Road.

## DISCUSSION

The list of roads provided in the budget was reviewed during this year’s spring-thaw and staff are recommending that the Bathurst Line East be deferred by a year or two and replaced with

Allan’s Mill Road, from Upper Scotch Line to Scotch Line Road (CR10). This was discussed with the staff in Lanark Highlands, as Bathurst Line East is a shared road between the two municipalities, and there was consensus between both parties. Allan’s Mill Road is one of the busiest gravel roads in the Township with 234 Average Daily Traffic and requires frequent grading.

A 400 meter of Old Brooke Road, between addresses 1607 and 1688, became unpassable this spring due to deterioration of the old corduroy road and high-water levels in the adjacent swamps. Crews were able to place a few loads of granular ‘B’ as an interim measure, this section of road still requires repair. The proposed method is to place geotextile fabric to provide strength and separation of base materials, a 6” layer of granular ‘B’ and a 6” layer of granular ‘M’. Gemmill’s Sand and Gravel will supply and deliver the gravel materials and Township staff will shape and compact the materials.

**FINANCIAL CONSIDERATIONS**

Staff obtained a quote from Gemmill’s Sand and Gravel for the revised list of gravel roads for 2024. The quote was submitted on March 21 and below is the cost for each road:

<b><u>Spread with Contractor Trucks</u></b>	
<b>Bowes Side Road</b>	\$ 78,706.00
<b>Bathurst 7th Concession</b>	\$ 107,935.50
<b>McNaughton Road</b>	\$ 46,686.25
<b>Stanley Road</b>	\$ 72,991.00
<b>Allan’s Mill Road</b>	\$ 30,426.00
<b><u>Spread with Township Trucks</u></b>	
<b>Bathurst 6th Concession</b>	\$ 4,512.00
<b>Keys Road</b>	\$ 3,960.00
<b>Trueloves Road</b>	\$ 4,056.00
<b>Sub-Total</b>	<b>\$ 349,272.75</b>
<b>Non-Rebated HST (1.76%)</b>	<b>\$ 6,147.20</b>
<b>Total</b>	<b>\$ 355,419.95</b>

The budget included \$354,300 for the application of maintenance gravel and therefore the proposed schedule is \$1,119.95 over budget.

Staff also obtained a quote from Gemmill’s to supply and deliver gravel for the Old Brooke Road as previously noted in this report. The total cost to supply granular materials to raise the roadbed is \$37,377.72, including non-rebated H.S.T. Geotextile fabric cost will be \$2,000.00, for a total project costs of \$39,000. The 2024 Budget included \$31,200 for the Long Lake Road Project and therefore there is a variance of \$7,800 between the Old Brooke Road and Long Lake Road Project.

The total deficit of \$8,920 can be funded from the Road Construction Reserve as there was a surplus from the other road construction projects for this year (refer to Report #PW-2024-07 – 2024 Road Projects – Tender Awards).

## **OPTIONS CONSIDERED**

Option #1 – (Recommended) – Council approves the revised maintenance schedule and approves the work on Old Brooke Road.

Option #2 – Council approves the revised maintenance gravel schedule but not approve the work on Old Brooke Road. This is not recommended as this section of road was unpassable to vehicular traffic this Spring.

Option #3 – Do nothing. This is not recommended as not placing any maintenance gravel in 2024 would cause a backlog in the 10-year plan.

## **CLIMATE CONSIDERATIONS**

Non considered.

## **STRATEGIC PLAN LINK**

**Mission:** To deliver efficient and effective services for the benefit of residents, visitors and businesses.

## **CONCLUSIONS**

The Township has saw excellent performance from the black granite material from Gemmill's Sand and Gravel in the past 3-years. The granite material is durable and does not appear to breakdown as quickly as the other gravel material that is available. The black colour also performs well in the winter by attracting warmth and reducing the potential for ice formation. The material is also less pervious and does not absorb water like the other material and therefore crews are able to grade the roadway soon after rain events.

## **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**  
**April 9, 2024**

**Report #PW-2024-12**  
**Sean Ervin, Public Works Manager**

**ENGINEERING SERVICES FOR THE BOWES SIDE ROAD BRIDGE – RFP AWARD**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Request for Proposal #2024-PW-005 – Engineering Services for the Bowes Side Road Bridge, be awarded to Safe Roads Engineering;

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

**BACKGROUND**

The Bowes Side Road Bridge was identified in the 2022 OSIM inspections, included in the 10-year Capital Plan and the engineering services to complete the design documents was included in the 2024 Capital Budget. The purpose of this Request for Proposal (RFP) is to hire a consultant to complete the detailed design and prepare the construction specification and drawings for the bridge structure. Pending funding and budget approvals from Council, this consultant will also provide contract administration and inspection services during the construction phase, which is tentatively scheduled for 2025.

The Bowes Side Road Bridge is located on Bowes Side Road, 1.4 km north of Upper Scotch Line. This structure is a single-span slab on steel girders with a total deck length of 13.3m and an overall width of 7.0m. Traffic volume is currently estimated to be between 100-150 vehicles per day, however, traffic volume will be confirmed during the design phase of this project. The date of construction is estimated to be around 1970. The structure was last inspected in 2022 and concluded that the Bridge Condition Index (BCI) is 60.15, which means an overall poor condition. The bridge is currently triple load posted (15/30/40).

**DISCUSSION**

The RFP was issued on March 4<sup>th</sup>, 2024 on the Township’s portal of Bids and Tenders. The Tender closed on March 28, 2024 and six (6) bids were received.

<b>Company</b>
Ainley Graham & Associates Limited
Jewell Engineering Inc.
Safe Roads Engineering
The Greer Galloway Group Inc.
HP Engineering Inc.
CBCL Limited

Each of the proposals written and financial component were evaluated separately. The written component was evaluated on the following criteria, for the maximum of 70 points:

- The firm’s qualifications and experience on similar projects;
- The project teams experience;
- Project understanding;
- Work plan, methodology and quality assurance plan; and,
- Project schedule.

The financial component is evaluated by awarding the lowest priced proposal the full amount of points, 30 points. The remaining proposals are awarded by completing the following evaluation:

$$\text{Awarded Price Points} = \left( \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)}$$

Staff have reviewed and evaluated all six (6) of the submissions and concluded that the proposal submitted by Safe Roads Engineering was the most thorough and scored the highest out of the proposals that were submitted. Safe Roads Engineering’s has recently completed a project in a neighbouring municipality and their well-rounded project team has many years of experience in the bridge engineering field. The roles of each team member were well-detailed in their submission. The firm also made additional effort with their submission by completing a visit to the site prior to the RFP submission and provided specific rehabilitation opportunities, and benefits of the opportunities, that will be explored during the project, such as a modular structure.

## **FINANCIAL CONSIDERATIONS**

The 2024 Capital Budget included \$73,216.00 for the Engineering Services for the Bowes Side Road Bridge, which included design consulting costs and inspection and contract administration costs during construction. A detailed price breakdown is as follows:

<b>Bowes Side Road Bridge</b>	
<b>ITEM</b>	<b>Total</b>
<b>Design Consulting Costs</b>	\$29,060.00
<b>Non-Rebated H.S.T (1.76%)</b>	\$ 511.46
<b>*Legal Survey (Allowance)</b>	\$20,000
<b>Total Project Cost</b>	\$9,571.46
<b>Budgeted Amount</b>	\$73,216.00

<b>Surplus/(Deficit)</b>	<b>\$23,644.54</b>
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As shown in the table above, the project is well within budget. The surplus amount will be used for inspection and contract administration during the construction phase of the project. The exact cost for inspection and contract administration will be determined once the rehabilitation option is confirmed during the design phase.

\*Bowes Side Road is a forced road and portions near the bridge have never been defined, surveyed, or acknowledged on title. The survey work is required to formally acknowledge the road and transfer the lands to the Township.

**OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Award the RFP to Safe Roads Engineering.

**Option #2** – Award the RFP to one of the other companies that provided a proposal. Staff do not recommend this option as the results of the evaluations were clear.

**Option #3** – Do not RFP. This is not recommended. Although there will likely be funding restraints to construct the project, by completing the design this year, the construction package will be “shelf ready” if and when the funds do become available via the Township’s Reserves or any grant opportunity that may become available.

**CLIMATE CONSIDERATIONS**

None considered.

**STRATEGIC PLAN LINK**

**Mission:** To deliver efficient and effective services for the benefit of residents, visitors and businesses.

**CONCLUSIONS**

Based on their excellent proposal, experience with similar projects and very knowledgeable project team, it is recommended that Council award the Contract to Safe Roads Engineering.

**ATTACHMENTS**

1. Pictures from the 2022 OSIM Inspection

**Prepared and Submitted By:**

**Approved for Submission By:**

**Sean Ervin,  
Public Works Manager**

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

**Pictures of Bowes Side Road Bridge (2022 OSIM Inspection).**







**COMMITTEE OF THE WHOLE**  
April 9<sup>th</sup>, 2024

**Report #FIN-2024-08**  
**Ashley Liznick, Treasurer**

**2024 TAX RATES**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2024-08 – 2024 Tax Rates, be received for information.”

**BACKGROUND**

Section 312 of the *Municipal Act, 2001* provides that after the adoption of estimates for the year (i.e. the budget), Council must pass a by-law levying a separate tax rate on the assessment in each property class.

The Township has to wait until the County of Lanark passes their by-laws to set tax ratios and tax rate reductions, and to establish tax rates to be levied to local municipalities. These by-laws were approved by County Council on March 13<sup>th</sup>.

Section 312 (6) of the *Municipal Act, 2001* requires tax rates to be established in the same proportion to the tax ratios established. Those tax rates have been calculated based on the County of Lanark approved tax ratios.

A full listing of the tax rates by property class is listed in the attached by-law and the attached table is to provide a comparison of a residential property tax bill for 2024 to the amount that was billed in 2023.

The tax rates are further broken down between the general levy, the police levy, and the hospital levy. Also new for 2024 is the fire levy, as requested by Council. These are also broken out and shown on the tax bill itself.

**DISCUSSION**

The Province has set the education rates for 2024 and Lanark County have also set their rates for 2024.

The attached chart indicates that the overall tax rate increase for residential properties in 2024 will be 3.12%.

**OPTIONS CONSIDERED**

Not Applicable.

**FINANCIAL CONSIDERATIONS**

Provides the tax review for 2024 as approved in the 2024 budget.

**CLIMATE CONSIDERATIONS**

Not Applicable.

**STRATEGIC PLAN LINK**

Not Applicable.

**CONCLUSIONS**

That Council receive this report for information and the necessary by-law be brought forward to the April Council meeting.

**ATTACHMENTS**

- i) Sample Tax Bill Calculation for a Residential Property with an Assessment of \$300,000
- ii) DRAFT Tax Rate By-Law

**Prepared and Submitted By:**

**Approved for Submission By:**

**Ashley Liznick,  
Treasurer**

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

# TAY VALLEY TOWNSHIP

## Tax Bill Calculation

Example: A residential property with an assessment of \$300,000

Note: assessments have not increased from 2023 to 2024.

	2023		2024		Increase	Percentage
	Rate	Amount	Rate	Amount		
Municipality	0.00494543	1,483.63	0.00517343	1,552.03	68.40	4.61%
County	0.00388881	1,166.64	0.00398366	1,195.10	28.46	2.44%
Education	0.00153000	459.00	0.00153000	459.00	0.00	0.00%
	0.01036424	<u>3,109.27</u>	0.01068709	<u>3,206.13</u>	<u>96.86</u>	<u>3.12%</u>

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2024-0xx

### A BY-LAW TO SET THE TAX RATES FOR THE YEAR 2024

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**WHEREAS**, Section 312 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law levying a separate tax rate on the assessment in each property class;

**AND WHEREAS**, the Council of the Corporation of Tay Valley Township has adopted a budget, including estimates of all sums required during the year for the purposes of the municipality, in accordance with Section 290 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

**AND WHEREAS**, Section 312 (6) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires tax rates to be established in the same proportion to the tax ratios established;

**AND WHEREAS**, the Council of the Corporation of the County of Lanark has adopted By-Laws 2022-17 and 2022-18, being by-laws to set tax ratios and tax rate reductions and to establish tax rates to be levied to local municipalities;

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

#### 1. GENERAL REGULATIONS

- 1.1 **THAT**, for the year 2024, the tax rates to be applied to the taxable assessment of Tay Valley Township be as set out in Schedule "A", attached hereto.
- 1.2 **THAT**, the final taxes levied by this By-Law shall be in accordance with the provisions of By-Law No. 2023-059, as amended.

#### 2. ULTRA VIRES

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2024-0xx**

**3. EFFECTIVE DATE**

ENACTED AND PASSED this 23<sup>rd</sup> day of April, 2024.

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**Rob Rainer, Reeve**

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**Amanda Mabo, Clerk**

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2024-**xxx****

**SCHEDULE "A"**

**TAY VALLEY TOWNSHIP – TAX RATES**

**GENERAL PURPOSES**

<u>PROPERTY CLASS</u>	<u>GENERAL</u>
Residential/Farm	0.00376457
Multi-residential	0.00742873
New Multi-Residential	0.00414102
Commercial Occupied	0.00693783
Commercial Excess Land	0.00693783
Commercial Vacant Land	0.00693783
Industrial Occupied	0.00953052
Industrial Excess Land	0.00953052
Industrial Vacant Land	0.00953052
Large Industrial Occupied	0.00953052
Large Industrial Excess Land	0.00953052
Large Industrial Vacant Land	0.00953052
Pipelines	0.00755642
Farmland	0.00094115
Managed Forest	0.00094115

**PAYMENTS-IN-LIEU**

Residential/Farm	0.00376457
Commercial Full	0.00693783
Commercial General	0.00693783
Landfill	0.00463964

POLICE PURPOSES

<b>PROPERTY CLASS</b>	<b>POLICE</b>
Residential/Farm	0.00078305
Multi-residential	0.00154523
New Multi-Residential	0.00086136
Commercial Occupied	0.00144311
Commercial Excess Land	0.00144311
Commercial Vacant Land	0.00144311
Industrial Occupied	0.00198241
Industrial Excess Land	0.00198241
Industrial Vacant Land	0.00198241
Large Industrial Occupied	0.00198241
Large Industrial Excess Land	0.00198241
Large Industrial Vacant Land	0.00198241
Pipelines	0.00157178
Farmland	0.00019576
Managed Forest	0.00019576

<b>PAYMENTS-IN-LIEU</b>	
Residential/Farm	0.00078305
Commercial Full	0.00144311
Commercial General	0.00144311
Landfill	0.00096507

## FIRE PURPOSES

<u>PROPERTY CLASS</u>	<u>FIRE</u>
Residential/Farm	0.00057357
Multi-residential	0.00113184
New Multi-Residential	0.00063093
Commercial Occupied	0.00105704
Commercial Excess Land	0.00105704
Commercial Vacant Land	0.00105704
Industrial Occupied	0.00145206
Industrial Excess Land	0.00145206
Industrial Vacant Land	0.00145206
Large Industrial Occupied	0.00145206
Large Industrial Excess Land	0.00145206
Large Industrial Vacant Land	0.00145206
Pipelines	0.00115129
Farmland	0.00014339
Managed Forest	0.00014339

### PAYMENTS-IN-LIEU

Residential/Farm	0.00057357
Commercial Full	0.00105704
Commercial General	0.00105704
Landfill	0.00070690

## HOSPITAL PURPOSES

<u>PROPERTY CLASS</u>	<u>HOSPITAL</u>
Residential/Farm	0.00005224
Multi-residential	0.00010308
New Multi-Residential	0.00005746
Commercial Occupied	0.00009627
Commercial Excess Land	0.00009627
Commercial Vacant Land	0.00009627
Industrial Occupied	0.00013224
Industrial Excess Land	0.00013224
Industrial Vacant Land	0.00013224
Large Industrial Occupied	0.00013224
Large Industrial Excess Land	0.00013224
Large Industrial Vacant Land	0.00013224
Pipelines	0.00010485
Farmland	0.00001306
Managed Forest	0.00001306

### PAYMENTS-IN-LIEU

Residential/Farm	0.00005224
Commercial Full	0.00009627
Commercial General	0.00009627
Landfill	0.00006438

TOTAL OF ALL ABOVE PURPOSES

<u>PROPERTY CLASS</u>	<u>TOTAL</u>
Residential/Farm	0.00517343
Multi-residential	0.01020888
New Multi-Residential	0.00569077
Commercial Occupied	0.00953425
Commercial Excess Land	0.00953425
Commercial Vacant Land	0.00953425
Industrial Occupied	0.01309723
Industrial Excess Land	0.01309723
Industrial Vacant Land	0.01309723
Large Industrial Occupied	0.01309723
Large Industrial Excess Land	0.01309723
Large Industrial Vacant Land	0.01309723
Pipelines	0.01038434
Farmland	0.00129336
Managed Forest	0.00129336

PAYMENTS-IN-LIEU

Residential/Farm	0.00517343
Commercial Full	0.00953425
Commercial General	0.00953425
Landfill	0.00637599

**COMMITTEE OF THE WHOLE**  
April 9<sup>th</sup>, 2024

**Report #CAO-2024-07**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAME**  
**BUOY VIEW LANE**

**STAFF RECOMMENDATION(S)**

“**THAT**, the necessary by-law to name an existing Private Road to Buoy View Lane as outlined in Report #CAO-2024-07 – Proposed New Road Name – Buoy View Lane, be brought forward for approval.”

**BACKGROUND**

A planning application was received for a property off Big Rideau North Shore Road. The applicant’s property and a neighbouring property are each accessed via a legal right-of-way through another property.

The legal right-of-way has existed since at least 1984 and should have been recognized as a Private Road when the right-of-way was created, or the second trigger was when a civic address was provided.

The planning application was subsequently withdrawn; however, the applicants would like to proceed with the road naming process to ensure road frontage requirements are met.

**DISCUSSION**

In order for the road naming process to proceed, the existing Private Road must be named and added to the Township’s Road Naming By-Law.

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

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

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

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

The proposed road name is "Buoy View Lane".

## **OPTIONS CONSIDERED**

### **Option #1 – Adopt Buoy View Lane (Recommended)**

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

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

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

## **STRATEGIC PLAN LINK**

None.

## **FINANCIAL CONSIDERATIONS**

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

## **CONCLUSIONS**

That the necessary by-law to name an existing private road to Buoy View Lane as outlined in this report be brought forward for approval.

## **ATTACHMENTS**

- i) GIS Map
- ii) Survey

## **Prepared and Submitted by:**

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

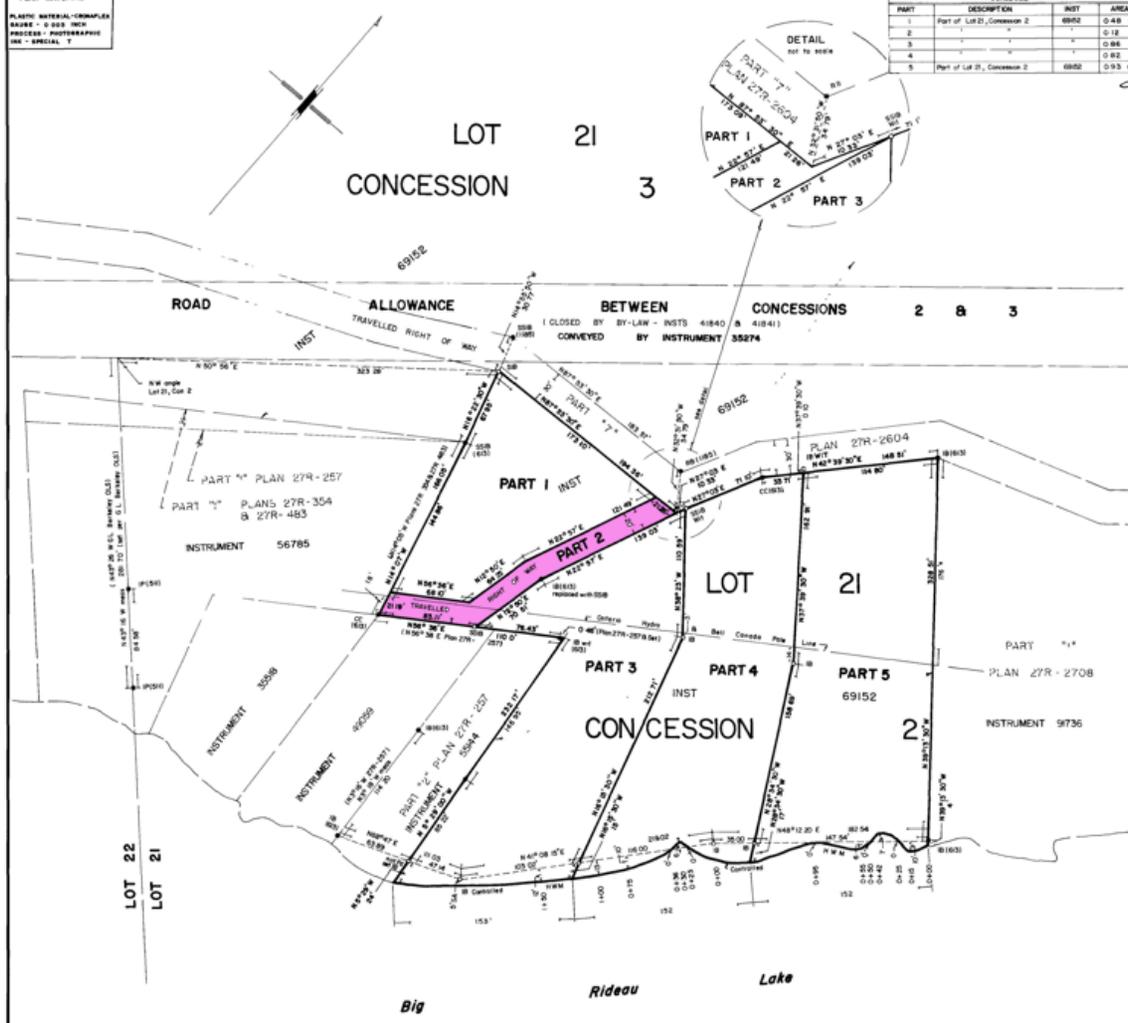


PLAN MATERIAL  
 PLASTIC MATERIAL-COMPACT  
 SCALE - 0 500 FEET  
 FINISHED - PHOTOGRAPHIC  
 INK - SPECIAL T

SCHEDULE				
PART	DESCRIPTION	INST	AREA	S.A.B.
1	Part of Lot 21, Concession 2	69152	0.48	0.12
2				0.86
3				0.82
4				0.93
5	Part of Lot 21, Concession 2	69152	0.93	0.93

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT  
 DATE March 2nd 1984  
John F. Goltz  
 JOHN F. GOLTZ

PLAN 27R-2780 RECEIVED AND DEPOSITED  
 DATE April 26, 1984  
Mark G. Bonington  
 LAND REGISTRAR FOR THE REGISTRY DIVISION OF LANARK SOUTH (No. 37)



Plan of Survey of Part of Lot 21, Concession 2 Township of North Burgess County of Lanark

Scale 1" = 50'

John F. Goltz O.L.S 1984

CAUTION - THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT

1 THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER

2 THE SURVEY WAS COMPLETED ON THE 20th DAY OF JANUARY, 1984

FEBRUARY 12, 1984  
 DATE  
John F. Goltz  
 SURVEYOR

**NOTES & LEGEND**

STANDARD IRON BAR shown 1904

SHORT STANDARD IRON BAR shown 1904

IRON BAR shown 1904

CUT CORNER shown 1904

ROCK BAR shown 1904

ROCK POST shown 1904

MONUMENT PLANTED shown 1904

MONUMENT FOUND shown 1904

I.P. denotes Iron Pipe

P.F. denotes Found

ALL DENOTES MEASURED

W.I. denotes witness

P.B.W. denotes post and wire

O.N.W. denotes ordinary high water mark

N.T. denotes not to scale

S.A. denotes self angle

BEARINGS ARE ASTROMERIC DERIVED FROM THE SOUTHWEST LIMIT OF PART 1, PLAN 27R-2708 SHOWN TO BE NS10P5 50'

ALL SHOWN TIES ARE PERPENDICULAR UNLESS SHOWN OTHERWISE

THIS PLAN WAS PREPARED FOR  
 FROM THE OFFICE OF  
**JOHN F. GOLTZ**  
 ONTARIO LAND SURVEYOR  
 BOX 388, PERTH, ONTARIO 267-6366

EXAMINED JFG MATH CHECK RC.

## Strategic Plan Update – as at April 9<sup>th</sup>, 2024

NOTE: Actions are in no particular order. Actions may involve more than one department. These are in addition to day-to-day services provided in each department.

Changes since last update are highlighted in yellow.

### Strategic Priority #1 – Strong Community

Planning and Development	Status/Timeline	Origin of Priority	Department Lead
Undertake a Growth Management Plan	· Not started/2024	Strategic Plan	Building and Planning
Comprehensive Zoning By-Law Review	· Initial Report to Council/May 2024	Strategic Plan Provincial Requirement	Building and Planning
Adopt Dark Skies Policy - Public	· Not started/2025	Strategic Plan	Building and Planning

Waste Management Master Plan	Status/Timeline	Origin of Priority	Department Lead
Prepare and Undertake Blue Box Transition	· Initial Report to Council/February 2024 · Circular Materials Agreement/May 2024	Strategic Plan	Public Works
Investigate and Implement Composting Options	· Report to Council/November 2023 · Implement Recommendations/2024	Strategic Plan Waste Management Master Plan	Public Works
Review Glen Tay Waste Site Layout	· Investigating Options to Move Operations from Active Landfill/2023-2024	Strategic Plan Waste Management Master Plan	Public Works
Optimize Waste Site Hours of Operation	· Complete	Strategic Plan Waste Management Master Plan	Public Works
Investigate Mattress Recycling Program/Events	· Initial Report to Council/May 2023 · Additional Information/2024	Strategic Plan Waste Management Master Plan	Public Works
Investigate Implementing Glass Recycling	· Initial Report to Council/May 2023 · Will occur as part of Blue Box Transition by end of 2025	Strategic Plan Waste Management Master Plan	Public Works
Large Item Reuse – Implement Temporary Infrastructure (Sea Container) to	· Complete	Strategic Plan	Public Works

Accommodate Diversion of Larger Reuse Items		Waste Management Master Plan	
Eliminate 20 Free Bag Tags and Implement a Township Issued Clear Bag Program	<ul style="list-style-type: none"> <li>Initial Report to Council/May 2023</li> <li>Recommendations to Council/2024</li> </ul>	Strategic Plan Waste Management Master Plan	Public Works
Review Feasibility of Pilot for Construction Demolition Recycling	<ul style="list-style-type: none"> <li>Not started/2025</li> </ul>	Strategic Plan Waste Management Master Plan	Public Works

<b>Accessibility</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Develop and Implement Updated Multi-Year Accessibility Plan	<ul style="list-style-type: none"> <li>Not started/2024</li> </ul>	Strategic Plan Provincial Requirement	CAO/Clerk

<b>Age-Friendly Community Plan</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Offer Additional Seniors Programs and Seminars	<ul style="list-style-type: none"> <li>Complete</li> </ul>	Strategic Plan Age-Friendly Community Plan	CAO/Clerk
Promote Available Health Resources, Programs, 211, etc.	<ul style="list-style-type: none"> <li>Not started/2025</li> </ul>	Strategic Plan Age-Friendly Community Plan	CAO/Clerk
Approach Lanark County to Discuss Collaborative Transportation	<ul style="list-style-type: none"> <li>Not started/2025</li> </ul>	Strategic Plan Age-Friendly Community Plan	CAO/Clerk

## Strategic Priority #2 – Healthy Environment

Climate Action Plan	Status/Timeline	Origin of Priority	Department Lead
Meet Corporate Greenhouse Gas Reduction Target of 55%	· Municipal Office LED Lighting/2024	Strategic Plan Climate Action Plan	Building and Planning
Meet Community Greenhouse Gas Reduction Target of 45%	· Not started/2024	Strategic Plan Climate Action Plan	Building and Planning
Continue Implementing Home Energy Retrofit Program (BetterHomes Tay Valley)	· County submitted grant application on behalf of all local municipalities/2024	Strategic Plan Climate Action Plan	Building and Planning
Support the Lanark Leeds Home Builders Association zero emission construction through green development standards	· Not started/2024	Strategic Plan Climate Action Plan	Building and Planning
Develop Ongoing Communications Strategy that Informs and Motivates Community Climate Actions by Residents, Businesses, and Community Organizations	· Not started/2024	Strategic Plan Climate Action Plan	Building and Planning
Install Electric Vehicle Charger(s) at Municipal Workplaces for Use by Councillors, Staff and the Public	· Grant Application Submitted/2024	Strategic Plan Climate Action Plan	Building and Planning
Facilitate Planting of 10,000 Trees/Year, Incentivize Personal Commitment to Plant 10 Trees/Person/Year	· Not started/2024	Strategic Plan Climate Action Plan	Building and Planning
Develop a Climate Adaptation Plan	· Not started/2025	Strategic Plan Climate Action Plan	Building and Planning
At Beginning of Council Term, Amend Green Energy and Climate Change Working Group Terms of Reference to Remove Completed Tasks and Add New Tasks To Meet Requirements of Plan	· Not started/2026	Strategic Plan Climate Action Plan	Building and Planning

<b>Environmental Protection</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Adopt Communal Systems Policy	· Report to Council/May 2024	Strategic Plan	Building and Planning
Adopt Updated Mandatory Septic Re-Inspection Program to Include All Lakes and Rivers	· Complete		
Adopt Site Alteration Policy	· Not started/2025	Strategic Plan	Building and Planning
Adopt Shoreline Planting Policy	· Not started/2025	Strategic Plan	Building and Planning

### Strategic Priority #3 – Thriving Culture, Economy and Tourism

Recreation Master Plan	Status/Timeline	Origin of Priority	Department Lead
Complete Redevelopment of Glen Tay Swimming Area	· Complete	Strategic Plan Recreation Master Plan	CAO/Clerk
Open Forest Trail Park to the Public	· Complete · Develop and install signage and maps/2024 · Grand Opening/Fall 2024 · Pavilion Install/2024	Strategic Plan Recreation Master Plan	CAO/Clerk
Design and Install Energy Node in Forest Trail Park	· Not started/2024	Strategic Plan	CAO/Clerk
Complete Redevelopment of Maberly Community Park	· Installation of Accessible Pathways is last item/2024	Strategic Plan Recreation Master Plan	CAO/Clerk
Complete Redevelopment of Otty Lake Boat Launch	· Complete	Strategic Plan Recreation Master Plan	CAO/Clerk
Redevelop Noonan Access Point	· Not started/2024	Strategic Plan Recreation Master Plan	CAO/Clerk
Redevelop Mississippi River Access Point	· Not started/2025	Strategic Plan Recreation Master Plan	CAO/Clerk
Expand Promotion of Community Halls as Viable and Affordable Locations for Event and Programming Rentals	· Ongoing as part of new programming, activities and events at both halls	Strategic Plan Recreation Master Plan	CAO/Clerk
Develop Maintenance Plans for Community Halls Based on Building Condition Assessments	· Reviewed annually as part of budget process	Strategic Plan Recreation Master Plan	Public Works
Continue Planning for Multi-Use Recreation Facility with Neighbouring Municipalities	· Ongoing	Strategic Plan Recreation Master Plan	CAO/Clerk
Highlight and Promote the Potential Opportunities for Recreational Activities on Crown Land within the Municipality, such as Hunting, Fishing, Off-Road Vehicle Use, and Snowmobiling	· Not started/2026	Strategic Plan Recreation Master Plan	CAO/Clerk
Redevelop O'Neil Park	· Not started/2026	Strategic Plan Recreation Master Plan	CAO/Clerk

Undertake Parks Plan for the Land Behind the Maberly Community Hall	· Not started/2026	Strategic Plan Recreation Master Plan	CAO/Clerk
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<b>Culture</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Redevelopment of Fagan Lake (Rokeby) Cemetery	· Legal status, signage, annual ground maintenance – complete · Recording data on headstones and putting into GIS/2025	Strategic Plan Provincial Requirement	CAO/Clerk
Bring Bolingbroke Cemetery into Compliance	· Complete	Strategic Plan Provincial Requirement	CAO/Clerk
Bolingbroke Cemetery Expansion	· Preliminary Work/2024	Council Commitment Previous Term	CAO/Clerk
Bring Pinehurst Cemetery into Compliance	· Work has started/2024	Strategic Plan Provincial Requirement	CAO/Clerk
Redevelopment of Olde Private Burying Site	· Not started/2026	Strategic Plan Provincial Requirement	CAO/Clerk

<b>Economic Development and Tourism</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Develop 25th Anniversary Business Recognition Program	· Complete	Strategic Plan	CAO/Clerk
Reintroduce Legacy Farms Program	· Complete	Strategic Plan	CAO/Clerk
Establish Economic Development and Tourism Action Plan	· Not started/2025	Strategic Plan Service Delivery Review	CAO/Clerk
Begin Implementing Recommendations from the Economic Development and Tourism Action Plan (continued in future years)	· Not started/2026	Strategic Plan Service Delivery Review	CAO/Clerk

## Strategic Priority #4 – Sustainable Finances

<b>Asset Management</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Add Core Assets to Asset Management Plan	· Complete	Strategic Plan Provincial Requirement	Finance
Add Current Levels of Service and Cost of Maintaining Those Levels of Service to Asset Management Plan	· In Progress/2024	Strategic Plan Provincial Requirement	Finance
Implement Asset Management Software	· Complete	Strategic Plan Provincial Requirement	Finance
Add Lifecycle Management and Financial Strategy to Asset Management Plan	· In Progress/2024	Strategic Plan Provincial Requirement	Finance
Adopt Long-Term Financial Plan	· Not started/2025	Strategic Plan Provincial Requirement	Finance

<b>Fiscal Responsibility</b>	<b>Status/Timeline</b>	<b>Origin of Priority</b>	<b>Department Lead</b>
Conduct Cost Recovery Review of the Building Department	· Complete	Strategic Plan Service Delivery Review	Finance
Conduct Pay Equity and Compensation Review	· In progress/2024	Strategic Plan Provincial Requirement	CAO/Clerk
Adopt Updated Remuneration and Personal Expenditure Policy	· In progress/2024	Strategic Plan	CAO/Clerk
Conduct Cost Recovery Review of the Planning Department	· Not started/2024	Strategic Plan Service Delivery Review	Finance
Implement Pre-Consultation Fees for Planning Applications	· Complete	Strategic Plan Service Delivery Review	Building and Planning
Implement Additional Fees for Complicated Planning Applications	· Complete	Strategic Plan Service Delivery Review	Building and Planning

## Strategic Priority #5 – Good Governance

Human Capital	Status/Timeline	Origin of Priority	Department Lead
Hold Discussion with Council about Quarterly Team Building Activities for Council and Senior Staff, and for All Staff	· Not started/2024	Strategic Plan	CAO/Clerk
Adopt Updated Harassment and Violence in the Workplace Policy	· Not started/2024	Strategic Plan Provincial Requirement	CAO/Clerk
Adopt Work Life Balance Policy	· Not started/2025	Strategic Plan	CAO/Clerk
Adopt Updated Employee Recognition Policy	· Not started/2025	Strategic Plan	CAO/Clerk
Adopt Formal Training Policy (currently an informal practice not in writing)	· Not started/2026	Strategic Plan	CAO/Clerk

Communications	Status/Timeline	Origin of Priority	Department Lead
Compile and Present Annual Reports on Strategic Plan Progress (all years)	· First Report/April 2024	Strategic Plan	CAO/Clerk
Introduce "Did You Know?" Series	· Introduced in 2023, no staffing capacity to continue in 2024, re-evaluate in 2025	Strategic Plan Service Delivery Review	CAO/Clerk
Introduce Annual Municipal Report Card	· Introduced in 2023 · 2024 – Not started	Strategic Plan Service Delivery Review	CAO/Clerk
Produce 2024 Tay Valley Guide	· Council removed from the budget.	Strategic Plan Service Delivery Review	CAO/Clerk
Hold 25th Anniversary Celebrations	· Complete	Strategic Plan	CAO/Clerk
Create and Operationalize Internal and External Communication Strategies	· Not started/2025	Strategic Plan Service Delivery Review	CAO/Clerk
Adopt a Social Media Policy	· Not started/2025	Strategic Plan Service Delivery Review	CAO/Clerk
Explore Live Streaming/Live Broadcasting of Committee of the Whole and Council Meetings	· Not started/Fall 2024	Strategic Plan	CAO/Clerk

Process Improvement	Status/Timeline	Origin of Priority	Department Lead
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Develop and Implement Standard Operating Procedures (SOPs) across the Organization (all years)	· Ongoing	Strategic Plan Service Delivery Review	All
Implement Electronic Time Sheets	· Software Upgrade/2024 · Electronic Time Sheet Live/2025	Strategic Plan Service Delivery Review	Finance
Implement Electronic Building Permit Applications	· In Progress/2024	Strategic Plan Service Delivery Review	Building and Planning
Upgrade Telephone System	· Complete	Strategic Plan	CAO/Clerk
Upgrade Photocopiers	· Complete	Strategic Plan	CAO/Clerk
Implement On-Line Tax Look-Up System	· Complete	Strategic Plan	Finance
Update Code of Conduct for Members of Council and Local Boards	· Complete	Strategic Plan	CAO/Clerk
Adopt Reserve Funds Management Policy	· Not started/2025	Strategic Plan	Finance
Adopted Updated Procurement Policy	· Not started/2025	Strategic Plan	Finance
Adopt Credit Card Policy	· Not started/2025	Strategic Plan	Finance
Adopt Updated Public Notice Policy	· Not started/2024	Strategic Plan	CAO/Clerk
Review Access to Sand Policy	· Not started/2025	Strategic Plan	Public Works
Adopt Updated Procedural By-Law	· Not started/2025	Strategic Plan	CAO/Clerk
Implement Electronic Planning Applications	· Not started/2025	Strategic Plan Service Delivery Review	Building and Planning
Adopt Investment Policy	· Not started/2026	Strategic Plan	Finance
Procure and Implement Budgeting Software	· Not started/2026	Strategic Plan	Finance
Complete Functional Assessment to Investigate Possible Consolidation of Garages and Sand Domes within the Public Works Department	· Not started/2026	Strategic Plan Service Delivery Review	Public Works
Adopt Updated Building By-Law	· Not started/2026	Strategic Plan Service Delivery Review	Building and Planning

## Other Priorities

Other Priority	Status/Timeline	Origin of Priority	Department Lead
Private Unassumed Roads	· Ongoing	Council	CAO/Clerk
Records Management <ul style="list-style-type: none"> <li>· Naming and Tracking of By-Laws</li> <li>· Policy</li> </ul>	· By-Laws – 2024 · Policy – 2025	Provincial and Operational	CAO/Clerk
Asset Management Plan – Small Asset Tracking	· Gather and Input Data/2024	Service Delivery Review	Public Works
The Emily Project (Farm Civic Addresses)	· Drafted/2024	Council	Public Works
Christie Lake North Shore Road <ul style="list-style-type: none"> <li>· MNR Survey</li> <li>· MNR Land Purchase</li> </ul>	· Waiting on MNRF	Provincial and Operational	Public Works
Development Charges By-Law - 5-Year Update	· Consultant Retained/2024	Provincial Requirement	Finance
Development Charges By-Law – Maberly Pines Options	· Consultant Retained/2024	Council	Finance
Refundable Security Deposits Policy	· Conduct Review/2026	Provincial and Operational	Finance
OP 5 Year Review	· Waiting on County Approval/2024	Provincial Requirement	Building and Planning
Inactive Building Permits Policy	· Not started/2025	Provincial and Operational	Building and Planning
Go through Old Building Permits in Order to Close Files	· Ongoing	Provincial and Operational	Building and Planning

# 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 25<sup>th</sup>, 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.*
52. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average - January to December 2023 – *attached, page 105.*



1. **Municipality of Chatham-Kent:** Resolution – Amend Blue Box Regulation – *attached, page 7.*
2. **Municipality of Tweed:** Resolution – Amend Blue Box Regulation – *attached, page 9.*
3. **Loyalist Township:** Resolution – Blue Box Regulation – *attached, page, 10.*
4. **Township of Puslinch:** Resolution – Enbridge Gas Follow-Up – *attached, page 12.*
5. **Municipality of Tweed:** Resolution – Enbridge Gas 2024 Rebasing Application – *attached, page 15.*
6. **Town of Orangeville:** Resolution – Social and Economic Prosperity Review – *attached, page 19.*
7. **Township of South Glengarry:** Resolution – Ontario’s Economic Prosperity and Quality of Life – *attached, page 21.*
8. **Township of Puslinch:** Resolution – Ontario’s Policy Update Regarding Social and Economic Prosperity Review – *attached, page 23.*
9. **Township of Limerick:** Resolution – Social and Economic Prosperity Review – *attached, page 26.*
10. **Hanover:** Resolution – Social and Economic Prosperity Review – *attached, page 27.*
11. **Director of the Consumer Policy and Liaison Branch, Ministry of Public and Business Service Delivery:** Response – Cemetery Transfer/Abandonment Administration and Management Support – *attached, page 29.*
12. **Town of Kearney:** Resolution – Cemetery Administration Management – *attached, page 31.*
13. **Township of Puslinch:** Resolution – Cemetery Administration Management Support – *attached, page 32.*
14. **Clearview Township:** Resolution – Cemetery Transfer/Abandonment Administration and Management Support – *attached, page 34.*
15. **Clearview Township:** Resolution – Report LS-032-2023 – *attached, page 36.*
16. **Tay Township:** Resolution – Provincial Cemetery Management Support Request – *attached, page 43.*
17. **The Municipality of Markstay Warren:** Resolution – Provincial Cemetery Management Support Request – *attached, page 45.*

18. **The Corporation of the Municipality of St.Charles:** Resolution – Provincial Cemetery Management – *attached, page 47.*
19. **Town of Huntsville:** Resolution – Provincial Cemetery Management – *attached, page 49.*
20. **The Corporation of the Municipality of Wawa:** Resolution – Provincial Cemetery Management – *attached, page 50.*
21. **Township of McMurrich/Monteith:** Resolution – Provincial Cemetery Management – *attached, page 52.*
22. **Village of Merrickville Wolford:** Resolution – Expanding the Life of Fire Apparatus – *attached, page 53.*
23. **Prince Edward County:** Resolution – Life Span of Fire Apparatus – *attached, page 54.*
24. **Lanark Highlands:** Resolution – Expanding the Life of Fire Apparatus – *attached, page 56.*
25. **Corporation of the Municipality of Calvin:** Resolution – Fire Apparatus – *attached, page 58.*
26. **The Township of Georgian Bay:** Resolution – Tax Credit for Volunteer Firefighters – *attached, page 59.*
27. **The Corporation of the Municipality of Wawa:** Resolution – Tax Credit for Volunteer Firefighters – *attached, page 60.*
28. **The Corporation of the Town of Grimsby:** Resolution – Tax Credit for Volunteer Firefighters – *attached, page 62.*
29. **Town of Lincoln:** Resolution – Tax Credit for Volunteer Firefighters – *attached, page 64.*
30. **The Town of Plympton-Wyoming:** Resolution – Tax Credit for Volunteer Firefighters – *attached, page 66.*
31. **County of Frontenac:** Resolution – Tax Credits for Volunteer Firefighting and Search and Rescue Volunteer – *attached, page 67.*
32. **Town of Hanover:** Resolution – Tax Credits for Volunteer Firefighting and Search and Rescue Volunteer from \$3000 to \$10,000 – *attached, page 69.*
33. **The Corporation of the Town of Moosonee:** Resolution – Tax Credits for Volunteer Firefighting and Search and Rescue Volunteer from \$3000 to \$10,000 – *attached, page 70.*

34. **Township of Limerick:** Resolution – National Fire Fighting Strategy – *attached, page 71.*
35. **Corporation of the Municipality of Calvin:** Resolution – National Fire Fighting Strategy – *attached, page 72.*
36. **Seniors for Social Action:** Bulletin – Provincial Advocacy Bulletin – *attached, page 76.*
37. **The Corporation of the Municipality of St.Charles:** Resolution – Guaranteed Livable Income – *attached, page 79.*
38. **Prince Edward County** – Resolution – Guaranteed Livable Income – *attached, page 80.*
39. **The Corporation of the Municipality of Wawa:** Resolution – Guaranteed Livable Income – *attached, page 82.*
40. **The Corporation of the Municipality of St. Charles:** Resolution – Fixing Long-Term Care Amendment – *attached, page 83.*
41. **Municipality of North Perth:** Update – Fixing Long-Term Care Amendment – *attached, page 84.*
42. **The Corporation of the Municipality of St. Charles:** Resolution – Unnecessary Noise- Engine Brakes – *attached, page 86.*
43. **Municipal of Shuniah:** Resolution – Excessive Noise – *attached, page 88.*
44. **The Corporation of the Town of Cobourg:** Resolution – Affordability of Water and Wastewater Systems in Rural and Small Urban Municipalities – *attached, page 89.*
45. **The Town of Plympton-Wyoming:** Resolution – Affordability of Water and Wastewater Systems in Rural and Small Urban Municipalities – *attached, page 91.*
46. **County of Renfrew:** Resolution – Affordability of Water and Wastewater Systems – *attached, page 92.*
47. **City of Stratford:** Resolution – Declaration of Road Safety Emergency – *attached, page 95.*
48. **County of Lambton:** Resolution – Province of Ontario Assumes Responsibility for the Gardiner Expressway and the Don Valley Parkway – *attached, page 96.*
49. **Township of the Whitewater Region:** Resolution – Highway Infrastructure Request – *attached, page 98.*
50. **The Corporation of the Municipality of Wawa:** Resolution – Pausing Advancement on Proposed Highway 413 – *attached, page 99.*

51. **Township of Amaranth:** Resolution – Highway 413 – *attached, page 100.*
52. **Township of Puslinch:** Resolution – Association of Ontario Roads Supervisors Training – *attached, page 101.*
53. **The Municipality of Powassan:** Resolution – Municipal Equipment Operator Course – *attached, page 103.*
54. **The Corporation of the Municipality of St. Charles:** Resolution – Municipal Equipment Operator Course – *attached, page 105.*
55. **Corporation of the Municipality of St. Charles:** Resolution – Potential Municipal Operator Course – *attached, page 106.*
56. **The Municipality of Powassan:** Resolution – Operational Budget Funding – *attached, page 107.*
57. **Township of Amaranth:** Resolution – Operational Budget Funding – *attached, page 108.*
58. **The Corporation of the Municipality of St. Charles:** Resolution – Amendments to the Residential Tenancies Act – *attached, page 109.*
59. **The Corporation of the Town of Alymer:** Resolution – Amendments to the Residential Tenancies Act – *attached, page 110.*
60. **City of Quinte West:** Resolution – Housing Funding – *attached, page 112.*
61. **Town on Lincoln:** Resolution – Urgent Need for Increased Funding to Libraries and Museums in Ontario – *attached, page 114.*
62. **The Corporation of the Municipality of Wawa:** Resolution – Increased Funding to Libraries and Museums in Ontario – *attached, page 117.*
63. **The Corporation of the Town of Grimsby:** Resolution – Support the Amendment to the Occupational Health and Safety Act to Clarify the Definition Employer – *attached, page 118.*
64. **The Corporation of the County of Northumberland:** Resolution – Support the Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 120.*
65. **The Town of Plympton-Wyoming:** Resolution – Support the Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 124.*
66. **City of Greater Sudbury:** Resolution – Amendment to the Occupational Health and Safety Act to Clarify the Definition of Employer – *attached, page 125.*

67. **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 127.*
68. **Town of Aurora:** Resolution – Structure Under Strong Mayor Powers – *attached, page 129.*
69. **Town of Aurora:** Council Meeting Extract – Strong Mayor Powers - *attached, page 131.*
70. **Town of Aurora:** Resolution – Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use – *attached, page 133.*
71. **Town of Aurora:** Council Meeting Extract – Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use – *attached, page 135.*
72. **Municipality of Brighton:** Resolution – Ride-Sharing Service to Address Transportation Gaps – *attached, page 137.*
73. **The Corporation of the City of Clarence-Rockland:** Resolution – 9-8-8 National Suicide and Crisis Hotline – *attached, page 139.*
74. **Leeds, Grenville & Lanark District Health Unit:** Summary – Board of Health Meeting – *attached, page 140.*
75. **Parks Canada:** Information Bulletin – Notice of Mooring Restrictions – *attached, page 141.*
76. **The Corporation of the Town of Cobourg:** Resolution – Ontario Heritage Act – *attached, page 142.*
77. **The Corporation of the Municipality of St. Charles:** Resolution – Rising Municipal Insurance Costs – *attached, page 144.*
78. **Township of Asphodel Norwood:** Resolution – Rising Municipal Insurance Costs – *attached, page 145.*
79. **The Corporation of the Town of Bracebridge:** Resolution – Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework – *attached, page 147.*
80. **Town of Aurora:** Resolution – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement – *attached, page 149.*
81. **Town of Aurora:** Council Meeting Extract – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement – *attached, page 152.*
82. **Loyalist Township:** Resolution – Budgetary Pressures Relating to Infrastructure, Maintenance and Repairs – *attached, page 155.*

83. **The Corporation of the Municipality of St. Charles:** Resolution – Ministry of the Environment, Conservation and Parks (MECP) Proposal to Expand the Use of Permit- by-Rule – *attached, page 157.*
84. **Prince Edward County:** Resolution – Ministry of the Environment, Conservation and Parks (MECP) Proposal to Expand the Use of Permit-by-Rule – *attached, page 158.*
85. **Tay Valley Township:** Notice – Proposed Change to an Approved Renewable Energy Project – *attached, page 160.*
86. **The Corporation of the Town of Grimsby Administration:** Resolution – Support for a Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates – *attached, page 161.*
87. **Prince Edward County:** Resolution – Support for a Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates – *attached, page 163.*
88. **Municipality of Central Huron:** Letter of Support – Tay Valley Township’s Request to Amend the Legislation Act, 2006 to Include Digital Publications – *attached, page 164.*
89. **Tay Valley Township:** Report – Building Permits – March 2024 – *attached, page 168.*
90. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January 2024 to March 2024 – *attached, page 169.*

# UPDATES

## COMMITTEE OF ADJUSTMENT MINUTES

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Monday, March 18<sup>th</sup>, 2024

5:00 p.m.

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

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**ATTENDANCE:**

**Members Present:**

Chair, Larry Sparks  
Peter Siemons  
Richard Schooley

**Members Absent:**

None

**Staff Present:**

Noelle Reeve, Planner  
Garry Welsh, Secretary/Treasurer  
Amanda Mabo, Chief Administrative Officer/Clerk

**Staff Absent:**

None

**Applicants/Agents Present:**

Chris Clarke, ZanderPlan Inc., Agent/Applicant  
Spencer Kell, Owner

**Public Present:**

Dr. Jessica Younes  
Sara Simpson  
Garry Dean  
Simon Spanchak  
Danny Jollimore  
Teri McKay  
Josh Simpson  
Christa Haddad  
Roland Spuehler  
Genevieve gallant  
Linzi Schofield

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**1. CALL TO ORDER**

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

**2. AMENDMENTS/APPROVAL OF AGENDA**

The Agenda was adopted as presented.

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

None at this time.

**4. APPROVAL OF MINUTES**

i) **Committee of Adjustment Meeting – February 26th, 2024.**

The minutes of the Committee of Adjustment meeting held on February 26<sup>th</sup>, 2024, were approved as circulated.

**5. INTRODUCTION**

The Chair welcomed the attendees. The Chair 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:

**MV23-10 – Scobie**, Concession 6, Part Lot 23, geographic Township of North Burgess

**MV24-02 – March**, Concession 3, Part Lot 12, geographic Township of North Burgess

**MV24-02 – Kell**, Concession 8, Part Lots 13 and 14, geographic Township of South Sherbrooke

## 6. APPLICATIONS

### i) FILE #: MV23-10 – Scobie

#### a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the applicant worked closely with the Rideau Valley Conservation Authority (RVCA) and Planner to revise the original application as the applicant was proposing a much larger expansion which would have encroached farther towards the lake. RVCA comments, received after the Planner's report was completed, supported the revised proposal submitted by the applicant.

#### b) APPLICANT COMMENTS

None.

#### c) ORAL & WRITTEN SUBMISSIONS

None.

#### d) DECISION OF COMMITTEE

### **RESOLUTION #COA-2024-03**

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

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV23-10 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and Section 5.2.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 317 West Bay Drive, Concession 6, Part Lot 23, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-78800;

- To permit a 44.2 m<sup>2</sup> (476 sq ft) addition to a cottage, at a setback of 19m from Black Lake, rather than the 30m required.
- To permit lot coverage of 11% rather than the 10% permitted.

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

**ADOPTED**

ii) **FILE #: MV24-02 – March**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner confirmed that RVCA comments, received after the Planner's Report was completed, were supportive of the applicant's proposal. The Planner also noted that the existing Site Plan Control Agreement will be updated to include RVCA recommendations, and that replacement of the septic system will provide a net environmental gain.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

**RESOLUTION #COA-2024-04**

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

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application *MV24-02* is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and Section 5.2.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 913 Shady Lane, Concession 3, Part Lot 12, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-09300;

- To permit a 6.1 m<sup>2</sup> (65.7 sq ft) addition to a cottage, at a setback of 22m (72 ft) from Big Rideau Lake, rather than the 30m required, and
- To permit lot coverage of 11% rather than the 10% permitted;

**THAT**, the existing Site Plan Control Agreement be updated.

**AND THAT**, minor variance approval is subject to confirmation of legal access and/or road frontage.”

**ADOPTED**

iii) **FILE #: MV24-04 – Kell**

a) **PLANNER FILE REVIEW**

As a preamble, the Chair reminded all in attendance that the Committee is precluded from determining the planning merits of the application based on the personal or protected characteristics of people who may occupy the Group Home. Personal or protected characteristics include disabilities such as addiction.

The Planner then reviewed the file and PowerPoint in the agenda package. The Planner demonstrated that the proposal meets the Zoning By-Law performance standards for 1 Group Home per 1,000 residents and 500m separation between Group Homes, but the Minor Variance is sought to obtain relief from the required 30m separation from the nearby dwelling, across the road.

The Planner noted that the Mississippi Valley Conservation Authority (MVCA) had no concerns with the proposal as there is no exterior construction proposed. However, if there are any future alterations which cause disturbance within 15m (50 ft) of the river shoreline, a permit from MVCA would be required.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

Members of the Committee confirmed that they were provided with all written submissions and had reviewed them extensively. A neighbouring property owner asked if the application has required an extraordinary amount of staff time to review. The Planner confirmed that although there was a significant amount of research and review it would by no means be considered extraordinary.

Neighbouring residents also asked for clarification on the difference between the proposed group home and the former addiction treatment centre within the village of Maberly. The Planner explained that the group home is intended to provide a sober living environment for those who have already undergone addiction detoxification treatment elsewhere.

d) DECISION OF COMMITTEE

The Committee acknowledged that neighbouring property owners had concerns with the proposal for a Group Home but that these concerns are beyond the limits or purview of decisions made under the *Planning Act*.

**RESOLUTION #COA-2024-05**

**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 MV24-04 is approved, to allow a variance from the requirements of Section 3.5 (Group Homes) of Zoning By-Law 2002-121, for the lands legally described as 261 Maberly Elphin Road, Concession 8, Part Lot 13 and 14, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-010-20500;

- To permit a Group Home to be setback 18m from a dwelling on another lot rather than the 30m required.”

**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

**8. ADJOURNMENT**

The meeting adjourned at 5:49 p.m.

## **Minutes - Regular Board Meeting– February 26<sup>th</sup>, 2024**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 26<sup>th</sup> at 4:30pm, in person, with 1 member attending via videoconference.

In attendance were:

E Heesen, CEO  
T Langford, Tay Valley Chair  
L Marsh, Secretary-Treasurer (by videoconference)  
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 4:35 p.m.

### **Land/Territory Acknowledgement**

**Declaration of interest** – none.

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

24-08 The agenda was accepted with a motion from T Parkinson and seconded by A Kendrick.

Carried.

**Delegations-** E Fournier, Library Specialist – Adult & Senior Services. Introduction were made for Board and staff familiarization.

### **Consent Agenda**

- a. Approval of Minutes of January 15, 2024
- b. Correspondence and communications
  - i. news
- c. Committee Reports
  - i. Policy Committee Minutes – February 5, 2024
- d. Statement of Operations

24-09 The Consent agenda was accepted with a motion by G Waterfield and seconded by D Palmer.

Carried.

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

24-09 The CEO report was accepted with a motion by P Coutts and seconded by A Kendrick.

Carried.

## Advocacy Round Table

The following links and documents were distributed to the Board. E Heesen gave an overview of relevance using the new pilot project with The Table as an example.

OLS Governance Hub - Community Relations: <https://resources.olservice.ca/community-and-municipal-connections/partnerships>

OLS Governance Hub -Launching a Successful Community Partnership:

[https://efaidnbmnnnibpcajpcgclefindmkaj/https://resources.olservice.ca/ld.php?content\\_id=36752083](https://efaidnbmnnnibpcajpcgclefindmkaj/https://resources.olservice.ca/ld.php?content_id=36752083)

*Further reading for those interested: OLS: Community Outreach & Engagement*

<https://resources.olservice.ca/community-outreach-and-engagement>

## Policy Review

- a. 2.B-2 Board Advocacy
- b. 2.B-4 Policy Development

24-10 Policies 2.B-2 and 2.B-4 were accepted with a motion by T Parkinson and seconded by L Logan.

Carried.

## Unfinished and New Business

- a. CEO performance appraisal committee – The appraisal for interim CEO J Hansen is almost completed and will be reported on at the next meeting.
- b. 2024-25 Agility Plan. E Heesen presented the 2024-25 Agility Plan to the Board and reviewed the process completed in its development.

24-11 The 2024-25 Agility Plan was approved with a motion by D Hamilton Foley and seconded by D Palmer.

Carried.

## Upcoming Meeting dates

- a. Property Committee Monday March 4 at 5pm
- b. Board meeting Monday March 18 at 4:30 pm
- c. Policy Committee Monday April 8 at 4:00 pm

24-12 Motion to adjourn moved by A Kendrick at 5:26 pm.

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Chairperson

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Secretary-Treasurer

# POLICE SERVICES BOARD MINUTES

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Tuesday, March 25<sup>th</sup>, 2024

2:00 p.m.

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

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## ATTENDANCE:

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

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

**Others Present:** Jacqueline Entwistle, OPP, Staff Sergeant

**Members & Staff Absent:** None

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## 1. CALL TO ORDER

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

## 2. 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) Minutes – November 28<sup>th</sup>, 2023.

The minutes of the Police Services Board Meeting held on November 28<sup>th</sup>, 2023  
were approved as circulated.

## 5. DELEGATIONS & PRESENTATIONS

None.

## 6. CORRESPONDENCE

None.

## 7. BUSINESS

### i) Policing Contract.

- a) Lanark County OPP – 4<sup>th</sup> Quarter Report.
- b) Lanark County OPP – 5 Year Report.

The Board reviewed the reports.

### ii) Detachment Commander Update.

Interviews are being conducted this week. Warden Steve Fournier, Beckwith Reeve Richard Kidd and Carleton Place Councillor Dena Comley are sitting in on the interviews.

### iii) Copper Wire Theft Update.

A three-member community street crime team is in place that focuses on property crime and street level drugs. They rely on stats and informants to solve files. Some charges have been laid in the copper wire theft incidents in Tay Valley that should end most of the thefts in the Township for the moment. The charges are still with the courts.

### iv) Rise in Property Crime.

In the absence of the Acting Detachment Commander no report was available.

### v) Status of Township Request for Enforcement.

Acting Detachment Commander.

- Harper Road

Some patrol was done but charges have not increased.

- Glen Tay Road

No update was provided.

A Speeding Complaint Policy is in place at the Township and the Township has followed the policy and are now looking for the OPP to provide patrol. The OPP indicates that they do not have the resources to conduct proactive patrols. The Reeve will bring this forward as a topic for discussion at the new Detachment Board to see how the OPP can resolve this issue. In the meantime, the Staff Sargeant will bring this forward again.

vi) **Detachment Board Update.**

The Reeve and Chief Administrative Officer/Clerk informed the Board that the below items have been either dealt with or are in final draft form for the new Detachment Board to consider for adoption.

- Terms of Reference
- Council Representative
- Community Representative
- Policies
  - Travel and Expense Policy
  - Remuneration Policy
  - Complaints Policy
  - Annual Review of the Detachment Commander Policy
  - Procedural By-Law
- Job Description and Ad for Secretary-Treasurer to the Board
- Budget
- Board Composition
- First Meeting of the Detachment Board

Province is not providing clear direction. The Board cannot meet until the mandatory training is taken but the Province has not yet released it.

The Lanark County Board is way ahead of any other Boards in the Province.

There was agreement at the last meeting that since there is a window to reduce the size of the Board the Transition Committee is going to take that step and suggest reducing the size from a twenty-member board to a twelve-member board with eight municipal reps, two community reps and two provincial reps.

Another meeting of the Transition Committee will occur on April 17<sup>th</sup>.

vii) **Recruitment for a new Detachment Commander Update.**

See item 7 ii).

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

This Association is no longer in existence as of April 1<sup>st</sup>.

ix) **OAPSB Zone 2 Update.**

The OAPSB annually requests each Zone to submit a nominee to serve as the Zone Director. Further, they ask that a name be submitted by April 1st. While some Zone's met prior to that date to select an Executive and Director, Zone 2 does not. The Chair has reached out to the current Zone 2 Director King Yee (Brockville PSB) asking if he would serve again in 2024. He has confirmed that he would serve as the Zone 2 Director this year. Unless there is another candidate in Zone 2 that wishes to serve as Director the membership will be asked to sanction King Yee's nomination.

A full outline of the Belleville meeting will be circulated in mid April. The agenda will be sent off in mid May.

2024 Zone 2 meeting schedule: Belleville June 14<sup>th</sup>  
Pembroke September 19<sup>th</sup> to 20<sup>th</sup>  
Ottawa November 29<sup>th</sup>

x) **Member Roundtable.**

The Chair indicated that he was honoured for his twelve years of service on the Board and thanked those at Tay Valley and at the OPP, and thanked the Secretary/Treasurer to the Board.

The Reeve thanked the Chair for his service over the years, and Brian Campbell for his service.

B. Campbell also thanked the Chair for his invaluable service to not only the Township Board but also the Lanark County Association and at Zone 2.

**8. NEW/OTHER BUSINESS**

None.

**9. PSB MEETING SCHEDULE**

The Board will no longer be in existence as of April 1, 2024.

**10. DEFERRED ITEMS**

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

- None

**11. ADJOURNMENT**

The Board adjourned at 3:11 p.m.

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

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

#### **2023 Planning Overview**

Staff provided an overview of MVCA planning advisory services for 2023. A total of 456 total inquiries and 300 planning applications were received in 2023. Due to Bill 23, MVCA no longer comments on matters related to natural heritage features such as fish habitats, waterbody setbacks, or water quality. Lidar imagery now covers the entire watershed, facilitating assessment of high steep slopes in the watershed.

#### **Watershed Outlook**

Rainfall and warm temperatures triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8<sup>th</sup> due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. Roughly 4 inches of rainfall/precipitation is needed over the next two months to fill the lakes.

#### **GM Update**

- The first Community Liaison Committee (CLC) meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are underway.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31st, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

#### **Draft Land Inventory Report**

A Draft Land Inventory Report was prepared under O. Reg. 686/21 of the *Conservation Authorities Act*. The report identifies all properties that MVCA owns, controls, has an operational interest in, or visible presence on so that all of MVCA's land interests are captured.

## CA Act and Regulatory Changes

Regulatory changes to the *Conservation Authorities Act (CAA)* were published by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024:

- O. Reg. 41/241 amends permitting powers and processes under Section 28 of the Act, and takes effect April 1, 2024.
- O. Reg. 42/242 amends the scope of CA mandatory programs and services, and came into effect the day it was filed February 16, 2024.
- Enactment of O. Reg. 688/21; and
- Changes to Sections 28 and 30 of the CAA, proclaimed to take effect April 1, 2024.

In response to these changes, the Board approved:

- update of *MVCA Regulation Policies* to comply with O. Reg. 41/24 to take effect April 1, 2024.
- appointment of William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.

## Wetland Offsetting Policy Update

MVCA staff held three briefing sessions with municipal partners to obtain feedback on draft policies for wetland offsetting. Staff presented the rationale for the updated policies and addressed questions of municipal staff. Municipalities were requested to provide feedback by March 1, 2024. No further comments or questions were received and no major concerns were raised during the briefing sessions. The Board approved the revisions to the wetland offsetting policy and other changes to *MVCA's Regulation Policies*.

## Changes to the Municipal Class EA Act

On February 16, 2024, the province announced that it plans to proceed with changes to the *Municipal Class EA* and provided 30 days to comment on the draft changes. The province has outlined proposed changes but not published a draft of the regulation for review. The changes have significant implications for timelines for municipalities and the construction of residential infrastructure by private developers.

## 2024 Audit Update

The Board approved amendment of MVCA's *Tangible Capital Assets Policy* to include an *Asset Retirement Obligations (ARO)* policy and procedure.

## Budget Control Report for 2023

Total 2023 expenditures and revenues were within 1% of the approved 2023 Budget.

## K&P Trail Sale

MVCA has received three draft documents prepared on behalf of the counties of Lanark, Frontenac and Renfrew: Agreement of Purchase and Sale (APS); Lease Agreement; Memo of title issues along MVCA's section of the trail. Staff have sought legal counsel on the draft

documents, and begun follow-up discussions with the County of Lanark, which is acting on behalf of all three counties. MVCA has begun review of the parcels in question to assess the degree of potential risk associated with each.

**ATTACHMENTS:**

- Draft minutes of the March 11, 2024 Board of Directors Meeting
- Approved Minutes of the February 12, 2024 Board of Directors Meeting



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

March 11, 2024

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Dena Comley  
Clarke Kelly  
Steven Lewis

**STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer  
Matt Craig, Manager of Planning and Regulations  
Alex Broadbent, Manager of IC&T  
Scott Lawryk, Property Manager  
Juraj Cunderlik, Director of Engineering  
Jennifer North, Water Systems Technologist  
Diane Reid, Environmental Planner (Rural)  
Mercedes Liedtke Environmental Planner (Ottawa)  
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:04 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 asked if there were any additions to the agenda. No additions were received.

B24/03-11 - 1

**MOVED BY:** M. Souter

**SECONDED BY:** R. Huetl

**Resolved, that the agenda for the March 11, 2024 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, February 12, 2024.

P. Kehoe asked if there were any changes or additions to the minutes. No changes or additions were received.

B24/03/11-2

**MOVED BY:** H. Yanch

**SECONDED BY:** J. Mason

**Resolved, that the minutes of the Board of Directors Meeting held on February 12, 2024 be received and approved as printed.**

**“CARRIED”**

2. Employee Presentation: 2023 Planning Overview (Diane Reid & Mercedes Liedtke)

D. Reid and M. Liedtke presented the annual overview of the MVCA planning advisory services. They described the program objectives as guiding development in and near regulated areas with an overall focus on protecting people and property from natural hazards. They highlighted that MVCA works closely with its member municipalities in an advisory role, MVCA is circulated planning applications for review in conformity with the Provincial Policy Statement (PPS) and Provincial guidelines. They noted that due to Bill 23 taking effect in 2023 MVCA no longer makes comments on with respect to impacts on significant natural heritage features such as fish habitats, waterbody setback and water quality.

They provided a breakdown of the volume of planning applications in 2023 by municipality and type of application, and a map showing the distribution of planning applications across the watershed. MVCA’s planning department received 456 inquiries in 2023. They described

challenges including: 2 subdivision applications with wetland removal, slope hazard and unauthorized development in the upper watershed and Pit/Quarry applications in Lanark Highlands. They noted that LiDAR imagery now covers the entire watershed, facilitating assessment of high steep slopes in the upper watershed.

M. Souther asked who has the authority to provide comments on planning applications with respect to significant natural heritage features due to Bill 109 and Bill 23. D. Reid responded that it is the responsibility of municipalities. She noted that MVCA assisted municipalities in this transition. M. Liedtke added that MVCA still has a role in regulating wetlands and can still review wetlands with respect to the natural hazard function including base flow and hydrologic function. D. Reid explained that the municipalities are employing different strategies, including incorporating measures into their by-laws to address aggressive applications near a waterbody or natural hazard.

A. Kendrick observed the high number of Minor Variance applications received by MVCA in 2023. He asked if the Conservation Authority has input into determining whether an application is to be treated as a minor variance or not. D. Reid responded that the planner at the municipality makes the decision as to type of application. She noted that MVCA has a screening process and will notify the applicant if their application is outside of the parameters for MVCA permitting. S. McIntyre added that MVCA does not comment on planning applications outside of their authority.

R. Kidd asked for more information on the challenges with subdivision planning applications in regards to slope hazards. D. Reid explained that there are 2 subdivision applications with unique challenges that fall within regulated wetlands. She noted the importance of finalizing wetland offsetting policies to inform similar applications.

R. Kidd commented that there are a high number of applications for Lanark Highlands and North Frontenac and asked why the volume of applications chart varies from the distribution of planning applications shown on the map. D. Reid and M. Liedtke noted the inconsistencies and will review the distribution of planning applications map.

3. Watershed Outlook, Report 3395/25, (Jennifer North)

J. North explained that rainfall and warm temperatures received have triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8<sup>th</sup> due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak this week, with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. She noted that averages have been increasing over the past 10 years. She explained that snow pack conditions as of March 1<sup>st</sup> were 50% below average. Between February 15<sup>th</sup> and

March 1<sup>st</sup>, the majority of the snow was lost due to sublimation with very little runoff. Current operating objectives are to capture as much precipitation over the next two months to be able to fill the upper lakes. She highlighted that there may be issues filling the lakes if there are low amounts of precipitation in the upcoming months. The long-range forecast predicts rain throughout April.

R. Kidd asked if the percentage of run-off is dependent on the snow pack and rain. J. North responded that the snow pack adds up to roughly 20% of the freshet, but that rain and air temperature are big factors. She estimated that about 4 inches of rainfall is needed over the next two months to fill the lakes.

R. Huetl asked if more water was left in the lakes due to a dry fall. J. North responded that water levels were kept higher due to a dry fall.

4. GM Update, Report 3402/24. (Sally McIntyre)

S. McIntyre highlighted the following items:

- MVCA's Server is being upgraded from Friday March 15- Sunday March 18.
- The first Community Liaison Committee (CLC) workshop meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are currently underway, tentatively schedule for late April with the EA results schedule to be tabled with the Board of Directors in July.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31<sup>st</sup>, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

M. Souter asked what a water budget study entails. J. Cunderlik explained that a water budget study looks at the hydrological cycle, how water is transferred throughout the watershed, by examining factors such as precipitation, infiltration into ground water and ground water flow.

R. Huetl asked if there are any updates to the Water/Sewer connection. S. McIntyre responded that there are no updates as the town of Carleton Place is still in active negotiations with Cavanagh Construction.

5. Draft Land Inventory Report, Report 3396/24, (Sally McIntyre & Alex Broadbent)

S. McIntyre presented the Draft Land Inventory Report. She noted that the report is due by the end of 2024 and is a requirement of O.Reg 686/21 Under the Conservation Authority (CA) Act.

She explained that most of the documents are on file but challenges include: inaccessible formats, conflicting land ownership information, and lack of clear easements at most dams. She provided illustrated examples for properties on the Carp River, the Clyde River, at Bennett Lake Dam, and in Poole Creek. Further discussion is needed on management objectives for some shoreline parcels acquired in the late 1980s and early 1990s. She highlighted the importance of having clear roles and responsibilities set with landowners of properties that MVCA manages.

J. Mason asked if past staff have been contacted to better understand the history of land ownership, specifically former General Manager, Paul Lehman. S. McIntyre responded that she would be reaching out to Mr. Lehman once a comprehensive list of questions was prepared.

6. CA Act and Regulatory Changes, Report 3397/24, (Sally McIntyre)

S. McIntyre outlined regulatory changes to the *Conservation Authorities Act (CAA)* released by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024. She summarized that O. Reg 42/24 amends the scope of CA mandatory programs and services; and that O. Reg 688/21, consolidated 36 different regulations into one to provide common rules across all 36 CA jurisdictions.

The focus of S. McIntyre's presentation was on changes made by O. Reg 41/24 that will take effect April 1. She stated that most elements of Section 28 of the Act were moved out of the legislation and into the new regulation and noted the following key changes: the definition of watercourse was altered; pollution and the conservation of land were removed as permitting tests and will constrain future permitting conditions; and setbacks from Provincially Significant Wetlands (PSW) were reduced from 120 meters to 30 meters. She noted that reducing the setbacks around PWS will reduce protection of the core resource due to increased edge effects. She noted that the new regulation provides for administrative reviews of submission requirements, and that Cas must notify applicants within 30 days whether their submission is deemed complete.

J. Mason asked what distinguishes a Provincially Significant Wetland (PSW) from another evaluated wetland from a regulations point of view. M. Craig responded that the policy says that a PSW has to be recognized by the MNRF. She expressed concern over a ¼ reduction of the buffer area. S. McIntyre suggested that municipalities may want to consider implementing a holding zone around PSWs. R. Kidd asked if municipalities can retain the 120-meter setback. S. McIntyre confirmed that the municipality can implement their own setback. M. Souter expressed concerns over small municipalities not having the man-power or funds to implement their own policies. P. Kehoe expressed concerns over the cost of the arbitration/ appeal process in the case of mediation at the Ontario Land Tribunal.

7. Revisions of MVCA Regulation Policies, Report 3398/24, (Matt Craig)

M. Craig explained that revisions to *MVCA's Regulation Policies* are required to be consistent with O. Reg. 41/24. He noted several key requirements including: removal of "pollution and conservation of land", change to the definition of "watercourse", and the reduction in the setback from PSWs from 120 metres to 30 metres. He also presented the new list of permitting exemptions that would require addition to MVCA regulation policies, namely maintenance or repair of municipal drains and reconstruction of a garage that does not exceed the same footprint. He noted that there are many municipal drains within the MVCA watershed. He noted that MVCA mapping will be updated to comply with these regulatory changes.

G. Gower asked about the maintenance of a municipal drain that passes through the Poole Creek Wetland and the permitting process involved. M. Craig explained that MVCA cannot permit maintenance or repair on municipal drains. S. McIntyre added that when CA's were briefed, the province hadn't considered potential overlap of municipal drains with PSWs and expects further direction from the province on this matter.

R. Kidd expressed concerns in regards to municipalities policing and permitting for municipal drains rather than the Conservation Authority. He highlighted the importance of including municipal drain rules/regulations in contracts with contractors doing maintenance on municipal drains.

**B24/03/11-3**

**MOVED BY: R. Huetl**

**SECONDED BY: C. Kelsey**

**Resolved, That the Board of Directors approve:**

- a) Update of the MVCA Regulation Policies as set out in report 3398/24 to comply with O. Reg. 41/24, and**
- b) That proposed changes take effect April 1, 2024.**

**"CARRIED"**

8. Designation of a Provincial Offences Officer under Part VII (Enforcement and Offences) of the Conservation Authorities Act, Report 3403/24, (Matt Craig)

M. Craig explained that on April 1, 2024, Part VII Enforcement and Offences of the Conservation Authorities (CA) Act will be proclaimed and there is a need to re-appoint all existing Conservation Authority Provincial Offences Officers. He noted that William Ernewein and Brittany Moy were previously designated by the Board to enforce the CA Act. He highlighted changes to O. Reg 41/24 including changes with regards to officer entry without a warrant, stop work orders, and increases to penalty maximum fines.

**B24/03/11 - 4**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors appoint William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.**

**“CARRIED”**

9. **Wetland Offsetting Policy Update, Report 3400/24, (Matt Craig)**

M. Craig gave a history of MVCA Wetland Regulations with examples from previous approvals with unique features. He summarized the mitigation hierarchy process. He reviewed the objectives and requirements for Ecological Offsetting Plans (EOPs) and highlighted that all costs are to be associated with the applicant. He overviewed the feedback received from discussions with municipal partners.

R. Kidd asked how the municipalities were engaged. M. Craig responded that MVCA staff held three briefing sessions with planning staff including North and South Frontenac, Addington Highlands, Greater Madawaska, City of Ottawa and Municipalities within Lanark County. S. McIntyre added that the policy was shared with the CAOs of all 11-member municipalities.

P. Kehoe expressed concerns in regards to costs associated with arbitration or appeals related proposed developments on wetlands and associated ecological offsetting plans.

**B24/03/11 - 5**

**MOVED BY: G. Gower**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve revisions of the wetland offsetting policy and other changes to MVCA’s Regulation Policies, as set out in report 3400/24.**

**“CARRIED”**

10. **Changes to the Class EA Act, Report 3403/24, (Sally McIntyre)**

S. McIntyre described changes to the Class Environmental Assessments (EA) Act. She outlined the proposed updates to the Municipal Class EA (MCEA) process and reviewed the new “streamlined” process. She noted the opportunity to conduct field studies prior to the notice of commencement. She noted that CAs still have the ability to review and comment on matters related to natural hazards under O. Reg. 686/21.

J. Mason noted that the timeline for comment is very short. She asked if the Association of Municipalities of Ontario (AMO) has been notified of the changes. S. McIntyre responded that she is unsure if Conservation Ontario has reached out to AMO or if they will respond.

11. 2024 Audit Update, Report 3404/24, (Stacy Millard)

S. Millard noted that MVCA's audit is underway and close to completion. She highlighted an element of the audit, a new counting standard that came in place for public service bodies referred to the Asset Retirement Obligations (ARO). She explained that the purpose of an ARO is to set up a financial liability to capture costs that may be incurred at the end-of-life of an asset for hazardous material removal. She noted that the only assets that may be in scope are the Mill of Kintail Gatehouse, Museum, and Education Centre. KPMG recommended that MVCA adopt a definition of an ARO and a policy to review all asset acquisitions to determine if an ARO should be set up. She noted that a contract extra of approximately \$3,500 would be required for KPMG to deal with this matter.

P. Kehoe asked if wells and septic tanks are included and if the Water and Sewer connection for MVCA HQ would be an ARO. S. Millard responded that the costs to decommission are included in the costs for connection to Water and Sewer. Costs for future maintenance and replacement are not ARO's.

**B24/03/11 - 6**

**MOVED BY: M. Souter**

**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors approve amendment of MVCA's Tangible Capital Assets policy as set out in report 3404/24.**

**"CARRIED"**

12. Budget Control Report for 2023, Report 3401/24, (Stacy Millard)

S. Millard compared the budgeted expenditures and revenues to un-audited actual values for 2023. She noted that actual expenditures and revenues were within 1% of the budget. She reviewed the factors that created differences in expenses compared to the budget including: realignment of expenditures per the new categories of services (1,2 and 3), vacant positions, fees for service, grants/funding, and deferred projects.

13. K&P Trail Sale, Report 3405/24. (Scott Lawryk)

S. Lawryk explained that MVCA has received three draft documents from the County of Lanark on behalf itself and the counties of Frontenac and Renfrew: An Agreement of Purchase of Sale (APS), a lease agreement, and a memo of title issues along MVCA's 35 km section of the trail.

He noted that the agreement calls for a split in the surveying and legal costs to clear up title issues, with an estimated proportionate cost of approximately \$175,000. He noted that a large percentage of the land and trail can be conveyed to the counties immediately but the resolution of title issues could be costly and time-consuming.

**ADJOURNMENT**

**B24/03/11 – 7**

**MOVED BY: R. Huetl**

**SECONDED BY: J. Atkinson**

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

**“CARRIED”**

The meeting adjourned at 2:55 p.m.

K. Hollington, Recording Secretary



**Seconded by:** Gary Waterfield

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

**Resolution Carried**

**5.0 Declaration of Interest**

There were no declarations of interest.

**6.0 Approval of Minutes of January 25, 2024**

**Resolution 2-240222**

**Moved by:** Adrian Wynands  
**Seconded by:** Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/24, January 25, 2024 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Annual General Meeting**

**a.) Appointment of Executive Committee**

Sommer Casgrain-Robertson reviewed the role and appointment of the Executive Committee and informed the board that all five members who served in 2023 agreed to serve another one year term.

**Resolution 3-240222**

**Moved by:** Susan Irwin  
**Seconded by:** Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair, Vice-Chair, Anne Barr, Brian Dowdall, and Gary Waterfield to the RVCA's Executive Committee for the year 2024.

**Resolution Carried**

**b.) Appointment of Audit Committee**

Ms. Casgrain-Robertson provided an overview of the role and appointment of

the Audit Committee and noted that Adrian Wynands had agreed to fill the vacancy left by Charlene Godrey.

In response to a member inquiry, Ms. Casgrain-Robertson confirmed that Anne Robinson fulfills the requirement to have at least one City of Ottawa representative on the Executive and Audit Committees.

**Resolution 4-240222**                      **Moved by:**                      Brian Dowdall  
**Seconded by:**                      Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Barry Card, Steve Fournier, and Adrian Wynands to the RVCA Audit Committee for the year 2024.

**Resolution Carried**

**c.) Appointments to Conservation Ontario**

Ms. Casgrain-Robertson explained the role and appointment of voting delegates to Conservation Ontario Council.

**Resolution 5-240222**                      **Moved by:**                      Adrian Wynands  
**Seconded by:**                      Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair as RVCA's voting delegate for Conservation Ontario Council for 2024 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

**Resolution Carried**

**d.) Appointment to Auditors**

Ms. Casgrain-Robertson recommended appointing the current auditors for another one-year term, citing their tenure as RVCA auditors since 2018.

In response to a member inquiry, Ms. Casgrain-Robertson indicated that RVCA has no set schedule for going to tender for auditing services but noted that it could be done again in the next few years. She noted that the RVCA only received two submissions when it went to tender in 2017 and that other small to medium sized conservation authorities had struggled to find an auditor willing to take on a smaller client. She noted that General Managers in eastern Ontario had been comparing fees due to recent increases and can confirm that RVCA's rates are comparable to neighbouring conservation authorities.

**Resolution 6-240222**                      **Moved by:**                      Anne Robinson  
**Seconded by:**                      Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2024.

**Resolution Carried**

**e.) Appointment to Legal Counsel**

Sommer Casgrain-Robertson reviewed RVCA's list of legal counsel.

**Resolution 7-240222**

**Moved by:**

Susan Irwin

**Seconded by:**

Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the firm of Bell Baker LLP as legal counsel for the RVCA for the year 2024;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners LLP be retained for land transfers;

AND THAT other legal counsel be retained as required.

**Resolution Carried**

**f.) Appointment of Land Appraisers**

Sommer Casgrain-Robertson reviewed RVCA's use of land appraisers.

In response to a member inquiry, Ms. Casgrain-Robertson responded that there are not a lot of land appraisers available in the local area that meet the needs of the RVCA. In response to an additional question, Dan Cooper, Director of Conservation Lands and Stewardship, indicated that the \$14,560 spent on land appraisals in 2023 covered three appraisals. Ms. Casgrain-Robertson added that land appraisal expenses are often transferred to the RVCF as most land donations go through the Foundation.

**Resolution 8-240222**

**Moved by:**

Steve Fournier

**Seconded by:**

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth as land appraisers for the RVCA for the year 2024.

**Resolution Carried**

**g.) Appointment of Signing Authorities**

Sommer Casgrain-Robertson reviewed RVCA's signing authorities.

**Resolution 9-240222**

**Moved by:**

Adrian Wynands

**Seconded by:**

Bary Card

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following positions as RVCA's signing officers for 2024:

- General Manager / Secretary-Treasurer
- Manager of Finance
- Director of Communications and Outreach
- Chair of the Board of Directors
- Vice-Chair of the Board of Directors

**Resolution Carried**

**9.0 Timeline Reporting for Section 28 Applications**

Glen McDonald, Director of Science and Planning, presented the timeline reporting for Section 28 applications. He noted that all but two permits were issued within the 2010 MNRF service standard timelines (99% compliance rate) and that 275 out of the 298 permits issued met Conservation Ontario's more aggressive voluntary timelines. He indicated that permits not issued within the timelines required further discussions with applicants and consultants to align proposals with RVCA policies and that staff continuously monitor workload and performance timelines, adjusting resources and processes as needed to improve compliance with timing guidelines.

Members commended staff on their service standard achievement and thanked them for their efforts.

A member inquired about whether applicants are aware of the category they're in and the associated timelines when they apply. Mr. McDonald explained that once staff review an application, they typically communicate expected timelines to the applicant.

In response to a question, Mr. McDonald responded that typically applicants are not made aware of the two sets of timelines, however he emphasized the RVCA's commitment to meeting the timelines outlined in Conservation Ontario's 2019 guidelines. In response to a follow-up question, Mr. McDonald explained that permits not issued within the timelines are often complex, involving multiple issues that require collaborative efforts between staff and the applicants to resolve. Lastly, the member asked if RVCA loses application fees if timelines are exceeded like municipalities do with planning applications, Mr. McDonald confirmed that the Conservation Authorities Act does not have a provision like that.

In response to inquiries from another member, Mr. McDonald indicated that RVCA understands that neighbouring conservation authorities are performing at a similar service standard regarding timelines. He suggested that Conservation Ontario collects data from all conservation authorities and may be able to provide further details. Mr. McDonald then confirmed that recent legislative changes indicate that starting April 1, 2024, provincial timeline guidelines will be replaced with legislative timelines. He noted the new regulation that was just released on February 16, includes a 21-day timeframe for deeming an application complete and a 90-day timeline to render a decision. This timeline will be standard across all application types.

**Resolution 10-240222**

**Moved by:**

Anne Barr

**Seconded by:**

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information.

**Resolution Carried**

#### **10.0 2024 Budget Approval**

Ms. Casgrain-Robertson provided a summary of the budget process, indicated that no comments had been received from municipalities during the consultation period, and gave an overview of four changes that had been made to the budget as outlined on page 22 of the staff report. She also responded to a question raised at the January Board meeting, indicating that Section 28 and planning revenue will likely be \$20,000 below projected targets as a result of fees being frozen in 2024 which will be addressed through reserves if needed.

*Sean Devine left the meeting 7:07 p.m.*

A member inquired about the purpose of the Britannia Village Flood Control Project special levy and how long it would continue. Ms. Casgrain-Robertson responded that when the Britannia Flood Control structure was built, the City of Ottawa required the creation of a lifecycle reserve to ensure funds were available for ongoing maintenance as the structure aged. The special levy will therefore continue for the lifespan of the structure.

A member asked about potential changes to Rideau River Ice Management as a result of climate change. Ms. Casgrain-Robertson responded that ice management costs can vary greatly year-to-year based on winter ice conditions and that costs for the past two years have been below average due to recent mild winters.

As required by legislation and RVCA's Administrative By-law, a recorded weighted vote was held.

**Resolution 12-240222**

**Moved by:** Adrian Wynands  
**Seconded by:** Ann Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2024 Budget in the amount of \$12,574,602 (dated February 12, 2024);

AND THAT a total of \$6,988,536 in operating and capital expenses be apportioned to municipalities using the MCVA apportionment method in accordance with the attached budget and the *Conservation Authorities Act* and its regulations;

AND THAT the following operating and capital expenses be apportioned to the City of Ottawa using the benefit-based apportionment method in accordance with the attached budget and the *Conservation Authorities Act* and its regulations:

- |              |   |
|--------------|---|
| 1. \$10,000  | Capital Reserve for Water Control Structures in Ottawa        |
| 2. \$21,500  | Capital Reserve for Britannia Village Flood Control Project   |
| 3. \$40,000  | Operation of Water Control Structures in Ottawa               |
| 4. \$795,717 | Rideau River Ice Management in Ottawa                         |
| 5. \$163,457 | Enhanced Water Quality Monitoring in Ottawa                   |
| 6. \$65,000  | Operation of Windsor and Brewer Park Water Control Structures |

Those in favour:

Anne Barr  
Barry Card  
Brian Dowdall  
Susan Irwin  
Wilson Lo  
Angela Pierman  
Kristin Strackerjan  
Gary Waterfield

David Brown  
Sean Devine  
Steve Fournier  
Theresa Kavanagh  
Morgan Kenny  
Anne Robinson  
Adam Turcotte  
Adrian Wynands

Those Opposed:

Abstentions:

Absent:

Jeff Banks  
Sean Devine

Shawn Pankow

**Resolution Carried**

**11.0 Overview of RVCA and RVCF Conservation Lands**

In response to interest from members, Diane Downey delivered the attached presentation regarding the role and work of the Rideau Valley Conservation Foundation and the management of lands owned by both the RVCA and RVCF.

A member commended the Foundation's work and asked about the process for land acquisitions within the City of Ottawa. Ms. Downey explained that while acquisitions are often opportunistic based on a willing donor, there is ongoing dialogue with City of Ottawa staff and other land trust partners to identify priority areas for protection, including corridors and connections between existing parcels.

Another member expressed gratitude to staff for the presentation and suggested that it be shared with all new board members for its informative content. In response to a question, Ms. Downey explained that conservation lands staff manage the Foundations land holdings for them but that most lands are left idle for natural functions, so costs are kept to a minimum.

A follow up question was then directed to Sommer Casgrain-Robertson, who confirmed that when approached about a land donation the RVCA directs people to the Foundation. She explained that except in extenuating circumstances, land donations are directed to the Foundation.

A member asked if these lands are open for public use and Ms. Downey clarified that only the 11 developed Conservation Areas are open to the public.

A member then asked if there are situations where RVCA would acquire land instead of the Foundation. Ms. Casgrain-Robertson explained that the Foundation is the preferred land trust, but in some circumstances, the RVCA may take ownership such as land acquired for a capital project or land adjacent to a parcel already owned by the RVCA. The member then asked if land acquisitions were a Category 3 program and Ms. Casgrain-Robertson explained that managing conservation lands is a category 1 program but acquiring new land is a category 3 program. She then reminded members that the RVCA is required to provide an inventory of RVCA lands to the province this year and must indicate any lands that would be suitable for development. This legislative requirement does not extend to RVCF lands which is appealing to donors who want to ensure their ecological land donation is protected in perpetuity.

A member inquired about the categorization of lands in the inventory and any required percentage breakdown for submission to the province. Ms. Casgrain-Robertson explained that she was uncertain about any required categorization or breakdown but that a draft inventory would be forthcoming to the Board in the coming months for review and discussion prior to submission to the province. When asked which types of land may be identified for development, Ms. Casgrain-Robertson indicated that the

province is aware that some conservation authorities in southwestern Ontario have land in urban areas that are not ecologically sensitive that they are interested in disposing of for development but that these types of conservation lands are not common in eastern Ontario.

## 12.0 Meetings

- a) Lanark County Wetland Workshop for Municipal Planners – February 1, 2024
  - Ms. Casgrain-Robertson commended the workshop, highlighting staff's involvement in delivering two presentations and the valuable discussion amongst participants regarding wetland protection. Steve Fournier, the Warden of Lanark County, also praised the workshop and remarked that it was very educational.
  - Gary Waterfield mentioned that Joanna Bowes, Director of Development Services at the town of Perth, also praised the workshop.
- b) Source Protection Committee Meeting – February 8, 2024
- c) RVCA Executive Committee Hearing – February 8, 2024
- d) RVCA Annual Flood Forecasting and Warning meeting (outside City of Ottawa) – February 16, 2024

Upcoming

- e) RVCA Executive Committee Meeting (General Manager's Performance Appraisal) – March 4, 2024
- f) MVCA / RVCA / SNC Annual Flood Forecasting & Warning Meeting within City of Ottawa – March 5, 2024
- g) Conservation Ontario: General Managers' Meeting – March 18, 2024
- h) RVCF Board of Directors Meeting – March 19, 2024
- i) RVCA Board of Directors Meeting – March 28, 2024
- j) RVCA Annual Watershed Tour – June 21, 2024 (Baxter Conservation Area)
  - Save the date emails have been sent to all Board members, municipalities (staff and council), and neighbouring Conservation Authorities.

Chair Strackerjan notified members about South Nation Conservation's upcoming AGM and indicating that she was planning to attend.

## 13.0 Member Inquiries

Adrian Wynands inquired if the RVCA has a booth at the upcoming Ottawa Farm Show. Ms. Casgrain-Robertson indicated that the three Ottawa conservation authorities share and staff a booth at the farm show each year.

Mel Foster asked about the status of floodplain mapping on Stevens Creek. Ms. Casgrain-Robertson said that staff were working on modifications to the mapping that are currently under third party review and expected that updated draft mapping would likely be consulted on later this year.

#### **14.0 New Business**

Ms. Casgrain-Robertson notified members that the Ministry of Natural Resources and Forestry released additional legislative changes on February 16, 2024, including a new Section 28 regulation. More details will be provided at the March meeting, but the posting includes:

- Proclamation of provisions in the Conservation Authorities Act
- Approval of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits
- Approval of Ontario Regulation 668/21: Rules of Conduct in Conservation Areas
- All of which come into effect on April 1, 2024.

#### **15.0 Adjournment**

The Chair adjourned the meeting at 7:51 p.m. on a resolution by Adrian Wynands which was seconded by Steve Fournier.

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**Kristin Strackerjan**  
Chair

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**Marissa Grondin**  
Recording Secretary

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**Sommer Casgrain-Robertson**  
General Manager/Secretary-Treasurer

# HERITAGE PROPERTY SELECTION COMMITTEE MINUTES

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Wednesday, April 3, 2024

10:00 a.m.

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

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## ATTENDANCE:

**Members Present:** Chair, David Taylor  
Susan Code McDougall  
Karen Prytula

**Staff Present:** Brad Swayne, Recording Secretary

**Members/Staff Absent:** Ted Parkinson

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## 1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.  
A quorum was present.

## 2. AMENDMENTS/APPROVAL OF THE 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) Minutes – May 25<sup>th</sup>, 2023

The minutes of the Heritage Property Selection Committee Meeting held on  
May 25<sup>th</sup>, 2023 were approved as circulated.

## 5. DELEGATIONS & PRESENTATIONS

None.

## 6. BUSINESS

### i) **Additional Members for Committee.**

The Committee members discussed adding additional members to the existing Committee for additional representation.

A discussion was held of ways to advertise the Heritage Property Selection Committee to possibly gain new members. The Chair will request a meeting with the Chief Administrative Officer (CAO) to discuss additional appointments to the Committee.

### ii) **Building Community Awareness of the Heritage Property Recognition Program.**

The Committee members discussed how to promote and advertise the Heritage Property Recognition Program to attract additional applications, the members discussed potentially creating a Facebook page. A discussion will be held with the CAO of other options for advertisements and promotional material.

### iii) **Rokeby Cemetery.**

Committee member K. Petrula informed the Committee of a potential new property, Rokeby Cemetery. Committee members will provide and gather more information on the history of the site before moving forward with the application. The members will need to discuss with staff on the process of cemetery ownership. Members suggested that additional agencies could provide more research materials on cemeteries in the area.

## 7. APPLICATION REVIEW

### i) **McLaren Powder Shed.**

The Committee reviewed the McLaren Powder Shed application. Committee members provided a detailed description of the property and its heritage value.

The Committee agreed that the application meets the criteria to be a heritage property, additional information will be provided for the presentation, the Chair noted that there would be a photo credit given to David Zimmerman, a request for this application to be presented at a June Council Meeting.

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

Next Meeting: To be determined.

Proposed Agenda Items: To be determined.

**9. DEFERRED ITEMS**

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

None.

**10. ADJOURNMENT**

The meeting adjourned at 10:37 a.m.