



Tay Valley Township

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 4th, 2024
Immediately Following the Public Meeting at 5:30 p.m.
Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Greg Hallam

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) – May 7th, 2024 – *attached, page 11.***

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on May 7th, 2024, be approved.”

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation: Heritage Property Recognition – McLaren’s Powder Shed – *attached, page 15.***
Susan Code McDougall, Member, Heritage Properties Selection Committee.

Suggested Recommendation:

“THAT, the Heritage Property Recognition – McLaren’s Powder Shed presentation be received for information.”

6. PRIORITY ISSUES

- i) **Report #PD-2024-08 – Response to the Ministry of Environment Conservation and Parks Re: ERO 019-8700 Perth and District Septic Service Limited Environmental Compliance Approval Request – attached, page 34.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, staff be directed to make comments to the Ministry of Environment, Conservation and Parks regarding the Environmental Compliance Approval request by Perth and District Septic Service Limited as outlined in Report #PD-2024-08.”

- ii) **Report #PW-2024-14 – Blue Box Transition Update – attached, page 39.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tay Valley Township Opt-In for Depot collection at the landfills for the transition period of January 1, 2025 to December 31, 2025;

THAT, Chief Administrative Officer/Clerk and Public Works Manager be delegated the authority to make decisions for a Depot Operations Agreement with Circular Materials for Tay Valley Township to provide blue box services at the Township’s depots, including promotion and educations and service to non-eligible sources, for the period of January 1, 2025, to December 31, 2025;

AND THAT, the CAO/Clerk and Reeve be authorized to enter into the necessary agreement.”

- iii) **Report #CAO-2024-09 – 2023 Municipal Report Card – attached, page 42.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, Report #CAO-2024-09 – 2023 Municipal Report Card, be received for information.”

- iv) **Report #CAO-2024-10 – Proposed New Road Name – Davern Lane 11D – attached, page 51.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Davern Lane 11D as outlined in Report #CAO-2024-10 – Proposed New Road Name – Davern Lane 11D, be brought forward for approval.”

- v) **Report # CAO-2024-12 – Request to Close a Portion of an Unopened Road Allowance – Horricks – attached, page 56.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2024-12 – Request to Close a Portion of an Unopened Road Allowance – Horricks, as per the Road Closing and Sale Policy and call a Public Meeting.”

- vi) **Report #CAO-2024-11 – Planning Administrative Assistant Position – attached, page 61.**
Amanda Mabo, Chief Administrative Officer/Clerk

Suggested Recommendation to Council:

“THAT, the Planning Administrative Assistant Position move from part-time to full-time when the current incumbent retires near the end of 2024.”

- vii) **Appointment of ReUse Centre Volunteers.**

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following volunteers for the Tay Valley ReUse Centre, subject to the Criminal Records Check Policy:

- *Andrew Hickey*
- *Donna Walsh.”*

- viii) **Appointment of Soccer Volunteers.**

Suggested Recommendation to Council:

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

- *Katie Boldt*
- *Paul Ratcliffe*
- *Emily Verhoek.”*

- ix) **Heritage Property Recognition Committee – Resignation.**

Suggested Recommendation to Council:

“THAT, David Taylor be removed from the Heritage Property Recognition Committee.”

- x) **10-Year Capital Plan Updated for Development Charge (DC) Purposes**
– *attached, page 81.*
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, the 10-Year Capital Plan Updated for Development Charge (DC) Purposes be received for information.”

- xi) **Lanark Basic Income Network** – *attached, page 96.*
Reeve Rob Rainer

7. CORRESPONDENCE

- i) **The Corporation of the Town of Smiths Falls Resolution Regarding Basic Income Guarantee** – *attached, page 116.*

Suggested Recommendation to Council:

“WHEREAS, the Council of the Corporation of Tay Valley Township supports The Corporation of the Town of Smiths Falls’ Resolution #2024-04-074 regarding Basic Income Guarantee;

WHEREAS, per the 2021 Census of Canada 515 out of 5925 residents of Tay Valley Township (9.1% of the total) lived in low income, based on the Low Income After Tax (LIM-AT) measure;

WHEREAS, of the 515 Tay Valley Township citizens living in low income in 2021, 20 of them were children five years old or younger, 50 of them were children between the ages of 6 and 17, and 150 of them were seniors aged 65 or over;

WHEREAS, the province of Ontario recognizes that the LIM-AT does not include the cost of housing, food, transportation, etc. and therefore set its low income workers tax credit for 2021 at \$30,000 (up to \$38,000) for an individual and \$60,000 (up to \$68,500) for a household, resulting in a total of 790 – 985 residents of Tay Valley Township or 13% -17% identified as being unable to meet their basic living requirements without some government assistance;

WHEREAS, the province of Ontario has recognized the impacts of the costs of inflation (following Covid-19, continued supply chain disruptions due to wars and climate change, and record high profits by companies providing necessities such as food, fuel, and housing) and has increased the low income tax credit eligibility to \$32,500 (up to \$50,000) for an individual and \$65,000 (up to \$82,500) for a household, indicating the economic pressures an increasing number of Tay Valley residents experience;

WHEREAS, the level of income is one of the most important social determinants of health, and relates to many other determinants including education and literacy, healthy behaviours, one's social environment, and employment and work conditions;

WHEREAS, low income is strongly correlated with a wide range of negative health outcomes, including heart disease, cancer, diabetes, and poor mental health, and with shorter life expectancies compared to higher income persons;

WHEREAS, the minimum wage in Ontario and the maximum amounts of financial support available through Ontario Works (OW) and the Ontario Disability Support Program (ODSP) are deeply insufficient to meet the basic needs of full-time minimum wage workers, or of individuals or families drawing OW or ODSP support;

WHEREAS, ongoing, widespread, and rapid changes in labour markets, including due to outsourcing, artificial intelligence, automation, and advance of the "gig" economy, are causing more and more people to be exposed to labour changes beyond their control, adding to their vulnerability to low income;

WHEREAS, basic income is a means by which individuals, families, and whole communities can be less vulnerable to negative changes in health, relationship or family status, and labour markets, and better able to navigate transitions and challenging circumstances;

WHEREAS, basic Income is money distributed to eligible people, regularly, reliably, and without work requirement, and which, absent other income, should meet basic human needs;

WHEREAS, basic income exists in Canada in the form of longstanding programs like the Canada Child Benefit and the Guaranteed Income Supplement for seniors, programs with demonstrated positive impacts on basic income recipients, economies, and our greater society;

WHEREAS, there is need to establish basic income security for working-age adults in Canada who, at present and in general, lack sufficient social protection against low income;

WHEREAS, there is a growing body of evidence that basic income is not a disincentive on the pursuit or retention of employment and that, further, basic income is more likely to support such pursuit or retention given its stabilizing effect in the lives of people;

WHEREAS, the gross cost of a basic income program is reduced to a net cost once various funding options are exercised and the fiscal benefits of basic income are realized (e.g., basic income as a local economic stimulus);

WHEREAS, Canada, one of the wealthiest nations in the world, has the fiscal capacity to support a basic income guarantee for working-age adults;

WHEREAS, the call for basic income in Canada has been and is being made by public health authorities, including the Leeds, Grenville and Lanark District Health Unit per its November 2023 report on food insecurity within the health region;

WHEREAS, the call for basic income in Canada has been and is being made by many other interests, including a growing number of municipalities in Ontario and beyond, and by a range of provincial and federal parliamentarians;

WHEREAS, a 2022 national public opinion poll suggests that six in 10 adults in Canada support the concept of basic income;

AND WHEREAS, Tay Valley Township wishes to add its municipal voice to the call for a basic income guarantee for working-age adults in Canada.

NOW THEREFORE BE IT RESOLVED THAT:

- 1) Tay Valley Township supports the concept of a basic income guarantee for working-age adults to help combat low income and economic vulnerability within our community;
- 2) Tay Valley Township calls upon the federal and the provincial and territorial governments to collaborate on the design, introduction, implementation, and ongoing evaluation of a national basic income guarantee program for working-age adults;
- 3) The Council of Tay Valley Township directs the Reeve write (a) a letter to Prime Minister Justin Trudeau, copy to relevant federal ministers and to Lanark-Frontenac-Kingston MP Scott Reid; and (b) a letter to Ontario Premier Doug Ford; copy to relevant provincial ministers and to Lanark-Frontenac-Kingston MPP John Jordan, calling on these orders of government to collaborate on the design, introduction, implementation, and ongoing evaluation of a national basic income guarantee program for working-age adults;
- 4) The Council of Tay Valley Township directs the Reeve to write a letter to each of the Reeve's counterparts in the lower-tier municipalities in Lanark County, encouraging each municipality to also pass a resolution similar to that adopted by Tay Valley Township;
- 5) A copy of this resolution be shared with all other municipalities in Ontario, and with the presidents of the Eastern Ontario Mayors Caucus, the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and the Federation of Canadian Municipalities.

- ii) **24-05-29 – Council Communication Package – cover sheets attached, page 119.**

Suggested Recommendation to Council:

“THAT, the 24-05-29 Council Communication Package be received for information.”

- iii) **Lanark County – Inclusion Diversity Equity and Access (IDEA) Working Group Terms of Reference and Letter to Municipalities – attached, page 124.**

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

- ii) **Committee of Adjustment.**

24-05-27 – DRAFT Committee of Adjustment Hearing Minutes – *attached, page 131.*

- iii) **Fire Board – deferred to the next meeting.**

- iv) **Library Board – deferred to the next meeting.**

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

- vi) **Lanark County OPP Detachment Board – deferred to the next meeting.**

- vii) **Green Energy and Climate Change Working Group – deferred to the next meeting.**

- viii) **Mississippi Valley Conservation Authority Board.**

24-05-13 – Mississippi Valley Conservation Authority Board Report – *attached, page 136.*

24-05-13 – DRAFT Mississippi Valley Conservation Authority Board of Directors – Minutes – *attached, page 138.*

- ix) **Rideau Valley Conservation Authority Board.**

24-04-25 – DRAFT Rideau Valley Conservation Authority Board of Directors – Minutes – *attached, page 146.*

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

xi) **History Scholarship Selection Committee.**

24-05-29 – DRAFT History Scholarship Selection Committee – *attached, page 154.*

xii) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

i) **CONFIDENTIAL: Litigation – 485 Keays Road.**

Suggested Motion:

“THAT, Committee move “in camera” at _____ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 485 Keays Road;

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

Suggested Motion:

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

- *Chair’s Rise and Report*

ii) **CONFIDENTIAL: Security of Property – Information Technology Update.**

Suggested Motion:

“THAT, Committee move “in camera” at _____ p.m. to address a matter pertaining to security of the property of the municipality or local board regarding an information technology update;

AND THAT, the Chief Administrative Officer/Clerk, Deputy Clerk and Kevin Wills, Lanark County IT, remain in the room.”

Suggested Motion:

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

- *Chair’s Rise and Report*

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

MINUTES

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

Tuesday, May 7th, 2024

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Deputy Reeve Fred Dobbie
Reeve Rob Rainer
Councillor Wayne Baker
Councillor Greg Hallam (arrived at 5:35 p.m.)
Councillor Korrine Jordan
Councillor Andrew Kendrick
Councillor Marilyn Thomas

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: Tracy Zander, Agent
Rob Dyke
Carmen Fleguel
Brad Schmidt
Bill Young
J. Kent Thomas
Lynn Watson
James Rupert
Barb Rupert
Dick Johnston

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

3. APPLICATION

- i) **FILE #ZA24-04: 2865539 Ontario Inc
665 Stanley Road
Part Lot 13, Concession 8
Geographic Township of North Burgess**

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

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

Councillor Hallam arrived at 5:35 p.m.

b) **APPLICANT COMMENTS**

Tracy Zander, Agent was in attendance.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

That the proposed amendments to Zoning By-Law No. 02-121 be approved.

4. ADJOURNMENT

The public meeting adjourned at 5:38 p.m.

PRESENTATIONS



McLaren's Powder Shed

Tay Valley Township Heritage Properties Program
Presentation to Council, 4 June 2024

Description



Photo by Gary Webster

Current Owners:

- Mike & Jocelyn Affleck

Location:

- 1062 McLaren Road (BurgessWood)

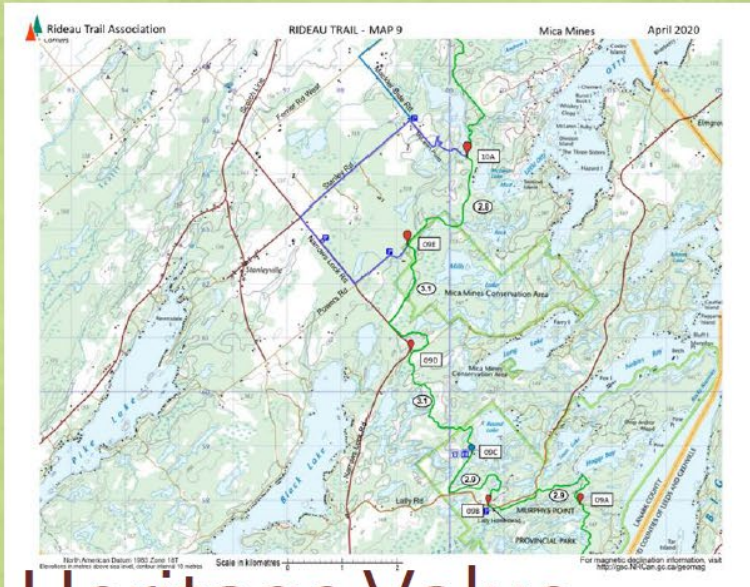
Description

Used to store supplies for Otty Lake mining operation, including food and dynamite.

While construction date is unknown, apatite and mica mined here c. 1855–1923.



Rear view; depression outlines dimensions of collapsed chamber, approx. 15' x 20'



Heritage Value

Late 1800s, E. Ontario one of world's leading suppliers of mica.

In addition to several commercial operations, local farmers supplemented their income by surface mining small deposits of apatite and mica from their land.

Rideau Trail Association Map 09—Mica Mines <https://www.rideautrail.org/maps/map-09-mica-mines/>

Mining for Apatite and Mica in North Burgess

Series of operators leased/owned mineral rights on Lots 4, 5, & 6 Con. 8 N. Burgess (present-day BurgessWood).

Ore shipped across Otty Lake at Apatite Bay (narrowest part), by wagon/sleigh to Rideau Ferry, via Rideau Canal to Montreal and ultimately Europe.



Beldon's Atlas 1880

Otty Lake Mining Operators

- Roderick Matheson, Perth (1852-78)
- R. C. Adams, Montreal, & J. S. Roper (1878-86)
- AngloCanadian Phosphate Company, Liverpool and London, England (1886-93)
- McLarens, Perth (1907-32)

Solicitors for Applicants
MINING LEASES—Best
and latest form—for sale at the COURIER
Office, Perth.

The Anglo-Canadian Phosphate company, the owners of the Battle Lake and High Falls mines, are also working on a large scale a mine in North Burgess, five miles from Perth, and known as the Otty Lake mine. It is one of the very best phosphate mines in Canada. An air compressor, capable of working seven steam drills, has been put up and proves very serviceable in working the rich phosphate veins on the property. The output of phosphate in 1886 was 18,968 tons, as against 23,849 tons in 1885, and 20,747 tons in 1884. This falling off in product was largely due to the low price offered for Canada phosphate, and is only temporary.

a) Perth Courier, 10 Dec 1880; b) Ottawa Journal, 22 February 1887

Mining in North Burgess

1885: Canada's first recorded commercial shipment of apatite mined at Otty Lake



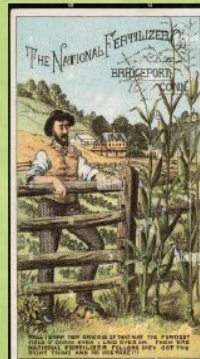
1860: Ontario's first phlogopite mica mine established at Pike Lake



Uses

Apatite

- Calcium phosphate used in making fertilizer



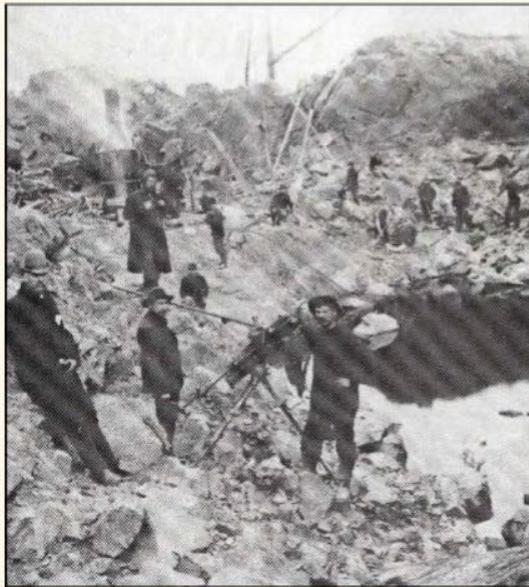
Mica

- Used in a variety of industrial applications (e.g., electrical insulation, insulating glass for oven doors, lanterns)
- Can be split into very thin sheets



Open-Pit Mining at Oddy Lake

- Many pits originally opened for apatite
- Main pit (75' deep x 10' wide) eventually reworked for mica
- Anglo-Canadian Phosphate Co. maintained largest operation, with 20 employees; McLaren's employed 50 at peak
- A-C experimented with steam equipment, but manual drilling more economical
- Mica eventually overtook apatite as Oddy Lake's main product



a) Library & Archives Canada, b) Ontario Archives



The McLarens

a) Senator Peter McLaren flanked by sons William and James, b) Anna Gemmell McLaren in The Winter Home

Forest Lodge & Winter Home

Willie & Anna built two homes
across from powder shed,
west of the bunkhouse.

Winter Home, an 1830s log
house, was relocated from
Hwy 43.

Sen. McLaren presented
property to them as a
wedding gift, 1910.



Hand-painted photo of Winter Home (L) and Forest Lodge (R), c. 1910. Located at what is now 1049 McLaren Rd.
(Unknown artist)

McLaren's Bunkhouse



1031 McLaren Road (Photographer unknown)

Site also included:

- culling shed for trimming mica into commercial sheets
- horse stable and trough

"As many as eight sets danced at once and the fiddlers sat on a table in one corner of the room."

Bunkhouse had kitchen with wood stove and trap door, which led to cold room under floorboards for food storage

Communal dining area

No hydro to mining campsite until 1940s

THE GOOD OLD DAYS IN BURGESS TOWNSHIP 75 YEARS AGO

"MARK LALLY'S RAFFLE"

Last Saturday night faith I got pretty tight,
I went to a bit of a party,
The whiskey went round and the dancing was sound
And the girls were all lively and hearty;
It was a raffle you know at a quarter a throw
Which nobody's courage could baffle,
So now pay attention, and the names I will mention
Of some that appeared at the raffle.

2

So now to begin, there was Mike Murphy and Jim;
Miss Blackall and Tommy so civil;
And for fear I would miss, there was Miss Katie
Smith

A daughter to Old Tom the Devil;
They came out from town and the country around
I fear I can't mind the whole number
Miss Finlaid and Sally, Jim Kane and Jack Lally,
George Brennan and Alfred McCumber.

3

Mrs. Russell and Larry, likewise Thomas Farry,
Bill Buchanan and Owen Hughes, the caron;
Miss McGuigan, Miss White, what a lovely sight,
Sarah MacIwar, and Mary Melaren;
Mary Byrne's was there with her auburn hair,
Beside, Sarah Murphy and Norah;
Mary Riley and Pat, and Billy so fat,
Eliza Connors that looked like Aurora.

4

From the mines what there came, I will try to name:
Owen Riley and big Tom McMurry;
Young Adams so small and Mr. Anthony and all
And two Scotch Lassies that looked so purty;
Of strangers I'm sure there was fully a score,
Their names I will have to pass o'er;
There was some from New York, and two lads from
Cork,
And three English lads from Dover.

5

Katie Byrne's another and Edward her brother,
There was one I was nearly forgetting;
Phil Kennedy came and when going home, I fancy
He got quite a waiting;
For the rain it came on at the peep of the dawn
And the hurrican lasted for hours;
Jack Byrne's the Judge was afraid for to budge
For fear he would be caught in the showers,
Ann McMullen was there, Eliza Connors the fair,
And George McMullen the nosy;
Walt Hogz and his wife the pride of his life,
Mike Doohar and Mag Cosgrove the posy,
They shook up the dice in a tea-cup so nice
You would think they were served up for dinner;
Mike Murphy was purser, Jim Richardson curser,
And little Pat Riley was winner.

7

When the dancing began in came Arthur McCann
And jumped out on the floor so merry;
And young Dick McCue sure he was there too,
He came up from Oliver's Ferry;
The music was slack, I tell you a fact,
There was Pat Perry and Baker the Diddler,
And big Tommy White in the clouds of the night
Went down to Pike Falls for a fiddler.

8

Some were asleep when the daylight did peep,
While others to please their desire,
Or partly through spite or to raise a fight,
Sure the lads set the shanty on fire;
The family ran out and threw water about,
Old Mark he jumped up on the scuffle
Saying, "though I have a full purse, I have cause
for a curse,
The day I first thought of the raffle."

Contributed from James & Reid's and James
Brother Hardware records over 50 years ago

April 17, 1952, p. 2, "The Perth Courier"

a) Reminiscence by Anna McLaren, "Mining in the Township of North Burgess"; b) Perth Courier, 17 April 1952

Relics from the Past

Mining artifacts found
on site in BurgessWood



(Photographer unknown)

Willie & Anna

McLaren's Mine ceased operations in 1923, due to poor markets.

Anna continued to live at Otty Lake after Willie's death; sold property to Grover Lightford, 1969.



Powder Shed Character-Defining Elements

- Random-rubble masonry construction using local sandstone, built into side of small hill
- “Stepped,” symmetrical roofline, capped with corbelled course of stone, drip edge
- Jack arch over doorway
- Two-course retaining wall on one side
- Central plank door, with iron hinges and latch (not original)



Dimensions

- Interior 15' x 20' approx. (caved-in)
- Corbeils
 - 3', 9', 3', across
 - 3' risers



Rear View

Selected Sources

- BurgessWood Property Owners' Association. *BurgessWood: Evolution of a Community*. 2011.
- Find-a-Grave web site (various obituaries) <https://www.findagrave.com/>
- *Perth Courier*
- Kay Rogers (ed.). *At Home in Tay Valley* (Burnstown Publishing House). 2016.
- Donald F. Sherwin (geologist). *Geology, Mineral Deposits and History of Mining in the Tay River Watershed*. Friends of the Tay Watershed, https://www.taywatershed.ca/documents/geology_report/geology_report.htm
- Photographs, unless otherwise indicated, taken by Susan Code

PRIORITY ISSUES

COMMITTEE OF THE WHOLEJune 4th, 2024Report #PD-2024-08
Noelle Reeve, Planner**RESPONSE TO THE MINISTRY OF ENVIRONMENT CONSERVATION AND PARKS
RE: ERO 019-8700 PERTH AND DISTRICT SEPTIC SERVICE LIMITED
ENVIRONMENTAL COMPLIANCE APPROVAL REQUEST****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, staff be directed to make comments to the Ministry of Environment, Conservation and Parks regarding the Environmental Compliance Approval request by Perth and District Septic Service Limited as outlined in Report #PD-2024-08.”

BACKGROUND

The Township received a letter from the Ministry of Environment Conservation and Parks (MECP) on May 17, 2024, asking for confirmation of the zoning of the property at 592 Harper Road. (Attachment 1 provides a location map with zoning.)

The letter also asked for comments from the Township on the application for a new Environmental Compliance Approval for Perth and District Septic Service Limited for a hauled sewage disposal site (a 52m x 52m x 1.2m storage lagoon with a capacity of 1,671 tonnes of hauled sewage).

“Hauled Sewage, commonly known as septage, is the waste material removed from portable toilets, sewage holding tanks and septic systems. Untreated hauled sewage from holding tanks and septic tanks may be disposed of on land in accordance with an Environmental Compliance Approval (ECA) issued under the *Environmental Protection Act* (EPA).”

The Ministry is holding a public consultation on the application until the end of day July 1, 2024. <https://ero.ontario.ca/notice/019-8700>

DISCUSSION

The property is zoned Agriculture with a small Commercial zone in the northeast corner. While permitted under the Official Plan, this is a legally non-complying use in the Agriculture zone.

The Township supports the proper disposal of septic waste to prevent human health impacts and nutrient and pathogen impacts on ecosystems.

There has been a septage spreading operation at this location licenced by MECP since 1997 and a lagoon and septage spreading since 2019, according to Township records.

Concerns the Township would like to be addressed by the Ministry are listed below.

1. Is the Ministry aware that this location overlies a Highly Vulnerable Aquifer as identified in the Mississippi Rideau Source Water Protection Plan? (See attachment 2.)
2. What steps will be taken to ensure the groundwater quality in this area is protected?
3. Will there be monitoring wells around the lagoon to ensure groundwater is not being affected (similar to the Containment Attenuation Zone for the Township waste sites)? How frequently will testing be undertaken? For what parameters?
4. The Township has received questions about the potential for odour and additional truck travel. How will odour be mitigated? What volume of daily truck traffic is anticipated?
5. What mitigation methods are proposed to address rodent issues?

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council directs staff to submit the proposed questions and comments.

Option #2 – Council supports some of the questions and suggests changes or additions.

FINANCIAL CONSIDERATIONS

None for the municipality at this time.

STRATEGIC PLAN LINK

Economic Development - The comments support housing development as new housing will need new septic systems and sufficient septic disposal capacity is required to approve new housing.

Environment – The comments support protection of human health and the environment by ensuring that pathogens and nutrients do not spread into drinking water or the surrounding ecosystem.

CLIMATE CONSIDERATIONS

Hauling septic waste to a local facility produces less greenhouse gases than hauling to Ottawa or Brockville.

CONCLUSIONS

Staff recommend that Council direct staff to submit the comments and questions above.

ATTACHMENTS

- i) Location Map with Zoning
- ii) Mississippi Rideau Source Water Protection Plan Designation – Highly Vulnerable Aquifer

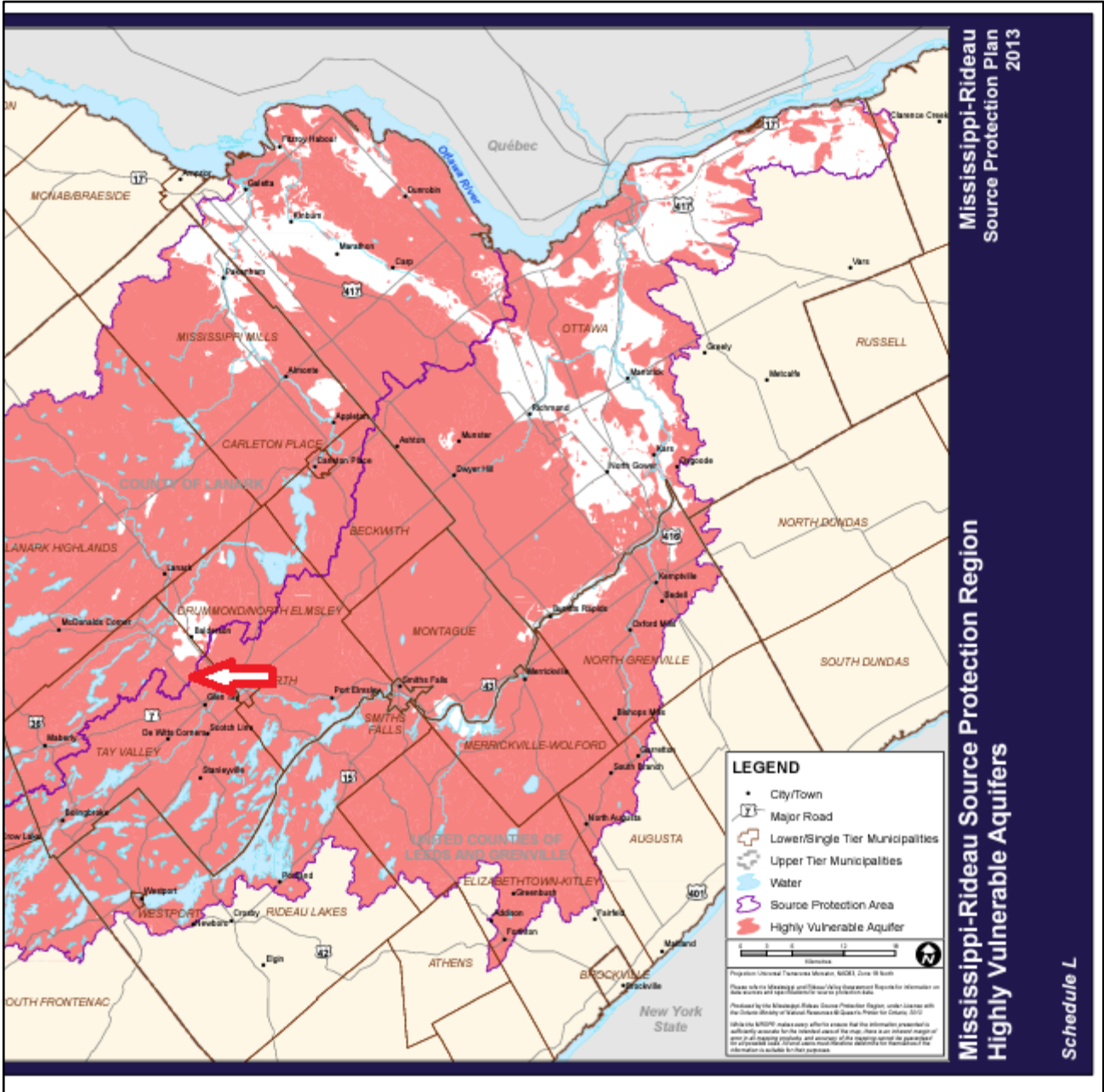
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment ii) Mississippi Rideau Source Water Protection Plan Designation – Highly Vulnerable Aquifer



Mississippi-Rideau
Source Protection Plan
2013

Mississippi-Rideau Source Protection Region
Highly Vulnerable Aquifers

Schedule L

COMMITTEE OF THE WHOLE

June 4, 2024

Report #PW-2024-14
Sean Ervin, Public Works Manager

BLUE BOX TRANSITION UPDATE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Tay Valley Township Opt-In for Depot collection at the landfills for the transition period of January 1, 2025 to December 31, 2025;

THAT, Chief Administrative Officer/Clerk and Public Works Manager be delegated the authority to make decisions for a Depot Operations Agreement with Circular Materials for Tay Valley Township to provide blue box services at the Township’s depots, including promotion and educations and service to non-eligible sources, for the period of January 1st, 2025, to December 31, 2025;

AND THAT, the CAO/Clerk and Reeve be authorized to enter into the necessary agreement.”

BACKGROUND

Information regarding the new Blue Box Regulation was provided via a staff report at the January 16, 2024, Committee of the Whole Meeting and the report was received for information at the January 20 Council Meeting.

DISCUSSION

Staff have been working with representatives from Circular Materials (CM) to negotiate the terms and conditions of a Depot Operations Agreement. Subject to this agreement:

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

There are still a few minor conditions of the Agreement that need to be worked out, however, staff are confident that both parties are at a stage where Council can authorize staff delegated authority to complete the remaining negotiations of the agreement.

FINANCIAL CONSIDERATIONS

Staff have negotiated a payment from CM in the amount of \$4,823/month or \$103,476/year to operate the depots and continue to allow residents to drop off blue box materials. This amount is based on information from the 2020 Datacall and multiplied by an escalation for inflation. CM is using this standardized approach for all Opt-In municipalities across the province.

The Township's blue box program costed \$218,400 in 2023. This includes costs for staff, maintenance of the sites and the trucking and disposal of the blue box material. The Township generated a total of \$148,500 in revenue between the funds received by Stewardship Ontario and market revenue from disposal of the blue box materials. The program operated at a cost of \$69,900.

Under the new agreement, the Township will no longer be responsible for trucking and disposal of blue box materials and therefore the projected costs to operate the depots is approximately \$109,300 annually (based on the 2024 budget figures, factoring costs between blue box and other recycling and waste streams such as household waste, scrap metal, e-waste, etc.).

Although CM's offer falls short by approximately \$5,800/year, it is still an improvement from the previous years offset with the revenue streams, where the program costs the Township \$69,000. Therefore, CM's offer should result in an annual savings of approximately \$63,200.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Council authorize delegated authority to the CAO and Public Works Manager to finalize the Depot Operations Agreement for signature by the Reeve and CAO/Clerk.

Option #2 – Not provide delegated authority. This is not recommended as the outstanding items are minor in nature. Staff have already received legal counsels' opinion regarding the Agreements and the Agreements are standard agreements that are being signed by all Opt-In Depot Operation Communities across Ontario. The Committee of the Whole is not scheduled to meet again until August, which would delay execution of the agreement. CM is requesting the agreements are executed as soon as possible so they have adequate time to organize contractors for depot collection service.

CLIMATE CONSIDERATIONS

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

STRATEGIC PLAN LINK

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

CONCLUSIONS

The agreement will be in-place for the entire 2025 year. It is still unknown what exactly will occur post transition (January 2026 and beyond), however staff will continue to attend webinars and be in discussion with other municipal staff to ensure that Council is kept informed. A subsequent staff report will be brought forward sometime in 2025 to discuss the future of the Blue Box Program.

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
June 4th, 2024

Report #CAO-2024-09
Amanda Mabo, Chief Administrative Officer/Clerk

2023 MUNICIPAL REPORT CARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #CAO-2024-09 – 2023 Municipal Report Card, be received for information.”

BACKGROUND

Over the years, steps have been taken to improve communications.

Last year, a Municipal Report Card was introduced, which is a common communication product that many municipalities use to demonstrate to residents and local stakeholders the extent of services provided and how these align with Township strategic plans and priorities.

Annually, stats were provided to Members of Council through the weekly update to Council. However, the public did not get a chance to see those stats. Therefore, it was recommended that those stats be portrayed in an annual Municipal Report Card, along with highlights and accomplishments, that would be produced and posted on the Municipal website.

In 2023, the first [Municipal Report Card](#) was published, and Council passed a resolution indicating that it should be produced annually.

DISCUSSION

Late last year, Council was asked to provide feedback and suggestions. This feedback and suggestions were reviewed and the following have been incorporated into the draft:

- remove data on tax sales
- remove data on tax bills
- add staff pictures with names and positions
- add names of Council members
- add a section on key challenges for the upcoming year

New for 2023 is information on the following:

- scholarship recipient

- heritage properties

Before sending the data to the designer, staff wanted to provide the data to Council and provide an opportunity for additional feedback.

FINANCIAL CONSIDERATIONS

Design \$1,000

CLIMATE CONSIDERATIONS

None.

STRATEGIC PLAN LINK

One of the three Strategic Priorities under the 2017-2021 Strategic Plan was “Communications and Connectivity – Enhancing communication between the Township and residents, and among residents”.

Under the current Strategic Plan:

Value #2 – Accountable – We value honest and transparent communication and strive for accountability in everything we do, demonstrating value for tax dollars and visible progress on municipal initiatives.

Strategic Priority – Good Governance

- **Strategic Initiative – Communications** – external communication is a priority.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Proceed with data presented.

Option #2 – Council provide additional feedback.

CONCLUSIONS

Moving forward, the annual Municipal Report Card is a great opportunity to showcase the accomplishments of the Municipality and also serves as information to attract new residents and businesses.

ATTACHMENTS

1. Draft 2023 Municipal Report Card data

Prepared and Submitted By:

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

[insert Tay Valley Township logo]

2023 Municipal Report Card

[insert photo showing smiling residents doing something on water]

www.tayvalleytwp.ca

Key Facts

- 5,925 year-round residents (2021), a 4.6% increase since 2016 (5,665)
- 11,850 residents in the summer (2021)
- 528.67 km² area
- 11.2 persons per km²
- 32 named lakes
- 10 named rivers
- 2,420 permanent households
- 4,081 total number of households (includes seasonal)
- \$227,000 median assessed value
- One public and one private elementary school
- One secondary school
- Two long-term care homes
- \$177,922 average construction project (2023)
- \$24,731,150 million in development (2023)

Message from the Reeve

[insert Reeve Rainer photo]

XXXX

Building and Planning

3 full-time staff
1 part-time staff

Accomplishments and Highlights in 2023

- Issued building permits for a new veterinarian clinic on MacDonald's Corners Road, a new bakery (on farm diversified use); the first 3-unit net zero townhouse in the Township
- Official Plan 5-Year Update
- Staff shared the Township's plans for Implementing its Age Friendly Community Plan with TVO's Steve Paikin on Ontario's current affairs program, The Agenda
- Added multi-unit zoning and a co-housing definition to the Zoning By-Law
- Transferred the Home Energy Retrofit program to the County for County-wide application
- Provided training to Council on the Climate Lens and its link to procurement and Total Cost Accounting
- Brought forward through the Green Energy and Climate Change Working Group a Climate Change Crisis Declaration
- Expressed Council's concerns over the province's plans to expand natural gas services and Council's support for changes proposed to the National and Provincial Building Codes for energy efficiency

Severances

Year	Total Applications	New Lots	Lot Addition	Title Correction	Right-of-way/Easement
2019	19	16	8	3	1
2020	24	17	2	2	3
2021	36	21	9	0	6
2022	29	23	6	0	0
2023	28	14	7	1	6

Zoning

Year	Total Applications	Limited Residential Services	Rural	Residential	Industrial/Commercial	Other
2019	10	8	1			
2020	24	12	2	7	2	
2021	19	14	0	2	2	
2022	16	7	0	1	5	3
2023	13	5	1	1	2	2

Minor Variances

Year	Total Applications	Deck/Porch	Building Setbacks	Lot Size	Other
2019	15	2	8	5	
2020	12	1	8	3	
2021	24	1	11	7	5
2022	29	0	19	5	5
2023	14	1	10	0	3

Building Permits

Year	Single Family Dwelling	Cottage	Total Housing	Commercial	Total Applications
2019	19	6	25	4	130
2020	19	5	24	4	111
2021	60	12	72	4	176
2022	33	2	35	3	145
2023	26	3	29	2	140

Public Complaints

Year	Zoning By-Law	Building Without Permit	Total
2019	4	1	5
2020	12	3	15
2021	18	3	21
2022	22	10	32
2023	11	13	24

Site Plan Control and Development Agreements

Year	Total Agreements	Waterbody	Environmental Impact Assessment	Commercial
2019	27	24	1	2
2020	29	20	9	
2021	55	41	13	1
2022	54	44	7	3
2023*	17	13	3	2

*province removed the requirements for sit plan control agreement for a period of time in 2023

Finance

3 full-time staff

Accomplishments and Highlights in 2023

- MyAccount went live
- Asset Management Plan completed for Core and Non-Core Assets
- The number of people registered for electronic billing and pre-authorized payments increased
- Further reduced the number of tax payers in arrears

Dog Tags:

2017 - 126

2018 - 119

2019 - 117

2020 - 65

2021 - 41

2022 – 92

2023 – 65

Public Works

8 full-time staff

4 part-time staff

4 casual staff

Accomplishments and Highlights in 2023

- Diverted 296 tonnes of recyclable material from landfill
- Rehabilitated Harper and Keays Roads: \$1,509,000.00 project funded by the Roads Construction Reserve, Federal Gas Tax, Ontario Community Infrastructure Fund and Development Charges
- As part of the Tayside Estates Subdivision development, assumed Ernest Way into the Township's road network and facilitated the transfer of the conservation lands
- Undertook Comprehensive Roads Needs Study that was used to update the 10-Year Capital Plan
- Optimized hours at the Township's three waste sites
- Added sea container at Re-Use Centre for large items

Operated and maintained:

- 78 km of hard surfaced roads
- 185 km of gravel roads
- 20 km of seasonal roads
- 15 bridges
- 9 structural culverts
- 1 waste site
- 2 waste transfer stations

Type of Service Request	2020	2021	2022	2023
Grading/Pothole Request	40	39	64	39
Civic Address/Entrance Permit Application – Completed	26	74	37	28
Civic Address Application (private roads only) - Completed	7	10	4	7
Other Requests	24	30	29	37
Tree Removal Requests	12	16	14	20
Snow Plowing/Snow Removal Requests	6	2	10	3
Sanding/Salt Requests	8	3	9	13
Frozen Culvert Requests	3	2	7	7
Garbage/Waste Complaint or Request (Roadside Littering)	6	8	5	5
Brushing Requests	3	9	5	1
Drainage/Ditching Request (including washouts)	9	13	4	11
Dust Control Requests	1	4	3	4
Speeding Complaints	0	0	3	4
Cleared Deceased Animals from Road	0	4	2	4
Beaver Issues	1	4	1	2
Road Hazard Requests (including sinkhole, but other than animals and trees)	4	1	2	2
Streetlight Outage Requests	1	0	0	0
Parking By-Law Complaints	0	1	0	1
Total	148	220	198	188

CAO and Clerk's Offices

3.5 full-time staff

Accomplishments and Highlights in 2023

- Continued Council Orientation
- Introduced an annual Municipal Report Card that highlights the Township's accomplishments
- Council raised over \$10,000 towards the purchase of the MRI for the local hospital
- Implemented an Electronic Monitoring of Employees Policy, CAO Performance Review Policy
- Updated the Emergency Response Plan, Code of Conduct for Members of Council and Local Boards, Heritage Property Selection Committee – Terms of Reference
- Recruited three new Municipal Livestock Investigators
- Entered into an Ontario 211 Agreement for a Call Centre during an Emergency, Introduction of an Emergency Preparedness Rack Card, Established a Cooling Centre at Maberly Hall, 2-day IMS (Incident Management Systems) Training for all office staff

- Brought Bolingbroke Cemetery into compliance; started to bring Pinehurst Cemetery into compliance
- Assisted with the set-up of the new Lanark County OPP Detachment Board including the development of a Terms of Reference and the Appointment of the Council Representative
- Replaced the photocopiers, additional cyber security measures implemented
- Developed an updated Strategic Plan for the Term 2022-2026
- Facilitated a path forward for Private Unassumed Roads
- Introduced water testing drop-off services at the Municipal Office
- Recruited a Deputy Clerk, Community Services Coordinator, Corporate Administrative Assistant, Executive Assistant\Alternate Community Emergency Management Coordinator, Finance Administrative Assistant, Sports and Recreation Coordinator, Heavy Equipment Operator, Truck Driver/Operator, Waste Site Attendant
- Began a Pay Equity and Compensation Review for Township staff and Council

	2023	2022	2021	2020	2019	2018	2017
By-Laws	66	45	65	57	52	59	73
Council Meetings Held	25	17	26	18	24	24	22
COW Meetings Held	14	20	13	12	15	10	24
Staff Reports to Council	97	119	141	118	95	109	105
Resolutions Passed	257	253	333	292	327	294	265
MFIPPA Requests	3	9	4	12	1	14	2
Refreshment Vehicle Licenses	2	2	2	2	1	1	1

Insert Council picture with names

Community Services

1.5 full-time staff

Accomplishments and Highlights in 2023

- Launched the “Did You Know?” series on the Township newsfeed and Facebook page
- Hosted the 25th Anniversary Celebrations of the Township with a Meet and Greet at Maberly Hall and a Fall Picnic at Maberly Community Park
- Re-introduced the Legacy Farms Program
- In partnership with EarlyOn, introduced a monthly playgroup at Burgess Hall
- In partnership with The Table, held the first 12-week FoodFit program at Maberly Hall
- In partnership with the Perth and District Union Public Library, introduced a monthly book club, book drop-off and pick-up, and baby time
- Held ceremony to emphasize the importance of Indigenous heritage and reconciliation
- Had first ever Township booth at the Maberly Fair
- Conducted first ever Recreation Survey
- Installed community notices boards at all three waste sites and the Maberly Hall
- Resumed soccer after a three-year COVID-19 hiatus with a record number of participants
- Received over \$140,500 in grants to improve Township parks and recreation facilities, retain a Sports and Recreation Coordinator and introduce community programming and activities
- Held first Community Holiday Meal at Maberly Hall
- Held re-opening of the newly redeveloped Glen Tay Swimming Area
- Constructed a new, accessible, age friendly forest trail park, along with the installation of fencing for the neighbours, that was officially named Forest Trail park and opened in Spring 2023
- Rehabilitation of the Otty Lake Boat Launch, and Maberly Hall

Key Challenges for the Upcoming Year

- Constantly changing Provincial legislation and regulations
- Infrastructure funding for roads and bridges
- Blue Box Transition

- add staff pictures with names and positions
- add pic of 2023 History Scholarship recipient
- add pic of 2023 Heritage Properties that were recognized

COMMITTEE OF THE WHOLE

June 4th, 2024

Report #CAO-2024-10

Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME

DAVERN LANE 11D

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road to Davern Lane 11D as outlined in Report #CAO-2024-10 – Proposed New Road Name – Davern Lane 11D, be brought forward for approval.”

BACKGROUND

A building permit application was received for a property at 349 Davern Lane. The applicant's property is accessed via a legal right-of-way through another property.

The legal right-of-way has existed since at least 1983 and should have been recognized as a Private Road when the right-of-way was created, or the second trigger was when a civic address was provided.

DISCUSSION

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

As per the road naming convention for private roads in the Davern Lane area, the applicants and property owner have agreed to the next sequential road name. That road name was forwarded to the County of Lanark for review and recommendation in order to avoid duplication within the road name database across Lanark County and neighbouring counties.

In addition, the property owners along that road have been notified and the majority of the property owners on the road have agreed 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 "Davern Lane 11D".

OPTIONS CONSIDERED

Option #1 – Adopt Davern Lane 11D (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 and 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 Fees a \$650 fee covers staff time and a \$2,000 deposit for any legal, road name sign and post.

CONCLUSIONS

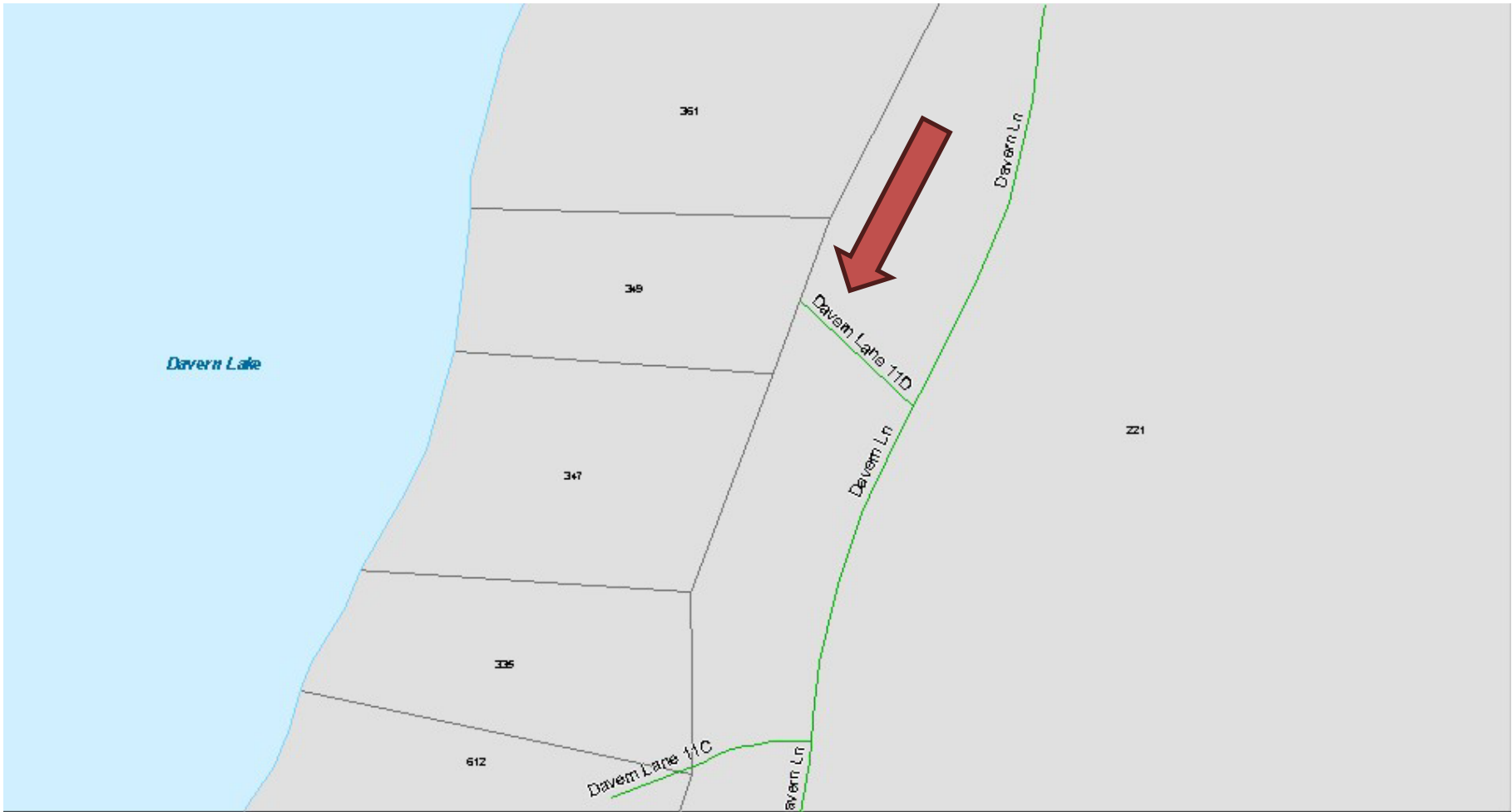
That the necessary by-law to name an existing private road to Davern Lane 11D as outlined in this report be brought forward for approval.

ATTACHMENTS

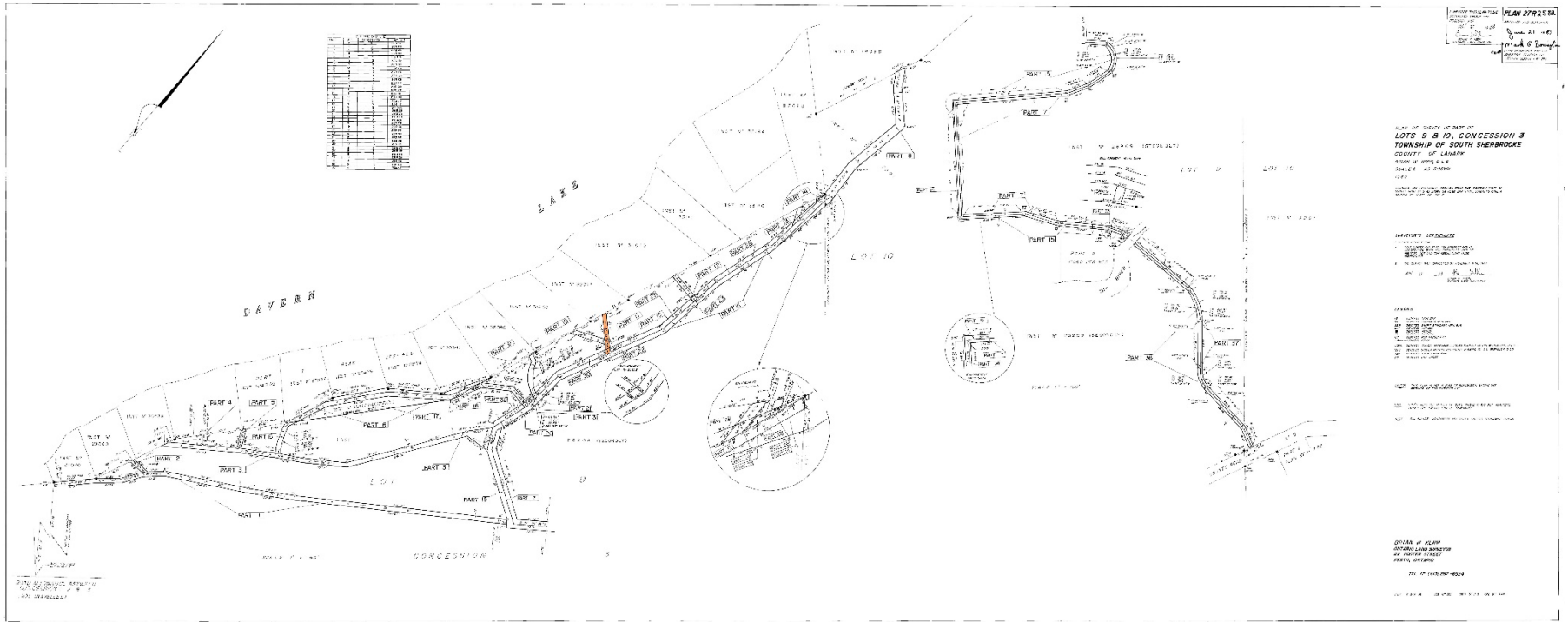
- i) GIS Map
- ii) Survey 27R2582
- iii) Close-Up of Survey 27R2582

Prepared and Submitted by:

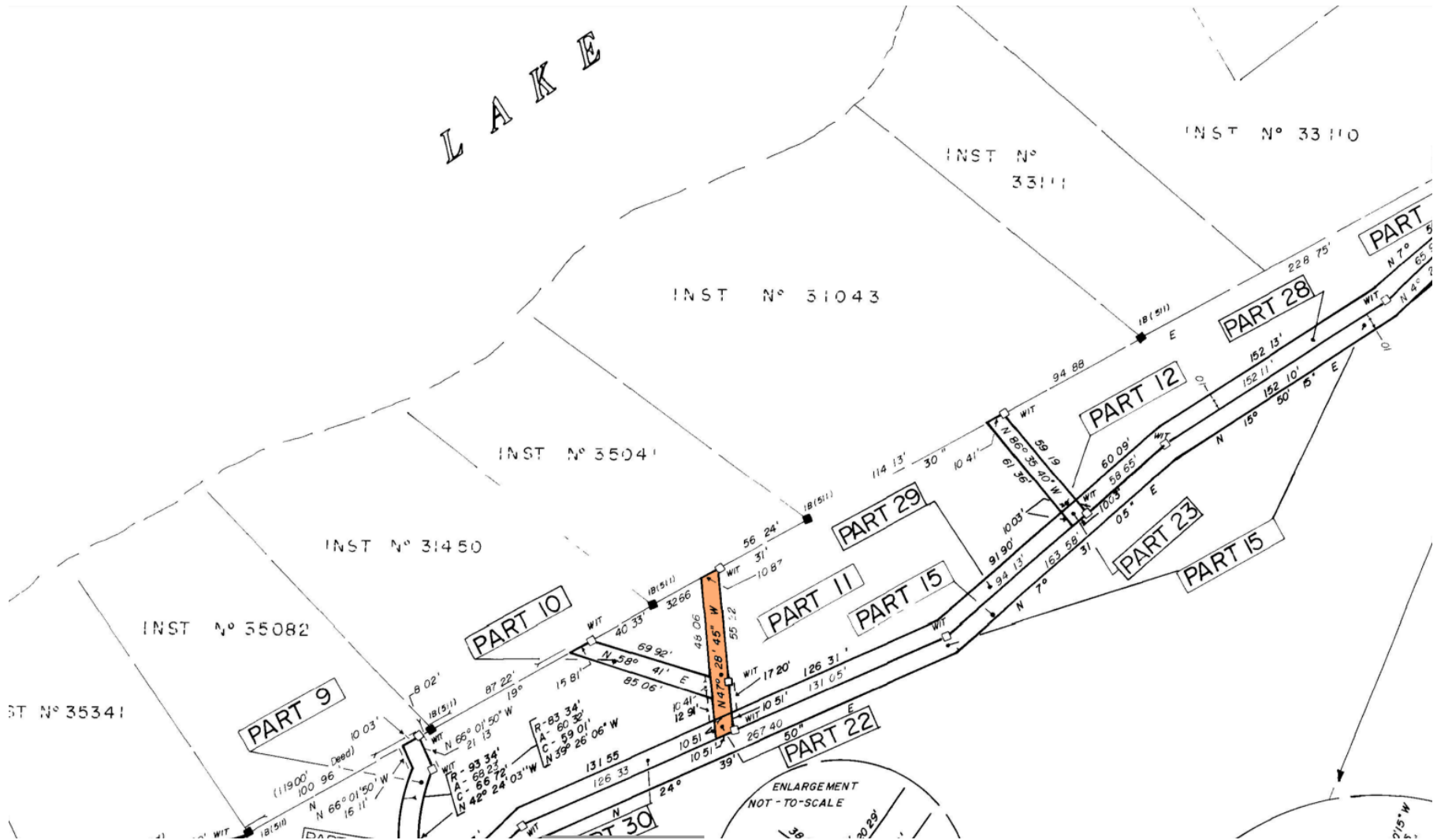
Amanda Mabo
Chief Administrative Officer/Clerk



GIS Map showing proposed Davern Lane 11D



1983 Survey 27R2582 showing Davern Lane area – proposed Davern Lane 11D highlighted in orange.



Close up of the portion of 27R2582 that shows Parts 11 and 22 in orange, leading from Part 15 (Davern Lane) to the applicant's property.

COMMITTEE OF THE WHOLE
June 4th, 2024

Report #CAO-2024-12
Amanda Mabo, Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE
HORRICKS

STAFF RECOMMENDATION(S)

“**THAT**, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2024-12 – Request to Close a Portion of an Unopened Road Allowance – Horricks, as per the Road Closing and Sale Policy and call a Public Meeting.”

BACKGROUND

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

DISCUSSION

The CAO/Clerk undertook a preliminary review.

The Applicant is requesting to close a portion of the unopened road allowance between Concessions 6 & 7, Lots 20 and 21 in North Burgess, and add it to their property located south of this section of the unopened road allowance. The stopping up, closure and sale of this portion of unopened road allowance and consolidation of this piece with the owner’s lands would provide road frontage to the property, which is required to proceed with the owner’s building permit application.

The Planner and Public Works Department were consulted and have no issues with this request. The Township will retain 10m from the center line of Black Lake Road for road widening and the draft survey will be approved by the Public Works Manager and CAO/Clerk prior to deposit.

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

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

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

ATTACHMENTS

- i) Written Request and Map
- ii) Property Survey

Prepared and Submitted By:

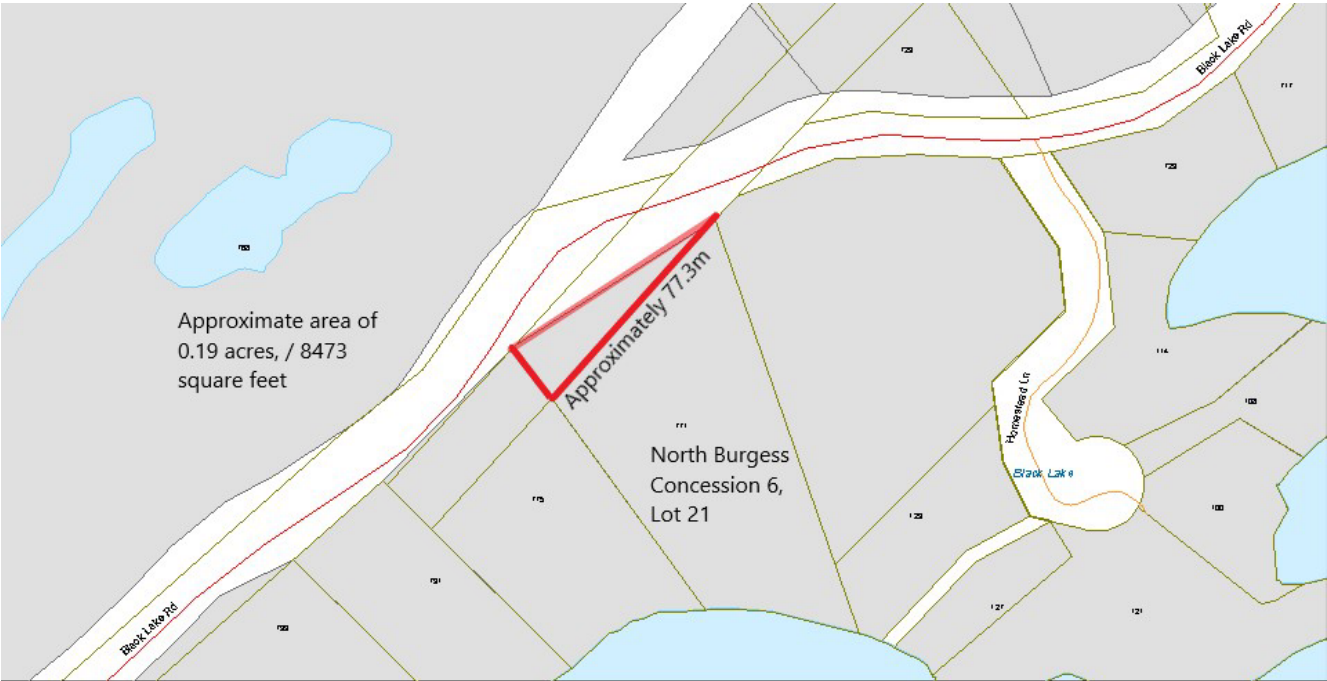
**Amanda Mabo,
Chief Administrative Officer/Clerk**

From: Horricks, Todd <Todd.Horricks@ottawa.ca>
Sent: Friday, May 24, 2024 1:27 PM
To: TVT Executive Assistant <executiveassistant@tayvalleytwp.ca>
Subject: Re: Road Closing and Sale for Frontage (Horricks - Black Lake Road)

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

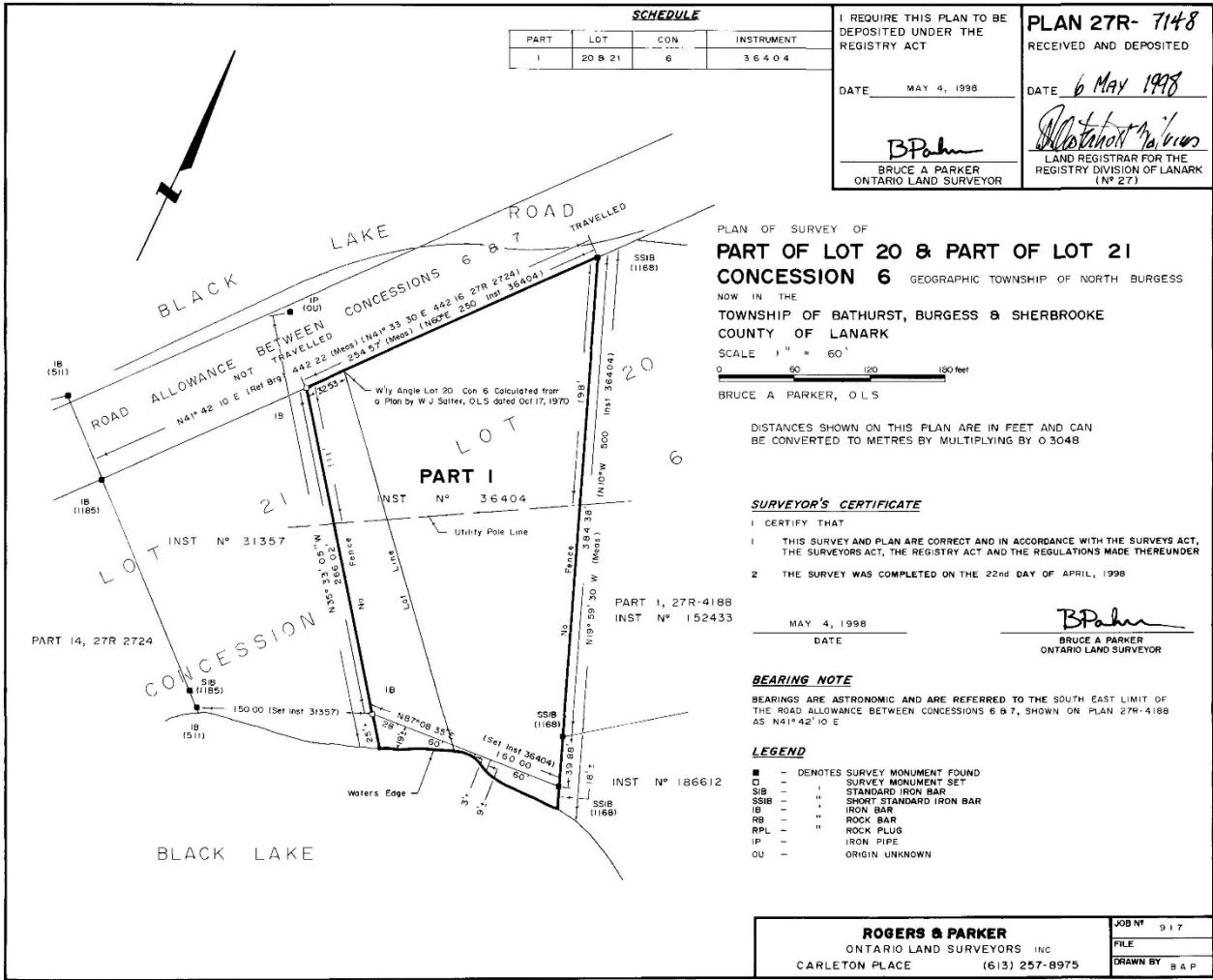
Thank you for this information, please accept this email as confirmation that I would like to proceed with the road closing and sale.

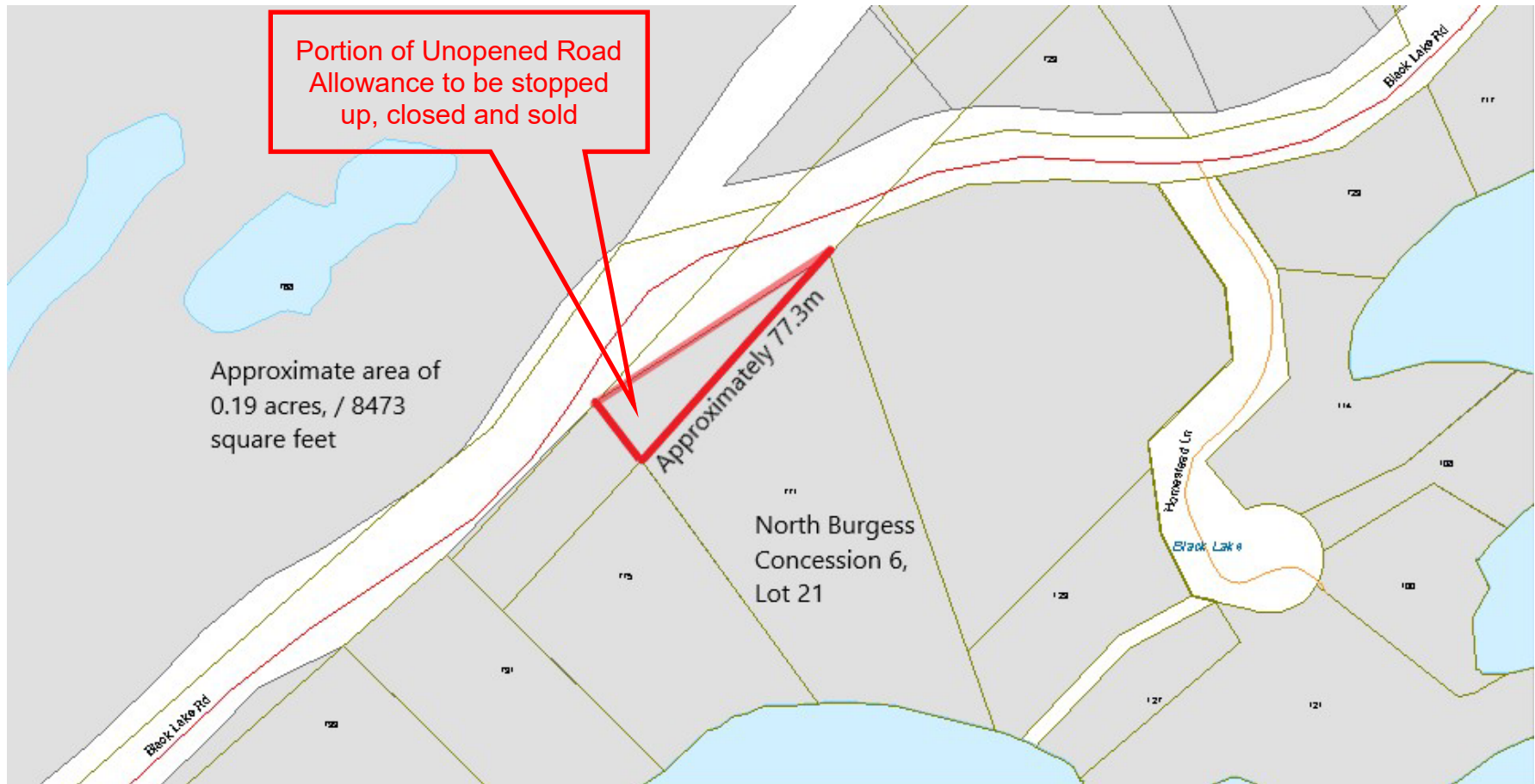
I understand that my property fronts onto an unopened Township road allowance and not Black Lake Road, as indicated in the map provided.



Kind regards,

Todd





Part of the unopened road allowance between Concessions 6 & 7 in North Burgess, Lots 21

COMMITTEE OF THE WHOLE MEETING
June 4th, 2024

Report #CAO-2024-11
Amanda Mabo, Chief Administrative Officer/Clerk

PLANNING ADMINISTRATIVE ASSISTANT POSITION

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Planning Administrative Assistant Position move from part-time to full-time when the current incumbent retires near the end of 2024.”

BACKGROUND

History of the Position

Along with every other municipality across the province, building and planning applications skyrocketed during COVID in 2020, 2021 and 2022. Applications continue to remain higher than pre-COVID and have also become more complex, requiring more staff time.

Below is the application history for the last five years.

Severances

Year	Total Applications	New Lots	Lot Addition	Title Correction	Right-of-way/Easement
2019	19	16	8	3	1
2020	24	17	2	2	3
2021	36	21	9	0	6
2022	29	23	6	0	0
2023	28	14	7	1	6

Zoning

Year	Total	Limited Services Residential	Rural	Residential	Industrial/Commercial	Other
2019	10	8	1			
2020	24	12	2	7	2	
2021	19	14	0	2	2	
2022	16	7	0	1	5	3
2023	13	5	1	1	2	5

Minor Variances

Year	Total	Deck/Porch	Building Setbacks	Lot Size	Other
2019	15	2	8	5	
2020	12	1	8	3	
2021	24	1	11	7	5
2022	29	0	19	5	5
2023	14	1	10	0	3

Building Permits

Year	Single Family Dwelling	Cottage	Total Housing	Commercial	Total
2019	19	6	25	4	130
2020	19	5	24	4	111
2021	60	12	72	4	176
2022	33	2	35	3	145
2023	26	3	29	2	140

Site Plan Control and Development Agreements

Year	Total	Waterbody	Environmental Impact Assessment	Commercial
2019	27	24	1	2
2020	29	20	9	
2021	55	41	13	1
2022	54	44	7	3
2023	17*	13	3	2

*province removed the requirements for site plan control agreements

In addition, prior to COVID, building and planning related complaints were minimal. Since 2020, complaints related to building and planning matters have significantly increased. Dealing with complaints involves the same or more of a time commitment than an application, along with an adherence to deadlines, follow-up and possibly preparation and attendance in court.

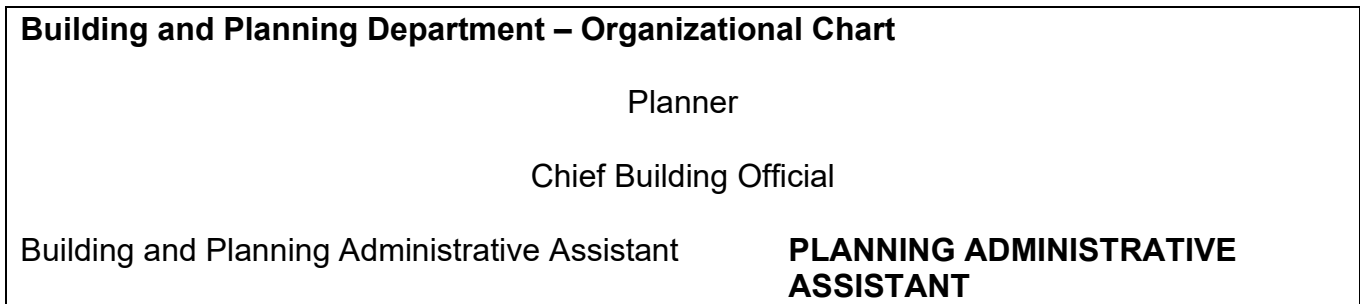
Below is the complaint history.

Complaints

Year	Zoning By-Law	Building Without Permit	Total
2019	4	1	5
2020	12	3	15
2021	18	3	21
2022*	22	10	32
2023	11	13	24

*Ongoing legal follow-up (including court appearance) from 2022 complaints was also significant.

In order to assist the Planner with projects (ex. official plan update, co-housing study, etc.) and address the increase in demand for building and planning applications, as well as have a dedicated staff person to manage complaints related to planning, the Township added a part-time contract position three days a week on the planning side of the Building and Planning Department. The incumbent started March 18th, 2021. The position at that time was funded using Modernization Grant Funds.



A [Service Delivery Review](#) was conducted in 2021 which identified that “the department is lean” in staffing as a gap/challenge in the Building and Planning Department and recommended that an additional administrative assistant be hired in the Building and Planning Department temporarily to deal with the COVID demand but also to review maintaining the position on a permanent basis in the years following COVID. That review and discussion occurred as part of the 2023 Budget discussions. The position transitioned to permanent part-time in February 2023 after approval of the 2023 Budget as the need for the position continued and was funded by the levy.

Overview of the Position

The current job description is attached, as well as the draft proposed job description that will come forward as part of the compensation and pay equity review.

The Planning Administrative Assistant and the Building and Planning Administrative Assistant have two distinct roles and are responsible for different administrative tasks:

Planning Administrative Assistant

- Secretary/Treasurer of Committee of Adjustment
- Committee of Adjustment Applications (ex. minor variances)

- Zoning Applications
- Coordinates by-law enforcement for the department
- Research for special projects (official plan update, zoning by-law update, co-housing, etc.)

Building and Planning Administrative Assistant (Building and Planning AA)

- Recording Secretary of the Green Energy and Climate Change Working Group
- Building Permits intake and evaluation for planning compliance, legal access
- Severance Applications
- Site Plan Control Agreements, Development Agreements, Limited Services Agreements
- Intake of all in person consultations and drop ins for building and planning
- All general inquiries related to building, planning and property information

DISCUSSION

The current incumbent in the position is set to retire at the end of the year. The Planner and CAO/Clerk have reviewed the current three days a week (part-time) versus the proposed five days a week (full-time) position and have determined that the part-time position is not meeting the current demand. The demand in the department remains high as the volume of applications remains high, the complexity of the applications is increasing and the constant change in legislation has increased the time to review and process each application. The Building and Planning AA's role is beyond capacity, requiring workload to be reallocated to the Planning AA's role.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Part-Time to Full-Time

The Planning Administrative Assistant position would move from part-time to full-time upon the current incumbent's retirement.

Option #2 – Do Nothing

The position would remain at part-time.

FINANCIAL CONSIDERATIONS

Currently the 2024 budgeted amount for the Part-Time position, including all expenses like CPP, EI, WSIB, EHT and benefits like OMERS, Self-Insurance, etc. is approximately \$45,700.

To increase this position to Full-Time the 2024 budgeted amount would be \$74,900.

A difference of \$29,200 would be needed in the 2025 budgeted amount. This does not factor in any increases in COLA or increases in any benefits.

STRATEGIC PLAN LINK

Strong Community – Planning and Development – The Building and Planning Department must be adequately staffed to have the resources to not only meet the day-to-day application demand but to have the ability to develop and implement long-term policy.

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

The Township continues to see growth and with that growth has come new requests and service demands from the public. A newer trend is seeing property owners converting their seasonal cottages into year-round homes. Tay Valley has always been known as a progressive Township. In order to continue this leadership, the required staffing resources need to be in place.

When looking at other municipalities of similar size, growth and applications in the Building and Planning Department, and the responsibility for by-law enforcement related to planning, Tay Valley is 1.5 full-time staff short. At this time, the request is only for .4 of a position as other departments are also understaffed and will be addressed as part of the 2025 budget process.

ATTACHMENTS

1. Current Job Description
2. Draft Proposed Job Description

Respectfully Submitted By:

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

Attachment 1 - Current Job Description

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

DIRECTLY RESPONSIBLE TO: Planner

INDIRECTLY RESPONSIBLE TO: Chief Building Official

KEY ACTIVITIES

1. Provides advice, assistance and guidance to prospective applicants and their agents regarding planning applications.
2. Undertakes file preparation, tracking and initial review at the application intake stage to ensure essential content is obtained from the applicant for planning applications.
3. Facilitates direct communication between applicants and the Planner during the application review and approval stages.
4. Refers non-specific and non-routine enquiries to the Planner.
5. Liaises with consultants, professionals, commenting agencies, developers and other municipal staff as required.
6. Prepares clearance letters, limited services agreements, development agreements, site plan control agreements and zoning certificates for the approval and signature of the Planner.
7. Prepares notices and mailing lists for circulation of various notices and messages, primarily for planning processes but also for other general government functions.
8. Fulfills the role of Commissioner of Oaths for planning applications.
9. Coordinates by-law enforcement for the Building and Planning Department, including tracking to ensure the GIS System is updated and timelines are met.
10. Prepares Department presentations and reports for Council, as requested.
11. Prepares and submits reports to Provincial Ministries and various agencies.
12. Prepares GIS updates for building, planning and septic activity.
13. Assists with monitoring agreements and contracts.
14. Assists the Planner with the development of planning related studies, policies and by-laws, as required.

15. Maintains electronic and hard copy office records for the department in accordance with the Township's records management system.
16. Responsible to act in the capacity of the Building and Planning – Administrative Assistant in the absence of the Building and Planning – Administrative Assistant.
17. Provides clerical support for the Planner and Chief Building Official and other staff as directed by the Planner.
18. Fulfills the role of Secretary/Treasurer to the Committee of Adjustment.
19. Provides clerical/secretarial support to Working Groups, as assigned.
20. Performs other related duties as assigned.

FACTOR DESCRIPTION

1. Knowledge

- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Excellent communication skills
- Ability to perform secretarial and administrative skills
- Strong time management and organizational skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

2. Experience

- Post-secondary school courses in planning
- Primer on Planning Course would be considered an asset
- Post-secondary school courses in office administration would be considered an asset
- Two (2) years planning experience in a municipal environment
- One (1) year experience in an office environment
- A working knowledge of the Planning Act
- A working knowledge of other relevant legislation and planning and building matters
- Excellent computer skills, proficiency using Outlook, Word, Excel and GIS
- Capable of carrying out duties with minimal supervision
- Experience dealing with the public and outside agencies
- Municipal training is an asset
- Municipal or planning designation would be considered an asset

Knowledge may be learned through on-the-job training and post secondary school courses.

3. Complexity/Problem Solving

Determines work priorities. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

4. Mental Effort

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers.

5. Physical Effort

May be required to sit for extended periods of time while using the computer and to meet deadlines.

May be required to lift boxes of paper weighing 20 kilograms.

6. Impact of Decisions

Failure to provide secretarial, clerical and administrative services in an efficient and effective manner will result in disruptions in the provision of services.

Failure to provide proper planning and building advice and follow appropriate legislation may result in unnecessary time delays and financial expense to both the applicant and the Township.

Errors in dealing with the public may cause an escalation of the individual's complaint.

7. Financial Authority

N/A

8. Supervision

N/A

9. Policies and Procedures

Required to work independently under established policies and procedures.
Follows the policies and procedures of the Township.

10. Contacts – Interpersonal Skills

Internal Contacts: Planner
Chief Building Official
Clerk
Committee of Adjustment
Working Groups
All Township Staff

External Contacts: General Public
Solicitors
Real Estate Agents/Appraisers
Suppliers and Contractors
Other Municipal Employees
Other Public Agencies

Provides information to the public; uses tact to address their inquiries and concerns. Is the first point of contact for visitors and callers in the Planning Department and must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

11. Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

12. Working Conditions and Pressure

Township Municipal Office – Office Area.

Frequently deals with public complaints, refers contentious issues to management staff. Must deal with the stress of frequent interruptions and the various moods of people while maintaining a pleasant and calm manner as the first point of contact with visitors and telephone callers for the Planning Department.

Normal Working Hours are three (3) day a week - 8:30 a.m. – 4:30 p.m. with a ½ hour lunch. Attendance at Committee of Adjustment Meetings and Working Group Meetings is mandatory. Attendance at building and planning related public meetings may be required. Evening meetings may be required. Additional overtime may be required.

Dated – January 31, 2023

Attachment 2 – Draft Proposed Job Description

**TAY VALLEY TOWNSHIP
POSITION DESCRIPTION**

POSITION DATA

Position Title: Planning – Administrative Assistant
Reports To: Planner
Indirectly Reports To: N/A
Department: Building and Planning
Classification: Enter classification
Effective Date: January 1, 2024
Revised Date: July 2023

POSITION SUMMARY AND PURPOSE

Reporting to the Planner, the Planning Administrative Assistant provides a positive, professional image of the Township. As the second point of contact for visitors and callers in the Building and Planning Department, strong communication skills are required to determine the nature of inquiries and concerns so that they are addressed accordingly.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

N/A

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent **Date**

This position description reflects the key duties, responsibilities and requirements of the position.

Planner **Date**

Chief Administrative Officer/Clerk **Date**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
<ol style="list-style-type: none"> 1. Receives incoming visitors and telephone calls, identifies client needs, directs clients to the appropriate staff member or organization and answers general inquiries for the Building and Planning Department. 2. Liaises with consultants, professionals, agencies, developers and other municipal staff as required. 	10%
<ol style="list-style-type: none"> 3. Provides advice, assistance and guidance to prospective applicants and their agents regarding planning applications, including explaining application procedures. 4. Reviews planning applications to confirm legal access and road frontage before deeming an application complete. 5. Assists the Executive Assistant/Alternate CEMC with confirming legal access and road frontage. 6. Facilitates direct communication between applicants and the Planner during the application review and approval stages. 7. Refers non-specific and non-routine enquiries to the Planner. 	10%
<ol style="list-style-type: none"> 8. Coordinates planning applications, specifically applications to the Committee of Adjustment and Zoning applications, including associated tasks such as: <ul style="list-style-type: none"> • preparing and tracking files; • undertaking initial review at the application intake stage; • preparing mailing lists and notices; • assisting with ensuring all approvals have been obtained; • assisting with preparing clearance letters, limited services agreements, development agreements, site plan control agreements, zoning certificates, etc. • releasing security deposits, if applicable; • filing permits; • closing files. 	40%

<p>9. Fulfills the role of Commissioner of Oaths for planning applications.</p> <p>10. Fulfills the role of Secretary/Treasurer to the Committee of Adjustment.</p>	
<p>11. Coordinates by-law enforcement for the Building and Planning Department, including tracking to ensure the GIS System is updated and timelines are met.</p>	5%
<p>12. Prepares correspondence, reports and presentations for review by the Planner.</p> <p>13. Prepares and submits reports to Provincial ministries and various agencies.</p> <p>14. Coordinates updates of the corporate geographic information system with regards to building, planning and septic activity.</p> <p>15. Assists with the development of planning related studies, policies and by-laws, as required.</p>	3%
<p>16. Assists with the preparation and distribution of promotional and advertising material for the Department.</p> <p>17. Ensures the website and other information related to the Department is up to date.</p>	2%
<p>18. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.</p>	1%
<p>19. Maintains electronic and hard copy office records for the department in accordance with the Township's records management system.</p> <p>20. Provides clerical support for the Planner and Chief Building Official and other staff as directed by the Planner.</p> <p>21. Provides clerical/secretarial support to Working Groups, as assigned.</p> <p>22. Responsible to act in the capacity of the Building and Planning – Administrative Assistant in the absence of the Building and Planning – Administrative Assistant.</p>	28%
<p>23. Performs other related duties as assigned.</p>	1%

FACTOR DESCRIPTION

1. Required Training

Enter the description of training required in order to perform the major responsibilities of the position.

2. Minimum Qualifications

2.1 Education

- Post-secondary school courses in office administration

2.2 Experience

- Processing applications
- Dealing with the public

2.3 Knowledge/Skill/Ability

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel, PowerPoint and Adobe
- Punctual and reliable
- Strong time management and organizational skills
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner

3. Preferred Qualifications

3.1 Education

- Post-secondary school diploma in office administration
- Post-secondary school courses in building and planning
- Primer on Planning course
- Customer service training
- Municipal training
- Municipal designation
- Drivers' license

3.2 Experience

- Two (2) years' experience in an office environment
- Two (2) years' planning experience in a municipal environment
- Dealing with developers and outside agencies
- Using geographic information systems (GIS)

3.3 Knowledge/Skill/Ability

- A working knowledge of the Planning Act
- A working knowledge of other relevant legislation and planning and building matters
- Ability to process large volumes of planning applications with a high degree of accuracy and in a timely manner
- Ability to take initiative

Knowledge may be learned through on-the-job training and post-secondary school courses.

4. Decision Making and Independence

Complexity/Problem Solving

Determines work priorities. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities

N/A

Supervision Received – Independence of Action

Able to work as part of the Building and Planning Department team to achieve broad department goals under the direction of the Planner.

Required to work independently under established policies and procedures of the Township.

Follows the policies and procedures of the Township.

Impact of Decisions

Failure to provide secretarial, clerical, and administrative services in an efficient and effective manner will result in disruptions in the provision of services.

Failure to provide proper advice and follow appropriate legislation may result in not meeting legislated timelines, unnecessary time delays and financial expense to both the applicant and the Township.

Errors in dealing with the public may cause an escalation of the individual's complaint.

Confidentiality

Regularly works with confidential information concerning Township operations and the public where disclosure may result in legal action, loss of integrity and negative impact(s) on the image of the Township.

5. **Contacts**

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Planner	Frequent	Internal – receive direction, advice, seek clarification, and provide information.
Executive Assistant/Alternate CEMC	Regular	Internal – collaborate, seek clarification, information on legal access and road frontage requirements.
Building and Planning Administrative Assistant	Frequent	Internal – collaborate, seek clarification, information.
Municipal Staff	Regular	Internal – seek clarification.
General Public	Frequent	External – general inquiries for the Building and Planning Department, planning applications.
Solicitors	Occasional	External – collaborate, seek clarification.
Government Agencies	Regular	External – collaborate, seek advice, clarification, reporting.

Provides information to the public; uses tact to address their inquiries and concerns. Is the first point of contact for visitors and callers in the Building and Planning Department and must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

6. **Work Conditions**

Township Municipal Office – Office Area.

Regularly deals with public complaints, refers contentious issues to management staff. Must deal with the stress of frequent interruptions and time-sensitive demands from members of the public while maintaining a pleasant and calm manner as the second point of contact with visitors and telephone callers for the Building and Planning Department.

6.1 Hours of Work

Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.

Evenings/Weekends: Attendance at the Committee of Adjustment and Working Group Meetings is mandatory. Evening meetings may be required.

On-Call: N/A

Overtime: Occasional overtime may be required.

6.2 Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			21%		21%
Time spent travelling				5%	5%
Frequency of interruptions			42%		42%
Frequency of changing deadline and priorities				30%	30%
Interaction with irate/aggressive				2%	2%

clients/customers					
					= 100%

6.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise				X
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

6.4 Physical Requirements

May be required to sit for extended periods of time while using the computer.

May be required to lift boxes of paper weighing 20 kilograms.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				
Operating and/or				

Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

6.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings		X		
Visual Effort Required on a Concentrated Basis	X			
Requirement to Listen Attentively (to callers and enquiries)			X	

ORGANIZATIONAL CHART

Planner

Chief Building Official

Building and Planning Administrative Assistant

**PLANNING ADMINISTRATIVE
ASSISTANT**

10-Year Capital Plan Updated for DC Purposes

June 4, 2024



1

Agenda

- Overview
- Vehicles & Equipment
- Bridges
- Paved Roads & Gravel Roads
- Buildings
- Waste
- Land Improvements/Recreation
- Other Assets
- Reserves – circle back
- Questions and Comments



2

Overview

- > The Development Charge (DC) Study is currently underway
- > A summary of future projects and costing of such projects needs to be provided to the consultant in order to determine if or what portion would be growth related.
- > Therefore, the 10-Year capital plan is being brought forward so that Council has the opportunity to review proposed projects and costing, which also includes new projects and projects that have evolved since last Fall when the previous 10-Year capital plan was presented.



3

Vehicles & Equipment

> Replacement Schedule

Replacement Schedule	
Tandem Trucks	12Years
Light Trucks	10Years
Graders	15Years
Backhoes	12Years
Tractor	15Years
Front End Grass Mower	10Years
Boom Brush Mower	15Years

- > Costs are based on current costing of similar equipment that have recently been tendered (i.e. tandem in 2023/24 or pickup truck in 2024) or are industry standard

*refer to spreadsheet



4

Bridges

- OSIM Report completed every 2 years which indicates next 10 years of proposed capital bridge & large culvert projects
 - next reporting will be done this year in 2024 (late summer)
 - due to last report being in 2022 the 10-Year Capital projections only go to 2032 (hence nothing noted in 2033 or 2034)
- Costs are given to the Township by the OSIM consultants, inflation is then applied year over year
- These costs are not full replacement but major repair/rehabilitation

*refer to spreadsheet



5

Hard Surface Roads

- Two Types of Roads
 - 1) Surface Treatment (LCB) and
 - 2) Paved (HCB)
- Lifecycle Events can include
 - 1) Pavement Preservation and
 - 2) Reconstruction
 - differentiated by colour on the working paper
- Roads Needs Study was completed and presented to Council in 2023
- This maintains current service level

*refer to spreadsheet



6

Gravel Roads

- Lifecycle Events can include
 - 1) Localized Improvement and
 - 2) Maintenance Gravel
 - differentiated by colour on the working paper
- Roads Needs Study completed and presented to Council in 2023 which included gravel roads
- Maintains current service level, with optional increase in service (i.e. upgrade to surface treatment or possible widening) noted in green and yellow



*refer to spreadsheet

7

Buildings

- Building Condition Assessments (BCA) completed end of 2021/early 2022
- Buildings have not received much attention as there was never adequate data available to analyze them
- Further discussions will be needed to determine the cost/benefit of certain works proposed from the BCA,
 - this will be done on an annual basis for budget (at minimum)
- Certain BCA recommendations may only occur if grant funding was received to do so



*no spreadsheet

8

Waste

- New this year, Waste is being separated out from other categories as it has its own reserve
- Depending on the future layout of the Waste Site and the recommendations from the Waste Management Master Plan, those could affect the Waste Site Reserve
- There is money still available (\$55,000) in the modernization funding for future waste site modifications



*refer to spreadsheet

9

Land Improvements/Recreation

- Recreation Master Plan was completed in 2019
- Recommendation was to enhance current assets first and then look at further expansion
- Some of these projects could be considered future service level increases but have been slotted in to show possible DC'able projects or grant projects and their respective timelines
- Parkland has not been considered further than 2023, as currently the contributions to Parkland are low and would not make a difference in decision making



*refer to spreadsheet

10

Other Assets & Projects

- This working paper indicates other projects that impact reserve balances but are not considered capital (i.e., OP, Zoning, AMP, elections, studies & plans, etc.).
- County IT to provide what will be required for the next 10 years. What is currently presented is staff's best knowledge at the time of presenting.

*refer to spreadsheet



11

Reserves

- Reserve Continuity continues to be monitored
- Once DC eligible projects and their amounts are determined staff can then update the reserve and funding schedules of the 10-Year Capital Plan
- These schedules will be part of the next 10-Year Capital Update to Council in the Fall of 2024 before budget discussions



12

Questions/Comments



TAY VALLEY TOWNSHIP		Inflation =	4%											
10 YEAR CAPITAL PLAN		Replacement		0	1	2	3	4	5	6	7	8	9	10
2024 TO 2034		Cost (at 2023/24)	Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
VEHICLES														
Tandem Trucks														
T1	2016 Western Star Tandem (#1)	395,000	2028					458,200						
T2	2019 International Tandem Dump Truck (#2)	395,000	2030							489,800				
20-2	2020 Freightliner Tandem Dump Truck	395,000	2032									521,400		
20-3	2020 Freightliner Tandem Dump Truck	395,000	2034											553,000
T12	2012 International Tandem 7600 6X4 (#12)	395,000	2024	395,000										
T17	2014 International Tandem 7600 Truck (#17)	395,000	2026			426,600								
Light Trucks														
20-1	2020 Chevrolet Silverado (upgrade to electric)	81,000	2030							100,440				
T6	2016 Ford F550 (#6) - no electric option available	220,000	2026			237,600								
T11	2011 Chev Silverado 4X4 3/4 ton (#11) - no electric option available	90,000	2025		93,600									
T14	2023 Chevrolet Silverado (upgrade to electric)	81,000	2033										110,160	
T16	2013 Mitsubishi-CBO (#16) (Building) (upgrade to electric)	60,000	2025		62,400									
NEW	Single Axel Truck *additional truck re: Maberly Pines/growth	350,000	2026/27					392,000						
EQUIPMENT														
Heavy Equipment														
19-1	2019 John Deere Backhoe 310SL (#19-1)	180,000	2031								230,400			
E13	2007 Volvo Grader G960 (#13)	500,620	2027	55,000			560,694							
E15	2012 CASE Backhoe (#15)	216,000	2024	216,000										
E71	2009 Komatsu Backhoe (#71)	NOT SCHEDULED FOR REPLACEMENT - BACKHOE MOVES FROM ROADS TO WASTE SITE AT TIME OF REPLACEMENT												
E80	2018 John Deere 770M Grader (#80)	465,000	2033										632,400	
21-1	Tractor with Flail and Boom Mower	247,175	2035											
	Water Tank No. 1 (2022)	39,500	2037											
	Water Tank No. 2	40,000	2025		41,600									
Light Equipment - (Yearly Input)														
	1990 Steamers (quantity 2 - only replace 1)	20,000	2025		20,800									
E82	1998 Brush Chipper	90,000	2024	25,000										126,000
E87	2021 Eddyne Sweeper	17,197	2035											
E88	Diesel Generator 30 kwh (#88) (1998) (Transfer switch for 2024)	60,000	2048	11,600										
E89	Brush Head (#89)-Bathurst (2023)	37,500	2033										51,000	
	Emergency Response Trailer	12,500	2042											
	Front Flail Grass Mower	23,000	2031							29,440				
	Boom Brush Mower	98,000	2036											
	Calcium Chloride Bladder (2013)	20,000	2033										27,200	
	Pressure Washer	15,000	2033										20,400	
Fire Services														
	Pumper Truck		2024	54,000										
	South Sherbrooke Pumper Truck		2024	50,000										
		5,333,492		806,600	218,400	664,200	952,694	458,200	0	590,240	259,840	521,400	841,160	679,000

TAY VALLEY TOWNSHIP															
10 YEAR CAPITAL PLAN															
2024 TO 2034															
Inflation 4%															
Repair/Replacement															
0 1 2 3 4 5 6 7 8 9 10															
BRIDGES	STRUCTURE NO.	Engineering Design Costs (at 2022)	Construction Cost (at 2022)	Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
					Various Repairs & Guard Rails										
15-A04	9th Concession Road														
15-092	Adam's Mill Road	13,700	123,300	2028				15,344	143,028						
15-A01	Allan's Mill Road														
15-051	Anderson Road	33,100	297,900	2026		34,424	321,732								
C15-A02	Anglican Church Road Culvert														
15-159	Black Lake Road														
15-072	Bolingbroke Bridge (Crow Lake)														
15-093	Bowes Side Road	70,400	633,600	2025	50,000	679,344									
C15-A03	Doran Road Culvert	71,300	641,700	2030						85,560	795,708				
15-075	Doran Road (Fall River Bridge)	12,500	112,500	2029					14,500	135,000					
15-050	Ennis Road														
15-076	Gambles Side Road	36,036	324,324	2024	482,000										
15-094	Glen Tay Road														
C15-096	Glen Tay Road Open Footing Culvert	10,899	98,091	2024	169,500										
15-139	Haughians Road	12,700	114,300	2032								16,256	150,876		
C15-048	Hunter Side Road Culvert (Colton Creek)														
15-088	Menzies Munro Side Road														
15-070	Munro Road (Fall River Bridge)														
15-091	Noonans Side Rd														
15-087	Second Line Road														
15-089	Upper Scotch Line Road Culvert														
15-090	Upper Scotch Line Road Bridge														
15-095	Upper Scotch Line Road Bridge														
F1	Upper Scotch Line <i>Newly Identified 2016</i>														
	5th Concession Culvert Replacement														
B6-C1	6th Concession (Bath.) Culvert Replacement														
					701,500	713,768	321,732	15,344	157,528	220,560	795,708	16,256	150,876	0	0

TAY VALLEY TOWNSHIP																
10 YEAR CAPITAL PLAN																
2024 TO 2034																
ROADS	KMS	Last Work	Inflation =		4%		LEGEND:									
			Repair/Replacement Cost (at 2023/24)	Year	0	1	2	3	4	5	6	7	8	9	10	
					2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Notes:
Road Condition Assessment			35,000	2027				39,200					46,200			every 5 years
Traffic Count Study/Transportation Master Plan			60,000	2025		62,400										
SURFACE TREATMENT (LCB)																
Allan's Side Road	1.808	2021	75,500	2021												Reconstruction 2036
Anglican Church Road (3 seg)	3.343	2022	141,000	2022												Reconstruction 2037
Armstrong Line	2.571	2018	160,000	2025		166,400										
Ashby Road	0.482	-	27,000	2024	26,500											
Bathurst 7th Concession	2.374	-	425,000	2024	423,800											
Cameron Side Road (2 seg)	3.600	2022	273,000	2027			305,760									
Crow Lake Road	2.938	2008	281,000	2024	218,500											
Crozier Road	1.095	2019	53,000	2025		55,120										
Hanna Road (2 seg)	4.761	2019	857,000	2034										1,199,800		Reconstruction 2034
Iron Mine Road	1.025	-	89,000	2029					106,800							
McVeigh Road	0.384	-	75,000	2024	67,200											
Menzies Munro Side Road	2.568	2018	436,000	2030							540,640					
Merkley Road	0.273	-	12,000	2027				13,440								Single Surface Treatment in 2021
Powers Road	2.190	2023	120,000	2038												
Ritchie Side Road	0.887	2009	56,000	2025	64,960											
Stanley Road	1.888	2018	346,000	2029					415,200							
Stanleyville Road	1.870	2020	436,000	2031								558,080				
Upper Scotch Line (2 seg)	4.150	2021	322,000	2026		347,760										
Walters Lane	0.993	-	33,000	2030							40,920					
Zealand Road (1)	4.196	2008	776,000	2027				869,120								
Zealand Road (2)	4.196	2026	338,000	2032									446,160			
PAVED (HCB)																
Brooke Valley Road (1)	0.363	-	100,000	2026			108,000									
Brooke Valley Road (2)	0.363	-	27,000	2033										36,720		
Bygrove Lane	0.665	2012	52,000	2025		54,080										
Christie Lake North Shore Road	2.592	2019	201,000	2031								257,280				
Clarchris Road	0.882	2016	49,000	2031								62,720				
Crozier Road	2.500	2009	158,000	2025		183,280										
Glenn Drive	0.882	-	207,000	2030							256,680					
Glen Tay Road (Hwy 7 to CR 6)	0.419	2021	36,000	2033										48,960		
Glen Tay Road (CR6 to CR10)	2.928	2007	585,000	2028	10,000				678,600							Ashphalt Overlay in 2028, upgrade to paved shoulders
Harper Road (1)	3.757	2015	235,000	2029						282,000						
Harper Road (2)	2.612	2023		2038												Pavement Preservation 2035
Jodi Lane	0.201	2018	57,000	2033										77,520		
Keays Road	1.334	2023		2038												Pavement Preservation 2035
Kenyon Road	2.158	2018	147,000	2028				170,520								
Lakewood Road	1.916	1987	492,000	2024	516,500											
Maberly Main Street	0.301	-	117,000	2031									145,080			
McLaren Road	2.011	1997	512,000	2029						593,920						
Mutton's Road	0.524	2016	24,000	2032									31,680			
Norris Road	0.154	2016	11,000	2032									14,520			
Old Brooke Road (1)	0.442	-	134,000	2026		144,720										
Old Brooke Road (2)	0.442	-	36,000	2033										48,960		
Orchard Crescent	0.846	2001	54,000	2025		56,160										
Otty Lake Side Road (shared)	4.222	2018	177,000	2030							219,480					Shared costs with DNE (only 50% cost shown)
Park Lane Court	0.172	2018	57,000	2033										77,520		
Posner Lane	0.344	2012	30,000	2025		31,200										
Somerville Drive	1.247	2018	326,000	2033										443,360		
Stanleyville Road	1.263	2009	92,000	2027				103,040								
	82.042				1,262,500	673,600	600,480	1,330,560	849,120	1,397,920	1,057,720	1,023,160	538,560	733,040	1,199,800	

TAY VALLEY TOWNSHIP			Inflation = 4%		Localized Improvement				Maintenance Gravel		Possible widening											
10 YEAR CAPITAL PLAN			Maintenance Gravel								Possible Upgrade to ST											
2024 TO 2033			Coet	(at	Previous	Next	Construction	0	1	2	3	4	5	6	7	8	9	10	Notes:			
ROADS	FROM	TO	2024)	Year	Year	Years	Coet (at 2024)	Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034			
740 Mill Road	Dead End	Fallbrooke Road	\$ 4,094	-	2028								4,749							Widen to 6m in 10+ years?		
4504 Miller Bay Road	Elm Grove Road	Miller Bay Road/Private	\$ 4,153	-	2027								4,885									
4505 Miller Bay Road	Miller Bay Road Private	Boat Launch	\$ 871	-	2027								975									
1308 Miller Lane	Glen Tay Road	Dead End	\$ 3,907	2020	2032	12											6,168					
774 Miners Point Road	Narrows Lock Road	Big Rideau North Shore Road	\$ 78,229	2017	2026	9	20,000	2027			94,467	22,400									Ditching/Rock Ex	
1250 Miners Point Road	Big Rideau North Shore Road	Bass Bay Road	\$ 33,208	2017	2026	9	10,000	2027			35,865	11,200									Ditching/Rock Ex	
1288 Munro Road	Armstrong Road	Dead End	\$ 17,558	2021	-																	
762 Noonan Side Road	Upper Scotch Line	Menzies Munro SR	\$ 40,515	2020	2030	10	15,000	2025		15,600					50,238						Ditching/Rock Ex	
1311 Norris Road	Muttons Road	Dead End	\$ 31,143	2018	2030	12									38,617						Widen to 6m in 10+ years?	
1304 North Burgess 8th Concession	City Lake Side Road	Dead End	\$ 15,839	-	2028								18,374								Widen to 6m in 10+ years?	
532 North Mac Lane	Christie Lake North Shore Road	Dead End	\$ 22,804	2023	-																	
931 Old Brooke Road	Cooks Road	Strong Side Road	\$ 94,056	2019	2028	9	30,000	2026	39,000		32,400		109,105								Localized Road Base Repairs	
1296 Old Brooke Road	Strong Side Road	Highway 7	\$ 85,986	2019	2028	9							100,881								Ditching/Rock Ex	
646 Old Burke Road	McNaughton Road	Bennett Lake Road	\$ 47,019	-	2027							62,661										
1337 Old Morris Road	Keays Road	Bathurst 9th Concession	\$ 26,044	2015	2028	13							30,211									
1355 Palmer Road	Tysick Road	Dead End	\$ 6,244	2023	-																	
591 Patterson Road	Patterson Road Private	Christie Lake North Shore Road	\$ 2,351	2023	-																	
647 Perkins Road	Christie Lake Road	Bathurst Upper 4th Concession	\$ 37,241	2021	2033	12															50,048	
764 Powers Road	Stanleyville Road	Dead End	\$ 35,422	2018	2028	10							41,089									Ditching
730 Powers Road	Dead End	Narrows Lock Road	\$ 13,839	2018	2029	11							16,808									
640 Pratt Road	Dead End	Maberly Elphin Road	\$ 10,520	2021	2031	10										24,985						
777 Railway Siding Road	Dead End	Maberly Station Road	\$ 2,896	2019	2032	14										3,520						
5088 Rideau Lake Road	Best Lane	Elm Grove Road	\$ 28,478	-	2028								33,034									Upgrade to Surface Treatment in 2033?
1301 Ritchie Side Road	Crozier Road	Frontenac Boundary	\$ 44,510	2021	2032	11											58,762					
602 Rutherford Side Road	Bathurst 5th Concession	McVeigh Road	\$ 103,233	2023	-		15,000	2027				16,800										Ditching/Rock Ex
729 Stanley Road	Mackler Side Road	Narrows Lock Road	\$ 74,548	2015	2024	9	20,000	2029	74,270					24,000								Ditching/Rock Ex
1338 Star Hill Road	Narrows Locks Road	Star Hill Road Private	\$ 6,835	2019	2029	10	7,500	2028					8,700	8,202								Ditching/Rock Ex
908 Strong Side Road	Old Brooke Road	Highway 7	\$ 25,199	2021	2033	12																
1394 Tamarack Road	Brooke Valley Road	Old Brooke Road	\$ 43,561	2019	2032	13																
727 Township Boundary Road	Bathurst 9th Concession	Drummond 10th Concession	\$ 15,561	2014	2027	13							17,483				57,500					
728 Township Boundary Road	Highway 511	Bathurst 9th Concession	\$ 13,566	-	2027								15,225									
605 Trueloves Road	Anglican Church Road	Dead End	\$ 10,360	-	2024						4,128											
1075 Tysick Road	Bathurst Upper 4th Concession	Brooke Valley Road	\$ 36,564	2023	-																	
1347 Upper Scotch Line Road	Menzies Munro Side Road	Dead End	\$ 62,087	2021	2033	12		20,000	2032								26,400				84,439	Ditching/Rock Ex
								Construction/Upgrade	52,000	63,960	32,400	67,200	49,300	42,000	12,400	76,800	46,200	0	21,000			
								Maintenance	355,424	335,725	431,683	412,144	425,105	495,635	525,789	474,590	598,594	567,018	0			
									407,424	399,685	464,083	479,344	474,405	537,635	538,189	551,390	644,794	567,018	21,000			

TAY VALLEY TOWNSHIP
10 YEAR CAPITAL PLAN
2024 TO 2034

		Inflation = 4%												
		Replacement		0	1	2	3	4	5	6	7	8	9	10
		Cost (at 2023/24)	Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
WASTE														
Equipment														
Waste Compactor - GT (2023)	41,000	2038												
Additional Compactor at GTWS (possibility of refurbished)	47,500	2023	47,500											
Waste Compactor - GT (2011)	41,000	2031									52,480			
Waste Compactor - SV (2005)	41,000	2030								50,840				
Waste Compactor - Mab (2003)	41,000	2028					47,560							
Sea Container <i>*for re-use centre large furniture items</i>	9,000	2038												
Buildings														
ReUse Centre - emergency lighting, power, and fire alarm system	11,400	2024	11,400											
Other														
Waste Site new wells <i>*provisional - as needed basis</i>	10,000	2023	10,000											
Waste Site Glen Tay trees	5,000	2023	5,000											
Operations Layout for Waste Sites	40,000	2024/25	40,000											
Fencing - Glen Tay	35,000	2025		36,400										
Land Acquisition - Glen Tay waste site operations	?	2024/25	?	?										
		321,900		113,900	36,400	0	0	47,560	0	50,840	52,480	0	0	0

TAY VALLEY TOWNSHIP
10 YEAR CAPITAL PLAN
2024 TO 2034

		Inflation = 4%												
		Replacement		0	1	2	3	4	5	6	7	8	9	10
		Cost (at 2023/24)	Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
LAND IMPROVEMENTS/RECREATION ASSETS														
Burgess Hall, Garage, Ballfield	100,000	2029							120,000					
O'Neil/Stanleyville Park	40,000	2026			43,200									
Forest Trail Park	231,947	2024	118,300											
Forest Trail Park	9,500	2027				10,640								
Forest Trail Park	12,000	2028						41,780						
Forest Trail Park	125,000	2031								160,000				
Black Lake Water Access Point	150,000	2031-33									64,000	66,000	68,000	
Maberly Community Park	144,000	2024	15,000											
Maberly Community Park	173,000	2027				193,780								
Maberly Rink	200,000	2028						232,000						
Maberly Rink	120,000	2029							144,000					
Little Silver Lake Boat Launch	50,000	2034											70,000	
Noonan Access Point	25,000	2024	20,000											
Glen Tay Swimming Area	28,392	2042												
John Miller Park	7,032	2041												
Fallbrooke Playground & Ball Field	75,000	2030								93,000				
Mississippi Water Access Point	25,000	2025		26,000										
Maberly Fall River Park	22,624	2041												
Farren Lake Water Access Point	50,000	2035												
Otty Lake Boat Launch	10,000	2043	500											
Parks Plan - land behind Maberly Hall	40,000	2026			43,200									
Glen Tay School location	173,000	2027				193,780								
Maberly Rink Shed - emergency lighting & power & fire alarm system		2024	7,200											
Joint Recreation Multi-Use Facility	????	????												2019 it was valued to be \$40 million, TV's portion approximately 25%
Joint Recreation Master Plan	20,000	2029							24,000					joint rec master plan with Perth, DNE, & LH
				161,000	26,000	86,400	398,160	273,760	288,000	93,000	224,000	66,000	68,000	70,000

TAY VALLEY TOWNSHIP														
10 YEAR CAPITAL PLAN														
		Inflation =	4%											
2024 TO 2034		Repair/Replacement		0	1	2	3	4	5	6	7	8	9	10
OTHER ASSETS & PROJECTS		Cost (at 2023/24)	Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
IT ASSETS														
Server Replacement	68,000	????												
Computer Server 1 (shared)	60,000	2029							72,000					
Computer Work Stations	39,000	2027				43,680								
Livestreaming	20,800	2024	20,800											
Phone System	25,000	2033											34,000	
Fall River Room - IT upgrade	15,000	2027				16,800								
Website Upgrade	20,000	2026			21,600									
Great Plains - financial software - SQL server license update		2024	13,555											
OFFICE EQUIPMENT														
Office Furniture - CSC & EA offices	10,000	2024	10,000											
Office Furniture - Planning & Building Admin Assistant	15,000	2024	15,000											
OTHER														
Official Plan (every 5 years)	60,000	2027					67,200					79,200		
Official Plan Review - comprehensive growth management	35,000	2024	35,000											
Sub-Watershed HydroGeological Ground Water Recharge Area Study	40,000	2024	40,000											
Comprehensive Zoning By-Law Review (after the OP)	50,000	2024	45,700						60,000					
Cannabis Policy		2024	21,146											
Climate Adaptation Plan	30,000	2025		31,200										
Development Charge Study (every 5 years)	41,600	2024	41,600						49,920					
Election (every 4 years)	40,000	2026			40,000					46,400				
Strategic Plan (after each election)	15,000	2027					16,800				19,200			
H. Mather Municipal Drain Project	15,000	2024	15,000											
Functional Assessment of Public Works Department	40,000	2026			43,200									
Pay Equity & Compensation Review	30,800	2024	30,800											
Harrasment Policy Update	10,000	2024	10,000											
AMP Continuation - July 2025 compliant	25,000	2024/25	18,500	18,500										
Economic Deveopment & Tourism Action Plan	52,000	2024	52,000											
Building Condition Assessments	30,000	2027/28					8,400	26,400						
ARO (Asset Retirement Obligations)	36,400	2024	36,400											
Roads Patrol Software	11,000	2024	11,000											
Electroinc Timesheets	31,500	2024	31,500											
Budgeting Software	35,000	2026			37,800									
Entrance Signs to the Township (deisgn & production)	20,000	2025		20,800										
Recreational Programming & Supplies	15,150	2024	15,150											
Recreational Programming (for Seniors)	60,000	2024	60,000											
Public Electric Vehicle Charge Stations @ Municipal Office (2)	21,175	2027				23,716								
Public Works Garage - design & layout	40,000	2026			43,200									
				523,151	70,500	185,800	176,596	26,400	181,920	46,400	19,200	79,200	34,000	0

*Toward a resolution from Tay Valley Township Council
in support of basic income*

**Remarks by Rob Rainer, Reeve,
and co-founder and Chair, Lanark Basic Income Network**



About LBIN

1. **Founded 2023, unincorporated not-for-profit group which is member- and volunteer-based**
2. **Members across Lanark County, including many in Perth**
3. **Steering, Outreach, and Political Advocacy committees**
4. **Funding from members, non-member supporters, and organizations (e.g., Perth & District Community Foundation)**
5. **Part of a Canadian network of national, provincial, regional, and local basic income advocacy groups**



Basic Income Canada Network
Réseau canadien pour le revenu garanti



UBI Works



LBIN volunteers Shelley Welchner and Stephanie Corrin, at Maplefest 2024 – 40 new LBIN members enlisted that day

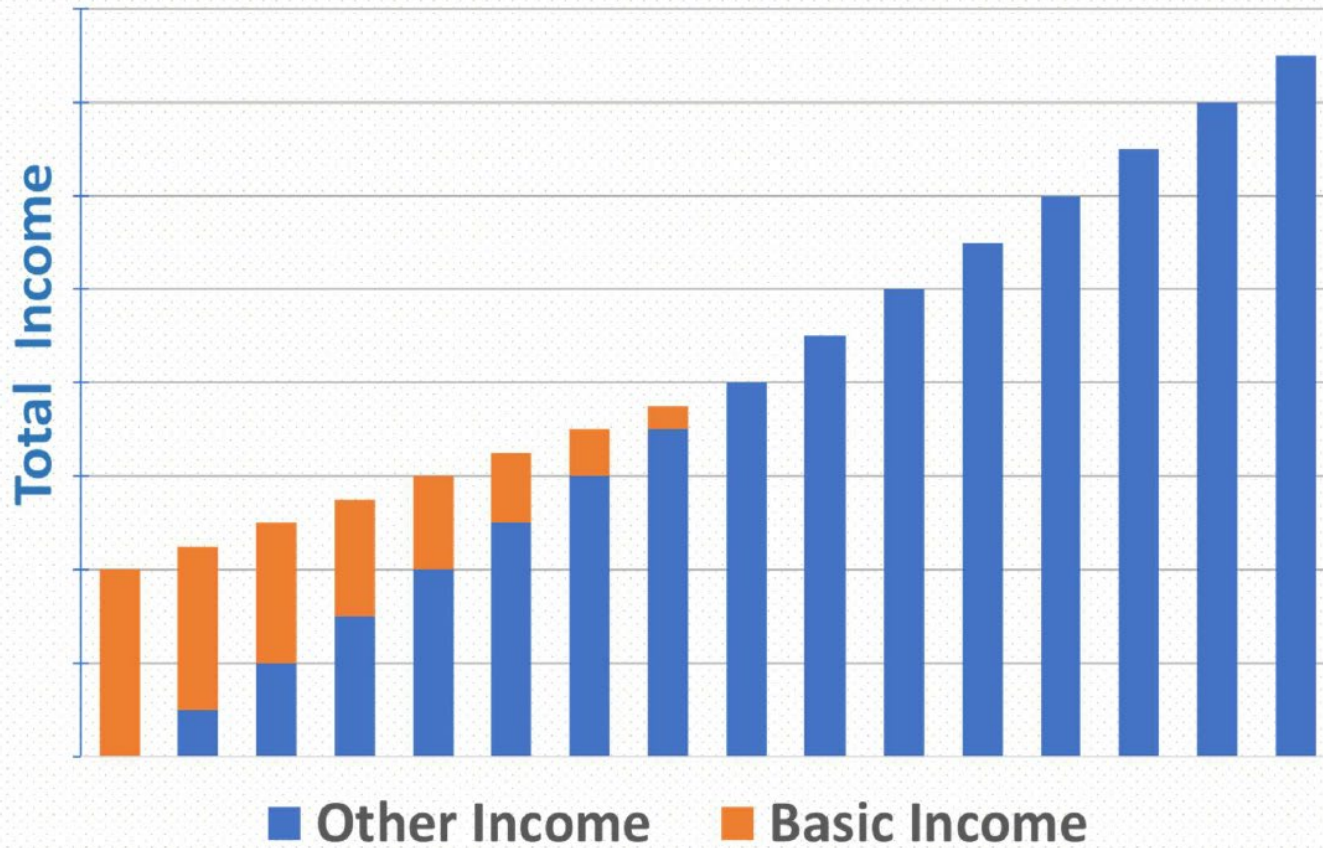
3

What is basic income?

Money distributed to eligible people, regularly, reliably, and without work requirement, and which, absent other income, should meet basic human needs

An income floor to help eliminate the risk of falling into poverty and to provide greater stability as people navigate transitions and challenging times





Conceptual depiction of income-tested basic income, phasing out as other income is factored

**Canada already has basic income, for e.g.,
Canada Child Benefit, Guaranteed Income Supplement**



**A basic income for working-age adults would help to
modernize and complete Canada's income security system.**

First big benefit of basic income

*Improve the financial stability and flexibility
of individuals, families, and households*



Almost everyone is financially vulnerable...

Inflation

Unemployment

Low-wage employment

Precarious employment

Entrepreneurial failure

Disability

Divorce

Injury

Physical illness

Mental illness

Addiction



Second big benefit of basic income

Improve individual and family health – physical and mental
– thereby improving public/community health





**“ALMOST EVERY MAJOR
HEALTH CONDITION,
INCLUDING HEART
DISEASE, CANCER,
DIABETES, AND MENTAL
ILLNESS, OCCURS MORE
OFTEN AND HAS WORSE
OUTCOMES AMONG
PEOPLE WHO LIVE AT
LOWER INCOMES.”**

Dr. Gary Bloch, University of Toronto

In general, and compared to people in higher income households, people in lower income households:

1. Self-report fair to poor physical health
2. Self-report fair to poor mental health
3. Self-report weak sense of community belonging
4. Do not have a regular medical doctor
5. Do not have dental insurance
6. Are much more likely to experience food insecurity
7. Are more likely to have a diagnosis of an anxiety disorder
8. Are more likely to have a diagnosis of asthma
9. Are more likely to have a diagnosis of diabetes
10. Are more likely to have a diagnosis of high blood pressure
11. Are more likely to have a diagnosis of heart disease
12. Are more likely to have a diagnosis of a mood disorder
13. Are more likely to smoke daily or occasionally
14. Are more likely to experience physical inactivity

Source: *Leeds, Grenville & Lanark District Health Unit Strategic Plan 2019-2022*

https://healthunit.org/wp-content/uploads/Strategic_Plan_2019-2022.pdf

Third big benefit of basic income

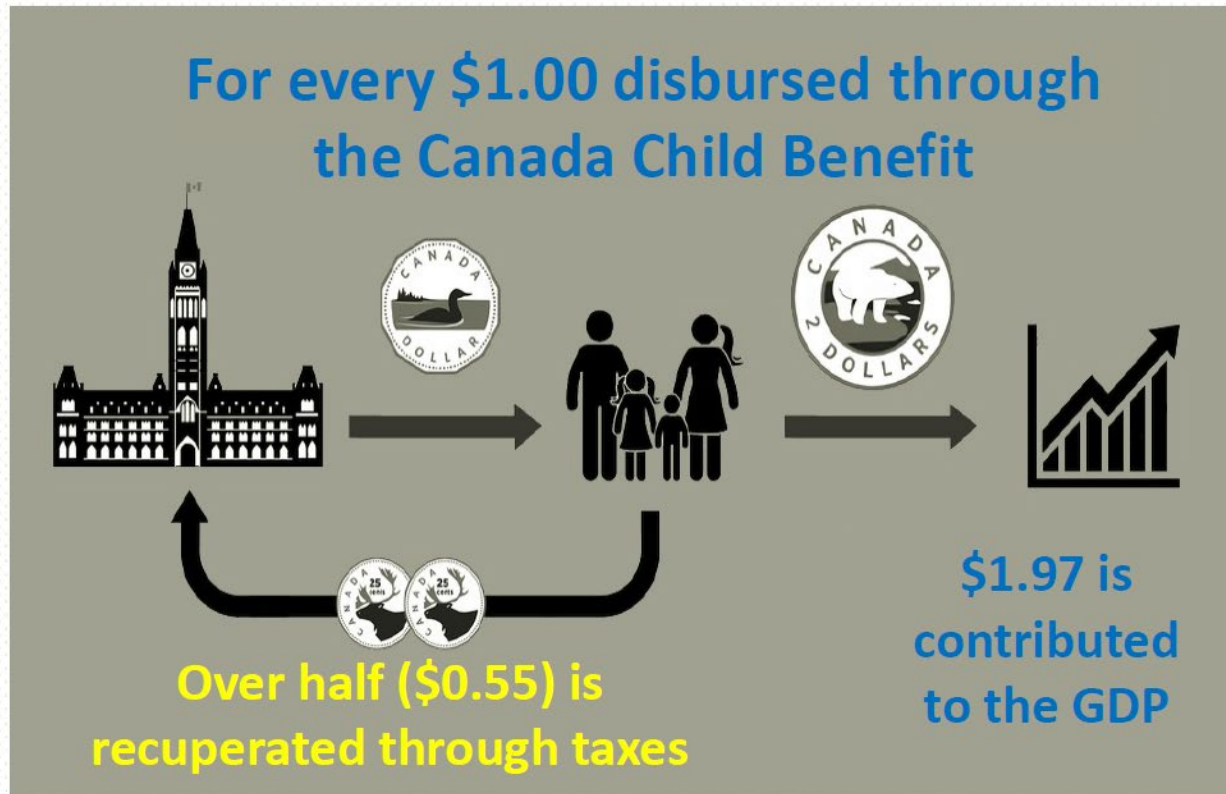
Stimulate local economies



**People have more
money to spend;
demand for goods and
services increases**

**Existing businesses
more likely to prosper;
new ventures more
likely to open**

**Available jobs
more likely to
increase**



Source: Canadian Centre for Economic Analysis (2019) *Economic Contribution of the Canada Child Benefit: A Basic Income Guarantee for Canadian Families with Children*
<https://www.cancea.ca/index.php/2019/09/19/economic-contribution-of-the-canada-child-benefit-a-basic-income-guarantee-for-canadian-families-with-children/>



Source: Canadian Centre for Economic Analysis (2021), *Potential Economic Impacts and Reach of Basic Income Programs*

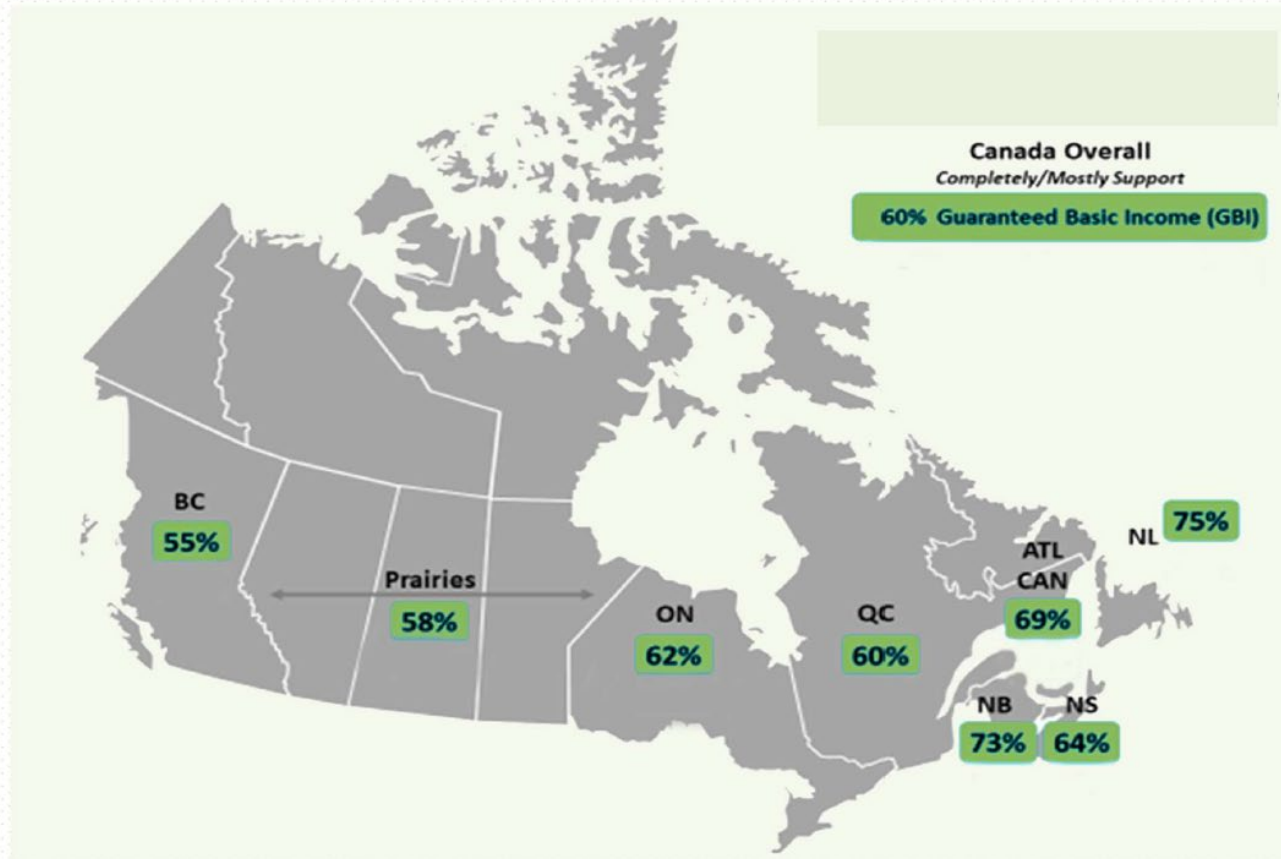
<https://www.cancea.ca/index.php/2021/02/05/potential-economic-impacts-and-reach-of-basic-income-programs/>



Source: Ontario Association of Food Banks (2008) *The Cost of Poverty: An Analysis of the Economic Cost of Poverty in Ontario*

<https://feedontario.ca/wp-content/uploads/2016/08/CostofPoverty.pdf>

Public support for basic income



2022 national poll results. Source: <https://narrativeresearch.ca/while-the-majority-of-canadians-would-support-a-guaranteed-basic-income-for-low-income-individuals-opinions-are-mixed-towards-the-idea-of-a-universal-basic-income-for-all/>

Government support for basic income

1. Existing, long-established basic income programs (e.g., Canada Child Benefit, Guaranteed Income Supplement)
2. House Bill C-223 and Senate Bill S-233 before Parliament, both for a “national framework for a Guaranteed Livable Basic Income Act” *
3. Basic income programs in Newfoundland & Labrador, and in Québec
4. Very credible proposal (2023) for a basic income for working-age adults in PEI, where there is all-party support for basic income **
5. Many municipal resolutions in support of basic income, including in Ontario from Smiths Falls, Kingston, Belleville, Guelph, and more

* Legislative summary of Bill S-233:

https://lop.parl.ca/staticfiles/PublicWebsite/Home/ResearchPublications/LegislativeSummaries/PDF/44-1/PV_44-1-S233-E.pdf

** PEI report website: <https://www.gbireport.ca/>

Request of Tay Valley Township Council

To consider a resolution, similar to that passed by other municipal councils, which would, in major parts:

- 1) Express the Township's support for the concept of a basic income guarantee for working-age adults
- 2) Have the Township call upon the federal, provincial and territorial governments to collaborate on the design, introduction, implementation, and ongoing evaluation of a national basic income guarantee program for working-age adults

CORRESPONDENCE

**THE CORPORATION OF THE TOWN OF SMITHS FALLS
Regular Council Meeting**

Resolution Number 2024-04-074
Title: Basic Income Guarantee
Date: Monday, April 8, 2024

Moved by J Miller
Seconded by P McKenna

WHEREAS, per Statistics Canada data, in 2020 the median after-tax household income in Smiths Falls was \$56,400, the lowest of any lower or single-tier municipality in Lanark County (Beckwith the highest, at \$107,000), and compared to \$77,000 for Lanark County as a whole;

WHEREAS, per the 2021 Census of Canada 1490 out of 9085 residents of Smiths Falls (16.4% of the total) lived in low income, based on the Low Income After Tax (LIM-AT) measure;

WHEREAS, of the 1490 Smiths Falls citizens living in low income in 2021, 120 of them were children five years old or younger, 215 of them were children between the ages of six and 17, and 365 of them were seniors aged 65 or over;

WHEREAS, the level of income is one of the most important social determinants of health, and relates to many other determinants including education and literacy, healthy behaviours, one's social environment, and employment and work conditions;

WHEREAS, low income is strongly correlated with a wide range of negative health outcomes, including heart disease, cancer, diabetes, and poor mental health, and with shorter life expectancies compared to higher income persons;

WHEREAS, the minimum wage in Ontario and the maximum amounts of financial support available through Ontario Works (OW) and the Ontario Disability Support Program (ODSP) are deeply insufficient to meet the basic needs of full-time minimum wage workers, or of individuals or families drawing OW or ODSP support;

WHEREAS, ongoing, widespread, and rapid changes in labour markets, including due to outsourcing, artificial intelligence, automation, and advance of the "gig" economy, are causing more and more people to be exposed to labour changes beyond their control, adding to their vulnerability to low income;

WHEREAS, basic income is a means by which individuals, families, and whole communities can be less vulnerable to negative changes in health, relationship or family status, and labour markets, and better able to navigate transitions and challenging circumstances;

WHEREAS, basic Income is money distributed to eligible people, regularly, reliably, and without work requirement, and which, absent other income, should meet basic human needs;

WHEREAS, basic income exists in Canada in the form of longstanding programs like the Canada Child Benefit and the Guaranteed Income Supplement for seniors, programs with demonstrated positive impacts on basic income recipients, economies, and our greater society;

WHEREAS, there is need to establish basic income security for working-age adults in Canada who, at present and in general, lack sufficient social protection against low income;

WHEREAS, there is a growing body of evidence that basic income is not a disincentive on the pursuit or retention of employment and that, further, basic income is more likely to support such pursuit or retention given its stabilizing effect in the lives of people;

WHEREAS, the gross cost of a basic income program is reduced to a net cost once various funding options are exercised and the fiscal benefits of basic income are realized (e.g., basic income as a local economic stimulus);

WHEREAS, Canada, one of the wealthiest nations in the world, has the fiscal capacity to support a

basic income guarantee for working-age adults;
WHEREAS, the call for basic income in Canada has been and is being made by public health authorities, including the Leeds, Grenville and Lanark District Health Unit per its November 2023 report on food insecurity within the health region;
WHEREAS, the call for basic income in Canada has been and is being made by many other interests, including a growing number of municipalities in Ontario and beyond, and by a range of provincial and federal parliamentarians;
WHEREAS, a 2022 national public opinion poll suggests that six in 10 adults in Canada support the concept of basic income;
AND WHEREAS, the Town of Smiths Falls wishes to add its municipal voice to the call for a basic income guarantee for working-age adults in Canada.

THEREFORE, BE IT RESOLVED:

- 1) That the Town of Smiths Falls supports the concept of a basic income guarantee for working-age adults to help combat low income and economic vulnerability within our community;
- 2) That the Town of Smiths Falls calls upon the federal and the provincial and territorial governments to collaborate on the design, introduction, implementation, and ongoing evaluation of a national basic income guarantee program for working-age adults;
- 3) That the Council of the Town of Smiths Falls directs the Mayor to write (a) a letter to Prime Minister Justin Trudeau, copy to relevant federal ministers and to Lanark-Frontenac-Kingston MP Scott Reid; and (b) a letter to Ontario Premier Doug Ford; copy to relevant provincial ministers and to Lanark-Frontenac-Kingston MPP John Jordan, calling on these orders of government to collaborate on the design, introduction, implementation, and ongoing evaluation of a national basic income guarantee program for working-age adults;
- 4) That the Council of the Town of Smiths Falls directs the Mayor to write a letter to each of the Mayor's counterparts in the lower-tier municipalities in Lanark County, encouraging each municipality to also pass a resolution similar to that adopted by the Town of Smiths Falls;
- 5) That a copy of this resolution be shared with all other municipalities in Ontario, and with the presidents of the Eastern Ontario Mayors Caucus, the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and the Federation of Canadian Municipalities.

Carried

Mayor



SMITHS FALLS

RISE AT THE FALLS

RECORDED VOTE

COUNCIL MEETING DATE: April 8/2024.

ISSUE: 9.3 Basic Income Guarantee

BYLAW/RESOLUTION NO. _____

MEMBER	YEA	NAY
J Brennan		✓
D Quinn		✓
J Miller	✓	
P McKenna	✓	
S Robinson		✓
C McGuire	✓	
S Pankow	✓	
TOTAL	4	3

Carried

Defeated

K. Lavello
Clerk

- requested by J. Brennan



1. **Mississippi Valley Conservation Authority:** Resolution – Public Health Ontario/ Private Drinking Water Testing Program – *attached, page 6.*
2. **Rideau Valley Conservation Authority:** Letter – Support for Private Drinking Water Testing and PHO Laboratories – *attached, page 8.*
3. **Township of Amaranth:** Resolution – Water Testing Services for Private Drinking Water – *attached, page, 10.*
4. **East Ferris Municipality:** Resolution – Proposed Phasing-Out of Free Private Drinking Water Testing Services – *attached, page 12.*
5. **Town of Gore Bay:** Resolution – Public Health Ontario Proposes Phasing Out Free Water Testing for Private Wells – *attached, page 13.*
6. **The Corporation of the Township of the Archipelago:** Resolution – Public Health Ontario Proposes Phasing Out Free Water Testing for Private Wells – *attached, page 15.*
7. **Township of Lucan Biddulph:** Resolution – Recommended Phase Out of Free Water Well Testing in the 2023 Auditor General’s Report – *attached, page 16.*
8. **Public Health Ontario:** Report – Value for Money Audit – *attached, page 18.*
9. **Town of Bradford West Gwillimbury:** Resolution – Well Water Testing – *attached, page 61.*
10. **Greater Napanee:** Resolution – Protecting Our Community’s Water – *attached, page 63.*
11. **Deep River:** Resolution – Affordability of Water Wastewater Systems – *attached, page 64.*
12. **County of Renfrew:** Resolution – Rural and Small Urban Municipalities/ Affordability of Water and Wastewater Systems – *attached, page 66.*
13. **Lanark Highlands:** Resolution – Request to the Province to Amend the Blue Box Regulation – *attached, page 68.*
14. **Corporation of the Township of North Glengarry:** Resolution – Request to the Province to Amend the Blue Box Regulation – *attached, page 69.*

15. **The Corporation of the Township of Larder Lake:** Resolution – Request to the Province to Amend the Blue Box Regulation – *attached, page 72.*
16. **The Corporation of the Town of Cobourg:** Resolution – Request to the Province to Amend the Blue Box Regulation – *attached, page 74.*
17. **Township of Perry:** Resolution – Request to the Province to Amend the Blue Box Regulation – *attached, page 75.*
18. **Town of South Bruce Peninsula:** Resolution – Ontario Regulation 391/21: Blue Box – *attached, page 77.*
19. **East Ferris:** Resolution – Calling on the Ontario and Federal Government to Implement Sustainable Infrastructure funding for Small Rural Municipalities – *attached, page 79.*
20. **Prince Edward County:** Resolution – National Housing Affordability Crisis – *attached, page 80.*
21. **Ontario Public Service:** Bulletin – Affordable Housing – *attached, page 82.*
22. **Town of Orangeville:** Resolution – More Homes Built Faster Act, 2022 (Bill 23) – *attached, page 87.*
23. **Loyalist Township:** Resolution – Motion Regarding Housing Funding – *attached, page 89.*
24. **Association of Municipalities of Ontario:** Overview – Bill 185, Cutting Red Tape to Build More Homes Act, 2024 – *attached, page 92.*
25. **Association of Municipalities of Ontario:** Policy Update – National Housing Strategy – *attached, page 99.*
26. **Watson & Associates:** Summary – Bill 185, Cutting Red Tape to Build More Homes Act, 2024 – *attached, page 104.*
27. **Watson & Associates:** Summary – Changes to the Municipal Act and Planning Act as Proposed by Bill 185 – *attached, page 125.*
28. **Watson & Associates:** Email – Affordable Housing Bulletin – *attached, page 130.*
29. **Township of Alnwick:** Resolution – Motion to Call on Province for Funding of Housing, Shelters, and other Social Services – *attached, page 131.*
30. **City of Welland:** Correspondence – Provincial Regulations Needed to Restrict Keeping of Nonnative (“exotic”) Wild Animals – *attached, page 134.*

31. **East Ferris:** Resolution – Provincial Regulations to Restrict the Possession, Breeding, and Use of Non-Native (“exotic”) Wild Animals – *attached, page 135.*
32. **The Town of Plympton-Wyoming:** Resolution – Provincial Regulations Needed to Restrict Keeping of Non-Native (“exotic”) Wild Animals – *attached, page 136.*
33. **City of St. Catharines:** Resolution – Provincial Regulations Needed to Restrict Keeping of Non-Native (“exotic”) Wild Animals – *attached, page 137.*
34. **The Corporation of the Township of Larder Lake:** Resolution – Provincial Regulations to Restrict the Possession, Breeding, and Use of Non-Native (“exotic”) Wild Animals – *attached, page 139.*
35. **Prince Edward County:** Resolution – Province to Expand the Life Span of Fire Apparatus – *attached, page 141.*
36. **Township of Alnwick:** Resolution – Expand Life Span of Fire Apparatus – *attached, page 143.*
37. **Township of Alnwick:** Resolution – Provincial National Fire Fighting Strategy – *attached, page 145.*
38. **Corporation of the Municipality of Calvin** – Resolution – Development of a National Strategy of Firefighting – *attached, page 147.*
39. **The Corporation of the City of Sault Ste. Marie:** Resolution – Intimate Partner Violence and Coercive Control – *attached, page 151.*
40. **City of Stratford:** Resolution – Intimate Partner Violence/Coercive Control – *attached, page 153.*
41. **Township of Puslinch:** Resolution – Request to Amend Subsection 27(16) of the Ontario Heritage Act – *attached, page 154.*
42. **The Corporation of the Town of Cobourg:** Resolution – Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act – *attached, page 156.*
43. **Town of Orangeville:** Resolution – Ontario Heritage Act Amendment – *attached, page 158.*
44. **Rideau Valley Conservation Authority:** Document – Audited Financial Statements and Final Inventory of Programs and Services – *attached, page 160.*
45. **Township of Puslinch:** Resolution – Operational Budget Funding – *attached, page 169.*

46. **Township of Amaranth:** Resolution – Operational Budget Funding – *attached, page 170.*
47. **The Town of Cochrane:** Resolution – Operational Budget Funding – *attached, page 171.*
48. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Operational Budget Funding – *attached, page 172.*
49. **Town of Hanover:** Resolution – Social and Economic Prosperity Review – *attached, page 174.*
50. **Town of Orangeville:** Resolution – Social and Economic Prosperity Review – *attached, page 176.*
51. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework – *attached, page 178.*
52. **The Corporation of the Town of Bracebridge:** Resolution – Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework – *attached, page 180.*
53. **The Township of Georgian Bay:** Resolution – Ontario and Federal Government to Implement Sustainable Infrastructure Funding for Small Rural Municipalities – *attached, page 182.*
54. **The Corporation of the Municipality of Mattawan:** Resolution – Ontario and Federal Government to Implement Sustainable Infrastructure Funding for Small Rural Municipalities – *attached, page 184.*
55. **East Ferris:** Resolution – Ontario and Federal Government to Implement Sustainable Infrastructure Funding for Small Rural Municipalities – *attached, page 185.*
56. **Township of Stirling-Rawdon:** Resolution – Sustainable Infrastructure Funding for Small Rural Municipalities – *attached, page 186.*
57. **The Town of Cochrane:** Resolution – Increase Ontario Community Infrastructure Fund - *attached, page 187.*
58. **Association of Municipalities of Ontario:** Policy Update – Federal Infrastructure Funding Agreement Negotiation – *attached, page 189.*
59. **Corporation of the Township of Manitowadge:** Resolution – Review of the Ontario Disability Support Program Financial Assistance Rates – *attached, page 191.*

60. **Corporation of the Town of Grimsby:** Resolution – Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates – *attached, page 193.*
61. **Town of Goderich:** Resolution – Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates – *attached, page 195.*
62. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use – *attached, page 198.*
63. **Town of Aurora:** Resolution – Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use – *attached, page 200.*
64. **City of Welland:** Resolution – Urgent Need for Increased Funding to Libraries & Museums in Ontario – *attached, page 204.*
65. **Town of South Bruce Peninsula:** Resolution – Assisting Municipalities in this Growing Concern of Cemetery Transfers – *attached, page 205.*
66. **Municipality of Casselman:** Resolution – Autonomy of Conservation Authorities in Ontario – *attached, page 207.*
67. **City of Stratford:** Resolution – Support of OEB to End Subsidization of Fossil Gas – *attached, page 208.*
68. **City of Guelph:** Resolution – Support of Decision of the Ontario Energy Board to End the Subsidization of Fossil Gas – *attached, page 209.*
69. **Township of Lake Bays:** Request – Royal Assent of Administrative Monetary Penalty System in the Ontario Building Code Act – *attached, page 212.*
70. **Township of Alnwick:** Resolution – MFIPPA Modernization – *attached, page 213.*
71. **City of Belleville:** Resolution – Support of Family Doctors – *attached, page 215.*
72. **Township of Alnwick:** Resolution – Request Province to Undertake with AMO a Comprehensive Review of Municipal Finances Across Ontario – *attached, page 217.*



May 23rd, 2024

Lanark County Municipal Councils

VIA Email

Re: Inclusion, Diversity, Equity and Access (IDEA) Working Group request for participation

Dear Municipal Council:

Lanark County is seeking a member from each of your municipalities for our new IDEA Working Group. The group is intended to provide priority and direction for municipal concerns relating to Inclusion Diversity Equity and Access that will contribute to a welcoming community in Lanark County and its member municipalities.

With the establishment of this working group, the County is seeking to cement its status as a welcoming community to all members. We are looking for dynamic and representative members of our community that can come from your municipal Council or the public.

Please find the attached IDEA Working Group Terms of Reference that provides additional details. Please forward the selected representative by June 24th, 2024. Please note that if your County Council member is selected as one of the County representatives, your local municipal representative may not be selected.

Sincerely,

Jasmin Ralph
County Clerk
613-267-4200 ext. 1502



IDEA
Inclusion Diversity Equity and
Access Working
Group

TERMS OF REFERENCE

May 8th, 2024

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MISSION STATEMENT

To provide priority and direction for municipal concerns relating to Inclusion Diversity Equity and Access that will contribute to a Welcoming Community in Lanark County.

VISION

Lanark County is a thriving diverse community where inclusion, equity and access are a priority and together create an economic climate of fairness and opportunity to prosper and to achieve a healthy and high quality of life.

PURPOSE

The purpose of the Inclusion Diversity Equity and Access – IDEA Working Group is to:

- on behalf of Lanark County it's community members, cultural/inclusion organizations, advise Council on matters affecting a Welcoming Community in Lanark County;
- assist Council in achieving Lanark County's Welcoming Community vision;
- provide for the exchange of information on inclusion, diversity, equity and access issues and initiatives, and to advise on potential concerns, directions and conflict resolution;
- encourage public awareness and education of inclusion, diversity, equity and access issues related to the community;
- provide comments and recommendations on legislation, programs and funding from federal and provincial governments and agencies which affect inclusion, diversity, equity and access issues;
- solicit and coordinate the interests and concerns of diverse community members, groups and business and communicate those interests and concerns to Council;
- review studies, plans and proposals referred by Council and comment as to their impact; and
- take a proactive approach by recommending to Council initiatives, alternative solutions, and plans for inclusion, diversity, equity and access and enhancement of Welcoming Community in Lanark County.
- Advise council on accessibility and inclusion issues;
- Respond to requests from local municipalities for consultation on accessibility issues

May 8th, 2024

WORKING GROUP STRUCTURE

Voting Members

Two (2) County Councillors (one being Chair)

Warden – Ex-Officio

Five (5) Members

Various community-based organizations that support this area

One (1) member from each local municipality, excepting those being represented by the two County Councillors for a total of six (6)

Appointed for the term of Council

Staff Resources

One (1) Staff Advisor – CAO and/or Clerk

MEETINGS

There will be four scheduled meetings per year. The necessity for additional meetings will be at the call of the Chair. The meetings will be held the third Thursday of the month. The meetings will be held in a meeting room at the County of Lanark Administration Building, 99 Christie Lake Road Perth, Ontario, or any other location agreed upon by the Working Group.

REPORTING PROCESS

The Lanark County Inclusion Diversity Equity and Access Working Group reports to the Corporate Services Committee. The Working Group will consider issues referred to it by County Council or any of its standing committees. It will also consider issues brought to its attention by the community or by any member of the Working Group. The Lanark County Inclusion Diversity Equity and Access Working Group will make recommendations to the Corporate Committee through staff reports which will reflect the direction of the Working Group members.

STAFF AND SUPPORT SERVICES

The Working Group will be lead by the Clerk, or his/her delegate. Such individual is also responsible for summarizing action items and recommendations and shall prepare a Staff Report for the Corporate Services Committee. Other staff resources may be required as deemed necessary by the Working Group or the Clerk.

BUDGET

Council remuneration will be paid in accordance with the Elected Official – Meeting and

May 8th, 2024

Professional Development Remuneration Policy. Lay Member remuneration will be paid in accordance with the Lay Member – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Corporate Services budget for salaries and wages and travel expenses.

The working group’s annual budget allocation shall be requested on an annual basis during the budget process, based on the goals and objectives of the working group and subject to the adoption of the budget by Council.

AUTHORIZATION

Submitted By:

Dated:

Chair,
Lanark County Inclusion Diversity Equity and Access Working Group

Recommended By:

Dated:

Chair,
Corporate Services Committee

Adopted by:

Dated:

Warden,
Council

May 8th, 2024

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, May 27th, 2024

5:00 p.m.

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

ATTENDANCE:

Members Present:	Chair, Larry Sparks Peter Siemons Richard Schooley
Members Absent:	None
Staff Present:	Noelle Reeve, Planner Garry Welsh, Secretary/Treasurer
Staff Absent:	None
Applicants/Agents Present:	Carrie Moore, Owner Jeremy Moore, Owner Peter Wright, Owner
Public Present:	Mike Truelove Lissette Wright

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 – April 22nd, 2024.**

The minutes of the Committee of Adjustment meeting held on April 22nd, 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:

MV24-03 – Moore, Lot 4, Plan 27M12, geographic Township of South Sherbrooke

MV24-07 – Wright, Concession 8, Part Lots 19 and 20, geographic Township of Bathurst

6. APPLICATIONS

i) **FILE #: MV24-03 – Moore**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the Rideau Valley Conservation Authority (RVCA) prioritizes the 30m water setback, to protect the lake and natural heritage features, even if this causes the side yard setback to be reduced.

The Planner also explained that the application was delayed because the owners wanted to locate the proposed septic system in a different location from what was set out in the subdivision design. The owners obtained a letter from Kollard Associates Engineers indicating compliance with the Ministry of Environment Guideline D-5-4 which was then referred to Jp2g Consultants Inc., for peer review. The compliance letter was also forwarded to RVCA and the Mississippi Rideau Septic System Office (MRSSO).

b) APPLICANT COMMENTS

The owners confirmed that the building design will not have any windows facing the neighbouring property and that there will be minimal excavation required for the building slab.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

The Committee asked for clarification of the proposed building location. The Planner then presented additional slides of photos to assist the owners to describe the building site. – *attached, page 6.*

RESOLUTION #COA-2024-08

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 MV24-03 is approved, to allow a variance from the requirements of Section 5.1.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 168 Posner Lane, Lot 4, Plan 27M12 , in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-05630;

- To permit an 88.2 m² (949 sq ft) house to be built, at a west side yard setback of 1m, rather than the 6m required;

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

ADOPTED

ii) **FILE #: MV24-07 – Wright**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. Additional correspondence, received after the Planner's Report was provided, was distributed to the Committee for reference. The Planner also prepared a supplemental PowerPoint with three slides to provide further background on the requirement for a Minimum Distance Separation (MDS) calculation as required by the Ontario Ministry of Agriculture, Food and Rural Affairs. – *attached, page 8.*

The Planner noted that the Mississippi Valley Conservation Authority did not have to provide comments on this application as they had already commented on the creation of the subject lot when it was recently created by severance from the original farm residence property. The Planner confirmed that the H. Mather Drain crosses the property away from the building site and natural heritage features are located well away, on the northwest corner of the lot.

The Planner explained that the Committee is to base their decision on granting a variance from the MDS formula setback according to the four tests under the Planning Act, with consideration of the professional opinion of the Township Planner. Although the neighbouring farm property owners objected to the application, the Planner noted that future expansion of the neighbouring farm operation is hypothetical and not before the Committee at this time.

b) **APPLICANT COMMENTS**

The owner explained that although the property is large, the building site was selected for aesthetic reasons as well as limitations on the septic location due to clay soils behind the current location.

c) **ORAL & WRITTEN SUBMISSIONS**

The attached written submissions include an objection to the application from the neighbouring farm owner, Mike Truelove; additional information provided by Mr. Truelove's lawyer, Philip Osterhout; and a joint submission from Shane and Michelle Frost (who did not object to the Wright application, but sought compensation for fees paid towards their own previous Development Agreement).

Mike Truelove also provided an oral submission that stated that the existing structures on his farm are not adequate for his current requirements or any future expansion of farming activities. Mr. Truelove also stated that his property is a Century Farm with historical ties to his family.

d) **DECISION OF COMMITTEE**

The Committee acknowledged the concerns of the Truelove family but stated that their decision was to address the variance request related to the setback prescribed under the MDS I formula.

It was also noted that if the Trueloves wish to expand livestock operations, they could apply for their own Minor Variance from the results of an MDS II calculation, if required. But until a building permit application is received stating the type of proposed facility, the type of livestock, and the capacity of the proposed livestock facility, in accordance with their OMAFRA approved Nutrient Management Plan, it would be unknown if a variance would be required.

RESOLUTION #COA-2024-09

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 MV24-07 is approved, to allow a variance from the requirements of Section 3.18 (Residential Separation Distances from Other Land Uses) of Zoning By-Law 2002-121, for the lands legally described as 476 Keays Road, Part Lot 19, Concession 5, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-025-11500;

- To permit an approximately 155 m² (1,668 sq ft) existing residence located, 90m from the closest livestock facility, rather than the 104m required for separation from Livestock Facilities as per the Minimum Distance Separation (MDS I) Formula.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:51 p.m.

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the May 13, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the April 8, 2024 Board of Directors Annual General Meeting.

GM Update

- The Carp River Floodplain mapping open house was held on May 2, 2024. MVCA received many questions regarding the update and staff are engage with landowners on these items. The report is planned to be tabled with the Policy & Planning committee in June and to the Board of Directors in July.
- The Kashwakamak Class Dam Environmental Assessment (EA) Public Information Centre is scheduled for May 23, 2024. The Public Information Centre will be held virtually to provide information and to receive comments and address questions of the public. The preferred solution will be presented to the Board of Directors after the consultation period.
- A GIS update of land cover was completed for the watershed in partnership with Rideau Valley (RVCA) and South Nation (SNCA) Conservation Authorities with funding from a grant through the Federal government.
- The 2024 field monitoring program will be focusing on the Clyde River subwatershed and on Crotch Lake, Dalhousie Lake and Mississippi Lake.
- The 2024 Summer Camp program is almost sold out, with 8 spaces remaining.
- MVCA is pursuing conversations with RVCA and Toronto Region Conservation Authority (TRCA) for shared service agreements.
- Summer students joined MVCA on April 29, 2024.

Provincial WECI Funding Program Update

The 2024 provincial call for applications to fund water and erosion control infrastructure (WECI) was received May 7th—approximately four months later than usual. Consequently, MVCA will be issuing RFPs before funding is confirmed, but will not award until a funding decision is received. Several changes have been made to the WECI program application process that could make it more challenging to secure funding in future years.

Ice Management Strategy

The Board approved the newly developed *Ice Management Plan*, a new regulatory requirement due the end of 2024. MVCA trained staff, acquired the necessary equipment, and drafted and implemented trial monitoring programs the winters of 2022 and 2023 to help inform development of the plan. The scope and design of the program and data collected are for water resource management purposes, and are not intended to inform recreational or other activities. For that reason, there are currently no plans to publish data collected.

Palmerston-Canonto Conservation Area Lease Renewal

The Board approved renewal of the 5-year lease with the Township of North Frontenac to operate and maintain Palmerston-Canonto Conservation Area including the beach and associated amenities. MVCA continues to pursue resolution of land ownership conflicts at the beach, which is subject to an option to purchase agreement with the Township.

Land Conservation Strategy

Staff provided an update on the *Land Conservation Strategy*, a regulatory deliverable due by the end of 2024. The project is on track to be completed this year, with the first two deliverables scheduled to go before the June Policy & Planning meeting. MVCA staff have been engaging with member municipalities to obtain relevant information; and briefings are scheduled with all municipal councils and City of Ottawa staff during June to outline project objective and the need for integrated planning. Individual and small group meetings are also being held planned with key stakeholders and service delivery partners. A broader engagement plan will be tabled at the June meeting.

Designation of a Provincial Offences Officer

The Board appointed Rachel Clouthier to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.

Proclamation of New Ministerial Powers under the *Conservation Authorities Act*

On April 1, 2024, changes made to the Conservation Authorities Act (CA Act) and associated regulations came into effect that provide the Minister of Natural Resources and Forestry (MNRF) new powers to:

- Make an order to prevent a CA from issuing a permit to engage in an activity prohibited under section 28 of the Act;
- Where an order is made, assume the responsibility for the permitting process in the place of a CA, where the criteria under section 28.1 of the Act concerning natural hazards and public safety can be satisfied; and
- Review (and potentially alter) CA permit decisions at the request of the applicant (where the Authority has refused a permit or assigned conditions to the permit that the applicant objects to)

Financial Update – YTD March 31, 2024

Year-to-date expenditures and revenues are on track and sit at just under 25% of budgeted. Capital projections are not being updated at this time, with more details and updates planned for the June YTD report. Of note, the server upgrade was completed within budget, however, some capital projects may be delayed to 2025 due to external constraints.

ATTACHMENTS

- Draft minutes of the May 13, 2024 Board of Directors Meeting.
- Approved Minutes of the April 8, 2024 Board of Directors Annual General Meeting.



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

May 13, 2024

MEMBERS PRESENT

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

MEMBERS ABSENT

Cindy Kelsey
Richard Kidd

STAFF PRESENT

Sally McIntyre, General Manager
Juraj Cunderlik, Director of Engineering
Scott Lawryk, Property Manager
Stacy Millard, Treasurer
Alex Broadbent, Manager of IC&T
Bryan Flood, Water Resources Engineer
Joe Arbour, Maintenance Technician
Krista Simpson, Administration Assistant
Kelly Hollington, Recording Secretary

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

P. Kehoe addressed the Board with an apology and explanation for his critique of the KPMG PowerPoint presentation at the April 8, 2024 Annual General Meeting.

Declarations of Interest (Written)

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

Agenda Review

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

BOD24/05/13 - 1

MOVED BY: J. Atkinson

SECONDED BY: T. Popkie

Resolved, that the agenda for the May 13, 2024 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, April 8, 2024.

P. Kehoe noted no additions or changes to the minutes.

BOD24/05/13 - 2

MOVED BY: H. Yanch

SECONDED BY: M. Souter

Resolved, that the minutes of the Board of Directors Meeting held on April 8, 2024 be received and approved as presented.

“CARRIED”

2. GM Update, Report 3417/24, (Sally McIntyre)

S. McIntyre presented the GM Update. She highlighted several items:

- The Carp River Floodplain mapping open house was held on May 2nd, 2024. MVCA received many questions and is taking time to investigate these items and discuss with landowners. The report is planned to be tabled with the Policy & Planning committee in June and to the Board of Directors in July.
- The Kashwakamak Class Dam Environmental Assessment (EA) Public Information Centre is scheduled for May 23, 2024. Public notices have been issued for the PIC, which will be held virtually. The PIC will be used to review the EA process and steps taken to date,

provide interim findings, and provide an opportunity to answer questions and to hear comments and concerns. The preferred solution will be presented to the Board of Directors following the consultation period.

- The Land Cover Update was completed in partnership with Rideau Valley (RVCA) and South Nation (SNCA) conservation authorities with funding from a grant through the federal government. MVCA now has an updated land use map layer that is used for floodplain mapping.
- The 2024 field monitoring program will be focused on the Clyde River subwatershed as well as Crotch Lake, Dalhousie Lake and Mississippi Lake.
- The 2024 Summer Camp program is almost sold out with just 8 spaces remaining.
- MVCA is in discussions with RVCA and Toronto Region Conservation Authority (TRCA) regarding shared service agreements. She noted that MVCA has a longstanding relationship with RVCA on some shared services. Draft agreements will be brought to the Board for approval.
- Several summer students joined MVCA. As of yet, MVCA has not received notification of receiving any student grants. She noted that traditionally the students are hired before confirmation of grants.
- The Latornell Conservation Symposium is scheduled for October 8-9. MVCA staff attended in 2023 and plan to attend again in 2024. She explained that any board members interested in taking on a leadership role should consider conference. She noted that the Chair position is a 2-year term and P. Kehoe is currently in his second year. She encouraged members of the Board to consider taking on a leadership role and to connect if there is interest in attending the conference. J. Mason has attended 3 times in the past. J. Mason commented that she highly recommends attending the Latornell Conservation Symposium to members interested in any committee leadership roles, and all members generally.

J. Mason asked for clarification on the difference between flood control and stormwater management in regards to the Glen Cairn Detention Pond. J. Cunderlik explained that the Glen Cairn facility was designed and built as a flood control facility, not as a storm water management pond. He noted that it is the only flood control facility within the Carp River corridor. Most stormwater facilities in the Upper Carp River watershed are designed to handle up to 1:10 year flood, whereas the Glen Cairn facility was designed to handle larger storm amounts.

J. Mason asked if the facility was designed in response to the flooding events in the area in 2009. J. Cunderlik responded that he believed it was in relation to the development of the Glen Cairn area. He noted that the original Upper Carp River lost floodplain capacity due to it being channelized, and MVCA has noted a large increase in the flows from that portion of the

watershed since being developed. J. Mason noted that stormwater ponds take off surface water from hardscapes and asked if that helps with flood control. J. Cunderlik responded that it is difficult to determine and is dependent on the timing of the release of water and the peaks of water levels in the area.

A. Hubley added that he was involved in the reports and works completed after the 2009 flooding events in Glen Cairn address flooding. He noted that 10 million dollars was invested in the Glen Cairn Detention pond. The City of Ottawa dredged the area to increase the facility's capacity. He explained that during the 2009 flooding events, water backed up from the stormwater ponds into the system.

3. WECI Program Update, Report 3418/24, (Juraj Cunderlik)

J. Cunderlik provided an update regarding the status of the annual call for proposals under the provincial Water & Erosion Control Infrastructure (WECI) funding program. He explained that the Ministry of Natural Resources (MNR) provides matching funds to Conservation Authorities for infrastructure projects. He highlighted that MVCA heavily depends on funding through the WECI program; the majority of capital projects indicated in the 10-year capital plan rely on this program. He reviewed major changes to the 2024 program application process that have presented significant challenges. He explained that the most significant challenge for MVCA will be completing the projects planned for 2024 in the time remaining in the year after confirmation of funding. He noted that applying for projects over a 2-year span is problematic because infrastructure projects rely on studies to inform and define the scope of work for the next phase of the project. He highlighted outlined the projects that would be submitted, and stated that if MVCA is unsuccessful in any one of those projects that there will not be another call for applications until 2026.

P. Kehoe commented that he forwarded these concerns to the office of Lanark-Fontenac-Kingston MPP, John Jordan.

R. Huetl asked for confirmation that the Condition Assessment of Farm Lake will be completed in 2024. J. Cunderlik confirmed.

Ice Management Strategy, Report 3419/24, (Juraj Cunderlik, Bryan Flood & Joe Arbour)

J. Cunderlik presented MVCA's *Ice Management Plan* and noted that all Conservation Authorities must design and implement and *Ice Management Plan* by the end of 2024. He highlighted the primary objectives of MVCA's plan including informing flood forecasting and warning, shoreline erosion and monitoring activities and to understand how the ice regime is changing. He explained that ice formation, duration and depth, is very sensitive to changes in climate.

He stated that MVCA began by drafting a monitoring program that was carried out the winter of 2022, amended and undertaken again the winter of 2023. He stressed that staff safety is very important and an integral part of the ice monitoring program. Staff that conduct ice monitoring must have valid ice safety training. He noted that MVCA has developed a standard operating procedure (SOP) and a detailed work plan regarding ice monitoring practices.

B. Flood overviewed the Ice Monitoring Program. He listed the ice hazards that MVCA monitors for including river ice (ice jamming), frazil ice and lake ice. MVCA monitors rivers in 9 locations on an as-needed basis and 3 lakes on a bi-weekly and as-needed basis: Mazinaw Lake, Mississippi Lake and Silver Lake to represent the upper, middle and lower watersheds. He highlighted the triggers to monitoring activities and said that no observed ice jamming, ice build-up or flooding associated to ice occurred in the past two years.

B. Flood further explained that ice thickness is measured on multiple sites on the lakes to gain an understanding of spatial variability of the ice and a lake-wide representation of thickness. Field data is used to develop and calibrate a model to predict ice thickness and inform future monitoring needs and field work. He explained that MVCA also runs a Citizen Science program that engages lake residents to collect ice data: ice-on, freeze up, break up, and ice-off.

J. Arbour explained that ice monitoring technicians are required to complete a two-day ice water rescue course that includes self-rescue and rescuing another person. Monitoring technicians work in teams of three and provided photos and video of field work demonstrating use of the pole test and the presence of gas holes on Silver Lake caused by decomposing plant matter increasing water temperatures.

H. Yanch asked about testing on Silver Lake. J. Arbour confirmed the location is north of the park, South Mazinaw Heights Road. H. Yanch commented that the ice was not readily accessible during the 2023-24 winter season.

A. Kendrick asked if MVCA will be making the ice monitoring information available to the public and if there are concerns regarding liability issues of releasing ice thickness data to the public.

B. Flood responded that MVCA is not planning to publish the information due to liability concerns. The data is not representative of all lakes within the watershed.

A. Kendrick asked what will be included in the end-of-year report. B. Flood responded that a report will be prepared at the end of each monitoring season, however the timing of any release had not been discussed. S. McIntyre responded that an approach has not been agreed upon at this time. She explained that MVCA will come back to the Board for a recommendation on if or how ice monitoring data will be released. She noted that this information is not intended to inform recreational users on when it is safe to use the ice.

C. Curry noted the use of drone footage to monitor ice conditions. She asked if MVCA staff have collaborated with Hydro One or Hydro Ottawa on the use of drone technology for monitoring

activities. B. Flood responded that MVCA has not been in contact with Hydro One or Hydro Ottawa regarding drone use. C. Curry encouraged collaboration with external groups on how to effectively use drones for monitoring activities.

M. Souter asked if there were significant changes in the results between the first and second year of the program. B. Flood confirmed that the two years were significantly different due varying weather conditions.

J. Mason commented that the development of the *Ice Management Plan* is a regulatory requirement for the end of 2024 and MVCA began development prior to its introduction. She asked if it is being completed to the same level. B. Flood explained that MVCA began the development of the *Ice Management Plan* in anticipation of the new legislation in order to have a more informed plan in place.

J. Mason asked how useful the information is. B. Flood noted that the data is useful for informing projects. J. Mason asked about the costs associated with the *Ice Management Plan*. S. McIntyre responded that there was an initial investment in equipment and training and an estimated ongoing cost between \$5k and \$10k. J. Cunderlik clarified that that was the initial investment required and that the annual investment is closer to \$2k, but will vary depending upon periodic training requirements.

P. Kehoe thanked the MVCA team for getting the *Ice Management Plan* in place.

BOD24/05/13 - 3

MOVED BY: D. Comley

SECONDED BY: R. Huetl

Resolved, That the Board of Directors approve the *Ice Management Plan* attached to report 3419/24.

“CARRIED”

4. Palmerston-Canonto Conservation Area (PCCA) Lease Renewal, Report 3420/24, (Scott Lawryk)

S. Lawryk explained that MVCA has a lease agreement with the Township of North Frontenac to maintain the PCCA, and entered into an Option to Purchase Agreement with the Township for the beach portion in 2017. Several land ownership conflicts were identified at the beach that have yet to be resolved. The lease agreement for the Conservation Area is up for renewal and S. Lawryk recommended renewal of the 5-year lease while continuing to pursue resolution of the land ownership conflicts at the beach. Once ownership issues are resolved, a purchase

agreement would be tabled with the Board of Directors for the beach and the lease agreement could be amended.

BOD24/05/13 - 4

MOVED BY: G. Gower

SECONDED BY: J. Mason

Resolved, That the Board of Directors authorize renewal of the 5-year lease with the Township of North Frontenac to operate and maintain Palmerston-Canonto Conservation Area including the beach and associated amenities.

“CARRIED”

5. Land Conservation Strategy Update, Report 3421/24, (Sally McIntyre)

S. McIntyre provided an update to the Board on the Land Conservation Strategy, a mandatory deliverable by the end of 2024. The “current state” document is nearing completion and a needs assessment is under-way. These tasks are scheduled to be tabled with the Policy and Planning Committee in June and to the Board in July. She stated that she is reaching out to service provider partners including the Mississippi Madawaska Land Trust, Climate Network Lanark, and local farming and agricultural entities. Meetings have been scheduled with member municipality councils with plans to present at County Council meetings. A meeting has been scheduled with relevant City of Ottawa staff who are involved in similar work. She highlighted the importance of targeted outreach to ensure clarity on MVCA’s objectives around *Land Conservation Strategy* and to collaborate on shared issues.

6. Designation of a Provincial Offences Officer – Rachel Clouthier, Report 3422/24, (S. McIntyre)

S. McIntyre explained that the Board has to delegate powers for R. Clouthier to be able to enforce Ontario Regulation 41/24 and 686/21 under the *Conservation Authorities Act*.

BOD24/05/13 - 5

MOVED BY: C. Curry

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors appoint Rachel Clothier to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.

“CARRIED”

7. Proclamation of New Ministerial Powers under the *Conservation Authorities Act* (ERO # 019-8320), Report 3423/24, (Sally McIntyre)

S. McIntyre explained that the powers that have been proclaimed by the Minister were already set out in the *Conservation Authorities Act (CA Act)*. She summarized the ministerial powers now in effect. She highlighted that the Minister will have the ability to prevent a CA from issuing a permit, will control the permitting process, but may have no liability for the approved permit. She reviewed the recommendations submitted by Conservation Ontario to the province and noted that no response had been received. She emphasized the importance of the Province engaging with conservation authorities on how the Minister's new regulatory powers would be implemented.

J. Mason asked if conservation authorities would be held liable for decisions that the Minister makes and could possibly be sued. S. McIntyre confirmed that this was a possibility and a major concern raised to the province.

8. Financial Update – YTD March 31, 2024, Report 3424/24, (Stacy Millard)

S. Millard provided the Financial Update as of March 31, 2024. She highlighted that the budget is on track, and expenditures and revenues sit just under 25% after the first quarter. She stated that MVCA had not yet received summer student grant approvals for 2024. MVCA had assumed roughly \$30k in grant funding out of a \$70k summer student budget. She noted that consideration is needed to determine if future budgeting should take into consideration receiving summer student grants as the process and results were unreliable. She also explained that permit revenues were tracking higher than predicted, at 37% of the annual budget. Interest revenue is higher than budgeted at 34% of the annual budget, with interest rates continuing to increase.

ADJOURNMENT

BOD24/05/13 - 6

MOVED BY: H. Yanch

SECONDED BY: M. Souter

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at 2:05 p.m.

K. Hollington, Recording Secretary

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504

Hybrid meeting held in-person and electronically

DRAFT MINUTES

Board of Directors **4/24** **Thursday, April 25, 2024**

Present: Anne Barr
Brian Dowdall
Steve Fournier
Trevor Johnson
Wilson Lo
Angela Pierman
Kristin Strackerjan
Gary Waterfield

Sean Devine
Mel Foster
Susan Irwin
Theresa Kavanagh
Shawn Pankow
Anne Robinson
Adam Turcotte
Adrian Wynands

Staff: Sommer Casgrain-Robertson
Kathy Dallaire
Marissa Grondin
Glen McDonald

Dan Cooper
Diane Downey
Marika Livingston
Terry Davidson

Regrets: Jeff Banks
Barry Card

David Brown

Chair Strackerjan called the meeting to order at 6:58 p.m.

1.0 Roll Call

General Manager/Secretary-Treasurer introduced new Board member, Councillor Trevor Johnson from Montague Township, and proceeded with a roll call.

2.0 Land Acknowledgement Statement

Chair Strackerjan gave the Land Acknowledgement statement.

3.0 Agenda Review

Chair Strackerjan reviewed the Agenda.

4.0 Adoption of Agenda

Resolution 1-240425

Moved by: Anne Robinson
Seconded by: Brian Dowdall

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

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of March 28, 2024

Resolution 2-240425

Moved by: Adrian
Seconded by: Gary

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #03/24, March 28, 2024 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 2023 Audited Financial Statements and Report of the Auditor

Kathy Dallaire, Manager of Finance introduced Ian Murphy, Partner with MNP who then presented the 2023 Audited Financial statements, Report of the Auditor and Management Letter.

A member inquired about the statement of financial position on page 9 of the report, specifically regarding deferred revenue. Ms. Dallaire explained that deferred revenue balances fluctuate, and some projects can carry over from year to year. Balances are drawn down as the associated work or services are performed. The member sought further clarification on the breakdown of these funds and specifically among what types of projects. Ms. Dallaire provided some examples and committed to providing the member with a more detailed list following the meeting.

Resolution 3-240425

Moved by: Steve Fournier
Seconded by: Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority

approves the attached Draft 2023 Audited Financial Statements for the year ending December 31, 2023, and receive the Report of the Auditor and Management Letter.

Resolution Carried

9.0 Proposed Discontinuation of Private Drinking Water Testing Program

Marika Livingston, Source Water Protection Project Manager, highlighted an Auditor General of Ontario's report that referenced a Public Health Ontario (PHO) plan proposing to discontinue Ontario's free private drinking water testing program. The Mississippi-Rideau Source Protection Committee (MRSPC) sent a letter to the Minister of Health in response on April 19, 2024, opposing any discontinuation of the program. Ms. Livingston further shared that on Tuesday April 23, 2024, the Minister of Health, Sylvia Jones stated in the legislature that the province will not be discontinuing the service. Ms. Casgrain-Robertson then read the following remarks made by Minister Jones:

"We will continue to test the well water in the province of Ontario. We've had it for decades. I grew up with it. It is a system that many of us understand the value and importance of in rural Ontario because we lived it every single day. We're going to continue that process."

A member suggested that the Board still endorse the letter sent by the Source Protection Committee and send an additional letter to the Minister framed in support of her recent comments to continue Ontario's testing program.

Another member indicated concern that the plan also proposed the closure of 6 water testing laboratories in Ontario and asked if staff knew if any of those labs served the Rideau watershed. Another member indicated that one of the labs proposed for closure was Kingston which serves Frontenac and the surrounding community.

When a member asked why the PHO plan proposed discontinuation of the testing program, Ms. Livingston responded that the reason indicated was to streamline the service and for cost-saving purposes.

Another member supported the idea of sending a letter of gratitude and informed RVCA staff and members that the municipality of Central Frontenac also sent a letter objecting to the discontinuation of the water testing program and lab closures.

In response to a member inquiry about the total number of samples that PHO analyzes annually through their water testing program, Ms. Livingston stated that she didn't know but could obtain the answer and provide the information to the member following the meeting.

Ms. Livingston confirmed a member's inquiry that Ottawa does have a water testing lab and that it is not threatened with closure like the Kingston lab.

A member proposed including a request to keep the Kingston lab operational in RVCA's letter to the Minister of Health. Another member requested that the letter be circulated to all member municipalities.

Additionally, a member who serves on the Ottawa Board of Health indicated that he would inquire about the potential closure of the Kingston lab and what impact that might have on Ottawa's lab if it had to service a larger area.

Multiple members expressed support for drafting a positive letter and distributing copies to all member municipalities of the RVCA.

Resolution 4-240425

Moved by: Brian Dowdall
Seconded by: Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority endorses the attached letter to the Minister of Health calling on the province not to discontinue their private drinking water testing program;

THAT staff be directed to send a letter to the Minister of Health, the Minister of Environment, Conservation and Parks, the Premier of Ontario and the Chair of ROMA indicating the RVCA's endorsement of this letter;

AND THAT staff be directed to circulate the letter to all member municipalities for their information and consideration.

Resolution Carried

10.0 2023 Annual Report

Diane Downey, Director of Outreach and Communications, delivered a presentation of the 2023 Annual Report, highlighting program achievements and staff accomplishments. Following the presentation, she responded to questions and comments.

A member commended the report, emphasizing the significant amount of work completed by staff in 2023. They praised staff efforts and congratulated staff for their achievements.

A member echoed the positive comments, expressing appreciation for the illustrations, user-friendly layout, and highlighted achievements of the Annual Report.

In response to a member's inquiry about the population number indicated for the watershed seeming low, Ms. Downey explained that the number would

only include Ottawa residents living in the Rideau watershed, not Mississippi and South Nation.

Dan Cooper, Director of Conservation Lands and Stewardship provided an explanation of what “crown release” means regarding the butternut recovery program which entails removing some competing vegetation around butternut trees so the crown of the tree is exposed to more sunlight.

Mr. Cooper also provided additional information about the Hemlock woolly Adelgid and how invasive species are monitored and tracked through the Forest Health Network. He noted that there have been no reports yet of the invasive insect in the RVCA watershed.

Chair Strackerjan praised the Annual Report as a great communication tool and thanked staff for their hard work.

In response to a member's inquiry about distributing the Annual Report to libraries, Ms. Downey mentioned that she could explore this option. However, she noted that most libraries have specific rules for accepting distribution materials, which may limit the viability of distributing the small number of printed reports.

Resolution 5-240425

Moved by: Adrian Wynands
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approves RVCA's 2023 Annual Report as amended for distribution.

Resolution Carried

Marika Livingston left the meeting 7:44 p.m.

11.0 Conservation Ontario 2023 Annual Report

Sommer Casgrain-Robertson, General Manager presented Conservation Ontario's 2023 Annual Report. She highlighted a section that provided permit timeline results for all 36 conservation authorities which responds to a question raised by members in March when RVCA present its results.

A member inquired if Conservation Ontario's land acquisition strategy looks at all conservation authority lands across the province in an effort to be provincially strategic when prioritizing land. Ms. Casgrain-Robertson explained that Conservation Ontario's focus is on securing land acquisition funding for conservation authorities to acquire land locally.

Resolution 6-240425

Moved by: Susan Irwin
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority receives Conservation Ontario's 2023 Annual Report.

Resolution Carried

12.0 JHSC 2023 Annual Report

Ms. Casgrain-Robertson presented the Joint Health and Safety Committee's 2023 Annual Report.

In response to a member, Ms. Casgrain-Robertson explained that the RVCA has a standalone tick policy that covers clothing when working in the field, tick check protocols, reporting processes and more.

A member suggested that future reports provide an indication of the severity of the incident reports summarized in the report. Ms. Casgrain-Robertson agreed and indicated that future reports could indicate if medical attention was sought and if there were any lost workdays.

Resolution 7-240425

Moved by: Brian Dowdall
Seconded by: Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the RVCA's Joint Health and Safety Committee 2023 Annual Report.

Resolution Carried

13.0 MFIPPA 2023 Annual Report

Ms. Casgrain-Robertson presented the Municipal Freedom of Information and Protection of Privacy Act 2023 Annual Report.

Resolution 8-240425

Moved by: Anne Robinson
Seconded by: Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the RVCA's *Municipal Freedom of Information and Protection of Privacy Act* 2023 Annual Report.

Resolution Carried

14.0 Final Programs and Services Inventory

Ms. Casgrain-Robertson provided background context on the multi-year transition to implement new provincial legislation and presented the final

programs and services inventory.

In response to a member inquiry, Ms. Casgrain-Roberton explained which programs are classified as Category 2.

Resolution 9-240425

Moved by: Adrian Wynands
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached Programs and Services Inventory (Final Version dated April 25, 2024) and direct staff to provide a copy to all member municipalities and the Minister of Natural Resources and Forestry by April 30, 2024 to complete the Transition Period outlined in Ontario Regulation 687/21.

Resolution Carried

15.0 Meetings

- a) Source Protection Committee Meeting – April 4, 2024
- b) Audit Committee Meeting – April 8, 2024
- c) Conservation Ontario AGM and Council Meeting – April 15, 2024
- d) Meeting with the Minister of Natural Resources and Forestry – April 15, 2024
 - Ms. Casgrain-Roberton outlined the purpose of the meeting and summarized the feedback, concerns and questions that the conservation authorities had discussed with the Minister. Chair Strackerjan emphasized that the overall message conveyed was positive and that the conservation authorities clearly communicated their desire to have future opportunities to meet with the Minister.
- e) Friends of the Tay Watershed AGM (presentation) – April 19, 2024
 - Ms. Casgrain-Roberton reported that she delivered a presentation on the Watershed Conditions Report that was well received and resulted in lots of great questions.

Upcoming

- f) Summer Student Orientation – April 29, 2024
- g) Climate Network Lanark Natural Heritage Systems Workshop – May 8, 2024
- h) Eastern Ontario Regional Housing Summit – May 28, 2024
- i) RVCF AGM and Board Meeting – June 12, 2024
- j) RVCA Watershed Tour – June 21, 2024
- k) CO Council Meeting – June 24, 2024
- l) Provincial GMs Meeting – June 25-26, 2024

Anne Barr left the meeting 8:15 p.m.

16.0 Member Inquiries

Adrian Wynands inquired about RVCA involvement with asset management for natural heritage. Ms. Casgrain-Robertson explained that RVCA is in the process of working with municipalities to better understand upcoming guidance or requirements for municipalities to include natural infrastructure in asset management plans and determine how RVCA may be able to support or assist.

17.0 New Business

Ms. Casgrain-Robertson informed members of a new Environmental Registry of Ontario (ERO) posting that provides details regarding new Minister's Permit and Review powers under the Conservation Authorities Act. It specifies that these powers would be limited to development activity that pertains to or supports a development of specified provincial interest such as housing (community, affordable and market-based), community services (health, long-term care, education, recreation socio-cultural, security and safety, environment), transportation infrastructure, buildings that facilitate economic development or employment and mixed use developments. The posting also stated that when making a permitting decision, the Minister would be required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities.

Chair Strackerjan highlighted the upcoming Watershed Tour in June and encouraged members to promote attendance among municipal staff. She also informed members about the upcoming North Grenville Sustainability Fair on May 5 where RVCA will have an educational table.

18.0 Adjournment

The Chair adjourned the meeting at 8:22 p.m. on a resolution by Wilson Lo which was seconded by Theresa Kavanagh.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

HISTORY SCHOLARSHIP SELECTION COMMITTEE MINUTES

Wednesday, May 29, 2024

1:30 p.m.

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

Fall River Room

ATTENDANCE:

Members Present: Chair, Kay Rogers
Susan Code McDougall
David Poole

Staff Present: Brad Swayne, Recording Secretary

Members/Staff Absent: None.

Others Present: None.

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition under Business: Sale of Books.

The Agenda was adopted as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – November 27th, 2023**

The minutes of the History Scholarship Selection Committee Meeting held on
November 27th, 2023 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. CLOSED SESSION

i) **CONFIDENTIAL: Identifiable Individual – Review of History Scholarship Applications.**

The Committee moved “in camera” at 1:33 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding the review of history scholarship applications and the Recording Secretary remained in the room.

The Committee returned to open session at 1:41 p.m.

The Chair rose and reported that Orria Nielson was chosen by the History Scholarship Selection Committee as the recipient of the Tay Valley History Scholarship for 2024.

7. BUSINESS

i) **Review Letters to Recipient and Applicants – Dated June 26th, 2024.**

The Committee approved the use of the current letter templates for the recipient and applicants with minor changes, updating dates and names.

ii) **Notification to Guidance Teachers of Applicant Schools.**

K. Rogers will notify the Guidance Teachers of the applicant schools.

iii) **Media Releases and Interviews – Lanark Era and 88.1 myFM.**

K. Rogers will arrange an interview with Gena Gibson, Editor of the Lanark Era, and reach out to Brian Perkin, on 88.1 myFM.

iv) **Insert in At Home in Tay Valley Book.**

The Recording Secretary will follow up on requirements for the insert update and will advise the Committee.

v) **Posting of Essay on Township Website.**

Following graduation exercises, S. Code McDougall will send the final essay submission to the Recording Secretary for posting to the Township website.

vi) **Presentation to the Recipient – Week of June 17th 2024.**

K. Rogers will contact Reeve Rob Rainer to see if he is available to present the scholarship. If not, K. Rogers will arrange presentation by a Committee member.

vii) **Annual Report to Council including Motion to Increase the Scholarship Amount in 2025.**

The Committee inquired about how to go about requesting an increase in the Scholarship amount in 2025. K. Rogers will contact the Treasurer for information on how to submit this request.

viii) **Sale of Books.**

The Committee discussed lowering the price of the "At Home in Tay Valley" book to \$10.00 each to encourage sales. General discussion followed indicating the Committee is in favour of the price change.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: October 15, 2024 at 10:00 a.m.

Proposed Agenda Items:

- Review 2025 History Scholarship Brochure
- Review 2025 History Scholarship Application Form
- Review 2025 History Scholarship Marking Scheme

9. DEFERRED ITEMS

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

- *None.*

10. ADJOURNMENT

The meeting adjourned at 1:53 p.m.