



# Tay Valley Township

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 1<sup>st</sup>, 2024  
Immediately Following the “Special” Council Meeting at 5:30 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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5:00 p.m. Council Photo  
5:30 p.m. “Special” Council Meeting  
Following Committee of the Whole Meeting

**Chair, Councillor Marilyn Thomas**

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

None.

### 5. **DELEGATIONS & PRESENTATIONS**

- i) **Delegation: Perth and Smiths Falls District Hospital Core Capital Campaign and Hospital Update – attached, page 6.**  
Michael Cohen, President and CEO, Perth & Smiths Falls District Hospital.

*Suggested Motion:*

*“THAT, the Perth and Smiths Falls District Hospital Core Capital Campaign and Hospital Update be received for information.”*

- ii) **Delegation: Noise By-Law.**  
Peter Wright, Resident.

## 6. PRIORITY ISSUES

- i) **Report #PW-2024-18 – Waste, Scrap Metal and Construction and Demolition Haulage RFP Award – attached, page 13.**

Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

*“THAT, Request for Proposal #2024-PW-009 – Waste, Scrap Metal and Construction and Demolition Haulage, be awarded to Tomlinson Environmental Services;*

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

- ii) **Report #CAO-2024-26 - Open Air Burning By-Law and Fire Department Fees and Charges – attached, page 16.**

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the updated Open Air Burning By-Law be approved;*

*AND THAT, the necessary by-law come forward at the next Council meeting.”*

*Suggested Recommendation to Council:*

*“THAT, the updated Fire Department Fees and Charges as outlined in Report #CAO-2024-26 – Open Air Burning By-Law and Fire Department Fees and Charges, be brought forward as part of the 2025 budget process.”*

- iii) **Report #CAO-2024-25- Remuneration and Expense Policy Update – attached, page 37.**

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the updated Remuneration and Expense Policy be approved;*

*AND THAT, the necessary by-law come forward at the next Council meeting.”*

- iv) **Report #CAO-2024-27 – Long Lake Boat Launch – attached, page 48.**

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the CAO/Clerk be authorized to indicate the Township’s interest in taking ownership of the Long Lake Boat Launch lands as outlined in Report #CAO-2024-27 – Long Lake Boat Launch.”*

- v) **Report #CAO-2024-28 – Proposed New Road Names – Nagle Way & Bird Way – attached, page 54.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the necessary by-law to name two existing Private Roads to Nagle Way and Bird Way as outlined in Report #CAO-2024-28 – Proposed New Road Names – Nagle Way and Bird Way, be brought forward for approval.”*

## 7. CORRESPONDENCE

- i) **24-09-25 – Council Communication Package – cover sheets attached, page 64.**

*Suggested Recommendation to Council:*

*“THAT, the 24-09-25 Council Communication Package be received for information.”*

## 8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Bolingbroke Cemetery Board.**

24-09-05 – Draft Bolingbroke Cemetery Board Minutes – *attached, page 68.*

- ii) **Committee of Adjustment – deferred to the next meeting.**

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

- iv) **Library Board.**

24-06-17 – Perth and District Union Public Library Board Minutes – *attached, page 69.*

- 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.**

24-09-13 – Draft Green Energy and Climate Change Working Group Minutes – *attached, page 71.*

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

24-09-09 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 75.*

24-09-09 – Draft Mississippi Valley Conservation Authority Board Minutes – *attached, page 77.*

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

24-07-25 – Draft Rideau Valley Conservation Authority Board Minutes – *attached, page 85.*

24-09-20 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 91.*

x) **Lanark County Traffic Advisory Working Group.**

24-09-17 – Lanark County Traffic Advisory Working Group Meeting Summary – *attached, page 92.*

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

**9. CLOSED SESSION**

i) **CONFIDENTIAL: Litigation - Building Permit #115-2017.**

*Suggested Motion:*

*“THAT, Council 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 Building Permit #115-2017;*

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

*Suggested Motion by Councillor:*

*“THAT, Council 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**

# **PRESENTATIONS**

# Core Capital Campaign & Hospital Update

## Tay Valley - Municipal Presentation

**Presented by:** Michael Cohen  
**Title:** President & CEO  
**Date:** Tuesday, October 1<sup>st</sup>, 2024

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## Our Strategic Priorities



### Provide an excellent experience for the persons we serve, every time

- Deploy best practice to deliver safest possible care
- Remove barriers to care
- Improve care transitions and health system navigation



### Meet the changing needs of our community

- Improve our physical facilities and infrastructure
- Align our services with the needs of the community
- Improve engagement with our community and our partners



### Support and empower our people

- Ensure a supportive and safe work environment
- Recruit and retain high-performing people
- Ensure our people have the right skills for now and the future



### Ensure our future sustainability

- Secure the capital funds required to meet the needs of our community
- Secure the operational funding required to meet the needs of our community
- Ensure we are prepared to respond to a changing environment

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## Strategic Plan – Practically Speaking:

- Reduce Injurious Falls by over 35%.
- Improve Patient Flow – streamlined capacity response to better manage capacity.
- Improve OR Efficiency – First Case Starts.
- Improve Physical Infrastructure – over \$2.5M invested in infrastructure (both sites) – projects were completed on time and on budget.
- Support and Empower our Staff & Physicians – launch new rewards and recognition for staff and physicians.
- Operating and capital dollars.
- This year our plans are intentionally limited to make capacity for our Digital Transformation.

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## Fall/Winter Preparedness

- Respiratory illness season is upon us, and this has been prevalent within the community. The severity of illness' has not been as significant as in previous years.
- Hospital capacity has been more variable.
- Lack of access to beds in Long Term Care along with a shortage of family physicians in the province means that hospitals are the stop-gap for the health care system.
- We continue to work with our partners in Long-Term Care, Home and Community Care and other institutions to manage this significant surge in activity.

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## Hospital Services:

- In spite of the ongoing health human resource crisis, we are proud to have been able to deliver 24/7 Emergency services to the communities we serve.
- Very happy to report that all our full-time nursing positions are filled.
- We have hired our first full-time midwife.
- Closures within our Obstetrical program are becoming less common.

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## Core Capital Campaign:

- Our plans to improve safety and quality through technological innovation is progressing well.
- Working with our partners in the former SE LHIN, we are heading into the final stretch of the project with our go-live scheduled for Fall 2024.
- As the sole source of funds for our Core Capital campaign, your support has never been more important.

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## Closed Loop Medication Management System (CLMM)



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## Advantages of Automation

- **Increases patient safety**
- Reduction of time to first dose, loss of doses, borrowing
- Reduction in documentation time
- Improved inventory control
  - **Track and proactively monitor drug usage patterns**
- Electronic reminders – meds past due or too close to another administration time i.e. PRN's
- Supports **Bar Code verification** for dispensing, stocking, administration and returns)
- Medication management system will ensure medications are auditable and traceable to the patient level (**an OCP and Accreditation Canada Standard**)

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## Core Capital Campaign:

*On behalf of the hospital and our patients, thank you for your continued support of safe high quality patient care at our hospital.*

*We request that you renew your commitment of \$70,000, in support of the core capital campaign for FY 2024/25.*

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# Questions



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# **PRIORITY ISSUES**



# REPORT

**COMMITTEE OF THE WHOLE**  
**October 1, 2024**

**Report #PW-2024-18**  
**Sean Ervin, Public Works Manager**

**WASTE, SCRAP METAL AND CONSTRUCTION AND DEMOLITION HAULAGE**  
**RFP AWARD**

## **STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, Request for Proposal #2024-PW-009 – Waste, Scrap Metal and Construction and Demolition Haulage, be awarded to Tomlinson Environmental Services;

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

## **BACKGROUND**

The Township has worked with Stanley Sanitation for all waste and recycling services for the last 10-plus years. The current contract expires on December 31, 2024, and there are no further extensions permitted under the current contract. The Township is also transitioning to the new Blue Box program at the beginning of next year and therefore the blue box services currently provided by Stanley Sanitation will no longer be the responsibility of the Township.

With the upcoming changes to the Blue Box program and the end of the contract with Stanley Sanitation, the Township was required to re-advertise for services related to waste, scrap metal and construction and demolition haulage. The work for this contract includes providing roll-off trucking services to:

- Collect the waste compactors and open-top bins from the depot sites and empty them at the Glen Tay Waste Site on a weekly/by-weekly basis.
- Provide bins, collect and dispose of scrap metal at the three (3) depot sites.
- Provide bins and collect and dispose of construction and demolition materials for the Glen Tay Waste Site.

The RFP was written as a 3-year contract with two (2) optional 1-year extensions (2025-2028, plus 2029, plus 2030).

## DISCUSSION

The RFP was issued on August 14, 2024 on the Township's portal of Bids and Tenders. The Tender closed on September 12, 2024 and two (2) bids were received.

Company
Tomlinson Environmental Services
Miller Waste Systems Inc.

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

- The company's experience on similar assignments
- Project understanding, work plan and quality assurance plan,
- Company's vehicles

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

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

Staff have reviewed and evaluated both of the submissions and concluded that the proposal submitted by Tomlinson Environmental was scored the highest out of the proposals that were submitted.

Tomlinson Environmental Services (TES) is a family-owned company based out of Ottawa who specialize in heavy civil construction, aggregate supply and environmental services. They have a state-of-art sorting facility in Carp, where all the Township's Construction and Demolition will be taken and sorted. Tomlinson also has a composting facility in Kingston (Joyceville), and if Council ever decided to introduce a more formal collection system at the depot sites, TES would welcome further discussions to determine if that was a viable option for the Township.

## FINANCIAL CONSIDERATIONS

The submission from TES was the lowest of the two submissions. The cost is an increase from the current cost from Stanley Sanitation, however, Stanley has not increased their prices from 2018. The approximate annual price increases for waste, scrap metal and construction and demolition are as follows:

Waste: \$6380 per year

Scrap Metal: \$4805 per year

Construction and Demolition: \$9815 per year

All three (3) items will influence the Township's operation budget, however, the increases are reasonable, when considering that Stanley did not increase their prices since 2018. Tipping

fees for C & D are also being reviewed and further details will be provided when Council is reviewing the Fees and Charges By-Law during the 2025 Budget Discussions.

The contract also has a fuel surcharge clause so that trucking prices can fluctuate with the price of diesel.

### **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Award the RFP to Tomlinson Environmental Services.

**Option #2** – Do not award the RFP and Council provide further direction.

### **CLIMATE CONSIDERATIONS**

None considered.

### **STRATEGIC PLAN LINK**

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

### **CONCLUSIONS**

Based on their proposal, experience with similar projects and very knowledgeable project team, it is recommended that Council award the contract to Tomlinson Environmental Services.

### **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 MEETING**  
October 1<sup>st</sup>, 2024

Report #CAO-2024-26  
Amanda Mabo, Chief Administrative Officer/Clerk

**OPEN AIR BURNING BY-LAW  
AND  
FIRE DEPARTMENT FEES AND CHARGES**

### STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the updated Open Air Burning By-Law be approved;

**AND THAT**, the necessary by-law come forward at the next Council meeting.”

It is recommended:

“**THAT**, the updated Fire Department Fees and Charges as outlined in Report #CAO-2024-26 – Open Air Burning By-Law and Fire Department Fees and Charges, be brought forward as part of the 2025 budget process.”

### BACKGROUND

The current Open Air Burning By-Law has been in place since 2006. It is now outdated.

With the updating of the Open Air Burning By-Law, comes the need to also update the Fire Department Fees and Charges By-Law, which has been in place since 2015.

### DISCUSSION

The Open Air Burning By-Law has been completely revamped. The current by-law is in the form of the old fire permit and is one page. The new by-law includes definitions, what is and what is not permitted, it outlines the types of open air burning, and speaks to fire permits, specific events and fire bans, as well as fireworks and flying lanterns. The draft by-law also establishes set fines so that in addition to recovering the cost of investigating a complaint, a property owner or an individual can be fined for not following the rules. A copy of the new draft is attached.



The changes to the Fees and Charges By-Law can be found in red in the attached draft. The changes make it clear that costs can be recovered not only if there is a contravention but also for the time investigating the complaint. There are also suggestions for a modest increase in fees since no increase has occurred since 2015.

Both draft by-laws have been run by legal counsel.

Drummond/North Elmsley is making the same recommendations to their Council.

## **OPTIONS FOR CONSIDERATION**

### **Option #1 – Recommended: Adopt the Updated By-Laws**

The current Open Air Burning By-Law is outdated and not legislatively compliant. There is also no ability to issue a set fine.

The fees and charges should be updated to reflect current costs.

### **Option #2 – Suggest Changes to the Draft Updated By-Laws**

### **Option #3 – Do Nothing**

## **FINANCIAL CONSIDERATIONS**

Updating the Fees and Charges for the Fire Department will allow for cost recovery of services provided by the individuals that required the service versus the general taxpayer.

## **STRATEGIC PLAN LINK**

**Strategic Priority** – Sustainable Finances

**Strategic Initiative** – Fiscal Responsibility

## **CLIMATE CONSIDERATIONS**

None considered.

## **CONCLUSION**

If Council is in agreement with the draft Open Air Burning By-Law, the by-law can come forward at the October Council meeting for approval.

If Council is in agreement with the proposed changes to the Fees and Charges for the Fire Department, there is a legislative public process that needs to be adhered to, which occurs annually as part of the budget process and the suggested revisions will be forwarded to the 2025 Budget process which will commence at the end of the month. Also note that the Attorney General will have the final approval of the set fines, so they may change.

**ATTACHMENTS**

1. Draft Updated By-Laws

**Respectfully Submitted By:**

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

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2024-0xx

### OPEN AIR BURNING BY-LAW

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**WHEREAS**, Section 2.4.4.4 (1) (a) of *Ontario Regulation 213/07: FIRE CODE*, as amended, provides open air burning shall not take place unless it has been approved;

**AND WHEREAS**, Section 7.1 of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*, as amended, provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires and regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS**, Section 425 (1) of the *Municipal Act, 2001*, as amended, provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the *Municipal Act, 2001*, as amended, is guilty of an offence;

**AND WHEREAS**, Section 429 (1) of the *Municipal Act, 2001*, as amended, provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the *Municipal Act, 2001*, as amended;

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

#### 1. DEFINITIONS

- 1.1 **“Activate (Activated)”** – shall mean when a fire permit is obtained, and the permit holder calls the required phone number to notify that they plan to have an Open Air Burn.
- 1.2 **“Campground”** – shall mean any property approved for the use of temporary accommodation by persons in tents, recreational vehicles, camping trailers and that usually has a toilet and showers for campers to use, and includes a tent/trailer park.
- 1.3 **“Fire Ban”** – shall mean restrictions or a prohibition on all Open Air Burning established under this By-Law.
- 1.4 **“Fire Chief”** – shall mean the Fire Chief or designate duly appointed by the Municipality as prescribed under Section 6 of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*.
- 1.5 **“Fire Department”** – shall mean the Drummond North Elmsley Tay Valley Fire Rescue.

- 1.6 “Fireworks”** – shall mean a device containing gunpowder and or other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or celebrations.
- 1.7 “Flying Lantern (Floating Lantern, Sky Lantern, Chinese Lantern, Japanese Lantern, Kongming Lantern or Wish Lantern)”** – shall mean a small hot air balloon or similar device made of treated paper or any other material, with an opening at the bottom, which is propelled by an open flame generated by a small candle or fuel cell, allowing the balloon or similar device to rise and float in the air, uncontrollably, while ignited.
- 1.8 “FPPA”** – shall mean the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*, as amended, and the regulations enacted thereunder, as amended from time to time, or any Act or Regulation enacted in substitution thereof.
- 1.9 “Highway”** - includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 1.10 “Municipality”** – means The Corporation of Tay Valley Township and/or the Corporation of the Township of Drummond/North Elmsley.
- 1.11 “Open Air Burning”** – shall mean the burning of any material, including without limiting the generality of the forgoing, wood, carboard, brush, leaves or garden waste where the flame is not wholly contained and is, thereby, open to the air outdoors, and includes campfires, brush fires, burn barrels, and outdoor fireplaces, but does not include barbecues.
- 1.12 “Noxious Materials/Household Waste”** – shall mean combustible material such as plastics, polyethylene terephalate (PET), paints, oils, solvents, rubber, insulation, batteries, acids, polystyrenes (styrofoam), pressure treated or painted lumber, construction/demolition waste, drywall, tires, upholstered furniture, synthetic fabrics, diapers, hazardous waste and all other similar and like materials, but shall not include clean and untreated wood/lumber and wood fibre products such as unlaminated paper, cardboard and boxboard, brush, tree branches/limbs and leaves.
- 1.13 “Property Owner”** – shall mean any person, firm or corporation having control over any portion of buildings, property or premises and may include landlords, building managers, rental agents, agents, tenants, trustees, a representative of the owner, superintendents and, includes, any other person to whom rent is payable.
- 1.14 “Rental Property”** – shall mean a building, portion thereof, or group of buildings which is rented, leased, let, or made available for occupation for compensation.

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**BY-LAW NO. 2024-0xx**

**2. GENERAL REGULATIONS**

**2.1** No person shall conduct Open Air Burning:

**2.1.1** unless a proper permit is obtained; or

**2.1.2** unless such Open Air Burning consists of a small, confined fire that is supervised at all times, and is used to cook food on a grill, or spit, and is proportionate with the type and quantity of food being cooked; or

**2.1.3** unless the use of an appliance that meets the requirements of the *Technical Standards and Safety Act, 2000*, is for outdoor use, and if assembled and installed in accordance with the manufacturer's instructions.

**2.2** No person shall set or maintain a fire:

**2.2.1** In contravention of any of the provisions of this by-law;

**2.2.2** in contravention of *Ontario Regulation 213/07: FIRE CODE, FPPA* or any other applicable municipal, provincial or federal laws;

**2.2.3** with the aid of flammable or combustible liquids of any kind;

**2.2.4** that exceeds the available human resources, equipment, and water on site to control the fire.

**2.3** No person shall set or maintain Open Air Burning when the wind is in such a direction or intensity to cause any or all of the following:

**2.3.1** the possible spread of fire beyond the approved burn site;

**2.3.2** a decrease in visibility on any Highway;

**2.3.3** excessive smoke;

**2.3.4** issues with visibility for others;

**2.3.5** a discomfort to others.

**2.4** No person shall burn:

**2.4.1** Noxious Materials/Household Waste;

**2.4.2** recyclable items or products;

**2.4.3** windrows (cleared land) or buildings, unless pre-approved by the Fire Chief;

**2.4.4** on any road allowance, unopened road allowance or in a location that would interfere with traffic, unless pre-approved by the Fire Chief.

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**2.5** Open Air Burning that does not meet the requirements of this by-law shall be extinguished immediately.

**3. TYPES OF OPEN AIR BURNING**

**3.1 Residential Open Air Burning**

**3.1.1** Residential Open Air Burning shall be no larger than 0.7 m (2.5 ft) in diameter.

**3.1.2** The location of the fire must be located on a non-combustible surface that extends a minimum of 0.3 m (1 ft) beyond the fire barrier.

**3.1.3** Notwithstanding Section 3.1.2 above of this by-law, chimeneas shall be located on a non-combustible surface that extends a minimum of 0.3 m (1 ft) beyond the diameter of the device.

**3.1.4** The fire must be located at least 5.0 m (16.4 ft) from any combustible material, property line or structure.

**3.1.5** The fire must be at least 15.0 m (49.2 ft) from any utility line (gas, hydro, or telecommunications).

**3.1.6** The space above the fire must be at least 3.0 m (10 ft) from vegetation, combustible material or object.

**3.1.7** The flame must not exceed 1.0 m (3.3 ft) in height and diameter.

**3.1.8** The fire must always be supervised by a competent person to prevent the fire from spreading to or endangering other property.

**3.1.9** The fire must be completely extinguished when the burn is finished, or no one wants to or is able to be in constant attendance of the fire.

**3.1.10** A Rental Property is subject to Section 3.1.

**3.1.11** Campgrounds shall be subject to Section 3.1, with the following exceptions:

**3.1.11.1** The diameter of the fire shall not exceed 0.6 m (2.0 ft)

**3.1.11.2** The fire must be located at least 3.0 m (10 ft) from any combustible material, property line or structure.

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**3.1.11.3** Exceptions can be made if approved by the owner of the Campground.

**3.2 Agricultural Open Air Burning**

- 3.2.1** Agricultural Open Air Burning may be larger than 0.7 m (2.5 ft) in height and diameter.
- 3.2.2** Agricultural Open Air Burning may only be comprised of dry timber, stumps, grass and dry brush, agricultural waste from farming operations on that property and any other organic material resulting from the clearing of land.
- 3.2.3** Materials cannot be added to the fire between sunset and sunrise.
- 3.2.4** The fire shall be a minimum of 5 m (16.4 ft) from the property line and be a minimum of 50 m (164 ft) from any neighbouring residence.
- 3.2.5** The fire shall be a minimum of 15 m (50 ft) from forest, woodland, or buildings.
- 3.2.6** In the case of multiple fires, each shall be sufficiently spaced and have sufficient resources on hand to prevent the fire from spreading to or endangering other property.

**4. FIRE PERMITS**

- 4.1** A fire permit shall be obtained by the Property Owner prior to the proposed date of the first Open Air Burn.
- 4.2** In applying for a fire permit, no person shall provide false or misleading information.
- 4.3** Types of fire permits:
  - 4.3.1** Residential Fire Permit
  - 4.3.2** Campground Fire Permit
  - 4.3.3** Agricultural Fire Permit
- 4.4** Agricultural fire permits may be used for a Residential Open Air Burn, in accordance with 3.1.

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**BY-LAW NO. 2024-0xx**

- 4.5** Campground fire permits shall be obtained by the Property Owner and will serve as one overall permit for the Campground as long as each Open Air Burn meets the requirements of 3.1.
- 4.6** Residential and Campground fire permits do not have to be activated before an Open Air Burn.
- 4.7** Agricultural fire permits shall be activated before an Agricultural Open Air Burn.
- 4.8** A fire permit shall be approved unless:
- 4.8.1** the application is incomplete;
  - 4.8.2** there are reasonable grounds to believe that the Open Air Burn may cause adverse effects;
  - 4.8.3** there are reasonable grounds to believe that the Open Air Burn will result in a breach of this by-law, the FPPA, or any other municipal, provincial or federal law.
- 4.9** No person shall transfer a fire permit to another person or another location.
- 4.10** The Fire Chief may attach such additional conditions to a fire permit as deemed necessary to ensure public safety.
- 4.11** No person shall permit, set or maintain any Open Air Burn, except in accordance with the conditions of the Fire Permit.
- 4.12** The Property Owner, as a condition of the fire permit, shall indemnify and save harmless the Fire Department and the Municipality from any and all claims, demands, causes of action, losses, costs or damages that the Fire Department and/or Municipality may suffer, incur, or be liable for resulting from Open Air Burning as set out in the by-law whether with or without negligence on the part of the Property Owner, the Property Owner's employees, directors, contracts and agents.
- 4.13** A new fire permit shall be obtained when the Property Owner for the property changes.
- 4.14** A new fire permit shall be obtained when the location for which the fire permit was issued changes.
- 4.15** All fire permits expire annually on November 30.
- 4.16** A fire permit may be revoked or suspended at any time by the Fire Chief.



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**4.17** In any prosecution under a provision of this by-law that requires a fire permit, the onus is on the person charged to prove that the person has a fire permit at the time the offence is alleged to have been committed.

**5. REQUIREMENTS FOR SPECIFIC EVENTS**

**5.1** Despite Section 2.1.3 and Section 6 of this by-law, a community not-for-profit organization, school or a religious institution may apply in writing to the Fire Chief for a fire permit to conduct Open Air Burning in an outdoor fireplace or for a campfire for cultural, religious or recreational specific events.

**5.2** A site inspection of the proposed site of the Open Air Burning may be required by the Fire Chief prior to issuing a fire permit.

**5.3** The Fire Chief may attach such additional conditions to a fire permit as deemed necessary to ensure public safety.

**5.4** No person for a specific event Open Air Burn shall set or maintain a recreational fire or an outdoor fireplace that is not in compliance with the requirements of Section 2 of this by-law, with the exception of Section 2.1.3.

**6. FIRE BANS**

**6.1** The Fire Chief, at his/her discretion, may restrict or ban all Open Air Burning depending on climatic conditions.

**6.2** No person shall permit, set or maintain Open Air Burning when a Fire Ban has been issued by the Fire Chief.

**6.3** Levels of a Fire Ban shall be as follows:

**6.3.1** No Fire Ban: The fire risk is low. Residents are permitted to have an Open Air Burn if they obtain, activate and meet the requirements of this By-Law.

**6.3.2** LEVEL 1: PARTIAL FIRE BAN: The fire risk is moderate. Residents are permitted to have a Residential Open Air Burn if they obtain, activate and meet the requirements of this By-Law and during the Residential Open Air Burn but extreme caution must be taken. No other Open Air Burning is permitted.

**6.3.3** LEVEL 2: TOTAL FIRE BAN: No Open Air Burning of any kind is permitted during a total Fire Ban.

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

**7. FIREWORKS AND FLYING LANTERNS**

7.1 No person shall use Fireworks when a Level 2: Total Fire Ban is in place.

7.2 No person shall use Flying Lanterns at any time.

**8. EXEMPTIONS**

8.1 The Fire Department shall be exempt from the provisions of this by-law with respect to Open Air Burning for the purposes of training, educating individuals in fire safety or for research purposes.

8.2 The Municipality shall be exempt from the provisions of this by-law with respect to Open Air Burning related to municipal activities.

**9. ENFORCEMENT**

9.1 The Fire Chief is authorized to enforce this By-Law on behalf of the Municipality.

9.2 No person shall obstruct the Fire Chief from conducting an inspection and/or investigating a possible contravention of this by-law, or withhold, destroy or refuse to supply any information or thing required for the purpose of inspection or investigation.

**10. OFFENCES AND PENALTIES**

10.1 Every person who contravenes any provision of this By-Law shall be guilty of an offence and shall be liable, upon conviction, to a fine for each offence in accordance with Section "A" of this By-Law.

10.2 Every day or part of a day on which the offence occurs or continues shall constitute a separate offence.

10.3 Where a person has been convicted of an offence under this By-Law, the Ontario court of Justice, or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed towards the continuation or repetition of the offence.

10.4 In addition to any other penalty, a person is liable to the Municipality for all expenses incurred for the purposes of enforcing this By-Law as outlined in the Drummond/North Elmsley Tay Valley Fire Rescue - Fees and Charges By-Law.

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

**11. BY-LAWS REPEALED**

11.1 By-Law No. 2006-053 is hereby repealed.

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

**12. ULTRA VIRES**

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

**13. EFFECTIVE DATE**

13.1 ENACTED AND PASSED this XX day of October, 2024.

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**Rob Rainer, Reeve**

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**Amanda Mabo, Clerk**

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

**SCHEDULE "A"**

**SET FINES**

<b>ITEM</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Offence Creating Provision</b>	<b>Column 3 Set Fine (includes costs)</b>
1.	Conduct Open Air Burning without a permit	Section 2.1	\$500
2.	Conduct Open Air Burning within settlement areas where setbacks are not met	Section 2.2	\$250
3.	Set or maintain a fire in contravention of <i>Ontario Regulation 213/07: FIRE CODE</i> , as amended or any other municipal, provincial and federal laws	Section 2.3.2	\$250
4.	Set or maintain a fire with aid of flammable or combustible liquids of any kind	Section 2.3.3	\$250
5.	Set or maintain a fire that exceeds available human resources, equipment, and water on site to control the fire	Section 2.3.4	\$250
6.	Set or maintain Open Air Burning when wind is in such a direction or intensity to cause possible spread of fire beyond approved burn site	Section 2.4.1	\$250
7.	Set or maintain Open Air Burning when wind is in such a direction or intensity to cause a decrease in visibility on any Highway	Section 2.4.2	\$250
8.	Set or maintain Open Air Burning when wind is in such a direction or intensity to cause excessive smoke	Section 2.4.3	\$250
9.	Set or maintain Open Air Burning when wind is in such a direction or intensity to cause issues with visibility for others	Section 2.4.4	\$250
10.	Set or maintain Open Air Burning when wind is in such a direction or intensity to cause a discomfort to others	Section 2.4.5	\$250
11.	Burn Noxious Materials/Household Waste	Section 2.5.1	\$250
12.	Burn recyclable items or products	Section 2.5.2	\$250
13.	Burn windrows (cleared land) or buildings, unless pre-approved by the Fire Chief	Section 2.5.3	\$250
14.	Burn on any road allowance, unopened road allowance or in a location that would interfere with traffic, unless pre-approved by Fire Chief	Section 2.5.4	\$250
15.	Residential burn larger than 0.7 m (2.5 ft) in diameter	Section 3.1.1	\$250

16.	Residential burn not located on a non-combustible surface that extends a minimum of 0.3 m (1 ft) beyond the fire barrier	Section 3.1.2	\$250
17.	Chimeneas not located on a non-combustible surface that extends a minimum of 0.3 m (1 ft) beyond the diameter of the device	Section 3.1.3	\$250
18.	Residential burn not located at least 5.0 m (16.4 ft) from any combustible material, property line or structure	Section 3.1.4	\$250
19.	Residential burn not located at least 15.0 m (49.2 ft) from any utility line (gas, hydro, or telecommunications)	Section 3.1.5	\$250
20.	Space above a Residential burn is not at least 3.0 m (10 ft) from vegetation, combustible material or object	Section 3.1.6	\$250
21.	The flame of Residential burn exceeds 1.0 m (3.3 ft) in height and diameter	Section 3.1.7	\$250
22.	Residential burn not supervised by a competent person to prevent the fire from spreading to or endangering other property	Section 3.1.8	\$350
23.	Residential burn not completely extinguished when the burn is finished, or no one wants to/able to be in constant attendance of the fire	Section 3.1.9	\$350
24.	Materials added to an Agricultural burn between sunset and sunrise	Section 3.2.3	\$250
25.	Agricultural burn not 5 m (16.4 ft) from the property line and be at least 50 m (164 ft) from any neighbouring residence	Section 3.2.4	\$250
26.	Agricultural burn not at least 15 m (50 ft) from forest, woodland, or buildings	Section 3.2.5	\$250
27.	Multiple agricultural burn not sufficiently spaced and having sufficient resources on hand	Section 3.2.6	\$350
28.	Obtain fire permit after the proposed date of the first Open Air Burn	Sections 4.1, 4.7	\$350
29.	Providing false or misleading information for a fire permit	Section 4.2	\$250
30.	Transfer fire permit to another person or location	Section 4.9	\$250
31.	Set or maintain Open Air Burn not in accordance with fire permit conditions	Section 4.11	\$500
32.	For a specific event set or maintain a recreational fire or an outdoor fireplace not in compliance	Section 5.4	\$500
33.	Set or maintain fire during Fire Ban	Section 6.2	\$500

<b>34.</b>	Use Fireworks during Level 2: Total Fire Ban	Section 7.1	\$350
<b>35.</b>	Use Flying Lanterns	Section 7.2	\$350
<b>36.</b>	Obstruction of Fire Chief	Section 9.2	\$500

Note: The penalty provisions for the offences indicated above is Section 10 of By-Law No. 2024-0XX, a certified copy of which has been filed.

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2024-0XX

### DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE FEES AND CHARGES

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**WHEREAS**, Section 5 (0.1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, Chapter 4, as amended, provides that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

**AND WHEREAS**, the Council of the Corporation of the Township of Drummond/North Elmsley and the Council of the Corporation of Tay Valley Township have passed by-laws to Establish and Regulate the Drummond/North Elmsley Tay Valley Fire Rescue;

**AND WHEREAS**, Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

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

#### 1. DEFINITIONS

For the purpose of this by-law:

- 1.1 **“Emergency Response”** - means the core services as outlined in the Establishing and Regulating By-Law for the Fire Department.
- 1.2 **“Fire Chief”** – means the person or designate appointed under subsection 6 (1), (2) or (4) of the *Fire Protection and Prevention Act, 1997*, as amended, appointed by Council.
- 1.3 **“Fire Department”** – means the Drummond/North Elmsley Tay Valley Fire Rescue.
- 1.4 **“Fire Fees”** – means the fees and charges as set out in Schedule “A” to this by-law.
- 1.5 **“Fire Watch”** – means when a Member is required to ensure the fire safety of a building or area in the event of any act (ex. hot work, or situation that may pose an increased risk to Persons or Property).

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

- 1.6** “**Member**” – means any firefighter or employee of the Fire Department, as approved by the Fire Board.
- 1.7** “**Motor Vehicle**” – has the same meaning as prescribed in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended.
- 1.8** “**MTO Rates**” – means the Ministry of Transportation authorized rate per hour for each apparatus responding to the incident.
- 1.9** “**Municipality**” – means The Corporation of Tay Valley Township and/or the Corporation of the Township of Drummond/North Elmsley.
- 1.10** “**Non-Resident**” – means the Person who is neither an Owner of Property nor a Tenant of Property within the Municipality.
- 1.11** “**Owner**” – means the registered owner of Property or any person, firm or corporation in occupation of or having control over or possession of the Property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy, and includes the owner of Motor Vehicles.
- 1.12** “**Person**” – means an individual, sole proprietorship, partnership, corporation, municipal corporation, unincorporated association or organization, trust, and a natural person in his or her capacity as trustee, executor, administrator or other legal representative.
- 1.13** “**Property**” – means any real property within the Municipality and includes all buildings, or any part of any building, and all structures, machinery and fixtures erected or placed upon, in, over, under or affixed to land, but excludes real property owned by the Federal and Provincial Government.
- 1.14** “**Tenant**” – has the same meaning as prescribed in the *Assessment Act*, R.S.O. 1990, c. A.31, as amended.

**2. GENERAL REGULATIONS**

- 2.1** **THAT**, the Council of the Corporation of Tay Valley Township hereby establishes the fees and charges as set out in Schedule “A” – Fire Fees.
- 2.2** **THAT**, Fire Fees are subject to the Harmonized Sales Tax (HST) as applicable.
- 2.3** **THAT**, no discounts apply for early payment of Fire Fees.
- 2.4** **THAT**, payment of all Fire Fees is due within 30 days of receipt of an invoice issued by the Fire Department unless otherwise stated in Schedule “A”.



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

**3. MOTOR VEHICLE ACCIDENTS AND FIRES**

**3.1** If the Fire Department attends the scene of a Motor Vehicle accident or Motor Vehicle fire on any Property within the Municipality and provides Emergency Response and the Owner of the Motor Vehicle is a Non-Resident of the Municipality, the Fire Department shall charge the respective Fire Fee to the Owner and the Owner's insurance company in order to recover full payment of the Fire Fee.

**4. NATURAL GAS INCIDENT RESPONSE**

**4.1** If the Fire Department attends a Property in response to a natural gas leak, the Owner or Person responsible for the leak shall be charged the respective Fire Fee(s).

**5. EXTRAORDINARY EXPENSES**

**5.1** If the Fire Department provides Emergency Response and the Fire Chief determines that it is necessary to retain a private contractor, or rent special equipment, or use consumable materials other than water and medical supplies in order to control and eliminate an emergency, all costs and expenses incurred by the Fire Department shall be charged to the Owner.

**6. HAZARDOUS MATERIALS INCIDENT**

**6.1** If the Fire Department provides Emergency Response to an incident involving a hazardous substance that was not properly controlled, handled, stored, manufactured, processed, packaged, used, disposed or transported, or involved in an accident, all costs and expenses incurred by the Fire Department shall be charged to the Owner or Person responsible for the incident.

**7. ADMINISTRATION AND ENFORCEMENT**

**7.1** The Fire Department may deliver an invoice either personally, or by registered mail, or by ordinary mail to a Person or Owner or to the Person's or Owner's address.

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

**7.2** Receipt of an invoice shall be deemed to have occurred:

7.2.1 on the date of delivery in the case of personal delivery;

7.2.2 five days after mailing by registered mail;

7.2.3 seven days after mailing by regular mail.

**7.3** All fees shall be subject to 1.25% interest per month on the outstanding amount following the date the fee is due.

**7.4** Any unpaid fees and accumulated charges may be added to the tax roll and recovered in a similar manner as municipal taxes pursuant to Section 398 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**8. ULTRA VIRES**

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

**9. BY-LAW REPEALED**

**9.1** By-Law No. 2015-053 is hereby repealed.

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

**10. EFFECTIVE DATE**

ENACTED AND PASSED this 10<sup>th</sup> day of December, 2024.

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**Rob Rainer, Reeve**

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**Amanda Mabo, Clerk**

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

**SCHEDULE "A"**

**FIRE FEES**

<b>ITEM</b>	<b>FEE</b>
<p><b>Motor Vehicle Accidents and Fires</b></p> <p>(a) for the first hour or any part thereof (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates MTO Rates</p>
<p>For attending a <b>Natural Gas Incident</b>:</p> <p>(a) for the first hour or any part thereof; (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates MTO Rates</p>
<p><b>Extraordinary Expenses</b></p> <ul style="list-style-type: none"> <li>• Incurred by the Fire Department in providing Emergency Response</li> </ul>	<p>Costs and Expenses</p>
<p>For attending a <b>Hazardous Materials Incident</b></p> <p>(a) for the first hour or any part thereof; (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates MTO Rates</p>
<p>For attending a scene for <b>Fire Watch</b></p> <p>(a) for the first hour or any part thereof; (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates MTO Rates</p>
<p>For responding to an <b>Assistance Request by Other Agencies</b></p> <p>(a) for the first hour or any part thereof; (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates MTO Rates</p>

<p>For responding to an <b>Open Air Burning By-Law Contravention/Complaint</b></p> <p>(a) for the first hour or any part thereof;  (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates  MTO Rates</p>
<p>For the investigation of an <b>Open Air Burning By-Law Contravention/Complaint</b></p>	<p><del>\$125.00</del> <b>\$150.00</b></p>
<p>For any response on a <b>Provincial Highway</b> with the exception of a Medical Related Emergency</p> <p>(a) for the first hour or any part thereof  (b) for each additional one-half hour or part thereof</p>	<p>MTO Rates  MTO Rates</p>
<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>• Fire Code Compliance Letter</li> <li>• File Search/Fire Reports</li> <li>• Fire Investigation Report</li> <li>• Clearance Letter</li> </ul> <p><i>*Payment is required in advance</i></p>	<p><del>\$100.00</del> <b>\$125.00</b>  <del>\$100.00</del> <b>\$125.00</b>  <del>\$100.00</del> <b>\$125.00</b>  <del>\$100.00</del> <b>\$125.00</b></p>
<p><b>Inspections:</b></p> <ul style="list-style-type: none"> <li>• Liquor Licensing Inspection</li> <li>• Real Estate Home/Commercial Inspection</li> <li>• Private Day Care Inspection</li> <li>• Marijuana Grow-Op Investigation and Compliance Inspection</li> </ul> <p><i>*Payment is required in advance</i></p>	<p><del>\$100.00</del> <b>\$125.00</b>  <del>\$100.00</del> <b>\$125.00</b>  <del>\$100.00</del> <b>\$125.00</b>  Staff time accumulated.</p>

*\*MTO Rates = Ministry of Transportation Rate which are communicated to Fire Departments annually by the Ministry.*

**COMMITTEE OF THE WHOLE MEETING**  
**October 1<sup>st</sup>, 2024**

**Report #CAO-2024-25**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**REMUNERATION AND EXPENSE POLICY UPDATE**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the updated Remuneration and Expense Policy be approved;

**AND THAT**, the necessary by-law come forward at the next Council meeting.”

**BACKGROUND**

The files on remuneration and expenses only go back as far as 2008. At least since 2008 the following has been in place:

Per Diems for Councillors (training, conferences) and Committee of Adjustment Members (meetings):

Full Day (4 hours of more)	\$150
Half Day (less than 4 hours)	\$75

Meal Reimbursement: \$75/day

The County, along with every local municipality within the County had the same rates until last year when a number of municipalities started to update the rates to reflect current pricing.

Tay Valley had a preliminary discussion as part of the Compensation Review for Elected Officials and at the June 25<sup>th</sup>, 2024 “Special” Council Meeting, the following resolution was adopted:

**RESOLUTION #C-2024-06-31**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Angela Pierman

“**THAT**, the CAO/Clerk bring back an updated Remuneration and Personal Expenditure Policy that would include an increased meal allowance from \$75/day to \$135/day, and an increased per diem from \$75/half day to \$150/half day and from \$150/full day to \$300/full day for Council consideration at a future meeting.”

**DISCUSSION**

An updated Remuneration and Expenditure policy has been drafted and the following is being recommended to align with the other municipalities and the newly established Lanark County Police Services Board:

- Per Diems for Councillors (training, conferences) and Committee of Adjustment Members (meetings):

Full Day (4 hours of more)	\$300
Half Day (less than 4 hours)	\$150
  
- Meal Reimbursement: \$135/day

Note: The meal reimbursement also applies to staff.

In reviewing other municipalities policies, one other change is being recommended for Council's consideration, the addition of a Public Relations Account for the Head of Council as follows:

- The annual Public Relations Account (PRA) amount shall be \$1,000.
  
- \$500 annually from the PRA shall be directed towards a local charity or organization of the Reeve's choice and will be announced with the distribution of the annual electronic Christmas Card.
  
- The remainder of the PRA funds shall be used at the Reeve's sole discretion for anything the Reeve deems appropriate in the carrying out of his/her role as representative of the Municipality.
  
- Use of the PRA funds shall occur through the Chief Administrative Officer so that receipts for all expenditures are submitted.
  
- The Reeve shall notify Members of Council of any expenditure from the PRA for their information.

## **OPTIONS FOR CONSIDERATION**

### **Option #1 – Recommended: Adopt the Updated Policy**

It is recommended that the updated figures for per diems and meals be approved to align with other municipalities, as well as provide for appropriate reimbursement of actual costs.

In addition, it is being recommended that a public relations account for the head of Council be developed.

### **Option #2 – Suggest Changes to the Draft Updated Policy**

### **Option #3 – Do Nothing**

## **FINANCIAL CONSIDERATIONS**

The current proposed changes to the per diems and the meals would not affect the current budgeted amounts moving forward. However, the public relations account would require an addition of \$500 to the annual budget.

## **STRATEGIC PLAN LINK**

**Strategic Priority** – Sustainable Finances

**Strategic Initiative** – Fiscal Responsibility

**Action** - Pay Equity and Compensation Review

## **CLIMATE CONSIDERATIONS**

None considered.

## **CONCLUSION**

As per the recommendation.

## **ATTACHMENTS**

1. Draft Updated Policy

**Respectfully Submitted By:**

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

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**SUBJECT: REMUNERATION AND PERSONAL EXPENDITURE - POLICY**

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**1.0 PURPOSE**

This policy establishes the remuneration for Members and outlines the circumstances where the Municipality will reimburse Members, Employees and Officers for personal expenditures.

**2.0 LEGISLATIVE AUTHORITY**

Pursuant to Section 283 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, a Municipality may pay any part of the remuneration and expenses of the Members of its Council, Members of any Local Board of the Municipality and the Officers and Employees of the Municipality or Local Board if the expenses are of those persons in their capacity as Members, Officers or Employees.

**3.0 SCOPE**

This policy applies to all Members, Employees and Officers of the Municipality.

**4.0 DEFINITIONS**

**“CAO”** – shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Municipality as prescribed in Section 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Clerk”** – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Committee”** – shall mean any Committee established by Council, including but not limited to, any Committee of the Whole, Working Group, etc.

**“Council”** – shall mean the Council of the Municipality in accordance with the Council Composition By-Law in effect.

**“Department Head”** – shall mean the person or designate in charge of a municipal department and/or service area.

**“Employee”** – shall mean all union and non-union employees of the Municipality.

**“Local Board”** – shall mean a municipal service board, transportation commission, public library board, board of health, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities (joint boards), excluding a school board and a conservation authority.



**“Member”** – shall mean a Member of Council or a Member of a Committee or Local Board.

**“Municipality”** – shall mean the Corporation of Tay Valley Township.

**“Officer”** – shall mean a person appointed by Council under a specific piece of legislation, whom may or may not be an Employee.

**“Reeve”** - shall mean the Member of Council elected by general vote as the Reeve and is the Head of Council.

**“Treasurer”** – shall mean the Treasurer or designate duly appointed by the Municipality as prescribed in Section 286 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

## **5.0 MEMBERS OF COUNCIL**

### **5.1 Remuneration**

5.1.1 The annual remuneration for Members of Council shall be as follows:

Reeve	\$29,880
Deputy Reeve	\$21,447
Councillor	\$16,273

5.1.2 The annual remuneration shall increase automatically according to the annual increases granted from time to time for the unionized Employees.

5.1.3 Remuneration shall be paid monthly in relatively equal installments.

5.1.4 Notwithstanding section 5.1.3 above, in the year of an election, the last pay of the outgoing Council shall be prorated for a partial month of service and the first pay of the incoming Council will be prorated for a partial month of service.

5.1.5 The annual remuneration is intended to cover all costs with regard to participation at Council, Committees and Local Boards to which Members of Council have been formally elected or appointed, including preparation, attendance and follow-up.

### **5.2 Per Diems**

5.2.1 The per diems for Members of Council shall be as follows:

Full Day (4 hours of more)	\$300
Half Day (less than 4 hours)	\$150

5.2.2 Members of Council may claim a per diem for attendance at conferences and special events approved by resolution.

5.2.3 Conferences shall include, but not be limited to, the Association of Municipalities of Ontario (AMO), the Ontario East Municipal Conference (OEMC), and the Rural Ontario Municipal Association (ROMA).

### **5.3 Technology**

5.3.1 Members shall be provided a tablet with a data plan for Municipal use during their term of office.

5.3.2 The data plan provided shall be sufficient to carry out Municipal business.

5.3.3 Due to the connectivity availability within the Municipality, Members are permitted to use up to \$40 of additional data per month from the base data plan. Any amount of additional data usage over \$40 in a month will be repaid to the Municipality.

5.3.4 At the end of the term of office the Member may retain the tablet, but the data plan will be cancelled, and the SIM card will be returned to the Municipality.

5.3.5 All technology shall be in accordance with established policies, including but not limited to, IT Acceptable Use Policy.

### **5.4 Cell Phone**

5.4.1 The Reeve shall be provided with a cell phone for use during the term of Council.

5.4.2 The Municipality shall pay for the Reeve's cell phone plan.

5.4.3 Alternatively, the Reeve may choose to use his or her own cell phone and the Municipality will reimburse the Reeve for all or a portion of the monthly cell phone bill.

5.4.4 All technology shall be in accordance with established policies, including but not limited to, IT Acceptable Use Policy.

## **6.0 MEMBERS OF COMMITTEES AND LOCAL BOARDS**

### **6.1 Per Diems**

6.1.1 Members of the public (non-elected) appointed by Council to the following Committees and Boards are permitted to claim a per diem for attendance at meetings, training sessions and conferences:

- Committee of Adjustment;

6.1.2 The per diems for Members of Committees and Local Boards listed in Section 6.1.1 above, shall be as follows:

Full Day (4 hours or more)	\$300
Half Day (less than 4 hours)	\$150

6.1.3 Members of Committees and Boards listed in Section 6.1.1 may claim a per diem for attendance at meetings, conferences and training sessions.

6.1.4 Members of the public (non-elected) of all other Committees and Boards shall serve as volunteers.

## **7.0 MILEAGE**

7.1 The per kilometre rate of reimbursement for the use of a personal vehicle while travelling on authorized business of the Municipality shall be a flat rate based on the lowest range of the per kilometre rate as set by the Canada Revenue Agency.

7.2 The per kilometre rate shall be adjusted annually, effective January 1<sup>st</sup> each year.

7.3 Members of Council, Members of Committees and Boards listed in Section 6.1.1, Employees and Officers may claim reimbursement for eligible mileage.

7.4 For meetings, an attendance sheet will be circulated so that Members can claim mileage.

7.5 All attendance sheets must be signed (authorized) by the Clerk prior to submission.

7.6 For all other mileage claims, a mileage claim form must be submitted.

7.7 Mileage claim forms must be signed (authorized) by the appropriate Department Head, or in the case of a Department Head, by the Chief Administrative Officer, or in the case of the Chief Administrative Officer, by the Reeve.

7.8 Mileage shall be paid upon receipt of a signed attendance sheet or mileage claim form.

## **9.0 CONFERENCES AND SPECIAL EVENTS**

### **9.1 Members of Council**

- 9.1.1** No later than October, the Clerk shall poll Members as to which Conferences they would like to attend the following year in order to take advantage of early bird registration and accommodation booking.
- 9.1.2** Members may attend up to two (2) Conferences per year.
- 9.1.3** Conferences shall include, but not be limited to, the Association of Municipalities of Ontario (AMO), the Ontario East Municipal Conference (OEMC), and the Rural Ontario Municipal Association (ROMA).
- 9.1.4** Members may attend one (1) special event per year which has been authorized by a resolution of Council.
- 9.1.5** The Clerk shall arrange for registration, accommodations, and travel arrangements, where applicable.
- 9.1.6** Registration for spouse programs may be booked through the Clerk.
- 9.1.7** All costs related to a spouse shall be paid by the Member.
- 9.1.8** Other direct travel costs such as parking, taxi, highway tolls, etc. shall be reimbursed.
- 9.1.9** Meals not provided as part of the conference or special event shall be reimbursed at a maximum of \$135 per day, regardless of receipts.
- 9.1.10** Reimbursement for alcohol beverages is not eligible.
- 9.1.11** Where an upgrade has occurred, the Member shall be responsible for the difference in cost.
- 9.1.12** Receipts for all expenditures shall be attached to the expenditure claim form.
- 9.1.13** All expenditure claim forms shall be submitted within a week of the conference or special event.
- 9.1.14** Expenditure claim forms must be signed (authorized) by the Clerk.
- 9.1.15** If attendance has been cancelled by a Member, unless due to unforeseen circumstances, the Member shall be responsible for any costs associated with the cancellation.
- 9.1.16** The Chief Administrative Officer shall be notified of all cancellations.

## **9.2 Employees**

- 9.2.1** Employees may attend up to one (1) conference and one (1) training session per year as authorized by his or her Department Head, and may attend additional conferences and training sessions as approved by the Chief Administrative Officer.
- 9.2.2** The Department Head or designate shall arrange for registration, accommodations, and travel arrangements, where applicable.
- 9.2.3** Registration for spouse programs may be booked through the Department Head.
- 9.2.4** All costs related to a spouse shall be paid by the Employee.
- 9.2.5** Other direct travel costs such as parking, taxi, etc. shall be reimbursed.
- 9.2.6** Meals not provided as part of the conference or special event shall be reimbursed at a maximum of \$135 per day, regardless of receipts.
- 9.2.7** Reimbursement for alcohol beverages is not eligible.
- 9.2.8** Where an upgrade has occurred, the Employee shall be responsible for the difference in cost.
- 9.2.9** Receipts for all expenditures shall be attached to the expenditure claim form.
- 9.2.10** All expenditure claim forms shall be submitted within a week of the conference or special event.
- 9.2.11** Expenditure claim forms must be signed (authorized) by the appropriate Department Head, or in the case of the Department Head by the Chief Administrative Officer, or in the case of the Chief Administrative Officer, by the Reeve.
- 9.2.12** If attendance has been cancelled by an Employee, unless due to unforeseen circumstances, the Employee shall be responsible for any costs associated with the cancellation.
- 9.2.13** The Chief Administrative Officer shall be notified of all cancellations.

## **10.0 PUBLIC RELATIONS ACCOUNT FOR HEAD OF COUNCIL**

- 10.1** The annual Public Relations Account (PRA) amount shall be \$1,000.
- 10.2** \$500 annually from the PRA shall be directed towards a local charity or organization of the Reeve's choice and will be announced with the distribution of the annual electronic Christmas Card.
- 10.3** The remainder of the PRA funds shall be used at the Reeve's sole discretion for anything the Reeve deems appropriate in the carrying out of his/her role as representative of the Municipality.
- 10.4** Use of the PRA funds shall occur through the Chief Administrative Officer so that receipts for all expenditures are submitted.
- 10.5** The Reeve shall notify Members of Council of any expenditure from the PRA for their information.

## **11.0 OTHER PERSONAL EXPENDITURES BY EMPLOYEES**

- 11.1** Other personal expenditures for the purchase of goods and services shall only be reimbursed if:
- the purchase has been pre-authorized through approval of the budget;
  - the Employee has been provided the authority from his or her Department Head to make the purchase before the goods or services were purchased;
  - other payment options have been evaluated and deemed either impossible, cumbersome or inconvenient by the Department Head;
  - all receipts have been attached to the expenditure claim form; and
  - the Department Head has approved the expenditure claim form.

## **12.0 COMMUNICATION**

- 12.1** This Policy, along with any updates, within thirty (30) days of being prepared or updated shall:
- be emailed to Members, Employees and Officers;
  - be provided by hard copy to those Employees that do not have an Employer provided email; and
  - be provided to new hires and Members as part of the orientation process.
- 12.2** A copy of this Policy shall be provided to any person, upon request.

### **13.0 ACCOUNTABILITY FRAMEWORK**

The Treasurer is responsible for ensuring compliance with this policy.

### **14.0 POLICY REVIEW**

This Policy shall be reviewed at least once per term of Council.

### **15.0 REFERENCES**

#### **Policies and Procedures/Documents**

Attendance Sheet  
Collective Agreement  
Expenditure Claim Form  
IT Acceptable Use Policy  
Mileage Claim Form

#### **Resources**

Canada Revenue Agency  
Municipal Act 2001

**COMMITTEE OF THE WHOLE MEETING**  
**October 1<sup>st</sup>, 2024**

**Report #CAO-2024-27**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**LONG LAKE BOAT LAUNCH**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the CAO/Clerk be authorized to indicate the Township’s interest in taking ownership of the Long Lake Boat Launch Lands as outlined in Report #CAO-2024-27 – Long Lake Boat Launch.”

**BACKGROUND**

The Long Lake Boat Launch is owned by Infrastructure Ontario (IO) and has been managed by the Rideau Valley Conservation Authority (RVCA). RVCA’s management contract ends at the end of the year, and they have indicated that they will not be renewing the contract.

Beginning in the new year, IO will begin its procurement process to dispose of the lands. This could involve a private sale, which would transfer public recreation lands into private ownership.

Prior to that process, the Township is being given the opportunity to purchase the lands. The lands have been valued at \$343,000.

**DISCUSSION**

The land is three (3) separate pieces as shown in the darker green on the Map of Long Lake (attached). Long Lake Road, a municipally maintained road, runs through the property and is currently owned by the RVCA as it is part of the larger parcel owned by RVCA. If the Township were to purchase the property, the Township would want the road surveyed and transferred into Township ownership.

The six (6) lighter green islands shown on the map are Crown Land.

The Long Lake Boat Launch is the only public access to the lake. When asked why the province would close the only public access to a lake that has six (6) parcels of Crown Land,



they indicated that there is other public access. However, this public access (as seen in the last map attached to this report) would be off Elm Grove Road, through Murphys Point Provincial Park, and across lands owned by RVCA at the West end of the lake. This access is through dense bush and wetlands for over 2 km.

## **OPTIONS FOR CONSIDERATION**

### **Option #1 – Recommended: Indicate Interest**

In order to maintain the only established public access to Long Lake, staff will indicate to the province that the Township is interested in the purchase of the lands.

Staff will be authorized to negotiate the purchase, subject to the following conditions:

- offer of \$1 as the lands are being kept in their recreational state and being transferred from one government body to another;

OR

- the cost to survey Long Lake Road and transfer it into Township ownership be removed from the purchase price of \$343,000; and
- that the Township would like to purchase the lands at less than market sale price.

### **Option #2 – Other Options**

Council provide other direction.

### **Option #3 – Do Nothing**

Notify the province that the Township is not interested. This is not recommended as the only established public access to Long Lake could be transferred into private ownership.

## **FINANCIAL CONSIDERATIONS**

- annual ongoing maintenance – grading of the driveway and boat launch, lawn cutting, washroom of approximately \$2,500/year
- improvements – signage, garbage, parking area

Purchase Price – Between \$1 and \$343,000

The funds would be expensed from the Contingency Reserve.

## **STRATEGIC PLAN LINK**

**Strategic Priority** – Thriving Culture, Economy and Tourism

**Strategic Initiatives** – Recreation Master Plan, Economic Development and Tourism

## **CLIMATE CONSIDERATIONS**

Parks provide a number of climate change mitigation and adaptation benefits, such as cleaning the air, protecting against flooding, and regulating local temperatures. As climate change brings heavier storms and hotter weather, parks become even more important

## **CONCLUSION**

This is another long-term planning consideration for the Township to make. Although not ideal timing, the Township should take ownership of the Long Lake Boat Launch lands in order to keep the boat launch and the recreational space in public ownership.

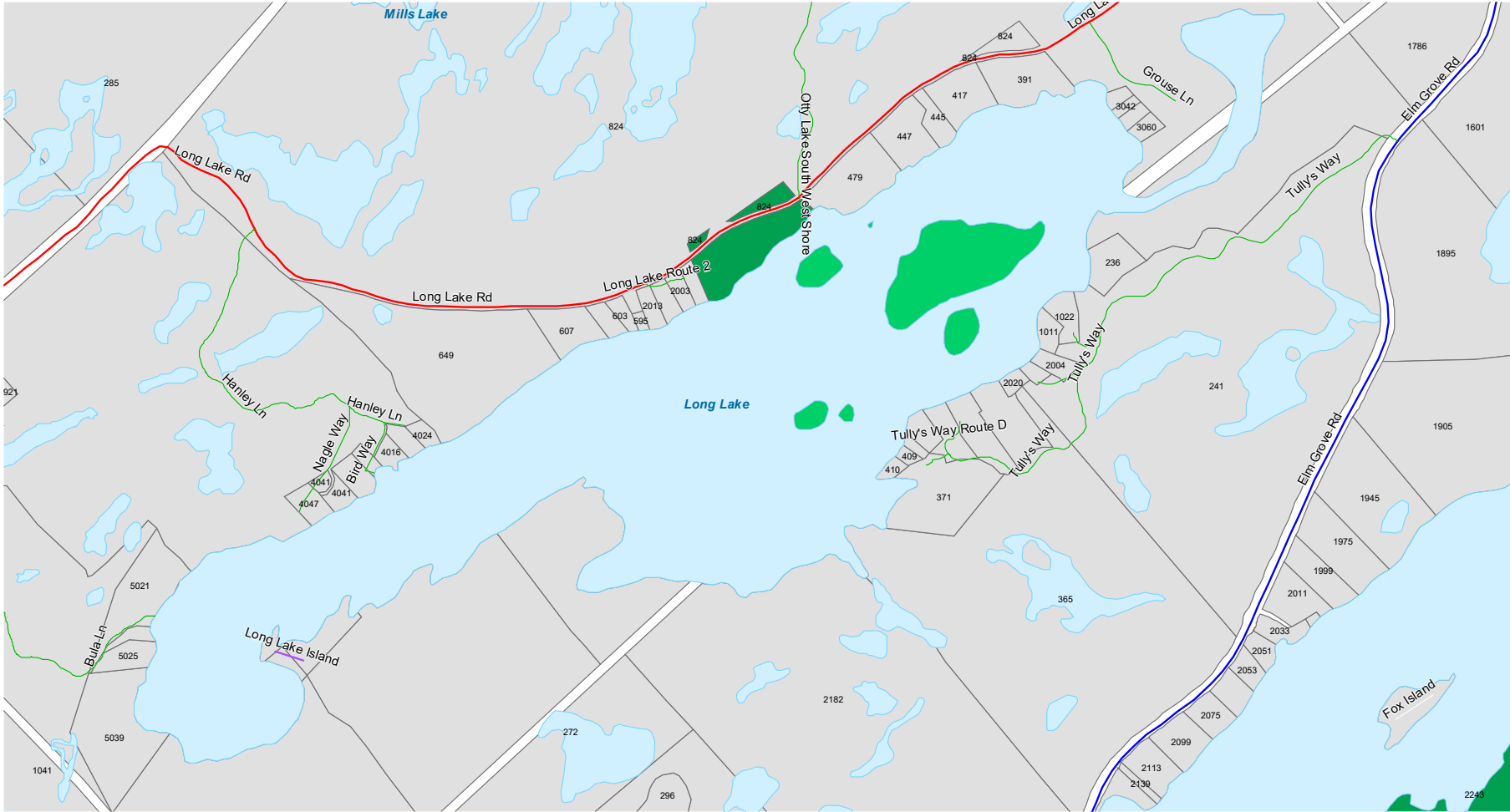
The Recreation Master Plan identifies that the Township, although rural, does not have enough public recreational space for its size. In addition, priorities in the Recreation Master Plan for other lakes are to develop Township owned lands so that public access can be provided to lakes that do not currently have public access.

## **ATTACHMENTS**

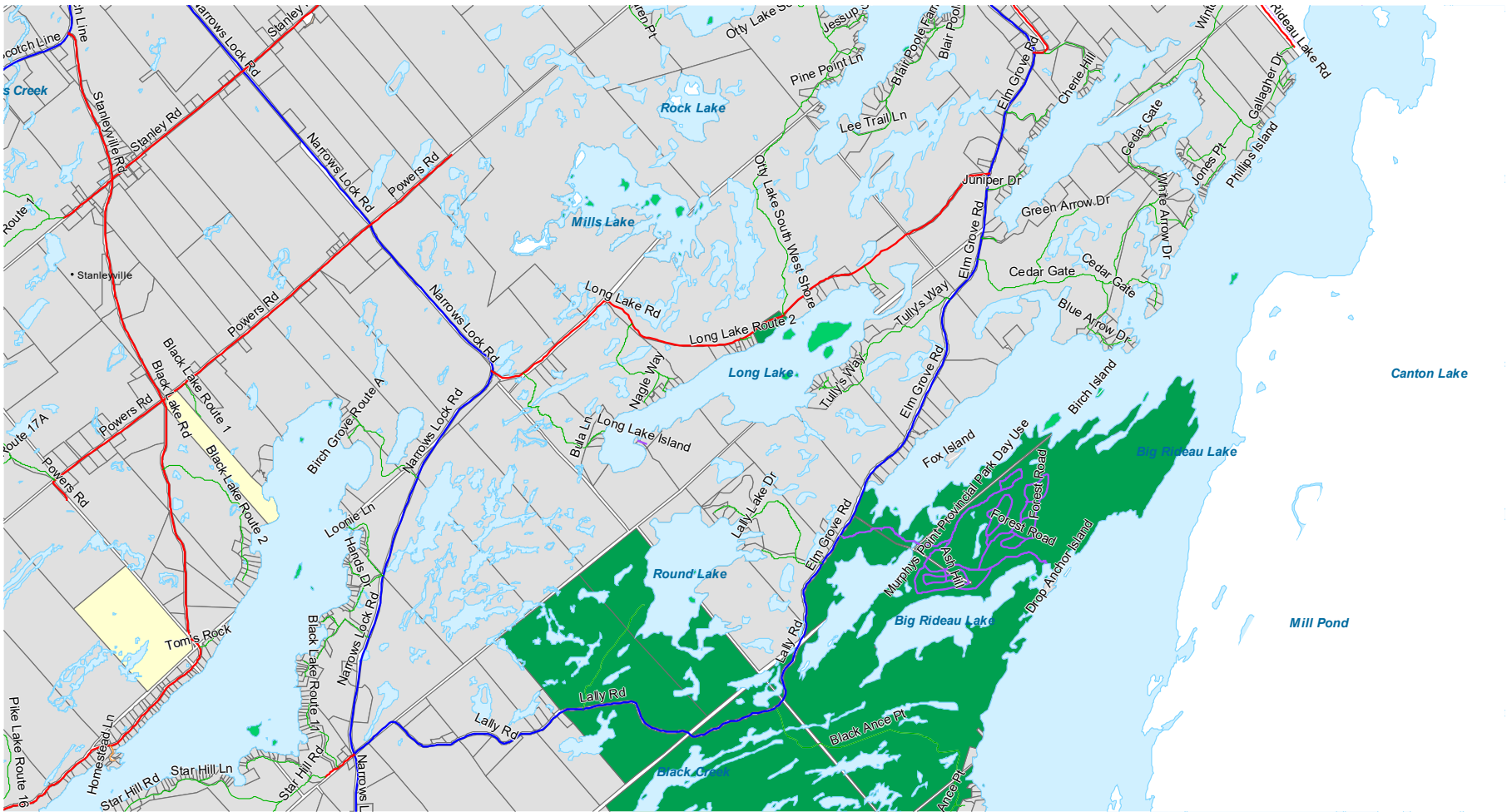
1. Map of Long Lake
2. Map of Long Lake Boat Launch
3. Map of Long Lake and Surrounding Area

**Respectfully Submitted By:**

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







**COMMITTEE OF THE WHOLE**  
October 1<sup>st</sup>, 2024

**Report #CAO-2024-28**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAMES**  
**NAGLE WAY & BIRD WAY**

**STAFF RECOMMENDATION(S)**

“**THAT**, the necessary by-law to name two existing Private Roads to Nagle Way and Bird Way as outlined in Report #CAO-2024-28 – Proposed New Road Names – Nagle Way and Bird Way, be brought forward for approval.”

**BACKGROUND**

A severance application was received for a property at 4055 Hanley Lane. The severed lot will be accessed via a legal right-of-way (shown in yellow on the attached survey) which provides access to three properties and has existed since at least 1988. Therefore, the legal right-of-way must be recognized as a private road by naming it as all properties require legal access and road frontage.

**DISCUSSION**

Legal documents were reviewed, a site visit was conducted, and it was determined that the applicant’s retained lands also contain a second legal right-of-way (shown in green on the attached sketch) which also has not been named so that it can be recognized as a private road.

For emergency services purposes and to proceed with their related applications, the private roads must be named and added to the Township’s Road Naming By-Law.

The applicants and affected property owners were notified and the majority have agreed to the proposed names Nagle Way (shown in yellow on the attached survey) and Bird Way (shown in green). Per the Road, Addressing and Parcels Policy, the road names were forwarded to the County of Lanark for review and recommendation to avoid duplication or similarities within the road name database across Lanark County and the region.

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

Once road names meet the requirements of the RAP Policy, including agreement from a majority of the property owners, they are forwarded to Council for approval.

Since the private roads were unknown to the Township and they were 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 names are "Nagle Way" and "Bird Way", each in honour of long-time landowners in the area.

## **OPTIONS CONSIDERED**

### **Option #1 – Adopt the names Nagle Way and Bird Way (Recommended)**

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

### **Option #2 – Propose two Alternate Names**

Not recommended as the renaming of the road would not occur for at least another two 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 posts.

## **CONCLUSIONS**

That the necessary by-law to name two existing private roads "Nagle Way" and "Bird Way" as outlined in this report be brought forward for approval.

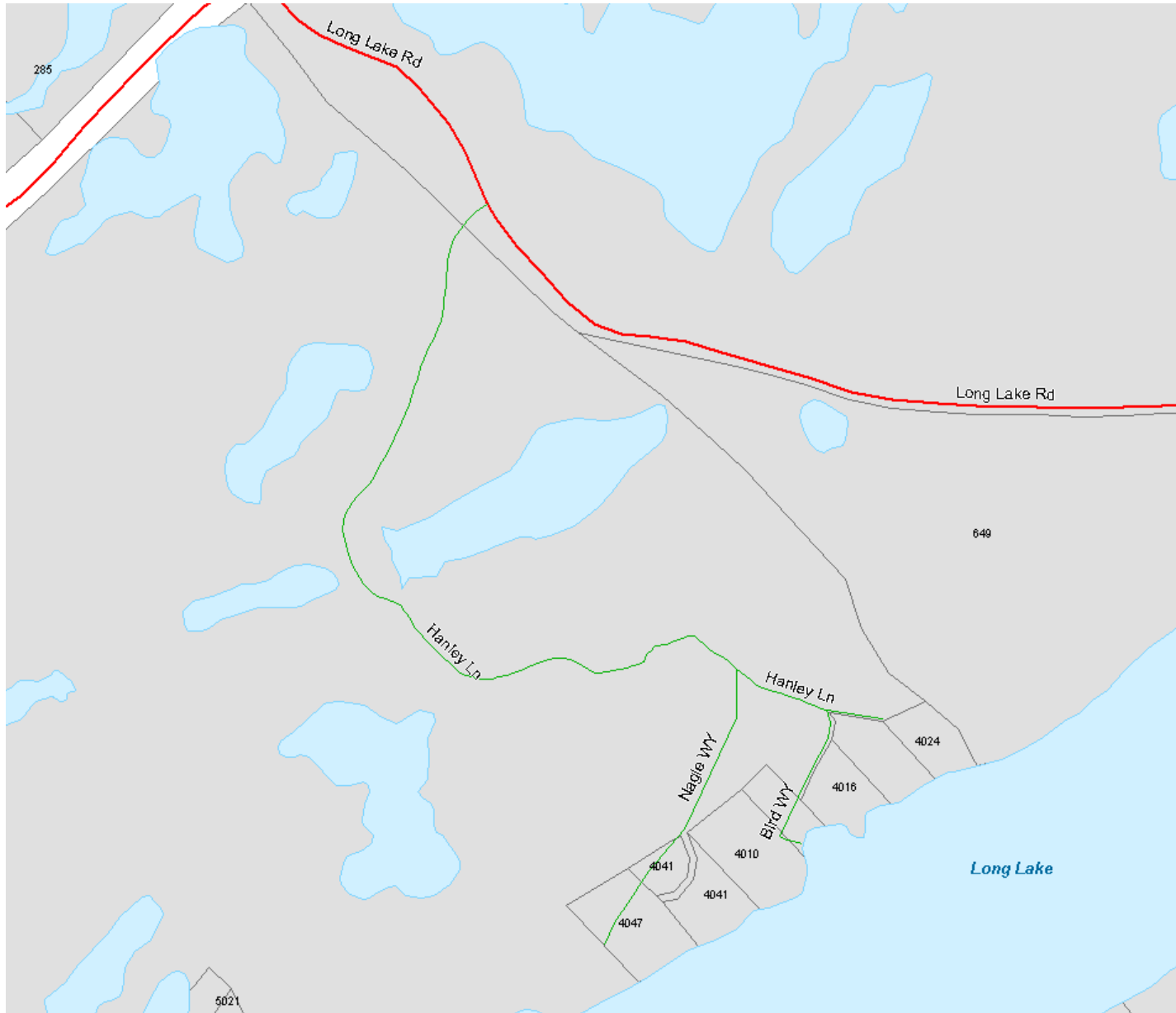
## **ATTACHMENTS**

- i) GIS Map
- ii) Draft Severance Sketch
- iii) Survey 27R-12259 highlighted
- iv) Survey 27R-9860
- v) Survey 27R-2615
- vi) Survey 27R-2649

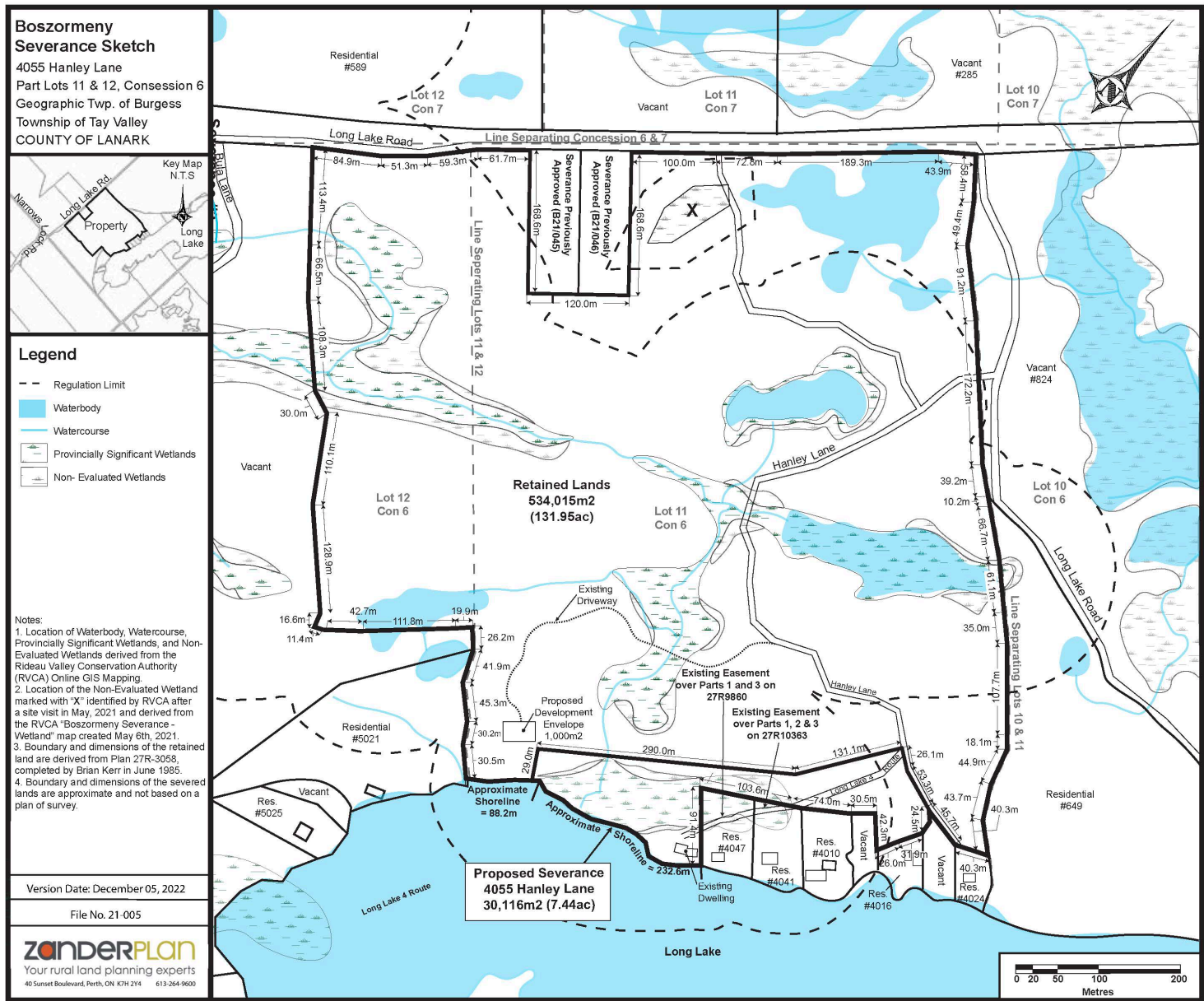
**Prepared and Submitted by:**

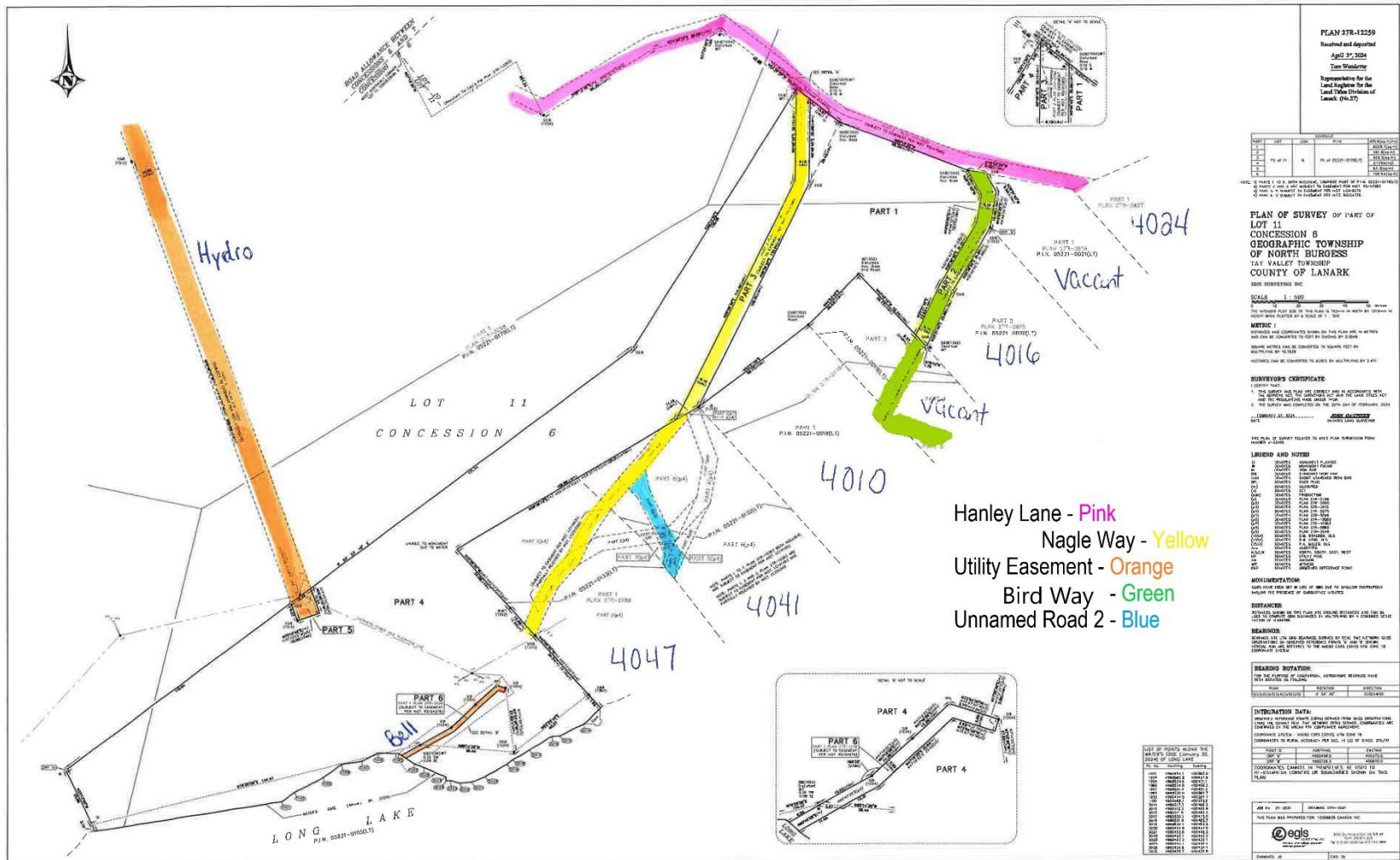
**Amanda Mabo  
Chief Administrative Officer/Clerk**





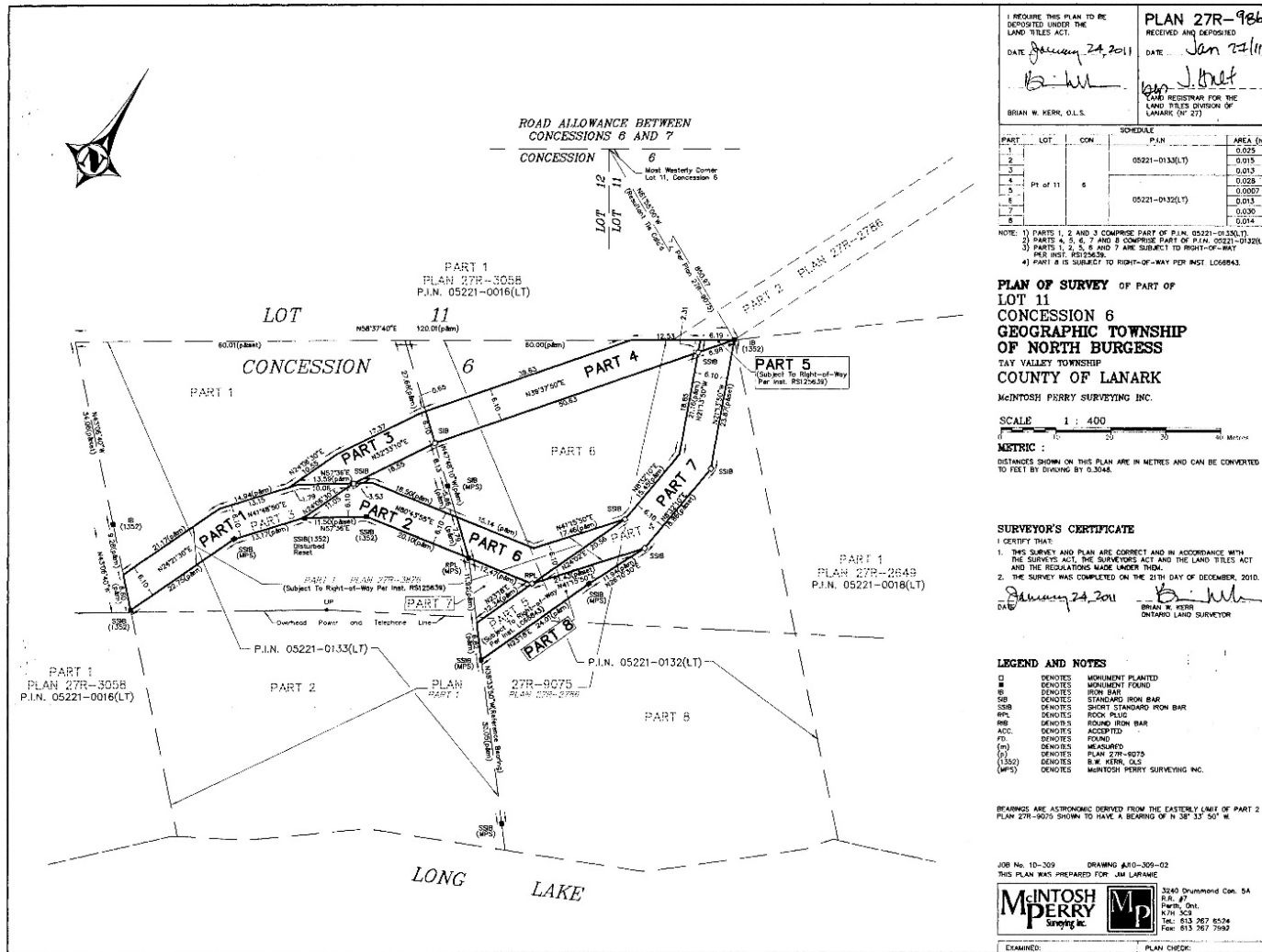
**GIS Map**



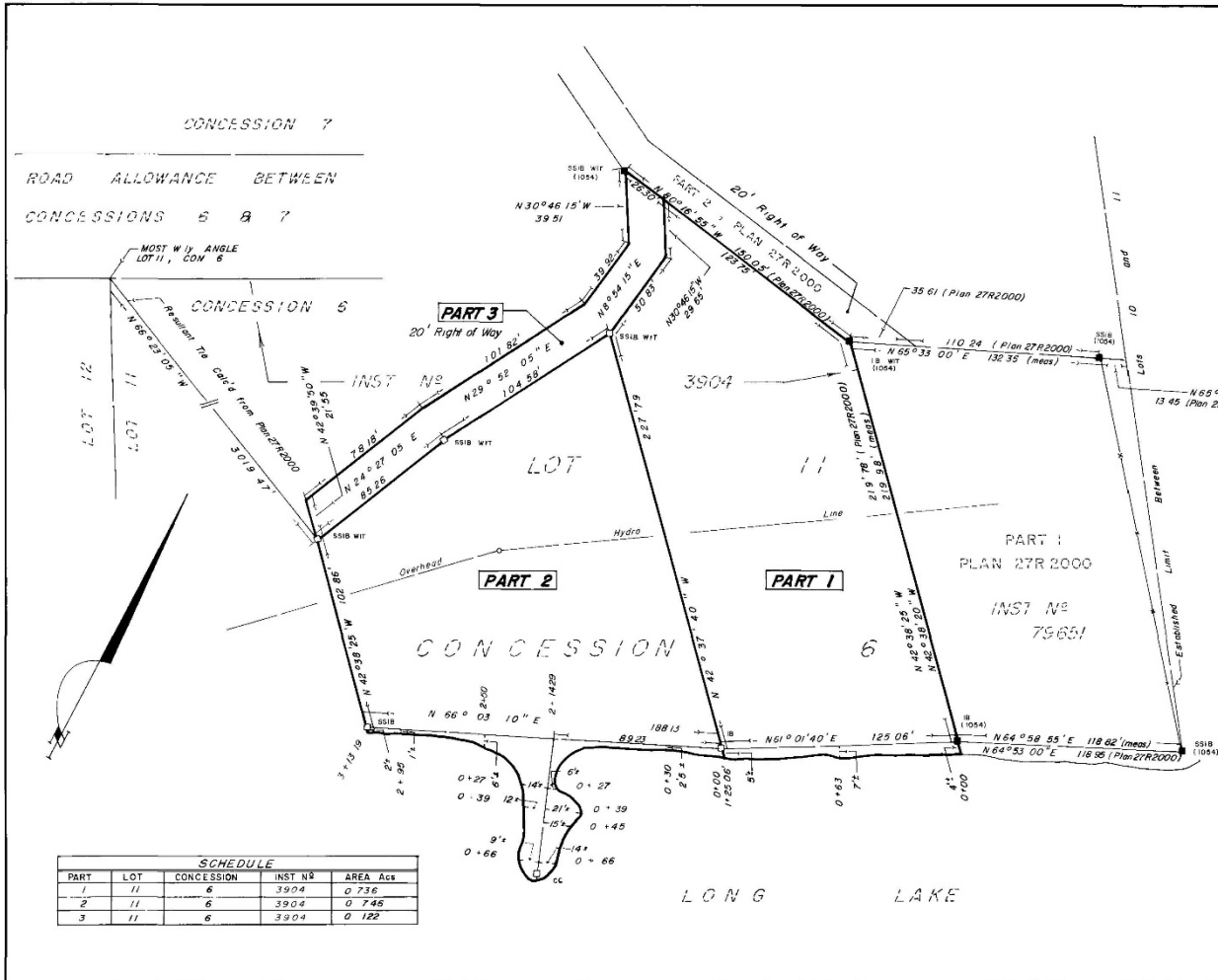


Survey 27R-12259 highlighted

(Part 3 is a portion of Nagle Way)



**Survey 27R-9860**  
(Parts 1, 3, 4 and 5 are a portion of Nagle Way)



SCHEDULE				
PART	LOT	CONCESSION	INST N <sup>o</sup>	AREA Acs
1	11	6	3904	0 736
2	11	6	3904	0 745
3	11	6	3904	0 122

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT  
 August 4 1983  
 Brian W Kerr  
 ONTARIO LAND SURVEYOR

RECEIVED AND DEPOSITED AS  
**PLAN 27R 2615**  
 August 9 1983  
 Mark G Bonington  
 LAND REGISTRAR FOR THE  
 REGISTRY DIVISION OF  
 LANARK SOUTH (1<sup>o</sup> 27)

PLAN OF SURVEY OF PART OF  
**LOT 11, CONCESSION 6**  
**TOWNSHIP OF NORTH BURGESS**  
 COUNTY OF LANARK  
 BRIAN W KERR, OLS  
 SCALE 1 INCH = 40 FEET  
 1983

BEARINGS ARE ASTROMONIC, AND ARE DERIVED FROM THE NORTHWESTERLY LIMIT OF PLAN (27R 2000) SHOWN TO HAVE A BEARING OF N 65° 33' 00" E

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT  
 1 THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY S ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER  
 2 THE SURVEY WAS COMPLETED ON JULY 12, 1983  
 August 4 1983  
 Brian W Kerr  
 ONTARIO LAND SURVEYOR

**LEGEND**

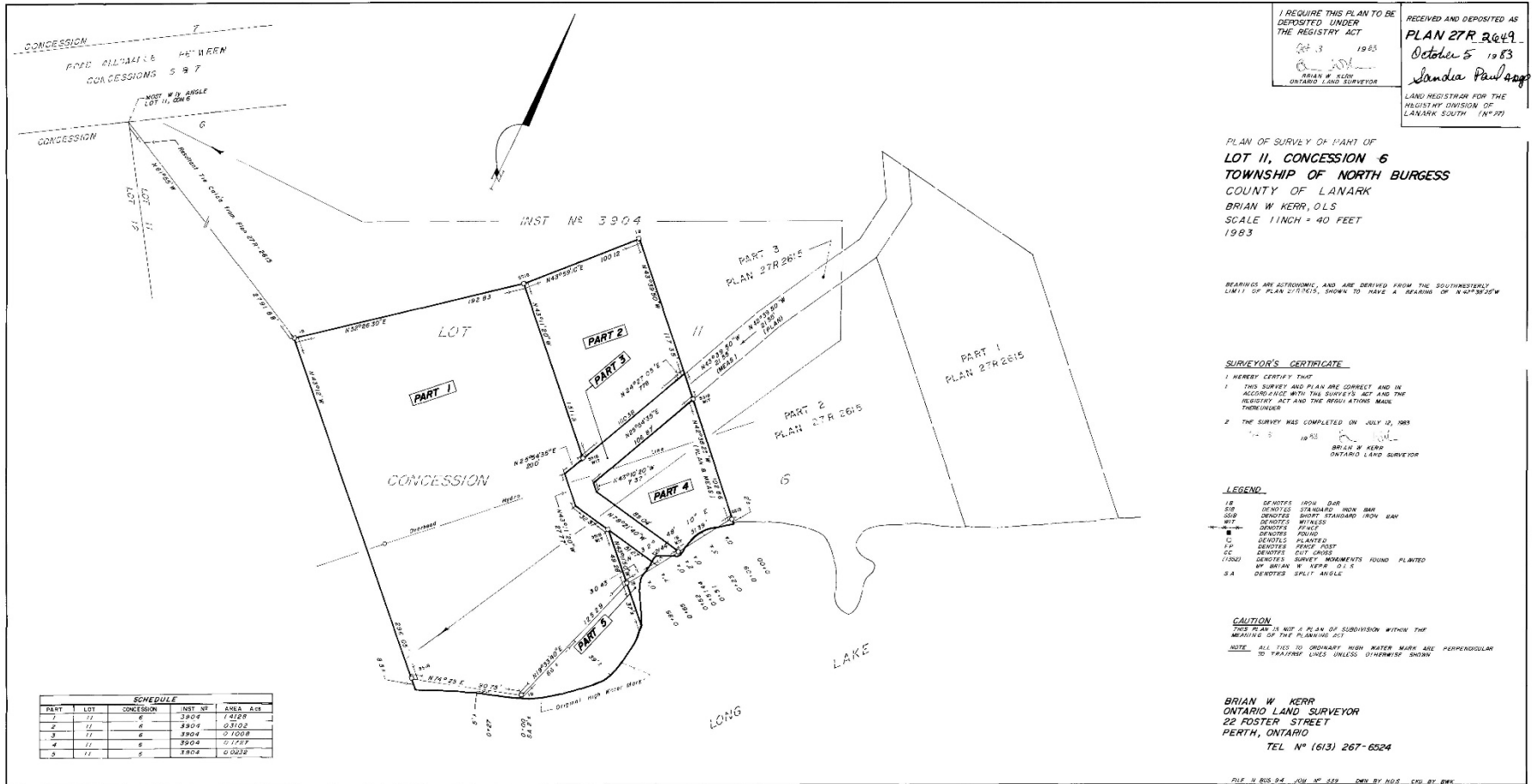
- IB DENOTES IRON BAR
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- WIT DENOTES WITNESS
- F DENOTES FENCE
- D DENOTES FOUND
- P DENOTES PLANTED
- PP DENOTES FENCE POST
- CC DENOTES CUT CROSS
- (11054) DENOTES SURVEY MONUMENTS FOUND PLANTED BY GEO W BRACKEN, O.L.S.

**CAUTION**

THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT AND THE REGISTRY ACT.  
 NOTE: ALL TIES TO ORDINARY HIGH WATER MARK ARE PERPENDICULAR TO TRAVERSE LINES UNLESS OTHERWISE SHOWN

**BRIAN W KERR**  
 ONTARIO LAND SURVEYOR  
 22 FOSTER STREET  
 PERTH, ONTARIO  
 TEL N<sup>o</sup> (613) 267-6524

Survey 27R-2615  
 (Part 3 is a portion of Bird Way)



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT  
 RECEIVED AND DEPOSITED AS  
 PLAN 27R-2649  
 October 5 1983  
 Sandra Paul, O.L.S.  
 LAND REGISTRAR FOR THE REGISTRY DIVISION OF LANARK SOUTH (N° 22)

PLAN OF SURVEY OF PART OF  
**LOT 11, CONCESSION 6**  
 TOWNSHIP OF NORTH BURGESS  
 COUNTY OF LANARK  
 BRIAN W KERR, O.L.S.  
 SCALE 1 INCH = 40 FEET  
 1983

BEARINGS ARE ASTRONOMICAL, AND ARE DERIVED FROM THE SOUTHWESTERLY LIMIT OF PLAN 27R-2615, SHOWN TO HAVE A BEARING OF N0°58'50"W

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT  
 1 THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER  
 2 THE SURVEY WAS COMPLETED ON JULY 12, 1983  
 BRIAN W KERR  
 ONTARIO LAND SURVEYOR

**LEGEND**

- SB DENOTES IRON BAR
- SB DENOTES STANDARD IRON BAR
- SSB DENOTES SHORT STANDARD IRON BAR
- WIT DENOTES WITNESS
- PL DENOTES PILING
- PL DENOTES PLANTED
- PC DENOTES CUT CROSS
- PC DENOTES PILE CROSS
- (P) DENOTES SURVEY MONUMENTS FOUND PLANTED BY BRIAN W KERR O.L.S.
- SA DENOTES SPLIT ANGLE

**CAUTION**

THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT  
 NOTE: ALL TIES TO ORDINARY HIGH WATER MARK ARE PERPENDICULAR TO TRAILING LINES UNLESS OTHERWISE SHOWN

BRIAN W KERR  
 ONTARIO LAND SURVEYOR  
 22 FOSTER STREET  
 PERTH, ONTARIO  
 TEL. N° (613) 267-6524

SCHEDULE				
PART	LOT	CONCESSION	INST. NO.	AREA AC.
1	11	6	3904	1.5188
2	11	6	3904	0.3102
3	11	6	3904	0.1508
4	11	6	3904	0.1727
5	11	6	3904	0.0028

**Survey 27R-2649**

(Part 3 is a portion of Bird Way)

# **CORRESPONDENCE**



1. **Town of Smiths Falls:** Media Release – 8 Local Businesses Secure \$38,000 in Starter Company Plus Funding – *attached, page 4.*
2. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Sustainable Funding for OPP Small Rural Municipalities – *attached, page 6.*
3. **The Corporation of the Township of Terrace Bay:** Resolution – Sustainable Funding for OPP Small Rural Municipalities – *attached, page 7.*
4. **Ontario Provincial Police:** Correspondence – New Uniform and Civilian Collective Agreements – *attached, page, 9.*
5. **The Town of Plympton-Wyoming:** Resolution – The Canada Community-Building Fund – *attached, page 10.*
6. **City of Quinte West:** Resolution – The Canada Community-Building Fund – *attached, page 11.*
7. **Township of Springwater:** Resolution – Growth and Economic Viability – *attached, page 13.*
8. **City of Stratford:** Resolution – Request the Province to Support Family Physicians – *attached, page 15.*
9. **Fort Erie:** Correspondence – Requesting the Provincial Government to Support Family Physicians – *attached, page 16.*
10. **City of Toronto:** Resolution – Requesting the Province to Support Family Physicians – *attached, page 17.*
11. **City of Orillia:** Resolution – Support for Family Physicians – *attached, page 19.*
12. **County of Frontenac:** Resolution – Recognize the Physician Shortage in Frontenac County – *attached, page 21.*
13. **Municipality of West Nipissing:** Resolution – Recognize the Physician Shortage Across Ontario – *attached, page 23.*
14. **Lake of Bays:** Resolution – Request for the Provincial Government to Recognize the Physician Shortage – *attached, page 25.*



15. **Town of Smiths Falls:** Resolution – Request for the Province to Recognize the Physician Shortage – *attached, page 27.*
16. **City of Toronto:** Resolution – Requesting the Province to Support Family Physicians – *attached, page 28.*
17. **Town of Bradford West Gwillimbury:** Resolution – Joint Health Resolution Campaign – *attached, page 30.*
18. **Bracebridge:** Resolution – Joint Health Resolution on Physician Shortage – *attached, page 32.*
19. **Township of Brudenell, Lyndoch and Raglan:** Resolution – AMO/OMA Joint Health Resolution Campaign – *attached, page 33.*
20. **Leeds, Grenville & Lanark District Health Unit:** Summary – Board of Health Meeting August 29<sup>th</sup> – *attached, page 35.*
21. **Township of Russell:** Resolution – Support AMCTO Provincial Updates to the Municipal Elections Act – *attached, page 37.*
22. **Lake of Bays:** Resolution – Municipal Elections Act Update – *attached, page 39.*
23. **City of Quinte West:** Resolution – AMCTO Provincial Updates to the Municipal Elections Act – *attached, page 41.*
24. **Town of Rainy River:** Correspondence – Municipal Elections Act – *attached, page 43.*
25. **Town of Rainy River:** Resolution – Update Municipal Elections Act – *attached, page 45.*
26. **The Corporation of the City of Brantford:** Resolution – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement – *attached, page 47.*
27. **Segal Construction:** Resolution – Municipal Housing Initiative Resolution – *attached, page 50.*
28. **Mallorytown/ Township of Front of Yonge:** Letter of Support – RNJ Youth Services Request for Additional Funding – *attached, page 53.*
29. **Lanark County:** Media Release – Trans Canada Trail Funding Allows for Local Trail Improvements – *attached, page 55.*
30. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Immediate Action Needed to Support Ontario’s Forest Sector – *attached, page 57.*

31. **Ontario Forest Industries Association:** Correspondence – Immediate Action Needed to Support Ontario’s Forest Sector – *attached, page 58.*
32. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Regulations for the Importation and Safe Use of Lithium-ion Batteries – *attached, page 60.*
33. **The Corporation of the Township of Otonabee-South Monaghan:** Correspondence – Regulations for the Importance and Safe Use of Lithium-ion Batteries – *attached, page 61.*
34. **The Corporation of the Township of McGarry:** Resolution – Free Private Drinking Water Testing Services – *attached, page 63.*
35. **Township of Rideau Lakes:** Resolution – BAO to Assist Municipalities in the Growing Concern of Cemetery Transfers – *attached, page 64.*
36. **Lanark County:** Media Release – Annual Warden’s Golf Tournament – *attached, page 65.*
37. **Town of Tillsonburg:** Resolution – Cellular Coverage Concerns – *attached, page 67.*

# UPDATES

## **BOLINGBROKE CEMETERY BOARD MINUTES**

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**Thursday, September 5<sup>th</sup>, 2024**

**2:00 p.m.**

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

**Council Chambers**

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### **ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Doug Boyd

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk

**Members/Staff Absent:** Darla Kilpatrick  
Ron Fournier  
Betty Anne Gillespie  
Dan Milner

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### **1. CALL TO ORDER**

No meeting was held as a quorum was not present.

## **Minutes - Regular Board Meeting– June 17<sup>th</sup>, 2024**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, June 17<sup>th</sup> at 4:30pm, in person and via video conference.

In attendance were:

E Heesen, CEO

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

L Logan, Drummond/North Elmsley

P Mertins, Town of Perth

D Palmer, Tay Valley (via video conference)

T Parkinson, Drummond/North Elmsley

L Marsh, Secretary-Treasurer

Regrets:

D Hamilton-Foley, Town of Perth

T Langford, Tay Valley Chair

T Parkinson called the meeting to order 4:33 p.m.

### **Land/Territory Acknowledgement**

**Declaration of interest** – none.

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

24-25 The agenda was accepted as presented with a motion from L Logan and seconded by P Coutts.

Carried.

**Delegations-** none

### **Consent Agenda**

- a. Approval of Minutes of May 27, 2024
- b. Correspondence and communications
  - i. News
  - ii. Letter to the Editor – Friends of the Library
  - iii. Resignation – Andrew Kendrick
- c. Committee Reports
  - i. Policy Committee Minutes - June
- d. Statement of Operations

24-26 The Consent agenda was accepted with a motion by P Mertins and seconded by G Waterfield.

Carried.

Action item: E Heesen to send a card to A Kendrik from the Board.

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

**24-27 The CEO report was accepted with a motion by P Coutts and seconded by D Palmer. Carried.**

### **Advocacy Round Table**

E Heesen has scheduled meetings with Tay Valley Township and Drummond North Elmsley township in August. She is in progress of scheduling a Town of Perth date.

### **Policy Review**

- a. Notice of Motion: 1.A-1 Procedural by-law
- b. 2.D-1: Responsibility for human resources
- c. Negotiating Committee – Terms of Reference

**24-28 Policies 2.D-1 and Negotiating Committee Terms of Reference were accepted as reviewed and amended. Moved by T Parkinson and seconded by L Logan.**

**Carried.**

### **Unfinished and New Business**

- a. OLS – Spring 2024 Board Assembly

T Parkinson reported on his attendance of the May meeting and highlighted some of his key observations.

- b. Friends Appreciation event – Lemonade in the Garden. Debrief

Group discussed the success of the event and the desire to repeat it annually. L Logan was thanked for her work on the refreshments.

### **Upcoming Meeting dates**

- a. Property Committee Monday September 9 at 5pm
- b. Board meeting Monday September 16 at 4:30 pm
- c. Policy Committee Monday November 4 at 4:00 pm

**24-29 Motion to adjourn moved by G Waterfield at 5:20 pm.**

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**Chairperson**

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**Secretary-Treasurer**

**GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP  
MINUTES**

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**Thursday, September 13<sup>th</sup>, 2024**  
**2:00 p.m.**  
**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario**  
**Council Chambers**

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**ATTENDANCE:**

- Members Present:** Chair, Councillor, Greg Hallam  
Councillor, Angela Pierman  
Bob Argue  
Jennifer Dickson  
Douglas Barr  
David Poch  
Gilbert Rossignol
- Members Absent:** None
- Staff Present:** Noelle Reeve, Planner  
Allison Playfair, Recording Secretary

**1. CALL TO ORDER**

The meeting was called to order at 2:02 p.m.  
A quorum was present.

**2. AMENDMENTS/APPROVAL OF AGENDA**

The Agenda was approved as presented.

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

None at this time.

#### 4. APPROVAL OF MINUTES

##### i) Minutes – June 14<sup>th</sup>, 2024.

The minutes of the Green Energy and Climate Change Working Group Meeting held on June 14<sup>th</sup>, 2024 were approved as circulated.

#### 5. DELEGATIONS & PRESENTATIONS

None.

#### 6. BUSINESS

##### i) Climate Action Plan Update.

- **Budget 2025**

The Planner advised the Working Group that the Tay Valley Township preliminary budget should be available in October 2024. The Planner noted the 10-Year Capital Plan will be reviewed to see what needs to be added to the budget and new or replacement assets or projects will consider climate impacts.

D. Poch suggested the Climate Lens be formally used to review the budget.

B. Argue noted that Perth had used the Climate Lens to review the recent purchase of an electric Zamboni and that although the initial purchase price was higher, over the long run the electric Zamboni was cheaper.

##### ii) Communications

- Lanark County Climate Change Committee Update

The Planner informed the members that Lanark County was successful in receiving federal funds from the Federation of Canadian Municipalities. Therefore, all Lanark County Climate Change Committee meetings were cancelled for August, September and October to allow them to focus on facilitating the design of the program to offer loans to homeowners for deep energy retro-fits.

Working Group members suggested doing workshops on the loan process to help promote the program to Tay Valley residents.

The Planner had distributed excerpts from the County website about Climate Change but these will be discussed at the next meeting – *attached page, 5.*



- Composting Education Morning Evaluation

Since the date was moved, the Working Group did not discuss how to make the day better. Instead, the Planner explained the process for the morning and location of the tent set up to sell composters at half price and educate residents on composting.

The Planner informed the Working Group members that money received from the County subsidized the costs of the composters. This allows Tay Valley residents to purchase them at a reduced rate of \$25.00 and receive a free green bucket for under the sink collection.

- Seniors for Climate Action

The Planner circulated a poster to promote an event called Seniors for Climate Action that will be held on October 1, 2024 at the corner of Highway 7 and Wilson Street - *attached page 17*.

This event will promote the urgent need to address climate change and raise awareness of the need for local governments, the province and federal government to take action. There is a website to help people get involved.

A Working Group member asked if staff could look for a bumper sticker that says, "My next car will be an EV" these could be handed out at different events to promote Climate Change actions.

- Update on Maberly Hall Potential Heat Pump

The Planner noted that the Public Works Manager presented the Energy Conservation and Demand Management Plan 2024-2029 to the Committee of the Whole on September 10<sup>th</sup> and it can be reviewed on the Township's website. It identifies suggested upgrades to Township assets, including a suggestion of a Heat Pump for Maberly Hall to replace the three air conditioners that are failing.

## 7. NEW/OTHER BUSINESS

None.

## 8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Friday, November 8, 2024

**9. DEFERRED ITEMS**

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

- *None at this time*

**10. ADJOURNMENT**

The Working Group adjourned at 2:38 p.m.

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the September 9, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the July 8, 2024 Board of Directors Meeting.

**Delegation Presentation: RoxAnne Darling, Community Engagement Officer, Ginawaydaganuc Village**

Roxanne Darling presented the Ginawaydaganuc Village (GV) project, an Indigenous-led, multi-purpose eco-cultural-education centre and tourist destination planned for Algonquin territory near Almonte. She identified opportunities to collaborate with MVCA and asked the board to consider a mutually beneficial partnership and the possibility of a sub-committee including MVCA staff, MVCA Board members, and representatives from GV.

**GM Update**

- **Land Conservation Resource Strategy** - S. McIntyre updated the board on the ongoing work in preparation of the Land Conservation Resource Strategy document. Public consultation has been ongoing for the summer including the circulation of documents and surveys to all member municipalities and board members. The deadline for comment has been extended to September 20<sup>th</sup> for municipal and county staff and council.
- **Updated regulation mapping** – MVCA updated its regulation mapping to be consistent with new provincial regulations. The update reduced regulatory setbacks around provincially significant wetlands from 120m to 30m and associated changes. Maps on MVCA's website have been updated and provided to member municipalities.
- **Conservation area capital works** – Capital works were delayed due to above average dam operational requirements this summer.
- **Monitoring system improvements** – Gauge stations at Buckshot Lake and Huntley Creek have been brought online. An air temperature sensor was installed at Silver Lake to support future ice monitoring.
- **Bathymetric surveys** – In preparation for replacement of the Kashwakamak Lake Dam, a detailed survey was conducted using our RTK system.
- **Agricultural Projects** - Three wetlands have been completed through ALUS Mississippi-Rideau and the Ottawa Rural Clean Water Program.
- **Shoreline Plantings** - This Fall, over 1,000 native trees, shrubs, and wildflowers are expected to be planted on 7 properties.
- **Contract with TRCA** – Due to current and projected parental leaves in the engineering group, MVCA has entered into a contract with Toronto Region Conservation Authority to provide back-up engineering review services.

### **2024 WECl Application Results and Project Awards**

MVCA did not receive WECl funding for Year 1 projects (2024-2025) but was successful in securing funding for a Year 2 projects (2025-2026). The amount of funding approved for Year 2 projects is \$160,000. MVCA continues to have concern regarding the design and delivery of this grant program.

### **Kashwakamak Lake Dam Class EA – Preferred Alternative**

The Board endorsed Alternative 4, to replace the existing dam at the same location, as the preferred approach for replacing the Kashwakamak Lake Dam at an estimated cost of \$6 million.

### **Summer Nature Camp Program**

MVCA Outdoor Adventure Camp was fully subscribed and received positive feedback. The board authorized renewal of the camp for 2025, budget dependent.

### **Land Inventory Update**

MVCA staff have been working to fill gaps that were identified in the *Land Inventory Report*. Key findings were reviewed. The Inventory will be a living document going forward—updated as needed.

### **Financial Update – YTD June 30**

Year-to-date expenditures are at or below projections and revenues are on track. Projections for compensation were not completed due to several parental leaves being replaced by consulting services.

### **Auditor Update**

The board approved withdrawal of appointment with KPMG for the 2024 Financial Audit.

### **ATTACHMENTS**

- Draft minutes of the September 9, 2024 Board of Directors Meeting.
- Approved Minutes of the July 8, 2024 Board of Directors Annual General Meeting.



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

September 9, 2024

**MEMBERS PRESENT**

Paul Kehoe, Chair  
Jeff Atkinson, Vice Chair  
Bev Holmes  
Cathy Curry (Virtual)  
Clarke Kelly (Virtual)  
Dena Comley  
Glen Gower  
Janet Mason  
Mary Lou Souter  
Steven Lewis  
Taylor Popkie

**MEMBERS ABSENT**

Helen Yanch  
Roy Huetl  
Allan Hubley  
Allison Vereyken  
Cindy Kelsey  
Richard Kidd

**STAFF PRESENT**

Sally McIntyre, General Manager  
Juraj Cunderlik, Director of Engineering  
Matt Craig, Manager of Planning and Regulations  
Stacy Millard, Treasurer  
Scott Lawryk, Properties Manager  
Alex Broadbent, Manager of IC&T  
Kelly Hollington, Recording Secretary

**GUESTS**

RoxAnne Darling, Community Engagement Officer,  
Ginawaydaganuc Village

**VIRTUAL GUESTS**

Lyne Trahan, Senior Advisory (Volunteer), Ginawaydaganuc Village  
Karen Bisson, Executive Director/Treasurer/Operations Advisory,  
Ginawaydaganuc Village  
Marthe & Glen Bucci

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

Declarations of Interest (Written)

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

Agenda Review

P. Kehoe noted no additions to the agenda were received.

**BOD24/09/09 - 1**

**MOVED BY: M. Souter**

**SECONDED BY: D. Comley**

**Resolved, that the agenda for the September 9, 2024 Board of Directors Meeting be adopted as presented.**

**"CARRIED"**

**MAIN BUSINESS**

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

P. Kehoe asked members if there were any comments or additions to the minutes. No comments were received. S. McIntyre noted that an amendment to the minutes was circulated to board members via email: Item #2: Employee Presentation: Enforcement Activity Update (Will Ernewein) "...MVCA is on par with other CAs with an average of 2-5 charges a year and roughly 100 700 inquiries."

**BOD24/09/09 - 2**

**MOVED BY: J. Mason**

**SECONDED BY: M. Souter**

**Resolved, that the minutes of the Board of Directors Meeting held on July 8, 2024 be received and approved as amended.**

**"CARRIED"**

2. Delegation Presentation: Ginawaydaganuc Village, Roxanne Darling.

Roxanne Darling, Community Engagement Officer, from Ginawaydaganuc Village introduced herself the board, and highlighted her membership with the MVCA board from 2018-2022. She noted the virtual attendance of Ginawaydaganuc Village board of Directors and Staff members, Lyne Trahan and Karen Bisson. She explained that the Land Acknowledgement speech that Jeff Atkinson provided at the September 2021 board of Directors meeting left a lasting impression,

she requested that he provide the same speech to open her presentation. J. Atkinson read the Land Acknowledgement statement he delivered at the board meeting that preceded the first National Day for Truth and Reconciliation.

R. Darling outlined the Ginawaydaganuc Village (GV) project, an Indigenous-led, multi-purpose eco-cultural-education centre and tourist destination planned for Algonquin territory near Almonte. She reviewed accomplishments since their establishment in 2022 and identified an opportunity to partner with MVCA. Her presentation was closed with a video recording of comments from Elder John Henri Commanda. He highlighted the importance of fostering relationships and reconciliation.

R. Darling recommended that the board pass a motion to explore a mutually beneficial partnership with GV and the possibility of a sub-committee including staff, board members and representatives from GV.

J. Mason asked if GV is working with any municipalities or other organizations on this project.

R. Darling responded that they have been coordinating with Mississippi Mills and Mayor Lowry. She noted that GV is looking for land in Mississippi Mills to establish their centre. MVCA is the first organization that they have approached. She explained that presentations are planned with Lanark County and other local municipalities.

P. Kehoe thanked R. Darling for her presentation. He explained that the information presented will be reviewed and tabled at a future board of directors meeting. P. Kehoe asked S. McIntyre to follow up on the GV presentation.

3. GM Update, Report 3433/24, Sally McIntyre.

S. McIntyre presented the GM Update. She updated the board on the ongoing work in preparation of the *Land Conservation Resource Strategy* document, due at the end of 2024. She explained that public consultation has been ongoing for the summer, including circulation of documents and surveys to all member municipalities and board members. She noted the promotion of the documents and surveys on social media, local news papers, and local libraries.

She highlighted the need for feedback from the board on the future direction of MVCA including programs and services, policies, direction and role. She will be sending the board the documents with a set of questions, drafted specifically for Board members.

Other matters she highlighted from her report included: updated regulation mapping, conservation area capital projects, monitoring system improvements, bathymetric surveys, agricultural projects, shoreline plantings, and the contract with TRCA. She also noted the invitation to the Reconciliation and Thanksgiving Harvest, and the opportunity to attend the 2024 Latornell Conference.

M. Souter asked if there is an extension for comments on the *Land Conservation Resource Strategy* surveys to September 20<sup>th</sup>. S. McIntyre responded that an extension was provided to municipal and county staff and council. She highlighted that she is interested in getting the board member's personal thoughts and unique perspectives on the *Land Conservation and Resource Strategy*. She re-iterated that she will be sending a set of unique questions on key matters to the board.

S. Lewis asked about the survey questions on recreational facilities in regards to managing marinas and the responses on this topic. S. McIntyre responded that there has been little demand for marinas in the feedback received so far. She noted that a demand for campsites/campgrounds and discussion is required on this topic. S. Lewis commented that he attempted to open a campground and that it was cost prohibitive because of permit requirements.

4. 2024 WECI Application Results and Project Awards, Report 3434/24, Juraj Cunderlik.

S. McIntyre explained that the Province changed the funding model for the Water and Erosion Control Infrastructure (WECI) program to a two-year agreement with constraints around using the funding in the same year. MVCA applied for WECI funding to support studies in Year 1 with capital works in Year 2. MVCA was denied approval for Year 1 projects but received approval for Year 2 projects. Without a source of funding for studies, MVCA would not be in a position to complete the associated capital works in Year 2. MVCA pooled funds allocated for the two studies to carry out one of the two studies in 2024 in order to access the Year 2 WECI funding to implement the capital works. S. McIntyre and J. Cunderlik will be coordinating with the Ministry of Natural Resources (MNR) on the challenges with the WECI program.

P. Kehoe commented that there is a possibility to meet with the local Member of Provincial Parliament (MPP) to discuss the WECI program and the challenges and barriers experienced in the application for funding. He asked the board for their input. M. Souter expressed her approval in meeting with the local MPP. She noted that the mayor of Mississippi Mills has been supported by the local MPP on many advocacy projects. P. Kehoe noted that members of the board nodded in agreement in regards to the opportunity for a meeting with the local MPP. He stated that the findings from this meeting will be tabled with the board in the future.

5. Kashwakamak Lake Dam Class EA – Preferred Alternative, Report 3435/24, Juraj Cunderlik.

J. Cunderlik presented the Kashwakamak Lake Dam Class EA Preferred Alternative report. He explained that the Kashwakamak Lake Dam EA is a multi-year and multi-million-dollar project. Funding was secured through the Infrastructure Canada's Disaster Mitigation and Adaptation Fund (DMAF). Funding is further supplemented by WECI funding on an annual basis. The Environmental Assessment (EA) identified 5 technical solutions/alternatives for the project.



The preferred technical solution is alternative 4--to replace the existing dam at the same location. He explained that this option will enhance existing water management of the lake. The dam will be built according to current dam safety guidelines including consideration of climate change, adding to the dam's resiliency and safety during future storm events. He highlighted that there will be no change in water levels, environment, aquatic habitat, and public or private properties associated with the updated design. Previous studies also recommended replacement of the dam at the same location.

M. Souter asked how dependent this project is on provincial funding to complete future phases. J. Cunderlik responded that the Federal government is funding 40% of the project costs, and WECl is providing an additional 30%. He highlighted that MVCA has been 100% successful in receiving provincial WECl funding for the Kashwakamak Lake Dam project.

S. Lewis asked for the price difference between options 3 and 4. J. Cunderlik responded that option 3, repairing the existing structure, has been explored and repairing the 115-year-old concrete dam is not effective due to high amounts of erosion. Repairing the dam is an extensive and expensive project and would only extend the dam's lifespan by 10 years. Replacement will result in a functioning dam for many years. S. Lewis asked for the cost of option 4. J. Cunderlik responded that project costs for option 4 are estimated at \$6 million.

S. McIntyre asked if J. Cunderlik has a ball-park cost for option 3. J. Cunderlik responded that during a risk assessment study of the dam in 2000, a cost-benefit analysis determined that there was no benefit investing in a repair as it would only extend the life of the dam by 10 years and replacement of the dam would still be required. He estimated the cost to repair at around 50% of the cost to replace. S. McIntyre summarized that the value for money analysis was in favour of alternative 4.

**BOD24/09/09 - 3**

**MOVED BY: J. Atkinson**

**SECONDED BY: G. Gower**

**Resolved, That the Board of Directors endorse Alternative 4 as identified through the Class EA process as the preferred approach for replacing the Kashwakamak Lake Dam.**

**"CARRIED"**

6. Summer Nature Camp Program, Report 3436/24, Scott Lawryk.

S. Lawryk presented the Summer Nature Camp Program report. He highlighted the success of the 2024 program and noted that it increased public exposure to the Mill of Kintail site. He commented that Emma Higgins, Camp Program coordinator, was instrumental in the success of the program. He summarized that the program sold out with a wait-list, generated \$34,000 in

revenue and received positive feedback from campers and parents. He reviewed the goals for the 2025 program: higher participation rates, better tailored to suit a range of ages.

G. Gower asked how the 2024 camps program was promoted and if demographics were collected. S. Lawryk responded that the program was advertised on social media including sponsored ads, in local newspapers and using posters at local community spaces. S. Lawryk explained that the demographic information was captured but it has not been analysed at this time. He noted that analysis will consider how far participants are willing to travel.

S. Lewis commented that word will spread in the community about the camps program.

J. Mason commented that a budget and cost-recovery breakdown of the 2025 program should be presented to the board. S. McIntyre responded that the cost projection of \$78,000 for the 2025 program is fully cost-recoverable and the detailed numbers will be presented with the budget. She clarified that approval today would allow for MVCA to add the 2025 program to the budget.

M. Souter commented that Almonte has a large population, there are few summer camps in the area, and that there is room to grow the program. She added that she would like to see the 2025 summer camp program in budget deliberations.

P. Kehoe suggested that the resolution should state that approval of the program is dependent on budget approval.

**BOD24/09/09 - 4**

**MOVED BY: S. Lewis**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors authorize renewal of the Summer Nature Camp program at the Mill of Kintail for 2025, budget dependent.**

**“CARRIED”**

**7. Land Inventory Update, Report 3437/24, Sally McIntyre.**

S. McIntyre outlined updates to the *Land Inventory* report since it was tabled in March, and items still outstanding. She stated that staff update the *Land Inventory Report* to include recent findings and will become a living document that is updated as new information is obtained and conditions change.

J. Mason noted references to *Carp Creek* that require amending to *Carp River*.

8. Financial Update – YTD June 30, 2024, Report 3438/24, Stacy Millard.

S. Millard presented the Financial Update. Year-to-date expenditures are at or below projections and revenues are on track. She explained that projections for compensation were not completed due to a significant number of leaves being replaced by consulting services. She noted the difficulty in projecting consultant costs. Projections show a surplus at the end of 2024 going into Category 2 and 3 operating reserves. She explained that MVCA applied for 10 student grants and did not receive any. Student hiring cannot be conditional upon grant approvals because approval is received after students have started their positions.

M. Souter asked if inquiries were submitted as to why funding was denied. She commented that the local libraries did not receive funding for summer students this year. S. Millard explained that the Member of Parliament has a say in the area of interest or priority for funding. The area of interest for 2024 was not in education or conservation. M. Souter suggested that MVCA contact the member of parliament to ask why funding was denied.

D. Comley commented that the member of parliament will generally identify their area of interest prior to the application date. She noted that 2024 had a focus on helping seniors. Applications can be tailored to suit the areas of interest as they change annually.

P. Kehoe noted that the student grant funding is a federal program and the MPP would be Scott Reid.

9. Auditor Update, Report 3439/24, Stacy Millard

S. Millard presented the Auditor Update report. The recommendation is to withdraw appointment with KPMG for the 2024 audit. She noted that she has reached out to municipalities and other conservation authorities for recommendation of an auditing firm for 2024, and has reached out to several of those firms.

D. Comley noted that the report says 2025 and requires amendment to read 2024.

S. Lewis asked if the firms contacted would be interested in completing the audit for 2024. S. Millard confirmed. S. Lewis expressed his dislike toward KPMG as an auditing firm. C. Curry expressed her concern regarding comments directed at KPMG. She commented that KPMG is a reputable firm and has had good experiences with them in the past at many organizations. S. Lewis apologized to C. Curry for his comments. He commented that KPMG may work better with larger organizations. P. Kehoe agreed that KPMG may work well for large organizations. He noted that in his experience, it does not go as well for smaller organizations. C. Curry added

that comments regarding the firm as a whole are not warranted when experience with a particular auditor within the organization has been negative.

**BOD24/09/09 - 5**

**MOVED BY: S. Lewis**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors withdraw appointment of KPMG for the 2024 Financial Audit.**

**"CARRIED"**

**ADJOURNMENT**

**BOD24/09/09 - 6**

**MOVED BY: D. Comley**

**SECONDED BY: S. Lewis**

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

**"CARRIED"**

The meeting adjourned at 2:15 p.m.

K. Hollington, Recording Secretary



Acting Chair Barr gave the Land Acknowledgement statement.

**3.0 Agenda Review**

Acting Chair Barr reviewed the Agenda.

**4.0 Adoption of Agenda**

**Resolution 2-240725**

**Moved by:**

Brian Dowdall

**Seconded by:**

Wilson Lo

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 May 23, 2024**

**Resolution 3-240725**

**Moved by:**

Trevor Johnson

**Seconded by:**

Bary Card

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #05/24, May 23, 2024 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

Ms. Casgrain-Robertson provided a response to a question that had been raised at the previous meeting informing members that TrueSky (financial software company) has been in operation since 2014.

*Steve Fournier joined the meeting at 6:41 p.m.*

**8.0 Updated Wetland Policies and Mapping**

Ms. Casgrain-Robertson reviewed the letter received from the Ministry of Natural Resources and indicated that further messaging issued by the

Minister indicated that the RVCA, SNC and RRCA had been instructed to permanently stop their implementation plans regarding their wetland policy and mapping updates.

A member asked if the mapping updates had not been anticipated by the Province. Ms. Casgrain-Robertson indicated that the province did not expect any changes beyond the amendments they made to the regulation which included reducing the regulated buffer around wetlands from 120 m to 30 m. In introducing a consistent regulation across all conservation authorities, they did not anticipate the RVCA, SNC and RRCA needing to update their wetland mapping to comply with the regulation because our conservation authorities had made a local policy decision under the previous regulation to only regulate provincially significant wetlands and those included in municipal official plans or zoning.

A member asked how the open house went in Perth. Ms. Casgrain-Robertson reported that both open houses were well attended, and staff indicated that while some attendees were concerned about what the mapping would mean, everyone was respectful towards staff, took the opportunity to ask questions and many requested that staff visit their property to review wetland boundaries and refine the mapping which was a key objective of the consultation.

Another member indicated that they think most people do not attend open houses and once the wetland mapping was released and people became concerned that some areas were incorrectly mapped, that that concern just snowballed.

#### **9.0 Floodplain & Erosion Hazard Study: Faulkner Drain and Sawmill Creek**

Tyler Bauman, Water Resources Engineer, made a recommendation to the Board that Aquafor Beech Limited be retained to delineate floodplain and erosion hazards on Faulkner Drain and Sawmill Creek in the City of Ottawa.

A member asked if the RVCA checks labour rates when sole-sourcing. Mr. Bauman and Ms. Casgrain-Robertson indicated that the first phase of the project undertaken last year went through a competitive bid process and that the consultant's rates remained unchanged for phase two and were considered by staff to be reasonable based on the previous bid process.

The ward councillor for the project area asked if the RVCA knows which properties will be impacted yet. Ms. Casgrain-Robertson explained that until the RVCA receives draft mapping from the consultant it will not know which properties may be impacted by the floodplain. However, she confirmed that at that stage, the area councillor is briefed in advance of any public consultation.

**Resolution 4-240725**

**Moved by:**

Shawn Pankow

**Seconded by:** Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Aquafor Beech Limited to complete the City of Ottawa Floodplain Mapping and Erosion Study for Faulkner Drain and Sawmill Creek (Phase 2A) at a cost not to exceed \$152,000 plus any applicable taxes, with up to 50% being funded from RVCA's reserves.

**Resolution Carried**

**10.0 Financial Reports for the period ending May 31, 2024**

Kathy Dallaire presented the operating budget and capital expenditure summary for the period ending May 31, 2024.

A member questioned if there was a surplus or deficit in corporate services. Ms. Dallaire indicated that it was a surplus and that the staff report contained an error.

Another member noted a correction on page 17 where the chart heading should read "December 31, 2023 (audited)" instead of 2024.

**Resolution 5-240725**

**Moved by:** Steve Fournier  
**Seconded by:** Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Statement of Operations for the period ending May 31, 2024 and Statement of Financial Position as at May 31 2024.

**Resolution Carried**

**11.0 Replacement of Multi-Function Printers**

Ms. Casgrain-Robertson requested approval to replace three multi-function printers at the main office.

In response to a question from a member, Ms. Casgrain-Robertson confirmed that the lease cost includes all maintenance expenses.

Another member asked if reception required its own machine. Ms. Casgrain-Robertson explained that staff had assessed whether that machine could be eliminated but determined that the main machine on the first floor is heavily used by planning, septic and regulations staff and that staff at reception often scan and photocopy at the front counter while clients are waiting or while continuing to serve clients.

**Resolutions 6-240725**

**Moved by:** Brian Dowdall



**Seconded by:** Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority approves entering into a 60-month lease agreement with Canon Canada Inc. for three Canon C5840 Multi-Function Printers to replace RVCA's three existing multi-function printers.

**Resolution Carried**

**12.0 Activity Report: May and June 2024**

Ms. Casgrain-Robertson provided an overview of program delivery, operations, events and recent developments for May and June.

Ms. Casgrain-Robertson invited Councillor David Brown to update the Board about a Living Snow Fence Pilot Project he initiated which RVCA is delivering. The Councillor explained that the program will offer financial incentives to farmers who establish a living snow fence along roadways to help reduce snow drifting. If the pilot is effective, the City of Ottawa will then consider incorporating it as an additional eligible project under the Rural Clean Water Program. Councillor Brown encouraged members to refer interested landowners to the RVCA.

Ms. Casgrain-Robertson also thanked members for attending the Watershed Tour on June 21 and for encouraging municipal staff and other members of council to attend. She noted that the event was well attended by a mix of municipal staff and council members as well as Foundation members and donors.

A member commented that the Watershed Tour was well done. They also indicated that the information boards at the Perth open house were great and that there was a lot of positive feedback from people who attended the open house. The member then asked what caused the Rideau Ferry Yacht Club beach closure this summer and if future activity reports could indicate how many septic systems required remedial work as a result of the septic reinspection program. Ms. Casgrain-Robertson thanked the member for their comments regarding the watershed tour and open house. She then explained that many beaches in the watershed experienced closures this summer speculating that high temperatures and heavy rainfall events which cause significant runoff were likely a contributing factor. She then indicated that staff are exploring the potential use of microbial source tracking to better understand the source of E.coli when there is a high reading. She also confirmed that staff will add additional details to the staff report regarding results of the septic reinspection program when staff prepare their year-end reports.

### 13.0 Meetings

- a) Eastern Ontario Regional Housing Summit – May 28, 2024 (Ottawa)
- b) Municipal Engagement Session – June 7, 2024 (Perth)
- c) RVCF AGM and Board Meeting – June 12, 2024 (Manotick)
- d) Grenville Federation of Agriculture Meeting – June 13, 2024 (Spencerville)
- e) Leeds Federation of Agriculture Meeting – June 20, 2024 (virtual)
- f) Perth Open House – June 20, 2024
- g) RVCA Watershed Tour – June 21, 2024 (Baxter Conservation Area)
- h) CO Council Meeting – June 24, 2024 (virtual)
- i) Provincial General Managers Meeting – June 25 and 26, 2024 (Toronto)
- j) Cumberland Open House – June 25, 2024
- k) Manotick Open House – June 26, 2024 (cancelled)
- l) Quarterly City of Ottawa / CA General Managers Meeting – July 9, 2024

#### Upcoming

- m) AMO Conference (Ottawa) – August 18 to 21, 2024
- n) Quarterly City of Ottawa / CA General Managers Meeting – Sept 11, 2024
- o) RVCF Board of Directors Meeting – September 11, 2024
- p) General Manager's Interim Performance Review – September 26, 2024
- q) Board of Directors Meeting – September 26, 2024 (no meeting in August)

### 14.0 Member Inquiries

None.

### 15.0 New Business

None.

### 16.0 Adjournment

The Acting Chair adjourned the meeting at 7:33 p.m. on a resolution by Trevor Johnson which was seconded by Brian Dowdall.

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**Anne Barr**  
Acting Chair

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**Marissa Grondin**  
Recording Secretary

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

Greetings,

The Board meeting scheduled for next **Thursday, September 26, 2024**, will be a hybrid meeting. You may choose to attend in person at the Rideau Valley Conservation Centre in the Monterey boardroom at 3889 Rideau Valley Drive, Manotick, ON, or via Zoom. The meeting will start promptly at 6:30 p.m.

The Board of Directors agenda package and minutes can be found at the links below:

- September 26, 2024 - [Agenda Package](#)
- July 25, 2024 - [Draft Minutes](#)

Please RSVP your attendance by EOD Tuesday, September 24<sup>th</sup>, by replying to this email. The Zoom link and calendar invite will be emailed in advance to those who RSVP.

Thank you,  
Marissa

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September 17, 2024 at 9:00am

PW Administration Building- CP Boardroom

### Participants

Councillor Jane Torrance, MM  
Councillor John Matheson, DNE  
Councillor Greg Hallam, TVT  
Councillor Gary Waterfield, PERTH  
Deputy Reeve Jeff Carroll, MON  
Reeve Richard Kidd, BCK - Virtual  
Councillor Dena Comley, CP – Virtual

### Staff

Sean Derouin, PW Manager  
Sam Poole, PW Senior Technologist  
Jasmin Ralph, Clerk

### Regrets

Kerlous Tawdrous OPP Commander  
Councillor John Matheson, DNE  
Councillor Ron Closs, LH

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Kerlous Tawdrous OPP Commander

### MEETING OUTLINE

1. Roll Call
2. Presentations
  - a. Presentation by Tanner Watt on the LAS ASE Program  
*Local Authority Services (LAS)- Automated Speed Enforcement Program*  
Key highlights:
    - o School zone designations do not need a by-law.
    - o Applicable legislation includes:
      - O.Reg 398/19 Automated Speed Enforcement
      - O.Reg 355/22 Administrative Penalties for contraventions detected using camera system
    - o LAS Program:
      - Municipality leases camera from LAS, which includes maintenance and installation for a select period time (minimum 6 months).
      - LAS runs a processing centre in Barrie and is opening one in Clarence-Rockland that employs Provincial Offences officers that review, process, and mail out the tickets.
      - Municipality pays leasing fee for camera and \$12 per ticket fee to LAS for processing.
      - **Municipality is responsible for Adjudication** through either POA or Administrative Penalties.
        - **Collecting the fees and dealing with appeals.**
      - 50km/h or higher is a criminal offence -> report goes to OPP
      - POA court system is more expensive and time-consuming compared AP system.
      - AP lookup costs from MTO can be recovered cost through ticketed fine amounts.
      - Cameras on school bus stop arms and in Construction Zones are not part of the program at this point but may be in a few years.
      - LAS will recover costs of implementing programs through fees and camera leases.

1 of 4

- Pilot program underway with city of Barrie, further municipalities to join.
  - Barrie has 2 cameras in operation.
- LAS partners with “Elovate” but also has procurement agreements with Traffic Logix via Canoe.
- LAS investigating “uptime” / rates and ease of vandalism.
- Camera:
  - Available on a trailer mount, but more prone to vandalism compared to pole mount.
  - Flash at night may cause batteries to drain quickly for battery operated units that are not wired into a fixed power source.
  - Cellular data connection uses any of the big three providers (Rogers/Bell/Telus) based on quality of service.
  - Camera must be certified every time it is moved.
  - Ontario legislation only allows for pictures to be taken of the rear licence plate, so individuals are not photographed, therefore, to cover both directions of a given road, two cameras are required.
- Lanark County to provide LAS with traffic data broken down into 10km Speed brackets.
- Budget traffic cameras as “Cost” rather than surplus for budgeting – public perception
- Cannot lower the minimum speed threshold, can only raise it.
- Joint municipal Services board, Across Ontario, municipalities may opt to join into a single agreement under a not-for-profit. hiring officers, operating processing facilities, etc..
- Threshold for beginning Joint Municipal services Board, program needs to be further developed and scaled.
- Lanark County should review if there is an existing policy on ticketing employees if caught speeding in work vehicles.
- Issuing tickets to emergency vehicles / issuing multiple tickets per vehicle per day to be further investigated.
- Warning letters can be issued before enforcement begins.
- Activate at certain hours only -> school zone timing in summer hours/weekends, unless there is presence of a CSZ.

### 3. Review Previous Meeting Minutes

#### a. June 12, 2024 Meeting Minutes

Minutes accepted.

## Old Business

- b. Automated Speed Enforcement
  - i. Further discussion on plan to move forward with ASE.
  - ii. PW to reach out to Rodger Bates from Barrie and Perth's Court Manager for possible attendance at next meeting.
  - iii. PW to reach out to Perth's Court Manager to discuss potential POA administration of ASE program and existing Court capacity.
  - iv. Further information requested from committee on procurement process that LAS followed and how they evaluated the proposals.
  - v. PW to look into Eastern Ontario Wardens Caucus for possibility of a joint program in Eastern Ontario.
  - vi. Reviewed list of CSZ's, School Zones, and areas of concern throughout the County
    - 1. Did not receive information from all Municipalities. Follow up emails to be sent, copying committee members.

## 4. New Business

- a. Reviewed speed management/ traffic calming requests.
  - i. Reviewed map of locations of ongoing speed management requests.
  - ii. PW currently collecting data.
  - iii. PW to update "hit-the-brakes" webpage to include a tracking table for ongoing requests and forms for submitting requests.
- b. Reviewed Community Safety Zone assessment for Rosedale Road South.

Motion: the TAWG approves a CSZ on CR#23, Rosedale Road South, from Bristow Drive to Guthrie Road.

Moved: Jeff Carroll  
Adopted

Seconded: Gary Waterfield

## 5. Round Table Discussion

- a. PW confirmed when completing road rehabilitations, opportunities for the installation of physical traffic calming measures such as gateway treatments, lane narrowing, installation of curb & gutter etc. are considered.  
These treatments are included in the updated policy.  
Upcoming locations include Maberly and South Street in Perth.
- b. PW will continue with data collection within municipalities.
- c. PW will include clerks and Members of TAWG on further requests for information.

6. Next Meeting Date: **November 20, 2024, 9:00 -10:30AM**

- a. Proposed Agenda Items
- b. Lanark County to provide Presentation from LAS and contact info for Tanner Watt.
- c. Compare ASE companies with LAS
- d. Lanark County to provide copy of Speed Management Policy
- e. Invite Roger Bates from City of Barrie to next meeting
- f. Investigate POA as opposed to AP
- g. Speak with client of private ASE company, why did they choose said company, enquire about RFP information for review.
- h. Motion to move forward with a CSZ on Rosedale Rd. S. Lanark County to provide report for TAWG review before presenting to council. Not to be presented until the next committee meeting Oct. 23.

7. Action Items

- a. PW to provide Presentation from LAS and contact info for Tanner Watt.
- b. PW to provide copy of Speed Management Policy
- c. PW to Invite Rodger Bates from City of Barrie to next meeting.
- d. PW to contact Perth's court manager regarding POA administration for the ASE program.

*Meeting Concluded 11:24 AM*