



# Tay Valley Township

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 3<sup>rd</sup>, 2024  
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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6:00 p.m. *Committee of the Whole Meeting*  
Following *“Special” Council Meeting*

***Chair, Deputy Reeve Fred Dobbie***

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

- i) **Public Meeting: Zoning By-Law Amendment(s) – November 5<sup>th</sup>, 2024 – *attached, page 8.***

*Suggested Recommendation:*

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

- ii) **Public Meeting: Official Plan Amendment No. 8 (OPA 8) – November 5<sup>th</sup>, 2024 – *attached, page 10.***

*Suggested Recommendation:*

*“THAT, the minutes of the Public Meeting – Official Plan Amendment No. 8 (OPA 8) held on November 5<sup>th</sup>, 2024, be approved.”*

- iii) **Public Meeting: Budget – November 26<sup>th</sup>, 2024 – attached, page 13.**

*Suggested Recommendation:*

*“THAT, the minutes of the Public Meeting – Budget held on November 26<sup>th</sup>, 2024, be approved.”*

## **5. DELEGATIONS & PRESENTATIONS**

- i) **Delegation: The Hospice Hub – attached, page 18.**  
Anne Janssen, Volunteer Executive Director, The Hospice Hub.

## **6. PRIORITY ISSUES**

- i) **Report #FIN-2024-14 – Year End Surplus Report for 2023 – attached, page 30.**

*Suggested Recommendation to Council:*

*“WHEREAS, the 2023 Year-End Surplus is \$633,489 and will be automatically transferred to the Contingency Reserve;*

***NOW THEREFORE BE IT RESOLVED THAT,** of the 2023 surplus, \$250,000 be transferred from the Contingency Reserve to the Bridge Reserve, \$110,000 be transferred from the Contingency Reserve to the Township Office/Garage Reserve, \$140,000 be transferred from the Contingency Reserve to the Roads Construction Reserve.”*

- ii) **2025 Draft Budget Final Review – attached, page 34.**

*Suggested Recommendation to Council:*

*“THAT, a by-law to adopt the 2025 Budget be brought forward at the December 10<sup>th</sup>, 2024 Council Meeting.”*

- iii) **2025 Fees and Charges Final Review.**

*Suggested Recommendation to Council:*

*“THAT, the necessary by-laws to implement the updated fees and charges for 2025 be brought forward at the December 10<sup>th</sup>, 2024 Council Meeting.”*

- iv) **Report #FIN-2024-15 – Property Tax Due Dates – attached, page 38.**

*Suggested Recommendation to Council:*

*“THAT, the interim tax due dates be on February 26<sup>th</sup>, 2025 and April 28<sup>th</sup>, 2025;*

*THAT, the final tax due dates be on July 29<sup>th</sup>, 2025 and September 26<sup>th</sup>, 2025;*

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

- v) **Report #FIN-2024-16 – Taxes and the Postal Service Disruption – attached, page 42.**

*Suggested Recommendation to Council:*

**“THAT,** should the Postal Service Disruption continue into December and January, that Section 4.1.1 of the Tax Arrears Collection Policy be waived resulting in the monthly arrears letters for those months not being mailed;

**AND THAT,** alternatively the tax arrears letters be made available by phone, email, or in person should the taxpayer request it;

**AND THAT,** notice of this alternative option be advertised through the Township’s website, newsfeed, social media and notice boards.”

- vi) **Report #PW-2024-22 – Blue Box Transition – Two Stream Collection – attached, page 45.**

*Suggested Recommendation to Council:*

**“THAT,** Report #PW-2024-22 – Blue Box Transition – Two Stream Collection, be received for information.”

- vii) **Report #CAO-2024-32 – Proposed Road Names – Kassy Lane and Pickgard Place – attached, page 48.**

*Suggested Recommendation to Council:*

**“THAT,** the necessary by-law to name two existing Private Roads to Kassy Lane & Pickgard Place as outlined in Report #CAO-2024-32 – Proposed New Road Name – Kassy Lane & Pickgard Place, be brought forward at the next Council meeting.”

- viii) **Appointment of Outdoor Rink Volunteers.**

*Suggested Recommendation to Council:*

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

- Erik Boysen
- Bill McCoy.”

## 7. CORRESPONDENCE

- i) **Follow-Up: Support for the Motion on Sustainable Municipal Funding – attached, page 55.**

*Suggested Recommendation to Council:*

**“WHEREAS**, the Council of the Corporation of Tay Valley Township supports the Town of Aurora’s motion to Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding;

**AND WHEREAS**, municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development;

**AND WHEREAS**, the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment;

**AND WHEREAS**, the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities;

**AND WHEREAS**, the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs;

**AND WHEREAS**, redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers;

**AND WHEREAS**, a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of Tay Valley Township formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities;

**THAT**, the Council of the Corporation of Tay Valley Township calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities;

***THAT, this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs;***

***THAT, copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs);***

***AND FURTHER BE IT RESOLVED THAT, copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.”***

- ii) **24-11-28 – Council Communication Package – *attached, page 58.***

*Suggested Recommendation to Council:*

***“THAT, the 24-11-28 Council Communication Package be received for information.”***

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

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

- ii) **Committee of Adjustment.**

24-11-25 – Draft Committee of Adjustment Hearing Minutes – *attached, page 63.*

- iii) **Fire Board.**

24-11-14 – Draft Fire Board Minutes – *attached, page 67.*

- iv) **Library Board.**

24-09-16 – Perth and District Union Public Library Board Minutes – *attached, page 74.*

24-10-21 – Perth and District Union Public Library Board Minutes – *attached, page 76.*

- v) **Pinehurst Cemetery Board.**

24-10-17 – Draft Pinehurst Cemetery Board Minutes – *attached, page 78.*

- vi) **Lanark County OPP Detachment Board** – *deferred to the next meeting.*
- vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*

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

24-10-21 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 82.*

24-10-21 – Draft Mississippi Valley Conservation Authority Board Minutes – *attached, page 84.*

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

24-09-26 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 94.*

24-10-24 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 96.*

24-10-24 – Draft Rideau Valley Conservation Authority Board Minutes – *attached, page 98.*

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

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

**9. CLOSED SESSION**

None.

**10. DEFERRED ITEMS**

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

- *None.*

**11. ADJOURNMENT**

# MINUTES

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

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**Tuesday, November 5<sup>th</sup>, 2024**

**5:30 p.m.**

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

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Reeve Rob Rainer  
Deputy Reeve Fred Dobbie  
Councillor Greg Hallam  
Councillor Korrine Jordan  
Councillor Keith Kerr  
Councillor Marilyn Thomas

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

**Public Present:** None

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**1. CALL TO ORDER**

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

**2. INTRODUCTION**

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

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



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

### **3. APPLICATION**

i) **FILE #ZA24-10: Raymond Burich and Brenda Burich,  
600 Lampman Hill  
Part Lot 4, Concession 9  
Geographic Township of Bathurst**

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

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

b) **APPLICANT COMMENTS**

The applicant was present.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

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

### **4. ADJOURNMENT**

The public meeting adjourned at 5:39 p.m.

**PUBLIC MEETING  
OFFICIAL PLAN AMENDMENT  
MINUTES**

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**Tuesday, November 5<sup>th</sup>, 2024**

**5:30 p.m.**

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

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Reeve Rob Rainer  
Deputy Reeve Fred Dobbie  
Councillor Greg Hallam  
Councillor Korrine Jordan  
Councillor Keith Kerr  
Councillor Marilyn Thomas

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

**Public Present:** Catherine Anderson  
Fred Barrett  
Brenda Burich  
Mike Champagne  
Lucien Cleroux

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**1. CALL TO ORDER**

The public meeting was called to order at 5:39 p.m.

**2. INTRODUCTION**

The Chair provided an overview of the Official Plan Amendment application review process to be followed, including:

- the purpose of the meeting
- the process of the meeting
- all persons and public bodies attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Local Planning Appeal Tribunal

- the flow and timing of documentation and the process that follows this meeting
- any person or public body wanting a copy of the decision regarding the applications on the agenda was advised to email [adminassistant@tayvalleytwp.ca](mailto:adminassistant@tayvalleytwp.ca)

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

### 3. APPLICATION

- i) **FILE #OPA-8: Official Plan Amendment No. 8 – Site-Specific Amendment  
1551 Bennett Lake Road, Ennis  
Part Lots 9 and 10, Concession 11  
Geographic Township of Bathurst**

a) PLANNER FILE REVIEW & PROPOSED AMENDMENT

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

The Planner presented additional maps in order to provide a detailed history of severances on the subject property – *attached page 5*.

Map 1 shows the parent property prior to 1994 severances.

Map 2 shows the property as defined by the County as the subject of the 2010 severance.

Map 3 shows the severance proposed requiring site-specific Official Plan Amendments.

b) APPLICANT COMMENTS

The applicant was present.

c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

That the proposed amendments to the Official Plan be moved forward to the November 19<sup>th</sup>, 2024, Council Meeting.

#### **4. ADJOURNMENT**

The public meeting adjourned at 5:59 p.m.

**PUBLIC MEETING  
2025 BUDGET  
MINUTES**

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Tuesday, November 26<sup>th</sup>, 2024

6:00 p.m.

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

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**ATTENDANCE:**

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

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Aaron Watt, Deputy Clerk  
Ashely Liznick, Treasurer

**Public Present:** Frank Sammut  
John Lang  
Richard Rosen  
Allan Seabrook  
Faye Seabrook  
Tom Ellis  
John Duguid  
Paula Champagne  
Mike Champagne

**1. CALL TO ORDER**

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

**2. INTRODUCTION**

The Chair provided an overview of the purpose and process of the public meeting.

### 3. 2025 DRAFT BUDGET & FEES AND CHARGES – PUBLIC PRESENTATION

The Treasurer gave the PowerPoint presentation as attached to the Agenda with one additional slide added – *attached, page 6*.

### 4. PUBLIC COMMENTS AND QUESTIONS

#### i) John Lang

Mr. Lang referred Members to page 32 of the October 29, 2024 Agenda, "2025 Operating and Capital Budget Summary" – *attached, page 7*, in order to reference noted increases in staffing and building costs over the past five (5) years.

Concern was expressed regarding

- the budget complexity
- a perceived \$3M deficit and overspending in 2024
- reallocating reserve funds to offset overspending
- external funding, urging Council to stop providing grants to external agencies
- inept financial mismanagement of budget and funds
- Township problems in spending and leadership

The Treasurer explained that capital projects do not affect the levy, and in situations where capital projects are being funded by reserves, reserve funds are not applied to the project until the end of the year. The Treasurer explained that Township staff are not predicting a surplus or deficit of any magnitude for 2024.

In response to questions posed by Mr. Lang, the Treasurer further explained that:

- \$2.5M is being used to fund capital projects
- that at the end of 2024 the approximate estimated balance of reserves will be just under \$4M
- all capital items as presented were planned and budgeted projects
- the Township allocates just over \$1.9M to reserves each year
- the figures throughout the presentation are as of September 30, 2024

Mr. Lang criticized the Chief Administrative Officer/Clerk, raising concerns regarding:

- leadership and accountability
- the operation of the Township
- the increases in operational costs
- increases in salary
- the performance of the Chief Administrative Officer/Clerk
- the completion of performance appraisals of the Chief Administrative Officer/Clerk

Reeve Rainer reminded Mr. Lang that Tay Valley Township maintains Codes of Conduct that apply to Council, staff and residents during meetings and other interactions. All were encouraged that comments remain respectful and to discontinue discussion and commenting on staff. Mr. Lang indicated refusal to do so, Reeve Rainer declared a recess.

The meeting recessed at 6:54 p.m.

The meeting returned to session at 7:02 p.m.

Reeve Rainer reiterated adhering to Codes of Conduct and the expected behaviour of Members, staff, and the public during public meetings. The purpose of the meeting was restated as an opportunity to make statements or to ask clarifying questions about the budget, and that each speaker would be granted up to ten (10) minutes for their presentation.

Mr. Lang concluded by expressing Council's failure to perform basic duties of oversight pursuant to the *Municipal Act, 2001*, and questioned:

- Council's oversight of senior management
- if a performance review of all administrative staff has been performed
- if a compensation review report was publicly available
- why the Township does not publish its employee Codes of Conduct on the Township website
- why Council does not enforce employee Codes of Conduct

ii) **Richard Rosen**

- in reviewing the Budget, concerned by the 11% increase to levy
- did a comparison of the Canada Pension Plan (CPP), Old Age Security (OAS) over the past twenty (20) years
- see large increases in spending and taxation
- Township appears to be spending three (3) times what it is taking in
- suggesting starting from scratch, a zero-based budgeting system
- concerned regarding the Township spending model
- urged Council to consider each proposed project based on need or potential use
- raised concern over the condition of Miner's Point Road and noted that it is not included in Road Projects in this budget
- questioned the need for road patrol software
- questioned contracted services utilized for grass cutting at ball diamond on Narrows Lock Road
- questioned the need for a park on Narrows Lock Road

Reeve Rainer added that staff are available to discuss concerns or answer specific questions regarding Township projects or spending.

iii) **Frank Sammut**

- alarmed by the 11% increase in levy
- noting Consumer Price Inflation (CPI) down to 2%
- does not support the levy increase
- concerned about ridiculous spending
- concerned about amount of legal fees spent in 2024
- concerned about the need of certain capital projects
- questioned the need for replacement of Township signage, traffic count studies, pickleball court installation, covered outdoor rink operation,
- concerned about the increase in staff salaries
- concerned about perceived inconsistencies in staff salary increases
- concerned that something is wrong with Township administration
- concerned about the perceptions of the Tay Valley Township Chief Administrative Officer/Clerk being the second-highest paid CAO/Clerk in Ontario
- do not approve of this budget

**5. NEXT STEPS**

- Committee of the Whole (Discuss Public Feedback) – December 3<sup>rd</sup>, 2024
- Council Meeting (Adopt Budget and Fees and Charges By-Laws) – December 10<sup>th</sup>, 2024
- Notice of Passing – December 11<sup>th</sup>, 2024

**6. ADJOURNMENT**

The public meeting adjourned at 7:22 p.m.



# PRESENTATIONS



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*Kenneth*

*"Any history of death in your family?"*

## the hospice hub

Tay Valley Township  
December 3, 2024

1



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## OUR VISION

A compassionate community where everyone can live,  
age, die and grieve well wherever they call home

2



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**70% of people**  
wish to die at  
home



3

3



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**70%**  
die in  
hospital



4

4



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## The cost of dying in hospital



- Twice as much as in Hospice
- Ten times more than providing at-home care

5

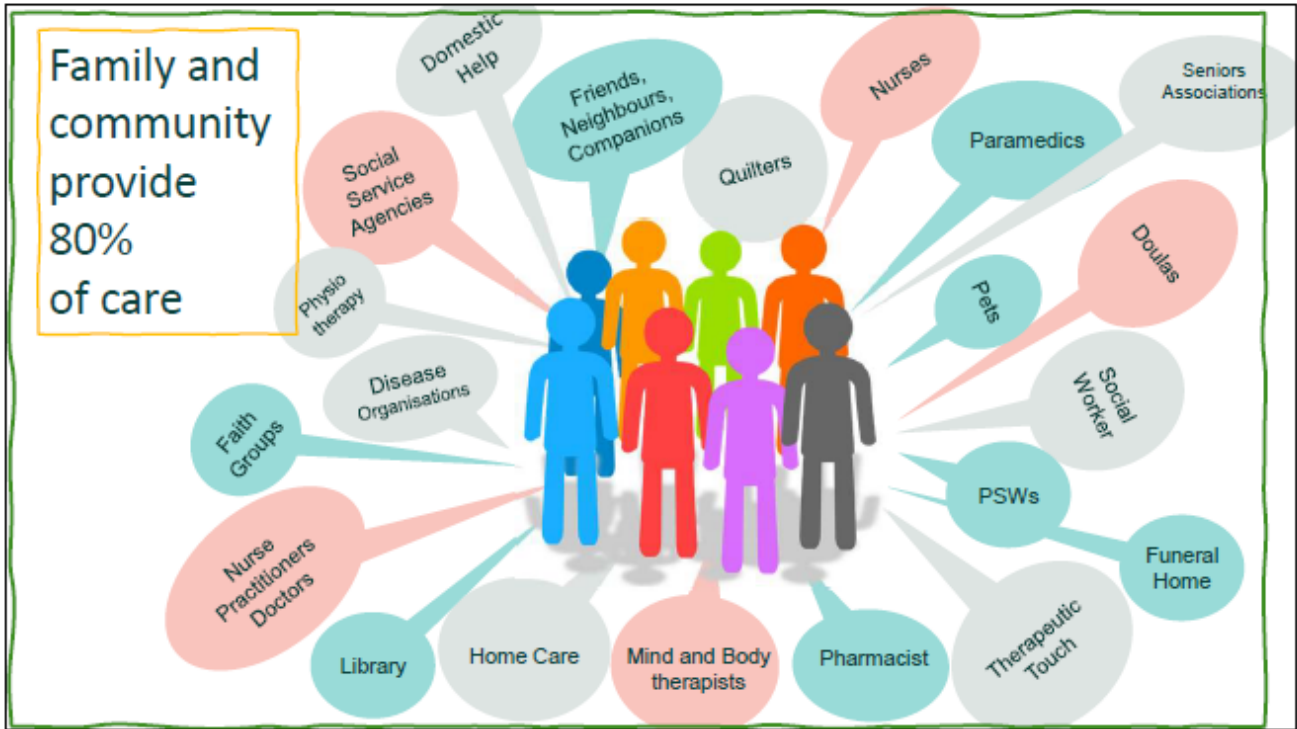


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Dying is for the most part not a medical event, it is a social event that happens in the family and community



6



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# Hospice Palliative Care

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Hospice and Palliative are both **approaches to care** (they are not a location, nor a designation)

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Palliative care can be delivered at any stage of an illness

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Palliative care can be provided on and off and alongside curative treatment

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Care that emphasizes comfort, dignity, and holistic support (physical, emotional, social, and spiritual)

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Hospice Palliative Care is palliative care provided towards the end of life

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## Hospice Palliative Care

is for people who are approaching the final stages of their life including their circle of care

focuses on quality of life rather than curative treatments

is about living well and being supported in a compassionate, person-centred way

supports **both the individual and their chosen family**

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## Hospice Care in TVT

Health care system in crisis

No palliative care program, no day hospice, no hospice residence

Outpatient palliative care too far away to receive responsive and timely hospice care

Dying people must turn to already strained family doctor/nurse practitioner to deliver end of life care

Dying people and their families are not receiving the right care at the right time (nor in the right place)

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# light at the end of the tunnel

😊 pun intended

Paramedics providing community care and palliative care programs

Ministry of Health's Hospice Residence Goals  
Four (4) Beds Allocated to Perth/Smiths Falls in 2018

LLG Ontario Health Team has Hospice Palliative Care as a priority population

The Hospice Hub is up and running

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# Serving the PSFDH catchment area



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# the hospice hub

Incorporated not for profit March 2023

Community Engagement and Education, Health Care Allies, Board of Directors, Bylaws and Policies

Robust Volunteer Team with 30+ trained hospice care

Bereavement Support

Kicked off annual Hike for Hospice \$82,000, June 2024

Hired a Nurse Coordinator, October 2024

Hospice Home Support actively taking clients

Clients and groups in Smiths Falls, Perth, Tay Valley, Portland, Drummond North Elmsley and Brooke Valley

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# the hospice hub

Expand Hospice Home and Bereavement Support

Educate and Engage Community

Tale the Polar Bear Plunge January 1, 2025

Launch Day Hospice Program Spring 2025

Host the Hike for Hospice May 2025

Open a Hospice Residence Winter 2027

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## the hospice hub

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Keeps dying people out of hospital

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Supports the grieving community

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Breaks down health care silos and makes the connections that are so essential to a quality end of life experience

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Saves the system money

---

Builds the capacity of the community, health care and social agencies to work together to deliver seamless holistic care in all areas of our system

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## the hospice hub

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Leaves us with memories of love rather than resentment and regret

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Brings comfort in the midst of loss knowing our loved one was cared for in the best way possible according to their wishes

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Reduces suffering and increases quality of life

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Taps into the incredible strengths and assets of a community

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## Municipal Considerations

- Makes a municipality a compassionate, attractive place to live
- Strengthens social cohesion and provides residents with critical end-of-life support
- Reduces costs associated with end-of-life care and improves overall efficiency of healthcare
- Communities with robust hospice programs attract retirees and families, enhancing property values and local economies.

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## Municipalities taking the lead

- Town of Quinte pledged \$1 million over three years to Hospice Quinte's Care Centre
- Cambridge and London contributed \$1–2.7 million for local hospice
- Grey County provided land and grants for Chapman House
- Burlington donated land for a hospice wing at Joseph Brant Hospital
- Madawaska Long Term Care, Hospital and Hospice have one foundation responsible for fundraising ensuring most appropriate allocation

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## Tay Valley Township Support

- advocate at County Council
- educate the community, organise and host events
- promote hospice care through your communications channels and events
- provide in kind support (meeting rooms, staff time, printing costs)
- include hospice in your grant proposals
- direct funds from annual budget to support an efficient system and ensure hospice palliative care is accessible to your residents

Thank you for your support to date!

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**PLUNGE**  
FOR HOSPICE

Perth Polar Bear Plunge

January 1, 2025  
goal \$40,000 +

providing hospice care in our community  
the hospice hub  
collecting end of life care  
thehospicehub.ca

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## Please spread the word

Actively taking referrals.  
We serve anyone anywhere they call home

[bereavement@thehospicehub.ca](mailto:bereavement@thehospicehub.ca)  
[nursecoordinator@thehospicehub.ca](mailto:nursecoordinator@thehospicehub.ca)  
613-627-0974



Helping you receive the most appropriate care at the right  
time and in the right place.

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## Thank you

[www.thehospicehub.ca](http://www.thehospicehub.ca)



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# **PRIORITY ISSUES**

**COMMITTEE OF THE WHOLE**  
**December 3<sup>rd</sup>, 2024**

**Report #FIN-2024-14**  
**Ashley Liznick, Treasurer**

**YEAR END SURPLUS REPORT FOR 2023**

### **STAFF RECOMMENDATION(S)**

It is recommended:

“**WHEREAS**, the 2023 Year-End Surplus is \$633,489 and will be automatically transferred to the Contingency Reserve;

**NOW THEREFORE BE IT RESOLVED THAT**, of the 2023 surplus, \$250,000 be transferred from the Contingency Reserve to the Bridge Reserve, \$110,000 be transferred from the Contingency Reserve to the Township Office/Garage Reserve, \$140,000 be transferred from the Contingency Reserve to the Roads Construction Reserve.”

### **BACKGROUND**

The Township has estimated ending the 2023 year with a surplus of \$633,489 before the Public Sector Accounting Board (PSAB) adjustments and the consolidation of the Perth and District Public Library Board, the Drummond/North Elmsley Tay Valley Fire Rescue, and the Pinehurst & Bolingbroke Cemeteries.

This is the bases on which the annual Township budget is prepared and approved by Council.

According to past policy of the Township, this surplus has been transferred to the Contingency Reserve as of December 31, 2023.

The attached summary is to identify the areas that contributed to this budget surplus of \$633,489.

### **DISCUSSION**

Comments on each item contributing to this year’s surplus are as follows:

Supplementary Tax Billings amounted to almost \$87,284 (unbudgeted item) and the

Payments in Lieu of taxes were \$5,647 over the estimate for the year, however, tax write-offs for 2023 amounted to \$24,538 (unbudgeted item). Overall, a net surplus of \$68,393. There was a significant increase in building permit fees for 2023, the Township revenue was \$137,402 over budget. This was mainly due to some larger commercial projects.

The biggest contributor to the large 2023 surplus was the Township's interest/investment income. The budget was \$70,000 and the actual interest income was \$442,082, a total of \$372,082 over budget. This was mainly due to interest rates still increasing after COVID.

There was another significant decline in Provincial Offences Act (POA) revenue. The Township revenue was \$10,815 under budget.

Spending in all departments was as follows:

Protective services were over budget by \$12,681 (Building, Animal Control, By-Law Enforcement, Septic Re-Inspection, etc.).

Transportation services were \$157,938 under budget. Vehicle expenses came in \$11,283 under budget and a mild winter contributed \$84,898 to that amount and the balance was from underspending in administration and overhead costs.

Waste site costs (garbage & recycling) were \$53,213 over budget. This was mainly overages in contracted services.

Recreation costs were overbudget by \$28,912. Of that amount \$22,669 was overage from the Perth Recreation Facilities agreement due to a significant increase in CPI (contract includes a CPI factor).

Spending in Planning & Development was \$13,127 over budget. Mainly due to increased legal costs, and other general line items.

## **FINANCIAL CONSIDERATIONS**

Staff are suggesting transferring the unspent budget (surplus) to the following reserves.

These transfers will alleviate the immediate pressures in these reserves and help replenish the balances to help offset future capital projects within the 10-year capital plan.

Bridge Reserve	\$250,000
Township Office/Garage Reserve	\$110,000
Road Construction Reserve	\$140,000
Contingency	<u>\$133,489</u>
<b>TOTAL</b>	<b>\$633,489</b>

## **OPTIONS CONSIDERED**

Option #1 – (Recommended) – Allocate the 2023 surplus as per staff's recommendation.

Option #2 – Council direct staff to allocate differently.

Option #3 – Do not allocate the surplus to any other reserve but Contingency.

## **CLIMATE CONSIDERATIONS**

NONE

## **STRATEGIC PLAN LINK**

### **Our Vision for the Future:**

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

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

### **Guiding Principles**

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

## **CONCLUSIONS**

The Township was very fortunate to see such a large surplus for 2023.

As noted above, staff feel this is the perfect time to transfer part of the 2023 budget savings into those reserves.

## **ATTACHMENTS**

- i) Summary of the 2023 Surplus

**Prepared and Submitted By:**

**Approved for Submission By:**

**Ashley Liznick,  
Treasurer**

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



**Tay Valley Township  
Summary of 2023 Surplus**

	<b>Surplus</b>	<b>Deficit</b>
<b><u>Revenue Budget:</u></b>		
Supplementary Tax Bills	87,284	
Extra PILS	5,647	
Tax Write Offs		24,538
Building Permits	137,402	
Interest/Investment Income	372,082	
POA		10,815
Penalty & Interest	23,821	
Planning Fees		13,681
Other Revenues (net)	3,697	
<b><u>Expenses Budget:</u></b>		
General Government		3,700
Protection Services		12,681
Transportation Services	157,938	
Environmental Services		53,213
Cemeteries	6,285	
Recreation & Cultural Services		28,912
Planning & Development Services		13,127
	794,156	160,667
		<b>633,489</b>

# FINAL REVIEW

## 2025 DRAFT BUDGET & FEES AND CHARGES

December 3<sup>rd</sup>, 2024



1

## 2025 Draft Budget Update Since Agenda

Levy Increase	11.01 %
<b>NEW</b> OPP Financial Relief	<u>( 2.54 %)</u>
Total Levy Increase	8.47 %
Growth in Assessment	<u>( 1.09 %)</u>
<b>Tax Rate Increase</b>	<b>7.37 %</b>

This changes the impact on a \$300,000 assessed home from \$173 to \$115, or less than \$10/month.



2

## Impact on Residential Taxes

- Based on Residential Assessment:
  - Township portion of tax bill only
    - 500,000 Household Assessment – increase \$192 or \$16/month
    - 400,000 Household Assessment – increase \$153 or \$13/month
    - **300,000 Household Assessment – increase \$115 or \$10/month**
    - 250,000 Household Assessment – increase \$96 or \$8/month
    - 200,000 Household Assessment – increase \$77 or \$6/month
    - 150,000 Household Assessment – increase \$ 58 or \$5/month



3

## Next Steps

- December 10<sup>th</sup> – Council - Adoption of Budget



4

# Questions and Discussions

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?



TAY VALLEY TOWNSHIP 2025 BUDGET - IMPACTS ON LEVY			
		% Impact on Levy	Impact on \$300K assessed HH
<b>Proposed Levy Increase from 2024 Budget - Oct 29/24</b>	<b>805,163</b>	<b>11.46%</b>	180.25
<b>Decisions Impacting Levy</b>			
NONE		0.00%	
Total	-	0.00%	
<b>Considerations Added</b>			
Recreation Casual Position - previous number was calculated incorrectly, this is the correct dollar amount	5,700	0.08%	1.28
Increasing the Library Levy - per request for additional hours	6,942	0.10%	1.55
Increasing The Table Request	1,250	0.02%	0.28
Increasing ABC Association Request	300	0.00%	0.07
Increasing Maberly Agricultural Society Request	300	0.00%	0.07
Including Perth & District Sports Hall of Fame Request	350	0.00%	0.08
Total	14,842	0.21%	
<b>Decisions Not Impacting Levy</b>			
Not increase YAK Request			
Not include ABC Association Request (additional ask)			
Not Include Perth & District Chamber of Commerce Request			
<b>Proposed Levy Increase from 2024 Budget - Dec 3/24</b>	<b>820,005</b>	<b>11.67%</b>	
<b>Operational changes - by Staff</b>			
NONE			
Total	-	0.00%	
<b>Proposed Levy Increase from 2024 Budget - Dec 3/24</b>	<b>820,005</b>	<b>11.67%</b>	
<b>* New Information/Additional Considerations</b>			
Increase in Fire Department budget (based on budget provided)	8,298	0.12%	1.86
Increase in MVCA budget (based on budget provided)	325	0.00%	0.07
Decrease in Fire budget (based on Nov 14/24 Fire Board meeting)	(1,631)	-0.02%	(0.37)
Increase in Fire budget (due to increased payroll grids)	22,054	0.31%	4.94
Decrease in RVCA budget (based on budget provided)	(634)	-0.01%	(0.14)
Increase in OMPF funding	(77,700)	-1.11%	(17.39)
<b>NEW</b> OPP Financial Relief	(178,480)	-2.54%	(39.52)
Total	(225,368)	-3.21%	
<b>Proposed Levy Increase from 2024 Budget - Dec 3/24</b>	<b>594,637</b>	<b>8.46%</b>	133.55
<b>Change in Assessment due to Growth</b>	<b>(76,637)</b>	<b>-1.09%</b>	<b>(18.86)</b>
<b>Proposed Tax Rate Increase - Dec 3/24</b>	<b>518,000</b>	<b>7.37%</b>	114.69

**COMMITTEE OF THE WHOLE**  
**December 3, 2024**

**Report #FIN-2024-15**  
**Ashley Liznick, Treasurer**

**2025 PROPERTY TAX DUE DATES**

### **STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the interim tax due dates be on February 26<sup>th</sup>, 2025 and April 28<sup>th</sup>, 2025;

**THAT**, the final tax due dates be on July 29<sup>th</sup>, 2025 and September 26<sup>th</sup>, 2025;

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

### **BACKGROUND**

Since 2017, the Township has set the tax due dates at two (2) or three (3) working days prior to the end of the months of February and April for the interim billing and two (2) or three (3) working days prior to the end of the months of July and September for the final tax billing.

The additional time between the due dates and the end of the month provides an opportunity for any payments that have lingered in the postal system or have been delayed due to online banking timing issues, to be resolved before the penalty is applied.

### **DISCUSSION**

These dates need to be approved by Council prior to the mailing of the 2025 interim billing.

Based on past practice, it is recommended that the interim billing due dates be established as February 26<sup>th</sup>, 2025 and April 28<sup>th</sup>, 2025 and the final billing due dates be established as July 29<sup>th</sup>, 2025 and September 26<sup>th</sup>, 2025.

### **OPTIONS CONSIDERED**

#### Option #1 (Recommended) – Adopt Proposed Tax Levy Due Dates

Establish the 2025 Tax Levy Due Dates as February 26<sup>th</sup>, April 28<sup>th</sup>, July 29<sup>th</sup> and September 26<sup>th</sup>.

Option #2 – Council Provide Alternate Dates

The earlier due dates have resulted in less frustration for some residents who rely on sending payments through the mail or online, resulting in fewer calls to the Township.

**FINANCIAL CONSIDERATIONS**

It is imperative that the Township’s billing dates remain consistent and timely for the quarterly contributions to the County and School Boards for their share of the property taxes.

**STRATEGIC PLAN LINK**

Not applicable.

**CLIMATE CONSIDERATIONS**

Not applicable.

**CONCLUSIONS**

It is recommended that the tax dates be maintained as in prior years.

**ATTACHMENTS**

- i) DRAFT Interim and Final Tax Levy By-Law

**Prepared and Submitted By:**

**Approved for Submission By:**

**Ashley Liznick,  
Treasurer**

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

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2024-057

### INTERIM AND FINAL TAX LEVY FOR THE YEAR 2025

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**WHEREAS**, Section 317 (1) and (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

**AND WHEREAS**, Section 317 (3) and (4), provides the rules regarding the amounts to be levied;

**WHEREAS**, Section 342, provides that a local municipality may pass by-laws providing for instalments of taxes;

**AND WHEREAS**, Section 345, provides that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

**AND WHEREAS**, the Council of the Corporation of Tay Valley Township deems it expedient to provide for an Interim and Final Tax Levy for the year 2025 and to fix the dates upon which the Interim and Final Tax Levies shall become due and payable;

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

#### 1. GENERAL REGULATIONS

- 1.1 **THAT**, the interim tax levy and the final tax levy shall be levied and collected upon the whole of the rateable properties.
- 1.2 **THAT**, the **Interim Tax Levy** shall become due and payable in two equal installments on February 26<sup>th</sup>, 2024 and April 28<sup>th</sup>, 2024.
- 1.3 **THAT**, the **Final Tax Levy** shall become due and payable in two equal installments on July 29<sup>th</sup>, 2025 and September 26<sup>th</sup>, 2025.
- 1.4 **THAT**, when payment of any installment or any part of any installment of taxes levied by this by-law is in default, a penalty of 1.25 per cent per month that the default continues shall be imposed.



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2024-057**

**1.5 THAT,** interest and/or penalty charges shall be added on the first day of each and every month that the default continues.

**1.6 THAT,** the following Payment Methods may be used:

- Cash
- Cheque
- Credit Card (fee applies)
- Financial Institution
- Pre-Authorized Payment Agreement  
(requires completion of “Enrolment Authorization Form”)
- Interac (Municipal Office only)
- On-Line Banking
- Telephone Banking
- My Account (credit card only)

**1.7 THAT,** the interim and final tax levy rates shall also apply to any property added to the assessment roll after this by-law is enacted.

**2. ULTRA VIRES**

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

**3. EFFECTIVE DATE**

**3.1 THAT,** this by-law shall come into force and effect as of the 1<sup>st</sup> day of January 2025.

**3.2 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**

**COMMITTEE OF THE WHOLE**  
December 3<sup>rd</sup>, 2024

**Report #FIN-2024-16**  
**Ashley Liznick, Treasurer**

**TAXES AND THE POSTAL SERVICE DISRUPTION**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, should the Postal Service Disruption continue into December and January, that Section 4.1.1 of the Tax Arrears Collection Policy be waived resulting in the monthly arrears letters for those months not being mailed;

**AND THAT**, alternatively the tax arrears letters be made available by phone, email, or in person should the taxpayer request it;

**AND THAT**, notice of this alternative option be advertised through the Township’s website, newsfeed, social media and notice boards.”

**BACKGROUND**

There is currently a national postal service disruption, which began on November 15<sup>th</sup>, 2024. This disruption will be impacting the Township significantly in the upcoming weeks and months, specifically regarding taxes.

According to the Canada Post website they are currently not receiving or delivering any mail during this disruption.

As per the Township’s tax policy, tax arrears notices are to be sent each month, except for the months that tax installments are due.

Tax arrears notices are done at the beginning of the month, as soon as the previous month end processes are completed.

Tax arrears notices did go out at the beginning of October and the beginning of November, so taxpayers are aware that they are in arrears.

## **DISCUSSION**

During the postal disruption, it would be too costly to courier arrears notices.

Possible solutions to help alleviate confusion will be to post a banner on the website, send a newsfeed, and to post on the Township's Facebook page.

Taxpayers wanting to get a copy of their arrears letter or inquire on the balance owing could either call the Township, pickup their arrears letter from the Township, or could email requesting the letter be sent by email.

Township staff are hopeful the postal disruption will be settled before the end of January, as that is when interim tax bills are mailed out. This will be something closely monitored by staff, and if necessary a further report will come forward with recommended alternatives.

## **FINANCIAL CONSIDERATIONS**

If Council wishes to courier the arrears letter this would cost substantially more than the approximately \$450-\$475 per month currently spent on mailing.

## **OPTIONS CONSIDERED**

Option #1 – (Recommended) – Do not mail the December 2024 and January 2025 arrears notices if the postal disruption is still ongoing at the time of processing.

Option #2 – Courier the letters.

Option #3 – Council direct staff differently.

## **CLIMATE CONSIDERATIONS**

None.

## **STRATEGIC PLAN LINK**

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

## **CONCLUSIONS**

Taxpayers who are in arrears are likely to already know they are in arrears since the October and November notices were already mailed and received by property owners. The Township's tax policy also states "Failure to receive a tax bill/notice does not invalidate penalty charges".

## **ATTACHMENTS**

None.

**Prepared and Submitted By:**

**Ashley Liznick,  
Treasurer**

**Approved for Submission By:**

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

**COMMITTEE OF THE WHOLE**  
December 3, 2024

**Report #PW-2024-22**  
**Sean Ervin, Public Works Manager**

## **BLUE BOX TRANSITION – TWO STREAM COLLECTION**

### **STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #PW-2024-22 – Blue Box Transition – Two Stream Collection, be received for information.”

### **BACKGROUND**

On June 3, 2021, the Ontario Minister of Environment, Conservation and Parks approved [Ontario Regulation 391/21 Blue Box](#) under the [Resource Recovery and Circular Economy Act, 2016](#). The regulation shifts the responsibility for collection, hauling, processing and marketing of blue box materials, including related promotion and education activity, from communities to producers of paper products, packaging, and packaging-like products. As a result, these producers will become fully financially and operationally responsible for the residential Blue Box Program.

Tay Valley Township will transition on January 1, 2025, and signed a Depot Operations agreement with Circular Materials earlier this year, where the Township will continue to operate the three depot sites and be reimbursed by Circular Materials.

### **DISCUSSION**

During the transition year (for Tay Valley, 2025 is the transition year) the Regulation requires that the same blue box program that the municipality had in 2025 be maintained, or in other words, there are to be no changes to the level of service provided during the transition year.

However, during on-boarding discussions with the contractor who will be collecting the blue box materials in 2025, they mentioned that their preference would be to collect the blue box materials in 2-streams rather than the current practice of 5-stream collection. This would mean that paper and cardboard materials would be collected in one bin, while glass, plastic and metal cans be collected in another bin. As a result, the Township will be moving to a two-stream process as of January 1<sup>st</sup>, 2025.

Below is a table that outlines what materials would be collected in each bin:

<b>Fibers</b>	<b>Containers</b>
Newsprint	Aluminum Food or Beverage Containers
Magazines and Catalogues	Aluminum Foil and Trays
Telephone Books	Other Aluminum Packaging & Foil
Household Fine Paper	PET Bottles (#1)
Other Printed Paper	Thermoform PET (#1), Clamshells & Other Clear Plastic Containers
Corrugated Cardboard	HDPE Containers (#2)
Boxboard	Tubs & Lids (#2, #4 & #5)
	Other Bottles & Containers (#3, #5, #7)
	Plastic film (LDPE/HDPE) (#2, #4)
	Steel Food and Beverage Cans
	Steel Paint Cans
	Flint/Clear Glass
	Coloured Glass

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations for this report.

## **OPTIONS CONSIDERED**

**Option #1** – That Council receive this report for information

**Option #2** – Council provides other directions

## **CLIMATE CONSIDERATIONS**

By switching to a 2-stream collection, residents may shorten the time required at the waste sites sorting their blue box materials and placing the different items in the different bins and therefore reduce idle time of their vehicles.

## **STRATEGIC PLAN LINK**

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

## **CONCLUSIONS**

Switching to a 2-stream system should be welcomed by residents as there will be less required sorting of materials at their home and/or at the waste site. The main challenge will be to get this message out to the residents as quickly as possible as the change would occur at the beginning of 2025. Staff will post signage at the waste site and have numerous newsfeeds posted during the coming weeks, as the Township moves closer to the transition date.

**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**  
December 3<sup>rd</sup>, 2024

**Report #CAO-2024-32**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAMES**  
**KASSY LANE AND PICKGARD PLACE**

**STAFF RECOMMENDATION(S)**

“**THAT**, the necessary by-law to name two existing Private Roads to Kassy Lane & Pickgard Place as outlined in Report #CAO-2024-32 – Proposed New Road Name – Kassy Lane & Pickgard Place, be brought forward to the next Council meeting.”

**BACKGROUND**

A building permit application and a planning application were received for the property at the current civic address 270 Hanna Road. The applicant’s property and another property are accessed via a legal right-of-way (Part 3 on registered survey plan 27R-2822 and Part 12 on 27R-4915) off Hanna Road.

The legal right-of-way has existed since at least 1992.

**DISCUSSION**

To proceed with the building permit and planning applications, the road(s) being used to access the applicant’s property and another property must be named and added to the Township’s Road Naming By-Law.

To register a Road Naming By-Law, The Land Registry Office requires distinct parts on registered plans of survey to clearly describe the roads. Roads cannot “fork” in multiple directions for emergency services purposes.

In this case, the road on the ground differs from the way the right-of-way was surveyed. Physically, Part 3 on 27R-2822 ends after Part 12 on 27R-4915, appearing as one private road. As surveyed, Part 3 on 27R-2822 travels past Part 12 on 27R-4915, creating a “fork”.

Because roads must be clearly described as distinct parts on registered plans of survey and because they cannot fork, the applicants were given two options:

1. Re-survey a portion of Part 3 to name only one road (the road that is physically on the



ground), which would permit the Land Registry Office to complete the registration process.

2. Name two roads - Part 3 on 27R-2822 and Part 12 on 27R-4915.

Due to cost and time constraints, the applicants elected not to conduct a new survey.

The applicants must propose at least three road names. Per the Road, Addressing and Parcels (RAP) Policy, those road names are forwarded to the County of Lanark for review and recommendation to avoid duplication or similarities within the road name database across Lanark County and neighbouring counties.

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

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

The road names proposed by the Applicant are “Kassy Lane”, “Pickgard Place”, and “Kenglo Road” and are deemed by the County as acceptable for use.

The road names proposed by one of the other affected landowners are, in order of preference, “Dannic Lane”, “Oliver Way”, and “Old Creek Road”. The first two names proposed have sentimental value as they honour the lands that were originally in their family for a number of years and are deemed by the County as acceptable for use. The third name, Old Creek Road, is deemed by the County to be too similar to another road in the region.

The owners of the right-of-way were informed of all options and did not provide input.

Since the roads were unknown to the Township, they were never incorporated into the Township’s Road Naming By-Law, and the necessary By-Law will need to be brought forward to Council for approval.

## **OPTIONS CONSIDERED**

### **Option #1 – Recommended – Adopt Kassy Lane and Pickgard Place**

The names provided by the applicants meet the requirements of the RAP Policy and the owners of the right-of-way did not object to these initially proposed names.

### **Option #2 – Adopt Dannic Lane and Oliver Way**

The names provided by one affected landowner meet the requirements of the RAP Policy and the owners of the right-of-way did not object to these initially proposed names.

### **Option #3 – Adopt Kassy Lane and Dannic Lane**

Adopt one name from the applicants and one name from the affected landowner. Both names meet the requirements of the RAP Policy and the owners of the right-of-way did not object to these initially proposed names.

#### Option #4 – Propose an Alternate Name

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

#### **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 signs and posts.

#### **STRATEGIC PLAN LINK**

None.

#### **CLIMATE CONSIDERATIONS**

None.

#### **CONCLUSIONS**

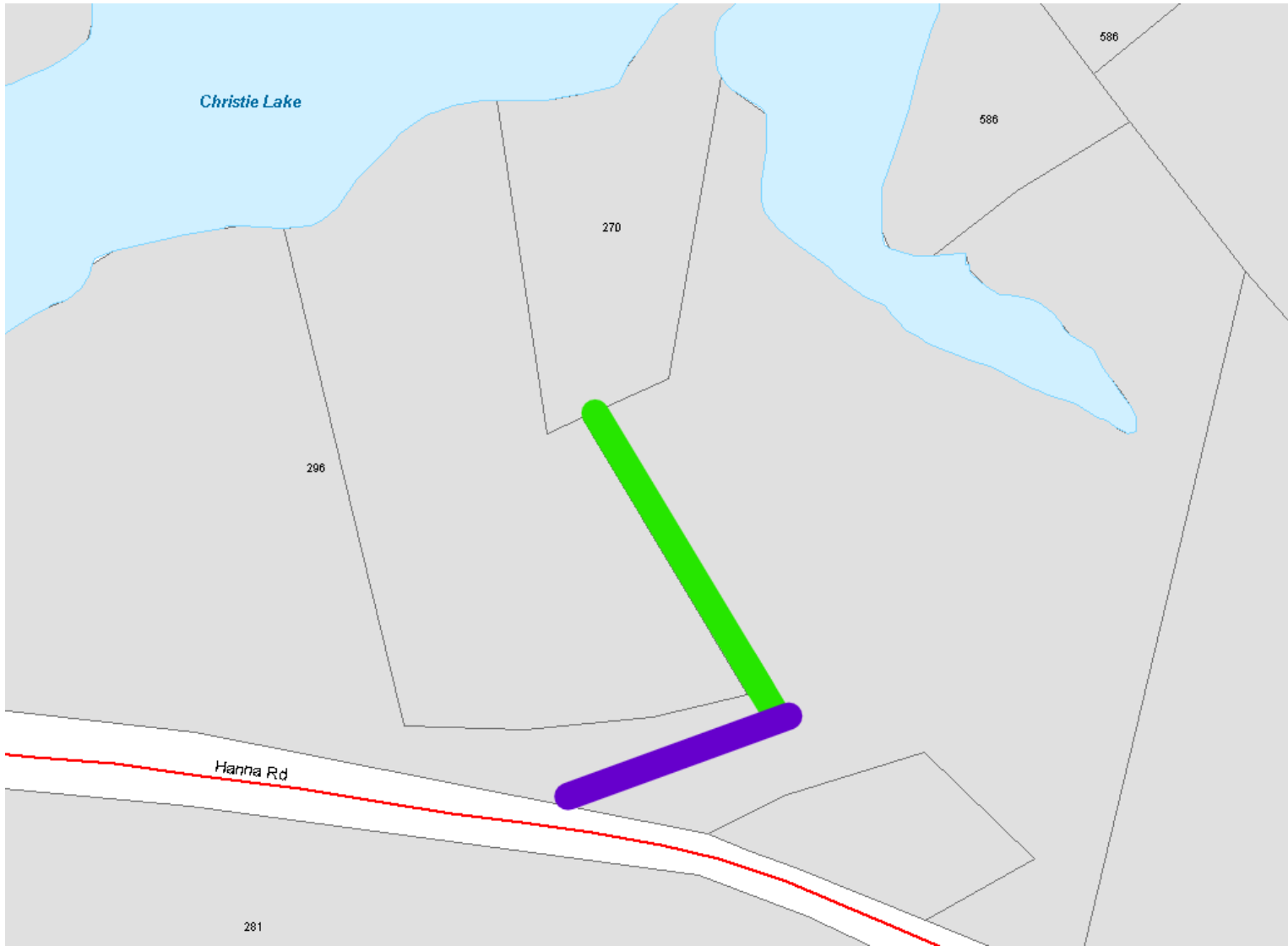
That the necessary by-law to name two existing private roads as outlined in this report be brought forward for approval.

#### **ATTACHMENTS**

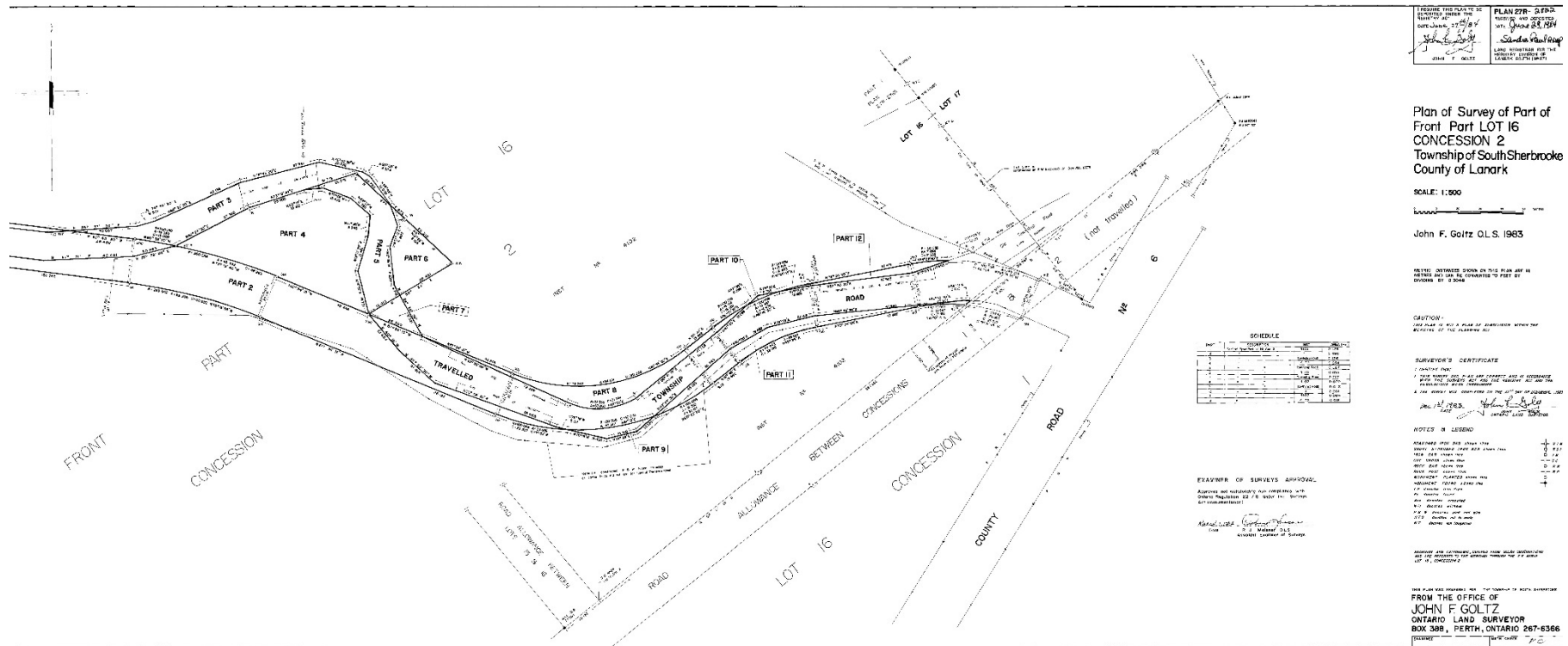
- i) GIS Map
- ii) Survey 27R-2822
- iii) Survey 27R-4915

**Prepared and Submitted by:**

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



**GIS Map showing two private roads to be named**



Portion of Survey 27R-2822



# **CORRESPONDENCE**

**From:** De Bartolo, Betty <[BDeBartolo@aurora.ca](mailto:BDeBartolo@aurora.ca)> on behalf of Mrakas, Tom <[TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)>  
**Sent:** November 20, 2024 10:02 AM  
**To:** Mrakas, Tom <[TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)>  
**Subject:** Follow-Up: Support for the Motion on Sustainable Municipal Funding

Dear Elected Official,

I'm reaching out to follow up on my earlier message regarding the motion calling for the redistribution of a portion of the Land Transfer Tax by the province and a share of the GST on new home sales by the federal government. This initiative is vital to securing sustainable and predictable funding for our municipalities, ensuring we can meet the growing infrastructure demands in our communities without increasing property taxes.

For those who have already introduced and passed this motion at your councils—thank you for your leadership and support! Your efforts are helping us send a strong and united message to the province and federal government.

For those who have not yet had the chance to introduce this motion, I encourage you to bring it forward for consideration by your council. Standing together on this issue is crucial to achieving the financial future our municipalities need and deserve.

Please don't hesitate to reach out if you'd like to discuss this further or need any additional information. Together, we can make a meaningful difference for our communities.

Thank you again for your time and support.

Regards,

Tom Mrakas  
Mayor Town of Aurora  
416-543-1624



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Member Motion

Mayor's Office

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**Re:** Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

**To:** Members of Council

**From:** Mayor Tom Mrakas

**Date:** November 5, 2024

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Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That Aurora Town Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and



2. Be It Further Resolved That Aurora Town Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.



1. **Leeds, Grenville & Lanark District Health Unit:** Summary – Board of Health Meeting – *attached, page 4.*
2. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on October 23, 2024 – *attached, page 5.*
3. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on November 15, 2024 – *attached, page 9.*
4. **Lanark County:** Media Release – Recipients Honoured with Awards of Excellence – *attached, page 14.*
5. **The Corporation of the Township of Terrace Bay:** Resolution – Provincial Updates to the Municipal Elections Act – *attached, page 18.*
6. **Town of Halton Hills:** Resolution – Provincial Updates to the Municipal Elections Act – *attached, page 20.*
7. **Township of Uxbridge:** Resolution – Updates to the Municipal Elections Act – *attached, page 23.*
8. **The Corporation of the Town of Bracebridge:** Resolution – Updates to the Municipal Elections Act – *attached, page 25.*
9. **City of Toronto:** Consideration – Respecting Local Democracy and Cities – *attached, page 28.*
10. **The Corporation of the Terrace Bay:** Resolution – Ontario Rural Road Safety Program – *attached, page 31.*
11. **Municipality of Val Rita-Harty:** Resolution – Ontario Rural Road Safety – *attached, page 33.*
12. **Township of Ashfield-Colborne-Wawanosh:** Resolution – Ontario Rural Road Safety Program – *attached, page 34.*
13. **City of Port Colborne:** Resolution – Ontario Rural Road Safety Program – *attached, page 36.*
14. **Town of Pelham:** Resolution – Ontario Rural Road Safety Program – *attached, page 38.*

15. **The Township of North Dumfries:** Resolution – Ontario Rural Road Safety Program – *attached, page 40.*
16. **The Corporation of the Township of McGarry:** Resolution – Rural Road Safety Program – *attached, page 42.*
17. **The Town of the Blue Mountains:** Resolution – Rural Roads Safety Program – *attached, page 44.*
18. **The City of Port Colbourne:** Resolution – Rural Roads Safety Program – *attached, page 47.*
19. **Municipality of North Perth:** Resolution – Rural Roads Safety Program – *attached, page 49.*
20. **County of Peterborough:** Resolution – Rural Roads Safety Program – *attached, page 51.*
21. **Town of Parry Sound:** Resolution – Rural Roads Safety Program – *attached, page 53.*
22. **Township of Amaranth:** Resolution – Rural Roads Safety Program – *attached, page 55.*
23. **Enbridge:** Correspondence/ Application – 2025 Federal Carbon Pricing Program Application and Evidence – *attached, page 57.*
24. **Ontario Energy Board:** Notice – Rate Hearing – *attached, page 161.*
25. **Ministry of Energy and Electrification:** Correspondence – Ontario’s Affordable Energy Future – *attached, page 162.*
26. **Township of Horton:** Resolution – Sustainable Funding for Small Rural Municipalities – *attached, page 164.*
27. **Township of Petawawa:** Resolution – Ontario Provincial Police Costs – *attached, page 166.*
28. **Municipality of Tweed:** Resolution – Ontario Provincial Police Costs – *attached, page 167.*
29. **Howick Township:** Resolution – Ontario Provincial Police Costs – *attached, page 169.*
30. **Municipality of Leamington:** Resolution – Ontario Provincial Police Detachment Billing Increases – *attached, page 170.*

31. **Whitewater Region:** Resolution – Ontario Provincial Police Notice of Motion for Funding Support – *attached, page 172.*
32. **Clearview Township:** Resolution – Ontario Provincial Police Annual Billing Statement – *attached, page 174.*
33. **Township of Russell:** Resolution – Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding – *attached, page 176.*
34. **King Township:** Resolution – Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding – *attached, page 178.*
35. **The Corporation of the Township of McGarry:** Resolution – Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding – *attached, page 180.*
36. **The Corporation of the Township of Larder Lake:** Resolution – Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding – *attached, page 182.*
37. **The Corporation of the Township of Terrace Bay:** Resolution – Ambulance Shortages and Healthcare System Issues – *attached, page 185.*
38. **AMO:** Policy Update – Encampments and Opioid Crisis – *attached, page 187.*
39. **AMO:** Policy Update – NDP Motion on Municipal Fiscal Sustainability, Mental Health and Addictions, Cybersecurity and Infrastructure – *attached page, 188.*
40. **Regional Municipality of Waterloo:** Resolution – Solve the Crisis – *attached, page 190.*
41. **The Corporation of the City of Cambridge:** Resolution – Lithium-Ion Importation and Safe Use – *attached, page 193.*
42. **Township of Puslinch** – Resolution – Excess Soil Management Practices – *attached, page 195.*
43. **The Tay Valley History Scholarship Committee:** Letter – Thank You Card – *attached, page 201.*
44. **The Corporation of the Township of Papineau-Cameron:** Resolution – Ontario Building Code – *attached, page 202.*
45. **Town of Grimsby:** Resolution – Promptly Resume Assessment Cycle – *attached, page 204.*

46. **The Corporation of the Municipality of Callander:** Resolution – Promptly Resume Assessment Cycle – *attached, page 205.*
47. **Tay Valley Township:** Report – Building Reports – October 2024 – *attached, page 207.*
48. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January to October 2024 – *attached, page 208.*

# UPDATES

## COMMITTEE OF ADJUSTMENT MINUTES

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Monday, November 25<sup>th</sup>, 2024

5:00 p.m.

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

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### ATTENDANCE:

**Members Present:** Chair, Larry Sparks  
Richard Schooley  
Peter Siemons

**Members Absent:** None

**Staff Present:** Noelle Reeve, Planner  
Garry Welsh, Secretary/Treasurer

**Applicants/Agents Present:** Malcolm Wildeboer, Applicant/Agent

**Public Present:** None

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### 1. CALL TO ORDER

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

### 2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

#### 4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – October 21<sup>st</sup>, 2024.**

The minutes of the Committee of Adjustment meeting held on October 21<sup>st</sup>, 2024, were approved as circulated.

#### 5. INTRODUCTION

The Chair welcomed the attendees. The Chair then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Chair advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained.

Based on the above, the Committee has four decision options:

- Approve – with or without conditions
- Deny – with reasons
- Defer – pending further input
- Return to Township Staff – application deemed not to be minor

The agenda for this meeting included the following application(s) for Minor Variance:

**MV24-14 – van Haastrecht**, Concession 1, Part Lot 1, geographic Township of South Sherbrooke

#### 6. APPLICATIONS

i) **FILE #: MV24-14 – van Haastrecht**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner also reviewed an additional PowerPoint with further details about actions taken by the owner of the property, to ensure a net environmental gain – *attached, page 5.*



The Planner noted that the correct zoning for the subject property is Residential Limited Services (RLS) rather than Residential (R), as the lot fronts on the private road portion of Bygrove Lane. A previous Zone mapping error has now been corrected.

The Planner also explained that the applicant is working with the Township to try and consolidate and reduce the entrances to the water along the shoreline and remove the artificial turf which was installed by a previous owner. One dock has already been removed.

The Planner reported that the Rideau Valley Conservation Authority (RVCA) has no objections to the proposed development and that they are satisfied with the provided Slope Stability Assessment. The Mississippi Rideau Septic System Office (MRSSO) has waived the requirement for a Part 10/11 septic system review as the recently installed septic system was built with enough capacity to accommodate the proposed development.

The Planner noted that the new *Provincial Planning Statement, 2024* now has a greater consideration for biodiversity and low impact development. The owner of the subject property has already taken steps to support this policy direction such as using permeable material to join hardened surfaces and has implemented reforestation, removal of non-native plant species, and planting native species.

The Planner had not requested an archaeological study prior to development on the property as previous owners had already disturbed the landscape. However, the current owner is requested to report any archaeological artifacts that may be found during construction.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2024-14**

**MOVED BY:** Richard Schooley

**SECONDED BY:** Larry Sparks

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV24-14 is approved, to allow a variance from the requirements of Sections 3.29 (Water Setbacks) and 5.2.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 1209 Bygrove Lane, Part Lot 1, Concession 1, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-01114;

- To recognize a reduced water setback of 21.2m (69.6 ft) from Bobs Lake, instead of the required 30m, for a dwelling, to be built on the same footprint.
- To allow a proposed dwelling addition to be built at a reduced water setback of 26.7m (87.6 ft) rather than the minimum 30m required.
- To allow a dwelling height of 11m instead of the 9m permitted.

**THAT**, the owner enters into a new Site Plan Control Agreement prepared by the Township, to ensure maintenance of vegetation on the property and vegetative enhancement of the shoreline;

**AND THAT**, the private portion of Bygrove Lane be recognized as a private road in the Lanark County Road Name Inventory.”

**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

**8. ADJOURNMENT**

The Committee thanked Secretary/Treasurer, Garry Welsh for his service to the Township and wished him well on his upcoming retirement.

The meeting adjourned at 5:25 p.m.

# DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

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Thursday, November 14<sup>th</sup>, 2024

6:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, ON

Training Room

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## ATTENDANCE:

### Members Present:

Chair, Councillor Wayne Baker  
Vice-Chair, Ray Scissons  
Councillor John Matheson  
Councillor Paul Coutts  
Councillor Marilyn Thomas  
Councillor Greg Hallam

### Staff Present:

Cathy Ryder, CAO/Clerk Drummond/North Elmsley  
Township (left at 6:35 p.m.)  
Amanda Mabo, CAO/Clerk Tay Valley Township (left at 6:35  
p.m.) (left at 6:35 p.m.)  
Janie Laidlaw, Deputy Clerk Drummond/North Elmsley  
Township (left at 6:35 p.m.)  
Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief  
Megan Moore, Recording Secretary

### Members & Staff Absent:

None.

## 1. CALL TO ORDER

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

A quorum was present.

## 2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

#### 4. APPROVAL OF MINUTES

i) **Minutes – August 22, 2024.**

The minutes were amended by removing Angela Millar from the list of “Staff Present”. Angela Millar was not present at the Fire Board meeting on August 22, 2024.

**RESOLUTION # FB2024-22**

**MOVED BY:** John Matheson  
**SECONDED BY:** Paul Coutts

“**THAT**, the minutes of the Fire Board meeting held on August 22, 2024 be approved as amended.”

**ADOPTED**

Item 8 was discussed next.

#### 5. DELEGATIONS & PRESENTATIONS

None.

#### 6. BUSINESS

i) **Sale of Surplus Pumper 322.**

The surplus pumper from South Sherbrooke Station sold on GovDeals for \$16,400.00. The Fire Chief recommended that the funds be transferred to the South Sherbrooke Apparatus Reserve.

**RESOLUTION # FB2024-25**

**MOVED BY:** Marilyn Thomas  
**SECONDED BY:** Paul Coutts

“**THAT**, the funds received from the sale of the South Sherbrooke surplus pumper be transferred to the South Sherbrooke Apparatus Reserve.”

**ADOPTED**

ii) **2024 Firefighter Recruitment Update.**

Four (4) individuals have been hired as probationary firefighters for BBD&E Station and three (3) individuals have been hired as probationary for South Sherbrooke Station. South Sherbrooke junior firefighter Andrew England has been promoted to a probationary firefighter. All probationary firefighters will remain on probation for one (1) year.

**RESOLUTION # FB2024-26**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** John Matheson

**“THAT**, the following probationary firefighters be hired at the BBD&E Station:

- Dylan Devlin
- Joshua McPhee
- Drew Parks
- Dawson Beckwith

**AND THAT**, the following probationary firefighters be hired at the South Sherbrooke Station:

- Damien Rice-Laprise
- Jesse Gagnon
- Robbie Johnson-Boadway
- Andrew England

effective November 1, 2024.”

**ADOPTED**

iii) **2024 Emergency Call Final Numbers.**

The Fire Chief provided an overview of the number of emergency response calls the Fire Department received in the 2024 call year.

**RESOLUTION # FB2024-27**

**MOVED BY:** Marilyn Thomas  
**SECONDED BY:** John Matheson

**“THAT**, the 2024 Emergency Call Final Numbers be received for information.”

**ADOPTED**

iv) **2024 Firefighter Honorariums Update.**

The Fire Chief provided a cost update on the firefighter honorariums for the 2024 call year.

**RESOLUTION # FB2024-28**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Paul Coutts

**“THAT**, the 2024 Firefighter Honorariums Update be received for information.”

**ADOPTED**

v) **Financial Status Update as at November 5th, 2024.**

The Fire Chief provided an update on the financial status of the Fire Department.

**RESOLUTION # FB2024-29**

**MOVED BY:** Marilyn Thomas  
**SECONDED BY:** Greg Hallam

“**THAT**, the Financial Status Update as at November 5<sup>th</sup>, 2024 be received for information.”

**ADOPTED**

vi) **Volunteer Firefighter 2024 Christmas Gift Cards.**

Traditionally the Fire Board has gifted Christmas gift cards to all current firefighters. At the meeting the Fire Board suggested raising the amount of the gift cards to \$50 each to reflect rising inflation costs. The group agreed to purchase \$50 gift cards for all firefighters.

**RESOLUTION # FB2024-30**

**MOVED BY:** John Matheson  
**SECONDED BY:** Greg Hallam

“**THAT**, the Volunteer Firefighter 2024 Christmas Gift Cards of \$50 each, be approved.”

**ADOPTED**

vii) **2025 Draft Fire Department Budget.**

The Fire Board reviewed and approved the 2025 draft budget. The Administrative Assistant/Treasurer will update the 2025 budget with the wage information that was discussed in-camera. The Fire Board approved a motion to fund the retro pay (that was discussed in camera) using the Fire Department Administration Reserve.

**RESOLUTION # FB2024-31**

**MOVED BY:** Greg Hallam  
**SECONDED BY:** John Matheson

“**THAT**, the retro pay for full time fire department staff be funded from the Administration Reserve.”

**ADOPTED**

**RESOLUTION # FB2024-32**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Marilyn Thomas

“**THAT**, the 2025 draft budget be approved in principle as presented and forwarded to both Township’s.”

**ADOPTED**

viii) **BBD&E Association Christmas Party.**

The Fire Board approved the request from the BBD&E Firefighters Association to host their annual Christmas party at BBD&E Station on the condition that all the proper licensing and insurance be obtained and submitted to the Fire Chief before the event.

**RESOLUTION # FB2024-33**

**MOVED BY:** Paul Coutts  
**SECONDED BY:** Ray Scissons

“**THAT**, the BBD&E Firefighters Association request to host their annual Christmas Party at BBD&E Station on Friday, November 22, 2024 be approved provided that all the proper licenses and insurance be obtained and submitted to the Fire Chief prior to the event.”

**ADOPTED**

ix) **Fire Chief Update.**

- The new fire trucks will be featured in Fort Garry’s annual fire truck calendar.
- On September 17 members of our Fire Department attended an Emergency Services Appreciation Dinner hosted by the Perth Legion.
- The dry hydrant in Rideau Ferry was replaced in September 2024.
- The Medical Response Agreement Committee has been put on hold until next year. The Ambulance service is rolling out new dispatch criteria in 2025 so the committee will wait and see what changes because of it.
- There will be a 3<sup>rd</sup> Party review of the Lanark County Emergency Response Vehicles to see if its worthwhile to keep the program going.
- The Fire Chief is visiting with local OPP platoons to share information with them about the local fire departments.

x) **Deputy Fire Chief Update.**

**RECRUITS**

- Four new recruits in each station. Hiring process was big part.

**DATA ANALYSIS**

- All call and training data has been entered for both stations from 2024. Next step is analysis breakdown for tracking attendance for all members with employee reviews to follow

## TRAINING

- No training updates at this time.

## PREVENTION

- All annual vulnerable occupancies fire drills and inspections complete. Ongoing training.
- Fire prevention week was successful with McDonalds contest winners from four schools
- Combined with Town of Perth we have been doing “coffee with firefighter” around Perth.

## MISC

- Hoarding situation
- OAFRC AGM meeting next week – recruitment and retention for rural fire departments
- Technical rescue training

## 7. NEW/OTHER BUSINESS

None.

## 8. IN-CAMERA

- i) **CONFIDENTIAL: Identifiable Individual – Wage Review for Full Time Fire Department Staff.**

### **RESOLUTION #FB2024-23**

**MOVED BY:** John Matheson

**SECONDED BY:** Marilyn Thomas

“**THAT**, the Board move “in camera” at 6:04 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a wage review for full time Fire Department staff;

**AND THAT**, the Drummond/North Elmsley Township CAO/Clerk, Deputy Clerk and Tay Valley Township CAO/Clerk remain in the room.”

**ADOPTED**

### **RESOLUTION #FB2024-24**

**MOVED BY:** Ray Scissons

**SECONDED BY:** John Matheson

“**THAT**, the Board return to an open session at 6:31 p.m.”

**ADOPTED**

The Drummond/North Elmsley Township CAO/Clerk and Deputy Clerk and Tay Valley Township CAO/Clerk left at 6:35 p.m.



- The Chair rose and reported that the Fire Board was provided an update.

Item 6 i) was discussed next.

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

Next Meeting: TBD.

**10. DEFERRED ITEMS**

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

- *None at this time.*

**11. ADJOURNMENT**

The Board adjourned at 8:10 p.m.

## **Minutes - Regular Board Meeting– September 16<sup>th</sup>, 2024**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, September 16<sup>th</sup> at 4:30pm, in person and via video conference.

In attendance were:

E Heesen, CEO  
T Langford, Tay Valley Chair  
L Marsh, Secretary-Treasurer  
D Hamilton-Foley, Town of Perth  
P Coutts, Councillor, Drummond/North Elmsley  
G Waterfield, Councillor, Town of Perth  
L Logan, Drummond/North Elmsley  
D Palmer, Tay Valley (via video conference)  
D Hamilton-Foley, Town of Perth

Regrets:

T Parkinson, Drummond/North Elmsley  
P Mertins, Town of Perth

T Langford called the meeting to order 4:39 p.m. when D Palmer arrived, and we reached quorum.

### **Land/Territory Acknowledgement**

**Declaration of interest – none.**

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

24-30 The agenda was accepted as presented with a motion from D Palmer and seconded by D Hamilton-Foley.

Carried.

**Delegations- none**

### **Consent Agenda**

- a. Approval of Minutes of June 17, 2024
- b. Correspondence and communications
  - i. News
  - ii. OLS Conference Registration
  - iii. Tay Valley Township Council motion
  - iv. Drummond/North Elmsley Township Council motion
- c. Committee Reports
  - i. Property Committee Minutes - September

24-31 The Consent agenda was accepted after the Statement of Operations was removed, with a motion by L Logan and seconded by D Palmer.

Carried.

P Coutts arrived at 4:56pm

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

**24-32** The CEO report was accepted with a motion by **D Hamilton-Foley** and seconded by **D Palmer**.

Carried.

### **Advocacy Round Table**

Letter to Town of Perth Council re: provincial library funding

**24-33** A motion to send the letter was moved by **G Waterfield** and seconded by **D Hamilton-Foley**.

Carried.

### **Policy Review - none**

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### **Statement of Operations**

The August Statement of Operations was accepted with a motion by **G Waterfield** and seconded by **P Coutts**.

Carried

### **Unfinished and New Business**

a. 2025 Draft Budget

**24-34** The 2025 Draft Budget was accepted with a motion by **D Hamilton-Foley** and seconded by **L Logan**.

Carried.

b. 2024 – deferred revenue. E Heesen discussed the report presented.

**24-35** Motion for the Library Board to withdraw \$9575 from reserves to balances expenses incurred for the Lanark Speaks and Common Room projects funded in 2023. Moved by **P Coutts** and seconded by **G Waterfield**.

Carried

### **Upcoming Meeting dates**

- a. Indigenous Advisory Circle, September 18, 2024 at 1:00 pm
- b. Board meeting Monday October 21 at 4:30 pm
- c. Policy Committee Monday November 4 at 4:00 pm

**24-36** Motion to adjourn moved by **D Hamilton-Foley** at 5:22 pm.

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Chairperson

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Secretary-Treasurer

**Minutes - Regular Board Meeting– October 21<sup>st</sup>, 2024**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, October 21<sup>st</sup> at 4:30pm, in person.

In attendance were:

- E Heesen, CEO
- T Langford, Tay Valley Chair
- L Marsh, Secretary-Treasurer
- P Coutts, Councillor, Drummond/North Elmsley
- G Waterfield, Councillor, Town of Perth
- K Jordan, Councillor, Tay Valley
- L Logan, Drummond/North Elmsley
- D Palmer, Tay Valley
- T Parkinson, Drummond/North Elmsley
- P Mertins, Town of Perth

Regrets:

- D Hamilton-Foley, Town of Perth

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

**Land/Territory Acknowledgement**

**Declaration of interest – none.**

**Additions and approval of agenda**

**24-37 The agenda was accepted as presented with a motion from T Parkinson and seconded by L Logan.**

**Carried.**

**Delegations- none**

D Palmer arrived at 4:35pm

**Consent Agenda**

- a. Approval of Minutes of September 16, 2024
- b. Correspondence and communications
  - i. News
  - ii. Town of Perth motion (Oct 8 CoW, see p.3)
- c. Committee Reports
  - i. None
- d. Statement of Operations

**24-38 The Consent agenda was accepted with a motion by L Logan and seconded by T Parkinson.**

**Carried.**

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

**24-39** The CEO report was accepted with a motion by P Mertins and seconded by L Logan.  
**Carried.**

**Advocacy Round Table**

- a. OLS Conference Reminder. T Parkinson and P Mertins are registered for the online Board portion of the OLS Conference.

**Policy Review** - none

**Unfinished and New Business**

- a. New Board member welcome and Committee roles
- b. Property Committee Chair election.

**24-40** Motion to nominate P Coutts as Property Committee Chair. Moved by L Logan and accepted by P Coutts.

**Carried.**

- c. 2025 meeting dates – circulated for information
- d. L Marsh informed the Board of the decision that she and E Heesen made to replace the current electronic payment platform RBC PayEdge with Telpay.

**Upcoming Meeting dates**

- a. Policy Committee Monday November 4 at 4:00 pm
- b. Board meeting Monday November 18 at 4:30 pm
- c. Indigenous Advisory Circle, Wednesday December 11 at 1:00 pm

**24-41** Motion to adjourn moved by P Mertins at 5:02 pm.

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Secretary-Treasurer**

**PINEHURST CEMETERY BOARD  
MINUTES**

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Thursday, October 17<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, Deputy Reeve Fred Dobbie  
Bill Avery  
Jay Playfair

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

**Others Present:** None

**Members & Staff Absent:** None

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**1. CALL TO ORDER**

The meeting was called to order at 2:00 p.m.  
A quorum was present.

**2. APPROVAL OF AGENDA**

The agenda was adopted as presented.

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

None at this time.

**4. APPROVAL OF MINUTES**

i) **Minutes – April 11<sup>th</sup>, 2024.**

**RESOLUTION #PCB-2024-06**

**MOVED BY:** Bill Avery

**SECONDED BY:** Fred Dobbie

“**THAT**, the minutes of the Pinehurst Cemetery Board Meeting held on April 11<sup>th</sup>, 2024 be approved as circulated.”

**ADOPTED**

## 5. BUSINESS

### i) **Pinehurst Cemetery By-Law Update.**

The by-law was approved by Council and sent to the BAO on September 6<sup>th</sup>. The CAO/Clerk will follow-up to determine the status.

### ii) **Name Sign Update.**

The request for a proof and quote has not been obtained. The CAO/Clerk will make the request following this meeting.

### iii) **Site Visit for Compliance Update.**

#### Cemetery Sign at Front

The cemetery sign near the front will be cleaned next Spring as it will need to be pressure washed.

#### Topsoil and Footstones

J. Playfair has arranged for the topsoil and the grass cutter has filled in the holes where the ground has sunk and has also uncovered the ground headstones. The spread topsoil was grass seeded and the last grass cutting of the season occurred earlier this week. There is still some topsoil remaining that can be used moving forward.

### **RESOLUTION #PCB-2024-07**

**MOVED BY:** Jay Playfair

**SECONDED BY:** Bill Avery

**“THAT**, the Garry James be compensated for his work spreading the topsoil and levelling footstones in the cemetery in August and September 2024;

**AND THAT**, the CAO/Clerk be authorized to approve the invoice.”

**ADOPTED**

#### History of Cemetery

Staff still need to look to see what files the Township has on the history of the cemetery as Jay has a lot of history in his head but must ensure that this is captured in writing as well.

#### Leaning Stone

J. Playfair obtained a quote in the amount of \$1,954.90, including HST, from Kinkaid Loney Monuments to disassemble the spire, dig out rock foundation and replace with gravel, then drill, pin, reassemble and power wash spire. A 50% deposit is required before the work can be performed.

**RESOLUTION #PCB-2024-08**

**MOVED BY:** Jay Playfair  
**SECONDED BY:** Bill Avery

“**THAT**, the project for the Erwin headstone be authorized for \$1,954.90 (includes HST);

**AND THAT**, a deposit be made for 50% so that the work can commence.”

**ADOPTED**

iv) **Budget Update.**

\$2,700 was received as donations for the annual Memorial Service in September.

v) **2025 Draft Budget.**

Adjust the Lawn Maintenance line from \$2,100 to \$2,200.

Add the following line:

Memorial Service                      \$200 (Minister and Music)

**RESOLUTION #PCB-2024-09**

**MOVED BY:** Bill Avery  
**SECONDED BY:** Jay Playfair

“**THAT**, the 2025 Pinehurst Cemetery operating budget be approved as amended.”

**ADOPTED**

vi) **Expansion of Cemetery.**

J. Playfair declared a conflict of interest as he is the adjacent land owner for the expansion.

Given the age of two of the Board Members, would like to get this process going.

One of the first steps is to confirm legal clear title.

**RESOLUTION #PCB-2024-10**

**MOVED BY:** Bill Avery  
**SECONDED BY:** Fred Dobbie

“**THAT**, staff be authorized to conduct a legal search for the Pinehurst Cemetery in regard to the future expansion.”

**ADOPTED**



The Board would like to consider a cemetery for the expansion. A scattering ground could be approved for the area in the current cemetery where it is rock at the back of the cemetery, this would be an alteration to the existing cemetery.

A letter from the Medical Officer of Health is required, staff will reach out to get the letter.

Once the legal information is pulled and the letter from the Medical Officer of Health received and reviewed, then the next step can be discussed.

vii) **Memorial Service Update.**

Went well, approximately sixty (60) in attendance.

Need to ensure the sound system is tested before the service moving forward.

**6. NEW/OTHER BUSINESS**

None.

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

Next Meeting: Thursday, March 27<sup>th</sup>, 2024 at 2:00 p.m.

Proposed Agenda Items:

- *Expansion of Cemetery*

**8. DEFERRED ITEMS**

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

- *None.*

**9. ADJOURNMENT**

The Board adjourned at 2:55 p.m.

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the October 21, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the September 9, 2024 Board of Directors Meeting.

**Employee Presentation: Review of Stewardship Program and Objectives**

Staff presented a summary of the 2024 stewardship program and plans for 2025. Highlights included:

- The ALUS Lanark program has expanded to become ALUS Mississippi-Rideau and is now available to 31 municipalities.
- Project carried out under the shoreline naturalization and planting program and the Ottawa Rural Clean Water Program.
- Community outreach initiatives.

**Watershed Update**

2024 has had above average rain resulting in higher flows throughout the watershed. MVCA issued water safety bulletins in February, March, April, June, July and August relating to unsafe conditions and higher than normal flows. The system has functioned as intended, reducing flooding impacts to the watershed. [The fall lake drawdown schedule](#) is posted on the MVCA website.

**GM Update**

- **K&P Trail** - MVCA has received an updated Agreement of Purchase & Sale from the three counties, with an appended Lease Agreement.
- **Renewal of Morris Island CA License of Occupancy** – the license agreement with OPG and the City of Ottawa was recently renewed for a ten-year period.
- **Operating System Windows 10** – Microsoft is discontinuing support of Windows 10 on October 14, 2025 and several computers will require replacement.

**Job Evaluation and Implementation Plan & Salary Review**

The Board approved changes in job ratings and appointed the Executive Committee to review management compensation.

**Proposed Budget Assumptions**

The Board directed staff to develop the 2025 budget and related documents in accordance with the following parameters:

1. An increase of 2.9% plus assessment growth to the Operating Levy;

2. An increase of 8.5% plus assessment growth to the Capital Levy;
3. An assumed assessment growth rate of 1.5%;
4. A cost of living increase to the 2025 Pay Scale of 2.0%; and
5. Transfer \$64,664 onto the Municipal Levy for Workforce Plan Adjustments.

#### **Draft Land Conservation and Resource Strategy**

The Board received the Draft Land Conservation and Resource Strategy. A virtual information session was held October 29 from 4:30 – 6:30 p.m. Visit our [website](#) to view the draft document and the presentation and video from the info session. The comment period ends on **November 22**. All municipalities have been circulated. Following the consultation period, the document will be amended as needed and rise to MVCA’s Board of Directors for approval December 9.

#### **Education Program Review**

The Board approved reinstatement of a Nature Education Program for 2025.

#### **MVCA Asset Management Plan**

The Board approved the *MVCA Asset Management Plan*.

#### **Fee Schedule Update**

The Board approved updates to schedules D and E of the *MVCA Fee Schedule*. Schedule D fees are related to Conservation Areas, rentals, programs and administration and Schedule E fees are related to stewardship services.

#### **Appointment of 2024 Auditor**

The board approved appointment of the firm Baker Tilley REO as the Authority’s auditor for the year 2024.

#### **ATTACHMENTS**

- Draft minutes of the October 21, 2024 Board of Directors Meeting.
- Approved Minutes of the September 9, 2024 Board of Directors Meeting.



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

October 21, 2024

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Steven Lewis  
Taylor Popkie

**STAFF PRESENT**

Sally McIntyre, General Manager  
Juraj Cunderlik, Director of Engineering  
Alex Broadbent, Manager of IC & T  
Scott Lawryk, Properties Manager  
Matt Craig, Manager of Planning & Regulations  
Stacy Millard, Treasurer (Virtual)  
Jennifer North, Water Resources Technologist  
Marissa Okum, Stewardship Technician  
Kayla Cuddy, Stewardship Field Assistant  
Krista Simpson, Administrative Assistant (Virtual)  
Kelly Hollington, Recording Secretary

**GUESTS**

Joanne Glaser, Cornerstones Management Solutions Ltd.

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

There were no additions or amendments to the agenda.

**BOD24/10/21 - 1**

**MOVED BY: D. Comley**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the October 21, 2024 Board of Directors Meeting be adopted as presented.**

**"CARRIED"**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, September 9, 2024

There were no additions or amendments to the minutes.

**BOD24/10/21 - 2**

**MOVED BY: G. Gower**

**SECONDED BY: J. Atkinson**

**Resolved, that the minutes of the Board of Directors Meeting held on September 9, 2024 be received and approved as printed.**

**"CARRIED"**

2. Employee Presentation: Review of Stewardship Program and Objectives, Marissa Okum & Kayla Cuddy

M. Okum and K. Cuddy presented a review of MVCA's stewardship program for 2024. M. Okum highlighted the expansion of ALUS Lanark to ALUS Mississippi Rideau, covering 31 municipalities. She reviewed the stewardship projects for 2024 including: ALUS, Ottawa Rural Clean Water Program, and shoreline naturalization and planting. K. Cuddy reviewed community engagement and outreach projects including the City Stream Watch program, an invasive species removal from Watt's Creek funded through the Invasive Species Action Fund, TD Tree days planting event and UnSmoke Canada litter removal event. M. Okum reviewed the program's funding and partnerships and planned projects for 2025.

P. Kehoe asked about the current condition of Poole Creek and if it is still considered a cold-water creek. He noted that he has seen large amounts of litter in Poole Creek. M. Okum responded that there are indicators that Poole Creek is still a cold-water creek. MVCA staff are in the process of analysing 2024 temperature logger data and City Stream Watch results, with a report to be completed later this year. She noted that during the UnSmoke Canada litter removal event, large amounts of litter were removed from Poole Creek including construction debris.

3. Watershed Update, Report 3448/24, Jennifer North.

J. North recapped conditions from the end of 2023 until present. She highlighted the above average rain and higher flows seen throughout the watershed. Water safety bulletins were released in February, March, April, June, July and August regarding unsafe conditions and higher than normal flows. She reviewed significant spring and summer peak water levels throughout the system related to rainfall. She noted that the system has functioned as intended, reducing flooding impacts to the watershed. She reviewed the fall lake drawdown schedule.

4. GM Update, Report 3449/24, Sally McIntyre.

S. McIntyre presented the GM update. She highlighted the receipt of updated Agreement of Purchase & Sale of the K&P Trail from the three counties, with an appended Lease Agreement that would apply to the trail while land ownership issues are being resolved. She noted that under the new legislation, any lease agreements exceeding 5-years in duration must be approved by the Minister. She highlighted the renewal of Morris Island Conservation Area License of Occupancy for a 10-year period with the City of Ottawa. She highlighted Microsoft's discontinuation of support of Windows 10 by October 14, 2025 and the need to invest in new hardware.

M. Souter asked about the significance of the new regulation regarding lease agreements. S. McIntyre explained that this change falls under Ontario Regulation 686/21. She believes that the Province wants to ensure that Conservation Authorities are managing land assets appropriately.

R. Kidd asked if another organization leased MVCA-owned land if it would also fall under the regulation. S. McIntyre said that she believes the rule applies whether MVCA leases land to or from another organization/entity it would fall under the regulation, but that that she would confirm whether all types of lease agreements exceeding 5-years fall under the regulation.

5. Job Evaluation & Implementation Plan, Report 3439/24, Sally McIntyre.

6. Salary Review, Report 3440/24, Sally McIntyre & Stacy Millard.



Items 5 and 6 were considered together, in camera. P. Kehoe noted that Joanne Glaser from Cornerstones Management Solutions Ltd. will consult with the Board.

**BOD24/10/21 - 3**

**MOVED BY: M. Souter**

**SECONDED BY: J. Mason**

**Resolved, That the committee move to in-camera session for discussions of the following matter:**

- **Labour relations or employee negotiations**

**And further resolved, that Sally McIntyre and Joanne Glaser remain in the room.**

**“CARRIED”**

**BOD24/10/21 - 4**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors move out of in-camera discussions.**

**“CARRIED”**

**BOD24/10/21 - 5**

**MOVED BY: J. Atkinson**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve the changes in job ratings as recommended and further resolved that the Board of Directors appoint the Executive Committee to review management compensation.**

**“CARRIED”**

**7. Proposed Budget Assumptions, Report 3442/24, Stacy Millard.**

S. McIntyre reviewed the budget process and MVCA’s approach to establishing the municipal levy envelop and building the annual budget. She reviewed the Workforce Plan adjustment amount that has been in place since 2021. She explained that the Board approved investments in the workforce in 2021 that could not be accommodated by a municipal levy increase and that were paid using the operating reserve. Those costs are being phased onto the levy over time. The residual net pressure for 2025 is \$129,327 (based upon one position being deemed redundant.) It is recommended that 50% be phased onto the municipal levy in 2025 and the

balance onto the levy in 2026. She reviewed the recommended assumptions and levy impacts by municipality.

M. Souter asked if the recommended assumptions are parameters for MVCA to work within when developing the budget to fit project needs. S. McIntyre confirmed and explained that the recommended assumptions are referred to as the municipal levy funding envelope.

**BOD24/10/21 – 6**

**MOVED BY: D. Comley**

**SECONDED BY: G. Gower**

**Resolved, That the Board of Directors direct staff to develop the 2025 budget and related documents in accordance with the following parameters:**

- 1. An increase of 2.9% plus assessment growth to the Operating Levy;**
- 2. An increase of 8.5% plus assessment growth to the Capital Levy;**
- 3. An assumed assessment growth rate of 1.5%;**
- 4. A cost of living increase to the 2025 Pay Scale of 2.0%; and**
- 5. Transfer \$64,664 onto the Municipal Levy for Workforce Plan Adjustments.**

**“CARRIED”**

8. Draft Land Conservation and Resource Strategy, Report 3445/24, Sally McIntyre.

S. McIntyre reviewed process used to develop the draft Land Conservation & Resource Strategy including public consultation regarding the Discussion Paper and the recreational facilities survey. She highlighted that the most valued features by survey respondents at their top hiking sites can be found at MVCA’s conservation areas. She reviewed the programs and services that MVCA provides, their key goals and objectives within each program area. She highlighted her use of the term *conservation area-type parkland* and explained that this is referring to properties that have similar features/attributes to a conservation area but are not necessarily owned by MVCA.

J. Mason expressed concern that MVCA is going outside it’s mandate with some objectives related to land acquisition and conservation preserves and conservation areas. She commented that it is not MVCA’s responsibility to fill recreation gaps. She commented that the objectives are setting expectations among others that MVCA plans to acquire property to meet objectives. She commented that organizations such as Mississippi Madawaska Land Trust and Ducks Unlimited Canada are better set up to acquire and manage land for conservation purposes. S. McIntyre clarified that the regulation requires that MVCA consider the assets within the watershed as a whole and to determine the needs of the area and how MVCA fits in.



She stated that member municipalities and the counties have not conducted an analysis of large parks available to residents at this scale.

P. Kehoe commented that the LC&RS policies regarding these lands are not binding to the MVCA Board or future Boards. He noted that objectives are worded in a way that they are considerations to keep in mind but not prescriptive. He added that regulations may change in the future that will affect MVCA's mandate.

J. Mason commented that the most acceptable way to approach the recreational needs of the watershed is to work with organizations that are set up to manage and conservation area-type parklands.

B. Holmes expressed concerns that MVCA is taking on too much. She asked if the LC&RS could have a statement that highlights the partnering with organizations to within the watershed to meet objectives. S. McIntyre responded that the language would be amended in the next draft version of the document to clarify.

P. Kehoe suggested a definition of *conservation area-type parkland* could be added.

R. Kidd expressed concern regarding the expectations the document will set with the public. He commented that more information is needed to clarify that land acquisition is dependent on funding and available opportunities. S. McIntyre responded that she will amend the executive summary within the LC&RS to capture the changes discussed. She asked the Board if a statement should be added that MVCA would be willing to support other organizations in an operational sense in regards to *conservation area-type parklands*.

B. Holmes expressed concerns that MVCA does not have the funds or staff time to support other organizations in this way. P. Kehoe suggested that support could be offered on a cost-recovery basis to offset funding needs. M. Souter commented that the term *supporting* needs amending to co-operating with/partnering with. J. Mason added that the amendments need to clarify that MVCA will only partner/co-operate/support other organizations when it is financially viable.

M. Souter asked for a definition of *sterilization* as it relates to undevelopable land. S. McIntyre explained that in the 1990s, MVCA took advantage of a federal funding program to purchase lands in Cedardale that are within the floodplain to ensure development could not take place in the area; the lands were *sterilized* to prevent any future development within the floodplain.

S. McIntyre reviewed next steps to complete the LC&RS. P. Kehoe commended S. McIntyre and the MVCA team for the work that went into the development of the LC&RS.

**BOD24/10/21 – 7**

**MOVED BY: B. Holmes**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors receive the Draft Land Conservation & Resource Strategy.**

**“CARRIED”**

9. Education Program Review, Report 3451/24, Scott Lawryk.

S. Lawryk presented the education program review including analysis conducted by Bill Elgie and report recommendations. He presented the proposed 2025 education program plan and budget targets. He noted that the summer camp program is projected to operate on a full cost-recovery basis.

B. Holmes asked if the field trips mentioned in the 2025 plan would include trips to the Mill of Kintail museum. S. Lawryk responded that the field trip plan details have not been fully developed and that museum visits could be included. B. Holmes commented that field trips are an opportunity to educate the community on the programs that MVCA offers and operates.

B. Holmes asked if the FTE position is permanent, part-time or temporary. S. Lawryk responded that based on the program, the hope is that the position would be a 1-year contract. B. Holmes asked if there are available funds for the education program position. S. Lawryk responded that the current funding support for the education program comes from the \$20,000 set aside in the Category 3 MOUs. The long-term goal of the program is to have full cost-recovery by the end of Year 4 of the agreements. He noted that there are plans to include additional educational programming for adults

R. Kidd asked if there is a rental charge associated with the summer camp program and for the major costs that are being recovered. S. Lawryk responded that facility costs have not yet been incorporated into the education program budget. The major cost being recovered from the program is labour-related, including a program coordinator and support staff.

R. Kidd asked what the cost for a session of summer camp is. S. Lawryk responded that in 2023 a full week was \$250 and a short week was \$200. For 2024, the suggested fees are \$260 for a full week and \$210 for a short week. R. Kidd asked if summer students are hired for the summer camp program. S. Lawryk stated counsellor positions are open to anyone with an interest in applying, not just students and that MVCA aims to have a ratio of 1 camp counsellor per 8 campers for larger programs and 1:6 for smaller programs.

**BOD24/10/21 – 8**

**MOVED BY: J. Atkinson**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors approve reinstatement of a Nature Education Program in 2025.**

**“CARRIED”**

10. **MVCA Asset Management Plan, Report 3450/24, Juraj Cunderlik.**

Juraj Cunderlik reviewed the *Asset Management Plan* (AMP) goals and objectives. He outlined the contents of the AMP. He noted that in the future, the plan is to add more chapters for other MVCA assets including conservation areas and vehicles. He reviewed the water and erosion control infrastructure (WECI) asset inventory, operational objectives and considerations, and external considerations such as federal and provincial standards and guidelines for dam owners. He presented the proposed levels of service for MVCA’s WECI assets and the criteria descriptions and the classifications for each water control structure. He reviewed the AMP implementation plan.

**BOD24/10/21 - 9**

**MOVED BY: J. Mason**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors approve the *Asset Management Plan* attached to report 3450/24.**

**“CARRIED”**

11. **Fee Schedule Update, Report 3452/24, Stacy Millard.**

S. McIntyre explained that the province imposed a freeze on planning and regulation fees in 20223 and 2024, and that it is unknown whether the freeze will extend to 2025. The updated fees being tabled are not planning and regulations related. Planning and regulation related fees will be tabled with the Board in December and take effect if the province does not extend the freeze into 2025.

S. McIntyre presented the proposed updates to schedules D and E of MVCA’s Fee Schedule. Schedule D is related to Conservation Areas, rentals, programs and administration; and Schedule E is related to stewardship services. She highlighted that in schedule D, under Information and Professional Services, the Field Crew (2 staff) plus mileage rate of \$85/hour is

related to enable cost recovery for providing conservation area type services to other organizations.

**BOD24/10/21 – 10**

**MOVED BY: C. Kelsey**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors approve Schedules D and E of 2025 Fee Schedule as set out in report 3452/24.**

**“CARRIED”**

**CONSENT ITEMS**

12. Receipt of Draft Minutes:

- a. Finance and Administration Advisory Committee Meeting, September 30, 2024.
- b. Policy and Planning Advisory Committee Meeting, October 7, 2024.

For information.

13. Staff Compensatory Benefits, Report 3441/24, Stacy Millard.

For information.

14. Appointment of 2024 Auditor, Report 3443/24, Stacy Millard.

**BOD24/10/21 – 11**

**Resolved, That the Board of Directors appoint the firm Baker Tilley REO as the Authority’s Auditor for the year 2024.**

**“CARRIED”**

**Adopted by consent agenda**

15. LC&RS Community Surveys & Recreational Findings, Report 3444/24, Sally McIntyre.

For information.

16. Portage Routes: History and Use, Report 3446/24, Alex Broadbent.

For information.

**ADJOURNMENT**

**BOD24/10/21 - 12**

**MOVED BY: A. Vereyken**

**SECONDED BY: H. Yanch**

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

**"CARRIED"**

The meeting adjourned at 3:17 p.m.

K. Hollington, Recording Secretary

DRAFT

## RVCA Board of Directors Meeting Summary - September 26, 2024

Dear member municipalities,

The RVCA circulates the following email to all municipal CAOs, clerks and other interested staff after each Board meeting. The email provides:

- A link to approved minutes for our past month's meeting
- A summary of our current month's Board meeting
- The date of our next Board meeting

If you would like additional people in your office to receive this email directly, please let me know.

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### **July 25, 2024 – Approved Minutes**

- A letter from the Ministry of Natural Resources was provided to the Board indicating that the Ministry has directed the RVCA not to proceed with updates to its wetland mapping and policies.
- Aquafor Beech Limited was approved to complete floodplain and erosion hazard mapping on Faulkner Drain and Sawmill Creek in the City of Ottawa.
- Financial reports for the period ending May 31, 2024, were received.
- Replacement of three multi-function printers was approved.
- Members received an Activity Report summarizing program delivery, operations and event highlights for May and June.

### **September 26, 2024 – Meeting Summary**

- 2025 meeting schedules were approved for the Board of Directors and Executive Committee.
- The Board appointed five staff to have the authority to issue permits for activities taking place on RVCA owned lands (e.g. facility rentals, education programs, camping).
- Members received an Activity Report summarizing program delivery, operations and event highlights for July and August.
- The Board approved the purchase of a 2022 Ford Maverick truck to replace two older vehicles in RVCA's fleet.
- The Board received a presentation regarding preliminary budget factors for 2025 and provided budget direction to staff.

### **Next Meeting**

- October 24, 2024

Marissa

Marissa Grondin (she/her)  
Executive Assistant  
613-692-3571 or 1-800-267-3504 ext. 1177  
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## RVCA Board of Directors Meeting Summary – October 24, 2024

Dear member municipalities,

The RVCA circulates the following email to all municipal CAOs, clerks and other interested staff after each Board meeting. The email provides:

- A link to approved minutes for our past month's meeting
- A summary of our current month's Board meeting
- The date of our next Board meeting

If you would like additional people in your office to receive this email directly, please let me know.

---

### **September 26, 2024 – [Approved Minutes](#)**

- 2025 meeting schedules were approved for the Board of Directors and Executive Committee.
- The Board appointed five staff to have the authority to issue permits for activities taking place on RVCA owned lands (e.g. facility rentals, education programs, camping).
- Members received an Activity Report summarizing program delivery, operations and event highlights for July and August.
- The Board approved the purchase of a 2022 Ford Maverick truck to replace two older vehicles in RVCA's fleet.
- The Board received a presentation regarding preliminary budget factors for 2025 and provided budget direction to staff.

### **October 24, 2024 – Meeting Summary**

- The Board approved Aquafor Beech Limited to complete flood and erosion hazard mapping across the upper watershed.
- An amendment to the regulatory floodplain on the Perth Golf Course property was approved.
- Updated *Development Activity Policies and Procedures* were adopted to guide the review of permit applications under Section 28 of the *Conservation Authorities Act*. The updated policies will take effect November 1, 2024.
- 2025 fee schedules were approved for on-site sewage systems, conservation areas and outdoor education programs.
- A 2025 preliminary draft budget and municipal levy were presented to the Board for review and comment. A revised draft budget will be presented to the Board in November for circulation to municipalities for review and comment.



## Next Meeting

- November 28, 2024 (last meeting of the year)

Marissa

Marissa Grondin (she/her)

Executive Assistant

613-692-3571 or 1-800-267-3504 ext. 1177

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

*Hybrid meeting held in-person and electronically*

**DRAFT MINUTES**

<b>Board of Directors</b>	<b>8/24</b>	<b>Thursday, October 24, 2024</b>
<b>Present:</b>	Jeff Banks David Brown Brian Dowdall Theresa Kavanagh Angela Pierman Gary Waterfield	Anne Barr Sean Devine Susan Irwin Shelley Petersen-Quesnel Kristin Strackerjan Adrian Wynands
<b>Staff:</b>	Tyler Bauman Dan Cooper Terry Davidson Marissa Grondin Marika Livingston	Sommer Casgrain-Robertson Kathy Dallaire Diane Downey Eric Lalande Brian Stratton
<b>Regrets:</b>	Mel Foster Trevor Johnson Shawn Pankow	Steve Fournier Wilson Lo Adam Turcotte

Chair Strackerjan called the meeting to order at 6:38 p.m.

**1.0 Roll Call**

General Manager/Secretary-Treasurer conducted a roll call.

Ms. Casgrain-Robertson informed members of the resignation of Barry Card from Westport and announced that Anne Robinson's vacant seat has been filled by Shelley Petersen-Quesnel. Ms. Casgrain-Robertson welcomed Ms. Petersen-Quesnel, who provided a brief introduction.

**2.0 Land Acknowledgement Statement**

Chair Strackerjan gave the Land Acknowledgement statement.

**3.0 Agenda Review**

Chair Strackerjan reviewed the Agenda.

**4.0 Adoption of Agenda**

**Resolution 1-241024**

**Moved by:** Adrian Wynands  
**Seconded by:** Brian Dowdall

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

**Resolution Carried**

**5.0 Declaration of Interest**

Gary Waterfield made a declaration of interest for agenda item #9.

**6.0 Approval of Minutes of September 26, 2024**

**Resolution 2-241024**

**Moved by:** Jeff Banks  
**Seconded by:** Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #07/24, September 26, 2024 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Floodplain & Erosion Hazard Study: Upper Watershed**

Brian Stratton, Manager of Engineering Services, sought approval to select Aquafor Beech to complete the Upper Watershed Floodplain and Erosion Hazard Study, which is a key part of RVCA's Six-Year Natural Hazards Mapping Strategy.

A member inquired about the significant cost difference between bids, asking why the lowest bid was not selected. Mr. Stratton explained that all proposals were initially scored without opening the bid costs. All proposals received the required score of 75% or higher so cost proposals were then opened. He explained that two bids were notably less expensive than the two others, with the lowest bid proposing only a one-year schedule to complete the work, while the others exceeded two years which raised concerns about the level of effort proposed to complete the project.

The member indicated that members should see the scoring that each proposal received. Ms. Casgrain-Robertson indicated that scoring matrices are included in staff reports but the scores received by each consultant are not. Mr. Stratton confirmed that Aquafor Beech Limited had received the highest score before opening costs. Ms. Casgrain-Robertson indicated that staff could investigate what level of detail could be included in future staff reports.

*Susan Irwin joined the meeting 6:50 p.m.*

Another member asked if funding would come from reserves and inquired about the maximum potential reserve usage. Mr. Stratton indicated that in the worst-case scenario, if no federal funding is received, the full amount would be required and would come from reserves. Ms. Casgrain-Robertson added that this project had been identified as a high priority and reserves had been planned to accommodate this expenditure.

A member cautioned that there may be concerns with publicly revealing scoring information. She also requested further context for the wide price variance between bids. Mr. Stratton explained that all bidders received a debrief with staff and that the highest bidder recognized their proposal was priced too high in relation to the scope of work.

Chair Strackerjan reminded members that if they have questions when reviewing reports, they should provide them to staff in advance of the meeting so staff can fully address the question or concern during the discussion.

**Resolution 3-241024**

**Moved by:** Adrian Wynands  
**Seconded by:** Angela Pierman

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Aquafor Beech Limited to complete the Upper Watershed Floodplain & Erosion Hazard Study at a cost not to exceed \$382,000 with the project funded from RVCA's reserves and / or external funding.

**Resolution Carried**

*Gary Waterfield left the meeting 6:56 p.m.*

## **9.0 Perth Golf Course Floodplain Amendment**

Mr. Bauman, Water Resources Engineer, provided background on the proposed amendment to the regulatory floodplain mapping for the Perth Golf Course property.

There were no comments or questions.

**Resolution 4-241024**

**Moved by:** Anne Barr  
**Seconded by:** Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the attached floodplain amendment for the Perth Golf Course property.

**Resolution Carried**

*Gary Waterfield rejoined the meeting 7:05 p.m.*

**10.0 Development Activity Policies and Procedures**

Mr. Lalande, Senior Planner, provided an overview of the proposed policies and procedures document as well as the comments received during public consultation.

A member asked if lots of record that become regulated through new or updated mapping can be built on and Mr. Lalande respond usually not, but that staff review each situation individually. The member asked if the policy wording could be changed to “in some cases” and Ms. Casgrain-Robertson suggest not, because these policies are intended to outline clearly what development staff are permitted to approve on behalf of the Board, and that an applicant seeking approval for something beyond what the policies allow has the right to request a hearing before the Executive Committee.

The member also asked if “habitable” would pass the test if challenged in relation to derelict buildings. Mr. Lalande noted that this policy had been retained from previous documents and Ms. Casgrain-Robertson indicated that the policies had been developed in consultation with other conservation authorities and Conservation Ontario and had ben reviewed by legal counsel.

The member asked what happens if RVCA policies and Parks Canada policies differ. Ms. Casgrain-Robertson responded that the two agencies operate under different legislation and have different regulatory mandates, so their policies do differ in some areas. She went on to explain that applicants must satisfy all approval requirements and receive all necessary permits. Mr. Lalande added that RVCA staff collaborate with Parks Canada to be consistent where possible.

Chair Strackerjan requested that staff double check the colour of a figure in the compendium and Mr. Lalande noted that there were still some formatting adjustments to be made.

**Resolution 5-241024**

**Moved by:** Gary Waterfield  
**Seconded by:** Susan Irwin



THAT the Board of Directors of the Rideau Valley Conservation Authority adopt the attached Development Activity Policies and Procedures document to take effect November 1, 2024, and that this document supersede RVCA's previous development activity and transition policies regarding the administration of Section 28 of the Conservation Authorities Act;

AND THAT the Board receive the attached Technical Review Compendium for information and direct staff to implement these and other such guidelines to support the preparation and review of permit applications.

**Resolution Carried**

*Theresa Kavanagh joined the meeting 7:17 p.m.*

### **11.0 2025 Fee Schedules**

Ms. Casgrain-Robertson reviewed the proposed 2025 fee schedules for RVCA's septic, conservation areas, and outdoor education programs.

A member commented that RVCA's outdoor education programs are excellent and cost-effective and expressed support for the fee increase. Ms. Casgrain-Robertson indicated that the complement would be passed along to staff. Chair Strackerjan added that feedback about RVCA's outdoor education programs has been consistently positive.

**Resolution 6-241024**

**Moved by:**

Susan Irwin

**Seconded by:**

Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the following fee schedules to take effect as indicated on each schedule:

- Schedule E: Onsite Sewage Disposal Systems
- Schedule G: Conservation Areas
- Schedule H: Education Programs

**Resolution Carried**

### **12.0 2025 Preliminary Draft Budget**

Ms. Dallaire presented the 2025 preliminary draft budget based on direction set by the Board in September.

A member asked how many staff the budget supports. Ms. Dallaire confirmed there are 76 full-time equivalent staff. The member commented that their municipality is starting budget deliberations and uses the September Consumer Price Index for inflation. Ms. Dallaire indicated that RVCA uses the July rate each year which means any drop in inflation would be reflected in next year's budget.

Another member sought clarification about the increase in salary costs. Ms. Casgrain-Robertson clarified that the increase in staffing costs is a result of an increase to salaries based on CPI as well as grid movement for any staff not yet at their job rate. The increase was not a result of adding 1.7 additional FTEs to support the septic program, which will be funded by program revenue.

A member asked why the Rideau River Ice Management cost decreased. Ms. Dallaire explained that the amount fluctuates each year as it's based on the cost of the program for the previous three years and the past two years have had low costs because of little or no ice.

A member inquired about the decrease in forestry program costs. Staff responded that they would look further into the details and report back to the member.

A member asked about the source of the population data in the levy chart and if it impacts levy apportionment. Ms. Casgrain-Robertson responded that all data in the chart is provided by the Ministry of Natural Resources and originates from MPAC and that the population data does not have any bearing on how the levy is apportioned which is based exclusively on how much assessment value is in each municipality.

A member followed up on the Rideau River Ice Management question and indicated that no ice removal was required in 2024 due to the mild conditions. Ms. Casgrain-Robertson and Mr. Stratton acknowledged that no ice management operations were required by the city this spring and that climate change may continue to impact this budget item.

A member expressed appreciation for the budget preparation process, noting it was thorough and the proposed budget was logical. Ms. Casgrain-Robertson agreed, commending Ms. Dallaire and her staff for their exceptional work on the budget which was developed using RVCA's new TrueSky software that the Board approved earlier in the year.

**Resolution 7-241024**

**Moved by:**

Anne Barr

**Seconded by:**

Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2025 Preliminary Draft Budget and Levy Apportionment sheet for review and comment.

**Resolution Carried**

*Adrian Wynands left the meeting 7:34 p.m.*

### **13.0 Meetings**

- a) Source Protection Committee Meeting – October 3, 2024
- b) Reconciliation and Thanksgiving Harvest – October 3, 2024
- c) Latonell Conservation Symposium – October 8 & 9, 2024
  - Adrian Wynands had attended and will be given an opportunity to report back at the next meeting. Marika Livingston and Claire Milloy also attended from staff and gave a presentation about RVCA's work regarding Highly Vulnerable Aquifers.
- d) National Climate Adaptation Summit – October 22, 2024
  - Sommer reported that it was a great event, that Conservation Ontario was on the organizing committee and that Angela Coleman moderated the morning panel providing an opportunity to emphasize that the economic impact of floods in Ontario is significant less than other provinces because of the longstanding work of conservation authorities
- e) Eastern General Managers meeting – October 24, 2024

*Jeff Banks left the meeting 7:36 p.m.*

Upcoming

- f) Eastern Ontario CA GM Meeting – November 7, 2024
- g) Quarterly City-CA Meeting – November 15, 2024
- h) Board of Directors Meeting – November 28, 2024
- i) RVCF Board of Directors Meeting – December 11, 2024

**14.0 Member Inquiries**

None.

**15.0 New Business**

Ms. Casgrain-Robertson reminded members that the ecard for Anne Robinson is still available for those who have yet to sign it.

**16.0 Adjournment**

The Chair adjourned the meeting at 7:39 p.m. on a resolution by Gary Waterfield which was seconded by Angela Pierman.

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**Kristin Strackerjan**  
Chair

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**Marissa Grondin**  
Recording Secretary

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