



Tay Valley Township

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 11th, 2025
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

6:00 p.m. *Committee of the Whole Meeting*

Chair, Councillor Greg Hallam

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

None.

5. **DELEGATIONS & PRESENTATIONS**

- i) **Presentation: 2023 Audited Financial Statements** – *distributed as a separate package.*

Lori Huber, CPA, CA, LPA, Lead Audit Engagement Partner KPMG LLP

Suggested Motion by Councillor Korrine Jordan:

“THAT, the Council of the Corporation of Tay Valley Township adopt the 2023 Audited Financial Statements as presented.”

6. PRIORITY ISSUES

- i) **Report #PW-2025-01 – Elliot Road Railway Crossing – attached, page 9.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, staff further investigate a By-Law to restrict the total length of a vehicle on Elliot Road due to the sightline concern in the northwest quadrant at the railway crossing.”

- ii) **Report #PW-2025-03 – Maximum Gross Vehicle Weights on Municipal Bridges – attached, page 18.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“WHEREAS, the rehabilitated structures known as Gambles Side Road Bridge and Allan’s Mill Road Bridge no longer require a load restriction;

NOW THEREFORE BE IT RESOLVED THAT, By-Law No. 2021-009 – Maximum Gross Vehicle Weight on Municipal Bridges, be amended accordingly.”

- iii) **Report #PW-2025-02 – Anderson Side Road Bridge – attached, page 23.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Anderson Side Road Bridge replacement be scheduled for 2025;

THAT, the Bowes Side Road Bridge rehabilitation project be postponed until 2027;

AND THAT, Sections 7.4 of the Township’s Procurement Policy be waived, and the engineering design for the Anderson Side Road Bridge replacement be awarded to Safe Roads Engineering at the quotation amount of \$43,712.00 and funded from the Bridge Reserve.”

- iv) **Report #PD-2025-01 – Home Energy Retrofit Program – Local Improvement Charge – Better Homes Lanark – attached, page 30.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, a Local Improvement Charge (LIC) By-Law authorizing the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Lanark Program funded by the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program be approved;

***THAT**, staff determine how to provide a loan to residents with low income or energy poverty to cover the upfront cost of the Energy Audit and bring back options to Council for consideration;*

***AND THAT**, Lanark County be authorized to provide notice on Tay Valley Township's behalf for the adoption of the LIC By-Law."*

- v) **Report #CAO-2025-03 – Civic Addressing and Road Naming Policy – attached, page 70.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

*"**THAT**, the Civic Addressing Policy and Road Naming Policy be approved;*

***AND THAT**, the necessary by-laws come forward at the next Council meeting."*

- vi) **Report #CAO-2025-04 – Administrative Monetary Penalties – attached, page 91.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

*"**THAT**, Administrative Monetary Penalties be introduced;*

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

- vii) **Report #CAO-2025-05 – Lanark County OPP Detachment Board – attached, page 105.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendations to Council:

Amendment to Terms of Reference

*"**THAT**, the Lanark County OPP Detachment Board – Terms of Reference, be updated to reflect the change in composition of the Board and to reflect which municipality will manage the webpage;*

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

Appointment of Community Representatives

*"**THAT**, Rod Bowes and Michel Vermette be appointed as the two (2) Community Representatives to the Lanark County OPP Detachment Board until the end of the current term."*

2025 Budget

*"**THAT**, the 2025 Budget for the Lanark County OPP Detachment Board be approved."*

- viii) **Report #CAO-2025-01 – Tanker and Aerial Support Services Agreement – attached, page 114.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Tanker and Aerial Support Services Agreement be approved as outlined in Report #CAO-2025-01 – Tanker and Aerial Support Services Agreement;

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

- ix) **Report #CAO-2025-06 – Proposed New Road Names – Dannic Lane and Kassy Place – attached, page 123.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name two existing Private Roads to Dannic Lane & Kassy Place as outlined in Report #CAO-2025-06 – Proposed New Road Name – Dannic Lane & Kassy Place, be brought forward to the next Council meeting.”

- x) **Report #CAO-2025-07 – Request to Close a Portion of an Unopened Road Allowance – Wright – attached, page 133.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2025-07 – Request to Close a Portion of an Unopened Road Allowance – Wright, as per the Road Closing and Sale Policy and call a Public Meeting.”

- xi) **Rural Ontario Municipal Association (ROMA) Conference Update.**
Councillors Baker, Hallam, Kerr and Thomas.

7. CORRESPONDENCE

- i) **24-12-19 – Council Communication Package – attached, page 141.**

Suggested Recommendation to Council:

“THAT, the 24-12-19 Council Communication Package be received for information.”

- ii) **25-02-05 – Council Communication Package – attached, page 146.**

Suggested Recommendation to Council:

“THAT, the 25-02-05 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

i) **Bolingbroke Cemetery Board.**

24-11-18 – Draft Bolingbroke Cemetery Board Minutes – *attached, page 151.*

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

iii) **Fire Board.**

24-11-14 – Draft Fire Board Minutes – *attached, page 156.*

iv) **Library Board.**

24-11-18 – Perth and District Union Public Library Board Minutes – *attached, page 163.*

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

vi) **Lanark County OPP Detachment Board.**

24-06-28 – Draft Lanark County Detachment Transition Committee Minutes – *attached, page 165.*

24-10-29 – Draft Lanark County Detachment Transition Committee Minutes – *attached, page 167.*

25-01-17 – Draft Lanark County Detachment Transition Committee Minutes – *attached, page 170.*

vii) **Green Energy and Climate Change Working Group.**

24-11-29 – Draft Green Energy and Climate Change Working Group Minutes – *attached, page 173.*

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

24-12-09 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 177.*

24-12-09 – Draft Mississippi Valley Conservation Authority Board Minutes – *attached, page 180.*

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

24-11-28 – Rideau Valley Conservation Authority Board Minutes – *attached, page 190.*

24-12-09 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 198.*

25-01-30 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 200.*

- 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

- i) **CONFIDENTIAL: Potential Land Acquisition – Glen Tay Waste Site.**
Noelle Reeve, Planner.

Suggested Motion:

“THAT, Committee move “in camera” at ___ p.m. to address a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board regarding the Glen Tay Waste Site;

AND THAT, the Chief Administrative Officer/Clerk, Public Works Manager, Planner, Treasurer and Deputy Clerk remain in the room.”

Suggested Motion:

“THAT, Committee return to open session at _____p.m.”

- *Chair’s Rise and Report.*

- ii) **CONFIDENTIAL: Potential Litigation – 752 Beaver Dam Lane.**
Noelle Reeve, Planner.

Suggested Motion:

“THAT, Council move “in camera” at ___ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 752 Beaver Dam Lane;

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

Suggested Motion by Councillor:

“THAT, Council return to open session at _____p.m.”

- *Chair's Rise and Report.*

iii) **CONFIDENTIAL: Potential Litigation – 942 Bathurst 9th Concession.**
Noelle Reeve, Planner.

Suggested Motion:

***“THAT,** Council move “in camera” at ____ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 942 Bathurst 9th Concession;*

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

Suggested Motion by Councillor:

***“THAT,** Council return to open session at _____p.m.”*

- *Chair's Rise and Report.*

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

PRIORITY ISSUES

COMMITTEE OF THE WHOLE
February 11, 2025

Report #PW-2025-01
Sean Ervin, Public Works Manager

ELLIOT ROAD RAILWAY CROSSING

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, staff further investigate a By-Law to restrict the total length of a vehicle on Elliot Road due to the sightline concern in the northwest quadrant at the railway crossing.”

BACKGROUND

At the November 5th, 2024, meeting, the Committee heard a delegation from a resident regarding safety concerns at the Elliot Road Railway Crossing. The delegation was received by the Committee and the following motion was adopted at the November 26th, 2024 Council meeting.

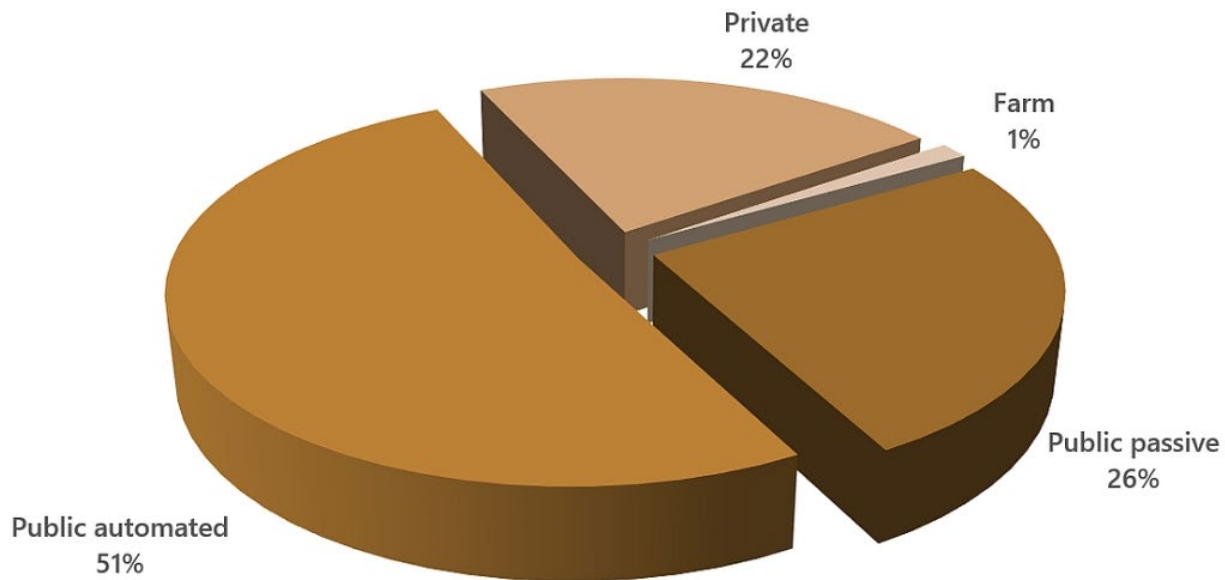
“THAT, staff bring back a report regarding upgrading the Elliot Road railway crossing in response to the delegation on November 5th, 2024.”

ADOPTED

There are seven (7) rail crossings that intersect with Township Roads in Tay Valley. One (1) of the crossings has a warning system consisting of signals and gates (Glen Tay Road), three (3) crossings have a warning system of electronic signs and bells (Cameron Side Road, Christie Lake North Shore Road and Patterson Road) and three (3) crossings have a stop sign (Perkins Road, Bolingbroke Station Road and Elliot Road). Crossings that only have a stop sign are called a “Passive Grade Crossing”.

A majority of the grade crossings in Canada are passive. Passive crossings are typical on low-volume roads with a cross-product (volume of traffic combined on the rail and the roadway) of less than 2,000. Although a majority of crossings are passive crossings, data from 2023 shows that 26% of crossing accidents occur on public passive crossings, whereas 51% of crossing accidents occur on public automated crossings. The remaining 23% of accidents occur on private and farm crossings. This data can be found on the Transportation Safety Board of Canada [website](#). “Although there are nearly one and a half times as many public passive crossings as public automated crossings, the higher number of accidents occurring at automated crossings is due, in part, to higher vehicle and train traffic volumes at

the automated crossings.” – Transport Safety Board of Canada. A pie-chart showing the percentage of crossing accidents by type of crossing is shown below.



The type of warning system installed at a new grade crossing is outlined in Section 9 of the Transport Canada Grade Crossings Standard, which states the following:

9.1 The specifications for a public grade crossing at which a warning system without gates is required are as follows:

- a. where the forecast cross-product is 2,000 or more;
- b. Where there is no sidewalk, path or trail and the railway design speed is more than 129 km/h (80 mph);
- c. Where there is a sidewalk, path or trail and the railway design speed is more than 81 km/h (50 mph); or
- d. where the railway design speed is more than 25 km/h (15 mph) but less than the railway design speed referred to in b) or c), as the case may be, and
 - i. where there are two or more lines of railway where railway equipment may pass each other; or
 - ii. the distance as shown in Figure 9-1(a) between a Stop sign at an intersection and the nearest rail in the crossing surface is less than 30 m; or
 - iii. in the case of an intersection with a traffic signal, the distance between the stop line of the intersection and the nearest rail in the crossing surface, as shown in Figure 9-1(b), is less than 60 m, or where there is no stop line, the distance between the travelled way and the nearest rail in the crossing surface is less than 60 m.

There are no provisions in the Grade Crossing Regulations applicable to existing public grade crossings. However, article 9.1 can be used for reference.

Responsibilities for construction and maintenance of rail crossings are shared between a railway company and the road authority and/or private owners. The railway company is responsible for the surface maintenance of the crossing and all warning systems at the

crossing and the road authority is responsible for all signage in advance of the crossing, such as railway crossing ahead signage.

Transport Canada is responsible for overseeing the crossings and ensuring compliance with the Grade Crossing Standards.

Elliot Road is a low-volume road with an Average Daily Traffic (ADT) of 47 vehicles per day. This data was collected in September 2024 and the traffic report is attached to this report.

DISCUSSION

Rail crossings are inspected and monitored for compliance to the Grade Crossing Standards by Transport Canada (TC) at no fixed inspection interval. TC's compliance monitoring program mainly comprises of statistical sampling, risk-based business planning, and opportunity (such as a complaint, incident follow up, etc.). Council may recall the recent improvements to the Christie Lake North Shore crossing following the inspection by Transport Canada in 2023, with the improvements (an additional set of flashing lights) being completed in 2024. Similar inspections have been completed on the Bolingbroke Station Road crossing and the Glen Tay Road crossing in recent years.

The Elliot Road crossing was inspected by TC on November 4, 2024. The inspection report was sent to staff on November 18, 2024, and the following concerns were noted and the following improvements to the crossing were recommended:

- bushes noted on the southwest quadrant, which may cause sightline obstruction when snow piles on the branches. The bush was removed by the Township on November 19, 2025.
- mature trees located on private property in the northwest quadrant around the curve of the tracks raises concern with the provided departure time of the design vehicle.

There are adequate sight distances in both directions to allow for a passenger vehicle (cars and trucks) to safely cross the tracks. However, TC did raise a concern with the sightlines for the currently noted design vehicle, which is a WB-20 vehicle, also known as a Tractor-Semitrailer with an overall length of 22.7m (74.5'). Vehicles of this length would rarely use this crossing as there are no commercial properties in the area and better routes (Cameron Side Road) for these larger vehicles to travel on. Preliminary investigations show that the sightlines distance and departure time at the crossing would be suitable for an Articulated Bus, with an overall length of 18.3m (60.0').

The sightline requirements are determined by considering the length of the design vehicle, the distance to travel across the tracks, slope of the crossing approaches, the distance a motorist can see down the tracks and the speed of the train. All of these components are used in a calculation to determine the amount of time the design vehicle takes to cross the tracks and compared to how long the train takes to cross the road crossing. The time it takes for the vehicle to cross the tracks needs to be less than the amount of time the train takes to cross the road crossing.

FINANCIAL CONSIDERATIONS

The estimated cost to install flashing lights with gates at the crossing is \$804,916 (refer to the quotation attached to the report). Staff did not discuss cost sharing arrangements with the CPKC representative; however, improvement costs are typically split 50-50 between the Township and the railway company. There may also be an opportunity to apply for a grant under the Rail Safety Improvement Program (RSIP), which would cover 50% of the total cost and the Township and CPKC would split the remaining 50%. However, RSIP is not accepting new funding applications at this point in time.

If Council decides to move forward with this project, Staff recommend that these costs are funded by the Contingency Reserve as this project is not scheduled in the 10-year Capital Plan.

The Township will also be responsible for 50% of the maintenance costs on a moving forward basis. These costs are invoiced to the Township by CPKC monthly, and the cost for a crossing with flashers and gates is \$403.54 per month, or \$4,842.50 annually. These costs are funded by the Operating Budget, under the "Traffic Control Devices – Contracted Services" line item in the Transportation Services section. The Township budgeted \$18,000, which covers the costs for the four (4) crossings that have warning systems.

OPTIONS FOR CONSIDERATION

Option #1 (Recommended) – That Council direct staff to review options to restrict long vehicles on Elliot Road due to the sightline concern in the northwest quadrant. This would require passing a By-Law and installing the appropriate signage. Staff would also update the information noted in the Data Sharing documents with CPKC and TC to change the design vehicle so that the sightline requirements are met. To further address concerns from residents, it is also recommended that oversized stop signs and stop-ahead signs be installed at the crossing. In addition, a flashing red beacons or stop signs with flashing red lights surrounding the sign (refer to attachments) could be installed at the crossing for additional awareness. The flashing beacon would cost approximately \$5600 and the stop signs with flashing red lights would cost approximately \$6300. Neither option has been included in the 2025 operating or capital budgets and Council would need to provide direction of where to fund these costs (Contingency or Roads Reserve, or Operating Budget).

Option #2 – Close the crossing to vehicular traffic. This would eliminate the concerns noted in the TC letter as well as the concerns from the residents. A plow turnaround would need to be constructed at the south side of the tracks, however there is ample room for a plow turn around at the north side of the tracks. Staff could also support this option.

Option #3 – Install automated lights at the Elliot Road Crossing. This is not recommended due to the significant initial investment to install the system and ongoing maintenance in relation to the very low volume of traffic that uses the road.

Option #4 – Remove the trees on private property that are causing the sightline concern. Staff would need to further investigate the costs to do this and who is responsible for paying

these costs (private landowner, CPKC or the Township). Due to the very low number of large vehicles (transports) that use this road, this is not recommended.

STRATEGIC PLAN LINK

Not Applicable.

CLIMATE CONSIDERATIONS

Not Applicable.

CONCLUSIONS

It is recommended that staff further investigate the option to pass a by-law to restrict the length of a vehicle on Elliot Road. In conversations with TC, this has been done by other municipalities who have similar scenarios with grade crossings which have sightline concerns for longer vehicles. The Township has the sole authority to determine the appropriate design vehicle for each railway crossing.

Alternatively, Council could provide direction to close the crossing completely. Elliot road has been closed for other reasons (poor road conditions) and vehicles to the north can use Upper 4th Concession to Cameron Side Road, and vehicles to the south can use Christie Lake North Shore Road to County Road 6.

ATTACHMENTS

- i) Site Map
- ii) Elliot Road Traffic Report
- iii) Cost Estimate from CPKC for Lights and Gates at the Elliot Road Crossing
- iv) Flashing Beacon or Stop Sign with Flashing Lights

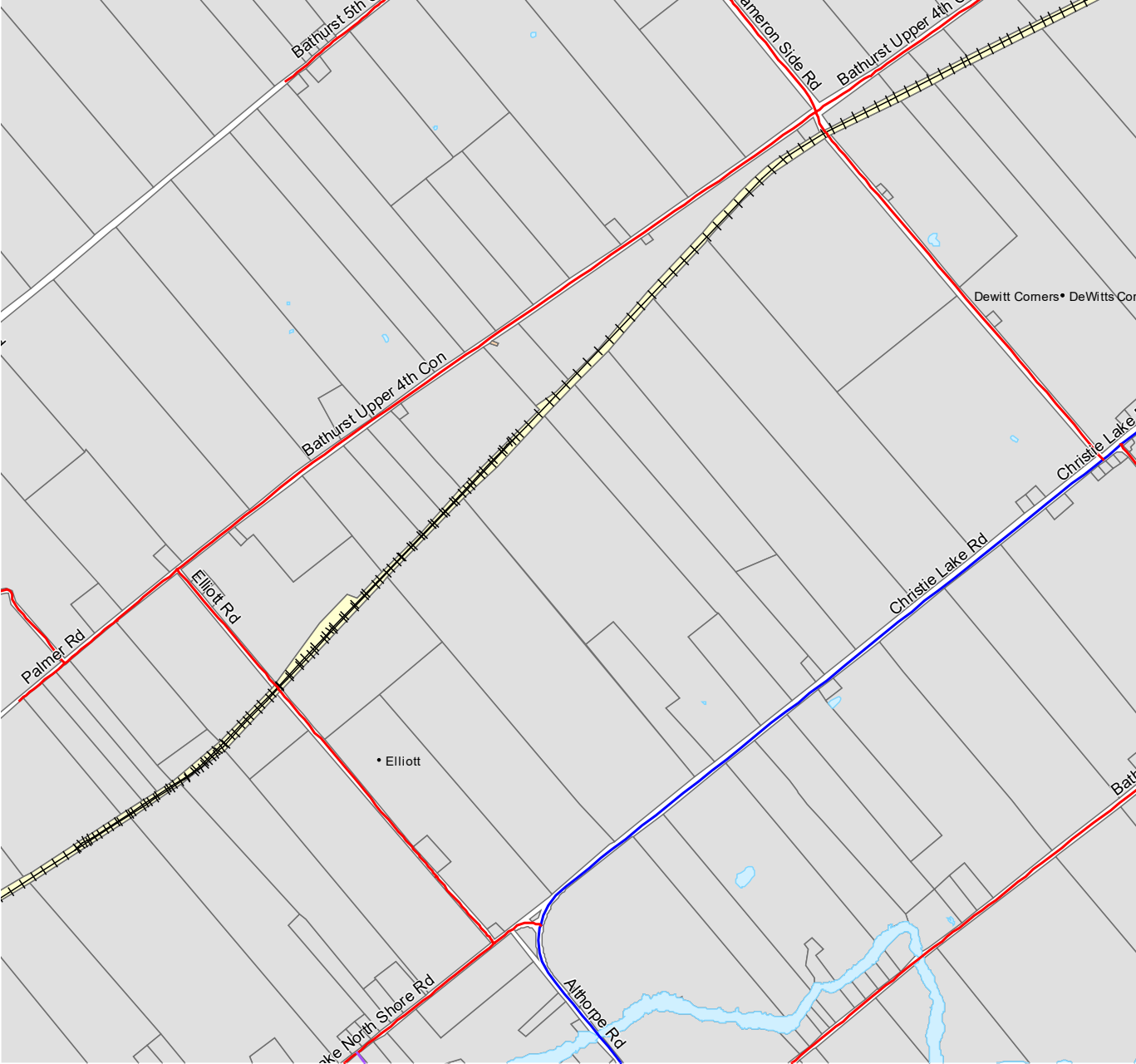
Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Site Map



Elliot Road Traffic Report

For Project: Elliot Road
 Project Notes: At 345 Elliot Road
 Location/Name: Merged
 Report Generated: 2024-09-23 2:46:33 PM
 Speed Intervals: 1 km/h
 Time Intervals: Instant
 Traffic Report From: 2024-09-13 9:00:00 AM through 2024-09-23 1:59:59 PM
 85th Percentile Speed: 61 km/h
 85th Percentile Vehicles: 410
 Max Speed: 79 km/h on 2024-09-13 11:50:03 AM
 Total Vehicles: 482
 AADT: 47

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	48	45
AM Peak	4	4
PM Peak	6	5

Speed

Speed Limit: 80
 85th Percentile Speed: 61
 50th Percentile Speed: 51
 10 km/h Pace Interval: 46.0 km/h to 56.0 km/h
 Average Speed: 50.95

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	0	0	0	0	0	0	0
% over limit	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Speeder	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Avg Speed	49.1	49.5	52.7	50.8	50.3	51.9	52.0

Class Counts

	Number	%
VEH_SM	1	0.2
VEH_MED	460	95.4
VEH_LG	21	4.4
[VEH_SM=motorcycle,	VEH_MED = sedan,	VEH_LG = truck]

CPKC		File: X-BELL-021-21-R
	Signals & Communications	Road: Elliot Road
		Date: 2024-12-02
<p>Estimate of cost to install new 8'x8' bungalow with gates, CWTE, SEARII, and DTMF activation at the crossing of Elliot Road in/near Tay Valley, Ontario and mile 21.21 Belleville subdivision.</p>		
MATERIAL:		
Gate assemblies, Gate arms, Light units (LEDS), Masts, Cantilevers, etc.		\$42,400
Constant Warning Time Control equipment accessories, etc.		\$20,300
Insulated Joints, etc.		
Battery Cells		\$8,800
Foundations, Tunnel Liner, etc.		\$10,300
Wire, Cable, Bonds, etc.		\$36,400
Housing Material		\$165,200
Miscellaneous Materials		\$5,000
MATERIAL:	Sub Total:	\$288,400
	Material Overheads (18% Sched C)	\$51,912
LABOUR:		
Labour (Installation)		\$106,500
Labour (Statutory Leave):	(29% Sched B)	\$30,885
Labour (Supervision, Administration & General):	(83% Sched B)	\$87,095
Labour (Travel & Expenses):	(Sched D)	\$31,950
LABOUR:	Sub Total:	\$236,430
SERVICES:		
Engineering Services Design		\$55,000
Transport & Rental of Equipment		\$75,000
Hydro Services		\$25,000
SERVICES:	Sub Total:	\$155,000
	Estimate Sub Total:	\$731,742
	Contingencies (10%):	\$73,174
	Estimate Total:	\$804,916
Annual Schedule A Maintenance Cost, Standard Rate Type 1: \$9,685		
<p>Estimate is subject to the Canadian Guide to Railway Charges for Crossing Maintenance and Construction rates in effect at time of construction, otherwise valid for one year from date of issue unless superseded.</p> <p>Estimate shows present known material prices and anticipated labour effort required. Final billing will show actual price paid and actual labour effort expended.</p> <p>Estimate is based on work during frost-free ground conditions.</p> <p>Unless specified in the description above, the estimate does not include any costs associated with relocation of underground utilities or overhead wires.</p> <p>Director Signals and Communications, Design Signals & Communications</p>		

Flashing Red Beacon



Stop Sign with Flashing Red Lights



COMMITTEE OF THE WHOLE
February 11, 2025

Report #PW-2025-03
Sean Ervin, Public Works Manager

MAXIMUM GROSS VEHICLE WEIGHTS ON MUNICIPAL BRIDGES

STAFF RECOMMENDATION(S)

It is recommended:

“**WHEREAS**, the rehabilitated structures known as Gambles Side Road Bridge and Allan’s Mill Road Bridge no longer require a load restriction;

NOW THEREFORE BE IT RESOLVED THAT, By-Law No. 2021-009 – Maximum Gross Vehicle Weight on Municipal Bridges, be amended accordingly.”

BACKGROUND

Pursuant to Section 123 (2) of the [Highway Traffic Act](#), the Council of a Municipality may limit the weight of any vehicle that passes over a municipal bridge. The current by-law was last amended in 2021 and is now out-of-date due to the recently completed rehabilitation projects on the Allan’s Mill Road Bridge, completed in the fall of 2021, and the recently completed rehabilitation project on the Gambles Side Road Bridge. Both structures no longer require load restrictions.

DISCUSSION

The current by-law includes four (4) of the twenty-three (23) bridge and culverts that are maintained by Tay Valley Township. These four (4) structures are: Allan’s Mill Road Bridge, Anderson Side Road Bridge, Bowes Side Road Bridge and Gambles Side Road Bridge. All four (4) structures are triple live load posted, meaning the maximum gross-weight of the vehicle varies with the number of axles on the vehicle; more axles allow for more weight as the load is distributed across the number of axles. Load restrictions are typically placed on structures due to the overall condition of the bridge, as determined by an engineer during the by-annual inspections.

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN LINK

Not Applicable.

CLIMATE CONSIDERATIONS

Not Applicable.

CONCLUSIONS

Further amendments to the By-Law will be required following the future bridge rehabilitation projects. Both Anderson Side Road Bridge and the Bowes Side Road Bridge are scheduled for rehabilitation in the next few years.

ATTACHMENTS

- i) By-Law No. 2021-009

Prepared and Submitted By:

Approved for Submission By:

Originally Signed

Originally Signed

**Sean Ervin,
Public Works Manager**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-009

MAXIMUM GROSS VEHICLE WEIGHT ON MUNICIPAL BRIDGES

WHEREAS, Section 123 (2) of the *Highway Traffic Act, R.S.O. 1990, c. H.8*, as amended, provides that a municipality or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge;

WHEREAS, it is deemed advisable to reduce the gross vehicle weight on certain municipal bridges based on the evaluation conducted by engineers during the bi-annual bridge inspection;

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 Maximum Gross Vehicle Weight on Municipal Bridges, attached hereto as Schedule "A", be adopted.

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. BY-LAW REPEALED

3.1 By-Law No. 2010-079 is hereby repealed.

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-009**

4. EFFECTIVE DATE

ENACTED AND PASSED this 16th day of February, 2021.

Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-009**

SCHEDULE "A"

BRIDGE	ROAD	TRIPLE LIVE LOAD POSTING (expressed in tonnes)*
Allan's Mill Road	Allan's Mill Road	11, 20, 28
Anderson Road	Anderson Road	14, 25, 35
Bowes Side Road	Bowes Side Road	15, 30, 40
Gambles Side Road	Gambles Side Road	13, 24, 34

COMMITTEE OF THE WHOLE
February 11, 2025

Report #PW-2025-02
Sean Ervin, Public Works Manager

ANDERSON SIDE ROAD BRIDGE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, The Anderson Side Road Bridge replacement be scheduled for 2025;

THAT, The Bowes Side Road Bridge rehabilitation project be postponed until 2027;

AND THAT, Sections 7.4 of the Township’s Procurement Policy be waived, and the engineering design for the Anderson Side Road Bridge replacement be awarded to Safe Roads Engineering at the quotation amount of \$43,712.00 and funded from the Bridge Reserve.

BACKGROUND

On January 13, 2025, the Township’s plow truck rear tires punched through the wooden deck on the Anderson Side Road Bridge. Staff immediately barricaded the area and completed temporary repairs to prevent further damage. On January 20th, an engineer visited the structure to review the damaged area, the condition of the remainder of the wooden deck and the general condition of the superstructure.

Following the site visit, the engineer provided a technical memo to staff, which outlined actions to be completed immediately and in the near future. The immediate actions included completing localized temporary repairs to the deck by adding a steel plate and new wooden members and posting advisory signs to slow traffic down on the bridge. Future actions included recommending replacement of the bridge superstructure during the 2025 construction season. Replacement of the bridge’s superstructure is recommended due to the very poor condition of the wooden deck but also the condition of the remaining components of the superstructure. It is believed that the existing concrete abutments are still in good condition and can be reused with some localized concrete repairs and modifications to meet the needs of a new prefabricated bridge.

The bridge was inspected in the summer of 2024 during the bi-annual Ontario Structure Inspection Manual (OSIM) inspections. The OSIM Report notes the following regarding the structure’s wooden deck: “Localized severe wear and abrasions. Light to medium wear and

abrasions throughout. Light to severe rot with section loss in running boards.” Unfortunately, the severity of rot in the deck was not clearly stated in the report.

The Anderson Side Road Bridge provides access to three (3) residential properties.

DISCUSSION

Following receipt of the technical memo and discussions with the Township’s CAO/Clerk and Treasurer, the Public Works Manager reached out to two bridge consulting firms to obtain a quote to complete the engineering design and inspection, and contract administration for the replacement of the Anderson Side Road Bridge with a prefabricated bridge structure. Staff outlined the scope of work required for the project and the timelines required to complete the entire project within the 2025 construction season. The two (2) firms were Dillion Consulting and Safe Roads Engineering. Both firms are currently completing projects for the Township and both firms included the same scope of work in their quotations, which was:

- Topographic survey
- Detailed review of existing concrete abutments, foundations, and other field conditions
- Drawing and contract specification preparation
- Services during Tendering
- Contract administration and inspection during construction

Due to the urgency of the bridge’s condition and the required time to complete a formal Request for Proposal, the applicable clauses in the Township’s Procurement Policy could not be followed. Therefore, staff are requesting that Council approve waiving the applicable clauses in the Township’s procurement policy and approve the lowest quoted submission.

The Township’s 2025 Capital Budget included the Bowes Side Road Bridge rehabilitation project. The Bowes Side Road Bridge condition is not great; however, the project can be deferred for a few years if the structure is regularly inspected to monitor the general condition of the structure.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Council waive the applicable clauses in the Township’s Procurement Policy and award the Anderson Side Road Bridge project to Safe Roads Engineering in the amount of \$43,712. Furthermore, the Bowes Side Road Bridge project will be deferred to 2027.

Option #2 – Close the Bridge. This would require a significant investment to improve the seasonal section of Anderson Side Road to a municipal standard, plus ongoing maintenance costs to provide year-round maintenance for an additional 2.3km of gravel road. The seasonal section of Anderson Side Road is narrow and does flood during the spring freshet. This option may not be favourable among the residents who reside on the south side of the bridge as they would require a further distance to travel to a main road. Furthermore, this could cause concerns from an emergency service point of view as the three (3) residences would be located at the very end of a road with only one access. If Council decides to close the bridge, the Municipal Class Environmental Assessment would need to be completed by a

consultant. This process involves public consultation in addition to various studies (heritage, cultural and archaeology to name a few).

FINANCIAL CONSIDERATIONS

The 2025 Capital Budget included \$947,114 for the Bowes Side Road Bridge project. This cost included construction costs as well as inspection and contract administration by a consultant during construction.

The estimated costs to replace the Anderson Side Road Bridge will not be known until the design is completed, however the Anderson Side Road Bridge is a smaller structure than the Bowes Side Road Bridge. The Anderson Side Road Bridge is a single-lane structure and is 12.0m long versus the Bowes Side Road Bridge is a two-lane structure and is 13.3m long. Staff believe the costs may be between \$500-700,000 for this project.

The quotation prices from the two consulting firms are as follows:

	Safe Roads Engineering	Dillon Consulting
Topographic Survey	\$ 5,544.00	\$ 3,465.00
Project Management	\$ 4,220.00	\$ 3,256.00
Geotechnical Investigation	not included	\$ 9,970.00
Detailed Design	\$ 22,510.00	\$ 30,951.00
Tendering, Contract Admin. and Inspection	\$ 11,438.00	\$ 13,950.00
Total Quotation	\$ 43,712.00	\$ 61,592.00

As shown in the table above, Dillon Consulting also included a price to complete a geotechnical investigation, and the detailed design costs included work related to replace the abutments. In discussions with Safe Roads, their initial thoughts are that the existing abutments should be able to support the new structure and therefore their price did not include the geotechnical or redesign of the abutments.

STRATEGIC PLAN LINK

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.

CLIMATE CONSIDERATIONS

Not Applicable

CONCLUSIONS

The extent of deterioration to the Anderson Side Road Bridge is a surprise since the structure was inspected in the summer of 2024. However, Safe Roads does have the capacity to move quickly on the design and are anticipating having the design package ready to be issued for tender in early May with construction to follow in the early fall of this summer.

ATTACHMENTS

- i) Pictures of the Anderson Side Road Bridge

Prepared and Submitted By:

Approved for Submission By:

Originally Signed

Originally Signed

**Sean Ervin,
Public Works Manager**

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

Picture of the Anderson Road Bridge







COMMITTEE OF THE WHOLE
February 11, 2025

Report #PD-2025-01
Noelle Reeve, Planner

HOME ENERGY RETROFIT PROGRAM
LOCAL IMPROVEMENT CHARGE
BETTER HOMES LANARK

STAFF RECOMMENDATION

It is recommended:

“THAT, a Local Improvement Charge (LIC) By-Law authorizing the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Lanark Program funded by the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program be approved;

THAT, staff determine how to provide a loan to residents with low income or energy poverty to cover the upfront cost of the Energy Audit and bring back options to Council for consideration;

AND THAT, Lanark County be authorized to provide notice on Tay Valley Township’s behalf for the adoption of the LIC By-Law.”

BACKGROUND

Reducing the Greenhouse Gas (GHG) emissions that cause climate change is a key priority for Tay Valley Township. While driving is the largest community generator of GHGs in Tay Valley, the *Township Climate Action Plan 2020 Taking Steps to Make a Difference* identifies housing as contributing 13% of the Township’s Greenhouse Gas emissions.

In 2021, Tay Valley Township was part of a pilot project (as the only rural municipality) undertaken by The Clean Air Partnership. The pilot project provided funding to categorize Tay Valley’s housing stock. The housing stock was organized into seven categories based on their energy use and Greenhouse Gas (GHG) emissions (see Attachment 1).

The Township then worked with the Clean Air Partnership on a grant application to receive funding from the Federation of Canadian Municipalities (FCM). The grant was to create an Energy Retrofit program to provide residents with grants and loans to go beyond simply replacing windows and allow them to do deep energy retrofits. Deep energy retrofits include switching from oil or propane to heat pumps, adding significant insulation to a house, etc.

A key distinguishing feature of the FCM Energy Retrofit program is the loans for residents are not tied to the person but to the property. The program also includes grant funding. The Township intended to prioritize the funding on the basis of need so that applicants with financial savvy and application experience would not shut out residents living in energy poverty.

The proposed mechanism for delivering the program is through Local Improvement Charges (LICs). These charges have been used for decades in Ontario to finance improvements such as provision of roads, water and waste-water services at the block level. LIC legislation was amended in 2012 to allow for new eligible measures including energy efficiency, renewable energy, and water conservation.

Repayment is arranged as an addition to individual property tax payments. The benefit of this approach is two-fold, it:

- a) assists homeowners who would otherwise not be able to afford the high upfront costs of retrofits; and
- b) enables transfer of the lien to a new owner in cases where the loan applicant wants to sell their house before the LIC repayments have been made in full.

In 2023, Tay Valley was informed by The Clean Air Partnership that the FCM funding was almost all allocated and it would be more likely that an application from a County than a single township would receive approval. Tay Valley shared its work with Lanark County and handed off the application process to the County.

Lanark County then worked with The Clean Air Partnership and a Kingston based company (Greenscale) to prepare an Energy Retrofit program application to the Federation of Canadian Municipalities.

DISCUSSION

Lanark County was recently awarded funding from the FCM to launch a \$12.5 million Better Homes Lanark program in spring of 2025, which will:

- Support deep energy retrofits in 400 single family homes across the County over the next 4 years, and
- Offer low-interest financing (2.75%) and grants for homeowners to implement eligible electricity and water conservation retrofits.

For Tay Valley Township residents to be eligible for this funding, the Township must pass a Local Improvement Charges By-Law (see Attachment 2).

The long-term goal of Better Homes Lanark is to support deep retrofits in 4,500 of Lanark County's existing single-family homes by 2040, achieving an average GHG reduction impact of at least 30% per home.

To be eligible for the program a homeowner needs to meet the following requirements:

- Own a residential single-family home (SFH) (detached, semi-detached, townhomes, row housing) located within a lower-tier municipality with a local improvement charge by-law;
- Property tax and all other payments to the municipality for the past five years must be in good standing;
- Eligible homes must achieve a minimum 30% reduction in greenhouse gas emissions or energy consumption for electrically heated homes.

Grants are also available as follows:

- \$1,000 for retrofit projects exceeding a 40% GHG or energy consumption reduction;
- \$1,500 for incorporating climate resiliency measures (e.g., solar panels, batteries, strapping ties for high wind resistance, etc.); and
- Up to a total of \$5,000 for a household with a verified high energy cost burden of equal or greater than 6%.

Funding through the combined loan and grants cannot exceed \$40,000.

To apply for the grant, residents will go through a five (5) step application process:

Step 1: Pre-Application

Step 2: Energy Assessment and Funding Request Form

Step 3: Property Owner Agreement

Step 4: Completing Improvements

Step 5: Local Improvement Charge Repayment

The County will be assisting residents to understand their energy options by hiring Climate Network Lanark (CNL) to provide the Climate Concierge service which CNL has offered residents throughout Lanark County for the past two years (using donations and grants).

A public notice is required prior to the LIC by-law. Lanark County has provided the format of the notice and Tay Valley Township and others have posted it on their websites, etc.

Staff support the approval of the LIC by-law. However, one concern that staff has relates to requiring low income or residents living in energy poverty to pay for the Energy Audit up-front and be reimbursed by the County later for that cost when they go ahead with energy efficiency upgrades.

Residents with low income or who are in energy poverty likely will not have the \$600 or so to hire an Energy Auditor. The very residents who need the energy retrofits the most, may be shut out from the program.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Adopt LIC By-Law and Find Funding for Energy Audits

Council approves the proposed Local Improvement Charge (LIC) By-Law, authorizing the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements for the Better Homes Lanark Program under the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program.

Staff investigate how to fund the energy audits for residents with low income or energy poverty to cover the upfront cost of the Energy Audit.

Option #2 – Adopt LIC By-Law

Approve the LIC By-Law, but not be the only municipality offering funds for the upfront costs of the Energy Audit.

Option #3 – Do Nothing

Council does not support the Local Improvement Charge (LIC) By-law.

FINANCIAL CONSIDERATIONS

The Local Improvement Charge By-Law is the mechanism for obtaining repayment of the loans through the property tax bills. Administration costs for the Finance Department will be paid from the FCM grant.

Energy Audits cost approximately \$600 and will only be funded through the loan if the application is successful.

STRATEGIC PLAN LINK

Thriving Economy: Contractors will be provided new work opportunities through this program. The project will reduce energy poverty for Township residents.

Healthy Environment: The project will reduce Greenhouse Gases and air pollution.

CLIMATE CONSIDERATIONS

The program would help to implement the Township's Climate Action Plan goal to reduce Greenhouse Gas emissions by avoiding fossil fuel use in home heating and cooling.

CONCLUSIONS

The Energy Retrofit program is a terrific opportunity for residents to reduce their energy costs and reduce Greenhouse Gas emissions. Passing the LIC By-Law is key to Tay Valley residents being able to participate.

The Program provides an opportunity for a “free” retrofit for residents because instead of spending money on energy costs, the property owner can transfer savings to their LIC loan repayment. Upon the full repayment of the retrofit loan, those energy savings would then continue for the property owner.

To ensure equity of access to the Retrofit Program, staff would like direction from Council to find a mechanism to allow residents with low income or energy poverty to receive an upfront loan for the costs of the Energy Audit.

Finally, even though the program is just being developed and no marketing of it has been undertaken, the Planner already has a number of residents who have asked to be part of the program as a result of previous reports to Council.

ATTACHMENTS

- i) Tay Valley Township Residential Archetypes Based on Energy Use
- ii) Local Improvement Charge By-Law for Better Homes Lanark Program

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Tay Valley Township Residential Archetypes Based on Energy Use

In 2021, Lightspark was hired by The Clean Air Partnership to categorize dwellings by energy use in Tay Valley Township. Lightspark determined there are seven types of dwellings in Tay Valley Township. Each type has been divided into a hot, warm or cool energy efficiency market, calculated based on the ability of the property owner to build a business case for retrofitting.

The average Ontario household uses about 9,000kWh of electricity and 2,400m³ of natural gas each year at a combined average annual cost of \$2,165. In comparison to the Ontario average, Tay Valley Township residents tend to pay higher-than-average energy costs (due to greater use of oil and older building stock, etc.) and present a good opportunity for energy cost savings and GHG reductions from the advancement of a retrofit program. In general, the more a household spends on energy the better the economic business case for energy efficiency retrofits.

In Tay Valley Township, house archetypes C, B, and A have the highest energy burden. Home energy cost burden is calculated as a percentage of total after-tax household income that is spent on heating and electricity within the home.

The median Canadian household spends less than 3% of its after-tax income on home energy. For purposes of policy and program development, the 6% threshold of home energy cost burden is considered high, 10% is very high and 15% is extreme.

Tay Valley House archetypes C, B, and A could be spending as much as 26.8%, 16% and 14.6% respectively on heating/cooling and electricity.

Tay Valley Township Archetypes	Carbon Score t/CO2/year*	Energy Costs \$	Dwelling Counts	Total Energy Costs \$	Building Envelope Market \$	Fuel Switch Market \$
A	7.69	5,375	333	1,789,875	Hot	Hot
B	7.61	5,865	80	469,200	Hot	Hot
C	16.61	9,840	323	3,178,320	Hot	Hot
D	6.99	5,088	293	1,490,784	Hot	Hot
E	1.4	3,644	447	1,628,868	Warm - Hot	Already Electricity
F	5.55	2,827	101	285,527	Warm	Cool
G	1.69	4,744	291	1,380,504	Hot	Already Electricity
Total			1,868	10,223,078		

* Higher the number, higher the GHG emissions

Archetype A 01



These homes have a relatively large floor area, and are oil heated with low/mid efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,812

Average annual oil costs: \$3,506

Average annual energy costs: \$5,375

Client Implications:

These homes consume 157.5 GJ (0.66 GJ/m²) of energy on average and produce 7.69 tCO₂e (0.032 tCO₂e/m²) on average. They represent 17.8% of the housing stock in Tay Valley.

Archetype B

02



These homes have an above average floor area, and are wood heated with and use electric hot water systems

Average annual electricity costs: \$1,712

Average annual oil costs: \$95

Average annual propane costs: \$52

Average annual wood costs: \$3,998

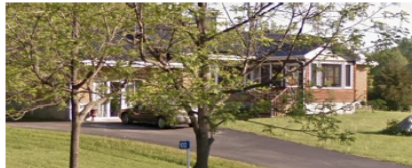
Average annual energy costs: \$5,865

Client Implications:

These homes consume 340.4 GJ (1.86 GJ/m²) of energy on average and produce 7.61 tCO₂e (0.042 tCO₂e/m²) on average. They represent 4.3% of the housing stock in Tay Valley.

Archetype C

03



These homes have a relatively large floor area, and are oil heated with low/mid efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,825

Average annual oil costs: \$7,931

Average annual wood costs: \$50

Average annual energy costs: \$9,840

Client Implications:

These homes consume 290.4 GJ (1.18 GJ/m²) of energy on average and produce 16.61 tCO₂e (0.067 tCO₂e/m²) on average. They represent 17.3% of the housing stock in Tay Valley.

Archetype D

04



These homes have an above average floor area, and are propane heated with high efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,653

Average annual oil costs: \$55

Average annual propane costs: \$3,354

Average annual energy costs: \$5,088

Client Implications:

These homes consume 152.9 GJ (0.71 GJ/m²) of energy on average and produce 6.99 tCO₂e (0.033 tCO₂e/m²) on average. They represent 15.7% of the housing stock in Tay Valley.

Archetype E

05



These homes have a relatively large floor area, and are electricity heated forced air furnace and use electric hot water systems

Average annual electricity costs: \$3,493

Average annual oil costs: \$83

Average annual energy costs: \$3,644

Client Implications:

These homes consume 102.5 GJ (0.39 GJ/m²) of energy on average and produce 1.4 tCO₂e (0.005 tCO₂e/m²) on average. They represent 23.9% of the housing stock in Tay Valley.

Archetype F

06



These homes have an above average floor area, and are natural gas heated with high efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,638
Average annual natural gas costs: \$1,058
Average annual oil costs: \$62

Average annual energy costs: \$2,827

Client Implications:

These homes consume 146.6 GJ (0.69 GJ/m²) of energy on average and produce 5.55 tCO₂e (0.026 tCO₂e/m²) on average. They represent 5.4% of the housing stock in Tay Valley.

Archetype G

07



These homes have an above average floor area, and are electricity heated baseboard/hydronic/plenum(duct) htrs. and use electric hot water systems

Average annual electricity costs: \$4,609
Average annual propane costs: \$77

Average annual energy costs: \$4,744

Client Implications:

These homes consume 133.8 GJ (1.08 GJ/m²) of energy on average and produce 1.69 tCO₂e (0.014 tCO₂e/m²) on average. They represent 15.6% of the housing stock in Tay Valley.

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-0XX

LOCAL IMPROVEMENT CHARGE BETTER HOMES LANARK PROGRAM

WHEREAS, Part III of *Ontario Regulation 586/06, Local Improvement Charges – Priority Lien Status*, authorizes Council to pass a by-law to undertake works on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located;

AND WHEREAS, Section 36.5 (2) of *O. Reg. 586/06* states that the by-law may authorize the undertaking of works which satisfy the requirements of a municipal program for which the municipality has given notice under Section 36.6 (2)(b) of *O. Reg. 586/06*;

AND WHEREAS, at its meeting of February 26th, 2025, the Council of the County of Lanark will be adopting the Better Homes Lanark Program with the intent that a further by-law be passed by participating lower-tier municipalities pursuant to the authority of *O. Regulation 586/06* to implement the recovery of costs incurred by the County;

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

1. GENERAL REGULATIONS

- 1.1 **THAT**, Council authorizes the undertaking of energy efficiency and water conservation works on private residential property as local improvements under the Better Homes Lanark Program, as set out in Schedule “A” to this By-Law, subject to amendments made by the Chief Administrative Officer from time to time, for the purpose of raising all or any part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located.
- 1.2 **THAT**, Council authorizes the Reeve and Clerk, to execute agreements with qualified property owners to consent to the local improvement charges imposed for the purpose of raising all or part of the cost of the work on lots upon which all or some part of the local improvement is or will be located, substantially in the form attached to this By-Law as Schedule “B”.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0xx**

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

ENACTED AND PASSED this 25th day of February 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-xx

SCHEDULE "A"

Better Homes Lanark Program Design

1. Overview

Better Homes Lanark is a municipal low-interest loan program administered by the Corporation of the County of Lanark (the County) for qualifying electricity and water conservation improvements. It is designed to extend municipal funding to consenting homeowners for undertaking home energy efficiency retrofits and related energy assessments and then to secure payment by imposing a local improvement charge (LIC) on the private residential property, as authorized by the Regulation. This program will be administered by the County in conjunction with a third-party retrofit coach and lower-tier municipalities.

2. Interpretation

"Municipality" means the lower tier municipality where the subject property is located.

"County" refers to the County of Lanark.

"EnerGuide Rating System (ERS)" refers to the current published system developed by Natural Resources Canada to measure a home's energy performance.

"Incentive/Rebate" means any money received or to be received from a utility company, Governmental Authority, or Crown or municipal corporation (including the Canadian Mortgage and Housing Corporation) in respect of one or more of the Actual Improvements, but excluding any money intended to cover any portion of the cost of an energy assessment.

3. Program Eligibility

Residential single-family homes (SFH) located within the County of the following forms are eligible: detached, semi-detached, townhomes, or row housing.

The property must have a property tax account with a municipality within the County with a local improvement charge bylaw for electricity and water conservation improvements.

Participation is voluntary, owner-initiated and subject to the following conditions:

- All registered owner(s) of the property must consent to participating in the Program.
- Property tax, utility bills and all other payment obligations to the municipality over the past 5 years have been paid promptly. Participants that have had past arrears on their payment obligations to the municipality may be eligible for the program, at the sole discretion of the County.

To access Better Homes Lanark loans and grants, eligible homes must demonstrate the ability to achieve a minimum 30% reduction in greenhouse gas emissions or energy consumption for electrically heated homes, indicated through the results and recommendations of a pre-retrofit audit completed by a Certified Energy Advisor (“CEA”) - certified by Natural Resources Canada (“NRCan”).

4. Home Energy Assessments

Similar to the ecoENERGY Home Retrofit Program designed by the Federal Government, the Program will utilize the EnerGuide Rating System to provide a standard measure of a home's energy performance. It provides a standardized tool and process to assess home energy efficiency and can model energy savings projects.

The property owner must hire a CEA to perform pre- and post-retrofit assessments in accordance with the ERS. CEAs are experts in the field of energy efficiency and well-versed in the 'whole home' approach to home energy systems, technologies and products. The cost of the energy assessments is paid by the homeowner to the CEA. The homeowner can include the cost of the assessments in the funding request if they proceed with a retrofit project. The County will not engage or procure a CEA on behalf of the homeowner.

5. Qualifying Energy Efficiency and Water Conservation Measures

Eligible retrofit measures must include recommendations identified by the CEA during the pre-retrofit energy audit that collectively could meet the minimum 30% reduction in a) greenhouse gas emissions (for homes heated with natural gas, propane, fuel oil) or b) energy consumption for electrically heated homes. Financing is designated for capital costs (not maintenance costs) with an expected useful life of 5 years or greater and for measures that are permanently affixed to a property. The expected useful life of the retrofit measures is to be linked with the LIC term. The Program will only fund eligible retrofit costs of up to a maximum of \$40,000 and a minimum of \$10,000.

The non-exhaustive list of the categories of measures eligible under the Program, subject to any permitting and regulations, includes:

- Thermal envelope upgrades: attic, wall and basement insulation, air-sealing.
- Mechanical system upgrades (space heating and cooling): high efficiency furnace, boiler and air conditioner replacement, thermostats and controllers, air source heat pumps, ground source heat pumps.
- Mechanical system upgrades (water heating): high-efficiency water heaters (e.g., hybrid heat pump, tankless, etc.), drain water heat recovery systems, solar hot water systems.
- Windows, doors, and skylight improvements: exterior doors, window shading devices, windows, skylights and tubular daylight devices.
- Upgrades to a home's electric panel (e.g., from 100 to 200 AMP) to accommodate increased demand to the electrical load of the home from fuel switching or installing EV charging equipment, etc.
- Renewable energy installations, such as solar rooftop photovoltaics.

- Other: new energy efficient (certified) products as they become available will be considered as additional eligible technologies.

Better Homes Lanark can also address, in a limited capacity, other non-energy improvements. Non-energy improvements are subject to a cap of 30 percent of the total cost of an individual home upgrade project. Non-energy improvements can only be applied for *in addition to* qualifying energy efficiency projects. The program will not accept applications that are solely for non-energy related improvements. Categories of qualifying non-energy improvements include:

- Water efficiency improvements: low-flow toilets, hot water circulation pump and system, greywater treatment system, closed-loop shower water recovery system, rainwater harvesting system (subject to eligibility criteria).
- Climate resiliency measures, including:
 - Air source heat pumps for cooling when no air conditioning exists.
 - Back up generators connected directly to the electric panel for power outages
 - Storm damage prevention measures for roofs (e.g., rafter ties).
 - Flood prevention measures through on-site stormwater management (e.g., back flow prevention valves, exterior landscaping to redirect water away from the home, eaves trough/downspout repairs/extensions, rain barrels, etc.
- Alternative energy improvement such as electric vehicle charging stations (Level 2) and battery storage systems.

The cost of an EnerGuide home energy assessment is eligible to include in the LIC financing.

Ineligible measures include equipment or products not permanently affixed to the property, previously installed in another home, or deemed general maintenance. By recommending categories of retrofit improvements and associated measures, the County makes no guarantees of the materials, performance, cost-effectiveness or any warranty of the measures supported by the Program.

6. Grant Programs

Grants will be available to participating homeowners to encourage a higher than minimum performance improvement as a result of the retrofit, to encourage the inclusion of climate resiliency measures where appropriate, and to provide additional support to households experiencing a high energy cost burden in relation to their household after-tax income.

Grants are available to participating homeowners to offset any approved loans through this program. Funding through combined grants and loans cannot exceed \$40,000.

Better Homes Lanark grant opportunities are as follows:

- \$1,000 for retrofit projects exceeding a 40% reduction in household greenhouse gas emissions or energy consumption for electrically heated homes.

- \$1,500 for incorporating climate resiliency measures, not exceeding the total cost of the measure. See above for examples of resiliency measures. Other resiliency measures can qualify for grant funding dependant on approval.
- Up to a total of \$5,000 in grants for households with a verified high energy cost burden of equal to or greater than 6%. Energy cost burden is reported as the percentage of total after-tax household income that is spent on home heating and electricity. To access this additional optional grant, the homeowner will need to provide the County with their previous year's Canadian Revenue Agency tax assessment and utility bills to confirm the household's energy cost burden. Alternative documents to assess energy cost burden could include pay stubs and fuel invoices.

Participating homeowners are only eligible to receive up to a total of \$5,000 in grants under this section.

7. Completing the Retrofit through Contractor Engagement

The County will provide financing to homeowners for eligible measures covered by the Program that have been:

- Recommended by the CEA.
- Installed by contractors hired by the property owner.

The County will not pre-qualify contractors or procure contractors or install retrofit improvements on behalf of homeowners in connection with this Program. The homeowner will use the funds disbursed by the County to pay contractors directly.

The County will provide a list of contractors who have received mandatory contractor orientation on the Program webpage. However, the County is not responsible for the work quality of any contractors hired in connection with this Program and assumes no liability for the works undertaken. All retrofit improvements and renovations must adhere to local codes and by-laws and building permits must be obtained as necessary. The homeowner is responsible for ensuring that hired contractors are licensed, bonded, and insured. Any issues that may arise relating to the quality of workmanship or post-installation performance of energy measures, for example, should be dealt with by the property owner and contractor.

8. Application Process

The steps below outline the process and requirements homeowners need to follow as part of the Program. County staff will periodically review this process to ensure effective Program implementation and, where deemed appropriate, the County may make changes in its sole discretion.

Step 1: Pre-application

Homeowners submit an on-line application form that includes, but is not limited to, the following information:

- Property address to confirm location is within an eligible Municipality.
- Property assessment roll number to confirm no outstanding payments owed to the Municipality in the last five years.

- Evidence of mortgage lender notification (where applicable).

Once the property owner has been prequalified by the County, based on the above criteria, the County will provide Notice of Eligibility to the homeowner.

Step 2: Energy Assessment and Funding Request Form

1. Energy Assessment

The homeowner hires a CEA to complete the pre-retrofit home energy assessment in accordance with Section 4 *Home Energy Assessments* and submits to the County the resulting Energy Assessment Report that the CEA provides to the homeowner. The homeowner can work with County staff or County appointed consultants, in addition to the CEA, to help decide the scope of work to be completed.

The Energy Assessment Report must include:

- The current NRCan EnerGuide rating for the home.
- Recommended improvements that have been customized for the home based on existing conditions which could potentially increase the NRCan EnerGuide rating of the home.
- The estimated useful life of the proposed improvement(s).
- The estimated energy cost savings and greenhouse gas emissions or energy consumption reductions that may be realized after installing the recommended improvements.

Any estimated cost of the works can be included in the Energy Assessment Report but will require contractor quotes to verify the costs for inclusion in the Funding Request Form.

2. Funding Request Form

Along with the Energy Assessment Report, the homeowner will need to submit a Funding Request Form that:

- Identifies the improvements that the property owner intends to install based on the Energy Assessment Report to achieve the minimum 30% reduction in greenhouse gas emissions or energy consumption for electrically heated homes.
- Identifies the cost for each improvement (including equipment, materials and labour costs) with quotes from contractors and any additional third-party incentives/rebates that they are eligible and expected to receive (e.g., Enbridge's Home Efficiency Rebate or other incentive program).
- The amount of disbursement being requested from the County upon signing the Property Owner Agreement (up to 30% of the funding request can be provided for contractor deposits). Eligible homeowners with larger projects or high energy cost burdens (whereas 6% or more of their after-tax income is spent on home energy bills) may be disbursed up to 50% of the funding request in advance.

Following receipt of the Funding Request Form, the County, will:

- Confirm the eligibility of the works (e.g., achieves the minimum 30% reduction in greenhouse gas emissions or energy consumption for electrically heated homes, items affixed to property).

- Verify the reasonability of retrofit costs and labour costs by consulting manufacturer pricing and prevailing labour rates.

The above steps will enable the County to derive the funding amount up to the maximum of \$40,000 and a minimum of \$10,000 to include in the Property Owner Agreement.

Step 3: Property Owner Agreement

After the County has confirmed the acceptability of the Energy Assessment Report and the Funding Request Form, the County and municipality in which the property is located will prepare a property owner agreement ("POA"), in accordance with Appendix B for the homeowner(s) to review and sign.

Step 4: Completing Improvements

1. Initial Funding Disbursement

Following execution of the POA, the County will provide the homeowner with the initial disbursement agreed upon in the POA to a maximum of 30% of the funding request that shall be used by the homeowner to pay contractors or suppliers (i.e., security deposit). Eligible homeowners with larger projects or high energy cost burdens (whereas 6% or more of their after-tax income is spent on home energy bills) may be disbursed up to 50% of the funding request in advance.

The property owner will be contractually obligated to repay this initial disbursement to the municipality via the property tax bill if the property owner does not complete the improvements.

The property owner can then proceed with hiring contractor(s) and performing the approved energy improvements to the property. The improvements must be completed within a reasonable timeframe, as stipulated in the POA, to be determined by the County in its sole discretion. Only work completed pursuant to a valid building permit – where applicable – will be eligible for reimbursement, and only after a final inspection is completed and receives approval from the applicable Building Official (if required).

2. Final Funding Disbursement

As will be detailed in the POA, the County will provide the final disbursement only after the homeowner provides a copy of the post-retrofit assessment report from the CEA that:

- Includes a Certificate of Completion that attests to the approved retrofit measures having been installed.
- Provides an EnerGuide rating of the home after the retrofit measures have been completed which is greater than the original EnerGuide rating noted on the pre-retrofit assessment report from the CEA.
- Provides proof of the actual costs and for all the works and an assessment of the expected useful life of the works. The POA will establish the specific requirements necessary to be eligible for further disbursement.

Step 5: LIC Repayment

Following the municipality's Treasurer periodic certification of the local improvement roll, (which occurs after the improvements on a given set of properties are complete and the final amounts of funding are confirmed), the municipalities' staff will submit to Council a by-law pursuant to Section 36.14 of O.Reg 586/06 to impose the special charges on the participating properties. For each property included in the by-law, the Treasurer will then add to the municipalities' tax roll for that property each year that portion of the imposed special charge that is due in that year. These collective steps will provide priority lien status for the annual amount that the Treasurer adds to the tax roll and will ensure that any subsequent property owner who was not a party to the POA is bound to pay that amount.

To facilitate repayment of the annual special charge, the POA will require homeowners to sign up for the pre-authorized payment plan option for property tax payments, if applicable at the municipality. At any time, a homeowner can make advance payments, without penalty, including a one-time payment of the total outstanding amount owing to clear the property of the LIC charge. Failure to make payments is treated with the same remedy as uncollected property taxes which may include penalties and interest charges.

9. LIC Disclosure

As stated in the Regulation, the special charge imposed on the homeowner(s) property constitutes a special lien that is binding on all future owners. As such, the subsequent owner of a property on which the municipality has imposed a special charge is required to pay the municipality the annual LIC amount even though that subsequent owner was not a party to the original POA. In addition to notice that the Municipality will be providing in accordance with the provisions of O. Reg. 586/06, the Municipality also will take the following steps to ensure even greater transparency of the LIC to interested parties by:

- i) The County will maintain a registry of all property addresses in the County who have received funding under this program, along with the enabling local bylaw number, on the County website.
- ii) The municipality will update the Tax Certificate to include the full LIC amount, amount payable in the current year, outstanding amounts owing and a note to reference the by-law pursuant to which the special charge was imposed.

The steps will be completed as a courtesy only, and the County may, in its sole discretion, elect to discontinue any or all such steps.

10. Quality Control

As a means of additional oversight to confirm that the funded improvements were completed, the POA will indicate that the County and/or municipality reserves the right to have a County and/or Municipality official or third-party contractor arrange with the property owner for an inspection. The property owner(s) is also responsible for keeping original copies of contractor invoices and photos of installed measures, especially for harder to verify measures like insulation, and be prepared to disclose this information to the County and/or Municipality upon request.

11. Measurement and Verification

Pursuant to the POA, the property owner(s) must consent to providing the County and/or municipality with access to the property's energy usage data in order to monitor results and evaluate the Program's effectiveness for a period of five years after completion of the retrofit. Also, the property owner(s) agrees to participate in surveys and other follow-up activities to help the County evaluate the Program.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0xx

SCHEDULE "B"

Property Owner Agreement (POA)

<p><i>As provided in the Application</i></p> <p><i>Property Owners (hereinafter, collectively, the "Property Owner"):</i> 1. PROPERTY OWNER PROPERTY OWNER</p> <p><i>Property Identifying Information (hereinafter, the "Property"):</i></p> <p><i>Address – XXXX</i></p> <p><i>Assessment Roll – XXXX</i></p>	<p><i>Approved as to Form.</i></p> <p>_____</p> <p><i>Signature – County Clerk</i></p> <p>_____</p> <p><i>Signature – Municipal Clerk</i></p>
--	---

THIS PROPERTY OWNER AGREEMENT ("POA"), made in duplicate as of this XX day of, month, 2025 ("Effective Date").

BETWEEN:

PROPERTY OWNER
&
PROPERTY OWNER
(hereinafter called the "Property Owner")

Of The First Part

- and -

THE CORPORATION OF XX MUNICIPALITY
(hereinafter called the "Municipality")

Of The Second Part

- and -

THE CORPORATION OF THE COUNTY OF LANARK
(hereinafter called the "County" and, together with the Property Owner and the Municipality, the "Parties")

Of The Third Part

WHEREAS:

- A. Ontario Regulation 586/06 authorizes Council to pass a by-law to undertake works, including constructing energy efficiency works or renewable energy works, on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located;
- B. Part III of Ontario Regulation 586/06 provides a process for undertaking works and imposing special charges on private property by way of agreement with owners of the property;
- C. Lanark County Council at its meeting held on February 26th adopted a By-law to launch a Residential Retrofit Program, Better Homes Lanark, (the "Program"), a low-interest loan program administered by the County for qualifying electricity and water conservation improvements, which requires Local Improvement Charges as a mechanism to collect loan payments on tax bills, which can only be issued by lower-tier municipalities;
- D. Tay Valley Township Council at its meeting held on February 25, 2025 adopted Resolution XXX, (the "Decisions"), and enacted By-law 25-0XX as amended from time to time (the "By-law"), pursuant to Ontario Regulation 586/06 to authorize the undertaking of energy efficiency, water conservation and renewable energy works on private residential property as local improvements under the Program set out in the By-Law.
- E. Among other things, the Decision authorizes staff to negotiate and enter into POAs with consenting property owners on the terms and conditions set out in the Decision which are incorporated, as appropriate, into this POA.
- F. The Property Owner owns the Property.
- G. The Property Owner has submitted a complete Pre-Application and complete Funding Request for the Property to participate in the Program.
- H. The County has reviewed the Pre-Application and Funding Request and has approved the participation of the Property in the Program.

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, the Parties agree as follows:

1. Definitions

In addition to the terms defined in the various sections of this POA, the following terms have the following meanings, unless inconsistent with the subject matter or context:

- 1.1. **"Actual Cost"** means the invoiced cost of completion of the Actual Improvements as set out in Appendices A2 and G;
- 1.2. **"Actual Improvements"** means the Eligible Improvements undertaken to the Property under the Program as indicated in Appendices A2 and G;
- 1.3. **"Applicable Laws and Requirements"** means:
 - 1.3.1. any statute or proclamation or any delegated or subordinate legislation, including regulations and municipal by-laws;
 - 1.3.2. any lawful requirement of a Governmental Authority, in approvals, certificates, permits and/or other authorizations issued by the Governmental Authority, including without limitation this POA; or
 - 1.3.3. any applicable judgment of a relevant court of law, board, arbitrator, or administrative agency of competent jurisdiction,
 - 1.3.4. each of which is binding and in force in the Province of Ontario;
- 1.4. **"Approved Final Cost"** has the meaning given to it in Section 8, and as set out in Appendix A2;
- 1.5. **"Assignment, Novation, and Release"** means an agreement to assign this POA to a new owner of the Property and to release the Property Owner from obligations under this POA, in the form attached as Appendix C;
- 1.6. **"Business Day"** means Monday to Friday inclusive, excluding statutory and other holidays;
- 1.7. **"Business Hours"** means the hours between 8:30 am and 4:00 pm (Eastern time zone);
- 1.8. **"Cost of Borrowing"** means the County's notional cost of borrowing to fund the Program (set at the rate of foregone investment income to the County) charged to the Property by applying the Program Interest Rate to the Funding Amount over the Special Charge Term;
- 1.9. **"Completion Date"** means the date indicated in Appendix A1 by which the Work shall be completed, as that date may be extended pursuant to Section 7 of this POA;
- 1.10. **"Contractor"** means an insured person retained by the Property Owner to complete the Work;
- 1.11. **"Council"** means the Council of the Corporation of Municipality;
- 1.12. **"County Council"** means the Council of the Corporation of the County of Lanark;

- 1.13 **"Eligible Improvements"** means the energy efficiency, water conservation and renewable energy measures recommended in the Renovation Upgrade Report for the Property, as set out in Attachment 1 to Appendix F;
- 1.14 **"Energy Advisor"** means any energy advisor or expert in the field of energy efficiency who is working with a licensed Service Ontario organization in Canada;
- 1.15 **"Estimated Cost"** means the estimated cost of completion of the Intended Improvements as set out in Appendices A1 and F;
- 1.16 **"Estimated Lifetime"** means the estimated useful life of the Intended Improvements, as set out in Appendix A1;
- 1.17 **"Final Disbursement"** means the disbursement of the remaining portion of the Funding Amount not already disbursed as the Initial Disbursement by the County to the Property Owner, as calculated pursuant to Section 10 and set out in Appendix A2;
- 1.18 **"Funding Amount"** means the total funds provided to the Property Owner by the County under this POA, and calculated pursuant to Section 9 and set out in Appendix A2;
- 1.19 **"Funding Request"** means a request in the County's prescribed form that the Property Owner has completed and submitted to the County's satisfaction for funding for the Work, which completed request is attached as Appendix F to this POA;
- 1.20 **"Governmental Authority"** means any federal, provincial or municipal government, parliament, legislature, or any regulatory authority, agency, ministry, department, commission or board or other representative thereof, or any political subdivision thereof, or any court or (without limitation to the foregoing) any other law, regulation or rule-making entity, having jurisdiction over the relevant circumstances, or any person acting under the authority of any of the foregoing (including, without limitation, any arbitrator);
- 1.21 **"Grant"** means any non-repayable funding received or to be received by the homeowner(s) from the County through the Program.
- 1.22 **"Incentive/Rebate"** means any money received or to be received from a utility company, Governmental Authority, or Crown or municipal corporation (including the Canadian Mortgage and Housing Corporation) in respect of one or more of the Actual Improvements, but excluding any money intended to cover any portion of the cost of an energy assessment;
- 1.23 **"Initial Disbursement"** means disbursement to the Property Owner of the portion of the Funding Amount requested in the Funding Request of up to

thirty (30%) percent of the Estimated Cost in advance of completion of the Work to be determined at the sole discretion of the County Treasurer, in accordance with Section 5. Eligible homeowners with larger projects or high energy cost burdens (whereas 6% or more of their after-tax income is spent on home energy bills) may be disbursed up to 50% in advance in the sole discretion of the County;

- 1.24 **"Intended Improvements"** means the Eligible Improvements intended to be undertaken to the Property under the Program as set out in Appendix F;
- 1.25 **"Lifetime"** means the effective useful life of the Work, as set out in Appendix A2;
- 1.26 **"Local Improvement Roll"** means the local improvement roll for the Property setting out the Special Charge (Actual), as prepared and corrected by the County and Municipality and certified by the Municipal Treasurer in accordance with the Regulation;
- 1.27 **"MFIPPA"** means the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, Chapter M.56, as amended;
- 1.28 **"Municipality"** Means the lower tier municipality where the subject property is located.
- 1.29 **"Payment Term"** means the time period over which the Property Owner will pay the Special Charge (Actual) commencing on the earlier of the date of first payment of the Special Charge (Actual) and the first payment due date for the Special Charge (Actual,) and ending upon full payment of the Special Charge (Actual);
- 1.30 **"Pre-Application"** means an application in the County's prescribed form that the Property Owner completed and submitted to the County's satisfaction and that confirmed the Property's eligibility to participate in the Program, which completed form is attached as Appendix E to this POA;
- 1.31 **"Pre-Authorized Property Tax Payment Program"** means the Municipality's payment program in which a Property Owner authorizes automatic withdrawals from their bank account to the Municipality to pay property taxes and other charges collected through the tax bill as they become due and owing;
- 1.32 **"Program Documents"** shall mean the documents comprising the Property Owner's request to participate in the Program consisting of the:
 - 1.32.1 Pre-Application, attached as Appendix E;
 - 1.32.2 Funding Request, attached as Appendix F; and
- 1.33 **"Program Interest Rate"** means the following annual interest rates

corresponding to each of the following Special Charge Terms, which interest rate will be fixed for the duration of the Special Charge Term:

Special Charge Term	Effective Interest Rate (Annual)
5 years	2.75%
10 years	2.75%
15 years	2.75%
20 years	2.75%

- 1.34 **"Project Completion Report"** means a report, in the County's prescribed form, that the Property Owner will prepare and submit to the County's satisfaction by the Property Owner to the County following completion of the Work, for determination by the County, in accordance with this POA, of any Final Disbursement for which the Property qualifies, which completed report will be attached as Appendix G to this POA;
- 1.35 **"Property Owner-Provided Material"** means any written documentation or other material that the Property Owner provides to the County, including but not limited to the Program Documents;
- 1.36 **"Special Charge"** means a charge imposed by the Municipality on the Property pursuant Ontario Regulation 586/06 *Local Improvement Charges-Priority Lien Status*, as amended;
- 1.37 **"Special Charge (Actual)"** means the final Special Charge for the Property calculated in accordance with Section 11(1) of this POA and set out in Appendix B2, that the municipal Council will impose on the Property;
- 1.38 **"Special Charge (Estimated)"** means the estimated Special Charge for the Property based on the Intended Improvements, as set out in Appendix B1;
- 1.39 **"Special Charge Term"** means the period of five, ten, fifteen, or twenty years, as selected by the Property Owner on Appendix F (Funding Request), commencing from the first payment due date for the Special Charge (Actual), which term cannot exceed the Lifetime of the Work;
- 1.40 **"Substantially Performed"** shall mean when the Work is ready for use or is being used for the purposes intended in accordance with Section 2(1) and 2(2) of the Construction Act;
- 1.41 **"Term"** shall have the meaning ascribed to it in Section 2;
- 1.42 **"County-Provided Material"** means any written documentation or other material that the County makes available generally to the public or specifically to the Property Owner in connection with the Program or this POA; and

1.43 **"Work"** means the Actual Improvements collectively.

2. Term

2.1 This POA commences on the Effective Date and terminates at the end of the Payment Term. As provided by Section 20, the Term continues even if ownership of the Property transfers but, upon such transfer, the prior Property Owner may become eligible for a Release.

3. Interpretation

3.1 Each of the following Appendices to this POA are incorporated by reference into this POA as if they were fully stated herein:

3.1.1 Appendix A1 – Work – Intended

3.1.2 Appendix A2 – Work – Actuals

3.1.3 Appendix B1 – Special Charge – Estimated

3.1.4 Appendix B2 – Special Charge – Actual

3.1.5 Appendix C – Form of Assignment, Novation and Release

3.1.6 Appendix D – Utility Usage Release Forms

3.1.7 Appendix E – Pre-Application

3.1.8 Appendix F – Funding Request

3.1.9 Appendix G – Project Completion Report

3.1.10 Appendix H – POA Withdrawal Form

3.1.11 Appendix I – Pre-Authorized Property Tax Payment Program Application

3.2 Where there is a conflict between the language in any of the Appendices and this POA, the language of this POA shall prevail.

4. Property Owner's Initial Covenants

The Property Owner covenants that the Property Owner:

4.1 is the lawful owner of the Property, and that if more than one person owns the Property, all Property Owners are parties to and have signed this POA;

4.2 understands and agrees that:

4.1.1 the Special Charge (Estimated) as set out Appendix B1 is only an estimate of the Special Charge amount based on the Estimated Cost set out in Appendix A1;

4.1.2 the County may provide the Property Owner from time to time with updated versions of Appendices A2 and B2 (as new information set forth in Appendices A2 and B2 becomes known) which shall form part of this POA automatically and without amendment and to which the Property Owner will then be bound except as otherwise provided in this POA;

- 4.1.3 the maximum Special Charge (Actual) eligible for the Property shall be \$40,000; and
- 4.1.4 the Municipality and/or the County will advise the Property Owner of the Special Charge (Actual) pursuant to Section 16.
- 4.1.5 4.3 understands and agrees that by entering into this POA, completing and returning to the Municipality the Pre-Authorized Property Tax Payment Program Form attached as Appendix I, and providing a void blank cheque, the Municipality will automatically enroll the Property Owner in the Pre-Authorized Property Tax Payment Program, which payment program will apply to payment of the Special Charge (Actual), the property taxes payable on the Property, and any other charges that are payable through the Property's tax bill.

5. Initial Disbursement

Prior to completion of the Work, the County will pay the Initial Disbursement indicated in Appendix A1 to the Property Owner provided that the Property Owner is in compliance with all pre-requisites of this POA to receive the Initial Disbursement.

6. Property Owner's Responsibility

The Property Owner understands and agrees that:

- 6.1 It is the Property Owner's sole responsibility to notify all persons with a mortgage interest in the Property to participate in the Program.
- 6.2 It is the Property Owner's sole responsibility to complete the Work by retaining a Contractor(s) and to ensure that the Work is completed by the Completion Date.
- 6.3 The County and Municipality take no responsibility for and have no involvement in retaining a Contractor or any other person to complete the Work. The County and Municipality also take no responsibility for and have no involvement in the design or completion of the Work or in ensuring its completion, and the Property Owner is solely responsible for any action he or she may take that may impede or adversely affect the Contractor and the Contractor's ability to complete the Work in a timely manner. The Property Owner further understands and agrees that the County and Municipality have no responsibility or liability to the Contractor or to the Property Owner for the design or completion of the Work including, without limitation, any delays, errors, or defects in the design or completion of the Work, any negligence of the Contractor in the completion of the Work, the Contractor's failure to complete the Work, any payment or failure to make payment to the Contractor or any other person in respect of completion of the Work, and the discharge of any liens on the Property.
- 6.4 Neither Party is acting as an agent of the other for purposes of this POA.

- 6.5 It is the Property Owner's sole responsibility to make payments for the completion of the Work, and the County will make payments to the Property Owner only if all requirements for such payment have been met in accordance with this POA.
- 6.6 The County and Municipality are not liable for any failure of the Work to achieve the expected energy savings or to qualify for a Final Disbursement under the Program nor for any other impacts of the Work. The Property Owner further understands and agrees that the maximum Funding Amount under the Program is the lesser of the three amounts set out in Section 9 of this POA, and that the Property Owner may not receive payment from the County of all, or any, costs incurred by the Property Owner to complete the Work and all such Work is done at the Property Owner's sole risk and expense.

7. Completion Date

- 7.1 Provided that the Property Owner notifies the County in writing by at least 4:00 pm on the Business Day that is at least 10 Business Days before the Completion Date that the Property Owner is unable to Substantially Perform the Work by the Completion Date, and provided further that the Property Owner indicates the reasons for the delay and makes available whatever additional written or verbal information the County requires, then the County retains the right in its discretion on a case by case basis to extend the Completion Date to a later date.

8. Approved Final Cost

- 8.1 Within 14 days of the earlier of (a) the Work being Substantially Performed or (b) the Completion Date, the Property Owner shall provide the County with the Project Completion Report.
- 8.2 The County shall then verify the completeness and accuracy of the Project Completion Report and will disqualify the Property from any funding under this POA if the Project Completion Report is incomplete or, in the County's sole opinion, provides inadequate information to qualify for funding under this POA.
- 8.3 The County may, in its sole discretion, make any reasonable adjustments to the Actual Cost as evidenced on the Project Completion Report, and may inspect the Work in accordance with Section 23 of this POA. Upon submission of the Project Completion Report and its acceptance by the County the Project Completion Report shall form part of this POA automatically without the need for further amendment.
- 8.4 Actual Costs including equipment, materials, labour, and harmonized sales tax (HST), as verified and adjusted by the County in accordance with

Subsections 8.2 and 8.3 above, will constitute the Approved Final Cost. The approved Final Cost, once established by the County, is not subject to review or appeal.

9. Funding Amount

The Funding Amount shall be the amount, net of any Incentives/Rebates, that is the lesser of:

- 9.1 the Approved Final Cost;
- 9.2 the Estimated Cost plus Five (5) per cent of the Estimated Cost; or
- 9.3 the highest dollar amount that will not cause the Special Charge (Actual) combined with the Grant to exceed \$40,000 , when the County calculates the Special Charge (Actual).

10. Final Disbursement

- 10.1 The Final Disbursement shall be the Funding Amount as determined under Section 9 of this POA, less the Initial Disbursement.

The County will pay to the Property Owner the Final Disbursement within a reasonable period of time following receipt of the Project Completion Report, as determined by the County. Any County payment will be made by cheque payable to the Property Owner.

11. Special Charge

11.1 Calculating the Special Charge

After the Final Disbursement Amount is paid to the Property Owner, the County will calculate the Special Charge (Actual) for the Property.

The Special Charge (Actual) shall equal the sum of (a) the Funding Amount, less any non-repayable grants, and (b) the Cost of Borrowing.

11.2 Notice of the Special Charge

The County will advise the Property Owner of the proposed Special Charge (Actual) pursuant to Section 15.

11.3 Consent to Levy of the Special Charge

The Property Owner hereby irrevocably consents to the Special Charge (Actual) being levied by the Municipality on the Property pursuant to the Regulation, and agrees to pay the Special Charge (Actual) in equal annual amounts over the Special Charge Term, by making the required payments under the Pre-authorized Property Tax Payment Plan, if applicable at the

municipality. The Property Owner understands that such payments will be in equal amounts, except for the final payment which may be greater or lower to address any remainder amounts.

11.4 Early Payment of Special Charge

At any time after the Special Charge (Actual) is levied on the Property by the Municipality, the Property Owner can discharge the Special Charge (Actual) and end the Payment Term by making a one-time single lump sum payment in an amount determined by the County and the Municipality. As permitted by Section 31 of the Regulation, the amount of the payment will be the present value of the Special Charge (Actual) still outstanding, calculated by the County and the Municipality using the Program Interest Rate as the discount rate.

11.5 Apportioning the Special Charge

The Municipality apportions the Special Charge (Actual) on the basis of one Special Charge per property.

12. Property Owner's Additional Obligations:

The Property Owner shall:

- 12.1 Complete the Work by the Completion Date;
- 12.2 Remain enrolled and in good standing in the Municipality's Pre-authorized Property Tax Payment Program for the duration of the Payment Term;
- 12.3 Where the Property Owner does not complete the Work or otherwise does not put the Property in a position where the Municipality can impose the Special Charge on the Property, repay in its entirety all funds received from the County pursuant to this POA or under the Program within ten business days of receipt of a demand for payment from the County.
- 12.4 Provide the County access to all information related to energy usage and water consumption at the Property for the period commencing in the calendar year prior to the commencement of the Work through to five years following the Completion Date;
- 12.5 Complete the Utility Usage Release Forms attached in Appendix D and submit them to the County; and
- 12.6 Notify any party to whom the Property Owner plans to transfer the Property, whether a buyer or otherwise, in advance of such transfer that the Special Charge (Actual) has been, or will be, imposed on the Property pursuant to the Program and the Regulation.

13. Incentives/Rebates

- 13.1 The Property Owner agrees to apply for all Incentives/Rebates for which the Property may be eligible, and agrees to provide the County prior to submission of the Project Completion Report with information on all Incentives for which it has applied, and for which it has been approved.
- 13.2 Where the Property Owner has sought or received Incentives/Rebates separate and apart from those disclosed to the County in advance of the County making the Final Disbursement so that the Property Owner had not made the County aware of any such Incentives/Rebates in time for the County to deduct the amount of such Incentives from the Final Disbursement, the Property Owner hereby irrevocably consents and assigns to the County all such Incentives/Rebates payable to the Property Owner, and agrees to direct the provider of the Incentive/Rebate to make payment of all such Incentives/Rebates to the County.
- 13.3 In addition, the Property Owner consents to the County communicating with the provider of such Incentive/Rebate any information pertaining to the Property Owner's request for or receipt of such Incentive/Rebate and to the Property Owner's application for and participation in the Program, including any information included in the Program Documents and Project Completion Report.

14. Withdrawal

- 14.1 The Property Owner may withdraw from this POA by completing the withdrawal form in Appendix H and submitting it to the County Clerk by mail or in person so long as such submission arrives date-stamped no later than eight business days from the date the Property Owner submitted the signed POA to the County by mail or in person.

15. Notice of Local Improvement Roll/Special Charge

- 15.1 The County shall give notice to the Property Owner of the proposed Local Improvement Roll before the Special Charge (Actual) is imposed. The proposed Local Improvement Roll shall set out the proposed Special Charge (Actual) to be levied on the Property in respect of the undertaking of the Work on the Property under this POA and under the Program.
- 15.2 Upon receipt of notice of the proposed Local Improvement Roll, the Property Owner has 21 days to provide to the County written objections or proposed revisions to the proposed Local Improvement Roll.
- 15.3 The Municipality's Treasurer shall consider any objections and proposed revisions to the proposed Local Improvement Roll as may be made by the

Property Owner, and may make any corrections to the proposed Local Improvement Roll which the Treasurer considers fair and equitable as a result of such objections and proposed revisions. Once any such corrections are made, the Treasurer shall certify the Local Improvement Roll.

- 15.4 The certified Local Improvement Roll and the Special Charge (Actual) set out in it shall be final and binding on the Property, and the Work is conclusively deemed to have been lawfully undertaken in accordance with the Regulation.

16. Special Charges added to the Tax Roll

- 16.1 Pursuant to the Regulation, once levied, the Special Charge (Actual) can be added by the Municipality to the tax roll for the Property. Once added to the tax roll the Special Charge (Actual) has the same priority to all other liens as property taxes, and will become an obligation of all subsequent owners of the Property.
- 16.2 The Municipality will note the full amount of the Special Charge (Actual) on the tax roll, and this amount will appear on any tax certificates requested for the Property.
- 16.3 The Special Charge (Actual) will be collected through the tax bill for the Property, and payment will be due and payable at the same time as property tax payments for the Property.
- 16.4 The portion of the Special Charge (Actual) annually payable will be added to the tax roll for the Property and will form a priority lien on the property if not paid when due.

17. Severed Lands

Where the Property Owner seeks to sever or subdivide the Property, the Special Charge (Actual) shall be:

- 17.1 Reapportioned among the new lots in any manner the Municipality considers just and equitable, having regard to the relative degree of benefit received by each of the new lot, and a new special charge will be imposed on each of the new lots in the amount apportioned to each lot; or
- 17.2 Paid in full at the time of the Municipality approval for the severance as a condition of approval.

18. Corrections to Special Charges and to the Local Improvement Roll

- 18.1 The Municipality may correct the Special Charge (Actual) pursuant to the Regulation, if the Municipal Treasurer determines that the Special Charge

(Actual) is incorrect due to a gross or manifest error or where the County Treasurer requests a correction.

- 18.2 The Municipal Treasurer will make any amendments and corrections to the Local Improvement Roll to reflect any correction to the Special Charge (Actual) made pursuant to subsection 18.1, and any apportionment of a Special Charge (Actual) pursuant to Section 17, and shall certify the corrected Local Improvement Roll.

19. Late Payment Penalties and Events of Default

- 19.1 If the Property Owner fails to make any payment owing to the Municipality under this POA on the date it becomes due, the payment is subject to the following late payment penalties:

- 19.1.1 a \$45 fee for non-sufficient funds being in the Property Owner's account under the Pre-authorized Property Tax Payment Program;
19.1.2 an additional 1.25% of the unpaid amount on the first day of each month thereafter that the amount remains outstanding.

- 19.2 The Municipality may declare that an event of default has occurred (an "Event of Default") if the Property Owner:

19.2.1 fails to meet any of its obligations under this POA, including without limitation:

- (i) failure to make any payment to the Municipality as it becomes due;
- (ii) failure to reimburse the Municipality all portions of the Funding Amount that the County has provided to the Property Owner in accordance with Section 10 in the event that the Property Owner has not completed the Work or otherwise has not put the Property in a position for the Municipality to apply a Special Charge; or
- (iii) failure to adhere to its confidentiality obligations under this POA; or

19.2.2 makes false or misleading representations or submits false or misleading information to the Municipality or County.

- 19.3 In the event that the Municipality has declared that an Event of Default has occurred, the Municipality or County may immediately, in their joint discretion, exercise one or more of the following remedies:

19.3.1 terminate their obligations under this POA and, if applicable, demand repayment of all monies provided under this POA to the Property Owner to date;

19.3.2 pursue a court action to recover all damages and/or demand specific performance; and

19.3.3 add to the property tax roll for the Property the Initial Disbursement as a fee, as provided for in Section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25., owed to the County pursuant to this POA.

20. Sale and Release

- 20.1 The Property Owner shall have the unfettered right to sell, transfer, charge, and mortgage, encumber or otherwise deal with the Property without the prior consent of the County and Municipality.
- 20.2 In the event the Property is transferred to a new owner, the Property Owner shall continue to be liable to the County and Municipality for all Property Owner obligations and liabilities under this POA until the County and Municipality signs the Assignment, Novation and Release, thereby releasing the Property Owner from obligations and liabilities under this POA.
- 20.3 The County and Municipality shall not sign the Assignment, Novation and Release until all of the following conditions are met to the satisfaction of the County and Municipality:
- 20.3.1 the Property Owner provides the County and Municipality with a registered copy of the Transfer of the Property from the Property Owner to a new owner;
 - 20.3.2 the Special Charge (Actual) and other amounts due and owing under this POA for the portion of the Payment Term during which the Property Owner owned the Property are fully paid; and
 - 20.3.3 the Property Owner provides the County and Municipality with an original Assignment, Novation and Release in the form attached as Appendix D, executed by the Property Owner and the new owner.
- 20.4 The Property Owner acknowledges that nothing in this POA interferes with the Municipality's rights, benefits and powers under the Regulation with respect to the Property or the Special Charge (Actual), and that the Municipality shall not be prevented from or prejudiced in carrying out its statutory rights and responsibilities thereunder.

21. Ownership, Disclosure, and Confidentiality of Written Material

- 21.1 Ownership and Compelled Disclosure of Property Owner-Provided Material
Once in the possession and/or under the control of the County, any Property Owner- Provided Material becomes the property of the County and, consequently, subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"). Pursuant to MFIPPA, the public has a right to seek access to these documents, in whole or in part, which the County must then disclose in accordance with the provisions of MFIPPA. Please note that those provisions safeguard against disclosure of personal information but exceptions to such safeguards do apply.

Moreover, the County may be required to disclose these documents pursuant to other Applicable Laws and Requirements regarding disclosure of information and production of documents, including (but not limited to) the Federal Courts Rules, the Ontario Rules of Civil Procedure, the Criminal Code of Canada,

subpoenas and summonses to witness, court orders, and any other federal, provincial or municipal statutory power that compels the County to disclose such information and documents.

21.2 The County reserves the right to make all final disclosure decisions including those pursuant to MFIPPA.

22. Ownership and Confidentiality of County-Provided Materials

22.1 All County-Provided Material in connection with, or arising out of, the Program or this POA:

22.1.1 is and shall remain the property of the County;

22.1.2 must be treated by the Property Owner as confidential and not disclosed to anyone other than the Property Owner or County and municipal staff (which does not include County Council Members) without written consent from the County and municipality unless such County-Provided Material was obtained in a manner available generally to the public (such as from the County's website); and

22.1.3 other than in connection with the Program, must not be used or disseminated by the Property Owner for any purpose, including (but not limited to) for purposes of lobbying on this or related matters without the express written permission of the County.

22.1.4 This provision survives the termination of the POA for five (5) years, beginning with the date on which the POA terminates.

23. Audit

23.1 The County may audit this POA and related records. The Property Owner shall at all times during the term of the POA, and for a period of two (2) years following the Payment Term, keep and maintain records of the Work performed pursuant to this POA. This shall include proper records of invoices, vouchers, Incentives/Rebates, timesheets, and other documents that support actions taken by the Property Owner. The Property Owner shall at its own expense make such records available for inspection and audit by the County at all reasonable times.

24. Inspection

24.1 Until the date that is three (3) years from the Completion Date, the County reserves the right, upon 14 days written notice to the Property Owner, to have a County Official or third party contractor retained by the County inspect the Work. Such inspection is solely for the purpose of verifying the Work stated in the Project Completion Report. By conducting such inspection, the County is not making any representations or warranties with respect to the Work and is

not liable for any aspect of the Work.

25. Indemnities

- 25.1 The Property Owner indemnifies and saves harmless the County of Lanark, its Warden, Members of Council, officers, employees, and agents from and against any losses, liens, charges, claims, demands, suits, proceedings, recoveries and judgements (including legal fees and costs) arising from or related to the Property Owner's performance or non-performance of its obligations, including breach of any confidentiality obligations under the POA or infringement, actual or alleged of any Canadian, American or other copyright, moral right, trade-mark, patent, trade secret or other thing with respect to which a right in the nature of intellectual/industrial property exists.
- 25.2 Upon assuming the defense of any action covered under this section the Property Owner shall keep the County reasonably informed of the status of the matter, and the Property Owner shall make no admission of liability or fault on the County's part without the County's written permission.

26. Survival

- 26.1 In addition to any obligations set forth in this POA that by their nature survive the completion of the Work or termination of this POA or otherwise expressly survive, those obligations set forth in Sections 22 (Ownership and Confidentiality of County-Provided Material), 23 (Audit), and 25 (Indemnities) shall continue to bind the Property Owner notwithstanding the completion of the Payment Term, the release by the County of the Property Owner of its obligations under this POA, or the termination of this POA.

27. Severability

- 27.1 If any provision of this POA or the application thereof to any person or circumstances is found to be invalid, unenforceable or void by any court or tribunal of competent jurisdiction, such provision shall be deemed severable and all other provisions of this POA shall be deemed to be separate and independent therefrom and continue in full force and effect.

28. Further Assurances

- 28.1 The Property Owner agrees that it will do all such acts and execute all such further documents, conveyances, deeds, assignments, transfers and the like, and will cause the doing of all such acts and the execution of all such further documents (including waivers of moral rights) as are within its power to cause the doing or execution of, as the County may from time to time reasonably request, in writing, and as may be necessary or desirable to give full effect to this POA.

29. Notices

29.1 Any demand or notice to be given pursuant to this POA shall be duly and properly made and given if made in writing and either delivered to the party for whom it is intended to the address as set out below or sent by prepaid registered mail addressed to such party as follows:

29.2 In the case of the County:

County of Lanark
99 Christie Lake Rd
Perth, ON K7H 3C6
Attention: County Clerk

29.3 In case of the municipality:

Tay Valley Township
217 Harper Rd
Perth ON K7H 3C9
Attention: Clerk

29.4 In the case of the Property Owner, to the Primary Contact indicated in the Pre-Application or to such other addresses as the Parties may from time to time notify in writing, and any demand or notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption in postal service in Lanark County affecting the delivery or handling thereof, on the day following three business days following the date of mailing.

30. Successors and Assigns

30.1 The POA shall endure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

31. Appendices

31.1 The Appendices to this POA shall constitute an integral part of this POA and all expressions defined in this POA shall have the same meanings in such attachments. In the case of a conflict between the body of this POA and any attachment, the provisions of the body of this POA shall take precedence.

32. Governing Law

32.1 This POA shall be governed by the laws of the Province of Ontario. Any dispute arising out of this POA will be determined by a court of competent jurisdiction in the Province of Ontario.

33. Entire POA

33.1 The POA forms the entire agreement between the Parties. In the event of conflict or inconsistency between the POA and any other agreement between the Parties, the POA shall prevail.

34. Amendments

34.1 The Parties can mutually agree to amend this POA.

35. Headings, subheadings, index numbers, reference numbers

35.1 All headings, subheadings, index and reference numbers in POA and attachments are given for the convenience of the Parties and as such must be taken only as a general guide to the items referred to and not relied upon. It must not be assumed that such numbering is the only reference to each item, but the POA as a whole must be fully read in detail for each item.

**COMMITTEE OF THE WHOLE MEETING
February 11th, 2025**

**Report #CAO-2025-03
Amanda Mabo, Chief Administrative Officer/Clerk**

**CIVIC ADDRESSING POLICY
ROAD NAMING POLICY**

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Civic Addressing Policy and Road Naming Policy be approved;

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

BACKGROUND

A number of policies and processes with the Township are not in writing. They have just always been done but never reduced to writing. This is starting to become problematic when the Township tries to enforce these policies. It is now time to start putting these in writing, especially the ones that affect the public. Two of these are the Civic Addressing Policy and the Road Naming Policy.

DISCUSSION

The drafts have been run by legal counsel.

Civic Addressing Policy

The Civic Addressing Policy attached to this report outlines the current process but also includes a new initiative that farmers have been asking for since the previous term of Council for farm entrances.

The Emily Project was initiated after a tragic farm accident involving seven-year-old Emily Trudeau. First responders had trouble locating the accident site because the accident occurred in a field, on land that did not have its entrance marked with a civic address that could be found through GIS. The Emily Project officially kicked off at the Hastings County Plowing Match in 2017.

For existing farm entrances:

- Civic address blades for Existing Farm Entrances shall be green with white numbering.
- Farm civic address numbers shall not be used as a mailing address.
- The approval of a farm civic address number does not automatically permit further use or development of the property.
- The approval of a farm civic address number does not provide approval for an entrance permit, does not mean the Existing Farm Entrance meets the requirements to obtain an approved entrance, and it does not guarantee that the Existing Farm Entrance is safe or adequate for emergency services.
- If the property owner wishes to make any changes to the Existing Farm Entrance or the use of the Existing Farm Entrance, the property owner must submit the applicable entrance permit application.

Road Naming Policy

The Road Naming Policy attached to this report also outlines the current process but also proposes an exemption for Private Roads.

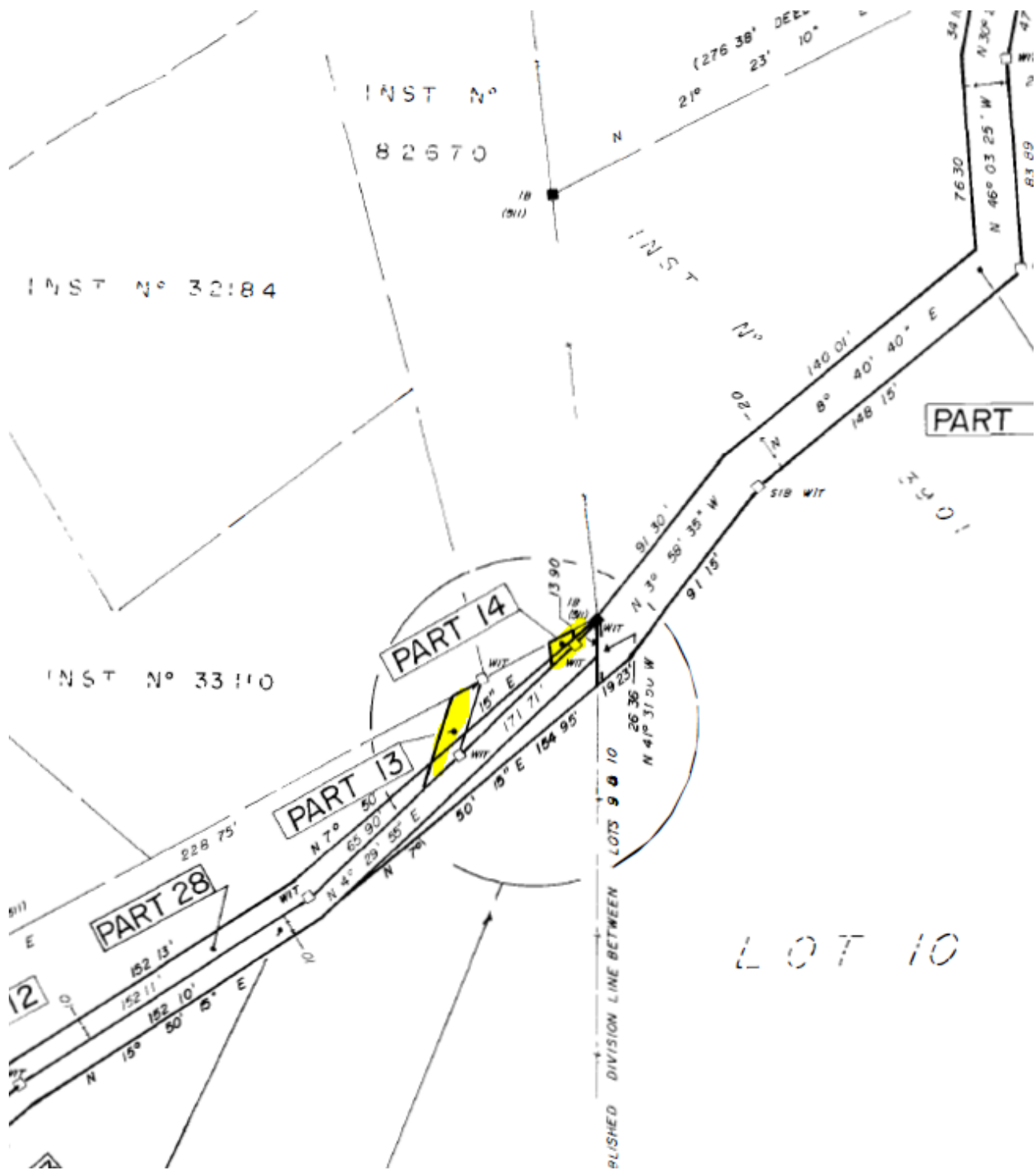
On a property-by-property basis where a right of way (easement) is:

- i) generally 25 metres (65 feet) or less; and
- ii) only provides or will only ever provide access to one (1) property;

the right of way (easement) may not be considered a Private Road, subject to a site visit and determination by the Municipality.

Should a right of way (easement) meet the criteria in Section 7.1.1, and is therefore not considered a Private Road, the right of way (easement) will not need to be named.

As an example, in the picture below, the two yellow highlighted rights-of-way meet the exemption. They are about a car length off of the private road, only provide access to one (1) property and only will ever provide access to one (1) property.



OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt the Policies

Option #2 – Suggest Changes to the Drafts

Option #3 – Do Nothing

FINANCIAL CONSIDERATIONS

Not applicable.

STRATEGIC PLAN LINK

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

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

As per the recommendation.

ATTACHMENTS

1. Draft Civic Addressing Policy
2. Draft Road Naming Policy

Respectfully Submitted By:

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

SUBJECT: CIVIC ADDRESSING - POLICY

1.0 PURPOSE

To provide a uniform policy for assigning civic addresses throughout the Municipality.

2.0 LEGISLATIVE AUTHORITY

2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

3.0 SCOPE

3.1 This policy applies to Roads within the Municipality.

3.2 This policy shall be read in conjunction with the following:

- Road Naming – Policy
- Official Plan
- Zoning By-Law
- Road Addressing and Parcels Project – Policy
- Road Addressing and Parcels Project – Procedure

4.0 DEFINITIONS

4.1 “**Existing Farm Entrance**” – shall mean an existing access point to a property from a Road that does not have an approved entrance permit and was constructed prior to amalgamation in 1998 that has historically been used to access vacant property for agricultural or forestry purposes.

4.2 “**Lanark County**” – shall mean the Corporation of the County of Lanark.

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

4.4 “**Road**” – shall mean a Public or Private Road.

4.5 “**Private Road**” – shall mean a right of way (easement), that was in place prior to 2002 (as of 2002 no new Private Road can be created in the Municipality unless created under the *Condominium Act, 1998*), that provides access to two or more properties but does not include a common lot line shared entrance as defined by the appropriate road authority. For greater clarity, a driveway is an access originating from a Public or Private Road that is wholly within one property (except for a portion that may be approved as a common lot line shared entrance). If an access crosses onto a second property or acts as the access for a second property, including a water access only property, it is a Private Road.

- 4.6 “Public Road”** – shall mean a road owned by the Province of Ontario, Lanark County or the Municipality that has been assumed for maintenance purposes, but also includes Public Unassumed Privately Maintained Roads.
- 4.7 “Public Unassumed Privately Maintained Road”** – shall mean a road owned by the Municipality that has not been assumed by the Municipality for maintenance purposes and generally has not been brought up to municipal standards and is maintained by a private individual, organization, or company rather than the Municipality.

5.0 PROPERTY NUMBERING

- 5.1** All properties on a Road must have a civic address for emergency response purposes.
- 5.2** Without exception, there shall be no duplication of a civic address within the geographic boundaries of the Municipality.
- 5.3** Numbers shall be a maximum of six (6) characters in length and a leading zero (0) or alpha character cannot be used.
- 5.4** The frontage interval shall be five (5) metres, which means that a different civic address number is available, (but not necessarily used) every five (5) metres linearly along a Road.
- 5.5** The numbering system should progress consecutively along the length of the roadway.
- 5.6** Even numbers shall be located on the south and west side of the Road.
- 5.7** Odd numbers shall be located on the north and east side of the Road.
- 5.8** The beginning of the Road to the centre of an entrance (driveway) is used as the starting point to measure individual properties for a civic address number, except for island properties and water access properties.
- 5.9** Civic address blades shall be blue with white numbering, except for farm entrances.
- 5.10 Boundary Roads**
- 5.10.1 For Roads with the same name that enter the Municipality from an adjacent municipality, the addressing must be continuous along the entire length of the Road.

5.11 Multiple Dwellings

- 5.11.1 Multiple dwellings which have direct access to the Road for each unit, will be assigned a separate civic address number for each unit.
- 5.11.2 Multiple dwellings that do not have direct access to the Road for each unit will be assigned one (1) civic address number, and the individual units shall be identified by their unit number as assigned by the owner.

5.12 Trailer Parks and Campgrounds

- 5.12.1 A trailer park or campground will be assigned one (1) civic address number, and the individual units shall be identified by their unit number as assigned by the owner.

5.13 Islands

- 5.13.1 The Municipality's Zoning By-Law requires that Islands have a deeded parking space on the mainland.
- 5.13.2 The deeded parking space shall have the same civic address as the island.
- 5.13.3 The civic address for islands shall be the civic address for the deeded parking space.

5.14 Water Access Only Properties

- 5.14.1 The Municipality's Zoning By-Law requires that water access only properties have a deeded parking space on the mainland.
- 5.14.2 The deeded parking space shall have the same civic address as the water access only property.
- 5.14.3 The civic address for water access only properties shall be the civic address for the deeded parking space.

5.15 Existing Farm Entrances

- 5.15.1 Civic address blades for Existing Farm Entrances shall be green with white numbering.
- 5.15.2 Farm civic address numbers shall not be used as a mailing address.
- 5.15.3 The approval of a farm civic address number does not automatically permit further use or development of the property.
- 5.15.4 The approval of a farm civic address number does not provide approval for an entrance permit, does not mean the Existing Farm Entrance meets

the requirements to obtain an approved entrance, and it does not guarantee that the Existing Farm Entrance is safe or adequate for emergency services.

5.15.5 If the property owner wishes to make any changes to the Existing Farm Entrance or change the use of the Existing Farm Entrance, the property owner must submit the applicable entrance permit application.

6.0 GENERAL REQUIREMENTS

6.1 For the Municipality to open a civic address file:

6.1.1 A civic address application must be received by the Municipality, along with the required fee and deposit as outlined in the Tariff of Fees for the Municipality; or

6.1.2 An entrance permit on a Provincial or County Road must be received; or

6.1.3 As part of a building, planning, septic, entrance permit, road naming or other application it is determined that a civic address should have been assigned or is to be assigned; or

6.1.4 The civic addressing is initiated by the Municipality (the Municipality is the applicant).

6.2 The Municipality shall not conduct any work related to the assignment of a civic address until a file is opened.

7.0 PROCEDURE

7.1 Open File

7.1.1 A file will be opened when:

7.1.1.1 An Application is received:

- i) The applicant/property owner shall submit an application on the required form to the Public Works Department.
- ii) The applicant/property owner shall submit with the application a non-refundable fee as outlined in the Tariff of Fees for the Municipality, to cover administrative and other costs such as civic address number blade and post costs.

7.1.1.2 A building, planning, septic, entrance permit, road naming or other application is submitted. (Note: a civic address application may still be required).

7.1.1.3 Initiated by the Municipality.

7.2 Legal Review

7.2.1 The Municipality shall conduct a legal review to confirm legal access, if applicable, and road frontage or if the property is island or water access only and has a deeded parking space.

7.2.2 The Municipality shall obtain the current information registered on title.

7.2.3 The applicant/property owner shall be responsible for all costs related to the legal review.

7.3 Site Visit

7.3.1 The Municipality shall conduct a site visit to verify what is physically onsite with the legal information obtained.

7.3.2 The applicable measurements shall be taken during the site visit to determine the civic address number.

7.4 Requirement for Other Applications

7.4.1 For properties on Public Roads, an entrance permit is required.

7.4.2 In some instances, obtaining legal access and naming of a road may need to occur before the assignment of a civic address.

7.5 Acceptance of Application

7.5.1 Once the legal review, site visit and other applications, if applicable, have been completed and all costs paid, the application will be approved and processed.

7.6 Rejection of Application

7.6.1 If the application is rejected, the Township will notify the applicant in writing and state the reasons for rejection.

7.6.2 If no work has been conducted, the fee will be refunded.

7.6.3 If work has been conducted, the fee will be refunded minus the amount to cover the work that has been conducted.

8.0 ISSUANCE OF PERMITS, LICENSES OR APPROVAL OF APPLICATIONS

- 8.1** No permit, license or other application approval shall be granted for a property until the Township has assigned a civic address under the requirements of this policy.

9.0 INSTALLATION OF CIVIC ADDRESS SIGNS

- 9.1** The Municipality shall complete the initial installation of the signpost and the civic address number blade for each property within the Municipality to ensure that the installation meets the standard of this policy.
- 9.2** Notwithstanding 9.1 above, the applicant/owner shall be responsible for the installation of the signpost and the civic address number blade for an island or water access only property.
- 9.3** The number blade shall be placed on the signpost at a height of not less than 1.2 metres (47 inches) and not greater than 1.7 metres (67 inches) above grade.
- 9.4** Posts shall be installed in a uniform manner 1.5 metres from the driveway entrance and two (2) or more metres from the shoulder of the Road.
- 9.5** Civic address number signs shall be clearly visible to oncoming traffic from both directions and not interfere with road maintenance.
- 9.6** Where a sign and number blade cannot be erected in conformity with the requirements of this policy, due to unusual conditions or circumstances, the Public Works Manager is hereby authorized to determine, in consultation with the owner of the property, a suitable alternative location or arrangement that best complies with the requirements of this policy, and thereafter the sign post and number blade shall be erected and maintained in the manner agreed to.
- 9.7** Civic address number signs installed at island and water access only properties shall be installed by the owner on the dock if it is permanent, or firmly mounted on the shoreline in stable ground, and the sign must be clearly visible and maintained at all times.

10.0 MAINTENANCE OF CIVIC ADDRESS SIGNS

- 10.1** The civic address number sign, post and the blade shall be maintained by the property owner at all times.
- 10.2** No person shall move, remove, alter, deface, damage, or destroy any civic address number blade or sign post erected in accordance with this policy without the prior written approval of the Municipality.

10.3 In the event a civic address sign is damaged, through no fault of the Municipality, and must be replaced, the cost to the property owner to replace the sign blade and the post shall be as set out in the Tariff of Fees.

11.0 RECORD OF CIVIC ADDRESSES

11.1 As per the Road Addressing and Parcels Project – Policy, once the civic address number is assigned the Municipality shall:

- i) notify Lanark County if the properties are outside the current civic address range, who will in turn notify Bell 911 and all emergency service organizations of the new civic address range;
- ii) notify all affected property owners of their new civic address;
- iii) notify all Municipal departments;
- iv) update the Geographic Information System.

12.0 ORDER TO COMPLY

12.1 Where the Municipality identifies that a property does not have a civic address or that any provision of this policy has not been complied with, it may issue a written order to the owner of the affected property.

12.2 An order issued under this section may require any owner of the property to correct the breach.

12.3 The order shall specify the location of the property, the owner(s) to whom the order is issued and the process for achieving compliance with this policy.

12.4 Service of the order shall be given in any of the following ways and is effective: when a copy is placed on or affixed in any manner to the property;

12.4.1 when a copy is personally delivered to the person to whom it is addressed;

12.4.2 on the third (3rd) day after a copy is sent by registered mail or by regular mail to the person's last known address;

12.4.3 upon the sending of the notice or document or a copy thereof by e-mail transmission to the person's last known e-mail address.

12.5 If the owner of a property fails to comply with the order issued under this policy, the Municipality, in addition to all other remedies:

- i) shall have the right to take any actions necessary to remedy any deficiencies identified and to comply with the order;
- ii) shall have the right for its servants and agents to enter in and upon the property to carry out the aforesaid remedies;
- iii) shall have the right to carry out all remedies and otherwise ensure compliance with the order at the expense of the owner, and the amount of the expense shall be deemed to be real municipal taxes and may be added

- to the collector's roll and collected in the same manner as real municipal taxes; and
- iv) shall not be liable to compensate such owner, or any other person having an interest in the property, by reason of anything done by or on behalf of the Municipality under the provisions of this section of the policy.

13.0 ADMINISTRATIVE MONETARY PENALTY

- 13.1** Any person who contravenes an Order issued under the provisions of this policy or who contravenes any other provision of this policy shall, upon conviction thereof, be liable to a fine as is provided for in the provisions of the *Provincial Offences Act*, as amended, and any other applicable law, exclusive of costs, for each offence.
- 13.2** Notwithstanding section 12.1 of this policy, every person who contravenes any provision of this policy or any order made hereunder shall, upon issuance of an Administrative Monetary Penalty Notice in accordance with Administrative Monetary Penalties By-Law No. 2025-XX, be liable to pay to the Corporation of Tay Valley Township an Administrative Penalty in accordance with Schedule X of Administrative Monetary Penalties By-Law No. 2025-XX.
- 13.3** If a person is required to pay an Administrative Monetary Penalty under policy, the person shall not be charged with an offence in respect of the same contravention.

14.0 COMMUNICATION

- 14.1** A copy of this policy shall be provided to any person, upon request.

15.0 ACCOUNTABILITY FRAMEWORK

- 15.1** The Public Works Manager is responsible for ensuring compliance with this policy.

16.0 POLICY REVIEW

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

17.0 REFERENCES

Policies and Procedures/Documents

Official Plan
Zoning By-Law
Road Addressing and Parcels Project – Policy
Road Addressing and Parcels Project – Procedure
Road Naming – Policy
Civic Address Application

Resources

Municipal Act, 2001

Provincial Offences Act

SUBJECT: ROAD NAMING - POLICY

1.0 PURPOSE

Road names are critical for civic addressing and emergency response purposes. This policy establishes criteria to name or rename a road.

2.0 LEGISLATIVE AUTHORITY

2.1 Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

2.2 Section 48 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law.

3.0 SCOPE

3.1 This policy applies to Roads within the Municipality.

3.2 This policy shall be read in conjunction with the following:

- Civic Addressing – Policy
- Official Plan
- Road Addressing and Parcels Project – Policy
- Road Addressing and Parcels Project – Procedure

4.0 DEFINITIONS

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

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

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

4.4 “**Executive Assistant**” – shall mean the Executive Assistant/Alternate Community Emergency Management Coordinator for the Municipality.

4.5 “**Lanark County**” – shall mean the Corporation of the County of Lanark.

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

- 4.7 “Road”** – shall mean a Township Road, Public Unassumed Privately Maintained Road or Private Road.
- 4.8 “Private Road”** – shall mean a right of way (easement), that was in place prior to 2002 (as of 2002 no new Private Road can be created in the Municipality unless created under the *Condominium Act, 1998*), that provides access to two or more properties but does not include a common lot line shared entrance as defined by the appropriate road authority. For greater clarity, a driveway is an access originating from a public or Private Road that is wholly within one property (except for a portion that may be approved as a common lot line shared entrance). If an access crosses onto a second property or acts as the access for a second property, including a water access only property, it is a Private Road.
- 4.9 “Public Unassumed Privately Maintained Road** – shall mean a road owned by the Municipality that has not been assumed by the Municipality for maintenance purposes and generally has not been brought up to municipal standards and is maintained by a private individual, organization, or company rather than the Municipality.
- 4.10 “Township Road”** – shall mean a road owned and maintained by the Municipality.

5.0 GENERAL REQUIREMENTS

- 5.1** All Roads must be named for civic addressing and emergency response purposes.
- 5.2** For the Municipality to open a road naming file:
- 5.2.1 A written request to name or rename a Road must be received by the Municipality, along with the required fee and deposit as outlined in the Tariff of Fees for the Municipality; or
- 5.2.2 As part of a building, planning, septic, civic address, entrance permit, or other application it is determined that a Road should have been named, and therefore the Road must be named prior to an application being processed; or
- 5.2.3 The Road naming is initiated by the Municipality (the Municipality is the applicant).
- 5.3** The Municipality shall not conduct any work related to a road naming or renaming until a file is opened.

6.0 NAMING AND RENAMING RESPONSIBILITY

6.1 Public Unassumed Privately Maintained Roads and Township Roads

- 6.1.1 The naming of an existing Public Unassumed Privately Maintained Road or Township Road is the responsibility of the Municipality, including any costs.
- 6.1.2 The renaming of an existing Public Unassumed Privately Maintained Road or Township Road is the responsibility of the applicant/property owner, including any costs.
- 6.1.3 The naming or renaming of a new Public Unassumed Privately Maintained Road or Township Road is the responsibility of the applicant/property owner, including any costs.

6.2 Private Roads

- 6.2.1 The naming or renaming of a new or existing Private Road is the responsibility of the applicant/property owner, including any costs.

7.0 EXEMPTIONS

7.1 Private Roads

- 7.1.1 Notwithstanding Section 4.6, on a property-by-property basis, where a right of way (easement) is:

- i) generally 25 metres (65 feet) or less; and
- ii) only provides or will only ever provide access to one (1) property;

the right of way (easement) may not be considered a Private Road, subject to a site visit and determination by the Municipality.

- 7.1.2 Should a right of way (easement) meet the criteria in Section 7.1.1, and is therefore not considered a Private Road, the right of way (easement) will not need to be named.

8.0 PROCEDURE

8.1 Open File

8.1.1 A file will be opened when:

8.1.1.1 A Written Request is received:

- i) The applicant/property owner shall submit a written request detailing the Road to be named or renamed, including a detailed map, to the Executive Assistant.
- ii) The applicant/property owner shall submit with the written request a non-refundable fee and a deposit as outlined in the Tariff of Fees for the Municipality, to cover administrative, legal and other costs such as road name sign and post costs.
- iii) The applicant/property owner shall compensate the Municipality for any costs over and above the deposit or the Municipality shall return any unused deposit.

8.1.1.2 A building, planning, septic, civic address, entrance permit, or other application is submitted where the Municipality identifies the need for a naming or renaming of a Road.

8.1.1.3 Initiated by the Municipality.

8.2 Legal Review

8.2.1 The Municipality shall conduct a legal review to confirm legal access, if applicable, and the status of the proposed road to be named or renamed.

8.2.2 The Municipality shall obtain the current information registered on title.

8.3 Site Visit

8.3.1 The Municipality shall conduct a site visit to verify what is physically onsite with the legal information obtained.

8.4 Potential Requirement for Survey

8.4.1 In some instances, where legal access has been confirmed but there is no survey to legally identify and describe the Road, a survey will need to be undertaken so that the required by-law can be registered on title.

8.4.2 The cost of the survey is the responsibility of the applicant/property owner and is in addition to the deposit.

8.4.3 The draft survey shall be submitted to the Municipality for review and approval prior to being deposited.

8.5 Proposed Road Names

8.5.1 The applicant/property owner shall provide at least three (3) proposed road names.

8.5.2 Road names should be easy to read, pronounce and spell, should use appropriate language and should not be hyphenated.

8.5.3 As per the Road Addressing and Parcels Project – Policy, the Municipality shall send the proposed road names to Lanark County for review and approval to ensure there are no duplicates or similarities within the region.

8.5.4 If all three (3) proposed road names are duplicates or similar, then the process starts again with the applicant/property owner providing another three (3) proposed road names until an acceptable name can be approved.

8.6 Notification to Affected Property Owners

8.6.1 The property owners along the Road to be named or renamed shall be notified in writing of the proposed naming or renaming.

8.6.2 The majority of the property owners must agree to a preferred name by a specified date.

8.6.3 In the event of a tie in the selection of a preferred name, the road owners preferred name will be chosen. Should the road owners not choose a name, the applicants/property owners preferred name will be chosen.

8.7 Report to Council

8.7.1 Once a preferred name has been chosen, a staff report will be included on the Committee of the Whole agenda for consideration of the proposed name.

8.7.2 If the Committee of the Whole does not concur with the request, the applicant/property owner must be advised and the file will either be closed, a new preferred name will be requested, or the Committee of the Whole will recommend a preferred name.

8.7.3 The owners of properties affected by the naming or renaming will be given notice of the intent to name, rename or reject the proposal for naming or renaming.

8.8 Acceptance of Application

8.8.1 If Committee of the Whole agrees to the naming or renaming of the Road, a motion of Council is required to formally name or rename the Road and bring the necessary by-law forward to amend the Road Naming By-Law.

8.9 Rejection of Application

8.9.1 If the recommendation is to reject the application, the issue will be placed on the Council agenda for formal denial.

8.9.2 Once Council rejects the application the applicant/property owner will be refunded the deposit less any costs to date

8.10 Adoption of By-Law

8.10.1 Once the by-law is adopted by Council it shall be registered on title.

8.10.2 As per the Road Addressing and Parcels Project – Policy, once the by-law is adopted by Council the Municipality shall:

- i) notify Lanark County, who will notify Bell 911 and all emergency service organizations of the new road name;
- ii) notify all affected property owners of the new road name and their new civic address;
- iii) notify all Municipal departments;
- iv) update the Geographic Information System.

8.10.3 Once affected properties are notified of the new road name and their new civic address, affected property owners shall be responsible to notify any other organization that the Municipality or Lanark County has not notified, including Canada Post.

8.10.4 Once affected properties are notified of the new road name and their new civic address, the Municipality shall install the new road name sign and civic address signs, if applicable.

8.11 Issuance of Building or Septic Permit, or Approval of Planning Application

8.11.1 Once it has been determined that a survey is not required for a road naming or renaming application, a building or septic permit can be issued or a planning application can be approved, subject to all other requirements being met for those applications.

8.11.2 If a survey is required, for a road naming or renaming application, a building or septic permit can be issued or a planning application can be approved, subject to all other requirements being met for those

applications, once the survey has been approved by the Municipality and deposited.

9.0 ORDER TO COMPLY

- 9.1** Where the Municipality identifies that a Road has not been named in accordance with this policy, it may issue a written order to any person owning property that depends on the Road for its access.
- 9.2** An order issued under this section may require any owner of property that depends on the improperly named Road for its access to apply for and obtain approval to name or rename the Road.
- 9.3** The order shall specify the location of the Road, the properties affected, the owners to whom the order is issued and the process for achieving compliance with this policy.
- 9.4** Service of the order shall be given in any of the following ways and is effective:
- 9.4.1 when a copy is placed on or affixed in any manner to the property;
 - 9.4.2 when a copy is personally delivered to the person to whom it is addressed;
 - 9.4.3 on the third (3rd) day after a copy is sent by registered mail or by regular mail to the person's last known address;
 - 9.4.4 upon the sending of the notice or document or a copy thereof by e-mail transmission to the person's last known e-mail address.
- 9.5** If the owner of a property fails to comply with the order issued under this policy, the Municipality, in addition to all other remedies:
- i) Shall have the right to take any actions necessary to remedy any deficiencies identified and to comply with the order;
 - ii) Shall have the right for its servants and agents to enter in and upon the property to carry out the aforesaid remedies;
 - iii) Shall have the right to carry out all remedies and otherwise ensure compliance with the order at the expense of the owner, and the amount of the expense shall be deemed to be real municipal taxes and may be added to the collector's roll and collected in the same manner as real municipal taxes; and
 - iv) Shall not be liable to compensate such owner, or any other person having an interest in the property, by reason of anything done by or on behalf of the Municipality under the provisions of this section of the policy.

10.0 ADMINISTRATIVE MONETARY PENALTY

- 10.1** Any person who contravenes an Order issued under the provisions of this policy or who contravenes any other provision of this policy shall, upon conviction thereof, be liable to a fine as is provided for in the provisions of the *Provincial*

Offences Act, as amended, and any other applicable law, exclusive of costs, for each offence.

10.2 Notwithstanding section 9.1 of this policy, every person who contravenes any provision of this policy or any order made hereunder shall, upon issuance of an Administrative Monetary Penalty Notice in accordance with Administrative Monetary Penalties By-Law No. 2025-XX, be liable to pay to the Corporation of Tay Valley Township an Administrative Monetary Penalty in accordance with Schedule X of Administrative Monetary Penalties By-Law No. 2025-XX.

10.3 If a person is required to pay an Administrative Monetary Penalty under this policy, the person shall not be charged with an offence in respect of the same contravention.

11.0 COMMUNICATION

11.1 A copy of this policy shall be provided to any person, upon request.

12.0 ACCOUNTABILITY FRAMEWORK

12.1 The CAO/Clerk is responsible for ensuring compliance with this policy.

13.0 POLICY REVIEW

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

14.0 REFERENCES

Policies and Procedures/Documents

Civic Addressing – Policy

Official Plan

Road Addressing and Parcels Project – Policy

Road Addressing and Parcels Project – Procedure

Road Naming - Checklist

Resources

Municipal Act, 2001

Provincial Offences Act

COMMITTEE OF THE WHOLE MEETING
February 11th, 2025

Report #CAO-2025-04
Amanda Mabo, Chief Administrative Officer/Clerk

ADMINISTRATIVE MONETARY PENALTIES

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Administrative Monetary Penalties be introduced;

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

BACKGROUND

Traditionally, municipalities process offences under their jurisdiction through the Provincial Offences Act (POA). This includes items such as parking fines, pool enclosures, ATV By-Law or any municipal by-law that includes fines. This process can be time-consuming and expensive especially if tickets cannot be issued. POA fines or penalties are imposed in a criminal or quasi-criminal proceeding after a determination of guilt. Fines are intended to punish offenders. Fine revenue is shared with other municipalities in the County. Resolving minor by-law infractions can potentially take many months or years in the congested court system.

Amendments to the *Municipal Act, 2001* have given authority to municipalities to introduce Administrative Monetary Penalties (AMPs). Section 434.1 of the *Municipal Act, 2001* authorizes “administrative monetary penalties” as a civil mechanism for enforcing compliance with regulatory requirements. Unlike tickets issued under the POA process, AMPs are not legally considered a fine, even though it appears as a fine. The purpose of AMPs is intended to promote compliance with municipal by-laws. Many municipalities are now utilizing AMPs to encourage compliance with by-laws.

DISCUSSION

In response to the cost and long timelines associated with enforcing by-laws under the POA process, Administrative Monetary Penalties (AMPs) are becoming increasingly more popular in municipalities. AMPs are imposed on persons who fail to comply with municipal by-laws and are administered by municipal staff rather than the court system. Many municipalities

are finding the AMP process much more efficient than traditional prosecutions when enforcing by-law infractions. Unpaid AMPs can also be assigned to property taxes whereas POA offences cannot, which further promotes compliance. The revenue generated through AMPs will go directly to the municipality. Additionally, appeals are able to be addressed in a timelier manner. Based on conversations with other municipalities, AMPs are typically resolved within 2 months or less depending on if there are any appeals. Whereas POAs that are appealed or do not have the ability to issue tickets will take at times greater than 6 months and may require court appearances.

Ontario regulation 333/07 establishes provincially mandated procedural requirements that municipalities must adhere to when introducing and administering AMPs. This includes:

1. Municipality will need to adopt an AMP By-law identifying the process and which by-laws will be enforced under the AMP process
2. Establish monetary penalties for by-law infractions. The penalties must not be considered punitive in nature but rather set at a rate that would encourage compliance with the by-law
3. AMP system must prevent political interference or conflict of interest
4. Introduce financial policies for management and reporting
5. Identify the mechanism to manage complaints related to AMPs
6. Include procedures for an appeal process that will include first level of screening (Screening Officer) and a second level of review by a Hearing Officer. Screening Officers are typically municipal employees and Hearing Officers must be an outside third party. Many municipalities use their municipal solicitors as their Hearing Officer.

The attached draft Administrative Monetary Penalty By-Law includes the process on how AMPs will be administered as well as the screening and hearing officers role. It also provides information on how individuals may request extensions, appeal, or communicate with the municipality on matters relating to AMPs. It also provides information on how notice shall be given and what must be included in the AMP letters to those being issued an AMP and how finances will be handled. Schedule B of the Draft Administrative Penalty By-Law includes the penalty amounts.

The draft by-law has been reviewed by legal counsel.

Until staff become familiar with the AMP process, only the Civic Addressing Policy and Road Naming Policy will be subject to AMPs to start. There are however a number of other by-laws that could be added moving forward such as the Animal Control By-Law, Parking By-Law, Access to Township Roads Policy, Waste Disposal, Composting & Recycling By-Law, etc.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt the AMP By-Law

Option #2 – Suggest Changes to the Draft

Option #3 – Do Nothing

FINANCIAL CONSIDERATIONS

Staff time will need to be dedicated to becoming familiar with the AMP process but savings to the general taxpayer should be realized by spending less time and Township funds on going after those who do not comply with the rules.

STRATEGIC PLAN LINK

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

Strategic Priority: Sustainable Finances

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

AMPs provide another tool for the municipality to encourage compliance with municipal by-laws in a more efficient and cost-effective manner.

ATTACHMENTS

1. Draft Administrative Monetary Penalty By-Law

Respectfully Submitted By:

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-0XX

ADMINISTRATIVE MONETARY PENALTIES

WHEREAS, Section 8 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS, Section 11 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public relating to the health, safety and well-being of persons, respecting matters within the following spheres of jurisdiction:

1. Highways, including parking and traffic on highways.
2. Transportation systems, other than highways.
3. Waste management.
4. Public utilities.
5. Culture, parks, recreation and heritage.
6. Drainage and flood control, except storm sewers.
7. Structures, including fences and signs.
8. Parking, except on highways.
9. Animals.
10. Economic development services.
11. Business licensing.

AND WHEREAS, the Council of the Corporation of Tay Valley Township considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for designated municipal by-laws or portions of designated municipal by-laws;

AND WHEREAS, Section 434.1 (1) of the *Municipal Act, 2001*, as amended, provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act;

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

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

1. DEFINITIONS

For the purpose of this by-law:

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

“Hearing Officer” - shall be an impartial person outside of the organization and shall be appointed by the CAO when required.

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

“Screening Officer” - shall mean the Treasurer or their designate.

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

2. BY-LAWS SUBJECT TO ADMINISTRATIVE MONETARY PENALTY

2.1 THAT, the List of By-Laws subject to administrative monetary penalties is attached hereto as Schedule “A”.

2.2 THAT, any person who contravenes a provision of any by-law listed in Schedule “A” is liable to pay an administrative monetary penalty in an amount as outlined in the relevant schedule(s) to this by-law, in accordance with this by-law, provided that an offence notice under the Provincial Offences Act has not been issued for the same person for the same offence on the same day.

3. ADMINISTRATIVE MONETARY PENALTY NOTICE

3.1 Subject to Section 4 of this by-law, each person who contravenes a provision of a by-law listed in Schedule “A” of this by-law shall, if given an Administrative Monetary Penalty Notice (hereinafter referred to as “Penalty Notice”), be liable to pay to the Municipality an administrative monetary penalty as outlined in the relevant schedule(s) to this by-law.

3.2 Any person appointed to enforce this by-law (hereinafter an “Officer”) who has reasonable grounds to believe that a person has contravened a provision of any by-law listed in Schedule “A” of this by-law may give to the person a Penalty Notice.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

- 3.3** The Penalty Notice shall be given to the person as soon as is reasonably practicable after the contravention has occurred and shall include the following information:
- 3.3.1** the date the Penalty Notice is given;
 - 3.3.2** a unique Penalty Notice reference number;
 - 3.3.3** particulars of the contravention, including the date and location of the contravention, and the person(s) to whom the Penalty Notice is being given;
 - 3.3.4** the monetary amount of the administrative penalty;
 - 3.3.5** the date on which the administrative penalty is due and payable, which shall be thirty (30) days from the issuing date of the Penalty Notice;
 - 3.3.6** methods of available payment;
 - 3.3.7** such information as the CAO determines is appropriate respecting the process by which the person may exercise the person's right to request a review of the administrative penalty; and
 - 3.3.8** a statement advising that an administrative penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the person to the Municipality.
- 3.4** A person who is given a Penalty Notice may request that the administrative penalty be reviewed by a Screening Officer pursuant to Section 4 of this by-law.

4. REVIEW BY SCREENING OFFICER

- 4.1** Section 4 applies to reviews of an administrative penalty by a Screening Officer.
- 4.2** A person's right to request a review expires if it has not been exercised in the manner prescribed in section 4.6 before 4:30 p.m. on the fifteenth (15th) day after the Penalty Notice is deemed to have been received pursuant to Section 6 of this by-law.
- 4.3** A person's right to request an extension of the time to request a review expires if it has not been exercised in the manner prescribed in Section 4.6 before 4:30 p.m. on the tenth (10th) day after the date the Penalty Notice is deemed to have been received pursuant to Section 6 of this by-law.
- 4.4** If no request for review is received on or before the fifteenth (15th) day after the Penalty Notice is deemed to have been received pursuant to Section 6 of this by-law, or the extension granted pursuant to this by-law:
- 4.4.1** the person shall be deemed to have waived the right to request a review;
 - 4.4.2** the administrative penalty shall be deemed to be affirmed; and
 - 4.4.3** the administrative penalty shall not be subject to review, including review by any court.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

- 4.5** No extension granted under this section will extend beyond the thirtieth (30th) day after the date of receipt of the Penalty Notice is deemed to have occurred pursuant to Section 6 of this by-law.
- 4.6** A person's rights to request a review and/or to request an extension of time to request a review are exercised by giving to the Municipality written notice of such request(s) that includes:
- 4.6.1** the Penalty Notice Number;
 - 4.6.2** the person's mailing address and, if applicable, e-mail address;
 - 4.6.3** in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by Section 4.2; and
 - 4.6.4** in the case of a request to review, the particulars of all grounds upon which the request to review is based and any submissions in support of the request.
- 4.7** The Screening Officer shall undertake the review upon receipt of the request for review and may request further information from the person requesting the review as needed, and any time limit for the review may be adjusted in the Screening Officer's sole discretion.
- 4.8** The Screening Officer may:
- 4.8.1** receive submissions from the Officer who issued the Penalty Notice under review; and
 - 4.8.2** cancel the administrative penalty, reduce the administrative penalty or extend the time for payment of the administrative penalty where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of this by-law and that:
 - 4.8.2.1** there is reason to doubt that the person contravened this by-law; or that
 - 4.8.2.2** the person took all reasonable steps to prevent the contravention; or that
 - 4.8.2.3** the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.
- 4.9** The screening decision shall be given to the person in writing as soon as is reasonably practicable.
- 4.10** The person may appeal to a Hearings Officer against the screening decision pursuant to Section 5 of this by-law.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

5. APPEAL TO HEARINGS OFFICER

- 5.1** Section 5 applies to appeals to a Hearings Officer against screening decisions.
- 5.2** The right to appeal is limited to the following persons:
- 5.2.1** a person who has been given a screening decision; or
 - 5.2.2** the CAO.
- 5.3** A person's right to appeal expires if it has not been exercised in the manner prescribed in section 5.7 before 4:30 p.m. on the fifteenth (15th) day after the screening decision date.
- 5.4** A person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in section 5.7 before 4:30 p.m. on the tenth (10th) day after the screening decision date.
- 5.5** If no request for review is received on or before the fifteenth (15th) day after the Penalty Notice is deemed to have been received pursuant to Section 5 of this by-law, or the extension granted pursuant to the by-law:
- 5.5.1** the person shall be deemed to have waived the right to appeal;
 - 5.5.2** the screening decision and the administrative penalty as it may have been affected by the screening decision shall be deemed to be affirmed; and
 - 5.5.3** the screening decision and the administrative penalty as it may have been affected by the screening decision shall not be subject to review, including review by any court.
- 5.6** No extension granted under this section will extend beyond the thirtieth (30th) day after the screening date.
- 5.7** A right to appeal is exercised by giving to the Municipality written notice of the appeal that includes:
- 5.7.1** the penalty notice number;
 - 5.7.2** the person's mailing address and, if applicable, e-mail address;
 - 5.7.3** in the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limited by Section 5.3 of this by-law; and
 - 5.7.4** particulars of all grounds upon which the appeal is made.
- 5.8** The person shall be given no fewer than seven (7) days' notice of the date, time and place of the hearing of the appeal.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

5.9 Where the person fails to appear at the time and place scheduled for a hearing of the appeal:

5.9.1 the person shall be deemed to have abandoned the appeal;

5.9.2 the screening decision and the administrative penalty as it may have been affected by the screening decision shall be deemed to be affirmed;

5.9.3 the screening decision and the administrative penalty as it may have been affected by the screening decision shall not be subject to review, including review by any court; and

5.9.4 the person shall pay to the Municipality an additional fee for failure to appear in the amount of \$150.

5.10 Except in the case of a person who is deemed to have abandoned their appeal, a Hearings Officer shall not make any decision respecting an appeal unless the Hearings Officer has given each person, the CAO and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.

5.11 Subject to sections 5.4, 5.5, 5.9 and 5.10, a Hearings Officer may:

5.11.1 extend the time to request an appeal; and may

5.11.2 make any decision that the Screening Officer could have made pursuant to this by-law.

5.12 The decision of a Hearings Officer is final and not subject to review including review by any court.

6. NOTICE

6.1 Subject to Section 6.3 of this by-law, any notice or document respecting this by-law, including the Penalty Notice, may be given in writing in any of the following ways and is effective:

6.1.1 when a copy is placed on or affixed in any manner to a person's vehicle, home or property;

6.1.2 when a copy is personally delivered to the person to whom it is addressed;

6.1.3 on the third (3rd) day after a copy is sent by registered mail or by regular mail to the person's last known address;

6.1.4 upon the sending of the notice or document or a copy thereof by e-mail transmission to the person's last known e-mail address.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

- 6.2** For the purpose of Section 6.1 of this by-law, a person's last known address, and last known e-mail address are those on record with the Municipality for any reason and are deemed to include those provided by the person pursuant to paragraphs 4.6.2 and 5.7.2.
- 6.3** Any notice or document respecting this by-law shall be given to the Municipality in writing, in any of the following ways, and is effective:
- 6.3.1** when a copy is delivered to the Treasurer of the Municipality during regular business hours at its reception area, at 217 Harper Road, Perth, Ontario; or
 - 6.3.2** on the third (3rd) day after a copy is sent by registered mail or by regular letter mail to "Administrative Penalties, Tay Valley Township, c/o Treasurer, 217 Harper Road, Perth, Ontario".

7. FINANCIAL ADMINISTRATION

- 7.1** No Officer who gives a Penalty Notice may accept payment of the administrative monetary penalty respecting the penalty notice.
- 7.2** An administrative penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this by-law is due and payable and constitutes a debt to the Municipality of each person to whom or to which the Penalty Notice was given.
- 7.3** The Municipality may add to the tax roll of any person who fails to pay an administrative penalty the amount of the administrative penalty, including any additional penalties imposed under this by-law, and collect all amounts in the same manner as municipal taxes.
- 7.4** Where a person has paid an administrative penalty or an administrative fee that is then cancelled or reduced pursuant to this by-law, the Municipality shall refund the amount cancelled or reduced.
- 7.5** Where an administrative penalty or any administrative fees respecting that administrative penalty are not paid within fifteen (15) days after the date that they become due and payable, each person to whom the Penalty Notice was given shall pay to the Municipality an additional fee for late payment in an amount of \$50.

8. GENERAL

- 8.1** The CAO may appoint Screening Officers and Hearings Officers on such terms as the CAO considers appropriate.

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

8.2 Nothing in this by-law limits the Municipality's right to enforce this by-law by any other legal means or to use any other process of enforcement available under law.

9. 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.

10. EFFECTIVE DATE

10.1 ENACTED AND PASSED this XX day of XX 2024.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX**

SCHEDULE “A”

List of By-Laws

1. By-Law No. 2025-0XX – Civic Addressing Policy, as amended
2. By-Law No. 2025-0XX – Road Naming Policy, as amended

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX**

SCHEDULE “B”

Administrative Monetary Penalties

By-Law No. 2025-0XX – Civic Address Policy, as amended

By-Law Section	Short Wording	Penalty Amount 1st Offence	Penalty Amount 2nd Offence	Penalty Amount 3rd Offence
XX				
XX				
XX				
	Continued failure to remedy an order. (AMP may be issued once in every seven (7) day period when compliance is not achieved by the prescribed date)	\$500		
	Administrative Penalty Fee – Failing to pay the AMP by the date on which it is due.	\$50		
	Administrative Penalty Fee – Failing to appear for a hearing before the Hearings Officer	\$150		
	Screening Officer Appeal Fee	\$50		
	Hearing Officer Appeal Fee	\$200		

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX

By-Law No. 2025-0XX – Road Naming Policy, as amended

By-Law Section	Short Wording	Penalty Amount 1st Offence	Penalty Amount 2nd Offence	Penalty Amount 3rd Offence
XX				
XX				
XX				
	Continued failure to remedy an order. (AMP may be issued once in every seven (7) day period when compliance is not achieved by the prescribed date)	\$500		
	Administrative Penalty Fee – Failing to pay the AMP by the date on which it is due.	\$50		
	Administrative Penalty Fee – Failing to appear for a hearing before the Hearings Officer	\$150		
	Screening Officer Appeal Fee	\$50		
	Hearing Officer Appeal Fee	\$200		

COMMITTEE OF THE WHOLE MEETING
February 11th, 2025

Report #CAO-2025-05
Amanda Mabo, Chief Administrative Officer/Clerk

LANARK COUNTY OPP DETACHMENT BOARD

STAFF RECOMMENDATION(S)

It is recommended:

Amendment to Terms of Reference

“**THAT**, the Lanark County OPP Detachment Board – Terms of Reference, be updated to reflect the change in composition of the Board and to reflect which municipality will manage the webpage;

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

Appointment of Community Representatives

“**THAT**, Rod Bowes and Michel Vermette be appointed as the two (2) Community Representatives to the Lanark County OPP Detachment Board until the end of the current term.”

2025 Budget

“**THAT**, the 2025 Budget for the Lanark County OPP Detachment Board be approved.”

AMENDMENT TO TERMS OF REFERENCE

At the March 2024 Council Meeting, Council adopted the following resolution:

Composition of the Lanark County OPP Detachment Board.

RESOLUTION #C-2024-03-25

MOVED BY: Andrew Kendrick

SECONDED BY: Korrine Jordan

“**THAT**, the Council of the Corporation of Tay Valley Township recommend to the Province that the composition of the Lanark County OPP Detachment Board be reduced from a twenty-member Board to a twelve-member Board that would be comprised of one municipal

representative from each of the eight municipalities served by the Board, two community representatives and two provincial representatives.”

ADOPTED

The Ministry of the Solicitor General approved the reduction in November 2024.

Each Council now has to update the Terms of Reference to reflect this change.

In addition, wording has been added to reflect that Carleton Place will manage the Board webpage.

APPOINTMENT OF COMMUNITY REPRESENTATIVES

The Board considered thirteen (13) applications for the two (2) Community Representative positions on the Board. The Board is recommending the appointment of Rod Bowes (Beckwith) and Michel Vermette (Lanark Highlands).

2025 BUDGET

With the reduction in composition of the Board, the Township's share is approximately \$5,000 less annually.

Based on the weighted assessment formula, Tay Valley's share of the draft 2025 Budget is 11.39% or \$13,342.64.

In 2024 the Township paid \$19,423.29 to the Board and as of October 31st, 2024 only \$1,227.24 of that amount was spent. This leaves approximately \$18,196.05 left as a carryforward from 2024 to 2025. Based on the draft 2025 budget, and the Township's share of that budget, the Township could potentially have a small carryforward after the 2025 year end.

CONCLUSION

As per the recommendation.

ATTACHMENTS

1. Updated Terms of Reference (see red and yellow highlights)
2. 2025 Budget

Respectfully Submitted By:

**Amanda Mabo,
Chief Administrative Officer/Clerk
LANARK COUNTY OPP DETACHMENT BOARD**

TERMS OF REFERENCE

A. Purpose

While it is the legislative mandate of the OPP Detachment Board to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils in other matters in accordance with the Community Safety and Policing Act (CSPA), the purpose of the OPP Detachment Board is to:

1. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
2. make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;
3. facilitate public input on programs and ideas when appropriate and approved by the OPP Detachment Board to ensure the work of the Board is representative of the communities it serves;
4. make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the OPP Detachment Board strategic plan or the annual objectives and principles as established by the OPP Detachment Board; and
5. conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the OPP Detachment Board's Procedural By-law.

B. Roles and Responsibilities

Per Section 68 (1) of the Community Safety and Policing Act, the OPP Detachment Board's roles shall include:

- a. consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
- b. determining objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. advising the detachment commander with respect to policing provided by the detachment;
- d. monitoring the performance of the detachment commander;
- e. reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f. on or before June 30 in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

C. Authority

1. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
2. The OPP Detachment Board members shall:
 - a. ensure that all outgoing communications are in accordance with the OPP Detachment Board's policies;
 - b. not communicate externally on behalf of the OPP Detachment Board except as authorized by the OPP Detachment Board;
 - c. not post independently to social media but rather social media postings shall be forwarded to the OPP Detachment Board Secretary-Treasurer for distribution which may be shared by the OPP Detachment Board members;
 - d. not authorize any expenditures outside the OPP Detachment Board's approved budget unless authorized by each of the Municipal Councils of the OPP policed communities comprised by the Board;
 - e. have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the OPP Detachment Board or designate.

D. Reports To

The OPP Detachment Board reports to the respective Municipal Councils comprising the OPP Detachment Board as required in accordance with the CSPA.

E. Composition

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of eight (8) Council representatives based on one (1) per OPP policed municipality, ~~eight (8)~~ two (2) community representatives ~~based on one (1) per OPP policed municipality~~, and ~~four (4)~~ two (2) provincial representatives.

1. **Qualifications of the Community Representatives**

To qualify for the Community Representative on the OPP Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.

Community Representatives shall not be an employee of their respective municipality.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

2. **Appointments to the OPP Detachment Board**

- i. Appointments to the OPP Detachment Board shall be made in accordance with the provisions of Section 33 of the Act.

- ii. Council Appointments to the OPP Detachment Board shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the OPP Detachment Board shall be made approved by the respective municipal Councils; one (1) per municipality. In considering Community Appointments, preference should be given to persons demonstrating knowledge or experience in one (1) or more of the following areas:
 - a. Finance
 - b. Social Services
 - c. Education
 - d. Governance
 - e. Legal
 - f. Health Care
 - g. Mental Health
- iv. Provincial Appointments to the OPP Detachment Board shall be made by the Provincial Government.

3. **Term of Membership**

The Term of office for Council and Community Appointees on the OPP Detachment Board shall be concurrent with the term of Council.

The Term of office for Provincial Appointees on the OPP Detachment Board shall be as determined by the Provincial Government.

4. **Absence**

- i. Should any Council Representative be unable to attend Detachment Board meetings for any period of time due to medical, emergency or other reasons, the respective municipal Council may appoint an alternate Council representative for the duration of the absence. The alternate Council representative appointed shall comply with the prescribed standards with respect to the exercise of its powers and the performance of duties under the Act. The alternate Council representative's appointment shall terminate once the original appointed Council Representative is ready to resume their responsibilities.
- ii. Any Community Representative who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Secretary-Treasurer shall advise the Clerk of the respective municipality so that the vacancy may be filled.

5. **Review**

The composition of the OPP Detachment Board shall be reviewed once within each term of the Board.

2. Resignation of Representatives:

- a. Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary-Treasurer ~~and shall notify the Clerk of their respective municipality so that a replacement may be appointed.~~
- b. Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary-Treasurer and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

3. Filling Vacancies:

- a. Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council and within three (3) months of the vacancy occurring.
- b. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

4. Responsible Party:

The Secretary-Treasurer appointed by the OPP Detachment Board shall be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA.

5. Structure:

- a. Chair and Vice-Chair
In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair shall be elected annually at the first meeting of each year by a vote of the majority of the OPP Detachment Board members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

- b. Support Resources
 - i) The OPP Detachment Board shall determine the support resources it requires to assist them with fulfilling their roles.
 - ii) Recording Secretary: The Recording Secretary shall be the Secretary-Treasurer appointed annually by the OPP Detachment Board members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:

- i) The CSPA and its regulations
 - ii) Code of Conduct Regulation
 - iii) The OPP Detachment Board's
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law;
 - d. Terms of Reference; and
 - iv) The OPP Detachment Board shall review its documents identified in 1.iii) once every term in the last year of the term and amend them as necessary.
 - v) Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
2. The OPP Detachment Board shall meet monthly on the third Wednesday of each month except for the months of July and December, unless otherwise determined by the OPP Detachment Board and shall publish its annual meeting schedule on the Town of Carleton Place's website. Meetings shall be held in the Meeting Room at the Carleton Place Fire Hall, 15 Coleman Street, Carleton Place. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
 3. Unless excluded by legislation, all OPP Detachment Board members eligible to vote, including the Chair, shall vote.
 4. The OPP Detachment Board may solicit, document and consider public input where appropriate.
 5. The agenda shall be distributed and posted at least seven (7) days before the OPP Detachment Board meetings on the Town of Carleton Place's website.
 6. The minutes shall be posted once approved by the OPP Detachment Board, in a timely fashion on the Town of Carleton Place's website.
 7. The approved minutes, signed by the Chair and Secretary-Treasurer, shall be provided to the Clerk of the Town of Carleton Place for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the OPP Detachment Board's Procedural By-Law.
 8. **The Lanark County OPP Detachment Board webpage will be managed by Carleton place and all required public data will be posted on that webpage by Carleton Place personnel.**

G. Financial

1. The OPP Detachment Board's annual budget shall be approved by each of the Municipal Councils of the OPP policed communities comprised by the Board in accordance with Section 71(2) of the CSPA.

2. The Secretary-Treasurer shall present a year-end financial report to the OPP Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the OPP policed communities comprised by the Board.

H. Quorum

Greater than 50% of the OPP Detachment Board members eligible to vote and not excluded by legislation shall constitute quorum.

**LANARK COUNTY OPP DETACHMENT BOARD
2025 DRAFT BUDGET**

ITEM	AMOUNT	EXPLANATION
EXPENSES		
Wages	\$ 32,000.00	\$30.75/hr x 20 hrs/week / 52 (includes 2.5% COL increase)
MERC expenses	\$ 7,680.00	24% of wages (includes OMERS); 15% if no OMERS
Annual Honorariums	\$ 15,150.00	12x\$150x8 meetings/year + \$500 for Chair + \$250 for Vice-Chair
Per Diems	\$ 7,200.00	\$150/day x 4 days x 3 members (conferences) + \$150/day x 3 meetings x 6 members (Zone 2 meetings) plus training honorarium of 450x6 people
Memberships	\$ 4,700.00	36500 properties @\$.21/property (OAPSB) + \$100 Zone 2
Conferences Registration	\$ 4,000.00	3 @ \$1000+\$1000 for Secretary-Treasurer
Travel Expense	\$ 6,300.00	250km x 2 days x 3 members + (3 members x 200 km x 3 Zone 2 meetings)+ 100kmx8membersx8meetings x \$0.65/km
Meals	\$ 3,600.00	6@\$150/day x 4 days
Hotel Accommodation	\$ 5,050.00	4@\$1000 (annual conference) + \$175 x 6 (Zone 2 Meeting)
Professional Fees	\$ 10,000.00	Consulting assistance i.e. Strategic Planning
Office Supplies	\$ 1,000.00	
Other Materials/Supplies	\$ 1,000.00	Coffee/Muffins for meetings; other miscellaneous
Telephone	\$ 400.00	for Secretary-Treasurer \$50 / month
IT	\$ 3,300.00	Laptop Expenses \$1000; email addresses for Provincial appointees and S-T 5@\$10/ month x 12 months \$720; IT support \$1500
Accounting Expenses	\$ 2,000.00	
Insurance	\$ 3,900.00	
Total Budget	\$ 107,280.00	

	DRUMMOND / NORTH ELMSLEY	MONTAGUE	PERTH	LANARK HIGHLANDS	MISSISSIPPI MILLS	CARLETON PLACE	TAY VALLEY TOWNSHIP	BECKWITH	TOTALS
Weighted Assessment %	10.37	4.28	8.18	7.77	19.87	17.20	11.39	12.52	91.58
Share of Budget - Weighted Assessment	\$ 12,147.78	\$ 5,013.74	\$ 9,582.34	\$ 9,102.05	\$ 23,276.41	\$ 20,148.68	\$ 13,342.64	\$ 14,666.36	\$ 107,280.00

*Note: SF makes up difference to make 100%

COMMITTEE OF THE WHOLE MEETING
February 11th, 2025

Report #CAO-2025-01
Amanda Mabo, Chief Administrative Officer/Clerk

TANKER AND AERIAL SUPPORT SERVICES AGREEMENT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Tanker and Aerial Support Services Agreement be approved as outlined in Report #CAO-2025-01 – Tanker and Aerial Support Services Agreement;

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

BACKGROUND

Aerial Apparatus

The Drummond/North Elmlsey Tay Valley Fire Rescue (Fire Rescue) does not have an aerial apparatus. An aerial apparatus is used on taller buildings where a ground ladder would not be applicable. Some examples in the Township include Perth Community Care, Lanark Lodge, OMYA Canada, etc.

The Fire Rescue would like to be able to request assistance from the Perth Fire Services in providing aerial support when required for structural fires within the Fire Rescue service area.

Tanker

The Perth Fire Services does not have a tanker. A tanker is needed for pockets on the outskirts of town where hydrant services are limited. There is also no water access for the Perth landfill.

The Perth Fire Services would like to be able to request assistance from the Fire Rescue in providing tanker support when required for fires within the Perth Fire Services service area.

DISCUSSION

The mutual aid agreements in place provide the ability to lend assistance across jurisdictional boundaries and provide the ability to share equal resources. Because resources must be reciprocal, the mutual aid agreements do not cover the use of a piece of equipment that one

of the fire services do not have. Therefore, in order for either fire service to be able to make a request for the aerial apparatus or the tanker, a separate agreement is required under the *Municipal Act, 2001*.

The draft agreement has been run by legal counsel.

Perth and Drummond/North Elmsley is making the same recommendations to their Councils.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt the Agreement

Option #2 – Suggest Changes to the Draft Agreement

Option #3 – Do Nothing

FINANCIAL CONSIDERATIONS

The average cost of an aerial apparatus is \$2 million.

STRATEGIC PLAN LINK

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

Strategic Priority: Sustainable Finances

CLIMATE CONSIDERATIONS

None considered.

CONCLUSION

By sharing equipment, all parties are able to provide the required services when needed to their respective municipalities.

ATTACHMENTS

3. Draft By-Law and Agreement

Respectfully Submitted By:

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-0XX

TANKER AND AERIAL SUPPORT SERVICES AGREEMENT (TOWN OF PERTH)

WHEREAS, Section 20 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in section 19 of the *Act*, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS, both the Town of Perth and the Township of Drummond/North Elmsley and Tay Valley Township are prepared to make available specified fire protection services to each other, in their respective areas on a per request basis;

AND WHEREAS, the Town of Perth seeks assistance from the Drummond/North Elmsley Tay Valley Fire Rescue in providing tanker(s) shuttle services, when required, to fires within its municipality;

AND WHEREAS, the Drummond/North Elmsley Tay Valley Fire Rescue seeks the assistance of Perth Fire Services in providing Aerial Apparatus support, when required, to structural fires within the Township of Drummond/North Elmsley and Tay Valley Township.

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 Reeve and Clerk are hereby authorized on behalf of the Corporation of Tay Valley Township to execute a Tanker and Aerial Support Services agreement with the Town of Perth, attached hereto as Schedule "A".

2. BY-LAWS TO BE REPEALED

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX**

3. ULTRA VIRES

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

4. EFFECTIVE DATE

4.1 This by-law shall come into force and effect on the 1st day of January, 2025.

4.2 ENACTED AND PASSED this XX day of February, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2025-0XX**

SCHEDULE "A"

TANKER AND AERIAL SUPPORT SERVICES AGREEMENT

THIS AGREEMENT made in triplicate this _____ day of _____, 2025
BETWEEN:

THE CORPORATION OF THE TOWN OF PERTH
[hereinafter called the "Town"]
OF THE FIRST PART

AND

**THE CORPORATION OF THE TOWNSHIP OF
DRUMMOND/NORTH ELMSLEY**

AND THE CORPORATION OF TAY VALLEY TOWNSHIP
[hereinafter called the "Townships"]
OF THE SECOND PART

WHEREAS, Section 20 (1) of the *Municipal Act, 2001*, S.O. 2001, C. 25, as amended, provides, in part, that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in s. 19 of that Act, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS, both Town and Townships are prepared to make available specified fire protection services to each other, in their respective areas on a per request basis;

NOW THEREFORE, in consideration of the mutual covenants, conditions, considerations herein contained, the Town and Townships mutually agree as follows:

1. GENERAL

- 1.1 The Town seeks assistance from the Drummond/North Elmsley Tay Valley Fire Rescue in providing tanker(s) shuttle services, when required, to fires within its municipality. An example of when required would be to a non-hydrant area in the Town or if deemed necessary by the Incident Commander.

- 1.2 Drummond/North Elmsley Tay Valley Fire Rescue seeks the assistance of Perth Fire Services in providing Aerial Apparatus support, when required, to structural fires within the Townships. An example of when required would be for a larger building or as deemed necessary by the Incident Commander.

2. DEFINITIONS/INTERPRETATIONS

- 2.1 “**Agreement**” means this Agreement, including its recitals and schedules which form an integral part of it, as amended from time to time.
- 2.2 “**Aerial Apparatus Support Services**” means the delivery of Aerial Apparatus Support by the Perth Fire Services through the Drummond/North Elmsley Tay Valley Fire Rescue Services.
- 2.3 “**Drummond/North Elmsley Tay Valley Fire Rescue**” means the fire and rescue service organized and operated by the Drummond/North Elmsley Tay Valley Fire Board.
- 2.4 “**Fire Chief**” means a Fire Chief or a person designated by a Fire Chief.
- 2.5 “**Incident**” for purposes of this Agreement, means a confirmed structural fire requiring fire ground operations that occurs in the Municipal Service Area.
- 2.6 “**Incident Commander**” means the Officer in charge of primary decision making during a major Incident.
- 2.7 “**Perth Fire Services**” means the fire and rescue service organized and operated by the Corporation of the Town of Perth.
- 2.8 “**Tanker Shuttle Service**” means the delivery of Tanker Services by the Drummond/North Elmsley Tay Valley Fire Rescue Services through the Perth Fire Services.

3. TERM

- 3.1 The term of this Agreement shall be for a period commencing with the execution of this Agreement and ending on December 31, 2025, and shall be renewed automatically for successive one-year terms.
- 3.2 This Agreement shall be reviewed, on an annual basis, by the Fire Chief(s) for Perth Fire Services and the Drummond/North Elmsley Tay Valley Fire Rescue Services.
- 3.3 The parties agree that there shall be no penalty or liability for any party resulting from the termination of this Agreement.

4. RESPONSE CRITERIA

- 4.1 Upon request for Tanker Shuttle Service, the Drummond/North Elmsley Tay Valley Fire Rescue Services shall be dispatched to and shall attend at the scene of any Incident to which the Perth Fire Services is requesting Tanker Shuttle Services, within the Town.
- 4.2 The Tanker shall be supplied with two (2) Firefighters, who will operate within the Perth Fire Services on scene command structure.
- 4.3 Notwithstanding subsection 4.1 above, the ability of the Drummond/North Elmsley Tay Valley Fire Rescue Services to provide Tanker Shuttle Service shall be limited by the extent to which firefighting apparatus and personnel are available in the sole discretion of the Drummond/North Elmsley Tay Valley Fire Rescue designated Officer or Incident Commander, including leaving a scene if services are required in the Townships.
- 4.4 Upon request for Aerial Operations support, the Perth Fire Services shall be dispatched to and shall attend at the scene of any Incident to which the Drummond/North Elmsley Tay Valley Fire Rescue Services is requesting Aerial Apparatus Support Services, within Drummond/North Elmsley and Tay Valley municipal boundaries.
- 4.5 The Apparatus shall be supplied with six (6) Firefighters, who will operate within the Drummond/North Elmsley Tay Valley Fire command structure.
- 4.6 Notwithstanding subsection 4.4 above, the ability of the Perth Fire Services to provide Aerial Operations shall be limited by the extent to which firefighting apparatus, and personnel are available in the sole discretion of the Perth Fire Services designated Officer or Incident Commander, including leaving a scene if services are required in the Town.
- 4.7 Within seven (7) days of the date of each support response, the appropriate fire service, through its Fire Chief, shall deliver to the corresponding fire service a report detailing the support service.
- 4.8 Both parties will endeavor to plan and perform training for tanker shuttle operations and aerial operations at least once annually and ensure that firefighting personnel are adequately trained.

5.0 CHARGES FOR SUPPORT RESPONSE

- 5.1 The first year will not include charges for services for the Town or the Townships.
- 5.2 After the first year, the Fire Chiefs from the respective departments will review the data and propose amendments to the agreement if/as necessary.

6.0 RELEASE AND INDEMNITY

- 6.1 Either party shall not be liable or responsible for any firefighter or other personnel employed by either the Town or Townships in the event of injury or damage to personal property suffered while responding to, attending at, or returning from the scene support services as contemplated by this Agreement.
- 6.2 The Town or Townships shall not be liable or responsible to each other in the event of damages to property occasioned while utilized in responding to, attending at, or returning from the scene of a support service response as contemplated by this Agreement.
- 6.3 Each party shall be responsible for the performance and actions of its own fire and response service during support services.
- 6.4 Each party covenants and agrees that it shall at all times indemnify and save harmless the other consistent with subsections 6 above from and against all claims, losses, costs, expenses, damages, suits, actions, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this Agreement or any action or things done or maintained by virtue of this Agreement, or the exercise in any manner of rights arising under this Agreement, save and except claims for damages resulting from negligence of any officer, servant or agent of the other while acting within the scope of his or her duties or employment.
- 6.5 Throughout the term of this Agreement, both parties shall each obtain and maintain third party general liability insurance covering all services provided and risk arising under this Agreement, in an amount of not less than TEN MILLION DOLLARS (\$10,000,000.00) respectively, and each party shall add the other party as an additional insured with respect to this Agreement. Each party will provide to the other, promptly upon request, satisfactory evidence of their respective insurance coverage as described.

7.0 MISCELLANEOUS

- 7.1 Any notice to be given under this Agreement shall be sufficiently given if delivered to or, if sent by mail, posted by mail addressed to:

Town of Perth
Attn: Clerk
80 Gore Street East
Perth, ON K7H 1H9

Drummond/North Elmsley Township
Attn: Clerk
310 Port Elmsley Road,
Perth, ON K7H 3C7

Tay Valley Township
Attn: Clerk
217 Harper Road
Perth, ON K7H 3C6

IN WITNESS WHEREOF the parties have hereunto affixed their Corporate Seals under the hands of its authorized signing officers.

SIGNED, SEALED AND DELIVERED

FOR THE CORPORATION OF THE TOWN OF PERTH

Judy Brown, Mayor

Date

Amanda Noel, Clerk

Date

**FOR THE CORPORATION OF THE TOWNSHIP OF
DRUMMOND/NORTH ELMSLEY**

Steve Fournier, Reeve

Date

Janie Laidlaw, Clerk

Date

FOR THE CORPORATION OF TAY VALLEY TOWNSHIP

Rob Rainer, Reeve

Date

Amanda Mabo, Clerk

Date

COMMITTEE OF THE WHOLE
February 11th, 2025

Report #CAO-2025-06
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAMES
DANNIC LANE AND KASSY PLACE

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name two existing Private Roads to Dannic Lane & Kassy Place as outlined in Report #CAO-2025-06 – Proposed New Road Name – Dannic Lane & Kassy 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.

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.

The affected landowners did not reach consensus on the proposed road names and Report #CAO-2024-32 - Proposed New Road Name - Kassy Lane and Pickgard Place (attached) was brought forward to Committee of the Whole on December 3, 2024.

Committee of the Whole selected Option #3 – Adopt Kassy Lane and Dannic Lane - Adopt one name from the applicants and one name from the other 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.

The applicants were informed of the decision made by Committee of the Whole and now request to amend the names of the roads to Dannic Lane (proposed by the other affected landowners for historical/familial recognition) and Kassy Place, to avoid use of the same road type suffix for both roads.

DISCUSSION

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.

The Applicants now request to amend the names of the roads to Dannic Lane (proposed by the other affected landowners for historical/familial recognition) and Kassy Place (to avoid use of the same road type suffix for both roads).

Both road names meet the requirements of the RAP Policy.

As the owners of the right-of-way were informed of original name options and did not provide input, they were not consulted for the minor administrative change of the road type suffix.

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 Dannic Lane and Kassy Place

The amended names, one suggested by the applicants and one suggested by another affected landowner, meet the requirements of the RAP Policy.

Option #2 – Propose an Alternate Name

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

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

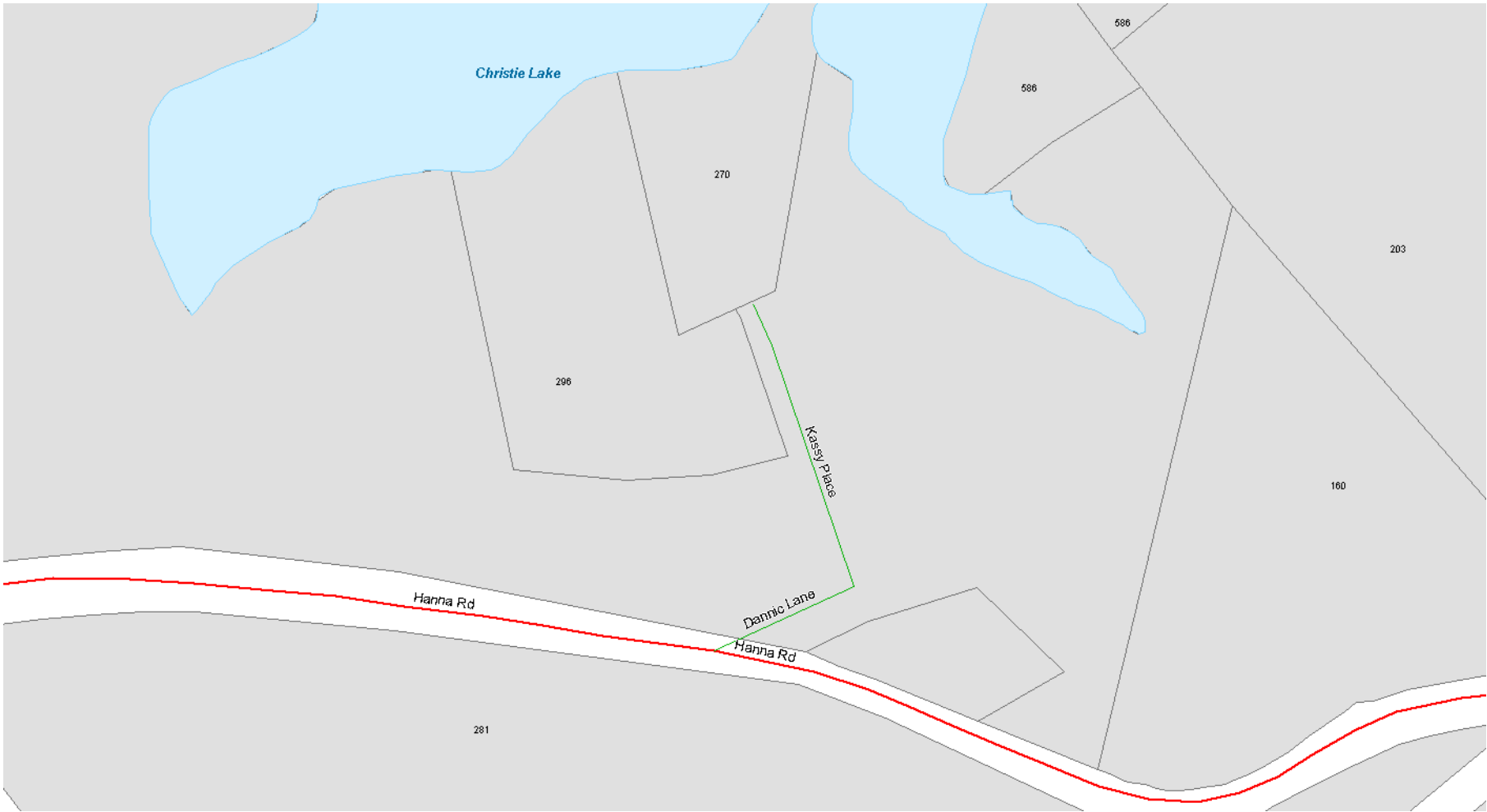
That the necessary By-Law to name two existing private roads as outlined in this report be brought forward for approval.

ATTACHMENTS

- i) GIS Map
- ii) Report #CAO-2024-32 - Proposed New Road Name - Kassy Lane and Pickgard Place

Prepared and Submitted by:

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



GIS Map showing Dannic Lane and Kassy Place

COMMITTEE OF THE WHOLE
December 3rd, 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

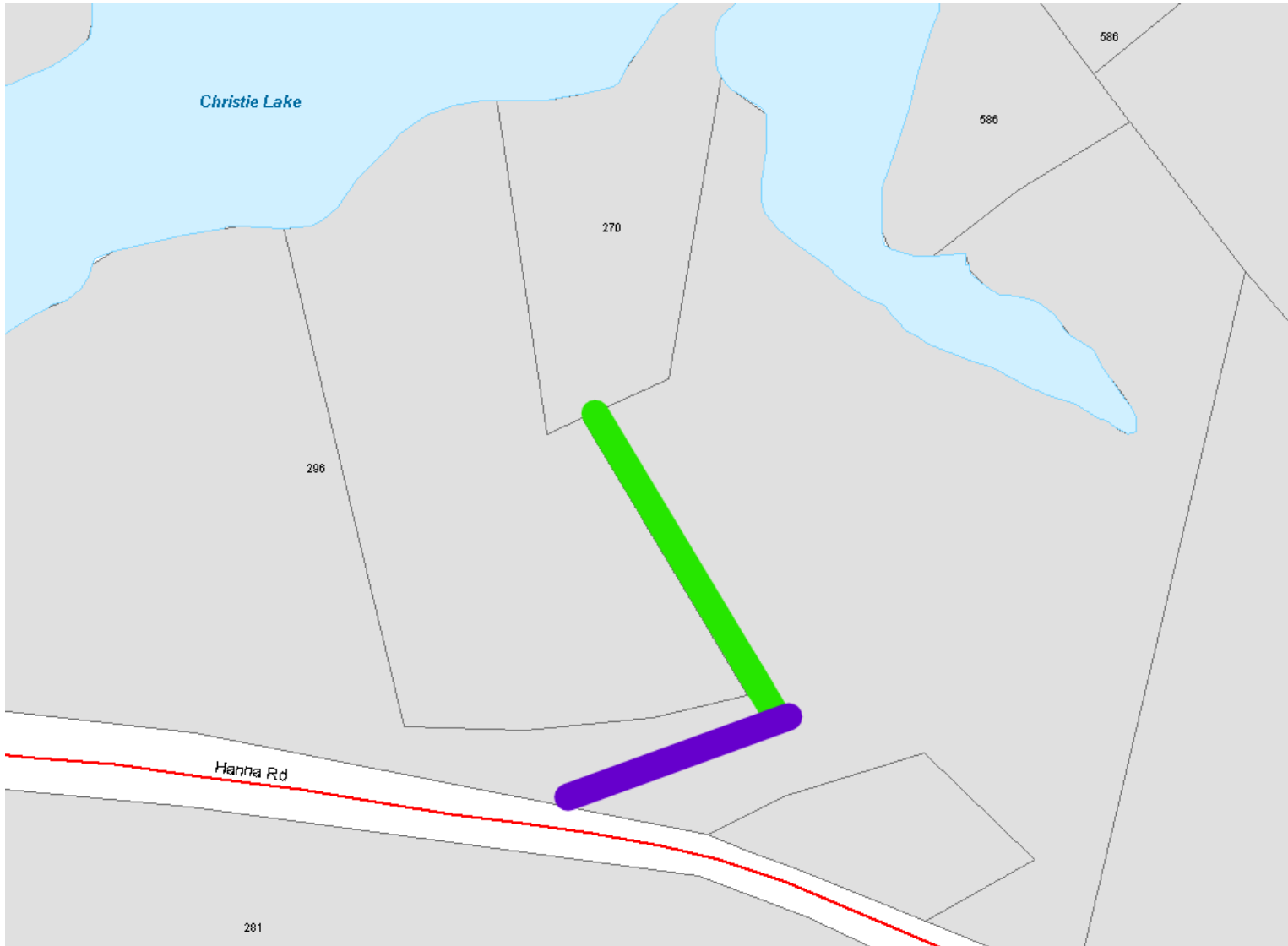
That the necessary by-law to name two existing private roads as outlined in this report be brought forward for approval.

ATTACHMENTS

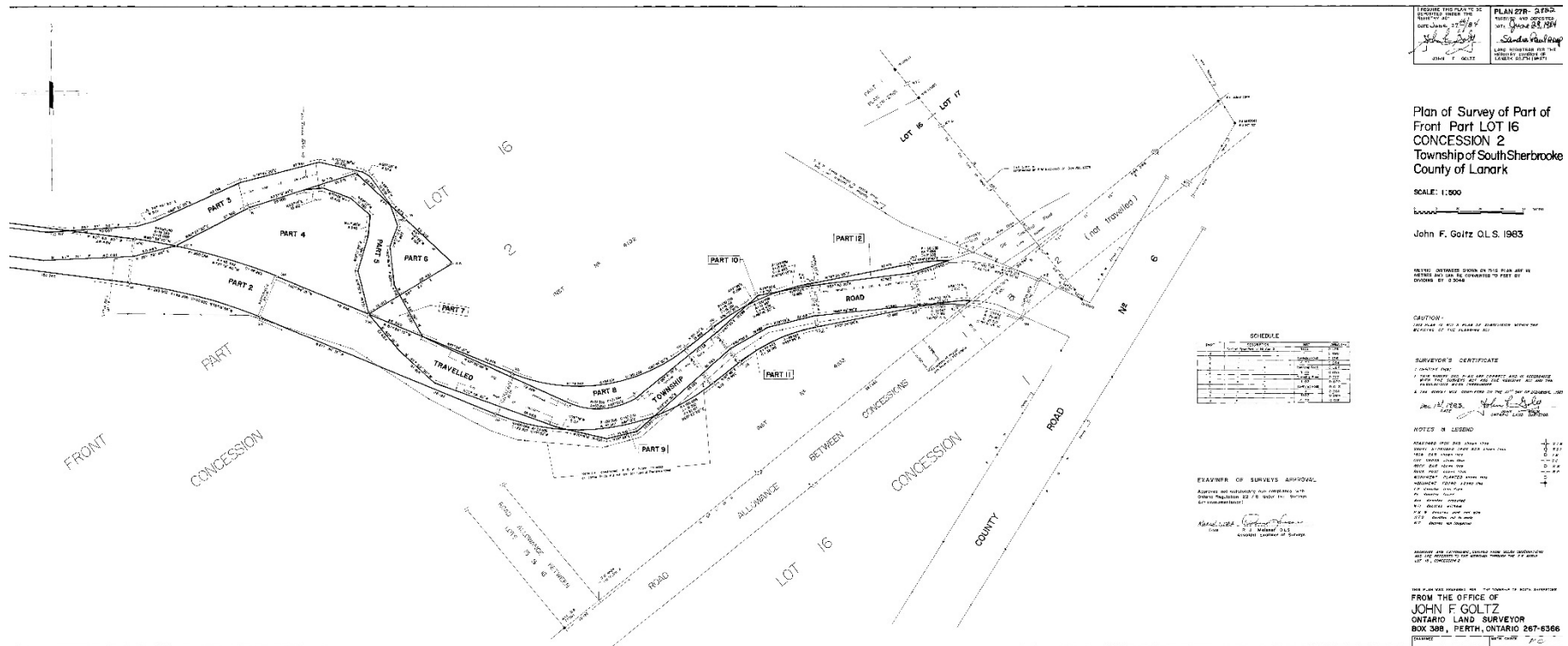
- i) GIS Map
- ii) Survey 27R-2822
- iii) Survey 27R-4915

Prepared and Submitted by:

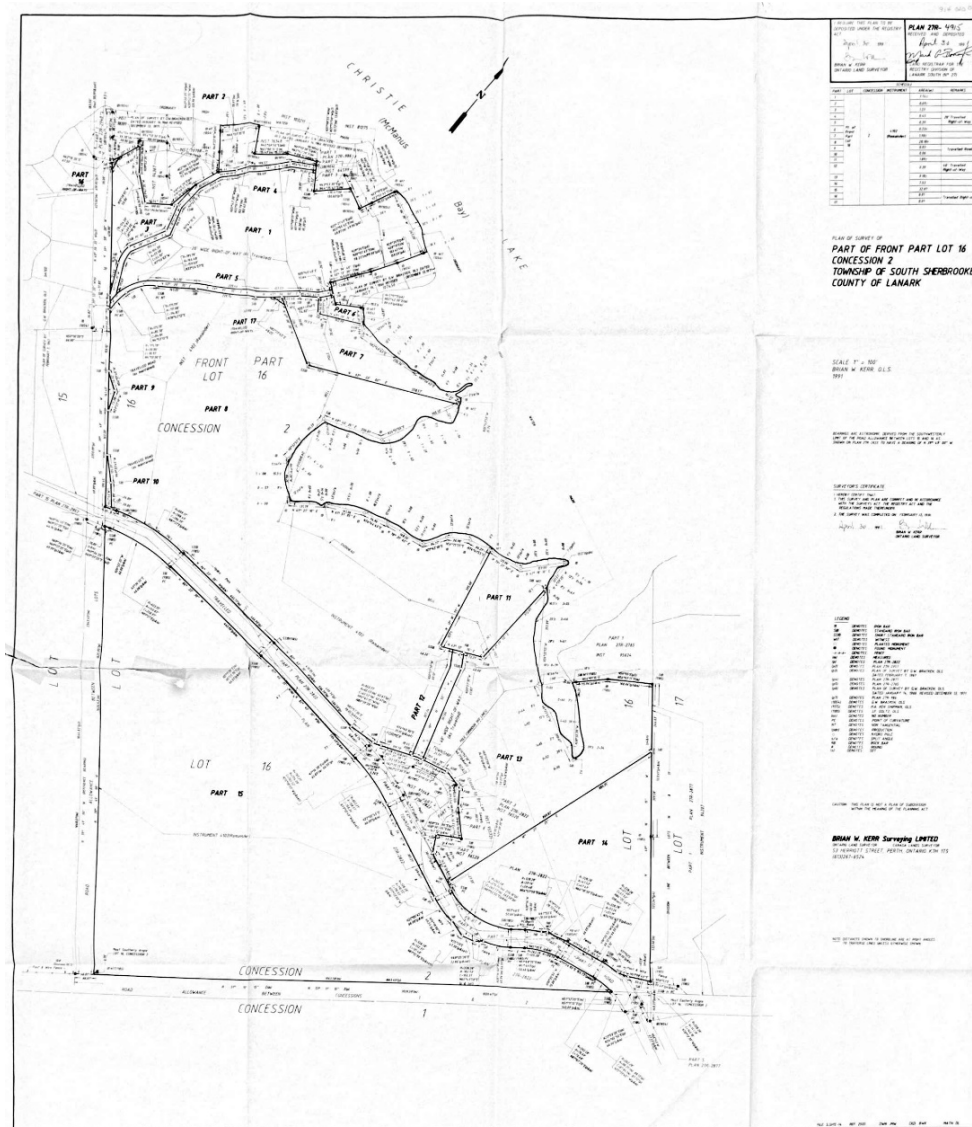
**Amanda Mabo,
Chief Administrative Officer/Clerk**



GIS Map showing two private roads to be named



Portion of Survey 27R-2822



Survey 27R-4915

COMMITTEE OF THE WHOLE
February 11th, 2025

Report #CAO-2025-07
Amanda Mabo, Chief Administrative Officer/Clerk

REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE
WRIGHT

STAFF RECOMMENDATION(S)

“**THAT**, Council agrees to proceed with the application to stop up, close and sell the said portion of the unopened road allowance as outlined in Report #CAO-2025-07 – Request to Close a Portion of an Unopened Road Allowance – Wright, as per the Road Closing and Sale Policy and call a Public Meeting.”

BACKGROUND

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

DISCUSSION

The Executive Assistant undertook a preliminary review.

The Applicant is requesting to close a portion of the unopened road allowance between Concessions 7 & 8, Part Lots 4 and 5 in Bathurst, and add it to their property located north of this section of the unopened road allowance.

Applicant’s property is Part 1 on 27R2298 save and except Part 1 on 27R4956.

The north side of the Applicant’s property abuts the public portion of Amyot Road, however a large pond at the north end of the property makes access from the public road impassable.

The Applicants currently have a Road Access Agreement for the purpose of constructing and maintaining a ‘driveway’ to access their property for the use of a hunt camp. Under this agreement, the Applicants are required to maintain liability insurance and the Municipality must ensure compliance annually. Subsequently, somehow, a building permit was issued for the construction of a dwelling.

The stopping up, closure and sale of this portion of unopened road allowance – along with its consolidation with the Applicants' property - would not only provide the required road frontage but also reduce the Municipality's administrative burden of ensuring receipt of the required insurance annually and will also save the property owner from paying the annual insurance fees.

The Planner and Public Works Department were consulted and have no issues with this request.

The draft survey must be approved by the Public Works Manager and CAO/Clerk prior to deposit.

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

The requestor will be required to pay all costs associated with the application, including purchase price, legal and advertising costs and may also require an appraisal to determine the purchase price for the land. A reference plan/survey will be undertaken by the Applicant at their cost.

ATTACHMENTS

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

Prepared and Submitted By:

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

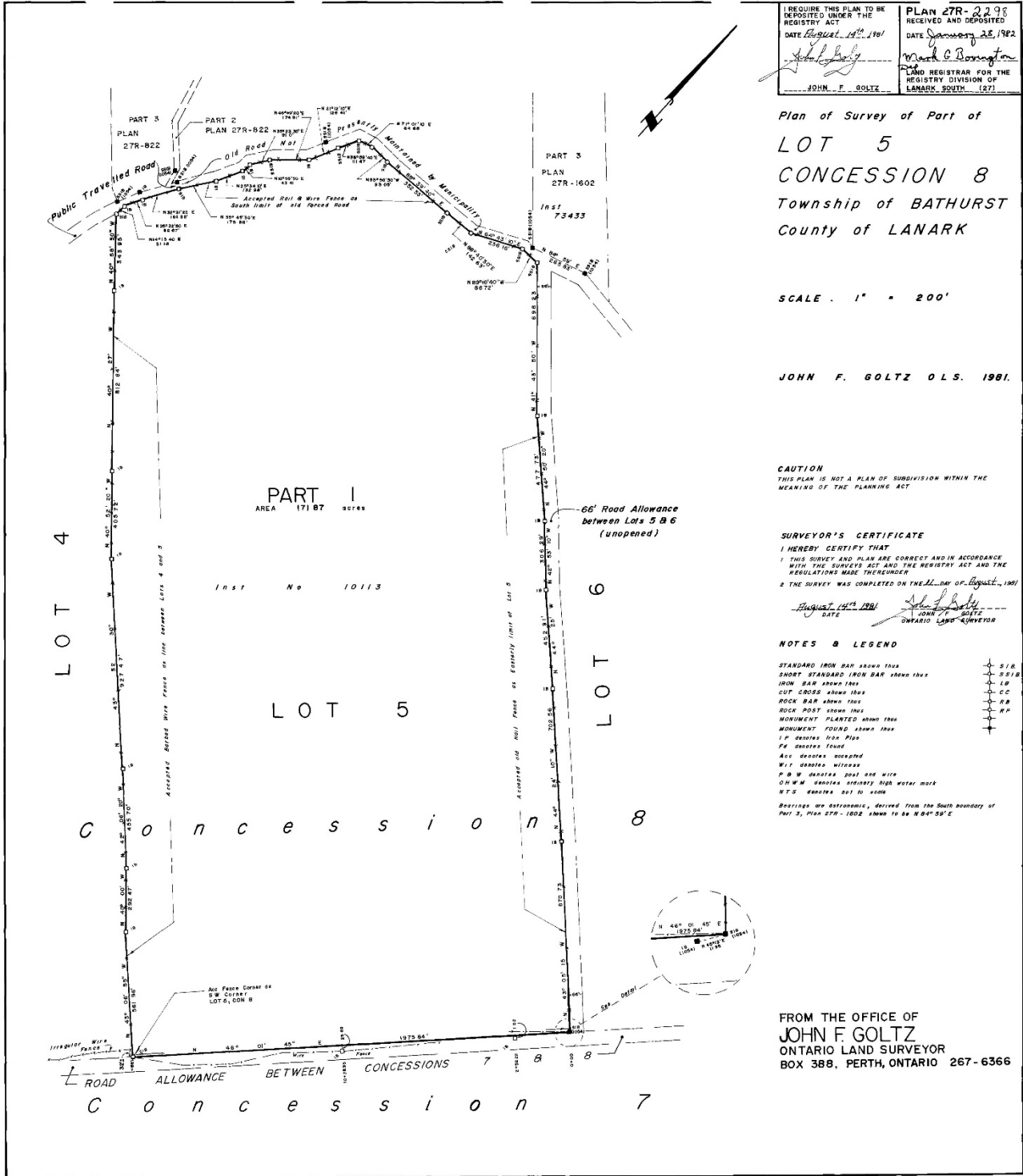
Please confirm by email if the above reflects your request.

As you have already submitted the fee and deposit for the Road Closing request, we can proceed with the file upon your response.

Yours very truly,

Dayna Clark,
Executive Assistant/Alternate CEMC
Tay Valley Township
217 Harper Road, Perth, ON K7H 3C6
T: 613-267-5353 ext. 131 or 1-800-810-0161
F: 613-264-8516
E: executiveassistant@tayvalleytwp.ca
www.tayvalleytwp.ca

This email may contain privileged and confidential information intended only for the individual or entity named in the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify us by reply email and delete the original message.



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT
 DATE August 14th 1981
 JOHN F. GOLTZ

PLAN 27R-2298
 RECEIVED AND DEPOSITED
 DATE January 26, 1982
 Mark C. Barrington
 LAND REGISTRAR FOR THE REGISTRY DIVISION OF LANARK SOUTH (27)

Plan of Survey of Part of
LOT 5
CONCESSION 8
 Township of BATHURST
 County of LANARK

SCALE . 1" = 200'

JOHN F. GOLTZ O.L.S. 1981.

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

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT
 1 THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER
 2 THE SURVEY WAS COMPLETED ON THE 11th DAY OF August, 1981

AUGUST 11th 1981
 DATE
 JOHN F. GOLTZ
 ONTARIO LAND SURVEYOR

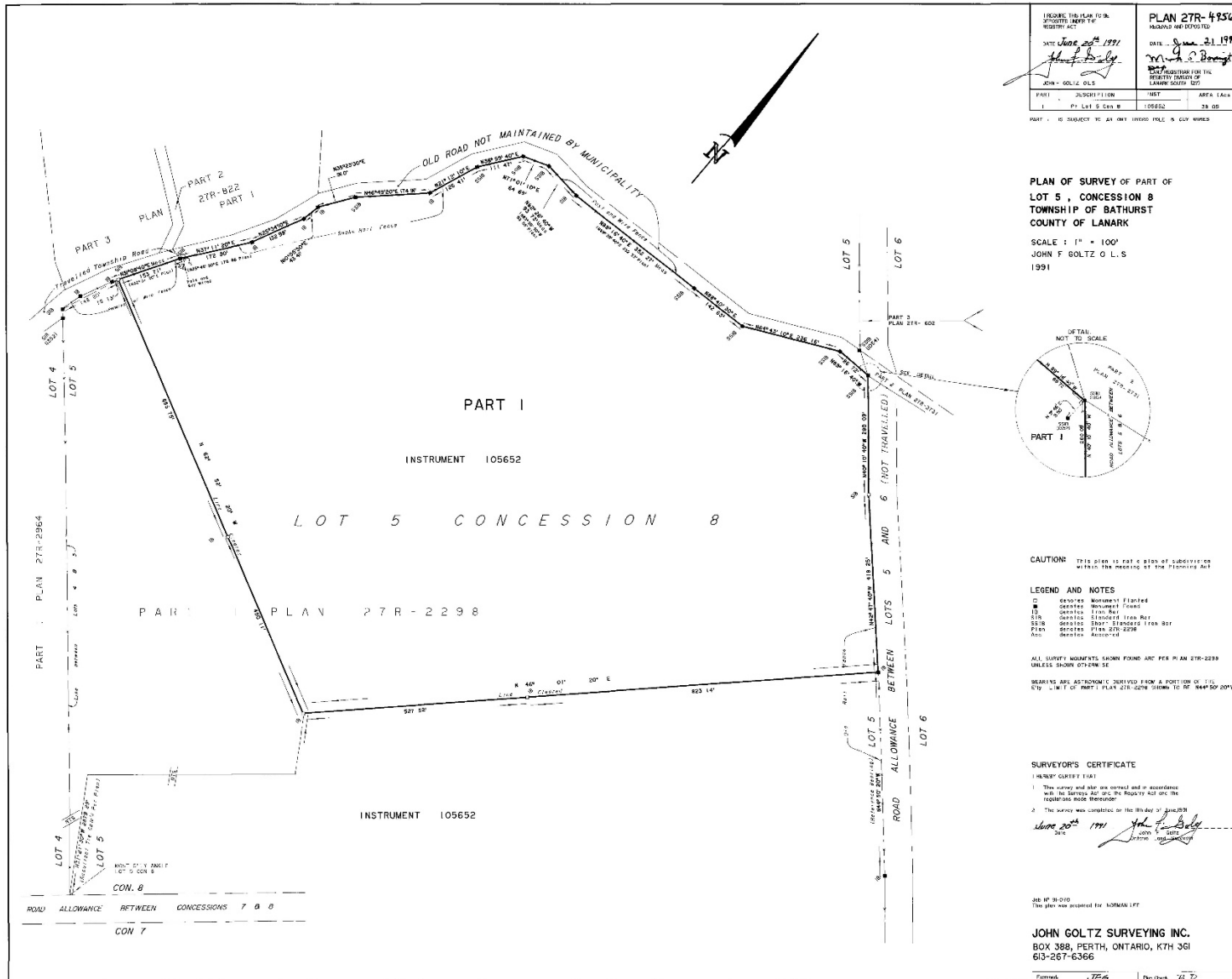
NOTES & LEGEND

STANDARD IRON BAR shown thus	S.I.B.
SHORT STANDARD IRON BAR shown thus	S.S.I.B.
IRON BAR shown thus	IB
CUT CROSS shown thus	CC
ROCK BAR shown thus	RB
ROCK POST shown thus	RP
MONUMENT PLANTED shown thus	MP
MONUMENT FOUND shown thus	MF
I.P. denotes Iron Pipe	
PE denotes FOUND	
Acc denotes occupied	
W.P. denotes witness	
P.B.W. denotes post and wire	
O.H.W. denotes ordinary high water mark	
N.T.S. denotes not to scale	

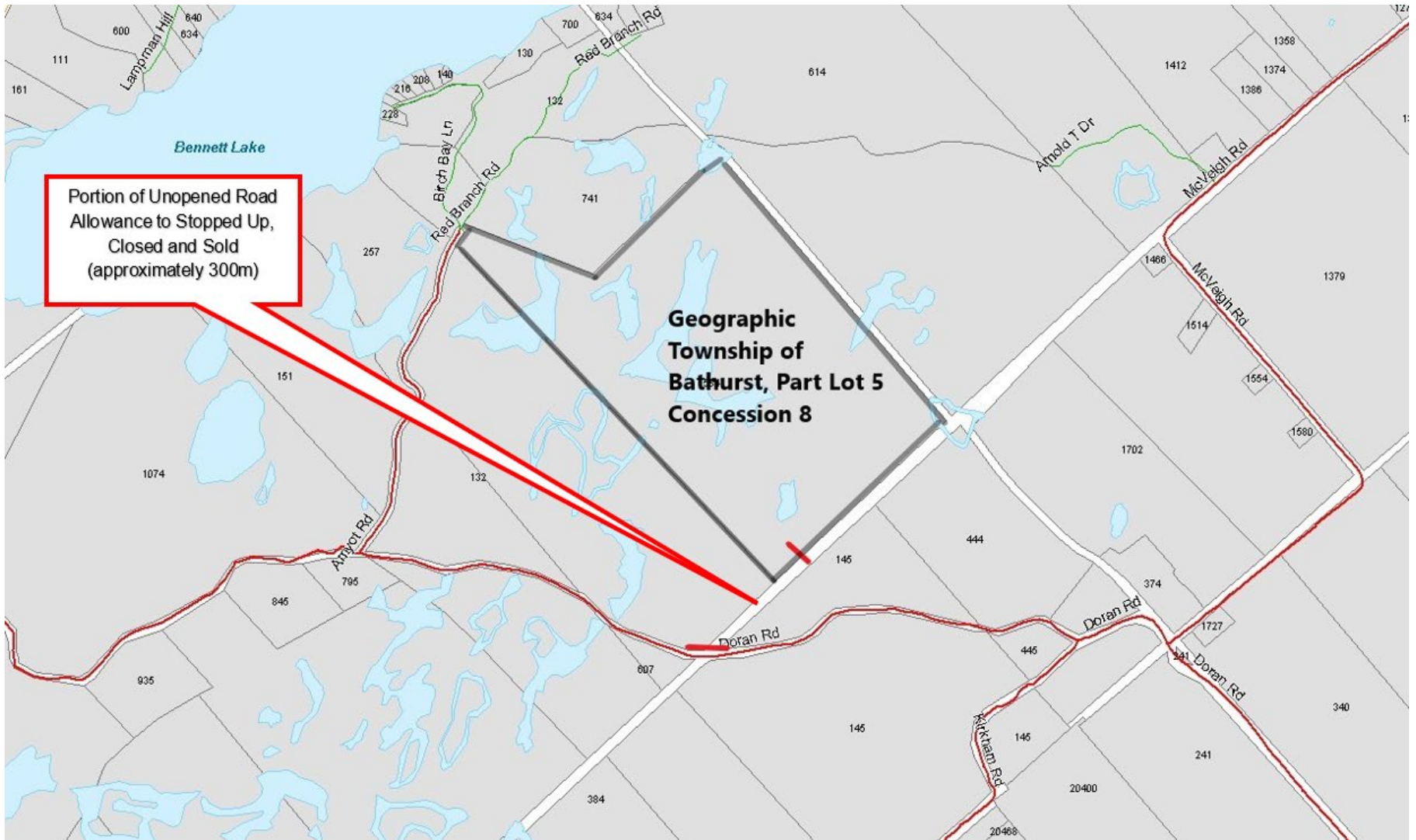
Bearings are astronomic, derived from the South boundary of Part 3, Plan 27R-1602 shown to be N 84° 59' E

FROM THE OFFICE OF
JOHN F. GOLTZ
 ONTARIO LAND SURVEYOR
 BOX 388, PERTH, ONTARIO 267-6366

Survey Plan 27R2298



Survey Plan 27R4956



Part of the unopened road allowance between Bathurst Concessions 7 & 8, Part Lots 4 and 5

CORRESPONDENCE



1. **Leeds, Grenville & Lanark District Health Unit:** Summary – Board of Health Meeting – *attached, page 5.*
2. **Leeds, Grenville & Lanark District Health Unit:** Media Release – Boards of Hastings Prince Edward, Kingston, Frontenac and Lennox & Addington and Leeds, Grenville and Lanark vote to merge to form the South East Health Unit – *attached, page 6.*
3. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on December 11th, 2024 – *attached, page 8.*
4. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on November 27th, 2024 – *attached, page 13.*
5. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on December 4th, 2024 – *attached, page 16.*
6. **AMO:** Policy Update – Pre-Budget Submission, Advocacy on Water, Recent Bills and Building Officials – *attached, page 20.*
7. **AMO:** Policy Update – Homelessness Encampments Legislation – *attached, page 23.*
8. **AMO:** Policy Update – Municipal Codes of Conduct Legislation – *attached, page 24.*
9. **AMO:** Correspondence – Pre-Budget Submission 2025 – *attached, page 26.*
10. **Corporation of the Municipality of South Huron:** Resolution – Redistribution of Land Transfer Tax and GST – *attached, page 28.*
11. **Township of Puslinch:** Resolution – Redistribution of Land Transfer Tax and Property Sale GST – *attached, page 31.*
12. **The Corporation of the Township of Larder Lake:** Resolution – Land Transfer Tax and GST – *attached, page 34.*
13. **The Regional Municipality of Durham:** Resolution – Redistributing a Portion of the Land Transfer Tax Collected on Property Transactions to Municipalities – *attached, page 36.*
14. **Port Colborne:** Resolution – Redistribution of Land Transfer Tax – *attached, page 39.*

15. **Town of Aurora:** Resolution – Redistribution of Land Transfer Tax – *attached, page 40.*
16. **The Corporation of the Township of North Stormont:** Resolution – Redistribution of Land Transfer Tax – *attached, page 43.*
17. **The Corporation of the Town of Cobourg:** Resolution – Redistribution of a Portion of Land Transfer Tax to Municipalities – *attached, page 45.*
18. **The Town of New Tecumseth:** Resolution – Redistribution of a Portion of Land Transfer Tax to Municipalities – *attached, page 47.*
19. **Municipality of Tweed:** Resolution – Redistribution of a Portion of Land Transfer Tax to Municipalities – *attached, page 49.*
20. **Town of Aurora:** Resolution – Redistribution of a Portion of Land Transfer Tax to Municipalities – *attached, page 51.*
21. **The Corporation of the Township of Pelee:** Letter of Support – Redistribution of the Provincial Land Transfer Tax and GST to Municipalities – *attached, page 56.*
22. **Township of Russell:** Resolution – Redistribution a Portion of the Land Transfer Tax Collected on Property Transactions to Municipalities – *attached, page 58.*
23. **King Township:** Resolution – Requesting the Redistribution of Provincial Land Transfer Tax and GST to Municipalities – *attached, page 60.*
24. **The Corporation of the Township of McGarry:** Resolution – Requesting the Redistribution of Provincial Land Transfer Tax and GST to Municipalities – *attached, page 62.*
25. **The Corporation of the City of Brantford:** Resolution – Redistribution of Provincial Land Transfer Land Transfer Tax and GST to Municipalities – *attached, page 64.*
26. **City of Kingston:** Resolution – Provincial Land Transfer Land Transfer Tax and GST to Municipalities – *attached, page 66.*
27. **The Corporation of the Town of Cobalt:** Resolution – Assessment Cycle to Ensure the Stability and Predictability of Property Taxes – *attached, page 69.*
28. **Township of Puslinch:** Resolution – Ontario Provincial Police Costs 2025 – *attached, page 71.*
29. **Town of Petawawa:** Resolution – Ontario Provincial Police Costs 2025 – *attached, page 73.*

30. **Municipality of Tweed:** Resolution – Ontario Provincial Police Costs 2025 – *attached, page 74.*
31. **City of Belleville:** Resolution – Ontario Provincial Police Cost Increases for Small and Rural Municipalities – *attached, page 75.*
32. **Whitewater Region:** Resolution – Ontario Provincial Police Notice of Motion for Funding Support – *attached, page 77.*
33. **Town of Petrolia:** Resolution – Ontario Provincial Police Annual Billing Statement – *attached, page 79.*
34. **Township of Champlain:** Resolution – Ontario Provincial Police Billing – *attached, page 80.*
35. **Township of Champlain:** Resolution – Establishment of an Ontario Rural Road Safety Program – *attached, page 81.*
36. **Town of South Bruce Peninsula:** Resolution – Implement the Rural Roads Safety Program – *attached, page 82.*
37. **County of Lambton:** Resolution – Establishment of an Ontario Rural Road Safety Program – *attached, page 84.*
38. **The Municipality of Dysart:** Resolution – Implement the Rural Roads Safety Program – *attached, page 90.*
39. **King Township:** Resolution – Implement the Rural Roads Safety Program – *attached, page 92.*
40. **Corporation of the Township of Elizabeth-Kitley:** Resolution – Implement the Rural Roads Safety Program – *attached page, 94.*
41. **Township of East Garafraxa:** Resolution – Rural Roads Safety Program – *attached, page 95.*
42. **Ministry of Municipal Affairs and Housing:** Correspondence – Municipality Accountability Act, 2024 – *attached, page 97.*
43. **Ministry of Natural Resources:** Correspondence – Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario – *attached, page 99.*
44. **Ministry of Environment:** Correspondence – Records of Site Condition & Environmental Protection Act – *attached, page 101.*

45. **The Ontario Ministry of Transportation:** Study Report – Detail Design and Class Environmental Assessment for the Reconstruction of Highway 7 in the Town of Perth – *attached, page 103.*
46. **Town of Deep River:** Resolution – Request to Province to Amend the Blue Box Regulation – *attached, page 104.*
47. **Emergency Management Ontario:** Memorandum – Proposed Amendments to Modernize the Emergency Management and Civil Protection Act – *attached, page 106.*
48. **Ministry of Municipal Affairs and Housing:** Correspondence – Cutting Red Tape to Build More Homes Act, 2024 – *attached, page 109.*
49. **Township of Oro-Medonte:** Resolution – Increase Tile Drain Loan Limit – *attached, page 111.*
50. **Town of Bradford West Gwillimbury:** Resolution – Reconsideration of Simcoe County Council Wage Increases – *attached, page 112.*
51. **The Corporation of the County of Northumberland:** Resolution – Support for Family Physicians – *attached, page 114.*
52. **City of Stratford:** Resolution – Support for Family Physicians – *attached, page 117.*
53. **Town of Saugeen Shores:** Resolution – Intimate Partner Violence – *attached, page 120.*
54. **The Corporation of the Town of Cobalt:** Resolution – Catch and Release System – *attached, page 122.*
55. **The Corporation of the Town of Kirkland Lake:** Resolution – Implement Provincial and License Zoos in Order to Guarantee the Fair and Consistent Application of Policy – *attached, page 124.*
56. **Western Ontario Wardens Caucus:** Resolution – Roadside Zoos Legislation – *attached, page 126.*
57. **Township of East Garafraxa:** Resolution – Regulating Exotic Animals and Licensing Zoos - *attached, page 127.*
58. **Township of Puslinch:** Resolution – TAMPO Letter Regarding Pre Budget- Announcement – *attached, page 129.*
59. **MFOA:** Statement – Federal Fall Economic Statement 2024 – *attached, page 142.*
60. **Tay Valley Township:** Report – Building Reports – November – *attached, page 150.*

61. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January to November 2024 – *attached, page 151.*



1. **Town of Perth:** Resolution – Support for Sustainable Funding for Our Communities – *attached, page 5.*
2. **Town of Aurora:** Resolution – Sustainable Infrastructure Funding – *attached, page 7.*
3. **Town of Aurora:** Correspondence – Sustainable Funding for Our Communities – *attached, page, 9.*
4. **Town of Fort Erie:** Correspondence/Support – Sustainable Infrastructure Funding – *attached, page 11.*
5. **Township of Limerick:** Correspondence/Support – Sustainable Infrastructure Funding – *attached, page 17.*
6. **King Township:** Resolution – Sustainable Infrastructure Funding – *attached, page 23.*
7. **Town of Pelham:** Resolution – Sustainable Infrastructure Funding – *attached, page 25.*
8. **Corporation of the Township of Stone Mills:** Resolution – Sustainable Infrastructure Funding – *attached, page 28.*
9. **Town of Aurora:** Resolution – Sustainable Infrastructure Funding – *attached, page 30.*
10. **Township of Amaranth:** Resolution – Sustainable Infrastructure Funding – *attached, page 34.*
11. **Prince Edward County:** Resolution – Sustainable Infrastructure Funding – *attached, page 36.*
12. **Municipality of Port Hope:** Resolution – Sustainable Infrastructure Funding – *attached, page 38.*
13. **Township of Scugog:** Resolution – Sustainable Infrastructure Funding – *attached, page 40.*
14. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Sustainable Infrastructure Funding – *attached, page 44.*

15. **Township of Russell:** Resolution – Sustainable Infrastructure Funding – *attached, page 45.*
16. **Town of Ajax:** Resolution – Sustainable Infrastructure Funding – *attached, page 47.*
17. **Town of Halton Hills:** Resolution – Sustainable Infrastructure Funding – *attached, page 49.*
18. **City of Stratford:** Resolution – Sustainable Infrastructure Funding – *attached, page 52.*
19. **Town of Stouffville:** Resolution – Land Transfer Tax and GST to Municipalities – *attached, page 53.*
20. **Township of South Stormont:** Resolution – Land Transfer Tax and GST to Municipalities – *attached, page 57.*
21. **The Town of Plympton-Wyoming:** Resolution – Property Taxation Implications Related to Non-Market Valuation of Electricity Industry Properties – *attached, page 59.*
22. **Township of Puslinch:** Resolution – TAPMO Letter regarding Pre Budget- Announcement – *attached, page 62.*
23. **Ministry of Finance:** Correspondence – TAPMO Aggregate Assessment – *attached, page 67.*
24. **Corporation of the Municipality of South Huron:** Resolution – TAPMO Letter Regarding Pre-Budget Announcement – *attached, page 75.*
25. **Township of South Stormont:** Resolution – Rural Safety Program – *attached, page 79.*
26. **City of Stratford:** Resolution – Rural Road Safety Program – *attached, page 80.*
27. **The Corporation of the Town of Aylmer:** Resolution – Provincial Legislation on Cycling Lanes – *attached, page 84.*
28. **City of Toronto:** Correspondence – Respecting Local Democracy and Cities – *attached, page 86.*
29. **City of Peterborough:** Resolution – Safer Municipalities Act, 2024 – *attached, page 93.*
30. **Northumberland County:** Resolution – Protection of Agricultural Lands – *attached, page 96.*

31. **Township of Puslinch:** Resolution – Protection of Agricultural Lands – *attached, page 99.*
32. **Ministry of Environment, Conservation and Parks:** Correspondence – Excess Soil Regulation – *attached, page 102.*
33. **Ministry of Rural Affairs:** Correspondence – Ontario’s Rural Economic Development Strategy – *attached, page 104.*
34. **Ministry of Municipal Affairs and Housing:** Correspondence – “Ready to Build” Housing Projects – *attached, page 106.*
35. **City of Guelph:** Resolution – Enable Municipalities to Charge Fees for use of Municipal Property by Gas Utilities – *attached, page 112.*
36. **City of Stratford:** Resolution – Enable Municipalities to Charge Fees for use of Municipal Property by Gas Utilities – *attached, page 114.*
37. **City of Toronto:** Correspondence – Declaring Toronto a Paid-Plasma-Free-Zone – *attached, page 115.*
38. **The Corporation of the Municipality of South Huron** – Resolution – Ontario Heritage Act/ Heritage Committee – *attached, page 118.*
39. **The Town of Plympton-Wyoming:** Resolution – Improvements to Catch and Release System – *attached, page 123.*
40. **The Corporation of the Town of Cobalt:** Resolution – Improvements to Catch and Release – *attached, page 124.*
41. **Town of Bradford West Gwillimbury:** Correspondence – Ontario Deposit Return Program – *attached, page 126.*
42. **City of Stratford:** Resolution – Ontario Deposit Return Program – *attached, page 127.*
43. **Ministry of Natural Resources:** Correspondence – Jurisdiction of the Rideau Valley Conservation Authority – *attached, page 128.*
44. **Ombudsman Ontario:** Correspondence – Best Practices Regarding Integrity Commissioners – *attached, page 129.*
45. **City of Stratford:** Resolution – Respecting Local Democracy and Cities – *attached, page 132.*
46. **The Township of Woolwich:** Resolution – Election Advocacy and Preparation – *attached, page 133.*

47. **City of Woodstock** – Correspondence – Sustainable Funding for the Children’s Aid Society of Oxford County – *attached, page 135.*
48. **Regional Municipality of Waterloo:** Resolution – Solve the Crisis – *attached, page 137.*
49. **AMO:** Correspondence – Ending Homelessness Report & Advocacy – *attached, page 140.*
50. **City of Stratford:** Resolution – Solving the Crisis – *attached, page 142.*
51. **Homelessness Prevention Program:** Business Case Template – Shelter Expansion/Encampment Response – *attached, page 143.*
52. **Ministry of Municipal Affairs and Housing:** Correspondence – Support Homelessness Prevention – *attached, page 150.*
53. **County of Frontenac:** Resolution – Tile Drain Loan Limit – *attached, page 153.*
54. **Town of Halton Hills:** Resolution – Sovereignty of Canada – *attached, page 154.*
55. **The Corporation of the Town of Cobourg:** Resolution – Municipal Restructuring Study – *attached, page 157.*
56. **Northumberland County:** Resolution – Municipal Restructuring Study – *attached, page 159.*
57. **Tay Valley Township:** Report – Building Reports – December 2024 – *attached, page 167.*
58. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January to December 2024 – *attached, page 168.*
59. **Tay Valley Township:** Report – Building Reports – January 2025 – *attached, page 169.*
60. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – January 2025 – *attached, page 170.*

UPDATES

BOLINGBROKE CEMETERY BOARD MINUTES

Thursday, November 28th, 2024

2:00 p.m.

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

Council Chambers

ATTENDANCE:

Members Present: Chair, Councillor Wayne Baker
Darla Kilpatrick
Doug Boyd
Betty Anne Gillespie
Dan Milner

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk

Members/Staff Absent: Ron Fournier

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF THE AGENDA

i) Addition under New/Other Business: Price List Update.

The agenda was approved as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – June 6th, 2024.**

The minutes of the Bolingbroke Cemetery Board Meeting held on June 6th, 2024 were approved as circulated.

ii) **Minutes – September 5th, 2024.**

The minutes of the Bolingbroke Cemetery Board Meeting held on September 5th, 2024 were approved as circulated.

5. BUSINESS

i) **Onsite Compliance Update.**

- Maintenance Tasks

This item is complete.

- Fixing Monuments

D. Boyd will contact another monument supplier to get a quote for the work to fix in the Spring.

- Signage

This item is complete.

ii) **Entrance Pillars.**

The Board reviewed the various options that were attached to the agenda.

The Board would like Township staff to work with the contractor to ensure that the gate hinges are installed correctly so that the gate will close properly and that the memorial plaque is put back as well.

The work would occur next Spring and will be part of the Board's 2025 budget.

RESOLUTION #BCB-2024-06

MOVED BY: Betty Anne Gillespie

SECONDED BY: Doug Boyd

“THAT, the Bolingbroke Cemetery Board authorizes the tear down of the south pillar and the footing so that both can be rebuilt.”

ADOPTED

iii) **Google Maps Update.**

D. Boyd has updated Google Maps. Not a lot of room for content. Staff to review.

D. Boyd to send account login information for the file.

iv) **Volunteer Recruitment Poster.**

One inquiry was made, and D. Kilpatrick has been in touch.

D. Boyd will enquire if the Frontenac News can put a request in for volunteers in the paper in the Spring.

v) **Memorial Service Update.**

About 70 attendees this summer. Donations were around \$1,000.

vi) **General Account versus Care and Maintenance Fund Account.**

The Board reviewed the numbers to date.

There are still invoices to come in for grass cutting, legal for the transfer of ownership and the pillar work to date.

vii) **Expansion of Cemetery.**

The Board was concerned about the cost of the survey.

The CAO/Clerk informed the Board that Council gave authorization to proceed with transferring ownership of the cemetery and that the project has already started, it sits with legal counsel. The Board would like to continue with transfer of ownership whether or not the expansion moves forward. Staff will follow-up with legal in early January so that next steps can be communicated at the next Board meeting.

Due to the cost of the survey alone, the Board discussed whether they should expand. As an alternative they discussed increasing the number of urns in a Lot in order to increase the longevity of the cemetery.

Currently in a Lot, 1 casket OR 2 urns is permitted. The Board would like staff to investigate allowing 1 casket AND 2 urns in one Lot, OR just 4 urns in one Lot.

The Board would like staff to confirm whether this can be retroactive for Lots already sold.

The Price List would have to change to reflect the cost of the additions.

The Board agreed to put the expansion on hold for the time being.

The CAO/Clerk will notify surveyor that the Board is not interested at this time.

viii) **2025 Draft Budget.**

Driveway	\$100,000
Lawn Maintenance	\$2,400
Repair of Monuments	\$4,000
Office Supplies	\$500
Mileage	\$910
<u>Entrance Pillars</u>	<u>\$11,825</u>
TOTAL	\$115,635

Driveway
- identified in cemetery plot plan
- existing currently as grass surface
- would like to gravel

Repair of Monuments
- this was deferred from 2024

Entrance Pillar Repair
- from above direction

RESOLUTION #BCB-2024-07

MOVED BY: Darla Kilpatrick
SECONDED BY: Betty Anne Gillespie

“**THAT**, the 2025 Bolingbroke Cemetery operating budget be approved.”

ADOPTED

6. NEW/OTHER BUSINESS

i) **Price List Update.**

An error was noted in the Price List. The \$50 contribution to the Care & Maintenance Fund should be \$0 for a Flat Marker less than 173 squared inches.

RESOLUTION #BCB-2024-08

MOVED BY: Dan Milner
SECONDED BY: Doug Boyd

“**THAT**, the Price List change the contribution to the Care and Maintenance Fund for a Flat Marker less than 173 squared inches from \$50 to \$0, effective January 1, 2025.”

ADOPTED

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: April 3rd, 2024 at 2:00 p.m.

Proposed Agenda Items:

- Fixing Monuments
- Entrance Pillars
- Google Maps Update
- Volunteer Recruitment
- General Account versus Care and Maintenance Fund Account
- Expansion of Cemetery

8. DEFERRED ITEMS

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

- *None.*

9. ADJOURNMENT

The meeting adjourned at 3:25 p.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, November 14th, 2024

6:00 p.m.

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

Training Room

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 5th, 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 3rd 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
- OAFCA 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– November 18th, 2024

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 18th at 4:30pm, in person and via video conference.

In attendance were:

E Heesen, CEO

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

Via Video conference:

D Hamilton-Foley, Town of Perth

Regrets:

T Langford, Tay Valley Chair

P Coutts called the meeting to order 4:30 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

24-42 The agenda was accepted as presented with a motion from T Parkinson and seconded by L Logan.

Carried.

Delegations- none

Consent Agenda

- a. Approval of Minutes of October 21, 2024
- b. Correspondence and communications
 - i. News
 - ii. Town of Perth – Letter of Support to Ontario Provincial Government
 - iii. Carol Rigby – Letter of Support to Tay Valley Township Council
- c. Committee Reports
 - i. Policy Committee Minutes – November 8, 2024
- d. Statement of Operations

24-43 The Consent agenda was accepted with a motion by G Waterfield and seconded by T Parkinson.

Carried.

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

24-44 The CEO report was accepted with a motion by D Palmer and seconded by P Mertins.

Carried.

Advocacy Round Table

- a. Lanark Library CEOs meeting with MPP John Jordan re Ontario Digital Public Library.

Policy Review

- a. Motion: 1.A-1 Procedural by-law
- b. 2.G-9 Privacy and Confidentiality of Information
- c. 2.G-10 Children's Use of the Library
- d. 2.I-1 Records Retention

24-45 The Board accepted Procedural by-law 1.A-1 and policies 2.G-9, 2.G-10 & 2.I-1 as presented with a motion by T Parkinson and seconded by D Palmer.

Carried.

Unfinished and New Business

- a. 2025 Library Draft Budget - update.

E. Heesen informed the Board that Tay Valley and Drummond North-Elmsley townships had moved the draft budget forward to the next stage of approval. The Town of Perth's budget meeting is Dec 10.

Upcoming Meeting dates

- a. CEO performance appraisal committee TBD
- b. Indigenous Advisory Circle, December 11, 2024, at 1pm
- c. Board meeting Monday January 20 at 4:30 pm
- d. Policy Committee Monday February 3 at 4:00 pm

24-46 Motion to adjourn moved by L Logan at 5:07 pm.

Chairperson

Secretary-Treasurer

**LANARK COUNTY DETACHMENT TRANSITION COMMITTEE
MINUTES**

Friday, June 28, 2024

8:30 a.m.

Zoom Virtual Meeting

PRESENT:

Richard Kidd, Beckwith Township (arrived at 8:43 a.m.)
Dena Comley, Carleton Place
Steve Fournier, Township of Drummond North Elmsley
Denzil Ferguson, Municipality of Mississippi Mills
Ed McPherson, Perth
Rob Rainer, Tay Valley Township

ABSENT:

Ron Closs, Township of Lanark Highlands (with regrets)
Karen Jennings, Township of Montague (with regrets)

STAFF:

Diane Smithson, CAO, Town of Carleton Place

A. MEETING CALL TO ORDER

In the absence of the Chair, Diane Smithson, CAO called the meeting to order at 8:39 a.m. and asked for a nomination for the Chair position

Moved by Ed McPherson, Perth

Seconded by Dena Comley, Carleton Place

THAT Steve Fournier be nominated as Chair.

CARRIED

B. APPROVAL OF AGENDA

Moved by Rob Rainer, Tay Valley

Seconded by Ed McPherson, Perth

THAT the agenda be approved as circulated.

CARRIED

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

None at this time

D. APPROVAL OF MINUTES

Moved by Ed McPherson, Perth

Seconded by Dena Comley, Carleton Place

THAT the minutes of the Lanark County Detachment Transition Committee meeting dated March 28, 2024 be approved as circulated.

CARRIED

E. BUSINESS

1. Discuss motions passed by Lanark County municipalities regarding reducing Lanark County Detachment Board from current 20 members to 12 members (8 municipal (1 per municipality), 2 community (required to have 20% community) and 2 provincial (required to have 20% provincial) and determine any next steps.

The members discussed the next step with respect to the motions that had been passed by each of the municipalities in Lanark County with respect to reducing the Lanark County OPP Detachment Board size. After some discussion, the following motion was passed:

Moved by Ed McPherson, Perth

Seconded by Denzil Ferguson, Mississippi Mills

THAT Diane Smithson, CAO be directed to send the motions passed by each of the Lanark County municipalities regarding reducing the Lanark County OPP Detachment Board size from 20-members to 12-members to the Ministry of the Solicitor's Office.

CARRIED

F. ADJOURNMENT

Moved by Rob Rainer, Tay Valley

Seconded by Richard Kidd, Beckwith

THAT the meeting be adjourned at 8:47 a.m.

CARRIED

**LANARK COUNTY DETACHMENT TRANSITION COMMITTEE
MINUTES**

**Tuesday, October 29, 2024
8:30 a.m.
Zoom Virtual Meeting**

PRESENT:

Richard Kidd, Beckwith Township
Dena Comley, Carleton Place
Steve Fournier, Township of Drummond North Elmsley
Denzil Ferguson, Municipality of Mississippi Mills
Ed McPherson, Perth
Rob Rainer, Tay Valley Township
Ron Closs, Township of Lanark Highlands
Karen Jennings, Township of Montague

ABSENT:

None

STAFF:

Diane Smithson, CAO, Town of Carleton Place

A. MEETING CALL TO ORDER

Chair Richard Kidd called the meeting to order at 8:31 a.m.

B. APPROVAL OF AGENDA

Moved by Karen Jennings, Montague

Seconded by Ed McPherson, Perth

THAT the agenda be approved as circulated.

CARRIED

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

None at this time

D. APPROVAL OF MINUTES

Moved by Denzil Ferguson, Mississippi Mills

Seconded by Steve Fournier, Drummond/North Elmsley

THAT the minutes of the Lanark County Detachment Transition Committee meeting dated June 28, 2024 be approved as circulated.

CARRIED

E. BUSINESS

1. Discuss interim funding (if required) to fund the Lanark County Situation Table Coordinator's position until the grant application is approved by the Province

A lengthy discussion took place regarding how the Coordinator's position is currently funded. Ed McPherson advised that in the past, the Town of Perth has provided bridge funding for the position, if necessary, until the Province approves new contract funding. After all discussion, the following motion was presented.

Moved by Steve Fournier, Drummond/North Elmsley

Seconded by Dena Comley, Carleton Place

THAT the Lanark County Detachment Transition Committee requests that the County of Lanark fund the Coordinator position for the Lanark County Situation Table, if required, until the grant application submitted to the Province is approved for 2025 (Fiscal year April 1, 2025-March 31, 2026).

CARRIED

Diane will send the request to the County CAO and will advise the Coordinator of the decision of the Transition Committee.

2. Discuss any updates on the request to the Province to reduce the size of the Lanark County Detachment Board from the current 20 members to 12 members (8 municipal (1 per municipality), 2 community and 2 provincial

Diane Smithson reported that she received a call from MPP John Jordan's office yesterday morning to advise that Lanark County's request for a reduction in Board size was on the Ministry of the Solicitor General's desk for a decision. The hope is that this will be received imminently.

Chair Kidd advised the members that he had spoken with Ministry staff three times regarding Beckwith's position regarding the reduction request and that Beckwith Township would not appeal the decision that was approved by the majority of municipalities in Lanark County.

3. Update on the interviews for the Secretary-Treasurer position

Diane Smithson reported that interviews of two candidates for the Secretary-Treasurer position took place on Friday, October 18, 2024. The interview panel agreed on the ideal candidate. We are now just waiting for a decision from the Ministry regarding Board size in order to be able to call a meeting of the Board so the preferred candidate can be approved.

4. Approval of Insurance for September 27, 2024 – September 27, 2025 for the Detachment Board

Moved by Steve Fournier, Drummond/North Elmsley

Seconded by Dena Comley, Carleton Place

THAT the Transition Committee approves proceeding with insurance for the Lanark County OPP Detachment Board effective September 27, 2024 for a one-year period through McFarlan Rowlands Insurance Brokers Inc. (a group

insurance program arranged by the OAPSB) in the amount of \$3,888.00 (inclusive of all taxes).

CARRIED

5. 2025 OPP Billing

The members had a brief discussion regarding the recent OPP Billing statements which resulted in large budgetary impacts for municipalities. AMO is getting involved in the matter. Steve Fournier advised that he heard Steve Clark, MPP for Leeds–Grenville–Thousand Islands and Rideau Lakes has asked the government to review this situation.

The members then discussed the recent policing statistics provided by Detachment Commander Tawdrous. It was noted the statistics are for Lanark County in total and that a request will have to be made to provide the statistics for each municipality once a Board meeting is able to be called.

F. ADJOURNMENT

Moved by Karen Jennings, Montague

Seconded by Steve Fournier, Drummond/North Elmsley

THAT the meeting be adjourned at 9:03 a.m.

CARRIED

**LANARK COUNTY DETACHMENT BOARD TRANSITION COMMITTEE
MINUTES**

**Friday, January 17, 2025
8:30 a.m.
Via Zoom**

PRESENT:

Richard Kidd, Beckwith Township (arrived at 8:46 a.m.)
Dena Comley, Carleton Place
Steve Fournier, Township of Drummond North Elmsley
Denzil Ferguson, Municipality of Mississippi Mills
Ed McPherson, Perth
Rob Rainer, Tay Valley Township
Ron Closs, Township of Lanark Highlands
Karen Jennings, Township of Montague

ABSENT:

None

STAFF:

Diane Smithson, CAO, Town of Carleton Place

A. MEETING CALL TO ORDER

In the absence of Chair Richard Kidd, Diane Smithson, CAO called the meeting to order at 8:34 a.m. and asked for a motion to appoint an Acting Chairperson.

Moved by Dena Comley, Carleton Place

Seconded by Ron Closs, Lanark Highlands

THAT Ed McPherson be appointed Acting Chairperson.

CARRIED

B. APPROVAL OF AGENDA

Moved by Karen Jennings, Montague

Seconded by Denzil Ferguson, Mississippi Mills

THAT the agenda be approved as circulated.

CARRIED

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

None at this time.

D. APPROVAL OF MINUTES

Moved by Karen Jennings, Montague

Seconded by Dena Comley, Carleton Place

THAT the minutes of the October 29, 2024 Lanark County Detachment Transition Committee meeting be approved as circulated and read.

CARRIED

E. BUSINESS

1. Discuss applications for the two (2) community representatives

Note: to be forwarded to the respective Councils

Moved by Karen Jennings, Montague

Seconded by Steve Fournier, Drummond/North Elmsley

THAT the Lanark County OPP Detachment Board Transition Committee recommends to the respective municipal Councils that Rod Bowes and Michel Vermette be appointed as the two (2) community representatives to the Lanark County OPP Detachment Board until the end of the current Council term.

WITHDRAWN

Moved by Rob Rainer, Tay Valley

Seconded by Dena Comley, Carleton Place

THAT the Lanark County OPP Detachment Board Transition Committee recommends to the respective municipal Councils that Jaana Brett and Michel Vermette be appointed as the two (2) community representatives to the Lanark County OPP Detachment Board until the end of the current Council term.

DEFEATED

Moved by Ron Closs, Lanark Highlands

Seconded by Karen Jennings, Montague

THAT the Lanark County OPP Detachment Board Transition Committee recommends to the respective municipal Councils that Rod Bowes and Michel Vermette be appointed as the two (2) community representatives to the Lanark County OPP Detachment Board until the end of the current Council term.

CARRIED

2. 2025 Draft Budget

Note: to be forwarded to the respective Councils

Moved by Karen Jennings, Montague

Seconded by Denzil Ferguson, Mississippi Mills

THAT the Lanark County OPP Detachment Board Transition Committee recommends to the respective municipal Councils that the draft 2025 Lanark County OPP Detachment Board Budget be approved.

CARRIED

3. Amendment to Terms of Reference

Moved by Karen Jennings, Montague

Seconded by Ron Closs, Lanark Highlands

THAT the Lanark County OPP Detachment Board Transition Committee recommends that the Terms of Reference for the Lanark County OPP Detachment Board be approved as amended.

CARRIED

F. OTHER BUSINESS

None

G. NEXT MEETING

The next meeting is to be determined.

H. ADJOURNMENT

Moved by Karen Jennings, Montague

Seconded by Ron Closs, Lanark Highlands

That the meeting be adjourned at 8:52 a.m.

CARRIED

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, November 29th, 2024

2:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor, Greg Hallam
Bob Argue
Jennifer Dickson
Douglas Barr
Gilbert Rossignol

Members Absent: Councillor, Angela Pierman
David Poch

Staff Present: Noelle Reeve, Planner
Genevieve Neelin, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 2:15 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition to New/Other Business: Name Change of Working Group

The Agenda was approved as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – September 13th, 2024.

Councilor A. Pierman was captured as present but was absent from the meeting. The Working Group agreed to amend the minutes to reflect this.

The minutes of the Green Energy and Climate Change Working Group Meeting held on September 13th, 2024 were approved as amended.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) Climate Action Plan Update.

- Budget 2025

The Planner reviewed the Township's proposed budget for 2025 and which items may provide an opportunity for implementing emission reductions in line with the Township's Climate Change Action Plan -

<https://www.tayvalleytwp.ca/en/municipal-government/budget-and-financial-reports.aspx#2025-Budget>

- Growth Management Plan: by increasing density in hamlets, the new Zoning By-Law can potentially encourage density. G. Rossignol and J. Dickson asked if it is possible to require that environmental considerations be applied to new buildings. D. Barr asked if the Township can do anything to encourage small businesses in Hamlets
- Asset Management Plan: tenders for new acquisitions by the Township need to be viewed through the Climate Lens. Public Works is applying for a grant to take the Township building off fossil fuels.
- Waste Site Redesign: B. Argue suggested that the waste site redesign should wait until the new recycling contract is finalized (switching to a 2-stream recycling program with Circular Material (CM)).
- Roads: surface treatment means roads will last longer reducing the need to re-pave as frequently. Speed limit is being dropped on some gravel roads (slower driving means lower emissions).
- Vehicles and Equipment: Township vehicles can be switched to electric as they reach the end of their lifespan. The Chief Building Official's (CBO's) car will be an electric vehicle (EV) when replaced this year. Larger trucks with snowplows are more of a challenge, limited options available. Though B. Argue identified some electric $\frac{3}{4}$ ton truck options.
- Forest Trail: Northland Power will provide an "Energy Node" solar energy educational display.

- Building Retrofit Application – *deferred to the next meeting.*
- Consultation on Ontario’s Affordable Energy Future:
 - The Pressing Case for More Power, ERO 019-9285 – no need for the Township to comment so received for information.

ii) **Communications**

- Lanark County Climate Change Committee Update

The Planner informed members about Lanark County’s acceptance into the Building to Net Zero cohort. Green Building Design Standards are being developed by Lanark County. These standards and the Lanark County Adaptation Study will be useful information for the Township to follow in creating similar standards.

Lanark County Council has authorized an agreement for a micro-transit feasibility study through the Rural Transit Solutions Fund – *attached page 5.*

- Material for Township Website

G. Rossignol has created educational material for the Township website, follow up with Deputy Clerk on whether these can be posted.

7. NEW/OTHER BUSINESS

- i) Name Change for Working Group – *attached, page 11.*

Members discussed P. Nelson’s e-mail regarding a suggested name change for the Working Group. Mr. Nelson has proposed *Clean Energy & Climate Change*. The Reeve has proposed *Energy Transition Working Group*. P. Nelson’s e-mail also discussed discouraging people from heating with solid wood fuel. The Working Group agreed to discuss emissions from burning wood at a later meeting and unanimously decided against discussing a name change at this time.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Friday, February 14th, 2025 at 2:00 p.m.

9. DEFERRED ITEMS

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

- Set Priorities and Targets from Strategic Plan and Climate Action Plan - Planner
- Green Energy and Climate Change Report Card – 2024 – Planner
- New Ontario Building Code – Does it Include Green Initiatives? - Planner

- Greener Neighbourhood Pilot Programs by Natural Resources Canada – G. Rossignol

10. ADJOURNMENT

The Working Group adjourned at 3:30 p.m.

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

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

Employee Presentation: MVCA's Drone Services

Staff presented on MVCA's Drone Services and opportunities. Drone applications that were highlighted include: dam inspections, viewing inaccessible areas for floodplain mapping/validation, ice monitoring and social media/community outreach.

Watershed Update

Flows in all tributaries are close to normal for this time of year, due to the average rainfall amounts received in October and November. The removal of stoplogs from the upper lakes to drawdown water levels is now complete. Crotch Lake is rising due to the release of water from the upper lakes. The dam will be operated to ensure there is enough water to maintain base flows downstream from mid-January to April while also ensuring there is adequate storage available to capture runoff from a typical January thaw. All dams will be operated through the winter to maintain levels within the normal operating rule curves for the structures.

GM Update

- **Farm Lake Dam Condition Assessment** - Based on the engineering review and inspection, the Farm Lake Dam was found into be in good overall condition. No remediation or repairs are required at this time.
- **Lanark Dam Safety Review** – A survey was completed to determine the positioning of the new safety boom anchors and the design of the dam's fence.
- **Kashwakamak Lake Dam Class EA Project** – The Class Environmental Assessment (EA) project has reached a milestone with the posting of the Notice of Completion on November 14, 2024, and the Project File Report on public record for a 30-day review period, until December 16, 2024.
- **K&P Trail Sale** - Staff are waiting on clear advice regarding regulatory requirements for entering into an agreement with the counties to lease/purchase the property for a period that extends beyond 5-years.
- **Palmerston-Canonto Beach Property** - Legal matters between MVCA and adjacent landowners are finally resolved and MVCA is now in a position to

transfer the property to the Township. As with the K&P Trail, staff are confirming new regulatory requirements for the sale of the property.

- **2025 Septic Fee Increases** - Rideau Valley Conservation Authority (RVCA) recently increased septic fees for 2025 by ~4% to reflect cost of living increases and ensure that the program continues to cover expenses. MVCA will be issuing a notice to affected municipalities on behalf of RVCA.
- **Kintail Country Christmas** – MVCA hosted the annual Kintail Country Christmas event on December 14th from 12:00 to 6:00 pm at the Mill of Kintail CA.

Management Salary Review

The Board approved updates to the Management Salary Scales and the 2024/2025 compensation for the General Manager as recommended by the Finance and Administration Advisory Committee.

Overtime Compensation

The Board approved update of section 2.3.2 *Overtime* of the MVCA's *Employee Manual*, and to implement the new program effective January 1, 2025.

Employee Merit Increases and Bonuses

The Board directed the General Manager to investigate options to improve the current system of merit increases and bonuses and to provide a recommendation for implementation in 2026.

Financial Update – YTD September 30, 2024

Year-to-date expenditures and revenues are on track and sit at 71.75% of budgeted.

Draft 2025 Budget

The Board approved circulation of the Draft 2025 Budget to member municipalities.

2025 Fee Schedule Update

As there has been no word from the province regarding a potential extension of the freeze of fees for planning, development and permitting, the Board approved update of Schedules A-C of MVCA's Fee Schedule.

2025 Mileage, Per Diem & Honorarium Rates

The Board approved a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rates paid to employees and Board members, to take effect January 1, 2025.

Operational Plan – Water Control Infrastructure

The Board approved the *Operational Plan: Water Control Infrastructure*.

Land Conservation & Resource Strategy

The Board approved the *Land Conservation & Resource Management Strategy*.

ATTACHMENTS

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



Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

December 9, 2024

MEMBERS PRESENT

Paul Kehoe, Chair
Jeff Atkinson, Vice Chair
Bev Holmes
Cindy Kelsey (Virtual)
Clarke Kelly
Dena Comley
Janet Mason
Richard Kidd (10:00a.m. – 11:20a.m.)
Roy Huetl
Steven Lewis
Taylor Popkie
Wayne Baker

MEMBERS ABSENT

Allan Hubley
Cathy Curry
Glen Gower
Helen Yanch
Jeannie Kelso
Mary Lou Souter

STAFF PRESENT

Sally McIntyre, General Manager
Stacy Millard, Treasurer
Juraj Cunderlik, Director of Engineering
Matt Craig, Manager of Planning and Regulations
Scott Lawryk, Properties Manager
Alex Broadbent, Manager of IC&T
Jennifer North, Water Resources Technician
Tim Yoon, Water Resources E.I.T.
Lauren Shupe, GIS Specialist,
Will Ernewein, Regulations Officer
Krista Simpson, Administrative Assistant (Virtual)
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 10:00 a.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.

BOD24/12/09 - 1

MOVED BY: T. Popkie

SECONDED BY: R. Huetl

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

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, October 21, 2024

BOD24/12/09 - 2

MOVED BY: J. Atkinson

SECONDED BY: D. Comley

Resolved, that the minutes of the Board of Directors Meeting held on October 21, 2024 be received and approved as printed.

“CARRIED”

2. Draft Finance and Administration Advisory Committee Meeting Minutes, November 28, 2024.

Included for information. P. Kehoe asked if there were any questions arising from the draft minutes. No questions were received.

3. Staff Presentation – MVCA’s Drone Services, Lauren Shupe & Tim Yoon.

Tim Yoon reviewed background and regulations relating to drone use. He noted that Transport Canada regulates RPAS type drones. He summarized the specifications of MVCA’s DJI-Mavic 3E drone. He highlighted the capability of the drone to do aerial surveying. L. Shupe reviewed MVCA’s drone applications. She demonstrated MVCA’s drone applications of dam inspections, investigating inaccessible areas, floodplain mapping validation, ice monitoring and social media/community outreach. She reviewed next steps for drone use including: The

opportunities for expanding the drone's capabilities with a LiDAR and/or Sonar attachment(s), new types of projects such as erosion hazard mapping, bathymetry collection and elevation data acquisition and collaborating with other Conservation Authorities.

S. Lewis commented that many people are not happy with drones flying over private property and there are potential problems that could arise surrounding public perception of drone use. He asked about the regulations regarding drone use and privacy. He acknowledged that MVCA's applications of drones are useful for their intended purposes. T. Yoon responded that MVCA asks permission from homeowners to fly over their property. He acknowledged that the public has concerns regarding photos being taken of their property. He noted that MVCA has received mixed responses from the public regarding drone use, some supporting its applications and some comments of concern regarding photos of their property.

R. Kidd asked if there is a policy regarding drone use and contacting private property owners. T. Yoon responded that there is no policy, but it is an MVCA best-practice for drone use to contact property owners prior to flying over their property. R. Kidd asked if the drone is restricted from flying over Mississippi Lake. T. Yoon responded that Natural Resources Canada regulates where drones can be used and he confirmed that MVCA uses the drone on Mississippi Lake.

R. Kidd commented that drones have a negative public perception in the area and that social media perpetuates fear and negativity. He acknowledged the usefulness of drone technology. He asked about the cost of the MVCA drone. T. Yoon responded that the MVCA drone and battery package cost approximately \$5,000. R. Kidd commented that EGIS has used drones for surveying in Beckwith and the local OPP test their drone weekly at Beckwith Park. He summarized that drones are great tools but are very controversial.

B. Holmes asked if MVCA is integrating AI capabilities with drone services to improve forecasting/predictive capabilities. T. Yoon responded that currently, MVCA does not use any AI integration.

S. McIntyre added that floodplain analysis is improved by being able to access previously inaccessible areas, providing a more robust model to work from. Drone use helps to enhance the model and improve predictive capabilities.

4. Watershed Conditions, Report 3459/24, Jennifer North.

Jennifer North provided an update on the watershed conditions. She highlighted that flows and water levels are close to normal for this time of year. She noted that Mazinaw has a later drawdown than the other upper lakes, and still has two logs to be removed. She reviewed planned operations at Crotch Lake to maintain downstream flows and provide maximum storage for early 2025.

5. GM Update, Report 3460/24, Sally McIntyre.

Sally McIntyre provided the GM update. She highlighted completed projects including:

- The Farm Lake Dam Condition Assessment, the Lanark Dam Safety Review, and the Kashwakamak Lake Dam Class EA project.
- The K&P Trail dispute and sale, and Palmerston-Canonto Beach Property. She explained that at the October 21, 2024 Board of Directors Meeting, R. Kidd asked if all lease agreements that exceed 5-years fall under Ontario Regulation 686/21. She noted that MVCA is the first organization to proceed with a lease agreement exceeding 5-years post-regulation. Staff are working to confirm whether the regulatory requirements apply to the lease at Palmerston-Canonto and the K&P Trail.
- 2025 Septic Fee Increases and the Municipal Flood Resilience Action Training that is available in 2025.

P. Kehoe asked S. McIntyre to provide an update regarding WECl Funding and application. S. McIntyre explained that she and P. Kehoe met with MPP J. Jordan to discuss the constraints surrounding WECl applications and funding uses. A generic response was received from the Ministry of Natural Resources (MNR) that the situation is being monitored.

C. Kelly stated that RVCA sends a delegation to the Rural Ontario Municipal Association (ROMA) Conference. He asked if MVCA sends a delegation or representative to the ROMA Conference. S. McIntyre responded MVCA does not send a delegation to the ROMA conference but Angela Coleman from Conservation Ontario advocates for Conservation Authorities at Queens Park. P. Kehoe commented that MPP J. Jordan was receptive of MVCA's problems with WECl funding.

6. Management Salary Review, Report 3456/24, Paul Kehoe & Sally McIntyre.

7. Overtime Compensation, Report 3457/24, Sally McIntyre.

8. Employee Merit Increases and Bonuses, Report 3458/24, Sally McIntyre.

Items 6, 7 and 8 were discussed in-camera.

BOD 24/12/09 - 3

MOVED BY: R. Huetl

SECONDED BY: C. Kelly

Resolved, That the Board of Directors move to in-camera session for discussion of the following matter: Labour relations or Employee Negotiations.

And further resolved, That Sally McIntyre and Stacy Millard remain in the room.

And further resolved, That Sally McIntyre and Stacy Millard leave the room before final discussions regarding management compensation.

"CARRIED"

BOD24/12/09 - 4

MOVED BY: B. Holmes

SECONDED BY: C. Kelly

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

“CARRIED”

BOD24/12/09 - 5

MOVED BY: J. Mason

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve updates to the Management Salary Scales and the 2024/2025 compensation for the General Manager as recommended by the Finance and Administration Advisory Committee.

Resolved, That the Board of Directors approve update of section 2.3.2 Overtime of the MVCA’s Employee Manual as set out herein, and to implement the new program effective January 1, 2025.

Resolved, That the Board of Directors direct the General Manager to investigate options to improve the current system of merit increases and bonuses and provide a recommendation for implementation in Fiscal 2026.

“CARRIED”

9. Financial Update – YTD September 30, 2024, Report 3453/24, Stacy Millard.

S. Millard provided the Financial Update. She reviewed the operating budget, noting that expenditures and revenues are on track. She reviewed the changes in cost allocations.

10. Draft 2025 Budget, Report 3454/24, Stacy Millard & Sally McIntyre

S. McIntyre presented the 2024 Draft Budget. She reviewed the year-over-year changes between the 2023, 2024 and 2025 budgets. She noted the expansion of MVCA’s Education Program is considered under Category 3 Operating budget. She highlighted that while the budget is increasing, it does not necessarily mean an increase in the municipal levy due to offsetting revenues. She reviewed the operating budget by program/service. She compared the 2024 and 2025 municipal levy budgets by program/service. She reviewed the workforce plan adjustment to the municipal levy and the municipal levy allocations as prescribed by the province.

BOD24/12/09 - 6

MOVED BY: T. Popkie

SECONDED BY: B. Holmes

Resolved, That the Draft 2025 Budget be received and circulated to member municipalities for comment.

“CARRIED”

11. 10-Year Capital Plan Update, Report 3455/24, Sally McIntyre & Stacy Millard

S. McIntyre provided the 10-Year capital plan update. She highlighted the schedule of projected annual capital levy increases.

BOD24/12/09 - 7

MOVED BY: S. Lewis

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors approve the 10-year Capital Plan update and schedule of capital levy increases presented herein.

“CARRIED”

12. 2025 Fee Schedule Update, Report 3468/24, Matt Craig

P. Kehoe explained that there have been no updates received regarding an extension of the provincial freeze of planning, development and permitting fees. The proposed updates to Fee Schedules A-C assume that the freeze is not extended.

S. Lewis asked if all fees were raised by a specific percentage. M. Craig responded that all fees were increased by 3% and rounded to the nearest dollar.

C. Kelly asked about the budget pressures if the fees remain frozen. M. Craig explained that the freeze in fees results in not keeping up with cost-of-living and planning and regulation program expenses. He noted that overall, there may be greater implications. S. McIntyre explained that MVCA had planned to take an estimated \$16,000 from reserves on the assumption that the fees remain frozen.

BOD24/12/09 - 8

MOVED BY: T. Popkie

SECONDED BY: S. Lewis

Resolved, That the Board of Directors approve update of Schedules A through C of MVCA's Fee Schedule as set out in this report.

“CARRIED”

13. 2025 Mileage, Per Diem & Honorarium Rates, Report 3461/24, Sally McIntyre

S. McIntyre explained that the Board approved a 2% cost-of-living increase to staff wages and recommended the same increase for Board compensation in regards to per diems and honorariums. She noted that the same mileage rates is applied to staff and Board members, and is recommended to be increased.

W. Baker noted a keying error to the proposed increase in corporate mileage rate, the amount should read \$0.6018/km rather than \$60.18/km. S. McIntyre confirmed.

BOD24/12/09 - 9

MOVED BY: R. Huetl

SECONDED BY: C. Kelly

Resolved, That the Board of Directors approve That the Board of Directors approve a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rates paid to employees and Board members, to take effect January 1, 2025.

“CARRIED”

14. Operational Plan: Water Control Infrastructure, Report 3462/24, Juraj Cunderlik

J. Cunderlik reviewed the guidelines and regulations relating to the operation of water control infrastructure. He highlighted that operational plans for water control infrastructure were required to be developed and implemented by the end of 2024. He reviewed the guiding principals and operational objectives of the *Mississippi River Water Management Plan* (MRWMP). He reviewed the water control structure inventory within the watershed. He highlighted that 12 structures are included in the MRWMP of which 6 are owned by MVCA.

J. North reviewed dam operation objectives within the watershed including: flood and drought mitigation, fisheries and wildlife, recreation and tourism, navigation, erosion, ice, low flow augmentation and power generation. J. North summarized the history of management and development of dams within the watershed. She explained that from the MRWMP, preferred operating plans were developed for each dam with a set target level and upper and lower operating range. She noted that revisions are required as the needs of the watershed change. She reviewed a typical dam operating cycle within the watershed. She reviewed adaptive management practices in response to annual variations and extreme weather events and gave examples.

J. Mason asked what kind of model MVCA has of the Mississippi River and whether scenarios can be ran based on forecasts. J. Cunderlik responded that MVCA has watershed models for

the Mississippi River and Carp River watersheds. Staff are currently working to upgrade the watershed model to be able to run scenarios. He noted that staff are hopeful to have a draft forecasting system ready to test in spring of 2025. J. Mason expressed her support in the development of a forecasting system and asked for a demonstration when it's prepared.

W. Baker asked how the fall drawdown affects water levels. J. Cunderlik responded that it depends from lake-to-lake, each lake has a different target and threshold. W. Baker asked if fish spawning is considered when determining drawdown dates and amounts. J. Cunderlik confirmed that fish habitat and spawning periods are taken into consideration within the MRWMP.

BOD24/12/09 - 10

MOVED BY: D. Comley

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the Operational Plan: Water Control Infrastructure attached to this report.

15. Land Conservation & Resource Strategy, Report 3463/24, Sally McIntyre.

S. McIntyre presented the proposed final draft of the *Land Conservation & Resource Strategy*. She noted that changes made over the consultation period are in red. She highlighted some policy changes including: adjustments to wording regarding working with and facilitating cooperation with other public agencies and organizations in the planning, development and maintenance of large conservation parklands; and MVCA continuing to promote the Mississippi River canoe route and advocate for its maintenance and protection. She noted that MVCA will not assume the responsibilities of maintenance and protection of the canoe route.

J. Atkinson asked how often this strategy will be updated. S. McIntyre responded that an implementation section has been included in the strategy that prescribes an update a minimum of every 10-years. The implementation section includes all targets and reporting schedules mentioned in the document.

BOD24/12/09 - 11

MOVED BY: J. Mason

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the Land Conservation & Resource Management Plan.

CONSENT ITEMS

16. License Renewal – Carp River CA, Report 3464/24, Sally McIntyre

BOD24/12/09 - 12

Resolved, That the Board of Directors approve renewal of the Licence of Occupancy for the Carp River Conservation Area.

CARRIED – CONSENT AGENDA

17. Regulatory Enforcement Strategy, Report 3465/24, W. Ernewein

Will Ernewein provided a presentation summarizing the Regulatory Enforcement Strategy and the basis for its development. He reviewed the roles and responsibilities of the MVCA Regulations Technician and Regulations Officer and the public. He reviewed enforcement of Section 28 and 29 violations. He highlighted that only in egregious cases does MVCA pursue legal action to resolve enforcement files. He noted that the strategy is fluid and subject to change over time based on the needs of the organization and legislative changes.

P. Kehoe commented that the matrixes presented in the strategy are similar to the informed judgement matrix used by the Ministry of Environment when he worked for the Ministry. W. Ernewein agreed and noted that it is still relevant and valid and a reliable tool for general enforcement purposes.

P. Kehoe asked if a motion is required for consent items. S. McIntyre explained that consent items are approved concurrent to approval of the Agenda. J. Mason commented that the Regulatory Enforcement Strategy presentation was moved out of the consent agenda and has a recommendation associated with it. S. McIntyre asked if J. Mason would like a motion to approve the strategy. J. Mason commented any method is acceptable, as long as the strategy is approved. S. McIntyre confirmed that it is best practice to approve the recommendation on the report. P. Kehoe asked for a member to move the motion.

BOD24/12/09 - 13

MOVED BY: J. Mason

SECONDED BY: R. Huetl

Resolved, That the Board of Directors approve the attached Regulatory Enforcement Strategy.

“CARRIED”

18. Corporate Strategic Plan Update, Report 3466/24, Sally McIntyre.

BOD24/12/09 - 14

Resolved, That the Board of Directors approve the methodology for updating the Corporate Strategic Plan and Implementation Plan as set out in this report.

CARRIED – CONSENT AGENDA

19. 2025 Board Meeting Schedule, Report 3467/24, Sally McIntyre.

BOD24/12/09 - 15

Resolved, That the Board of Directors approve the proposed 2025 meeting schedule.

CARRIED – CONSENT AGENDA

ADJOURNMENT

BOD24/12/09 - 16

MOVED BY: R. Huetl

SECONDED BY: W. Baker

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 12:03 p.m.

K. Hollington, Recording Secretary

Seconded by: Brian Dowdall

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

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of October 24, 2024

Resolution 2-241128

Moved by: Gary Waterfield
Seconded by: Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #08/24, November 24, 2024 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Special Presentation

Chair Strackerjan presented a certificate to Terry Davidson, Director of Engineering and Regulations, in recognition of his 34 years of service to the Rideau Valley Conservation Authority. Mr. Davidson, who is retiring at the end of the year, expressed his gratitude to the Board for the certificate and their support of the work of the RVCA throughout his career.

Board member Theresa Kavanagh reflected on her first interaction with Terry Davidson and the RVCA which was in relation to Ottawa River flooding and the Britannia flood control structure, noting that after learning what the RVCA did through those experiences is what prompted her to join the Board.

9.0 Appointment of Inspectors and Chief Building Officials

Ms. Casgrain-Robertson indicated that with the retirement of Mr. Davidson, she was recommending the appointment of two staff as Chief Building Officials under the Building Code Act to administer and enforce RVCA's on-site sewage system program.

In response to a member inquiry, Ms. Casgrain-Robertson replied that the RVCA does not require staff above a certain salary to stay with the RVCA for a certain length of time. She added that the RVCA is very fortunate to have many long serving employees, including the two staff who are being appointed as CBOs who have worked at the RVCA for 17 years and 20 years.

Resolution 3-241128

Moved by:

Adrian Wynands

Seconded by:

Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following staff as Sewage System Inspectors under Subsection 6.2 (3) of the Building Code Act, 1992, S.O. 1992, c.23,, including amendments thereto:

- Eric Kohlsmith
- Jason Hutton
- Alex Dekleine
- Ryan Hiemstra

THAT the Board of Directors also designate the following inspectors as Chief Building Officials under Subsection 6.2 (4) of the Building Code Act, 1992, S.O. 1992, c.23, including amendments thereto:

- Eric Kohlsmith
- Jason Hutton

AND THAT these appointments be contingent on continued employment with the Rideau Valley Conservation Authority.

Resolution Carried

Adam Turcotte joined 6:50 p.m.

Jeff Banks joined 6:51 p.m.

10.0 Office Building Cladding Replacement

Mr. Davidson provided an overview of the need to replace the exterior cladding on the RVCA's main office building and the tender process that was followed.

In response to a member inquiry, Ms. Casgrain-Robertson indicated that the current balance of the lifecycle reserve for the office building is approximately \$740,000 and that no minimum balance has been set. The member recommended that a minimum balance should be identified for all reserves.

Ms. Casgrain-Robertson also confirmed in response to another member, that the RVCA owns the office building while the City of Ottawa owns the land.

Mr. Davidson responded to another inquiry, indicating that the new proposed siding is aluminum with a 50-year lifecycle.

Resolution 4-241128

Moved by: Steve Fournier
Seconded by: Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Magenta Exterior Solutions to replace exterior cladding on RVCA's administrative building at a cost not to exceed \$286,000 plus applicable taxes;

THAT the Board approves Lichen & Stone to be the Project Manager at a cost not to exceed \$28,000 plus applicable taxes;

THAT RVCA staff be allowed to issue Change Work Orders (contingencies) up to a total maximum amount of \$40,000 plus applicable taxes if needed;

AND THAT all costs be funded from RVCA's building lifecycle reserve.

Resolution Carried

11.0 Financial Reports for the period ending September 30, 2024

Ms. Casgrain-Robertson presented the financial reports for the period ending September 30, 2024, including the RVCA Balance Sheet, Statements of Operations and Capital, and side-by-side comparisons of actual and forecasted results through December 31, 2024.

A member asked if RVCA's reserve funds could be used to reduce the municipal levy request. Ms. Casgrain-Robertson explained that not all operational reserves are levy dollars, that some reserves are restricted and must remain with a particular program and that some are earmarked for specific projects. Another member supported exploring the idea further but noted that it was premature for the 2025 budget year. Ms. Casgrain-Robertson committed to following up with the member to provide the amount of interest the RVCA earned on reserves in 2024 once she obtains the figure from finance staff.

Another member indicated that South Nation Conservation is also increasing their municipal levy by 1.5% plus assessment growth which is 2.9%. Ms. Casgrain-Robertson added that other conservation authorities also collect a capital levy from municipalities, in addition to the general levy, whereas the RVCA covers operational and capital costs from its general levy and reserves avoiding an additional financial pressure on municipalities.

A member noted that increasing OPP costs will be a big financial pressure on municipalities in 2025, except for the City of Ottawa.

Chair Strackerjan thanked members for their input and discussion.

Resolution 5-241128

Moved by: Brian Dowdall
Seconded by: Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Statement of Operations, Statement of Capital Reports and Balance Sheet for the period ending September 30, 2024.

Resolution Carried

12.0 2025 Draft Budget and Workplan

Ms. Casgrain-Robertson presented the 2025 draft budget and workplan, highlighting that one additional contract position had been added to the budget for 2025 to support a temporary increase in GIS and IT workload and that the position would be funded through reserves with no impact on the municipal levy.

In response to a member inquiry, Ms. Casgrain-Robertson explained that the assessment growth figure of 2.9% was representative of assessment growth in the watershed, but that it heavily reflects growth in the City of Ottawa as over 91% of the assessment value in the Rideau watershed falls within Ottawa.

Resolution 6-241128

Moved by: Jeff Banks
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2025 Draft Budget, Levy Apportionment Sheet and Workplan;

AND THAT the Board directs staff to circulate the Draft Budget, Levy Apportionment Sheet and Workplan to all member municipalities for review and comment.

Resolution Carried

13.0 Land Inventory Summary

Ms. Casgrain-Robertson presented the Land Inventory Summary, as required by Ontario Regulation 686/21.

In response to a member inquiry, Ms. Casgrain-Robertson confirmed that the inventory does not include properties owned by the Rideau Valley Conservation Foundation.

Resolution 7-241128

Moved by: Trevor Johnson

Seconded by: Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached Land Inventory Summary.

Resolution Carried

14.0 Conservation Area Strategy

Ms. Casgrain-Robertson presented the Conservation Area Strategy as required by Ontario Regulation 686/21.

A member inquired if the RVCA has had issues with encampments on their properties. Ms. Casgrain-Robertson responded that to date, the RVCA has not had any issues, but that she is aware of other conservation authorities who have had encampments established on their properties, especially those in more urban areas.

Resolution 8-241128

Moved by: Adrian Wynands
Seconded by: Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Conservation Areas Strategy.

Resolution Carried

15.0 Watershed-Based Resource Management Strategy

Ms. Casgrain-Robertson presented the Watershed-Based Resource Management Strategy as required by Ontario Regulation 686/21. There were no questions or comments.

Resolution 9-241128

Moved by: Gary Waterfield
Seconded by: Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Watershed-Based Resource Management Strategy.

Resolution Carried

16.0 Activity Report: September to October

Ms. Casgrain-Robertson provided an update on programs and special projects for the months of September and October.

The member from Rideau Lakes shared that people appreciate bioswales in response to an update about the Sustainable Drainage Project. The member also indicated that he had had lots of interactions with Mike Yee over the years and found him to be very professional and congratulated him on his upcoming retirement.

A member asked if recruitment had begun for Mr. Yee's position and Ms. Casgrain-Robertson shared that two planners were hired earlier this year and that the RVCA is currently adequately staffed for plan review.

17.0 Meetings

- a) Ottawa Rural Summit – November 2, 2024
 - a. Councillor Brown commended the summit as a well-organized and informative event following months of planning. He highlighted that valuable feedback was received on how the city can improve, actionable takeaways, and ideas to incentivize environmental protection. The summit provided an excellent platform for residents to share their views and for city staff to listen to citizen input. He also thanked Ms. Casgrain-Robertson for sitting in on the session he chaired which was Agriculture and the Environment.
- b) Eastern Ontario General Managers Meeting – November 7, 2024
- c) Latomell Conservation Symposium – October 8 – 9, 2024
 - a. Adrian Wynands provided positive feedback on the event, indicating there is little free time and sessions covered topics spanning people, land and water. He also commended Marika Livingston and Claire Milloy for their excellent presentation on Highly Vulnerable Aquifers.

Upcoming

- c) Quarterly City-CA Meeting – December 2, 2024
- d) Conservation Ontario Council Meeting – December 9, 2024
- e) NCC 2024 Regional Sustainability Workshop – December 10, 2024
- f) RVCF Board of Directors Meeting – December 11, 2024
- g) Source Protection Committee Meeting – December 12, 2024
- h) ROMA Conference – January 19-21, 2025
- i) Board of Directors Meeting – January 23, 2025

Chair Strackerjan reminded members that Chair and Vice-Chair elections will be held at the January meeting. She expressed gratitude to members and staff for their support during her tenure. Gary Waterfield acknowledged her outstanding leadership.

18.0 Member Inquiries

None.

19.0 New Business

Adrian Wynands suggested scheduling a daytime meeting in 2025 to provide an opportunity to meet more RVCA staff. Ms. Casgrain-Robertson indicated that she could bring a revised 2025 meeting schedule back to the Board in January for consideration.

Chair Strackerjan agreed, acknowledging that Board meetings with staff presentations foster a different atmosphere.

Theresa Kavanagh mentioned a scheduling conflict on the fourth Thursday of the month and indicated her availability only in the evenings.

Adrian Wynands also informed members of a funding opportunity through Maple Leaves Forever, a foundation focused on preserving and planting maple trees across Ontario. For more details, he directed municipalities to visit Ken Jewett's website, theoldmanandthetree.com.

20.0 Adjournment

The Chair adjourned the meeting at 7:54 p.m. on a resolution by Wilson Lo which was seconded by Theresa Kavanagh.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

RVCA Board of Directors Meeting Summary – December 9th, 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.

October 24, 2024 – Approved Minutes

- 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 initial review and comment.

November 28, 2024 – Meeting Summary

- Chair Strackerjan presented Terry Davidson, Director of Engineering and Regulations, with a certificate in recognition of his 34 years of service as Mr. Davidson is set to retire at the end of the year.
- The Board approved the reappointment of sewage system inspectors and the designation of two new chief building officials (Jason Hutton and Eric Kohlsmith) to deliver RVCA's septic inspection and reinspection programs.
- Magenta Exterior Solutions were awarded the contract to replace exterior cladding on RVCA's administrative building with Lichen & Stone serving as Project Manager.
- Financial reports for the period ending September 30, 2024 were approved.
- 2025 Draft Budget and Workplan were approved for circulation to member municipalities for review and comment.
 - Letters and the budget package will be circulated to municipalities shortly
 - Staff are available to make presentations to municipal councils and any municipal feedback will be requested by mid-February.
- A Land Inventory Summary was approved in accordance with Ontario Regulation 686/21
- A Conservation Areas Strategy was approved in accordance with Ontario Regulation 686/21
- A Watershed-Based Resource Management Strategy was approved in accordance with Ontario Regulation 686/21

- An update was provided on RVCA's program delivery, operations, events, and news.

Next Meeting

- January 23, 2025

Marissa

Marissa Grondin (she/her)
Executive Assistant
613-692-3571 or 1-800-267-3504 ext. 1177
marissa.grondin@rvca.ca



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504 F 613-692-0831 | www.rvca.ca

This message may contain information that is privileged or confidential and is intended to be for the use of the individual(s) or entity named above. This material may contain confidential or personal information which may be subject to the provisions of the *Municipal Freedom of Information & Protection of Privacy Act*. If you are not the intended recipient of this e-mail, any use, review, revision, retransmission, distribution, dissemination, copying, printing or otherwise use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of the e-mail and any printout thereof, immediately. Your cooperation is appreciated.



RVCA Board of Directors Meeting Summary – January 30th, 2025

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.

November 28, 2024 – Approved Minutes

- 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 onsite sewage systems, conservation areas and outdoor education programs.
- A 2025 preliminary draft budget and municipal levy were presented to the Board for initial review and comment.

January 23, 2025 – Meeting Summary

- A revised 2025 Board of Directors Meeting Schedule was approved, which adds three staff information sessions to be held for Board members in advance of the March, May and September meetings.
- The Board reapproved the delegation of powers related to permits and enforcement under the Conservation Authorities Act to reflect updated job titles following a minor departmental restructuring.
- Elections were held and Councillor Gary Waterfield representing the Town of Perth was elected Chair of RVCA's Board of Directors for 2025, and Councillor Kristin Strackerjan representing the Municipality of North Grenville was elected Vice Chair.

Next Meeting

- February 27, 2025

Marissa

Marissa Grondin (she/her)
Executive Assistant
613-692-3571 or 1-800-267-3504 ext. 1177
marissa.grondin@rvca.ca



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504 F 613-692-0831 | www.rvca.ca

This message may contain information that is privileged or confidential and is intended to be for the use of the individual(s) or entity named above. This material may contain confidential or personal information which may be subject to the provisions of the *Municipal Freedom of Information & Protection of Privacy Act*. If you are not the intended recipient of this e-mail, any use, review, revision, retransmission, distribution, dissemination, copying, printing or otherwise use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of the e-mail and any printout thereof, immediately. Your cooperation is appreciated.

