



Tay Valley Township

COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 4th, 2025
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Korrine Jordan

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

None.

6. PRIORITY ISSUES

- i) **Report #PW-2025-06 – 2024 Annual Waste Site Reports – *attached, page 7.***
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

*“**THAT**, Report #PW-2025-06 - 2024 Waste Disposal Site Annual Reports, be received as information;*

***AND THAT**, staff be directed to submit the 2024 Annual Reports for the Glen Tay, Maberly, Stanleyville, Christie Lake and Noonan sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2025 deadline, to be in conformity with the Certificates of Approval for each site.”*

- ii) **Report #PW-2025-04 – Microsurfacing Tender Award – attached, page 18.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Schedules E to J of Tender #PW-C-09-2025-25-E0 for Microsurfacing be awarded to Miller Paving Limited;

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

- iii) **Report #PW-2025-05 – Tandem Truck Purchase – attached, page 21.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the quotes obtained through the Canoe Procurement Group from Francis Truck Center and Viking Plow Equipment (Gin-Cor) and Equipment Ltd. For a backhoe be accepted;

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

- iv) **Report #PD-2025-04 – 2024 Climate Action Plan Annual Report – attached, page 24.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Climate Action Plan Report Card for 2024 be approved and placed on the Township website;

THAT, the following specific implementation actions be undertaken in 2025:

- *Investigate allocating the County grant to support the energy audit cost for residents with low income or who experience energy poverty;*
- *Confirm the electric vehicle purchase timeline and continue to educate the public on Total Cost procurement;*
- *Continue to pursue Federation of Canadian Municipalities funding for energy retrofits to get the municipal building off natural gas and onto a cheaper and less greenhouse gas producing heating and cooling system;*
- *Pursue funding for solar panels for climate resiliency and reduced energy costs for the municipal building; and*
- *Implement tree planting as a nature-based climate solution;*

AND THAT, the Reeve repeat the request to the provincial Minister of Health to track heat deaths as Quebec and British Columbia do.”

- v) **Report #PD-2025-05 – Deeming By-Law – 138 Miners Point Road (Philip Subdivision) – attached, page 36.**

Suggested Recommendation to Council:

“THAT, PL-4259 (Philip Subdivision) be amended through a deeming by-law providing an exemption for Lot 24 to receive an addition from part of Block A, geographic township of North Burgess (Roll #0911-911-020-12800 and Roll #0911-911-020-12803) known locally as 138 Miners Point Road to implement Ontario Superior Court Order regarding the vesting of Part A (Court File No. 12-00055763-0000).”

- vi) **Report #FIN-2025-04 – 2024 Planning Act Financial Reporting for Parkland – attached, page 42.**

Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2025-04 – 2024 Planning Act Financial Reporting for Parkland, be received for information.”

- vii) **Report #FIN-2025-03 – 2024 Statement of Remuneration and Expenses – attached, page 46.**

Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2025-03 – 2024 Statement of Remuneration and Expenses, be received for information.”

- viii) **Report #FIN-2025-02 – 2024 Investment Report – attached, page 49.**

Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2025-02 - 2024 Investment Report, be received as information.”

- ix) **Report #FIN-2025-01 – 2025 Budget – PSAB Restatement – attached, page 53.**

Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2025-01 - 2025 Budget – PSAB Restatement, be received as information.”

- x) **Report #CAO-2025-09 – Livestreaming – attached, page 57.**

Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, _____.”

- xi) **Report #CAO-2025-08 – Proposed New Road Name – Bygrove Lane – attached, page 62.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Bygrove Lane as outlined in Report #CAO-2025-08 – Proposed New Road Name – Bygrove Lane (Private), be brought forward for approval.”

7. CORRESPONDENCE

- i) **25-02-26 – Council Communication Package – attached, page 70.**

Suggested Recommendation to Council:

“THAT, the 25-02-26 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

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

- iii) **Fire Board.**

25-01-30 – Draft Fire Board Minutes – *attached, page 73.*

- iv) **Library Board.**

25-01-20 – Perth and District Union Public Library Board Minutes – *attached, page 79.*

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

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

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

25-01-14 – Draft Green Energy and Climate Change Working Group Minutes – *attached, page 81.*

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

25-02-25 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 85.*

25-02-10 – Draft Mississippi Valley Conservation Authority Board Minutes – *attached, page 87.*

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

25-01-23 – Draft Rideau Valley Conservation Authority Board Minutes –
attached, page 95.

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

24-11-20 – Draft Lanark County Traffic Advisory Working Group Minutes –
attached, page 101.

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

PRIORITY ISSUES

COMMITTEE OF THE WHOLE
March 4th, 2025

Report #PW-2025-06
Sean Ervin, Public Works Manager

2024 WASTE DISPOSAL SITE ANNUAL REPORTS

STAFF RECOMMENDATION(S)

“**THAT**, Report #PW-2025-06 - 2024 Waste Disposal Site Annual Reports, be received as information;

AND THAT, staff be directed to submit the 2024 Annual Reports for the Glen Tay, Maberly, Stanleyville, Christie Lake and Noonan sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2025 deadline, to be in conformity with the Certificates of Approval for each site.”

BACKGROUND

A requirement within each Certificate of Approval for the Tay Valley Township Waste Disposal Sites is to submit an Annual Report by March 31st of the year following the testing.

DISCUSSION

The Township’s Waste Management Consultant, Egis [formally known as McIntosh Perry Consulting Engineers (MPCE)], is preparing the annual reports for the Glen Tay, Maberly, Stanleyville, Christie Lake and Noonan sites. The executive summaries for all five (5) sites are attached to this report. The draft reports are currently being reviewed by staff and will be submitted by Egis on behalf of the Township by the March 31st deadline. A copy of the final reports can be forwarded to Council once reviewed by staff.

The reports thoroughly describe changes in waste generation and recycling levels, as well as any changes in the environmental monitoring program. Overall, Egis do not note any major concerns in any of the three reports.

OPTIONS CONSIDERED

Option #1 – (recommended) – receive the draft reports for information and direct staff to submit the five (5) reports to the Ministry of Environment, Conservation and Parks (MOECP) prior to the March 31 deadline.

Option#2 – Do nothing – this is not recommended because the submission of the annual reports is a requirement of the Township’s Certificate of Approval.

STRATEGIC PLAN LINK

Strategic Priority – Strong Community
Strategic Initiative – Waste Management Master Plan

CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

There are no financial implications associated with the recommendations in this report.

CONCLUSIONS

Submission of annual reports to the MOECP for the municipal waste disposal sites will fulfill the Township’s reporting obligations within the respective Certificates of Approval to operate each site.

All five (5) waste disposal sites (Glen Tay, Maberly, Stanleyville, Christie Lake and Noonan’s) in Tay Valley will undergo monitoring by Egis in 2025.

ATTACHMENTS

- i) Annual Report Executive Summaries for the Glen Tay, Maberly, Stanleyville, Christie Lake and Noonan Waste Disposal Sites for 2024

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Glen Tay WDS Annual Report - 2024 Executive Summary

Executive Summary

This report includes a summary and analysis of the Site operational activities and environmental monitoring program for the Glen Tay Waste Disposal Site (WDS) during the period from January 1 to December 31, 2024.

Site Operations

Tay Valley Township currently operates three WDS. Two of the Sites (Stanleyville WDS and Maberly WDS) operate as Waste Transfer Stations, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal. The Township collects waste disposal data in the form of bag counts for each of the three Sites. The amount of waste brought to the Glen Tay WDS in 2024 was 119,118 bags from the residents of Bathurst Ward. This is an increase of approximately 23% in comparison to last year's bag count. In 2024, a total of 163,618 bags were disposed of at the Glen Tay WDS, including 15,575 bags from the Maberly WDS and 28,925 bags from the Stanleyville WDS.

Topographic surveys of the Glen Tay WDS were completed on December 7, 2023, and again on November 26, 2024, by Egis. The volume change at the Glen Tay WDS between surveys in the Phase 1 area was calculated to be approximately 1403.2 m³. This value represents the volume of both waste and any other imported materials at the active waste filling area.

The remaining Phase 1 Site capacity, when including the total volume change, is approximately 158,536 m³ (as of November 26, 2024). A fill generation rate of 0.1760 m³/cap/year was calculated for 2024. The Site life of the Phase I portion of the property is estimated to exceed 30 years.

There were no reported Site inspections reports available by the Ministry of the Environment, Conservation and Parks (MECP) at Glen Tay WDS during 2024. No reports of complaints from the public or agencies were recorded for 2024. An amended Environmental Compliance Approval (ECA) was received from the MECP in March of 2022, which replaced the 2008 Certificate of Approval under which the facility was operating. The amended ECA better reflect the facility's current Operation and Development practices, while also formalizing the environmental monitoring plan previously agreed upon with the MECP in a single approval document.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014 and formalized in Amended Environmental Compliance Approval (ECA) No. A450601, dated March 15, 2022. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan, outlined in the ECA.

There is limited evidence to suggest WDS-related impacts to surface water. While downgradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show similar concentrations of most parameters.

There is limited evidence to suggest WDS-related impacts to overburden groundwater. Groundwater impacts in the overburden unit appear isolated and are present in both upgradient and downgradient locations.

Executive Summary

There are some data that suggest WDS-related impacts to bedrock groundwater. Groundwater impacts in the bedrock unit include exceedances of Ontario Drinking Water Quality Standards (ODWS) and/or Reasonable Use Limits (RUL) for several leachate-indicator parameters at most downgradient monitoring wells, except for MW10-1, MW10-2, and MP99-6.

Sampling of three (3) private off-site water supply wells was conducted. Short term trends and individual 2024 sampling results suggest rising sodium concentrations in one well location (PW-3). However, no analytical evidence indicates WDS-related impacts to the private water supply wells.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the Action Plan that was approved by MECP in August 2014 and the Amended Environmental Compliance Approval (No. A450601) dated March 15, 2022;
- Review surface water sampling protocols, sampling frequency and stormwater sampling, and update if appropriate;
- Assess the appropriate background well(s) and derivation of trigger levels for RUL assessments. It is recommended that as of the 2025 reporting year, overburden monitoring well OB-4 be exclusively used as the background location for RUL calculations for the overburden unit;
- Regularly monitor the Site for evidence of seeps, particularly in the area of Mutton Road, Norris Road, and Harper Road;
- Repair stuck tubing at bedrock monitoring well 99-2 during the spring 2025 monitoring and sampling event;
- Continue to assess private well concentration trends, particularly sodium concentrations in PW-3. It is recommended that during the spring 2025 monitoring and sampling event, Egis inspect PW-3 and the surrounding area for stockpile bulk salt storage and other point-sources or evidence of non-point sources for the observed sodium exceedances. If a rising trend for sodium continues at PW-3 through 2025 and onwards, Egis recommends the installation of an additional monitoring well downgradient of bedrock monitoring well 99-3 but upgradient of private well PW-3. In the meantime, it is recommended that the Township place signage/warnings indicating 'high salt concentrations in water' at applicable faucets throughout the Tay Valley Township Office at 217 Harper Road; and
- As overburden monitoring well OB-1 has not been sampled since spring 2018 due to damage, consideration should be given to the repair of monitoring well OB-1 or the installation of one additional overburden monitoring well within the overburden groundwater flow path in the CAZ, to further understand downgradient concentrations.

Executive Summary

This report includes a summary and analysis of the Site operational activities and environmental monitoring program for at the Stanleyville Waste Disposal Site (WDS) during the period from January 1 to December 31, 2024.

Site Operations

Tay Valley Township currently operates three WDS, Glen Tay WDS, Maberly WDS and Stanleyville WDS. The Stanleyville WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal.

The Township collects waste disposal data in the form of bag counts for each of the three Sites. In 2024, 28,925 bags were transferred from the Stanleyville WDS to the Glen Tay WDS, an increase of approximately 25.8% from the previous year.

While the Stanleyville WDS has been capped, there is approximately 153,800 m³ of capacity remaining. If waste disposal operations were to resume at the Stanleyville WDS, the projected Site life would be in excess of 20 years, premised on the resumption of fill at a rate similar to what was being generated in 2007 prior to capping.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Stanleyville WDS during 2024. No reports of complaints from the public or agencies were recorded for 2024.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved Action Plan.

There is limited evidence to suggest WDS-related impacts to surface water in the vicinity of SW-4 (background location), SW-2, and SW-3. While downgradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show similar concentrations for most parameters.

There are some data to indicate WDS-related impacts to surface water in the vicinity of SW-5. Surface water impacts include exceedances of PWQO for some leachate-indicator parameters. Leachate seeps were observed during the spring 2023 sampling event in the vicinity of SW-5. No additional seeps were observed during the 2024 spring and fall monitoring events. A remediation action plan has since been approved and completed by the Township in winter 2024. Egis will continue monitoring for seeps during 2025 and future monitoring and sampling events.

There are some data that suggest WDS-related impacts on the overburden groundwater unit. Analytical results for downgradient wells indicate Reasonable Use Limits (RUL) and/or Ontario Drinking Water Standards, Objectives and Guidelines (ODWS) exceedances for several leachate-indicator parameters at all downgradient monitoring wells.

Executive Summary

There are limited data to suggest WDS-related impacts on the bedrock groundwater unit. While ODWS and/or RUL exceedances for leachate-indicator parameters were observed in BR-3, no ODWS or RUL exceedances were observed for any parameters in BR-1 (downgradient) and in the background bedrock monitoring well (BR-2).

One nearby private off-site water supply well was sampled as part of the monitoring program (PW-1). There are no data to suggest drinking water impacts associated with the WDS.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the action plan that was approved by MECP in August 2014;
- Continue to monitor overburden unit to assess concentration trends and exceedances; and
- Regularly monitor the Site for evidence of seeps, particularly in the area between overburden monitoring wells GA-1 and OB-2 and surface water SW-5.

Maberly WDS Annual Report - 2024 Executive Summary

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for the Maberly Waste Disposal Site (WDS) during the period from January 1 to December 31, 2024.

Site Operations

Tay Valley Township currently operates three WDS; Glen Tay WDS, Stanleyville WDS and the Maberly WDS. The Maberly WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal.

The Township collects waste disposal data in the form of bag counts for each site. In 2024, a total of 15,575 bags were transferred from the Maberly WDS to the Glen Tay WDS, an increase of approximately 4.06% from the previous year.

While the Maberly WDS has been capped, there is approximately 5,860 m³ of capacity remaining. If waste disposal operations were to resume at the Maberly WDS, the projected site life would be approximately five (5) years.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Maberly WDS during 2024. No reports of complaints from the public or agencies were recorded for 2024.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved Action Plan.

There are limited data to indicate surface water impacts associated with the WDS. Most parameters that exceed Provincial Water Quality Objectives (PWQO) at downgradient surface water sampling locations also exceed criteria at upgradient locations (including background sampling location SW-2).

Possible WDS-related impacts to the overburden groundwater appear to be correlated with proximity to the WDS. Downgradient monitoring wells OB-1 and BH-3 exhibited exceedances of Ontario Drinking Water Standards (ODWS) and Reasonable Use Limits (RUL) for leachate-indicator parameters. No exceedances of leachate-indicator parameters were noted for background overburden location BH-1.

The addition of two bedrock monitoring wells (BR1-19 and BR2-19), installed on September 26, 2019, allow for suitable monitoring wells to collect background data on groundwater in the bedrock unit. Analytical results from BR1-19 suggest WDS-related impacts to bedrock groundwater, including exceedances of ODWS and/or RUL for several leachate-indicator parameters at this location. Analytical results for BR2-19 (upgradient) indicated an exceedance of ODWS and RUL for TDS in the fall sample; based on a review of historical data, no TDS exceedances have previously been identified at this location since the installation of this well in 2019. Continued monitoring at BR2-19 is necessary to determine if this exceedance exists as an anomalous result or a new rising trend.



Executive Summary

There are no nearby off-site water supply wells downgradient from the Site.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the Action Plan that was approved by MECP in August 2014;
- Continue assessing the appropriate background well(s) and derivation of trigger levels for RUL assessments;
- Regularly monitor the Site for evidence of seeps; and
- Continue to monitor overburden and bedrock units to assess concentration trends and exceedances (particularly TDS exceedances at bedrock monitoring well BR2-19).

Christie Lake WDS Annual Report - 2024 Executive Summary

Executive Summary

This report includes a summary and analysis of the Site operational activities and environmental monitoring program for at the Christie Lake Waste Disposal Site (WDS) during the period from January 1 to December 31, 2024.

Site Operations

The Christie Lake Waste Disposal Site (WDS) is located approximately 550 metres (m) northeast of Christie Lake, on Christie Lake North Shore Road in the County of Lanark, Ontario, on a land parcel at Part 2, Lot 12, Concession 3 of Tay Valley Township. The land parcel is bounded by Christie Lake North Shore Road to the south, residential properties to the east and west along with undeveloped forested land, and by a wetland and stream complex and railway line to the north.

The Site is currently inactive (Provisional Certificate of Approval (C of A) No. A451804 (as amended)). There is no active waste disposal at the Site; the fill area is capped and vegetated.

No issues were noted with the Site based on the Site inspections that were conducted by Township staff in 2024, with the exception of the signage at the Site being listed in poor condition and requiring replacement in 2025. There were no reported Site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at the WDS during the same year. No reports of complaints from the public or agencies were recorded for 2024.

The following recommendations are made:

- Continue completing Site inspections on a semi-annual basis as per the requirements of the Site's Provisional C of A No. A451804; and
- Continue on-site vegetation management strategy to promote easy assessment of the waste mound footprint.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved Action Plan.

There is limited evidence to suggest WDS-related impacts to surface water. Analytical results from SUR-4 (background location) indicated exceedances of PWQO for iron, total phosphorus, and phenols during the spring and fall sampling events. PWQO exceedances for alkalinity, total phosphorus, iron, boron, and phenols were noted at SUR-1 during the spring and fall monitoring events. PWQO exceedances for phenols and total phosphorus were noted at SUR-2 during the spring and fall monitoring events. For location SUR-3, PWQO exceedances for total phosphorus, iron, and phenols were noted during the spring and fall monitoring events.

There are data to indicate WDS-related impacts on the overburden groundwater unit. Analytical results for downgradient wells indicate RUL and/or ODWS exceedances for several leachate-indicator parameters at most

Executive Summary

downgradient monitoring wells, namely ODWS and/or RUL exceedances for alkalinity, dissolved organic carbon, and total dissolved solids, with the exception of overburden monitoring location OB-1.

There are data to indicate WDS-related impacts on the bedrock groundwater unit. Analytical results for downgradient wells indicate RUL and/or ODWS exceedances for several leachate-indicator parameters at all downgradient monitoring wells, namely ODWS and/or RUL exceedances for alkalinity, dissolved organic carbon, total dissolved solids, nitrate, sulfate, and iron that are not present at background bedrock monitoring location BH-1.

Three (3) nearby off-site water supply wells were sampled as part of the 2024 monitoring and sampling programs (PW1, PW2, PW3). Analytical results from private wells PW2 and PW3 indicate no ODWS exceedances in both the spring and fall sampling events (including duplicate). Analytical results from private well PW1 indicated ODWS exceedances for iron for the fall sample (including duplicate). No historical exceedances for iron have been previously identified at this location.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the Action Plan that was approved by MECP in August 2014;
- Monitor the Site for evidence of seeps during semi-annual Site inspections;
- Consider completing an elevation survey of overburden monitoring wells to aid with the understanding of groundwater flow direction in the overburden unit at the Site in future reports; and
- Continue to monitor PWQO exceedances for iron at private well location PW1. A resample of PW1 is recommended in 2025, ahead of the next monitoring and sampling event for the Site in 2029 due to the current 5-year monitoring and sampling rotation.

Noonan WDS Annual Report - 2024 Executive Summary

Executive Summary

This report includes a summary and analysis of the Site environmental monitoring program at the Noonan Waste Disposal Site (WDS) during the period from January 1 to December 31, 2024. The Site is an inactive waste disposal site that has been capped and is currently not used for waste disposal purposes. The Site is on a 5-year monitoring and sampling rotation cycle, with the next environmental monitoring program scheduled for 2029.

There is limited evidence to suggest WDS-related impacts to surface water in the vicinity of SA1 (background location), SA2, and SA3. While downgradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show similar exceedances.

There are data to indicate WDS-related impacts to groundwater units. Analytical results for all downgradient wells indicate Reasonable Use Limits (RUL) and/or Ontario Drinking Water Standards (ODWS) exceedances for leachate-indicator parameters (total dissolved solids, chloride, sodium); no ODWS or RUL exceedances of leachate indicator parameters were identified at the background location BH-01-02.

Two (2) nearby off-site water supply wells downgradient from the Site were sampled as part of the monitoring and sampling program (PW-1 and PW-2). There are no data to suggest drinking water impacts associated with the WDS.

The interpreted direction of local and regional groundwater and surface water flow at the Site is to the northwest, towards Christie Lake located approximately 150 metres west of the Site, at its closest point.

The following recommendations are made:

- Continue the effort to sample nearby water supply wells in the next scheduled sampling event;
- Collect surface water samples following a heavy rain fall event; and
- Continue with the surface water and groundwater monitoring and sampling programs on a 5-year rotation cycle, as defined in the action plan approval by MECP in August 2014. The next scheduled monitoring and sampling event is to be completed in 2029.

COMMITTEE OF THE WHOLE
March 4, 2025

Report #PW-2025-04
Sean Ervin, Public Works Manager

MICROSURFACING TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Schedules E to J of Tender #PW-C-09-2025-25-E0 for Microsurfacing be awarded to Miller Paving Limited;

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

BACKGROUND

The Township’s 10-year Capital Plan scheduled Microsurfacing to be completed on Armstrong Road, Ritchie Side Road, Crozier Road, Bygrove Lane, Posner Lane and Orchard Crecent in 2025. The projects were included in the 2025 Capital Budget.

All of these roads are in good condition, however, are showing minor defects, such as cracking, wheel rutting, and the previously surface treated roads have surface aggregate loss. Microsurfacing is a common pavement preservation option that will extend the life of the roadway’s surface and reduce maintenance costs in the short-term. More information regarding the microsurfacing process and its benefits can be found on The Pavement Preservation and Recycling Alliance [website](#).

DISCUSSION

The Township collaborated with Lanark County and joined their microsurfacing tender to take advantage of economies of scale for this work. Lanark County’s Tender closed on February 11th, 2025, and two (2) bids were received.

Company	Tender Price
Miller Paving Limited	\$526,952.92
Duncor Enterprises Inc.	\$725,562.85

FINANCIAL CONSIDERATIONS

The road projects are mainly funded from the Roads Construction Reserve, however \$100,000 of the Armstrong Line project is being funded from OCIF Formula Based Funding.

Between the six (6) road projects, there is a projected surplus of just over \$46,000 as shown in the table below:

Project	Budget	Tendered Amount	Non-Rebated HST	Total	Surplus/ (Deficit)
Armstrong Line	\$160,000.00	\$145,430.10	\$2,559.57	\$147,989.67	\$14,569.90
Ritchie Side Road	\$56,000.00	\$50,119.50	\$882.10	\$51,001.60	\$5,880.50
Crozier Road	\$211,000.00	\$198,475.92	\$3,493.18	\$201,969.10	\$12,524.08
Bygrove Lane	\$52,000.00	\$49,106.40	\$864.27	\$49,970.67	\$2,893.60
Posner Lane	\$30,000.00	\$31,990.60	\$563.03	\$32,553.63	\$(1,990.60)
Orchard Crecent	\$64,000.00	\$51,830.40	\$912.22	\$52,742.62	\$12,169.60
				Total Surplus	\$46,047.08

Any surplus funds will be left in the Roads Construction Reserve and used on future road projects. As noted in the 2025 Capital Budget – Project Description section of the budget package, ditching will also occur on Orchard Crecent prior to the resurfacing using a contracted piece of equipment (rubber-tired excavator) and the Township’s tandem trucks. The budgeted costs to complete the ditching is \$10,000 and funded by the Roads Construction Reserve.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the work to Miller Paving Limited as the low compliant bidder.

Option #2 – Not award the tenders and do not perform the work. This is not recommended.

CLIMATE CONSIDERATIONS

Preserving pavement extends the life of the roadways and greatly reduces energy uses and green house gas emissions. These roadways will require less maintenance (no cold patching) in the short-term and the amount of time before the road will be required to be rehabilitated is extended by applying micro-surfacing. Micro-surfacing also uses less aggregates than traditional asphalt overlay applications, which reduces greenhouse gas emissions for mining and trucking of the material to the site and uses less non-renewable

materials.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances.

CONCLUSIONS

Based on past experience, and their reputation as a Contractor, staff feel confident that Miller Paving Limited can meet the requirements specified within the Tender for both meeting the timelines and quality of work.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
March 4, 2025

Report #PW-2025-05
Sean Ervin, Public Works Manager

TANDEM TRUCK PURCHASE
(CANOE PROCUREMENT GROUP)

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the quotes obtained through the Canoe Procurement Group from Francis Truck Center and Viking Plow Equipment (Gin-Cor) and Equipment Ltd. for a backhoe be accepted;

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

BACKGROUND

During 2025 Budget deliberations, Council approved the amount of \$426,000 for the purchase of a tandem plow truck to replace the 2014 International tandem truck, known as Truck #17.

The Township’s approved 10-Year Capital Plan notes that tandem trucks have a service life of 12-years. A 10-12-year replacement schedule is common for municipalities as the unit will typically sell for a reasonable amount and is prior to yearly maintenance repairs becoming more expensive. The 12-year replacement cycle works well for the Township as the fleet includes six (6) tandem trucks and therefore one truck is replaced every two years.

Truck #17 is showing signs of its age, with emissions related components starting to show signs of failure. The cost to repair the emissions system components are expensive, as Council is aware of with the previous repairs from the 2012 international that was replaced in 2024. Truck #1, the 2016 Western Star, is also showing signs of its age as well. The truck is working well mechanically; however the sand hopper is starting to rot and rust areas have been repaired prior to the last two (2) winter seasons to keep the unit operational.

DISCUSSION

Section 6.6 of the Townships Purchasing Policy notes that “The Township may participate with other units of government, or their agencies, or public authorities, in cooperative purchasing ventures or joint contracts on the basis of the lowest acceptable overall tender

when the best interest of the Township would be served thereby, and in keeping with the provisions of this policy”. The Canoe Procurement Group of Canada has already done the “tendering process” and provides a group discount to municipalities across Canada. The Township utilized the Canoe Procurement program in 2022 for the resurfacing of the tennis court and again in 2024 for the purchase of the new backhoe.

Staff obtained a quote from a truck chassis supplier and a plow equipment supplier, and a summary of the quote is noted below.

Company	Price
Francis Truck Center (Truck Chassis)	\$ 215,500.00
Viking Plow Equipment (Gin-Cor – Plow equipment)	\$ 218,910.00

FINANCIAL CONSIDERATIONS

Below is a detailed price breakdown for the initial purchase:

Detailed Price Breakdown	Amount
Total Price for the outfitted Tandem Truck	\$434,410.00
Non-Rebated HST	\$7,645.62
Total	\$442,055.62
Budget	\$426,000.00
Surplus/(Deficit)	(\$16,055.62)

The tandem truck purchase is being funded from the Roads Equipment Reserve.

The Township would also sell Truck #17 on GovDeals once the new truck arrives, which is expected to sell for between \$10-15,000 depending on the market. Any revenue from the sale will be returned to the Equipment Reserve and be used to offset the deficit.

There continues to be significant price increases to equipment. The Township’s 10-year Capital Plan tries to estimate these increases by adding 4% increases each year to the project cost. However, specific to the tandem truck purchase, the price increased 14% from the previously purchased truck in 2023 (7% increase annually). In speaking with the suppliers, the biggest increase is from the current exchange rate of the Canadian Dollar (CAD) to United States Dollar (USD). In 2023, the exchange rate was 1.3328 and now we are at 1.4347, which accounts for a 10% increase in the price.

The truck chassis supplier, Daimler, builds the chassis in the United States and therefore the price of the chassis is reflected on the exchange rate with the price fluctuating monthly. If the CAD varies by more than two cents within the month, Daimler reserves the right to adjust the price accordingly. Francis Truck Center will be providing an updated price on the chassis in early March and staff will provide an update as soon as more information is available.

CLIMATE CONSIDERATIONS

There are no electric replacement options and there is not a date for when equipment this large will have an electric option. However, the new truck will be equipped to meet the latest emissions standards.

OPTIONS CONSIDERED

Option #1 (Recommended) – Council accepts the quotes from Francis Truck Center and Viking Plow Equipment (Gin-Cor) through the Canoe Procurement Program.

Option #2 – Council does not accept the quote and provides further direction to staff.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances.

CONCLUSIONS

The quoted truck by Francis Truck Centre and Viking Plow Equipment is the same truck as the two trucks that were purchased in 2019 as well as the truck that was delivered last year. Furthermore, Francis Truck Center was the only supplier that submitted a bid in 2023 and was the low bidder in 2019. The plow equipment can be serviced in Carleton Place and the Francis Truck Center has a mobile repair unit that can repair most issues at the Township's garage. Ongoing maintenance can be completed by the Township's regular mechanic in Perth. There have been no major issues with either trucks and staff enjoy operating them.

ATTACHMENTS

None.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
March 4th, 2025

Report #PD-2025-04
Noelle Reeve, Planner

CLIMATE CHANGE ACTION PLAN– 2024 ANNUAL REPORT

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Climate Action Plan Report Card for 2024 be approved and placed on the Township website;

THAT, the following specific implementation actions be undertaken in 2025:

- Investigate allocating the County grant to support the energy audit cost for residents with low income or who experience energy poverty;
- Confirm the electric vehicle purchase timeline and continue to educate the public on Total Cost procurement;
- Continue to pursue Federation of Canadian Municipalities funding for energy retrofits to get the municipal building off natural gas and onto a cheaper and less greenhouse gas producing heating and cooling system;
- Pursue funding for solar panels for climate resiliency and reduced energy costs for the municipal building; and
- Implement tree planting as a nature-based climate solution;

AND THAT, the Reeve repeat the request to the provincial Minister of Health to track heat deaths as Quebec and British Columbia do.”

BACKGROUND

In August 2020, Tay Valley Township Council adopted *Taking Steps to Make a Difference – A Climate Action Plan* <https://www.tayvalleytwp.ca/en/municipal-government/resources/Reports--Plans/Climate-Action-Plan.pdf>. The Plan was developed with a climate coordinator position funded by a Federation of Canadian Municipalities (FCM) grant, with contributions by the Township’s Green Energy and Climate Change Working Group (GECCWG), and multiple public consultation sessions and a survey. This project had the highest engagement from Tay Valley residents of any other issue in the eleven (11) years prior.

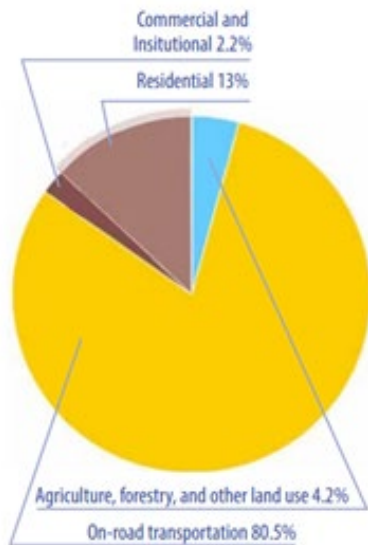
That plan stated, “Council recognizes that people in Eastern Ontario, and across the globe, are experiencing the climate crisis. It is vital that we make changes now to ensure a healthy future for the Township and generations of residents to come. Some of these changes are small, while others require significant investment, and they are all important. Council is making decisions with the environment in mind. Tay Valley intends to be a leader in environmental action to ensure responsible and sustainable operations.”

In the past five years since the Climate Action Plan was adopted, Tay Valley Township residents have experienced climate change impacts including: severe air pollution from wildfires, a derecho, extreme heat, flooding along Christie Lake, a tornado that did damage from the Scotch Line through to Adam Lake, an increase in insect pests and disease (including Lyme), and severe cold snaps (due to the wobble in the polar vortex).

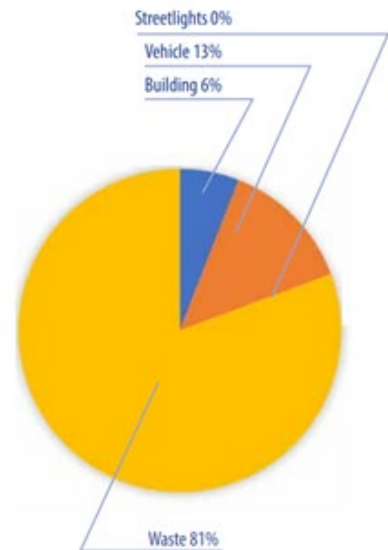
Fortunately, there are inspiring examples of actions addressing climate change at the local and global level. The Better Homes Lanark program coming in the Spring will help residents shift off electric heating, propane, oil, and natural gas to heat pumps and solar. Climate Network Lanark’s Climate Concierge projects will continue throughout the County. And internationally, wind and solar accounted for more energy supply than fossil fuels in both the USA and European Union last year. However, there is still a lot of work to be done.

Tay Valley Township’s Climate Action Plan identified the sources of greenhouse gas emissions from both its operations and from the community.

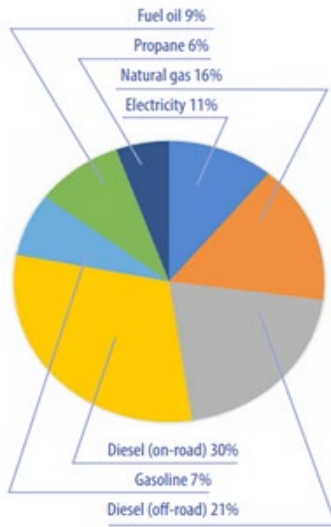
Community GHG Emissions by Sector



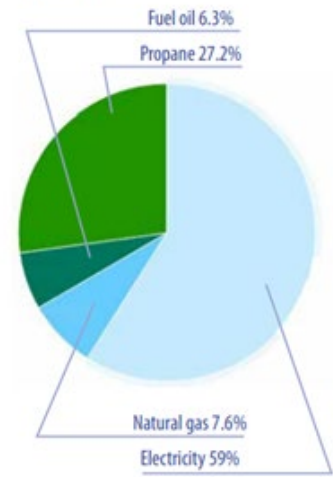
Municipal GHG Emissions by Sector



Municipal Energy Consumption by Source



Residential, Commercial & Institutional Energy Consumption by Source



The Climate Action Plan contains a target for Greenhouse gas reductions developed in conjunction with residents and derived from the Intergovernmental Panel on Climate Change, of a 55% reduction from 2018 emissions by 2030. The plan also provides a road map for Council to follow to take the actions needed to reduce the Township's and residents' Greenhouse Gas emissions.

The Climate Action Plan is also important for a number of other reasons:

- provides Council with accountability to the public that it is doing the right thing on the most important issue facing humanity;
- provides Township with additional points when applying for Federal Green Municipal Fund grants;
- contributes to the Township complying with Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure section 5 which requires:
 - “The municipality’s commitment to consider, as part of its asset management planning,
 - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality’s infrastructure assets, in respect of such matters as,
 - A. operations, such as increased maintenance schedules,
 - B. levels of service, and
 - C. lifecycle management,
 - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
 - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
 - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets”;
- prepares the Township for reporting being phased in internationally and by the federal government e.g., the Task Force on Climate-Related Financial Disclosures.

DISCUSSION

The Federation of Canadian Municipalities (FCM) requires implementation of the Climate Action Plan (Milestone 4) using its Implementation Matrix Tool (Attachment 1). Staff will be working on applying this tool to the Plan, now that FCM has made it available.

FCM also requires Monitoring Progress and Reporting Results (Milestone 5) as part of its process of recognizing Tay Valley Township's completion of the 5 Milestone Framework for Reducing Greenhouse Gas Emissions.

This year's report card (Attachment 2) indicates that emissions from the Township fleet declined (older trucks are no longer in the fleet), as did emissions from Township buildings slightly (likely due to the new Remote Terminal Units in the Township Building HVAC system), but emissions from the waste sites decreased slightly from the large increase following people working from home more frequently after the pandemic.

There is clearly a need to advance actions to meet the target of a 55% reduction from 2018 levels by 2030. The Township's Green Energy and Climate Change Working Group identified composting (to reduce waste site GHG emissions) and replacing fossil fuels in the Township buildings and fleet as priorities for implementation.

Therefore, staff recommend:

- Allocate the County grant to support the energy audit cost for residents with low income or who experience energy poverty;
- Confirm the electric vehicle purchase timeline and continue to educate the public on Total Cost procurement;
- Continue to pursue Federation of Canadian Municipalities funding for energy retrofits to get the municipal building off natural gas and onto a cheaper and less greenhouse gas producing heating and cooling system;
- Pursue funding for solar panels for climate resiliency and reduced energy costs for the municipal building; and
- Implement tree planting as a nature-based climate solution.
- The Reeve request the provincial Minister of Health to track heat deaths as Quebec and British Columbia do.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council support the priorities.

Option #2 – Council provides suggestions for changes to priorities.

FINANCIAL CONSIDERATIONS

None, at this time. To be discussed as grants become available.

STRATEGIC PLAN LINK

Healthy Environment – Climate Action Plan: The Climate Action Plan works to reduce greenhouse gas emissions to protect residents from the harsh health and social impacts of climate change. The Plan also promotes nature-based climate solutions (forests, wetlands, parks, etc.) to absorb carbon dioxide and protect biodiversity.

Implementation of the Climate Action Plan allows the Township to be eligible for grants from FCM that it otherwise would not be eligible for. Implementation also works to reduce Green House Gas emissions to limit damage to the local economy from storms, floods, droughts, etc. The Plan also encourages local contractors to take advantage of the growing market of energy retrofits and energy efficient new construction.

CLIMATE CONSIDERATIONS

The Plan represents Tay Valley’s commitment to reducing its Greenhouse Gas emissions by ending fossil fuel use.

CONCLUSIONS

Given the seriousness of the climate change crisis – with the Head of the UN declaring that, “The era of global warming has ended, the era of global boiling has arrived – it is clear that Tay Valley Township needs to increase its climate change mitigation and adaptation actions in the specific areas identified in this report.

ATTACHMENTS

- 1) FCM Milestone 4 Implementation Matrix Tool
- 2) Climate Change Report Card for Tay Valley Township

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 FCM Milestone 4 Implementation Matrix Example

Partners for Climate Protection

Milestone Four

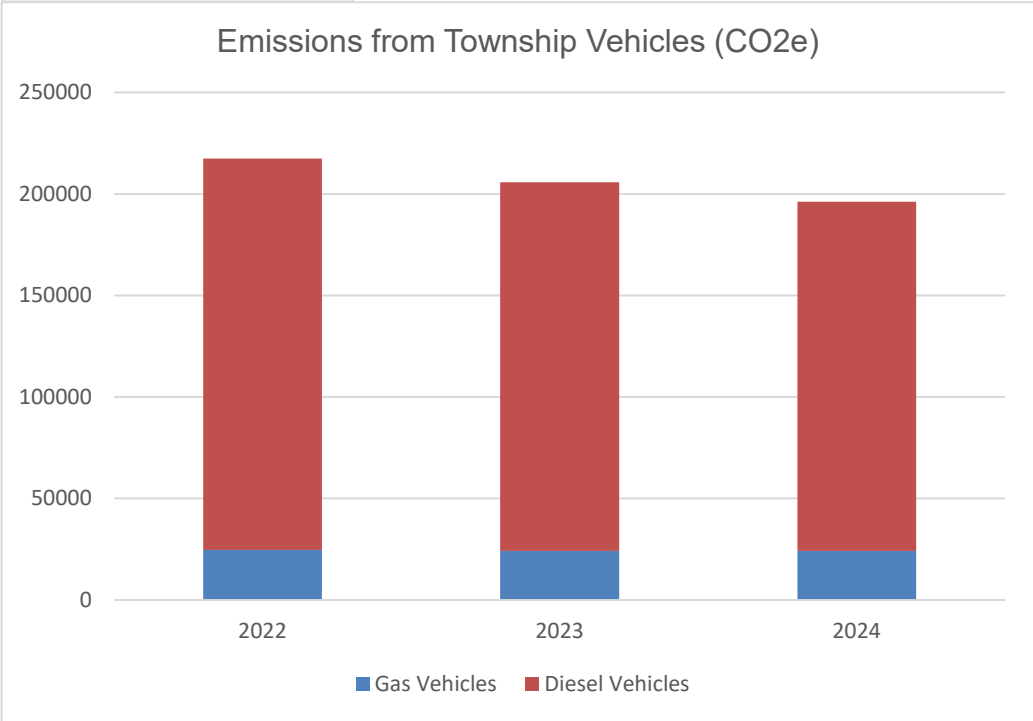
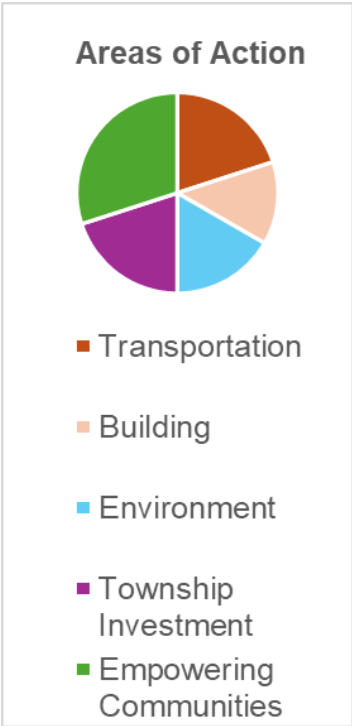
Implementation Matrix

Sample Goal and Actions

Goal: Retrofit highest-energy consuming buildings to reduce energy consumption/costs by 25%				
What: Actions		Who: Department(s) and Others Involved		When: Timeline(s)
1. Compile energy use information from electric and heating bills		Finance / Facilities Manager / Local utilities		January 2010
2. Create energy and emission inventories		Climate Change Coordinator / Environment		February 2010 – April 2010
3. Negotiate contract with an energy services company (ESCO) to conduct energy audits and identify highest-energy consuming buildings		Facilities Manager / Public Works / Finance / Legal		February 2010
4. Conduct energy audits		ESCO (overseen by Facilities Manager)		February – March 2010
5. Review findings and report to council, then implement low-cost measures		Facilities Manager		April – August 2010
6. Obtain capital funding and council approval to implement higher-cost measures		Municipal council		September 2010
7. Evaluate measures		ESCO and Facilities Manager, with support of retrofitted buildings' personnel (operations, maintenance staff, etc.)		September 2010 to April 2011 to obtain a full year's data
Resources				
Supporting Policies/Bylaws	Potential Obstacles	Financial Resources Available/Required	Other Resources Available/Required	Performance Measures
Policy approved by Council March 2007 to obtain LEED® Silver accreditation for all new and retrofitted public facilities	Limited number of ESCOs in the municipality Difficulty obtaining historical utility and heating invoices	\$500,000 from capital budget Utility rebate/incentive programs for electricity use Energy savings from these buildings will be reinvested into a revolving fund to pay for future or higher-cost measures	Summer student in the engineering department	ESCO conducts evaluations to determine energy reductions. If 25% goal is not met, ESCO reduces its fee. Refer to ongoing energy and emissions inventories created. Staff conduct evaluations to determine comfort levels, air quality, or operational or maintenance issues Conduct evaluations of higher-cost measures, and determine capital budget and energy savings already available

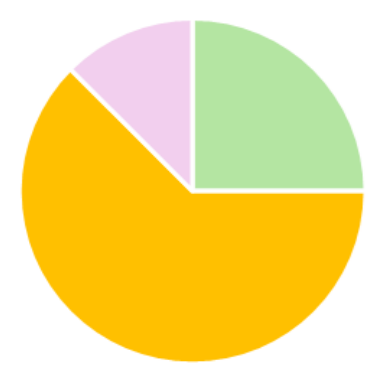
Goal:				
What: Actions		Who: Department(s) and Others Involved		When: Timeline(s)
Resources				
Supporting Policies/Bylaws	Potential Obstacles	Financial Resources Available/Required	Other Resources Available/Required	Performance Measures

Tay Valley Township Climate Action Plan 2024 Report Card



Transportation (Fleet and Roads)	
T1	Purchase Electric Vehicles for Township Fleet
	Chief Building Official Electric Vehicle in 2025 Budget
T2	Electric Chargers for Township Fleet
	Electric Chargers for Township Fleet in 2025 Budget
T3	Micro-Transit (e.g., vans, off hours school buses, etc.)
	Reeve and Deputy Reeve supported County feasibility study
T4	Upgrade Gravel Roads to Surface Treatment (reduces need to grade)
	Identified in 10-year Capital Plan
T5	Active Transportation
	Traffic Calming in Harper
	Paved Shoulders
T6	Educate residents about Electric Vehicles
	Township Website Materials and Links
	Host "Visit Our Cars" at Maberly Fair

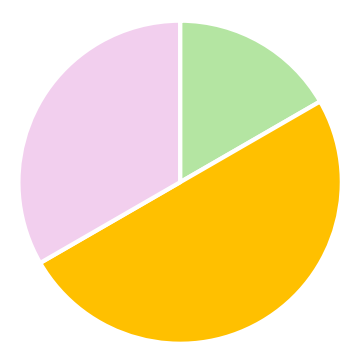
Transportation



- Complete
- In Progress
- Incomplete

Buildings	
B1	Retrofit Township Facilities
	Applying to FCM Sustainable Municipal Buildings Grant for feasibility study for 217 Harper Road
	Replace Natural Gas in Municipal Building. Look into Solar Panels
B2	LED Lighting
	Installed in 217 Harper and Burgess Hall
B3	Federal Grants and Loans Retrofit Program for Residential Homes
	Staff worked with Lanark County on program design for successful grant
B4	Water Conservation
B5	Encourage Green Building Standards
	Work with Lanark County and provide information on Township website

Buildings



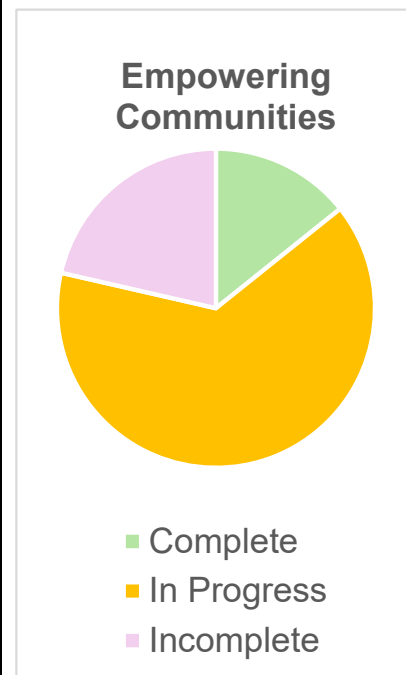
- Complete
- In Progress
- Incomplete

Environment (Natural Systems)

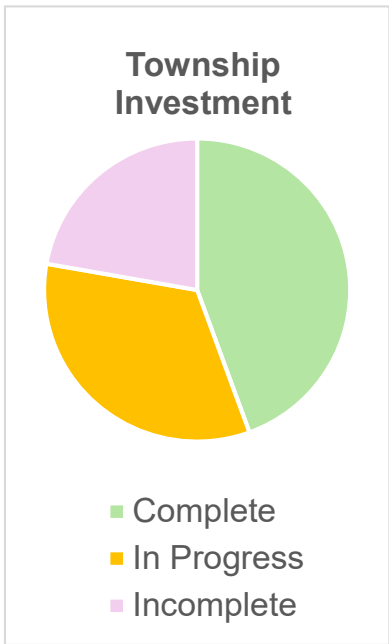
E1	Wetland Protection
	Review in Growth Management Plan
E2	Natural Heritage Systems Linkages
	Included in Official Plan
	County agreed to undertake a Natural Heritage Systems Strategy with deep consultation
Waste	
E3	Reduce Methane from Waste Sites
	Held a Compost Awareness Event with subsidized composters
E4	Expand Materials to be Recycled and Increase Recovery Rates
	Provincial Blue Box Regulation in 2026
E5	Plant 10,000 Trees per Year
	Promoted County Tree Giveaway
	Northland Power Tree Contribution



Empowering Community	
C1	Design Low Carbon Communities
	Review in Growth Management Plan
	Educate residents about new Building Code Energy reduction requirements
	Participate in County Project for Green Building Standards
	Encourage Solar Panels
C2	Design Resilient Communities
	Natural Assets identified in Asset Management Plan
	Educate residents about wildfire and flood risk areas in the Township
C3	Increase Community Capacity to understand and respond to Climate Change
	Educational Materials, Home Composter subsidy
C4	Share Community Success Stories
	Tay Valley Township Passive Houses, Hempcrete, Straw Bale, Off-Grid House Tour
C5	Food Security for Residents
	Work with Lanark Local Flavour, Ontario Federation of Agriculture (OFA), National Farmers Union (NFU)
C6	Encourage Methane Capture on Farms and Alternatives to Gas for Crop Drying
	Work with Ontario Federation of Agriculture (OFA), National Farmers Union (NFU)
C7	Advocate for Policy Change and Funding from Provincial and Federal Governments
	Comments to Ontario Energy Board against gas expansion in Tay Valley Township
	Seek Grants
C8	Equity – Benefits and Cost Distribution
	Publicize Federal Oil to Heat Pump Affordability Program and other grants
	Engage with Plenty Canada's Biodiversity Project
C9	Create a Climate Adaptation Plan
	Seek Funding or a Volunteer or a Planning School Term Project



Municipal Operations	
T1	Climate Lens used by all Departments
	In Council Reports
	In Tendering, Day to day actions
T2	Report on Carbon Fees Spent/Saved
	See Conservation Demand Management Plan
T3	Tenders and Request for Proposals
	Education for Vendors
	Update Procurement Policy 2026
T4	Reduce Greenhouse Gas Emissions from Council/Staff Travel
	Take train or carpool instead of individual vehicles
	Purchase carbon offsets e.g. Guatemala Stove Project
T5	Investments that are Certified Sustainable – Environment, Social, Governance Criteria
	Treasurer review subset
T6	Monitor Greenhouse Gas Emissions Annually and Report to Council
	Report Card to be presented March 4, 2025



**COMMITTEE OF THE WHOLE
March 4th, 2025**

**Report#PD-2025-05
Noelle Reeve, Planner**

**DEEMING BY-LAW
138 MINER'S POINT ROAD (PHILIP SUBDIVISION)**

STAFF RECOMMENDATION

It is recommended:

“**THAT**, PL-4259 (Philip Subdivision) be amended through a deeming by-law providing an exemption for Lot 24 to receive an addition from part of Block A, geographic township of North Burgess (Roll #0911-911-020-12800 and Roll #0911-911-020-12803) known locally as 138 Miners Point Road to implement Ontario Superior Court Order regarding the vesting of Part A (Court File No. 12-00055763-0000) .”

BACKGROUND

The application applies to Lot 24 and Block A in PL-4259, Philip Subdivision, in the geographic township of North Burgess (see Attachment 1).

Although Block A was meant to be used by all the owners in the subdivision, it was somehow sold to a single owner.

Severance application B24/054, was undertaken by the Osipenkos, the owners of 138 Miner's Point Road. The severance is for a lot addition to the Osipenko property, Lot 24 of the Philip subdivision, from Block A of the Philip Subdivision.

The lot addition implements a vesting order issued by the Superior Court of Ontario in Action No. 12-00055763-0000, to add certain lands identified in the vesting order to Lot 24 on Plan 4259.

The Order also vests the remainder of Block A with the other owners within the subdivision through the Rideau Park Block A Property Owners Association established as a non-profit.

DISCUSSION

One of the conditions of consent for the lot addition required by the Lanark County Land Division Committee is that a by-law be passed by Tay Valley Township so that Lot 24 on Plan

4259 is deemed not to be a Lot on a Plan of Subdivision for the purpose of Subsection 50(3) of the *Planning Act*.

A municipality has the authority to make by-laws deeming all or part of a registered plan of subdivision as not being a Plan of Subdivision.

To exempt Lot 24 PL-4259 from the subdivision, the attached by-law was prepared by the Osipenko's lawyers (Nelligan Law) and reviewed by the Township's legal counsel (see Attachment 2).

Once the by-law to deem the lands exempt from the Plan of Subdivision has been adopted by the local municipality, the by-law and supporting documentation are submitted to Lanark County (the approval authority) for review and approval.

If the by-law is approved, the original by-law and one certified copy of the by-law are stamped (signed and dated) with a certificate and returned to the local municipality.

A certified copy of the deeming by-law, stamped with the certificate of the County of Lanark, must be registered by the Clerk of the local municipality in the proper land registry office.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council support the by-law.

Option #2 – If Council did not support the by-law it would be in contempt of the Court.

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSIONS

The Planner recommends that the proposed by-law be passed to carry out the Order of the Superior Court of Ontario.

ATTACHMENTS

- i) Location of Lot 24 and Block A PL-4259 (Philip Subdivision)
- ii) By-law to Deem Lot 24 Exempt from PL-4259 Subdivision

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Location of Lot 24 (138 Miner's Point Road) and Block A PL-4259 (Philip Subdivision)



THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-0XX

DEEMING BY-LAW UNDER SECTION 50(4) OF THE *PLANNING ACT*

WHEREAS, Section 50(4) of the Planning Act, S.O. 1990 c. P.13 as amended provides that a municipality has the authority to make by-laws deeming all or part of a registered plan of subdivision as not being a Plan of Subdivision (or part thereof) for the purposes of Subsection 50(3) of the Planning Act;

AND WHEREAS, by Application filed as No. B24/054, the Registered Owner of Lot 24 on Plan 4259, on its own behalf and on behalf of others, applied for and received provisional consent under section 53 of the Planning Act for a lot line adjustment to be carried out by vesting order issued by the Superior Court of Ontario in Action No. 12-00055763-0000, to add certain lands identified in the vesting order to Lot 24 on Plan 4259 (the “Consent”);

AND WHEREAS, the Lot will automatically merge at law with the lands to be added through the vesting order and neither will be separately conveyable pursuant to Subsection 50(3) of the Planning Act;

AND WHEREAS, as a term of the provisional consent to the lot line adjustment, the Land Division Committee of the County of Lanark requires a by-law to be passed by the Tay Valley Township pursuant to Subsection 50(4) of the Planning Act, as a condition to its final approval of the Consent;

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

1. GENERAL REGULATIONS

1.1 **THAT** Lot 24 on Plan 4259 is deemed not to be a Lot on a Plan of Subdivision for the purpose of Subsection 50(3) of the Planning Act, and such Lot shall not be separately conveyable pursuant to Subsection 50(3) of the *Planning Act* from the lands that are the subject matter of the Consent.

1.2 **THAT**, Registration of a certified copy of this By-Law in the proper Land Registry Office is authorized and this By-Law shall thereupon become effective.

2. ULTRA VIRES

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

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

3. EFFECTIVE DATE

ENACTED AND PASSED this 25th day of March 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

COMMITTEE OF THE WHOLE
March 4th, 2025Report #FIN-2025-04
Ashley Liznick, Treasurer**2024 PLANNING ACT FINANCIAL REPORTING FOR PARKLAND****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2025-04 - 2024 Planning Act Financial Reporting for Parkland, be received as information.”

BACKGROUND

Parkland is a shortened term for Cash In Lieu of Parkland. Municipalities require the conveyance of land (up to 5 (five) percent) for park purposes or cash in lieu as a condition of development or redevelopment or as a condition of approval of a plan of subdivision. Once collected, these funds are placed in a separate dedicated reserve and can only be utilized for specified public recreational purposes, as defined by the Act.

Planning Act, R.S.O. 1990, c. P.13 Section 42 (14-15 and 17–20) states:

Park purposes

(14) The council of a municipality may include in its estimates an amount to be used for the acquisition of land to be used for park or other public recreational purposes and may pay into the fund provided for in subsection (15) that amount, and any person may pay any sum into the same fund. 1994, c. 23, s. 25.

Special account

(15) All money received by the municipality under subsections (6), (6.0.1) and (14) and all money received on the sale of land under subsection (5), less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes. 1994, c. 23, s. 25; 2009, c. 33, Sched. 21, s. 10 (10); 2015, c. 26, s. 28 (10).

Treasurer's statement

(17) The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account. 2015, c. 26, s. 27.

Requirements

(18) The statement shall include, for the preceding year,

- (a) statements of the opening and closing balances of the special account and of the transactions relating to the account;
- (b) statements identifying,
 - (i) any facilities, services or other matters specified in the by-law for which funds from the special account have been spent during the year,
 - (ii) details of the amounts spent, and
 - (iii) for each facility, service or other matter mentioned in subclause (i), the manner in which any capital cost not funded from the special account was or will be funded; and
- (c) any other information that is prescribed. 2015, c. 26, s. 27.

Copy to Minister

(19) The treasurer shall give a copy of the statement to the Minister on request. 2015, c. 26, s. 27.

Statement available to public

(20) The council shall ensure that the statement is made available to the public. 2015, c. 26, s. 27

DISCUSSION

This Administrative Report is required as part of the reporting requirements as outlined above as a result of Bill 73, *Smart Growth for Our Communities Act, 2015* that came into effect on July 1, 2016.

Attached you will find the detail of the Cash In Lieu of Parkland revenues, fees of \$19,400.00 and interest of \$1,419.82, that was collected in 2024.

In 2024 there were two projects budgeted to use Parkland, \$3,000 for Noonan Water Access Point and \$5,000 for Maberly Community Park accessible pathways. Neither of these projects moved forward in 2024, however they are re-budgeted for 2025 and total \$28,800.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The Treasurer’s Statement must be provided to Council each year.

ATTACHMENTS

- i) 2024 Cash In Lieu of Parkland

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP			
CASH IN LIEU OF PARKLAND			
<u>TREASURER'S STATEMENT - 2024</u>			
GL BALANCE			
December 31, 2023	22,630.20		
2024 Cash In Lieu of Parkland Fees	19,400.00		
2024 Interest earned	1,419.82		
2024 Expenses	-	capital expenses of:	NONE COMPLETED IN 2024
December 31, 2024	<u>43,450.02</u>		
NOTES:			
In 2024 there was \$8,000 budgeted for Parkland projects, these included:			
- \$3,000 for Noonan Water Access Point			
- \$5,000 for Maberly Community Park accessible pathways			
Neither of these projects moved forward in 2024, however these projects are budgeted for 2025, totalling \$28,800.			

COMMITTEE OF THE WHOLE
March 4th, 2025Report #FIN-2025-03
Ashley Liznick, Treasurer**2024 STATEMENT OF REMUNERATION AND EXPENSES****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2025-03 - 2024 Statement of Remuneration and Expenses, be received as information.”

BACKGROUND

Section 284 of the *Municipal Act, 2001* requires the Treasurer to provide a report to Council disclosing remuneration and expenses paid in the previous year to each Member of Council and to persons appointed by Council to boards and agencies.

DISCUSSION

The statement is reported differently across the province. Some municipalities just show members of Council, others are more inclusive. Our statement discloses money that we pay to Council and board members; and monies paid by other agencies if we are advised.

By-Law No. 2024-045 authorizes Council and local board member honorariums and the reimbursement of travel and other costs.

Council Members' attendance at training courses, seminars or conferences are included in the annual budget and the resultant by-law. Individual Council Member's attendance at the training courses, seminars or conferences are further approved by Council as required.

The Mississippi Valley Conservation Authority (MVCA) paid Councillor Kendrick's and Baker's honorariums and expenses relating to MVCA. Similarly, the Rideau Valley Conservation Authority (RVCA) paid Councillor Pierman's per diem and mileage expenses relating to RVCA.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

No direct link.

FINANCIAL CONSIDERATIONS

Remuneration and travel expenses are included in the annual budgets.

CONCLUSIONS

Not Applicable.

ATTACHMENTS

- 1. 2024 Statement of Remuneration and Expenses.

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

2024

**PAID TO COUNCIL MEMBERS AND PERSONS
APPOINTED TO LOCAL BOARDS**

	<u>SALARY</u>	<u>PER DIEMS / HONORARIUMS</u>	<u>MILEAGE</u>	<u>OTHER</u>	<u>TOTAL</u>
Council:					
Rob Rainer	29,880.00	0.00	415.40		30,295.40
Fred Dobbie	21,447.00	75.00	414.12		21,936.12
Andrew Kendrick	8,136.54	0.00	374.44		8,510.98
Keith Kerr	4,068.27	0.00	50.43		4,118.70
Greg Hallam	16,273.08	600.00	816.41		17,689.49
Korrine Jordan	16,273.08	0.00	272.31		16,545.39
Marilyn Thomas	16,223.08	500.00	488.38		17,211.46
Angela Pierman	16,273.08	0.00	571.70		16,844.78
Wayne Baker	16,273.08	600.00	748.86		17,621.94
Police Services Board:					
Brian Campbell		150.00	75.64		225.64
Neil Fennel		150.00	52.33		202.33
Committee of Adjustment:					
Peter Siemens		675.00	155.70	440.00	1,270.70
Larry Sparks		600.00	263.57		863.57
Richard Schooley		600.00	179.03		779.03
Mississippi Valley Conservation Authority:					
Andrew Kendrick (paid by MVCA)		597.01	134.15		731.16
Wayne Baker (paid by MVCA)		75.53	63.72		139.25
Rideau Valley Conservation Authority:					
Angela Pierman (paid by RVCA)		420.00	0.00		420.00

COMMITTEE OF THE WHOLE
March 4th, 2025

Report #FIN-2025-02
Ashley Liznick, Treasurer

2024 INVESTMENT REPORT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2025-02 - 2024 Investment Report, be received as information.”

BACKGROUND

The Township’s Investment Policy and [Ontario Regulation 438/97 – Eligible Investments, Related Financial Agreements and Prudent Investment](#) requires that when the Township invests in a security prescribed by the policy and the regulation, the Treasurer shall prepare and provide an investment report annually to Council.

DISCUSSION

On June 14th, 18th and 19th, 2024 the following transactions occurred:

Redeemed (Cashed) – due to maturity of June 2024

Township Account

- \$500,000 BMO Trust Company GIC Matured June 2024 @ 4.11%;

Bought (Purchased)

Township Account

- \$520,550 Bank of Montreal GIC Matures June 2026 @ 4.7%;
- \$27,945 Bank of Montreal GIC Matures June 2026 @ 4.7%;

Interest (Earned)

Township Account

\$48,487.77. Of this amount, \$48,495 was reinvested and used in the June 2024 GIC purchase.

On May 16th and 17th, 2024 the following transactions occurred:

Redeemed (Cashed) – due to maturity of May 2024

Northland Solar Deposit Account

- \$41,383 Canadian Tire Bank GIC Matured May 2024 @ 2.72%;

Bought (Purchased)

Northland Solar Deposit Account

- \$45,508 Bank of Montreal GIC Matures May 2029 @ 4.57%;

Interest (Earned)

Northland Solar Deposit Account

\$6,983.18. Of this amount, \$4,125 was reinvested and used in the May 2024 GIC purchase.

These investments were consistent with the investment policies and goals adopted by Council by By-Law No. 2011-006 on January 25, 2011.

The Treasurer has been in contact with the Township's investment advisor at BMO and will be investing short-term (1- and 2-year terms) based on current/short-term financial needs.

Also, once the Township has updated the 10-Year Capital Plan and once the Asset Management Plan is updated, the Treasurer will consider investing more and in longer term investments once the cash requirement is known for longer term capital replacements.

Annually, by June 1st, the Treasurer works with BMO Nesbitt Burns to review the investments that are maturing and, based on recommendations received from BMO Nesbitt Burns, must re-invest the matured funds into the most suitable investment stream. This includes breaking the total in other denominations/combinations to obtain the best return on investment.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The total investments were invested in accordance with the Township's policies and provincial legislation, including that the funds were properly secured.

ATTACHMENTS

1. 2024 Investment Summary

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

INVESTMENTS SUMMARY

	Due	Term	Interest	Balance	Interest to be
	Date		Rate	Dec 31, 2023	Earned in 2025
BMO Account #625-03078-13					
Cash				0.50	
Bank of Montreal GIC	06/14/2025	2 years	5.19%	538,300.00	27,937.77
BMO Trust Company GIC	06/18/2026	2 years	4.70%	520,550.00	24,465.85
BMO Trust Company GIC	06/19/2026	2 years	4.70%	27,945.00	1,313.42
				<u>1,086,795.50</u>	<u>53,717.04</u>
BMO Account #625-03660-17 (Northland Solar Deposit Investment)					
Cash				5,170.49	
Canadian Tire Bank GIC	05/12/2025	5 years	2.21%	35,165.00	777.15
Home Equity Bank GIC	05/19/2026	5 years	3.98%	44,000.00	1,751.20
Home Equity Bank GIC	05/17/2027	5 years	4.01%	38,400.00	1,539.84
Home Trust Company GIC	05/16/2028	5 years	4.32%	41,300.00	1,784.16
Bank of Montreal GIC	05/17/2029	5 years	4.57%	45,508.00	2,079.72
				<u>209,543.49</u>	<u>7,932.06</u>

COMMITTEE OF THE WHOLE
March 4th, 2025

Report #FIN-2025-01
Ashley Liznick, Treasurer

2025 BUDGET – PSAB RESTATEMENT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2025-01 - 2025 Budget – PSAB Restatement, be received as information.”

BACKGROUND

Since 2009 Ontario municipalities have been required to report annual financial activities in a revised format as required by the Public Sector Accounting Board (PSAB). The new format includes reporting asset amortization, post-employment benefits and solid waste landfill & post-closure expenses. The Township’s audited statements are prepared in this format. However, provincial regulations allow municipalities the option of not budgeting in the PSAB reporting format, thus potentially excluding the aforementioned types of expenses from the budget.

Like the vast majority of municipalities, Tay Valley Township has opted not to budget in the PSAB format.

As the Township does not budget in the PSAB format, provincial regulations require that a report be prepared about the impact of excluding the PSAB expenses from the budget. The report must include both the estimated change in the Township’s accumulated surplus at year end and the impact on the Township’s future capital asset funding requirements. Council must adopt the report by resolution.

DISCUSSION

Unlike the senior levels of government, municipalities are not allowed to budget surpluses or deficits. The federal and provincial governments are responsible for economic growth, employment creation, attracting international investment and a whole realm of activities that may require short term fiscal strategies that result in unbalanced budgets.

Municipalities, on the other hand, are given different responsibilities by their provincial governments, and one of the rules imposed by all provinces is that municipal budgets must

be balanced – no projected surplus or deficit.

This particular rule resulted in a bit of a quandary when the municipal accounting and reporting changes were introduced by PSAB.

The Township creates budgets on a modified cash/accrual basis. For example, the bottom line of the Township's budget represents the taxes required for the year, but not all taxes will be paid by the end of the year. Because the Township has essentially earned the revenue in the current year, it is recognized as such, and the unpaid amount is set up as a receivable at the end of the year. Similarly, when the Township makes purchases and receives the goods or services towards the end of the current year but does not pay for them until the following year, the Township expenses the purchase and sets up an accounts payable at year end.

All of those items that are set up as receivables or payables eventually involve the receipt or disbursement of real dollars. The budget estimates the actual revenues that are anticipated to be earned and the expenditures that are expected to be incurred for the budget year. But PSAB budgeting is presented on a strictly accrual basis.

Under PSAB rules, transfers to and from reserves are not expenditures and revenues, even though they involve receiving tax dollars and placing them in reserves or taking money out of the reserves and spending them. They are instead increases or reductions in equity (accumulated surplus). On the other hand, PSAB treats amortization as a cost, even though such transactions do not involve a cash outlay.

With all the work that the Township has completed in regard to funding infrastructure renewal, the notion of not including reserves activity in its budgets would not be realistic.

Also, how would the Township possibly explain the capital program when, for example, the Township cannot budget an amount to purchase a truck? Under PSAB budgeting, the Township would not directly disclose the cost of the truck. Instead, it would show its annual amortization cost in each of the next ten budgets if the truck is expected to last ten years. The budget for the year in which the truck is purchased would show neither the cost of the truck, nor the amount of reserve funding that would pay for its purchase.

The summary of these types of items are disclosed on the attached schedule. The bottom line of the schedule shows that if the Township had budgeted in the PSAB format it would have resulted in a budgeted surplus of \$1,366,965 for 2025. This is in contravention of the rules and regulations - municipalities are not allowed to budget either year-end surpluses or deficits. And very importantly, the \$1,366,965 is not a cash surplus arising from operations that can be spent or transferred to the Contingency Reserve for future use.

Budgeting without amortization will not negatively impact the Township's future capital asset funding requirements.

OPTIONS CONSIDERED

Not applicable.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with this report, but information contained herein will be reflected in the Township's 2025 audited financial statements.

CONCLUSIONS

This report provides the information necessary for disclosure under *Ontario Regulation 284/09, Budget Matters - Expenses* that requires municipalities to report to Council when certain expenses are excluded from the annual budget and the impact on the accumulated surplus of such exclusions.

Neither the PSAB format financial statements nor the annual budget provide enough information to accurately assess a municipality's future capital funding requirements. Capital plans must be carefully reviewed to make such determinations.

ATTACHMENTS

- i) Schedule "A" - 2025 Budget/PSAB Reconciliation Ontario Regulation 284/09

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

2025 BUDGET/PSAB RECONCILIATION
ONTARIO REGULATION 284/09

	ESTIMATED IMPACT		COMMENTS
	ON ACCUMULATED SURPLUS		
	INCREASE	DECREASE	
Approved 2025 Budget	0	0	Council approved a balanced budget. Municipalities are not allowed to budget surpluses or deficits.
PSAB budget differences:			
Amortization expense		947,046	Not in 2025 Budget, but is an expense in accrual accounting. This is an estimate based on prior year amortization.
Tangible asset purchases	3,570,273		In 2025 Budget, but is not an expense in accrual accounting.
Transfers to reserves	1,908,204		In 2025 Budget, but is not an expense in accrual accounting.
Transfers from reserves		3,308,079	In 2025 Budget, but is not revenue in accrual accounting.
Debt principal repayments	143,613		In 2025 Budget, but is not an expense in accrual accounting. The interest portion of debt payments is an expense.
Post-employment benefits	n.a.	n.a.	The township has no such benefits.
Waste-site closures	n.a.	n.a.	Already included In 2025 Budget and is expensed annually.
	<u>5,622,090</u>	<u>4,255,125</u>	
Net estimated increase to accumulated surplus	<u>1,366,965</u>		

COMMITTEE OF THE WHOLE
March 5th, 2024**Report #CAO-2025-09**
Amanda Mabo, Chief Administrative Officer/Clerk**LIVESTREAMING****STAFF RECOMMENDATION(S)**

“THAT, _____.”

BACKGROUND

One of the current Strategic Plan tasks is to explore live streaming/broadcasting of the Committee of the Whole and Council meetings.

Livestreaming meetings refers to the real-time broadcasting of municipal proceedings over the internet. It allows individuals to observe remotely by accessing the live video feed through various online platforms or websites. It is like watching television. Viewers would not be able to participate electronically or comment in a chat during a meeting.

DISCUSSION

Here are some factors to consider in deciding whether to move forward with livestreaming Council and Committee of the Whole meetings:

Potential Benefits:

- **Increased Transparency** - Livestreaming meetings ensures transparency by providing citizens with direct access to observe the decision-making process. This allows residents to stay informed about municipal affairs without physical presence. By making meetings easily accessible, it promotes an open and inclusive democratic environment.
- **Enhanced Public Engagement** - Livestreaming offers citizens the opportunity to actively engage with local government by watching meetings in real-time. Remote viewers can follow discussions, presentations, and debates, enabling them to form opinions and contribute to the decision-making process. Additionally, livestreaming allows residents who may face physical or scheduling constraints to participate more effectively.

- **Wider Audience Reach** - By leveraging the internet, livestreaming expands the audience reach beyond those who can attend meetings in person. It enables citizens who are unable to travel to the Council Chambers to stay informed with municipal affairs.
- **Archiving and Accessible Records** - Livestreaming can often provide the option to record and archive meetings. Archived recordings can be made available on the municipal website or other digital platforms, allowing citizens to access past meetings at their convenience. This feature enables residents to replay discussions, decisions, and presentations even after the meeting has concluded.
- **Cost-Effective Communication** - Livestreaming eliminates the need for attendees to travel to meeting venues, thus reducing associated costs and the barrier this may cause.

Potential Drawbacks:

- **Technical Challenges** - Implementing livestreaming will require investment in hardware, software, and personnel training. Technical glitches, such as internet connectivity issues, can disrupt the quality of the livestream and affect the user experience. For Tay Valley, there are no onsite or on-call IT staff so if there is a technical issue during a meeting, it may need to wait until the next day to be resolved.
- **Privacy Concerns** - Livestreaming Council meetings may raise privacy concerns, particularly for residents who speak during public sessions. Appropriate measures should be taken to obtain consent or explicitly inform individuals before broadcasting their remarks and redact any sensitive information. Statements will need to be placed on the website, on agendas, and read aloud at the beginning of all Committee of the Whole and Council meetings. For recordings, if there is sensitive information that needs to be redacted, this will take staff time the next day. It may also be beyond the software application or staff ability to redact a video and therefore may require external assistance that will cause a delay and cost.
- **Potential Misuse** - Livestreamed meetings can be misused by individuals with malicious intent to selectively edit or manipulate content, leading to misinformation or misunderstandings among the public. Implementing stringent content monitoring and fact-checking mechanisms is essential.
- **Distraction and Disruptions** - The presence of cameras during Council and Committee of the Whole meetings might cause distractions for both Council members, staff and attendees, potentially affecting the quality of discussions and decision-making.
- **Limited Offline Engagement** - Although livestreaming allows remote participation, it cannot fully replace the value of face-to-face interactions.

FINANCIAL CONSIDERATIONS

Implementing livestreaming involves several potential budget implications, some of which are already in place.

Equipment and Technology Costs

This includes the purchase of a camera(s), new microphones (new ones required anyways) and other audio-visual equipment, including the possibility of a stand-alone laptop for capturing and streaming municipal meetings. Additionally, it may involve investing in video switchers, encoders, and streaming software to facilitate the broadcasting process.

Internet Bandwidth and Connectivity

Ensuring a reliable and high-speed internet connection is crucial for livestreaming. The Township's current internet infrastructure is robust and capable of supporting livestreaming activities.

Personnel and Training

Staff must be trained to setup, operate, and maintain the livestreaming equipment.

There are no onsite technical support personnel to troubleshoot any issues that arise during the livestreamed meetings.

Streaming Platform and Software

Depending on the chosen approach, there may be costs associated with using a third-party streaming platform or purchasing specialized software for capturing and broadcasting the meetings.

Privacy and Security Measures

Implementing privacy safeguards to protect the rights and interests of individuals participating in the meetings. This may include obtaining consent for recording, redacting sensitive information, and securing livestreaming platforms to prevent unauthorized access. These will need to be developed.

Accessibility Considerations

Ensuring that the livestreamed meetings are accessible to all residents, including those with hearing impairments. This involves providing meeting accessibility legislation with closed captioning or sign language interpretation services. A platform must be chosen that would include these services.

Legal and Compliance Considerations

There will be the need to establish storage solutions for recording and archiving livestreamed meetings. This ensures that the content is available for future reference and can be accessed by individuals who were unable to view the livestream in real-time.

There is no legal requirement to record meetings or to post the recordings. The official record of a Council or Committee of the Whole meeting is the minutes, not the video recordings. The videos will not be used to undertake the minutes or update the minutes.

Once a video recording exists, it becomes a "record" subject to records management practices and the *Municipal Freedom of Information and Protection of Privacy Act*. Additional electronic file storage may need to be purchased to accommodate the large video files.

A Livestreaming Policy should also be implemented and should be attached as a schedule in the Procedural By-Law.

The Procedural By-Law generally would also have to be updated which requires public notice and a public meeting.

OPTIONS CONSIDERED

The options are in no particular order.

Note that Options 2 to 4 require additional staff time before and after each meeting. The Township is at the threshold where, depending on the increase in staff time when new initiatives are approved, there may also be the requirement to add more staff. This initiative will be that threshold, especially if Option 2 and 4 are chosen.

Option #1 – Continue with the Status Quo

Cost: \$0

Although Council and staff agree with the benefits of providing livestreaming and/or recording meetings, given that inflation over the last few years has continued to have a significant effect on the Township's budget, it is suggested that livestreaming and/or recording meetings is not a service to be provided at this time.

Option #2 – Only Record Meetings

Approximate One-Time Cost: \$43,000 + cost of file storage for recordings

Council and Committee of the Whole meetings would be recorded, stored electronically as the video is a record, and posted to the website.

Option #3 – Begin Livestreaming Meetings

Approximate One-Time Cost: \$43,000

Council and Committee of the Whole meetings would be livestreamed only and would not be available once the meeting was over. In order to not overwhelm the staff person taking the minutes and running the technology, it is advised that the meeting be non-interactive.

OR

Council and Committee of the Whole meetings would be livestreamed and would be available once the meeting was over from the Township's Facebook page.

Option #4– Begin Livestreaming and Recording Meetings

Approximate One-Time Cost: \$43,000 + cost of file storage for recordings

Council and Committee of the Whole meetings would be livestreamed and recorded, stored electronically as the video is a record, and posted to the website.

STRATEGIC PLAN LINK

Good Governance – Communications

CLIMATE CONSIDERATIONS

There would be no impact.

CONCLUSIONS

Staff are asking Council to provide direction on which option Council would like to proceed with.

ATTACHMENTS

None.

Prepared and Submitted by:

**Amanda Mabo
Chief Administrative Officer/Clerk**

COMMITTEE OF THE WHOLE
March 4th, 2025

Report #CAO-2025-08
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAMES
BYGROVE LANE (PRIVATE)

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road to Bygrove Lane as outlined in Report #CAO-2025-08 – Proposed New Road Name – Bygrove Lane (Private), be brought forward for approval.”

BACKGROUND

A Minor Variance application was received for a property at 1209 Bygrove Lane. The property is accessed via a legal right-of-way, as shown in purple and yellow on the attached surveys, extending from the public portion of Bygrove Lane. All properties require legal access and road frontage (with some exceptions).

The right-of-way provides access to six properties and has existed since at least 1992. It has consistently been known as Bygrove Lane, though it was never formally included in the Municipality’s Road Naming By-Law. To ensure the Applicant’s property has the required road frontage, the legal right-of-way known as the private portion of Bygrove Lane must be formally recognized through the road naming process. Naming the right-of-way would provide the necessary road frontage for the Applicant’s property and all affected properties.

DISCUSSION

Road names are critical for civic addressing and emergency response purposes. To proceed with the Applicant’s related applications, the private road must be named and added to the Township’s Road Naming By-Law.

The right of way providing access to the Applicant’s property and five other properties has long been known as Bygrove Lane (albeit a private portion extending from the public road of the same name), despite never being formally included in the Township’s Road Naming By-Law. This process is not intended to assign a new name but rather to officially recognize the existing name through the appropriate municipal process.

Because this is an extension of an existing, recognized road name, the County was not

consulted on the name itself. However, the County will be updated regarding the road range number to ensure alignment with emergency services. Additionally, property owners along the right of way were not formally notified that it is being added to the Township's Road Naming By-Law, as this change does not affect their existing civic addresses and will not require any address updates.

Since the private portion of Bygrove Lane was never incorporated into the Township's Road Naming By-Law, the necessary By-Law will need to be brought forward for Council's approval. The purpose of the forthcoming By-Law is not to introduce a new road name but to formally recognize the private portion of Bygrove Lane in the Road Naming By-Law.

OPTIONS CONSIDERED

Option #1 (Recommended) – Formalize the name Bygrove Lane (Private)

Formalizes the long-standing name of the private portion of Bygrove Lane by incorporating it into the Township's Road Naming By-Law. This ensures consistency with municipal addressing practices maintaining the existing civic addresses for affected properties.

Option #2 – Propose an Alternate Name for the Entire Road, both Public and Private

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

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

All costs are borne by the applicants, as per the Tariff of Fees a \$650 fee covers staff time and a \$2,000 deposit for any legal, road name sign and posts.

CONCLUSIONS

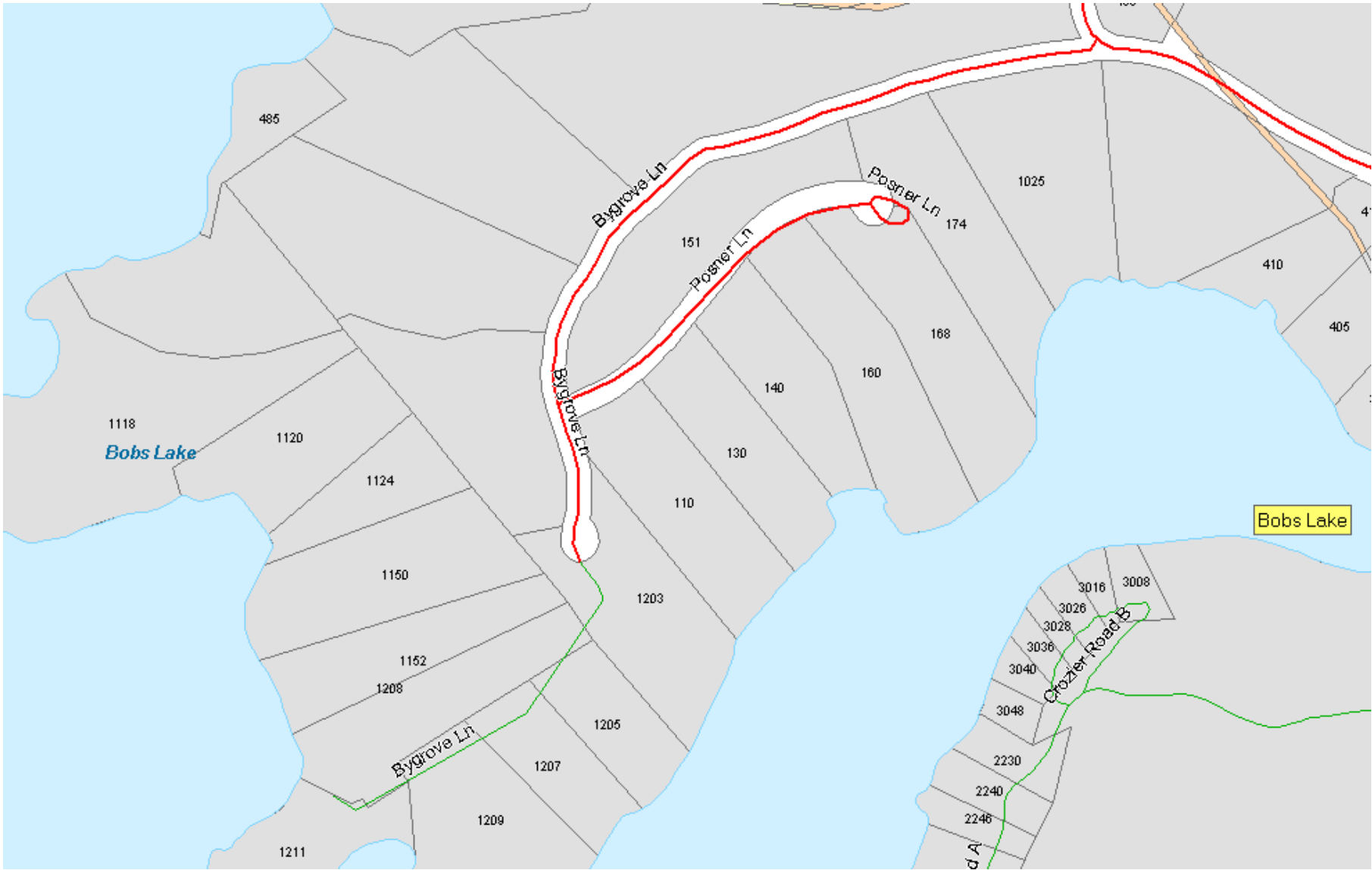
That the necessary by-law to name the existing Private Road "Bygrove Lane" as outlined in this report be brought forward for approval.

ATTACHMENTS

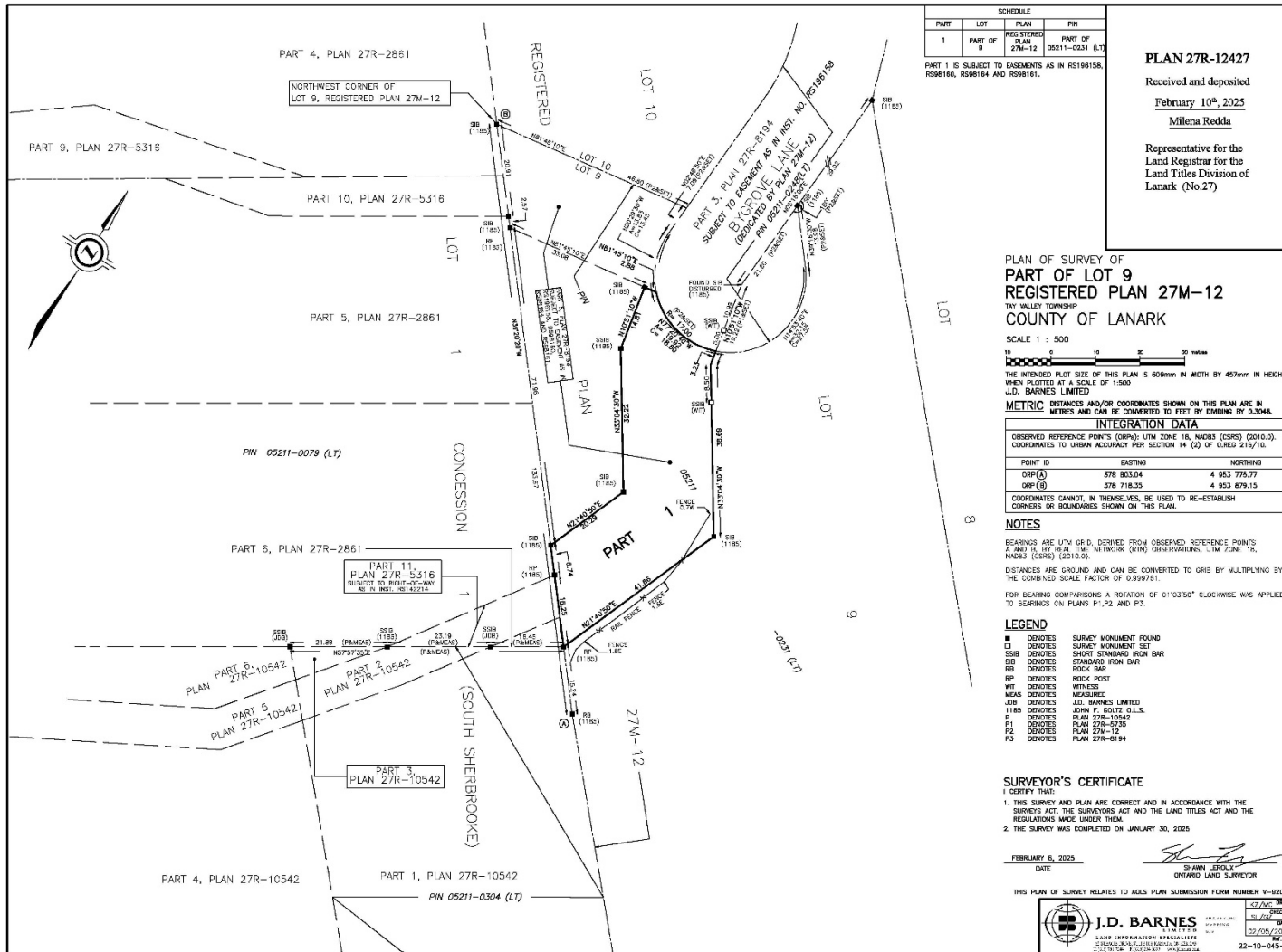
- i) GIS Map
- ii) Survey 27R-12427
- iii) Survey 27R-5316 highlighted
- iv) Survey 27R-10542 highlighted

Prepared and Submitted by:

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



GIS Map



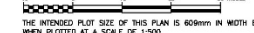
SCHEDULE			
PART	LOT	PLAN	FIN
1	PART OF 9	REGISTERED PLAN 27M-12	PART OF 05211-0304 (LT)

PART 1 IS SUBJECT TO EASEMENTS AS IN RS19615A, RS98160, RS98164 AND RS98161.

PLAN 27R-12427
 Received and deposited
 February 10th, 2025
 Milena Redda
 Representative for the
 Land Registrar for the
 Land Titles Division of
 Lanark (No.27)

PLAN OF SURVEY OF
PART OF LOT 9
REGISTERED PLAN 27M-12
 THE VALLEY TOWNSHIP
COUNTY OF LANARK

SCALE 1 : 500



THE INTENDED PLOT SIZE OF THIS PLAN IS 609mm IN WIDTH BY 457mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:500

J.D. BARNES LIMITED

METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP): UTM ZONE 18, NAD83 (CSRS) (2010.0), COORDINATES TO URBAN ACCURACY PDR SECTION 14 (2) OF OREG 216/10.

POINT ID	EASTING	NORTHING
ORP (A)	378 803.04	4 953 775.77
ORP (B)	378 718.35	4 953 879.15

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY DEALING THE NETWORK (JTM ZONE 18, NAD83 (CSRS) (2010.0)).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999781.

FOR BEARING COMPARISONS A ROTATION OF 0°10'30" CLOCKWISE WAS APPLIED TO BEARINGS ON PLANS P1, P2 AND P3.

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SSB DENOTES SHORT STANDARD IRON BAR
- SB DENOTES STANDARD IRON BAR
- RB DENOTES ROCK BAR
- RP DENOTES ROCK POST
- WP DENOTES WOOD POST
- WT DENOTES WITNESS
- MEAS DENOTES MEASURED
- JOB DENOTES J.D. BARNES LIMITED
- 1185 DENOTES JOHN F. SULLIVAN, S.S.
- P DENOTES PLAN 27R-10542
- P1 DENOTES PLAN 27R-0542
- P2 DENOTES PLAN 27M-12
- P3 DENOTES PLAN 27R-0584

SURVEYOR'S CERTIFICATE

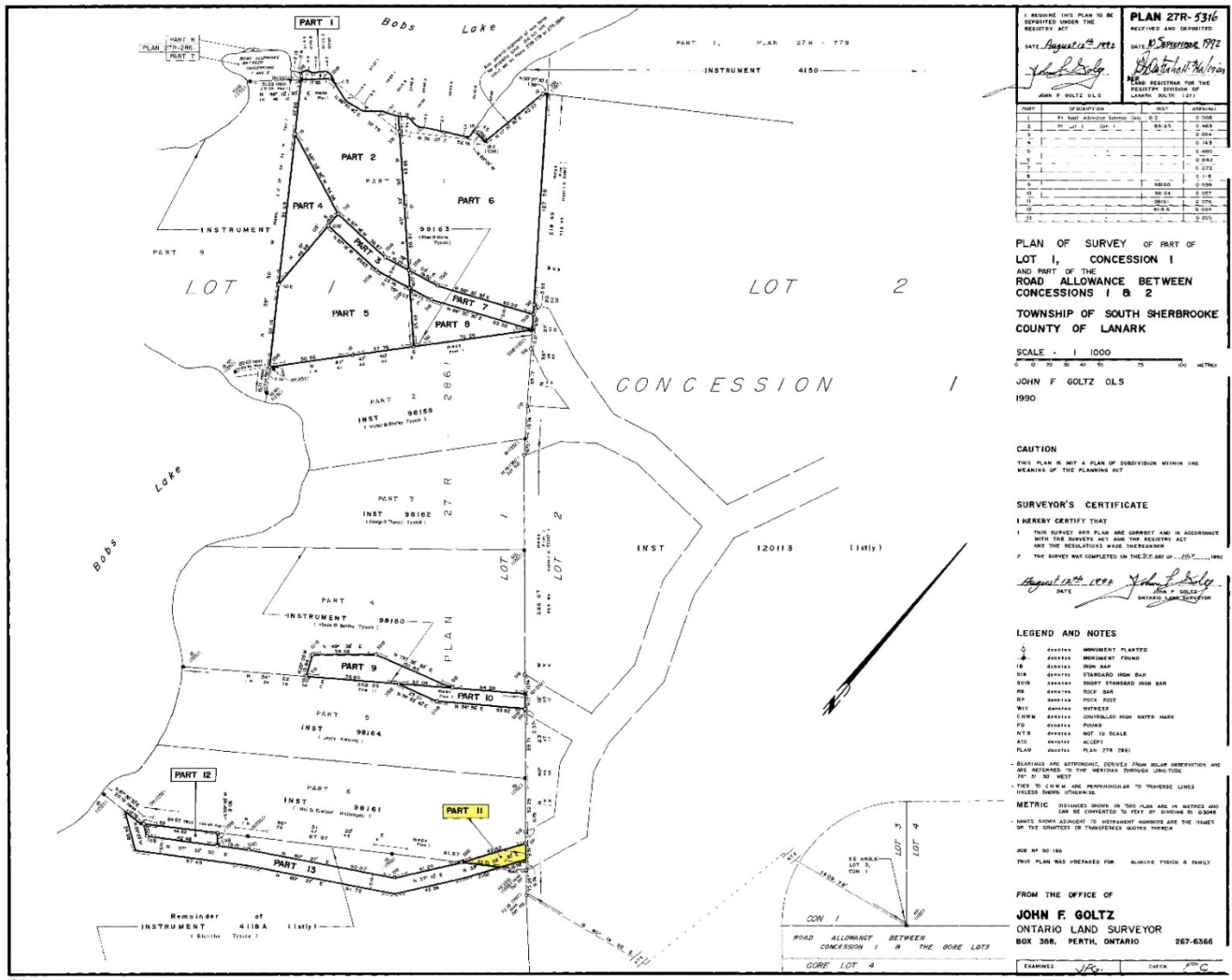
I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THE SURVEY WAS COMPLETED ON JANUARY 30, 2025.

FEBRUARY 6, 2025
 DATE
 SHAWN REDDA
 ONTARIO LAND SURVEYOR

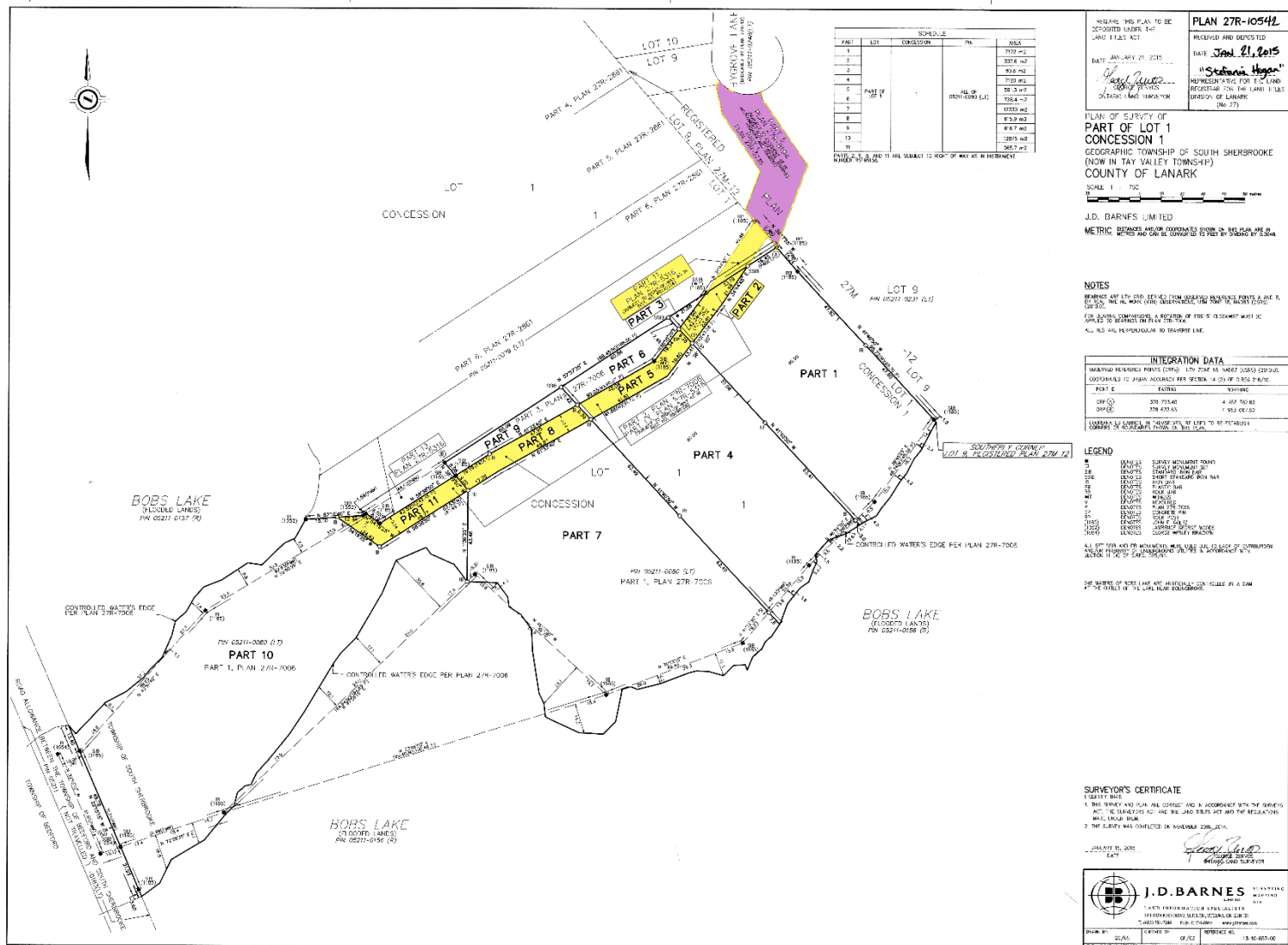
THIS PLAN OF SURVEY RELATES TO AGLS PLAN SUBMISSION FORM NUMBER V-82028



4776
 22-10-045-01
 PLAN DATE: 2/6/2025 4:50 PM



Survey 27R-5316 highlighted



Survey 27R-10542 highlighted

CORRESPONDENCE



1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on January 29th, 2025 – *attached, page 3.*
2. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on February 12th, 2025 – *attached, page 5.*
3. **Lanark County:** Media Release – Lanark County Wins Workforce Development Award from the Economic Developers Council of Ontario – *attached, page 8.*
4. **Municipality of Northern Bruce Peninsula:** Notice of Motion – Proposed Mandate that all New Cars and Trucks Sold in Canada be Equipped with a Tow Hook – *attached, page 10.*
5. **Municipality of Northern Bruce Peninsula:** Notice of Motion – Cell Towers and their Associated Maintenance – *attached, page 11.*
6. **Town of Fort Frances:** Resolution – Sovereignty of Canada – *attached, page 12.*
7. **Town of Parry Sound:** Resolution – Tariffs on Imports from Canada – *attached, page 13.*
8. **Eastern Ontario Wardens Caucus:** Resolution – Proposed 25% Tariffs on Canadian Goods Exported to the U.S – *attached, page 14.*
9. **The Corporation of the Township of the Archipelago:** Resolution – Response to Tariff Threats – *attached, page 16.*
10. **Town of Hanover:** Resolution – United States Imposition of Tariffs on Canada – *attached, page 18.*
11. **Peterborough County:** Resolution – Tariffs on Canadian Goods Exported to the U.S – *attached, page 20.*
12. **The Corporation of the Town of Cobourg:** Resolution – Municipal Restructuring Study – *attached, page 23.*
13. **Northumberland County:** Resolution – Municipal Restructuring Study – *attached, page 25.*
14. **Town of Fort Erie:** Resolution – Provincial Election Health Care Advocacy – *attached, page 33.*
15. **Town of Fort Erie:** Resolution – Request Provincial Funding Remain Available to Support Fort Erie's Primary Care Initiative – *attached, page 38.*

16. **Town of Fort Erie:** Presentation – 2025 Roma Presentation Town of Fort Erie – *attached, page 41.*
17. **Town of Lincoln:** Resolution – Provincial Land Transfer Tax – *attached, page 59.*
18. **Town of Aurora:** Resolution – Provincial Land Transfer Tax and GST to Municipalities – *attached, page 62.*
19. **Town of Newmarket:** Resolution – Provincial Land Transfer Tax and GST to Municipalities – *attached, page 64.*
20. **Town of the Blue Mountains:** Resolution – Provincial Land Transfer Tax – *attached, page 68.*
21. **Town of Tillsonburg:** Resolution – Provincial Land Transfer Tax – *attached, page 70.*
22. **Niagara on the Lake:** Resolution – Provincial Land Transfer Tax – *attached, page 72.*
23. **The Municipality of Dysart Et Al:** Resolution – Provincial Land Transfer Tax – *attached, page 74.*
24. **Town of Aurora:** Correspondence – Land Transfer Tax – *attached, page 76.*
25. **Town of Aurora:** Resolution – Land Transfer Tax – *attached, page 78.*
26. **Township of Limerick:** Notice of Support – Land Transfer Tax & GST – *attached, page 80.*
27. **Town of Halton Hills:** Resolution – Ontario Deposit Return Program – *attached, page 86.*
28. **Town of Bradford West Gwillimbury:** Correspondence – Ontario Deposit Return Program – *attached, page 88.*
29. **Northumberland County:** Resolution – The Canada Community-Building Fund – *attached, page 89.*
30. **The Corporation of the Municipality of St.Charles:** Resolution – Ontario Deposit Return Program – *attached, page 92.*
31. **Town of Kearney:** Resolution – Tile Drain Loan Limit – *attached, page 93.*
32. **County of Frontenac:** Resolution – Tile Drain Loan Limit – *attached, page 94.*
33. **The Corporation of the Township of McGarry:** Resolution – Amend the Ontario Building Code – *attached, page 95.*

UPDATES

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, January 30th, 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: 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 6:01 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR FOR 2025 TERM

RESOLUTION #FB-2025-01

MOVED BY: Paul Coutts

SECONDED BY: Marilyn Thomas

“**THAT**, Ray Scissons be appointed Chair of the Fire Board for a one-year term,
effective January 30, 2025.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2025 TERM

RESOLUTION #FB-2025-02

MOVED BY: Wayne Baker
SECONDED BY: Greg Hallam

“**THAT**, Marilyn Thomas be appointed Vice-Chair of the Fire Board for a one-year term, effective January 30, 2025.”

ADOPTED

4. AMENDMENTS/APPROVAL OF AGENDA

Addition under In Camera: Confidential: Identifiable Individual – Personnel Issue.

The Agenda was approved as amended.

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

None at this time.

6. APPROVAL OF MINUTES

i) **Minutes – November 14, 2024.**

RESOLUTION #FB-2025-03

MOVED BY: Marilyn Thomas
SECONDED BY: Greg Hallam

“**THAT**, the minutes of the Fire Board meeting held on November 14, 2024 be approved as presented.”

ADOPTED

ii) **Minutes – Confidential – November 14, 2024 - Identifiable Individual – Wage Review for Full Time Fire Department Staff.**

The minutes were not approved and will be sent back to Janie Laidlaw at Drummond/North Elmsley Township to modify.

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

- i) **Health & Safety Policy Renewal for 2025.**

RESOLUTION #FB-2025-04

MOVED BY: Greg Hallam
SECONDED BY: Wayne Baker

“**THAT**, the 2025 Health and Safety Policy be adopted.”

ADOPTED

- ii) **Fire Protection Grant.**

The Fire Chief reported that the Fire Department has received partial funding for a professional cleaning and decontamination unit. The remaining costs will be funded by the Fire Department Equipment Reserve. The Fire Chief will obtain 3 quotes before committing to purchase the unit.

RESOLUTION #FB-2025-05

MOVED BY: Marilyn Thomas
SECONDED BY: John Matheson

“**THAT**, the Fire Board approves moving forward with the Fire Protection Grant for a professional cleaning and decontamination unit;

AND THAT, the Chair and Fire Chief be authorized to sign the Ontario Transfer Payment Agreement.”

ADOPTED

- iii) **Tanker and Aerial Support Services Agreement with Town of Perth Update.**

The Fire Chief explained to the Fire Board that an agreement will be presented at both Drummond/North Elmsley and Tay Valley Councils soon. The agreement will allow for the activation of an aerial ladder truck to be used within the Townships if it is requested and tanker trucks to be used in the Town of Perth as required. There will be no cost to either municipality for this agreement.

- iv) **2024/2025 Emergency Response Calls as of January 14th, 2025.**

RESOLUTION #FB-2025-06

MOVED BY: John Matheson
SECONDED BY: Wayne Baker

“**THAT**, the 2024/2025 Emergency Calls as of January 14th, 2025 be received for information.”

ADOPTED

- v) **2023/2024 Fire Permits Summary & 2024/2025 Fire Permits Summary as at January 20, 2025.**

RESOLUTION #FB-2025-07

MOVED BY: Greg Hallam
SECONDED BY: Wayne Baker

“**THAT**, the 2023/2024 Fire Permits Summary & 2024/2025 Fire Permits Summary as at January 20, 025 be received for information.”

ADOPTED

- vi) **Deputy Fire Chief Update.**

TRAINING

- Learning contract approval from the Ontario Fire College to teach NFPA 1002 Pumps Ops internally.
- Rented Perth Pool last night for some water rescue training. FYI further certifications for any water type rescue training will involve members passing a rigorous swim test prior to acceptance.
- Training schedule is complete for first six months with a focus in the spring on structure fire attack techniques at the South Sherbrooke Station Training Center

RECRUITS

- New recruits have already completed 3 weekends of training in January at the Regional Training Center (RTC) in Mississippi Mills along with new recruits from other Lanark County Departments. In total they will be away 10 weekends, 4 months.

PREVENTION

- In February, a key focus for fire prevention should be on maintaining and properly using heating sources like fireplaces, space heaters, and furnaces, including having them serviced annually, keeping flammable materials at a safe distance, and ensuring proper ash disposal in a fire-safe container
- Reminders posted on DNETV Facebook page

DATA ANALYSIS

- Our annual submission of incidents reports has been submitted to the OFM and approved.

- vii) **Fire Chief Update.**

- BBDE calls to date: 55, last year at this time: 28.
- SS calls to date: 19, last year at this time: 10.
- Due to bad road conditions on a private road in Tay Valley Township firefighters had a very difficult time accessing a home that was on fire and unfortunately the house was deemed a total loss.

- Emergency exercises for both Tay Valley and Drummond/North Elmsley Townships were conducted in late 2024.
- Fire Chief Saunders was interviewed on Lake 88 alongside the Fire Chief of Lanark Highlands. The main topic was fire safety and prevention.
- Currently in the process of trying to schedule training at OMYA for the fire department.
- The fire departments breathing apparatus have all been inspected and tested for 2025 and so far this year there have been 4 fire trucks safetied
- Starting to look at purchasing capital items that were included in the 2025 fire department budget.
- Still working on finalizing the Smiths Falls Fire Service Agreement hopefully it will be completed in the near future.
- Lanark County has hired a third-party consultant to complete a review of the Rescue Program including the three (3) Rescue units housed in and around Lanark County. Rescue 1 is housed at BBD&E Station. The purpose of the review is to determine whether the program is still valid and needed. They are also looking at the possibility of enhancing the program.

9. NEW/OTHER BUSINESS

None.

10. IN-CAMERA

- i) **CONFIDENTIAL: Identifiable Individual – Personnel Issue.**

RESOLUTION #FB-2025-08

MOVED BY: Marilyn Thomas
SECONDED BY: Paul Coutts

“**THAT**, the Board move “in camera” at 7:15 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a personnel issue;

AND THAT, the Fire Chief, Deputy Fire Chief and Administrative Assistant/Treasurer remain in the room.”

ADOPTED

RESOLUTION #FB-2025-09

MOVED BY: Greg Hallam
SECONDED BY: Paul Coutts

“**THAT**, the Board return to an open session at 7:22 p.m.”

ADOPTED

The Chair rose and reported that the Fire Board was presented with information regarding a volunteer firefighter of the Drummond/North Elmsley Tay Valley Fire Rescue.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined.

12. DEFERRED ITEMS

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

- *None at this time.*

13. ADJOURNMENT

The Board adjourned at 7:30 p.m.

Minutes - Regular Board Meeting– January 20th, 2025

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 20th at 4:30pm, in person and via video conference.

In attendance were:

T Langford, Tay Valley Chair
E Heesen, CEO
L Marsh, Secretary-Treasurer
D Hamilton-Foley, Town of Perth
L Logan, Drummond/North Elmsley
T Parkinson, Drummond/North Elmsley
P Mertins, Town of Perth

Via Video conference:

K Jordan, Councillor, Tay Valley
D Palmer, Tay Valley

Regrets:

P Coutts, Councillor, Drummond/North Elmsley
G Waterfield, Councillor, Town of Perth

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

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-01 The agenda was accepted as presented with a motion from P Mertins and seconded by L Logan.

Carried.

Delegations- none

Consent Agenda

- a. Approval of Minutes of November 18, 2024
- b. Correspondence and communications
 - i. News
 - ii. Restorative Community Circles Report
- c. Committee Reports
 - i. none
- d. Statement of Operations

25-02 The Consent agenda was accepted with a motion by T Parkinson and seconded by D Hamilton-Foley.

Carried.

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

25-03 The CEO report was accepted with a motion by **L Logan** and seconded by **P Mertins**.
Carried.

Advocacy Round Table - none

Policy Review - none

Unfinished and New Business

- a. Community Needs Assessment – transfer from reserves

25-04 Motion to move \$7000 from Infrastructure Reserve for the Community Needs Assessment. Moved by **T Parkinson** and seconded by **D Hamilton-Foley**.
Carried.

- b. CUPE Collective Bargaining Update / Appointing Negotiations Committee

E. Heesen updated the Board on the process and progress to date.

25-05 Motion to strike the negotiating committee for the CUPE Collective Bargaining, comprised of **E Heesen**, **T Langford** and prior consultant **Clarence**. Moved by **L Logan** and seconded by **T Parkinson**.
Carried.

Upcoming Meeting dates

- a. CEO performance appraisal committee TBD
- b. Policy Committee Monday February 3 at 4:00 pm
- c. Board meeting Monday February 10 at 4:30 pm
- d. Property Committee Monday March 3 at 5:00 pm
- e. Indigenous Advisory Circle, March 26 at 1:00pm

25-06 Motion to adjourn moved by **D Hamilton-Foley** at 5:00 pm.

Chairperson

Secretary-Treasurer

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, February 14th, 2025

2:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor, Greg Hallam
Councillor, Angela Pierman
Bob Argue
Jennifer Dickson
Douglas Barr
David Poch

Members Absent: Gilbert Rossignol

Staff Present: Noelle Reeve, Planner
Genevieve Neelin, Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 2:05 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition to New/Other Business: Forest Trail Energy Node Content

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 – November 29th, 2024.**

The minutes of the Green Energy and Climate Change Working Group Meeting held on November 29th, 2024 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) **Climate Action Plan Update.**

- **Lanark Better Homes Retrofit Program Notice**

The Planner summarized the Lanark Better Homes project, which will offer loans up to \$40,000 for home improvements which reduce greenhouse gas emissions. Up to \$5,000 of the loan may be converted to a grant for low-income households or those in energy poverty.

- J. Dickson asked if there is a one-page summary of the project available to educate homeowners on the program, the application process and timeline, and eligibility requirements. The Planner suggested that, if Lanark County does not provide such a summary before the launch date of the project, Tay Valley Township staff will create one.
- J. Dickson suggested that we need to increase public awareness of the program by informing community groups and the local homebuilder association.
- The Planner identified as an issue that the application forms may be difficult for homeowners to complete. B. Argue suggested that we might host information sessions at the Tay Valley Township municipal office.
- G. Hallam suggested that the Township should publish a list of organizations which can conduct energy audits, as an audit will be required as part of the application process.
- The Planner said that paying up front for the energy audit may be an obstacle for some applicants and suggested that the Township could establish a rotating fund to lend the approximately \$600 required. She stated Council appeared to want the loans to be funded from the \$7,500 annual grant from Lanark County for green initiatives.

- **Climate Action Report Card 2024**

The Planner presented the draft Climate Action Report Card 2024 to the Working Group, asked for feedback, and reviewed Actions that still need to be completed.

- J Dickson asked about the timeline for switching the municipal offices away from fossil fuels.
- D. Poch suggested that the energy use data in the Report Card be weather normalized.
- Could explore with the Community Services Coordinator about having a space at the Maberly Fair where members can display their Electric Vehicles and discuss them with the public.
- The Planner committed to following up with Northland about planting their required trees.
- B. Argue indicated that the Report Card needs to reference solar energy. The Planner suggested including solar energy under the Action categories “Retrofit Township Facilities” and “Design Low Carbon Communities”.
- An educational initiative could be to distribute “What to do” Wildfire fact sheets from the Intact Centre for Climate Change.
- B. Argue recommended the Energy Use graph use carbon equivalents rather than BTUs to show the amount of carbon the Township is addressing, in line with assessing how close we are to meeting the targets of the Climate Action Plan.
- D. Poch asked whether FCM or any other organization provides guidance to municipalities on climate friendly investments. D. Barr asked whether the Treasurer uses the Climate Lens for investing municipal funds.

- Set Priorities and Targets from Strategic Plan and Climate Action Plan

Members agreed that this topic had been covered in discussing the Climate Action Report Card.

ii) **Communications**

- Lanark County Climate Change Committee Update

The Planner informed members that Lanark County is starting a Natural Heritage Systems Study, beginning with public consultation in 2025, and that Lanark will be joining ICLEI Canada’s Building Adaptive and Resilient Communities (BARC) program, which she hopes will provide guidance to the Township on Green Building Standards.

- Material for Township Website

The Planner indicated that due to the recent increase in staffing, the Planning department should have the capacity to add Green Energy and Climate Change content to the Township website. She asked members to send links they would like to see included. It was suggested that this content should include videos, plain language, testimonials, and infographics.

- Greener Neighbourhood Pilot Programs by Natural Resources Canada

Presentation by G. Rossignol deferred to the next meeting.

7. NEW/OTHER BUSINESS

i) Forest Trail Energy Node Content

- B. Argue suggested information on how the Township is moving away from using fossil fuels – “we are doing it, you can too!”
- G. Hallam suggested providing a QR code to direct visitors to more information.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Friday, April 11th, 2025 at 2:00 p.m.

9. DEFERRED ITEMS

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

- Greener Neighbourhood Pilot Programs by Natural Resources Canada – G. Rossignol

10. ADJOURNMENT

The Working Group adjourned at 3:15 p.m.

February 25, 2025

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the February 10, 2025 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the December 9, 2024 Board of Directors Meeting.

Employee Presentation: County Forest Presentation, Brian Anderson.

B. Anderson summarized the Lanark County Community Forest Program and MVCA's role in managing the woodlots.

GM Update

S. McIntyre provide the GM Update. She highlighted:

- Kashwakamak Lake Dam Environmental Assessment (EA) – The EA was successfully tabled at the end of 2024. MVCA is proceeding with development of the Terms of Reference for request for proposals (RFP) with the goal of completion of detailed design in 2025.
- Kintail Country Christmas – This annual community event was well attended. There was a small operational loss of \$500.
- Boardroom AV System Replacement – Installation of a new AV system is planned for February 18-21, which will improve hybrid meetings.
- Staffing Changes – She highlighted recent organizational adjustments and the posting of 2025 summer student positions.

2025 Budget

S. McIntyre provided the revised 2025 budget and reviewed adjustments made since the December meeting. No changes were made to the previously approved levies. The Board approved the 2025 budget as submitted.

Foundation Update

S. McIntyre reviewed the history and purpose of the Mississippi Valley Conservation Foundation (MVCF) and its current membership, noting the recent retirement of Chair Paul Lehman. She reviewed Foundation activities and highlighted the approval of a

50/50 raffle to be held this year with the goal of developing a consistent revenue source for Category 3 programs. The Board discussed outreach and recruitment for the Foundation.

Section 28 Permits – Status Update 2024

M. Craig provided a status update on Section 28 permits throughout 2024 and provided a background on the reporting process.

Ferry Road Property

S. McIntyre explained that the City of Ottawa is looking to acquire this property and that MVCA has applied to Conservation Ontario to obtain funds to help offset the City's administrative costs. She stated that there have been informal discussions with the City of Ottawa regarding the potential of MVCA assuming management and operational responsibilities for the site, but that any decision on that would need to come back to the Board for approval.

Corporate Strategic Plan

The Board engaged in a preliminary discussion regarding the scope of the proposed update to the current *Corporate Strategic Plan*. Two surveys were recently shared with MVCA staff to solicit feedback on the applicability of the current *Corporate Strategic Plan* moving forward, and to obtain ideas for how it could change. S. McIntyre outlined preliminary survey results with the Board. Board members were asked to review the current *Corporate Strategic Plan* and to provide feedback.

Attachments:

- Draft minutes of the February 10, 2025 Board of Directors Meeting.
- Approved Minutes of the December 9, 2024 Board of Directors Meeting.



Board of Directors Meeting Minutes

February 10, 2025

Hybrid Meeting Via Zoom and at MVCA Office

Roll Call

Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Bev Holmes (Virtual)
- Cindy Kelsey
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Janet Mason
- Jeannie Kelso (Virtual)
- Mary Lou Souter
- Richard Kidd
- Taylor Popkie
- Wayne Baker

Members Absent

- Allan Hubley
- Cathy Curry
- Roy Huetl
- Steven Lewis

Staff Present

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

Guests

- Marika Livingston, Project Manager, Drinking Water Source Protection, Mississippi-Rideau Source Protection Region
- Isabelle Maltais, Director Watershed Science & Engineering, Rideau Valley CA

P. Kehoe called the meeting to order at 1:07 p.m.

10970 Highway 7, Carleton Place ON, K7C 3P1 | (613) 253-0006 | info@mvc.on.ca

Your partner in natural hazard management, resource conservation, and stewardship

Declarations of Interest

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.

BOD25/02/10 - 1

MOVED BY: D. Comley

SECONDED BY: T. Popkie

Resolved, that the agenda for the February 10, 2025 Board of Directors Meeting be adopted as presented.

“CARRIED”

Main Business

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

There were no additions, amendments or discussion relating to the minutes.

BOD25/02/10 - 2

MOVED BY: R. Kidd

SECONDED BY: J. Atkinson

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

“CARRIED”

2. Employee Presentation: County Forest Presentation, Brian Anderson

B. Anderson provided background on the Lanark County Community Forest program and properties within the watershed. He explained that the Program is cooperatively managed by MVCA, Upper Canada Forest Service and Lanark County under a 5-year Memorandum of Understanding (MOU). He reviewed forestry management standards. He gave an overview of the activities within the Community Forest Program. He reviewed future opportunities for the program including establishing recreational trails at county forest properties.

W. Baker asked if there are maps available to show the County forest locations. B. Anderson responded that individual maps of all the properties are on the Lanark County website under Forest Management.

J. Mason asked if County Forest properties are treated the same as provincial crown land in regards to public use. B. Anderson explained that Crown land belongs to the province of Ontario. County forests are in private ownership by the County, which sets recreation policy and standards for what is allowed on each property. J. Mason clarified that rules surrounding uses like camping are determined by the County, and that Crown land laws do not apply. B. Anderson confirmed.

J. Kelso asked if there are financial benefits from tree harvesting on these properties and if the county would receive the funds. B. Anderson responded that under the 5-year operating plan includes tree harvesting. Harvesting tenders are issued and any profits from harvesting of forest resources go back to the County as non-tax revenue to provide funds for trails and other forestry-related activities.

C. Kelly expressed support for sustainable harvesting and asked if any of the lands are still used for agricultural purposes. B. Anderson responded that Lanark County Forest properties are not used for agricultural purposes. C. Kelly highlighted the opportunities for generating revenue with the harvesting utility poles.

R. Kidd confirmed that county forests are owned by the county and that a Forestry Committee advises Lanark County Council on forestry management matters. Funds generated from the County forests are allocated to a forestry reserve for the management and maintenance of the properties.

M. Souter asked if any of the County forests are being used in partnership with non-profits such as Mississippi Madawaska Land Trust (MMLT) or Mississippi Valley Field Naturalists (MVFN). B. Anderson explained that other organizations have previously completed environmental surveys on some properties but that there is no long-term coordination.

R. Kidd asked if any properties are used for maple syrup production. B. Anderson responded that a property behind Wheelers Maple Syrup is rented on a per-tap basis for maple syrup production.

1. GM Update, Report 3470/25, Sally McIntyre

S. McIntyre spoke to the GM Update and highlighted the following matters:

- Kashwakamak Lake Dam Environmental Assessment (EA) – The EA was successfully tabled at the end of 2024. MVCA is proceeding with development of the Terms of Reference for request for proposals (RFP) with the goal of completion of detailed design in 2025.
- Kintail Country Christmas – The event was a success and saw a small loss of \$500. She noted that the event is considered a promotional community event rather than an income source.
- Boardroom AV System Replacement – Installation of a new AV system is planned for February 18-21, which should improve virtual meetings.
- Staffing Changes – She highlighted recent organizational adjustments and the posting of 2025 summer student positions.

J. Kelso asked when MVCA expects to receive the draft Lanark Dam Safety Review (DSR) report from Egis. J. Cunderlik responded that the draft report is expected this month (February). S. McIntyre explained that once the draft DSR is received, staff can scope the works needed and move forward with a request for proposals (RFP).

J. Kelso asked about the land ownership investigation at the Lanark Dam and if she should be in contact with the township. S. McIntyre explained that the land ownership of the area is complex. Historically, land transfers were not always accompanied by accurate surveyed drawings and only had meets and bounds descriptions. Staff identified a parcel of interest that is possibly owned by Lanark Highlands Township. S. McIntyre stated that she will follow up with J. Kelso on this matter.

J. Kelso asked S. McIntyre to elaborate on the new regulations regarding governing ministerial powers. S. McIntyre explained that the Minister of Municipal Affairs & Housing is able to execute powers to issue or refuse a permit if deemed of provincial interest. J. Kelso asked if there is an opportunity for a tribunal or discussion if the governing Conservation Authority does not agree with minister's decision. S. McIntyre responded that she believed the only option would be to go to court.

B. Holmes asked if any sensitive information was accessed due to the MailChimp hack. S. McIntyre responded that staff were able to close the account shortly after the hack and to the best of staff's knowledge, there was no breach beyond attempts to manipulate the account. She highlighted difficulties in dealing with MailChimp to recover funds required to close the account.

3. 2025 Budget, Report 3471/25, Stacy Millard & Sally McIntyre

S. McIntyre provided the revised MVCA 2025 Budget. She outlined the circulation process and stated that no comments were received. She reviewed the adjustments made since the December meeting and stated that the proposed levies had not changed. There was no further discussion and no questions were received.

BOD25/02/10 - 3

MOVED BY: B. Holmes

SECONDED BY: J. Mason

Resolved, That the Board of Directors approve the 2025 Budget as submitted.

“CARRIED”

4. Foundation Update, Report 3472/25, Sally McIntyre

S. McIntyre summarized the history and purpose of the Foundation and current board membership, noting the recent retirement of Chair, Paul Lehman. She reviewed Foundation activities and highlighted the approval of a 50/50 raffle this year with the goal of developing a consistent revenue source for category 3 programs. She highlighted the importance of Board outreach and recruitment.

J. Mason added that the Foundation needs more board members. She stated the need for members with a connection to the local business community who have an interest in philanthropy and the watershed. She noted the need for representation from all areas of the watershed, specifically Mississippi Mills and North Kanata area.

5. Section 28 Permits – Status Update 2024, Report 3473/24, Matt Craig

M. Craig provided background on the Section 28 reporting process and a summary of results for 2024. He explained that the format of the attached activity report has been recently updated by Conservation Ontario through discussions with the province. He noted a correction to the total minor permits issued in 2024 as 152 rather than 149. He noted that mapping will be updated as works are completed. A report from April – December, 2024 will be submitted at the end of the week to Conservation Ontario.

P. Kehoe asked about the repercussions for not meeting timelines on permits. M. Craig commented that MVCA’s timelines are exceptionally good due to an emphasis on pre-consultation, and the pausing of the clock while applicants address issues raised. He

explained that issues regarding timelines are greater in the GTA, and he is unaware of any repercussions for not meeting timeline targets.

B. Holmes noted several permits issued in Mississippi Mills at the same property address. She asked if all permits would be associated with the same project. M. Craig explained that there are many reasons for multiple permits at the same property address including multiple stages of development, permits submitted at different times of year, and permits for different types of work. He noted that the property could be associated with the telecommunications industry. Companies sometimes submit mass permit information which is divided up to better manage the project and conduct compliance. B. Holmes asked for information regarding the replacement of the Blakeney Bridge structure. M. Craig commented that he will follow up with B. Holmes in regards to her questions regarding specific properties and permits.

W. Baker asked if there is a reason for the decline in permits since a peak in 2021. M. Craig explained that MVCA was inundated with permits for works following the floods of 2017 and 2019, and that they took a period of time to address due to a lack of contractors, materials and technical professionals to complete home builds and shoreline works. The number of permits requests has stabilized since peaking in 2021.

6. Ferry Road Property, Report 3475/25, Sally McIntyre

S. McIntyre introduced the Ferry Road Property Report by explaining that MVCA applied for funding under a Conservation Ontario partnership program with Environment Canada to help offset administrative costs associated with the City's acquisition of the property. She also stated that there have been informal discussions within the City of Ottawa regarding the potential assumption of site management and operations by MVCA, and that approval by the Board would be needed for that to occur.

C. Kelly provided background and description of the project in his ward. He highlighted the opportunity of a potential partnership between MVCA and the City of Ottawa in the management of the property.

7. Corporate Strategic Plan Update, Report 3474/25, Sally McIntyre

S. McIntyre reviewed preliminary results from staff surveys on the current corporate strategic plan. She noted that the current themes did not resonate with staff that had responded to date. She looked to the Board for feedback regarding themes that

resonate with them. P. Kehoe asked the Board to review the strategic plan and to provide feedback.

J. Mason commented that the current corporate strategic plan is not inspiring. She highlighted the importance of identifying MVCA's future aspirations.

B. Holmes suggested climate change and financial stability as important items to be considered in the update.

J. Atkinson concurred with prior comments and suggested that "community building" could be replaced with "strategic partnerships" to give greater operational direction. He further suggested that a writer be retained to give the Strategy inspirational polish.

M. Souter explained that the plan may not have resonated with staff due to workload. She noted that MVCA has endured an increase in demand as it relates to the development of regulatory documents. She expressed support in setting inspiring and ambitious goals to engage staff.

J. Kelso highlighted the importance in engaging the public who are not living on the water and to involve the public who may not have access to recreational activities.

P. Kehoe asked the Board to review the current [Corporate Strategic Plan](#) and to provide feedback to S. McIntyre for further discussion at the March Board meeting.

S. McIntyre noted that the majority of items raised are category 3 programs, which is not core mandate of the organization which is focused on natural hazard management and land conservation.

G. Gower asked S. McIntyre for more details regarding feedback received from staff. S. McIntyre explained that there was inconsistency in the responses received with no clear direction in the themes to carry forward in the update.

R. Kidd commented that the strategic plan should reflect that MVCA operates under provincial government restrictions. He noted the importance of full cost recovery for all category 3 programs. He highlighted the opportunity to generate funds from category 3 programs to support activities/events like Kintail Country Christmas.

J. Mason highlighted the goal of a modern automated watershed model to predict future scenarios.

Adjournment

BOD25/02/10 - 4

MOVED BY: W. Baker

SECONDED BY: C. Kelsey

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 2:17 p.m.

K. Hollington, Recording Secretary

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

Hybrid meeting held in-person and electronically

DRAFT MINUTES

Board of Directors **1/25** **Thursday, January 23, 2025**

Present: Joe Aragona Jeff Banks
Anne Barr David Brown
Sean Devine Brian Dowdall
Mel Foster Steve Fournier
Susan Irwin Trevor Johnson
Wilson Lo Shelley Petersen-Quesnel
Angela Pierman Kristin Strackerjan
Adam Turcotte Gary Waterfield
Adrian Wynands

Staff: Sommer Casgrain-Robertson Dan Cooper
Kathy Dallaire Diane Downey
Marissa Grondin Isabelle Maltais
Glen McDonald

Regrets: Theresa Kavanagh Shawn Pankow

Chair Strackerjan called the meeting to order at 6:54 p.m.

The General Manager recorded Roll Call at the Source Protection Authority meeting directly preceding the Board meeting.

The Land Acknowledgement Statement was read at the Source Protection Authority meeting.

1.0 Agenda Review

Chair Strackerjan reviewed the Agenda.

2.0 Adoption of Agenda

Resolution 1-250123

Moved by:

Trevor Johnson

Seconded by:

Steve Fournier

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

Resolution Carried

3.0 Declaration of Interest

There were no declarations of interest.

4.0 Approval of Minutes of November 26, 2024

Resolution 2-250123

Moved by:

Brian Dowdall

Seconded by:

Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #09/24, November 26, 2024 as circulated.

Resolution Carried

5.0 Business Arising from the Minutes

There was no business arising.

6.0 Revised 2025 Meeting Schedule

Ms. Casgrain-Robertson presented a revised 2025 meeting schedule, which introduces the addition of three staff training sessions before the March, May, and September meetings. These sessions will be held from 4:00 p.m. to 5:30 p.m. with the previously scheduled Board meetings to follow at 6:30 p.m., with members encouraged to attend both in person.

Chair Strackerjan acknowledged the proposal with support and opened the floor to questions and comments.

A member expressed support for the recommendation, emphasizing that while attendance at the training sessions is not mandatory, it should be strongly encouraged.

Another member also supported the proposal, noting their positive experience with staff presentations at the South Nation Conservation Board.

Resolution 3-250123

Moved by:

Steve Fournier

Seconded by:

Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached revised 2025 Meeting Schedule for the Board of Directors.

Resolution Carried

7.0 Delegation of Powers Relating to Permits and Enforcement

Ms. Casgrain-Robertson provided an overview of the delegation of powers under Section 28 of the *Conservation Authorities Act*, and indicated that due to a recent retirement and subsequent restructuring, job titles for staff with delegated powers have been updated.

No questions were raised.

Resolution 4-250123

Moved by: Adrian Wynands
Seconded by: David Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority delegates the issuance, extension, and cancellation of permits under Part VI of the Conservation Authorities Act and Ontario Regulation 41/24 to the General Manager / Secretary Treasurer; Director of Planning and Regulations; and Director of Watershed Science and Engineering pursuant to section 28.4 of the Conservation Authorities Act;

THAT the Board delegates the holding of hearings under Parts VI and VII of the Conservation Authorities Act and Ontario Regulation 41/24 to the Executive Committee pursuant to section 28.4 of the Conservation Authorities Act;

AND THAT the Board delegates any administrative reviews under Parts VI and VII of the Conservation Authorities Act and Ontario Regulation 41/24 to the General Manager / Secretary-Treasurer or their delegate.

Resolution Carried

8.0 Election of Chair and Vice-Chair

Ms. Casgrain-Robertson reviewed the annual election policy and procedures for electing the Chair and Vice-Chair, as outlined in Section 17 of the Conservation Authorities Act and RVCA's Administrative By-law.

Chair Strackerjan requested a motion to appoint Ms. Casgrain-Robertson as Acting Chair to conduct the election.

Resolution 5-250123

Moved by: Steve Fournier

Seconded by: Trevor Johnson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the General Manager as Acting Chair for the purpose of Election of Officers.

Resolution Carried

Kristin Strackerjan surrendered the Chair to Ms. Casgrain-Robertson, who presided over the election for Chair.

Acting Chair Casgrain-Robertson called for nominations from the floor for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for 2025.

Steve Fournier nominated Gary Waterfield, who accepted the nomination.

Acting Chair Casgrain-Robertson called for additional nominations two more times. Hearing none, a motion was requested to close nominations.

Resolution 6-250123

Moved by: Steve Fournier
Seconded by: Wilson Lo

THAT nominations for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2025 be closed.

Resolution Carried

Gary Waterfield was acclaimed as Chair of the RVCA Board of Directors for 2025.

Acting Chair Casgrain-Robertson then presided over the election for Vice-Chair.

She called for nominations from the floor for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2025.

Anne Barr nominated Kristin Strackerjan, who accepted the nomination.

Acting Chair Casgrain-Robertson called for additional nominations two more times. Hearing none, a motion was requested to close nominations.

Resolution 7-250123

Moved by: Anne Barr
Seconded by: Trevor Johnson

THAT nominations for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2025 be closed.

Resolution Carried

Kristin Strackerjan was acclaimed as Vice-Chair of the RVCA Board of Directors for 2025.

Chair Waterfield assumed the Chair and expressed his gratitude to Vice-Chair Strackerjan for her leadership over the past two years, Steve Fournier for the nomination, and the Board for their trust and confidence in him. He emphasized the importance of collaboration, fostering strong relationships, and taking the time to connect with colleagues, recognizing that teamwork and mutual support are key to the organization's success.

9.0 Meetings

- a) Conservation Ontario Council Meeting – December 9, 2024
 - b) RVCF Board of Directors Meeting – December 11, 2024
 - c) Source Protection Committee Meeting – December 12, 2024
 - d) ROMA Conference – January 19-21, 2025
 - Vice-Chair Strackerjan highlighted several insightful sessions on municipal engagement with rural communities, security concerns, youth engagement, and other key challenges. She also noted the upcoming Healthy Communities Forum in October, which may be of interest to members.
 - e) Board of Directors Meeting – January 23, 2025
- Upcoming
- f) Conservation Ontario General Manager Meeting – February 3, 2025
 - g) Board of Directors Meeting – February 27, 2025

10.0 Member Inquiries

Adrian Wynands expressed disappointment at the Ministry's decision to freeze fees for a third year, referencing the discussion at the last SNC board meeting. He indicated that SNC may reach out to neighbouring conservation authorities to discuss the issue.

11.0 New Business

Vice-Chair Strackerjan informed the Board that the Executive Committee met prior to this meeting for the General Manager's 2024 performance appraisal and commended Ms. Casgrain-Robertson for another successful year. She noted that the annual review is conducted in January, with a mid-year review in June.

Ms. Casgrain-Robertson noted that 2024 was a busy year with many provincial deliverables due by December 31 and the implementation of a new Section 28 regulation and acknowledged that all timelines were met thanks to significant efforts by many staff.

Chair Waterfield thanked Ms. Casgrain-Robertson for her leadership and expressed gratitude to the staff for their hard work and dedication.

12.0 Adjournment

The Chair adjourned the meeting at 7:17p.m. on a resolution by Steve Fournier.

Kristin Strackerjan
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

November 20th, 2024, 9:00am

PW Administration Building- CP Boardroom

Participants

Councillor Jane Torrance, MM
Councillor John Matheson, DNE
Councillor Greg Hallam, TVT
Councillor Gary Waterfield, PERTH
Councillor Dena Comley, CP
Councillor Ron Closs, LH
Robert Croth, OPP
Zach Drinkwalter, CFO, EORN
Elizabeth Gillingwater, Court Manager, Town of Perth
Jeff Barten, Energy and Asset Services Manager, LAS
Tanner Watt, Municipal Program Specialist, LAS
Rodger Bates, Automated Enforcement Program Manager

Staff

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

Regrets

Richard Kidd, BCK
Jeff Carroll, MON
Jason St. Pierre, CEO, EORN

MEETING OUTLINE

1. Roll Call
2. Presentations
 - Presentation by Rodger Bates on City of Barrie's implementation of ASE
 - a) Rodger presented the steps required to implement an ASE program and detailed the City of Barrie's experience.
3. Review Previous Meeting Minutes
 - September 17th, 2024, Meeting Minutes

Minutes Accepted

4. Old Business

a) Automated Speed Enforcement

Summary of ASE implementation discussions:

- I. Legal framework**
 - HTA 205.1 authorizes use of ASE
 - HTA 207 Drivers can be charged
 - Municipal Act 434.1 Municipalities can order a person to pay an AP
 - O.Reg 398/19 sets out parameters for ASE
 - Municipal Speed By-Laws
 - CSZ / School Zone By-laws
 - ASE can only be used in Community Safety Zones (CSZ) or School Zones with speed limits < 80 km/h.
 - Not allowed on provincial highways, unless the highway is considered a “connecting link” under the authority of the local Municipality.
 - Intent to operate as a traffic safety program for Municipalities, alongside existing traffic calming measures/ initiatives.
- II. Camera supply and installation**
 - 3rd party lease agreement for the supply of camera & software, installation, including relocating the camera, and yearly certification.
 - Detection limited to traffic in one direction, therefore 2 cameras are required for both directions.
 - Pole mounted recommended due to vandalism and accuracy.
 - Minimum length per location is 3 months, recommended more
 - Mandatory 90day signage required prior to camera installation
- III. Ticket processing**
 - Captured images are automatically sent for processing.
 - Ticket processing is completed by Provincial Offences Officers
 - Provincial Offences Officers are required to be designated by the province after a condensed 1-day training course provided by the Ontario Traffic Council (OTC).
 - OTC has only been providing this course 4x per year
 - Provincial Offences Officers are either hired/appointed Municipal employees or 3rd party contracted.
 - Typical 3rd Party contractors operate Joint Processing Centres (JPC) with multiple officers processing tickets for multiple Municipalities (Such as the City of Barrie)
 - Provincial offences officers review the images and retrieve plate owner information from MTO, and issue either a charge under the Provincial Offences Act (POA) or a penalty order under the provincial Administrative Penalty (AP) regime.
 - Individual officers can on average process up to 30K tickets per year, reviewing up to 600 images per day, and issuing up to 150 tickets per day.
 - 150/600 because of inaccuracies in photos due to damaged plates, trailers, weather conditions, etc.
 - Charges are sent digitally to either the applicable court management system (court representing the area the ticket was issued) or to AP software the Municipality is using.
 - City of Barrie started with 2 provincial offenses officers and has since expanded to 8 due to the high volume of tickets to be processed.
- IV. Adjudication**
 - Administered by either Provincial Offences Act (POA) or Administrated Penalties (AP's)
 - Higher prepayment rate with ASE related charges noticed in Barrie
 - ~80% pre-payment (Local data will be different)
 - No demerit points
- V. Administrative Penalties (AP's)**
 - Municipality purchases case management software to administer appeals.
 - Municipal employed screening officers required to review appeals.
 - Hearing may be completed in person at the Municipal building or via Zoom.

- Municipality must contract independent hearing offices for cases involving a 2nd appeal.
 - Hearing Officer has final authority.
- Municipality to enter into agreements with MTO and the Ministry Attorney General (MAG).
- Monthly reporting requirements to MTO & MAG.
- Vendor of Records are required prior to obtaining agreements with MTO and MAG
- Completing a Privacy Impact Assessment and obtaining approval from the Privacy Commissioner is highly recommended.
- If tickets are not paid, the plate denial process is followed, same as parking tickets.
- Speeding infractions over 50kph above speed limit are treated in the same manner.
- AP pros:
 - Municipal Controlled
 - Higher revenues due to lower operating costs compared to court system
 - Can be expanded or reduced
 - Shorter timeframes i.e. 30-days to decide whether to pay or appeal
 - Only two appeals: screening officer/ hearing officer. hearing officer makes final decision, therefore no trials.
- AP Cons:
 - Start up costs
 - Cost of software required (i.e. CAMS)
 - Office space required
 - New staffing
 - Heavy reporting requirements to MTO and MAG.
 - Reduced late payment fee compared to POA.

VI. Provincial Offences Act (POA)

- Court receives charges from the joint processing centre electronically.
- Court must have available staff to process appeals.
- Court imposed fines require a finding of guilt.
- Higher costs associated with Court system due to possible appeals and trials.
- If tickets are not paid, the plate denial process is followed, same as parking tickets.
- Tickets are paid to the court, and revenues from tickets get distributed back to the Municipalities based on the cost sharing agreements between the Courts and Municipalities.
- Pros:
 - Lower start up costs as court system is already in place.
 - Generates revenues for the Courts which are facing a decline in revenues each year.
- Cons:
 - Court system is provincially managed (Staffing, Facilities, # of judicial officers)
 - Higher Costs due to court room, Justice of Peace, court reporters etc.
 - Longer timelines due to no limitations to extensions, trials, appeals etc.
 - Court time to trial is greater than AP system
 - Less revenue for Municipality

VII. Fines

- Ticket fine amounts are set by the Highway Traffic Act, schedule “B” and “D”, specific to the rate of speed over the speed limit that the vehicle was travelling at the time the image was taken
- Speeds of 50km/h and over would be issued a summons for the offence there are no summons under the AP structure.
- Victim Surcharge and Court costs added to the fine

VIII. Costs/ Revenues

- Costs:
 - Signage
 - Camera Lease
 - Ticket Processing Fee (~\$12/ticket- LAS)
 - MTO Plate Lookup Fee
 - POA: \$1.06/plate

- AP: \$8.25/plate-> Can be recovered by including in the ticket fine amount
 - o AP administration:
 - Screening officer employee costs
 - Contract costs for independent hearing officers
 - Case management software
 - o POA administration: no costs to the Municipality (lower revenues returned).
- Revenues:
 - o AP administration:
 - Ticket fines get paid to the Municipality, and after the Municipality recovers their costs, it is up to them on how they wish to spend it.
 - o POA administration:
 - Courts collect the ticket fines, recover their costs, and distribute remaining revenues to local municipalities as per their cost sharing agreements.
 - o Municipalities should be transparent on how net revenues are spent.
 - ASE programs should not be seen as cash grabs.

IX. Effectiveness and Implementation

- ASE has been shown to reduce speeding and improve driver behavior in Barrie.
- ASE programs should be transparent, and the public should have access to the certificates of accuracy for the cameras online, as well as the camera locations.
- Revenues from ASE should be used to fund traffic calming measures
- ASE has been successful in rural areas such as ESSA Twp. and Durham region

X. Lanark County Court (Town of Perth)

- a) Court is currently facing a major backlog of charges which is resulting in tickets being withdrawn due to exceeding time limits.
- b) The Courts revenues have been reducing year over year while costs have been increasing.
- c) Town of Perth Court Cost Sharing Agreement with Lanark County:
 - o Revenues distributed to lower tiers are based on weighted assessment and not the location where the infractions took place.
 - o Revenues are paid to the lower tier municipalities twice a year.
- d) If revenues continue to decrease and costs continue to increase, then the Court would have to start billing the Townships.
- e) Perth Court is in favour of the POA administration for the start up of the County ASE program as it would increase their revenues but agrees that ultimately an AP program would be most beneficial to the County in the long term.

b) Reviewed list of CSZ's, School Zones, and areas of concern throughout the County

- Outstanding speed data required from the following Municipalities
 - o Town of Perth
 - o Town of Carleton Place
 - o Mississippi Mills Township
- List to be provided to Tanner Watts for review once all data from applicable zones has been collected.

5. New Business

- a) EORN provided an update on their plans to assist Municipalities in Eastern Ontario with implementing ASE:
- EORN seeking approval to request invitations for vendors contracts next week for the supply of cameras and applicable software.
 - EORN plans to operate a JPC for municipalities to assist in implementing ASE programs
 - EORN hopes to build a program similar to LAS
- b) Reviewed Proposed Speed Management Measures for the following locations: McDonalds Corners; Middleville; and Clayton (Tatlock Road)
- Middleville:
 - Install oversized speed signs
 - Trial flashing radar signs for “education” purposes
 - See attached proposed sketch.
 - Potential for implementation of physical measures in future rehabilitations such as gateway treatments.
 - McDonalds Corners:
 - Install oversized speed signs
 - Trial flashing radar signs for “education” purposes
 - Implements a 60 kph transitional speed zone as per the policy.
 - Tatlock Road, South of Clayton:
 - Install oversized speed signs
 - Implements a 60 kph transitional speed zone as per the policy

Suggested motion:

THAT the Lanark County Traffic Advisory Working Group (TAWG) approve the proposed speed management measures for Middleville, McDonalds Corners, and Clayton, as detailed above and shown on the attached sketches.

Moved by Ron Closs, Seconded by Dena Comley

CARRIED

6. Round Table Discussion

- Policy / By-Law would be required to be approved by Council for the implementation of ASE that would outline responsibilities, costs, and revenues for each Municipality.
- Discussion on possibility of Lower-tier municipalities purchasing their own cameras and retaining all proceeds from fines or a greater percentage.
 - To be discussed further and would require inclusion in the future policy.
- Discussion on the costs/revenues to be divided based on the # of eligible CSZ and school per Township.
 - Some Municipalities may not participate if they don't have a current speeding issue in an eligible zone.

- LAS to review the data to ensure that volumes warrant the use of ASE in all lower Tier Municipalities
(LAS review will offer insight)
- All updated information to be assembled and assessed by Tanner before next meeting.
- Moving forward, PW staff to provide the TAWG group information regarding all speed assessments whether denied or under investigation.
- Discussion on the TAWG sending out a media release to inform the public and interested stakeholder that the group is currently investigating the use of ASE.
 - This could provide an opportunity to collect feedback from the public.

7. Next Meeting Date:

- **February 19th 9:00 AM – 11:00 AM**
- **April 16rd 9:00 AM – 11:00 AM**

a) Proposed Agenda Items:

- Continued Review of ASE Zones,
- Presentation of LAS data Review
- Update on speed management requests

8. Action Items

- a) PW will continue with data collection within municipalities.
- b) PW to update chart to show School Zone vs CSZ
- c) PW to issue a Media Release for public/ stakeholder notification on the groups investigation into the use of ASE in CSZ and School Zones and request feedback.
 - Draft media release to be distributed to the group for review and approval prior to releasing.
 - PW will summarize public concern and questions and circulate with group members upon receipt.
- d) PW to notify Clerks and PW members regarding decisions relating to sign upgrades and speed transitional zones. (Speed management requests)

Meeting Concluded: 11:15 AM