



**COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, April 8th, 2025
5:30 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Keith Kerr

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

- i) **Public Meeting: Zoning By-Law Amendment(s) – March 4th, 2025 – attached, page 7.**

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on March 4th, 2025, be approved.”

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation: 2024 Septic System Re-Inspection Program Annual Report.**
Eric Kohlsmith, Mississippi-Rideau Septic System Office.
 - 2024 Re-Inspection Program Results Presentation – *attached, page 10.*
 - 2024 Sewage System Re-Inspection Program Report – *attached, page 18.*

Suggested Recommendation:

“THAT, the 2024 Septic System Re-Inspection Program Annual Report be received for information.”

6. PRIORITY ISSUES

- i) **Report #PD-2025-06 – Lanark County Official Plan Update – Aggregates – attached, page 54.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township approves the recommendations provided in Report #PD-2025-06 – Lanark County Official Plan Update – Aggregates;

AND THAT, Report #PD-2025-06 be provided to Lanark County.”

- ii) **Report #PD-2025-07 – Better Homes Lanark Program - Funding For Energy Audit – attached, page 60.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, a loan of up to \$600 to assist property owners with low income or energy poverty to cover the upfront cost of the energy audit for the Better Homes Lanark Program be provided by the Township;

AND THAT, this amount be payable back to the Township once the property owner’s application for the Better Homes Lanark Program is approved.”

- iii) **Report #FIN-2025-07 – 10-Year Capital Plan. – attached, page 67.**
Ashley Liznick, Treasurer.

- 10-Year Capital Plan Spreadsheets – attached, page 76.

Suggested Recommendation to Council:

“THAT, Report #FIN-2025-07 – 10-Year Capital Plan and 10-Year Capital Plan Spreadsheets, be received for information.”

- iv) **Report #FIN-2025-06 – 2025 Tax Rates – attached, page 87.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2025-06 – 2025 Tax Rates, be received for information.”

- v) **Report #PW-2025-07 – Drainage Superintendent – attached, page 95.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Request for Proposal (RFP) #2025-PW-003 - Engineering Services for Municipal Drainage & Drainage Superintendent be awarded to Robinson Consultants;

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

Suggested Recommendation to Council:

“THAT, Eldon Hutchins be appointed as Tay Valley Townships Drainage Superintendent,

***AND THAT,** the necessary By-Law be brought forward for approval.”*

- vi) **Report #PW-2025-08 – Maintenance Gravel - Tender Award – attached, page 98.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tender #2025-PW-005 for Maintenance Gravel be awarded to Thomas Cavanagh Construction Limited for the amount of \$760,690.43 for 2025 and 2026;

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

- vii) **Report #CAO-2025-12 - Recreation Activities, Programs and Services Overview – attached, page 102.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Report #CAO-2025-12 – Recreation Activities, Programs and Services Overview, be received as information.”

- viii) **Report 2024-10 – 2024 Municipal Report Card – attached, page 122.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Report #CAO-2025-10 – 2024 Municipal Report Card, be received for information.”

- ix) **Report #CAO-2025-11 – Mid-Term Strategic Plan Update – attached, page 136.**

Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Report #CAO-2025-11 – Mid-Term Strategic Plan Update, be received for information.”

- x) **Report #CAO-2025-13 – Lanark County OPP Detachment Police Services Board – Council Appointee – attached, page 143.**

Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, _____ for Tay Valley Township be appointed as the Council representative to the Lanark County OPP Detachment Police Services Board for the remainder of the term of Council.”

7. CORRESPONDENCE

- i) **25-04-02 – Council Communication Package – attached, page 146.**

Suggested Recommendation to Council:

“THAT, the 25-04-02 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.**

25-03-31 – Draft Committee of Adjustment Hearing Minutes – attached, page 150.

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

- iv) **Library Board.**

25-02-10 – Perth and District Union Public Library Board Minutes – attached, page 159.

- 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.**

25-02-14 – Draft Green Energy and Climate Change Working Group Minutes – *attached, page 161.*

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

25-03-18 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 165.*

25-03-10 – Draft Mississippi Valley Conservation Authority Board Minutes – *attached, page 168.*

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

25-02-27 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 181.*

25-02-27 - Rideau Valley Conservation Authority Board Minutes – *attached, page 183.*

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

25-02-19 – Draft Lanark County Traffic Advisory Working Group Minutes – *attached, page 196.*

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

MINUTES

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

Tuesday, March 4th, 2025

5:30 p.m.

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

ATTENDANCE:

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

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

Public Present: Anthony Boyle, Owner/Applicant

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

3. APPLICATION

i) **FILE #ZA24-11: Anthony Boyle
1414 Ennis Road
Part Lot 10, Concession 10
Geographic Township of Bathurst**

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

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

b) **APPLICANT COMMENTS**

The applicant was present.

A. Boyle expressed that in support of the approval of the application, the bunkie could be removed in favor of a smaller shed with no deck.

The Planner noted that condition could be put into the site plan control agreement.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

The Planner proposed that the amendments to Zoning By-Law No. 02-121 be approved.

4. ADJOURNMENT

The public meeting adjourned at 5:47 p.m.

DELEGATIONS & PRESENTATIONS

2024 Re-Inspection Results



Tay Valley Township






1

Participation

Mandatory	
Lake	Properties
Christie	165
Davern	11
Farren	11
O'Brien	13
Total	200

200 re-inspections were completed on 4 Lakes

3 Water access inspections completed

66% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;

20 (10%) system replacements were identified

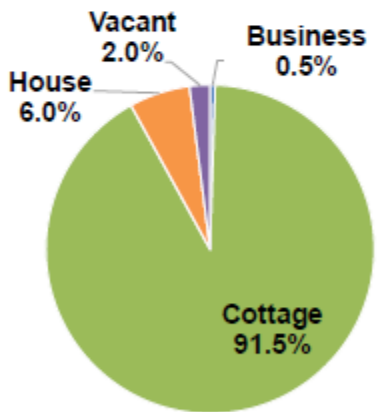
2

Inspection Schedule

Ward	Three year cycle
North Burgess	2023
South Sherbrooke (South of Concession 7) and Christie Lake	2024
Bathurst and South Sherbrooke (North of Concession 6)	2025



3



Property Use

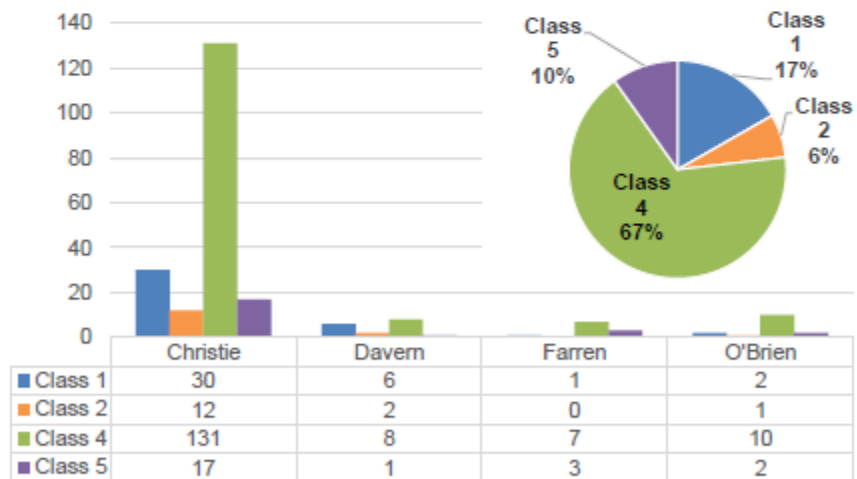
4



Filter Maintenance

40% of Class 4 systems had an Effluent Filter


5



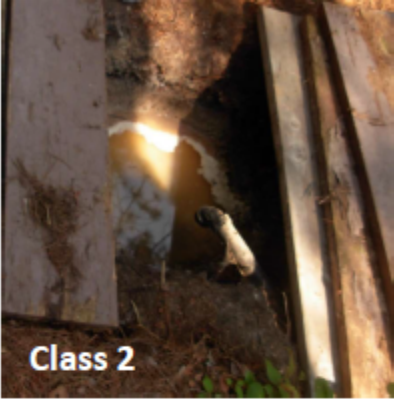
Types of Systems

6


Class 1



Class 2



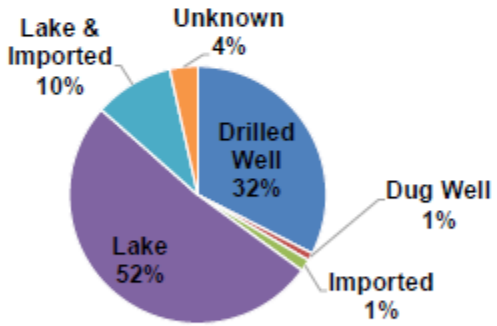
Class 3





Types of Systems

7

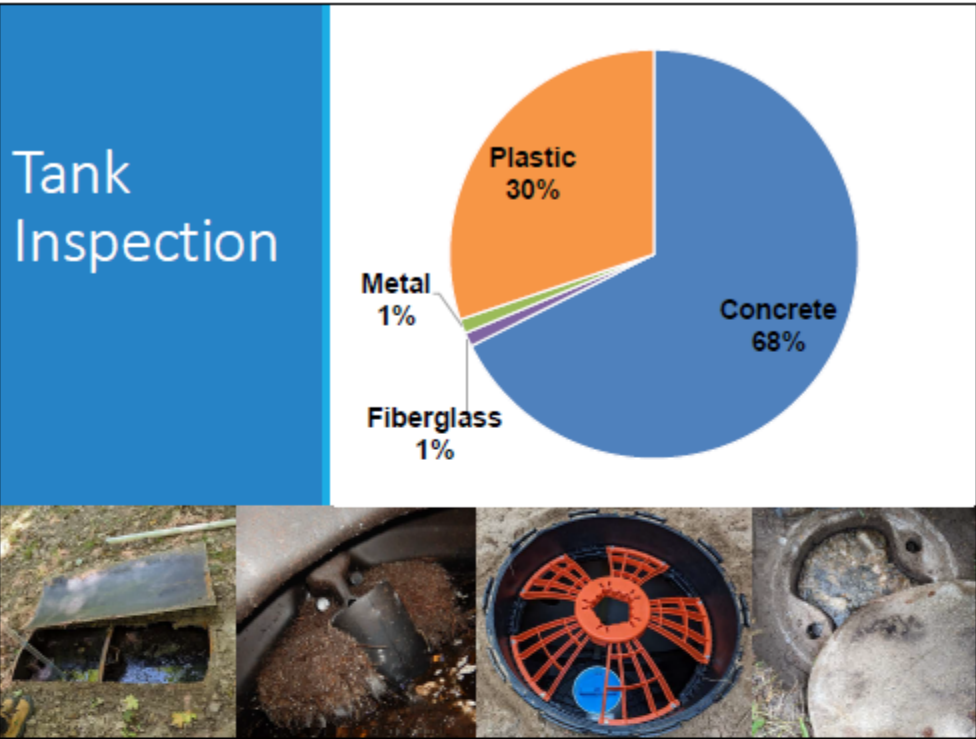
Water Source



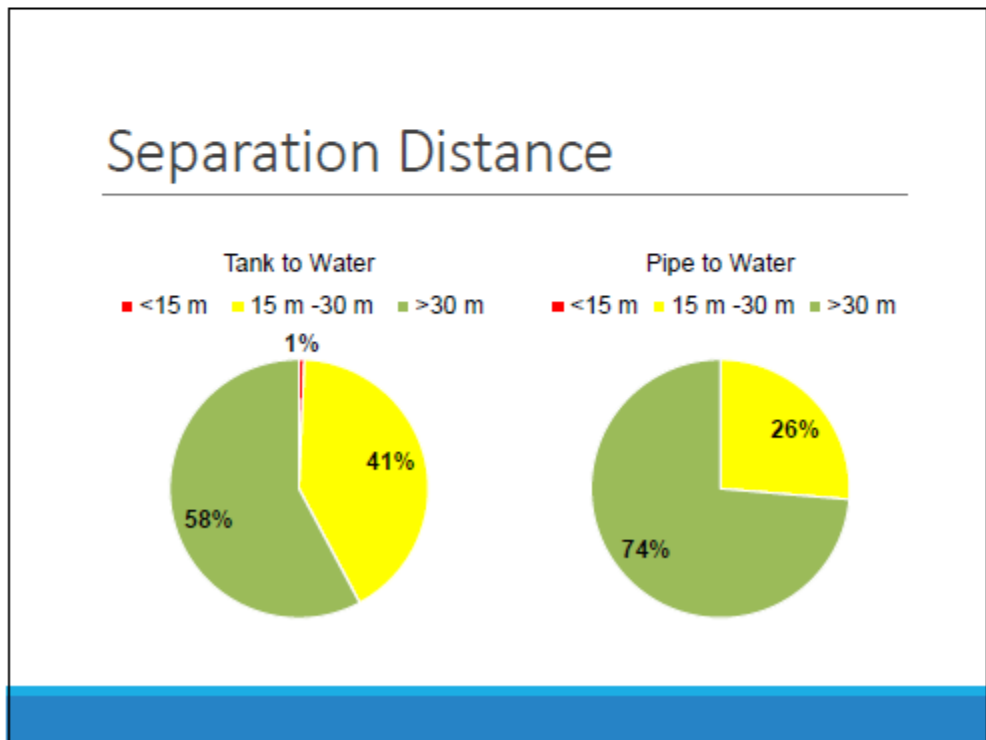
Water Source	Percentage
Lake	52%
Drilled Well	32%
Lake & Imported	10%
Unknown	4%
Dug Well	1%
Imported	1%

8



9



10

System Status – at the time of Inspection

No Concern	<ul style="list-style-type: none">No operational and/or maintenance issues identified.
Remedial Work	<ul style="list-style-type: none">Operational and/or maintenance issues were identified.
More Information Required	<ul style="list-style-type: none">One or more questions arose regarding the system(s)
System Repair/Replacement	<ul style="list-style-type: none">On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

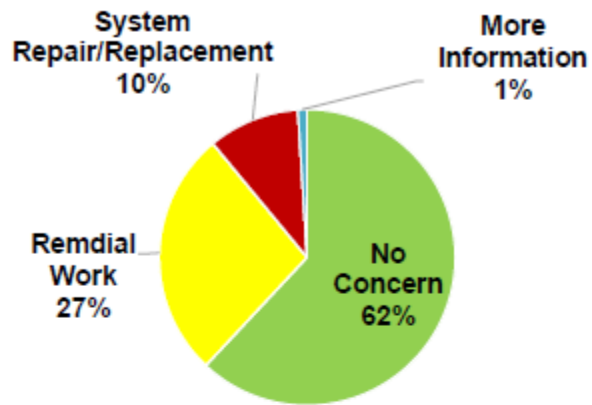
11

System Status



12

System Status



13



	Christie	Davern	Farren	O'Brien
No Concern	102	7	8	7
Remedial Work	45	1	2	6
System Repair/Replacement	16	3	1	0
More Information	2	0	0	0

System Status – per Lake

14

Pump out required	33
Baffles require maintenance (broken/missing)	17
Roots in tank	11
Vegetation/debris on leaching bed	4
Effluent level of tank	5
Filter cleaned/to be cleaned	62
Tank Corrosion	5
Class 1 and Class 2 issues	2
Recommend Alarm	2
Recommend Risers	2
Total	143

System Deficiencies

15

Thank you


MississippiRideau
 SEPTIC SYSTEM OFFICE
 c/o Mississippi Valley Conservation
 10970 Highway 7, Carleton Place, ON K7C 3P1
 tel 613-253-0006 ext. 254 cell 613-913-7570 fax 613-253-0122
 ekohsmith@mvc.on.ca

Eric Kohlsmith
 Septic Inspector


 Mississippi Valley
 Conservation Authority


 RIDEAU VALLEY
 CONSERVATION AUTHORITY

16



2024 Sewage System Re-inspection Program

Prepared For Tay Valley Township
Prepared By Eric Kohlsmith, MRSSO
March 24, 2025



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Executive Summary

For 2024, inspections were completed within South Sherbrooke and Bathurst with 165 completed on Christie Lake, 11 on Davern Lake, 11 on Farren Lake, and 13 on O'Brien Lake, for a total of 200 inspections completed on 189 properties.

Properties owners were mailed a property owner package to notify their property was selected for the re-inspection program and provided an inspection appointment within the package. Property owners were given the opportunity to arrange a new appointment, if required. Participants were asked to return the questionnaire, included in the property owner information package, to the Mississippi Rideau Septic System Office (MRSSO). Once received, the administration staff entered the questionnaire in our database as being returned. Properties that did not have returned questionnaires were visited on the scheduled appointment date. If no property owner was home at the time, a notice was left onsite requesting the owner to reschedule.

The inspections began on May 28, 2024, and the last inspection was completed on November 1, 2024. Most of the inspections were completed in June, July and August; months when cottagers are most likely to be present.

As a result of the program, 124 systems were identified as having no concern, 54 systems requiring remedial work, 2 required more information and, 20 system replacements required.

In conclusion, the MRSSO:

- Conducted 200 septic re-inspections in 2024,
- Conducted 3 water access inspections,
- Met onsite with 66 % of property owners for the inspection,
- Identified 20 (10 %) systems requiring replacement.

1 Introduction

A working sewage system is an integral part of any home or cottage not serviced by the municipal sewer. As such, proper maintenance and operation of the sewage system is essential to the continued life of the system. A Septic Re-Inspection Program provides:

1. Participants with information and advice regarding the proper operation and maintenance of their septic system.
2. A proactive approach to identifying risks to human health or the natural environment.
3. A database of inspected existing septic systems that can be used as a planning tool for municipalities.

Malfunctioning on-site sewage systems can have both human health and environmental impacts beyond the property on which it is located. Nutrient and bacteria-rich effluent can travel through soil and rock fractures to surface water bodies, and ground water sources. Contamination of surface water can cause excessive aquatic plant growth, depletion of oxygen in lakes, and impact the natural habitat for aquatic species. Ground water contamination can cause illness and even death. This makes it crucial that property owners be aware of the location and operation of their septic system. Under the Ontario Building Code, it is the property owner's responsibility to ensure that their sewage system is working properly, not only for their health, but also that of the surrounding community and environment.

The Tay Valley Township has led the way locally for the sewage system re- inspection program as well as other initiatives that work towards protecting the quality of surface and ground water. Since the sewage system re-inspection pilot program on Christie Lake was initiated in 2000, the Township has now conducted approximately 3,400 waterfront inspections. The program combines the education of the homeowner regarding the maintenance of their sewage system with an inspection component. A follow-up component is also essential to ensure that the program effectively manages identified sewage system problems.

The authority to conduct mandatory inspections of sewage systems is provided by s.34 (2)(b) and 34 (2.1) of the *Building Code Act* and Div. C 1.10.1 of the *Ontario Building Code*. The program Authority can be found in Appendix D.

In 2012, Tay Valley Township implemented a Mandatory Maintenance Inspection program on seven lakes within the municipality (Appendix D), at the request of the Lake Associations. In 2016 the By-Law was amended to include Little Silver and Rainbow Lakes in the Mandatory re-inspection program, bringing the total number of lakes to nine. In 2023 the septic system re-inspection program was expanded to be mandatory for all waterfront properties within Tay Valley Township and lots within the Maberly Pines Subdivision.

The sewage system re-inspection program for 2024 began by selecting properties to be involved, contacting property owners, and informing them of the inspection to take place. A site visit was made (Appendix B) and an inspection report was filled out and the owner was notified of any deficiencies to be rectified.

In 2024, the MRSSO continued the use of electronic reporting. Property owners were provided the option of receiving the report by email or printed onsite.

The results of the 200 inspections completed on 189 properties in 2024 were compiled and this report is the culmination of those efforts.

2 Program Implementation

2.1 Property Selection Protocol

Participants were selected using CGIS, the Township's GIS database program, based on the following criteria:

- Properties that either have a septic permit that is 10 years or greater or does not have permit information, has not been re-inspected in the past, and is not undeveloped.
- Are due for a re-inspection after 10 years.

A property selection protocol for CGIS was developed (Appendix E) to ensure the accuracy of the property selection process.

2.2 Inspection Schedule

With the expansion of the program, the MRSSO developed a 3-year rotation schedule roughly based on the former Townships to try and balance the number of inspections each with the goal of completing 200 inspections each year. Figure 1 below outlines the approximate areas to be inspected each year.

Figure 1 Inspection schedule

Ward	Three year cycle
North Burgess	2023
South Sherbrooke (South of Concession 7) and Christie Lake	2024
Bathurst and South Sherbrooke (North of Concession 6)	2025

2.3 Scheduling

Properties owners were mailed a property owner package (Appendix A) to notify them that their property was selected for the re-inspection program and provided an inspection appointment within the package. The property owner package includes:

- Letter from the Township
- 5-Step procedure letter from MRSSO
- Questionnaire from MRSSO

Property owners were given the opportunity to arrange a new appointment, if required. Participants were asked to return the questionnaire, included in the property owner information package, to the Mississippi Rideau Septic System Office (MRSSO). Once a

participant contacted our office, either by returning the questionnaire, calling, faxing, emailing, or completing the online questionnaire, the information was recorded in the database under four different categories:

- Questionnaire returned with appointment.
- Questionnaire returned without appointment.
- Appointment without a Questionnaire.
- Removed from list (permit number or reason recorded).

Properties that did not have returned questionnaires were visited on the scheduled appointment date. If no property owner was home at the time, a notice was left onsite requesting the owner to reschedule. A total of 201 property owner packages were mailed out (Appendix A) and 200 inspections were completed on 189 properties. Eleven properties were removed from the list for the following reasons:

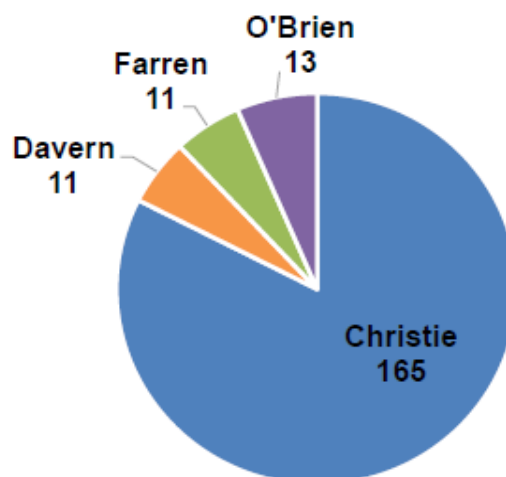
- Vacant parcel
- New System in last 10 years
- Inspection completed by 3rd Party
- MECP system – over 10,000 L/day

3 Results and Discussion

3.1 Distribution of Sewage System Re-inspections

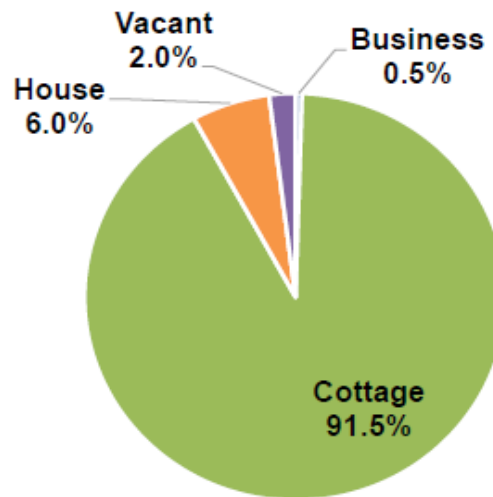
The re-inspection program resulted in 200 inspections completed on four waterbodies completed (Figure 2).

Figure 2 Properties Inspected per Lake



From information collected through the questionnaire, records of mailing addresses, and observations at the time of the inspection, the primary property uses identified were cottage and house. Figure 3 illustrates 1 business, 183 cottages, 12 houses (residential properties) and 4 vacant properties were inspected. The vacant properties had sewage systems on site without dwellings. While residential properties consistently generate more wastewater and have the potential to contribute more nutrients to the environment, seasonal properties often have older, under sized systems that experience peak flows, which could lead to a greater environmental impact. Therefore, a mix of both seasonal and residential properties is desirable.

Figure 3 Property Use



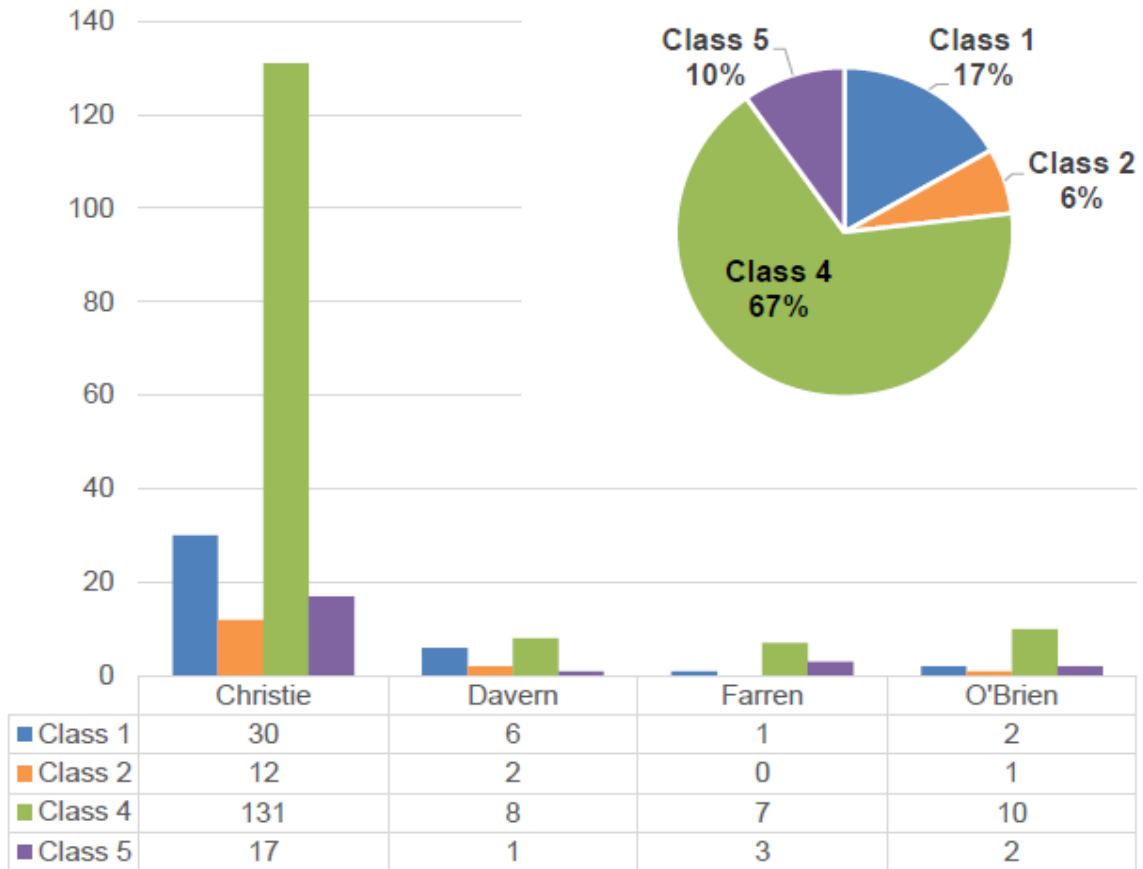
3.2 Class of Sewage System

There are five classes of sewage systems identified in Part 8 of the OBC as outlined below.

- Class 1** - Earth Pit, Vault, Pail and Portable Privies, Composting Toilets
- Class 2** - Greywater Systems
- Class 3** - Cesspools
- Class 4** – Septic Tank and Leaching Bed
- Class 5** – Holding tanks

Figure 4 displays the primary type of sewage system for each property where it was known, either from the visual inspection, or from information provided by the homeowner.

Figure 4 System Class per Lake



It is not uncommon, and many times it is necessary, for properties to have more than one class of system onsite. For instance, if the primary class of system is a privy (Class 1), then generally a Class 2 system is required for greywater treatment. It is strongly recommended that property owners with a Class 4 or Class 5 system direct all sources of greywater to that system unless otherwise approved.

3.3 Class 4 and Class 5 Systems

The most prevalent Class of sewage system inspected was the Class 4, with 156 systems inspected. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types leaching fields of Class 4 systems.

Very stringent requirements are identified in the OBC for allowing the installation of a Class 5 system (holding tank). One of those requirements is that it can be installed only when no other type of Class 4 system, meeting the OBC requirements, can be placed on the property. Twenty-three holding tanks were identified during the 2024 re-inspection program.

3.4 Class 1, 2, and 3 Systems

Class 1 and 2 systems comprised 23% of all systems inspected with 39 Class 1's, and 15 Class 2's. No Class 3 systems were found during the 2024 season. These systems are adequate options for protecting the environment when designed and installed correctly. The construction of Class 2 or 3 system requires a permit. Class 1 systems do not require a permit to construct, but they need to meet the minimum requirements under the OBC, and applicable law and these requirements are enforced.

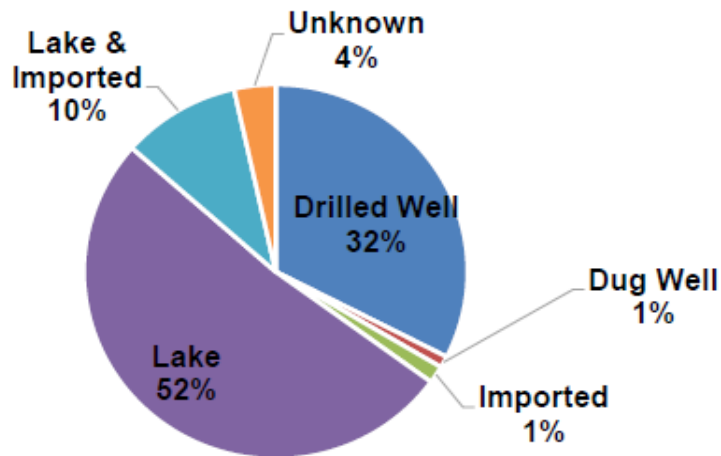
A Class 3 system is required when a Class 1 system requires waste or effluent to be removed. They are commonly required with composting toilets that are outfitted with an overflow, emergency or other. Class 3 systems can only receive waste from Class 1.

Typically, Class 1,2, or 3 systems do not provide pre-treatment of wastewater prior to entering the ground and therefore should be considered for use in temporary or very low-use conditions. If these systems are located too close to water they can have a significant impact on water quality during seasons of peak use.

3.5 Wells and Drinking Water

Information was collected during the field inspection on the source of drinking water, and water treatment practices of the property owners. During the visual inspection, if a pipe pumping water from the water body was visible, and no well was located, then the water source was assumed to be the lake (or river). If no pipe was visible and a well was located, then the water source was recorded as a well. Water source indicated as "unknown" means the water source could not be determined at the time of the inspection. Information provided by the property owner is more accurate than that found during the visual inspection and is preferable to identifying the water source on-site. Figure 5 illustrates the percentage and type of water supply systems.

Figure 5 Water Source

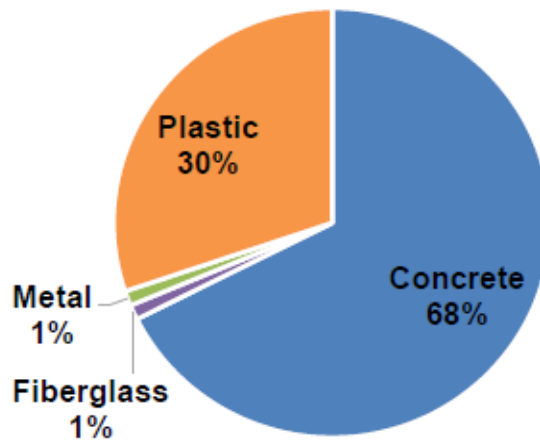


Property owners are encouraged to utilize the free drinking water testing provided by the Leeds, Grenville and Lanark Health Unit. Sample bottle pick up and drop off locations can be found on the Health Units website. Although free testing is available, many property owners do not test their drinking water regularly.

3.6 Tank Inspection

During the inspection of septic and holding tanks, the tank material was recorded. If the tank was not uncovered for the re-inspection, the tank material was determined by using a soil probe. Of the 200 systems inspected, there were 179 septic or holding tanks. Figure 6 shows the breakdown for the common tank materials found: concrete, plastic, fiberglass and metal.

Figure 6 Tank Material



As a result of the re-inspection program, it was observed that **5%** of concrete septic tanks had signs of corrosion (Photo 1). Concrete corrosion is generally caused by a build of gases (from normal operation) reacting with the concrete. The corrosion can cause baffles to fall off, effluent to escape around the outlet pipe and the tank to become structurally unsafe.



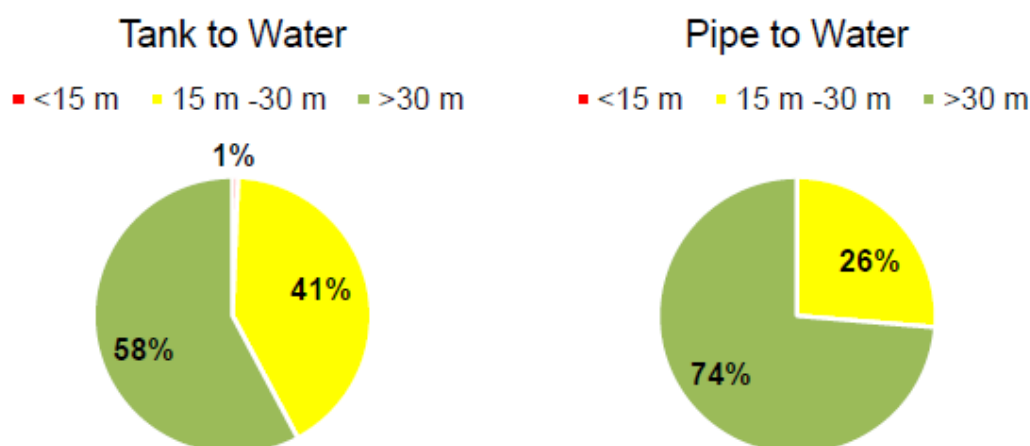
Photo 1 Concrete Corrosion around Outlet Baffle

3.7 Separation Distances

Horizontal separation distances are measured from the dwelling, lot line, well and shoreline to the sewage system components. Figure 7 represents the separation distance measured from septic/holding tanks and leaching bed to the surface water. The measurements were sorted into three categories:

- Less than 15m (<15m) – Does not meet OBC or Official Plan requirements.
- Between 15m – 30m – Meets OBC but does not meet Official Plan requirements.
- Greater than 30m (>30m) – Exceeds OBC and meets Official Plan requirements.

Figure 7 Separation Distance –Tank and Leaching Bed to Water



Although a reduced separation distance does not necessarily provide evidence of ground or surface water contamination, it is important to recognize that these systems are present.

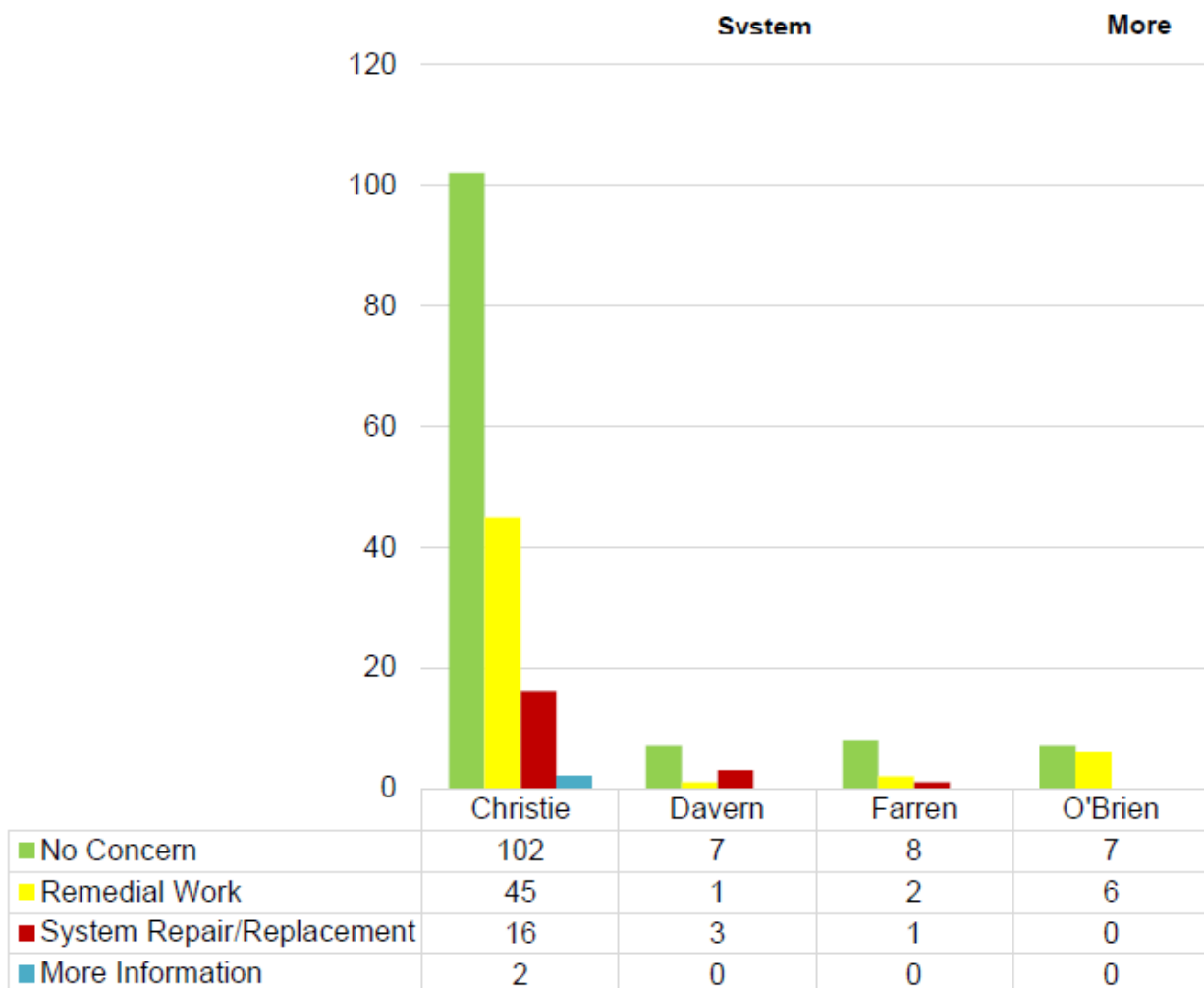
3.8 Sewage System Status

When completing an inspection of the existing sewage system the MRSSO has developed the following terms to identify the overall sewage system status or condition, as shown in Figure 8:

- **No Concern** – At the time of inspection there were no operational and/or maintenance issues identified.

- **Remedial Work Required** – At the time of inspection operational and/or maintenance issues were identified. These issues generally do not require a permit to remedy.
- **More Information Required** – At the time of inspection one or more questions arose regarding the class of system, location of components, water source, pumping, maintenance and/or operation of the system.
- **System Repair/Replacement Required** – At the time of inspection it was determined that the on-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

Figure 8 System Status – Mandatory Program



Every septic system requires regular maintenance to ensure it is operating efficiently and safely. System deficiencies are generally classified as a remedial work items. Table 1 illustrates the most common deficiencies found during the re- inspection program.

Table 1 System Deficiencies

note: some properties have more than one sewage system maintenance issue.

Pump out required	33
Baffles require maintenance (broken/missing)	17
Roots in tank	11
Vegetation/debris on leaching bed	4
Effluent level of tank	5
Filter cleaned/to be cleaned	62
Tank Corrosion	5
Class 1 and Class 2 issues	2
Recommend Alarm	2
Recommend Risers	2
Total	143

3.9 Follow-up and Enforcement

Once the re-inspection is completed, the MRSSO provides the property owner a copy of the report by email or in-person (printed on-site). The report provides information on the system(s) operation and maintenance. Based on the outcome of the inspection a follow-up inspection may be scheduled.

Follow-up inspections include site visits, compliance letters and Order to Complies. The type of enforcement is determined by the severity of the issue. Orders to Comply are issued under the Building Code Act s.15.10.1.(2).

Sewage Systems found to be malfunctioning or posing a risk to human health or the environment will require repair or full replacement. All 20 systems requiring repair/replacement are on seasonal properties. Property owners have been informed of the concerns identified during the re-inspection. Of the 20 systems identified, 8 were Class 4 system (with 4 replacements underway), 6 Class 1 systems, 5 Class 2 systems and 1 Class 5 system. The remaining property owners will receive an Order to Comply, requiring work to be completed by July 1, 2025.

4 Conclusions

The 2024 program completed inspections of 200 sewage systems on Christie Lake, Davern Lake, Farren Lake, and O'Brien Lake; 3 of which were water access properties. Of the 200 systems inspected, 124 systems were identified as having no concern, 54 systems requiring remedial work, two required more information, and 20 systems required replacement. It should be noted that the age of a system was not a significant factor in deficiencies identified. In turn, the diligence of the property owner regarding the operation and maintenance of their system had a greater impact on the deficiencies identified.

Interaction with property owners during the re-inspection program this year was very positive. Approximately 66% of property owners were able to be present during the re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Having homeowners excavate their tanks prior to re-inspection will be continued in the 2025 re-inspection season. This enabled a much more efficient re-inspection process.

Continued emphasis will be placed on attending Lake Association functions and offering information seminars to the public regarding changes to the program and the maintenance and operation of sewage systems within the Township. The MRSSO presented at the Black Lake Property Owners Association AGM in July of 2024. The opportunity to hear the concerns of waterfront properties and address misconceptions regarding sewage systems and the re-inspection programs is beneficial in promoting the proper maintenance and operation of sewage systems and identifying areas of concern.

The MRSSO's continued commitment to the property owners of Tay Valley Township is to provide fair, accurate and timely service. It is hoped that the momentum of the sewage system re-inspection program continues in the coming years, as it is a valuable asset to the health of the environment and the community.

Appendix A Property Owner Package

10970 Hwy. 7, Carleton Place, ON K7C 3P1
T (613) 253-0006 F (613)253-0122 mrsso@mvc.on.ca



Mailing Address

Date

5 Easy Steps to Your Mandatory Sewage System Re-Inspection Program

We are pleased to provide free re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

Here are the five steps of the Septic Re-inspection Program — from start to finish.

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Scheduled appointment

The re-inspection of your property at **LOCATION** is mandatory and will be conducted on **DATE**. If you would like to arrange an alternative inspection appointment, please contact our office - 613-253-0006 ext. 256 or mrsso@mvc.on.ca.

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Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$80 (\$40/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed, **upon request** (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank.

Please do not pump a septic tank before the re-inspection.

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents
 - **Please do not pump a septic tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A septic re-inspection status card will be left for the property owner and a copy of the septic re-inspection report will be emailed or mailed to the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator
613-253-0006 ext. 256
mrssso@mvc.on.ca

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SEWAGE SYSTEM RE-INSPECTION IS AN IMPORTANT PART OF COUNCIL'S ENVIRONMENTAL STRATEGY

May 2024

For over twenty years Tay Valley Township has had a voluntary septic re-inspection program. Mandatory Re-inspections resulting from the *Clean Water Act* have been undertaken in Tay Valley on nine of the lakes for more than ten years. A properly functioning septic system is an integral part of a healthy lake environment. Improperly maintained systems can be a significant contributor of nutrient and bacteriological pollution to an adjacent water body. The Septic Re-Inspection Program is aimed at achieving a better understanding of system function, increasing owner education and preventative measures. The implications of poor maintenance are costly to the owner and to the community. Our program history shows owners are committed to protecting their lake lifestyle, as is the Township.

Based on the success of the mandatory septic reinspection program, in the spring of 2023, Tay Valley Council voted to expand the mandatory program to include all lakes and rivers in the Township, as well as the properties in the Maberly Pines Subdivision. Your property is therefore, included in the Tay Valley Township Mandatory Septic Re-Inspection Program for 2024. To protect the water quality of your lake and groundwater, you may schedule an appointment with the Mississippi Rideau Septic System Office (MRSSO) for the inspection at no cost to you. If you choose, you may be present for the inspection, but if it is not convenient you are not required to be present for the inspection. Alternatively, you may hire a third-party certified inspection service to do the inspection.

Please see the attached Septic Re-inspection Procedure for instructions on preparing for the inspection including filling out and returning the enclosed questionnaire.

Your active involvement in the Septic Re-Inspection Program begins with filling in the accompanying questionnaire to the best of your ability. After the re-inspection is completed, advice on proper maintenance will be provided both in person and in the report left onsite. If necessary, the MRSSO will initiate a dialogue and define an action plan with owners of systems deemed to be a concern to the environment or to public health. Owners of systems found to be installed, operating and maintained properly, but which are not in compliance with current requirements of Part 8 of the *Ontario Building Code* will be advised the system is likely to require upgrade or replacement prior to further site development. Funding assistance may be available for septic replacement depending on eligibility criteria.

Page 1 of 2

Any comments regarding the Program in general or Council's strategy can be directed to Noelle Reeve, the Township Planner, at planner@tayvalleytwp.ca . Program specifics or questions about your involvement in the Program should be directed to Eric Kohlsmith, at the MRSSO, (613) 253-0006 option 3.

On behalf of Council, thank you in advance for your co-operation.

Noelle Reeve, Planner
Tay Valley Township

PROGRAM AUTHORITY:

The Province of Ontario has delegated the responsibility to regulate on-site sewage systems (with total daily design flow of less than 10,000 litres per day) to municipalities. The authority to do so is found in Part 8 of the *Ontario Building Code* which defines a sewage system as a "building". A sewage system that is discharging effluent onto the surface of the ground, or that has not been maintained or operated in accordance with the *Code* is determined to be an unsafe "building". Any remedial action required will be addressed pursuant to the *Ontario Building Code*.

PERSONAL INFORMATION:

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to facilitate communication between the Township, MRSSO and individual property owners. Questions about the collection of information should be directed to the Clerk at clerk@tayvalleytwp.ca or 217 Harper Road, Perth, ON, K7H 3C6.

Questionnaire

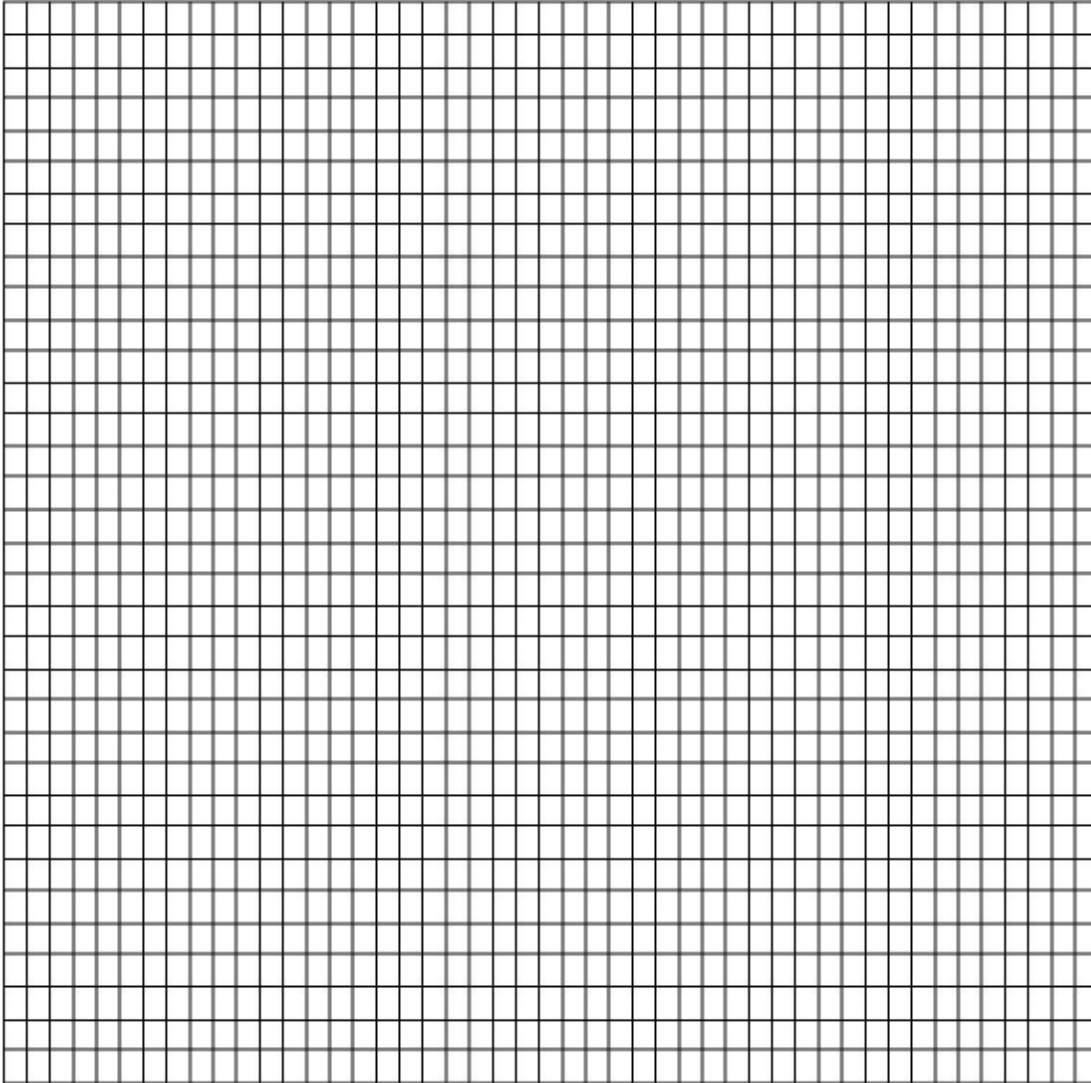
Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as 'Correction' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

Property Owner			Correction – New Property Owner, Spelling of Name...		
Mailing Address			Correction – New Mailing Address...		
Telephone Number ()	Alternate Number ()		Email Address		
Re-Inspection Property Location	«Address»		Length of Ownership		Lake Name
					«Lake»
Roll Number			Property Size	# Bedrooms	Floor Area
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>
Directions to Property			Do you require assistance locating/excavating your tank?*		
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
General Location of Tank			* There is a maximum charge of \$40 for this service		
			Inspection Date		
Sewage System Type	Class 1 <input type="checkbox"/> Privy/Outhouse)	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	
				Sewage Pump	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Last Pump out			Pump Out Frequency		
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other-	
Privy Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Other-	
Date System(s) Installed			Sewage System Permit #		
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Treatment	

Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Site Sketch

Please include the **locations** as well as the distances between any **septic components** (tank, bed, privy, greywater pit), **structures** (house, shed, garage), **water bodies** (lakes, rivers, creeks, wetlands), **farming activities, or wells.**



Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Appendix B Description of a Site Inspection

Tank Inspection

The septic tank is located first by visually inspecting the property for signs of a system, using metal probes and information provided by the property owner. Once the tank was located both the inlet and outlet access ports are uncovered, and the soil placed on a tarp for tidiness. The lids are removed using a crow bar or shovel to 'crack' it open, or break the seal which forms over time if it is a concrete lid. The lids are lifted off with a 'J-hook', a long handled hook which allows two people, on either side of the lid to safely and easily lift off the heavy lid.

A visual inspection of the tank condition is made, and a measurement of the solids content is taken. A sludge judge is used for to take the measurement and is essentially a clear plastic tube with a ball valve on the bottom and 1 foot increments marked on the side of the tube. The judge is lowered into the first chamber of the tank and a cross section of the contents in the tank is obtained. The judge is then pulled out of the tank and the depth of the solids is noted. Often the ball valve plugs up and the contents run out of the bottom. In that case the solids in the bottom are felt by a change in density and the depth is noted.

A visual inspection of the baffles is done as well as a check that the partition wall is in working order. If the solids in the second chamber are as high as the first chamber it can be an indication that the partition wall has suffered some damage. We also check for roots in the tank, and look for the presence of effluent filters before replacing the lids and restoring the area to its original condition.

One of the most frequent questions a homeowner asks is "How often should I pump my tank?" Most government documents and information publications suggest that a septic tank should be pumped out every 3-5 years. Another resource is the OBC, which requires that a septic tank be pumped out when the sludge and scum occupy 1/3 of the working capacity of the tank (8.9.3.4.(1)). This will prevent the sewage from traveling too quickly through the septic tank, not allowing the solids and fats to properly separate from the effluent. To give the homeowner, on an individual basis, an estimation of the frequency for pumping out their septic tank, the depth of sludge and scum was measured during the tank inspection.

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (≈2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3,790 (≈3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Estimated Septic Tank Pumping Interval in Years

Visual Re-Inspection

The visual re-inspection consists of a walk around the property looking for water sources, sewage systems or any suspicious things such as pipes to the surface. Measurements are taken between the sewage system components and water bodies, as well as to water sources. A GPS reading is taken at the shoreline, all sewage system components, and wells.

The operation or failure of the bed was assessed by looking for conditions of lush vegetation, wet areas, surface discharge, tree or root growth, side slopes and erosion control.

Appendix C Ontario Building Code References

System Classification

Class 1 – all privies (portable, earth pit, vault, chemical, incinerating and composting). Class 2 – a greywater system

Class 3 – a cesspool

Class 4 – a leaching bed system

Class 5 – a holding tank

8.1.2.1(1)

Minimum Clearances for Classes 1, 2 and 3

8.2.1.5(1)	Horizontal distance (m) from a well with watertight casing to a depth of at least 6m	Horizontal distance (m) from a spring used as a source of portable water or well other than a well with watertight casing to a depth less than 6m	Horizontal distance (m) from lake, river, pond, stream, reservoir or spring not used as a source of portable water	Minimum horizontal distance to property line
<i>Earth Pit Privy</i>	15	30	15	3
<i>Privy Vault</i>	10	15	10	3
<i>Pail Privy</i>				
<i>Greywater System</i>	10	15	15	3
<i>Cesspool</i>	30	60	15	3

Minimum Clearances for Treatment Units

Structure	1.5m
Well	15m
Lake	15m
Pond	15m
Reservoir	15m
River	15m
Spring	15m
Stream	15m
Property Line	3m

Minimum Clearances for Distributing Pipes

Structure	5m
Well with a watertight casing to a depth of 6m	15m
Any other well	30m
Lake	15m
Pond	15m
Reservoir	15m
River	15m
A spring not used as a source of potable water	15m
Stream	15m
Property Line	3m

Minimum Clearances for Holding Tanks

Structure	1.5m
Well with a watertight casing to a depth of 6m	15m
Any other well	15m
Spring	15m
Property Line	3m

Appendix D Program Authority

Interpretation of Authority for Discretionary Maintenance Inspection Program

A municipality can pass a bylaw under **(7(1)(b.1))** the Building Code Act, to establish and govern a program that is subject to regulations made under **(34(2.1))** the Building Code Act and to enforce standards prescribed by **(34 (2)(b))** the Building Code Act as well.

Division C, Section 1.10 of the Ontario Building Code is the regulation that was established through the Building Code Act **(34 (2)(b))** and **34 (2.1))** on January 1, 2011.

Interpretation of Mandatory inspections for Discretionary Maintenance Inspection Programs

When a Discretionary Maintenance Inspection Program is established, article **1.10.1.2** outlines that the program applies to **all sewage systems** (Class 1 thru 5) in the area affected (waterfront properties) and an inspector **shall inspect all sewage systems affected by the program**.

Building Code Act and Ontario Building Code references

Section 1.10. Sewage System Maintenance Inspection Programs

1.10.1 Discretionary Maintenance Inspection Programs

1.10.1.1 Scope

(1) This Subsection governs, for the purposes of subsection **34 (2.1)** of the Act, maintenance inspection programs established under clause **7 (1) (b.1)** of the Act in respect of sewage systems.

Discretionary maintenance inspection programs

34 (2.1) The Lieutenant Governor in Council may make regulations governing programs established under **clause 7 (1) (b.1)**, including regulations,

- a) governing the classes of buildings and area affected by a program;
 - b) governing the type and manner of inspections that are conducted under a program and the frequency of the inspections;
 - c) authorizing the principal authority that establishes a program, as an alternative to conducting an inspection, to accept a certificate, in a form approved by the Minister, that is signed by a person who belongs to a class of persons specified by the regulations and that confirms that the person has conducted an inspection and is of the opinion that the building that was inspected complies with the standards prescribed under clause (2) (b) that are enforced by the program.
- 2006, c. 22, s. 112 (11)

Standards for existing buildings

34 (2) The Lieutenant Governor in Council may make regulations to establish standards

that existing buildings must meet even though no construction is proposed, including regulations,

- a) prescribing any or all of the matters set out in subsection (1) as applicable to existing buildings;
- b) establishing standards for maintenance, retrofit, operation, occupancy and repair;**
- c) prescribing standards related to resource conservation and environmental protection; and
- d) prescribing standards, methods and equipment for the inspection, cleaning, disinfecting and emptying of sewage systems. 1992, c. 23, s. 34 (2); 1997, c. 30, Sched. B, s. 17 (5); 2006, c. 22, s. 112 (10).

By-laws, resolutions, regulations

7. (1) The council of a municipality or of an upper-tier municipality that has entered into an agreement under subsection 3 (5) or a board of health prescribed for the purposes of section 3.1 may pass by-laws, a planning board prescribed for the purposes of section 3.1 may pass resolutions and a conservation authority prescribed for the purposes of section 3.1 or the Lieutenant Governor in Council may make regulations, applicable to the matters for which and in the area in which the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Province of Ontario, respectively, **has jurisdiction for the enforcement of this Act, (b.1)** subject to the regulations made under subsection **34 (2.1)**, establishing and governing a program to enforce standards prescribed under clause 34 (2) (b), in addition to any programs established under subsection 34 (2.2);

1.10.1.2 Application and Inspections

- a) A maintenance inspection program referred to in Sentence 1.10.1.1.(1) shall apply to all sewage systems in the area affected by the maintenance inspection program.
- b) A maintenance inspection program referred to in Sentence 1.10.1.1.(1) shall provide that, subject to Article 1.10.1.3., an inspector shall inspect all sewage systems affected by the maintenance inspection program for compliance with the standards prescribed under clause 34 (2) (b) of the Act in relation to sewage systems that are enforced by the program.

Also see Tay Valley Township By-Law # 2012-009 as amended

Appendix E Property Selection Protocol

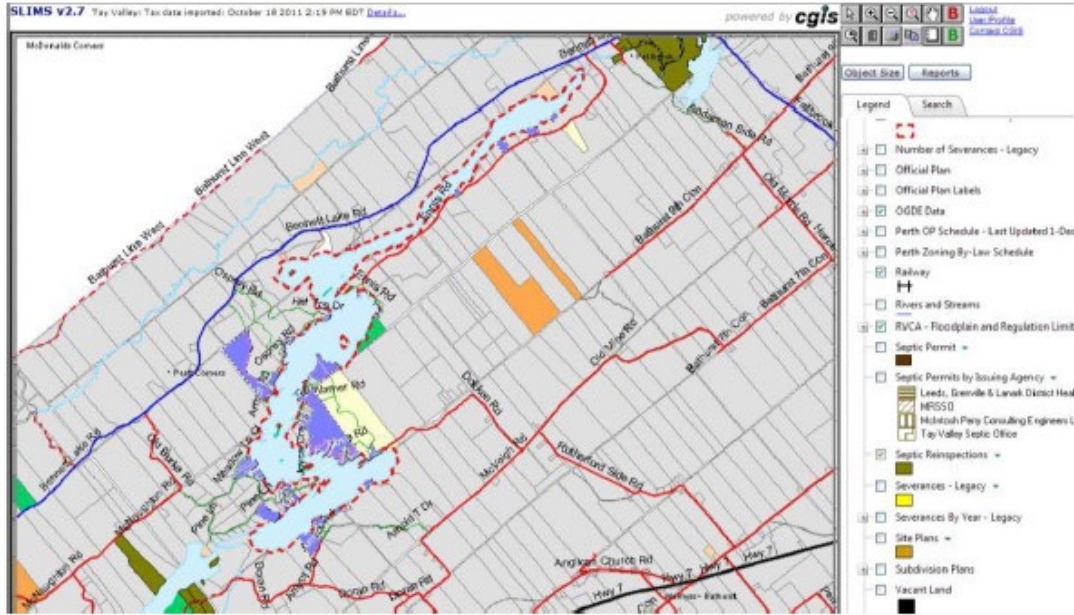
Tay Valley Township:

Septic Re-Inspection Property Selection Protocol

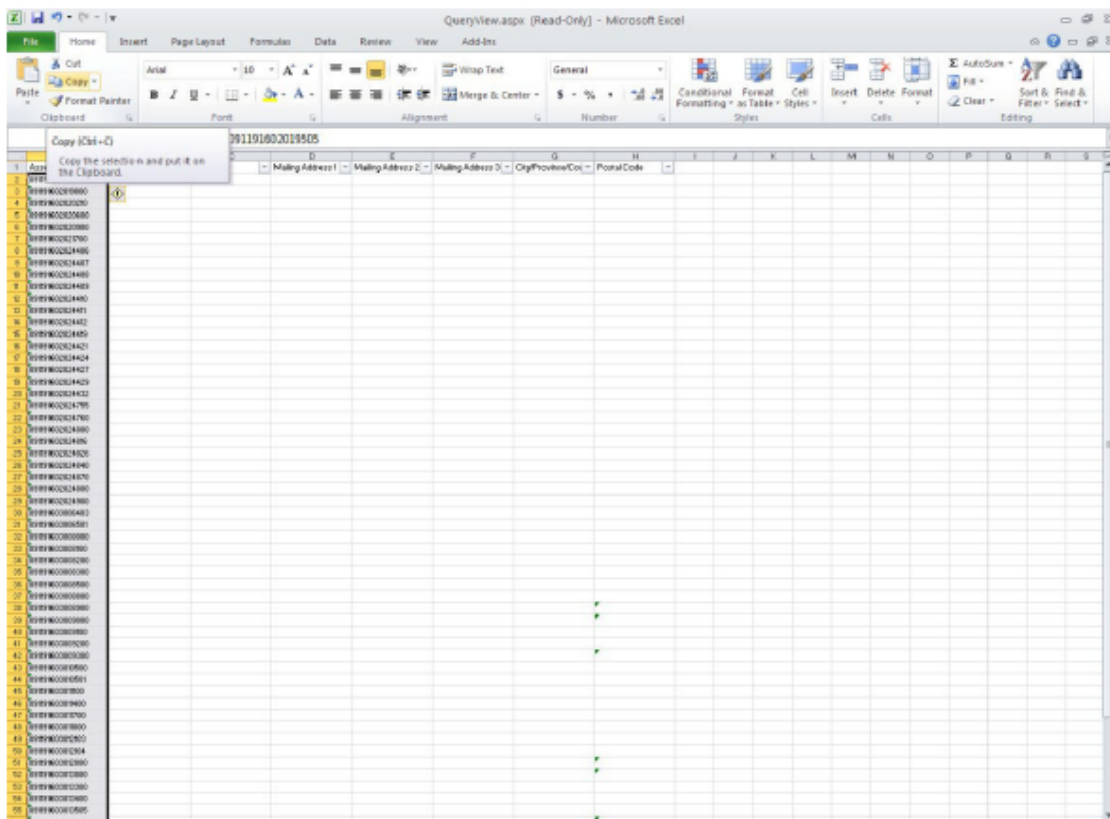
Detailed Standard Operating Procedure

- Starts in May of current year
- Septic permit information and septic re-inspections are updated by CGIS twice annually – generally January and July
- The selection process starts with the lake rotation table.
- After lakes are selected the process is based on information provided to CGIS

- This buffer selection process is based on one provided by CGIS upon our request for assistance and is as follows:
 - Log into SLIMS and zoom to whatever Lake you are working on
 - Ensure the SLIMS Selection Mode is set to Intersection:
 - Right click on the map – Help – Preferences
 - Change Selection Mode to Intersection, if it's not already set
 - Turn on the Septic Reinspections layer
 - Select the lake you'd like to find the properties on
 - Create a buffer of, for example, 10 meters – 30m used - if that's far enough.

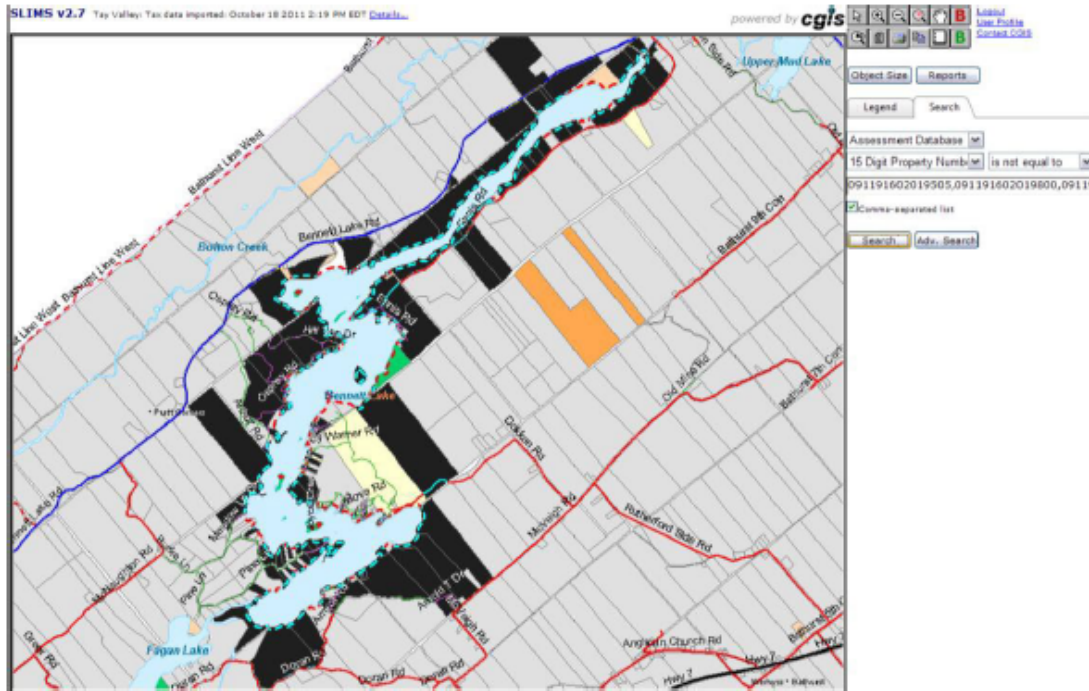


- Run a Mail list report, or custom report
 - Click the download results, and open in Excel
 - Highlight column A (15 digit property numbers) and COPY



- Back in SLIMS
- Highlight the buffer again
 - Right click on the map – Select – Within
 - Highlight the Parcels layer from the list, press OK
- Under Search – paste the 15 digit property number list in the search box
 - Change the search criteria from “Contains” to “is not equal to”
- Check off the “comma separated list” box
- Press the Search button
- When the Search Results window comes up, check off the “Only show records that link to the selected features on map” box

- The Search Results will now display ONLY the parcels on that lake that DO NOT have a septic inspection registered with that 15-digit property number²⁷



The process is repeated to create lists based on the following parameters:

- Total Parcels
 - Septic Permit
 - Re-Inspection
 - MPAC Property Codes (Vacant Property)
- Lists are then sorted against each other to obtain the end result – waterfront properties that either have a septic permit that is 10yrs or greater or does not have permit information, has not been re-inspected in the past, and is not vacant.
 - The process is completed for the other lakes.

A Master Mail out Excel Workbook is then created from the individual Excel Workbooks.

Property Selection Example:

For example our search for Bennett lake resulted in:

- 214 total parcels within 30m of the lake (waterfront)
- 180 parcels either have a septic permit that is 10yrs or greater or does not have permit information
- 128 parcels have not been re-inspected in the past
- 91 properties are not vacant (MPAC property codes are used to determine if a property is vacant)

*Therefore on Bennett Lake, 91 parcels are waterfront properties that either have a septic permit that is 10yrs or greater or does not have permit information, has not been re-inspected in the past, and is not vacant.

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

April 8th, 2025

Report #PD-2025-06
Noelle Reeve, Planner

LANARK COUNTY OFFICIAL PLAN UPDATE – AGGREGATES

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Council of Tay Valley Township approves the recommendations provided in Report #PD-2025-06 – Lanark County Official Plan Update – Aggregates;

AND THAT, Report #PD-2025-06 be provided to Lanark County.”

BACKGROUND

The County is updating its Official Plan and has undertaken two studies to move the update forward – an Aggregate Resources Master Plan and a Growth Management Study. The Draft Aggregate Resources Master Plan can be found at <https://www.lanarkcounty.ca/en/doing-business/resources/documents/Major-Studies/Draft-Lanark-County-Aggregate-Resources-Master-Plan-ARMP---Dec-4-2024.pdf>

At an Open House March 20, 2025, for its Draft Aggregate Resources Master Plan, the County explained that only licensed pits and quarries are currently identified on its Schedule A map. This does not comply with Section 4.5 of the 2024 PPS which requires bedrock and aggregate resource areas to be mapped as well as existing pits and quarries.

Currently there are eight-two (82) active sand and gravel and hard rock licenses in the County that apply to about 2,170 hectares – about 0.7 % of land area of the County. Half of the licences are located in Lanark Highlands.

Bedrock resources, on the other hand, occupy about 25% of the County (297,900 hectares) located mostly in the east of the County. About 59,614 hectares of bedrock are covered by drift thickness of 8 metres or less – these are prime bedrock resource areas as they are more accessible (See Attachment 1).

Sand and gravel resources are currently mapped in the Township Official Plan and are found throughout the Township. However, bedrock resources would be a new map layer for the Township. These resources are mostly located in the south of Bathurst ward and the north of

North Burgess ward.

DISCUSSION

The County has posed five (5) questions for feedback from the public, including lower tier Councils.

County or Lower Tier Official Plan Amendment/Zoning Amendment for Approval or Expansion of Pits

Though mineral resources are not mapped, the County prohibits development in these areas. This means that a County Official Plan Amendment (OPA) is required for new or expanding mineral aggregate operations or to close a pit or quarry.

1) Two alternatives to County approval are proposed:

- Alternative 1 – The County’s Sustainable Communities Official Plan (SCOP) does not designate licensed areas and they are designated only in local Official Plans – County would then become approval authority for local OPA – however, processing and assessing of application would be responsibility of local municipality.
- Alternative 2 – Both the SCOP and the local Official Plans do not designate licensed areas and they are dealt with in Zoning By-Law only - County would become commenting authority only.

Recommendation: The Planner recommends that because extraction is of such significance, decisions on new pits should remain at the level of the County for approval and definitely not simply require a rezoning amendment. However, closing a pit could be delegated to the lower tier for an Official Plan amendment to remove the designation.

Mapping of Resource Areas

The province’s Aggregate Resource Inventory Paper (ARIP) recommends that primary and secondary sand and gravel resource areas be protected (this is the minimum requirement).

2) Should the County also identify areas of tertiary significance? Primary sand and gravel resources total 1,266 ha. Secondary resources total 1,664 ha. Tertiary resources total 48,497 ha.

Recommendation: The Planner does not recommend identifying tertiary resources at this time as this mapping could impede development by requiring individuals to undertake expensive studies for areas that do not appear to have high value if they want to obtain a building permit.

The province’s ARIP also recommends that select bedrock resource areas with a drift thickness of 8 metres or less be protected (this is the minimum requirement).

3) Should the County identify additional bedrock areas? For example, by incorporating local knowledge.

Recommendation: The Planner recommends that the County should identify additional bedrock areas with less than 8m of drift over them, through local knowledge.

4) Should all or only some of the resource areas identified in questions 2) and 3) be mapped in the County Official Plan:

- Option 1 - Apply the ARIP mapping as-is, without any refinements
- Option 2 - Remove lands within settlement areas from the ARIP mapping
- Option 3 – Remove lands within settlement areas and lands within Provincially Significant Wetlands (PSW) from the ARIP mapping
- Option 4 - Remove developed shoreline residential areas and existing rural residential clusters as well as Settlement Areas and PSWs from the ARIP mapping
- Option 5 – In addition to the lands identified in Option 4, remove lands a certain distance from an existing haul route and/or lands a certain distance from major lakes, rivers and from settlement areas.

Recommendation: The Planner acknowledges that only Options 1-3 are within the current scope of work the County has contracted with Meridian Planning for however, the Planner recommends that Option 5 be explored, perhaps with input from the lower tier Planners to save cost.

5) How Should the County apply the Preclude and Hinder Test?

Section 4.5.2.5 of the PPS (2024) reads as follows: “In known deposits of mineral aggregate resources and on adjacent lands, development and activities which would **preclude or hinder** the establishment of new operations or access to the resources shall only be permitted if:

- a) resource use would not be feasible; or
- b) the proposed land use or development serves a greater long-term public interest; and
- c) issues of public health, public safety and environmental impact are addressed.

- Option 1 – apply the 'preclude or hinder test' to all Planning Act applications without exception
- Option 2 –Exempt certain applications for development from the 'preclude or hinder test' e.g.:
 - additional residential units;
 - agricultural uses, agriculture-related uses and on-farm diversified uses;
 - creation of lots for surplus farm dwellings;
 - re-zoning of land for development or expansion of commercial, industrial or

- recreational uses;
- expansion of legal non-conforming uses;
- development in settlement areas,
- any application for site plan approval or minor variance

Note: Consents and Plans of Subdivision cannot be exempted since new parcels are being created and sensitive uses will be established as a result.

- Option 3 –Allow the establishment of a set of factors that would be assessed at the time of an application to determine whether a 'preclude or hinder' study is actually required. This allows for 'professional judgement' to be applied. Factors could include:
 - other land uses in the area and their impacts on feasibility of extraction;
 - nature of other potential land uses in area as per Official Plan;
 - nature of road network and suitability for haul route purposes;
 - configuration of parcels in the area and related impacts on extraction;
 - quality of the aggregates in the general area;
 - nature of natural heritage and water resource features in area; and
 - presence of cultural heritage resources in the area.

Recommendation: The Planner recommends Options 2 and 3 be permitted.

OPTIONS CONSIDERED

Option 1 (preferred) Council approve the recommendations.

Option 2 Council provides other suggestions.

FINANCIAL CONSIDERATIONS

There would be impacts on the tax base if development is prohibited by pits or quarries. Pits and quarries are not as high a tax class as industrial uses.

STRATEGIC PLAN CONSIDERATIONS

The Healthy Environment strategic priority would be impacted by the opening of additional pits and quarries. The Economic Development strategy benefits are not clear.

CLIMATE CONSIDERATIONS

None that the Township can influence at this time. Hauling over shorter distances reduces greenhouse gas emissions. Making concrete emits a significant amount of GHGs so it is hoped alternatives can be scaled up soon.

CONCLUSIONS

The Planner is looking for feedback from Council on their perspective on the potential development of pits and quarries in the Township and County.

The next steps for the County are:

- Review and refine policy options for the Official Plan Amendment (OPA) (May 2025)
- Meet with County Economic Development Committee (EDC)/Council to present initial recommendations (June/July 2025)
- Prepare OPA based on EDC/Council direction (July 2025) and
- Public Meeting (September/October 2025)

ATTACHMENTS

- i) County Bedrock Resources – Darker Areas are Easier to Quarry

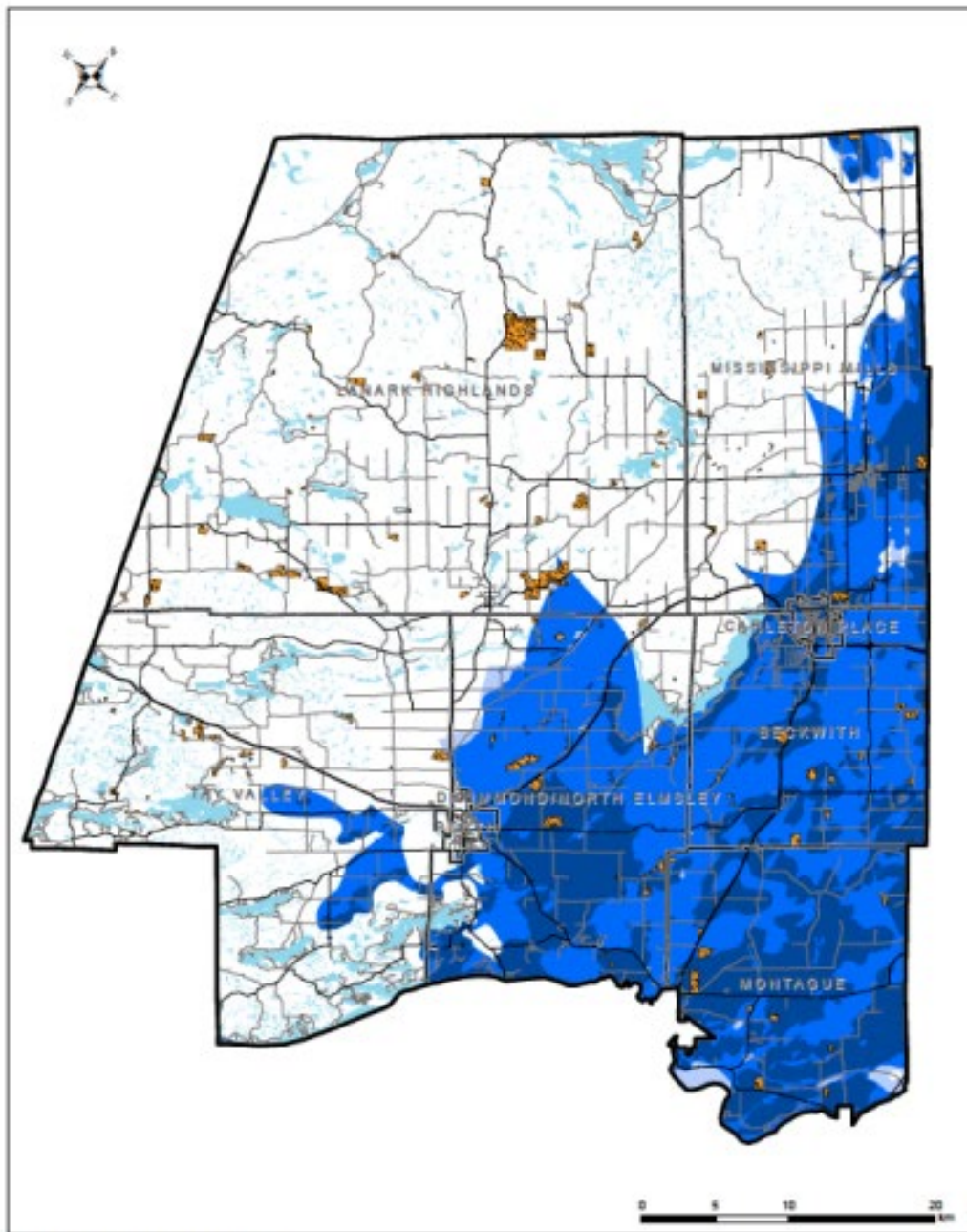
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1: County Bedrock Resources – Darker Areas are Easier to Quarry



**Bedrock Resource Areas
Lanark County**

- Drift Thickness**
-  Less than 1 m
-  1 m to 8 m
-  8 m to 15 m
-  Licensed Area
-  County Boundary
-  Municipal Boundary



COMMITTEE OF THE WHOLE

April 8th, 2025

Report #PD-2025-07
Noelle Reeve, Planner

**BETTER HOMES LANARK PROGRAM
FUNDING FOR ENERGY AUDIT**

STAFF RECOMMENDATION

It is recommended:

“**THAT**, a loan of up to \$600 to assist property owners with low income or energy poverty to cover the upfront cost of the energy audit for the Better Homes Lanark Program be provided by the Township;

AND THAT, this amount be payable back to the Township once the property owner’s application for the Better Homes Lanark Program is approved.”

BACKGROUND

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

Lanark County is proposing to introduce the Better Homes Lanark Program around June 2025 to provide residents with grants and loans to go beyond simply replacing windows and allow them to do deep energy retrofits. Deep energy retrofits include switching from oil or propane to heat pumps, adding significant insulation to a house, etc.

The average Ontario household uses about 9,000kWh of electricity and 2,400m³ of natural gas each year at a combined average annual cost of \$2,165. In comparison to the Ontario average, Tay Valley Township residents tend to pay higher-than-average energy costs (due to greater use of oil and older building stock, etc.).

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

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

opportunity for energy cost savings and GHG reductions from a retrofit program. (See Attachment 1.)

The Township intends to prioritize the funding on the basis of need so that applicants with financial savvy and application experience would not shut out residents living in energy poverty.

At its Council meeting in March, Council asked staff to identify options for funding a loan program to provide the cost of an Energy Audit up-front so that residents in energy poverty would not be shut out of the program.

DISCUSSION

Staff had a discussion with the Township solicitor to determine if there was a way to create a loan agreement to capture repayment of the loan for the energy audit. He advised that a simple loan agreement would work.

Staff then discussed potential sources of funding for the loan, expected to be no more than \$600. The Treasurer explained that the loan would not need to be funded up-front from a Township reserve because it would be treated as an accounts receivable item. The Township would receive an invoice from the Energy Auditor and pay them directly.

When the resident receives their funding approval from the County for their energy upgrades, the money is passed to the Township and the Township distributes it to the owner once Council passes that owner's Local Improvement Plan by-law (registered to their property). At that point, the Township would recoup the cost of the energy audit that it had paid upfront.

If for some reason the resident does not proceed with the work to be paid by the County, the Township would work with the resident on a repayment plan.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) –Funding for Energy Audits

That the upfront funding of the energy audits for residents with low income or energy poverty be undertaken through a loan agreement and treated as an accounts receivable item.

Option #2 – Direct staff to use a different source of funding.

FINANCIAL CONSIDERATIONS

Energy Audits cost approximately \$600 so there is a low risk anticipated for the Township.

STRATEGIC PLAN LINK

Thriving Economy: The project will reduce energy poverty for Township residents.

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

CLIMATE CONSIDERATIONS

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

CONCLUSIONS

The Energy Retrofit program is a terrific opportunity for residents to reduce their energy costs and reduce Greenhouse Gas emissions with funding from the federal government in the form of loans and grants.

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

To ensure equity of access to the Energy Retrofit Program, staff are proposing to use a loan agreement and accounts receivable invoices to allow residents with low income or energy poverty to receive an upfront loan for the costs of the Energy Audit, which is not covered by the County program.

ATTACHMENTS

1. Category of Energy Use by Dwelling

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Category of Energy Use by Dwelling

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

* Higher the number, higher the GHG emissions

Archetype A 01



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

Average annual electricity costs: \$1,812

Average annual oil costs: \$3,506

Average annual energy costs: \$5,375

Client Implications:

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

Archetype B

02



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

Average annual electricity costs: \$1,712

Average annual oil costs: \$95

Average annual propane costs: \$52

Average annual wood costs: \$3,998

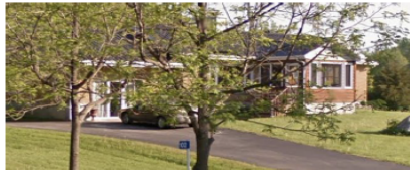
Average annual energy costs: \$5,865

Client Implications:

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

Archetype C

03



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

Average annual electricity costs: \$1,825

Average annual oil costs: \$7,931

Average annual wood costs: \$50

Average annual energy costs: \$9,840

Client Implications:

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

Archetype D

04



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

Average annual electricity costs: \$1,653

Average annual oil costs: \$55

Average annual propane costs: \$3,354

Average annual energy costs: \$5,088

Client Implications:

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

Archetype E

05



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

Average annual electricity costs: \$3,493

Average annual oil costs: \$83

Average annual energy costs: \$3,644

Client Implications:

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

Archetype F

06



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

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

Average annual energy costs: \$2,827

Client Implications:

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

Archetype G

07



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

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

Average annual energy costs: \$4,744

Client Implications:

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

REPORT #FIN-2025-07

10-Year Capital Plan

April 8th, 2025

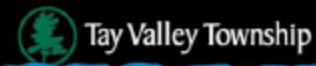
To be read in conjunction with the
10-Year Capital Plan spreadsheets



1

Agenda

- > Reserves – overview
- > Vehicles & Equipment
- > Bridges
- > Paved Roads & Gravel Roads
- > Buildings
- > Waste
- > Land Improvements/Recreation
- > Other Assets
- > Reserves – circle back
- > Future Levels of Service
- > Questions and Comments



2

Reserves - Overview

- Broken out by Reserve class (i.e. equipment, bridges, roads, etc.)
 - Some classes are made up of multiple reserves (i.e. buildings includes reserves for Municipal Office/Garage, burgess hall/garage, etc.)
- Other Funding such as Federal Gas Tax and Development Charges are also summarized



3

Reserves – Overview cont.

- Opening balance is the ending of the prior year
- Annual contribution is based on 2025 budgeted amounts plus an additional 4% increase each year
 - 4% is the rate at which the Township has also inflated the expenses
- Annual Spending is directly from each class working paper and the specific portion that is being funded by Reserves



4

Reserves – Overview cont.

- > **RED** this indicates a year when the reserve goes into a negative balance or indicates an infrastructure funding gap



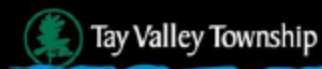
5

Vehicles & Equipment

> Replacement Schedule

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

- > **Costs are based on current costing of similar equipment that have recently been tendered (i.e. tandem in 2024) or are industry standard**
- > **Typically funded only from reserves**



6

Bridges

- OSIM Report completed every 2 years which indicates next 10 years of proposed capital bridge & culvert projects
 - Next reporting will be done in 2026
 - The last report being in 2024 the 10-year capital projections only go to 2034 (hence nothing noted in 2035)
- Costs are given to the Township by the OSIM consultants, inflated by Township staff year over year
- These costs are not full replacement but major repair/rehabilitation



7

Paved Roads

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



8

Gravel Roads

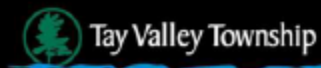
- Lifecycle Events can include
 - 1) Localized Improvement and
 - 2) Maintenance Gravel
 - differentiated by colour on the working paper
- Roads Needs Study completed and presented to Council in 2023 which included gravel roads
- This maintains current service level, with optional increase in service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



9

Buildings

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



10

Waste

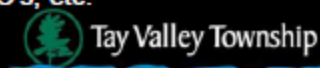
- Waste is separated out from other categories as it has its own reserve
- Depending on the future layout of the Waste Site and the recommendations from the Waste Master Plan, those could affect the Waste Site Reserve
- There is money still available (\$61,000) in the modernization funding for future waste site modifications – this is after the \$20,000 budgeted for 2025 for operations layout design



11

Land Improvements/Recreation

- Recreation Master Plan was completed in 2019
- Recommendation was to enhance current assets first and then look at further expansion
- Some of these projects are awaiting grant announcements for 2025, and some will not occur unless a grant would be obtained
- Parkland has been estimated at approximately \$4,000 per year, but this amount is strictly based on severances
- Some of these projects could be considered future service level increases but have been slotted in to show how they could be funded with current reserves, grants, DC's, etc.



12

Other Assets & Projects

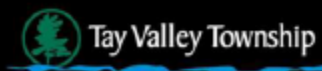
- This working paper indicates other projects that impact reserve balances but might not be considered capital (i.e., OP, Zoning, AMP, elections, studies & plans, etc.).
- Staff met with the IT staff from the County in the Fall of 2024 to better understand the IT requirements for the Township over the next 5-10 years. Most of the recommendations from the County would fall under operating costs and not capital. What is currently presented is staff's best knowledge at the time of presenting.
- The 10-Year Capital Plan is a revolving document and is constantly updated



13

Reserves – Circle Back

- Infrastructure gaps are common
- Council decisions can affect reserve balances, but so can other things, for example:
 - Grants, Growth, Inflation, Tariffs, etc.
- Staff are doing a great job



14

Future Levels of Service

- Asset Management (AM) O.Reg 588/17 requires an update to the AM Plan in 2025 to include future levels of service
- Previous consultant PSD Citywide has been retained to help with meeting this regulation
- As part of this AMP update an option is a public/community survey
 - Survey can be detailed or high level – examples from the consultant have been provided to staff
- Staff will administer the survey, collect the data, then pass the data on to the consultants. The consultants will analyze the data and incorporate it into the recommendations for the Township's service levels and AM planning.



15

Recommendation

- “THAT, staff launch a survey with respect to levels of service to provide feedback for the Asset Management Plan update to meet the requirements of Ontario Regulation 588/17.”



16

Questions/Comments



**TAY VALLEY TOWNSHIP
10 YEAR CAPITAL PLAN
2025 TO 2035**

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Vehicles & Equipment											
Opening	418,299	137,439	250,216	64,787	(43,554)	340,674	131,152	295,013	181,170	(185,758)	(420,861)
Annual Contribution	328,440	341,578	355,241	369,450	384,228	399,597	415,581	432,205	449,493	467,473	486,171
Annual Spending	(609,300)	(228,800)	(540,670)	(477,792)	0	(609,120)	(251,720)	(546,048)	(816,420)	(702,576)	(501,161)
Closing	137,439	250,216	64,787	(43,554)	340,674	131,152	295,013	181,170	(185,758)	(420,861)	(435,850)
Bridge Construction											
Opening	313,899	94	377,400	44,978	433,249	672,880	972,075	88,331	358,256	682,506	1,198,877
Annual Contribution	362,795	377,307	392,399	408,095	424,419	441,396	459,051	477,413	496,510	516,370	537,025
Annual Spending	(676,600)	0	(724,821)	(19,824)	(184,788)	(142,200)	(1,342,796)	(207,488)	(172,260)	0	0
Closing	94	377,400	44,978	433,249	672,880	972,075	88,331	358,256	682,506	1,198,877	1,735,902
Road Construction (Paved & Gravel)											
Opening	420,881	633,743	598,920	14,851	(157,518)	(786,804)	(1,164,002)	(1,499,040)	(1,264,277)	(1,067,157)	(1,308,841)
Annual Contribution	855,995	744,635	774,420	805,397	837,613	871,117	905,962	942,201	979,889	1,019,084	1,059,848
Annual Spending	(643,133)	(779,458)	(1,358,489)	(977,766)	(1,466,899)	(1,248,315)	(1,241,000)	(707,438)	(782,768)	(1,260,768)	43,620
Closing	633,743	598,920	14,851	(157,518)	(786,804)	(1,164,002)	(1,499,040)	(1,264,277)	(1,067,157)	(1,308,841)	(205,373)
Buildings = Township Office/Garage											
Opening	119,314	122,504	97,845	11,216	17,649	32,027	(78,061)	(62,510)	(208,539)	(191,719)	(174,227)
Annual Contribution	12,290	12,782	13,293	13,825	14,378	14,953	15,551	16,173	16,820	17,493	18,192
Annual Spending	(9,100)	(37,440)	(99,922)	(7,392)	0	(125,040)	0	(162,202)	0	0	(439,404)
Closing	122,504	97,845	11,216	17,649	32,027	(78,061)	(62,510)	(208,539)	(191,719)	(174,227)	(595,438)
Waste = Waste Site											
Opening	29,048	4,653	10,482	16,544	(23,071)	(16,514)	(58,895)	(102,643)	(95,267)	(87,596)	(79,618)
Annual Contribution	5,605	5,829	6,062	6,305	6,557	6,819	7,092	7,376	7,671	7,978	8,297
Annual Spending	(30,000)	0	0	(45,920)	0	(49,200)	(50,840)	0	0	0	0
Closing	4,653	10,482	16,544	(23,071)	(16,514)	(58,895)	(102,643)	(95,267)	(87,596)	(79,618)	(71,321)
Land Improvements = Recreation Capital											
Opening	225,964	40,882	22,598	76,369	47,572	(21,152)	(50,412)	(200,647)	(200,108)	(199,106)	(201,748)
Annual Contribution	44,515	46,296	48,147	50,073	52,076	54,159	56,326	58,579	60,922	63,359	65,893
Annual Spending	(229,597)	(64,580)	5,624	(78,870)	(120,800)	(83,420)	(206,560)	(58,040)	(59,920)	(66,000)	(68,000)
Closing	40,882	22,598	76,369	47,572	(21,152)	(50,412)	(200,647)	(200,108)	(199,106)	(201,748)	(203,854)
Other Assets = Office Equip + Official Plan/Zoning Reserves + Election+ Asset Management+ IT											
Opening	151,510	170,925	195,641	184,673	267,649	265,493	259,240	335,010	432,080	533,032	638,023
Annual Contribution	73,765	76,716	79,784	82,976	86,295	89,746	93,336	97,070	100,952	104,991	109,190
Annual Spending	(54,350)	(52,000)	(90,752)	0	(88,450)	(96,000)	(17,566)	0	0	0	0
Closing	170,925	195,641	184,673	267,649	265,493	259,240	335,010	432,080	533,032	638,023	747,213

TOTALS with Federal Gas Tax & Development Charges NOT included

Opening	1,678,913	1,110,238	1,553,102	413,419	541,976	486,604	11,097	(1,146,485)	(796,685)	(515,797)	(348,395)
Annual Contribution	1,683,405	1,605,141	1,669,347	1,736,121	1,805,566	1,877,788	1,952,900	2,031,016	2,112,256	2,196,747	2,284,616
Annual Spending	(2,252,080)	(1,162,278)	(2,809,029)	(1,607,564)	(1,860,937)	(2,353,295)	(3,110,482)	(1,681,216)	(1,831,368)	(2,029,344)	(964,945)
Closing	1,110,238	1,553,102	413,419	541,976	486,604	11,097	(1,146,485)	(796,685)	(515,797)	(348,395)	971,277

Federal Gas Tax

Opening	46,134	20,178	0	0	0	0	0	0	0	0	0
Annual Contribution	194,044	194,044	201,806	201,806	201,806	201,806	201,806	201,806	201,806	201,806	201,806
Annual Spending	(220,000)	(214,221)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)
Closing	20,178	0	0	0	0	0	0	0	0	0	0

Development Charge Reserve

Opening	36,252	6,359	108,434	(346,291)	(236,581)	(220,067)	(110,647)	(10,121)	(4,674)	60,346	175,346
Annual Contribution	120,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000
Annual Spending	(149,893)	(12,925)	(569,725)	(5,290)	(98,486)	(5,580)	(14,474)	(109,554)	(49,980)	0	0
Closing	6,359	108,434	(346,291)	(236,581)	(220,067)	(110,647)	(10,121)	(4,674)	60,346	175,346	290,346

TOTALS with Federal Gas Tax & DC included

Opening	1,761,299	1,136,775	1,661,536	67,128	305,395	266,537	(99,549)	(1,156,606)	(801,359)	(455,451)	(173,049)
Annual Contribution	1,997,449	1,914,185	1,986,153	2,052,927	2,122,372	2,194,594	2,269,706	2,347,822	2,429,062	2,513,553	2,601,422
Annual Spending	(2,621,973)	(1,389,424)	(3,580,560)	(1,814,660)	(2,161,229)	(2,560,681)	(3,326,762)	(1,992,575)	(2,083,154)	(2,231,150)	(1,166,751)
Closing	1,136,775	1,661,536	67,128	305,395	266,537	(99,549)	(1,156,606)	(801,359)	(455,451)	(173,049)	1,261,623

TAY VALLEY TOWNSHIP
10 YEAR CAPITAL PLAN
2025 TO 2035

		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Vehicles & Equipment	Expenses	671,700	228,800	918,670	477,792	0	609,120	251,720	546,048	816,420	702,576	588,521
Road Equipment Reserve	Funding	(609,300)	(228,800)	(540,670)	(477,792)	0	(609,120)	(251,720)	(546,048)	(816,420)	(702,576)	(501,161)
Contingency	Funding	(62,400)	0	0	0	0	0	0	0	0	0	(87,360)
Development Charges	Funding	0	0	(378,000)	0	0	0	0	0	0	0	0
Current Year Levy	Funding	0	0	0	0	0	0	0	0	0	0	0
Bridges Construction	Expenses	730,000	0	976,752	19,824	184,788	142,200	1,342,796	207,488	172,260	0	0
Bridge Reserve	Funding	(676,600)	0	(724,821)	(19,824)	(184,788)	(142,200)	(1,342,796)	(207,488)	(172,260)	0	0
Contingency	Funding	(53,400)	0	(207,000)	0	0	0	0	0	0	0	0
Gas Tax Funds	Funding	0	0	0	0	0	0	0	0	0	0	0
Development Charges	Funding	0	0	(44,931)	0	0	0	0	0	0	0	0
Current Year Levy	Funding	0	0	0	0	0	0	0	0	0	0	0
Roads Construction	Expenses	1,007,633	1,094,584	1,746,257	1,279,572	1,808,841	1,550,121	1,542,806	1,011,798	1,084,574	1,562,574	258,186
Roads Reserve	Funding	(643,133)	(779,458)	(1,358,489)	(977,766)	(1,466,899)	(1,248,315)	(1,241,000)	(707,438)	(782,768)	(1,260,768)	43,620
Contingency	Funding	(41,905)	0	0	0	0	0	0	0	0	0	0
OCIF	Funding	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Gas Tax Funds	Funding	(220,000)	(214,221)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)
Development Charges	Funding	(2,595)	(905)	(85,963)	0	(40,136)	0	0	(2,554)	0	0	0
Current Year Levy	Funding	0	(0)	0	0	0	0	0	(0)	0	0	0
Buildings	Expenses	10,900	37,440	99,922	7,392	0	125,040	0	162,202	0	0	439,404
Buildings Reserves	Funding	(9,100)	(37,440)	(99,922)	(7,392)	0	(125,040)	0	(162,202)	0	0	(439,404)
Contingency	Funding	(1,800)	0	0	0	0	0	0	0	0	0	0
Grants	Funding	0	0	0	0	0	0	0	0	0	0	0
Development Charges	Funding	0	0	0	0	0	0	0	0	0	0	0
Current Year Levy	Funding	0	0	0	0	0	0	0	0	0	0	0
Waste Sites	Expenses	147,500	0	0	45,920	0	49,200	50,840	0	0	0	0
Waste Reserve	Funding	(30,000)	0	0	(45,920)	0	(49,200)	(50,840)	0	0	0	0
Contingency	Funding	(92,750)	0	0	0	0	0	0	0	0	0	0
Development Charges	Funding	(24,750)	0	0	0	0	0	0	0	0	0	0
Current Year Levy	Funding	0	0	0	0	0	0	0	0	0	0	0
Land Improvements	Expenses	611,720	70,200	204,400	88,160	144,000	93,000	224,000	66,000	68,000	70,000	72,000
Recreation Capital Reserve	Funding	(229,597)	(64,580)	5,624	(78,870)	(120,800)	(83,420)	(206,560)	(58,040)	(59,920)	(66,000)	(68,000)
Grants	Funding	(286,360)	0	(193,760)	0	0	0	0	0	0	0	0
Parkland	Funding	(33,800)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Development Charges	Funding	(61,963)	(1,620)	(12,264)	(5,290)	(19,200)	(5,580)	(13,440)	(3,960)	(4,080)	0	0
Current Year Levy	Funding	0	0	0	0	0	0	0	0	0	0	0
Other Assets (IT, Equipment, Asset Managem	Expenses	322,756	140,400	553,689	25,500	127,600	132,960	18,600	160,000	122,400	99,120	0
Reserves	Funding	(54,350)	(52,000)	(90,752)	0	(88,450)	(96,000)	(17,566)	(24,960)	(76,500)	(56,000)	0
Contingency	Funding	(172,000)	(78,000)	(414,369)	(25,500)	0	(36,960)	0	(32,000)	0	(43,120)	0
Grants	Funding	(18,602)	0	0	0	0	0	0	0	0	0	0
Development Charges	Funding	(77,804)	(10,400)	(48,568)	0	(39,150)	0	(1,034)	(103,040)	(45,900)	0	0
Current Year Levy	Funding	0	0	0	0	0	0	0	0	0	0	0
TOTALS	Expenses	3,502,209	1,571,424	4,499,689	1,944,160	2,265,229	2,701,641	3,430,762	2,153,535	2,263,654	2,434,270	1,358,111
Reserve Funds Used	Funding	(2,252,080)	(1,162,278)	(2,809,029)	(1,607,564)	(1,860,937)	(2,353,295)	(3,110,482)	(1,706,176)	(1,907,868)	(2,085,344)	(964,945)
Contingency	Funding	(424,255)	(78,000)	(621,369)	(25,500)	0	(36,960)	0	(32,000)	0	(43,120)	(87,360)
Parkland	Funding	(33,800)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Development Charges	Funding	(167,112)	(12,925)	(569,725)	(5,290)	(98,486)	(5,580)	(14,474)	(109,554)	(49,980)	0	0
Grants	Funding	(404,962)	(100,000)	(293,760)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Gas Tax Funds	Funding	(220,000)	(214,221)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)	(201,806)
Current Year Levy	Funding	0	0	(0)	0	(0)	0	0	(0)	0	0	0

TAY VALLEY TOWNSHIP		Inflation =	4%											
10 YEAR CAPITAL PLAN		Replacement		0	1	2	3	4	5	6	7	8	9	10
2025 TO 2035		Cost (at 2023/24)	Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
VEHICLES														
Tandem Trucks														
T1	2016 Western Star Tandem (#1)	426,600	2028				477,792							
T2	2019 International Tandem Dump Truck (#2)	426,600	2030						511,920					
20-2	2020 Freightliner Tandem Dump Truck	426,600	2032								546,048			
20-3	2020 Freightliner Tandem Dump Truck	426,600	2034										580,176	
T12	2012 International Tandem 7600 6X4 (#12)	426,600	2024											
T17	2014 International Tandem 7600 Truck (#17)	426,600	2026	426,600										
Light Trucks														
20-1	2020 Chevrolet Silverado (upgrade to electric)	81,000	2030						97,200					
T6	2016 Ford F550 (#6) - no electric option available	220,000	2026		228,800									
T11	2011 Chev Silverado 4X4 3/4 ton (#11) - no electric option available	93,600	2025	93,600										131,040
T14	2023 Chevrolet Silverado (upgrade to electric)	81,000	2033									106,920		
T16	2013 Mitsubishi-CBO (#16) (Building) (upgrade to electric)	62,400	2025	62,400										87,360
NEW	Single Axel Truck *additional truck re: Maberly Pines/growth	350,000	2026/27			378,000								
EQUIPMENT														
Heavy Equipment														
19-1	2019 John Deere Backhoe 310SL (#19-1)	180,000	2031							223,200				
E13	2007 Volvo Grader G960 (#13)	500,620	2027			540,670								
E15	2012 CASE Backhoe (#15)	216,000	2024	13,000										
E71	2009 Komatsu Backhoe (#71)	NOT SCHEDULED FOR REPLACEMENT - BACKHOE MOVES FROM ROADS TO WASTE SITE AT TIME OF REPLACEMENT												
E80	2018 John Deere 770M Grader (#80)	465,000	2033									613,800		
21-1	Tractor with Flail and Boom Mower	247,175	2035											346,045
	Water Tank No. 1 (2022)	41,600	2037											
	Water Tank No. 2	41,600	2025	41,600										
Light Equipment - (Yearly Input)														
	1990 Steamers (quantity 2 - only replace 1)	22,500	2025	22,500										
E82	1998 Brush Chipper	90,000	2024										122,400	
E87	2021 Eddynet Sweeper	17,197	2035											24,076
E88	Diesel Generator 30 kwh (#88) (1998) (Transfer switch for 2024)	60,000	2048											
E89	Brush Head (#89)-Bathurst (2023)	37,500	2033									49,500		
	Emergency Response Trailer	12,500	2042											
	Front Flail Grass Mower	23,000	2031						28,520					
	Boom Brush Mower	98,000	2036	12,000										
	Calcium Chloride Bladder (2013)	20,000	2033									26,400		
	Pressure Washer	15,000	2033									19,800		
		5,535,292		671,700	228,800	918,670	477,792	0	609,120	251,720	546,048	816,420	702,576	588,521
Potential Funding:														
	Reserves - Equipment			609,300	228,800	540,670	477,792	0	609,120	251,720	546,048	816,420	702,576	501,161
	Reserves - Contingency			62,400	0	0	0	0	0	0	0	0	0	87,360
	Development Charges			0	0	378,000	0	0	0	0	0	0	0	0
	Total			671,700	228,800	918,670	477,792	0	609,120	251,720	546,048	816,420	702,576	588,521
	CUMMULATIVE (SHORTFALL) IN RESERVES			137,439	250,216	64,787	(43,554)	340,674	131,152	295,013	181,170	(185,758)	(420,861)	(435,850)

TAY VALLEY TOWNSHIP																
10 YEAR CAPITAL PLAN																
2025 TO 2035																
			Repair/Replacement			0	1	2	3	4	5	6	7	8	9	10
BRIDGES	STRUCTURE NO.	Description	Engineering Design Costs (at 2024)	Construction Cost (at 2024)	Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
			Inflation 4%													
		Various Repairs & Guard Rails														
	15-A04	9th Concession Road														
	15-092	Adam's Mill Road	16,400	147,600	2031							20,336	188,928			
	15-A01	Allan's Mill Road														
	15-051	Anderson Road	43,712	596,288	2025	640,000										
	C15-A02	Anglican Church Road Culvert														
	15-159	Black Lake Road														
	15-072	Bolingbroke Bridge (Crow Lake)														
	15-093	Bowes Side Road	0	904,400	2027			976,752								
	C15-A03	Doran Road Culvert	118,500	1,066,500	2030	90,000					142,200	1,322,460				
	15-075	Doran Road (Fall River Bridge)	14,500	130,500	2032								18,560	172,260		
	15-050	Ennis Road														
	15-076	Gambles Side Road														
	15-094	Glen Tay Road														
	C15-096	Glen Tay Road Open Footing Culvert														
	15-139	Haughians Road	17,700	159,300	2028				19,824	184,788						
	C15-048	Hunter Side Road Culvert (Colton Creek)														
	15-088	Menzies Munro Side Road														
	15-070	Munro Road (Fall River Bridge)														
	15-091	Noonans Side Rd														
	15-087	Second Line Road														
	15-089	Upper Scotch Line Road Culvert														
	15-090	Upper Scotch Line Road Bridge														
	15-095	Upper Scotch Line Road Bridge														
	F1	Upper Scotch Line Newly Identified 2016														
		5th Concession Culvert Replacement														
	B6-C1	6th Concession (Bath.) Culvert Replacement														
						730,000	0	976,752	19,824	184,788	142,200	1,342,796	207,488	172,260	0	0
		Potential Funding:														
		Bridges Reserve				676,600	0	724,821	19,824	184,788	142,200	1,342,796	207,488	172,260	0	0
		Federal Gas Tax														
		Contingency Reserve				53,400		207,000								
		Development Charges						44,931								
		Total				730,000	0	976,752	19,824	184,788	142,200	1,342,796	207,488	172,260	0	0
		CUMMULATIVE (SHORTFALL) IN RESERVES				94	377,400	44,978	433,249	672,880	972,075	88,331	358,256	682,506	1,198,877	1,735,902

TAY VALLEY TOWNSHIP				Inflation = 4%		LEGEND:										Notes:			
10 YEAR CAPITAL PLAN 2025 TO 2035				Repair/Replacement		Pavement Preservation			Reconstruction										
ROADS				Length (m)	Last Work	Cost at 2023/24	Year	0	1	2	3	4	5	6	7	8	9	10	
ID								2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
	Road Condition Assessment					35,000	2027								44,800				every 5 years
	Traffic Count Study					44,500	2025	44,500											
	Transportation Master Plan					50,000	2026		52,000										
SURFACE TREATMENT (LCB)				From	To														
771	Allan's Side Road	Ferrier Road	Scotch Line Road	1805	2021	75,500	2021	*											Reconstruction 2036
1168/1375/909	Anglican Church Road (3 seg)	Highway 7	Highway 7	3395	2022	141,000	2022	*											Reconstruction 2037
715	Armstrong Line	645 Armstrong Line	Highway 7	2543	2018	160,000	2025	*	147,900										
14004	Ashby Road	Iron Mine Road	Lanark Highlands Boundary	452	-	27,000	2024	*											
757	Bathurst 7th Concession	Harper Road	McVeigh Road	2382	-	425,000	2024	*											
607/666	Cameron Side Road (2 seg)	Highway 7	Christie Lake Road	3481	2022	273,000	2027	*		294,840									
760	Crow Lake Road	Bolingbroke Road	Frontenac Boundary	2054	2008	281,000	2024	*											
1199	Crozier Road	Ritchie Road	Crozier Road A	827	2019	53,000	2025	*	53,000										
920	Ernis Road	175 m South of Bennett Lake Road	Bennett Lake Road	175	2019														
912/913	Hanna Road (2 seg)	Athorpe Road	Bolingbroke Road	4773	2019	857,000	2034	*								1,165,520			Reconstruction 2034
1396	Iron Mine Road	McDonalds Corners Road	Lanark Highlands Boundary	1445	-	80,000	2029	*			103,240								
4	McVeigh Road	Bathurst 7th Concession	Civic 1332	401	-	75,000	2024	*											
1357	Menzies Munro Side Road	Upper Scotch Line Road	Christie Lake Road	2589	2018	430,000	2030	*					523,200						
1159	McVeigh Road	Narrows Lock Road	North Shore Road	288	2019	72,000	2027	*		12,960									
770	Powers Road	Narrows Lock Road	Stanleyville Road	2185	2023	120,000	2038	*											Single Surface Treatment in 2021
1300	Ritchie Side Road	Crozier Road	Bolingbroke Road	885	2009	50,000	2025	*	51,002										
734	Stanley Road	Narrows Lock Road	Pike Lake Route 1	1869	2018	340,000	2029	*		401,350									
731	Stanleyville Rd	Powers Road	Stanley Road	1879	2020	430,000	2031	*						540,640					
1377/1327	Upper Scotch Line (2 seg)	Scotch Line Road	Menzies Munro Road	4111	2021	322,000	2026	*	334,880										
1305	Walters Ln	Fallbrook Road	Dead End	99	-	33,000	2030	*					36,600						
930	Zealand Road (1)	Elphin-Maberly Road	11th Line South Sherbrooke	4318	2008	770,000	2027	*	838,080										
930	Zealand Road (2)	Elphin-Maberly Road	11th Line South Sherbrooke	4316	2025	338,000	2032	*							432,640				
PAVED (HCB)																			
5	Brooke Valley Road (1)	End of Pavement	Old Brooke Road	235	-	100,000	2026	*		104,000									
5	Brooke Valley Road (2)	End of Pavement	Old Brooke Road	335	-	27,000	2033	*							35,640				
1344	Bygrove Lane	Crozier Road	Dead End	779	2012	52,000	2025	*	49,971										
1349	Christie Lake North Shore Road	Christie Lake Road	End of Pavement Civic 636	2621	2019	201,000	2031	*						240,240					
2	Clachris Road	End of Pavement Civic 237	Highway 511	1775	2016	49,000	2031	*						60,760					
1196	Crozier Road	Crozier Road A	End of Cul-de-Sac	2617	2009	158,000	2025	*	148,970										
24225	Ernest Way	Glen Tay Road	End of Cul-de-Sac	1218	2023														
1351	Glen Drive	Elm Grove Road	Cherie Hill	873	-	207,000	2030	*					248,400						
1310	Glen Tay Rd	Scotch Line Road	Highway 7	428	2021	30,000	2033	*							47,520				
994	Glen Tay Rd	Scotch Line Road	Christie Lake Road	2624	2007	585,000	2028	*	15,000		665,200								
1314	Harper Rd	Highway 7	Bathurst 6th Concession	2149	2015	235,000	2029	*				272,600							Asphalt Overlay in 2028, upgrade to paved shoulders
1184	Harper Rd	Bathurst 6th Concession	Keayes Road	2613	2023														Pavement Preservation 2036
1294	Jodi Lane	Somerville Drive	End of Cul-de-Sac	238	2018	57,000	2033	*							75,240				
1325	Keays Road	Old Morris Rd	Fallbrook Rd	1394	2023														Pavement Preservation 2035
1410	Kenyon Road	Oty Lake Side Road	Lakewood Road	2132	2018	147,000	2028	*		164,040									
1408	Lakewood Road	Lakewood Road	Loop	1980	1987	462,000	2024	*											
848	Maberly Main Street	Highway 7	Maberly-Elphin Road	297	-	117,000	2031	*					140,400						
597	McLaren Road	Kenyon Road	Kenyon Road	1991	1997	512,000	2030	*			573,440								
171331	Mutton's Road	Harper Road	Norris Road	638	2018	24,000	2032	*							30,720				
1333	Norris Road	Harper Road	Muttons Road	149	2016	11,000	2032	*							14,080				
1372	Old Brooke Road	Highway 7	Cooks Road	461	-	134,000	2026	*	139,360										
1372	Old Brooke Road	Highway 7	Cooks Road	461	-	36,000	2033	*							47,520				
1290	Orchard Crescent	Scotch Line Rd	Scotch Line Rd	854	2001	54,000	2025	*	62,743										
735/7620	Oty Lake Side Road (shared)	Scotch Line Rd	Kenyon Road	4	2018	177,000	2030	*					212,400						Shared costs with DNE (only 50% cost shown)
1295	Park Lane Court	Somerville Dr	Dead End	222	2018	57,000	2033	*							75,240				
1225	Posner Lane	Bygrove Ln	Dead End	474	2012	30,000	2025	*	32,564										
97	Sproule Drive	Highway 511	Dead End	214	-														
750	Somerville Drive	Glen Tay Road	Christie Lake Road	1266	2018	320,000	2033	*							430,320				
732	Stanleyville Rd	Stanley Road	Scotch Line Road	1249	2009	92,000	2027	*		96,360									
				16.1					595,730	630,240	1,283,040	819,840	1,350,640	1,023,660	991,040	522,240	711,480	1,165,520	0
						New construction totals			595,730	630,240	1,283,040	819,840	1,350,640	1,023,660	991,040	522,240	711,480	1,165,520	0
	Potential Funding:								100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	OCF - Formula Based Funding								2,565	605	85,983	40,135			2,554				
	Development Charges (10% of Constuction)								220,000	214,221	201,806	201,806	201,806	201,806	201,806	201,806	201,806	201,806	201,806
	Federal Gas Tax								41,065										
	Contingency																		
	Other Grants																		
	Roads Reserve								231,230	315,114	895,271	518,034	1,008,998	721,704	689,234	217,880	406,674	893,714	(301,806)
	Total								595,730	630,240	1,283,040	819,840	1,350,640	1,023,660	991,040	522,240	711,480	1,165,520	0
	CUMMULATIVE (SHORTFALL) IN RESERVES								589,840	552,136	(21,796)	(222,449)	(815,099)	(1,276,522)	(1,961,006)	(1,280,234)	(998,051)	78,948	210,814

**TAY VALLEY TOWNSHIP
10 YEAR CAPITAL PLAN
2025 TO 2035**

WASTE

Equipment

Waste Compactor - GT (2023)
Additional Compactor at GTWS (possibility of refurbished)
Waste Compactor - GT (2011)
Waste Compactor - SV (2005)
Waste Compactor - Mab (2003)
Sea Container *for re-use centre large furniture items

Other

Waste Site new wells *provisional - as needed basis
Operations Layout for Waste Sites
Fencing - Glen Tay
Glen Tay waste site relocation of operations
Muttons Road (gate, relocate entrance, blocking access)

		Inflation = 4%										
Replacement		0	1	2	3	4	5	6	7	8	9	10
Cost (at 2023/24)	Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
41,000	2038											
47,500	2025	47,500										
41,000	2031							50,840				
41,000	2030						49,200					
41,000	2028				45,920							
9,000	2038											
10,000	2025	10,000										
40,000	2025/26	40,000										
25,000	2025	25,000										
?	2025/26	?	?									
25,000	2025	25,000										
320,500		147,500	0	0	45,920	0	49,200	50,840	0	0	0	0
Reserves - Waste		30,000	0	0	45,920	0	49,200	50,840	0	0	0	0
Reserves - Contingency		92,750										
Development Charges		24,750	0	0	0	0	0	0	0	0	0	0
Total		147,500	0	0	45,920	0	49,200	50,840	0	0	0	0
CUMMULATIVE (SHORTFALL) IN RESERVES		4,653	10,482	16,544	(23,071)	(16,514)	(58,895)	(102,643)	(95,267)	(87,596)	(79,618)	(71,321)

TAY VALLEY TOWNSHIP													
10 YEAR CAPITAL PLAN													
2025 TO 2035													
OTHER ASSETS & PROJECTS													
IT ASSETS													
OFFICE EQUIPMENT													
OTHER													
Funding:													
CUMMULATIVE (SHORTFALL) IN RESERVES													
	Inflation =	4%											
	Repair/Replacement		0	1	2	3	4	5	6	7	8	9	10
	Cost (at 2023/24)	Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Server Replacement	68,000	????											
Computer Server 1 (shared)	60,000	2029					69,600						
Computer Work Stations	39,000	2027			42,120						51,480		
Livestreaming	45,000	2025	45,000										
Phone System	25,000	2033									33,000		
Fall River Room - IT upgrade	15,000	2027			16,200								
Website Upgrade	20,000	2026		20,800									
Financial Software	350,000	25/26/27		36,400	340,200								
Office Furniture - CSC office	10,000	2025	10,000										
Official Plan (every 5 years)	60,000	2027			64,800					76,800			
Official Plan Review - comprehensive growth management	35,000	2025	35,000										
Comprehensive Zoning By-Law Review (after the OP)	50,000	2025	45,700				58,000					68,000	
Climate Adaptation Plan	30,000	2025	30,000										
Development Charge Study (every 10 years)	40,000	2032								51,200			
Election (every 4 years)	40,000	2026		41,600				48,000				54,400	
Strategic Plan (after each election)	15,000	2027			16,200				18,600				
H. Mather Municipal Drain Project	15,000	2025	15,000										
Functional Assessment of Public Works Department	40,000	2026		41,600									
Compensation Review	30,800	2024						36,960					43,120
Harrasment Policy Update	10,000	2025	10,000										
AMP Continuation - July 2025 compliant	40,000	2025	40,056					48,000					56,000
Economic Deveopment & Tourism Action Plan	52,000	2025	52,000										
Building Condition Assessments	30,000	2027/28			8,100	25,500							
Entrance Signs to the Township (deisgn & production)	40,000	2025	40,000										
Public Electric Vehicile Charge Stations @ Municipal Office (2)	21,175	2027			22,869								
Public Works Garage - design & layout	40,000	2027			43,200								
Emergency Master Plan	25,000	2032								32,000			
			322,756	140,400	553,689	25,500	127,600	132,960	18,600	160,000	84,480	122,400	99,120
Reserve Funds			54,350	52,000	90,752	0	88,450	96,000	17,566	24,960	84,480	76,500	56,000
Contingency			172,000	78,000	414,369	25,500		36,960		32,000			43,120
Grant			18,602										
Development Charges			77,804	10,400	48,568		39,150		1,034	103,040		45,900	
Total			322,756	140,400	553,689	25,500	127,600	132,960	18,600	160,000	84,480	122,400	99,120
			170,925	195,641	184,673	267,649	265,493	259,240	335,010	432,080	533,032	638,023	747,213

COMMITTEE OF THE WHOLE
April 8th, 2025

Report #FIN-2025-06
Ashley Liznick, Treasurer

2025 TAX RATES

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2025-06 – 2025 Tax Rates, be received for information.”

BACKGROUND

Section 312 of the *Municipal Act, 2001* provides that after the adoption of estimates for the year (i.e. the budget), Council must pass a by-law levying a separate tax rate on the assessment in each property class.

The Township must wait until the County of Lanark passes their by-laws to set tax ratios and tax rate reductions, and to establish tax rates to be levied to local municipalities. These by-laws were approved by County Council in March 2025.

Section 312 (6) of the *Municipal Act, 2001* requires tax rates to be established in the same proportion to the tax ratios established. Those tax rates have been calculated based on the County of Lanark approved tax ratios.

A full listing of the tax rates by property class is listed in the attached by-law and the attached table is to provide a comparison of a residential property tax bill for 2025 to the amount that was billed in 2024.

The tax rates are further broken down between the general levy, the police levy, the fire levy, and the hospital levy. These are also broken out and shown on the tax bill itself.

DISCUSSION

The Province has set the education rates for 2025 and Lanark County have also set their rates for 2025.

The attached chart indicates that the overall tax rate increase for residential properties in 2025 will be 4.71%.

OPTIONS CONSIDERED

Not Applicable.

FINANCIAL CONSIDERATIONS

Provides the tax revenue for 2025 as approved in the 2025 budget.

CLIMATE CONSIDERATIONS

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

CONCLUSIONS

That Council receive this report for information and the necessary by-law be brought forward to the April Council meeting.

ATTACHMENTS

- i) Sample Tax Bill Calculation for a Residential Property with an Assessment of \$300,000
- ii) DRAFT Tax Rate By-Law

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

Tax Bill Calculation

Example: A residential property with an assessment of \$300,000

Note: assessments have not increased from 2024 to 2025.

	2024		2025		Increase	Percentage
	Rate	Amount	Rate	Amount		
Municipality	0.00517343	1,552.03	0.00555617	1,666.85	114.82	7.37%
County	0.00398366	1,195.10	0.00410455	1,231.37	36.27	3.03%
Education	0.00153000	459.00	0.00153000	459.00	0.00	0.00%
	0.01068709	<u>3,206.13</u>	0.01119072	<u>3,357.22</u>	<u>151.09</u>	<u>4.71%</u>

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

SCHEDULE "A"

TAY VALLEY TOWNSHIP – TAX RATES

GENERAL PURPOSES

<u>PROPERTY CLASS</u>	<u>GENERAL</u>
Residential/Farm	0.00395629
Multi-Residential	0.00780707
New Multi-Residential	0.00435192
Commercial Occupied	0.00729116
Commercial Excess Land	0.00729116
Commercial Vacant Land	0.00729116
Industrial Occupied	0.01001588
Industrial Excess Land	0.01001588
Industrial Vacant Land	0.01001588
Large Industrial Occupied	0.01001588
Large Industrial Excess Land	0.01001588
Large Industrial Vacant Land	0.01001588
Aggregate Extraction	0.00814999
Pipelines	0.00794125
Farmland	0.00098907
Managed Forest	0.00098907

PAYMENTS-IN-LIEU

Residential/Farm	0.00395629
Commercial Full	0.00729116
Commercial General	0.00729116
Landfill	0.00487593

POLICE PURPOSES

<u>PROPERTY CLASS</u>	<u>POLICE</u>
Residential/Farm	0.00092609
Multi-Residential	0.00182748
New Multi-Residential	0.00101870
Commercial Occupied	0.00170672
Commercial Excess Land	0.00170672
Commercial Vacant Land	0.00170672
Industrial Occupied	0.00234452
Industrial Excess Land	0.00234452
Industrial Vacant Land	0.00234452
Large Industrial Occupied	0.00234452
Large Industrial Excess Land	0.00234452
Large Industrial Vacant Land	0.00234452
Aggregate Extraction	0.00190775
Pipelines	0.00185889
Farmland	0.00023152
Managed Forest	0.00023152

<u>PAYMENTS-IN-LIEU</u>	
Residential/Farm	0.00092609
Commercial Full	0.00170672
Commercial General	0.00170672
Landfill	0.00114136

FIRE PURPOSES

PROPERTY CLASS	FIRE
Residential/Farm	0.00062212
Multi-Residential	0.00122765
New Multi-Residential	0.00068433
Commercial Occupied	0.00114652
Commercial Excess Land	0.00114652
Commercial Vacant Land	0.00114652
Industrial Occupied	0.00157498
Industrial Excess Land	0.00157498
Industrial Vacant Land	0.00157498
Large Industrial Occupied	0.00157498
Large Industrial Excess Land	0.00157498
Large Industrial Vacant Land	0.00157498
Aggregate Extraction	0.00128157
Pipelines	0.00124875
Farmland	0.00015553
Managed Forest	0.00015553

PAYMENTS-IN-LIEU

Residential/Farm	0.00062212
Commercial Full	0.00114652
Commercial General	0.00114652
Landfill	0.00076673

HOSPITAL PURPOSES

<u>PROPERTY CLASS</u>	<u>HOSPITAL</u>
Residential/Farm	0.00005167
Multi-residential	0.00010196
New Multi-Residential	0.00005684
Commercial Occupied	0.00009522
Commercial Excess Land	0.00009522
Commercial Vacant Land	0.00009522
Industrial Occupied	0.00013081
Industrial Excess Land	0.00013081
Industrial Vacant Land	0.00013081
Large Industrial Occupied	0.00013081
Large Industrial Excess Land	0.00013081
Large Industrial Vacant Lands	0.00013081
Aggregate Extraction	0.00010644
Pipelines	0.00010370
Farmland	0.00001292
Managed Forest	0.00001292
 <u>PAYMENTS-IN-LIEU</u> 	
Residential/Farm	0.00005167
Commercial Full	0.00009522
Commercial General	0.00009522
Landfill	0.00006368

TOTAL OF ALL ABOVE PURPOSES

<u>PROPERTY CLASS</u>	<u>TOTAL</u>
Residential/Farm	0.00555617
Multi-residential	0.01096416
New Multi-Residential	0.00611179
Commercial Occupied	0.01023962
Commercial Excess Land	0.01023962
Commercial Vacant Land	0.01023962
Industrial Occupied	0.01406619
Industrial Excess Land	0.01406619
Industrial Vacant Land	0.01406619
Large Industrial Occupied	0.01406619
Large Industrial Excess Land	0.01406619
Large Industrial Vacant Land	0.01406619
Aggregate Extraction	0.01144575
Pipelines	0.01115259
Farmland	0.00138904
Managed Forest	0.00138904

<u>PAYMENTS-IN-LIEU</u>	
Residential/Farm	0.00555617
Commercial Full	0.01023962
Commercial General	0.01023962
Landfill	0.00684770

COMMITTEE OF THE WHOLE
April 8, 2025

Report #PW-2025-07
Sean Ervin, Public Works Manager

APPOINTMENT OF A DRAINAGE SUPERINTENDENT

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Request for Proposal (RFP) #2025-PW-003 - Engineering Services for Municipal Drainage & Drainage Superintendent be awarded to Robinson Consultants;

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

It is recommended:

“THAT, Eldon Hutchins be appointed as Tay Valley Townships Drainage Superintendent,

AND THAT, the necessary By-Law be brought forward for approval.”

BACKGROUND

The purpose of this report is to replace the Township’s currently appointed Drainage Superintendent, Lucas Gibson, as he is no longer employed by Egis (formally McIntosh and Perry).

The [Drainage Act](#) allows municipalities to appoint a Drainage Superintendent, whose duties are to inspect, supervise the maintenance and repair, assist in the construction and improvement, of municipal drains for which the municipality is responsible. The Township has an extensive network of municipal drains, at an approximate amount of 53 kilometers in length.

The Township has retained Egis for many years to act in the capacity of the Drainage Superintendent. With Lucas’ departure from Egis, there was an opportunity for the Township to seek proposals from other drainage consulting firms to ensure that the residents are provided the best available service.

DISCUSSION

The Request for Proposal (RFP) for Municipal Drainage and Drainage Superintendent Services was issued on February 13, 2025, on the Township's portal of Bids and Tenders. The RFP closed on March 6, 2025, and four (4) bids were received, which are outlined in the table below.

Company
Robinson Consultants
Shade Group Inc.
D.M. Wills Associates Limited
WSP

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

- The firm's qualifications and experience on similar projects;
- The project teams experience;
- Project understanding; and,
- Work plan, methodology and quality assurance plan;

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

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

Staff have reviewed and evaluated all four (4) of the submissions and concluded that the proposal submitted by Robinson Consultants was the most thorough and scored the highest out of the proposals that were submitted. Robinson have a complete staff compliment who have extensive experience and expertise in all aspects of projects and procedures under the provincial *Drainage Act*. Their certified Drainage Supervisors have collectively facilitated over one hundred (100) drain maintenance projects across eleven (11) municipalities, as well as published over two hundred and fifty (250) Engineer's Reports under the *Drainage Act*. Locally, they are currently the appointed Drainage Superintendent for Mississippi Mills.

Eldon Hutchins will be the appointed Drainage Superintendent, who was Tay Valley's appointed Drainage Superintendent from 2018 to 2020. Eldon is an Ontario Ministry of Agriculture and Rural Affairs (OMAFRA) Certified Drainage Superintendent and has represented eight (8) municipalities over the past seven (7) years. Eldon has also been elected as Chairman for Chapter 6 (Eastern and North Ontario) of the Drainage Superintendents through the Drainage Superintendent Associations of Ontario (DSAO) Mentorship Program. Eldon will also have support from three (3) other Certified Drainage Supervisors, including Lorne Franklin, Lucas Gibson and Dakoto Dumont.

FINANCIAL CONSIDERATIONS

The Township will not pay any form of retainer to Robinson for this service and fees will be paid on a straight fee for service basis. The Township also applies annually and receives a grant for the provision of drainage superintendent services. As Council is aware, there is a significant drainage project on the books (Mather Drain) and there are some projected costs for 2025 which have been included in the 2025 Budget in the amount of \$14,925 after the grant is applied.

CLIMATE CONSIDERATIONS

Ensuring municipal drains are properly maintained allows agricultural fields to drain properly for crop production but is also important for flood protection.

OPTIONS CONSIDERED

Option #1 (Recommended) – Council award the RFP to Robinson Consultant

Option #2 – Council does not award the RFP and Appoint the Drainage Superintendent and Council provides further direction to staff.

STRATEGIC PLAN LINK

Not Applicable

CONCLUSIONS

In the past, the Drainage Superintendent services were less used by the Township and the residents. However, the Township currently has a large drain maintenance project on the books which the drainage plan needs to be finalized, and a tender issued so that works can commence this fall. Robinson Consultants staff have the expertise to make this project a success, as well as any future municipal drainage projects in Tay Valley.

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
April 8, 2025

Report #PW-2025-08
Sean Ervin, Public Works Manager

MAINTENANCE GRAVEL – TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Tender #2025-PW-005 for Maintenance Gravel be awarded to Thomas Cavanagh Construction Limited for the amount of \$760,690.43 for 2025 and 2026;

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

BACKGROUND

Traffic, both in number and size of vehicles, causes the granular materials on roads to break down over time and therefore the supply and application of granular materials is an annual activity for the Township. The longevity of the material placed on the road has a direct link to the type of material that is used. The Township has found that the quarry sourced granite material is very durable and therefore does not break down as fast as other locally sourced materials. The granite material also drains water off the road faster, allowing staff the ability to work with the materials shortly after a rain event. The dark coloured granite material has also been found to be very beneficial during the winter as the sunlight warms the dark-coloured roadway quicker than the light-coloured materials and therefore assists with the melting of snow and ice.

The Township places maintenance gravel on approximately fifteen (15) kilometres of road each year. The 2025 Budget included gravel being placed on the following roads:

- Bathurst 5th Concession (Harper Road to Highway 7)
- Gambles Side Road (5th Concession to Highway 7)
- Long Lake Road (Narrows Lock Road to Elm Grove Road)
- McVeigh Road (Doran Road to Dokken Road)
- Star Hill Road (Narrows Lock Road to Star Hill Road – Private)
- 11th Line South Sherbrooke (100m section between Zealand and Charlton Roads)

DISCUSSION

Tender #2025-PW-005 was issued on February 21, 2025, on the Township's Bids and Tenders portal. The Tender closed on March 20, 2025, and two (2) bids were received. The bid results are as follows:

Company	Tender Price
Thomas Cavanagh Construction Limited	\$760,690.43
Gemmill Sand and Gravel Limited	\$833,195.75

FINANCIAL CONSIDERATIONS

The maintenance gravel is funded from the Roads Construction Reserve and the price breakdown for each road segment is provided below.

Road Name	Tendered Amount	Non-Rebated HST	Total	Budget	Surplus/ (Deficit)
Bathurst 5th Concession	\$129,894.17	\$2,286.14	\$132,180.31	\$149,167.00	\$16,986.69
Gambles Side Road	\$6,675.97	\$117.50	\$6,793.47	\$7,669.00	\$875.53
Long Lake Road (1)	\$66,084.35	\$1,163.08	\$67,247.43	\$65,225.00	(\$2,022.43)
Long Lake Road (2)	\$68,412.40	\$1,204.06	\$69,616.46	\$67,524.00	(\$2,092.46)
McVeigh Road	\$35,837.56	\$630.74	\$36,468.30	\$39,532.00	\$3,063.70
McVeigh Road	\$52,849.06	\$930.14	\$53,779.20	\$58,314.00	\$4,534.80
Star Hill Road	\$8,541.00	\$150.32	\$8,691.32	\$7,500.00	(\$1,191.32)
11th Line South Sherbrooke	\$4,050.00	\$71.28	\$4,121.28	\$4,000.00	(\$121.28)
				Total Surplus	\$26,586.49

The Tender included a schedule of roads to be completed in 2026 and the summary of prices are provided in the table below.

Project	Tendered Amount	Non-Rebated HST	Total
Bathurst 5th Concession (Harper to Hwy 511)	\$97,724.31	\$1,719.95	\$99,444.26
Bathurst 6th Concession (Harper to Hwy 511)	\$91,235.52	\$1,605.75	\$92,841.27
Miners Point Road (Narrows Lock Road to Big Rideau North Shore Road)	\$101,111.73	\$1,779.57	\$102,891.30
Miners Point Road (Big Rideau North Shore Road Bass Bay Road)	\$42,930.12	\$755.57	\$43,685.69
Bathurst 9th Concession (Boundary Road to Fallbrook Road)	\$55,344.24	\$974.06	\$56,318.30

These prices will be included in the 2026 Budget discussions.

The tender is written as a two (2) year contract (2025 and 2026), and the Township has the option to extend the contract for three (3) additional one (1) year periods (2027, 2028 and 2029). The extensions will be based upon quality of service, mutual agreement and annual price negotiations between the contractor and the Township.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Council awards the Tender to Thomas Cavanagh Construction Limited and the Reeve and Clerk be authorized to sign the necessary documentation.

Option #2 – Council does not award the tender and provide further direction.

CLIMATE CONSIDERATIONS

Non considered.

STRATEGIC PLAN LINK

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

CONCLUSIONS

The Township has seen excellent performance from the black granite material in the past four (4) years and the granite from Cavanagh's is similar to what the Township has used in previous years. The granite material is durable and does not appear to breakdown as quickly as the other gravel material that is available. The black colour also performs well in the winter by attracting warmth and reducing the potential for ice formation. The material is also less pervious and does not absorb water like the other material and therefore crews are able to grade the roadway soon after rain events.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

REPORT #CAO-2025-12 RECREATION ACTIVITY, PROGRAM AND SERVICE OVERVIEW

Committee of the Whole Meeting
April 8th, 2025



1

How do we do it?

- Tay Valley Township's activities, programs, and services since 2023 are made possible through various grants – Ontario Trillium Foundation, Inclusive Community Grant, New Horizons for Seniors Program, Seniors Active Living Centre

- Total Funding
\$272,800



Funded by the Government of
Canada's New Horizons for
Seniors Program



2

Grantors

- **Ontario Trillium Foundation (OTF) - Resilient Communities Fund - \$54,900 (late 2023/2024)**
 - Supported the recovery efforts of organizations impacted by COVID-19, including the need to adapt or increase programs, activities, and service delivery.
 - Through this grant:
 - hired a part-time Sports and Recreation Coordinator
 - conducted a Sports and Recreation Survey
 - implemented new activities and programs
 - purchased equipment, materials and supplies



3

Grantors (continued)

- **Inclusive Community Grant (ICG), provincially funded - \$60,000 (2023/2024)**
 - Provides municipalities, non-profit organizations, and Indigenous communities with funding for projects that promote older adults and peoples with disabilities to participate in Community Life
 - Through this grant:
 - hired a part-time Sports and Recreation Coordinator (now had a full-time position with combined funding from OTF)
 - implemented new activities and programs
 - purchased equipment, materials and supplies



4

Grantors (continued)

- **New Horizons for Seniors Grant (NHSG)**, federally funded. - \$25,000 (April 2025/March 2026)
- Provides funding for projects that make a difference in the lives of seniors and in their communities.
- **Through this grant:**
 - able to offer 8 Diner's Clubs, in addition to the ones being held using SALC funding
 - small committee with volunteers to be set up
 - conduct survey to obtain feedback from participants



5

Grantors (continued)

- **Seniors Active Living Centre (SALC)** funding through the Ministry for Seniors and Accessibility – (starting in 2024, ongoing annual operating and possible annual capital funding)
 - 2023/2024 - \$20,500 + capital
 - 2024/2025 - \$51,200 + capital
 - 2025-2026 - \$55,000
- Provides funding to help seniors and people with disabilities stay independent, active, and socially connected.
- **Through this grant:**
 - implemented new activities, programs and services
 - purchased equipment, materials and supplies



6

Program, Activity, and Service Goals

- To introduce diverse and inclusive programs, activities, and services that appeal to a wide variety of interests and age groups
- Reduce isolation for older adults and seniors in our community; who make up the majority of the Townships population
- Increase physical activity for positive physical and mental health benefits
- Improve the overall sense of community within the Township



7

Administration

- Township staff organize all activities, programs and services, including:
 - registration
 - contracts/agreements
 - site/facility arrangements
 - advertising



8

Programs, Activities and Services Offered before 2024

- > Choir
- > Hockey (youth)
- > Soccer (youth)
- > Karate



9

Programs, Activities and Services Offered in 2024/25 and Beyond

- | | |
|------------------------|----------------------------------|
| > Choir | > Workshops/Education Sessions |
| > Hockey (youth) | > Footcare Clinic |
| > Soccer (youth) | > FoodFit |
| > Karate | > Holiday Lunch |
| > Yoga | > Diner's Club |
| > Tai Chi | > Yuk Yuk's Comedy Club (Annual) |
| > Pickleball | > Book Club |
| > Craft Corner | > Book Exchange |
| > Tennis Lessons | > Story Time |
| > Birdwatching | > Community CPR |
| > Forest Trail Fitness | |
| > Memory Café | |



10

Soccer

- Began in 2008
- 193 participants in 2024
- Offered U6, U8, U11, U15
- 30 Volunteer Coaches, 1 paid on-call staff
- End of May to end of July – 10 weeks
- Held at Glen Tay Public School
- Township Equipment – soccer balls, nets, line paint
- Registration fee includes photo memory mate, season-end BBQ, jersey for use during season
- Self funded through registration fees



11

Hockey

- Began in 2008
- 32 participants in 2024/2025
- 5 Volunteer Coaches
- October to March
- Held at Lanark Arena
- Township Equipment – goalie pads, goalie sticks, pucks
- Registration fee includes, season-end snack, jersey for use during season
- Self funded through registration fees



12

Karate

- Began in 2012
- 15 participants in Fall 2024, 18 participants in Winter 2025
- Paid Instructor
- Held at Maberly Hall
- Registration fee includes, season-end snack
- Self funded through registration fees



13

Choir

- Began in 2005
- 32 participants in Fall 2024, 30 participants in Winter 2025
- 1 paid Director, 1 paid Accompanist
- Held at Maberly Hall
- Christmas Concert, Spring Concert
- Self funded through registration fees



14

Yoga, Maberly Hall

- ❖ Yoga is a practice that connects the body, breath, and mind. It uses physical postures, breathing exercises, and meditation to improve overall health.
- Funding Support by: SALC/ICG/OTF



*"Yoga was great, soo good to stretch!
Alexis is great!
Thanks again" – Mary M*



15

Tai Chi, Maberly Hall



- ❖ Tai Chi originated as an ancient martial art in China. Tai Chi is a practice that involves a series of slow gentle movements and physical postures, a meditative state of mind, and controlled breathing.
- Funding Support by: ICG/OTF/SALC

*"Jeela is absolutely wonderful
and a great instructor! We've
learned so much and can't wait
for Tai Chi Level 2!" – Stephen C*



16

Pickleball, Glen Tay Public School



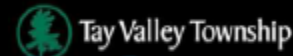
- ◆ Pickleball is a paddle sport for two or four players, that uses a perforated, hollow, plastic ball and net. It has similarities to tennis, badminton, and table tennis and is enjoyed by all ages. It is the fastest growing sport in North America.
- Funding support by: OTF/ICG/SALC



"Thanks so much for this wonderful opportunity to learn pickleball, really enjoyed these classes." - Marie-Jose M

"I loved the classes. John is an excellent teacher and made it fun!" - Marion S

"I just wanted to tell you how great it is for the Township to be offering so many activities. My husband and I enjoy pickleball." - Joan B



17

Craft Corner, Maberly Hall

- ◆ Craft Corner provides an inclusive space where residents can come together to be creative and expressive, fostering a sense of pride and belonging in their community.
- Funding support by: OTF/ICG/SALC

"I would like to take the time to tell you how much I enjoyed the multi-layered bunny workshop that was held at the Maberly Hall. It was great fun and well presented and I look forward to future workshops presented by Tay Valley Township." - Karen C



18

Tennis Lessons, Maberly Community Park

- ❖ Tennis lessons offer physical and mental health benefits, skill development, performance improvement as well as social networking. Leverages one of the Townships recently refurbished recreational assets.
- Funding support by: ICG



"Tennis lesson were beyond amazing, looking forward to doing it next year!"

- Mathiue S



Instructor: Javier Ruano



19

Birdwatching, various locations

- ❖ Birdwatching, or birding, is the observing of birds for recreational enjoyment. An excellent opportunity to connect with fellow nature lovers. Tay Valley's Birders, leveraged multiple trails within Tay Valley for their excursions. This program is facilitated by a volunteer.
- Funding support by: Self sufficient program



Trumpet Swan, Tay Havelok Trail – McGowen Lake

Eastern Wood Pewee, Queen's Mine Trail, Murphy's Point

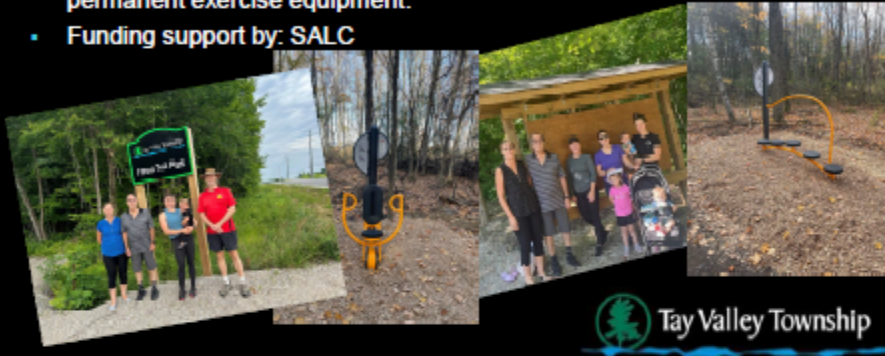
"If you like to explore and learn, try the Tay Valley Birdwatching and Listening Program." - John M



20

Forest Trail Fitness, Forest Trail Park

- ◆ Lead by a certified trainer, Forest Trail Fitness fostered cardio warm-ups, walking/jogging the gravel accessible trails and using the accessible, permanent exercise equipment.
- Funding support by: SALC



21

Footcare Clinic, Maberly Hall

- ◆ Proper foot care is essential for older adults, seniors, and those with mobility issues, it's crucial for maintaining mobility, balance, and over-all well-being, as healthy feet are essential for an active and independent lifestyle. Regular foot care can help prevent falls and other health care complications, such as diabetes.
- Funding support by: SALC



22

Diner's Club, Maberly Hall

- ❖ Diner's Club provides nutritious meals, and a social opportunity with entertainment aiming to keep older adults and seniors active, engaged, and social within their rural community. Community connections promote well-being both physically and mentally, as well as reduce isolation and stress.
- Funding support by: OTF/SALC/NHSG



The lunch this past Thursday was delicious, and the soft music was lovely. We could enjoy the singing but still talk to folks beside us...perfect! Thanks for your work in keeping us seniors active and social. I appreciate the opportunities. Bev F




23

Community CPR Course, Maberly Hall

- ❖ Community CPR Courses, equip individuals to be better prepared to be able to handle a wide range of emergencies. The readiness reduces the impact of emergencies, from individual health crises to larger scale disasters, and contributes to more resilient community structure.
- Funding support by: SALC



 Tay Valley Township

24

Workshops/Education Sessions

- ♦ **Mindfulness for Body and Earth workshop held in August of 2024.** Hosted by local Jill Dunkley - Discover the transformative power of mindfulness and self care, and practical tools and techniques to cultivate mindfulness by attuning to rhythms of the natural world. A personal wellness workshop
- **Funding support by: OTF**



Instructor: Jill Dunkley



25

Workshops/Education Sessions

- ♦ **Heart Health & the Women in Your Life – education session in March 2025.** Hosted by Heather Ebbs a speaker on behalf of the Canadian Heart Health Centre of the University of Ottawa. Participants learned what heart disease is, how it differs between men and women, what the risk and symptoms are, and how woman can take heart health action to reduce risk.
- **Funding support by: OTF**




26

Yuk Yuk's Comedy Show (Annual)



- ❖ Yuk Yuk's is a national comedy club chain in Canada, with 14 clubs across the country. In addition to the club's brick and mortar locations, they also have comics for hire, that travels across the country to facilitate comedic acts. The Maberty Hall has been one of those locations, for two years running.
- Funding support by: SALC



 Tay Valley Township

27

Partnership Programs

- Tay Valley Township is proud to partner with multiple organizations to offer additional activities, programs and services within the community.
 - The Table, Community Food Centre
 - Alzheimer's Society, Leeds Grenville Lanark
 - The Perth & District Union Library

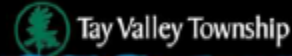
 Tay Valley Township

28

FoodFit, The Table



- ❖ FoodFit is a program that is developed, managed, funded, and evaluated by Community Food Centre Canada. The program was developed in partnership with a medical doctor, dietitian and health promotion specialists who had a special interest in preventative care and chronic disease management.
- Funding support by: OTF/SALC
- At its core, the program has three key goals
 - ✓ Eat more nourishing food
 - ✓ Move More
 - ✓ Make Connections with Others



29

Holiday Luncheon (Annual)



- ❖ The Annual Holiday Luncheon is hosted in partnership with The Table, Community Food Centre. Offering a full turkey dinner with all the fixings, desert, tea and coffee, this community event is a highlight of the season! Fostering social interaction, boosting well-being, while providing a sense of community and belonging, especially during a time that can be isolating and stressful for some. The Community Choir provides seasonal ambience for the occasion.
- Funding support by: OTF/SALC



Joanne Edwards
Community Chef – The Table



30

Memory Café, Alzheimer's Society

Alzheimer Society
LARKS LEEDS GREENVILLE

- ❖ The Memory Connections Café concept provides a social experience for those with memory impairment, their family members and friends. An open invitation to the Maberly Café to socialize with other community members while sharing some refreshments and entertainment. Engaging in socialization keeps the mind active and is a positive preventative measure.
- Funding support by: SALC



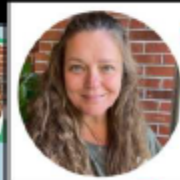
Tay Valley Township

31

Storytime, Perth & District Union Library

the Perth & District Union
PUBLIC LIBRARY

- ❖ Storytime introduces children to books, rhymes and rhythm, music and song, play craft, taking turns, and being in a group. This is a welcoming program to meet parents and caregivers. A program best suited for children ages 0-5 years old. Story time offers numerous benefits such as early literacy, language development, imagination, and social-emotional skills, while also promoting concentration and love for learning.
- Funding support by: ICG



Tay Valley Township

32

Book Club, Perth & District Union Library

the Perth & District Union
PUBLIC LIBRARY

- ❖ Catered to adults, Book Club provides a group of people an opportunity to meet monthly to discuss books they've all read, fostering a shared love of reading and engaging in meaningful conversation. A positive way for residents to come together for social connection, intellectual stimulation, and an opportunity to explore new perspectives and genres.



April 2025



May 2025



June 2025



Tay Valley Township

33

Book Exchange-Maberly Kiosk, Perth & District Union Library

the Perth & District Union
PUBLIC LIBRARY

- ❖ Library card holders (Perth and District Union Library) can now pick up and drop off borrowed books at the Maberly Hall. Patrons can reserve books online at perthunionlibrary.ca through "My Account", which are picked up by a community volunteer on Wednesdays and are available for pickup at the hall on Thursday afternoons and select Saturdays. Books are easily returned at the "drop box" located outside the Maberly Hall.



Drop box
outside of the
Maberly Hall



Tay Valley Township

34

EarlyON, Child and Family Centres – Burgess Hall



- EarlyON Child and Family Centres provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs, and support parents and caregivers in their role. EarlyON embraces the importance of play wholeheartedly, understanding that when children use their imagination in self-directed, active play they improve cognitive, social-emotional, and physical skills, like empathy, conflict resolution, planning and self control.



Tay Valley Township

35

Equipment, Materials & Supplies

Grant funding has also provided the opportunity to purchase:

- Notice Boards x 4
- Commercial Dishwasher for Maberly Hall
- Laptop, keyboard, mouse, wifi for Maberly Hall
- Bin of Toys for Library Story Time
- Board and Card Games, Dart Boards
- Chair for Footcare Clinic
- Refreshments, Entertainment
- Advertisements, Rental Fees



Tay Valley Township

36

Recap

- 23 Programs/Activities Total
- 18 Newly Established Programs/Activities
- 10 Paid Local Instructors – Economic Boost
- 379 Unique Participants took part in one or more Programs or Activities (excluding youth)
- 625 Total Unique Participants took part in All Programs/Activities
- \$272,800 Total Grant Funding to Date

WE ARE
community
STRONG



37

Looking Forward

- Goal is to sustain what is already in place with a look to offering new activities, programs and services, as well as new partnerships in the coming years.



38

Questions

???



COMMITTEE OF THE WHOLE
April 8th, 2025

Report #CAO-2024-10
Amanda Mabo, Chief Administrative Officer/Clerk

2024 MUNICIPAL REPORT CARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #CAO-2025-10 – 2024 Municipal Report Card, be received for information.”

BACKGROUND

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

In 2023, a Municipal Report Card was introduced for the year 2022, which is a common communication product that many municipalities use to demonstrate to residents and local stakeholders the extent of services provided and how these align with Township strategic plans and priorities.

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

In 2023, the first [Municipal Report Card](#) was published, and Council passed a resolution indicating that it should be produced annually. Both the 2022 and 2023 Municipal Report Cards can be found at that link

DISCUSSION

Before publishing a final version on the website, Staff wanted Council feedback on the 2024 Municipal Report Card.

FINANCIAL CONSIDERATIONS

Design	\$1,000
--------	---------

CLIMATE CONSIDERATIONS

None.

STRATEGIC PLAN LINK

Strategic Priority – Good Governance

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

OPTIONS CONSIDERED

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

Option #2 – Council provide additional feedback for final version.

CONCLUSIONS

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

ATTACHMENTS

1. Draft 2024 Municipal Report Card

Prepared and Submitted By:

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



2024

Municipal
Report Card



Tay Valley Township

tayvalleytwp.ca

2022-2024 Tay Valley
Township Council



2024-2026 Tay Valley
Township Council

Back Row (L-R): Councillors
Korrine Jordan, Andrew Kendrick,
Marilyn Thomas, Angela Pierman,
Greg Hallam, Wayne Baker

Reeve Rob Rainer,
Deputy Reeve Fred Dobbie



Back Row (L-R): Councillors Wayne Baker, Keith Kerr,
Angela Pierman, Marilyn Thomas, Korrine Jordan, Greg Hallam
Front Row (L-R): Reeve Rob Rainer, Deputy Reeve Fred Dobbie

Key Facts

- 5,925 year-round residents (2021), a 4.6% increase since 2016 (5,665)
- 11,850 residents in the summer (2021)
- 528.67 km² area
- 11.2 persons per km²
- 32 named lakes
- 10 named rivers
- 2,503 permanent households
- 4,105 total number of households (includes seasonal)
- \$228,000 median assessed value
- One public and one private elementary school
- Two long-term care homes
- \$126,590 average construction project (2024)
- \$12,912,176 million in development (2024)

Glen Tay Rink

Message from the Reeve

The Corporation of Tay Valley Township is pleased to present our Municipal Report Card for 2024! In the following pages we summarize the many accomplishments of and the many highlights in the Township in 2024, across our various municipal departments. I wish to mention a few particularly notable items:



Reeve, Rob Rainer

- A 5-Year Update to the Township's Official Plan (OP) was approved by the County of Lanark. The OP is one of the most important documents guiding municipal activity. Led by the Township's Planner, Noelle Reeve, a great deal of work was undertaken over 2023-2024 to help ensure our OP is as current and as relevant as possible.
- The Township made progress toward the goal of completing development in the 50-lot Maberly Pines subdivision, located off Bolingbroke Road in Sherbrooke ward. Most of the lots in this subdivision have remained undeveloped for many years.
- As overseen by Public Works Manager, Sean Ervin, and pursuant to the Township's 10-year Capital Plan, the Township completed the rehabilitation of Lakewood Road in Burgess ward and McVeigh Road, Gambles Side Road Bridge, and the Glen Tay Road Culvert in Bathurst ward.
- Led by CAO/Clerk, Amanda Mabo, the Township filled the positions of Community Services Coordinator, Building and Planning Administrative Assistant, Planning Administrative Assistant, Truck Driver/Operator, and Waste Site Attendant.
- The Township also completed a long-overdue Pay Equity and Compensation Review. As such the Township is now competitive with respect to staff recruitment and retention; this will help to ensure a stable municipal workforce.
- The Township was successful in landing an array of grants with which to support a wide range of new programs and services of value to many people in our community. These included offerings of a Memory Café, Arts and Crafts Workshops, Tai Chi, Yoga, Pickleball, Tennis, Bird Watching, Forest Trail Fitness, and a Footcare Clinic. These activities ran alongside long-standing programs in soccer, hockey, karate, and the Township's own community choir.
- Further community services included 12-week FoodFit programs offered in partnership with The Table Community Food Centre, a Township Diner's Club and community meals, and even a first staging of a Yuk Yuk's Comedy Show!

On behalf of Council, I thank the Township's staff for their steady, dedicated, and diligent work in support of the municipality's many public services. I also wish to thank my fellow Council members for their service to the community: Deputy Reeve Fred Dobbie and ward councillors Wayne Baker, Greg Hallam, Korrine Jordan, Keith Kerr, Angela Pierman, and Marilyn Thomas. The Township is also grateful to Andrew Kendrick who served on Council from November 2022 to June 2024.

Building and Planning



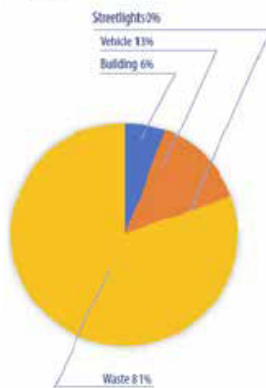
Accomplishments and Highlights in 2024

- Issued building permits for a new commercial metal fabrication shop on Highway 511, a group home for addiction recovery, and energy efficient homes
- Official Plan 5-Year Update approved by Lanark County Council
- Prepared the Site Plan Control Agreement for a new Long Term Care Facility
- The Green Energy and Climate Change Working Group organized a successful sale of composters at the Glen Tay Waste Site. Composting reduces methane emissions.
- Council declared a Climate Change Crisis

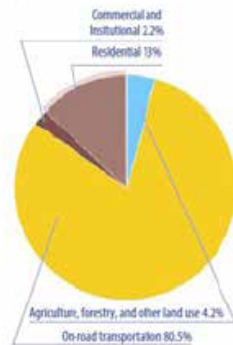


Planning staff: Garry Welsh, Genevieve Neelin, Noelle Reeve, Allison Playfair

Municipal GHG Emissions by Sector



Community GHG Emissions by Sector



Municipal Energy Consumption by Source



Started a backyard composting campaign



= full-time staff



= part-time staff



= casual staff

Severances

Year	Total Applications	New Lots	Lot Addition	Title Correction	Right-of-way/ Easement
2020	24	17	2	2	3
2021	36	21	9	--	6
2022	29	23	6	--	--
2023	28	14	7	1	6
2024	28	18	4	3	3

Zoning

Year	Total Applications	Limited Residential Services	Rural	Residential	Industrial/ Commercial	Other
2020	24	12	2	7	2	--
2021	19	14	--	2	2	--
2022	16	7	--	1	5	3
2023	13	5	1	1	2	2
2024	14	7	0	2	1	4

Minor Variances

Year	Total Applications	Deck/Porch	Building Setbacks	Lot Size	Other
2020	12	1	8	3	--
2021	24	1	11	7	5
2022	29	--	19	5	5
2023	14	1	10	0	3
2024	13	1	9	1	2

Building Permits

Year	Single Family Dwelling	Cottage	Total Housing	Commercial	Total Applications
2020	19	5	24	4	111
2021	60	12	72	4	176
2022	33	2	35	3	145
2023	26	3	29	2	140
2024	12	2	14	1	104

Public Complaints

Year	Zoning By-Law	Building Without Permit	Total
2020	12	3	15
2021	18	3	21
2022	22	10	32
2023	11	13	24
2024	13	3	16

Site Plan Control and Development Agreements

Year	Total Agreements	Waterbody	Environmental Impact Assessment	Commercial
2020	29	20	9	--
2021	55	41	13	1
2022	54	44	7	3
2023*	17	13	3	2
2024	27	24	0	3

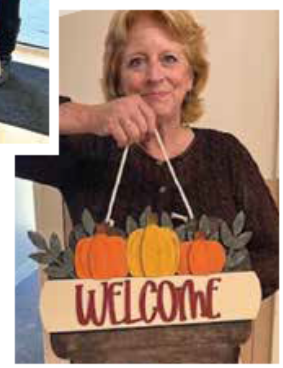
*Province removed the requirements for site plan control agreements for a period of time in 2023

Finance



Accomplishments and Highlights in 2024

- Completed 5-year review of the Development Charges By-Law
- Developed Budget Guidelines
- MyAccount users continue to grow
- The number of property owners registered for electronic billing increased over 20% from 2023, with over 10% of total properties registered for eBilling
- The number property owners registered for Pre-Authorized Payments (PAP) increased



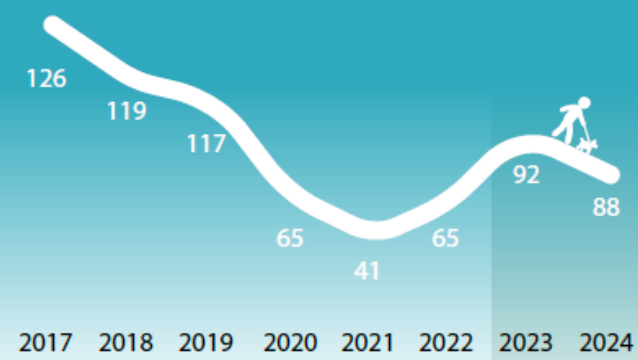
PAP Data

Year:	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total:	1047	979	944	904	872	837	790	624	588	555

eBilling Data

Year	Total	Mailed	Electronic
2024 Final	5393	4854	539
2024 Interim	5377	4916	461
2023 Final	5387	4977	410
2023 Interim	5380	5032	348
2022 Final	5369	5053	316
2022 Interim	5358	5070	288
2021 Final	5357	5112	245
2021 Interim	5276	5097	179
2020 Final	5352	5289	63

Dog Tags:



Public Works



Accomplishments and Highlights in 2024

- Diverted 330 tonnes of recyclable material from landfill
- Rehabilitated of Lakewood Road: \$514,000 project funded by the Roads Construction Reserve and the Federal Gas Tax
- Rehabilitated of McVeigh Road: \$519,000 project funded by the Roads Construction Reserve and Ontario Community Infrastructure Fund Formula Based Funding
- Resurfaced (Pavement Preservation) of Ashby Road and Crow Lake Road: \$28,000 and \$292,240 projects funded by the Roads Construction Reserve
- Rehabilitated the Gambles Side Road Bridge and the Glen Tay Road Culvert
- Placed maintenance gravel on the Bathurst 6th Concession, Bathurst 7th Concession, Boves Side Road, McNaughton Road, Stanley Road, Allan's Mill Road, Keays Road and Truelove Road
- Took delivery of a new Tandem Plow Truck and Backhoe
- Added new Roads Patrol software, funded from the Modernization Funding
- Replaced all the lighting at the Municipal Office with new LED fixtures
- Started a backyard composting campaign by selling composters at 50% off and purchasers received a kitchen composter for free
- Added a backup generator at the Maberly Hall and brought the backup generator at the Municipal Office into compliance. These projects were funded by the Community Emergency Preparedness Grant and the Modernization Funding
- Updated the Energy Conservation and Demand Management Plan
- In partnership with the Lanark and District Maple Syrup Producers Association, collected and transported 14,000 pounds of maple tubing and mainline from twenty producers to the recycling plant in Quebec where it was transformed into pellets which are then used to manufacture a wide variety of products such as drainage tubing, plastic containers and elements of playground equipment.



Type of Service Request	2020	2021	2022	2023	2024
Grading/Pothole Request	40	39	64	39	42
Civic Address/Entrance Permit Application – Completed	26	74	37	28	21
Civic Address Application (private roads only) - Completed	7	10	4	7	5
Other Requests	24	30	29	37	28
Tree Removal Requests	12	16	14	20	16
Snow Plowing/Snow Removal Requests	6	2	10	3	11
Sanding/Salt Requests	8	3	9	13	5
Frozen Culvert Requests	3	2	7	7	7
Garbage/Waste Complaint or Request (Roadside Littering)	6	8	5	5	4
Brushing Requests	3	9	5	1	6
Drainage/Ditching Request (including washouts)	9	13	4	11	6
Dust Control Requests	1	4	3	4	1
Speeding Complaints	0	0	3	4	3
Cleared Deceased Animals from Road	0	4	2	4	2
Beaver Issues	1	4	1	2	--
Road Hazard Requests (including sinkhole, but other than animals and trees)	4	1	2	2	2
Streetlight Outage Requests	1	0	0	0	0
Parking By-Law Complaints	0	1	0	1	1
Total	148	220	198	188	160



CAO and Clerk's Office

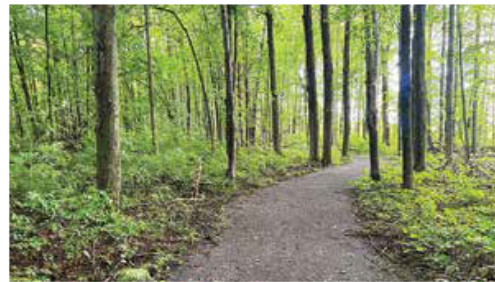


Accomplishments and Highlights in 2024

- Updated the Remuneration and Expense Policy and Open Air Burning By-Law
- Brought Pinehurst Cemetery into compliance
- Recruited a Community Services Coordinator, Building and Planning Administrative Assistant, Planning Administrative Assistant, Truck Driver/Operator, Waste Site Attendant
- Completed a Pay Equity and Compensation Review for Township staff and Council
- Filled Council Vacancy with provincial requirements
- Annual support of the OPP Angel Tree

Accomplishments

	2024	2023	2022	2021	2020	2019	2018	2017
By-Laws	61	66	45	65	57	52	59	73
Council Meetings Held	14	25	17	26	18	24	24	22
Committee of the Whole Meetings Held	12	14	20	13	12	15	10	24
Staff Reports to Council	85	97	119	141	118	95	109	105
Resolutions Passed	291	257	253	333	292	327	294	265
Municipal Freedom of Information and Protection of Privacy Act Requests	7	3	9	4	12	1	14	2
Refreshment Vehicle Licenses	1	2	2	2	2	1	1	1



Key Challenges for the Upcoming Year

- Constantly changing Provincial legislation and regulations
- Downloading from the Province
- More complicated reporting to the Province
- Infrastructure funding for roads and bridges
- impact of the tariffs



Community Services



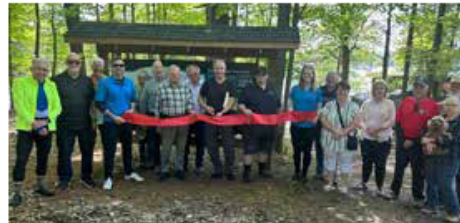
Accomplishments and Highlights in 2024

- Received over \$232,800 in grants to improve Township parks and recreation facilities, retained a Sports and Recreation Coordinator and continued to introduce community programming and activities including Memory Café, Arts and Crafts Workshops, Tai Chi, Yoga, Pickleball, Tennis, Bird Watching, Forest Trail Fitness, Footcare Clinic, and a number of workshops
- Continued to run the long-standing programs for soccer, hockey, karate and the choir
- In partnership with The Table, held additional 12-week FoodFit programs
- Held first Yuk Yuk's Comedy Show
- Introduced the Tay Valley Diner's Club
- Held second Community Holiday Meal at Maberly Hall
- Had Township booth at the Maberly Fair



Timber framed pavilion at the Forest-Trail Park

- In partnership with the Library, established a satellite location at Maberly Hall for book club, book pick-up and return, and storytime
- Installed a timber framed pavilion at the Forest Trail Park, 100% funded by the Ontario Trillium Foundation
- Held re-opening of the newly redeveloped Otty Lake Boat Launch



Kiosk unveiling at Otty Lake Boat Launch



217 Harper Road, Perth Ontario K7H 3C6

Tel: 613-267-5353 Fax: 613-264-8516

www.tayvalleytwp.ca

COMMITTEE OF THE WHOLE
April 8th, 2025

Report #CAO-2025-11
Amanda Mabo, Chief Administrative Officer/Clerk

MID-TERM STRATEGIC PLAN UPDATE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #CAO-2025-11 – Mid-Term Strategic Plan Update, be received for information.”

BACKGROUND

The [2023-2026 Tay Valley Township Strategic Plan](#) was adopted in November 2023.

The Mission, Vision and Values of the Township are as follows:

Mission:

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

Vision:

Tay Valley Township is an inclusive rural community that honours our culture, heritage and natural landscape, where people strive to improve the quality of life for all.

Values:

Respectful - Accountable - Future-Focused

DISCUSSION

The Strategic Plan provides a roadmap for the Township’s strategic priorities in the form of initiatives and actions.

It is important to review the strategic plan with Council to ensure that the organization remains focused on its goals, and adapts to evolving external and internal factors, including market realities and the organization’s capabilities. The items in the Strategic Plan are not the only items on the to-do list, there are also provincial, budget and operational priorities.

Detailed monthly updates on the Strategic Plan and other priorities are provided to Council and the Senior Management Team.

This update is a high-level summary for the public that also gives Council the opportunity to ask clarifying questions on the status of Action Items within the Strategic Plan.

FINANCIAL CONSIDERATIONS

None directly related to this report.

CLIMATE CONSIDERATIONS

None directly related to this report.

STRATEGIC PLAN LINK

Strategic Priority – Good Governance
Strategic Initiative – Communications
Action - Compile and Present Strategic Plan Progress Reports

OPTIONS CONSIDERED

Option #1 – (Recommended) – Receive as information.

Option #2 – Provide direction to staff.

CONCLUSIONS

A detailed monthly update will continue to be provided to Council and Senior Staff and an update to the public will be provided again early in 2026.

ATTACHMENTS

1. Status of Strategic Plan Priorities, Initiatives and Actions.

Prepared and Submitted By:

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

Complete
In Progress
Not Started

Strategic Priority #1 – Strong Community

Strategic Initiatives	Actions	Status
Planning and Development	Undertake a Growth Management Plan	In Progress
	Comprehensive Zoning By-Law Review	In Progress
	Adopt Dark Skies Policy - Public	In Progress
Waste Management Plan	Prepare and Undertake Blue Box Transition	In Progress
	Investigate and Implement Composting Options	In Progress
	Review Waste Disposal Site Layout	In Progress
	Optimize Hours of Operation	Complete
	Install Temporary Infrastructure for Larger Reuse Items	Complete
	Investigate User Pay System for Household Waste	Not Started
	Consider Feasibility of Pilot for Construction Demolition Recycling	Complete
	Investigate the Implementation of Mattress Recycling	In Progress
	Investigate the Implementation of Glass Recycling	Complete
	Accessibility	Develop and Implement an Updated Multi-Year Accessibility Plan
Age-Friendly Community Plan	Introduce Seniors Programs and Seminars	Complete
	Approach Lanark County to Discuss Collaborative Transportation	In Progress
	Promote Available Health Resources, Programs and 211	Not Started

Strategic Priority #2 – Healthy Environment

Strategic Initiatives	Actions	Status
Climate Action Plan	Meet Corporate Greenhouse Gas Reduction Target of 55%	Yellow
	Meet Community Greenhouse Gas Reduction Target of 45%	Yellow
	Communicate Community Climate Actions	Yellow
	Install Electric Vehicle Chargers	Red
	Facilitate Planting of 10,000 trees/year	Red
	Incentivize Personal Commitments to Plant 10/person/year	Red
	Develop a Climate Adaptation Plan	Yellow
	Support the Lanark Leeds Homebuilders Association Zero Emission Construction Through Green Development Standards	Yellow
	At the beginning of the Council Term (2026), amend the Green Energy and Climate Change Working Group Terms of Reference to add new tasks that meet the Climate Action Plan	Red
Environmental Protection	Develop Communal Septic and Water Systems Policy	Yellow
	Develop Site Alteration Policy	Yellow
	Develop Shoreline Disturbance Policy	Red
	Update Mandatory Septic Re-Inspection Program to Include all Lakes and Rivers	Green

Strategic Priority #3 – Thriving Culture, Economy and Tourism

Strategic Initiatives	Actions	Status
Recreation Master Plan	Complete Redevelopment of Glen Tay Swimming Area	Green
	Complete Redevelopment of Maberly Community Park	Yellow
	Complete Redevelopment of Otty Lake Boat Launch	Green
	Open Forest Trail Park to the Public	Green
	Redevelop Noonan Access Point	Red
	Redevelop Mississippi River Access Point	Red
	Redevelop O'Neill Park	Red
	Install Bike Racks and Picnic Tables at the Remaining Outdoor Facilities	Yellow
	Expand Promotion of Community Halls	Green
	Design and Install Information Nodes in Forest Trail Park	Yellow
	Organize Programming in Forest Trail Park	Yellow
	Develop Maintenance Plan for Community Halls	Yellow
	Continue Planning for Multi-Use Facility with Neighbouring Municipalities	Yellow
	Highlight and Promote Opportunities for Recreational Activities on Crown Lands	Red
	Undertake Park Plan for the land behind Maberly Hall	Red
Culture	Redevelop Fagan Lake Cemetery	Yellow
	Redevelop Olde Private Burying Site	Red
	Bring Bolingbroke Cemetery into Compliance	Green
	Bring Pinehurst Cemetery into Compliance	Green
Economic Development and Tourism	Establish and Implement Economic Development and Tourism Action Plan	Red
	Develop 25 th Anniversary Business Recognition Program	Green
	Reintroduce Legacy Farms Program	Green

Strategic Priority #4 – Sustainable Finances

Strategic Initiatives	Actions	Status
Asset Management	Add Core Assets	Green
	Add Current Levels of Service & Cost of Maintaining those Services	Yellow
	Implement Asset Management Software	Green
	Add Lifecycle Management and Financial Strategy	Yellow
	Adopt Long Term Financial Plan	Red
		White
Fiscal Responsibility	Undertake Cost Recovery Reviews of the Building and Planning Departments	Green
	Conduct a Pay Equity and Compensation Review	Green
	Implement Pre-Consultation Fees for Planning Applications	Green
	Implement Additional Fees for Complex Planning Applications	Green

Strategic Priority #5 – Good Governance

Strategic Initiatives	Actions	Status	
Human Capital	Discuss Quarterly Team Building Activities	Green	
	Update Harassment and Violence in the Workplace Policy	Red	
	Update Employee Recognition Policy	Red	
	Adopt Work Life Balance Policy	Red	
	Adopt Formal Training Policy	Red	
Communications	Create Internal and External Communication Strategies	Yellow	
	Develop a Social Media Policy	Red	
	Explore Livestreaming/Broadcasting of the Committee of the Whole and Council Meetings	Yellow	
	Introduce “Did You Know” series	Green	
	Introduce Annual Municipal Report Card	Green	
	Hold 25 th Anniversary Celebrations	Green	
	Produce 2024 Tay Valley Guide (Council deferred until 2025)	Red	
	Compile and Present Strategic Plan Progress Reports	Green	
			Green
			Red
Process Improvement	Implement Electronic Timesheets	Red	
	Implement Online Building Permit Applications	Green	
	Implement Online Planning Applications	Red	
	Implement Online Tax Look-Up System	Green	
	Complete Functional Assessment of the Public Works Department	Red	
	Develop Reserve Funds Management Policy	Red	
	Develop Investment Policy	Red	
	Develop Credit Card Policy	Red	
	Update Procurement Policy	Red	
	Update Procedural By-Law	Red	
	Update Building By-Law	Red	
	Update Codes of Conduct	Green	
	Review Access to Winter Sand Policy	Red	
	Develop and Implement Standard Operating Procedures Across the Organization	Yellow	
	Upgrade Photo Copiers and Telephone System	Green	
Procure and Implement Budgeting Software	Red		

COMMITTEE OF THE WHOLE
April 8th, 2025

Report #CAO-2025-13
Amanda Mabo, Chief Administrative Officer/Clerk

LANARK COUNTY OPP DETACHMENT POLICE SERVICES BOARD
COUNCIL APPOINTEE

STAFF RECOMMENDATION(S)

“THAT, _____ for Tay Valley Township be appointed as the Council representative to the Lanark County OPP Detachment Police Services Board for the remainder of the term of Council.”

BACKGROUND

For the past five (5) years or so the new [Community Safety and Policing Act, 2019](#) (CSPA) was being developed and was finalized in June 2023, with some Regulations to still to be developed.

The new legislation terminated local Police Services Boards (PSBs) as of April 1, 2024 and established one (1) Police Services Board per OPP Detachment. For Lanark County that means rather than each municipality having a Police Services Board (PSB), there is only one (1) for all of Lanark County. A PSB for an OPP detachment is to have the following composition:

- Minimum five (5) members (no maximum)
- Community Representatives of 20% of members
- Provincial Appointments of 20% of members

The Board is comprised of twelve (12) members – eight (8) municipal board members (one (1) Councillor per municipality), with two (2) Community Members and two (2) Provincial Appointees.

DISCUSSION

To date, the Reeve has served on the Transition Committee over the last couple of years to prepare for and establish the new Board. The Reeve has provided notice that he will be stepping down effective immediately.

A new Council representative needs to be appointed at the earliest opportunity as the Inaugural Meeting for the Board is April 23, 2025 and prior to this meeting, the representative

will be required to take approximately eight (8) hours of mandatory online training provided by the Province.

The Reeve will pass on his knowledge about the Board to the newly appointed representative.

OPTIONS CONSIDERED

Option #1 (Recommended) – Appoint Council Representative

Option #3 – Do Not Appoint a Council Representative at this time

This is not recommended as the first meeting of the Board is scheduled for April 23, 2025 and the Township should be represented.

FINANCIAL CONSIDERATIONS

None.

STRATEGIC PLAN LINK

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

CLIMATE CONSIDERATIONS

None considered.

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

None.

Prepared and Submitted By:

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

CORRESPONDENCE



1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting Held Feb 26, 2025 – *attached, page 4.*
2. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting Held March 12, 2025 – *attached, page 8.*
3. **Municipality of Assiginack:** Resolution – Nazi Symbols – *attached, page 9.*
4. **The Regional Municipality of Durham:** Resolution – Ban the Nazi swastika in Canada – *attached, page, 10.*
5. **Town of Fort Frances:** Resolution – Sovereignty of Canada – *attached, page 12.*
6. **East Ferris Municipality:** Resolution – Sovereignty of Canada – *attached, page 13.*
7. **City of Port Colborne:** Resolution – Sovereignty of Canada – *attached, page 15.*
8. **The Town of Halton Hills: Resolution** – Sovereignty of Canada – *attached, page 16.*
9. **Township of Puslinch:** Resolution – Call to Action to Buy Canadian – *attached, page 19.*
10. **Town of Hanover:** Resolution – Tariffs on Canada – *attached, page 21.*
11. **Township of Amaranth:** Resolution – Buy Local and Canadian – *attached, page 23.*
12. **City of Toronto:** Resolution – Buy Local, Buy Canadian – *attached, page 24.*
13. **Lanark County:** Resolution – Buy Canadian – *attached, page 27.*
14. **AMO Policy:** Policy Update – Communities Brace for Tariff Impact – *attached, page 29.*
15. **Canada Metal Processing Group:** Correspondence – Steps to Respond to U.S. Tariff Threats on Steel Sector – *attached, page 31.*
16. **Township of Champlain:** Resolution – Support Canada Metal Processing Group Regarding Threats on Steel Sector – *attached, page 33.*
17. **Municipality of Chatham-Kent:** Resolution – Impacts of Tariffs – *attached, page 35.*

18. **City of Peterborough:** Resolution – Proposed U.S. Tariffs on Canadian Goods – *attached, page 37.*
19. **Municipality of Assiginack:** Resolution – U.S. Tariffs, Buy Local – *attached, page 39.*
20. **The Corporation of the County of Bruce: Resolution – Enabling a Municipal Response to Tariffs** – *attached, page 40.*
21. **Township of Limerick: Resolution – Negotiations on Trade Tariffs** – *attached, page 42.*
22. **EOWC:** Resolution – Negotiations on Trade Tariffs – *attached, page 44.*
23. **Town of LaSalle:** Resolution – Tariffs on Canadian Production – *attached, page 46.*
24. **The Corporation of the Township of McGarry:** Resolution – U.S. Tariffs on Canadian Goods – *attached, page 48.*
25. **The Corporation of the County of Northumberland:** Resolution – Negotiations on Trade Tariffs – *attached, page 50.*
26. **City of Sarnia:** Resolution – U.S. Tariffs and the Economic Impact on Canadians – *attached, page 53.*
27. **Town of Milton:** Resolution – Provincial Land Transfer Tax – *attached, page 54.*
28. **City of Richmond Hill:** Resolution – Provincial Land Transfer Tax – *attached, page 57.*
29. **The Corporation of the Municipality of Markstay-Warren:** Resolution – Provincial Land Transfer Tax – *attached, page 59.*
30. **Township of West Lincoln:** Resolution – Provincial Land Transfer Tax – *attached, page 61.*
31. **City of Peterborough:** Resolution – Provincial Land Transfer Tax – *attached, page 64.*
32. **City of Thunder Bay:** Resolution – Sustainable Infrastructure Funding – *attached, page 66.*
33. **Niagara on the Lake:** Resolution – Ontario Heritage Act – *attached, page 68.*
34. **Town of Fort Erie:** Resolution – Provincial Election Health Care Advocacy – *attached, page 70.*
35. **City of Port Colborne:** Resolution – Provincial Election Health Care Advocacy – *attached, page 78.*

36. **ROMA:** Presentation – Town of Fort Erie – *attached, page 79.*
37. **Township of Joly:** Resolution – No Paid Plasma – *attached, page 96.*
38. **Whitewater Region:** Resolution – Deposit Return Program – *attached, page 97.*
39. **Township of Limerick:** Resolution – Deposit Return Program – *attached, page 98.*
40. **Town of Bradford West Gwillimbury:** Resolution – Deposit Return Program – *attached, page 99.*
41. **Northumberland County:** Resolution – Deposit Return Program – *attached, page 100.*
42. **The Corporation of the Municipality of St. Charles:** Resolution – Deposit Return Program – *attached, page 103.*
43. **Town of Halton Hills:** Resolution – Deposit Return Program – *attached, page 104.*
44. **The Corporation of the Township of North Dundas:** Resolution – Rural Road Safety Program – *attached, page 106.*
45. **The Corporation of the Township of Zorra:** Resolution – Rural Road Safety – *attached, page 107.*
46. **Township of South Stormont:** Resolution – Rural Road Safety – *attached, page 109.*
47. **City of Woodstock:** Resolution – Rural Road Safety – *attached, page 110.*
48. **ROMA:** Correspondence – Trains and Drains – *attached, page 112.*
49. **Whitewater Region:** Resolution – Tile Drain Loan Limit – *attached, page 115.*
50. **Town of Bradford West Gwillimbury:** Resolution – Landlord Tenant Reforms – *attached, page 116.*
51. **Tay Valley Township:** Report – Building Reports – February 2025 – *attached, page 118.*
52. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – February 2025 – *attached, page 119.*

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, March 31st, 2025

5:00 p.m.

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

ATTENDANCE:

Members Present:

Chair, Larry Sparks
Richard Schooley
Peter Siemons

Members Absent:

None

Staff Present:

Noelle Reeve, Planner
Allison Playfair, Secretary/Treasurer

Applicants/Agents Present:

Alison O’Leary, Owner
Michelle McKenzie, Owner
Iain Hutchinson, Owner
Michael Barkhouse, Applicant/Agent

Public Present:

Kayla Stamp
Robert Garland
Harry Nasmith
Marjory Nasmith

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition: Appointment of Secretary/Treasurer.
The Agenda was adopted as amended.

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

None at this time.

4. APPOINTMENT OF SECRETARY/TREASURER

RESOLUTION #COA-2025-01

MOVED BY: Richard Schooley
SECONDED BY: Peter Siemons

“**WHEREAS**, Garry Welsh has retired and is no longer employed by the Township;

NOW THEREFORE BE IT RESOLVED THAT, Allison Playfair be appointed as Secretary/Treasurer of the Committee of Adjustment.”

ADOPTED

5. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – November 25th, 2024.**

The minutes of the Committee of Adjustment meeting held on November 25th, 2024, were approved as circulated.

6. INTRODUCTION

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

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

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

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

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

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

MV24-11 – O’Leary, Part Lot 8, Concession 8, geographic Township of South Sherbrooke

MV25-01 – Hutchinson, Part Lot 3, Concession 8, geographic Township of North Burgess.

MV25-02 – McKenzie, Part Lot 26, Concession 2, geographic Township of North Burgess.

MV25-03 – Vaughan, Part Lot 23&24, Concession 2&3, geographic Township of North Burgess

7. APPLICATIONS

i) FILE #: MV24-11 – O’Leary

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that a road naming would be required for Emergency Services to locate the property accurately. This will be a condition of the Minor Variance.

The Planner noted that all development within 100m of water bodies requires a Site Plan Control Agreement that includes a detailed drawing of all vegetation and existing and proposed structures on a sketch.

The Planner described the size and location of the addition and proposed deck for the Committee Members

Mississippi Valley Conservation Authority (MVCA) comments raised concerns about the erosion hazard of the slope. A Steep Slope Analysis would be required to provide assurance that the development could occur safely. MVCA standard conditions will be included in the Site Plan Control Agreement as well as any recommendations from the Steep Slope Analysis.

The Planner stated the applicant would require a Part 10/11 from the Mississippi Rideau Septic System Office for their project to be sure that the septic system can handle the additional fixtures.

The Planner noted that the decision as drafted contains a condition that a Slope Stability Study be undertaken. However, the MVCA noted that if the proposed new construction was reduced, a Slope Stability Study may not be required.

The Planner advised the Committee that the applicant would like to work with their designer to see if they can reduce the size of the project to satisfy the MVCA's approval without a Slope Stability Study.

The Planner stated that if a Slope Stability is not required after revised drawings have been received, the Township will clear that condition.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

The Committee reviewed the wording of the decision and approved the minor variance with the conditions of: a road naming, Site Plan Control Agreement and slope stability study.

RESOLUTION #COA-2025-02

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV24-10 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and 3.30 (Yard and Water Setback Encroachments) of Zoning By-Law 2002-121, for the lands legally described as 363 Clear Lake Lane 11, Part Lot 8, Concession 8, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-010-18705:

- To permit a 9.3m² (100 sq ft) addition to a cottage, at a setback of 22.3m (73.2ft) from Clear Lake, rather than the 30m required.
- To permit a total of 39m² (424 sq ft) combination of deck and screened porch rather than the 28m² permitted.

THAT, the owners enter into a Site Plan Control Agreement prepared by the Township;

THAT, the owners provide a Slope Stability letter of opinion from an engineer;

AND THAT, the right of way be named to comply with requirements of the Road Naming Policy and incorporated in the Road Naming By-Law".
ADOPTED

Item 7 iii) was dealt with next.

ii) **FILE #: MV25-01 – Hutchinson**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner explained to the Committee and members of the public that a previous Minor Variance was approved in 2000 to allow a water setback for the dwelling of 21m. Therefore, this is now the setback for this application (equivalent to the 30m setback as far as encroachment is concerned).

The Planner clarified that the proposed deck is encroaching beyond the 3m permitted. Therefore, it requires a variance. The Planner noted that the steep slope on the property was addressed at the time of the previous minor variance.

The Rideau Valley Conservation Authority (RVCA) had no concerns. The Planner noted that if any construction were to be completed within 15m of the shoreline a permit from RVCA would be required.

The Planner also advised the Committee that a right of way crosses the applicant's parcel (to provide neighbouring properties with access) will need to be named as a condition of the Minor Variance.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2025-05

MOVED BY: Richard Schooley
SECONDED BY: Peter Siemons

"THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-01 is approved, to allow a variance from the requirements of Section 3.30 (Yard and Water Setback Encroachment)

of Zoning By-Law 2002-121, for the lands legally described as 683 Beaver Dam Lane, Part Lot 3, Concession 8, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-24000:

- To allow a deck encroachment 1.2m greater than the permitted encroachment (4.2m instead of 3m);

THAT, the owners enter into a Site Plan Control Agreement prepared by the Township;

AND THAT, the right of way be named to comply with the requirements for the Road Naming Policy and incorporated into the Road Naming By-Law.”

ADOPTED

iii) **FILE #: MV25-02 – McKenzie**

(a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package.

The Planner clarified for the Committee that previous owners built the deck without a permit and the applicants have agreed to reduce the size of the replacement deck to meet the permitted size.

The Planner noted that this application is on the Big Rideau and Parks Canada as well as the Rideau Valley Conservation Authority provide comments and neither had concerns.

The Planner stated that there are Provincially Significant Wetlands on the north of the property but not in the proposed area of work and they do not impact this application.

The Planner noted that the Township Official Plan, in accordance with direction from Parks Canada, does not permit any development within 15m of the Big Rideau Lake. The proposed work will occur at 17m from the shoreline.

A Site Plan Control Agreement will be required.

(b) **APPLICANT COMMENTS**

None

(c) **ORAL & WRITTEN SUBMISSIONS**

None

(d) DECISION OF COMMITTEE

RESOLUTION #COA-2025-03

MOVED BY: Richard Schooley
SECONDED BY: Peter Siemons

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-01 is approved, to allow a variance from the requirements of Section 3.30 (Yard and Water Setback Encroachment) of Zoning By-Law 2002-121, for the lands legally described as 527 Tracy’s Point, Part Lot 26 Concession 2, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-07000;

- To permit the construction of a deck to be built with a 3m encroachment rather than the 2m permitted.
- The deck will be located 17m from Big Rideau Lake.

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

ADOPTED

iv) **FILE #: MV25-03 – Vaughan**

(a) PLANNER FILE REVIEW

The Planner reviewed the file. The Planner noted that requests for relief from these sections are very common and the sections will be amended in the new Zoning By-Law.

The Planner noted that the relief for the west side yard setback is sought to permit a 5m setback instead of the required 6m.

The Planner noted during the presentation that the contractor would need to redirect the pipe that is draining into the ravine beside the primary dwelling to instead drain into a soak away pit.

The primary dwelling was setback 40m from water to meet the steep slope on the property and the Planner noted the secondary dwelling is well back from the steep slope.

Neither Rideau Valley Conservation Authority (RVCA) nor Parks Canada had any concerns.

The Planner explained that a Member of the Committee had some questions about the floor space index size of the second dwelling and that it may have exceeded the 80m² permitted in a residential zone.

However, the calculations were confirmed that the interior walls measured 77m² which is under the permitted size.

The Planner also clarified that the submitted drawings indicate the maximum height of the second dwelling is 5m from the grade to the middle of the roof, therefore also meeting the height requirement. The Planner had mistakenly measured to the top of the roof. The Planner advised the Committee the height requirement for secondary units will also be addressed in the up coming Zoning By-Law as most municipalities allow for a 6m height.

(b) APPLICANT COMMENTS

The applicant stated he felt his application was represented well by the Planner and had no additional comments.

The Planner answered a Committee Member's question that in the current Zoning By-Law a secondary unit can either be 50% of the floor area of the Primary dwelling or a maximum of 80m² which ever is less.

The Committee approved the variance with the condition for a new Site Plan Control Agreement.

(c) ORAL & WRITTEN SUBMISSIONS

(d) DECISION OF COMMITTEE

RESOLUTION #COA-2025-04

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-03 is approved, to allow a variance from the requirements of Sections 3.19.1 and 3.19.3 (Second Dwelling Unit and Second Dwelling) of Zoning By-Law 2002-121, for the lands legally described as 1147 Big Rideau North Shore Road, Part Lot 23&24 Concession 2&3, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-03000:

- To permit a second dwelling to be constructed that is connected to a separate water supply and septic from the principal dwelling.

- To permit a second dwelling to be separated 26m (85 ft) from the principal dwelling rather than the maximum 12m permitted.
- To permit an east side yard setback reduction of 1m to 5m rather than the 6m required for a dwelling.

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

ADOPTED

Item 7 ii) was dealt with next.

8. NEW/OTHER BUSINESS

None.

9. ADJOURNMENT

The meeting adjourned at 5:49 p.m.

Minutes - Regular Board Meeting– February 10th, 2025

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 10th at 4:30pm, in person and via video conference.

In attendance were:

T Langford, Tay Valley **Chair**

E Heesen, **CEO**

L Marsh, **Secretary-Treasurer**

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

D Palmer, Tay Valley

Via Video conference:

K Jordan, Councillor, Tay Valley

P Mertins, Town of Perth

Regrets:

D Hamilton-Foley, Town of Perth

L Logan, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

T Langford called the meeting to order 4:39 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-07 The agenda was accepted as presented with a motion from P Coutts and seconded by G Waterfield.

Carried.

Delegations- none

Consent Agenda

- a. Approval of Minutes of January 20, 2025
- b. Correspondence and communications
 - i. News
- c. Committee Reports
 - i. Policy Committee minutes - 2025-02-03
- d. Statement of Operations

25-08 The Consent agenda was accepted with a motion by D Palmer and seconded by P Mertins.

Carried.

CEO's Report – E Heesen presented and discussed the February CEO report. The Board discussed presenting the stats and Annual Report to the 3 Councils in the spring, plus an additional 'good news' presentation in the fall closer to budget time.

25-09 The CEO report was accepted with a motion by D Palmer and seconded by G Waterfield.

Carried.

Advocacy Round Table

- a. OLS Governance Hub Board Resources - Year 3 – Assessment & Planning – Overview of Strategic Planning - <https://resources.olservice.ca/strategic-planning/overview>

Policy Review - none

Unfinished and New Business

- a. Friends of the Library Appreciation event?

The Board discussed possibility of an event and suggested a thank you to The Friends be displayed during volunteer appreciation month and ask E Heesen to prepare a letter of thanks to the Friends. It was suggested that we hold an event like lemonade in the garden every 4th year when there is a new Board to meet.

Upcoming Meeting dates

- a. CEO performance appraisal committee TBD
- b. Property Committee Monday March 3 at 5:00 pm
- c. Board meeting Monday March 17 10 at 4:30 pm
- d. Indigenous Advisory Circle, March 26 at 1:00pm
- e. Policy Committee Monday April 7 at 4:00 pm

25-10 Motion to adjourn moved by D Palmer at 5:22 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.

Board Summary Report

March 18, 2025

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

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

Employee Presentation: Changes to the Boardroom Audio/Visual System

A. Broadbent summarized upgrades to the MVCA Boardroom audio/visual system to improve user experience during virtual meetings.

Watershed Conditions

J. North provided a watershed conditions update. Conditions are normal for this time of year. She highlighted that MVCA continues to create storage capacity in Crotch Lake to receive the spring freshet. She also noted that the watershed could be at risk of a higher than normal spring peak on the Mississippi depending on weather conditions during March and April.

GM Update

S. McIntyre provide the GM Update and highlighted:

- Board Elections – Elections for Chair and Vice Chair of the Board and Sub-committees will be held at MVCA’s Annual General Meeting on April 14, 2025.
- Lanark Dam Safety Measures – MVCA is currently developing a detailed workplan to address safety deficiencies with design phase commencing this month.
- Flood Contingency Plans – An updated version of MVCA’s *Flood Contingency Plan* was distributed to the Board and member municipalities earlier this month.
- Financial Audit – Staff are working on the draft financial statements that will be tabled at the Finance and Administration Advisory Committee meeting in early April to the Board at the AGM.

MVCA Investment Policy & 2025 Strategy

The Board approved MVCA's an *Investment Policy, the 2025 Investment Strategy* and transfer of investments to ONE Investment for fiscal years 2025 and 2026.

Palmerston Beach Property Transfer

S. Lawryk provided an updated on the Palmerston Beach property transfer. Title issues have been resolved and MVCA is in the position to transfer the property to the Township of North Frontenac. He noted that a letter has been submitted to the Minister of Natural Resources to inform them of the intended transfer of the property.

K&P Trail Transfer Agreements

S. Lawryk provided an update regarding the Lease Agreement and Agreement of Purchase & Sale with the Counties of Lanark, Frontenac and Renfrew. He reviewed the timeline of the trail's management and current efforts to transfer ownership.

Tenant Agreements

S. Lawryk reviewed different partner organizations that are tenants of MVCA and the associated agreements in place. The Board direct staff to have individual discussions with each organization to determine their ability/financial capacity to provide cost-recovery fees for their use of MVCA facilities, and to carry their own insurance.

Financial Update – YTD December 31, 2024.

S. Millard reviewed the unaudited year-to-date financial data as of December 31, 2025. The Board approved drawdown of the Category 3 Operating reserve by \$21,007 to cover a short-fall in daily parking pass revenues, and allocation of any year-end surplus after audit adjustments to the Water Control Structure Reserve.

Advisory Committee Appointments

The Board reconfirmed appointment of existing members to MVCA's Public Advisory Committees and confirmed appointment of new members: Jill Moxley appointed to the Mill of Kintail Museum Advisory Committee and Paul Frigon appointed to the Mississippi River Watershed Plan Public Advisory Committee.

Corporate Strategic Plan Update

S. McIntyre provided the final results of the staff survey on the MVCA *Corporate Strategic Plan* update. Staff will be distributing a survey to the Board in coming weeks to obtain their feedback.

Employee Presentation: Changes in Wetland Management in Ontario

K. Stiles provided a presentation regarding updates to wetland management regulations in Ontario since Bill-23 in 2022. She reviewed the roles of the Province, Municipality and Conservation Authority and the associated regulatory documents. The presentation can be found here: [Changes-in-Wetland-Management-in-Ontario.pdf](#)

Attachments:

- Draft minutes of the March 10, 2025 Board of Directors Meeting.
- Approved Minutes of the February 10, 2025 Board of Directors Meeting.

Minutes: Board of Directors Meeting

March 10, 2025, 1 p.m. – 3 p.m.

Hybrid Meeting Via Zoom and at MVCA Office

Roll Call

Members Present

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

Members Absent

- Cathy Curry
- Richard Kidd

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Scott Lawryk, Property Manager
- Alex Broadbent, Manager of IC&T
- Kelly Stiles, Biologist
- Jennifer North, Water Resources Technician
- Kelly Hollington, Recording Secretary

Guests

- Lorne Heslop

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

Declarations of Interest

Members were asked to declare any conflicts of interest. No declarations were received.

Agenda Review

There were no amendments or discussion on the agenda.

BOD25/03/10 - 1

MOVED BY: H. Yanch

SECONDED BY: R. Huetl

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

“CARRIED”

Main Business

1. Approval of Minutes: Board of Directors Meeting, February 10, 2025

There were no amendments or discussion on the minutes.

BOD25/03/10 - 2

MOVED BY: T. Popkie

SECONDED BY: J. Atkinson

Resolved, that the minutes of the Board of Directors Meeting held on February 10, 2025 be received and approved as printed.

“CARRIED”

2. Receipt of Finance and Administration Advisory Committee Meeting Minutes.

There was no discussion on the minutes.

3. Staff Presentation – Changes to the Boardroom Audio/Visual System, Alex Broadbent

A. Broadbent provided a presentation regarding updates to the MVCA Boardroom audio/visual system to improve the user experience during virtual meetings.

J. Kelso commented that improvements are needed in the room sound-lift.

M. Souter asked about the cost of improvements. A. Broadbent responded that the total after tax was ~\$57,000.

4. Watershed Conditions, Report 3480/25, Jennifer North.

J. North provided a watershed conditions update. Conditions are normal for this time of year. She highlighted the current operating objective of ensuring storage capacity in Crotch Lake for the spring freshet. She noted that the watershed could be at risk of a higher than normal spring peak on the Mississippi depending on weather conditions during March and April.

S. Lewis asked about ground frost conditions. J. North responded that due to a dry Fall, she expects there to be lots of ground penetration from the water run-off.

5. GM Update, Report 3481/25, Sally McIntyre.

S. McIntyre provided the GM Update. She highlighted:

- Board Elections – Elections for Chair and Vice Chair of the Board and Sub-committees will be held at MVCA's Annual General Meeting on April 14, 2025.
- Lanark Dam Safety Measures – MVCA is currently developing a detailed workplan to address safety deficiencies. MVCA anticipates initiating the design phase in later March.
- Flood Contingency Plans – An updated version of MVCA's Flood Contingency Plan was distributed to the Board and municipal staff.
- Financial Audit – Staff are working on the draft financial statements to table at the Finance and Administration Advisory Committee meeting in early April to come forward to the Board at the AGM.

B. Holmes asked if MVCA is taking any temporary measures to address safety concerns around the Lanark Dam. S. McIntyre explained that the deficiencies are due to changing regulations. J. Cunderlik added that deficiencies have been noted and prioritized accordingly. These concerns will be addressed during the design stage of the dam improvements. Public safety components will be ready for construction this summer.

R. Huetl asked if MVCA is still in communication with the Kashwakamak Lake Association in regards to the Kashwakamak Lake Dam replacement. S. McIntyre explained that the Kashwakamak Lake association received notification of the submission of the Environmental Assessment (EA). She noted that MVCA intends to continue to engage with the lake association on key milestones.

W. Baker asked for details regarding compliance to updated regulations as they relate to design codes and dam safety standards. S. McIntyre explained that the Canadian Dam

Association sets recommended industry standards. J. Cunderlik explained that design codes are updated at both the Provincial level through *the Lakes and Rivers Improvement Act* and at the Federal level by the Canadian Dam association.

W. Baker asked if all of MVCA's dam structures require upgrades. S. McIntyre explained that dam inspections are held annually and dam safety reviews (comprehensive examinations of dam structures) occur on a rotating basis. The results from these inspections and comprehensive reviews are used to prioritize works and are set out within the 10-Year capital plan.

Rising from the Finance & Administration Advisory Committee

6. MVCA 2025 Investment Policy & 2025 Strategy, Report 3475/25 (Amended), Stacy Millard.

S. Millard provided the proposed 2025 Investment Policy and 2025 Strategy. She reviewed MVCA's current state of investments. She reviewed policy highlights including annual board approval of the investment mix and strategy along coinciding with updating the 10-year Capital Plan. She reviewed the portfolio mix recommended by the broker ONE Investment. She provided a summary of ONE Investment's returns on portfolio options. She reviewed the 2025 Strategy, which differs from what is in the staff report, as follows:

- 50% in Canadian Government Bonds ~\$1,525,000;
- 25% in High Interest Savings Account (HISA) ~\$762,500;
- 20% in Canadian Corporate Bonds ~\$610, 000; and
- 5% in Canadian Equity Bonds ~\$152,500.

P. Kehoe commented that there have been amendments to the recommendation from the Finance and Administration Advisory Committee and asked whether the item should go back to the Finance and Administration Advisory Committee before being approved by the Board of Directors. S. McIntyre explained that, due to time limitations, the amended recommendation was brought to the Board. She asked if P. Kehoe wants to defer the item so it can go back to the Finance and Administration Advisory Committee and to the Board for approval in April. P. Kehoe asked for feedback from J. Mason, Chair of the Finance and Administration Advisory Committee.

J. Mason asked for clarification on what a Canadian Equity Bond is. S. Millard explained that those are the names of the portfolios as provided by One Investment. She will clarify with One Investment and provide an answer for J. Mason.

J. Mason commented that it is up to the Board if the item should be deferred and reviewed again by the Finance and Administration Advisory Committee. P. Kehoe asked if any members would like to make a motion that the item go back to the Finance and Administration Advisory Committee for review before being tabled with the Board.

BOD25/03/10 - 3

MOVED BY: M. Souter

SECONDED BY: J. Kelso

Resolved, That the 2025 Investment Strategy go to the Finance and Administration Advisory Committee for review before coming to the Board of Directors.

6 In Favour

10 Opposed

2 Absent

“DEFEATED”

BOD25/03/10 - 4

MOVED BY: T. Popkie

SECONDED BY: M. Souter

Resolved, That the Board of Directors approve:

- 1. The Investment Policy attached to this report.**
- 2. The 2025 Investment Strategy set out in this report.**
- 3. Transfer of investments to ONE Investment as set out in this report during fiscal years 2025-2026.**

As amended by the staff presentation.

“CARRIED”

P. Kehoe expressed his view that, ideally, these items would go back to the Finance and Administration Advisory Committee prior to Board approval.

7. Palmerston Beach Property Transfer, Report 3476/25, Scott Lawryk.

S. Lawryk provided an updated on the Palmerston Beach property transfer. He highlighted that title issues have been resolved and MVCA is in the position to transfer the property to the township of North Frontenac. He noted that a letter has been

submitted to the Minister of Natural Resources to inform them of the intended transfer of the property. It is recommended to request that the Township contribute 50% toward the legal fees incurred.

P. Kehoe stated that MVCA is looking for ~\$4,250 from North Frontenac. He asked if R. Huetl had any comments. R. Huetl stated that he has a meeting with the Chief Administrative Officer (CAO) from North Frontenac on Thursday to discuss the Palmerston Beach Property Transfer.

BOD25/03/10 - 5

MOVED BY: R. Huetl

SECONDED BY: H. Yanch

Resolved, That the Board of Directors direct the General Manager to petition the Township of North Frontenac to contribute 50% towards the legal fees incurred by MVCA to provide clear title of the Palmerston Beach property for the Township.

“CARRIED”

8. K&P Trail Transfer Agreements, Report 3477/25 (Amended), Scott Lawryk.

S. Lawryk provided an update regarding the K&P Trail transfer agreements with the Counties of Lanark, Frontenac and Renfrew. He reviewed the timeline of the trail’s management and current efforts to transfer ownership. He reviewed the agreement of purchase and sale (APS) and lease agreements and the related outstanding concerns. He highlighted the concerns relating to the potential termination of either the lease or APS. He reviewed a map that illustrates the land title issues along the trail, noting that approximately 70% of the trail has title issues.

S. Lewis asked what happens to the property after the lease agreement ends. S. Lawryk responded that this requires more research. He noted that a 10-year lease requires approval from the Minister of Natural Resources and that a renewal process will need to be determined.

S. Lewis commented that MVCA should transfer ownership of the trail as soon as possible to reduce liability as it relates to trail use. He expressed concerns regarding the timeline of the transfer. P. Kehoe commented that the end goal is to transfer ownership of the trail so that it can be best utilized and controlled.

S. McIntyre commented that the counties are looking to develop a trail loop system in Eastern Ontario. By signing a lease agreement and ultimately taking over ownership of the trail the Counties will be able to raise the trail to an acceptable standard.

S. Lewis asked if landowners in the area object to the transfer. S. McIntyre responded that to date, none of the landowners have objected. She noted that the County of Lanark commissioned legal council to do a title search. She clarified that it is clear that MVCA owns the K&P trail, but the title documents and surveys have issues and require updating.

BOD25/03/10 - 6

MOVED BY: J. Kelso

SECONDED BY: D. Comley

Resolved, That the Board of Directors authorize the General Manager and Board Chair to finalize and execute agreements with the counties of Lanark, Renfrew, and Frontenac for the lease and acquisition of the K&P Trail as set out in this report.

“CARRIED”

9. Tenant Agreements, Report 3478/25, Scott Lawryk.

S. Lawryk reviewed different partner organizations that are tenants of MVCA and the associated agreements in place. He noted that agreements with tenants at the Mill of Kintail site require updating and formalizing. He highlighted the importance of cost-recovery for expenses related to tenants. He noted that tenant organizations are an important part of community relations with MVCA and are mostly volunteer driven. A sharp rise in cost could impact their ability to deliver services. He asked the Board for feedback.

J. Mason described a recommendation from the Finance and Administration Committee discussion of having individual discussions with each of the organizations to gain an understanding of what they're able to provide with the goal of cost recovery of expenses incurred by that organization in their use of the facility.

J. Kelso added that tenants carrying insurance was another recommendation raised at the Finance and Administration Advisory Committee meeting. S. McIntyre commented that MVCA requires rentals to carry their own insurance and MVCA has insurance for the whole site. S. Lawryk added that agreements with the Men's Shed and the Fred

Lossing Observatory include the tenants carrying their own insurance. He highlighted that insurance needs to be addressed in the updates of tenant agreements.

J. Kelso commented that another item discussed at the Finance and Administration Advisory Committee meeting was the recovery of expenses related to staff time.

P. Kehoe summarized that the Board of Directors is directing staff to have individual meetings with the tenant organizations to gain an understanding of their ability to provide cost-recovery for expenses.

10. Financial Update – 2024 Q4, Report 3479/25 (Amended), Stacy Millard.

S. Millard explained that questions during the Finance and Administration Advisory Committee meeting led to an update of the reporting layout to separate Categories 1,2 and 3 capital reserves and their associated drawdowns and contributions. She reviewed the unaudited summaries for each category.

S. Millard stated that changes to the budget were due to various factors including: results of timesheet actuals and the reallocation of staff time; staff on short-term disability; staff severances; and grant funding and project delays. She noted a variance in Category 3 Capital budget associated with the update of windows at the Gatehouse being in 2024 instead of 2023 as planned. She reviewed reserve projections and target balances as set out in the *MVCA Reserve Policy*.

She noted that the Finance and Administration Advisory Committee removed the recommendation and did not approve or deny reallocation of Category 2 Operating Reserve surplus of \$100,000 to another reserve. She stated that the staff recommendation remains, as reallocation to the Category 3 Operating Reserve would help to provide staffing/programming in the case of grant uncertainty. She noted that the municipal program and service agreements allow for up to 14% of the operating levy to be allocated to Category 2 and 3, and the total allocation in 2024 was only 10.2%.

S. McIntyre explained that the Finance and Administration Advisory Committee was not comfortable making the recommendation to allocate the Category 2 surplus to Category 3. A decision must be made regarding allocation of the surplus. She asked the Board for recommendations, noting the Board can allocate the funds as they see fit, to any Category.

J. Mason explained that the Finance and Administration Advisory Committee discussed allocating the funds to Category 1 reserves to address the primary mandate of MVCA.

She noted that members felt some of the surplus could be allocated to Category 3, not the entire amount. She highlighted the importance of supporting water control infrastructure improvements.

P. Kehoe expressed that Category 3 programs are non-essential while Category 1 and 2 programs are essential. Category 3 funding requests can be brought to the Board for approval when needed. He noted the importance of supporting water control infrastructure.

J. Kelso commented that Category 3 programs are not priority and recommended supporting Capital projects that benefit all of the member municipalities.

H. Yanch commented that Category 3 programs are needed and expressed support in allocating funds to its reserve.

M. Souter expressed support in allocating the bulk of funds to Category 1 or 2. She highlighted the importance of supporting the expansion of Category 3 programs that are aiming to be fully cost-recoverable and self-sufficient. She noted that new programs carry more risk than the more established programs and require help. Category 3 programs are valued by the communities that they serve, bringing in tourism and encouraging goals set in MVCA's long-term planning. She suggested 80% of the surplus be allocated to Category 1 or 2 reserves and 20% be allocated to Category 3 reserves.

J. Atkinson commented that while Category 3 programs are non-essential, they are services that are MVCA is contracted to provide on behalf of the member municipalities over the next five years. He noted that he is comfortable with funds being allocated to support Category 3 programs. He suggested a 50-50 split of the surplus.

R. Huetl noted that he is comfortable with a 50-50 split of the surplus funds.

J. Mason asked for clarification if Category 3 programs are on the levy for 2025. S. McIntyre confirmed. She expressed support in the 80-20 split of surplus funds. She highlighted the importance of supporting the water control structures.

S. McIntyre explained that staff work within the budget envelope as set by the Board. In MVCA's agreements with the member municipalities, up to 14% can be allocated to Category 2 and 3 programs and services. Category 1 is prioritized when planning the annual budget which is why less than the 14% permitted was allocated to those other categories.

S. Millard added that 7% was charged as part of the 2025 Budget, and 10% in 2024, for Category 2 and 3. S. McIntyre explained that the funds are surplus after having already prioritized Category 1 programs when setting the budget. Staff are recommending funds be allocated to support Category 3 programs because they are more vulnerable due to swings in grant funding.

W. Baker asked if planned upgrades for water control structures are under-funded. S. McIntyre explained that in MVCA's *Reserve Policy*, all asset categories have a target reserve balance. A portion of the Capital levy goes towards planned annual works as well as to building reserves. The Board has approved a schedule of annual Capital Levy increases that provide for delivery of the 10-year Capital Plan. She noted that not all projects are paid in full but are debt financed and amortized over many years. MVCA's existing reserve policies do not provide for setting aside funds for longer-term capital investments.

P. Kehoe commented that MVCA did not receive WECEI funding for 2024, the funds from two planned projects (Widow Lake Dam and Lanark Dam) were combined to complete one, the Widow Lake Dam project. He noted with extra funds, both projects could have been completed.

S. McIntyre explained that the recommendation by the Board was to re-apply for WECEI funding to complete the project. WECEI funding would cover 50% of the fees. She noted that there were reserve funds available to complete the Lanark Dam study.

S. Lewis suggested the Board motion to split the surplus funds 80% to Water Control Structure reserves and 20% to Category 3 reserves.

B. Holmes expressed support in the surplus funds being allocated to Operating reserves. No motion was formally tabled regarding the allocation of the Category 2 surplus; and Recommendation 3 applies to all year-end surpluses regardless of category.

BOD25/03/10 - 7

MOVED BY: J. Mason

SECONDED BY: J. Kelso

Resolved, That the Board of Directors approve:

- 1. Drawdown of the Category 3 Operating Reserve by \$21,007 to cover a short-fall in daily parking pass revenues.**

~~2. Allocation of the Category 2 Operating Surplus of \$100,000 in accordance with Option 2 of this report.~~

3. Allocation of any remaining year-end surplus after audit adjustments to the Water Control Structure Reserve.

10 In Favour

6 Opposed

2 Absent

“CARRIED”

11. Advisory Committee Appointments, Report 3482/25, Sally McIntyre.

S. McIntyre explained that both the Mill of Kintail Museum Advisory Committee and Mississippi River Watershed Plan Public Advisory Committee have had resignations. She presented the applicants: Jill Moxley for the Mill of Kintail Museum Advisory Committee and Paul Frigon to the Mississippi River Watershed Plan Public Advisory Committee. She asked the Board to also re-confirm appointments of all existing members of the Public Advisory Committees.

BOD25/03/10 – 8

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

Resolved, That the Board of Directors approve the appointment of members of the public to the Mill of Kintail Museum Advisory Committee and to the Mississippi River Watershed Plan Implementation Public Advisory Committee as set out in this report.

12. Corporate Strategic Plan Update, Report 3483/25, Sally McIntyre.

S. McIntyre provided the final results of the staff survey on the Corporate Strategic Plan update. She highlighted staff interest in community building to demonstrate MVCA's value and to build trust within the community. Staff want to maintain an engaging and involved workforce and to continue working on improving internal communications. Specific objectives that were highlighted by staff included working on erosion hazard mapping and enhanced stewardship community engagement, specifically as it relates to invasive species.

Management level staff highlighted objectives such as improving corporate identity and the community relations including the indigenous and agricultural communities. She noted that MVCA distributes an Indigenous newsletter and plans to launch an Agricultural newsletter in coming weeks to provide information on projects MVCA is doing.

A survey will be distributed to the Board in coming weeks to obtain feedback.

J. Mason highlighted the importance of participation from all members of the Board to gain an understanding of how MVCA can best deliver services to the municipalities.

13. Staff Presentation – Changes in Wetland Management in Ontario, Kelly Stiles.

K. Stiles provided a presentation regarding updates to wetland management regulations in Ontario since Bill-23 in 2022. She reviewed the roles of the Province, Municipality and Conservation Authority and the associated regulatory documents. She summarized the *Provincial Policy Planning Statement (PPS), 2024* as it relates to wetland management.

She summarized the *Ontario Wetland Evaluation System (OWES)*, the methodology for wetland identification, delineation, and evaluation. She highlighted changes to the OWES due to the Bill 23 update.

She reviewed the definition of wetland as described in the *Conservation Authorities Act*. She described activities that require Conservation Authority permit approval. She highlighted that the Conservation Authority review focus is on potential impacts to hydrologic functions. She reviewed situations where MVCA may issue permits in wetlands. She reviewed MVCA's offsetting policies and that offsetting the impacts of works in wetlands is the least preferred option. Slides are posted at: mvc.on.ca/meetings/.

J. Kelso asked if a wetland must have an intake and an outlet. K. Stiles responded that wetlands must have hydraulic connection. By definition, it must be connected to surface water. Ground water cannot be studied or regulated under current parameters.

J. Kelso asked if a body of water that is not connected is replenished from ground water. K. Stiles responded that there could be a groundwater connection but it can also come from rain water, overland flows or snow melt. She noted that it is difficult to trace and map groundwater.

B. Holmes asked if MVCA has received any offsetting requests and if they were successful. K. Stiles confirmed that we have and explained that MVCA is currently in negotiations and that plans have yet to be finalized. Applications for offsetting are typically for large subdivisions. She highlighted the focus on net gain in environmental quality of those sites.

Adjournment

BOD25/03/10 - 9

MOVED BY: R. Huetl

SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 3:06 p.m.

K. Hollington, Recording Secretary

RVCA Board of Directors Meeting Summary – February 27th, 2025

Dear member municipalities,

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

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

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

January 23, 2025 – [Approved minutes](#)

A revised 2025 Board of Directors Meeting Schedule was approved, which adds three staff information sessions to be held for Board members in advance of the March, May and September meetings.

- The Board reapproved the delegation of powers related to permits and enforcement under the Conservation Authorities Act to reflect updated job titles following a minor departmental restructuring.
- Elections were held and Councillor Gary Waterfield representing the Town of Perth was elected Chair of RVCA's Board of Directors for 2025, and Councillor Kristin Strackerjan representing the Municipality of North Grenville was elected Vice Chair.

February 27, 2025 – Meeting Summary

- 2025 budget and municipal levy were approved following a municipal consultation period.
 - Municipal levy invoices will be prepared and sent to municipalities by the end of March.
- Tree planting contracts were approved for machine planting, hand planting (large and small batches) and band spraying
- The Board appointed a new Sewage System Inspector under the Building Code Act.
- Rental fees for canoes and snowshoes, cleaning fees for facility rentals and fees for outdoor education family programs were added to RVCA's fee schedules
- A new Surveillance Policy was approved.
- The Board approved an increase in Board member per diem rates to \$85 and Chair honorarium rate to \$2,400.
- RVCA Administrative By-Law amendments were approved.
- RVCA held its Annual General Meeting:
 - Executive Committee and Audit Committee members were appointed for the 2025 term.
 - The Chair was appointed voting delegate to Conservation Ontario, with Vice-Chair and General Manager appointed first and second alternate.
 - Auditors and Legal Counsel were appointed for 2025.
 - Signing officers were appointed for 2025.

March 27, 2025 – Next Meeting

Marissa Grondin (she/her)
Executive Assistant
613-692-3571 or 1-800-267-3504 ext. 1177
marissa.grondin@rvca.ca



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504 F 613-692-0831 | www.rvca.ca

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Resolution 1-250227

Moved by: Brian Dowdall
Seconded by: Steve Fournier

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

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of January 23, 2025

Resolution 2-250227

Moved by: Adrian Wynands
Seconded by: Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/25, January 23, 2025 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 2025 Budget Approval

Sommer Casgrain-Robertson, General Manager, presented the draft 2025 Budget for consideration, highlighting one change that had been made to refine the City of Ottawa's special levy for Ice Management resulting in a slight decrease.

A member asked if their request in November to use some reserve funding in the budget for municipalities had been considered. Ms. Casgrain-Robertson indicated that Board direction in November was that it was too late in the budget process to consider that request but that it has been noted and will be part of the budget discussions for 2026.

A member commented that Rideau Lakes had not provided comments on the budget due to the absence of a Treasurer for several months, but the position had now been filled.

Resolution 3-250227

Moved by: Anne Barr
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2025 Budget in the amount of \$13,425,693 (dated February 5, 2025);

AND THAT a total of \$7,296,032 in operating and capital expenses be apportioned to municipalities using the MCVA apportionment method in accordance with the attached budget and the Conservation Authorities Act and its regulations;

AND THAT the following operating and capital expenses be apportioned to the City of Ottawa using the benefit-based apportionment method in accordance with the attached budget and the Conservation Authorities Act and its regulations:

1. \$10,000 Capital Reserve for Water Control Structures in Ottawa
2. \$21,500 Capital Reserve for Britannia Village Flood Control Project
3. \$40,000 Operation of General Water Control Structures in Ottawa
4. \$586,073 Rideau River Ice Management in Ottawa
5. \$163,457 Enhanced Water Quality Monitoring in Ottawa
6. \$65,000 Operation of Windsor and Brewer Park Water Control Structures

Those in favour:

Joe Aragona	Jeff Banks
Anne Barr	David Brown
Brian Dowdall	Sean Devine
Steve Fournier	Susan Irwin
Wilson Lo	Shawn Pankow
Shelley Petersen-Quesnel	Angela Pierman
Adam Turcotte	Gary Waterfield
Adrian Wynands	

Those Opposed:

Abstentions:

Absent:

Trevor Johnson	Theresa Kavanagh
Kristin Strackerjan	

Resolution Carried

9.0 Forestry Machine Planting Contract

Ian Cochrane, Forestry Program Manager, provided an overview of RVCA's machine planting and band spraying contract and the bid process.

A member asked why only one bid was received for this contract while the other forestry contracts received multiple bids. Mr. Cochrane explained that tree planting is a very niche skill, and it is difficult to find contractors who can plant large volumes of trees in a small three week window.

A member commented that they felt the pricing was very reasonable.

Resolution 4-250227 **Moved by:** David Brown
Seconded by: Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2025 at a rate of \$609 per 1000 trees planted.

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting services for 2026 at the same price.

Resolution Carried

10.0 Forestry Large Hand Planting Contract

Mr. Cochrane provided an overview of RVCA's large hand planting contract and bid process.

There were no questions.

Resolution 5-250227 **Moved by:** Susan Irwin
Seconded by: Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Brinkman Reforestation Ltd. to provide hand planting services for 2025 at a rate of \$655 per 1000 trees for new planting sites and \$705 per 1000 trees for refill planting sites.

AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2026 at the same price.

Resolution Carried

11.0 Forestry Small Hand Planting Contract

Mr. Cochrane provided an overview of RVCA's small hand planting contract and bid process.

There were no questions.

Resolution 6-250227

Moved by: Sean Pankow

Seconded by:

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Brinkman Reforestation Ltd. to provide hand planting services for 2025 at a rate of \$705 per 1000 trees for new planting sites and \$755 per 1000 trees for refill planting sites.

AND THAT, based on performance, staff have the option of retaining Brinkman Reforestation Ltd. to provide hand planting services for 2026 at the same price.

Resolution Carried

12.0 Forestry Spot Spraying Contract

Mr. Cochrane provided an overview of RVCA's spot spraying contract and bid process.

A member asked how many contracts occur simultaneously. Mr. Cochrane explained that machine and hand planting occurs at the same time while spot spraying takes place after the trees are planted.

Resolution 7-250227

Moved by: Steve Fournier

Seconded by: Joe Aragona

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Brinkman Reforestation Ltd. to provide spot spraying services for 2025 at a rate of \$319 per 1000 trees sprayed.

AND THAT, based on performance, staff have the option of retaining Brinkman Reforestation Ltd. to provide spot spraying services for 2026 at the same price.

Resolution Carried

13.0 Appointment of Septic Inspector

Ms. Casgrain-Robertson indicated that a new sewage system inspector needed to be appointed to fill the vacancy left when Jason Hutton was promoted to Chief Building Official.

There were no questions.

Resolution 8-2502274

Moved by: Susan Irwin

Seconded by: Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following staff as a Sewage System Inspector under Subsection 6.2 (3) of the Building Code Act, 1992, S.O. 1992, c.23, including amendments thereto:

- Matthew Panciuk

AND THAT this appointment be contingent on continued employment with the Rideau Valley Conservation Authority.

Resolution Carried

14.0 Additions to Conservation Areas and Education Fee Schedules

Dan Cooper, Director of Conservation Lands and Stewardship, explained the need to add a few additional rental and program fees as RVCA continues to expand and adjust its programs and services to meet visitor needs.

There were no questions.

Resolution 9-250227

Moved by: Anne Barr
Seconded by: David Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the addition of the following fees and that these new fees take effect April 1, 2025:

- Schedule G: Conservation Areas
 - Rental Equipment
 - Canoes – \$20
 - Snowshoes – \$5/pair
 - Rental Facilities: Baxter and Foley Mountain Conservation Areas
 - Cleaning fee for facility rentals – up to \$250
- Schedule H: Education Programs
 - Outdoor Education Family Programs
 - Outdoor Education: Half Day Program per family – \$27
 - Family Forest School – \$18/child/day

Resolution Carried

15.0 Surveillance Policy

Ms. Casgrain-Robertson presented a new surveillance policy that will cover any use by the RVCA of video or audio recording equipment.

A member inquired whether there had been any incidents that prompted the policy. Ms. Casgrain-Robertson explained that in recent years the RVCA has had some issues with theft, vandalism and aggressive clients that have created a need for security cameras in certain locations.

A member asked what the timeline would be for completing the appendices. Ms. Casgrain-Robertson indicated that they are nearly complete and expected that they would be finalized, and the policy would be implemented by the end of next week.

A member asked if there would be any issue with municipalities using this policy. Ms. Casgrain-Robertson responded that she would be happy to share it with any municipality and that a copy would be sent to the member's municipal CAO.

Another member inquired about the budget for equipment and if any data would be stored by third party providers. Ms. Casgrain-Robertson indicated that none of the equipment was particularly expensive and would be covered as needed out of RVCA's operating budget. She also confirmed that all data would be stored on RVCA's own server.

Resolution 10-250227

Moved by: Sean Pankow
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Surveillance Policy to take effect March 1, 2025.

Resolution Carried

Theresa Kavanagh joined the meeting at 7:03 p.m.

16.0 Member Per Diem and Chair Honorarium Rates

Ms. Casgrain-Robertson presented a review of RVCA's per diem and Chair honorarium rates.

A member indicated that their municipality had recently completed a review and found that municipalities generally under compensate elected officials. He then asked if the Chair felt the current honourarium was reasonable. Chair Waterfield indicated that he had taken the Chair role without knowing there was an honourarium and indicated that he supported maintaining it at its current rate.

Another member stated that municipal elected officials are unpaid and that the per diem rate should be increased to \$85, the Chair honourarium should be increased to \$2,400 and that the RVCA should have a policy that those rates receive whatever cost-of-living increase is applied to staff salaries.

Ms. Casgrain-Robertson responded that the cost impact of such an increase would not be significant and that RVCA's budget could accommodate it. She also noted that some conservation authorities do have a policy like the one that was proposed where rates increase annually to reflect the same increase applied to salaries and that it could be reflected in RVCA's Administrative Bylaw.

A member inquired about the per diem rate at Mississippi Valley Conservation Authority. Ms. Casgrain-Robertson noted that while MVCA did not participate in the recent survey of conservation authorities, she recalls from past surveys that they were a little lower than the RVCA while South Nation is a little higher.

Another member indicated support for a policy that would adjust the rate annually as it would eliminate the need for future Board discussions on the matter.

A member expressed support for the motion and asked why Hamilton's Chair honourarium was significantly higher than most conservation authorities. Ms. Casgrain-Robertson indicated that she could not speak to the rate set by Hamilton.

Other members also expressed support for the motion, including some City of Ottawa councillors who are not eligible to receive the per diem rate.

Resolution 11-250227

Moved by: Jeff Banks
Seconded by: David Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority approve a Per Diem rate of \$85 to be paid to Members and an honourarium rate of \$2,400 to be paid to the Chair in accordance with the RVCA's Administrative Bylaw, and that these rates be effective retroactively to January 1, 2025;

AND THAT a policy be established to adjust these rates annually in accordance with any cost-of-living increase applied to staff salaries and then rounded to the nearest ten cents.

Resolution Carried

17.0 Administrative By-Law Amendments

Ms. Casgrain-Robertson presented updates to RVCA's Administrative By-Law and noted that the resolution passed under the previous agenda item would also be reflected.

A member inquired about the possibility of hiring an integrity commissioner to investigate alleged breaches of the bylaw. Ms. Casgrain-Robertson explained that, while RVCA does not have an integrity commissioner on retainer like a municipality, the policy allows for third-party involvement if necessary, including the use of an integrity commissioner. She noted that any substantial issues would be referred to a third party for investigation and indicated that appointing an integrity commissioner in advance had not been deemed necessary due to the low frequency of alleged breaches.

The member also asked about RVCA's mileage rate, to which Ms. Casgrain-Robertson indicated that RVCA adjusts its mileage rate annually to reflect the rate set by CRA which is currently \$0.72 for the first 5000 kilometres. The member stated that their municipality's treasurer informed him that any rate over \$0.70 would be considered income. Ms. Casgrain-Robertson indicated that the CRA ensures they set a rate that reflects compensation for the expense rather than a rate that would be considered income or a taxable benefit.

Chair Waterfield invited additional comments or questions on the need for an integrity commissioner and a member expressed support for maintaining the status quo, noting that the current policy allows a third party to be engaged to investigate an alleged breach.

A member noted that addressing an alleged breach internally would put a high degree of responsibility on the Chair, Vice-Chair and/or General Manager so there may be some merit in having an integrity commissioner as an objective back-up resource. The member requested that information about what other conservation authorities are doing in this regard be gathered. Chair Waterfield directed staff to bring back a report on practices at other conservation authorities.

A member also requested a cost estimate for hiring an integrity commissioner.

A member suggested that the report to be prepared by staff include information about how an integrity commissioner would be obtained and whether one should be contacted in every situation.

A member echoed concerns about the appropriateness of staff or board members investigating alleged breaches, highlighting that the work of an integrity commissioner is confidential.

A member inquired about how this would affect the Administrative By-Law changes being proposed this evening and Ms. Casgrain-Robertson suggested that the Board could approve proposed amendments except for Section 21 (pg. 56) which outlines enforcement of the bylaws and policies.

Resolution 12-250227

Moved by: Wilson Lo
Seconded by: Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached amended Administrative By-Law including appendices except for section 21.

Resolution Carried

Angela Pierman left the meeting 7:31 p.m.

18.0 Annual General Meeting

a.) Appointment of Executive Committee

Ms. Casgrain-Robertson reviewed the role and appointment of the Executive Committee. There were no questions.

Resolution 13-250227

Moved by: Brian Dowdall
Seconded by: Joe Aragona

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair, Vice-Chair, Anne Barr, Brian Dowdall, and Adrian Wynands to the RVCA's Executive Committee for the year 2025.

Resolution Carried

b.) Appointment of Audit Committee

Ms. Casgrain-Robertson reviewed the role and appointment of the Audit Committee. There were no questions.

Resolution 14-250227

Moved by: Anne Barr
Seconded by: Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Steve Fournier, Adrian Wynands and Trevor Johnson to the RVCA Audit Committee for the year 2025.

Resolution Carried

c.) Appointments to Conservation Ontario

Ms. Casgrain-Robertson reviewed the role and appointment of Conservation Ontario Council delegates. There were no questions.

Resolution 15-250227

Moved by: Adrian Wynands
Seconded by: Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair as RVCA's voting delegate for Conservation Ontario Council for 2025 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

Resolution Carried

d.) Appointment to Auditors

Ms. Casgrain-Robertson reviewed the appointment of Auditors. There were no questions.

Resolution 16-250227

Moved by: Steve Fournier
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2025.

Resolution Carried

e.) Appointment to Legal Counsel

Ms. Casgrain-Robertson reviewed the appointment of legal counsel. There were no questions.

Resolution 17-250227

Moved by: Joe Aragona
Seconded by: Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the firm of Bell Baker LLP as legal counsel for the RVCA for the year 2024;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners LLP be retained for land transfers;

AND THAT other legal counsel be retained as required.

Resolution Carried

f.) Appointment of Signing Authorities

Ms. Casgrain-Robertson reviewed the appointment of signing authorities. There were no questions.

Resolution 18-250227

Moved by: Adrian Wynands

Seconded by: Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following positions as RVCA's signing officers for 2025:

- General Manager / Secretary-Treasurer
- Manager of Finance
- Director of Communications and Outreach
- Chair of the Board of Directors
- Vice-Chair of the Board of Directors

Resolution Carried

19.0 Meetings

a) Flood Forecasting and Warning Info Day: City of Ottawa – Feb 26, 2025

- Ms. Casgrain-Robertson indicated that there had been great attendance at both flood forecasting information days on February 26 for the City of Ottawa and February 24 for the middle and upper watershed

Upcoming

b) Grenville Federation of Agriculture AGM – February 28, 2025

c) Executive Committee Hearing Training – March 20, 2025

d) Board of Directors Meeting – March 27, 2025

- Preceded by Staff Information Session and Office Tour (4:00 pm)

20.0 Member Inquiries

None.

21.0 New Business

Chair Waterfield emphasized the value of enhanced interaction between the Board and staff and encouraged as many members as possible to attend the March information session in person. Chair Waterfield also shared plans to visit all of RVCA's conservation areas during this tenure as Chair with updates to be posted on LinkedIn and Facebook. He invited members to connect with him via social media.

22.0 Adjournment

The Chair adjourned the meeting at 7: 44 p.m. on a resolution by David Brown which was seconded by Wilson Lo.

Gary Waterfield
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

February 19th, 2025, 9:00am

PW Administration Building- CP Boardroom

Participants

Councillor Jane Torrance, MM
Councillor John Matheson, DNE
Councillor Greg Hallam, TVT
Councillor Gary Waterfield, PERTH
Deputy Reeve Jeff Carroll, MON
Reeve Richard Kidd, BCK
Councillor Dena Comley, CP
Councillor Ron Closs, LH
Tanner Watt, Municipal Program Specialist, LAS

Staff

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

Regrets

MEETING OUTLINE

1. Roll Call
2. Presentations
N/A
3. Review Previous Meeting Minutes
 - a. November 20th, 2024, Meeting Minutes

Motion: Dena Comley

Seconded: Jasmin Ralph, Gary Waterfield

Minutes Accepted

4. Old Business

a. Automated Speed Enforcement

i. Review finalized list of CSZ's and School Zones throughout the County

- PW to Confirm CSZ on Cemetery Side Road near Queensway West Subdivision.
- PW to Confirm CSZ South of Highway 7 on Glen Tay Road
- Town of Perth CSZ flashing beacons on CSZ signs near Schools.
 - OTM does not require flashing lights for CSZ signage ,The lights may have been added after the fact for additional driver notification at the discretion of the Town of Perth.
 - Additional cost of flashing lights is assumed to be approximately \$3500 (Based on flashing stop sign beacon costs).
 - There is a possibility for lights to be added but they not required to meet the OTM standard. Additional lighting would be considered above the minimum standard for signage.

ii. LAS assessment of County wide CSZ and School Zones

- Due to confidentiality of the MTO threshold and LAS adjustment factors, ticket projection data will be considered confidential.
- 7-existing CSZ and School zones were identified County-Wide where the volume of infractions would be cost effective to begin implementing ASE. With 5 being located on County Roads and 2 on Municipal Roads.
 - CR#7B Townline Road, Carleton Place
 - CR#10 South Street, Town of Perth
 - CR#17 Martin Street North, Mississippi Mills
 - CR#23 Rosedale Road South, Montague
 - CR#29 County Road 29 North, Mississippi Mills
 - Harper Road, Tay Valley
 - Lake Avenue West, Carleton Place
- LAS Ticket Projections are based on 2 Cameras at any location, one for each direction of traffic, as only rear plates are considered acceptable per MTO requirements.
- Based on a LAS recommended 6-month rotation timeline, with 2 cameras in each location, 2 zones could be enforced in one year with 2 leased cameras.
- Based on projected ticket volumes at each of the 7-zones, approximately 40,000 tickets could be issued within the first year of operation using 2 cameras per location and enforcing one CSZ location at a time.
- Greater than 2 cameras would be required to enforce more than 2 locations in the first year of deployment.

a. Camera Supply and Installation

- Mandatory minimum 90-day signage notice required prior to camera installation.
- Mandatory minimum 90-day notice still applies when camera is to be reinstalled in a previously enforced location.
- Signage rotation, “Camera coming soon”, “Camera in service”, reversible tabs could be added to existing sign installations to reduce labour requirements.
- PW would create a webpage for transparency about current / planned locations for ASE.
- PW to Confirm notification requirements, changing sign back to “camera coming soon” when camera has been moved (Can signs remain in place or do they need to be removed).
- Rural locations will require assessment for ease of access to utilities and safe mounting.

b. Data Collection

- Traffic data would continue to be monitored in an on-going basis to maintain up-to-date data for all zones and identify target areas requiring additional or prolonged enforcement.
- Data would be assembled for annual group review in the fall for the purpose of budgeting future costs and determining the programs effectiveness and whether further equipment is required.
- If there is a surplus of revenue from the program it could fund more data collection resources (i.e. Black Cats, Staff time, more frequent monitoring).

c. *Costs/ Revenues*

- Funds would need to be Budgeted for lease/purchase of cameras, a budget item would need to be added for initial start-up costs for the group.
- One of the Largest costs would be wages for hired officers and operating costs for office space and IT equipment / Software.

- AP Administration Costs
 - Screening officer (Existing Municipal employee or new hire)
 - 3rd Party Hearing officer
 - Case Management Software (~\$3.50 per ticket)
- POA Administration Costs
 - No costs to the municipalities (Lower revenues returned)
- Signage purchase and installation
- Camera Leases (Monthly)
- Camera Location utility Servicing (Per Location)
- Ticket Processing
- MTO lookup Fee (Per Ticket)
 - \$1.06/ Plate for POA
 - \$8.25/ Plate for AP but can be added to ticket amount and recovered

- Additional equipment could be purchased annually to offset operating costs if the program operates in a surplus. This would allow areas of lower infractions to be monitored while being subsidized by areas of higher infractions.
- Office space should be provided for in-person appeals.
- Costs differ depending on which plan for implementation is followed.

- For Turn-Key solution such as Global Traffic Group there are no up front costs and Adjudication costs would be covered by Global.
 - **Pro:** No up Front costs to start program.
 - **Con:** Little to no surplus revenue to implement traffic calming outside of existing budget items.

- For a partnership model such as LAS there are higher up front costs, but more revenue is retained, once the ASE program is established it could self fund, providing there is an annual revenue surplus.
 - **Pro:** More Surplus revenue is retained to implement traffic calming throughout all municipalities.
 - **Pro:** Short term contracts with Supplier / LAS (6, 12, 24, 24+ month term)
 - **Con:** Higher up front costs to begin program.
 - Camera Lease: \$3k to \$3.5k per month.
 - Camera move: ~\$7k each, assume 2 moves per year with 1-week downtime between moves for set up and calibration.
 - Processing Fee \$12.50 / Ticket.

d. Implementation and Execution Discussion

- Plan for full implementation of ASE program within ~12 months depending on final group recommendation and council decision for further investigation.
- Revenues from tickets should be planned to offset costs of camera setup and continued operating costs.
- If revenues cover operating costs substantially, then additional CSZ could be included in monitoring, based on continued traffic data collection and speed monitoring.
 - Based on LAS tabletop example there would be significant surplus revenue based on projected ticket amounts. (Barrie average ticket cost is \$90).
- All surplus revenues would go into traffic calming, Signage, lighting, physical measures for all applicable CSZ in participating municipalities County-Wide.
- Once implemented, the ASE program may be Self-funding, only requiring budgeted start-up funds to begin enforcement.
- Staff support requirements for County and Municipalities would need to be assessed to ensure workload is manageable for an on-going program.
- TAWG will make a recommendation for an implementation plan and program plan before presenting to council for approval to proceed with further investigation.
- The option exists for any group member municipality to opt out of the ASE program if adopted.
- ASE Program costs could be offered by the county at no cost to lower tier municipalities, revenues could be assessed after a period of time and split if the program is successfully self funding.
- All CSZ would be treated equally, improvements would be implemented equally or based on areas of greatest concern. (Traffic Calming, Signage, Lighting etc.).
- CSZ should be consistent throughout the county regardless of which municipality they are located in.

e. Report to Council

- Recommend a program plan for proceeding with an ASE supplier or LAS.
- Recommend a detailed implementation plan and timeline.
- Plans should be accompanied by detailed costing for budgeting purposes.
- Should Council approve the group's recommendation's, a public media release would follow.

- iii. EORN investigation into vendor partnership for supply of ASE equipment and establishing a JPC.
 - EORN is continuing to investigate a vendor partnership for ASE in Eastern Ontario. (Received expressions of interest from multiple ASE program suppliers)
 - EORN would need to partner with a municipality to open a JPC due to legislation requirements.
 - EORN is motivated to establish an ASE program in eastern Ontario.
 - A EORN joint effort could be re-visited while another program is being used and adopted once its contract term is complete.

- iv. Review speed management/ traffic calming requests.
 - Review completed Educational Traffic Calming Measures for location in McDonalds Corners, Middleville and Clayton (Tatlock Road),
 - Flashing Radar Signs, O/S speed Signs, Transitional Speed Zones.

 - PW to Review of sign locations approaching clayton on Tatlock Road. As per MM request as well as O/S signage within Clayton.
 - Radar signs will be trialed for a period of 1-year after which traffic data will be reassessed and determined if further measures are required.

- v. ASE Media Release.
 - TAWG has approved a draft media release for public notification of the investigation into ASE.
 - The Media Release will be postponed until the TAWG has agreed on a recommendation for a program plan and implementation plan.
 - Media release will be advertised following council approval to proceed with further investigation into ASE.

5. New Business

- a. T.A.W.G recommendation for moving forward with ASE
 - Turnkey (Global or another supplier)
 - LAS (Open JPC or use existing)
 - EORN Partnership (open a JPC)
 - Purchase equipment and open JPC without partnership
 - Do not pursue Further investigation.
 - Review of requirements for Joint Processing centers.

Discussion Items:

- Create an implementation plan and timeline for deployment for group recommendation before council presentation.
- Create a program plan for ticket processing within group for group recommendation before council presentation.
- All municipalities would be required to establish AP by-laws if not already existing.
 - AMP are for municipal by-law infractions
 - AP are HTA based for ASE
- Different agreements are required for AMP's vs AP's with MTO and MAG.
- Different software can be used for each to ensure confidentiality is maintained.
- A By-law officer cannot be a screening officer (A By-Law officer cannot screen tickets that were written themselves.

Service Providers:

Turn-key (Global Traffic Group or other)

- Turn-key solution would not have large associated costs.
- Cost of hiring officers would be reimbursed by Global.
- Surplus revenue would not be retained by the County or Municipalities.
- Global currently operates a JPC in Essa Township
- Screening and Hearing officer would still be the responsibility of the Municipality.
- Hearing officer has final authority.

LAS (Open a JPC or use Existing)

- LAS offers flexible contract lengths (group can continue investigation of other options while a program is under contract)
- 6-month, 12-month, 24-month terms offered by LAS. Shorter-term programs carry higher operating costs.
- Fees are per ticket for LAS (\$12.50 for processing, ~\$3.50 for processing software + MTO plate lookup fee)
- Budget projections to be prepared for program cost and staffing cost versus proposed ticket revenues.
- If written intention is to pursue ASE with LAS is provided, LAS will provide further information regarding implementation and by-laws.

Next Steps

- Public message must be clear about safety improvements and planned reinvestments for road maintenance, TAWG priority is to address speeding within all municipalities of Lanark County.
- ASE programs should be transparent, and the public should have access to camera locations and certificates of accuracy for in-service cameras.
- ASE has been shown to reduce speeding and improve driver behaviour in locations where it is implemented. (Barrie, Essa,
- CSZ are to be treated equally County-Wide.
- Program plan and implementation Plan with Costs are to be assembled and presented as 2 separate documents to the TAWG for recommendation before presentation to County Council.
- TAWG to agree on a final recommendation to be brought forward to council as part of a report on ASE. (Whether the county pursues LAS or another ASE program supplier).

b. Review New Requests for Speed Management

Hamlet of Elphin Speeding

- Complaints of speeding, Heavy Truck and Motorcycle traffic
- Currently under assessment.
- Data will be collected in the spring, data to be provided to TAWG with recommended calming measures.

Speed Change request, CR10 Drummond Con. 2 / North Street

Recommendation

- Shift 50km/h zone closer to rail crossing
- Shift 60km/h transitional speed zone location closer to Perthmore St., West of existing 50 begins.
- Group agrees to proceed with recommending speed zone changes.
- Requests for speed management will be brought to council in the future in groups
- PW to consult with Town of Perth

6. Round Table Discussion

- Recommend a program plan and budget for working group
- Recommend a detailed implementation program and timeline.

Requirements for establishing a Joint Processing center

- Appropriate by-laws must be established for Administrative Penalties
- Agreement with the MTO is required, can take up to 1-year
- Agreement is required with the Ministry of the Attorney General (MAG).
- Information and Privacy Commissioner (IPC) will perform an assessment of the municipality.

- Provincial Offences Officers must be hired
 - Training provided by Ontario Traffic Council
 - Certification from MTO 6 to 8-week process
 - 1 POO can process 140-150 tickets per day ~34k per year

- Find or construct a suitable office space for officers to conduct ticket review.
 - Strict requirements for security and privacy of the building.
 - Strict requirements for officers conducting ticket review.
 - Specific software and IT requirements for review.

- Traffic data should be collected and reviewed (This will expedite the process)
- Each municipality participating in ASE would be required to have an agreement in Place with the JPC.

- Existing JPC's in Ontario (ASE)
 - Barrie and Clarence Rockland (LAS)
 - Essa Township (Global Traffic Group)
 - City of Toronto (processing for GTA + Others)
 - City of Ottawa

7. Next Meeting Date: April 16, 2025 9:00 AM

- a. Proposed Agenda Items:
- Review of proposed implementation plan.
 - Review of proposed program plan
 - Recommendation moving forward for council presentation.
 - Update on CSZ and signage reviews

8. Action Items

- a) PW to consult with LAS for possible draft terms of a 2-year agreement for presentation to TAWG group.
- b) PW to draft a proposed implementation plan (Timeline, Phases, rotation schedule) for group input and recommendation
- c) PW to draft a proposed program plan (Supplier comparison, Costs projections, Revenue projections) for group input and recommendation.
- d) PW to provide plans for group review before proceeding with a presentation to County Council and media release.
- e) PW to Update County website for speed management request links with a fillable form.
- f) PW to Review Signage within Clayton and placement of newly installed oversized signs on Tatlock Road.
- g) PW to Confirm CSZ on Cemetery Side Road near Queensway West Subdivision.
- h) PW to Confirm CSZ South of Highway 7 on Glen Tay Road.
- i) PW to consult with Town of Perth regarding request for speed limit changes on North St. / Drummond Con. 2, on County Road 10.

Meeting Concluded: 10:34 AM