



COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 3rd, 2025

6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Wayne Baker

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) – May 6th, 2025 – *attached, page 7.***

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on May 6th, 2025, be approved.”

5. **DELEGATIONS & PRESENTATIONS**

- i) **Delegation: Animal Control By-Law – Cats.**
Doug Miller, Resident.

6. PRIORITY ISSUES

- i) **Report #PD-2025-12 – Bill 17 – Protect Ontario By Building Faster and Smarter Act, 2025 – attached, page 10.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, staff submit comments to the Environmental Registry of Ontario postings <https://ero.ontario.ca/notice/025-0504> and <https://ero.ontario.ca/notice/025-0462> on key areas of importance to Tay Valley Township, as identified in Report #PD-2025-12 – Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025;

AND THAT, this report be circulated to the Honourable Rob Flack, Minister of Municipal Affairs and Housing, local MPP the Honourable John Jordan, and Christa Lowry, the Chair of the Rural Ontario Municipal Association.”

- ii) **Report #PW-2025-12 – Anderson Bridge Tender Award – attached, page 17.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Anderson Side Road Bridge, Tender #2025-PW-007, be awarded to Trilith Contracting Inc.;

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

- iii) **Report #CAO-2025-22 – Request to Close a Portion of an Unopened Road Allowance – Parks – attached, page 20.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the application to stop up, close and sell the said old unmaintained forced road as outlined in Report #CAO-2025-22 - Request to Close a Portion of an Unopened Road Allowance – Parks, as per the Road Closing and Sale Policy and call a Public Meeting.”

Suggested Recommendation to Council:

“THAT, staff to work with the County to determine the scope of work required to survey a portion of the lands identified by the Property Identification Number (PIN) 05209-0236 (the PIN being portions of Bolingbroke Road, Maberly Station Road, and Railway Siding Road) in preparation to transfer road ownership to the rightful municipalities.”

- iv) **Report #CAO-2025-23 – Proposed new Road Name – Greta’s Way – attached, page 26.**

Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Greta’s Way, as outlined in Report #CAO-2025-23 – Proposed New Road Name – Greta’s Way, be brought forward for approval.”

- v) **Appointment of Soccer Volunteer.**

Suggested Recommendation to Council:

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

- Hayley Koeslag.”

7. CORRESPONDENCE

- i) **25-05-28 – Council Communication Package – attached, page 32.**

Suggested Recommendation to Council:

“THAT, the 25-05-28 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

- ii) **Committee of Adjustment.**

25-05-26 – Draft Committee of Adjustment Hearing Minutes – attached, page 37.

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

- iv) **Library Board.**

25-03-17 – Perth and District Union Library Board Minutes – attached, page 40.

25-04-14 – Perth and District Union Library Board Minutes – attached, page 42.

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

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

25-04-23 – Draft Lanark County OPP Detachment Board Inaugural Meeting Minutes – attached, page 45.

25-04-23 – Draft Lanark County OPP Detachment Board Meeting Minutes – *attached, page 47.*

vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*

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

25-04-14 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 52.*

25-04-14 – Draft Mississippi Valley Conservation Authority Board of Directors 57th Annual General Meeting Minutes – *attached, page 55.*

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

25-05-08 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 68.*

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

xi) **County of Lanark.**
Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

i) **CONFIDENTIAL: Litigation or Potential Litigation – 750/761 Christie Lake Lane 32D.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Motion:

“THAT, Committee move “in camera” at ____ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 750/761 Christie Lake Lane 32D;

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

Suggested Motion:

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

- *Chair’s Rise and Report.*

- ii) **CONFIDENTIAL: Litigation or Potential Litigation – 22823 Highway #7.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Motion:

“THAT, Committee move “in camera” at ____ p.m. to address a matter pertaining to the receiving of advice that is subject to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 22823 Highway #7;

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

Suggested Motion by Councillor:

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

- *Chair’s Rise and Report.*

- iii) **CONFIDENTIAL: Litigation or Potential Litigation – 244 Maberly Elphin Road.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Motion:

“THAT, Committee move “in camera” at ____ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 244 Maberly Elphin Road;

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

Suggested Motion by Councillor:

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

- *Chair’s Rise and Report.*

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

MINUTES

PUBLIC MEETING ZONING BY-LAW AMENDMENT MINUTES

Tuesday, May 6th, 2025

5:30 p.m.

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

ATTENDANCE:

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

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

Public Present: Mike Champagne

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 #ZA25-03: Scott Cameron
779 Brooks Corners Road
Part Lot 2, Concession 6
Geographic Township of North Burgess**

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 not present.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

The Planner proposed that the amendments to Zoning By-Law No. 02-121 be approved. The by-law will come forward at the next Council meeting.

4. ADJOURNMENT

The public meeting adjourned at 5:40 p.m.

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

June 3rd, 2025

Report #PD-2025-12
Noelle Reeve, Planner

BILL 17- PROTECT ONTARIO BY BUILDING FASTER AND SMARTER ACT, 2025

STAFF RECOMMENDATION

It is recommended:

“THAT, staff submit comments to the Environmental Registry of Ontario postings <https://ero.ontario.ca/notice/025-0504> and <https://ero.ontario.ca/notice/025-0462> on key areas of importance to Tay Valley Township, as identified in Report #PD-2025-12 – Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025;

AND THAT, this report be circulated to the Honourable Rob Flack, Minister of Municipal Affairs and Housing, local MPP the Honourable John Jordan, and Christa Lowry, the Chair of the Rural Ontario Municipal Association.”

BACKGROUND

On May 12, 2025, the Province introduced Bill 17, the *Protect Ontario by Building Faster and Smarter Act, 2025*. The province is seeking comments on the Bill by June 12, 2025 through the Environmental Registry of Ontario <https://ero.ontario.ca/notice/025-0504>.

The Bill proposes to amend various acts including: the *Building Code Act, 1992*; *Planning Act* and *Development Charges Act (DCA)*.

The government’s stated intention is to, “remove unnecessary barriers to building so Ontario can get shovels in the ground faster for vital projects and protect Ontario workers during this time of increasing US tariffs”.

The Bill contains five goals, with the fifth being directly relevant to Tay Valley Township:

- Faster Transit Project Delivery
- Accelerating Transit Oriented Community Projects
- Building Roads Faster
- Speeding Up MTO Corridor Management Permits
- Reduce Municipal Requirements that Impede Housing Development

DISCUSSION

One positive aspect of Bill 17 is the Province has announced that they are exploring the use of a public utility model, which may include establishing municipal service corporations for communal water and wastewater systems.

Another positive proposal is to consult on whether amendments to the Building and Fire Codes could standardize this type of construction and eliminate the current requirement for them to be evaluated through the more costly and time consuming Alternative Pathway.

However, the province identifies Development Charges, Green Building Standards, Provincial Policy Tests, and Official Plan population projections that differ from the Ministry of Finance projections as “barriers” to housing development. The Township does not agree these are barriers.

The province is also “moving toward a permit-based system for zoning” and the “standardization of municipal data tracking for land use planning, building code and permit applications” including Artificial Intelligence.

Finally, Bill 17 proposes to “limit complete application (studies/reports) requirements to what is currently identified in municipal official plans, except where the Ministry of Municipal Affairs and Housing approves the changes”. <https://ero.ontario.ca/notice/025-0462>

“The changes would further enable the Minister by regulation, to:

- prescribe a list of subject matters for which studies cannot be required as part of a complete application;
- identify the only studies that could be required as part of a complete application;
- specify certified professionals from whom municipalities would be required to accept studies”.

Communal Systems

Consultations between the province and municipalities will be held to, “streamline municipal consent for communal water/sewage systems and modular “off-grid” water treatment facilities to support greater adoption and unlock housing in underserved rural areas” The Township supports a streamlined Environmental Compliance Approval process from the Ministry of Environment, Conservation and Parks.

The Township requests the province approve the expansion of the existing Frontenac County Municipal Utility so that Tay Valley Township can use the utility to help grow our Hamlets.

The proposals for “access to favourable financing opportunities” and for “appointing a skills-based municipal services corporation board with municipal representation” are supported by the Township.

Financial Implications of Proposed Development Charge Changes

The Township does not agree that Development Charges are barriers to housing. Development charges are required so that growth pays for growth. While Long Term Care

Facilities are needed, exempting them from Development Charges (D.C.s) means that private firms do not bear the cost of new infrastructure (sewer and water pipes, roads, etc.) required for the home; the general taxpayer does. This means that the profits go to the private company and the costs are paid by the public. This practice has been referred to as corporate welfare and the Township does not support it.

While administratively expedient, eliminating the statutory public process for reductions in D.C.s will not provide the general public with an opportunity to delegate to Council on the matter and will reduce transparency.

Deferring the timing of payment for all residential development to occupancy will have cashflow implications for municipalities. The impacts may include additional financing costs for capital projects, increased administrative costs associated with administering securities and occupancies, and potential delays in capital project timing.

The repeal of subsection 26.1 (9) of the D.C.A. removes the municipality's ability to require immediate payment of all outstanding instalments when a development use changes from rental housing or institutional to another use. This proposed amendment also has cashflow impacts for municipalities.

Similarly, by allowing residential and institutional D.C.s to be paid earlier than required in a D.C. by-law, absent municipal agreement, municipalities may lose out on compensation. The development community may elect to pay D.C.s before indexing or before municipalities pass a new D.C. by-law where a publicly available D.C. background study may be indicating a potential increase in the charges.

Combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a reserve for a service not included under the section 38 agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs.

Land Use Planning Implications

It is currently unclear to what extent Ontario municipalities will be required to update their respective Official Plans and associated background studies, such as needs assessments, servicing plans, and financial strategies, to ensure alignment with the updated Ministry of Finance projections. It is clear, however, that Ontario municipalities will require improved processes and tools to monitor their Official Plans in a manner that allows decision makers more flexibility to address and respond to anticipated change.

The provinces proposed changes to inclusionary zoning policies could influence housing delivery outcomes within protected major transit station areas. Specifically, the Act proposes capping the affordable housing set-aside rate at 5% and limiting the affordability period to 25 years. Although Tay Valley does not have a major transit station, it is clear that capping the affordable housing rate at 5% is not going to meet the demand, producing hardship and misery for our fellow residents.

The province proposes to change complete application rules to limit what can be required as part of a complete application. A proposed regulation will limit the scope of permitted studies, e.g., exclude Sun/Shadow, Wind, Urban Design and Lighting reports. Municipalities will require written approval from the Minister before adopting an official plan amendment to change the requirements for a complete application.

The Township is concerned that removing its ability to obtain information from certain studies will hamper its ability to assess applications and produce a negative impact on residents.

If a report submitted in support of an application is prepared by a qualified professional, it is deemed to meet the requirements of a complete application. The list of “prescribed professions” that will satisfy this requirement has not yet been provided. The Township has serious concerns about this requirement as it appears to prevent the Township from undertaking a peer review of certain studies to be identified in regulations.

The Township has experience receiving studies done on behalf of a private sector client that demonstrably fell short of an unbiased assessment for: wetland delineation, Environmental Impact studies, and hydrogeological studies. In each case, the Township or County peer review identified deficiencies to be addressed. In one case, an Ontario Land Tribunal hearing decision accepted the evidence of the Township’s peer review of an Environmental Impact Study over the report of the proponent’s biologist. Ensuring the Township has accurate water quality and quantity assessments is especially crucial as all of the Township is identified as a Highly Vulnerable Aquifer (with the exception of Balderson).

The Minister will be given the jurisdiction to impose conditions prior to uses in a Minister’s Zoning Order (MZO) being permitted. The Auditor General’s report on MZO’s identified many areas of abuse of this power. It is unclear whether imposing conditions will exacerbate or restrain opportunities for abuse of power.

In addition, the government also released a detailed technical briefing which provides further information on other initiatives that are being advanced. The technical briefing refers to consultations that could lead to other important initiatives, including the potential for:

- the exemption on a case-by-case basis from the requirement that a decision under the *Planning Act* be consistent with the Provincial Planning Statement (PPS);
- simplified, standardized and inclusive land use designations with more permitted uses.

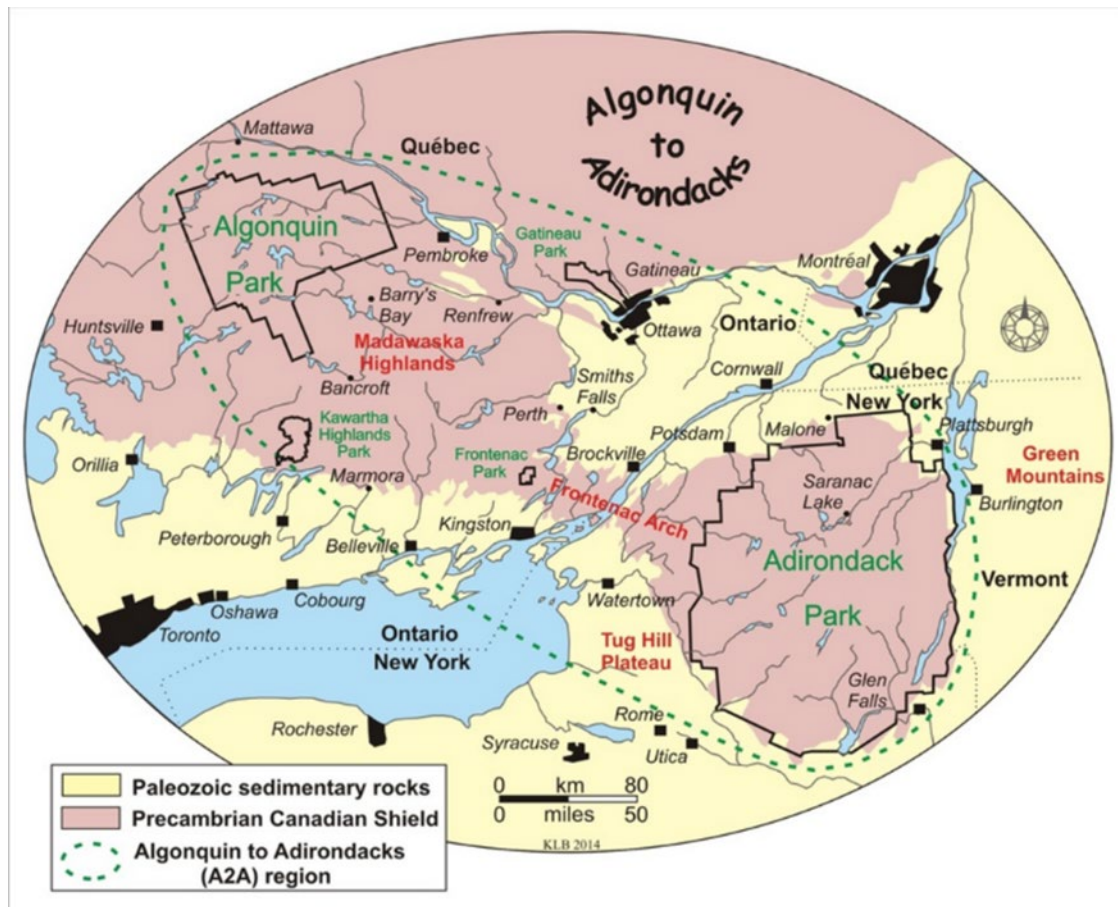
Lack of consistency with the PPS is grounds for a negative decision from the Ontario Land Tribunal. To suggest the province be exempt is to place it above the law.

Standardized land use designations would appear to erase the unique attributes of parts of the province, including Tay Valley Township.

The Township is unique in Ontario because it is part of two ecosystems recognized for their importance to Ontario’s environment and globally. In the southeast, the Frontenac Arch includes the area of the Township along Big Rideau Lake. In the west, the wetlands and forest are part of the Land Between ecotone.

According to Nature Conservancy Canada, “with over 72 per cent forest cover, the Frontenac Arch is one of the most important forest corridors in North America. It forms a critical habitat linkage between the northern hardwood and mixed forests in the Algonquin Highlands of Ontario and the Appalachian Mountain chain of eastern North America.

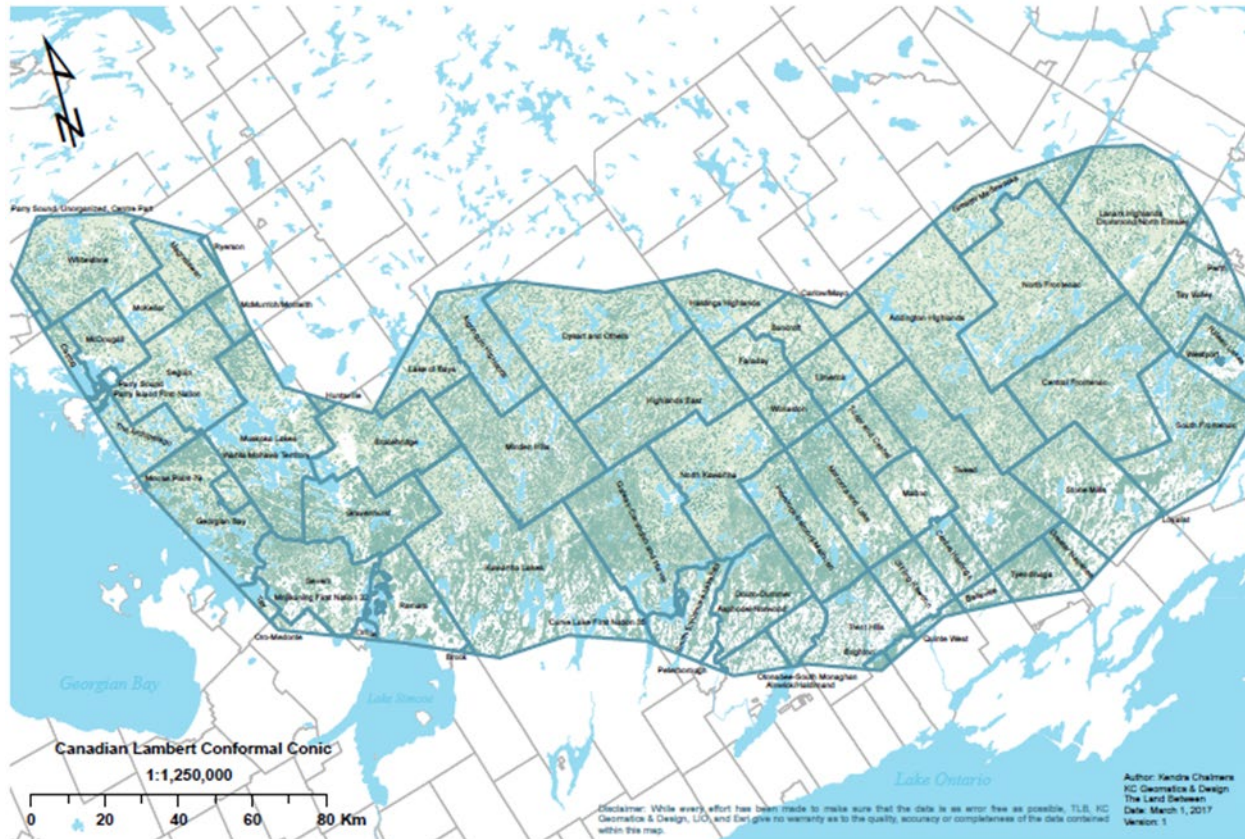
This 171,000-hectare (423,000-acre) natural area brings together northern Canadian Shield forests with southern Carolinian influences and fosters a diversity of plant, insect and animal species. Many of these species are at risk and globally rare. The Frontenac Arch serves as a funnel for migrating birds, bats and insects, as well as animals with large home ranges, such as fisher, black bear, moose and eastern wolf”.



Frontenac Arch Ecotone (source: Algonquin to Adirondacks)

The Land Between ecotone has “the highest percentage of shorelines, the only rock barrens in Ontario, the majority of the populations of reptiles, and overlapping species ranges at the northern limit for many species such as White Oak, Woodchuck, Chorus Frog and the Common Crow. At the same time, it is the southern limit for other species such as Grey Wolf, Moose, River Otter, American Raven, and the Common Loon. Unique species mainly associated with The Land Between include Five-lined Skink, Ontario’s only lizard, Golden Winged Warbler, Whippoorwill and the wide variety of turtles.

The Land Between is also rich in culture and heritage. It is the territory of a thriving and sophisticated Nation of the Anishinaabeg and now it is also a meeting place of Great Nations of the Anishnaabeg, Wendatt, and Haudenashaunee.”



The Land Between Ecotone (source: The Land Between)

Building Implications

The *Building Code Act* is proposed to be updated to prevent municipalities from passing by-laws respecting the construction or demolition of buildings. This would appear to make Green Building Standards obsolete to “ensure that the same standards (the OBC) apply province wide”.

A considerable amount of time and energy has been spent developing Green Building Standards by municipalities in Ontario, including Carleton Place, and Lanark County. Green Building Standards make buildings more affordable for residents as their heating and cooling costs are reduced. These standards also contribute to reducing climate change.

By removing Green Building Standards, it appears the province is advocating for housing to be built which is fast, cheap, and of lesser quality than much of the housing being built elsewhere in Canada and the world.

STRATEGIC PLAN LINK

Strong Community and Thriving Economy – Removing Development Charges will create adverse economic impacts due to loss of revenue for infrastructure required for growth that the Township residents would have to compensate for. Growth would not pay for growth, the general taxpayer would fund private profit with public funds.

Healthy Environment – Reducing the types of studies municipalities can request as part of Planning Act applications could have a negative affect on Council's decision making ability as they could lack information about hydrogeological issues or environmental impacts on ecosystems.

CLIMATE CONSIDERATIONS

Prohibiting Green Building Standards will have a negative impact on achieving carbon reduction targets to reduce Climate Change.

CONCLUSION

The Planner concludes that the Township should comment on the Environmental Registry of Ontario postings so that the province hears the proposals the Township supports and the specific potential negative impacts on our rural area.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

COMMITTEE OF THE WHOLE

June 3, 2025

Report #PW-2025-12
Sean Ervin, Public Works Manager

ANDERSON BRIDGE TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Anderson Side Road Bridge, Tender #2025-PW-007, be awarded to Trilith Contracting Inc.;

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

BACKGROUND

A staff report regarding the Anderson Side Road Bridge was presented to Council at the February 11, 2025, meeting. On February 25, 2025, the following resolution was adopted:

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

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

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

Safe Roads Engineering completed the design and tender documents, and the Tender was issued on May 9, 2025.

DISCUSSION

Tender #2025-PW-007 closed on May 29, 2025, at 11:00am and eight (8) bids were received.

A breakdown of the bids is provided below.

Company	Tender Price
Trilith Contracting Inc.	\$399,333.11
McPherson-Andrews Contracting Limited	\$459,937.82
Dalcon Constructors Ltd.	\$486,770.00
BONNECHERE EXCAVATING INC.	\$508,316.00
Ross and Anglin Limited.	\$511,322.00
Crains' Construction Limited	\$571,518.00
Clearwater Structures Inc.	\$680,120.00
2274084 ONTARIO LTD o/a GMP CONTRACTING	\$789,512.22

FINANCIAL CONSIDERATIONS

The Bowes Bridge was originally scheduled for 2025 with the budgeted amount of \$974,144, funded as per the following:

Development Charges:	\$33,544
Contingency Reserve:	\$200,000
Bridge Construction Reserve:	\$493,600

Below is a detailed financial breakdown of the low-bid.

ITEM	COST
Construction Cost	\$399,333.11
Engineering Cost (Design, Tendering, Construction Administration)	\$43,712.00
Sub-Total	\$443,045.11
Contingency (10%)	\$44,304.51
Total Construction Cost	\$487,349.62
Non-Rebated H.S.T (1.76%)	\$8,577.35
Total Project Cost	\$495,926.97

The Township has spent \$9,300 on emergency repairs and construction preparation.

The Anderson Side Road Bridge Project will be funded by the Bridge Reserve, with the estimated amount of \$70,000 remaining in this reserve at the end of 2025.

Council should also be aware and prepared of potential tariffs, possibly in the amount of 25%. The tariff situation is unpredictable, but may add additional cost to the bridge structure, which could be in the amount of \$58,100. The Township will be responsible for paying tariffs and the following clause is included in the Tender Documents:

24. Tariffs

In the case where unforeseen tariffs (imposed by the US, Canadian, and/or other countries) are imposed after Tender Award and have direct and verifiable impacts on materials necessary for this project, the Township will provide appropriate monetary compensation to the Contractor. The Contractor would be required to provide documentation to support any request for compensation (letters from suppliers, proof of material costs at the time of bidding, revised quotes for material costs at the time of supply, etc.)”

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the work to Trilith Contracting Inc. as the low compliant bidder.

Option #2 – Not award the tenders and do not perform the work. This is not recommended as the current bridge structure is in very poor condition and will affect Township operations (snowplowing and grading) as well as emergency services (fire trucks) accessing the properties on the south side of the bridge.

CLIMATE CONSIDERATIONS

None considered.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances.

CONCLUSIONS

The Contractor that is recommended for the award has recently completed bridge projects in eastern Ontario and staff are confident that they can perform the work included in the Tender in a timely manner. With eight (8) bids received, staff believe that the Township is getting good value for the work.

5. 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**June 3rd, 2025****Report #CAO-2025-22****Amanda Mabo, Chief Administrative Officer/Clerk****REQUEST TO CLOSE A PORTION OF AN UNOPENED ROAD ALLOWANCE –
PARKS****STAFF RECOMMENDATION(S)**

It is recommended that:

“THAT, the application to stop up, close and sell the said old unmaintained forced road as outlined in Report #CAO-2025-22 - Request to Close a Portion of an Unopened Road Allowance – Parks, as per the Road Closing and Sale Policy and call a Public Meeting.”

It is recommended that:

“THAT, staff to work with the County to determine the scope of work required to survey a portion of the lands identified by the Property Identification Number (PIN) 05209-0236 (the PIN being portions of Bolingbroke Road, Maberly Station Road, and Railway Siding Road) in preparation to transfer road ownership to the rightful municipalities.”

BACKGROUND

As a result of a severance application in 2018, it was determined that a section of land formerly used as a forced road – once part of the original Bolingbroke Road alignment – is owned by the Township. This segment became inactive after Bolingbroke Road was realigned and assumed by the County several decades ago. The former forced road segment was excluded from the realignment and remained under Township ownership, though it was not part of the original surveyed road allowances.

The legal title to this land was initially complicated by the fact that it shared a Property Identification Number (PIN) with other municipally maintained roads – namely, portions of the County’s Bolingbroke Road and Township’s Maberly Station Road, as well as the entirety of the Township’s Railway Siding Road. The PIN was listed under the ownership of “Public Authority Having Jurisdiction,” reflecting uncertainty in Land Registry records over whether the County or the Township had ownership of the various roads.

The matter was initiated when the severance applicant originally sought an entrance permit from the County Road via the former forced road alignment. Through discussions, the applicant was agreeable to the Township in stopping up, closing, and selling the forced road allowance. This prompted further review of ownership and road status.

Following review and consultation between the County and the Township, both parties agreed that the portion in question was not required for current or future road purposes. The County and the Township agreed to split survey costs, and a survey was jointly commissioned to separate the old forced road segment from the active municipal road system, resulting in the creation of a distinct parcel now identified as Part 1 on 27R-11266 (shown in yellow on the attached survey).

During this process, an additional unopened and unused municipal parcel off Part 1 on 27R-11266, now designated as Part 7 on 27R-6672 (shown in blue on the attached survey), was also identified. Like Part 1, it is not required by the Township or the County for road purposes. Legal counsel recommended stopping up, closing and selling Parts 1 and 7.

In preparation for the process to stop up, close and sell the unmaintained forced road allowance, legal work was undertaken to separate Part 1 on 27R-11266 and Part 7 on 27R-6672 from the PIN that connected them with the municipally maintained roads and transfer them to the rightful ownership of the Township.

The remaining portions of municipally maintained roads were issued a new PIN, being 05209-0236, the ownership of which is to be addressed at a later date.

DISCUSSION

Following the Clerk's initial review and confirmation of ownership, the Township has established that the lands described as Part 1 on 27R-11266 and Part 7 on 27R-6672 are under Township jurisdiction and are not required for current or future road use. While the land originally functioned as a forced road and not a surveyed road, it may be processed for closure and sale under the same authority.

The Planner and Public Works Department were consulted and have confirmed that there are no objections or foreseeable municipal needs related to these parcels. Legal counsel has advised that the closure and sale are appropriate.

It is the Township's standard practice that all costs associated with such transactions - including legal fees, advertising, surveying, and purchase of the land - are to be borne by the requestor. However, the applicant has noted that it is their family's understanding that the land used for the former forced road was to be returned to their grandfather when the family permitted realignment of Bolingbroke Road at another location on their lands.

While no formal agreement or conveyance confirming this understanding has been identified in the Land Registry records, and there is nothing in writing, staff acknowledge this context as part of the historical background of the request.

Staff recommends that the Township proceed with stopping up, closing and selling the subject lands and consolidating them with the applicant's lands, and that the Township waive land sale and advertising costs, but the applicant will be required to pay the fee and any legal costs related to the road closing and consolidation and will be required to submit the deposit up front.

ATTACHMENTS

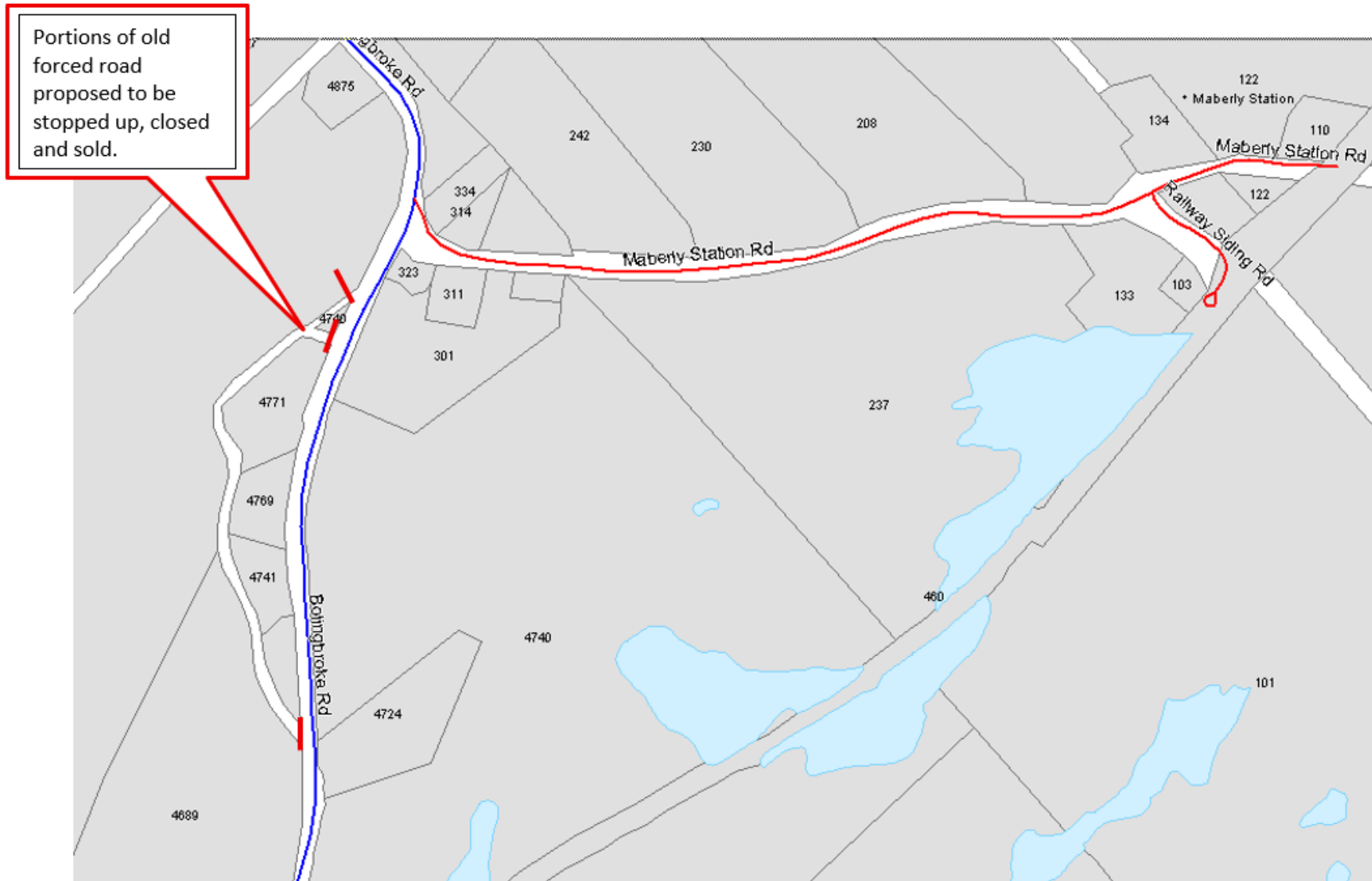
- i) GIS Map
- ii) Plan 27R-11266
- iii) Plan 27R-6672

Prepared and Submitted by:

Approved for Submission by:

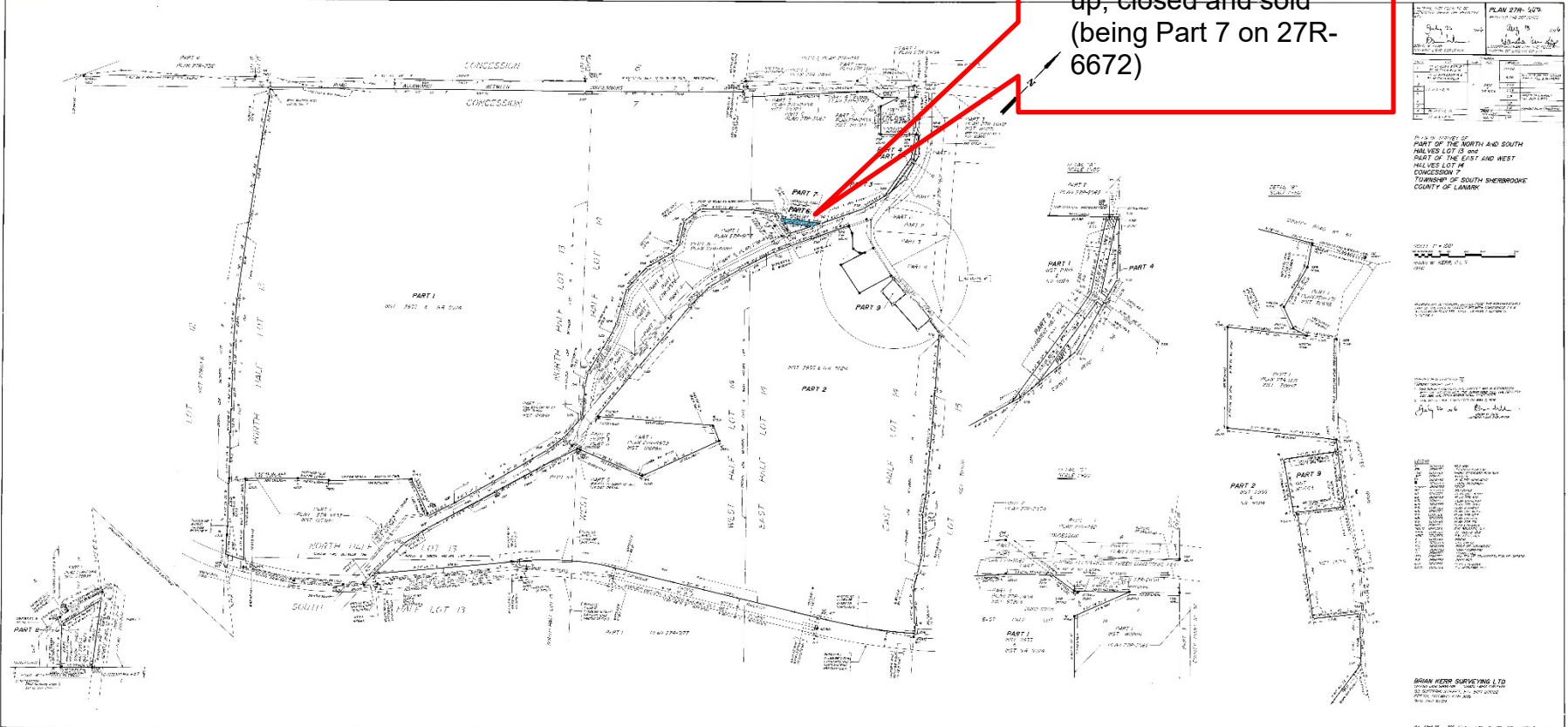
Dayna Clark
Executive Assistant/Alternate CEMC

Amanda Mabo,
Chief Administrative Officer/Clerk



Forced Road – South Sherbrooke – Concession 7 – Between Part Lots 13 & 14 and Bolingbroke Road

Portion 2 of forced road
proposed to be stopped
up, closed and sold
(being Part 7 on 27R-
6672)



Survey 27R-6672

COMMITTEE OF THE WHOLE
June 3rd, 2025

Report #CAO-2025-23
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME
GRETA'S WAY

STAFF RECOMMENDATION(S)

“THAT, the necessary by-law to name an existing Private Road to Greta's Way, as outlined in Report #CAO-2025-23 – Proposed New Road Name – Greta's Way, be brought forward for approval.”

BACKGROUND

The Building and Planning Department were contacted regarding a proposed building permit application at 130 Christie Lane. The Applicant's property, along with one neighboring property, is accessed via a legal right-of-way (shown in yellow on the attached survey) extending from Christie Lane.

Per the Township's Official Plan, all properties require road frontage (with some exceptions) and legal access. The Executive Assistant conducted a preliminary review, followed by a site visit with the CAO/Clerk and the Public Works Manager. Legal access was verified for the two affected properties.

The subject right-of-way has existed legally since at least 1995 and has physically existed for many decades, however, it was never named or formally included in the Township's Road Naming By-Law. Naming the road is required to ensure the applicant's property has frontage.

A distinct surveyed portion of right-of-way (shown in blue) leads to the neighbouring property and was also reviewed. As it serves only one property and is sufficiently short, it qualifies for exemption under the Road Naming Policy.

DISCUSSION

Road names are critical for civic addressing and emergency response purposes. To proceed with the applicant's related applications, the existing Private Road must be named and added to the Road Naming By-Law.

The applicants have proposed at least three road names. Per the Road, Addressing and

Parcels (RAP) Policy, those road names were forwarded to the County of Lanark for review and recommendation to avoid duplication or similarities within the road name database across Lanark County and neighbouring counties.

In honour of their mother who safeguarded the family lands, the applicant proposed Greta's Way. All adjacent landowners support the applicant's proposal.

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

Since this road was previously unknown to the Township, it was never incorporated into the Road Naming By-Law. Therefore, the necessary by-law to officially name the road will need to be presented to Council for approval.

Two properties will be issued new civic addresses off the to-be-named Private Road.

OPTIONS CONSIDERED

Option #1 – Adopt Greta's Way (Recommended)

Meets the requirements of the RAP Policy and all adjacent property owners agreed with the name.

Option #2 – Propose an Alternate Name

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

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

All costs are borne by the applicants, as per the Tariff of Fees a \$650 fee covers staff time and a \$2,000 deposit goes toward legal, road name and civic address signs, and posts.

CONCLUSIONS

That the necessary by-law to name the existing Private Road "Greta's Way" as outlined in this report be brought forward for approval.

ATTACHMENTS

- i) GIS Map
- ii) Survey 27R-12481

Prepared and Submitted by:

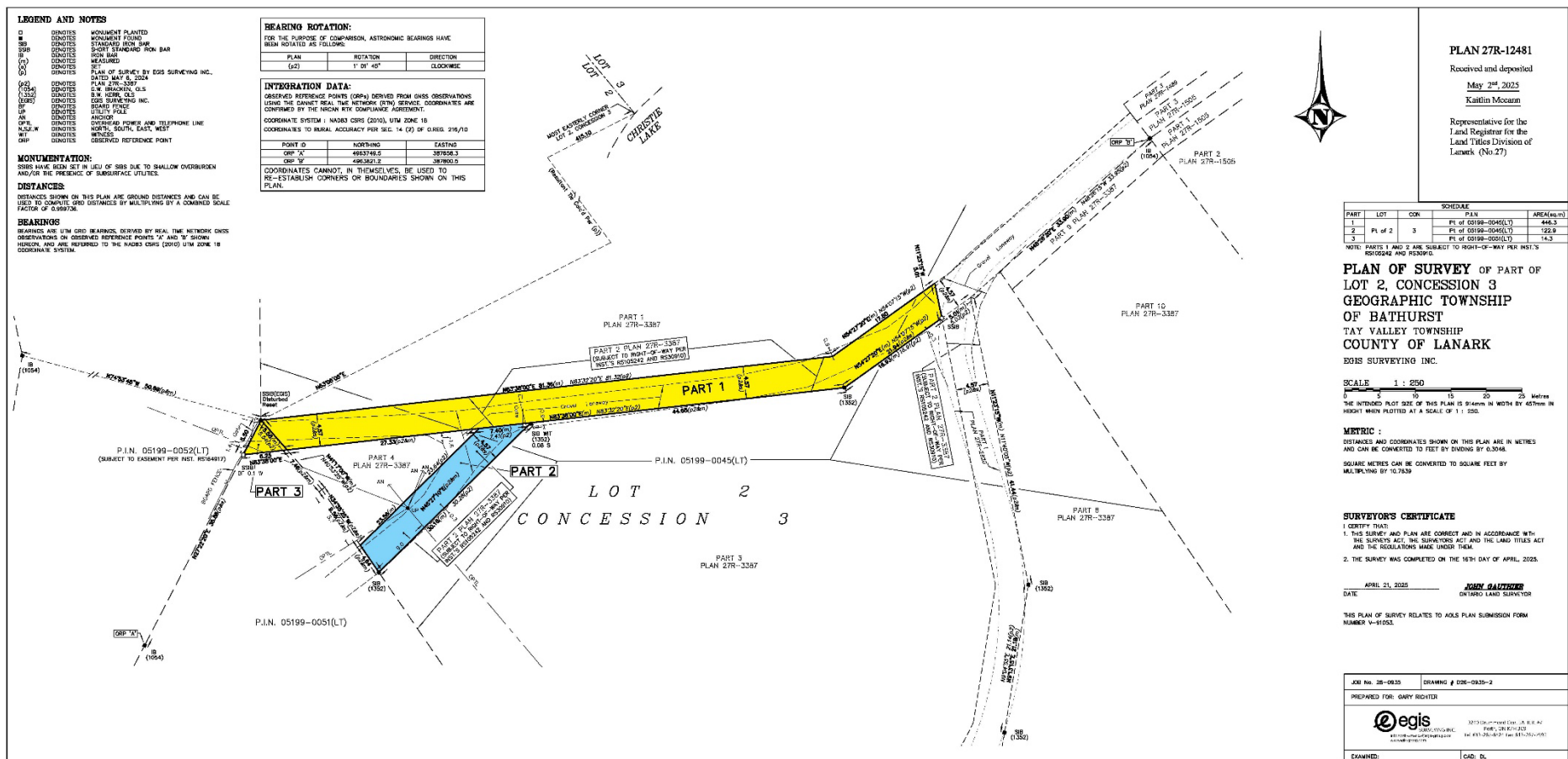
Approved for Submission by:

**Dayna Clark,
Executive Assistant/Alternate CEMC**

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



GIS Map



Survey 27R-12481

CORRESPONDENCE



1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on May 7th, 2025 – *attached, page 4.*
2. **Lanark County:** Media Release – Better Homes Lanark Program Launches to Build a More Sustainable and Affordable Future for Homeowners – *attached, page 7.*
3. **AMO:** Policy Update – Province Introduces Protect Ontario by Building Faster and Smarter Act to Streamline Development Approvals – *attached, page 9.*
4. **Ministry of Municipal Affairs and Housing:** Correspondence – Protect Ontario by Building Faster and Smarter Act – *attached, page 12.*
5. **Ministry of the Solicitor General:** Memorandum – Ontario Provincial Policing (OPP) Cost Recovery Model Review and June 2025 Webinars – *attached, page 16.*
6. **Ontario Provincial Police:** Correspondence – Organizational Realignment – *attached, page 17.*
7. **The Township of Assignack:** Resolution – Strong Mayor Powers – *attached, page 18.*
8. **Town of Petawawa:** Correspondence – Proposed Amendments to Expand Strong Mayor Powers and Duties to Additional Municipalities – *attached, page 19.*
9. **Town of Petawawa:** Resolution – Strong Mayor Powers – *attached, page 21.*
10. **The Corporation of the Municipality of South Huron:** Resolution – Strong Mayor Powers – *attached, page 23.*
11. **The Town of Goderich:** Resolution – Strong Mayor Powers – *attached, page 25.*
12. **Township of Springwater:** Resolution – Strong Mayor Powers – *attached, page 28.*
13. **Corporation of the Town of Mattawa:** Resolution – Strong Mayor Powers – *attached, page 30.*
14. **The Corporation of the Town of Cobalt:** Resolution – Opposition to Strong Mayor Designation – *attached, page 32.*
15. **Municipality of North Perth:** Resolution – Opposition to Strong Mayor Powers – *attached, page 34.*
16. **Ministry of Municipal Affairs and Housing:** Communication/Response – Strong Mayor Powers – *attached, page 35.*

17. **City of Quinte West:** Resolution – Opposition to Strong Mayor Powers – *attached, page 36.*
18. **Town of Orangeville:** Resolution – Strong Mayor Powers – *attached, page 38.*
19. **Municipality of Bluewater:** Resolution – Strong Mayor Powers – *attached, page 40.*
20. **The Town of Plympton-Wyoming:** Resolution – Strong Mayor Powers – *attached, page 41.*
21. **The Corporation of the Town of Deep River:** Resolution – Strong Mayor Powers – *attached, page 43.*
22. **Town of Shelburne:** Resolution – Opting out of Strong Mayor Powers – *attached, page 45.*
23. **Town of Deep River:** Communication – Expanding Strong Mayor Powers – *attached, page 47.*
24. **Town of Saugeen Shores:** Communication – Expanding Strong Mayor Powers – *attached, page 49.*
25. **City of Stratford:** Resolution – Strong Mayor Powers – *attached, page 51.*
26. **Town of Essex:** Resolution – Opposition to Strong Mayor Powers – *attached, page 53.*
27. **Township of Russell:** Resolution – Tariffs on Canadian Goods – *attached, page 55.*
28. **Township of West Lincoln:** Resolution – Tariffs/ Support the Canadian Economy – *attached, page 57.*
29. **Town of the Blue Mountains:** Resolution – Advocating for a Reduced Provincial Tax Rate on Ontario-Made Craft Cider – *attached, page 60.*
30. **The Municipality of Kincardine:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 – *attached, page 64.*
31. **Town of Orangeville:** Resolution – Responsible Growth and Opposition to Elements of Bill 5 – *attached, page 66.*
32. **Town of Shelburne:** Resolution – Responsible Growth and Opposition to Elements of Bill 5 – *attached, page 67.*
33. **Municipality of Chatham-Kent:** Resolution – Bill 5, Risks to Your Communities and Support Requested – *attached, page 69.*

34. **Rideau Valley Conservation Authority:** Communication – Audited Financial Statements for 2024 and Approved Budget for 2025 – *attached, page 71.*
35. **MFOA:** Report – Provincial Economic and Fiscal Update 2025: A Plan to Protect Ontario – *attached, page 72.*
36. **The Corporation of the Town of Cobourg:** Communication – Ontario Works Financial Assistance Rates – *attached, page 83.*
37. **City of Richmond Hill:** Resolution – Restrict Keeping of Non-Native (“exotic”) Wild Animals – *attached, page 84.*
38. **Township of Puslinch:** Resolution – Ban the Nazi Swastika in Canada – *attached, page 86.*
39. **The Regional Municipality of Durham:** Resolution – Ban the Nazi Swastika in Canada – *attached, page 87.*
40. **The Corporation of the Township of Larder Lake:** Resolution – Sovereignty of Canada – *attached, page 89.*
41. **Town of Fort Frances:** Resolution – Sovereignty of Canada – *attached, page 90.*
42. **The Corporation of the Township of Larder Lake:** Resolution – Sovereignty of Canada – *attached, page 91.*
43. **The Corporation of the Township of Otonabee-South Monaghan:** Resolution – Proposal to End Daylight Savings Time in Ontario – *attached, page 92.*
44. **Township of Springwater:** Resolution – Redistribution of the Land Transfer Tax – *attached, page 94.*
45. **The Ontario Ministry of Transportation:** Correspondence – Environmental Assessment for the Reconstruction of Highway 7 in the Town of Perth – *attached, page 96.*
46. **Lanark County:** Resolution – County of Lanark Receives the Letter from the Lanark Leeds Home Builders Association related to the Closure of Algonquin College – *attached, page 99.*
47. **AMO:** Policy Update – Provincial Budget Priorities – *attached, page 101.*
48. **Town of LaSalle:** Resolution – Northern Health Travel Grant Program – *attached, page 104.*
49. **Tay Valley Township:** Report – Building Reports – *attached, page 106.*

- 50. Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – *attached, page 107.*

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, May 26th, 2025

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley

Members Absent: Peter Siemons

Staff Present: Noelle Reeve, Planner
Allison Playfair, Secretary/Treasurer

Applicants/Agents Present: None

Public Present: Ken Wright

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) Committee of Adjustment Meeting – March 31st, 2025.

The minutes of the Committee of Adjustment meeting held on March 31st, 2025,
were approved as circulated.

5. 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:

MV25-04 – Lanark County, Part Park Lots 2,3&4, Concession 2, geographic Township of Bathurst.

6. APPLICATIONS

i) **FILE #: MV25-04 – Lanark County**

a) **PLANNER FILE REVIEW**

Planner reviewed the file and Power Point in the agenda package. The Planner noted that the relief for the west side yard setback is sought to permit a 2.5m setback instead of the required 6m for a replacement emergency generator for Lanark Lodge.

The Planner advised the Committee members that the Township had completed a pre-consultation with the Town of Perth about the location of the generator as the application is on the border of the Town of Perth.

During the pre-consultation the Engineer provided a noise study that showed the decibel level of the generator running would sound like a car going by.

The Planner also clarified that the emergency generator would only run once a month to test and when it was needed for an emergency.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

In response to a question from a member of the public, the Planner clarified the proposed location of the emergency generator on the survey that was included in the PowerPoint.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2025-06

MOVED BY: Richard Schooley

SECONDED BY: Larry Sparks

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV24-10 is approved, to allow a variance from the requirements of Section 3.1.2 (General Provisions) of Zoning By-Law 2002-121, for the lands legally described as 115 Christie Lake Road, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-015-18900:

- To permit a west side yard setback of 2.5m for an accessory structure (emergency generator) instead of the 6m required;

AND THAT, the owners update the Site Plan Control Agreement to reflect the new location of the generator.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:26 p.m.

Minutes - Regular Board Meeting– March 17th, 2025

A regular meeting of the Perth and District Union Public Library Board was held on Monday, March 17th 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

P Mertins, Town of Perth

D Hamilton-Foley, Town of Perth

L Logan, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

Via Video conference:

K Jordan, Councillor, Tay Valley

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

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-11 The agenda was accepted as amended with a motion from T Parkinson and seconded by D Palmer.

Carried.

Delegations

J Rothwell from KPMG presented the draft audited financial statements to the Board.

Consent Agenda

- a. Approval of Minutes of February 10, 2025
- b. Correspondence and communications
 - i. News
 - ii. BIA Strategic Plan – Phase 1 Update
- c. Committee Reports
 - i. Property Committee minutes - 2025-03-03
- d. Statement of Operations

25-12 The Consent agenda was accepted with a motion by T Parkinson and seconded by P Coutts.

Carried.

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

25-13 The CEO report was accepted with a motion by D Hamilton-Foley and seconded by P Mertins.

Carried.

Advocacy Round Table

- a. OLS Governance Hub Board Resources - Year 3 – Assessment & Planning – Performance Measurement - <https://resources.olservice.ca/assessing-and-planning-for-the-future/performance-measurement>

Policy Review - none

Unfinished and New Business

- a. 2024 Library Audit

25-14 Motion to approve the 2024 audited financial statement and allocate the 2024 operating surplus as follows. \$14,057 to the Reserve for Contingency and \$15,876 to the Reserve for Literacy Program. Moved by G Waterfield and seconded by D Hamilton-Foley.

Carried.

- b. Solar Panel Reserve – withdraw funds to partially cover 2024 repairs.

25-15 Motion to withdraw \$3000 from the Reserve for Solar Panel to partially cover the repairs completed in 2024. Moved by D Palmer and seconded by L Logan.

Carried.

- c. Literacy Reserve – transfer funds to Children's Literacy Fund and Perth & District Community Foundation

25-16 Motion to transfer \$24,936 to the Children's Literacy Fund at Perth & District Community Foundation from the Reserve of Literacy Program. Moved by T Parkinson and seconded by P Coutts.

Carried.

Upcoming Meeting dates

- a. CEO performance appraisal committee TBD
- b. Indigenous Advisory Circle, March 26 at 1:00pm
- c. Policy Committee Monday April 7 at 4:00 pm
- d. Board meeting Monday April 14 at 4:30 pm
- e. Property Committee Monday May 5 at 5:00 pm

25-17 Motion to adjourn moved by D Hamilton-Foley at 5:13 pm.

Chairperson

Secretary-Treasurer

Minutes - Regular Board Meeting– April 14th, 2025

A regular meeting of the Perth and District Union Public Library Board was held on Monday, April 14th at 4:30pm, in person and via video conference.

In attendance were:

E Heesen, CEO

L Marsh, Secretary-Treasurer

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

D Palmer, Tay Valley

D Hamilton-Foley, Town of Perth

L Logan, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

Via Video conference:

K Jordan, Councillor, Tay Valley

Regrets:

P Mertins, Town of Perth

T Langford, Tay Valley Chair

P Coutts called the meeting to order 4:39 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-18 The agenda was accepted as presented with a motion from D Hamilton-Foley and seconded by D Palmer.

Carried.

Delegations

E Snyder from Queer Connection Lanark gave us a brief history of the Pride movement and why it is important to support it. She thanked the Library for its inclusiveness and support. She told us about the upcoming screening of a documentary film from Lanark County Voices, called There's a Place For Me Here, at the Studio Theatre on May 15th. And that Perth's annual Pride Parade is being held on June 7th.

Ted stepped out of the meeting from 4:50 to 5:20

Consent Agenda

- a. Approval of Minutes of March 17, 2025
- b. Correspondence and communications
 - i. News
 - ii. Memorandum of Understanding – Almonte Readers & Writers

- iii. Libraries of Lanark STEM Program Final Report 2024
- c. Committee Reports
 - i. Policy Committee minutes - 2025-04-07
- d. Statement of Operations

25-19 The Consent agenda was accepted with a motion by L Logan and seconded by D Hamilton Foley.

Carried.

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

25-20 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 – CEO Performance Appraisal - <https://resources.olservice.ca/c.php?g=707732>

Policy Review

- a. 2.C-1 Financial Management
- b. 2.D-12: Special programs staff
- c. 2.G-7 Membership
- d. 3.B Financial Plan

25-21 Policies 2.C-1, 2.D-12, 2.G-7 and 3.B were accepted as presented with a motion by D Hamilton-Foley and seconded by G Waterfield.

Carried.

Unfinished and New Business

- a. 2024 Annual Report - <https://www.perthunionlibrary.ca/2024-annual-report/>
- b. Withdraw \$5365 from capital for Common Room (special projects – partial donation from Film Club Friday 'deferred' from 2024)

25-22 Motion to withdraw \$5365 from Capital Fund. Moved by D Hamilton-Foley and seconded by D Palmer.

Carried.

- c. CEO performance Appraisal – E Heesen left the meeting room while T Parkinson presented the report.

25-23 Motion to accept the CEO performance appraisal as presented. Moved by T Parkinson and seconded by G Waterfield.

Carried.

Upcoming Meeting dates

- a. Property Committee Monday May 5 at 5:00 pm
- b. Board meeting Monday May 12 at 4:30 pm
- c. Policy Committee Monday June 2 at 4:00 pm
- d. Indigenous Advisory Circle Monday June 25 at 1:00 pm

25-24 Motion to adjourn moved by D Palmer at 5:32 pm.

Chairperson

Secretary-Treasurer

**LANARK COUNTY DETACHMENT BOARD
INAUGURAL MEETING
MINUTES**

**Wednesday, April 23, 2025
8:30 a.m.
Carleton Place Fire Hall Meeting Room**

PRESENT:

Dena Comley, Council Representative, Town of Carleton Place
Steve Fournier, Council Representative, Township of Drummond/North Elmsley
Denzil Ferguson, Council Representative, Municipality of Mississippi Mills
Ed McPherson, Council Representative, Town of Perth
Greg Hallam, Council Representative, Tay Valley Township
Ron Closs, Council Representative, Township of Lanark Highlands
Karen Jennings, Council Representative, Township of Montague
Rodney Bowes, Community Representative
Michel Vermette, Community Representative

OTHERS:

Inspector Kerlous Tawdrous, Lanark County OPP
Diane Smithson, Acting Secretary-Treasurer

ABSENT:

Richard Kidd, Council Representative Beckwith Township

A. MEETING CALL TO ORDER

Diane Smithson, Acting Secretary-Treasurer called the meeting to order at 8:32 a.m.

B. ROLL CALL

All members were in attendance with the exception of Richard Kidd, Beckwith

C. DECLARATION OF OFFICE FOR ALL MEMBERS OF THE BOARD

Each Board member in attendance swore or affirmed their Oath of Office.

D. APPOINTMENT OF A CHAIRPERSON

Moved by Dena Comley

Seconded by Steve Fournier

THAT Ed McPherson be nominated Chairperson for the Lanark County OPP Detachment Board.

CARRIED

As no further nominations for the position of Chairperson were received after the Acting Secretary-Treasurer inquired three times, Ed McPherson accepted the nomination and was approved by motion of the Board.

E. APPOINTMENT OF A VICE-CHAIRPERSON

Moved by Ron Closs

Seconded by Steve Fournier

THAT Michel Vermette be nominated Vice-Chairperson for the Lanark County OPP Detachment Board.

CARRIED

As no further nominations for the position of Vice-Chairperson were received after the Secretary-Treasurer inquired three times, Michel Vermette accepted the nomination and was approved by motion of the Board.

F. VICE-CHAIRPERSON'S INAUGURAL REMARKS

Michel Vermette opted not to make any inaugural remarks.

G. CHAIRPERSON'S INAUGURAL REMARKS

Chair McPherson thanked the members for the nomination and noted the work that had taken place to date to enable the Inaugural Meeting of the Board to occur today.

H. ADJOURNMENT

Moved by Karen Jennings

Seconded by Denzil Ferguson

That the meeting be adjourned at 8:41 a.m.

CARRIED

Ed McPherson,
Chairperson

Diane Smithson,
Acting Secretary-Treasurer

**LANARK COUNTY OPP DETACHMENT BOARD MEETING
MINUTES**

**Wednesday, April 23, 2025
Immediately following the Inaugural Meeting
Carleton Place Fire Hall Meeting Room – 15 Coleman Street**

PRESENT:

Ed McPherson, Council Representative, Town of Perth, Chairperson
Michel Vermette, Community Representative, Vice-Chairperson
Dena Comley, Council Representative, Town of Carleton Place
Steve Fournier, Council Representative, Township of Drummond/North Elmsley
Denzil Ferguson, Council Representative Municipality of Mississippi Mills
Greg Hallam, Council Representative, Tay Valley Township
Ron Closs, Council Representative, Township of Lanark Highlands
Karen Jennings, Council Representative, Township of Montague
Rodney Bowes, Community Representative

OTHERS:

Inspector Kerlous Tawdrous, Lanark County OPP
Diane Smithson, Acting Secretary-Treasurer

ABSENT:

Richard Kidd, Beckwith Township

A. MEETING CALL TO ORDER

Chairperson McPherson called the meeting to order at 8:43 a.m.

B. APPROVAL OF AGENDA

Moved by Denzil Ferguson

Seconded by Steve Fournier

THAT the agenda be approved as circulated and read.

CARRIED

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

There were no disclosures made.

D. APPROVAL OF MINUTES

None

E. PRESENTATIONS AND DELEGATIONS

1. Inspector Kerlous Tawdrous, Lanark County OPP

a. Q1 Statistical Report

Inspector Tawdrous reviewed various aspects of the Q1 Statistical Report. He then addressed questions of the members.

Inspector Tawdrous was asked to provide statistical reports for individual municipalities. While it may be feasible to provide individual municipal reports, the spirit of the new Lanark County OPP Detachment Board is to focus on the County. Inspector Tawdrous will look into yearly municipal reports and get back to the Detachment Board members at the next meeting.

Moved by Denzil Ferguson

Seconded by Ron Closs

THAT the first quarter policing statistics from the Lanark County OPP be received as information.

CARRIED

b. Update on staffing, operations and Detachment Operation Clerks

Inspector Tawdrous provided information on:

- the Detachment Operation Clerks program which is a one-year pilot project providing administrative support to officers on each shift allowing officers to spend more time on policing;
- additional officers are being hired at the Detachment. Staffing fluctuates between 70-80 officers each year due to promotions, retirements, transfers which all impact levels;
- the goal is to have one (1) sergeant position on each shift in the eastern and western regions of the County and the hiring of a Special Constable for prisoner transport.

Moved by Denzil Ferguson

Seconded by Steve Fournier

THAT the update by Inspector Tawdrous on staffing, operations and Detachment Operation Clerks be received as information.

CARRIED

F. REPORTS

1. Review 2025 Approved Budget

Moved by Karen Jennings

Seconded by Ron Closs

THAT the 2025 Lanark County OPP Detachment Board budget be received as information.

CARRIED

The Secretary-Treasurer was asked to confirm if Board member travel to meetings and conferences was included in the Board's insurance coverage.

2. Lanark County OPP Detachment Board Terms of Reference 2025

Moved by Dena Comley

Seconded by Karen Jennings

THAT the Lanark County OPP Detachment Board terms of reference be received as information.

CARRIED

3. Detachment Board – Travel and Expense Policy

Moved by Ron Closs

Seconded by Denzil Ferguson

THAT the Lanark County OPP Detachment Board Travel and Expense Policy be approved as amended to include a provision for updating the rates to correspond with the rates of the municipality undertaking administrative duties for the Detachment Board as they are updated from time to time.

CARRIED

No members of the Board indicated an interest in attending the annual OAPSB conference in London in June.

Five (5) members indicated an interest in attending the OAPSB Zone 2 meeting on Friday, April 25, 2025 in Kingston.

G. EXTERNAL ORGANIZATION UPDATES

None

H. MOTIONS

None

I. BY-LAWS

1. Review Draft Procedural By-law

Moved by Michel Vermette

Seconded by Karen Jennings

THAT By-law 01-2025 being a by-law of the Lanark County OPP Detachment Board to establish the rules governing the order and proceedings of the Board and any committees established by the Board be read a first, second and third time and finally passed.

CARRIED

2. Review Draft Detachment Board Remuneration Policy

Moved by Steve Fournier

Seconded by Karen Jennings

THAT By-law 02-2025 being a by-law of the Lanark County OPP Detachment Board to establish remuneration for members of the Detachment Board be read a first, second and third time and finally passed.

CARRIED

J. INFORMATION LISTING

None

K. NOTICE OF MOTIONS

None

L. ANNOUNCEMENTS

M. CLOSED SESSION

Moved by Dena Comley

Seconded by Steve Fournier

THAT the Lanark County OPP Detachment Board move into closed session at 9:22 a.m. to discuss a personal matter about an identifiable individual, including members of the police service or any other employees of the Board subject to the Community Safety and Policing Act Section 44 (2) (b);

AND THAT Diane Smithson, Acting Secretary-Treasurer and Inspector Tawdrous being permitted to participate in the meeting.

CARRIED

Moved by Karen Jennings

Seconded by Dena Comley

THAT the Board return to regular session at 9:40 a.m.

CARRIED

N. RISE AND REPORT

The Chairperson reported that a personnel matter was discussed in closed session.

O. ADJOURNMENT

Moved by Steve Fournier

Seconded by Denzil Ferguson

THAT the meeting be adjourned at 9:40 a.m.

CARRIED

Ed McPherson,
Chairperson

Diane Smithson,
Acting Secretary-Treasurer

AGM - Board Summary Report

April 14, 2025

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the April 14, 2025 Board of Directors Annual General Meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the March 10, 2025 Board of Directors Meeting.

Welcome & Closing Ceremonies and Land Acknowledgement

Staff provided a land acknowledgment recognizing First Nation ties to the land and to MVCA's work. Elder Roberta Della-Pica and Ross Saunders from the Bonnechere Algonquin First Nation provided opening and closing ceremonies that included an opportunity for a smudge, water ceremony, and traditional songs.

Election of Officers

The MVCA Board of Directors held an election for Chair and Vice-Chair for 2025-2026. Roy Huetl was elected as Chair and Paul Kehoe elected as Vice-Chair.

2025 Appointments

Appointments were confirmed as follows:

- Regulations Committee: Roy Huetl, Paul Kehoe, Richard Kidd, Jeff Atkinson, Taylor Popkie
- Mississippi Valley Conservation Foundation Board Representative: Janet Mason
- Mill of Kintail Museum Advisory Committee Board Representative: Bev Holmes
- Mississippi River Watershed Plan Implementation Public Advisory Committee Board Representative: Dena Comley
- The Board of Directors appoint the following to Conservation Ontario Council for 2025:
 - The 2025 Board Chair as Voting Delegate

10970 Highway 7, Carleton Place ON, K7C 3P1 | (613) 253-0006 | info@mvc.on.ca
Your partner in natural hazard management, resource conservation, and stewardship

- The 2025 Board Vice Chair as First Alternate
- The General Manager as Second Alternate

Appointment of 2025 Auditor

The Board of Directors reappointed the firm of Baker Tilly REO as the Authority's auditor for the year 2025.

Auditors Report & Financial Statements

MVCA Auditor, Baker Tilly REO overviewed the audit process and reviewed key findings and the statement of financial position. The Board of Directors approved the *2024 Audited Financial Statements* and directed that they be posted and distributed in accordance with section 38 of the *Conservation Authorities Act*. They also authorized signing of the Auditor's Report.

2025 Workplan & Needs Assessment

Staff provided the latest version of the Corporate Needs Assessment and Workplan and reviewed key activities and projects to be carried out in 2025.

2024 Annual Report

The attached report was tabled.

GM Update

Highlights included:

- MVCA's new Manager of Planning and Stewardship, Ben Dopson was introduced to the Board.
- The Parklands and Trail Mini-Conference scheduled for May 28.
- A reduction in MVCA's annual insurance premium.
- Mississippi Valley Conservation Foundation 50/50 Raffle Fundraiser.

Corporate Strategic Plan Update

Results from a Board Member survey were provided regarding update of MVCA's *Corporate Strategic Plan*. Members discussed potential key themes and objectives.

Watershed Outlook

Warm temperatures and rainfall in mid-March triggered an early and short freshet and localized flooding of flood prone areas. Peaking on the Ottawa River was predicted for the first-second week of May.

Employee Presentation: 2024 *Planning Act* Reviews

Staff provided an overview of MVCA planning advisory services. They discussed the advisory role of MVCA in reviewing planning applications and reviewed the volume of applications by type and municipality. They reviewed provincial changes to planning regulations and areas with complex/challenging reviews.

Attachments:

- Draft minutes of the April 14, 2025 Board of Directors Annual General Meeting.
- Approved Minutes of the March 10, 2025 Board of Directors Meeting.
- MVCA 2024 *Annual Report*

Minutes: Board of Directors 57th Annual General Meeting

April 14, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

Roll Call

Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Allan Hubley
- Bev Holmes
- Cathy Curry (Virtual)
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Jeannie Kelso
- Mary Lou Souter
- Richard Kidd
- Roy Huetl
- Steven Lewis
- Taylor Popkie (1:15 p.m.)
- Wayne Baker
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager,
- Alex Broadbent, Manager of IC&T
- Ben Dopson, Manager of Planning & Stewardship
- Diane Reid, Environmental Planner
- Mercedes Liedtke, Environmental Planner
- Jennifer North, Water Resources Technologist
- Bryan Flood, Water Resources Engineer (Virtual)
- Kelly Hollington, Recording Secretary

Members Absent

- Cindy Kelsey
- Janet Mason

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer

Guests

- Donna Rotar, Baker Tilly REO
- Adrianna Martin, Baker Tilly REO
- Roberta Della-Pica, Bonnechere Algonquin First Nation
- Ross Saunders, Bonnechere Algonquin First Nation

P. Kehoe called the 57th Annual General Meeting to order at 1:00 p.m.

Declarations of Interest

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

Agenda Review

There were no additions or comments on the agenda.

BOD25/04/14 - 1

MOVED BY: H. Yanch

SECONDED BY: R. Huetl

Resolved, that the agenda for the April 14, 2025 Board of Directors Meeting be adopted as presented.

"CARRIED"

Welcome Ceremony & Land Acknowledgement

S. McIntyre provided a land acknowledgement recognizing First Nation ties to the land and to MVCA's work. S. McIntyre introduced R. Della-Pica and her partner, R. Saunders, Bonnechere Algonquins, and invited them to conduct the opening ceremony for the AGM.

R. Della-Pica explained the smudging ceremony, taking the smoke from the burning sage, sweetgrass, tobacco and cedar to cleanse the body, mind and spirit and to cleanse the space of any negative energies. Members were invited outside for the opportunity to be smudged. R. Della-Pica provided a water ceremony and sang the Water Song to conclude the opening ceremony. She highlighted the importance of slowing down, being intentional and being present.

P. Kehoe expressed thanks to R. Della-Pica and R. Saunders for their opening ceremony.

Main Business

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

There were no amendments or discussion on the minutes.

BOD25/04/14 - 2

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

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

“CARRIED”

2. Receipt of Draft Minutes:

- a. Finance and Administration Advisory Committee Meeting, April 4, 2025.
- b. Executive Committee Meeting, October 25, 2025.

There was no amendment or discussion of the minutes.

3. Employee Presentation: 2024 Planning Act Reviews, Diane Reid & Mercedes Liedtke.

D. Reid and M. Liedtke provided an overview of MVCA planning advisory services. They discussed the advisory role of MVCA in reviewing planning applications and reviewed the volume of applications by type and municipality. They reviewed provincial changes to planning regulations and areas with complex/challenging reviews.

B. Holmes asked about the updated mapping for safe road access around Mississippi Lake. D. Reid explained that MVCA staff carried out ground truthing exercises using transit and GPS equipment to assess the elevation of various roads of potential concern within the area that could be below set standards for safe access for emergency services.

J. Kelso asked if residents were made aware of the safe road access mapping update. S. McIntyre explained that the information was shared with the Lake Association and with Municipal Public Works Offices and CAOs for emergency services purposes. Information and maps regarding safe access surrounding Mississippi Lake can be accessed on the MVCA website.

D. Reid noted that with up to one foot of flooding may still be considered safe access; however, flooding exceeding one foot is flagged as potentially unsafe.

R. Kidd asked about the role of the Conservation Authority in the expansion of community development areas. M. Liedtke explained that it is the same advisory role as described in the planning application process – MVCA is circulated planning applications to review in conformity to the Provincial Planning Statement (PPS) and provincial guidelines to mitigate impacts. MVCA continues to comment on concerns related to Natural Hazards (flooding, erosion and slope stability).

P. Kehoe commented that Lanark Highlands has a high number of severances. D. Reid responded that there has been a trend of a higher number of severances in Lanark Highlands. She noted that the higher activity in Mississippi Mills and Carleton Place is attributed to subdivision applications and the review of resubmissions.

4. Watershed Outlook (Verbal), Jennifer North.

J. North provided a verbal watershed outlook discussing current conditions. She explained that warm temperatures and rainfall in mid-March triggered a quick freshet, causing localized flooding due to the rapid water level increases. Staff issued flood outlook statement on March 14, followed by a Flood Watch Statement on March 27 and Flood Warning Statement on April 5. Staff operated dams strategically to lessen the impacts across the watershed. The Mississippi system peaked on April 10 and remains full but is being managed to release excess water and maintain stable levels.

Current flows of the Mississippi River at Fergusons Falls were compared to flows from the past two years and in 2019 when the watershed experienced an extreme event. She compared current flows on the Ottawa River at Constance Bay with flows from 2019. She noted that there are no flooding concerns currently, unless a significant rain event occurs in the next several weeks.

C. Kelly asked about snowpack conditions in the northern part of the watershed. J. North explained that snowmelt has begun but current conditions are uncertain. C. Kelly asked if there is a sense of timing when the second water level peak will happen. J. North commented that the second peak is not anticipated for another two weeks.

M. Souter asked for details regarding flood risk within the watershed. J. North explained that currently, the lakes in the upper watershed have peaked. Logs are being managed carefully to provide capacity and stability. She noted that the elevated water levels could be attributed to the unusually high amount of precipitation that occurred within the span of a week.

5. Auditor's Report, Baker Tilly REO

Presented with item 6, Financial Statements.

6. Financial Statements, Baker Tilly REO

D. Rotar summarized the audit process. She noted that there were no significant internal control concerns or other matters to address. Key findings included two unadjusted misstatements attributed to assets purchased by the Foundation in 2023

and that were not recorded until 2024. She highlighted a qualified opinion included in the audit report related to the Asset Retirement Obligation (ARO) estimate. The ARO estimate is a liability to remediate things such as asbestos and lead paint in older buildings. The auditors took the position that without the expert assessment of the remediation work that they were unable to obtain sufficient audit evidence to verify the ARO amount. She noted that it is in the budget for 2025 to have an assessment completed to determine the ARO amount.

R. Huetl asked how the amount of \$61,933 was determined for the ARO. S. Millard explained that she conducted research based on the size and age of the buildings. D. Rotar commented that the ARO is a difficult standard to implement. R. Huetl asked why an ARO is required if there are no plans to sell the buildings. D. Rotar explained that MVCA has a legal obligation to remediate the expenses before a building can be disposed of. The ARO is part of public sector accounting standards, put into effect in 2023.

D. Rotar reviewed the Statement of Financial Position including financial assets and liabilities and non-financial assets and the Statement of Changes in Net Financial Debt. Next steps include the approval of the Financial Statements by the Board and signing of the management representation letter and reporting letter. She noted that no significant events have occurred between December 31, 2024 and the date of issuance of the Financial Statements that would cause any impacts.

BOD25/04/14 - 3

MOVED BY: J. Kelso

SECONDED BY: T. Popkie

Resolved, That the Board of Directors:

- 1. Approve the 2024 Audited Financial Statements and direct that they be posted and distributed in accordance with section 38 of the Conservation Authorities Act; and**
- 2. Receive and authorize signing of the Auditor's Report.**

"CARRIED"

7. Financial Update – YTD December 31, 2024, Audited, Report 3484/25, Stacy Millard.

S. Millard provided the Financial Update – YTD December 31, 2024, Audited. She noted that the report was amended to include the unaudited YTD Actuals for comparison to

the audited version as per direction from the Finance and Administration Advisory Committee. She highlighted updates attributed to the City of Ottawa Floodplain Mapping Contract revenue and a WSIB rebate. She provided an update of MVCA reserve balances including the allocation of surplus funds to the Water Control Structure reserve. She highlighted that it is in the capital plan to undertake building condition assessments in 2025 to satisfy the ARO requirement.

8. Election of Officers, Report 3485/25, Sally McIntyre.

P. Kehoe expressed that it has been an honour to serve as Chair over the past two years, highlighting how much he has learned from both the MVCA staff and fellow Board members.

BOD25/04/14 - 4

MOVED BY: D. Comley

SECONDED BY: M. Souter

Resolved, That Sally McIntyre be appointed as Chair for the administration of the election of Board of Directors for 2025-2026.

“CARRIED”

S. McIntyre declared the positions of Chair and Vice Chair vacant and asked the Board for nominations for the position of Chair.

R. Kidd nominated R. Huetl for the position of Chair. M. Souter seconded the nomination.

S. McIntyre asked the Board for nominations, two more times. No other nominations were received.

S. McIntyre asked R. Huetl if he accepted the position of Chair. R. Huetl confirmed.

BOD25/04/14 - 5

MOVED BY: H. Yanch

SECONDED BY: J. Kelso

Resolved, That nominations for the position of Chair be closed.

“CARRIED”

S. McIntyre declared R. Huetl as Chair by acclamation.

R. Huetl assumed the position and asked the Board for nominations for the position of Vice Chair.

J. Atkinson nominated P. Kehoe for the position of Vice Chair. D. Comley seconded the nomination.

R. Huetl asked the Board for nominations, two more times. No other nominations were received.

R. Huetl asked P. Kehoe if he accepted the position of Vice Chair. P. Kehoe confirmed.

BOD25/04/14 - 6

MOVED BY: M. Souter

SECONDED BY: J. Atkinson

Resolved, That nominations for the position of Vice Chair be closed.

“CARRIED”

R. Kidd commented that an individual can only sit as chair for two years. He thanked P. Kehoe for leading the Board as Chair for the past two years and expressed confidence that R. Huetl will excel in the role moving forward. S. McIntyre expressed her thanks to P. Kehoe.

9. 2025 Regulations Committee and Other Appointments, Report 3486/25, Sally McIntyre.

S. McIntyre stated that Board representatives currently serving on the Mississippi Valley Conservation Foundation, the Mill of Kintail Museum Advisory Committee and the Mississippi River Watershed Plan Implementation Public Advisory Committee had all agreed to continue in this capacity; and that no requests to move between the Finance and Administration Advisory Committee and the Policy and Planning Committee had been received.

She highlighted that the members appointed to the Regulations Committee are being delegated authority under the *Conservation Authorities Act* to act on the Board’s behalf in instances where a permit application results in an appeal. In such cases, the Regulations Committee is empowered by the Board to render a final decision on whether to approve the application and regarding any associated conditions.

She explained that the Regulations Committee is comprised of the Board Chair and Vice Chair and requires 3 more people on the committee. She noted that the Regulations

Committee did not receive any appeals in 2024. Previous members include R. Kidd, J. Mason and J. Atkinson.

S. McIntyre asked R. Kidd if he would be willing to serve on the committee again. R. Kidd confirmed.

J. Atkinson commented that he would be willing to serve on the committee again.

M. Souter nominated T. Popkie to sit on the Regulations Committee. P. Kehoe seconded the nomination. T. Popkie confirmed that he would be willing to serve on the Regulations Committee.

BOD25/04/14 - 7

MOVED BY: D. Comley

SECONDED BY: B. Holmes

Resolved:

- 1. That the Board of Directors:**
 - a. Appoint the Board members listed in Table 3, as amended, to the Regulations Committee to hear applications pursuant to Ontario Regulation 41/24 and MVCA's Administrative By-Law; and**
 - b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.**
- 2. That the Board of Directors appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.**
- 3. That the Board of Directors appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.**
- 4. That the Board of Directors appoint Dena Comley as Board Representative on the Mississippi River Watershed Plan Implementation Public Advisory Committee.**

"CARRIED"

10. 2025 Conservation Ontario Appointments, Report 3487/25, Sally McIntyre.

S. McIntyre explained that Conservation Ontario is the organization that represents the interest and facilitates collaboration amongst the 36 Conservation Authorities across the

province. She noted that they meet four times annually. Conservation Ontario asks for members to adopt policy at the Provincial level. Traditionally the Chair is the voting delegate, the Vice Chair is first alternate and the GM is the second alternate. She commented that participation in Conservation Ontario meetings can be facilitated for any members who express interest.

BOD25/04/14 - 8

MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2025:

- **The 2025 Board Chair as Voting Delegate**
- **The 2025 Board Vice Chair as First Alternate**
- **The General Manager as Second Alternate**

“CARRIED”

11. Appointment of 2025 Auditor, Report 3488/25, Stacy Millard.

S. McIntyre commented that the recommendation is to retain Baker Tilly REO for the 2025 audit.

BOD25/04/14 - 9

MOVED BY: M. Souter

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors appoint the firm of Baker Tilly REO as the Authority’s auditor for the year 2025.

“CARRIED”

12. GM Update, Report 3489/25, Sally McIntyre

S. McIntyre provided the GM Update. She highlighted:

- *The 2024 Annual Report.*
- The Parklands and Trail Mini-Conference to be held May 28.
- A reduction in insurance premiums.
- Staffing Changes, including introduction of MVCA’s new Manager of Planning and Stewardship, Ben Dopson.

- Mississippi Valley Conservation Foundation 50/50 Raffle Fundraiser.
 - She noted that fundraising by the Foundation helps to offset category 3 program costs and over time will help to reduce the amount of funding support required from the municipal levy.

M. Souter asked for information about how 50/50 tickets will be sold. S. McIntyre explained that tickets will be sold online. She noted that QR codes and social media posts with a direct link to the lottery website will be made available for Board members to share and encouraged them to distribute these within their networks.

J. Kelso asked if the aerial photography under the DRAPE program will be shared with municipal staff. A. Broadbent explained that staff have spent two weeks stitching together the photographs for integration into MVCA mapping. The photography is free and can be requested through open data. He expressed concerns regarding MVCA sharing the information without permission from MNR. S. McIntyre added that MVCA will notify municipal staff once the photo stitching has been completed for MVCA's jurisdiction and to determine the best way to share the information. She committed to following up with J. Kelso and A. Broadbent on this matter.

13. Retirement Gift Policy (In-Camera), Sally McIntyre.

The Board discussed the Retirement Gift Policy in-camera.

BOD25/04/14 - 10

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

Resolved, That the Board of Directors move to in-camera session for the discussion of the following matter:

- Labour relations or employee negotiations

And further resolved, That:

- Sally McIntyre remain in the room; and
- MVCA Staff leave the room.

"CARRIED"

BOD25/04/14 - 11

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

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

"CARRIED"

BOD25/04/14 - 12

MOVED BY: S. Lewis

SECONDED BY: T. Popkie

Resolved, That the Board of Directors:

- 1. Approve the retirement gift for a staff member; and**
- 2. Direct staff to review the existing Retirement Gift Policy and make recommendations for consideration by the Finance and Administration Advisory Committee.**

"CARRIED"

14. 2025 Workplan & Needs Assessment, Report 3490/25, Sally McIntyre.

S. McIntyre reviewed the 2025 workplan and needs assessment. The workplan lists the major projects that MVCA put forward to make progress against the *Corporate Strategic Plan*. She highlighted that staff timesheets shows that approximately 80% of staff effort is spent on Category 1 operational activities and 10% on Category 2 and 3 initiatives. The remaining 10% of staff time is allocated to major change initiatives as tabled in the annual workplan. She noted that most initiatives identified in the previous workplan have been completed, with only 2 outstanding items. She highlighted that MVCA has been successful in obtaining grant funding for the Fall River Floodplain Mapping Project, Lanark Dam Safety Enhancement and Kashwakamak Lake Dam Detailed Design.

B. Holmes asked why the Water/Sewer Connection is deemed high-risk on the Needs Assessment. S. McIntyre responded that the water storage tanks for fire services have a long-standing leaking issue and require refilling on a regular basis. She noted that MVCA also experienced an issue with the septic system over the winter.

15. Corporate Strategic Plan, Report 3491/25, Sally McIntyre.

S. McIntyre reviewed results of the corporate strategic plan survey sent to Board members. She asked the Board for feedback regarding MVCA's communication and relationship with member municipalities.

B. Holmes commented that the survey is better suited to be sent to municipal staff for review at council meetings. J. Kelso agreed, noting that planning staff are connected to the local community.

J. Kelso commented that staff at the Lanark Highlands office, including herself, are new to their positions and did not feel comfortable with answering the survey questions.

W. Baker commented that he took the survey alongside Tay Valley planning staff. He explained that staff observed a decline in communications about climate change predictions and their impact on the watershed outlook. He noted that Tay Valley staff would like to see more communication on floodplain mapping, climate change adaptation, and emergency preparedness.

S. McIntyre highlighted key themes identified in the survey responses:

- Focus on core mandate,
- Modernize and strengthen asset management,
- Enhance community awareness and understanding of MVCA; and
- Build organizational capacity to respond to ongoing changes.

She asked the committee if they have any other key themes or major gaps to add to the list that MVCA should be focusing on.

J. Kelso highlighted the importance of enhancing community awareness and relationships.

R. Kidd disagreed with education and community awareness being a key theme. He commented that it is important to focus on the core mandate highlighted the importance of category 2 and 3 programming being fully cost-recoverable. P. Kehoe supported R. Kidd's comment.

J. Atkinson commented that Stewardship and Education are key aspects of conservation. He noted that there is a demand/need for stewardship and education services within the watershed. He commented that MVCA adds value to municipal recreation programs.

S. McIntyre emphasized that MVCA is working toward full cost recovery for Category 2 and 3 programs and services over the next 4-years. She noted that Stewardship is a subsidized program.

P. Kehoe commented that the City of Ottawa pays for the largest portion of the MVCA levy. S. McIntyre highlighted the importance of enhancing community awareness and understanding of MVCA specifically in the Ottawa area.

G. Gower commented that City of Ottawa staff are satisfied with the MVCA's fulfillment of its municipal responsibilities and view the partnership positively. He commented that the average resident in Ottawa is not aware of what conservation authorities do. He noted that the City of Ottawa interfaces with 3 conservation authorities within their jurisdiction.

Adjournment

R. Della-Pica provided a closing ceremony speech and sang the travelling song. She highlighted that we are the stewards of the water, land and air.

BOD25/04/14 – 13

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at 3:30 p.m.

K. Hollington, Recording Secretary

RVCA Board of Directors Meeting Summary – May 8th, 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.

March 27, 2025 – Approved minutes

- Members received annual timeline reporting for Section 28 applications (97% of permits were issued within timelines in 2024).
- The 2024 unaudited financial reports and proposed year end reserve transfers were received.
- Staff provided program highlights from January and February.

April 24, 2025 – Meeting Summary

- 2024 Audited Financial Statements and Report of the Auditor were approved
- A new septic inspector was appointed under the Building Code Act.
- The following 2024 annual reports were received:
 - Conservation Ontario's Annual Report
 - RVCA's Annual Report
 - RVCA's Annual MFIPPA Report to the IPC
 - RVCA's Annual JHSC Summary Report
 -

May 22, 2025 – Next Meeting

Marissa

Marissa Grondin (she/her)
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