



## COMMITTEE OF THE WHOLE AGENDA

Tuesday, August 12<sup>th</sup>, 2025  
Immediately Following the Public Meeting at 5:00 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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5:00 p.m.     *Public Meeting – Zoning By-Law Amendment(s)*  
Following     *Committee of the Whole Meeting*

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

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

None.

5.     **DELEGATIONS & PRESENTATIONS**

- i)     **Presentation: 2025 History Scholarship Update – *attached, page 9.***  
Kay Rogers, Chair, History Scholarship Selection Committee.

*Suggested Recommendation to Council:*  
***“THAT, the 2025 History Scholarship Annual Update be received for  
information.”***

6.     **PRIORITY ISSUES**

- i)     **Report #CAO-2025-25 – Livestreaming and Council Chamber Audio/Visual  
System – *attached, page 12.***  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*  
***“THAT, the broken audio system in the Council Chambers be replaced.”***

*Suggested Recommendation to Council:*

***“THAT, livestreaming be implemented for Council meetings, Committee of the Whole meetings and Public Meetings as defined in the Procedural By-Law.”***

- ii) **Report #PD-2025-16 – Advancing Implementation Training Initiative (AITI) Update – attached, page 20.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

***“THAT, the Planner be permitted to attend the AITI funded, out of province conference in Halifax, Nova Scotia from October 6 to 8, 2025.”***

- iii) **Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners – attached, page 29.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

***“THAT, Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners, be received for information.”***

- iv) **Report #FIN-2025-09 – Budget Review and Forecast as at July 31, 2025 – attached, page 47.**  
Ashley Liznick, Treasurer.

*Suggested Recommendation to Council:*

***“THAT, Report #FIN-2025-09 - Budget Review and Forecast as at July 31, 2025, be received for information.”***

- v) **Report #PW-2025-15 – Doran Road Guide Rail Replacement – Tender Award – attached, page 60.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

***“THAT, Doran Road Guide Rail Replacement, Tender #2025-PW-010, be awarded to Hughson Fencing & Guiderail;***

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

- vi) **Report #CAO-2025-26 – Road Naming Amendment – Miner’s Point Route A**  
– *attached, page 63.*

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the necessary by-law to update the description of an existing Private Road - Miner’s Point Route A, as outlined in Report #CAO-2025-26 – Road Naming By-Law Amendment – Miner’s Point Route A, be brought forward for approval.”*

- vii) **Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane** –  
*attached, page 69.*

Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, the necessary by-law to name an existing Private Road to Strawberry Lane, as outlined in Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane, be brought forward for approval.”*

- viii) **Council Appointment to the Green Energy and Climate Change Working Group.**

*Suggested Recommendation to Council:*

*“THAT, the Council of the Corporation of Tay Valley Township appoint Councillor Keith Kerr to the Green Energy and Climate Change Working Group for a term ending November 17, 2026.”*

- ix) **Appointment of Volunteers – Community Services.**

*Suggested Recommendation to Council:*

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

- *Brenda Arthur*
- *Michelle Baker*
- *Olga Zuyderhoff*
- *Mary Lou Carol*
- *Donna Dobbie.”*

- x) **Bolingbroke Cemetery Board – Resignations.**

*Suggested Recommendation to Council:*

*“THAT, the following volunteers be removed from the Bolingbroke Cemetery Board effective August 12<sup>th</sup>, 2025:*

- *Doug Boyd*
- *Betty Ann Gillespie.”*

- xi) **Wild Parsnip.**  
Deputy Reeve Fred Dobbie.

## 7. CORRESPONDENCE

- i) **Lanark County OPP Detachment Board and Policing Activities 2024 Annual Report – *distributed as a separate package.***

*Suggested Recommendation to Council:*

*“THAT, the Lanark County OPP Detachment Board and Policing Activities 2024 Annual Report be received for information.”*

- ii) **Lanark County Situation Table Annual Report 2024 – *attached, page 75.***

*Suggested Recommendation to Council:*

*“THAT, the Lanark County Situation Table Annual Report 2024 be received as information.”*

- iii) **25-06-25 – Council Communication Package – *attached, page 95.***

*Suggested Recommendation to Council:*

*“THAT, the 25-06-25 Council Communication Package be received for information.”*

- iv) **25-07-30 – Council Communication Package – *attached, page 99.***

*Suggested Recommendation to Council:*

*“THAT, the 25-07-30 Council Communication Package be received for information.”*

## 8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Bolingbroke Cemetery Board.**

25-07-10 – Draft Bolingbroke Cemetery Board Minutes – *attached, page 101.*

- ii) **Committee of Adjustment.**

25-06-23 – Draft Committee of Adjustment Hearing Minutes – *attached, page 104.*

- iii) **Fire Board.**

25-06-19 – Draft Fire Board Minutes – *attached, page 110.*



iv) **Library Board.**

25-05-12 – Perth and District Union Library Board Minutes – *attached, page 114.*

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

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

25-05-21 – Lanark County OPP Detachment Board Minutes – *attached, page 116.*

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

25-06-13 – Draft Green Energy and Climate Change Working Group Meeting Minutes – *attached, page 122.*

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

25-05-12 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 127.*

25-05-12 – Draft Mississippi Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 129.*

25-07-14 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 136.*

25-07-14 – Draft Mississippi Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 139.*

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

25-05-22 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 151.*

25-05-22 – Draft Rideau Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 152.*

25-07-24 – Rideau Valley Conservation Authority Board of Directors Meeting Summary – *attached, page 157.*

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

25-06-04 – Lanark County Traffic Advisory Board Working Group Minutes – *attached, page 159.*

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

## 9. CLOSED SESSION

- i) **CONFIDENTIAL: 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 and Deputy Clerk remain in the room.”***

*Suggested Motion:*

***“THAT, Council return to open session at \_\_\_\_p.m.”***

- *Chair’s Rise and Report.*

- ii) **CONFIDENTIAL: Potential Litigation - Identifiable Individuals.**  
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;***

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

*Suggested Motion:*

***“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**

# **PRESENTATIONS**

**TAY VALLEY HISTORY SCHOLARSHIP REPORT**  
**COMMITTEE OF THE WHOLE**  
**August 12, 2025**

**RECOMMENDATION**

It is recommended that the Report of the Tay Valley History Scholarship Committee be accepted for information.

**BACKGROUND**

The Tay Valley History Scholarship is one of Tay Valley Township's legacy projects resulting from the 2016 commemoration of the 200th Anniversary of the Perth Military Settlement. It is presented annually to a deserving graduate from either Perth & District Collegiate Institute or St. John Catholic High School.

In support of the Scholarship, Tay Valley Township:

- Established a History Scholarship Committee to provide advice and recommendations to Council regarding the granting of the Scholarship; and
- Entered into an agreement with the Perth and District Community Foundation (PDCF) to manage the funds on behalf of Tay Valley Township.

**Funding for the Scholarship**

The Scholarship is funded by:

- Donations from over two dozen individuals, community groups and local businesses, approx. \$23.5k;
- The continuing sale of the legacy book *At Home in Tay Valley*, approx. \$20.6k; (almost 60 books sold in 2024)
- The net proceeds from the sale of the 200th Anniversary calendars, approx. \$6k; and
- Money earned from investments made by the PDCF, approx. \$22k not including disbursements.

As of April 30, 2025, there was \$72,492 in the Scholarship Fund. The PDCF Treasurer expects the scholarship to be awarded in perpetuity.

- The scholarship, which is indexed to inflation every five years, is currently in the amount of \$1,600.00, making it one of the most generous scholarships awarded at either PDCI or St John.
- The Committee wishes to acknowledge the generosity of Greg and Margo Hallam for their donation which increased the value of the scholarship by \$100 for five years (2025-2029 inclusive).

**Scholarship Application, Selection Process and Presentation**

The History Scholarship Committee oversees the scholarship brochure, application form and selection process, and arranges for the recipient to be interviewed by the *Lanark Era* and Lanark and Leeds 88.1 myFM. The current Committee members are Susan Code, David Poole and Kay Rogers (chair).

There were four applicants this year, three from St John's and one from PDCI.

The successful applicant demonstrates:

- a keen interest in history (40 marks);

- an ability to think critically and communicate effectively (40 marks); and
- a range of accomplishments and/or experiences, including community involvement, hobbies, clubs, sports, volunteer activities, and/or work (20 marks).

The applicants are required to complete the application form and submit two 500-word essays:

1. Describe how you have demonstrated your interest in history, both in and out of school.
2. Explain the importance of understanding history in today's society.

Either the Reeve, a Councillor or a member of the committee presents the scholarship at the June commencement ceremony (a cover letter, a cheque and an inscribed copy of *At Home in Tay Valley*).

- The Reeve and Committee Chair sign a congratulatory letter to the scholarship recipient and a letter to each of the other applicants thanking them for their application and wishing them well with their future studies.
- The Township issues a media release with the name and photo of the scholarship recipient along with one of the recipient's essays.
- Township posts one of the scholarship recipient's essays on the Township website.

This year, after careful consideration, the Committee decided that the scholarship will not be awarded this year. As you will appreciate, this decision was not taken lightly. The Tay Valley History Scholarship is intended to support students who show a deep and ongoing interest in history, an ability to think critically and communicate effectively, and demonstrate a range of accomplishments and/or experiences. The committee members felt that, although all were exceptional students, none met all three criteria.

### **Scholarship Recipients**

- Orria Nielsen, PDCI, 2024
- Norah Christie, PDCI, 2023
- No recipient, 2022\*
- Noah Frazer, PCDI, 2021
- Sydney Szijarto, SJCHS, 2020
- Taylor Quick, SJCHS, 2019
- Bronwyn Funston, PDCI, 2018
- Kathleen Taggart, SJCHS, 2017

\* In 2022, the Committee decided not to award the scholarship to either of the applicants because neither met all three criteria.

### **FINANCIAL IMPLICATIONS**

None.

### **CONCLUSION**

The scholarship continues to be well received. Further, it is straight forward to administer thanks to the support of the guidance counsellors at both secondary schools, the PDCF, and Township officials.

Submitted by the Tay Valley History Scholarship Selection Committee.

# **PRIORITY ISSUES**

**COMMITTEE OF THE WHOLE**  
**August 12<sup>th</sup>, 2025**

**Report #CAO-2025-25**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**LIVESTREAMING AND COUNCIL CHAMBER AUDIO/VIDEO SYSTEM**

**STAFF RECOMMENDATION(S)**

Recommendation #1:

**“THAT**, the broken audio system in the Council Chambers be replaced.”

Recommendation #2:

**“THAT**, livestreaming be implemented for Council meetings, Committee of the Whole meetings and Public Meetings as defined in the Procedural By-Law.”

**BACKGROUND**

As a follow-up to the initial report on livestreaming, staff have conducted additional research and viewed demos from multiple providers.

**DISCUSSION**

**Livestreaming**

One of the differences in Tay Valley from other municipalities is that the Township does not use meeting management software. This makes the available options and costing different than most other municipalities that livestream. Working with IT, staff believe a preferred option has been determined should Council wish to implement livestreaming.

The preferred option has taken into consideration the ease of use for the public, ease of use of staff on the backend with operating the livestream, security (ex. someone hacking the livestream), costs, etc.

If Council chooses to proceed with livestreaming, the following set-up is being proposed:

- Subscribe to a streaming platform (ex. Zoom)
- Create one meeting link that will be the same for every Council and COW meeting
- The link will be on each agenda
- Create a page on the Township website where the link will be live when there is a meeting
- There will be one camera that will show the Council horseshoe



- The livestream may be able to also show a map or presentation that is being shown on the screen in the Council Chambers instead of the Council horseshow

Meetings will not be recorded at this time.

### **Audio/Video System**

Regardless of whether Council chooses to proceed with livestreaming, the audio system in the Council Chambers needs to be replaced as it is currently not working properly and due to its age, cannot be fixed.

## **OPTIONS CONSIDERED**

### **Option #1 – Begin Livestreaming Meetings**

Cost: \$6,000-\$8,000 hardware  
\$1,500 annual subscription

Livestreaming only.

Should Council proceed with this option, the equipment will be procured and installed, staff will undertake training and testing of the livestreaming and the Procedural By-Law will be updated and brought to Council for approval with the goal to having livestream up and running for the Fall budget process.

### **Option #2 – Only Record Meetings**

Cost: \$6,000-\$8,000 hardware+ cost of file storage for recordings

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

### **Option #3 – Begin Livestreaming and Recording Meetings**

Cost: \$6,000-\$8,000 hardware+ cost of file storage for recordings  
\$1,500 annual subscription

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

### **Option #4 – Continue with the Status Quo**

Cost: \$0

Livestreaming and/or recording meetings is not a service to be provided at this time.

## **FINANCIAL CONSIDERATIONS**

Replace Audio System (one-time cost) \$30,000

Additional Hardware for Livestreaming (one-time cost) \$6,000-\$8,000

Streaming Platform Subscription (annual) \$1,500

## **STRATEGIC PLAN LINK**

Good Governance – Communications

## **CLIMATE CONSIDERATIONS**

There would be no impact.

## **CONCLUSIONS**

As per the recommendation.

## **ATTACHMENTS**

1. Report #CAO-2025-09 – Livestreaming

**Prepared and Submitted by:**

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

**COMMITTEE OF THE WHOLE**  
**March 5<sup>th</sup>, 2024****Report #CAO-2025-09**  
**Amanda Mabo, Chief Administrative Officer/Clerk****LIVESTREAMING****STAFF RECOMMENDATION(S)****“THAT, \_\_\_\_\_.”****BACKGROUND**

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

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

**DISCUSSION**

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

**Potential Benefits:**

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

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

#### **Potential Drawbacks:**

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

#### **FINANCIAL CONSIDERATIONS**

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

### **Equipment and Technology Costs**

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

### **Internet Bandwidth and Connectivity**

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

### **Personnel and Training**

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

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

### **Streaming Platform and Software**

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

### **Privacy and Security Measures**

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

### **Accessibility Considerations**

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

### **Legal and Compliance Considerations**

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

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

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

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

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

## **OPTIONS CONSIDERED**

The options are in no particular order.

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

### **Option #1 – Continue with the Status Quo**

Cost: \$0

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

### **Option #2 – Only Record Meetings**

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

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

### **Option #3 – Begin Livestreaming Meetings**

Approximate One-Time Cost: \$43,000

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

OR

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

### **Option #4– Begin Livestreaming and Recording Meetings**

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

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

## **STRATEGIC PLAN LINK**

Good Governance – Communications

## **CLIMATE CONSIDERATIONS**

There would be no impact.

## **CONCLUSIONS**

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

## **ATTACHMENTS**

None.

**Prepared and Submitted by:**

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

## COMMITTEE OF THE WHOLE

August 12<sup>th</sup>, 2025

Report #PD-2025-16  
Noelle Reeve, Planner

### ADVANCING IMPLEMENTATION TRAINING INITIATIVE (AITI) UPDATE

#### STAFF RECOMMENDATION(S)

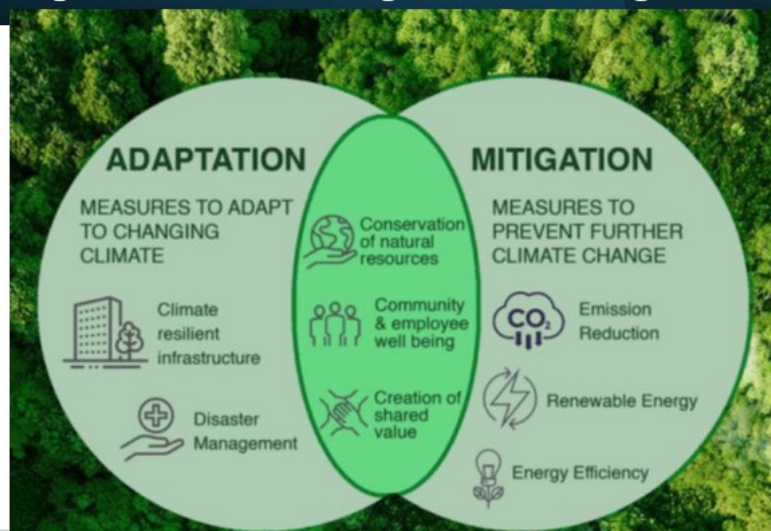
It is recommended:

**“THAT**, the Planner be permitted to attend the AITI funded, out of province conference in Halifax, Nova Scotia from October 6 to 8, 2025.”

#### BACKGROUND

The Township adopted its Climate Action Plan in 2020. The Township continues to focus on mitigation - reducing greenhouse gas emissions from fossil fuels (gas, diesel, natural gas). However, an additional focus is needed on adapting to the impacts of the changing climate.

**Adaptation - managing the unavoidable**  
**Mitigation - avoiding the unimaginable**



The Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) partnered with ICLEI Canada to deliver capacity development training for Canadian municipalities



through the Local Leadership for Climate Adaptation Initiative. One aspect of the Local Leadership initiative is the Advancing Implementation Training Initiative (AITI) program.

The Township was successful in applying to the Advancing Implementation Training Initiative (AITI) program for support in creating a Climate Adaptation Plan. The program runs from April 1, 2025 to December 31, 2026. AITI provides one-on-one meetings, group training, and peer support workshops. The program also connects the Township with the necessary expertise to address barriers to implementation. Once an Adaption Plan is created, the Township is eligible for funding for implementation from the federal Green Municipal Fund.

The AITI program is designed to move municipalities from plans to implementation. AITI will help Tay Valley prepare capital and operating budget estimates, incorporate equity considerations into adaptation planning, design evaluation frameworks, and access other necessary resources to get prioritized actions implementation-ready.

The timeline for the AITI project is outlined in Attachment 1.








**DISCUSSION**

To date, Township staff and a weekly intern from Carleton University have identified climate hazards for the Township and undertaken an initial risk and vulnerability assessment of those hazards. (See Attachment 2 for Climate Change Projections.)

Climate change hazards for Tay Valley Township include:

- Tornadoes and derechos,
- Floods,
- Extreme heat,
- Diseases from insects (Lyme, Anaplasmosis, Emerald Ash Borer),
- Wildfires and wildfire smoke, and
- Loss of biodiversity.

Impacts to residents from these hazards include

	Food supply Heat stroke Water Quality	Lyme, West Nile, Anaplasmosis, Zika, Asthma, Allergies		Destruction of Buildings
	Destruction of Buildings, Cancer			Loss of Biodiversity
	Destruction of Land, Roads, Housing			Worsened Mental Health due to Anxiety, Depression
	Lung Disease, Heart Attacks			

The Planner and Intern also organized two public engagement sessions on August 11, 2025 with stakeholders and residents (one in the afternoon and one in the evening).

Finally, the Planner has prepared a draft of a short (10 question) survey shown in Attachment 3 - *Building Resiliency to Climate Impacts in Tay Valley Township*. The Planner is seeking Council feedback on the draft survey.

As part of the AITI project, participants are invited to attend a National Cohort Workshop in Halifax, Nova Scotia from October 6<sup>th</sup> – 8<sup>th</sup>, 2025. Council permission is required for out of province.

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Council receives the update on the AITI project for information. Council provides feedback on the draft survey - *Building Resiliency to Climate Impacts in Tay Valley Township*. Council grants permission for the Planner to attend the AITI conference in Halifax in October, that is paid for by the AITI program.

Option #2 – Council receives the update on the AITI project for information. Council provides feedback on the draft survey - *Building Resiliency to Climate Impacts in Tay Valley Township*. Council does not grant permission for the Planner to attend the AITI conference in Halifax in October, that is paid for by the AITI program.

## **FINANCIAL CONSIDERATIONS**

National Cohort Workshop - \$1,800 was provided by AITI for the Planner to attend.

## **STRATEGIC PLAN LINK**

**Healthy Environment** – The motion encourages adaptation to climate impacts.

**Thriving Culture, Economy and Tourism** - The motion ensures the Township is scanning for risks and opportunities.

## **CLIMATE CONSIDERATIONS**

The motion promotes Tay Valley's ability to adapt to anticipated climate disruptions.

## **CONCLUSIONS**

The AITI project supports the Township's efforts to manage the unavoidable impacts to residents and Township physical assets from the amount of CO2 already in the atmosphere. The Township will also continue to reduce its green house gas emissions to avoid adding more CO2 to the atmosphere.

Working with the AITI cohort allows the Township to better understand and prepare for the impacts of climate disruptions on:

- food and agriculture,
- buildings and roads,
- natural environment,
- residents' health, and
- businesses and the economy.

## **ATTACHMENTS**

1. Timeline of AITI Project
2. Climate Change Projections for Tay Valley Township
3. Draft Survey for Residents – *Building Resiliency to Climate Impacts in Tay Valley Township*

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

## **Attachment 1 – Timeline of AITI Project**

### **Setting Local Priorities**

**March - September 2025**

Identify and prioritize viable climate adaptation actions for further analysis that align with long-term resilience and equity goals. ICLEI Canada will support participants in evaluating actions using criteria such as effectiveness, budget, feasibility, support and equity impact. Engagement sessions with stakeholders will refine a prioritized shortlist of actionable, impactful adaptation strategies with community buy-in.

### **National Cohort Workshop**

**October 6, 2025, Halifax**

Participants will have the opportunity to meet in person at the 2025 Livable Cities Forum in Halifax, where an AITI national Cohort workshop will be delivered focused on challenges identified through this initiative. Financial support will be available to attend the workshop.

### **Getting Ready to Implement**

**October 2025 - December 2026**

Building off the shortlisted actions, ICLEI Canada will support participants prepare for the effective implementation of selected adaptation actions, including:

- Developing of resources for implementation, including strategies for securing local support, budgeting, and evaluation
- Completing project preparation materials, ensuring readiness for implementation

An in-person workshop and one-on-one sessions will aid the participants to explore the costs of inaction and reinforce stakeholder commitment. At the conclusion of this phase, participants should have developed project details that will support advancing implementation.

## Attachment 2 – Climate Change Projections for Tay Valley Township

	What to expect*	2030s	2050s	2080s
Temperature	Average temperature	↑ 1.8°C	↑ 3.2°C	↑ 5.3°C
	Very hot days (above 30°C)	2.5 times more	4 times more	6.5 times more
	Very cold days (below -10°C)	20% less	35% less	63% less
Seasons	Winters shorter by	4 weeks	5 weeks	8 weeks
	Springs earlier by	2 weeks	2 weeks	4 weeks
	Winter freeze-thaw	↑ 13%	↑ 33%	↑ 54%
Precipitation	Fall-winter-spring precipitation	↑ 5%	↑ 8%	↑ 12%
	Intense precipitation	↑ 5%	↑ 14%	↑ 19%
	Snowfall	↓ 10%	↓ 20%	↓ 44%
Extreme events	Possible increases in freezing rain			
	Warming favours conditions conducive to storms, tornadoes, wildfires			

(Source: National Capital Commission, 2023)

### **Attachment 3 Draft Survey for Residents – Building Resiliency to Climate Impacts in Tay Valley Township**

#### **1. What climate impacts in Tay Valley Township and area have you noticed? (choose as many as you want)**

Extreme Heat  
Extreme Rain  
Extreme Wind  
Flooding  
Wildfire Smoke  
New pests and diseases (e.g., Lyme, Anaplasmosis, Emerald Ash Borer, etc.)  
Changes in plants  
Changes in animal sightings  
Increased prices for food  
Other?

#### **2. What parts of Tay Valley do you think will be most affected by the climate impacts listed above? (choose as many as you want)**

Lakes (any lake in particular?)  
Rivers (any river in particular?)  
Forests (any particular location?)  
Wetlands (any particular location?)  
Farmland (any particular location?)  
Hamlets (any particular Hamlet?)  
Private Roads (any particular road?)  
Township Roads (any particular road?)  
Businesses (any particular kind of business?)  
Important Indigenous areas?  
Other?

#### **3. Who do you think are the most vulnerable people in Tay Valley when it comes to severe weather? (choose as many as you want)**

Seniors  
Young children

Youth  
People with disabilities  
Homeless people  
People with lower income  
Renters  
Other?

**4. Do you think news stories about weather disasters have increased over the past 5 years?**

Yes  
No

**5. Have you had a chance to do something on your property to prepare for the impacts of the changing climate?**

Yes  
No  
I do not own property

**6. Do you and your neighbours talk about how you might work together to provide safety in a severe weather event?**

Yes  
No

**7. Would you be interested in the municipality and its partners bringing neighbouring areas together for information and plans in the case of flooding, wildfire, extreme heat, disruption of supply chains for food, fuel, etc?**

Yes  
No

**8. What type of information might be helpful to you to prepare for the impacts of severe weather and other climate disruptions?**

---

**9. What would help you and your neighbours to get involved in building resiliency to climate impacts?**

---

**10. Is there anything else you would like to say?**

---

**Thank you for contributing to making your community more resilient.**

***Optional questions***

***What ward do you live or have a cottage or business in?***

Bathurst North Burgess South Sherbrooke

***Age:***

29 or younger

30-49 years

50-69 years

70 and over

Prefer not to answer

***I identify as:***

Female

Male

Transgender

Gender non-conforming

Prefer not to answer

**Contact Noelle Reeve [planner@tayvalleytwp.ca](mailto:planner@tayvalleytwp.ca) with questions, comments, or if you want to be more involved.**

Add MFIPPA wording about personal information not being shared.



**COMMITTEE OF THE WHOLE****August 12<sup>th</sup>, 2025****Report #PD-2025-17  
Noelle Reeve, Planner****SUMMARY OF THE JOINT CONFERENCE OF THE  
ONTARIO PROFESSIONAL PLANNERS INSTITUTE AND THE  
CANADIAN INSTITUTE OF PLANNERS****STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, Report #PD-2025-17 – Summary of the Joint Conference of the Ontario Professional Planners Institute and the Canadian Institute of Planners, be received for information.”

**BACKGROUND**

The national conference had four (4) themes relevant to Tay Valley Township:

- i) Climate Change Mitigation and Adaptation,
- ii) ReconciliAction,
- iii) The Polycrisis and Future-Casting – 100 million Canadians by 2100, and
- iv) Successful Public Engagement.

A summary of key take aways from these themes are presented below.

**DISCUSSION****Climate Change Mitigation and Adaptation**

Sahar Egtesadi, Guelph University, presented her research on the evolution of the concept of resiliency from its origin as an ecological term to its use today which includes social dimensions that emphasize a community's capacity to adapt and thrive (see Attachment 1). Her research emphasizes the importance for resilience of building community networks and participatory governance through three components:

- distributional equity – “the fairness and justice in the way economic resources and wealth are distributed among individuals and groups in a society”,
- recognitional equity – “addresses the psychological, emotional, and cultural needs of the systematically marginalized where bias and disadvantage are embedded or evident”, and

- procedural equity - “Fairness in the processes used to make decisions, ensuring equal opportunity for participation and influence for all stakeholders”.

Venus Cheung, Toronto Metropolitan University, analyzed how “integrative resilience” could produce a different outcome following climate disruption disasters than a definition of resilience that focuses on “bouncing back to the status quo”. Her work urged that planners make equity and well-being the primary outcomes and standards of successful climate adaptation. She provided a number of examples of participatory design for community-based projects.

The Municipal Net-Zero Action Research Partnership (NZAP) shared information about its *Collaborative Governance Guide for Equitable Local Climate Action*. NZAP is co-led by the University of Waterloo, the Federation of Canadian Municipalities, and ICLEI Canada. The Guide provides steps for building “strong, solid, cross-sector partnerships that advance climate mitigation goals and build bridges with equity-deserving communities”.

The speakers emphasized that partnerships enable higher greenhouse gas emission reductions, influence community-wide emissions outside the municipality’s control, and support community wide action.

The project involved twelve (12) communities and provides a detailed analysis of how to make partnerships work based on: governance structure, resourcing, coordination, equity indicators, etc.

The speakers focused on case studies of the *Georgian Bay Mnidoo Gamii Biosphere Regional Climate Action Plan* and the *Transform Waterloo Region Climate Action – Transition to an Equitable Prosperous Resilient Low Carbon Community*. (See Attachment 2 Net Zero Action Partnership Waterloo Region.)

## **ReconciliAction**

Presenters from Indigenous and Community Engagement Inc. drew attention to the fact that it has been ten years since the release of the Truth and Reconciliation Commission’s (TRC) 94 Calls to Action with very few having been implemented.

The TRC defined Reconciliation as, “An ongoing process of establishing and maintaining respectful relationships. A critical part of this process involves repairing damaged trust by making apologies, providing individual and collective reparations, and following through with concrete actions that demonstrate real societal change”. Therefore, reconciliation is about Indigenous and non-Indigenous peoples coming to terms with the events of the past in a manner that rebuilds trust and respectful relationships.

The recommendations of the Truth and Reconciliation Commission that apply to municipalities include:

#43 Fully adopt and implement the [United Nations Declaration on the Rights of Indigenous Peoples](#) as the framework for reconciliation.

#47 Repudiate concepts used to justify European sovereignty over Indigenous peoples and lands.

#57 Provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.

#77 Work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system.

#87 In collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, provide public education that tells the national story of Aboriginal athletes in history.

#88 Take action to ensure long-term Aboriginal athlete development and growth.

#93 Create/revise information kits for newcomers to reflect the history of Indigenous peoples, including information about the Treaties and the history of residential schools.

Planners were asked if they include the following in their work:

- Truth and Reconciliation 94 Calls to Action
- United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) including Free, Prior and Informed Consent (FPIC)
- Canada's UNDRIP Action Plan UNDA
- Missing and Murdered Indigenous Women and Girls (MMIWG) Inquiry Recommendations – Calls for Justice
- The Duty to Consult and accommodate (versus engagement)
- First Nation's Principles of Ownership, Access, Control and Possession (OCAP)
- Relationship building,
- Indigenous world views, and a
- Seven generation approach.

A seven generation approach would require planners to “extend planning timeframes to consider seven (7) generations into the future (175 years) to embrace intergenerational responsibility”.

A seven generation approach would require planners to “centre Indigenous principles of stewardship, reciprocity, and interconnectedness into planning frameworks, challenging extractive approaches to land and resources. Land is viewed as a living, spiritual being with shared responsibilities rather than ownership”.

A seven generation approach would require planners to “invest in ongoing nation to nation relationships rather than project specific consultation, recognizing that reconciliation is a continuous journey rather than a destination”.

Supporting reconciliation involves:

- Being inclusive and having an awareness of trauma informed communications,
- Building relationships with First Nations, Metis and Inuit peoples and communities,
- Amplifying Indigenous voices during discussions,
- Investing in education to learn about Indigenous histories, rights and planning approaches,
- Developing a Reconciliation Action Plan
- Reforming HR policies and changing procurement policies.

A Reconciliation Action Plan is a strategic framework that outlines how an organization will contribute to reconciliation with Indigenous peoples through actions moving forward. Key components of creating the plan include:

- Reflect – lay the groundwork for internal understanding of reconciliation,
- Acknowledge the Truth,
- Innovate – implement initiatives that drive reconciliation in your core business,
- Stretch – set measurable targets for deeper longer term commitments,
- Elevate – demonstrate leadership, sector-wide impact, and innovation.

The Plan itself should have a vision, pillars of focus, and outline implementation steps and reporting.

Dillon Consultants described how their design work was undertaken in the context of Land Codes created under the *First Nations Land Management Act*. “Land Codes provide control over reserve lands and resources, laws, land use and environment.” Dillon worked with the Ch’i’ya`qtel First Nation and Malahat Nation on design guidelines for development and conservation on their lands.

Presenters for the Shared Path Consultation Initiative talked about “environmental peace being possible if we:

- unsettle supposed universality by creating spaces to acknowledge world views and share values;
- shift from controlling resources to adaptive management,
- focus on people not just projects, and
- apply OCAP to data collection and sharing”.

They have created a *Guide for Truth and Reconciliation in Land Development* and are working on creating Indigenous/Municipal Planning Hubs. The Hub has four goals:

- Honour Indigenous Knowledge Systems
- Incorporate Indigenous perspectives and ways of knowing for sustainable regional growth
- Increase understanding and awareness of the major pressures affecting the region and seek Indigenous solutions
- Explore shared opportunities in climate resilient infrastructure.

Planners were also asked to consider using the term “land relationship” planning to describe their work rather than “land use” planning. The first example in Ontario is the collaboration between the Lake Simcoe Region Conservation Authority, Georgina Island First Nation, and Cambium Indigenous Planning Services (who developed a *Land Relationship Visioning Toolkit* with Curve Lake First Nation).

The Georgina Island work was inspired by the Muskoka Area Indigenous Leadership Table which was identified as an example of a beginning of co-governance that was established as a result of building trust and relationships.

Other resources for planners include:

- Simon Fraser University’s *Step Into the River: A Framework for Economic Reconciliation for Municipalities, Institutions and Industry Partners* (written by Sxwpilemaat Siyam and Lily Raphael).
- The Association of Municipalities of Ontario’s *Indigenous-Municipal Relationship Agreements Guide for Municipal Leaders*.
- The Ontario Chamber of Commerce has produced a guide called *Sharing Prosperity: An Introduction to Building Relationships for Economic Reconciliation*.

Suggestions for building relationships included: Land Acknowledgement; asking a Chief or Elder to swear in Council, flag exchange; and the Moccasin Identifier project.

The Moccasin Identifier project seeks a permanent marker in public spaces of Indigenous existence. Carolyn King, former Chief of the Mississaugas of the Credit First Nation, got the idea when a place with Indigenous history was being torn down. She worried settlers would not know whose land they were on. The Moccasin Project “mission is to cover Canada in Moccasins, creating visual and educational reminders of the significance of Treaties and the Indigenous relationships to the land”. The Moccasins are different for each location as they are the ones that are worn by the local Indigenous group (see Attachment 3).

The final session on Indigenous Land Planning the planner attended was presented by the staff from the First Nations Land Management Resource Centre and Lands Advisory Board and. “Through the historic government-to-government *Framework Agreement on First Nation Land Management*, the First Nations Lands Advisory Board (LAB) is dedicated to supporting First Nations communities in their efforts to re-establish control over their lands, natural resources and environment.” Over 122 First Nations across Canada have “rejected land control imposed by the Indian Act by developing and ratifying their own land law, called a Land Code”.

The Land Code replaces 44 sections of the *Indian Act*. (See Attachment 4). Colette Isaac, Lands Director, Moose Deer Point First Nation explained her work on Sharing Responsibility to Care for the Land – First Nation/Municipal Land Management.

She provided an expansive definition of land: culture, identity, travel, economy, family, watersheds, treaties, food, medicine. She noted her reserve (520 ha) is 0.1% of the

traditional lands they were using only 120 years ago. The Moose Deer Point Lands Administration Department she heads after the Land Code was adopted deliberately does not do much land administration as they hold their land in common “almost the last vestige of who we are as Pottawatomi people”. They do not own land as a commodity to be bought and sold. They use as much as they need but only as long as they need it.

What the Moose Deer Point Lands Administration Department does is a lot of talking and listening. They invited 5 First Nations in their area and 15 municipalities and led a day of getting to know each other.

Collette said that she emphasized to the group that she wanted to develop Nation to Nation long term relationships that would cover health, education, citizenship, diplomacy, immigration, etc. She also emphasized that each First Nation has its own way of doing consultation of its people so one size does not fit all.

While a positive step forward for many First Nations, a member of the audience with Mohawk/Haida ancestry was concerned because the Lands Advisory Board and Resource Centre only work with Band Councils which are a colonial creation. Her concern was that existing matriarchal governance forms are excluded. The speakers acknowledged this was a limitation and are hoping to work toward resolving that issue.

### **The Polycrisis and Future-Casting – 100 million Canadians by 2100**

A consulting firm called Intelligent Futures led a workshop on *Planning in a Polycrisis*. They defined a polycrisis as “a situation where multiple crises are not only happening at the same time but also interact with each other in ways that make the whole problem worse than the sum of its parts”. Issues like climate change, housing unaffordability, geopolitical conflicts, economic instability, declining public trust, and infrastructure breakdown happening all at once, rather than in isolation form the polycrisis facing Canada and other countries.

The workshop highlighted the need for:

- “stress-testing plans against multiple concurrent scenarios, not just single hazards,
- having contingency plans that address cascading failures and cumulative impacts, and
- a collaborative approach to avoid outcomes where solving one problem inadvertently aggravates another”.

Finally, a shift to co-creation of plans, greater inclusion of equity, and data that includes lived experience was suggested as a way to help address planning in a polycrisis.

The Canadian Institute Planners resented their work based on a report called *Imagining Canada in 2100*. The report aims to identify the challenges and opportunities of Canada's growth and development over the next 75 years. The report strikes a balance between “what can reasonably be forecast and alternative scenarios that provide “best guesses” about the likely impact of what futurists call “unknown-unknowns”.

The report takes its starting point from the fact that Canada has tripled its population since 1950 (from 14 million to 41.3 million in 2024). It recognizes that future population growth will

come solely from immigration as Canada's birthrate (like many other Western countries) is below replacement of its population.

The report describes three potential populations for 2100:

- a) 50 million people – Statistics Canada's low growth scenario
- b) 75 million people – Statistics Canada's assumption of an immigration rate of 0.9%
- c) 100 million people – Statistics Canada high growth scenario (see Attachment 5)

The trends reflected in these scenarios are that, without immigration, the Canadian population will begin to age and decline after 2060.

The report acknowledges "Canada's historic and continuing reliance on immigration as a source of new population to grow our economy but notes that a number of troubling issues are currently undermining public support for immigration. The report also emphasizes that a fresh approach to thinking about the future is required, noting that Canada's ability to protect the country's many physical and human assets cannot – and should not – be taken for granted."

"Initial settlement location for many international migrants is a Canadian policy decision" (as a result of the provincial nominee programs for new permanent residents). "Local government planning policies, the local demographic characteristics and the relative economic opportunities associated with intra-provincial and inter-provincial migration also affect settlement." Shaping the amount of growth in cities versus rural areas is a policy decision worth examining. (See Attachment 6 for scenarios for the Ottawa-Gatineau area that includes Lanark County.)

"Although Canada has traditionally been able to determine immigration levels as a matter of policy...if Canada wishes to continue to grow through immigration, it will likely have to compete with other jurisdictions that also wish to attract immigrants. This would most likely have significant cultural impacts...as well as impacts on government spending on other critically important policy matters such as Reconciliation, dealing with climate change and other factors affecting a sustainable quality of life."

The report concludes with a series of questions communities should discuss. These questions reflect "a continuing need for planners to meaningfully engage with Canada's Indigenous peoples, particularly with respect to land rights, as well as to contribute to Canada's role in reducing domestic emissions in order to help mitigate and adapt to climate change".

See Attachment 7 for a list of the ten questions related to growth.

## **Successful Public Engagement**

Gladki Planning Associates' presentation noted that public engagement tools have proliferated in recent years, including the use of Artificial Intelligence. However, in-person engagement appears to involve increased conflict since the Covid pandemic. They identified

misinformation, social isolation, political polarization, mental health issues, and economic hardship as contributing to shorter tempers and less civility.

There presentation addressed physical and emotional safety when designing a public engagement session through:

- Risk assessment,
- Selection of method of engagement
- Appropriate staffing
- Room set up
- Listing meeting guidelines
- De-escalation methods for both large group (refer to guidelines, switch facilitators temporarily, zero tolerance for discrimination) and one-on-one meetings (active listening -calm, listen, acknowledge/affirm, respond, ask questions or add information, reset heated conversations, have an exit)

Other tips they provided include:

- Ask people to state their full name and organization,
- Repeat back what people have said and assure them their comment was recorded
- A senior member of staff can offer to speak one-on-one with an individual.

In the worst case of an unproductive or unsafe engagement, shut the meeting down.

Planners from the City of Hamilton, Region of Halton and Cumming + Company also discussed public engagement and “what do you do when the public is not that into your project”.

The speakers described scenarios where engagement is not going well and how to address them. For example, often the public does not engage because they do not know how it affects them or have limited time.

Planners need to make very clear what it is the public has influence over in a project. Is the public being informed of an upcoming action or are they being consulted or invited to co-create?

Planners also need to go to the public (farmers markets, sports events, etc.) instead of expecting the public to take the time to come to them. Use QR codes on signs in popular spots to encourage survey participation. Or make meetings welcoming with coffee and snacks and childcare.

Some people are concerned about how their input is perceived by others in the community. So having a survey as well as a public meeting can be helpful.

Vocal participants do not believe that they are being heard so hold follow up meetings or give feedback through media to show how plans were affected by what the public had to say.



When the public feels like the consultation process is overly formal, provide informal ways of communication at pop-ups in parking lots, etc.

If you have a project that will take place over a number of years, give periodic updates and start with a recap because not all the same people will come to each meeting.

If a person is getting disruptive, it can be helpful to ask them to write down what they want to convey so you can capture what it is they are concerned about.

One of the speakers suggested being mindful that people are using glasses that record you instead of their phones. And said that they use venues with a “safe room” they can go to if a meeting gets out of hand. And that they have plain clothes to change into after a meeting so as not to be followed.

## **OPTIONS TO BE CONSIDERED**

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

Option #2 – Council provides other direction.

## **FINANCIAL CONSIDERATIONS**

None at this time.

## **STRATEGIC PLAN LINK**

**Healthy Environment** – The motion encourages mitigation of climate impacts and adaptation to climate impacts and discussion of growth scenarios which includes protection of resources that support healthy ecosystems to exist in Tay Valley Township.

**Thriving Culture, Economy and Tourism** - The motion encourages engagement with Indigenous peoples and their traditional knowledge and culture and encourages the Township to prepare for risks and opportunities.

## **CLIMATE CONSIDERATIONS**

Tay Valley’s can mitigate and adapt to climate disruption through land relationship planning.

## **CONCLUSIONS**

The conference provided numerous resources on hosting public engagement sessions, Indigenous land governance and its relation to municipal planning and Truth and Reconciliation, and net zero actions municipalities can undertake. The Planner intends to use all of these resources going forward to contribute to the resiliency of the Township. The Planner also intends to hold discussions with Council and the public about growth, once Lanark County adopts its final growth numbers.

## **ATTACHMENTS**

1. Evolution of Resiliency from Ecology to Social Equity
2. Net Zero Action Partnership Waterloo Region
3. Moccasin Identifier Project
4. Land Code Sections Replacing 44 Sections of the *Indian Act*
5. Canada Growth Scenarios in 2100 – 100 million Canadians
6. Ottawa-Gatineau Growth Scenarios in 2100 – 4,800,000 Residents
7. Ten Growth Questions for Discussion

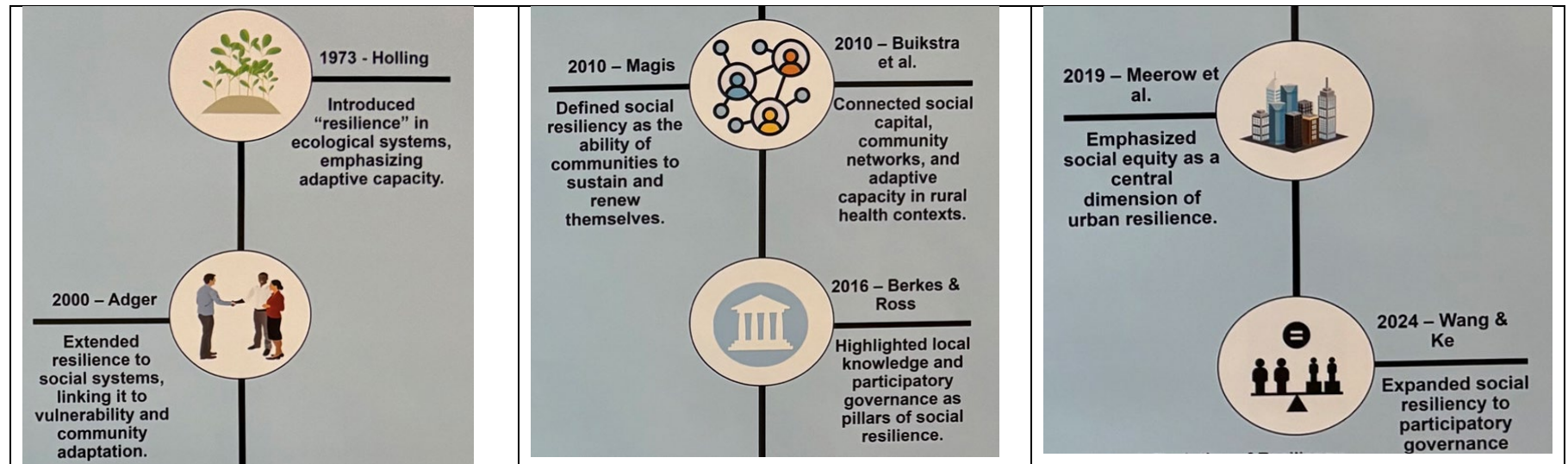
**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

## Attachment 1 Evolution of Resiliency from Ecology to Social Equity





### Attachment 3 – Moccasin Identifier Project



## Place Knowing through The Moccasin Identifier™



## Overview of Land Code Sections



First Nation Land  
Governance



First Nation  
Legislation



Community  
Meetings and  
Approvals



Protection of Land



Accountability:  
Conflict of Interest &  
Finance



Land and Natural  
Resources  
Administration



Interests and  
Licences in Land



Dispute Resolution

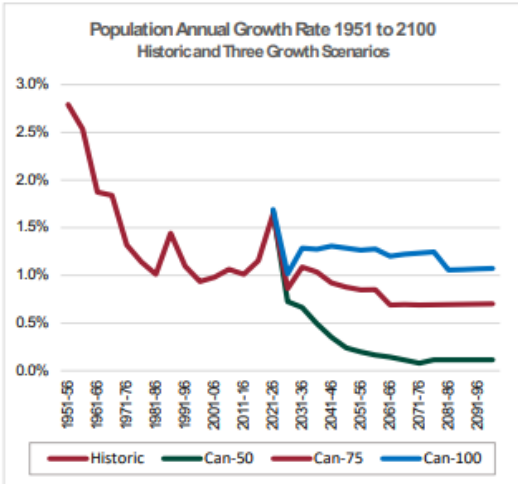
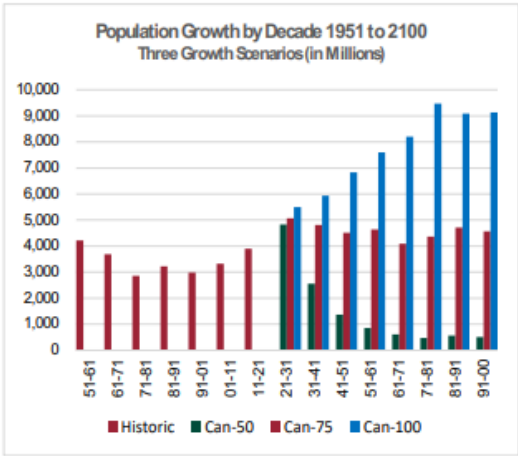


Other Matters

Attachment 5 Canada Growth Scenarios in 2100 – 100 million Canadians



Canada Population (millions)			
(in millions)			
	Canada 50	Canada 75	Canada 100
1951	14.1	14.1	14.1
1961	18.3	18.3	18.3
1971	22.0	22.0	22.0
1981	24.8	24.8	24.8
1991	28.0	28.0	28.0
2001	31.0	31.0	31.0
2011	34.3	34.3	34.3
2021	38.2	38.2	38.2
2024	41.3	41.3	41.3
2031	43.1	43.3	43.7
2041	45.6	48.1	49.7
2051	47.0	52.6	56.5
2061	47.9	57.3	64.1
2071	48.5	61.4	72.3
2081	48.9	65.7	81.8
2091	49.5	70.4	90.9
2100	50.0	75.0	100.0

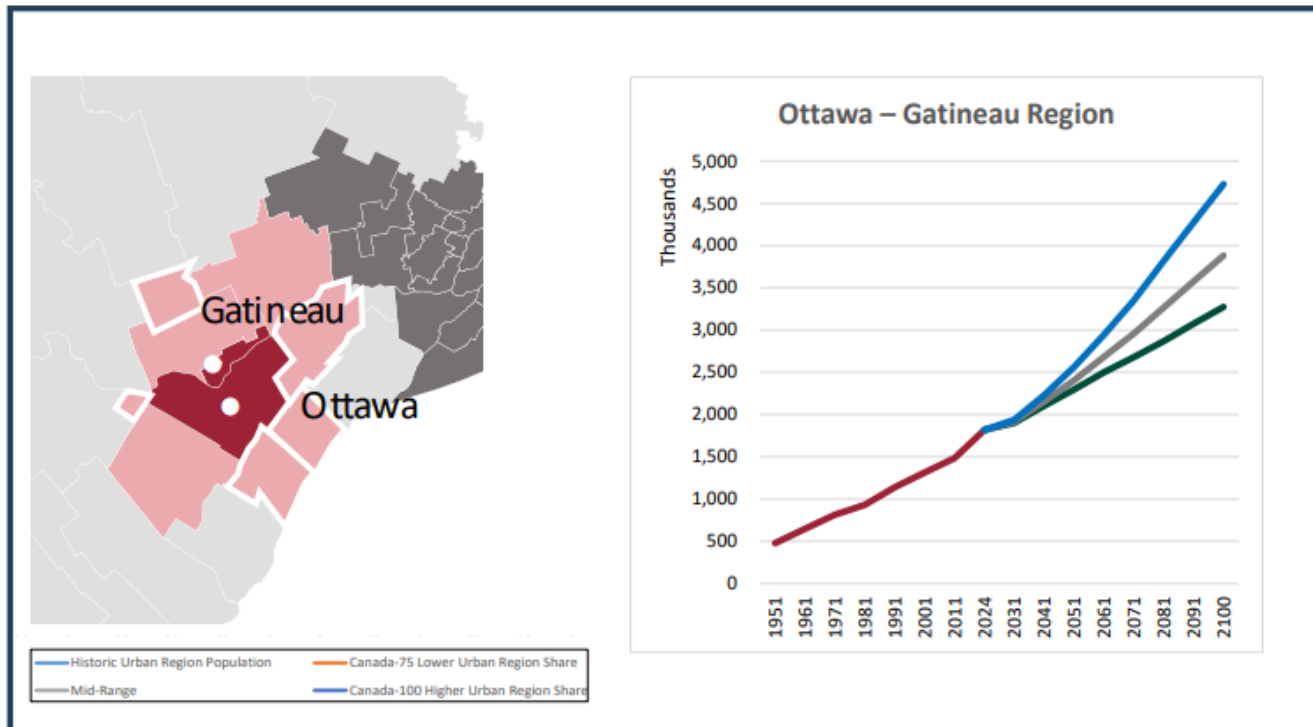


Ontario	Canada-75	4,620	10,430	16,120	22,790	30,570
	Canada-100				25,520	40,870

Source: College of Fellows of the Canadian Institute of Planners, “Imagining Canada in 2100”, January 2025 p. 67-68.

**Attachment 6 Ottawa-Gatineau Growth Scenarios in 2100 – 4,800,000 Residents**

## Ottawa – Gatineau, Ontario & Quebec



**Source:** College of Fellows of the Canadian Institute of Planners, “Imagining Canada in 2100”, January 2025. p.70

<https://www.cip-icu.ca/wp-content/uploads/2025/06/finalfoundationalpaperdocx.pdf>



## **Attachment 7 Ten Growth Questions for Discussion**

“1. How best can Canada make meaningful progress toward Truth and Reconciliation with First Nations and other Indigenous peoples? How – and by whom – will progress be measured?

2. Some regions of Canada are already experiencing challenges with the rapid onset of climate impacts such as rising sea levels, extreme weather events (fire, flooding and drought). Can planners realistically influence the distribution of Canada’s population affected by such trends?

3. There are signs that many fast-growing Canadian cities are struggling to accommodate future growth in ways that meet changing standards with respect to sustainability. Should future population growth be directed to existing cities or should attempts be made to establish more environmentally-friendly communities, or even attempt to create new ones?

4. Even assuming that Canada follows a “low growth” scenario, it is likely that major urban clusters will develop in B.C., Alberta and Ontario, which will challenge planners to radically revise their thinking and approach to regional planning. Where are the jurisdictions that we can learn from as the profession adjusts to these challenges?

5. Over the longer term, as the rate of population growth from natural increase slows, can Canada establish a rate of immigration that maintains or improves the quality of life of current Canadian citizens while providing the same quality of life for new immigrants?

6. Does Canada possess the government structure and institutional capacity to facilitate significant levels or rates of immigration in future? Are there constitutional barriers that need to be addressed? Will it be necessary to re-think the responsibilities, revenue and investment requirements for municipalities in order to facilitate appropriate levels of investment in physical and social infrastructure?

7. Later this century it appears possible that world population growth will have slowed and that competition for immigrants from other countries will intensify. Competing to attract immigrants may require significant investment. Are Canadian communities willing to make such investments, and if so, do they have the capacity to effectively manage such investments, or the fiscal tools and resources necessary to get the job done?

8. At a minimum, quality of life in the future depends on the average income per capita being maintained. Does Canada have the ability to grow an entrepreneurial economy that will deliver the level of income necessary?

9. A number of economists have made direct links between Canada’s inability to improve productivity with a failure to make appropriate levels of investment in factors of production. Does Canada have the ability to make these necessary investments?

10. Canada as currently constituted has endured for more than 150 years, which more than double the global average lifespan of nations. Can it be assumed that Canada will continue in its present form?"

**Source:** College of Fellows of the Canadian Institute of Planners, "Imagining Canada in 2100", January 2025, p.73.

<https://www.cip-icu.ca/wp-content/uploads/2025/06/finalfoundationalpaperdocx.pdf>

**COMMITTEE OF THE WHOLE**  
**August 12<sup>th</sup>, 2025**

**Report #FIN-2025-09**  
**Ashley Liznick, Treasurer**

**BUDGET REVIEW AND FORECAST AS AT JULY 31, 2025**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, Report #FIN-2025-09 - Budget Review and Forecast as at July 31, 2025, be received for information.

**BACKGROUND**

Prudent fiscal management requires periodic reviews of corporate revenues and expenditures each fiscal year. The forecasts resulting from the reviews are key components of the Township's fiscal management program. The next report will be as at September 30, 2025 with the first round of draft 2025 budget documents in October and the third will be included with the updated draft 2025 budget documents in November/December.

Management has analyzed the year-to-date operations and projected revenues and expenditures to the end of the year. The main intent of the process is to identify areas of concern in Township operations and to make recommendations and/or provide options to consider if corrective action is required.

**DISCUSSION**

**Operating Budget Review**

The budget review at July 31, 2025 is currently forecasting an approximate surplus of \$90,647 at the end of the year. There are several contributing factors that have caused this variance. Some of the major variances are as follows:

Revenues:

- Supplemental (supps) taxes and write downs are not budgeted – this is definitely a hard to predict area and there are more of both to come
- Certain grants were not successful: OTF Pickleball Court at Maberly and OTF Maberly Outdoor Rink & Coverall – since the grants were not successful this also means a cost savings in capital as well

- New grants were applied for and were successful: ICG Maberly accessible pathways and New Horizons Diner's Club
- Other Revenues:
  - Building Permit revenue is increased due to the Long Term Care facility, however there will also be an increased expense for inspections and contracted services of other building officials.
  - Investment Income is predicted to be above budget however it is hard to predict the investment market.
  - Other Admin is above budget as the Township received a surplus from WSIB of \$30,916 and an old payment into court (2017) was finally received from an old tax sale for a total of \$12,490
- Transfers from Reserves for Operations – this overage is to cover the current OLT costs and to cover contracted services and any other overages within the building department.

#### Expenses:

- Governance – savings in training budget line and no history scholarship given (scholarship funds are taken from the investment)
- Corporate Management – overage in legal fees assumed and overage in records management expenses.
- Protection – Lanark County OPP Detachment Board surplus from 2023 given back to the Township. Emergency Management over budget due to portable chargers purchase. Overage in Building department due to increased inspections for Long Term Care facility and hiring external contracted building officials for coverage (the contracted services are covered by the Contingency reserve as previously approved).
- Public Works – admin will see an overage due to annual subscription not being budgeted, Burgess garage is seeing higher heating costs, and likely will see some savings on fuel costs but also some increased repairs to some fleet. The Township had quite the winter with lots of winter events happening on the weekends. Currently not showing a deficit in Winter Control, however, if needed the Township does have the winter control reserve to use to cover any deficit at the end of the year.
- Environmental Services – savings due to no blue boxes being purchased (there would be offsetting revenue as well).
- Recreation Programs – The soccer program and choir ran as cost recovery with a great uptake in registration! The hockey and karate ran with slight deficits. Staff are hopeful the remaining half of the season (run in the Fall 2025) will be more cost recoverable.
- Recreation Facilities – The hall rentals revenues are above budget.
- Planning – OLT costs were not budgeted as these costs are for new OLT and are being covered by the Contingency reserve.

## **Capital Budget Review**

The capital and special programs are funded primarily by reserves and grants. Therefore, the over or under expenditures of individual projects or in total have a minimal, if any, impact upon the year-end bottom line.

Most projects are moving forward in 2025, though not all costs are in. With the next update to Council and with the 10-Year Capital Plan update in September a better list of where current projects are and what projects will be deferred/removed will come then.

Also attached is an updated summary of the one-time Modernization Funds.

## **OPTIONS FOR CONSIDERATION**

Staff/Management will continue to review and monitor their budgets. They will make the necessary corrective actions in order to eliminate/lessen any forecasted deficit (if applicable).

## **FINANCIAL CONSIDERATIONS**

The impact of the year-end position of the Township is mitigated through the Contingency Reserve.

If the Township is in a surplus position at year-end, the additional funds are placed in the Contingency Reserve for future needs. Similarly, if the Township is in a deficit position at year-end, the funds are brought in from the Contingency Reserve to offset the deficit.

## **STRATEGIC PLAN LINK**

**Guiding Principles:** We value honest and transparent communication and strive for accountability in everything we do.

The Budget Review and Forecast process is provided to Council for information and to allow Council to provide direction on any matter it wishes.

## **CLIMATE CONSIDERATIONS**

Considered as part of each project.

## **CONCLUSION**

It is important that staff review their variances in order to have time to implement any necessary actions to mitigate potential shortfalls. It is also important for Council to be updated on the Township's financial position in order to assist in their decision-making processes.

## **ATTACHMENTS**

- i) 2025 Budget Review and Forecast as at July 31, 2025
- ii) Modernization One Time Funding as at July 31, 2025

**Prepared and Submitted By:**

**Ashley Liznick,  
Treasurer**

**Approved for Submission By:**

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

**TAY VALLEY TOWNSHIP**  
**2025 BUDGET REVIEW AND FORECAST**  
**AT July 31, 2025**  
**SUMMARY**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>REVENUES:</b>						
Taxes	7,619,340	7,644,590	(25,250)	100.33%	7,644,590	25,250
Grants	1,782,786	669,956	(1,112,830)	37.58%	1,325,066	(457,720)
Fees and Service Charges	198,168	135,303	(62,865)	68.28%	201,201	3,033
Other Revenue	644,709	504,756	(139,953)	78.29%	697,473	52,764
Transfers from Operating Reserves	424,304	63,382	(360,922)	14.94%	458,068	33,764
<b>Total Revenues</b>	<b>10,669,307</b>	<b>9,017,987</b>	<b>(1,701,820)</b>	<b>84.52%</b>	<b>10,326,398</b>	<b>(342,909)</b>
<b>EXPENDITURES:</b>						
General Government	1,781,065	1,011,807	769,258	56.81%	1,796,084	(15,019)
Protection Services	2,281,491	828,421	1,453,070	36.31%	2,328,174	(44,683)
Transportation Services	1,624,445	1,001,466	622,979	61.65%	1,644,994	(20,549)
Environmental Services	736,766	353,976	382,790	48.04%	728,793	7,973
Health Services	6,250	1,241	5,009	19.86%	5,750	500
Recreation and Cultural Services	639,921	202,015	437,906	31.57%	635,594	4,327
Planning and Development	398,898	219,128	179,770	54.93%	407,420	(8,522)
Transfers to Reserves	1,908,204	1,908,204	0	100.00%	1,908,204	0
Expenses out of Reserves	424,656	41,674	382,982	9.81%	427,847	(3,191)
Debt financing	143,613	71,806	71,807	50.00%	143,613	0
<b>Total Expenditures</b>	<b>9,945,309</b>	<b>5,639,738</b>	<b>4,305,571</b>	<b>56.71%</b>	<b>10,026,473</b>	<b>(79,164)</b>
<b>INFRASTRUCTURE REPLACEMENT PROGRAM:</b>						
Capital Program	3,607,773	1,169,133	2,438,640	32.41%	2,746,161	861,612
Transfers from Infrastructure Reserves	(2,883,775)	(1,060,292)	(1,823,483)	36.77%	(2,534,883)	(348,892)
<b>Net Infra Replacement Costs</b>	<b>723,998</b>	<b>108,841</b>	<b>615,157</b>		<b>211,278</b>	<b>512,720</b>
<b>FORECASTED SURPLUS/(DEFICIT)</b>	<b>0</b>					<b>90,647</b>
<b>FORDECASTED SURPLUS / (DEFICIT)</b>						<b>90,647</b>

**TAY VALLEY TOWNSHIP  
2025 BUDGET REVIEW AND FORECAST  
AT July 31, 2025  
REVENUES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>Taxes and PIL's</b>	7,619,340	7,644,590	(25,250)	99.67%	7,644,590	25,250
<b>Grants:</b>						
Ont Municipal Partnership Fund	865,300	432,650	(432,650)	50.00%	865,300	0
OPP Financial Relief	0	0	0		0	0
Other Provincial Grants (OCIF)	100,000	100,000	0	100.00%	100,000	0
Drainage Superintendent	6,710	0	(6,710)	0.00%	6,710	0
Cannabis Grant	18,602	0	(18,602)	0.00%	18,602	0
SALC Grant	50,000	31,920	(18,080)	63.84%	50,000	0
Accessibility Grant - waste sites	96,278	0	(96,278)	0.00%	96,278	0
County Grant - electric vehicle	11,500	0	(11,500)	0.00%	11,500	0
County Grant - tourism	5,000	0	(5,000)	0.00%	5,000	0
OTF - Pickleball Court	179,920	0	(179,920)	0.00%	0	(179,920)
OTF - Maberly Outdoor Rink & Coverall	332,800	0	(332,800)	0.00%	0	(332,800)
Northland Power - Forest Trail energy node	10,000	0	(10,000)	0.00%	10,000	0
ICG - Accessible Pathways - Maberly Park	0	24,000	24,000		30,000	30,000
New Horizons - Diner's Club	0	25,000	25,000		25,000	25,000
Livestock Losses	5,000	3,543	(1,457)	70.86%	5,000	0
Recycling	101,676	52,843	(48,833)	51.97%	101,676	0
	1,782,786	669,956	(1,112,830)	37.58%	1,325,066	(457,720)
<b>Fees and Service Charges:</b>						
Tax Certificates	6,500	4,220	(2,280)	64.92%	6,500	0
Commissioner of Oath Fees	75	71	(4)	94.67%	75	0
NSF/Returned cheque fee	0	810	810		810	810
Zoning Compliance Certificates	150	1,200	1,050	800.00%	1,200	1,050
Civic Addressing Fees	6,800	5,284	(1,516)	77.71%	6,800	0
Road Permits and Other	6,500	2,100	(4,400)	32.31%	6,500	0
Tile Drainage	1,128	1,128	(0)	99.97%	1,128	0
Waste Disposal Fees & Charges	92,000	53,233	(38,767)	57.86%	92,000	0
Recreation Program Fees	29,515	27,881	(1,634)	94.46%	30,688	1,173
Planning & Zoning Fees & Charges	55,500	39,376	(16,124)	70.95%	55,500	0
	198,168	135,303	(62,865)	68.28%	201,201	3,033
<b>Other Revenue:</b>						
Building Permits	125,500	266,992	141,492	212.74%	266,992	141,492
Refreshment Vehicle License	600	600	0	100.00%	600	0
Tax Penalties	100,000	57,445	(42,555)	57.45%	100,000	0
Comm. tower land lease	3,615	1,808	(1,807)	50.01%	3,615	0
Investment Income	150,000	93,346	(56,654)	62.23%	210,000	60,000
Equipment sales	0	0	0		0	0
Pits & quarries royalties	5,000	3,118	(1,882)	62.36%	5,000	0
Federal Gas Tax	194,044	0	(194,044)	0.00%	0	(194,044)
Other Admin	1,000	45,331	44,331	4533.10%	45,331	44,331
History Scholarship	1,600	0	(1,600)	0.00%	0	(1,600)
Tax sale cost recoveries	5,000	967	(4,033)	19.34%	5,000	0
RIDE Program	6,600	0	(6,600)	0.00%	6,600	0
OPP Court Security&Prisoner Transport	4,000	1,019	(2,981)	25.48%	4,000	0
OPP service charges	7,000	3,783	(3,217)	54.04%	7,000	0
OPP Provincial Offences	0	100	100		100	100
Dog Licences, Fines, etc.	800	800	0	100.00%	800	0
Livestock cost recovery	150	50	(100)	33.33%	150	0
Other Roads	4,000	2,705	(1,295)	67.63%	4,000	0
Recreation - donations	0	838	838		838	838
Community Hall Rentals	3,300	4,947	1,647	149.91%	4,947	1,647
Septic Comment Applications	10,000	0	(10,000)	0.00%	10,000	0
Cost Recoveries	22,500	20,907	(1,593)	92.92%	22,500	0
	644,709	504,756	(139,953)	78.29%	697,473	52,764



**TAY VALLEY TOWNSHIP  
2025 BUDGET REVIEW AND FORECAST  
AT July 31, 2025  
REVENUES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>Transfers from Reserves:</b>						
<b>Expenses out of Reserves:</b>						
Official Plan / Zoning By-law	30,830	1,995	(28,835)	6.47%	30,830	0
Official Plan growth management	31,268	0	(31,268)	0.00%	31,268	0
Development Charges - workshop	0	3,663	3,663		0	0
Economic Development & Tourism Action Plan	52,000	0	(52,000)	0.00%	52,000	0
Harrasment Policy Update	10,000	0	(10,000)	0.00%	10,000	0
Climate Adaptation Plan	30,000	0	(30,000)	0.00%	30,000	0
Traffic Count Study	44,500	0	(44,500)	0.00%	44,500	0
Entrance Signs	40,000	0	(40,000)	0.00%	40,000	0
Operations Layout for Waste Site	40,000	0	(40,000)	0.00%	40,000	0
AM Plan	40,056	16,734	(23,322)	41.78%	40,056	0
Joint Recreation - Feasibility Study (with DNE, LH, & Perth)	41,600	0	(41,600)	0.00%	41,600	0
Livestreaming	20,800	0	(20,800)	0.00%	20,800	0
Office Furniture	10,000	7,226	(2,774)	72.26%	10,000	0
H.Mather Drain Project	15,000	0	(15,000)	0.00%	15,000	0
Private Unassumed Roads (PUR)	15,000	0	(15,000)	0.00%	15,000	0
Elections	3,250	0	(3,250)	0.00%	3,250	0
OLT	0	8,764	8,764		8,764	8,764
Other - CS overage in Building Department	0	25,000	25,000		25,000	25,000
	424,304	63,382	(360,922)	14.94%	458,068	33,764
<b>Infrastructure Replacement:</b>						
<b>Vehicles &amp; Equipment:</b>						
Tandem snowplow - delivery 2026	426,600	0	(426,600)	0.00%	426,600	0
3/4 TON Pickup truck	93,600	0	(93,600)	0.00%	93,600	0
Steamer - replace	22,500	0	(22,500)	0.00%	22,500	0
Sweeper - attachment for Backhoe	13,000	27,116	14,116	208.58%	13,000	0
Drum - for Boom Mower	12,000	13,658	1,658	113.82%	12,000	0
Water Tank	41,600	0	(41,600)	0.00%	41,600	0
CBO Vehicle (electric)	62,400	55,859	(6,541)	89.52%	62,400	0
<b>Roads:</b>						
Armstrong Line	60,000	41,386	(18,614)	68.98%	60,000	0
Crozier Road	211,000	186,546	(24,454)	88.41%	211,000	0
Ritchie Side Road	56,000	52,418	(3,582)	93.60%	56,000	0
Bygrove Lane	52,000	39,743	(12,257)	76.43%	52,000	0
Orchard Crescent	64,000	7,785	(56,215)	12.16%	64,000	0
Posner Lane	30,000	23,910	(6,090)	79.70%	30,000	0
Glen Tay Road (Hwy 7 to CR 6) - crack sealing	15,000	20,102	5,102	134.01%	20,102	5,102
Gravel Program	431,931	389,105	(42,826)	90.08%	431,931	0
<b>Bridges:</b>						
Bowes Side Road Bridge	947,144	3,769	(943,375)	0.40%	3,769	(943,375)
Doran Road Culvert - guiderails	90,000	0	(90,000)	0.00%	90,000	0
Anderson Side Road Bridge	0	46,138	46,138		495,927	495,927
<b>Recreation Capital:</b>						
Maberly Community Park - accessible pathways	15,000	0	(15,000)	0.00%	15,000	0
Forest Trail Park	10,000	6,881	(3,119)	68.81%	10,000	0
Noonan Water Access Point	15,000	0	(15,000)	0.00%	15,000	0
<b>Buildings</b>						
Salt Sheds	35,000	0	(35,000)	0.00%	35,000	0
Maberly Hall	33,000	7,494	(25,506)	22.71%	33,000	0
Maberly Garage	4,000	3,235	(765)	80.88%	3,235	(765)
Burgess Garage	7,200	0	(7,200)	0.00%	7,200	0
Maberly Rink Shed - rink light & exterior building light	2,400	0	(2,400)	0.00%	2,400	0
Bathurst Garage - CO Detector	15,000	0	(15,000)	0.00%	15,000	0
Municipal Office - roof drain system	9,100	0	(9,100)	0.00%	9,100	0
Municipal Office - wayfinding devices	1,800	0	(1,800)	0.00%	1,800	0
<b>Waste Sites:</b>						
New Wells *provisional - as needed basis	10,000	4,766	(5,234)	47.66%	10,000	0
Glen Tay Waste Site - fencing	25,000	9,592	(15,408)	38.37%	25,000	0
Muttons Road Entrance	25,000	2,248	(22,752)	8.99%	25,000	0
Compactor	47,500	0	(47,500)	0.00%	47,500	0
Land Purchase	0	24,322	24,322		0	0
<b>IT:</b>						
New ERP/Financial System	0	94,219	94,219		94,219	94,219
<b>Total Infra Replacement</b>	2,883,775	1,060,292	(1,823,483)	36.77%	2,534,883	(348,892)
<b>Total Revenues</b>	13,553,082	10,078,279	(3,525,303)	74.36%	12,861,281	(691,801)

**TAY VALLEY TOWNSHIP**  
**2025 BUDGET REVIEW AND FORECAST**  
**AT July 31, 2025**  
**EXPENDITURES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>General Government:</b>						
Governance -						
Council	199,960	114,883	85,077	57.45%	194,960	5,000
Elections	5,410	1,987	3,423	36.73%	5,410	0
Community Relations	106,350	89,150	17,200	83.83%	106,350	0
Appreciation	1,500	0	1,500	0.00%	1,500	0
History Bursary	1,600	0	1,600	0.00%	0	1,600
	<u>314,820</u>	<u>206,020</u>	<u>108,800</u>	<u>65.44%</u>	<u>308,220</u>	<u>6,600</u>
Corporate Management -						
Administration	1,176,305	614,318	561,987	52.22%	1,176,305	0
Contracted Services	112,915	100,338	12,577	88.86%	132,915	(20,000)
Computer Services	122,665	63,042	59,623	51.39%	122,665	0
Township Office Building	48,860	24,520	24,340	50.18%	48,860	0
Land Sale for Tax Arrears	5,000	1,450	3,550	29.00%	5,000	0
Records Management Initiatives	500	2,119	(1,619)	423.80%	2,119	(1,619)
	<u>1,466,245</u>	<u>805,787</u>	<u>660,458</u>	<u>54.96%</u>	<u>1,487,864</u>	<u>(21,619)</u>
<b>Total General Government</b>	<b>1,781,065</b>	<b>1,011,807</b>	<b>769,258</b>	<b>56.81%</b>	<b>1,796,084</b>	<b>(15,019)</b>
<b>Protection Services:</b>						
Cost-shared Fire Department	842,846	0	842,846	0.00%	842,846	0
Police -						
Ontario Provincial Police Contract	1,076,187	627,774	448,413	58.33%	1,076,187	0
RIDE Program	6,600	1,034	5,566	15.67%	6,600	0
Police Services Board	0	(4,675)	4,675		(4,675)	4,675
	<u>1,082,787</u>	<u>624,133</u>	<u>458,654</u>	<u>57.64%</u>	<u>1,078,112</u>	<u>4,675</u>
Building Inspection -	224,985	106,188	118,797	47.20%	273,343	(48,358)
Conservation Authorities -						
Mississippi Valley	25,375	25,374	1	100.00%	25,374	1
Rideau Valley	53,298	53,299	(1)	100.00%	53,299	(1)
	<u>78,673</u>	<u>78,673</u>	<u>0</u>	<u>100.00%</u>	<u>78,673</u>	<u>0</u>
Other -						
Emergency Measures	2,000	2,810	(810)	140.50%	4,000	(2,000)
Animal Control	9,600	3,216	6,384	33.50%	9,600	0
Property Safety / By-law Enfor.	7,500	1,767	5,733	23.56%	7,500	0
Livestock Losses	6,100	3,880	2,220	63.61%	6,100	0
Civic Addressing	8,000	7,754	246	96.93%	9,000	(1,000)
Septic Re-inspection Program	19,000	0	19,000	0.00%	19,000	0
	<u>52,200</u>	<u>19,427</u>	<u>32,773</u>	<u>37.22%</u>	<u>55,200</u>	<u>(1,000)</u>
<b>Total Protection Services</b>	<b>2,281,491</b>	<b>828,421</b>	<b>1,453,070</b>	<b>36.31%</b>	<b>2,328,174</b>	<b>(44,683)</b>

**TAY VALLEY TOWNSHIP  
2025 BUDGET REVIEW AND FORECAST  
AT July 31, 2025  
EXPENDITURES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>Transportation Services:</b>						
Public Works Overhead -						
Administration	566,680	305,771	260,909	53.96%	576,265	(9,585)
Garages & Sand Sheds	51,600	32,354	19,246	62.70%	52,600	(1,000)
Vehicles & Equipment Maintenance	351,680	222,943	128,737	63.39%	361,680	(10,000)
	969,960	561,068	408,892	57.84%	990,545	(20,585)
<b>Roadways -</b>						
Bridges & Culverts	49,750	30,488	19,262	61.28%	49,750	0
Roadside Maintenance	108,250	40,137	68,113	37.08%	108,250	0
Hardtop Maintenance	47,485	13,543	33,942	28.52%	47,485	0
Loosetop Maintenance	212,050	183,698	28,352	86.63%	212,050	0
Traffic Control	37,000	24,407	12,593	65.96%	37,000	0
	454,535	292,273	162,262	64.30%	454,535	0
<b>Winter Control -</b>						
Snowplowing	30,200	27,081	3,119	89.67%	30,200	0
Sanding & Salting	161,500	115,023	46,477	71.22%	161,500	0
Culvert Thawing	4,250	1,607	2,643	37.81%	3,800	450
	195,950	143,711	52,239	73.34%	195,500	450
<b>Street Lighting -</b>						
	4,000	4,414	(414)	110.35%	4,414	(414)
<b>Total Transportation Services</b>	<b>1,624,445</b>	<b>1,001,466</b>	<b>622,979</b>	<b>61.65%</b>	<b>1,644,994</b>	<b>(20,549)</b>
<b>Environmental Services:</b>						
Waste Disposal -						
Glen Tay	374,248	156,666	217,582	41.86%	374,248	0
Stanleyville	98,678	50,546	48,132	51.22%	98,678	0
Maberly	92,748	43,064	49,684	46.43%	92,748	0
Closed Waste Sites Monitoring	14,417	12,971	1,446	89.97%	12,971	1,446
Other	40,440	43,913	(3,473)	108.59%	43,913	(3,473)
	620,531	307,160	313,371	49.50%	622,558	(2,027)
Recycling -						
Glen Tay	89,550	46,205	43,345	51.60%	89,550	0
Stanleyville	2,700	611	2,089	22.63%	2,700	0
Maberly	3,575	0	3,575	0.00%	3,575	0
Other	19,500	0	19,500	0.00%	9,500	10,000
ReUse Centre	910	0	910	0.00%	910	0
	116,235	46,816	69,419	40.28%	106,235	10,000
<b>Total Environmental Services</b>	<b>736,766</b>	<b>353,976</b>	<b>382,790</b>	<b>48.04%</b>	<b>728,793</b>	<b>7,973</b>
<b>Health Services:</b>						
Cemeteries						
Other	6,250	1,241	5,009	19.86%	5,750	500
	6,250	1,241	5,009	19.86%	5,750	500
<b>Total Health Services</b>	<b>6,250</b>	<b>1,241</b>	<b>5,009</b>	<b>0</b>	<b>5,750</b>	<b>500</b>

**TAY VALLEY TOWNSHIP  
2025 BUDGET REVIEW AND FORECAST  
AT July 31, 2025  
EXPENDITURES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>Recreation, Cultural &amp; Social Services:</b>						
Recreation Programs -						
Administration	5,780	4,591	1,189	79.43%	5,280	500
SALC	50,000	31,082	18,918	62.16%	50,000	0
Soccer Program	5,865	8,538	(2,673)	145.58%	8,538	(2,673)
Hockey Program	12,350	5,025	7,325	40.69%	10,850	1,500
Karate Program	4,100	1,427	2,673	34.80%	4,100	0
Intergenerational Choir	7,200	3,601	3,599	50.01%	7,200	0
	85,295	54,264	31,031	63.62%	85,968	(673)
Recreation Facilities -						
Maberly Rink	3,650	2,252	1,398	61.70%	3,650	0
Glen Tay Rink	4,500	2,469	2,031	54.87%	4,500	0
Glen Tay Swim Area	2,275	611	1,664	26.86%	2,275	0
City Lake Boat Launch	2,275	611	1,664	26.86%	2,275	0
Forest Trail	7,775	2,138	5,637	27.50%	7,775	0
Maberly Tennis Court & Park	2,275	611	1,664	26.86%	2,275	0
Ballfields and Parks	42,825	13,576	29,249	31.70%	37,825	5,000
Maberly Hall	20,465	13,705	6,760	66.97%	20,465	0
Burgess Hall	9,355	5,825	3,530	62.27%	9,355	0
Perth Facilities Agreement	240,000	0	240,000	0.00%	240,000	0
	335,395	41,798	293,597	12.46%	330,395	5,000
Libraries -						
Perth	216,131	102,853	113,278	47.59%	216,131	0
Lanark	3,100	3,100	0	100.00%	3,100	0
	219,231	105,953	113,278	48.33%	219,231	0
<b>Total Rec, Cult &amp; Soc Services</b>	<b>639,921</b>	<b>202,015</b>	<b>437,906</b>	<b>31.57%</b>	<b>635,594</b>	<b>4,327</b>
<b>Planning and Development:</b>						
Land-use Planning & Zoning -						
General Planning	331,785	198,904	132,881	59.95%	331,785	0
OLT	0	8,764	(8,764)		8,764	(8,764)
Committee of Adjustment	4,310	3,008	1,302	69.79%	4,310	0
	336,095	210,676	125,419	62.68%	344,859	(8,764)
Municipal Drains -	14,925	4,912	10,013	32.91%	14,925	0
Tile Drainage Debt Payments-	1,128	1,128	0	99.97%	1,128	0
Other Planning -						
Tourism & Economic Development	1,750	254	1,496	14.51%	250	1,500
Road Closure Applications	0	1,258	(1,258)		1,258	(1,258)
Septic Consent Applications	10,000	0	10,000	0.00%	10,000	0
Miscellaneous Road Activities	35,000	900	34,100	2.57%	35,000	0
	46,750	2,412	44,338	5.16%	46,508	242
<b>Total Planning &amp; Development</b>	<b>388,898</b>	<b>219,128</b>	<b>179,770</b>	<b>54.93%</b>	<b>407,420</b>	<b>(8,522)</b>

**TAY VALLEY TOWNSHIP  
2025 BUDGET REVIEW AND FORECAST  
AT July 31, 2025  
EXPENDITURES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>Transfers to Reserves:</b>						
Contingency Reserve	0	0	0		0	0
Official Plan	15,000	15,000	0	100.00%	15,000	0
Asset Management Plan	19,250	19,250	0	100.00%	19,250	0
Bridge Replacement	362,795	362,795	0	100.00%	362,795	0
Burgess Garage/Hall	6,090	6,090	0	100.00%	6,090	0
Cemetery	550	550	0	100.00%	550	0
Elections	11,000	11,000	0	100.00%	11,000	0
Federal Gas Tax	194,044	194,044	0	100.00%	194,044	0
Moberly Hall	6,090	6,090	0	100.00%	6,090	0
Office Equipment	12,290	12,290	0	100.00%	12,290	0
Recreation Capital/Equipment	44,515	44,515	0	100.00%	44,515	0
Road Construction	855,995	855,995	0	100.00%	855,995	0
Salt Sheds	12,175	12,175	0	100.00%	12,175	0
Township Offices/Garage	12,290	12,290	0	100.00%	12,290	0
Road Equipment	328,440	328,440	0	100.00%	328,440	0
Waste-sites	5,605	5,605	0	100.00%	5,605	0
IT	16,225	16,225	0	100.00%	16,225	0
Accountability, Transparency	5,850	5,850	0	100.00%	5,850	0
	<b>1,908,204</b>	<b>1,908,204</b>	<b>0</b>	<b>100.00%</b>	<b>1,908,204</b>	<b>0</b>

**Capital Program:**

**Mandated and Committed Projects**

Official Plan / Zoning By-law	45,700	1,995	43,705	4.37%	45,700	0
Official Plan growth management	35,000	0	35,000	0.00%	35,000	0
Development Charges - workshop	0	3,663	(3,663)		3,663	(3,663)
Economic Development & Tourism Action Plan	52,000	0	52,000	0.00%	52,000	0
Harrasment Policy Update	10,000	0	10,000	0.00%	10,000	0
Climate Adaptation Plan	30,000	0	30,000	0.00%	0	30,000
Traffic Count Study	44,500	0	44,500	0.00%	44,500	0
Entrance Signs	40,000	0	40,000	0.00%	40,000	0
Operations Layout for Waste Site	40,000	0	40,000	0.00%	40,000	0
AM Plan	40,056	16,734	23,322	41.78%	40,056	0
Joint Recreation - Feasibility Study (with DNE, LH, & Perth)	41,600	0	41,600	0.00%	41,600	0
Livestreaming	20,800	0	20,800	0.00%	20,800	0
Office Furniture	10,000	7,226	2,774	72.26%	10,000	0
H.Mather Drain Project	15,000	0	15,000	0.00%	15,000	0
CDM Plan/FCM Grant	0	4,528	(4,528)		4,528	(4,528)
Diner's Club	0	7,528	(7,528)		25,000	(25,000)
	<b>424,656</b>	<b>41,674</b>	<b>382,982</b>	<b>9.81%</b>	<b>427,847</b>	<b>(3,191)</b>

**TAY VALLEY TOWNSHIP**  
**2025 BUDGET REVIEW AND FORECAST**  
**AT July 31, 2025**  
**EXPENDITURES**

	2025 BUDGET	ACTUAL July 31, 2025	VARIANCE July 31, 2025	Percentage of Budget to Date	YEAR-END FORECAST	FORECAST SURPLUS/ (DEFICIT)
<b>Infrastructure Replacement:</b>						
Vehicles & Equipment:						
Tandem snowplow - delivery 2026	426,600	0	426,600	0.00%	426,600	0
3/4 TON Pickup truck	93,600	0	93,600	0.00%	93,600	0
Steamer - replace	22,500	0	22,500	0.00%	22,500	0
Sweeper - attachment for Backhoe	13,000	27,116	(14,116)	208.58%	13,000	0
Drum - for Boom Mower	12,000	13,658	(1,658)	113.82%	12,000	0
Water Tank	41,600	0	41,600	0.00%	41,600	0
CBO Vehicle (electric)	62,400	55,859	6,541	89.52%	62,400	0
Roads:						
Armstrong Line	160,000	141,386	18,614	88.37%	160,000	0
Crozier Road	211,000	186,546	24,454	88.41%	211,000	0
Ritchie Side Road	56,000	52,418	3,582	93.60%	56,000	0
Bygrove Lane	52,000	39,743	12,257	76.43%	52,000	0
Orchard Crescent	64,000	7,785	56,215	12.16%	64,000	0
Posner Lane	30,000	23,910	6,090	79.70%	30,000	0
Crack Sealing	15,000	20,102	(5,102)	134.01%	20,102	(5,102)
Gravel Program	431,931	389,105	42,826	90.08%	431,931	0
Bridges:						
Bowes Side Road Bridge	947,144	3,769	943,375	0.40%	3,769	943,375
Doran Road Culvert - guiderails	90,000	0	90,000	0.00%	90,000	0
Anderson Side Road Bridge	0	46,138	(46,138)		46,138	(46,138)
Recreation						
Maberly Community Park - accessible pathways	15,000	0	15,000	0.00%	15,000	0
Forest Trail Park - energy node	10,000	0	10,000	0.00%	10,000	0
Forest Trail Park - kiosk & other signage	10,000	6,881	3,119	68.81%	10,000	0
Noonan Water Access Point	20,000	0	20,000	0.00%	20,000	0
Maberly Community Park - Pickleball Court	179,920	0	179,920	0.00%	0	179,920
Maberly Outdoor Rink & Coverall	332,800	0	332,800	0.00%	0	332,800
Building:						
Salt Sheds	35,000	0	35,000	0.00%	35,000	0
Maberly Hall	33,000	7,494	25,506	22.71%	33,000	0
Maberly Garage	4,000	3,235	765	80.88%	3,235	765
Burgess Garage	7,200	0	7,200	0.00%	7,200	0
Maberly Rink Shed - rink light & exterior building light	2,400	0	2,400	0.00%	2,400	0
Bathurst Garage - CO Detector	15,000	0	15,000	0.00%	15,000	0
Municipal Office - roof drain system	9,100	0	9,100	0.00%	9,100	0
Municipal Office - wayfinding devices	1,800	0	1,800	0.00%	1,800	0
Waste Sites:						
Waste Site Accessibility Ramps	96,278	8,841	87,437	9.18%	96,278	0
New Wells *provisional - as needed basis	10,000	4,766	5,234	47.66%	10,000	0
Glen Tay Waste Site - fencing	25,000	9,592	15,408	38.37%	25,000	0
Muttons Road Entrance	25,000	2,248	22,752	8.99%	25,000	0
Compactor	47,500	0	47,500	0.00%	47,500	0
Land Purchase	0	24,322	(24,322)		0	0
IT:						
New ERP/Financial System	0	94,219	(94,219)		94,219	(94,219)
<b>Total Infra Replacement</b>	<b>3,607,773</b>	<b>1,169,133</b>	<b>2,438,640</b>	<b>32.41%</b>	<b>2,746,161</b>	<b>861,612</b>
<b>Total Capital</b>	<b>4,032,429</b>	<b>1,210,807</b>	<b>2,821,622</b>	<b>30.03%</b>	<b>3,174,008</b>	<b>858,421</b>
<b>Debt Financing</b>	<b>143,613</b>	<b>71,806</b>	<b>71,807</b>	<b>50.00%</b>	<b>143,613</b>	<b>0</b>
<b>Total Expenditures</b>	<b>13,553,082</b>	<b>6,807,630</b>	<b>6,739,202</b>	<b>50.23%</b>	<b>12,766,884</b>	<b>781,948</b>



**TAY VALLEY TOWNSHIP**  
**MUNICIPAL MODERNIZATION FUND**  
Allocation schedule - as of July 31, 2025

Received March 2019		598,304.00
	<b>Expenditures</b>	<b>Actuals</b>
2020 CAPITAL	2020 Service Delivery Review	2,587.76
	Stand up Work Stations	814.08
2021 CAPITAL	2021 Composition of Council Review	1,112.82
2021 CAPITAL	Service Delivery Review	33,835.26
2021 CAPITAL	Tractor & Mower	237,650.56
2021 CAPITAL	Building Condition Assessment (grant diff)	6,891.04
2021 CAPITAL	Website Upgrades	17,462.04
per CAO direction	Website Ad-Ons/Training & Accessibility	13,534.10
per CAO direction	monitors & adapters	2,790.28
per CAO direction	CGIS - Bundle	4,080.58
per CAO direction	GPS Installation - Tractor	1,068.48
per CAO direction	GPS Installation - CBO	1,068.48
COUNCIL REPORT	2022 Council projector	11,137.65
2021 CAPITAL	Building Condition Assessment (grant diff)	1,923.43
2022 BUDGET ITEM	Inclusive Community Project	2,611.91
2022 BUDGET ITEM	Waste Audit	363.29
2022 BUDGET ITEM	Automatic Transfer Switch for Generator	-
2022 BUDGET ITEM	On Line Property Tax Software	17,044.83
2022 BUDGET ITEM	Asset Management Plan Software	30,629.82
75% GRANT APPROVED	Cost to implement the above 3 items (grant diff)	14,082.30
COUNCIL MOTION	Roads Needs Study	13,850.70
COUNCIL REPORT	Asset Management Plan (above available reserve)	6,040.05
CAO direction	Emergency Management Plan Review	13,839.39
		<u>434,418.85</u>
		163,885.15
	<b>Expenditures</b>	<b>Actuals</b>
	2023 YTD	
2023 BUDGET ITEM	On Line Property Tax Software	11,150.72
2023 BUDGET ITEM	Asset Management Plan Software	11,804.18
2023 BUDGET ITEM	Cost to implement the above items (grant diff)	2,535.12
2023 BUDGET ITEM	Roads Needs Study	10,450.77
2023 BUDGET ITEM	Automatic Transfer Switch for Generator	6,482.63
2023 BUDGET ITEM	Asset Management Plan (above available reserve)	4,468.48
		<u>46,891.90</u>
		116,993.25
	<b>Potential Allocations:</b>	<b>Actuals</b>
	2024	
2024 BUDGET ITEM	Building Upgrades (lighting)	16,702.36
2024 BUDGET ITEM	Road Patrol Software	11,813.47
2024 BUDGET ITEM	Automatic Transfer Switch for Generator	7,417.81
		<u>35,933.64</u>
	<b>BALANCE (OVER-ALLOCATED)</b>	<u><u>81,059.61</u></u>
	<b>Potential Allocations:</b>	<b>Actuals</b>
	2025	
2025 BUDGET ITEM	Operations Layout for Waste Site	20,000.00
	Additional Costs for above item (operations layout)	61,059.61
		<u>81,059.61</u>
	<b>BALANCE (OVER-ALLOCATED)</b>	<u><u>-</u></u>

**COMMITTEE OF THE WHOLE**

August 12, 2025

**Report #PW-2025-15**  
**Sean Ervin, Public Works Manager****DORAN ROAD GUIDE RAIL REPLACEMENT - TENDER AWARD****STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, Doran Road Guide Rail Replacement, Tender #2025-PW-010, be awarded to Hughson Fencing & Guiderail;

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

**BACKGROUND**

The steel beam and wooden post guiderails at the Doran Road culvert guiderail is non-compliant and beyond repair. The posts are rotten, and the steel beam is too low to the driving surface. Replacement with a new steel beam guiderail to meet the current Ontario Provincial Standards is required.

**DISCUSSION**

Tender #2025-PW-010 was issued on the Township’s portal of Bids and Tenders on July 7, 2025 and closed on July 31, 2025, at 1:00 pm. Four (4) bids were received, and a breakdown of the bids is provided below.

Company	Tender Price
<b>535276 Ontario Inc. (Hughson Fencing and Guiderail</b>	\$ 92,780.00
<b>Peninsula Construction Inc</b>	\$ 99,054.00
<b>2775738 Ontario INC</b>	\$ 121,260.00
<b>Tri-Phase Group Inc.</b>	\$ 174,596.00

**FINANCIAL CONSIDERATIONS**

The Doran Road Guide Rail Replacement was scheduled for 2025 with the budgeted amount



of \$90,000, funded from the Bridge Construction Reserve.

Below is a detailed financial breakdown of the low bid.

ITEM	COST
Construction Cost	\$ 92,780.00
Non-Rebated H.S.T (1.76%)	\$ 1,632.93
Total Project Cost	\$ 94,412.93
Budget	\$ 90,000.00
Surplus/(Deficit)	\$ (4,412.93)

Unfortunately, the budget falls short of the low bid amount by \$4,400, however the deficit amount can be funded by the Bridge Reserve.

### OPTIONS CONSIDERED

Option #1 – (Recommended) – That Tender 2025-PW-010 be awarded to Hughson Fencing and Guiderail.

Option #2 – Not award the tenders and do not perform the work. This is not recommended as the current guiderail system is in very poor condition and is not up to the new guiderail standards. Pictures of the current guide rail are included in the appendix of this report.

### CLIMATE CONSIDERATIONS

None considered.

### STRATEGIC PLAN LINK

**Strategic Priority** – Sustainable Finance

### CONCLUSIONS

Hughson Fencing and Guiderail are a well-established company and have completed work for the Township as a sub-contractor in recent bridge projects. As per the Contract, the work will be completed this fall.

### ATTACHMENTS

1. Picture of current guide rail.

**Prepared and Submitted By:**

**Approved for Submission By:**

**Sean Ervin,  
Public Works Manager**

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

## Pictures



**COMMITTEE OF THE WHOLE**  
**August 12<sup>th</sup>, 2025**

**Report #CAO-2025-26**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**ROAD NAMING BY-LAW AMENDMENT**  
**MINER'S POINT ROUTE A**

**STAFF RECOMMENDATION(S)**

**“THAT**, the necessary by-law to update the description of an existing Private Road - Miner's Point Route A, as outlined in Report #CAO-2025-26 – Road Naming By-Law Amendment – Miner's Point Route A, be brought forward for approval.”

**BACKGROUND**

A Building Permit application was received for a property at 2000 Miner's Point Route A. The property and a neighbouring property are accessed via a legal right-of-way, as shown in yellow on the attached survey, extending from the public portion of Miner's Point Road. A third property is also accessed via Miner's Point Route A, as shown in red on the attached survey.

Per the Township's Official Plan, all properties require road frontage (with some exceptions) and legal access. The Executive Assistant/Alternate Community Emergency Management Coordinator conducted a preliminary review. Legal access was verified for the affected properties, and a site visit was conducted by the CAO/Clerk and EA/Alternate CEMC.

While Miner's Point Route A is included in the Municipality's Road Naming By-Law, the current description (in conjunction with the related surveys) is not sufficient to provide frontage to the applicant's property, and the current GIS mapping is also incorrect (see Old GIS Map). The right-of-way in question provides access to three properties and has existed since at least 1984. To ensure the Applicant's property satisfies the road frontage requirement, the existing By-Law must be amended to formally recognize and describe the full extent of the right-of-way known as Miner's Point Route A. This update will provide the necessary road frontage for the Applicant's property as well as one other affected property.

A third property, with the civic address 2019 Miner's Point Route A, is exempt from the road naming process with respect to the right-of-way (shown in red on the attached survey) which leads from the surveyed Miner's Point Route A to the boundary of 2019 Miner's Point Route A. Per the Road Naming Policy, this exception is based on a site visit, distance, and survey evidence.

## **DISCUSSION**

Road names and descriptions are critical for civic addressing and emergency response purposes. To proceed with the Applicant's related applications, the private road must be properly named and described in the Township's Road Naming By-Law.

The right-of-way providing access to the Applicant's property and two other properties has long been known as Miner's Point Route A and exists in the Road Naming By-Law without a sufficient description for the private road to provide frontage to the Applicant's property.

This process is not intended to assign a new name but rather to officially recognize the existing name through the appropriate municipal process.

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

Since the proper description of the Private Road was not previously incorporated into the Township's Road Naming By-Law, the necessary amending By-Law must be brought forward for Council's approval. The purpose of the forthcoming By-Law is not to introduce a new road name but to formally recognize and describe the physical layout of Miner's Point Route A in the Road Naming By-Law.

## **OPTIONS CONSIDERED**

### **Option #1 (Recommended) – Formalize the description of Miner's Point Route A**

Formalizes the road frontage for properties on Miner's Point Route A by describing it in the Township's Road Naming By-Law. This ensures consistency with municipal addressing practices, maintaining the existing civic addresses for affected properties.

### **Option #2 – Propose an Alternate Name for the Entire Road**

Not recommended as the renaming of the road would not occur for at least another month, would affect three civic addresses, and the process would need to start over.

## **STRATEGIC PLAN LINK**

None.

## **FINANCIAL CONSIDERATIONS**

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

## **CONCLUSIONS**

That the necessary by-law to name and describe the existing Private Road “Miner’s Point Route A” as outlined in this report be brought forward for approval.

## **ATTACHMENTS**

- i) Old GIS Map
- ii) New GIS Map
- iii) Survey 27R-2667

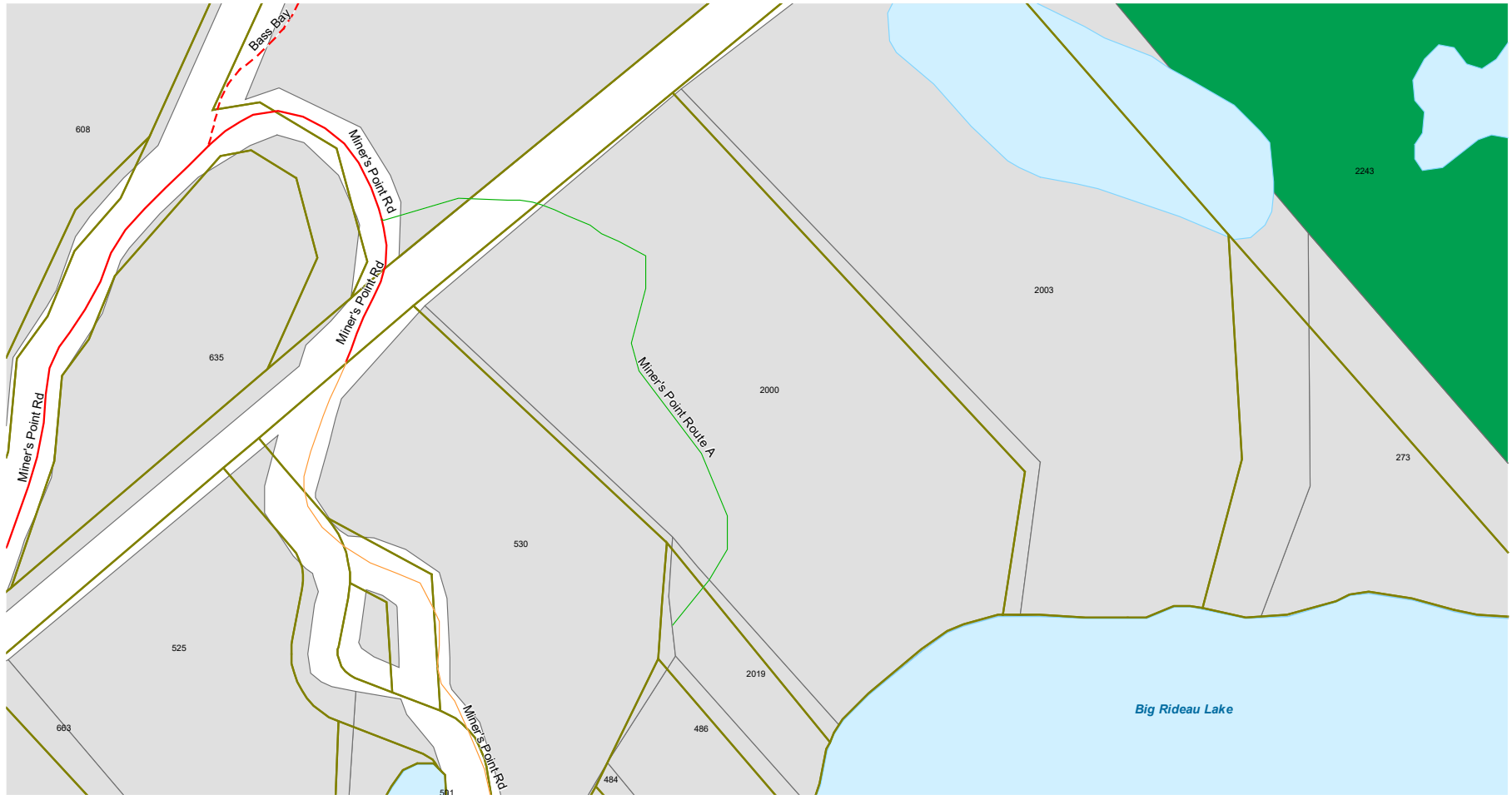
**Prepared and Submitted by:**

**Approved for Submission by:**

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

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





Old GIS Map



**New GIS Map**

SCHEDULE			
PART	LOT	CONCESSION	INST. No.
1	16	3	40744
2	16	3	40744
3	16	3	40744
4	16	3	40744
5	16	3	40744
6	16	3	40744

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT

Oct 17 1983

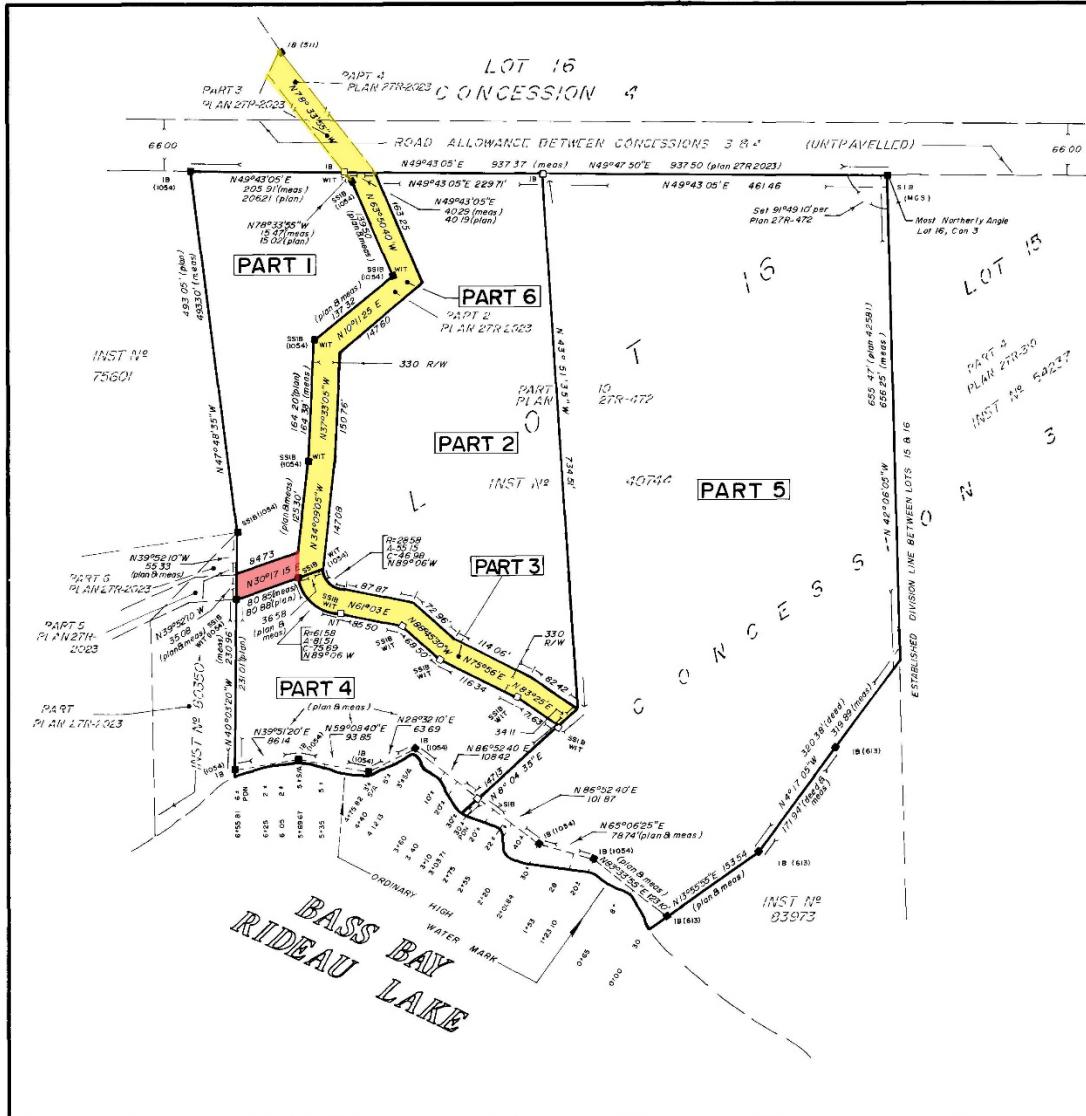
Brian W Kerr  
ONTARIO LAND SURVEYOR

RECEIVED AND DEPOSITED AS

PLAN 27R-2667

Oct 28 1983

Mark G Barrington  
LAND REGISTRAR FOR THE  
REGISTRY DIVISION OF  
LANARK SOUTH (N° 27)



PLAN OF SURVEY OF PART OF  
LOT 16, CONCESSION 3  
TOWNSHIP OF NORTH BURGESS  
COUNTY OF LANARK  
BRIAN W KERR, O.L.S.  
SCALE 1" = 100'  
1983

BEARINGS ARE ASTRONOMIC AND ARE DERIVED FROM THE MOST SOUTHERN BOUNDARY LIMIT OF PART 2, SHOWN ON PLAN 27R-2023, SHOWN TO HAVE A BEARING OF N30°17'15"E

#### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER

2. THE SURVEY WAS COMPLETED ON AUGUST 30th, 1983

Oct 17 1983 Brian W Kerr  
ONTARIO LAND SURVEYOR

#### LEGEND

NT DENOTES NOT TANGENTIAL  
IB DENOTES IRON BAR  
SIB DENOTES STANDARD IRON BAR  
SSB DENOTES SHORT STANDARD IRON BAR  
WIT DENOTES WITNESS  
■ DENOTES FOUND  
□ DENOTES PLANTED  
C DENOTES SURVEY MONUMENTS FOUND, PLANTED BY G BRACKEN O.L.S.  
(613) DENOTES SURVEY MONUMENTS FOUND, PLANTED BY R. MICKLESTONE O.L.S.  
(511) DENOTES SURVEY MONUMENTS FOUND, PLANTED BY G.L. BERKELEY, O.L.S.  
(1M51) DENOTES MINISTRY OF GOVERNMENT SERVICES

#### CAUTION

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

NOTE ALL TIES TO HIGH WATER MARK ARE AT RIGHT ANGLES TO TRAVERSE LINE UNLESS OTHERWISE SHOWN

BRIAN W KERR  
ONTARIO LAND SURVEYOR  
22 FOSTER STREET  
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FILE No - N.B.2 JOB No 308  
DWN By - S.C. CKD By - BWK

Survey 27R-2667

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**COMMITTEE OF THE WHOLE**  
**August 12<sup>th</sup>, 2025**

**Report #CAO-2025-27**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**PROPOSED NEW ROAD NAME**  
**STRAWBERRY LANE**

**STAFF RECOMMENDATION(S)**

**“THAT**, the necessary by-law to name an existing Private Road to Strawberry Lane, as outlined in Report #CAO-2025-27 – Proposed New Road Name – Strawberry Lane, be brought forward for approval.”

**BACKGROUND**

The Building and Planning Department were contacted regarding a proposed building permit application at 616 New York Lane. A portion of the Applicant's property serves as a legal right-of-way (shown in red on the attached survey), extending from New York Lane to one adjacent property.

Per the Township's Official Plan, all properties require road frontage (with some exceptions) and legal access. The Executive Assistant/Alternate Community Emergency Management Coordinator conducted a preliminary review. Legal access was verified for the affected properties, and a site visit was conducted by the CAO/Clerk and the EA/Alternate CEMC.

The neighbouring property and subject right-of-way were created by consent in 2003, however, the right-of-way 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.

**DISCUSSION**

Road names and descriptions are critical for civic addressing and emergency response purposes. To proceed with the applicant's building permit application, 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 the region.

In collaboration with the affected neighbouring property owner, the applicant proposed, in order of preference: Strawberry Lane, Daisy Trail, Luna Lane, Firefly Lane and Oak Tree Lane. The County responded that there was no conflict for the first three names proposed.

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 and describe the road must be presented to Council for approval.

One property will be issued a new civic address off the to-be-named Private Road and the applicant's property will have their civic address relocated to the entrance of their dwelling off New York Lane.

## **OPTIONS CONSIDERED**

### **Option #1 – Adopt Strawberry Lane (Recommended)**

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

### **Option #2 – Propose an Alternate Name**

Not recommended as the affected landowners are in agreement, the renaming of the road would not occur for at least another month, 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 "Strawberry Lane" as outlined in this report be brought forward for approval.

## **ATTACHMENTS**

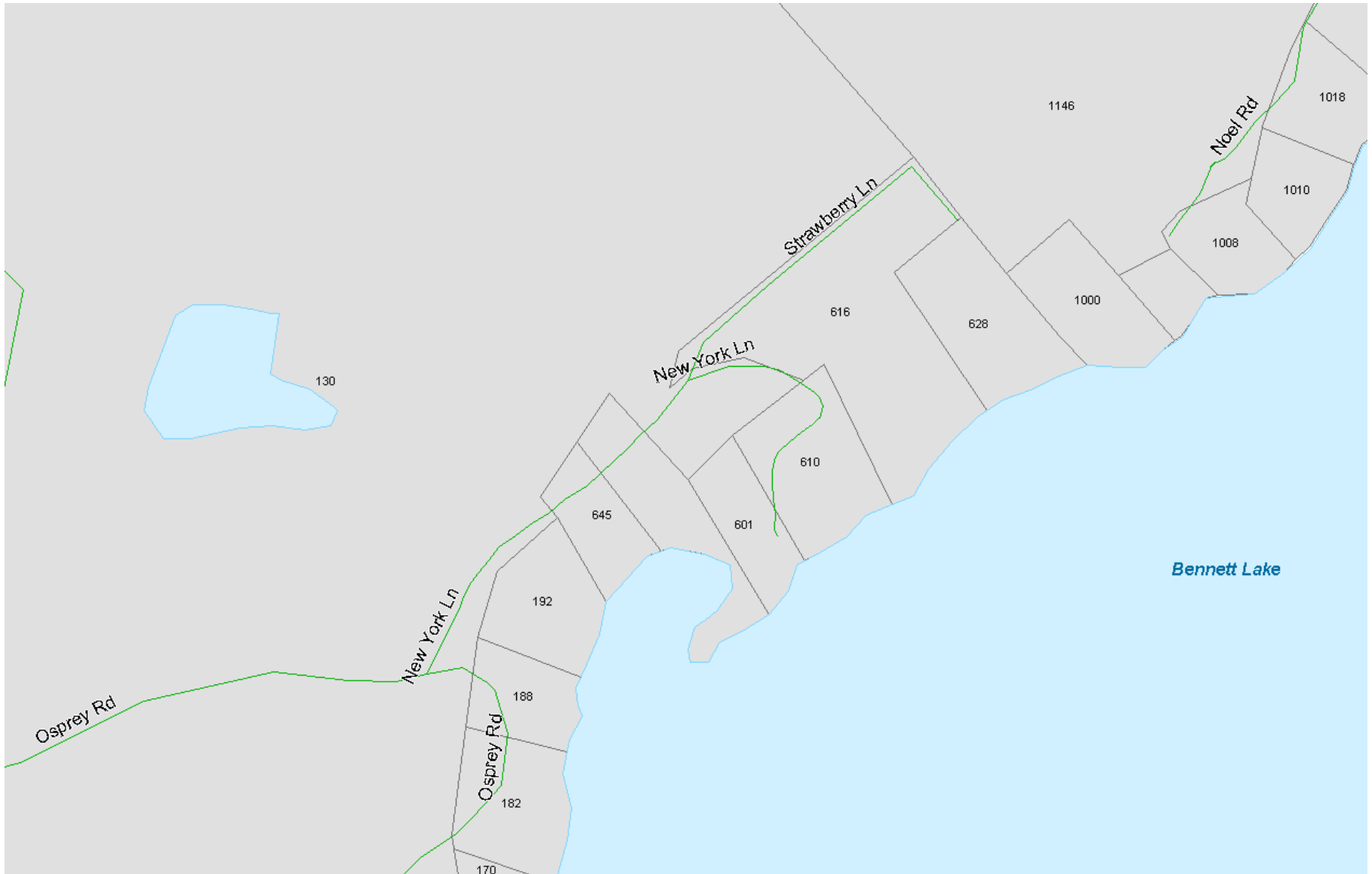
- i) GIS Map
- ii) Survey 27R-8274

**Prepared and Submitted by:**

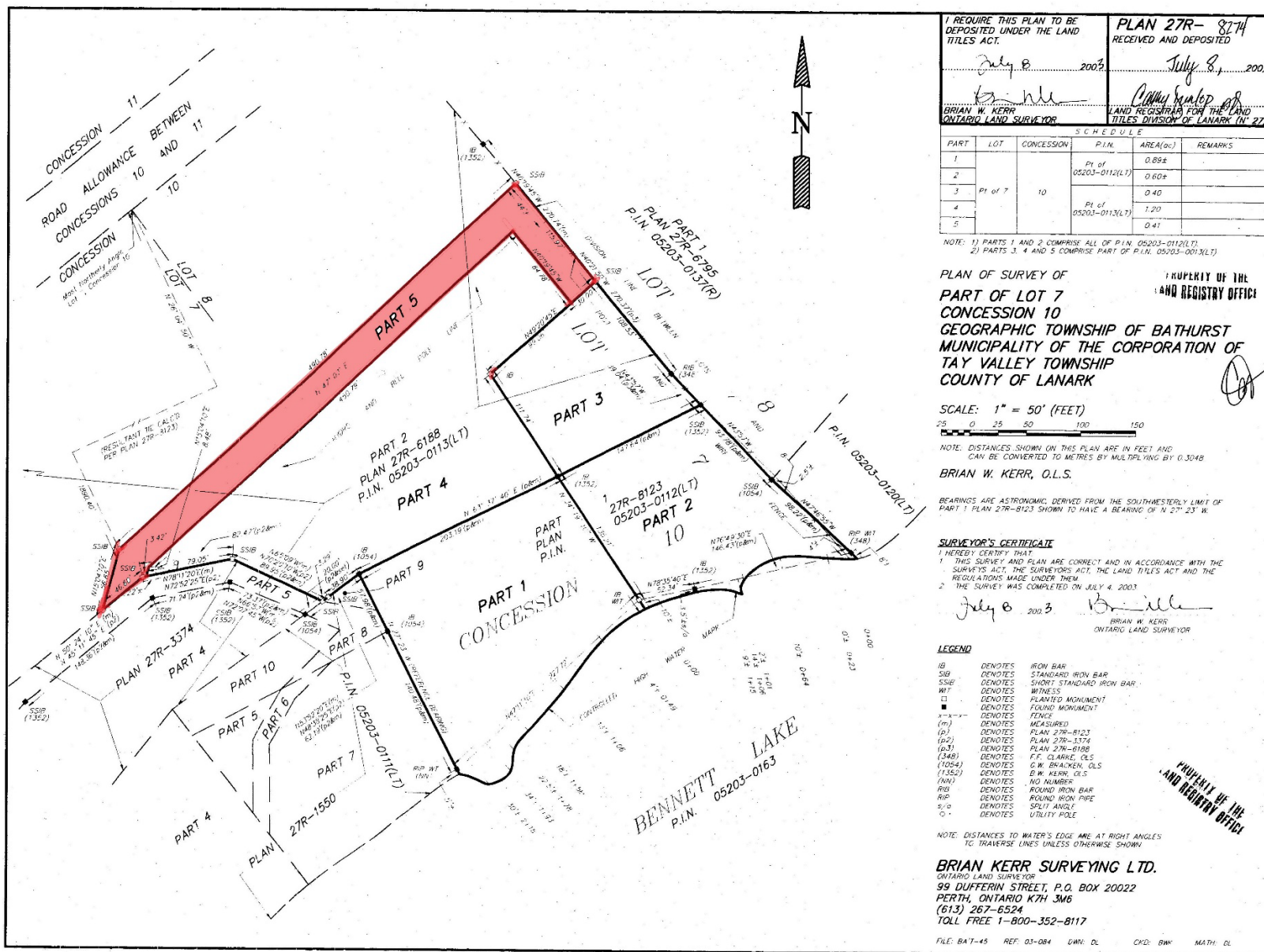
**Approved for Submission by:**

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

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



**GIS Map**

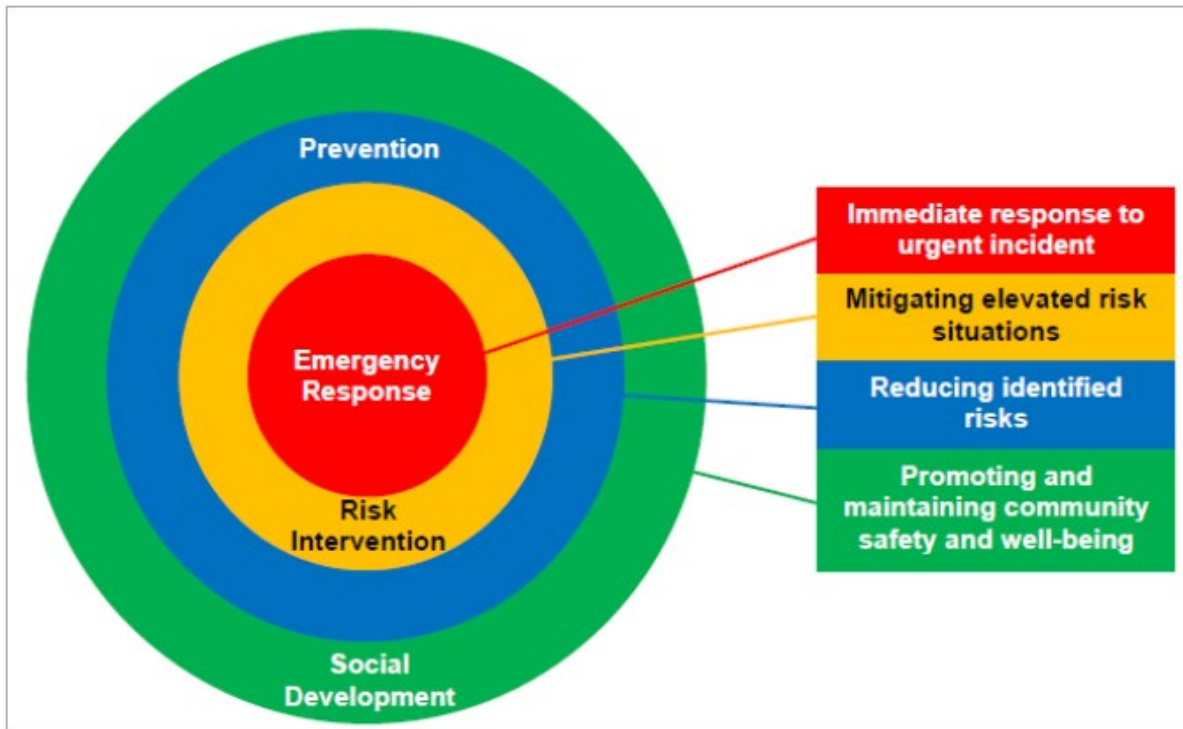


Survey 27R-8274

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# **CORRESPONDENCE**

# LANARK COUNTY SITUATION TABLE



***ANNUAL REPORT***  
***2024***

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# LANARK COUNTY SITUATION TABLE

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*Report by Stephanie Gray*

*Coordinator*

*Lanark County OPP Detachment Support*

[sgray@lanarkcounty.ca](mailto:sgray@lanarkcounty.ca)

613-267-4200 x 1509

*Cover image: A Framework for Planning Community Safety and Well-being, SOLGEN*

## INTRODUCTION

The Lanark County Situation Table began in September 2015 with two main objectives: to establish and maintain a risk-intervention table and to undertake a community plan for safety and well-being for Lanark County and Smiths Falls. The overall community safety model seeks to identify root causes of harm and find ways to prevent or mitigate them. The situation table is a risk-intervention tool that mitigates harm and the community plan for safety and well-being focuses on prevention and building social programs to strengthen the health and well-being of the community. The situation table continues to be a valuable tool for community partners to help individuals and families before situations escalate into a crisis, while enhancing networking and understanding of the supports that exist in our communities.

The purpose of this document is to provide community partners, police services boards, local municipal councils and communities with an overview of Lanark County Situation Table activities in 2024. It will provide background and statistics for the reporting period and from the inception of the situation table.

This project has been made possible by grants from the Ministry of the Solicitor General and in-kind support from the Lanark County OPP, Town of Perth and Lanark County. Thanks to the Lanark County OPP and the former Perth Police Services Board for taking the lead in establishing this model for Lanark County, to local municipalities for their support of the endeavour, and to the many partner agencies and their representatives who do the incredible front-line work to help those who need it.

## HOW DOES THE SITUATION TABLE WORK?

The situation table brings front-line, acute-care, human-service agencies together to provide wrap-around support for individuals who meet a defined threshold of “acutely elevated risk” (AER). AER means someone is at imminent risk of self-harm or harming someone else. In 2024 there were representatives from 28 local agencies participating at the situation table. Representatives work in a privacy-protective manner to rapidly connect individuals to appropriate services. Coordination support has been provided by the part-time position funded by provincial grants through Town of Perth. The situation table has been meeting twice monthly since December 9, 2015. It also meets on an ad hoc basis when necessary and has done so 53 times from inception to the end of May 2024.

When a member agency has a client it believes would meet the threshold for AER, a referral can be made. The situation must exceed their capacity to respond within their own agency alone, exhibit multiple risk factors and require a multi-agency response. The situation table also has a non-AER referral process in which agencies can capture individuals who are not quite at the threshold of AER, but who still exhibit multiple risk factors and need a multi-agency response. For this process, consent must be received from an individual up front. Privacy legislation allows, in circumstances of imminent harm, for a discussion to take place prior to consent being received for individuals who are at acutely elevated risk. Consent up front is always preferred. Once it is deemed either the AER or non-AER threshold has been met, a team of the most appropriate and relevant agencies is assembled to work with clients to connect them to services and reduce overall risk.

The Lanark County Situation Table uses the online Risk-Driven Tracking Database (RTD) through an agreement with and supported by the provincial Ministry of the Solicitor General (SOLGEN). This allows for nationally comparative data for analysis and for the situation table to track referrals in a de-identified format using a case number, general information about gender and age range, risk factors, study flags, agencies involved (originating and assisting) and services mobilized. No personal information is retained. There are 107 risk factors and 35 study flags included in the database, encompassing a wide range of categories (e.g., addictions, mental and physical health, criminal involvement, housing).

In 2024, three individuals were licensed and trained by SOLGEN to use the RTD for the Lanark County Situation Table (the coordinator and two OPP data analysts who are authorized as de-identified data recorders for the meetings). The

# LANARK COUNTY SITUATION TABLE

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system includes reporting capabilities to help with trend analysis and community safety planning. Reports are specific to each situation table and the system adheres to strict privacy and security guidelines.

The Lanark County Situation Table itself does not conduct case management; this is left to the agencies involved at the intervention stage to take on that role as appropriate and with consent. In addition, self-referrals are not accepted; referrals are made through one of the participating agencies. Several agencies that are not full participating members at the situation table, but that may encounter individuals who could be referred, have been made aware of the referral process and are sometimes involved.

## **Agencies**

The following agencies were represented at the Situation Table in 2024:

- Almonte General Hospital/Carleton Place Memorial District Hospital
- Catholic District School Board of Eastern Ontario
- ConnectWell Community Health
- Cornerstone Landing Youth Services
- Family and Children's Services of Lanark, Leeds and Grenville
- Lanark County Community Justice Program
- Lanark County Interval House
- Lanark County Mental Health
- Lanark County Paramedic Services
- Lanark County Sexual Assault & Domestic Violence Program
- Lanark County Social Services (Ontario Works, Social Housing, Children's Services and Developmental Services)
- Lanark, Leeds, Grenville Addiction and Mental Health
- Leeds, Grenville & Lanark District Health Unit (South East Health Unit)
- Ontario Disability Support Program
- Ontario Health at Home – South East – Lanark
- OPP – Lanark County
- Open Doors for Lanark Children and Youth
- Perth and Smiths Falls District Hospital
- Probation and Parole – Ministry of the Solicitor General – Lanark County
- Rideau Community Health Services
- RNJ Youth Services
- Rural FASD Network
- Shelter Movers
- Smiths Falls Police Service
- The Royal Ottawa Hospital
- The Table Community Food Centre
- Transitional Aged Youth Program
- Upper Canada District School Board
- Victim Services of Lanark County

# LANARK COUNTY SITUATION TABLE

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**Four Filter Process**

The Lanark County Situation Table uses the following procedure to assess AER referrals:

- Filter One – Agency determines a situation is beyond its scope and may meet threshold for AER.
- Filter Two – De-identified discussion held at situation table in order for group to determine if it meets threshold.
- Filter Three – If it meets the threshold, most relevant/appropriate agencies are determined for intervention planning.
- Filter Four – Identified agencies with a direct role meet separately to discuss limited personal/confidential information in order to inform plan to address risk factors.

In all cases, obtaining consent to provide multi-sector services and to permit any further sharing of personal and confidential information is the first priority of the combined agencies responding to the situation.

# LANARK COUNTY SITUATION TABLE

## LANARK COUNTY SITUATION TABLE STATISTICS

### Discussions

Since the Lanark County Situation Table began on Dec. 9, 2015 and up to Dec. 31, 2024, 371 discussions have been held. Of those, 290 met the threshold for AER, and 83% of those were ultimately closed with overall risk lowered. The table to the right shows discussion numbers from 2021 to June 30, 2025. The list below shows numbers for previous years. Numbers began to increase again during the pandemic.

#### Previous years:

- 2015 (December only): 7
- 2016: 71 (this was the most in one year and may reflect the learning curve for determining appropriate referrals)
- 2017: 63
- 2018: 55 (The Mobile Crisis Response Team (MCRT) began in 2018. Some referrals that would have come to the table were – and continue to be – caught earlier through MCRT.)
- 2019: 25
- 2020: 28

### All Discussions in 5 years ▾

Total Number of Discussions by Year ▾

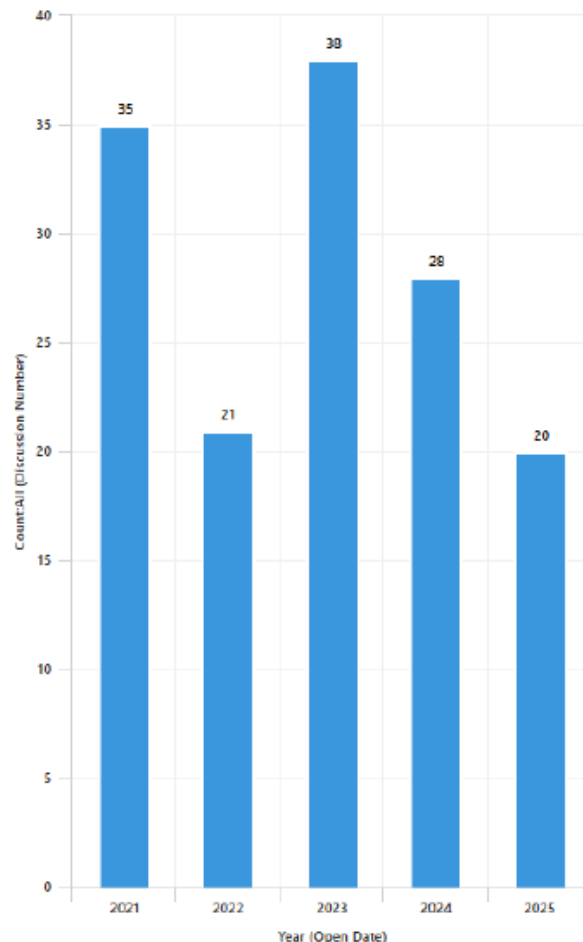


Figure 1: All Discussions In 5 Years

### Agency Engagement

Since inception, police have tended to be the top referrers to the Lanark County Situation Table, largely due to the 24/7 nature of police response and the vulnerable people they encounter. The situation table has provided a mechanism for officers to be able to refer people to more appropriate services when they need help. OPP and Smiths Falls Police Service combined represent 44% of referrals since inception and 21% last year. In the last two years, there has been an increase in referrals coming from other agencies. In 2024, the top referrer was OPP, followed by Family and Children's Services, Lanark County Mental Health and the Lanark County Sexual Assault and Domestic Violence Program. Probation/Parole, Lanark County Mental Health/Lanark Leeds and Grenville Addictions and Mental Health, and Victim Services are the top three for lead and assisting agencies in interventions since inception. In 2024, the top lead and



# LANARK COUNTY SITUATION TABLE

assisting agencies included Lanark County Mental Health, Victim Services, Lanark County Social Services and Lanark Leeds and Grenville Addictions and Mental Health.

The charts below show the top 20 agencies for engagement, all time and in 2024. Overall, member engagement at the situation table has been steady, with some individuals having been involved since inception.

## ALL TIME AGENCY ENGAGEMENT – TOP 20

Agency	Originating Agency	Lead Agency	Assisting Agency	Total Count	% of Total
Ontario Provincial Police - Lanark County	131	6	84	221	23.2%
Smiths Falls Police Service	34	5	80	119	12.5%
Probation and Parole - Ministry of the Solicitor General - Lanark County	32	42	29	103	10.8%
Family and Children's Services of Lanark Leeds and Grenville - Lanark County	22	23	72	117	12.3%
Upper Canada District School Board - Lanark County	21	15	59	95	10.0%
Lanark County Social Services	17	15	106	138	14.5%
Leeds Grenville Lanark District Health Unit - Lanark County	17	11	33	61	6.4%
Victim Services of Lanark County	17	35	112	164	17.2%
Lanark County Mental Health	12	41	128	181	19.0%
Ontario Health at Home - Champlain - Lanark	8	11	11	30	3.1%
Lanark County Sexual Assault & Domestic Violence Program	7	4	24	35	3.7%
Perth and Smiths Falls District Hospital	6	4	63	73	7.7%
Connectwell Community Health	5	3	19	27	2.8%
Lanark County Interval House	5	9	73	87	9.1%
Lanark Leeds Grenville Addiction and Mental Health	5	18	109	132	13.9%
Lanark County Paramedic Services	4		36	40	4.2%
Lanark County Community Justice Program	3	1	3	7	0.7%
Mobile Crisis Response Team - Lanark	3	4	16	23	2.4%
Ontario Disability Support Program - Ministry of Children, Community and Social Services - Lanark County	3	2	23	28	2.9%
Open Doors for Lanark Children and Youth	3	8	70	81	8.5%

Figure 2: All Time Agency Engagement – Top 20

## AGENCY ENGAGEMENT, 2024 – TOP 20

Agency	Originating Agency	Lead Agency	Assisting Agency	Total Count	% of Total
Ontario Provincial Police - Lanark County	5		9	14	20.0%
Family and Children's Services of Lanark Leeds and Grenville - Lanark County	3	4	9	16	22.9%
Lanark County Mental Health	3	4	15	22	31.4%
Lanark County Sexual Assault & Domestic Violence Program	3	1	10	14	20.0%
Lanark County Social Services	2	3	11	16	22.9%

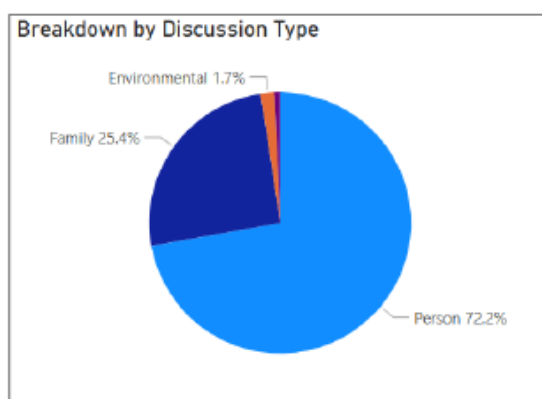
# LANARK COUNTY SITUATION TABLE

Open Doors for Lanark Children and Youth	2	2	10	14	20.0%
Upper Canada District School Board - Lanark County	2	1	9	12	17.1%
Connectwell Community Health	1		3	4	5.7%
Lanark County Paramedic Services	1		9	10	14.3%
Lanark County Situation Table	1	1		2	2.9%
Perth and Smiths Falls District Hospital	1	1	6	8	11.4%
Probation and Parole - Ministry of the Solicitor General - Lanark County	1	1	1	3	4.3%
RNJ Youth Services	1	2	6	9	12.9%
Smiths Falls Police Service	1		10	11	15.7%
Victim Services of Lanark County	1		12	13	18.6%
Almonte General Hospital			1	1	1.4%
Carleton Place and District Memorial Hospital			1	1	1.4%
Catholic District School Board of Eastern Ontario			4	4	5.7%
Cornerstone Landing Youth Services			2	2	2.9%
Lanark County Community Justice Program			1	1	1.4%

Figure 3: Agency Engagement, 2024 – Top 20

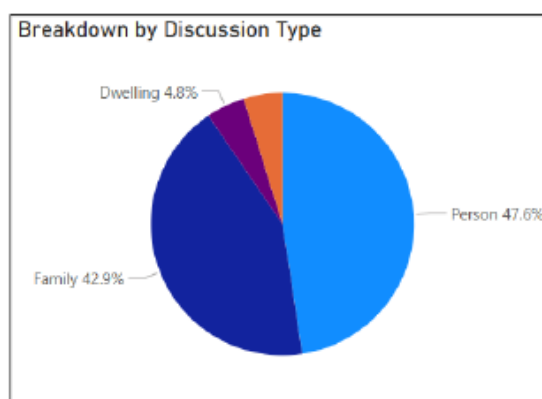
## Demographics

The Risk-Tracking Database allows for a range of discussion categories, including person, family, neighbourhood, environment and dwelling. For all time, most discussions (72.2%) have fallen into the “person” category. In 2024, there was a much closer split between “person” and “family.” In 2024, 28 discussions were held. Of the 21 that proceeded to intervention, 10 were individuals and 9 were families. There has been an increase in other discussion types in recent years. In 2024 there was one dwelling referral, which focuses on reducing risks in a housing complex, and there was an environmental referral, which initiated a community response to a murder.



Discussion Type	Discussions	% of Total
Person	210	72.2%
Family	74	25.4%
Environmental	5	1.7%
Dwelling	2	0.7%
<b>Total</b>	<b>291</b>	<b>100.0%</b>

Figure 4: Breakdown by Discussion Type, All Time



Discussion Type	Discussions	% of Total
Person	10	47.6%
Family	9	42.9%
Dwelling	1	4.8%
Environmental	1	4.8%
<b>Total</b>	<b>21</b>	<b>100.0%</b>

Figure 5: Breakdown by Discussion Type, 2024

# LANARK COUNTY SITUATION TABLE

In terms of age groups, the charts below show for all time and for 2024. There was a change in the database a few years ago that further broke down the previous 40-59 and 60+ age groups. Data for 40-49, 50-59, 60-69 70-79 and 80+ has only been collected since that change.

The age group chart only includes discussions that proceeded to intervention and does not include age ranges for discussions in the “family” category – only individuals. The number of young people being referred to the situation table is being monitored.

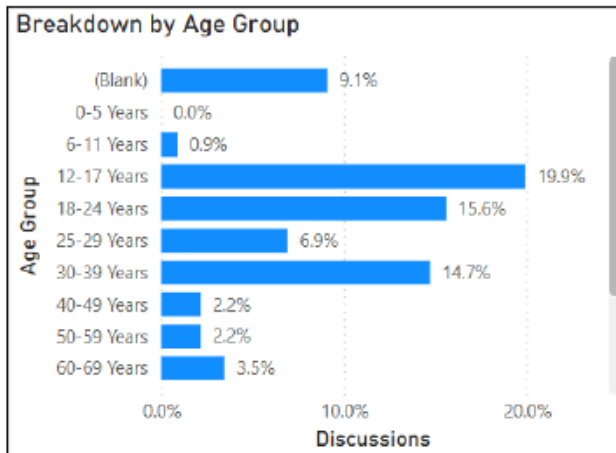


Figure 6: Breakdown by Age Group, All Time

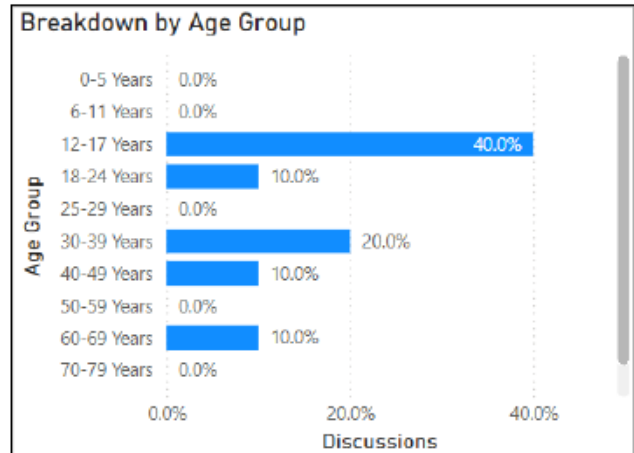


Figure 7: Breakdown by Age Group, 2024

The graph below shows vulnerable age groups between 2021 and up to June 30, 2025. The impact of pandemic stressors can be seen on the 30-39 age group in 2021.

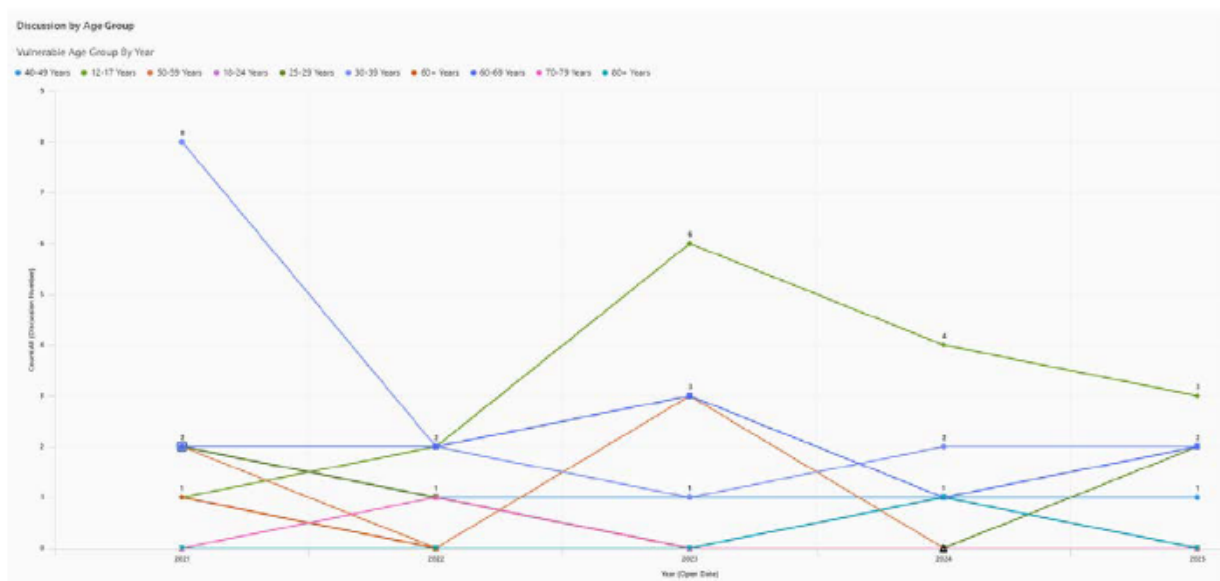


Figure 8: Discussion by Age Group-Year Over Year



# LANARK COUNTY SITUATION TABLE

Similar to the age ranges, the “Gender” charts below only include discussions that proceeded to intervention and do not include the “Family” category. The split for all time is fairly even (below left) and is 50/50 in 2024.

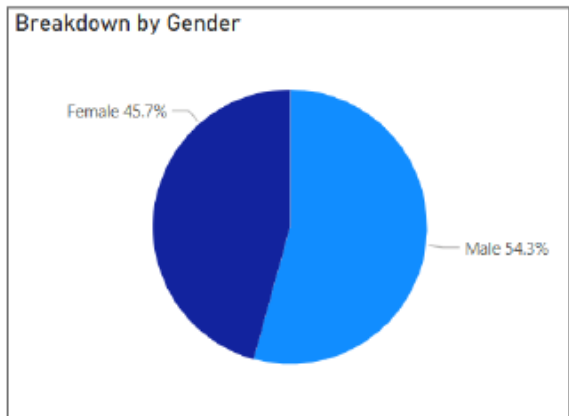


Figure 9: Breakdown by Gender, All Time

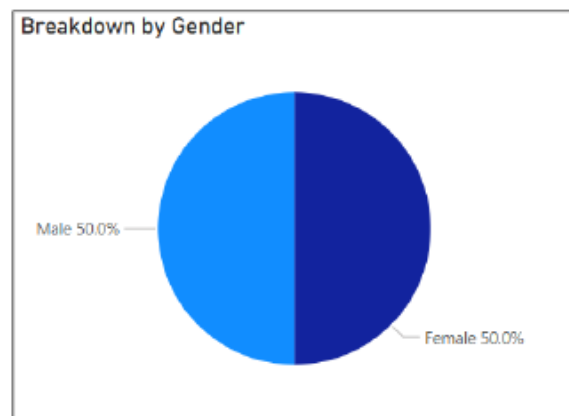


Figure 10: Breakdown by Gender, 2024

The graphs below show the ages and genders for individuals involved in family referrals from inception to Dec. 31, 2024. Out of the 371 discussions for that period, 74 were in the “family” category and proceeded to intervention, with a total of 240 “affected persons.” The graph on the left shows all involved, and the graph on the right shows only the non-caregivers (i.e., children and others). The 12- to 17-year category figures prominently in these referrals, along with younger children. When caregivers are included (see below left), the 30- to 39-year age group has the highest occurrence.

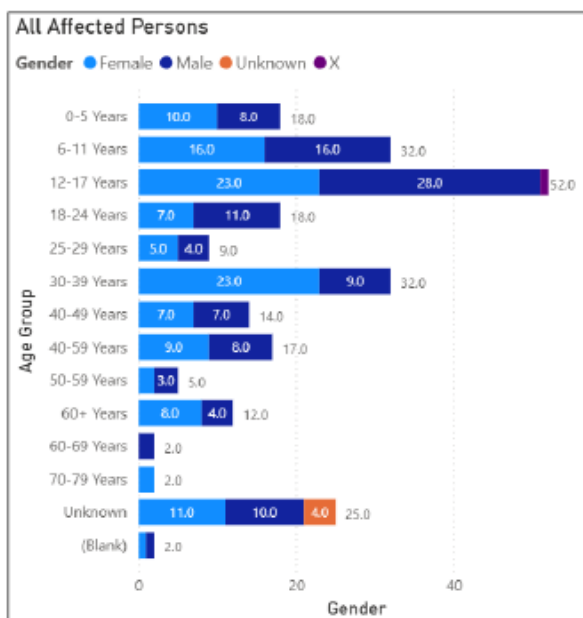


Figure 11: All Affected Persons, Family Referrals-All Time

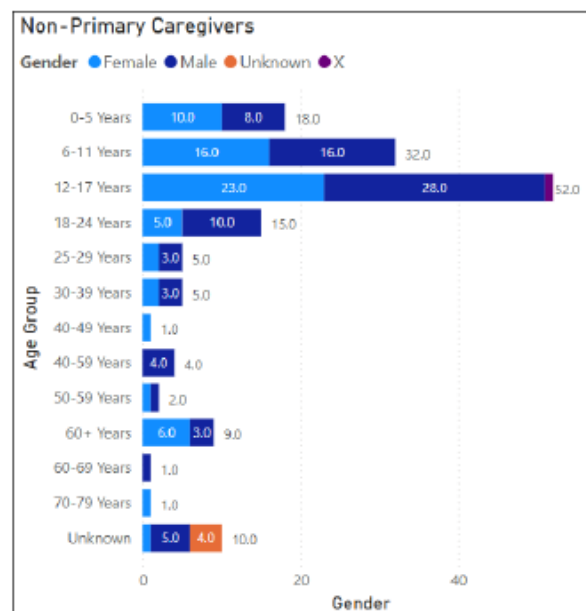


Figure 12: Non-Primary Caregivers, Family Referrals-All Time

# LANARK COUNTY SITUATION TABLE

In 2024, there were 28 discussions with a total of 32 “affected persons.” The 6-11 and 12-17 age ranges are the most dominant, with the 30-39 and 40-49 age ranges occurring most frequently as caregivers.

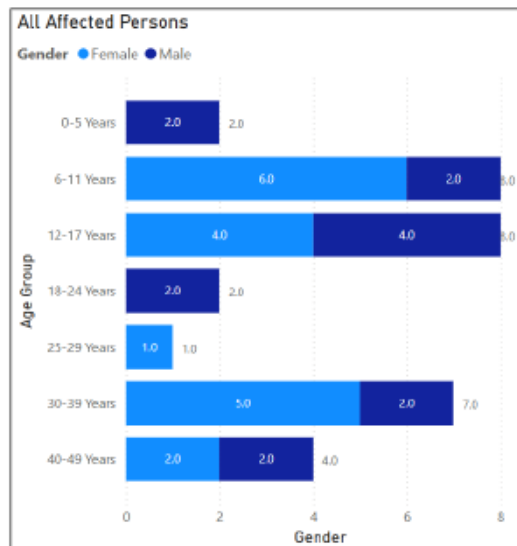


Figure 13: All Affected Persons, Family Referrals-2024

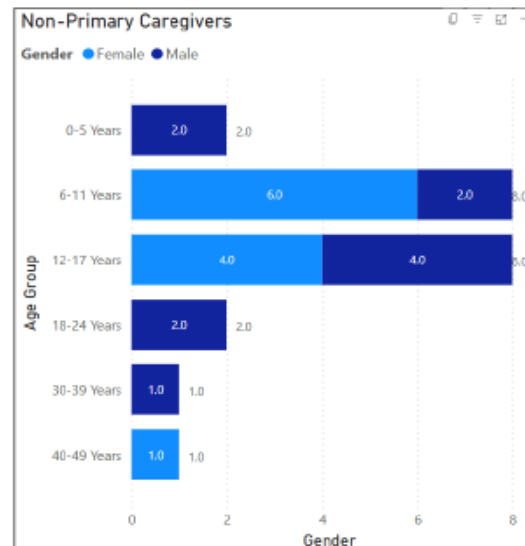


Figure 14: Non-Primary Caregivers, Family Referrals-2024

## **Risk Factors**

The RTD system places risk information into different groupings. These are defined as “characteristics and/or conditions present in individuals, families and communities that may increase the presence of crime or fear of crime in a community.” There are 107 risk factors included in the RTD. These fit into 27 categories along with 13 Community Safety and Well-being high-level priorities, which allows for different types of analysis. Mental health has been a number one risk factor since the situation table began. Each referral to the situation table involves more than one risk factor. With the average since inception being 7.3 risk factors per discussion.

The chart below shows the top risk factors from inception to Dec. 31, 2024. The top three are, quite consistently, mental health, criminal involvement and drugs. Over the years, basic needs and housing have been increasing as risk factors.

# LANARK COUNTY SITUATION TABLE

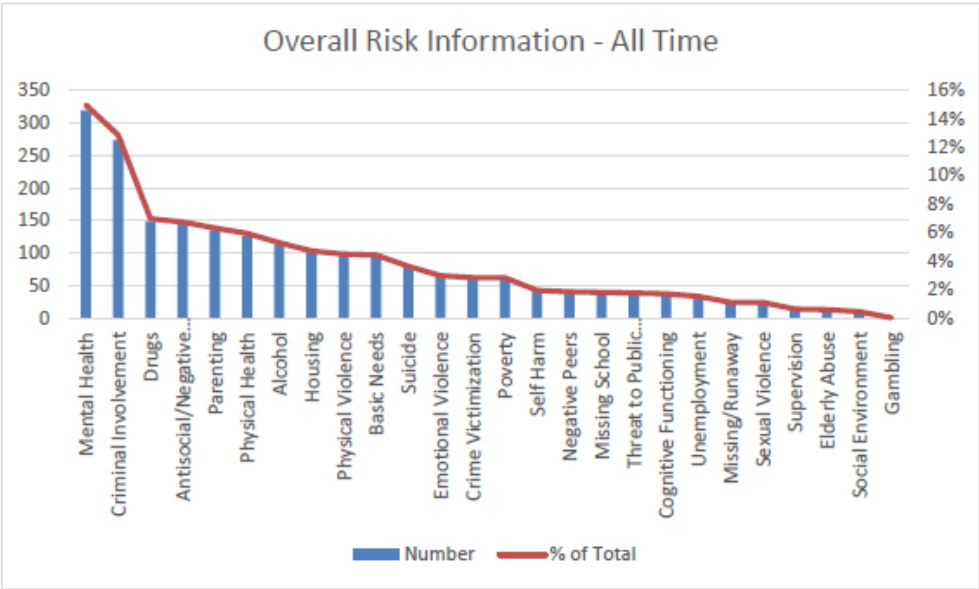


Figure 15: Overall Risk Categories, All Time

For each individual discussion, there can be numerous risk factors within a single risk category. For example, an individual who has had repeated and escalating contacts with police may be demonstrating several different criminal involvement risk factors within the single criminal involvement category (e.g. mischief, assault and theft). Criminal involvement is frequently seen as a risk due to the volume of referrals that come from police, often due to escalating contacts. The criminal involvement category can include instances when a person is suspected, charged, arrested or convicted of an offence (as opposed to only convicted, for example).

The chart below shows the top risk factors for 2024, with mental health, criminal involvement and drugs the top three.

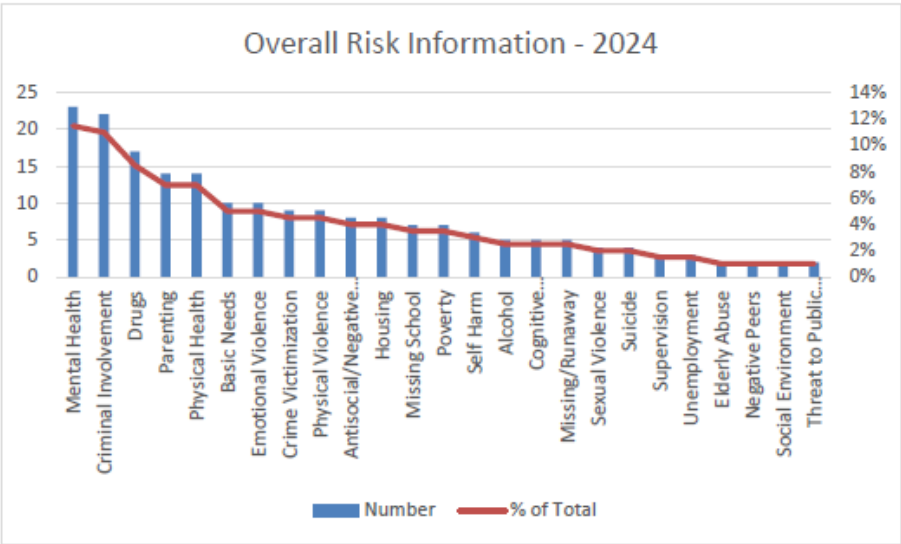


Figure 16: Overall Risk Categories, 2024

# LANARK COUNTY SITUATION TABLE

The database can also show at risk information by demographic, which can help to determine areas to focus prevention. The following charts take a closer look at risk factors affecting three different age-range groups over the last five years (2020-2024), which would include the pandemic. Further exploration could break down risks related to gender and more specific age ranges.

## Ages 12 to 24 (2020-2024)

RISK INFORMATION – 12-24 AGE RANGE, 2020-2024		
Mental Health	26	14%
Criminal Involvement	20	10%
Parenting	16	8%
Antisocial/Negative Behaviour	13	7%
Housing	13	7%
Drugs	12	6%
Physical Violence	10	5%
Crime Victimization	8	4%
Emotional Violence	8	4%
Suicide	8	4%
Basic Needs	7	4%
Missing/Runaway	7	4%
Self Harm	7	4%
Alcohol	6	3%
Missing School	5	3%
Cognitive Functioning	4	2%
Physical Health	4	2%
Poverty	4	2%
Sexual Violence	4	2%
Negative Peers	3	2%
Supervision	3	2%
Social Environment	1	1%
Threat to Public Health and Safety	1	1%
Unemployment	1	1%
<b>Total</b>	<b>191</b>	<b>100%</b>

In this time period, mental health, criminal involvement, parenting, antisocial/negative behaviour and housing were the top five risks for the 20 discussions that included individuals in this age range. This would not include family referrals.

Figure 17: Risk Information – Ages 12-24, 2020-2024

# LANARK COUNTY SITUATION TABLE

## Ages 25-59 (202-2024)

There were a total of 31 discussions involving individuals in this age group in the last five years. The top five risks were mental health, criminal involvement, drugs, physical health and housing.

RISK INFORMATION – 12-24 AGE RANGE, 2020-2024		
Risk Category	Occurrences	Percentage
Mental Health	40	15%
Criminal Involvement	33	12%
Drugs	21	8%
Physical Health	19	7%
Housing	17	6%
Poverty	16	6%
Antisocial/Negative Behaviour	14	5%
Alcohol	13	5%
Basic Needs	13	5%
Crime Victimization	11	4%
Physical Violence	11	4%
Suicide	11	4%
Cognitive Functioning	9	3%
Sexual Violence	9	3%
Emotional Violence	8	3%
Unemployment	5	2%
Negative Peers	4	1%
Self Harm	4	1%
Threat to Public Health and Safety	4	1%
Parenting	3	1%
Social Environment	1	0%
Supervision	1	0%
<b>Total</b>	<b>267</b>	<b>100%</b>

Figure 18: Risk Information – Ages 25-59, 2020-2024

## Ages 60+

In this category there were 10 discussions for this age group between 2020 and 2024. Here the risk factors are more varied, showing physical health, basic needs, antisocial/negative behaviour, mental health and emotional violence as the top five.

RISK INFORMATION – 60+ AGE RANGE, 2020-2024		
Risk Category	Occurrences	Percentage
Physical Health	13	18%
Basic Needs	8	11%
Antisocial/Negative Behaviour	7	10%
Mental Health	7	10%
Emotional Violence	6	8%

# LANARK COUNTY SITUATION TABLE

Housing	6	8%
Criminal Involvement	5	7%
Crime Victimization	4	6%
Alcohol	3	4%
Cognitive Functioning	2	3%
Physical Violence	2	3%
Threat to Public Health and Safety	2	3%
Drugs	1	1%
Elderly Abuse	1	1%
Poverty	1	1%
Self Harm	1	1%
Sexual Violence	1	1%
Supervision	1	1%
<b>Total</b>	<b>71</b>	<b>100%</b>

Figure 19: Risk Information – 60+, 2020-2024

## Study Flags

The RTD offers reports to show the range of study flags associated with discussions, which often helps to provide a more local lens on issues affecting the community. Since inception, the most frequent study flag has been, by far, “recent escalation.” An escalation in risk is often a first indicator of a need for a referral. In recent years, “risk of losing housing/unsafe living conditions” and “homelessness” have increased in frequency for study flags. Domestic violence continues to be in the top five. In 2024 (next page), “custody issues/child welfare” and “child involved” were second and third highest, which reflects higher numbers of referrals involving children and youth as well as increased engagement with Family and Children’s Services in that time frame.

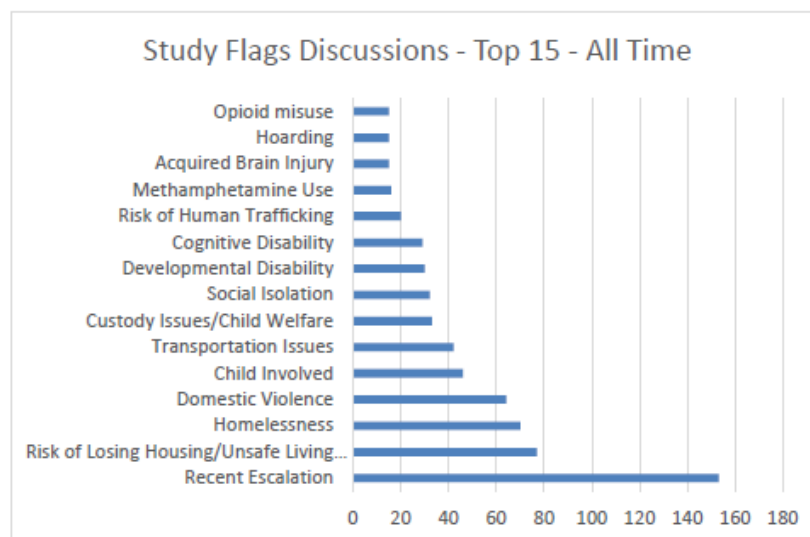


Figure 20: Study Flag Discussions – Top 15, All Time

# LANARK COUNTY SITUATION TABLE

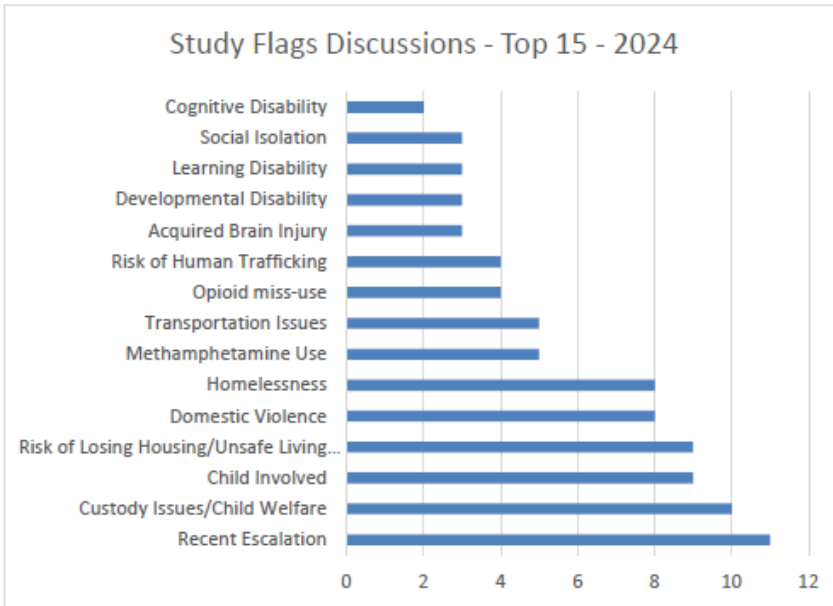


Figure 21: Study Flag Discussions – Top 15, 2024

## Closure Reasons

Of 371 discussions held from inception to Dec. 31, 2024, 291 proceeded to intervention due to acutely elevated risk, and 83% of those were closed with overall risk lowered. Of the rejected discussions, 23 were referred to the non-AER process, which began in 2019. Of those, 48% had overall risk lowered.

The table below provides more detailed reasons for the conclusion categories. Rejected discussions can include the following reasons: "Situation not deemed to be one of acutely elevated risk," "Already connected to appropriate services with potential to mitigate the risk," "Originator has not exhausted all options to address the issue" and "Already connected to appropriate personal supports with potential to mitigate the risk." Discussions that are referred to the non-AER process fall into the "Situation not deemed to be one of acutely elevated risk" category.

Conclusion Reasons – All Time	Discussions	% of Total
Connected to services	213	57%
Situation not deemed to be one of acutely elevated risk	33	9%
Relocated	18	5%
Already connected to appropriate services with potential to mitigate the risk	17	5%
Originator has not exhausted all options to address the issue	16	4%
Refused services	14	4%
Through no action of the Situation Table	13	4%
Already connected to appropriate personal supports with potential to mitigate the risk	11	3%
Connected to personal supports	9	2%



## LANARK COUNTY SITUATION TABLE

Connected to services in other jurisdiction	8	2%
Unable to locate	7	2%
Systemic issue	5	1%
Already connected to services and risk was mitigated	3	1%
Informed about services; not yet connected	3	1%
New information reveals AER did not exist to begin with	1	0%
<b>Total</b>	<b>371</b>	<b>100%</b>

Figure 22: Conclusion Reasons, All Time

In 2024 there were 28 discussions, of which 21 proceeded to acutely elevated risk intervention. Of those, 90% were closed with overall risk lowered. Four of the rejected discussions went to the non-AER process. Three of those had overall risk lowered and the fourth relocated to another jurisdiction. The detailed closure reasons for acutely elevated risk referrals in 2024 are in the table below.

Conclusion Reasons - 2024	Discussions	% of Total
Connected to services	18	64%
Situation not deemed to be one of acutely elevated risk	5	18%
Already connected to services and risk was mitigated	1	4%
Originator has not exhausted all options to address the issue	1	4%
Refused services	1	4%
Systemic issue	1	4%
Through no action of the Situation Table	1	4%
<b>Total</b>	<b>28</b>	<b>100%</b>

Figure 23: Conclusion Reasons, 2024

### Services Mobilized

Since 2017, the Lanark County Situation Table has been tracking “Services Mobilized” information on the RTD. This includes different categories of services and allows the lead agency to indicate during the report-back process whether individuals (or others) were engaged, informed of, connected to or refused a service. It also can indicate if a service is not available. The graphs below, for 2017-2024 and for 2024 alone, show mental health continues to be the most frequent service mobilized, with housing in the top five.



# LANARK COUNTY SITUATION TABLE

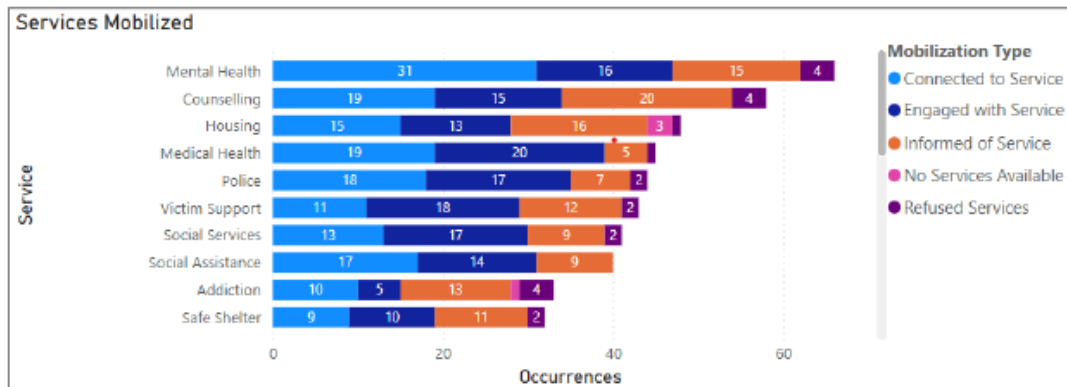


Figure 24: Services Mobilized, 2017-2024

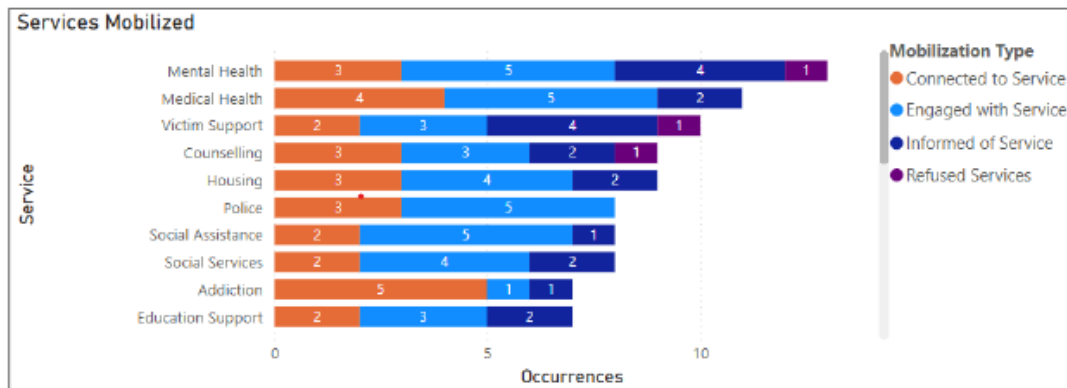


Figure 25: Services Mobilized, 2024

## OPP Pre- and Post-Referral Data

Since almost the start of the Lanark County Situation Table, Lanark County OPP has been evaluating its effectiveness in relation to calls for service pre- and post-referral for individuals referred by the OPP. From inception to the Dec. 31, 2024, OPP have made a total of 131 out of 371 referrals – or 35%. The number of referrals from OPP has declined in the last few years, with increased referrals coming from partner agencies.

In the past three years, there has been a wide fluctuation related to the calls for service. In a reporting period for a grant spanning 2022 to 2025, year one saw five referrals from OPP and a 271% increase in calls for service post-referral because the individuals involved were experiencing significant challenges requiring an elevated level of police involvement. In the second year, there were three referrals from OPP and a 57% decrease in calls for service. In the third year, there was one referral and a 175% decrease in calls for service. The smaller number of referrals from OPP affects the calculation depending on the circumstances of the individual. Since the situation table began using this measurement several years ago, most years have shown a decrease in calls for service, with year one of this grant cycle being the first time there was an increase. The analysis does not include time spent by court officers or support staff after initial interactions with a subject, nor does it include any court time accrued by officers relating to any of the interactions. It can be inferred that those hours would also be reduced with fewer interactions.

# LANARK COUNTY SITUATION TABLE

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## CONCLUSION

The Lanark County Situation Table continues to make a valuable contribution to community safety in Lanark County and Smiths Falls. The involvement of so many community partners is critical to its success, and engagement continues to be positive and consistent, which strengthens the situation table and improves responses. The Lanark County Situation Table is a place where partners can come together to effectively help those needing support while networking, building relationships and identifying risks in our community.

Thank you to the many partners and participants who have supported the work of the Lanark County Situation Table and the Community Plan for Safety and Well-being, and to the Ministry of the Solicitor General for its ongoing support of this valuable risk-intervention model.



1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on May 21<sup>st</sup>, 2025 – *attached, page 4.*
2. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on June 11<sup>th</sup>, 2025 – *attached, page 9.*
3. **AMO:** Policy Update – Submissions on Bill 5 and 2 – *attached, page, 12.*
4. **Corporation of the Township of the Archipelago:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 – *attached, page 14.*
5. **Town of Plympton-Wyoming:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 – *attached, page 16.*
6. **City of Kingston:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 – *attached, page 20.*
7. **City of Woodstock:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 – *attached, page 23.*
8. **Municipality of North Grenville:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy – *attached, page 25.*
9. **Prince Edward County:** Resolution – Bill 5, Protecting Ontario by Unleashing Our Economy Act, 2025 – *attached, page 27.*
10. **Town of LaSalle:** Resolution – Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 – *attached, page 30.*
11. **Municipality of Strathroy-Caradoc:** Resolution – Bill 5 – *attached, page 32.*
12. **Town of Petrolia:** Support – Strong Mayor Powers – *attached, page 34.*
13. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Opposition to Strong Mayor Powers – *attached, page 36.*
14. **Township of Killaloe:** Communication – Opposition to Strong Mayor Powers – *attached, page 37.*
15. **Municipality of Markstay-Warren:** Resolution – Opposition to Strong Mayor Powers – *attached, page 39.*

16. **Whitewater Region:** Communication/Response – Strong Mayor Powers – *attached, page 41.*
17. **Whitewater Region:** Resolution – Strong Mayor Powers – *attached, page 44.*
18. **The City of Windsor:** Resolution – Strong Mayor Powers – *attached, page 46.*
19. **Prince Edward County:** Resolution – Strong Mayor Powers – *attached, page 48.*
20. **The Municipality of Kincardine:** Resolution – Expansion of Strong Mayor Powers – *attached, page 50.*
21. **Norfolk County:** Resolution – Opposition to Strong Mayor Powers – *attached, page 52.*
22. **Municipality of Bluewater:** Resolution – Strong Mayor Powers – *attached, page 53.*
23. **Municipality of Markstay-Warren:** Resolution – Strong Mayor Powers – *attached, page 55.*
24. **Municipality of Grey Highlands:** Resolution – Response to Tariffs – *attached, page 56.*
25. **County of Bruce:** Communication/ Letter – Enabling a Municipal Response to Tariffs – *attached, page 57.*
26. **Corporation of the Township of McGarry:** Resolution – Sovereignty of Canada – *attached, page 59.*
27. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Call for Inclusive Research to Reflect Diversity of Canadian Communities – *attached, page 61.*
28. **Town of Parry Sound:** Resolution – Call for Inclusive Research to Reflect Diversity of Canadian Communities – *attached, page 62.*
29. **AMO:** Policy Update – Bill 46, Bill 10 and Supporting Public Safety Workers – *attached, page 63.*
30. **AMO:** Policy Update – Bill 30, Working for Workers Seven Act, 2025 – *attached, page 65.*
31. **City of Peterborough:** Resolution – Safer Municipalities Act, 2025 – *attached, page 67.*
32. **Township of Georgian Bay:** Resolution – Floating Accommodations – *attached, page 69.*

33. **The Floating Accommodations Not Vessels Coalition:** Position Paper Guide – Guidance for Municipalities Seeking to Regulate or Restrict Floating Accommodations – *attached, page 70.*
34. **Municipality of Bluewater:** Resolution – Northern Health Travel Grant Program – *attached, page 83.*
35. **Prince Edward County:** Resolution – Disability without Poverty – *attached, page 86.*
36. **City of Pickering:** Resolution – Rasing Ontario Works and Ontario Disability Support Program – *attached, page 88.*
37. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Ontario Works Financial Assistance Rates – *attached, page 91.*
38. **The Community Safety and Well-Being Advisory Committee:** Correspondence – Media Release – *attached, page 94.*
39. **The District of Parry Sound:** Resolution – Supporting Municipal Ethics through Access and Education – *attached, page 96.*
40. **Town of Whitchurch-Stouffville:** Resolution – Provincial Funding Shortfall of Human and Health Programs and Services – *attached, page 98.*
41. **Ministry of Natural Resources:** Correspondence – Reintroduction of the Geologic Carbon Storage Act – *attached, page 100.*
42. **The Township of Assignack:** Resolution – Increasing Ontario Works Rates – *attached, page 101.*
43. **MPAC:** Correspondence – 2025 Ontario Budget, A plan to Protect Ontario – *attached, page 102.*
44. **Township of Black River - Matheson:** Correspondence – Request for Exemption to Proposed Mandatory Firefighter Certification Requirements – *attached, page 104.*
45. **The Corporation of the Town of Bracebridge:** Resolution – Road Salt Usage – *attached, page 108.*
46. **Town of Bradford West Gwillimbury:** Resolution – Increased Income Support Thresholds for Canadian Veterans – *attached, page 109.*
47. **Municipality of Tweed:** Resolution – Blue Box Producers Fully Accountable – *attached, page 111.*
48. **AMO:** Policy Update – Response on Bill 17, Province Releases Integrated Energy Plan – *attached, page 112.*

49. **Foodcore Leeds-Grenville-Lanark:** Media Release – Local Flavours Project – *attached, page 115.*
50. **Tay Valley Township:** Report – Building Reports – *attached, page 117.*
51. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – *attached, page 118.*



1. **Lanark County:** Media Release – New Position Supports Community Safety Activities – *attached, page 2.*
2. **Municipality of the Village of Burk's Falls:** Resolution – Proposed Installation of the Battery Energy Storage System – *attached, page 3.*
3. **Port Colborne:** Resolution – Increased Income Support for Canadian Veterans – *attached, page, 5.*
4. **Town of Bradford West Gwillimbury:** Resolution – Increased Income Support for Canadian Veterans – *attached, page 6.*
5. **The Corporation of the Town of Cobourg:** Resolution – Bill 5 and its Impact on the Local Food System and the Environment – *attached, page 8.*
6. **Township of Puslinch:** Resolution – Advocacy for Trade Agreement Exemptions – *attached, page 10.*
7. **Northumberland County:** Resolution – Procurement and Advocacy for Trade Agreement Exemptions – *attached, page 13.*
8. **Township of Mulmur:** Resolution – Procurement and Advocacy for Trade Agreement Exemptions – *attached, page 16.*

# UPDATES



## **BOLINGBROKE CEMETERY BOARD MINUTES**

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**Thursday, July 10<sup>th</sup>, 2025**

**2:00 p.m.**

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

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### **ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Doug Boyd  
Ron Fournier  
Darla Kilpatrick  
Dan Milner

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Sean Ervin, Public Works Manager (left at 2:11 p.m.)

**Members/Staff Absent:** None

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### **1. CALL TO ORDER**

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

### **2. AMENDMENTS/APPROVAL OF THE AGENDA**

The agenda was approved as presented.

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

None at this time.

### **4. APPROVAL OF MINUTES**

#### **i) Minutes – April 3<sup>rd</sup>, 2025.**

The minutes of the Bolingbroke Cemetery Board Meeting held on April 3<sup>rd</sup>, 2025 were approved as circulated.

## **5. BUSINESS**

### **i) Fixing Monuments.**

This will most likely occur in August.

### **ii) Entrance Pillars Update.**

Project complete.

### **iii) Driveway Update.**

The Public Works Manager discussed with the Board where they would like the driveway so that he can obtain a quote and tender the project.

Public Works Manager left at 2:11 p.m.

### **iv) Google Maps Update.**

D. Boyd has done everything on his end and staff will follow-up to see if they can now use the account.

### **v) Volunteer Recruitment.**

Harry Smith and Dan Simser were in attendance to observe as they are interested in becoming Board members.

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

No plots have been sold to date, just gate fees for five (5) internments (one burial and 4 urns). Another burial to occur in August.

The Memorial Service is this weekend, and ads have been placed in the newspapers and on personal social media. The Township will also do a Facebook post and newsfeed.

### **vii) Transfer of Ownership of Cemetery Update.**

This is now complete and just waiting on the records for the file.

### **viii) Increasing the Number of Urns in a Plot.**

Staff have not had an opportunity to review.

## **6. NEW/OTHER BUSINESS**

None.

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

Next Meeting: To be determined.

Proposed Agenda Items:

- Expansion of Cemetery (*on hold as per November 28<sup>th</sup>, 2024 meeting*)

## **8. DEFERRED ITEMS**

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

- *Fixing Monuments*
- *Driveway Tender Award*
- *General Account versus Care and Maintenance Fund Account*
- *Increasing the Number of Urns in a Plot*
- *Memorial Service Update*
- *2026 Budget*

## **9. ADJOURNMENT**

The meeting adjourned at 2:36 p.m.

## **COMMITTEE OF ADJUSTMENT MINUTES**

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**Monday, June 23<sup>rd</sup>, 2025**

**5:00 p.m.**

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

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### **ATTENDANCE:**

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

**Member Absent:** Peter Siemons

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

**Applicants/Agents Present:** None

**Public Present:** Greg Taylor, Owner

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### **1. CALL TO ORDER**

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

### **2. AMENDMENTS/APPROVAL OF AGENDA**

The Agenda was adopted as presented.

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

None at this time.

### **4. APPROVAL OF MINUTES**

#### **i) Committee of Adjustment Meeting – May 26<sup>th</sup>, 2025.**

The minutes of the Committee of Adjustment meeting held on May 26<sup>th</sup>, 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:

**MV24-13 – Pearson**, Part Lot 19, Concession 5, geographic Township of North Burgess

**MV25-05 – Taylor**, Part Lot 6, Concession 7, geographic Township of North Burgess.

**MV25-08 – Schmidt**, Part Lot 1, Concession 1, geographic Township of North Burgess

## 6. APPLICATIONS

### i) **FILE #: MV24-13 – Pearson**

#### a) **PLANNER FILE REVIEW**

Planner reviewed the file and Power Point in the agenda package. The Planner noted that the relief was to permit a second dwelling to have its own water supply and septic system. The relief is also for the location of a secondary dwelling that is more than 12m from the primary unit.

A Site Plan Control Agreement is not required for the application as there is no water on the property and the Conservation Authority was not circulated. The applicant is applying for a new septic system.

This is considered minor in nature and the recommendation of the Planner is for it to be approved.

The Planner noted that this variance will allow a second dwelling on the property but does not have any effect on the ability of the trailer on site to be the second dwelling.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2025-07**

**MOVED BY: Larry Sparks**

**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 MV24-13 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 described as 2847 Narrows Locks Road, Part Lot 19, Concession 5, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-31200:

- 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 78m (255 ft) from the principal dwelling rather than the maximum 12m permitted.”

**ADOPTED**

ii) **FILE #: MV25-05 – Taylor**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and Power Point in the agenda package with the Committee. The application is to seek relief from the Water Setback and Yard and Water Setback Encroachment. The cottage will be 18m from Otty Lake on the east side and 23m on the west. It is also to allow a deck encroachment of 4m on the west side and 3m on the east side instead of 2m and to allow a larger deck.

The Planner noted that this lot contains a peninsula and that is why it is difficult to achieve a 30m setback all around the cottage. She clarified with a site sketch in the Power Point the location of the cottage addition, the new septic location, and advised the Committee the sea container on site will be pushed back.

The larger deck is requested to be used as a roof on the carport.

The applicant will be working with the Rideau Valley Conservation Authority (RVCA) to help with the rehabilitation of the shoreline and retain the naturalization of the property.

The Planner advised the Committee that the applicant will be going through with a rezoning in August for the property to allow a permanent residence, but he wanted the Minor Variance to allow construction to begin this summer rather than the fall.

A Stie Plan Control Agreement will be required with the recommendation for roof run off to be away from the lake and vegetation along the shore.

The Planner informed the Committee that phone calls with questions were received from neighbours but once they received clarification of the side yard setback they had no concerns.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2025-08**

**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 MV25-05 is approved, to allow a variance from the requirements of Section 3.29 (Water Setback) and Section 3.30 (Yard and Water Setback Encroachments) of Zoning By-Law 2002-121, for the lands described as 528 Otty Lake SW Shore Road, Part Lot 6, Concession 7, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-10400:

- To permit a water setback for a cottage of 18.9m on its east side and 23m on its west side instead of the required 30m.
- To permit a deck encroachment on the east side of 3m instead of the 2m permitted and a deck encroachment of 4m on the west side instead of the 2m permitted.
- To permit a deck to be 59m<sup>2</sup> rather than 28m<sup>2</sup>.

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

**ADOPTED**

iii) **FILE #: MV25-08 – Schmidt**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and Power Point in the agenda package. The application is to provide relief for a nonconforming sewage system disposal system.

The Planner noted that the applicant is replacing the current system with a Class 4 system at a 20m water setback instead of the required 30m.

The application is minor in impact as the lot coverage is met, and the replacement septic system will not be any closer to Bob's Lake then the previous location.

A Site Plan Control Agreement will be required as it is less then 30m from the water and they are not installing a tertiary system.



b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2025-09**

**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 MV25-08 is approved, to allow a variance from the requirements of Section 3.12.4 (Non-Conforming Uses and Non-Complying Uses, Building and Structures) of Zoning By-Law 2002-121, for the lands described as 2304 Crozier Road A, Part Lot 1 Concession 1, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-015-02800;

- To permit replacement of a legally non-conforming sewage disposal system at a 20m water setback rather than the 30m required.

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

**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

**8. ADJOURNMENT**

The meeting adjourned at 5:21 p.m.

# **DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES**

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**Thursday, June 19<sup>th</sup>, 2025**

**6:00 p.m.**

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

**Training Room**

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## **ATTENDANCE:**

### **Members Present:**

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

### **Staff Present:**

Cathy Ryder, CAO/Clerk Drummond/North Elmsley  
Township (left at 6:16 p.m.)  
Amanda Mabo, CAO/Clerk Tay Valley Township (left at 6:16  
p.m.)  
Janie Laidlaw, Deputy Clerk Drummond/North Elmsley  
Township (left at 6:16 p.m.)  
Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief  
Megan Moore, Recording Secretary

### **Members & Staff Absent:**

None.

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## **1. CALL TO ORDER**

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

## **2. AMENDMENTS/APPROVAL OF AGENDA**

- i) Addition under New/Other Business: Probationary Firefighters for BBD&E Station

The Agenda was adopted as amended.

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

None at this time.

**4. APPROVAL OF MINUTES**

**Minutes – April 3, 2025.**

**RESOLUTION # FB-2025-19**

**MOVED BY:** John Matheson

**SECONDED BY:** Marilyn Thomas

**“THAT**, the minutes of the Fire Board meeting held on April 3, 2025 be approved as presented.”

**ADOPTED**

Item 8 was discussed next.

**5. DELEGATIONS & PRESENTATIONS**

None.

**6. BUSINESS**

- i) **2024/2025 Emergency Response Calls as of June 9, 2025.**

**RESOLUTION # FB-2025-22**

**MOVED BY:** Paul Coutts

**SECONDED BY:** Greg Hallam

**“THAT**, the 2024/2025 Emergency Response Calls as of June 9, 2025 be received for information.”

**ADOPTED**

- ii) **2024/2025 Firefighter Honorariums Update as at May 31, 2025.**

**RESOLUTION # FB-2025-23**

**MOVED BY:** Wayne Baker

**SECONDED BY:** Marilyn Thomas

**“THAT**, the 2024/2025 Firefighter Honorariums Update as at May 31, 2025 be received for information.”

**ADOPTED**

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

**RESOLUTION # FB-2025-24**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Paul Coutts

**“THAT**, the Financial Status Update as at May 31<sup>st</sup>, 2025 be received for information.”

**ADOPTED**

- iv) **Fire Chief Update.**

- Calls to date BBD&E Station: 114, same time last year: 70
- Calls to date South Sherbrooke Station: 28, same time last year: 26
- BBD&E Station Captain Earl Code recently retired with 28 years of service; BBD&E Station Firefighter Aidan Ryan recently retired with 31 years of service
- South Sherbrooke Station is looking to hire new recruits before the end of the year
- There is a Captain's Competition for two (2) captains for South Sherbrooke Station and one (1) captain for BBD&E Station
- Members of South Sherbrooke Station attended the Glen Tay School Funfair last week. The Fire Chief and Deputy Fire Chief are scheduled to attend the Funfair at Drummond Central School and members of BBD&E Station will attend the Funfair for North Elmsley School.
- Most of the capital items have been purchased/completed/ordered

- v) **Deputy Fire Chief Update – *attached pages 7-14.***

- Deputy Chief D. Gibson presented two (2) reports to the Fire Board.

**7. NEW/OTHER BUSINESS**

- i) **Probationary Firefighters for BBD&E Station.**

**RESOLUTION # FB-2025-25**

**MOVED BY:** Marilyn Thomas

**SECONDED BY:** John Matheson

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

- Justin Dowdall
- Sam Gilbertson

Effective May 21<sup>st</sup>, 2025.”

**ADOPTED**

**8. IN-CAMERA**

- i) **CONFIDENTIAL: Identifiable Individual – Organizational Restructuring.**

**RESOLUTION #FB-2025-20**

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

**“THAT,** the Board move “in camera” at 6:03 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding organizational restructuring;

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

**ADOPTED**

**RESOLUTION #FB-2025-21**

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

**“THAT,** the Board return to an open session at 6:14 p.m.”

**ADOPTED**

The Chair rose and reported that the Fire Board directed the CAO’s of both Township’s to present the same report to their Council’s for consideration.

The Drummond/North Elmsley Township CAO/Clerk and Deputy Clerk and Tay Valley Township CAO/Clerk left at 6:16 p.m.

Item 6 i) was discussed next.

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

Next Meeting: TBD.

**10. DEFERRED ITEMS**

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

- *None at this time.*

**11. ADJOURNMENT**

The Board adjourned at 7:30 p.m.

## **Minutes - Regular Board Meeting– May 12<sup>th</sup>, 2025**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 12<sup>th</sup> 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

P Mertins, Town of Perth

Via Video conference:

T Langford, Tay Valley Chair

K Jordan, Councillor, Tay Valley

Regrets:

T Parkinson, Drummond/North Elmsley

T Langford called the meeting to order 4:36 p.m.

### **Land/Territory Acknowledgement**

**Declaration of interest** – none.

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

25-25 The agenda was accepted as amended with a motion from L Logan and seconded by D Palmer.

Carried.

**Delegations** – none.

### **Consent Agenda**

- a. Approval of Minutes of April 14, 2025
- b. Correspondence and communications
  - i. News
  - ii. Invitation to premiere of Lanark County Voices...There's a Place for Me Here (Queer Connection Lanark documentary) May 15 at 7pm
- c. Committee Reports
  - i. Property Committee minutes - 2025-05-05
- d. Statement of Operations

**25-26 The Consent agenda was accepted with a motion by D Palmer and seconded by D Hamilton Foley.**

**Carried.**

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

**25-27 The CEO report was accepted with a motion by P Mertins seconded by D Palmer.**

**Carried.**

### **Advocacy Round Table**

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

**Policy Review** – none.

### **Unfinished and New Business**

a. Award of Proposal for RFP-2025-02 – Abatement of Asbestos on Library Second Floor,  
**25-28 Motion to approve the Award for Proposal for RFP-2025-02, Abatement of Asbestos on Library Second Floor, to Environmental Contracting Services. Moved by P Coutts and seconded by D Hamilton-Foley.**

**Carried.**

b. Award for Proposal for RFP-2025-03 – Installation of Flooring on Library Second Floor  
**25-29 Motion to approve the Award for Proposal for RFP-2025-03, Installation of Flooring on Library Second Floor, to Westport Flooring. Moved by D Hamilton-Foley and seconded by G Waterfield.**

**Carried.**

- c. Contingency Reserve Request.

**25-30 Motion to move \$1000 from the Contingency Reserve to the operating funds for ASIT Training for the library 'person in charge' staff. Moved by L Logan and seconded by D Hamilton-Foley.**

**Carried.**

### **Upcoming Meeting dates**

- a. Policy Committee Monday June 2 at 4:00 pm
- b. Board meeting Monday June 16 at 4:30 pm
- c. Indigenous Advisory Circle Monday June 25 at 1:00 pm
- d. Property Committee Monday August 18 at 5:00 pm

**25-31 Motion to adjourn moved by D Hamilton-Foley at 5:06 pm.**

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**Chairperson**

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**Secretary-Treasurer**

**LANARK COUNTY OPP DETACHMENT BOARD MEETING  
MINUTES**

**Wednesday, May 21, 2025  
8:30 a.m.**

**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  
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  
Jasmin Ralph, Clerk, County of Lanark

**ABSENT:**

Richard Kidd, Council Representative, Beckwith Township  
Denzil Ferguson, Council Representative, Municipality of Mississippi Mills

**A. MEETING CALL TO ORDER**

Chairperson McPherson called the meeting to order at 8:30 a.m.

**B. APPROVAL OF AGENDA**

**Moved by Karen Jennings**

**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**

**Moved by Dena Comley**

**Seconded by Steve Fournier**



THAT the minutes of the Lanark County OPP Detachment Board Inaugural and Regular Meetings held on Wednesday, April 23, 2025 be approved as circulated and read.

**CARRIED**

## **E. PRESENTATIONS AND DELEGATIONS**

### **1. Stephanie Gray, Coordinator, Lanark County Situation Table**

**Re: Update on the Lanark County Situation Table and Community Safety and Well-Being Plan**

Ms. Gray provided an overview to the Detachment Board on the Lanark County Situation Table (LCST) and Community Safety and Well-Being Plan (CSWB). Her presentation provided the following information:

#### **Lanark County Situation Table:**

- Background to the community safety model
- Information on the County Situation Table and the filters utilized to process referrals
- Highlights of the LCST
- The agencies comprising the LCST
- Statistics: # of discussions since 2015, agency engagement, originating agencies, discussion type & age, risk factors, study flags, services mobilized

#### **Community Safety and Well-Being Plan**

- Background on the CSWB Plan
- Legislation requiring a CSWB Plan
- Sectors / Organizations comprising the Advisory Committee
- Approach and methodology
- Plan update: overall outcomes
- Themes and pillars
- Highlights
- Affordability and quality of life goals, health goals, violence against persons goals, priority populations and diversity goals
- Key actions

Ms. Gray asked the Board if they would consider designating a member of the Detachment Board to the CSWB Advisory Committee.

Ms. Gray summarized the grants that she has applied for providing funding to support the work of the LCST and CSWB Plan.

After all questions had been addressed, Chair McPherson thanked Ms. Gray for her presentation.

## **2. Inspector Kerlous Tawdrous, Lanark County OPP**

As a follow up to the last meeting, Inspector Tawdrous advised that overall municipal statistics can be provided to any municipality who makes the request. He asked that the request for overall municipal statistics be made at year-end. If individual stats are needed to follow up on an inquiry i.e. Intimate Partner Violence, members are invited to contact Inspector Tawdrous directly to make the request.

### **a. Update on Lanark County Action Plan**

Inspector Tawdrous spoke to the Lanark County Action Plan which aligns with the CSWB Plan. 2024 results for the plan will be released this summer. These results will be circulated to the members and then Inspector Tawdrous will address any questions or concerns. Inspector Tawdrous provided statistics in a number of areas to the members.

The next Lanark County Action Plan will be prepared for the years 2026-2028 following the completion of the OPP Strategic Plan which will be prepared for the same timeframe.

**Moved by Rodney Bowes**

**Seconded by Karen Jennings**

THAT the update on the Lanark County Action Plan be received as information.

**CARRIED**

### **b. School Bus Safety**

Inspector Tawdrous reviewed fines for infractions involving not stopping appropriately for school busses. He advised that this is one offense where you don't need to prove who was driving the vehicle. The infraction is provided to the vehicle owner.

The County will be requesting an AMO investigation to discuss school bus safety issues.

Inspector Tawdrous advised that if there are areas of concern regarding school bus safety i.e. location, times, etc., if these are provided to him, he will assign an officer to the areas.

**Moved by Steve Fournier**

**Seconded by Ron Closs**

THAT the update by Inspector Tawdrous on school bus safety be received as information.

**CARRIED**

**c. Summer Marine Patrols**

**Re: Locations of concern**

Inspector Tawdrous reported on marine patrol efforts undertaken during the May long weekend. He advised that the unit will be trying to get out to areas in all municipalities this summer. If any municipality has any areas of concern, they are asked to provide them to Inspector Tawdrous so that resources can be deployed to these areas.

Inspector Tawdrous left the meeting at 8:48 a.m.

**3. Jasmin Ralph, Clerk, Lanark County**

**Re: Lanark County Detachment Board Coordinator Position**

**(see also Closed Session Item pertaining to Personnel Matters)**

Ms. Ralph spoke to the report she prepared and presented at the County Corporate Services Committee on May 7, 2025 regarding the creation of a temporary full-time Lanark County OPP Detachment Coordinator Position and the associated job description that had been prepared for the position.

County Council suggested the creation of an agreement between the County and the Lanark County OPP Detachment Board respecting how the position will function with the Detachment Board as well as through the County staff structure i.e. costing of the position, establish a process for performance reviews, etc. The independence / accountability of the Board is important not only as it relates to this position and its work with the Detachment Board but with respect to work undertaken by the Detachment Board i.e. the Detachment Board setting its annual budget and submitting it to the County.

Ms. Ralph advised that she would have a draft of an agreement prepared for the June Detachment Board meeting scheduled for June 18, 2025.

**F. REPORTS**

None

**G. EXTERNAL ORGANIZATION UPDATES**

None

**H. MOTIONS**

None

**I. BY-LAWS**

None

**J. INFORMATION LISTING**

None

**K. NOTICE OF MOTIONS**

None

**L. ANNOUNCEMENTS**

**M. CLOSED SESSION**

**Moved by Rodney Bowes**

**Seconded by Dena Comley**

THAT the Lanark County OPP Detachment Board move into closed session at 9:39 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 Jasmin Ralph be permitted to participate in the meeting.

**CARRIED**

**Moved by Karen Jennings**

**Seconded by Steve Fournier**

THAT the Board return to regular session at 9:55 a.m.

**CARRIED**

**N. RISE AND REPORT**

The Acting Secretary-Treasurer reported that a personnel matter was discussed

in closed session.

**O. ADJOURNMENT**

**Moved by Dena Comley**

**Seconded by Steve Fournier**

THAT the meeting be adjourned at 9:57 a.m.

**CARRIED**

\_\_Original signed\_\_\_\_

Ed McPherson,  
Chairperson

\_\_Original signed\_\_\_\_

Stephanie Gray,  
Secretary-Treasurer

# **GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES**

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**Friday, June 13<sup>th</sup>, 2025**

**2:00 p.m.**

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

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## **ATTENDANCE:**

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

**Members Absent:** Gilbert Rossignol  
Councillor, Angela Pierman

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

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## **1. CALL TO ORDER**

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

## **2. AMENDMENTS/APPROVAL OF AGENDA**

- i) Addition under New Business: Municipal Recycling Program
- ii) Addition under New Business: Resignation of Chair.
- iii) Enbridge Gas Update

The Agenda was approved as amended.

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

None at this time.

#### **4. APPROVAL OF MINUTES**

##### **i) Minutes – April 11<sup>th</sup>, 2025.**

The minutes of the Green Energy and Climate Change Working Group Meeting held on April 11<sup>th</sup>, 2025 were approved as circulated.

#### **5. DELEGATIONS & PRESENTATIONS**

##### **i) Our Perth Trees.**

Kate Donnelly introduced Our Perth Trees (OPT), a group of volunteers from Perth and surrounding areas. OPT is proposing partnering with the Township for a Homeowner Tree Planting Program inspired by Carleton Place, which subsidizes the cost of 100 trees purchased by homeowners for \$25 at an annual cost to the township of \$7,000-\$8,000.

The Township has limited property to plant trees on, so this is a way to plant them on residents' property and for the residents to maintain the trees.

Trees cost on average \$75 per tree depending on the type of tree. They are 5 to 8 feet high and 25mm in diameter. Residents pre-pay for the trees at the Township office and receive a ticket, then the Township sends out a tender for the number of trees required. Carleton Place obtains them through the Carleton Place Tree Nursery. Residents are required to take a course, which is available online through the Bare Root Tree Planting Program, on how and where to plant the tree and how to care for it.

The responsibilities of the Township would include advertising, taking orders and payment, sending out tenders to nurseries, and preparing the transfer site for the bare root trees. Responsibilities of OPT would include planning, tree delivery and "heeling in" trees, watering, and managing tree pick-up.

B. Argue asked to confirm that the cost to the Township is the difference between the \$75 cost of the trees and the \$25 sale price. K. Donnelly said yes, and the cost would vary depending on the types of trees purchased.

J. Dickson asked for a recommendation of an arborist who could provide information on the benefits of tree planting. K. Donnelly said there is no one associated with OPT, but Jim McCreedy in Carleton Place could be a good resource.

J. Dickson asked if they have considered working with the Independent or Home Hardware? K. Donnelly indicated that these stores do not usually carry bare root trees and may have no space to store them.



J. Dickson asked if they are working with the Town of Perth? K. Donnelly indicated that they are in discussions, but no funding has been confirmed, so OPT is looking for a grant.

Councillor G. Hallam asked if the Township could possibly use the funding from Lanark County?

B. Argue indicated that these taller trees may be more attractive in an urban setting like Carleton Place. Smaller trees and providing more of them would work better in a rural area. EcoPerth used to provide 10s of 1,000s of trees in its tree sales in the past.

D. Poch suggested that the Township do more to promote the Lanark County tree giveaway.

The Working Group decided to receive the presentation as information.

## **6. BUSINESS**

### **i) Climate Action Plan Update.**

Two quotes were received in response to the tender for electric vehicle for the Chief Building Official; Public Works has selected the Chevrolet Equinox.

The Planner has suggested that the savings from the electric vehicle go into a Green Reserve which would go towards the upfront costs of other green initiatives. Councillor G. Hallam proposed making a recommendation to Council to add a Green Reserve based on savings due to fossil fuel avoidance (e.g. CBO EV). The Committee agreed.

#### **- Lanark Better Homes Retrofit Program Update**

The Planner announced that the program has already had twenty (20) applicants since it opened at the beginning of the week, with four (4) from Tay Valley. For outreach, the Township has printed brochures that will be distributed at Lake Association meetings, at the front desk and elsewhere. The Planner is considering circulating the information to homeowners with older homes as identified by the Municipal Property Assessment Corporation (MPAC) property codes and to heating companies.

#### **- Rideau Valley Conservation Foundation Tree Planting**

The Planner told the Working Group that the Rideau Valley Conservation Foundation has planted trees on the land it owns along the Tay River and Grants Creek bordering the Tayside Subdivision (Ernest Way).



- Initial Climate Ready Assessment Tool

The Planner presented the Climate Ready Assessment Tool to the Group.

The Planner asked which climate hazards the Group thinks the Township should focus on. B. Argue suggested extreme heat.

The Township is going to have a public open house on August 11, 2025 to ask residents if and how they feel they have been impacted by climate change and what actions they would like to see the Municipality take on its own and to support residents.

ii) **Communications.**

- Lanark County Climate Change Committee Update

The Planner informed members that Lanark County will have the first meeting of the Natural Heritage Systems Working Group next week. The County will be looking for input from residents. The Planner asked if members could share some images of forests in the Township for the County's outreach.

- Eastern Ontario Climate Summit
  - The Planner gave up an update on the Eastern Ontario Climate Summit, held in Kingston. She felt it was a valuable first step but needed more local representation.
  - J. Dickson suggested that the Township discuss budget priorities at the August meeting.

## 7. **NEW/OTHER BUSINESS**

i) **Municipal Recycling Program.**

B. Argue provided an article from the Frontenac News identifying what is acceptable to be recycled there. He would like to see more promotion of the municipal recycling program and increased scope of recycled materials. The Township should be recycling plastic bags, coffee cups, milk cartons, and other items that are accepted by other municipalities.

ii) **Resignation of Chair.**

Councillor G. Hallam announced that this will be his last meeting as Chair due to his work schedule and time constraints.

iii) **Enbridge Gas Update**

The Planner shared an update on Enbridge's request to expand to all areas of Tay Valley Township. A lawyer is going to represent the Township pro bono in opposing the expansion.

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

Next Meeting: Friday, August 8<sup>th</sup>, 2025 at 2:00 p.m.

**9. DEFERRED ITEMS**

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

- The Working Group's priorities for the upcoming Township budget.

**10. ADJOURNMENT**

The Working Group adjourned at 3:20 p.m.

## **Board Summary Report**

May 12, 2025

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Municipal Clerks/Chief Administrative Officers,

### **Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the May 12, 2025 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the April 14, 2025 Board of Directors Annual General Meeting.

### **Staff Presentation: Carp River Watershed Monitoring Network Expansion**

Staff provided an overview of the Carp River Watershed Monitoring Network Expansion highlighting permanent and temporary gauge stations, program goals and future plans including improvements and updates to floodplain mapping, flood forecasting and warning and watershed studies.

### **GM Update**

S. McIntyre provide the GM Update. She highlighted:

- The Lanark Dam Safety Review (DSR) was completed and work is planned for this year.
- 2024 Aerial Photography will be posted on RVCA's website and municipalities will be notified when it is available.
- MVCA is organizing a Parklands and Trails Mini-Conference.
- The Mississippi Rideau Source Protection Committee is organizing a Drinking Water Webinar
- Members were encouraged to share information regarding the Mississippi Valley Conservation Foundation 50/50 fundraiser to support Category 3 programs.
- Conservation Ontario will be submitting comments regarding Bill 5 – *Protect Ontario by Unleashing our Economy Act, 2025* on behalf of all CAs.

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### **Kashwakamak Lake Dam Replacement Design-Bid-Build Project Award Summary**

The Board approved award of the Kashwakamak Lake Dam Design-Bid-Build engineering project to CIMA+ in the amount of \$490,065.00.

### **Permit Signing Authority**

The Board approved delegation of permit approval and signing authority under Section 28 of the *Conservation Authorities Act* to Ben Dopson, the new manager of Planning and Stewardship.

### **Financial Update – Q1**

Expenditures and revenues are on track. The Board approve drawdown of the Water Control Structure Reserve to complete works started in 2024 that should have been carried forward into the 2025 Budget.

### **Museum Strategic Plan Update**

Staff summarized the consultant's findings regarding the Mill of Kintail Strategic Update. The areas of focus identified by the consultant include: strengthening finances, enhancing community engagement, improving the Naismith Collection and enhancing communications. A draft of the updated strategic plan is expected to be presented at the July Board meeting.

### **Corporate Strategic Plan Update**

The Board directed staff to retain a consultant to support update of the *Corporate Strategic Plan* and to draw up to \$6,000 from the Operating Reserve for this assignment.

### **Attachments:**

- Draft minutes of the May 12, 2025 Board of Directors Meeting.
- Approved Minutes of the April 14, 2025 Board of Directors Annual General Meeting.

## Minutes: Board of Directors Meeting

May 12, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### Roll Call

#### Members Present

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

#### Members Absent

- Cathy Curry
- Steven Lewis

#### Staff Present

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Alex Broadbent, Manager of IC&T
- Scott Lawryk, Properties Manager
- Jennifer North, Water Resources Technologist
- Amy Phillips, Engineering Technologist
- Shabab Islam, Water Resources Engineering Assistant
- Bryan Flood, Water Resources Engineer (Virtual)
- Kelly Hollington, Recording Secretary

R. Huetl called the meeting to order at 12:59 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 to the agenda.

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**BOD25/05/12 - 1**

MOVED BY: D. Comley

SECONDED BY: P. Kehoe

*Resolved, that the agenda for the May 12, 2025 Board of Directors Meeting be adopted as presented.*

**"CARRIED"**

**Main Business**

**1. Approval of Minutes: Board of Directors Annual General Meeting, April 14, 2025.**

There was no discussion or amendments regarding the minutes.

**BOD25/05/12 - 2**

MOVED BY: J. Atkinson

SECONDED BY: H. Yanch

*Resolved, that the minutes of the Board of Directors Annual General Meeting held on April 14, 2025 be received and approved as printed.*

**"CARRIED"**

**2. Watershed Conditions, Report 3492/25, Jennifer North.**

J. North provided an update to watershed conditions. She highlighted that the majority of lakes are near summer target levels, keeping in mind requirements for fisheries and nesting birds. Flows have been slowing down and are near historical average levels. Crotch Lake levels are at their historical average, levels are being maintained to sustain flows throughout the system for the summer months. Levels and flows in Dalhousie and Mississippi Lake will continue to drop to normal summer levels over the following weeks. She noted that higher levels and flows in the Ottawa River are due to seasonal rain and ongoing snow melt in the northern portion of the water basin. MVCA issued a flood warning for the Ottawa River on May 1, which was recently downgraded to a flood watch. Water levels are expected to decline over the next week barring any significant rain events.



**3. Staff Presentation: Carp River Watershed Monitoring Network Expansion, Amy Phillips & Shabab Islam.**

A. Phillips provided a map of the Carp River Watershed Monitoring Network Expansion and highlighted permanent and temporary gauge stations. She explained that water levels are monitored along the Carp River and its tributaries as a part of MVCA's flood forecasting and warning (FFW) program, and to support floodplain mapping studies. She described the streamflow monitoring equipment used to validate water levels, to obtain bathymetry information, and flow measurements. She noted that MVCA is focusing on conducting flow measurements after major rain events.

S. Islam explained how flow data is collected, reviewed, and used to develop a rating curve. He summarized goals and future plans for MVCA's monitoring network, including improvements and updates to floodplain mapping, flood forecasting and warning and watershed studies. He noted that some data is available on MVCA's website maps.

J. Mason asked if the gauge station data is available on the MVCA website. J. Cunderlik responded that it is not available. J. Mason asked for a copy of the presentation to share.

M. Souter asked for the location of the final photo of the presentation. A. Phillips responded that the photo was taken at Poole Creek and Maple Grove Road. S. McIntyre clarified that the location is in Stittsville.

R. Kidd asked why research is being conducted on such a small area. S. McIntyre explained that large areas of the watershed do not have comprehensive floodplain mapping and MVCA is working to fill long-standing gaps. She highlighted that the Carp River is the most developed area within MVCA jurisdiction and is a high-pressure area for continued future development. J. Cunderlik added that MVCA had no data on the Carp River watershed prior to this project. He highlighted the importance of up-to-date data for permit and planning application review. S. McIntyre noted that MVCA is under contract with the City of Ottawa for the completion of this project, which is funding 50% of the project.

P. Kehoe commented that the map delineation lines are difficult to see. R. Huetl agreed that the coloured lines are difficult to see.

**4. GM Update, Report 3493/25, Sally McIntyre.**

S. McIntyre provided the GM Update and highlighted the following:

- Lanark Dam Safety Review (DSR) – A meeting is planned for later today with J. Kelso to discuss details of the DSR. She highlighted that the dam safety review was completed and it is recommended that MVCA conduct a geotechnical study to verify findings regarding the safety of upstream slopes.
- 2024 Aerial Photography – In response to a question from April's Board meeting, Rideau Valley Conservation Authority has the infrastructure to host the 2024 DRAPE data FOR the public. MVCA will notify the Board when it is available.
- Parklands and Trails Mini-Conference - A mini-conference is scheduled for May 28. Staff from member municipalities and other agencies that are owners/operators of major parks and trails within the watershed will be attending. She noted that R. Kidd and J. Mason will be presenting at the conference. She asked the Board to encourage participation of municipal staff.
- Board Watershed Tour - The focus of the 2025 Board watershed tour will be the lower watershed. She noted that a portion of the day will be reserved for discussion of the Corporate Strategic Plan.
- Source Protection Drinking Water Webinar – The Mississippi-Rideau Source Protection Region is co-hosting a virtual webinar on May 21 at 1:30pm that is available to all. She encouraged sharing the webinar with watershed residents.
- Mississippi Valley Conservation Foundation 50/50 – The fundraiser launched in April and needs more support. Board members were encouraged to sharing the 50/50 promotional information.
- Bill 5 – *Protect Ontario by Unleashing our Economy Act, 2025* - The province will be providing for designation of certain projects, economic zones, and proponents. MVCA is waiting for the Bill to be adopted into legislation to review the associated regulations and gain an understanding of the impacts to the Conservation Authority and member municipalities.

G. Gower asked if there are any messages to share in relation to Bill 5 and it's impacts on Conservation Authorities. S. McIntyre noted that attachment 1 to the GM update is draft comments from Conservation Ontario regarding Bill 5.

**5. Kashwakamak Lake Dam Replacement Design-Bid-Build Project Award, Report 3494/25, Juraj Cunderlik.**

J. Cunderlik summarized the Kashwakamak Lake Dam Replacement Design-Bid-Build Project Award report. He reviewed the background of the Kashwakamak Lake Dam including previous studies carried out; and the tendering process and funding for the project. He also highlighted that it is anticipated that federal and provincial funding may cover up to 70% of the total project costs.



R. Huetl asked when construction will begin. J. Cunderlik responded that he hopes for Fall 2025 at the earliest, but believes Fall 2026 is more realistic due to permitting requirements and typical timelines.

**BOD25/05/12 - 3**

MOVED BY: J. Atkinson

SECONDED BY: H. Yanch

*Resolved, That the Board of Directors approve:*

1. *Award the Kashwakamak Lake Dam Design-Bid-Build engineering project to CIMA+ in the amount of \$490,065.00 plus HST.*
2. *A 10% contingency allowance to be drawn as required from the WECl Capital Reserve.*

**"CARRIED"**

**6. Permit Signing Authority, Report 3495/25, Sally McIntyre.**

S. McIntyre explained that Board approval is needed to delegate permit-signing authority under Section 28 of the *Conservation Authorities Act* to Ben Dopson as the new Manager of Planning and Stewardship.

**BOD25/05/12 - 4**

MOVED BY: D. Comley

SECONDED BY: M. Souter

*Resolved, That the Board of Directors delegate permit approval and signing authority under Section 28 of the Conservation Authorities Act to Benjamin Dopson, Manager, Planning and Stewardship.*

**"CARRIED"**

**7. Financial Update – Q1, Report 3496/25, Stacy Millard.**

S. Millard provided the year-to-date financial data as of March 31, 2025, noting that expenditures and revenues are on track. She highlighted two projects that commenced in 2024 but were not completed, and should have had unspent funds carried into the 2025 budget: Lanark Dam DSR, and the Boardroom audio-visual equipment upgrade.

**BOD25/05/12 - 5**

MOVED BY: J. Mason

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve withdrawal of funds from restricted reserves for two 2024-budgeted projects that continued into 2025 and for which unspent funds were not brought forward to 2025, specifically:*

- a. Drawdown of the Water Control Structure Reserve by \$55,000 for work related to the Lanark DSR; and*
- b. Drawdown of the Information Technology Reserve by \$50,000 for the AV Equipment Update.*

**"CARRIED"**

**8. Museum Strategic Plan Update, Report 3497/25, Scott Lawryk.**

S. Lawryk summarized the consultant's findings regarding the Mill of Kintail Strategic Update. The areas of focus identified by the consultant include: strengthening finances, enhancing community engagement, improving the Naismith Collection and enhancing communications. A draft of the updated strategic plan is expected to be presented at the July Board meeting. He highlighted that the Canadian Conservation Institute (CCI) will visit the Museum in June to assess the collection and facilities.

**R. Kidd commented that it is essential to improve on the identified areas of focus.**

M. Souter asked about the status of enrollment for the summer camp program. S. Lawryk responded that there are approximately 173 campers enrolled with space for approximately 100 more.

**9. Corporate Strategic Plan Update, Report 3498/25, Sally McIntyre.**

S. McIntyre highlighted the need for a third-party facilitator/consultant to help guide discussions in the development of the updated Corporate Strategic Plan. Three consultant options were presented. She noted that the recommended consulting firm has prepared documents for nearby municipalities and conservation authorities.

J. Kelso expressed concerns regarding the fees associated with obtaining a consultant. She asked if this process could be completed in-house. P. Kehoe commented that staff have not received enough feedback from the Board to provide a framework for the Corporate Strategic Plan. He highlighted the need for a consultant to initiate conversations and to develop the plan.

R. Kidd asked why the consultant firms are not named in the staff report. S. McIntyre explained that the value of the bids are all within staff's signing authority to approve

and the matter was brought to the Board because an addition to the budget is required and she wanted direction from the Board. Bidder names were not disclosed to avoid that influencing the decision.

J. Kelso expressed concerns regarding non-disclosure of the names of the firms in the case of any conflicts of interest with members of the Board. R. Kidd agreed. S. McIntyre agreed to send the names of the firms to the members after the meeting.

**BOD25/05/12 - 6**

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

*Resolved, That the Board of Directors direct staff to:*

- 1. Retain a consultant to support update of the Corporate Strategic Plan in accordance with Option 1 of this report.*
- 2. Draw up to \$6,000 from the Operating Reserve for this assignment.*

**"CARRIED"**

**Adjournment**

**BOD25/05/12 - 7**

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

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

**"CARRIED"**

The meeting adjourned at 1:57 p.m.

K. Hollington, Recording Secretary

## **Board Summary Report**

July 14, 2025

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Municipal Clerks/Chief Administrative Officers,

### **Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the July 14, 2025 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the May 12, 2025 Board of Directors Meeting.

### **Staff Presentation: Low Water Response Plan**

Engineering staff presented the newly updated and automated low water/drought monitoring process and potential future enhancements. Staff also reviewed MVCA's summer flood forecasting and warning strategy of: Monitor, Observe & React.

### **GM Update**

S. McIntyre provide the GM Update. She highlighted:

- Bill 5 and Appointment of a provincial Chief Conservation Executive – Hassaan Basit has been appointed Deputy Minister and Chief Conservation Executive for a period not exceeding three years. The functional role and scope of this position have yet to be confirmed.
- Education Program – Enrollment in the summer camp program is up 70% as compared to 2024.
- Lanark Dam Safety Improvements – MVCA has received approval from the Township of Lanark Highlands for an easement agreement to allow access to property for the purpose of installing the new boom and anchor. Staff have also received approval-in-principle from the owners of Centennial Truss Fabricators Ltd. for a similar agreement. Works are planned for August 2025.
- K&P Trail – The County of Frontenac has decided that it does not want to lease portions of the trail that MVCA cannot turn over. Staff will be reviewing and finalizing the agreement for execution.
- National Standard of Canada – J. Cunderlik participated in the development of a new National Standard with the Canadian Standards Association (CSA Group) that

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focuses on *Developing and Interpreting Intensity-Duration-Frequency (IDF) Information Under a Changing Climate*. This standard helps to inform flood forecasting and has a focus on climate change. She highlighted that J. Cunderlik was the only participant from an Ontario conservation authority.

- Conservation Leaders – Latonnell Leadership Awards – Nominations are open to recognize individuals who have made outstanding contributions to environmental conservation.
- Clean & Drain & Dry Promotion – S. McIntyre encouraged sharing the promotion across all municipalities to help promote the mitigation of the spread of invasive species.

### Corporate Strategic Plan Update

Staff summarized findings from the consultant who facilitated discussions at a workshop of board members and senior staff regarding MVCA's *Corporate Strategic Plan*. Staff reviewed the draft priorities and objectives identified during these discussions and the recommended deletions and additions.

### Mill of Kintail Strategic Plan Update

Staff reviewed background information regarding museum strategic planning and budget. Currently, the museum focuses on R. Tait McKenzie and James Naismith. The proposal is to transition the museum focus to water and watersheds as no sustainable funding alternatives have been identified to support the museum program, which is not a core mandate of conservation authorities. Most recently, MVCA was unsuccessful in obtaining federal student grants for the museum this year, and will likely have deficit in 2025.

Staff reviewed the proposed updated vision statement and museum objectives that align with Board Direction in the 2024 *Land Conservation and Resource Strategy* and recent planning sessions for the update of MVCA's *Corporate Strategic Plan*. Staff reviewed the proposed transition approach and next steps, highlighting the importance of stakeholder engagement.

### Fee Update

Staff presented updates to MVCA's Fee Schedule including splitting into individual program areas and fees for items such as boardroom rentals, Mill of Kintail rentals and stewardship plants. No changes were made to planning or permit fees.

## Reserve Policies

Staff reviewed concerns with MVCA's *Reserve Policy*, specifically the current wording appears to restrict the Treasurer from being able to move funds in accordance with a board-approved budget. Staff reviewed the proposed wording changes that would allow the treasurer to move funds under the scope of the approved annual budget.

## Review and Revisions of MVCA's Regulatory Mapping

Staff summarized MVCA's regulatory mapping process and the business process for regulatory mapping review and revision requests. Staff summarized 2024 revisions for both wetland and hazard mapping.

## 2025 Land Inventory Update

Staff provided a background on MVCA's Land Inventory and recent updates. Staff reviewed pending property divestments of the K&P Trail and beach property at Palmerston-Canonto Conservation Area and property ownership updates at Lanark Dam, Kashwakamak Lake Dam and Shabomeka Lake Dam.

## Attachments:

- Draft minutes of the July 14, 2025 Board of Directors Meeting.
- Approved Minutes of the May 12, 2025 Board of Directors Meeting.

## Minutes: Board of Directors Meeting

July 14, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### Roll Call

#### Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair
- Allan Hubley (remote)
- Bev Holmes
- Cathy Curry (remote)
- Cindy Kelsey
- Dena Comley (remote)
- Glen Gower (remote)
- Helen Yanch
- Janet Mason
- Jeannie Kelso (remote)
- Mary Lou Souter
- Richard Kidd
- Steven Lewis
- Taylor Popkie
- Wayne Baker

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Ben Dopson, Manager of Planning and Stewardship
- Scott Lawryk, Properties Manager
- Alex Broadbent, Manager of I&CT
- Kathryn Starratt, Water Resources Specialist
- Kelly Hollington, Recording Secretary

#### Members Absent

- Clarke Kelly
- Jeff Atkinson

R. Huetl called the 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.

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## Agenda Review

There were no amendments or discussion regarding the agenda.

### **BOD25/07/14 - 1**

MOVED BY: T. Popkie

SECONDED BY: M. Souter

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

**“CARRIED”**

## Main Business

### 1. Approval of Minutes: Board of Directors Meeting, May 12, 2025

There were no amendments or discussion regarding the minutes.

### **BOD25/07/14 - 2**

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

*Resolved, that the minutes of the Board of Directors Meeting held on May 12, 2025 be received and approved as printed.*

**“CARRIED”**

### 2. Receipt of Minutes:

- a. Finance and Administration Advisory Committee Meeting Minutes, June 26, 2025.
- b. Policy and Planning Advisory Committee Meeting Minutes, July 3, 2025.

Draft minutes of the Finance and Administration Advisory Committee and the Policy and Planning Advisory Committee were provided for information. There was no discussion regarding the draft minutes.

### 3. Staff Presentation: Low Water Response Plan, Kathryn Starratt & Juraj Cunderlik

K. Starratt presented MVCA's *Low Water Response Plan*. She summarized the regulatory context and MVCA's responsibilities for low water/drought monitoring and



management. She provided the definition of low water and explained the status levels. Triggers/indicators under the *Ontario Low Water Response (2010)* were also reviewed.

K. Starratt noted changes to the drought monitoring system, namely replacement of manual data capture and analysis to an automated process with improved quality assurance and quality control. The new monitoring system also distinguishes between the Mississippi and Carp watersheds, and reports on them separately. Future project phases for drought monitoring and system improvements were reviewed. Finally, the current low water status for the Mississippi and Carp watersheds were reviewed, which were at *Normal* status.

J. Cunderlik presented on summer flood forecasting and warning. He provided an overview of historical summer flood events in the watershed. He described the factors that increase vulnerability to summer flooding. He highlighted the impacts of climate conditions and the unpredictable nature of storms and weather events. He reviewed MVCA's flood forecasting and warning strategy: Monitor, Observe & React. He reviewed the new tools used to inform MVCA's flood forecasting and warning strategy.

R. Kidd asked how many MVCA staff are working on the Low Water Response Plan. S. McIntyre responded that K. Starratt was the staff member responsible for the automated low water/drought response system on MVCA's DPC. R. Kidd asked how many staff members monitor the system. S. McIntyre explained that multiple staff members are trained to monitor the system and more staff have been identified for training. The automated monitoring system allows MVCA to make the calls to assemble a drought response team to meet legislative and regulatory requirements. K. Starratt added that the automated system allows staff to gain an understanding of watershed conditions from a glance.

R. Kidd asked how many droughts the watershed has experienced in the past 5 years. K. Starratt responded that the watershed went to a Level 3 status in 2016, and to Level 1 in 2018 and 2020. She noted that the data from these droughts were used to test against drought status thresholds and to build decision making plans.

W. Baker asked if the lakes in the watershed have individual thresholds and response times for flood and drought mitigation actions. J. Cunderlik explained that each lake has individual thresholds for flooding which informs how many stoplogs to remove. K. Starratt added that the thresholds are directly tied to water levels of the lakes.

M. Souter asked for the current water levels of the upper lakes in the watershed. J. Cunderlik explained that the levels are within target summer levels and still have remaining storage capacity. K. Starratt added that the water levels are generally below historical average for this time of year.

4. GM Update, Report 3503/25, Sally McIntyre.

S. McIntyre reviewed the GM Update report topics and highlighted:

- Bill 5 and Appointment of a provincial Chief Conservation Executive – Hassaan Basit has been appointed Deputy Minister and Chief Conservation Executive for a period not exceeding three years. The functional role and scope of this position have yet to be confirmed.
- Education Program – Enrollment in the summer camp program is up 70% as compared to 2024.
- Lanark Dam Safety Improvements – MVCA has received approval from the Township of Lanark Highlands for an easement agreement to allow access to property for the purpose of installing the new boom and anchor. Staff have also received approval-in-principle from the owners of Centennial Truss Fabricators Ltd. for a similar agreement. Works are planned for August 2025.
- K&P Trail – The County of Frontenac has decided that it does not want to lease portions of the trail that MVCA cannot turn over immediately. Staff are reviewing the agreement to determine any implications.
- National Standard of Canada – J. Cunderlik participated in the development of a new National Standard with the Canadian Standards Association (CSA Group) that focuses on *Developing and Interpreting Intensity-Duration-Frequency (IDF) Information Under a Changing Climate*. This standard helps to inform flood forecasting and has a focus on climate change. She highlighted that J. Cunderlik was the only participant from an Ontario conservation authority.
- Staffing – Spencer Pye joined MVCA as a Civil Engineer. Rikke Brown joined MVCA as a Water Resources Engineer. R. Brown is a shared resource jointly funded by Rideau Valley and South Nation Conservation Authorities.
- Conservation Leaders – Latonnell Leadership Awards – Nominations are open to recognize individuals who have made outstanding contributions to environmental conservation.
- Clean & Drain & Dry Promotion – S. McIntyre encouraged sharing the promotion across all municipalities to help mitigate the spread of invasive species.

R. Kidd asked how the K&P Trail sale process is affected by the change in position from Frontenac County. S. McIntyre explained that review of specific clauses related to

MVCA's financial responsibility concerning lease hold improvements and costs to resolve land title registration.

R. Kidd asked if there are financial implications relating to legal council on this matter. S. McIntyre responded that if the agreement requires significant rewording that legal council may be needed. R. Kidd expressed concerns regarding the extension of the timeline of the sale to the counties. S. McIntyre highlighted the importance of all three parties clarifying and agreeing to the terms of the agreement prior to signing.

M. Souter asked for more details regarding MVCA's acceptance into the Canadian Conservation Institute's (CCI) on-site assessment program. S. Lawryk explained that MVCA applied at the beginning of 2025 and the initial assessment took place in June. A formal report from CCI is expected in September that is to provide a summary of findings and outline possible areas of improvement for the museum collection. A follow-up on-site assessment is scheduled for June 2026.

5. In Camera – Job Evaluation (JE) Results, Report 3499/25, Sally McIntyre.

The Job Evaluation (JE) Results report was reviewed and discussed in-camera.

**BOD25/07/14 - 3**

MOVED BY: H. Yanch

SECONDED BY: M. Souter

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

- *Labour relations or employee negotiations.*

*And further resolved, That:*

- *Sally McIntyre remain in the room; and*
- *Remaining MVCA staff leave the room.*

**"CARRIED"**

**BOD25/07/14 - 4**

MOVED BY: T. Popkie

SECONDED BY: C. Kelsey

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

**"CARRIED"**



**BOD25/07/14 - 5**

MOVED BY: J. Mason

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve:*

1. *Changes to Job Ratings as recommended by the General Manager; and*
2. *Updates to the Salary Grid as recommended by the General Manager.*

**“CARRIED”**

6. Corporate Strategic Plan Update, Report 3504//25, Sally McIntyre.

S. McIntyre summarized the facilitator’s findings from the June meeting held to discuss update of MVCA’s *Corporate Strategic Plan*. Draft priorities and objectives were reviewed with suggested recommended deletions and additions made by the GM.

R. Kidd asked why modeling rural water quality and quantity and assessing vulnerability is an objective. S. McIntyre responded that it was identified as an objective by members of the Board and senior staff who attended the facilitated discussion.

J. Mason expressed her strong disagreement with the drafted vision statement. She suggested that the term *sustainable development* be adjusted to *sustainable landscape*. She asked if she could provide suggestions of alternative vision statements offline after the meeting. S. McIntyre agreed.

R. Kidd asked if staff members added items to draft objectives. S. McIntyre responded that staff comments were considered in the drafting of the objectives for the board report.

R. Kidd asked for more information on objectives related to rural water quality/quantity. S. McIntyre explained that modelling helps MVCA with water budgeting at a watershed level.

R. Kidd asked if there is still a source water protection committee. S. McIntyre confirmed the Source Water Protection Committee is still in place but they do not undertake studies. R. Kidd asked if MVCA is mandated to do studies relating to rural water quality/quantity. S. McIntyre responded that MVCA is mandated to support the municipalities in areas of source water protection.

R. Kidd asked for a background on rural water quality/quantity and why it’s an objective for the *Corporate Strategic Plan*. S. McIntyre explained that there is a gap in the

regulatory framework to ensure source water protection for private wells and intakes, particularly in the rural area. The goal of this objective is to better understand the vulnerability of private wells and intakes to hazards, droughts, etc. at a watershed level. A basic analysis was completed ~10 years ago. Updates are needed to address impacts of climate change, development, septic system failures, etc.

R. Kidd expressed concerns with MVCA taking on a project that is not mandated by the Province. He highlighted that rural wells are private. He expressed concern regarding the public perception of a rural clean water program.

C. Curry asked if the province has put forward anything that would prevent MVCA from being able to take on the listed objectives. S. McIntyre confirmed all objectives are possible from a provincial lens. S. McIntyre explained that if the Board moves forward on the studies of water budget, it would require additional funding and be considered a category 2 program.

J. Mason explained that the listed objectives were identified by members of the Board who attended the discussion session in June. She noted that not all the members of the Board were in attendance and asked for the process by which members can submit their comments.

C. Curry commented that rural source water protection studies are what a conservation authority needs to focus on. She highlighted the importance of ensuring safe and clean drinking water across the watershed. She commented that this type of work is critical and will be perceived by the Province as highly valuable and important. She noted that it is important to understand the impacts of development on wells in rural areas within the watershed. She commented that it is important to discuss the rural clean water objective with all member municipalities to confirm interest and funding support for rural clean water studies throughout the watershed.

G. Gower commented that discussion is needed surround the rebranding of MVCA from a *conservation authority* to a *watershed authority* to improve community engagement and perception. He asked if rebranding is a part of the communications plan. S. McIntyre explained that she reached out to Hassaan Basit, Deputy Minister and Chief Conservation Executive, to congratulate him on his appointment and presented the idea of rebranding as a *watershed authority*. The idea was well received. Rebranding is not a part of the communications plan objective. G. Gower highlighted the importance of focusing on community engagement and education regarding MVCA's role.

B. Holmes expressed concerns regarding a rural water program and how it will be received by the agricultural community. She highlighted the importance of public consultation regarding this matter.

R. Kidd commented that rural subdivision applications require geotechnical studies which are peer-reviewed by the municipality and approving agency, Lanark County. He commented that doing work with rural wells will be counter productive in achieving positive community engagement and improving communications. S. McIntyre explained that it is not proposed to monitor water quality/quantity or to become engaged in individual projects, but to model water systems at the watershed level.

S. Lewis commented that severances require a water study by an engineer to be submitted for municipal review. He asked why the data from these water studies and other municipal level studies are not being used to inform rural water quality/quantity in the watershed. He highlighted the importance of consulting agricultural groups within the community to discuss this topic. S. McIntyre responded that while municipalities and the health unit undertake discreet studies, there is a need for a system-wide analysis to provide watershed-wide modeling to inform municipalities and help aid in their reviews.

P. Kehoe commented that well data is site-specific and complex. He noted that due to the geographic nature and complexity of the watershed, it is difficult to analyze from a watershed-wise lens. He commented that ground water issues are too complex to resolve.

P. Kehoe expressed concerns regarding the public perception of the term *Watershed Authority*. He noted that other organizations are associated with watersheds including Watersheds Canada, Ministry of Environment and Ministry of Natural Resources. He recommended keeping the term *Conservation* to stay aligned with MVCA's mandate.

J. Kelso expressed her support for rural source water protection studies. She asked if there is an estimate of the cost to the municipalities to implement this type of program. She highlighted the importance of consulting with all member municipalities to gain an understanding of their appetite for a rural source water protection program. S. McIntyre explained that Rideau Valley Conservation (RVCA) is lead agency under the Mississippi-Rideau Source Water Protection Authority. Staff at RVCA have scoped out the work needed to update the water budget. S. McIntyre will follow up with J. Kelso to provide cost estimates.



H. Yanch expressed concerns about implementing a rural source water protection program. She commented that there are enough agencies looking at source water protection.

J. Mason asked how comments can be submitted to staff for review and the deadline for consideration for the draft *Corporate Strategic Plan*. S. McIntyre responded that comments can be submitted by email and that the deadline is mid-August.

**BOD25/07/14 - 6**

MOVED BY: B. Holmes

SECONDED BY: J. Mason

*Resolved, That the Board of Directors direct staff to draft the 2026-2030 Corporate Strategic Plan based upon the recommendations set out in report 3504/25 and comments received by mid-August.*

**“CARRIED”**

**7. Mill of Kintail Strategic Plan Update, Report 3502/25, Sally McIntyre**

S. McIntyre reviewed background information regarding the museum strategic planning and budget. She highlighted that no sustainable funding alternatives have been identified. She noted that MVCA was unsuccessful in obtaining federal student grants and will likely have a deficit in 2025. She reviewed the proposed updated vision statement and museum objectives, and noted that the proposed vision and objectives align with Board Direction in the *Land Conservation and Resource Strategy* and recent planning sessions for the update of MVCA's *Corporate Strategic Plan*. She reviewed the proposed transition approach and next steps. She highlighted the importance of the public engagement process and working with the Municipality of Mississippi Mills.

B. Holmes commented that she has received negative reactions to the proposed changes to the museum. She noted that the three museums within the Municipality of Mississippi Mills are all inadequately funded.

M. Souter expressed concerns regarding the proposed changes and the potential of negative public perceptions. She commented that the Mill of Kintail property was entrusted to MVCA to protect the property and the associated artifacts.

R. Kidd expressed concerns regarding the financial viability of the proposed changes, the transition of the Museum from a Category 3 program to a Category 1 program, and the potential for negative public perceptions. He commented that there is a lack of interest

and funding supporting students participating in field trips for education purposes. He expressed concerns regarding the cost-recoverability of MVCA's education program.

B. Holmes commented that follow up is needed to determine why MVCA has not received federal grants for museum summer students.

S. McIntyre explained that participation in MVCA's Education Program has increased. She noted that approximately 1,900 students from across the watershed have visited the museum since January and that Ontario Power Generation (OPG) has sponsored bussing for schools to participate in MVCA's program. She highlighted the potential for growth of the education program.

P. Kehoe expressed concerns regarding the ability for the R. Tait McKenzie and James Naismith collections to draw support for the museum. He recommended relocating the collections to another local museum. He noted his support for the proposed updated vision of an educational centre to draw students to the site.

M. Souter recommended collaborating with the Mississippi Valley Field Naturalists to provide watershed education. She highlighted the value of the Mill of Kintail site as a whole and the potential to expand MVCA's education program. She noted that the R. Tait McKenzie collection is valuable and needs protection.

J. Mason explained that the municipal levy used to pay for MVCA's education program prior to regulatory changes. She noted the importance of sharing the reasons behind the funding changes with the community.

R. Kidd expressed concerns regarding the costs associated with the education program. He asked for staff to provide a detailed budget of the education program for consideration. He expressed his opinion that MVCA staff lack educational programming and event coordination expertise.

W. Baker expressed his support for adapting the museum to a category 1 education program.

B. Holmes highlighted the importance of protecting the R. Tait McKenzie and James Naismith collections. She noted that both figures are recognized on a local and international level.

R. Huetl asked S. Millard to prepare a detailed budget of MVCA's education program for consideration in drafting the *Mill of Kintail Strategic Plan*.

**BOD25/07/14 - 7**



MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

*Resolved, That the Board of Directors direct staff to:*

- 1. Engage with Mill of Kintail Museum patrons and the broader community regarding the draft changes, Vision Statement and Objectives set out in report 3502/25; and*
- 2. Return to the Committee and Board in the fall with findings and recommendations for update of the Mill of Kintail Strategic Plan.*

**"CARRIED"**

8. Fee Update, Report 3500/25, Stacy Millard.

S. Millard presented updates to MVCA's Fee Schedule including splitting into individual program areas and fees for items such as HQ boardroom rentals, Mill of Kintail rentals and stewardship plants.

M. Souter commented that the reduction in the minimum rental time from four to two hours will make rentals more attractive to the public. S. Millard commented that the goal is to increase rentals at the Mill of Kintail site.

**BOD25/07/14 - 8**

MOVED BY: W. Baker

SECONDED BY: B. Holmes

*Resolved, That the Board of Directors approve:*

- 1. Revision of MVCA's 2025 Fee Schedules as outlined in Report 3500/25;*
- 2. Posting of the new fees in accordance with MVCA's Fee Policy; and*
- 3. That the new fees take effect September 1, 2025 pending no major concerns regarding the proposed changes.*

**"CARRIED"**

9. Reserve Policies, Report 3501/25, Sally McIntyre.

S. McIntyre reviewed the reserve policy and the issues identified by staff. The current wording restricts the treasurer from being able to move funds under the scope of the approved annual budget. She reviewed the proposed wording changes.

**BOD25/07/14 - 9**

MOVED BY: P. Kehoe

SECONDED BY: J. Mason

*Resolved, That the Board of Directors approve amendment of the Reserve Policies as set out in report 3501/25 as amended by the Finance and Administration Advisory Committee.*

**"CARRIED"**

10. Review and Revisions of MVCA's Regulatory Mapping, Report 3505/25, Juraj Cunderlik.

J. Cunderlik provided a background of MVCA's regulatory mapping process. He reviewed the formal business process for regulatory mapping review and revision requests. He summarized 2024 revisions including wetland and hazard mapping.

11. 2025 Land Inventory Update, Report 3506/25, Scott Lawryk.

S. Lawryk provided a background on MVCA's Land Inventory and recent updates. He reviewed pending property divestments of the K&P Trail and beach property at Palmerston-Canonto Conservation Area. He reviewed property ownership updates surrounding dams including the Lanark Dam, Kashwakamak Lake Dam and Shabomeka Lake Dam.

**Adjournment**

**BOD25/07/14 - 10**

MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

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

**"CARRIED"**

The meeting adjourned at 3:15 p.m.

K. Hollington, Recording Secretary

## RVCA Board of Directors Meeting Summary - May 22<sup>nd</sup>, 2025

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.

### April 24, 2025 – Approved minutes

- 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 – Meeting Summary

- Revisions to the RVCA Hearing Procedures received approval.
- Changes to the RVCA Administrative By-Law were approved.
- Approval was granted for the Memory Lane Tree dedication honoring former RVCF Chair, Jason Kelly.
- The activity reports for March and April were received.

### June 20, 2025 - RVCA's Annual Watershed Tour

- We hope municipal staff and council members will join us at Perth Wildlife Reserve for a fun and informative day.
- Please see invitation sent on May 28 for all the details and registration instructions.

### July 24, 2025 – Next Meeting

Marissa

Marissa Grondin (she/her)  
Executive Assistant  
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*Hybrid meeting held in-person and electronically*

Board of Directors 5/25 Thursday, May 22, 2025

**Regrets:** Sean Devine  
Trevor Johnson  
Angela Pierman

## 1.0 Roll Call

## 2.0 Land Acknowledgement Statement

### 3.0 Agenda Review

#### 4.0 Adoption of Agenda

**Moved by:** Adrian Wynands  
**Seconded by:** Theresa Kavanagh

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 April 24, 2025**

**Resolution 2-250522**

**Moved by:**

Steve Fournier

**Seconded by:**

Adam Turcotte

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #04/25, April 24, 2025 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Updated Hearing Procedures**

Ms. Casgrain-Robertson presented proposed amendments to RVCA's Hearing Procedure document, developed in accordance with updated provincial guidelines, recent legislative changes and legal counsel input.

A member asked if there are any special considerations that need to be given for storing an audio recording if it needs to be used in a legal proceeding down the road. Ms. Casgrain-Robertson responded that she would consult legal counsel, but that legal counsel had not indicated any concerns with the RVCA storing the audio recording.

A member asked if there was any concern with the RVCA recording the hearing rather than a third party. Ms. Casgrain-Robertson explained that legal counsel had advised that the RVCA could record the hearing and then use software to prepare a transcript if needed.

A member asked whether there would still be a set of minutes for hearings. Ms. Casgrain-Robertson responded that there would still be a formal set of approved minutes but that the audio recording could be used to capture verbal evidence provided by staff or the proponent and would be used if a



transcript needed to be produced in the event of an appeal or other circumstance.

**Resolution 3-250522**

**Moved by:** Brian Dowdall  
**Seconded by:** Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached updated Hearing Procedures.

**Resolution Carried**

**9.0 Administrative By-Law Amendments**

Ms. Casgrain-Robertson presented proposed amendments to RVCA's Administrative By-law including options for consideration regarding the enforcement of the bylaw.

In response to a question from a member, Ms. Casgrain-Robertson clarified that members are expected to adhere to the entirety of the Bylaw, in particular, Appendices 1 and 2 which are the Code of Conduct and Conflict of Interest Policy.

Members then shared their views and perspectives as they discussed the benefits of an enforcement procedure that would require all allegations of a breach of the Bylaw to be sent to an Integrity Commissioner versus a procedure that would allow RVCA's legal counsel to advise which allegations should be referred to an Integrity Commissioner. Members who favoured the later approach cited efficiency, cost-effectiveness and flexibility as the reasons, another member cited potential duplication of effort as a reason to support the first approach.

The Chair concluded the discussion.

**Resolution 4-250522**

**Moved by:** Steve Fournier  
**Seconded by:** Kristin Strackerjan

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

AND THAT the Board further amend RVCA's Administrative By-Law by replacing Section B. 21 *Enforcement of By-laws and Policies* with the amended wording proposed as option 2 on page 20 of staff report #02-250522.

**Resolution Carried**

#### **10.0 Memory Lane Tree Dedication**

Diane Downey, Executive Director of the Rideau Valley Conservation Foundation (RVCF), provided a brief overview of the Foundation's Memory Lane program which recognizes individuals, programs and events that have made a significant contribution to the Rideau watershed.

Ms. Downey proposed the dedication of a commemorative tree in honour of former RVCF Chair Jason Kelly, recognizing his leadership and long-standing commitment to the Foundation. Members expressed their appreciation for Mr. Kelly's service and supported the proposed recognition.

**Resolution 5-250522**

**Moved by:**

Adrian Wynands

**Seconded by:**

Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the dedication of a tree on Memory Lane in honour of Jason Kelly.

**Resolution Carried**

#### **11.0 Activity Report March and April 2025**

Each Director presented updates and highlights regarding activities and projects within their respective departments.

In response to questions from members:

- Mr. Cooper confirmed that the markers on the shoal out from Rideau Ferry Yacht Club are not installed or maintained by the RVCA and indicated that they may be installed by a member of the local community.
- Ms. Casgrain-Robertson indicated that staff will send members an email with links to the new guidebooks that are referenced in the Activity Report
- Mr. Cooper and Ms. Downey indicated that while the disbandment of the Friends of Foley Mountain is unfortunate, the RVCF is working with them on the transition to ensure current and future donors can continue to support Foley Mountain through a dedicated fund set up by the RVCF.

#### **12.0 Meetings**

- a) 88.1 myFM radio interview (Annual Report) – April 26, 2025
- b) Summer Student Orientation Session – April 28, 2025
- c) Meeting with MPP Darouze (Annual Report) – May 2, 2025

Upcoming

- d) Perth COW delegation (Annual Report) – June 10, 2025
- e) RVCF Board of Directors Meeting & Annual General Meeting – June 11, 2025
- f) Annual Watershed Tour – June 20, 2025
- g) Jason Kelly Recognition Event – June 22, 2025
- h) Conservation Ontario Council – June 23, 2025
- i) Westport COW delegation (Annual Report) – July 8, 2025
- j) Provincial General Managers Meeting – June 24 & 25, 2025
- k) General Managers Interim Performance Review – July 24, 2025
- l) Next Board of Directors meeting – July 24, 2025
- m) RVCA's 60th Anniversary – 2026

### **13.0 Member Inquiries**

None.

### **14.0 New Business**

Chair Waterfield encouraged Members to attend the upcoming Watershed Tour and emphasized the importance of strong participation. Members were also encouraged to invite Sommer to present RVCA's Annual Report to their municipal Council. Members were also reminded that they are welcome to job shadow staff and to contact Sommer if interested.

### **15.0 Adjournment**

The Chair adjourned the meeting at 7:31 p.m. on a resolution by Wilson Lo which was seconded by Anne Barr.

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**Gary Waterfield**  
Chair

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**Marissa Grondin**  
Recording Secretary

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



## RVCA Board of Directors Meeting Summary – July 24<sup>th</sup>, 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.

### **May 22, 2025 – [Approved minutes](#)**

- Amendments to RVCA's Hearing Procedures approved.
- Amendments to RVCA's Administrative By-Law approved.
- Memory Lane tree dedication approved honoring former Foundation Chair, Jason Kelly.
- Activity Report for March and April received.

### **June 20, 2025 - RVCA's Annual Watershed Tour**

- Thank you to everyone who attended our watershed tour this year at Perth Wildlife Reserve We welcomed 34 guests (including municipal mayors, councillors and staff, RVCA and Foundation board members, and Source Protection Committee members).
- Keep an eye out in the new year for an invitation to next year's tour... we hope you can join us in June 2026 to celebrate RVCA's 60<sup>th</sup> anniversary

### **July 24, 2025 – Meeting Summary**

- Financial reports for the period ending June 30, 2025 were received.
- A new Accessibility Policy was approved.
- A contract was awarded to undertake a floodplain and erosion mapping study on Stillwater Creek and Graham Creek in the City of Ottawa.
- Members provided feedback on a preliminary list of ideas to celebrate RVCA's 60<sup>th</sup> Anniversary next year.
- An activity report for May and June was received.
- Two provincial updates were provided
  - Order in Council moving responsibility for the *Conservation Authorities Act* from MNR to MECP
  - Order in Council appointing Hassaan Basit as Chief Conservation Executive which is a newly created Deputy Minister position.

## September 25, 2025 – Next Meeting

Marissa

Marissa Grondin (she/her)

Executive Assistant

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June 04, 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  
Sgt Rob Croth, OPP  
Jason St Pierre CEO, (EORN)  
Zach Drinkwalter CFO, (EORN)

#### Staff

Sean Derouin, PW Director  
Sam Poole, PW Manager  
Jasmin Ralph, Clerk

#### Regrets

Richard Kidd  
Gary Waterfield

### MEETING OUTLINE

1. Roll Call
2. Presentations

#### ***Update from EORN on ASE program and next steps***

- EORN has board approval to proceed with an ASE program
- Labelled as only a safety opportunity, not a cash grab
- Program will help support OPP and municipalities with enforcement
- EORN / County are Working through an agreement with MTO / MAG to establish a baseline process and documentation to establish a template for other municipalities
- 1<sup>st</sup> step: establish agreement with MTO and MAG and template program
- EORN has Engaged a contract writing resource to develop by-laws and necessary policies
- EORN Visited Ottawa JPC, Ottawa has the space and meets all provincial requirements and provided pricing.
- EORN is working with GIS to establish mapping of Community Safety Zones to establish need for cameras (Eastern Ontario wide)
- Hiring and training POO's (Provincial Offences Officers)
- Implementation of hearing officers
- Vendor agreement is ready for signing
- Training for Provincial Offences Officers (POO) (In-House with Lanark County) first before proceeding with hiring a secondary officer for ticket screening.

- Screening officer must be a municipal employee; hearing officer can be a 3<sup>rd</sup> party entity.
- A 2-day course is provided by OTC, county to book training for 2025 if available.
- Look into Provincial Offences Officer training for eastern Ontario region.
- The vendor is very experienced and aware of gaps in training / challenges, they are willing to work with EORN.
- Camera activity can be changed to extend a warning period for motorists before enforcement begins.
- Cameras would be remote access and photos sent to the JPC automatically

### 3. Review Previous Meeting Minutes

#### a. April 16<sup>th</sup>, 2025, Meeting Minutes

Minutes Accepted as Received

### 4. Old Business

#### a. Automated Speed Enforcement:

- i. County Council moved to adopt an ASE program for County Roads only at the May 07<sup>th</sup> session
- ii. County Council also directed staff to contract EORN as a program partner for ASE, proceed with implementing relevant policies and By-Laws for council consideration and establish a “Speed Management Reserve Fund” for program revenues.
- iii. Confirmed: Costs of vandalism are covered through the proposed supplier

#### Next Steps:

- Address questions about the use and storage of revenues from the ASE program
- Address questions about funding allocations (group consensus is to spend in locations of greatest concern first regardless of municipality)
- ASE is only on county roads and only in CSZ\*

b. Review Requests for Speed Management:

- Hamlet of Elphin Speeding (Traffic Data Reviewed).
  - TAWG recommendation move forward with proposed measures, readdress after a period of 1-year
  - Oversized speed signs
  - Shift existing 60km/h zone on the east approach to match the existing 80km/h signage
  - Install radar speed signs
- Intersection Assessment River Road at Appleton Side Road (Traffic Data reviewed)

Next Steps:

- Collect turning movement count data based on Mio vision assessment of the location assess the need for turning lanes based on TAC and MTO guidelines.
- Collect collision data from OPP
- Complaints of poor sight line when turning left at river road onto Appleton SDRD

5. New Business

i. Automated Speed enforcement.

- a. Review of EORN program update and plan for next steps for County ASE program.
- County to work EORN to establish MTO and MAG agreements
  - Should be on track to implement the program in 2026 spring
  - County to work with a consultant to develop a communications plan for ASE program.

ii. Speed Management Requests

b. Speed Limit Increase CR10 Drummond Con. 2

- Review additional options for speed zone changes
  - Transitional speed zones are easier to enforce (OPP) Agrees there is not high instances of accidents in this location.
  - TAWG group recommends moving forward with initial proposed speed zone alterations.
  - Supports township request and maintains a transitional speed zone

c.

- Speed Management Request CR7 Fallbrook (Reviewing Traffic Data)
  - County to collect additional data (in Summertime vs. Springtime)

iii. Other

- a. Resident Request for Active Transportation Facilities along South St and Scotch Line Road (Paved Shoulder, Sidewalk PXO etc.)
  - To be addressed as part of the TMP update further studies etc. work with the town of Perth to meet their requirements and planned Multi-use Pathways.
  - County to initiate pedestrian counts on South St.
  - Place Oversize CSZ signage to meet consistency in all zones\*

6. Next Meeting Date: August 13th, 2025 at 9:00am  
Following meeting(s): TBD

- a. Proposed Agenda Items:
  - *ASE update (MTO/MAG Agreements)*

7. Action Items:

- Review where data was collected on Townline Road, which area should be priority (Ensure that data is collected from all locations within the CSZ).
- Include delegation request for stop arm cameras from Jasmin with minutes
- County to register for Provincial Offences Officer Training (2025) through the OTC.