



COMMITTEE OF THE WHOLE AGENDA

Tuesday, December 2nd, 2025
Immediately Following the Public Meeting at 5:30 p.m.
Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Angela Pierman

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

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

Suggested Recommendation:

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

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation: 2024 Audited Financial Statements – [distributed as a separate
package.](#)**
Katie Mahon, Partner, Audit, KPMG LLP

Suggested Recommendation to Council:

***“THAT, the Council of the Corporation of Tay Valley Township adopt the 2024
Audited Financial Statements as presented.”***

6. PRIORITY ISSUES

- i) **Report #FIN-2025-11 – 2026 Property Tax Due Dates – attached, page 12.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, the interim tax due dates be on February 25th, 2026 and April 28th, 2026;

THAT, the final tax due dates be on July 29th, 2026 and September 28th, 2026;

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

- ii) **Report #PW-2025-25 – Old Broke Road and Cooks Road Options – attached, page 16.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Council agrees to consider stopping up and closing Cooks Road as outlined in Report #PW-2025-25 – Old Brooke Road and Cooks Road Options and call a Public Meeting as per the Road Closing and Sale Policy.”

- iii) **Report #PD-2025-21 – Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities – attached, page 25.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, staff submit comments to the Environmental Registry of Ontario posting <https://ero.ontario.ca/notice/025-1257> Proposed boundaries for the regional consolidation of Ontario’s conservation authorities;

AND THAT, this report be circulated to the Honourable Todd J. McCarthy, Minister of Environment, Conservation and Parks; the Honourable Peter Bethlenfalvy, Minister of Finance; local MPP the Honourable John Jordan; Mayor Christa Lowry, the Chair of the Rural Ontario Municipal Association; and Sommer Casgrain Robertson, Rideau Valley Conservation Authority; Sally McIntyre, Mississippi Valley Conservation Authority.”

- iv) **Report #CAO-2025-38 – Election – Use of Municipal Resources – Policy – attached, page 32.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Election – Use of Municipal Resources – Policy be adopted;

AND THAT, the necessary by-law be brought forward.”

- v) **Report #CAO-2025-39 – Election – Municipal Employee Involvement Policy – attached, page 42.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Election – Municipal Employee Involvement – Policy be adopted;

AND THAT, the necessary by-law be brought forward.”

- vi) **Report #CAO-2025-40 – Multi-Year Accessibility Plan Update – attached, page 47.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the Multi-Year Accessibility Plan be approved;

AND THAT, the necessary by-law be brought forward.”

- vii) **Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road – attached, page 77.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Turtle Ranch Road, as outlined in Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road, be brought forward for approval.”

7. CORRESPONDENCE

- i) **25-11-25 – Letter – Ministry of Municipal Affairs and Housing – Streamlining and Standardizing Municipal Development Processes— attached, page 85.**

Suggested Recommendation to Council:

“THAT, the Letter from the Ministry of Municipal Affairs and Housing received on November 25th 2025 regarding Streamlining and Standardizing Municipal Development Processes, be received as information.”

- ii) **25-08-27 – Council Communication Package – attached, page 87.**

Suggested Recommendation to Council:

“THAT, the 25-08-27 Council Communication Package be received for information.”

- iii) **25-11-26 – Council Communication Package** – *attached, page 88.*

Suggested Recommendation to Council:

***“THAT,** the 25-11-26 Council Communication Package be received for information.”*

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

- ii) **Committee of Adjustment.**

25-10-27 – Committee of Adjustment Hearing Minutes – *attached, page 91.*

25-11-17 – Draft Committee of Adjustment Hearing Minutes – *attached, page 96.*

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

- iv) **Library Board.**

25-10-20 – Perth and District Union Public Library Board Minutes – *attached, page 101.*

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

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

25-10-14 – Draft Lanark County OPP Detachment Board Meeting Minutes – *attached, page 103.*

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

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

25-09-08 & 25-10-20 – Combined Mississippi Valley Conservation Authority Board Summary Report – *attached, page 113.*

25-09-08 – Draft Mississippi Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 117.*

25-10-20 – Draft Mississippi Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 131.*

ix) **Rideau Valley Conservation Authority Board** – *deferred to the next meeting.*

25-04-24 – Rideau Valley Conservation Authority Board Minutes – *attached, page 145.*

25-10-23 – Rideau Valley Conservation Authority Board of Directions Meeting Summary Report – *attached, page 151.*

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

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

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

MINUTES

PUBLIC MEETING ZONING BY-LAW AMENDMENT MINUTES

Tuesday, November 4th, 2025

5:30 p.m.

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

ATTENDANCE:

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

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

Public Present: Ian Burrows
Lori Yallin
Larry St. Pierre
Donna Doelman

1. CALL TO ORDER

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

2. INTRODUCTION

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

- the purpose of the meeting
- the process of the meeting
- all persons attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Ontario Land Tribunal (OLT)
- the flow and timing of documentation and the process that follows this meeting

- any person wanting a copy of the decision regarding the applications on the agenda was advised to email planningassistant@tayvalleytwp.ca

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

3. APPLICATION

- i) **FILE #ZA25-09: Ian Burrows and Lori Yallin**
570 Silver Lake Lane 22A
Part Lot 9, Concession 10,
Geographic Township of South Sherbrooke

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

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

b) **APPLICANT COMMENTS**

The applicant was present.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

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

- ii) **FILE #ZA25-10: Claude Lelievre and Catherine Hall.**
733 Branch Road
Part Lot 6&7, Concession 10,
Geographic Township of Bathurst

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

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

b) **APPLICANT COMMENTS**

The applicant was not present.

c) PUBLIC COMMENTS

Donna Doelman, adjacent neighbour:

- supports the requested changes

d) RECOMMENDATION

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

iii) **FILE #ZA25-11: Candice St. Pierre
147 Horseshoe Bay Road
Part Lot 17, Concession 3
Geographic Township of North Burgess**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

b) APPLICANT COMMENTS

The applicant was present.

c) PUBLIC COMMENTS

Ian Burrows:

- questioned the size of the lot

A Member questioned the size of the lot, the status of the road on the lot, and if the road created a natural severance.

The Planner explained that:

- the lot size is 1.48 acres
- the lot cannot be severed in the future
- the road on the property is a private road
- the road does not create a natural severance

A Member questioned what steps are to be taken to ensure compliance with the order to remove the addition.

A Member questioned the safety of the structure and the wiring.

The Planner explained that:

- the removal has been directed by the Courts
- if the order is not complied with, the matter will be back in court
- the Township's Chief Building Official (CBO) will be informed of the restrictions on this build

Larry St. Pierre, owner:

- there was an Electrical Safety Authority (ESA) permit on the original building and will be again to meet current codes

A Member questioned the number of Site Plan Agreements within the Township and what system is in place to ensure they are monitored.

The Planner explained that:

- the CBO performs random checks when time permits in the summer
- that questions, reports and complaints that are received regarding compliance are investigated

d) **RECOMMENDATION**

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

4. ADJOURNMENT

The public meeting adjourned at 5:58 p.m.

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

December 2, 2025

Report #FIN-2025-11

Ashley Liznick, Treasurer

2026 PROPERTY TAX DUE DATES

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the interim tax due dates be on February 25th, 2026 and April 28th, 2026;

THAT, the final tax due dates be on July 29th, 2026 and September 28th, 2026;

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

BACKGROUND

Since 2017, the Township has set the tax due dates at two (2) or three (3) working days prior to the end of the months of February and April for the interim billing and two (2) or three (3) working days prior to the end of the months of July and September for the final tax billing.

The additional time between the due dates and the end of the month provides an opportunity for any payments that have lingered in the postal system or have been delayed due to online banking timing issues, to be resolved before the penalty is applied.

DISCUSSION

These dates need to be approved by Council prior to the mailing of the 2026 interim billing.

Based on past practice, it is recommended that the interim billing due dates be established as February 25th, 2026 and April 28th, 2026 and the final billing due dates be established as July 29th, 2026 and September 28th, 2026.

OPTIONS CONSIDERED

Option #1 (Recommended) – Adopt Proposed Tax Levy Due Dates

Establish the 2026 Tax Levy Due Dates as February 25th, April 28th, July 29th and September 28th.

Option #2 – Council Provide Alternate Dates

The earlier due dates have resulted in less frustration for some residents who rely on sending payments through the mail or online, resulting in fewer calls to the Township.

FINANCIAL CONSIDERATIONS

It is imperative that the Township's billing dates remain consistent and timely for the quarterly contributions to the County and School Boards for their share of the property taxes.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSIONS

It is recommended that the tax dates be maintained as in prior years.

ATTACHMENTS

- i) DRAFT Interim and Final Tax Levy By-Law

Prepared and Submitted By:

**Ashley Liznick,
Treasurer**

Approved for Submission By:

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2025-0XX

INTERIM AND FINAL TAX LEVY FOR THE YEAR 2026

WHEREAS, Section 317 (1) and (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS, Section 317 (3) and (4), provides the rules regarding the amounts to be levied;

WHEREAS, Section 342, provides that a local municipality may pass by-laws providing for instalments of taxes;

AND WHEREAS, Section 345, provides that a local municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it expedient to provide for an Interim and Final Tax Levy for the year 2026 and to fix the dates upon which the Interim and Final Tax Levies shall become due and payable;

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

1. GENERAL REGULATIONS

1.1 THAT, the interim tax levy and the final tax levy shall be levied and collected upon the whole of the rateable properties.

1.2 THAT, the **Interim Tax Levy** shall become due and payable in two equal installments on February 25th, 2026 and April 28th, 2026.

1.3 THAT, the **Final Tax Levy** shall become due and payable in two equal installments on July 29th, 2026 and September 28th, 2026.

1.4 THAT, when payment of any installment or any part of any installment of taxes levied by this by-law is in default, a penalty of 1.25 per cent per month that the default continues shall be imposed.

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

1.5 **THAT**, interest and/or penalty charges shall be added on the first day of each and every month that the default continues.

1.6 **THAT**, the following Payment Methods may be used:

- Cash
- Cheque
- Credit Card (fee applies)
- Financial Institution
- Pre-Authorized Payment Agreement
(requires completion of “Enrolment Authorization Form”)
- Interac (Municipal Office only)
- On-Line Banking
- Telephone Banking
- My Account (credit card only)

1.7 **THAT**, the interim and final tax levy rates shall also apply to any property added to the assessment roll after this by-law is enacted.

2. ULTRA VIRES

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

3. EFFECTIVE DATE

3.1 **THAT**, this by-law shall come into force and effect as of the 1st day of January 2026.

3.2 ENACTED AND PASSED this 9th day of December, 2025.

Rob Rainer, Reeve

Amanda Mabo, Clerk

COMMITTEE OF THE WHOLE

December 2, 2025

Report #PW-2025-25
Sean Ervin, Public Works Manager

OLD BROOKE ROAD AND COOKS ROAD OPTIONS

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Council agrees to consider stopping up and closing Cooks Road as outlined in Report #PW-2025-25 – Old Brooke Road and Cooks Road Options and call a Public Meeting as per the Road Closing and Sale Policy.”

BACKGROUND

At the September 23rd meeting, Council adopted the following resolution:

“THAT, Section 7.4 of the Township’s Procurement Policy be waived and staff be authorized to obtain three-quotes from consulting engineering firms to complete pre-construction engineering design for Old Brooke Road;

THAT, staff be authorized to proceed with the pre-construction engineering with the upset limit of \$27,500;

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

Staff obtained four quotations from consulting firms, and the project was awarded to Jp2g Consultants Inc. A kick-off meeting was held onsite in early October to review the drainage issues and confirm the scope of work. The topographic survey was also completed in conjunction with the legal survey to determine drainage patterns and property boundaries. Following the survey, it was determined that where Cook’s Road is currently located is not on Township property and therefore Jp2g was asked to provide options to remediate the issue.

Cooks Road has an Average Daily Traffic Count (ADT) of 35 vehicles.

DISCUSSION

The three options that Jp2g determined were:

1 - Closure of Cooks Road

This option includes Council deeming Cooks Road as surplus and stopping-up-and-closing the road allowance. The road allowance would be surveyed, and lands would be transferred to the neighbouring property owners. This would affect access for two properties off Cooks Road, whose access would then be off Highway 7, and the existing road would be their “new” shared entrance. The two properties on Cooks Road would also be required to change their addresses as new civic addresses would be assigned off Highway 7.

With the road being closed, the south end of Cooks Road would be removed, and an open ditch would be created to capture surface water to address the drainage issue.

2 - Re-alignment of Cooks Road so that the road is fully within the Township’s road allowance

This option reconstructs the southern half of Cooks Road and moves the road to be within the Township’s road allowance. The road would need to be brought up to an applicable Standard (AASHTO Guidelines for Geometric Design of Very Low-Volume Roads (ADT <400)). Concrete curb and gutters would be installed on either side of the newly aligned road to address the drainage issues. There would also be a substantial amount of earth and bedrock removals required with this option and therefore this option is very costly, as noted in the financial section of the report.

3 – Purchase of adjacent land and keep the current alignment of Cooks Road.

This option leaves the current alignment of Cooks Road where it currently is situated, and the Township would purchase the adjacent property as road widening. The south end of Cooks Road would still need significant improvements to be brought up to AASHTO Standards and curb, and gutters would be installed on both sides of Cooks Road to address the drainage issues. This improvement includes lowering of the vertical alignment and rock excavation is almost certain. Staff have had previous verbal discussions with the neighbouring property owners, who were agreeable to transferring lands to the Township so that the drainage issues could be addressed.

4 – Closure of the Southern Portion of Cooks Road

There is also a potential fourth option which includes closure of the southern portion of Cooks Road, at the entrance of 110 Cooks Road. For further clarity, the access to Old Brooke Road from Cooks Road would be closed and Cooks Road would become a short, dead-end road accessed off Highway 7. This option would require a small turn-around to be constructed adjacent to the entrance of 110 Cooks Road so that the Township’s equipment could be turned around. Cooks Road would continue to be a public road and maintained by the Township and only a small portion of land may be required to be transferred to the Township to ensure that Cooks Road is located on Township property. The road would now only service two properties.

FINANCIAL CONSIDERATIONS

Jp2g provided a Class ‘C’ Cost Estimate (accuracy range of 15%-20%) for each of the options. Note: these costs also include some of the work on Old Brooke and Brooke Valley Roads.

Option#1 (Recommended) – Closure of Cooks Road

Road Construction	\$ 232,217.50
Storm Sewers and Appurtenances	\$ 51,800.00
General Items	\$ 43,500.00
Provisional Items	\$ 3,000.00
Sub-Total	\$ 330,517.50
Contingency (20%)	\$ 66,103.50
Sub-Total	\$ 396,621.00
Non-Rebated HST	\$ 6,980.53
Total	\$ 403,601.53

This option would save the Township a minimal amount of maintenance and future capital, as well as staff time.

Option #2 – Realignment of Cooks Road

Road Construction	\$ 484,217.50
Storm Sewers and Appurtenances	\$ 58,550.00
General Items	\$ 56,000.00
Provisional Items	\$ 256,000.00
Sub-Total	\$ 854,767.50
Contingency (20%)	\$ 170,953.50
Sub-Total	\$ 1,025,721.00
Non-Rebated HST	\$ 18,052.69
Total	\$ 1,043,773.69

Option #3 – Improve current alignment of Cooks Road and transfer land to the Township

Road Construction	\$ 312,317.50
Storm Sewers and Appurtenances	\$ 58,550.00
General Items	\$ 48,500.00
Provisional Items	\$ 52,262.50
Sub-Total	\$ 471,630.00
Contingency (20%)	\$ 94,326.00
Sub-Total	\$ 565,956.00
Non-Rebated HST	\$ 9,960.83
Total	\$ 575,916.83

Option #4 - Closure of the Southern Portion of Cooks Road

The fourth option has the same cost as Option #1, plus an additional \$7,500 for the construction of the turn-around on Cooks Road.

Options #2, #3 and #4 does also include minimal ongoing maintenance cost for winter maintenance (plowing and sanding) and summer maintenance costs for grading. However, these costs would be very minimal. Cooks' road only required grading once this summer and efforts are typically focused on the intersection with Old Brooke Road to repair the washed-out gravel caused by the steep slopes. By turning the road into a dead-end road, traffic

volumes would significantly be reduced from averaging 35 vehicles per day to possibly under 8 vehicles per day and therefore summer maintenance activities would be minimal. Winter maintenance requirements are based on the weather; however, Cooks' Road is currently easily maintained as the plow truck (the Ford 550) is driving by on its way to and from Maberly from the Bathurst Garage. It only takes approximately 10-minutes to plow and sand Cooks' Road. With the very low traffic volume of Cooks Road, there are no expected significant capital costs either. The road may only require maintenance gravel every 15 years and is only 65m long, therefore costs would be under \$1,000 for materials.

Whichever option Council decides to proceed with, staff will review the design and tender documents prior to the issuance of the tender to find efficiencies and cost savings. For example, the above noted costs include two lifts of asphalt, whereas one lift of asphalt is likely more appropriate with the low traffic volumes on these roads. However, it should also be noted that the above noted cost estimates only include a section of the project and additional costs will be required to complete the remainder of Old Brooke and Brooke Valley Roads. The estimated additional costs are in the amount of \$205,000, including non-rebated H.S.T and 10% contingency.

The 2026 Capital Budget included a total of \$234,000 for Old Brooke and Brooke Valley Roads. This budgeted amount only included replacing the current configuration and does not include addressing the drainage issues with the addition of concrete curb and gutters and a couple new catch basins. Asphalt paving, instead of surface treatment, is also required with the introduction of curb and gutters which is more costly, however, does have a longer service life if proper pavement preservation methods are used.

Once the design and tender documents are finalized, the project will be tendered for contractors to bid on. The final project totals and how the project will be funded would be brought forward during the tender award report, early in 2026.

OPTIONS CONSIDERED

Option #1 (Recommended) - Closure of Cooks Road. This is a cost-effective solution to address the drainage issues. Access would be off of Highway #7 instead of Cooks Road for the two properties on Cooks Road. This is the most cost effective immediate and long-term option. Should this option be chosen, the Road Closing and Sale Policy would be followed, including public notice, a public meeting, etc. before a final decision to close the road occurred. The remainder of the vehicles that use Cooks Road would travel just over half a kilometre to Old Brooke Road and Highway #7. See attached map. It should be noted that the Township would continue to maintain the road until this process is completed.

Option #2 - Re-alignment of Cooks Road so that the road is fully within the Township's road allowance. This option is the costliest and not recommended.

Option #3 – Purchase of adjacent land and keep the current alignment of Cooks Road. Although not as costly as Option #1, this option is still very costly for a road with a very low traffic volume.

Option #4 – If Option #1 is not chosen as the preferred option, closure of the intersection of

Cooks Road and Old Brooke Road would be the next recommended option as it is a cost-effective solution to address the drainage issues yet still maintains similar access to the two adjacent landowners on Cooks Road. However, the road will provide access to only two properties.

CLIMATE CONSIDERATIONS

Proper stormwater management is important to ensure that surface water can drain properly without damaging municipal or private property.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances

CONCLUSIONS

All options to address the issues on Old Brooke and Cook's road are costly, however, not addressing the drainage issues while the roads are being rehabilitated is not recommended as the new work may be damaged after heavy rainfalls, causing costly repairs and ongoing maintenance.

ATTACHMENTS

1. GIS Map
2. Schematic of each option

Prepared and Submitted By:

**Sean Ervin,
Public Works Manager**

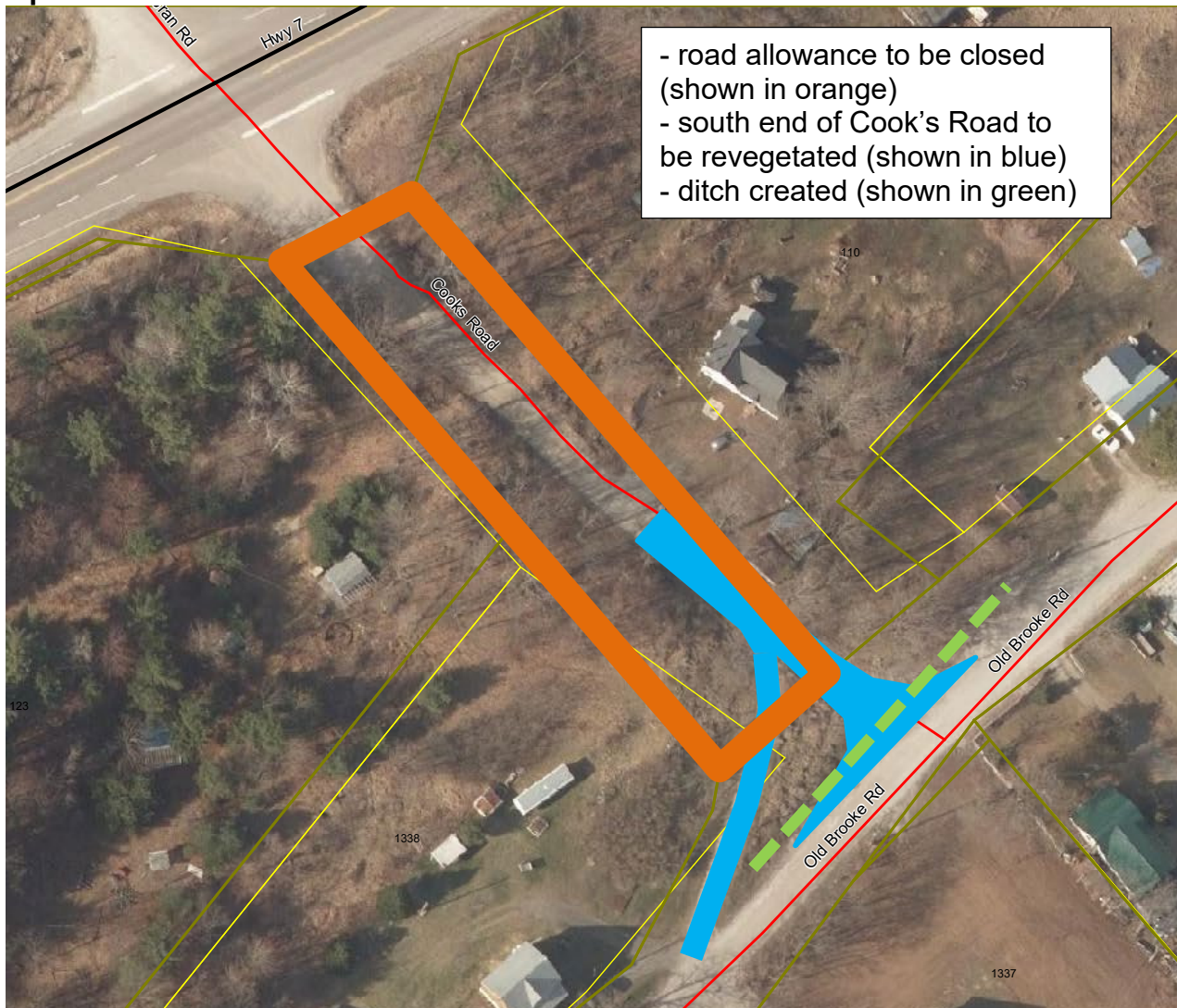
Approved for Submission By:

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

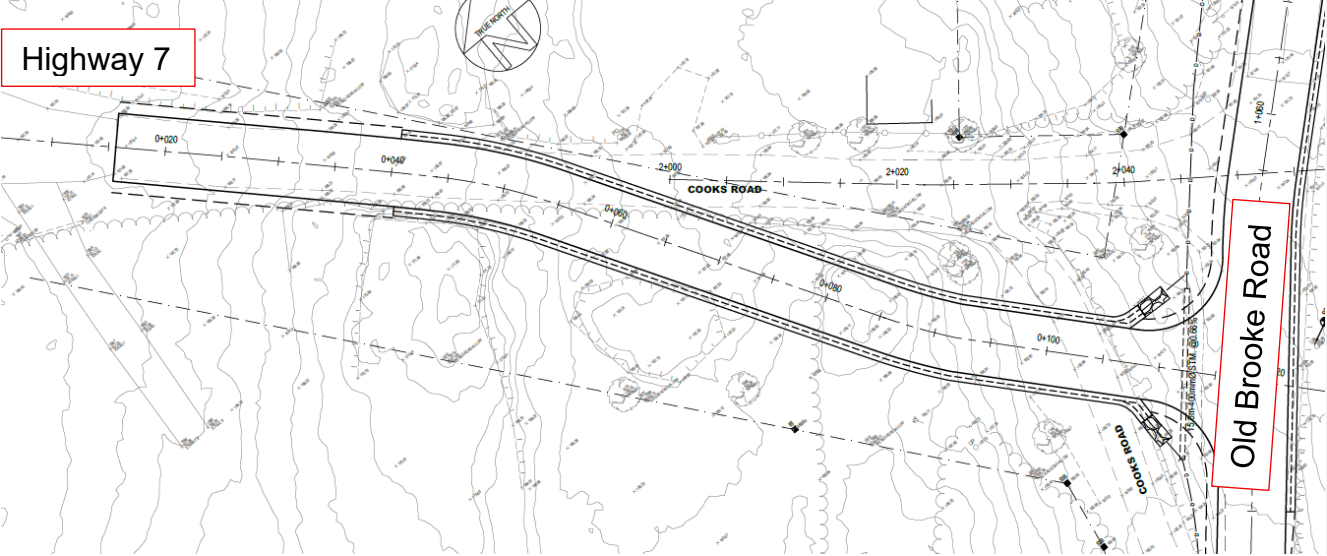
GIS Map



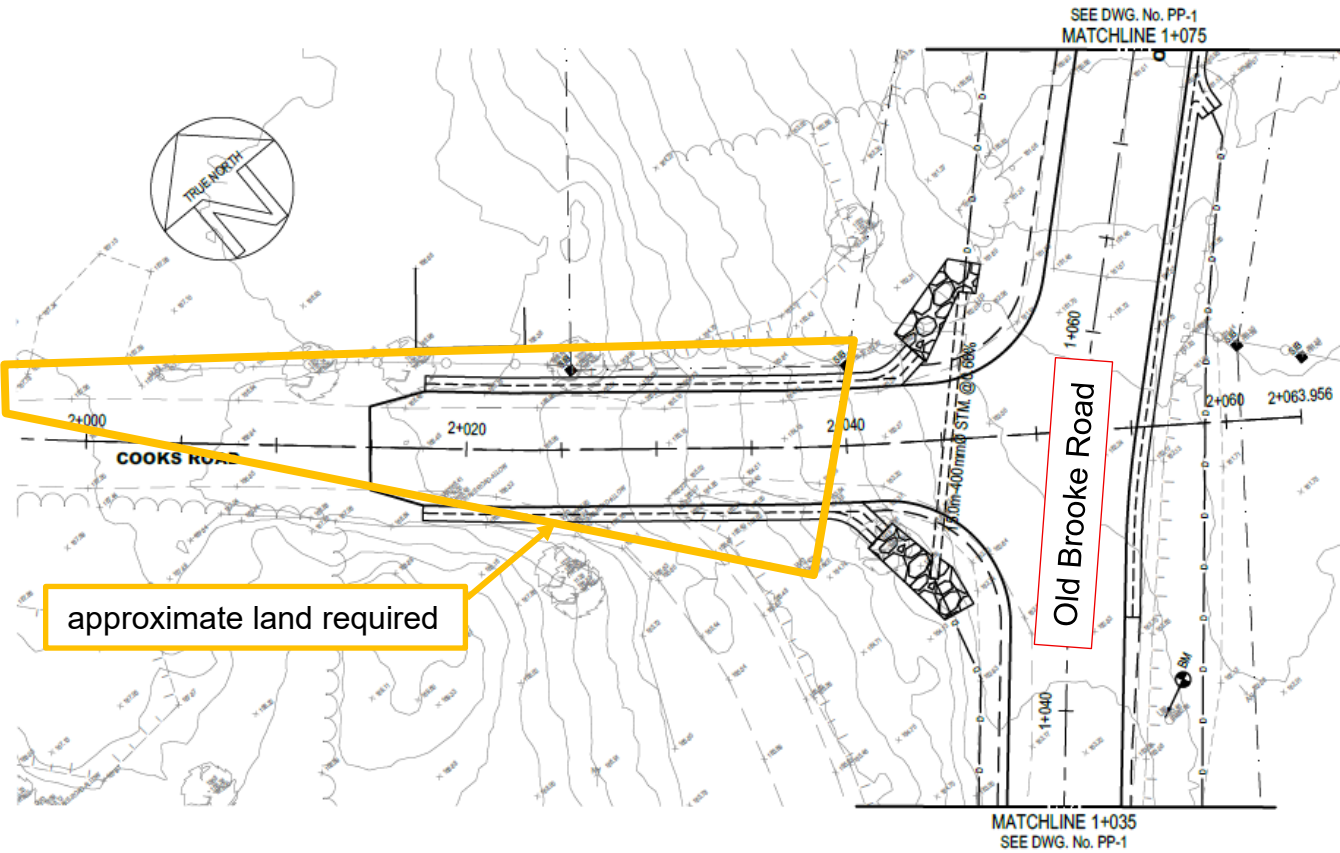
Attachments
Option 1 – Close Cooks Road



Option 2 – Realign Cook’s Road



Option 3 - Same Alignment, Purchase Adjacent Land



Option 4 – Close intersection of Cook’s and Old Brooke Road, create plow turn-around



COMMITTEE OF THE WHOLE

December 2nd, 2025

Report #PD-2025-21
Noelle Reeve, Planner

PROPOSED BOUNDARIES FOR THE REGIONAL CONSOLIDATION OF ONTARIO'S CONSERVATION AUTHORITIES

STAFF RECOMMENDATION

It is recommended:

“THAT, staff submit comments to the Environmental Registry of Ontario posting <https://ero.ontario.ca/notice/025-1257> Proposed boundaries for the regional consolidation of Ontario's conservation authorities;

AND THAT, this report be circulated to the Honourable Todd J. McCarthy, Minister of Environment, Conservation and Parks; the Honourable Peter Bethlenfalvy, Minister of Finance; local MPP the Honourable John Jordan; Mayor Christa Lowry, the Chair of the Rural Ontario Municipal Association; and Sommer Casgrain Robertson, Rideau Valley Conservation Authority; Sally McIntyre, Mississippi Valley Conservation Authority.”

BACKGROUND

On November 7, 2025, the province of Ontario introduced <https://ero.ontario.ca/notice/025-1257> “Proposed boundaries for the regional consolidation of Ontario's conservation authorities” for public comment by December 22, 2025.

The province states that, “Ontario's 36 conservation authorities play a vital role in watershed management and protecting communities from natural hazards like floods. Conservation authorities deliver programs and services that further the conservation, restoration, and management of natural resources. Conservation authorities review permit applications and issue permits to builders, municipalities and property owners for development activities such as housing developments, installation of sewage systems in areas affected by risks of natural hazards such as floodplains, shorelines, river and stream valleys, and wetlands. Permitting administered by conservation authorities helps to ensure that development does not happen in unsafe areas and that it does not worsen the impacts of flooding or erosion in surrounding areas.”

However, the province believes, “The current system of 36 separate conservation authorities is fragmented, with each conservation authority following different policies, standards, fees

and levels of staffing and technical capabilities. This has led to unpredictable and inconsistent turnaround times for approvals across all conservation authorities, creating uncertainty and delays for builders, landowners and farmers seeking permits, and undermining conservation authorities' ability to protect communities from floods and natural hazards."

Therefore, the province intends to "consolidate the province's 36 conservation authorities into seven regional conservation authorities" (see Attachment 1 Map). Tay Valley Township would be included in the proposed St. Lawrence Regional Conservation Authority (see Attachment 2 Map).

The proposed St. Lawrence Regional Conservation Authority would include 5 conservation authorities (the Rideau Valley, Mississippi Valley, Cataraqui, Raisin Region, and South Nation Conservation Authorities) containing 46 municipalities ranging in population from large (Ottawa, Kingston, Cornwall) to small (Front of Yonge, Westport) and in geographical size from Greater Madawaska to the Town of Merrickville-Wolford (see Attachment 3 for a list).

On November 6, 2025 the province introduced Bill 68, Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2). Schedule 3 of Bill 68 proposes to amend the Conservation Authorities Act to establish the Ontario Provincial Conservation Agency – a provincial board-governed agency – "to provide centralized leadership, efficient governance, strategic direction, and oversight of Ontario's conservation authorities".

"Where the Minister considers it to be in the public interest to do so, the Minister may issue directions to the Agency. The Agency may issue directions to one or more conservation authorities but must first provide the Minister with a copy of the proposed direction, allowing the Minister the opportunity to take specified actions."

"The Agency is authorized to establish and require the payment of fees and to take steps to recover its costs and expenses. Other provisions include limitations on personal liability for specified persons and the barring of specified proceedings. Regulation-making authorities for both the Lieutenant Governor in Council and the Minister are also added to the Act."

DISCUSSION

Since Ontario municipalities are the primary funders of conservation authorities, they should decide the structure of these organizations moving forward. Local municipalities currently provide between 25 per cent and 50 per cent of total conservation authority funding, while the province of Ontario provides approximately three (3) per cent.

There will be 47 municipalities included in our proposed region, going all the way from Deseronto to the Quebec border, Ottawa and close to the Bancroft area. These watersheds vary widely from clay plains to granite bedrock making uniform application of province-wide standards complex. Ensuring that regional authorities can adapt provincial standards to local hydrological and ecological conditions will be critical.

We really appreciate the local connection we have with our conservation authorities and are concerned about what affect the change will have on the local presence of conservation authority staff. Amalgamation of Health Units in our area has seen the closure of 4 local

offices. We would not want to see a similar reduction in service from Conservation Authorities.

It is not clear how the proposed Ontario Provincial Conservation Agency will interact with the new Regional Conservation Authority Boards. It seems like an additional layer of bureaucracy that municipalities will have to pay for.

Turnaround time on permitting through local conservation authorities in Eastern Ontario is currently fast, and according to Peter Young, Planning and Economic Development Director, United Counties of Stormont, Dundas & Glengarry, permitting costs are between 33 and 50 per cent of the costs seen in other conservation authorities across the province.

Will we be saddled with extra costs for the extra layer of bureaucracy the Ontario Provincial Conservation Agency represents? Tay Valley Township has experience with the amalgamation of Police Services Boards into one Lanark County Board and the extra costs that brought.

Thousands of acres of land have been donated as personal legacies for long-term protection and stewardship, entrusted specifically to local conservation authorities, and Bill 68 could negate that giving in the future because of the loss of local connection.

A one-size fits all approach does not always work. It is not clear how many seats local municipalities would have on a regional board. Local influence and representation could be impacted.

The province has asked five questions as part of its public consultation:

- 1) What do you see as key factors to support a successful transition and outcome of regional conservation authority consolidation?

No reduction in levels of protection. Levels of environmental protect should be uniformly raised to the highest level in the same Region. No reduction in service levels to municipalities e.g., report cards on state of watersheds, catchments, etc., provision of permits to the public, etc.

- 2) What opportunities or benefits may come from a regional conservation authority framework?

Providing smaller conservation authorities with better modelling capacity for climate change impacts.

- 3) Do you have suggestions for how governance could be structured at the regional conservation authority level, including suggestions around board size, make-up and the municipal representative appointment process?

For each municipality to have representation, a 47 member board would be needed which seems unwieldy.

- 4) Do you have suggestions on how to maintain a transparent and consultative budgeting process across member municipalities within a regional conservation authority?

Get the proposed budget into the hands of the municipal representative by August since most municipalities start work on their budgets in September.

- 5) How can regional conservation authorities maintain and strengthen relationships with local communities and stakeholders?

Increase communication staff so that messages can be delivered in a timely manner.

STRATEGIC PLAN LINK

Strong Community and Thriving Economy – Water is life. Without clean water and safety from flooding and drought there is no economy.

Healthy Environment – Without local environmental knowledge, natural heritage will be lost.

CLIMATE CONSIDERATIONS

Information on microclimates and ecological niches may be lost due to management at a higher level.

CONCLUSION

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

ATTACHMENTS

- 1) Map of Proposed 7 Regional Conservation Authorities
- 2) Map of Proposed St. Lawrence Regional Conservation Authority
- 3) List of Current Conservation Authorities and Municipalities that Would Fall Within the Proposed St. Lawrence Regional Conservation Authority

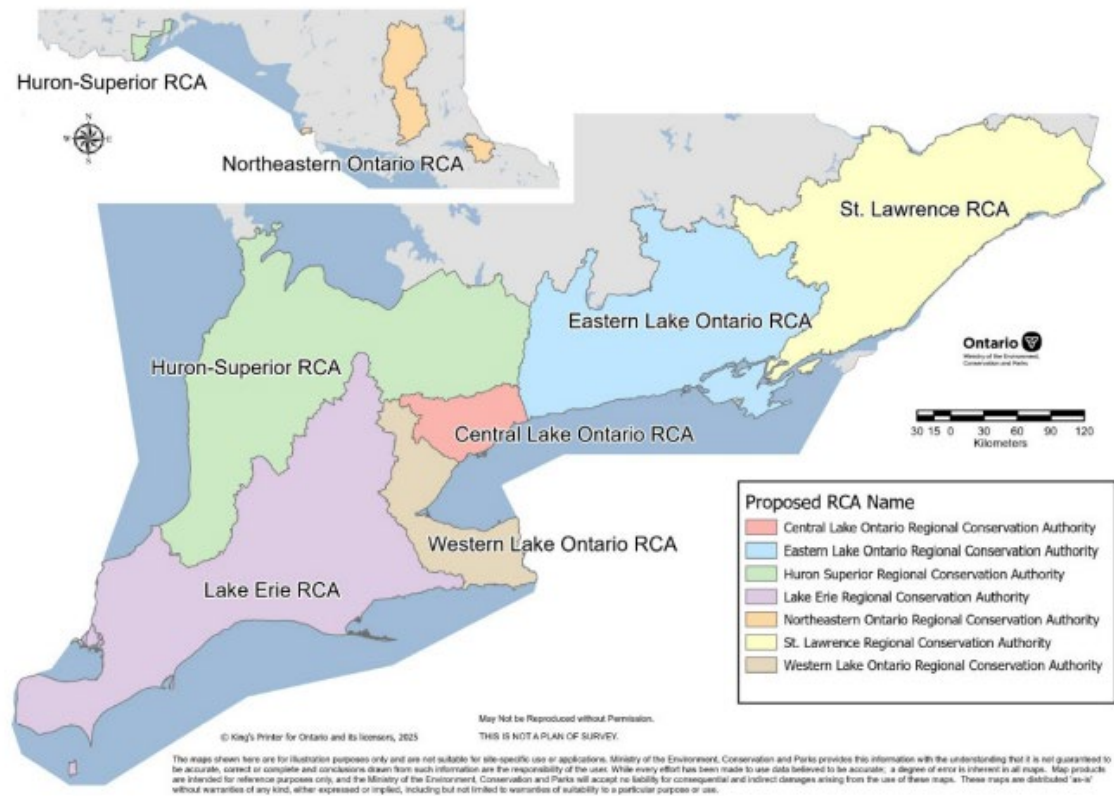
Prepared and Submitted By:

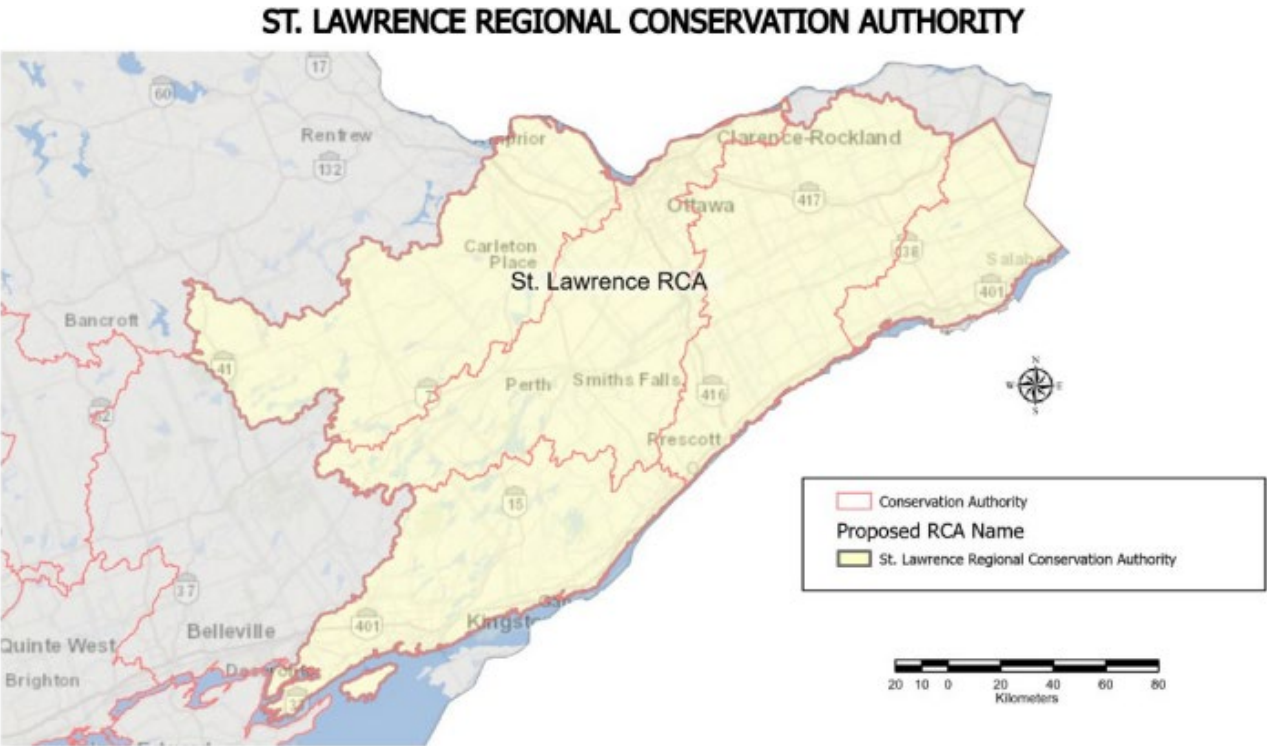
Approved for Submission By:

**Noelle Reeve,
Planner**

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

PROPOSED 7 REGIONAL CONSERVATION AUTHORITIES (RCA)





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Attachment 3

Municipalities that would fall within the proposed St. Lawrence Regional Conservation Authority include:

- City of Brockville
- City of Clarence-Rockland
- City of Cornwall
- City of Kingston
- City of Ottawa
- Municipality of Mississippi Mills
- Municipality of North Grenville
- Municipality of South Dundas
- Municipality of The Nation
- Town of Carleton Place
- Town of Gananoque
- Town of Greater Napanee
- Town of Perth
- Town of Prescott
- Town of Smiths Falls
- Township of Addington Highlands
- Township of Alfred and Plantagenet
- Township of Athens
- Township of Augusta
- Township of Beckwith
- Township of Central Frontenac
- Township of Champlain
- Township of Drummond/North Elmsley
- Township of East Hawkesbury
- Township of Edwardsburgh/Cardinal
- Township of Elizabethtown-Kitley
- Township of Front of Yonge
- Township of Greater Madawaska
- Township of Lanark Highlands
- Township of Leeds and the Thousand Islands
- Township of Loyalist
- Township of Montague
- Township of North Dundas
- Township of North Frontenac
- Township of North Glengarry

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- Township of North Stormont
 - Township of Rideau Lakes
 - Township of Russell
 - Township of South Frontenac
 - Township of South Glengarry
 - Township of South Stormont
 - Township of Stone Mills
 - Township of Tay Valley
 - Village of Casselman
 - Village of Merrickville-Wolford
 - Village of Westport

Current conservation authorities that would make up the proposed St. Lawrence Regional Conservation Authority include:

- Cataraqui Region CA
- Rideau Valley CA
- Mississippi Valley CA
- South Nation River CA
- Raisin Region CA

COMMITTEE OF THE WHOLE

December 2nd, 2025

Report #CAO-2025-38

Amanda Mabo, Chief Administrative Officer/Clerk

ELECTION – USE OF MUNICIPAL RESOURCES – POLICY

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Election – Use of Municipal Resources – Policy be adopted;

AND THAT, the necessary by-law be brought forward.”

BACKGROUND

Prior to each municipal election, staff review any election related policies to ensure that they are current.

DISCUSSION

The current policy with regards to use of corporate resources during an election was put in place in 2010 and is one page.

The newly drafted policy considers all the recent changes to legislation such as third party advertisers and campaign contributions.

Copies of the current and proposed policies are attached.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt Updated Policy

Option #2 – Council suggest changes to the Draft Policy

Option #3 – Do Nothing

Not recommended as the legislative requirements would not be met.

FINANCIAL CONSIDERATIONS

Any breach of the policy by a Member of Council, Municipal Employee or Municipal Volunteer will require the individual to repay the costs associated with the breach back to the municipality.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSION

The policy provides direction regarding the use of Tay Valley Township resources with respect to election related matters as public funds and resources are not to be used for any election related purposes.

ATTACHMENTS

1. Current Policy – Election Related Resource Policy
2. Proposed Policy – Election – Use of Municipal Resources - Policy

Respectfully Submitted By:

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

TAY VALLEY TOWNSHIP

POLICY AND PROCEDURE

Subject: Election-Related Resource Policy

Date of Adoption: September 14, 2010

Purpose:

To provide direction to Members of Council and all staff on the administration of corporate resources with respect to election campaign matters.

Principle:

In compliance with the Municipal Elections Act, 1996, public funds are not to be used for any election campaign purposes, including the promotion of or opposition to the candidacy of a person for elected office.

Policy Elements:

1. Definition

For the purpose of this policy, "election campaign purposes" refer to the occurrence of a municipal election or by-election.

2. Campaign-Related Materials

At no time shall corporate resources be used to sponsor or produce any campaign-related materials. For the purposes of this clause, the phrase "campaign-related materials" means those materials that promote or oppose the candidacy of a person for elected office. Subject to Clause 3, this prohibition is not meant to restrict Members from routinely communicating with residents. However, Members of Council are responsible for ensuring that any communications or activities funded by the Township are not related to an election.

3. Equipment

The provision of computers, cell phones, internet and telephone access to all or some Members of Council will continue during the period following Nomination Day. This is to allow Members of Council to continue serving residents in their capacity as the sitting/current Council with a term ending on November 30.

4. Enforcement

Should any written complaint arise regarding the alleged use of corporate resources in contravention of this policy, the Chief Administrative Officer, or designate, shall have the delegated authority to investigate it and resolve any issues. If a breach of this policy is confirmed the Member of Council will be required to personally repay any of the costs associated with the breach.

1. PURPOSE

To provide direction regarding the use of Tay Valley Township resources with respect to election related matters as public funds and resources are not to be used for any election related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

2. LEGISLATIVE AUTHORITY

- 2.1** Section 88.18 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.
- 2.2** Section 88.8 (4) 5. of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a municipality shall not make a campaign contribution.
- 2.3** Section 12 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election.

3. SCOPE

3.1 This policy applies to the following:

- Members of Council
- Municipal Employees
- Municipal Volunteers
- Candidates
- Registered Third Party Advertisers
- Ballot Question Campaigns

3.2 This policy applies to the occurrence of:

- A municipal election, by-election, or campaign related to a question on the ballot; and
- Any participation in federal and provincial elections that is partisan in nature.

3.3 Where applicable, provisions in this policy shall also apply to activities of all Candidates, Registered Third Party Advertisers and Ballot Question Campaigns in relation to Municipal Resources. The term "election related" may be used in this policy to refer to the matters set out above.

- 3.4 Certain provisions of this policy may be subject to additional municipal by-laws, policies and procedures. Guidance should be sought from the Clerk if clarification or interpretation is required.

4. DEFINITIONS

- 4.1 **“Act”** – shall mean the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended.
- 4.2 **“Contribution”** – shall mean the general definition set out in the *Act* which includes but is not limited to the following:
- For an election campaign – As set out in Subsection 88.15(1) of the *Act*: “... [M]oney, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person’s direction, are contributions.”
 - For third party advertisements – As set out in Subsection 88.15(2) of the *Act*: “... [M]oney, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.”
- 4.3 **“Candidate”** – shall mean a person who has filed and not withdrawn a nomination for an elected office at the municipal (including school board), provincial or federal level in an election or by-election.
- 4.4 **“Clerk”** – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 4.5 **“Council”** – shall mean the Council of the Municipality in accordance with the Council Composition By-Law in effect.
- 4.6 **“Municipal Resources”** – shall mean, but is not limited to Municipal Employees, Municipal Events, Municipal Facilities and Property, Municipal Funds, Municipal Information, Municipal Infrastructure and Municipal Volunteers.
- 4.6.1 **“Municipal Employees”** – shall mean all union and non-union employees of the Municipality.
- 4.6.2 **“Municipal Events”** – shall mean events funded or organized by the Municipality.
- 4.6.3 **“Municipal Facilities and Property”** – shall mean any facility or property that is leased or owned by the Municipality.

- 4.6.4 **“Municipal Funds”** – shall mean funding support provided by the Municipality.
- 4.6.5 **“Municipal Information”** – shall mean any information in the custody and control of the Municipality.
- 4.6.6 **“Municipal Infrastructure”** – shall mean any physical or technology systems that support the operation of municipal programs and services, including but not limited to municipal fleet vehicles, public display signage, computer network, telecommunications and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet.
- 4.6.7 **“Municipal Volunteers”** – shall mean any person who gives freely their time, energy and skills for public benefit, without monetary compensation or the expectation of financial compensation under the supervision of the Municipality, and includes but is not limited to, persons appointed to Boards, Committees and Working Groups, recreation activities, programs and services, and the ReUse Centre.
- 4.7 **“Municipality”** – shall mean the Corporation of Tay Valley Township.
- 4.8 **“Registered Third Party Advertisers”** – shall mean, in relation to a municipal election, an individual, corporation or trade union that is registered with the Clerk, as per Section 88.6 of the *Act*, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.
- 4.9 **“Ballot Question Campaigns”** – in relation to a municipal election, campaigns to promote, support or oppose an issue on a question on a ballot.

5. GENERAL PROVISIONS

- 5.1 Municipal Resources shall not at any time be used to sponsor or produce any materials that promote or oppose the candidacy of a person for elected office, or that promote or oppose a campaign related to a question on the ballot.

6. MUNICIPAL AND COMMUNITY EVENTS

6.1 Members of Council

Members of Council may attend municipal and community events and act as participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, provided that they do not promote or oppose the candidacy of a person for elected office.

6.2 Candidates, Registered Third Party Advertisers and Ballot Question Campaigns

- 6.2.1 Candidates, Registered Third Parties, Ballot Question Campaigns and their representatives may attend municipal and community events in their capacity as private citizens, but shall not campaign while in attendance or display or distribute campaign related materials.
- 6.2.2 Candidates, Registered Third Parties, and representatives of Ballot Question Campaigns shall not be invited to deliver formal remarks at a Municipal Event in their capacity as a Candidate, Registered Third Party or Ballot Question Campaign representative.

7. MUNICIPAL FACILITIES AND PROPERTY

7.1 Booking Space at Municipal Facilities and Property

- 7.1.1 Members of the public, including community groups, Candidates, Registered Third Party Advertisers, Ballot Question Campaigns and their representatives, may not book space at Municipal Facilities and Property for election related activities.

7.2 Campaigning at Municipal Facilities

- 7.2.1 Campaigning shall not occur at Municipal Facilities and Property.

8. MUNICIPAL RESOURCES

- 8.1 Municipal Resources shall not be used to pay for, access, develop, maintain or update election related communications platforms such as campaign websites and social media accounts. This includes but is not limited to the use of municipal funded computers, tablets and smartphones.
- 8.2 Communications materials, including branding (symbols, logos, graphics) and photographic or video materials, which were or are created or produced by the Municipality or with Municipal Resources shall not be used in campaign materials or for any other election related purposes.
- 8.3 **Social Media Use**
 - 8.3.1 Social media accounts that are free to use are generally not considered to be Municipal Resources. These accounts are personal to the individual Member of Council and have not been created by the Municipality, nor are they used by the Municipality for the purposes of official communications. That said, the following applies to social media accounts of Members of Council:

- 8.3.1.1 Members are encouraged to clearly distinguish between an elected official social media account and a campaign (election-related) social media account.
- 8.3.1.2 Members who post or share election related materials through a social media account shall ensure that those activities are not conducted using Municipal Resources, including but not limited to Municipal Infrastructure; and
- 8.3.1.3 If a Member of Council's social media account includes election related posts or sharing, any links or references to that account shall not appear on the Council Member's communications materials (for example, municipal funded business cards, email signature blocks and emails).

8.3.2 The Code of Conduct for Members of Council and Local Boards applies to Council Members social media activity, including those for election related purposes.

9. MUNICIPAL INFORMATION

- 9.1 Questions or requests for information from Candidates, Registered Third Party Advertisers, Ballot Question Campaigns and their representatives shall be directed in writing (email) to the Clerk.
- 9.2 The question and answer from a Candidate, Registered Third Party Advertiser, or Ballot Question Campaign representative shall be provided to any other Candidate, Registered Third Party Advertiser or Ballot Question Campaign representative so that all parties have the opportunity to the same information.
- 9.3 The Municipality's logos, official marks, slogan, etc. shall not be printed, posted or distributed on any campaign materials except to link to the Municipality's website to obtain information about the municipal election.

10. ELECTION CAMPAIGNS AT OTHER LEVELS OF GOVERNMENT

- 10.1 Members of Council shall not use Municipal Resources to host, promote, sponsor or otherwise organize or assist with any event that involves direct participation by candidates at other levels of government, given that there is potential for partisanship, real or perceived, to occur at, or in the organization of, any such event that directly involves candidate participation.
- 10.2 Members of Council may communicate with constituents regarding federal/provincial matters relevant to the Municipality, as well as any issues that have a direct bearing on municipal business between the federal/provincial government and the Municipality. Any such communication shall be non-partisan in nature and may be conducted through communications such as general questionnaires to all candidates, or messages to constituents highlighting federal/provincial matters of importance without commentary/indicating a preference for a particular candidate/party.

10.3 The following applies if a Member of Council becomes a candidate in a provincial or federal election/by-election:

10.3.1 A Member who is a candidate shall seek guidance from the Clerk with respect to responsibilities and obligations required to comply with this Policy. While certain restrictions may apply in order to ensure compliance with this Policy and its purpose, it is recognized that the Member continues to be the elected representative and may remain active in their capacity on Council. This may include participating in meetings of Council, its Committees, attending municipal and community meetings and events in their capacity as a Member of Council, and fulfilling any other statutory roles and responsibilities of a Member of Council.

10.3.2 Communications materials published, issued or otherwise used by a Member of Council who is a candidate shall not advertise the Member's participation/attendance in events.

10.3.3 Communications materials published, issued or otherwise used by the Municipality shall not reference the name or image of a Member of Council who is a candidate in a federal/provincial election/by-election. This includes but is not limited to municipal publications, advertisements, media releases and public service announcements, speaking notes and social media content. This does not include materials such as Council and Committee meeting minutes and agendas.

10.3.4 Media releases, speaking notes and other communications materials that relate to a Member of Council who is a candidate in a federal/provincial election/by-election and are to be published, used or distributed by the Municipality during the applicable campaign period shall be provided to the Clerk or designate for review and approval.

11. COMPLAINTS AND INVESTIGATION

11.1 The Clerk shall have the delegated authority to receive and investigate any written complaint with respect to this policy.

11.2 Upon completion of any investigation, the Clerk may resolve any issues and, if necessary, determine appropriate corrective action based on the findings of the investigation, in consultation with the Integrity Commissioner as necessary in relation to the Code of Conduct for Members of Council and Local Boards as described below.

11.3 If the investigation determines that a Member of Council or of applicable quasi-judicial bodies has contravened the policy, the Member of Council shall be required to personally repay any direct costs associated with the breach.

- 11.4** The Clerk shall advise the complainant of the outcome of the complaint and any repayment that was made.
- 11.5** It is also recognized that matters related to election related activity are included in the Code of Conduct for Members of Council and Local Boards, which are under the mandate of the Integrity Commissioner, and to which separate complaint protocols apply.
- 11.6** If the investigation by the Clerk determines that a Municipal Employee or a Municipal Volunteer contravened this policy, the failure on the part of a Municipal Employee or a Municipal Volunteer to comply with this policy may result in corrective action as appropriate, including discipline up to and including dismissal, to be conducted in accordance with human resources' processes and in alignment with the collective agreement and terms and conditions of employment or volunteering.

12. COMMUNICATION

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

13. ACCOUNTABILITY FRAMEWORK

- 13.1** The Clerk and/or the Returning Officer is responsible for ensuring compliance with this policy.

14. POLICY REVIEW

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

15. REFERENCES

Policies and Procedures/Documents

Election – Campaign Advertising and Third Party Advertising – Policy

Election – Municipal Employee Involvement – Policy

Election – Procedures Manual

Code of Conduct for Members of Council and Local Boards

Employee Code of Conduct

Resources

Municipal Elections Act, 1996, as amended

COMMITTEE OF THE WHOLE

December 2nd, 2025

Report #CAO-2025-39

Amanda Mabo, Chief Administrative Officer/Clerk

ELECTION – MUNICIPAL EMPLOYEE INVOLVEMENT – POLICY

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Election – Municipal Employee Involvement – Policy be adopted;

AND THAT, the necessary by-law be brought forward.”

BACKGROUND

Prior to each municipal election, staff review any election related policies to ensure that they are current.

DISCUSSION

The current policy with regards to municipal employee involvement during an election was put in place in 2013.

The updated drafted policy brings it in line with other municipal policies.

A copy of the updated policy attached. Proposed changes are highlighted and/or in a different colour.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt Updated Policy

Option #2 – Council suggest changes to the Draft Policy

Option #3 – Do Nothing

Not recommended as the legislative requirements would not be met.

FINANCIAL CONSIDERATIONS

Any breach of the policy by a Municipal Employee may result in corrective action as appropriate, including discipline up to and including dismissal, to be conducted in accordance with human resources' processes and in alignment with the collective agreement and terms and conditions of employment.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSION

The purpose of this policy is to provide direction to Municipal Employees of the Municipality with regards to their involvement relating to political activities.

ATTACHMENTS

1. Proposed Policy – Election – Use of Municipal Resources - Policy

Respectfully Submitted By:

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

SUBJECT: ELECTION – MUNICIPAL EMPLOYEE INVOLVEMENT - POLICY

1.0 PURPOSE

The purpose of this policy is to provide direction to **Municipal** Employees of the Municipality with regards to their involvement relating to political activities.

2.0 LEGISLATIVE AUTHORITY

Section 12 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, provides that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election.

3.0 SCOPE

3.1 This policy applies to all **Municipal** Employees of the Municipality.

4.0 DEFINITIONS

4.1 ~~“Employee” – all union and non-union employees of the municipality.~~

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

4.2 “Municipal Resources” – shall mean, but is not limited to Municipal Employees, Municipal Events, Municipal Facilities and Property, Municipal Funds, Municipal Information and Municipal Infrastructure.

4.2.1 “Municipal Employees” – shall mean all union and non-union employees of the Municipality.

4.2.2 “Municipal Events” – shall mean events funded or organized by the Municipality.

4.2.3 “Municipal Facilities and Property” – shall mean any facility or property that is leased or owned by the Municipality.

4.2.4 “Municipal Funds” – shall mean funding support provided by the Municipality.

4.2.5 “Municipal Information” – shall mean any information in the custody and control of the Municipality.

4.2.6 “Municipal Infrastructure” – shall mean any physical or technology systems that support the operation of municipal programs and services,

including but not limited to municipal fleet vehicles, public display signage, computer network, telecommunications and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet.

5.0 GENERAL PROVISIONS

- 5.1** **Municipal** Employees of the Municipality must be, and appear to be, both personally impartial and free of undue political influence in the exercise of their official duties.
- 5.2** **Municipal** Employees engaged in political activities must take care to separate those personal activities from their official positions.
- 5.3** **Municipal** Employees may participate in political activity at the federal, provincial and municipal levels providing that such activity does not take place during work hours or utilize Municipal assets, Resources, or property.
- 5.4** Notices, posters or similar material in support of a particular candidate, a campaign related to a question on the ballot, or political party are not to be displayed or distributed by **Municipal** Employees on municipal work sites or on Municipal Facilities and Property.
- 5.5** Any information obtained by a **Municipal** Employee through their employment with the Municipality shall not be used for election related purposes.
- 5.6** **Municipal** Employees wishing to run for federal, provincial or municipal office must request, and obtain, a leave of absence without pay, and abide by the respective legislation governing such elections.
- 5.7** A **Municipal** Employee who identifies a potential conflict of interest with respect to election related matters (for example, a family member or close friend is a candidate, etc.) shall advise the Clerk in writing of the potential conflict of interest in accordance with the Employee Code of Conduct. Thereafter, the Clerk and manager shall develop a process to insulate the Employee against any claim of conflict, be it real or perceived.

6.0 COMPLAINTS AND INVESTIGATION

- 6.1** The Clerk shall have the delegated authority to receive and investigate any written complaint with respect to this policy.
- 6.2** Upon completion of any investigation, the Clerk may resolve any issues and, if necessary, determine appropriate corrective action based on the findings of the investigation, in consultation with legal counsel as necessary in relation to the Employee Code of Conduct.

- 6.3** If the investigation determines that an Employee has contravened the policy, the Employee shall be required to personally repay any direct costs associated with the breach.
- 6.4** The Clerk shall advise the complainant of the outcome of the complaint and any repayment that was made.
- 6.5** If the investigation by the Clerk determines that a Municipal Employee contravened this policy, the failure on the part of a Municipal Employee to comply with this policy may result in corrective action as appropriate, including discipline up to and including dismissal, to be conducted in accordance with human resources' processes and in alignment with the collective agreement and terms and conditions of employment.

7.0 COMMUNICATION

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

8.0 ACCOUNTABILITY FRAMEWORK

- 8.1** The Clerk and/or the Returning Officer is responsible for ensuring compliance with this policy.

9.0 POLICY REVIEW

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

10.0 REFERENCES

Policies and Procedures/Documents

Election – Campaign Advertising and Third Party Advertising – Policy
Election – Use of Municipal Resources – Policy
Election – Procedures Manual
Employee Code of Conduct

Resources

Municipal Elections Act, 1996, as amended

COMMITTEE OF THE WHOLE
December 2nd, 2025

Report #CAO-2025-40
Amanda Mabo, Chief Administrative Officer/Clerk

MULTI-YEAR ACCESSIBILITY PLAN UPDATE

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Multi-Year Accessibility Plan be approved;

AND THAT, the necessary by-law be brought forward.”

BACKGROUND

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) establishes a framework for developing, implementing, and enforcing accessibility standards to identify, remove, and prevent barriers for people with disabilities in daily life.

The Integrated Accessibility Standard requires the Municipality to develop a multi-year plan every five years.

At the October 7th Committee of the Whole meeting, a draft Multi-Year Accessibility Plan was brought to Council for review. Subsequently, feedback on the draft plan through an online survey was sought.

DISCUSSION

Six (6) responses were received from the survey, of which the results are attached to this report (the results say seven submissions but one was a test submission).

Of note in the survey responses was the following:

- Challenges accessing public spaces:
 - bathroom access
 - transportation
 - parking
 - doors are heavy and accessible buttons do not always work
- Municipal facilities or locations that are particularly accessible or inaccessible:
 - not fair to have all activities in one place in Maberly

- Barriers to participating in a municipal program or activity:
 - long walk from parking to event
- What changes would improve accessibility?
 - shuttle services at craft, music, entertainment, etc., even a golf cart
- Resources or services missing:
 - shuttle services for attending functions

Now that feedback has been reviewed, a final draft of the plan is being brought back to Council for adoption.

Many of the above comments will be reviewed as part of the individual assessments of each location over the next year.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt Multi-Year Accessibility Plan

Option #2 – Council suggest changes to the Plan

Option #3 – Do Nothing

Not recommended as the legislative requirements would not be met.

FINANCIAL CONSIDERATIONS

Any costs related to the removal of barriers will come forward as part of the budget process in a given year.

STRATEGIC PLAN LINK

Strategic Priority: Strong Community

Strategic Initiative: Accessibility

Action Item: Develop and Implement an updated Multi-Year Accessibility Plan

CLIMATE CONSIDERATIONS

When procuring or acquiring goods, services or facilities, the Township takes into consideration green alternatives and options.

CONCLUSION

As per the recommendation.

ATTACHMENTS

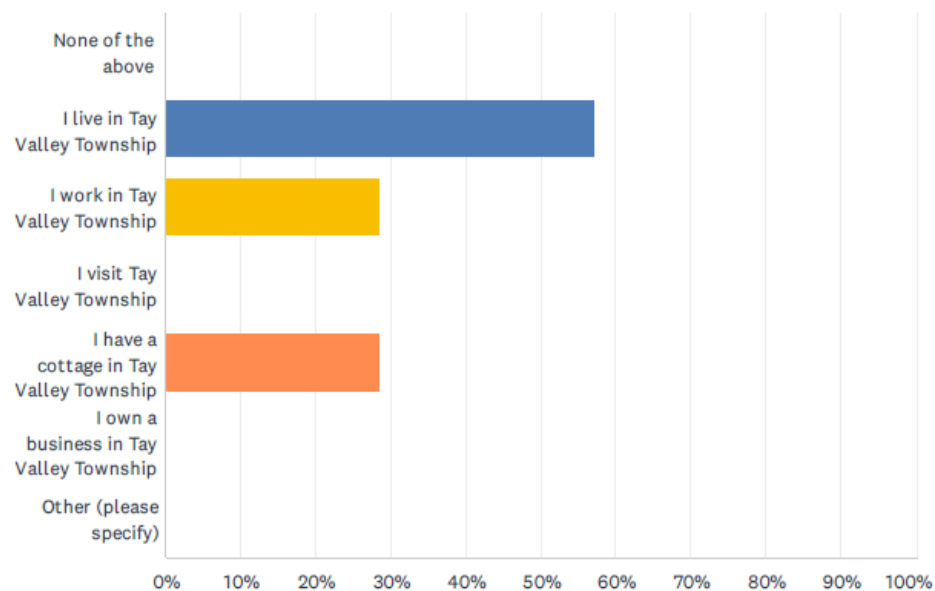
1. Survey Results
2. Draft 2025-2029 Multi-Year Accessibility Plan

Respectfully Submitted By:

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

Q1 How are you connected to Tay Valley Township (choose all that apply)?

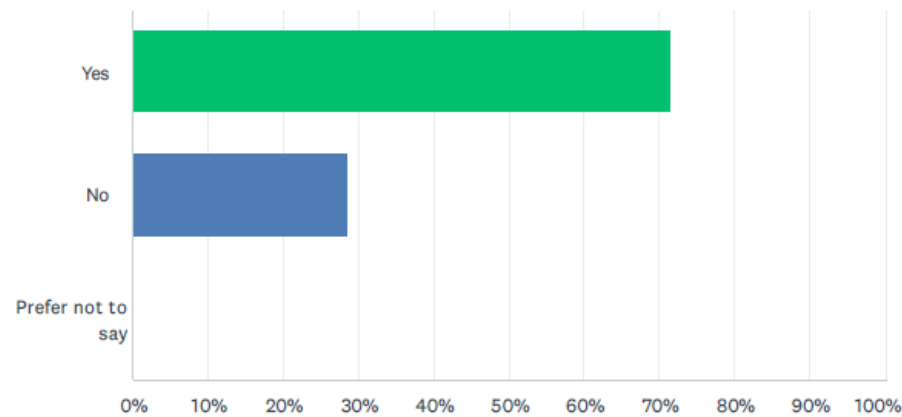
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
None of the above	0.00%	0
I live in Tay Valley Township	57.14%	4
I work in Tay Valley Township	28.57%	2
I visit Tay Valley Township	0.00%	0
I have a cottage in Tay Valley Township	28.57%	2
I own a business in Tay Valley Township	0.00%	0
Other (please specify)	0.00%	0
Total Respondents: 7		

Q2 Do you self-identify as a person with a disability?

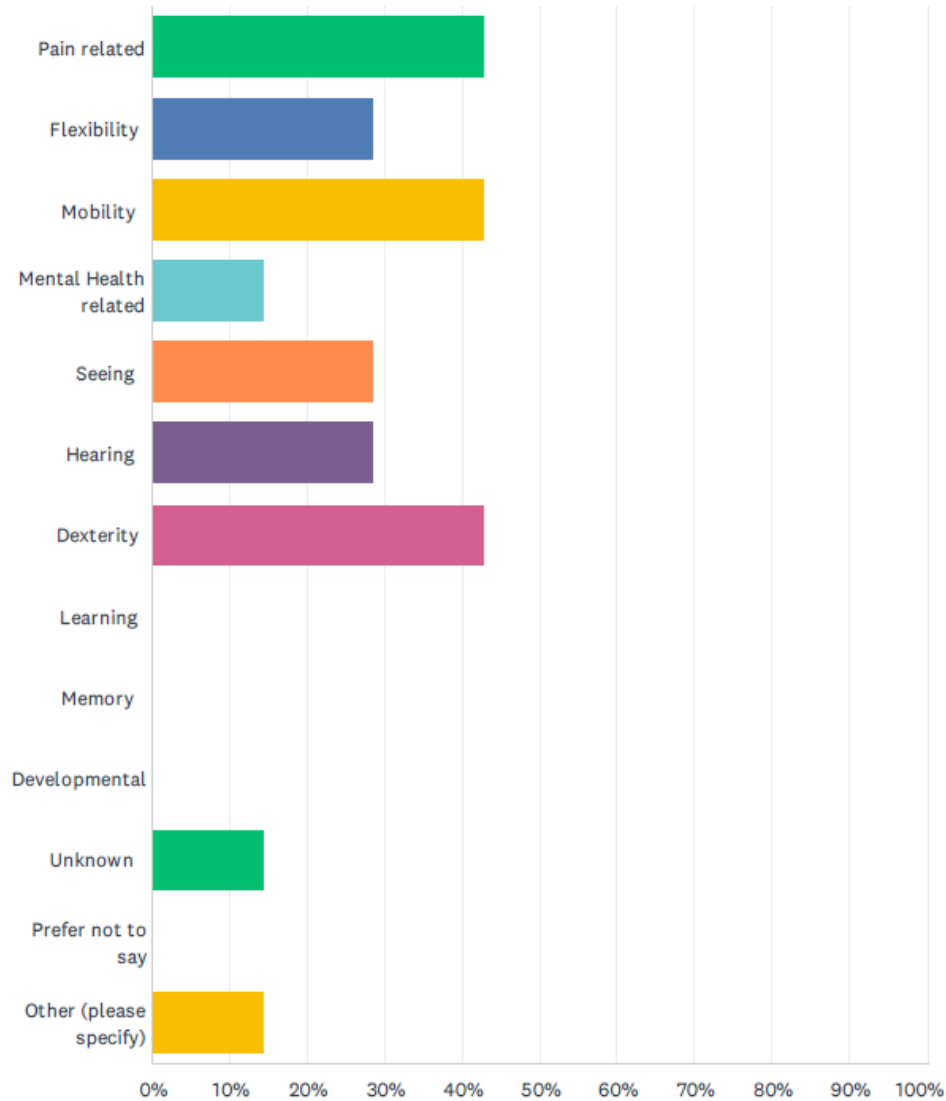
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	71.43%	5
No	28.57%	2
Prefer not to say	0.00%	0
Total Respondents: 7		

Q3 If Yes, what type of disability do you have? This list contains disabilities as categorized by the 2022 Census. (Choose all that apply).

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Pain related	42.86%	3
Flexibility	28.57%	2
Mobility	42.86%	3
Mental Health related	14.29%	1
Seeing	28.57%	2
Hearing	28.57%	2
Dexterity	42.86%	3
Learning	0.00%	0
Memory	0.00%	0
Developmental	0.00%	0
Unknown	14.29%	1
Prefer not to say	0.00%	0
Other (please specify)	14.29%	1
Total Respondents: 7		

#	OTHER (PLEASE SPECIFY)	DATE
1	none	11/6/2025 4:15 PM

Q4 What are the biggest challenges you or someone you know faces when accessing public spaces in our community?

Answered: 7 Skipped: 0

#	RESPONSES	DATE
1	Bathroom access	11/6/2025 4:15 PM
2	non	10/26/2025 9:52 AM
3	Transportation	10/26/2025 8:37 AM
4	parking	10/24/2025 2:25 PM
5	A	10/22/2025 6:57 PM
6	Doors that you have to open are very heavy and if they have a button to open door they don't work and then it is almost impossible to open and keep open	10/22/2025 7:13 AM
7	test	10/21/2025 1:25 PM

Q5 Which municipal facilities or locations do you find particularly accessible or inaccessible? Please explain why.

Answered: 2 Skipped: 5

#	RESPONSES	DATE
1	non	10/26/2025 9:52 AM
2	I think it is so unfair to have all activities in one facility, Mabraly Hall at the far end of our township.... for some of us it is close to a 45 min drive to attend..... this is not acceptable for disabled person, cost alone plus the time. winter weather... it is just easier not to go.... there are so many halls in the township that are not used.	10/22/2025 7:13 AM

Q6 Have you found any barriers to participating in a municipal program or activity? If so, please describe the situation.

Answered: 2 Skipped: 5

#	RESPONSES	DATE
1	non	10/26/2025 9:52 AM
2	many things have a long walk from parking to event	10/24/2025 2:25 PM

Q7 What changes would most improve accessibility for people with disabilities in your daily life?

Answered: 2 Skipped: 5

#	RESPONSES	DATE
1	non	10/26/2025 9:52 AM
2	shuttle services at craft, music, entertainment etceven a golf cart	10/24/2025 2:25 PM

Q8 What resources or services do you think are missing for individuals with disabilities in our community?

Answered: 3 Skipped: 4

#	RESPONSES	DATE
1	non	10/26/2025 9:52 AM
2	Maybe shuttle services for attending functions	10/22/2025 7:13 AM
3	text	10/21/2025 1:25 PM

Q9 Are there specific technologies or solutions you wish were available to improve accessibility?

Answered: 2 Skipped: 5

#	RESPONSES	DATE
1	non	10/26/2025 9:52 AM
2	text	10/21/2025 1:25 PM

Q10 What feedback do you have on the Draft Multi-Year Accessibility Plan?A copy of the Draft Plan can be found on the Township website or a hard copy can be obtained from the Municipal Office at 217 Harper Road.

Answered: 3 Skipped: 4

#	RESPONSES	DATE
1	non	10/26/2025 9:52 AM
2	How would someone know there is computer access at the Maberly Hall? Aren't the doors locked?	10/22/2025 6:57 PM
3	text	10/21/2025 1:25 PM

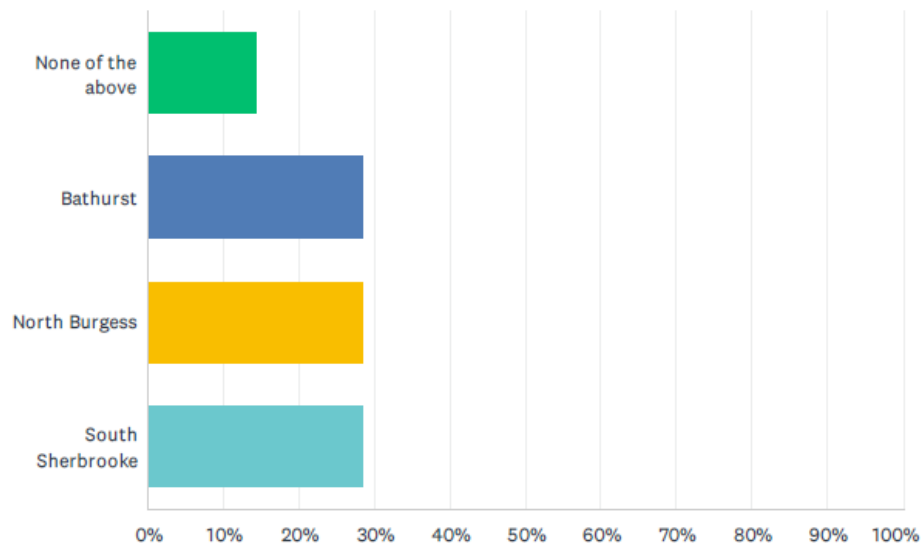
Q11 Is there anything else you want us to know about accessibility in our community?

Answered: 5 Skipped: 2

#	RESPONSES	DATE
1	I do not support the new launch and habitat destruction at Black Lake	11/6/2025 4:15 PM
2	no	10/26/2025 9:52 AM
3	every hospital makes sure parking is limited and not handy to use for mobility issuesPerth, Smiths Falls , Ottawa and Kingston all guiltyplace gift stores or Tim Hortons right inside doors where medical uses could be made easy to access	10/24/2025 2:25 PM
4	Live streaming? Not everyone has access to a car or can afford the gas	10/22/2025 6:57 PM
5	text	10/21/2025 1:25 PM

Q12 What ward do you live or have a cottage or business in?

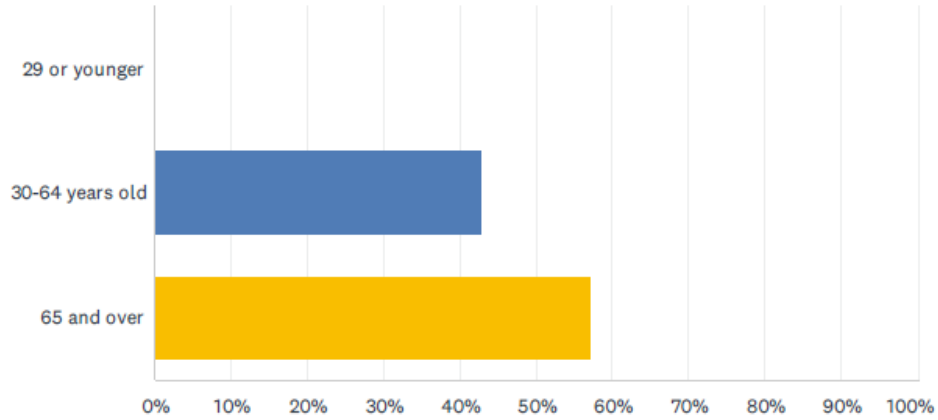
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
None of the above	14.29%	1
Bathurst	28.57%	2
North Burgess	28.57%	2
South Sherbrooke	28.57%	2
TOTAL		7

Q13 Age

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES
29 or younger	0.00% 0
30-64 years old	42.86% 3
65 and over	57.14% 4
TOTAL	7



MULTI-YEAR ACCESSIBILITY PLAN

2025 to 2029

FEEDBACK

Your comments will help us improve future accessibility plans. Please let us know what you think about Tay Valley Township's 2025-2029 Accessibility Plan.

Contact for Comments and Inquiries

Amanda Mabo, Chief Administrative Officer/Clerk
The Corporation of Tay Valley Township
217 Harper Road
Perth, ON K7H 3C6

Telephone: 613-267-5353 ext. 123
1-800-810-0161

Fax: 613-264-8516

Email: clerk@tayvalleytwp.ca

Website: www.tayvalleytwp.ca

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EXECUTIVE SUMMARY

The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* establishes a framework for developing, implementing, and enforcing accessibility standards to identify, remove, and prevent barriers for people with disabilities in daily life.

The Integrated Accessibility Standard requires the Municipality to develop a multi-year plan every five years.

Aim

Through its multi-year accessibility plan, the Municipality aims to continue to identify, remove and prevent barriers for people with disabilities. This includes complying with the following accessibility standards:

- Information and Communications
- Employment
- Transportation
- Customer Service
- Design of Public Spaces (for the Built Environment)
- Customer Service

This plan describes the measures that the Municipality may undertake to identify, remove and prevent barriers.

Statement of Commitment

The Municipality is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and shall do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

MUNICIPAL HIGHLIGHTS

Township History

The Corporation of the Township of Bathurst Burgess Sherbrooke was amalgamated on January 1st, 1998 from the former municipalities of Bathurst, North Burgess and South Sherbrooke. On July 30th, 2002 the Township was renamed to what is currently known as The Corporation of Tay Valley Township.

Township Description

Located in eastern Ontario, Tay Valley Township covers 554 square kilometres of rural countryside with an abundance of rivers and lakes. The Municipality is a permanent home to more than, 5,925 people with the population increasing to close to 11,850 in summer months.

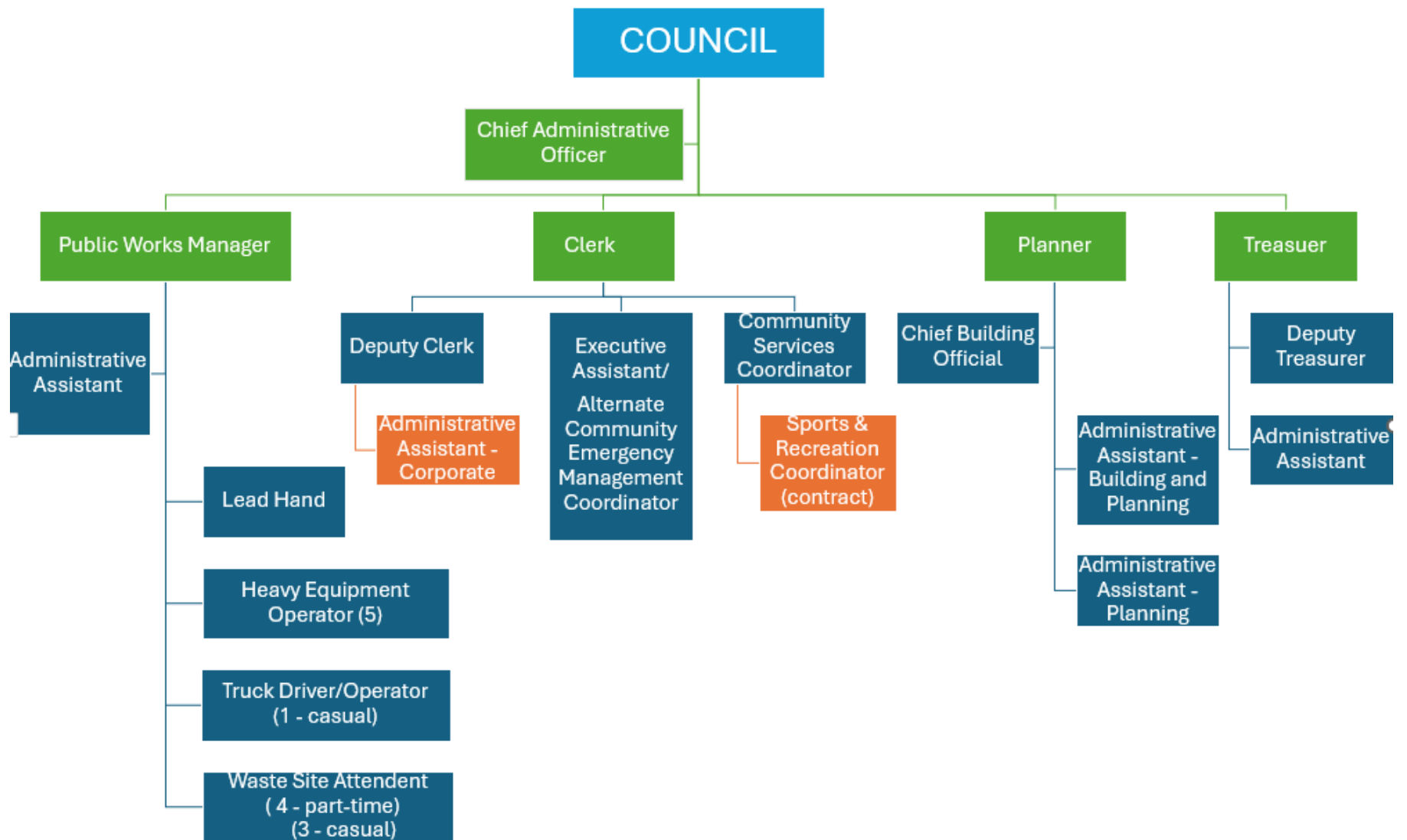
Township Owned Facilities

- Municipal Office
- Community Hall – Burgess Hall
- Community Hall – Maberly
- Trail/Park/Pavilion - Forest Trail Park
- Park - John Millar Park
- Playground/Park/Tennis Court – Maberly Community Park
- Playground/Park – Fallbrook
- Playground/Park - O'Neill Park
- Ball Park – Burgess
- Ball Park – Fallbrook (Fallbrook Park)
- Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)
- Outdoor Ice Rink - Maberly
- Boat Launch - Otty Lake
- Public Access Point – Maberly Fall River Park
- Public Access Point – Glen Tay Swimming Area
- Public Access Point – Little Silver Lake
- Public Access Point – Mississippi River
- Public Access Point – Noonan
- Glen Tay ReUse Centre
- Waste Site – Glen Tay
- Waste Site - Maberly
- Waste Site – Stanleyville
- Waste Site – Christie Lake (Closed)
**not accessed by the public*
- Waste Site – Noonan (Closed)
**not accessed by the public*

- Fire Hall – DNETV Fire Rescue (formerly BBDE)
**joint fire hall with Drummond/North Elmsley Township, has own Accessibility Plan*
- Fire Hall – South Sherbrooke

- Municipal Garage – Bathurst (Municipal Office)
**not accessed by the public*
- Municipal Garage – Glen Tay
**not accessed by the public*
- Municipal Garage – Burgess (Community Hall)
**not accessed by the public*
- Municipal Garage – Maberly
**not accessed by the public*

- Pits & Quarries - McVeigh Pit
**not accessed by the public*



CONSULTATION ACTIVITIES

Public

The engagement of the public, including persons with disabilities, in the development of this plan was critical to ensuring the plan adequately captures the diverse experiences and addresses the barriers that people with disabilities face in their daily lives.

This plan serves as a multi-year strategy of initiatives that will increase the accessibility of Township programs, facilities and services. People with disabilities, caregivers, friends, family members and the general public were invited to provide feedback.

A survey was conducted to gather feedback.

Council

The Council of the Corporation of Tay Valley Township is committed to implementing the necessary policies and providing the necessary resources so that goods, services, facilities, accommodation, employment, buildings, structures and premises of the Municipality are accessible to persons with disabilities.

The accessibility plan has been prepared in order to enable Council to meet these commitments.

Staff

Township Staff are encouraged to comment on and recommend improvements to policies and practices with regard to accessibility.

2025 TO 2029 ACCESSIBILITY PLAN

The Municipality's accessibility plan focuses on three areas. These initiatives will support compliance with Integrated Accessibility. The Municipality does not provide public transportation and therefore the requirements of the Transportation Standard do not apply.

2025 to 2029 Accessibility Plan – See Schedule “A”

Past Achievements – See Schedule “B”

BARRIERS IDENTIFIED

The Senior Management Team to address the barriers that have been identified upon completion of the Accessibility Assessments and will implement such plan, to ensure that every person will have an equal opportunity to access and utilize the Township owned facilities.

Barrier Removal Plan – See Schedule “C”

MAINTENANCE

The Municipality will continue to maintain accessible elements in public spaces through monitoring and regularly planned preventative maintenance of accessible elements.

The Municipality will continue to respond to temporary disruptions when accessible elements in public spaces are not in working order by notifying the public and prioritizing remediation.

REVIEW AND MONITORING OF THE PROCESS

Council is committed to following through with this plan. This plan will be reviewed and updated at least once every five years, allowing Council, staff and the public to assess its effectiveness and reflect changing community requirements.

An annual status report on the progress on implementing this plan will be available on the Township website as well as at the Municipal Office.

COMMUNICATION OF THE PLAN

This plan will be available on the Township website as well as at the Municipal Office. Every effort will be made to make the plan and annual status report available to those with disabilities for their perusal and review. They will be provided in an accessible format upon request.

SCHEDULE "A"

2025-2029 ACCESSIBILITY PLAN

2025 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Multi-Year Accessibility Plan – 2025-2029 <ul style="list-style-type: none">Develop Plan (including public outreach)Adopt PlanPost Plan on Website	Clerk and Community Services Coordinator Council	Staff Time	December 9, 2025
File an Accessibility Compliance Report to Province	Clerk and Community Services Coordinator	Staff Time	December 31, 2025
Annual Status Report <ul style="list-style-type: none">Complete FormPost on Website and at Municipal Office	Clerk and Community Services Coordinator	Staff Time	December 31, 2025

2026 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
<p>Complete Accessibility Re-Assessments</p> <ul style="list-style-type: none"> • Municipal Office • Community Hall – Burgess Hall • Community Hall – Maberly • Trail/Park/Pavilion - Forest Trail Park • Park - John Millar Park • Playground/Park/Tennis Court – Maberly Community Park • Playground/Park – Fallbrook • Playground/Park - O'Neill Park • Ball Park – Burgess • Ball Park – Fallbrook (Fallbrook Park) • Outdoor Ice Rink – Glen Tay (Bowes Ice Rink) • Outdoor Ice Rink - Maberly • Boat Launch - Otty Lake • Public Access Point – Maberly Fall River Park • Public Access Point – Glen Tay Swimming Area • Public Access Point – Little Silver Lake • Public Access Point – Mississippi River • Public Access Point – Noonan • Glen Tay ReUse Centre • Waste Site – Glen Tay • Waste Site - Maberly • Waste Site – Stanleyville • Fire Hall – South Sherbrooke 	Clerk and Community Services Coordinator	Staff Time	August 31, 2026
<p>Annual Status Report</p> <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Community Services Coordinator	Staff Time	December 31, 2026

2027 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Develop Plan for Removing Barriers identified in the Re-Assessments	Clerk and Community Services Coordinator	Staff Time	December 31, 2027
Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Community Services Coordinator	Staff Time	December 31, 2027

2028 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Implement Plan for Removing Barriers	Clerk and Community Services Coordinator	Staff Time	To be determined
Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Community Services Coordinator	Staff Time	December 31, 2028

2029 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Multi-Year Accessibility Plan – 2030-2034 <ul style="list-style-type: none"> • Develop Plan (including public outreach) • Adopt Plan • Post Plan on Website 	Community Services Coordinator Council	Staff Time	December 31, 2034
Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Community Services Coordinator	Staff Time	December 31, 2034

SCHEDULE “B”

PAST ACHIEVEMENTS

This section outlines the Municipality’s accomplishments with regards to the measures implemented to identify, remove and prevent barriers.

2004 ACHIEVEMENT <ul style="list-style-type: none"> Reviewed all programs and existing documents to identify potential barriers (systemic and specific)
2005 ACHIEVEMENT <ul style="list-style-type: none"> Educated employees and Council about the barriers and work with the County Committee on the establishment of practices/forms for use in evaluation of buildings
2006 ACHIEVEMENTS <ul style="list-style-type: none"> Worked with County Committee on the establishment of standards and application of those standards during joint site visit of 3 Municipal Halls Established handicapped parking spaces (line paint/signage) at 3 Municipal Halls Considered accessibility issues for municipal election – electronic voting
2007 ACHIEVEMENTS <ul style="list-style-type: none"> Improved accessibility to Municipal Halls by implementing corrective actions suggested by the County of Lanark – Inspection Sub-Committee Established a reserve in anticipation of mandatory standards for accessibility and the cost of implementation over time
2008 ACHIEVEMENTS <ul style="list-style-type: none"> Monitoring of documents and decisions to identify inherent, systemic, culture insensitivities or barriers
2009 ACHIEVEMENTS <ul style="list-style-type: none"> Renovated the BBDE Fire Hall incorporating accessibility features throughout Hired a full-time in-house Planner to improve education and one-on-one consultation with applicants of development proposals Provided Customer Service training to all Employees and Members of Council
2010 ACHIEVEMENTS <ul style="list-style-type: none"> Rebuilt Municipal Office, incorporating accessibility features throughout Revamped Municipal Website using plain language and intuitive design Designed new South Sherbrooke Fire Hall with accommodations for the mobility challenged Offered on-line and telephone voting services for the municipal election
2011 ACHIEVEMENTS <ul style="list-style-type: none"> Built new South Sherbrooke Fire Hall and included accessibility features Increased access to Municipal Information - in addition to the website, developed a Facebook page, developed a “Municipal Matters” bi-weekly newspaper column
2012 ACHIEVEMENTS <ul style="list-style-type: none"> Installed an audio visual system in the Council Chambers at the Municipal Office, consisting of microphones and projector screens Posted Emergency Plan on Municipal Website
2013 ACHIEVEMENTS <ul style="list-style-type: none"> Adoption of an “Accessibility Policy” (consolidated Customer Service Standard & Integrated Standards Adoption of a Multi-Year Accessibility Plan Amended Procurement Policy to incorporate Accessibility provisions Developed Template for Job Postings Developed Telephone Script for Scheduling Interviews Developed a Template for Letters of Offer and Employment Contracts

2014 ACHIEVEMENTS <ul style="list-style-type: none"> Completed Accessibility Assessments of Municipal Office, Maberly Community Hall and Burgess Community Hall Launched an Accessible Website
2015 ACHIEVEMENTS <ul style="list-style-type: none"> Developed Annual Status Report Template for Multi-Year Accessibility Plan Provided Training to Council, Staff and Volunteers on Policies and Procedures that relate to Accessibility
2016 ACHIEVEMENTS <ul style="list-style-type: none"> Reviewed current documents to ensure compliance Completed Accessibility Assessments of Little Silver Lake, Noonan, Mississippi, Glen Tay and Fall River public access points.
2017 ACHIEVEMENTS <ul style="list-style-type: none"> Adoption of Individual Accommodation Plan – Policy Developed Individual Accommodation Plan - Functional Abilities Form Developed Individual Accommodation Plan - Template Adoption of Return to Work – Policy Developed Return to Work - Attending Physician's Report Developed Return to Work – Meeting Form Developed Return to Work – Plan Completed 2015 and 2016 Annual Status Reports and posted them on the Township website and at the Municipal Office
2018 ACHIEVEMENTS <ul style="list-style-type: none"> Completed Accessibility Assessments of Glen Tay Outdoor Ice Rink, Maberly Outdoor Ice Rink, O'Neill Park/Playground, Burgess Ball Park, Fallbrook Ball Park/Playground, Maberly Playground, Maberly Tennis Court and Otty Lake Boat Launch Completed Annual Status Report and Posted to Website and at the Municipal Office
2019 ACHIEVEMENTS <ul style="list-style-type: none"> Developed and Adopted the Multi-Year Accessibility Plan – 2019 to 2023; posted on Township website Completed the Outstanding Accessibility Assessments for Glen Tay ReUse Centre, Glen Tay Waste Site, Maberly Waste Site, Stanleyville Waste Site, and South Sherbrooke Fire Hall Updated Training on Policies and Procedures that relate to Accessibility Filed an Accessibility Compliance Report to Province Completed Annual Status Report and Posted to Website and at the Municipal Office
2020 ACHIEVEMENTS* <ul style="list-style-type: none"> Updated the Multi-Year Accessibility Plan – 2019 to 2023; posted on Township website Installed accessible amenities (bench, garbage receptacle) and an accessible picnic table in a newly created park - John Miller Park Completed Annual Status Report and Posted to Website and at the Municipal Office

2021 ACHIEVEMENTS* <ul style="list-style-type: none"> • Redeveloped Website; more services and available online • Filed an Accessibility Compliance Report to Province • Completed Annual Status Report and Posted to Website and at the Municipal Office
2022 ACHIEVEMENTS <ul style="list-style-type: none"> • Installed accessible amenities (bench, picnic table) - Maberly Fall River Park • Installed an accessible swing and accessible amenities (bench, picnic table) – Maberly Community Park • Development of the primary accessible trail, and secondary accessible trail, installation of accessible exercise equipment, accessible amenities (picnic tables, benches) and accessible parking lot - Solar Farm/Forest Trail Park • Completed Annual Status Report and Posted to Website and at the Municipal Office
2023 ACHIEVEMENTS <ul style="list-style-type: none"> • Implemented MyAccount which allows property owners to view, store and print current and previous tax bills, pay taxes and sign up for pre-authorized payments online • Installed Community Notice Boards at all three waste sites and the Maberly Hall • Redeveloped Glen Tay Swimming Area – seasonal accessible washroom, signage, accessible picnic tables, new pathways • Redeveloped Otty Lake Boat Launch – seasonal accessible washroom, signage, accessible picnic table, dock, parking area • Redeveloped Maberly Hall – accessible ramp, front and washroom doors • Forest Trail Park opened to the public
2024 ACHIEVEMENTS <ul style="list-style-type: none"> • Established a Satellite Library Location at Maberly Hall for book club, book pick-up and return and story-time • Installed Internet and a Computer at Maberly Hall for public use • Installed a Timber Framed Pavilion at the Forest Trail Park

*Pandemic

SCHEDULE “C”

**TAY VALLEY TOWNSHIP
BARRIER REMOVAL PLAN**

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	Status Update
		SUB-TOTAL		
		TOTAL		

COMMITTEE OF THE WHOLE
December 2nd, 2025

Report #CAO-2025-41
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME
TURTLE RANCH ROAD

STAFF RECOMMENDATION(S)

“THAT, the necessary by-law to name an existing Private Road to Turtle Ranch Road, as outlined in Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road, be brought forward for approval.”

BACKGROUND

The Building and Planning Department was contacted regarding a proposed building permit application at 1077 Elm Grove Road. The Applicants’ property, along with two neighbouring properties, is accessed via a legal right-of-way (shown in yellow and purple on the attached survey) extending from Elm Grove Road.

The subject right-of-way has legally existed since at least 1996 and has physically existed for many decades, however, it was never named or formally included in the Township’s Road Naming By-Law.

All properties are required to have road frontage (with some exceptions) and legal access.

The Executive Assistant (EA)/Alternate Community Emergency Management Coordinator (CEMC) conducted a preliminary review. Legal access was verified for the affected properties, and a site visit was conducted by the Chief Administrative Officer (CAO)/Clerk and the EA/Alternate CEMC.

Naming the right-of-way is required to ensure the affected properties have the required road frontage.

DISCUSSION

Road names are critical for civic addressing and emergency response. To proceed with a building permit application, the Private Road must be named and added to the Road Naming By-Law.

Both the Applicants and the owners of the majority portion of the right-of-way submitted three

proposed road names. Per the Road, Addressing and Parcels (RAP) Policy, these proposed names were forwarded to the County of Lanark for review and comment to avoid duplication or similarities within the County-wide road name database.

The County responded that there was no conflict for five of the six names proposed.

The owners of the largest portion of the private road (Part 3, indicated in yellow on the attached survey and GIS mapping), which runs along their property and provides access to their primary residence, proposed the following County-approved names in honour of the protected turtles on the property:

- Turtle Ranch Road
- Turtle Way

The applicants, who own the smaller portion of the private road (Part 1, indicated in purple on the attachments), proposed the following County-approved names. They indicated that they do not support the above options, as they wish to honour the bird life on the lake:

- Redwing Lane
- Trumpeters Way
- Bird Song Lane

The Applicants' portion of the Private Road (purple) provides access to two seasonal properties, both of which they own.

Under the RAP Policy, once a proposed road name meets the requirements - including obtaining agreement from a majority of affected property owners, it is forwarded to Council for approval. In this case, consensus could not be achieved.

Section 6.2.1 of the Road Naming Policy states that *"The naming or renaming of a new or existing Private Road is the responsibility of the applicant/property owner, including any costs."* The Applicants interpret this as, having paid for the naming, they have priority.

Section 8.6.3 of the Policy states that, *"In the event of a tie in the selection of a preferred name, the road owner's preferred name will be chosen."*

In this case, both the Applicant and the neighboring property owner each own a portion of the private road. As shown on the survey, the owner of Part 1 (yellow) owns most of the road, and the portion that provides access to their permanent residence, while the Applicants own the minority portion providing access to their two seasonal properties.

The owner of Part 1 attended a meeting at the Municipal Office and explained that they had long intended to request naming the right-of-way "Turtle Ranch Road," as they refer to their home as "Turtle Ranch" in recognition of the protected turtle species on their property.

Since this Private 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.

Once the Private Road is formally named, all three properties will be issued new civic addresses, and civic address posts will be relocated from Elm Grove Road to the entrance of each property.

OPTIONS CONSIDERED

Option #1 – Approve the Proposed Name Submitted by the Owner of Part 1 (Yellow Portion) - Turtle Ranch Road (Recommended)

Approve Turtle Ranch Road as the official name for the Private Road. Part 1 is the majority portion of the road, provides access to a primary residence, and the proposed name has been reviewed by Lanark County and meets the requirements of the RAP Policy.

Option #2 – Approve the Proposed Name Submitted by the Applicants (Purple Portion) – Redwing Lane

Approve Redwing Lane as the official name for the Private Road. Part 3 is the minority portion of the road, provides access to two seasonal residences, and the proposed name has been reviewed by Lanark County and meets the requirements of the RAP Policy.

Option #3 – Defer the Decision

Defer consideration of this item pending additional information or consultation, and direct staff accordingly. This option is not recommended, as the applicants have already been issued their building permit, and the outstanding matter is the Township's obligation to name the existing Private Road for civic addressing and emergency services. Based on the positions expressed by both parties, staff note that deferral is unlikely to result in consensus.

Option #4 – Council Choose a Completely Different Road Name

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

As per the recommendation.

ATTACHMENTS

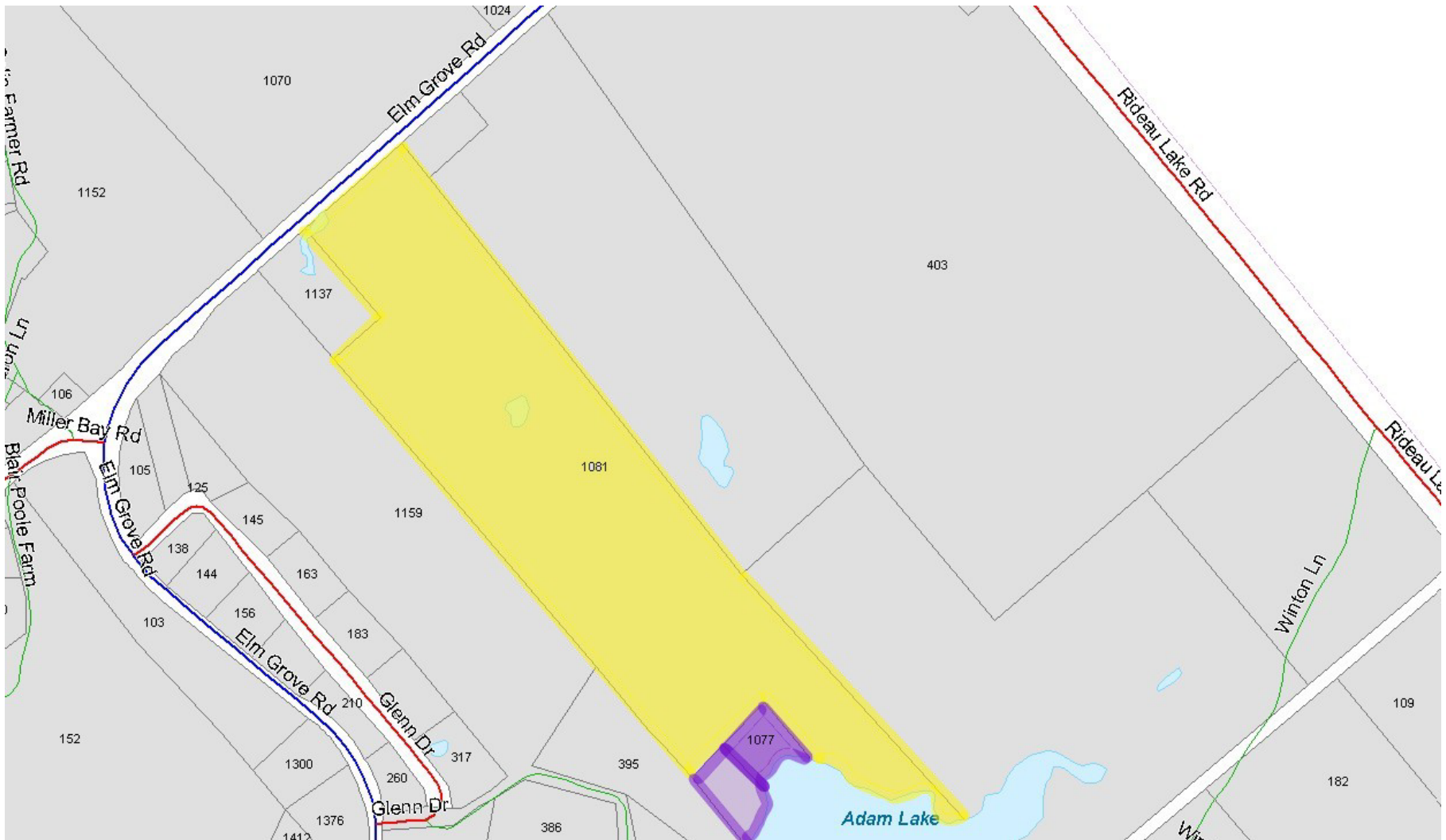
- i) GIS Map
- ii) GIS Map with Drape Imagery
- iii) Survey 27R-6270

Prepared and Submitted by:

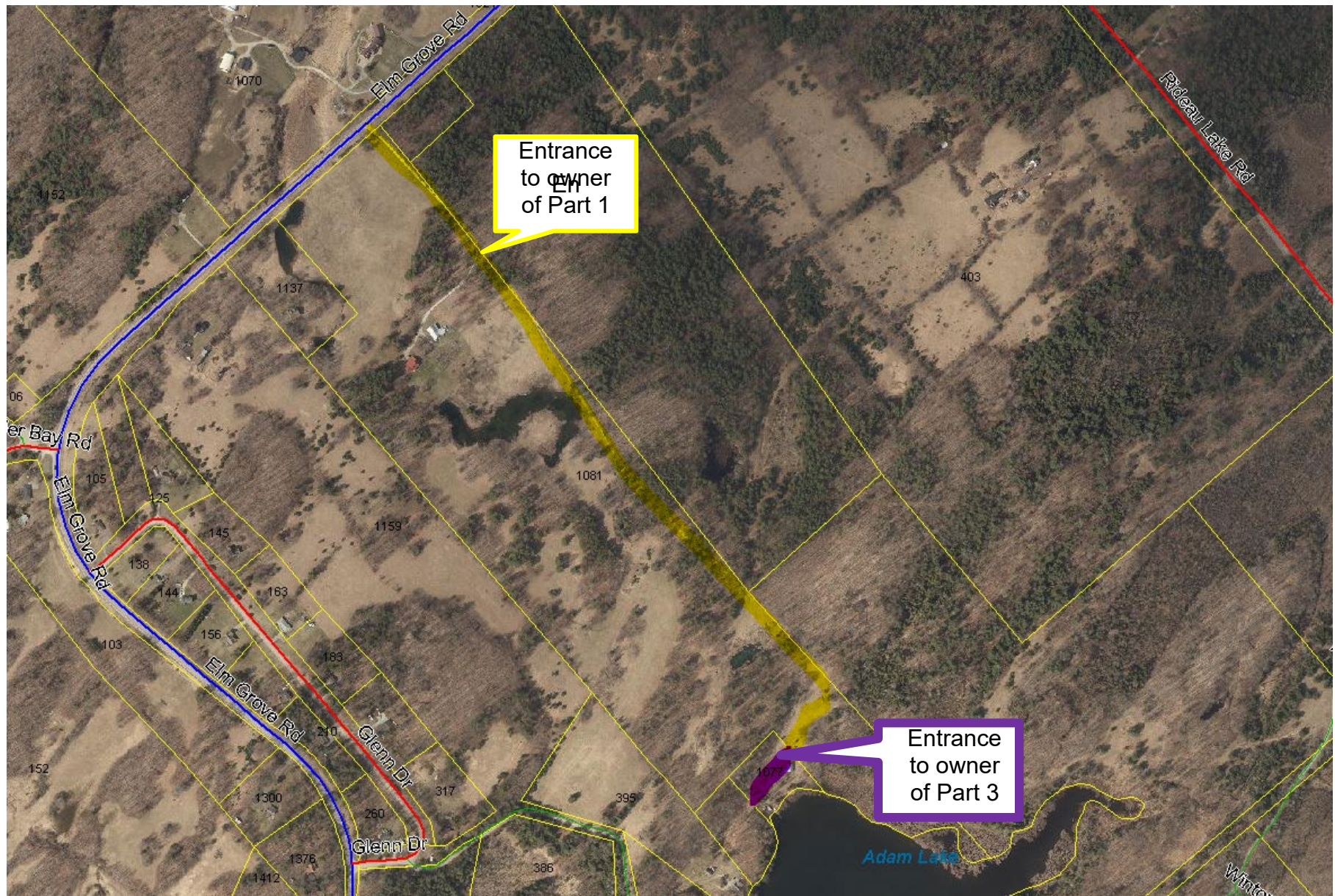
Approved for Submission by:

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

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



GIS Map



GIS Map with Drape Imagery



Survey 27R-6270

CORRESPONDENCE



234-2025-4982

November 25, 2025

Dear Head of Council:

Through the *Protect Ontario by Building Faster and Smarter Act, 2025* ([Bill 17](#)), which received Royal Assent on June 5, 2025, changes were made to the *Planning Act* that will help streamline and standardize municipal development processes.

This includes changes that enable the Minister of Municipal Affairs and Housing, by regulation, to permit variation from a zoning by-law “as of right” if a proposal is within a prescribed percentage of the required setback (the minimum distance a building or structure must be from a property line) on specified lands. This new authority was intended to reduce planning applications for minor variances.

Today, our government announced further action to streamline planning approvals by exercising my authority established under Bill 17 to amend Ontario Regulation 545/06 ([Zoning By-laws, Holding By-laws and Interim Control By-laws](#)) to allow variations to be permitted “as-of-right” if a proposal is within 10% of setback requirements applicable to specified lands. Specified lands include any parcel of urban residential lands outside of the Greenbelt Area, and exclude areas such as hazardous lands, and lands near shorelines and railways. These changes in [Ontario Regulation 257/25](#) were filed on November 21, 2025 and took effect upon filing.

Any variances sought beyond the prescribed percentage of the setback requirement would be subject to the usual minor variance or rezoning approval process and other zoning standards (e.g., height limits, etc.) would continue to apply, helping to mitigate potential land use compatibility issues.

This “as-of-right” permission is intended to remove the need for certain variances that are the most minor in nature, resulting in fewer applications submitted and fewer hearings for minor variances before a municipal committee of adjustment for these proposals.

The proposed regulation works with the [Additional Residential Units regulation](#) (Ontario Regulation 299/19) to help create additional residential units, such as basement suites, by eliminating additional barriers related to setbacks.

... /2

We look forward to continued collaboration with our municipal partners as we work together to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Robert Dodd, Chief of Staff, Municipal Affairs and Housing (MMAH)
Martha Greenberg, Deputy Minister, MMAH
David McLean, Assistant Deputy Minister, Housing Planning and Policy Division,
MMAH
Municipal Chief Administrative Officer

1. **Lanark County: Media Release** – Delegation Yields Progress for Algonquin College – *attached, page 2.*
2. **Township of Champlain: Resolution** – Surveillance and Monitoring of Heavy Vehicles in Ontario – *attached, page 4.*
3. **Township of Armour: Resolution** – Standardized Governance Models for Family Health Teams – *attached, page 5.*
4. **City of St. Catharines: Resolution** – Elect Respect Pledge – *attached, page 7.*
5. **West Lincoln: Resolution** – Elect Respect Pledge – *attached, page 10.*
6. **Norfolk County: Resolution** – Bill C-2, Strong Borders Act – *attached, page 13.*
7. **Municipality of Strathroy-Caradoc: Resolution** – Ontario Regulation 391/21: Blue Box – *attached, page 15.*
8. **Municipality of Tweed: Correspondence** – Premier Ford Proposals update – *attached, page 16.*
9. **Town of Goderich: Resolution** – Opposition to Bill 17, Protect Ontario by Building Faster Act, 2025 – *attached, page 22.*
10. **Ministry of Environment: Correspondence** – Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – *attached, page 24.*
11. **Tay Valley Township: Report** – Building Reports – *attached, page 26.*
12. **Tay Valley Township: Report** – June Building Summary Report with Previous 3 Year Average – *attached, page 27.*
13. **Tay Valley Township: Report** – Building Reports – *attached, page 28.*
14. **Tay Valley Township: Report** – July Building Summary Report with Previous 3 Year Average – *attached, page 29.*

1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on November 12th, 2025 – *attached, page 3.*
2. **Lanark County:** Media Release – County Honours Four Citizens with Awards of Excellence – *attached, page 7.*
3. **OPP Police Services Board Report:** Report – Police Services Board Report Tay Valley Quarter 3 – *attached, page, 17.*
4. **Township of Edwardsburgh Cardinal:** Resolution – Ontario Community Infrastructure Fund – *attached, page 34.*
5. **Tay Valley Township:** Resolution – Sustainable Waste Management – *attached, page 39.*
6. **The Town of Goderich:** Resolution – Sustainable Waste Management – *attached, page 42.*
7. **The Corporation of the Municipality of South Huron:** Resolution – Sustainable Waste Management – *attached, page 44.*
8. **The Town of Goderich:** Resolution – Protect Ontario by Unleashing Our Economy – *attached, page 46.*
9. **Town of East Gwillimbury:** Resolution – Protect Ontario by Unleashing Our Economy Act – *attached, page 48.*
10. **AMO:** Policy Update – Fall Economic Statement – *attached, page 51.*
11. **MFOA:** 2025 Fall Economic Statement – Highlights from the 2025 Fall Economic Statement – *attached, page 53.*
12. **Rideau Valley Conservation Authority:** Notice – Two Proposed Changes to Conservation Authorities – *attached, page 75.*
13. **United Counties of Stormont, Dundas and Glengarry:** Resolution – Government of Ontario to Maintain Local, Independent, Municipally Governed, Water-Based Conservation Authorities – *attached, page 77.*
14. **The Corporation of the Township of Chapple:** Resolution – Elect Respect Pledge – *attached, page 79.*
15. **Township of South-West Oxford:** Correspondence – Automated Speed Enforcement Cameras – *attached, page 81.*

16. **City of Brampton:** Resolution – Provincial Decision on Automated Speed Enforcement – *attached, page 83.*
17. **The Corporation of the Township of McGarry:** Resolution – Remove HST/GST from all New Homes Purchased as Primary Residences – *attached, page 90.*
18. **Town of Parry Sound:** Resolution – Remove HST/GST from all New Homes Purchased as Primary Residences – *attached, page 91.*
19. **Town of Bradford West Gwillimbury:** Correspondence – Removing HST/GST from New Homes Supporting Housing Affordability – *attached, page 92.*
20. **The Corporation of the Municipality of South Huron:** Resolution – Removing HST/ GST from New Homes to Support Housing Affordability – *attached, page 96.*
21. **Township of Otonabee-South Monaghan:** Resolution – Blue Box Recycling – *attached, page 98.*
22. **Peterborough County:** Resolution – Eligibility for Curbside Blue Box Collection – *attached, page 100.*
23. **Town of Whitby:** Resolution – Blue Box Recycling Collection – *attached, page 102.*
24. **Town of Kingsville:** Resolution – Opposition to Proposed Consolidation – *attached, page 105.*
25. **Tay Valley Township:** Report – Council Remuneration – Comparative Data – *attached, page 107.*
26. **Town of Wasaga Beach:** Resolution – Advocacy for Funds to Effectively Manage the Emerald Ash Borer Infestation – *attached, page 108.*
27. **Ministry of the Solicitor General:** Memorandum – Oaths and Affirmations Under the Community Safety and Policing Act, 2019 – *attached, page 109.*
28. **Ministry of Natural Resources:** Correspondence – Black Bear Harvest Management in Ontario – *attached, page 111.*
29. **Tay Valley Township:** Report – Building Reports – *attached, page 113.*
30. **Tay Valley Township:** Report – October Building Summary Report with Previous 3 Year Average – *attached, page 114.*

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, October 27th, 2025

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley
Peter Siemons

Members Absent: None

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

Applicants/Agents Present: Adrien Gignac, Agent
Bridget O’Flaherty, Owner

Public Present: Jasper O’Flaherty
Rose Dyke

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 – September 29th, 2025.

The minutes of the Committee of Adjustment meeting held on September 29th, 2025, were approved as circulated.

5. INTRODUCTION

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

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

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

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

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

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

MV25-13 – Weldon, Part Lot 19 &20, Concession 11 geographic Township of Bathurst

MV25-14 – O'Flaherty, Part Lot 22, Concession 4, geographic Township of South Sherbrooke

6. APPLICATIONS

i) **FILE #: MV25-13 – Weldon**

a) **PLANNER FILE REVIEW**

The 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.

The application meets the Provincial Planning Statement (PPS). The Planner did note that the Official Plan mapping shows the property in a Wildfire High Hazard Zone. The Planner completed a Wildfire Assessment for the property, and it is in an open area, with no slope and the second dwelling is proposing a steel roof, therefore, was rated a lower risk.

A Site Plan Control Agreement is not required for the application as the construction is greater than 150m from Bolton Creek and the Conservation Authority was also not circulated.

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

b) APPLICANT COMMENTS

In response to a Committee Member's question, the fourth building that is on the site is a sugar shack that is not in use but remains for the historical appeal of the site.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2025-13

MOVED BY: Richard Shooley
SECONDED BY: Peter Siemons

THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-13 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 legally described as 193 Hunter Side Road, Part Lot 19 & 20, Concession 11, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-030-35801;

- To permit a second dwelling to be constructed that is connected to a separate water supply and separate septic from the principal dwelling;
- To permit a second dwelling to be separated 21.5m (67 ft) from the principal dwelling rather than the maximum 12m permitted."

ADOPTED

ii) **FILE #: MV25-14– O’Flaherty**

a) **PLANNER FILE REVIEW**

The 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. The applicant is also seeking relief for the second dwelling to be 17% (21.35m (229 sq. ft.)) larger than permitted

The Planner advised the Committee that the Inactive Pit indicated on the site sketch will be removed from the Township’s Zoning Map after receiving confirmation from the Ministry of Mines that the pit is closed.

A Site Plan Control Agreement will be required for this property as the second dwelling is not more than 100m from the stream. The applicant did apply for a Part 10/11 to the Mississippi Rideau Septic System Office and was refused, therefore, a septic system will require either an extension or the applicant will need to apply for a new septic system.

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

b) **APPLICANT COMMENTS**

The owner of the property noted to the Planner and the Committee Members that “the stream” is dry 90% of the year and feels it is not a stream. The Planner advised that even if it is an intermittent stream, it is still on the Rideau Valley Conservation Authority’s mapping and intermittent streams are included in the Zoning By-Law, therefore, a Site Plan Control Agreement is required.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2025-14

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-03 is approved, to allow a variance from the requirements of Sections 3.19.1 and 3.19.3 (Second Dwelling Unit and Second Dwelling) of Zoning By-Law 2002-121, for the lands legally described as 988

Brooke Valley Road, Part Lot 22 Concession 4, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-020-80000;

- 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 17m (56 ft) from the principal dwelling rather than the maximum 12m permitted.
- To permit the second unit to be 67% of the principal dwelling rather than the permitted 50% of the area of the principal dwelling

AND THAT, a Site Plan Control Agreement be completed.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:24 p.m.

COMMITTEE OF ADJUSTMENT MINUTES

Monday, November 17th, 2025

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley
Peter Siemons

Members Absent: None

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

Applicants/Agents Present: Petra Duschner, Owner
Gabrielle Duschner, Owner

Public Present: Rob Ferrier
Hanah Malz
Silke Malz

1. CALL TO ORDER

The meeting was called 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 – October 27th, 2025.

The minutes of the Committee of Adjustment meeting held on October 27th, 2025 were approved as circulated.

5. INTRODUCTION

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

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

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

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

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

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

MV25-12 - Duschner, Part Lot 11, Concession 3 geographic Township of North Burgess

6. APPLICATIONS

i) FILE #: MV25-12 –Duschner

a) PLANNER FILE REVIEW

The Planner reviewed the file and Power Point in the agenda package. The Planner noted that the relief requested is to permit a water setback for a cottage of 24.4m on its east side, 15.3m on its north side and 18.5m on the south side instead of the required 30m. The Planner commented that the lot is like a peninsula, therefore, requiring relief on all sides. Relief is also required to allow the septic to be 15m from Big Rideau Lake rather than the required 30m, and to reduce the south interior side

setback from 6m to 2.6m to allow the minimum water setback for Big Rideau Lake of 15m to be met. Finally, relief is also requested to permit an encroachment of 3m for the deck instead of the 2m permitted.

The cottage will be slightly increasing in size, but lot size allows the increase. The deck meets the size requirement; only relief for the encroachment is sought.

The Planner noted that the right of way to the property does have a fork and therefore a road naming is required and is in process.

Comments from the Rideau Valley Conservation Authority (RVCA) were sent after the report had been posted, the Planning Assistant circulated comments to the Committee members by email. RVCA did not have any concerns and did not identify any hazards.

The applicants confirmed that an application has been submitted to the Mississippi Rideau Septic System Office for a new septic system.

The Planner noted the application met the Provincial Planning Statement and water quality will be protected with a site plan control agreement to maintain vegetation on the property.

The application meets the Township Official Plan requirements.

Parks Canada has no concerns and recommendations will be included in the Site Plan Control Agreement.

The Planner advised the Committee members that the applicants and designer met multiple times with the Township to come up with the proposed layout and cottage and deck size.

The application is considered minor in nature and the recommendation of the Planner is for the application to be approved.

The Planner responded to a question from a member of the Committee wondering if the Site Plan Control Agreement will address maintenance of vegetation and rehabilitation? Yes and the Planner will advise the owners to reach out the RVCA for support in completing a planting plan for the property.

b) **APPLICANT COMMENTS**

Applicants introduced themselves to the Committee members and gave a brief background about the family property and applauded the Planning Department for their service and availability throughout the application process.

They noted they see it is a legacy property and would like to preserve it for future generations to use.

Maintaining the integrity of the natural heritage of the property is very important to the family.

c) ORAL & WRITTEN SUBMISSIONS

None.

e) DECISION OF COMMITTEE

RESOLUTION #COA-2025-13

MOVED BY: Peter Siemons

SECONDED BY: Richard Shooley

“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 MV25-12 is approved, to allow a variance from the requirements of Section 3.29 (Water Setback), Section 3.30 (Yard and Water Setback Encroachments) and Section 5.2.2 (Seasonal Residential) of Zoning By-Law 2002-121, for the lands described as 808 Oswald Lane, Part Lot 11 Concession 3, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-02008200;

- To permit a water setback for a cottage of 24.4m on its east side, 15.3m on its north side and 18.5m on the south side instead of the required 30m.
- To allow the septic tank to be 15m from Big Rideau Lake rather than the required 30m.
- To permit an encroachment of 3m for the deck instead of the 2m permitted.
- To reduce the south interior side setback from 6m to 2.6m.

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

THAT, the right of way is named to comply with the requirements for the Road Naming Policy and it is incorporated into the Road Naming By-Law;

AND THAT, any requirements from the Ministry of Natural Resources be met.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:23 p.m.

Minutes - Regular Board Meeting– October 20th, 2025

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Oct 20th 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

P Mertins, Town of Perth

L Logan, Drummond/North Elmsley

Via videoconference:

D Hamilton-Foley, Town of Perth

T Langford, Tay Valley Chair

Regrets:

T Parkinson, Drummond/North Elmsley

K Jordan, Councillor, Tay Valley

D Palmer, Tay Valley

P Coutts chaired the meeting, calling the meeting to order 4:33 p.m.

Land/Territory Acknowledgement

Declaration of interest – none.

Additions and approval of agenda

25-43 The agenda was accepted as amended with a motion from G Waterford and seconded by P Mertins.

Carried.

Delegations – none.

Consent Agenda

- a. Approval of Minutes of September 15, 2025
- b. Correspondence and communications
 - i. News
 - ii. Impact of technology services in Ontario public libraries Bridge 2023/2024 Report
 - iii. Letter re: KPMG audit services moving to Kingston office
 - iv. OLS Virtual Conference Registration.
- c. Committee Reports
 - i. None
- d. Statement of Operations

25-44 The Consent agenda was accepted with a motion by P Mertins and seconded by L Logan.

Carried.

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

25-45 The CEO's October report was accepted with a motion by G Waterfield and seconded by L Logan.

Carried.

Advocacy Round Table - none

Policy Review – none.

Unfinished and New Business

- a. Community Needs Assessment Report 2025 – review and feedback. The report findings were reviewed and discussed by The Board. It was well received.

25-46 Motion to accept the Community Needs Assessment Report 2025 and provide it as correspondence to the 3 municipalities. Moved by P Mertins and seconded by L Logan.

Carried.

- b. Call for members of Agility Plan working group. New committee to be formed. Board volunteers are P Mertins, L Logan and P Coutts. The group will begin in January 2026.
- c. 2026 Board meeting dates were circulated
- d. G Waterfield added this item for information. The Listening Room series has chosen the Friends of the Library as the beneficiary for its January event.

Upcoming Meeting dates

- a. Policy Committee Monday November 10 at 4:00 pm
- b. Board meeting Monday November 17 at 4:30 pm
- c. Indigenous Advisory Circle Wednesday November 26 at 1:00 pm
- d. Property Committee Monday March 2, 2026, at 5:00 pm.

25-47 Motion to adjourn moved by L Logan at 5:00 pm.

Chairperson

Secretary-Treasurer



LANARK COUNTY OPP DETACHMENT BOARD MEETING MINUTES

TUESDAY, OCTOBER 14, 2025

12:00 AM

Lanark County Council Chambers, 99 Christie Lake Road, Perth

Present:

Ed McPherson, Chair, Council Representative,
Town of Perth
Dena Comley, Council Representative, Town
of Carleton Place
Steve Fournier, Council Representative,
Township of Drummond/North Elmsley
Denzil Ferguson, Council Representative,
Municipality of Mississippi Mills
Richard Kidd, Council Representative,
Beckwith Township
Rodney Bowes, Community Representative

Others:

Stephanie Gray, Lanark County OPP
Detachment Board Support Coordinator
Inspector Kerlous Tawdrous, Lanark County
OPP
Jasmin Ralph, Clerk

Absent:

Greg Hallam, Council Representative, Tay
Valley Township
Ron Closs, Council Representative, Township
of Lanark Highlands
Karen Jennings, Council Representative,
Township of Montague
Michel Vermette, Community Representative

1. MEETING CALL TO ORDER

The meeting was called to order at 9:04 a.m.
A quorum was present.

2. APPROVAL OF AGENDA

MOTION #CS-2025-22

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

***THAT** the agenda be adopted as circulated and read.*

ADOPTED

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

None at this time.

4. APPROVAL OF MINUTES

MOTION #CS-2025-23

MOVED BY: R. Bowes **SECONDED BY:** D. Comley

***THAT** the minutes of the Lanark County OPP Detachment Board held on Sept. 17, 2025 be approved as circulated and read.*

ADOPTED

5. PRESENTATIONS AND DELEGATIONS

i) Court Security
Inspector Kerlous Tawdrous

Insp. Tawdrous indicated the workload at the Perth Courthouse has increased dramatically since the 2023 closure of the Smiths Falls Courthouse, along with an increased public presence due to high-profile incidents. OPP has conducted a review and has met with the Town of Perth, which is the municipality responsible for paying for security. There will be one secure location to enter the courthouse, screening with a wand (for weapons) and an increase to four special constables. Chair McPherson said a grant helps to cover court security costs, but if it disappears it will be a

major cost for Perth.

The Board directed that a report regarding the POA Court costs be provided to the Board.

MOTION #CS-2025-24

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

***THAT,** the presentation on Court Security be received as information.*

ADOPTED

ii) Q3 Stats
Inspector Kerlous Tawdrous

Insp. Tawdrous indicated he will send the individual municipality stats to the Coordinator to distribute to Clerks and Board Members.

He highlighted a significant increase in violent offences (p. 5) and that OPP is working with community partners to address this. Property crimes (p. 11) had been increasing year over year, but there is a significant decrease this year which he attributes to technology such as cameras. Patrol hours (p. 13) have increased significantly, which he said is helped by having the Detachment Operations Clerks to help with documentation, freeing up officers.

Board members asked about dedicated traffic officers. Insp. Tawdrous said Lanark does not have one right now but some from East Region come to patrol. Board members asked about access the Black Cat for traffic, which can be done by request. In response to a question, Insp. Tawdrous said staffing is up 15% over last year, but the challenge is that 70% have fewer than five years' experience.

The Board requested that Insp. Tawdrous provide community service hours in the quarterly reports as well.

Chair McPherson commended the Street Crime Unit presentation by Lanark Detachment at the recent Zone 2 meeting. Insp. Tawdrous will look at bringing that to a future Board meeting.

MOTION #CS-2025-25

***THAT,** the Quarter 3 stats be received as information.*

D. Comley

R. Bowes

ADOPTED

iii) Consultation for Lanark Detachment Action Plan Update
Inspector Kerlous Tawdrous

Insp. Tawdrous explained he will be sending a survey based on Detachment priorities to receive feedback from municipalities and partners for the 2026-2030 Detachment Action Plan. The Board discussed how Action Planning influences the billing and how further knowledge of the billing would assist with the Action Planning. The Board directed that the Municipal Policing Bureau be invited to speak about billing.

MOTION #CS-2025-26

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

***THAT,** the Lanark Detachment Action Plan consultation update be received as information.*

ADOPTED

iv) E-Bike Enforcement
Chair Ed McPherson

Chair McPherson indicated he had been receiving enquiries about rules and enforcement related to e-bikes and tiny cars. Insp. Tawdrous explained the rules are similar to those for bicycles, but this is a provincial issue Detachment Commanders are facing. Some counties are developing by-laws to limit where e-bikes can go. The Detachment will be working on some communication, education and targeted enforcement on this.

MOTION #CS-2025-27

MOVED BY: R. Bowes **SECONDED BY:** S. Fournier

***THAT,** the information regarding E-bike enforcement be received as information.*

ADOPTED

6. REPORTS

- i) Coordinator Activity Reports
Stephanie Gray, Coordinator

The Coordinator indicated the Transfer Payment Agreements have now been received for the two Community Safety and Policing Grants and that they, along with the MOU with the Town of Perth related to managing grant funding between the Town and the County, are awaiting signature from the Town.

MOTION #CS-2025-28

MOVED BY: D. Comley **SECONDED BY:** D. Ferguson

***THAT,** the Coordinator Reports for August/September and June/July 2025, and the Lanark County Situation Table 2024 Annual Report be received as information.*

ADOPTED

- ii) Draft 2026 Budget and Year-to-Date information
Jasmin Ralph, Clerk

Clerk Jasmin Ralph indicated the actuals for the year are not yet known, but it is expected the budget will be underspent because the Board will not have operated for a full year. A grant will offset the Coordinator's salary. The Board discussed establishing a reserve, how the budget will be billed to municipalities, retaining this year's surplus and adding a contingency line to the budget.

MOTION #CS-2025-29

MOVED BY: R. Kidd **SECONDED BY:** S. Fournier

***THAT** a contingency line that aligns with the past year's surplus of approximately \$25,000 be added to the 2026 budget.*

ADOPTED

MOTION #CS-2025-30

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

***THAT,** the 2026 Lanark County OPP Detachment Board Budget be approved.*

ADOPTED

- iii) Status of Provincial Appointments to Lanark County OPP Detachment Board (to be presented at the meeting)
Stephanie Gray, Coordinator

The Coordinator contacted the Public Appointments Secretariat to determine if any applications are in the queue, and subsequently heard from SOLGEN that no applications have been received. The Board discussed contacting previous applicants for the Community Representative position as well as advertising on the County website.

MOTION #CS-2025-31

MOVED BY: R. Bowes **SECONDED BY:** D. Comley

***THAT,** the Board direct the Coordinator to reach out to previous applicants to the Board to invite them to apply for a provincial appointee position.*

ADOPTED

- iv) Detachment Commander Evaluation Policy

Stephanie Gray, Coordinator

The Coordinator provided an overview of the timelines established in the OPP's Standard Operating Procedure for Detachment Commander evaluations and reviewed correspondence received from the Strategy Management Unit indicating Lanark is on track in terms of completing what is needed for this year. A meeting will be set up with Insp. Tawdrous regarding the evaluation and priority actions in 2025, and the Coordinator will provide information to the Board members outlining the evaluation steps and asking for feedback from Board members for the feedback form.

MOTION #CS-2025-32

MOVED BY: D. Comley **SECONDED BY:** D. Ferguson

***THAT,** S. Fournier be appointed to work with the Board Chair to complete the evaluation.*

ADOPTED

MOTION #CS-2025-33

MOVED BY: R. Bowes **SECONDED BY:** R. Kidd

***THAT,** the Detachment Commander Evaluation Policy be approved.*

ADOPTED

- v) MOU Amendment re: Budget Approval
Jasmin Ralph, Clerk

The Board discussed the revisions to the MOU and directed staff to combine item 9 and 10 and bring the amended MOU back to the Board.

MOTION #CS-2025-34

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

***THAT,** Items 9 and 10 be combined in the Memorandum of Understanding and that the amended version be brought back to the next meeting.*

ADOPTED

7. EXTERNAL ORGANIZATION UPDATES

8. MOTIONS

9. BY-LAWS

- i) Bylaw 03-2025 - Amended Procedural Bylaw

MOTION #CS-2025-35

MOVED BY: R. Bowes **SECONDED BY:** S. Fournier

***THAT** By-law 03-2025 be adopted as amended.*

ADOPTED

10. INFORMATION LISTING

- i) Minutes and Presentations from OAPSB Zone 2 Meeting Sept. 19, 2025
- ii) East Region OPP Command Structure

11. OTHER BUSINESS

12. NOTICE OF MOTIONS

13. ANNOUNCEMENTS

14. CLOSED SESSION

- i) Response Times
Inspector Kerlous Tawdrous

MOTION #CS-2025-36

MOVED BY: D. Ferguson **SECONDED BY:** S. Fournier

***THAT** the Board move in camera at 10:27 a.m. to discuss items subject to discuss items subject to Section 44 (h) of the Community Safety and Policing Act: a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*

***AND THAT** S. Gray, Coordinator, and J. Ralph, Clerk, remain in the room.*

ADOPTED

MOTION #CS-2025-37

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

That the in camera session rise at 10:40 am.

ADOPTED

15. RISE AND REPORT

- i) Response Times
Chair Ed McPherson

The Chair noted that in camera the Board received information related to response times.

- ii) Other Business - Funding

MOTION #CS-2025-38

MOVED BY: D. Comley **SECONDED BY:** S. Fournier

***THAT,** the Board direct staff to submit a delegation at ROMA related to OPP Billing and consistent funding for programming.*

ADOPTED

16. ADJOURNMENT

MOTION #CS-2025-39

MOVED BY: S. Fournier **SECONDED BY:** D. Ferguson

***THAT** the meeting be adjourned at 10:45 a.m.*

ADOPTED

Board Summary Report

September-October, 2025

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from September 8 and October 20, 2025 Board of Directors meetings for distribution. Attached are draft minutes of the October 20, 2025, meeting, and approved minutes of July 14 and September 8, 2025, meetings.

September 8, 2025

Delegation Presentation: Mill of Kintail Museum Strategic Plan

Mayor C. Lowry provided a presentation to the Board of Directors recommending a pause in the development of an updated Museum Strategic Plan to consider options other than deaccession and relocation of the museum collections. She expressed concerns and a need for MVCA and the Township of Mississippi Mills to collaborate on a solution to move forward.

GM Update

S. McIntyre provided highlights from the GM Update Report, including:

- MVCA received federal funding (FHIMP) for the first phase of the Upper Mississippi River Regulatory Flood and Erosion Hazard Mapping project.
- The summer of 2025 saw a significant increase in planning and permit applications with staff receiving 1 permit approximately every 1.3 workdays.
- MVCA's net group insurance annual premium increased by 9.5% or an \$18,190.32.

Unexpected Expenditures

The Board approved withdrawal of funds from reserves for two unplanned expenses:

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

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

1. Species at Risk Study for the Kashwakamak Lake Dam replacement; and
2. Replacement of 2 office copiers/printers.

Financial Update – YTD June 30, 2025

Expenses are on track and at 44% of the overall operating budget.

October 20, 2025

Watershed Outlook

The Mississippi and Carp watersheds remain at level 3, severe low water status. Seasonal precipitation remains below 60% and streamflow is generally below 30% of average across the main stem and major tributaries. Fall drawdown is currently underway but delayed due to ongoing drought conditions. Severe, Level 3, conditions have been reported by nearby Conservation Authorities. Weather forecasts suggest above-average temperatures through December. Precipitation forecasts are uncertain but suggest seasonal to drier than normal conditions with low confidence. This winter is expected to see conditions similar to last year (2024/2025).

GM Update

S. McIntyre provided highlights on her report including:

Fall River Floodplain Mapping

The consultant is currently finalizing the draft Regulatory Flood Hazard maps. Draft maps are scheduled to be presented to the public at a Public Open House on November 27th, 2025, after which the mapping will be finalized and tabled at the Board for approval.

Carp Tributaries Floodplain Mapping

Draft floodplain mapping results (models, maps, report) are currently undergoing third-party technical review. Draft maps are scheduled to be presented to the public in Winter 2026.

Mississippi River Floodplain Mapping

MVCA received federal funding (FHIMP) for the Mississippi River Regulatory Flood and Erosion Hazard Mapping project. This past summer engineering staff performed bathymetric field surveys of the river between Dalhousie and Mississippi lakes.

Surveying water crossing structures will commence this fall. The engineering study is anticipated to commence in Spring 2026.

Lanark Dam Public Safety Improvements

This fall, MVCA installed a new permanent public safety boom across the Clyde River upstream of the Lanark Dam. The consultant, DM Wills, is currently in the final design phase for the new chain-link fence which will be installed around the Dam structure. MVCA plans to issue an RFQ later this month with the objective of installing the new fence by the end of 2025. A ribbon cutting event is to be scheduled for later this fall.

Invasive Phragmites Working Group

Starting this fall, MVCA will be leading a new Invasive Phragmites working group with funding from the Invasive Species Centre. The working group is to collaborate on the development of a shared approach to mapping, managing, and educating the public about Invasive Phragmites across our watersheds. The first working group meeting will take place in November and is open to any interested stakeholder.

Proposed 2026 Budget Assumptions

The Board of Directors directed staff to develop the 2026 Budget and related documents in accordance with the following parameters:

1. An increase of 3.75% plus assessment growth to the Operating Levy;
2. An increase of 8.5% plus assessment growth to the Capital Levy;
3. An assumed assessment growth rate of 1.6%.
4. A cost-of-living increase to the 2025 Pay Scale of 2.5%; and
5. Transfer of \$64,663 onto the Municipal Levy for *Workforce Plan* Adjustments.

Pay Increments & Employee Recognition

The Board approved amendments to MVCA's *Employee Manual* and an increase to the annual "pay increment" funding envelope from 2% to 3% to allow for timely progress of staff through their pay bands in accordance with recommended targets.

Fee Update

The Board approved the 2026 update of Schedules D through G of MVCA's Fee schedule to take effect January 1, 2026, pending no major concerns. No changes were made to planning and permit fees per the Provincial freeze on these fees.

Mill of Kintail Strategic Plan

The Board approved:

- The Mill of Kintail Museum Transition Plan.
- The Terms of Reference for the Mill of Kintail Museum Working Group.
- The appointment of Bev Holmes to the Working Group.
- A set of assumptions to be used during development and evaluation of options.
- A budget of \$15,000 plus HST to retain a consultant to facilitate the process.

The Board of Directors approved in principle the reassignment of the R. Tait McKenzie Memorial Trust to a community-based group, with details to be tabled to the Board prior to execution.

And, the Board directed MVCA staff to:

- Pause work on updating the Mill of Kintail Museum Strategic Plan;
- Notify the Ministry of Tourism, Culture and Gaming of the above activities and request an extension to submit an update of the plan to August 31, 2026, without penalty; and
- Write to MPP John Jordan, MP Scott Reid and other all MPs and MPPs within the watershed regarding funding opportunities and inviting their cooperation and support in finding a sustainable solution for the Museum.

Corporate Strategic Plan

The Board approved the 2026-2030 *Corporate Strategic Plan*.

Open Data Plan

The Board approved the MVCA *Open Data Plan*.

Attachments:

- Draft minutes of October 20, 2025, Board of Directors Meeting.
- Approved Minutes of September 8, 2025, Board of Directors Meeting.
- Approved Minutes of July 14, 2025, Board of Directors Meeting.



Minutes: Board of Directors Meeting

September 8, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

Roll Call

Members Present

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

Members Absent

- Jeff Atkinson
- Wayne Baker

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Alex Broadbent, Manager of I&CT
- Scott Lawryk, Properties Manager
- Ben Dopson, Manager of Planning & Stewardship
- Kathryn Starratt, Water Resources Specialist
- Brittany Moy, Planning Technician
- Mercedes Liedtke, Environmental Planner (Remote)
- Will Ernewein, Regulations Technician (Remote)
- Elizabeth Clifffen-Gallant, Finance Officer (Remote)
- Kelly Hollington, Recording Secretary

Guests

- Lyndon Slewidge
- Cindy Slewidge
- Christa Lowry, Mayor, Mississippi Mills
- Ken Kelly, CAO, Mississippi Mills
- Jeanne Harfield, Clerk & Deputy CAO, Mississippi Mills
- Brian Dowdall, Deputy Reeve, Beckwith Township
- Michael Riley-Lancaster, Mississippi Valley Textile Museum
- Bonnie McBain
- Kathy Stewart
- Donna Sloan-Treusch
- Bill Treusch
- Marilyn Fraser
- Jeff Fraser
- Jeff Mills
- Ken Kicksee
- Wendy O'Keefe
- Tara Gesner, Media
- Bob McCormich
- Leslie Williams
- Brian Turner, 88.1 myFM news (Remote)
- Kim Drummond, CBC Ottawa (Remote)
- Rick Stow, Ottawa Valley News
- Christine Moses (Remote)
- Jennifer Russel, Planning Technician, Mississippi Mills (Remote)
- Melanie Knight, Director of Development Services & Engineering, Mississippi Mills (Remote)
- Erin Levi, Executive Assistant, Mississippi Mills (Remote)
- Janet Carlile, Heritage Committee Mississippi Mills (Remote)
- John Lamb (Remote)
- Barbara Lamb (Remote)
- Kristen Cavanagh-Ray (Remote)
- Margaret Naismith Jonker (Remote)
- Mary Lumsden (Remote)
- Bruce Elliot (Remote)

R. Huetl noted that Steven Lewis' term has ended as Provincial Agricultural Representative to the MVCA Board of Directors. He read correspondence received from S. Lewis expressing thanks and well-wishes to the Board of Directors and MVCA staff.

R. Huetl called the meeting to order at 1:03 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.

BOD25/09/08 - 1

MOVED BY: H. Yanch

SECONDED BY: J. Kelso

Resolved, that the agenda for the September 8, 2025, Board of Directors Meeting be adopted as presented.

"CARRIED"

Main Business

1. Approval of Minutes: Board of Directors Meeting, July 14, 2025.

There were no amendments or discussions regarding the minutes.

BOD25/09/08 - 2

MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

Resolved, that the minutes of the Board of Directors Meeting held July 14, 2025, be received and approved as printed.

"CARRIED"

2. Receipt of Draft Minutes: Executive Committee Meeting, August 27, 2025.

The Executive Committee meeting minutes were included for information. There was no discussion regarding the minutes.

3. Delegation Presentation: Mill of Kintail Museum Strategic Plan, Christa Lowry, Mayor of Mississippi Mills.

R. Huetl explained that, during Corporate Planning discussions, the MVCA Board of Directors decided that the management of the current museum collections should be transferred to another organization and the Mill building be repurposed for Category 1 programs and services. He explained that MVCA has made efforts to reduce costs associated with the Museum and to seek alternative funding in response to the new funding model. He stated that to date, no groups have expressed interest in managing the collection and no source of alternative funding has been identified. He highlighted that MVCA and its 11 member municipalities have funded the museum for the past 50 years and that the Board recognizes the significance of the museum and its collections to Mississippi Mills. He explained that Mayor of Mississippi Mills, C. Lowry has

requested a pause in the development of the updated Museum Strategic Plan to consider options other than deaccession and relocation of the museum collections.

R. Kidd asked if a Board motion was passed regarding the management of the museum collection. R. Huetl explained that it was discussed during planning sessions for the *MVCA Corporate Strategic Plan* and that no board motion has been passed at this time.

C. Lowry's presentation highlighted that the museum collection has national and local significance, that members of the Mississippi Mills community have expressed concern regarding the deaccession and relocation of the museum collections, and the public consultation process carried out for update of the Mill of Kintail Strategic Plan. She provided a history of the property and the museum and their importance to the local community and Canada. She stated that the Leys family entrusted MVCA with the property and the museum collections and was under a social contract to keep them together. She highlighted the need to engage with the community, stakeholders, and specifically the Leys and Naismith families. She asked the Board of Directors to:

- Pause on the Museum strategic planning process;
- Commit to meaningful, solution-driven engagement with the Leys and Naismith families, stakeholders and the community at large; and
- Re-establish a special advisory committee to oversee the public engagement process and consider the possibilities for the continued care and stewardship of the Dr. R. Tait McKenzie legacy at the Mill of Kintail.

C. Lowry stated that there has not been sufficient community and stakeholder engagement and consultation. She noted that the Ontario Museum Association and the Lanark County Arts and Heritage Committee have not been consulted. She stated that Mississippi Mills was not adequately consulted.

P. Kehoe explained that the province introduced regulations that impacted the mandate of conservation authorities and funding and policy requirements for museums and other non-core, Category 3, programs and services. He stated that MVCA's 11 member municipalities signed a 5-year service agreement, starting in 2024, to fund the museum under Category 3 programs and services. He noted that the window to address these concerns is tied to finding an organization willing to fund the museum before municipal funding is exhausted. He noted that the Mill of Kintail building is not adequately equipped to house and protect the artifacts in the museum collection; no provincial funding is available to make the necessary upgrades. He commented that C. Lowry has been aware of the necessary changes to the museum because C. Lowry met provincial

decision-makers. He asked that Mississippi Mills make its 2023 Museum Study available to the MVCA Board of Directors for review.

C. Lowry explained that her perception was that a decision regarding the museum was imminent. P. Kehoe explained that this is the beginning of a 3.5-year process because the member municipalities signed a funding agreement that end in 2028.

G. Gower commented that there have been many efforts made over the past 4-years to find potential partners or funding sources for the museum. He commented that there is a need for more awareness regarding the need for funding. He thanked C. Lowry for bringing attention to the matter. He noted that the Board of Directors recognize the importance of the collections. He added that the funding mechanism and legislative framework surrounding museums has changed.

G. Gower asked for the municipality's capacity to fund or operate the museum. C. Lowry responded that municipality has not been asked and that she does not have an answer. She commented that it has not been discussed by council and that Mississippi Mills has not been included in conversations regarding the funding and operation of museum and its collections. She added that she was under the impression that a decision regarding the museum was imminent and would be tabled with the 2026 budget.

C. Lowry explained that Mississippi Mills has completed a Community Services Master Plan at the end of June, that includes cultural and recreational programs and services. She summarized recommendations in the Community Services Master Plan including the creation of a collaborative steering committee, to expand the partnerships between local museums and the municipality, and to remain independent. She highlighted that a goal identified in the Master Plan is to develop a partnership agreement with the three museums in Mississippi Mills.

S. McIntyre stated that the motion passed at the July 14, 2025, Board of Directors meeting sought direction for the development of the Museum Strategic Plan, not the plan itself. She noted that there is still an opportunity to discuss the Museum Strategic Plan and for the Board to determine a preferred direction.

C. Lowry commented that during her membership with the Mill of Kintail Museum Special Advisory Committee in 2021, 3 solutions were tabled with the Board of Directors that kept the collections on-site. She noted that she was made aware of the discussions regarding the Museum Strategic Plan at the MVCA Policy and Planning Advisory

Committee meeting on July 3, 2025. She highlighted the importance of Mississippi Mills and MVCA working together to find a solution.

G. Gower explained that the motion passed by the Board of Directors in July 2025, directed staff to engage with museum users and the broader community. He asked staff for the next steps in the engagement process. S. McIntyre responded that the main tool used to engage the public is a survey focusing on the transition of the collection. The decision made by the Board in July was to transition the museum vision and objectives. The focus of the survey was to consult with the public on the transition. The survey aimed to gain an understanding of the community's Interest and willingness to support fundraising and related efforts. She added that she was not available to attend the Mississippi Mills Council meeting in August but had offered to present to council in September.

R. Kidd asked for confirmation if any decisions have been made. S. McIntyre explained that the report regarding proposed changes to the Museum Strategic Plan was tabled with the Policy and Planning Advisory Committee in early July and rose to the Board at the July 14, 2025, meeting. She highlighted that Board members have communicated to staff that Category 3 programs and services should be fully cost-recoverable by 2028. S. McIntyre noted that when an organization makes any strategic change in direction, time is needed to implement the changes.

R. Kidd commented that a pause is not required because a decision has not been made by the Board. Findings from the public consultation process will be considered by the Board. He expressed his support in forming an advisory committee with members of the Board, the municipality of Mississippi Mills and other stakeholders to consider options moving forward. He commented that there is a possibility of the Museum program being fully cost-recoverable by 2028.

G. Gower commented that a decision will be made by the Board when staff report back with findings from the public consultation process. He recommended that the Board consider whether the public consultation process was comprehensive and appropriate and to allow time to consider opportunities for alternative funding sources or collaboration regarding the management of the museum collection.

B. Holmes asked for details regarding the report that rose to the Board of Directors from the Special Advisory Committee with recommendations regarding the Museum. S.

McIntyre responded that staff presented findings at that time and that she would share the information with B. Holmes after the meeting.

B. Holmes asked if staff considered approaches from other Conservation Authorities in managing similar category 3 services. S. McIntyre explained that she consulted with other General Managers regarding their approaches to managing Category 3 services. She noted that the Essex Region Conservation Authority is going through a similar process at this time. She explained that some other conservation authorities divested their museum assets throughout the 2000s.

B. Holmes highlighted the importance of the current museum collection. She recommended pursuing political interventions. She commented that the museum and the surrounding property are held with great importance by the public and should remain together.

P. Kehoe asked if there is still a Special Advisory Committee overseeing public engagement and considering options for the Museum collection. S. McIntyre confirmed that committee last met in 2021.

P. Kehoe asked about costs and deficit. S. McIntyre responded that the projected funding gap is over \$40,000 because MVCA has been unsuccessful in receiving federal student grants.

P. Kehoe commented that the museum building is not appropriately equipped to store the collections appropriately and funding is not available to invest in upgrades to the facility.

C. Lowry commented that the public consultation survey has not been appropriately publicised and expressed concerns regarding the information that will be retained from the survey. She expressed support to having S. McIntyre present to Mississippi Mills council on the matter and collaborating on the future direction of the Museum. She noted that Michael Riley-Lancaster, Curator of the Mississippi Mills Textile Museum and president of the Ontario Museum Association and Lanark County Arts and Heritage have reached out with support.

C. Lowry read correspondence received from Charles Hill, Historian of Canadian Art and curator of the National Gallery of Canada for 42 years noting his offer of support and expressing his disagreement with the divestment of the collection. She highlighted the responsibility of proper stewardship of the collection.

R. Kidd asked if next steps will be discussed at this meeting. S. McIntyre explained that there is a plan to present findings from the public consultation process and to discuss next steps at the October Board of Directors meeting.

4. Delegation Presentation: Regulatory Limit on Property, Lyndon Slewidge.

J. Mason asked why this presentation is coming to the Board of Directors rather than the Regulations Committee. S. McIntyre explained that though the presentation is regarding a regulatory matter, no permit application had been submitted that was appealable to the Regulations Committee. Rather, L. Slewidge has requested removal of the regulation limit on the property in the absence of any sort of development proposal.

L. Slewidge explained that a letter and corresponding supporting documentation were provided and made available to the Board of Directors in the agenda package. He reviewed his letter and supporting documentation. His letter summarized a series of communications and interactions with former MVCA Staff regarding regulatory limitations on his property. He asked the Board to consider removal of the 54-foot regulatory setback.

S. McIntyre explained that MVCA floodplain mapping is updated periodically to capture changes due to development. Where most of the property lies within a regulated area, staff make best efforts to work with landowners to find a suitable building site with appropriate permit conditions. She further explained that when for every floodplain limit there is a regulatory set-back or limit that is used is to identify areas of potential risks. When permit applications are received, the specifics of the property are considered. She emphasized that the developmental potential of the Slewidge property remains, but that MVCA does not alter regulatory limits without detailed information that is required by permit applications. Staff work with landowners to develop permits with conditions that consider hazards. If a landowner does not agree with the conditions of a permit, it is tabled with the Regulations Committee for consideration.

R. Kidd asked why the presentation is coming to the Board of Directors. R. Huetl explained that the Board is not considering the item for any decisions at this time, and that he had approved the delegation in accordance with the approach typically taken by North Frontenac Township. He noted that L. Slewidge is presenting to the Board for information.

C. Kelly asked if there is room for continued conversations with the applicant to determine a feasible solution for development of the property. S. McIntyre explained

that there is no permit application in process and no proposals have been submitted for consideration. If a proposal is tabled, conversations can proceed between MVCA and the applicant. A viable solution cannot be developed without first receiving a proposal.

C. Kelly asked L. Slewidge if there is potential for a permit application to be submitted and to work with staff to find a solution. L. Slewidge responded that they are not prepared to move forward with an application at this time.

C. Kelly asked if MVCA has ever removed a regulatory limit on a property. S. McIntyre responded that MVCA has never removed a regulatory limit in the absence of substantiating information.

B. Holmes asked if there was any advice from staff for L. Slewidge. S. McIntyre responded that a permit application with details regarding a proposed development must be submitted to move the process forward.

R. Kidd commented that a permit application must be submitted to have the matter considered by the Regulations Committee.

5. Staff Presentation: Parklands and Trails Mini-Conference, Brittany Moy & Kelly Hollington

K. Hollington and B. Moy presented a summary of the Parklands & Trails Mini-Conference hosted by MVCA on May 28, 2025. They summarized the organizational process behind the event, the presentations provided during the event, the informational posters created by staff for the event, and feedback received from attendees. They highlighted that the next steps in the process are to develop a discussion paper to share with attendees of the event, to continue to grow the network of organizations involved, and to facilitate conversations regarding parkland and trail policy and planning within the watershed.

M. Souter asked to be included in the network of contacts when a discussion paper is developed and when the paper will be completed. K. Hollington responded that a timeline has not been developed for the completion of a discussion paper. There are plans to develop in the future dependent on staff availability. She confirmed that M. Souter would be included in the distribution of the discussion paper once completed.

M. Souter expressed support in bringing organizations together to discuss approaches to conservation.

R. Kidd asked why MVCA hosted the mini conference. S. McIntyre responded that during discussions about the *Land Conservation and Resource Strategy* the Board discussed the role that MVCA should play in trail planning and development. It was determined that MVCA should play a facilitator role to initiate conversations and information sharing amongst groups. Results from the discussion paper survey showed that people wanted MVCA to share policy and planning approaches. She confirmed that MVCA is not in the trail planning business.

6. Watershed Outlook, Report 3508/25, Kathryn Starratt.

K. Starratt provided a presentation on current watershed conditions. The Mississippi River watershed is at a Level 2 low water status, and the Carp River watershed was declared to be at a level 3 low water status on September 5th. Level 2 status indicates the potential of serious problem with water supply and level 3 status indicates that the water supply is not meeting demand. She reviewed streamflow data illustrating that 2025 levels were below the historical average. She noted that streamflow data is tied to precipitation levels. She reviewed temperature and precipitation forecasts highlighting the probability of above normal temperatures and significant uncertainty in precipitation levels for the Fall. Sustained and substantial rainfall is needed to move out of the current low water status. She explained that staff are preparing for the Fall drawdown and that levels are so low that the drawdown may be deferred.

M. Souter asked how significant the Fall drawdown will be. K. Starratt responded that some of the lakes may already be at their Fall target levels and not see a significant drawdown. She noted that there are still planned operations to allow for more space in the Spring 2026 Freshet.

R. Huetl commented that levels on Buckshot Lake have been at a historic low. He noted that recent precipitation raised levels slightly. K. Starratt responded that she is hopeful for more precipitation in the future.

7. GM Update, Report 3509/25, Sally McIntyre.

S. McIntyre provided the GM Update. She highlighted:

- MVCA received federal funding (FHIMP) for the first phase of the Upper Mississippi River Regulatory Flood and Erosion Hazard Mapping project.
- Year-to-date budget and actuals for the MVCA Education Program.
- The summer of 2025 saw a significant increase in planning and permit applications; approximately 1 permit every 1.3 workdays.

- MVCA's group insurance annual premium increased by 9.5% or \$18,190.32.

J. Mason asked if she could share the information regarding the Carp River Tributaries Floodplain Mapping on the Friends of the Carp River social media. S. McIntyre confirmed.

J. Mason asked if any of 9 ALUS Mississippi-Rideau projects were in the Carp River watershed. S. McIntyre responded that she would give J. Mason an answer offline.

R. Kidd asked if the ALUS program is only in Lanark County. S. McIntyre responded that the ALUS program was recently expanded to all of MVCA's jurisdiction.

R. Kidd expressed concerns regarding expenditures and revenues of the education program. He highlighted that \$20,000 is coming from Category 3 programs and services agreement. S. McIntyre explained that the Board approved \$20,000 to fund the education program. Staff have been mandated by the Board to work toward full cost-recoverability over time. She highlighted that the program is seeing increased enrollment and staff are making efforts toward the goal of full cost-recoverability.

R. Kidd asked for a financial breakdown and details of the education program to be tabled with the Board for consideration during discussions regarding the 2026 budget. S. McIntyre asked R. Kidd to provide an example from Beckwith showing the level of detail he is seeking. R. Kidd stated that he would like details regarding the costs of the program.

8. Draft Corporate Strategic Plan, Report 3510/25, Sally McIntyre.

S. McIntyre provided the draft Corporate Strategic Plan that addresses issues discussed during planning sessions and previous meetings. S. McIntyre solicited feedback from the Board regarding an appropriate vision statement. She highlighted a modification to an initiative to clarify MVCA's role as it relates to watershed wide surface water quality and quantity studies. She noted that G. Gower suggested an amendment to one of the key objectives to say *that the public view the Authority as more than an enabler of sustainable growth*. S. McIntyre encouraged the Board to provide any comments regarding the Corporate Strategic Plan prior to being tabled at the October Board meeting.

9. Unexpected Expenditures, Report 3511/25, Stacy Millard

S. Millard reviewed unexpected expenditures that require drawdown of reserves and approval from the Board including a Species at Risk Study for the Kashwakamak Lake

Dam replacement and 2 office copiers/printers. She noted that it is more cost-effective approach to purchase new copiers/printers rather than leasing because of the length of time MVCA keeps and uses equipment.

R. Kidd asked if the Species at Risk Study was budgeted for 2026. S. Millard confirmed.

R. Kidd asked if the \$15,700 will go back into reserves in 2026. S. Millard confirmed. She noted that the project will drain reserves over the next few years, depending on financing and grants.

J. Mason asked why the funds for the copiers/printers is coming from the Operating Reserve rather than the Information and Technology Reserve. S. Millard explained that the Information and Technology Reserve does not have the funds to support the replacement due to recent upgrades to the Boardroom audio system.

J. Kelso expressed her dissatisfaction with the upgraded audio system in the boardroom. She noted that she has difficulty hearing what others are saying whether on Zoom or in the room.

H. Yanch added that she also has difficulty hearing certain individuals in the boardroom.

R. Huetl noted that staff will investigate improvements to the audio.

C. Kelly expressed dissatisfaction with the audio quality. He noted that the sound cuts out during presentations.

BOD25/09/08 - 3

MOVED BY: P. Kehoe

SECONDED BY: R. Kidd

Resolved, That the Board of Directors approve withdrawal of funds from reserves for two unplanned expenses, specifically:

- a) Drawdown of the Water Control Structure Reserve by \$15,700 for a Species at Risk Study for the Kashwakamak Lake Dam replacement; and*
- b) Drawdown of the Operating Reserve by \$16,500 for replacement of 2 office copiers/printers.*

"CARRIED"

10. Financial Update – YTD June 30, 2025, Report 3512/25, Stacy Millard.

S. Millard provided a financial update. She noted that expenses are on track and sitting at 44% of the operating budget overall. She projected a \$64,000 reduction in use of the operating reserve. She noted efforts have been made to be as accurate as possible with staff time allocation to specific areas and projects. She highlighted that the delay of the HQ Water & Sewer connection has a significant impact on financial projections.

11. In-Camera – Draft Employee Settlement Package, Verbal Report, Sally McIntyre.

Discussions were held in-camera.

BOD25/09/08 - 4

MOVED BY: P. Kehoe

SECONDED BY: B. Holmes

Resolved, That the Board of Directors move in-camera for discussions regarding labour relations or employee negotiations; and

Further resolved, That Sally McIntyre and Stacy Millard remain in the room and all other MVCA Staff leave the room.

“CARRIED”

BOD25/09/08 - 5

MOVED BY: T. Popkie

SECONDED BY: J. Mason

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

“CARRIED”

BOD25/09/08 - 6

MOVED BY: T. Popkie

SECONDED BY: J. Mason

Resolved, That the Board of Directors authorize the General Manager to execute the recommended settlement package.

“CARRIED”

Adjournment

BOD25/09/08 - 7

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at 3:04 p.m.

K. Hollington, Recording Secretary

DRAFT

Minutes: Board of Directors Meeting

October 20, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

Roll Call

Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair
- Allan Hubley (Remote)
- Bev Holmes
- Cathy Curry
- Clarke Kelly (Remote until 2p.m.)
- Dena Comley
- Glen Gower
- Janet Mason
- Jeannie Kelso (Remote)
- Jeff Atkinson
- Mary Lou Souter
- Richard Kidd
- Wayne Baker

Members Absent

- Helen Yanch
- Cindy Kelsey
- Taylor Popkie

Staff

- Sally McIntyre, General Manager
- Alex Broadbent, Manager of Information & Communication Technology
- Juraj Cunderlik, Director, Engineering
- Scott Lawryk, Properties Manager
- Kathryn Starratt, Water Resources Specialist
- Kelly Hollington, Recording Secretary

Guests

- Joanne Glaser, Cornerstones Management Solutions Ltd. (Remote)
- Erin Levi, Mississippi Mills (Remote)

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 or discussion related to the agenda.

BOD25/10/20 - 1

MOVED BY: B. Holmes

SECONDED BY: D. Comley

Resolved, that the agenda for the October 20, 2025, Board of Directors Meeting be adopted as presented.

"CARRIED"

Main Business

1. Approval of Minutes: Board of Directors Meeting, September 8, 2025

There were no additions or discussion related to the minutes.

BOD25/10/20 - 2

MOVED BY: G. Gower

SECONDED BY: P. Kehoe

Resolved, that the minutes of the Board of Directors Meeting held on September 8, 2025, be received and approved as printed.

"CARRIED"

2. Receipt of Draft Finance & Administration Advisory Committee Minutes, September 15, 2025

The Draft Minutes from the Finance & Administration Advisory Committee were provided for information. There were no discussion or amendments.

3. Staff Presentation: Virtual Tour of the Mill of Kintail Museum, Scott Lawryk

S. Lawryk introduced a virtual tour tool under development for the Mill of Kintail Museum to improve the collections' accessibility. He explained that MVCA partnered with a local real estate agent Joanne Keaton, who sponsored the creation of the virtual tour. He provided a brief demonstration of the virtual tour tool and showed how artifact information can be included. He noted that the virtual tour will provide remote access to the 3rd floor collection by those with physical impairments, and to Canadians more broadly, which may help drive in-person visits.

R. Kidd asked if an encouragement to donate will be added to the virtual tour. S. Lawryk commented that there is an opportunity to include requests for donation with the virtual tour.

D. Comley asked when the tour will be made available to the public. S. Lawryk explained that the filming was only recently completed and the plan is to have it publicly available spring 2026 to align with the birthday of R. Tait McKenzie. He noted time is needed to complete the details of the virtual tour and to add to the MVCA website.

C. Curry asked if there is an opportunity to include ad space to the virtual tour paid for by the sponsor. S. Lawryk noted that there are opportunities to include ad space and sponsorship recognition. He explained that the agreement with the real estate agent included sponsorship of the creation of the tour and 1 free application on the host website. S. Lawryk noted that there are opportunities to explore the potential of creating further virtual tours of Conservation Areas.

B. Holmes asked if reels could be created on social media using the virtual tour. S. Lawryk commented that the virtual tour itself is not formatted to lend itself to reels (short videos). He noted that reels could be created as a part of the social media campaign to advertise for the virtual tour. B. Holmes commented that videos around 15 seconds long get increased views.

J. Kelso asked how the virtual tour is hosted and if the technology is proprietary. S. Lawryk explained that the software, Matterport, is generally used for real estate tours.

4. Watershed Outlook, Report 3518/25, Kathryn Starratt

K. Starratt reviewed the current watershed status noting that both Mississippi and Carp watershed are in level 3, severe low water status. She explained that the Carp River Watershed went into level 3 status before the Mississippi River Watershed due to factors such as size, population density, development and lack of water control structures. The Mississippi River watershed has various water control structures and reservoirs that were used to help mitigate drought conditions. She noted that neighbouring Conservation Authorities are also experiencing drought.

K. Starratt reviewed streamflow data for both watersheds including the historical average and previous drought years for reference: 2018 and 2020. She explained that sustained rainfall is needed to come out of drought status. She reviewed the Fall Drawdown schedule, and temperature and precipitation forecasts noting that the long-term forecasts suggest that above-average temperatures are likely to continue through

December and that precipitation forecasts are uncertain. Winter is expected to see similar conditions to last year.

C. Curry asked if the current drought status is the worst on record, historically. K. Starratt explained that it is difficult to determine if it is the worst on record historically because the target conditions for drought status have only been recently established. She noted that streamflow levels have reached recorded minimums in certain areas.

C. Curry commented that many wells have run dry in the Carp River watershed. She asked if there are any operations that could be employed to address the low water issue. J. Cunderlik explained that there is a lack of storage capacity within the Carp River watershed to mitigate dry-up of the riverbed.

J. Mason commented that there are a significant number of storm water ponds upstream in Stittsville and Kanata. K. Starratt explained that while there are many wetlands and storm water ponds within the Carp River watershed that have storage, without a dam there is a lack of control.

J. Mason commented that recent precipitation levels are different across the watershed and highlighted the importance of measuring levels in specific areas within each watershed. K. Starratt responded that water levels throughout the watershed differed from Lake to Lake in response to recent precipitation.

S. McIntyre highlighted that depending on how a well is dug, there is no relationship between surface water levels and what is happening underground. She noted there is a potential for the City of Ottawa to contemplate how it operates its storage facilities to maintain an amount of base flow.

R. Kidd commented that groundwater does not affect the Carp River. He added that many wells are older and not dug deep enough.

C. Curry asked what the role of MVCA is as it relates to wells and drinking water. S. McIntyre noted that K. Starratt is a part of an interjurisdictional committee Low Water Response team that MVCA is responsible for establishing during low water conditions. Emergency response—flooding or drought, is the responsibility of the local municipalities.

K. Starratt added that MVCA does not deal directly with dry wells—inquiries are forwarded to the Ministry of Environment, Conservation and Parks (MECP) District Office, which is a member of the Low Water Response team meetings. Information and communication materials are shared during the Low Water Response team meetings.

R. Kidd explained that private wells are not the responsibility of the local municipalities, they are the responsibility of the property owner. R. Huetl confirmed that private wells are the responsibility of the owner. P. Kehoe noted his prior role of provincial environmental officer and confirmed that municipalities are not responsible for private wells.

C. Kelly commented that a well dug to 110 feet has gone dry in his jurisdiction. He agreed that private wells are the private property owner's responsibility to maintain and fix in the case of problems. He noted that emergency response is the responsibility of the municipality. He asked if MVCA can provide information or resources to inform when a dry well or wells should be determined an emergency. S. McIntyre responded that the City of Ottawa has an *Emergency Response Plan* that gives direction on triggers for declaring an emergency including water supply. She recommended connecting with Tammy Rose from City of Ottawa Infrastructure and Water Services Department.

P. Kehoe commented that the MECP may issue an order to a municipality when there is an emergency. S. McIntyre asked if there is anything preventing a municipality from declaring its an emergency in accordance with it's own policies. P. Kehoe commented there is nothing preventing it but there is no indemnification from the province. S. McIntyre commented that municipalities may be able to access provincial or federal funding following declaration of an emergency.

M. Souter noted that the long-term forecast is anticipated to be similar to 2024 and asked if we experienced drought conditions in Winter of 2024. K. Starratt noted that in 2024 there were near seasonal precipitation levels with a large snowpack.

R. Kidd asked if Staff could run a forecast for Spring 2026 Watershed conditions using the long-term forecast information.

5. GM Update, Report 3519/25, Sally McIntyre

S. McIntyre provided the GM Update. She highlighted:

- Fall River Floodplain Mapping
- Carp Tributaries Floodplain Mapping
- Upper Mississippi River Floodplain Mapping
- Lanark Dam Public Safety Improvements

J. Mason commented that she is very interested in the Invasive Phragmites working group and would like to join. S. McIntyre commented that staff would reach out with information offline.

6. Proposed 2026 Budget Assumptions, Report 3514/25, Sally McIntyre

S. McIntyre reviewed the budget process. She noted that historically, MVCA has looked for direction from the City of Ottawa. She reviewed levy budget pressures including Growth, Operating and Capital. She noted the “final installment” on the municipal levy related to the 2021 Workforce Plan adjustment. She explained that the recommended cost-of-living increase proposed is to help address the difference between actual and approved COLA increases approved by the Board in recent years.

R. Kidd expressed concern regarding application of the City of Ottawa’s projected assessment growth rate of 1.6%. He noted that other areas of the watershed will likely have a lower growth rates and will have to pay more than if their own growth rates were applied. He suggested taking an average of assumed growth rate from all municipalities across the watershed.

BOD25/10/20 - 3

MOVED BY: J. Mason

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors direct staff to develop the 2026 Budget and related documents in accordance with the following parameters:

- 1. An increase of 3.75% plus assessment growth to the Operating Levy;*
- 2. An increase of 8.5% plus assessment growth to the Capital Levy;*
- 3. An assumed assessment growth rate of 1.6%.*
- 4. A cost-of-living increase to the 2025 Pay Scale of 2.5%; and*
- 5. Transfer \$64,663 onto the Municipal Levy for Workforce Plan Adjustments.*

“CARRIED”

7. Pay Increments & Employee Recognition, Report 3513/25, Sally McIntyre

S. McIntyre reviewed the current pay increment structure and issues. She highlighted that the current structure does not allow for employees to move within their pay band at a competitive or fair rate. It can take upwards of 11 years for an individual to reach top of band. The current 2% envelope does not allow the management team to compensate staff based on performance of one employee without affecting another. She reviewed pros and cons of the current open pay-band approach and a fixed pay-band approach. She reviewed financial impacts of the proposed changes. She reviewed the current bonus and compensatory leave structure.

P. Kehoe commented that he does not agree with the proposed recommendations. He added that he is against a bonusing system entirely. He expressed concerns regarding the potential of favouritism and the negative employee perceptions. He asked for a recorded vote on this matter.

R. Kidd noted that he is opposed to the recommendations. He commented that increasing the annual budget envelope will not fix a broken system. He expressed support for a fixed pay-band approach.

W. Baker asked if MVCA is unionized. S. McIntyre responded that MVCA is not unionized. W. Baker commented that in unionized environments tend to use a fixed pay-band approach with no bonusing system.

J. Atkinson commented that a fixed-stepped approach is fair and predictable from a budget point-of-view. He added that a bonusing system is not fair but allows the General Manager flexibility to reward performance and improve staff retention. He commented that he is in favour of the recommendations. He noted that moving to a fixed-stepped system should be a long-term goal of the organization.

P. Kehoe expressed concerns regarding the potential formation of a union.

C. Curry raised concerns regarding staff retention issues as it relates to compensation structure. She expressed her support for the recommendations. She noted the challenges and costs associated with retraining new staff.

G. Gower asked if the proposed changes are designed to attract and retain staff. S. McIntyre confirmed that a change is needed to allow her to compensate staff competitively.

D. Comley asked if a phased approach is possible and what the approach and timeline would be. S. McIntyre confirmed that it is possible. She requested time to contemplate an approach and timeline to be tabled with the Board at a future meeting.

P. Kehoe expressed concerns that the proposed changes will not improve staff retention. S. McIntyre explained that the proposed changes would allow her flexibility to adjust for factors such as performance and risk.

J. Mason commented that the recommendations are fair and merit based. She highlighted that MVCA is competing with both the public and private sectors for staff. She expressed support for the management team to have flexibility to use an open-band

system to pay for performance and recognize merit. She highlighted the importance of reducing staff turnover and attracting qualified staff.

B. Holmes expressed concerns regarding staff retention and gave examples of staff turnover due to compensation structure. She expressed support to a flexible system that supports staff and staff retention. She expressed her support for the recommendations. She suggested a future update be tabled with the Board regarding the status of any approved changes.

J. Kelso expressed support to the proposed changes.

R. Kidd asked for clarification that the proposed changes are not adjusting the compensatory approach. S. McIntyre confirmed that the proposed changes are to increase the pay increment budget envelope, the approach remains open-band.

BOD25/10/20 - 4

MOVED BY: J. Atkinson

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve:

- 1. Proposed amendments to the MVCA Employee Manual regarding pay increments and employee recognition bonuses; and*
- 2. A proposed 1% increase to the "pay increment" annual budget envelope from 2% to 3% to allow for achievement of the recommended targets.*

RECORDED VOTE

In Favour – B. Holmes, C. Curry, G. Gower, J. Mason, J. Kelso, J. Atkinson, M. Souter

Opposed – A. Hubley, D. Comley, P. Kehoe, R. Kidd, W. Baker

Absent – C. Kelsey, C. Kelly, H. Yanch, T. Popkie

Abstained – R. Huetl

"CARRIED"

8. Purchasing Policy Update, Report 3515/25, Stacy Millard.

There were no amendments or discussion regarding the Purchasing Policy update.

BOD25/10/20 - 5

MOVED BY: P. Kehoe

SECONDED BY: W. Baker

Resolved, That the Board of Directors approve amendment of the Purchasing Policy as set out in Report 3515/25.

"CARRIED"

9. Fee Update, Report 3516/25, Stacy Millard.

B. Holmes noted a missing label on Schedule D under Information and Professional Services. S. McIntyre explained the missing text should read "Staff Hourly Rates". She noted that staff will update the table.

M. Souter asked if MVCA has compared their education program fees with other local education programs. S. Lawryk explained that staff compared prices with other local education programs. He noted that there is a limit to how much the program fees can be increased annually based on factors such as competitive price, age of the program, and market.

M. Souter commented that the Education Program fees are very reasonable.

S. Lawryk commented that if the camp was at full capacity there would be an argument for possibly increasing the price. Currently, the goal is to sell the program out completely.

BOD25/10/20 - 6

MOVED BY: B. Holmes

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve:

- a. 2026 update of Schedules D through G of MVCA's Fee Schedule as set out in Report 3516/25;*
- b. Posting of the new fees in accordance with MVCA's Fee Policy; and*
- c. That the new fees take effect January 1, 2026, pending no major concerns regarding the proposed changes.*

"CARRIED"

10. August 31, 2025, Investment Update, Report 3517/25, Stacy Millard

S. McIntyre provided an update on MVCA's investments since the Board approved the *Investment Policy and Strategy* in March 2025.

11. Mill of Kintail Strategic Plan, Report 3520/25, Sally McIntyre

S. McIntyre presented the proposed Mill of Kintail Museum Transition Plan and that MVCA is committed to working with the community to find a workable solution on the site for the collection to remain *in situ*. She reviewed the draft working group terms of reference objectives, membership, and recommendation for facilitator and secretariate support. She reviewed the proposed base assumptions and the next steps in the process.

C. Curry suggested connecting with the NBA, the Toronto Raptors and Ottawa Valley Grain Products for collaboration or potential funding. S. McIntyre explained that MVCA has tried in the past to collaborate with the NBA. She noted that the museum needs an endowment rather than an annual donation and agreed that staff would reconnect with the NBA or Toronto Raptors on this matter.

B. Holmes asked for a clearer resolution regarding the R. Tait McKenzie Memorial Trust details being tabled with the board. She also recommended adding a resolution to include update and work with MPP John Jordan and MP Scott Reid, specifically a letter to be sent including an inquiry about summer student funding. She commented that a member of the MVCA Board of Directors should be included in the working group membership. She put her name forward to be the Board representative in the Working Group. S. McIntyre stated that she supported Bev's participation and had not included a board representative recognizing the significant time commitment required.

J. Atkinson noted previous connections with Basketball Canada to the Mill of Kintail Museum. He expressed support for the transition plan. He noted that he considers the grist mill a part of the collection. He suggested that an option be that the building is divested as part of the collection.

M. Souter expressed concerns regarding recommended groups in the Working Group Terms of Reference having interest in having representation in the group and the rigidity of the list. She asked that the list be amended to give the option to opt out of membership if any of the invited groups are not interested. She suggested any openings in the membership be open to interested members of the public. S. McIntyre expressed support for M. Souter's suggested edits. She suggested amending the Terms of reference to include: *If one or more organizations is unable to participate, then the GM may, with the Board member from Mississippi Mills, substitute them with a member from the community.*

B. Holmes suggested that guests be able to attend the working group meetings. B. Holmes requested that the CCI facility assessment report be shared with the Board.

J. Kelso suggested keeping the working group membership small with the ability to invite guests.

R. Kidd commented that 14 members is a large committee. He recommended a steering committee be created with less members to guide the working group. He recommended that the working group be able to create sub-committees.

R. Kidd asked if and when the Board passed a motion that directed MVCA to divest the museum collection. S. McIntyre explained that during development of the *Land Conservation and Resource Strategy*, MVCA surveyed the public and results showed public support for MVCA to transfer management of the museum collection. The Board approved the policy direction in the *Land Conservation and Resource Strategy* in December. She noted that a specific motion on this matter has not been passed and that staff are seeking that direction from the Board today.

D. Comley asked if there was a motion passed to have all Category 3 programs and services be fully cost recoverable and self-sustaining by 2028. S. McIntyre explained that the implicit goal underlying the development of business cases is to achieve full cost recovery of Category 3 programs and services. She noted, however, that full cost recovery may not be possible for all programs.

S. McIntyre reviewed amendments to the Terms of Reference to reflect the Board's recommendations:

- The Working group may:
 - a. Invite guests to attend one or more meetings to advise on matters of interest;
 - b. Establish a steering committee; and
 - c. Establish sub-committees
- If one or more organizations cannot participate than the GM may, with the Board member from Mississippi Mills, substitute other members from the community.
- Add to Membership List a Board member from Mississippi Mills.

S. McIntyre noted that an amendment to the resolution is needed to appoint Bev Holmes as a member of the Working Group, and to include staff direction to write to MPP John Jordan and MP Scott Reid regarding funding opportunities and inviting their cooperation and support in finding a sustainable solution for the Museum.

P. Kehoe asked B. Holmes who the member of parliament is for Mississippi Mills. B. Holmes confirmed that it is MP Scott Reid.

R. Kidd suggested that staff be directed to write to all other MPs and MPPs within the watershed.

BOD25/10/20 - 7

MOVED BY: M. Souter

SECONDED BY: J. Atkinson

1. *Resolved, That the Board of Directors approve:*
 - a. *The Mill of Kintail Museum Transition Plan set out in Report 3520/25.*
 - b. *The Terms of Reference for the Mill of Kintail Museum Working Group attached to this report, as amended.*
 - c. *The assumptions set out in this report be used during the development and evaluation of options.*
 - d. *A budget of \$15,000 plus HST to retain a consultant to facilitate the activities of the Working Group.*
2. *That the Board of Directors approve in principle the reassignment of the R.Tait McKenzie Memorial Trust to a community-based group, with details to be tabled to the Board prior to execution.*
3. *That the Board of Directors direct staff to:*
 - a. *Pause work on updating the Mill of Kintail Museum Strategic Plan;*
 - b. *Notify the Ministry of Tourism, Culture and Gaming of the above activities and request an extension to submit an update of the plan to August 31, 2026, without penalty; and*
 - c. *Write to MPP John Jordan, MP Scott Reid and other all MPs and MPPs within the watershed regarding funding opportunities and inviting their cooperation and support in finding a sustainable solution for the Museum.*
4. *That the Board of Directors appoint Bev Holmes to the Working Group.*

“CARRIED”

12. Corporate Strategic Plan, Report 3521/25, Sally McIntyre.

S. McIntyre noted that comments received from members have been considered in this draft of the *Corporate Strategic Plan*. She provided an overview of progress made against the previous *2021-2025 Corporate Strategic Plan* and expressed thanks to MVCA staff for their efforts to complete and secure funds for many projects.

M. Souter expressed her thanks and congratulations to MVCA Staff.

R. Huetl noted that the efforts made by staff are recognized by the Board. He expressed thanks to S. McIntyre and MVCA staff.

BOD25/10/20 - 8

MOVED BY: D. Comley

SECONDED BY: M. Souter

Resolved, That the Board of Directors approve the 2026-2030 Corporate Strategic Plan attached to report 3521/25.

“CARRIED”

13. Open Data Plan, Report 3522/25, Alex Broadbent.

A. Broadbent reviewed the strategic goals and objectives of the *MVCA Open Data Strategy* and proposed phased implementation plan.

M. Souter asked if MVCA staff will be moving forward with the implementation process or if new staff will need to be hired. A. Broadbent responded that MVCA staff are in a good position to build the Open Data platform within the recommended timeline. He noted that MVCA has highly skilled web developers and the data.

S. McIntyre noted that development of an Open Data Plan was one of the last outstanding priority items in the *2021-2025 Corporate Strategic Plan* and agreed that MVCA staff are not anticipating retaining additional staff for this project. The implementation approach is phased to allow time for current staff to complete the project within the proposed timeline.

J. Mason highlighted the importance of data accuracy, security and privacy protection.

C. Curry offered to connect MVCA staff with City of Ottawa staff working on Open Data Strategy.

BOD25/10/20 - 9

MOVED BY: C. Curry

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve the attached Open Data Strategy.

"CARRIED"

Adjournment

BOD25/10/20 - 10

MOVED BY: P. Kehoe

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at 3:14 p.m.

K. Hollington, Recording Secretary

Hybrid meeting held in-person and electronically

Board of Directors 4/25 Thursday, April 24, 2025

Chair Waterfield called the meeting to order at 6:38 p.m.

General Manager/Secretary-Treasurer conducted a roll call.

Kristin Strackerjan gave the Land Acknowledgement statement.

Chair Waterfield reviewed the Agenda.

Resolution 1-250424 **Moved by:** Adrian Wynands
Seconded by: Kristin Strackerjan

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 March 27, 2025

Resolution 2-250424

Moved by:

Brian Dowdall

Seconded by:

Trevor Johnson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #03/25, March 27, 2025 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 2024 Audited Financial Statements and Report of the Auditor

Kathy Dallaire, Manager of Finance, introduced Mr. Jamie Pollock of MNP LLP.

Mr. Pollock presented the 2024 Audited Financial Statements, Independent Auditor's Report, and Audit Findings and Independence Letter. He reported a clean audit opinion for the 2024 fiscal year. There were no questions.

Mr. Pollock expressed his appreciation to RVCA staff for their cooperation and assistance during the audit process and Ms. Dallaire thanked Mr. Pollock and his staff for their professionalism and assistance during the audit.

Resolution 3-250424

Moved by:

Adam Turcotte

Seconded by:

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Draft 2024 Audited Financial Statements and Independent Auditor's Report for the year ending December 31, 2024 and receives the 2024 Audit Findings and Independence Letter.

Resolution Carried

9.0 Appointment of Septic Inspector

Ms. Sommer Casgrain-Robertson presented a report recommending the appointment of an additional sewage system inspector under the Building Code Act to support the delivery of RVCA's on-site sewage system program.

Resolution 4-250424

Moved by: Adrian Wynands
Seconded by: Susan Irwin

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

- Jessica Clement

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

Resolution Carried

10.0 Conservation Ontario Annual Report

Ms. Casgrain-Robertson presented Conservation Ontario's 2024 Annual Report and reported on the election of Conservation Ontario's 2024 Board of Directors.

Resolution 5-250424

Moved by: Kristin Strackerjan
Seconded by: Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority receives Conservation Ontario's 2024 Annual Report.

Resolution Carried

11.0 MFIPPA Annual Report

Ms. Casgrain-Robertson presented a 2024 Municipal Freedom of Information and Protection of Privacy Act summary report and required statistical report for the Information and Privacy Commissioner of Ontario.

Resolution 6-250424

Moved by: Joe Aragona
Seconded by: Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the RVCA's Freedom of Information Requests 2024 Summary Report.

Resolution Carried

12.0 JHSC 2024 Summary Report

Ms. Casgrain-Robertson presented a 2024 Joint Health and Safety Committee summary report.

In response to a question, she explained that the minor electrocution incident listed in the report was as a result of electrofishing.

Resolution 7-250424

Moved by: Adrian Wynands
Seconded by: Adam Turcotte

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the RVCA's Joint Health and Safety Committee 2024 Summary Report.

Resolution Carried

13.0 2024 Annual Report

Diane Downey, Director of Communications and Outreach, presented the attached slides highlighting key accomplishments and outcomes from RVCA's 2024 Annual Report.

Chair Waterfield commended the report as visually stunning and praised staff for their efforts. He encouraged members to help raise awareness of the report by sharing it with their municipalities and arranging for the General Manager to present at an upcoming Committee of the Whole meeting.

One member asked how many hard copies municipalities and members could receive. Ms. Downey indicated that multiple copies will be provided to each municipality and individual members.

Another member expressed appreciation for how the report effectively showcases the organization's extensive work, while another member supported the availability of hard copies, noting their value in educating municipalities and requested copies for distribution.

Resolution 8-250424

Moved by: Kristin Strackerjan
Seconded by: Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves RVCA's 2024 Annual Report for distribution.

Resolution Carried

14.0 Meetings

- a) Source Protection Committee Meeting – April 3, 2025
 - a. Chair Waterfield and Sommer Casgrain-Robertson attended the tour at the Lemieux Water Treatment Plant and reported an educational experience and well-planned day by RVCA staff.
- b) RVCA Audit Committee Meeting – April 7, 2025
- c) SNC Municipal Information Day – April 8, 2025
 - Sommer Casgrain-Robertson, Isabelle Maltais and Eric Lalande attended and reported on an informative and well-organized day.
- d) Eastern CA General Managers Meeting – April 11, 2025
- e) Conservation Ontario Council Meeting – April 14, 2025

Upcoming

- f) Summer Student Orientation Session – April 28, 2025
- g) Board of Directors Information Session #2 – May 22, 2025
 - Chair Waterfield encouraged for members to attend in person.
- h) Board of Directors Meeting – May 22, 2025
- i) Annual Watershed Tour – June 20, 2025
 - Encouraged to attend and invite municipal staff to participate.
- j) Conservation Ontario Council – June 23, 2025
- k) Provincial CA General Managers Meeting – June 24 & 25, 2025

15.0 Member Inquiries

None

Shawn Pankow left the meeting 7:39 p.m.

16.0 New Business

Kristin Strackerjan informed members of the North Grenville Sustainability Fair taking place this weekend, noting that RVCA typically has representatives in attendance. Chair Waterfield encouraged members to share information about such events.

Ms. Casgrain-Robertson informed members that they are invited to spend a day in the field with staff either shadowing them or participating in program delivery. Interested members should contact Sommer to arrange a day.

Ms. Casgrain-Robertson also provided an update on the recent Throne Speech, noting some direct references to conservation authorities. She indicated that the Board would be kept informed of any legislative changes impacting conservation authorities. A member emphasized the importance of

promoting RVCA's work and staying informed in light of pending legislative changes. Chair Waterfield reiterated the value of inviting RVCA staff to present at municipal meetings for educational purposes.

In response to a question, Ms. Casgrain-Robertson indicated that conservation authority reserves are generally made up of a combination of self-generated, fundraised and levy revenue and would contain little or no provincial funding.

A member expressed concern over the potential impact of strong mayor powers on conservation authorities, suggesting that conservation authorities and municipalities may need to coordinate on joint advocacy to address concerns.

17.0 Adjournment

The Chair adjourned the meeting at 7:48 p.m. on a resolution by Wilson Lo which was seconded by Adam Turcotte.

Gary Waterfield
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

RVCA Board of Directors Meeting Summary – November 14th, 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.

September 25, 2025 – [Approved minutes](#)

- Ferguson Tree Nursery was reappointed as RVCA's primary supplier for trees and shrubs through 2030.
- The replacement of three Scale servers was approved.
- Fee Policy amendments were approved to take effect January 1, 2026
- 2026 Board of Director and Executive Committee meeting schedules were approved.
- An activity report for July and August was presented and received.
- 2026 budget factors were presented and the Board provided direction to staff for the preparation of a draft budget to be presented in October.

October 23, 2025 – Meeting Summary

- An Interim Reserve Strategy was approved
- 2026 fee schedule for Onsite Sewage Disposal Systems was approved (to take effect January 1, 2026)
- A 2026 Preliminary Draft Budget and Levy Apportionment was received for review and comment.
- A closed session was held regarding an appeal of a conviction under section 28 of the Conservation Authorities Act.

November 27, 2025 – Next Meeting

Marissa

Marissa Grondin (she/her)

Executive Assistant

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