



## COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 3<sup>rd</sup>, 2026  
Immediately Following the Public Meeting at 5:15 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

Livestream Link: <https://www.tayvalleytwp.ca/livestream/>

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5:15 p.m.      *Public Meeting – Zoning By-Law Amendment(s)*  
*Following      Committee of the Whole Meeting*

***Chair, Councillor Marilyn Thomas***

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

None.

**6. DELEGATIONS & PRESENTATIONS**

- i) **Delegation: Lanark County Child & Youth Services Collaborative – *attached, page 9.***

Sharon Halladay, Child and Youth Services Coordinator, Open Doors Mental Health for Children, Youth & Families.

*Suggested Recommendation to Council:*

***“THAT, the Lanark County Child & Youth Services Collaborative presentation  
to Committee of the Whole on February 3<sup>rd</sup>, 2026, be received for information.”***

## 7. PRIORITY ISSUES

- i) **Report #PD-2026-01 - Climate Change Adaptation Planning for Tay Valley Township** – *attached, page 28.*  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT, the Planner continue engagement sessions to produce a Draft Climate Adaptation Plan.”**

- ii) **Report #PW-2026-01 – Maximum Gross Vehicle Weights on Municipal Bridges** – *attached, page 46.*  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

**“WHEREAS, the rehabilitated structure known as Anderson Side Road Bridge no longer requires a load restriction;**

**NOW THEREFORE BE IT RESOLVED THAT,** By-Law No. 2025-002 – Maximum Gross Vehicle Weight on Municipal Bridges, be amended accordingly.”

- iii) **Report #PW-2026-02 – Truck No. 6 Replacement Options** – *attached, page 51.*  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

**“THAT, the quotations obtained through the Canoe Procurement Group from Gin-Cor and Oakes Truck Sales for a medium duty plow truck be accepted;**

**THAT, the deficit be funded from the Roads Equipment Reserve;**

**THAT, Truck No. 6 be sold on GovDeals once the new truck is put in service;**

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

iv) **Report #PW-2026-03 – H. Mather Drain – Maintenance Assessments – attached, page 61.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*  
**“THAT, Council exercise its right to not invoice for properties included in the 2025 H. Mather Drain Maintenance project with assessments under \$50.00;**

**AND THAT, all other properties included in the assessment schedule as outlined in the Drainage Act be invoiced.”**

v) **Report #CAO-2026-01 – History Scholarship Selection Committee Update – attached, page 64.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*  
**“THAT, the updates to the History Scholarship Selection Committee Terms of Reference and Agreement with the Perth and District Community Foundation, as outlined in Report #CAO-2026-01 – History Scholarship Committee Updates, be approved;**

**AND THAT, the necessary by-laws be brought forward to Council for approval.”**

vi) **Report #CAO-2026-04 – Election – Joint Compliance Audit Committee Terms of Reference – attached, page 72.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*  
**“THAT, the Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference be approved;**

**AND THAT, the necessary by-law be presented at the next Township Council meeting.”**

vii) **Report #CAO-2026-02 – Procedural By-Law Update – attached, page 89.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*  
**“THAT, the draft Procedural By-Law as attached in Report #CAO-2026-02 – Procedural By-Law Update be approved in principle;**

**AND THAT, the necessary Public Meeting be called.”**

viii) **Report #CAO-2026-03 – Strategic Plan Update – attached, page 152.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

**“THAT, Report #CAO-2026-03 –Strategic Plan Update, be received for information.”**

ix) **ROMA Conference Update.**  
Councillors Wayne Baker, Greg Hallam, Keith Kerr and Marilyn Thomas.

## 8. CORRESPONDENCE

i) **25-12-17 – Council Communication Package – attached, page 160.**

*Suggested Recommendation to Council:*

**“THAT, the 25-12-17 Council Communication Package be received for information.”**

ii) **AMO Policy Update – OMERS Governance Changes & Bill 68 – attached, page 164.**

*Suggested Recommendation to Council:*

**WHEREAS, the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and**

**WHEREAS, the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and**

**WHEREAS, the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and**

**WHEREAS, these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and**

**WHEREAS, the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and**

**AND WHEREAS, municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;**

**NOW THEREFORE BE IT RESOLVED THAT**, Tay Valley Township does not support the legislative changes to the OMERS Act contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

**FURTHER BE IT RESOLVED THAT**, the Council of Tay Valley Township support the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to maintain the current OMERS governance model, with two corporate Boards, as the structure that would best deliver on the long-term interests of municipalities, taxpayers, and employees.

**AND BE IT FURTHER RESOLVED THAT**, this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- John Jordan, MPP Lanark-Frontenac-Kingston;
- The Association of Municipalities of Ontario (AMO)."

iii) **Lanark County Situation Table Annual Report 2025 – *attached, page 169.***

*Suggested Recommendation to Council:*

**“THAT, the Lanark County Situation Table Annual Report 2025 be received for information.”**

**9. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES**

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

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

iii) **Fire Board.**

25-11-27 – Draft Fire Board Minutes – ***attached, page 190.***

iv) **Library Board.**

25-11-17 – Perth and District Union Public Library Board Minutes – ***attached, page 195.***

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

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

25-11-19 – Draft Lanark County OPP Detachment Board Meeting Minutes – ***attached, page 197.***

25-12-01 – Draft Lanark County OPP Detachment Board Meeting Minutes – ***attached, page 205.***

- vii) **Green Energy and Climate Change Working Group – deferred to the next meeting.**
- viii) **Mississippi Valley Conservation Authority Board.**
  - 25-12-08 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 208.*
  - 25-12-08 – Draft Mississippi Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 210.*
  - 26-01-12 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 220.*
  - 26-01-12 – Draft Mississippi Valley Conservation Authority Board of Directors Meeting Minutes – *attached, page 222.*
- ix) **Rideau Valley Conservation Authority Board.**
  - 25-10-23 – Rideau Valley Conservation Authority Board Minutes – *attached, page 234.*
  - 25-11-27 – Rideau Valley Conservation Authority Board of Directions Meeting Summary Report – *attached, page 240.*
  - 25-11-27 – Draft Rideau Valley Conservation Authority Board Minutes – *attached, page 242.*
- x) **Lanark County Traffic Advisory Working Group.**
  - 25-12-10 – Draft Lanark County Traffic Advisory Working Group Minutes – *attached, page 247.*
- xi) **County of Lanark.**
  - Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

## **10. CLOSED SESSION**

- i) **CONFIDENTIAL: Identifiable Individual - Finance Department**

*Suggested Motion:*

**“THAT, Committee move “in camera” at \_\_\_\_ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding the Finance Department;**

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

*Suggested Motion:*

**“THAT, Committee return to open session at \_\_\_\_ p.m.”**

- *Chair’s Rise and Report.*

ii) **CONFIDENTIAL: Litigation or Potential Litigation – 485 Keays Road.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Motion:*

**“THAT, Committee move “in camera” at \_\_\_\_ p.m. to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board regarding 485 Keays Road;**

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

*Suggested Motion:*

**“THAT, Committee return to open session at \_\_\_\_ p.m.”**

- *Chair’s Rise and Report.*

## **11. DEFERRED ITEMS**

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

- *None.*

## **12. ADJOURNMENT**

# **DELEGATIONS & PRESENTATIONS**

Lanark County Child and  
Youth Services Collaborative



# Lanark County Child & Youth Services Collaborative

*Presented by: Sharon Halladay*

*Coordinator*

**2026**

## Lanark County Child and Youth Services Collaborative



## Lanark County Child and Youth Services Collaborative

- **Vision:** Children and youth in our communities are thriving. They are served by a well, informed, responsive and effective community of organizations.
- **Mission:** The collaborative provides leadership and collaboration to enable optimal development and healthy living for Lanark County children, youth and their families.

### Priorities/Values

- Information Sharing
- Collaboration and Planning
- Community Education and Advocacy

Meets Monthly – Membership includes organizations and agencies that serve children, youth and their families in Lanark County

# Municipal Toolkit



this toolkit, developed by Every Kid in Our Communities (EKIOC) and the Lanark County Child and Youth Service Collaborative.



All municipalities are already providing programming for children, youth, and families.



The purpose of the toolkit is to elevate that work by intentionally applying the Developmental Assets® framework and embedding it into municipal plans. This concerted effort will highlight the importance of creating municipal spaces that welcome children, youth, and families.



Provide a template for future councils and municipal departments to continue building the kinds of communities where families want to live and work; communities where children and youth feel valued and want to remain in or return to as adults.



This work will also help sustain the municipality's tax base into the future!

# Key Municipal Strategies to Build Developmental Assets, Resilience, and Mental Well-Being



Strategy 1: Give Youth a Voice



Strategy 2: Celebrate and Recognize Youth Success



Strategy 3: Provide or Support Opportunities for Youth to Connect with Youth



Strategy 4: Provide or Support Opportunities for Youth to Connect with Community Members



Strategy 5: Celebrate Community Asset Builders

# What are Asset?



The term comes from the DevelopmentalAssets® framework-evidenced based from the Search Institute.



Positive experiences, skills, opportunities, qualities and values(What kids need to succeed)

## External Assets

Support

Empowerment

Boundaries and Expectations

## Internal Assets

Commitment to Learning

Positive Values

Social Competencies

Positive Identity

Constructive Use of Time

## What am I asking for?

- *Municipal Tool Kit*
- *Consider joining or attending a LCCYS collaborative meeting*
- *Nominate someone for the Developmental Asset Award*

**Sharon Halladay**

**613-207-4989**

[Shalladay@odmh.ca](mailto:Shalladay@odmh.ca)



**Lanark County Developmental Asset Award Winners**

**June 2025**



## **Municipal Toolkit:**

### **Building Developmental Assets® to Foster Resilience & Mental Well-Being in Children & Youth**



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For more information, please contact the EKIOC Coordinator at [admin@everykid.on.ca](mailto:admin@everykid.on.ca)

*Designed by Southeast Public Health Oct 2025*

## INTRODUCTION:

This toolkit, developed by **Every Kid in Our Communities (EKIOC)** and the **Lanark County Child & Youth Services Collaborative (LCCYSC)**\*, offers municipalities practical strategies to strengthen resilience, promote positive mental well-being, and build essential life skills in children and youth.

All municipalities are already providing programming for children, youth, and families. The purpose of the toolkit is to elevate that work by intentionally applying the Developmental Assets® framework and embedding it into municipal plans. This concerted effort will highlight the importance of creating municipal spaces that welcome children, youth, and families, and will provide a template for future councils and municipal departments to continue building the kinds of communities where families want to live and work; communities where children and youth feel valued and want to remain in or return to as adults. This work will also help sustain the municipality's tax base into the future!

Youth who are resilient and mentally healthy are more likely to thrive, becoming productive community members, strengthening the local workforce, choosing to stay or return as adults, and fostering environments of connection and belonging.

Research from the [Social Sciences and Humanities Research Council \(2023\)](#) shows that youth engagement enhances physical and mental health, educational and economic outcomes, social cohesion, and life skills. During crises such as COVID-19, engaged youth reported greater well-being and hope for the future.

Municipal investment in youth resilience and engagement not only improves young people's lives but also creates stronger, more vibrant, and sustainable communities for everyone.

*\*EKIOC in Leeds and Grenville and LCCYSC in Lanark County are regional coalitions of child, youth, and family service providers dedicated to building communities where every child and youth is safe, healthy, and valued. Together, they provide leadership and foster collaboration to support optimal development and healthy living for children, youth, and their families across the regions.*



## Mental Health of Youth in Leeds, Grenville & Lanark:

### Ontario:

The [2023 Ontario Student Drug Use and Health Survey \(OSDUHS\) Mental Health and Well-Being Report](#) provides valuable insights into the mental health challenges faced by youth in Ontario. Key findings from the report include:

- **Self-Rated Mental Health:** Just over one in three students (38%) rated their mental health as fair or poor.
- **Low Self-Esteem:** One in eight students (12%) indicate low self-esteem (feeling very unsatisfied with oneself).
- **Coping Ability:** Nearly one in three students (31%) rate their ability to cope with difficulties as fair or poor.
- **Psychological Distress:** One in two students (51%) indicate a moderate-to-serious level of psychological distress (symptoms of anxiety and depression).
- **Self-Harm:** One in five students (20%) reported intentionally harming themselves in the past year.
- **Suicidal Thoughts:** One in six students (16%) experienced serious thoughts of suicide in the past year.
- **Parental Communication:** One in two students (46%) rarely or never discuss their problems or feelings with their parents.
- **School Engagement:** One in three students (30%) reported liking school very much or quite a lot, while nearly one in three (29%) did not like school at all.
- **Social Connections:** Most students (77%) felt close to people at their school and felt like they were part of their school community.
- **Social Media Use:** Nearly all students (94%) use social media daily. One in four students (23%) spend five hours or more on social media daily. One in eleven students (9%) report symptoms of problematic social media use (such as preoccupation, tolerance, loss of control, withdrawal, escape, conflict with family).
- **Mental Health Support:** More than one in two students (57%) know how to access school-based mental health services. One in five students (22%) report not knowing how to access school-based mental health support services, and a similar percentage (21%) are "not sure." One in three students (33%) report that they felt they needed mental health support from a professional during the past year but did not seek it.



## **Leeds, Grenville & Lanark:**

The 2019 Canadian Health Survey on Children and Youth (CHSCY) provides a snapshot of the mental health challenges faced by children and youth in Leeds, Grenville, and Lanark (LGL). This cross-sectional survey collects data on issues affecting the physical and mental health of Canadian children and youth ages 1 to 17. Key mental health findings for this region include:

- Anxiety (ages 5-17): About 7% of children in LGL experienced daily anxiety, which is similar to the provincial rate of 5%.
- Sadness or Hopelessness (ages 15–17, past year): Around 27% of youth in LGL reported feeling sad or hopeless in the past year, comparable to Ontario's rate of 28%.
- Life Stress (ages 12–17): Approximately 17% of youth in LGL experienced moderate to extreme stress, which is slightly lower than the provincial rate of 21%.
- Mental Health (ages 12–17): About 19% of youth in LGL rated their mental health as fair or poor, which is notably higher than the Ontario rate of 13%.
- Suicidal Thoughts (ages 15–17, past year): Around 16% of youth in LGL reported having suicidal thoughts in the past year, which is consistent with the provincial rate of 16%.

## **Changes from 2019 to 2023 (CHSCY Longitudinal Data):**

- Longitudinal data from the 2023 CHSCY cohort reveals important trends in youth mental health over the past four years:
- Self-rated "fair" or "poor" mental health more than doubled, from 12% in 2019 to 26% in 2023 among the youth cohort.
- About 21% of those who previously rated their mental health as "good" or better in 2019 now rate it as "fair" or "poor" in 2023.
- A majority (62%) of youth who were already in the "fair" or "poor" category in 2019 remained there in 2023; 38% improved.
- Mental health declines were more pronounced among girls: In 2023, 33% of girls (ages 16–21) rated their mental health as fair or poor (up from 16% in 2019), compared to 19% of boys (up from 7%).

When combined, provincial (OSDUHS), regional (LGL), and national (CHSCY) data show that many young people are struggling with their mental health, with a growing number experiencing declines over time. This underscores the critical need to prioritize mental health as part of a comprehensive strategy for positive youth development.

## **Developmental Assets®: A Framework for Building Resilience & Mental Well-Being**

The Developmental Assets® framework is a key strategy for building resilience in the children and youth of Leeds, Grenville & Lanark. Developed by the Search Institute, this proven framework identifies 40 protective factors- experiences, relationships, and skills- that are essential for fostering mental health and well-being in youth. By focusing on strengths and positive qualities, rather than deficits or challenges, it offers a proactive, strengths-based approach to youth development.

The more developmental assets youth possess, the more likely they are to:

- **Engage in positive behaviours** like excelling academically, displaying leadership, and making healthy choices.
- **Cope better with adversity**, manage stress, and persevere in challenging situations.
- **Reduce risky behaviours** (e.g., substance use, unsafe sexual activity, violence, aggression, bullying) and delay gratification.
- **Develop healthy, caring relationships** with peers and adults, embracing diversity and inclusion.

Municipalities play a powerful role in this work by creating supportive environments, fostering belonging through youth-friendly spaces and recreation opportunities, and embedding positive youth development principles into municipal plans. By leveraging these assets, municipalities can empower youth to build confidence, develop essential life skills, and actively contribute to their communities.



# Key Municipal Strategies to Build Developmental Assets, Resilience, and Mental Well-Being

The following asset building strategies, informed by youth input and evidence, can be adopted and further developed by municipalities in partnership with the community or on their own, to support and encourage local youth.

**Your municipality can:**

## Strategy 1: Give Youth a Voice

- **Create Platforms for Youth Input:** Partner with or sponsor events where youth can share ideas and contribute to community discussions.
- **Involve Youth in Decision-Making:** Include youth on community boards, councils, and municipal planning initiatives to provide leadership opportunities and meaningful engagement.
- **Gather Youth Perspectives:** Organize focus groups, conduct online surveys, and use social media to collect feedback on local services, programs, and community needs.
- **Ensure Programs Are Youth-Centered:** Regularly seek input on existing programs, especially those struggling to engage youth, to make them more relevant, accessible, and appealing. See *Combating youth apathy: Best practices for municipal youth engagement for practical approaches*.
- **Address Youth Safety Concerns:** Ask youth where they feel unsafe and involve them in finding solutions to improve their sense of security.

### Local Examples:

[Inclusive voices](#) is a Lanark community video series which creates a platform for youth voice which aims to dispel hate and empower young leaders by elevating the voices of young people and those we don't often hear from.

[THRIVE](#) committee of youth ages 13-28, tasked with answering what youth in Mississippi Mills needed to thrive. Youth led discussions with their peers, leadership workshop, survey assessing community needs, and presentation to town council at the conclusion of the project.

[Mayor's Youth Advisory Committee](#) provides a voice for the youth of North Grenville, while advising the Mayor and Council of important recreational and social issues concerning the municipality's younger population.

## Strategy 2: Celebrate and Recognize Youth Success

- **Host Recognition Events:** Organize an annual event, with local business sponsorships, to celebrate youth achievements in leadership, creativity, volunteerism, academics, sports, and the arts.
- **Share Success Stories:** Use local media, municipal websites, and community events to highlight youth accomplishments and inspire the community.
- **Promote Positive Media Coverage:** Encourage local media to focus on the positive contributions of youth rather than negative incidents.
- **Showcase Youth Talent:** Display youth artwork and projects in community spaces, such as local centers and public venues.
- **Support Youth Initiatives:** Provide funding and opportunities for youth-driven creative and innovative ideas.
- **Offer Leadership and Employment Opportunities:** Hire youth for suitable community positions and encourage their participation in volunteer activities, community committees, and public awareness campaigns.



### Local Examples:

Every year the Municipality of North Grenville recognizes and honours the achievements and contributions of community members, including youth, through the [Civic Awards](#) program.

[MyView Youth Film Festival](#) offers young people an opportunity to share their perspective about topics that are important to them and their communities. Their talent and voices are showcased in a red-carpet awards ceremony and media frequently follows up with the filmmakers and their topics for further community engagement.

The Township of Leeds and the Thousand Islands [houses a page](#) on their website that provides youth with bursary/award information, youth services, youth housing, youth employment and celebrates youth in education.

The [Lanark County Awards of Excellence](#) were developed to say "thank you" to citizens (including youth) of Lanark County, to provide community recognition and visibility, to support citizens for their contributions and to inspire further community service.

### Strategy 3: Provide or Support Opportunities for Youth to Connect with Youth

- **Create Safe Gathering Spaces:** Establish supervised environments, parks, and recreational areas—including skate parks—where youth can safely spend time together.
- **Ensure Accessibility and Inclusion:** Sponsor diverse activities, including creative outlets like music, drama, and dance, to engage all youth, especially those underserved by existing programs.
- **Host Community-Wide Events:** Collaborate with local organizations and youth groups to provide events that bring youth together.
- **Publicize Opportunities:** Use media, posters, bulletin boards, and websites to promote youth programs and activities.

#### Local Examples:

Gananoque Bermout Teen Drop In Centre Joel Stone Park. A partnership between the Town of Gananoque, the YMCA of Eastern Ontario, RNJ Youth Services, Gananoque Police, and Gananoque Fire Services. Initiated in response to youth requests for a safe gathering space, the Berm Out offers a supervised environment with free Wi-Fi and snacks, and its operation has expanded to five days a week due to high demand.

Planet Youth Lanark. This community-based initiative brings together municipalities, schools, public health, and local organizations to create environments where youth can thrive. Using a data-driven approach and guided by youth input, Planet Youth Lanark focuses on strengthening protective factors such as supportive relationships, meaningful activities, and community engagement, while reducing risk factors that contribute to substance use and other challenges.

## Strategy 4: Provide or Support Opportunities for Youth to Connect with Community Members

- **Foster Supportive Relationships:** Implement the Start with Hello campaign to encourage simple greetings and meaningful interactions between youth and community members.
- **Encourage Intergenerational Connections:** Support mentoring programs, intergenerational activities, and opportunities for youth to engage with older adults.
- **Create Shared Spaces for Interaction:** Provide accessible parks, playgrounds, community gardens (with defined youth roles), libraries, and gathering places for youth to connect with adults.
- **Develop Collaborative Projects:** Organize service projects and volunteer opportunities that bring youth and adults together. Publicize these opportunities widely and host volunteer fairs at secondary schools.
- **Strengthen Neighbourhood Bonds:** Sponsor activities that help neighbours get to know each other, such as community events, career days, and cultural festivals that celebrate diversity. Make events more youth-friendly by planning alcohol-free events or restricting alcohol to designated areas so that the broader event remains accessible to youth and to adults who choose to avoid alcohol (e.g., for religious, addiction, or health reasons).
- **Ensure Accessibility:** Offer transportation to and from programs and ensure diverse activities reach underserved youth.
- **Provide Clear Information:** Maintain a municipal asset map of youth-related activities and a community calendar with school, faith-based, and local organization events to help families plan.
- **Support Adult Mentorship & Training:** Collaborate with partners to train coaches and adult leaders on effective communication with youth.
- **Promote Resources for Well-Being:** Publicize family crisis hotlines and support services for youth and families.



### Local Examples:

The North Grenville Mayor's Youth Advisory Committee hosted a scavenger hunt, during COVID, that encouraged young people along with their families to connect with different businesses, programs, and spaces to get to know their community better (virtual connections due to the distancing at the time).

## Strategy 5: Celebrate Community Asset Builders

- **Recognize and Celebrate Positive Influences:** Acknowledge individuals, businesses, and organizations that positively impact youth through employment, mentorship, and community engagement.
- **Highlight Role Models:** Use media coverage to showcase adults who exemplify qualities important for youth development, not just well-known figures.
- **Nominate and Award Contributors:** Nominate community members, businesses, and organizations for recognition programs such as the Asset Builder's Award.



### Local Examples:

[Lanark County Council hosted the 2025 Asset Builder award ceremony](#) recognizing individuals, businesses and organizations who make a difference in the lives of children and youth.

[Town of Gananoque](#) promoted the Leeds, Grenville asset builder nominations on their website.

By embracing these strategies, municipalities can play a pivotal role in fostering the growth of Developmental Assets® and promoting mental well-being among youth. This approach not only equips young people with the skills they need to navigate challenges but also strengthens their ability to make positive choices, build resilience, and thrive in a rapidly changing world. As a result, youth will be better positioned to contribute meaningfully to their communities, stay engaged in local initiatives, and evolve into responsible, compassionate adults. Investing in the mental health and resilience of youth today is an investment in the strength and sustainability of communities tomorrow.

## References

Centre for Addiction and Mental Health. (2023). *Ontario Student Drug Use and Health Survey (OSDUHS): Mental Health and Well-Being Report*. Retrieved from [https://www.camh.ca/-/media/research-files/osduhs-summary\\_mental-health-and-wellbeing-report\\_2023.pdf](https://www.camh.ca/-/media/research-files/osduhs-summary_mental-health-and-wellbeing-report_2023.pdf)

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SALTO-YOUTH. (n.d.). *Involving and motivating rural young youth*. Retrieved from <https://www.salto-youth.net/rc/inclusion/archive/archive-resources/inclusiongroups/inclusionrural/InclusionRuralMotivation/>

School-Based Health Alliance. (2025). *Recruiting and retaining young leaders*. Retrieved from <https://www.sbh4all.org/youthdevelopment/youth-development-toolkit/recruiting-and-retaining-young-leaders/>

TakingITGlobal. (2004). *Engaging rural youth: Survey results and recommendations*. Retrieved from <http://research.tigweb.org/ruralyouth/ruralyouth.pdf>

Youth Research and Evaluation eXchange (YouthREX). (2019). Evidence brief: *Five strategies to increase a sense of belonging among youth & challenges and strategies for engaging rural youth*. Retrieved from <https://youthrex.com/wp-content/uploads/2019/06/YouthREX-EB-Five-Strategies-to-Increase-a-Sense-of-Belonging-Among-Youth-Challenges-and-Strategies-for-Engaging-Rural-Youth-2018.pdf>

# **PRIORITY ISSUES**



**COMMITTEE OF THE WHOLE**

February 3<sup>rd</sup>, 2026

Report #PD-2026-01  
Noelle Reeve, Planner

**CLIMATE CHANGE ADAPTATION PLAN UPDATE**

**STAFF RECOMMENDATION(S)**

It is recommended:

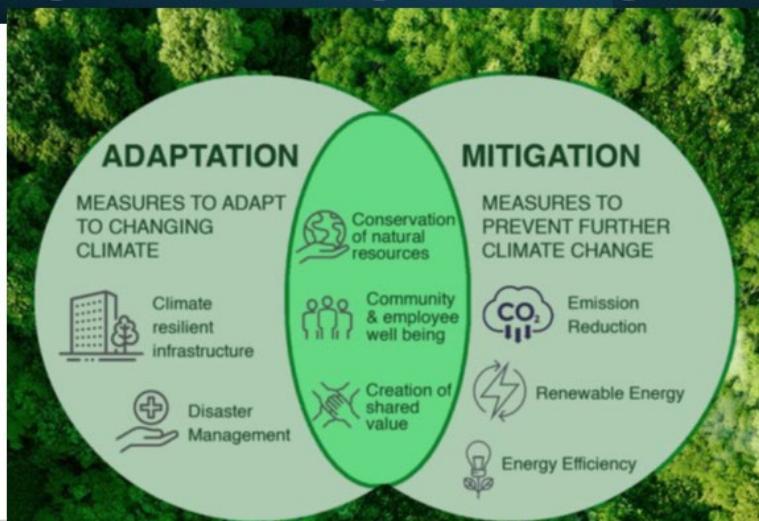
**“THAT**, Council provide comments on the topics included in the Building Resilience to Climate Change: Suggestions from Residents for a Climate Adaptation Plan for Tay Valley Township;

**AND THAT**, the Planner continue engagement sessions to produce a Draft Adaptation Plan.”

**BACKGROUND**

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

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



The Township was successful in applying to the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) Advancing Implementation Training Initiative (AITI) for support in creating a Climate Adaptation Plan. The program runs from April 1, 2025 to December 31, 2026. Once an Adaption Plan is created, the Township is eligible for funding for implementation from the federal Green Municipal Fund.

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

## DISCUSSION

In the summer of 2025, Township staff and a weekly intern from Carleton University identified climate hazards for the Township and undertook an initial risk and vulnerability assessment of those hazards.

Climate change hazards for Tay Valley Township include:

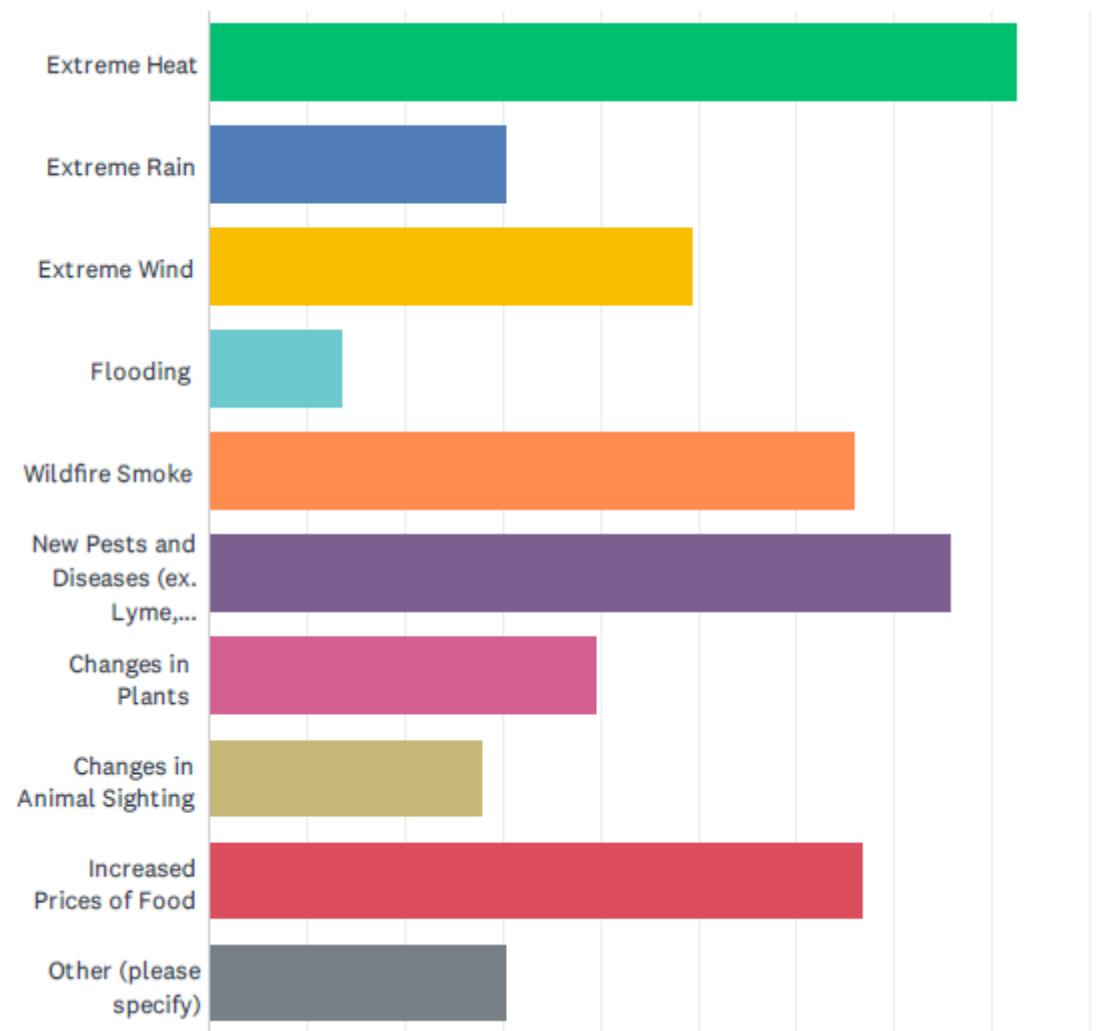
- Tornadoes and derechos,
- Floods,
- Extreme heat,
- Air Pollution,
- Worsened Mental Health,
- Diseases from insects (Lyme, Anaplasmosis, Emerald Ash Borer),
- Wildfires and wildfire smoke, and
- Loss of biodiversity

Impacts to residents from these hazards include



The Planner and Intern organized two public engagement sessions on August 11, 2025 with stakeholders and residents (one in the afternoon and one in the evening). The Planner subsequently prepared a survey for all residents - *Building Resiliency to Climate Impacts in Tay Valley Township* – that was distributed in the fall of 2025.

The survey was answered by 132 residents. The results of the survey indicated that 72% of respondents felt that extreme weather had impacted their quality of life in the following ways:



The top three impacts residents identified as experiencing were: Extreme Heat, closely followed by New Pests (e.g., Lyme), and then Increased Prices of Food. As high a number as 60% indicated they had done something on their property to prepare for climate change.

80% of respondents said they would be interested in the municipality and its partners bringing neighbouring areas together for information and plans in the case of flooding, wildfire, extreme heat, disruption of supply chains for food, fuel, etc.

This request for fostering neighbourhood level resilience with help from the municipality was consistent with the comments from the four break out groups in the two engagement sessions held in August 2025.

To obtain more detailed information on residents' vulnerabilities to Climate Change, the Planner collaborated with the South East Health Unit following the release of its report, Climate Change and Health Vulnerability and Adaptation Assessment in the fall of 2025. The assessment focuses on the health impacts and vulnerabilities to climate change, including

temperature-related illness, poor air quality, vector-borne diseases, and water/food contamination.

To obtain more detailed information on the potential hazards and impacts for Tay Valley Township, the Planner also collaborated with Parks Canada, National Geographic, and Heritage Legacies on their climate adaptation planning for the Rideau Canal UNESCO world heritage site, that forms the entire southern border of the Township, in December.

Based on all of the above work, Attachment 1 presents a summary report, Building Resilience to Climate Change: Suggestions from Residents for a Climate Adaptation Plan for Tay Valley Township for Council comment and suggestions.

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Council provides feedback on the summary report Building Resilience to Climate Change: Suggestions from Residents for a Climate Adaptation Plan for Tay Valley Township and the Planner continue engagement sessions to produce a Draft Adaptation Plan.

Option #2 – The Planner continue to work on the Draft Plan without engagement.

## **FINANCIAL CONSIDERATIONS**

None at this time.

## **STRATEGIC PLAN LINK**

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

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

## **CLIMATE CONSIDERATIONS**

The motion promotes Tay Valley's ability to adapt to anticipated climate disruptions while continuing to reduce its green house gas emissions to avoid adding more CO<sub>2</sub> to the atmosphere.

## **CONCLUSIONS**

Adaptation planning supports the Township's efforts to manage the unavoidable impacts to residents and to the Township's physical assets from the amount of CO<sub>2</sub> already in the atmosphere.

Working with residents and local groups allows the Township to better understand and prepare for the impacts of climate disruptions on:

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

## **ATTACHMENTS**

1. Building Resilience to Climate Change: Suggestions from Residents for a Climate Adaptation Plan for Tay Valley Township

**Prepared and Submitted By:**

**Noelle Reeve,  
Planner**

**Approved for Submission By:**

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

**BUILDING RESILIENCE TO CLIMATE CHANGE:  
SUGGESTIONS FROM RESIDENTS FOR A CLIMATE ADAPTATION PLAN FOR TAY  
VALLEY TOWNSHIP**



## Climate Impacts Tay Valley Residents Have Experienced

Forty Tay Valley Township organization representatives (from the farm, environmental, lake, and economic sectors) and residents met for two engagement sessions in August 2025. They discussed climate change risks and vulnerabilities and possible responses to these for Tay Valley Township's corporate responsibilities and responsibilities for its residents.

An additional 132 residents responded to a survey on the same topic of building resiliency to climate change through adaptation.

Almost ¾ of the residents who took the climate change resilience survey indicated that the top three impacts they had experienced were:

- Extreme Heat,
- New Pests (e.g., Lyme disease from ticks), and
- Increased Prices of Food.

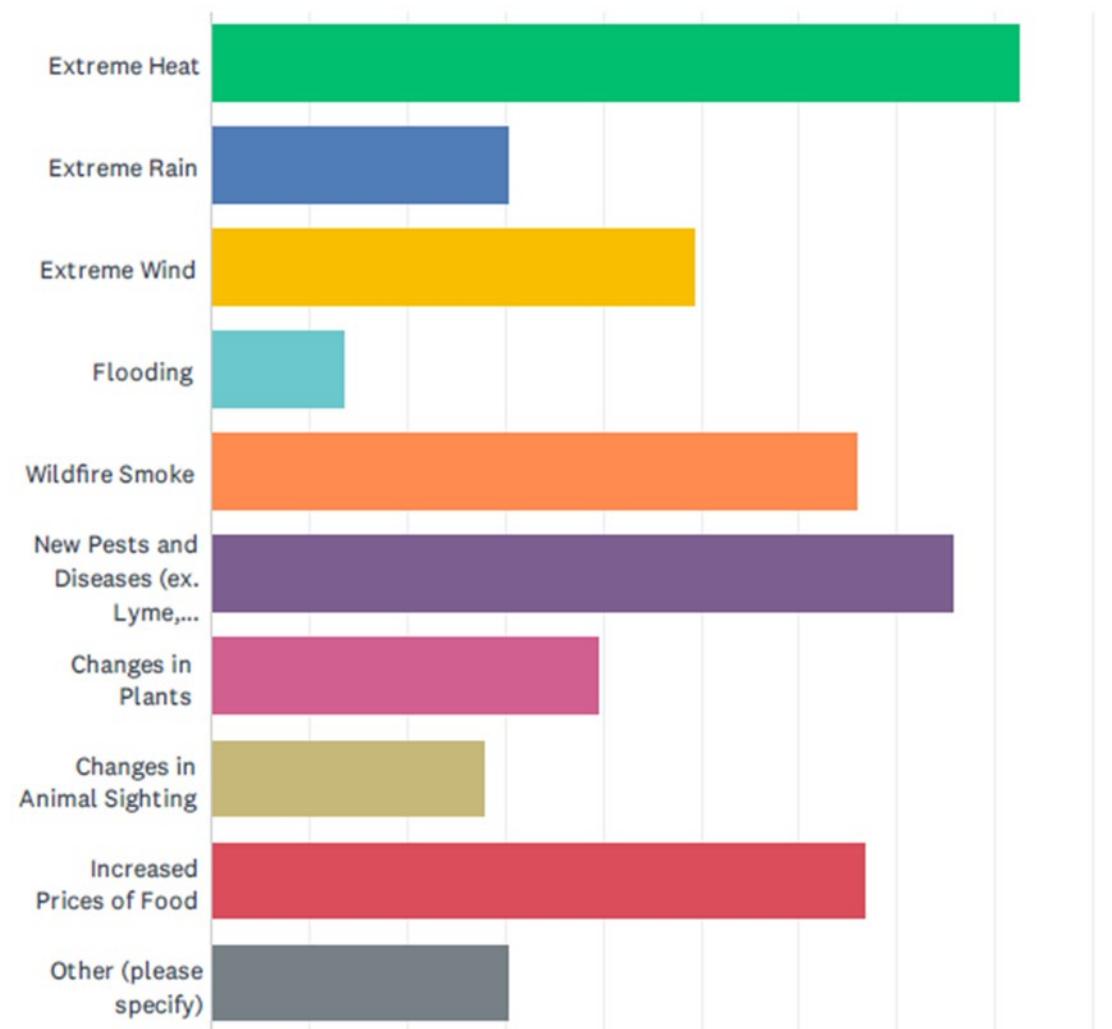
Wildfire Smoke and Extreme Wind were the next most mentioned impacts they had experienced from climate change. Wildfires have occurred to the north of Tay Valley affecting air quality every year since 2022. Tay Valley also experienced a Tornado in 2024 and a Derecho in 2022.

The South East Health Unit confirms some of the health concerns mentioned by residents.



The Table below provides more detail on how climate change and extreme weather have impacted Tay Valley residents' quality of life.

**72% of Tay Valley respondents felt extreme weather had impacted their quality of life**



## Climate Hazards and Impacts in Tay Valley Township

Staff shared information with residents who participated in the engagement sessions in August about climate hazards identified by the National Capital Commission for the Ottawa region. (See below.)

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

(Source: NCC Climate Vulnerability Risk Assessment, 2023)

Since then, staff have reviewed the mapping by Climate Insight and other data sources to identify the following impacts.

### Extreme Heat and Cold

1. Reduced air quality from warmer summer temperatures
2. Cold-related health and safety issues among vulnerable populations due to more extreme cold days in winter
3. Heat-related health and safety issues amongst vulnerable populations due to more extreme heat days in summer
4. Freezing of water service lines and water mains due to extreme cold temperatures
5. Reduced productivity of outdoor staff during hot days.

### Invasive Species

6. More frequent and rapid spread of invasive species due to more favourable climatic conditions

### Water Quality

7. Negative impacts to water quality from stormwater runoff

8. Illness due to bacteria or other water quality concerns as a result of warmer water

#### Temperature Variability in shoulder seasons

9. Damage to private property (e.g. building foundation, landscaping) from more frequent freezing and thawing cycles

10. Damage to roads (e.g. wear and tear, cracks, potholes) from more frequent freeze-thaw cycles

11. Overburdening of the ditches and culverts from rapid snowmelts

12. Water quality concerns resulting from increased use of road salt due to more frequent freezing rain events.

#### Flooding

13. Flash flooding when ground is frozen from increased rainfall intensity

14. Flooding on public property from increased rainfall intensity

15. Flooding on private property from increased rainfall intensity

16. Temporary loss of outdoor community facilities from increased precipitation (e.g. oversaturated soil in parks, sports fields and outside event spaces)

#### Erosion

17. Damage to public property from erosion as a result of more runoff from increased rainfall intensity

18. Damage to infrastructure (e.g. wash-out of roads, shoulders, bridges) from erosion as a result of more runoff from increased rainfall intensity

#### Extreme Events

19. Hazardous outdoor conditions due to extreme weather events (e.g. ice storm, snowstorm, thunderstorm)

20. Tree branches and other debris blocking culverts as a result of extreme weather events

21. Hazardous conditions on roads and sidewalks from more frequent freezing rain

22. Hazardous conditions in public spaces and parks from more frequent freezing rain

23. Damage to public infrastructure due to extreme weather events (e.g. severe winds, ice storm, snowstorm)

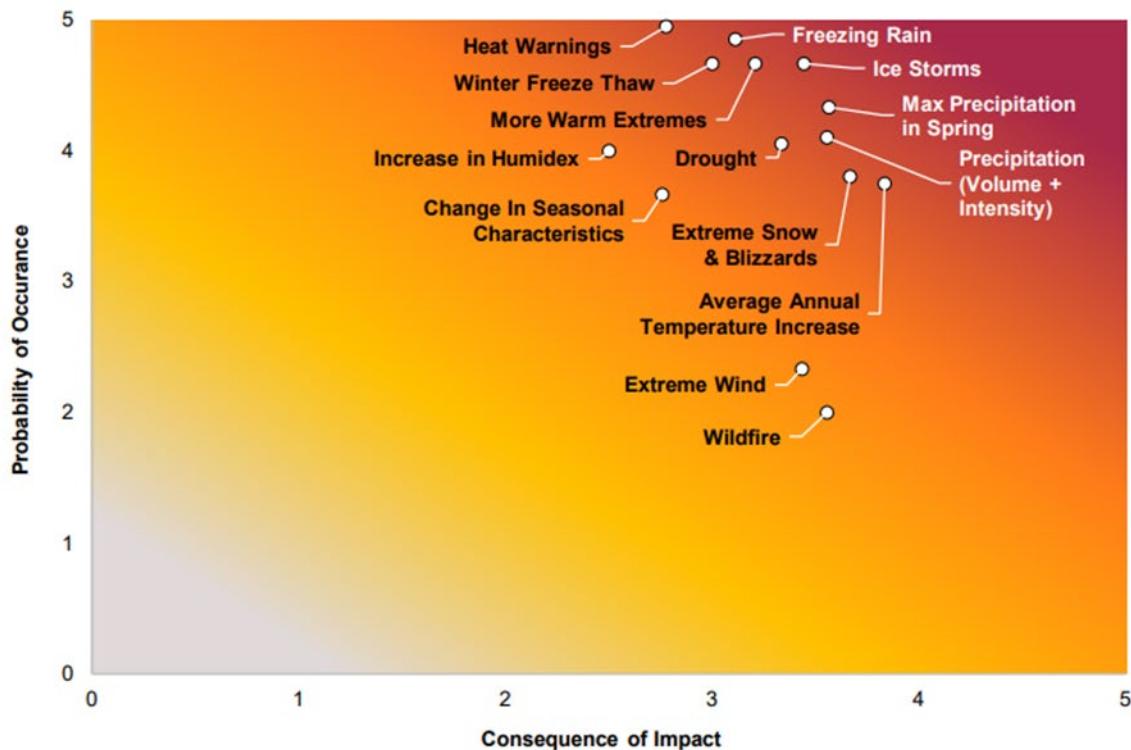
24. Impacts to tourism and businesses from extreme weather events (e.g. wind, ice, snow, etc.)

25. Drought

26. Environmental destruction from extreme weather events (e.g. severe winds, ice storm, and snowstorm)

## Risk Assessment

Staff have also worked on risk assessment related to the potential impacts from climate change. The National Capital Commission graphic below provides a visual summary of the analysis undertaken using the methods described in the Appendix.



**Figure 10. Climate Hazard Risks for the 2021-2100 period**

(Source: National Capital Commission)

## Adapting to Climate Change to Increase Resiliency in Tay Valley Township

Five key local action mechanisms are available to local governments to drive local action on climate change in a preventative way:

- Land Planning - A key role of local government is to manage local places in a coordinated, planned way that reflects the community's shared vision of a safe and sustainable place to live.
- Licensing and Regulations - Local governments set the local regulatory framework through assessments and approval processes, the use of surcharges and rebates, and the enforcement of bylaws to implement and enforce adaptive policies.
- Leadership and Awareness - Local governments are in close contact with community organizations, businesses, residents and other stakeholders. The influence that results from this contact can be used to develop a shared understanding and encourage community-wide responses to climate change.

- Community Engagement and Service Delivery - Local governments are committed to protecting the health, safety, and well-being of residents, while ensuring opportunities for active civic participation. They do this by delivering services to the community and through programs, partnerships, and projects.
- Operations and Workforce - As responsible corporate citizens, local governments can act as leaders in climate adaptation by ensuring climate change considerations are integrated into the services they deliver, the management of public spaces and buildings, and workforce development programs (through training and education).

Feedback from residents on actions they would like to see Tay Valley Township government take included the following goals.

#### Goal 1: Maintain Public Health and Safety

- 1.1 Improve communications to the public regarding road conditions and safety during extreme weather events. Consider providing LORA technology for public bandwidth - \$60 Meshtastic signal booster to share information during emergencies.
- 1.2 Facilitate the creation of phone trees/neighbourhood pods.
- 1.3 Identify escape routes and boat resources to help people.
- 1.4 Partner with Southeast District Health Unit to address climate change considerations in food-security communications and programming.
- 1.5 Consider impacts and risks of increased disease vectors in design of stormwater infrastructure (e.g., avoiding ponding/standing water).
- 1.6 Promote food sovereignty.
- 1.7 Communicate, communicate, communicate.

#### Goal 2: Minimize Risks to Buildings and Property

- 2.1 Promote higher building standards which reflect newest climate projections by updating by-laws, development guidelines, and zoning regulations.
- 2.2 Share information on Firesmart, Net Zero when build new or retrofitting

#### Goal 3: Strengthen Infrastructure Resilience

- 3.1 Facilitate net metering with neighbours.
- 3.2 Increase natural and forested areas within sub-watersheds with high surcharge and runoff.
- 3.3 Enforce the site alteration by-law including erosion and siltation requirements to protect wetlands.
- 3.4 Investigate and apply methods of incorporating climate change considerations into infrastructure (grey, green, and urban forests) asset management e.g., permeable pavement.
- 3.5 Develop a policy for regularly updating infrastructure design and retrofit standards repairs to reflect new climate change projections and green infrastructure technologies.
- 3.6 Investigate and explore opportunities to collect and recycle water and storm water for further use in future buildings and developments.
- 3.7 Upsize storm water infrastructure as part of renewal (where possible).

#### Goal 4: Help Local Business including Tourism Adapt

- 4.1 Assess new opportunities for different forms of business and tourism as a result of a changing climate.
- 4.2 Provide guidance to local business on how to maintain business continuity (e.g. supply chain) during extreme weather events.
- 4.4 Establish a local best practice network (e.g. business continuity, green business practices, adaptation measures) for businesses to build resiliency.

#### Goal 5: Protect Biodiversity and Enhance Ecosystem Functions

- 5.1 Develop municipal by-laws, standards, and permitting processes to advocate/enhance green space, green roofs, and tree canopy on private and public properties.
- 5.2 Increase education and communication to public about invasive species (e.g. dog strangling vine, garlic mustard, round goby, zebra mussels).
- 5.3 Promote the planting of native vegetation along lakes, rivers and creeks to reduce erosion risk, maintenance needs, and enhance local biodiversity.

#### Goal 6: Minimize Disruption to Community Services

- 6.1 Adopt a communication tool (e.g. an app) which tells residents the plowing/sanding/ salting status of roads in order to better plan routes for driving in hazardous conditions.
- 6.2 Develop teleworking and other alternative work arrangements for staff (e.g. Stay-at-home days/ shifted/flex) that eliminate commuting during extreme weather events and hazardous road conditions.

## Goal 7: Build Community Resilience

- 7.1 Victory gardens for food sovereignty.
- 7.2 Encourage residents to plant gardens with native species that provide habitat and enhance local biodiversity.
- 7.3 Support ongoing community initiatives that address extreme heat and cold (Warming and Cooling centre in Maberly).
- 7.4 Create naturalized and edible landscapes on Township land using existing resources.
- 7.5 Develop communications campaign with messaging to residents on lot-level resiliency actions (e.g. green roofs, shade structures, rain gardens, etc.).
- 7.6 Continue with active tree planting and preservation, community partnerships, and naturalization programs.
- 7.7 Build on social connections that already exist

These suggested goals and actions will be validated and further refined through additional public engagement.

Actions and strategies municipalities can take may be categorized into the following action types:

- No regret – Actions that are cost-effective and justified regardless of whether a climate event occurs or not.
- Low regret – Low-cost options for which the benefits, although primarily realized under projected future climate change, may be relatively large.
- Win-win – Actions that minimize the impacts of future climate events and have other social, environmental or economic benefits.
- Flexible – Incremental adaptation options rather than undertaking large-scale adaptation actions all at once.
- Large-scale – initiatives requiring significant time and or resources.

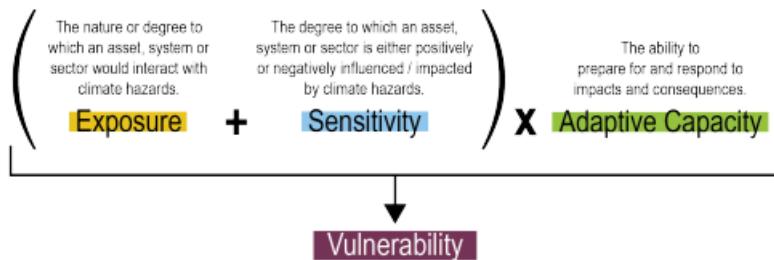
More information on prioritizing actions is provided in the Appendix.

The final step in choosing adaptation activities to seek funding for from the Federation of Canadian Municipalities will be to identify priorities using criteria from the Building Adaptive and Resilient Communities Guide (BARC) and from Ontario municipalities (see Appendix).

## Appendix

### Vulnerability Assessment

For each impact, a vulnerability assessment was completed with staff. Vulnerability is the measure of the extent to which a segment or group of the population, asset, system or sector is susceptible to, or unable to cope with, the impacts as a result of a changing climate. Vulnerability is based on assessing exposure, sensitivity, and adaptive capacity.



### Risk Assessment

Following the completion of the vulnerability assessment, the next step was to determine the relative risk posed by each climate hazard by calculating a risk score. To calculate the risk scores, both the probability of each climate hazard's occurrence and its potential consequences were assessed. Risk is commonly calculated by multiplying the probability score by the total consequence score.

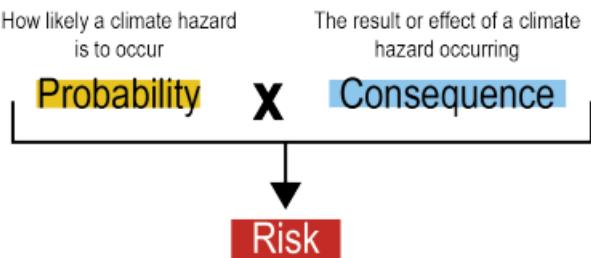
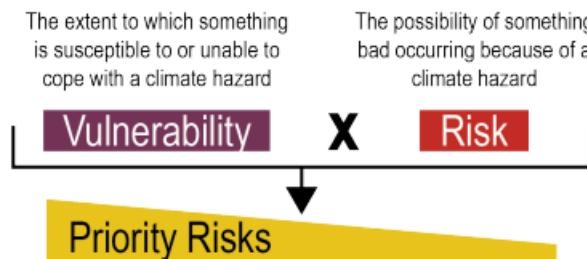


Exhibit 5: Risk Assessment Consequence Criteria

SOCIAL FACTORS	ECONOMIC FACTORS	ENVIRONMENTAL FACTORS
Public Health & Safety	Property Damage	Air
Displacement	Local Economy and Growth	Water
Loss of Livelihood	Community Livability	Soil & Vegetation
Cultural Aspects	Public Administration	Ecosystem Function

(Source: Barrie Adaptation Plan)

Once the vulnerability and risk ratings were assessed, a risk and vulnerability matrix was utilized to determine the level of intervention required.



### Assessing Adaptation Priorities for Action

The following criteria are proposed by BARC.

#### Climate Hazard

- Is the community already experiencing the climate impact that the action is intended to address? If not, is it expected in the medium term?
- Has the climate impact that the action is intended to address been rated high or medium risk through a vulnerability and risk assessment?
- Will this action help address a primary climate hazard?

#### Implementation Feasibility

- Has this action been prioritized in an existing work plan?
- Is this action considered a quick win?
- Can the project be implemented independently, without relying on other projects or sequencing?

#### Financial Considerations

- Are the projected costs low enough that they can be incorporated into existing budgets?
- Has funding for this action already been approved?
- Are relevant grant opportunities currently available, and is applying for them feasible?

#### Multi-solving Potential

- Is this action aligned with other strategic and/or master plans?
- Will this action contribute to reducing greenhouse gas emissions?
- Does this action support other community priorities (e.g., housing, affordability, biodiversity)?

#### Support and Buy-in

- Does the designated project lead currently support this action?
- Is there public support for this action?
- Is there buy-in from elected officials?
- Do local businesses or community organizations support this action?

#### Data Availability

- If data is needed to advance the action, is sufficient and accessible data available?

Prioritization criteria used by the Town of Barrie are shown below.

Exhibit 6: Action Prioritization Criteria

		1 (LOW)	2 (MEDIUM)	3 (HIGH)
SUSTAINABILITY	<i>Mitigation co-benefits</i>	Could result in increased GHG emissions	Not likely to affect GHG emissions	Could reduce GHG emissions
	<i>Equity</i>	Benefits only to some people	Benefits to many people	Significant benefits to many people
	<i>Implementation Cost</i>	Cost is high relative to cost of inaction	Cost is moderate relative to cost of inaction	Cost is low relative to cost of inaction
EFFECTIVENESS	<i>Robustness</i>	Effective for a narrow range of plausible future scenarios	Effective across many plausible future scenarios	Effective across a wide range of plausible future scenarios
	<i>Urgency</i>	Impacts are likely to occur in the longer term	Impacts are likely in the near to mid term	Impacts are already occurring
RISK AND UNCERTAINTY	<i>Ancillary Benefits</i>	Will contribute little to other goals and programs in the community	Will contribute somewhat to other goals and programs in the community	Will contribute significantly to other goals and programs in the community
	<i>No Regret</i>	Will have little or no benefit if climate change impacts do not occur	Will have some benefits regardless of actual climate change impacts	Will result in significant benefits regardless of actual climate change impacts
	<i>Window of Opportunity</i>	There is no window currently	A window of opportunity could be created	A window of opportunity exists to implement
OPPORTUNITY	<i>Public (or political) Acceptability</i>	Could face some public or political opposition	Not likely to receive much public or political attention	Likely to receive public/political support
	<i>Funding Sources</i>	Additional funding sources are required but have not been identified	Additional funding sources may be required	Funding is available or not required
	<i>Capacity (information, technical, staff, resources)</i>	Current capacity is insufficient and gaps cannot be easily addressed	Gaps exist in one or more areas but can likely be addressed	Current capacity is sufficient to implement the action
	<i>Institutional</i>	Implementation requires coordination with, or action by, other jurisdictions	Implementation may require external approval/coordination	Implementation is within local control
IMPLEMENTATION	<i>Public (or political) Acceptability</i>	Could face some public or political opposition	Not likely to receive much public or political attention	Likely to receive public/political support
	<i>Funding Sources</i>	Additional funding sources are required but have not been identified	Additional funding sources may be required	Funding is available or not required
	<i>Capacity (information, technical, staff, resources)</i>	Current capacity is insufficient and gaps cannot be easily addressed	Gaps exist in one or more areas but can likely be addressed	Current capacity is sufficient to implement the action
	<i>Institutional</i>	Implementation requires coordination with, or action by, other jurisdictions	Implementation may require external approval/coordination	Implementation is within local control



# REPORT

**COMMITTEE OF THE WHOLE**  
February 3, 2026

**Report #PW-2026-01**  
**Sean Ervin, Public Works Manager**

## **MAXIMUM GROSS VEHICLE WEIGHTS ON MUNICIPAL BRIDGES**

### **STAFF RECOMMENDATION(S)**

It is recommended:

**“WHEREAS**, the rehabilitated structure known as Anderson Side Road Bridge no longer requires a load restriction;

**NOW THEREFORE BE IT RESOLVED THAT**, By-Law No. 2025-002 – Maximum Gross Vehicle Weight on Municipal Bridges, be amended accordingly.”

### **BACKGROUND**

Pursuant to Section 123 (2) of the [Highway Traffic Act](#), the Council of a Municipality may limit the weight of any vehicle that passes over a municipal bridge. The current by-law was last amended in 2025 and is now out-of-date due to the recently completed rehabilitation project on the Anderson Side Road Bridge, completed in the fall of 2025. The new structure of the Anderson Side Road Bridge no longer requires a load restriction.

### **DISCUSSION**

The current by-law includes two (2) of the twenty-three (23) bridges and culverts that are maintained by Tay Valley Township. These two (2) structures are: The Anderson Side Road Bridge and Bowes Side Road Bridge. Both structures are triple live load posted, meaning the maximum gross-weight of the vehicle varies with the number of axles on the vehicle; more axles allow for more weight as the load is distributed across the number of axles. Load restrictions are typically placed on structures due to the overall condition of the bridge, as determined by an engineer during the by-annual inspections.

### **FINANCIAL CONSIDERATIONS**

None.

## **STRATEGIC PLAN LINK**

Not Applicable.

## **CLIMATE CONSIDERATIONS**

Not Applicable.

## **CONCLUSIONS**

Further amendments to the By-Law will be required following future bridge rehabilitation projects. Bowes Side Road Bridge is scheduled for rehabilitation in 2027.

## **ATTACHMENTS**

- i) By-Law No. 2025-002

**Prepared and Submitted By:**

**Sean Ervin,  
Public Works Manager**

**Approved for Submission By:**

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

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2025-002

### MAXIMUM GROSS VEHICLE WEIGHT ON MUNICIPAL BRIDGES

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**WHEREAS**, Section 123 (2) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, provides that a municipality or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge;

**WHEREAS**, it is deemed advisable to reduce the gross vehicle weight on certain municipal bridges based on the evaluation conducted by engineers during the bi-annual bridge inspection;

**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 Maximum Gross Vehicle Weight on Municipal Bridges, attached hereto as Schedule "A", be adopted.

#### 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. BY-LAW REPEALED

3.1 By-Law No. 2021-009 is hereby repealed.

3.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2025-002**

**4. EFFECTIVE DATE**

ENACTED AND PASSED this 25<sup>th</sup> day of February, 2025.

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**Rob Rainer, Reeve**

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**Amanda Mabo, Clerk**

**THE CORPORATION OF TAY VALLEY TOWNSHIP**  
**BY-LAW NO. 2025-002**

**SCHEDULE “A”**

<b>BRIDGE</b>	<b>ROAD</b>	<b>TRIPLE LIVE LOAD POSTING (expressed in tonnes)*</b>
Anderson Side Road	Anderson Side Road	14, 25, 35
Bowes Side Road	Bowes Side Road	15, 30, 40



# REPORT

## **COMMITTEE OF THE WHOLE** February 3, 2026

**Report #PW-2026-02**  
**Sean Ervin, Public Works Manager**

### **TRUCK NO. 6 REPLACEMENT OPTIONS**

#### **STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the quotations obtained through the Canoe Procurement Group from Gin-Cor and Oakes Truck Sales for a medium duty plow truck be accepted;

**THAT**, the deficit be funded from the Roads Equipment Reserve;

**THAT**, Truck No. 6 be sold on GovDeals once the new truck is put in service;

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

#### **BACKGROUND**

Truck No. 6, a 2016 Ford F550, is due for replacement in 2026 as per the Township's 10-Year Capital Plan and funds were allocated as part of the approved 2026 Capital Budget. The truck is equipped with a small dump box and a 2.44m (8') front plow that extends to 3.05m (10').

The truck is used for an array of work in all seasons, which are noted below:

- cold patching
- washout repairs
- brushing/tree removal and tows the chipper, where the box is used for wood chips
- plowing and sanding parking lots and small Township roads (route is noted below)

Truck No. 6's plow route includes all the Township owned parking lots, the three waste sites, South Sherbrooke Fire Hall and a few short and narrow Township roads where a tandem plow truck would have significant challenges to plow them. The list of each location and the approximate timeframe to complete each location is noted below:

Location	Minor Event Approx. Time (minutes)	Major Event Approx. Time (Minutes)
Office Parking Lot	7	12
Glen Tay Waste Site	53	105
John Miller Park	4	5
Stanleyville Waste Site	23	37
Forest Trail Parking Lot	5	7
South Sherbrooke Fire Hall	65	90
Dry Hydrant at Fall River	2	3
Cohen Way	6	14
Maberly Waste Site	25	39
Maberly Hall	25	43
Maberly Community Park/Penny Grand Tennis Court	5	8
Tay-Havelock Trailhead off Armstrong Rd	8	10
Maberly Rink	19	37
Cooks Road	9	11
Walters Lane (Fallbrook)	5	6
Mill Road (Fallbrook)	5	8
Patterson Road (off Christie Lake North Shore)	6	7

\*The time is taken from the vehicles AVL system, minor event is 5cm, major is 20cm.

\*\*The time noted does not account for drive time between the locations or having to return to the garage to refill sand.

Truck No.6 can typically complete the entire route in 6-7 hours for a minor event and is 9-10 hours for a major event. The time difference between the two events is the amount of back-and-forth the truck is required to do as snow “spills” over the edges of the plow. Screenshots of the AVL system showing this is provided in the appendixes of this report.

## DISCUSSION

Staff reviewed the replacement options for this truck and found that there is an alternative that is slightly larger then a F550 and may be more suitable for the application that this vehicle is used for. This alternative is a medium duty truck, and models include an International MV or a Freightliner M2. These trucks have a larger Gross Vehicle Weight Rating (GVWR) then the F550 (or similar) and therefore can handle a slightly larger front plow and can comfortably have a wing installed on the truck. The Freightliner M2 also has a 4x4 option, which may be suitable for Tay Valley’s numerous hills, but would also aid when pushing larger amounts of snow. The table provided below provides a comparison between the options:

	<b>Light Duty Truck (current)</b>	<b>Medium Duty Truck (with wing)</b>
<u>Clearing Width</u>		
Straight	3.05 m	4.52 m
at Angle (30 degrees)	2.11m	4.04 m
Material Capacity	2.7 cubic yards water level capacity 4.5 cubic yards capacity with 10" sideboards	4.2 cubic yards water level capacity 6.2 cubic yards capacity with 10" sideboards

As shown in the table above, the medium duty truck with the wing equipped provides a wider clearing width than the current light duty truck. This would expedite the plow route and reduce wear-and-tear on the vehicle as it would not require as many forward-to-reverse cycles. This truck would also be able to plow the small roads included in route in 2-passes instead of 4-to-6 passes, as shown in the appendices of this report.

Staff are hopeful that this route will be able to be completed quicker so that it could support the Maberly tandem truck's plow route, which takes typically 1-to-2-hours longer than the other tandem truck plow routes. The two roads that would be supported by the medium duty truck would be the South Sherbrooke 11<sup>th</sup> Line and Pratt Road. Both roads are very narrow with numerous roadside hazards (bedrock and trees), and the tandem truck must travel very slowly to ensure these hazards do not damage the plowing equipment.

Pictures of sample medium duty trucks are included in the appendices to this report.

## FINANCIAL CONSIDERATIONS

Council approved \$228,800 for the replacement of the 2016 Ford F550 as it has reached the end of the 10-year service life. Over the past few years, this truck has had some significant repairs to keep it in service, which included an engine replacement, frame repairs (due to a plowing incident) and the replacement of the front plow. Below is a breakdown of some of the major repairs:

<b>Date</b>	<b>Repair</b>	<b>Costs</b>
2023-01-26	Replace front plow (capital)	\$ 14,544
2023-01-26	Repair bent frame	\$ 3,970
2024-10-22	Annual safety, brakes, diesel exhaust repairs	\$ 5,739
2024-10-29	Rebuild conveyor pump and replace chain	\$ 6,024
2024-12-18	Replace turbo charger	\$ 5,721
2025-01-29	Engine replacement	\$ 14,017
2025-04-08	Replace hub, wheel bearing and diesel exhaust repairs	\$ 4,316
2025-10-07	New tires	\$ 2,044
2025-11-06	Annual safety	\$ 2,222

2025-12-31	EGR valve and particulate matter sensor replacement	\$ 2,765
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As shown in the table above, there have been extensive costs to keep Truck No. 6 in service since 2023. The Township has been spending an average of \$21,400 over the last 3-years to keep this truck in service.

Staff obtained quotations through the Canoe Purchasing Program for replacement options and they are noted below.

Freightliner M2 106 with Viking plow equipment (Francis Truck Centre/Gin-Cor): \$306,430.00  
 International MV with Viking plow equipment (Oakes Truck Sales/Gin-Cor): \$299,712.12  
 Non-Rebated H.S.T is not included in either of the prices. The Freightliner does have an 4x4 option for an additional \$1200, however in speaking with the plow operators, staff do not think the 4x4 option is required.

Staff obtained a quote from A&B Ford Sales for a F550 chassis and with the Viking plow equipment the total amount equals \$237,030.00 plus non-rebated H.S.T. This price is a like-for-like replacement of the current truck.

Staff are recommending that Council proceed with the purchase of the medium duty truck, specifically the International MV with Viking plow equipment from Oakes Truck Sales and Gin-Cor. The table below provides a breakdown of the purchase:

Detailed Price Breakdown	Amount
Total Price for the outfitted medium duty truck truck	\$ 299,712.12
Non-Rebated HST	\$ 5,274.93
<b>Total</b>	<b>\$ 304,987.05</b>
Budget	\$ 228,800.00
<b>Surplus/(Deficit)</b>	<b>(\$76,187.05)</b>

Truck No. 6 will be sold on GovDeals, and staff are hopeful that it will sell for \$20,000. These funds will be used to offset the deficit. The Township is also currently selling the 2011 Silverado (Truck No. 11), with hopes to receive \$5,000-\$7,500 and the new tandem truck is scheduled to arrive soon and therefore the old tandem (2012 International) will be sold as well with hopes to receive \$5,000-\$7,500 on GovDeals. Between the three (3) vehicles, the Township could receive between \$30,000-35,000 in revenue to offset the deficit for the medium duty truck. All revenue generated from the sale of surplus vehicles is placed back into the Roads Equipment Reserve. The Township also received a payment of \$6,400 from the Navistar Maxxforce Engine Class Action lawsuit which was deposited into the Roads Equipment Reserve.

There are options to fund the deficit, which include funding it from Contingency reserve or the Roads Equipment Reserve. There are a few significant purchases in the next few years, including the replacement of the 2007 Volvo Grader in 2027, which has already been

deferred an additional year, and the replacement of the 2016 Western Star tandem truck in 2028 (will be ordered in 2027). Staff recommend replacing the tandem truck per the current plan however, the grader *could* be deferred again with regular maintenance and some minor investments and should be revisited when the 10-Year Capital is brought forward again in the Fall of 2026.

As noted previously in the report, staff would recommend a 12-year replacement plan for the medium duty truck. Therefore, the annual capital investment over the lifespan is \$25,415.59 /year. The current light duty truck has a 10-year replacement plan and therefore the annual capital investment over the vehicle's lifespan is \$24,120.17/year.

## **OPTIONS CONSIDERED**

**Option 1 (recommended)** – replace the Ford F550 with a medium duty and fund the deficit from the Roads Equipment Reserve.

**Option 2** – Replace the F550 with another F550. This is still a valid option, however, is not recommended as the workload for this type of truck is already strained, as represented in the annual operating costs.

**Option 3** – Do not replace the truck and defer the purchase. This is not recommended as the annual operating costs have skyrocketed over the last few years and the Township continues to invest funds to keep this vehicle in operation, meanwhile the vehicle has reached the end of its amortized life.

## **CLIMATE CONSIDERATIONS**

There are no valid electric options for a class 5 or class 6 plow truck. Manufacturers have started building a larger electric chassis; however, these have been used for delivery trucks and not been used or tested in a municipal setting.

## **STRATEGIC PLAN LINK**

None considered.

## **CONCLUSIONS**

Although the cost of the medium duty truck is more than replacing the F550 with another vehicle of similar sized truck, there are numerous advantages to purchasing a slightly larger truck. These advantages include:

- a longer expected service life (12-years versus 10-years)
- less wear-and-tear on the vehicle as it can clear a wider path of snow in each pass
- support for the Maberly Plow route to bring that route within the same timeframe as the five other plow routes
- can be used as a spare if the tandem plow trucks breakdown

## **ATTACHMENTS**

1. AVL Screenshots showing plowing operations of Truck No. 6.
2. Pictures of the light duty truck
3. Pictures of a medium duty truck

**Prepared and Submitted By:**

**Sean Ervin,  
Public Works Manager**

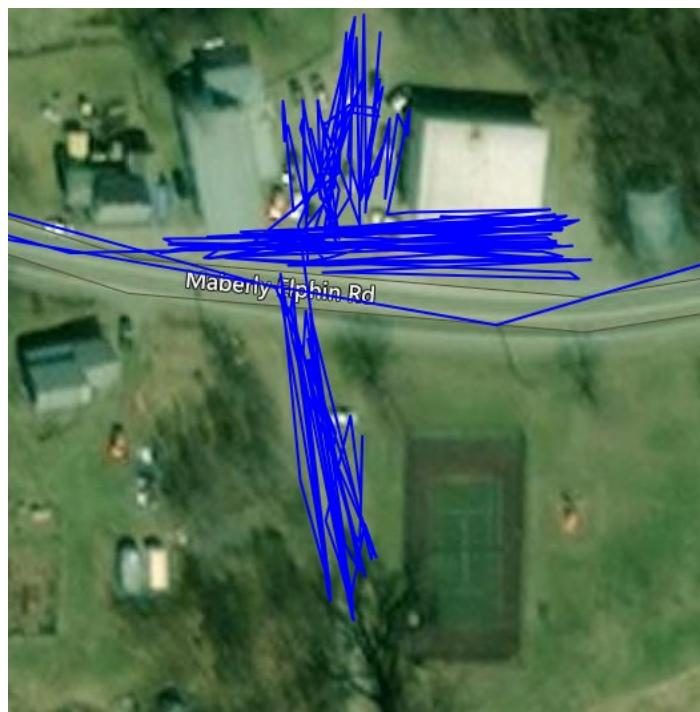
**Approved for Submission By:**

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

## Appendix

### AVL Screenshots showing plowing operations of Truck No. 6.

Note: Each line is a new path of travel





## Pictures of Class 5 Truck (F550)



## Pictures of Class 6 Truck







# REPORT

## **COMMITTEE OF THE WHOLE** February 3, 2026

**Report #PW-2026-03**  
**Sean Ervin, Public Works Manager**

### **H. MATHER DRAIN - MAINTENANCE ASSESSMENTS**

#### **STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, Council exercise its right to not invoice for properties included in the 2025 H. Mather Drain Maintenance project with assessments under \$50.00;

**AND THAT**, all other properties included in the assessment schedule as outlined in the Drainage Act be invoiced.”

#### **BACKGROUND**

At the October 21<sup>st</sup> meeting, Council adopted the following resolution:

**“THAT, Tender #2025-PW-014 – H. Mather Drain Maintenance be awarded to Shade Group Inc.;**

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

The contractor started the work mid-November and completed the work in mid-December. The work was completed on schedule and as per the Contract documents. There was only a minor addition to the project however, there were some savings in the contract quantities and therefore the project was completed slightly under the Contract amount.

#### **DISCUSSION**

As per the [Drainage Act](#), the cost associated with the maintenance of the drain will be divided accordingly between all landowners within the watershed boundary of the drain as outlined in the Assessment Schedule of the H. Mather Drain Engineers Report. A notification letter was sent out in October to notify the residents of the project and that another letter will be mailed to them following completion of the work.

There are 189 properties in Tay Valley Township that are included in the Drainage Assessment Schedule for this drain. Of the 189 properties, 120 have an assessment of less than \$50 and 99 have an assessment of less than \$30.

The Drainage Assessment included properties in Drummond North Elmsley and therefore the Township will invoice the Township as a whole, who will then invoice their property owners who were included in the Assessment Schedule.

## **FINANCIAL CONSIDERATIONS**

The Township is responsible to cover the costs for all land (road allowances) that is included in the Assessment Schedule. This amount is calculated to be \$1,293 and will be funded from the Special Contingency Reserve as noted in the 2025 Capital Budget. The amount of \$15,000 was approved in the Budget.

If Council withholds the invoices for properties that have under a \$50 assessment, the Township will be responsible for an additional \$1,809 (average \$15.08 per property), which can be funded from the surplus from the capital budget. If Council withholds invoices for properties that have under a \$30 assessment, the Township will be responsible for an additional \$961 (\$9.71 per property).

The engineering and contract administration cost are also paid for by the Township, however, are grant eligible through Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The Township has included all these costs in the annual grant reporting and are hopefully to get 50% of the amount back. These costs are funded by the Operating Budget.

## **OPTIONS CONSIDERED**

**Option #1 (Recommended)** – Council withholds invoices for properties with less than a \$50.00 assessment and the additional funds be funded from the Special Contingency Reserve. It would cost more administratively to process the invoices and collect the funds.

**Option #2** – Assess all the properties included in the Drainage Assessment. This option would follow the requirements of the *Drainage Act*; however, the Township would spend a significant amount of staff time preparing the letter, cost of postage, plus staff time receiving and tracking payments.

## **STRATEGIC PLAN LINK**

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

## **CLIMATE CONSIDERATIONS**

None considered.

## **CONCLUSIONS**

The Drainage Superintendent agrees with the recommendation to not invoice property owners with the assessment of less than \$50.00 and that it's not uncommon for a municipality to follow this practice. However, it should be noted that the dollar amount that is not invoiced should be reviewed on a case-by-case basis, depending on the scale of the project.

## **ATTACHMENTS**

None.

**Prepared and Submitted By:**

**Sean Ervin,  
Public Works Manager**

**Approved for Submission By:**

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



**COMMITTEE OF THE WHOLE**  
**February 3<sup>rd</sup>, 2026**

**Report #CAO-2026-01**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**HISTORY SCHOLARSHIP SELECTION COMMITTEE  
UPDATES**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the updates to the History Scholarship Selection Committee Terms of Reference and Agreement with the Perth and District Community Foundation, as outlined in Report #CAO-2026-01 – History Scholarship Committee Updates, be approved;

**AND THAT**, the necessary by-laws be brought forward to Council for approval.”

**BACKGROUND**

At its January 2017 meeting, Council approved an agreement with the Perth & District Community Foundation (PDCF) and authorized the creation of a Terms of Reference for the operation of the Tay Valley History Scholarship Selection Committee.

**DISCUSSION**

The annual Tay Valley Township History Scholarship is available to high school students from Perth and District Collegiate Institute and St. John Catholic High School through an application and award process.

The recipient is selected on established criteria with preference given to students pursuing post-secondary studies in history or a related field. The selected applicant receives a copy of the legacy book *At Home in Tay Valley* and a scholarship in the amount of \$1,600 (indexed to inflation every five (5) years) towards post-secondary education.

The History Scholarship Selection Committee is currently among the highest dollar-value scholarships available in local high schools and since 2017 has awarded seven (7) scholarships to local students. In order to maintain a high standard of achievement of the selected applicant, the Committee’s Terms of Reference and Agreement with the Perth and District Community Foundation need to be updated.

## **Terms of Reference**

Originally drafted in 2017, and in order to maintain efficient operation, the Terms of Reference require the updates as indicated (see attached). The amendments applied to the Terms of Reference update wording and clarifies the mandate, operating procedures, selection criteria, and indexing of the scholarship through the History Scholarship Selection Committee.

## **Fund Agreement**

Originally drafted in 2017, and updated in 2019, the History Scholarship Fund Agreement with the PDCF requires updates to continue its mandate (see attached). The amendments applied to the agreement update wording and clarifies the purpose, distribution, and receipting requirements of the scholarship.

## **FINANCIAL CONSIDERATIONS**

None.

## **CLIMATE CONSIDERATIONS**

None.

## **STRATEGIC PLAN LINK**

None.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Adopt the updated Terms of Reference and Agreement with the Perth and District Community Foundation.

**Option #2** – Council provides feedback for final version.

## **CONCLUSIONS**

That the Tay Valley Township History Scholarship Committee's Terms of Reference and Agreement with the Perth and District Community Foundation be updated as recommended.

## **ATTACHMENTS**

1. History Scholarship Committee Terms of Reference
2. History Scholarship Committee Agreement with the Perth and District Community Foundation

**Prepared for Submission by:**

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

**TAY VALLEY TOWNSHIP**

**HISTORY SCHOLARSHIP SELECTION COMMITTEE**

**TERMS OF REFERENCE**

In support of the Tay Valley History Scholarship established in 2017, Tay Valley Township deems it appropriate to establish a History Scholarship Selection Committee.

**MANDATE**

The purpose of the Committee is to provide advice and recommendations to Council regarding the granting of the Scholarship. To fulfill its mandate it is anticipated the Committee will, among other things:

- Annually review and revise the information brochure, **and** application form **and marking scheme**, as well as the letter to the scholarship recipient and other applicants.
- Annually, review applications and identify one student graduating from either the Perth and District Collegiate Institute or St. John Catholic High School who has been accepted, or is awaiting acceptance, into his/her first year of full-time studies in an apprenticeship, college or university program in any field of study, to be the recipient of the scholarship. Students taking a gap year are eligible to apply.
- **Develop selection criteria for the scholarship.**

**Selection Criteria**

The successful applicant will demonstrate:

- a keen **and ongoing** interest in history (40 marks)
- an ability to think critically and communicate effectively (40 marks)
- a range of accomplishments and/or experiences, including community work, hobbies, sports, volunteer activates and/or work (20 marks).
- **preference will be given to applicants pursuing studies in history or a related field**

- The Committee may, in any particular year, recommend that the scholarship not be awarded should none of the applicants merit the scholarship.
- The Committee may, in any particular year, recommend that two scholarships be awarded if there are two exceptional applicants.
- **Edit one of the scholarship recipient's essays for posting on the Township website.**
- **Arrange for publicity of the scholarship, including but not limited to the Township website, newsfeed, the Lanark Era and 88.1 FM.**
- The scholarship includes both money and a copy of the **legacy** book *At Home in Tay Valley* inscribed for the recipient **and presented by the Head of Council or designate at the recipient's graduation.**

- Establish and maintain liaison with the **guidance counsellors and/or other relevant** staff at the Perth and District Collegiate Institute and St. John Catholic High School regarding the granting of the scholarship.
- Maintain liaison with the Perth and District Community Foundation, **which manages the scholarship fund on behalf of the Township**, regarding the distribution of monies for the scholarship.
- The scholarship shall be in the amount of **\$1,000.00 \$1,600**, indexed to inflation every **eight** **five** years **(2030, 2035, 2040, etc.)** and rounded off as determined by the Committee in consultation with the Foundation.
- Raise funds for the History Scholarship Fund when and as appropriate.

## **REPORTING RESPONSIBILITY**

The History Scholarship Selection Committee will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Clerk or designate.

## **MEMBERSHIP**

The History Scholarship Selection Committee shall comprise of a minimum of three (3) members appointed at the beginning of each Council term by Council with representation from Tay Valley Township, Drummond/North Elmsley Township and the Town of Perth, where possible. Replacement members can be appointed, if needed, during the course of the term.

The Treasurer shall liaise with the Perth and District Community Foundation regarding the investment of funds.

## **MEETINGS**

**After the initial structure of the scholarship is established,** The Committee shall meet **once or** twice a year at the call of the Chair or Clerk (or designate). Agendas will be posted on the Township website one week prior to the meeting. The Clerk or designate will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office during normal working hours.

## **TERM**

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity. It is anticipated that the Committee will be disbanded when the capital in the History Scholarship Fund is less than **\$1,000.00**. **the value of the scholarship.**

**THE PERTH AND DISTRICT COMMUNITY FOUNDATION  
AND  
TAY VALLEY TOWNSHIP  
HISTORY SCHOLARSHIP FUND AGREEMENT  
AMENDMENT TO THE 2016 **and 2019** AGREEMENTS**

**Initial Gift**

In 2017, TAY VALLEY TOWNSHIP ~~will provide~~ provided or arranged for a gift to establish a “Fund” with The Perth and District Community Foundation (the “Foundation”). The Fund shall be known as TAY VALLEY HISTORY SCHOLARSHIP Fund.

**Gifts held permanently**

Each gift to the Fund, or any property substituted for it, shall, subject to the provisions of this Agreement, be held “as a *spend down fund*” and invested by the Foundation in accordance with the Financial Management Policies of the Foundation in force from time to time.

**Purpose**

The purpose of the Fund will be to support the history scholarship established by TAY VALLEY TOWNSHIP.

- One scholarship shall be awarded each year to a student graduating from either the Perth ~~&~~ and District Collegiate Institute or St. John Catholic High School who has been accepted, or is awaiting acceptance, into his/her first year of full-time studies in an apprenticeship, college or university program in any field of study. Students taking a gap year are eligible to apply.
- The successful applicant will demonstrate ~~and who has demonstrated~~ (i) a keen **and ongoing** interest in history **(40 marks)**; (ii) **an ability to think critically and communicate effectively** **(40 marks)**; and (iii) a range of accomplishments and/or experiences, including ~~whether through~~ community ~~work~~ involvement, hobbies, ~~clubs~~, sports volunteer activities, and/or work **(20 marks)**. Preference will be given to applicants pursuing studies in history or a related field.
  - The Foundation recognizes that Tay Valley Township may, in any particular year, choose not to award a scholarship should none of the applicants be deemed worthy.
  - The Foundation recognizes that the Tay Valley Township may, in any particular year, choose to award two scholarships if there are two exceptional applicants.

## **Distribution of Earnings**

TAY VALLEY TOWNSHIP shall determine the annual distributable monies from the Fund provided. **however that** Each such distribution shall be to a **student graduating from graduate of the Perth & and** District Collegiate Institute or St. John Catholic High School as designated by TAY VALLEY TOWNSHIP. The amount of each such distribution shall be no less than the Fund's proportionate share of the amount which the Foundation is obliged by law to distribute in respect of that year. In years where current or accumulated income is not sufficient these amounts may be drawn from the capital of the Fund. If applicable, the balance of earnings shall be added to the Fund.

**It is the intention of In 2017, Tay Valley Township agreed** that the scholarship **would** be in the amount of \$1,000.00 and that this amount **would** be indexed to inflation every five years and rounded off as determined by Tay Valley Township in consultation with the Foundation.

**In May 2024, the Foundation passed a motion recommending that all the scholarship and bursary funds it holds be indexed to inflation every five years, retroactive to when they were established, effective in 2025. This meant that the History Scholarship was indexed to inflation in 2025 and shall be indexed to inflation again in 2030 and rounded off as determined by Tay Valley Township in consultation with the Foundation.**

## **Recognition**

All distributions will be identified as coming from the TAY VALLEY HISTORY SCHOLARSHIP Fund.

## **Administration Fee**

The Foundation will charge an administration fee against the Fund according to the Financial Management Policies of the Foundation in force from time to time, provided that the Foundation shall only do so on a basis that is equitable relative to its other funds established under this form of agreement.

## **Receipting**

The Foundation will issue a charitable receipt according to the Income Tax Act for every donation to the Fund **in the minimum amount designated by the Canada Revenue Agency.**

## **Reporting to Donors**

The Foundation will provide TAY VALLEY TOWNSHIP with a financial report on the Fund on an annual basis.

## **Right to Vary Clause**

This Agreement may be amended in the future in such respects as the FOUNDATION and TAY VALLEY TOWNSHIP may mutually agree by written amending agreement or where the Foundation deems it necessary to amend any of the terms of this Agreement in order to carry out the purpose(s) of the Fund, but is unable to obtain written agreement from TAY VALLEY TOWNSHIP consenting to such amendments, provided that in no event shall any such amendment derogate from the following:

- The capital and any investment earnings of the Fund shall be held by the Foundation and managed in accordance with the Financial Management Policies of the Foundation in force from time to time;
- The capital and investment earnings of the Fund shall only be used to support charitable activities or qualified donees (as defined by the Income Tax Act (Canada) whose activities are within the objects of the Foundation).

**Purposes no longer possible**

TAY VALLEY TOWNSHIP recognizes that a particular purpose or pattern of grants may not be achievable in the future. Should this be the case, the FOUNDATION shall, in consultation with TAY VALLEY TOWNSHIP, ensure that the distributable earnings are applied in support of another organization(s) carrying out similar purposes.

**Provision if fund doesn't reach certain level – reverts to unrestricted**

If the Capital is less than **\$1,000.00** the value of the scholarship, then the balance of monies in the Fund will be folded into either the Foundation's unrestricted fund or in a particular fund requested by Tay Valley Township.

For TAY VALLEY TOWNSHIP

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Rob Rainer  
Brian Campbell  
Reeve

For the FOUNDATION

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Shannon Baillon  
Jean Dunning  
President

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Amanda Mabo  
Chief Administrative Officer/Clerk

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Victoria Gibb Carlsey  
Lynn McIntyre  
Executive Director

Date \_\_\_\_\_

Date \_\_\_\_\_



# REPORT

## **COMMITTEE OF THE WHOLE** February 3<sup>rd</sup>, 2026

**Report #CAO-2026-04**  
**Amanda Mabo, Acting CAO/Clerk**

### **ELECTION – JOINT COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE**

#### **STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference be approved;

**AND THAT**, the necessary by-law be presented at the next Township Council meeting.”

#### **BACKGROUND**

The *Municipal Elections Act, 1996* makes it mandatory for municipalities to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing in relation to candidates and registered third parties for each election, and to consider reports from the Clerk citing apparent instances of over-contributions.

#### **DISCUSSION**

All local municipalities within Lanark County, including the Town of Smiths Falls, have agreed to a joint committee. The same occurred for the 2010, 2014, 2018 and 2022 elections.

A Terms of Reference has been developed and requires adoption by each municipality through by-law.

Upon adoption a joint recruitment ad will be placed. Ideal candidates will be familiar with legal, municipal, election and finance matters, specifically the requirements of the *Municipal Elections Act, 1996* with regard to election financing.

## **OPTIONS CONSIDERED**

### **Option #1 (Recommended Option) – Adopt Terms of Reference**

A Compliance Audit Committee is a requirement of the Municipal Elections Act. By establishing a joint committee there are savings realized through joint advertising and recruitment.

### **Option #2 – Do Not Adopt Terms of Reference**

This option is not recommended as a Compliance Audit Committee is a legislative requirement. However, Tay Valley could establish its own Committee separately from the Joint Committee.

## **STRATEGIC PLAN LINK**

Not applicable.

## **CLIMATE CONSIDERATIONS**

Not applicable.

## **FINANCIAL CONSIDERATIONS**

According to the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee, including audit costs. In the event of an application, the affected municipality would be responsible for the associated costs. The County Clerk will serve as Committee Secretary and charge back their time to each respective municipality.

There will be minimal costs for advertising and recruitment of members for the Committee that will be shared among the participating municipalities and will be expensed to the election budget.

Appointees would receive a stipend of \$150 per meeting with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee.

## **CONCLUSIONS**

It is recommended that the Terms of Reference be approved.

## **ATTACHMENTS**

- i) Joint Lanark County 2026 Election Compliance Audit Committee – Terms of Reference.

**Prepared and Submitted By:**

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

## Joint Lanark County 2026 Election Compliance Audit Committee

<b>Terms of Reference</b>	
1	<p><b><u>Name</u></b></p> <p>The name of the Committee is the “Joint Lanark County 2026 Election Compliance Audit Committee” consisting of the following municipalities:</p> <p>Municipality of Mississippi Mills  Tay Valley Township  Town of Carleton Place  Town of Perth  Town of Smiths Falls  Township of Beckwith  Township of Drummond/North Elmsley  Township of Lanark Highlands  Township of Montague</p>
2	<p><b><u>Duration</u></b></p> <p>The term of office is from November 15, 2026 to November 14, 2030 to deal with applications from the 2026 election and any by-elections during Council’s term.</p>
3	<p><b><u>Mandate</u></b></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.36 of the <i>Municipal Elections Act, 1996</i> (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p><b><u>Candidate Contravention</u></b></p> <ol style="list-style-type: none"> <li>a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;</li> <li>b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;</li> <li>c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances;</li> <li>d. receive the auditor’s report from the Clerk;</li> <li>e. within 30 days receipt of the auditor’s report, consider the report;</li> <li>f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention;</li> <li>g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.</li> </ol>

### Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

### Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

### Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

### Auditor Selection

If the committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

The selection process will be coordinated through the Clerk of the respective municipality.

4	<p><b><u>Membership</u></b></p> <p>The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.</p> <p>Membership will be drawn from the following groups:</p> <ol style="list-style-type: none"> <li>a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties;</li> <li>b. legal;</li> <li>c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or</li> <li>d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>.</li> </ol> <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2026 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the <i>Municipal Elections Act, 1996</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
5	<p><b><u>Membership Selection</u></b></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.</p> <p>Members will be selected on the basis of the following:</p> <ol style="list-style-type: none"> <li>a. demonstrated knowledge and understanding of municipal election financing rules;</li> <li>b. proven analytical and decision-making skills;</li> <li>c. experience working on a committee, task force or similar setting;</li> <li>d. availability and willingness to attend meetings; and</li> </ol>

	<p>e. excellent oral and written communication skills.</p> <p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
6	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
7	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
8	<p><u>Staffing and Funding</u></p> <p>The Clerk from the County shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.</p> <p>Committee Member Remuneration - \$150 per diem per meeting, plus mileage at a rate of \$0.70 cents per kilometre.</p>
9	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public. The Committee may deliberate in private.</p>

### *Timing of Meetings*

Meetings shall be called by the Clerk from the County in coordination with the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk of the County and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk of the County.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk from the County.

### *Meeting Location*

The Committee shall meet at the location determined by the member municipality. The Committee may meet by electronic means.

### *Meeting Notices, Agendas & Minutes*

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention;

A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

### *Agenda Format*

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report
4. Adjournment

### *Quorum*

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

	<p><b><i>Meeting Attendance</i></b></p> <p>Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.</p> <p><b><i>Motions &amp; Voting</i></b></p> <p>A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.</p> <p>A motion shall be reduced to writing and shall be signed by the Chair and Secretary.</p> <p>Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.</p> <p>In the case of a tie vote, the motion shall be considered to have been lost.</p> <p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
10	<p><b><u>Administrative Practices and Procedures</u></b></p> <p>The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i>.</p> <p>The Clerk at any time has the right to develop additional administrative practices and procedures.</p>

## APPENDIX “A”

### Municipal Elections Act, 1996 S.O. 1996, c. 32 (for reference only)

#### COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

##### ***Compliance audit of candidates’ campaign finances*** ***Application by elector***

**88.33** (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

##### ***Requirements***

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector’s belief. 2016, c. 15, s. 63.

##### ***Deadline for applications***

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate’s supplementary filing date, if any, under section 88.30.
4. The date on which the candidate’s extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

##### ***Compliance audit committee***

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

##### ***Notice of meetings***

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

##### ***Open meetings***

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

##### ***Same***

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

**Decision of committee**

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

**Same**

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

**Appeal**

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

**Appointment of auditor**

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

**Same**

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

**Duty of auditor**

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

**Who receives report**

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

**Report to be forwarded to committee**

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

**Powers of auditor**

(15) For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

### **Costs**

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

### **Decision**

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

### **Notice of decision, reasons**

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

### **Immunity**

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

### **Saving provision**

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

## **Section Amendments with date in force (d/m/y)**

### **Review of contributions to candidates**

**88.34** (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

### **Report, contributions to candidates for council**

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

2016, c. 15, s. 64.

**Same**

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

**Same**

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

***Report, contributions to candidates for a local board***

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

**Same**

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

**Same**

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

***Decision of compliance audit committee***

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

***Notice of meetings***

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

***Open meetings***

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

### **Same**

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

### **Notice of decision, reasons**

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

### **Saving provision**

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

## **Section Amendments with date in force (d/m/y)**

### **Compliance audit of registered third parties**

#### **Application by elector**

**88.35** (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

#### **Requirements**

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

#### **Deadline**

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

#### **Application of s. 88.33 (4) to (20)**

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.

3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

### **Section Amendments with date in force (d/m/y)**

#### ***Review of contributions to registered third parties***

**88.36** (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

#### ***Report by the clerk***

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

#### ***Same***

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

#### ***Same***

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

#### ***Decision of compliance audit committee***

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

#### ***Notice of meetings***

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

#### ***Open meetings***

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

***Notice of decision, reasons***

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

***Saving provision***

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

**Section Amendments with date in force (d/m/y)*****Compliance audit committee***

**88.37** (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

***Composition***

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

***Eligibility for appointment***

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

***Same***

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

***Term of office***

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

***Role of clerk or secretary***

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

**Costs**

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.



**COMMITTEE OF THE WHOLE**

February 3<sup>rd</sup>, 2026

Report #CAO-2026-02

Amanda Mabo, Chief Administrative Officer/Clerk

**PROCEDURAL BY-LAW UPDATE**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the draft Procedural By-Law as attached in Report #CAO-2026-02 – Procedural By-Law Update be approved in principle;

**AND THAT**, the necessary Public Meeting be called.”

**BACKGROUND**

The current Procedural By-Law was put in place back in 2018 and had a minor amendment in 2020 during the pandemic to allow for meetings to be held virtually. The by-law needs to be updated to incorporate legislative changes with regards to Strong Mayor Powers, add livestreaming, a few other minor changes to add clarification to what the current process is and some suggested changes to streamline meetings.

**DISCUSSION**

The changes to the Procedural By-Law are highlighted in yellow (attached).

Council has the opportunity to ask questions and suggest further changes.

The next step is to take the draft to a Public Meeting on March 24<sup>th</sup> at 5:30 p.m. prior to the Council meeting that evening and then a final version for approval on April 21<sup>st</sup>.

**OPTIONS CONSIDERED**

Option #1 - Amend Procedural By-Law

In order to comply with legislation, update current wording and further streamline meetings, adopt in principle the draft Procedural By-Law contained in this report. A public meeting will be called for March 24<sup>th</sup> at 5:30 p.m. with the by-law to be adopted at the April 21<sup>st</sup> Council meeting.

## Option #2 – Do Nothing

The Municipality will not be compliant with legislation.

### **STRATEGIC PLAN LINK**

No direct link.

### **CLIMATE CONSIDERATIONS**

None.

### **FINANCIAL CONSIDERATIONS**

Staff time in preparing this report.

### **CONCLUSIONS**

As per the recommendation.

### **ATTACHMENTS**

- i) Draft Procedural By-Law Amendment

### **RESOURCES**

- i) *Municipal Act, 2001*, as amended
- ii) Other Municipal Procedural By-Laws

### **Prepared for Submission By:**

*Original Signed*

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

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2026-0XX

### BEING A BY-LAW TO ESTABLISH THE RULES GOVERNING THE ORDER AND PROCEEDINGS OF COUNCIL AND COMMITTEES OF THE CORPORATION OF TAY VALLEY TOWNSHIP (PROCEDURAL BY-LAW)

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**WHEREAS**, Section 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS**, Section 238 (2.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that the procedure by-law shall provide for public notice of meetings;

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

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## 1.0 **DEFINITIONS**

For the purpose of this By-Law:

**“Acting Chair”** – shall mean the Member who is temporarily appointed to serve in the Chair’s place.

**“Agenda”** – shall mean the written Order of Business.

**“Attendee”** – shall mean a person, other than a Member or Staff, who is present at a meeting.

**“By-Law”** – shall mean a local law that has been enacted by Council in order to exercise a power provided in an Act.

**“Chair (Presiding Officer)”** – shall mean the Member who presides at a Council or Committee Meeting.

**“Chief Administrative Officer”** – shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Municipality as prescribed in Section 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“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.

**“Close Debate (Call the Question)”** – shall mean a motion requiring that debate be closed and the vote on the motion be taken immediately.

**“Closed Session (In-Camera)”** – shall mean a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Code of Conduct”** – shall mean the Code of Conduct for Members of Council and Local Boards as prescribed in Section 223.2 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Committee”** – shall mean any Committee established by Council, including but not limited to, any Committee of the Whole, Working Group, etc.

**“Committee of the Whole Meeting (COW)”** – means a Standing Committee Meeting of Council in which the entire Council becomes a committee for the purpose of conducting business and providing recommendations to Council.

**“Community Events”** – shall be deemed any event that requests the presence of the Reeve. These may include but are not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.

**“Confidential Item”** – shall include the following:

- (a) any matter marked “confidential” by Staff;
- (b) any matter or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the Municipality, or introduced, received or made available to the public at a Public Meeting or Information Session/Centre;
- (c) a record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or under this By-Law;
- (d) any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
- (e) any matter which the Municipality is prohibited from disclosing pursuant to any contract, legislation or other lawful authority; and
- (f) any communication with the Municipality’s solicitors.

**“Confirming By-Law”** – shall mean a By-Law passed prior to adjournment of every Council Meeting to confirm by By-Law the resolutions and actions of Council taken at that meeting.

**“Correspondence”** – shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.

**“Council”** – shall mean the Council of the Municipality in accordance with the Council Composition By-Law in effect.

**“Council Meeting(s)”** - includes Regular, Special and Emergency Meetings of the Council of the Municipality.

**“Councillor”** – shall mean a person elected or lawfully appointed to the Council of the Municipality.

**“Debate”** - shall mean discussion on the merits of the question/motion and whether the proposed action should or should not be taken.

**“Declared Emergency”** – shall mean where an Emergency has been declared to exist in all or part of the Municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.

**“Delegation”** – shall mean a person or group of persons who are not Members of Council or municipal Staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group, with respect to the requested topic which was approved and listed on the Agenda for that Meeting in accordance with the provisions of this by-law.

**“Department Head”** – shall mean the person or designate in charge of a municipal department and/or service area.

**"Deputy Reeve"** - shall mean the Member of Council elected by general vote as the Deputy Reeve.

**"Electronic Participation"** – shall mean where a Member is not physically present but participates via electronic communication.

**"Emergency"** – shall mean a situation that poses an immediate threat to the Municipality.

**"Livestreaming"** – shall mean the simultaneous broadcasting of audio and video over the internet in real time.

**"Local Board"** – shall mean a municipal service board, transportation commission, public library board, board of health, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities (joint boards), excluding a school board and a conservation authority.

**"Main Motion"** – shall mean a Motion whose introduction brings business before the Meeting.

**"Majority Vote"** – shall mean a vote where over half of the Members present, and eligible to vote, vote in the same manner.

**"Meeting"** – means any regular, special or other Meeting of a Council, of a Local Board or of a Committee of either of them, where,

- a) a Quorum of Members is present; and
- b) Members discuss or otherwise deal with any matter in a way that materially advances or is intended to advance the business or decision-making of the Council, Local Board or Committee; and also
- c) includes a series of phone calls and electronic threads.

**"Meeting Schedule"** – shall be deemed the Council/Committee Calendar containing the dates of Council and Committee of the Whole Meeting dates, including other reserved dates confirmed each year by resolution of Council.

**"Member"** – shall mean a Member of Council or a Member of a Committee or Local Board.

**"Minutes"** – shall mean a record of the proceedings of a meeting, and shall be made by the Clerk without note or comment.

**"Motion"** – shall mean a recommendation made to Council for consideration.

**"Municipality"** – shall mean the Corporation of Tay Valley Township.

**"Notice"** – shall mean an announcement by the Clerk under this By-law or the Public Notice Policy.

**“Order of Business”** – shall mean the sequence of business under consideration at a Meeting.

**“Pandemic”** – shall mean an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.

**“Pecuniary Interest”** – shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

**“Point of Order”** - shall mean any alleged breach of the rules or irregularity in the Proceedings of a Meeting.

**“Point of Privilege”** – shall mean a statement by a Member calling attention to a matter where the integrity of an individual (personal) or the entire Council or Committee is perceived to be in question.

**“Presentation”** – shall mean the occurrence when, Staff, an individual or group have been invited to present information to Council or Committee.

**“Proceedings”** – shall mean the business conducted at a Meeting.

**“Professional Development Event”** – shall mean any conference, convention, seminar, training session and workshop.

**“Provincial Priority”** – shall mean the priorities prescribed by *Ontario Regulation 580/22 – Provincial Priorities*, for the purposes of Sections 284.10, 284.11 and 284.11.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

**“Public Information Session/Centre”** – shall be held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.

**“Public Meeting (Statutory)”** – shall be deemed a meeting held for the purpose required under an Act or Regulation.

**“Quorum”** - shall mean the number of Members required to be present in the Meeting room, in order that business may be conducted. A quorum shall mean a majority of the Members.

**“Recess”** – shall mean a break from a Meeting.

**“Recorded Vote”** – shall mean documenting in the Minutes of a Council Meeting the name of each Member and the Members' vote on a matter or question.

**“Reeve”** - shall mean the Member of Council elected by general vote as the Reeve and is the Head of Council, and who normally presides at all Council Meetings.

**“Resolution”** – shall mean a Motion that has been passed by Council.

**“Special Meeting”** – shall be deemed a Council or Committee of the Whole Meeting which is in addition to the Meeting Schedule.

**“Standing Committee”** – shall be deemed a Committee of Council constituted to perform a continuing function and which has a continuous existence. For the purpose of this by-law the Committee of the Whole is deemed to be a Standing Committee.

**“Statement”** – shall mean prepared remarks that a Member reads aloud at a Meeting.

**“Striking Committee”** – shall be deemed a Committee of Council for the purpose of preparing recommendations for appointments to various Committees, Local Boards and external organizations, and other duties as approved by Council.

**“Summer Recess”** - shall be deemed to be the month of July each year where no Council or Committee meetings are held unless a Special or Emergency Meeting is called by the Reeve or a petition of Council is received.

**“Three-Quarters Vote”** – shall mean a vote where at least three-quarters of the Members present, and eligible to vote, vote in the same manner.

**“Winter Recess”** - shall be deemed to be the month of January each year where no Council or Committee meetings are held unless a Special or Emergency Meeting is called by the Reeve or a petition of Council is received.

**“Working Group”** – includes any Working Group established by Council by By-Law.

## 2.0 INTERPRETATION

- 2.1 The rules and regulations contained in this By-Law shall be observed in all Proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at Meetings of Council and its Committees.
- 2.2 Subject to the requirements of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, the rules and regulations contained herein may be suspended by Resolution for a single occasion by a vote of at least three-quarters of the Members present and voting, unless otherwise provided by law.
- 2.3 The Resolution to suspend the rules and regulations shall contain the section of this By-Law to be suspended and the reason for the suspension.
- 2.4 Committees may not pass a Motion to suspend the rules of this By-Law.
- 2.5 Subject to the right of appeal by a Member, the Chair shall be responsible to interpret the rules of procedure under this By-Law with the advice and assistance of the Clerk.
- 2.6 The Clerk or the Clerks' designate shall be secretary of Council and Committees of Council and shall be in attendance at all Meetings.
- 2.7 Where procedural matters of Council or Committees of Council are not provided for in this by-law and are not governed by the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, Robert's Rules of Order shall apply.

### **3.0    ROLE OF THE REEVE**

#### **3.1    The Reeve shall:**

- 3.1.1** act as chief executive officer of the Municipality;
- 3.1.2** preside over Council Meetings;
- 3.1.3** provide leadership to Council;
- 3.1.4** provide information and recommendations to Council with respect to the role of Council;
- 3.1.5** represent the Municipality at Community Events and official functions;
- 3.1.6** direct administrative matters to the attention of the CAO;
- 3.1.7** carry out the duties of the Head of Council under applicable By-Laws or Acts.

#### **3.2    As chief executive officer, the Reeve shall:**

- 3.2.1** uphold and promote the purposes of the Municipality;
- 3.2.2** promote public involvement in the Municipality's activities;
- 3.2.3** act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally;
- 3.2.4** participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

## **4.0    ROLE OF COUNCIL MEMBERS**

### **4.1    Council Members shall:**

- 4.1.1** represent the public and consider the well-being and interests of the Municipality;
- 4.1.2** develop and evaluate the policies and programs of the Municipality;
- 4.1.3** determine which services the Municipality provides;
- 4.1.4** ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
- 4.1.5** ensure the accountability and transparency of the operations of the Municipality;
- 4.1.6** maintain the financial integrity of the Municipality;
- 4.1.7** carry out the duties of Council under applicable By-Laws or any Act;
- 4.1.8** come prepared to every Meeting by having read all the material supplied, including Agendas and reports, in order to facilitate discussion;
- 4.1.9** respect and adhere to policies set by Council.

## **5.0    ROLE OF THE CHAIR**

### **5.1    A Chair shall:**

- 5.1.1** preside over Council or Committee Meetings;
- 5.1.2** provide order and decorum;
- 5.1.3** be the political liaison with other Council and Committee Members;
- 5.1.4** review and understand the Agenda with the Clerk;
- 5.1.5** provide Council or the Committee direction when required regarding Meeting conduct and procedures;
- 5.1.6** represent Council initiatives and decisions to the public, where appropriate;
- 5.1.7** consult with the CAO on matters of operational concerns and complaints;
- 5.1.8** not have the authority to direct Department Heads or Staff;
- 5.1.9** work with the Reeve and CAO to take the lead role, where possible, on provincial delegations, in particular at the Association of Municipalities of Ontario (AMO) and the Rural Ontario Municipal Association (ROMA).

## **6.0 VACANCY ON COUNCIL**

- 6.1** If a vacancy occurs during the term of the current Council, such vacancy shall be filled in accordance with the *Municipal Act, 2001*, as amended.
- 6.2** The Appointment Process to Fill a Vacancy shall be conducted in accordance with Schedule “E”.

## 7.0 RULES OF CONDUCT FOR MEMBERS, STAFF AND ATTENDEES

### 7.1 Chair at Meetings

- 7.1.1 The Reeve shall chair Council Meetings unless by reason of absence, due to illness or otherwise, unable or refuses to do so.
- 7.1.2 In the absence of the Chair for Council, or when the Chair steps down, the Deputy Reeve shall be the Acting Chair. In the absence of the Deputy Reeve, Council shall appoint an Acting Chair for that meeting or portion thereof.
- 7.1.3 The Chair of the Committee of the Whole shall rotate, alphabetically among Members, on a monthly basis. Should the assigned Member not be in attendance, the next Member on the list shall be called upon to Chair the meeting.
- 7.1.4 **At least one** Member of every Working Group and other Committee shall be a Council Member, who will also serve as Chair.
- 7.1.5 In the absence of a Working Group or other Committee Chair or when the Chair steps down, the Working Group or other Committee shall appoint an Acting Chair for that Meeting or portion thereof.
- 7.1.6 It shall be the duty of the Chair of a Meeting to:
  - a) open the Meeting by calling the Meeting to order;
  - b) ensure that a Quorum is established and is maintained throughout the course of the Meeting;
  - c) announce the business in the order in which it is to be considered;
  - d) direct discussion in such a manner that all questions and comments shall be presented through the Chair;
  - e) receive and submit, in the proper manner, all Motions presented by the Members;
  - f) put to vote all Motions which are moved, and seconded when necessary, or all motions that arise in the course of the Proceedings, and to announce the result of each vote;
  - g) decline to put to vote Motions that infringe upon the rules under this By-Law or the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
  - h) ensure the Members, Staff and Attendees, conform to the rules of order under this By-Law;
  - i) maintain an appearance of impartiality on all matters;
  - j) undertake all matters required to ensure the Meeting proceeds in an orderly and efficient manner;
  - k) expel any person for improper conduct at a Meeting;
  - l) authenticate by signature, when necessary, all applicable By-Laws and resolutions;
  - m) Adjourn the Meeting when the business is concluded, or at the designated time.

- 7.1.7** The Chair shall vote on all Motions.
- 7.1.8** The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of the Committee in accordance with the provisions of this By-Law, until the Member resumes the position of the Chair.
- 7.1.9** The Chair shall not resume the position of the Chair until the Chair has finished debating the issue, Motion, etc., at which time the Acting Chair shall relinquish the position of the Chair.

## **7.2 Questions**

- 7.2.1** All Members, Staff and Delegations shall address their questions and comments through the Chair.
- 7.2.2** A Member or Delegation, while asking questions through the Chair, shall at no time put into question the personal or professional integrity of a Staff member of the Municipality.

## **7.3 Speaking at Meetings**

- 7.3.1** When two or more Members wish to speak, the Chair shall name the Member who is to speak first.
- 7.3.2** When a Member is recognized by the Chair, the Member shall confine his/her remarks to the Motion under consideration.
- 7.3.3** When a Motion is under debate, a Member may ask a question through the Chair of another Member, CAO, Department Head or other employee of the Municipality.
- 7.3.4** Any Member may require the Motion under debate to be read at any time during the debate, but in doing so shall not interrupt a Member while speaking.

## **7.4 Statements**

- 7.4.1** Members are permitted to make Statements as part of the debate once a Motion has been moved and seconded, however Statements from Members are prohibited at any other time.
- 7.4.2** If a Member wishes to have their Statement included as part of the Minutes they must submit it to the Clerk.

## **7.5 Materials**

**7.5.1** All materials shall be distributed through and by the Clerk.

## **7.6 Proclamations**

**7.6.1** There shall be no proclamations.

## **7.7 Rules of Order**

**7.7.1** No person shall:

- a) disturb a Meeting by any disruptive or distracting conduct, including private conversations among Members, Staff or Attendees at a meeting;
- b) use profane or offensive words or insulting expressions;
- c) disobey the rules of procedure;
- d) rise from their seat or make any noise or disturbance while a vote is being taken;
- e) speak until they have been recognized by the Chair;
- f) speak on any matter other than the matter under debate;
- g) display signs, place cards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive.

**7.7.2** An Attendee shall not participate in a Meeting, unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this By-Law.

**7.7.3** No Member shall interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege.

**7.7.4** No Member shall permanently leave the Meeting without advising the Chair or the Clerk.

**7.7.5** In the event that a Member or Attendee persists in a breach of Subsection **7.7.1** above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the Meeting?", and this question shall not be debatable.

**7.7.6** If Council or a Committee decides the question set out in Subsection **7.7.5** above in the affirmative by a majority vote of the Members present, the Chair shall order the Member or Attendee to leave their seat, and the Meeting room, for the duration of the Meeting.

**7.7.7** If the Member or Attendee apologizes, the Chair, with the approval of Council or the Committee, may permit them to resume their seat.

**7.7.8** If a Member or Attendee does not leave their seat after being ordered to do so by the Chair in accordance with Subsection 7.7.6 above, and if the Member or Attendee does not apologize in accordance with Subsection 7.7.7 above, then the Chair shall for a second time without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the Meeting?", and this question shall not be debatable.

**7.7.9** If Council decides the question set out in Subsection 7.7.8 above in the affirmative by a majority vote of the Members present, the Chair shall again ask the Member or Attendee to leave their seat for the duration of the Meeting and if the person still refuses to leave, the Chair shall direct the Clerk to seek the appropriate assistance from the Lanark County Ontario Provincial Police (OPP) to have the Member removed from the Council Chambers.

**7.7.10** No Member, Staff or Attendee shall use cell phones and electronic devices not required for conducting a Meeting. The device shall be either turned off or otherwise set so as not to emit any audible sound during a Meeting.

**7.7.11** During a Council or Committee meeting, Councillor laptops (or equivalent) shall be used exclusively for Municipal business.

**7.7.12** Concealed recording devices shall not be permitted.

**7.7.13** Videotaping and/or audio recording by Attendees may be permitted at Council and/or Committee of the Whole meetings that are open to the public provided that it is not disruptive to the proceedings and does not interfere with municipal computer and audio visual systems. If Attendees wish to record a Meeting, they shall notify the Clerk in advance of the Meeting. If the Clerk has been notified that a recording will occur, the Clerk shall notify the Chair who shall make the following announcement at the start of the Meeting, "Please be advised that this Meeting may be recorded".

## **8.0 COUNCIL AND COMMITTEE MEETINGS**

### **8.1 Inaugural Meeting**

- 8.1.1** The Inaugural Meeting shall be conducted in accordance with Schedule "A".

### **8.2 Council Meetings**

- 8.2.1** Council Meetings shall generally be held in the Council Chambers at the Municipal Office, 217 Harper Road, Perth, on the third Tuesday of each month commencing at 67:00 p.m., as outlined in the Meeting Schedule.
- 8.2.2** Minutes of Council Meetings shall be included in the next Council Agenda for approval.

### **8.3 Committee of the Whole**

- 8.3.1** Council shall conduct its business using a Committee of the Whole System. Committee of the Whole Meetings shall generally be held in the Council Chambers at the Municipal Office, 217 Harper Road, Perth, on the first Tuesday of each month commencing at 67:00 p.m., as outlined in the Meeting Schedule.
- 8.3.2** The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than matters administrative in nature shall be recognized as emanating from the Committee of the Whole, and all affirmative Committee of the Whole recommendations shall be referred to the next regularly scheduled Council Meeting, generally held two weeks later.
- 8.3.3** Minutes of Committee of the Whole Meetings shall be included in the next Council Agenda for approval.

### **8.4 Special Meetings**

- 8.4.1** The Reeve at any time may call a Special Meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.
- 8.4.2** The Reeve at any time may call a Special Meeting of the Committee of the Whole that is in addition to the published Meeting Schedule approved annually by Council.
- 8.4.3** A Special Council or Committee of the Whole meeting may be called by the Clerk once a resolution to do so has been adopted by Council or upon receiving a petition from a majority of Council or Committee of the Whole Members.

- 8.4.4** The resolution or petition shall clearly state the purpose, date and time of the Special Meeting. The petition shall be signed, by those Members calling the Special Meeting, and delivered to the Clerk.
- 8.4.5** The only business to be dealt with at a Special Meeting shall be that stated on the Agenda of the Meeting.
- 8.4.6** A minimum of forty-eight (48) hours' notice of all Special Meetings shall be given to the Members and the public by posting the notice of the Meeting on the website and distributed via the newsfeed feature on the website.

## **8.5 Emergency Meetings**

- 8.5.1** The Reeve at any time may, in the event of an Emergency, call an Emergency Meeting of Council without giving forty-eight (48) hours' notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members immediately upon being advised of the intention of the Reeve to hold an Emergency Meeting.
- 8.5.2** The only business to be dealt with at an Emergency Meeting of Council shall be with respect to that Emergency.
- 8.5.3** In the case of an Emergency Meeting, Council may hold its Meeting(s) and keep its public office at any convenient location within or outside of the Municipality.
- 8.5.4** Notice of all Emergency Meetings of Council shall be given to the Members and the public by posting the Meeting on the website and distributed via the newsfeed feature on the website. Notice may be given after the Meeting.

## **8.6 Striking Committee**

- 8.6.1** At the Inaugural Meeting the Reeve shall appoint a Striking Committee composed of the Reeve and two Members of Council, one from each ward, other than the ward in which the Reeve resides.
- 8.6.2** The Striking Committee shall meet and prepare a report recommending appointments to:
  - a) various Committees established by Council, if any; and
  - b) Local Boards and external organizations on which the Council desires or is required to have representation.
- 8.6.3** In deliberating, the Striking Committee shall consider the expressed preferences of individual Council Members as well as balancing other considerations such as geographic area, elected/citizen representation, etc.

**8.6.4** Members shall be appointed to the various Committees, Local Boards and external organizations by resolution, unless a By-Law is required by an Act or Regulation.

**8.6.5** Minutes of the Striking Committee shall be included in the next Council Agenda for approval.

## **8.7 Working Groups and Other Committees**

**8.7.1** Working Group and other Committee Meetings shall generally be held in the Council Chambers at the Municipal Office, 217 Harper Road, Perth.

**8.7.2** Working Group and other Committee Meetings shall generally be scheduled during regular office hours, Monday to Friday from 8:30 a.m. to 4:30 p.m. and shall be no longer than two (2) hours in length.

**8.7.3** Every Working Group and other Committee shall have a Terms of Reference approved by Council. The Terms of Reference shall contain a mandate and purpose, Committee structure, number of Meetings, number of Members required for Quorum, reporting process, Staff and support services, budget (if applicable) and completion date.

**8.7.4** The authority of any Working Group or other Committee is limited to making recommendations to the Committee of the Whole. No decision to take any action other than matters administrative in nature shall be recognized as emanating from any Working Group or other Committee.

**8.7.5** Minutes of Working Groups and other Committees shall be included in the Committee of the Whole Agenda as information. Any action items requiring Council approval will be presented in the form of a **Motion Staff report** to the Committee of the Whole for recommendation.

**8.7.6** A Working Group or other Committee shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council.

**8.7.7** Working Groups and other Committees shall adjourn no later than sixty minutes prior to all Council and Committee of the Whole Meetings.

**8.7.8** Public Members of all Working Groups and other Committee shall be appointed by Council.

## **8.8 Boards, Commissions and External Organizations**

**8.8.1** Council shall appoint Members to sit on various Local Boards, Commissions and External Organizations for the term of Council at the first regularly scheduled Council Meeting following the Inaugural Meeting, unless otherwise provided by an Act or Regulation.

- 8.8.2** Minutes of Local Boards, Commissions and External Organizations shall be included in the Committee of the Whole agenda as information.
- 8.8.3** The Fire Board and the Library Board shall adopt and follow their own Procedural By-Laws.

## **8.9    Closed Session (“In Camera”)**

- 8.9.1** Except as provided in this By-Law, all Meetings of Council and its Committees shall be open to the public.
- 8.9.2** No person shall be excluded from a Meeting except for:
  - a) improper conduct determined by the Reeve/Chair or;
  - b) where a Meeting or portion of a Meeting is closed to all persons other than the Members of that body and those identified to remain in the room.
- 8.9.3** The Clerk shall remain in the room for all Closed Sessions.
- 8.9.4** In accordance with Schedule “B” a Meeting or part of a Meeting may be closed to the public.
- 8.9.5** Should it become necessary to address more than one Closed Session matter on one Agenda, each closed matter shall be addressed in a separate Closed Session.
- 8.9.6** Council or Committee shall move into Closed Session by using the resolution form in Schedule “B”.
- 8.9.7** Closed Meetings are to be listed on the Agenda in such a way as to provide the most information possible without compromising confidentiality or adversely affecting the Municipal position. For example, the Agenda item may read: Litigation Matter – Litigation Regarding a Property Located at 123 Example Avenue.
- 8.9.8** A Meeting shall not be closed to the public during the taking of a vote except where:
  - a) the vote is for a procedural matter or giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
- 8.9.9** Confidential discussion during a Closed Session shall be limited to the issue described in the authorizing public resolution and nothing in this by-law confers the power of any Member or Members of Council to make any decision or take any action unless, or until such action is presented and decided upon at a duly called and constituted open Meeting of Council.

**8.9.10** No Member, Staff or other person present during a Closed Session shall in any way, notify, distribute or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential or that have been obtained or considered in a Closed Session without approval of such release by Council.

**8.9.11** No Member, Staff or other person present, other than the Clerk or Chief Administrative Officer, shall take notes during Closed Session.

**8.9.12** All electronic devices not required for conducting a Closed Session shall be surrendered to the Clerk for the duration of the Closed Session.

**8.9.13** The Clerk shall advise the Chair, if in their opinion, a matter or portion of a matter being discussed in Closed Session is not procedurally appropriate.

**8.9.14** Upon returning to open session, the Chair shall rise and report the following:

- a) a statement resulting from the Closed Session;
- b) declarations of pecuniary interest during the Closed Session.

**8.9.15** The Clerk shall be responsible to secure and maintain a confidential record of all original documentation distributed or presented, relating to Closed Sessions.

**8.9.16** A separate set of Closed Session Minutes shall be kept for each Closed Session.

**8.9.17** Copies of any confidential documents, including Minutes, circulated during the Meeting shall be returned to the Clerk at the end of the Closed Session and destroyed.

**8.9.18** Minutes of Closed Sessions shall be circulated by the Clerk at the next Council Meeting for adoption. The adoption of the Minutes is a procedural matter and does not affect the validity or affect the resolutions recorded in the Minutes.

**8.9.19** The Minutes and Closed Session materials shall be kept in a secure and confidential location under the control of the Clerk and shall only be open to those in attendance at the Meeting, to others approved by the Council or as legislated.

**8.9.20** Where practical, Closed Sessions shall be scheduled at the end of the Meeting.

**8.9.21** All Members and Staff have a personal obligation to the Municipality to treat identified documents in confidence and not to use them in any manner or to the detriment of the Municipality.

**8.9.22** The obligation to keep information confidential shall continue after the Member ceases to be a Member of Council or a Committee or Staff ceases to be employed by the Municipality.

**8.9.23** Should the Municipality receive a report from the Municipality's Closed Meeting investigator reporting his or her opinion, and the reasons for it, that a Meeting or part of a Meeting that was the subject-matter of an investigation appears to have been closed to the public contrary to Section 239 of the *Municipal Act, 2001*, as amended, or to this by-law, the Municipality shall pass a resolution stating how it intends to address the report.

## **8.10 Public Information Sessions/Centres**

**8.10.1** Public Information Sessions/Centres may be scheduled from time to time as warranted.

**8.10.2** A Public Information Sessions/Centres shall be called by the Clerk once a resolution to do so has been adopted by Council or upon receiving a petition from a majority of Council Members. The petition shall clearly state the purpose, date and time of the meeting.

## **8.11 Public Meetings (Statutory)**

**8.11.1** Public Meetings shall be scheduled as prescribed for the purpose of meeting the requirements of an Act, Regulation or By-Law.

**8.11.2** A Public Meeting shall be called by the Clerk as required under the Public Notice Policy or as required under an Act or Regulation. The notice shall clearly state the purpose, date, time and location of the meeting, and the person who will act as Chair of the session.

**8.11.3** The Clerk shall prepare an Agenda for the Meeting and keep a record of the proceedings.

## **8.12 Notice of Meetings**

**8.12.1** The Clerk shall give notice of each Meeting to the Members, Department Heads, media and the public.

**8.12.2** The Meeting Agenda shall constitute notice, except for Public Meetings (Statutory).

**8.12.3** Notice for Public Meetings shall be as prescribed by an Act, Regulation or By-Law.

**8.12.4** Council and Committee Agendas shall be made available by 12:00 noon on the Thursday prior to the Meeting.

**8.12.5** Committee and Local Board Agendas shall be made available a week prior to the Meeting.

**8.12.6** Agendas shall be posted on the Municipality's website and distributed via the newsfeed feature on the website.

**8.12.7** Refer to Subsections 8.4 and 8.5 for Special and Emergency Meetings.

**8.12.8** Council and Committee of the Whole Meetings may be cancelled in consultation with the Reeve, Chief Administrative Officer and Clerk if insufficient business will be before Council or the Committee of the Whole. Notice of cancellation should be provided as soon as possible.

**8.12.9** For Council and Committee of the Whole Meetings, if it appears that inclement weather, or like occurrence, or an Emergency situation may prevent the Members from attending a Meeting, the Reeve may direct the Clerk to postpone that Meeting by contacting as many Members as can be reached. Generally, Meetings will be postponed by 4:00 p.m. on the day of a Meeting and shall be posted on the website.

## **8.13 Meeting Schedule**

**8.13.1** The Meeting Schedule will outline the dates of Regular Council and Committee of the Whole Meetings and Professional Development Events.

**8.13.2** Regular Council Meetings are held once a month except during the months that has have been declared the "Winter Recess" and the "Summer Recess".

**8.13.3** Committee of the Whole Meetings are held once per month except during the months that has have been declared the "Winter Recess" and the "Summer Recess".

**8.13.4** Special and Emergency Meetings may be called during the months that has have been declared the "Winter Recess" and the "Summer Recess".

**8.13.5** Any Council or Committee of the Whole Meeting that is not on the Meeting Schedule shall be deemed to be a "Special" Council or "Special" Committee of the Whole Meeting.

**8.13.6** A rescheduled meeting shall not be considered a “Special” Council or “Special” Committee of the Whole Meeting.

**8.13.7** A proposed Meeting Schedule will be presented by the Clerk to Council for approval by December of each year, for the subsequent year.

## **8.14 Election Year**

**8.14.1** In the year of a municipal election, after the election an orientation shall be held for all Members of Council to provide an overview of the expectations of elected office (ex. processes of Council, procedure By-Law, code of conduct, policies and procedures, payroll and a general overview of the Municipality’s role and function).

**8.14.2** Once training/education has been provided during Council orientation or otherwise, Members shall sign off that they have taken the training/education.

**8.14.3** The orientation shall be conducted by the Chief Administrative Officer, the Clerk and Department Heads.

## **9.0 ORDER OF BUSINESS AND GENERAL RULES**

### **9.1 Format of Agenda**

#### **9.1.1 Council Agenda**

**9.1.1.1** The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows:

- (i) Call to Order
- (ii) **Livestreaming Notice**
- (iii) Amendments/Approval of Agenda
- (iv) Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
- (v) Approval of Minutes
- (vi) Delegations and Presentations
- (vii) Correspondence
- (viii) Motions
- (ix) By-Laws
- (x) New/Other Business
- (xi) Calendaring
- (xii) Closed Sessions
- (xiii) Confirmation By-Law
- (xiv) Adjournment

### **9.1.2 Committee of the Whole Agenda**

**9.1.2.1** The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows:

- (i) Call to Order
- (ii) Livestreaming Notice**
- (iii) Amendments/Approval of Agenda
- (iv) Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
- (v) Approval of Minutes of Public Meetings
- (vi) Delegations and Presentations
- (vii) Communications
- (viii) Priority Issues
- (ix) Correspondence
- (x) Committee, Board and External Organization Updates
- (xi) Closed Sessions
- (xii) Deferred Items
- (xiii) Adjournment

### **9.1.3 “Special” and “Emergency” Meeting Agendas**

**9.1.3.1** The Clerk shall have prepared for the use of the Members at Special and Emergency Meetings, an Agenda as follows:

- (i) Call to Order
- (ii) Livestreaming Notice**
- (iii) Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
- (iv) “Business”
- (v) Adjournment

#### **9.1.4 Working Group and Other Committee Meeting Agendas**

**9.1.4.1** The Clerk shall have prepared for the use of the Members at Working Group and other Committee meetings, an agenda as follows:

- (i) Call to Order
- (ii) Amendments/Approval of Agenda
- (iii) Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof
- (iv) Approval of Minutes
- (v) Delegations and Presentations
- (vi) “Business”
- (vii) New/Other Business
- (viii) Next Meeting Date and Proposed Agenda Items
- (ix) Deferred Items
- (x) Adjournment

#### **9.2 General**

**9.2.1** The business of each Meeting shall be taken up in the order in which it stands on the Agenda unless, by a majority vote, the Members decide otherwise.

**9.2.2** The Clerk shall determine the appropriate Meeting at which items of business shall be considered in accordance with this By-Law.

**9.2.3** Where further information or reports are necessary for Council or Committees to review an item of business, the Clerk or CAO may postpone the placement of an item on the Agenda.

**9.2.4** Where employees of the Municipality have been directed by Council to carry out a specific action and it is determined subsequently that the action cannot be carried out in accordance with Council’s directions, the CAO will notify Council as soon as possible of these findings and further direction shall be requested of Council.

**9.2.5** The CAO shall attend Council and Committee of the Whole Meeting (both open and closed session).

**9.2.6** Department Heads shall attend Council and Committee of the Whole Meetings as required.

### **9.3 Electronic Participation**

**9.3.1** Electronic Participation shall only be permitted during a Declared Emergency or a Pandemic.

**9.3.2** A Member who is participating electronically in a meeting:

- a) shall count towards Quorum; and
- b) may participate in both open and closed Meetings.

**9.3.3** Notice of how to participate electronically shall be included on the Agenda.

### **9.4 Livestreaming Meetings**

#### **9.4.1 Meetings Livestreamed**

**9.4.1.1** Council, Committee of the Whole, Committee of Adjustment and Public (Statutory) Meetings shall be livestreamed.

**9.4.1.2** Boards, all other Committees not listed in 9.4.1.1, Public Information Sessions/Centres and Closed Sessions shall not be livestreamed.

**9.4.1.3** Notwithstanding 9.4.1.1, Meetings listed in 9.4.1.1 can only be livestreamed when the Meeting is held in the Council Chambers.

#### **9.4.2 Technical Issues**

**9.4.2.1** If there are technical issues that make the livestream feed unavailable during the Meeting where the Meeting is open to the public for physical attendance, the Meeting shall proceed.

**9.4.3** The Municipality shall not maintain a record of the livestream, therefore there shall be no video available beyond the livestreaming of the Meeting.

**9.4.4** The public or media may record the livestream.

**9.4.5** Recordings of the livestreamed Meeting that are taken by the public or the media are subject to alteration and therefore the Municipality assumes no liability beyond the livestream of the Meeting.

**9.4.6** The Minutes shall be the official record of the Meeting.

**9.4.7** A recorded livestream shall not be used to amend the Minutes.

## **9.5 Call to Order**

**9.5.1** Upon being called to order, all Members, Staff and Attendees shall immediately take their seats.

## **9.6 Livestreaming Notice**

**9.6.1** Signage shall be posted in the Council Chambers to advise Attendees that Meetings listed under 9.4.1.1 are being livestreamed.

**9.6.2** The Chair shall make a statement at the beginning of each Meeting listed under 9.4.1.1 that the Meeting is being livestreamed.

**9.6.3** Details to join the livestream shall be included on each applicable Agenda.

## **9.7 Amendments/Approval of Agenda**

**9.7.1** After the Agenda has been posted, additions, excluding delegations, shall only be made to the Agenda at the Meeting by a vote of at least Three-Quarters of the Members present and voting.

**9.7.2** Additions to the Agenda shall only be made during the Amendments/Approval of Agenda portion of the Meeting.

**9.7.3** Additions to the Agenda shall include the matter to be discussed and indicate where on the Agenda the matter is to be discussed.

**9.7.4** Additions to the Agenda shall be discussed with the Clerk prior to the Meeting, who in turn will notify the Reeve and Deputy Reeve.

## **9.8 Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof**

**9.8.1** A Member shall declare a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

**9.8.2** A Member shall declare a conflict of interest in accordance with the Code of Conduct for Council and Local Boards.

**9.8.3** A Member shall declare a direct or indirect pecuniary interest or a conflict of interest by using the form in Schedule "C" prior to any consideration of a matter where the Member has a pecuniary interest or conflict of interest and shall file it with the Clerk.

**9.8.4** The Clerk shall maintain a registry in which a copy of the following shall be kept:

- a) each declaration filed; and
- b) each declaration recorded.

**9.8.5** The registry shall be posted on the Municipality's website.

**9.8.6** Where a Member has a pecuniary interest or conflict of interest, the Member shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

**9.8.7** If the declared pecuniary interest or conflict of interest is with respect to an item on a Closed Session Agenda, in addition to complying with the requirements of this subsection, the Member shall forthwith leave the Closed Session, or that part of the Closed Session during which the matter is under consideration. The Chair in their Rise and Report shall state the declaration of pecuniary interest or conflict of interest disclosed during the Closed Session.

**9.8.8** Where the interest of a Member has not been disclosed as required by Section 9.6.1 or 9.6.2 above, by reason of the Member's absence from the Meeting, the Member shall disclose the interest at the first subsequent Meeting thereafter.

**9.8.9** A Member shall not ask another Member, Staff, or the Municipality's Solicitors whether that Member should declare a pecuniary interest or conflict of interest.

**9.8.10** Notwithstanding section 9.8.9 a Member, Staff, or the Municipality's Solicitor shall not offer an opinion to any Member with regards to a potential pecuniary interest or conflict of interest.

**9.8.11** A Member that requires advice and opinions regarding a pecuniary interest or conflict of interest shall follow the process outlined in the Code of Conduct for Council and Local Boards.

## **9.9 Delegations and Presentations**

### **9.9.1 Delegations**

**9.9.1.1** Persons who wish to appear as Delegations must submit a written request to the Clerk outlining the purpose of their Delegation to appear before the Committee of the Whole at least ten (10) days in advance of the Meeting.

- 9.9.1.2** The Clerk shall assign Delegations to a Committee of the Whole Agenda and only assign to a Council Agenda if time sensitive.
- 9.9.1.3** Delegations with time sensitive issues or in regards to items on the Agenda that have not submitted a request within the specified time may be heard by the Committee of the Whole as an addition to the Agenda by a Three-Quarters Vote.
- 9.9.1.4** Delegations will either be received for information or a motion shall be passed requesting that a Staff report be provided at a subsequent Meeting that outlines both the financial and staffing resources required, if applicable.
- 9.9.1.5** Delegations are to be limited to ten (10) minutes followed by a question period for Members.
- 9.9.1.6** The number of Delegations per Agenda shall be limited to three (3).
- 9.9.1.7** The role of Delegations is to provide information and not enter into debate with Members or Staff.
- 9.9.1.8** Members are not expected to respond on the spot to questions or demands from Delegations. Delegations are asked to submit any questions in writing to the Clerk.
- 9.9.1.9** Verbal reports will be accepted but generally will not be recorded in the Minutes.
- 9.9.1.10** Written and electronic reports are preferred seven (7) days in advance of the Meeting so that they can be included with the Agenda and form part of the official record.
- 9.9.1.11** Delegations may only speak at a Meeting with respect to the requested topic which was approved and listed on the Agenda for that particular Meeting.
- 9.9.1.12** Delegations who have previously appeared on the same subject matter, shall be limited to providing new information only in their subsequent appearances.
- 9.9.1.13** Delegations consisting of more than one person shall be limited to two speakers, being limited to no more than five (5) minutes each. The second speaker shall not repeat information provided by the previous speaker from that Delegation and will be confined by the Chair to presenting new and/or additional information.

- 9.9.1.14** Questions directed to Staff by any delegate shall be received through the Chair.
- 9.9.1.15** Delegations requesting to appear at a Meeting may be declined if they have failed to follow established By-Laws, policy, procedure or protocol or as prescribed in an applicable governing statute or regulation.
- 9.9.1.16** Delegations requesting to appear at a Meeting regarding operational matters may be declined in order that the matter be referred to be resolved by staff.
- 9.9.1.17** Delegations shall be declined if they are in regards to any matter that would generally be dealt with in Closed Session or are a Confidential Item as defined in this by-law.
- 9.9.1.18** Prior to Delegations speaking at a Meeting, the Chair shall read a brief overview of the rules and expectations for hearing Delegations.

## **9.9.2 Presentations**

- 9.9.2.1** The purpose of Presentations shall be when Staff, an individual or group have been invited to present information to Council or Committee.
- 9.9.2.2** Presentations shall be assigned to a Committee of the Whole Agenda and only assigned to a Council Agenda if time sensitive.
- 9.9.2.3** A staff report will be provided only if directed by Council or Committee of the Whole.
- 9.9.2.4** Presentations are limited to ten (10) minutes, unless otherwise directed by the Chair, followed by a question period for Members.
- 9.9.2.5** The role of the presenter is to provide information and not enter into debate with Members or Staff.
- 9.9.2.6** Verbal reports will be accepted, however, written and electronic reports are preferred and shall be retained by the Clerk as an official record.

- 9.9.2.7** Presentations that have previously appeared on the same subject matter shall be limited to providing new information only in their subsequent appearances.
- 9.9.2.8** Presentations consisting of more than one person shall be limited to two speakers, being limited to no more than five (5) minutes each, unless otherwise directed by Council or Committee. The second speaker shall not repeat information provided by the previous speaker from that presentation and will be confined by the Chair to presenting new and/or additional information.
- 9.9.2.9** Questions directed to Staff by any presenter shall be received through the Chair.

## **9.10 Correspondence**

- 9.10.1** Correspondence that is addressed to Council or that relates to municipal matters will be circulated by way of the Councillor Communication Package (CCP).
- 9.10.2** The Councillor Communication Package shall be circulated in a timely manner and shall be listed on the next Committee of the Whole Agenda for information. At that time any Member of Council may bring forward any correspondence item in the Package for discussion and/or action.
- 9.10.3** Correspondence that is not legible or that contains any defamatory allegations, or impertinent or improper matter, shall not be circulated to Council. Every correspondence shall be signed by at least one person giving their name and mailing address.
- 9.10.4** Correspondence delivered by electronic mail shall contain the electronic mail address of the sender as well as a name and mailing address, and have attached to it only those documents which are in a printable format.
- 9.10.5** Correspondence delivered by facsimile transmission shall contain the facsimile number as well as the name and mailing address of the sender.

## **9.11 Reports**

### **9.11.1 Staff Reports to Committee of the Whole**

- 9.11.1.1** The standard staff report format has been adopted as set out in Schedule "D".
- 9.11.1.2** Staff shall not read the report at the Meeting, unless requested to do so by the Chair, but only speak to the recommendations.

**9.11.1.3** Reports are due to the Chief Administrative Officer for approval by noon on the **Tuesday** **Monday**, the week prior to the Meeting.

**9.11.1.4** If the report deadlines are not met, the report will be placed on the subsequent Agenda.

## **9.11.2 Confidential Reports**

**9.11.2.1** Staff reports that are “confidential” will be copied onto yellow paper and marked “**CONFIDENTIAL**” in the upper right hand corner. (See Sub-Section **8.9** Closed Session).

**9.11.2.2** The Clerk shall ensure that any material relating to any matter, for which a Meeting may resolve into “closed session” is circulated as confidential material pending Council’s approval of release to the public.

## **9.12 New/Other Business**

**9.12.1** New Business shall not be considered unless it is of an Emergency, time sensitive, congratulatory or condolence nature.

**9.12.2** Other Business shall not be considered unless it is of an urgent nature or time sensitive and should otherwise be referred to the next Meeting of the Committee or the appropriate Committee.

**9.12.3** New/Other Business may be heard by a Three-Quarters Vote.

**9.12.4** The request to hear New/Other Business shall not be debatable.

**9.12.5** Despite this section of the by-law, if the Reeve is of the opinion that considering a particular matter could potentially advance a prescribed Provincial Priority, the Reeve may require Council to consider the matter at a meeting as defined in subsection 238 (1) of the *Municipal Act, 2001*, as amended.

**9.12.5.1** The Reeve shall, in accordance with the regulations, provide the Clerk and Members of Council with:

- a) a copy of any proposed By-Law under 9.12.5; and
- b) the reasons for the proposal.

**9.12.5.2** A By-Law under 9.12.5 is passed if more than one third (1/3) of the Members of Council, including the Reeve, vote in favour of the By-Law.

## **9.13 Deferred Items**

**9.13.1** Items on an Agenda which have not been dealt with shall be repeated on each subsequent Agenda until resolved or removed from the Agenda by resolution and shall be listed under Deferred Items.

## **10.0 COMMENCEMENT AND ADJOURNMENT OF MEETINGS**

### **10.1 Quorum**

- 10.1.1** If no quorum is present fifteen (15) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting; regular, special or emergency.
- 10.1.2** When Quorum is lost as a result of declarations of pecuniary interest by one or more Members, the remaining Members shall be deemed to constitute Quorum, provided the number of Members is not fewer than two.
- 10.1.3** The Chair shall call the Meeting to order as soon after the hour fixed for the holding of the Meeting that a Quorum is present.
- 10.1.4** If the Chair is not available at the time appointed for a Meeting of Council, the Deputy Reeve will conduct the Meeting until the arrival of the Reeve.
- 10.1.5** If the Chair is not available at the time appointed for a Meeting of Committee, the Committee shall appoint an Acting Chair to conduct the meeting until the arrival of the Committee Chair.
- 10.1.6** Members shall notify the Clerk when intending to be absent from a Council, Committee, Special or Emergency Meeting for the purpose of ensuring a Quorum.
- 10.1.7** When a Quorum is lost, the Meeting shall stand recessed and no further action shall be taken. If a quorum is regained within ten (10) minutes the Meeting shall proceed. However, if Quorum is not regained within ten (10) minutes, the Meeting shall stand adjourned.

### **10.2 Recess**

- 10.2.1** At a Council Meeting, a Motion to recess shall be brought forward and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".
- 10.2.2** At a Committee Meeting, the Committee may recess by majority consent and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".

### **10.3 Adjournment**

- 10.3.1** All Meetings shall adjourn no later than 10:00 p.m., unless a Motion to proceed beyond 10:00 p.m. is approved.

**10.3.2** Notwithstanding Subsection 10.3.1 above, no Meetings shall proceed beyond the hour of 10:30 p.m.

**10.3.3** There shall be no updates, questions or discussions once a Meeting has been adjourned.

## 11.0 MOTIONS

### 11.1 Motion Process

(Refer to the Motion Table in Schedule "F")

- 11.1.1** Where members of the public are to be heard on a matter, no Motion shall be received until they have been heard, and no further public participation shall be allowed at that Meeting after the Motion has been duly moved and seconded.
- 11.1.2** For Council and Committee of the Whole Meetings, a Motion shall be formally moved and seconded before the Chair can put the question or a Motion can be recorded in the Minutes.
- 11.1.3** For Working Group and other Committee Meetings, a Motion shall only need to be formally moved before the Chair can put the question or a Motion can be recorded in the Minutes.
- 11.1.4** A Motion for a Council Meeting shall **not need to** be reduced to writing **and shall contain the signatures of the mover and seconder.**
- 11.1.5** A Motion for a Committee Meeting shall not need to be reduced to writing.
- 11.1.6** Every Member present is entitled to vote on every Motion, unless the Member has declared a pecuniary interest or conflict of interest.
- 11.1.7** Every Member present shall be deemed to vote against the Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary or conflict of interest.
- 11.1.8** The Chair shall vote on all Motions.
- 11.1.9** **If the text of a Motion has been distributed as part of the Agenda it need not be read.**
- 11.1.10** **The Chair shall read the title of the matter and ask for a mover and seconder.**
- 11.1.11** **After a Motion has been duly moved, seconded, and the title of the matter read, it shall immediately be open to debate. The mover shall have the opportunity to make the introductory and closing remarks thereon.**
- 11.1.12** No Member shall speak more than twice until every Member has had an opportunity to speak towards the Motion.

- 11.1.13** Any Member may request that any Motion under debate be repeated by the Clerk or Chair for the benefit of clarification but not so far as to interrupt a Member while speaking.
- 11.1.14** A Motion on which the voting results in a tie shall be considered lost.
- 11.1.15** When the Motion under consideration contains distinct recommendations, a Member may request that the vote be taken separately on each proposal. (See the motion to “Divide” in the Motion Table)
- 11.1.16** The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
- 11.1.17** Upon the Chair calling for a vote, no further speakers shall be permitted.
- 11.1.18** The manner of determining the vote on a Motion shall be by show of hands.
- 11.1.19** No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
- 11.1.20** The Chair shall announce the result of every vote.
- 11.1.21** If a Member disagrees with the announcement of the result of any vote, the Member may object immediately to the announcement and require that a recorded vote be called.

## **11.2 Reconsideration of a Motion**

### **11.2.1 General Provisions**

- 11.2.1.1** Reconsideration of a Motion shall only be permitted at Council meetings.
- 11.2.1.2** A motion to reconsider a previous decision of Council may be introduced by any Member.
- 11.2.1.3** A Motion to reconsider may be seconded by any Member.
- 11.2.1.4** No original Motion shall be reconsidered more than once, during a two year period.
- 11.2.1.5** No Motion to reconsider shall be presented more than once.

**11.2.1.6** A Motion to reconsider shall not be in order if Council is made aware the question or By-Law has been implemented, resulting in legally binding commitments as of the date the Motion to reconsider is moved.

### **11.2.2 Notice of Intention**

**11.2.2.1** A notice of the intention to reconsider a Motion shall be placed on the next Council Agenda. At the next Meeting after Notice is given a Motion to reconsider may be brought forward.

### **11.2.3 Motion to Reconsider**

**11.2.3.1** When a Motion for reconsideration is introduced, no discussion of the original Motion shall be allowed unless the Motion for reconsideration is approved by at least Three-Quarters of the Members present and voting.

**11.2.3.2** A Motion to reconsider shall not be amended, but may be debated.

**11.2.3.3** Debate on a Motion for reconsideration shall be confined to reasons for or against reconsideration or to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.

**11.2.3.4** A Motion to reconsider shall include the date of when the original Motion is to be reconsidered. The original motion may be reconsidered as the next order of business.

**11.2.3.5** Should a Motion to reconsider be defeated, the original motion shall not be debated or voted upon until eligible under this by-law.

### **11.2.4 Original Motion**

**11.2.4.1** The original Motion being considered shall be stated in the exact manner in which it was first presented and voted on.

**11.2.4.2** The debate on the original Motion being considered as a result of an affirmative Motion of reconsideration shall proceed as though it had never previously been voted on.

## **11.3 Recorded Votes**

**11.3.1** Recorded votes shall only be permitted at Council Meetings.

**11.3.2** A recorded vote shall be taken when called for by any Member or when required by law.

**11.3.3** A Member may call for a recorded vote prior or immediately subsequent to the taking of the vote.

**11.3.4** All Members, including the Reeve, shall be required to vote when a recorded vote is called for, except when absent or disqualified by a declared pecuniary or conflict of interest.

**11.3.5** When a recorded vote is permitted and required, the Chair will pose the question and the Clerk will call upon each Member, beginning with the Reeve, followed by the Deputy Reeve, then Members in alphabetical order, at which time the Clerk shall record the Members vote. The Clerk will also record the number of Members absent and/or abstained.

**11.3.6** On a recorded vote, failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed a negative vote.

**11.3.7** When a recorded vote is taken, the names of those who voted for and those who voted against the Motion and those absent shall be entered in the Council minutes.

**11.3.8** The Clerk shall tabulate and announce the results of the vote.

#### **11.4 Point of Privilege**

**11.4.1** A Member may raise a point of privilege directing attention to a matter that affects the rights of the Member or Members.

**11.4.2** A point of privilege shall take precedence over any other matter except during verification of a vote.

**11.4.3** A Member shall state the point of privilege to the Chair at the time of occurrence.

**11.4.4** A Member shall not be permitted to enter into any argument or introduce any Motion not related to the point of privilege.

**11.4.5** The Chair shall decide upon the point of privilege and advise the Members of the decision.

**11.4.6** Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.

**11.4.7** If the decision of the Chair is appealed, the question to be answered is “Shall the ruling of the Chair be upheld?” a vote shall be called without debate, and its results shall be final.

**11.4.8** When the matter has been determined to be a point of privilege, the Member shall be afforded an opportunity to propose a Motion in relation to that point of privilege.

**11.4.9** When the integrity of the CAO or other employee of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.

## **11.5 Point of Order**

**11.5.1** A Member may raise a point of order to a perceived violation of the rules of procedure, except during verification of a vote.

**11.5.2** A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this by-law.

**11.5.3** The Chair shall decide upon the point of order and advise the Members of the decision.

**11.5.4** Unless a Member immediately appeals the Chair’s decision, the decision of the Chair shall be final.

**11.5.5** If the decision of the Chair is appealed, the question to be answered is “Shall the ruling of the Chair be upheld?” a vote shall be called without debate, and its results shall be final.

## 12.0 BY-LAWS

### 12.1 By-Law Approval Process

**12.1.1** Every By-Law shall be listed on the Agenda by an identifying number, followed by a brief description of the intent of the By-Law.

**12.1.2** No By-Law, except a By-Law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered by Committee of the Whole.

**12.1.3** Notwithstanding Subsection 12.1.2 above, new By-Laws of an urgent nature, requiring an immediate decision may be considered.

**12.1.4** Every By-Law shall be adopted in a single motion having been given three readings simultaneously.

**12.1.5** After third reading, every By-Law may be debated, subject to amendment, and may be deferred or referred to a Committee or Staff for further consideration before being voted on.

**12.1.6** Upon a Three-Quarters Vote of the Members present and voting, third reading of any By-Law may be postponed until the next Meeting.

**12.1.7** Every By-Law passed by Council shall be signed by the Reeve, or the Deputy Reeve in the absence of the Reeve, and the Clerk, sealed with the seal of the Corporation, show the date of all readings, be bound in a volume for the year in which it was passed and shall be recorded in the electronic By-Law index.

**12.1.8** The Clerk shall be authorized to make minor corrections to any By-Law resulting from technical, or typographical errors prior to the By-Law being signed.

**12.1.9** In accordance with Subsection 284.11 (3) of the *Municipal Act, 2001*, and subject to the timelines set out therein and in the associated regulations, the Reeve shall communicate to the Clerk:

- a) written approval of the By-Laws enacted by Council that relate to a Provincial Priority; and/or
- b) written notice of any By-Laws that relate to a Provincial Priority that the Reeve intends to veto pursuant to Section 284.11 of the *Municipal Act, 2001*, and a written veto document as prescribed by the Act.

**12.1.10** Upon receipt of written notice from the Reeve as set out in subsection 12.1.9, and in accordance with the timelines prescribed in the regulations, the Clerk shall advise Council and the public by:

- a) posting notice of the Reeve's approval of the By-Laws to the Municipal website following the meeting; and/or
- b) posting notice of the Reeve's Veto of a By-Law or By-Laws in the Council Draft Minutes and advising all Members of Council by email, including providing a copy of the veto document.

**12.1.11** In accordance with Subsection 284.11 (9) of the *Municipal Act, 2001*, and subject to the timelines prescribed by the associated regulations, Council may override the veto with the approval of two-thirds (2/3) of Members of Council.

**12.1.12** The override may be introduced by Motion, moved and seconded:

- a) without Notice at any regular Council Meeting; or
- b) at a Special Meeting called for this purpose.

## **12.2 By-Law versus Resolution**

**12.2.1** A resolution is a less permanent decision and shall express the decision of a Council in respect of a temporary or distinct matter. A resolution shall be passed to give direction to Staff. A resolution shall not prescribe a permanent rule of local government. A resolution expresses the will of the governing body on a special occasion which is not likely to recur. A resolution shall not replace a By-Law required by law.

**12.2.2** A By-Law shall be used, but not limited to, implement policy, memorandums of understanding, agreements and permanent rules. Whether an authorizing By-Law is required depends on the subject matter of the item of business transacted by a municipal corporation and whether it is being transacted under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or any other Act.

## **12.3 Confirming By-Law**

**12.3.1** The proceedings at every regular and special Meeting of Council shall be confirmed by By-Law, so that every decision, unless required by an Act, Regulation or By-Law, of Council at that Meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-Law duly enacted.

## **13.0 AMENDMENT OF PROCEDURAL BY-LAW**

**13.1** No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of Council unless:

- a) Notice of intention of proposed amendment or repeal has been given at a previous regular Meeting of Council; and
- b) One notice in a local paper, a minimum of ten (10) days prior to passing the By-Law is given.

**13.2** The waiving of this notice by Council is prohibited.

**13.3** The Clerk shall be responsible for reviewing this by-law at least once every term of Council.

## **14.0 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.

## **15.0 BY-LAWS TO BE REPEALED**

**15.1 THAT**, By-Law No. 2018-042 and No. 2020-030, be repealed.

**15.2** All By-Laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

## **16.0 EFFECTIVE DATE**

This By-Law shall come into effect on XX, 2026.

ENACTED AND PASSED this XX day of XX, 2026.

---

Rob Rainer, Reeve

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Amanda Mabo, Clerk

**SCHEDULE “A”**  
**Inaugural Meeting**

	<b>Agenda Item:</b>	<b>Rules:</b>	<b>Conducted By:</b>
i	Call to Order	<p>The first meeting of Council in the year of a Municipal Election shall be on the first Tuesday of the new term at 67:00 p.m. or at such hour as may be fixed by By-Law.</p> <p>The Clerk shall notify all Members at least one (1) week in advance of the meeting as to time and date.</p>	Clerk
ii	Roll Call	The Clerk shall ensure that a majority of the members are present.	Clerk
iii	Declaration of Office for All Members of Council	Conducted as per Section 232 (1), the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended.	Clerk
iv	Reeve Assumes the Chair	The Clerk introduces the newly elected Reeve and the Reeve takes the Chair.	Clerk
v	Councillor Remarks	<p>Each Councillor, in the following order, may give opening remarks:</p> <p>Sherbrooke Ward  Burgess ward  Bathurst Ward</p>	Reeve
vi	Deputy Reeve’s Inaugural Remarks		Reeve
vii	Reeve’s Inaugural Remarks		Reeve
viii	Appointments to Striking Committee	The Reeve shall appoint a Striking Committee composed of the Reeve and two members of Council, one from each ward, other than the ward in which the Reeve resides.	Reeve
ix	Adjournment	Verbal Motion	Reeve

**SCHEDULE "B"**  
**In-Camera Motion Form**



Tay Valley Township

**IN-CAMERA  
MOTION FORM**

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Township Council       Committee of the Whole       Other \_\_\_\_\_

**RESOLUTION #:** \_\_\_\_\_

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

***"THAT, Council/Committee move "in camera" at \_\_\_\_\_ to address a matter pertaining to:***

- security of the property of the municipality or local board;
- personal matters about an identifiable individual, including municipal or local board employees;
- a proposed or pending acquisition or disposition of land by the municipality or local board;
- labour relations or employee negotiations;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
- a matter in respect of which a council, local board, committee or other body has authorized a meeting to be closed under another Act;
- the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1);

---

information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

---

a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local 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;

---

a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;

---

a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**regarding** \_\_\_\_\_

---

**AND THAT**, \_\_\_\_\_

---

remain in the room."

---

Reeve/Chair

[M.A. 2001, c. 25, s. 239(2) &(3)]



**IN-CAMERA  
MOTION FORM  
(EDUCATION & TRAINING)**

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Township Council       Committee of the Whole       Other \_\_\_\_\_

**RESOLUTION #:** \_\_\_\_\_

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

“**THAT**, Council/Committee move “in camera” at \_\_\_\_\_ to hold a meeting under subsection 3.1 of the Municipal Act, 2001 for the purpose of educating or training the members with regards to \_\_\_\_\_ ;

**THAT**, at this meeting no member will discuss or otherwise deal with any matter in a way that materially advances business or decision-making of the council, local board or committee;

**AND THAT**, \_\_\_\_\_

remain in the room.”

---

Reeve/Chair

[M.A. 2001, c. 25, s. 239(3)]

**SCHEDULE "C"**

**Declaration of Pecuniary Interest or Conflict of Interest Form**



# PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST FORM

Date: \_\_\_\_\_

**Name of Member:**

### **Committee:**

**Township Council**       **Committee of the Whole**       **Other** \_\_\_\_\_

I \_\_\_\_\_ declare a pecuniary interest and/or conflict of interest on item \_\_\_\_\_

**because (general nature)**

---

**Signature of Member**

(M.C.I.A. 1990, c.M. 50, s.5)  
(Code of Conduct for Council and Local Boards)

**SCHEDULE "D"**  
**Staff Report Format**



Tay Valley Township

**REPORT**

**COMMITTEE NAME**  
Date of Meeting

**Report #** (*this number will be assigned by the Clerk*)  
Author's Name, Title

**TITLE OF REPORT**

**STAFF RECOMMENDATION(S)**

It is recommended:

“THAT,

**BACKGROUND**

**DISCUSSION**

**OPTIONS CONSIDERED**

**STRATEGIC PLAN LINK**

**CLIMATE CONSIDERATIONS**

**FINANCIAL CONSIDERATIONS**

**CONCLUSIONS**

**ATTACHMENTS**

**Prepared and Submitted By:**

Name,  
Title

**Approved for Submission By:**

Name,  
Chief Administrative Officer

## **SCHEDULE "E"**

### **Appointment Process to Fill a Vacancy on Council**

If a vacancy occurs in the office of a member of Council and Council chooses to fill the vacancy by appointing a person who has consented to accept the office if appointed, the following process shall be followed.

#### **Reeve Appointment Process**

In the event of a vacancy in the Office of Reeve, the Deputy Reeve will assume the Office of Reeve, if consented to by the Deputy Reeve for the remainder of the term of the person he or she replaced.

Should the Deputy Reeve decline the appointment to the Office of Reeve the procedure will be as follows:

1. Declare the position of Reeve vacant by By-Law and forward By-Law to the Clerk of Lanark County.
2. Members of Council interested in the position of Reeve shall submit their Expression of Interest to the Clerk by \_\_\_\_\_ and the Clerk shall circulate same to Council in the Council agenda package of \_\_\_\_\_.
3. Those members of Council having submitted their Expression of Interest to the Clerk in accordance with the above shall be deemed to be a candidate for the purposes of this process.
4. At the Council meeting on \_\_\_\_\_, at \_\_\_\_\_ pm, each candidate, in alphabetical order, will be given the opportunity to speak for five (5) minutes and only members of Council shall be allowed to ask questions.
5. Following the presentations of all candidates, each candidate will be voted on by show of hands, in an open manner in alphabetical order by all members of Council. The votes will be tallied by the Clerk.
6. In the event of a tie vote, those candidates' names shall be placed in the "hat" and one name drawn by the Chief Administrative Officer (CAO).
7. The name of the candidate receiving the most votes, or drawn in the event of a tie, shall be put forward for appointment to the position of Reeve by By-Law.

*Note: In the spirit of good will and cohesiveness, the resulting By-Law appointing the candidate as the Reeve should by all accounts receive unanimous support.*

8. However; if the resulting By-Law to appoint the Reeve is defeated, the rules of the Procedure By-Law shall be suspended, and the process shall recommence with each candidate being voted on by Council (Step #5).

9. The new Reeve shall be sworn in by the Clerk by completing the Declaration of Office form and shall assume the position of Reeve immediately, for the remainder of the term of Council.
10. The Clerk shall notify the Clerk of Lanark County of the Reeve's appointment.

#### Deputy Reeve Appointment Process

The appointment of the Deputy Reeve from within Council will be according to the following procedure:

1. Declare the position of Deputy Reeve vacant by By-Law and forward By-Law to the Clerk of Lanark County.
2. Members of Council interested in the position of Deputy Reeve shall submit their Expression of Interest to the Clerk by \_\_\_\_\_ and the Clerk shall circulate same to Council in the Council agenda package of \_\_\_\_\_.
3. Those members of Council having submitted their Expression of Interest to the Clerk in accordance with the above, shall be deemed to be a candidate for the purposes of this process.
4. At the Council meeting on \_\_\_\_\_, at \_\_\_\_\_ pm, each candidate, in alphabetical order, will be given the opportunity to speak for five (5) minutes and only members of Council shall be allowed to ask questions.
5. Following the presentations of all candidates, each candidate will be voted on by all members of Council in an open manner, in alphabetical order. The votes will be tallied by the Clerk.
6. In the event of a tie vote, those candidates' names shall be placed in the "hat" and one name drawn by the Chief Administrative Officer (CAO).
7. The name of the candidate receiving the most votes, or drawn in the event of a tie, shall be put forward for appointment to the position of Deputy Reeve by By-Law.

*Note: In the spirit of good will and cohesiveness, the resulting By-Law appointing the candidate as the Deputy Reeve should by all accounts receive unanimous support.*

8. However; if the resulting By-Law to appoint the Deputy Reeve is defeated, the rules of the Procedure By-Law shall be suspended, and the process shall recommence with each candidate being voted on by Council (Step #5).
9. The new Deputy Reeve shall be sworn in by the Clerk by completing the Declaration of Office form and shall assume the position of Deputy Reeve immediately for the remainder of the term of Council.
10. The Clerk shall notify the Clerk of Lanark County of the Deputy Reeve's appointment.

## Ward Councillor Appointment Process

The appointment of a Ward Councillor will be in one of two ways:

- A. Appoint the unsuccessful candidate from the last election who received the most votes for the Ward.
- B. Appoint a Councillor according to the following procedure:
  1. Declare the position of Ward Councillor vacant by By-Law.
  2. A Request for Expressions of Interest to be placed in the local media and on the website at the earliest opportunity requiring all qualified Electors to respond to the Clerk, in person, by \_\_\_\_\_.
  3. Upon submission of Expressions of Interest, qualified candidates shall complete the Declaration of Qualification form.
  4. The Clerk shall circulate the Expression of Interest to Council in the Council agenda package of \_\_\_\_\_ and subsequently send 4 to 6 questions (TBD by Council) to candidates.
  5. At the Council meeting on \_\_\_\_\_, at \_\_\_\_\_ pm, each candidate, in alphabetical order, shall answer be given the opportunity to speak for a maximum of ten (10) minutes. They can speak to their Expression of Interest if they choose; however, they must answer the 4 to 6 questions within the ten (10) minutes allotted. Only members of Council shall be allowed to ask questions.
  6. Following the presentations of all candidates', each candidate will be voted on by all members of Council in an open manner, in alphabetical order. The votes will be tallied by the Clerk.
  7. In the event of a tie, those candidates' names shall be placed in the "hat" and one name drawn by the Chief Administrative Officer (CAO).
  8. The name of the candidate receiving the most votes, or drawn in the event of a tie, shall be put forward for appointment to the position of Ward Councillor by By-Law.

*Note: In the spirit of good will and cohesiveness, the resulting By-Law appointing the candidate as Ward Councillor should by all accounts receive unanimous support.*

9. However; if the resulting By-Law to appoint the Ward Councillor is defeated, the rules of the Procedure By-Law shall be suspended, and the process shall recommence with each candidate being voted on by Council (Step #6).

10. The new Ward Councillor shall be sworn in by the Clerk by completing the Declaration of Office form and shall assume the position of Ward Councillor immediately for the remainder of the term of the person he or she replaced.

**SCHEDULE "F"**  
**Motions**

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	<ul style="list-style-type: none"> <li>shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>Council shall immediately rise and no further proceedings shall take place</li> <li>all unfinished business on the agenda shall be included on the agenda of the next meeting</li> </ul>	<ul style="list-style-type: none"> <li>the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved</li> <li>a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted</li> </ul>	NO	<ul style="list-style-type: none"> <li>shall not include qualifications or additional statements</li> <li>shall always be in order except when a Member is speaking or the Members are voting</li> </ul>
Extend Curfew	YES	NO	<ul style="list-style-type: none"> <li>shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>no meetings shall proceed beyond the hour of 10:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>the Chair shall immediately declare the meeting adjourned</li> </ul>	NO	<ul style="list-style-type: none"> <li>shall always be in order except when a Member is speaking or the Members are voting</li> <li>shall require a three-quarters vote of the Members present</li> </ul>
Recess	YES EXCEPT AT COMMITTEE	NO	<ul style="list-style-type: none"> <li>shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>the meeting shall recess</li> </ul>	<ul style="list-style-type: none"> <li>the meeting shall not recess</li> </ul>	TIME ONLY	<ul style="list-style-type: none"> <li>shall be in order if no question is pending</li> </ul>
Withdraw	YES Mover & Seconder of the main motion	NO	<ul style="list-style-type: none"> <li>shall receive disposition prior to any other motion being presented</li> </ul>	<ul style="list-style-type: none"> <li>the motion is withdrawn</li> </ul>	<ul style="list-style-type: none"> <li>vote on the main motion</li> </ul>	NO	<ul style="list-style-type: none"> <li>majority vote</li> <li>shall be in order if decision has not been made</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Close Debate (Call the Question)	YES	NO	<ul style="list-style-type: none"> <li>shall apply to the motion or amendment under debate</li> </ul>	<ul style="list-style-type: none"> <li>Council shall immediately vote on the question without further debate or comment</li> </ul>	<ul style="list-style-type: none"> <li>debate shall continue</li> </ul>	NO	<ul style="list-style-type: none"> <li>shall not be permitted in any committee</li> <li>shall require a three-quarters vote of the Members present</li> </ul>
Defer (Postpone/Table)	YES	YES DATE AND TIME ONLY	<ul style="list-style-type: none"> <li>shall be resolved prior to the main motion</li> <li>shall be resolved prior to the preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>no further debate until motion returns to the agenda</li> </ul>	<ul style="list-style-type: none"> <li>vote on the main motion</li> </ul>	YES DATE AND TIME ONLY	<ul style="list-style-type: none"> <li>shall not include qualifications or additional statements</li> <li>shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved</li> </ul>
Refer (Commit)	YES	YES	<ul style="list-style-type: none"> <li>shall preclude any amendment or debate to any previous motion unless resolved in the negative</li> </ul>	<ul style="list-style-type: none"> <li>there shall be no further debate</li> </ul>	<ul style="list-style-type: none"> <li>vote on the main motion</li> </ul>	YES	<ul style="list-style-type: none"> <li>shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred</li> </ul>
Amend Main Motion (Primary Amendment)	YES	YES	<ul style="list-style-type: none"> <li>shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>Council shall vote on the main motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>vote on the main motion or</li> <li>secondary amendment may be proposed</li> </ul>	YES	<ul style="list-style-type: none"> <li>shall not propose a negative to the main motion</li> <li>shall not propose two distinct proposals of amendment to the main motion</li> <li>shall not change the intent of the main motion</li> <li>shall have only one motion to amend the main motion at one time</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
“Friendly” Amendment	YES	YES	<ul style="list-style-type: none"> <li>shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>Council shall vote on the main motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>vote on the main motion or</li> <li>secondary “friendly” amendment may be proposed</li> </ul>	NO	<ul style="list-style-type: none"> <li>shall not propose a direct negative to the main motion</li> <li>shall not propose two distinct proposals of amendment to the main motion</li> <li>shall not change the intent of the main motion</li> <li>shall have only one motion to amend the main motion at one time</li> <li>voted on formally unless adopted by unanimous consent</li> </ul>
Amend Amendment (Secondary Amendment)	YES	YES	<ul style="list-style-type: none"> <li>shall receive disposition prior to the primary amending motion</li> </ul>	<ul style="list-style-type: none"> <li>Council shall vote on the primary amending motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>vote on the primary amending motion</li> <li>propose a secondary amendment</li> </ul>	NO	<ul style="list-style-type: none"> <li>shall not propose a direct negative to the primary amending motion</li> <li>shall not propose two distinct proposals of amendment to the primary amending motion</li> <li>shall not change the intent of the primary amending motion</li> <li>shall have only one motion to amend the primary amending motion at one time</li> <li>an amendment of the third degree is not permitted</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Defer Indefinitely (Postpone/ Table Indefinitely)	YES	YES	<ul style="list-style-type: none"> <li>shall be resolved prior to the main motion</li> <li>shall be resolved prior to any preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>the preceding motion and any amendments thereto shall be removed from Council's consideration indefinitely</li> <li>the motion to defer indefinitely may be reconsidered</li> </ul>	<ul style="list-style-type: none"> <li>disposition of the main motion</li> <li>cannot put forward another motion to defer indefinitely regarding the main motion</li> </ul>	NO	<ul style="list-style-type: none"> <li>shall not include qualifications or additional statements</li> <li>shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved</li> </ul>
Divide	YES	YES	<ul style="list-style-type: none"> <li>shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>the debate and vote shall be on separate and distinct proposals from the main motion</li> </ul>	<ul style="list-style-type: none"> <li>disposition of the main motion in its entirety</li> </ul>	YES	<ul style="list-style-type: none"> <li>shall only be in order when the main motion to be divided contains two or more separate and distinct proposals</li> <li>divide when pecuniary interest declared</li> </ul>
Main	YES	YES	N/A	<ul style="list-style-type: none"> <li>the motion is carried</li> </ul>	<ul style="list-style-type: none"> <li>the motion is defeated</li> </ul>	YES	<ul style="list-style-type: none"> <li>majority vote unless otherwise provided</li> </ul>

## **Ranking Motions**

The following list ranks motions in descending order, such that each takes precedence and shall be decided before others ranking below it in the list:

- a) adjourn;
- b) extend curfew;
- c) recess;
- d) withdraw;
- e) close debate (call the question);
- f) defer (postpone/table);
- g) refer (commit);
- h) amend amendment;
- i) amend main motion;
- j) defer indefinitely (postpone/table indefinitely);
- k) divide;
- l) main motion.



**COMMITTEE OF THE WHOLE**

**February 3<sup>rd</sup>, 2026**

**Report #CAO-2026-03**

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

**STRATEGIC PLAN UPDATE**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT, Report #CAO-2026-03 –Strategic Plan Update, be received for information.”**

**BACKGROUND**

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

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

***Mission:***

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

***Vision:***

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

***Values:***

Respectful - Accountable - Future-Focused

**DISCUSSION**

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

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

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

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

## **FINANCIAL CONSIDERATIONS**

None directly related to this report.

## **CLIMATE CONSIDERATIONS**

None directly related to this report.

## **STRATEGIC PLAN LINK**

Strategic Priority – Good Governance

Strategic Initiative – Communications

Action - Compile and Present Strategic Plan Progress Reports

## **OPTIONS CONSIDERED**

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

**Option #2 –** Provide direction to staff.

## **CONCLUSIONS**

A detailed monthly update will continue to be provided to Council and Senior Staff.

The newly formed Council will undertake a review and update of the Strategic Plan in the first quarter of 2027.

## **ATTACHMENTS**

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

## **Prepared and Submitted By:**

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

Complete
In Progress
Not Started

## Strategic Priority #1 – Strong Community

Strategic Initiatives	Actions	Status
Planning and Development	Undertake a Growth Management Plan	Yellow
	Comprehensive Zoning By-Law Review	Yellow
	Adopt Dark Skies Policy - Public	Yellow
Waste Management Plan	Prepare and Undertake Blue Box Transition	Green
	Investigate and Implement Composting Options	Yellow
	Review Waste Disposal Site Layout	Yellow
	Optimize Hours of Operation	Green
	Install Temporary Infrastructure for Larger Reuse Items	Green
	Investigate User Pay System for Household Waste	Red
	Consider Feasibility of Pilot for Construction Demolition Recycling	Green
	Investigate the Implementation of Mattress Recycling	Yellow
	Investigate the Implementation of Glass Recycling	Green
Accessibility	Develop and Implement an Updated Multi-Year Accessibility Plan	Green
Age-Friendly Community Plan	Introduce Seniors Programs and Seminars	Green
	Approach Lanark County to Discuss Collaborative Transportation	Yellow
	Promote Available Health Resources, Programs and 211	Red

## Strategic Priority #2 – Healthy Environment

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

## Strategic Priority #3 – Thriving Culture, Economy and Tourism

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

## Strategic Priority #4 – Sustainable Finances

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

## Strategic Priority #5 – Good Governance

Strategic Initiatives	Actions	Status
Human Capital	Discuss Quarterly Team Building Activities	Green
	Update Harassment and Violence in the Workplace Policy	Red
	Update Employee Recognition Policy	Red
	Adopt Work Life Balance Policy	Red
	Adopt Formal Training Policy	Red
		White
Communications	Create Internal and External Communication Strategies	Yellow
	Develop a Social Media Policy	Red
	Explore Livestreaming/Broadcasting of the Committee of the Whole and Council Meetings	Green
	Introduce “Did You Know” series	Green
	Introduce Annual Municipal Report Card	Green
	Hold 25 <sup>th</sup> Anniversary Celebrations	Green
	Produce 2024 Tay Valley Guide (Council deferred until 2025, deferred until 2026)	Red
	Compile and Present Strategic Plan Progress Reports	Green
		Green
Process Improvement	Implement Electronic Timesheets	Red
	Implement Online Building Permit Applications	Green
	Implement Online Planning Applications	Red
	Implement Online Tax Look-Up System	Green
	Complete Functional Assessment of the Public Works Department	Red
	Develop Reserve Funds Management Policy	Red
	Develop Investment Policy	Red
	Develop Credit Card Policy	Red
	Update Procurement Policy	Red
	Update Procedural By-Law	Yellow
	Update Building By-Law	Red
	Update Codes of Conduct	Green
	Review Access to Winter Sand Policy	Red
	Develop and Implement Standard Operating Procedures Across the Organization	Yellow
	Upgrade Photo Copiers and Telephone System	Green
	Procure and Implement Budgeting Software	Red

# **CORRESPONDENCE**



1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on November 26<sup>th</sup>, 2025 – *attached, page 4.*
2. **Lanark County:** Media Release – Kidd Acclaimed as 2026 Lanark County Warden – *attached, page 8.*
3. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on December 3<sup>rd</sup>, 2025 – *attached, page, 11.*
4. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on December 10<sup>th</sup>, 2025 – *attached, page 15.*
5. **AMO:** Policy Update – Advocacy on Archaeological Heritage Protection, Long Lead Time Electricity Procurement, Buy Ontario Act, and AMP's for Wildfire Safety – *attached, page 17.*
6. **AMO:** Policy Update – Build Canada Homes Project Call, Poverty Reduction Strategy & New Development Charge Guidance – *attached, page 19.*
7. **Town of Kingsville:** Resolution – Opposition to Proposed Consolidation Authorities – *attached, page 22.*
8. **The Corporation of the Municipality of South Huron:** Resolution – Proposed Consolidation of Conservation Authorities – *attached, page 24.*
9. **MVCA:** Media Release – Proposed Consolidation of Eastern Ontario Conservation Authorities – *attached, page 26.*
10. **AMO:** Policy Update – Advocacy on Bill 60, Data Standards, Blue Box and Conservation Authority Consolidation – *attached, page 28.*
11. **Southeast Public Health:** Media Release – Office Closures – *attached, page 31.*
12. **Town of Ingersoll:** Resolution – Ontario to Maintain Local, Independent, Municipally Governed, Watershed-Based Conservation Authorities – *attached, page 33.*
13. **Township of Central Frontenac:** Resolution – The Proposed Amendments to the Conservation Authorities Act – *attached, page 36.*
14. **Township of Drummond/North Elmsley:** Resolution – Proposed Consolidation of Conservation Authorities – *attached, page 38.*

15. **Municipality of North Grenville: Resolution – Local Governance of Conservation Authorities – attached, page 40.**
16. **The City of Windsor – Resolution – Conservation Authorities Act – attached, page 42.**
17. **Township of North Frontenac: Resolution – Bill 68/ Conservation Authority – attached, page 45.**
18. **The Town of Goderich: Communication – Conservation Authorities – attached, page 47.**
19. **Rideau Valley Conservation Authority: Resolution – Conservation Authorities – attached, page 50.**
20. **Town of Smiths Falls: Resolution – Consolidation of Conservation and Parks – attached, page 52.**
21. **Township of Southwold: Resolution – Conservation Authority Consolidation – attached, page 54.**
22. **Town of Parry Sound: Resolution – Automated Speed Enforcement – attached, page 57.**
23. **County of Brant: Resolution – Automated Speed Enforcement – attached, page 58.**
24. **Township of South-West Oxford: Correspondence – Automated Speed Enforcement Cameras – attached, page 62.**
25. **City of Brantford: Resolution – Professional Activity Day on Municipal Election Day – attached, page 64.**
26. **The Corporation of Welland: Communication – Standing Together for Justice and the Protection of Canada's Children – attached, page 67.**
27. **The Corporation of the Municipality of Wawa: Resolution – Bill 5 Protect Ontario – attached, page 69.**
28. **Town of East Gwillimbury: Resolution – Protect Ontario by Unleashing Our Economy Act – attached, page 72.**
29. **Township of Puslinch: Resolution – Ontario Community Infrastructure Fund – attached, page 75.**
30. **Municipality of South Huron: Resolution – Ontario Community Infrastructure Fund – attached, page 77.**

31. **Town of Smiths Falls: Resolution** – Ontario Community Infrastructure Fund – *attached, page 79.*
32. **Township of Edwardsburgh Cardinal: Resolution** – Ontario Community Infrastructure Fund – *attached, page 82.*
33. **Town of Parry Sound: Resolution** – Alcohol Container Return System – *attached, page 86.*
34. **The Corporation of the Municipality of Wawa: Resolution** – Preserve the Presence of the Beer Store – *attached, page 87.*
35. **City of Cambridge: Resolution** – Rent Protection – *attached, page 91.*
36. **The Town of the Blue Mountains: Resolution** – TC Energy Ontario Pumped Storage Project – *attached, page 92.*
37. **City of Hamilton: Resolution** – Drowning Prevention and Swim Safety in Ontario – *attached, page 93.*
38. **The Corporation of the Township of Madawaska Valley: Resolution** – Survive to Swim – *attached, page 98.*
39. **City of Toronto: Resolution** – Swim to Survive – *attached, page 99.*
40. **Ministry of Emergency Preparedness and Response: Memorandum** – Passage of Bill 25, Emergency Management Modernization Act, 2025 – *attached, page 101.*
41. **AMO: Update** – Q3 2025 Natural Gas Update – *attached, page 103.*
42. **The Corporation of the Township of Minden Hills: Resolution** – Strong Mayor Powers – *attached, page 105.*
43. **Municipality of Magnetawan: Resolution** – Invest Ready-Certified Site Designation – *attached, page 107.*
44. **City of Peterborough: Resolution** – Elect Respect – *attached, page 108.*
45. **ALTO: Email/ Correspondence** – High-Speed Rail Network – *attached, page 110.*
46. **Government of Canada: News Release** – Alto High-Speed Rail – *attached, page 111.*
47. **Town of Smiths Falls: Resolution** – Urging Province to Re-instate the Eligibility for Curbside Blue Box Collection – *attached, page 115.*

48. **Tay Valley Township:** Report – Building Reports – *attached, page 117.*
49. **Tay Valley Township:** Report – November Building Summary Report with Previous 3 Year Average – *attached, page 118.*



## We Need Your Voice on OMERS Governance Changes & Bill 68

Updated tools to help you spread the word that OMERS is important to municipalities and that pension governance matters.

The OMERS pension plan is important to municipalities and their employees, but the governance changes in Bill 68 mean that municipalities will have less of a voice in the pension plan that we pay for.

Below are updated resources to make it easy for you to support AMO's advocacy on OMERS governance changes and Bill 68.

### How you can help:

- Stay informed - Use [this deck](#) and [this toolkit](#) to educate yourself and your colleagues about what's happening, including key messages, and Q&As.
- Pass a [Council resolution](#) and [send a letter](#) to the Ministers of Municipal Affairs & Housing and Finance
- Raise this issue with your local MPP and in delegations at ROMA. Let your representatives know that:
  - The OMERS pension plan is important to municipalities and our employees.

- Municipalities are concerned about the OMERS governance changes because these changes could lead to higher costs for taxpayers.
- The current OMERS structure with two corporate boards is working; it provides predictability and stability.
- Pensions need to stay independent and accountable. They cannot be politicized.
- You want the province to work with AMO and the other plan sponsors to chart a path forward that limits major changes and protects the long-term interests of municipalities, taxpayers, and employees.

[Get the Council Resolution](#)

Together, we can help protect the integrity, independence, and long-term stability of OMERS.

*An online version of this Policy Update is also available on the [AMO Website](#).*

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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## OMERS Governance Changes & Bill 68 Municipal Resource Toolkit

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### What Happened?

The province passed legislation through Bill 68 that would allow the Minister of Municipal Affairs & Housing to dissolve the OMERS Sponsors Corporation and replace it with a Sponsors Council that lacks corporate status, independent resources, and fiduciary protections.

The legislation is based on observations made in a Special Advisor's report ("Poirier Report") on OMERS governance that the Sponsors Corporation decision-making is ineffective and disconnected from the needs of members, employers, and sponsors. AMO did not express these views to the Special Advisor. In fact, AMO cautioned that major change isn't needed and risks eroding confidence in the plan.

### Why This Matters

The current OMERS governance model of two corporate boards with distinct responsibilities works because it balances independence, accountability, and fairness across the many different employers and employees.

- The dissolution of the Sponsors Corporation would shift the governance model from long-term stewardship to an interest-based bargaining table.
- The changes weaken sponsor and municipal employer oversight by shifting power with respect to appointments and resources to the plan administrator.
- The changes provide significant authority to the Minister to prescribe rules and regulations related to Sponsors Council business, which risk interference in the plan design and potential new costs without the say of sponsors, employers, or employees.

This is another example of provincial overreach into areas of municipal responsibility without a clear rationale or a full understanding of impacts. Other recent examples include: banning municipal speed cameras and reducing local representation on Conservation Authority boards.

### What AMO is Asking For

AMO believes that the current OMERS structure with two corporate boards is the model that would best deliver on the long-term sustainability of the plan. AMO is ready to work with the Minister of Municipal Affairs and Housing on a path forward that protects the independence and long-term stability of OMERS. We're sending the message: "Work with us, not in place of us."

If the government dissolves the Sponsors Corporation, AMO is asking the government to:

1. Restore sponsor control over appointments to the Sponsors Council and Administration Corporation, removing vetoes or restrictions to appointees and restoring responsibility for the appointment of the Independent Board Chair;
2. Guarantee independence and appropriate resources for the Sponsors Council to fulfill its responsibilities through full sponsor control over the Council's by-laws and budget;
3. Limit ministerial regulation-making powers over Sponsors Council affairs, recognizing that decisions on contributions, benefits or appointments belong to the employers and employees who pay into it.

## Questions and Answers

### **What is the core issue with the province's proposed governance changes to OMERS?**

Dissolving the Sponsors Corporation and giving the Minister authority in plan design violates the "pay for say" principle: municipal governments will pay the contributions bill and absorb plan risks without a full say on sustainability and affordability.

### **Why is removing the Sponsors Corporation a problem?**

The current Sponsors Corporation reconciles employer and employee interests through a corporate body, with expert advice and a mandate to protect long-term sustainability. This model shields sponsors from lobbying, pressure campaigns, and short-term decisions.

### **How does the proposed Sponsors Council enable interest-based bargaining?**

The Poirier Report expressly contemplates employer and employee sponsor caucusing, thus bargaining among factions. Further, without the corporate structure, the new Sponsors Council would be an entity of at least 14 organizations with different priorities, different advisors, and disparate resources. This creates the conditions for horse-trading between sponsors or short-term wins for one sponsor at the expense of others.

### **Will this really cost municipalities money? What's the worst-case?**

It could, and that unpredictability is the concern. Sponsors own the risk of the pension plan; only employers and employees pay contributions to the plan and bear the risk if there is not enough money in the plan to pay out the benefits. The current governance model provides cost predictability; removing the Sponsors Corporation risks the opposite.

### **Will the new model affect workers' retirement security?**

Only employers and employees bear the risk if there is not enough money in the plan to pay out the benefits. Without strong sponsor oversight, decisions could be made that undermine long-term stability. The goal is to ensure the new model protects pensions not put them at risk.

### **What is the concern about a veto over appointments?**

A potential veto in the hands of the administrator (Administration Corporation) would give them the power to block sponsor appointments. Sponsors must have exclusive authority to determine who is appointed to invest the plan funds and pay pensions.

### **Are you saying the province is trying to interfere politically?**

We're saying the structure must make interference impossible regardless of which government is in power. A good governance model protects pensions from political winds of any kind.

## Template Letter

[Date]

The Honourable Rob Flack  
Minister of Municipal Affairs and Housing  
College Park, 17th Floor  
777 Bay Street  
Toronto, ON M7A 2J3

The Honourable Peter Bethlenfalvy  
Minister of Finance  
Frost Building South  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y7

Dear Ministers Flack and Bethlenfalvy,

As an employer within the Ontario Municipal Employees Retirement System (OMERS) pension plan, I am writing to express [Municipality]'s concern with the legislative changes contained in Bill 68.

We share the province's commitment to ensuring OMERS remains strong, sustainable, and responsive to the needs of employers and employees alike. However, Bill 68 risks weakening the very principles that have made the OMERS model stable and accountable for more than two decades.

The changes in Bill 68 would dissolve the independent Sponsors Corporation and replace it with a new "Sponsors Council" that lacks corporate status, independent resources, and fiduciary protections. In practice, this would allow pension decisions to be made without meaningful municipal oversight, increasing financial exposure for local governments and, ultimately, local taxpayers.

At a time when municipalities are already stretched thin by rising costs, downloaded responsibilities, and growing service demands, we cannot afford new, unfunded pension liabilities or diminished accountability. Ontarians expect their local governments to protect public dollars; we need pension governance structures to do the same.

We believe that current structure of OMERS, with two corporate Boards is the model that would best deliver on the long-term sustainability of the pension plan. This model works because it balances independence, accountability, and fairness between employers and employees.

We urge your ministries to work with the Association of Municipalities of Ontario (AMO) and all OMERS sponsors to chart a path forward on regulations, by-laws, and any further legislative changes. Municipalities stand ready to work collaboratively with the province to strengthen governance, enhance transparency, and protect the long-term interests of both workers and communities.

Sincerely,  
[Head of Council's Name]  
[Position], [Municipality Name]

# LANARK COUNTY SITUATION TABLE

## 10 Years



***ANNUAL REPORT***  
**2025**

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# LANARK COUNTY SITUATION TABLE

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## INTRODUCTION

In 2025, the Lanark County Situation Table celebrated its 10<sup>th</sup> anniversary. It is part of a community safety project that began in September 2015 with two main objectives: to establish and maintain a situation table and to undertake a community plan for safety and well-being for Lanark County and Smiths Falls. Since then, more than 400 discussions have come to the situation table, and local municipalities adopted the second iteration of the Community Plan for Safety and Well-being for Lanark County and Smiths Falls in 2025.

At inception, the project aimed to identify root causes of crime and social disorder and find ways to prevent or alleviate harms. The situation table is a risk-intervention tool that mitigates harm, and the community plan for safety and well-being focuses on prevention and building social programs to strengthen the health and well-being of the community. This annual report outlines the work of the situation table, which is a valuable, collaborative tool that helps people before situations escalate into crisis. At the same time, it increases networking between community partners, which creates greater understanding of services and supports available in our communities.

This report provides community partners, local municipal councils, the Lanark County OPP Detachment Board and the public with an overview of Lanark County Situation Table activities in 2025 and throughout its 10-year history. The project has been made possible by grants from the Ministry of the Solicitor General and in-kind support from the Town of Perth, Lanark County and Lanark County OPP.

## HOW DOES THE SITUATION TABLE WORK?

The situation table brings front-line, acute-care, human-service agencies together to provide wrap-around support for individuals who meet a defined threshold of “acutely elevated risk” (AER). AER means someone is at imminent risk of self-harm or harming someone else. In 2025 there were representatives from 27 local agencies actively participating at the situation table, with several other agencies serving in an ad hoc capacity. Representatives work in a privacy-protective manner to rapidly connect individuals to appropriate services. Coordination support was provided through a part-time position with the Town of Perth until June 2025, when it became part of the new full-time Lanark County OPP Detachment Board Support Coordinator position with Lanark County. Situation table coordination and operations are supported through provincial Ministry of the Solicitor General (SOLGEN) grants. The situation table has been meeting twice monthly since December 9, 2015. It also meets on an ad hoc basis when necessary and has done so 58 times from inception to the end of December 2025.

Referrals come from agencies when they have a client they believe meets the threshold for AER, exceeds their capacity to respond within their own agency alone, exhibits multiple risk factors and requires a multi-agency response. The situation table also has a non-AER referral process for individuals who are not quite at the threshold of AER, but who still exhibit multiple risk factors and need a multi-agency response. For this process, consent must be received from an individual up front.

Privacy legislation allows, in circumstances of imminent harm, for a discussion to take place prior to consent being received for individuals who are at acutely elevated risk. Consent up front is always preferred. Once it is deemed either the AER or non-AER threshold has been met, a team of the most appropriate agencies is assembled to work with clients to connect them to services and reduce overall risk.

The Lanark County Situation Table uses the online Risk-Driven Tracking Database (RTD) through an agreement with and supported by SOLGEN. This allows for nationally comparative data for analysis and for the situation table to track

# LANARK COUNTY SITUATION TABLE

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referrals in a de-identified format using a case number, general information about gender and age range, risk factors, study flags, agencies involved (originating and assisting) and services mobilized. No personal information is retained in the database. There are 107 risk factors and 35 study flags included in the database, encompassing a wide range of categories (e.g. addictions, mental and physical health, criminal involvement, housing). Individuals are licensed and trained by SOLGEN to use the RTD for the Lanark County Situation Table. Currently the coordinator and an OPP data analyst are authorized as data recorders for the meetings. The system includes reporting capabilities to help with trend analysis and community safety planning. Reports are specific to each situation table and the system adheres to strict privacy and security guidelines.

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

The situation table has been an effective medium for representatives to identify systemic gaps, many of which were incorporated into the community plan for safety and well-being process.

## ***Agencies***

The following agencies are actively represented at the Situation Table as of December 2025:

- Adult Probation and Parole – Ministry of Community Safety and Correctional Services
- Catholic District School Board of Eastern Ontario
- ConnectWell Community Health
- Cornerstone Landing Youth Services
- Family and Children's Services of Lanark, Leeds and Grenville
- Lanark County Community Justice
- Lanark County Interval House and Community Support
- Lanark County Mental Health
- Lanark County Paramedic Services
- Lanark County Sexual Assault & Domestic Violence Program
- Lanark County Social Services (Ontario Works, Social Housing, Children's Services and Developmental Services)
- Lanark, Leeds, Grenville Addiction and Mental Health
- Ontario Disability Support Program
- Ontario Health at Home
- Open Doors Mental Health for Children, Youth and Families
- Ontario Provincial Police – Lanark County
- Perth and Smiths Falls District Hospital
- Rideau Community Health Services
- RNJ Youth Services
- Rural FASD Network
- Shelter Movers
- Smiths Falls Police Service

# LANARK COUNTY SITUATION TABLE

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- South East Health Unit
- The Royal Ottawa Hospital
- Transitional Aged Youth Program
- Upper Canada District School Board
- Victim Services of Lanark County

Ad hoc organizations include:

- Almonte General/Carleton Place Memorial District Hospital
- Change Health Care Inc.
- Drummond/North Elmsley and Tay Valley Fire Rescue
- Perth Family Health Team
- The Table Community Food Centre

## ***Four Filter Process***

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

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

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

# LANARK COUNTY SITUATION TABLE

## LANARK COUNTY SITUATION TABLE STATISTICS

### Discussions

Since the Lanark County Situation Table began on Dec. 9, 2015 up to Dec. 31, 2025, 411 discussions have been held. Of those, 323 met the threshold for AER, and 83.3% of those were ultimately closed with overall risk lowered. In 2025, 33 out of 40 discussions met the threshold and 84.8% of those were closed with overall risk lowered. The graph below shows discussion numbers from 2015 to 2025. Referrals dropped when the Mobile Crisis Response Team (MCRT) began in late 2018, but started to rise again during the pandemic, with the most referrals since 2018 occurring in 2025.

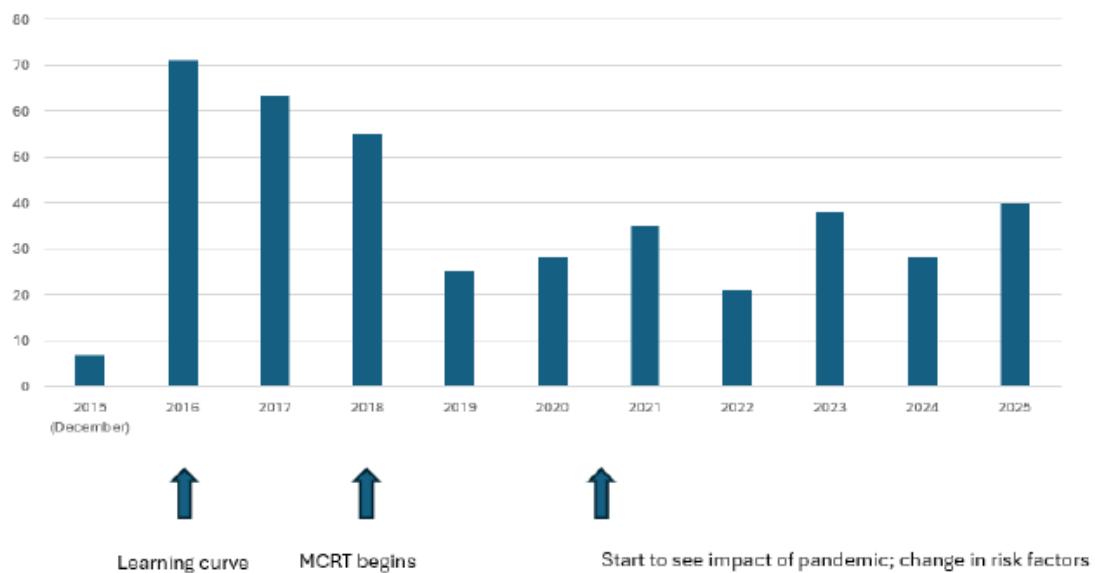


Figure 1: Discussion Numbers – 2015-2025

### Agency Engagement

Over time, police been the top referrers to the Lanark County Situation Table. As a 24/7 emergency response agency, they are often the first ones called, and the situation table has provided a mechanism for officers to be able to refer people to more appropriate services when they need help. In the early years, police represented about 50% of all referrals. From 2015 to 2025, OPP and Smiths Falls Police Service combined represent 35% of referrals and 33.9% last year. In the last few years, there has been an increase in referrals coming from other agencies. Over time, Lanark County Mental Health; Lanark, Leeds and Grenville Addictions and Mental Health; Victim Services; Family and Children's Services and Probation/Parole have been in the top five for lead and assisting agencies in interventions. The charts below show the top 15 agencies for engagement for all time and in 2025. Member engagement continues to be steady and consistent.

# LANARK COUNTY SITUATION TABLE

## ALL TIME AGENCY ENGAGEMENT – TOP 15

Agency	Originating Agency	Lead Agency	Assisting Agency	Total Count	% of Total
Ontario Provincial Police - Lanark	134	7	104	245	23%
Lanark County Mental Health	19	49	144	212	20%
Victim Services of Lanark County	19	36	124	179	17%
Lanark County Social Services	25	21	125	171	16%
Lanark Leeds Grenville Addiction and Mental Health	5	18	128	151	14%
Family and Children's Services of Lanark Leeds and Grenville	25	25	81	131	12%
Smiths Falls Police Service	35	5	91	131	12%
Probation and Parole	38	46	34	118	11%
Upper Canada District School Board - Lanark County	25	19	65	109	10%
Lanark County Interval House	6	10	80	96	9%
Open Doors Mental Health for Children, Youth and Families	3	8	75	86	8%
Perth and Smiths Falls District Hospital	7	5	74	86	8%
Leeds Grenville Lanark District Health Unit - Lanark County	17	11	39	67	6%
Lanark County Paramedic Services	5	1	51	57	5%
RNJ Youth Services	3	15	31	49	5%

Figure 2: All Time Agency Engagement – Top 15

## 2025 AGENCY ENGAGEMENT – TOP 15

Agency	Originating Agency	Lead Agency	Assisting Agency	Total Count	% of Total
Lanark County Social Services	8	6	19	33	31%
Lanark County Mental Health	7	8	16	31	29%
Ontario Provincial Police - Lanark County	3	1	20	24	23%
Lanark Leeds Grenville Addiction and Mental Health			19	19	18%
Lanark County Paramedic Services	1	1	15	17	16%
Probation and Parole	6	4	5	15	14%
Victim Services of Lanark County	2	1	12	15	14%

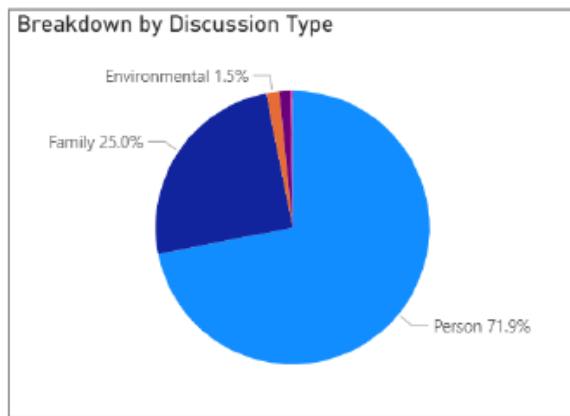
# LANARK COUNTY SITUATION TABLE

Family and Children's Services of Lanark Leeds and Grenville -	3	2	9	14	13%
Upper Canada District School Board - Lanark County	4	4	6	14	13%
Perth and Smiths Falls District Hospital	1	1	11	13	12%
Smiths Falls Police Service	1		11	12	11%
Connectwell Community Health			11	11	10%
Lanark County Interval House	1	1	7	9	8%
Lanark County Sexual Assault & Domestic Violence Program	1	1	7	9	8%
Ontario Disability Support Program	0	0	8	8	8%

Figure 3: Agency Engagement, 2025 – Top 15

## Demographics

The Risk-Tracking Database allows for a range of discussion categories, including person, family, neighbourhood, environment and dwelling. While most discussions fall within the person and family categories, the Lanark County Situation Table has been exploring use of some of the other categories. The dwelling, neighbourhood and environments categories have allowed interventions to tackle issues affecting larger groups of people, such as safety concerns in an apartment complex (dwelling), bringing members of a neighbourhood together to problem-solve social issues (neighbourhood) and creating a broad community response with resources following the murder of a youth.



Discussion Type	Discussions	% of Total
Person	233	71.9%
Family	81	25.0%
Environmental	5	1.5%
Dwelling	4	1.2%
Neighbourhood	1	0.3%
<b>Total</b>	<b>324</b>	<b>100.0%</b>

Figure 4: Breakdown by Discussion Type, 2015-2025

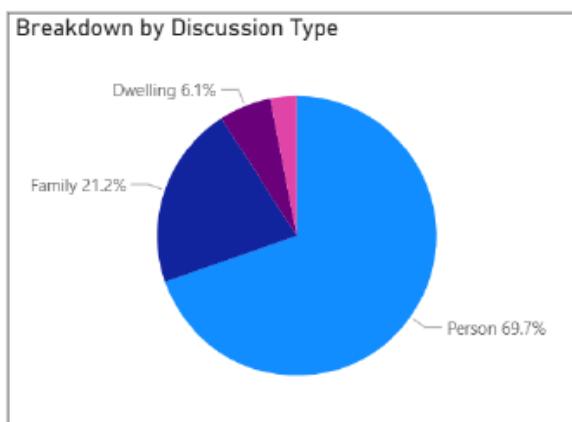


Figure 5: Breakdown by Discussion Type, 2025

# LANARK COUNTY SITUATION TABLE

In 2025, 40 discussions were held. Of the 33 that proceeded to intervention, 23 were individuals and 7 were families.

In terms of age groups, the tables below span all time and 2025. Please note there was a change in the database a few years ago that further broke down the previous 40-59 and 60+ age groups. Data for 40-49, 50-59, 60-69, 70-79 and 80+ has only been collected since that change.

Since inception, 35.1% of individuals referred to the situation table have been between the ages of 0 and 24. That number was 21% in 2025. The tables below show only individual referrals; 50.3% of affected persons in family referrals from 2015-2025 have fallen into the 0 to 24 age group and 54.2% in 2025, which will be highlighted later in the report.

Age Group	Discussions	% of Total
Total	254	100%
12-17	50	20%
30-39	38	15%
18-24	37	15%
40-59	33	13%
60+ Years	23	9%
Unknown	21	8%
25-29	18	7%
60-69	12	5%
40-49	10	4%
50-59	6	2%
6-11	2	1%
70-79	2	1%
80+	2	1%
0-5	0	0%

Figure 6: Breakdown by Age Group-Person – 2015-2025

Age Group	Discussions	% of Total
Total	23	100%
40-49	5	22%
12-17	4	17%
30-39	4	17%
60-69	4	17%
25-29	2	9%
18-24	1	4%
50-59	1	4%
70-79	1	4%
80+	1	4%
0-5	0	0%
6-11	0	0%

Figure 7: Breakdown by Age Group-Person – 2025

Similar to the age ranges, the “Gender” charts below only include discussions that proceeded to intervention and do not include the “Family” category. Males were referred slightly more often than females for all time and in 2025.

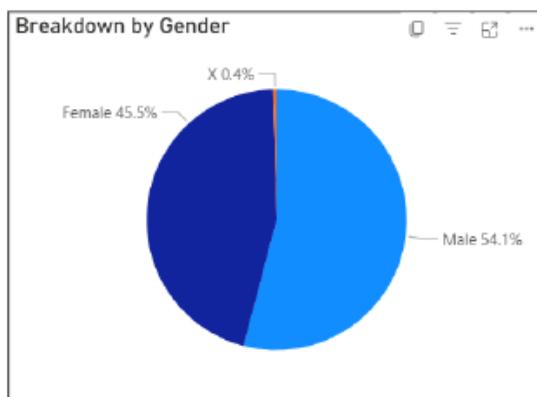


Figure 8: Breakdown by Gender-Person, 2015-2025

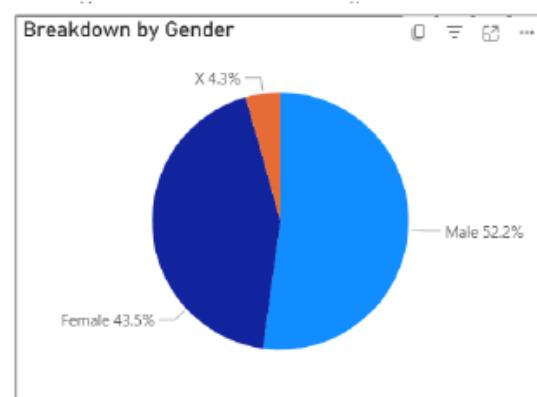


Figure 9: Breakdown by Gender-Person, 2025

# LANARK COUNTY SITUATION TABLE

The graphs below show the ages and genders for individuals involved in family referrals from 2015 to 2025. Out of the total discussions for that period, 78 were in the “family” category and proceeded to intervention, with a total of 264 “affected persons.” The graph on the left shows all involved, and the graph on the right shows only the non-caregivers (i.e., children and others). The 12- to 17-year category figures prominently in these referrals, along with younger children. When caregivers are included (see below left), the 30- to 39-year age group has the highest occurrence.

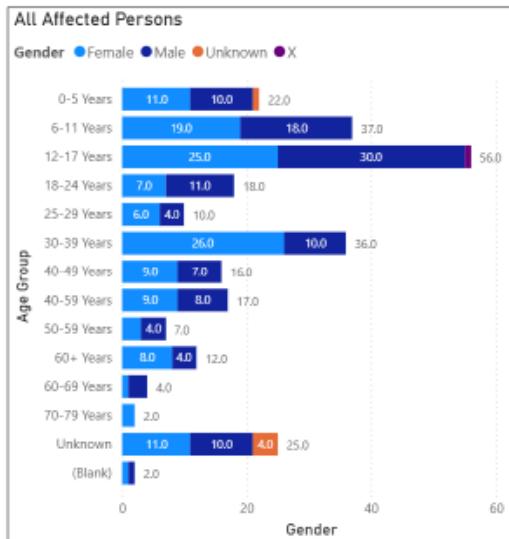


Figure 10: All Affected Persons, Family Referrals – 2015-2025

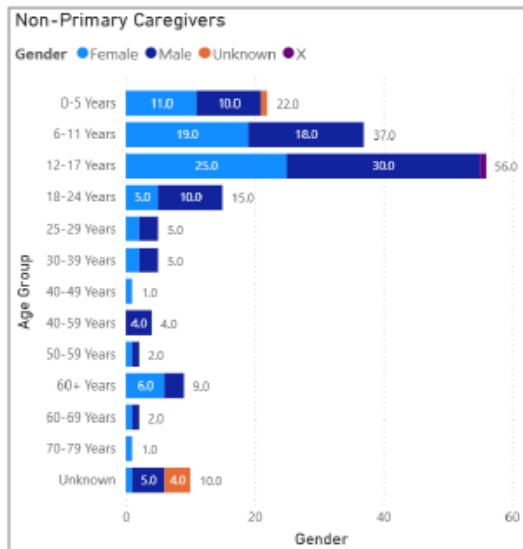


Figure 11: Non-Primary Caregivers, Family Referrals – 2015-2025

In 2025, there were seven discussions with a total of 24 “affected persons.” Children aged 0 to 17 made up 92.9% of the non-primary caregivers and, again, the 30- to 39-year age range dominates the primary caregivers.

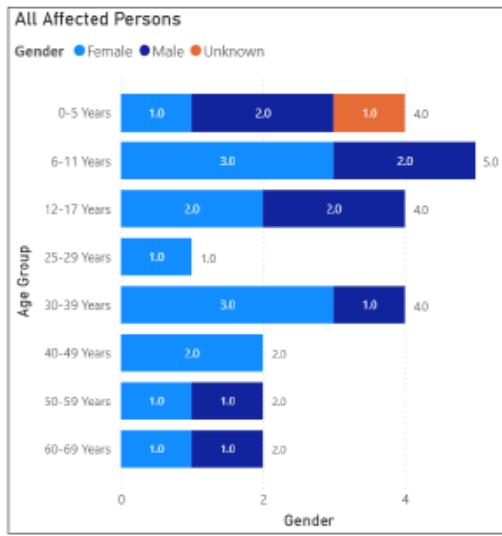


Figure 12: All Affected Persons, Family Referrals – 2025

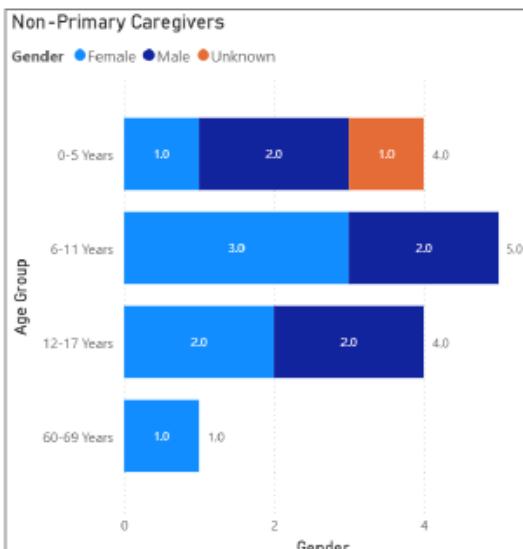


Figure 13: Non-Primary Caregivers, Family Referrals – 2025

# LANARK COUNTY SITUATION TABLE

## Risk Factors

The RTD system places risk information into different groupings. These are defined as “characteristics and/or conditions present in individuals, families and communities that may increase the presence of crime or fear of crime in a community.” There are 107 risk factors included in the RTD. These fit into 27 categories along with 13 Community Safety and Well-being high-level priorities, which allows for different types of analysis. Mental health has been a number one risk factor since the situation table began, with criminal involvement and drugs often in the top three.

The chart below shows the top categories for all time. The top categories for 2025 follow and show basic needs in the top three. Basic needs, poverty and housing have become more prevalent since the pandemic.

Risk Category	Risk Factors Reported
Mental Health	356
Criminal Involvement	306
Drugs	170
Antisocial/Negative Behaviour	165
Physical Health	147
Parenting	143
Alcohol	122
Basic Needs	117
Housing	116
Physical Violence	110
Suicide	89
Poverty	78
Emotional Violence	77
Crime Victimization	67
Self Harm	54
Cognitive Functioning	51
Negative Peers	46
Threat to Public Health and Safety	44
Missing School	43
Unemployment	42
Sexual Violence	27
Missing/Runaway	25
Social Environment	17
Elderly Abuse	15
Supervision	15
Gambling	2
Gangs	1

Figure 14: Risk Factors – 2015-2025

# LANARK COUNTY SITUATION TABLE

Risk Category	Risk Factors Reported
Mental Health	37
Criminal Involvement	32
Basic Needs	22
Antisocial/Negative Behaviour	21
Drugs	21
Physical Health	20
Poverty	17
Housing	15
Cognitive Functioning	14
Physical Violence	14
Emotional Violence	13
Self Harm	12
Suicide	11
Alcohol	9
Unemployment	9
Parenting	8
Social Environment	7
Crime Victimization	6
Negative Peers	6
Threat to Public Health and Safety	6
Missing School	4
Sexual Violence	3
Elderly Abuse	2
Gambling	1
Gangs	1
Missing/Runaway	1
Supervision	1

Figure 15: Risk Factors – 2025

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

The database can also look at risk information by demographic, which can help to determine areas to focus prevention. For example, from 2015 to 2025, the top five risk categories for youth up to age 24 were mental health, criminal involvement parenting, drugs and antisocial/negative behaviour. For 2025, they were mental health, self-harm, criminal involvement, suicide and antisocial/negative behaviour.

# LANARK COUNTY SITUATION TABLE

## Study Flags

The RTD offers reports to show study flags associated with discussions, which highlights specific local risks. Since inception, the most frequent study flag has been, by far, “recent escalation.” An escalation in risk is often a first indicator of a need for a referral. In recent years, “risk of losing housing/unsafe living conditions” and “homelessness” have increased in frequency for study flags. The first table is for 2015-2025 and the second is for 2025. A single discussion can include multiple study flags.

Rank	Study Flag	Discussions	% of Total
1	Recent Escalation	175	18.1%
2	Risk of Losing Housing/Unsafe Living Conditions	92	9.5%
3	Homelessness	83	8.6%
4	Domestic Violence	76	7.9%
5	Child Involved	55	5.7%
6	Transportation Issues	51	5.3%
7	Social Isolation	43	4.4%
8	Cognitive Disability	39	4.0%
8	Custody Issues/Child Welfare	39	4.0%
8	Developmental Disability	39	4.0%
11	Risk of Human Trafficking	25	2.6%
12	Methamphetamine Use	22	2.3%
13	Opioid misuse	21	2.2%
14	Learning Disability	20	2.1%
15	Acquired Brain Injury	19	2.0%
16	Hoarding	17	1.8%
16	Trespassing	17	1.8%
18	Wait list	16	1.7%
19	Geographical Isolation	13	1.3%
19	Inappropriate Sexual Behaviour	13	1.3%
21	Lack of Supports for Elderly Person(s)	12	1.2%
22	Recidivism	11	1.1%
23	Fire Safety	10	1.0%
24	Gender Identity	9	0.9%
24	Polysubstance use	9	0.9%
26	Sex Trade	8	0.8%
27	Cultural Considerations	7	0.7%
27	Language/Communication Barrier	7	0.7%
27	Social Media	7	0.7%
30	Cyber Safety	6	0.6%
31	Gaming/Internet Addiction	3	0.3%
32	Homicidal Ideation	2	0.2%
33	Misuse of Inhalants	1	0.1%
33	Risk of Radicalization	1	0.1%
		968	100.0%

Figure 16: Study Flags – 2015-2025

# LANARK COUNTY SITUATION TABLE

Rank	Study Flag	Discussions	% of Total
1	Recent Escalation	22	11.7%
	Risk of Losing Housing/Unsafe Living		
2	Conditions	15	8.0%
3	Homelessness	13	6.9%
4	Domestic Violence	12	6.4%
4	Social Isolation	12	6.4%
6	Cognitive Disability	10	5.3%
7	Child Involved	9	4.8%
7	Developmental Disability	9	4.8%
7	Transportation Issues	9	4.8%
10	Polysubstance use	7	3.7%
11	Custody Issues/Child Welfare	6	3.2%
11	Learning Disability	6	3.2%
11	Methamphetamine Use	6	3.2%
11	Opioid misuse	6	3.2%
15	Risk of Human Trafficking	5	2.7%
16	Acquired Brain Injury	4	2.1%
16	Fire Safety	4	2.1%
16	Lack of Supports for Elderly Person(s)	4	2.1%
16	Trespassing	4	2.1%
16	Wait list	4	2.1%
21	Social Media	3	1.6%
22	Gaming/Internet Addiction	2	1.1%
22	Gender Identity	2	1.1%
22	Geographical Isolation	2	1.1%
22	Hoarding	2	1.1%
22	Inappropriate Sexual Behaviour	2	1.1%
22	Language/Communication Barrier	2	1.1%
28	Cultural Considerations	1	0.5%
28	Cyber Safety	1	0.5%
28	Homicidal Ideation	1	0.5%
28	Misuse of Inhalants	1	0.5%
28	Recidivism	1	0.5%
28	Sex Trade	1	0.5%
		188	100.0%

Figure 17: Study Flags – 2025

# LANARK COUNTY SITUATION TABLE

## **Conclusion Reasons**

Of 411 discussions held from 2015 to 2025, 323 proceeded to intervention, and 83.3% of those were closed with overall risk lowered. Of the rejected discussions, 27 were referred to the non-AER process, which began in 2019.

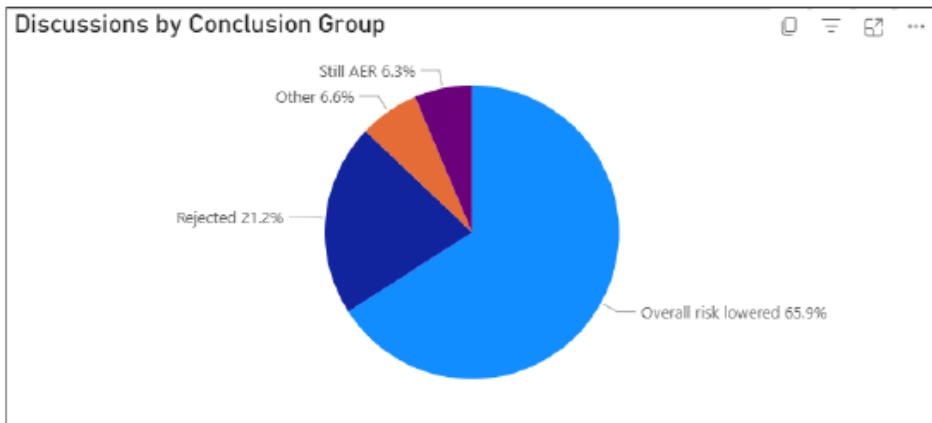


Figure 18: Conclusion Group – 2015-2025

The table below provides more detailed reasons for the conclusion categories. Rejected discussions can include “Situation not deemed to be one of acutely elevated risk,” “Already connected to appropriate services with potential to mitigate the risk,” “Originator has not exhausted all options to address the issue,” and “Already connected to appropriate personal supports with potential to mitigate the risk.” Similarly, there are several reasons that, combined, provide the overall percentage for discussions being closed with overall risk lowered. Discussions referred to the non-AER process fall into the “Situation not deemed to be one of acutely elevated risk” category. Of those, 70.4% were closed with overall risk lowered, 11% refused service, 11% were still at risk due to systemic issues, one person relocated and one person was deceased.

rtd_conclusionreason	Discussions	% of Total
Connected to services	235	57.2%
Situation not deemed to be one of acutely-elevated risk	38	9.2%
Relocated	19	4.6%
Originator has not exhausted all options to address the issue	18	4.4%
Already connected to appropriate services with potential to mitigate the risk	17	4.1%
Refused services	15	3.6%
Through no action of the Situation Table	14	3.4%
Connected to personal supports	12	2.9%
Already connected to appropriate personal supports with potential to mitigate the risk	11	2.7%
Connected to services in other jurisdiction	10	2.4%
Unable to locate	7	1.7%
Systemic issue	6	1.5%
Informed about services; not yet connected	5	1.2%
Already connected to services and risk was mitigated	3	0.7%
New information reveals AER did not exist to begin with	1	0.2%
<b>Total</b>	<b>411</b>	<b>100.0%</b>

Figure 19: Conclusion Reasons-Detail – 2015-2025

# LANARK COUNTY SITUATION TABLE

In 2025 there were 40 discussions, of which 33 proceeded to intervention. Of those, 84.8% were closed with overall risk lowered. Four of the rejected discussions went to the non-AER process. Three of those were closed with overall risk lowered, and one person had relocated.

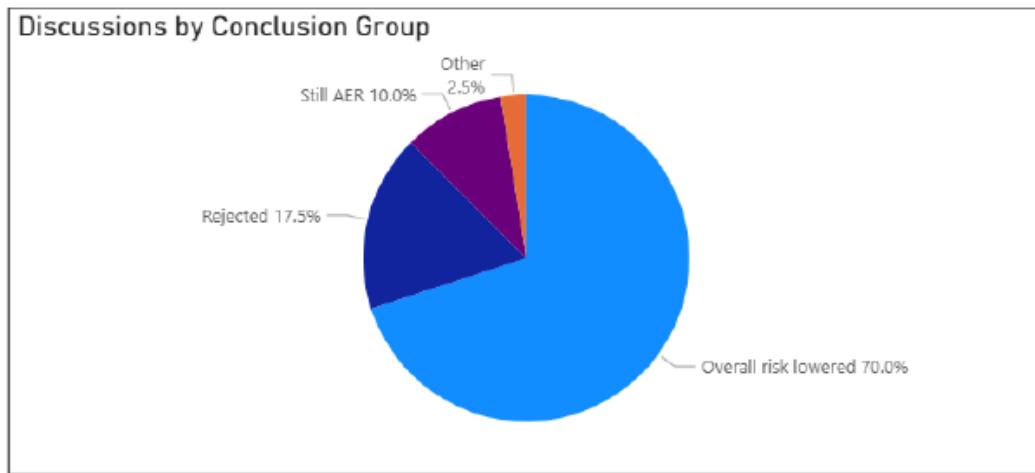


Figure 20: Conclusion Group, 2025

The detailed closure reasons for 2025 are in the table below.

rtd_conclusionreason	Discussions	% of Total
Connected to services	22	55.0%
Situation not deemed to be one of acutely-elevated risk	5	12.5%
Connected to personal supports	3	7.5%
Connected to services in other jurisdiction	2	5.0%
Informed about services; not yet connected	2	5.0%
Originator has not exhausted all options to address the issue	2	5.0%
Refused services	1	2.5%
Relocated	1	2.5%
Systemic issue	1	2.5%
Through no action of the Situation Table	1	2.5%
<b>Total</b>	<b>40</b>	<b>100.0%</b>

Figure 21: Conclusion Reasons-Detail, 2025

## Services Mobilized

The Lanark County Situation Table began tracking “Services Mobilized” information on the RTD in late 2017 after it was implemented. This includes different categories of services and allows the lead agency to indicate during the report-back process whether individuals (or others) were engaged, informed of, connected to or refused a service. It also can indicate if a service is not available. The tables below show the services mobilized for all time and for 2025. Mental health continues to be the top service mobilized, with housing figuring prominently as well.

# LANARK COUNTY SITUATION TABLE

## Services Mobilized – 2017-2025

Mobilization Type	Connected to Service	Engaged with Service	Informed of Service	No Services Available	Refused Services	Total
Mental Health	55	37	27	1	10	130
Counselling	26	25	36		7	94
Housing	26	24	29	3	4	86
Social Services	30	30	20	2	4	86
Police	30	36	13		3	82
Medical Health	28	36	12	1	2	79
Social Assistance	30	24	16		3	73
Victim Support	20	24	17		3	64
Addiction	15	11	22	1	7	56
Safe Shelter	16	16	18	2	4	56
Harm Reduction	13	13	10		3	39
Probation	17	17	1		1	36
Food Support	8	12	13		2	35
Public Health	8	12	13	1	1	35
Education Support	12	16	5			33
Home Care	7	11	12		3	33
Courts	14	14	2		1	31
Legal Support	11	10	8		1	30
Parenting Support	12	5	7			24
Community Outreach Services	7	4	6			17
Life Skills	6	3	4		1	14
Recreation	3	1	5		1	10
Corrections	7	2				9
Sexual Health	2	4	3			9
Cultural Support	2	2	1		1	6
Employment Support	1	1	4			6
Fire Department	3	1	2			6
Animal Services	1		1			2
Peer Support Program	1	1				2
Parole	1					1
Spiritual Support			1			1
<b>Total</b>	<b>412</b>	<b>392</b>	<b>308</b>	<b>11</b>	<b>62</b>	<b>1,185</b>

Figure 22: Services Mobilized, 2017-2025

# LANARK COUNTY SITUATION TABLE

## Services Mobilized – 2025

Mobilization Type	Connected to Service	Engaged with Service	Informed of Service	No Services Available	Refused Services	Total
Mental Health	12	6	6		1	25
Housing	8	3	5		1	17
Social Services	6	6	3		1	16
Police	3	9	2			14
Community Outreach Services	7	1	5			13
Medical Health	4	4	3			11
Social Assistance	3	6	2			11
Counselling	2	3	5			10
Addiction	2	2	4		1	9
Harm Reduction	4	2	2			8
Public Health	1	2	5			8
Safe Shelter	3		3	1	1	8
Probation	5	1	1			7
Education Support	4	2				6
Home Care	1	1	3		1	6
Legal Support	1	1	4			6
Victim Support	4	2				6
Food Support		1	3			4
Courts		2	1			3
Parenting Support	2		1			3
Recreation	2		1			3
Animal Services	1		1			2
Employment Support		1	1			2
Fire Department	1		1			2
Life Skills	1	1				2
Peer Support Program	1	1				2
Cultural Support	1					1
Sexual Health		1				1
<b>Total</b>	<b>79</b>	<b>58</b>	<b>62</b>	<b>1</b>	<b>6</b>	<b>206</b>

Figure 23: Services Mobilized, 2025

### OPP Pre- and Post-Referral Data

Since the start of the Lanark County Situation Table, Lanark County OPP has been evaluating its effectiveness in relation to calls for service pre- and post-referral for individuals referred to the situation table by the OPP. From inception to the end 2025, OPP have made a total of 134 out of 411 referrals – 32.6%.

The most recent analysis was for 2024 in order to allow for a one-year pre- and post-referral window. Five referrals from 2024 were made, but only one met the criteria for analysis within the reporting period. It showed a significant reduction in officer hours and calls for service following the referral. The overall number of officer interactions decreased by 168%,

# LANARK COUNTY SITUATION TABLE

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total officer hours dropped by 167% and total calls for service decreased by 175%. For the most part, each year has seen decreases in calls for service and officer hours; however, this can fluctuate depending on specific issues affecting some referred individuals. In one year, for example, there was a significant increase in calls for service due to individuals involved experiencing significant challenges that required an elevated amount of police involvement. The analysis does not include time spent by court officers or support staff after initial interactions with a subject, nor does it include any court time accrued by officers relating to any of the interactions. It can be inferred that those hours would also be reduced with fewer interactions.

## CONCLUSION

Over the past 10 years, the Lanark County Situation Table has established itself as a valuable component of the local community safety model. This is in large part due to the commitment, engagement, positivity and consistency of the community partners who sit around the table. One of the successes of the situation table is that it is a place where partners can network – they come together to help those who need support and learn about the people and programs of partner agencies at the same time. Communication and relationships are vital components of this success.

Thank you to the Lanark County OPP and the Perth Police Services Board for taking the lead in establishing this model for Lanark County in 2015, to the Ministry of the Solicitor General for its ongoing support, and to the Lanark County OPP Detachment Board and local municipalities for continuing to support this valuable risk-intervention tool. Much gratitude goes to the many partner agencies and their representatives who do the incredible front-line work to help those who need it throughout Lanark County and Smiths Falls.

Report by Stephanie Gray  
Lanark County OPP Detachment Board Support Coordinator  
(Lanark County Situation Table and Community Plan for Safety and Well-being)  
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613-267-4200 x 1509

# UPDATES

# DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

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Thursday, November 27<sup>th</sup>, 2025

6:00 p.m.

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

Training Room

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## ATTENDANCE:

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

**Staff Present:** Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief  
Megan Moore, Recording Secretary

## Members & Staff Absent:

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### 1. CALL TO ORDER

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

### 2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

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

- i) **Minutes – October 6, 2025.**

##### **RESOLUTION # FB-2025-36**

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

**“THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on October 6<sup>th</sup>, 2025 be approved as circulated.”

**ADOPTED**

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

- i) **Delegation: 2025 Safe Community Project Zero.**

A representative from Enbridge presented the Fire Board with 186 combination smoke and carbon monoxide alarms provided by Safe Community Project Zero. Safe Community Project Zero is a public education campaign funded through Enbridge and the Fire Marshal’s Public Fire Safety Council (FMPFSC) that will provide more than 14,200 alarms to residents in 75 communities across Ontario.

This year, Enbridge Gas invested \$450,000 in Safe Community Project Zero, and over the past 17 years, the program has provided more than 115,000 alarms to Ontario fire departments.

#### **6. BUSINESS**

- i) **Lanark Highlands Fire Service Agreement – *attached, page 8.***

The Fire Board reviewed and approved the draft updated Lanark Highlands Fire Service Agreement.

##### **RESOLUTION # FB-2025-37**

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

**“THAT**, the Board approve the Lanark Highlands Fire Service Agreement and the document be sent to both Townships for further review and council approval.”

**ADOPTED**

- ii) **Fire Protection Grant Update.**

Members were informed that:

1. the grant application period closed on September 30, 2025
2. results of the grant application should be available soon

**RESOLUTION # FB-2025-38**

**MOVED BY:** Wayne Baker  
**SECONDED BY:** John Matheson

**“THAT,** the Fire Protection Grant Update be received for information.”

**ADOPTED**

iii) **Volunteer Firefighter 2025 Christmas Gift Cards.**

**RESOLUTION # FB-2025-39**

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

**“THAT,** the Volunteer Firefighter 2025 Christmas Gift Cards of \$40 each, be approved.”

**ADOPTED**

iv) **2024/2025 Emergency Response Calls as of October 31, 2025 – *attached, pages 11.***

**RESOLUTION # FB-2025-40**

**MOVED BY:** Marilyn Thomas  
**SECONDED BY:** Wayne Baker

**“THAT,** the 2024/2025 Emergency Response Calls as of October 31, 2025 be received for information.”

**ADOPTED**

v) **2024/2025 Firefighter Honorariums Update.**

**RESOLUTION # FB-2025-41**

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

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

**ADOPTED**

vi) **Financial Status Update as of November 20, 2025.**

**RESOLUTION # FB-2025-42**

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

**“THAT,** the Financial Status Update as of November 20, 2025 be received for information.”

**ADOPTED**

Item 6 viii) was discussed next.

vii) **Deputy Fire Chief Update.**

**PREVENTION**

- Annual Vulnerable Occupancies drills and inspections underway.
- Visited Glen Tay School on Nov 26 and spent time in each classroom discussing fire safety

**TRAINING**

- All of the newly appointed officers have completed their mandatory NFPA 1041 Instructor 1 and NFPA 1021 Officer 1 courses.
- DZ licencing scheduled to start Jan 24/25 for new firefighters
- DC will be taking IMS 300 course next week at the County.
- Lanark County Recruit program starts Jan 2,3,4 – possible 6-7 attending

**MISC**

- Attended the OAFC AGM last week in Niagara Falls. New Health and Safety info as well updates to Mandatory Training and Firefighter Health and Wellness
- Schedule to have Dr Manuela Joannuu talk Mental Health Awareness with this year and last years recruits with their families on Jan 21.
- Moving forward increased Mental Health Awareness to current firefighters as well as an increased level for officers.

viii) **Fire Chief Update.**

- The new call year started November 1; BBD&E Station has already responded to 15 calls and South Sherbrooke Station has responded to 5 calls
- Firefighters will be paid on December 4, 2025
- Mutual Aid activations are up with a total 36 of calls in Lanark County so far this year
- A third-party consultant has been hired to complete a review of the Lanark County Rescue Services Program. They are recommending that the program remain status quo or possibly the program be enhanced in the future. Enhancements might include having each Rescue unit specialize in a certain type of rescue services (e.g. silo rescue, trench rescue, confined space, etc.) Currently municipalities in Lanark County depend on Ottawa providing these services if required. A presentation will be presented to County Council next week. Enhancements could pose a potential costing increases for Fire Department's who house the units. Additional training would be required and there is possibility of more calls (not a lot but a few). Additional costing would need to be reviewed by all parties.
- The BBD&E Firefighter's Association would like to thank the Fire Board for allowing them to use the fire hall to host their annual Christmas party. The South Sherbrooke Firefighters Association will be having their Christmas party at the Maberly hall next weekend.

- Recruitment is ongoing, currently looking at hiring three individuals at both stations. There may be some individuals placed on a waiting list for BBD&E Station. The recruits will start the Lanark County Recruit Training Program January 2, 2026. Last year's recruits will start training to obtain their DZ licences in the new year.
- The kids McDonald's fire prevention lunch took place during Fire Prevention Week.
- There is a new radio frequency available for all fire departments to use in Lanark County.
- The fire department, and both BBD&E and South Sherbrooke Firefighter Associations donated funds to purchase another sea-can for the training centre in Maberly. The Township's public works crew assisted with leveling the pad and a Crain is coming in the next couple of days to move the sea-can into position.
- Senior Officer Richard Leeflang has reached 50 years of service with our fire department. We will plan for him to attend a Fire Board meeting in the new year to receive recognition for his 50 years of service.

Item 6 vii) was discussed next.

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

None.

## **8. IN-CAMERA**

None.

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

Next Meeting: TBD.

## **10. DEFERRED ITEMS**

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

- *None at this time.*

## **11. ADJOURNMENT**

The Board adjourned at 7:30 p.m.

## **Minutes - Regular Board Meeting– November 17<sup>th</sup>, 2025**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, Nov 17<sup>th</sup> at 4:30pm, in person and via video conference.

In attendance were:

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

Regrets:

T Parkinson, Drummond/North Elmsley  
K Jordan, Councillor, Tay Valley

T Lanford called the meeting to order 4:29 p.m.

**Land/Territory Acknowledgement-** by L Logan

**Declaration of interest** – none.

**Additions and approval of agenda**

**25-48** The agenda was accepted as amended with a motion from D Hamilton-Foley and seconded by P Coutts.

**Carried.**

**Delegations** – none.

**Consent Agenda**

- a. Approval of Minutes of October 20, 2025 – removed from consent agenda
- b. Correspondence and communications
  - i. News
- c. Committee Reports
  - i. Policy Committee
- d. Statement of Operations – removed from consent agenda

**25-49** The Consent agenda, as amended, was accepted with a motion by L Logan and seconded by D Palmer.

**Carried.**

**25-50** The Minutes of October 20, 2025, as amended, were accepted with a motion by G Waterfield and seconded by P Coutts.

**Carried.**

25-51 The October 2025 Statement of Operations was accepted with a motion by P Coutts and seconded by D Hamilton-Foley.

Carried.

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

25-52 The CEO's November report was accepted with a motion by P Mertins and seconded by G Waterfield.

Carried.

### **Advocacy Round Table**

a. Community Needs Assessment Response:

- i. Perth: Mayor Judy Brown comments on Community Needs Assessment – <https://www.youtube.com/live/EBKQdbqMQZY?si=ZEhgRRZI4dK9Osc-&t=2446>
- ii. DNE: reported to Council as part of Oct 28 Committee of the Whole
- iii. TVT: reported to Council as part of Nov 4 Committee of the Whole

### **Policy Review**

- a. 2.A-4: Indigenous Respect and Relations
- b. 2.D-9 Staffing Levels
- c. 2.E-2 Community Space
- d. 2.G-3 Borrowing

25-53 Policies 2.A-4, 2.D-9, 2.E-2 and 2.G-3 were accepted with a motion by G Waterfield and seconded by D Palmer.

Carried.

### **Unfinished and New Business**

- a. Agility Plan 2024-2025 update
- b. 2026 Board Meeting dates – adjust the September date

25-54 Motion to adjust the September meeting date to September 28, 2026. Moved by D Hamilton-Foley and seconded by L Logan.

Carried.

### **Upcoming Meeting dates**

- a. CEO Performance Evaluation Committee, TBD
- b. Indigenous Advisory Circle, November 26, 2025 at 1pm
- c. Board Meeting Monday, January 19, 2026 at 4:30pm
- d. Policy Committee Monday February 9, 2026 at 4pm
- e. Property Committee Monday March 2, 2025 at 5pm

25-55 Motion to adjourn moved by D Palmer at 5:10 pm.

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Chairperson

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Secretary-Treasurer



## LANARK COUNTY OPP DETACHMENT BOARD MEETING MINUTES

WEDNESDAY, NOVEMBER 19, 2025

9:00 AM

Lanark County Council Chambers, 99 Christie Lake Road, Perth

**Present:**

Ed McPherson, Chair, 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  
[Ron Closs](#), Council Representative, Township of Lanark Highlands  
Karen Jennings, Council Representative, Township of Montague  
Michel Vermette, Community Representative

**Others:**

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

Greg Hallam, Council Representative, Tay Valley Township

**Absent:**

Richard Kidd, Council Representative, Beckwith Township  
Rodney Bowes, Community Representative

### 1. MEETING CALL TO ORDER

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

## 2. APPROVAL OF AGENDA

### **MOTION #CS-2025-40**

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

*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-2025-41**

**MOVED BY:** D. Ferguson      **SECONDED BY:** K. Jennings

*THAT the minutes of the Lanark County OPP Detachment Board held on Oct. 14, 2025 be approved as circulated and read.*

**ADOPTED**

## 5. PRESENTATIONS AND DELEGATIONS

i) Proceeds of Crime Grant

**Dan McRae - Equity and Inclusion Principal, Upper Canada District School Board**

Dan McRae shared information about educational opportunities that have been possible through the Proceeds of Crime Grant. It is a partnership between the OPP and UCDSB. Activities fit in with the OPP strategic plan. He emphasized the importance of students seeing police officers in the community as caring adults. The project has included community book packs and visits by police to do readings. He highlighted the new mandatory Black History learning in the curriculum. Through the POC grant UCDSB has been working on professional learning for teachers.

As well, a special project was held at PDCI last year that created a mobile museum. There was positive feedback from the students involved. Book packs will continue this year. A second copy of the mobile museum was displayed at East Region Headquarters. On Nov. 28, 28 schools will be attending a PA Day to share info about the project. He highlighted building bridges in the community through this work. In response to questions, Mr. McRae noted the program covers all the schools in Lanark County.

Insp. Tawdrous commended Mr. McRae for his work. D. Comley asked if the grant can be used to put the books into public libraries as well. Chair McPherson thanked Mr. McRae for his presentation.

**MOTION #CS-2025-42**

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

***THAT the presentation on Proceeds of Crime Grant activities be received as information.***

**ADOPTED**

ii) Detachment Action Plan  
**Insp. Kerlous Tawdrous**

Insp. Tawdrous reported on the survey sent to the community, which highlighted priorities around intimate partner violence (IPV) and mental health. He noted the work of the Victim Advocate program and the Mobile Crisis Response Team (MCRT), which are both partly supported through grants. Two officers are designated for MCRT and Lanark County Mental Health is hiring a caseworker. He said in the last year MCRT has done excellent work to divert people from hospital. Insp. Tawdrous provided an overview of the priorities in the action plan, including IPV, traffic enforcement and a new piece around enhanced monitoring of repeat offenders and ensuring bail compliance through a dedicated officer in Offender Management and Apprehension Program. In response to questions, Insp. Tawdrous said bail compliance is currently being checked by platoons, but they will be dedicating an FTE. The position can support calls for service, but the priority is OMAP and dealing with outstanding warrants. In terms of measurables, he said it is kept general in the plan,

but specific numbers are used in report backs and everything is statistics based.

**MOTION #CS-2025-43**

**MOVED BY:** K. Jennings      **SECONDED BY:** D. Ferguson

***THAT the Detachment Action Plan be received as information and brought back for consideration at the special meeting on Dec. 1.***

**ADOPTED**

iii) Community Engagement and Hours  
**Insp. Kerlous Tawdrous**

Insp. Tawdrous provided the community engagement hours. He noted the Inclusion Unit and Auxiliary Unit have attended numerous events (e.g., Remembrance Day, Shop With a Cop, parades). The Detachment participates in the Angel Tree program. Officers also volunteer for events, which he tries to encourage. As staffing increases he has a goal of 5% of each officer's time for community engagement.

**MOTION #CS-2025-44**

**MOVED BY:** R. Closs      **SECONDED BY:** K. Jennings

***THAT the presentation on Community Engagement and Hours be received as information.***

**ADOPTED**

iv) RIDE Allocation  
**Insp. Kerlous Tawdrous**

Insp. Tawdrous outlined the new process for RIDE Grant allocations. In previous years different PSBs applied for the grant for their communities. This year Lanark County applied as one community and it's a four-year cycle. This is a police responsibility to determine how to allocate the funds based on need. Once the money is available the Board can discuss how to

distribute it in a fair and transparent way.

**MOTION #CS-2025-45**

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

***THAT the RIDE allocation details be received as information.***

**ADOPTED**

**6. REPORTS**

- i) Coordinator Activity Report  
**Stephanie Gray, Coordinator**

S. Gray reviewed highlights from her report, including interest expressed in applying for provincial appointments, increasing situation table referral numbers, ongoing implementation of the CSWB Plan, status of various grants and the new Safe Community Working Group that is part of the Lanark County Child and Youth Services Collaborative.

**MOTION #CS-2025-46**

**MOVED BY:** K. Jennings      **SECONDED BY:** D. Ferguson

***THAT the Coordinator Report for October 2025 be received as information.***

**ADOPTED**

- ii) 2026 Budget Process Update  
**Jasmin Ralph, Clerk**

J. Ralph reported the budget has been circulated to all lower-tier municipalities for approval. The county expects to hear back in early December. No major issues have been expressed so far.

**MOTION #CS-2025-47**

**MOVED BY:** K. Jennings      **SECONDED BY:** S. Fournier

**THAT** the 2026 Budget Process Update be received as information.

**ADOPTED**

iii) MOU Amendment re: Budget Approval  
**Jasmin Ralph, Clerk**

J. Ralph outlined the amendments in the MOU related to the budget approval process.

**MOTION #CS-2025-48**

**MOVED BY:** K. Jennings    **SECONDED BY:** R. Closs

**THAT** the amendment to the Memorandum of Understanding re: Budget approval be approved.

**ADOPTED**

iv) 2026 Meeting Schedule  
**Stephanie Gray, Coordinator**

S. Gray provided an overview of the 2026 schedule and noted conflicts with the regular meeting in August and September. If necessary, those dates can be rescheduled closer to the time. M. Vermette asked for a workplan that outlines items that need to be completed at certain times, as well as an opportunity for the Board to set its own priorities. S. Gray indicated this can be prepared for early in the new year.

**MOTION #CS-2025-49**

**MOVED BY:** M. Vermette    **SECONDED BY:** D. Comley

**THAT** the 2026 Detachment Board Calendar be approved.

**ADOPTED**

**7. EXTERNAL ORGANIZATION UPDATES**

**8. MOTIONS**

**9. BY-LAWS**

**10. INFORMATION LISTING**

- i) OAPSB - Board Communication Policy Template
- ii) OAPSB - Performance Evaluation Framework & Development Guide
- iii) OAPSB Membership Renewals
- iv) Vacant Position - OAPSB Southwest Zone 2 & 3

**11. OTHER BUSINESS**

**12. NOTICE OF MOTIONS**

**13. ANNOUNCEMENTS**

**14. CLOSED SESSION**

- i) Detachment Commander Evaluation  
**Chair Ed McPherson**

**MOTION #CS-2025-50**

**MOVED BY:** K. Jennings      **SECONDED BY:** S. Fournier

***THAT the Board move in camera at 9:52 a.m. to discuss items subject to discuss items subject to Section 44 (b) of the Community Safety and Policing Act: personal matters about an identifiable individual, including members of the police service or any other employees of the board;***

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

**ADOPTED**

**MOTION #CS-2025-51**

**MOVED BY:** K. Jennings    **SECONDED BY:** D. Comley

***THAT the in camera session rise at 10:04 a.m.***

**ADOPTED**

**15. RISE AND REPORT**

- i) Detachment Commander Evaluation  
**Chair Ed McPherson**

Chair McPherson reported that an employee evaluation was discussed.

**16. ADJOURNMENT**

**MOTION #CS-2025-52**

**MOVED BY:** K. Jennings    **SECONDED BY:** D. Comley

***THAT, the meeting be adjourned at 10:05 a.m.***

**ADOPTED**



## LANARK COUNTY OPP DETACHMENT BOARD MEETING MINUTES

MONDAY, DECEMBER 1, 2025  
9:00 AM  
Electronic Meeting

<b>Present:</b>	Ed McPherson, Chair, Town of Perth Dena Comley, Council Representative, Town of Carleton Place Steve Fournier, Council Representative, Township of Drummond/North Elmsley Greg Hallam, Council Representative, Tay Valley Township Ron Closs, Council Representative, Township of Lanark Highlands Karen Jennings, Council Representative, Township of Montague Richard Kidd, Council Representative, Beckwith Township Rodney Bowes, Community Representative Michel Vermette, Community Representative
<b>Others:</b>	Stephanie Gray, Lanark County OPP Detachment Board Support Coordinator Inspector Kerlous Tawdrous, Lanark County OPP
<b>Absent:</b>	Denzil Ferguson, Council Representative, Municipality of Mississippi Mills

### 1. MEETING CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

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

None at this time.

**4. APPROVAL OF MINUTES**

**MOTION #CS-2025-54**

**MOVED BY:** K. Jennings      **SECONDED BY:** R. Closs

*THAT the minutes of the Lanark County OPP Detachment Board held on Nov. 19, 2025 be approved as circulated and read.*

**ADOPTED**

**5. PRESENTATIONS AND DELEGATIONS**

**6. REPORTS**

i)      Detachment Action Plan

**Chair Ed McPherson**

Discussion included a suggestion to spell out the "Big 4" more clearly. In response to a question about including improved clearance rates in the plan, Insp. Tawdrous indicated there is a limited number of items that can be included and community consultation emphasized intimate partner violence; clearance rates will be part of annual progress updates. In response to a question on clarification about who is responsible for the plan, Insp. Tawdrous said under the new Community Safety and Policing Act, Detachment Commanders are responsible for creating the plan, and input from community partners is required. The Board is responsible for reviewing and approving the plan, and for ensuring the set priorities are met based on the yearly results provided by the Detachment Commander.

**MOTION #CS-2025-55**

**MOVED BY:** K. Jennings      **SECONDED BY:** S. Fournier

***THAT the Lanark County Detachment Action Plan be approved.***

**ADOPTED**

**7. EXTERNAL ORGANIZATION UPDATES**

**8. MOTIONS**

**9. BY-LAWS**

**10. INFORMATION LISTING**

**11. OTHER BUSINESS**

**12. NOTICE OF MOTIONS**

**13. ANNOUNCEMENTS**

**14. CLOSED SESSION**

**15. RISE AND REPORT**

**16. ADJOURNMENT**

**MOTION #CS-2025-56**

**MOVED BY:** K. Jennings      **SECONDED BY:** S. Fournier

***THAT the meeting be adjourned at 9:07 a.m.***

**ADOPTED**



## Board Summary Report

December 8, 2025

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Municipal Clerks/Chief Administrative Officers,

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

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

### **GM UPDATE**

S. McIntyre provide the GM Update. She highlighted:

- Mill of Kintail Museum Update – A virtual public information session held on November 24<sup>th</sup> with over 30 people attending. MVCA has received an expression of interest from the North Lanark Historical Society regarding the potential relocation of their museum to the Mill of Kintail site and management of the Mill of Kintail museum and collection. Most organizations have confirmed their participation in the transition Working Group and a kick off meeting is scheduled for January.
- K&P Trail Sale/Lease – MVCA finalized the agreements with the 3 counties, which were signed following the December 8<sup>th</sup> Board meeting.
- MVCA's Director of Engineering, Juraj Cunderlik and summer student Violet French took 2<sup>nd</sup> prize at the annual Latornell conference for their poster paper regarding the impacts of climate change on the magnitude of flood events in the Carp River watershed.

### **BILL 68 AND CONSERVATION AUTHORITY AMALGAMATION**

The Board directed staff to submit comments in regards to the proposed amalgamation of Conservation Authorities as per ERO posting #025-1257. The final version was copied to all member municipalities.

## **DRAFT 2026 BUDGET**

The Board approved the draft 2026 budget for circulation to member municipalities for comment, which occurred just before the holidays. The GM is available to meet with council or management to discuss.

## **DUTY OFFICER COMPENSATION**

Corrective action was taken early this year to ensure 24/7 phone access and 365 daily monitoring of the water control system. Duty Officer (DO) responsibilities are now shared amongst three staff. DOs are expected to staff the phone 24/7, to review and document weather and watershed conditions (DPC) and related functions during normal office hours as well as on weekends and holidays. The Board approved update of the MVCA Employee Manual to include a duty officer compensation table and related amendments.

## **FINANCIAL UPDATE – YTD SEPTEMBER 30, 2025**

Year-to-date expenditures and revenues are on track. As of September 30th, MVCA was at 74.77% of the approved operating budget.

## **2026 MILEAGE, PER DIEM & HONORARIUM RATES**

The Board approved a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rate paid to employees and Board members. Changes will took effect January 1, 2026.

## **2026 MVCA BOARD MEETING SCHEDULE.**

The Board approved the 2026 meeting schedule.

## **ATTACHMENTS:**

- Draft minutes of December 8, 2025, Board of Directors Meeting.
- Approved Minutes of October 20, 2025, Board of Directors Meeting.



## Minutes: Board of Directors Meeting

December 8, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### ROLL CALL

#### Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair (11:45 a.m.)
- Bev Holmes
- Cindy Kelsey
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Janet Mason
- Jeannie Kelso
- Jeff Atkinson
- Mary Lou Souter
- Richard Kidd
- Wayne Baker

#### Members Absent

- Allan Hubley
- Cathy Curry
- Taylor Popkie

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager
- Alex Broadbent, Manager of I&CT
- Kelly Hollington, Recording Secretary

#### Guests

- Donna Rotar, Baker Tilly

Chair called the meeting to order at 10:04 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 amendments or discussion regarding the agenda.

### **BOD25/12/08 – 1**

MOVED BY: M. Souter

SECONDED BY: D. Comley

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

**“CARRIED”**

## MAIN BUSINESS

### **1. Approval of Minutes: Board of Directors Meeting, October 20, 2025**

There were no amendments or discussion regarding the minutes.

### **BOD25/12/08 – 2**

MOVED BY: J. Kelso

SECONDED BY: W. Baker

*Resolved, that the minutes of the Board of Directors Meeting held on October 20, 2025, be received and approved as printed.*

**“CARRIED”**

### **2. Receipt of Draft Minutes: Finance and Administration Advisory Committee, November 27, 2025.**

There was no discussion regarding the draft minutes.

### **3. GM Update, Report 3529/25, Sally McIntyre.**

S. McIntyre provided the GM Update, she highlighted:

- Mill of Kintail Museum Update – A virtual public information session held on November 24<sup>th</sup> was attended by over 30 people. Staff received an expression of interest from North Lanark Historical Society regarding the potential relocation of their museum to the Mill of Kintail and co-management of the Mill of Kintail museum and collection. Organizations have confirmed their participation in the working group and a kickoff meeting is scheduled for January.

- K&P Trail Sale/Lease – MVCA is executing the agreements later today for the purchase and sale and the interim lease of the K&P Trail.
- MVCA's Director of Engineering, Juraj Cunderlik and summer student Violet French took 2<sup>nd</sup> prize at the annual Latornell conference for their poster presentation regarding the impacts of climate change on the magnitude of flood events in the Carp River.

J. Mason asked for a copy of the poster from the Latornell conference. S. McIntyre agreed.

4. Bill 68 and Conservation Authority Amalgamation, Report 3530/25, Sally McIntyre.

S. McIntyre reported that she attended a consultation session on Friday, December 5 hosted by the Province. She summarized the provincial proposal for the St. Lawrence Regional CA and noted that MVCA is the only CA in the region with significant infrastructure used to manage water levels and flows across an entire watershed. She also noted that Hassaan Basit, Chief Conservation Executive stated on December 5<sup>th</sup> that he is not interested in alternative boundaries that would split an existing CAs between two Regional CAs. She summarized the proposed boundary criteria and identified the following gaps: financial fairness, operational effectiveness, governance effectiveness, existing partnership agreements and regulatory differences.

S. McIntyre provided a brief overview of how conservation authorities were formed and highlighted that municipal levies constituted ~68% of MVCA's 2025 operating revenues. She reviewed the approved legislative changes regarding the proposed Ontario CA Agency and expressed concerns regarding its power to levy CAs to support Agency operations.

S. McIntyre reviewed several areas of risk, focusing on governance and funding including uncertainty regarding who will be responsible for the costs to amalgamate. She highlighted potential risks of moving to a province-wide permitting digital solution without phased implementation.

M. Souter asked what the motive is behind the provincial guidelines. S. McIntyre explained that the province wants a single window approach for developers, and potentially to allow for screening and for tracking key performance indicators. She noted that MVCA relies heavily on the pre-consultation process to engage with the public on the specifics of regulations for their property and questioned whether that might be diminished or lost.

J. Kelso asked when a permit timeline starts, at the point of application or other time. S. McIntyre explained that once a permit application is submitted, MVCA staff determine if all the requirements are met and the timeline starts once the package is deemed to be complete.

R. Kidd commented that the Provincial government is not afraid of change and developing new provincial policy statements to suit its needs.

S. McIntyre reviewed each of the key points from the draft response to ERO 025-1257 and asked for input from the Board.

R. Kidd asked if it's worth including the recommendation for the Lower Ottawa River Conservation Authority if Hassaan Basit has indicated that it is not in his interest to reallocate boundaries. S. McIntyre explained that the area recommended for reallocation is small—an area largely south of Highway 401.

B. Holmes asked if South Nation CA (SNCA) agrees with the provincial proposal. S. McIntyre explained that SNCA has rejected the provincial proposal in totality and objects to any amalgamation. She highlighted the SNCA is a bilingual CA, and they have concerns regarding continued service delivery in French if amalgamation occurs. She noted there would be costs associated with making the proposed Regional CA bilingual. S. McIntyre explained that the General Manager of Raisin Region CA was amenable to the recommendation of a Lower Ottawa River CA (LORCA).

S. McIntyre asked for feedback from C. Kelly and G. Gower regarding the City of Ottawa's intended approach.

G. Gower commented that City of Ottawa staff are preparing a response to the ERO. He explained that the Ottawa Councillors who sit on the Ottawa-area CA Boards are working on a motion to bring to council on Wednesday December 10. He noted that the motion opposes the amalgamation and raises issues around protecting municipal taxpayers, the reserves in place within the CAs, governance and boundaries. The motion will recommend the LORCA as an alternative to the St. Lawrence Regional CA.

S. McIntyre commented that it's worth recommending the LORCA in the submission as the province is looking for alternatives to its proposal. M. Souter agreed.

S. McIntyre reviewed the suggested municipal representation if the province moves forward with the LORCA model.

H. Yanch noted that the model does not include representation from Addington Highlands. S. McIntyre explained that the municipalities were determined based upon approximate assessment value percentages. She noted that North Frontenac is not on the Board for Quinte CA due to its size. She clarified that the values are an estimate and sought input from Board members.

J. Kelso asked that it be clarified in the submission that the municipal representation model is an estimate.

J. Mason asked if there is a way to include representation across the entire watershed. She highlighted that the upper Mississippi River is not fully represented. S. McIntyre agreed that representation from Lanark County would have to cover both the Rideau River watershed and the Mississippi river watershed.

R. Kidd commented that Lanark County would appoint its own representatives. J. Mason responded that the counties could be given guidelines to include all geographic areas.

M. Souter highlighted that the upper Mississippi River watershed contains important water control structures. S. McIntyre recommended adding two "Headwaters" representatives. J. Mason expressed her support for adding these positions. J. Atkinson expressed his support and noted that adding headwater representation supports the notion of a watershed-based regional CA.

S. McIntyre recommended that the positions be rotating seats amongst the headwater municipalities. H. Yanch expressed her support for the recommendation of two additional rotating seats.

C. Kelly asked how the rotating positions would be selected. S. McIntyre responded that the positions could be selected per term of council, or every two years. R. Kidd commented that the Heath Unit had rotating seats that were for 2-year terms.

H. Yanch expressed concerns regarding having to train new Board members every two years. S. McIntyre clarified that the rotation of positions would only be for the two headwater positions.

S. McIntyre highlighted the recommendation of a phased implementation approach to moving forward with amalgamation.

J. Mason suggested that MVCA recommend that amalgamations start in the Toronto area as it is an area of concern for the province. S. McIntyre noted that Hassaan Basit is

concerned about the smaller CAs that are unable to consistently deliver baseline levels of service. J. Mason recommended tailoring the recommendation to an area that appeals to Hassaan Basit, such as Nottawasaga CA.

J. Atkinson recommended highlighting the issues associated with changing to a bilingual organization in the proposed St. Lawrence Regional CA including cost and staff retention.

G. Gower expressed his support in the recommendations and thanked S. McIntyre and R. Huetl for their work dealing with the unexpected announcements, keeping the Board updated on information and developing a response.

S. McIntyre asked G. Gower and C. Kelly about bilingual service delivery. C. Kelly confirmed that everything at the City is offered in both official languages.

R. Kidd asked if there is a way to do comparative analysis of the assessment value per capita amongst the 5 CAs. He highlighted the importance of including capital assets such as MVCA's dams. S. McIntyre committed to sending the numbers for the CAs in the proposed St. Lawrence Region CA. He asked that the value of provincial grants per CA per capita also be included. S. McIntyre agreed.

R. Kidd suggested that the proposed regional CA could share the capital costs across all municipalities within the region. J. Mason noted that it would open the door for other capital project costs to be shared across all municipalities in the regional CA. J. Mason highlighted that the recommendations put forward support keeping municipal dollars within each municipality. S. McIntyre explained that the operating and capital budgets for each CA are unique.

**BOD25/12/08 – 3**

MOVED BY: D. Comley

SECONDED BY: M. Souter

*Resolved, That the Board of Directors direct staff to submit the comments contained in Attachment 2 regarding the proposed amalgamation of Conservation Authorities per ERO posting 025-1257, as amended.*

**"CARRIED"**

5. Draft 2026 Budget, Report 3527/25, Sally McIntyre & Stacy Millard.

S. McIntyre reviewed the 2026 budget direction per the October 20, 2025 Board of Directors meeting and the total budget percentage change between the 2025 budget and draft 2026 budget. She noted that differences are largely attributable to actual timesheet submissions in 2025 and consequent increase in staff time allocated to Category 1 services and reduction in time allocated to Category 3 services. She reviewed changes in staff compensation based on Cost-of-Living Adjustments (COLA) and merit increases. She reviewed the Category 1 operating budget and noted that MVCA will establish a cost centre for amalgamation costs (including legal and advisory services), to allow for their tracking and recovery from the province.

S. Millard highlighted a reassignment of Floodplain and Hazard Mapping project costs from the operating budget to the capital budget. She noted that data collected are asset used across several applications at MVCA.

J. Mason asked if the data is considered a depreciating asset. D. Rotar confirmed that the flood and erosion hazard mapping data is considered a depreciating asset. She noted that costs are incurred over the useful lifetime of the asset.

J. Kelso asked how the lifetime of an asset is determined. D. Rotar explained that she relies on the expertise of staff. She noted MOUs with the City of Ottawa speak to 10-year benchmarks. D. Rotar highlighted that the lifetime is an estimate.

S. McIntyre asked J. Cunderlik what the recommended benchmark is for updating floodplain and hazard mapping. J. Cunderlik confirmed that a 10-year benchmark is generally recommended. He explained that the lifetime of mapping data is subject to factors such as the amount of development that occurs in the area.

S. McIntyre reviewed the Category 1 Capital budget and planned capital projects for 2026. In follow-up to a query made at the Finance & Administration Advisory Committee meeting, she noted that MVCA is not well positioned to undertake additional dam safety reviews in 2026 because the preparatory work has not been completed. There may be potential to undertake an additional condition assessment at Big Gull Lake dam. She highlighted that the additional project would require additional staff resources and explained that the 2026 work plan uses all staff resources with little leeway for additional projects. J. Cunderlik explained that the dam safety review projects are data intensive and can necessitate years of preparatory work.

S. McIntyre provided an overview of the municipal levy and the percentage of change from 2025 to 2026. She reviewed the draft 2026 operating budget, operating revenues and the percentage of change from 2025 to 2026, and projected year-end reserve balance for 2026.

R. Kidd asked if all CAs have a watershed management category within their operating budget. S. McIntyre explained that all CAs would have a watershed management or similar category. She noted that the amounts would be different across the CAs.

**BOD25/12/08 – 4**

MOVED BY: J. Mason

SECONDED BY: B. Holmes

*Resolved, That the Board of Directors approve the Draft Budget (as amended by the Finance and Administration Advisory Committee) for circulation to member municipalities for comment.*

**“CARRIED”**

6. Duty Officer Compensation, Report 3528/25, Sally McIntyre & Juraj Cunderlik.

S. McIntyre reviewed the recommended change in service delivery from seasonal monitoring to 365 day/year system monitoring. She provided the proposed compensation structure for duty officers. She noted that amendments recommended by the Finance and Administration Advisory Committee have been included in the current draft.

**BOD25/12/08 – 5**

MOVED BY: J. Kelso

SECONDED BY: W. Baker

*Resolved, That the Board of Directors approve the update of the MVCA Employee Manual to include the duty officer compensation table and related amendments recommended in Report 3528/25 as amended per direction of the Finance and Administration Advisory Committee.*

**“CARRIED”**

7. Financial Update – YTD September 30, 2025, Report 3526/25, Stacy Millard.

S. Millard noted that finances are on track. Expenses are down ~\$83,000. She highlighted that the water and sewer connection has been delayed again and is projected to cost more due to the delay. She noted that the 10-year capital plan will be tabled with the Board in March or April 2026, leaving room for adjustments. She explained that investment earnings were ~\$53,000 over approximately 4 months.

8. In Camera – New Agency – Amalgamation, Verbal Report, Sally McIntyre & Roy Huetl.

Presentations and discussions for items 8 and 9 were held in camera, see resolution below.

9. In Camera – Labour Relations, Verbal Report, Roy Huetl.

**BOD25/12/08 – 6**

MOVED BY: D. Comley

SECONDED BY: C. Kelsey

*a) Resolved, That the Board of Directors move to in-camera discussions regarding labour relations or employee negotiations.*

*And further resolved that Sally McIntyre remain in the room and MVCA staff leave the room for initial discussions.*

*And further resolved that Sally McIntyre leave the room upon request for further discussion.*

*b) Resolved that the Board of Directors move to in-camera discussions regarding personal matters about an identifiable individual, including employees of the Authority.*

*And further resolved that the Sally McIntyre and MVCA Staff leave the room.*

**“CARRIED”**

**BOD25/12/08 – 7**

MOVED BY: P. Kehoe

SECONDED BY: W. Baker

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

**"CARRIED"**

**CONSENT ITEMS**

10. 2026 Mileage, Per Diem & Honorarium Rates, Report 3531/25, Sally McIntyre.

**BOD25/12/08 – 8**

Resolved, that the Board of Directors approve a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rates paid to employees and Board members, to take effect January 1, 2026.

**"CARRIED THROUGH CONSENT AGENDA"**

11. 2026 MVCA Board Meeting Schedule, Report 3532/25, Sally McIntyre.

**BOD25/12/08 – 9**

Resolved, that the Board of Directors approve the proposed 2026 meeting schedule.

**"CARRIED THROUGH CONSENT AGENDA"**

**ADJOURNMENT**

**BOD25/12/8 – 10**

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

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

**"CARRIED"**

The meeting adjourned at 12:00 p.m.

K. Hollington, Recording Secretary



## Board Summary Report

January 12, 2026

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Municipal Clerks/Chief Administrative Officers,

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

As a member of the Authority, please find below highlights of the January 12, 2026, Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the December 8, 2025, Board of Directors meeting.

### **EMPLOYEE PRESENTATION: MODERNIZING FINANCIAL OVERSIGHT**

Staff provided a presentation on improvements to the financial systems in use at MVCA. The expanded use of QuickBooks Online (QBO) allows for online bill submission, review and approvals, and reliable and up to date budget monitoring by managers and is proving useful and easy to use.

### **GM UPDATE**

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

- The sale and lease agreements for MVCA's portion of the K&P Trail were signed by Chair R. Huetl, GM McIntyre, and the Wardens and Chief Administrative Officers of the counties of Lanark, Frontenac and Renfrew on December 8, 2025.
- The Mill of Kintail museum will move from being open 7 days a week to 5 days a week in 2026; closed on Tuesdays and Wednesdays. This change will allow MVCA to reduce costs by approximately \$20,000/year.
- A comparative financial analysis of the five CAs proposed for amalgamation and of the provincial grants received by those CAs was provided and discussed in response to a Board member request at the December meeting.

### **FALL RIVER FLOOD AND EROSION HAZARD MAPPING STUDY**

The Board of Directors adopted the report *Fall River Regulatory Flood and Erosion Hazard Mapping*, dated December 2025, and the associated GIS-based Regulation Limit lines and floodplain maps as the delineation of areas along the Fall River that are

susceptible to erosion and flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 41/24; and directed that the December report, maps and Regulation Limit be used in the implementation of Ontario Regulation 41/24.

### **PROPOSED FEE SCHEDULE AMENDMENTS**

The Board approved a 2026 update of Schedules A through C of MVCA's Fee Schedule. The fees will be posted and circulated for comment. The fees will take effect on March 1, 2026, pending no major concern regarding the proposed changes or direction from the province.

### **2026-2028 EDUCATION PLAN**

A presentation was provided on the results of the education program pilot; and the goals, objectives, and targets set out in the proposed Education Plan. Board members were supportive of the program and identified potential opportunities to supplement funding for school bussing. The Board approved the *2026-2028 Education Plan*.

### **ATTACHMENTS:**

- Draft minutes of January 12, 2026, Board of Directors Meeting.
- Approved Minutes of December 8, 2025, Board of Directors Meeting.



## DRAFT Minutes: Board of Directors Meeting

January 12, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### ROLL CALL

#### Members Present

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

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Elizabeth Cliften-Gallant, Finance Officer
- Juraj Cunderlik, Director of Engineering
- Ben Dopson, Manager of Planning & Stewardship
- Scott Lawryk, Property Manager
- Emma Higgins, Education Program Coordinator
- Alex Broadbent, Manager of I&CT
- Kelly Hollington, Recording Secretary
- Bryan Flood, Water Resources Engineer (Remote)

#### Members Absent

- Clarke Kelly

#### Guests

- Martha King

R. Huetl called the meeting to order at 12:58 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 amendments to the agenda.

### **BOD26/01/12 - 1**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

*Resolved, that the agenda for the January 12, 2026, Board of Directors Meeting be adopted as presented.*

**"CARRIED"**

## MAIN BUSINESS

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

There were no discussions or amendments regarding the minutes.

### **BOD26/01/12 - 2**

MOVED BY: J. Atkinson

SECONDED BY: C. Kelsey

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

**"CARRIED"**

### 2. Staff Presentation: Modernizing Financial Oversight, Elizabeth Clifffen-Gallant.

E. Clifffen-Gallant provided a presentation on improvements to the finance department at MVCA: online bill approvals and budget reporting for managers using QuickBooks Online. She described the online invoice approval process, noting it's improved accessibility and timeliness. She explained that managers now have access to real-time budget reports. She demonstrated a manager view of budget reports, highlighting the level of detail they can access. She highlighted the improvements have made for efficient workflows and improved oversight and tracking.

J. Mason asked the MVCA management team for feedback on the improvements. S. Lawryk responded that the changes have made a positive impact. He noted more effective invoice tracking and budgeting. J. Cunderlik agreed.

J. Kelso asked if the QuickBooks program is secure. E. Clifffen-Gallant responded that QuickBooks Online is a cloud-based platform hosted within Canada and has a two-factor authentication sign-in process.

3. GM Update, Report 3533/26, Sally McIntyre.

S. McIntyre provided the GM Update, she highlighted:

- The sale and lease agreements for the K&P Trail were signed by Chair R. Huetl, Richard Kidd and other county wardens and CAOs and S. McIntyre on December 8, 2025. Implementation will be phased.
- The museum will move from being open 7 days a week to 5 days a week in 2026-- closed on Tuesdays and Wednesdays. This change will allow MVCA to move from 1 full-time and 2 part-time staff to 2 full-time staff.
- In response to a request made at the previous Board meeting, a comparative financial analysis of provincial grants and levy costs on a per capita basis of the five CAs was carried out and presented. Tables 1 and 2 provide this information as well as main expenditure budget for the five CAs. S. McIntyre noted that CAs define their category 2 and 3 programs and services differently. She noted MVCA's significant capital program and that a benefit of amalgamation would be potential sharing of capital costs. She highlighted significant differences in grants across the CAs and there is no apparent rationale. She noted offsetting revenues are not included in Table 2 and that per capita levy costs was a more reliable indicator of potential future impacts on MVCA municipalities.

P. Kehoe asked if Mississippi Mills staff have been notified of MVCA's plan to reduce the museum hours, specifically Mayor Lowry. S. McIntyre responded that the Mill of Kintail Museum advisory committee were consulted on the decision, which includes B. Holmes. P. Kehoe recommended that Mayor Lowry's office be notified. S. McIntyre agreed that the communication would be made.

R. Kidd asked how much of a reduction in cost is associated with reducing museum staff from 1 full-time and 2 part-time to 2 full-time employees. S. Millard responded that the reduction in cost is roughly \$20,000. She noted that the reduction is largely attributed to moving to a 5-day schedule. S. McIntyre added that being open 7-days/week required an additional staff member to allow for staff time-off.

R. Kidd asked why Raisin Region Conservation Authority (RRCA) receives twice as much as MVCA in grants. S. McIntyre responded that she is not aware of the reason for the

differences in grant amounts allocated to CAs. She noted that the GMs across the other CAs cannot explain the differences and no rationale has ever been provided. R. Kidd commented that discrepancies in grant amounts were noted by the Heath Units when they amalgamated. S. McIntyre responded that the CAs have been aware of these discrepancies for many years. R. Kidd indicated that the differences in accounting practices amongst CAs could be an example of why the province is pursuing amalgamation. S. McIntyre commented that these types of differences could be addressed by a memo that provided clarification and direction at far less cost.

4. Fall River Flood and Erosion Hazard Mapping Study, Report 3534/26, Juraj Cunderlik.

J. Cunderlik provided background for the Fall River and Erosion Hazard Mapping study. He reviewed the study area and approach to the project and noted that Provincial and Federal technical guidelines were followed. He summarized the methodology, model validation, and ground truthing carried out and showed a sample map.

J. Cunderlik showed which properties are affected, noting that only 50% are newly regulated, with the balance already regulated under wetland policies. He reviewed safe access issues: 5 public roads without safe access affecting 166 residences. He noted that the number of residences is high because, in many cases, there is only one in-out access road. He highlighted that adjustments to the height of these roads would create safe access.

J. Cunderlik outlined the notification and public consultation process and said that the public open house held on November 27 was well attended. Staff reviewed public comments and inquiries, with the majority related to developing and permitting and the new erosion hazard. He highlighted that the public understand flood hazards and have less knowledge around the concept of erosion hazards. He noted that education is required to help the public gain an understanding of erosion hazards and how they are identified.

J. Cunderlik outlined next steps including the posting of the final maps on MVCA's website and sharing of maps with Tay Valley Township and Lanark County. He noted that the maps will help MVCA and municipal partners to understand the impacts of development and how to mitigate hazards in the Fall River watershed; and will inform MVCA's flood forecasting and warning and capital infrastructure renewal programs.

P. Kehoe asked if Highway 7 is included in the areas without safe access. J. Cunderlik responded that the area in question is a private driveway.

W. Baker noted his attendance at the public open house and expressed his thanks to Juraj and his team for their work on the project.

**BOD26/01/12 - 3**

MOVED BY: H. Yanch

SECONDED BY: D. Comley

*Resolved, That the Board of Directors:*

- a. Adopt the report Fall River Regulatory Flood and Erosion Hazard Mapping, dated December 2025, and the associated GIS-based Regulation Limit lines and floodplain maps as the delineation of areas along the Fall River that are susceptible to erosion and flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 41/24; and*
- b. Direct that the December report, maps and Regulation Limit be used in the implementation of Ontario Regulation 41/24.*

**"CARRIED"**

5. Proposed Fee Schedule Amendments, Report 3535/26, Stacy Millard & Ben Dopson.

B. Dopson provided background on the Provincial freeze on planning and regulation fees that has been in place since 2023. Unlike the past two years, no extension notice was received in December, and staff propose to move forward with increases. MVCA staff coordinated with Rideau Valley Conservation Authority (RVCA) and South Nation Conservation Authority (SNC) in recommending a 3% increase to planning and regulation fees. He noted the following additional amendments:

- Changes to Zoning by-law amendments, minor variance applications, and site plan – single residential fees to make them consistent with those of RVCA.
- Adding a fee for lifting of 30cm Reserves – a planning tool used by the City of Ottawa to control single residential lot development by restricting frontage onto a road. MVCA encountered this for the first time in 2025.
- Addition of fees for part-lot control.
- Amendments to the descriptions in Schedule D to provide clarity and to align with RVCA where possible.

- Increases to the security deposits for minor and major projects based upon input from consultants who indicated that MVCA's are lower than the cost to prepare as-built drawings, making it more likely that someone would forfeit their security deposit.
- Addition of a security deposit for projects participating in MVCA's wetland compensation policies based upon analysis of the per/hectare cost to create a wetland.

B. Dopson explained that the proposed changes to the fee schedules would be circulated to member municipalities and posted for public consultation with a comment period of 30 days following Board approval.

J. Kelso asked when the Province has sent freeze extension notices in the past. B. Dopson responded that notification has typically been received in December.

D. Comley asked how often fees were updated prior to the freeze. S. McIntyre responded that fees were increased annually. D. Comley asked if 3% is an enough of an increase to account for inflation. S. McIntyre explained that the GMs from RVCA and SNC collectively agreed to take a reasonable approach to fee increases recognizing that the Province may yet decide to implement a fee freeze.

J. Mason commented that 3% is low considering cost of living increases over the three years of the freeze and that it is overly prudent. She expressed concern regarding the messaging behind only increasing by 3%.

R. Kidd expressed doubts that the Province will allow fee increases.

S. McIntyre noted that ministry overseeing CAs changed last year from the Ministry of Natural Resources to the Ministry of Environment, Conservation and Parks. She noted that ~30% of CAs have already approved fee increases. A 3% increase was a value that the three CA GMs operating within the City of Ottawa could agree upon.

J. Mason commented that a 3% increase is not reflective of the actual cost increase to carry out the works listed in the fee schedules.

R. Kidd commented that it should be made clear the increase only reflects 2026 and not the previous 3 years; it does not recuperate the lost funds from the previous years.

M. Souter commented that clarification is needed.

R. Kidd requested that the motion be amended to reflect that the increase is specifically for 2026 fees and does not recuperate the lost funds from 2023, 2024 and 2025.

S. McIntyre looked to the Board for recommended wording.

J. Kelso recommended adding that the *increase is only for 2026*.

R. Kidd recommended adding that *they do not include 2023, 2024 and 2025*.

Item d. was added to the motion.

**BOD26/01/12 - 4**

MOVED BY: M. Souter

SECONDED BY: G. Gower

*Resolved, That the Board of Directors approve:*

- a. *2026 update of Schedules A through C of MVCA's Fee Schedule as set out in Report #3535/26;*
- b. *Posting and circulation of the new fees in accordance with MVCA's Fee Policy;*
- c. *That the new fees take effect March 1, 2026, pending no major concerns regarding the proposed changes or direction from the province; and*
- d. *This increase is only for 2026 and does not include 2023, 2024 and 2025.*

**"CARRIED"**

6. 2026-2028 Education Plan, Report 3536/26, Emma Higgins.

E. Higgins summarized MVCA's education program streams: day camps, watershed education programs for schools and groups, and guided conservation area tours. She reviewed highlights from 2025 including the expansion of the Summer Camp program from 4 to 7 weeks, with 228 campers. She noted that March Break Camp is a popular program, and that PA Day camp registrations are more weather dependent.

E. Higgins said that the education programs served ~2,500 students with great client feedback, and relatively low effort for marketing due to word of mouth amongst educators. She highlighted MVCA's status as a recognized partner of the Upper Canada District School Board (UCDSB); and that MVCA partnered with the Canadian Mental Health Association to provide guided *Mood Walks* at conservation areas.

E. Higgins stated that an 85% increase in revenues is projected in 2025 over 2024. She reviewed grants and funding for the education program. She highlighted the goals of increasing grant applications and finding a long-term partner or multi-year

funding/sponsorship and developing a financial assistance program for transportation costs.

E. Higgins reviewed MVCA's education program partnerships. She noted a 2026 partnership with Trellis Mental Health, a mental health initiative within Almonte, to build a partnered wellness retreat program at the Mill of Kintail Conservation Area. She reviewed 2026 program registration targets, short-, mid- and long-term objectives. She highlighted the focus of increasing partnerships and funding.

P. Kehoe asked about the transportation subsidies for school groups. E. Higgins responded that MVCA has partnered with Ontario Power Generation (OPG) for grants that allow for schools to receive a transportation subsidy, within a specified location radius. P. Kehoe asked if the grant is one-time only or if MVCA will receive long-term support from OPG. E. Higgins responded that OPG also sponsored the purchase of snowshoes and that she is pursuing long-term support. P. Kehoe highlighted the importance of transportation subsidies in promoting programs to local schools. E. Higgins responded that transportation costs are a barrier for many schools.

R. Huetl noted high transportation costs for schools in North Frontenac.

J. Kelso commended E. Higgins on her hard work and passion for the education program. She commented that there is an opportunity to look for community grants with the Township of Lanark Highlands.

H. Yanch expressed her support for a focus on mental health-based initiatives. She recommended structuring mental health activities around June and September for the ideal weather conditions.

M. Souter commended and thanked E. Higgins on her work. She commented that she has ideas to share after the meeting. She noted the opportunity to apply for community grants with the Municipality of Mississippi Mills.

D. Comley added her commendations. She noted that she has a camper who attended and enjoyed summer camp and will continue to participate. She commented that the program is gaining in popularity amongst parents. She noted that the fees for camp are very reasonable and generally lower than most other local camps.

J. Mason asked if there is an opportunity to revive the Carp River Living Classroom with the help of E. Higgins. S. McIntyre agreed. J. Mason explained that she previously worked with the Ottawa-Carleton District School Board and the Ottawa Catholic School Board and outdoor educators to develop a Carp River Living Classroom plan for the Carp

River Conservation Area. The classroom initiative was paused with the reduction of education-based programs. She committed to connecting with E. Higgins, S. Lawryk and S. McIntyre on the potential revival of the project. She noted that Friends of the Carp River would be a partner.

R. Kidd commented that the program is not generating as much revenue as he anticipated. He asked about the pay rate for part-time staff. E. Higgins responded that staff are paid on a scale depending on experience. S. Millard commented that the part-time staff are paid slightly over minimum wage.

R. Kidd expressed concern that the program is losing money. S. Millard commented that the budget for the program is very conservative and does not include grants.

R. Kidd commented that the revenue generated from camps should be enough to cover the costs of the program. S. Millard explained that MVCA is still building the education program and is investing in items such as marketing and equipment. Equipment costs moving forward will be less.

S. Lawryk explained that the program is new and still actively being built. He noted the main expense in the budget associated with the program is the full-time salary. He explained that the goal of the program is to be full cost recoverable by 2028 including covering the full and part time salaries and not requiring subsidy from the municipalities. He highlighted the high level of administrative work that is required to support the program.

R. Kidd asked about the costs for seniors to participate in group tours. E. Higgins responded that the current costs for adults are 10\$/person or 25\$ for a group of five; and \$5 for children under 6. She has communicated these prices and discussing affordability with Care Bridge Community Support.

R. Kidd commented that it is difficult to raise camp prices once established. He warned against setting low fees to attract participants.

S. McIntyre explained that the summer camp program is operating at a profit. The pricing and structure of the other streams is being developed. She highlighted that the current costs are associated with establishing and growing the year-round program.

R. Kidd commented that Beckwith's summer camp program also helps to subsidise other programs such as public skating.

**BOD26/01/12 - 5**

MOVED BY: H. Yanch

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve the attached Education Plan 2026-2028.*

**"CARRIED"**

7. By-law Amendment: Abstentions, Report 3537/26, Sally McIntyre.

S. McIntyre explained that there is no text in MVCA's Administrative By-laws regarding "abstentions" during voting. She reviewed the relevant sections of *Robert's Rules of Order* regarding voting abstentions and noted that they are generally seen as lack of support for the motion.

C. Curry provided a description of issues created from voting abstentions she has experienced on other boards. She recommended not being able to abstain from voting.

H. Yanch agreed with C. Curry; she recommended not being able to abstain from voting. She noted issues she has experienced with voting abstentions at council meetings.

R. Kidd commented that *Robert's Rules of Order* is an American book. He recommended that MVCA take an approach like member municipal councils. He recommended not being able to abstain from voting.

R. Huetl explained that each municipality handles voting differently. He explained that in his experience the only reason for voting abstention has been a conflict of interest with the topic.

P. Kehoe asked for clarity around tie votes and how abstentions factor in. S. McIntyre explained that on a tie vote, the motion is lost. If an abstention is viewed as lack of support, it would be considered a negative vote.

B. Holmes recommended not being able to abstain from voting. She noted the inclusion of language in the *Administrative By-Law* referring to the agricultural representative; she asked if MVCA will have a new agricultural representative appointed. S. McIntyre responded that the term expired for the previous agricultural representative. MVCA is waiting on the province to appoint a new representative. R. Kidd noted that the position is a provincial appointment.

R. Huetl highlighted the importance of clarifying this topic in the *Administrative By-law*.

R. Kidd recommended that a committee review how abstentions should be handled and report to the Board.

P. Kehoe commented that when the Board votes on a motion, only in-favour votes are counted; votes against and abstaining from voting are considered the same.

S. McIntyre highlighted that according to Robert's Rules of Order the Chair is supposed to ask for both the positive and negative votes for each motion.

G. Gower commented that if the item is being deferred for consideration, he has a recommendation for a parliamentary expert to review the rules and offer advice on how to best word the *Administrative By-law*.

H. Yanch commented that in her township, voting is recorded online. She recommended considering this option.

W. Baker recommended not being able to abstain from voting.

R. Kidd asked that language clarifying conflict of interest also be clarified. S. McIntyre explained that the previous version of conflict of interest provided to the Board was a staff version. The board-based version is included in the document and available on MVCA's website.

H. Yanch explained that the members of the Board have a responsibility to have an understanding of what is considered a conflict of interest.

R. Kidd commented that each municipality considers conflict of interest differently. S. McIntyre agreed that conflict of interest policies should be considered and tabled with the Board.

D. Comley asked if the Policy and Planning Advisory Committee has the parliamentary experience to consider abstentions and conflict of interest policies. S. McIntyre responded that the committee will have to make that determination.

**BOD26/01/12-6**

MOVED BY: G. Gower

SECONDED BY: J. Atkinson

Resolved, That the Policy and Planning Committee be directed to consider how abstentions are handled and to review the conflict-of-interest policies and make recommendations to the Board of Directors.

**"CARRIED"**

8. In Camera – Labour Relations, Verbal Report, Roy Huetl.

Discussions were held in-camera.

**BOD26/01/12 - 7**

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

*Resolved, that the Board of Directors move to an in-camera session for the discussion of:*

- *Personal matters about an identifiable individual, including employees of the Authority;*
- *And further resolved, That all MVCA staff and guests leave the room.*

**“CARRIED”**

**BOD26/01/12 - 8**

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

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

**“CARRIED”**

**BOD26/01/12 - 9**

MOVED BY: J. Atkinson

SECONDED BY: G. Gower

*Resolved, That the Board of Directors accept the legal advice concerning personnel matters dated December 9, 2025.*

**“CARRIED”**

**ADJOURNMENT**

**BOD26/01/12 – 10**

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

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

**“CARRIED”**

The meeting adjourned at 3:05 p.m.

K. Hollington, Recording Secretary

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

*Hybrid meeting held in-person and electronically*

**APPROVED MINUTES**

<b>Board of Directors</b>	<b>8/25</b>	<b>Thursday, October 23, 2025</b>
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<b>Present:</b>	Joe Aragona Anne Barr Trevor Johnson Wilson Lo Angela Pierman Gary Waterfield	Jeff Banks Susan Irwin Theresa Kavanagh Shawn Pankow Adam Turcotte Adrian Wynands
<b>Staff:</b>	Sommer Casgrain-Robertson Kathy Dallaire Isabelle Maltais	Dan Cooper Marissa Grondin Glen McDonald
<b>Regrets:</b>	David Brown Sean Devine Shelley Petersen-Quesnel	Brian Dowdall Steve Fournier Kristin Strackerjan

Chair Waterfield called the meeting to order at 6:30 p.m.

**1.0 Roll Call**

General Manager/Secretary-Treasurer conducted a roll call.

**2.0 Land Acknowledgement Statement**

Trevor Johnson gave the Land Acknowledgement statement.

**3.0 Agenda Review**

Chair Waterfield reviewed the Agenda and asked that item 8.0 be moved to follow item 14.0.

**4.0 Adoption of Agenda**

<b>Resolution 1-251023</b>	<b>Moved by:</b>	Trevor Johnson
	<b>Seconded by:</b>	Adrian Wynands

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

**Resolution Carried**

**5.0 Declaration of Interest**

There were no declarations of interest.

**6.0 Approval of Minutes of September 25, 2025**

**Resolution 2-251023**

**Moved by:** Jeff Banks  
**Seconded by:** Joe Aragona

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #7/25, September 25, 2025 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Interim Reserve Strategy**

Ms. Casgrain-Robertson provided an overview of the Interim Reserve Strategy that was presented to the RVCA Audit Committee on September 29, 2025.

A member asked if the Britannia water control structure reserve could be explained and if residents' taxes would go up if reserve contributions needed to increase. Ms. Casgrain-Robertson explained that the Britannia reserve is required by the City of Ottawa to ensure sufficient funds are available for long-term capital costs including repair and replacement. The current annual contribution by the City is based on a percentage of the original construction cost. The current condition of the structure is being reviewed and staff will determine if the reserve is keeping pace with lifecycle costs or if the annual special levy needs to be adjusted. Ms. Casgrain-Robertson indicated they would put the member in touch with the finance person at the City that the RVCA works with to provide an explanation of what revenue the City uses to pay the special levy.

A member expressed support for the strategy but asked that additional detail be added to the program reserves to set and explain a target balance. Ms.

Casgrain-Robertson agreed that that additional information would be of value and would be added before an updated version of the strategy is brought to the Board next year for approval.

A member asked if the municipal levy was funding reserves through the budget process. Ms. Casgrain-Robertson clarified that only three small capital reserve contributions are budgeted for with municipal levy dollars totaling \$9,000, otherwise year-end surpluses are used when possible to fund most operating and capital reserves to avoid having a separate capital levy that municipalities would have to pay.

A member asked staff to clarify that the \$3 million and \$400,000 reserve projections in the strategy are not being budgeted for. Ms. Casgrain-Robertson confirmed that no, those amounts are not being budgeted for, and those reserve needs will be addressed using year-end surpluses when possible. She further noted that these were not immediate needs and did not need to be added to the budget. The member suggested that this point be clarified in the final version of the strategy.

*Wilson Lo left the meeting 6:43 p.m.*

**Resolution 3-251023**

**Moved by:**

Anne Barr

**Seconded by:**

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Interim Reserve Strategy as recommended by the RVCA's Audit Committee.

**Resolution Carried**

#### **9.0 2026 Onsite Sewage Disposal System Fee Schedule**

Glen McDonald, Director of Planning and Regulations, provided an overview of the proposed fee schedule for the onsite sewage disposal system program.

**Resolution 4-251023**

**Moved by:**

Susan Irwin

**Seconded by:**

Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the following fee schedule to take effect January 1, 2026:

- Schedule E: Onsite Sewage Disposal Systems

**Resolution Carried**

#### **10.0 2026 Preliminary Draft Budget**

Ms. Casgrain-Robertson provided an overview of the 2026 preliminary draft budget indicating that staff were able to prepare a budget within the target levy increase of 2.0% plus assessment growth of 1.6%. Kathy Dallaire, Manager of Finance then review the preliminary draft budget in detail.

A member asked if the RVCA gets its assessment data from MPAC. Ms. Casgrain-Robertson explained that the *Conservation Authorities Act* requires that all conservation authorities use modified current value assessment which is provided by the MECP who modifies MPAC assessment data in accordance with our legislation. The member raised concerns that MPAC has not updated assessments in a number of years.

**Resolution 5-251023**

**Moved by:** Trevor Johnson  
**Seconded by:** Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2026 Preliminary Draft Budget and Levy Apportionment for review and comment.

**Resolution Carried**

#### **11.0 Meetings**

- a) RVCA Audit Committee Meeting – September 29, 2025
- b) Conservation Ontario General Manager's meeting – October 7, 2025

Upcoming

- c) Frontenac Arch Biosphere Network Advisory Council – October 27, 2025
- d) Latornell Conservation Symposium – November 2 to 4, 2025
  - Five staff and 3 board members plan to attend.
- e) RVCA Board of Directors meeting – November 27, 2025
- f) CO Council Meeting – December 8, 2025

#### **12.0 Member Inquiries**

None.

#### **13.0 New Business**

Isabelle Maltais, Director of Watershed Science and Engineering provided an overview of the province's low water response program with a focus on roles and responsibilities of conservation authorities, municipalities and the province. She then provided an update on Level 3 low water conditions in the Rideau watershed. Ms. Maltais also informed members of an upcoming information session for municipal staff on November 7, 2025, which will

reinforce the responsibility of municipalities in emergency response and preparedness.

A member asked how municipalities were informed about the November 7<sup>th</sup> information session. Ms. Maltais confirmed that invitations were sent to municipal CAOs and planning staff.

Ms. Casgrain-Robertson highlighted that the current Level 3 drought has persisted for several months and emphasized the importance of preparing municipal staff for potential challenges if emergency response measures need to continue into the winter.

A member asked if the conservation authority could indicate the current depth of groundwater so residents could know if their well was vulnerable based on its depth. Ms. Casgrain-Robertson responded that groundwater is highly variable and aquifers can have deep fractures that can change the characteristics and depths from one property to the next. Staff are only able to provide general groundwater conditions across the watershed.

#### **14.0 Closed Session**

*Closed session began at 7:16 p.m.*

**Resolution 6-251023**

**Moved by:**

Gary Waterfield

**Seconded by:**

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority move into closed session as permitted under Section C.13, subsections e) and f) of the RVCA's Administrative Bylaw to discuss a violation file under Section 28 of the Conservation Authorities Act as the matter relates to:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the Authority; and
- Advice that is subject to solicitor-client privilege;

AND THAT staff members Sommer Casgrain-Robertson, Glen McDonald, and Marissa Grondin remain in the closed session to support the discussion.

**Resolution Carried**

*Closed session ended at 7:35 p.m.*

**Resolution 7-251023**

**Moved by:**

Joe Aragona

**Seconded by:**

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority move out of closed session.

**Resolution Carried**

Rise and Report following Closed Session

**Resolution 8-251023**

**Moved by:**

Susan Irwin

**Seconded by:**

Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority direct staff to proceed with defending the appeal discussed in closed session under Section 28 of the Conservation Authorities Act and appoint legal counsel as necessary and that costs be covered with reserve funds.

**Resolution Carried**

**15.0 Adjournment**

The Chair adjourned the meeting at 7:40 p.m. on a resolution by Trevor Johnson.

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**Gary Waterfield**  
Chair

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**Marissa Grondin**  
Recording Secretary

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**Sommer Casgrain-Robertson**  
General Manager/Secretary-Treasurer

## RVCA Board of Directions Meeting Summary – November 27<sup>th</sup>, 2025

Dear member municipalities,

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

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

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

### **October 23, 2025 – Approved minutes**

- 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 – Meeting Summary**

- The proposed consolidation of CAs and creation of the Ontario Provincial Conservation Agency was discussed
  - The Board endorsed the staff report recommendations and directed staff to submit a letter to the Minister, ERO, local MPPs, municipalities, neighbouring CAs, AMO and ROMA.
  - Staff were also directed to circulate materials and a draft resolution to member municipalities
- Financial reports for the period ending September 30, 2025 were approved.
- Draft budget and workplan for 2026 were received and staff were directed to circulate them to member municipalities for review and comment.
- Program and service activities for September and October were presented.
- An updated report on RVCA's 60<sup>th</sup> Anniversary proposal was approved.

### **January 22, 2026 – Next Meeting**

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



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

*Hybrid meeting held in-person and electronically*

**DRAFT MINUTES**

<b>Board of Directors</b>	<b>9/25</b>	<b>Thursday, November 27, 2025</b>
<b>Present:</b>	Joe Aragona Anne Barr Sean Devine Steve Fournier Trevor Johnson Wilson Lo Shelley Petersen-Quesnel Adam Turcotte Adrian Wynands	Jeff Banks David Brown Brian Dowdall Susan Irwin Theresa Kavanagh Shawn Pankow Kristin Strackerjan Gary Waterfield
<b>Staff:</b>	Sommer Casgrain-Robertson Kathy Dallaire Marissa Grondin Isabelle Maltais	Dan Cooper Diane Downey Eric Lalande Glen McDonald
<b>Regrets:</b>	Angela Pierman	
<b>Guests:</b>	Magda Kubasiewicz	

Chair Waterfield called the meeting to order at 6:30 p.m.

**1.0 Roll Call**

General Manager/Secretary-Treasurer conducted a roll call.

**2.0 Land Acknowledgement Statement**

Brian Dowdall gave the Land Acknowledgement statement.

**3.0 Agenda Review**

Chair Waterfield reviewed the agenda and delivered opening remarks. He noted the meeting would focus on discussion and ideas to inform RVCA's submission to the Ministry regarding the proposed legislative changes. He also advised of his intention to seek a second term as Chair in 2026 and highlighted RVCA's upcoming 60th anniversary celebrations next year.

**4.0 Adoption of Agenda**

**Resolution 1-251127**

**Moved by:**  
**Seconded by:**

Adrian Wynands  
Steve Fournier

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

**Resolution Carried**

**5.0 Declaration of Interest**

There were no declarations of interest.

**6.0 Approval of Minutes of October 23, 2025**

**Resolution 2-251127**

**Moved by:**  
**Seconded by:**

Adam Turcotte  
Trevor Johnson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #08/25, October 23, 2025 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Proposed Consolidation of CAs and Creation of Provincial Agency**

Sommer Casgrain-Robertson, General Manager, presented the staff report on the proposed consolidation of conservation authorities and the creation of a new provincial agency.

*Wilson Lo joined the meeting 6:49 p.m.*

Chair Waterfield thanked Ms. Casgrain-Robertson for the report and invited questions and comments on three topics: proposed consolidation, the proposed agency, and other matters.

A wide-ranging discussion took place and key points included:

- How provincial oversight of conservation authorities has evolved and shifted and recent initiatives, both provincially and locally, to streamline services.
- Potential impacts of the proposed changes, including financial implications for CAs and municipalities, and the need for provincial funding to cover any new costs.
- Questions about the size and structure of the new agency which are unknown at this time.
- Summary of municipal discussions and resolutions to-date and a request for RVCA to provide member municipalities with materials to help them prepare a staff report and draft resolution for council consideration.

Chair Waterfield thanked members for the in-depth discussion.

**Resolution 3-251127**

**Moved by:** Sean Devine  
**Seconded by:** Joe Aragona

THAT the Board of Directors of the Rideau Valley Conservation Authority endorses the comments and direction in Staff Report #: 01-251127 and directs the Chair and General Manager to submit a letter to the MECP in response to ERO posting 025-1257 reflecting the content in the staff report;

AND THAT the letter be circulated to member municipalities, neighbouring conservation authorities, watershed MPPs, AMO and ROMA.

**Resolution Carried**

*Theresa Kavanagh left the meeting 6:54 p.m.*

#### **9.0 Financial Reports for the period ending September 30, 2025**

Kathy Dallaire, Manager of Finance presented the interim financial reports for the period ending September 30, 2025 along with the year end forecast.

In response to questions from members regarding how the proposed legislative changes may impact next year's budget, staff responded that the province has stressed that program and service delivery should not be impacted by the proposed changes, so it is business as usual regarding the budget. If staff feel any changes should be made to the capital workplan for 2026 in light of the proposed changes, that can be brought forward to the Board in February.

**Resolution 4-251127**

**Moved by:** Kristin Strackerjan  
**Seconded by:** Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the Statement of Operations, Statement of Capital and Balance Sheet for the period ending September 30, 2025, as well as the Forecast to December 31, 2025.

**Resolution Carried**

**10.0 2026 Draft Budget**

Ms. Casgrain-Robertson presented the 2026 draft budget and workplan. Members commended the well-executed workplan that will be circulated to municipalities with the proposed draft budget.

**Resolution 5-251127**

**Moved by:**  
**Seconded by:**

Jeff Banks  
Adam Turcotte

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the attached 2026 Draft Budget, Levy Apportionment Sheet and Workplan;

AND THAT the Board directs staff to circulate the Draft Budget, Levy Apportionment Sheet and Workplan to all member municipalities for review and comment.

**Resolution Carried**

*Shelley Petersen-Quesnel left the meeting 8:10 p.m.*

*David Brown left the meeting 8:10 p.m.*

**11.0 Activity Report: September – October 2025**

Staff provided an overview of activities, events, and media statements for September and October 2025.

In response to interest from members regarding a recent land donation, Diane Downey, RVCF Executive Director advised that a recently completed video of acquired properties could be presented at a future meeting, along with an inventory list and map of all RVCA and RVCF properties.

*Sean Devine left the meeting 8:23 p.m.*

**12.0 Updated RVCA 60th Anniversary Proposal**

Ms. Downey reviewed an updated 60th anniversary proposal reflecting input from the Board in July as well as further input from staff.

A member inquired whether the reconstruction of the Chapman Mills boardwalk would conflict with the anniversary event planned for that site. Ms. Downey confirmed that the event date can be adjusted if needed to accommodate any construction schedule.

**Resolution 6-251127**

**Moved by:**  
**Seconded by:**

Jeff Banks  
Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority endorses the attached updated proposal to celebrate RVCA's 60th anniversary.

**Resolution Carried**

**13.0 Meetings**

- a) Frontenac Arch Biosphere Network Advisory Council – October 27, 2025
- b) Latornell Conservation Symposium – November 2 to 4, 2025
- c) Municipal Information Session – November 7, 2025
- d) Leeds Grenville Economic Development Summit – November 21, 2025

Upcoming

- e) CO Council Meeting – December 8, 2025
- f) RVCF Board of Directors meeting – December 10, 2025

**14.0 Member Inquiries**

None.

**15.0 New Business**

Chair Waterfield delivered closing remarks, noting that the past year has been one of change, challenge and celebration. The Chair expressed excitement for RVCA's upcoming 60th anniversary and encouraged members to take time to enjoy the holiday season with family and friends.

**16.0 Adjournment**

The Chair adjourned the meeting at 8:32 p.m. on a resolution by Jeff Banks.

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**Gary Waterfield**  
Chair

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**Marissa Grondin**  
Recording Secretary

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**Sommer Casgrain-Robertson**  
General Manager/Secretary-Treasurer

December 10, 2025, 9:00am

PW Administration Building- CP Boardroom

### Participants

Sgt Rob Croth, OPP  
Councillor Jane Torrance, MM (Virtual)  
Councillor Gary Waterfield, PERTH  
Councillor Greg Hallam, TTVT  
Councillor Dena Comley, CP  
Councillor Ron Closs, LH  
Councillor John Matheson, DNE

### Staff

Sean Derouin, PW Director  
Sam Poole, PW Manager  
Ian Hall, Senior Technologist  
Jasmin Ralph, Clerk  
**Regrets**  
Deputy Reeve Jeff Carroll, MON  
Warden Richard Kidd, BCK

### MEETING OUTLINE

1. Roll Call
2. Presentations

No Presentations

3. Review Previous Meeting Minutes
  - a. October 08, 2025, Meeting Minutes
    - *Group listened to the four Winter Road Safety radio messages that the County has been airing on 88.1 myFM and 92.3 WOW FM*
    - *County Staff have reached out to myFM and been informed that we have permission to air the ads on additional stations.*
      - *County will consider 98.7 Valley Heritage Radio to reach more residents in the Northeast portion of the County.*

#### **4. Old Business**

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**a. Automated Speed Enforcement (ASE):**

*December 10 Program update*

- Provincial Government tabled and passed legislation to ban the use of ASE in Ontario
- All ASE cameras have been inactive as of November 14<sup>th</sup>
- County will not proceed with further investigation into ASE and instead focus on continuing to address speed management concerns county wide and driver education
- County is running a radio AD campaign for safe winter driving and emergency preparedness on Lake 88.1 and Wow 92.3 starting December 01
- County plans on running a second campaign in spring/summer 2026 for summer driving safety.

**b. On-going Requests for Speed Management:**

Review 2024 Speed management educational traffic calming measures:

1. Hamlet of Middleville (Oversized Speed Signage and Radar Speed Signs)
2. Hamlet of McDonalds Corners (Oversized Speed Signage, transitional speed zones and Radar Speed Signs)
3. Tatlock Road entering Clayton (Oversized speed signage, transitional speed zone)

**c. Review transitional speed zones within the county**

- Transitional speed zone review is currently underway should be finalized by next meeting

**- Sgt. Croth remarked that standardization and consistency often helps with enforceability and liability**

**d. Other:**

**Review County Speed Management Policy**

*Section 3.4 Transitional Speed Zones*

*-Reword “will implement transitional speed zones” so the County can determine if a transitional zone is justified.*

## 5. New Business

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### a. Speed Management Requests

#### CR#9 Tatlock Road (Hamlet of Clayton)

- Complaint of Speeding through the hamlet
- Request for Radar Speed Signs within the hamlet
- Request for Oversize Curve ahead sign heading SE past the Clayton General Store
- Request for Truck turning signage at the Clayton General Store

- *PW Staff will conduct a sight distance assessment to determine if a truck turning sign is warranted.*

- *Oversized intersection ahead and Radar Speed Signs to be installed*

- *Group inquired about a 3-way stop at the intersection or other intersection control.*

- *PW staff will investigate this further*

#### CR#29 (South of Almonte)

- Complaint of speeding drivers passing school buses
- Requesting 60km/h zone be extended to Ace Hardware on HWY 29
- Previous request was filed for this location in 2021

- *It was discussed that the main issue the complainant is having is drivers going past school busses on this section of road*

- *Sgt. Croth Provided information on the Failure to Stop of School Busses*
  - a. *Failure to stop charges can be laid without identifying the driver, i.e. only the plate needs to be identified and the charges go to the owner of the vehicle*
  - b. *Bus drivers have the ability to report violators to the OPP*
  - c. *The stop arm on the bus has to be fully extended when passed for the driver to be offending*
- *Lanark County will investigate school bus awareness signage and reach out to the bus line and to inquire about cost sharing.*
- *PW staff will follow up with complainant, and communicate additional options as well as the County's next steps*

### b. On Road Parking affecting safe winter operations

1. CR16 South Lavant Road (Near bottle Lake Road)
2. CR511 Highway 511 (Near Radley Lane)
3. CR21 Lally Road (Near Murphys Point Camping Access Road)

- *The OPP has the authority to ticket and tow a vehicle if obstructing traffic under the Highway Traffic Act*

- *The TAWG agreed it would be best to include these areas as No-Parking zones in the traffic By-Law, PW staff will bring a report to council.*
- *Lanark County Tourism lists these locations as “Fishing Opportunities” will include statement about “No Parking on Roadway”*
- *PW Staff will reach out to the Fish and Game Club about potential alternate parking areas.*

**Sgt. Rob Croth indicated that Sgt. Dion Lougheed will be filling in as acting Traffic Sargeant until a permanent replacement has been selected.**

6. Next Meeting Date: March 11<sup>th</sup>, at 9:00am
7. Following meeting(s): June 10<sup>th</sup>, at 9:00am
  - a. Proposed Agenda Items:
    - i. Review transitional Speed Zone speed data
    - ii. On-going Speed Management requests
8. Action Items:
  - a. Reach out to Valley Heritage Radio about airing Winter Driving Safety radio ads
  - b. Complete sight distance assessment for truck turning sign in Clayton
  - c. Complete investigation into intersection control at 3-way intersection in Clayton
  - d. Install oversized intersection ahead sign heading east toward Bellamy Mills Rd
  - e. Install Radar Speed signs on County Road 9 in the village of Clayton
  - f. Investigate additional Stop for School Bus signage on CR 29, contact Mississippi Mills and STEO bus Line.
  - g. Draft report to council regarding (3) no parking zones.
  - h. Add information about parking restrictions to Lanark County tourism webpage about fishing locations
  - i. Reach out to Fish and Game Club about possibility for alternative parking locations.