



COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 3rd, 2026

6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

6:00 p.m. *Committee of the Whole Meeting*
Following *“Special” Council Meeting*

Chair, Councillor Wayne Baker

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**

- i) **Public Meeting: Zoning By-Law Amendment(s) – December 2nd, 2025 – attached, page 7.**

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on December 2nd, 2025 be approved.”

- ii) **Public Meeting: Zoning By-Law Amendment(s) – February 3rd, 2026 – attached, page 9.**

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on February 3rd, 2026 be approved.”

6. DELEGATIONS & PRESENTATIONS

- i) **Presentation: 2025 Septic System Re-Inspection Program Annual Report.**
Eric Kohlsmith, Mississippi-Rideau Septic System Office.

- 2025 Re-Inspection Program Results Presentation – *attached, page 15.*
- 2025 Sewage System Re-Inspection Program Report – *attached, page 23.*

Suggested Recommendation to Council:

“THAT, the 2025 Septic System Re-Inspection Program Annual Report be received for information.”

7. PRIORITY ISSUES

- i) **Report #FIN-2026-01 – 2026 Tax Rates – *attached, page 59.***
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2026-01 – 2026 Tax Rates, be received for information.”

- ii) **Report #FIN-2026-02 – 2025 Statement of Remuneration and Expenses – *attached, page 67.***
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2026-02 - 2025 Statement of Remuneration and Expenses, be received as information.”

- iii) **Report #FIN-2026-03 – 2026 PSAB Restatement – *attached, page 70.***
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2026-03 - 2026 Budget – PSAB Restatement, be received as information.”

- iv) **Report #FIN-2026-04 – 2025 Investment Report – *attached, page 74.***
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2026-04 - 2025 Investment Report, be received as information.”

- v) **Report #PW-2026-04 – Microsurfacing Tender Award – attached, page 78.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Schedules E of Tender #PW-C-05-2026-26-E0 for Microsurfacing be awarded to Miller Paving Limited;

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

- vi) **Report #PW-2026-05 – Pavement Markings – Tender Award – attached, page 81.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Lanark County Tender #PW-M-26-2026-30-E2 – Supply and Application of Water Based Traffic Paint for Pavement Markings be awarded to Trillium Pavement Marking in the amount of \$36,960.07 plus H.S.T.;

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

- vii) **Report #PW-2026-06 – Crow Lake Road Speed Limit – attached, page 84.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the speed limit on Crow Lake Road, between the Frontenac Border and Bolingbroke Station Road be posted at 60 km/hr and signed according to the Ontario Traffic Manual - Book 6;

***AND THAT,** By-Law No. 2018-035 - Maximum Rate of Speed be amended and brought forward at a subsequent Council meeting.”*

- viii) **Report #PW-2026-07 – 2025 Waste Disposal Site Annual Reports – attached, page 91.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Report #PW-2026-07 - 2025 Waste Disposal Site Annual Reports, be received as information;

***AND THAT,** staff be directed to submit the 2025 Annual Reports for the Glen Tay, Maberly and Stanleyville Waste Sites, and the Memorandums for the Christie Lake and Noonan Waste Sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2026 deadline, to be in conformity with the Certificates of Approval for each site.”*

- ix) **Report #CAO-2026-06 – Election – Lame Duck – attached, page 107.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, Report #CAO-2026-06 – Election – Lame Duck, be received for information.”

- x) **Report #CAO-2026-07 – Proposed New Road Name – Hobbes Lane – attached, page 114.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Hobbes Lane, as outlined in Report #CAO-2026-07 – Proposed New Road Name – Hobbes Lane, be brought forward for approval.”

- xi) **Report #CAO-2026-08 – Proposed New Road Name – Mikinàk Mikan – attached, page 119.**
Amanda Mabo, Chief Administrative Officer/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Mikinàk Mikan, as outlined in Report #CAO-2026-08 – Proposed New Road Name – Mikinàk Mikan, be brought forward for approval.”

8. CORRESPONDENCE

- i) **26-01-28 – Council Communication Package – attached, page 131.**

Suggested Recommendation to Council:

“THAT, the 26-01-28 Council Communication Package be received for information.”

- ii) **26-02-25 – Council Communication Package – attached, page 135.**

Suggested Recommendation to Council:

“THAT, the 26-02-25 Council Communication Package be received for information.”

9. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

- ii) **Committee of Adjustment.**

26-02-23 – Draft Committee of Adjustment Hearing Minutes – attached, page 139.

iii) **Fire Board.**

26-02-24 – Draft Fire Board Minutes – *attached, page 143.*

iv) **Library Board – deferred to the next meeting.**

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

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

26-01-26 – Draft Lanark County OPP Detachment Board Meeting Minutes – *attached, page 148.*

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

26-02-13 – Draft Green Energy and Climate Change Working Group Minutes – *attached, page 155.*

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

26-02-09 – Mississippi Valley Conservation Authority Board Summary Report – *attached, page 159.*

26-02-09 – Mississippi Valley Conservation Authority Board Meeting Minutes – *attached, page 161.*

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

26-01-22 – Draft Rideau Valley Conservation Authority Board of Directions Meeting Minutes – *attached, page 173.*

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

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

10. CLOSED SESSION

None.

11. DEFERRED ITEMS

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

- *None.*

12. ADJOURNMENT

MINUTES

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

Tuesday, December 2nd, 2025

5:30 p.m.

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

ATTENDANCE:

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

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

Public Present: None

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

3. APPLICATION

i) **FILE #ZA25-09: Laura Mackler and Nicholas White
243 Hands Drive
Part Lot 16, Concession 6,
Geographic Township of North Burgess**

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

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

b) **APPLICANT COMMENTS**

The applicant was not present.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

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

4. ADJOURNMENT

The public meeting adjourned at 5:45 p.m.

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

Tuesday, February 3rd, 2026

5:15 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor Marilyn Thomas
Reeve Rob Rainer
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan (arrived at 5:28 p.m.)
Councillor Keith Kerr
Councillor Angela Pierman

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

Public Present: Tanya Lalonde
Rick Lalonde
Rocky Webb
Scott Pemberton
Kelly Dejong
Hank Dejong
Ellis Craig
Lonny Hogendoorn
Mike Champaigne
Nathan Bowmann

1. CALL TO ORDER

The public meeting was called to order at 5:15 p.m.

2. NOTICE OF LIVESTREAMING

The Chair announced that the meeting was being livestreamed.

3. INTRODUCTION

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

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

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

4. APPLICATION

- i) **FILE #ZA25-13: Scott Pemberton
4232 Scotch Line Road
Part Lot 16, Concession 6,
Geographic Township of North Burgess**

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

The Planner reviewed the PowerPoint presentation that was attached to the agenda. The Planner also updated a number of the slides based on public comments received since the agenda went out – *attached, page 7.*

Councillor Jordan arrived at 5:28 p.m.

Members questioned:

- if the business should be allowed to continue to operate since the site plan control agreement has not been established
- if Lanark County has been notified regarding the concerns of needing a permit to allow working along the shoulder of a County road
- the status of the four (4) bay car port being zoned as rural
- if the applicants will have to reapply in the future if more commercial space is desired
- conditions regarding the fencing and privacy screening

The Planner explained that:

- the business is not zoned to operate as a commercial business and should not continue to operate until the site plan control agreement and zoning are in place
- the County is aware that the business is there as they commented on the number of entrances permitted
- the four (4) bay car port has a completed building permit and is zoned as Rural and permits personal use only, not Commercial use
- the applicants would have to submit a new application to expand the commercial zone if more space is desired
- the Township does not have design guidelines and nothing in the *Planning Act* addresses design requests, but types of fences can be specified in the site plan control agreement
- will have to talk to the owner/applicant to address the Ministry of the Environment's best practices for equipment pre delivery inspections and the management of grease or oil drips
- a site plan control agreement is needed before obtaining a building permit
- in order to be compliant with the site plan control agreement, the applicant will have to meet the conditions specified

b) APPLICANT COMMENTS

The applicant was present. He made many comments after the public comments:

- the equipment, mini skid steers, are not sold or serviced on site;
- the purpose of the commercial site is distribution and delivery to customers
- under questioning by Councillor Jordan, Mr. Pemberton acknowledged that he does perform Pre-delivery Inspections that involve topping up fuels or other liquids

He further explained that:

- the back of the property was a pasture and had been reforested so didn't want to rezone back there
- the location on the property was chosen because historically it was the site of a blacksmith shop
- previous owners cut down the cedar trees along the front of the property
- things do not stay the same
- understands the site plan control agreement will address issues
- willing to consider moving the sea cans further back within the rezoned area
- as an owner of five (5) properties, he owns many pieces of personal equipment similar to the skid steers. His personal equipment will be stored in the car port
- the sea cans are kept if purchased, but they are usually rented for transporting new equipment and then removed from the site

c) PUBLIC COMMENTS

Kelly Dejong, adjacent neighbour, expressed concerns regarding:

- having a junkyard view
- negative impact to her property value confirmed by a real-estate agent
- nearby house being left empty and not able to sell
- equipment being visible all along the front of the property
- wondered why the equipment is not moved around to the back of the property

The Planner explained that:

- the Township does not have a property standards by-law or design guidelines for properties
- the privacy fence and other conditions in the site plan control agreement will address visual and operating impact
- properly zoning the property provides an opportunity to mitigate the impact of a business through the subsequent Site Plan Control Agreement
- commercial businesses can go in areas that are designated Rural, but they are subject to Zoning By-Laws, Official Plans and restrictions in the site plan control agreement
- the Planner will consult with legal counsel to see if the site plan control agreement can ensure that the operations are pushed to the rear of the commercial zone
- the Planner will work with the applicant to hopefully address some of the comments from the public

Rocky Webb, neighbour, expressed concerns regarding:

- the machines being serviced on site
- the visual impact of the five (5) sea cans on the property
- the conditions on the property getting worse each year
- the business being run for three (3) years illegally without building permits or planning approval
- the matter seemingly being ignored or not addressed
- that Township accommodating an illegal business

The Planner explained that:

- the business cannot operate legally without the required site plan control agreement and building permits
- it is in the applicant's interest to come into compliance quickly
- the Township became aware of the matter in the summer of 2025 via a complaint and has been working with the applicant

Richard Lalonde, neighbour, expressed concerns regarding:

- the visual impact of the property and sea cans
- the rate at which the amount of equipment is growing
- the light impact overnight but only when the AirBnB is running

- junk lumber and immobile cars on site and near the road allowance
- disappointment in the meeting, that decisions seem to have been made before public comments were received

d) **RECOMMENDATION**

The Planner proposed that the information presented will have to be reviewed and the by-law may come forward at the next Council meeting, if the Site Plan Control Agreement can be drafted in time for the agenda.

5. ADJOURNMENT

The public meeting adjourned at 6:28 p.m.

DELEGATIONS & PRESENTATIONS

2025 Re-Inspection Results



Tay Valley Township






1

Participation

Mandatory		
Lake	Properties	
Bennett	118	232 re-inspections were completed on 11 Lakes
Black	25	
Christie	2	2 Water access inspections completed
Clear	18	
Davern	9	62% of waterfront property owners were on-site to receive information regarding the maintenance and operation of their sewage system;
Fagan	10	
Fall River	10	16 (7%) system replacements were identified
Little Silver	16	
Mississippi	5	
Rainbow	1	
Silver	17	
Total	232	

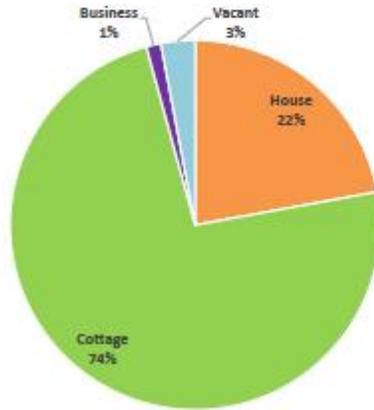
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Inspection Schedule

Ward	Three-year cycle
North Burgess	2023 (2026)
South Sherbrooke (South of Concession 7) and Christie Lake	2024 (2027)
Bathurst and South Sherbrooke (North of Concession 6)	2025 (2028)



3



Property Use

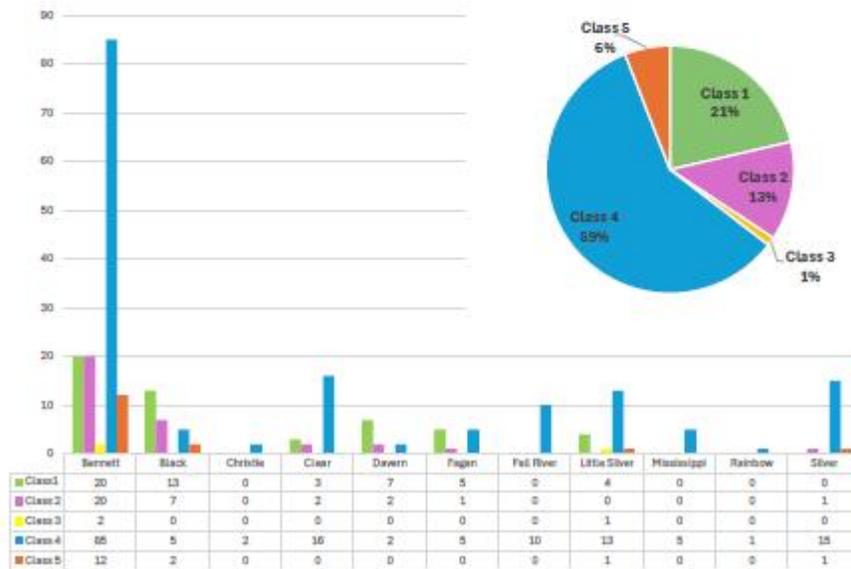
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Filter Maintenance

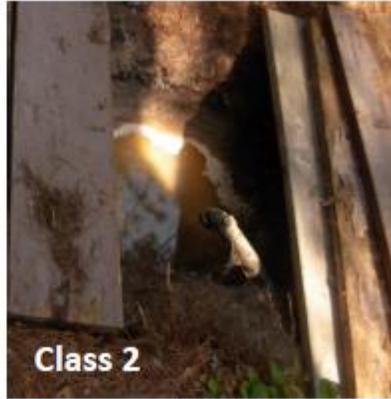
26% of Class 4 systems had an Effluent Filter

5



Types of Systems

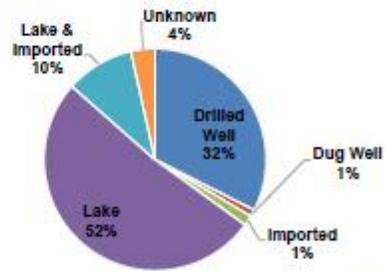
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Types of Systems

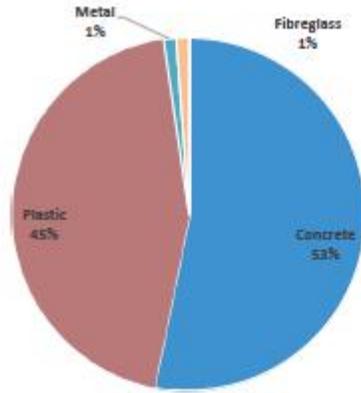
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Water Source



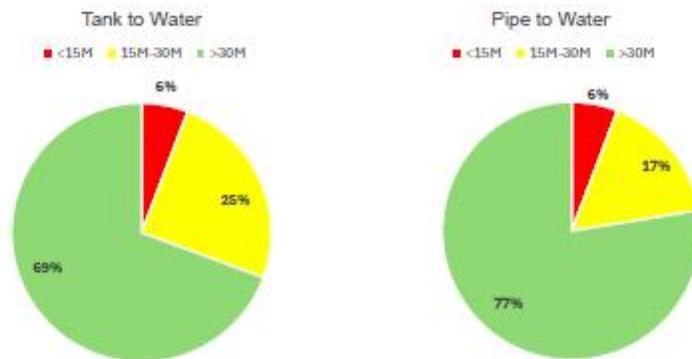
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Tank Inspection



9

Separation Distance



10

System Status – at the time of Inspection

No Concern

- No operational and/or maintenance issues identified.

Remedial Work

- Operational and/or maintenance issues were identified.

More Information Required

- One or more questions arose regarding the system(s)

System Repair/Replacement

- On-site system was not being maintained or operated properly and was posing or could pose a risk to human health and/or the environment.

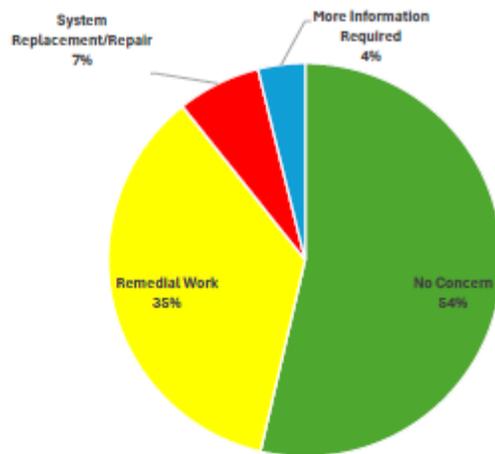
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System Status

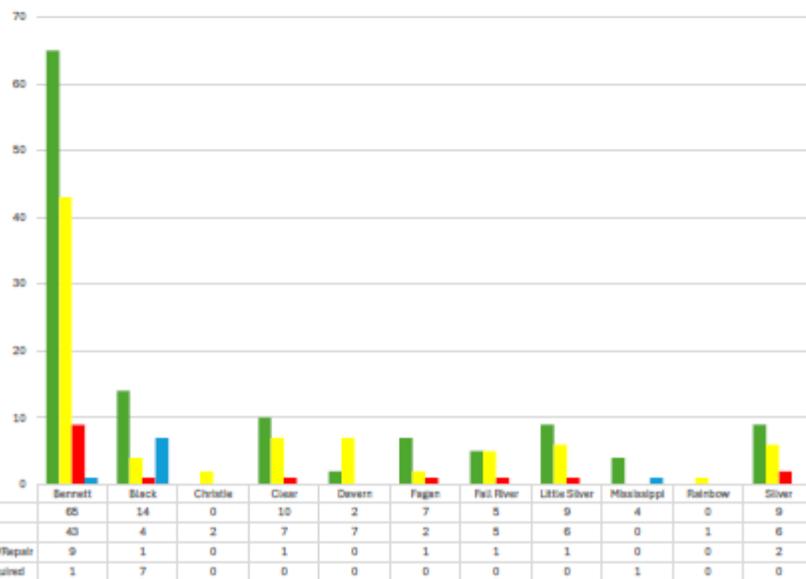


12

System Status



13



System Status – per Lake

14

Pump out required	30
Baffles require maintenance (broken/missing)	10
Roots in tank	3
Vegetation/debris on leaching bed	17
Filter cleaned/to be cleaned	5
Tank Corrosion	7
Class 1 and Class 2 issues	9
Recommend Alarm	9
Total	90

System Deficiencies

15

Thank you



SEPTIC SYSTEM OFFICE

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

Eric Kohlsmith
 Septic Inspector



16



2024 Sewage System Re-inspection Program

Prepared For Tay Valley Township
Prepared By Eric Kohlsmith, MRSSO
January 9th, 2026



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Executive Summary

For 2024, inspections were completed within South Sherbrooke and Bathurst with 118 on Bennett Lake, 25 on Black Lake, 2 on Christie Lake, 18 on Clear Lake, 9 on Davern Lake, 10 on Fagan Lake, 10 on Fall River, 16 on Little Silver, 5 on Mississippi River, 1 on Rainbow, and 17 on Silver Lake. For a total of 232 inspections completed on 189 properties.

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

The inspections began on May 13, 2025, and the last inspection was completed on October 16, 2025. Most of the inspections were completed in June, July and August; months when cottagers are most likely to be present.

As a result of the program, 125 systems were identified as having no concern, 83 systems requiring remedial work, 9 required more information and, 16 system replacements required.

In conclusion, the MRSSO:

- Conducted 232 septic re-inspections in 2025,
- Conducted 2 water access inspections,
- Met onsite with 62 % of property owners for the inspection,
- Identified 16 (7 %) systems requiring replacement.

1 Introduction

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

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

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

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

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

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

The sewage system re-inspection program for 2025 began by selecting properties to be involved, contacting property owners, and informing them of the inspection to take place. A site visit was made (Appendix B) and an inspection report was filled out and the owner was notified of any deficiencies to be rectified.

In 2025, the MRSSO continued the use of electronic reporting. Property owners were provided the option of receiving the report by email or printed onsite.

The results of the 232 inspections completed on 189 properties in 2025 were compiled and this report is the culmination of those efforts.

2 Program Implementation

2.1 Property Selection Protocol

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

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

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

2.2 Inspection Schedule

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

Figure 1 Inspection schedule

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

2.3 Scheduling

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

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

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

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

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

Properties that did not have returned questionnaires were visited on the scheduled appointment date. If no property owner was home at the time, a notice was left onsite requesting the owner to reschedule. A total of 214 property owner packages were mailed out (Appendix A) and 232 inspections were completed on 189 properties. Seven properties were removed from the list for the following reasons:

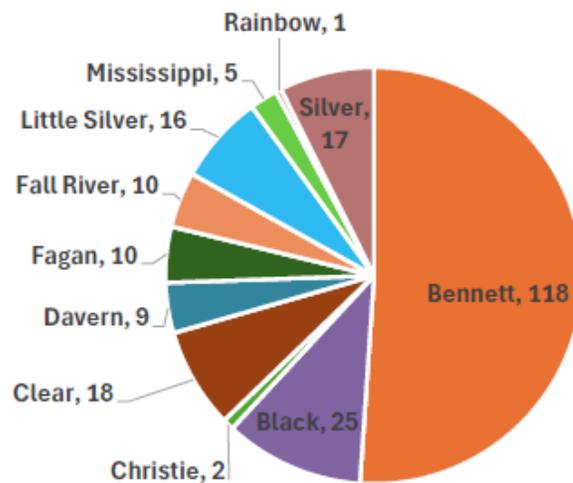
- Vacant parcel
- New System in last 10 years
- Inspection completed by 3rd Party
- MECP system – over 10,000 L/day

3 Results and Discussion

3.1 Distribution of Sewage System Re-inspections

The re-inspection program resulted in 232 inspections completed on eleven waterbodies completed (Figure 2).

Figure 2 Properties Inspected per Lake



From information collected through the questionnaire, records of mailing addresses, and observations at the time of the inspection, the primary property uses identified were cottage and house. Figure 3 illustrates 3 business, 173 cottages, 52 houses (residential properties) and 7 vacant properties were inspected. The vacant properties had sewage systems on site without dwellings. While residential properties consistently generate more wastewater and have the potential to contribute more nutrients to the environment, seasonal properties often have older, under sized systems that experience peak flows, which could lead to a greater environmental impact. Therefore, a mix of both seasonal and residential properties is desirable.

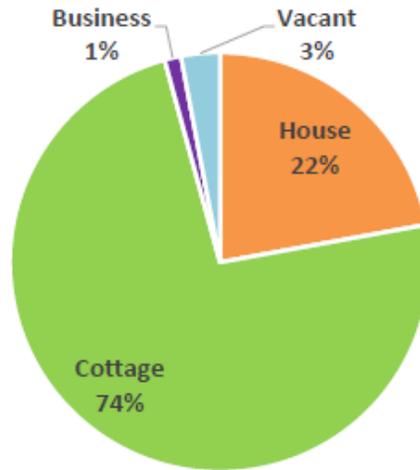


Figure 3 Property Use

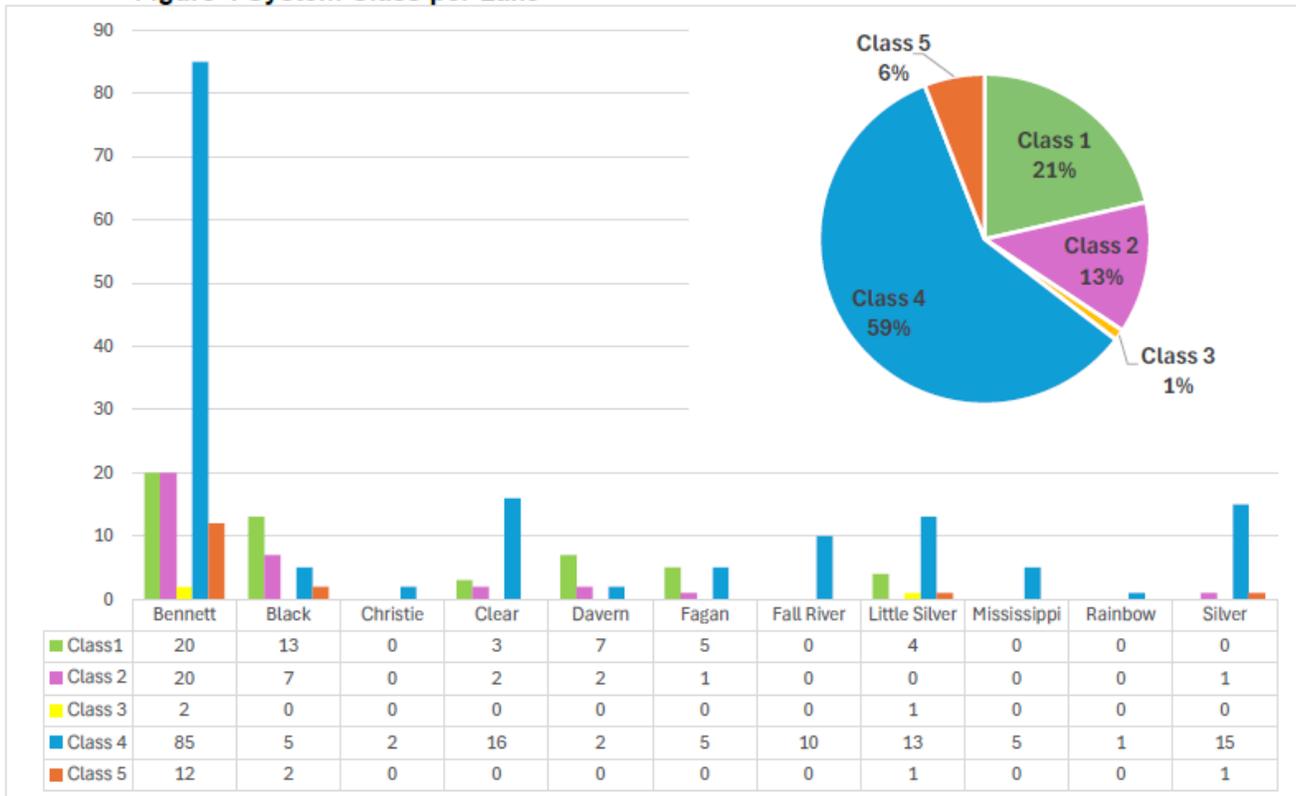
3.2 Class of Sewage System

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

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

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

Figure 4 System Class per Lake



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

3.3 Class 4 and Class 5 Systems

The most prevalent Class of sewage system inspected was the Class 4, with 159 systems inspected. Due to the difficulty in determining the type of Class 4 sewage system in use, and the lack of homeowner certainty, we did not distinguish between the different types leaching fields of Class 4 systems.

Very stringent requirements are identified in the OBC for allowing the installation of a Class 5 system (holding tank). One of those requirements is that it can be installed only when no other type of Class 4 system, meeting the OBC requirements, can be placed on the property. Sixteen holding tanks were identified during the 2025 re-inspection program.

3.4 Class 1, 2, and 3 Systems

Class 1 and 2 systems comprised 34% of all systems inspected with 58 Class 1's, and 35 Class 2's. Three Class 3 systems were found during the 2025 season. These systems are adequate options for protecting the environment when designed and installed correctly. The construction of Class 2 or 3 system requires a permit. Class 1 systems do not require a permit to construct, but they need to meet the minimum requirements under the OBC, and applicable law and these requirements are enforced.

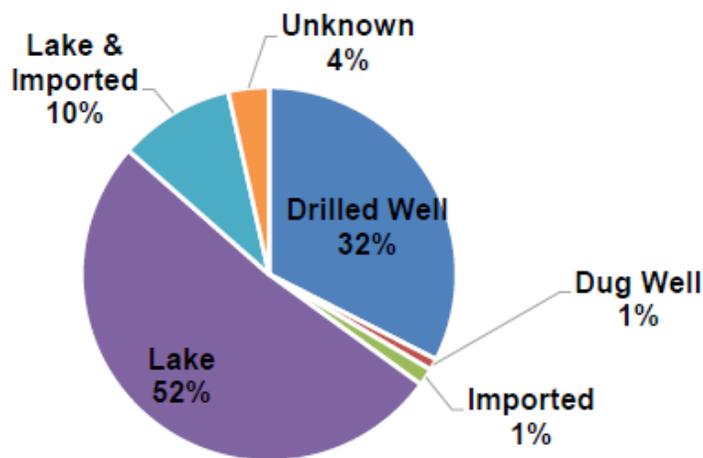
A Class 3 system is required when a Class 1 system requires waste or effluent to be removed. They are commonly required with composting toilets that are outfitted with an overflow, emergency or other. Class 3 systems can only receive waste from Class 1.

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

3.5 Wells and Drinking Water

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

Figure 5 Water Source

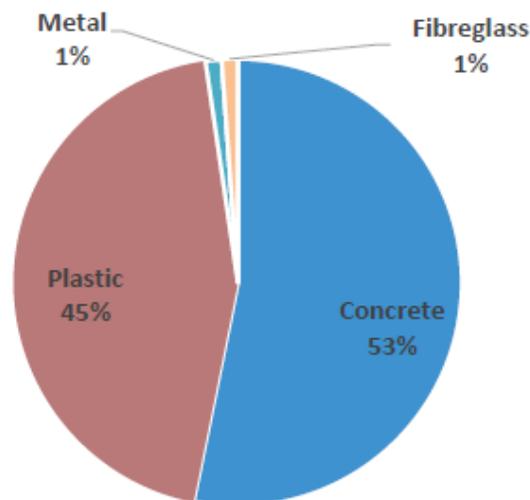


Property owners are encouraged to utilize the free drinking water testing provided by the Leeds, Grenville and Lanark Health Unit. Sample bottle pick up and drop off locations can be found on the Health Units website. Although free testing is available, many property owners do not test their drinking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

3.6 Tank Inspection

During the inspection of septic and holding tanks, the tank material was recorded. If the tank was not uncovered for the re-inspection, the tank material was determined by using a soil probe. Of the 200 systems inspected, there were 175 septic or holding tanks. Figure 6 shows the breakdown for the common tank materials found: concrete, plastic, fiberglass and metal.

Figure 6 Tank Material



As a result of the re-inspection program, it was observed that **4%** of concrete septic tanks had signs of corrosion (Photo 1). Concrete corrosion is generally caused by a build of gases (from normal operation) reacting with the concrete. The corrosion can cause baffles to fall off, effluent to escape around the outlet pipe and the tank to become structurally unsafe.



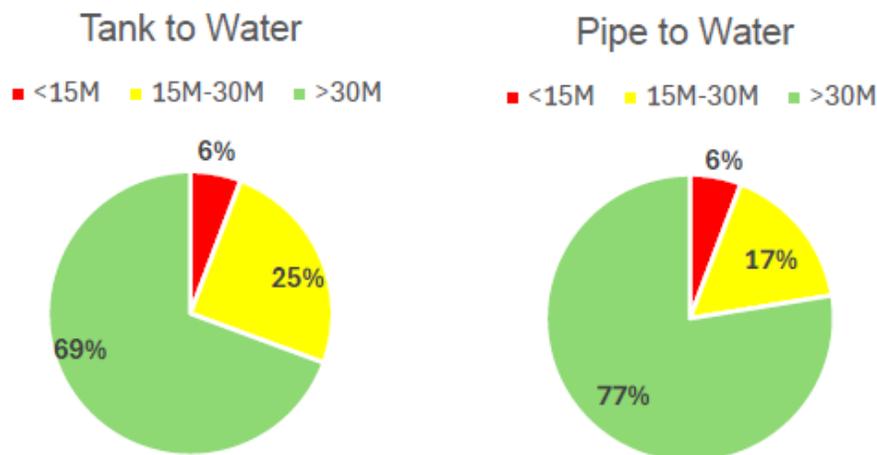
Photo 1 Concrete Corrosion around Outlet Baffle

3.7 Separation Distances

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

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

Figure 7 Separation Distance –Tank and Leaching Bed to Water



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

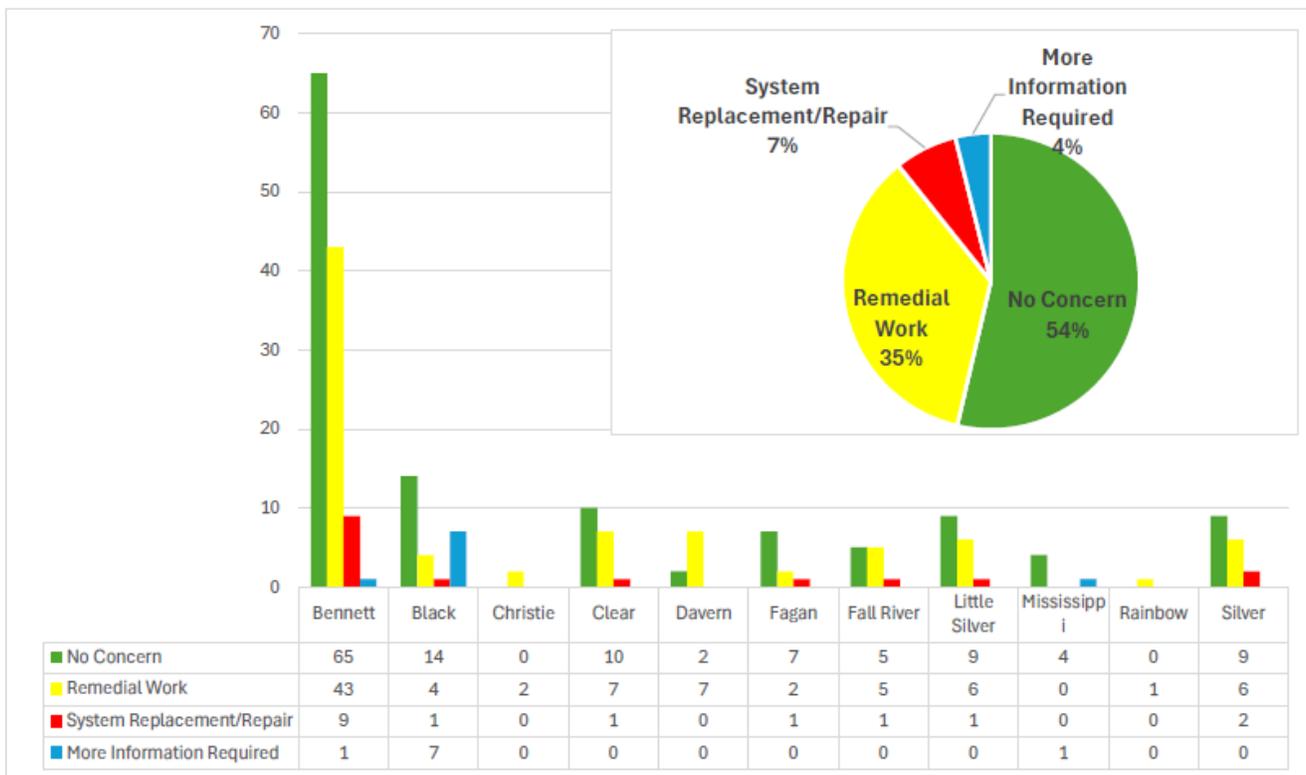
3.8 Sewage System Status

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

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

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

Figure 8 System Status – Mandatory Program



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

Table 1 System Deficiencies

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

Pump out required	30
Baffles require maintenance (broken/missing)	10
Roots in tank	3
Vegetation/debris on leaching bed	17
Filter cleaned/to be cleaned	5
Tank Corrosion	7
Class 1 and Class 2 issues	9
Recommend Alarm	9
Total	90

3.9 Follow-up and Enforcement

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

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

Sewage Systems found to be malfunctioning or posing a risk to human health or the environment will require repair or full replacement. All 16 systems requiring repair/replacement are on seasonal properties. Property owners have been informed of the concerns identified during the re-inspection. Of the 16 systems identified, 5 were Class 4 systems (with 1 replacement underway), 8 Class 1 systems, 10 Class 2 systems, 3 Class 3 systems, and 1 Class 5 system. The remaining property owners will receive an Order to Comply requiring work to be completed by July 1, 2026.

4 Conclusions

The 2025 program completed inspections of 232 sewage systems on Bennet Lake, Black Lake, Christie Lake, Clear Lake, Davern Lake, Fagan Lake, Fall River, Little Silver, Mississippi River, Rainbow Lake, Silver Lake; 2 of which were water access properties. Of the 232 systems inspected, 125 systems were identified as having no concern, 83 systems requiring remedial work, nine required more information, and 16 systems required replacement. It should be noted that the age of a system was not a significant factor in deficiencies identified. In turn, the diligence of the property owner regarding the operation and maintenance of their system had a greater impact on the deficiencies identified.

Interaction with property owners during the re-inspection program this year was very positive. Approximately 62% of property owners were able to be present during the re-inspection. Most of the homeowners encountered were very supportive of the re-inspection program.

Having homeowners excavate their tanks prior to re-inspection will be continued in the 2026 re-inspection season. This enabled a much more efficient re-inspection process.

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

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

Appendix A Property Owner Package

10970 Hwy. 7, Carleton Place, ON K7C 3P1

T (613) 253-0006 F (613)253-0122 mrsso@mvc.on.ca



Mailing Address

Date

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

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

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

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

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

Step 1 — Complete and return the attached questionnaire

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

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

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

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

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

Step 2 — Scheduled appointment

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

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Step 3 — Dig Your Lids

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

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

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

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

Step 4 — Inspection

The septic re-inspection will include the following:

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

Step 5 — Review your Re-inspection Report

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

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

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

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

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

Yours truly,



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

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

May 2025

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

Based on the success of the mandatory septic reinspection program, in the spring of 2024, Tay Valley Council voted to expand the mandatory program to include all lakes and rivers in the Township, as well as the properties in the Maberly Pines Subdivision. Your property is therefore, included in the Tay Valley Township Mandatory Septic Re-Inspection Program for 2025. To protect the water quality of your lake and groundwater, you may schedule an appointment with the Mississippi Rideau Septic System Office (MRSSO) for the inspection at no cost to you. If you choose, you may be present for the inspection, but if it is not convenient you are not required to be present for the inspection. Alternatively, you may hire a third-party certified inspection service to do the inspection.

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

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

Page 1 of 2

likely to require upgrade or replacement prior to further site development. Funding assistance may be available for septic replacement depending on eligibility criteria.

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

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

Noelle Reeve, Planner
Tay Valley Township

PROGRAM AUTHORITY:

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

PERSONAL INFORMATION:

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

Questionnaire

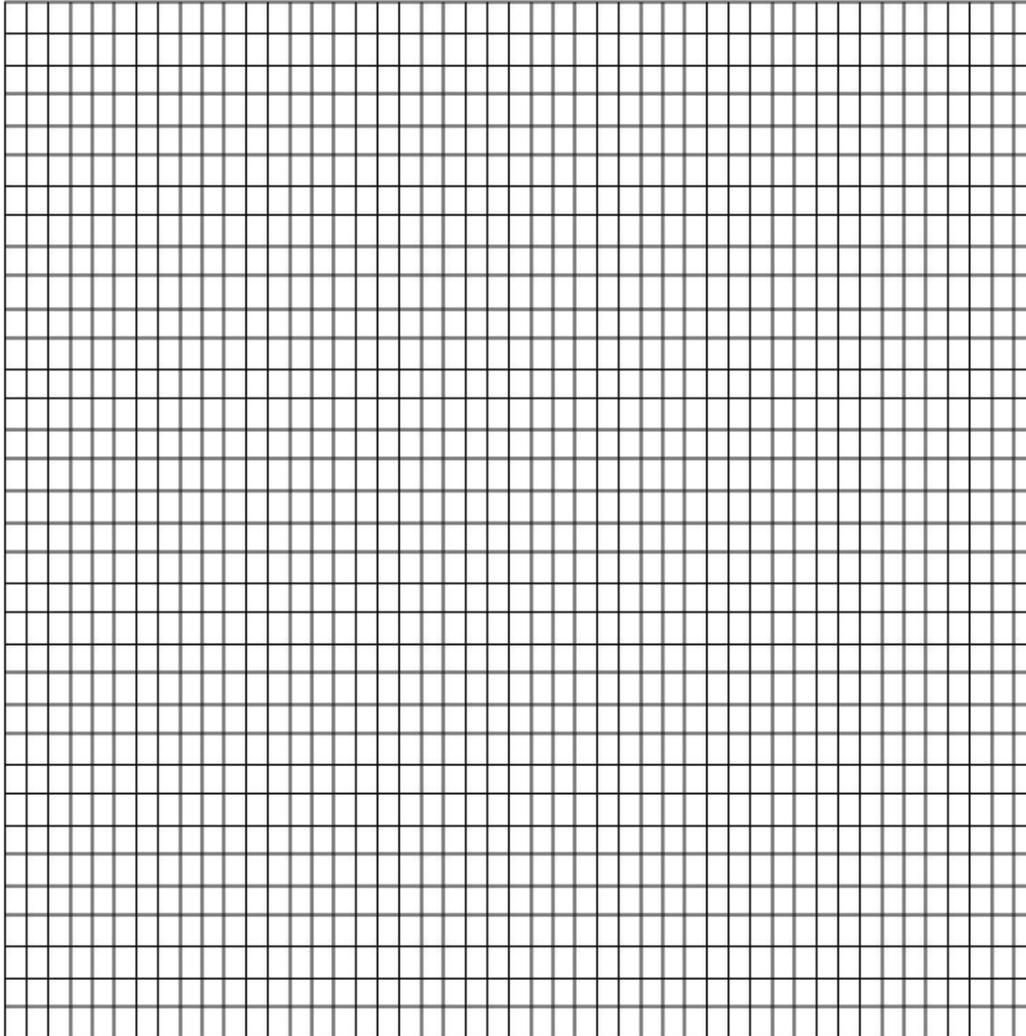
Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select **'Other'** please specify. Please use the space noted as **'Correction'**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

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

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

Site Sketch

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

A large grid for site sketching, consisting of 30 columns and 30 rows of small squares.

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

Appendix B Description of a Site Inspection

Tank Inspection

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

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

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

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

Estimated Septic Tank Pumping Interval in Years

Tank Size (L)	Household Size (Number of People)									
	1	2	3	4	5	6	7	8	9	10
1,890	5.8	2.6	1.5	1.0	0.7	0.4	0.3	0.2	0.1	
2,840 (≈2,700)	9.1	4.2	2.6	1.8	1.3	1.0	0.7	0.6	0.4	0.3
3790 (≈3,600)	12.4	5.9	3.7	2.6	2.0	1.5	1.2	1.0	0.8	0.7
4,730	15.6	7.5	4.8	3.4	2.6	2.0	1.7	1.4	1.2	1.0
5,670	18.9	9.1	5.9	4.2	3.3	2.6	2.1	1.8	1.5	1.3
6,620	22.1	10.7	6.9	5.0	3.9	3.1	2.6	2.2	1.9	1.6
7,570	25.4	12.4	8.0	5.9	4.5	3.7	3.1	2.6	2.2	2.0
8,520	28.6	14.0	9.1	6.7	5.2	4.2	3.5	3.0	2.6	2.3
9,460	31.9	15.6	10.2	7.5	5.9	4.8	4.0	4.0	3.0	2.6

Estimated Septic Tank Pumping Interval in Years

Visual Re-Inspection

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

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

Appendix C Ontario Building Code References

System Classification

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

Class 3 – a cesspool

Class 4 – a leaching bed system

Class 5 – a holding tank

8.1.2.1(1)

Minimum Clearances for Classes 1, 2 and 3

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

Minimum Clearances for Treatment Units

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

Minimum Clearances for Distributing Pipes

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

Minimum Clearances for Holding Tanks

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

Appendix D Program Authority

Interpretation of Authority for Discretionary Maintenance Inspection Program

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

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

Interpretation of Mandatory inspections for Discretionary Maintenance Inspection Programs

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

Building Code Act and Ontario Building Code references

Section 1.10. Sewage System Maintenance Inspection Programs

1.10.1 Discretionary Maintenance Inspection Programs

1.10.1.1 Scope

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

Discretionary maintenance inspection programs

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

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

2006, c. 22, s. 112 (11)

Standards for existing buildings

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

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

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

By-laws, resolutions, regulations

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

1.10.1.2 Application and Inspections

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

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

Appendix E Property Selection Protocol

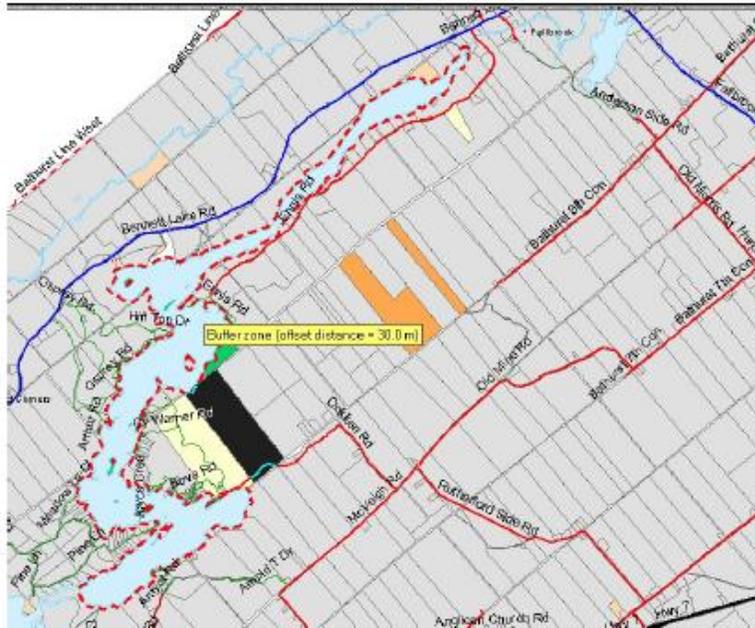
Tay Valley Township:

Septic Re-Inspection Property Selection Protocol

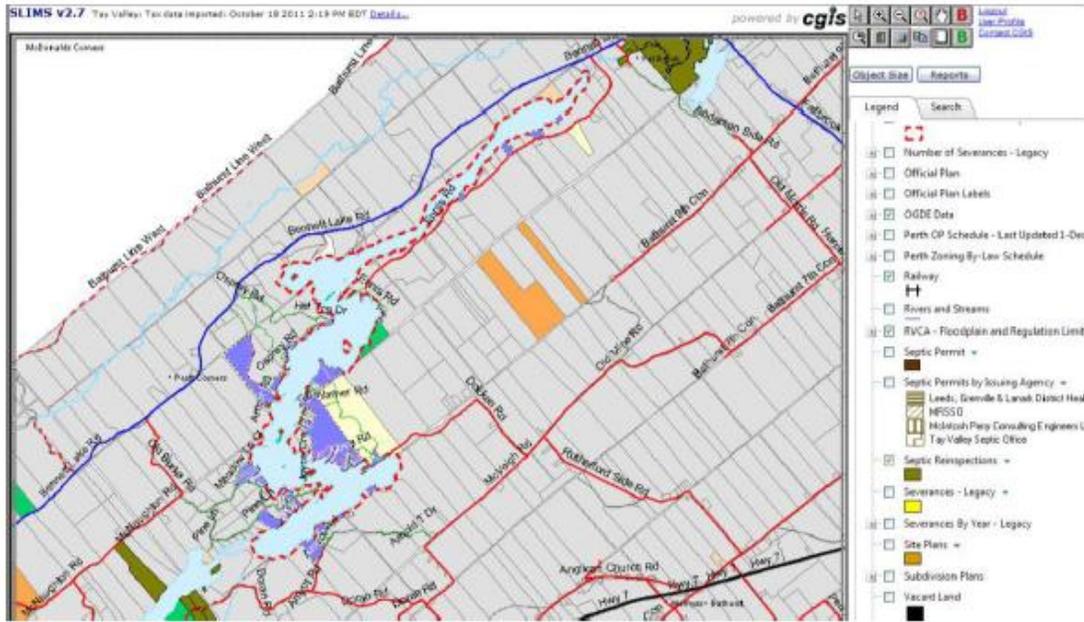
Detailed Standard Operating Procedure

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

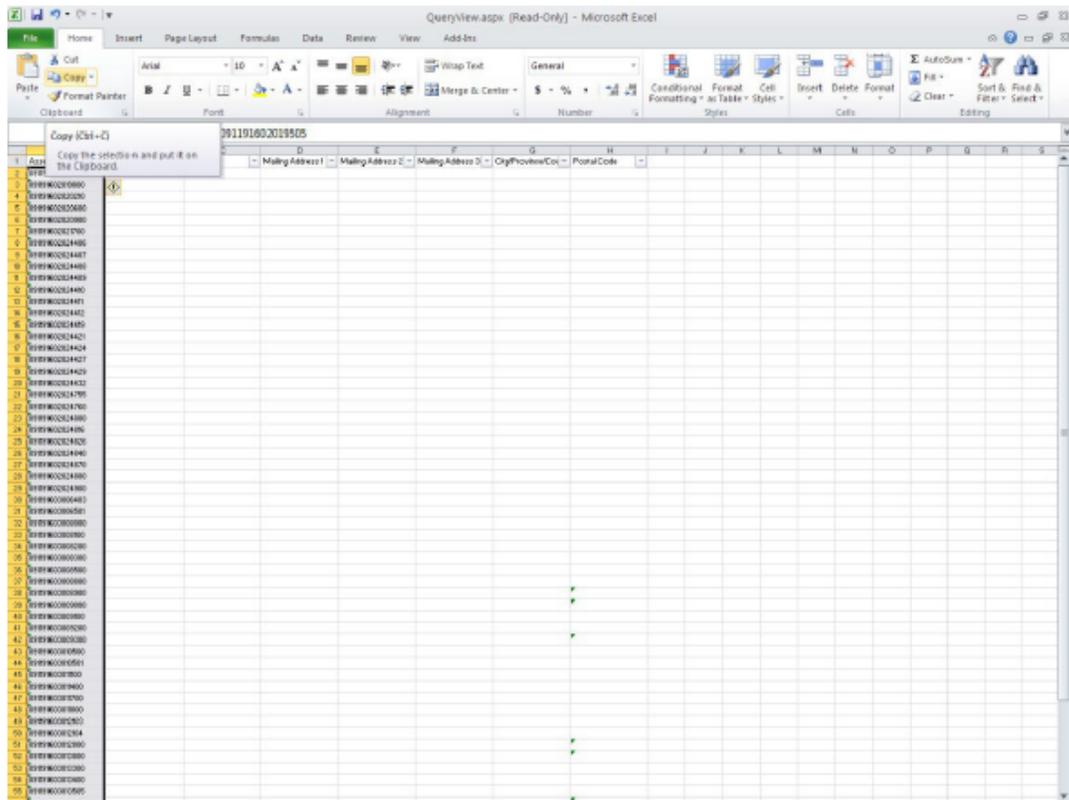
- This buffer selection process is based on one provided by CGIS upon our request for assistance and is as follows:
 - Log into SLIMS and zoom to whatever Lake you are working on
 - Ensure the SLIMS Selection Mode is set to Intersection:
 - Right click on the map – Help – Preferences
 - Change Selection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



- Select the buffer:
 - Right click on the map – Select – Within
- Highlight the Septic Reinspection layer from the list, press OK (this will highlight all the properties that already have inspections done on that lake)

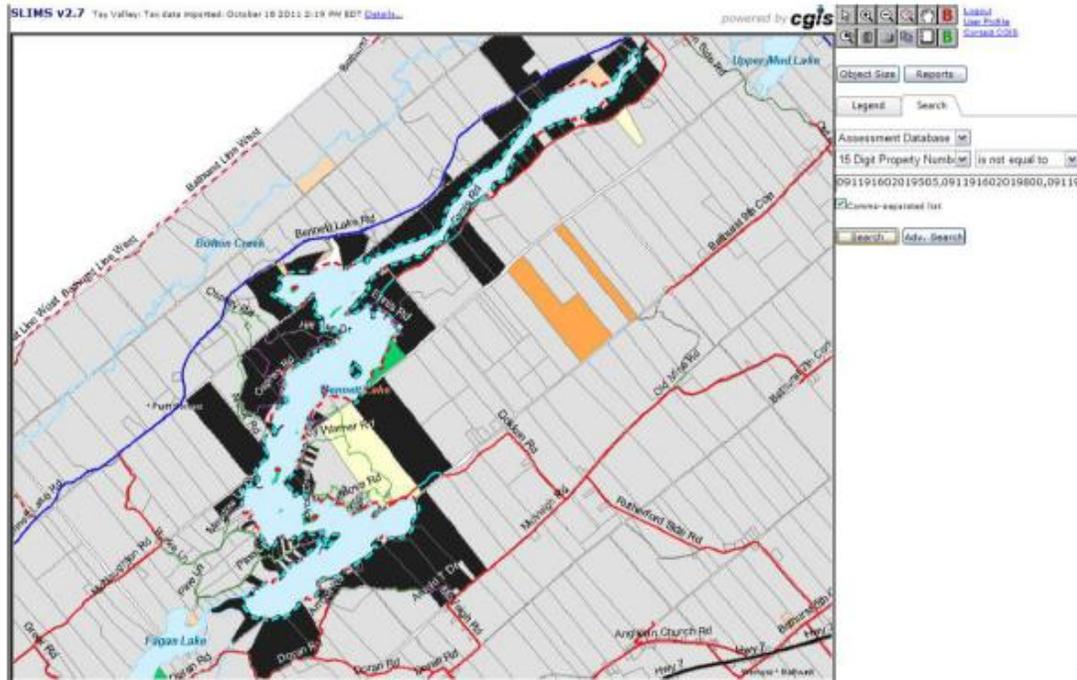


- Run a Mail list report, or custom report
 - Click the download results, and open in Excel
 - Highlight column A (15 digit property numbers) and COPY



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

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



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

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

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

Property Selection Example:

For example our search for Bennett lake resulted in:

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

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

PRIORITY ISSUES

COMMITTEE OF THE WHOLEApril 3rd, 2026Report #FIN-2026-01
Ashley Liznick, Treasurer**2026 TAX RATES****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2026-01 – 2026 Tax Rates, be received for information.”**BACKGROUND**

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

The Township must wait until the County of Lanark passes their by-laws to set tax ratios and tax rate reductions, and to establish tax rates to be levied to local municipalities. These by-laws were approved by County Council in February 2026.

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

A full listing of the tax rates by property class is listed in the attached by-law and the attached table is to provide a comparison of a residential property tax bill for 2026 to the amount that was billed in 2025.

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

DISCUSSION

The Province has set the education rates for 2026 and Lanark County have also set their rates for 2026.

The attached chart indicates that the overall tax rate increase for residential properties in 2026 will be 3.54%.

OPTIONS CONSIDERED

Not Applicable.

FINANCIAL CONSIDERATIONS

Provides the tax revenue for 2026 as approved in the 2026 budget.

CLIMATE CONSIDERATIONS

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

CONCLUSIONS

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

ATTACHMENTS

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

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

Tax Bill Calculation

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

Note: assessments have not increased from 2025 to 2026

	2025		2026		Increase	Percentage
	Rate	Amount	Rate	Amount		
Municipality	0.00555617	1,666.85	0.00585342	1,756.03	89.18	5.35%
County	0.00410455	1,231.37	0.00420400	1,261.20	29.83	2.42%
Education	0.00153000	459.00	0.00153000	459.00	0.00	0.00%
	0.01119072	<u>3,357.22</u>	0.01158742	<u>3,476.23</u>	<u>119.01</u>	<u>3.54%</u>

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2026-xxx**

SCHEDULE "A"

TAY VALLEY TOWNSHIP – TAX RATES

GENERAL PURPOSES

<u>PROPERTY CLASS</u>	<u>GENERAL</u>
Residential/Farm	0.00412386
Multi-Residential	0.00813774
New Multi-Residential	0.00453625
Commercial Occupied	0.00759997
Commercial Excess Land	0.00759997
Commercial Vacant Land	0.00759997
Industrial Occupied	0.01044010
Industrial Excess Land	0.01044010
Industrial Vacant Land	0.01044010
Large Industrial Occupied	0.01044010
Large Industrial Excess Land	0.01044010
Large Industrial Vacant Land	0.01044010
Aggregate Extraction	0.00849518
Pipelines	0.00827760
Farmland	0.00103096
Managed Forest	0.00103096

<u>PAYMENTS-IN-LIEU</u>	
Residential/Farm	0.00412386
Commercial Full	0.00759997
Commercial General	0.00759997
Landfill	0.00508245

POLICE PURPOSES

<u>PROPERTY CLASS</u>	<u>POLICE</u>
Residential/Farm	0.00102165
Multi-Residential	0.00201605
New Multi-Residential	0.00112382
Commercial Occupied	0.00188283
Commercial Excess Land	0.00188283
Commercial Vacant Land	0.00188283
Industrial Occupied	0.00258645
Industrial Excess Land	0.00258645
Industrial Vacant Land	0.00258645
Large Industrial Occupied	0.00258645
Large Industrial Excess Land	0.00258645
Large Industrial Vacant Land	0.00258645
Aggregate Extraction Pipelines	0.00210461
Farmland	0.00025541
Managed Forest	0.00025541

PAYMENTS-IN-LIEU

Residential/Farm	0.00102165
Commercial Full	0.00188283
Commercial General	0.00188283
Landfill	0.00125913

FIRE PURPOSES

<u>PROPERTY CLASS</u>	<u>FIRE</u>
Residential/Farm	0.00065656
Multi-Residential	0.00129562
New Multi-Residential	0.00072222
Commercial Occupied	0.00121000
Commercial Excess Land	0.00121000
Commercial Vacant Land	0.00121000
Industrial Occupied	0.00166218
Industrial Excess Land	0.00166218
Industrial Vacant Land	0.00166218
Large Industrial Occupied	0.00166218
Large Industrial Excess Land	0.00166218
Large Industrial Vacant Land	0.00166218
Aggregate Extraction Pipelines	0.00135253
Farmland	0.00016414
Managed Forest	0.00016414

<u>PAYMENTS-IN-LIEU</u>	
Residential/Farm	0.00065656
Commercial Full	0.00121000
Commercial General	0.00121000
Landfill	0.00080918

HOSPITAL PURPOSES

<u>PROPERTY CLASS</u>	<u>HOSPITAL</u>
Residential/Farm	0.00005135
Multi-residential	0.00010133
New Multi-Residential	0.00005647
Commercial Occupied	0.00009464
Commercial Excess Land	0.00009464
Commercial Vacant Land	0.00009464
Industrial Occupied	0.00013001
Industrial Excess Land	0.00013001
Industrial Vacant Land	0.00013001
Large Industrial Occupied	0.00013001
Large Industrial Excess Land	0.00013001
Large Industrial Vacant Land	0.00013001
Aggregate Extraction Pipelines	0.00010578
Farmland	0.00001285
Managed Forest	0.00001285
 <u>PAYMENTS-IN-LIEU</u>	
Residential/Farm	0.00005135
Commercial Full	0.00009464
Commercial General	0.00009464
Landfill	0.00006329

TOTAL OF ALL ABOVE PURPOSES

<u>PROPERTY CLASS</u>	<u>TOTAL</u>
Residential/Farm	0.00585342
Multi-residential	0.01155074
New Multi-Residential	0.00643876
Commercial Occupied	0.01078744
Commercial Excess Land	0.01078744
Commercial Vacant Land	0.01078744
Industrial Occupied	0.01481874
Industrial Excess Land	0.01481874
Industrial Vacant Land	0.01481874
Large Industrial Occupied	0.01481874
Large Industrial Excess Land	0.01481874
Large Industrial Vacant Land	0.01481874
Aggregate Extraction	0.01205810
Pipelines	0.01174926
Farmland	0.00146336
Managed Forest	0.00146336

PAYMENTS-IN-LIEU

Residential/Farm	0.00585342
Commercial Full	0.01078744
Commercial General	0.01078744
Landfill	0.00721405

COMMITTEE OF THE WHOLE
March 3rd, 2026Report #FIN-2026-02
Ashley Liznick, Treasurer**2025 STATEMENT OF REMUNERATION AND EXPENSES****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2026-02 - 2025 Statement of Remuneration and Expenses, be received as information.”

BACKGROUND

Section 284 of the *Municipal Act, 2001* requires the Treasurer to provide a report to Council disclosing remuneration and expenses paid in the previous year to each Member of Council and to persons appointed by Council to boards and agencies on or before March 31st.

DISCUSSION

The statement is reported differently across the province. Some municipalities just show members of Council, others are more inclusive. Our statement discloses money that we pay to Council and board members; and monies paid by other agencies if we are advised.

By-Law No. 2024-045 authorizes Council and local board member honorariums and the reimbursement of travel and other costs.

Council Members' attendance at training courses, seminars or conferences are included in the annual budget and the resultant by-law. Individual Council Member's attendance at the training courses, seminars or conferences are further approved by Council as required.

The Mississippi Valley Conservation Authority (MVCA) paid Councillor Baker's honorariums and expenses relating to MVCA. Similarly, the Rideau Valley Conservation Authority (RVCA) paid Councillor Pierman's per diem and mileage expenses relating to RVCA.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

No direct link.

FINANCIAL CONSIDERATIONS

Remuneration and travel expenses are included in the annual budgets.

CONCLUSIONS

Not Applicable.

ATTACHMENTS

- i) 2025 Statement of Remuneration and Expenses.

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

2025

**PAID TO COUNCIL MEMBERS AND PERSONS
APPOINTED TO LOCAL BOARDS**

	<u>SALARY</u>	<u>PER DIEMS / HONORARIUMS</u>	<u>MILEAGE</u>	<u>OTHER</u>	<u>TOTAL</u>
Council:					
Rob Rainer	30,925.80	0.00	392.96	0.00	31,318.76
Fred Dobbie	22,197.60	0.00	705.60	0.00	22,903.20
Wayne Baker	16,842.60	1,200.00	807.84	183.60	19,034.04
Greg Hallam	16,842.60	1,200.00	959.76	212.32	19,214.68
Korrine Jordan	16,842.60	0.00	233.28	0.00	17,075.88
Keith Kerr	16,842.60	1,200.00	330.48	56.08	18,429.16
Angela Pierman	16,842.60	0.00	630.00	0.00	18,102.60
Marilyn Thomas	16,842.60	1,200.00	625.39	30.00	18,697.99
Committee of Adjustment:					
Richard Schooley		900.00	192.95	0.00	1,092.95
Peter Siemens		600.00	38.88	931.88	1,570.76
Larry Sparks		900.00	284.40	0.00	1,184.40
Mississippi Valley Conservation Authority:					
Wayne Baker (paid by MVCA)		461.04	351.12	0.00	812.16
Rideau Valley Conservation Authority:					
Angela Pierman (paid by RVCA)		595.00	118.08	0.00	713.08

COMMITTEE OF THE WHOLE
March 3rd, 2026

Report #FIN-2026-03
Ashley Liznick, Treasurer

2026 BUDGET – PSAB RESTATEMENT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2026-03 - 2026 Budget – PSAB Restatement, be received as information.”

BACKGROUND

Since 2009 Ontario municipalities have been required to report annual financial activities in a revised format as required by the Public Sector Accounting Board (PSAB). The new format includes reporting asset amortization, post-employment benefits and solid waste landfill & post-closure expenses. The Township’s audited statements are prepared in this format. However, provincial regulations allow municipalities the option of not budgeting in the PSAB reporting format, thus potentially excluding the aforementioned types of expenses from the budget.

Like the vast majority of municipalities, Tay Valley Township has opted not to budget in the PSAB format.

As the Township does not budget in the PSAB format, provincial regulations require that a report be prepared about the impact of excluding the PSAB expenses from the budget. The report must include both the estimated change in the Township’s accumulated surplus at year end and the impact on the Township’s future capital asset funding requirements. Council must adopt the report by resolution.

DISCUSSION

Unlike the senior levels of government, municipalities are not allowed to budget surpluses or deficits. The federal and provincial governments are responsible for economic growth, employment creation, attracting international investment and a whole realm of activities that may require short term fiscal strategies that result in unbalanced budgets.

Municipalities, on the other hand, are given different responsibilities by their provincial governments, and one of the rules imposed by all provinces is that municipal budgets must

be balanced – no projected surplus or deficit.

This particular rule resulted in a bit of a quandary when the municipal accounting and reporting changes were introduced by PSAB.

The Township creates budgets on a modified cash/accrual basis. For example, the bottom line of the Township's budget represents the taxes required for the year, but not all taxes will be paid by the end of the year. Because the Township has essentially earned the revenue in the current year, it is recognized as such, and the unpaid amount is set up as a receivable at the end of the year. Similarly, when the Township makes purchases and receives the goods or services towards the end of the current year but does not pay for them until the following year, the Township expenses the purchase and sets up an accounts payable at year end.

All of those items that are set up as receivables or payables eventually involve the receipt or disbursement of real dollars. The budget estimates the actual revenues that are anticipated to be earned and the expenditures that are expected to be incurred for the budget year. But PSAB budgeting is presented on a strictly accrual basis.

Under PSAB rules, transfers to and from reserves are not expenditures and revenues, even though they involve receiving tax dollars and placing them in reserves or taking money out of the reserves and spending them. They are instead increases or reductions in equity (accumulated surplus). On the other hand, PSAB treats amortization as a cost, even though such transactions do not involve a cash outlay.

With all the work that the Township has completed in regard to funding infrastructure renewal, the notion of not including reserves activity in its budgets would not be realistic.

Also, how would the Township possibly explain the capital program when, for example, the Township cannot budget an amount to purchase a truck? Under PSAB budgeting, the Township would not directly disclose the cost of the truck. Instead, it would show its annual amortization cost in each of the next ten budgets if the truck is expected to last ten years. The budget for the year in which the truck is purchased would show neither the cost of the truck, nor the amount of reserve funding that would pay for its purchase.

The summary of these types of items are disclosed on the attached schedule. The bottom line of the schedule shows that if the Township had budgeted in the PSAB format it would have resulted in a budgeted surplus of \$1,366,965 for 2026. This is in contravention of the rules and regulations - municipalities are not allowed to budget either year-end surpluses or deficits. And very importantly, the \$1,366,965 is not a cash surplus arising from operations that can be spent or transferred to the Contingency Reserve for future use.

Budgeting without amortization will not negatively impact the Township's future capital asset funding requirements.

OPTIONS CONSIDERED

Not applicable.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with this report, but information contained herein will be reflected in the Township's 2026 audited financial statements.

CONCLUSIONS

This report provides the information necessary for disclosure under *Ontario Regulation 284/09, Budget Matters - Expenses* that requires municipalities to report to Council when certain expenses are excluded from the annual budget and the impact on the accumulated surplus of such exclusions.

Neither the PSAB format financial statements nor the annual budget provide enough information to accurately assess a municipality's future capital funding requirements. Capital plans must be carefully reviewed to make such determinations.

ATTACHMENTS

- i) Schedule "A" - 2026 Budget/PSAB Reconciliation Ontario Regulation 284/09

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

2026 BUDGET/PSAB RECONCILIATION
ONTARIO REGULATION 284/09

	ESTIMATED IMPACT ON ACCUMULATED SURPLUS		COMMENTS
	INCREASE	DECREASE	
Approved 2026 Budget	0	0	Council approved a balanced budget. Municipalities are not allowed to budget surpluses or deficits.
PSAB budget differences:			
Amortization expense		1,093,949	Not in 2026 Budget, but is an expense in accrual accounting. This is an estimate based on prior year amortization.
Tangible asset purchases	1,250,900		In 2026 Budget, but is not an expense in accrual accounting.
Transfers to reserves	1,978,994		In 2026 Budget, but is not an expense in accrual accounting.
Transfers from reserves		1,840,570	In 2026 Budget, but is not revenue in accrual accounting.
Debt principal repayments	143,613		In 2026 Budget, but is not an expense in accrual accounting. The interest portion of debt payments is an expense.
Post-employment benefits	n.a.	n.a.	The township has no such benefits.
Waste-site closures	n.a.	n.a.	Already included in the 2026 Budget and is expensed annually.
	<u>3,373,507</u>	<u>2,934,519</u>	
Net estimated increase to accumulated surplus	<u>438,988</u>		

COMMITTEE OF THE WHOLE
March 3rd, 2026

Report #FIN-2026-04
Ashley Liznick, Treasurer

2025 INVESTMENT REPORT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2026-04 - 2025 Investment Report, be received as information.”

BACKGROUND

The Township’s Investment Policy and [Ontario Regulation 438/97 – Eligible Investments, Related Financial Agreements and Prudent Investment](#) requires that when the Township invests in a security prescribed by the policy and the regulation, the Treasurer shall prepare and provide an investment report annually to Council.

DISCUSSION

On June 14th, 18th and 19th, 2025 the following transactions occurred:

Redeemed (Cashed) – due to maturity of June 2025

Township Account

- \$538,300 BMO Trust Company GIC Matures June 2025 @ 5.19%;

Bought (Purchased)

Township Account

- \$ 24,500 Fairstone Bank GIC Matures June 2026 @ 3.41%;
- \$100,000 Coast Capital Savings GIC Matures June 2027 @ 3.50%;
- \$ 66,000 Fairstone Bank GIC Matures June 2027 @ 3.48%;
- \$100,000 Haventree Trust Company GIC Matures June 2027 @ 3.49%;
- \$100,000 Home Trust Company GIC Matures June 2027 @ 3.50%;
- \$100,000 Homeequity Bank GIC Matures June 2027 @ 3.48%;
- \$100,000 Versa Bank GIC Matures June 2027 @ 3.51%;

Interest (Earned)

Township Account

\$53,793.57. Of this amount, \$52,200 was reinvested and used in the June 2025 GIC purchases.

On May 12th and 14th, 2025 the following transactions occurred:

Redeemed (Cashed) – due to maturity of May 2025

Northland Solar Deposit Account

- \$35,165 Canadian Tire Bank GIC Matured May 2025 @ 2.21%;

Bought (Purchased)

Northland Solar Deposit Account

- \$41,112 Fairstone Bank Montreal GIC Matures May 2030 @ 3.70%;

Interest (Earned)

Northland Solar Deposit Account

\$7,932.06. Of this amount, \$5,947 was reinvested and used in the May 2025 GIC purchase.

These investments were consistent with the investment policies and goals adopted by Council by By-Law No. 2011-006 on January 25, 2011.

The Treasurer has been in contact with the Township’s investment advisor at BMO and will be investing short-term (1- and 2-year terms) based on current/short-term financial needs.

Also, once the Township has updated the 10-Year Capital Plan and once the Asset Management Plan is updated, the Treasurer will consider investing more and in longer term investments once the cash requirement is known for longer term capital replacements.

Annually, by June 1st, the Treasurer works with BMO Nesbitt Burns to review the investments that are maturing and, based on recommendations received from BMO Nesbitt Burns, must re-invest the matured funds into the most suitable investment stream. This includes breaking the total in other denominations/combinations to obtain the best return on investment.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The total investments were invested in accordance with the Township’s policies and provincial legislation, including that the funds were properly secured.

ATTACHMENTS

- i) 2025 Investment Summary

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP						
INVESTMENTS SUMMARY						
		Due	Term	Interest	Balance	Interest to be
		Date		Rate	Dec 31, 2025	Earned in 2026
BMO Account #625-03078-13						
	Cash				1,594.07	
	BMO Trust Company GIC	06/18/2026	2 years	4.70%	520,550.00	24,465.85
	BMO Trust Company GIC	06/19/2026	2 years	4.70%	27,945.00	1,313.42
	Fairstone Bank GIC	06/22/2026	1 year	3.41%	24,500.00	835.45
	Coast Capital Savings GIC	06/18/2027	2 years	3.50%	100,000.00	3,500.00
	Fairstone Bank GIC	06/18/2027	2 years	3.48%	66,000.00	2,296.80
	Haventree Bank GIC	06/18/2027	2 years	3.49%	100,000.00	3,490.00
	Home Trust Company GIC	06/18/2027	2 years	3.50%	100,000.00	3,500.00
	Homeequity Bank GIC	06/18/2027	2 years	3.48%	100,000.00	3,480.00
	Versa Bank GIC	06/18/2027	2 years	3.51%	100,000.00	3,510.00
					1,140,589.07	46,391.52
BMO Account #625-03660-17 (Northland Solar Deposit Investment)						
	Cash				7,155.56	
	Home Equity Bank GIC	05/19/2026	5 years	3.98%	44,000.00	1,751.20
	Home Equity Bank GIC	05/17/2027	5 years	4.01%	38,400.00	1,539.84
	Home Trust Company GIC	05/16/2028	5 years	4.32%	41,300.00	1,784.16
	Bank of Montreal GIC	05/17/2029	5 years	4.57%	45,508.00	2,079.72
	Fairstone Bank GIC	05/14/2030	5 years	3.70%	41,112.00	1,521.14
					217,475.56	8,676.06

COMMITTEE OF THE WHOLE
March 3, 2026

Report #PW-2026-04
Sean Ervin, Public Works Manager

MICROSURFACING TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Schedules E of Tender #PW-C-05-2026-26-E0 for Microsurfacing be awarded to Miller Paving Limited;

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

BACKGROUND

The Township’s 10-year Capital Plan scheduled microsurfacing to be completed on Upper Scotch Line, between Scotch Line and Menzies Munro Side Road, in 2026. The project was included in the 2026 Capital Budget.

The road was last rehabilitated in 2021 and is still in good condition, however, it is showing minor defects, such as cracking, wheel rutting, and surface aggregate loss. Microsurfacing is a common pavement preservation option that will extend the life of the roadway’s surface and reduce maintenance costs in the short-term. It is common for a surface treated road to require resurfacing within 5-years as traffic and snowplows remove the surface aggregate, making the road vulnerable to water penetration and the fractionation of potholes. More information regarding the microsurfacing process and its benefits can be found on The Pavement Preservation and Recycling Alliance [website](#).

With an average daily traffic count of 497, Upper Scotch Line Road is one of the busier roads in the Township (ranked 8th).

DISCUSSION

The Township collaborated with Lanark County and joined their microsurfacing tender to take advantage of economies of scale for this work. Lanark County’s Tender closed on February 12th, 2026, and three (3) bids were received.

Company	Tender Price
Miller Paving Limited	\$314,981.80
Duncor Enterprises Inc.	\$366,310.15
Greenwood Paving (Pembroke) Ltd.	\$390,319.80

FINANCIAL CONSIDERATIONS

The project is funded from the Roads Construction Reserve and the Federal Gas Tax Reserve.

A financial breakdown of the project is noted below:

ITEM	COST
Construction Cost	\$314,981.80
Non-Rebated H.S.T (1.76%)	\$5,543.68
Total Project Cost	\$320,525.48
Budgeted Amount	\$338,000.00
Surplus/(Deficit)	\$17,474.52

As noted above, there is a projected surplus of \$17,475. It is recommended that the surplus remain in Roads Construction Reserve and used for the projected deficit of the Old Brooke Road and Brooke Valley Road project.

Although the project is within budget, the price for microsurfacing did increase by 12% from last year.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the work to Miller Paving Limited as the low bidder.

Option #2 – Not award the tenders and do not perform the work. This is not recommended.

CLIMATE CONSIDERATIONS

Preserving pavement extends the life of the roadways and greatly reduces energy uses and greenhouse gas emissions. These roadways will require less maintenance (no cold patching) in the short-term and the amount of time before the road will be required to be rehabilitated is extended by applying micro-surfacing. Microsurfacing also uses less aggregates than traditional asphalt overlay applications, which reduces greenhouse gas emissions for mining and trucking of the material to the site and uses less non-renewable materials.

The Pavement Preservation and Recycling Alliance website notes that microsurfacing reduces greenhouse gas emissions by 44% or more, and energy use by 54% or more compared to traditional resurfacing methods.

STRATEGIC PLAN LINK

Strategic Priority – Sustainable Finances.

Infrastructure: Our roads, trails, bridges, buildings, landfills and communications systems are efficient and well-maintained.

CONCLUSIONS

Based on past experience, and their reputation as a Contractor, staff feel confident that Miller Paving Limited can meet the requirements specified within the Tender for both meeting the timelines and quality of work.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
March 3, 2026

Report # PW-2026-05
Sean Ervin, Public Works Manager

PAVEMENT MARKINGS - TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Lanark County Tender #PW-M-26-2026-30-E2 – Supply and Application of Water Based Traffic Paint for Pavement Markings be awarded to Trillium Pavement Marking in the amount of \$36,960.07 plus H.S.T.;

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

BACKGROUND

Tay Valley Township hires a contractor to repaint the centerline, edge line and various symbols on the paved roads each year. The pavement markings are required to meet retroreflective levels noted in applicable standards. Normal traffic and snowplows wear away the reflective glass beads that are applied to the paint, which is why all lines and symbols need to be repainted each year.

DISCUSSION

The Township collaborated with Lanark County and joined their tender to take advantage of economies of scale for this work. The Tender closed on February 12, 2026, and seven (7) bids were received.

Listed below are the results of the bids, organized from lowest to highest price, for each of the respective tenders:

Company	Schedule "C" - Lines	Schedule "D" - Symbols	Total
Trillium Pavement Marking	\$ 33,062.07	\$ 3,898.00	\$36,960.07
McGuiness Coatings Ltd.	\$ 36,755.46	\$ 5,200.00	\$41,955.46

535276 Ontario Inc.	\$ 34,452.48	\$ 8,740.00	\$43,192.48
Precision Markings Inc.	\$ 37,682.40	\$ 9,240.00	\$46,922.40
Stoneline Ltd.	\$ 45,218.88	\$ 6,580.00	\$51,798.88
Provincial Road Markings Inc.	\$ 48,448.80	\$ 6,040.00	\$54,488.80
Upper Canada Road Services Inc.	\$ 57,061.92	\$ 4,856.00	\$61,917.92

The Contract is a five (5) year contract, beginning in 2026 and ending in 2030, with annual price increases based on the Consumer Price Index Calculation from the previous year ending. There are also two (2) additional optional contract extensions for services for the 2031 and 2032 calendar years.

FINANCIAL CONSIDERATIONS

The 2026 Operating Budget included \$34,865 for line painting, which was increased by 2% from the 2025 budgeted amount. After including non-rebated H.S.T., the line painting will cost \$37,610.57, which exceeds the budgeted amount by \$2,925.57. This amount will be funded by the Operating Budget, and the amount will need to be adjusted in the 2027 Operating Budget.

Of note, the 2026 costs increased by 9% from the 2025 costs.

OPTIONS CONSIDERED

Option #1 – (Recommended) - Council award Schedules “C” and “D” of Lanark County Tender #PW-M-26-2026-30-E2 – Supply and Application of Water Based Traffic Paint for Pavement Markings to Trillium Pavement Marking in the amount of \$36,960.07 plus H.S.T.

Option #2 – Not award the tender and do not perform the work. This is not recommended as pavement markings are required to be completed each year to meet retroreflective levels.

CLIMATE CONSIDERATIONS

No direct link.

STRATEGIC PLAN LINK

Infrastructure: Our roads, trails, bridges, buildings, landfills and communications systems are efficient and well-maintained.

CONCLUSIONS

Based on past experience, and their reputation as Contractors, staff are confident that Trillium Pavement Marking can meet the requirements specified within the Tender for both meeting the timelines and quality of work.

ATTACHMENTS

None.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
March 3, 2026

Report #PW-2026-06
Sean Ervin, Public Works Manager

CROW LAKE ROAD SPEED LIMIT

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the speed limit on Crow Lake Road, between the Frontenac Border and Bolingbroke Station Road be posted at 60 km/hr and signed according to the Ontario Traffic Manual - Book 6;

AND THAT, By-Law No. 2018-035 - Maximum Rate of Speed be amended and brought forward at a subsequent Council meeting.”

BACKGROUND

The speed limit on Crow Lake Road, between the Frontenac Border and Bolingbroke Station Road is currently unposted and therefore the speed limit is 80km/hr as per the Highway Traffic Act. There is an existing 40km/hr speed limit zone at the east section of the road, between Bolingbroke Road and Bolingbroke Station Road, which is included in the Townships Maximum Rate of Speed By-Law. Furthermore, Crow Lake Road has a posted speed limit of 60km/hr at the beginning of the Frontenac Border to Cross Road, where it then transitions to 40km/hr through the village of Crow Lake. A map showing the current speed limit configuration is provided in the appendices of this report.

The Township received an entrance permit application for a property at the west end of Crow Lake Road, near the Frontenac Border. The property has a large rock-cut along the frontage of Crow Lake Road and there is only one legitimate location for an entrance. Upon reviewing sightlines for this entrance permit, staff determined that the sightline requirements to permit the location of the proposed entrance could only be met if the road was posted with a speed limit at 60km/hr.

DISCUSSION

This section of Crow Lake Road is approximately 2.5 km long and is a paved road. The road has numerous hills and corners where driver caution is required for safely navigate but there

are also straight segments where vehicle speeds can increase. Traffic data was collected in 2025 and there is an Average Daily Traffic of 560, the average speed is 80km/hr and the 85% of speed is 92km/hr.

Staff completed the Automated Speed Limit Guideline Spreadsheet by the Transportation Association of Canada (TAC) to determine a recommended speed limit for this section of road, as determined by the road characteristics. The spreadsheet accounts for road geometry, average lane width, roadside hazards, pedestrian and cyclist exposure, pavement surface, intersections, and private entrances. The total risk score was calculated to twenty-six (26), and therefore the spreadsheet recommends that the posted speed limit be 60 km/hr.

As previously mentioned in this report, 85% of vehicles are traveling at 92 km/hr and reducing the speed limit of the entire road to 60km/hr may cause a speeding complaint issue. The traffic data was collected by a third party, and the exact location of the data collection is unknown. The road characteristics of this road allow for variations of speeds, meaning vehicles may be traveling a higher rate of speed through some sections of the road versus other sections of road.

Therefore, an option may be to set multiple speed limit sections on Crow Lake Road. If Council is interested in this option staff recommend the following:

- a 60km/hr speed limit zone from the Frontenac boundary to Sherbrooke Drive, for an approximate distance of 1km.
- an 80km/hr speed limit from Sherbrooke Drive to 1km west of Sherbrooke Drive, for a distance of 1km
- a 60km/hr speed limit from 1km west of Sherbrooke Drive to Bolingbroke Station Road.
- A 40km/hr speed limit from Sherbrooke Drive to Bolingbroke Road. Note: this is an already established speed limit per the Township's By-Law.

A map showing this option is provided in the appendices. This option provides a proper transition zone into the existing 40km/hr speed limit zone in the hamlet area to meet TAC recommendations, allow vehicles to travel at the higher speeds through the straight segments of the road and also transitions into the 60km/hr zone at the Frontenac Boundary. This option would also allow the proper sight line requirements for the entrance permit application on file.

FINANCIAL CONSIDERATIONS

The cost to purchase the new speed limit signs would be approximately \$500.00 and purchases would be funded by the Traffic Control Budget.

OPTIONS FOR CONSIDERATION

Option #1 (Recommended) – That Crow Lake Road, between the Frontenac Border and Bolingbroke Station Road be signed in accordance with the Ontario Traffic Manual - Book 6 at 60 km/h and as per the TAC guideline, and that By-Law No. 2018-035 Maximum Rate of Speed be amended.

Option #2 - That the multiple speed zones on Crow Lake Road be signed in accordance with the Ontario Traffic Manual - Book 6 as noted above and as per the TAC guideline, and that By-Law No. 2018-035 Maximum Rate of Speed be amended.

Option #3 - Do nothing, leaving this section of road unposted and therefore the speed limit is 80km/hr. This option does not allow for approval of the entrance permit on file nor provide a proper speed transition zone into the Hamlet of Bolingbroke. Furthermore, the TAC guidelines note that the speed limit of 60km/hr is applicable, when reviewing this section of a road in its entirety.

STRATEGIC PLAN LINK

Not Applicable.

CLIMATE CONSIDERATIONS

Not Applicable.

CONCLUSIONS

It is recommended that the speed limit for Crow Lake Road, between Bolingbroke Station Road and the Frontenac Boundary be posted at 60 km/hr, in accordance with the TAC Automated Speed Limit Guideline Spreadsheet.

ATTACHMENTS

- i) Automated Speed Limit Guideline Spreadsheet, by the Transportation Association of Canada
- ii) Map of existing speed limits
- iii) Map of recommended speed limit zones
- iv) Map or multiple speed limit zones

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Automated Speed Limit Guidelines



Automated Speed Limit Guidelines
FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	Crow Lake Road		
Segment Evaluated:	Frontenac Border	to	Bolingbroke Station Road
Geographic Region:	South Sherbrooke		
Road Agency:	Tay Valley Township		
Road Classification:	Local	Length of Corridor:	2,500 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80 km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)	90 km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	No policy

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Medium	4
A3	AVERAGE LANE WIDTH	Lower	1
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Higher	3
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	1
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
Sidestreet STOP-controlled or lane	3		
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	2
	Left turn movements permitted	9	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Lower	1

Total Risk Score:

26

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

60

As determined by policy

No policy

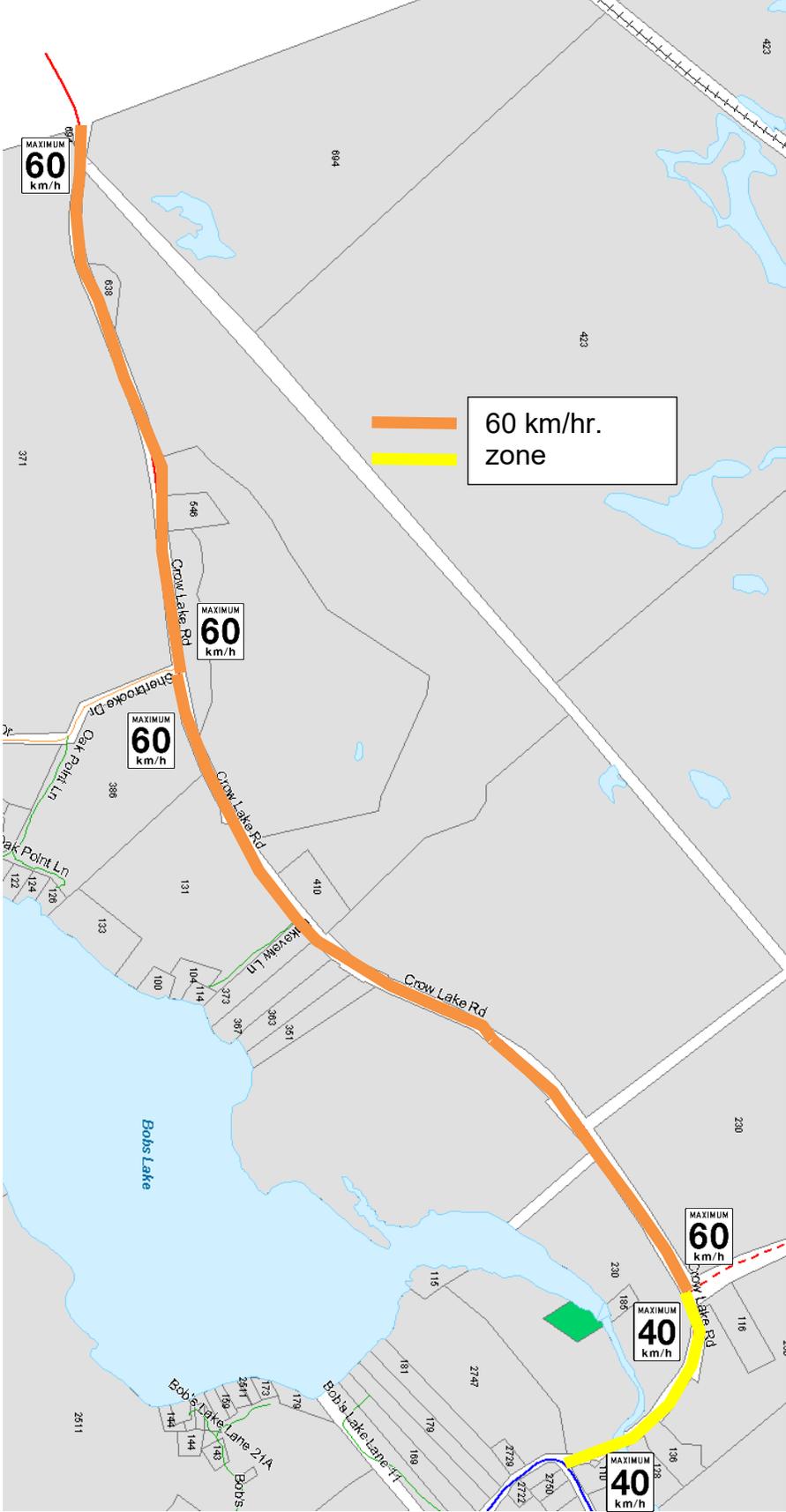
The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

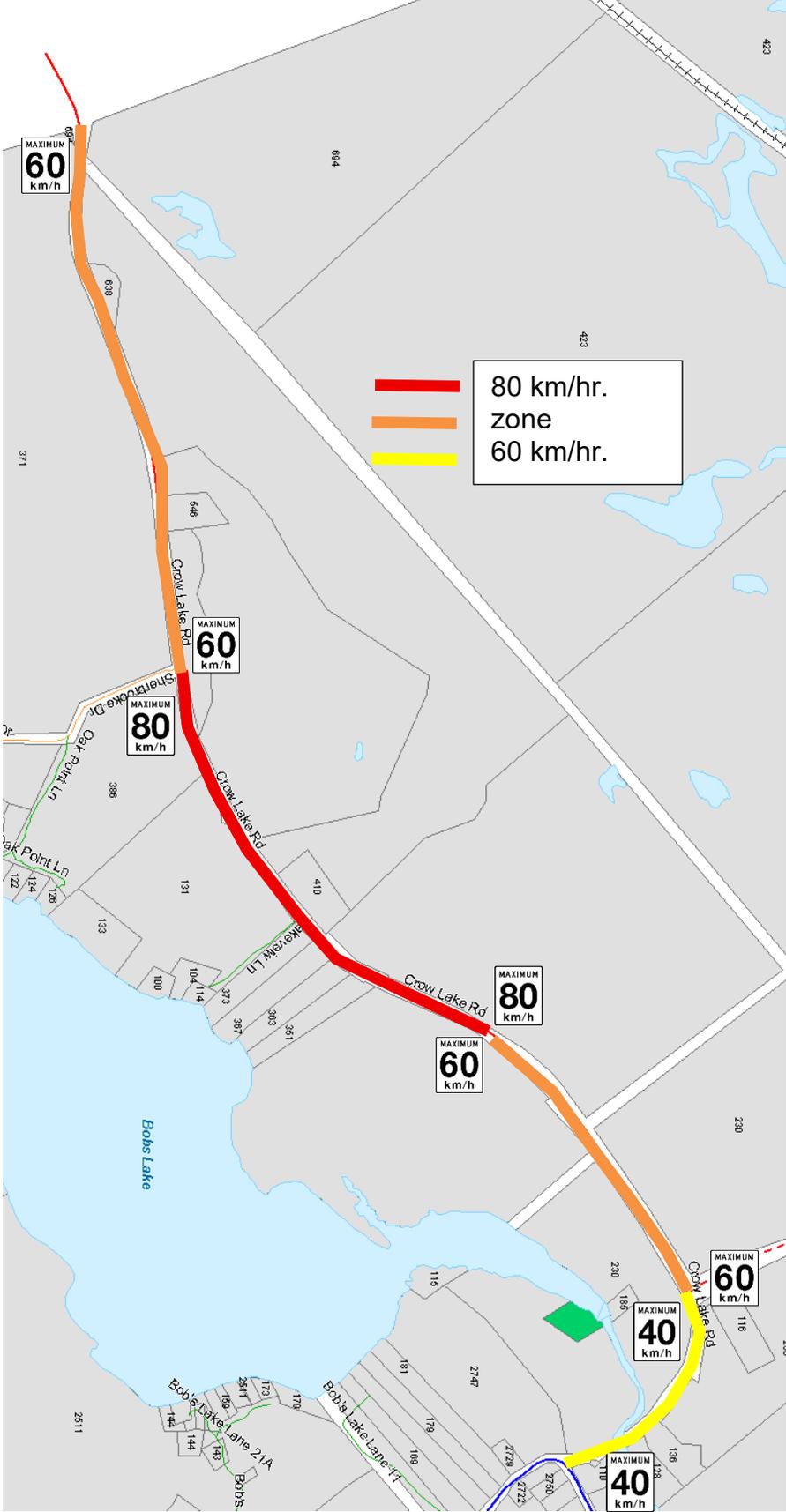
Map of Existing Speed Limit



Map of recommended speed limit zones



Map of multiple speed limit zones



COMMITTEE OF THE WHOLE
March 3rd, 2026

Report #PW-2026-07
Sean Ervin, Public Works Manager

2025 WASTE DISPOSAL SITE ANNUAL REPORTS

STAFF RECOMMENDATION(S)

“**THAT**, Report #PW-2026-07 - 2025 Waste Disposal Site Annual Reports, be received as information;

AND THAT, staff be directed to submit the 2025 Annual Reports for the Glen Tay, Maberly and Stanleyville Waste Sites, and the Memorandums for the Christie Lake and Noonan Waste Sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2026 deadline, to be in conformity with the Certificates of Approval for each site.”

BACKGROUND

A requirement within each Certificate of Approval for the Tay Valley Township Waste Disposal Sites is to submit an Annual Report by March 31st of the year following the testing. Glen Tay, Maberly and Stanleyville are all on yearly monitoring and sampling cycles, while Christie Lake and Noonan are on 5-year cycles. A full monitoring and sampling program was completed on the Christie Lake and Noonan sites in 2024, however, analysis of Volatile Organic Compounds (VOC) was not included, and therefore were included in the 2025 program and a memorandum was completed instead of a full report.

DISCUSSION

The Township hired a consultant, Egis, to complete the monitoring, sampling and preparing the annual reports for the Glen Tay, Maberly, Stanleyville, Christie Lake and Noonan sites. The executive summaries for all three (3) sites are attached to this report. The draft reports are currently being reviewed by staff and will be submitted by Egis on behalf of the Township by the March 31st deadline. A copy of the final reports can be forwarded to Council once the reports go through a review by senior staff at Egis and are also reviewed by Township staff.

The reports thoroughly describe changes in waste generation and recycling levels, as well as any changes in the environmental monitoring program. Overall, Egis do not note any major concerns in any of the three reports.

A few key notes are:

- Based on the topographic survey, 3,641m³ of waste and materials were brought into the Glen Tay Waste Site. This represents a 15% increase from the total volume calculated in 2024.
- Bag counts, although may not be considered an accurate value, increased at Glen Tay by 18.5% from 2024, increased in Stanleyville by 5.3% from 2024 and decreased in Maberly by 1.8%.
- The lifespan of the Glen Tay site is estimated to exceed 30-years and there is still capacity at the Stanleyville and Maberly Waste Sites.
- There are a few recommendations to consider regarding the sodium concentrations at PW-3 (the Municipal Office), that may be caused by de-icing agents.
- Egis is also recommending additional testing for per-and-polyfluoroalkyl substances (PFAS). Staff will further investigate and discuss with the staff at Egis and provide a further update to Council after completing a cost-benefit assessment.

Egis completes an internal quality assurance review of the reports, and the final reports will be signed off by a qualified person. If Council would like a peer review to be completed on one, or all three, of the reports, staff can be directed to do so, however, there is an unbudgeted cost to do so. It is estimated that a peer review may cost between \$ 7,500 to \$10,000 per report.

OPTIONS CONSIDERED

Option #1 – (recommended) – receive the draft reports for information and direct staff to submit the three (3) reports and two (2) memos to the Ministry of Environment, Conservation and Parks (MECP) prior to the March 31 deadline.

Option#2 – Do nothing – this is not recommended because the submission of the annual reports is a requirement of the Township’s Certificate of Approval.

STRATEGIC PLAN LINK

Strategic Priority – Strong Community

Strategic Initiative – Waste Management Master Plan

CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

There are no financial implications associated with the recommendations in this report.

CONCLUSIONS

Submission of annual reports to the MOECP for the municipal waste disposal sites will fulfill the Township’s reporting obligations within the respective Certificates of Approval to operate each site.

Reports will be completed for Glen Tay, Maberly and Stanleyville again in 2026 and reports for the Noonan and Christie Lake sites are scheduled to be completed again in 2029 as they were last completed in 2024 and are on a 5-year cycle.

ATTACHMENTS

- i) Annual Report Executive Summaries for the Glen Tay, Maberly and Stanleyville, Waste Disposal Sites for 2025 and Memorandums for Noonan and Christie Lake Waste Sites.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Glen Tay WDS Annual Report - 2025 Executive Summary

Executive Summary

This report includes a summary and analysis of the Site operational activities and environmental monitoring program for the Glen Tay Waste Disposal Site (WDS) during the period from January 1 to December 31, 2025.

Site Operations

Tay Valley Township currently operates three WDS. Two of the Sites (Stanleyville WDS and Maberly WDS) operate as Waste Transfer Stations, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal. The Township collects waste disposal data in the form of bag counts for each of the three Sites. The amount of waste brought to the Glen Tay WDS in 2025 was 141,199 bags from the residents of Bathurst Ward. This is an increase of approximately 18.5% in comparison to last year's bag count. In 2025, a total of 186,958 bags were disposed of at the Glen Tay WDS, including 15,301 bags from the Maberly WDS and 30,458 bags from the Stanleyville WDS.

Topographic surveys of the Glen Tay WDS were completed on November 26, 2024 by Egis, and again on November 14, 2025, by Callon Dietz. The volume change at the Glen Tay WDS between surveys in the Phase I area was calculated to be approximately 3641 m³. This value represents the volume of both waste and any other imported materials at the active waste filling area.

The remaining Phase I Site capacity, when including the total volume change, is approximately 153,631 m³ (as of November 14, 2025). A fill generation rate of 0.4538 m³/cap/year was calculated for 2025. The Site life of the Phase I portion of the property is estimated to exceed 30 years.

There were no reported Site inspections reports available by the Ministry of the Environment, Conservation and Parks (MECP) at Glen Tay WDS during 2025. No reports of complaints from the public or agencies were recorded for 2025. An amended Environmental Compliance Approval (ECA) was received from the MECP in March of 2022, which replaced the 2008 Certificate of Approval under which the facility was operating. The amended ECA better reflect the facility's current Operation and Development practices, while also formalizing the environmental monitoring plan previously agreed upon with the MECP in a single approval document.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014 and formalized in Amended Environmental Compliance Approval (ECA) No. A450601, dated March 15, 2022. The environmental monitoring and sampling plan established by Egis follows the MECP-approved action plan, outlined in the ECA.

There is no evidence to suggest WDS-related impacts to surface water. While downgradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show

similar concentrations of most parameters. Elevated concentrations of iron and total phosphorus observed in surface water samples may be a result of highly turbid samples due to low flow conditions.

There are some data that suggest WDS-related impacts to overburden groundwater. Groundwater impacts in the overburden unit include exceedances of Ontario Drinking Water Quality Standards (ODWS) and/or Reasonable Use Limits (RUL) for several leachate-indicator parameters at both upgradient and downgradient monitoring wells, except for background monitoring well OB-4.

There are some data that suggest WDS-related impacts to bedrock groundwater. Groundwater impacts in the bedrock unit include exceedances of ODWS and/or RUL for several leachate-indicator parameters at most downgradient monitoring wells, except for MP99-6.

The sampling of three (3) private off-site water supply wells was conducted. Short term trends and individual 2025 sampling results suggest continued rising sodium concentrations in one well location (PW-3). However, no analytical evidence indicates WDS-related impacts. Based on Egis' investigation regarding continued salt exceedances observed at water supply well PW-3, it is believed that the presence of stockpile bulk salt storage, as well as the continued use of salt along a public walkway and surrounding areas during winter conditions, are evidence of point sources for the observed continued sodium exceedances for PW-3.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the Action Plan that was approved by MECP in August 2014 and the Amended Environmental Compliance Approval (No. A450601) dated March 15, 2022;
- Due to persistent low flow conditions impacting surface water sampling protocols, consideration should be given to adding analysis for dissolved iron and total phosphorus, or collecting filtered surface water samples for iron and total phosphorus in support of surface water characterization for the Site;
- Regularly monitor the Site for evidence of seeps, particularly in the area of Mutton Road, Norris Road, and Harper Road, as well as in the vicinity of surface water location SW6-99;
- Based on recommendations made by Egis in the 2024 Annual Report for the Site, dated March 27, 2025, overburden monitoring well OB-4 was used exclusively as the background location for RUL calculations for the overburden unit for the 2025 reporting year. Egis recommends this change be carried forward from the 2025 Annual Report onwards;
- Identify the location of overburden monitoring well OB-1 and properly abandon well in accordance with Ontario Regulation 903; and
- With regards to elevated sodium concentrations observed at PW-3, Egis recommends for the Township to consider use of alternate, environmentally friendly de-icing agents along the public walkways and surrounding areas in support of reducing salt exposure in the vicinity of PW-3. Further investigations would be required to understand the impact of the use of alternate de-icing agents on elevated sodium concentrations and other associated parameters. Egis also recommends proper handling practices for the calcium chloride brine tanks located on-site, to reduce impact of potential

spills on observed elevated sodium concentrations. Lastly, Egis recommends for the Township to continue the use external drinking water sources, and to avoid the use of PW-3 as a drinking water source.

Closure Costing

The following recommendations are made:

- Continue completing closure costing for the Glen Tay WDS on an annual basis, as part of the Annual Report component for the Site.

Additional Considerations

While there are no current guideline criteria for per- and polyfluoroalkyl substances (PFAS) for groundwater in Ontario, and Ontario does not currently regulate or mandate routine testing for PFAS in groundwater, there are applicable groundwater quality guidelines developed by the Canadian Council of Ministers of the Environment (CCME) for perfluorooctane sulfonate (PFOS), one of the most studied PFAS to date (Public Health Ontario, 2023). PFAS are increasingly recognized as an environmental concern given their chemical stability. No PFAS testing has previously been conducted for the Site. Based on this, Egis recommends the consideration of adding PFAS sampling and analytical testing for the Site's monitoring and sampling program, given the degradation of landfill materials, the likelihood of PFAS presence in landfill waste, and their potential environmental and health impacts.

Egis recommends for PFAS sampling to be conducted in the same 5-year sampling frequency as VOCs. However, as VOC analytical sampling was conducted for the Site in 2025 and are not expected to be sampled again until 2030 due to the current 5-year VOC monitoring and sampling rotation for the Site, Egis recommends the consideration of sampling PFAS for on-site monitoring wells in 2026, with only 1 sampling event required (either a spring or fall sampling event). If PFAS analytical results for on-site wells exceed current CCME guidelines, Egis recommends consideration of PFAS sampling for downgradient and cross-gradient off-site private water supply wells from the Site (if available). Beyond this testing, Egis recommends the consideration of conducting PFAS sampling in the same 5-year sampling rotation as VOCs, with the next environmental monitoring and sampling program for the Site scheduled in 2030.

Executive Summary

This report includes a summary and analysis of the Site operational activities and environmental monitoring program for the Stanleyville Waste Disposal Site (WDS) during the period from January 1 to December 31, 2025.

Site Operations

Tay Valley Township currently operates three WDS, Glen Tay WDS, Maberly WDS and Stanleyville WDS. The Stanleyville WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal.

The Township collects waste disposal data in the form of bag counts for each of the three Sites. In 2025, a total of 30,458 bags were transferred from the Stanleyville WDS to the Glen Tay WDS, an increase of 5.3% from the previous year.

In early 2021, in addition to bag counts, the Township also started tracking waste generated at the Stanleyville WDS in the form of compacted waste bins, which is transferred to the Glen Tay WDS. In 2025, approximately 1,108.75 m³ of compacted waste was generated at the Stanleyville, representing an increase of 52% from the previous year.

While the Stanleyville WDS has been capped, there is approximately 153,800 m³ of capacity remaining. If waste disposal operations were to resume at the Stanleyville WDS, the projected Site life would be in excess of 20 years, premised on the resumption of fill at a rate similar to what was being generated in 2007 prior to capping.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Stanleyville WDS during 2025. No reports of complaints from the public or agencies were recorded for 2025.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry Consulting Engineers Ltd. (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved Action Plan.

There are some data to indicate potential for WDS-related impacts to surface water in the vicinity of SW-4 (background location), SW-2, SW-3, and SW-5. Surface water impacts during the spring sampling event include exceedances of Provincial Water Quality Objectives (PWQO) for some leachate-indicator parameters, including alkalinity, total phosphorus, and iron. Leachate seeps were observed in the vicinity of SW-5 during the spring 2023 and 2025 sampling events; remediation for these seeps has since been completed in the 2023/2024 winter season and in the fall of 2025. Due to dry conditions during the fall 2025 monitoring and sampling event, no follow-up surface water sampling could be completed in the vicinity of the remediated area, or at the Site's surface water sampling locations. Egis aims to complete sampling in the area during the 2026 monitoring and sampling events for the Site, and will continue monitoring for seeps in future monitoring and sampling events.

There are some data to indicate WDS-related impacts on the overburden groundwater unit. Analytical results for downgradient wells indicate Reasonable Use Limits (RUL) and/or Ontario Drinking Water Standards, Objectives and Guidelines (ODWS) exceedances for several leachate-indicator parameters at all downgradient monitoring wells, including alkalinity, total dissolved solids, sulfate, and iron.

There are no data to suggest WDS-related impacts on the bedrock groundwater unit. While ODWS and/or RUL exceedances for sulfate, total dissolved solids, and iron were observed in BR-3, no ODWS or RUL exceedances were observed for any parameters in BR-1 (down gradient) and in the background bedrock monitoring well (BR-2).

One nearby private off-site water supply well was sampled as part of the monitoring program (PW-1). There are no data to suggest drinking water impacts associated with the WDS.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the Action Plan that was approved by MECP in August 2014;
- Due to persistent low flow conditions impacting surface water sampling protocols, consideration should be given to adding analysis for dissolved iron and total phosphorus, or collecting filtered surface water samples for iron and total phosphorus in support of surface water characterization for the Site;
- Continue to monitor overburden unit to assess concentration trends and exceedances; and
- Regularly monitor the Site for evidence of seeps, particularly in the area between overburden monitoring wells GA-1 and OB-2 and surface water SW-5.

Additional Considerations

While there are no current guideline criteria for per- and polyfluoroalkyl substances (PFAS) for groundwater in Ontario, and Ontario does not currently regulate or mandate routine testing for PFAS in groundwater, there are applicable groundwater quality guidelines developed by the Canadian Council of Ministers of the Environment (CCME) for perfluorooctane sulfonate (PFOS), one of the most studied PFAS to date (Public Health Ontario, 2023). PFAS are increasingly recognized as an environmental concern given their chemical stability. No PFAS testing has previously been conducted for the Site. Based on this, Egis recommends the consideration of adding PFAS sampling and analytical testing for the Site's monitoring and sampling program, given the degradation of landfill materials, the likelihood of PFAS presence in landfill waste, and their potential environmental and health impacts.

Egis recommends for PFAS sampling to be conducted in the same 5-year sampling frequency as VOCs. However, as VOC analytical sampling was conducted for the Site in 2025 and are not expected to be sampled again until 2030 due to the current 5-year VOC monitoring and sampling rotation for the Site, Egis recommends the consideration of sampling PFAS for on-site monitoring wells in 2026, with only 1 sampling event required (either a spring or fall sampling event). If PFAS analytical results for on-site wells exceed current CCME guidelines, Egis recommends consideration of PFAS sampling for downgradient and cross-gradient off-site private water supply wells from the Site (if available). Beyond this testing, Egis recommends the consideration of conducting PFAS

sampling in the same 5-year sampling rotation as VOCs, with the next environmental monitoring and sampling program for the Site scheduled in 2030.

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for the Maberly Waste Disposal Site (WDS) during the period from January 1 to December 31, 2025.

Site Operations

Tay Valley Township currently operates three WDS; Glen Tay WDS, Stanleyville WDS and the Maberly WDS. The Maberly WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal.

The Township collects waste disposal data in the form of bag counts for each of the three Sites. In 2025, a total of 15,301 bags were transferred from the Maberly WDS to the Glen Tay WDS, a decrease of 1.8% from the previous year.

In early 2021, in addition to bag counts, the Township also started tracking waste generated at the Maberly WDS in the form of compacted waste bins, which is transferred to the Glen Tay WDS. In 2025, approximately 720.5 m³ of compacted waste was generated at the Maberly WDS, representing an increase of 29% from the previous year.

While the Maberly WDS has been capped, there is approximately 5,860 m³ of capacity remaining. If waste disposal operations were to resume at the Maberly WDS, the projected site life would be approximately five (5) years.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Maberly WDS during 2024. No reports of complaints from the public or agencies were recorded for 2024.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry Consulting Engineers Ltd. (now Egis) in late 2013. An Action Plan providing a rationale for changes to the network was approved by the MECP in August 2014. The environmental monitoring and sampling plan established by Egis follows the MECP-approved Action Plan.

There are no data to indicate surface water impacts associated with the WDS. Most parameters that exceed Provincial Water Quality Objectives (PWQO) at downgradient surface water sampling locations also exceed criteria at upgradient locations (including background sampling location SW-2), with the exception of an anomalous exceedances of boron (duplicate only) in sample SW-9 fall sample.

There are possible WDS-related impacts to the overburden groundwater. Downgradient monitoring wells OB-1 and BH-3 exhibited exceedances of Ontario Drinking Water Standards (ODWS) and the Reasonable Use Limits (RUL) for leachate-indicator parameters. No exceedances of leachate parameters were noted for the background (BH-1) location.

The addition of two bedrock monitoring wells (BR1-19 and BR2-19), installed on September 26, 2019, allow for suitable monitoring wells to collect background data on groundwater in the bedrock unit. Analytical results from BR1-19 suggest possible WDS-related impacts to bedrock groundwater, including exceedances of ODWS and/or RUL for several leachate-indicator parameters. Analytical results for BR2-19 (upgradient) indicated an exceedance of ODWS and RUL for DOC and TDS in the fall sample; based on a review of historical data, DOC exceedances have not previously been identified at this location since the installation of this well in 2019, and one TDS exceedance has previously been identified at this location since the installation of this well in 2019. Continued monitoring at BR2-19 is necessary to determine if this exceedance exists as an anomalous result or a new rising trend. Bedrock monitoring well 01-01 indicated exceedances of ODWS and RUL for iron in both the spring and fall samples, similar to historic results, and TDS in the fall sample. Continued monitoring is required to determine if this exceedance exists as an anomalous result.

There are no nearby off-site water supply wells downgradient from the Site.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the Action Plan that was approved by MECP in August 2014;
- Due to persistent low flow conditions impacting surface water sampling protocols, consideration should be given to adding analysis for dissolved iron and total phosphorus, or collecting filtered surface water samples for iron and total phosphorus in support of surface water characterization for the Site;
- Continue assessing the appropriate background well(s) and derivation of trigger levels for RUL assessments;
- Regularly monitor the Site for evidence of seeps; and
- Continue to monitor bedrock unit to assess concentration trends and exceedances (particularly TDS and DOC exceedances at monitoring well BR2-19).

Additional Considerations

While there are no current guideline criteria for per- and polyfluoroalkyl substances (PFAS) for groundwater in Ontario, and Ontario does not currently regulate or mandate routine testing for PFAS in groundwater, there are applicable groundwater quality guidelines developed by the Canadian Council of Ministers of the Environment (CCME) for perfluorooctane sulfonate (PFOS), one of the most studied PFAS to date (Public Health Ontario, 2023). PFAS are increasingly recognized as an environmental concern given their chemical stability. No PFAS testing has previously been conducted for the Site. Based on this, Egis recommends the consideration of adding PFAS sampling and analytical testing for the Site's monitoring and sampling program, given the degradation of landfill materials, the likelihood of PFAS presence in landfill waste, and their potential environmental and health impacts.

Egis recommends for PFAS sampling to be conducted in the same 5-year sampling frequency as VOCs. However, as VOC analytical sampling was conducted for the Site in 2025 and are not expected to be sampled again until 2030 due to the current 5-year VOC monitoring and sampling rotation for the Site, Egis recommends the consideration of sampling PFAS for on-site monitoring wells in 2026, with only 1 sampling event required (either

a spring or fall sampling event). If PFAS analytical results for on-site wells exceed current CCME guidelines, Egis recommends consideration of PFAS sampling for downgradient and cross-gradient off-site private water supply wells from the Site (if available). Beyond this testing, Egis recommends the consideration of conducting PFAS sampling in the same 5-year sampling rotation as VOCs, with the next environmental monitoring and sampling program for the Site scheduled in 2030.

Noonan Waste Disposal Site – 2025 Memorandum

Executive Summary

This memorandum (memo) was prepared in lieu of the 2025 Annual Report for the Site. As per the Site applicable Certificate of Approval (C of A) (No. A451805) and Action Plan approved by the Ministry of the Environment, Conservation and Parks (MECP) in August 2014, the full monitoring and sampling program for the Noonan Waste Disposal Site (WDS) is on a 5-year monitoring and sampling rotation cycle. Egis conducted a full monitoring and sampling program in 2024 and prepared a respective 2024 Annual Report for the Site. However, analysis of Volatile Organic Compound (VOC) parameters was not conducted as part of the 2024 sampling program. According to email and phone communications between the Township and Egis in 2023 and 2024, analysis of VOCs for off-site private water supply wells was pushed by one year, to be conducted as part of a 2025 scoped monitoring and sampling event.

This memo provides a summary and analysis of the scoped environmental monitoring program for the sampling of off-site private water supply wells for analysis of VOC parameters during the period of January 1 to December 31, 2025.

Environmental Monitoring

Two (2) off-site private water supply bedrock wells (PW-1 and PW-2), located north of the Noonan WDS, form part of the groundwater monitoring network for the Site.

The sampling of one (1) off-site private water supply well (PW-2) was conducted as part of the spring and fall scoped monitoring and sampling events. Analytical results from domestic well PW-2 show no VOC detections (including duplicates) and thus no ODWS exceedances, and as such, no analytical evidence of WDS-related impacts was identified at this off-site sampling location.

No sample was collected at domestic well PW-1 during the spring and fall events due to closure of untreated taps for the winter season/no homeowner availability for sampling of the private off-site water supply well at the time of the scoped 2025 monitoring and sampling program.

It is recommended that Tay Valley Township continues with the surface water and groundwater monitoring and sampling programs on a 5-year rotation cycle, as defined in the Action Plan approval by MECP in August 2014. The next scheduled monitoring and sampling event is to be completed in 2029.

Additional Considerations

While there are no current guideline criteria for per- and polyfluoroalkyl substances (PFAS) for groundwater in Ontario, and Ontario does not currently regulate or mandate routine testing for PFAS in groundwater, there are applicable groundwater quality guidelines developed by the Canadian Council of Ministers of the Environment (CCME) for perfluorooctane sulfonate (PFOS), one of the most studied PFAS to date (Public Health Ontario, 2023). PFAS are increasingly recognized as an environmental concern given their chemical stability. No PFAS testing has previously been conducted for the Site. Based on this, Egis recommends the consideration of adding PFAS sampling and analytical testing for the Site's monitoring and sampling program, given the degradation of landfill materials, the likelihood of PFAS presence in landfill waste, and their potential environmental and health impacts.

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info.north-america@egis-group.com | www.egis-group.com



Executive Summary

Egis recommends for PFAS sampling to be conducted in the same 5-year sampling frequency as VOCs. However, as VOC analytical sampling was conducted for the Site in 2025 and are not expected to be sampled again until 2029 due to the current 5-year monitoring and sampling rotation for the Site, Egis recommends the consideration of sampling PFAS for on-site monitoring wells in 2026, with only 1 sampling event required (either a spring or fall sampling event). If PFAS analytical results for on-site wells exceed current CCME guidelines, Egis recommends consideration of PFAS sampling for downgradient and cross-gradient off-site private water supply wells from the Site. Beyond this testing, Egis recommends the consideration of conducting PFAS sampling in the same 5-year sampling rotation as VOCs, with the next environmental monitoring and sampling program for the Site scheduled in 2029.

Christie Lake Waste Disposal Site – 2025 Memorandum

Executive Summary

This memorandum (memo) was prepared in lieu of the 2025 Annual Report for the Site. As per the Site applicable Action Plan approved by the Ministry of the Environment, Conservation and Parks (MECP) in August 2014, the full monitoring and sampling program (surface water locations, groundwater monitoring wells, off-site private wells) for the Christie Lake Waste Disposal Site (WDS) is on a 5-year monitoring and sampling rotation cycle as of 2020, updated from the previously approved 2-year rotation. Egis conducted a full monitoring and sampling program for the Site in 2024 and prepared a respective 2024 Annual Report. However, analysis of Volatile Organic Compound (VOC) parameters was not conducted as part of the 2024 sampling program. According to email and phone communications between the Township and Egis in 2023 and 2024, analysis of VOCs for off-site private water supply wells was pushed by one year, to be conducted as part of a 2025 scoped monitoring and sampling event.

This memo provides a summary and analysis of the scoped environmental monitoring program for the sampling of off-site private water supply wells for analysis of VOC parameters during the period of January 1 to December 31, 2025.

Environmental Monitoring

Three (3) off-site private water supply bedrock wells (PW1, PW2, and PW3), located east and west of the Christie Lake WDS, form part of the groundwater monitoring network for the Site.

The sampling of two (2) off-site private water supply wells (PW1 and PW2) was conducted as part of the spring and fall scoped monitoring and sampling events. Analytical results from domestic wells PW1 (spring and fall) and PW2 (fall) show no VOC detections and thus no Ontario Drinking Water Standards, Objectives and Guidelines (ODWS) exceedances, and as such, no analytical evidence of VOC WDS-related impacts were identified at these off-site sampling locations.

No samples were collected at PW2 (spring) and PW3 (spring and fall) during the sampling events due to no homeowner availability for sampling of the private off-site water supply wells at the time of the scoped 2025 monitoring and sampling program.

Egis recommends the following:

- Consultation with the MECP to address monitoring and sampling frequency discrepancies between the 2014 MECP Approved Site Action Plan and the Amended Environmental Compliance Approval for the Site (No. A451804) dated July 21, 2022;
- Analytical results reported in the 2024 Annual Report for the Site indicated an ODWS exceedance for iron for the fall sample (including duplicate) at PW1. No historical exceedances for iron have been previously identified at this location. A resample of PW1 for iron parameters is recommended, ahead of the next monitoring and sampling event for the Site in 2030 due to the current 5-year monitoring and sampling rotation;
- Beyond the recommended sampling considerations noted above and below, continue with the surface water and groundwater monitoring and sampling programs on a 5-year rotation cycle, as defined in the

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Executive Summary

Action Plan approval by MECP in August 2014. The next scheduled monitoring and sampling event is to be completed in 2030.

Additional Considerations

While there are no current guideline criteria for per- and polyfluoroalkyl substances (PFAS) for groundwater in Ontario, and Ontario does not currently regulate or mandate routine testing for PFAS in groundwater, there are applicable groundwater quality guidelines developed by the Canadian Council of Ministers of the Environment (CCME) for perfluorooctane sulfonate (PFOS), one of the most studied PFAS to date (Public Health Ontario, 2023). PFAS are increasingly recognized as an environmental concern given their chemical stability. No PFAS testing has previously been conducted for the Site. Based on this, Egis recommends the consideration of adding PFAS sampling and analytical testing for the Site's monitoring and sampling program, given the degradation of landfill materials, the likelihood of PFAS presence in landfill waste, and their potential environmental and health impacts.

Egis recommends for PFAS sampling to be conducted in the same 5-year sampling frequency as VOCs. However, as VOC analytical sampling was conducted for the Site in 2025 and are not expected to be sampled again until 2030 due to the current 5-year monitoring and sampling rotation for the Site, Egis recommends the consideration of sampling PFAS for on-site monitoring wells in 2026, with only 1 sampling event required (either a spring or fall sampling event). If PFAS analytical results for on-site wells exceed current CCME guidelines, Egis recommends consideration of PFAS sampling for downgradient and cross-gradient off-site private water supply wells from the Site. Beyond this testing, Egis recommends the consideration of conducting PFAS sampling in the same 5-year sampling rotation as VOCs, with the next environmental monitoring and sampling program for the Site scheduled in 2030.

COMMITTEE OF THE WHOLE
March 3rd, 2026

Report #CAO-2026-06
Amanda Mabo, Chief Administrative Officer/Clerk

ELECTION – LAME DUCK

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Report #C-2026-06 – Election – Lame Duck, be received for information.”

BACKGROUND

Section 275 of the [Municipal Act, 2001](#) S.O. 2001, c.25, as amended, speaks to Restricted Acts After Nomination Day in the year of a municipal election, otherwise known as the “Lame Duck” period.

When does a council become “lame duck”?

A council can become lame duck in one or both of two separate time periods; the period from nomination day to election day, and then from election day to the end of the term.

Council may be in Lame Duck when:

- a) after nomination day but before election day, there is less than three-quarters of existing Members certified as candidates or acclaimed (*August 21st to October 26th*); or
- b) after election day but before the new Council is sworn in, less than three-quarters of the existing Members have been re-elected (*October 26th to November 15th*).

Limitation of council when in “lame duck”

In an election year, when it has become mathematically impossible for three-quarters of the members of the outgoing council to be re-elected, the council shall be subject to the following limitations;

Council cannot:

- a) appoint or remove from office any officer of the municipality;
- b) hire or dismiss any employee of the municipality;
- c) dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- d) make any expenditures or incur any other liability which exceeds \$50,000 if not included in the most recent budget adopted by the council before nomination day in the year of the election.

DISCUSSION

What does this mean for Tay Valley?

Lame duck for Tay Valley is if less than six members of the current council are certified as candidates or are acclaimed before election day, and then if less than six members have been re-elected.

Appointment or Removal of Officers

In Tay Valley this restriction would apply to the following statutory positions: Chief Administrative Officer/Clerk, Treasurer, Chief Building Official, Animal Control Officer, By-Law Enforcement Officer, Fire Chief, Integrity Commissioner and their deputies.

Council cannot delegate the appointment of Officers. Tay Valley has in place Deputies for the Clerk, Treasurer, Chief Building Official, Fire Chief, Animal Control Officer and By-Law Enforcement Officer.

Hiring or Dismissal of Employees

This restriction only affects positions that are hired or dismissed by Council. In Tay Valley the only position that Council is responsible for is that of the Chief Administrative Officer. The hiring and dismissal of all other positions has been delegated to the Chief Administrative Officer (CAO/Clerk) via the job description and Reeve Decision/Direction #2025-02 – Delegation of Power.

Dispose of Real or Personal Property with a Value Exceeding \$50,000 at the time of Disposal

This restriction includes land, buildings, equipment (ex. Fire Truck) and fixtures.

This restriction does not apply if the disposition was included in the most recent budget adopted by Council before Nomination Day in the year of the election.

Tay Valley does not “budget” items for disposal. However, if the Township was planning to dispose of an item during lame duck and it was contained in the most recent budget, it is recommended that a letter of opinion/value be obtained and if there is an appraisal policy such as the Sale & Other Disposition of Land Policy, then it must be followed to obtain the opinion/value. The value is at the time of disposition, not acquisition.

In 2026 there are various pieces of equipment that will be disposed of either before or after the lame duck period.

Make Expenditures or Incur Liability which Exceeds \$50,000

This restriction does not apply if the expenditure or liability (ex. lease) was included in the most recent budget adopted by Council before Nomination Day in the year of the election.

Council must always ensure that adequate funds are provided for in the budget in the year of an election to accommodate any unknown cost overruns for projects or purchases exceeding \$50,000 and should also delegate to the Chief Administrative Officer the approval authority to authorize any cost overruns for specific projects.

An example to demonstrate the need to place adequate funding in the budget and to avoid the lame duck period, if at all possible, is as follows:

If a fire truck is budgeted at \$500,000 but is being delivered during the Lame Duck period and there is an additional expense (ex. delivery costs) with the final bill worth \$510,000 then the fire truck cannot be purchased as the budget amendment was not approved outside of the lame duck period. The total of \$510,000, not just the additional \$10,000 expense is over the \$50,000 threshold.

Some other things to consider are to ensure that any agreements of purchase and sale are authorized and signed prior to lame duck, and to award tenders prior to lame duck.

There are a number of projects in 2026 that may occur during the potential lame duck period and if there are cost overruns that need to come back to Council for approval, Council will not be able to authorize them. As a result, Council will need to delegate to the Chief Administrative Officer the approval authority to authorize any potential cost overruns. Such a report will come back to Council for approval at a “Special” Council meeting in August. The following is a list of projects that may not be complete prior to the lame duck period:

- Financial System
- Collective Bargaining
- Upper Scotch Line
- Olde Brooke Road
- Brooke Valley Road
- Cooks Road
- Bowes Side Road Bridge
- Replace Truck #6 2016 Ford F550
- Potential Acquisition of Land
- Maberly Pines Subdivision

- Potential Grant Awards (where the project is not in the 2026 budget and there is a cost commitment from the Township)

Delegation of Powers and Duties Policy

During the lame duck period Council through the Delegation of Powers and Duties Policy has delegated the authority for the Reeve and Clerk to sign grant applications and grant agreements, and agreements related to natural disasters or emergency situations. In addition, the Reeve and Clerk have been delegated the authority to sign extensions to existing agreements or contracts that end during the lame duck period.

OPTIONS CONSIDERED

Not applicable.

STRATEGIC PLAN LINK

No direct link.

FINANCIAL CONSIDERATIONS

See Discussion section above.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSIONS

This report is intended to advise Council and Staff of the requirements surrounding the “lame duck” provisions.

ATTACHMENTS

- i) Section 275 of the *Municipal Act, 2001 S.O. 2001, c.25, as amended* – Restricted Acts After Nomination Day.
- ii) Delegation of Authority By-Law – Lame Duck Sections.

RESOURCES

- i) Fred Dean Webinar – Don’t be Crippled by a Lame Duck Council.

Prepared and Submitted By:

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

Municipal Act, 2001, S.O. 2001, c. 25

Restricted Acts after Nomination Day

Restricted acts

275 (1) The council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council. 2001, c. 25, s. 275 (1).

Basis for determination

- (2) If a determination under subsection (1) is made,
- (a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
 - (b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation. 2001, c. 25, s. 275 (2).

Restrictions

- (3) The actions referred to in subsection (1) are,
- (a) the appointment or removal from office of any officer of the municipality;
 - (b) the hiring or dismissal of any employee of the municipality;
 - (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
 - (d) making any expenditures or incurring any other liability which exceeds \$50,000. 2001, c. 25, s. 275 (3); 2006, c. 32, Sched. A, s. 114 (1).

Exception

(4) Clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election. 2001, c. 25, s. 275 (4).

Emergencies

(4.1) Nothing in this section prevents a municipality taking any action in the event of an emergency. 2006, c. 32, Sched. A, s. 114 (2).

Upper-tier council

(5) This section applies with necessary modifications to the council of an upper-tier municipality. 2001, c. 25, s. 275 (5).

Delegated authority unaffected

(6) Nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council. 2006, c. 32, Sched. A, s. 114 (3).

<p>Lame Duck – Execution of Contracts/Agreements</p> <ul style="list-style-type: none"> for expenditures or incurring any liability exceeding \$50,000, not included in the most recent budget, adopted by Council before Nomination Day 	<p>Reeve and Clerk</p>	<p><i>By-Law No. 2017-019 and Municipal Act, 2001</i></p>	<p>Authority is granted from Nomination through to the inauguration of the new Council when the Restricted Acts Section in the <i>Municipal Act, 2001</i> applies after Nomination Day.</p> <p>Authority is limited to the execution of grant applications and grant agreements, and natural disasters or emergency situations that are not declared emergencies.</p> <p>Must be within the limits of the Procurement Policy.</p> <p>Agreements are to be reviewed by legal counsel, if required.</p>	<p>Restricted acts:</p> <ul style="list-style-type: none"> the disposition of any real or personal property of the municipality which had a value exceeding \$50,000 when it was acquired by the municipality making any expenditures or incurring any other liability which exceeds \$50,000 <p>Obtaining legal advice on whether any proposed actions would be restricted is highly recommended.</p>
<p>Lame Duck – Execution of an Extension to any existing Contracts/Agreements</p> <ul style="list-style-type: none"> provided that the extension does not exceed the inaugural meeting of Council and no additional costs are incurred by the municipality 	<p>Reeve and Clerk</p>	<p><i>By-Law No. 2017-019 and Municipal Act, 2001</i></p>	<p>Authority is granted from Nomination through to the inauguration of the new Council when the Restricted Acts Section in the <i>Municipal Act, 2001</i> applies after Nomination Day.</p> <p>Agreements are to be reviewed by legal counsel, if required.</p>	<p>Considered an administrative matter.</p>

COMMITTEE OF THE WHOLE
March 3rd, 2026

Report #CAO-2026-07
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME
HOBBS LANE

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road to Hobbes Lane, as outlined in Report #CAO-2026-07 – Proposed New Road Name – Hobbes Lane, be brought forward for approval.”

BACKGROUND

The Building and Planning Department was contacted regarding a proposed building permit application at 431 Jordan’s Cottage Lane. The Applicant’s property (shown in red on the attached survey) is accessed via a legal right-of-way (shown in yellow) extending from Jordan’s Cottage Lane.

All properties require road frontage (with some exceptions) and legal access. The Executive Assistant/Alternate Community Emergency Management Coordinator (EA/Alternate CEMC) conducted a preliminary review. Legal access was verified for the Applicant’s property, and a site visit was conducted by the CAO/Clerk and the EA/Alternate CEMC.

The subject right-of-way is within a Tourist Commercial area. It has existed physically since the 1960s and was created legally by the Consent (severance) file B08/177 in 2010, when the original dwelling was severed from the surrounding lands. It was never named or formally included in the Township’s Road Naming By-Law.

DISCUSSION

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

The applicants have proposed at least three potential road names. In accordance with the Road, Addressing and Parcels Project (RAP) Policy, these names were submitted to the County of Lanark for review and recommendation to ensure there is no duplication or similarities within the road name database of Lanark County and region.

Additionally, the affected property owners along the road must be notified and a majority of those property owners must agree on a preferred name in order for the name to be considered by Council.

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

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

The Applicant's property will be issued a new civic address off the to-be-named Private Road.

OPTIONS CONSIDERED

Option #1 – Adopt Hobbes Lane (Recommended)

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

Option #2 – Propose an Alternate Name

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

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

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

CONCLUSIONS

That the necessary by-law to name the existing Private Road "Hobbes Lane" as outlined in this report be brought forward for approval.

ATTACHMENTS

- i) GIS Map
- ii) Survey 27R-9625

Prepared and Submitted by:

Approved for Submission by

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

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

COMMITTEE OF THE WHOLE
March 3rd, 2026

Report #CAO-2026-08
Amanda Mabo, Chief Administrative Officer/Clerk

PROPOSED NEW ROAD NAME
MIKINÀK MIKAN

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road to Mikinàk Mikan, as outlined in Report #CAO-2026-08 – Proposed New Road Name – Mikinàk Mikan, be brought forward for approval.”

BACKGROUND

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

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

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

Legal access was verified for the affected properties, and a site visit was conducted. Naming the right-of-way is required to ensure the affected properties have the required road frontage.

In December 2025, the Committee of the Whole and Council reviewed Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road.

Consensus on the road name could not be reached by the affected landowners, who were in attendance at the Council meeting, and an alternate name (Mikinàk Way) was proposed.

Council Resolution #C-2025-12-13 referred the matter back to staff, who were directed to consult with the two property owners on alternate names, including Mikinàk Way, and bring back a report to a future Committee of the Whole meeting proposing a new road name.

Staff consulted with the affected landowners, who agreed on the proposed road name.

DISCUSSION

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

The proposed name “Mikinàk” was understood to be an Anishinaabemowin word meaning turtle. As the intent of the proposed name is to reflect and honour the presence of turtles on the property, as well as the Indigenous cultural heritage associated with the land, Municipal Staff reached out to the Algonquins of Ontario (AOO) Consultation Office to seek guidance and input prior to proceeding.

The Algonquins of Ontario Consultation Office responded that they agree that “Mikinàk” is appropriate for the Anishinaabemowin word meaning turtle, however, they suggest that the Municipality add the word “Mikan”, which is the Anishinaabemowin word for road. The two words put together would be “Mikinàk Mikan” (Turtle Road). This option has also been reviewed and agreed upon by all affected landowners.

Municipal Staff advised Lanark County of the guidance from the Algonquins of Ontario Consultation Office. Per the County’s procedure to comply with the Bell 9-1-1 Addressing Manual, the proposed name was reviewed against the manual, which lists compliant suffixes.

While “Mikan” is not currently on the list, the County reached out to Bell to describe the issue and request further direction. Bell recommended adding “Mikan” to the road name and advised that the suffix field could be left blank, without impacting 9-1-1 functionality.

The County proposed one alternative option, naming the road “Mikinàk Mikan Way”, as a compromise that would include the Algonquins of Ontario’s guidance with a compliant suffix.

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

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

OPTIONS CONSIDERED

Option #1 – Approve the Name as Guided by the Algonquins of Ontario – Mikinàk Mikan (Recommended)

Approve Mikinàk Mikan as the official name for the Private Road. This option fully reflects the guidance received from the Algonquins of Ontario Consultation Office and has been approved by both affected landowners. While this option deviates from the current addressing suffix list, the omission of a formal suffix has been approved by both Bell 9-1-1 and the County.

Option #2 – Approve the Name Suggested as a Compromise – Mikinak Mikan Way

Approve Mikinàk Mikan Way as the official name for the Private Road. This aligns with the existing addressing suffix list, and the Algonquins of Ontario (Algonquins of Ontario) Consultation Office agree that “Mikinàk” is appropriate for the Anishinaabemowin word meaning turtle, however, they also suggested that the Municipality add the word “Mikan”, the Anishinaabemowin word for road. This option does not fully reflect the guidance of the Algonquins of Ontario and is therefore not recommended. In English it would be ‘Turtle Road Way’.

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

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

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

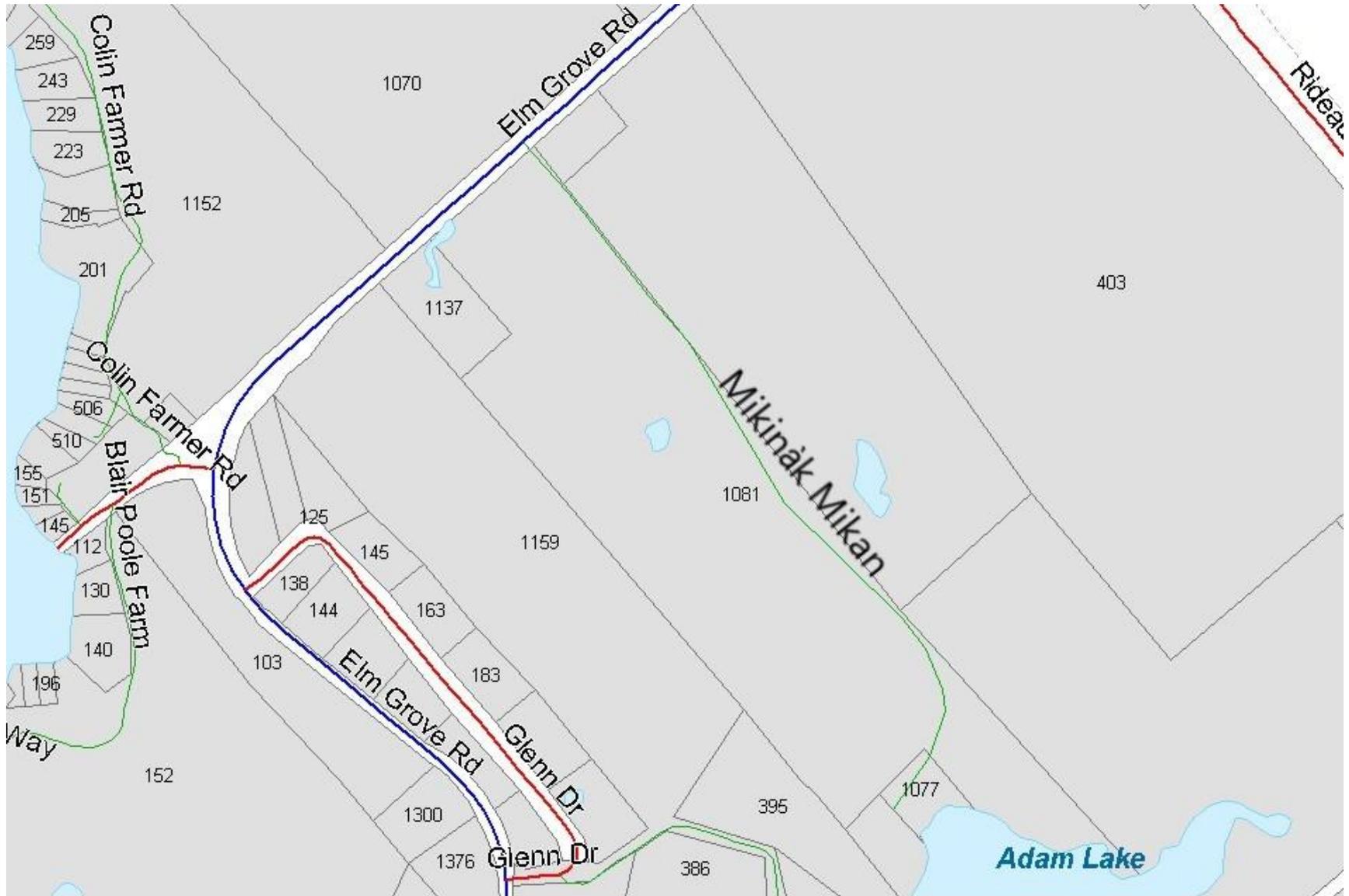
- i) GIS Map
- ii) Report #CAO-2025-41 – Proposed New Road Name – Turtle Ranch Road

Prepared and Submitted by:

Approved for Submission by:

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

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



GIS Map

COMMITTEE OF THE WHOLE
December 2nd, 2025

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

PROPOSED NEW ROAD NAME
TURTLE RANCH ROAD

STAFF RECOMMENDATION(S)

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

BACKGROUND

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

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

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

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

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

DISCUSSION

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

Both the Applicants and the owners of the majority portion of the right-of-way submitted three proposed road names. Per the Road, Addressing and Parcels (RAP) Policy, these proposed names were forwarded to the County of Lanark for review and comment to avoid duplication or similarities within the County-wide road name database.

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

The owners of the largest portion of the private road (Part 1, indicated in yellow on the attached survey and GIS mapping), which runs along their property and provides access to their primary residence, proposed the following County-approved names in honour of the protected turtles on the property:

- Turtle Ranch Road
- Turtle Way

The applicants, who own the smaller portion of the private road (Part 3, indicated in purple on the attachments), proposed the following County-approved names. They indicated that they do not support the above options, as they wish to honour the bird life on the lake:

- Redwing Lane
- Trumpeters Way
- Bird Song Lane

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

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

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

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

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

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

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

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

OPTIONS CONSIDERED

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

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

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

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

Option #3 – Defer the Decision

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

Option #4 – Council Choose a Completely Different Road Name

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

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

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

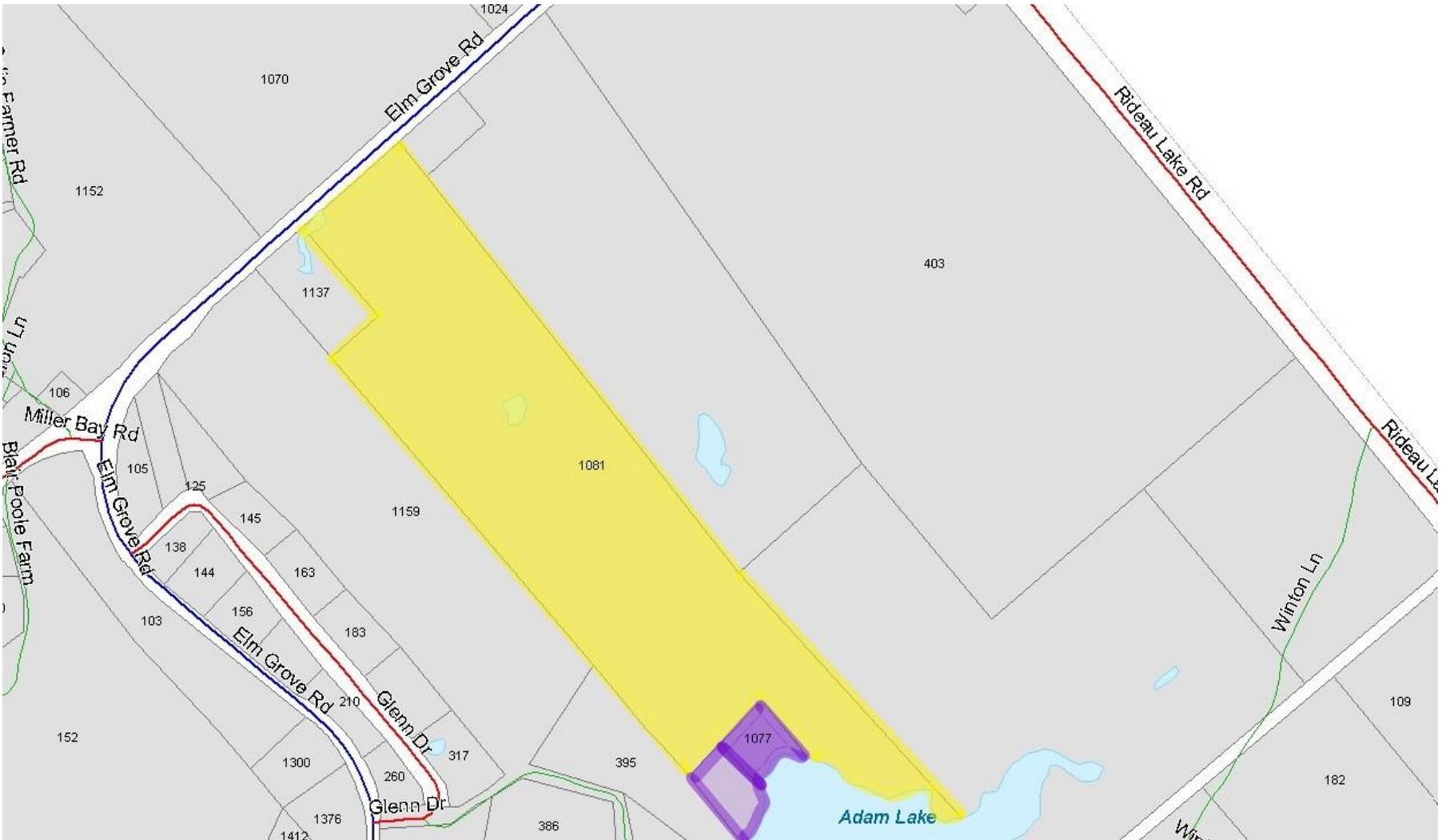
- i) GIS Map
- ii) GIS Map with Drape Imagery
- iii) Survey 27R-6270

Prepared and Submitted by:

Approved for Submission by:

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

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



GIS Map



GIS Map with Drape Imagery

CORRESPONDENCE



1. **AMO:** Policy Update – Homelessness Crisis in Ontario – *attached, page 5.*
2. **AMO:** Policy Update – Submission on Proposed Regional Consolidation of Conservation Authorities – *attached, page 6.*
3. **RVCA:** Correspondence – Conservation Authority – *attached, page, 8.*
4. **Town of Saugeen Shores:** Resolution – Conservation Authority – *attached, page 13.*
5. **Township of Amaranth:** Resolution – Conservation Authorities Bill 68 – *attached, page 17.*
6. **Oxford County:** Resolution – Conservation Authorities – *attached, page 19.*
7. **Municipality of Chatham-Kent:** Resolution – Amalgamation of Conservation Authorities – *attached, page 21.*
8. **City of Stratford:** Resolution – Bill 68, Plan to Protect Ontario Act, Conservation Authorities – *attached, page 23.*
9. **Corporation of the Municipality of South Huron:** Resolution – Bill 68 – Proposed New Ontario Provincial Conservation Agency – *attached, page 26.*
10. **MVCA:** Correspondence – ERO Posting 025-1257 Regarding Conservation Authority Amalgamation – *attached, page 29.*
11. **The Corporation of the Township of Hamilton:** Resolution – Opposition to Proposed Consolidation Authorities – *attached, page 35.*
12. **Municipality of Grey Highlands:** Resolution – Conservation Authorities Act – *attached, page 37.*
13. **Grey Sauble Conservation:** Correspondence – Proposed Boundaries for Regional Consolidation of Ontario’s Conservation Authorities – *attached, page 40.*
14. **Kawartha Conservation:** Notice – Proposed Regional Consolidation of Conservation Authorities – *attached, page 47.*
15. **Kawartha Conservation:** Resolution/Report – Conservation Authority Boundary Configuration – *attached, page 50.*

16. **Municipality of Meaford** – Resolution – Consolidation of Ontario’s Conservation Authorities – *attached, page 58.*
17. **Ganaraska Conservation:** Resolution – Consolidation of Conservation Authorities – *attached, page 63.*
18. **Township of Scugog:** Resolution – Consolidation of Conservation Authorities – *attached, page 67.*
19. **United Counties of Stormont, Dundas & Glengarry:** Resolution – Conservation Authorities – *attached, page 69.*
20. **Town of Blue Mountains:** Correspondence – Consolidation of Ontario’s Conservations Authorities – *attached, page 71.*
21. **The Corporation of the Town of Cobourg:** Resolution – Conservation Authority – *attached, page 73.*
22. **Township of Machar:** Resolution – Opposition to Proposed Consolidation of Conservation Authorities – *attached, page 83.*
23. **Ministry of Agriculture, Food and Agribusiness:** Correspondence – Agricultural Impact Assessment – *attached, page 84.*
24. **Elbows up For Climate Action:** Correspondence – An Open Letter from Canada’s Local Leaders – *attached, page 86.*
25. **The Corporation of the Town of Cobourg:** Resolution – Elbows Up for Climate Change – *attached, page 93.*
26. **The Corporation of the Township of Larder Lake:** Resolution – Elect Respect Pledge – *attached, page 102.*
27. **Township of Nairn and Hyman:** Resolution – Elect Respect Pledge – *attached, page 104.*
28. **The Corporation of the Township of Chapple:** Resolution – Elect Respect Pledge – *attached, page 106.*
29. **Municipality of Huron Shores:** Resolution – Excessive Rent Increases – *attached, page 108.*
30. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Affordable Rental Housing – *attached, page 109.*
31. **The Corporation of the Municipality of Wawa: Resolution** – Affordable Rental Housing – *attached, page 110.*

32. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Removing HST/GST from New Homes – *attached, page 112.*
33. **Town of Bradford West Gwillimbury:** Resolution – Removing HST/GST from New Homes – *attached, page 113.*
34. **Municipality of North Perth:** Resolution – Removal of HST/GST from New Homes – *attached, page 115.*
35. **The Corporation of the Township of Perry:** Resolution – Removal of the HST/GST on New Homes – *attached, page 116.*
36. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Winter Homelessness Program Support – *attached, page 117.*
37. **Town of Ajax:** Resolution – Winter Homelessness Program Support – *attached, page 118.*
38. **Township of Front of Yonge:** Resolution – Closure of Satellite Offices – *attached, page 121.*
39. **The United Counties of Leeds and Grenville:** Resolution – Municipality Accountability Act – *attached, page 124.*
40. **Municipality of Shuniah:** Resolution – Municipality Accountability Act, 2025 – *attached, page 125.*
41. **Watson & Associates:** Correspondence – Limiting Municipal Stormwater Fees and Charges – *attached, page 126.*
42. **Township of Nairn and Hyman:** Resolution – Support for Steel and Lumber Sectors – *attached, page 130.*
43. **FONOM:** Press Release – Federal Support for Steel and Lumber Sectors – *attached, page 132.*
44. **Tay Valley Township:** Resolution – Collaborative Action on Sustainable Waste – *attached, page 134.*
45. **Corporation of the Municipality of South Huron:** Resolution – Collaborative Action on Sustainable Waste Management – *attached, page 138.*
46. **City of Peterborough:** Resolution – Sustainable Funding for Police Services Request – *attached, page 140.*
47. **Rural Transit Solutions Fund:** Survey/Correspondence – Rural Economic Development Survey – *attached, page 144.*

48. **The Corporation of the City of Brantford:** Resolution – Publication of the Ontario Sex Offender Registry – *attached, page 145.*
49. **The Corporation of the Town of Aylmer:** Resolution – Call to Action for Justice and Protection of Canada’s Children – *attached, page 148.*
50. **Solicitor General & Ministry of Municipal Affairs and Housing:** Correspondence – Strong Mayor Powers – *attached, page 151.*
51. **Tay Valley Township:** Report – Building Reports – *attached, page 153.*
52. **Tay Valley Township:** Report – 2025 Building Summary Report with Previous 3 Year Average – *attached, page 154.*



1. **Lanark County:** Media Release – Highlights from the Lanark County Council Meeting held on February 11th, 2026 – attached, page 3.
2. **AMO:** Policy Update – 2026 Pre-Budget Submission, Consultations on Light Vehicle Procurement and Construction Policies – attached, page 5.
3. **Town of Plympton- Wyoming:** Correspondence/Support – Enhanced School Bus Safety – attached, page, 8.
4. **Town of Parry Sound:** Correspondence/Support – Enhanced School Bus Safety – attached, page 10.
5. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Justice and Protection of Canada’s Children – attached, page 12.
6. **The Corporation of the Town of Aylmer:** Resolution – Justice and Protection of Canada’s Children – attached, page 13.
7. **The Corporation of Welland:** Correspondence/ Support – Standing Together for Justice and the Protection of Canada’s Children – attached, page 16.
8. **Town of Whitby:** Resolution – Remove GST/HST from all New Homes – attached, page 18.
9. **Municipality of Highlands East:** Resolution – Affordable Housing – attached, page 20.
10. **Fort Frances:** Resolution – Ontario Community Infrastructure Fund – attached, page 22.
11. **Northumberland County:** Resolution – Ontario Community Infrastructure Fund – attached, page 23.
12. **Township of Edwardsburgh/Cardinal:** Resolution – Ontario Community Infrastructure Fund – attached, page 27.
13. **Corporation of the Municipality of South Huron:** Resolution – Ontario Community Infrastructure Fund – attached, page 32.
14. **Township of Puslinch:** Resolution – Ontario Community Infrastructure Fund – attached, page 34.

15. **Township of Joly:** Resolution – Conservation Authorities Act – attached, page 36.
16. **The Corporation of the Township of Nipigon:** Resolution – Conservation Authorities Act – attached, page 37.
17. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Support for the Steel and Lumber Sectors – attached, page 39.
18. **The Corporation of the Township of Prince:** Resolution – Support for the Steel and Lumber Sectors – attached, page 40.
19. **Township of Joy:** Resolution – Support for the Steel and Lumber Sectors – attached, page 41.
20. **Township of Nairn and Hyman:** Resolution – Support for Steel and Lumber Sectors – attached, page 42.
21. **FONOM:** Correspondence – Support for Steel and Lumber Sectors – attached, page 44.
22. **Township of Southgate:** Resolution – Protect Our Food Act, 2025 – attached, page 46.
23. **The Corporation of the County of Prince Edward:** Resolution – Protect Our Food Act, 2025 – attached, page 48.
24. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Call for Reform and Publication of the Ontario Sex Offender Registry – attached, page 49.
25. **The Corporation of the City of Brantford:** Resolution – Call for Reform and Publication of the Ontario Sex Offender Registry – attached, page 50.
26. **Township of Assiginack:** Resolution – Elbows Up Climate Action Request – attached, page 53.
27. **John Jordan MPP:** Correspondence – Rideshare Organizations – attached, page 54.
28. **The Corporation of the Town of Bracebridge:** Resolution – Elect Respect – attached, page 56.
29. **Township of Puslinch:** Resolution – Invest Ready Certified Site Designation – attached, page 58.

30. **Municipality of Magnetawan:** Resolution – Invest Ready Certified Site Designation –attached, page 60.
31. **The Corporation of the Township of Perry:** Resolution – Maintain and Protect Reduced Rate Postal Distribution – attached, page 61
32. **Tay Valley Township:** Report – Building Reports – attached, page 63.
33. **Tay Valley Township:** Report – Building Summary Report with Previous 3 Year Average – attached, page 64.

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, February 23rd, 2026

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley
Peter Siemons

Members Absent: None

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

Applicants/Agents Present: None.

1. CALL TO ORDER

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

2. NOTICE OF LIVESTREAMING

The Chair announced that the meeting is being livestreamed.

3. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

5. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – November 17th, 2025.**

The minutes of the Committee of Adjustment meeting held on November 17th, 2025 were approved as circulated.

6. INTRODUCTION

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

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

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

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

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

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

7. **MV26-01 - Richter**, Part Lot 2, Concession 3 geographic Township of Bathurst APPLICATIONS

i) **FILE #: MV26-01 - Richter**

a) PLANNER FILE REVIEW

The Planner reviewed the file and Power Point in the agenda package.

The Planner advised the Committee that prior to the Minor Variance Application the applicants had to rename the private road for emergency services purposes because the road forked off Christie Lane. The road naming was completed, and the cottage's new address is 220 Greta's Way.

The applicants are seeking relief for an 89m² addition at the rear of the cottage at a water setback of 18.5m

The Planner explained the site sketch to the Committee identifying the structures and the proposed addition. The proposed addition will be no closer to the water as it is proposed at the rear of the cottage.

A Site Plan Control Agreement will be required for the property that will include maintaining and enhancing the vegetation on the site.

The Planner noted that the bay does develop a lot of ice that causes shoreline erosion, and surrounding neighbours have used armour stone and rip rap to protect the shore. The Planner noted she will recommend the applicants work with Rideau Valley Conservation Authority for the best solution for the shoreline rehabilitation.

A Committee member asked for clarification on the size of the addition and if it is a one story or a two-story addition. The Planner clarified that it is a two-story addition.

The Committee member also asked if relief for a west side yard setback is required as the parcel is angled and the addition looks to be closer to the property line than the existing cottage. The Planner revisited the drawing and application and concluded that the existing cottage is currently 2.82m from the side yard and the addition is going to reduce the setback to 2.5m.

This change was an oversight by the Planner and was not included in the minor variance. The Planner advised a recirculation would not be required as the west side yard setback discrepancy is 0.3m (one foot). The Planner noted that Section 8 of the Site Plan Control Agreement By-Law 09-031 permits a maximum deviation of 1m (3 ft). The Decision was amended to include the 2.5m relief for the west side yard setback.

The Committee members were satisfied with that conclusion.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2026-01

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV26-01 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 220 Greta’s Way, Part Lot 2 Concession 3, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-010-12800;

- To permit an 89m² addition at the rear of the cottage to be located at a water setback of 18.5m instead of the 30m required and permit a west side yard setback of 2.5m.

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

ADOPTED

8. NEW/OTHER BUSINESS

None.

9. ADJOURNMENT

The meeting adjourned at 5:24 p.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Tuesday, February 24th, 2026

6:00 p.m.

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

Training Room

ATTENDANCE:

Members Present: Chair, Councillor Ray Scissons
Vice-Chair, Marilyn Thomas (arrived at 6:25 p.m.)
Councillor Paul Coutts
Councillor Greg Hallam
Councillor John Matheson

Staff Present: Greg Saunders, Fire Chief
Darren Gibson, Deputy Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent: Councillor Wayne Baker

1. CALL TO ORDER

The meeting was called to order at 6:09 p.m.
A quorum was present.

Item 4 was discussed next.

2. APPOINTMENT OF CHAIR FOR 2026 TERM

RESOLUTION # FB2026-07

MOVED BY: John Matheson
SECONDED BY: Greg Hallam

“**THAT**, Councillor Marilyn Thomas be appointed Chair of the Fire Board for a one-year term, effective February 24, 2026.”

ADOPTED

3. APPOINTMENT OF VICE-CHAIR FOR 2026 TERM

RESOLUTION # FB2026-08

MOVED BY: Ray Scissons
SECONDED BY: Paul Coutts

“**THAT**, John Matheson be appointed Vice-Chair of the Fire Board for a one-year term, effective February 24, 2026.”

ADOPTED

Item 9 was discussed next.

4. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

6. APPROVAL OF MINUTES

i) **Minutes – November 27, 2025.**

RESOLUTION # FB-2026-01

MOVED BY: John Matheson
SECONDED BY: Greg Hallam

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on November 27th, 2025 be approved as circulated.”

ADOPTED

7. DELEGATIONS & PRESENTATIONS

None.

8. BUSINESS

i) **Health & Safety Policy Renewal for 2026.**

RESOLUTION # FB2026-02

MOVED BY: Greg Hallam
SECONDED BY: Paul Coutts

“**THAT**, the 2026 Health and Safety Policy be adopted.”

ADOPTED

ii) **2025 Firefighter Recruitment Update.**

The Fire Chief recommended that the Fire Board approve hiring three new probationary firefighters for both BBD&E Station and South Sherbrooke Stations.

RESOLUTION # FB2026-03

MOVED BY: Paul Coutts
SECONDED BY: Greg Hallam

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

- Justin Bell
- Ellen Hutchings
- Austin Tryon

AND THAT, the following probationary firefighters be hired at the South Sherbrooke Station:

- Michael Houston
- Craig McCullough
- Spencer Ritchie

Effective January 1st, 2026.

ADOPTED

iii) **2025/2026 Emergency Response Calls as of January 21, 2026.**

RESOLUTION # FB-2026-04

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, the 2025/2026 Emergency Response Calls as of January 21, 2026 be received for information.”

ADOPTED

iv) **2025/2026 Firefighter Honorariums Update.**

RESOLUTION # FB-2026-05

MOVED BY: Greg Hallam
SECONDED BY: Paul Coutts

“**THAT**, the 2025/2026 Firefighter Honorariums Update be received for information.”

ADOPTED

v) **Financial Status Update as of December 31, 2025.**

RESOLUTION # FB-2026-06

MOVED BY: Greg Hallam

SECONDED BY: John Matheson

“**THAT**, the Financial Status Update as of December 31, 2025 be received for information.”

ADOPTED

vi) **Deputy Fire Chief Update.**

TRAINING

- January was Firefighter Cancer Awareness Month. Training nights in early January focused on firefighters awareness of cancer-causing agents on the firegrounds, at the firehall, and in their personal lives and steps they can take to mitigate the risks
- Two training sessions on Saturday the 17th and the 31st for Ice Water Rescue Training. Setup on Little Silver with access to open water for training purposes. Great feedback from the crew as well as from the Little Silver and Rainbow Lake Homeowners Association.
- Wednesday, January 21st hosted a Mental Health Awareness night for the 2025 and 2026 firefighter recruits and their families. The focus was to help the family members raise their awareness of signs that their loved ones show that they may be dealing with mental health issues.
- Weekend of January 24th and 25th hosted a DZ licence endorsement course. Members from DNETV as well as other county departments.
- The new recruit class has already completed 3 weekends of training in January as well 2 so far in February and the 3rd upcoming this weekend. This will be the end of their NFPA 1001 FF1 course. Next up is FF2, Hazardous Material, and Operations in March and April.

MISC

- Working on the inventory and updates to the Asset Management. The goal is to get updating costing and projections in the spring timeframe.
- February 7 the South Sherbrooke Fire Association with the help of Tay Valley Township, hosted a Winter Carnival for kids at the Maberly Outdoor Rink

Councillor Thomas arrived at the meeting at 6:25 p.m.

vii) **Fire Chief Update.**

- Have started the process of purchasing the new truck. Contemplating using the Canoe Procurement Group of Canada website. May also release a Request for Proposal (RFP).
- New recruits have been very busy training at the Lanark County recruitment program in Mississippi Mills.
- The ice water rescue trailer is now in service at BBD&E Station.
- The new phone system has been installed at BBD&E Station.
- Focusing on getting the trucks safetied.
- The SCBA's has been inspected for 2026.
- New capital items are on order including hose, and radios. Will also need to start looking into purchasing 10-15 new sets of bunker gear in 2026.
- Lanark County has set up a committee to review Lanark County Rescue Program.

Item 2 was discussed next.

9. NEW/OTHER BUSINESS

None.

10. IN-CAMERA

None.

11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD.

12. DEFERRED ITEMS

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

- *None at this time.*

13. ADJOURNMENT

The Board adjourned at 7:30 p.m.



**LANARK COUNTY OPP DETACHMENT
BOARD MEETING MINUTES**

WEDNESDAY, JANUARY 21, 2026

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
Denzil Ferguson, Council Representative, Municipality of Mississippi Mills
Ron Closs, Council Representative, Township of Lanark Highlands
Karen Jennings, Council Representative, Township of Montague
Rodney Bowes, Community Representative
Michel Vermette, Community Representative

Others:

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

Absent:

Steve Fournier, Council Representative, Township of Drummond/North Elmsley
Greg Hallam, Council Representative, Tay Valley Township
Richard Kidd, Council Representative, Beckwith Township

1. MEETING CALL TO ORDER

The meeting was called to order at 9:10 a.m.

A quorum was present.

2. APPROVAL OF AGENDA

MOTION #CS-2026-01

MOVED BY: D. Ferguson **SECONDED BY:** K. Jennings

Suggested Motion:

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-2026-02

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

Suggested Motion:

THAT the minutes of the Lanark County OPP Detachment Board held on Dec. 1, 2025 be approved as circulated and read.

ADOPTED

5. PRESENTATIONS AND DELEGATIONS

i) Q4 Statistics
Inspector Kerlous Tawdrous, Lanark County OPP

Insp. Tawdrous provided an overview of the statistics and commended officers involved in a recent fatal collision. Criminal charges are up 16%. Traffic is down 13% and is affected by so many other calls coming in. A decrease in property crimes is being seen across the province with organized crime being targeted. Clearance rates for violent offences are high. Insp. Tawdrous outlined training for officers. He noted patrol hours are up and the DOC program is helping reduce paperwork for officers. He said there was an increase in mental health calls for

2025 and reviewed the MCRT complement, noting every mental health call requires at least two officers. Insp. Tawdrous responded to questions about notetaking and electronic notebooks, AI policy, criminality related to mental health calls, the nature of public complaints, and the role of a proactive unit, body-worn cameras and in-car cameras in resolving complaints. There was a discussion about officer time spent at hospitals. Insp. Tawdrous said a new hospital transfer program has been helpful. Chair McPherson said the ROMA delegation with the Ministry of the Solicitor General about base funding for MCRT was well-received. There will be more follow-up from the county. He said Perth met with SOLGEN regarding court security costs, and the Minister advised this should be taken to county council. In response to a question about the federal gun buy-back program, Insp. Tawdrous said they are awaiting direction from the Commissioner.

MOTION #CS-2026-03

MOVED BY: K. Jennings **SECONDED BY:** D. Ferguson

Suggested Motion:

THAT the Lanark County Detachment Q4 Statistics be received as information.

ADOPTED

ii) RIDE Grants
Inspector Kerlous Tawdrous, Lanark County OPP

Insp. Tawdrous indicated Lanark has received about \$35,000 per year for four years, which is more than requested and will allow them to hit all communities and do different forms of RIDE, e.g. for snowmobiles, ATVs and waterways throughout the year. He asked members to contact him if there is an area in their community that could use more focus. There is a change in how the funding is administered, with more funding now for officers to be in the community. In response to a question about breath samples, Insp. Tawdrous said the law has changed so that police don't need any grounds if someone is behind the wheel. He said mandatory breath screening will come to the community, which will take more officers.

MOTION #CS-2026-04

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

Suggested Motion:

THAT the RIDE Grant update be received as information.

ADOPTED

- iii) Lanark County Situation Table 10-Year Anniversary
Stephanie Gray, Coordinator

S. Gray presented on the 10-year anniversary of the Lanark County Situation Table, including statistics and success stories. In response to questions, she discussed the complexity of referrals that have been coming to the table and that many people may have multiple police calls for service. She suggested a main issue to tackle connects back to a large risk identified in the Community Plan for Safety and Well-being, which is affordability and quality of life. Addressing housing, income and food security can help to improve health/mental health and reduce crime.

MOTION #CS-2026-05

MOVED BY: M. Vermette **SECONDED BY:** R. Closs

Suggested Motion:

THAT the Lanark County Situation Table 10-Year Anniversary presentation be received as information.

ADOPTED

6. REPORTS

- i) Coordinator Activity Report
Stephanie Gray, Coordinator

S. Gray noted the Detachment Commander performance feedback form has been submitted to Region. The CSWB

Advisory committee meets Jan. 29. Three grants will be completed as of March 31. The debrief regarding the unsuccessful Victim Support Grant revealed funding had been reduced and Lanark's application was good but was slightly below the benchmark; there will be an opportunity to apply for items in another upcoming grant cycle.

MOTION #CS-2026-06

MOVED BY: D. Ferguson **SECONDED BY:** R. Closs

Suggested Motion:

THAT the Coordinator Activity Report for November and December 2025 be received as information.

ADOPTED

- ii) 2026 Board Workplan and Priorities
Stephanie Gray, Coordinator

S. Gray provided an overview of the draft workplan. Members discussed ideas for board priorities, including community engagement and inviting community partners to make presentations. Insp. Tawdrous suggested including hearing from board members about needs and priorities in their communities and that this forum is a place to advocate for municipalities. He suggested inviting an IPV survivor and the Victim Advocate to talk to the Board. S. Gray will compile a list based on the discussion and members are encouraged to contact her and the Chair with ideas. It was also suggested that the agenda package be copied to all municipal clerks.

MOTION #CS-2026-07

MOVED BY: M. Vermette **SECONDED BY:** R. Bowes

Suggested Motion:

THAT the 2026 Lanark County OPP Detachment Board Work Plan be adopted.

ADOPTED

- iii) Detachment Board Policy Direction
Stephanie Gray, Coordinator

S. Gray outlined the existing and required policies for the Board. Chair McPherson proposed the process of completing and adopting the policies take place over the next few months.

MOTION #CS-2026-08

MOVED BY: D. Comley **SECONDED BY:** K. Jennings

Suggestion Motion:

THAT the Detachment Board direct staff to develop the policies as detailed in the Detachment Board Policy Direction Report.

ADOPTED

7. EXTERNAL ORGANIZATION UPDATES

8. MOTIONS

9. BY-LAWS

10. INFORMATION LISTING

- i) Inspector General Memo #8 - Public Release of the First Decisions by the Inspector General of Policing
- ii) New Governance Tools Now Available for Boards and Administrators
- iii) Year End Reflections, Holiday Wishes and What to Expect in 2026
- iv) Quarterly Newsletter Edition 4 2025
- v) New Year Update: Legislative Changes and Discussion Groups Now Open

- vi) Submission of Detachment Commander Performance Feedback - Lanark

11. OTHER BUSINESS

- i) Annual Appointment of Secretary-Treasurer
Chair Ed McPherson

MOTION #CS-2026-09

MOVED BY: M. Vermette **SECONDED BY:** K. Jennings

Suggested Motion:

THAT Stephanie Gray be appointed as the Lanark County OPP Detachment Board for 2026.

ADOPTED

12. NOTICE OF MOTIONS

13. ANNOUNCEMENTS

14. CLOSED SESSION

15. RISE AND REPORT

16. ADJOURNMENT

MOTION #CS-2026-10

MOVED BY: K. Jennings **SECONDED BY:** D. Ferguson

Suggested Motion:

THAT the meeting be adjourned at 10:30 a.m.

ADOPTED

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, February 13th, 2026

2:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor, Keith Kerr
Bob Argue
Gilbert Rossignol
Douglas Barr
David Poch

Members Absent: None

Staff Present: Noelle Reeve, Planner
Samantha Howard, Recording Secretary

10. CALL TO ORDER

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

11. AMENDMENTS/APPROVAL OF AGENDA

i) Addition under New/Other Business: The New Recycling Program

The Agenda was approved as amended.

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

None at this time.

13. APPROVAL OF MINUTES

i) **Minutes – June 13th, 2025.**

The minutes of the Green Energy and Climate Change Working Group Meeting held on June 13th, 2025 were approved as circulated.

14. DELEGATIONS & PRESENTATIONS

i) **Ottawa Renewable Energy Co-Operative (OREC) – Controlling Electricity Costs Into the Future.**

- OREC is a for profit co-operative of over 1,164 individual members who can invest in renewable energy projects in their own communities and elsewhere in Ontario. Its motto is “Keep the electrons, jobs and profits local”.
- Dick Bakker discussed the energy projects OREC builds. These include: solar panels on the roofs of larger organizations (schools, museums, municipal buildings) and companies; solar projects on fields not suitable for agriculture, wind turbines, (and possibly micro-hydro projects in the future). They do not build projects for individual users.
- OREC offers other resources for individuals (such as investing in OREC’s large solar projects) and becoming members of OREC. Membership includes the opportunity to share information on members’ electric vehicles, solar panels, and battery systems.
- Local energy generation is also known as Distributed Energy Resources (DER) and will become more important with increased storms from climate change. Local communities can be more resilient when the provincial grid is down if they have their own storage and generation of electricity. This is particularly important for Disaster Recovery rated buildings.
- An important reason for companies or individuals to consider putting solar panels on their property is the cost savings from credits they receive by sending their excess solar power to Hydro. Electricity bills are projected to rise more than the 29% increase that occurred in November 2025. Ontario Power Generation is requesting a 72.6% increase to the rate it is paid for nuclear power.
- There are a number of areas Tay Valley could lobby the province for related to local power generation e.g., getting a longer credit than 12 months for energy generated by a company or an individual especially for Disaster Recovery sites. Permitting virtual net metering as is permitted in the Us and Europe.
- In response to a question from a member of the public about solar panels having to be on tiered pricing, Dick stated that every utility has to offer time of use pricing as of May 1, 2024 – as of January 1, 2025, you can request whichever you would like.
- Councillor Kerr asked about water power and whether it is considered viable. Dick mentioned that the costs associated are high and there are many rules There are talks about expanding this sector but nothing has been confirmed.
- D. Poch asked a question about investing in OREC. He was wondering if it is open to anyone, and Dick confirmed, yes, it is open to anyone in Ontario and there is a minimum 4% dividend up to a cap of 8%.
- There are Provincial incentives for up to \$5000.00 back for solar and \$5000.00 for battery power. However, the fine print states recipients can never do net metering so Dick suggested seeking other grants.

The Green Energy and Climate Change Working Group recommends that the Controlling Energy Costs presentation by the Ottawa Renewable Energy Co-Operative be shared with staff for follow up with Council.

15. BUSINESS

i) **Climate Action Plan Update.**

- Lanark Better Homes Retrofit Program Update
 - There were 15 applicants before end of 2025 from Tay Valley, and the County continues to get more.
 - There are grants and loans for retrofits through the County. Elizabeth Galant is the contact
- **Adaptation Plan Update**
 - The Planner reported that the top three concerns identified by the climate adaptation survey in September 2025 were extreme heat, new pests/diseases (Lyme, Anaplasmosis, etc.) and the increased price of food.
 - The Planner stated that the participants in the engagement sessions on climate adaption wanted the municipality to provide them with support to set up neighbourhood groups. One participant mentioned a new technology called “meshtastic” that allows local communities to still reach each other when electrical outages take place during emergencies. They are specialized, low-power-IoRa-based radios that enable off-grid, decentralized text messaging and GPS tracking without cellular service
 - D. Poch noted new cell phones have satellite capability so can still connect during emergencies and that local community groups such as ATV groups or snowmobile groups might be able check in on vulnerable community members during emergency situations such as ice storms, etc.
 - B. Argue mentioned a lack of drought concerns being identified during the last outreach session in August – asked for information regarding droughts to be added to the Adaptation Plan.
 - The Planner mentioned that Enbridge is coming to Council on Tuesday to explain what agreement they want the Township to sign. It is believed to be on the agenda for information.

ii) **Communications.**

- Lanark County Climate Change Committee Update
 - The Planner mentioned that the County's priorities for next year include: hiring a consultant to develop an adaptation plan for the County; hiring a consultant to develop a Natural Heritage System plan for Lanark County; including Active Transportation in the update to the County Transportation Plan; giving away more trees, and giving municipalities \$7,500.00 toward climate action.

16. NEW/OTHER BUSINESS

i) **The New Recycling Program**

- B. Argue spoke about the new recycling program that started in January in Tay Valley. The province has doubled the material types accepted to 28 categories. A previous analysis of the Township garbage showed that 0.7kg per household per week was being collected. If residents recycle everything now allowed, their garbage will shrink which will extend the life of the landfill and could reduce Greenhouse Gas emissions by 200,000kg a year. However, there has not been enough promotion and education about these new recycling opportunities.

The Working Group recommended that the Township create flyers and distribute them to each household and repeat distribution of this information until people learn about the new opportunities to recycle.

17. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Friday April 10th, 2026 at 2:00 p.m.

18. DEFERRED ITEMS

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

- *None at this time*

19. ADJOURNMENT

The Working Group adjourned at 3:44 p.m.

Board Summary Report

February 9, 2026

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights of the February 9, 2026, Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the January 12, 2026 Board of Directors meeting.

Employee Presentation: Water Restoration Projects

Staff provided a presentation on wetland restoration projects supported by MVCA since 2023 that included 9 completed projects and 5 planned for 2026. Wetland projects support participants and the community through flood and drought protection, carbon capture, water filtration and habitat biodiversity. Organizations that have provided funding include the Danbe Foundation, MECP Wetland Conservation Partner Program, ECCC Nature Smart Climate Solutions Fund, Lanark County and the City of Ottawa. Community partners that share in financial and technical resources on various projects include Ducks Unlimited Canada, Watersheds Canada, Rideau Valley Conservation Authority and the Ontario Soil and Crop Improve Association.

Watershed Conditions

The Mississippi River, Carp River and Lower Ottawa River watersheds are in 'normal' conditions as of January 16, 2026. Stream flows across the watershed remain below average. Lower Mississippi River flows are being augmented by drawdown of Crotch Lake, which also creates spring storage capacity. Staff provided a summary of current snow conditions, noting above average mean snow depth and Snow Water Equivalent (SWE). Based on the above-average snowpack conditions, the Mississippi River watershed could be at risk for a higher-than-normal spring peak. The impacts of the freshet will largely depend on spring rainfall and temperatures.

GM Update

S. McIntyre provide the GM Update. She highlighted:

- Notification of project completion for the Fall River Flood and Erosion Hazard mapping was provided to affected municipalities and posted on MVCA's website.

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

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

- MVCA is largely meeting target permit processing times in 2025.
- Work is nearing completion to deliver hazard mapping for tributaries on the Carp River. An Open House is planned for March 16th at the Huntley Community Association Mess Hall.
- Staff have acquired a new vehicle to support the operations department.
- She attended a meeting regarding the ALTO high speed rail corridor at which she highlighted the importance of maintaining drainage patterns and natural systems corridors.

By-Law Amendments re: Abstentions

The Board of Directors approved amendment of MVCA's Administrative By-Law to address how abstentions will be handled during voting.

MVCA's Code of Conduct for Board Members

The Board of Directors approved amendment of MVCA's Code of Conduct for Board members to include "In accordance with the Municipal Act S.O. 2001, as amended" following the bullet dealing with pecuniary interest or conflict of interest.

Mill of Kintail museum Update

Staff provided an update on the findings and discussions from the first two meetings of the Mill of Kintail Museum Working Group. The first two meetings included activities that identified evaluation criteria, potential ownership options and pros and cons of each option. MVCA has received two Expressions of Interest (EOIs) regarding ownership and management of the museum collection from the North Lanark Historical Society and Mississippi Valley Textile museum. Future meetings will focus on the development of a Request for Expression of Interest (REOI) with feedback and input from the Working Group.

Final 2026 Budget

The Board of Directors approved minor amendments to the Final 2026 Budget.

Proposed Fee Schedule Amendments

The Board of Directors approved modifications and corrections to Fee Schedules A through C, per results of public circulation and approved a delay in the implementation of these fees until April 1, 2026.

Attachments:

- Draft minutes of February 9, 2026, Board of Directors Meeting.
- Approved Minutes of January 12, 2026, Board of Directors Meeting.

Minutes: Board of Directors Meeting

February 9, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

ROLL CALL

Members Present

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

Staff

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

Members Absent

- A. Hubley

R. Huetl called the meeting to order at 1:01 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

R. Huetl noted an addition to the agenda, a verbal, in-camera, report added as item 11.

BOD26/02/09 - 1

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

Resolved, that the agenda for the February 9, 2026, Board of Directors Meeting be adopted as amended.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, January 12, 2026

There were no amendments or discussion regarding the minutes.

BOD26/02/09 - 2

MOVED BY: H. Yanch

SECONDED BY: B. Holmes

Resolved, that the minutes of the Board of Directors Meeting held on January 12, 2026, be received and approved as printed.

“CARRIED”

2. Employee Presentation: Wetland Restoration Projects, Marissa Okum.

M. Okum provided a presentation on wetland restoration projects supported by MVCA since 2023 that included 9 completed projects and 5 planned for 2026. She noted that projects typically occur on marginal farmland that is unsuitable for agricultural use. Projects are hand-planted or seeded to control erosion, filter run off, increase biodiversity and prevent the spread of invasive species. She highlighted that projects support participants and the community through flood and drought protection, carbon capture, water filtration and habitat biodiversity.

M. Okum summarized current and anticipated financial supports and noted organizations that have provided funding support for these projects including the Danbe Foundation, MECP’s Wetland Conservation Partner Program, ECCC’s Nature Smart Climate Solutions Fund, Lanark County and the City of Ottawa. She also highlighted the

role of community partners including Ducks Unlimited Canada, Watersheds Canada, Rideau Valley Conservation Authority and the Ontario Soil and Crop Improve Association that share financial and technical resources.

R. Kidd asked who undertakes the restoration projects. M. Okum explained that wetland restoration projects are either completed through the ALUS Mississippi Rideau program or the Ottawa Rural Clean Water Program which are managed by MVCA staff.

R. Kidd asked for details regarding volunteers and governance structure of the ALUS program. M. Okum explained that the ALUS program has an advisory committee made up of 6 local farmers and the environmental coordinator for Lanark County that approve projects. M. Okum herself tables the proposed projects for review by the committee.

R. Kidd asked if MVCA staff undertake the seeding of the wetlands. M. Okum explained that MVCA staff undertake hand-planting activities and that some landowners will help with seeding activities. She note that some partner organizations may provide additional resources.

J. Mason asked for the location of the projects within the City of Ottawa. M. Okum responded that a completed project was on Carp Road, near the Carp River and that a project is planned for 2026 in the Galetta area.

M. Souter asked who writes the project application. M. Okum explained that the landowner will submit an Expression of Interest (EOI), M. Okum will undertake a site inspection analysis and create a presentation to table with the ALUS advisory committee for approval.

M. Souter asked who writes the grant applications. M. Okum explained that grant applications are typically prepared by her with input from the landowners and that she submits them though the ALUS Mississippi-Rideau program.

W. Baker asked what the minimum size of property is to undertake a project. M. Okum responded that typically 0.5 acres is the smallest area requirement. Projects with 0.3 acre have been completed but are ineligible for funding and resources through Ducks Unlimited Canada.

R. Kidd asked how the program is promoted to farmers. M. Okum explained that staff undertake various outreach activities including attending local agricultural events, and stated that the program is highly dependent on word-of-mouth within the farming community.

3. Watershed Conditions, Report 3541/26, Kathryn Starratt.

K. Starratt provided a watershed condition update noting that the Mississippi River, Carp River and Lower Ottawa River watersheds were in 'normal' conditions as of January 16, 2026. She stated that drawdown was completed mid-January and that stream flows across the watershed remain below average. As is normal at this time of year, Lower Mississippi river flows are being augmented by drawdown of Crotch Lake which creates storage capacity for spring storage.

K. Starratt summarized current snow conditions noting above average mean snow depth and Snow Water Equivalent (SWE). She stated that SWE represents the total amount of liquid stored within the snowpack and is used by MVCA to help predict runoff. She further explained that not all SWE results in runoff, and that the timing and rate of melt are just as important as total amount of water stored in the snowpack.

K. Starratt reviewed short and long-term temperature and precipitation forecasts and stated that there is no ability to confirm flood risk at this time. Based on current and forecasted conditions, the Mississippi River watershed may be at risk for a higher-than-normal spring peak. The scale of impacts will largely depend on spring rainfall and temperatures.

C. Kelly asked for insight into the current SWE conditions in comparison to previous flooding years such as 2023 or 2019. K. Starratt noted current conditions are similar to conditions in winter of 2024/2025 documented by Environment and Climate Change Canada. She highlighted that melt conditions are rely heavily on temperature and rainfall and are difficult to determine at this time.

C. Kelly asked if there is additional storage capacity within the watershed due to the drought conditions throughout the summer and fall of 2025. K. Starratt explained that while flow is below average, water levels are generally within winter target ranges and there is no additional storage capacity as delay of the fall drawdown was used to mitigate drought conditions.

R. Kidd commented that rain is a defining factor for spring flooding conditions. K. Starratt agreed. She noted that rain both adds volume and is a large driver of snow melt alongside warm temperatures.

4. GM Update, Report 3542/26, Sally McIntyre.

S. McIntyre highlighted the following matters:

- Work is nearing completion to deliver hazard mapping for tributaries on the Carp River. An Open House is planned for March 16th at the Huntley Community Association Mess Hall.
- Notification of project completion for the Fall River Flood and Erosion Hazard mapping was provided to affected municipalities and posted on MVCA's website.
- MVCA is largely meeting target permit processing times in 2025.
- Staff have acquired a new vehicle to support the operations department.
- She attended a meeting regarding the ALTO high speed rail corridor. She highlighted the importance of attention to drainage patterns and the potential impacts to natural systems.

R. Kidd asked if MVCA is hosting the 2026 Annual Invasive Species Virtual Forum. S. McIntyre explained that MVCA is not hosting the forum; it was included because it may be of interest to municipal staff.

R. Huetl asked for the location of the ALTO high speed train project. S. McIntyre noted that exact locations have not been determined. She stated that to her understanding, the environmental assessment (EA) process for the whole corridor is projected to be completed within 2 years and will be reducing the corridors from their current large swaths to 10km and then 1km widths as they move through the EA process.

C. Curry expressed concerns regarding Conservation Authorities not having an emergency response role and not being mentioned in legislation for the *Emergency Management and Civil Protection Act*. S. McIntyre explained that MVCA's responsibilities include flood forecasting and warning, and dam system operations, but that emergency response and recovery lie outside the scope of MVCA responsibilities.

R. Kidd asked if Conservation Authorities all provide flood forecasting and warning, or specifically those that operate dams. S. McIntyre responded that flood forecasting and warning is a mandatory service to be provided by all CAs.

R. Huetl noted that while MVCA does not have a specified role in legislation for the *Emergency Management and Civil Protection Act*, they attend meetings and provide feedback. S. McIntyre confirmed.

5. By-law Amendments re: Abstentions, Report 3538/26, Sally McIntyre.

S. McIntyre stated that members of the Policy and Planning Advisory Committee approved and recommend alternative wording as follows:

- Every member present at a meeting shall vote, unless ineligible due to a statutory requirement, in which case it shall be recorded.
- Any member who the Chair can confirm is present (in-person) or through electronic means and does not vote shall be recorded as voting in the negative.
- A majority vote shall be calculated based upon the number of eligible members present.
- A member may change their vote:
 - Anytime before announcement of the result by the Chair.
 - Immediately following announcement of the result by the Chair if a request to change a vote is unanimously agreed upon by the members in attendance.

She explained that the recommended wording is a combination of the original recommendation and wording provided by G. Gower at the Policy and Planning Advisory Committee meeting.

BOD26/02/09 - 3

MOVED BY: D. Comley

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors approve amendment of MVCA's Administrative By-law to address how abstentions shall be handled during voting as set out in Report #3538/26 as amended by the Policy and Planning Advisory Committee.

“CARRIED”

6. Review of MVCA's Code of Conduct for Board Members, Report 3539/26, Sally McIntyre.

S. McIntyre provided background on MVCA's Code of Conduct for Board Members. She highlighted that it was developed in accordance with the prescribed matters to be addressed by municipal codes of conduct as per the *Municipal Act, 2001* and model Administrative By-law for CAs prepared by Conservation Ontario in 2018. A comparative review found that MVCA's Code of Conduct addresses most items identified in the Lanark and Ottawa by-laws. No changes were recommended by staff. She asked for any recommendations from the Board.

R. Kidd recommended a small amendment to the clause “Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist;” to include “as

defined in the *Municipal Act* as amended". R. Kidd noted that the *Municipal Act, 2001* is a living document and subject to amendment.

D. Comley asked if the Code of Conduct will be amended if the Conservation Authority is amalgamated. S. McIntyre responded that it may be revisited to develop a standardized version across the province or across the new regional authority.

BOD26/02/09 – 4 (AMENDING MOTION)

MOVED BY: R. Kidd

SECONDED BY: C. Curry

Resolved, That MVCA's Code of Conduct be amended to include the following clause following the bullet dealing with pecuniary interest or conflict of interest:

In accordance with the Municipal Act S.O. 2001, as amended.

"CARRIED"

7. Mill of Kintail Museum Update, Report 3540/26, Scott Lawryk.

S. Lawryk provided background on the creation of the Mill of Kintail Museum Working Group. He noted that the terms of reference for the group were approved by MVCA's Board of Directors in October 2025 and that Erik Lockhart had been retained to facilitate the discussions. He reviewed group membership and reported that two meetings had been held to date at which the group proposed evaluation criteria and identified potential ownership options and pros and cons.

S. Lawryk reported that MVCA has received letters from two local organizations expressing interest in owning the museum collections: the North Lanark Historical Society and Mississippi Valley Textile Museum. Both groups have representation on the working group. He noted that several members of the group have raised issues regarding land transfer and been told that the two letters received make no mention of land transfer, that MVCA's *Land Conservation and Resource Strategy* does not speak to potential divestment of the Mill of Kintail Conservation Area property, and that any matters involving land ownership fall outside the mandate of the working group.

Future meetings will focus on the development of a Request for Expression of Interest (REOI) with the goal of issuing a public call later in February. He noted that the Board may need to revisit membership and mandate of the Working Group due to potential conflicts of interest as the process unfolds. He reviewed the draft timeline and the need for an accelerated Request for Proposal (RFP) process so that the Board can consider at

its May meeting to allow staff time to update and submit the Museum Strategic Plan by June 30, 2026 in order to secure its annual Community Museum Operational Grant (CMOG).

J. Mason asked if the National Capital Commission (NCC) was invited to participate in the Working Group. S. Lawryk confirmed and explained that the NCC department responsible for management of historical properties and museums is small and did not have the capacity to join the working group. He noted that the NCC has been able to help with providing input on various topics.

J. Mason asked if the NCC will submit an EOI. S. Lawryk explained that MVCA made an official ask and the NCC communicated that they are unable to provide a solution.

R. Kidd asked if municipalities have the same deadline to submit for CMOG funding. S. Lawryk explained that the deadline for any CMOG application is June 30, 2026.

8. Final 2026 Budget, Report 3543/26, Sally McIntyre and Stacy Millard.

S. McIntyre explained that the budget has had very minor amendments since approval of the Draft budget for circulation in October 2025 and there are no changes to the assumptions regarding the levy.

S. McIntyre reviewed the recommended changes: an increase to planning and regulation revenues; an increase to the budget for the museum transition and Mill of Kintail Master Plan to include working group facilitator and potential legal fees; and, an increase and consolidation of some line items to allow for better tracking and recovery of amalgamation costs.

S. McIntyre provided a comparison between 2025 and 2026 and noted modest changes to the Category 1 operating budget related to the *Museum Strategic Plan* and Mill of Kintail site and amalgamation.

R. Kidd asked if the budget includes the potential legal costs relating to the museum. S. McIntyre responded that the budget, as presented, reflect the pressures relating to the Museum. R. Kidd asked why these costs are considered Category 1. S. Millard explained that work on the museum is captured under update of the Mill of Kintail Master Plan, which is category 1. S. McIntyre added that matters tabled by the Mill of Kintail Museum Working Group relate to the whole site, not just the Museum collections.

S. McIntyre reviewed year-end reserve balances, including allocations to be made in 2026. She highlighted that MVCA did not receive any requests for presentations to any member municipality councils.

S. McIntyre stated that the difference between the draft budget tabled in December 2025 and the final budget tabled for approval is roughly \$25,000.

M. Souter asked for clarification that the \$25,000 is additional to the draft budget tabled in December 2025 and that the balance is coming from reserves. S. McIntyre confirmed.

BOD26/02/09 - 5

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve the 2026 Budget as submitted.

“CARRIED”

9. Proposed Fee Schedule Amendments, Report 3544/26, Stacy Millard and Ben Dopson.

B. Dopson explained that while planning and regulation fees approved in January were to take effect March 1, 2026 to align with Rideau Valley and South Nation conservation authority implementation dates, subsequently RVCA delayed implementation of its fees until April 1, 2026. The new recommendation tabled for consideration is a delay in the implementation date of MVCA's fee schedule for the City of Ottawa as that is the only jurisdiction that receives CA fees. He explained that the City sends all CA revenues to RVCA who then reviews disperses them to SNC and MVCA as needed.

B. Dopson noted that all member municipalities had received notice regarding the new fee schedules and that 4 comments had been received with only recommending a change to better align MVCA's fee schedule with SNC and RVCA. This change related to *Clearance of Conditions fees, Part Lot Control fees* and the introduction of a new category of *Minor/Rural to Site Plan for Multiple Residential, Commercial, Industrial or Institutional*.

B. Dopson also noted that MVCA Board of Director approval was needed to update Schedule H: Onsite Sewage Disposal Systems. He explained that these fees are set by RVCA for delivery of the septic program in MVCA's jurisdiction.

R. Kidd asked if the City of Ottawa is the only municipality that collects fees on behalf of the Conservation Authority. B. Dopson confirmed and stated that the City of Ottawa collects fees on behalf of the 3 CAs that operate in Ottawa, MVCA, SNC and RVCA.

R. Kidd commented that some residents of Beckwith will be subject to the new fees in March and others in April. S. McIntyre explained that all residents of the City of Ottawa will be subject to the new fees on April 1, all residents outside of the City of Ottawa will be subject to the new fees on March 1.

R. Kidd commented that residents within RVCA jurisdiction will only be subject to the fees on April 1. He expressed concern regarding the discrepancies in fees for residents of Beckwith. S. McIntyre commented that the CAs collect their own fees outside of the City. B. Dopson added that other municipalities are within both MVCA and RVCA jurisdictions. R. Kidd recommended delaying the implementation of all fees until April 1 to avoid any confusion amongst residents. B. Dopson noted that MVCA staff have offered to provide quotes for permit applications to assist municipal planning staff during the transition period.

J. Kelso asked how difficult it would be to coordinate the fee implementation at the same time. S. McIntyre responded that it is the Board's decision and staff would implement accordingly.

J. Kelso asked that that the motion be amended to align the implementation date with RVCA.

M. Souter asked how many municipalities are within both MVCA and RVCA jurisdictions.

P. Kehoe commented that Drummond North Elmsley is within both. W. Baker commented that Tay Valley is within both.

BOD26/02/09 – 6 (Amending Motion)

MOVED BY: R. Kidd

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve amendment of the recommended motion.

“CARRIED”

BOD26/02/09 - 7

MOVED BY: P. Kehoe

SECONDED BY: R. Kidd

Resolved, That the Board of Directors approve:

- a) Minor modifications and corrections to Fee Schedules A through C as set out in Attachment 1, per results of public circulation.*
- b) A delay in the implementation of Fee Schedules A through C until April 1, 2026.*
- c) Update of Fee Schedule H as set out in Attachment 2 for Septic Services delivered by the Rideau Valley Conservation Authority within the jurisdiction of MVCA.*

“CARRIED”

10. Amalgamation Update, Verbal Report, Sally McIntyre.

S. McIntyre noted that there were no updates to provide regarding Conservation Authority amalgamation.

11. In- Camera - Chair Update, Verbal Report, Roy Huetl.

Report and discussions held in-camera.

BOD26/02/09- 8

MOVED BY: J. Kelso

SECONDED BY: B. Holmes

Resolved, That the Board of Directors move to in-camera session for discussion on personal matters about an identifiable individual, including employees of the Authority; and

Further resolved, That all MVCA staff leave the room.

“CARRIED”

BOD26/02/09 - 9

MOVED BY: P. Kehoe

SECONDED BY: W. Baker

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

“CARRIED”

ADJOURNMENT

BOD26/02/09 - 10

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at 2:28 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

DRAFT MINUTES

Board of Directors **1/26** **Thursday, January 22, 2026**

Present:	Joe Aragona	Jeff Banks
	Anne Barr	David Brown
	Brian Dowdall	Susan Irwin
	Trevor Johnson	Wilson Lo
	Shelley Petersen-Quesnel	Angela Pierman
	Kristin Strackerjan	Adam Turcotte
	Gary Waterfield	Adrian Wynands
Staff:	Sommer Casgrain-Robertson	Dan Cooper
	Kathy Dallaire	Diane Downey
	Marissa Grondin	Isabelle Maltais
	Glen McDonald	Scott Muldoon
Regrets:	Steve Fournier	Shawn Pankow
	Sean Devine	Theresa Kavanagh

Chair Waterfield called the meeting to order at 6:31 p.m.

1.0 Roll Call

General Manager/Secretary-Treasurer conducted a roll call.

2.0 Land Acknowledgement Statement

Anne Barr gave the Land Acknowledgement statement.

3.0 Agenda Review

Chair Waterfield reviewed the Agenda and indicated that staff had requested that a new agenda item be added under 12.0 regarding the purchase of a replacement dump truck.

4.0 Adoption of Agenda

Resolution 1-260122

Moved by:

Adrian Wynands

Seconded by:

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as amended to include for consideration the purchase of a replacement dump truck under Agenda Item 12.0.

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of November 27, 2025

Resolution 2-260122

Moved by:

Adam Turcotte

Seconded by:

Jeff Banks

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #09/25, November 27, 2025 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 Election of Chair and Vice-Chair

Chair Waterfield requested a motion to appoint Ms. Casgrain-Robertson as Acting Chair to conduct the election of Chair and Vice-Chair.

Resolution 3-260122

Moved by:

Joe Aragona

Seconded by:

Trevor Johnson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the General Manager as Acting Chair for the purpose of Election of Officers.

Resolution Carried

Gary Waterfield surrendered the Chair to Ms. Casgrain-Robertson, who presided over the election for Chair.

Acting Chair Casgrain-Robertson called for nominations from the floor for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for 2026.

Brian Dowdall nominated Gary Waterfield, who accepted the nomination.

Acting Chair Casgrain-Robertson called for additional nominations two more times. Hearing none, a motion was requested to close nominations.

Resolution 4-260122

Moved by: Adrian Wynands
Seconded by: Kristin Strackerjan

THAT nominations for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2026 be closed.

Resolution Carried

Gary Waterfield was acclaimed as Chair of the Board of Directors for 2026.

Acting Chair Casgrain-Robertson then presided over the election for Vice-Chair.

She called for nominations from the floor for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2026.

Anne Barr nominated Kristin Strackerjan, who accepted the nomination.

Acting Chair Casgrain-Robertson called for additional nominations two more times. Hearing none, a motion was requested to close nominations.

Resolution 5-260122

Moved by: Brian Dowdall
Seconded by: Adam Turcotte

THAT nominations for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2026 be closed.

Resolution Carried

Kristin Strackerjan was acclaimed as Vice-Chair of the Board of Directors for 2026.

A member asked if Section B.2 of RVCA's Administrative By-law could be amended to remove "upon the death" and just rely on "incapacity to act" to indicate when the Vice Chair is required to act as the Chair. Ms. Casgrain-Robertson indicated that the RVCA uses Conservation Ontario's bylaw template that has been prepared and vetted by legal counsel.

Chair Waterfield offered remarks of appreciation, thanking the Board for its confidence in him and expressing gratitude to Ms. Strackerjan for serving as Vice-Chair for another term. The Chair noted that 2026 will be a year of change, challenge and opportunity, and emphasized continued collaboration with staff and a year of celebrations marking RVCA's 60th anniversary.

Angela Pierman joined at 6:48 p.m.

9.0 Overview of RVCA and RVCF Conservation Lands

Ms. Downey, Executive Director of the Rideau Valley Conservation Foundation, presented the attached slides on RVCA and RVCF conservation lands and showed a short video of some of the properties.

A member asked whether any RVCA or RVCF lands are open to hunting. Ms. Downey advised that RVCA/RVCF land generally does not permit hunting, except where historical access has been maintained.

A member asked why the Foundation accepts certain land rather than the RVCA and if all land should be transferred to the Foundation. Ms. Casgrain-Robertson indicated that most land is held by the Foundation, and they are the recipient of choice, as they are an independent body. However, the Authority retains ownership primarily of public conservation areas as there is increased risk and liability with these lands which is more appropriate for the RVCA to manage.

A member asked if staff could speak to the level of public awareness and promotion that takes place regarding the ability to donate land to the RVCF. Ms. Downey advised that typical communication channels are used such as the website and social media alongside paid advertising. She also noted that the RVCF hosted two planned-giving workshops in 2025 which were well attended and that there is good collaboration amongst local land trusts who refer potential donors to one another depending on what type of land is being donated.

A member asked if the Foundation ever declines land. Ms. Downey noted that some properties are declined due to contamination, high risk, insufficient size, or proposed uses that do not align with the Foundation's mandate.

10.0 Meetings

Ms. Casgrain-Robertson noted good staff and Board member attendance at the MECP Engagement Session as well as the ROMA conference.

Chair Waterfield also informed the Board that the Executive Committee gave the General Manager a positive performance appraisal for 2025 and that

2026 will prioritize the implementation of provincial changes.

11.0 Member Inquiries

A member asked if invitations would be extended to municipal staff and councils for the upcoming February AGM. Ms. Casgrain-Robertson advised that municipalities were made aware of the February meeting and invited to attend as is required because the budget will be approved. However, the AGM part of the meeting is administrative in nature. The June anniversary event will be more meaningful and celebratory and will be promoted to all municipalities who will be encouraged to attend.

12.0 New Business

Ms. Casgrain-Robertson reviewed the staff report which was circulated to members via email on January 22, 2026, in advance of the meeting.

A member asked if the RVCA has a capital purchase program for larger equipment. Ms. Casgrain-Robertson confirmed that RVCA follows a vehicle lifecycle guideline and uses age, mileage and service record data to determine fleet replacement which is funded through the vehicle reserve.

A member inquired whether the proposed vehicle would carry a full warranty despite being two years old. Ms. Casgrain-Robertson confirmed that it would.

A member asked about the availability of a 2025 model and what informed the decision to recommend the 2024 model. Ms. Casgrain-Robertson advised that both vehicles are the same make and model and that the recommendation is cost based.

Resolution 6-260122

Moved by: Adrian Wynands
Seconded by: Adam Turcotte

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of a new 2024 Ford Super Duty F-550 truck not to exceed \$115,000 with the purchase funded from RVCA's vehicle reserve.

Resolution Carried

13.0 Adjournment

The Chair adjourned the meeting at 7:23 p.m. on a resolution by Anne Barr.

Gary Waterfield
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

DRAFT