



# Tay Valley Township

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 10<sup>th</sup>, 2024  
Immediately Following the Public Meeting at 5:30 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

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

**Chair, Councillor Angela Pierman**

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

- i) **Public Meeting: Zoning By-Law Amendment(s) – August 13<sup>th</sup>, 2024 – *attached, page 7.***

*Suggested Recommendation:*

*“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment(s) held on August 13<sup>th</sup>, 2024, be approved.”*

5. **DELEGATIONS & PRESENTATIONS**

- i) **Presentation: 2024 History Scholarship Update – *attached, page 11.***  
Kay Rogers, Chair, History Scholarship Selection Committee.

*Suggested Recommendation to Council:*

*“THAT, the 2024 History Scholarship Update be received as information.”*

## 6. PRIORITY ISSUES

- i) **Report #CAO-2024-24 – History Scholarship Increase – attached, page 14.**  
Amanda Mabo, Chief Administrative Officer/Clerk

*Suggested Recommendation to Council:*

*“THAT, the indexing for the Tay Valley History Scholarship in 2025 be consistent with the other scholarships administered by the Perth and District Community Foundation;*

*AND THAT, the Scholarship amount be increased from \$1,200 to \$1,500 for 2025.”*

- ii) **Report #PW-2024-16 – Energy Conservation and Demand Management Plan 2024-2029 – attached, page 16.**

*Suggested Recommendation to Council:*

*“THAT, the 2024-2029 Energy Conservation and Demand Management Plan dated August 28, 2024, be approved and submitted to the Ministry of Energy, Northern Development and Mines and posted on the Township’s Website.”*

- iii) **Development Charges Background Study and Local Service Policy – [distributed as a separate package.](#)**  
Ashley Liznick, Treasurer

*Suggested Recommendation to Council:*

*“THAT, the 2024 Development Charges Background Study dated September 10<sup>th</sup>, 2024 be adopted.”*

- iv) **Report #PD-2024-13 – Official Plan Amendment 7 (OPA No. 7) – County Operational Suggestions and Township Response – attached, page 36.**  
Noelle Reeve, Planner

*Suggested Recommendation to Council:*

*“THAT, the Council of the Corporation of Tay Valley Township accept the recommendations proposed by the Planner in response to the operational suggestions from the County of Lanark for Official Plan Amendment No. 7.”*

- v) **Report #PD-2024-12 – Septic Waste Treatment Capacity – attached, page 59.**  
Noelle Reeve, Planner

*Suggested Recommendation to Council:*

*“THAT, Tay Valley Township request the Lanark County Planning Department to investigate the adequacy of the septic waste treatment capacity municipalities in Lanark County to ensure compliance with the requirements of the Provincial Planning Statement for new lot creation.”*

- vi) **Report #PD-2024-11 – Mississippi Valley Conservation Authority - Land Strategy Consultation Comments – attached, page 64.**  
Noelle Reeve, Planner

*Suggested Recommendation to Council:*

*“THAT, the comments contained in Report #PD-2024-11 – Mississippi Valley Conservation Authority – Land Conservation Strategy be submitted to the Mississippi Valley Conservation Authority in response to their Land Conservation Strategy Discussion Paper.”*

- vii) **Report #FIN-2024-12 – 2025 Budget Guidelines – attached, page 69.**  
Ashley Liznick, Treasurer

*Suggested Recommendation to Council:*

*“THAT, the Budget Guidelines outlined in Report #FIN-2024-12 – Budget Guidelines, be adopted.”*

- viii) **Report #CAO-2024-23 – Bolingbroke Cemetery Ownership – attached, page 76.**  
Amanda Mabo, Chief Administrative Officer/Clerk

*Suggested Recommendation to Council:*

*“THAT, staff proceed with the process to transfer the Bolingbroke Cemetery lands into Township ownership.”*

- ix) **2025 Council and Committee Calendar – attached, page 79.**  
Amanda Mabo, Chief Administrative Officer/Clerk

*Suggested Recommendation to Council:*

*“THAT, the 2025 Council/Committee Calendar be approved.”*

## 7. CORRESPONDENCE

- i) **Lanark County Situation Table Annual Report 2023-2024 – attached, page 81.**

*Suggested Recommendation to Council:*

*“THAT, the Lanark County Situation Table Annual Report 2023-2024 be received as information.”*

- ii) **Public Sector Salary Disclosure – attached, page 101.**

*Suggested Recommendation to Council:*

*“THAT, the Council of the Corporation of Tay Valley Township support the Township of Stirling-Rawdon’s resolution regarding Public Sector Salary Disclosure;*

*THAT, the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996;*

**THAT**, the Act be further updated so that the inflation rate is applied each year to the requirement to report public salaries;

**AND THAT**, this resolution be sent to the Province of Ontario Premier's Office, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario and all Ontario Municipalities.”

- iii) **24-09-05 – Council Communication Package – cover sheets attached, page 102.**

*Suggested Recommendation to Council:*

**“THAT**, the 24-09-05 Council Communication Package be received for information.”

## **8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES**

- i) **Bolingbroke Cemetery Board.**

24-09-05 – Draft Bolingbroke Cemetery Board Minutes – *attached, page 106.*

- ii) **Committee of Adjustment.**

24-08-19 – Draft Committee of Adjustment Hearing Minutes – *attached, page 107.*

- iii) **Fire Board.**

24-08-22 – Draft Fire Board Minutes – *attached, page 113.*

- iv) **Library Board.**

24-05-27 – Perth and District Union Public Library Board Minutes – *attached, page 117.*

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

- vi) **Lanark County OPP Detachment Board** – *deferred to the next meeting.*

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

- viii) **Mississippi Valley Conservation Authority Board** – *deferred to the next meeting.*

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

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

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

**9. CLOSED SESSION**

- i) **CONFIDENTIAL: Litigation – 485 Keays Road.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Motion:*

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

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

*Suggested Motion:*

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

- *Chair’s Rise and Report.*

**10. DEFERRED ITEMS**

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

- *None.*

**11. ADJOURNMENT**

# MINUTES

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

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Tuesday, August 13<sup>th</sup>, 2024

5:30 p.m.

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

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Korrine Jordan  
Reeve Rob Rainer  
Deputy Reeve Fred Dobbie  
Councillor Wayne Baker  
Councillor Greg Hallam (arrived at 5:32 p.m.)  
Councillor Angela Pierman (arrived at 5:38 p.m.)  
Councillor Marilyn Thomas

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Aaron Watt, Deputy Clerk  
Noelle Reeve, Planner

**Public Present:** Amanda Avery  
Bill Avery

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**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](mailto: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 #ZA24-07: William Avery and Jeanette Avery  
Bennett Lake Road  
Part Lot 5, Concession 11,  
Geographic Township of Bathurst**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

b) APPLICANT COMMENTS

Councillor Hallam arrived at 5:32 p.m.

The applicant was present.

c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

That the proposed amendments to Zoning By-Law No. 02-121 be approved.

- ii) **FILE #ZA24-08: 1000654129 Ontario Inc.  
30 Highway 511  
Part Lot 27, Concession 3,  
Geographic Township of Bathurst**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

Councillor Pierman arrived at 5:38 p.m.

b) APPLICANT COMMENTS

None.



c) PUBLIC COMMENTS

None.

d) RECOMMENDATION

That the proposed amendments to Zoning By-Law No. 02-121 be approved.

**4. ADJOURNMENT**

The public meeting adjourned at 5:42 p.m.

# PRESENTATIONS

**TAY VALLEY HISTORY SCHOLARSHIP REPORT**  
**COMMITTEE OF THE WHOLE**  
**August 6, 2024**

**RECOMMENDATION**

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

**BACKGROUND**

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

In support of the Scholarship, Tay Valley Township:

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

**Funding for the Scholarship**

The Scholarship is funded by:

- donations from over two dozen individuals, community groups and local businesses, approx. \$23k;
- the continuing sale of the legacy book *At Home in Tay Valley*, approx. \$19k;
- the net proceeds from the sale of the 200th Anniversary calendars, approx. \$6k; and
- money earned from investments made by the Perth and District Community Foundation, approx. \$21k not including disbursements.

As of April 30, 2024, there was \$67,707 in the Scholarship Fund. The Perth and District Community Foundation Treasurer expects the scholarship to be awarded in perpetuity.

- The scholarship is currently in the amount of \$1,200.00.

**Scholarship Application, Selection Process and Presentation**

The History Scholarship Committee oversees the scholarship brochure, application form and selection process, and arranges for the recipient to be interviewed by the Lanark Era and Lake 88. The current Committee members are Susan Code, David Poole and Kay Rogers (chair).

There were five applicants this year which is average. The successful applicant demonstrates:

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

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

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

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

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

### **Scholarship Recipients**

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

\* In 2022, the Committee decided not to award the scholarship to either of the applicants because neither demonstrated a deep and ongoing interest in history, a prerequisite for receiving the scholarship.

### **FINANCIAL IMPLICATIONS**

None.

### **CONCLUSION**

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

Submitted by the Tay Valley History Scholarship Selection Committee

# **PRIORITY ISSUES**

**COMMITTEE OF THE WHOLE**

September 10, 2024

Report #CAO-2024-24

Amanda Mabo, Chief Administrative Officer/Clerk

**HISTORY SCHOLARSHIP INCREASE****STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the indexing for the Tay Valley History Scholarship in 2025 be consistent with the other scholarships administered by the Perth and District Community Foundation;

**AND THAT**, the Scholarship amount be increased from \$1,200 to \$1,500 for 2025.”

**BACKGROUND**

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

By intention, the scholarship is one of the more generous scholarships awarded at the Perth schools.

The scholarship is indexed to inflation every five years to ensure that future recipients receive a scholarship of the same purchasing value. It was increased from \$1,000 to \$1,200 in 2022.

**DISCUSSION**

The Perth and District Community Foundation (PDCF) manages the Tay Valley History Scholarship funds on behalf of Tay Valley Township. As of April 30, 2024, there was \$67,707 in the History Scholarship fund.

In May 2024, PDCF passed a motion recommending that all the scholarship and bursary funds it holds be indexed to inflation every five years, retroactive to when they were established, effective in 2025. This means that:

- The History Scholarship would be indexed to inflation in 2025, rather than 2027.
- The History Scholarship would no longer be one of the more generous scholarships.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Increase the scholarship amount from \$1,200 to \$1,500 for 2025.

**Option #2** – Increase the scholarship amount from \$1,200 to another amount.

**Option #2** – Do not increase the scholarship amount.

## **STRATEGIC PLAN LINK**

**Strategic Priority** – Thriving Culture, Economy and Tourism.

**Strategic Initiative** - Culture

## **CLIMATE CONSIDERATIONS**

None considered.

## **FINANCIAL CONSIDERATIONS**

According to the PDCF Treasurer, the History Scholarship has more than sufficient funds to afford the increase to \$1,500 indexed to inflation every five years starting in 2025.

## **CONCLUSIONS**

As per the recommendation.

## **ATTACHMENTS**

None.

**Prepared for Submission By:**

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

**COMMITTEE OF THE WHOLE**

September 10, 2024

Report #PW-2024-16  
Sean Ervin, Public Works Manager**ENERGY CONSERVATION AND DEMAND MANAGEMENT PLAN  
2024-2029****STAFF RECOMMENDATION**

It is recommended:

“**THAT**, the 2024-2029 Energy Conservation and Demand Management Plan dated August 28, 2024, be approved and submitted to the Ministry of Energy, Northern Development and Mines and posted on the Township’s Website.”

**BACKGROUND**

The Ontario Provincial Government has committed to help public agencies better understand and manage their energy consumption. As part of this commitment under [Ontario Regulation 25/23 - Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans](#), Tay Valley Township is required to report its annual energy consumption and greenhouse gas (GHG) emissions and to develop and implement an energy Conservation and Demand Management (CDM) Plan.

The Township submitted its first plan in 2014 and updated the plan in 2019. The regulation required that municipalities update their plan again in 2024. This update follows amendments incorporated in the current regulation, including the use of a new reporting platform (Portfolio Manager) for annual energy reporting.

**DISCUSSION**

The Township utilized a portion of Lanark County’s 2024 Municipal Climate Action Grant to hire a consultant, through [Local Authority Services](#) (LAS), to update the CDM Plan. The consultant took the previous CDM Plan and revised the Plan to note the completed projects, as well as compute estimated annual cost savings from these completed projects. These projects included LED lighting upgrades to the Bathurst and Burgess Garages and the Maberly Hall, new insulated garage doors for the Bathurst Garage and most recently, LED Lighting upgrades in the Municipal Office. The Plan cross-referenced goals noted in the Township’s Climate Action Plan as well as listed projects noted in the previously completed Building Condition Assessments.



Among many other projects, the Plan also proposed additional energy saving projects such as a feasibility study for the Municipal Office for a near or net zero emissions retrofit and heat-pumps for the Maberly Hall to replace the aging mini-split air conditioning units. Although these projects are listed in the plan, they do not commit the Township to completing the projects, but rather to consider them as part of future budget discussions.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations at this time because there are no specific purchases being proposed. Any purchases in the future will be undertaken following the Township's budget and procurement process for issuing bid documents and decisions will be presented to Council for approval.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)**. That Council direct staff to submit the CDM Plan dated, August 28, 2024, to the Ministry of Energy, Northern Development and Mines, and post the report on the Township's Website.

**Option #2** – Council not direct staff to submit the report, but this option could impact the ability of the Township to obtain grants in the future.

## **STRATEGIC PLAN LINK**

**Strategic Priority** – Healthy Environment

**Strategic Initiative** – Climate Action Plan

## **CLIMATE CONSIDERATIONS**

By conserving energy, the municipality not only reduces their energy and costs but also reduces demand on the earth's natural resources.

## **CONCLUSIONS**

"You can't manage what you don't measure" is a most applicable statement. The years of data that the municipality has collected under the CDM program provides insight into the Township's record of energy consumption and GHG emissions and are a useful baseline. However, behavioral changes, energy benchmarks and water savings measures linked to energy efficiency remain to be implemented and measured. The CDM Plan continues to be a good tool for the municipality to identify energy savings and reduce GHG emissions.

## **ATTACHMENTS**

- i) 2024-2029 Energy Conservation and Demand Management Plan.

**Prepared and Submitted By:**

**Approved for Submission By:**

*Original Signed*

*Original Signed*

**Sean Ervin,  
Public Works Manager**

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

# TAY VALLEY TOWNSHIP



## ENERGY CONSERVATION & DEMAND MANAGEMENT PLAN, 2024-2029

August 28, 2024

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## 2 INTRODUCTION

### 2.1 Purpose and Background

The Ontario Government requires the Broader Public Sector (municipalities, universities, schools and hospitals) to better understand and manage their energy consumption.

Specifically, Ontario Regulation 25/23 requires that Tay Valley Township report its annual energy use to the Ministry of Energy, Northern Development and Mines and that the Township develop *Energy Conservation and Demand Management (CDM) Plans*.

Tay Valley Township is committed to energy conservation and management as an important component of its operations. It understands the social, environmental and financial implications of energy management and is working to deliver improvements in a responsible way.

Through monitoring of energy usage, facility renovations and building service equipment upgrades the Municipality is committed to managing and reducing energy consumption across its facilities and operations.

As part of this commitment, the Municipality undertook a building condition assessment for its facilities in 2020 and updated its Asset Management Plan in 2020 to include several items related to energy consumption and integrating energy management as an important factor in its operations.

In August 2020, the Municipality adopted its first *Climate Change Action Plan* (with funding from the Federation of Canadian Municipalities) aimed at reducing Greenhouse Gas (GHG) emissions. Tay Valley Township will also be working with Lanark County on joint opportunities to reduce GHGs and save money through energy conservation and management.

Tay Valley developed its CDM plan in the first iteration of this program in 2014 that was updated in 2019. This 2024 Plan follows amendments incorporated in the current regulation which includes a new reporting platform for energy data. More details can be found in APPENDIX B - COMPLIANCE WITH O. Reg 25/23.

Tay Valley Township agrees with Lanark County's analysis of the environmental, societal, and fiscal pressures that necessitate an energy management plan.

#### *Environmental Pressures*

In October 2018 the Intergovernmental Panel on Climate Change (IPCC) published *The Special Report on Global Warming of 1.5°C (SR15)*. This report captured the world's attention. It found that while the planet's temperature is currently on track to increase by more than 3°C, by 2100, the world could limit its temperature increase to only 1.5°C (2.7°F).

However, it warned this would require "deep emissions reduction" and "rapid, far-reaching and unprecedented changes in all aspects of society." Global GHG emissions must fall by 7.6 per cent each year between 2020 and 2030 to hold to the 1.5°C increase.

### *Societal Pressures*

The 2003 summer electricity blackout and 2013 Toronto ice storm blackout heightened societal concerns about the stability and security of Ontario's energy supply. If energy is not conserved and managed appropriately the frequency of energy interruption and subsequent societal disruption will increase.

### *Fiscal Pressures*

Fossil fuels traditionally used to generate energy are becoming no longer financially viable nor environmentally acceptable. Renewable energy is becoming cheaper every year.

## 2.2 Key Implemented Actions

The Municipality submitted annual Energy Consumption, Greenhouse Gas and Cost reports beginning in 2014 through 2019.

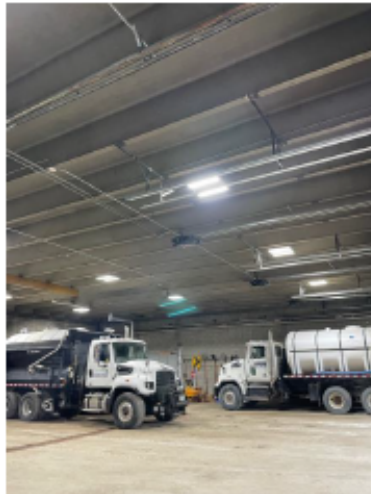
In 2015, all the Township-owned streetlights were converted to LED lights. The existing streetlighting network consumed 23,803 kWh per year. By upgrading to LEDs, the annual energy consumption was reduced to approximately 8,886 kWh per year, or an impressive reduction of 63%.

Energy audits for all municipal buildings were undertaken and additional insulation was added to one of the three township owned buildings – Maberly Hall – resulting in a 2,404 kWh reduction between 2014 and 2018 or a 35% decrease in energy consumption.

Examples of projects completed in the last five years are shown in the photos below.



*Photo 1. Maberly Hall, LED Lighting*



*Photo 2. Bathurst Garage, LED Lighting*



*Photo 3. Bathurst Garage, Insulated Doors*

### 3 COMMITMENT

Effective energy management begins with the specific, visible expression of commitment by the senior authorities in the municipality to making the reduction of energy consumption an organizational priority. This commitment includes continuing resolutions by Municipal Council articulating that staff plan and implement measures for energy efficiency improvement. Regardless of the size of the municipality, the common element of successful energy management is the allocation of staff and resources to continually improve energy performance.

#### 3.1 DECLARATION OF COMMITMENT

The following two resolutions were adopted by Tay Valley Township regarding approval of the 2020 CDM Plan and declaration of a climate change crisis in 2024. This second resolution is related to the CDM Plan because regulation 25/23 requires the reporting of emissions and renewable energy generation. The generation of energy from renewable sources significantly reduces emissions compared to other forms of energy generation. Reduction of GHG emissions is mentioned in the climate change crisis resolution.

##### RESOLUTION #C-2020-09-03

**“THAT**, the revised Energy Conservation and Demand Management Plan dated August 28, 2020, based on the *Tay Valley Climate Action Plan* be approved and submitted to the Ministry of Energy, Northern Development;

**AND THAT**, staff begin to plan and implement measures for energy efficiency improvements in accordance with the Tay Valley Township Energy Conservation and Demand Management Plan.”

ADOPTED

##### RESOLUTION #C-2024-02-15

**“WHEREAS**, climate change annually contributes to hundreds of billions of dollars in property and infrastructure damage worldwide, stressing local to national and international economies;

**WHEREAS**, climate change jeopardizes the health and risks the extinction of millions of species worldwide, stressing and weakening the health and integrity of ecosystems everywhere;

**WHEREAS**, climate change harms the health and security of people through intense wildfires, flooding, storms, droughts, rising sea levels, the spread of invasive insects bearing diseases, negative impacts on agriculture, and food supply interruption, thus further stressing social, economic, and political systems;

**WHEREAS**, there is now a large body of evidence and climate change risk scenarios which point to the imperative for steep and permanent reductions in greenhouse gas emissions, immediately and in the coming decades, in order to avoid many climate change “tipping points” which, if crossed, will render further and devastating ecological, economic, and societal losses;

**AND WHEREAS**, a crisis can be defined as "a dangerous situation requiring immediate action";

**NOW THEREFORE BE IT RESOLVED THAT**, Tay Valley Township officially declares a climate change crisis for the purposes of naming, framing, and deepening our commitment in our climate action plan to protecting our local ecosystems, local economy, and our community from climate change;

**THAT**, this resolution be revisited each term of Council and within the first year of the new council;

**AND THAT**, this resolution be provided to Prime Minister Trudeau and all federal ministers with portfolios related to climate change; to all federal Opposition party leaders; to MP Scott Reid; to Premier Ford and all Ontario ministers with portfolios related to climate change; to MPP John Jordan and all other Ontario MPPs; to all Ontario Municipalities and the local media."

**ADOPTED**

The CDM Plan is comprised of the core elements required by O. Reg 25/23 (as outlined in Appendix B). The Plan provides for the management of the following energy resources: electricity, natural gas, propane, and oil in buildings.

This Plan is not a general plan for the community, but a tool for the municipal corporation to manage its energy consumption to reduce its carbon footprint and to control its energy costs. The Plan is available on the Township website ([www.tayvalleytwp.ca](http://www.tayvalleytwp.ca)) and made available in print at the Municipal Office, located at 217 Harper Road, Perth, Ontario, K7H 3C6.

### 3.2 VISION

The Township will be a leader in reducing energy consumption, associated costs, and greenhouse gas emissions by adopting energy solutions that lead to environmental, social and economic benefits.

### 3.3 GOALS, OBJECTIVES, TARGET

Consistent with Lanark County's triple bottom line (environment, economy, society) approach, Tay Valley's goals are to:

- be a leader in the community for energy conservation and GHG reduction;
- manage energy costs; and
- support our residents in learning about resilient energy options.

In September 2019 Tay Valley residents were asked at two public participation sessions to choose one of four key directions the Township could take in setting reduction targets. The four options were the Status Quo, Baby Steps, Show Leadership or Major Transformation, roughly representing GHG reductions of 20%, 40%, 60% and 80% respectively. Table 1 – Survey Results indicates that major transformation had the largest percentage of votes at 68%.



Table 1. Survey Results

Target	% Votes
Status Quo	0%
Baby Steps	0%
Show Leadership	32%
Major Transformation	68%

In February 2020 residents met again to confirm a GHG reduction target and to evaluate a set of potential actions and to recommend any additional actions. The participants enthusiastically supported the most recent recommendation from the International Panel on Climate Change (IPCC) of a 7.6% global reduction in GHGs each year for the next 10 years to 2030. This accrues to a 55% reduction over the 10 years.

### 3.4 GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP

Tay Valley Township appointed a Green Energy and Climate Change Working Group in 2018. The Working Group has been invaluable in helping to prepare Tay Valley's Climate Action Plan and in developing a Climate Lens for use by the Township in budgeting and procurement decisions. The Working Group also provides expert advice on alternative energy options for the Township to consider, such as cold climate heat pumps. From the NRCan website:

*"A new generation of air source heat pumps (called cold climate air source heat pumps) are now available in Canada. Cold climate air source heat pumps are specially adapted to our cold Canadian climate and can effectively heat your home even when outdoor temperatures are as cold as -30°C. Like conventional air-source heat pumps, these systems also provide efficient heating at milder conditions, and cooling to your home during warmer months. Cold climate systems can help your home achieve even greater energy savings by reaching efficiencies up to 3 times higher than oil furnaces or boilers."<sup>1</sup>*

These heat pumps are also available from manufacturers for commercial applications.

### 3.5 COMMUNITY ACTIONS

The Climate Change Working Group is also involved in actions to reduce community emissions including new builds and resident engagement. For the former action, building officials will be informing builders about ENERGY STAR ratings for new builds; the National Building Code is expected to require ENERGY STAR ratings for all homes. Regarding the latter, residents will be informed about financing for energy efficiency improvements.

<sup>1</sup> <https://natural-resources.canada.ca/energy-efficiency/homes/canada-greener-homes-initiative/oil-heat-pump-affordability-program/why-use-heat-pump/24914>

#### 4 ENERGY CONSUMPTION AND GHG EMISSIONS

The Township’s energy consumption and emissions summary based on 2023 electricity, natural gas and propane data, can be found in Appendix A - Energy Consumption and Emissions Summary (2023). A requirement of O. Reg 25/23 involves municipalities reporting electricity and gas consumption as well as emissions to the Ministry of Energy on an annual basis. A pie graph of the consumption for all facilities is shown below and the figures are a percentage of the number<sup>2</sup> of Joules for each fuel type divided by the total number of Joules. Electricity consumption in 2023 was 105,270 kWh. Natural gas and propane were 756,850 kBTus and 270,992 kBTus respectively.

Figure 1. Energy Use Breakdown by Fuel Type

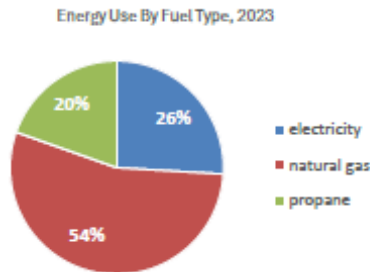
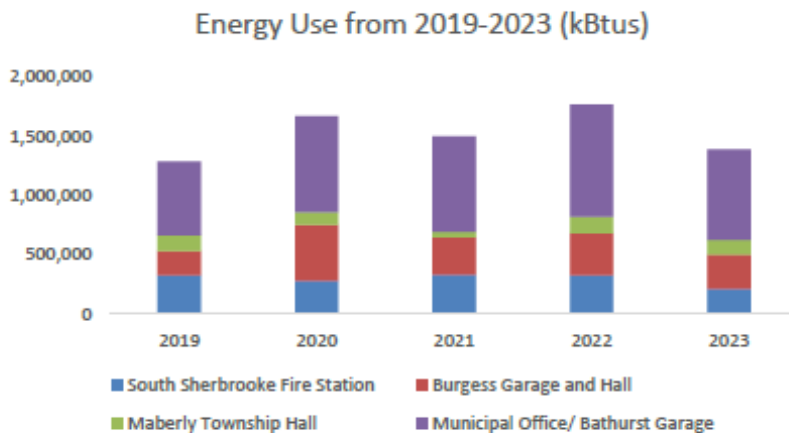


Table 2. Fuel Type and Quantity

Fuel Type (gigajoules)		
electricity	natural gas	propane
379	795	286

The energy data from 2019-2023 show a decrease in the Township’s consumption from 2022 to 2023. The Municipal Office and Bathurst Garage are the largest energy consumers.

Figure 2. Energy Use from 2019-2023



<sup>2</sup> A joule is defined as watt-second. A watt is the amount of energy that an electrical device (such as a light) is burning per second that it’s running, thus a 10W (LED) bulb is burns 10 Joules energy every second.

Of the sources of fossil fuels consumed by the Municipality, natural gas is used for the heating system at the Municipal Office, and propane is used in other Township buildings. Fuel oil has been phased out.

## 5 PRIORITY ACTIONS SUPPORTING ENERGY CONSERVATION GOALS

Tay Valley Council adopted its first *Climate Action Plan* (funded by a grant from the Federation of Canadian Municipalities) in August 2020. That Plan identified essential actions to manage energy costs and reduce Greenhouse Gases. The first action is to assign a lead staff responsible for delivering the Plan. The CDM Plan can support the Climate Action Plan by reducing GHG emissions from their municipal facilities. For these reductions, past, present and future actions as well as opportunities are shown in Section 6.

### 5.1 FUNDING

Steep reductions in emissions—as indicated in the Council Resolution found in Section 3 - Commitment—usually require some form of renewable energy which is capital intensive. Thus, it is recommended that additional funding be sought. Some options could be:

1. **Energy Budget**: Incorporate energy budget accountability into departmental responsibilities.
2. **Revolving Fund**: Accrue savings from energy demand and conservation projects into a reserve that could be used to fund future projects.
3. **Third Party Fund(s)**: Seek external funding and one example being the Green Municipal fund which is a program by the Federation of Canadian Municipalities.

Note that combination of the above options may also be possible to fund net zero retrofits of the Township's corporate buildings by a pre-determined target date. The federal government has declared their target date to be 2050 under the Net-Zero Emissions Accountability Act.<sup>3</sup>

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<sup>3</sup> <https://laws-lois.justice.gc.ca/eng/acts/c-19.3/fulltext.html>

## 6 RESOURCES PLANNING AND PROJECT EXECUTION

The Township has identified several actions and opportunities to execute goals of the CDM Plan and achieve energy management benefits. Savings are on an annual basis, unless noted otherwise. Please note that completed actions are noted and listed at the beginning of the following table.

Table 3. Energy Management Actions and Opportunities

Objectives	Action	Estimated Energy and/or Cost Savings	Action Owner	Status or Completion Date
Efficiency and Conservation	Upgraded Bathurst Garage high bay lighting with LED lamps.	9434 kWh \$1132.19	Public Works Manager	Completed in 2020
	Upgraded Burgess Garage exterior lighting with LED lamps.	6022 kWh \$722.65	Public Works Manager	Completed in 2020
	Retrofitted Bathurst Garage door panels with additional insulation.	\$1625	Public Works Manager	Completed in 2020
	Retrofitted Maberly Hall Lighting with LED lamps.	Approximately 50% savings of lighting electricity consumption	Public Works Manager	Completed in 2023
	Plan to adopt LEED standards for future construction of Township buildings.	Energy consumption reductions to be determined	Chief Building Official	2040
	Existing windows in Township building (Municipal Office) are double glazed with wood frame and vinyl capping and it is recommended to replace with energy efficient windows.	Annual savings of 3-4%	Public Works Manager	2040 per BCA
	Existing heat recovery unit located in Garage attached to Municipal Office has been abandoned and is near end of life.  It is recommended to replace this unit with new HRV and relocate to mechanical room.	Current sensible recovery efficiencies for HRV heating has improved by about 30% since 2010	Public Works Manager	2023

	<p>Existing package rooftop units in the Municipal Office that serve Lunchroom, Meeting Room, Council Chamber, Original Building, and South Addition may not be equipped with controls (including economizers) that could result in reductions to fan, cooling and heating energy use.</p> <p>Investigate the retrofit of RTUs with the latest advanced control strategies that could result in significant energy reductions.</p>	Energy savings of up to 35% and cost savings of up to 38%	Public Works Manager	2025
	<p>Existing lighting in Municipal Office mainly consists of 2x2' fluorescent lamps and some 4' fluorescent lamps. There are also exit signs and HID exterior lights.</p> <p>Though some of this lighting is listed in good condition in the current BCA, it is older technology, and it is suggested that a comprehensive lighting retrofit with lighting controls be investigated in the long term.</p>	If LED lights are proposed as part of the investigation, there could be approximately 40-50% savings of electrical lighting consumption for fluorescent lamps and 60-70% for HID exterior lamps depending on existing lamp wattage for both types.	Public Works Manager	Completed Q2 of 2024
	<p>Existing lighting in Bathurst Garage consists of compact fluorescent light fixtures in the northwest addition, T8 fluorescent light fixtures in the Lunchroom and Washroom and a T12 fluorescent suspended light fixture. There are also exit signs. Exterior lighting is HID wall packs on the southwest and northwest elevations with photocells.</p>	Approximately 30-50% savings of lighting electricity consumption depending on operating hours.	Public Works Manager	Completed in Q2 of 2024
	<p>Existing split air conditioning systems in Maberly Hall consists of wall mounted condensing units</p>	Energy performance of proposed split unit heat	Public Works Manager	2025

	<p>by Comfort Aire (model# AHMC24AS) and Heat Controller Inc. wall mounted evaporators at the interior. The systems use R22 refrigerant which is being phased out.</p> <p>It is recommended that these units be replaced with new split (heat pump) units with compliant refrigerant and that are also more energy efficient.</p>	pumps is estimated to be at least 50% better than split units installed in 2010.		
	Existing lighting in Maberly Hall is fluorescent throughout the first floor and incandescent in the basement and has been upgraded to high efficiency lighting.	Approximately 40-50% savings of lighting electricity demand and consumption.	Public Works Manager	Completed in 2023
	Existing lighting in Burgess Garage consists of fluorescent lamps and it is recommended to upgrade these lamps to LED.	The estimated energy and cost savings are approximately 5,000 kWh and \$600.00 respectively.	Public Works Manager	Completed in Q2 of 2024
	Existing lighting in Burgess Hall Garage consists of T12 and T8 fluorescent lamps and it is recommended to upgrade these lamps to LED.	The estimated energy and cost savings are approximately 800 kWh and \$150.00 respectively.	Public Works Manager	Completed in Q2 of 2024
	Existing exterior lighting in Burgess Hall is HID (southeast) and it is recommended to replace with LED and install new astronomical timer to control on/off times.	Approximately 60-70% savings of electrical lighting demand and consumption depending on existing wattages.	Public Works Manager	2025
	Existing lighting in the South Sherbrooke Fire Hall consists of fluorescent lamps with 20xT8, 32W quad lamps in the Apparatus Bay; 3xT8 lamps in the Communications Office; 32xT8, 32W double lamps in the Mezzanine, 1xT8, 32W	If LED lights are proposed as part of the investigation, the estimated energy and cost savings are	Fire Chief/Public Works Manager	2024-2029

	<p>triple are installed in the Meeting Room, Chief's Office and Captain's Office. There are also exit signs.</p> <p>Though this lighting is listed in good condition, it is older technology, and it is suggested that a comprehensive lighting retrofit with lighting controls be investigated in the long term</p>	approximately 1400 kWh and \$270.00 respectively.		
<b>Objectives</b>	<b>Action</b>	<b>Energy Management Benefit Estimate</b>	<b>Action Owner</b>	<b>Target Completion Date</b>
<b>Procurement</b>	Integrate energy efficiency knowledge and practices into requirements of suppliers	Ensures life cycle costing and energy efficiency are incorporated into Township acquisitions and contracts.	Treasurer	2026
<b>Education &amp; Awareness</b>	Train staff on energy and GHG implications of activities	Reduce energy consumption, waste	Planner	2026
<b>Objectives</b>	<b>Action</b>	<b>Energy Management Benefit Estimate</b>	<b>Action Owner</b>	<b>Target Completion Date</b>
Emissions Reduction Study	Develop a feasibility study for a near or net zero emissions retrofit for the Municipal Office/Garage. As a first step investigate eligibility requirements for grant funding for the study including the Green Municipal Fund. Options for renewable energy are usually a necessity of net zero emission studies.	Since this building uses more than half the energy and emits more than half the GHGs of Township's portfolio, the study and retrofit would provide significant benefits.	Public Works Manager	2024-2029

## 7 EVALUATION

The municipality intends for the CDM and Climate Action Plan to be living documents which senior management will review once a year and will report on annually to Council. These documents will follow the Plan, Do, Check and Act cycle which is an iterative process to develop and continuously improve on solution(s); in the case of the CDM Plan, these would be energy management solutions.

As well as the above technical measures, the municipality also committed to a range of measures designed to change the organizational and behavioral patterns within the municipality which will be assessed annually.

Based on the above measures and funding available for end-of-life equipment, it is suggested the Township target a 5-10% reduction in energy consumption and emissions in the five-year term of the CDM Plan. If the net zero retrofit of the Municipal Office/Garage is feasible then a long-term goal could be 60% in seven to nine years.



**APPENDIX A - Energy Consumption and Greenhouse Gas (GHG) Emissions for 2023**

These figures were entered by the Township into Energy Star's Portfolio Manager from utility bills and exported into the below table.

*Table 4. Energy Consumption and Greenhouse Gas (GHG) Emissions for 2023*

<b>Property Name</b>	<b>Year Ending</b>	<b>Address 1</b>	<b>Postal Code</b>	<b>Property GFA Self-Reported (ft<sup>2</sup>)</b>	<b>Weekly Operating Hours</b>	<b>Electricity. Grid Purchase (kWh)</b>	<b>Natural Gas (therms)</b>	<b>Propane (kBtu)</b>	<b>Total GHG Emissions (Metric Tons CO<sub>2</sub>e)</b>
South Sherbrooke Fire Station	2023-12-31	22110 Hwy 7	K0H 2B0	8,599	10.0	10,239	0	177,832	11.8
Burgess Garage and Hall	2023-12-31	4174 Narrows Lock Road	K7H 3C5	3,845	30.0	25,409	2,020	0	11.4
Maberly Township Hall	2023-12-31	180 Maberly Elphin Road	K0H 2B0	2,726	20.0	7,652	0	93,160	6.2
Municipal Office Bathurst Garage	2023-12-31	217 Harper Road	K7H 3C6	13,389	40.0	61,970	5,549	0	31.2

## APPENDIX B - COMPLIANCE WITH O. Reg 25/23

In 2014 Tay Valley Township adopted an Energy Conservation and Demand Management Plan in compliance with Ontario Regulation 397/11 – *Energy Conservation and Demand Management Plans* (O. Reg. 397/11). The regulation also required municipalities and other public sector groups to report annually on energy use and greenhouse gas (GHG) emissions for buildings and facilities in which the agency conducts its operations, that are heated or cooled or are related to the treatment or pumping of water or sewage. See table (which is an excerpt from the regulation) on the following page for details of the required facilities to be reported.

O. Reg. 397/11 was replaced with Ontario Regulation 507/18 – *Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans* (O. Reg. 507/18) on January 1, 2019. The new regulation required the Municipality to develop and publish a five-year update to the Municipality's Energy Plan by July 1, 2019. The Municipality submitted a draft CDM Plan to meet the 2019 deadline. The Ministry of Energy, Northern Development and Mines gave the Township an extension to fully update the CDM Plan once the Tay Valley Climate Action Plan (funded by the Federation of Canadian Municipalities) was complete.

O. Reg. 507/18 has since been revoked and replaced with O. Reg. 25/23. The major amendments to 507/18 that are included in the current regulation are:<sup>4</sup>

1. **Reporting and Tracking:** Moving reporting from a custom-made platform to ENERGY STAR Portfolio Manager.
2. **Reporting Period:** Reporting of 2021 data in 2023, 2022 and 2023 in 2024 and one year (2024) of data in 2025.
3. **Prescriptive Elements:** Updates to the title of form and removal of specific units of measurement to allow BPS organizations to use units they want to report as long it is an industry standard.

Tay Valley complies with O. Reg. 25/23 as senior authority (Council) has adopted the CDM Plan and the Plan has been placed on the Township website and a hard copy is available at the office.

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<sup>4</sup> <https://ero.ontario.ca/notice/019-6168>

Table 5. Required Facilities for Reporting (O. Reg. 25/23)

Item	Type of public agency	Operation
1.	Municipality	<ol style="list-style-type: none"> <li>1. Administrative offices and related facilities, including municipal council chambers.</li> <li>2. Public libraries.</li> <li>3. Cultural facilities, indoor recreational facilities and community centres, including art galleries, performing art facilities, auditoriums, indoor sports arenas, indoor ice rinks, indoor swimming pools, gyms and indoor courts for playing tennis, basketball or other sports.</li> <li>4. Ambulance stations and associated offices and facilities.</li> <li>5. Fire stations and associated offices and facilities.</li> <li>6. Police stations and associated offices and facilities.</li> <li>7. Storage facilities where equipment or vehicles are maintained, repaired or stored.</li> <li>8. Buildings or facilities related to the treatment of water or sewage.</li> <li>9. Parking garages.</li> </ol>
2.	Municipal service board	<ol style="list-style-type: none"> <li>1. Buildings or facilities related to the treatment of water or sewage.</li> </ol>
3.	Post-secondary educational institution	<ol style="list-style-type: none"> <li>1. Administrative offices and related facilities.</li> <li>2. Classrooms and related facilities.</li> <li>3. Laboratories.</li> <li>4. Student residences that have more than three storeys or a building area of more than 600 square metres.</li> <li>5. Student recreational facilities and athletic facilities.</li> <li>6. Libraries.</li> <li>7. Parking garages.</li> </ol>
4.	School board	<ol style="list-style-type: none"> <li>1. Schools.</li> <li>2. Administrative offices and related facilities.</li> <li>3. Parking garages.</li> </ol>
5.	Public hospital	<ol style="list-style-type: none"> <li>1. Facilities used for hospital purposes.</li> <li>2. Administrative offices and related facilities.</li> </ol>

**COMMITTEE OF THE WHOLE MEETING**  
**September 10, 2024**

**Report #PD-2024-13**  
**Noelle Reeve, Planner**

**OFFICIAL PLAN AMENDMENT 7 (OPA No. 7) – COUNTY OPERATIONAL  
SUGGESTIONS AND TOWNSHIP RESPONSE**

### STAFF RECOMMENDATION(S)

It is recommended:

**“THAT**, the Council of the Corporation of Tay Valley Township accept the recommendations proposed by the Planner in response to the operational suggestions from the County of Lanark for Official Plan Amendment No. 7.”

### BACKGROUND

The Official Plan (OP) must be reviewed every five years under the terms of the [Planning Act](#) to determine if an amendment or full replacement is required to bring it into conformity with the *Provincial Policy Statement* and other provincial legislation. A draft seventh amendment to the Official Plan was adopted by Council on October 18, 2022 on the following basis:

- changes to provincial legislation since the last Plan update;
- a new Provincial Policy Statement which came into effect in 2020; and
- Council’s and the community’s identification of areas for improvement.

The Official Plan must be approved by the Council of the County of Lanark in order for it to come into effect.

### DISCUSSION

The County reviewed the 191 changes proposed by the Township in Official Plan Amendment (OPA) 7 to determine if they conform to the *Provincial Policy Statement 2020* and to the Lanark County Sustainable Community Official Plan. The County found that the proposed changes did conform.

The County helpfully has suggested areas to review to ensure policy intent can be operationalized clearly for thirteen (13) of the Township’s proposed amendments. No mapping changes were proposed by the County.

The topics that were revised include:

- Population projections (Amendment 28)
- Definition of “locally appropriate” uses of rural lands (Amendment 37)
- Clarification of the number of Additional Residential Units (Amendment 50)
- Broadening of considerations for Land Use Compatibility (Amendment 76)
- Clarification of use of Communal Servicing (Amendment 100)
- Clarification of when a hydrogeological study is required (Amendment 102)
- Clarification of language around floodplains (Amendment 131)
- Clarification of cluster lot forms (Amendment 140)
- Clarification of amount of common land in a cluster lot development (Amendment 141)
- Clarification of Seasonal Maintenance, commercial use on a private road (Amendment 155)
- Definition of a private road vs a shared entrance (Amendment 156)
- Clarification of strip development and applicability on the periphery of Hamlets (Amendment 165)
- Definition of strip development consistent with applicable OP section (191)

The original and proposed wording for the revised amendments is presented in Attachment 1.

## **OPTIONS CONSIDERED**

### Option #1 (Recommended) – Adopt the Suggestions Proposed by the County:

Pass the motion that the Council of the Corporation of Tay Valley Township accept the modifications proposed by the Planner in response to the County of Lanark operational suggestions for Official Plan Amendment No. 7. This will enable the Township to move forward with new development options as well as providing new environmental protections.

### Option #2 – Defer the Adoption of the Modifications:

Defer the adoption of the modifications to Official Plan Amendment #7 for further comment and review. This will slow down the process of updating the Official Plan and subsequently updating the Zoning By-Law.

## **STRATEGIC PLAN LINK**

Updating the Official Plan is a Strategic Priority.

## **FINANCIAL CONSIDERATIONS**

The financial considerations of the Official Plan are far reaching. It guides and regulates new development. All infrastructure projects must be in agreement with the Official Plan priorities.

## **CONCLUSIONS**

The suggestions proposed by the County are largely technical in nature. No major policy revisions are being suggested. Staff recommends that the modifications to Official Plan Amendment No. 7 be approved.

**ATTACHMENTS**

- 1) Responses to Lanark County Operational Suggestions for Amendment No. 7 to the Tay Valley Township Official Plan

**Prepared and Submitted By:**

**Approved for Submission By:**

*Original Signed by*

*Original Signed by*

**Noelle Reeve  
Planner**

**Amanda Mabo  
Chief Administrative Officer/Clerk**

## Attachment 1 - Responses to Lanark County Operational Suggestions for Amendment No. 7 to the Tay Valley Township Official Plan

### RESPONSES TO LANARK COUNTY RECOMMENDATIONS FOR AMENDMENT NO. 7 TO THE TAY VALLEY TOWNSHIP OFFICIAL PLAN

Note: Deletions are shown with a Strikethrough, e.g., ~~Official Plan~~; additions are shown in red text, e.g., **Official Plan**.

#### ORIGINAL AMENDMENT

28. Section 1.5, COMMUNITY DEVELOPMENT is hereby added as a new section, with the following text:

~~“Three potential population projections have been proposed for Tay Valley Township. Based on past growth trends from census data, the population projection for 2046 is 6,474 permanent residents. Lanark County has allocated Tay Valley Township 7,097 people to the year 2038. Finally, based on 2021 actual housing starts, an additional 50% of the current population would be added for a total population in 2046 of 8,424.~~

~~The first growth projection is based on Statistics Canada 2021 census data which showed a 4.6% increase in population between 2016 and 2021 that translates to an average annual increase of just over 45 persons representing 19 new home starts per year. Over the course of the planning period, the average household size is expected to slightly decline in a manner consistent with broader demographic trends from 2.45 persons per household (2021) to approximately 2.3 by 2046.~~

As a lower-tier municipality, the Tay Valley Township Official Plan must conform to the policies of the Lanark County Sustainable Communities Official Plan (SCOP). This Official Plan was updated to conform to the County’s SCOP, however, in reading this Plan, there may also be a need to refer to the County SCOP.

~~The second growth projection is based on 2018 County of Lanark population allocations to the year 2038 for all the lower tier municipalities. This allocation represents a 20% increase over the 2021 population, or 1,172 additional people, representing approximately 488 additional households over the 17-year period, equaling roughly 29 new home starts per year.~~

~~A third growth projection uses 2021 actual housing starts of 60 new dwellings. With an average of 2.4 persons per household that equals 144 new residents for that year. If this pace of growth was to continue, the Township population would increase by 2,499, or almost an additional 50% of the current population, for a total population of 8,424.~~

~~The new homes for the population increase are anticipated to be located throughout the Township on lots created by consent, lots created by plan of~~

~~subdivision or cluster lot development. Given the servicing constraints within the existing settlement areas within the Township, there will be limited opportunities for infill and intensification within the existing hamlets without their expansion on communal services.~~

In anticipating the pressures for growth, careful planning and decision-making will ensure that the unique and desirable characteristics of the Township are not lost in order to accommodate the growth pressure. Policies to support an aging population and affordable housing should be encouraged as part of managing this growth.

Notwithstanding the fact that the Township anticipates that regional centers will likely continue to play a significant role, the historical role of the Township's various hamlets as residential, social and cultural communities and local service centers will be supported and encouraged.

## REVISED AMENDMENT

As a lower-tier municipality, the Tay Valley Township Official Plan must conform to the policies of the Lanark County Sustainable Communities Official Plan (SCOP). This Official Plan was updated to conform to the County's SCOP, however, in reading this Plan, there may also be a need to refer to the County SCOP.

The Township growth projection is based on 2018 County of Lanark population allocations to the year 2038 for all the lower tier municipalities. This allocation represents a 20% increase over the 2021 population, or 1,172 additional people, representing approximately 488 additional households over the 17-year period, equalling roughly 29 new home starts per year.

**The Township is committed to monitoring housing starts and future County projections as the Township is aware that the Ministry of Finance increased its population projections for this area in 2023.**

In anticipating the pressures for growth, careful planning and decision-making will ensure that the unique and desirable characteristics of the Township are not lost in order to accommodate the growth pressure. Policies to support an aging population and affordable housing should be encouraged as part of managing this growth.

Notwithstanding the fact that the Township anticipates that regional centres will likely continue to play a significant role, the historical role of the Township's various hamlets as residential, social and cultural communities and local service centres will be supported and encouraged.



## ORIGINAL AMENDMENT

37. Section 2.1 INTRODUCTION, is hereby amended by deleting it in its entirety, renaming it as LAND USE PATTERNS FOR DEVELOPMENT, and adding the following text:

“The Provincial Policy Statement 2020 lays out the province’s directives on land use. It directs growth and development to “urban and rural settlement areas while supporting the viability of rural areas”. To meet the province’s direction to cluster growth, Tay Valley will need to encourage residential growth in Hamlets and reduce the number of new lots created since there is a current surplus of vacant lots that meet the provincial 25 year growth horizon.

Settlement areas are “urban areas and rural settlement areas, and include cities, towns, villages and hamlets”. Rural lands are “lands which are located outside settlement areas and which are outside prime agricultural areas”. Rural areas are “a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas”.

The Township shall be developed in accordance with the land use pattern shown on the Land Use map attached as Schedule A to this Plan, Constraints map attached as Schedule B; and Natural Heritage System map attached as Schedule C.

The Land Use map (Schedule A) establishes the pattern of development in very general terms by dividing the Township into seven land use designations:

- Hamlets, Rural, and Employment Lands (described in Section 2: Community Development);
- Provincially Significant Wetlands (described in Section 3: Environmental Stewardship along with other environmental features of the Township)
- Floodplain (described in Section 4: Community Health and Safety)
- Agriculture and Mineral Resources (described in Section 5: Resource Management).

In addition, certain Public and Institutional uses are permitted in all land use designations, in accordance with the Public and Institutional Use section 2.3.1.”

## REVISED AMENDMENT

Section 2.1 INTRODUCTION, is hereby amended by deleting it in its entirety, renaming it as LAND USE PATTERNS FOR DEVELOPMENT, and adding the following text:

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To meet the province's direction to cluster growth, Tay Valley will need to encourage residential growth in Hamlets and reduce the number of new lots created since there is a current surplus of vacant lots that meet the provincial 25 year growth horizon.

Settlement areas are "urban areas and rural settlement areas, and include cities, towns, villages and hamlets". Rural lands are "lands which are located outside settlement areas and which are outside prime agricultural areas". Rural areas are "a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas".

"On rural lands located in municipalities, permitted uses are: c) residential development, including lot creation, that is locally appropriate". Council has indicated that it does not support sprawl development nor does it support strip development (see Section 6.3.3). The Township encourages development in settlement areas and cluster development.

In considering rural residential development the Township does not support intensification of use along water bodies, wetlands, or in areas of natural heritage significance.

The Township shall be developed in accordance with the land use pattern shown on the Land Use map attached as Schedule A to this Plan, Constraints map attached as Schedule B; and Natural Heritage System map attached as Schedule C.

The Land Use map (Schedule A) establishes the pattern of development in very general terms by dividing the Township into seven land use designations:

- Hamlets, Rural, and Employment Lands (described in Section 2: Community Development);
- Provincially Significant Wetlands (described in Section 3: Environmental Stewardship along with other environmental features of the Township)
- Floodplain (described in Section 4: Community Health and Safety)
- Agriculture and Mineral Resources (described in Section 5: Resource Management).

In addition, certain Public and Institutional uses are permitted in all land use designations, in accordance with the Public and Institutional Use section 2.3.1."

## ORIGINAL AMENDMENT

- 50 Section 2.2.3.1.1, Additional Residential Units (ARU), is hereby added as a new section, with the following text and illustration:

“ARUs are an efficient and cost-effective means of increasing the supply of affordable accommodations for rental purposes and for providing alternative living arrangements for those, by virtue of their personal circumstances, require the support of others to live on their own.

ARUs include, ~~up to two~~, self-contained dwelling units, often with separate entrances, located within and subordinate to an existing single dwelling, semi-detached dwelling or rowhouse. ~~In addition to the two ARUs within a dwelling,~~ this Plan ~~also~~ permits one ARU to be located in a building or structure ancillary to the principal dwelling, that contains its own separate cooking and bathroom facilities in addition to the usual living quarters.

~~For the sake of clarity, this policy allows for a total of three ARUs on a given property, two internal to the principal dwelling and one in an accessory structure, provided the conditions set out in the Zoning By-Law are complied with.~~

In conjunction with a single dwelling, semi-detached dwelling or rowhouse, ARUs will be permitted ‘as of right’ in certain zones of the implementing Zoning By-Law or by amendment to the implementing Zoning By-Law. Building permits for ARUs may require supporting information that the ARU can be serviced by private well and septic system, including the need for a hydrogeological study.

Standards will be ~~established~~ in the Zoning By-Law ~~to govern~~ compatibility with the main dwelling and surrounding land uses, requirement for ~~year-round~~ access, and servicing standards.

Notwithstanding this policy, the implementation of ARUs does not supersede the need for all development to be in conformity with the natural hazard policies of this plan. No new ARUs shall be permitted within land identified as being floodplain, natural hazards, or wetlands.

ARUs shall ~~generally~~ not be permitted within waterfront areas, due to compatibility concerns and the potential environmental and health risks associated with the intensification of waterfront and the lack of safe access by emergency services. See Figure 4 for examples of where ARUs could be located as part of an existing dwelling.

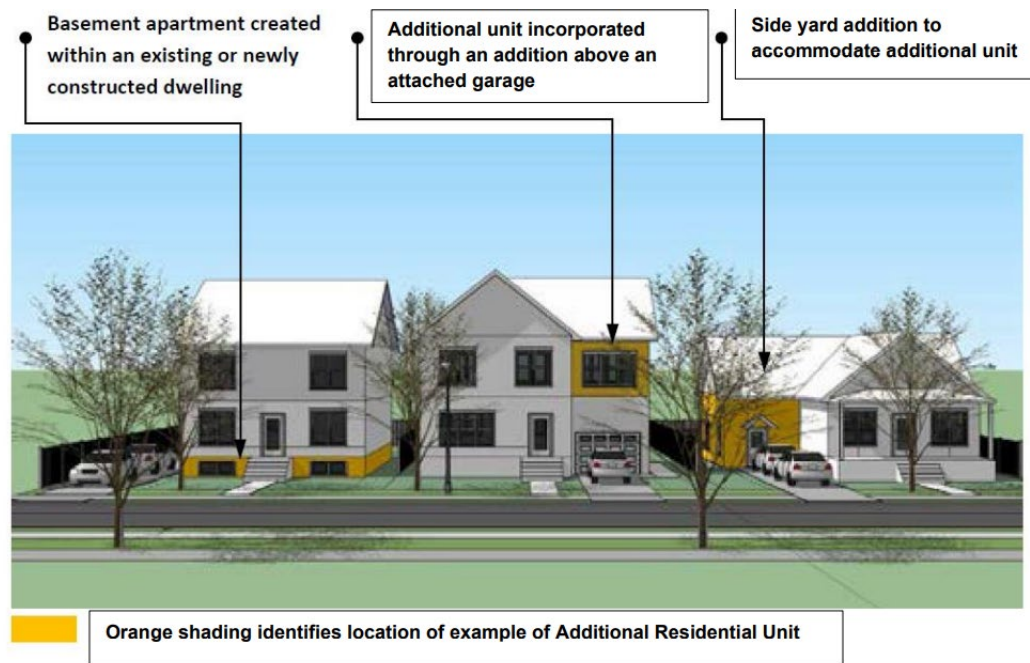


Figure 3: ARU locations within buildings (source: East Nipissing Official Plan)

As well as being located within or attached to a dwelling, an ARU may be a stand alone dwelling, sometimes referred to as a coach house (see Figure 4).”

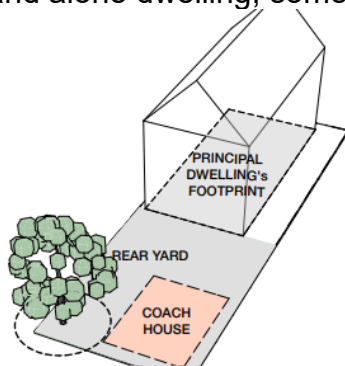


Figure 4 Detached ARU (source: City of Ottawa)”

## REVISED AMENDMENT

Section 2.2.3.1.1, Additional Residential Units (ARU), is hereby added as a new section, with the following text and illustration:

“ARUs are an efficient and cost-effective means of increasing the supply of affordable accommodations for rental purposes and for providing alternative living arrangements for those, by virtue of their personal circumstances, require the support of others to live on their own.

ARUs include **two** self-contained dwelling units, often with separate entrances, located within and subordinate to an existing single dwelling, semi-detached dwelling or rowhouse. **Alternatively,** this Plan permits **one** ARU to be located in a building or structure ancillary to the principal dwelling, that contains its own

separate cooking and bathroom facilities in addition to the usual living quarters. A total of two additional dwelling units is permitted per dwelling, therefore, if one is located in an accessory building, only one is allowed in a dwelling.

In conjunction with a single dwelling, semi-detached dwelling or rowhouse, ARUs will be permitted 'as of right' in certain zones of the implementing Zoning By-Law or by amendment to the implementing Zoning By-Law. Building permits for ARUs may require supporting information that the ARU can be serviced by private well and septic system, including the need for a hydrogeological study.

Generally Additional Residential Units will only be permitted as-of-right by the Zoning By-Law on lots that comply with the minimum lot area and minimum lot frontage requirement of the By-Law.

Standards identified in the Official Plan will be reflected and refined in the Zoning By-Law. These standards include: compatibility with the main dwelling and surrounding land uses (an additional residential unit shall be smaller than the principal dwelling), access and appropriate frontage generally on a public road, and servicing standards including a 30m septic system setback from water and demonstration that a property has an adequate supply of potable water and sufficient land area for the required waste water service.

No additional dwelling unit will be used as a short-term rental. The province permits ARUs to encourage affordable housing; not recreational cottages.

Notwithstanding this policy, the implementation of ARUs does not supersede the need for all development to be in conformity with the natural hazard policies of this plan. No new ARUs shall be permitted within land identified as being floodplain, natural hazards, or wetlands.

ARUs shall not be permitted within waterfront areas, due to compatibility concerns and the potential environmental and health risks associated with the intensification of waterfront and the lack of safe access by emergency services. See Figure 4 for examples of where ARUs could be located as part of an existing dwelling.

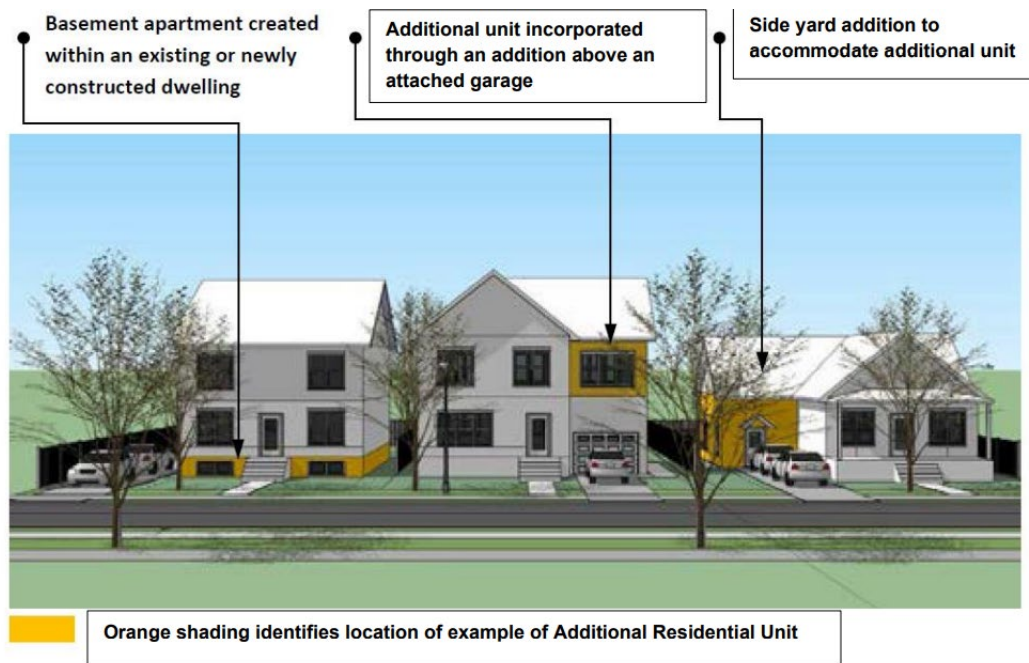


Figure 3: ARU locations within buildings (source: East Nipissing Official Plan)

As well as being located within or attached to a dwelling, an ARU may be a stand alone dwelling, sometimes referred to as a coach house (see Figure 4).”

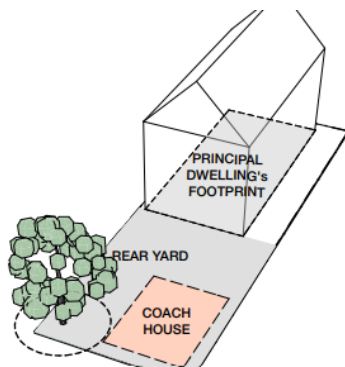


Figure 4 Detached ARU (source: City of Ottawa)”

## ORIGINAL AMENDMENT

76. Section 2.18.4, Other Land Use Compatibility Policies, is hereby amended by renumbering it as Section 4.5.4., and by adding new paragraphs 1, 4, 5, and 6, with the following text:

- a. “In reviewing any development application, the Township shall be satisfied that the proposed use will be or can be made to be compatible with surrounding uses in accordance with the Ministry of Environment, Conservation and Parks Guidelines. Such guidelines include D-1 Land Use Compatibility, D-2 Compatibility Between STF and Sensitive Land Uses, D-4 Land Use on or Near Landfills and Dumps, D-6 Compatibility Between Industrial Facilities and Sensitive Land Uses, Publication NPC 300: Environmental Noise Guideline, Stationary and Transportation Sources – Approval and Planning.
4. For the purposes of this Plan, compatible development means development that, although not necessarily the same as existing development in the vicinity, is complementary or enhances an established community and coexists with existing development ~~without causing undue adverse impacts on surrounding properties.~~
5. Commercial uses that produce, process, or sell tobacco, alcohol, cannabis, or other harmful substances shall be located an appropriate distance from sensitive land uses (e.g., residences or facilities where people sleep, schools, daycares, community centres, outdoor recreation amenities, etc.). A minimum 150 to 300 metre buffer area, between any tobacco, alcohol, or cannabis-related facility or outdoor production area and other sensitive land uses (as defined by the Ontario Ministry of the Environment, Conservation and Parks) will be required.
6. Examples of sensitive land uses include, but are not limited to: residences, schools, licensed daycares, hospitals, public and private indoor and outdoor recreational facilities, certain agricultural operations, wildlife habitats and wetlands.”

## REVISED AMENDMENT

Section 2.18.4, Other Land Use Compatibility Policies, is hereby amended by renumbering it as Section 4.5.4., and by adding new paragraphs 1, 4, 5, and 6, with the following text:

- a. “In reviewing any development application, the Township shall be satisfied that the proposed use will be or can be made to be compatible with surrounding uses in accordance with the Ministry of Environment, Conservation and Parks Guidelines. Such guidelines include D-1 Land Use Compatibility, D-2 Compatibility Between STF and Sensitive Land Uses, D-4 Land Use on or Near Landfills and Dumps, D-6 Compatibility Between Industrial Facilities and Sensitive Land Uses, Publication NPC 300: Environmental Noise Guideline,

Stationary and Transportation Sources – Approval and Planning. [The Federation of Canadian Municipalities also provides guidance on Land use planning around rail corridors: railway proximity guidelines | Federation of Canadian Municipalities \(fcm.ca\).](#)

7. For the purposes of this Plan, compatible development means development that, although not necessarily the same as existing development in the vicinity, **causes no negative impacts** or is complementary or enhances an established community and coexists with existing development.
8. Commercial uses that produce, process, or sell tobacco, alcohol, cannabis, or other harmful substances shall be located an appropriate distance from sensitive land uses (e.g., residences or facilities where people sleep, schools, daycares, community centres, outdoor recreation amenities, etc.). A minimum buffer area between any tobacco, alcohol, or cannabis-related facility or outdoor production area and other sensitive land uses (including as defined by the Ontario Ministry of the Environment, Conservation and Parks **or other expertise**) will be required.
9. Examples of sensitive land uses include, but are not limited to: residences, schools, licensed daycares, hospitals, public and private indoor and outdoor recreational facilities, certain agricultural operations, wildlife habitats and wetlands.”

#### ORIGINAL AMENDMENT

100. Section 2.23.1, Water Supply and Sewage Disposal, is hereby amended by renumbering it as Section 4.4.1, and by adding the following text to subsection 1.

“Communal services may be permitted ~~provided that they are for the common use of more than five residential units/lots.~~ Any such system will have to meet the requirements of the Township, this Plan and the Ministry of the Environment, Conservation and Parks, as well as the approval processes under the *Environmental Assessment Act*, *Ontario Water Resources Act*, *Safe Drinking Water Act* and *the Planning Act*.

It is recognized that the implications for municipal responsibility for communal systems resulting from Provincial policy can present challenges to both the developer and the Township, and as such, the Township is not obligated to approve the use of communal systems. Once a communal system is approved, the use and operation of the communal system and the role and responsibilities of the Township shall be governed by the agreement. The need to develop on private services may place limits on the amount, distribution and type of development which may take place.

The Township, in approving any communal system, will have particular regard for the documented performance of the proposed system, the financial securities which are to be provided, the long-term maintenance requirements,



and the operation and administration requirements for the system. In reviewing proposals for development on communal systems, the Township will also determine the number and types of communal systems that will be accepted by the Township. In general, the Township shall only accept developments on communal systems when it can be clearly demonstrated that such systems will not create an unacceptable financial burden on the Township.

Communal systems must be owned, operated and managed by a municipality or another public body if servicing freehold residential development. They may be owned, operated and managed by a condominium corporation or single owned ~~land~~ if serving condominiums or mobile home parks respectively, provided an agreement has been entered into with the Township or public body pursuant to Section 51 of the Planning Act. Condominium ownership is preferred.

Such agreement entered into under this Section shall provide for municipal/public body assumption of the communal services in the event of default by the owner. It is recognized that the Township may not have the financial or human resources to own, operate and manage such systems and as such the Township is not obligated to accept communal systems.”

## REVISED AMENDMENT

Section 2.23.1, Water Supply and Sewage Disposal, is hereby amended by renumbering it as Section 4.4.1, and by adding the following text to subsection 1.

“Communal services may be permitted. Any such system will have to meet the requirements of the Township, this Plan and the Ministry of the Environment, Conservation and Parks, as well as the approval processes under the *Environmental Assessment Act, Ontario Water Resources Act, Safe Drinking Water Act and the Planning Act.*

It is recognized that the implications for municipal responsibility for communal systems resulting from Provincial policy can present challenges to both the developer and the Township, and as such, the Township is not obligated to approve the use of communal systems. Once a communal system is approved, the use and operation of the communal system and the role and responsibilities of the Township shall be governed by the agreement. The need to develop on private services may place limits on the amount, distribution and type of development which may take place.

The Township, in approving any communal system, will have particular regard for the documented performance of the proposed system, the financial securities which are to be provided, the long-term maintenance requirements, and the operation and administration requirements for the system. In reviewing proposals for development on communal systems, the Township will also determine the number and types of communal systems that will be accepted by the Township. In general, the Township shall only accept developments on

communal systems when it can be clearly demonstrated that such systems will not create an unacceptable financial burden on the Township. Communal systems must be owned, operated and managed by a municipality or another public body if servicing freehold residential development. They may be owned, operated and managed by a condominium corporation or a single owner if serving condominiums or mobile home parks respectively, provided an agreement has been entered into with the Township or public body pursuant to Section 51 of the Planning Act. Condominium ownership is preferred.

Communal systems may be also used for businesses or mixed-use developments (for example on main streets in Hamlets).

Such agreement entered into under this Section shall provide for municipal/public body assumption of the communal services in the event of default by the owner. It is recognized that the Township may not have the financial or human resources to own, operate and manage such systems and as such the Township is not obligated to accept ownership of communal systems.”

#### ORIGINAL AMENDMENT

102. Section 3.17, Water Supply and Sewage Disposal, is hereby amended by deleting subsection 4 in its entirety and replacing it with the text from subsection 5. The new text for subsection 5 is as follows:

5. “A Hydrogeological and Terrain Assessment shall be required when any one of the following apply:
  - a) The development involves the creation of a lot less than 1 ha in size.
  - b) The development is taking place in an area of potential or known hydrologic sensitivity or groundwater contamination.
  - c) The development involves the creation of more than one building lot (i.e. less than 2 ha).
  - d) That development is located within 150 m of ~~seven (7) other~~ existing developments serviced with private well and septic.  
The requirements or scoped requirements of Hydrogeological and Terrain Assessments will be determined in discussions with the peer reviewer of hydrogeological assessments for the Township and will ensure a minimum standard review to address adequacy for wells and appropriate construction methods.”

## REVISED AMENDMENT

Section 3.17, Water Supply and Sewage Disposal, is hereby amended by deleting subsection 4 in its entirety and replacing it with the text from subsection 5. The new text for subsection 5 is as follows:

5. "A Hydrogeological and Terrain Assessment shall be required when any one of the following apply:
  1. The development involves the creation of a lot less than 1 ha in size.
  2. The development is taking place in an area of potential or known hydrologic sensitivity or groundwater contamination.
  3. The development involves the creation of more than one building lot (i.e. less than 2 ha).
  4. The development is located within 150m of existing strip development serviced with private well and septic. (See section 6.3.3).  
The requirements or scoped requirements of Hydrogeological and Terrain Assessments will be determined in discussions with the peer reviewer of hydrogeological assessments for the Township and will ensure a minimum standard review to address adequacy for wells and appropriate construction methods."

## ORIGINAL AMENDMENT

131. Section 4.6.1.3, Policies, is hereby amended by adding the following paragraphs:

7. "Where new or additional 1:100 year flood plain mapping is undertaken, it shall be incorporated into this Plan by amendment.
8. The Township may encourage the use of floodplain lands for passive recreational uses which do not involve buildings or structures and may acquire floodplain lands for these purposes.
9. Within the regulated flood plains the following uses are prohibited: Nursing homes, hospitals, homes for the aged, senior citizen apartments, group homes for the physically or mentally challenged, day care centres, or other similar uses for which flooding could pose a significant danger to the inhabitants, schools (private and public), essential emergency services (fire, police and ambulance stations), electrical substations, storage or handling of hazardous substances."
10. Lands within and adjacent to lands affected by natural hazards are subject to the Section 28 Regulation made pursuant to the *Conservation Authorities Act* and administered by the relevant Conservation Authority. While such adjacent lands are designated for various land uses, no buildings or structures shall be constructed or enlarged, and no development or site alteration such as filling, grading and excavating shall occur without the written permission of the relevant Conservation Authority in accordance with the Section 28 Regulation, as well as the approval of Parks Canada and the

Ministry of Northern Development, Mines, Natural Resources and Forestry, where applicable.

11. Shoreline alteration, such as, but not limited to, alterations for marine facility and water access, is also subject to approval by the appropriate Conservation Authority on waterbodies ~~and~~ watercourses and with wetland ~~frontage consideration~~.
12. Development setbacks from the regulatory flood plain may be required in order to provide an additional safety factor. Notwithstanding the location of the 1:100 year flood line, no development shall occur within 30 meters of the high water mark of any water body as per the "Development Adjacent to Water Bodies" section of this Plan."

## REVISED AMENDMENT

Section 4.6.1.3, Policies, is hereby amended by adding the following paragraphs:

7. "Where new or additional 1:100 year flood plain mapping is undertaken, it shall be incorporated into this Plan by amendment. **Although not mapped, once identified, the flood plain mapping can be used as part of the review of an application.**
8. The Township may encourage the use of floodplain lands for passive recreational uses which do not involve buildings or structures and may acquire floodplain lands for these purposes.
9. Within the regulated flood plain, **or where access is only available through a floodplain** the following **and similar** uses are prohibited: Nursing homes, hospitals, homes for the aged, senior citizen apartments, group homes for the physically or mentally challenged, day care centres, or other similar uses for which flooding could pose a significant danger to the inhabitants, schools (private and public), essential emergency services (fire, police and ambulance stations), electrical substations, storage or handling of hazardous substances."
10. Lands within and adjacent to lands affected by natural hazards are subject to the Section 28 Regulation made pursuant to the *Conservation Authorities Act* and administered by the relevant Conservation Authority. While such adjacent lands are designated for various land uses, no buildings or structures shall be constructed or enlarged, and no development or site alteration such as filling, grading and excavating shall occur without the written permission of the relevant Conservation Authority in accordance with the Section 28 Regulation, as well as the approval of Parks Canada and the Ministry of Northern Development, Mines, Natural Resources and Forestry, where applicable.
11. Shoreline alteration, such as, but not limited to, alterations for marine facility and water access, is also subject to approval by the appropriate Conservation Authority on waterbodies, watercourses, and wetlands.

12. Development setbacks from the regulatory flood plain may be required in order to provide an additional safety factor. Notwithstanding the location of the 1:100 year flood line, no development shall occur within 30 meters of the high water mark of any water body as per the "Development Adjacent to Water Bodies" section of this Plan."

#### ORIGINAL AMENDMENT

140. Section 2.3.3.4, Residential Policies, is hereby amended by deleting paragraph 3 in its entirety and replacing it with the following paragraph and by also adding a new paragraph 3 e.

3. "A cluster lot development is a grouping of ~~five (5) to ten (10)~~ lots (~~not including the retained parcel~~) created by Consent for clustered rural non-farm residential development. The main purpose of this alternative form of rural residential development is to direct housing away from public roads, reduce the visual impact of strip development, and increase the financial viability of scattered rural residential development. The number of lots created may be increased in efforts to address special housing needs or innovative housing forms (i.e. tiny homes)."
  - a. "Cluster lot development may be considered where there has previously been the maximum number of consents granted in accordance with Section 5.2.3(1) of this Plan."

#### REVISED AMENDMENT

Section 2.3.3.4, Residential Policies, is hereby amended by deleting paragraph 3 in its entirety and replacing it with the following paragraph and by also adding a new paragraph 3 e.

4. "A cluster lot development is a grouping of lots created by Consent **or under the Condominium Act**, for clustered rural non-farm residential development. The main purpose of this alternative form of rural residential development is to direct housing away from public roads, reduce the visual impact of strip development, and increase the financial viability of scattered rural residential development. The number of lots created may be increased in efforts to address special housing needs or innovative housing forms (i.e. tiny homes)."
  - b. "Cluster lot development may be considered where there has previously been the maximum number of consents granted in accordance with Section 5.2.3(1) of this Plan."

#### ORIGINAL AMENDMENT

141. Section 2.3.3.4, Residential Policies, is hereby amended by deleting the fourth-last paragraph re: open space for recreation, and replacing it with the following text:

"The cluster lot development may include land held in common ownership to be used as open space ~~for recreation~~, as a site for communal systems or for the

condo roads. Once common land is set aside, it cannot be developed further for residential purposes. Common lands may be used for open space and passive recreation purposes and may be developed to support such activities, including playgrounds, trails, and community gathering amenities.”

## REVISED AMENDMENT

Section 2.3.3.4, Residential Policies, is hereby amended by deleting the fourth-last paragraph re: open space for recreation, and replacing it with the following text:

“The cluster lot development may include land held in common ownership to be used as open space, as a site for communal systems or for the condo roads. Once common land is set aside, it **generally** cannot be developed further for residential purposes. Common lands may be used for open space, **conservation**, and passive recreation purposes and may be developed to support such activities, including playgrounds, trails, and community gathering amenities.”

## ORIGINAL AMENDMENT

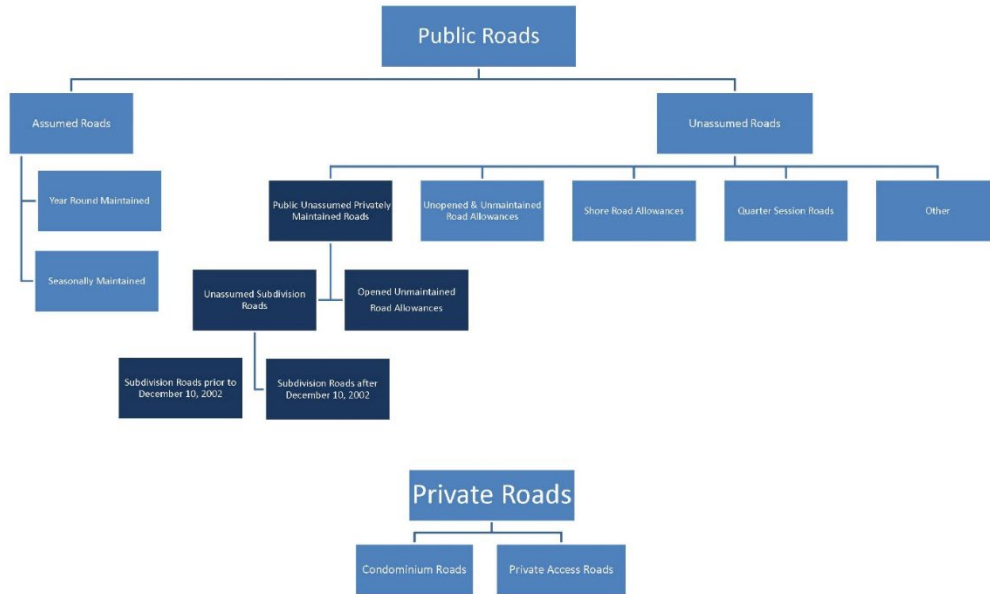
### 155. 4.3.3.1 Seasonal Roads

~~“A small number of Township roads are Seasonal roads which receive limited maintenance from June 1 to October 1 and on which no winter maintenance is performed as per the Seasonal Road Policy.”~~

### 4.3.3.2 Public Unassumed Privately Maintained Roads

“A public unassumed privately maintained road is a road owned by the Township and maintained by a private individual, organization, or company rather than by the Township. Since the roads are owned by the Township, the general public is allowed to travel on them. However, because they have not been assumed by the Township for maintenance purposes the private individual or organization generally undertakes maintenance.”

Figure 11 Typology of Roads (source: Tay Valley Township)



## REVISED AMENDMENT

### 4.3 ....

Existing and proposed...

All development in the Township requires legal access and frontage on a public assumed year round maintained road, public unassumed privately maintained road or private road, otherwise the property is considered landlocked or may have water access only. Further specification is provided in the Zoning By-Law.

#### 4.3.3.1 Seasonal Roads

“No development (including severances, lot creation through the Condominium Act, etc.) shall occur on lots accessed from the small number of Township roads that are Seasonal roads.”

#### 4.3.3.2 Public Unassumed Privately Maintained Roads

“A public unassumed privately maintained road is a road owned by the Township and maintained by a private individual, organization, or company rather than by the Township. These roads were generally created as part of subdivisions prior to 2002.

Since the roads are owned by the Township, the general public is allowed to travel on them. However, because they have not been brought up to municipal standards and have not been assumed by the Township for maintenance purposes the private individual or organization generally undertakes maintenance, including the requirement for signage.”

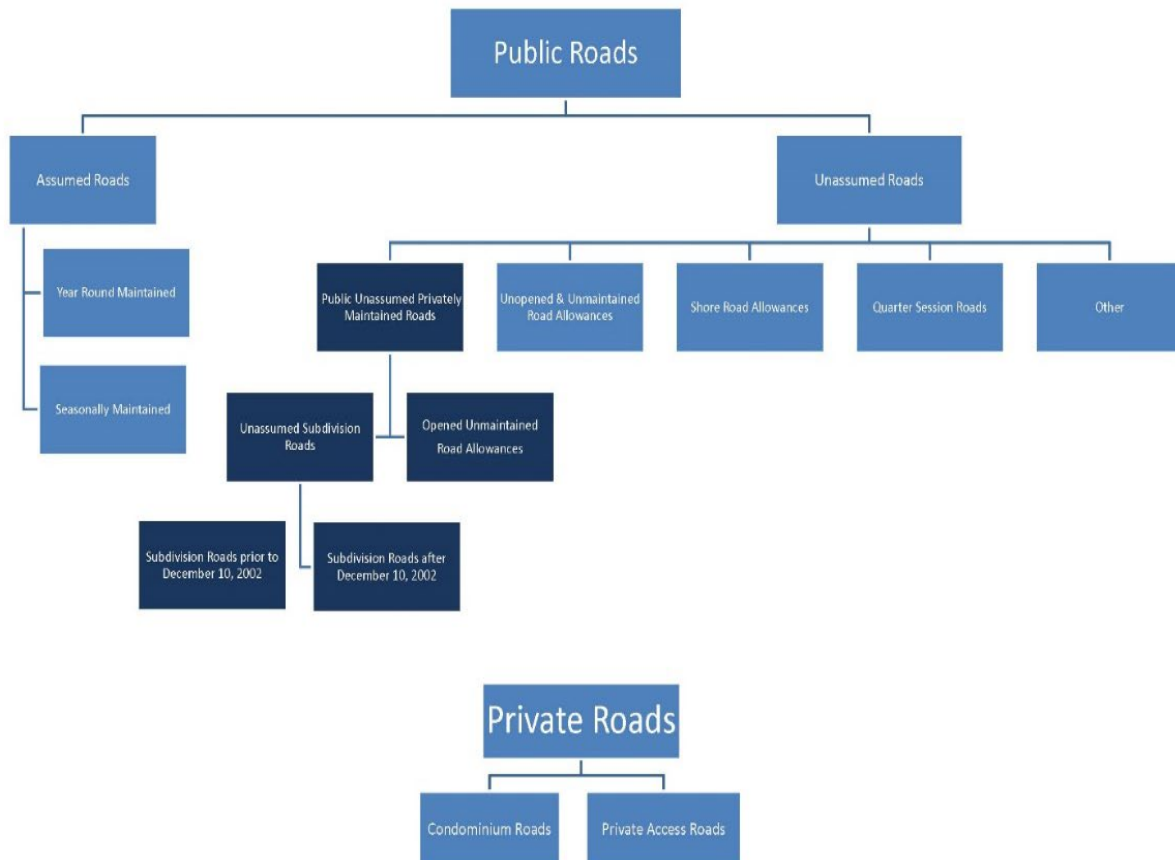
Other than Maintenance, all Work shall be itemized and approved by the Township in advance of any Work being commenced and be completed to the satisfaction of the Township.

For the purposes of this section:

- a) "Maintenance" means routine maintenance and repair of the Public Unassumed Privately Maintained Road, including grading, pothole filling, ditch maintenance, brushing and winter control operations.
- b) "Work" means reconstruction or substantial improvements to all or a portion of the roadbed, road geometry or replacing culverts within the Public Unassumed Privately Maintained Road.

For greater clarity, this Plan distinguishes between unopened road allowances and a public unassumed privately maintained road (see Figure 11.)

Figure 11 Typology of Roads (source: Tay Valley Township)





## ORIGINAL AMENDMENT

156. Subsection 4.5, PRIVATE ROADS is hereby amended by renumbering it as 4.3.4, Private Roads, and by adding the following text as a new first paragraph:

“A Private road is a road owned and maintained by a private individual, organization, or company rather than by a government. Unauthorized use of the road may be considered trespassing, and some of the usual rules of the road may not apply. The most common type of private road is a residential road maintained by a homeowner, road or cottage association, housing co-op, or other group of individual homeowners.”

## REVISED AMENDMENT

- Subsection 4.5, PRIVATE ROADS is hereby amended by renumbering it as 4.3.4, Private Roads, and by adding the following text as a new first paragraph:

“A Private road is a right of way that provides access to two or more properties but does not include a common lot line shared entrance as defined by the appropriate roads authority. For greater clarity a driveway is an access originating from a public or private road that is wholly within one property (except for a portion that may be approved as a common lot line shared entrance). If an access crosses onto a second property or acts as the access for a second property, including a water access only property, it is a private road.

A Private road is a road owned and maintained by a private individual, organization, or company rather than by a government. Unauthorized use of the road may be considered trespassing, and some of the usual rules of the road may not apply. The most common type of private road is a residential road maintained by a homeowner, road or cottage association, housing co-op, or other group of individual homeowners.”

## ORIGINAL AMENDMENT

- 165 Section 5.2.3, LAND DIVISION, Consent Policies, is hereby amended by renumbering it as Section 6.3.3., by deleting paragraph 3 in its entirety, and by replacing it with the following text:

3. “The extension or the creation of strip residential development on roads in the Rural areas shall not be permitted. ~~Strip development is defined as a series of four (4) or more developed or undeveloped residential lots located on one side of a public road within a 300 metre length along the public road. The 300 metre distance shall be measured between the two lot lines located at either end of the strip.~~ No new residential lot shall be created within a 300 metre distance of a strip residential development located on the same side of the road.”

## REVISED AMENDMENT

Section 5.2.3, LAND DIVISION, Consent Policies, is hereby amended by renumbering it as Section 6.3.3., by deleting paragraph 3 in its entirety, and by replacing it with the following text:

“Strip residential development is defined as three **abutting** lots under 100m frontage each. **Strip commercial development refers to linear commercial development along a public road that includes features such as single-story buildings, limited reliance on shared road access, and lack of connection to existing settlements or surrounding land uses. Each establishment has road access and parking area access.**

The extension or the creation of strip development on roads in the Rural areas shall not be permitted. No new residential lot shall be created within a **500** metre distance of a strip residential **development. This requirement does not apply within settlement areas.**

## ORIGINAL AMENDMENT

191 Additional Definitions is hereby amended by adding the following definition for “Strip Development”:

~~“The extension or the creation of strip residential development on roads in the Rural areas shall not be permitted. Strip development is defined as a series of four (4) or more developed or undeveloped residential lots located on one side of a public road within a 300 metre length along the public road. The 300 metre distance shall be measured between the two lot lines located at either end of the strip. No new residential lot shall be created within a 300 metre distance of a strip residential development located on the same side of the road.”~~

## REVISED AMENDMENT

Additional Definitions is hereby amended by adding the following definition for “Strip Development”:

“Strip residential development is defined as three adjacent lots under 100m frontage each. **Strip commercial development refers to linear commercial development along a public road that includes features such as single-story buildings, limited reliance on shared road access, and lack of connection to existing settlements or surrounding land uses. Each establishment has road access and parking area access.**

The extension or the creation of strip development on roads in the Rural areas shall not be permitted. No new residential lot shall be created within a **500** metre distance of a strip residential development.

**COMMITTEE OF THE WHOLE**  
September 10<sup>th</sup>, 2024

**Report #PD-2024-12**  
**Noelle Reeve, Planner**

**SEPTIC WASTE TREATMENT CAPACITY**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, Tay Valley Township request the Lanark County Planning Department to investigate the adequacy of the septic waste treatment capacity municipalities in Lanark County to ensure compliance with the requirements of the Provincial Planning Statement for new lot creation.”

**BACKGROUND**

The septic waste treatment infrastructure capacity in western Lanark County has changed in the last few months. The Town of Perth informed septic haulers that it would no longer be accepting septic waste for treatment in its sewage lagoon. This has resulted in at least one septic hauler, Tom Sullivan Plumbing, to sell his pump trucks and end providing this service as he had no place available to take the septic waste for treatment.

At the same time, because the ownership of Perth and District Septic Service Limited has changed, the new owners were required to apply for a new Environmental Compliance Approval to operate the hauled sewage disposal site at 592 Harper Road. The Ministry of Environment Conservation and Parks is reviewing the application.

The septic wastewater lagoon at 592 Harper is a 52m x 52m x 1.2m deep storage lagoon with a capacity of 1,671 tonnes of hauled sewage.

“Hauled Sewage, commonly known as septage, is the waste material removed from portable toilets, sewage holding tanks and septic systems. Untreated hauled sewage from holding tanks and septic tanks may be disposed of on land in accordance with an Environmental Compliance Approval (ECA) issued under the *Environmental Protection Act* (EPA).”

**DISCUSSION**

The new Provincial Planning Statement (PPS) 2024 reiterates that, “Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity”. The PPS states that, “For lot creation using private

communal sewage services and individual on-site sewage services, reserve sewage system capacity includes approved capacity to treat and land-apply, treat and dispose of, or dispose of, hauled sewage in accordance with applicable legislation but not by land-applying untreated, hauled sewage”.

The changes to Perth’s capacity to accept septic waste, and the proposed update to population and employment growth allocations as part of the update to the County Official Plan, has focussed the local Planners’ and the Mississippi Rideau Septic System Office’s attention on the issue of septic waste treatment capacity. All of Lanark County is classed as a Highly Vulnerable Aquifer, very easily susceptible to groundwater (well water) contamination.

A clear understanding of the capacity of this critical infrastructure for managing sewage effluent is needed to undertake orderly land use planning that is both financially and ecologically sustainable.

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Council requests the Lanark County Planning Department to investigate the adequacy of the septic waste treatment capacity for municipalities in Lanark County to ensure compliance with the requirements of the Provincial Planning Statement for new lot creation.

Option #2 – Council directs staff to continue to respond to severance applications circulated by the County of Lanark without an understanding of whether there is sufficient septic treatment capacity to handle the new lots plus the existing dwellings.

## **FINANCIAL CONSIDERATIONS**

None for the municipality at this time. If the County requests cost-sharing of a study, funding should be available from the Planning Department budget as the project would be a desktop calculation not requiring field work. The Mississippi Rideau Septic System Office (MRSSO) has already gathered background data.

## **STRATEGIC PLAN LINK**

**Economic Development** – The request supports housing and commercial development as both will need new septic systems and sufficient septic disposal capacity.

**Environment** – The request supports protection of human health and the environment by ensuring that pathogens and nutrients do not spread into drinking water or the surrounding ecosystem.

## **CLIMATE CONSIDERATIONS**

Hauling septic waste to a local facility produces less greenhouse gases than hauling to a treatment facility farther away. Brockville and Smiths Falls are not possible alternatives as they do not currently have capacity.

**CONCLUSIONS**

Staff recommend that Council submits the request for a study of septic waste treatment capacity to Lanark County Council.

**ATTACHMENTS**

- i) Location Map with Zoning
- ii) Mississippi Rideau Source Water Protection Plan Designation – Highly Vulnerable Aquifer

**Prepared and Submitted By:**

**Approved for Submission By:**

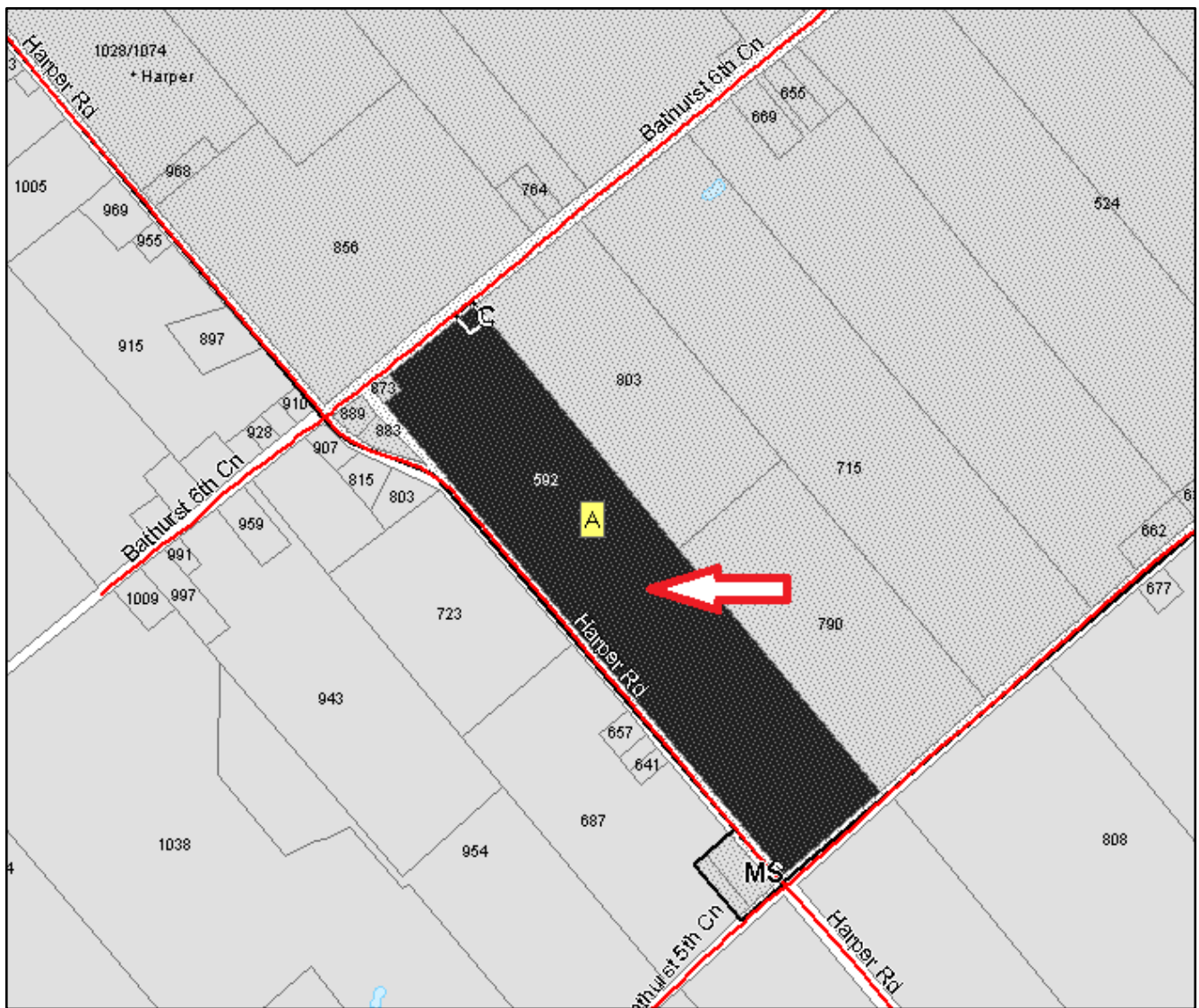
**Noelle Reeve,  
Planner**

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

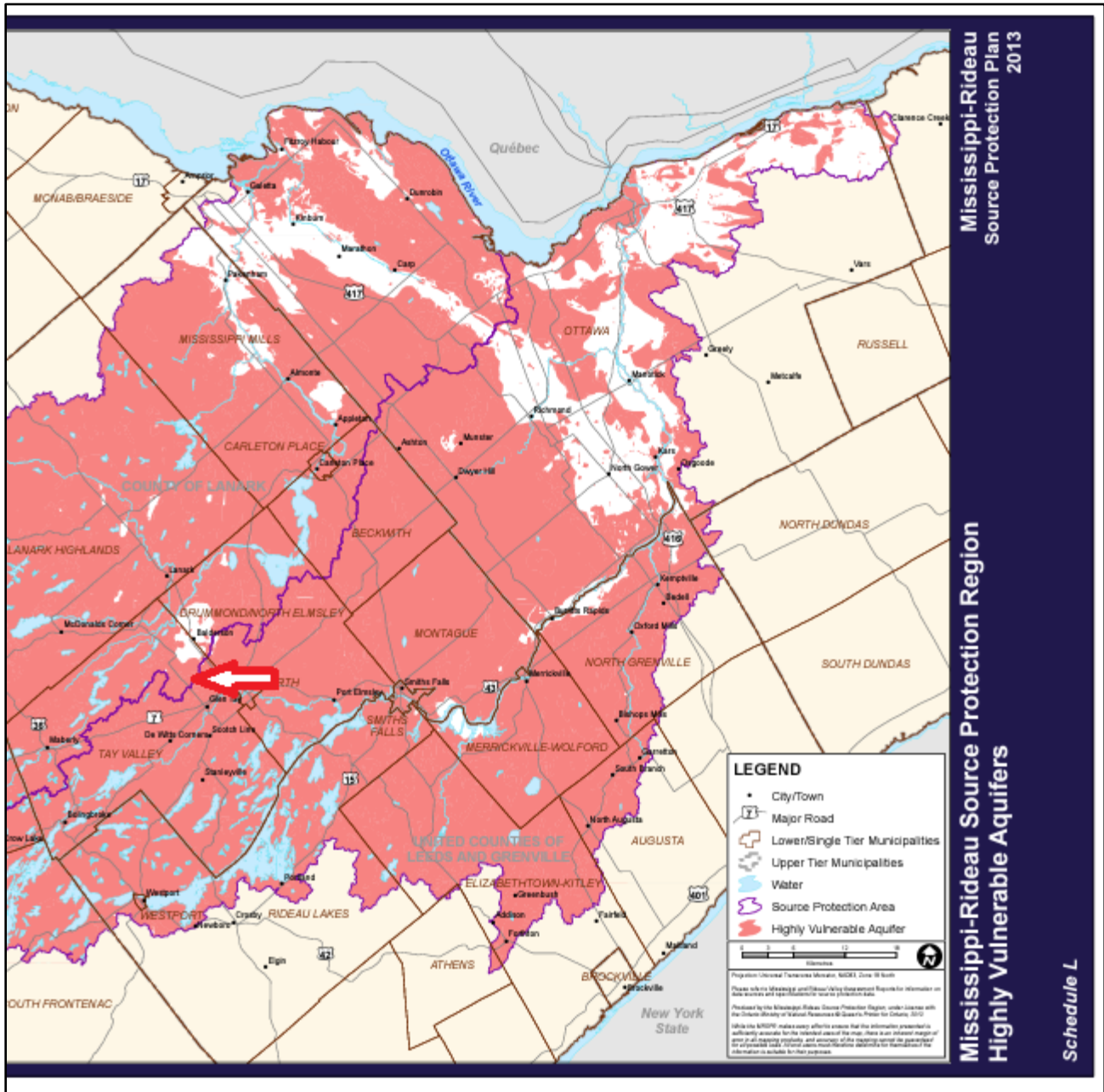
# Attachment i) Location Map with Zoning

592 Harper Road

Zoned as Agricultural (A) and Commercial (C)



# Attachment ii) Mississippi Rideau Source Water Protection Plan Designation – Highly Vulnerable Aquifer



**COMMITTEE OF THE WHOLE**  
September 10<sup>th</sup>, 2024

**Report #PD-2024-11**  
**Noelle Reeve, Planner**

**MISSISSIPPI VALLEY CONSERVATION AUTHORITY**  
**LAND CONSERVATION STRATEGY CONSULTATION**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the comments contained in Report #PD-2024-11 – Mississippi Valley Conservation Authority – Land Conservation Strategy be submitted to the Mississippi Valley Conservation Authority in response to their Land Conservation Strategy Discussion Paper.”

**BACKGROUND**

The Mississippi Valley Conservation Authority (MVCA) has requested feedback from municipalities and residents on five questions related to lands owned or managed by the Conservation Authority by a deadline of September 20, 2024.

Two documents were provided to assist in providing feedback. The 71-page *Land Conservation Strategy Current State Report* provides details on the MVCA’s current holdings and areas of core natural heritage value [Land Conservation Strategy \(mvc.on.ca\)](http://mvc.on.ca). An eight-page *Land Conservation Strategy Discussion Paper* provides a brief summary of the MVCA’s holdings and provides specific questions for comment [Land Conservation Strategy \(mvc.on.ca\)](http://mvc.on.ca)

MVCA’s current inventory of land, easements, and other properties with legal agreements include:

- Dams and other water control structures,
- Conservation Areas,
- Lands acquired due to historic flooding,
- Land used to support flood control infrastructure,
- Land under natural heritage management trust agreements, and
- Land with erosion control structures.



The MVCA is looking for comments on whether they should acquire more lands, for what purposes, or if they should manage their existing holdings differently since the province no longer contributes to funding the operation of some of their holdings. Specifically, the MVCA survey asks five questions which will be answered below.

## **DISCUSSION**

### **1. What role should MVCA play in land conservation within its jurisdiction?**

- a) Preserving land to protect hydrological or ecological functions, with limited public use.**
- b) Conserving land to protect its hydrological or ecological functions, while providing for some public use.**
- c) A mix of conservation and preservation properties is appropriate.**

The Planner recommends a) preserving land.

According to the Discussion Paper, within MVCA's watershed, the Crown is the largest holder of natural heritage resources, on which camping, logging, and other uses are permitted. Therefore, between provincial parks, and Crown camping and water access, there are a lot of opportunities for public access.

However, to meet Canada's target of preserving 30% biodiversity by 2030, more preservation of land is required, which MVCA could contribute to.

### **2. Should MVCA acquire more land for conservation purposes to:**

- a) Increase public access to natural heritage areas?**
- b) Protect ecological values and functions?**
- c) Maintain hydrologic functions in the watershed?**

The Planner recommends c) maintain hydrologic functions.

Without healthy hydrologic functions, ecological values cannot be maintained. And as stated above, there are already many opportunities for public access to natural heritage features in the MVCA watershed.

### **3. What type of facilities should MVCA operate?**

**The MVCA currently operates:**

- Natural Heritage Parks (Purdon, Palmerston Canonto, Morris Island, Carp River Conservation Areas),**
- Cultural Heritage Sites (Mill of Kintail Museum, Gate House, Education Centre and Cloister),**
- Linear Parks (K & P Conservation Area), and**
- Beaches (Palmerston Canonto Conservation Area)**

- a) **What type of facilities do you think MVCA should develop over the next 10-20 years?**

Natural Heritage preservation areas, to meet Canada's target of preserving 30% biodiversity by 2030.

- b) **Do you think MVCA should transfer the museum collection and its management to a heritage organization?**

Yes. A museum seems to fall outside of the purpose of the Conservation Authority as stated in the Discussion Paper, "to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario". Conservation is defined in the Discussion Paper as, "maintaining or enhancing the natural features and hydrologic and ecological functions within the watershed".

- c) **Do you think there is a role for MVCA in managing portage routes?**

No. That does not seem to fall within the purpose of the MVCA as defined in the Discussion Paper.

**4. What type of uses should MVCA permit at its Conservation Areas?**

- a) **Are you supportive of the current mix of passive and active recreational activities at MVCA sites?**

Yes, but other organizations could take over the recreational aspects so that MVCA could focus on protecting the ecological and hydrologic functions of the watershed.

- b) **Are there specific passive or active recreational activities you think MVCA should investigate at one or more of its existing sites?**

No comment.

- c) **Do you think MVCA should consider acquiring one or more properties where a broader range of active recreational activities could be provided?**

No because other recreational opportunities exist in its watershed. MVCA should focus on protecting natural heritage features and the hydrologic function of the watershed.

## 5. How should MVCA approach the acquisition and use of water control structures

- a) **Should MVCA permit hydro development at a dam where feasible and cost effective?**

Yes.

- b) **Should MVCA build or assume ownership of facilities whose primary purpose is hydro power generation?**

Possibly if the economics are sustainable and there will not be negative impacts on natural habitat including fish migration.

- c) **Should MVCA build or assume ownership of facilities whose primary purpose is to maintain recreational water levels?**

No, it should not build or assume ownership of facilities whose primary purpose is to maintain recreational water levels.

- d) **Should MVCA have different management and cost recovery approaches depending on the primary function of a dam.**

Yes. A dam for hydrologic purposes is more important than a dam for recreation and those property owners who benefit from a dam for recreation should contribute to the cost of maintaining that dam as it maintains their property values.

## OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council directs staff to submit the above comments.

Option #2 – Council supports some of the comments and suggests changes to other comments.

## FINANCIAL CONSIDERATIONS

None, at this time.

## STRATEGIC PLAN LINK

**Healthy Environment** – The motion encourages protection of natural heritage features and hydrologic function which supports ecosystem health and protects biodiversity.

**Sustainable Finances** – The motion encourages protection of natural heritage features and hydrologic function which supports Tay Valley's economy that requires sufficient and clean well water. The comments also support the province's requirements to include green infrastructure in asset management.

**Thriving Culture, Economy and Tourism** - The motion encourages protection of natural heritage features and hydrologic function which supports the water quality of the Township's lakes and streams which provide economic value via the Township's tax base and tourism.

## **CLIMATE CONSIDERATIONS**

The motion can assist Tay Valley's ability to mitigate climate disruption by maintaining the functioning of natural heritage features to sequester carbon, mitigate floods and droughts, and maintain the tremendous biodiversity represented in Tay Valley Township by the overlap of ecozones represented by The Land Between and the Frontenac Arch Biosphere. Maintaining Hydrologic function will also be important to mitigate droughts and flooding expected to become more severe due to climate disruption.

## **CONCLUSIONS**

Tay Valley Township's comments about the MVCA land conservation strategy focus on the protection of the hydrologic and ecologic functions of the watershed. Tay Valley Township supports this purpose as described in the MVCA Discussion Paper.

## **ATTACHMENTS**

None

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

**COMMITTEE OF THE WHOLE**  
September 10<sup>th</sup>, 2024Report #FIN-2024-12  
Ashley Liznick, Treasurer**BUDGET GUIDELINES****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, the Budget Guidelines outlined in Report #FIN-2024-12 – Budget Guidelines, be adopted.”

**BACKGROUND**

Council requested staff bring forward a document outlining the budget process and its timelines.

**DISCUSSION**

The budget guidelines provide staff and Council the appropriate timelines with roles and responsibilities.

**OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Adopt the Budget Guidelines

**Option #2** – Suggested changes prior to adopting the Budget Guidelines

**Option #3** – Do not adopt the Budget Guidelines

**STRATEGIC PLAN LINK**

**Strategic Priority** – Sustainable Finances. Adopting budgeting guidelines ensures consistency from year to year in the development of the budget.

**FINANCIAL CONSIDERATIONS**

Not Applicable.

**CONCLUSIONS**

The guidelines for the budget are flexible in nature but the attached document gives a typically structured budget season.

**ATTACHMENTS**

- i) Draft Budget Guidelines

**Prepared and Submitted By:**

**Approved for Submission By:**

**Ashley Liznick,  
Treasurer**

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

## Budget Guidelines

### Proposed Timelines:

Date	Major Deliverable	Roles
<b>August</b>	<ul style="list-style-type: none"> <li>• Treasurer will meet with Library CEO and fellow Treasurers from Perth and Drummond/North Elmsley (DNE) to discuss the library’s proposed budget and their requests</li> <li>• Treasurer to roll forward prior year budget for operating and capital into a Version 1; update formulas and other information</li> <li>• Treasurer to enter prior year estimates/actuals and current year to date (YTD)</li> <li>• Community Grant emails go out to previous grant recipients or any other organization(s) that have requested to have consideration throughout the fiscal year</li> <li>• Treasurer will email all Department Heads the current Tarriff of Fees By-Laws along with any other supporting documents required to determine any possible change in fees.</li> </ul>	Treasurer
<b>Early September</b>	<ul style="list-style-type: none"> <li>• Treasurer will meet with Fire Department staff (Fire Chief, Deputy Chief, Admin) and DNE Treasurer to discuss the department’s proposed budget and their requests</li> <li>• Treasurer to enter preliminary budget numbers based on historical actuals, current YTD actuals, and knowledge of future projects</li> <li>• Treasurer to provide current YTD to Department Heads</li> <li>• Department Heads to meet with other staff (if needed) within their department to determine the potential need for fee increases</li> </ul>	Treasurer  Department Heads
<b>Mid September</b>	<ul style="list-style-type: none"> <li>• Meeting of Department Heads to discuss preliminary budget numbers and adjust as needed based on discussions</li> <li>• Discussions also to happen about what items are being put on the “other considerations” section of the budget</li> <li>• Meeting and discussions with Department Heads about proposed change of fees</li> </ul>	Treasurer, Department Heads
<b>September/ October</b>	<ul style="list-style-type: none"> <li>• Treasurer to bring updated 10-Year Capital Plan to Council with updated reserve balances and projected projects</li> </ul>	Treasurer, Department Heads, Council

<b>October</b>	<ul style="list-style-type: none"> <li>• Department Heads meet again before finalization of budget to be presented to Council</li> </ul>	Treasurer, Department Heads
<b>Thursday before first “Special” COW (if not before)</b>	<ul style="list-style-type: none"> <li>• Budget Binders available for all of Council and Department Heads</li> </ul>	Treasurer, Council
<b>Last Tuesday of October “Special” COW – Operating</b>	<ul style="list-style-type: none"> <li>• Treasurer to present first draft of the operating budget to Council</li> <li>• Treasurer to present proposed changes to the Tarriff of Fees By-Laws</li> </ul>	Treasurer, Council
<b>Week following “Special” COW - Operating</b>	<ul style="list-style-type: none"> <li>• Treasurer will update the first draft of the operating budget based on Council’s direction from the October meeting</li> <li>• Treasurer will also update the budget for any new information that may be available</li> </ul>	Treasurer, Department Heads (if necessary)
<b>Second Tuesday in November “Special” COW - Capital</b>	<ul style="list-style-type: none"> <li>• Treasurer to present first draft of the capital budget to Council</li> <li>• NOTE: this draft of the capital budget is based on the recently presented 10-Year Capital Plan but with any updated information (ex: costing, timing, carryforwards from current year projects, etc.)</li> </ul>	Treasurer, Department Heads, Council
<b>Week following “Special” COW - Capital</b>	<ul style="list-style-type: none"> <li>• Treasurer will update the first draft of the capital budget based on Council’s direction from the November meeting</li> <li>• Final draft version of the budget (operating and capital) will be completed</li> </ul>	Treasurer, Department Heads (if necessary)
<b>Last Tuesday of November Public Meeting</b>	<ul style="list-style-type: none"> <li>• Treasurer to present the proposed operating and capital budgets to the public based on Council’s direction to date</li> </ul>	Treasurer, Council
<b>First Tuesday of December COW</b>	<ul style="list-style-type: none"> <li>• Treasurer to present the budget as it currently sits and give Council another opportunity to make any changes based on public input</li> </ul>	Treasurer, Council



<b>Wednesday/ Thursday following the December COW</b>	<ul style="list-style-type: none"> <li>• Treasurer to make any final changes to the budget based on Council's direction at the December COW</li> <li>• Staff to prepare budget by-law for next Council meeting</li> <li>• Staff to prepare media release</li> </ul>	Treasurer
<b>Second Tuesday in December Council</b>	<ul style="list-style-type: none"> <li>• Council to pass final budget by-law</li> <li>• Media Release to be released day after passing of budget by-law</li> <li>• Council to pass Tarriff of Fees By-Laws</li> </ul>	Council
<b>April/May</b>	<ul style="list-style-type: none"> <li>○ Final Tax Rates</li> </ul>	Treasurer, Council

## **Budget Preparation:**

### **Operating Budget:**

1. Cost of living increase for salaries to be used is based on the COLA increase in the collective agreement. This is for both union and non-union staff and Council.
2. Operating Budgets for the Township, Library and Fire are prepared based on **existing services and service levels** for the upcoming budget year unless an additional service/program is proposed which would be put on the "Other Considerations" section of the budget.
3. Salaries and benefits are to be calculated by the Finance Department in consultation with the Chief Administrative Officer/Clerk. The inflation factor applied will be as noted in item number 1 above. Once the salaries are calculated the Finance Department shall populate the budget with these amounts. All full-time staff positions are to be budgeted in full regardless of any temporary vacancies. All positions are budgeted at the maximum step. Reducing the budget for staff vacancies and/or at different steps can create volatility in the tax rate. The Finance Department will review benefits with provider prior to the first draft to identify any increases or decreases in costs.
4. It is not recommended to reduce the township tax rate because others, e.g. County or School Board, have increased their rates. The Township tax rate is based solely on the funding requirements of the Township.
5. New assets impact operating and maintenance costs. Department Heads are to ensure these costs are budgeted appropriately.
6. Changes in budget lines - increases or decreases, are colour coded. Any revenues that have matching expenditures are also colour coded.

### **Capital & Operating Project Budget:**

1. Budgeting for Reserves
2. All capital budgets are budgeted by asset.
3. All new assets budgeted must have the associated operating and maintenance costs budgeted in the Operating Budget. If it replaces an existing asset there may be a decrease in operating and maintenance costs.

### **Documents to deliver to Council:**

1. Draft Budgets will be presented for Operating and Capital;
2. The Draft Budget will include the budget for the upcoming year along with prior actuals (approximately 5 years), and a year to date (YTD).
3. The Draft Budget will be provided to Council by Department (ex: Public Works) then by area of department (ex: garages) then by category (ex: heat, hydro, supplies, etc.). The draft budget will not be done on a line-by-line basis.
4. Staff numbers by Department and Total will be provided, along with any recommended changes to staffing.
5. Taxes per Household (Township portion only) shall be provided.
6. Reserve and Reserve Fund Balances and recommended use of reserves shall be provided.

7. Deferred Revenue Balances (Development Charges and Parkland) and the recommended use of these deferred revenues shall be provided.
8. Debt balances and recommended changes in debt shall be provided.
9. Schedule of Tax Rates and recommended changes to those rates and the impact per household shall be provided.

**Municipal Election Year:**

1. The budget process and timeline will remain relatively the same during an election year, however there are a few items to note:
  - a. All members of the current Council and all Candidates for Election will be present for all budget meetings. All parties will have the opportunity to ask questions during the budget meetings.
  - b. As per the Municipal Act, during an election year, a municipality cannot pass the next fiscal year's budget ahead of said fiscal year (i.e. you cannot pass the 2027 budget, which is prepared in Fall 2026, until January 2027, at the earliest).
    - i. Hence the timeline for approval of the budget by-law will be moved to the following January Council meeting in the year of a municipal election.

**COMMITTEE OF THE WHOLE**  
**September 10, 2024**

**Report #CAO-2024-23**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**BOLINGBROKE CEMETERY OWNERSHIP**

### STAFF RECOMMENDATION(S)

It is recommended:

**“THAT**, staff proceed with the process to transfer the Bolingbroke Cemetery lands into Township ownership.”

### BACKGROUND

Now that the Bolingbroke Cemetery is in compliance with the legislation, the Board would like to proceed with the expansion of the cemetery.

Before beginning the process to expand, the ownership of the cemetery lands must be transferred to the Township. Currently, the lands are in trust, and those individuals are deceased. The Board has spoken with the family members of those individuals, and they are in agreement with transferring the cemetery lands into Township ownership since the Township is the owner and operator of the cemetery.

The Board has already directed staff to reach out to legal counsel to understand the process to transfer the lands into Township ownership. The process is called vesting and at a very high level the following are the steps to be undertaken:

- conduct full title search (underway);
- may be necessary to bring an Application to have the cemetery declared abandoned (this is sometimes the recommended course of action even if the owner is cooperative if there are title issues with the cemetery ownership, as the court order will vest title free and clear of any encumbrances or other issues);
- may be necessary to publish a notice in a local paper in order to satisfy notice requirements since the trustees are long deceased;
- once the evidence in support of the vesting application is gathered, the CAO/Clerk will swear an affidavit in support of the application, and it can be filed;
- the BAO is named as a responding party to all applications of this nature, however will typically simply provide a letter of support in favour of the municipality if requested to do

so. One of the few circumstances in which the BAO will occasionally take issue is if the legal description is believed to be insufficient to adequately reflect the correct boundaries of the cemetery;

- during the course of the evidence gathering exercise, it may become apparent that a survey describing the property is necessary if the existing legal description is insufficient or lacks precision;
- once the Application is heard, an order can be issued and registered, vesting title in the municipality.

## **DISCUSSION**

Although the Bolingbroke Cemetery Board has approved moving forward with the vesting process, Council must also approve moving forward with this process as the Township will be the owner of the lands.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Proceed with transferring the Bolingbroke Cemetery lands into Township ownership.

**Option #2** – Do not proceed with transferring the Bolingbroke Cemetery lands into Township ownership. This is not recommended as the cemetery will not be able to be expanded.

## **STRATEGIC PLAN LINK**

Support for local cemeteries is a key tactic in strengthening local culture.

## **CLIMATE CONSIDERATIONS**

None considered.

## **FINANCIAL CONSIDERATIONS**

All costs will be borne by the Bolingbroke Cemetery Board.

The costs associated with this process is between \$7,500 and \$15,000 (plus HST and disbursements).

## **CONCLUSIONS**

As per the recommendation.

## **ATTACHMENTS**



None.

**Prepared for Submission By:**

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








## 2025 DRAFT Council/Committee Calendar






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







 Statutory Holiday  
 March Break






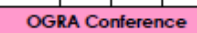
 Conferences  
 January 19-21 ROMA (Toronto)  
 May 29 - June 1 FCM (Ottawa)  
 June 8-11 AMCTO (Windsor)  
 August 17-20 AMO (Ottawa)  
 September OEMC (TBD)










Budget Meetings (Tentative)  
 October 28 - Operating  
 November 6 - Capital  
 November 25 - Public Meeting  
 December 9 - Adopt








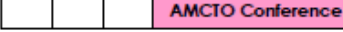

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





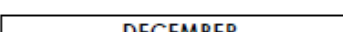
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





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25	26	27	28			31
 FCM Conference						








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







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9	10			13	14	15
16	17		19	20	21	22
23	24			27	28	29
30						

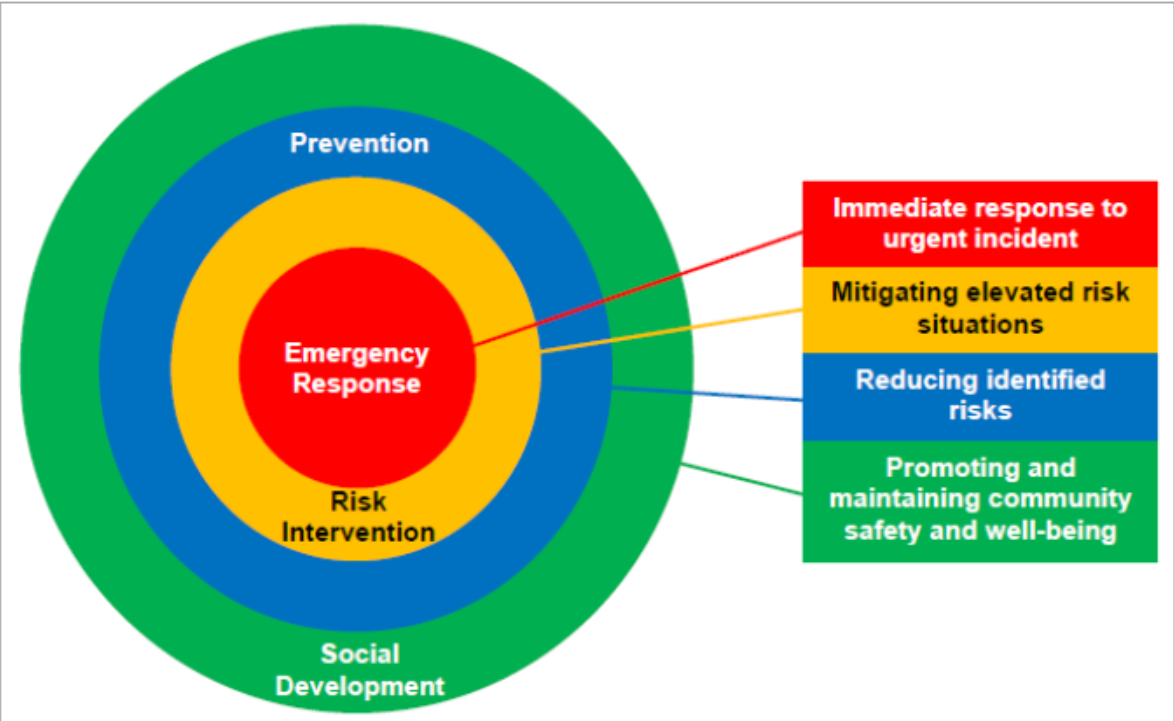
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14	15	16	17	18	19	20
21	22	23				27
28	29	30				2

Please note: Dec. 24 & 31 are half day stats  
Municipal Office Closed - Dec. 24 at noon until Jan. 2

# **CORRESPONDENCE**



# LANARK COUNTY SITUATION TABLE



## ***ANNUAL REPORT*** ***2023*** ***&*** ***January 1-May 31, 2024***

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

# LANARK COUNTY SITUATION TABLE

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## INTRODUCTION

The Lanark County Situation Table Project began in September 2015 with two main objectives: to establish and maintain a situation table and to undertake a community plan for safety and well-being for Lanark County and Smiths Falls. Since then, it has become a hub for community collaboration and networking.

The overall project pursues the philosophy of identifying root causes of crime and social disorder and finding ways to prevent them or mitigate harms. The situation table is a risk-intervention tool that mitigates harm, and the community plan for safety and well-being focuses on prevention and building social programs to strengthen the health and well-being of the community. The situation table has been recognized by partners as a valuable tool in helping individuals and families before situations escalate into a crisis, while enhancing networking and understanding of the supports that exist in our communities.

The purpose of this document is to provide community partners, police services boards, local municipal councils and communities with an overview of Lanark County Situation Table activities in 2023 and the first half of 2024. It will provide background and statistics for the reporting period and compared with other years.

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

## HOW DOES THE SITUATION TABLE WORK?

The situation table brings front-line, acute-care, human-service agencies together to provide wrap-around support for individuals who meet a defined threshold of “acutely elevated risk” (AER). AER means someone is at imminent risk of self-harm or harming someone else. In 2023 there were representatives from 25 local agencies actively participating at the situation table, with several other agencies serving in an ad hoc capacity. Representatives work in a privacy-protective manner to rapidly connect individuals to appropriate services. Coordination support is provided by the part-time position that has been funded by provincial grants through the Perth Police Services Board. The situation table has been meeting twice monthly since December 9, 2015. It also meets on an ad hoc basis when necessary and has done so 44 times from inception to the end of May 2024.

Referrals come from agencies when they have a client who they believe meets the threshold for AER, exceeds their capacity to respond within their own agency alone, exhibits multiple risk factors and requires a multi-agency response. The situation table also has a non-AER referral process that can capture individuals who are not quite at the threshold of AER, but who still exhibit multiple risk factors and need a multi-agency response. For this process, consent must be received from an individual up front.

Privacy legislation allows, in circumstances of imminent harm, for a discussion to take place prior to consent being received for individuals who are at acutely elevated risk. Consent up front is always preferred. Once it is deemed either the AER or non-AER threshold has been met, a team of the most appropriate and relevant agencies is assembled to work with clients to connect them to services and reduce overall risk.

# LANARK COUNTY SITUATION TABLE

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The Lanark County Situation Table uses the online Risk-Driven Tracking Database (RTD) through an agreement with and supported by the provincial Ministry of the Solicitor General (SOLGEN). This allows for nationally comparative data for analysis and for the situation table to track referrals in a de-identified format using a case number, general information about gender and age range, risk factors, study flags, agencies involved (originating and assisting) and services mobilized. No personal information is retained in the database. There are 105 risk factors and 33 study flags included in the database, encompassing a wide range of categories (e.g. addictions, mental and physical health, criminal involvement, housing).

Three individuals are licensed and trained by SOLGEN to use the RTD for the Lanark County Situation Table (the coordinator and two OPP data analysts who are authorized as data recorders for the meetings). The system includes reporting capabilities to help with trend analysis and community safety planning. Reports are specific to each situation table and the system adheres to strict privacy and security guidelines.

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

The situation table has been an effective medium for representatives to identify systemic gaps, many of which were incorporated into the community plan for safety and well-being process.

## **Agencies**

The following agencies are actively represented at the Situation Table as of June 30, 2024:

- Adult Probation and Parole – Ministry of Community Safety and Correctional Services
- Almonte General Hospital/Carleton Place Memorial District Hospital
- Catholic District School Board of Eastern Ontario
- ConnectWell Community Health (formerly North Lanark Community Health Centre)
- Family and Children’s Services of Lanark, Leeds and Grenville
- Home and Community Care Support Services-South East (Ontario Health at Home)
- Lanark County Interval House
- Lanark County Mental Health
- Lanark County Paramedic Services
- Lanark County Sexual Assault & Domestic Violence Program
- Lanark County Social Services (Ontario Works, Social Housing, Children’s Services and Developmental Services)
- Lanark, Leeds, Grenville Addiction and Mental Health
- Leeds, Grenville & Lanark District Health Unit
- Ontario Disability Support Program
- Open Doors for Lanark Children and Youth
- OPP – Lanark County
- Perth and Smiths Falls District Hospital
- Rideau Community Health Services

# LANARK COUNTY SITUATION TABLE

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- RNJ Youth Services
- Rural FASD Network
- Shelter Movers
- Smiths Falls Police Service
- The Table Community Food Centre
- Upper Canada District School Board
- Victim Services of Lanark County

Ad hoc organizations include:

- Change Health Care Inc.
- Cornerstone Landing Youth Services
- Transitional Aged Youth Program
- Lanark County Community Justice Program

### ***Four Filter Process***

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

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

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

# LANARK COUNTY SITUATION TABLE

## LANARK COUNTY SITUATION TABLE STATISTICS

### Discussions

Since the Lanark County Situation Table began on Dec. 9, 2015 up to May 31, 2024, 354 discussions have been held. Of those, 277 met the threshold for AER, and 83% of those were ultimately closed with overall risk lowered. The table below shows discussion numbers from 2020 to May 31, 2024. Numbers began to increase during the pandemic.

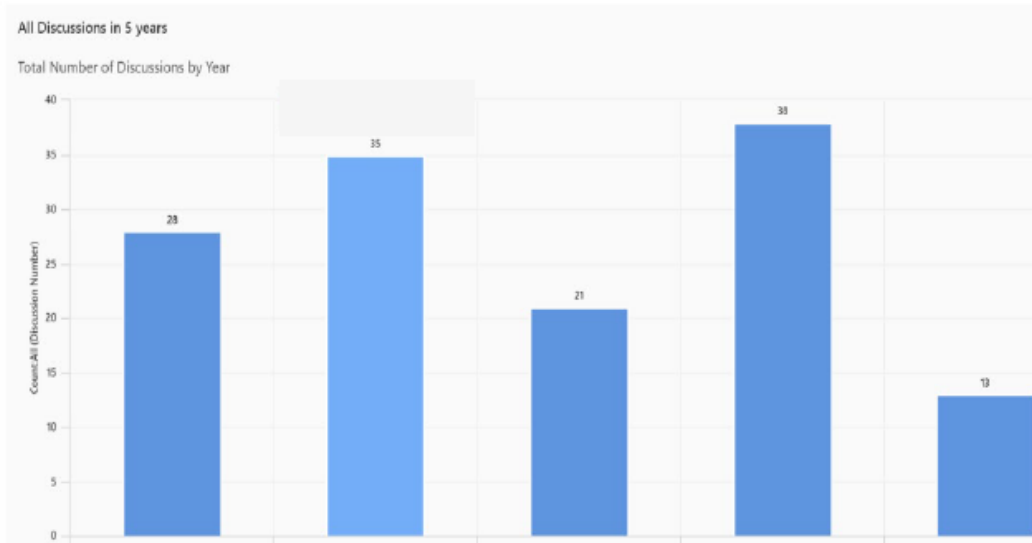


Figure 1: All Discussions In 5 Years

#### **Previous years:**

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

### Agency Engagement

Since inception, police have continued to be the top referrers to the Lanark County Situation Table. This tends to be due to the 24/7 nature of police response. They are often the first ones called, and the situation table has provided a mechanism for officers to be able to refer people to more appropriate services when they need help. OPP and Smiths Falls Police Service combined represent 46% of referrals since inception and 31% last year. In the last two years, there has been an increase in referrals coming from Family and Children's Services. Probation/Parole, Lanark County Mental Health/Lanark Leeds and Grenville Addictions and Mental Health, and Victim Services have been in the top three for lead and assisting agencies in interventions.

# LANARK COUNTY SITUATION TABLE

The charts below show the top 15 agencies for engagement, all time and in 2023. Overall, member engagement at the situation table has been steady and consistent, with some individuals having been involved since inception.

## ALL TIME AGENCY ENGAGEMENT – TOP 15

Agency	Originating Agency	Lead Agency	Assisting Agency	Total Count	% of Total
<b>Total</b>	<b>354</b>	<b>276</b>	<b>276</b>	<b>906</b>	<b>100%</b>
Ontario Provincial Police - Lanark County	130	6	78	214	24%
Lanark County Mental Health	10	38	116	164	18%
Victim Services of Lanark County	16	35	102	153	17%
Lanark County Social Services	16	13	95	124	14%
Lanark Leeds Grenville Addiction and Mental Health	5	18	100	123	14%
Smiths Falls Police Service	34	5	72	111	12%
Family and Children's Services of Lanark Leeds and Grenville - Lanark County	19	20	67	106	12%
Probation and Parole - Ministry of the Solicitor General - Lanark County	31	41	29	101	11%
Upper Canada District School Board - Lanark County	19	14	54	87	10%
Lanark County Interval House	5	9	65	79	9%
Open Doors for Lanark Children and Youth	1	6	64	71	8%
Perth and Smiths Falls District Hospital	5	3	57	65	7%
Leeds Grenville Lanark District Health Unit - Lanark County	17	11	30	58	6%
RNJ Youth Services	3	14	21	38	4%
Home and Community Care Support Services - South East - Lanark	2	6	26	34	4%
Transitional Aged Youth Program	1	4	29	34	4%
Lanark County Paramedic Services	3		29	32	4%
Rideau Community Health Services	2	2	28	32	4%
Home and Community Care Support Services - Champlain - Lanark	8	11	11	30	3%

Figure 2: All Time Agency Engagement – Top 15

## 2023 AGENCY ENGAGEMENT – TOP 15

Agency	Originating Agency	Lead Agency	Assisting Agency	Total Count	% of Total
<b>Total</b>	<b>38</b>	<b>25</b>	<b>25</b>	<b>88</b>	<b>100%</b>
Family and Children's Services of Lanark Leeds and Grenville - Lanark County	5	3	11	19	22%
Lanark County Social Services	4	3	11	18	20%
Smiths Falls Police Service	6		11	17	19%
Lanark County Mental Health	2	2	12	16	18%
Open Doors for Lanark Children and Youth	1	1	13	15	17%
Ontario Provincial Police - Lanark County	4		10	14	16%

Lanark County Situation Table \* Annual Report – January 2023 to May 31, 2024



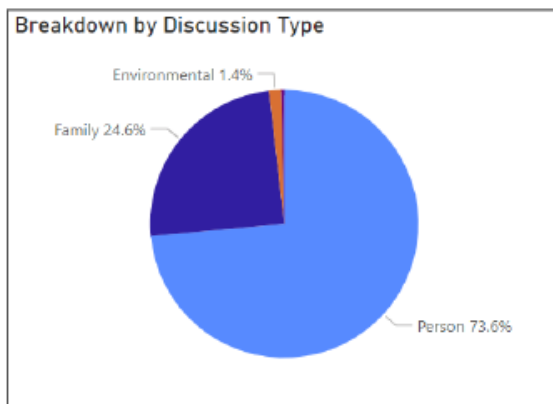
# LANARK COUNTY SITUATION TABLE

RNJ Youth Services		5	9	14	16%
ConnectWell Community Health	2	2	8	12	14%
Lanark County Sexual Assault & Domestic Violence Program	3	2	5	10	11%
Victim Services of Lanark County		1	9	10	11%
Ontario Disability Support Program - - Lanark County			9	9	10%
Perth and Smiths Falls District Hospital	1	1	7	9	10%
Rideau Community Health Services			9	9	10%
Upper Canada District School Board - Lanark County	1	2	6	9	10%
Lanark Leeds Grenville Addiction and Mental Health	1	1	6	8	9%

Figure 3: Agency Engagement, 2023 – Top 15

## Demographics

The Risk-Tracking Database allows for a range of discussion categories, including person, family, neighbourhood, environment and dwelling. For all time, most discussions (73.6%) have fallen into the “person” category. In 2023, there was a closer split between “person” and “family.” (Left: All time. Below: 2023) In 2023, 38 discussions were held. Of the 25 that proceeded to intervention, 14 were individuals and 11 were families.



Discussion Type	Discussions	% of Total
Person	203	73.6%
Family	68	24.6%
Environmental	4	1.4%
Dwelling	1	0.4%
<b>Total</b>	<b>276</b>	<b>100.0%</b>

Figure 4: Breakdown by Discussion Type, All Time

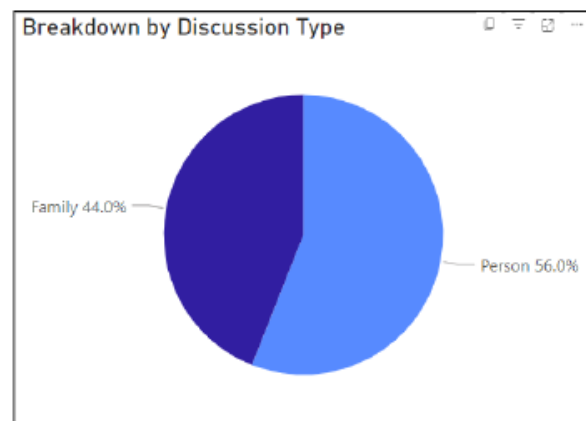


Figure 5: Breakdown by Discussion Type, 2023

In terms of age groups, the chart below spans from inception to May 31, 2024. Please note there was a change in the database a few years ago that further broke down the previous 40-59 and 60+ age groups. Data for 40-49, 50-59, 60-69, 70-79 and 80+ has only been collected since that change.

# LANARK COUNTY SITUATION TABLE

As well, the age group chart only includes discussions that proceeded to intervention and does not include age ranges for discussions in the “family” category – only individuals. The family ages can be found later in the report.

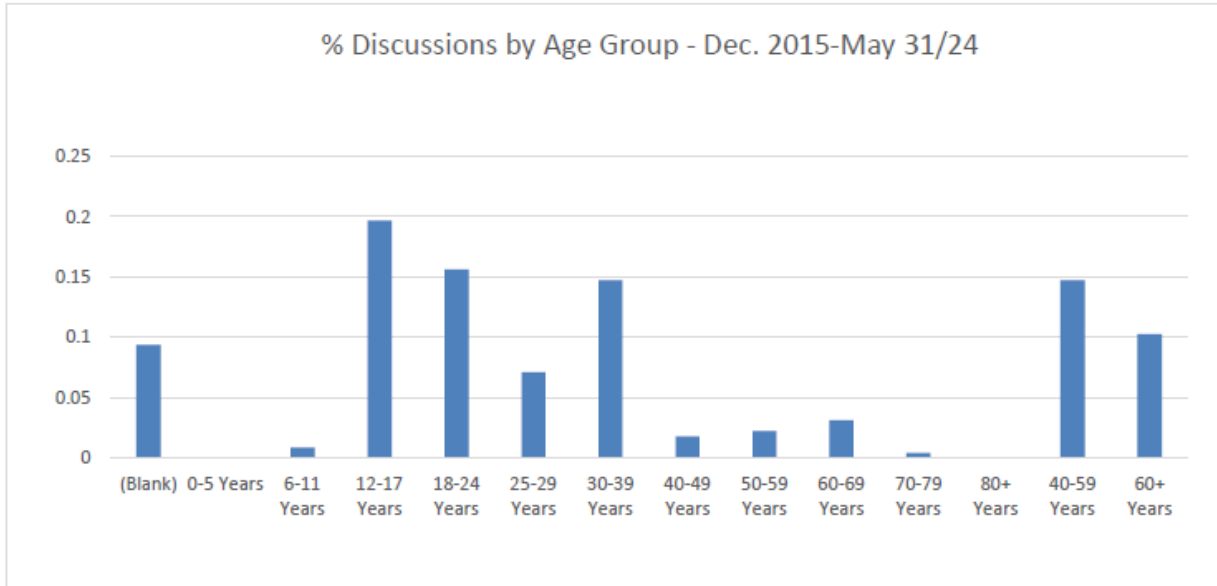


Figure 6: % Discussions by Age Group - Dec. 2015-May 31, 2024

Top 3 Age Groups		
#	Age Group	Percentage
1	12-17 Years	30.3%
2	18-24 Years	24.1%
3	30-39 Years	22.8%
3	40-59 Years	22.8%

The “Top 3 Age Groups” chart at left shows that more than half (54.4%) of individual referrals to the situation table since inception have been for youth ages 12 to 24 years.

Figure 7: Top 3 Age Groups, 2015-2024

Looking at age groups over the last five years (the pandemic years) in the chart below, it is noted there was a spike in 2021 of individuals in the 30- to 39-year age range.

# LANARK COUNTY SITUATION TABLE

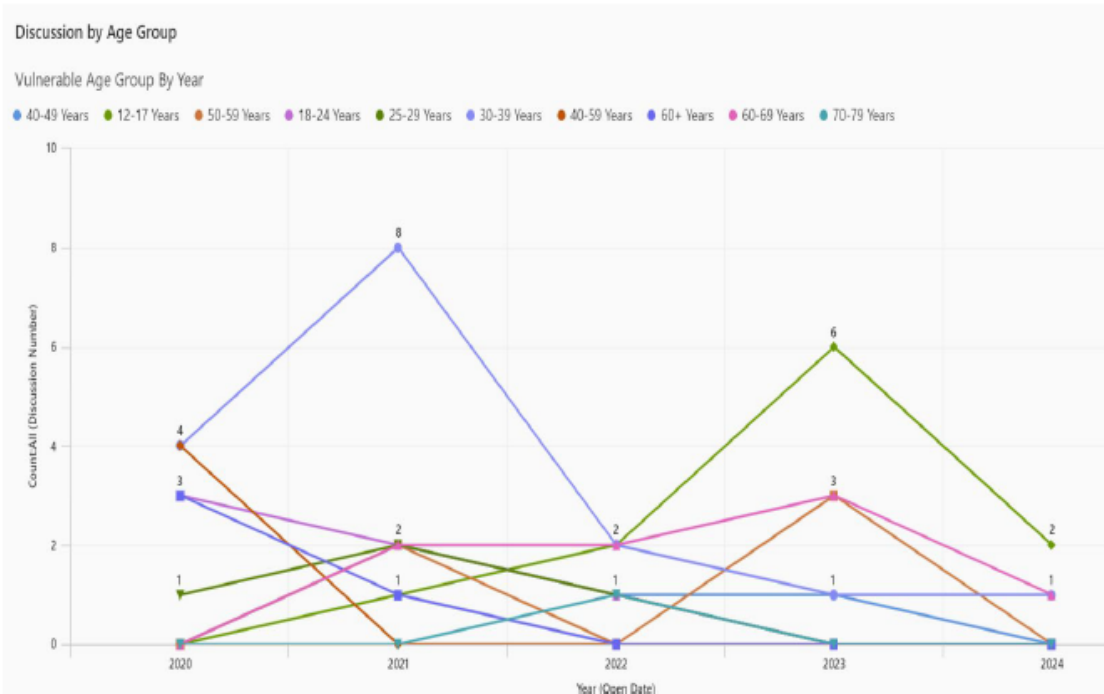


Figure 8: Discussion by Age Group, 2020-2024

In 2023, one-third of discussions involving individuals at the situation table featured youths ages 12 to 17.

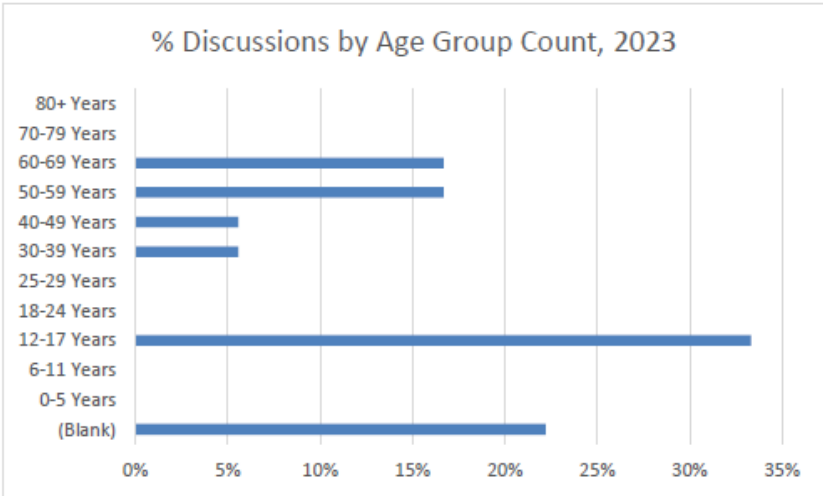


Figure 9: Breakdown by Age Group, 2023

# LANARK COUNTY SITUATION TABLE

Similar to the age ranges, the “Gender” charts below only include discussions that proceeded to intervention and do not include the “Family” category. The split for all time is fairly even (below left). Females edged out males slightly in 2023 (below right).

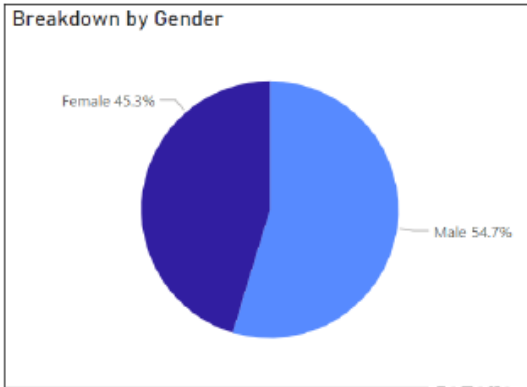


Figure 10: Breakdown by Gender, All Time

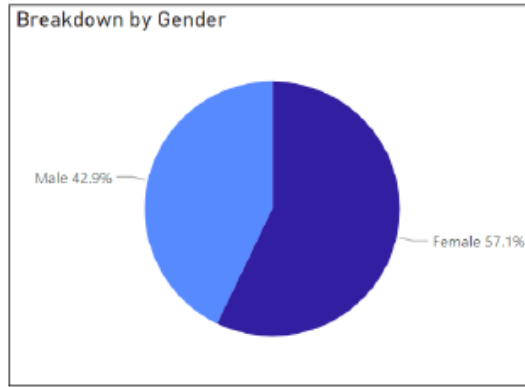


Figure 11: Breakdown by Gender, 2023

The graphs below show the ages and genders for individuals involved in family referrals from inception to May 31, 2024. Out of the total discussions for that period, 65 were in the “family” category and proceeded to intervention, with a total of 223 “affected persons.” The graph on the left shows all involved, and the graph on the right shows only the non-caregivers (i.e., children and others). The 12- to 17-year category figures prominently in these referrals, along with younger children. When caregivers are included (see below left), the 30- to 39-year age group has high occurrence.

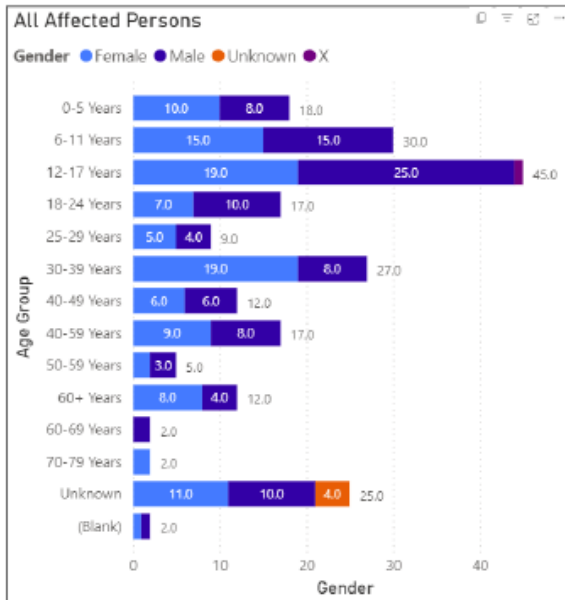


Figure 12: All Affected Persons, Family Referrals-All Time

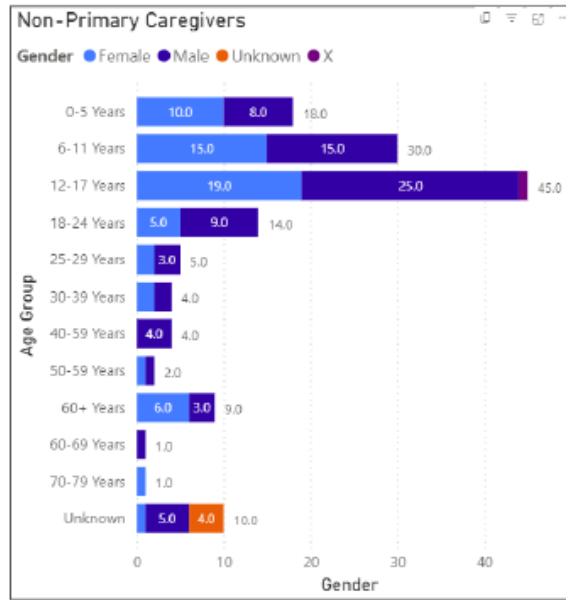


Figure 13: Non-Primary Caregivers, Family Referrals-All Time

# LANARK COUNTY SITUATION TABLE

Looking at key pandemic years (2020-2022), the graphs below tell a similar story, with a number in the 60+ age range as well. There were 20 discussions in that time period with a total of 62 “affected persons.”

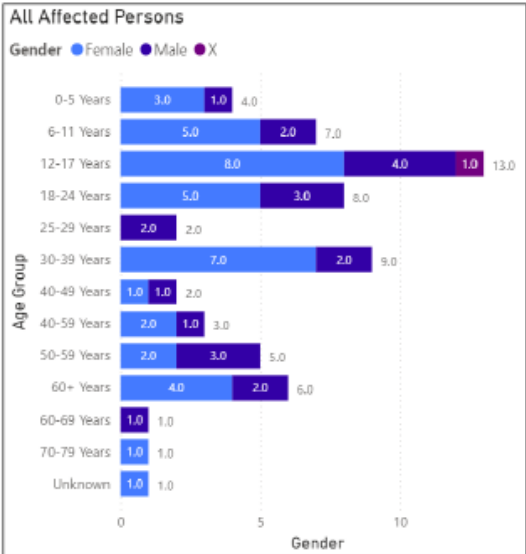


Figure 14: All Affected Persons, Family Referrals, 2020-2022

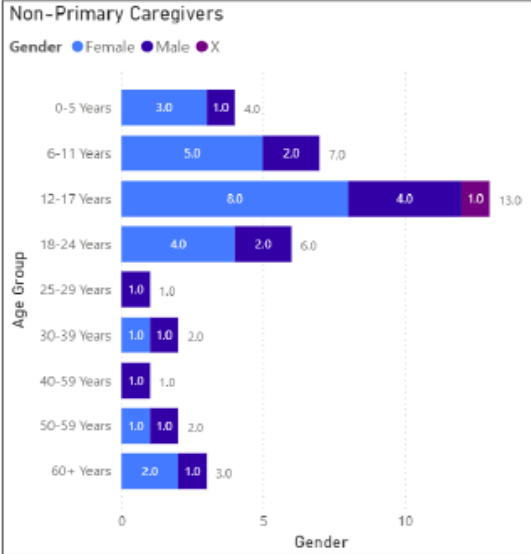


Figure 15: Non-Primary Caregivers, Family Referrals, 2020-2022

In 2023, there were 31 discussions with a total of 102 “affected persons.” Again, the 12-17 age range is the most dominant.

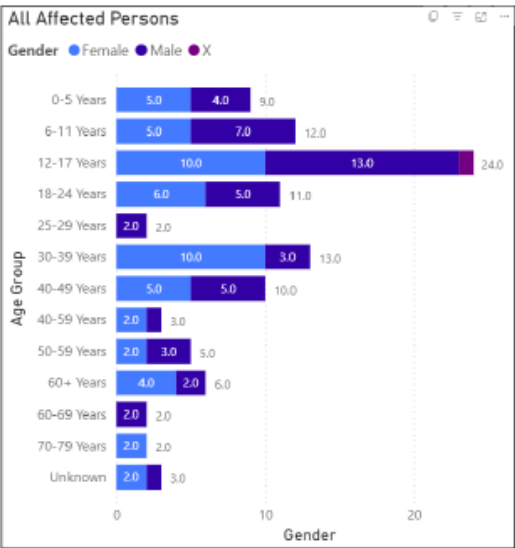


Figure 16: All Affected Persons, Family Referrals-2023

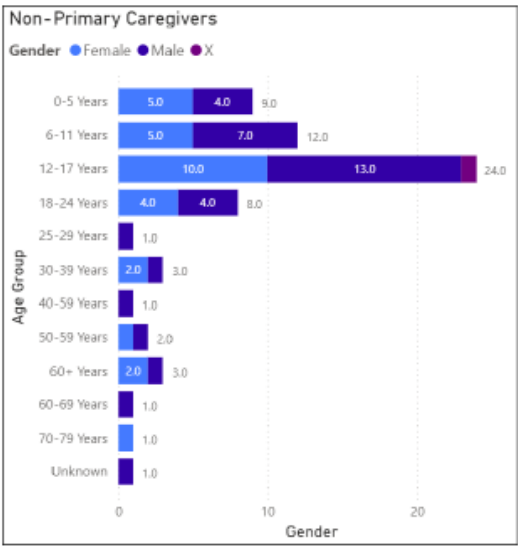


Figure 17: Non-Primary Caregivers, Family Referrals-2023

# LANARK COUNTY SITUATION TABLE

## Risk Factors

The RTD system places risk information into different groupings. These are defined as “characteristics and/or conditions present in individuals, families and communities that may increase the presence of crime or fear of crime in a community.” There are 105 risk factors included in the RTD. These fit into 27 categories along with 13 Community Safety and Well-being high-level priorities, which allows for different types of analysis. Mental health has been a number one risk factor since the situation table began.

The chart below shows the top 15 risk factors from inception to May 31, 2024, with the top three highlighted (mental health, criminal involvement, and antisocial/negative behaviour and drugs (tied)).

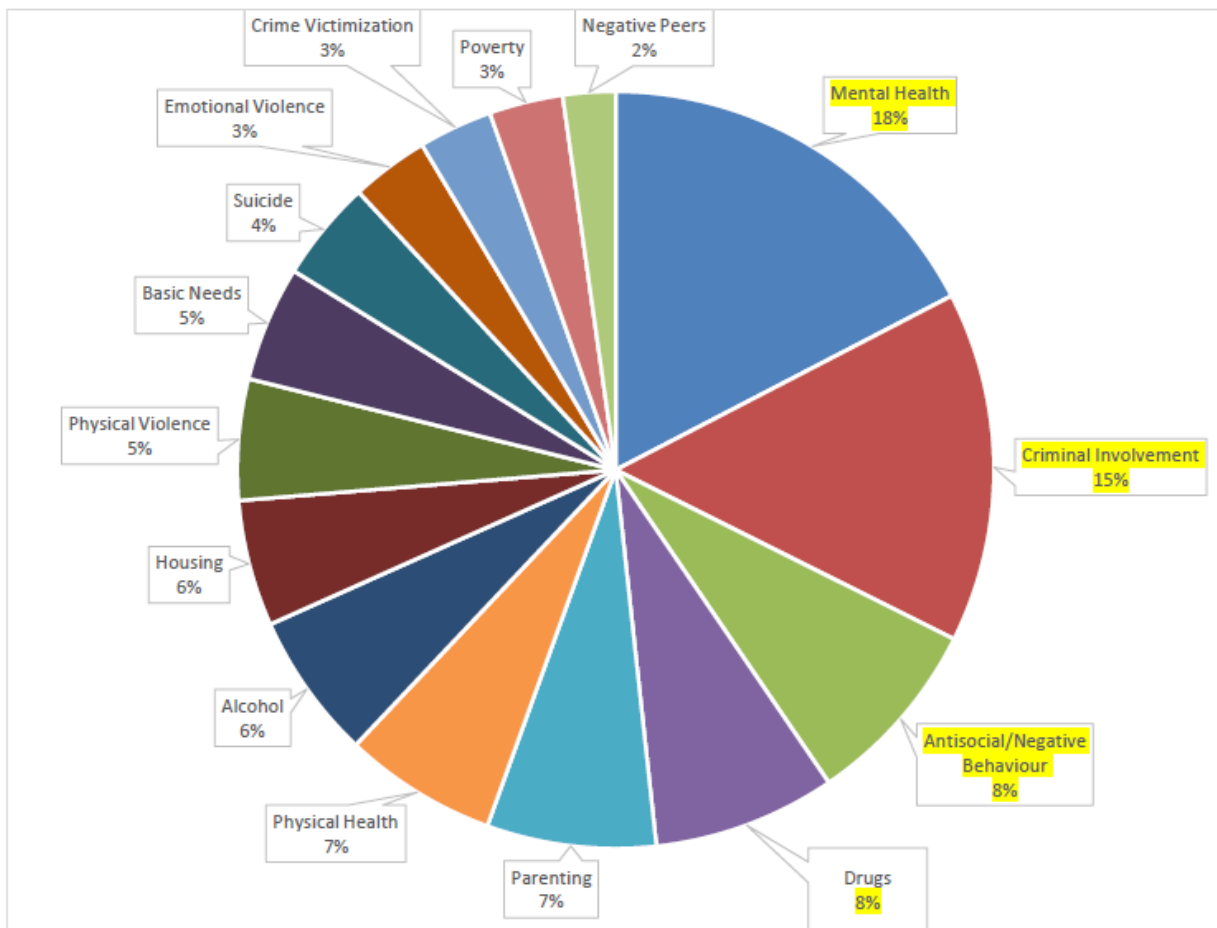


Figure 18: Overall Risk Categories, All Time

For each individual discussion, there can be numerous risk factors within a single risk category. For example, an individual who has had repeated and escalating contacts with police may be demonstrating several different criminal involvement risk factors within the single criminal involvement category (e.g. mischief, assault and theft). Criminal involvement is frequently seen as a risk due to the volume of referrals that come from police, often due to escalating

# LANARK COUNTY SITUATION TABLE

contacts. The criminal involvement category can include instances when a person is suspected, charged, arrested or convicted of an offence (as opposed to only convicted, for example).

The chart below shows the top 15 risk factors for 2023. Mental health, criminal involvement and antisocial/negative behaviour were the top three. It should be noted the database can also look at risk information by demographic, which can help to determine areas to focus prevention.

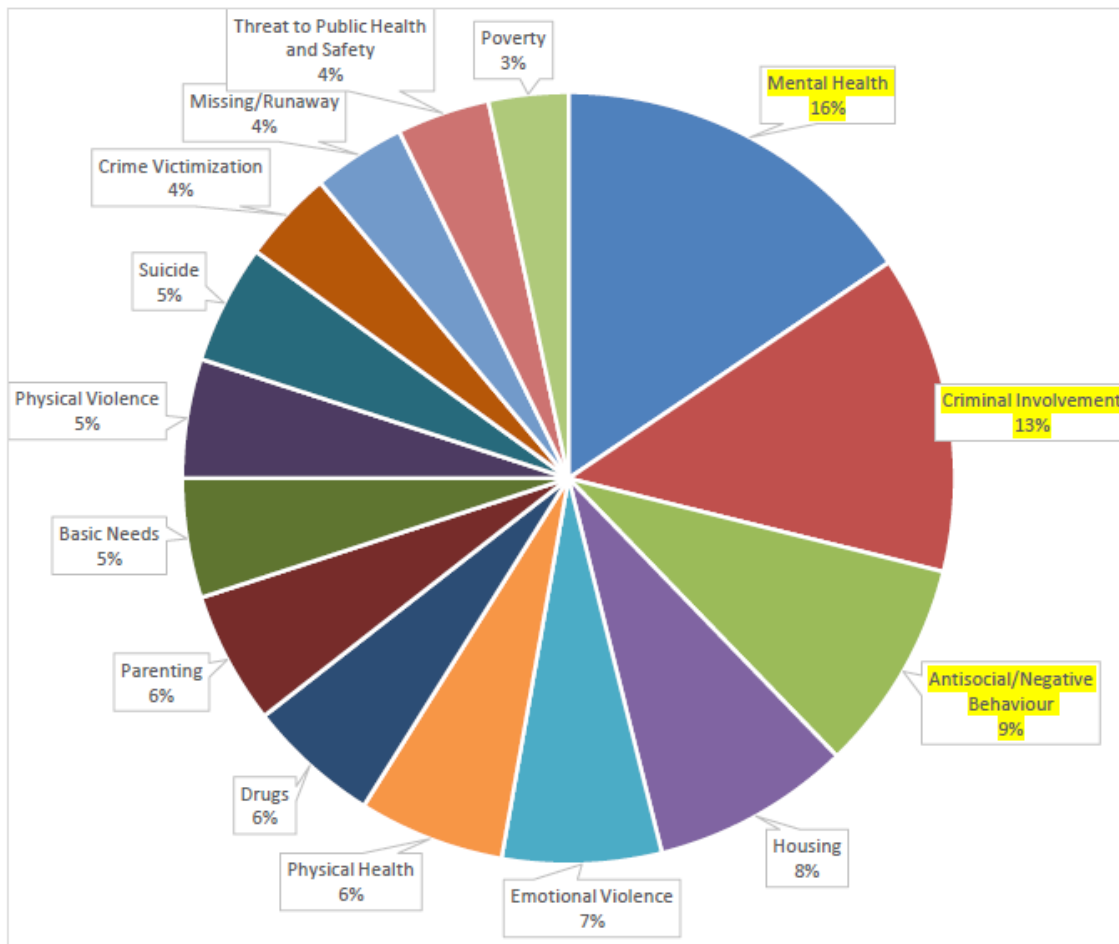


Figure 19: Overall Risk Categories, 2023

## Study Flags

The RTD offers reports to show the range of study flags associated with discussions. Since inception, the most frequent study flag has been, by far, “recent escalation.” An escalation in risk is often a first indicator of a need for a referral. In recent years, “risk of losing housing/unsafe living conditions” and “homelessness” have increased in frequency for study flags. In 2023, “child involved” and “custody issues/child welfare” were in the top 5 study flags, likely due to the increased number of referrals from Family and Children’s Services.

# LANARK COUNTY SITUATION TABLE

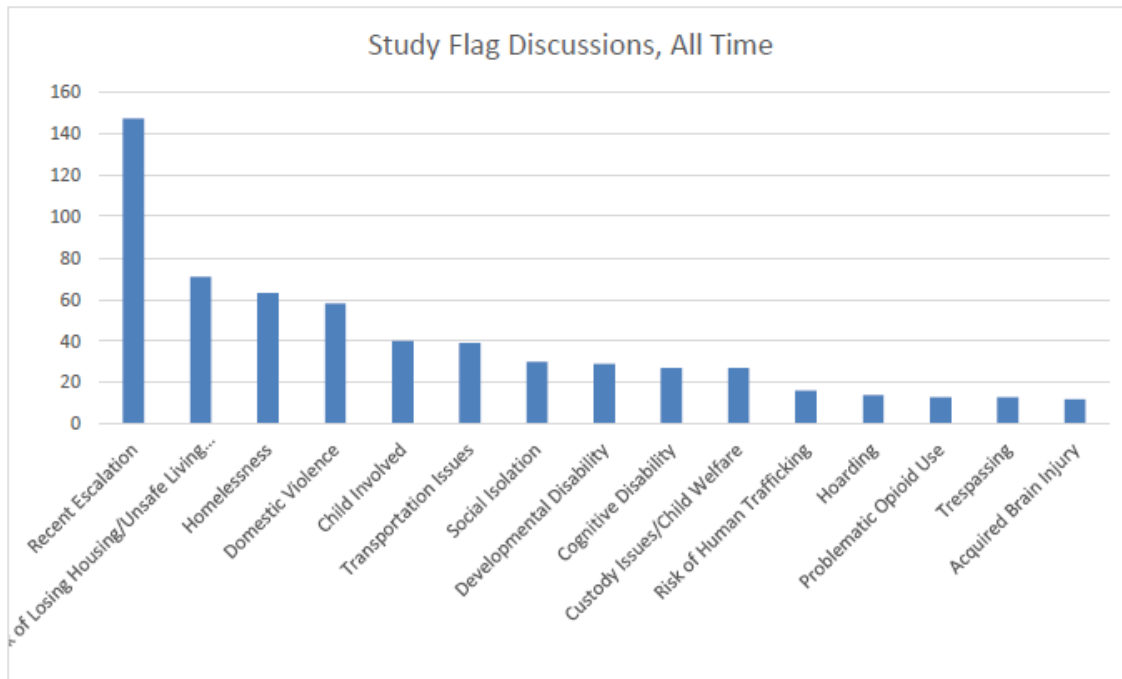


Figure 20: Study Flag Discussions, Dec. 2015-May 31, 2024

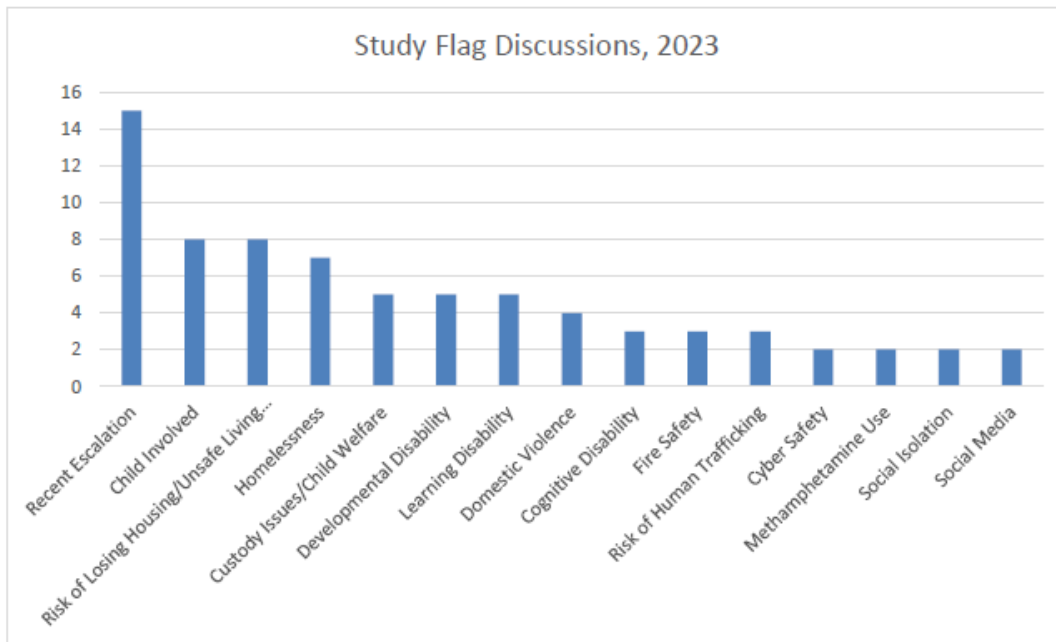


Figure 21: Study Flag Discussions, 2023



# LANARK COUNTY SITUATION TABLE

## Conclusion Reasons

Of 354 discussions held from inception to May 31, 2024, 275 proceeded to intervention, and 83% of those were closed with overall risk lowered. Of the rejected discussions, 20 were referred to the non-AER process, which began in 2019.

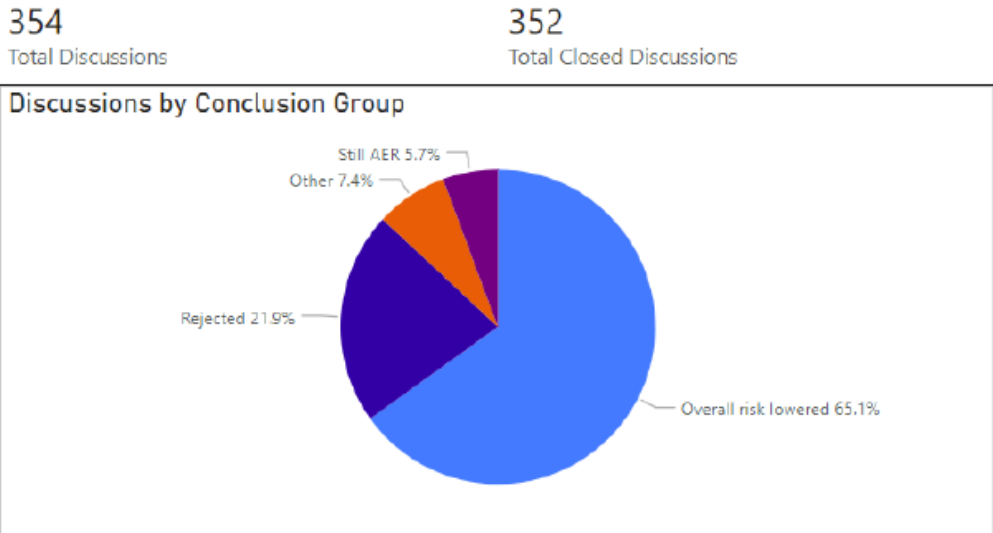


Figure 22: Conclusion Reasons - All Time

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

rtd_conclusionreason	Discussions	% of Total
Connected to services	200	56.8%
Situation not deemed to be one of acutely-elevated risk	30	8.5%
Relocated	18	5.1%
Already connected to appropriate services with potential to mitigate the risk	17	4.8%
Originator has not exhausted all options to address the issue	16	4.5%
Refused services/uncooperative	13	3.7%
Through no action of the Situation Table	12	3.4%
Already connected to appropriate personal supports with potential to mitigate the risk	11	3.1%
Connected to personal supports	9	2.6%
Connected to services in other jurisdiction	8	2.3%
Unable to locate	7	2.0%
Systemic issue	4	1.1%
Already connected to services and risk was mitigated	3	0.9%
Informed about services; not yet connected	3	0.9%
New information reveals AER did not exist to begin with	1	0.3%
	0	0.0%
<b>Total</b>	<b>352</b>	<b>100.0%</b>

Figure 23: Conclusion Reasons-Detail – All Time

# LANARK COUNTY SITUATION TABLE

In 2023 there were 38 discussions, of which 25 proceeded to intervention. Of those, 80% were closed with overall risk lowered. Eight of the rejected discussions went to the non-AER process.

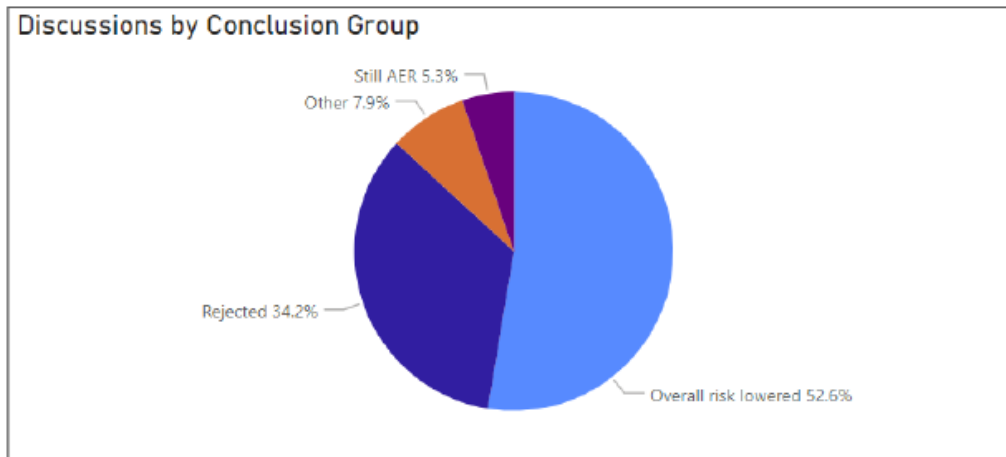


Figure 24: Conclusion Reasons, 2023

The detailed closure reasons for 2023 are in the table below.

rtd_conclusionreason	Discussions	% of Total
Connected to services	17	44.7%
Situation not deemed to be one of acutely-elevated risk	10	26.3%
Originator has not exhausted all options to address the issue	2	5.3%
Refused services/uncooperative	2	5.3%
Relocated	2	5.3%
Already connected to appropriate services with potential to mitigate the risk	1	2.6%
Connected to personal supports	1	2.6%
Connected to services in other jurisdiction	1	2.6%
Through no action of the Situation Table	1	2.6%
Unable to locate	1	2.6%
<b>Total</b>	<b>38</b>	<b>100.0%</b>

Figure 25: Conclusion Reasons-Detail, 2023

## Services Mobilized

The Lanark County Situation Table began tracking “Services Mobilized” information on the RTD in late 2017 after it was implemented. This includes different categories of services and allows the lead agency to indicate during the report-back process whether individuals (or others) were engaged, informed of, connected to or refused a service. It also can indicate if a service is not available.

The graphs below, for all time and for 2023, show mental health, counselling, social services and housing continue to be high in terms of services needed and mobilized.

# LANARK COUNTY SITUATION TABLE

## Services Mobilized – 2017-2024

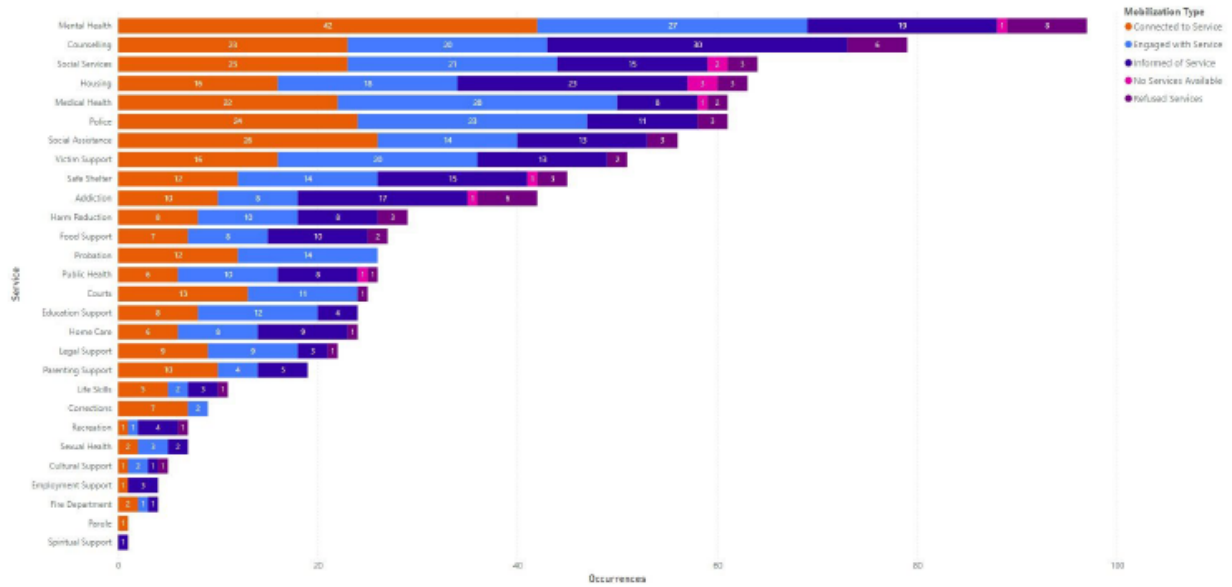


Figure 26: Services Mobilized, 2017-2024

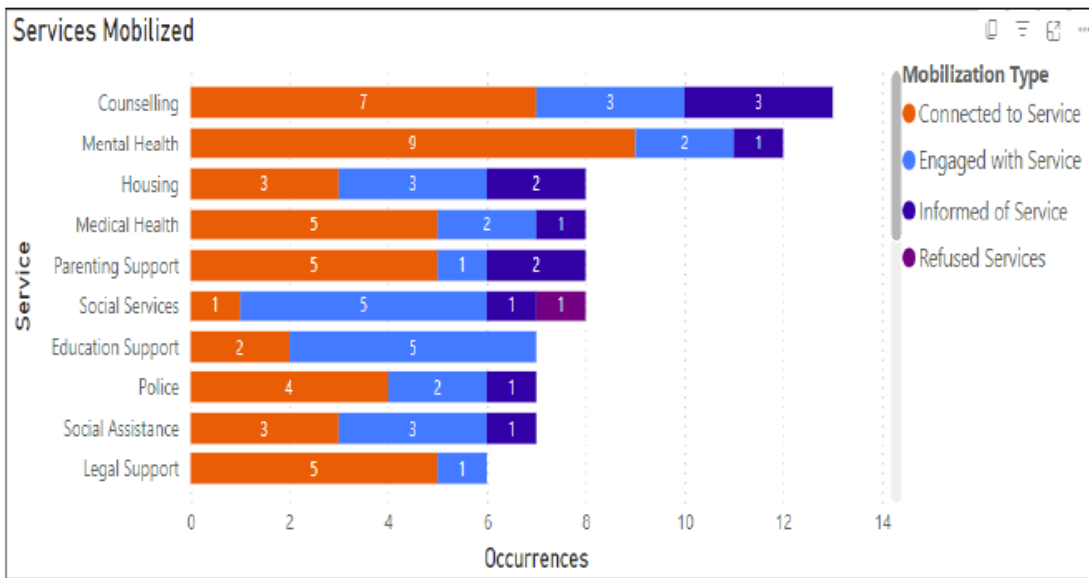


Figure 27: Services Mobilized, 2023

# LANARK COUNTY SITUATION TABLE

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## OPP Pre- and Post-Referral Data

Since the start of the Lanark County Situation Table, Lanark County OPP has been evaluating its effectiveness in relation to calls for service pre- and post-referral for individuals referred to the situation table by the OPP. From inception to the end of May 2024, OPP have made a total of 130 out of 354 referrals – close to 37%.

The most recent analysis was for 2022 in order to allow for a one-year pre- and post-referral window. Three referrals from 2022 met the criteria for evaluation within that timeframe. One individual showed no change in the number of calls for service pre- and post-referral, and the other two saw a decrease in calls for service post referral. Overall "number of officers" interactions with the three subjects dropped by 49% and there was a 42% decrease in total officer hours. Total calls for service decreased by 57%. This was a large improvement from the previous year, which saw a significant increase in calls for service due to individuals involved experiencing significant challenges that required an elevated amount of police involvement. Most years the situation table has shown a decrease in calls for service, with 2021 being the first time there was an increase. It also highlights the anecdotally noted increase in complexity of the nature of referrals that have come to the situation table in recent years. The analysis does not include time spent by court officers or support staff after initial interactions with a subject, nor does it include any court time accrued by officers relating to any of the interactions. It can be inferred that those hours would also be reduced with fewer interactions.

## **CONCLUSION**

The Lanark County Situation Table continues to be a valuable component of the community safety model locally. Community partners are critical to the success of the situation table, and engagement continues to be positive and consistent. This consistency and commitment are huge strengths of the situation table. It is a place where partners can come together to effectively help those needing support. The relationships and awareness that have been built between community partners has been a tremendous asset.

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

*Report by Stephanie Gray  
Coordinator  
Lanark County Situation Table  
Community Plan for Safety and Well-being  
[LanarkCST@gmail.com](mailto:LanarkCST@gmail.com) \* 613-812-3778*



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Stirling, ON K0K 3E0  
Phone: 613-395-3380 Fax: 613-395-0864

August 21, 2024

Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Hon. Ford,

**Re: Public Sector Salary Disclosure**

At the August 6, 2024 Standing Committees meeting, Committee made the following recommendation:

**Moved by Councillor Dean Graff**

**Seconded by Councillor Don Stewart**

*That the report from the CAO-Treasurer entitled, "Public Sector Salary Disclosure" be received; and*

*That Committee recommends to Council the following resolution be adopted and forwarded to the Province of Ontario Premier's Office, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario and all Ontario Municipalities;*

*Now Therefore Be It Resolved That the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996; and further*

*That the Act be further updated so that the inflation rate is applied each year to the requirement to report public salaries.*

**Carried.**

This resolution was subsequently ratified and confirmed by Council at their meeting of August 19, 2024.

Sincerely,

Sydney Dodson  
Deputy Clerk

/sd

Cc: Roxanne Hearn – CAO/Treasurer, Premier Doug Ford, the Ministry of Municipal Affairs and Housing, AMO, all Ontario Municipalities

**Embracing the Future  
while Remembering our Past**



1. **City of Stratford:** Resolution – Call to Action to Meet the Deadline of an Accessible Ontario by 2025 – *attached, page 4.*
2. **Prince Edward County:** Resolution – Call to Action to Meet the Deadline of an Accessible Ontario by 2025 – *attached, page 5.*
3. **Lanark County:** Media Release – 2023 Housing and Homelessness Report – *attached, page 6.*
4. **The Corporation of the City of Cambridge:** Correspondence – Mental Health and Addictions Crisis – *attached, page, 8.*
5. **Whitewater Region:** Resolution – Mental Health and Addictions – *attached, page 10.*
6. **City of Pembroke:** Resolution – Mental Health and Addictions – *attached, page 11.*
7. **City of Cambridge:** Public Opinion Research Presentation – Mental Health and Addictions – *attached, page 13.*
8. **City of Toronto:** Resolution – Request the Province to Support Family Physicians – *attached, page 64.*
9. **The Corporation of the Township of Drummond/North Elmsley:** Correspondence – Request the Province to Reconsider the Allocation of Funding to Include Tay River Health Centre – *attached, page 67.*
10. **Tay Valley Township:** Correspondence – Request the Province to Reconsider the Allocation of Funding to Include Tay River Health Centre – *attached, page 69.*
11. **Town of Caledon:** Resolution – Support for Family Doctors – *attached, page 71.*
12. **Town of Bradford West Gwillimbury:** Resolution – AMO & OMA Joint Health Resolution Campaign – *attached, page 72.*
13. **The Federation of Canadian Municipalities:** Recommendations – Overview of FCM's Recommendations for Budget 2025 – *attached, page 74.*

14. **City of Stratford:** Resolution – Solutions to Resolve Significant Financial and Budgetary Pressures Relating to Infrastructure Development, Maintenance and Repairs – *attached, page 81.*
15. **Loyalist Township:** Resolution – Solutions to Resolve Significant Financial and Budgetary Pressures Relating to Infrastructure Development, Maintenance and Repairs – *attached, page 82.*
16. **Ministry of Municipal Affairs and Housing:** Statement – Provincial Planning Statement – *attached, page 84.*
17. **The Corporation of the Township of Terrace Bay:** Resolution – Public Health Phasing Out Free Water Testing For Private Wells – *attached, page 144.*
18. **Town of Caledon:** Resolution – Water Testing Services for Private Drinking Water – *attached, page 146.*
19. **Whitewater Region:** Resolution – Ineligible Sources Recycling – *attached, page 147.*
20. **Town of South Bruce Peninsula:** Resolution – Ineligible Sources Recycling – *attached, page 148.*
21. **Friends of the Tay Valley Watershed Association:** Correspondence – Eastern Ontario Conservation Authorities Wetland Mapping Program – *attached, page 150.*
22. **Ministry of Natural Resources:** Correspondence – Update to Wetland Mapping – *attached, page 152.*
23. **City of Stratford:** Resolution – Importation and Safe Use of Lithium-ion Batteries – *attached, page 153.*
24. **The Corporation of the Township of Otonabee-South Monaghan:** Correspondence – Importation and Safe Use of Lithium-ion Batteries – *attached, page 154.*
25. **Township of Nairn and Hyman:** Resolution – Concerns with the Transport and Deposition of Naturally Occurring Radioactive Material (NORM) – *attached, page 156.*
26. **The Town of Plympton-Wyoming:** Resolution – Underserviced Cellular Communication Services in Rural and Urban Centres – *attached, page 159.*
27. **Township of Brudenell, Lyndoch and Raglan:** Resolution – Urging the Government to Promptly Resume Assessment Cycle – *attached, page 161.*

28. **Municipality of Callander:** Resolution – Urging the Government to Promptly Resume Assessment Cycle – *attached, page 162.*
29. **The Corporation of the Township of Terrace Bay:** Resolution – Support for Ontario Immigrant Nominee Program – *attached, page 164.*
30. **Lanark County:** Media Release – Lanark Lodge to Welcome International Workers – *attached, page 166.*
31. **City of Quinte West:** Resolution – The Canada Community-Building Fund – *attached, page 168.*
32. **The Corporation of the Township of Terrace Bay:** Resolution – Ontario Long Service Medals – *attached, page 170.*
33. **The Corporation of the Town of Grimsby:** Resolution – Request Provincial Government to Support Increasing Funding for Public Libraries and Community Museums – *attached, page 172.*
34. **Town of Fort Erie:** Resolution – Support Increasing Funding for Public Libraries and Community Museums – *attached, page 173.*
35. **Town of Lincoln:** Resolution – Urgent Need for Increased Funding to Libraries and Museums in Ontario – *attached, page 174.*
36. **Town of Caledon:** Resolution – Provincial Regulations Needed to Restrict Keeping of Non-Native (“Exotic”) Wild Animals – *attached, page 177.*
37. **Hastings Prince Edward Public Health:** Memorandum – Update on Proposed Merger – *attached, page 179.*
38. **Tay Valley Township: Report** – Building Reports – August 2024 – *attached, page 182.*
39. **Tay Valley Township:** Building Summary Report with Previous 3 Year Average – January to August 2024 – *attached, page 183.*



# UPDATES

## **BOLINGBROKE CEMETERY BOARD MINUTES**

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**Thursday, September 5<sup>th</sup>, 2024**

**2:00 p.m.**

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

**Council Chambers**

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### **ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Doug Boyd

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk

**Members/Staff Absent:** Darla Kilpatrick  
Ron Fournier  
Betty Anne Gillespie  
Dan Milner

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

No meeting was held as a quorum was not present.

## COMMITTEE OF ADJUSTMENT MINUTES

---

Monday, August 19<sup>th</sup>, 2024

5:00 p.m.

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

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### ATTENDANCE:

<b>Members Present:</b>	Chair, Larry Sparks Richard Schooley
<b>Members Absent:</b>	Peter Siemons
<b>Staff Present:</b>	Noelle Reeve, Planner Garry Welsh, Secretary/Treasurer
<b>Staff Absent:</b>	None
<b>Applicants/Agents Present:</b>	Sean Rathwell, Owner Ann Chapman, Owner Brent Cheff, Owner Samuel Laplante, Applicant/Agent
<b>Public Present:</b>	None

---

### 1. CALL TO ORDER

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

### 2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

#### 4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – May 27<sup>th</sup>, 2024.**

The minutes of the Committee of Adjustment meeting held on May 27<sup>th</sup>, 2024, were approved as circulated.

#### 5. INTRODUCTION

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

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

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

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

**MV24-08 – Rathwell**, Concession 8, Part Lot 3, geographic Township of North Burgess

**MV24-09 – Chapman**, Concession 2, Part Lot 5, geographic Township of South Sherbrooke

**MV24-10 – Cheff**, Plan 30, Concession 9, Lot 25, geographic Township of Bathurst

## 6. APPLICATIONS

### i) FILE #: MV24-08 – Rathwell

#### a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the proposed cottage location is constrained by the driveway and a steep slope towards the rear of the property. The Planner also explained that the owner's deed must be updated to include the description of the legal right-of-way access across the neighbouring properties.

#### b) APPLICANT COMMENTS

None.

#### c) ORAL & WRITTEN SUBMISSIONS

None.

#### d) DECISION OF COMMITTEE

### **RESOLUTION #COA-2024-10**

**MOVED BY:** Richard Schooley

**SECONDED BY:** Larry Sparks

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV24-08 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 673 Beaver Dam Lane, Part Lot 3, Concession 8, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-23000;

- to allow a 149.4m<sup>2</sup> cottage to be built at a water setback of 12m with the second storey at 15m rather than the minimum 30m required;

**THAT**, the owners enter into a Site Plan Control Agreement prepared by the Township;

**AND THAT**, the legal description of the property be updated to include the description of right-of-way legal access.”

**ADOPTED**

ii) **FILE #: MV24-09 – Chapman**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that although the proposed lot coverage of 12% exceeds the allowable maximum of 10%, the Floor Space Index (FSI) of 12% meets the maximum allowed. The new cottage will be expanded by just 0.6m (2 ft) on either side. A new septic system and a Site Plan Control Agreement will ensure a net environmental gain.

The Planner also explained that the proposed building location has a surrounding buffer of existing trees.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

The Committee noted that although the lot is smaller than usual it is part of what was historically a grouping of family cottage lots.

**RESOLUTION #COA-2024-11**

**MOVED BY:** Richard Schooley

**SECONDED BY:** Larry Sparks

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV24-09 is approved, to allow a variance from the requirements of Section 5.2.2 (Zone Provisions) and Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 159 Bob’s Lake Lane 21, Part Lot 5, Concession 2, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-23000;

- To permit a 120.4 m<sup>2</sup> (1,296 sq ft) cottage to be built, at a north side yard setback of 3.0 m, and a south side setback of 2.9 m, rather than the 6 m required;

- To allow proposed lot coverage of 12%, rather than the 10% allowed;
- To allow a proposed water setback of 24 m rather than the minimum 30m required;

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

**ADOPTED**

iii) **FILE #: MV24-10 – Cheff**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that circulation of the Notice of Public Hearing was delayed until six days before the Hearing as the Township was waiting on a legal opinion regarding development on a Private Unassumed Road, within a subdivision. The Planner deemed that it was beneficial to the applicant to proceed rather than defer the application until the next Public Hearing and for the provincial deadlines to be met to avoid a non-decision appeal.

The Planner explained that the Official Plan allows for a Minor Variance as they are building an addition onto an existing building. A Part 10/11 Septic System Review was not required by the Mississippi Rideau Septic System Office (MRSSO) as the addition is small enough to be exempt from review.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

**RESOLUTION #COA-2024-12**

**MOVED BY:** Richard Schooley  
**SECONDED BY:** Larry Sparks

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV24-10 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 229 Scott Court, Plan 30, Lot 255, Concession 9, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-020-24425;

- To allow a 48m<sup>2</sup> cottage addition at a water setback of 28m rather than the minimum 30m required;

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

**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

**8. ADJOURNMENT**

The meeting adjourned at 5:26 p.m.



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

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**Thursday, August 22<sup>nd</sup>, 2024**

**6:00 p.m.**

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

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**ATTENDANCE:**

**Members Present:** Chair, Councillor Wayne Baker  
Vice-Chair, Ray Scissons  
Councillor John Matheson  
Councillor Paul Coutts  
Councillor Marilyn Thomas

**Staff Present:** Greg Saunders, Fire Chief  
Angela Millar, Treasurer (D/NE Township)  
Megan Moore, Recording Secretary

**Members & Staff Absent:** Councillor Greg Hallam

**1. CALL TO ORDER**

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

**2. AMENDMENTS/APPROVAL OF AGENDA**

i) None.

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

None at this time.

**4. APPROVAL OF MINUTES**

i) **Minutes – June 6, 2024.**

**RESOLUTION # FB2024-17**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Paul Coutts

**“THAT, the minutes of the Fire Board meeting held on June 6, 2024 be approved as presented.”**

**ADOPTED**

**5. DELEGATIONS & PRESENTATIONS**

- i) **Katie Mahon (KPMG LLP): 2023 Audit**

**RESOLUTION # FB2024-18**

**MOVED BY:** Paul Coutts  
**SECONDED BY:** Marilyn Thomas

“**THAT**, the 2023 audited financial statements for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted as presented.”

**ADOPTED**

**6. BUSINESS**

- i) **2024 Auditor Appointment.**

**RESOLUTION # FB2024-19**

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

“**THAT**, KMPG LLP be appointed to complete the 2024 audit for the Drummond/North Elmsley Tay Valley Fire Rescue.”

**ADOPTED**

- ii) **2023 Surplus/Deficit Allotment.**

**RESOLUTION # FB2024-20**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Marilyn Thomas

“**THAT**, the \$83,017.00 surplus from the 2023 Administration budget be transferred to the Administration Reserve;

AND THAT, \$15,000.00 of the surplus from the 2023 BBD&E Station budget be transferred to the BBD&E Honorarium Reserve, \$10,000.00 of the surplus from the 2023 BBD&E Station budget be transferred to the BBD&E Dry Hydrant Reserve and \$18,272 of the surplus from the 2023 BBD&E Station budget be transferred to the BBD&E Apparatus Reserve;

AND THAT, \$10,000.00 of the surplus from the 2023 South Sherbrooke Station budget be transferred to the South Sherbrooke Honorarium Reserve, and \$9,698 of the surplus from the 2023 South Sherbrooke Station budget be transferred to the South Sherbrooke Dry Hydrant Reserve;

AND THAT, the -\$629.00 deficit from the 2023 Smiths Falls Fire Agreement budget be transferred from the Smiths Falls Fire Agreement Reserve.”

**ADOPTED**

iii) **Development Charges Study.**

The Fire Chief provided the Fire Board with a brief update on what items/projects the fire department included in the development charges study.

iv) **2024 Firefighter Recruitment Update.**

The Fire Chief provided an update regarding firefighter recruitment for BBD&E Station and South Sherbrooke Station. The first round of interviews has been completed at both stations. Next week candidates from both stations will perform their physical test.

v) **Sale of Surplus Pumper 321.**

**RESOLUTION # FB2024-21**

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

**“THAT**, the funds received from the sale of the BBD&E surplus pumper be transferred to the BBD&E Apparatus Reserve.”

**ADOPTED**

vi) **Fire Chief Update.**

- Working to get the medical Tiered Response Agreement Finalized.
- BBD&E Station will be completing their annual Smoke Detector Blitz next week.
- BBD&E and South Sherbrooke Firefighter’s Associations decided to split the cost of a sea container for the training center in South Sherbrooke. The fire department chipped in approximately \$800.00 to help with the purchase.
- A new wildfire trailer for South Sherbrooke Station has been delivered.
- Working on a grant from the OFM in conjunction with WSIB to help fire departments purchase equipment that will help prevent cancer. Submitting for a washing machine that will clean all helmets, boots, SCBAs etc.
- The dry hydrant in Rideau Ferry will be replaced in September 2024.

**7. NEW/OTHER BUSINESS**

None.

**8. IN-CAMERA**

None.

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

Next Meeting: TBD.

**10. DEFERRED ITEMS**

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

- *None at this time.*

## **11. ADJOURNMENT**

The Board adjourned at 7:20 p.m.

## **Minutes - Regular Board Meeting– May 27<sup>th</sup>, 2024**

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 27<sup>th</sup> at 4:30pm, in person and via video conference.

In attendance were:

E Heesen, CEO

T Langford, Tay Valley Chair

P Coutts, Councillor, Drummond/North Elmsley

G Waterfield, Councillor, Town of Perth

L Logan, Drummond/North Elmsley

P Mertins, Town of Perth

D Hamilton-Foley, Town of Perth

D Palmer, Tay Valley (via video conference)

A Kendrick, Councillor, Tay Valley (via video conference)

Regrets:

T Parkinson, Drummond/North Elmsley

L Marsh, Secretary-Treasurer

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

### **Land/Territory Acknowledgement**

**Declaration of interest – none.**

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

**24-18 The agenda was accepted as presented with a motion from L Logan and seconded by D Hamilton-Foley.**

**Carried.**

**Delegations- none**

### **Consent Agenda**

- a. Approval of Minutes of April 15, 2024
- b. Correspondence and communications
  - i. News
  - ii. OLS - 2024 Virtual Conference - Save the Dates - October 24, 2024
  - iii. OLS - Spring 2024 Board Assembly
  - iv. Perth Library Roof Report – McKay Roofing
- c. Committee Reports
  - i. Property Committee Minutes - May
- d. Statement of Operations

**24-19 The Consent agenda was accepted with a motion by P Coutts and seconded by G Waterfield.**

**Carried.**

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

**24-20** The CEO report was accepted with a motion by P Mertins and seconded by D Hamilton-Foley.

Carried.

### **Advocacy Round Table**

OLS Governance Hub: [Advocacy](#)

**Policy Review** - none

### **Unfinished and New Business**

- a. Friends Appreciation event (May 29)

Group discussed event and logistics for event. L Logan to provide refreshments. P Mertins created a poster showing the Friends contribution to the Library, to be displayed and formally presented to the Friends at the event by the Board Chair. CEO to send out photo as a release following the event.

- b. Second story metal roof painting

CEO presented attached report and it was discussed by the Board.

**24-21** Motion by P Coutts and seconded by D Palmer that the Library accept the quote from Thomas Long for painting the second story roof at the cost of \$19,800 + HST.

Carried.

**24-22** Motion by G Waterfield and seconded by D Palmer that the Board approves a 2024 budget deviation to withdraw \$33,600 (instead of \$16,500) from the Capital Reserve in 2023 to complete the roofing work.

Carried.

- c. 2023 Annual Report

**24-23** Motion by D Hamilton-Foley and seconded by P Coutts that the Board approve the 2023 Annual Report as presented.

Carried.

**ACTION:** CEO to distribute report and organize presentations to Councils.

### **Upcoming Meeting dates**

- a. Policy Committee Monday June 3 at 4:00 pm
- b. Board meeting Monday June 17 at 4:30 pm
- c. Property Committee Monday September 9 at 5pm

**24-24** Motion to adjourn moved by L Logan at 5:14 pm.

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Chairperson

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Secretary-Treasurer