



## COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 9<sup>th</sup>, 2023

6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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6:00 p.m. *Committee of the Whole Meeting*

***Chair, Councillor Andrew Kendrick***

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

None.

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

- i) **Introduction of New Medical Officer of Health.**  
Dr. Li , Medical Officer of Health for the Leeds, Grenville and Lanark District Health Unit.

*Suggested Recommendation:*

***“THAT, the Introduction of the New Medical Officer of Health presentation to Tay Valley Township Council on May 9<sup>th</sup>, 2023 be received for information.”***

- ii) **Ontario 211 – attached, page 10.**  
John Hoyles, Executive Director, Community Navigation of Eastern Ontario 211 Eastern Region.

*Suggested Recommendation:*

**“THAT**, the Ontario 211 presentation to Tay Valley Township Council on May 9<sup>th</sup>, 2023 be received for information.”

## 6. PRIORITY ISSUES

- i) **Report #PD-2023-10 – Severance Application - Lee – attached, page 30.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT**, the Council of Tay Valley Township recommend to the Lanark County that the Severance Application for Regan Lee B22/143 (Concession 6, Part Lots 5 and 6, geographic Township of North Burgess, roll number 091191101000100), 364 Blair Poole Farm Lane to create a right of way in favour of lands at (Concession 6, North ½ Part Lot 6, geographic Township of North Burgess, roll number 091191101000101), owned by Regan Lee, and extinguish the existing right of way (so that no new private road is created) be approved subject to the following conditions:

*That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;*

*That, the applicant pays any outstanding fees to the Township prior to final approval;*

*That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically, demonstrating that the new right of way is no longer than the extinguished right of way;*

*That, the recommendations of the August 2022 BCH Species at Risk Study be incorporated into a Development Agreement;*

*That, a stormwater management plan be developed for the causeway with input from the Ministry of Natural Resources and Forests to be included in the Development Agreement;*

*That, if the right of way is determined not to meet the 30m water setback at the time of survey, a minor variance will be required; and*

*That any additional requirements of the Ministry of Natural Resources and Forests be met.”*

- ii) **Report #PD-2023-13 – Cannabis Policy – attached, page 43.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT**, the Cannabis Policy recommendations for amendments to the Zoning By-Law as outlined in Report #PD-2023-13 – Draft Cannabis Policy, be adopted;

**THAT**, the changes to the Zoning By-Law be brought forward as part of the Zoning By-Law Comprehensive Review;

**AND THAT**, once the Zoning By-Law is updated, the changes to the Site Plan Control By-Law be brought forward.”

- iii) **Report #PD-2023-11 – Comments on Proposed 2023 Provincial Planning Statement – attached, page 57.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be submitted by the deadline of June 5, 2023;

**AND THAT**, the comments also be submitted to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

- iv) **Report #PD-2023-12 – Comments on Bill 97 Helping Homebuyers, Protecting Tenants Act – attached, page 71.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

**“THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) with respect to Bill 97 Helping Homebuyers, Protecting Tenants, 2023, ERO Number 019-6822 Site Plan for Residential Developments of 10 or Fewer Units, be submitted by the deadline of May 21, 2023;

**AND THAT**, the comments also be forwarded to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

- v) **Report #CBO-2023-05 – Building Department Report – January – April 2023 – attached, page 74.**  
Noelle Reeve, Planner.

*Suggested Recommendation to Council:*

*“THAT, Report #CBO-2023-05 – Building Department Report – January - April 2023 be received as information.”*

- vi) **Report #FIN-2023-07 – 2023 Tax Rates – attached, page 75.**  
Ashley Liznick, Treasurer.

*Suggested Recommendation to Council:*

*“THAT, Report #FIN-2023-07 – 2023 Tax Rates, be received for information.”*

- vii) **Report #PW-2023-13 – Waste Management Master Plan – Implementation Plan – attached, page 84.**  
Sean Ervin, Public Works Manager.

*Suggested Recommendation to Council:*

*“WHEREAS, a Waste Management Master Plan was completed in 2022;*

*AND WHEREAS, Council wishes to continue implementing the recommendations in the Waste Management Master Plan:*

*NOW THEREFORE BE IT RESOLVED THAT, the Township undertake a public awareness campaign regarding the use of backyard composters using the climate action grant from Lanark County;*

*THAT, traffic count information be gathered for the three waste sites for the purpose of evaluating and making recommendations to Council prior to the 2024 budget deliberations regarding the hours of operation for each site;*

*AND THAT, Staff be authorized to re-open discussions with property owners regarding the purchase of neighbouring lands for the purpose of relocating the depot operations at the Glen Tay Waste Site.”*

- viii) **Report #C-2023-04 – Municipal Livestock Investigators – attached, page 101.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

*“THAT, Ellen Baker, Nigel Harrison and Dave Rathwell be appointed as Municipal Livestock Investigators as outlined in Report #C-2023-04 – Municipal Livestock Investigators;*

*AND THAT, the Reeve and Clerk be authorized to execute the contracts for Municipal Livestock Investigators;*



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

- ix) **Report #CAO-2023-11 – Heritage Property Selection Committee – Terms of Reference – attached, page 110.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

**“THAT**, the updates to the Heritage Property Selection Committee – Terms of Reference, as outlined in Report #CAO-2023-11 – Heritage Property Selection Committee – Terms of Reference Update, be approved;

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

- x) **Report #CAO-2023-13 – Emergency Preparedness Rack Card – attached, page 115.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

**“THAT**, an emergency preparedness rack card be printed and mailed to every property owner in Tay Valley Township, as outlined in Report #CAO-2023-13 – Emergency Preparedness Rack Card,

**AND THAT**, the necessary funds be expensed from the Special Contingency Reserve.”

- xi) **Report #CAO-2023-12 – CAO Performance Review Process – attached, page 120.**  
Amanda Mabo, Chief Administrative Officer/Clerk.

*Suggested Recommendation to Council:*

**“THAT**, the CAO Performance Review Policy be adopted;

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

- xii) **Appointment of Bolingbroke Cemetery Board Member.**

*Suggested Recommendation to Council:*

**“THAT**, the Council of the Corporation of Tay Valley Township appoint the following as a member to the Bolingbroke Cemetery Board, subject to the Criminal Records Check Policy:

- Ronald J. Fournier.”

xiii) **Appointment of Soccer Volunteers.**

*Suggested Recommendation to Council:*

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

- Jason Adams
- Nickolas Besserer-LeBouthillier
- Laticia Card
- Steven Card
- Tenzin Chu
- Brandon Cinkant
- Austen Cinkant
- Shana Cook
- Joel Doupe
- Damon Ferrier
- Mark Furlong
- Chris George
- Andrew Graham
- Kyla Harry
- Richard Hutton
- Alexandra Jordan
- Kaitlin Mitchell
- Sean Mitchell
- Kerrsten Norwood
- Melissa Pickering
- Nicholas Playfair
- Rick Potoma
- Dennis Riggs
- Bryan Scott
- Simon Van Wingerden
- Mitchell Waugh
- Hannah Williamson
- Aaron Williamson.”

**7. CORRESPONDENCE**

- i) **23-05-03 – Council Communication Package – cover sheet attached, page 128.**

*Suggested Recommendation to Council:*

***“THAT***, the 23-05-03 Council Communication Package be received for information.”

ii) **Bill 5 – Stopping Harassment and Abuse by Local Leaders Act .**

*Suggested Recommendation to Council:*

*“**WHEREAS**, municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace;*

***AND WHEREAS**, a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe;*

***AND WHEREAS**, Bill 5 the Stopping Harassment and Abuse by Local Leaders Act would require Councillors to comply with the workplace violence and harassment policies of the municipality they represent, permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat for failing to comply with the municipality’s workplace violence and harassment policies as well as restrict officials whose seat has been vacated from seeking immediate subsequent re-election;*

***AND WHEREAS**, over 20 municipalities have formally endorsed and communicated public support for Bill 5;*

***AND WHEREAS**, Bill 5 would hold accountable and protect all municipal officials;*

***NOW THEREFORE BE IT RESOLVED THAT**, the Council of Tay Valley Township express its support for Bill 5, Stopping Harassment and Abuse by Local Leaders Act;*

***FURTHER THAT**, this resolution be circulated to the Honourable Doug Ford, Premier of Ontario, John Jordan, MPP and the Association of Municipalities of Ontario and MPP Stephen Blais.”*

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

i) **Bolingbroke Cemetery Board.**

Councillor Wayne Baker.

23-04-21 – DRAFT Bolingbroke Cemetery Board Meeting Minutes – *attached, page 132.*

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

iii) **Fire Board.**

Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

23-03-30 – DRAFT Fire Board Meeting Minutes – *attached, page 138.*

- iv) **Library Board** – *deferred to the next meeting.*  
Councillor Andrew Kendrick.
- v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*  
Councillor Fred Dobbie.
- vi) **Police Services Board** – *deferred to the next meeting.*  
Reeve Rob Rainer.
- vii) **Green Energy and Climate Change Working Group.**  
Councillor Greg Hallam and Councillor Angela Pierman

23-04-18 – DRAFT Green Energy and Climate Change Working Group Meeting Minutes – *attached, page 144.*

- viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*  
Councillor Korrine Jordan.
- ix) **Mississippi Valley Conservation Authority Board.**  
Councillor Andrew Kendrick.

23-04-17 – Mississippi Valley Conservation Authority Board Meeting Summary – *attached, page 151.*

- x) **Rideau Valley Conservation Authority Board.**  
Councillor Angela Pierman.

23-03-23 – DRAFT Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 153.*

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

## 9. CLOSED SESSION

None.

## 10. DEFERRED ITEMS

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

- *See Township Action Plan – distributed separately to Council*

## 11. ADJOURNMENT

# **DELEGATIONS/ PRESENTATIONS**

**211 Services in Ontario**  
 Tay Valley Township Council

May 6th, 2023

John Hoyles, Executive Director  
 Community Navigation of Eastern  
 Ontario


**211**  
 When you don't know  
 where to turn.

**Make the Connection. Call 2-1-1**

Free | Confidential | 24/7 | 150+ Languages | Live Answer  
[www.211Ontario.ca](http://www.211Ontario.ca)

United Way  
 Centraide


Ontario




1

What #-1-1 numbers do you know?

**211**  
 When you don't know  
 where to turn.





2



Canadian Radio-television and Telecommunications Commission  
www.crtc.gc.ca



- 211 – public information & referral services
- 311 - non-emergency municipal government services
- 411 - directory assistance
- 511 – weather and traveler information
- 611 - telephone company
- 711 - message relay for telephone devices for the Deaf
- 811 - non-urgent health care telephone triage services
- 911 - emergency services







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## What is 211?

- Free information and referral (I&R) to the most comprehensive database of community, social, health and related government services in Ontario
- First point of access to human service resources throughout Ontario


=




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## 211's Presence

### BEFORE:

- British Columbia
- Alberta
- Saskatchewan
- Ontario
- Nova Scotia
- Prince Edward Island
- Most of Quebec\*

### NEWish (2020):

- Yukon
- Northwest Territories
- Nunavut
- Manitoba
- New Brunswick
- Newfoundland and Labrador



94.2% - United States  
(306 millions of Americans)



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## Key Features of 211

- **Targeted, live, confidential help:** all 211 phone calls answered by certified Information and Referral specialists (not automated systems)
- **Free:** no cost to access information and referral services
- **Multilingual:** capable of serving in more than **150 languages**
- **Around-the-clock access:** available 24/7/365
- **Standards-driven:** all 211 centres must meet the quality assurance standards of the Alliance of Information and Referral Systems (AIRS)



United Way  
Centraleide



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## Professionally Accredited



Accreditation provides objective evidence of achievement across 28 standards, measured against 221 quality indicators.

<b>SERVICE DELIVERY</b> .....	1
Standard 1: Assessment and Referral Provision .....	1
Standard 2: Information Provision .....	3
Standard 3: Inquirer Advocacy .....	4
Standard 4: Crisis Intervention .....	5
Standard 5: Follow-Up .....	7
Standard 6: Additional Channels for Access .....	8
<b>RESOURCE DATABASE</b> .....	9
Standard 7: Inclusion/Exclusion Criteria .....	9
Standard 8: Data Elements .....	10
Standard 9: Classification System/Taxonomy .....	13
Standard 10: Content Management and Indexing .....	14
Standard 11: Database Search Methods .....	16
Standard 12: Database Maintenance .....	17
<b>REPORTS AND MEASURES</b> .....	18
Standard 13: Inquirer Data Collection .....	18
Standard 14: Data Analysis and Reporting .....	21
<b>COOPERATIVE RELATIONSHIPS</b> .....	22
Standard 15: Cooperative Relationships Within the I&R System .....	22
Standard 16: Cooperative Relationships With Service Providers .....	24
<b>DISASTER PREPAREDNESS</b> .....	24
Standard 17: Emergency Operations and Business Contingency Plan .....	25
Standard 18: Formal Relationships with Government and Private Sector Emergency Operations and Relief Agencies .....	26
Standard 19: Disaster Resources .....	26
Standard 20: Disaster-Related I&R Service Delivery .....	27
Standard 21: Disaster-Related Inquirer Data Collection Reports .....	28
Standard 22: Disaster-Related Technology Requirements .....	29
Standard 23: Disaster Training and Exercise .....	30
<b>ORGANIZATIONAL EFFECTIVENESS</b> .....	31
Standard 24: Governance .....	31
Standard 25: Personnel Administration .....	33
Standard 26: Staff Training .....	37
Standard 27: Promotion and Outreach .....	38
Standard 28: Program Evaluation and Quality Assurance .....	39

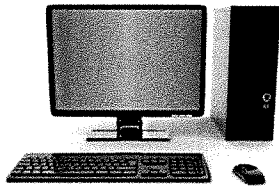
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## Components of 211 Service



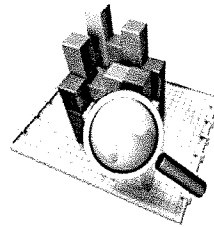
Public Inquiry

1



Online Directories

2



Caller Needs

3



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# 1

## Public Inquiry – call us!

- Information and referral services provided over the phone
- Dial 2-1-1 (no area code required)
- Using VOIP and/or can't dial three-digit numbers?  
Call 613-761-9076 or 1-877-761-9076
- TTY: 1-855-405-7446
- Chat and Text
- Answered by professionally trained specialists who assess needs and refer to the most appropriate services
- Our work with people who have complex needs/ongoing needs

Total contacts to 211  
answered in Ontario  
(Jan-Dec 2022)

**260,513**



United Way  
Centraide



Ontario

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## Community Navigators

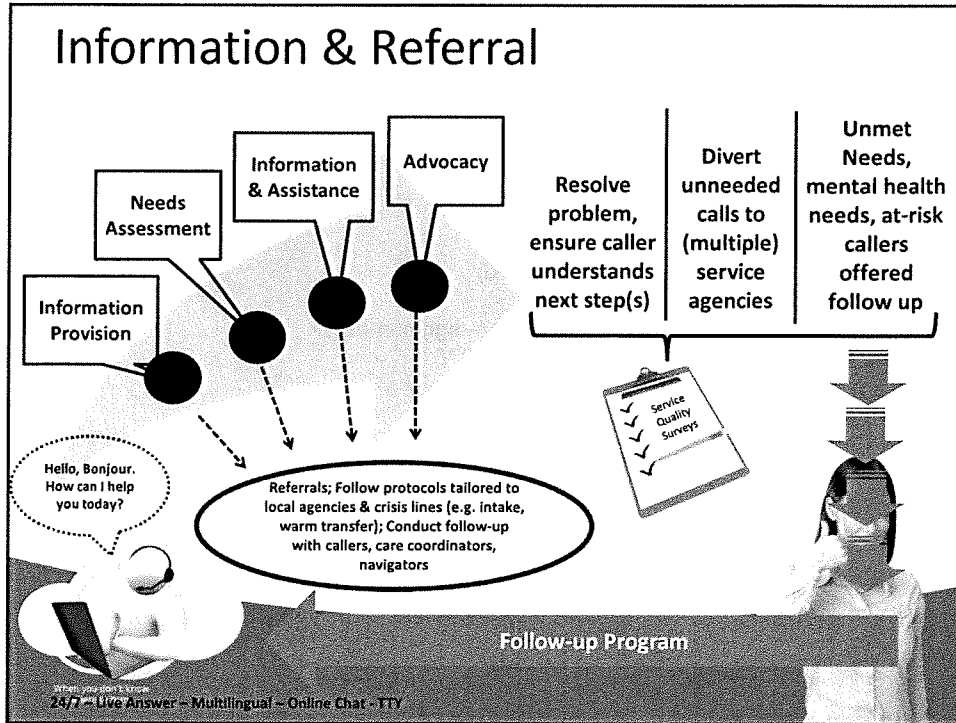
- Trained to conduct an assessment of inquirer's problems and needs, explain options, provide information and referrals to resources
- Advocate on behalf of those who need special support
- Conduct follow up in situations where someone is at risk and/or vulnerable
- Prepared to assess and meet the immediate, short-term needs of inquirers who are experiencing a crisis
- Skilled to answer multiple phone lines and follow customized protocols

\* Re-certification is required every two years

### Broader training:

- Crisis Intervention; Suicide Intervention; Mental Health First Aid
- Bridges Out of Poverty
- Difficult populations; Motivating Healthy Behavior
- Housing First; Homelessness Diversion; Housing Instability Acuity (VI-SPDAT)
- First Nations Mental Wellness; Indigenous Cultural Safety Training
- LGBTQ+ Cultural Competency
- Human Trafficking Risk Diversion
- Race and Racism Cultural Competency

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# 1 Public Inquiry – chat with us

- Available in English and French through [www.211ontario.ca](http://www.211ontario.ca)

CALL 2-1-1
EMAIL 2-1-1
LIVE CHAT

HOME · CHAT WITH 211

## Chat with 211

Live chat service is available Monday to Friday from 7am-9pm ET. You can also call our 211 telephone service anytime.

[Topics](#)
[Working With 211](#)
[Blog](#)
[About](#)

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# 1

Public Inquiry –  
Send us an e-mail  
or use our  
Contact Us Form

CALL 2-1-1
EMAIL 2-1-1
LIVE CHAT

### Email Inquiries

If your request is urgent, please dial 2-1-1 as email is not monitored 24/7. We recommend using your business contact information for privacy reasons. We are committed to keeping your privacy protected and your information confidential at all times.

**Choose a topic**

- Get help finding a service
- Report a technical problem
- Suggest a listing
- Other

NAME\*

ORGANIZATION

EMAIL\*

POSTAL CODE

13

# 2

## Database of resources: 211Ontario.ca

- An online directory of more than 60,000 services
- Available to the public
- Gathers all provincial local databases of resources into one portal

[Topics](#)
[Working With 211](#)
[Blog](#)
[About](#)

## Find programs and services in your community.

Navigate the network of human services quickly and easily.

NEW
Try the Search Help Tool

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## Data Curators / Resource Specialists

- Manage a province-wide inventory of community, social, health and government services, including details about the services provided and the conditions under which they are available
- Contact all listed organizations and programs at least annually to update their information
- Continually monitor news and social media for changes and additions to services
- Create and maintain custom data sets to meet local needs
- Use technology tools to share community resource data
- Use custom software to create online directories on local topics or service needs

\* Re-certification is required every two years

### Broader training:

- Inclusion/exclusion criteria
- Mandatory & recommended data elements
- Taxonomy classification system
- Content management & indexing

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## Database of resources: Eastern Ontario Portal <https://211easternontario.ca>

Community Navigation of Eastern Ontario  
Navigation communautaire de l'Est ontarien

Phone: 211 or 613-761-9076  
Administration: 613-683-5400  
Toll Free: 1-877-761-9076

**CNEO INCEO**

ABOUT US   INFORMATION / REPORTS   DATABASE / RESOURCES   CONTACT CENTRE / REFERRAL   PARTNERSHIPS

FRANCAIS

### Search our Database

Located Near OR Serving

1 Location List

Select the closest town or city, or enter your postal code

▼ Location List

Topic Search OR Keyword Search



Abuse / Assault



Community Programs



Disabilities



Emergency / Crisis



Employment / Training



### Community Information Bulletin

- News
- Employment & Volunteering
- Markets & Professional Development
- Support Groups
- Health Information
- General Information

### 211 Eastern Region - Ontario



Search



Message



Live Chat

Toll-Free Phone: 1-877-761-9076

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# Eastern Ontario Portal: <https://211easternontario.ca>

Topic Search OR Keyword Search

Food ✕

### Food Banks

Programs that distribute free groceries or vouchers to eligible individuals and families on low incomes. Typically operate one or two days a week, and serve only those residing within specific geographic boundaries.

### Free / Low-Cost Meals

Community programs generally open to all, but focused on individuals who are on low incomes, homeless or unemployed.

### Home Delivered Meals

Programs such as Meals on Wheels that deliver prepared meals to the homes of older adults and people with disabilities unable to prepare their own meals, or whose mobility is limited.

### Infant Formula / Baby Food

Programs that may be able to supply baby supplies, usually in addition to other groceries.

### School Meal Programs

Programs that provide free or low-cost meals or snacks to school children.

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## Lanark County Food Bank

### The Hunger Stop

Home > Search > Search Results > Agency > Service

View Clipboard  
 Add

#### Description

Emergency food hampers to those in need

- hampers are about five days worth of food
- deliveries available for those without access to transportation

#### Community Gardens

- support and access to community gardens in Carleton Place, Pakenham and Blakeney

#### Eligibility

No restrictions

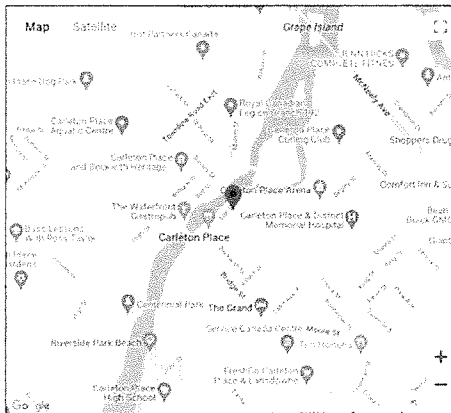
- clients can access the food bank once per calendar month for a full hamper
- clients can also come for weekly for top ups

#### Application Process

Call, email or drop in to make an appointment

**Office**  
613-257-8546

**Web Site**  
<https://lanarkcountyfoodbank.ca>



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# Eastern Ontario Portal: easternontario.cioc.ca

### Languages

English

### Contact

**Tammy Parent, Manager**

Email: [tc@easternontario.cioc.ca](mailto:tc@easternontario.cioc.ca)

Phone: 613-257-8945

### Fees

None

### Documents Required

Identification for all family members, proof of address (if available on first visit)

### Accessibility

Fully Accessible

### Topic(s)

- Food - Food Banks
- Food - Fresh Food
- Food - Grocery Delivery

### Social Media



### Agency Information

[View Agency Profile](#)

### Copyright

Community Navigation of Eastern Ontario / Navigation communautaire de l'Est ontarien

### Last Verified On

August 19, 2022

### Address

84 Mill St

Carleton Place, ON, K7C 1T5

Oliver Street, Mill St and Princess St

Open in Google Maps

### Hours of Operation

Mon: 12:00 to 1:00

Tue: 09:00 to 12:00

Wed: 12:00 to 1:00

Thu: 09:00 to 12:00

Fri: 09:00 to 12:00

Clients and monetary donations: Mon, Wed 5 pm-7 pm; Tue, Thu, Fri 9 am-12 noon \* Food donations: Mon, Wed 10 am-12 noon

### Service Area(s)

- Beckwith
- Carleton Place
- Drummond-North Elmsley
- Franktown
- Lanark County
- Lanark Highlands
- Mississippi Mills

New Search

Suggest Update



19

19



# Database of Resources

- If you find something that doesn't add up... we want to hear about it!

[Edit Listing](#)

[+ Suggest New Listing](#)

### Agency Information

[View Agency Profile](#)

### Copyright

Community Information Centre of Ottawa

### Last Verified On

October 26, 2020

New Search

Suggest Update

Or: write to us at [data@cneo-nceo.ca](mailto:data@cneo-nceo.ca) or call the 211 line!



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20

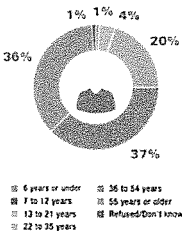
# 3

## Tracking Caller Needs

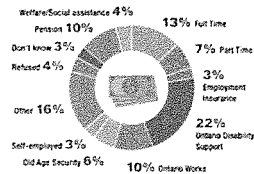
- Capturing the needs of callers as well as the needs that remain unmet after calling 211
- 211 also captures demographic information to make the best referral
- Information that can be shared with funders and planners to ensure that dollars are invested where they are most needed

Who calls 211?

Age of person needing assistance



Income of person needing assistance



## 211 Ontario Business Intelligence System – Lanark County



### Caller Demographics

Last Refreshed: 2/17/2023 11:22:59 PM

**Date Range**  
1/1/2022 - 12/31/2022

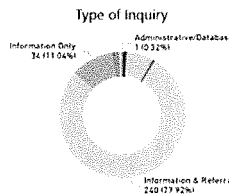
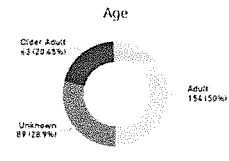
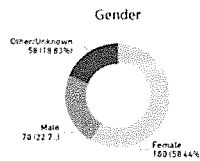
**Filters**  
 All  
 All (English) (French) (Spanish)  
 Lanark  
 City  
 Township  
 111 units  
 District/Municipality  
 Age  
 Gender  
 Language  
 Type of Inquiry

**Call Reports - Selected Year**  
308

**Total Needs - Selected Year**  
416

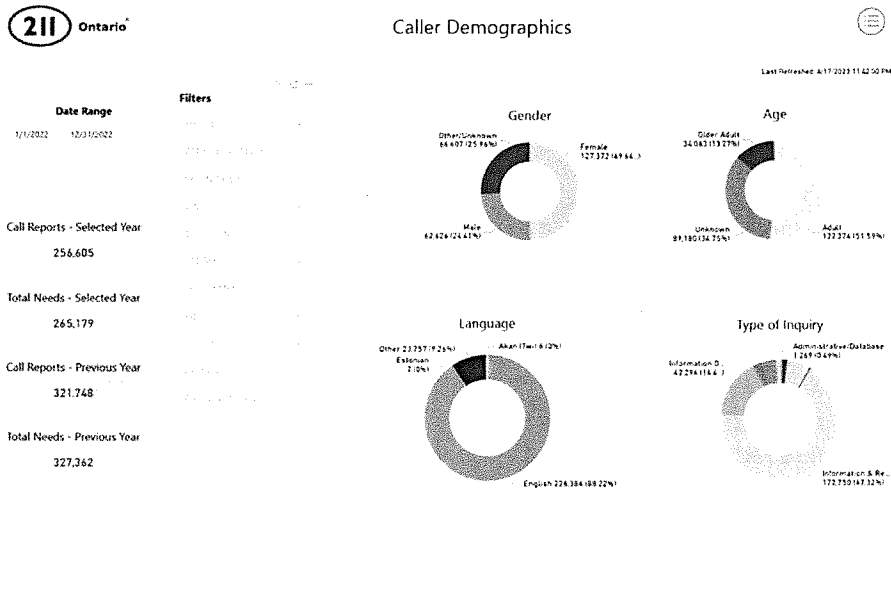
**Call Reports - Previous Year**  
391

**Total Needs - Previous Year**  
434



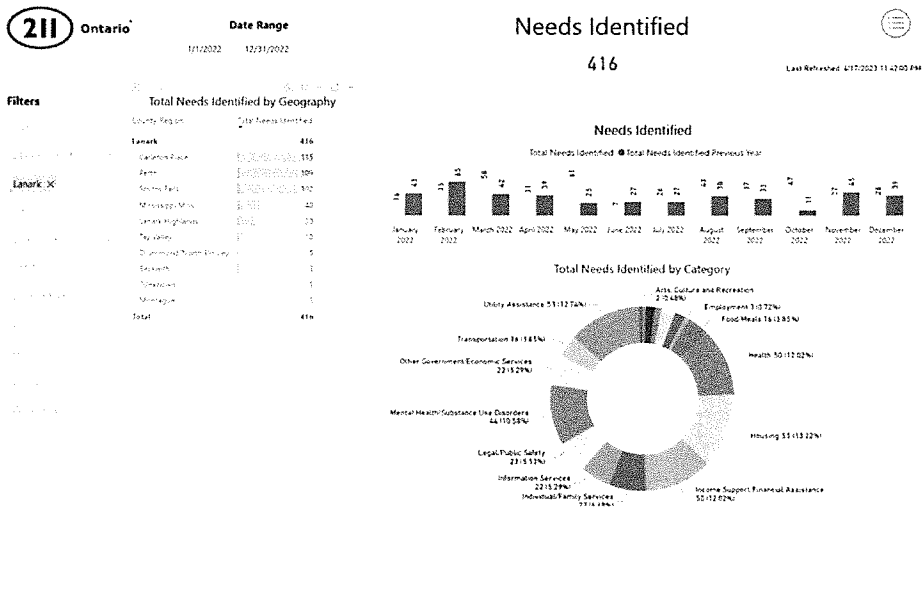


## 211 Ontario Business Intelligence System – Ontario-Wide



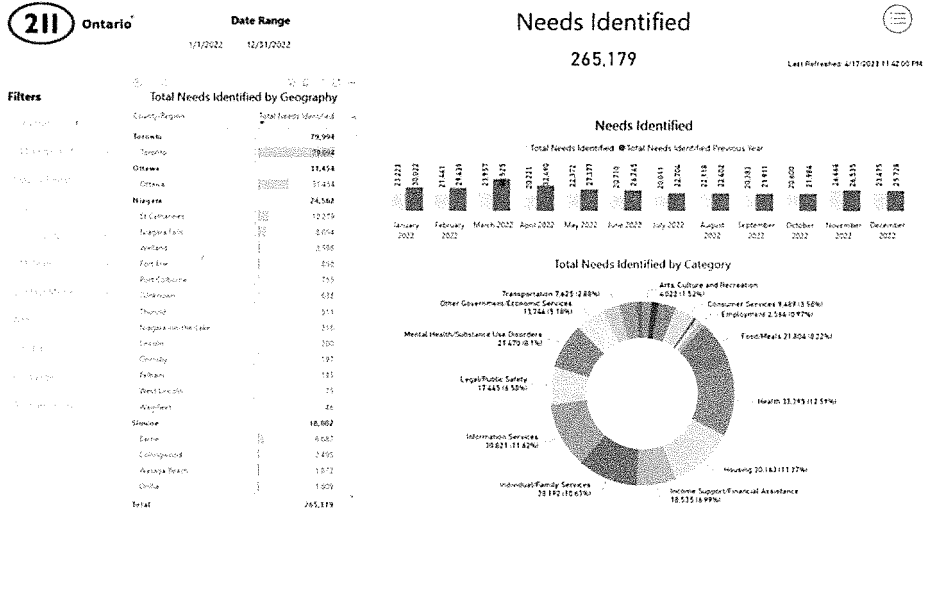
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## 211 Ontario Business Intelligence System – Lanark County



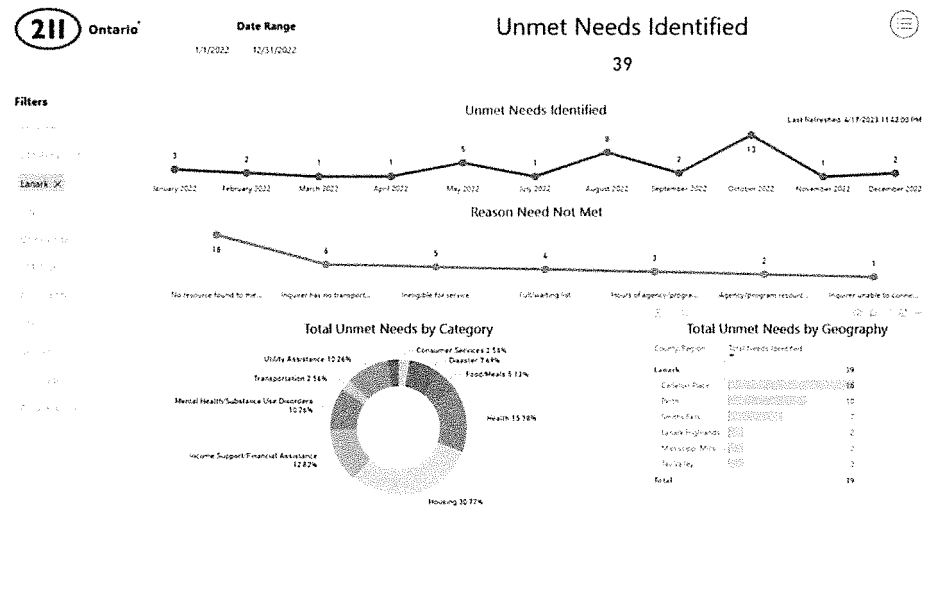
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# 211 Ontario Business Intelligence System – Ontario-Wide



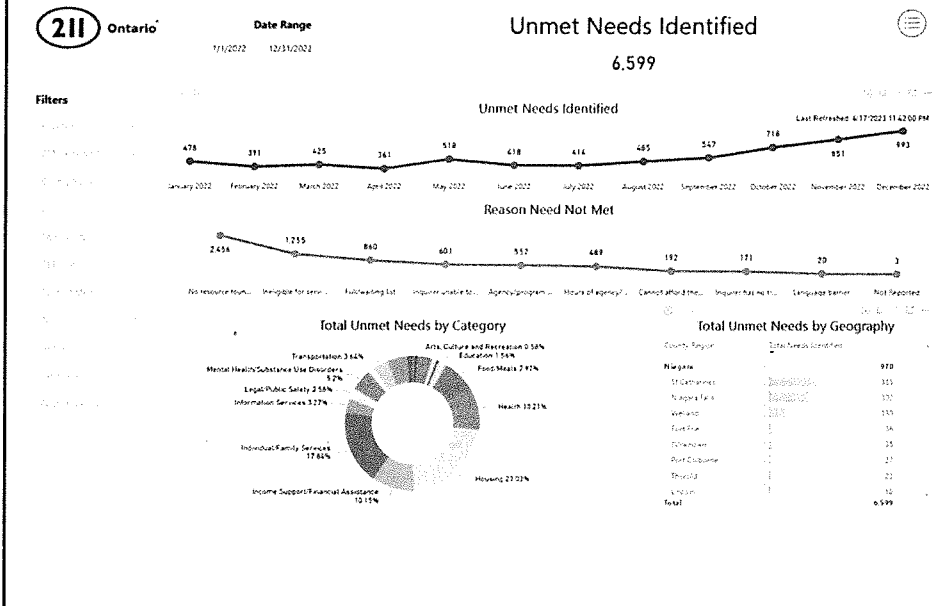
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# 211 Ontario Business Intelligence System – Lanark County



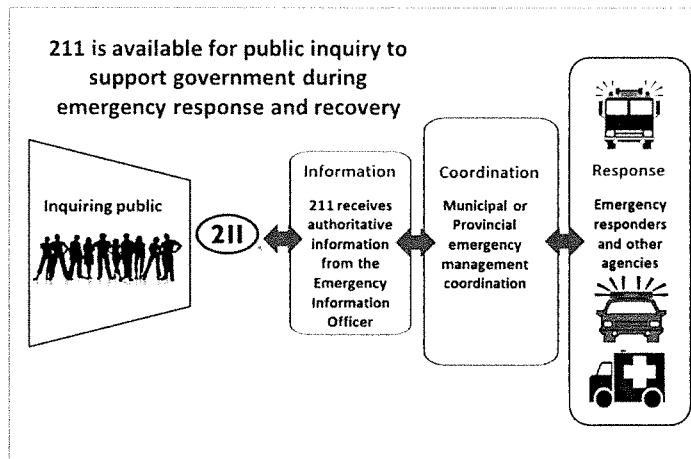
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## 211 Ontario Business Intelligence System – Ontario-Wide



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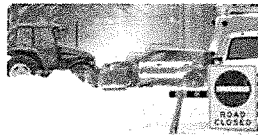
## Where 211 is situated during Emergency Response & Recovery



28

# Events with 211 involvement

- Toronto, SARS, 2003
- Toronto, H1N1, 2009
- Durham, tornado, August 2009
- Owen Sound, multi-tenant fire, April 2010
- Midland, tornado, July 2010
- Goderich, tornado, August 2011
- Northern Ontario, floods/fires, May 2012
- Niagara Region, Hurricane Sandy, October 2012
- Windsor, LaSalle recycling plant fire, May 2013
- Meaford, main water line break, July 2013
- Toronto, flooding, July 2013
- Ottawa, bus/train crash, September 2013
- Toronto, ice storm, December 2013
- Stratford, gas line break, January 2014
- Angus, tornado, June 2014
- Floods, Eastern Ontario, 2017
- Tornadoes, Ottawa/Gatineau, 2018
- Flooding – spring 2019 (Prescott-Russell, Ottawa, Bracebridge, etc.)
- Covid-19 pandemic



29

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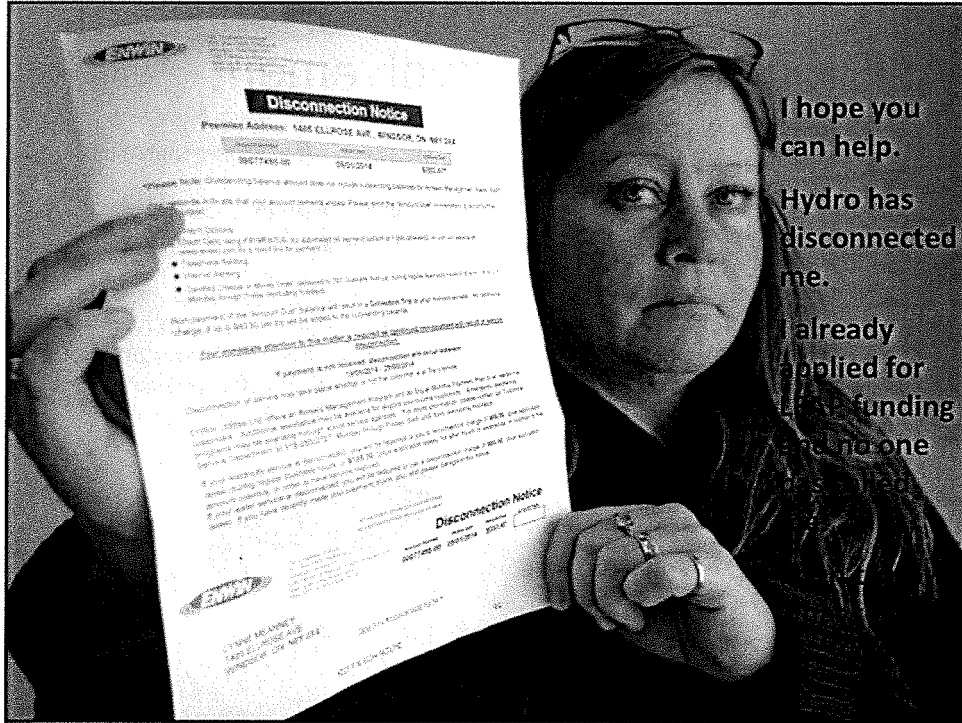


When you don't know where to turn.™

The people who call



30

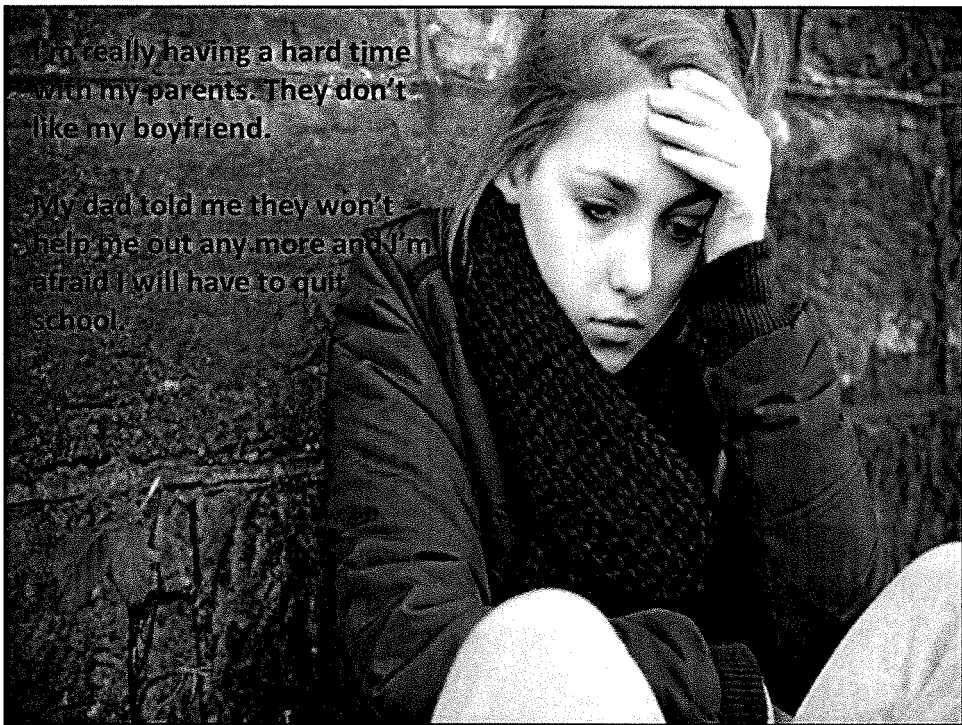


I hope you can help.

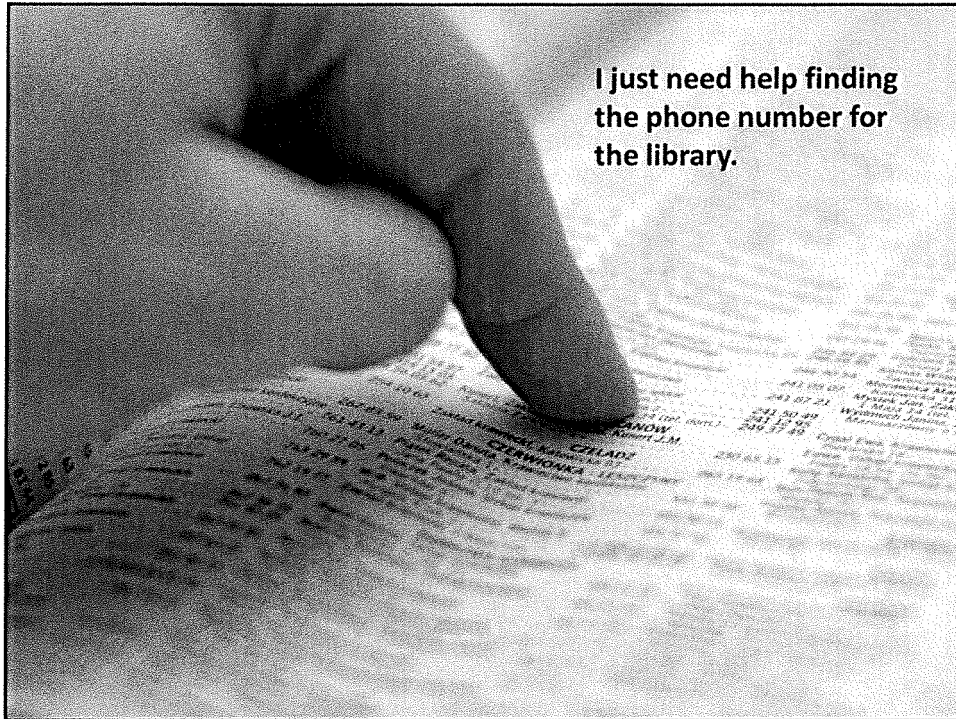
Hydro has disconnected me.

I already applied for LEP funding and no one

31



32

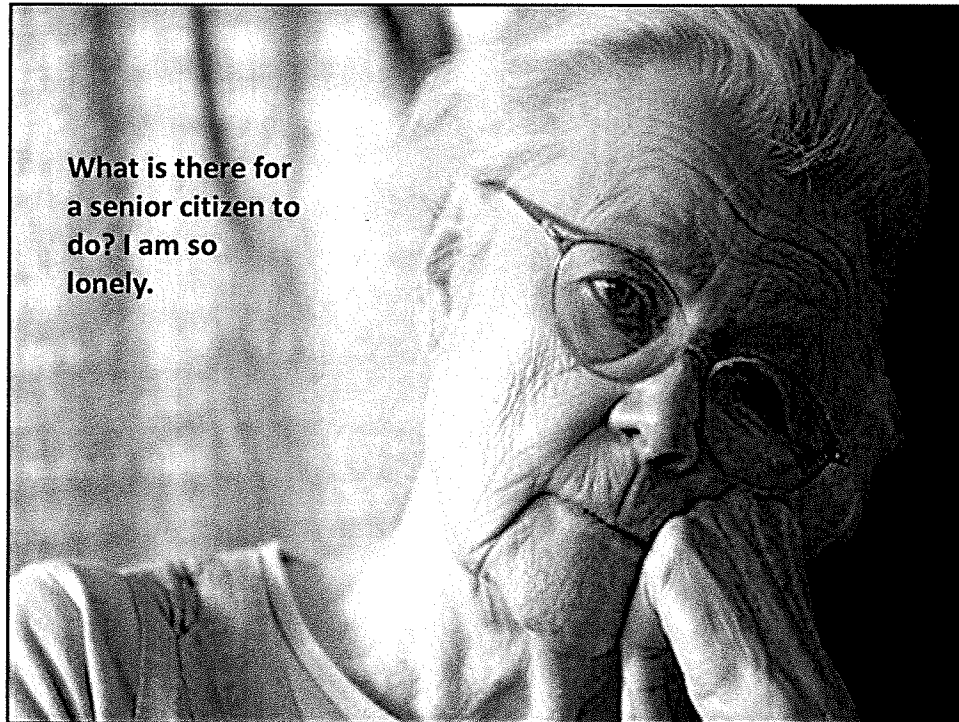


I just need help finding  
the phone number for  
the library.

33

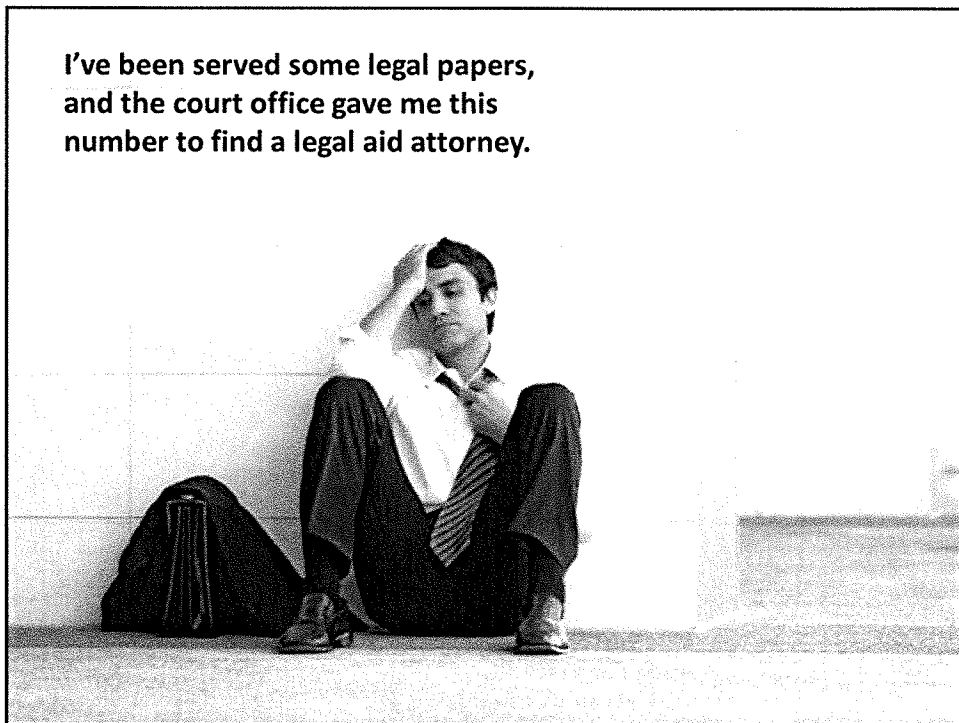


34



**What is there for  
a senior citizen to  
do? I am so  
lonely.**

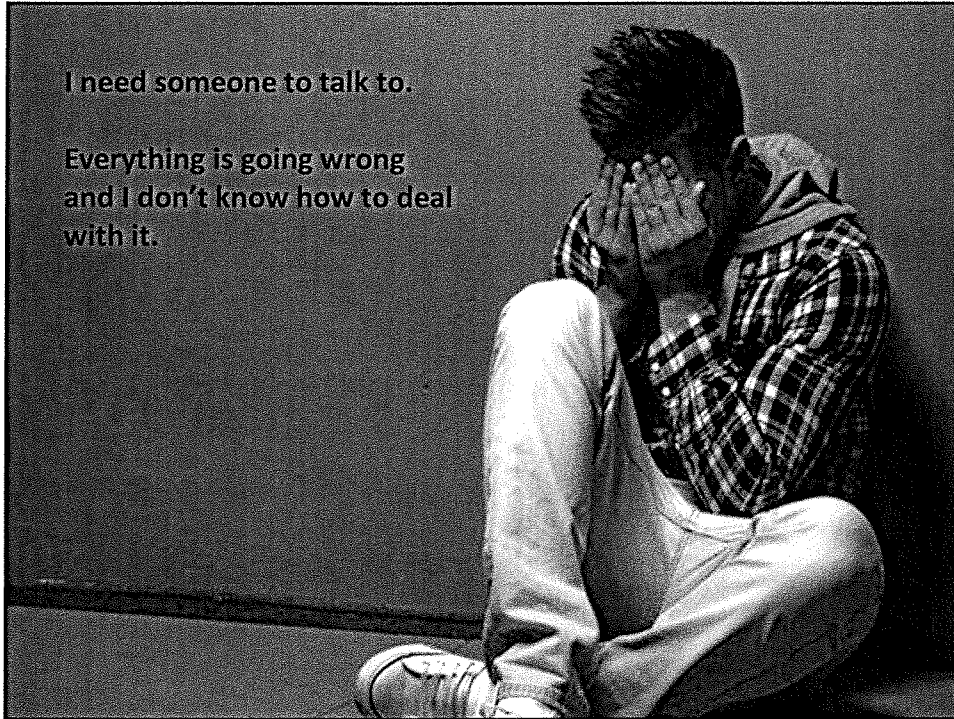
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**I've been served some legal papers,  
and the court office gave me this  
number to find a legal aid attorney.**

36






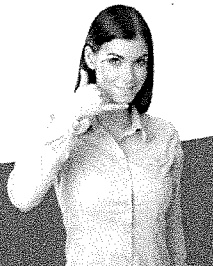
I need someone to talk to.

Everything is going wrong  
and I don't know how to deal  
with it.

37

**Questions?**

**John Hoyles**  
Executive Director  
[johnh@cneo-nceo.ca](mailto:johnh@cneo-nceo.ca)



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# **PRIORITY ISSUES**

**COMMITTEE OF THE WHOLE**

**May 9, 2023**

**Report #PD-2023-10  
Noelle Reeve, Planner**

**CONSENT APPLICATION NUMBER: B22/143  
OWNER: LEE**

**STAFF RECOMMENDATION**

**“THAT**, the Council of Tay Valley Township recommend to Lanark County that the Severance Application for Regan Lee B22/143 (Concession 6, Part Lots 5 and 6, geographic Township of North Burgess, roll number 091191101000100), 364 Blair Poole Farm Lane to create a right of way in favour of lands at (Concession 6, North ½ Part Lot 6, geographic Township of North Burgess, roll number 091191101000101), owned by Regan Lee, and extinguish the existing right of way (so that no new private road is created) be approved subject to the following conditions:

That, the balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.

That, the applicant pays any outstanding fees to the Township prior to final approval.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically, demonstrating that the new right of way is no longer than the extinguished right of way.

That, the recommendations of the August 2022 BCH Species at Risk Study be incorporated into a Development Agreement.

That, a stormwater management plan be developed for the causeway with input from the Ministry of Natural Resources and Forests to be included in the Development Agreement.

That, if the right of way is determined not to meet the 30m water setback at the time of survey, a minor variance will be required.

That any additional requirements of the Ministry of Natural Resources and Forests be met.”

## **BACKGROUND**

The proposal in application B22/143 is to extinguish a surveyed (Plan 25R 4325), but not built, 70.4m (231 ft) long right of way over Lee Trail Lane and replace it with an approximately 60m (197 ft) long right of way, already constructed to the west of the surveyed right of way (see Attachments 1, 2, and 3).

This application has raised a lot of questions from the residents in this area of Otty Lake as well as from the Otty Lake Association. Much of the concern surrounds how a wetland and lake bed could be filled with gravel to create a causeway to what was considered by the previous owners and local residents to be an island. To answer these questions, the following summary is provided.

The applicant consulted with the Planner and was told to contact the Rideau Valley Conservation Authority (RVCA) because of the presence of a wetland. The applicant then contacted the RVCA about filling the wetland and was told the RVCA does not currently regulate unevaluated wetlands so no permit was required. RVCA, however, recommended the applicant also consult with the Ministry of Natural Resources and Forestry (MNR).

The applicant spoke over the phone to the MNR and was told to keep the gravel for the proposed causeway 15m from the shore of Otty Lake (although previous MNR correspondence related to the severance of the point/island proposed in 1994 stated a 30m setback from Otty Lake was required).

After receiving calls from the Otty Lake Association and concerned residents, RVCA subsequently issued a Notice of Violation under Section 28 of the Conservation Authorities Act citing "development within the regulated flood level of Otty Lake and alteration to a watercourse (Otty Lake)".

RVCA asked the Department of Fisheries and Oceans Canada (DFO) for comment on Harmful Alteration Destruction or Disruption (HADD) to fish habitat. DFO visited the site and determined there had not been any HADD. DFO did require culverts as a mitigation for two watercourses through the wetland.

RVCA also asked the Ministry of Environment, Conservation and Parks (MECP) to comment on Species at Risk. MECP provided two guidance manuals for protecting snakes and turtles and stated that if there was development on the island, then an Environmental Impact Study would be required.

BCH Environmental, who the applicant hired to do a Species at Risk Study also prepared a Culvert Installation Mitigation Plan based on the MECP's manual, Best Management Practices for Mitigating the Effects of Roads on Amphibians and Reptile Species at Risk in Ontario.

RVCA also contacted the MNR. MNR subsequently sent an email to the RVCA stating they did not believe there was crown land involved; that the lakebed was privately owned.

After hearing from DFO, MNR, and MECP, RVCA required the applicant to undertake mitigation measures for the ephemeral watercourse at the south end of the causeway and the

watercourse at the north end of the causeway (see photos from DFO in Attachment 4).

The Otty Lake Association contacted the Office of the Surveyor General (OSG) to determine if the mapping was correct to show the point contiguous with the land when residents and the previous owner knew it as an island. The OSG referred the question to MNRF staff who stated the OSG only examines surveys related to Crown land.

Comments from MNRF related to the design of the right of way are still in process at their regional office.

## **DISCUSSION**

Consistent with Provincial Policy Statement	<i>Yes with a Development Agreement</i>
Conforms to Official Plan	Yes
Complies with Zoning By-Law	Yes
Recommend consent for this application	Yes

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer*
- *Two copies of the reference plan*
- *Recommendations of the August 2022 BCH Species at Risk Study be included in a Development Agreement*
- *That, a stormwater management plan be developed for the causeway with input from the Ministry of Natural Resources and Forests*
- *If the right of way does not meet the 30m water setback a minor variance will be required*
- *That any additional requirements of the Ministry of Natural Resources and Forests be met.*

### **Provincial Policy Statement**

No concerns. Sections 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, is met as an existing right of way is being relocated to the west.

Section 2.1 Natural Heritage is met if the requirements of the August 2022 Species at Risk Study and a stormwater management plan are included in a Development Agreement as well as any additional requirements of the MNRF.

Section 3.1 Protecting Public Health and Safety – The right of way is not above the flood elevation established on Otty Lake. Safe access would need to be demonstrated if development is proposed to be served by the relocated right of way.

### **County Sustainable Community Official Plan**

Section 3.3.3.1 Rural Area Land Use Policies Objectives are to: ensure development is consistent with rural service levels; to maintain the distinct character of rural, waterfront and settlement areas; and to ensure that development is compatible with natural heritage.

Sections 4.4.2 Watershed Planning, 4.4.3 Surface Water Management Plans, and 5.5.7 Fish Habitat can be addressed through a stormwater management plan and a Development Agreement.

### **Official Plan**

Section 2.24.1 Waterfront Development states that development or site alteration such as filling, grading or excavating shall occur a minimum distance of 30m from the highwater mark of any waterbody. The proposed right of way appears to meet the 30m water setback. If the proposed right of way is determined not to meet the 30m setback when it is surveyed, a minor variance would be required.

Section 2.24.6 Storm Water Management states that storm water management is important to the Township's broader interest in protecting water quality. The Township will ensure that adequate consideration is given to stormwater management including offsite impacts. A stormwater management plan is required with recommendations to be included in the Development Agreement.

Section 2.22.2 Fish Habitat and Adjacent Lands states that fish habitat shall be protected. The Department of Fisheries and Oceans visited the site and stated that they did not believe Harmful Alteration Destruction of Disruption (HADD) of fish habitat occurred.

Section 2.22.4 Threatened and Endangered Species Habitat protection will be met if the recommendations of the August 2022 BCH Species at Risk Study are enforced through a Development Agreement.

### **Zoning By-Law**

Both the existing surveyed right of way and the proposed right of way are located on property zoned Residential Limited Services Special Exception 75 (RLS-75). The RLS-75 zone requires that no development occur greater than 50m from the southwest property line (to protect a Provincially Significant Wetland).

The proposed right of way does not fall into this location.

### **Rideau Valley Conservation Authority (RVCA)**

RVCA had no objection. The wetland that exists between the point/island and the mainland "is not regulated by the RVCA at this time".

The RVCA required permits for two culverts "to mitigate the alteration to the defined watercourses within the wetland".

RVCA noted in their comments that "the 1:100-year flood level on Otty Lake is 132.69 m above sea level. To ensure safe access/egress is available along the proposed right of way, the top of any road should be no more than 30 cm below the 100-year flood level."

RVCA also noted "any alteration to a watercourse or shoreline of Otty Lake requires prior written permission from our office by Ontario Regulation 174/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)".

## **Mississippi Rideau Septic System Office (MRSSO)**

Not circulated.

### **Public Comments**

A number of individual residents and the Otty Lake Association have raised questions about how a wetland and open water between an island and the shoreline could be filled in without consequences.

Concern was expressed that the survey showing the island touching the mainland was wrong and should not be used as the basis for relocation of the right of way. Requests were made for a proper survey showing the break between the mainland and island to be provided or that the Surveyor General of Ontario should be consulted to clarify the accuracy of the survey.

### **CLIMATE CONSIDERATIONS**

While the filling of the wetland removed its carbon sequestration capacity, the proposal to extinguish one right of way and replace it with another located slightly to the west does not change the overall situation.

### **CONCLUSION**

The Planner recommends that the consent be granted, subject to the conditions listed in the Staff Recommendation section above.

### **ATTACHMENTS**

- i) Lanark County Land Division Notice of Application - Cover
- ii) Lanark County Land Division Notice of Application – Map
- iii) Location of proposed right of way from BCH Species at Risk Study
- iv) Watercourses identified by Department of Fisheries and Oceans

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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



**NOTICE OF APPLICATION FOR CONSENT  
CIRCULATION NOTICE AND NOTICE OF PUBLIC MEETING**

*Clause 53(5) (a) of the Planning Act  
Section 3, O. Reg. 547/06 as amended*

**To:** EVERY LANDOWNER WITHIN 60 METRES OF THE SUBJECT LANDS

**File No.:** B22/143  
**Subject Land:** Lot 5 & 6 Con 6 geographic Township of North Burgess  
**Municipality:** Tay Valley Township  
**Owner:** Regan Lee

---

**TAKE NOTICE:** An application for consent to convey an interest in the subject lands has been made to the Lanark County Land Division Committee, the consent granting authority in these matters.

**PURPOSE AND EFFECT:** A key map showing the location of the subject lands is attached  
To provide a legal easement/right-of-way over the existing property

**OTHER RELATED APPLICATIONS:**

**NEED TO MAKE SUBMISSIONS:** The Land Division Committee will meet in the near future to determine whether a provisional consent is to be given. In order to assist the Committee in its review of the proposal, you are requested to provide recommendations **on or before January 13<sup>th</sup>, 2023**. If you are not able to respond by the date specified, please let us know when we may expect to receive your recommendations. If we do not hear from you, the Committee may assume you have no comments or concerns regarding this matter and may proceed to make a decision.

If a person or public body that files an appeal of a decision of the Land Division Committee in respect of the proposed consent does not make written submissions to the Land Division Committee before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

**VIRTUAL PUBLIC MEETING:** A virtual public meeting will be scheduled once we have completed our review of the proposal. If you wish to be notified of the public meeting, you must make a written request to the undersigned.

**REQUESTING NOTICE OF DECISION:** If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

**GETTING ADDITIONAL INFORMATION:** Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 21<sup>st</sup> day of December 2022.

Julie Stewart, County Planner  
Lanark County, 99 Christie Lake Rd.  
Perth, ON K7H 3C6

Telephone: (613) 267-4200, Ext. 1520  
Fax: (613) 267-2964  
E-mail: [plan@lanarkcounty.ca](mailto:plan@lanarkcounty.ca)

# LANARK COUNTY

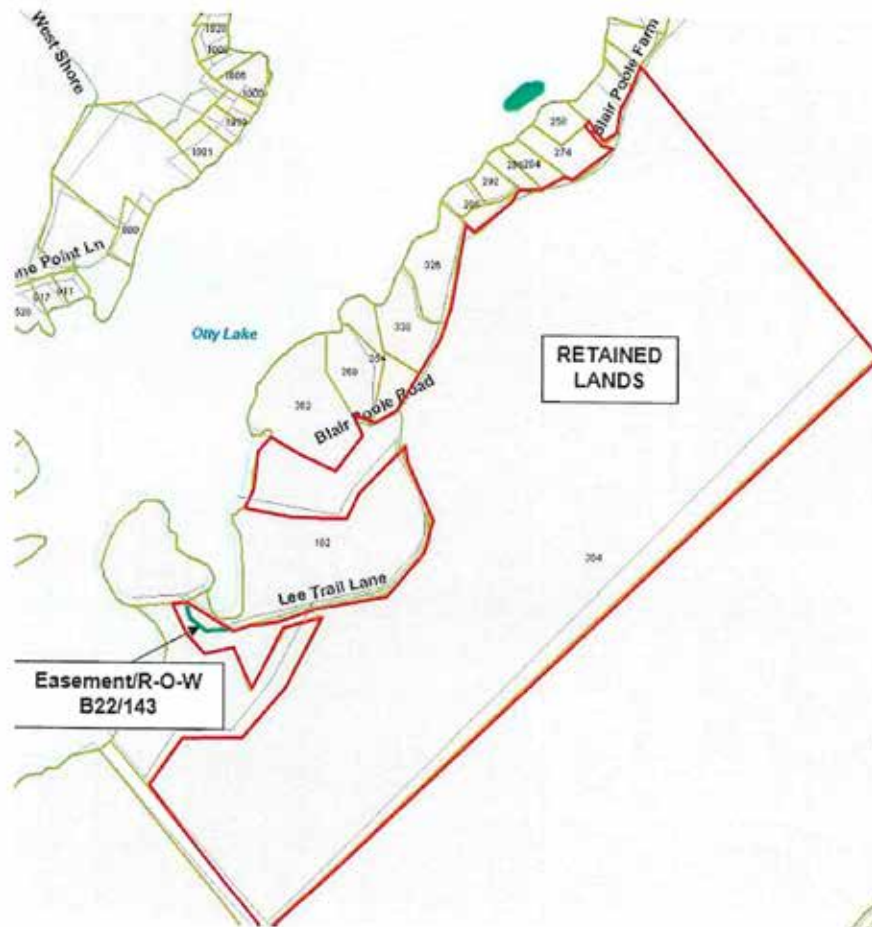
**File# B22/143**

Landowner: Regan Lee

Subject Land: Lot 5 & 6  
Concession 6, geographic  
Township of North Burgess,  
now in Tay Valley Township

-  Easement/R-O-W
-  Subject Property
-  Parcel Fabric

APPLICATION FOR CONSENT  
"Sketch Only"  
Prepared by Lanark County  
Planning Dept.  
**NOT A LEGAL SURVEY**



The above is for reference purposes only and may not be to scale – complete details are found in the application form.





20373 Bethune Street  
South Lancaster, On  
K0C 2C0  
613.571.8883  
shaun@bchenviro.ca

August 28, 2022

Attn: Regan Lee

**Re. CULVERT INSTALATION MITIGATION PLAN - 364 BLAIR POOLE FARM  
LANE, OTTY LAKE**

This mitigation plan is intended to meet the requirement set out in the Best Management Practices for Mitigating the Effects of Roads on Amphibians and Reptile Species at Risk in Ontario (2016;BMP).

The proponent is required to install two culverts on an existing gravel road at 364 Blair Poole Farm Lane, Otty Lake.

**EXISTING CONDITIONS**

The gravel access road crosses a tall shrub swamp. The eastern banks consist of deciduous forest and the western banks consist of coniferous forest.

The tall shrub swamp consisted of a three form wetland: tall shrub (glossy buckthorn, speckled alder, buttonbush, sweet gale, and leatherleaf); narrow-leaved emergent (grasses, sedges, lake sedge, and reed canary grass); and herbaceous (purple loosestrife, marsh fern, and royal fern). Silver maple and American elm were also present. At the western culvert there was a small channel (100cm wetted width) with an average water depth of 40cm. Sediment at this location consisted of fines and was very soft extending another approximately 60 cm until bedrock. At the time of the visit some portions of this small channel were dry. There was no real channel present at the eastern culvert, more of a low lying area.

The western bank consisted of coniferous forest (white pine), while the eastern bank consisted of deciduous forest (sugar maple) with a band of coniferous trees along the shoreline (white cedar and white pine).

**PURPOSE**

Through species at risk screening, turtles (Blanding's turtle) have been identified as potentially utilizing the area (see Species at Risk Report). The installation of the proposed culverts are being proposed to mitigate any impediment to turtle movement due to the presence of the gravel access road.



20373 Bethune Street  
South Lancaster, On  
K0C 2C0  
613.571.8883  
shaun@bchenviro.ca

#### DESIGN/LOCATION

The location of the proposed culverts was established through consultation with the proponent and the CA. The culverts being proposed are open-top (grate) box tunnels which will be 12m long, and a minimum 1.5 wide (open space between walls; no wider than 2m), 1m tall and will be constructed to the standards present in the BMP. These culverts are optimum for turtles.

#### MITIGATION MEASURES

The following mitigation measures are recommended:

- Any stock piles of soil or fill material will be stored 30 m from the edge of the wetland and river and protected by silt fencing.
- No work will occur until the appropriate sediment and erosion control measures have been properly implemented. At a minimum, they will include the following items and steps:
  - o Properly installed sediment fencing along the edge of the work area to contain any particles which may enter the wetland or river. Fencing will be installed on the edge of the work area.
  - o Monitoring of sedimentation outside of the sediment fencing will occur throughout the day. Additional monitoring during rain events will be needed.
  - o The contractor will be responsible to ensure that the measures chosen are appropriate for the site and are functioning as intended.
- Should dust particles be created during construction they will be suppressed using the appropriate method (i.e. water spraying).
- There will be no use of herbicides in clearing of vegetation.
- Additional materials (i.e. rip-rap, filter cloth and silt fencing) should be readily available in case they are needed promptly for erosion and/or sediment control.
- The sediment fencing will not be removed until the vegetation has become re-established.
- All lands outside of the proposed development area are to be maintained in a natural vegetated state.
- Culvert meets the requirements in the BMP and this Report.
- The tunnel floor should be buried with natural substrate and cover objects
- Open-top tunnels must be at grade with road surface.
- Size of tunnel must fit within the vertical road profile so that top load is adequate for structural stability.
- Regular maintenance is required for long-term effectiveness of all tunnels to ensure the microhabitat is intact, passageways are clear of debris, and that suitable substrate remains.
- Construction staff is to be made aware of the characteristics of turtles (especially Blanding's Turtle) and in the event that these and/or any Species at Risk (SAR) are encountered during site clearing, work in the area will be stopped immediately. Measures will be undertaken to ensure the animal is not harmed and the project biologist and the



20373 Bethune Street  
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shaun@bchenviro.ca

Ministry of the Environment, Conservation and Parks contacted to discuss how to proceed.

- To discourage wildlife from entering the work areas during construction, the site should be kept clear of food wastes and other garbage. Proper drainage should be provided to avoid accumulation of standing water, which could attract amphibians, birds, and other wildlife to the work areas.
- The contractor will have a spill kit on-hand at all times in case of spills or other accidents;
- The extent of exposed soils is to be kept to a minimum at all times. Revegetation of exposed, non-developed areas is to be achieved as soon as possible
- Prior to machinery entering the Site, ensure that it is cleaned in accordance with the "Clean Equipment for Industry Protocol" found at: [http://www.ontarioinvasiveplants.ca/wp-content/uploads/2016/07/Clean-Equipment-Protocol\\_June2016\\_D3\\_WEB-1.pdf](http://www.ontarioinvasiveplants.ca/wp-content/uploads/2016/07/Clean-Equipment-Protocol_June2016_D3_WEB-1.pdf).
- Environmental Compliance Inspections During and Post Construction.

#### **CONCLUSION**

To conclude, it is the professional opinion of the author that the above mitigation measures meet the conditions set out in Best Management Practices for Mitigating the Effects of Roads on Amphibians and Reptile Species at Risk in Ontario.

Thank You

Shaun St.Pierre, B.Sc. Biology  
BCH Environmental Consulting Inc.  
20373 Bethune Street,  
South Lancaster, On  
K0C 2C0  
613.571.8883  
shaun@bchenviro.ca

APPENDIX A: MAP



- To: [Regan\\_lee@yahoo.ca](mailto:Regan_lee@yahoo.ca)  
Cc: Laura Cummings <[laura.cummings@rvca.ca](mailto:laura.cummings@rvca.ca)>  
Subject: RE: Otty Lake - Blair Poole Lane



Hi Regan,

Fisheries and Oceans Canada (DFO) has completed the review of the road construction on Blair Poole Lane. Our assessment has determined that the road construction is not likely to have resulted in a harmful alteration, disruption or destruction (HADD) to fish habitat. For future works in and around fish habitat, please consult our website: [Request a review of your project near water: Step 1. What this service offers](#). We recommend submitting a Request for Review form prior to in-water work taking place so that site specific mitigation measures can be recommended for the protection of fish and fish habitat. There are restricted timing windows for in-water work that are in place to protect spawning fish, specific ESC that should be installed, as well as design recommendations such as relief culverts that DFO would specify prior to work starting.

**Request a review of your project near water: Step 1.  
What this service o...**

If your project is unable to meet the criteria, you must submit your project proposal to DFO for review (DFO has...



Location	Photo
<p data-bbox="318 338 500 380">44.8113485349519, - 76.23770363222495</p> <ul data-bbox="370 401 537 464" style="list-style-type: none"> <li>- Close to the point, defined channel on both sides</li> </ul>	
<p data-bbox="318 898 500 940">~44.81102222695816, - 76.23685983552357</p> <ul data-bbox="370 961 529 1108" style="list-style-type: none"> <li>- Close to the start of the road on the east side near 'main land'</li> <li>- Channel less defined on the west side of road</li> </ul>	

I recommend working directly with RVCA to resolve any permitting issues and discuss the culvert installations. If you have any questions, do not hesitate to contact me.

**Amanda Conway**

**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

**Report #PD-2023-13**  
**Noelle Reeve, Planner**

**DRAFT CANNABIS POLICY**

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

It is recommended:

**“THAT**, the Cannabis Policy recommendations for amendments to the Zoning By-Law as outlined in Report #PD-2023-13 – Draft Cannabis Policy, be adopted;

**THAT**, the changes to the Zoning By-Law be brought forward as part of the Zoning By-Law Comprehensive Review;

**AND THAT**, once the Zoning By-Law is updated, the changes to the Site Plan Control By-Law be brought forward.”

### **BACKGROUND**

On November 20, 2018 the Ministry of Finance announced funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund. The fund provided the Township with \$21,146.00, to assist with the implementation costs of recreational cannabis legalization, including policy development.

Cannabis operations are highly regulated by the federal and provincial governments with respect to location, security, etc. and outside expertise was required to assist with developing the necessary policies.

### **DISCUSSION**

The Township waited to develop policies related to cannabis to see what the uptake would be and what the potential issues may be. Currently there is only one cannabis farm and no production facilities in the Township. In anticipation of potential future developments in this industry, the Township retained Jp2g to research and write a policy regarding cannabis (see Attachment 1).

The Planner supports all the recommendations contained in the report in regard to amending

the Zoning By-Law and Site Plan Control By-Law. The Planner supports the option presented to “accommodate cannabis production under the existing Official policies, treating cannabis production similar to other agricultural or industrial activities”.

The Planner does not support the option to amend the Official Plan to establish specific cannabis cultivation and processing policies because the Township is currently in the process of updating the Official Plan and does not need this extra complication when its existing Agriculture and Rural polices are sufficient.

## **OPTIONS CONSIDERED**

**Option #1 (Recommended)** - Adopt the Draft Cannabis Policy recommendations for amendments to the Zoning By-Law and Site Plan Control By-Law as outlined in this report.

**Option #2** - Do not amend the Zoning By-Law.

## **FINANCIAL CONSIDERATIONS**

The retention of the consultant as well as the costs associated with updating the zoning by-law and site plan control by-law (ex. advertising, legal review, etc.) will be paid for by the grant.

## **STRATEGIC PLAN LINK**

Economic development.

## **CLIMATE CONSIDERATIONS**

Not Applicable.

## **CONCLUSION**

That Council adopt the zoning amendment recommendations and site plan control by-law amendments proposed in the Draft Cannabis Policy, but not the recommendations to amend the official plan. The changes to the zoning by-law will occur as part of the Zoning By-Law Comprehensive Review later this year, followed by an update to the Site Plan Control By-Law.

## **ATTACHMENTS**

i) DRAFT Cannabis Policy by Jp2g

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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



# Cannabis Production – Discussion Paper

## Draft for Staff Review

### Tay Valley Township Cannabis Policy

April 17, 2023

Jp2g Project # 21-7016E





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## 1 Introduction

As of October 17, 2018, the Federal Cannabis Act has made it legal for adults who are 18 years of age or older to:

1. Possess up to 30 grams of legal cannabis.
2. Buy cannabis in various forms (dried, edibles, oils) from a provincially licensed retailer.
3. Grow licensed seed or seedlings, up to 4 cannabis plants per residence for personal use.

The legalization of recreation cannabis brings with it a need for municipalities to assess their planning documents to ensure that they regulate this new land use in a manner deemed appropriate by the Council. The scope of this report focuses on the commercial production of cannabis and does not discuss the growing of cannabis for personal use. The following paper presents the responsibilities of the various levels of government and their respective jurisdictions as it relates to cannabis. The report is divided into three sections: jurisdictions, planning related issues, and municipal regulations.

## 2 Government Jurisdictions to Regulate Cannabis

### 2.1 Federal Responsibility

The Cannabis Act was passed by the Federal government in 2018 and was intended to provide a strict legal framework for controlling the production, distribution, sales, and possession of cannabis across Canada. The Act has three goals:

- Keep cannabis out of the hands of youth;
- Keep profits out of the pockets of criminals; and,
- Protect public health and safety by allowing adults access to legal cannabis.

The Cannabis Act includes measures to prevent youth from accessing cannabis, including age restrictions and restricting the promotion of cannabis. The federal legislation established a minimum age of 18 year to possess or use cannabis. The Ontario companion legislation increased the age to 19 years old, the same age used for the use and purchase of tobacco and alcohol in the province. The federal legislations regulate the promotion and packaging of cannabis products so that they are not appealing to youth.

The federal legislation also protects public health through creating strict safety and quality regulations, including shared responsibility with the Province of Ontario, strict requirements for who can grow and manufacture cannabis, regulating the types of cannabis products available for sale, packaging and labelling requirements, serving size and potency, good production practices, tracking requirements, and restrictions on promotional activities.

### 2.2 Provincial Responsibility

Under the shared responsibility with the Province of Ontario to oversee the cannabis regulatory system, the provincial government is responsible for the age of consent (but cannot go below 18 years set by the federal Act), regulating possession limits, regulating the amount of cannabis grown at home, and restricting where adults can consume cannabis.

Within Ontario, the age at which you can buy, use, possess, and grow recreational cannabis is 19 years and older, the same as the minimum age for the sale of tobacco and alcohol in Ontario. The province has also identified that consuming cannabis can be generally in the same locations as where you are able to smoke/vape tobacco: private residences, many outdoor public places (sidewalks), and designated smoking areas (subject to municipal by-laws). The provincial regulations restrict the use of cannabis in indoor common areas, enclosed public and work places, within 20m of a school property or child's playground/day care facility, within 9m of a hospital, psychiatric facility, long-term care homes, and independent health facilities, outdoor grounds of hospitals, publicly owned sports fields and spectator areas within 20m of a sports field, vehicles and boats, restaurants and



bar patio, or within 9 m of such spaces, Ontario government properties, and reserved seating areas at outdoor sports and entertainment locations.

### 2.3 Municipal Responsibility

The role of local municipalities related to the regulation of cannabis focuses on land use controls and regulation of where smoking is permitted. Most municipalities, including Tay Valley Township, have an Official Plan which sets out land use policies that govern various forms of land use such as agriculture, aggregate extraction, residential development, commercial development, and industrial activities. The Township also has a zoning by-law which sets out specific regulations and performance standards for various forms of development. Finally, the Township has a site plan control by-law which regulates land subject to site plan control to ensure orderly development of the property. In some municipalities (mostly larger urban) the licensing of business is also a requirement. The Township also has the ability to pass a smoking by-law under Section 115(1) of the Municipal Act, 2001, to prohibit or regulate the smoking in public places and workplaces.

The following is a summary of roles and responsibilities related to cannabis.

Federal	Provincial/Territorial	Municipal
<ul style="list-style-type: none"> <li>• Cannabis production</li> <li>• Cannabis possession limits</li> <li>• Trafficking</li> <li>• Advertising</li> <li>• Minimum age limits (18)</li> <li>• Oversight of medical cannabis regime, including personal cultivation registration</li> </ul>	<ul style="list-style-type: none"> <li>• Wholesale and retail distribution of cannabis</li> <li>• Selection of retail distribution model</li> <li>• Workplace safety</li> <li>• Discretion to set more restrictive limits for:               <ul style="list-style-type: none"> <li>○ Minimum age for consumption</li> <li>○ Possession amount</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Zoning (density, location)</li> <li>• Retail locations</li> <li>• Home cultivation Business Licensing</li> <li>• Building Codes Nuisance</li> <li>• Smoking restrictions</li> <li>• Odours</li> <li>• Municipal workplace safety Enforcement</li> <li>• Regulations around public consumption</li> <li>• Municipal cost considerations related to local policing</li> </ul>

This report will focus on the municipal responsibilities as they relate to the regulation of cannabis.

## 3 Planning Related Issues Associated with Cannabis Production

It is generally acknowledged that the production of cannabis can result in various forms of nuisances which should be mitigated to ensure no adverse effects on neighbouring properties and general land use compatibility.

The cultivation and processing of cannabis is widely known to have an odour impact up to 500m from the site, depending on temperature and winds. There are various ways in which odour can be addressed, including filtered ventilation systems, separation distances, vegetative barriers, and building locations. These are matters that are typically addressed through the zoning by-law and the use of site plan control.

Another nuisance associated with greenhouse cultivation of cannabis is the bright lights used to promote cultivation, which can be on for up to 20 hours per day. The impact on the rural character and dark skies caused by light pollution can be significant. Special consideration to the issue of light pollution from greenhouse cultivation should be considered by Council when assessing such development proposals.

Other nuisances can include increased traffic generation which are generally mitigated through traffic impact assessments.

With all forms of cannabis cultivation there is a need to utilize large volumes of water. It is assumed that the vast majority of cannabis cultivation in the Township will be on private services. Given the nature of the





business, it may be beneficial to require a hydrogeological assessment to demonstrate that potable water is available and will not negatively impact neighbouring development.

Finally, the federal and provincial site security requirements may result in cannabis production facilities having a different look and feel than other existing rural land uses. The presence of security fencing, controlled access and security stations at the entrance to the site, and the presence of building ventilation systems can all result in changes to the character of a neighbourhood.

## 4 Municipal Regulation of Cannabis Overview and Options

### 4.1 Official Plans

The primary policy document for the management of land use within the Township is the Tay Valley Township Official Plan (TVTOP), which was approved in 2016 and has recently undergone a review and update that is currently waiting for approval from the County of Lanark.

With regards to the issue of cannabis, the Tay Valley Township OP was assessed in terms of policies related to the cultivation of cannabis, processing of raw cannabis into commercial products, and the retail sale of cannabis. The scan of the updated Tay Valley Township Official Plan (as adopted) found that there is no mention of cannabis in any form within the document, either related to definitions, land use, or policy.

Although there is no specific mention of cannabis, a number of the Official Plan policies are relevant to the issue of cannabis production. Section 3.2, Agriculture, Land Use Policies, notes that lands within the "Agricultural" designation are intended to "be used primarily for growing crops (field, nursery, and horticultural crops), raising livestock and other animals for food, fur, or fiber (including poultry and fish), aquaculture, apiaries, agroforestry, maple syrup production, and associated on-farm building and structures." The permitted uses go further to permit "commercial and industrial uses providing agriculture-related services and supplies and that require close proximity to farm operation."

Section 3.6, Rural, Land Use Policies, applies to the bulk of lands within the Township and includes a wide variety of land types and activities at relatively low density. "Rural" designated lands are recognized for their historic role in accommodating farm communities and include "those uses permitted in the Agriculture designation" as well as other uses related to outdoor recreation, commercial, industrial, and residential uses.

Overall, the Official Plan contemplates agricultural uses as well as on-farm diversified uses and agriculture-related uses throughout the Township on both the "Agriculture" and "Rural" designations. The "Rural" designation also anticipates a wide range of low-density commercial activities, including "retail uses" and industrial activities, including "agricultural processing facilities".

These policies are in compliance with the Lanark County Sustainable Communities Official Plan and the Provincial Policy Statement (2020) direction, related to agricultural and rural land uses.

It is concluded that the Tay Valley Township Official Plan currently has the policies to permit the cultivation and processing of cannabis within the existing policy context. The Township could consider cannabis cultivation under the existing Official Plan policies related to the "Agriculture" and "Rural" designations. It would also be possible to consider the processing and related activities as a permitted, on-farm, diversified use related to the cultivation activities.

In general, it is possible for the Township to accommodate cannabis production under the existing OP policies, treating cannabis production similar to other agricultural or industrial activities.

#### 4.1.1 Official Plan Options

Based on an industry scan, it appears that TVT agricultural and rural OP policies are similar to many rural municipalities. In order to address the cultivation, processing, and retail of cannabis products related to Official plan policies, the following options have been identified for Council's consideration:



1. The Township has the option to simply allow cannabis related activities (cultivation, processing, and retail) to take place within the existing policy context of the Official Plan, regulating cannabis as any other agricultural or industrial activity. In this case there would be no change to the policies of the Official Plan.
2. The Township could initiate an amendment to the Official Plan to clarify that the policies of the Official Plan are intended to recognize cannabis related activities (cultivation/processing) as being permitted under the broader agricultural and industrial land use policies within the Township. This option would simply clarify the intent of the existing policies.
3. The Township could initiate an amendment to the Official Plan which establishes specific Cannabis Cultivation and Processing policies in the Official Plan, and which would require a site-specific zoning by-law amendment to permit a cannabis production facility to proceed. This is the approach the Township currently takes with all new commercial/industrial uses in the Rural area and may be appropriate with cannabis production (i.e., Section 3.6.5 (7) & 3.6.6 (6) of OP).
4. The Township could also initiate an amendment to the Official Plan which would prohibit cannabis cultivation and/or processing and other related activities within the Township.

A scan of Eastern Ontario Official Plans concluded that there is no standard approach taken by municipalities in addressing cannabis related Official Plan policies. The County of Renfrew and County of Peterborough Official Plans were found to contain cannabis policies related to cultivation and processing. The Official Plans of Lanark County, Prince Edward County, Frontenac County, United Counties of Leeds and Grenville, and United Counties of Stormont, Dundas, and Glengarry appear to be silent on the subject of cannabis.

Given the potential nuisances that can result from cannabis production, and the Township's approach to new commercial and industrial uses in the rural area, there is a strong argument to be made in support of option three (3) which would establish specific Official Plan cannabis policies that would require a site-specific zoning by-law amendment to regulate cannabis production. The range of nuisances associated with cannabis production may trigger the need for supporting studies, such as odour impact assessments, light pollution assessments, and hydrogeological assessments, which would be submitted in support of a site-specific zoning amendment. As noted, this is the approach currently used by the Township for new commercial/industrial uses in the rural area and would seem to be the best suited approach to manage cannabis production within the Township.

An Official Plan policy similar to that found in the Renfrew County Official Plan which regulates "Cannabis Production Facility", is recommended for Tay Valley Township and reads as follows:

"A Cannabis production facility means a building or land used for the cultivation, processing, testing, destruction, packaging, and/or shipping of Cannabis in accordance with Provincial and Federal licensing requirements. Cannabis production facilities may be permitted within the Agriculture, Rural, and Employment designations, subject to a site-specific zoning by-law amendment. The Zoning By-law may contain specific cannabis production regulations that may address items such as separation distances and setbacks from sensitive land uses, scale of operations, buffering, fencing and securities matters, licensing requirements, and define and class different types of cannabis production. Cannabis production facilities shall be subject to site plan control. In support of site-specific zoning by-law amendments, the Township may request various studies, including but not limited to odour suppression, light pollution, hydrogeological assessment, land use compatibility, and traffic impact."

#### 4.1.2 Zoning By-Law Options

An industry scan identified that many municipalities have addressed cannabis production through their zoning by-law. It is appropriate for Tay Valley Township to update their Zoning Bylaw to include regulations related to cannabis production. The update could introduce definitions and regulations to address cannabis production. The following recommended changes to the Township's Zoning By-law are designed with the assumption of a ZBA requirement for new cannabis production facilities.



## Definitions

It is recommended that the Zoning By-law be updated to contain definitions of “cannabis” (i.e., regulated and not hemp), “agricultural cannabis production facility”, and “industrial cannabis production facility”.

“Cannabis” shall mean a genus of flowering plant in the family Cannabaceae. This definition does not include the industrial or agricultural production of hemp which is a source of foodstuffs (i.e., hemp milk, hemp seed, hemp oil, etc.), fiber, and biofuels.

“Agricultural Cannabis Production Facility” means an outdoor or greenhouse facility for the commercial cultivation and processing of cannabis authorized by a federally issued license, and is to be considered an agricultural use (cultivation) or on-farm diversified use (processing).”

“Industrial Cannabis Production Facility” means a building used for cultivating, producing, processing, destroying, storing, packaging and/or distribution, or analytical testing and research of cannabis authorized by a federally issued license. No part of such an operation, whether accessory or not, may be located outside. Such a use is to be considered a general industrial use subject to the Minimum Separation Distance Guideline D-6.

In addition to the above definitions, it is recommended that the Zoning By-law be updated to include general provisions for the establishment of an Agricultural or Industrial Cannabis Production Facility:

### “Agriculture Cannabis Production Facility Provisions – Agricultural & Rural Zone

- a) Notwithstanding any other provisions of the By-law, Agriculture Cannabis Production Facility shall be limited to the Agriculture and Rural zones and subject to a site- specific zoning by-law amendment that addresses the following provisions:
  - i. Maximum combined gross floor area of all building(s) associated with Agricultural Cannabis Production shall be 2,000 square metres.
  - ii. No building, structure, or portion thereof used for agricultural cannabis production purposes that is equipped with air treatment control shall be located within 150 metres from a sensitive land use located on a separate parcel of land.
  - iii. No building, structure, or portion thereof used for agricultural cannabis production purposes that is not equipped with air treatment control shall be located within 300 metres from a sensitive land use located on a separate parcel of land.
  - iv. No building or structure associated with Agricultural Cannabis Production in the Agriculture or Rural zone shall be located within 100 metres of any lot line.
  - v. No security fencing greater than 1.2 metres in height may be located within 30 metres of any lot line.
  - vi. Agricultural Cannabis Cultivation is permitted in a greenhouse or outdoors.
  - vii. No building height shall exceed 10.5 metres.
  - viii. All buildings and structures, including greenhouses, associated with an Agriculture Cannabis Production Facilities shall be subject to site plan control.
  - ix. All other relevant provisions of the Zoning By-law shall apply.

Except for driveways, the road frontage of the lot shall be continuously landscaped with a buffer of non-invasive trees and shrubs, 2 metres or more in width and 1.5 metres or more in height.”

### “Industrial Cannabis Production Facility Provisions – General Industrial Zone

- a) Notwithstanding any other provision of this By-law, an Industrial Cannabis Production Facility shall be limited to the General Industrial zone and subject to a site- specific zoning by-law amendment that addresses the following provisions:
  - i. No building, structure, or portion thereof used for cannabis production purposes that is equipped with air treatment control shall be located within 150 metres from a sensitive land use located on a separate parcel of land.





- ii. No building, structure, or portion thereof used for cannabis production purposes that is not equipped with air treatment control shall be located within 300 metres from a sensitive land use located on a separate parcel of land.
- iii. A building or structure used for security purposes for cannabis production and processing, may be located in the required front yard and does not have to comply with the required minimum front yard, side yard, and rear yard setbacks.
- iv. Outdoor storage is prohibited.
- v. All buildings and structures related to an industrial cannabis production facility shall be subject to Site Plan Control.
- vi. All other relevant provisions of the Zoning By-law shall apply.”

Combined, the provisions for agricultural and industrial cannabis production should cover the likely activities associated with the legal production of cannabis within the Township. The agricultural cannabis production will deal with greenhouse and outdoor cannabis production within the Agricultural and Rural zones, as well as buildings for the processing of cannabis. The industrial cannabis production will address indoor cannabis production within the General Industrial zone. It should be noted that for agriculture cannabis production only, the buildings would be subject to site plan control and not any outdoor cultivation fields.

It is assumed that issues such as odour, light pollution, traffic impact, land use compatibility, and water supply will be addressed through studies identified in the Official Plan as being required for a complete application for a cannabis production facility.

The scan of Eastern Ontario zoning by-laws suggests that the vast majority of municipalities are addressing the retail sale of cannabis through their existing definition of retail. This appears to be largely based on the fact that the Province has a strict licensing system for the retail sale of cannabis and that no further performance criteria are required to adequately regulate this use. It is recommended that this approach be adopted by the Township.

It is assumed that any signage related issues with a cannabis production facility will be addressed through the Township’s Sign By-law. However, Council does have the option of including size and locational limitations on signage through the above performance criteria should they wish. Signage location and design may be addressed through site plan control.

#### 4.1.3 Site Plan Control Options

Site Plan Control is a planning tool set out in the Planning Act to regulate the placement of buildings and structures on property and binds the development of the land to approved plans through a site plan agreement registered on the title of the property. Site Plan Control is typically used for commercial and industrial land uses. It is generally accepted that cannabis production facilities should proceed through site plan control.

In doing so, the Township is authorized to request that the proponent provide plans showing the location of all buildings and structures to be erected, and showing the location of all facilities and works to be provided. Details related to fencing and security, compliance with the setbacks to sensitive land uses, and nuisance mitigation (i.e., landscaping, ventilation) would be addressed through site plan control.

It is worth noting that as part of the federal/provincial licensing process, the proponent is required to prepare a site plan. However, the requirements for a license site plan is different than a municipal site plan. Clarification of this matter with proponents is advised.

In order to implement site plan control for cannabis production facilities, there would be a need to modify the Township’s site plan control by-law. Currently all development within the “General Industrial” zone is subject to site plan control, so no further regulations are necessary for “industrial cannabis production facility”. However, the site plan control by-law currently exempts agricultural uses and activities. It would be necessary to amend the current site plan control by-law to authorize site plan control for an “agriculture cannabis production facility”.



## 5 Summary

The introduction of the Cannabis Act in 2018 has led to many municipalities updating their Official Plan and Zoning By-law to deal with land use related issues concerning cannabis production. In order for Tay Valley Township to effectively deal with cannabis production, it is recommended that a policy similar to the following be placed in the General Provisions of the Official Plan:

“A Cannabis production facility means a building or land used for the cultivation, processing, testing, destruction, packaging, and/or shipping of Cannabis in accordance with Provincial and Federal licensing requirements. Cannabis production facilities may be permitted within the Agriculture, Rural, and Employment designations, subject to a site-specific zoning by-law amendment. The Zoning By-law may contain specific cannabis production regulations that may address items such as separation distances and setbacks from sensitive land uses, scale of operations, buffering, fencing and securities matters, and licensing requirements, as well as define and class different types of cannabis production. Cannabis production facilities shall be subject to site plan control. In support of site-specific zoning by-law amendments, the Township may request various studies, including but not limited to odour suppression, light pollution, hydrogeological assessments, land use compatibility, and traffic impact.”

It is also recommended that the Township’s Zoning By-law be updated with the following new definitions and zoning provisions to effectively manage cannabis production:

### Definitions

“Cannabis” shall mean a genus of flowering plant in the family Cannabaceae. This definition does not include the industrial or agricultural production of hemp which is a source of foodstuffs (i.e., hemp milk, hemp seed, hemp oil, etc.), fiber, and biofuels.

“Agricultural Cannabis Production Facility” means an outdoor or greenhouse facility for the commercial cultivation and processing of cannabis authorized by a federally issued license and is to be considered an agricultural use (cultivation) or on-farm diversified use (processing).”

“Industrial Cannabis Production Facility” means a building used for cultivating, producing, processing, destroying, storing, packaging and/or distribution, or analytical testing and research of cannabis authorized by a federally issued license. No part of such an operation, whether accessory or not, may be located outside. Such a use is to be considered a general industrial use subject to the Minimum Separation Distance Guideline D-6.

### General Provisions

#### “Agriculture Cannabis Production Facility Provisions – Agriculture & Rural Zone

- a) Notwithstanding any other provisions of the By-law, Agriculture Cannabis Production Facility shall be limited to the Agriculture and Rural zones, and subject to a site- specific zoning by-law amendment that addresses the following provisions:
  - i. Maximum combined gross floor area of all building(s) associated with Agricultural Cannabis Production shall be 2,000 square metres.
  - ii. No building, structure, or portion thereof used for agricultural cannabis production purposes that is equipped with air treatment control shall be located within 150 metres from a sensitive land use located on a separate parcel of land.
  - iii. No building, structure, or portion thereof used for agricultural cannabis production purposes that is not equipped with air treatment control shall be located within 300 metres from a sensitive land use located on a separate parcel of land.
  - iv. No building or structure associated with Agricultural Cannabis Production in the Agriculture or Rural zone shall be located within 100 metres of any lot line.
  - v. No security fencing greater than 1.2 metres in height may be located within 30 metres of any lot line.
  - vi. Agricultural Cannabis Cultivation is permitted in a greenhouse or outdoors.



- vii. No building height shall exceed 10.5 metres.
- viii. All buildings and structures, including greenhouses, associated with an Agriculture Cannabis Production Facility shall be subject to site plan control.
- ix. All other relevant provisions of the Zoning By-law shall apply.

Except for driveways, the road frontage of the lot shall be continuously landscaped with a buffer of non-invasive trees and shrubs 2 metres or more in width and 1.5 metres or more in height.”

“Industrial Cannabis Production Facility Provisions – General Industrial Zone

- a) Notwithstanding any other provision of this By-law, an Industrial Cannabis Production Facility shall be limited to the General Industrial zone and subject to a site- specific zoning by-law amendment that addresses the following provisions:
  - i. No building, structure, or portion thereof used for cannabis production purposes that is equipped with air treatment control shall be located within 150 metres from a sensitive land use located on a separate parcel of land.
  - ii. No building, structure, or portion thereof used for cannabis production purposes that is not equipped with air treatment control shall be located within 300 metres from a sensitive land use located on a separate parcel of land.
  - iii. A building or structure used for security purposes for cannabis production and processing may be located in the required front yard and does not have to comply with the required minimum front yard, side yard, and rear yard setbacks.
  - iv. Outdoor storage is prohibited.
  - v. All buildings and structures related to an industrial cannabis production facility shall be subject to Site Plan Control.
  - vi. All other relevant provisions of the Zoning By-law shall apply.”



## 6 References

- Government of Canada – Cannabis Act, S.C. 2018, C16, as amended (2023-03-20)
- Government of Canada – Cannabis Legalization and Regulation (2021-07-07)
- Government of Ontario – Cannabis Laws (2022-06-29)
- WSP – A Regulatory & Planning Overview of Cannabis Production (2020-11-26)
- County of Peterborough Official Plan
- County of Renfrew Official Plan
- United Counties of Leeds and Grenville Official Plan
- United Counties of Stormont Dundas and Glengarry Official Plan
- Municipality of North Grenville Official Plan
- Municipality of North Grenville Zoning By-law
- Township of North Kawartha Zoning By-law
- City of Pickering Zoning By-law Review – Discussion Paper #8 – Cannabis Production Facilities and Retail Businesses
- Federation of Canadian Municipalities – Municipal Guide to Cannabis Legalization (Spring 2018)

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End of report.

**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

Report #PD-2023-11  
Noelle Reeve, Planner

**COMMENTS ON PROPOSED 2023 PROVINCIAL PLANNING STATEMENT**

## STAFF RECOMMENDATION

It is recommended:

**“THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) regarding ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument be submitted by the deadline of June 5, 2023;

**AND THAT**, the comments also be submitted to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

## BACKGROUND

On April 6, 2023 the province proposed a new 2023 Provincial Planning Statement which would replace the 2020 Provincial Policy Statement by integrating it with A Place to Grow: Growth Plan for the Greater Golden Horseshoe. The province’s stated goal is to ensure the land use policy framework “is housing-supportive” and that it will help to “meet the target to construct 1.5 million homes by 2031”.

The government is proposing policies in the *2023 Provincial Planning Statement* “grouped under five pillars:

- Generate an appropriate housing supply
- Make land available for development
- Provide infrastructure to support development
- Balance housing with resources
- Implementation”.

The ERO posting states the proposed 2023 PPS would require municipalities to:

- “Provide a range and mix of housing options with an expanded definition to include multi-unit types (laneway, garden suites, low and mid-rise apartments) and typologies (multi-generational, student),

- Designate specialty crop areas and prime agricultural areas, eliminating the requirement to use the provincially-mapped Agricultural System,
- Protect specialty crop areas and maintain minimum separation distances between livestock operations and houses, and promote an agricultural systems approach to support the agri-food network,
- Permit more housing on farms, including residential lot creation subject to criteria, additional residential units and housing for farm workers,
- Allow for more residential development in rural settlements and multi-lot residential development on rural lands, including more servicing flexibility (e.g., leveraging capacity in the private sector servicing),
- Implement intensification policies,
- Provide a simplified and flexible approach to undertake settlement area boundary expansions. Municipalities would be allowed to create new Settlement Areas and would not be required to demonstrate the need for expansion,
- Protect water resources and features and encourage watershed planning,
- Update cultural heritage policies to align with *Ontario Heritage Act* (OHA) amendments through Bill 108 and Bill 23, with a focus on conserving protected heritage properties,
- Prepare for the impacts of a changing climate and develop approaches to reduce greenhouse gas emissions and improve air quality,
- Work with school boards to integrate planning for schools and growth,
- Undertake early engagement with Indigenous communities and coordinate with them on land use planning matters to facilitate knowledge-sharing, support consideration of Indigenous interests in land use decision-making and support the identification of potential impacts of decisions on the exercise of Aboriginal or treaty rights, and
- Affirm that efficient land-use patterns contribute to increased equitable access to housing, employment, parks and transportation, and encourage municipalities to apply an equity lens on planning matters and engage stakeholders early in the process.”
- Finally, the ERO notice states, “As of April 6, 2023, natural heritage policies and related definitions remain under consideration by the government. Once proposed policies and definitions are ready for review and input, they will be made available through a separate posting on the Environmental Registry of Ontario. The posting (ERO # 019-6813) will be updated with a link to the relevant posting once it is available”.

The commenting period for ERO Number 019-6813 Review of Proposed Policies Adapted from A Place to Grow and the Provincial Policy Statement to Form a New Provincial Planning Policy Instrument ends June 5, 2023.



## DISCUSSION

The preamble in the 2020 Provincial Policy Statement (PPS) stated that, “Municipal Official Plans are the most important vehicle for implementation of this Provincial Policy Statement and for achieving comprehensive, integrated and long-term planning”. This statement is removed from the 2023 Proposed Provincial Planning Statement (PPPS). This removal is not supported by the Township because it typifies the narrow focus of the proposed 2023 PPPS on housing to the detriment of planning for protection or regeneration of the agricultural and natural lands that sustain people.

The Township is deeply concerned that the 2023 PPPS preamble states worthwhile goals that are completely neutered or undermined by the actual policies presented in the document.

For example, the 2023 PPPS preamble states that, “Every community will build homes that respond to changing market needs, and local needs, and demand.” But the policy on providing affordable housing has been removed.

The 2023 PPPS preamble states, “Efficient land use and development patterns will contribute to achieving equitable outcomes for all Ontarians by design.” But the proposed policies reduce efficiency of land use by reducing density and allowing settlement boundary expansion without review.

The 2023 PPPS preamble states, “Growth and development will be focused within urban and rural settlements that will, in turn, support and protect the long-term viability of rural areas, local food production and the agri-food network.” But the policies remove any reference to “rural settlement areas shall be the focus of growth and development” and to “compatibility with the rural landscape”. In addition, multiple severances in prime agricultural land are proposed to be permitted by the 2023 PPPS.

The ERO posting asks for specific comment on the following questions.

**1. What are your thoughts on the policies that have been included from the PPS and A Place to Grow in the proposed policy document, including the proposed approach to implementation?**

The Township is opposed to many of the proposed policies because they are a huge step backward in community and land use planning and the harm the policies will do does not even seem necessary. (See attachment 1.)

Reports by The Alliance for a Liveable Ontario, the Regional Planning Commissioners of Ontario (RPCO) and others have concluded that there is more than enough land within existing urban boundaries across the Greater Golden Horseshoe to accommodate and exceed the housing target set by the province. In fact, the RPCO concluded that Ontario has more than 1.25 million permits approved to build, but because there is no set timeline by which a developer must build the home they are not being built.

The Township is opposed to the policies that promote sprawl development by:

- removing the previous requirement that planning authorities establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas,
- allowing Settlement Area boundary expansion or creation of a new Settlement Area without a comprehensive review or the requirement to demonstrate the need for expansion,
- allowing 3 severances on Agricultural land plus 2 additional dwelling units for the primary dwelling
- reducing density targets from 80 units/ha to 50 units/ha in 29 large and fast-growing municipalities.

Sprawl development has many negative consequences that planners have worked hard to prevent over the past 50 years in Ontario. Sprawl consumes farmland. Sprawl consumes nature whose features (plants, streams, insects, fish and animals) provide biodiversity.

This sprawl development is low density development (one home per lot) so it does not provide a wide enough range of housing types to produce affordable housing.

These sprawl policies do not provide enough density outside of Large and Fast-Growing Municipalities to support transit. Lack of access to transit means whole groups of residents cannot live in sprawl subdivisions which increases inequity. More cars and no transit means sprawl promotes a decrease in air quality.

The policy proposals for lowered density that increase sprawl also increase greenhouse gas emissions due to the need to travel by car to get to work or stores. The policy proposals related to sprawl increase greenhouse gases in the atmosphere because the carbon sequestration provided by the plants is lost when they are built on for housing and roads. These policy proposals accelerate climate disruption and make it harder for Tay Valley Township to meet its Climate Action Plan goals for mitigation.

The policy proposals related to encouraging housing on farmland threaten food security which makes it harder for Tay Valley to meet its Climate Action Plan goals for adaptation to climate disruption.

The proposed wording change in Section 2.1.4 of “complete communities” rather than the previous reference to “healthy, livable and safe communities” focuses on combining uses (housing, stores, schools) which is a good thing. But it leaves out any focus on promoting health and wellness, connection, programming for arts and recreation, etc.

The Township supports the retention of the policies on natural hazards, human made hazards and climate change.

The Township supports the added definition of Low Impact Development as it relates to stormwater management through green infrastructure (swales, permeable pavement, etc.).



The Township supports the added definition of Watershed Planning as undertaking planning at the scale of watersheds provides better protection of natural resources than planning by municipal boundaries.

The Township also supports the added definition of Water Resource Systems because recognizing that nature is best described through a systems perspective, rather than as discrete segments provides for better ecological and hydrological integrity.

**2. What are your thoughts on the proposed policy direction for large and fast-growing municipalities and other municipalities?**

Although the Township is not one of the 29 large and fast-growing communities, the impacts from the sprawl development that will occur from their reduced density targets will affect Tay Valley residents through increased air pollution, increased greenhouse gas emissions, and greater food insecurity.

**3. What are your thoughts regarding the proposed policies to generate housing supply, including an appropriate range and mix of housing options?**

The Township is concerned that Proposed Policy 2.2.1(a) removes the former definition and requirement that planning authorities establish and implement minimum targets for the provision of housing which is affordable to *low- and moderate-income households*. Instead, planning authorities would be required to co-ordinate land use planning and planning for housing with Service Managers to address the full range of housing options, including “housing affordability needs.”

The Township is concerned that the 2023 Proposed Provincial Planning Statement removes the requirement for compatibility with the rural landscape.

The Township would welcome funding to undertake the province’s requirement for “early engagement with Indigenous communities and to coordinate with them on land use planning matters to facilitate knowledge-sharing, support consideration of Indigenous interests in land use decision-making and support the identification of potential impacts of decisions on the exercise of Aboriginal or treaty rights”. Without funding for Indigenous communities to undertake studies, it will be difficult to have meaningful discussions.

**4. What are your thoughts on the proposed policies regarding the conservation of agriculture, aggregates, natural and cultural heritage resources?**

The Township believes it is a dereliction of responsibility by the province that a new Provincial Planning Statement would be presented without any description of Natural Heritage Policies.

The Township shares the serious concerns of the Ontario Federation of Agriculture, Dr. Wayne Caldwell, Guelph University and the Ontario Farmland Trust that the proposed changes to agricultural policies will make it easier to establish more housing within prime agricultural lands (see attachments 2 and 3).

The Township is concerned that Draft policy 4.3.2.4 would permit a principal dwelling associated with an agricultural operation “to be located in *prime agricultural areas* as an agricultural use”.

The Township is concerned that following from 4.3.2.4, Draft policy 4.3.2.5 would permit,” subordinate to the principal dwelling, up to two additional residential units in *prime agricultural areas*, provided certain conditions are met, including compliance with the *minimum distance separation formulae* and the appropriate provision of *sewage and water services* (among other requirements)”.

While the Township supports additional residential units, it does not support those units then being able to be severed as is proposed by policy 4.3.3.1, meaning up to three lots may be created, potentially conflicting with the concept that they are subordinate to the principal dwelling.

With the estimated increase in number of houses that could be built on Agricultural land provided by Dr. Caldwell, the Township believes serious questions about groundwater supply, nitrate dilution capacity, and the ability of livestock operations to expand need to be answered before these policies are adopted.

Dr. Caldwell also questions whether these new lots will even increase affordable housing supply. “Will most farmers take the opportunities quickly to sever and then sit on these lots for their children or for a rainy day?”

The Township strongly objects to this form of development being proposed because it typifies sprawl with all its negative impacts.

The Township believes the province’s policy on aggregates should be revised as, again, the amount of aggregate extraction approved is well over the amount needed well into the future.

The Township only has one designated heritage building and that is privately owned so the requirements for maintenance are not of particular significance.

**5. What are your thoughts on the proposed policies regarding planning for employment?**

The Township does not have a concern with the changes to employment lands as it contains very little land with that designation. The Township does wonder if by scoping the test for employment conversion, some residential developments may be negatively impacted by being built beside industrial uses in employment lands.

**6. Are there any other barriers to, or opportunities for, accelerating development and construction (e.g., federal regulations, infrastructure planning and approvals, private/public partnerships for servicing, provincial permitting, urban design guidelines, technical standards, zoning, etc.)?**

Perhaps the province should consider a lapsing date for development approvals if housing is not built since research by the Regional Planning Commissioners of Ontario reported that over 1.2 million units of housing have received development approvals but builders are not building these approved units.

The province should contribute funds to create co-operatives as they are one of the most effective ways to provide long term affordable housing.

The province should also require all new housing to meet Net Zero standards these standards produce lower heating and cooling bills thereby making housing more affordable.

The province should identify its land holdings that could be set aside to create affordable housing (using the Canada Mortgage and Housing Association definition).

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – The Planning Department submit the Municipality’s response to the Environmental Registry of Ontario for the *Proposed 2023 Provincial Planning Statement* as well as to Minister of Municipal Affairs and Housing Steve Clark, Minister of Natural Resources and Forestry, Graydon Smith, local MPP John Jordan, and to the Rural Ontario Municipal Association.

Option #2 – Council receives the report for information.

## **FINANCIAL CONSIDERATIONS**

If the proposed 2023 Provincial Planning Statement passes in its entirety the burden on the Planning Department will increase considerably, with the need to hire consultants or extra staff to coordinate with Housing Service Managers, define agricultural areas, etc., These costs will either be passed through to applicants or paid for by the Township’s residents as a whole.

## **STRATEGIC PLAN LINK**

**Environment:** Tay Valley continues to be known for its environmental policies and practices. Our residents have access to clean lakes and a healthy, sustainable environment.

**Housing:** Residents have access to a wide range of affordable and healthy housing options.

**Development:** Development is increasingly ‘clustered’, and our hamlets are thriving.

**Food and Farming:** The Township has a flourishing farming community. Farmers are able to earn sustainable incomes. Residents have access to healthy local food and products.

## **CLIMATE CONSIDERATIONS**

Poor land use decisions (allowing multiple severances and additional dwelling units on farmland, promoting low density housing, etc.) will threaten food security, increase fossil fuel use, reduce carbon sequestration and, therefore, will impede the Township's work to achieve its Climate Action Plan mitigation and adaptation goals.

## **CONCLUSIONS**

The Planner concludes that the Township should comment on the Environmental Registry of Ontario proposal so that the province hears the specific impacts of proposed 2023 Provincial Planning Statement on our rural area. In the end, it appears housing approvals may be slower due to new demands placed on the Planning Department while agricultural land and biodiversity will be destroyed by the sprawl-promoting policies of the proposed 2023 Provincial Planning Statement.

## **ATTACHMENTS**

- 1) Summary of Impacts of Proposed 2023 Provincial Planning Statement for Tay Valley Township
- 2) Ontario Farmers Association Comments
- 3) Lot Creation Illustration from Dr Wayne Caldwell

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

## **Attachment 1**

### **Summary of Impacts of the Proposed 2023 Provincial Planning Statement on Tay Valley Township**

#### **Economic**

1. Creates more administrative requirements for the Planning Department and Finance Department and increases costs to applicants.
2. Sprawl development is inefficient so costs the Township money to maintain the road network to serve it.

#### **Environmental**

3. Puts more planning responsibility on the Township for watershed planning without resources to accomplish the work.
4. Will increase carbon emissions by increasing sprawl because the proposed densification is reduced which will destroy carbon-capturing wetlands and forests that reduce climate change.

#### **Social and Cultural**

5. Removes the requirement for compatibility with the rural landscape
6. Gives the Minister of Municipal Affairs and Housing the power to override municipal decisions (e.g., Official Plan, Minister's Zoning Orders) and impose the development of large carbon-footprint housing that is more profitable for developers to build instead of supplying affordable housing.
8. Reduces residents' food security by allowing sprawl on Ontario's highest classes of farmland.
9. Did not consult with Indigenous communities about increasing sprawl within their traditional territories.
10. Does not actually increase the supply of affordable housing because the form of the majority of the housing promoted is single family units which are currently unaffordable. Also whereas a municipality could set a target for affordable housing the province has removed the definition of affordable housing.
11. Unlike the PPS 2020, the Proposed PPS 2023 reduces democracy because municipal Official Plans cannot be more restrictive than the Provincial Plan.

12. Requires municipalities to undertake early engagement with Indigenous communities and coordinate with them on land use planning matters to facilitate knowledge-sharing, support consideration of Indigenous interests in land use decision-making and support the identification of potential impacts of decisions on the exercise of Aboriginal or treaty rights without providing funding, so is promoting a superficial approach.

## Attachment 2

### OFA submission to the Ontario Ministry of Municipal Affairs and Housing regarding the review of A Place to Grow (APTG) and Provincial Policy Statement (PPS)

<https://ofa.on.ca/resources/ofa-submission-to-the-ontario-ministry-of-municipal-affairs-and-housing-regarding-the-review-of-a-place-to-grow-aptg-and-provincial-policy-statement-pps/>

OFA submitted comments on the review of A Place to Grow (APTG) and Provincial Policy Statement (PPS) as the Ministry of Municipal Affairs and Housing (MMAH) seeks input on how to create a streamlined province-wide land use planning policy framework that enables municipalities to approve housing faster and increase housing supply. OFA sees that a merging of APTG and the PPS must demonstrate that provincial direction is explicitly satisfied to ensure all provincial interests are protected and balanced across Ontario. We are not against development but want to see provincial policies and legislation that meet the goals of all these provincial interests, without undermining Ontario's agricultural resources. We emphasize that many components of the current PPS are working well to achieve both goals of building houses and protecting farmland, and requests the provincial government recognize this and retain these beneficial policies.

OFA sees that APTG policies on urban intensification and densification must be included within the PPS for every municipality across Ontario to ensure the strength of the growth management framework provided by APTG is not lost. OFA supports fixed, permanent urban boundaries to limit the loss of agricultural land, thereby focusing future urban growth within existing urban boundaries. We further believe that in urban areas, higher density development should be mandated province-wide to take full advantage of existing infrastructure. OFA supports urban intensification/densification to protect agricultural land and create complete communities.

OFA wants to see PPS policies in Section 1.1.3.8 (Settlement Area Boundary Expansions) remain as is. Keeping these policies intact is critical for meeting joint goals of balancing farmland protection with urban development. Further, OFA wants to see Agricultural Impact Assessment (AIA) policies from APTG incorporated directly into the PPS policies on settlement area boundary expansions (APTG Policy 2.2.8.3 h). OFA asks that the Ontario government should designate all farmlands in Ontario that are outside of current settlement area boundaries as Greenbelt and afford them permanent protections from the threat of urban development.

PPS (2020) Policies 2.3.1 and 2.3.2 outline policies for the protection of *prime agricultural areas*, the designation of *prime agricultural areas* and *specialty crop areas* by planning authorities. OFA wants these policies to remain intact.

OFA sees that APTG (2020) Section 4.2.6 Agricultural System policies must be retained in the review of APTG-PPS. OFA wants to see the Agricultural System mapped, and its policies applied, protected, and enabled province wide. OFA supports the provincial mapping of the Agricultural Land Base, including identification of Candidate Areas for inclusion in the Agricultural Land Base. OFA requests that the government continue to review and update mapping upon a municipal request, as not all municipalities will have the capacity to undertake this work.

OFA sees Minimum Distance Separation (MDS) as an essential component of responsible land use planning that must continue to be in the revised APTG-PPS instrument. OFA maintains that both PPS (2020) Policy 2.3.3.3, requiring new land uses in prime agricultural areas, and Policy 1.1.5.8 requiring new land uses in rural areas, including the creation of lots and new or expanding livestock facilities, must continue to comply with MDS Formulae.

OFA wants to see an additional policy added to Section 2.3 Permitted Uses in the PPS. We request the following be added to clarify that on-farm accommodations for labour be permitted as an agricultural use, in accordance with PPS (2020) definitions and provincial guidance.

OFA supports the current lot creation policies under Section 2.3.4.1 of the PPS (2020) as is. OFA is utterly opposed to any re-introduction of lot creation policies in the agricultural area that may resemble policies in previous versions of the PPS. We desire to work with the Ontario government to increase density and housing in rural Ontario in ways that do not sacrifice farmland. Anywhere low-density housing already exists presents critical opportunities to advance “gentle density” that addresses the provincial housing supply, preserves farmland, and builds complete communities characterized by smart growth principles in land use planning.

OFA believes that in prime agricultural areas, the only permitted uses should be *agricultural uses*, *agriculture-related uses*, and *on-farm diversified uses*. OFA sees that the definition of *development* should be expanded to include a clause stating that “the full range of agricultural uses (as defined in the 2020 Provincial Policy Statement) do not constitute as *development*.”

When comparing Natural Heritage policies between APTG (2020) and the PPS (2020), OFA prefers Natural Heritage policies under Section 2.1 in the PPS (2020). Natural Heritage System (NHS) policies in APTG (2020) have introduced red tape for our members with the requirement for costly environmental impact studies and the requirement to retain buffers from features, which further push development onto farmland and contribute to farmland loss and inefficient use of land for farming. We further believe that PPS Policy 2.1.9 succinctly speaks to the relationship between natural heritage features and areas and agricultural lands; “nothing in policy 2.1 [Natural Heritage] is intended to limit the ability of agricultural uses to continue”, and we expect this policy to be universally applied and complied with. OFA cannot underestimate the importance of ground-truthing as a mandatory requirement in the identification and designation of natural heritage features. OFA believes municipalities and relevant ministries should be required to notify landowners and tenants that an evaluation is being undertaken on their property.

Lastly, OFA sees that the “Analysis of Regulatory Impact” provided in the consultation does not accurately reflect the ability to achieve these core proposed principles in the new APTG-PPS instrument in a short timeframe. We understand the government is looking to ‘reduce red tape’ to get more homes built faster. However, we urge the government to recognize that frequent provincial reviews and changes to plans and policies are a barrier to new housing development. Municipal capacity is limited and lags when adopting changes to provincial plans. OFA asks the Ontario government provides a period of policy stability in land use planning once upcoming changes are in place.



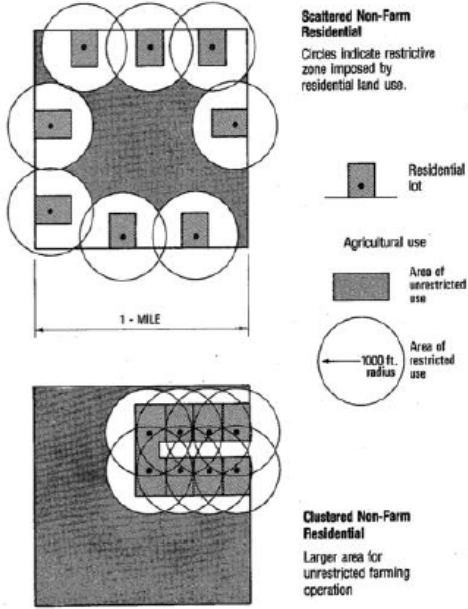
OFA appreciates the opportunity to provide our feedback and agricultural perspectives on the review of A Place to Grow and Provincial Policy Statement. We must ensure that any future changes to Ontario's land use planning policy framework protect our agricultural land base and support our agri-food sector as an economic powerhouse.

**Attachment 3 Illustrations from Dr. W. Caldwell’s Power Point on Lot Creation Policies and the Future of Agriculture in Ontario**



An image from 1976 (Countryside Planning)

**Diagram 3. Scattered vs Clustered Non-farm Residential Development.**



**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

Report #PD-2023-12  
Noelle Reeve, Planner

**COMMENTS ON BILL 97 HELPING HOMEBUYERS, PROTECTING TENANTS ACT**

**STAFF RECOMMENDATION**

It is recommended:

“**THAT**, the Municipality’s response to the Environmental Registry of Ontario (ERO) with respect to *Bill 97 Helping Homebuyers, Protecting Tenants, 2023*, ERO Number 019-6822 Site Plan for Residential Developments of 10 or Fewer Units, be submitted by the deadline of May 21, 2023;

**AND THAT**, the comments also be forwarded to the Minister of Municipal Affairs and Housing, Steve Clark, the Minister of Natural Resources and Forestry, Graydon Smith, to the local MPP, John Jordan and to the Rural Ontario Municipal Association.”

**BACKGROUND**

On April 6, 2023, the Province introduced *Bill 97, Helping Homebuyers, Protecting Tenant Act, 2023*. The Bill proposes some new protections for tenants, moves the date for penalties for not completing timely reviews of planning applications to July 2023 from January 2023, and reverses the province’s decision on eliminating Site Plan for under ten residential units in specific conditions.

Site plan control is an optional planning tool that a municipality may use to exercise specific controls over development. Site plan control can be used to manage certain site elements on a lot where development is proposed, such as:

- access for pedestrians and vehicles
- walkways
- lighting
- waste facilities
- landscaping
- drainage
- building orientation.

The commenting period for ERO Number 019-6822 Site Plan for Residential Developments of 10 or Fewer Units is open until May 21, 2023.

## **DISCUSSION**

The Township welcomes the proposed reinstatement of Site Plan Control over design and landscaping details for developments of less than ten residential units on a single lot.

The Township understands that the use of Site Plan Control has been reinstated under two specific conditions for parcels of land:

- Any part of which is located within 120 metres of a shoreline; and
- Any part of which is located within 300 metres of a railway line.

As a result of Site Plan Control being reinstated for these parcels, the Municipality will regain the ability to influence the design of landscaping details including: tree canopy for shade, native species selection for biodiversity, treatment of glazing to reduce bird collisions, material selection to reduce greenhouse gas emissions, shielded lighting to reduce light pollution and maximize safety, etc.

## **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – The Planning Department submit the Municipality’s response to the Environmental Registry of Ontario for ERO 019-6822 as well as to the Minister of Municipal Affairs and Housing Steve Clark, Minister of Natural Resources and Forestry, Graydon Smith, local MPP John Jordan and to the Rural Ontario Municipal Association.

Option #2 – Council receives the report for information.

## **FINANCIAL CONSIDERATIONS**

Reinstatement of Site Plan Control reduces the administrative burden on staff from preparing other mechanisms to achieve the same ends.

## **STRATEGIC PLAN LINK**

**Environment:** Tay Valley continues to be known for its environmental policies and practices. Our residents have access to clean lakes and a healthy, sustainable environment.

## **CLIMATE CONSIDERATIONS**

The ability to require retention of vegetation around water bodies and railways contributes to mitigating climate change.

## **CONCLUSIONS**

The Planner concludes that the Township should comment on the Environmental Registry of Ontario proposal so that the province hears our rural perspective.

## **ATTACHMENTS**

None.

**Prepared and Submitted By:**

**Approved for Submission By:**

**Noelle Reeve,  
Planner**

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

## 01/01/2023-04/30/2023 Summary Report with Previous 3 year Average

2023	Number of Permits	3 yr. avg. (2020-2022)	S.F.D.'s	3 yr. avg. (2020-2022)	Commercial	3 yr. avg. (2020-2022)	Permit Fees	3 year average (2020-2022)	Building Value	3 year average (2020-2022)	Dev.Charge
January	3	5	0	0	0	0	\$4,434.83	\$3,239.20	\$455,000.00	\$725,555.67	\$3,800
February	5	5	1	1	0	0	\$4,805.70	\$7,440.30	\$763,000.00	\$1,716,866.67	\$8,344
March	12	13	0	4	0	0	\$62,700.48	\$10,944.11	\$28,122,000.00	\$1,689,833.33	\$371,136
April	6	11	1	4	0	0	\$6,167.65	\$11,273.42	\$879,000.00	\$2,224,592.00	\$8,029
Total	26	34	2	9	0	0	\$78,108.66	\$32,897.04	\$30,219,000.00	\$6,356,847.67	\$391,309

As of Feb 1, 2023 Dev Charges of \$8,344 on permits are comprised of \$7,308 Township Dev Charge and \$1,036 County Dev Charge.

**Note:** The value in the S.F.D. column is the monthly total for Approved, Residential, New Construction permits and the value entered in the # Dwelling Units Proposed box on the Building Tab

**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

**Report #FIN-2023-07**  
**Ashley Liznick, Treasurer**

**2023 TAX RATES**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #FIN-2023-07 – 2023 Tax Rates, be received for information.”

**BACKGROUND**

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

The Township has to wait until the County of Lanark passes their by-laws to set tax ratios and tax rate reductions, and to establish tax rates to be levied to local municipalities. These by-laws were approved by County Council on April 26<sup>th</sup>.

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

A full listing of the tax rates by property class is listed in the attached by-law and the attached table is to provide a comparison of a residential property tax bill for 2023 to the amount that was billed in 2022.

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

**DISCUSSION**

The Province have set the education rates for 2023 and Lanark County have also set their rates for 2023.

The attached chart indicates that the overall tax rate increase for residential properties in 2023 will be 3.08%.

**OPTIONS CONSIDERED**

Not Applicable.

**FINANCIAL CONSIDERATIONS**

Provides the tax review for 2023 as approved in the 2023 budget.

**CLIMATE CONSIDERATIONS**

Not Applicable.

**STRATEGIC PLAN LINK**

Not Applicable.

**CONCLUSIONS**

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

**ATTACHMENTS**

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

**Prepared and Submitted By:**

**Approved for Submission By:**

**Ashley Liznick,  
Treasurer**

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



# TAY VALLEY TOWNSHIP

## Tax Bill Calculation

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

Note: assessments have not increased from 2022 to 2023.

	2022		2023		Increase	Percentage
	Rate	Amount	Rate	Amount		
Municipality	0.00470969	1,412.91	0.00494543	1,483.63	70.72	5.00%
County	0.00381449	1,144.35	0.00388881	1,166.64	22.29	1.95%
Education	0.00153000	459.00	0.00153000	459.00	0.00	0.00%
	0.01005418	<u>3,016.26</u>	0.01036424	<u>3,109.27</u>	<u>93.01</u>	<u>3.08%</u>

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2023-0xx

### A BY-LAW TO SET THE TAX RATES FOR THE YEAR 2023

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**WHEREAS**, Section 312 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law levying a separate tax rate on the assessment in each property class;

**AND WHEREAS**, the Council of the Corporation of Tay Valley Township has adopted a budget, including estimates of all sums required during the year for the purposes of the municipality, in accordance with Section 290 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

**AND WHEREAS**, Section 312 (6) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires tax rates to be established in the same proportion to the tax ratios established;

**AND WHEREAS**, the Council of the Corporation of the County of Lanark has adopted By-Laws 2022-17 and 2022-18, being by-laws to set tax ratios and tax rate reductions and to establish tax rates to be levied to local municipalities;

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

#### 1. GENERAL REGULATIONS

- 1.1 **THAT**, for the year 2023, the tax rates to be applied to the taxable assessment of Tay Valley Township be as set out in Schedule "A", attached hereto.
- 1.2 **THAT**, the final taxes levied by this By-Law shall be in accordance with the provisions of By-Law No. 2023-005, as amended.

#### 2. ULTRA VIRES

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2023-0xx**

**3. EFFECTIVE DATE**

ENACTED AND PASSED this 23<sup>rd</sup> day of May 2023.

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**Rob Rainer, Reeve**

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**Amanda Mabo, Clerk**

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2023-0xx**

**SCHEDULE "A"**

**TAY VALLEY TOWNSHIP – TAX RATES**

**GENERAL PURPOSES**

<u>PROPERTY CLASS</u>	<u>GENERAL</u>
Residential/Farm	0.00411969
Multi-residential	0.00832777
New Multi-Residential	0.00453166
Commercial Occupied	0.00759228
Commercial Excess Land	0.00759228
Commercial Vacant Land	0.00759228
Industrial Occupied	0.01042953
Industrial Excess Land	0.01042953
Industrial Vacant Land	0.01042953
Large Industrial Occupied	0.01042953
Large Industrial Excess Land	0.01042953
Large Industrial Vacant Land	0.01042953
Pipelines	0.00826922
Farmland	0.00102993
Managed Forest	0.00102993

**PAYMENTS-IN-LIEU**

Residential/Farm	0.00411969
Commercial Full	0.00759228
Commercial General	0.00759228
Landfill	0.00507731

POLICE PURPOSES

<b>PROPERTY CLASS</b>	<b>POLICE</b>
Residential/Farm	0.00077440
Multi-residential	0.00156543
New Multi-Residential	0.00085184
Commercial Occupied	0.00142717
Commercial Excess Land	0.00142717
Commercial Vacant Land	0.00142717
Industrial Occupied	0.00196051
Industrial Excess Land	0.00196051
Industrial Vacant Land	0.00196051
Large Industrial Occupied	0.00196051
Large Industrial Excess Land	0.00196051
Large Industrial Vacant Land	0.00196051
Pipelines	0.00155442
Farmland	0.00019360
Managed Forest	0.00019360

<b>PAYMENTS-IN-LIEU</b>	
Residential/Farm	0.00077440
Commercial Full	0.00142717
Commercial General	0.00142717
Landfill	0.00095441

## HOSPITAL PURPOSES

<u>PROPERTY CLASS</u>	<u>HOSPITAL</u>
Residential/Farm	0.00005134
Multi-residential	0.00010378
New Multi-Residential	0.00005647
Commercial Occupied	0.00009461
Commercial Excess Land	0.00009461
Commercial Vacant Land	0.00009461
Industrial Occupied	0.00012997
Industrial Excess Land	0.00012997
Industrial Vacant Land	0.00012997
Large Industrial Occupied	0.00012997
Large Industrial Excess Land	0.00012997
Large Industrial Vacant Land	0.00012997
Pipelines	0.00010305
Farmland	0.00001283
Managed Forest	0.00001283

### PAYMENTS-IN-LIEU

Residential/Farm	0.00005134
Commercial Full	0.00009461
Commercial General	0.00009461
Landfill	0.00006327

TOTAL OF ALL ABOVE PURPOSES

<u>PROPERTY CLASS</u>	<u>TOTAL</u>
Residential/Farm	0.00494543
Multi-residential	0.00999698
New Multi-Residential	0.00543997
Commercial Occupied	0.00911406
Commercial Excess Land	0.00911406
Commercial Vacant Land	0.00911406
Industrial Occupied	0.01252001
Industrial Excess Land	0.01252001
Industrial Vacant Land	0.01252001
Large Industrial Occupied	0.01252001
Large Industrial Excess Land	0.01252001
Large Industrial Vacant Land	0.01252001
Pipelines	0.00992669
Farmland	0.00123636
Managed Forest	0.00123636

<u>PAYMENTS-IN-LIEU</u>	
Residential/Farm	0.00494543
Commercial Full	0.00911406
Commercial General	0.00911406
Landfill	0.00609499

**COMMITTEE OF THE WHOLE**  
May 9, 2023

Report #PW-2023-13  
Sean Ervin, Public Works Manager

**WASTE MANAGEMENT MASTER PLAN – IMPLEMENTATION PLAN**

**STAFF RECOMMENDATION(S)**

It is recommended:

“**WHEREAS**, a Waste Management Master Plan was completed in 2022;

**AND WHEREAS**, Council wishes to continue implementing the recommendations in the Waste Management Master Plan:

**NOW THEREFORE BE IT RESOLVED THAT**, the Township undertake a public awareness campaign regarding the use of backyard composters using the climate action grant from Lanark County;

**THAT**, traffic count information be gathered for the three waste sites for the purpose of evaluating and making recommendations to Council prior to the 2024 budget deliberations regarding the hours of operation for each site;

**AND THAT**, Staff be authorized to re-open discussions with property owners regarding the purchase of neighbouring lands for the purpose of relocating the depot operations at the Glen Tay Waste Site.”

**BACKGROUND**

The completion of a Waste Management Master Plan (WMMP) was a recommendation from the Service Delivery Review that was completed in 2021. A joint application with the Township of Lanark Highlands through Intake 2 of the Municipal Modernization Program was submitted for this project and both Townships were notified on June 30<sup>th</sup>, 2021 that the application was successful. Cambium Inc. was retained through a competitive request for proposal process, to complete this project with the final report presented to Council in January 2022, which Council received for information in order for staff to come back with a report outlining an implementation plan. The Final Report and Council Presentation can be found on the Township’s website - <https://www.tayvalleytp.ca/en/living-here/waste-management-master-plan.aspx>.



The purpose of this report is to provide further details regarding the sixteen (16) recommendations that were listed in the WMMP and to start moving these recommendations forward to improve the service provided to residents.

## **DISCUSSION**

The master plan prioritized the options into short-term (1-3 years) and medium term (4-6 years). Below is a summary of the recommendations, with a short description of the current status of the recommendation.

### **Short Term (1-3 years)**

1. **Data Management System** - Implement record keeping standard operating procedures (SOPs) and tracking sheets. Record keeping and tracking sheets is an operational item. This item is complete and will be updated as necessary.
2. **Track Blue Box Costs - Maintain a Spreadsheet of Blue Box Costs.** Although this has not formally commenced, there have been numerous activities related to the Blue Box Transition that have assisted with determining Blue Box costs. Since this is an operational item, staff will continue with this item on an as-needed basis until the Township transitions to the new Blue Box Regulations in 2025.
3. **Implement Mattress Recycling Program/Events Including Promotion and a Fee.** Staff have reached out to a possible mattress recycler and is waiting to hear back regarding further details. The Township does not receive a lot of mattresses through the current program as most retailers are offering a program to recycle the old mattress when the new mattress is delivered.
4. **Implement Glass Recycling – Coordinate with Hauler to Take Glass to Recycler.** There is currently little to no market for glass recycling, which is why the current practice is to collect the glass at the three depots, transfer it to the Glen Tay site, crush the glass and use it for cover. Staff have reached out to a possible glass recycler and are waiting to hear back. The Township is transitioning to [Full Producer Responsibility](#) on January 1<sup>st</sup>, 2025, and glass will be included as acceptable item, meaning the residents will be able to recycle their glass. If Staff can find a market in the short term, it would be recommended to start truly recycling glass so that residents can get accustomed to proper recycling techniques (i.e. cleaning the containers, removing the steel lid from the glass, etc.) prior to the transition date. Staff will provide an update to Council if a market is found.
5. **Compost - Following confirmation of organics quantities through waste audits, create an organics collection program at Glen Tay Waste Disposal Site.** The waste audit was completed in 2022 with the final data shared with the Township early in 2023. Data shows that an average of 1.37 kg/household/week contains compostable materials that could be diverted from the landfill, which equates to 36% of the kg/household/week waste that was surveyed during the audits. The Township currently promotes a backyard composting program by selling composters at the Municipal Office, however there could be an opportunity to further promote backyard composting by doing an advertising campaign that could be shared on the Townships

website and brochures on proper composting could be developed and handed out at the waste sites.

There may also be an option to collect the compostable materials at a centralized location and transport them off-site to be processed. The WMMP noted that underground storage tanks could be an option and then a contractor would transport the materials from the waste sites to the processing center. The WMMP noted that a \$20,000 capital investment and a \$60,000 yearly operational costs would be required to start this program.

There is also an option to join the FoodCycler Pilot Program. This pilot project was run by a few neighbouring municipalities, include Carleton Place and Smiths Falls and Staff have reached out to FoodCycler to inquire if Tay Valley could join the project. Further information regarding the FoodCycler Program for Tay Valley Township is attached to this report. The net municipal cost for this project is projected to be \$6,150 and can be funded by the \$10,000 grant from Lanark County for green initiatives. In addition to the information in the attachments, staff have also inquired to FoodCycler about the operating costs and the usability of the by-product made from the unit. The filters need to be changed every 3-4 months (depending on usage).

The cost to change a filter is \$20 through FoodCycler's resident purchase portal, which the Township would share to the residents during the program. The yearly operating cost would be \$60-\$80, as the filters are the only maintenance cost. Extra buckets will be available to residents, but they are for having the luxury of an extra bucket. The machine's bucket will never have to be replaced. Electricity costs associated with the machine are typically between \$2-\$4 per month. Most people run the cycle overnight when electricity costs are lower.

The by-product can be put into the soil right away, but it has to be mixed thoroughly and in a ratio of 1:10 by-product to soil, or 1:20 if it contains a lot of meat and dairy food waste. For absolute best results, they recommend mixing approximately 6 weeks before planting new seeds or transplanting plants.

With the rural landscape of Tay Valley Township, the promotion of a backyard composting program may be a more cost-effective solution, with a promotional campaign costing around \$5,000-\$6,500 for retaining a designer to design signage and a brochure and printing the brochures and producing the signage. These costs could also be covered by the County grant.

**6/7. Eliminate 20 Free Bag Tags and Implement a Township Issued Clear Bag Program - Eliminate Bag Tags.** Discussion regarding this specific topic begins on page 49 and ends on page 52 of the WMMP Report. The Township's current program offers 20-free bag tags per year and offers the "bag for bag" program where every equivalent bag of recycling can be accompanied by a free bag of garbage. Additional bag tags can be purchased for \$1.00 with the Township selling 658 and 274 additional bags in 2019 and 2020, respectively.

The current system is welcomed by the residents, however it does have its challenges, especially with tracking how many bags are being deposited per user and confirming

that all users are from Tay Valley when the waste sites are busy. The report recommended that the Township adopt a punch card system or start a program with Township issued clear bags, which would be a clear bag with a large Township logo on it. This system would easily confirm that the users are from Tay Valley and assist with bag count information.

These options will be explored further with recommendations presented to Council in 2024.

8. **Staff Training** – This is an operational item that has been completed and will continue to be an annual exercise for existing employees and provided to new employees as part of their onboarding.
9. **Bin Size and Frequency - Discuss opportunity to reduce number of recycling bins with staff and contractor.** No action has been completed on this recommendation, however there are challenges with changing the bin size due to the accessibility issues with moving to a larger/taller bin. This item should be revisited to coincide with the upcoming Blue Box Transition as well as the possible layout changes to the Glen Tay Waste Site.

#### **Medium Term (4-6 years)**

10. **Glen Tay Waste Disposal Site Layout – Phase in Upgrades to Layout to Improve Operation Efficiency and Access for the Public.** The WMMP included a conceptual plan to reconfigure the operations area at the Glen Tay Waste Site. The conceptual plan is attached to this report, with an estimated cost of \$300,000 to implement. It should be noted that the current operations area at the Glen Tay site will eventually have to be relocated to allow for the landfill area to be fully utilized. The Township has previously had discussions with neighbouring landowners for the possibility to relocate the operations off the current site, however a deal to purchase the land did not materialize. The current operations can likely remain on-site for another 10-15 years, however there will be a point in-time where landfilling operations and the depot operations will collide. The Township may wish to re-open conversations with the property owners in the near future as numerous recommendations from the WMMP depend on changes to the site operation at Glen Tay (bag tags, bin size and frequency).
11. **Large Item Reuse – Implement Temporary Infrastructure to Accommodate Diversion of Larger Reuse Items.** This item will be implemented this year following the purchase of a sea container for the ReUse Center at the Glen Tay site.
12. **Optimize Waste Disposal Site Hours of Operation.** The WMMP reviewed the hours of operation of the three sites and determined that the Township is on the mid to lower end of the range of hours in comparison with depot only Townships. The WMMP proposed the following changes:

NEW PROPOSED HOURS							
Summer hours per day (Victoria Day - Thanksgiving)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Glen Tay	8am to 6pm		8am to 4pm	3pm to 7pm		8am to 4pm	10am to 6pm
Maberly	8am to 4pm		10am to 4pm			8am to 4pm	10am to 4pm
Stanleyville	8am to 4pm		10am to 4pm			8am to 4pm	10am to 4pm
Winter hours							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Glen Tay	8am to 4pm		8am to 4pm	1pm to 5pm		8am to 4pm	10am to 4pm
Maberly			8am to 12pm			10am to 4pm	
Stanleyville			12pm to 4pm			10am to 4pm	

The proposed changes include a longer day at Glen Tay, as well as an additional day on Thursday afternoon. The hours at Maberly and Stanleyville would be shortened to account for the lower user levels at each of these sites. The WMMP noted that this would be an estimated operational increase of \$4,000 per year. Before implementing any changes to the hours, it is recommended that Staff complete traffic counts at each of the three sites to determine user volumes per hour at each of the three sites.

13. **Lead Municipal Collaboration Initiatives.** All waste management staff for all the municipalities in Lanark County meet a few times per year to discuss ongoing waste management challenges and possible collaborations. The Blue Box Transition is the main focus for a lot of municipalities right now and therefore the Lanark County group has not met in a while, however the group continues to work together with other items, such as the bulk purchase of composters and working together to retain a brush chipping contractor.
14. **Recycling Program Changes.** The WMMP recommends adding glass, aseptic and polycoat containers to the program. All three materials have been included in the new Blue Box Regulation and therefore residents will be able to recycle these materials once the Township transitions in 2025.

The report also recommended that the Township investigate switching to a 3-stream recycling system rather than the current 5-stream system. Therefore glass, containers and fibers would be collected in three separate bins. Among other things, this would shorten the time that users are at the waste sites, which will lessen the congestion during the busier days. This is something that will be investigated as the Township moves towards the new Blue Box regulations in 2025.

15. **Brush Management.** The report recommended clearly defining areas for the brush drop off versus the leaf and yard waste area at the Glen Tay Waste Site. This has already been completed with new signage and by having the waste site contractor

better manage the stockpiles. The report also recommended finding alternative uses for the wood chips, including giveaways to the public and using it as ground cover for municipal parks/properties. The Township uses the wood chips for ground cover at the waste site and intends to use a large portion of the current stockpile for the final slope works along Harper Road as erosion control. Once this work is complete, other options for the wood chips will be evaluated by staff and further information will be provided to Council at a later date.

A new technology was recently developed that turns brush waste into a product called Bio-Char. The process involves burning the wood waste into a charcoal like material, which encases the carbon, and the Bio-Char can be used as a fertilizer. Staff are currently following the development of this process with other local municipalities.

16. **Pilot Construction Demolition Recycling.** The Township's current program for Construction and Demolition (C&D), involves collecting materials at the Glen Tay site and sending this material to GFL for disposal. Although this program keeps this material out of the Township's landfill, it is not a recycling program. There are companies that will take some of the C&D materials, such as lumber, drywall, concrete and bricks, and recycle them.

Due to the configuration constraints already at the Glen Tay site, this recommendation will be reviewed following the review of the layout of the Glen Tay Waste Site (recommendation #10).

## **FINANCIAL CONSIDERATIONS**

The estimated costs for each recommendation was provided in Table 27 (page 80) of the WMMP and additional estimated costs have been provided in the discussion section of this report.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Council moves forward with the three recommendations which are the composting campaign, investigation of waste site hours, and exploration of relocating the depot operations at the Glen Tay site.

**Option #2** – Council agrees on a selection of other recommendations from the WMMP.

**Option #3** – Receive the report for information and do not move forward with the WMMP recommendations.

## **CLIMATE CONSIDERATIONS**

The WMMP analyzed the Greenhouse gas emissions related to the Township's Waste Management operations and the related data can be found in section 3.2.3 of the report.

## **STRATEGIC PLAN LINK**

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

## **CONCLUSIONS**

Although the above noted recommendations were provided in short- and medium-term timelines, they can be completed as the Township sees fit. It should be noted that a majority of the recommendations have implications from other recommendations. Some of the recommendations will take a significant amount of time to implement and some have already been implemented.

The Blue Box transition in 2025 may have a significant impact on the recycling program that is currently known by the Township and its residents, and staff will bring a report forward when the timing is right.

## **ATTACHMENTS**

1. FoodCycler Pilot Program

**Prepared and Submitted By:**

**Approved for Submission By:**

**Sean Ervin,  
Public Works Manager**

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



# FOODCYCLER™ MUNICIPAL FOOD WASTE DIVERSION PILOT PROGRAM





Tay Valley Township  
217 Harper Road  
Perth, ON K7H 3C6  
613-267-5353

Monday, April 3, 2023

## The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear Tay Valley Township Staff and Council,

Thank you for your interest in food waste diversion in your community. Food Cycle Science (FCS) is a social purpose organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a 95% reduction in CO<sub>2</sub>e compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste. The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on several factors, we believe the Tay Valley Township would be a great fit for the benefits of this program, and we are proposing a study involving 50 households in the Tay Valley Township.

The FoodCycler FC-30 and Maestro devices can process 2.5 L and 5 L (respectively) of food waste per cycle and converts it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Maestro) and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100 per tonne of waste (fully burdened), 50 households participating would divert 100 tonnes of food waste and save the municipality an estimated \$10,000.00 in costs. Please note that this analysis is based on market rates and depending on remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO<sub>2</sub>e before transportation emissions. Based on this, 50 households could divert approximately 130 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

*The FoodCycler™ Municipal Team*





## Impact Canada/AAFC Food Waste Reduction Challenge

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. FoodCycler has been chosen as a finalist for our project titled: "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities".

The challenge objectives and assessment criteria are for solutions that:

1. Can measurably reduce food waste – in dollars and metric tonnes;
2. Are innovative and disruptive to the status quo – the old way of doing business is out;
3. Are ready to scale up – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. Have a strong business case – there is a demand for your solution;
5. Make a difference to our communities – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. Improve our environment – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that is being 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. Based on several factors, FoodCycler believes the Tay Valley Township would be an ideal "Implementation Partner" for this stage of the challenge and we are proposing a study involving 50 households in the Tay Valley Township, wherein Food Cycle Science will contribute a portion of this grant money towards offsetting the costs of your program.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>



WWW.FOODCYCLER.COM | MUNICIPAL@FOODCYCLER.COM

As of the date of this proposal, there are a total of 73 Canadian municipalities who have signed on to participate in a FoodCycler program. Through this partnership, the Tay Valley Township can achieve immediate and impactful benefits, acquire valuable insight about food waste diversion in your region, and showcase itself as an environmental leader and innovator in Canada.

**Food Cycle Science** is looking to achieve the following through this proposed partnership:

- ✔ Receive high-quality data from pilot program participants regarding food waste diversion
- ✔ Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for the Tay Valley Township and similar communities
- ✔ Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada
- ✔ Demonstration of a program regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada's Food Waste Reduction Challenge

**The Tay Valley Township** would receive several benefits through this partnership:

- ✔ Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- ✔ Reduced residential waste generation thus increasing diversion rates
- ✔ Reduced costs associated with waste management (collection, transfer, disposal, and landfill operations)
- ✔ The reduction of greenhouse gas (GHG) emissions from transportation and decomposition of food waste in landfills
- ✔ Extend the life of your landfill(s)
- ✔ Opportunity to support Canadian innovation and clean tech
- ✔ Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- ✔ Obtaining data that could be used to develop a future organic waste diversion program

**Residents of the Tay Valley Township** would receive several benefits through this partnership:



- ✔ Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- ✔ Support climate change goals by reducing waste going to landfill
- ✔ Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- ✔ Reduce the "ick factor" of garbage to keep animals and vermin away
- ✔ Reduce trips to the waste site and save on excess waste fees where applicable

In the pages that follow, we will offer a pilot program recommendation for consideration.



## The FoodCycler Product Family

The FoodCycler product family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere. They operate quietly and efficiently, using little energy.

FOODCYCLER™ FC-30		FOODCYCLER™ MAESTRO		
	2.5L	VOLUME CAPACITY	5.0L	
	30.5L	UNIT VOLUME	28.9L	
	4-8 HOURS	PROCESSING TIME	6-8 HOURS	
	0.8 kWh	POWER CONSUMPTION PER CYCLE	1.5 kWh	
	2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER	
	BACK	VENT LOCATION	TOP	



### Recycle Your Food Waste in 3 Easy Steps

#### Step 1:

Place your food waste into the FoodCycler™ bucket. The FoodCycler™ can take almost any type of food waste, including fruit and vegetable scraps, meat, fish, dairy, bones, shells, pits, coffee grinds and filters, and even paper towels.



#### Step 2:

Place the FoodCycler™ bucket into your FoodCycler™ machine. The FoodCycler™ machine can be used anywhere with a plug such as a kitchen countertop, basement, laundry room, heated garage, etc.



#### Step 3:

Press Start. In 8 hours or less, your food waste will be transformed into a nutrient rich soil amendment that can be integrated back into your soil. The cycle runs quietly and with no odours or GHG emissions.

[WWW.FOODCYCLER.COM](http://WWW.FOODCYCLER.COM) | [MUNICIPAL@FOODCYCLER.COM](mailto:MUNICIPAL@FOODCYCLER.COM)

## FoodCycler Funded Pilot Program – Subsidy Model

**FoodCycler FC-30**



Retail Price = \$500



**FoodCycler Maestro**



Retail Price = \$800



## FoodCycler Funded Pilot Program Recommendation and Details

Based on the demographics and current waste management system in place at the Tay Valley Township, Food Cycle Science is recommending a pilot program involving 50 households.

The funded pilot program is based on a cost subsidy model where Food Cycle Science provides an initial discount, we contribute an investment from AAFC/Impact Canada, the Tay Valley Township provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

The total investment from Impact Canada for a 50 household pilot would amount to \$5,000.00<sup>1</sup>. The funding period for Impact Canada ends in May 2023 or until all funding has been fully allocated, whichever comes sooner.

Through this partnership-based program, the municipal investment for Tay Valley Township is \$100.00 per household, regardless of which device is selected. Residents will then have the option to choose the FoodCycler™ model that best suits their household and budget.

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$150 per tonne of waste (fully burdened), 50 households participating would divert 100 tonnes of food waste and save the municipality an estimated \$10,000.00 in costs.

### Total Invoiced Amount

	Price	Quantity	Total
FoodCycler FC-30 Municipal Rate	\$250	25	\$6,250
FoodCycler Maestro Municipal Rate	\$400	25	\$10,000
Shipping Estimate			\$1,150
<b>Total Invoice Amount</b>			<b>\$17,400</b>

*Plus applicable taxes.*

### Net Municipal Cost:

	Price	Quantity	Total
Total Invoice Amount			\$17,400
Less Resident Resale: FC-30	\$150	25	<del>-\$3,750</del>
Less Resident Resale: Maestro	\$300	25	<del>-\$7,500</del>
<b>Net Municipal Cost</b>			<b>\$6,150</b>

*Plus applicable taxes.*

**Volume Discount:** Orders of 500 units or more will be eligible to receive an additional \$50.00 per unit discount on the FoodCycler Maestro. The Municipality shall maintain a minimum of \$100.00 per household subsidy, thus passing on these savings directly to residents, reducing the resident contribution on the Maestro to \$250.00.

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<sup>1</sup> Based on an estimated 50/50 split between FC-30 and Maestros. Will vary depending on the quantity of FoodCyclers purchased and the model ultimately selected by residents.



## Purchase and Program Terms

**Confirmation Deadline:** Confirmation of order (Council resolution and/or signed partnership agreement) to be received no later than May 15, 2023.

**Price Guarantee:** Food Cycle Science will honour these rates on subsequent orders of 50 units or more, placed within the 2023 calendar year.

**Shipping:** Shipping estimates to your location may range from \$900.00 – \$1,400.00 and the \$1,150.00 quoted is an estimated average based on today's shipping rates. The Municipality may choose the shipping option that best suits their budget and needs. The higher cost shipping options will generally provide superior shipping accuracy.

**FoodCycler Model Selection:** During a registration period, residents will be given the option to indicate their preferred FoodCycler model. The total allotment of each FoodCycler model can be either predetermined or determined by resident selection.

**Payment Terms:** Payment is 100% due upon receipt of goods.

**Accessories:** Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase only to convert to the refillable system. May be purchased at a price of \$22.12 + tax in increments of 18.
- **RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **RC-104 Carbon Filter Packs:** Includes 4 carbon packets, good for 4 filter changes. Compatible only with the Maestro refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax in increments of 6.
- **BK-100 Spare Buckets for Maestro:** May be purchased at a price of \$80.00 + tax in increments of 4.
- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.

**Warranty:** 1-year standard manufacturer's warranty starting on date of delivery of all FoodCycler units to the Tay Valley Township. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

**Buyback Guarantee:** Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

**Marketing and Promotion:** The Tay Valley Township and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and the Tay Valley Township. The Tay Valley Township staff may be asked to provide a quote / video testimonial regarding the program.

**Surveys / Tracking:**

- The trial / survey period will be for 12 weeks starting on or before August 1, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Tracking sheets will be provided as part of a Resident Package prepared by Food Cycle Science.
- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. Survey is to be provided by Food Cycle Science and approved by the Tay Valley Township.
- The survey is to be administered either by the Tay Valley Township or by Food Cycle Science, by request and with permission. All survey results are to be shared between the Tay Valley Township and Food Cycle Science. The Tay Valley Township shall ensure all personal information of participants is removed from any data ahead of sharing with Food Cycle Science.
- The Tay Valley Township may administer additional touchpoints with participants at their discretion.

**Report:** At the request of Tay Valley Township, Food Cycle Science will prepare a report summarizing program performance including waste diversion, potential for expansion, and other factors deemed relevant by the Tay Valley Township. A preliminary report must be completed and included in our submission to Impact Canada by May 15, 2023, which FCS will prepare.

**Customer Support / Replacement Units:**

- Food Cycle Science has a dedicated municipal support team that is available to assist residents directly with any troubleshooting, repairs, or replacement when required.
- Food Cycle Science may provide a small number of spare FoodCycler units with the initial order to be used for replacements if/when required. The Tay Valley Township would be tasked with assisting residents with replacements where necessary. Replacement units will be supplied at no cost to the municipality and may represent up to 2% of the total initial order. This represents our anticipated/accepted failure rates.
  - Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.

## Summary and Acceptance of Terms

We respectfully ask that you confirm your participation no later than May 15, 2023 in order to respect the timeline of the Impact Canada Food Waste Reduction Challenge.

Summary of pilot program costs:

Program Recommendation	Invoice Amount	→	Net Municipal Cost
50 Households	\$17,400	→	\$6,150

Terms Accepted and Agreed by Tay Valley Township:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Food Cycle Science looks forward to working with the Tay Valley Township to reduce the amount of food waste going to landfill in a manner that is convenient and cost-effective.

Sincerely,

**Jacob Hanlon**  
Municipal Program Coordinator  
jacobh@foodcycler.com | +1 613-316-4094



Food Cycle Science Corporation  
371A Richmond Road, Suite #4  
Ottawa, ON K2A 0E7  
[www.foodcycler.com](http://www.foodcycler.com)



**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

**Report #C-2023-04**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**MUNICIPAL LIVESTOCK INVESTIGATORS**

## **BACKGROUND**

The Ontario Wildlife Damage Compensation Program (OWDCP) is part of *The Canadian Agricultural Partnership*, a federal, provincial and territorial initiative. The OWDCP provides financial assistance to eligible livestock and poultry owners whose livestock or poultry was killed or injured as a result of eligible wildlife predation and bee colonies, beehives or beehive related equipment was damaged by eligible wildlife.

Municipalities process the claims on behalf of the province and are required to appoint Livestock Investigators who are qualified to investigate predation claims.

### **Program Responsibilities**

**Owners** are responsible for:

- Demonstrating reasonable care of livestock, poultry, beehives, bee colonies and beehive-related equipment in relation to the prevention of predation.
- Immediately seeking veterinary care or other treatment to prevent further suffering of an injured animal. All receipts and invoices should be saved and submitted with the application. If the animal is in distress and suffering, the Owner may euthanize it before the Investigator arrives without affecting Program eligibility.

- Notifying their municipality within 48 hours of discovering the injury or death of livestock or poultry, if the Owner believes that the injury, death or damage was due to wildlife.
- Notifying the Ministry within two (2) business days of discovering damage to beehives, a bee colony, and/or beehive-related equipment if the Owner believes the Damage was due to wildlife
- Preserving the injury or kill site and carcass (or carcasses) until the Municipal Investigator has investigated and agrees it/they can be destroyed or disposed of, unless it contravenes Ontario Regulation 106/09.
  - It is strongly suggested that upon discovery, Owners document the predatory event by taking clear photographs and notes of the carcass and kill site that can be submitted in addition to the photographs taken by the Investigator.
- Completing (or providing information for completion) relevant sections of the application pertaining to Owner identification and eligibility requirements.
- Reviewing the application completed by the Investigator for accuracy and signing the completed application form prior to its submission.
- Disposing of all dead livestock and poultry in a manner that is acceptable under Ontario Regulation 106/09
- Submitting a completed Reasonable Care Plan if an Owner has submitted ten applications to the Program within one calendar year (January 1 to December 31) and intends to submit a subsequent application
- Submitting any additional evidence (such as photos, breeding records, registration documents) to the Investigator within seven (7) business days of the on-site investigation if the Owner believes the evidence of the Investigator is inadequate or incomplete.

**Municipal Investigator** is responsible for:

- carrying out a full and impartial investigation within 72 hours of receiving the notification of the Injury or death of livestock or poultry
- taking three (3) to six (6) colour photos per eligible kill/injury incurred and collecting all necessary information to accurately complete the application
- completing the sections of the application relevant to the investigation and having the Owner review and sign the completed Program application prior to submission

**The Municipality** is responsible for:

- appointing qualified Municipal Investigators
- making current application forms available to all investigators
- ensuring the application is complete before submission, review and submit the application information to the Ministry's Program Administrator within the prescribed timelines
- pay an owner's approved application once the Ministry emails the report identifying the compensation value
- provide a Statement of Farm Support Payments (AGR-1) to owners who receive compensation
  - pay and reimburse the Municipal Livestock Investigator

## **DISCUSSION**

In 2009 the Township appointed two (2) Livestock Valuers. In 2017 the Ontario Wildlife Damage Compensation Program was amended, and the Livestock Valuers were renamed Livestock Investigators. The duties were changed from conducting an investigation and determining the value of the livestock to conducting an investigation and the Ministry now determines the value of the livestock. One resigned in 2019 and the other in 2023. A call for Livestock Investigators was advertised and five (5) applications were received. Staff held interviews and are recommending that Ellen Baker, Nigel Harrison and Dave Rathwell be appointed as Municipal Livestock Investigators. They are each from the three wards (Bathurst, Burgess and Sherbrooke) and when a call comes in for a livestock damage investigation, the farmer will be referred to the investigator from their ward and if unavailable can call one of the others.

### **Training for Municipal Investigators**

Once appointed the Municipal Investigators will be required to complete the training modules provided by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Training will be provided at the Municipal Office.

## **OPTIONS CONSIDERED**

The Municipality is responsible to administer the program on behalf of the Ministry and to appoint qualified Municipal Investigators.

Tay Valley has anywhere from 2-10 claims per year and given the timeline to conduct the investigation, and the unique qualifications, it makes sense to contract this service.

## **FINANCIAL CONSIDERATIONS**

Investigators are paid \$80.00 per report plus mileage.

The Ministry provides an administrative allowance of \$50 per report to the Township to help offset a portion of the municipal application processing costs associated with investigating predation events caused by wildlife.

The Ministry determines the value of the livestock and sends the funds to the Township, in turn the Township issues that payment to the farmer.

## **CONCLUSIONS**

The Municipality is responsible for appointing qualified Investigators, based on the experience of the potential appointees, it is recommended to proceed with a By-Law to appoint and execute agreements for three Livestock Investigators.

## **ATTACHMENTS**

- i) Draft Municipal Livestock Investigator Agreement
- ii) Draft Municipal Livestock Investigator By-Law

**Prepared and Submitted By:**

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

# LIVESTOCK INVESTIGATOR AGREEMENT

## XXXXX & TAY VALLEY TOWNSHIP

### 1. Contract Duration

January 1, 2023 and to terminate on December 31, 2023. The agreement will automatically renew annually unless written notice is provided by either party within 60 days of the renewal date.

### 2. Duties and Responsibilities of the Contractor

As set forth in Schedule "A"

### 3. Remuneration for Service

- \$80.00 per report
- Mileage Rate - current Township rate

### 4. Invoicing

Invoices for services rendered the preceding month shall be submitted to the Township by the contractor monthly or per quarter if the number of reports is less than three per month.

### 5. Termination

This contract may be terminated by either party hereto without cause upon the provision of sixty (60) days written notice to the other party. Such notice being provided in writing.

### 6. Other Conditions

- The contractor acknowledges and agrees that the effective performance of the required duties necessitates the highest level of integrity, trustworthiness and good organization.
- The contractor agrees to conform with all lawful instruction and direction given by the authorized representatives of the Township.
- The contractor acknowledges and agrees that this contract is not transferable and shall not be assigned without the express written permission of the Township.
- The contractor assumes full responsibility for complying with all applicable provincial legislation in performing hir/her duties.
- The contractor acknowledges that all items supplied by the Township and all information pertaining to the Township shall remain and be considered the exclusive property of the Township at all times and shall be surrendered to the Township in good condition promptly upon the termination of this contract, irrespective of the time, manner or cause of termination.

- The Township acknowledges that all items or equipment furnished by the contractor shall remain and be considered the exclusive property of the contractor at all times and shall be surrendered to the contractor in good condition, promptly upon termination irrespective of the time, manner or cause of termination.

**7. Status**

The Contractor is a contractor independent of the municipality. Nothing herein shall be interpreted to create a relationship of employer/employee, partnership, franchise, agency or joint venture or other like arrangement.

**LIVESTOCK INVESTIGATOR**

	)	
Witness	)	<b>XXXX</b>
	)	
	)	
	)	<b>THE CORPORATION OF TAY VALLEY TOWNSHIP</b>
	)	
	)	
	)	Rob Rainer, Reeve
	)	
	)	
	)	Amanda Mabo, CAO/Clerk
	)	
	)	<i>We have authority to bind the Corporation.</i>

## **SCHEDULE "A"**

### **DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR**

**Title**                      Livestock Investigator

**Purpose**                    The Livestock Investigator shall mean the person appointed by the Council of the Municipality to serve as Municipal Livestock Investigator pursuant to the Ontario Wildlife Damage Compensation Program.

**Qualifications**

- Good general knowledge of livestock, poultry and other farm animals
- Experience with predation investigation or wildlife tracking and identification
- Ability to take photographs to be submitted with the report
- Ability to determine through investigation cause of death, including predator
- Ability to deal impartially and to communicate clearly in a professional manner to the public
- Ability to maintain accurate records
- Ability to prepare routine reports
- Ability to prepare and organize detailed notes and reports, which may be used in appeal
- Ability to give attention to detail.
- Work independently.

**Responsibilities**

- Respond to a call out from livestock producers on an as-required basis
- Carrying out a full and impartial investigation within 72 hours of receiving the notification of the Injury or death of livestock or poultry
- Taking three (3) to six (6) colour photos per eligible kill/injury incurred and collecting all necessary information to accurately complete the application
- Completing the sections of the application relevant to the investigation and having the Owner review and sign the completed Program application prior to submission

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2023-0xx

### MUNICIPAL LIVESTOCK INVESTIGATORS (BAKER, HARRISON AND RATHWELL)

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**WHEREAS**, Section 4 (1) of the *Livestock, Poultry and Honey Bee Protection Act R.S.O. 1990, cL.24*, as amended, states that the Council of every local municipality shall appoint one or more persons as valuers of Livestock and Poultry for the purposes of this Act.

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

#### 1. GENERAL REGULATIONS

- 1.1 **THAT**, Ellen Baker, Nigel Harrison and Dave Rathwell, be appointed as Municipal Livestock Investigators for Tay Valley Township.
- 1.2 **THAT**, the duties and responsibilities of the Livestock Investigator shall be as set out in the Services Agreement dated XXX, 2023.

#### 2. BY-LAWS TO BE REPEALED

- 2.1 By-Law No. 2009-074 is hereby repealed.
- 2.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

#### 3. ULTRA VIRES

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



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2023-+0xx**

**4. EFFECTIVE DATE**

**4.1** This by-law shall come into force and effect on the XX day of XXX, 2023.

**4.2** ENACTED AND PASSED this 23<sup>rd</sup> day of May, 2023.

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**Rob Rainer, Reeve**

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**Amanda Mabo, Clerk**

**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

Report #C-2023-11  
Amanda Mabo, Chief Administrative Officer/Clerk

**HERITAGE PROPERTY SELECTION COMMITTEE**  
**TERMS OF REFERENCE UPDATE**

## STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the updates to the Heritage Property Selection Committee – Terms of Reference, as outlined in Report #CAO-2023-11 – Heritage Property Selection Committee – Terms of Reference Update, be approved;

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

## BACKGROUND

Council at its April 25<sup>th</sup>, 2023 meeting, approved bringing back the Legacy Farms Program, not only as part of the 25<sup>th</sup> Anniversary of amalgamation of the Township but as an ongoing program. Council also approved a 25<sup>th</sup> Anniversary Business Recognition Program, with both programs to be administered by the Heritage Property Selection Committee.

## DISCUSSION

In order for the Heritage Property Selection Committee to take on these two initiatives their terms of reference need to be updated (see attached).

The draft terms of reference were circulated to members of the Committee for review and comment.

## FINANCIAL CONSIDERATIONS

None associated with this report.

## CLIMATE CONSIDERATIONS

None.

## **STRATEGIC PLAN LINK**

**Economic Development and Tourism:** The Township has thriving home-based and local businesses, resulting in lots of sustainable jobs. The Township is an attractive tourist destination.

**Food and Farming:** The Township has a flourishing farming community. Farmers are able to earn sustainable incomes. Residents have access to healthy local food and products.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Adopt the updated terms of reference.

**Option #2** – Suggest changes to the updated terms of reference.

## **CONCLUSIONS**

As per the recommendation.

## **ATTACHMENTS**

1. Draft Updated Terms of Reference (suggested changes in red and yellow highlight)

**Prepared and Submitted By:**

*Original Signed*

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

## HERITAGE PROPERTY SELECTION COMMITTEE TERMS OF REFERENCE

In support of the Tay Valley Township Heritage Property Recognition Program, **the Legacy Farms Program and other heritage initiatives delegated by Council to the Committee**, Tay Valley Township deems it appropriate to establish a Heritage Property Selection Committee.

### HERITAGE PROPERTY RECOGNITION PROGRAM

The Heritage Property Recognition Program recognizes properties in Tay Valley Township that have historic or cultural importance to the general township community (as opposed to significance to a single family or organization).

The program commemorates the properties, rather than registers them for the purpose of placing legal or municipal restrictions on them.

The types of properties to be recognized in the program are:

- Residential, commercial, agricultural or industrial buildings that have historic, architectural or cultural significance to the community;

*Examples:*

*\*The home of a person who had a significant role in the township.*

*\*A building that served as a known community retail centre for a hamlet, such as a post office or general store.*

*\*A building that housed an early mill, factory or school.*

- Heritage and cultural structures, such as monuments, cemetery markers, bridges, ruins, and fences;

*Examples:*

*\*The cemetery monument of a person who had an impact on the early community, perhaps as a politician or a leader in an organisation (eg. Women's Institute).*

*\*The ruins of an early grist mill or sawmill.*

*\*An early, known trestle bridge.*

- Heritage landscapes and archaeological sites (properties need not have a structure).

*Examples:*

*\*An early mine site.*

*\*The site of an early industrial operation.*

*\*The location of a documented indigenous trail.*

Note: For this program, the term 'properties' does not include written property, works of art, goods, or concepts and ideas.

## LEGACY FARMS PROGRAM

The Legacy Farms Program recognizes farms in Tay Valley Township that have been in the same family for 100, 150 or 200 years.

Approved properties will receive an official certificate from the Township, and property owners will have the option of purchasing a sign for display.

Properties that are candidates to receive recognition include:

- Direct descendants of the same family should have owned the farm for 100, 150 or 200 consecutive years;
- A family member should still own the farm; and
- The farm should still be at least 50 acres in size but does not need to be in active operation.
- Incorporated farms and farm properties divided among several descendants are eligible.

## MANDATE

The purpose of the Committee is to provide advice and recommendations to Council regarding the recognition of Heritage Properties and Legacy Farms. To fulfill its mandate it is anticipated the Committee will, among other things:

~~Initially, develop an application form for the program for Council's approval.~~

~~Initially, design a certificate and plaque for presentation to approved properties.~~

- ~~Semi-Annually,~~ Review and assess subjectively, on individual merits, rather than against a set of prescribed criteria, each application.
- Present an official certificate and plaque (if applicable) from the Township to approved properties at a meeting of Council.
- If a plaque is purchased by the Applicants, ~~in discussion with the Applicants,~~ provide advice to the property owner on appropriate locations for displaying ~~determine a suitable location on the property to display the~~ plaque or sign.

## REPORTING RESPONSIBILITY

The Heritage Property Selection Committee will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the ~~Planner~~ Community Services Coordinator or designate.

## **MEMBERSHIP**

The Heritage Property Selection Committee shall comprise of a minimum of three (3) members appointed at the beginning of each Council term by Council. Replacement members can be appointed, if needed, during the course of the term.

The **Planner Community Services Coordinator** (or designate) shall act as a resource person to the Committee.

## **MEETINGS**

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

## **TERM**

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity.

**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

Report #C-2023-13  
Amanda Maboo, Chief Administrative Officer/Clerk

**EMERGENCY PREPAREDNESS RACK CARD**

## STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, an emergency preparedness rack card be printed and mailed to every property owner in Tay Valley Township, as outlined in Report #CAO-2023-13 – Emergency Preparedness Rack Card,

**AND THAT**, the necessary funds be expensed from the Special Contingency Reserve.”

## BACKGROUND

As a follow-up to the recent ice storm, the Chief Administrative Officer/Clerk, Public Works Manager, Fire Chief and Deputy Fire Chief, who are the members of the Community Control Group (CCG) for emergency management, held a debrief discussion. As part of that discussion, it became apparent that a number of residents during emergencies still rely on word of mouth to communicate. Although emergency messages are communicated through Lake 88.1, and the Township’s website, email newsfeed and Facebook page, there is still this gap.

## DISCUSSION

In order for the Township to be more proactive with emergency preparedness communication, and to help fill the gap, it is being recommended that a rack card be produced and distributed by mail to every property owner in the Township. The information would also be communicated through the other channels mentioned about.

A draft rack card is attached to this report and includes information on:

- emergency preparedness – 5 days
- developing a household emergency plan
- items to stock up on
- what you would need if you needed to evacuate
- a place to go should there be a long-lasting power outage or extreme hot or cold weather

- how to stay informed
- emergency numbers

Specifically regarding “A Place to Go”, The Township will open the Maberly Hall during emergencies that involve long-lasting power outages (48 hours or more) or extreme cold or hot weather so that residents can get water, recharge devices and warm up or cool down.

The work has been completed with regards to the electrical so that the generator can be hooked up, the water is drinkable as there is a UV filtration system, and shortly there will be an outside tap available to fill jugs with water or flushing toilets, etc.

The hall would be opened but unattended. A sign will be placed out front indicating that the hall is open, along with signage inside to let people know the availability of the outside tap, of drinking water, that they can charge their devices, etc.

## **FINANCIAL CONSIDERATIONS**

5,500 Rack Cards = \$5,750

- Design \$250 + HST (included in emergency management budget)
- Printing \$500 + HST
- Mailing \$5,000+ HST

The \$5,500 would need to come from the special contingency reserve as this was an unbudgeted item.

The funds for the signs will also come from the emergency management budget)

## **CLIMATE CONSIDERATIONS**

Annual weather events that leave households without power for multiple days is becoming the norm.

## **STRATEGIC PLAN LINK**

**Communications and Connectivity:** Enhance all methods of communication with residents.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Print and Mail the Emergency Preparedness Rack Card.

This option not only ensures the Township is compliant with annual emergency management requirements (education to the public) but also fills a gap by proactively providing property owners information on what to do during an emergency in the Township.

**Option #2** – Print the Emergency Preparedness Rack Card and Distribute only at in-person events.

This is not ideal as not every property owner will be reached.



**Option #3** – Do nothing.

This option not recommended as communication within the Township still involves word of mouth and the rack card would assist with getting the message to every property owner in the Township.

## **CONCLUSIONS**

As per the recommendation.

## **ATTACHMENTS**

- i) DRAFT Emergency Preparedness Rack Card

**Prepared and Submitted By:**

*Original Signed*

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

# Tay Valley Township Emergency Preparedness

As Tay Valley experiences more severe weather conditions like the recent ice storm, make sure you have a plan and enough supplies to keep you and your family safe for 5 days.



## Develop a Family Emergency Plan

- ✓ Talk about what everyone should do in various emergency situations
- ✓ Include elderly family members, even if they do not live with you
- ✓ Know how to safely turn off main water valves and electrical switches
- ✓ Locate safe areas like an interior bathroom, closet or basement in case of a tornado
- ✓ Pick a place to meet up if an emergency forces you out of your home



## Stock Up!

Think about getting a generator to run your well, sump pump and other essentials like the fridge and freezer. Keep your radio, flashlight and cell phone charged, and maintain at least a 5-day supply of these at home:

- Water
- Food that won't spoil
- Propane for the BBQ
- Spare batteries
- Gas for your vehicle and generator



[www.tayvalleytwp.ca/beprepared](http://www.tayvalleytwp.ca/beprepared)

## Grab and Go



Store the things you would need if you have to leave quickly in a backpack or duffel bag, close to the door:

- |   |   |
|---|---|
| <input type="checkbox"/> Medications                | <input type="checkbox"/> Candles, matches/lighter |
| <input type="checkbox"/> Bottled water              | <input type="checkbox"/> Device charge cords      |
| <input type="checkbox"/> Food for you and your pets | <input type="checkbox"/> Identification           |
| <input type="checkbox"/> Multi-tool/can opener      | <input type="checkbox"/> Blanket or sleeping bag  |
| <input type="checkbox"/> Spare car keys             | <input type="checkbox"/> Clothes                  |
| <input type="checkbox"/> First aid kit              | <input type="checkbox"/> Toiletries               |
|   | <input type="checkbox"/> Cash                     |

## A Place to Go



Tay Valley Township will open **Maberly Hall** (180 Maberly Elphin Road) during emergencies that involve long-lasting power outages or extreme cold or hot weather so that residents can get water, recharge devices and warm up or cool down.

## Stay Informed



- ✓ Subscribe to Tay Valley Township News at [subscribe.tayvalleytwp.ca](http://subscribe.tayvalleytwp.ca)
- ✓ Follow us on Facebook
- ✓ Tune in to local news at Lake 88.1

## Emergency Numbers

- Hydro One: 1.800.434.1235
- Tay Valley Township: 613.284.1413
- Lanark County Public Works: 613.267.1353 ext. 6
- Ontario Ministry of Transportation: 1.877.979.0998



Tay Valley Township

[www.tayvalleytwp.ca/beprepared](http://www.tayvalleytwp.ca/beprepared)

**COMMITTEE OF THE WHOLE**  
May 9<sup>th</sup>, 2023

**Report #C-2023-12**  
**Amanda Mabo, Chief Administrative Officer/Clerk**

**CAO PERFORMANCE REVIEW PROCESS**

**STAFF RECOMMENDATION(S)**

It is recommended:

**“THAT**, the CAO Performance Review Policy be adopted;

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

**BACKGROUND**

An effective relationship between Council and its CAO (Chief Administrative Officer) is a critical prerequisite for municipal success.

Local elected officials rely on their CAO to be the link between them and municipal operations, to implement the municipality’s policies and programs, and to help them achieve their strategic goals and objectives.

That said, in a survey conducted by the Canadian Association of Municipal Administrators (CAMA) in 2014, while a majority of elected officials and CAOs indicated they participated in a performance review process, far less reported they felt prepared for the process or that the outcomes were tied to actual results. Overwhelmingly, both parties identified the need for a performance review system benefiting each.

As a result, CAMA developed a CAO Performance Evaluation Toolkit. The toolkit uses a “pick and choose” format, which can be adapted to support existing review processes. It builds on foundational steps and core competencies to help set clear goals for the success of the municipality, to guide and support the review process, and to foster open conversations between Council and the CAO.

## **DISCUSSION**

Although conducted annually, Tay Valley does not have a formal process in place to conduct the annual performance review of the CAO. Therefore, it is being recommended that one be developed and approved for use (see attached).

Once a policy is adopted, the Reeve and CAO will work on drafting the survey questions.

## **FINANCIAL CONSIDERATIONS**

Staff time in developing the policy and associated documents.

## **CLIMATE CONSIDERATIONS**

None.

## **STRATEGIC PLAN LINK**

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

**Human Resources:** Ensure human resources are in alignment with strategic goals and objectives and build capacity within the organization to consistently deliver on strategic priorities and day to day delivery of services and programs.

## **OPTIONS CONSIDERED**

**Option #1 – (Recommended)** – Adopt the CAO Performance Review Policy

**Option #2** – Suggested Changes to the CAO Performance Review Policy

**Option #3** – Do not adopt or suggest changes to the CAO Performance Review Policy.

## **CONCLUSIONS**

According to CAMA, the benefits of having a formal performance review process are:

- allows Council to focus on, and agree about, performance criteria related to the organization's direction and priorities;
- makes sure the CAO is being evaluated on organizational goals and accomplishments, rather than personality traits;
- enables the CAO to give staff clear direction for their work performance;
- identifies opportunities, challenges, and strategic issues that Council and the CAO can address before problems arise;
- gives the CAO a clear picture of how Council perceives the quality of work;
- improves the performance of the CAO and the organization; and
- builds a better working relationship between the CAO and Council.

Performance needs to be reviewed throughout the year. The annual performance review should not be viewed as the time to tell the CAO the things that have gone wrong over the past year, rather the review should be part of ongoing communication between Council and the CAO that shares what is going well and what needs to change so that the municipality's direction and goals can be fulfilled.

## **ATTACHMENTS**

- i) DRAFT CAO Performance Review – Policy
- ii) DRAFT Goal Setting Document

### **Prepared and Submitted By:**

*Original Signed*

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

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**SUBJECT: CAO PERFORMANCE REVIEW - POLICY**

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**1.0 PURPOSE**

This policy has been established to describe the process to be followed to conduct the annual performance review of the CAO.

**2.0 LEGISLATIVE AUTHORITY**

Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

**3.0 SCOPE**

This policy applies to the CAO.

**4.0 DEFINITIONS**

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

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

“**Employee**” – shall mean all union and non-union employees of the Municipality.

“**Head of Council**” – shall mean the Reeve of the Municipality.

“**Member**” – shall mean a Member of Council.

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

“**Senior Staff**” - shall include the Clerk, Planner, Public Works Manager and Treasurer.

**5.0 PERFORMANCE REVIEW TIMELINES**

**5.1** The CAO performance review is scheduled in June of each year. All components of the review will be completed by the last business day in June.

## 6.0 REVIEW PROCESS

### Step 1: Objectives and Goal Setting

- The CAO and Council shall jointly decide on any personal development goals and establish key performance objectives that are tied to the annual performance review feedback.
- These objectives should be established within the overall context of the Strategic Plan for the Municipality.

### Step 2: Mid-Year Check In (optional)

- Council and the CAO may meet to discuss progress on the achievement of key objectives and determine if there are any impediments to success or if objectives need to change as a result of a shift in strategic direction or priority.

### Step 3: Annual Performance Review

- The CAO prepares a self-assessment of goals, key performance objectives and accomplishments for the year.
- The Head of Council (or designate) will circulate to Members the CAO Performance Review survey questions. Each Member shall complete the questions individually and submit them to the Head of Council.
- The Head of Council will circulate to Senior Staff and any Employees that report directly to the CAO the CAO Performance Review survey questions. Each Senior Staff and Employee shall complete the questions individually and submit them to the Head of Council.
- The Head of Council will then collate all of the feedback into a summary document and will hold a formal meeting with Council to discuss the results of the review and the level of success in achieving the key objectives. Council feedback is documented for delivery to the CAO.
- The Head of Council, along with the Deputy Head of Council, shall meet with the CAO to provide formal, documented feedback as gathered above.

## 7.0 ANNUAL PERFORMANCE REVIEW SCHEDULE

<b>DELIVERABLE</b>	<b>WHO</b>	<b>DUE DATE</b>
Send reminder of CAO performance review timelines to Head of Council and Deputy Head of Council	<b>CAO</b>	<b>April 17</b>
Meet with Head of Council and Deputy Head of Council to discuss components of performance review (ex. 360 feedback, surveys, etc.)	<b>CAO</b>	<b>April 24</b>
Send out surveys	<b>Head of Council (or designate)</b>	<b>May 1</b>
CAO to complete self-assessment	<b>CAO</b>	<b>May 1</b>



Surveys due	<b>Head of Council (or designate)</b>	<b>May 8</b>
Collate and summarize feedback from surveys	<b>Head of Council</b>	<b>May 15</b>
Council meet to discuss CAO performance review and provide overall feedback	<b>Head of Council and Council</b>	<b>May 22</b>
Summarize all feedback from Council into CAO performance review document	<b>Head of Council</b>	<b>May 29</b>
Meet with CAO to deliver feedback	<b>Head and Deputy Head of Council</b>	<b>June 5</b>
Develop key performance objectives for coming year	<b>CAO</b>	<b>June 12</b>
Share and discuss key performance objectives for coming year with Council; finalize	<b>CAO</b>	<b>June 19</b>

## **8.0 ACCOUNTABILITY FRAMEWORK**

The Chief Administrative Officer and Head of Council is responsible for ensuring compliance with this policy.

## **9.0 POLICY REVIEW**

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

## **10.0 REFERENCES**

### **Policies and Procedures/Documents**

Annual Goal Setting Document  
Previous Performance Reviews  
Strategic Plan

**SETTING GOALS FOR THE COMING PERIOD**

<b>Council's Strategic Goal</b>	<b>CAO's Goals for the Evaluation Year</b>	<b>Key Results Area for the CAO</b>	<b>Target Completion Date</b>

# **CORRESPONDENCE**

1. **Township of Montague:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 4.*
2. **Township of Mulmur:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 5.*
3. **Township of Perry:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 6.*
4. **Municipality of Magnetawan:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 8.*
5. **Dufferin County:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 9.*
6. **Township of Carlow/Mayo:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 10.*
7. **Township of Melancthon:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 11.*
8. **Township of West Lincoln:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 12.*
9. **Town of Coburg:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 14.*
10. **Town of Orangeville:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 16.*
11. **Municipality of Port Hope:** Resolution – Bill 5 – Stop Harassment and Abuse by Local Leaders Act, 2022 – *attached, page 17.*
12. **City of Port Colborne:** Resolution – School Bus Stop Arm Cameras – *attached, page 18.*
13. **Town of Bracebridge:** Resolution – School Bus Stop Arm Cameras – *attached, page 21.*
14. **City of Port Colborne:** Resolution – Oath of Office – *attached, page 23.*
15. **Tow of Fort Erie:** Resolution – Change to the Municipal Oath of Office – *attached, page 26.*
16. **Municipality of Waterloo:** Resolution – Protect the Privacy of Candidates – *attached, page 28.*

17. **Township of Alwick Haldimand:** Resolution – Future Accuracy of the Permanent Register of Electors – *attached, page 30.*
18. **Municipality of Shuniah:** Resolution – Enbridge Gas Utility Locates Charge – *attached, page 32.*
19. **Township of Perth South:** Resolution – Funding and Support for Via Rail Service – *attached, page 33.*
20. **The Federation of Northern Ontario Municipalities:** Resolution – Bail Reform – *attached, page 37.*
21. **City of Port Colborne:** Resolution – Changes to the Municipal Heritage Register – *attached, page 39.*
22. **Township of The Archipelago:** Resolution – Road Management Action on Invasive Phragmites – *attached, page 43.*
23. **Township of Alwick Haldimand:** Resolution – A Call to the Provincial Government to End Homelessness in Ontario – *attached, page 45.*
24. **Bonfield Township:** Resolution – A Call to the Provincial Government to End Homelessness in Ontario – *attached, page 47.*
25. **City of Stratford:** Resolution – Use of Long-Term Care Funding to Support Community Care Services – *attached, page 48.*
26. **Bonfield Township:** C Resolution – Use of Long-Term Care Funding to Support Community Care Services – *attached, page 49.*
27. **Municipality of Magnetawan:** Resolution – Municipalities Retaining Surplus Proceeds from Tax Sales – *attached, page 50.*
28. **Municipality of Shuniah:** Resolution – Municipalities Retaining Surplus Proceeds from Tax Sales – *attached, page 51.*
29. **Town of Coburg:** Resolution – The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales – *attached, page 52.*
30. **Municipality of Dysart et al:** Resolution – Municipalities Retaining Surplus Proceeds from Tax Sales – *attached, page 56.*
31. **Bonfield Township:** Resolution – Municipalities Retaining Surplus Proceeds from Tax Sales – *attached, page 57.*
32. **Township of South Glengarry:** Resolution – Lift the Moratorium on Pupil Accommodation Reviews – *attached, page 58.*
33. **Bonfield Township:** Resolution - Lift the Moratorium on Pupil Accommodation Reviews – *attached, page 60.*

34. **Town of Coburg:** Resolution: Reduce Municipal Insurance Costs – *attached, page 61.*
35. **Township of Carlow/Mayo:** Resolution – Reduce Municipal Insurance Costs – *attached, page 64.*
36. **Township of Clearview:** Resolution – Barriers for Women in Politics – *attached, page 66.*
37. **Town of Coburg:** Resolution – Barriers for Women in Politics – *attached, page 68.*
38. **Town of Cochrane:** Resolution – Barriers for Women in Politics – *attached, page 71.*
39. **Tay Valley:** Report – Building Permits (Approval Granted April 2023) – *attached, page 73.*

# UPDATES

## **BOLINGBROKE CEMETERY BOARD MINUTES**

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**Friday, April 21, 2023**

**10:00 a.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  
Darla Kilpatrick

**Staff Present:** Amanda Mabo, Chief Administrative Officer/Clerk  
Maureen van Dreumel, Community Services Coordinator  
Ashley Liznick, Treasurer (left at 12:20 p.m.)  
Olivia Trudel, Corporate Assistant/Recording Secretary

**Members/Staff Absent:** Betty Anne Gillespie

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

The meeting was called to order at 10:03 a.m.  
A quorum was present.

### **2. INTRODUCTIONS**

The Board members introduced themselves and expressed their personal reasons for joining the Bolingbroke Cemetery Board. Each staff member introduced themselves and explained what their involvement with the Board is.

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

The agenda was approved as presented.

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

None at this time.



## 5. APPROVAL OF MINUTES

### i) Minutes – May 25<sup>th</sup>, 2022

The minutes of the Bolingbroke Cemetery Board Meeting held on May 25<sup>th</sup>, 2022, were approved as presented.

## 6. BUSINESS

### i) Legislation

The CAO/Clerk gave a summary of the legislation and regulations asked that the Board members read it on their own time. The CAO/Clerk also provided each member with a binder containing information related to the cemetery and its operations.

- Funeral, Burial and Cremation Services Act, 2002  
<https://www.ontario.ca/laws/statute/02f33>
- O. Reg. 374/18 – Discipline and Appeal Committees  
<https://www.ontario.ca/laws/regulation/180374>
- O. Reg. 216/18 – Code of Ethics  
<https://www.ontario.ca/laws/regulation/180216>
- O. Reg. 184/12 – Care and Maintenance Exemptions and Miscellaneous Charges  
<https://www.ontario.ca/laws/regulation/120184>
- O. Reg. 30/11 - General  
<https://www.ontario.ca/laws/regulation/110030>
- Occupiers' Liability Act  
<https://www.ontario.ca/laws/statute/90o02>

### ii) Bereavement Authority of Ontario (BAO)

The CAO/Clerk explained that the BAO is a government delegated authority that administers the Act and its regulations. The Treasurer explained that the BAO is who the Board reports to. All financials and reports are sent to the BAO.

### iii) History of the Bolingbroke Cemetery

The CAO/Clerk updated the Board on the history of how the Cemetery became the responsibility of Tay Valley Township.

iv) **Website**

The CAO/Clerk gave a demonstration of the Bolingbroke Cemetery page on the Township's website.

v) **Insurance**

The CAO/Clerk explained that all Board members and volunteers are covered by the Township's insurance as it is an active cemetery.

vi) **Price List**

The CAO/Clerk informed the Board that the price list is required by the Act and it needs to be provided to anyone inquiring or purchasing a service from the cemetery. The price list was approved by the Board in 2022.

D. Boyd suggested explanations be added to the price list, for example, did not know what a gate fee was.

The CAO/Clerk explained that legislation determines what must be put on the price list but possibly a glossary could be added to the Internment Rights Contract and/or by-law.

It was also noted that the digging of the hole and purchase of the monument is paid directly to the supplier and is not provided by or included in the cemetery fees. This should also be noted somewhere.

The Community Services Coordinator will create Standard Operating Procedures (SOPs) for new purchases, legacy plots, abandoned plots, if it's a burial versus a cremation, etc.. The SOPs will aid the Board and volunteers with sales and inquiries from the public.

It was noted that the price list will be reviewed annually, and may be subject to price increases.

vii) **Interment Rights Certificate**

The CAO/Clerk explained what is on the Internment Rights Certificate and noted that it is to be filled out at the point of purchase, same time as the Contract for Internment Rights. The Certificate was approved by the Board in 2022. Once the process becomes familiar, the Certificate can be altered if information is missing or not necessary.

viii) **DRAFT Contract for Interment Rights**

The CAO/Clerk informed the Board that the Contract for Internment Rights is currently with legal counsel for input and will be distributed once feedback has been received.

D. Kilpatrick asked what is the difference between a lot and a plot? A plot is a single grave, a lot is more than one grave and is described in the cemetery by-law.

**RESOLUTION #BCB-2023-01**

**MOVED BY:** Darla Kilpatrick  
**SECONDED BY:** Doug Boyd

“**THAT**, the Internment Rights Contract for the Bolingbroke Cemetery be approved, subject to any changes recommended by legal counsel.”

**ADOPTED**

ix) **DRAFT Disinterment Rights Certificate**

**RESOLUTION #BCB-2023-02**

**MOVED BY:** Darla Kilpatrick  
**SECONDED BY:** Doug Boyd

“**THAT**, the Disinterment Rights Certificate for the Bolingbroke Cemetery be approved, subject to any changes recommended by legal counsel.”

**ADOPTED**

x) **DRAFT Contract for Disinterment Rights**

D. Boyd asked what happens to a plot that has had remains disinterred and the lot “owner” wants to sell the lot back to the cemetery? The CAO/Clerk will check with legal counsel and will write into the contract and/or cemetery by-law.

**RESOLUTION #BCB-2023-03**

**MOVED BY:** Darla Kilpatrick  
**SECONDED BY:** Doug Boyd

“**THAT**, the Disinterment Rights Contract for the Bolingbroke Cemetery be approved, subject to any changes recommended by legal counsel.”

**ADOPTED**

xi) **Tracking Sheet – Interment & Disinterment Contracts and Certificates**

The CAO/Clerk explained the tracking sheet will capture the Rights Holder’s name, date of purchase, contract numbers and certificate numbers so that records can be easily cross referenced.

xii) **Records**

The CAO/Clerk explained that all original records should be housed at the Municipal Office as there is no dedicated office for the cemetery. If anyone wishes to view the plot books, they can come and view them at the Municipal Office.

xiii) **DRAFT Bolingbroke Cemetery By-Law**

The CAO/Clerk reviewed the By-Law and explained that it will go to Council and then be sent to the BAO for final approval.

**RESOLUTION #BCB-2023-04**

**MOVED BY:** Darla Kilpatrick

**SECONDED BY:** Doug Boyd

“**THAT**, the Bolingbroke Cemetery By-Law be approved, subject to any changes recommended by legal counsel, and brought forward to Township Council for approval in principle for circulation to the Bereavement authority of Ontario for comment.”

**ADOPTED**

xiv) **Cemetery Procedures/Checklist**

D. Kilpatrick will email a list of suppliers that the cemetery deals with.

The Community Services Coordinator will work with the Board to develop the Standard Operating Procedures.

xv) **Transfer of Financials to the Township**

The Treasurer notified the Board that the financials were transferred to the Township in March of 2023. The Treasurer will meet with Board Member Betty Anne Gillespie monthly to discuss any financial transactions that occurred for that month.

It was suggested that a donation link be added to the website.

xvi) **General Account versus Care and Maintenance Fund Account**

The Treasurer gave an overview of what each account is used for and its purpose.

xvii) **2023 Draft Budget**

The Treasurer explained that all funds are tracked separately and not included in Township funds. The 2022 Auditor’s Review will note all of this.

The year-to-date budget spreadsheet will be included in all Board agendas.

The Board will bring the 2023 Draft Budget to the next meeting.

The CAO/Clerk suggested that the Board should meet in August or September to set the budget for 2024. As well, preliminary expansion discussions should happen now as they will take time and the volunteers want to be ready for when

the expansion is approved. For example, surveyors are booking 8 months in advance.

The Treasurer left at 12:20 p.m.

xviii) **Additional Questions from Volunteers**

Can the grounds maintenance crew repair the tombstones that are aged and falling over? Can the funds in the general account be used to repair these tombstones?

The CAO/Clerk explained that the Board would be responsible for approving the spending of those funds. The CAO/Clerk said to get a quote from the monument company and then bring that quote to the next meeting.

**7. NEW/OTHER BUSINESS**

None.

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

Next Meeting: May 25<sup>th</sup>, 2023 at 1:00 p.m.

**9. DEFERRED ITEMS**

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

- *Updates from legal counsel*
- *Expansion of Cemetery - survey, fencing, lot addition, new entrance and repair pillars, 1 new double gate, trees (donated)*
- *2023 Draft Budget*
- *SOPs and Checklists*
- *Memorial Service*

**10. ADJORNMENT**

The meeting was adjourned at 12:45 p.m.

# DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

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Thursday, March 30<sup>th</sup>, 2023

6:00 p.m.

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

Training Room

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## ATTENDANCE:

### Members Present:

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

### Staff Present:

Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief (left at 6:27 p.m. to  
respond to a fire)  
Megan Moore, Recording Secretary

### Members & Staff Absent:

None.

## 1. CALL TO ORDER

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

## 2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as presented.

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

None at this time.

**4. APPROVAL OF MINUTES**

- i) **Minutes – January 30<sup>th</sup>, 2023.**

**RESOLUTION # FB2023-09**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Marilyn Thomas

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on January 30<sup>th</sup>, 2023 be approved as circulated.”

**ADOPTED**

**5. DELEGATIONS & PRESENTATIONS**

- i) **Jessica Rothwell (KPMG LLP): 2022 Audit.**

J. Rothwell reviewed the 2022 Audited Financial Statements that were attached to the agenda.

**RESOLUTION # FB2023-10**

**MOVED BY:** John Matheson

**SECONDED BY:** Marilyn Thomas

“**THAT**, the 2022 audited financial statements for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted as presented.”

**ADOPTED**

**6. BUSINESS**

- i) **2023 Auditor Appointment.**

**RESOLUTION # FB2023-11**

**MOVED BY:** Ray Scissons

**SECONDED BY:** Greg Hallam

“**THAT**, KMPG LLP be appointed to complete the 2023 audit for the Drummond/North Elmsley Tay Valley Fire Rescue.”

**ADOPTED**

ii) **2022 Surplus/Deficit Allotment.**

**RESOLUTION # FB2023-12**

**MOVED BY:** Wayne Baker  
**SECONDED BY:** Greg Hallam

“**THAT**, the \$5,649.00 surplus from the 2022 Administration Budget be transferred to the Administration Reserve;

**THAT**, the \$5,736.00 deficit from the 2022 BBD&E Station Budget be transferred from the BBD&E Contingency Reserve;

**THAT**, the \$58,079.00 surplus from the 2022 South Sherbrooke Station Budget be transferred to the South Sherbrooke Contingency Reserve;

**AND THAT**, the \$547.00 deficit from the 2022 Smiths Falls Fire Agreement budget be transferred from the Smiths Falls Fire Agreement Reserve.”

**ADOPTED**

iii) **Credit Card Policy.**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-13**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** John Matheson

“**THAT**, the Credit Card Policy be approved as presented.”

**ADOPTED**

iv) **Accessibility Policy**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-14**

**MOVED BY:** Wayne Baker  
**SECONDED BY:** Greg Hallam

“**THAT**, the revised Accessibility Policy be approved as presented.”

**ADOPTED**

v) **Sale and Disposition of Land Policy.**

The Fire Board reviewed and approved the policy.



**RESOLUTION # FB2023-15**

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

“**THAT**, the Sale and Disposition of Land Policy be approved as presented.”

**ADOPTED**

vi) **Disconnecting From Work Policy.**

The Fire Board reviewed and approved the policy.

**RESOLUTION # FB2023-16**

**MOVED BY:** John Matheson  
**SECONDED BY:** Wayne Baker

“**THAT**, the Disconnecting from Work Policy be approved as amended.”

**ADOPTED**

vii) **2023 Emergency Response Call Update.**

The Fire Chief provided the Fire Board with an overview of the number of emergency response calls the Fire Department has received to date.

viii) **Firefighter Hours & Pay Update – *attached, page 8.***

The Fire Chief provided the Fire Board with a cost update on the firefighter honorariums to date.

ix) **Deputy Fire Chief Update.**

Training

- Just completed a two-month, 8 session training on Firefighter Survival and Rapid Intervention Teams. Joint training between both stations and was very well received. Unfortunately we have already had to use it with the Structure Fire on March 23, but fortunately everyone was ready and performed great.

Employee Reviews

- In February and March, with the help of the station chiefs, completed close to 50 of the 60 firefighter reviews. Good feedback from the crew(s) in both stations. We do have a few firefighters that needed an extra discussion about their attendance numbers and not meeting minimum levels for consecutive years.
- Moving onto the captain reviews next

## Health and Safety

- Put time into researching what was needed to properly operate a JHSC between the two stations. Have now restructured committee for who can be management reps as well as employee reps. Researching proper inspection routines and checklists, etc. As Deputy Chief I am now a member of the management team as well as Co-Chair.

## x) **Fire Chief Update.**

- 2023 Fire Department budget was approved. Some capital items have been ordered (portable radios, hydraulic ram).
- An upper management review will be conducted in the near future. Chris Burke (from the Loomex Group) who aided in completing the Master Fire Plan will be assisting with the review. Some of the topics that will be covered in the upper management review include: officer job descriptions, rate of pay for officers, number of officers, future role of the training officer, mandatory retirement age and minimum training requirements. Chris estimates that the review will cost approximately \$1,500.00 to complete.
- Carefully watching the weather for flooding in some areas of the Townships and also keeping an eye on how dry its getting. A fire ban may implemented if required.
- Have been asked to host fire training with staff at Lanark Lodge in April.
- Busy attending emergency management meetings.
- Firefighter Appreciation Dinner is taking place on Saturday, April 22, 2023. The event will take place at the Perth Civitan. Please let the Administrative Assistant/Treasurer know if you can attend.
- There was a fatality at a fire that the fire department attended last week.

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

None.

## 8. **IN-CAMERA**

None.

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

Next Meeting: To be determined.

**10. DEFERRED ITEMS**

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

*None.*

**11. ADJOURNMENT**

The Board adjourned at 7:26 p.m.

# GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

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Friday, April 14, 2023

2:30 p.m.

Council Chambers

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## ATTENDANCE:

**Members Present:** Councillor, Angela Pierman  
Bob Argue  
Jennifer Dickson  
Douglas Barr  
David Poch  
Peter Nelson

**Members Absent:** Councillor, Greg Hallam  
Gilbert Rossignol

**Staff Present:** Noelle Reeve, Planner  
Allison Playfair, Building & Planning Administrative  
Assistant, Recording Secretary

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## 1. CALL TO ORDER

The meeting was called to order at 2:30 p.m.  
A quorum was present.

## 2. AMENDMENTS/APPROVAL OF AGENDA

i) Addition Under New/Other Business: Invitation to Sundance Artisan Festival.

The agenda was approved as amended.

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

None at this time.

## 4. APPROVAL OF MINUTES

i) **Minutes – March 17<sup>th</sup>, 2023.**

The minutes of the Green Energy and Climate Change Working Group Meeting held on March 17<sup>th</sup>, 2023, were approved as presented.

## 5. DELEGATIONS & PRESENTATIONS

None.

## 6. BUSINESS

### i) Climate Action Plan Update.

- Waste Composition Study Results

B. Argue provided an analysis of the data that was included in the Waste Composition Study – *attached page 9*. Overall, the Township is doing well compared to other municipalities but there is room for improvement. The first chart shows how well the recyclable materials Tay Valley currently accepts are recycled. Almost all paper, glass and metal are recycled. Plastics is the least recycled category followed by paper packaging. In other words, these latter two categories wind up in the garbage stream rather than the recycling stream the most.

The last two columns of this chart show new potential for recycling (by diverting the recyclables Tay Valley currently accepts out of the garbage) and by including additional recyclables (e.g., milk cartons).

The Planner was not sure of how the new Circular Economy regime will affect the Township's recycling program. The Planner will ask the Public Works Manager.

The second chart shows that Tay Valley has comparable proportions of recyclables to other municipalities with the exception of large urban centres that compost a significant portion of their waste. This chart also shows that Tay Valley has a lower proportion of non-acceptable waste than other municipalities (again with the exception of large urban areas).

Unfortunately, because the Waste Composition Study was undertaken for free by the province, the consultants did not break out what the non-acceptable garbage consisted of but B. Argue can make some educated inferences based on his decades of work in this sector (where unacceptable waste can be broken down into over 40 categories) and he can discuss with the Public Works Manager.

The third chart shows again that Tay Valley is doing well at recycling compared to other municipalities, with the exception of composting organic material. It is important to get the organic material out of the waste site because as vegetables, grass, etc, decompose they emit methane which is a climate change accelerator.

A discussion was held and it was agreed that encouraging more backyard composting, awareness of the Re-Use Centre, and trying to increase the types of material able to be recycled would be the Working Group's recommended priorities for the Township to pursue.

The Planner will discuss with the Public Works Manager about the Blue Bin Transition and if the Township can do additional recycling or composting at the waste site.

The Working Group suggested that the Township could send out information on how to make your own composting bin as the Township is not sure when more composting bins will be available to sell. This could be a good news release for Earth Day.

The Planner informed the Working Group that the Township has a Waste Management Mater Plan that was received by Council in the fall before the new Council was elected. The Public Works Manager intends to focus on its implementation later this Spring.

- Building Conditions Assessment Report

The Planner asked if the Working Group members had a chance to review the Building Conditions Assessment Report and could suggest any items that would be beneficial for improving the Township's energy efficiency and green house gas reduction. She noted that these items would go to the Treasurer to potentially be included in the budget for next year and to help provide the Public Works Manager with a heads up for tenders of future projects.

B. Argue prepared a list but the Working Group did not receive the email in time for the meeting. The list will be circulated as part of the next agenda.

B. Argue also pointed out that it is important to take a whole lifecycle view of an asset. For example, the thermology rating in the Building Conditions Report only indicates if there is a cold spot in a wall. It does not indicate if the wall should have more insulation applied to the outside of it to reduce heating costs for the building.

It was discussed that it should not be up to the Working Group to identify what needs to be considered in a tender. There needs to be on going education process for the use of lifecycle costing and the climate lens before tenders are drafted.

For example, the flat roof replacement tender for the Municipal Office building resulted in a roof with less insulation than would be required if it was being built new today. With the roof removed, now would be the time to upgrade the insulation from R-12 to R-25 but that is not going to happen because the request was not made in the bid document.

The Planner mentioned that the Public Works Manager had asked a company to write the specs on the replacement roof because he did not know what the Township should be asking for in a roof tender but the company did not include any climate action improvements.

The Working Group recognized the Public Works Manager will not be an expert in all aspects of facilities as his training is more oriented toward roads. Therefore, the Working Group suggested adding money to the Township budget to allow the Public Works Manager to send out Requests for Proposals to green energy experts like the Green Building Alliance, etc. to get feedback on upcoming RFPs for assets.

The Planner also mentioned that once the Asset Management Plan is completed and presented to Council this Spring, it will describe what equipment, facilities, roads, etc. need to be replaced and the year of repair or replacement which would provide enough notice for staff to complete the writing of RFPs viewed through the climate lens in advance.

The Working Group recommended that Township Request for Proposals (RFPs) should ask companies that are submitting bids to include life cycle costing, energy efficiency and GHG reduction options in all work to repair or replace assets, that the Treasurer's analysis should indicate the true operating costs of the alternatives, not just the capital costs and that utilizing a social discount rate to recognize the benefit of Greenhouse Gas reduction and energy efficiency be discussed by Council. The social discount subsidy should come from a reserve and the savings over the lifetime of the asset should be returned to that reserve.

ii) **Communications**

- Lanark County Climate Change Committee Update.

The Planner updated the Working Group that the Lanark County Climate Change Working Group agreed to change the GHG emission target for 2030 from a 20% reduction to a 45% reduction. It was noted that this increase would be in line with the Federation of Canadian Municipalities (FCM's) new targets and the Intergovernmental Panel on Climate Change's (IPCC's) target to keep global warming to 1.5C. This recommendation will be discussed by County Council on Wednesday April 26.

The County Environment and Climate Change staff have recommended that \$10,000.00 be given to each municipality to use towards Climate Action for: purchasing an electric vehicle; purchasing public charging stations; or purchasing composting equipment. The Township could use this subsidy for the Ford Lightning electric pick up truck.

The Working Group discussed the use of the County money to purchase the Ford Lightning pick up truck rather than a Food Cyclor.

B. Argue did not support Food Cyclor because it does not produce compost. It dehydrates organic material to a concentrated powder that must be placed in a deep trench and left for a year before planting seeds or plants in it. Otherwise, it will kill seeds or plants because it is too highly concentrated. In addition, it is expensive to purchase and to operate (\$100 filters need to be changed twice a year) and it costs \$500 (\$300 if subsidized) so who gets them? Finally, it is energy intensive to use.

The Working Group recommended supporting the use of the County money to purchase the Ford Lightning pick up truck.

Whereas the International Panel of Climate Change has called for global warming to be held at 1.5C to avoid worsening the impacts on people and the environment from climate disruption (see Risks from Rising Temperatures – *attached page 10*); and whereas Canada will experience more rapid warming due to our northern location; and whereas Tay Valley Township has experienced damage from more frequent and severe weather events including flooding, the derecho, an ice storm and drought in the past five years, which were the hottest ever in recorded world temperatures; and whereas Tay Valley Township has committed to reducing its contribution to global warming to no more than 1.5C by reducing its Greenhouse Gas emissions through its Climate Action Plan, accepted by the Federation of Canadian Municipalities Partners for Climate Protection program; and whereas the Township is required to replace a light pick up truck as part of its fleet management; therefore, the Green Energy and Climate Change Working Group urges that all of the \$10,000 provided by the County of Lanark for municipal climate action projects (for either public charging stations, fleet EV purchases, or public composters) be allocated to the purchase of the Ford 150 – Lightning.

- Should Tay Valley Declare a Climate Emergency?

P. Neilson emphasized the urgency of taking steps to reduce climate disruption, provided information and reasons why the Township should declare a climate emergency – *attached page 11*

He noted that the County of Lanark should also be urged to declare a climate emergency because their recent decision to not use air source heat pumps was bad economics and locked in fossil fuel use when one of their principles for Climate Action was to eliminate fossil fuel use.

The Working Group decided it will gather more information that would be beneficial to help educate Council about what it means for the Township to declare a climate emergency.



The Planner clarified that raising awareness of a climate emergency does not require the Community Emergency Management Coordinator to call the Emergency Response team together.

- National Building Code Update Energy Efficiency - Doug Barr

D. Barr explained that he believes that Tay Valley should find a way to require all new builds to have mandatory solar panels on roof tops and Electric Vehicle charging stations roughed in.

The Working Group discussed different ideas that could help homeowners move toward more energy efficient new builds in Tay Valley. Two suggestions were: a tax reduction incentive if possible (similar to the tax reduction provided to landowners who manage forests) or a by-law for green building standards. The Planner and Working Group members will bring examples of Townships that have adopted Green Building Standards to the next meeting.

- Suggestions for Education Residents and Council

The Planner will explore if FCM does in person presentations that could be useful to Council on the urgency of tackling climate disruption.

## **7. NEW AND OTHER BUSINESS**

### **i) Invitation to Sundance Artisan Festival.**

The Planner advised the Working Group that the Chief Administrative Officer received an invitation for the Working Group to have a booth to provide information to the community at the Sundance Artisan Festival on Labour Day Weekend (located behind the Fall River Cafe in Maberly and along the Fall River). A discussion was held with different ideas that could be put on display and it was felt that one day would be possible but not all three days. The Working Group will discuss further at the next meeting.

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

Next Meeting: May 12, 2023

The Working Group suggested that they meet monthly for the next 6 months to help the new Council to be informed.

## 9. DEFERRED ITEMS

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

- **Climate Action Plan Update**
  - *Waste Management Master Plan Update*
  - *Electric Truck Purchase Update*
  - *Should Tay Valley Declare a Climate Emergency?*
  - *National Building Code Update Energy Efficiency*
  - *Invitation to Sundance Artisan Festival*

## 10. ADJOURNMENT

The Working Group adjourned at 4:18 p.m.



April 17, 2023  
**Board Summary Report**

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the April 17, 2023 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the March 13, 2023 Board of Directors Committee Meeting and received minutes of the November 21, 2022 Finance and Administration Advisory Committee Meeting.

**Fiduciary Duties**

Charlotte Watson, a member of MVCA's legal counsel, presented on the fiduciary responsibility of Board members and how to avoid a conflict of interest.

**Watershed Conditions**

MVCA mitigated flooding in the Mississippi Watershed by performing log operations in the upper watershed while managing water levels and intake in the lower watershed. The Ottawa River is just beginning its freshet with water levels and flows increasing due to snowmelt over the southern part of the basin. Levels and flows for the Ottawa River are expected to increase slowly over the next few weeks.

**Daily Planning Cycle (DPC) Web-based Tool**

Daniel Post, MVCA's Full Stack Developer, presented the DPC Tool developed by MVCA's Flood Forecasting and Warning team and demonstrated its usefulness in monitoring and responding to changing water levels throughout the watershed.

**Update to 10-Year Capital Plan**

The Board approved an updated 10-year capital plan and associated schedule of capital levy increases.

**Tangible Capital Asset Policy Amendment**

Changes to MVCA's *Administrative By-law* were approved to clarify and update the schedule of assets classes, capitalization thresholds and authorization periods.

**City of Ottawa Flood Plain Mapping Contract**

The Board approved the execution of a five-year Flood Plain Mapping agreement with the City of Ottawa.

### **Sale of K&P Trail**

The Board confirmed authorization to sell the K&P Trail to the counties of Lanark, Renfrew and Frontenac for a nominal sum and directed staff to seek coordinated disposal of the asset to the three counties and proposed terms and conditions if there are cost implications to MVCA in excess of \$5,000.

### **Long-Term Disability Amendment (*Discussion in Camera*)**

The Board approved amendment of the *Employee Manual* to provide for up to 2-years of paid health and dental benefits to employees on long-term disability.

### **Psycho-Stress Assessment Results**

Results of a March 2023 employee survey were presented, with comparative analysis to a survey carried out in August 2021. Survey results have greatly improved, however, there are still areas requiring action to improve the work environment.

### **Wetland Overview and Regulations**

MVCA Biologist, Kelly Stiles, presented on the differences in the definitions and classifications of wetlands and their role in flood and drought mitigation. MVCA Manager of Planning and Regulations, Matt Craig, presented on the changes to regulations and wetland evaluation system, and outlined changes in MVCA's role in planning and permitting.

### **Conservation Ontario AGM Briefing**

Conservation Ontario (CO) is an umbrella organization that represents and supports the 36 CAs in Ontario. Sally McIntyre, GM attended their Annual General Meeting in April and provided a summary of the meeting and outlined the services provided by CO to CAs.

### **The following items were approved by consent:**

- Kashwakamak Lake Dam Funding Motion – to support federal grant requirement
- Registered Use of the K&P, Lanark Highlands Township – to approve signing of agreement
- GM Update

### **ATTACHMENTS:**

- Approved Minutes from March 13, 2023 Board of Directors Committee Meeting
- Received Minutes from November 21, 2022 Finance and Administration Advisory Committee Meeting

**RIDEAU VALLEY CONSERVATION AUTHORITY**  
**Box 599, 3889 Rideau Valley Drive**  
**Manotick, Ontario, K4M 1A5**  
**(613) 692-3571, 1-800-267-3504**

*Some members and guests attended the meeting electronically*

**DRAFT MINUTES**

<b>Board of Directors</b>	<b>2/23</b>	<b>March 23, 2023</b>
<b>Present:</b>	Jeff Banks Barry Card Steve Fournier Charlene Godfrey Theresa Kavanagh Pieter Leenhouts Angela Pierman Kristin Strackerjan Adrian Wynands	Gerry Boyce Brian Dowdall Mel Foster Susan Irwin Morgan Kenny Wilson Lo Anne Robinson Gary Waterfield
<b>Staff:</b>	Sommer Casgrain-Robertson Kathy Dallaire Glen McDonald Marissa Grondin	Dan Cooper Terry Davidson Brian Stratton
<b>Regrets:</b>	Shawn Menard	Shawn Pankow
<b>Guests:</b>	Ed Gazendam – Water's Edge Environmental Solutions Marc McDonald – pending member from Elizabethtown-Kitley	

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

**1.0 Roll Call**

General Manager/Secretary-Treasurer conducted a roll call and introduced Marc McDonald who will be appointed as the member for Elizabethtown-Kitley if the municipality receives an exception from the Minister to appoint a non-member of council.

**2.0 Land Acknowledgement Statement**

Chair Strackerjan gave the Land Acknowledgement statement.

**3.0 Agenda Review**

Chair Strackerjan reviewed the Agenda.

**4.0 Adoption of Agenda**

**Resolution 1-230323**

**Moved by:** Steve Fournier  
**Seconded by:** Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

**Resolution Carried**

**5.0 Declaration of Interest**

There were no declarations of interest.

**6.0 Approval of Minutes of February 23, 2023**

**Resolution 2-230323**

**Moved by:** Adrian Wynands  
**Seconded by:** Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #01/23, February 23, 2023 as circulated.

**Resolution Carried**

**7.0 Business Arising from the Minutes**

There was no business arising.

**8.0 Annual General Meeting**

**a.) Appointment of Executive Committee**

Sommer Casgrain-Robertson explained the bylaw requirements for appointing the Executive Committee.

**Resolution 3-230323**

**Moved by:** Steve Fournier  
**Seconded by:** Wilson Lo

That the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair, Vice-Chair, Pieter Leenhouts, Brian Dowdall, and Gary Waterfield to the RVCA's Executive Committee for the year 2023.

**Resolution Carried**

**b.) Appointment of Audit Committee**

Sommer Casgrain-Robertson explained the bylaw requirements for appointing the Audit Committee.

**Resolution 4-230323**                      **Moved by:**                      Theresa Kavanagh  
**Seconded by:**                      Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Barry Card, Steve Fournier, and Charlene Godfrey to the RVCA Audit Committee for the year 2023.

**Resolution Carried**

**c.) Appointments to Conservation Ontario**

Sommer Casgrain-Robertson explained the guidance for appointing Conservation Ontario voting delegates.

**Resolution 5-230323**                      **Moved by:**                      Brian Dowdall  
**Seconded by:**                      Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the Chair as RVCA's voting delegate for Conservation Ontario Council for 2023 and that the Vice-Chair and General Manager be appointed as first and second alternate respectively.

**Resolution Carried**

**d.) Appointment to Auditors**

Sommer Casgrain-Robertson recommend that the current auditors be appointed for another one-year term.

In response to a member inquiry about the cost increase for the 2022 audit, Kathy Dallaire, Manager of Finance, explained three reasons for the increase: the scope of audits has broadened requiring auditors to perform more due diligence which takes longer, prices have increased due to inflation and auditors typically bid low to get a new client and gradually increase fees over time. She confirmed that increases would likely be seen across municipalities as well.

**Resolution 6-230323**                      **Moved by:**                      Gary Waterfield  
**Seconded by:**                      Gerry Boyce

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints MNP LLP as the auditor for the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation for 2023.

**Resolution Carried**

**e.) Appointment to Legal Counsel**

Sommer Casgrain-Robertson spoke to RVCA's current legal counsel.

**Resolution 7-230323**                      **Moved by:**                      Adrian Wynands  
**Seconded by:**                      Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the firm of Bell Baker LLP as legal counsel for the RVCA for the year 2023;

THAT the firm of Bird Richard be retained for employment issues;

THAT the firm of Wilson Law Partners LLP be retained for land transfers;

AND THAT other legal counsel be retained as required.

**Resolution Carried**

**f.) Appointment of Land Appraisers**

Sommer Casgrain-Robertson explained RVCA's use of land appraisers.

In response to an inquiry, Ms. Casgrain-Robertson indicated that staff would obtain the name of the land appraiser used by the Nature Conservancy of Canada.

Dan Cooper, Director of Conservation Lands and Stewardship responded to a member inquiry stating that the RVCA and Foundation manage approximately three thousand hectares of land.

Ms. Casgrain-Robertson responded to an inquiry stating that the average cost of a land appraisal varies from site-to-site but is typically \$4000 per appraisal.

**Resolution 8-230323**                      **Moved by:**                      Jeff Banks  
**Seconded by:**                      Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the firms of S. Rayner & Associates of Kingston and Rivington & Associates of Perth as land appraisers for the RVCA for the year 2023.

**Resolution Carried**



**g.) Appointment of Signing Authorities**

Sommer Casgrain-Robertson outlined RVCA's signing authorities.

**Resolution 9-230323**

**Moved by:**

Susan Irwin

**Seconded by:**

Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the following positions as RVCA's signing officers for 2023:

- General Manager / Secretary-Treasurer
- Manager of Finance
- Director of Communications and Outreach
- Chair of the Board of Directors
- Vice-Chair of the Board of Directors

**Resolution Carried**

**9.0 Revised Forestry Machine Planting & Band Spray Contract**

Dan Cooper explained that the Forestry Machine Planting & Band Spray Contract approved by the board in February required a correction to the quoted cost.

**Resolution 10-230323**

**Moved by:**

Anne Robinson

**Seconded by:**

Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2023 at a revised rate of \$586 per 1000 trees planted and band spray services at a revised rate of \$350 per hectare with an approximate project value of \$30,000.

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2024 at the same price.

**Resolution Carried**

**10.0 Appointment of Officers**

Terry Davidson, Director of Engineering and Regulations presented the annual appointment of officers.

In response to a question, Mr. Davison explained that the appointment of officers is done on an annual basis and that new officers can be appointed throughout the year if needed.

**Resolution 11-230323**

**Moved by:**

Theresa Kavanagh

**Seconded by:**

Barry Card

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the following staff as “*officers*” for the purpose of enforcing Section 28 and Section 29 of the *Conservation Authorities Act* (R.S.O., 1990, Chapter 27 as amended) and as Sewage System Inspectors under the Ontario Building Code, Part 8, Sewage Systems as required under Section 3.1 (2) of the Ontario Building Code:

- *Conservation Authorities Act*, Section 28 Officers:
  - Hal Stimson, Regulations Inspector
  - Eric Kohlsmith, Regulations Inspector
  - o Laura Cummings, Regulations Inspector
  - Matt Jokiel, Regulations Inspector
  - Megan Peacock, Regulations Officer
  
- *Conservation Authorities Act*, Section 29 Officer:
  - Megan Peacock, Regulations Officer
  
- Ontario Building Code, Sewage System Inspectors:
  - Terry Davidson, Director of Engineering and Regulations
  - Eric Kohlsmith, Regulations Inspector
  - Alex Dekleine, Regulations Inspector
  - Jason Hutton, Engineering Inspector
  - Ryan Hiemstra, Regulations Inspector
  - Jacob Pruner, Regulations Inspector

AND THAT these appointments be contingent on continued employment with the Rideau Valley Conservation Authority.

**Resolution Carried**

### **11.0 Section 28 Approval Timelines**

Glen McDonald, Director of Science and Planning explained the procedure for reporting Section 28 approval timelines and reviewed the number of permits issued in 2022.

In response to a member inquiry about timeline expectations set by Conservation Ontario, Mr. McDonald stated that the focus was on high growth conservation authorities such as the RVCA and that the enhanced service standards were challenging to meet during the pandemic when development activity was so high. He explained that although development trends are now slowing down, there are still complex files from that time period still under review which added to workloads in 2022.

**Resolution 12-230323**

**Moved by:**

Anne Robinson

**Seconded by:** Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority receive this report for information.

**Resolution Carried**

**12.0 Federal Flood Hazard Projects**

Brian Stratton, Manager of Engineering Services summarized two successful funding applications to the federal Flood Hazard Identification and Mapping Program (FHIMP) and recommended consultants to undertake each study.

In response to member inquiries, Mr. Stratton explained that:

- The studies are focused on the 1:100 year regulatory flood, but other return periods will also be run and that data collection is expected to conclude in spring of 2024.
- The lowest bidder did not have the highest score following an evaluation of the RFPs due in part to the work plan that was presented.
- As technology advances and development growth continues, natural hazard mapping will need to be updated and improved on a continuous cycle
- Bass Lake and Otty Lake are not part of this study but will be mapped at a future date.

Ms. Casgrain-Robertson then responded to a member inquiry explaining that once a mapping study is approved by the Board, property within the designated area becomes subject to RVCA's Section 28 regulation which prohibits some forms of development under certain conditions and requires a permit for others. She added that municipalities also revise their zoning to reflect natural hazard areas and clarified that RVCA's policies do not prohibit normal farming practices. She also explained that natural hazard mapping models flood conditions based on free-flowing unobstructed watercourses so the presence of any beaver dams or fallen trees would cause greater flooding upstream than what is identified by floodplain mapping. Ms. Casgrain-Robertson also confirmed that impediments to the flow of water during a flood event do not expand the area that is mapped and regulated as floodplain.

A member suggested that there are alternative solutions to mitigating flood paths to reduce the size of floodplains such as cleaning out creeks and directing water flow to ditches. Ms. Casgrain-Robertson responded that cleaning out municipal drains or establishing new drains is done by municipalities under the Drainage Act but that it is uncommon for natural watercourses to be dredged which would require authorization from the Ministry of Natural Resource and Forestry (MNR) on provincial

watercourses. If property owners want to pursue the dredging of a watercourse, they could approach the MNRF. The member requested that staff include a statement in future natural hazard mapping studies that indicates whether or not the removal of sediment from the bottom of the watercourse would lower flood levels and reduce the size of the floodplain. Ms. Casgrain-Robertson indicated that she would look into the potential of including such a statement as part of future studies.

In response to an additional question, Ms. Casgrain-Robertson explained that natural hazard mapping studies undergo full public consultation including posting the draft study and mapping on RVCA's website, letters sent to impacted property owners containing a fact sheet about the study and open house and comment period details, an open house is held as well as one-on-one consultations as requested and all comments are considered and changes made to the mapping where warranted before the study is presented to the Board for approval. Often mapping boundaries are refined based on site specific elevation data received from property owners or verified by RVCA. Ongoing mapping adjustments are also made after a study is approved to reflect changes in elevation or new site-specific elevation data.

Ms. Casgrain-Robertson also explained in response to an inquiry, that she is not aware of any liability on conservation authorities in the event that flooding exceeds the floodplain delineated on regulatory mapping as mapping identifies areas prone to flooding in a 1:100 year return period as defined by the province, but that flood waters can and have exceeded that storm event in other parts of Ontario.

**Resolution 13-230323**

**Moved by:**

Adrian Wynands

**Seconded by:**

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Aquafor Beech Limited to complete the Floodplain Mapping Data Acquisition – City of Ottawa project at a cost not to exceed \$287,500 with \$71,875 being funded from RVCA's reserves;

AND THAT Water's Edge Environmental Solutions Team Ltd be approved to complete the Floodplain Mapping Data Acquisition – RVCA Lakes project at a cost not to exceed \$320,000 with \$160,000 being funded from RVCA's reserves.

**Resolution Carried**

### **13.0 Staining of Main Office**

Terry Davidson, gave an overview of the need to restrain the exterior wood siding and pillars at the main office.

In response to member inquiries, Mr. Davidson confirmed that the project will be complete by September 2023 and that this will be the second time the building has been stained. He explained that for health and safety reasons due to the building being two stories, it needs to be done by a contractor. A member suggested replacing the wood siding with a lower maintenance product. Mr. Davidson stated that the City of Ottawa would need to be consulted on architectural decisions given the location of our building in Beryl Gaffney Park. Ms. Casgrain-Robertson added that because the building is LEED certified, only certain sustainable products were permitted at the time of construction and that staff have been making material and construction decisions on other capital projects with longer term lifespans in mind.

Mr. Davidson confirmed that staining will not affect office operations or disrupt workflow.

A member informed staff that the City of Ottawa will be conducting road maintenance in front of the RVCA office during the summer, and inquired if the staining process will be affected by asphalt dust. Mr. Davidson stated that he was not aware of the construction plans and will coordinate the project with the City of Ottawa. The member stated that there are currently no firm timelines for the road maintenance but will keep staff updated.

**Resolution 14-230323**

**Moved by:**

Charlene Godfrey

**Seconded by:**

Susan Irwin

THAT the Board of Directors of the Rideau Valley Conservation Authority approves CertaPro Painters to restore and stain all exterior wood surfaces on RVCA's main office building at a cost of \$27,925.56 to be funded by RVCA's Building Life Cycle reserve.

**Resolution Carried**

#### **14.0 Truck Purchases**

Terry Davidson provided an overview of RVCA's fleet and the need to replace three trucks in 2023.

A member inquired about RVCA's policy on electric and hybrid vehicles. Mr. Davidson explained that currently there are no hybrid or electric vehicles in RVCA's fleet but that it is currently being explored. He also indicated that there is a safety concern with purchasing such vehicles for staff traveling in the upper watershed where charging stations may be more limited but that these vehicles would be well suited for staff travelling within more populated areas of the watershed. The member requested that staff complete an assessment of electric vehicles and identify opportunities for RVCA to integrate hybrid or electric vehicles into its fleet as conservation authorities should be working to reduce emissions. Mr. Davidson committed to bringing

a report back to the Board within six months that will include looking at electric vehicle battery life and long-term replacement costs. Staff are also looking into installing charging stations at the office.

*Pieter Leenhouts left the meeting 7:59*

**Resolution 15-230323**

**Moved by:** Adrian Wynands  
**Seconded by:** Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the purchase of two ½ tonne trucks not to exceed \$65,000 each plus applicable taxes and one ¾ tonne truck not to exceed \$73,000 plus applicable taxes;

THAT the purchase be funded from RVCA's vehicle reserve;

THAT staff purchase the vehicles no later than December 31, 2023 after receiving quotes from a minimum of three dealerships for each vehicle;

AND THAT staff provide a report to the Board of Directors following each purchase demonstrating compliance with RVCA's purchasing policy.

**Resolution Carried**

**15.0 Washroom Renovations at Baxter Conservation Area**

Dan Cooper gave an update on proposed washroom renovations at Baxter Conservation Area's interpretive centre.

Mr. Cooper confirmed in response to a question that usable space will not be lost with the new design, existing space will just be used more efficiently.

In response to a member inquiry about timing, Mr. Cooper stated that the preference was to complete the work in the winter, however, there were delays in getting the necessary approvals and availability of contractors. The work will now be completed in the summer before funding expires in June.

A member inquired if water efficient fixtures would be used in the new washrooms. Mr. Cooper confirmed that touchless faucets with automatic shutoff were part of the design but would confirm that low-flow toilets were included.

Mr. Cooper confirmed that alternative portable washrooms will be on site during the renovation and that staff just received confirmation that the building permit will be issued.

**Resolution 16-230323**

**Moved by:**

Wilson Lo

**Seconded by:**

Pieter Leenhouts

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the completion of washroom renovations at the Patrick J. McManus Interpretive Centre at Baxter Conservation Area;

THAT the cost of the project not exceed \$260,000 plus applicable taxes;

THAT the project be funded with \$100,000 of external funding and \$160,000 from RVCA's reserves;

AND THAT staff provide a report to the Board following the awarding of the contract to demonstrate compliance with RVCA's purchasing policy.

**Resolution Carried**

**16.0 Draft Financial Reports for the Year Ending December 31, 2022**

Kathy Dallaire, Manager of Finance presented the draft financial reports for the year ending on December 31, 2022. Ms. Dallaire noted that the audit is still in the review phase and that the statements may change once the audit is complete.

In response to a member inquiry, Ms. Casgrain-Robertson explained that the *Ontario Building Code* requires that the septic approval program have a reserve and that any surplus or deficit related to the septic re-inspection program is kept segregated in its own reserve.

**Resolution 17-230323**

**Moved by:**

Anne Robinson

**Seconded by:**

Brian Dowdall

That the Board of Directors of the Rideau Valley Conservation Authority receives the Unaudited Revenue and Expenditure Reports and Unaudited Statement of Financial Position for the year ending December 31, 2022.

**Resolution Carried**

**17.0 Proposed Year-End Reserve Transfers for 2022**

Kathy Dallaire presented the proposed 2022 reserve transfers.

Ms. Casgrain-Robertson responded to a member inquiry explaining that the RVCA owns the main office building but that the land is leased from the City of Ottawa. The lease payment goes towards development of Beryl Gaffney Park.



**Resolution 18-230323**

**Moved by:** Gary Waterfield  
**Seconded by:** Adrian Wynands

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2022 Proposed Reserve Transfers.

**Resolution Carried**

**18.0 Activity Report: January to March 2023**

Sommer Casgrain-Robertson presented a new quarterly activity report summarizing RVCA program highlights between January and March 2023 and indicated that staff would provide such a report to the Board every 2 to 3 months to keep members apprised of RVCA activities.

She informed the Board about the 7<sup>th</sup> Million Tree planting event in May and extended the invitation to all members.

A member commented that he found the report informative and useful and looks forward to viewing the video showing the Chapman Mills Bridge Installation. Other members agreed that they found the report informative.

A member commented on the great work on the Chapman Mills pedestrian bridge replacement and asked when the project would be completed. Mr. Cooper replied that the project will be finalized within a couple of weeks of the snow melting when final grading can be completed. Mr. Cooper also thanked Wilson Lo, the ward Councillor, for his assistance with the road closure during installation.

A member noted an incorrect date in the activity report on page 58.

**19.0 Meetings**

a) RVCF Board of Directors Meeting: March 8, 2023

Upcoming

b) Eastern Ontario General Managers Meeting: March 27, 2023

c) Conservation Ontario Council Annual General Meeting: April 3, 2023

d) Stillwater Creek Wetland Restoration Celebration: April 6, 2023

e) RVCA Board of Directors Meeting: April 27, 2023

f) 7 Millionth Tree Celebration: May 13, 2023

**20.0 Member Inquiries**



In response to a member inquiry, Ms. Casgrain-Robertson stated that any purchase over \$25,000 requires Board approval and that increasing this limit could be looked at as part of an updated purchasing policy which staff will be bringing to the Board later this year.

Ms. Casgrain-Robertson responded that RVCA's fleet is split between the main office and RVCA's workshop which is located in Kars. Mr. Davidson also responded that the RVCA used to take part in bulk purchasing of vehicles with the provincial government but that now government pricing is provided directly by dealerships.

Ms. Casgrain-Robertson explained that more outreach needs to take place with members regarding their responses to the poll about beginning Board meetings earlier and that a report will be brought to the Board in April with the results.

A member suggested adding a section at the bottom of the agenda to track action items and timeline expectations. Staff agreed that this would be a helpful addition.

**21.0 New Business**

None.

**22.0 Closed Session**

Kristin Strackerjan asked Sommer Casgrain-Robertson, Dan Cooper and Marissa Grondin to remain in the room for the in-camera session. All other staff and guests were asked to leave the meeting.

**Resolution 19-230323**

**Moved by:**

Steve Fournier

**Seconded by:**

Angela Pierman

THAT the Board of Directors of the Rideau Valley Conservation Authority move into closed session to consider the acquisition of a piece of land which it is permitted to do under Section C. 13. c) of RVCA's Administrative Bylaw and as listed on tonight's agenda;

AND THAT the following staff participate in the closed session in addition to the recording secretary: Dan Cooper and Sommer Casgrain-Robertson.

**Resolution Carried**

*Marc McDonald left the meeting 8:49 p.m.*

**Resolution 21-230323**

**Moved by:**

Susan Irwin

**Seconded by:**

Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority rise from the closed session and report.

**Resolution Carried**

Chair Strackerjan reported that the Rideau Valley Conservation Authority Board of Directors met in closed session to consider the acquisition of land and staff were directed to proceed with acquiring the subject property.

**23.0 Adjournment**

The Chair adjourned the meeting at 9:14 p.m. on a motion by Wilson Lo which was seconded by Adrian Wynands.

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**Kristin Strackerjan**  
Chair

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**Marissa Grondin**  
Recording Secretary

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**Sommer Casgrain-Robertson**  
General Manager/Secretary-Treasurer