

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 5<sup>th</sup>, 2021 5:30 p.m. Via GoToMeeting

GoToMeeting: <a href="https://global.gotomeeting.com/join/677321365">https://global.gotomeeting.com/join/677321365</a>

### **Members of the Public:**

Meetings are now be held using GoToMeeting - Video Conferencing. By clicking the link above (allow extra time for downloading the program if it is the first time you have used GoToMeeting on your device), you will be able to see the agenda, see Members of Council and hear the proceedings of the meeting. Please ensure the volume on your device is **on** and **turned up** to hear the meeting. The Public is asked to ensure that their mic and camera buttons are off for the entire meeting.

### Video Conference Participation Etiquette

- a meeting via video conference shall never be treated differently than a meeting in person, whereby all attendees shall abide by proper meeting procedure and etiquette;
- we ask that all public attendees mute their cameras and mics; doing so will eliminate any background noise and create a much more seamless process (for Members only - if/when you wish to speak during the meeting, you will simply unmute your mic and upon completion of your thought, please re-mute)
- the Chair will call the meeting to order at the time indicated on the agenda;
- roll call will be completed visually by the Chair;
- the Chair will then remind all attendees to place their devices on mute
- as the Chair moves through the agenda, he will call on the appropriate staff person to speak to their reports;
- we request that you retain your questions until the end of the report, at which time the Chair will ask if anyone has questions;
- just as during an in-person meeting, members will be required to raise their hand and the Chair will call on you to speak;
- when the Chair calls a vote, you will raise your hand for the vote in favour and then in opposition, if necessary.

### Chair, Deputy Reeve Barrie Crampton

- 1. CALL TO ORDER
- 2. AMENDMENTS/APPROVAL OF AGENDA
- 3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF
- 4. APPROVAL OF MINUTES OF PUBLIC MEETINGS
  - i) Public Meeting: Development Charges September 14<sup>th</sup>, 2021 *attached*, page 8.

Suggested Recommendation: "THAT, the minutes of the Public Meeting – Development Charges held on September 14<sup>th</sup>, 2021, be approved."

### 5. DELEGATIONS & PRESENTATIONS

None.

### 6. PRIORITY ISSUES

i) Report #PD-2021-37 - Severance Application – Penney and Shen – attached, page 17.

Noelle Reeve, Planner.

Suggested Recommendation to Council:

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Kevin Penney and Joelle Shen B21/085 (Concession 10, Part Lot 13, geographic Township of Bathurst) 890 Ennis Road to legalize an existing right of way in favour of lands at 898 Ennis Road, owned by Karl and Shirley Pennett, 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 of the severance.

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."

ii) Report #FIN-2021-17 – Delegation of Authority Tax Registration Extension Agreements – attached, page 22.

Richard Bennett, Acting Treasurer.

Suggested Recommendation to Council:

"THAT, the Treasurer be authorized to execute tax registration extension agreements with taxpayers whose property has been registered under the tax sale process,

**AND THAT**, the necessary amendment to the Delegation of Authority By-Law be brought forward to the next Council meeting."

iii) Report #FIN-2021-16 - Development Charges Update - attached, page 29. Richard Bennett, Acting Treasurer.

Suggested Recommendation to Council:

"THAT, the discussion regarding the Special Area Development Charge for the Maberly Pines Subdivision be delayed until more information is available from the Hydrogeological study;

**AND THAT**, the proposed amendments to the rest of the Development Charge rates be accepted and brought forward with the necessary by-law once the decision on the Special Area Development Charge is decided."

iv) Report #FIN-2021-18 – Municipal Modernization Funds Allocation – attached, page 56.

Richard Bennett, Acting Treasurer.

Suggested Recommendation to Council:

"THAT, the Municipal Modernization Fund allocation schedule be received for information,

AND THAT, Council authorizes funding for the tractor and mower that was purchased earlier this year, be from the Modernization Funds (in Contingency Reserve) in the amount of \$237,650 instead of the Roads Equipment Reserve and the New Infrastructure Reserve as previously approved."

v) Report #FIRE-2021-01 – Emergency Management Assessment – attached, page 60.

Greg Saunders, Fire Chief

Suggested Recommendation to Council:

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"THAT, Staff retain The Loomex Group for an upset limit of \$13,000 funded from the Municipal Modernization Fund to conduct an Emergency Management

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

vi) Report #C-2021-32 – Equity, Diversity and Inclusion – attached, page 64. Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

"THAT, once a Community Services Coordinator is in place, that staff develop a terms of reference for an Equity, Diversity and Inclusion Working Group for Council's approval."

vii) Report #C-2021-33 – Community Services Coordinator Position – attached, page 80.

Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

"THAT, the position of a Community Services Coordinator be included as a new full-time permanent position in the 2022 Budget;

**AND THAT**, once the 2022 Budget is adopted, that recruitment begin for this position."

viii) Report #C-2021-33 – Alternate Member at County Council – attached, page 85.

Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

"THAT, Councillor RoxAnne Darling be appointed as the Alternate Member to County Council for the remainder of the term."

viii) **2022 Council/Committee Meeting Calendar** – *attached, page 90.* Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

"THAT, the 2022 Council/Committee Calendar be approved."

ix) Report #PW-2021-23 – Glen Tay Traffic Calming Update – attached, page 91.

Sean, Ervin, Public Works Manager.

Suggested Recommendation to Council:

"THAT, Report #PW-2021-23 – Glen Tay Traffic Calming – Update, be received for information"

x) Report #PW-2021-22 – Rights-of-Way Pollinator Habitat Restoration Call for Proposals – attached, page 94.

Sean, Ervin, Public Works Manager.

Suggested Recommendation to Council:

"THAT, staff submit a proposal for the Rights-of-Way Pollinator Habitat Restoration initiative for the Fall Submission, with a Spring 2022 start date."

xi) Report #CBO-2021-07 – Building Department Report – January to September 2021 – attached, page 110.

Noelle Reeve, Planner.

Suggested Recommendation to Council:

"THAT, Report #CBO-2021-07 – Building Department Report – January to September 2021 be received as information."

### 7. CORRESPONDENCE

i) 21-09-29 – Council Communication Package – cover sheet attached, page 112.

Suggested Recommendation to Council:

"THAT, the 21-09-29 Council Communication Package be received for information."

ii) 2020/2021 Lanark County Situation Table Annual Report – attached, page 113.

Suggested Recommendation to Council:

"THAT, 2020/2021 Lanark County Situation Table Annual Report be received for information."

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

i) Green Energy and Climate Change Working Group.

Deputy Reeve Barrie Crampton and Councillor Rob Rainer.

21-09-24 – Green Energy and Climate Change Working Group Meeting Minutes – *attached*, *page 141*.

- ii) Recreation Working Group deferred to the next meeting. Councillor Fred Dobbie and Councillor Beverley Phillips.
- iii) Fire Board deferred to the next meeting.Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.
- iv) **Library Board** *deferred to the next meeting.* Councillor Rob Rainer.

- v) **Police Services Board** *deferred to the next meeting.* Reeve Brian Campbell.
- vi) County of Lanark.

  Reeve Brian Campbell and Deputy Reeve Barrie Crampton.
- vii) Mississippi Valley Conservation Authority Board Councillor RoxAnne Darling.

21-07-21 – Mississippi Valley Conservation Authority Board Meeting Minutes – *attached, page 145.* 

21-09-09 – Mississippi Valley Conservation Authority Board Meeting Minutes – *attached, page 149.* 

21-09-15 - Mississippi Valley Conservation Authority Board Meeting Notes – *attached, page 152.* 

- viii) Rideau Valley Conservation Authority Board deferred to the next meeting. Councillor Gene Richardson.
- ix) Rideau Corridor Landscape Strategy deferred to the next meeting. Reeve Brian Campbell.
- x) **Municipal Drug Strategy Committee** *deferred to the next meeting.* Councillor Gene Richardson.
- xi) **Committee of Adjustment** deferred to the next meeting.

### 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

# **MINUTES**

# PUBLIC MEETING DEVELOPMENT CHARGES UPDATE MINUTES

Tuesday, September 14<sup>th</sup>, 2021 5:30 p.m.
GoToMeeting

### ATTENDANCE:

**Members Present:** Chair, Deputy Reeve Barrie Crampton

Councillor Fred Dobbie Councillor RoxAnne Darling Councillor Gene Richardson

Councillor Rob Rainer Councillor Mick Wicklum Councillor Beverley Phillips

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

Janie Laidlaw, Deputy Clerk

Noelle Reeve, Planner

Richard Bennett, Acting Treasurer Sean Ervin, Public Works Manager

Public Present:Karen PyrtulaPatrickMichael PoulinVi Mason

Richard Mosley Shannon Celeste Susan Stewart Frank Johnson Jim Stevens

John Lang Andrew Kendrick

Gordon Hill Joan Davies Kenneth Klein

Martin

Monica Poulin Alex Bushell Fred Barrett

### 1. CALL TO ORDER

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

The Deputy Reeve overviewed the Video Conference Participation Etiquette that was outlined in the Agenda.

The Deputy Reeve reminded everyone that this is a public meeting to hear feedback on a proposed update to the Development Charges By-Law due to recent changes to the Development Charges Act. Council will not be discussing the item or making a decision tonight. Council will have a discussion at the October 5<sup>th</sup> Committee of the Whole Meeting.

### 2. DEVELOPMENT CHARGES UPDATE

Andrew Grunda and Matt Bouroukis, Watson & Associates Economists Ltd.

A. Grunda and M. Bouroukis gave a PowerPoint Presentation – attached, page 9.

The Planner and Acting Treasurer gave a PowerPoint Presentation – attached, page 17.

### 3. COMMENTS AND QUESTIONS

Councillor Darling asked for clarification purposes, understands that the development charge for Maberly Pines is needed now because of the increase in development, but other subdivisions are built out, not all of those developments signed road access agreements, so how did they get to build? Maberly Pines cannot be built on without a Road Access Agreement or now the proposed Development Charges.

The Planner explained that most of those lots were built on under the former Township of South Sherbrooke, but after amalgamation the lots could not be built on until in the early 2000's the Township Planner's at the time implemented, with Council's approval implemented Section 3.4 in the Zoning By-Law and upon recommendation of the insurer and solicitor the road access agreements were drafted.

Councillor Darling asked if most of the other subdivisions are built as cottages and not houses? The Planner explained that most are zoned seasonal residential and over the years some have converted the cottage to a house and rezoned.

Councillor Rainier spoke about the consultant mentioning that the Development Charges update is assuming the same growth projections as was determined in 2019 which was before COVID and since then there has been a surge in development. The projection in 2019 was for 298 new dwellings between 2019 and 2033, this year the Township will likely have approximately 45-55 new dwellings in just one year, and the trend may continue, should the projections be revisited? And how would that affect the Development Charges?

A. Grunda explained that could be done if the Township wanted to adjust the forecasted projections, but it is hard to know what the impact on development charges would be, the increase in growth would need to increase the capital needs, that is why the development charges are updated every 5 years, the fact that the actual growth is

different than the projection does not necessarily mean an increase in capital costs, it is not uncommon for the projections to vary overtime.

Councillor Rainer asked about the \$32,000 in revenue from the sale of the three lots that the Township has recently sold and where that revenue was put.

The Acting Treasurer assumes the revenue went to general revenue and ended up in the contingency reserve.

Councillor Rainer asked if the scenario has \$4,000 repaying the cost to upgrade the road in 12 years would \$2,000 repay the cost in 24 years? The Acting Treasurer explained that it would not double the years as the projection also included cost of living increases and the tax rate also increasing, to determine that would require some calculations.

Councillor Wicklum spoke about the slide that said Why is Council considering a specific area development charge now? To be clear to the residents, Council is not or was not considering that until this presentation, Council had not even broached the subject. Council was given this information at the same time as the public was. Staff went ahead on their own and asked the Consultant to add it to their report. Councillor Wicklum expressed that he is upset and frustrated that Council was not asked first. With so many other things going on, the Working Group just starting to meet and with so much uncertainty in the area regarding the hydrogeological study and the road access issues. He would likely not be in favour on the Development Charge for this area, mostly because Council did not ask for it, it just came up and was presented. Would want to wait for more information.

The Acting CAO/Clerk explained that the five-year update was conducted in 2019 and the contract for the Development Charges at that time included a second part of the project for when the changes to the Development Charges Act were enacted with the anticipation that the second part would occur this year, it was in place that the Consultant would come back for a review mid-way through the 5 years and Council decided not to tackle the separate charge for Maberly Pines Subdivision until this review was taking place, also during each budget the topic of surface treatment and bringing Private Unassumed Roads up to standard has been on the table, they have not been acted on but the item was always on the table, this item happens to coincide with the Planner working on the hydrogeological review and these two projects have overlapped, now is the appropriate time with the development pressures. Staff agrees

to wait on approving the specific area development charge until the hydrogeological review is done.

Councillor Wicklum feels the Working Group was tasked with addressing the issue of the unassumed roads and they should be allowed to do their work, will have to agree to disagree.

Karen Prytula, resident in the Maberly Pines Subdivision asked about the map in the presentation, it shows lot 55 as vacant but it has been developed.

The Planner explained that that map may have been revised since, knows that lot is not vacant, and there is one near the bottom that is not vacant as it has no road access within the subdivision, but comes off of Bolingbroke Road and will not be included.

### Frank Johnson provided the following comments:

- The up-front cost of development was suggested to be \$392,000. Further costs of \$130,000 at year 8 and \$260,000 at year 18 bring the total Cost of Development to \$772,000. If the: Yearly Operation costs are also included, then the total cost rises to \$1,149,983.
- In the Scenario most of the return was from "Additional Municipal Tax" \$1,217,398 over 24 years; the anticipated revenue from Special Area DC was only \$275,412 over 24 years.
- An increase in land value of 100% was assumed in the Scenario. Real estate values of \$80K to \$90K were mentioned at the meeting, so the total value increase for 48 vacant lots may be over \$4,000,000 or 400% of the current MPAC figure, So the "Additional Municipal Tax" could be as high as \$3M over 24 years.
- On this basis the revenue from any DC is almost negligible.
- The condition of the road base was suggested to be good, although a detailed survey is needed to assess the cost of LCB. In addition, a Hydro service is required to realise the full development potential of the subdivision. The cost of this should be assessed

The Public Works Manager explained that the roads are in okay shape, but do not meet the municipal standards for assumption, so they need to be upgraded.

F. Johnson said many roads need upgrading, which is why there is a Working Group to look at all the roads.

The Acting Treasurer agreed that assessment increase and the current values are low, and the lots are listing in the \$90,000 - \$100,000 range. Making assumptions to determine if it is even feasible for Council to consider the improvements to the road

and make the 48 lots available for development and produce future taxes for the Township. Have assumed the values will double but they may triple or more.

The Chair asked everyone who was presenting to send in their comments so that they could be recorded in the minutes and answers provided if they were not answered during the meeting.

### Kenneth Klein

- is disappointed with Council, when he purchased a lot he emailed staff with what he wanted to do which was a tiny home, now hearing that 48 lots will be developed in 24 years, this is based on assumptions of 2 homes a year, but has anyone asked the vacant lot owners if they plan to build? He has talked with some and to speculate that 2 lots over 24 years will be built on is putting the carrot before the cart.
- first the public is told the roads are in excellent shape, but the Public Works Manager said they are only okay
- Council needs to be accountable to Maberly Pines and to the Township, feels it has been a botched job since day 1
- the Public was told that this development charge by-law would allow the roads to be upgraded and assumed so that the Township does not have lemon lots on the market, this is not about the money, but the principle
- Maberly Pines wanted to be left alone and have their privacy. As a landowner, he pays insurance on a road that maybe two people have used. Does not feel the costs will be recaptured over 24 years, did not survey the landowners, just speculating, need accurate information. He has no intention of building a \$250,000 home, cannot afford that, the properties are listing for \$90-\$100,000 but that does not mean that is the value of the land, he has put down gravel on the road for a camping lot and will not be able to build for a year because of this, the roads will not cost \$300,000 to upgrade, it will cost double that
- asking Council to stop and leave it as it is

### Alex Bushell

- has a lot on Maple Lane, supports the new Development Charge changes for the entire Township
- concerned with the special area rate for Maberly Pines, is non-traditional housing what people have in mind?
- the Development Charge for one lot would cover the entire cost to upgrade Maple Lane because it is short and is in good shape, can see how it is discouraging for those not looking to build a large house, but build a tiny home, they would be spending \$12,000 in development charges for a house that costs the same

- amount, the lots being listed for \$90-\$100,000 does not mean that is what they are selling for or are worth that
- asked if it would be possible to exclude Maple Lane as it is unique and to come up with a plan for the non-traditional house to not pay \$12,000 in development charges

### Andrew Kendrick

- is a resident on Silvery Lane, very much agrees with Councillor Wicklum and some of the other speakers
- it is not appropriate to move ahead with Maberly Pines at this time, the method being used and trying to add area specific charge to the bylaw
- read the report on the area specific bylaw what is actually happening is an amendment and it does not address the new area rate and the map
- read previous report form 2019 the roads internal to a subdivision are excluded from Development Charges; it needs extensive changes, has read the Acts that apply and they appear to provide a framework to do this, but if you are just amending the bylaw, it could be challenged
- the scenario provided by staff may not be a way to approach to Development Charges, this approach is not provided for in the current form or as amended
- Development Charges are based on capital cost and no provision for the hybrid approach for development charges and taxes, need an area specific bylaw
- Council should only consider a simple amendment to the By-Law and remove any mention of Mabley Pines
- Maberly Pines can be considered by the Working Group, was surprised by the
  presentation by staff as it was not part of the agenda, and saying it has to be dealt
  with right now when there are better ways to deal with it

A. Grunda explained that the area specific charge was in the study for the update. It is called an area specific charge and is not being added to Township wide charge, if this was a new subdivision they would be subject to the Township wide charge and not an area specific one as the subdivision would already include the roads in the development, it does meet the Development Charges Act for the cost of development and charges can be added into the By-Law, it could be a separate bylaw or a schedule in the current one, which is what is being suggested. The financial plan for upgrading of the roads using the Development Chargers and taxes, is not uncommon in that the Development Charges fund the portion of capital costs that are eligible for development charges and some of the costs are not Development Charge recoverable, Council has to determine how to fund those costs and the tax revenue is one of them, it does not change the requirement for the Development Charge.

### Andrew Kendrick

The approach being taken in the By-Law is to cover capital cost out of a development charge and now as an alternative is to say we will get more money in taxes than Development Charges why is that not being applied to the Township as a whole?

Gordon Hill asked the Planner, if the roads are in good shape then why are they not assumed? The Planner explained that she said the base was in good condition not saying they can be assumed today, the Public Works Manager assesses the road, it is important that the road has a good base and has drainage and ditching, the base is

good and the Public Works Manger said the roads are okay but not to municipal standards for assumption.

Gordon Hill stated that if the base of roads was put in 40 years ago, at that time they must have been close to standards. The Planner explained that the former Township of South Sherbrooke wanted them paved before they would assume them, the developer did not account for that and could not afford to pave them and the Council of that day did not assume them, if the Township brings them up to standard they will be surface treated not paved.

Gordon Hill asked if the subdivision agreement provided for paved roads, the Planner would need to look up the agreement.

Gordon Hill gave a scenario that if he was buying 5 acres somewhere else on a paved road to sever and build a home, he would need to pay for severance fees, a survey, fees to the Township for the building permit and a septic permit and possibly the Conservation Authority if it was near water and the development charges, does not understand why if the road was already paved why have to pay that, when the road is in good condition. The main concern are two parties, the developer who did not do what they were suppose to and the Township has been lax and negligent to vet these developers for the ability to develop the land and their financial ability and neglected to do so in every case, there was no security provided for in the development agreements, it is standard to have securities in the agreements then, if they had been included there would have been the funds to pay for the things the developer did not and would not be needing to ask future purchasers to pay for that, feels this is unethical.

The Acting CAO/Clerk explained that in general these subdivisions are old and the planning requirements were different than today, it was not common to take securities or if they did it was in lot value, over the years there has been changes to the way they are dealt with now. These subdivisions are products of former townships; in all instances the developer has either passed away or is not in business, and there is no one to go after. This is the current situation, and the Township is trying to figure out a solution to private unassumed roads, this is not unique to Tay Valley other municipalities are watching to see what Tay Valley does with Maberly Pines and as the private unassumed roads discussion unfolds because to date no one has found a solution.

Gordon Hill said when he worked in real estate it was routine to take securities, when the Township took over the liabilities, they did not know what they were doing, now innocent purchases have to bear the cost of the Township and developers mistakes, he is ashamed of the Township.

Andrew Kendrick expressed that this meeting was to be about the Development Charges By-Law and now is the topic of Private Unassumed Roads which is evidence of the concerns everyone has, the fact is that money will be spent and not recovered in the short term; there are lots of residents on roads that are not receiving services and now are concerned about the liability, making it difficult to upkeep the roads, why is the

Township spending money on roads where no one lives.

Frank Johnson agrees with the Acting CAO/Clerk that the whole issue with Unassumed Roads is difficult, and everyone is watching what we do and if we impose a solution, it may set a presence on going forward.

Gordon Hill feels the value of lots will increase with the road improvement, but they need hydro to them, they will not sell without hydro, should be considering approaching hydro and what they expect for putting service in the subdivision.

Kenneth Klein feels like a guinea pig with the world watching us, it could spiral into lots of money and could be a failure, still has the question if the 48 lots were polled, he does not feel 2 lots will be built on each year.

### 4. NEXT STEPS

Acting Treasurer, Richard Bennett

- Suggest the passing of the DC By-Law be delayed until more information is obtained from the hydrogeological study.
- October 5<sup>th</sup> Committee of the Whole Meeting Discussion by Council on the Development Charge By-Law other than the Special Area Development Charge
- November "Special" Committee of the Whole Meeting Discussion by Council of the Special Area Development Charge
- Council Meeting to adopt the By-Law T.B.D.
- Notice of Passing T.B.D.
- End of 40-day Appeal Period T.B.D.
- Effective Date Date of By-Law Adoption

### 5. ADJOURNMENT

The Public Meeting adjourned at 7:16 p.m.

# **PRIORITY ISSUES**



### REPORT

### COMMITTEE OF THE WHOLE October 5, 2021

Report #PD-2021-37 Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B21/085
OWNER: PENNEY AND SHEN

### STAFF RECOMMENDATION

"THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Kevin Penney and Joelle Shen B21/085 (Concession 10, Part Lot 13, geographic Township of Bathurst) 890 Ennis Road to legalize an existing right of way in favour of lands at 898 Ennis Road, owned by Karl and Shirley Pennett, 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 of the severance.

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."

### **BACKGROUND**

The proposal in application B21/085 is to recognize a 30m (100 ft) long right of way 98m2 (1,000 sq ft) in area over lands owned by Kevin and Joelle Shen at 890 Ennis Road in favour of lands owned by Karl and Shirley Pennett at 898 Ennis Road. The retained parcel is 1.2 ha (2.87 acres) and has 157m (516 ft) of waterfront.

### DISCUSSION

Consistent with Provincial Policy Statement	Yes
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

### **Provincial Policy Statement**

No concerns. Sections 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, Section 2.1 Natural Heritage, and Section 3.1 Protecting Public Health and Safety – Natural Hazards are satisfied.

### **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.

### Official Plan

The proposed severed lot right of way legalizes an access that has been in use on a property that has been in the same family for 200 years and was identified on a survey in 1981.

### **Zoning By-Law**

Both the subservient property and the recipient property are zoned Rural (Ru). The right of way will provide access from a Township owned road – Ennis Road to the Pennett lot which has water frontage on Bennett Lake and frontage on Ennis Road, a Township road.

### Rideau Valley Conservation Authority (RVCA)

Not circulated.

### Mississippi Rideau Septic System Office (MRSSO)

Not circulated.

### **Public Comments**

None at the time of the report.

### **CLIMATE CONSIDERATIONS**

None. The proposal to legalize the right of way does not change the existing 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

Prepared and Submitted By:	Approved for Submission By:
Noelle Reeve, Planner	Amanda Mabo, Acting Chief Administrative Officer/Clerk



#### NOTICE OF APPLICATION FOR CONSENT

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

To: Prescribed Persons/Public Bodies/Interested Parties

File No.: B21/085

Subject Land: Pt Lot 13 Con 10 geographic Township of Bathurst

Municipality: Tay Valley Township
Owner: Kevin Penny and Joel Shen

Applicant/Agent: J Karl Pennett

**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 shown on reverse side and a copy of the application is attached if not already received through the pre-consultation process.

To legalize an existing Right-of-Way (easement) in favour of John Karl Pennett and Shirley Diane Pennett at 898 Ennis Road.

#### OTHER RELATED APPLICATIONS: None.

**NEED TO MAKE SUBMISSIONS:** The Land Division Committee will 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 July 23, 2021.** 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 Local Planning Appeal 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.

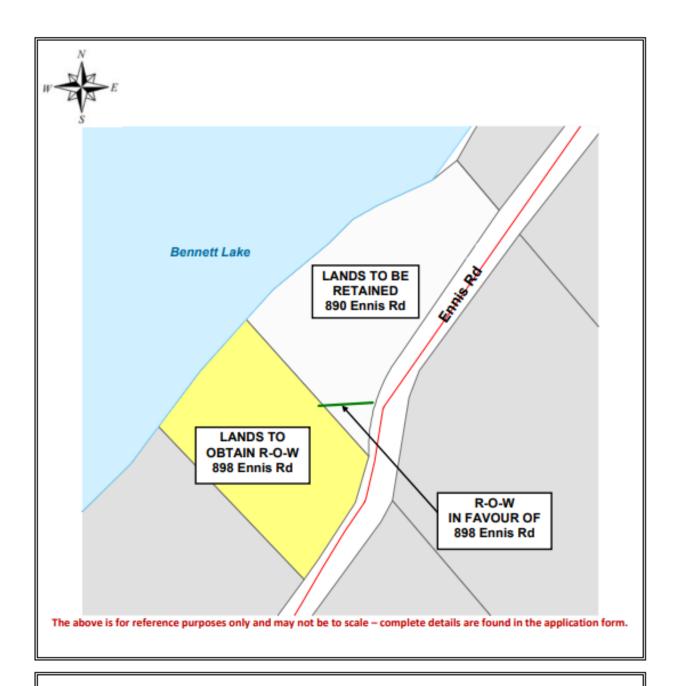
**GETTING ADDITIONAL INFORMATION:** Additional information regarding the application can be circulated via mail or via e-mail upon request to the undersigned.

Dated at Bathurst Township this 29th day of June 2021.

Julie Stewart, County Planner Telephone: 1-613-267-4200 Ext. 1520

Lanark County, 99 Christie Lake Road Fax: 1-613-267-2964

Perth ON K7H 3C6 E-mail: plan@lanarkcounty.ca



Landowner: Kevin Penney and Joel Shen

File No.: B21/085

Subject Land: Pt Lot 13 Con 10 geographic Township of Bathurst, now

in Tay Valley Township

### APPLICATION FOR CONSENT

"Sketch Only"
Prepared by Lanark County
Planning Dept.
NOT A LEGAL SURVEY



### REPORT

### COMMITTEE OF THE WHOLE October 5<sup>th</sup>, 2021

### Report #FIN-2021-17 Richard Bennett, Acting Treasurer

### DELEGATION OF AUTHORITY TAX REGISTRATION EXTENSION AGREEMENTS

### STAFF RECOMMENDATION(S)

It is recommended:

**"THAT**, the Treasurer be authorized to execute tax registration extension agreements with taxpayers whose property has been registered under the tax sale process,

**AND THAT**, the necessary amendment to the Delegation of Authority By-Law be brought forward to the next Council meeting."

### BACKGROUND

The Municipal Act, 2001, s. 373 (1) states: "Where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to the land."

Section 347 (3) states: "No part payment shall be accepted on account of taxes in respect of which a tax arrears certificate is registered under this Act except under an extension agreement entered into under section 378."

Section 378 (1) states; "A municipality may, after the registration of the tax arrears certificate and before the expiry of the one-year period mentioned in subsection 379 (1), enter into an extension agreement extending the period of time in which the cancellation price is to be paid".

### DISCUSSION

For many years, an extension agreement could only be executed by a By-Law enacted by Council in open session. Many municipalities did not like doing this as all the details of the outstanding amounts, re-payment terms and the property owners had to be identified in that

By-Law.

With the introduction of the Delegation of Authority process a few years ago, it became common practice for municipalities to delegate this authority to the Treasurer so that details could remain confidential.

### **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Delegate authority for the Treasurer to enter into extension agreements for the purpose of assisting property owners to arrange payment terms and hopefully avoid the tax sale of those properties.

Option #2 – Do not delegate this authority and have each extension agreement presented to Council to be approved by By-Law. This would put the arrears amounts, re-payment terms and property owner details in view of the general public.

Option #3 – Direct staff to not prepare extension agreements and force the property owners, whose properties have been registered, to re-pay in full or allow their property to go to the tax sale process.

### **CLIMATE CONSIDERATIONS**

There are no climate considerations to be considered for this topic.

### STRATEGIC PLAN LINK

The financial stability of the Township is enhanced with collection policies which include the tax registration and tax sale process.

### FINANCIAL CONSIDERATIONS

It is in the Townships best interest to work with properties owners to collect all taxes along with any penalty and interest added to tax accounts.

### CONCLUSIONS

Extension agreements are a method of supporting taxpayers who have become delinquent in tax payments and still collecting all arrears without the tax sale process.

### **ATTACHMENTS**

i) Sample Extension Agreement.

Prepared and Submitted By: Approved for Submission By:

Original Signed Original Signed

Richard Bennett, Amanda Mabo,

Acting Treasurer Acting Chief Administrative Officer/Clerk

### **EXTENSION AGREEMENT**

THIS AGREEMENT made in triplicate this day of, 2021.
BETWEEN:
THE CORPORATION OF
(Hereinafter called the "Corporation")
OF THE FIRST PART;
- and –
Hereinafter called the "Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land"
OF THE SECOND PART;
WHEREAS ▶ insert the name of person(s) of the second part is the/a ▶ pick one of the underlined parties: Owner(s)/Spouse/Mortgagee/Tenant/person Treasurer is satisfied has an interest in the land of the land in the ▶ insert name of Municipality described in Schedule "A" attached hereto and forming part of this Agreement;
AND WHEREAS the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the
land is in arrears of taxes on the day of, 2020 in the amount of \$ and a tax arrears
certificate was registered in the Land Registry or Land Titles Office on the day of, 20 in respect of the Owner(s)/ Spouse/ Mortgagee/ Tenant/ person the Treasurer is satisfied has an interest in the land;
AND WHEREAS Section 378 of the <i>Municipal Act, 2001</i> provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may authorize an extension agreement with the <u>Owner(s)</u> of the land, the spouse of the
owner, a mortgagee or a tenant in occupation of such land, or a person the Treasurer is satisfied has an interest
<u>in the land</u> to extend the period of time in which the cancellation price in respect to Owner(s)/Spouse/Mortgagee/Tenant/person Treasurer is satisfied has an interest in the land is to be paid;

AND WHEREAS the period during which there is a subsisting extension agreement shall not be counted by the Treasurer in calculating the periods mentioned in sub-section 379(1) of the *Municipal Act, 2001*;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants and obligations hereinafter contained, it is hereby agreed as follows:

1.	The Corporation will extend to (final date of extension) _	the payment period for the
	cancellation price payable in respect of the land.	

- 2. The Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land will make payments to the Corporation in accordance with Schedule "B" attached hereto.
- 3. In addition to paying the amounts provided for in paragraph 2, the <a href="Owner(s)/Spouse/Mortgagee/Tenant/person">Owner(s)/Spouse/Mortgagee/Tenant/person</a> the Treasurer is satisfied has an interest in the land agrees to pay:
  - a. all further taxes levied on the land as they become due and payable during the term of this Agreement; and
  - b. not later than \_\_\_\_\_ days following the due date of the last payment under paragraph 2, such additional amount, if any, as is necessary to bring the total amount paid under this Agreement up to the amount of the cancellation price payable in respect of the land.
- 4. Notwithstanding any of the provisions of this Agreement, the Municipal Act, 2001, as amended, shall continue to apply to the collection and enforcement of all tax arrears and all taxes except that the Treasurer and the Tax Collector of the Corporation, without waiving the statutory rights and powers of the municipality or of the Treasurer, shall not enforce collections of such tax payments, except as set out in paragraph 2 and 3, during the time this Agreement is in force so long as the Owner(s)/ Spouse/ Mortgagee/ Tenant/ person the Treasurer is satisfied has an interest in the land is not in default hereunder.
- 5. In the event the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land defaults in any payments required by this Agreement and upon notice being given to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land by the Corporation, this Agreement shall be terminated and the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land shall be placed in the position he or she was before this Agreement was entered into. In the event of a default, this Agreement shall cease to be considered a subsisting agreement on the day that the notice of termination is sent to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land.
- 6. Immediately upon the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land or any other person making all the payments required under paragraphs 2 and 3, this Agreement shall be terminated and, the Treasurer shall forthwith register a tax arrears cancellation certificate in respect of the said lands.
- 7. Notwithstanding the provisions of paragraphs 2 and 3, the Owner(s)/Spouse/ Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land and any other person may at any time pay the balance of the cancellation price and upon receipt of the aforesaid payment by the Corporation, this Agreement shall terminate and the Treasurer shall forthwith register a tax arrears cancellation certificate.

- 8. This Agreement shall cease to be considered a subsisting Agreement upon the date of the sale or other disposition of the land.
- 9. If any paragraph or part of paragraphs in this Agreement is determined by a court or tribunal of competent jurisdiction to be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said paragraph or paragraphs or part or parts of paragraphs had never been included.

IN WITNESS WHEREOF the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land has hereunto set his/her hand and seal and the Corporation has caused its corporate seal to be hereunto affixed and attested to by its proper signing officers in that behalf.

				THE CORPORATION OF
				TREASURER
Signed at the	(municipality)	this	day of _	, 2020.
	witness			Signature of Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land
	witness			Signature of  Owner(s)/Spouse/Mortgagee/Tenant/person the  Treasurer is satisfied has an interest in the land

## SCHEDULE "A" TO EXTENSION AGREEMENT

### **DESCRIPTION OF THE LAND:**

(insert description of land)

## SCHEDULE "B" TO EXTENSION AGREEMENT

PAYMENTS REQUIRED UNDER EXTENSION AGREEMENT:



### REPORT

### COMMITTEE OF THE WHOLE October 5<sup>th</sup>, 2021

Report #FIN-2021-16
Richard Bennett, Acting Treasurer

### **DEVELOPMENT CHARGE UPDATE**

### STAFF RECOMMENDATION(S)

It is recommended:

**"THAT**, the discussion regarding the Special Area Development Charge for the Maberly Pines Subdivision be delayed until more information is available from the Hydrogeological study;

**AND THAT**, the proposed amendments to the rest of the Development Charge rates be accepted and brought forward with the necessary by-law once the decision on the Special Area Development Charge is decided."

### BACKGROUND

As per Article 2 of the *Development Charges Act, 1997* (D.C.A.), "the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies."

On December 2, 2019, Tay Valley Township passed By-Law No. 2019-045, under Section 2(1) of the *Development Charges Act, 1997*, to establish development charges upon all lands within the boundaries of the Township where the development of the land would increase the need for municipal services based upon a study which was completed earlier that year. This by-law expires on December 2, 2024.

Section 10 of the *Development Charges Act, 1997*, requires that prior to passing a development charge by-law a development charges background study must be completed. When the study was completed in 2019 there were multiple amendments being proposed to this Act. At that time, it was suggested that Tay Valley's By-Law would require updating after the amendments where finalized.

Watson & Associates were contracted to complete this update pursuant to the requirements of the Act.

### DISCUSSION

Purpose of the proposed by-law amendment is to:

- Reflect recent amendments to the D.C.A. made through the *More Homes, More Choice Act*, and *COVID-19 Economic Recovery Act*, including:
- Changes to the D.C. recoverable costs (i.e. removal of the 10% statutory deduction, updates to capital cost estimates and reallocation of service specific growth-related studies);
- Introduce area-specific D.C.s for the Maberly Pines Area to recover costs to develop local service roads internal to an existing plan of subdivision; and
- Statutory changes to by-law rules, i.e. timing of calculation, collection of D.C., and statutory exemptions Development Charges Update Study and By-law Amendment

The original By-Law No. 2019-045 would remain in force and a new 2021 By-Law would be presented to Council which would detail only the amendments that are being made as a result of this update. The copy of By-Law No. 2019-045 which is attached to this report contains the proposed changes highlighted in red for ease of showing the proposed changes.

### **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) – Accept the calculated new DC rates.

These calculated rates would provide funds to assist with the capital projects that have been identified as qualifying for development charge funding over the next 8 years.

Option #2 – Council select a rate up to the maximum calculated by the consultant for each category. This option would require more funds for capital projects to come from reserves or other funding sources.

### **CLIMATE CONSIDERATIONS**

Staff have taken into consideration costs related to the acquisition of assets where climate change alternatives may be considered.

### STRATEGIC PLAN LINK

The financial stability of the Township is enhanced with development charges. Development fees charged are used to pay for increased capital costs required because of increased needs for services arising from development.

### FINANCIAL CONSIDERATIONS

A portion of the development charge fees collected are to cover the costs associated with future development charge studies. The costs of the study can be funded from the current deposits in the Development Charge Reserve Fund.

### **CONCLUSIONS**

Development charges are a valuable revenue source to the Township to offset costs associated with capital costs required due to growth, so that existing residents are not bearing the cost of new growth.

This update to the 2019 background study is an essential tool to determine the appropriate development charge rates to impose for the remaining three years of the current development charge by-law.

As per Article 10(4) once the development charge background study is completed it will be made available to the public at least 60 days prior to the passing of the development charge by-law and until the by-law expires or is repealed by posting the study on the website of the municipality.

### **ATTACHMENTS**

- i) Development Charge Schedules by Service Area
- ii) Development Charge By-Law No. 2019-045 with proposed amendments highlighted in red.

Prepared and Submitted By: Approved for Submission By:

Original Signed Original Signed

Richard Bennett,

Acting Treasurer

Amanda Mabo,

Acting Chief Administrative Officer/Clerk

### Infrastructure Costs Included in the Development Charges Calculation

Tay Valley Township Service: Fire Services

	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit			Less:	Potent	ial D.C. Recov	erable Cost
Prj .No					Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 92%	Non-Residential Share 8%
	BBD&E									
1	Pumper Truck (Township's Share)	2022	246,500	-	246,500	197,200		49,300	45,356	3,944
2	Deputy Chief Equipped Vehicle	2022	24,700	-	24,700	-		24,700	22,724	1,976
3	Otty Lake Dry Hydrant	2021	4,100		4,100	-		4,100	3,772	328
	South Sherbrooke									
4	Pumper Truck	2022	456,500		456,500	410,850		45,650	41,998	3,652
	Reserve Fund Adjustment							(5,363)	(4,934)	(429)
	Total		731,800	-	731,800	608,050	•	118,387	108,916	9,471

Infrastructure Costs Included in the Development Charges Calculation

Tay Valley Township Service: Roads and Related

							Less:	Potent	ial D.C. Recov	erable Cost
Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2029	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
1	Sand Shed		186.600		186,600	93,300		93.300	85.836	7,464
2	Tractor with Flail and Boom Mower	2021	225,500		225,500	215,127		10,373	9,543	830
3	Glen Tay Road - Hwy 7 to CR 6 (Township's Share)	2021	120,500		120,500	60,250		60,250	55,430	4,820
4	Harper Road	2023	618,100		618,100	309,050		309,050	284,326	24,724
	Keays Road	2023	316,800		316,800	158,400		158,400	145,728	12,672
	Christie Lake North Shore Road	2020	1,149,500		1,149,500	574,750	455,886	118,864	109,355	9,509
	Unopened Road - Younes	2020	29,300		29,300	0	14,650	14,650	13,478	1,172
	Upper Scotch Line	2021	378,900		378,900	341,010		37,890	34,859	3,031
9	Cameron Side Road	2022	680,200		680,200	612,180		68,020	62,578	5,442
	Bathurst 7th Concession	2025	370,700		370,700	333,630		37,070	34,104	2,966
11	McVeigh Road	2025	56,600		56,600	50,940		5,660	5,207	453
12	Zealand Road	2026	640,000		640,000	576,000		64,000	58,880	5,120
13	Ashby Road	2027	79,400		79,400	71,460		7,940	7,305	635
14	Crow Lake Road	2028	503,100		503,100	452,790		50,310	46,285	4,025
15	Stanley Road	2029	322,300		322,300	290,070		32,230	29,652	2,578
16	Bowes Bridge Upgrade	2025	540,500		540,500	515,637		24,863	22,874	1,989
17	Gravel to Surface Treatment Conversion (2km)	2022	219,100		219.100	154,181		64.919	59.726	5,194
18	Gravel to Surface Treatment Conversion (2km)	2023	219,100		219,100	154,181		64,919	59,726	5,194
19	Gravel to Surface Treatment Conversion (2km)	2024	219,100		219,100	154,181		64,919	59,726	5,194
20	Gravel to Surface Treatment Conversion (2km)	2025	219,100		219,100	154,181		64,919	59,726	5,194
21	Gravel to Surface Treatment Conversion (2km)	2026	219,100		219,100	154,181		64,919	59,726	5,194
22	Functional Assessment of Public Works Dept.	2023	2,700		2,700	2,025		675	621	54
	Reserve Fund Adjustment							(171,170)	(157,476)	(13,694)
	<u> </u>					, and the second				
	Total		7,316,200	-	7,316,200	5,427,522	470,536	1,246,972	1,147,214	99,758

### Infrastructure Costs Included in the Development Charges Calculation

Tay Valley Township Service: Parks & Recreation

						Le	ss:		Less:	Potential	D.C. Recovera	ble Cost
Prj.No	Increased Service Needs Attributable to Anticipated Development 2019-2029	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Subtotal	Other (e.g. 10% Statutory Deduction)	Total	Residential Share 95%	Non- Residential Share 5%
1	Solar Farm Trail	2021	125,000	-	125.000	12.500	85,500	27.000	-	27.000	25,650	1,350
2	Otty Lake Boat Launch	2023	40,000	-	40,000	37,684	,	2,316	-	2,316	2,200	116
3	Tennis Court, Outdoor Rink, and Playground Equipment Improvements	2024	75,000	-	75,000	70,658		4,343	-	4,343	4,125	217
4	Perth and District Community Centre Expansion (Township's Share)	2027	4,650,000	-	4,650,000	4,380,765	179,539	89,696	-	89,696	85,212	4,485
5	Recreation Master Plan (Township's Share)	2020	7,200		7,200	3,600		3,600	-	3,600	3,420	180
6	Park Development Plan (2)	2024/2029	60,000	-	60,000	30,000		30,000	-	30,000	28,500	1,500
7	Maberly Fall River Park	2021	13,700		13,700	-		13,700		13,700	13,015	685
8	Glen Tay Swimming Area	2022	18,300		18,300	17,240		1,060		1,060	1,007	53
9	Noonan Swimming Area	2024	18,300		18,300	17,240		1,060		1,060	1,007	53
10	Mississippi Water Access	2026	18,300		18,300	17,240		1,060		1,060	1,007	53
11	Ball Diamonds (2)	2025	45,700		45,700	43,053		2,647		2,647	2,515	132
	Reserve Fund Adjustment							(6,902)		(6,902)	(6,557)	(345)
	Total		5,071,500	-	5,071,500	4,629,981	265,039	169,579	-	169,579	161,100	8,479

### Infrastructure Costs Included in the Development Charges Calculation

Tay Valley Township Service: Library Services

						Le	ss:		Less:	Potential	D.C. Recovera	ble Cost
Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2019\$)	Post Period Benefit	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Subtotal	Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non- Residential Share
	2019-2029										95%	5%
	Ciculation Materials (Township's Share)	2019-2029	28,477	-	28,477	-		28,477	-	28,477	27,053	1,424
	Library Facility Expansion Plan (Township's Share)	2026	6,240	-	6,240	5,879		361	-	361	343	18
	Reserve Fund Adjustment							(8,948)		(8,948)	(8,501)	(447)
	Total		34,717	-	34,717	5,879	-	19,890	-	19,890	18,896	995

### Infrastructure Costs Included in the Development Charges Calculation

Tay Valley Township Service: Administration Studies

						Le	ess:		Less:	Potential	D.C. Recoveral	ble Cost
Prj.No	Increased Service Needs Attributable to Anticipated Development 2019-2029	Timing (year)	Gross Capital Cost Estimate (2019\$)		Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Subtotal	Other (e.g. 10% Statutory Deduction)	Total	Residential Share 92%	Non- Residential Share 8%
1	Official Plan Review	2021	54,800	-	54,800	41,100		13,700	-	13,700	12,604	1,096
2	Development Charges Study (2)	2024/29	82,200	-	82,200	-		82,200	-	82,200	75,624	6,576
3	Comprehensive Zoning By-law Review	2024	45,700	-	45,700	34,275		11,425	-	11,425	10,511	914
5	Official Plan Review	2027	54,800		54,800	41,100		13,700	-	13,700	12,604	1,096
6	Comprehensive Zoning By-law Review	2028	18,300		18,300	13,725		4,575	-	4,575	4,209	366
	Reserve Fund Adjustment							(9,892)		(9,892)	(9,101)	(791)
	Total		255,800	-	255,800	130,200	-	115,708	-	115,708	106,451	9,257

#### Infrastructure Costs Included in the Development Charges Calculation

Tay Valley Township Service: Waste Diversion Services

							Less:		Less:	Less: Potential D.C. Recoverable Cost		
Prj .No	Increased Service Needs Attributable to Anticipated Development 2019-2029	Timing (year)	Gross Capital Cost Estimate (2019\$)	Ineligible Level of Service	Net Capital Cost	Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Subtotal	Other (e.g. 10% Statutory Deduction)	Total	Residential Share 92%	Non-Residential Share 8%
1	Improvements to Glen Tay Site	2025	100,000	89,399	10,601			10,601		10,601	9,753	848
	Waste Management Study (portion for diversion estimated at 70%)	2022	44,700	11,175	33,525	33,525		-	-	-	-	-
	Total		144,700	100,574	44,126	33,525		10,601		10,601	9,753	848

### THE CORPORATION OF TAY VALLEY TOWNSHIP

### **BY-LAW NO. 2019-045**

### **DEVELOPMENT CHARGES**

With proposed amendments highlighted in red

**WHEREAS**, Section 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended, provides that the Council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies;

**AND WHEREAS** the Council of the Corporation of Tay Valley Township has determined that certain amendments should be made to the Development Charge By-law of the Corporation of Tay Valley Township, being By-law 2019-045;

**AND WHEREAS**, a development charges background study has been completed as per Section 10 of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended;

**AND WHEREAS**, a public meeting was held on November 12<sup>th</sup>, 2019 as per Section 12 of the *Development Charges Act*, 1997, S.O. 1997, c. 27, as amended;

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

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# THE CORPORATION OF TAY VALLEY TOWNSHIP BY-LAW NO. 2019-045

### With proposed amendments highlighted in red

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With proposed amendments highlighted in red

# PART 1 DEFINITIONS

#### 2.0 DEFINITIONS

For the purposes of this By-law, the following definitions shall apply:

- 2.1. **Accessory** means when used to describe a use, building or structure, that the use, building or structure is naturally or normally incidental, subordinate and exclusively devoted to a main use, building or structure located on the same lot therewith.
- 2.2. **Act** means the *Development Charges Act*, 1997, as amended.
- 2.3. **Apartment** means a dwelling unit located in any one of the following types of dwellings:
  - 2.3.1. "Dwelling, Apartment" means the whole of a building not otherwise defined herein, which contains four (4) more dwelling units serviced by a common entrance or by an independent entrance directly from the outside in which the occupants have the right to use in common any corridors, stairs or elevators contained therein, and the yards appurtenant thereto.
  - 2.3.2. "**Dwelling, Accessory**" means a dwelling unit accessory to a permitted non-residential use, but shall not include an accessory attached dwelling unit or an accessory single detached dwelling unit as otherwise defined in this By-law.
- 2.4. **Building** means a structure having a roof supported by columns or walls or directly on the foundation and used for the shelter and accommodation of persons, animals or goods and without limiting the foregoing, includes buildings as defined in the *Building Code Act*.
- 2.5. **Capital Cost** means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or under an agreement:
  - (a) to acquire land or an interest in land, including a leasehold interest;
  - (b) to improve land;
  - (c) to acquire, lease, construct or improve buildings and structures;

- (d) to acquire, lease, construct or improve facilities including:
  - (i) rolling stock with an estimated life of seven years or more,
  - (ii) furniture and equipment other than computer equipment, and
  - (iii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*.
- (e) to undertake studies in connection with any of the matters in clauses (a) to (d),
- (f) to prepare a development charges background study, and
- (g) for interest on money borrowed to pay for costs described in clauses (a) to (d) above.
- 2.6. **Commercial Use** means any use permitted in a commercial zone other than a residential use as described by the zoning by-law of the municipality and any amendments thereto.
- 2.7. **Condominium Act** means the *Condominium Act, 1998*, S.O. 1998, c.19, as amended.
- 2.8. **Council** means the Council of the Corporation of Tay Valley Township.
- 2.9. **Development** means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or change of use thereof, and includes redevelopment.
- 2.10. **Development Charge** means a charge imposed against the land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the By-Law applies.
- 2.11. **Dwelling Unit** shall mean one or more rooms in a building used or designed and intended to be used as a single, independent, and separate house-keeping establishment in which food preparation and sanitary facilities are provided and which has a private entrance from outside the building or from a common hallway or stairway inside the building.
- 2.12. **Dwelling Unit Attached** means a dwelling unit located in any one of the following types of dwellings:
  - (a) "Dwelling, Duplex" means a building that is divided horizontally into two separate dwelling units, each of which has an independent entrance either directly from outside or through a common vestibule; or
  - (b) "Dwelling Maisonette" means a building that is divided vertically into five or more dwelling units, each of which has independent entrances, one to a common corridor and the other directly to an outside yard area adjacent to the said dwelling unit; or

- (c) "Dwelling, Row House" means a building that is divided vertically into three or more dwelling units, each of which has a separate and independent entrance at finished grade and separated from the adjoining unit or units by a common unpierced wall with no interior access between each dwelling unit. Townhouse shall have a corresponding meaning; or
- (d) "Dwelling, Semi-Detached" means a building that is divided vertically into two separate dwelling units, each of which has an independent entrance either directly from outside or through a common vestibule; or
- (e) "Dwelling, Triplex" means a building that is divided horizontally into three separate dwelling units, each of which has an independent entrance either directly from outside or through a common vestibule.
- 2.13. **Existing** means existing as of the date of the passing of this By-Law.
- 2.14. **Grade** means the average level of proposed or finished ground adjoining a building at all exterior walls.
- 2.15. **Green Energy** means the development of solar PV or wind turbine facilities for the purposes of electrical energy generation.
- 2.16. **Gross Floor Area** means the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of any party wall that separates one occupancy from another.
- 2.17. **Industrial Building** means a building used for or in connection with:
  - (a) manufacturing, producing, processing, storing or distributing something;
  - (b) research or development in connection with manufacturing, producing or processing something;
  - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed if the retail sales are at the site where the manufacturing, production or processing takes place;
  - (d) office or administrative purposes, if they are:
    - carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
    - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution.

- 2.18. **Industrial Use** means the use of land, buildings or structures for the purpose of manufacturing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, warehousing, or storage or adapting for sale of any goods, substances, article or thing, or any part thereof and the storage of building and construction equipment and materials as distinguished from the buying and selling of commodities and the supplying of personal services or as otherwise defined in the zoning by-law.
- 2.19. Institutional Use means a building used for or in connection with:
  - (a) as a long-term care home within the meaning of subsection 2 (1) of the Long Term Care Homes Act, 2007;
  - (b) as a retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;
  - (c) by any institution of the following post-secondary institutions for the objects of the institution:
    - (i) a university in Ontario that receives direct, regular and ongoing operation funding from the Government of Ontario;
    - (ii) a college or university federated or affiliated with a university described in subclause (i); or
    - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institute Act, 2017;
  - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
  - (e) as a hospice to provide end of life care;
- 2.20. **Local Board** means a local board as defined in the *Municipal Affairs Act*, other than a board defined in subsection 1 (1) of the *Education Act*.
- 2.21. **Mobile Home** means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer or trailer otherwise designed.
- 2.22. **Municipality** shall mean the Corporation of Tay Valley Township;
- 2.23. Net Capital Cost means the capital cost less capital grants, subsidies and other contributions made to the municipality or that the Council of the municipality anticipates will be made, including conveyances or payments under Sections 41, 51 and 53 of the *Planning Act*, as amended in respect of the capital cost.
- 2.24. **Non-Residential Uses** means uses of land, buildings or structures for purposes other than a dwelling unit and shall include commercial, institutional, industrial, agricultural uses, parks and open spaces, and other such uses.

- 2.25. Non-Profit Housing means:
  - (a) a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;
  - (b) a corporation without share capital to which the Canada Not-for-profit
     Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
  - (c) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.
- 2.26. Owner or Owners means the most recent owner of land or a person who has made application for approval for the development of land upon which a development charge is imposed.
- 2.27. **Planning Act** means the *Planning Act*, 1990, R.S.O. c.P.13, as amended.
- 2.28. **Rental Housing** means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises
- 2.29. Residential Uses means uses of land, buildings or structures designed or intended to be used as living accommodations for any length of time for one or more individuals.
- 2.30. **Services** means municipal services designated in this By-Law or in an agreement made under Section 44 of the Act, as applicable.
- 2.31. **Single Detached Dwelling** means a residential building consisting of one (1) dwelling unit and not attached to another structure, excluding a mobile home.
- 2.32. **Solar PV** means electricity generation by a group of photovoltaic cells, typically arranged on a panel, which convert solar energy into electrical energy.
- 2.33. **Standard of Services** means those standards which govern the quantity, quality or form, method, delivery, operation or manner in which services are constructed or installed and which have been duly approved by Council and which comply with Section 5 (1) (4) of the *Development Charges Act, 1997*.
- 2.34. **Structure** means anything constructed or erected, either permanent or temporary, the use of which requires location on the ground or attachment to something having location on the ground.
- 2.35. **Wind Turbine** means a rotary engine that extracts energy from the flow of wind, converts it to mechanical energy by causing a bladed rota to rate, and further converts it to electrical energy through an electrical generator.

With proposed amendments highlighted in red

# PART 2 APPLICATION

#### 3.0 DESIGNATED AREAS

3.1. The designated area within which development charges are imposed by this bylaw are all lands, buildings and structures within the geographic limits of Tay Valley Township.

#### 4.0 DESIGNATED SERVICES

4.1. The municipal services for which development charges shall be imposed are as set out in Schedule "A" attached to and forming part of this By-Law.

#### 5.0 DESIGNATED USES

- 5.1. The uses of land, buildings or structures for which development charges are hereby imposed are as follows, and are also as set out in Schedule "B" attached to and forming part of this By-Law:
  - 5.1.1. Residential uses as defined in Section 2.27 of this By-Law.
  - 5.1.2. Non-Residential uses as defined in Section 2.24 of this By-Law.
  - 5.1.3. Green Energy uses as defined in Section 2.15 of this By-Law.

With proposed amendments highlighted in red

# PART 3 DEVELOPMENT CHARGES

#### 6.0 DEVELOPMENT CHARGES

- 6.1. The development charges established by this By-Law shall be imposed where the development of land for residential, institutional or green energy uses would increase the need for services and the development requires one or more of the following:
  - (a) the passing of a zoning by-law or of an amendment thereto under section 34 of the *Planning Act*;
  - (b) the approval of a minor variance under section 45 of the *Planning Act*;
  - (c) a conveyance of land to which a by-law passed under Section 50 (7) of the *Planning Act*;
  - (d) the approval of a plan of subdivision under Section 51 of the *Planning Act*;
  - (e) a consent under Section 53 of the *Planning Act*;
  - (f) the approval of a description under Section 50 of the *Condominium Act*;
  - (g) the issuing of a permit under the *Building Code Act*, in relation to a building or structure.
  - 6.1.1. Where two or more of the actions described in Subsection 6.1 (a) to (g) are required in order to develop land, only one development charge shall be calculated and collected in accordance with the provisions of this By-Law.
  - 6.1.2. Notwithstanding Subsection 6.1.1, if two or more of the actions described in Subsection 6.1 (a) to (g) occur at different times, and if the subsequent action has the effect of increasing the need for all or some of the services designated in Schedule "A", an additional development charge shall be calculated and collected in accordance with the provisions of this By-Law.

#### 6.2. Residential Uses

The development charges in respect of net capital costs for services for residential uses shall be as set out in Schedule "B", attached to and forming part of this By-Law except that no charge shall apply as set out in Section 14 of this By-Law titled Exemptions.

#### 6.3. Non-Residential Uses

The development charges in respect of net capital costs for services for residential uses shall be as set out in Schedule "B", attached to and forming part of this By-Law except that no charge shall apply as set out in Section 14 of this By-Law titled Exemptions.

## 6.4. Green Energy Uses

The development charges in respect of net capital costs for services for green energy uses shall be as set out in Schedule "B", attached to and forming part of this By-Law except that no charge shall apply as set out in Section 14 of this By-Law titled Exemptions.

The development charge for a green energy development shall be calculated based on the total generating capacity of the solar PV or wind turbine installation. The development charge for green energy developments with net generating capacities not equal to 500 kW shall be calculated on a prorated basis.

#### 7.0 CUMULATIVE CHARGES

- 7.1. The development charges shall be cumulative by adding together the calculated development charge for each of the applicable services to be used together with any interest charges, as set out in Schedule "B".
- 7.2. For multiple use buildings, the development charge shall be the cumulative total of the applicable charges for each respective land use within the building.

#### 8.0 REDEVELOPMENT

- 8.1. Where residential space is being converted to non-residential space, the development charge equivalent that would have been payable on the residential space shall be deducted from the charge calculated on the non-residential space being added.
- 8.2. Where non-residential space is being converted to residential space, the development charge equivalent that would have been payable on the non-residential space shall be deducted from the charge calculated on the residential units being added.
- 8.3. An owner who has obtained a demolition permit and demolished existing dwelling units or a non-residential building or structure in accordance with the

provisions of the *Building Code Act* shall not be subject to the Development Charge with respect to the development being replaced, provided that the building permit for the replacement residential units or non-residential building or structure is issued not more than two (2) years after the date of issuance of the demolition permit and provided that any dwelling units or non-residential gross floor area created in excess of what was demolished shall be subject to the development charge imposed under Section 2.

8.4. No redevelopment credit shall be made in excess of the development charge payable for a redevelopment.

With proposed amendments highlighted in red

# PART 4 ADMINISTRATION

#### 9.0 WHEN DEVELOPMENT CHARGE PAYMENT IS DUE

## 9.1. Payment of Development Charge

- 9.1.1. Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted by the Act, on the date that a building permit is issued in relation to a building or structure on land to which a development charge applies.
- 9.1.2. Notwithstanding Subsection 9.1.1, development charges for rental housing and institutional developments are due and payable in 6 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 9.1.3. Notwithstanding Subsection 9.1.1, development charges for non-profit housing developments are due and payable in 21 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 9.1.4. Where the development of land results from the approval of a Site Plan or Zoning By-law Amendment received on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance, the Development Charges under Subsections 9.1.1 to 9.1.3 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest. Where both planning applications apply Development Charges under Subsections 9.1.1 to 9.1.3 shall be calculated on the rates, including interest, set out in Schedule "B" on the date of the later planning application, including interest.
- 9.1.5. Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.

- 9.1.6. Notwithstanding Subsections 9.1.1 to 9.1.4, an owner may enter into an agreement with the municipality to provide for the payment in full of one or more development charges before a building permit is issued or later than the issuing of a building permit.
- 9.1.7. Interest for the purposes of Subsections 9.1.2 to 9.1.4 shall be determined as the bank of Canada prime lending rate plus 2% on the date of building permit issuance. Notwithstanding the foregoing, the interest rate shall not be less than 0%.

# 9.2. Collection of Unpaid Development Charges

If the development charge or any part thereof imposed by the municipality remains unpaid after the due date, the amount unpaid shall be added to the tax roll as taxes as per Section 32 of the Act.

## 9.3. Complaints about Development Charges

An owner may complain in writing to the Council of the municipality in respect of the development charge imposed by the municipality on the owner's development subject to the provisions of Section 20 of the Act.

#### 10.0 INDEXING

10.1. The development charges referred to in Schedule "B" shall be adjusted annually, without amendment to this by-law, on January 1<sup>st</sup> of each year, in accordance with Statistics Canada *Table 18-10-0135-01 Building construction price indexes, by type of building*.

#### 11.0 RESERVE FUND

- 11.1. A reserve fund for revenues received from development charges is hereby established and shall be called the development charges reserve fund.
- 11.2. The development charges reserve fund shall be used to meet the net capital costs for which the development charge was levied under this By-Law.
- 11.3. The Treasurer of the municipality shall maintain separate accounts under the development charges reserve fund including interest earned thereof for each municipal service category set out in Section 4.1 of this By-Law.
- 11.4. Income received from investments of the development charge reserve fund shall be credited to the development charges reserve fund account for the designated municipal service category (per Section 4.1 of this By-Law) in relation to which the investment income applies.

#### 12.0 REPORTING

12.1. The Treasurer shall prepare an annual financial statement for the development charges fund, as prescribed under Section 12 of *Ontario Regulation 82/98* and to submit the statement for Council's consideration and within 60 days thereafter, to submit such statement to the Minister of Municipal Affairs and Housing.

#### 13.0 REFUNDS FOR BY-LAW AMENDMENT OR APPEAL

13.1. The municipality shall pay interest on a refund as per the provisions of the *Act* at a rate not less than the Bank of Canada rate in effect on the date this Development Charges By-Law comes into force and adjusted on the first business day of July 2020 and then four times per year thereafter on the first business day of July, October, January and April.

#### 14.0 EXEMPTIONS

- 14.1. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to land that is owned by and used for purposes of:
  - (a) Tay Valley Township, or any local board thereof;
  - (b) a board of education as defined in subsection 1(1) of the *Education Act*; and
  - (c) the Corporation of the County of Lanark, or any local board thereof; and
  - (d) a University that receives regular and ongoing operating funds from the government for the purposes of post-secondary education.
- 14.2. Section 5 of this by-law shall not apply to that category of exempt development described in s.s. 2(3) of the Act, and s.s. 2(1) and 2(2) of O.Reg. 82/98, namely:
  - (a) the enlargement of an existing dwelling unit;
  - (b) the creation of one or two additional dwelling units in an existing singledetached dwelling, or structure ancillary to a single-detached dwelling, provided the total gross floor area of the additional one or two units does not exceed the gross floor area of the existing dwelling unit;
  - (c) the creation of one additional dwelling unit in an existing semi-detached or row dwelling, or structure ancillary to a semi-detached or row dwelling, provided the total gross floor area of the additional one unit does not exceed the gross floor area of the existing dwelling unit;

- (d) the creation of the greater of one additional dwelling unit or 1% of the existing dwelling units in the building of an existing rental residential building, or structure ancillary to an existing rental residential building; or
- (e) the creation of one additional dwelling unit in any other type of existing residential building, or structure ancillary to any other type of existing residential building, provided that the total gross floor area of the additional one unit does not exceed the gross floor area of the smallest dwelling unit already contained in the residential building.
- 14.3. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to that category of exempt development described in s.s. 2(3.1) of the Act, and s.s. 2(3) of O.Reg. 82/98, subject to the following restrictions:

Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
1	Proposed new detached dwellings	Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new detached dwelling must only contain two dwelling units.  The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semidetached dwelling or row dwelling would be located.
2	Proposed new semi- detached dwellings or row dwellings	Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units.  The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.

Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
3	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semidetached dwelling or row dwelling and that are permitted to contain a single dwelling unit.	The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit.  The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary.

- 14.4. Section 5 of this by-law shall not apply to that category of exempt development described in s.4 of the Act, and s.1 of *Ontario Regulation 82/98*, namely:
  - (a) the enlargement of the gross floor area of an existing industrial building, if the gross floor area is enlarged by 50 percent or less;
  - (b) for the purpose of (a), the terms "gross floor area" and "existing industrial building" shall have the same meaning as those terms have in *Ontario Regulation 82/*98 under the Act; and
  - (c) notwithstanding subsection (a), if the gross floor area is enlarged by more than 50 per cent, development charges shall be payable and collected and the amount payable shall be calculated in accordance with s.4(3) of the Act.
- 14.5. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:
  - (a) green energy development with a rated generating capacity of 100 kW or less.

#### 15. OTHER BY-LAWS AND REGULATIONS

- 15.1. Nothing in this By-Law shall exempt any person from complying with the requirements of any other By-Law, agreement or legislation in force.
- 15.2. If an owner or former owner has, before the coming into force of this development charges by-law, paid all or any portion of a charge related to development pursuant to an agreement under section 51 or 53 of the *Planning*

Act or a predecessor thereof with respect to land within the area to which the by-law applies, the municipality shall give a credit for the amount of the charge paid.

- 15.3. If an owner or former owner has, before the coming into force of this development charges by-law, provided services in lieu of the payment of all or any portion of a charge related to development pursuant to an agreement under section 51 or 53 of the *Planning Act* or a predecessor thereof with respect to land within the area to which the by-law applies, the municipality shall give a credit for an amount equal to the reasonable cost to the owner or to the former owner of providing the services.
- 15.4. Under this By-Law, the municipality may give a credit for work done against all or a portion of one or more services for which a development charge may be imposed and may allow the credit to be applied to a different service either at the time of entering into an agreement or afterwards, provided that the municipality has first agreed to allow a person to perform such work. However, no credit shall be given for any work that relates to an increase in the level of service that exceeds the ten (10) year average level of service as adopted by the municipality.
- 15.5. Any credit may only be used by the holder of the credit or the holder's agent and may not be transferred unless the holder and person to whom it is to be transferred have agreed in writing, and the municipality also agrees to the transfer and undertakes to transfer the paid credit or credits.
- 15.6. If a conflict exists between the provisions of this development charges by-law and an agreement referred to in Section 15.2 or 15.3, the provisions of the agreement prevail to the extent of the conflict.
- 15.7. If a conflict exists between the provisions of this development charges by-law and any other agreement between the municipality and an owner or former owner with respect to land within the area to which the by-law applies, the provisions of the agreement prevail to the extent that there is a conflict.

#### 16. STANDARD OF SERVICES

16.1. The standards for services within the Corporation of Tay Valley Township shall be those as set out from time-to-time by Council and shall be the ten (10) year average level of service for any eligible service under the *Act*.

#### 17. BY-LAW REGISTRATION

17.1. A certified copy of this By-Law may be registered on title to any land to which this By-Law applies and may be done at the sole discretion of the municipality.

#### 18. SCHEDULES TO THE BY-LAW

The following schedules to this by-law form an integral part of this by-law:

Schedule "A" – Designated Municipal Services Under this By-law

Schedule "B" – Schedule of Development Charges

Schedule "C" - Map of Maberly Pines Area

#### 19. 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.

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

**THAT**, By-Law No. 2014-052 and all previous By-Laws passed under the Act or its predecessor with respect to development charges are hereby repealed.

#### 21. EFFECTIVE DATE

ENACTED AND PASSED this 2<sup>nd</sup> day of December, 2019 for a term of five (5) years.

Brian Campbell, Reeve	Amanda Mabo, Clerk

With proposed amendments highlighted in red

# SCHEDULE "A" Designated Municipal Services Under this By-law

# **Municipal-Wide Services**

- 1. Roads & Related
- 2. Fire Protection
- 3. Parks & Recreation
- 4. Library
- 5. Waste Diversion
- 6. Administration Studies

# **Area-specific Services**

7. Roads & Related – Maberly Pines Area

# **SCHEDULE "B"**

# **Schedule of Development Charges**

# With proposed new rates as of September 2021

		RESIDEN	NON-RESIDENTIAL	GREEN ENERGY		
Service	Single and Semi- Detached Dwelling		Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)	(per 500 kW generating capacity)
Municipal Wide Services:						
Roads & Related	\$ 3,880	\$ 2,468	\$ 2,328	\$ 3,113	\$ 1.89	\$ 3,880
Fire Protection	\$ 368	\$ 234	\$ 221	\$ 295	\$ 0.18	\$ 368
Parks & Recreation	\$ 545	\$ 347	\$ 327	\$ 437	\$ 0.16	\$ -
Library	\$ 64	\$ 41	\$ 38	\$ 51	\$ 0.02	\$ -
Waste Diversion	\$ 33	\$ 21	\$ 20	\$ 26	\$ 0.02	\$ -
Growth-Related Studies	\$ 361	\$ 230	\$ 217	\$ 290	\$ 0.17	\$ 361
Total Municipal Wide Services	\$ 5,251	\$ 3,341	\$ 3,151	\$ 4,212	\$ 2.44	\$ 4,609
Area-Specific Services:						
Roads & Related (Maberly Pines)	\$ 6,409	\$ 4,077	\$ 3,845	\$ 5,142	\$ -	\$ -
Total Area-Specific Services	\$ 6,409	\$ 4,077	\$ 3,845	\$ 5,142	\$ -	\$ -

# **SCHEDULE "C"**

# **Map of Moberly Pines Area**





# REPORT

# COMMITTEE OF THE WHOLE October 5th, 2021

# Report #FIN-2021-18 Richard Bennett, Acting Treasurer

### MUNICIPAL MODERNIZATION FUNDS ALLOCATION

## STAFF RECOMMENDATION(S)

It is recommended:

"THAT, the Municipal Modernization Fund allocation schedule be received for information,

**AND THAT**, Council authorizes funding for the tractor and mower that was purchased earlier this year, be from the Modernization Funds (in Contingency Reserve) in the amount of \$237,650 instead of the Roads Equipment Reserve and the New Infrastructure Reserve as previously approved.

#### **BACKGROUND**

In March 2019, the Provincial Government provided a one-time payment to small and rural municipalities called the "Municipal Modernization Fund". This grant was intended to help modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared services agreements, and capital investments.

Tay Valley received \$598,304 for this purpose. In 2019 these funds were put into the Township's Contingency Reserve.

While this investment was deemed unconditional, we are now finding that when we are completing applications for new grant funding, one question that is being asked is to confirm that the municipality has fully spent or allocated its on-time March 2019 municipal modernization funding.

#### DISCUSSION

Staff have been tracking the funds that have been spent over the past three years and have determined that one item which the Township purchased which would qualify for this funding was the tractor and mower which was purchased earlier this year. Funding for that asset was previously approved to come from the New Infrastructure Reserve and the Roads Equipment Reserve. Staff are now recommending that this approval be modified to authorize those

funds coming from the Municipal Modernization Fund.

Staff would like to point out that the 2022 potential allocations which appear in the attached schedule are to identify potential uses of the Municipal Modernization Funds. Staff are in the process of applying for other grant funding for some projects and could propose to Council that these funds be used if the new grant applications are not successful. In all cases, the projects on the attached schedule will be presented for Council's consideration either in the 2022 budget or as separate resolutions.

#### **OPTIONS TO BE CONSIDERED**

Option #1 (Recommended) - Council authorize funding for the tractor and mower that was purchased earlier this year be from the Municipal Modernization Funds (in Contingency Reserve) in the amount of \$237,650 instead of the Roads Equipment Reserve and the New Infrastructure Reserve as previously approved.

Option #2 – Council does not approve the above noted reallocation. This would leave the Township in a position where we will not have fully spent and/or allocated the 2019 Municipal Modernization Funds and will not qualify to apply for further grants.

#### **CLIMATE CONSIDERATIONS**

There are no climate considerations to be considered for this topic.

#### STRATEGIC PLAN LINK

The financial stability of the Township is enhanced with ability to apply for Provincial and Federal grants to assist with the completion of capital projects.

#### FINANCIAL CONSIDERATIONS

It is in the Townships best interest to have the 2019 Municipal Modernization fund fully spent or allocated in order for staff to continue applying for grant funding.

#### CONCLUSIONS

Federal and Provincial grants are a source of revenue which allows capital projects to be completed without substantial increases to the Township's reserve funds.

#### **ATTACHMENTS**

i) Municipal Modernization Fund Allocation Schedule – as of September 30, 2021

Prepared and Submitted By: Approved for Submission By:

Original Signed Original Signed

Richard Bennett, Amanda Mabo,

Acting Treasurer Acting Chief Administrative Officer/Clerk

# TAY VALLEY TOWNSHIP MUNICIPAL MODERNIZATION FUND

Allocation schedule - as of September 30, 3021

Receive	d Mar	ch 2019		598,304.00
			Actual	
Spent:	2019	Summer student projects	9,959.00	
	2020	Service Delivery Review	2,587.76	
		Summer student projects	5,760.32	
		Stand up Work Stations	814.08	
		Recreation Master Plan	7,868.33	
	2021	Compositon of Council	1,112.82	
		Service Delivery Review	33,835.26	
		Website Upgrades	17,462.04	
		Modernization Projects	10,990.10	
		Tractor & Mower	237,650.00	
		Summer student projects	21,394.51	
		Computer laptops	16,215.50	
		Cyber Security	2,500.00	368,149.72
				230,154.28
Potenti	al Allo	cations:	Estimates	
	2021	Building Condition Assessment (amt > grant)	9,428.00	
		Inclusive Community Project	2,980.00	
		Admin Assistant work station, phone etc.	7,500.00	
		Waste Audit	22,500.00	
	2022	On Line Property Tax Software	29,500.00	
		Asset Management Plan Software	35,000.00	
		Building Dept. Financial Review	5,000.00	
		Contract cost to implement the above 3 items	40,000.00	
		Inclusive Community Project	2,980.00	
		Waste Audit	7,500.00	
		Weigh scales & software	60,000.00	
		Waste Master Plan recommendations	50,000.00	
		Engineering Student for data collection AMP	21,000.00	
		GPS (Tractor & CBO)	3,000.00	
		Emergency Management Plan Review	10,000.00	
		Councillor Technology	7,500.00	
		Cyber Security	5,000.00	
		Building Upgrades (lighting etc.)	30,000.00	348,888.00
BALANG	CE OVE	R-ALLOCATED		(118,733.72)



# REPORT

# COMMITTEE OF THE WHOLE October 5<sup>th</sup>, 2021

Report #FIRE-2021-01 Greg Saunders, Fire Chief

#### **EMERGENCY MANAGEMENT ASSESSMENT**

# STAFF RECOMMENDATIONS(S)

It is recommended:

**"THAT,** Staff retain The Loomex Group for an upset limit of \$13,000 funded from the Municipal Modernization Fund to conduct an Emergency Management Assessment for Tay Valley Township;

AND THAT, section 7.4 of the Procurement Policy be waived;

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

#### **BACKGROUND**

In order to be compliant under the *Emergency Management and Civil Protection Act, R.S.O.* 1990, Chapter E.9 all Municipalities are required annually:

- to identify and assess the hazards and risks to their municipality. That is to say that they
  must identify which hazards are present in the municipality, or outside of the municipality
  but may impact the municipality; what is the likelihood of those hazards occurring; and to
  assess the potential impact to the municipality, including the municipality's infrastructure,
  if that hazard were to occur
- identify facilities and other infrastructure that is at risk of being impacted by emergencies
- to develop an Emergency Plan governing the provision of necessary services during an emergency. The plan should also detail the procedures to be followed by the people who respond to emergencies. Further, this Plan must assign responsibilities to members of the Municipal Emergency Control Group (MECG) who are municipal employees, by position, to implement the Plan. It must also include notification procedures for the MECG members. Once the Plan is completed, the municipality must adopt the Plan through a bylaw
- to establish an EOC to be used by the Municipal Emergency Control Group (MECG) during emergencies. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MECG.

#### DISCUSSION

The Emergency Plan has been in place since 2011 and is reviewed and updated (if required) annually, the review is to ensure any changes have been included and the appendices are up to date, the current version was adopted by By-Law in 2019. A recommendation from the Fire Master Plan was that both Tay Valley and Drummond/North Elmsley Township be converted to the Provincial Incident Management System to provide a streamlined approach to the plan, reduce the expectations of the CEMC, and make it more practical for the size of the Township.

The Hazard Identification and Risk Assessment (HIRA) list is to identify and assess the hazards and risks to the municipality. The list is reviewed each year but is at a point where it needs a thorough review, the process to identify the risk and their impacts involves using a provincial list of potential hazards and using a scoring matrix to rank them for the municipality and then to determine what the impact to the municipality is in the event of that hazard occurring.

The Critical Infrastructure List (CI) is to identify the facilities and other elements of infrastructure that are at risk of being affected by emergencies. The list is reviewed each year but is at a point where it needs a complete review taking in to account and upgrades or new infrastructure.

When the assembly of a municipal control group is required to coordinate response to a serious emergency, it is imperative that an appropriate facility is provided for the group's activities as well as those of its supporting staff. Such a facility is known as an Emergency Operations Centre (EOC) and is required under legislation. A municipal Emergency Operations Centre (EOC) is essential to the process of providing centralized direction and coordination of emergency response and recovery operations. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MECG. The primary EOC is the Council Chambers at the Municipal Office and the Alternate EOC is at the South Sherbrooke Fire Hall in Maberly and the BBD&E Fire Hall in Perth. Storage bins, laptops and phone/internet capabilities are in place at both EOC's. A discussion during the MECG meeting determined that the technology for the EOC's should be reviewed to ensure it is sufficient for today's use and then if there was funding available to make any upgrades, if required, it would be upgraded.

#### FINANCIAL CONSIDERATIONS

The MECG was advised that the Township had grant funds that needed to be spent before they would be successful in obtaining further funding and the criteria for the Emergency Management Assessment would be a fit for the current grant funds the Township has.

The consultant that developed the Fire Master Plan can conduct these assessments. The Loomex Group has already determined the community risks for the Fire Department, they have toured Tay Valley Township, and are therefore familiar with the Township and surrounding area. The Procurement Policy would have to be waived by Council to sole source this, but makes sense given the work already undertaken with the Fire Department.

The Fire Chief obtained a quote to conduct the following:

Meet and Review Timelines with CEMC to:

- Conduct a meeting to review HIRA and CI with EMEC
- Update the HIRA and CI for the Emergency Response Plan
- Assessment of the Emergency Operation Centres to ensure proper technological and telecommunication infrastructure is present and/or if it needs upgraded and to advise if there is better technology that should be implemented
- Update the Emergency Response Plan to the Incident Management System
- Review the Plan with CEMC, CAO & Senior Management
- Present new Plan to Council for Approval
- Conduct Training on the Emergency Response Plan with the MECG
- Design and Facilitate Annual Exercise based on the new plan with MECG members

#### **OPTIONS CONSIDERED**

## Option #1 – (Recommended)

That the Procurement Policy be waived to allow the Township to retain The Loomex Group for an upset limit of \$13,000 to be funded from the Municipal Modernization Fund to conduct an Emergency Management Assessment for Tay Valley Township

**Option #2** – Issue an RFP to undertake an Emergency Management Assessment.

**Option #3** – Do nothing.

#### **CLIMATE CONSIDERATIONS**

No direct impact.

#### STRATEGIC PLAN LINK

No direct link.

#### **CONCLUSIONS**

Over the years, the same issues arise when conducting the emergency exercise and during the meetings of the Municipal Emergency Control Group. The CEMC and staff do not have the time to commit to a review of HIRA, CI, the Emergency Plan and to fully ensure the EOC's have sufficient technology if an emergency were to occur.

The Fire Master Plan recognised that the Township appears to meet the minimum compliance under the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9* and that the Emergency Plan should be converted to the Provincial Incident Management System to provide a streamlined approach to the plan, reduce the expectations of the CEMC, and make it more practical for the size of the Township.

## **ATTACHMENTS**

None

**Prepared and Submitted By: Approved for Submission By:** 

Original Signed Original Signed

**Greg Saunders,** Fire Chief

Amanda Mabo, Acting Chief Administrative Officer/Clerk



# REPORT

# COMMITTEE OF THE WHOLE October 5<sup>th</sup>, 2021

# Report #C-2021-32 Amanda Mabo, Acting CAO/Clerk

### **EQUITY, DIVERSITY AND INCULSION**

### STAFF RECOMMENDATION(S)

It is recommended:

**"THAT,** once a Community Services Coordinator is in place, that staff develop a terms of reference for an Equity, Diversity and Inclusion Working Group for Council's approval."

#### **BACKGROUND**

At the June 2021 Committee of the Whole Meeting, Council received a delegation from Kay Rogers and Jill Dunkley, on behalf of a volunteer citizens group, asking Council to adopt a Statement of Commitment for the Township with regards to Equity, Diversity and Inclusion.

The group also requested that the Township create a Working Group (a) to plan and carry out a public consultation with Township citizens, with the objective of identifying key issues and further potential actions on equity, diversity and inclusion, and (b) to report and make recommendations to Council on the results of the consultations and next steps.

At the June 2021 Council Meeting, Council passed the following:

## **RESOLUTION #C-2021-06-04**

**"THAT,** a staff report on the Commitment to Equity, Diversity and Inclusion delegation be brought back to Council at a future meeting."

#### DISCUSSION

According to the data in the 2016 Census, 4.9% of Canadians identified as Aboriginal. Tay Valley had slightly over half that percentage of Aboriginal people in its population – 2.9%.

Tay Valley is out of step with the Canadian population when it comes to visible minorities. Visible minorities made up 22.3% of Canadians in the 2016 Census but only 0.75% of Tay Valley residents were visible minorities.

Census Data for Tay Valley Township Total Population 2016 Census	5,320
Visible Minority Population 'persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.'	
Filipino	10
Latin American	10
Arab	10
Japanese	10
Sub-Total	40
Aboriginal Population	
First Nations (North American Indian)	80
Métis	75
Sub-Total	155
*Results were based on 25% sample data	

Other groups that experience inequities in resources, access and power include woman, people with disabilities, people living in poverty, youth, seniors, newcomers, LGBTQ communities, and Francophones living in rural areas.

#### **OPTIONS CONSIDERED**

### Option #1 - Establish Working Group

Should Council wish to proceed with addressing equity, diversity and inclusion, it is recommended that staff develop a terms of reference for Council's approval which at a minimum will include membership from the above mentioned groups.

One key item from recent Human Rights and Equity training through AMO (The Association of Municipalities of Ontario) that the Acting CAO/Clerk attended is that moving towards as equitable, diversified and inclusive organization is not a quick fix, it is a long-term commitment.

### **Option #2 – Council Provide Direction**

Should Council not wish to establish a Working Group, Council will need to provide further direction to staff on how they wish to proceed on this matter.

#### Option #3 - Status Quo

Do nothing. Receive the report as information. This option is not recommended as there is a legal obligation for the municipality to eliminate discrimination and harassment from both a service provider aspect and an employer aspect.

### STRATEGIC PLAN LINK

#### Vision Statement

Tay Valley Township is a rural community that honours our culture and heritage, whose citizens and leaders strive to improve the quality of life for all residents and visitors in a sustainable, adaptable and secure environment.

**Welcoming Community:** All residents feel a sense of belonging. Young families and entrepreneurs are attracted to the area. History is celebrated and diversity is welcomed.

**Advocacy and Equity:** All residents have access to the necessities of life (e.g. good health care, secure housing, healthy food, public transportation, education, and employment opportunities).

### **CLIMATE CONSIDERATIONS**

Not applicable.

## **FINANCIAL CONSIDERATIONS**

Staff time to support the work of the Working Group, advertising costs of up to \$1,500 to run an ad for two weeks in the local papers to recruit members.

### **CONCLUSIONS**

As Council is aware, the staffing capacity to take on additional responsibilities is nearly next to impossible with the current staffing levels and workload. It is not anticipated that capacity levels will significantly change in the future. If Council was to move forward with any initiative related to equity, diversity and inclusion, this would either need to be contracted out or part of the scope of responsibility for a newly proposed position resulting from the Service Delivery Review that was completed early this year, of a Community Services Coordinator. Prior to Council making a decision on this report, the report on the Community Services Coordinator will be presented.

#### **ATTACHMENTS**

1. Report by Informal Group

Prepared and Submitted By:

Amanda Mabo, Acting Chief Administrative Officer/Clerk

#### TAY VALLEY TOWNSHIP COMMITTEE OF THE WHOLE

## Commitment to Equity, Diversity and Inclusion

### Report of an Informal Working Group1

#### RECOMMENDATIONS

### It is recommended:

**THAT**, Tay Valley Township (the Township) Council approve the Statement of Commitment affirming its support for advancing equity, diversity and inclusion in the Township;

**AND THAT**, Council approve the actions presented in the Statement.

#### **BACKGROUND**

Genetic research tells us that there is only one race – the human race. Race is a <u>social</u> <u>construct</u> that supports dividing and empowering some social groups over others. Racism is based on the belief that some groups of people are inferior to others. Racism prevents people of some groups from having the same privileges and opportunities as people from other groups. This belief is reflected through prejudicial ideas and discriminatory acts by individuals and in systemic racism built inherently within institutions over time, resulting in inequities and exclusion for some groups of people. For more information, see Appendix 1.

Many Canadians pride themselves on the diverse, multicultural nature of Canadian society. Indeed, diversity is one of Canada's strengths. Locally, many residents pride themselves on the arrival of refugees (now former refugees) a few years ago, the response of the community to them, and on how well they are now doing. Both pride in diversity, and racism and discrimination can and do co-exist in Canada.

Like many other countries, Canada has a history of racism and discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability resulting in inequities and exclusion. A prominent example is the systemic racism experienced by upwards of 150,000 Indigenous children between the ages of 4 and 15 who, from 1879 to 1996, were removed from their families and sent to residential school where they were deprived of their language, culture and spiritual beliefs; many also experienced physical and sexual abuse in residential schools.<sup>2</sup>

<sup>&</sup>lt;sup>1</sup> Comprised of Tay Valley Township citizens Lin Buckland, Jill Dunkley and Kay Rogers, and TVT Councillor Rob Rainer

<sup>&</sup>lt;sup>2</sup> Sources: www.thecanadianencyclopedia.ca and The Truth and Reconciliation Commission www.trc.ca

New data from Statistics Canada shows that, since the COVID-19 pandemic started, Asian Canadians are more likely to report discrimination or that they are experiencing race-based harassment. A report by the Chinese Canadian National Council's Toronto chapter has found a disturbing surge of anti-Asian hate, including physical assaults against children and elderly people being spat on. Justin Kong, executive director of the Chinese Canadian National Council's Toronto chapter, says the rise in anti-Asian racism is tied to the notion that Asian people are somehow responsible for the COVID-19 pandemic.<sup>3</sup>

In April, 2019, David Vigneault, the head of the Canadian Security Intelligence Service said his agency is "more and more preoccupied" with the threat of violent right-wing extremism and white supremacists in Canada.<sup>4</sup>

That same year, the federal government recognized far right white supremacists as a threat to national security and listed two organizations as terrorist organizations. Two years later, on February 3, 2021, the government announced that it will classify three more white supremacist groups as terrorist entities under the *Criminal Code*.<sup>5</sup>

Over the past year, incidents of racism in Lanark County have caught public attention and demonstrate that racism is in our proverbial backyard. For example:

- O In 2020, the racism and victimization of a family living in Mississippi Mills came to light. Mayor Christa Lowry was quick to issue a statement saying, in part, "... The spotlight that has been focused on racial injustice across the globe is illuminating a darkness in our own community ... Whether we are witness to it or not, bigotry is alive and well in both small towns and big cities across Canada ..." 6
- In her 2021 article Racism in Lanark County, Laurie Weir wrote about a woman who has lived in Lanark County for some 30 years, who said she has never gone a year in the County when she hasn't been personally attacked due to her colour.<sup>7</sup>

#### Calls to Action

While the vast majority of Canadians may decry racism, it is clear that much more must be done in the education system, the police system, the health system, governments and elsewhere to combat individual and systemic racism. Given their responsibilities under

<sup>&</sup>lt;sup>3</sup> Sources: CTV News March 23, 2021, <a href="https://www.ctvnews.ca/health/coronavirus/new-report-details-disturbing-rise-in-anti-asian-hate-crimes-in-canada-1.5358955">https://www.ctvnews.ca/health/coronavirus/new-report-details-disturbing-rise-in-anti-asian-hate-crimes-in-canada-1.5358955</a>

CBC News March 23, 2021 <a href="https://www.cbc.ca/news/canada/asian-racism-hate-canada-pandemic-1.5959788">https://www.cbc.ca/news/canada/asian-racism-hate-canada-pandemic-1.5959788</a> CBC Kids News March 24, 2021 <a href="https://www.cbc.ca/kidsnews/post/kids-and-teens-share-their-experiences-with-anti-asian-racism-in-the-pandem">https://www.cbc.ca/kidsnews/post/kids-and-teens-share-their-experiences-with-anti-asian-racism-in-the-pandem</a>

<sup>&</sup>lt;sup>4</sup> Source: Catharine Tunney, CBC News April 10, 2019

<sup>&</sup>lt;sup>5</sup> Source: www.canada.ca

<sup>&</sup>lt;sup>6</sup> Source: July 17, 2020 Millstone News

<sup>&</sup>lt;sup>7</sup> Source: January 19, 2021 Perth Courier

Canada's Charter of Rights and Freedoms, as well as federal, provincial and territorial human rights codes, municipal governments have an important role to play in combatting racism and discrimination, and in fostering equity, diversity and inclusion.

The Truth and Reconciliation Commission (TRC) informed Canadians about the individual and intergenerational consequences resulting from the treatment of the children in Indigenous residential schools. It also issued calls for action – including actions by municipal governments – leading toward reconciliation and renewed relationships between Indigenous and non-Indigenous Canadians, based on mutual understanding and respect.8

The Federation of Canadian Municipalities (FCM) acknowledges pervasive systemic discrimination and injustice faced by Indigenous, Black and other people who are disproportionately subject to racist or discriminatory behaviour. Both the FCM and the Association of Municipalities of Ontario (AMO) underscore the responsibility of municipalities in fostering reconciliation with Indigenous peoples, settling immigrants and refugees and building inclusive communities. Both associations are taking actions in these areas.9

To date, 82 municipalities, large and small, have joined the Coalition of Inclusive Municipalities and are implementing actions to foster equity, diversity and inclusion. Concrete actions include:

- As an early step toward reconciliation, acknowledging that a given municipality is located on traditional Indigenous territory;
- o Reviewing a given municipality's policies and bylaws to ensure they are free from implicit bias and that they reflect a commitment to foster equity, diversity and inclusion;
- Developing and implementing a plan of action. 10

Regionally, in 2020 the Village of Westport passed an anti-racism bylaw with actions to be undertaken; the Township of Rideau Lakes made a statement denouncing racism; and the Town of Smiths Falls established an anti-racism and discrimination task force. Appendix 2 provides examples of initiatives undertaken by these and other Ontario municipalities, many of which have joined the Coalition for Inclusive Municipalities.

As well, on December 9, 2020, a working group of the Community Plan for Safety and Wellbeing for Lanark County and the Town of Smiths Falls helped to launch a series of social media videos to raise awareness and education around issues of racism, hate and diversity.

In September 2020, 30 citizens in Tay Valley Township wrote Council to convey their support for an anti-racism and anti-discrimination by-law or statement. In October 2020, Council

<sup>9</sup> Sources: www.fcm.ca and www.amo.on.ca

<sup>&</sup>lt;sup>8</sup> Source: www.trc.ca

<sup>&</sup>lt;sup>10</sup> Source: www.en.ccunesco.ca

agreed to add the possibility of having an anti-racism statement to its list of priorities (although this was not included in Council's top six priorities for the remainder of its term.) Later that month, three citizens, Lin Buckland, Jill Dunkley, Kay Rogers, and Councillor Rob Rainer agreed to informally begin work to help advance this priority.

## **Changing Demographics**

The 2016 Census of Population provides data on the diversity of the Township:

		_	-
	Tay Valley	Lanark	Ontario
	Township	County	
Indigenous Identity	3%	4%	3%
Visible Minorities*	0.7%	2%	29%
Countries of Origin of the	8	44	50
Immigrant Population			
Number of Mother Tongues	19	61	152

<sup>\*</sup> Canada defines visible minorities as people, other than Indigenous people, who are non-Caucasian in race or non-white in colour.

The 2016 Census data shows the changing face of Canada:

- The Indigenous population is expected to grow proportionally more than the non-Indigenous population: a third (32.5%) of the Indigenous population consists of children and teenagers aged 19 and under, compared with 22.5% for the non-Indigenous population.
- 7.7 million Canadians (22.3%) reported themselves as members of one of 10 visible minority groups. This is an increase from 19% in 2011 and 5% in 1981.<sup>11</sup>

#### DISCUSSION

Governments at all levels are taking actions to reckon with the lived reality of racism experienced by Indigenous people and members of visible minority groups in small towns and big cities across Canada, as well as those experiencing discrimination based on religion or other grounds.

The Township has undertaken initiatives in collaboration with the local Omamiwinini (Algonquin) communities. For example:

- In 2017, the Township hosted a ceremonial opening of a temporary exhibit of Indigenous artifacts found in the Township.
- o In 2020, Council approved the Shawinipinessi plaque which is to be jointly unveiled by members of Council and members of the Omamiwinini community in the spring of 2021. In 1842, Chief Shawinipinessi petitioned for a 2,000 acre tract of land, the Bedford tract, near Bob's Lake where they could log, farm and build a mill. In 1844, his request

<sup>&</sup>lt;sup>11</sup> Sources: www150.statscan.gc.ca and www12.statscan.gc.ca

was approved and then ignored. By 1851, Chief Shawinipinessi and others moved away. The Bedford tract is now the site of cottages on Bob's Lake.

Also, on January 26, 2021, the Tay River Algonquians made a presentation to Council, including their plans to develop cultural outreach teachings, and made clear their interest in future collaboration with the Township.

An additional step would be for Council to follow in the footsteps of many municipalities, including Mississippi Mills, by advancing the dialogue with local Omamiwinini (Algonquin) communities with a view to formulating a land acknowledgement, or other meaningful steps that would be in the spirit of reconciliation. See Appendix 3 for more information about land acknowledgements.

As noted above, in addition to its responsibilities under Canada's *Charter of Rights and Freedoms* and the *Ontario Human Rights Code,* the Township has a leadership role to play in fostering reconciliation with the Indigenous community, combatting racism and discrimination, and in fostering equity, diversity and inclusion.

What's more, as noted above, the face of Canada is changing. Canada continues to receive approximately 300,000 immigrants per year, the majority of whom are economic immigrants – people with skills Canada needs. The overriding reason people emigrate is hope for a better future, both for themselves and for their children. That is why people immigrated to this area 200 years ago. That is why people emigrate here today.

As AMO notes, rural municipalities need immigrants to support and sustain rural economic development. The Township and the County have a vested interest in ensuring skilled immigrants experience the Township and the County as welcoming. It is worth noting that the Township has recently seen a major surge in applications for building permits from people moving here from urban areas; some of these may be by members of visible minority groups.

In essence, the vibrancy and well-being of the Township and the County is predicated on welcoming newcomers, and on fostering equity, diversity, and inclusion. Therefore, Council's approval of the Statement of Commitment to Equity, Diversity and Inclusion will be meaningful and timely.

#### FINANCIAL IMPLICATIONS

The Statement of Commitment to Equity, Diversity and Inclusion and the first three recommended actions have no financial implications.

 Councillor Rob Rainer and community member Jill Dunkley have offered to assemble an informal working group to work on Action 3. (Advance the dialogue with local Omamiwinini (Algonquin) communities with a view to formulating a land acknowledgement, or other meaningful steps that would be in the spirit of reconciliation.) Recommended Action 4 has resource implications. Potential sources of resources are:

- Should Council approve the position of the Community Services Coordinator, the role may comprise some tasks in support of Action 4.
- Grants from federal or provincial programs may be available to support Action 4, such as hiring a dedicated consultant for a short period of time to support the Working Group and help organize community consultations.
- The members of the Working Group on Equity, Diversity and Inclusion will bring knowledge, skills and expertise as well as time and energy to fulfilling their mandate.

#### CONCLUSION

By adopting the Statement and fulfilling the initial actions listed in it, the Township will join neighbouring municipalities, and cities and towns across Canada, in demonstrating its role as a guardian of the public interest, its responsibility to foster reconciliation between the Township and Indigenous people, and its commitment to the fulfillment of human rights.

#### **APPENDIX 1**

#### **CONCEPT OF RACE**

Genetic research tells us that there is only one race – the human race, declared Dr. J. Craig Venter, head of the Celera Genomics Corporation in Rockville, Md. and scientists at the National Institutes of Health. Dr. Harold P. Freeman, the chief executive, president and director of surgery at North General Hospital in Manhattan, who has studied the issue of biology and race, said "If you ask what percentage of your genes is reflected in your external appearance, the basis by which we talk about race, the answer seems to be in the range of .01 percent." 12

According to Dr. Adam Rutherford, while human racial groups are not biological categories, "race" as a social reality – as a way of structuring societies and experiencing the world – is very real. "It isn't good enough to say that race doesn't exist, tempting though that might be. Race certainly does exist, because we perceive it and racism exists because we enact it." In the west, this disconnect comes from the pseudoscience of race founded by European writers and thinkers during 17<sup>th</sup> and 18<sup>th</sup> centuries which coincides with European exploration, colonialism and the transatlantic slave trade. "These clumsy, erroneous and judgmental taxonomies stuck and echo into the present." <sup>13</sup>

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<sup>&</sup>lt;sup>12</sup> Sources: <a href="https://www.nytimes.com/2018/03/23/opinion/sunday/genetics-race.htmlhttps://www.mcgill.ca/oss/article/health-general-science/are-you-there-race-its-me-dna.https://www.pbs.org/race/000 About/002 04-background-01-03.htm">https://www.pbs.org/race/000 About/002 04-background-01-03.htm</a>

<sup>&</sup>lt;sup>13</sup> Sources: <a href="https://www.forbes.com/sites/jenniferraff/2019/04/25/what-does-dna-tell-us-about-race">https://www.forbes.com/sites/jenniferraff/2019/04/25/what-does-dna-tell-us-about-race</a> Racism – A Short History by George M. Fredrickson

#### **APPENDIX 2**

#### INITIATIVES RECENTLY TAKEN BY SELECT ONTARIO MUNICIPALITES

#### Aurora\*

- o 2018 Diversity and Inclusion Charter
- 2020 Anti-Racism and Equity Officer in Council Office
- o 2020 Anti-Racism Task Force

#### Caledon\*

 2020 Motion carried to develop an Equity, Diversity and Inclusion Framework on policies and procedures and Training for Council and staff

#### **Fort Erie**

- 2021 Fort Erie Coalition on Diversity and Inclusion: Developing terms of reference, community questionnaire and youth survey
- Fourteen members including representatives of agencies such as Mathew House for Refugees as well as town residents and staff. Mayor sits on it. Chaired by the Director of the Native Friendship Centre

## Georgina\*

- o 2018 Georgina Equity and Diversity Advisory Committee consultation with community
- 2020 Anti-racism statement from Mayor and Chair of Equity and Diversity Advisory Committee

## Kingston\*

- 2017 "Kingston Includes You Survey" partnerships with community organizations
- 2018 Community Services Anti-racism and Anti-discrimination project update
- 2020 Race and Racism Townhall; "opening lines of communication" with Kingston Immigration Partnership; building from 2017 survey

## Mississippi Mills

- 2020 Public statement by Mayor announcing Zero Tolerance for Racism and Discrimination for Council, Staff and users of municipal facilities. Increased library budget for anti-racist educational materials
- 2021 A land acknowledgement included in revised Procedural By-law so that a statement is made by Council at least every year

#### Ottawa\*

2015 Equity and Diversity Policy; Equity and Inclusion Lens

 2019-2020 Anti-Racism Secretariat established. Anti-racism approach on policies, decision-making, program evaluation and monitoring outcomes, enhance community partnerships

#### **Pembroke**

- 2020 Passed a Diversity and Inclusion Policy covering policies, practices, and procedures, staff training and feedback process
- 2021 Established a Diversity Advisory Committee including Council members and members of the community to help city move forward
- o 2021 City launches diversity, equity and inclusion community survey

## **Perth County**

 March 2021 launched online survey and virtual roundtable discussions towards developing a charter on diversity, inclusion and anti-racism

#### **Prescott Russell**

- 2020 Established a Diversity Committee with three pillars: education, review and community support
- Review of policies and programs to promote equity and diversity
- o Partnerships with other organizations

#### Rideau Lakes

 2020 Resolution to denounce all forms of racism and encourage everyone to participate in an open, inclusive and safe environment within the Township

#### **Smiths Falls\***

- 2020 Established task force to combat racism and foster inclusion.
- Terms of reference includes engagement with community, identifying barriers, developing action plan, including recommendations on responses to Truth and Reconciliation Commission, and joining the Coalition of Inclusive Municipalities

## Vaughan\*

- 2020 Vaughan Inclusion Charter in support of Inclusion Charter for York Region.
- Council has formed a Diversity and Citizen Engagement Task Force
- Staff Inclusion Charter committee to develop Inclusion and Diversity Framework
- New Diversity and Inclusion Officer

#### Westport

- 2020 Anti-Racism By-law
- Use equity, diversity, inclusion lens in future decisions
- Education for Council and staff
- o Raise awareness, community collaboration in strategies

o Amend Corporate Strategic Plan to include goals of by-law

## **West Grey**

- o 2020 Anti-Racism Resolution
- Responds to Truth and Reconciliation Commission Call to Action 57 for annual training for Council, Committee Members and Staff
- o Links to Anti-Poverty Task Force
- Circulate Resolution to media, lower-tier municipalities, boards for public library, police, health services, and schools

<sup>\*</sup>Have joined or are considering joining the Coalition of Inclusive Municipalities

#### **APPENDIX 3**

#### LAND ACKNOWELDGEMENT

A territorial or land acknowledgement is an act of reconciliation that involves making a statement recognizing the traditional territory of the Indigenous people who called the land home before the arrival of settlers, and in many cases still do call it home.

"Its purpose is to recognize that we, as settlers and as people who are not part of First Nations or other Indigenous groups, are here on their land," said Alison Norman, a research adviser in the Ontario Ministry of Indigenous Relations and Reconciliation and a researcher at Trent University.

Norman says land acknowledgements have become increasingly common in non-Indigenous spaces in the last few years, especially since the Truth and Reconciliation Commission (TRC) on residential schools released its calls to action in 2015.

"Many organizations, libraries, governments and school boards are all thinking about what we need to do to respond to the TRC," she said. "It's about thinking about what happened in the past and what changes can be made going forward in order to further the reconciliation process."

Often, territory acknowledgements are concise, along the lines of: "We acknowledge that name of municipality or organization is situated on the traditional name of First Nation territory and with this acknowledgement comes respect for the land, the people and the unique history of the territory."

For further information, google <a href="https://ontariopresents.ca/resources/resource-list-land-treaties-and-land-acknowledgement">https://ontariopresents.ca/resources/resource-list-land-treaties-and-land-acknowledgement</a>

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<sup>&</sup>lt;sup>14</sup> Source: http://www.cbc.ca/news/canada/toronto/territorial-acknowledgements-indigenous-1.4175136

#### TAY VALLEY TOWNSHIP

## STATEMENT OF COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

#### **Resolution #1**

In support of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*, Tay Valley Township makes the following Statement of Commitment:

Tay Valley Township seeks to be a welcoming, respectful, and inclusive community for all of its current and future citizens, whether they are Indigenous inhabitants, descendants of previous immigrants, or new Canadians.

Going forward, the Township will act to ensure that Tay Valley is a community demonstrably valuing equity, diversity and inclusion.

#### Resolution #2

The Township resolves to undertake the following three actions in support of its Statement of Commitment to equity, diversity and inclusion:

- 1. Publicise the Statement of Commitment through a press release, feature it on the Township website and Facebook page, include it in updated Information Guides and, as appropriate, in other Township electronic and print documents.
- 2. Include the Statement of Commitment in the Official Plan, the Strategic Plan and, as appropriate, in other relevant plans and program documents, and in updating these plans consider how they could provide opportunities for demonstrating the Commitment. For example, when creating new parks or roads, the Township could consult with local Omamiwinini (Algonquin) communities about traditional area names.
- 3. Advance the dialogue with local Omamiwinini communities with a view to formulating a land acknowledgement, and/or other meaningful steps that would be in the spirit of reconciliation.

#### Resolution #3

Subject to available funding and human resources, the Township will undertake the following fourth action in support of its Statement of Commitment to equity, diversity and inclusion:

 Create a Working Group (a) to plan and carry out a public consultation with Township citizens, with the objective of identifying key issues and further potential actions on equity, diversity and inclusion, and (b) to report and make recommendations to Council on the results of the consultations and next steps.



## REPORT

# COMMITTEE OF THE WHOLE October 5<sup>th</sup>, 2021

Report #C-2021-33 Amanda Mabo, Acting CAO/Clerk

## **COMMUNITY SERVICES COORDINATOR POSITION**

## STAFF RECOMMENDATION(S)

It is recommended:

**"THAT,** the position of a Community Services Coordinator be included as a new full-time permanent position in the 2022 Budget;

**AND THAT**, once the 2022 Budget is adopted, that recruitment begin for this position."

#### **BACKGROUND**

One of Council's priorities for this term was to conduct a Service Delivery Review (SDR), which was completed by MNP with a final report presented to Council at the April 27<sup>th</sup>, 2021 Council meeting.

At the May Committee of the Whole meeting, Council discussed the recommendations in the final report and directed senior management to report back on the recommendations in the report based on their roles and responsibilities.

At the June 2021 Council Meeting, Council received a report from Senior Managers on the Service Delivery Review and Township Priorities. Council passed the following motion:

#### **RESOLUTION #C-2021-06-20**

**"THAT,** the Township Priorities, along with the associated timelines, as outlined in the attachment to Report #C-2021-22 – Service Delivery Review and Township Priorities, continue to be implemented by the Township."

#### **DISCUSSION**

The SDR report indicated that both the Building and Planning Department and the Clerk's Office, are assigned tasks and projects in response to provincial or Council requirements to the extent that there are too many items for the staffing capacity in these departments. As a

result, a new position was recommended to be created by the Consultants so that these items can get the attention they deserve instead of being "done off the corner of someone's desk", or not at all.

This position would be responsible for the following service areas:

- Accessibility
- Age-Friendly Communities
- Cemeteries
- Communications (website, social media, media releases, Tay Valley Guide, etc.)
- Economic Development
- Equity, Diversity and Inclusion
- Grant Writing
- History Scholarship
- Heritage Properties
- Indigenous Relations
- Park and Playground Inspections
- Parks and Recreation Capital and Maintenance
- Recreation
- Tourism

The Community Services Coordinator would be responsible for:

**Accessibility**, is one of the mandated areas that is being done "off the corner of someone's desk". This is an area that can no longer operate in this manner. The Accessibility Plan requires updating every five years and is to include public engagement, specifically with people with disabilities. The Plan is to include actionable items to improve accessibility in the delivery of services and for the organization, the Township needs to start implementing the Plan. There are also compliance requirements and reporting to the Province.

**Implementing the Age-Friendly Communities Plan,** is also not getting the attention it deserves as it is not specifically assigned to a staff member, partly because the current positions do not have any additional capacity to take on this initiative. Unless there is a dedicated position the Plan will continue to sit on the shelf.

**Maintaining Recreational Offerings**, with recent amendments to Rowan's Law (concussion protocols) and the requirements regarding COVID-19, the recreational programs require more time and attention, additional staffing capacity is required to ensure these programs are run efficiently and responsibly.

**Enhance Recreational Offerings**, to date, other than the Choir and Karate, the remainder of the Township's recreation programs have been volunteer run with the Township providing the overall organizing and registration. In order to maintain the level of service that was provided pre-pandemic additional staffing capacity is required. Once this additional staffing capacity is in place the programs that are offered can be expanded or new programs added.

**Improve Revenues from Facility Utilization**, the Township currently rents its two community halls but could expand and promote additional rentals and could also rent its three baseball fields (one shared with the Maberly Agricultural Society), this requires additional staffing capacity.

**Cemeteries**, have always been an area that unless there was an issue, no time or attention was given to this area. However most recently, the Bolingbroke Cemetery requested the Township assist them with the expansion to the cemetery. This request brought Tay Valley Township to the attention of the Bereavement Authority of Ontario (BAO) and as a result the Township is now required to come into compliance with all of the active and inactive cemeteries that the Township is responsible for. This includes annual reporting and for the first time, annual maintenance for all of the sites. This position would be a staff resource to both the Bolingbroke and Pinehurst Cemetery Boards and would be responsible for bringing the Township into compliance for all inactive and active cemeteries, assisting with the expansion of both Bolingbroke and Pinehurst Cemeteries and coordinating the annual maintenance and inspections of all sites. The Township also has received a call from the BAO indicating that they are going through a backlog of files for abandoned cemeteries, which if the owners cannot be located will fall to the Township. The Township has received its first official letter and will be following up with the BAO.

Cemeteries in itself is a brand-new service area that will require .25 of a position. This is currently not feasible with the current staffing capacity.

**Standardize Communication Releases to Constituents and Stakeholder,** this is ongoing but can always be improved with increased staffing capacity, the coordination of standardized communication will allow other staff members to provide the content as it relates to their departmental responsibilities but have a standardized and consistent method of being communicated.

**Communications**, including the website, newsfeeds, social media, interactive map and media releases can all be coordinated and possibly written by this position. In addition, the Tay Valley Guide is produced every two years and this position would be responsible for undertaking this bi-annual project. This position can also work on improving public engagement.

**Build an Economic Development Strategy (includes Tourism)** in order to establish a clear direction for the Township's Future Economic Development and to implement an Economic Development Plan, would require staffing capacity. Currently economic development and tourism is not an area the Township undertakes.

**Equity, Diversity and Inclusion,** if Council wishes to proceed with establishing a Working Group to undertake this initiative then this new position will need to be created as there is no staff capacity to take on additional responsibilities. This position would draft the terms of reference, be the staff resource to the Working Group and assist with the implementation of any recommendations coming forward. Alternatively, if Council chooses to go in a different direction with this initiative, it would require additional staffing capacity.

**Grant Writing**, requires a special skill set. This position would be the lead on researching and writing grants for the organization.

**History Scholarship and Heritage Properties**, will be overseen by this position. The Heritage Properties Program in particular requires more time and attention than can be provided currently.

**Indigenous Relations**, is a newer requirement that now must occur for any major projects or plans, including as part of grant approvals. This is a new area for the Township and will take considerable time to develop standards and conduct the outreach.

**Park and Playground Inspections**, are required to be conducted on a monthly basis. This position would develop an electronic checklist utilizing the GIS and conduct the inspections, and recommend and coordinate repairs or replacements. This is currently undertaken by the Public Works Department but is yet another "side of the desk" area as roads and waste are priority.

**Parks and Recreation Maintenance and Capital**, in order to further streamline responsibilities, this position would also be responsible for recommending and coordinating maintenance and capital items for parks and recreation amenities.

## **OPTIONS CONSIDERED**

#### Option #1 – Create a Community Services Coordinator Position

Accessibility, Age-Friendly and Recreation all intertwine and are best aligned under one position. The same holds true for Communications and Grant Writing, and Equity, Diversity and Inclusion and Indigenous Relations. Efficiencies will also be realized by having this one position be responsible for parks, playgrounds and recreation with regards to programming, maintenance and capital.

The new position will also allow the Planner and Clerk the ability to take their vacation and hopefully reduce their overtime. The Township needs to ensure that staff are not being overworked as burnout will occur, resulting in lost time, and could end up costing the Township financially as well. There needs to be a good work-life balance for all positions.

## Option #2 - Council Provide Direction

Should Council not wish to establish the new position, Council will need to provide further direction to staff on how they wish to proceed as the organization no longer has the staffing capacity to undertake these responsibilities.

#### Option #3 - Status Quo

This is not an option. The majority of the service areas are mandated to be provided. There is no longer staffing capacity in the organization to undertake these responsibilities. The reporting, tracking and filing requirements for every service area now take up the majority of staff time and it is more difficult to take on additional tasks.

## STRATEGIC PLAN LINK

The areas of responsibility for this position fit directly with the Township's "Vision for the Future" which can be found in the Strategic Plan.

## **CLIMATE CONSIDERATIONS**

A number of the areas of responsibility for this new position will have a positive affect on climate change.

#### **FINANCIAL CONSIDERATIONS**

The new position would be slated on the non-union pay grid at the same level as the Deputy Treasurer and Deputy Clerk, and is inline with similar positions in nearby municipalities.

Annual Salary \$57,275 (2021 rate)

Benefits/Payroll Costs \$18,725

Additional Information:

Overtime paid out to Planner and Clerk:

2019 \$16,491 2020 \$11,819 2021 (projected) \$29,117

## **CONCLUSIONS**

As recommended by the Service Delivery Review, a Community Services Coordinator position will provide service delivery efficiencies by realigning certain roles and responsibilities that will improve communications between departments and avoid overlap of services, the position will work on opportunities to improve the utilization of Township's assets and infrastructure. The position will provide organizational effectiveness by improving and enhancing existing services.

#### **ATTACHMENTS**

None.

**Prepared and Submitted By:** 

Amanda Mabo, Acting Chief Administrative Officer/Clerk



## REPORT

# COMMITTEE OF THE WHOLE October 5<sup>th</sup>, 2021

# Report #C-2021-34 Amanda Mabo, Acting CAO/Clerk

#### ALTERNATE MEMBER AT COUNTY COUNCIL

## STAFF RECOMMENDATION(S)

It is recommended:

**"THAT,** Councillor RoxAnne Darling be appointed as the Alternate Member to County Council for the remainder of the term."

#### **BACKGROUND**

The Ministry of Municipal Affairs introduced *Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 (MOMLA)*, which was introduced in response to the Province's review of the *Municipal Act, 2001* and *Municipal Conflict of Interest Act*. On May 30<sup>th</sup>, 2017 Bill 68 received Royal Assent.

Section 268 of the Municipal Act now provides for a temporary replacement of a member of the upper-tier council (County Council):

## Temporary replacement, member of upper-tier council

**268** (1) Subject to subsection (2), the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. 2017, c. 10, Sched. 1, s. 31.

#### Limitation

- (2) Subsection (1) does not authorize,
  - (a) the appointment of more than one alternate member during the term of council;
  - (b) the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2); or
  - (c) the appointment of an alternate head of council of the upper-tier municipality.

In 2018, Lanark County adopted a by-law to allow for an alternate (see attached). To date, no municipality has appointed an alternate.

## **DISCUSSION**

The County by-law requires that in order for the alternate to act in the place of the member, the members absence must exceed a period of one month. As Council is aware, the Reeve due to medical reasons has not been able to attend meetings since the end of August and there is no scheduled return date at this time.

At County, when there is a recorded vote, each member's vote is based on 2 votes per 1,000 electors, meaning each of Tay Valley's representatives have 7 votes for a total of 14 votes between them. To ensure continued representation at the County level it is prudent to appoint an alternate.

An alternate member shall not take his/her seat on County Council until the Clerk of the County has received a certified copy of the appointment resolution passed by the lower tier municipality naming the alternate.

The alternate member will attend meetings at least twice a month and will be compensated by the Township. When the County by-law was originally contemplated, the County had not taken into consideration the current situation and therefore compensation will be re-discussed at the County level with the recommendation that in this instance, the County compensate the alternate member.

The alternate member will fill in until such time as the original member is able to fulfill the County position.

## **OPTIONS CONSIDERED**

## Option #1 - Appoint Alternate Member

It is recommended that the longest serving Member of Tay Valley Township Council be appointed as the alternate member. Should this Member choose not to accept, then the next longest serving Member be appointed.

## Option #2 - Council Provide Direction

## Option #3 - Status Quo

This option is not recommended as Tay Valley only has one representative at the County table at the moment.

#### STRATEGIC PLAN LINK

Not applicable.

#### **CLIMATE CONSIDERATIONS**

Not applicable.

## **FINANCIAL CONSIDERATIONS**

Potential salary and mileage costs for the Alternate Member to attend meetings at the County.

## **CONCLUSIONS**

The Reeve is aware of this report, along with the recommendation to appoint the longest serving Member.

## **ATTACHMENTS**

i) Lanark County By-Law

**Prepared and Submitted By:** 

Amanda Mabo, Acting Chief Administrative Officer/Clerk

## THE CORPORATION OF THE COUNTY OF LANARK BY-LAW NO. 2018-36

## A BY-LAW TO CHANGE THE COMPOSITION AND SIZE OF COUNTY COUNCIL AND THE NUMBER OF VOTES GIVEN TO ANY MEMBER.

**WHEREAS** the Municipal Act, S.O. 2001, c 25, Section 218(1), outlines the parameters with respect to the composition of upper-tier council;

**AND WHEREAS** the Municipal Act, S.O. 2001, c 25, Section 218(2), provides that an upper tier municipality may, by by-law change the composition, membership and size of the Council;

**AND WHEREAS** the Municipal Act, S.O. 2001, c 25, Section 218(3), outlines the parameters with respect to the number of votes given to any member;

**AND WHEREAS** Bill 68, Modernizing Ontario's Municipal Legislation Act, received Royal Assent on May 30, 2017, and provided amendments to the *Municipal Act* (Section 267 and 268), including changes to council composition, which now permits for the appointment of a temporary replacement of a member of upper tier council;

**AND WHEREAS** County Council deems it expedient to allow for the appointment of an alternate lower tier member to County Council;

**NOW THEREFORE** the Council of the Corporation of the County of Lanark enacts as follows:

- 1. The Council of the Corporation of the County of Lanark shall hereafter be composed of two representatives from each of the local municipalities which form part of the County of Lanark.
- 2. At the discretion of each local municipality, the council may appoint one of its members as an alternate representative to County Council for the duration of the term, to act in place of the member, should their absence exceed a period of one month.
- **3.** Each local municipality shall only be permitted to appoint one alternate for the duration of the term (unless the seat of the alternate becomes vacant).
- 4. A member of County Council shall not take his/her seat until the local municipality has filed a certified resolution with the County Clerk stipulating the names of the two local, and one alternate (if applicable) municipal representatives, and specifying the weighted vote to be allocated to each member.
- 5. The appointment of one alternate municipal representative can be done immediately following the municipal election, or any time throughout the term, provided the local municipality has abided by section 4, outlined above.

# THE CORPORATION OF THE COUNTY OF LANARK BY-LAW NO. 2018-36

**6.** Each local municipality will be allocated a Lanark County Council weighted vote based on the following formula:

2 votes per 1,000 electors

The figures used in the calculation of the above noted formula will be based on the latest data available during the municipal election year.

- 7. The Warden shall be chosen amongst the County Council in each year of its term at its first meeting as regulated by the Procedural By-law.
- 8. This By-Law shall come into force on December 1, 2018.
- 5. BY-LAWS TO BE REPEALED

**THAT**, By-Law NO. 1997-0013 or any by-law or part thereof that is inconsistent with this By-Law is hereby repealed or amended unless otherwise required by law.

By-Law read a first and second time this 26<sup>th</sup> day of September, 2018.

By-law read a third time and finally passed this 26<sup>th</sup> day of September, 2018.

Leslie Drynan Clerk/ Deputy CAO

John Fenik, Warden

2 of 2



#### 2022 **Council/Committee Calendar**



<u>Council Orientation (Tentative)</u> November 1 5:30 p.m. November 8 5:30 p.m.

November 5 - Facilities and Road Tour (Tentative) November 3 & 10 Lanark County Joint Orientation (Tenative)

November 15 Inaugural Meeting



September OEMC (TBD) Budget Meetings (Tentative) November 8 - Operating
November 15 - Capital
November 22 - Public Meeting
December 13 - Adopt

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Please note: Dec. 23 & 30 are half day stats Municipal Office Closed - Week of 26th



## REPORT

# COMMITTEE OF THE WHOLE October 5, 2021

# Report #PW-2021-23 Sean Ervin, Public Works Manager

#### **GLEN TAY TRAFFIC CALMING - UPDATE**

## STAFF RECOMMENDATION(S)

It is recommended:

**"THAT**, Report #PW-2021-23 – Glen Tay Traffic Calming – Update, be received for information"

#### BACKGROUND

At the December 12, 2021, Council Meeting, the following resolution was adopted by Council:

**"THAT**, the following traffic calming measures as outlined in Report #PW-2020-23 – Glen Tay Traffic Calming be implemented in the hamlet of Glen Tay:

- on-road messaging in 2021 while the pavement marking contractor is completing the yearly application of stop bars within the Township;
- installation of flexible bollards at 3 locations within the Hamlet area in the spring of 2021; and
- remarking the driving lanes and reinstalling the bollards in 2022 when the road is resurfaced:

**THAT**, yearly traffic data be collected;

**AND THAT**, the electronic and counter speed traffic data be collected with a report provided to Council with the results prior to October 31<sup>st</sup>, 2021."

The purpose of this report is to provide Council with the results of the traffic calming measures that were implemented in the spring of 2021.

#### DISCUSSION

The flexible bollards were installed at three different locations during the first week of April and traffic count and speed data was collected between April 14 to April 20, 2021 using the Townships pneumatic traffic counter. During the 6-day count, 85 percentile of vehicles were travelling at 66 km/hr. This is a reduction of 7 km/hr from the vehicular speed count that was completed in October of 2020.

The on-road messaging (40 SLOW) was installed in the first week of May and the pneumatic traffic counter was redeployed during the week of September 24 to September 29. The traffic data shows that the 85<sup>th</sup> percentile of vehicles were travelling at 67 km/hr.

The 85<sup>th</sup> percentile of vehicles were travelling at 73 km/hr prior to the traffic calming measurers being installed.

The Public Works Department has no information regarding if the area was patrolled by the OPP.

#### **OPTIONS CONSIDERED**

## Option #1 (Recommended) - Receive Report for Information

Council receives this report for information and yearly traffic data for this section of Glen Tay Road be collected and provided to the Police Service Board and Council. The resurfacing of Glen Tay Road is scheduled for 2022, when the white outer lines will be relocated to narrow the driving lanes. This should further assist with traffic calming.

## **Option #2 – Implement Further Traffic Calming Measures**

Council direct Staff to implement further traffic calming measures. This may include the addition of any of the previous measures that were included in the previous staff report from December of 2020. For example, the additional white flexible bollards. Lanark County has recently installed oversized speed signs in the Hamlet of Dewitts Corners, where speeding has been an issue. This option could also be deployed in the Glen Tay Hamlet.

#### **CLIMATE CONSIDERATIONS**

No direct link

#### STRATEGIC PLAN LINK

No direct link.

#### FINANCIAL CONSIDERATIONS

The flexible bollards appear to be durable however they are showing signs of distress after many vehicular impacts. Council may want to consider increasing the traffic control budget line for the replacement of the bollards each year. The cost of one replacement bollard is \$125/ea.

The outer white bollards cost \$85/ea., or a total of \$510 for three-sets, if Council chooses to install these in 2022.

If Council would like to pursue additional measures, the financial considerations can be included in the 2022 Budget Deliberations.

#### **CONCLUSIONS**

It appears that the traffic calming measures installed in 2021 are helping reduce the vehicular speeds along Glen Tay Road, through the Hamlet area, however vehicles are still travelling above the posted speed limit of 40km/hr.

## **ATTACHMENTS**

None.

Prepared and Submitted By: Approved for Submission By:

Originally Signed Originally Signed

Sean Ervin, Amanda Mabo,
Public Works Manager Acting Chief Administrative Officer/Clerk



## REPORT

# COMMITTEE OF THE WHOLE October 5, 2021

## Report #PW-2021-22 Sean Ervin, Public Works Manager

#### RIGHTS-OF-WAY POLLINATOR HABITAT RESTORATION CALL FOR PROPOSALS

## STAFF RECOMMENDATION(S)

It is recommended:

"THAT, staff submit a proposal for the Rights-of-Way Pollinator Habitat Restoration initiative for the Fall Submission, with a Spring 2022 start date."

#### **BACKGROUND**

Canadian Wildlife Federation (CWF) Rights-of-Way Habitat restoration is a four (4) year program aimed at building a network of right-of-way managers, organizing, and facilitating training, increasing the area of habitat restoration along rights-of-way, and working with partners to implement restoration projects in eastern Ontario.

CWF is seeking partnership projects to restore a total of 7.3 square kilometers of breeding and migratory habitat for the Monarch and other pollinators along ROW in Eastern Ontario. Partners will receive access to:

- Coverage of restoration costs
- Expert advice on restoration methods to create pollinator-friendly ROWs
- A multi-year vegetation management plan for the affected area that meets partner objectives
- Training on integrated vegetation management for staff and/or contractors through the CWF ROW Managers network
- Specialist advice in integrated vegetation management (IVM) to reduce the coverage of alien invasive plant species
- A scientific monitoring and evaluation program to assess ecological results of the restoration activities in collaboration with University of Ottawa and Carleton University
- Opportunities for positive recognition of the partner projects and program results

#### DISCUSSION

With assistance from CWF and staff at Lanark County, staff have drafted the application, which is attached to this report. The proposed location of the project is on Cameron Side

Road, just north of Christie Lake Road, however the application is written so that a different location could be used for the project, if CWF decides that the location included in the submission is not appropriate.

#### **OPTIONS CONSIDERED**

<u>Option #1 (Recommended)</u> – Council direct Staff to submit the proposal for the Rights-of-Way Pollinator Habitat Restoration Initiative.

Option #2 - Do not proceed with the project.

#### **CLIMATE CONSIDERATIONS**

As many municipalities and organizations strive to reach net-zero carbon targets in the next decade, meadow naturalization would offer carbon sequestration over thousands of hectares. The aboveground vegetation and deep root systems of native plants sequester carbon; soils may additionally build carbon stores. Reduced mowing means decreased fossil fuel use and lower greenhouse gas emissions."

#### 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.

#### FINANCIAL CONSIDERATIONS

The project covers all costs associated with native seed mix, spot spraying of herbicide for non-native and invasive species, woodchips or shavings, native seedlings and plugs and equipment rental. The Township would be responsible for covering the costs for staff time.

Notice of acceptance of the project is scheduled for November 19, 2021, and therefore staff time costs can be included in the 2022 budget deliberations. However, staff time should be minimal and implementing pollinator habitat along a section of roadway will have offsetting future costs as the area will not require maintenance, or less maintenance, as there would not be a requirement for future mowing in this location.

#### **CONCLUSIONS**

A project of this kind would be the first for Tay Valley Township and would be following the lead from Lanark County, who recently completed a pollinator restoration project on Elm Grove Road, just outside the Township border. The project is in alignment with Tay Valley's Climate Change Action plan and would act as the kick-off for the development of Tay Valley's Roadside Management Plan.

#### **ATTACHMENTS**

- 1. CWF Terms of Reference
- 2. Draft Application

Prepared and Submitted By: Approved for Submission By:

Originally Signed Originally Signed

Sean Ervin, Amanda Mabo,

Public Works Manager Acting Chief Administrative Officer/Clerk



September 2021 **Call for Proposals** 

## **Terms of Reference**

## **About CWF**

Since its incorporation in 1962, CWF has worked to conserve Canada's wildlife and their habitats for future generations, and to educate young Canadians on the importance of protecting wildlife. At CWF, we believe Canadians can encourage change and foster a global understanding through responsible, collaborative action.

CWF is Canada's largest wildlife conservation organization. For over 55 years we have worked to conserve wildlife and ensure the wise use of Canada's renewable resources. We inform Canadians about wildlife by working with all levels of government, industry, and other like-minded organizations by creating programs, funding research and by speaking out for wildlife and the habitats they call home. The MISSION of the CWF is dedicated to conserve and inspire the conservation of Canada's wildlife and habitats for the use and enjoyment of all.

The VISION of the CWF is to be the recognized leader in wildlife conservation by making wildlife a part of the value system of every Canadian.

The VALUES of the CWF is to conduct its activities through a cooperative approach - working with people, corporations, non-government organizations and governments to inspire collaboration in achieving wildlife conservation. We will use the best available science-based information to develop our policies, programs, and communications. CWF prides itself in being accountable and transparent in fulfilling our mission.

## **About the Project**

Across North America, pollinator populations are declining, and loss of meadow wildflower habitat is a primary reason for this decline. Rights-of-way (roadways, electric transmission corridors, pipelines) offer a unique opportunity for supporting pollinators. Vegetation management on rights-of-way (ROW) are compatible with native meadow habitat, which is required for the Monarch Butterfly and other pollinators. Techniques to establish sustainable, pollinator-friendly habitats on rights-of-way have been developed and found to be cost-effective over the long term. This type of habitat conversion also can help with positive bottom-line outcomes and corporate social responsibility targets.

Guided by a proven model from the U.S., CWF works directly with ROW managers to restore pollinator habitat, support sustained adoption of best practices by establishing a network of ROW managers, and provide training to help managers adjust their vegetation management practices benefitting conservation of pollinators.

#### **Objective**

Funded by the Ontario Trillium Foundation, CWF aims to to work collaboratively with land managers to restore 7.3km<sup>2</sup> of breeding and migratory habitat for the Monarch and other pollinators along energy and transportation rights-of-way in the Quinte, Kingston, Rideau region. CWF is seeking ROW partners to meet this objective and can provide funding assistance and technical support for restoration projects.

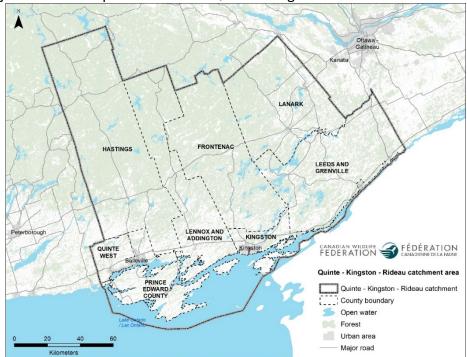
#### **Eligibility**

## **Applicant Eligibility**

- 1) Eligible applicants may include but are not limited to the following groups/entities within the Quinte, Kingston, Rideau region:
  - County, city or township governments
  - Indigenous communities
  - Municipally owned corporations
  - Private sector entities including railway, hydroelectric, solar, and pipeline corporations
  - Conservation authorities and land trusts
  - Provincial entities
- 2) The following entities are not eligible for funding:
  - Individuals and Private landowners

## Geography

Eligible projects must take place within the Quinte - Kingston - Rideau catchment area.



#### **Eligible Project Activities**

Projects eligible for participation and funding must fit under one or both of the following categories: Passive Restoration: refers to applying improved Integrated Vegetation Management techniques such as reduced mowing frequency, timely mowing, and allowing ROW to restore naturally, or "naturalize."

Active Restoration: refers to replacing the existing vegetation with native plant species, resulting in high quality meadow habitat for pollinators. This typically includes removing the existing non-native vegetation prior to seeding through mechanical or other means. Establishment of a public demonstration pollinator habitat restoration garden is also eligible.

CWF encourages the submission of projects that are new or are part of a broader sustainability strategies or goals (e.g., biodiversity, naturalization, climate change, carbon storage, or pollinator conservation strategies).

For a list of potential passive and active restoration activities, please see the *Routes to Pollinator Habitat Restoration* document in Appendix A at the bottom of this document.

Applications should also consider site suitability for project activities:

- 3) Ideal Road Site Criteria
  - Lower speed roads (50-60k/h)
  - Mesic to dry sites (not adjacent to wetlands)
  - Wider road allowances
  - Flat
  - Low to no invasive weed population

## **Eligible Costs**

The following restoration costs are eligible for coverage:

- Spot spraying of herbicide for nonnative and invasive species removal
- Native seed mix
- Woodchips or shavings
- Native seedlings/plugs
- Equipment and tools required as necessary (e.g. renting a tiller)
- Other restoration costs subject to approval

The following costs are not eligible for coverage:

- Overhead and staff operating costs
- Licenses, insurance, permits or land acquisition
- Structural costs (shade structures, sheds etc.)
- Insecticides
- Ornamental landscaping/beautification
- Travel costs
- Training<sup>15</sup>

- 50m or longer
- 4) Ideal Non-road Site Criteria
  - Mesic to dry sites (not adjacent to wetlands)
  - Flat, to undulating topography
  - Low to no invasive weed population
  - Sites where woody vegetation is not desired
  - All other project costs

CWF will fund eligible project costs until December 2023. Continued support after this date is subject to funding availability. Please note that funding will not be distributed in the form of a lump sum. Coverage of costs will be paid for itemized purchases/contracts directly through invoice or the item will be purchased upfront by CWF and then supplied. Applicants are liable for all non-eligible project costs. If you are unsure if you meet the eligibility requirements to participate and receive funding, please email <a href="mailto:ROWnetwork@cwf-fcf.org">ROWnetwork@cwf-fcf.org</a>

#### **Deadline**

Applications are reviewed twice a year for active restoration projects to begin on-the-ground work in the Fall and Spring. Passive restoration projects can begin at anytime after acceptance but will follow the same submission schedule.

Application due date
Notice of acceptance
Project start

October 15 2021

November 19 2021

April 2022

Applications must be submitted by email to <a href="mailto:ROWnetwork@cwf-fcf.org">ROWnetwork@cwf-fcf.org</a>. A confirmation email will be sent upon receipt of the application.

## **How to Apply**

To apply, please download the *CWF Rights-of-Way Habitat Restoration Application* form. If you experience difficulty viewing or filling out the form, or, have questions, please email ROWnetwork@cwf-fcf.org.

#### Frequently Asked Questions

## What types of a pollinator habitat restoration projects are eligible?

The following list encompasses a few examples of potential eligible projects:

Example 1: Active restoration concurrent with ditch maintenance (2km x 6m).

Example 2: Passive restoration on a 50km site that was previously treated for wild parsnip.

Example 3: A native meadow demonstration garden in a public space.

Example 4: Active restoration including wild parsnip control and native seeding on roadside (5km).

Please see Appendix A for additional restoration activities.

## What is the maximum amount of financial support provided?

CWF is allocating \$120,000 towards active and passive restoration costs until December 2023. There is no maximum budget for individual projects, funds will be earmarked until spent. Applications are encouraged to be submitted as soon as possible for optimal opportunity to participate.

## Is there a minimum project size?

There is no minimum length of projects for eligibility. However, CWF will require access to the sites until December 2023 for monitoring and evaluation purposes. In addition, due to the nature active restoration projects and native seeding, projects are expected to traverse multiple years to see greatest success. Applications that include growth of active and passive restoration activities over time will be given priority.

<sup>&</sup>lt;sup>15</sup> Although the cost of training to employees or contractors is not covered, participation in the program will include training opportunities for operations personnel on a variety of integrated vegetation management themes and techniques. In addition, one-on-one consultation will be provided at all stages of the project to provide expert restoration advice.

## How are successful application decisions made?

Applications will be assessed through a review committee process. Eligible projects will be evaluated based on their capacity to:

- Contribute to a sustainability (or other) strategy or goal
- Respond to an emerging need
- Be viable and present a realistic project budget
- Participate in training
- Grow sustainably over the project duration
- Provide access to project sites for evaluation and monitoring for the project duration

Projects that satisfy the above criteria will be prioritized.

## Appendix A

## Routes to Pollinator Habitat Restoration

This document is designed to help rights-of-way (ROW) managers consider multiple approaches to restoring pollinator habitat including public engagement, passive restoration, and active restoration.

#### Pollinators 101

There are thousands of insect species that are pollinators, including native bees, flies, butterflies, moths, wasps, and beetles. Canada is home to approximately 800 species of native bees alone, most being solitary species. Honeybees, while much loved, are non-native and may also compete with native bees for resources. The Monarch Butterfly is a threatened species in Canada that feeds on many species of wildflowers as well as its host plant, the milkweed.

All insect pollinators use open meadows full of wildflowers and grasses. The flowers provide pollen and nectar, and the vegetation in general provides places to hide, nest, and overwinter. CWF's Rights-of-Way Habitat Restoration program is focused on supporting native pollinators.

## **Public Engagement**

There are many opportunities to engage your community in pollinator habitat restoration to garner support and promote the sustainability of your efforts.

## 5) Managing Expectations from the Public (sleep, creep, leap)

When dealing with native seed, it is important to remember that the appearance of native wildflower species follows the sleep, creep, and leap mode. This means that the first year after seeding, you may get a few species growing, but most are sleeping. The second year, the seeds are creeping awake, putting out roots and gathering nutrients. The third year you will see the majority of the species present. It is important to communicate to the public that this is a "work in progress" and although it may look messy and weedy to them at the start, the final

stage is when the beauty of the meadow can be most appreciated.

## 6) Signage

To compliment your pollinator restoration initiatives, posting signage indicating *pollinator habitat restoration in progress*, is a significant educational opportunity. Signage informs the public of the purpose of the work taking place, reduces concerns and increases support for the continuation of the activities.

#### 7) Native Meadow Demonstration Site

Planting a native meadow as a demonstration site in a highly visited area is an effective education tool in communicating

pollinator habitat restoration with your community. A demonstration of a small-sized meadow can also act as a pilot to test various restoration techniques and determine methods that work for your municipality. Volunteers can join in on multiple aspects of the restoration including preparation, seeding, or planting and maintenance, allowing opportunity to learn about the significant stages of work and the importance of meadows as habitat for pollinator nesting, breeding and nectaring. Learning by seeing and doing through the demonstration site will prepare the community in understanding and supporting future pollinator restoration work on roadsides.

#### 8) iNaturalist Initiative

Through the online citizen science platform iNaturalist.ca, members of the public can record and share photos of the pollinators they observe in nature to monitor progress of work. Anyone

who is able to take a photograph with a smartphone or digital camera can contribute to a growing wealth of knowledge about pollinators. These discoveries are identified by experts, then vetted through NatureServe Canada to end up in the hands of decision makers and academics who can use this vital information to conserve pollinators. Residents will be able to follow and connect with other community members to see what they are sharing.

This is a collaborative and inclusive method of developing a living record of your pollinator restoration efforts and show how you are taking strides to meet your biodiversity goals. This activity pairs well with other citizen engagement initiatives such as a native meadow demonstration site, Adopt-a-Road, and opt-out spraying programs.

#### **Passive Restoration**

## 9) Mowing Timing and Frequency

Most municipalities already include mowing in their regular roadside maintenance activities. Frequent mowing removes nectar, pollen and shelter for most pollinators and kills eggs, caterpillars, and adults on mown vegetation. Adjusting the timing and frequency of mowing to account for pollinator nesting and breeding will significantly improve outcomes for pollinators while reducing maintenance costs without compromising safety. Seeds of some native species remain in the soil and may germinate when conditions are favourable such as following reduced mowing frequency.

On roadsides, only mow to the clear zone regularly. Areas beyond the clear zone can be mowed once a year or twice a year if necessary. Mowing in early spring has the least impact on Monarch Butterflies as they have not arrived yet in Canada. A late autumn mowing has the least impact on pollinators when flowers have finished blooming and most pollinators are no longer active.



Photo by Lindsay Ralph

#### **Active Restoration**

## 10) Native Seeding

For the biggest conservation outcome, seeding roadsides with native species is recommended. First, our native pollinators are adapted to recognizing and using native plant species. Second, regionally native plant species are adapted to our seasonal variations (frost, wind, snow, rain) and hardiness zones. The genetics of these plants also allows them to adjust to a changing climate. The purchase of native seed from local growers supports this new industry and sends a message that we want to build a supply of native seed local to our area. Prior to seeding, it is important to remove invasive species and weeds from the area to prevent the displacement of the native plants. Proper preparation of the seed bed will save a lot of effort in the long term.

#### 11) Managing Invasive Species – Spot Spraying

Wild parsnip is an invasive plant that creates dense stands that will outcompete native species favourable to pollinators. Removing wild parsnip effectively is a challenge that has led many municipalities and counties to boom spray and/or mow frequently. As an alternative, consider switching from boom spraying to spot spraying to control specific outbreak sites and reduce the frequency of mowing in the remaining area. Spraying in the short term will reduce maintenance efforts and improve pollinator conditions in the long term. Spot spraying can be combined with reduced mowing frequency and native seed planting for improved conservation outcomes.



## 12) Managing Invasive Species – Hand Pulling

Hand pulling is an alternative to the commonly used mowing and herbicide spraying practices to control invasive species and weeds. This practice can be conducted by groups of volunteers such as those who have joined an Adopt-a-Road initiative. With proper instruction and safety protocol, hand pulling is an effective low-tech option. When hand pulling, it is important to remove the entire root, and if it has gone to seed, the remaining plant material. Otherwise, a new plant may grow. This practice can be combined with seeding native species in patches where wild parsnip was pulled.

## 13) New Construction – Hydro Seeding

To provide a boost to pollinator habitat, use native seed when hydroseeding following a construction project. For example, ditching or culvert construction requires some kind of revegetation when complete. The decision to switch out the standard seed mix for a more supportive pollinator mix is an easy way to significantly increase pollinator habitat. Hydroseeding may require a slightly increased volume of seed and an operator who is experienced with this type of seeding. This kind of seeding can be done throughout the growing season but may be more successful in the spring or fall season. The cost is approximately \$1,000 per kilometre including seed and operator. Following establishment of the native vegetation, mowing demands are low to none.

## 14) Tilling and Seeding

When undertaking active restoration projects along a roadside or in a patch with grass cover, we recommend the following spring seeding approach:

- Spray for weeds.
- Wait two weeks.
- Till soil
- Spray again at three-leaf stage (approximately two to three weeks later, depending on season).
- Wait to assess if a third spray is needed (if three-leaf stage develops).
- When bed is relatively weed free, add wood chips or sawdust about five centimetres thick, and till soil.
- Seed natives (approx. eight to 10 kilograms per hectare). If using millet as a nurse crop, wait until the risk of frost is gone. Millet should be seeded at two kilograms per hectare.
- Pack to ensure seed to soil contact.
- Seed with native species.

Depending on the size and shape of the area and human resources of your project, you may decide to seed your project by hand, ATV, or native drill seed. Hand broadcast seeding is a good approach if you have a crew of volunteers, or you need to keep costs low. A team of individuals can walk a line and toss a flour scoop of seed in an arc every three steps. Once the line has been seeded, the team walks another line at 90 degrees and tosses seed again along this line. Narrow Rights-of-Way can be effectively broadcast seeded by an individual person. It can be a very enjoyable way for volunteers to contribute to a restoration project. It is recommended to follow with a roller to encourage seed to soil contact.

Another option is to use an ATV with a native seed spreader mounted on it. This will allow for even distribution, however you may need to add a thinner such as millet or kitty litter to have it mix evenly. Another option is to have a seed coating applied to smaller seeds to make sure they are present evenly in the mix and to allow the use of a regular seed drill. This can add approximately 10 per cent to the cost of the seed mix. You will want to run a roller overtop to ensure even seed to soil contact.



Photo by Lindsay Ralph

For large sites, seeding with a native drill seeder is an option that requires less seed but may be more costly due to the equipment and operator that is needed. Drill seeding is also great for heavy clay soils. A roller is not needed after drill seeding.

Improving pollinator habitat through roadside vegetation management can lead to significant pollinator conservation outcomes. This is compounded by other economic and environmental benefits such as reduced long-term maintenance

costs, climate change mitigation and carbon storage benefits. If you are interested in participating in the Canadian Wildlife Federation's program, please contact us today. Our team will provide you with expert advice in selecting and conducting pollinator habitat restoration interventions for your community.

For more information on CWF's Rights-of-Way Habitat Restoration Program, see <a href="https://cwf-fcf.org/en/explore/pollinators/habitat-restoration.html">https://cwf-fcf.org/en/explore/pollinators/habitat-restoration.html</a>

#### **CONTACT INFO:**

Victoria Woodhouse, Habitat Program Manager-613-599-9594 x 202 | Victoria W@cwf-fcf.org

Tracey Etwell, Restoration Ecologist-613-599-9594 x 209 | Tracey E@cwf-fcf.org

CWF gratefully acknowledges the support of





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July 2021

## **Call for Proposals**

## **Application**

## **Submission Information**

Applications are reviewed twice a year for active restoration projects to begin on-the-ground work in the Fall and Spring. Passive restoration projects can begin at anytime after acceptance but will follow the same submission schedule.

	Summer Submission	Fall Submission
Application due date Notice of acceptance Project start	August 6 2021	October 15 2021
	August 30 2021	November 19 2021
	October 2021	April 2022

Applications must be submitted by email to <a href="mailto:ROWnetwork@cwf-fcf.org">ROWnetwork@cwf-fcf.org</a>. A confirmation email will be sent upon receipt of the application.

## Confidentiality

Information submitted in the application including any supporting documents, will be kept confidential. Access to this information will be limited to CWF employees and contractors involved with the project.

## **Applicant Organization Information**

Organization name: The Corporation of Tay Valley Township

Contact Name: Sean Ervin Title: Public Works Manager

Department (if applicable): Public Works

Address: 217 Harper Road, Perth, ON, K7H 2C5 Telephone number: 613-267-5353 ext. 127 Email: publicworksmanager@tayvalleytwp.ca

15)	Select your organization type from the list below.
⊠ Mu	nicipal government (e.g., county township, city)
$\square$ Ind	igenous community
☐ Mu	nicipally owned corporation
☐ Priv	rate sector entities (e.g., railway, hydroelectric, solar, and pipeline corporations
☐ Cor	nservation authority or land trust
☐ Par	k
□ Oth	ner (please specify): Click or tap here to enter text.

## **Expression of Interest**

Please describe your interest in developing a pollinator habitat restoration project, how it meets an emerging need, and how it will contribute to your organization's sustainability (or other) strategies or goals. Include additional information such as prior experience or relevant projects, and current practices if applicable.

Tay Valley Township wishes to create a pollinator-friendly habitat by re-instating meadow wildflower habitat along its roadways.

Tay Valley is a leader within Lanark County for its active role in Climate Change planning. In partnership with the community through the Green Energy and Climate Change Working Group, the Township was proudly one of the area's first municipalities to complete a Climate Change Action Plan.

This active restoration project would be the first of its kind for Tay Valley Township. The completion of a pollinator habitat restoration project would contribute to the Township's sustainability through environmental stewardship, working to achieve wildlife conservation and support the growth in populations of pollinators. The project is in alignment with Tay Valley's Climate Change Action Plan and would act as the kick-off for the development of Tay Valley Township's roadside management plan.

## **Project Description and Activities**

- 17) When is the anticipated start date of your project?
- 18) Spring 2022
- 19) Describe the project, and activities. Include an approximate timeline and details of site(s) (size, location, current landscape) if known and applicable. Please include expected resources required. Your project may include activities that go beyond the funding capacity of this partnership. If details on specific locations or sites are not currently known, the CWF team will work with partner to define potential areas of restoration.

Tay Valley Township's pollinator habitat active restoration project is anticipated to involve a scope of work that includes the removal the existing non-native vegetation through spot spraying invasive weeds with herbicides, mowing the existing vegetation, followed by tilling, placement of wood chips, seeding and packing in order to restore breeding and migratory habitat for the Monarch and other pollinators along Township roadways.

The timeline for the implementation of this project is expected to take place from April to June, 2022.

Taking a collaborative approach, resources may include the Township's equipment (tractor, mowing equipment) and in partnership with Lanark County, may involve

the use of some of their equipment (tiller and roller) to complete the project. In addition, with the approval of Tay Valley Township Council, staff time may also be available to complete some of the onsite work, and training as required.

The project will be located at two locations at the south end of Cameron Side Road, between Christie Lake Road and the Upper  $4^{th}$  Concession, Tay Valley Township. The first location is just north of Christie Lake Road with the approximate size of 260m x 5m. The second location is 500 m north of Christie Lake Road with the approximate dimension of 180m x 5m. The project will take place on both the north and south side of Cameron Side Road for an approximate total area of 0.44 ha.

The current landscape at both locations is flat, dry, and adjacent to farmlands. The existing vegetation is a mix of grasses, small brush, and some population of invasive weeds. Although this location has been selected for this application, the Township would be happy to work with CWF to find a more suitable location within Tay Valley or expand the location noted in the application.

20) or onli	Is your organization willing to participate (to the best of its ability) in training (in-person ne pending COVID-19 restrictions)?
⊠ Yes	
□ No	
21) evalua	Is your organization willing to provide site access to CWF employees and contracts for tion and monitoring until December 2023?
Yes	
□ No	
22) sites, e	Is your organization willing to provide in-kind support to the project (staff time, travel to equipment etc.)?
⊠ Yes	
□ No	

#### **Budget and Expenses**

Include the expected expenses of the project. Expenses can be estimates, however, costs incurred above what is outlined are subject to coverage only if funding is available. Please include only those expenses for which you are seeking CWF support. See eligible costs in the Terms of Reference document. If additional lines are required, right-click anywhere in the table and *select insert row below*.

Activity	Description of expense	Year expense incurred	Amount (rounded to nearest hundred)
Herbicide Application	Spray existing vegetation	2022	\$ 1200

Till	Till entire area to expose soils	2022	\$ 1500
Herbicide Application (if required)	Spot-Spray existing vegetation, if required	2022	\$ 600
Till (if required)	Till entire area to expose soils (if required)	2022	\$ 1500
Woodchips and Till	Application of wood chips and till soils	2022	\$ 5000
Pack	Pack soils and wood chips smooth	2022	\$ 500
Seeding	Spread seed mix and millet by hand	2022	\$ 1100
Pack	Pack seed mix and millet into soils	2022	\$ 500
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	\$ Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	\$ Click or tap here to enter text.
Total request to CWF	-	•	\$ Click or tap here to enter text.

# 01/01/2021-09/30/2021 Summary Report with Previous 3 year Average

2021	Number of Permits		S.F.D.'s	3 yr. avg. (2018-2020)	Commercial	3 yr. avg. (2018-2020)	Permit Fees	3 year average (2018-2020)	Building Value	3 year average (2018-2020)	Dev.Charge
January	5	3	0	1	0	0	\$1,515.12	\$2,187.16	\$178,000.00	\$380,000.00	
February	9	3	0	1	1	0	\$13,187.95	\$2,081.67	\$4,040,600.00	\$370,833.33	
March	17	7	10	1	0	0	\$20,501.39	\$3,757.66	\$3,114,000.00	\$691,553.33	\$51,850
April	19	5	7	1	0	1	\$20,906.17	\$3,022.38	\$4,075,076.00	\$550,333.33	\$31,110
May	23	17	8	2	0	0	\$17,586.80	\$12,252.27	\$3,700,975.00	\$2,105,340.00	\$36,295
June	13	16	7	2	2	0	\$14,674.15	\$6,318.32	\$2,813,637.00	\$1,027,496.33	\$31,110
July	21	19	7	3	0	1	\$11,584.80	\$9,669.67	\$2,072,678.00	\$1,839,591.67	\$41,480
August	18	12	2	2	0	1	\$13,432.40	\$6,609.43	\$2,957,600.00	\$1,267,906.33	\$10,370
September	18	16	5	2	0	1	\$11,416.10	\$6,941.35	\$2,379,750.00	\$1,295,800.00	\$25,925
Total	143	98	46	15	3	4	\$124,804.88	\$52,839.91	\$25,332,316.00	\$9,528,854.33	\$228,140

<sup>2021</sup> Dev Charges of \$5185 on permits are comprised of \$3927 Township Dev Charge and \$1258 County Dev Charge.

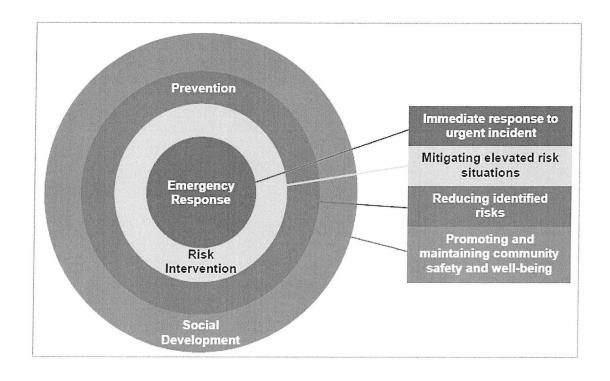
**Note:** The value in the S.F.D. column is the monthly total for Approved, Residential, New Construction permits and the value entered in the # Dwelling Units Proposed box on the Building Tab

# CORRESPONDENCE



## COUNCIL COMMUNICATION PACKAGE September 29, 2021

- 1. Municipality of Tweed: Resolution Hospital Equipment attached, page 2.
- **2. City of Hamilton:** Resolution Noise Concerns and Request for Expiry of Extended Construction Hours *attached*, *page 4*.
- **3. Town of Plympton-Wyoming:** Resolution Affordable internet *attached*, *page 6*.
- **4. Town of Plympton-Wyoming:** Resolution Banning Symbols of Hate, Bill C-313 attached, page 11.
- **5. Attorney General:** Letter Lottery Licensing *attached, page 14.*
- **6. Town of South Bruce Peninsula:** Resolution Lottery Licensing *attached, page* 16.
- 7. Town of Blind River: Resolution Lottery Licensing attached page, 18.
- **8. Township of Larder Lake:** Resolution Prostate Blood Testing included in Healthcare *attached. page 19.*
- **9.** The City of Brantford: Resolution Year of the Garden attached, page 21.
- **10. The City of Port Colborne:** Resolution Phase Out Gas Plants *attached, page 23.*
- 11. Municipality of Trent Lakes: Resolution OHIP Eye Care attached, page 26.
- **12. Municipality of Chatham-Kent**: Resolution OHIP Eye Care *attached, page 28.*
- **13. Township of Scugog:** Resolution 2021 Structure Inventory and Inspections *attached, page 30.*
- **14. Ministry of Government and Consumer Service (MGCS):** Letter Funding for Maintenance and Preservation Repair of Abandoned Cemeteries *attached, page 32.*
- **15. Township of Huron-Kinloss:** Resolution Bill 177 Stronger Fairer Ontario Act *attached, page 34.*
- **16. Northumberland County:** Resolution Capital Gains *attached, page 47*.
- **17. Municipality of Chatham-Kent**: Resolution Reconvictions *attached, page 62.*
- **18. Tay Valley:** Report Building Permits (Approval Granted September 2021) *attached, page 63.*



## ANNUAL REPORT

2020

&

January 1-June 30, 2021

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

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

#### **EXECUTIVE SUMMARY**

In 2020 and the first half of 2021, the effects of the pandemic could be seen in the nature of operations for the Lanark County Situation Table and throughout the community. The table met consistently in a virtual format throughout this time, and agency representation has remained strong. This strength translated into opportunities for community collaboration to meet needs specific to the pandemic as well. This is contributing to efforts to enhance community safety and well-being.

There are currently 25 local front-line, human-service agencies actively participating at the situation table, with others serving in an ad hoc capacity. The group meets twice per month, with an ad hoc provision when necessary. Referrals to the table that meet the threshold of acutely elevated risk (AER) proceed to an intervention with appropriate agencies, all managed in a privacy-protective process. No personal information is collected or maintained by the situation table, but a de-identified Risk-Driven Tracking Database supported by the Ministry of the Solicitor General allows for the tracking of general demographics, risk factors, study flags, involved agencies and services mobilized. There is also a pre-consent-based non-AER process to try to reach individuals and families before their risk is elevated to acute.

In 2020, 28 discussions were held, with 24 meeting the threshold of AER. Of those, 15 were individuals and seven were families. More females were referred than males, with a particular jump in the first half of 2021. The number of youths referred has dropped dramatically, which could be related to the lockdowns and fewer referrals coming from schools. In general, the number of referrals has been increasing slightly over the last couple of years after a drop in 2018 when the Mobile Crisis Response Team was introduced. From inception to the end of June 2021, 269 referrals have been made, with 81% meeting the threshold for acutely elevated risk and, of those, 83% had overall risk lowered.

In 2020, and so far in 2021, there has been a shift in the level of agency involvement in discussions, likely attributed to the pandemic, with an increased frequency of involvement by Victim Services and Lanark County Social Services. The top risk factor continues to be mental health, but housing is increasing as a risk factor. The pandemic also saw a rise in poverty and basic needs for families, as well as mental health. For the first time, "homelessness" has appeared as the top study flag in 2021, replacing "recent escalation." Domestic violence and risk of losing housing/unsafe living conditions were also top study flags. In 2020, mental health, medical health and victim support were the top services mobilized.

Lanark County OPP continues to track pre- and post-referral numbers for calls for service for individuals referred by them to the situation table, and analysis continues to show a trend in the reduction of officer hours and calls for service being dedicated to the individuals referred. Total calls for service in 2019 for those individuals decreased by 56%.

The project continues to be funded through provincial grants. The current grant cycle will sustain the situation table and community safety and well-being components until March 2022. Through the Perth Police Services Board, \$700,000 for various programs has been secured since 2015 for the benefit of the entire county.

The coordinator is a member of several local committees that play a key role in information sharing and networking and have been valuable in the community safety planning process and for shared training opportunities, as well as presentations and mentorship activities related to Lanark County's community safety and well-being journey.

Thanks to the many partners that have contributed to the success of this project, which strives to make Lanark County and Smiths Falls a strong and vibrant community. This community's collaborative spirit serves as a role model for others.

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## INTRODUCTION

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

The overall project pursues the philosophy of identifying root causes of crime and social disorder and finding ways to prevent them or mitigate harms. The situation table is a risk-intervention tool that mitigates harm, and the community plan for safety and well-being focuses on prevention and building social programs to strengthen the health and well-being of the community.

The purpose of this document is to provide community partners, police services boards/community policing advisory committees, local municipal councils and communities with an overview of activities in 2020 and the first half of 2021. It will provide background, situation table statistics for the reporting period and compared with other years, and information about grants and other activities. A separate "Community Plan for Safety and Well-being: Lanark County and the Town of Smiths Falls, Progress Report 2020" was released in February 2021.

This project has been made possible by grants from the Ministry of the Solicitor General (formerly Community Safety and Correctional Services), contributions from local municipalities and police services boards/community policing advisory committees, and in-kind support. Thanks to the Lanark County OPP and the Perth Police Services Board for taking the lead in establishing this model for Lanark County, to local municipalities for their support of the endeavour, and to the many partner agencies and their representatives who work tirelessly to help vulnerable people throughout Lanark County and Smiths Falls.

#### **Background**

The Lanark County Situation Table is based on a risk-intervention model that originated in Glasgow, Scotland and made its way to Prince Albert, Saskatchewan, where officials sought an innovative way to combat waves of violent crime. Ontario began to promote the model through the Ontario Association of Police Services Boards in 2012 and has since become a national leader. The concept incorporates the philosophy that when a population's social determinants of health are strong (related to income and income distribution, education, unemployment and job security, employment and working conditions, early childhood development, food insecurity, housing, social exclusion, social safety network, health services, Aboriginal status, gender, race, disability), it can eliminate many of the roots causes of crime. When an individual has the tools to succeed, it leads to better outcomes.

The Perth Police Services Board incorporated these principles into its 2014-2016 Business Plan, as did the Lanark County OPP for the same cycle. The PSB, in partnership with Lanark County OPP, applied for and received provincial funding to pilot the project in 2015. A coordinator was hired in September of that year, and after preparation and training, the first situation table meeting was held on Dec. 9, 2015 with 14 agencies represented.

Thanks to continued provincial funding to support coordination and training each year, the community plan for safety and well-being was developed for Lanark County and Smiths Falls. Numerous training sessions for police and agencies have been held, and the overall program has expanded to provide opportunities for community networking in complex situations, including the pandemic. In 2019, the Community Safety and Policing Grant-Local Stream was approved for the Town of Perth by the Ministry of the Solicitor General to continue to coordinate this work for Lanark County and Smiths Falls up to March 31, 2022.

#### DISCUSSION

This section will provide an overview of situation table operations, results for 2020 and the first six months of 2021, and the effect the situation table has had on police calls for service. It will also provide information about grants and other activities that have taken place.

## **How the Lanark County Situation Table Works**

The situation table brings front-line, acute-care, human-service agencies together to provide wrap-around support for individuals who meet a defined threshold of "acutely elevated risk" (AER). AER means someone is at imminent risk of self-harm or harming someone else. In 2020 there were representatives from 25 local agencies actively participating at the situation table, with several other agencies serving in an ad hoc capacity. Representatives work in a privacy-protective manner to rapidly connect individuals to appropriate services. Coordination support is provided by the part-time position that has been funded by provincial grants through the Perth Police Services Board. The situation table has been meeting twice monthly since December 9, 2015. It also meets on an ad hoc basis when necessary, and has done so 33 times from inception to the end of June 2021. The frequency of ad hoc meetings escalated during the pandemic. No personal information is collected or retained by the Lanark County Situation Table, but a privacy-protective database allows for de-identified tracking of limited demographic information and prevalent local risk factors. The situation table has also been an effective medium for representatives to identify systemic gaps, many of which were incorporated into the community plan for safety and well-being process.

In 2019, the Lanark County Situation Table began a new non-AER referral process in an effort to capture more individuals before their situations escalated to acutely elevated risk, including those who may have chronic issues and who would be considered to be at a high risk of harm. These individuals would exhibit multiple risk factors and would benefit from a multi-agency response. The referral process used is essentially the same as for acutely-elevated risk referrals, except consent for discussion is required upfront. Privacy legislation allows, in circumstances of imminent harm, for a discussion to take place prior to consent being received for individuals who are at acutely elevated risk. Consent up front is always preferred.

The Lanark County Situation Table uses the online Risk-Driven Tracking Database (RTD) through an agreement with and supported by the provincial Ministry of the Solicitor General (SOLGEN). This allows for nationally comparative data for analysis and for the situation table to track referrals in a de-identified format using a case number, general information about gender and age range, risk factors, study flags, agencies involved (originating and assisting) and services mobilized. No personal information is retained in the database. There are 105 risk factors and 33 study flags included in the database, encompassing a wide range of categories (e.g. addictions, mental and physical health, criminal involvement, housing). Three individuals are licensed and trained by SOLGEN to use the RTD for the Lanark County Situation Table (the coordinator and two OPP data analysts who are authorized as data recorders for the meetings). The system includes reporting capabilities to help with trend analysis and community safety planning. Reports are specific to each situation table and the system adheres to strict privacy and security guidelines.

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

- Adult Probation and Parole Ministry of Community Safety and Correctional Services
- Almonte General Hospital/Carleton Place Memorial District Hospital
- Catholic District School Board of Eastern Ontario
- Cornerstone Landing Youth Services

Lanark County Situation Table \* Annual Report – January 2020 to June 2021

ConnectWell Community Health (formerly North Lanark Community Health Centre)

- Family and Children's Services of Lanark, Leeds and Grenville
- Lanark County Interval House
- Lanark County Mental Health
- Lanark County Paramedic Services
- Lanark County Sexual Assault & Domestic Violence Program
- Lanark County Social Services (Ontario Works, Social Housing, Children's Services and Developmental Services)
- Lanark, Leeds, Grenville Addiction and Mental Health
- · Leeds, Grenville, Lanark District Health Unit
- Local Health Integration Network South East
- Ontario Disability Support Program
- · Open Doors for Lanark Children and Youth
- OPP Lanark County
- Perth and Smiths Falls District Hospital
- Rideau Community Health Services
- RNJ Youth Services
- Smiths Falls Police Service
- Transitional Aged Youth Program
- Thrive (Upper Canada Family Health Team)
- Upper Canada District School Board
- Victim Services of Lanark County

Representation at the situation table has been very stable, with numerous individuals consistently attending on behalf of their member agencies – some since inception in 2015. The agencies at the situation table represent a range of human-service sectors and typically have a mandate to provide case management. This may include, for example, counselling for mental health or addictions; support for basic needs, including financial, housing, disabilities or health care; supports related to domestic violence and sexual assault, or programs directed by and through probation. School boards are represented for the early intervention capabilities they inherently have through their daily contact with students who may be at risk, as well as the support systems they have for students. Representatives from participating agencies determine the level of risk for individuals before referring them to the situation table for consideration.

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

Referrals are made by core participating agencies following a four-filter process (see below), which helps to determine whether the referral meets the threshold for acutely elevated risk (see below). Guidelines are provided by the Information Privacy Commission of Ontario. If an individual meets the threshold of acutely elevated risk, relevant agencies coordinate a rapid intervention with appropriate supports in an effort to prevent a crisis.

#### **Acutely Elevated Risk**

The Lanark County Situation Table uses the following definition of acutely elevated risk:

"Acutely elevated risk" is a reference to any situation impinging on individuals, families, groups or places where circumstances indicate an extremely high probability of the occurrence of victimization from crime or social disorder. Left untended, such situations would likely result in serious harm or lead to the situation worsening to the point where a more formal and intrusive intervention is required, such as targeted enforcement and/or other emergency responses.

The "acute" nature of these situations is an indicator that threatening circumstances have accumulated to the point where a crisis is imminent, new circumstances have contributed to severely increased chances of victimization, and/or any effort to mitigate victimizations requires a multi-agency response.

Objective and standardized criteria for acutely elevated risk do not exist owing to the complexity and uniqueness of each situation. Therefore professionals sitting at the Lanark County Situation Table are required to rely on their combined experience and professional judgment to discriminate whether any given situation merits the designation "acutely elevated risk."

#### Four Filter Process

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

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

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

#### Non-AER Referrals

Agencies may now make referrals for individuals who give consent to be discussed and who are deemed to be at a high level or risk, although not acutely elevated. The definition for non-acutely elevated risk is as follows:

"High" or "elevated" risk is deemed to be occurring if an agency representative determines the following:

- Multiple risk factors are present.
- Continuation of the situation would likely result in the level of risk escalating to "acute" and
  increasing the possibility of serious harm or victimization and the need for a more formal
  and intrusive intervention or an emergency response.

 A multi-agency response and the release of limited personal information is needed in order to reduce the risk of harm.

The four-filter process is essentially the same in non-AER referrals, with the exception that consent MUST be obtained prior to the referral. The situation table records the risk factors, study flags, involved agencies and services mobilized using a separate spreadsheet provided by the Ministry in order to continue to assess risks and vulnerable populations in the community. No identifiable information is retained by the situation table.

#### Follow Up

At subsequent meetings of the situation table, the lead agency at filter four reports back to the group regarding the conclusion of the intervention, for example, whether risk was lowered because an individual was connected to services or whether there is still acutely elevated risk and further intervention needs to occur.

The following section provides detailed statistics from 2020 and the first half of 2021, as well as comparisons with previous years.

## **Lanark County Situation Table Statistics**

#### **Demographics**

In 2020, 28 discussions were held. Of the 24 that proceeded to intervention, 15 were individuals, seven were families and two was classified as "environmental."

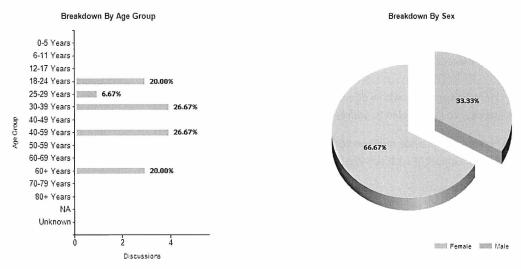
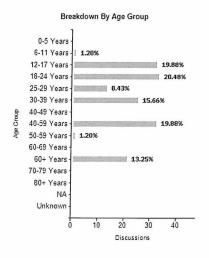


Figure 1 Demographics - 2020

NOTE: Data that appear in the "Breakdown by Age Group" and "Breakdown by Sex" graphs are only associated with discussions where Discussion Type is identified as "Person."

The charts below represent the total from inception Dec. 9, 2015 to June 30, 2021.



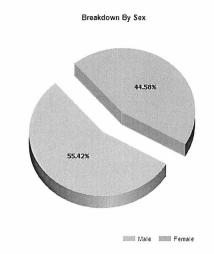
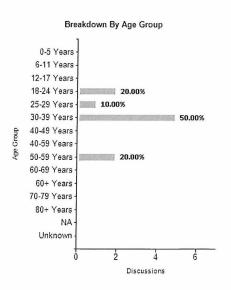


Figure 2 Demographics - December 2015 to June 30, 2021

The following charts represent the first six months of 2021.



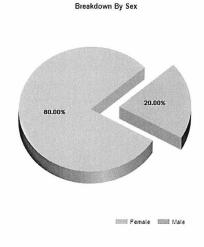


Figure 3 Demographics – Jan. 1 to June 30, 2021

Of note is a large jump in the number of females being referred to the situation in 2021 as compared to previous years. In the first few years of operation, the split was closer to even, with males tending to be referred more often. This started to change in 2019, with the most significant increase in the number of women being referred occurring so far in

Lanark County Situation Table \* Annual Report - January 2020 to June 2021

2021. In 2020 and 2021, the number of individuals under the age of 18 has dropped dramatically, we may be related to schools being closed to in-person learning and fewer adult eyes on vulnerable youth.

The following chart shows Vulnerable Age Groups by Year from Jan. 1, 2017 to the end of June 2021. A spike in the number of seniors referred to the situation table in 2018 may be attributed to the addition of Health Link agencies to the table.

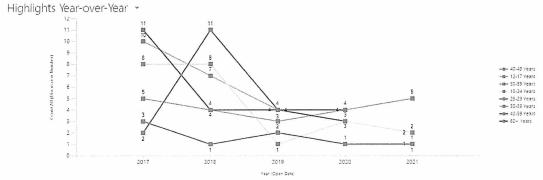


Figure 4 Vulnerable Age Group by Year

The following chart shows the total number of discussions in five years (2017 to the first half of 2021). Referral numbers increased in 2020 compared to the previous year and are tracking for another increase in 2021. The decline in discussions in previous years can be attributed to improved screening of referrals prior to coming to the situation table, more networking and awareness of services by agencies leading to connections prior to crisis, and the inception of the Mobile Crisis Response Team, with mental health nurses embedded with Lanark OPP and Smiths Falls Police Service beginning in the fall of 2018, allowing for interventions prior to individuals being referred to the situation table.

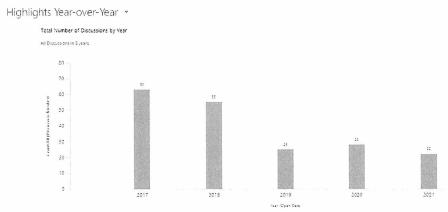


Figure 5 Total Discussions by Year

Lanark County Situation Table \* Annual Report - January 2020 to June 2021

#### **Conclusion Reasons**

Of the 28 discussions held in 2020, four were rejected. Of those, three were deemed to not be at acutely elevated risk and were referred to the non-AER process instead. For the other, it was determined more could be done by the originator.

The conclusions for the 28 discussions in 2020, including the 24 that proceeded, are shown below.

Conclusion Grouping	# of Discussions	Percentage
Overall risk lowered	17	60.71%
Still AER	5	17.86%
Rejected	4	14.29%
Other	2	7.14%
Total	28	100.00%

Table 1 Conclusions - 2020

Of the 17 referrals that had overall risk lowered, 15 were connected to services and two had risk lowered through no action of the situation table. The remaining two relocated out of the jurisdiction. Five were concluded as "still at acutely elevated risk." Of those, three refused services and two were deemed to be "systemic" issue (roadblocks in the system). Consequently, 71% of the referrals that proceeded to intervention were resolved with overall risk lowered.

From inception to June 30, 2021, there were 269 referrals to the situation table. Of those, 217 (81%) met the threshold of acutely elevated risk and 181 (83%) subsequently had overall risk lowered. So far in 2021, 16 of the 20 discussions (80%) have met the threshold, with 87.5% concluded with overall risk lowered.

Occasionally a discussion will be re-opened if acutely elevated risk is identified again later. Sometimes persisting risk factors are involved or a new risk factor has been introduced. Reopenings can also be due to an individual not being located the first time, but connected to services after a second referral.

## Agency Involvement

In 2020 and 2021, a shift began to occur in agency engagement, possibly attributed to the pandemic. In 2020, Lanark County OPP and Lanark County Victim Services were the top referrers to the situation table. So far in 2021, Adult Probation is the top referrer. Since inception, police have been the top referrers to the table due to the 24/7 nature of their service and the tracking of repeat calls for service. There was a dramatic drop in the number of referrals when the Mobile Crisis Response Team began in 2018, as previously mentioned. Police involvement at the intervention stage typically drops off significantly once appropriate services are engaged, unless there is a safety concern involved or an officer has a good rapport with individuals that could help to establish contact with other agencies.

In 2020, almost every agency represented at the situation table was involved with a discussion that proceeded to the intervention stage as either an originating, lead or assisting agency. In 2020, Victim Services led four interventions and Probation led three, while Lanark County Mental Health was by far the top assisting agency, being involved in 18 of the 24 referrals that proceeded to intervention. Overall in 2020, Victim Services had the most engagement, followed by Lanark County Mental Health and the OPP. Due to the prevalence of housing issues in 2021, Lanark County Social

Services has had the most overall engagement so far this year, followed by Victim Services and Probation. Overall risk factors are examined in more detail later in the report.

The charts below show overall agency engagement for 2020, from inception to June 30, 2021, and for the first six months of 2021 (respectively) in the originating, lead and assisting categories.

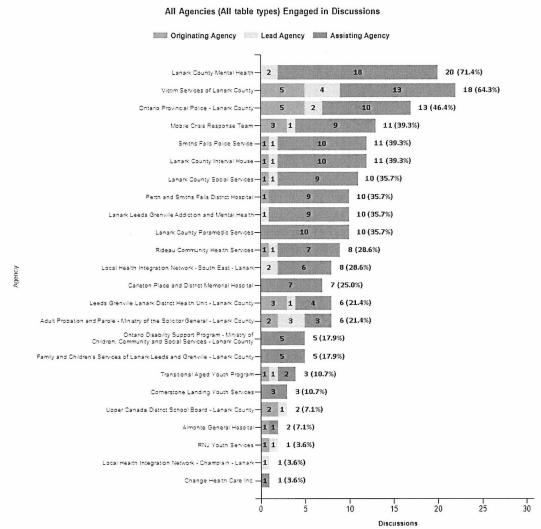


Figure 6 Agency Engagement 2020

Lanark County Situation Table \* Annual Report - January 2020 to June 2021

#### All Agencies (All table types) Engaged in Discussions

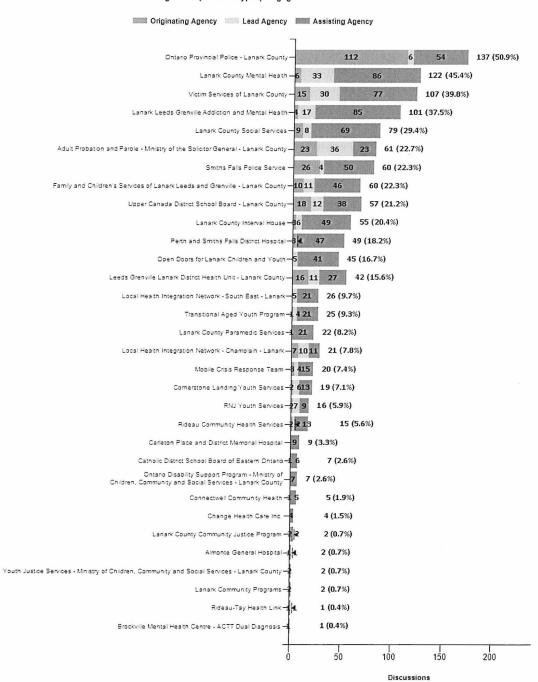


Figure 7 Agency Engagement 2015 to June 2021

Agency

Lanark County Situation Table \* Annual Report – January 2020 to June 2021

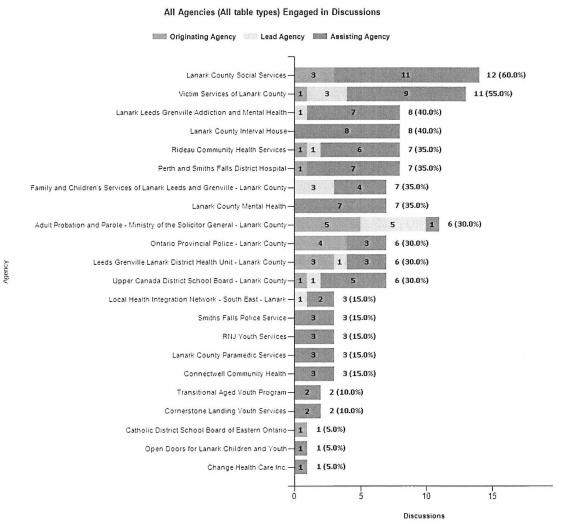


Figure 8 Agency Engagement Jan. 1-June 30, 2021

With referral numbers increasing slightly over the last two years since the large drop in 2018 following the inception of MCRT, decreased police engagement in referrals and more referrals coming from different agencies could be considered a positive step towards wider involvement in the situation table and increased early intervention when police are involved that diverts from the situation table.

## **Risk Factors**

The RTD system places risk information into different groupings. SOLGEN defines risk factors as "negative characteristics and/or conditions present in individuals, families and communities that may increase the presence of crime or fear of crime in a community." There are 105 risk factors included in the RTD. These fit into 27 categories along with 13 Community Safety and Well-being high-level priorities, which allows for different types of analysis. The following tables show the top five risk categories for individuals and families respectively for the last three full years, the first half of Lanark County Situation Table \* Annual Report – January 2020 to June 2021

2021 and for all time. Housing, basic needs and poverty are highlighted to show the increasing incidence of these risks in the referrals coming to the table in recent years, which also reflects the nature of agency involvement. Housing is becoming a critical concern in communities. In light of the pandemic, poverty and basic needs are also being tracked.

	Top Risk Categories – Persons									
Year	Top 1		Top 2		Top 3	Top 3		Top 4		
2018 (35 disc.)	Mental Health	86%	Criminal Involvement , Drugs	49%	Antisocial/Negative Behaviour	40%	Basic Needs, Parenting	34%	Suicide	31%
2019 (18 disc.)	Mental Health	94%	Alcohol	61%	Antisocial/ Negative Behaviour	56%	Criminal Involvement, Physical Health	44%	Drugs, Housing	39%
2020 (15 disc.)	Mental Health	93%	Antisocial/ Negative Behaviour, Drugs, Housing	60%	Basic Needs, Criminal Involvement	47%	Crime Victimization, Physical Health	40%	Alcohol, Physical Violence	33%
2021 (10 disc. to June 30)	Mental Health	90%	Criminal Involvement	80%	Drugs	70%	Poverty	60%	Alcohol, Antisocial/ Negative Behaviour, Housing, Physical Health	50%
2015- 2021 (166 disc.)	Mental Health	87%	Criminal Involvement	58%	Drugs	50%	Alcohol	45%	Parenting	35%

Table 2 Top Five Risk Categories for Individuals by Year

In 2018, housing was a risk in 29% or referrals, and poverty in 11%. In 2019, housing made the top 5, with basic needs and poverty inching up at 33%. In 2020 housing and basic needs were the #2 and 3 risks, with poverty at 20%. So far in 2021, poverty is a factor in more than half of the referrals, with housing at 50% and basic needs at 40%. For all time, housing is in sixth place at 30%, followed by basic needs at 28% and poverty at 19%. Mental health continues to dominate referrals, consistently appearing as the top risk in 87 to 94% of referrals.

				Гор Ris	sk Categories	– Fami	lies			
Year	Top 1		Top 2		Top 3		Top 4		Top 5	
2018 (11 disc.)	Parenting	91%	Criminal Involvement	64%	Alcohol, Antisocial/ Negative Behaviour, Drugs, Physical Violence	45%	Mental Health	36%	Missing School	27%
2019 (3 disc.)	Crime Victimization, Parenting, Physical Health, Physical Violence	67%	Alcohol, Antisocial/ Negative Behaviour, Cognitive Functioning, Criminal Involvement, Drugs, Housing, Mental Health, Poverty	33%	(no further risks identified for the 3 discussions)					
2020 (7 disc.)	Mental Health	100%	Parenting	86%	Antisocial/ Negative Behaviour, Emotional Violence, Physical Health	71%	Elderly Abuse, Physical Violence	57%	Alcohol, Basic Needs, Cognitive Functioning, Criminal Involvement	43%
2021 (6 disc. to June 30)	Mental Health	100%	Basic Needs, Drugs, Parenting, Physical Health	83%	Housing	67%	Antisocial/Negative Behaviour, Poverty	50%	Emotional Violence, Missing School, Supervision	33%
2015- 2021 (47 disc.)	Parenting	77%	Mental Health	64%	Criminal Involvement	47%	Drugs	45%	Physical Health	43%

Table 3 Top Five Risk Categories for Families by Year

The number of family referrals to the situation table is much smaller than individuals, making it more difficult to establish trends; however, it is worth noting that mental health was the number one risk in 2020 and so far in 2021 at 100% of the referrals and that basic needs, housing and poverty were all in the top five risks so far this year. The number of family referrals has been trending higher each year after a drop in 2019. In 2018, basic needs were a factor in 18% of referrals, with housing and poverty 9%. In 2019 there were only three referrals and the risks were similar in all cases, with housing and poverty a factor in a third of referrals. (Basic needs was not noted as a risk.) In 2020 poverty was at 14% and housing was not listed. For all time, basic needs was at 36%, housing at 26% and poverty at 13%.

Mental health continues to be found as a prevalent risk in every year. It should be noted that for each individual discussion, there can be numerous risk factors within a single risk category. For example, an individual who has had repeated and escalating contacts with police may be demonstrating several different criminal involvement risk factors within the single criminal involvement category (e.g. mischief, assault and theft). Criminal involvement is frequently seen as a risk considering the volume of referrals that come from police, often due to escalating contacts with police. The criminal involvement category can include instances when a person is suspected, charged, arrested or convicted of an offence (as opposed to only convicted, for example).

## **Risk Factors and Demographics**

The RTD does provide the ability to analyse prevalent risk factor variances between genders and age groups. Over time with a larger sample, it may be possible to determine trends related to age group and gender and the types of risks encountered in an effort to pinpoint strategies to mitigate those risks at an earlier point through community safety planning.

#### Study Flags

The RTD offers reports to show the range of study flags associated with discussions. Since inception, the most frequent study flag has been, by far, "recent escalation." This is typically associated with referrals from police, as frequency of involvement with individuals is often an indicator of the need for a referral. In 2020, 75% of the discussions that proceeded to intervention included the "recent escalation" study flag. In 2019, the number was 77%, it is 69% so far in 2021 and 61% since inception. For the first time since inception, "recent escalation" has dropped down in the study flag list for the first six months of 2021 – replaced by homelessness at 69% and followed by domestic violence and risk of losing housing/unsafe living conditions – which is consistent with some of the trends noted during the pandemic. As shown in the charts below, those study flags, along with transportation and social isolation, have consistently been within the top five study flags since inception. Unlike risk factor records, not all discussions include recorded study flags.

Study Flag	Number of Study Flags Reported
Recent Escalation	17
Homelessness	10
Transportation Issues	8
Risk of Losing Housing/Unsafe Living Conditions	7
Domestic Violence	7
Child Involved	6

Table 4 Top Five Study Flags (22 Discussions), 2019

Study Flag	Number of Study Flags Reported
Recent Escalation	18
Risk of Losing Housing/Unsafe Living Conditions	12
Domestic Violence	11
Homelessness	9
Social Isolation	9
Cognitive Disability	8

Table 5 Top Five Study Flags (24 Discussions), 2020

Study Flag	Number of Study Flags Reported
Homelessness	11
Domestic Violence	7
Risk of Losing Housing/Unsafe Living Conditions	7
Custody Issues/Child Welfare	6
Recent Escalation	6
Methamphetamine Use	4
Child Involved	4
Sex Trade	3
Social Isolation	3

Table 6 Top Five Study Flags (16 Discussions), Jan. 1-June 30, 2021

#### Study Flags

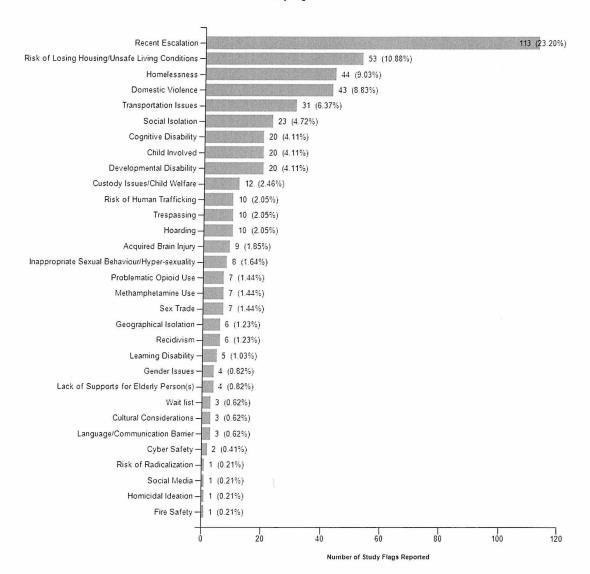


Figure 9 All Study Flags (184 Discussions), 2015-2021

## Services Mobilized

The Risk-driven Tracking Database (RTD) system now has a "Services Mobilized" section, and the Lanark County Situation Table began tracking that information in late 2017, with 2018 representing the first full year of data. This includes different categories of services and allows the lead agency to indicate during the report-back process whether individuals (or others) were engaged, informed of, connected to or refused a service. It also can indicate if a service is not available. Mental health continues to be the service mobilized most often. The charts below show the range of services that were mobilized in 2020 and the first six months of 2021. Note the prevalence of social services and housing so far in 2021.

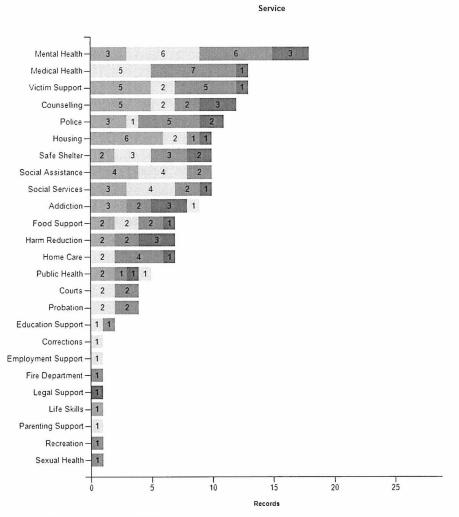


Figure 10 Services Mobilized Categories, 2020

Lanark County Situation Table \* Annual Report - January 2020 to June 2021

Informed of Service
Connected to Service
Engaged with Service

Refused Services
No Services Available

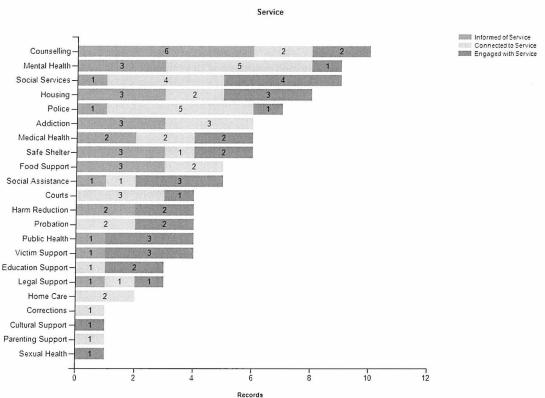


Figure 11 Services Mobilized Categories, Jan. 1-June 30, 2021

#### OPP

## Pre- and Post-Referral Data

Since the start of the Lanark County Situation Table, Lanark County OPP has been evaluating its effectiveness in relation to calls for service pre-referral and post-referral. This applies only to individuals referred to the situation table by the OPP. From inception to the end of June 2021, OPP have made a total of 112 out of 269 referrals. In 2020, OPP reviewed the five referrals they made that year to determine if there had been a reduction of officer hours and calls for services committed to those individuals.

The report showed with the combined data for the individuals there continues to be a trend in the reduction of officer hours and calls for service dedicated to those involved. Overall, and in keeping with the previous years' analysis, there continues to be a trend in the reduction of officer interactions with subjects, down 56%. CAD hours (Computer Aided Dispatch), which indicates the number of hours multiplied by the number of officers responding to a call, decreased by 51%, and there was a 38% decrease in total officer hours, which is the number of CAD hours plus any supplemental hours noted in occurrences. Total calls for service decreased by 61%. While some individuals have seen a less dramatic decrease, others have seen a significant reduction. Based on the rate of decrease there is an overall average of 42.4 total officer hours reduced per subject and an average reduction of seven calls for service per individual. The analysis does not include time spent by court officers or support staff after initial interactions with a subject, nor does it include any

Lanark County Situation Table \* Annual Report - January 2020 to June 2021

court time accrued by officers relating to any of the interactions. It can be inferred that those hours would also be reduced with fewer interactions.

#### **Grants and Activities**

Since 2015, the Lanark County Situation Table and related activities (e.g. the Community Plan for Safety and Well-being and collaborative projects) have been funded by a combination of provincial grants through the Perth Police Services Board, as well as municipal and in-kind contributions. A summary follows.

#### **Completed Grants**

The following is an outline of the initial and completed grants that have been authorized by the Perth Police Services Board related to the situation table and other projects.

- 1. <u>Proceeds of Crime (2015-2016)</u>. Initial grant to pilot the Lanark County Situation Table. The PSB received \$59,962 to hire the coordinator, launch the situation table, begin the Community Safety and Well-being Plan component and coordinate training activities with community partners.
- 2. <u>Proceeds of Crime (2016-2017)</u>. This grant continued the initial work of the Lanark County Situation Table, including operations and coordination. It moved the CSWB Plan forward, and supported training initiatives and education. The PSB received \$59,935.
- 3. <u>Policing Effectiveness and Modernization Grant (2017-2018)</u>. The PSB received an allocation of \$60,000 to continue coordination of the LCST and CSWB Plan, as well as ongoing training partnerships and mobilization and engagement activities with police.
- 4. <u>Proceeds of Crime (2018-2020)</u>. This is the \$158,000, two-year grant to pilot the mental health nurse program, now known as the Mobile Crisis Response Team.
- Policing Effectiveness and Modernization Grant (2018-2019). The PSB again received the \$60,000 allocation to sustain situation table and CSWB plan coordination.

#### **Current Grants**

The following grants are currently underway through the Perth Police Services Board:

- 1. <u>Community Safety and Policing Local Stream (2019-2022)</u>. This grant provides \$45,000 per year for three years to support Lanark County Situation Table and Community Safety and Well-being Plan coordination, as well as some training activities. (The Local Stream is the former PEM Grant allocation. The allocation was reduced as part of provincial budget cuts in 2019.)
- 2. Community Safety and Policing Provincial Stream (2019-2022). This grant has a theme around sexual assault, harassment and human trafficking. Funding was awarded in December, with \$46,650 in the first year, \$60,000 in the second year and \$60,000 in the third year. It primarily supports a part-time Victim Advocate position (in partnership with Lanark County Interval House), as well as training activities, survivor engagement, the development of a training video for police, and a victim-centred interview room in Carleton Place.

Since 2015, a total of \$699,547 in provincial grant funding has been secured for the Town of Perth (for the benefit of the entire county) through the Perth Police Services Board via Lanark County OPP and agency partners, as well as many thousands more in in-kind support.

Municipal and In-Kind Contributions: In 2016 and 2017, several local municipalities generously contributed funds to support situation table operations. These funds were intended to be seed and/or bridge funding between grants as the coordinator worked to secure additional funds. Perth (through the Police Services Board budget), Tay Valley, Montague, Mississippi Mills, Drummond/North Elmsley and Lanark Highlands made contributions. These funds are held in reserve to be used if needed. In addition, Lanark County provides meeting space and IT support as an in-kind contribution, the Town of Perth provides in-kind contract administrative support and Lanark County OPP provides in-kind office space for the coordinator.

**Committees:** In addition to the regular situation table operations and activities related to the community safety planning process, the coordinator continues to participate in several committees that are relevant to the work outlined in the community plan for safety and well-being, which provides valuable networking and information that supports the plan, including:

- Lanark County Child and Youth Services Collaborative
- Community of Practice (Situation Table Coordinators)
- Child and Youth Advocacy Centre Steering Committee
- Vital Signs (Perth & District Community Foundation)
- Human Services Justice Coordinating Committee
- Successful Aging Advisory Committee
- Justice and Mental Health Rural Outreach Project Committee (project until September 2020)
- Community Pandemic Response Committee
- Planet Youth Lanark County
- Lanark County Emergency Management
- Isolation Centre Working Group
- Victim Advocate Partners
- United for All (United Way)

#### 2020 Activities:

- Continued working with Lanark OPP (A/Detachment Commander Insp. Karuna Padiachi) and Lanark County
   Mental Health to advocate for sustainable funding for the Mobile Crisis Response Team.
- On March 3 and 4, the coordinator was invited to speak about Lanark County's community safety planning journey and our various collaborative initiatives at the Community Safety and Well-being Symposium held in Regina, Saskatchewan. Close to 300 people attended the event, including representatives from Scotland, and the coordinator's presentation was well received. It was an excellent learning and networking opportunity, and a chance to hear about progress made in many communities regarding the CSWB model. The full cost was paid by the Government of Saskatchewan.

- With the onset of COVID-19, the coordinator worked to switch the situation table format to a virtual model, which has continued to meet regularly and on an ad-hoc basis since March 2020 without interruption. The format has been well received and eliminated travel time for many agency representatives.
- On March 17, the first meeting of the Community Pandemic Response Committee was convened by video conference. Organized by Ramsey Hart of The Table Community Food Centre and hosted through United Way Eastern Ontario, this assembly of local agencies came together quickly to attempt to mobilize services such as food delivery, mental health supports and access to information concerning the lockdown measures. As part of this group, the coordinator worked with Lanark County to develop a COVID information page on the County's website, which has been updated over the months. This venue, including a survey of the community, has contributed to a better understanding of the impacts of the pandemic in our area.
- The coordinator took part in the County's Emergency Management meetings with all municipalities to provide updates regarding services for vulnerable populations. The work of the Community Pandemic Response Committee was very informative for this process.
- The coordinator was asked to be part of a working group to set up an isolation centre for COVID-positive
  homeless/precariously housed individuals for Lanark County and Smiths Falls. The coordinator assisted with
  communications about the centre and spreading the word to local agencies on the referral process. The centre
  was set up through emergency Social Services Relief Funding (Phase 1) through Lanark County Social Services
  provided by the province and is set to operate until the end of 2021.
- Final reports for the 2019-2020 year for both Community Safety and Policing Grants were submitted to the ministry in May, and interim reports for 2020-2021 were submitted in November.
- The situation table supported virtual human trafficking training for five Lanark OPP officers.
- · Filming began for the officer training video.
- The Culture and Diversity Working Group of the CSWB Plan launched the Inclusive Voices social media platforms to inform on racism and diversity.
- The need for affordable housing in Lanark County continues to be a major issue, and the coordinator continued to work with various agencies to try to support short- and long-term solutions and advocacy.
- The CSWB Advisory committee met in December and our new co-chairs, Insp. Karuna Padiachi and Larry McDermott, led a process to help prioritize actions.

#### **2021 Activities**

- The 2020 Progress Update for the CSWB was released in February.
- The coordinator supervised a placement student from Algonquin College, Jacob Legault, in the winter and spring. Jacob worked with the coordinator and community partners, including Lanark County Interval House, the Victim Advocate and the Sexual Assault/Domestic Violence Advisory Committee. Of particular note he took a leading role in a final report to evaluate the victim experience in the Victim Advocate Program, which was presented to the SADV Advisory Committee and partners. He will continue to work with the coordinator on a contract for curriculum for the police training video.
- The coordinator attended special Lanark County Community Services Committee meetings in the spring was
  subsequently invited to sit on the Lanark County Housing Working Group with other agencies, county staff and a
  private developer, which was tasked with making recommendations to Lanark County Council on elements of
  the 10-Year Housing and Homelessness Plan and moving partnerships forward.

- An Indigenous Health & Well-being Working Group has formed under the plan with co-chairs Insp. Karuna Padiachi and Larry McDermott, Lanark County Warden Christa Lowry, Perth Mayor John Fenik and Lanark County Interval House Executive Director Erin Lee. Its goal is to make recommendations on Indigenous/Municipal relations for Lanark County Council.
- The coordinator was invited to make a presentation to the provincial Inter-ministerial Working Group in June, which consists of representatives across the spectrum of provincial services. The presentation was to highlight Lanark County's work on the CSWB Plan, as well as the situation table and other collaborative projects. There were several informative presentations.
- In the spring two successful trauma-informed care training sessions were held virtually with ATTCH. This was
  done with support from multiple partners, including Lanark County OPP, Hawkesbury OPP, the Perth Police
  Services Board, Hawkesbury Police Services Board, the Lanark County Situation Table, Lanark County Interval
  House and Community Support, and Open Doors for Lanark Children and Youth. Participants included agency
  representatives and OPP officers from across eastern Ontario.
- The final reports for year two of the Community Safety and Policing Grants local and provincial streams were completed and submitted to the Ministry of the Solicitor General in April. The grants are now in their final year.
- The coordinator continues to provide information presentation to various groups and helps to provide coordinators in other communities with information about the situation table and community plans for safety and well-being.

## CONCLUSION

Community partners drive the success of the Lanark County Situation Table and the Community Plan for Safety and Well-being. A consistent and committed membership has been a strength at the situation table and has enhanced the ability of partners to come together to help those requiring support, not only at the situation table but in other instances as well. Examples of collaboration were evident throughout the pandemic, when agencies and organization rallied to provide services and supports.

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

# **UPDATES**

# GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, September 24<sup>th</sup>, 2021 10:00 a.m. Conference Call

ATTENDANCE:

Members Present: Chair, Councillor Rob Rainer

**Bob Argue** 

Jennifer Dickson Douglas Barr

Members Absent: Deputy Reeve Barrie Crampton

David Poch Peter Nelson

**Staff Present:** Noelle Reeve, Planner

Allison Playfair, Planning Administrative Assistant,

Recording Secretary

## 1. CALL TO ORDER

The meeting was called to order at 10:06 a.m. A quorum was present.

The Chair overviewed the Teleconference Participation Etiquette that was outlined in the Agenda.

## 2. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as presented.

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

None at this time.

## 4. APPROVAL OF MINUTES

Minutes – August 20<sup>th</sup>, 2021

The minutes of the Green Energy and Climate Change Working Group Meeting held on August 20<sup>th</sup>, 2021, were approved as presented.

## 5. DELEGATIONS & PRESENTATIONS

None.

## 6. BUSINESS

- i) Climate Action Plan Update Noelle Reeve. Planner.
  - Waste Management Audit Survey

The Planner advised the Working Group that the Public Works Manager requested feedback from the Green Energy Climate Change Working Group on the Township's Waste Management Master Plan project. The Planner suggested members submit any feedback directly to the Public Works Manager, Sean Ervin.

The project is a joint project with Lanark Highlands funded by the province focusing on achieving efficiencies. A report will be presented to Council with recommendations how to improve waste management and be more efficient.

The Planner also noted that the Township will also be conducting a waste audit over the next year, once in the fall, winter, spring and summer. This project is also funded through a grant and will feed into the Waste Management Master Plan.

## Light Spark project update

The Planner updated the Working Group on the Light Spark project that is funded by the Federation of Canadian Municipalities to reduce energy usage from heating and cooling homes. Clear Air Partnership of Ontario has requested information on how residents heat their homes in the Township and then will create an interactive visual model of the Township's residences to help residents understand the costs and GHG emissions associated with their current heating and cooling systems are and what other heating and cooling options there are for their home and what the costs would be to improve their homes.

With this information, the Township would provide residents who apply, with a low interest loan to purchase new equipment to improve energy efficiency, and reduce costs and GHG emissions. The Township has already provided information from Hydro and Enbridge and will provide information from the Municipal Property Assessment Corporation on the size and age of homes in the area.

The Planner noted that Light Spark is hoping to launch the visual module mid-winter or early spring.

The Planner advised the Working Group that the Township has begun budget discussions and the Climate Lens that was included in the Climate Action Plan will be used. She also noted that the Township is looking at replacing the Chief Building Official's vehicle with a hybrid in 2022 and asked the Working Group for their opinion on the benefits of a hybrid versus a fully electric vehicle. The Working Group responded that waiting an extra year to purchase a fully electric vehicle in 2023 would be more beneficial then purchasing a hybrid at this time. They also asked if the Township was considering a Level 2 electric charger for its parking lot

Jennifer Dickson left at 10:33 a.m. due to technical difficulties.

The Planner explained that quorum had been lost. As per the Procedural By-Law, the Green Energy Climate Change Working Group is recessed and will wait for 15 minutes to see if quorum is regained.

Jennifer Dickson arrived at 10:37 a.m.

Chair, Councillor Rob Rainer noted quorum had been regained and resumed the meeting.

## ii) Communications

 Lanark County Climate Change Committee Update – Climate Network Lanark Survey

B. Argue, the appointed member of the Lanark County Climate Change Committee, provided an update to the Committee and noted a meeting was held on Monday, September 20<sup>th</sup> and commented on the agenda items. He noted Lanark County Council removed Part 1 and 2 of the Working Plan that concerned all survey and public consultation. The committee wants to implement actions not undertake consultation on attitudes.

He also noted the Lanark County Climate Change Committee has requested that the members submit a list of action ideas before its next meeting. B. Argue asked the Working Group members to provide him with any items they would like suggested.

The Working Group asked how to help support B. Argue's submissions. The Planner noted that the Lanark County Climate Change survey was attached to the agenda to be sure the members are aware of the survey. The Working Group requested a separate email be sent to them with the survey link information.

The Working Group expressed concern that education on Climate Change awareness is important and suggested council members in all municipalities should have talks with the younger generation to promote a positive mindset for youth in the future.

B. Argue informed the Working Group that Lanark County Council passed the phase out of Natural Gas motion that the Township Council voted against.

Councilor Rob Rainer mentioned to the Working Group that the Official Plan is being reviewed and that the Provincial Policy Statement now requires Climate Change to be incorporated in the update. He suggested that the Official Plan consultant, Forbes Symon from JP2G, be invited to the next meeting to discuss the Official Plan and give the Working Group an opportunity to have any questions answered and suggestions proposed.

## 7. NEW/OTHER BUSINESS

## i) Teleconference versus Video Conference Meetings

The Working Group will continue using GoToMeeting video conference but has requested a second option to call into the meeting if connections are lost so as not to not lose quorum.

## 8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: October 22, 2021

Invite Official Plan Consultant, Forbes Symon to speak at the next meeting.

## 9. DEFERRED ITEMS

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

None at this time.

## 10. ADJOURNMENT

The Working Group adjourned at 11:10 a.m.



# Board of Directors MINUTES

Via Zoom July 21, 2021

**MEMBERS PRESENT** 

J. Atkinson, Chair

J. Mason, Vice-Chair

F. Campbell
B. Holmes
J. Karau
P. Kehoe
C. Lowry
P. Sweetnam
K. Thompson

**MEMBERS ABSENT** 

R. Darling
E. El-Chantiry
G. Gower

J. Inglis C. Kelsey B. King C. Rigelhof A. Tennant

STAFF PRESENT

S. McIntyre, General Manager

A. Millar, Treasurer

A. Broadbent, IT Supervisor

J. Cunderlik, Director, Water Resource Engineering

J. North, Water Resource Technologist

E. Levi, Recording Secretary

J. Atkinson called the meeting to order at 1:03pm.

## B07/21/21-1

MOVED BY:

C. Lowry

SECONDED BY:

P. Sweetnam

Resolved, That the Agenda for the July 21, 2021 Board of Directors meeting be adopted as

presented.

"CARRIED"

#### **BUSINESS**

## Approval of Minutes – Board of Directors

B07/21/21-2

MOVED BY: J. Karau SECONDED BY: F. Campbell

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on June 16, 2021 be received and approved as amended.

"CARRIED"

## 2. Watershed Condition Report

J. North advised that flows are beginning to stabilize. The majority of flows in the river and its tributaries have increased and lakes and tributaries are at or slightly above summer target levels. Conditions have improved enough across the watershed to terminate the Low Water Level 1 declaration. The weather forecast for August does not include a lot of rain, however with current conditions, flow and level sustainability shouldn't be dependent on weather conditions.

Given extreme weather becoming a greater feature, J. Karau questioned whether a warning protocol was in place for public visiting conservation areas. S. McIntyre advised that the public should rely on Environment Canada for weather statements. Per current protocol, if there are indications for significant flooding or conditions of concern, then staff would issue such warnings as usual.

## 3. <u>Draft Mississippi River Watershed Plan</u>

- S. McIntyre presented the Draft Watershed Plan. She noted the many contributors to the project. She thanked John Karau for chairing the Public Advisory Committee as well as Alyson Symon for her work and dedication to the plan.
- J. Atkinson expressed his thanks to all involved and commented that he was happy to see follow through continue with Indigenous Peoples even after the plan's implementation.
- P. Sweetnam asked whether there were plans to do similar work within the Carp River watershed. S. McIntyre advised that Staff will be tasked with putting forward a Carp River Subwatershed plan as priority for 2022. Staff will be putting forward a recommendation with the City of Ottawa that the Carp project be prioritized.

## B07/21/21-3

MOVED BY: P. Kehoe SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the Mississippi River Watershed Plan as

amended.

"CARRIED"

## 4. Results of RFQ for Boardroom A/V Upgrades

S. McIntyre reviewed Staff Report 3153/21. She noted the Authority would like the ability to have blended meetings (in-person and virtual) however there were expensive technical encumbrances to overcome in order to achieve that. The Request for Quotes broke the proposal into two parts; audio vs visual. Only three potential contractors responded and unfortunately two did not agree to the terms of reference. The one remaining bid was larger than anticipated. Given that, it was felt the cost was not equal to value based on the number of meetings held and member desire.

Board direction is being sought in terms of reasonable cost. There is a possibility to be able to get a new audio system working with provision of laptops offering individual cameras. Acquiring a professional assessment to investigate that option and subsequent implementation is expected to cost approximately \$10,000, which could be paid from the Operating Reserve.

P. Sweetnam supported the use of laptops as most people have one already. He suggested providing only to members don't have access to one.

There was a brief discussion noting the importance of ensuring the system would work effectively for both people in attendance physically and functionality for people attending remotely.

## B07/21/21-4

MOVED BY: P. Sweetnam SECONDED BY: F. Campbell

Resolved, That the Board approve up to \$10,000 for upgrade of boardroom equipment to facilitate the blending of remote and on-site meeting participation, to be paid from the Operating Reserve.

"CARRIED"

## Meeting Remotely

- S. McIntyre discussed staff report 3140/21 firstly seeking allowance to meet remotely outside of the State of Emergency and secondly providing policy clarity and business processes around remote meeting participation.
- J. Mason questioned whether the Board could adopt the recommendation given the A/V restrictions. S. McIntyre advised that, at minimum, the Board could approve meetings outside of state of emergency.
- J. Atkinson asked if the decision for the rest of the amendment could be deferred until the A/V system was finalized. S. McIntyre advised that amending the By-Law 10a.3) provides for permission; if the authority doesn't have the technical ability, then meetings can't proceed remotely. The entire recommendation could therefore be passed at this time.
- J. Karau commented on the advantage of moving forward with entire amendment with the understanding that the entire situation is a bit of an experiment. To send a stronger message, the recommendation could commit to revisit the issue in a year. C. Lowry agreed it would be prudent to review the process in the future as there will no doubt be adjustments moving forward.

- B. Holmes advised that discussion was had at the committee level regarding Chair and General Manager discretion in terms of meeting arrangements and participation.
- S. McIntyre proposed the following amendment to the recommended By-law Changes:
- 10a3. Electronic meetings will only be arranged upon request by the Chair or GM, a Member or a Delegate, or as required to comply with legislation. Requests for electronic participation must be made in writing to the General Manager at least five (5) working days in advance of the scheduled meeting. The Chair will determine whether the request will be granted in consultation with the General Manager.

## B07/21/21-5

MOVED BY: SECONDED BY:

P. Kehoe

C. Lowry

Resolved, That the Policy & Priorities Committee recommend that the Board approve amendment of the MVCA Administrative By-law as set out in this report, as amended, that will allow Board members to participate in meetings electronically outside of a State of Emergency.

"CARRIED"

## 6. GM Update

- S. McIntyre highlighted the Transition Plans which will come into effect after adoption of the new regulations. Eastern Ontario GMs have begun meeting to discuss a common approach with shared municipalities which can be put in place in short order given the tight timelines proposed. The Plans essentially outline the approach and methodology to review the suite of services and programs that would be deemed no longer mandatory.
- S. McIntyre commented that the permit was received from Ministry of Natural Resources and Forestry for the Shabomeka Lake Dam Project. J. Cunderlik advised the tender was recently posted and there were eight bid-takers thus far.

There was a discussion regarding the low number of bids received for the Carp Creek Restoration Project and the large difference in quotes to complete the work. J. Mason expressed her concern about the Authority being in a tight position with few choices. J. Karau commented that City of Ottawa is engaged with this project as well, so the burden is shared with more than the Authority. If the time frame for work allows, there may be the opportunity to take a pause and review.

In response to a question, S. McIntyre advised that surveys were continuing at conservation areas to determine what areas visitors originate from. Results will be shared with the Board and municipalities.

#### **ADJOURNMENT**

The meeting was declared adjourned at 2:07 p.m.

"E. Levi, Recording Secretary

J. Atkinson, Chair"



## **MINUTES**

Via Zoom September 9, 2021

**MEMBERS PRESENT** 

J. Atkinson, Chair

J. Mason, Vice-Chair

F. Campbell E. El-Chantiry

G. Gower

B. Holmes

J. Inglis

J. Karau P. Kehoe

. . .

C. Kelsey

C. Lowry

C. Rigelhof

P. Sweetnam

A. Tennant

**MEMBERS ABSENT** 

K. Thompson

R. Darling

B. King

STAFF PRESENT

S. McIntyre, General Manager

A. Millar, Treasurer

J. Cunderlik, Director, Water Resource Engineering

C. McGuire, Water Resources Engineer

Jeff Atkinson called the meeting to order at 5:01pm

## **BUSINESS**

## 1. Shabomeka Lake Dam Project Tender Results - Plan B, Report 3155/21

J. Cunderlik, Director of Water Resources Engineering, presented the Board with the tender results for the Shabomeka Lake Dam. Only three bids were received and all exceeded budget estimates and funding committed from the Water and Erosion Control Infrastructure (WECI)

program. Potential reasons for the higher than budgeted bids were summarized, and a phased approach proposed to mitigate risk and take advantage of WECI funding.

Under Phase 1, the emergency spillway and embankment improvements would be undertaken this fall/winter season. This phase would reduce the risk of the current structure failing in the event of severe weather, allow MVCA to use WECI funding. Phase 2 would comprise replacement of the control structure, specifically the concrete and steel replacement once material and construction costs stabilize.

- J. Inglis shared concerns regarding a new tender for Phase 1—it may receive the same high-priced results as contractors will need to complete the project within short time constraints. He also asked whether there would be any new communication with the land owners impacted on the lake if the water levels are impacted due to the changes in the construction plans as it was recently communicated that the water levels were to be reduced this week in preparation for the construction.
- J. Cunderlik responded that the embankment work can happen during the fall and winter season and this work would not impact the water levels as this time of year it is normally drawn down to the level required for the embankment and spillway construction. Therefore, the residents should not see a difference compared to other years.
- P. Sweetnam questioned whether the proposed embankment and spillway work would be on both the north and south sides of the control structure.
- J. Cunderlik explained that the first phase for embankment and spillway will be on both sides of the control structure and will involve gravel and rip rap materials. There currently is no spillway so this construction will reduce risk and assist with managing the control structure.
- J. Karau also expressed concern that the next bids for Phase 1 may be over-priced and expressed interest in learning what would be planned if this occurs again.
- J. Cunderlik confirmed this is a concern for staff, and that future discussions may include deferring the project which would require managing the water levels until the construction can happen, which may impact the residents of the lake.
- S. McIntyre explained the challenges with the timing of the WECI program. If the project does not proceed this year, the Authority would be required to reapply next year for the same purpose and there would be no guarantee that the funding would be awarded again for this purpose. It would depend on the applications received and priority status of MVCA's project in relation to the other applications received. The results of the WECI funding arrives too late each year for Authorities to be able to obtain the best value for projects. Further lobbying by Authority Boards is required to ensure that funding announcements are released to the Authorities earlier each year.
- E. El-Chantiry sought clarification regarding the current WECI funding and if it would be permitted to be utilized for a phased approach.

- S. McIntyre stated that staff have confirmed with the WECI program administrators that this phased approach would be permitted to utilize the awarded WECI funding as it mitigates risk.
- P. Sweetnam and J. Inglis asked how much Phase 1 is estimated to cost compared to the original project that was budgeted.
- J. Cunderlik feels confident that Phase 1 works can be completed within the original budgeted amount.
- J. Inglis shared his concern regarding damage to the new embankment from all terrain vehicles crossing below the structure.
- J. Cunderlik confirmed that alternate solutions for all terrain vehicle use will need to be explored.
- S. McIntyre notified members that another special meeting may be required due to timing of the proposed Phase 1 contract award.

MOVED BY: C. Rigelhof SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors direct staff to:

- a) Cancel the tender (reject all bids received).
- b) Adopt a phased approach for the dam reconstruction.
- c) Tender the first phase for construction in Fall 2021.
- d) Update the WECI funding agreement.
- e) Secure updated permit approvals, as required.

"CARRIED"

## **ADJOURNMENT**

Jeff Atkinson called to adjourn the meeting at 5:36 pm.

B09/09/21-

MOVED BY: P. Kehoe SECONDED BY: E. El-Chantiry

Resolved, That the Board of Directors Special meeting adjourned.

"CARRIED"

Minutes: A. Millar



TO: All Municipal Clerks/Chief Administrative Officers
MVCA Watershed

September 15, 2021

## **BOARD SUMMARY, September 15th 2021**

As a member of the Authority, please find below highlights from the September 15, 2021 meeting of our Board of Directors for distribution to Council. Complete minutes for the meeting will be circulated following their approval by the Board at its next meeting. Attached are approved minutes for the Board meetings held July 21, 2021 and September 9, 2021.

#### **Watershed Conditions**

- August was one of the hottest and driest months on record, however due to a very wet July, flows and levels throughout the watershed are at historical norms and above drought conditions.
- Drawdown of Shabomeka Lake began the week of September 8 to accommodate reconstruction of the dam later this fall.
- Flows are expected to remain at seasonal conditions into the fall.

#### **Proposed Fee for MZO Permit Applications**

 The Board directed staff to add a new fee during the next update of the MVCA Fee Schedule for the processing of applications under Section 28.0.1 of the Conservation Authorities Act. The purpose is to recover the higher costs associated with projects approved by the Ministerial Zoning Order (MZO).

## **Timeline Performance Report for Section 28 Applications**

During the first reporting period, March-August 2021 inclusive, all except 6 out of 131 complete
permit applications were processed within the target timelines. This is considered significant
given the ongoing construction boom, staff shortage, the impacts of COVID-19 on the
organization, and summer vacation schedule.



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## **Ontario Regulation 153/06 Permit Activity**

 The Authority issued 138 permits during the current reporting period, April 12 to September 1, 2021. Permit activity is expected to remain above normal for the balance of 2021 given the increased construction activity.

#### **Drainage and Grading Presentation**

- There have been 117 rebuilds in the floodplain since the flood of 2017.
- Challenges include owner displacement during approvals and reconstruction, lengthy financing and insurance approval timelines, and contractor availability. These applications require significant sensitivity and time to administer.
- MVCA requirements include grading plans, safe access, floodproofing and proper site drainage.
   Considerations include fill and grading impacts on adjacent properties and efficacy of proposed works, e.g. shoreline walls are not always appropriate or effective.

Post construction inspections focus on footings and final grading. Due to permit volume and limited resources, inspection of final grades is not always possible.

## **Budget Control Report**

 As of August 31st, 2021, revenues are continuing slightly above average for this time of year, and expenditures are tracking normally. Due to the construction boom, planning and permit revenues continued to be strong over the winter months for a second year and are already exceeding revenue targets for 2021.

#### Sign-off NDMP Risk Assessment contract

 The Board endorsed award of the NDMP Risk Assessment project to D.M. Wills Associates Ltd. in the amount of \$149,925 plus HST.

## **Sign-off Carp River Erosion control contracts**

 The Board endorsed award of the Carp Erosion Control construction services project to Goldie Mohr Ltd. in the amount of \$ 165,700 plus HST.

