



COMMITTEE OF THE WHOLE AGENDA

Tuesday, August 10th, 2021
5:30 p.m.
Via GoToMeeting

GoToMeeting: <https://global.gotomeeting.com/join/169456277>

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.
-

5:30 p.m. *Committee of the Whole Meeting*

Chair, Reeve Brian Campbell

1. CALL TO ORDER

2. AMENDMENTS/APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

- i) **Public Meeting: Zoning By-Law Amendment – June 1st, 2021 – attached, page 12.**

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on June 1st, 2021, be approved.”

- ii) **Public Meeting: Zoning By-Law Amendment – June 8th, 2021 – attached, page 15.**

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on June 8th, 2021, be approved.”

- iii) **Public Meeting: Zoning By-Law Amendment – July 20th, 2021 – attached, page 23.**

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on July 20th, 2021, be approved.”

5. DELEGATIONS & PRESENTATIONS

- i) **Presentation: Mississippi Valley Conservation Authority – attached, page 26**

Sally McIntyre, General Manager.

- ii) **Presentation: Tay Valley History Scholarship 2021 – attached, page 32.**
Kay Rogers, History Scholarship Selection Committee Chair.

- iii) **Delegation – Glen Tay Swimming Area.**
Mary Stewart, Resident.

6. PRIORITY ISSUES

- i) **Report #PD-2021-28 - Severance Application – 12368838 Canada Inc. – attached, page 36.**

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 Applications for 12368838 Canada Inc. B21/045/046 (Con 6, Part Lots 11 and 12, geographic Township of North Burgess) to create two new lots, 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 for legal searches, etc. prior to final approval.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severances, both hard copy and electronically.

That, payment for the lots shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands.

That, the applicant obtains entrance permits and Civic Address Numbers along Long Lake Road for the severed lots.

That, the lot proposed in B21/045 shall be the subject of a Development Agreement to specify a development envelope outside of the Provincially Significant Wetland buffer.

That, the lot proposed in B21/46 shall be the subject of a Development Agreement to specify a development envelope outside the unevaluated wetland buffer.

That the shallow abandoned mine hazards be identified on the severed lot(s) as part of the Development Agreement(s).

That the applicant undertakes to fence, or fill in, or otherwise make safe, the hazardous abandoned mine site on the retained parcel identified by the Ministry of Energy Mines and Northern Development.

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required. These

requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3 metre reserve along the frontage of the severed and/or retained parcel.”

- ii) **Report #PD-2021-29 - Severance Application – Bout and Johnson – attached, page 44.**
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 Dave Bout and Jan Johnson B21/044 (Concession 6 and 7, Part Lots 18 and 19, geographic Township of South Sherbrooke) 2374 Old Brooke Road to create one new lot, be approved subject to the following conditions:

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

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

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.

That, payment for the severed lot shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the applicant obtain an entrance permit and Civic Address Number along Old Brooke Road for the severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3 metre reserve along the frontage of the severed and/or retained parcel.”

- iii) **Report #PD-2021-30 - Severance Application – Brown – attached, page 50.**
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 B21/068 (Concession 5, Part Lot 17, geographic Township of Bathurst) 1300 Bathurst 5th Concession to create one new lot, be approved subject to the following conditions:

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

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

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.

That, payment for the lot shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the applicant obtain an entrance permit and Civic Address Number along the Bathurst 5th Concession for the severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3-metre reserve along the frontage of the severed and/or retained parcel.”

- iv) **Report #PD-2021-31 – Maberly Pines Holding Zone Options – attached, page 56.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, staff be directed to undertake a hydrogeological study for the Maberly Pines Subdivision to an upset limit of \$50,000 to address the principal of development as required by Section 1.6.6 of the Provincial Policy Statement that sufficient sewage and water resources are available to support development.”

- v) **Report #C-2021-25 – Establish the Bolingbroke Cemetery Board – attached, page 60.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Bolingbroke Cemetery Board be established;

THAT, the necessary by-law be brought forward at the next Council meeting;

AND THAT, a call for Members go out once the by-law is adopted.”

- vi) **Report #C-2021-26 – Revised Noise By-Law – attached, page 71.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, Council adopt a Noise By-Law as outlined in Report #C-2021-26 – Noise By-Law;

AND THAT, the necessary by-law be sent for review by the Ministry of Attorney General before being brought forward to the next Council meeting for adoption.”

- vii) **Report #C-2021-24 – Rename Rancier Road to Dixie Colton Lane – attached, page 78.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road from Rancier Road to Dixie Colton Lane as outlined in Report #C-2021-24 – Rename Rancier Road (Dixie Colton Lane) be brought forward for approval.”

- viii) **Report #FIN-2021-13 – Northland Solar Farm Reserve – attached, page 81.**
Richard Bennett, Acting Treasurer.

Suggested Recommendation to Council:

“THAT, the balances in the Northland Solar Farm Reserve be redistributed as recommended in Report #FIN-2021-13 – Northland Solar Farm Reserve Report.”

- ix) **Report #FIN-2021-14 – Budget Review and Forecast as at June 30, 2021 – attached, page 90.**
Richard Bennett, Acting Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2021-14 - Budget Review and Forecast as at June 30, 2021, be received for information.”

- x) **Report #PW-2021-19 – Building Condition Assessment – RFP Award – attached, page 103.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Building Condition Assessment Contract #2021-EC-001, including the additional scope be awarded to McIntosh Perry;

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

- xi) **Report #C-2021-27 – Council Composition Survey Results and Next Steps – attached, page 107.**
Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, staff be directed to proceed with Option # _____ in Report #C-2021-27 – Council Composition Survey Results and Next Steps.”

- xii) **Report #CBO-2021-05 – Building Department Report – January to July 2021 – attached, page 142.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2021-05– Building Department Report – January to July 2021 be received as information.”

- xiii) **Removal of Heritage Property Selection Committee Member.**

Suggested Recommendation to Council:

“THAT, Eddie Edmundson be removed as a Member of the Heritage Properties Selection Committee.”

7. CORRESPONDENCE

- i) **21-06-10 – Council Communication Package – cover sheet attached, page 144.**

Suggested Recommendation to Council:

“THAT, the 21-06-10 Council Communication Package be received for information.”

- ii) **21-06-23 – Council Communication Package – cover sheet attached, page 146.**

Suggested Recommendation to Council:

“THAT, the 21-06-23 Council Communication Package be received for information.”

- iii) **21-07-14 – Council Communication Package – cover sheet attached, page 148.**

Suggested Recommendation to Council:

“THAT, the 21-07-14 Council Communication Package be received for information.”

- iv) **21-07-29 – Council Communication Package – cover sheet attached, page 150.**

Suggested Recommendation to Council:

“THAT, the 21-07-29 Council Communication Package be received for information.”

- v) **21-08-04 – Council Communication Package – cover sheet attached, page 152.**

Suggested Recommendation to Council:

“THAT, the 21-08-04 Council Communication Package be received for information.”

- vi) **Lottery Licensing to Assist Small Organizations – attached, page 153.**

Suggested Recommendation to Council:

“THAT, the Council of Tay Valley Township hereby requests Staff to contact the Ministry responsible for the Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;

AND THAT, all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.”

- vii) **Funding for Maintenance and Preservation Repair of Abandoned Cemeteries – attached, page 154.**

Suggested Recommendation to Council:

***WHEREAS,** municipalities in Ontario have been made responsible for abandoned cemeteries within their boundaries, and are required by the Funeral, Burial and Cremation Service Act, 2002 “to ensure that the cemetery grounds, including all lots, structures, and markers are maintained to ensure the safety of the public and to preserve the dignity of the cemetery”;*

***AND WHEREAS,** cemeteries are not only symbols of respect, preserving the memory of families, prominent citizens, and local history; some cemeteries are landmarks in themselves and hold great historical value worldwide;*

AND WHEREAS, preservation repairs to older cemeteries are very costly, requiring the specialized services of stonemasons and archeologists;

AND WHEREAS, the care and maintenance funds of abandoned cemeteries are generally non-existent or so small as to produce insufficient annual interest to cover even the cost of lawn care at the site;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township hereby urges the Government of Ontario to immediately provide funding sources for municipalities for the ongoing maintenance and preservation repair of abandoned cemeteries in their care;

AND FURTHER THAT, this resolution be forwarded to the Bereavement Authority of Ontario, the Minister of Government and Consumer Affairs, the Rural Ontario Municipal Association (ROMA) and Randy Hillier, MPP.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Green Energy and Climate Change Working Group.**
Deputy Reeve Barrie Crampton and Councillor Rob Rainer.

21-06-11 – Green Energy and Climate Change Working Group Meeting Minutes – *attached, page 157.*
- ii) **Recreation Working Group** – *deferred to the next meeting.*
Councillor Fred Dobbie and Councillor Beverley Phillips.
- iii) **Fire Board.**
Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.

21-06-17 – Fire Board Meeting Minutes – *attached, page 161.*
- iv) **Library Board.**
Councillor Rob Rainer.

21-05-17 – Library Board Meeting Minutes – *attached, page 164.*
- 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.

21-05-19 – Mississippi Valley Conservation Authority Board Meeting Minutes – *attached, page 166.*

21-06-17 – Mississippi Valley Conservation Authority Board Meeting Minutes – *attached, page 172*

21-07-23 - Mississippi Valley Conservation Authority Board Meeting Notes – *attached, page 179.*

viii) **Rideau Valley Conservation Authority Board.**
Councillor Gene Richardson.

21-05-27 – Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 181.*

21-06-24 – Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 187.*

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.**

21-06-21 – Committee of Adjustment Hearing Minutes – *attached, page 193.*

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
ZONING BY-LAW AMENDMENT
MINUTES**

**Tuesday, June 1st, 2021
5:30 p.m.
GoToMeeting**

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Gene Richardson
Councillor Rob Rainer
Councillor Fred Dobbie
Councillor Beverley Phillips
Councillor RoxAnne Darling
Councillor Mick Wicklum

Staff Present: Amanda Mabo, Acting Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner

Public Present: Tracy Zander, Agent
Reid Kilburn, Otty Lake Association

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

- the purpose of the meeting
- the process of the meeting
- all persons attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Local Planning Appeal Tribunal (LPAT)
- the flow and timing of documentation and the process that follows this meeting

- any person wanting a copy of the decision regarding the applications on the agenda was advised to email planningassistant@tayvalleytwp.ca

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

3. APPLICATIONS

- i) **FILE #ZA21-09: O'Donoghue
155 Miller Bay Road
Part Lot 4, Concession 7
Geographic Township of North Burgess**

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

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

ii) **APPLICANT COMMENTS**

T. Zander, Agent confirmed the details of the file that the Planner covered during the PowerPoint presentation.

iii) **PUBLIC COMMENTS**

The Planner reported that since the writing of the report, comments from the Otty Lake Association have been received, they conducted a site visit and are supportive of the amendment.

Council confirmed that when a non-commenting agency conducts a site visit that they have the owner's permission to access the site, the Otty Lake Association provided comments and had attended the property, R. Kilburn from the Otty Lake Association advised that they do make arrangements with the property owner if they are going to do a site visit.

Comments were received from Mr. McPherson, a neighbour and he is supportive of the application.

J. Hendry, a neighbour was concerned with winter access, as until now the private road has not been winter maintained. The Planner feels they could clear the road if the owners were wanting to access the property during the winter as that is not a planning concern, but it would be up to the owners on Miller Bay Road to address.

iv) **RECOMMENDATION**

That the proposed amendments to Zoning By-Law No. 02-021 be approved.

4. ADJOURNMENT

The public meeting adjourned at 5:48 p.m.

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

**Tuesday, June 8th, 2021
5:30 p.m.
GoToMeeting**

ATTENDANCE:

Members Present: Chair, Reeve Brian Campbell
Deputy Reeve Barrie Crampton
Councillor Rob Rainer
Councillor Fred Dobbie
Councillor Beverley Phillips
Councillor RoxAnne Darling
Councillor Mick Wicklum
Councillor Gene Richardson (arrived at 5:38 p.m. and left at 6:05 p.m.)

Staff Present: Amanda Mabo, Acting Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Noelle Reeve, Planner

Public Present: Fred Barrett
Kenneth Klein
Matthew Bradbury
Keven Mason
Frank Johnson
Andrew Kendrick
Greg Hull
Alex Bushall
Karen Prytula
Lynn Tarzwell

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

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

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

3. APPLICATIONS

i) **FILE #ZA21-10 Holding Zone Amendment Maberly Pines Subdivision.**

Councillor Gene Richardson arrived at 5:38 p.m.

i) PLANNER FILE REVIEW & PROPOSED BY-LAW

The Planner reviewed a PowerPoint presentation that was attached to the agenda, the PowerPoint presented at the meeting included a revised slide with the comments received from the public – *attached, page 8.*

ii) PUBLIC COMMENTS

Fred Barrett

- did not feel he had enough information at first, but the presentation clarified things, wondered about how the study would be paid for, needs more information on that
- his well is 230' and has never run out of water
- did look at the study from 1979, does agree that the study needs to be done for each lot

Councillor Richardson left at 6:05 p.m.

Kenneth Klein

- his land is very rocky
- objecting to the holding zone, feels the cart is before the horse

- Council is putting a hold on something for a short time but feels it will take a long time with all the red tape
- one reason to do the study was to avoid a bad reputation of the Township but there is no evidence that there is a bad reputation
- the cost is high to do the study and will take a long time, as an owner, will have delays to develop and two of lots in the subdivision have good wells with no issues over many years
- purchased the lot for off-grid construction and will bring in drinking water
- if the wells will be drilled through rock, the cost does not seem worth it
- is already paying for insurance on the road and feels the Township should look at upgrading the roads
- would like the real costs and a real time frame, where the existing homes in the subdivision are included and with road improvements

Matthew Bradbury

- is a licenced contractor, believes the septic permit process assesses and handles these issues, therefore, should not have to pay extra for that information
- agrees with K. Klein worried about getting access, do not put the cart before the horse
- just bought property and have done drawings and ordered material, now concerned he may not be able to build
- have a wife and kids, staying with family and concerned they will now have to rent until they can build
- need proper access to properties before a holding zone
- agree with making a healthy place

Kevin Mason

- were provided the pricing for option 1, what is the pricing for the other options
- is against the holding zone, with all the red tape it will be years
- nothing has progressed on the roads
- each building permit would have a site plan for the well and septic setback
- has two properties, costs will be unbearable
- all for the study but not the hold

Planner

- does not have quoted costs for the other option, but if you take the drilling of the 6 wells out, it will leave about \$30,000 for a review of the 1979 report and to review the placement of wells and septic's
- explained that when the Township has had interim control by-laws which is similar to holding zones before which took less than 1 year to lift the by-law, being a smaller municipality we can work faster on some issues compared to large cities
- the Township wants to see development

- the septic permit only looks at the effluent that is released from your house and a hydrogeological looks at what happens under the ground with water flow and what goes on across the whole subdivision
- that 2 wells in the subdivision have been good, does not mean all will be
- the new Tayside Estates subdivision has different requirements for wells across the subdivision of only 25 lots due to differences in hydrogeological capacity

Deputy Reeve Crampton

- has concerns and clarified that the recommendation is to place the holding only on the vacant lots
- the Planner explained that 43 of the 51 lots are vacant, some have houses and some just have an accessory building and there are two with Building Permit applications in now

Kevin Mason

- has not submitted a permit application yet, they received the notice about the holding zone before they could submit the application
- feels the time will be longer due to Covid and everything will be bottlenecked

Councillor Darling

- if a Building Permit is submitted is the land then not considered vacant?

The Planner clarified that for the purpose of the holding zone, it cannot be put on retroactively, so if a permit was issued, that lot was not counted as one of the vacant lots. Building Permits are not usually rejected, and they are approved once any issues are addressed, therefore, the two lots with applications in were not counted as vacant

Deputy Reeve Crampton

- do the two members of the public that spoke come under this holding zone?
- the Planner explained that the 2 members of the public that spoke have not submitted applications yet, the two applications that have received permits are not on the line since they have their permits already

Frank Johnson

- representing the Little Silver and rainbow Lakes Property Owners Association
- supports applying the current standards and if that requires a holding zone then they support a holding zone
- the development area lies within the watershed of Rainbow and Little Silver Lakes

- the Annual General Meeting of the Lake Association is coming up and there may be other questions after that meeting

Kenneth Klein

- to follow up on the quote of \$90,000 for drilling the wells, some wells are depth of over 200', should get a price on drilling those well depths
- has not put an application in and was not going to drill a well
- would like to see actual time frames and costs

Andrew Kendrick

- the lack of a hydrogeological study has raised red flags for Rainbow and Little Silver Lakes as they share the watershed and aquifer and there is concern about the water quality for adequate development; would the development compromise their water?
- concern is for water supply and water quality
- would the scope of the study deal with the whole watershed or just the immediate location of the Maberly Pines Subdivision
- the costs are a concern, feels 6, 200' wells would cost more than \$90,000

Greg Hull

- bought lot four years ago for a place to be alone
- if the Township is worried about bringing in development why change it all of a sudden
- concerned with paying for the hydrogeological study
- option #4 is what the rest of the Township does

The Planner explained that the Township is dealing with development pressures and were surprised about the inquiries within the subdivision and now are trying to respond to that pressure, if Council puts on the holding zone, then Council will discuss how to finance the study. The Planner confirmed that option 4 is done for one vacant lot as opposed to 43 lots in the same area.

Alex Bushall

- the Planner did a good job explaining it
- the comments tonight are for a traditional development, why should people who have purchased their lot to do small non-traditional type of development have to pay for the study
- interested in tiny house
- looking at grey water system and composting toilet
- a lot of these people will not be able to afford these studies

The Planner said putting restrictions in the Site Plan Control Agreement to limit sewage disposal to incinerating toilets and placing extra storage requirements or cisterns could be done.

Karen Prytula

- asked about the developed lots, map shows 6, thinks there are only 5
- there is no site plan layout for this subdivision and she notified the Township of that in 1997, did the Township overlook it, if so the owners should not have to pay for it, when she developed she had to separate the well and septic on her lot, based on the rules then, there were no concerns at that time from the Township or from the Conservation Authority
- her well is 220' deep and has always been good, clear and cold water, drilling at that time cost less than \$300
- would like to see the 1979 report that was done
- the Township already has a reputation where it is difficult to build and have been told by many that there is a lot of hoops to go through

The Planner said the 1979 report is on the website and the Township's reputation has improved to the point where it has approved 4 times the number of permanent dwellings this year compared to the 3 year average.

Phil Mosher & Clair Milloy – Rideau Valley Conservation Authority

- Phil Mosher asked Clair Milloy recapped what was heard
- there are concerns about if the development will impact more that just the lands in the subdivision and will the hydrogeological study take them into account
- the hydrogeological study was asked for by the Rideau Valley Conservation Authority and the Rideau Valley Conservation Authority will look into whether the hydrogeological study will consider the lake capacity impact on the two lakes

Lynn Tarzwell

- the Little Silver and Rainbow Lakes Association is concerned about the watershed and preserving it
- this may be frustrating for those wanting to build, but feels the cart is before the horse if you build before knowing what the impact will be

Kevin Mason

- will the developed lots pay for the study?
- Council will decide after the holding zone is on, how the study will be financed, is concerned because he has two lots
- what happens if study goes forward, and shows that there is not enough water for all of the lots

The Planner did not want to speculate before having the information, it would be a complex decision-making process at that point.

Matthew Bradbury

- asked if Building Permits were being accepted and being issued

- the Planner explained that they are, as the holding zone does not come into affect until Council passes the By-Law

Councillor Darling

- is the copy of the subdivision agreement on the website?
- the properties are zoned residential?
- could an option be to amend the current subdivision agreement to be more site specific, as most in the subdivision seem to want to do non-traditional development
- most lots are under an acre

The Planner explained that Council can amend a Holding Zone through a Minor Variance, so that it can be lifted and apply to certain parts of it. The Developer of this subdivision has passed away, so not sure who the agreement would be amended to. If some or many lot owners want small homes and non-traditional septic systems, etc, it might be the saving grace. The lots are under 1ha (2 acres) and this could be a legislated requirement for specific zoning for this subdivision.

Councillor Darling

- can the municipally impose restrictions on theses lots, a lot of the lots are too small to meet the current setbacks, regardless what the hydrogeological study says, what are the legal rights of the Township and is there flexibility to not sterilize any of the lots

The Planner indicated that these are the options that can be explored once the holding zone is in place and development is temporarily halted.

The Reeve asked if Councillor Darling could send the rest of the questions to the Planner and all of Council can receive the answers.

Councillor Wicklum

- feels the item deserves a Committee of the Whole meeting, he also has a lot of questions that need more than 10 minutes at the next meeting to discuss and the public should hear them
- the Reeve explained that the next meeting is on June 22 and for Councillor Wicklum to send his questions to the Planner so she is not caught off guard at the meeting and can get the answers prepared, they will be discussed at the June 22 meeting and the public can hear them

Craig Shackelton

- cost prohibited and wants a tiny home option and should not throw a huge price at homeowners

Councillor Dobbie

- asked if a quote for the six wells could be provided at the next meeting and can the wells be drilled strategically so that they could

be used as a back up well if there is low water quantity, similar to the dry hydrants the Fire Department has

Councillor Darling

- the wells in the Tayside Subdivision cannot be any deeper than 300 feet, wondered what the reason was

Clair Milloy

The Conservation Authority explained that typically the well depths are limited to what the test well depths were as there is no way of knowing what the water was like below that.

The Planner also explained that in that subdivision one part of it has restrictions on the number of bedrooms the house can have, due to the soil type and the effect on the septic system.

Reeve Campbell

- can the test wells be drilled on the vacant lots and can the owner use them and pay for them

The Planner explained that permission would be required to drill a well on someone's lot and how the wells are being paid for is part of the discussion, applying the holding zone will allow Council to have those discussions without more Building Permits being issued.

iii) **NEXT STEPS**

That any questions be submitted to the Planner by email, so the answers can be provided at the June 22nd meeting.

That the proposed amendments to Zoning By-Law No. 02-021 be moved forward to the July 22nd Council meeting.

4. ADJOURNMENT

The public meeting adjourned at 7:01 p.m.

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

Tuesday, July 20th, 2021
5:30 p.m.
GoToMeeting

ATTENDANCE:

Members Present: Chair Deputy Reeve Barrie Crampton
Reeve Brian Campbell
Councillor Rob Rainer
Councillor Fred Dobbie
Councillor Beverley Phillips
Councillor Mick Wicklum
Councillor Gene Richardson

Staff Present: Amanda Mabo, Acting Chief Administrative Officer/Clerk
Noelle Reeve, Planner

Public Present: Paul Martin, neighbour

1. CALL TO ORDER

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

2. INTRODUCTION

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

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

- the purpose of the meeting
- the process of the meeting
- all persons attending were encouraged to make comments in order to preserve their right to comment should the application(s) be referred to the Ontario Land Tribunal (OLT)
- the flow and timing of documentation and the process that follows this meeting

- any person wanting a copy of the decision regarding the applications on the agenda was advised to email planningassistant@tayvalleytwp.ca

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

3. APPLICATIONS

- i) **FILE #ZA21-12: Kerr
142 Fall Crescent
Part Lots 22 & 23, Concession 10
Geographic Township of North Burgess**

- a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

- b) APPLICANT COMMENTS

None.

- c) PUBLIC COMMENTS

None.

- d) RECOMMENDATION

That the proposed amendments to Zoning By-Law No. 02-021 be approved.

4. ADJOURNMENT

The public meeting adjourned at 5:39 p.m.

DELEGATIONS & PRESENTATIONS



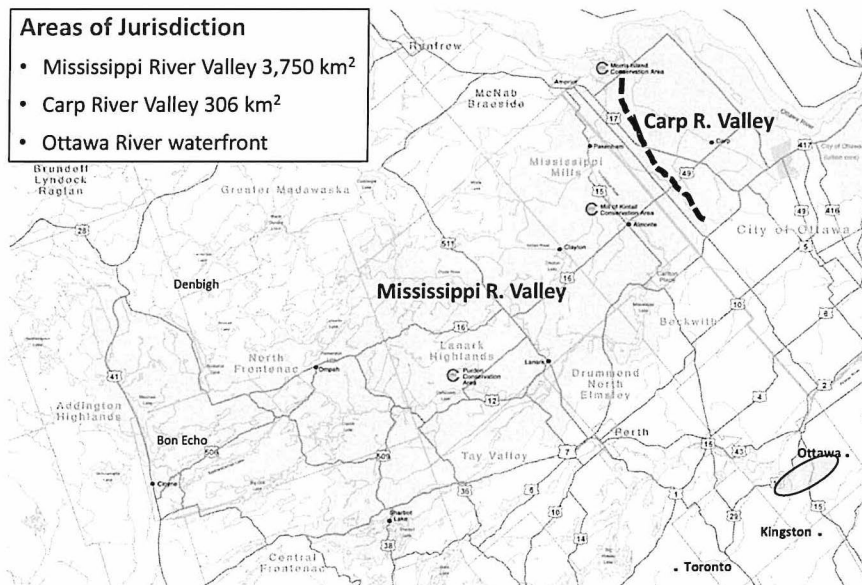
Mississippi River Watershed Plan – Draft Plan

Tay Valley Township
August, 2021

1

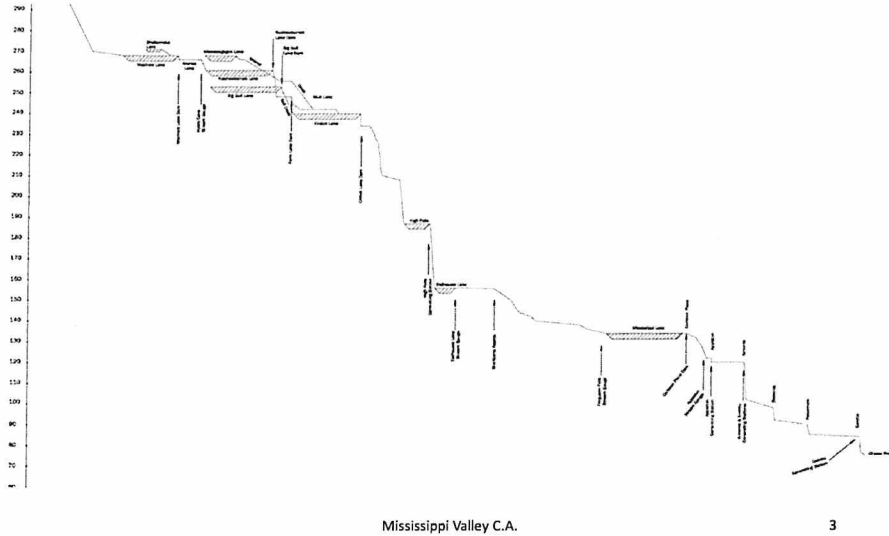
Areas of Jurisdiction

- Mississippi River Valley 3,750 km²
- Carp River Valley 306 km²
- Ottawa River waterfront



2

River drops approx. 250m over 200km



3

Mississippi River Watershed Plan

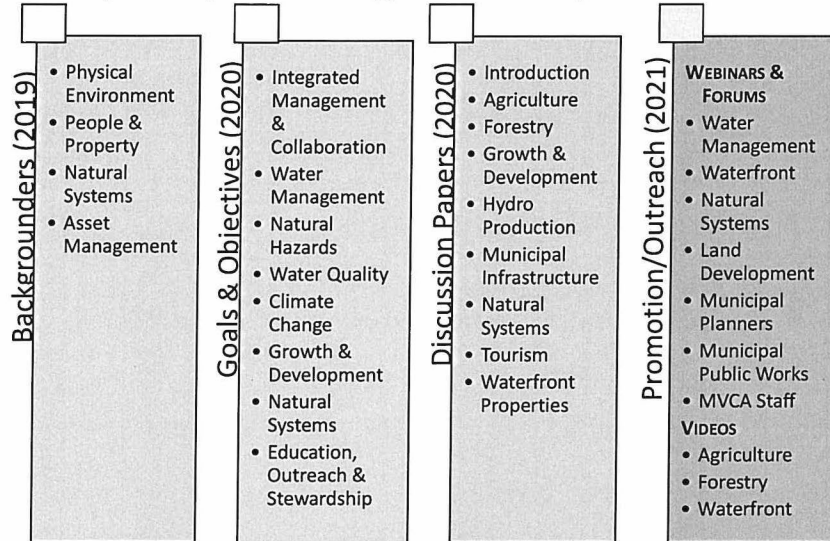
- Provides a broad understanding of the watershed
- Identifies goals and objectives for the watershed
- Recommends actions
- Serves as a tool for priority setting, budgeting, forming partnerships, taking action, and monitoring progress and results

Mississippi Valley C.A.

4

4

Key Steps Along the Way



Public Advisory Committee; Policy & Priorities Committee; Public Engagement
Mississippi Valley C.A.

5

5

Priority Areas

- **Collaboration** between MVCA and its watershed residents, economic communities, and partner organizations, to work towards mutually beneficial results in the management of water and watershed features and functions.
- Robust water management **infrastructure** (dams) with operating regimes sufficiently adapted to respond to climate change impacts.
- **Resilience** to flooding and drought by building on the provision and protection of the natural water storage features and functions, like wetlands and infiltration.
- Management of growth and development to provide for **sustainable** water use and availability.

Mississippi Valley C.A.

6

6

Draft Actions

- Grouped by theme/goal
- Identify partners
- Identify implementation considerations and options

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7

7

Theme: Integrated Management and Collaboration

GOAL: To collaborate with watershed partners in promoting an integrated and consistent approach to the health and management of the watershed and water resources.

| Action No. | Actions/Strategic Directions | Partners | Implementation Considerations & Options |
|-------------|--|--|---|
| IMC1 | Extend the role of the MVCA Public Advisory Committee (PAC) for the implementation and updating of the Watershed Plan. | <ul style="list-style-type: none"> • MVCA • All sectors and communities represented on the PAC | <ul style="list-style-type: none"> • May be made mandatory through 2021 changes to <i>Conservation Authorities Act</i>. • Will require a revised PAC Terms of Reference to clarify roles, responsibilities and terms of engagement. |

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8

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Selection of other 32 actions:

- Apply a climate change lens to all strategic directions within this Plan.
- Extend the role of the MVCA Public Advisory Committee (PAC)
- Prepare a Mississippi River Watershed Model...
- Update the Mississippi River Water Budget...
- Undertake a Water Storage Capacity and Management Study...
- Update the Mississippi River Water Management Plan...
- Develop and implement Asset Management Plan for water control structures
- Work with municipalities... and other landowners and partners to enhance on-site retention and infiltration of water.
- Develop and implement a 3-year MVCA Stewardship Program Pilot

Mississippi Valley C.A.

9

9

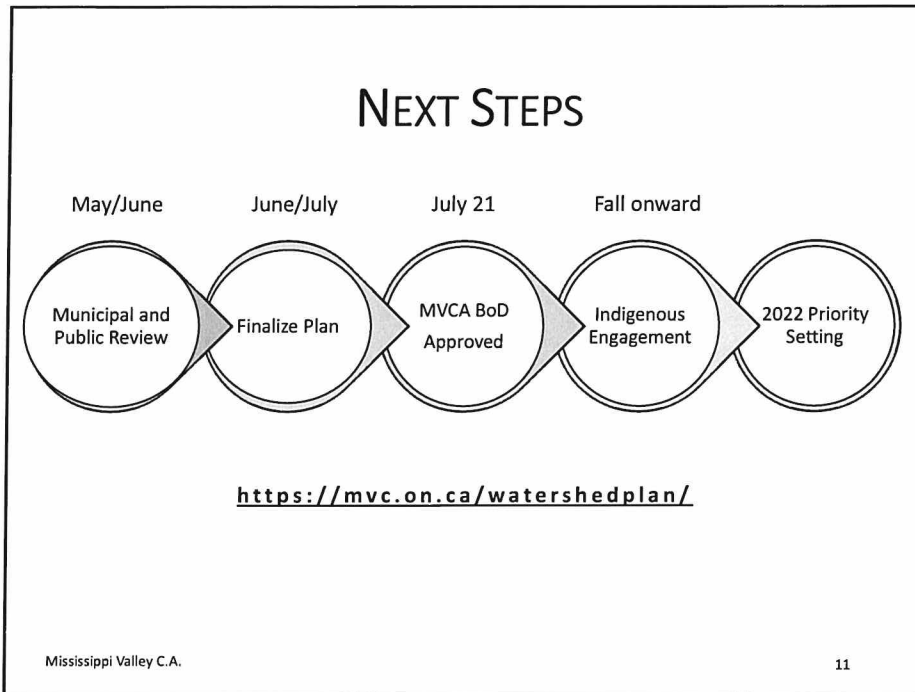
Selection of other 32 actions:

- Enhance response planning and readiness through the Low Water Response Team
- Undertake a roadway flood vulnerability assessment
- Support municipalities in actions prescribed by the Mississippi-Rideau Source Protection Program
- Support municipalities in assessing and enhancing stormwater management in new and existing developments
- Work with municipalities and public agencies to improve the application and coordination of regulatory tools
- Support waterfront property owners in implementing adaptive management measures
- Develop a Land Conservation Strategy

Mississippi Valley C.A.

10

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11

New CA Act Regulations

- Provides for Core Watershed-based Resource Management Strategy (very similar to a watershed plan, but also addresses planning and management of conservation areas.)
- Tool to be used for planning programs and services.
- Basis for developing MOUs with municipalities for non-mandatory programs and services.
- To view the Consultation Document, visit:
<https://ero.ontario.ca/notice/019-2986>

Mississippi Valley C.A. 12

12

**TAY VALLEY HISTORY SCHOLARSHIP REPORT
COMMITTEE OF THE WHOLE**

August 10, 2021

RECOMMENDATION

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

BACKGROUND

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

In support of the Scholarship, Tay Valley Township:

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

Funding for the Scholarship

The Scholarship is funded by:

- donations from over two dozen individuals, community groups and local businesses, contributing approximately \$21,000;
- the continuing sale of the legacy book *At Home in Tay Valley*, contributing approximately \$15,200;
- the net proceeds from the sale of the 200th Anniversary calendars, contributing approximately \$6,000; and
- money earned from investments made by the Perth and District Community Foundation.

As of March 31, 2021, there was \$51,232 in the Scholarship Fund. It is anticipated that the monies earned from investments will cover the annual scholarship and, hence, that it will not be necessary to draw down on the principle. Therefore, the scholarship should be awarded well into the future.

It is the intention of Tay Valley Township that the scholarship be in the amount of \$1,000.00 and that this amount be indexed to inflation every five years and rounded off as determined by Tay Valley Township in consultation with the Foundation. This will ensure that future recipients receive a scholarship with the same value as today's recipient. It has been five years since the scholarship was established. The Committee will return to Council this fall with a recommendation for the value of the scholarship for 2022 and the subsequent four years.

Scholarship Application, Selection Process and Presentation

The History Scholarship Selection Committee oversees the scholarship brochure, application form and selection process. The current Committee members are Susan Code, David Poole and Kay Rogers (chair).

This year, there were three applicants, there were eight in 2020, seven in 2019, five in 2018 and five in 2017.

The successful applicant will demonstrate:

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

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

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

Tay Valley Township will post one of the two essays submitted by the scholarship recipient on the Township website and submit it to the local media.

The recipient of the 2021 Tay Valley History Scholarship is Noah Frazer of Perth & District Collegiate Institute who will be furthering his studies in Life Sciences at the University of Toronto.

In the past, the Reeve has presented the scholarship (a cover letter with a cheque in the amount of \$1,000 and an inscribed copy of *At Home in Tay Valley*) to the recipient at the June commencement ceremony. However, in light of the COVID-19 pandemic, and the associated measures including the school cancellations, the Committee, in consultation with the Reeve and the Clerk, decided that:

- the Reeve would phone the scholarship recipient;
- the scholarship would be dropped off at PDCI before the June 23rd individual graduation ceremony and
- the Township would issue a media release with the name and photo of the recipient.

The Reeve and Committee Chair signed a letter to each of the other applicants thanking them for their application and wishing them well with their future studies.

Starting in 2020 and continuing this year, Lake 88 interviewed the scholarship recipient on *In Focus*, the station's new hour program.

FINANCIAL IMPLICATIONS

None.

CONCLUSION

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

ATTACHMENTS

1. The letter sent to the scholarship recipient
2. The letter sent to the other applicants
3. Tay Valley History Scholarship Brochure
4. List of donors

Submitted by the Tay Valley History Scholarship Selection Committee

PRIORITY ISSUES

COMMITTEE OF THE WHOLE
August 10, 2021

Report #PD-2021-28
Noelle Reeve, Planner

CONSENT APPLICATION NUMBERS: B21/045/046
OWNER: 12368838 Canada Inc.

STAFF RECOMMENDATION

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Applications for 12368838 Canada Inc. B21/045/046 (Con 6, Part Lots 11 and 12, geographic Township of North Burgess) to create two new lots, 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 for legal searches, etc. prior to final approval.

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severances, both hard copy and electronically.

That, payment for the lots shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands.

That, the applicant obtains entrance permits and Civic Address Numbers along Long Lake Road for the severed lots.

That, the lot proposed in B21/045 shall be the subject of a Development Agreement to specify a development envelope outside of the Provincially Significant Wetland buffer.

That, the lot proposed in B21/46 shall be the subject of a Development Agreement to specify a development envelope outside the unevaluated wetland buffer.

That the shallow abandoned mine hazards be identified on the severed lot(s) as part of the Development Agreement(s).

That the applicant undertakes to fence, or fill in, or otherwise make safe, the hazardous abandoned mine site on the retained parcel identified by the Ministry of Energy Mines and Northern Development.

That, sufficient lands shall be dedicated to the Township along the frontage of the lots to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3 metre reserve along the frontage of the severed and/or retained parcel.

BACKGROUND

The proposals in applications B21/045/046 are for two lots adjacent to each other on Long Lake Road located on a property at 4055 Hanley Lane. The location of the lots was revised based on comments from the Rideau Valley Conservation Authority (RVCA) that the original lot to the east (proposed Severance #2) was located largely in an unevaluated wetland. No easements are proposed to provide water access to Long Lake for these lots.

The proposals in B20/045 and B20/046 are to create two 1.01-ha rural residential lots. The proposed lots are vacant. The approximately 56.4 ha retained lot has a large cottage on it. The proposed lots both have 60m road frontage on Long Lake Road, a Township road, and the retained lot has approximately 600 m road frontage on Long Lake Road.

DISCUSSION

| | |
|---|---|
| Consistent with Provincial Policy Statement | <i>Yes with Development Agreements and undertaking to make the abandoned mine hazard safe</i> |
| Conforms to Official Plan | Yes |
| Complies with Zoning By-Law | Yes |
| Recommend consent for this application | Yes |
| Recommended Conditions for the severance: | |

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer for each severance*
- *Two copies of the reference plan for each severance*
- *That, payment representing Cash-in-Lieu of Parklands for the severed lots shall be made to Tay Valley Township*
- *The applicant obtains Civic Address Numbers along Long Lake Road for the severed lands*
- *That the lot proposed by B21/045 be subject to a Development Agreement to specify a development envelope outside of the Provincially Significant Wetland buffer*
- *That the lot proposed by B21/046 be subject to a Development Agreement to specify a development envelope outside the unevaluated wetland buffer.*
- *That the shallow abandoned mine hazards be identified on the severed lot(s) as*

- part of the Development Agreement(s)*
- *That the applicant undertakes to fence, or fill in, or otherwise make safe the hazardous abandoned mine site on the retained parcel identified by the Ministry of Energy Mines and Northern Development.*

Provincial Policy Statement

No concerns. Sections 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns supports the development proposed by this application as it occurs on a Township road and does not represent strip development.

Section 2.1.1 Natural Heritage states that, “Natural features and areas shall be protected for the long term”. Although there are many Provincially Significant Wetlands (PSW) and streams and wetlands on the property, the area proposed for the severances is one of the few locations outside of the PSW buffer. Section 2.1 Natural Heritage is satisfied as the development is not anticipated to affect these features if the developable envelopes are identified in a Development Agreement. The retained lot is almost entirely designated PSW or buffer which will preclude development on it.

Section 2.2.2 Water states, “Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored”. No rivers or large ponds are located within the proposed severed lots. The 30m water setback from the wetland adjacent to B21/046 has been identified as outside the proposed developable area.

The aquifers throughout Tay Valley Township are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater.

Section 3.1 Protecting Public Health and Safety – Natural Hazards is met as there is no floodplain hazard identified for the watercourses on the retained parcel. However, under Section 3.3.1 Human-made Hazards, the Ministry of Mines, Energy and Northern Development (MEND) identified abandoned mine hazards on the proposed severed and retained lands.

MEND requires the minor hazards located on one or both of the proposed lots to be identified on the ground and considered in future development. However, one of the features associated with the Hanlan mica mine located near the eastern boundary of the subject property is an open cut 5m deep x 5m wide x 20m long. There is no protection around it and the site is considered to be hazardous. MEND requires this site to have protection placed around it or it be filled in to prevent people from injuring themselves.

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 features.

Sections 5.5.2, 5.5.4 and 5.5.5 Natural Heritage of the County Sustainable Community Plan require protection of Species at Risk, Significant Wetlands, and Significant Wildlife Habitat. The Development Agreement developable envelopes will address these requirements.

Official Plan

The proposed severed lots are designated Rural and Provincially Significant Wetland buffer. The retained lands are designated Rural, Provincially Significant Wetlands and buffer, and Significant Wildlife Habitat under Sections 3.6, 3.4 and 2.22.4 of the Township Official Plan. The use is proposed to be residential which is permitted in the Rural designation.

The wetlands on the property provide hydrological benefits including: a groundwater recharge/discharge area, providing a more stable source of water during low water conditions; filtering drinking water; and attenuation of flood water. A Development Agreement on each lot will locate development outside of these important natural heritage features.

The subject property is also identified as overlying a highly vulnerable aquifer. These are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater.

Section 3.3.3.11 requires mitigation of abandoned mine hazards when required by MEND.

Section 5.2.3.4 requires lots created by consent to be located on Township roads. Long Lake Road is a Township road. The provisions of Section 5.2.9 Land Division are met through implementing a Development Agreement.

Zoning By-Law

The proposed severed parcels and retained lot are zoned Rural (RU) and Environmental Protection (EP). The RU zone permits residential development. No development is proposed in the EP zone. A minimum lot area of 1.0 ha and 60 m of road frontage are required for lots within the Rural zone. The proposed severed and retained lots meet these requirements.

Rideau Valley Conservation Authority (RVCA)

The RVCA has no objection as long as the recommendation for setbacks from the Provincially Significant Wetland and unevaluated wetland noted on the site visit are included in Development Agreements for the proposed severed lots.

Unevaluated wetlands are currently required to be regulated under the Conservation Authorities Act. Given the numerous benefits of all wetlands, the Conservation Authority strongly encourages their preservation. These benefits include: attenuation of flood water; serving as a groundwater recharge/discharge area and providing a more stable source of water during low water conditions; filtering our drinking water; and providing habitat to many species of plants and animals (often including fish).

The subject property is identified as overlying a highly vulnerable aquifer. These are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include increased well casing depths and increased distance of septic systems from drinking water wells.

The unevaluated wetland identified in the field also provides a natural headwater with perennial flow in the Otty Lake/Jebbs Creek catchment area. Key recommendations from the catchment report include ensuring that development consistently has a minimum 30-metre setback from all watercourses, including headwater features.

Mississippi Rideau Septic System Office (MRSSO)

MRSSO has no objections. The septic systems must be located greater than 30m from a waterbody.

Public Comments

Comments were received from residents of Long Lake and from the Long Lake Property Owners Association. The concerns expressed centred on a desire to prevent back lot development. Residents and the Lake Association were concerned that the two proposed severed lots would have the right to access Long Lake over the retained parcel. Concerns were raised about usage pressure on the lake as a short-term rental unit has been established on the retained lot and residents did not want additional users of the lake generated from the proposed severed lots.

The Lake Association also wanted to know if additional docks would be installed on the retained property for the severed lots and if docks would interfere with the wetlands along the shore.

Back lot development is prohibited by the Township Official Plan. There are no proposals for water access easements associated with the proposed severances. The retained property currently has a Site Plan Control Agreement registered on it so any new docks or buildings would need to be reviewed as part of an application to amend the Site Plan Control Agreement and would be evaluated in the context of the existing zoning and wetland delineations.

CONCLUSION

The Planner recommends that the consents 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:

Original Signed

Original Signed

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

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

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B21/045 and B21/046
Subject Land: Pt Lot 11 and 12 Con 6 geographic Township of North Burgess
Municipality: Tay Valley Township
Owner: 123658838 Canada Inc.
Applicant/Agent: ZanderPlan Inc.

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 create two new residential lots, along Long Lake Road containing 1.01-ha each and to retain a 56.4-ha landholding with an existing dwelling located at 4055 Hanley Lane.

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 15, 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.

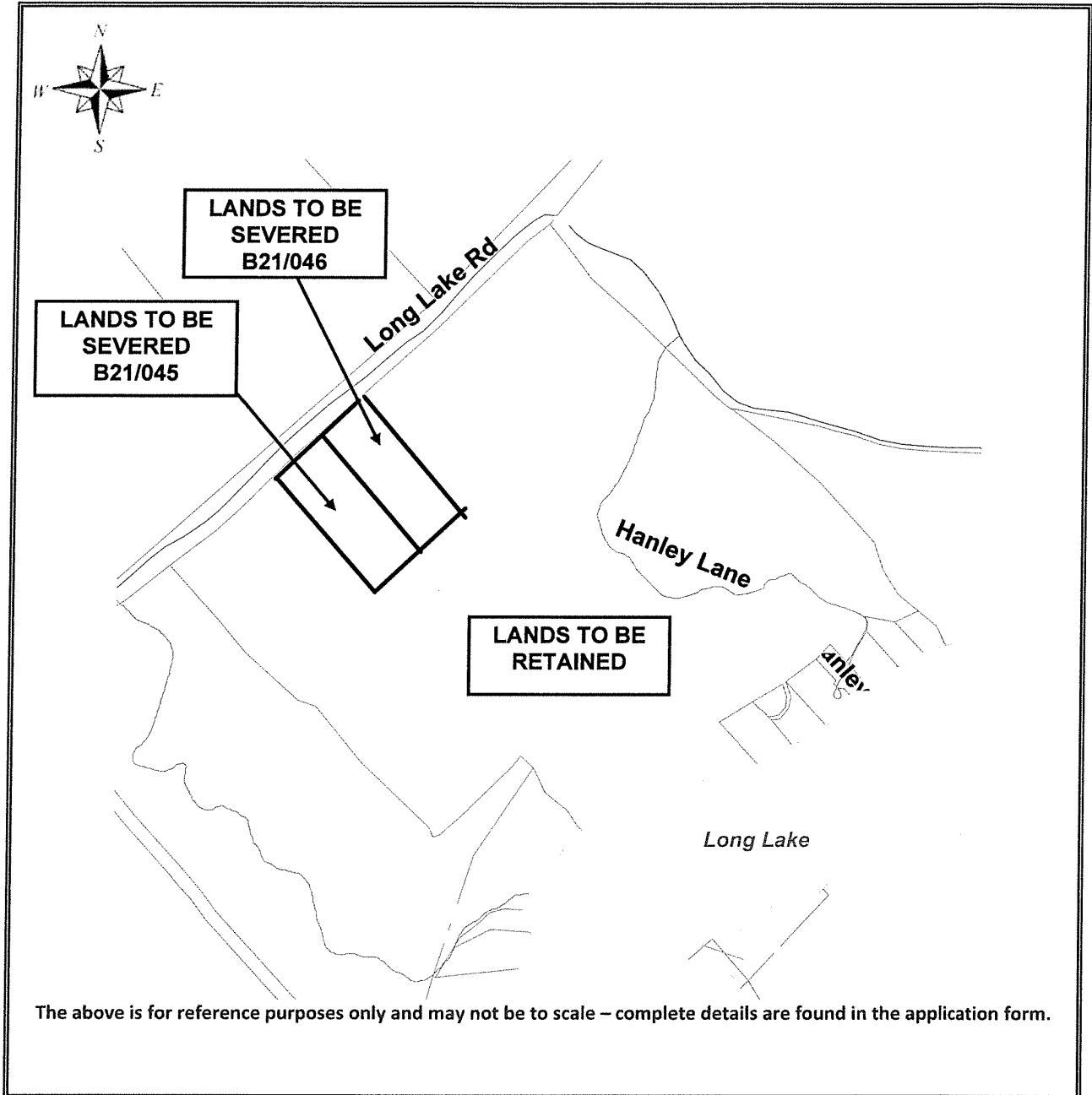
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

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 22nd day of June 2021.

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

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



| | |
|---|--|
| <p>Landowner: 123658838 Canada Inc File No.: B21/045 and B21/046 Subject Land: Pt Lots 11 and 12 Con 6 geographic Township of North Burgess, now in Tay Valley Township</p> | <p>APPLICATION FOR CONSENT <i>"Sketch Only"</i> Prepared by Lanark County Planning Dept. <u>NOT A LEGAL SURVEY</u></p> |
|---|--|

COMMITTEE OF THE WHOLE
August 10, 2021

Report #PD-2021-29
Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B21/044
OWNER: BOUT and JOHNSON

STAFF RECOMMENDATION

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Dave Bout and Jan Johnson B21/044 (Concession 6 and 7, Part Lots 18 and 19, geographic Township of South Sherbrooke) 2374 Old Brooke Road to create one new lot, be approved subject to the following conditions:

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

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

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.

That, payment for the severed lot shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the applicant obtain an entrance permit and Civic Address Number along Old Brooke Road for the severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3 metre reserve along the frontage of the severed and/or retained parcel.”

BACKGROUND

The proposal in application B21/044 is to create a 1ha (2.47 acre) rural-residential lot located on the west side of the existing property at 2374 Old Brooke Road.

The proposed lot is vacant. The approximately 2.0-ha retained lot is together with a 35.2-ha residential landholding with an existing dwelling and outbuildings. The proposed lot has 100m road frontage on Old Brooke Road, a Township road, and the retained lot has approximately 330 m road frontage on Old Brooke Road.

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 for each severance*
- *Two copies of the reference plan for each severance*
- *That, payment representing Cash-in-Lieu of Parklands for the severed lots shall be made to Tay Valley Township*
- *The applicant obtains a Civic Address Number and Entrance Permit along Old Brooke Road*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3 metre reserve along the frontage of the severed and/or retained parcel.*

Provincial Policy Statement

No concerns. Sections 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns supports the development proposed by this application as it occurs on a Township road and does not represent strip development.

Section 2.1.1 Natural Heritage states that, "Natural features and areas shall be protected for the long term". Although there are many Provincially Significant Wetlands (PSW) and streams and wetlands on the property, the area proposed for the severances is one of the few locations outside of the PSW buffer. Section 2.1 Natural Heritage is satisfied as the development is not anticipated to affect these features as it is confined to the area between the Tay Havelock Trail and Old Brooke Road on the west side of the property.

Section 2.2.2 Water states, "Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored". No rivers or large ponds are located within the proposed severed lot.

The aquifers throughout Tay Valley Township are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it

may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater.

Section 3.1 Protecting Public Health and Safety – Natural Hazards is met as there is no floodplain hazard identified for the watercourses on the retained parcel.

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 features.

Official Plan

The proposed severed lot is designated Rural. The retained lands are designated Rural, with a portion within a Deer Yard. The retained lands are vacant but provide access to a developed residential landholding with no new development proposed. The use for the severed lot is proposed to be residential which is permitted in the Rural designation.

Section 5.2.3.4 requires lots created by consent to be located on existing maintained public roads. Old Brooke Road is a Township road.

Zoning By-Law

The proposed severed parcel and retained lot are zoned Rural (RU). The RU zone permits residential development. A minimum lot area of 1.0 ha and 60 m of road frontage are required for lots within the Rural zone. The proposed severed and retained lots meet these requirements.

Rideau Valley Conservation Authority (RVCA)

Not available at the time of this report.

Mississippi Rideau Septic System Office (MRSSO)

MRSSO has no objections.

Public Comments

No comments were received at the time of this report.

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 Planning Act
Section 3, O. Reg. 547/06 as amended*

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B21/044
Subject Land: Pt Lot 18/19 Con 6/7 geographic Township of South Sherbrooke
Municipality: Tay Valley Township
Owner: David Bout and Janet Johnson
Applicant/Agent: Dave Bout and Janet Johnson

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 create a 1.0-ha residential building lot and retain a 2.0-ha vacant lot together with a 35.2-ha residential landholding with an existing dwelling at 2374 Old Brooke 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 August 11, 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 Ontario Land Tribunal may dismiss the appeal.

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

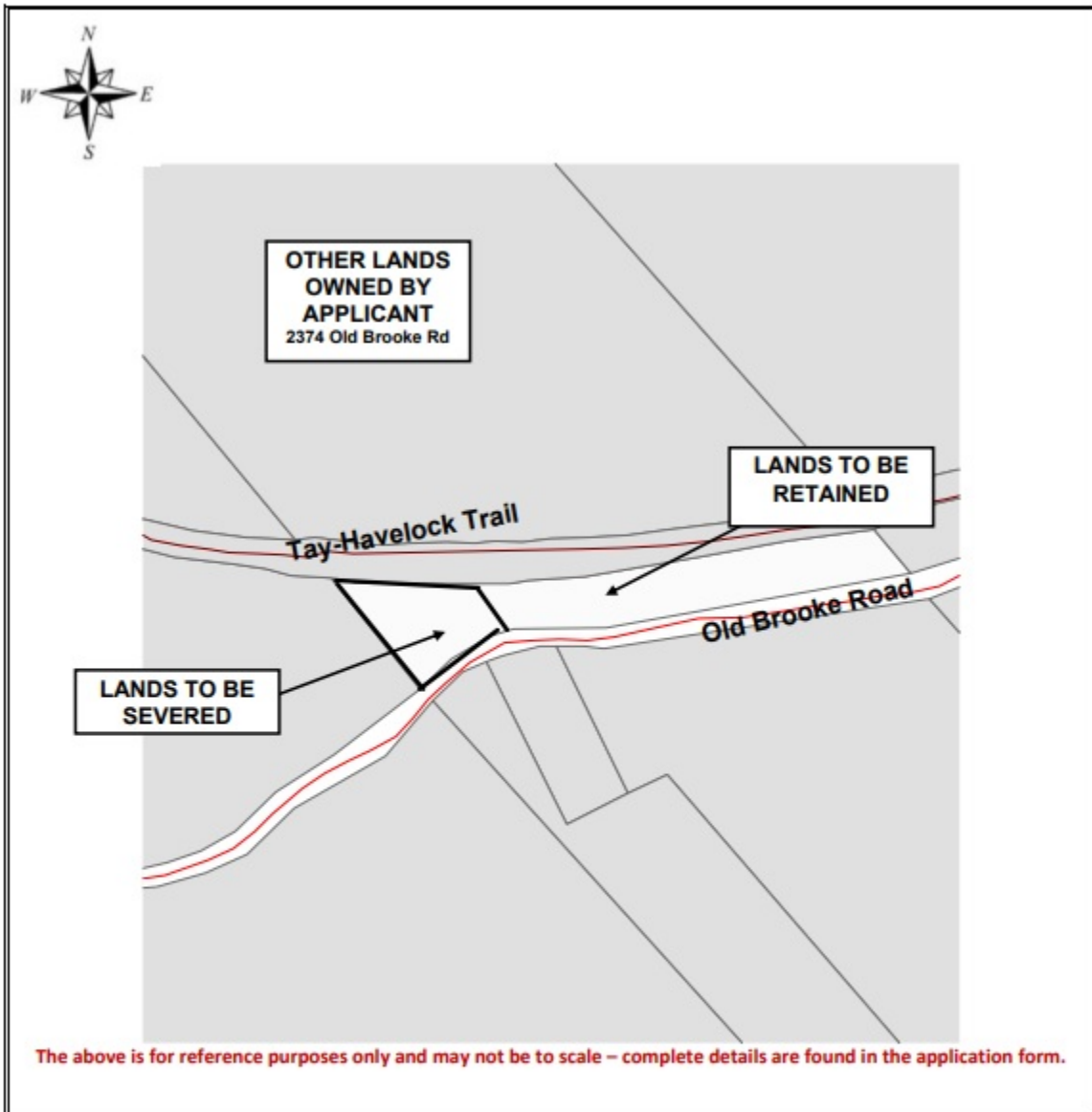
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

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

Dated at Bathurst Township this 20th day of July, 2021.

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

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



| | | |
|---------------|--|---|
| Landowner: | Dave Bout and Janet Johnson | APPLICATION FOR CONSENT <i>"Sketch Only"</i> Prepared by Lanark County Planning Dept. <u>NOT A LEGAL SURVEY</u> |
| File No.: | B21/044 | |
| Subject Land: | Pt Lot 18/19 Con 6/7 geographic Township of South Sherbrooke, now in Tay Valley Township. | |

COMMITTEE OF THE WHOLE
August 10, 2021

Report #PD-2021-30
Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B21/068
OWNER: BROWN

STAFF RECOMMENDATION

“THAT, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B21/068 (Concession 5, Part Lot 17, geographic Township of Bathurst) 1300 Bathurst 5th Concession to create one new lot, be approved subject to the following conditions:

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

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

That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township for the severance, both hard copy and electronically.

That, payment for the lot shall be made to the Township representing Cash-in-Lieu of Parklands.

That, the applicant obtain an entrance permit and Civic Address Number along the Bathurst 5th Concession for the severed lot.

That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township’s road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3-metre reserve along the frontage of the severed and/or retained parcel.

BACKGROUND

The proposal in application B21/068 is to create a 4.06ha (10 acre) rural lot located on the west side of the existing property at 1300 Bathurst 5th Concession. The proposed lot is vacant. The approximately 39 ha (96 acre) retained lot has a dwelling and barn on it. The proposed lot has 244m road frontage on the Bathurst 5th Concession, a Township road, and the retained lot has approximately 356 m road frontage on the Bathurst 5th Concession.

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 for each severance*
- *Two copies of the reference plan for each severance*
- *That, payment representing Cash-in-Lieu of Parklands for the severed lots shall be made to Tay Valley Township*
- *The applicant obtains a Civic Address Number and Entrance Permit along the Bathurst 5th Concession*
- *That, sufficient lands shall be dedicated to the Township along the frontage of the lot to be severed and the lot to be retained in order to meet the Township's road widening requirements at no cost to the Township, if required. These requirements may also include, sight triangles on parcels adjacent to existing public or private roads, as well as the dedication of a 0.3 metre reserve along the frontage of the severed and/or retained parcel.*

Provincial Policy Statement

No concerns. Sections 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns supports the development proposed by this application as it occurs on a Township road and does not represent strip development.

Section 1.1.5.8 states "New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation (MDS) formulae". An MDS calculation was run for the proposed lot. There is a buildable envelope outside the required MDS setback.

Section 2.1.1 Natural Heritage states that, "Natural features and areas shall be protected for the long term". Although there is Significant Woodland – Deep Interior Forest – on the property it is also designated Natural Heritage System and a scoped Environmental Impact checklist was used to determine there would be no environmental impact from the proposed severance.

Section 2.2.2 Water states, "Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their hydrologic function will be protected, improved or restored". No rivers or large ponds are located within the proposed severed lot.

The aquifers throughout Tay Valley Township are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking ground water supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater.

Section 3.1 Protecting Public Health and Safety – Natural Hazards is met as there is no floodplain hazard identified for the watercourses on the retained parcel.

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 features.

Official Plan

The proposed severed lot is designated Rural. The retained lands are designated Significant Woodlands – Deep Interior Forest, Organic Soils, and Natural Heritage System. The use for the severed lot is proposed to be residential which is permitted in the Rural designation. Section 2.22 Natural Heritage Features can be protected by the Natural Heritage System designation on the property.

Section 3.2.3.1 states that “All new farm and non-farm development shall comply with the MDS I and MDS II as applicable”. In this case MDS 1 is applicable and a developable area can be located on the property outside of the required MDS setback.

Section 5.2.3.4 requires lots created by consent to be located on Township roads. The Bathurst 5th Concession is a Township road.

Zoning By-Law

The proposed severed parcel and retained lot are zoned Rural (RU). The RU zone permits residential development. A minimum lot area of 1.0 ha and 60 m of road frontage are required for lots within the Rural zone. The proposed severed and retained lots meet these requirements.

Zoning By-Law Section 3.18 Residential Separation Distances from Other Land Uses requires the use of MDS I. The MDS I calculation by ZanderPlan indicated that a new dwelling on the proposed lot could be set back far enough from the existing barns to meet the MDS 1 setback.

Mississippi Valley Conservation Authority (MVCA)

MVCA was going to provide comments as most of the property is in their watershed. No comments had been received at the time of the report.

Mississippi Rideau Septic System Office (MRSSO)

MRSSO has no objections.

Public Comments

No comments were received at the time of this report.

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:

Original Signed

Original Signed

**Noelle Reeve,
Planner**

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



NOTICE OF APPLICATION FOR CONSENT

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

To: PRESCRIBED PERSONS/PUBLIC BODIES/INTERESTED PARTIES

File No.: B21/068
Subject Land: Pt Lot 17 Con 5 geographic Township of Bathurst
Municipality: Tay Valley Township
Owner: Leslie Howard Brown & Rita Ilean Lorraine Brown
Applicant/Agent: Kim Mays / ZanderPlan Inc.

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 create a 4.068-ha residential building lot and retain a 38.91-ha residential/agricultural landholding with an existing dwelling located at 1300 Bathurst 5th Con.

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 August 11, 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 Ontario Land Tribunal may dismiss the appeal.

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

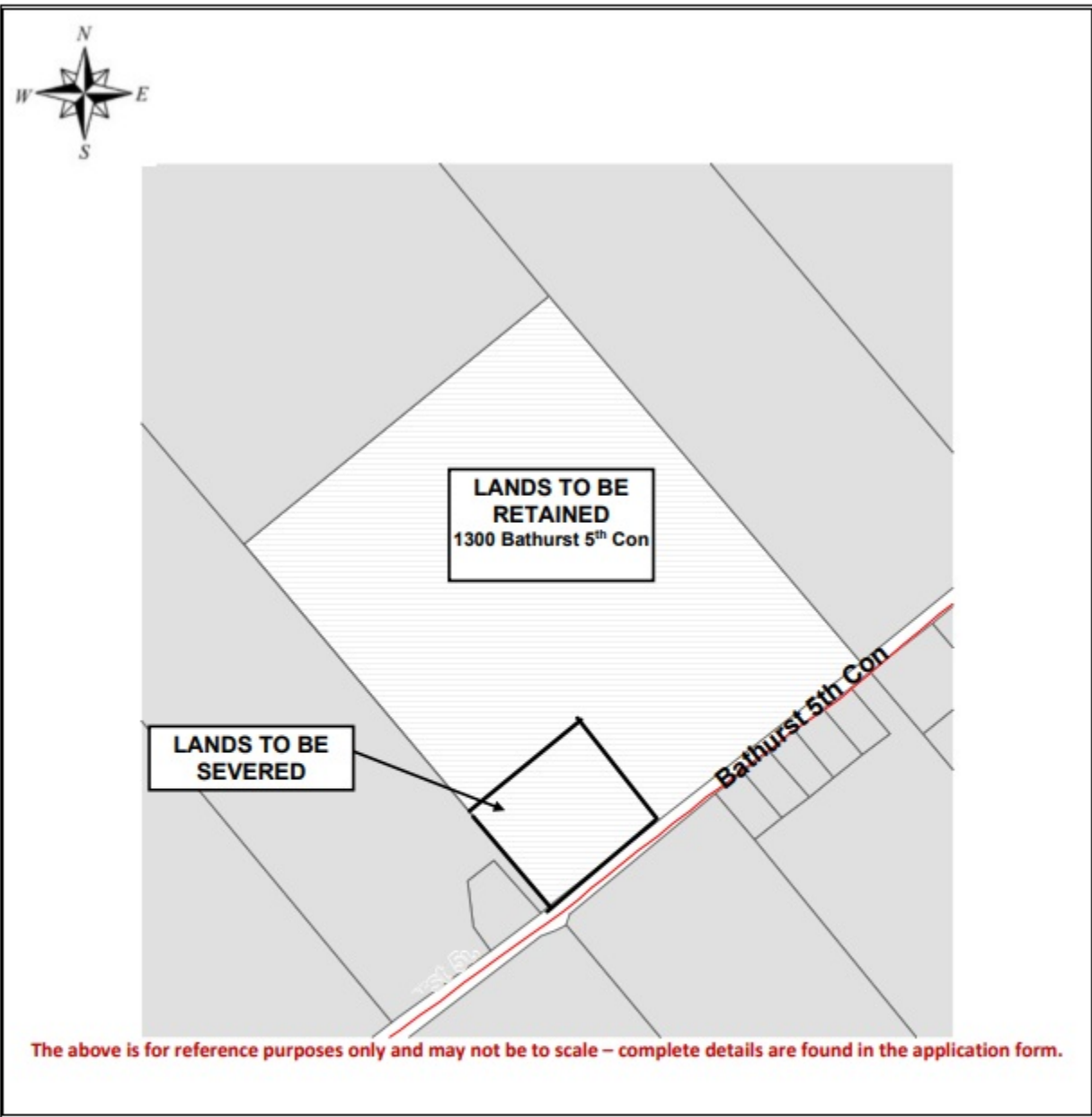
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

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

Dated at Bathurst Township this 20th day of July, 2021.

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

Telephone: 1-613-267-4200 Ext. 1520
Fax: 1-613-267-2964
E-mail: plan@lanarkcounty.ca



| | |
|---|--|
| <p>Landowner: Leslie Howard Brown & Rita Ilean L Brown File No.: B21/068 Subject Land: Pt Lot 17 Con 5 geographic Township of Bathurst, now in Tay Valley Township.</p> | <p>APPLICATION FOR CONSENT <i>"Sketch Only"</i> Prepared by Lanark County Planning Dept. <u>NOT A LEGAL SURVEY</u></p> |
|---|--|

COMMITTEE OF THE WHOLE

August 10th, 2021

Report #PD-2021-31
Noelle Reeve, Planner

MABERLY PINES SUBDIVISION OPTIONS FOR LIFTING THE HOLDING ZONE

STAFF RECOMMENDATION

It is recommended:

“**THAT**, staff be directed to undertake a hydrogeological study for the Maberly Pines Subdivision to an upset limit of \$50,000 to address the principal of development as required by Section 1.6.6 of the Provincial Policy Statement that sufficient sewage and water resources are available to support development.”

BACKGROUND

On June 22, 2021, Council implemented a Holding Zone on the undeveloped lots in the Maberly Pines subdivision because the *Terrain, Hydrogeological and Ecological Analysis* undertaken by Water and Earth Sciences Associates (WESA) Ltd. in the late 1970s was determined by the Rideau Valley Conservation Authority (RVCA) to provide incomplete verification of the principle of development (i.e., that there is suitable drinking water quality and quantity available and sufficient nitrate dilution capacity for septic treatment).

Information required since the 1990s by the Ministry of Environment’s D-5-4 and D-5-5 documents is not available for this subdivision.

DISCUSSION

Discussions with the RVCA hydrogeologist ruled out any concern that development of the Maberly Pines lots would have an impact on the lots on Little Silver and Rainbow Lakes to the south, because of the distance between the subdivision lots.

Discussions between the Township and RVCA determined there are four options Council could choose to move forward with lifting the Holding Zone to allow development of the subdivision.

- i) Retain a hydrogeologist to undertake a new investigation. The investigation would produce an addendum report that provides the missing information, a final private servicing plan, and revised/affirmed recommendations. The addendum would include a review of the servicing outcomes at the 4 built-out lots (current groundwater quality, etc.); additional Procedure D-5-5 testing elsewhere in the subdivision – 3 test wells; and confirmation of the available terrain assessment in light of Procedure D-5-4 requirements.
- ii) Retain a hydrogeologist to obtain groundwater samples from the existing houses for laboratory analysis. The information would be provided to future residents for their reference (without reference to specific addresses and names). The Township would establish a private servicing layout for the vacant lots to implement, as best as possible, WESA's recommendations, which include several best practices to address significant terrain constraints, including: 50 m (and at least 30 m) separation distances between services (which should pertain to lot boundaries as well); and locating wells up-gradient from septic systems. (RVCA also suggest increased casing depths, if the drillers think the yield is sufficient to facilitate this.)

The Township would also inform each lot purchaser when an application for a building permit was submitted, of the following (or equivalent):

- The well and septic systems should be constructed as per WESA's recommendations, which are above the minimums prescribed by the Ontario Building Code and the Wells Regulation. The recommendations were considered mandatory to protect drinking water quality and were to supersede preferences for house locations.
 - Well yield may be marginal. Additional in-house storage or other measures may be required.
- iii) The Township establishes a private servicing layout for the vacant lots, based on the WESA report without drilling new test wells or sampling existing wells. The Township informs each lot purchaser, as above as well as stating:
 - The drinking water quality was never tested. Therefore, well water should be tested for all parameters listed in the Lanark County subdivision or severance checklists, and for bacteria in accordance with public health guidance (3 times per year, at minimum).
- iv) The type of development could be restricted to low impact, small homes with incinerating toilets, and potable water brought into the dwelling, etc. The Township would develop a private servicing layout that would be less restrictive because the water and sewage impacts would be minimized.
- v) Although not recommended for reasons indicated in previous reports, place a warning on title indicating that:
 - The drinking water quality was never tested. Therefore, well water should be tested for all parameters listed in the Lanark County subdivision or severance checklists, and for bacteria in accordance with public health guidance (3 times per year, at minimum).

In response to discussion at the Public Meeting, quotes were received from three well drilling companies for wells to be drilled to a depth of 200 feet in the subdivision. (The drillers prefer to drill through bedrock. It is alluvial deposits that are more expensive because more casing is needed.) All three quotes were around the \$10,000/well mark so if well water can be tested from the existing wells in the subdivision and only 3 test wells needed to be drilled, the cost of drilling drops to \$30,000 with lab work and analysis bringing the total to \$45,000.

OPTIONS CONSIDERED

Option #1 – (Recommended as it provides the greatest protection to well water)

Council direct staff to undertake a hydrogeological study to an upset limit of \$50,000 (includes 10% contingency) to address the principal of development as required by Section 1.6.6.1 of the Provincial Policy Statement that sufficient sewage and water resources are available to support development.

Option #2 – (Not Recommended)

Choose one of the other three options listed in the Discussion section. Doing nothing is not an option. Waiting to see if water quality and quantity issues arise from development of the subdivision and if the Township is sued if wells become contaminated from lack of nitrate dilution from septic systems or produce insufficient quantity of water or residents get sick because they do not know they need to treat their water for high iron or sulphate content would be irresponsible planning and presents liability for the Township.

STRATEGIC PLAN LINK

Economic Development: The Township is an attractive community for new residents and is an attractive tourist destination.

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

FINANCIAL CONSIDERATIONS

The options the Township could use to recover money spent gathering information on where the wells, septic systems and houses should be located, include a Community Improvement Plan, Local Area Specific Development Charge, or possibly the contingency reserve.

CONCLUSION

The Planner recommends Council direct staff to undertake a hydrogeological study to an upset limit of \$50,000 to ensure the principal of development is met as is required by Section 1.6.6.1 of the Provincial Policy Statement that sufficient sewage and water resources are available to support development. The Township would not want to earn a reputation as a place where residents become ill because of insufficient hydrogeological information that the Township was aware of.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Committee of the Whole
August 10th, 2021

Report #C-2021-25
Amanda Mabo, Acting Chief Administrative Officer/Clerk

ESTABLISH THE BOLINGBROKE CEMETERY BOARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Bolingbroke Cemetery Board be established;

THAT, the necessary by-law be brought forward at the next Council meeting;

AND THAT, a call for Members go out once the by-law is adopted.”

BACKGROUND

At the September 24th, 2019 Council meeting the following resolution was adopted regarding the expansion of the Bolingbroke Cemetery:

RESOLUTION #C-2019-09-11

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“THAT, staff bring back a report with regards to the process required for the expansion of the Bolingbroke Cemetery, including any required fees and potential barriers that may need to be overcome.”

ADOPTED

The Acting CAO/Clerk was transferred the file last July. After review of the limited files available at the Township, the Bereavement Authority of Ontario (BAO) was contacted to determine who the license holder and who the operator of the cemetery was, as depending on the answer, different rules apply if it is the municipality. According to the volunteers the Township had no jurisdiction over the cemetery, however the information on file indicated the Township did.

Information on File

In 1993 in a letter from the Ministry of Consumer and Commercial Relations the Township of South Sherbrooke was notified that their license to own a cemetery was about to expire and they needed to renew their license immediately.

In 1995 in a letter from the Township of South Sherbrooke to the Ministry of Consumer and Commercial Relations the Township informed the Ministry that the cemetery was not owned by the Township but that it is active.

In 2012 in a letter from the Ministry of Consumer Services Tay Valley Township was notified that the Bolingbroke Cemetery, along with two others, were abandoned to the Township of South Sherbrooke many years ago when the parishes ceased operating. Following amalgamation, the abandoned cemeteries became the responsibility of the former Township of Bathurst, Burgess, Sherbrooke, now Tay Valley Township. Tay Valley was being requested to assume care and ownership of the three abandoned cemeteries and to ensure that they are maintained and preserved.

Since 2012, Bolingbroke Cemetery has been listed on the Annual License Report for Cemetery Operators for the Township as being an inactive cemetery with the Township being the license holder.

BAO

Earlier this year, the BAO confirmed that the Township is the license holder, as well as the operator and is therefore 100% responsible for the cemetery. The land on which the cemetery sits is owned by a Trust (Reginald Norris in Trust) and the day-to-day operations are run by community volunteers. This set-up is very common in rural municipalities and is similar to the set-up of the Pinehurst Cemetery of which the Township is the license holder and operator but does not own the land or run the day-to-day operations.

Before the BAO will consider an expansion, the Township needs to bring the cemetery into compliance with the *Funeral, Burial and Cremation Services Act, 2002 (FBCSA)* and its regulations.

DISCUSSION

The BAO has assigned a compliance officer to ensure the Township is actively working towards compliance. As a first step towards compliance a Bolingbroke Cemetery Board needs to be established to oversee the operations of the cemetery.

The suggested board composition would be as follows, with municipal staff support:

- one Council Members, most likely a ward Councillor;
- cemetery landowner or a representative; and
- three to five cemetery volunteers.

The Board would be responsible for the development of the necessary cemetery by-laws and policies and procedures, records management, financial oversight and annual reporting. At a minimum the Board is required to meet at least twice annually but will do so more in the beginning to get everything in place.

Once everything is up to date and approved by the BAO, the license can be updated for the cemetery from “inactive” to “active” and the process can begin for the expansion.

Cemeteries in the Township

To provide Council with a brief overview of cemeteries in the Township, Tay Valley Township is the Operator of seven of the cemeteries within the Township; 2 active (will include Bolingbroke) and 5 inactive. The two active cemeteries are the Bolingbroke Cemetery (South Sherbrooke), and the Pinehurst Cemetery (Bathurst).

The five inactive cemeteries include the McVeigh Cemetery (Bathurst), Holliday Cemetery (Burgess), Anglican at Fagan Lake Cemetery (South Sherbrooke, also called the Rokeby-Fagen Lake Cemetery), St. Andrews Anglican Church Cemetery (South Sherbrooke), and the Scott Family Cemetery.

Other cemeteries in Tay Valley Township include Adamsville, Brooke Methodist, Campbell Private Burying Site, Drough (Drew) Burial Site, Erwin Private Burying Site, Johnson Private Burial Site, Laidley, Old Private Burying Site, Playfairville, Playfair Monument, St. Bridget’s, St. John the Baptist, St. Stephen’s Anglican and the Scotch Line Cemetery.

OPTIONS FOR CONSIDERATION

Option #1 – Establish the Bolingbroke Cemetery Board

In order for the municipality to be in compliance with *FBCSA* and proceed with updating the licencing for the Bolingbroke Cemetery, in order to expand the cemetery, a Board is required to be established.

Option #2 – Do Nothing

This option is not recommended as the Township will not be in compliance and the BAO will begin to issue orders and matters will have to be completed to their requirements in their timeframes.

FINANCIAL CONSIDERATIONS

The staff time to assist in this process, along with the ads to the newspaper and potential legal costs seeking advice.

CONCLUSION

The establishment of a Bolingbroke Cemetery Board is recommended in order to reach compliance with the *Funeral, Burial and Cremation Services Act, 2002 (FBCSA)*.

ATTACHMENTS

- i) Bolingbroke Cemetery – COW and Council Minutes
- ii) Summary of Next Steps (workplan)
- iii) Draft Bolingbroke Cemetery Board By-Law

Respectfully Submitted By:

Original Signed

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

September 3, 2019 – COW Minutes

Delegation – Expansion of Bolingbroke Cemetery.

Garnet Gray.

G. Gray distributed a map of the cemetery – *attached, page 12*. On behalf of the board of directors for the Bolingbroke Cemetery he addressed the Committee to seek input and advice on expansion of the cemetery which is located in South Sherbrooke Ward in the hamlet of Bolingbroke. Early records indicate that the cemetery was established in the 1800s and since 1854 has over 400 people buried there and two (2) additional expansions have taken place, the most recent in 1981. For more than 150 years the cemetery has been operated and maintained by dedicated volunteers in the community. Each summer on the second Sunday in July a memorial service has been conducted for the last 45 years.

More recently the owner of the adjacent property offered a piece of land so that the cemetery could expand and this past spring the Board began the process. The notice of consent application has been signed by the property owner. The new parcel would accommodate 400 new plots with an entrance on the Bolingbroke Station Road. On July 5th G. Gray met with the Planner regarding the consent application and she informed him that the Board would need to contact the BAO (Bereavement Authority of Ontario). The information received from the BAO was discouraging with regards to the cost for any small rural community cemetery to expand, which prompted the delegation to Council. The Board would like to request that Council request a waiver of the fees to the BAO which are currently set at \$100,000.

Recommendation to Council:

“**THAT**, staff bring back a report with regards to the process required for the expansion of the Bolingbroke Cemetery, including any required fees and potential barriers that may need to be overcome.”

September 24, 2019 – Council Meeting

Expansion of Bolingbroke Cemetery.

RESOLUTION #C-2019-09-11

MOVED BY: Barrie Crampton

SECONDED BY: Gene Richardson

“**THAT**, staff bring back a report with regards to the process required for the expansion of the Bolingbroke Cemetery, including any required fees and potential barriers that may need to be overcome.”

ADOPTED

BOLINGBROKE CEMETERY – Next Steps

May 4th, 2021

**Note: There are many legislative requirements at each step that will take research and time to implement. As a result, this is not an exhaustive list of all requirements.*

- Review of records – require price list, financial statements, plot locations and who owns/is buried in plots, all other documents
- Cannot get expansion without knowing how the volunteers are currently operating
- Undertake steps to be compliant with the Act with regards to records, including transfer of originals to the Township (O. Reg. 30/11, s. 96, 110); volunteers to have copies
- Cemetery and Crematorium Register Requirements (O.R. 30/11 - Sec. 110)

- Establish “Bolingbroke Cemetery Board” – report to August 10th COW Meeting
- Call for and Appoint Members to the Cemetery Board – start August 25th to September 24th
- Volunteers run the day-to-day cemetery operations and report to the Board (Municipality)
- Municipality must maintain original records, host financials and report to the BAO
- Minimum on Board - land owner, municipal staff rep, volunteer

- Cemetery Board Draft the following By-Law for all TV cemeteries (O.R. 30/11, s. 150)
 - General Information (Definitions, Hours of Operation, General Conduct, Liability, Public Register, Cancellation Policies, Disinterment Process, if allow third party transfers or not, etc.)
 - Sale & Transfer of (Resale of) Internment Rights
 - Burial or Scattering of Cremated Remains
 - Memorialization
 - Care and Planting
 - Items that are Prohibited and Permitted
 - Contractor/Monument Dealer
 - Mausoleums (if on site)
 - Columbariums (if on site)
- BAO to review DRAFT By-Law
- Council give Draft Approval of By-Law
- Notice of By-Laws
- Adopt Final By-Law
- Approval from BAO
- Township by-law applies to all sites, can have appendix's for separate specific items of individual cemeteries
- keep schedule of fees separate, put in fees and charges by-law for municipality
- smaller sites, allow third party resales, as then the Owner would not have to charge the current fee of the cemetery site

- Cemetery Board draft Policies and Procedures for cemetery

- Draft Templates
 - Contracts for sales of services and supplies (O.R. 30/11, s. 120)
 - Contracts for internment or scattering rights
 - Internment Rights Certificate (O.R. 30/11, s. 163)
 - Scattering Rights Certificate
 - Price List (O.R. 30/11 s. 54-60, 63-73)
 - Checklists – Disclosure to Prospective Purchasers (O. R. 30/11, s. 113)
 - Others

- Insurance

- Consumer Protection Requirements

- Update website
 - General Plan of the Cemetery
 - By-Laws
 - Policies
 - Consumer Information Guide (O. R. 30/11, s. 112)
 - Price List (as of July 1, 2021 website must have price list)
 - Funding, Financing or Payment Options
 - Proof of License

- Create Trust Account and Trust Funds (O.R. 30/11 s. 76)
- Create Care and Maintenance Funds and Accounts (O.R. 30/11, s. 83, 165)

- Display Proof of License (O. R. 30/11, s. 117)

- Training

- Update License to indicate Bolingbroke is an “active cemetery”

- Apply for expansion of cemetery (O.R. 30/11, s. 146)
 - requires survey to identify cemetery boundaries, including expansion
 - survey also to include all plots in new and old section

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-0xx

ESTABLISHMENT OF THE BOLINGBROKE CEMETERY BOARD

WHEREAS, under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33, as amended, a cemetery operator shall ensure that the cemetery is operated in accordance with the *Funeral, Burial and Cremation Services Act, 2002* and the regulations;

AND WHEREAS, Tay Valley Township is both the licensee and the operator for the Bolingbroke Cemetery;

AND WHEREAS, Section 11 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS, Section 11 (2) 1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may pass by-laws respecting the governance of the municipality and its local boards;

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

1. GENERAL REGULATIONS

1.1 **THAT**, the Bolingbroke Cemetery Board be established.

1.2 **THAT**, the Bolingbroke Cemetery Board – Terms of Reference, attached hereto as Schedule “A”, be adopted.

2. ULTRA VIRES

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

3. BY-LAWS RESCINDED

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

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-0xx**

4. EFFECTIVE DATE

ENACTED AND PASSED this XXth day of XXX, 2021.

Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-0xx**

SCHEDULE "A"

**BOLINGBROKE CEMETERY BOARD
TERMS OF REFERENCE**

MANDATE

The purpose of the Board is to ensure the administration, operation, care and maintenance of the cemetery is in compliance with the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33, as amended.

To fulfill its mandate, it is anticipated the Board will, among other things:

- Develop and keep up to date any by-laws, policies, procedures, forms, records and information for the cemetery.
- Oversee the administration, operation, care and maintenance of the cemetery.

REPORTING RESPONSIBILITY

The Board, when required will make recommendations to the Committee of the Whole. Updates from the Board will be communicated to Committee of the Whole on a regular basis by the Council Member representatives, with the minutes of Board meetings being included on the next available Committee of the Whole agenda for information.

MERMBERSHIP

The Board shall be comprised of a minimum of five (5) members up to a maximum of seven (7) members, preferably the landowner or a representative of the landowner and up to five volunteers that look after the day-to-day operations. Replacement members can be appointed, if needed, during the course of the term. One member shall be a Council Member and will serve as Chair. The Clerk or designates shall act as resource person to the Board.

MEETINGS

The Board shall meet as required throughout the year, with a minimum of two (2) meetings per year. Agendas will be posted on the Municipal website one week prior to the meeting. The Clerk or designate will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office.

TERM

The term of appointment shall be for the term of Council at the pleasure of Council and will continue until such time as new Board members are appointed by a new Council following a regular municipal election. Re-appointment is encouraged to facilitate continuity.

Resignations from the Board must be in writing. However, failure to attend three (3) successive meetings without being authorized to do so by resolution of the Board will result in the Members seat on the Board becoming vacant.

POLICIES AND PROCEDURES

The Board will adhere to the policies and procedures of the Municipality, including but not limited to:

- Criminal record Check Policy;
- Code of Conduct for Council and Local Boards;
- Health and Safety Policy;
- Procedural By-Law;
- Respect in the Workplace Policy.

COMMITTEE OF THE WHOLE
August 10th, 2021

Report #C-2021-26
Amanda Mabo, Acting CAO/Clerk

REVISED NOISE BY-LAW

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Council adopt a Noise By-Law as outlined in Report #C-2021-26 – Noise By-Law;
AND THAT, the necessary by-law be sent for review by the Ministry of Attorney General before being brought forward to the next Council meeting for adoption.”

BACKGROUND

At the April 2021 Committee of the Whole Meeting a Noise By-Law report and draft by-law was presented for discussion. The Committee recommended to Council that staff send Council the draft Noise By-Law, along with the by-laws from the other municipalities, for Members to review and provide feedback to staff.

At the April 2021 Council Meeting, the motion was amended and adopted as follows:

RESOLUTION #C-2021-04-20

“THAT, staff be directed to proceed with drafting a narrowly focused noise by-law concentrating on late night party noise for Councils review.”

DISCUSSION

Staff have amended the draft By-Law that was presented in April to only concentrate on late night party noise.

OPTIONS CONSIDERED

Option #1 – Adopt the By-Law as presented

A revised draft by-law has been provided for Councils review.

Option #2 – Obtain Public Feedback on the Draft By-Law as presented

A revised draft by-law has been provided for Councils review. Council may wish to proceed at this point to obtain feedback from the public prior to making any changes or adopting the By-Law.

Option #3 - Status Quo

Do not proceed with a Noise By-Law at this time.

STRATEGIC PLAN LINK

Mission Statement: To deliver local, rural services for the benefit of all taxpayers in a way that is sustainable and brings value to residents of the municipality.

FINANCIAL CONSIDERATIONS

Option #1 – The cost for the OPP to respond to a call for service is approximately \$250-\$300 per incident/per officer which will show up on the Municipality’s bill from the OPP under Calls for Service. There may also be legal costs associated with a particular complaint. The cost for the OPP occurs now, even without a noise by-law as the OPP are already being called for incidences of late-night party noise, whereby they will give a warning and the late-night party noise usually subsides. This by-law will now allow the OPP to charge repeat offenders.

Option #2 – Depending on the method used for Public feedback, (Survey, public meeting(s)), there would be costs for advertising/notice and staff time.

Option # 3 – No Cost.

CONCLUSIONS

Bringing forward a draft noise by-law for discussion is one of Council’s top priorities for the term. Staff are looking for direction from Council on how they wish to proceed with the revised draft.

Should Council move forward with the draft by-law, the next step is for the Ministry of the Attorney General to review the by-law and propose suggested changes related to the set fines. Council can then adopt the by-law and send it back to the Ministry of the Attorney General to have the set fines approved (or altered) by the Ontario Court of Justice.

ATTACHMENTS

- i) Revised Draft By-Law for Discussion Purposes

Prepared and Submitted By:

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

DRAFT BY-LAW FOR DISCUSSION PURPOSES

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2021-0xx

NOISE BY-LAW

WHEREAS, Section 128 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council are or could become or cause public nuisances;

AND WHEREAS, living within communities involves competing and incompatible interests and activities;

AND WHEREAS, the effects of one individual pursuing an interest or activity should not be allowed to continue where those effects are unduly adverse, such that they unreasonably interfere with another individual's reasonable use and enjoyment of his or her property;

AND WHEREAS, the Council of Tay Valley Township deems it expedient to prohibit or regulate such noises;

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

1.0 DEFINITIONS

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

- 1.1 **“Amplified Sound”** – shall mean sound made by any electronic device or a group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound.
- 1.2 **“Council”** - shall mean the Council of The Corporation of Tay Valley Township.
- 1.3 **“Municipality”** - shall mean the Corporation of Tay Valley Township.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-0xx**

1.4 “**Nuisance Noise**” - shall mean sound that is unusual or excessive, including continuous or intermittent sound, that is unwanted by or disturbing to persons and unreasonably interferes with another person’s reasonable use and enjoyment of his or her property.

1.5 “**Party Noise**” – shall include noise emanating from human voices, instruments, and any Amplified Sound, etc.

2.0 GENERAL PROVISIONS

2.1 No person shall cause or permit Nuisance Noise:

2.1.1 from Party Noise arising between the hours of 11:00 p.m. of any day and 6:00 a.m. of the next following day.

3.0 GRANT OF EXEMPTION BY COUNCIL

3.1 Application to Council

3.1.1 Notwithstanding anything contained in this By-Law, any person may make application to Council to be granted an exemption from the provisions of this By-Law with respect to Nuisance Noise for which he/she might be prosecuted and Council, by resolution, may refuse to grant any exemption or Council, by resolution, may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period during which it is effective and may contain such terms and conditions as Council sees fit.

3.1.2 Applications shall not be retroactive.

3.2 Details of Application for Exemption

The application mentioned in subsection 3.1 shall be made in writing and shall contain:

- a. the name and address of the applicant;
- b. a description of what is being requested to be exempt;
- c. the period of time for which the exemption is sought;
- d. the reasons why the exemption should be granted.

3.3 Decision

In deciding whether or not to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-0xx**

3.4 Breach

Breach by the applicant of any of the terms or conditions of the exemption shall render the exemption null and void.

4.0 ENFORCEMENT

By-Law Enforcement Officers are authorized to enforce this By-Law on behalf of the Municipality.

5.0 OBSTRUCTION OF MUNICIPAL LAW ENFORCEMENT OFFICER

No person shall obstruct a Municipal Law Enforcement Officer from conducting an inspection, or withhold, destroy, conceal or refuse to supply any information or thing required for the purpose of inspection.

6.0 OFFENCES AND PENALTIES

6.1 Any person who contravenes any provision of this by-law shall be guilty of an offence and shall be liable, upon conviction, to a fine for each offence in accordance with Schedule "A" of this by-law.

6.2 Upon registering a conviction for the contravention of any provision of the by-law, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted, pursuant to the *Municipal Act, 2001*, as amended.

7.0 ULTRA VIRES

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

8.0 EFFECTIVE DATE

ENACTED AND PASSED this xxth day of August, 2021.

Brian Campbell, Reeve

Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2021-0xx**

SCHEDULE "A"

SET FINES

| ITEM | Column 1 Short Form Wording | Column 2 Offence Creating Provision | Column 3 Set Fine (includes costs) |
|-------------|--|--|---|
| 1. | Cause or permit Nuisance Noise from late night Party Noise between the hours of 11:00 p.m. of any day and 6:00 a.m. of the next following day. | Section 2.1.1 | \$250 |
| 2. | Obstruction of Municipal Law Enforcement Officer. | Section 5.0 | \$500 |

NOTE: The penalty provisions for the offences indicated above is Section 6.0. of By-Law No. 2021-**XXX**, a certified copy of which has been filed.

COMMITTEE OF THE WHOLE
August 10th, 2021

Report #C-2021-24
Amanda Mabo, Clerk

RENAME RANCIER ROAD
(DIXIE COLTON LANE)

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road from Rancier Road to Dixie Colton Lane as outlined in Report #C-2021-24 – Rename Rancier Road (Dixie Colton Lane) be brought forward for approval.”

BACKGROUND

In February 2021, a proposed severance application for two new lots along Bolingbroke Road, south of Rainbow Lake was brought to Council to provide comments to the Land Division Committee.

The County of Lanark had indicated it would not issue entrance permits for the two new lots on Bolingbroke Road as there was access available off Rancier Road.

Rancier Road runs perpendicular to Bolingbroke Road. Rancier Road was unknown to the Township prior to the severance proposals. Prompted by a neighbouring property owner’s comment, a legal search by the Township’s solicitor confirmed that the road is a legal right of way that has existed for many years named Rancier Road. The Township has not created a new private road.

DISCUSSION

The owner of the property being severed has proposed that the Township change the name of Rancier Road to Dixie Colton Lane.

As per the Road, Addressing and Parcels (RAP) Policy The road name was forwarded to the County of Lanark for review and recommendation in order to avoid duplication or similarities within the road name database across Lanark County and neighbouring counties.

In addition, the property owners along that road were notified of the request to change the name of the road from Rancier Road to Dixie Colton Lane and there were no objections.

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

Since the Road was unknown to the Township, it was never incorporated into the Township's Road Naming By-Law, whether the name remains as Rancier Road or is changed to Dixie Colton Lane, the necessary By-Law will need to be brought forward to Council for approval.

OPTIONS CONSIDERED

Option #1 – Change the Name from Rancier Road to Dixie Colton Lane (Recommended)

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

Option #2 – Leave the Road Named Rancier Road

Not recommended as the owners on the Road are in agreement with the change to the name, and the road does not currently have signage and the by-law to incorporate the road into the Township's Road Naming By-Law is required regardless if the name changes, therefore there is no additional costs.

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

Cost of installing the new road name sign, registration of the by-law, staff time – \$1,000 maximum.

CONCLUSIONS

That the necessary by-law to rename an existing Private Road from Rancier Road to Dixie Colton Lane as outlined in this report be brought forward for approval.

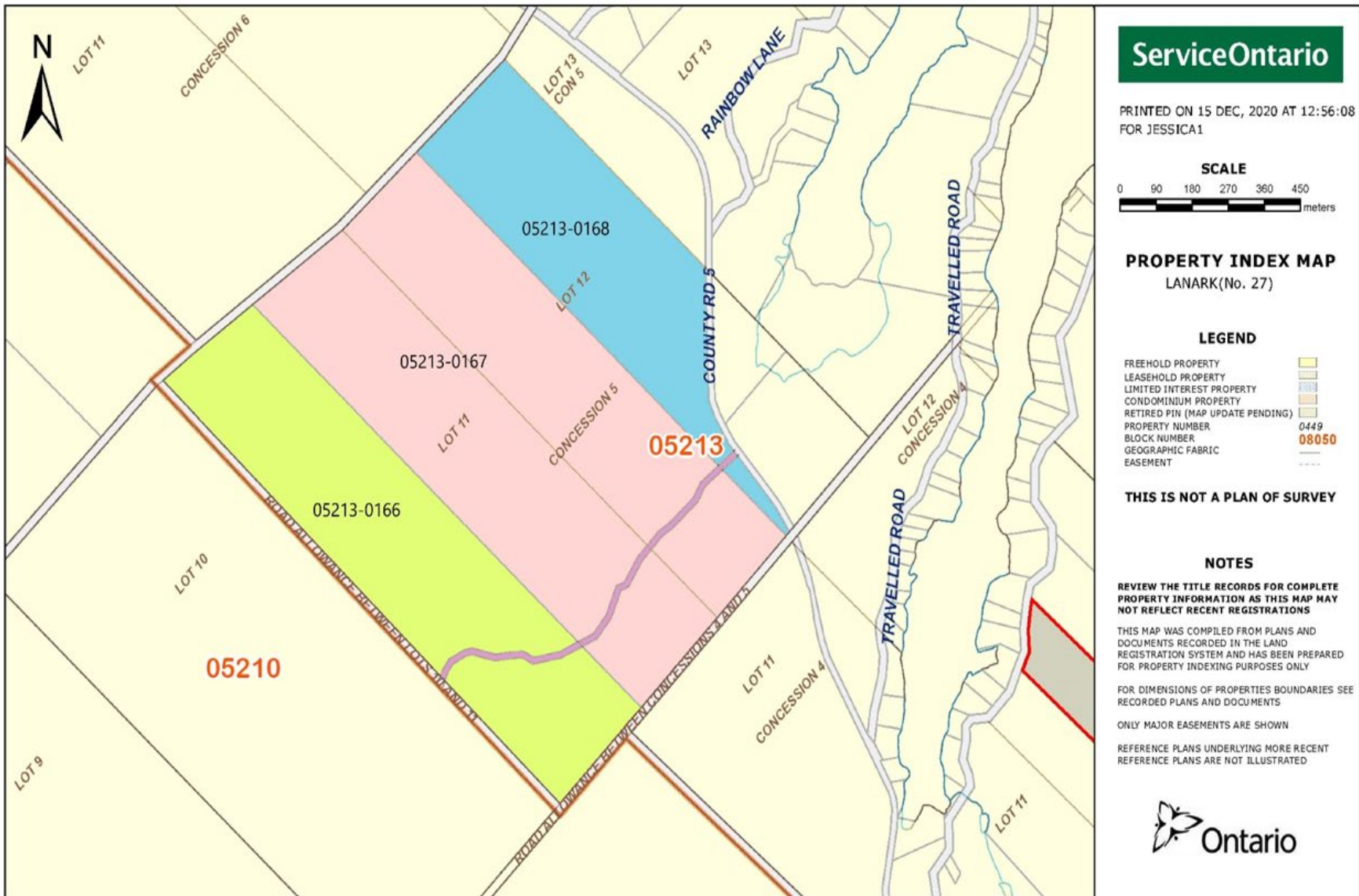
ATTACHMENTS

- i) Property Index Map

Prepared and Submitted By:

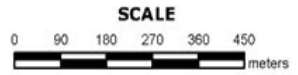
Original Signed

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



ServiceOntario

PRINTED ON 15 DEC, 2020 AT 12:56:08
FOR JESSICA1



PROPERTY INDEX MAP
LANARK(No. 27)

- LEGEND**
- FREEHOLD PROPERTY
 - LEASEHOLD PROPERTY
 - LIMITED INTEREST PROPERTY
 - CONDOMINIUM PROPERTY
 - RETIRED PIN (MAP UPDATE PENDING)
 - PROPERTY NUMBER 0449
 - BLOCK NUMBER 08050
 - GEOGRAPHIC FABRIC
 - EASEMENT

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



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COMMITTEE OF THE WHOLE
August 10th, 2021

Report #FIN-2021-13
Richard Bennett, Acting Treasurer

NORTHLAND SOLAR FARM RESERVE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the balances in the Northland Solar Farm Reserve be redistributed as recommended in Report #FIN-2021-13 – Northland Solar Farm Reserve Report.”

BACKGROUND

On March 12, 2013, By-Law No. 2013-017 was passed which approved an agreement with Northland Power Solar North Burgess L.P.

This agreement included two financial items: the payment of a Solar Farm Policy Fee of \$140,000 and the payment of a Site Decommissioning Security Deposit of \$164,800.

The Site Decommissioning Security Deposit funds have been invested and over the years has grown to a balance of \$190,445.48 as of December 31, 2020. As per the agreement, these funds are to be held until the end of the 20-year contract that Northland have with the Ontario Power Authority.

The Solar Farm Policy Fee funds are in the Township general bank account and have been identified as the Northland Solar Farm Reserve. In 2013, an expense of \$3,324 was deducted from those funds which left an amount of \$136,676 in this reserve account.

On June 26, 2012, the Township passed By-Law No. 2012-032 which adopted a Solar Farm Fee Policy.

DISCUSSION

The Solar Farm Fee Policy stipulates that certain percentages of the fee go towards certain items. Based on the staff report recommending the Solar Farm Fee Policy and the resulting Policy By-Law, the funds that are currently in the Northland Solar Park Reserve could be allocated to the following:

| Item | Amount | Recommendation |
|--|------------------|--|
| Infrastructure renewal fee (to cover road and bridgework) | \$50,000 | Transfer to Roads Construction Reserve |
| Drainage (water run off-of the property) | \$13,000 | Transfer to Roads Construction Reserve |
| Administration (legal, staff time, other) | \$ 9,676 | Use towards the annual operating costs for the Forest Trail project should this project move forward, in the meantime transfer to the Recreation Capital Reserve |
| Fire (training, special equipment/materials) | \$15,000 | Use to offset 2021 contribution to Fire Board |
| Community Amenity Contribution (community enhancement, park upgrades, trail development) | \$49,000 | Use towards the annual operating costs for the Forest Trail project should this project move forward, in the meantime transfer to the Recreation Capital Reserve |
| TOTAL | \$136,676 | |

OPTIONS CONSIDERED

Option #1 – Allocate Funds (Recommended)

Allocate the funds from the Northland Solar Park Reserve to their intended uses.

Option #2 – Status Quo (Recommended)

Leave the funds in the Reserve account.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

By reallocating the funds into other existing reserves, the Northland Solar Farm Reserve can be deleted, and the funds can start being used for their intended purposes.

CONCLUSIONS

Staff believe it is time to allocate the funds from the Northland Solar Farm Fee to the intended uses for those fees.

ATTACHMENTS

- i) By-Law No. 2012-032 - Solar Farm Fee Policy

Prepared and Submitted By:

Approved for Submission By:

Original Signed

Original Signed

**Richard Bennett,
Acting Treasurer**

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

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 2012-032

SOLAR FARM FEE POLICY

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

AND WHEREAS, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

AND WHEREAS, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, the Council of the Corporation of Tay Valley Township deems it desirable to provide a mechanism to ensure that costs associated with repairs to roads, bridges, drainage infrastructure, fire protection and other municipal responsibilities related to solar farm projects are borne by the project proponent;

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

1. GENERAL REGULATIONS

1.1 THAT, the Solar Farm Fee Policy, attached hereto as Schedule "A", be adopted.

2. ULTRA VIRES

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

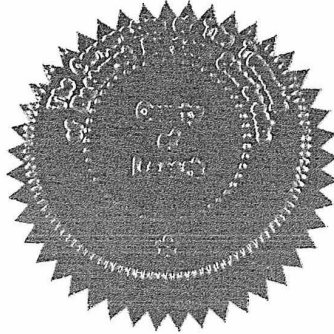
**THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2012-032**

3. EFFECTIVE DATE

ENACTED AND PASSED this 26th day of June, 2012.



Keith Kerr, Reeve





Amanda Mabo, Clerk

THE CORPORATION OF TAY VALLEY TOWNSHIP
BY-LAW NO. 2012-032

SCHEDULE "A"



| | |
|----------|---------|
| SECTION: | NUMBER: |
| FA | 7 |

SUBJECT: SOLAR FARM FEE POLICY

1.0 PURPOSE

To provide a mechanism to ensure that costs associated with repairs to roads, bridges, drainage infrastructure, fire protection and other municipal responsibilities related to solar farm projects are borne by the project proponent, described by means of an agreement between the municipality and the project proponent.

2.0 LEGISLATIVE AUTHORITY

Section 11(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

3.0 SCOPE

This policy applies to any new solar project created under the *Green Energy Act* within Tay Valley Township.

4.0 DEFINITIONS

"Agreement" – shall mean a legal and binding contract between the Municipality and the Project Proponent outlining the terms, conditions and financial responsibilities of the parties in relation to the solar farm project.

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

"Council" – shall mean the Council of the Municipality.

"Fire Department" – means the Drummond/North Elmsley Tay Valley Fire Rescue.

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

| | | | |
|-------------------|------------------------------|--------------------|--------------|
| ISSUED BY: | DATE ISSUED: | SUPERSEDES: | PAGE: |
| Clerk's Office | June 26 th , 2012 | N/A | 1 of 4 |



| | |
|-----------------|----------------|
| SECTION: | NUMBER: |
| FA | 7 |

“Project Proponent(s)” – shall mean the person(s) or organization that is proposing the solar farm project.

“Single Family Dwelling Development Charge” – shall mean the development charge applied by the Municipality for single family dwellings as per the Development Charges By-Law.

“Site Decommissioning” – shall mean to restore the solar farm project site back to its original state prior to the solar farm project, including equipment dismantling and removal, site restoration to pre-development state and environmental responsible management of waste and excess materials.

“Tariff of Fees By-Law” – shall mean the Tariff of Fees By-Law for the municipality.

5.0 APPROVAL AUTHORITY

5.1 The Chief Administrative Officer is authorized to negotiate an Agreement with the Project Proponents based on the approved Components as outlined in Section 6 of this policy.

5.2 Council shall, by by-law, approve the negotiated Agreement.

6.0 AGREEMENT COMPONENTS

The following components shall be included in the Agreement, and may include the following items and/or be calculated as described:

6.1 Community Amenity Contribution

A “good corporate citizen” contribution for community enhancement purposes for such items at park upgrades, trail development, recreation, etc.

Calculation

- 35% of the total Agreement cost

| | | | |
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| Clerk’s Office | June 26 th , 2012 | N/A | 2 of 4 |



| | |
|-----------------|----------------|
| SECTION: | NUMBER: |
| FA | 7 |

6.2 Site Decommissioning Security Deposit

A site decommissioning security deposit will be refunded when the site is restored to its original condition, less interest earnings equal to all expenses not captured in the legal agreement.

Calculation

- net cost to decommission the site, expressed as present day value
- calculated using a 2.5% annual inflation rate over the duration of the project

6.3 Fire

Site access and perimeter roads shall be required for the project to ensure adequate access by the Fire Department and will be separate from the Agreement. The costs shall be borne by the Project Proponent.

Calculation

- materials and equipment for access and a perimeter road, if not included in the site plan and installed
- training for the Fire Department
- unforeseen special equipment/material costs contingency
- dry-hydrant or water storage reservoir, as required

6.4 Infrastructure Renewal

Each 500 kW of plated capacity generates the same requirement for capital funding as a single family dwelling.

Calculation

- 500 kW x single family dwelling development charge in effect at the time of Agreement execution

6.5 Drainage

Calculation

- materials, equipment and labour to ensure adequate drainage for water run-off and water quality from the project site

| | | | |
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| Clerk's Office | June 26 th , 2012 | N/A | 3 of 4 |



| | |
|-----------------|----------------|
| SECTION: | NUMBER: |
| FA | 7 |

6.6 Loss of Existing Tax Revenue

Calculation

- a contingency amount for the probable loss of tax revenue over the duration of the project resulting from a decrease in the market value of residential properties directly impacted by the project

6.7 Administration

Calculation

- legal costs related to the agreement, etc.
- Planning Department costs above the Application Review fees
- Building Department costs above any permit fees
- other

7.0 AGREEMENT REGISTRATION

7.1 The Agreement shall be registered against the title of the Lands upon which the Solar Farm Project is located.

8.0 ADDITIONAL FEES/COSTS

8.1 Application Review

All applicable fees as set out in the Tariff of Fees By-Law.

8.2 Permits

All applicable permit fees shall apply and shall be separate from the Agreement:

- Civic Address
- Building
- Planning
- Other

9.0 POLICY REVIEW

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

| | | | |
|-------------------|------------------------------|--------------------|--------------|
| ISSUED BY: | DATE ISSUED: | SUPERSEDES: | PAGE: |
| Clerk's Office | June 26 th , 2012 | N/A | 4 of 4 |

COMMITTEE OF THE WHOLE
August 10th, 2021

Report #FIN-2021-14
Richard Bennett, Acting Treasurer

BUDGET REVIEW AND FORECAST AS AT JUNE 30, 2021

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2021-14 - Budget Review and Forecast as at June 30, 2021, be received for information.”

BACKGROUND

Prudent fiscal management requires periodic reviews of corporate revenues and expenditures each fiscal year. The forecasts resulting from the reviews are key components of the Township’s fiscal management program. This review is the first of three to be presented to Council. The next report will be as at September 30, 2021 and the third will be included with the draft 2022 budget documents in November 2021.

Management has analyzed the year-to-date operations and projected revenues and expenditures to the end of the year. The main intent of the process is to identify areas of concern in Township operations and to make recommendations and/or provide options to consider if corrective action is required.

The COVID-19 pandemic impact, thus far, has been taken into account in year to date numbers and also for future projections. It is worthy to note that some forecasts are based on available data/current situations and thus could change depending on the pandemic.

DISCUSSION

Operating Budget Review

The budget review at June 30, 2021 is currently forecasting a surplus of \$111,901 at the end of the year. There are a number of contributing factors that have caused this variance. Some of the major variances are as follows:

Revenues:

- **Tax Revenues** - With assessments frozen at the 2020 level, the Township has a 2021 tax write off over \$48,000 resulting from the prior years tax appeal of a large industrial taxpayer.
- **Operational Grants** – An additional \$5,000 Cannabis Grant was received this year and the COVIC Grant is estimated to be \$105,000 for the year, based on estimated expenses which are in General Government
- **Capital Grants** – The Township was not successful in an application for a grant for the Waste Site Ramps, but were successful in obtaining the following grants:
 - Inclusive Community Grant \$54,039
 - Building Condition Assessment Grant \$32,000
 - Waste Site Master Plan Grant \$81,000
 - Solar Farm Trail – Development Grant \$95,000
 - Maberly Fall River Park Grant \$ 2,855

An application has also been filed for the Maberly Tennis Court revitalization in the amount of 79,500 as well as an additional grant for the Maberly Fall River Park in the amount of \$106,000.

If the Township is successful in this last application, it will result in projects totalling \$421,000 with \$344,394 funded from grants and \$76,606 from reserve funds.

- **Fees and Charges** - Recreation programs (soccer, karate, hockey and choir) and facilities (hall rentals) have been shut down since COVID started back in March of 2020. Some programs and facilities may start operating this fall. These programs and facilities are mostly cost recoverable (i.e. revenues cover most of the expenses). Planning and zoning fees are up significantly which is expected from the increased workload of this department.
- **Other Revenue** - Building permit revenues are up significantly as well as septic permits. It appears that once the COVID restrictions on construction were lifted, building has been booming all over the province.
Tax penalties are trending down which is a good thing as taxpayers are making payments on time and many are taking advantage of the pre-authorized payment plan. Investment income is lower than budget as bank prime rates and GIC;s are down significantly.
In March the Federal Government announced a one-time doubling of the Gas Tax Funds in 2021. These extra funds are being transferred into the Federal Gas Tax Reserve Fund.
Provincial Offences revenues are almost non-existent in 2021. The explanation is that the Courts operations have been very limited during COVID and there have been numerous expenses to make facilities COVID safe.

Expenses:

- **General Government** – Administration projects to be over budget by \$54,505 but this includes an estimated spending of \$105,000 on COVID items which are covered by an operational grant.
- **Protection Services** – on target.
- **Transportation Services** – pretty much on target with the exception of winter control which is projecting a \$50,000 surplus for the year.
- **Environmental Services** – Waste disposal is trending down and projecting a year end surplus of \$23,750.

- **Recreation and Cultural Services** – As previously mentioned, recreation has been pretty much shut down during COVID but there are some ongoing expenses relating to facilities. Overall projection is for a surplus of \$20,750.
- **Planning and Development** – Planning expenses are expected to increase as the volume of applications and permits has increased significantly. The projection is for this department to be overspent by \$15,500 by year end, but will have more than \$30,000 more revenue from planning fees and charges.
- **Transfers to Reserves** – The extra Federal Gas Tax will be transferred to the Federal Gas Tax Reserve Fund for use in future years budgets.

Capital Budget Review

The capital and special programs are funded primarily by reserves and grants. Therefore, the over or under expenditures of individual projects or in total have a minimal, if any impact upon the year-end bottom line.

The following briefly provides an update on each capital project:

- **Service Delivery Review** - This project is completed
- **Official Plan Update** – This project is in process with plans to be completed this fall.
- **Waste Audit** – Currently this project has not started and possibly may be deferred until 2022. (awaiting funding decision).
- **Composition of Council** – Survey has just been completed and a report to Council will seek direction on next steps.
- **Inclusive Community Project** – This project is in process and is scheduled for final reports next spring.
- **Community Benefits/Development Charges Bylaw** – This is in process and will be completed this fall.
- **Tractor with Flail & Boom** - This item has been received and has completed one cutting of roadside ditches.
- **Water Tank** – The new water tank has not arrived, but is expected in the next few weeks.
- **Sweeper Broom** - The new sweeper broom has been received and all payments have been made.
- **Deficiencies Elimination Program** – This project is not yet started but plans are to be completed before the end of this year.
- **Allan’s Mill Side Road Preservation** – This contract has been awarded but is not yet completed.
- **Ennis Road Back to Gravel** – This project is completed.
- **Merkley Road Preservation** – This project is completed.
- **Upper Scotch Line Reconstruction** – This project is complete. Waiting for holdback to be released (end of August).
- **Glen Tay Road Reconstruction** – This project has been awarded but is not yet completed.
- **Alan’s Mill Road Bridge** - This project is ongoing and is scheduled for completion by this fall.

- **Second Line Road Bridge Engineering** – Contract has been awarded and work is underway. This contractor will also oversee the construction work planned for next year.
- **Replace Bridge Guardrails** – Currently this project has not started and possibly may be deferred until 2022.
- **Building Condition Assessment** – RFP completed and report to Council to award this project this month. Anticipate this project completed by year end.
- **Waste Site Accessibility Ramps** – The grant application for this project was not successful and the project is being deferred.
- **Council Chambers Accessibility Ramp** - The grant application for this project was not successful but Accessibility Reserve Funds will be used to complete this small project.
- **Waste Site Master Plan** – With a successful grant application, a RFP has been advertised with plans to award the contract and have the project completed this fall.
- **Baseball Diamonds** – This project has not been started and will be deferred until 2022 budget talks.
- **Glen Tay Swimming Hole** – This project is on-going and staff hope to be able to finalize it this year.
- **Maberly Fall River Park** – This project is underway with plans to have it completed before the end of this year.
- **Solar Farm Trail Park Plan** – This project is underway with plans to have it completed before the end of the year.
- **Solar Farm Trail Development** - This project has not been started, but grant funding has been approved. Staff will be looking for direction from Council to proceed with this development following a public meeting later this month.
- **Maberly Tennis Courts** – An application was submitted in July for this project. It is hoped that results will be known very soon so that this project may get started this fall with completion in 2022.
- **Waste Site New Wells** - Currently this project has not started and possibly may be deferred until 2022.
- **Waste Site Glen Tay Trees** - Currently this project has not started but plans are to have this completed this fall.
- **Website Upgrades** – This project is completed.
- **Modernization Projects** – This project is completed.

OPTIONS CONSIDERED

Staff/Management will continue to review and monitor their budgets. They will make the necessary corrective actions in order to stay on budget.

STRATEGIC PLAN LINK

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

The Budget Review and Forecast process is provided to Council for information and to allow Council to provide direction on any matter it wishes.

FINANCIAL CONSIDERATIONS

The impact of the year-end position of the Township is mitigated through the Contingency Reserve.

If the Township is in a surplus position at year-end, the additional funds are placed in the Contingency Reserve for future needs. Similarly, if the Township is in a deficit position at year-end, the funds are brought in from the Contingency Reserve to offset the deficit.

CONCLUSIONS

It is important that staff review their variances in order to have time to implement any necessary actions to mitigate potential shortfalls. It is also important for Council to be updated on the Township's financial position in order to assist in their decision-making processes.

ATTACHMENTS

i) **2021 Budget Review and Forecast as at June 30, 2021**

Prepared and Submitted By: Approved for Submission By:

Original Signed

Original Signed

**Richard Bennett
Acting Treasurer**

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

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021

SUMMARY

| | 2021 BUDGET | ACTUAL Jun 30, 2021 | VARIANCE Jun 30, 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|--|------------------|---------------------------|-----------------------------|------------------------------------|----------------------|-----------------------------------|
| REVENUES: | | | | | | |
| Taxes | 6,038,661 | 5,978,875 | (59,786) | 99.01% | 5,989,000 | (49,661) |
| Grants | 810,700 | 451,507 | (359,193) | 55.69% | 920,700 | 110,000 |
| Fees and Service Charges | 170,935 | 120,967 | (49,968) | 70.77% | 190,885 | 19,950 |
| Other Revenue | 614,846 | 466,910 | (147,936) | 75.94% | 793,315 | 178,469 |
| Total Revenues | 7,635,142 | 7,018,258 | (616,884) | 91.92% | 7,893,900 | 258,758 |
| EXPENDITURES: | | | | | | |
| General Government | 1,209,606 | 588,343 | 621,263 | 48.64% | 1,244,046 | (34,440) |
| Protection Services | 1,988,975 | 823,657 | 1,165,318 | 41.41% | 1,987,774 | 1,201 |
| Transportation Services | 1,669,457 | 929,035 | 740,422 | 55.65% | 1,619,357 | 50,100 |
| Environmental Services | 713,415 | 358,046 | 355,369 | 50.19% | 689,665 | 23,750 |
| Recreation and Cultural Services | 491,040 | 209,213 | 281,827 | 42.61% | 470,290 | 20,750 |
| Planning and Development | 286,085 | 129,649 | 156,436 | 45.32% | 301,585 | (15,500) |
| Transfers to Reserves | 1,158,464 | 1,158,464 | 0 | 100.00% | 1,331,182 | (172,718) |
| Debt financing | 138,100 | 31,509 | 106,591 | 22.82% | 138,100 | 0 |
| Total Expenditures | 7,655,142 | 4,227,916 | 3,427,226 | 55.23% | 7,781,999 | (126,857) |
| INFRASTRUCTURE REPLACEMENT PROGRAM: | | | | | | |
| Capital Program | 1,930,868 | 676,682 | 1,254,186 | 35.05% | 1,931,894 | (1,026) |
| Capital Grants | (146,278) | (71,616) | 74,662 | 48.96% | (354,644) | 208,366 |
| Transfers from Infrastructure Reserves | (1,804,590) | (604,110) | (1,200,480) | 33.48% | (1,577,250) | (227,340) |
| Net Infra Replacement Costs | (20,000) | 957 | 128,368 | | 0 | (20,000) |
| FORECASTED SURPLUS/(DEFICIT) | 0 | | | | | 111,901 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| PROJECTED 2021 SURPLUS | | | | | | 111,901 |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
REVENUES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|--------------------------------------|----------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| Taxes and PIL's | 6,038,661 | 5,978,875 | (59,786) | 99.01% | 5,989,000 | (49,661) |
| Operational Grants: | | | | | | |
| Ont Municipal Partnership Fund | 704,400 | 352,200 | (352,200) | 50.00% | 704,400 | 0 |
| FCM Grant - Fire Master Plan | 0 | 0 | 0 | | 0 | 0 |
| Cannabis Grant | 0 | 5,000 | 5,000 | | 5,000 | 5,000 |
| COVID19 Grant | | 42,146 | 42,146 | | 105,000 | 105,000 |
| Drainage Superintendent | 1,000 | 0 | (1,000) | 0.00% | 1,000 | 0 |
| Livestock Losses | 6,000 | 2,512 | (3,488) | 41.86% | 6,000 | 0 |
| Recycling | 99,300 | 49,650 | (49,650) | 50.00% | 99,300 | 0 |
| | 810,700 | 451,507 | (359,193) | 55.69% | 920,700 | 110,000 |
| Capital Grants: | | | | | | |
| Other Provincial Grants (OCIF) | 50,000 | 50,000 | 0 | 100.00% | 50,000 | 0 |
| Accessibility | 96,278 | 0 | (96,278) | | 0 | (96,278) |
| Inclusive Community Grant | | 21,616 | 21,616 | | 54,039 | 54,039 |
| Building Condition Assessment Grant | 0 | 0 | 0 | | 32,000 | 32,000 |
| Waste Sites Master Plan Grant | | | | | 81,000 | 81,000 |
| Solar Farm Trail - Development Grant | | | | | 95,000 | 95,000 |
| Maberly Fall River Park Grant | | | | | 2,855 | 2,855 |
| Maberly Tennis Court Grant | | | | | 39,750 | 39,750 |
| | 146,278 | 71,616 | (74,662) | 48.96% | 354,644 | 208,366 |
| Fees and Service Charges: | | | | | | |
| Tax Certificates | 7,000 | 7,250 | 250 | 103.57% | 10,000 | 3,000 |
| Commissioner of Oath Fees | 500 | 75 | (425) | 15.00% | 100 | (400) |
| NSF/Returned cheque fee | 0 | 385 | 385 | | 500 | 500 |
| Zoning Compliance Certificates | 400 | 700 | 300 | 175.00% | 1,000 | 600 |
| Civic Addressing Fees | 4,000 | 7,057 | 3,057 | 176.43% | 8,000 | 4,000 |
| Road Permits and Other | 1,750 | 3,170 | 1,420 | 181.14% | 4,000 | 2,250 |
| Tile Drainage | 5,285 | 5,285 | 0 | 100.00% | 5,285 | 0 |
| Waste Disposal Fees & Charges | 74,000 | 38,525 | (35,475) | 52.06% | 74,000 | 0 |
| Recreation Program Fees | 28,000 | 7 | (27,993) | 0.02% | 8,000 | (20,000) |
| Planning & Zoning Fees & Charges | 50,000 | 58,513 | 8,513 | 117.03% | 80,000 | 30,000 |
| | 170,935 | 120,967 | (49,968) | 70.77% | 190,885 | 19,950 |
| Other Revenue: | | | | | | |
| Building Permits | 75,000 | 95,732 | 20,732 | 127.64% | 120,000 | 45,000 |
| Septic Permits | 35,000 | 45,315 | 10,315 | 129.47% | 55,000 | 20,000 |
| Refreshment Vehicle License | 600 | 600 | 0 | 100.00% | 600 | 0 |
| Tax Penalties | 115,000 | 47,553 | (67,447) | 41.35% | 95,000 | (20,000) |
| Comm. tower land lease | 3,600 | 2,109 | (1,491) | 58.59% | 3,600 | 0 |
| False Alarm Fees | 0 | 500 | 500 | | 500 | 500 |
| Investment Income | 100,000 | 33,547 | (66,453) | 33.55% | 70,000 | (30,000) |
| Equipment sales | 0 | 2,633 | 2,633 | | 3,000 | 3,000 |
| Pits & quarries royalties | 2,000 | 0 | (2,000) | 0.00% | 2,000 | 0 |
| Land Sales | | 12,437 | 12,437 | | 12,500 | 12,500 |
| Federal Gas Tax | 179,666 | 179,666 | 0 | 100.00% | 352,385 | 172,719 |
| Other Admin | 11,000 | (884) | (11,884) | -8.04% | 6,000 | (5,000) |
| Tax sale cost recoveries | 5,000 | 12,899 | 7,899 | 257.98% | 15,000 | 10,000 |
| RIDE Program | 6,630 | 6,435 | (195) | 97.05% | 6,630 | 0 |
| Court Security & Prisoner Transport | | 1,441 | 1,441 | | 1,500 | 1,500 |
| OPP service charges | 5,000 | 3,391 | (1,609) | 67.82% | 5,000 | 0 |
| OPP Provincial Offences | 52,000 | 9,291 | (42,709) | 17.87% | 20,000 | (32,000) |
| Dog Licences, Fines, etc. | 600 | 297 | (303) | 49.50% | 350 | (250) |
| Livestock cost recovery | 250 | 180 | (70) | 72.00% | 250 | 0 |
| Other Roads | 0 | 3,000 | 3,000 | | 3,000 | 3,000 |
| Community Hall Rentals | 2,500 | 0 | (2,500) | 0.00% | 0 | (2,500) |
| Septic Comment Applications | 10,000 | 8,075 | (1,925) | 80.75% | 10,000 | 0 |
| Recycling Sales | 11,000 | 2,693 | (8,307) | 24.48% | 11,000 | 0 |
| | 614,846 | 466,910 | (147,936) | 75.94% | 793,315 | 178,469 |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
REVENUES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|---|----------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| Transfers from Reserves: | | | | | | |
| Contingency Reserve | | | | | | |
| LPAT | 20,000 | 0 | (20,000) | 0.00% | 0 | (20,000) |
| Composition of Council | 30,600 | 0 | (30,600) | 0.00% | 30,600 | 0 |
| Building Condition Assessment | 20,000 | 0 | (20,000) | 0.00% | 0 | (20,000) |
| Website Upgrades | 18,360 | 0 | (18,360) | 0.00% | 17,462 | (898) |
| Waste Audit | 30,000 | 0 | (30,000) | 0.00% | 30,000 | 0 |
| Service Delivery Review | 30,000 | 64,831 | 34,831 | 216.10% | 33,835 | 3,835 |
| Inclusive Community Project | 0 | 0 | 0 | | 5,961 | 5,961 |
| Modernization Projects | 0 | 0 | 0 | | 10,990 | 10,990 |
| Official Plan / Zoning Bylaw Reserve | | | | | | |
| Official Plan Review | 31,200 | 4,619 | (26,581) | 14.80% | 45,000 | 13,800 |
| Road Equipment Reserve | | | | | | |
| Tractor with Flail & Boom | 57,826 | 126,809 | 68,983 | 219.29% | 126,809 | 68,983 |
| Water Tank | 50,000 | 0 | (50,000) | 0.00% | 39,137 | (10,863) |
| Sweeper Broom Replacement | 20,800 | 0 | (20,800) | 0.00% | 17,197 | (3,603) |
| Road Construction Reserve | | | | | | |
| Deficiencies Elimination Program | 30,000 | 0 | (30,000) | 0.00% | 30,000 | 0 |
| Allan's Side Road - preservation | 81,600 | 0 | (81,600) | 0.00% | 75,500 | (6,100) |
| Ennis Road - back to gravel | 7,650 | 0 | (7,650) | 0.00% | 3,474 | (4,176) |
| Merkley Road - back to gravel | 8,160 | 0 | (8,160) | 0.00% | 6,346 | (1,814) |
| Upper Scotch Line - reconstruction | 267,074 | 0 | (267,074) | 0.00% | 185,334 | (81,740) |
| Glen Tay Road (Hwy 7 to CR 6) - recon | 104,520 | 68,125 | (36,395) | 65.18% | 66,500 | (38,020) |
| Bridge Construction Reserve | | | | | | |
| Replace guardrails - 5 year project | 30,000 | 0 | (30,000) | 0.00% | 0 | (30,000) |
| Second Line Road - engineering | 33,660 | 0 | (33,660) | 0.00% | 16,900 | (16,760) |
| Alan's Mill Bridge | 444,000 | 5,493 | (438,507) | 1.24% | 312,000 | (132,000) |
| Waste Site Reserve | | | | | | |
| Waste Site new wells | 10,000 | 0 | (10,000) | 0.00% | 10,000 | 0 |
| Waste Site Glen Tay Trees | 5,000 | 0 | (5,000) | 0.00% | 5,000 | 0 |
| Recreation Capital Reserve | | | | | | |
| Recreation Program | 5,000 | 0 | (5,000) | 0.00% | 0 | (5,000) |
| Glen Tay Swimming Hole | 15,300 | 0 | (15,300) | 0.00% | 15,300 | 0 |
| Maberley Tennis Court | | | | | 10,181 | 10,181 |
| Federal Gas Tax Reserve | | | | | | |
| Upper Scotch Line - reconstruction | 179,666 | 179,666 | 0 | 100.00% | 179,666 | 0 |
| New Infrastructure Reserve | | | | | | |
| Tractor with Flail Boom | 110,841 | 110,841 | 0 | 100.00% | 110,841 | 0 |
| Asset Management Reserve | | | | | | |
| Building Condition Assessment | 30,000 | 0 | (30,000) | 0.00% | 8,000 | (22,000) |
| Accesibility | | | | | | |
| Waste Site Accesible Ramps | | | | | 5,000 | 5,000 |
| Council Chambers Ramp | | | | | 2,544 | 2,544 |
| Cash In Lieu of Parkland Reserve | | | | | | |
| Solar Farm Trail - Park Plan | 12,750 | 0 | (12,750) | 0.00% | 12,750 | 0 |
| Solar Farm Trail - Development | | | | | 12,500 | 12,500 |
| Markerly Unopend Road Allowance | 10,200 | 4,929 | (5,271) | 48.32% | 12,145 | 1,945 |
| Developmetn Charge Reserve | | | | | | |
| Solar Farm Trail - Park Plan | 12,750 | 38,797 | 26,047 | 304.29% | 12,750 | 0 |
| Solar Farm Trail - Development | | | | | 12,500 | 12,500 |
| Tractor with Flail Boom | 8,133 | 0 | (8,133) | 0.00% | 11,459 | 3,326 |
| Glen Tay Road (Hwy 7 to CR 6) - recon | 75,000 | 0 | (75,000) | 0.00% | 66,500 | (8,500) |
| Official Plan Review | 4,500 | 0 | (4,500) | 0.00% | 15,000 | 10,500 |
| Community Benefits Study/ByLaw | 10,000 | 0 | (10,000) | 0.00% | 10,000 | 0 |
| Waste Sites Master Plan | | | | | 9,000 | 9,000 |
| Maberly Tennis Court | | | | | 3,069 | 3,069 |
| | 1,804,590 | 604,110 | (1,200,480) | 33.48% | 1,577,250 | (227,340) |
| Total Revenues | 9,586,010 | 7,693,984 | (1,817,364) | 80.26% | 9,825,794 | 239,784 |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
EXPENDITURES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|------------------------------------|------------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| General Government: | | | | | | |
| Governance - | | | | | | |
| Council | 170,600 | 79,480 | 91,120 | 46.59% | 160,000 | 10,600 |
| Elections | 4,052 | 1,679 | 2,373 | 41.44% | 4,052 | 0 |
| Community Relations | 88,644 | 14,607 | 74,037 | 16.48% | 88,644 | 0 |
| Appreciation dinners | 1,000 | 0 | 1,000 | 0.00% | 1,000 | 0 |
| 200th Anniversary Bursary & Other | 1,000 | 1,000 | 0 | 100.00% | 1,000 | 0 |
| | 265,296 | 96,767 | 168,529 | 36.47% | 254,696 | 10,600 |
| Corporate Management - | | | | | | |
| Administration | 740,495 | 365,766 | 374,729 | 49.39% | 795,000 | (54,505) |
| Contracted Services | 115,865 | 65,543 | 50,322 | 56.57% | 95,000 | 20,865 |
| Computer Services | 41,000 | 33,282 | 7,718 | 81.18% | 49,000 | (8,000) |
| Township Office Building | 41,600 | 15,574 | 26,026 | 37.44% | 35,000 | 6,600 |
| Land Sale for Tax Arrears | 5,000 | 11,410 | (6,410) | 228.20% | 15,000 | (10,000) |
| Records Management Initiatives | 350 | 0 | 350 | 0.00% | 350 | 0 |
| | 944,310 | 491,576 | 452,734 | 52.06% | 989,350 | (45,040) |
| Total General Government | 1,209,606 | 588,343 | 621,263 | 48.64% | 1,244,046 | (34,440) |
| Protection Services: | | | | | | |
| Cost-shared Fire Department | 639,157 | 153,529 | 485,628 | 24.02% | 639,157 | 0 |
| Police - | | | | | | |
| Ontario Provincial Police Contract | 1,044,175 | 522,084 | 522,091 | 50.00% | 1,044,175 | 0 |
| RIDE Program | 6,630 | 1,788 | 4,842 | 26.96% | 6,630 | 0 |
| Police Services Board | 9,500 | 1,300 | 8,200 | 13.68% | 4,000 | 5,500 |
| | 1,060,305 | 525,171 | 535,134 | 49.53% | 1,054,805 | 5,500 |
| Building Inspection - | 141,035 | 59,106 | 81,929 | 41.91% | 141,035 | 0 |
| Conservation Authorities - | | | | | | |
| Mississippi Valley | 21,116 | 20,915 | 201 | 99.05% | 20,915 | 201 |
| Rideau Valley | 47,462 | 47,462 | 0 | 100.00% | 47,462 | 0 |
| | 68,578 | 68,377 | 201 | 99.71% | 68,377 | 201 |
| Emergency Measures - | 1,500 | 518 | 982 | 34.50% | 1,500 | 0 |
| Other - | | | | | | |
| Animal Control | 12,800 | 7,373 | 5,427 | 57.60% | 12,800 | 0 |
| Property Safety / By-law Enfor. | 4,000 | 0 | 4,000 | 0.00% | 4,000 | 0 |
| Livestock Losses | 8,100 | 2,512 | 5,588 | 31.01% | 8,100 | 0 |
| Civic Addressing | 3,500 | 7,073 | (3,573) | 202.07% | 8,000 | (4,500) |
| Septic Inspections | 35,000 | 0 | 35,000 | 0.00% | 35,000 | 0 |
| Septic Re-inspection Program | 15,000 | 0 | 15,000 | 0.00% | 15,000 | 0 |
| | 78,400 | 16,957 | 61,443 | 21.63% | 82,900 | (4,500) |
| Total Protection Services | 1,988,975 | 823,657 | 1,165,318 | 41.41% | 1,987,774 | 1,201 |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
EXPENDITURES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|--------------------------------------|------------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| Transportation Services: | | | | | | |
| Public Works Overhead - | | | | | | |
| Administration | 417,415 | 201,545 | 215,870 | 48.28% | 417,415 | 0 |
| Garages | 46,350 | 26,818 | 19,532 | 57.86% | 46,350 | 0 |
| Vehicles & Equipment Maintenance | 238,187 | 122,480 | 115,707 | 51.42% | 238,187 | 0 |
| | 701,952 | 350,843 | 351,109 | 49.98% | 701,952 | 0 |
| Roadways - | | | | | | |
| Bridges & Culverts | 43,800 | 34,107 | 9,693 | 77.87% | 43,800 | 0 |
| Roadside Maintenance | 60,305 | 29,427 | 30,878 | 48.80% | 60,305 | 0 |
| Hardtop Maintenance | 88,850 | 66,938 | 21,912 | 75.34% | 88,850 | 0 |
| Loosetop Maintenance | 466,000 | 386,297 | 79,703 | 82.90% | 466,000 | 0 |
| Traffic Control | 29,000 | 20,949 | 8,051 | 72.24% | 30,000 | (1,000) |
| | 687,955 | 537,717 | 150,238 | 78.16% | 688,955 | (1,000) |
| Winter Control - | | | | | | |
| Snowplowing | 33,500 | 22,484 | 11,016 | 67.12% | 33,500 | 0 |
| Sanding & Salting | 235,000 | 15,855 | 219,145 | 6.75% | 185,000 | 50,000 |
| Culvert Thawing | 7,100 | 343 | 6,757 | 4.83% | 6,000 | 1,100 |
| | 275,600 | 38,681 | 236,919 | 14.04% | 224,500 | 51,100 |
| Street Lighting - | 3,950 | 1,794 | 2,156 | 45.42% | 3,950 | 0 |
| | | | | | | |
| Total Transportation Services | 1,669,457 | 929,035 | 740,422 | 55.65% | 1,619,357 | 50,100 |
| Environmental Services: | | | | | | |
| Waste Disposal - | | | | | | |
| Glen Tay | 316,390 | 145,203 | 171,187 | 45.89% | 300,000 | 16,390 |
| Stanleyville | 88,530 | 42,099 | 46,431 | 47.55% | 85,000 | 3,530 |
| Maberly | 91,230 | 40,032 | 51,198 | 43.88% | 87,000 | 4,230 |
| Closed Waste Sites Monitoring | 4,500 | 0 | 4,500 | 0.00% | 4,500 | 0 |
| Other | 43,465 | 40,033 | 3,432 | 92.10% | 43,465 | 0 |
| | 544,115 | 267,367 | 276,748 | 49.14% | 519,965 | 24,150 |
| Recycling - | | | | | | |
| Glen Tay | 112,500 | 61,147 | 51,353 | 54.35% | 112,500 | 0 |
| Stanleyville | 27,200 | 12,394 | 14,806 | 45.57% | 27,200 | 0 |
| Maberly | 23,100 | 8,904 | 14,196 | 38.55% | 20,000 | 3,100 |
| Other | 6,500 | 8,233 | (1,733) | 126.67% | 10,000 | (3,500) |
| | 169,300 | 90,679 | 78,621 | 53.56% | 169,700 | (400) |
| Total Environmental Services | 713,415 | 358,046 | 355,369 | 50.19% | 689,665 | 23,750 |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
EXPENDITURES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|--|----------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| Recreation, Cultural & Social Services: | | | | | | |
| Recreation Programs - | | | | | | |
| Administration | 3,560 | 1,855 | 1,705 | 52.11% | 3,000 | 560 |
| Soccer Program | 5,125 | 0 | 5,125 | 0.00% | 0 | 5,125 |
| Hockey Program | 16,500 | 0 | 16,500 | 0.00% | 12,000 | 4,500 |
| Karate Program | 2,765 | 0 | 2,765 | 0.00% | 1,000 | 1,765 |
| Intergenerational Choir | 5,500 | 0 | 5,500 | 0.00% | 3,000 | 2,500 |
| | 33,450 | 1,855 | 31,595 | 5.55% | 19,000 | 14,450 |
| Recreation Facilities - | | | | | | |
| Maberly Rink | 5,825 | 1,852 | 3,973 | 31.79% | 5,000 | 825 |
| Maberly Hall | 20,475 | 2,843 | 17,632 | 13.88% | 15,000 | 5,475 |
| Ballfields and Parks | 31,700 | 10,371 | 21,329 | 32.71% | 31,700 | 0 |
| Glen Tay Rink | 3,550 | 1,342 | 2,208 | 37.79% | 3,550 | 0 |
| Burgess Hall | 7,900 | 2,168 | 5,732 | 27.44% | 7,900 | 0 |
| Perth Facilities Agreement | 205,734 | 103,363 | 102,371 | 50.24% | 205,734 | 0 |
| Lanark Community Centre | 4,200 | 0 | 4,200 | 0.00% | 4,200 | 0 |
| | 279,384 | 121,938 | 157,446 | 43.65% | 273,084 | 6,300 |
| Libraries - | | | | | | |
| Perth | 174,606 | 85,420 | 89,186 | 48.92% | 174,606 | 0 |
| Lanark | 3,100 | 0 | 3,100 | 0.00% | 3,100 | 0 |
| | 177,706 | 85,420 | 92,286 | 48.07% | 177,706 | 0 |
| Municipal Drug Strategy | 500 | 0 | 500 | 0.00% | 500 | 0 |
| | | | | | | |
| Total Rec, Cult & Soc Services | 491,040 | 209,213 | 281,827 | 42.61% | 470,290 | 20,750 |
| Planning and Development: | | | | | | |
| Land-use Planning & Zoning - | | | | | | |
| General Planning | 199,500 | 119,846 | 79,654 | 60.07% | 225,000 | (25,500) |
| Legal Services (LPAT) | 20,000 | 0 | 20,000 | 0.00% | 10,000 | 10,000 |
| Committee of Adjustment | 3,250 | 1,839 | 1,411 | 56.59% | 3,250 | 0 |
| Zoning Amendment Applications | 6,000 | 1,822 | 4,178 | 30.37% | 6,000 | 0 |
| Site Plan Applications | 8,000 | 1,473 | 6,527 | 18.41% | 8,000 | 0 |
| | 236,750 | 124,981 | 111,769 | 52.79% | 252,250 | (15,500) |
| Municipal Drains - | 5,500 | 0 | 5,500 | 0.00% | 5,500 | 0 |
| Tile Drainage Debt Payments- | 5,285 | 1,128 | 4,157 | 21.34% | 5,285 | 0 |
| Other Planning - | | | | | | |
| Tourism & Economic Development | 3,550 | 2,847 | 703 | 80.20% | 3,550 | 0 |
| Road Closure Applications | 5,000 | 407 | 4,593 | 8.13% | 5,000 | 0 |
| Septic Consent Applications | 10,000 | 0 | 10,000 | 0.00% | 10,000 | 0 |
| Miscellaneous Road Activities | 20,000 | 287 | 19,713 | 1.44% | 20,000 | 0 |
| | 38,550 | 3,541 | 35,009 | 9.19% | 38,550 | 0 |
| | | | | | | |
| Total Planning & Development | 286,085 | 129,649 | 156,436 | 45.32% | 301,585 | (15,500) |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
EXPENDITURES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|-------------------------------|----------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| Transfers to Reserves: | | | | | | |
| Contingency Reserve | | 0 | 0 | | 0 | 0 |
| Official Plan (3yrs@\$10k/yr) | 10,200 | 10,200 | 0 | 100.00% | 10,200 | 0 |
| Asset Management Plan | 5,100 | 5,100 | 0 | 100.00% | 5,100 | 0 |
| Infrastructure | 51,000 | 51,000 | 0 | 100.00% | 51,000 | 0 |
| Bridge Replacement | 189,650 | 189,650 | 0 | 100.00% | 189,650 | 0 |
| Burgess Garage/Hall | 5,304 | 5,304 | 0 | 100.00% | 5,304 | 0 |
| Cemetery | 500 | 500 | 0 | 100.00% | 500 | 0 |
| Elections | 10,200 | 10,200 | 0 | 100.00% | 10,200 | 0 |
| Federal Gas Tax | 179,666 | 179,666 | 0 | 100.00% | 352,384 | (172,718) |
| Maberly Hall | 5,304 | 5,304 | 0 | 100.00% | 5,304 | 0 |
| Office Equipment | 10,710 | 10,710 | 0 | 100.00% | 10,710 | 0 |
| Recreation Program | 2,100 | 2,100 | 0 | 100.00% | 2,100 | 0 |
| Recreation Capital/Equipment | 38,250 | 38,250 | 0 | 100.00% | 38,250 | 0 |
| Road Replacement | 391,400 | 391,400 | 0 | 100.00% | 391,400 | 0 |
| Salt Sheds | 10,608 | 10,608 | 0 | 100.00% | 10,608 | 0 |
| Township Offices/Garage | 10,710 | 10,710 | 0 | 100.00% | 10,710 | 0 |
| Vehicles & Equipment | 229,500 | 229,500 | 0 | 100.00% | 229,500 | 0 |
| Waste-sites | 3,162 | 3,162 | 0 | 100.00% | 3,162 | 0 |
| Accountability, Transparency | 5,100 | 5,100 | 0 | 100.00% | 5,100 | 0 |
| COVID 19 | 0 | 0 | 0 | | 0 | 0 |
| | 1,158,464 | 1,158,464 | 0 | 100.00% | 1,331,182 | (172,718) |

TAY VALLEY TOWNSHIP
2021 BUDGET REVIEW AND FORECAST
AT June 30, 2021
EXPENDITURES

| | 2021 BUDGET | ACTUAL Jun 30 2021 | VARIANCE Jun 30 2021 | Percentage of Budget to Date | YEAR-END FORECAST | FORECAST SURPLUS/ (DEFICIT) |
|--|------------------|--------------------------|----------------------------|------------------------------------|----------------------|-----------------------------------|
| Capital Program: | | | | | | |
| Mandated and Committed Projects | | | | | | |
| Service Delivery Review | 30,000 | 33,835 | (3,835) | 112.78% | 33,835 | (3,835) |
| Official Plan | 35,700 | 6,159 | 29,541 | 17.25% | 60,000 | (24,300) |
| Waste Audit | 30,000 | 0 | 30,000 | 0.00% | 30,000 | 0 |
| Composition of Council | 30,600 | 0 | 30,600 | 0.00% | 30,600 | 0 |
| Inclusive Community Project | 0 | 22,572 | (22,572) | | 60,000 | (60,000) |
| Community Benefits Study/ByLaw | 10,000 | 2,490 | 7,510 | 24.90% | 10,000 | 0 |
| Infrastructure Replacement: | | | | | | |
| Vehicles & Equipment: | | | | | | |
| Tractor with Flail & Boom | 176,800 | 249,109 | (72,309) | 140.90% | 249,109 | (72,309) |
| Water Tank | 50,000 | - | 50,000 | 0.00% | 39,137 | 10,863 |
| Sweeper Broom | 20,800 | - | 20,800 | 0.00% | 17,197 | 3,603 |
| Roads: | | | | | | |
| Deficiencies Elimination Prgm | 30,000 | 1,767 | 28,233 | 5.89% | 30,000 | 0 |
| Allan's Mill Side Road - preservation | 81,600 | - | 81,600 | 0.00% | 75,500 | 6,100 |
| Ennis Road - back to gravel | 7,650 | 3,474 | 4,176 | 45.41% | 3,474 | 4,176 |
| Merkley Road - back to gravel | 8,160 | 6,346 | 1,814 | 77.77% | 6,346 | 1,814 |
| Upper Scotch Line - reconstruction | 496,740 | 286,204 | 210,536 | 57.62% | 415,000 | 81,740 |
| Glen Tay Road (Hwy 7 to CR 6) - recon. | 179,520 | - | 179,520 | 0.00% | 133,000 | 46,520 |
| Bridges: | | | | | | |
| Alan's Mill Road Bridge | 444,000 | 4,852 | 439,148 | 1.09% | 312,000 | 132,000 |
| Second Line Road - engineering | 33,660 | 641 | 33,019 | 1.90% | 16,900 | 16,760 |
| Replace Bridge Guardrails - 5 yr project | 30,000 | - | 30,000 | | 0 | 30,000 |
| Building: | | | | | | |
| Building Condition Assessment | 50,000 | - | 50,000 | 0.00% | 40,000 | 10,000 |
| Waste Site Accessibility Ramps | 91,728 | - | 91,728 | 0.00% | 0 | 91,728 |
| Council Chambers Accessibility Ramp | 4,550 | 2,544 | 2,006 | 55.91% | 7,544 | (2,994) |
| Waste Sites Master Plan | | | | | 90,000 | (90,000) |
| Recreation | | | | | | |
| Baseball Diamonds | 5,000 | - | 5,000 | 0.00% | 0 | 5,000 |
| Glen Tay Swimming Hole | 15,300 | - | 15,300 | 0.00% | 15,300 | 0 |
| Maberly Fall River Park | 10,200 | 2,339 | 7,861 | 22.93% | 15,000 | (4,800) |
| Solar Farm Trail - Park Plan | 25,500 | 25,898 | (398) | 101.56% | 25,500 | 0 |
| Solar Farm Trail - Development | | | | | 120,000 | (120,000) |
| Maberly Tennis Courts | | | | | 53,000 | (53,000) |
| Minor Capital | | | | | | |
| Waste Site New Wells | 10,000 | - | 10,000 | 0.00% | 10,000 | 0 |
| Waste Site Glen Tay Trees | 5,000 | - | 5,000 | 0.00% | 5,000 | 0 |
| Website Upgrades | 18,360 | 17,462 | 898 | 95.11% | 17,462 | 898 |
| Modernization Projects | | 10,990 | (10,990) | | 10,990 | (10,990) |
| Total Capital | 1,930,868 | 676,682 | 1,254,186 | | 1,931,894 | (1,026) |
| Debt Financing | 138,100 | 31,509 | 106,591 | 22.82% | 138,100 | 0 |
| Total Expenditures | 9,586,010 | 4,904,598 | 4,681,412 | 51.16% | 9,713,893 | (127,883) |

COMMITTEE OF THE WHOLE
August 10th, 2021

Report #PW-2021-19
Sean Ervin, Public Works Manager

BUILDING CONDITION ASSESSMENT
RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Building Condition Assessment Contract #2021-EC-001, including the additional scope be awarded to McIntosh Perry;

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

BACKGROUND

At the June 23rd, 2020 meeting, Council passed the following resolution:

RESOLUTION #C-2020-06-16

MOVED BY: Rob Rainer

SECONDED BY: RoxAnne Darling

“THAT, staff be authorized to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for a building condition assessment project.

THAT, the following activities be conducted as part of the building condition assessment project:

- retain a qualified consultant to evaluate and produce a report focused on architectural, structural, mechanical, and electrical portions of the Township buildings.
- such report will include recommendations, pictures, and budget estimates such that this report can be incorporated and used by the Township as part of its Asset Management Program.

AND THAT, \$10,000 (or 20% of the maximum \$50,000) be committed from the Asset Management Reserve towards the costs of this initiative.”

The Township was notified on May 26, 2021, that the application to the Federation of Canadian Municipalities (FCM) was successful and that the Township would receive \$40,000 for the completion of the building condition assessments.

DISCUSSION

A Request for Proposal (RFP) for the building condition assessments was issued on June 22, 2021. The Township publicly advertised within the local newspaper and on the Township website. The RFP closed on Thursday, July 22nd at 1:00 p.m. and proposals from the following companies were submitted:

| Company |
|---------------------------------------|
| JLL Response |
| McIntosh Perry |
| Stephenson Engineering Limited |
| J.S. Held |
| Green PI Inc. Engineers & Consultants |
| Cambium Inc. |
| Englobe Corp. |
| Wood |

Each of the proposals written and financial component were evaluated separately. The written component was evaluated on the following criteria, for the maximum of 70 points:

- The firm’s qualifications and experience on similar projects;
- The project teams experience;
- Project understanding and approach;
- Work plan, methodology and quality assurance plan; and,
- Project schedule.

The financial component is evaluated by awarding the lowest priced proposal the full amount of points, 30 points. The remaining proposals are awarded by completing the following evaluation:

$$\text{Awarded Price Points} = \left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)}$$

Staff have reviewed and evaluated all eight (8) of the submissions and concluded that the proposal submitted by McIntosh Perry was the most thorough and scored the highest out of the nine (9) proposals that were submitted. McIntosh Perry has experience with similar projects for other small municipalities, a very experienced project team and considerable

understanding for the scope of work that was outlined in the RFP. Their submitted work schedule was realistic and was reflective of their proposed work plan and methodology. Based upon these key points, staff would recommend that Council award the project to McIntosh Perry.

The general scope of work for this assignment includes the visual, non-destructive inspections on all the Township-owned buildings (municipal office, garages, sand storage buildings, various waste site outbuildings and the South Sherbrooke Fire Station). Following the inspections, the consultant is required to complete a condition report, a maintenance plan and 10-year capital plan for each building. The 10-year capital plan is also to provide recommendations for green and energy efficient replacements, where applicable, to reduce Greenhouse Gas emissions and energy usage reductions.

FINANCIAL CONSIDERATIONS

The FCM grant covers 80% of the funding up to \$50,000. In other word, the grant will cover \$40,000 and the Township would be required to fund the remaining 20%, or up to \$10,000. The Township included \$50,000 in the 2021 Capital Budget if the funding was not received with \$30,000 being drawn from the Asset Management Reserve and \$20,000 being drawn from the Contingency Reserve.

The bid from McIntosh Perry was \$30,360 excluding rebated H.S.T. and therefore the FCM grant would cover \$24,288 and the Township would be responsible for the remaining \$6,072. Staff are recommending that these funds be drawn from the Asset Management Reserve. The remaining \$23,928 and \$20,000 would be returned to the Asset Management Reserve and Contingency Reserve, respectively.

Alternatively, Council could authorize the increase in the scope of work for this project and spend closer to the allocated amount for the grant. McIntosh Perry indicated in their submission that they also complete energy audits and wall and roof thermography studies for buildings.

The price for an energy audit is approximately \$1,300 per building. The price for wall thermology studies is approximately \$1,650 and roof thermology is approximately \$1,250 per building. Staff would recommend that an energy audit be completed on the Municipal Office and the wall and roof thermography be completed on the Municipal Office, Burgess Garage and Bathurst Garage (the 3 most-used Township buildings). The additional cost for these studies would be \$10,000. If Council authorizes the additional studies, the total price would be \$40,360 and therefore the grant would cover \$32,288 and the Township would be responsible for \$8,072.

OPTIONS CONSIDERED

Option #1 – (Recommended) - Award the request for proposal, as well as the additional scope of work (energy audit and thermography studies) to McIntosh Perry.

Option #2 – Award the request for proposal to McIntosh Perry.

Option #3 - Award the Contract to one of the other companies that provided a proposal. Staff do not recommend this option as the results of the evaluations were clear.

Option #4 – Not award the Contract and provide further direction. This is not recommended as the Township has secured funding to cover 80% of the costs of the project, which is required for assessment management planning.

STRATEGIC PLAN LINK

Our Vision for the Future:

Financial Sustainability: We have stable tax rates and debt ratios and are able to fund our desired programs and infrastructure.

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

Guiding Principles

- we manage our assets and infrastructure effectively and efficiently and have plans in place to maintain and replace them.

CONCLUSIONS

Based on their excellent proposal, experience with similar projects and very knowledgeable project team, it is recommended that Council award this project to McIntosh Perry.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
August 10th, 2021

Report #C-2021-27
Amanda Mabo, Clerk

COUNCIL COMPOSITION SURVEY RESULTS AND NEXT STEPS

STAFF RECOMMENDATION(S)

“**THAT**, staff be directed to proceed with Option # _____ in Report #C-2021-27 – Council Composition Survey Results and Next Steps.”

BACKGROUND

At the April 27th Council Meeting Council directed:

*“**THAT**, staff proceed with the Council Composition Survey as outlined in Report #C-2021-13 – DRAFT Council Composition Survey Questions.”*

Notice of the survey was distributed via the June tax bills, advertised in the newspaper, via eNews and on the Township’s Facebook page. The survey was open from July 1st to 30th.

DISCUSSION

A total of 213 responses to the survey were received which equates to about 3% of eligible electors.

The results of the questions are as follows:

1. In which ward do you live or own property?

| Ward | Total |
|------------|-------|
| Bathurst | 76 |
| Burgess | 93 |
| Sherbrooke | 44 |

Total Survey Responses = 213

2. Should Council discuss possible changes to the size of Council?

| Should Council discuss possible changes to the size of Council? | Total |
|--|--------------|
| Yes | 84 |
| No | 97 |
| I'm not sure | 24 |
| I have no preference | 8 |

Total Responses = 213

3. Should Council review the current ward system and boundaries?

| Should Council review the current ward system and boundaries? | Total |
|--|--------------|
| Yes | 75 |
| No | 99 |
| I'm not sure | 29 |
| I have no preference | 10 |

Total Responses = 213

4. Please provide your general comments about the size of Council and/or the ward system.

The responses to question 4 are attached.

In order to garner a full picture of what the numbers represent, they have to be read in conjunction with the responses to question 4. For example, a few who selected "Yes" wanted to see an increase in the number of Members to 9, rather than a reduction, and a few who selected "Not Sure" or "No Preference" wanted no change.

The answers have been broken into three categories: Comments from those that answered "Yes" to discussing possible changes to the size of Council, Comments from those that answered "No" to discussing possible changes to the size of Council, and Comments from those that answered "Not Sure" or "No Preference" to discussing possible changes to the size of Council.

OPTIONS CONSIDERED

Option #1 Status Quo

Make no changes to the current composition of Council or ward boundary structure.

Next Step(s) – Put forward a motion to receive this report as information.

Option #2 - Maintain the Current Ward Structure and Reduce Council Composition

If the number of Councillors are to be reduced, then a ward boundary review should be completed using the guiding principles for the reasons discussed earlier in the year in Report #C-2021-01 – Council Composition (attached). This applies whether the ward boundaries remain unchanged or are altered.

At this late stage, it would be recommended that Council waive the procurement policy to sole source a consultant to undertake the review.

Next Steps – Council pass a motion to direct staff to retain a consultant to undertake a ward boundary review to determine the appropriate number of Councillors for the current ward boundaries for the Township and that the review include public consultation.

This option ensures that there is equal representation across the entire Township by having a Councillor from each area (ward) of the Township.

Option #3 – Ward Boundary Review

A full ward boundary review will determine if the Township should maintain, alter or remove the wards, and subsequently how many members should be on Council, either by ward or in total.

In order to determine the number of Councillors, then a ward boundary review should be completed using the guiding principles for the reasons discussed earlier in the year in Report #C-2021-01 – Council Composition (attached). This applies whether the ward boundaries remain unchanged or are altered.

At this late stage, it would be recommended that Council waive the procurement policy to sole source a consultant to undertake the review.

Next Steps – Council pass a motion to direct staff to retain a consultant to undertake a ward boundary review to determine if the Township should maintain, alter or remove the wards, and subsequently how many members should be on Council, either by ward or in total.

This option ensures that there is adequate representation across the entire Township whether there are wards or not.

STRATEGIC PLAN LINK

Mission Statement: To deliver local, rural services for the benefit of all taxpayers in a way that is sustainable and brings value to residents of the municipality.

FINANCIAL CONSIDERATIONS

Option #1 – \$0

Option #2 & #3 - \$30,600 (excluding staff time) – retain a consultant to undertake a ward boundary review, public consultation, advertising/notices, mapping changes, updates to policies and procedures, updates to election materials and systems, etc. This amount was included in the 2021 Budget.

CONCLUSIONS

Whichever option is selected, the key will be to ensure public consultation and time for Council to discuss and consider the feedback before any by-law is adopted.

ATTACHMENTS

- 1) Responses to Question 4 of the Survey
- 2) Report #C-2021-01 – Council Composition

Prepared and Submitted By:

**Amada Mabo,
Acting Chief Administrative Officer/Clerk**

4. Please provide your general comments about the size of Council and/or the ward system.

Total Responses = 162

| Comments from those that answered “Yes” to discussing possible changes to the size of Council. | Comments from those that answered “No” to discussing possible changes to the size of Council. | Comments from those that answered “Not Sure” or “No Preference” to discussing possible changes to the size of Council. |
|--|--|--|
| <p>Having an elected official dedicated to representing their citizens in their own ward ie Burgess, seems to be the most equitable representation.</p> | <p>1. I think over time the reduced council would demand more money as they would be doing more work and could cost us more in the end. 2. I think historic make up of council is important. Thanks for asking</p> | <p>What proposed changes are or could you be considering to our ward boundaries? Are there any current concerns about the size of the council? If so, what and why?</p> |
| <p>Eliminate the ward system and allow all councillors to be elected at large. Reduce the number of councillors.</p> | <p>I am not opposed to having relatively more members of council designated for more populous areas/wards, but I do think there should be some level of representation from all areas. I also think reducing the size of council from 8 to 5 has many risks, including a loss of diversity of viewpoints, increased workloads (making being on council less do-able for people with work and other responsibilities, which would discourage younger people from serving), and the possibility of concentrations of power in a small block of people. From what I have read, the cost savings argument is not strong, given how the savings from having three fewer members would be offset to some degree in new costs. In any case, as a Tay Valley resident, I am happy to have my taxes go to ensuring good governance.</p> | <p>Get ride of ward system. Then everyone on council is responsible to all electorates. Elects the best persons when no wards.</p> |
| <p>Council is too large as it is there is no need for two councillors from each ward one would be sufficient to represent their wards.</p> | <p>The current pressures on Tay Valley Township are unprecedented including: - increased development pressures, - more people working from home, - a diverse and aging demographic, - a proposed Via rail line travelling through the heart of Sherbrooke and Bathurst Townships.</p> | <p>It seems fair to consider redrawing ward boundaries that level out the number of constituents per councillor and to come up with a metric of how many constituents per councillor is fair for proper representation. If that ratio is 1:1000, 1:1500 or something else, I don't know.</p> |

| | | |
|---|---|---|
| | <p>I want to ensure I elect a voice on council which adequately represents my vision for the Township. This vision includes finding ways to face these challenges together in a collaborative, constructive and positive way recognizing a shared love for this place we are lucky enough to call home.</p> <p>To that end I wish to see the current size of Council and the ward system remain unchanged.</p> | |
| <p>I think that the ward system is no longer relevant. In this day of relatively easy online communication, councillors can represent the whole township as easily as just their ward. The population balance among the 3 wards is so skewed that this system is inherently unfair and not democratic.</p> <p>If the ward system is done away with, 5 councillors instead of 6, plus the Reeve and Deputy Reeve should be enough. If there is a tied vote on any issue, further discussion and compromise should ensue.</p> | <p>No problem with the current system so why change it or hire a "consultant" to waste our tax dollars.</p> <p>The roads are just terrible, look at RIDEAU Township to see how they have done great things over the last ten years.</p> <p>Most roads have been upgraded and then chip and tar surfacing is the norm. But, they spent the time and money to improve the road before chip and tar surfacing was implemented. Lessons could be learned from this!</p> | <p>I tried to read the Additional Information page/report BUT kept getting "Page not found error". Hence, I do not have any idea why this is a priority!!</p> |
| <p>Reduce the size and focus on being efficient.</p> | <p>This seems to be something that should be discussed further, and openly with the constituents/public.</p> <p>Questions need to be asked, as to why the changes are being proposed etc.</p> <p>The councillors were elected by the public. Council works for that public. Transparency!</p> | <p>The current composition and elected members seem to function MUCH better than in more recent terms past. For the next 5-10 years, leave well enough alone.</p> |
| <p>8 council members seems too large fir this size of municipality</p> | <p>We need the diversity of opinions to serve us best, this isn't about saving money but maximizing democracy!</p> | <p>It ain't broke.</p> |

| | | |
|--|--|--|
| <p>The savings on 3 members of council Could fund an additional staff member or reduce annual costs</p> <p>1 per ward for a total of 5 seems appropriate</p> | | |
| <p>We would like to see the boundaries revised to even out population percentages. In addition, a reduction in the number of representatives would allow for a more streamlined town council. One elected councillor per ward with Reeve and Deputy Reeve elected at large would be adequate.</p> | <p>Size of Council works, good to have more than one representative as one never listens!</p> | <p>The Ward system does not sound unreasonable 8 members does not sound unreasonable for representation of 3 wards Are the councillors paid ? if so, how much ? Votes from the 2 councillors/ward could be proportional to the % of residents ... if fair representation is the/an issue</p> <p>Are there concerns with the 6 ... too many or too few ? What would be gained by increasing or reducing the # of members ? What is the problem that is trying to be addressed ? Please help us comment based on concerns ? ... and, the benefit of changing</p> |
| <p>Every other TWP in the county is laughing at the size of Tay Valley Twp. council... 8 people - no decisions get made</p> | <p>Leave alone, it works, just seems like you want to concentrate power into fewer people</p> | <p>If it works don't fix it. I would like to understand why changes are needed, what isn't working?</p> |
| <p>Tay Valley has been amalgamated since 1998 and should be considered a township. Get rid of the wards and have councilors run at large in the whole township. 3 councilors, 1 reeve and 1 deputy is all that is needed.</p> | <p>I like the current size of Council because I think it better reflects a variety of opinions than a smaller one. To more evenly represent the residents of the township, you could look at electing half of the Council at large instead of by ward, or redrawing the ward boundaries to balance out the population in each.</p> | <p>Would have been useful in the survey to have provided the current size of the council and which wards they represent. Pretty much not enough information in the e-mail sent or the survey to offer any input.</p> |
| <p>If people want to keep the 3 wards, then there should be one councilor from each ward, a deputy and a reeve. Having 8 is not necessary and an odd number would work much better.</p> | <p>Re-draw the ward boundaries to better reflect the distribution of population.</p> <p>Keep six councillors to allow for different points of view, especially as Tay Valley is growing.</p> | <p>What is prompting this review.? You state that council made it a priority last year, but not why.</p> |

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| | <p>Having a smaller group making decisions for an expanding population would be going backwards.</p> <p>If boundaries are not re-drawn then elect half the councillors at large to counter the imbalance between wards.</p> | |
| <p>The population size in Tay Valley does not warrant two councillors per ward, as per the ward system amalgamation is here now. Money has been spent to do this and can not be undone, the equipment has been updated providing good service in all wards and should now be left alone.</p> | <p>It seems like this is not a priority in the middle of a pandemic where strategic planning for emergency response, climate change and financial stability would be higher priorities. I also am satisfied with the current representation as it provides a balance within Council. If this was to proceed, public consultation would be helpful - something that hopefully can happen in the future, so I think this should be shelved until such time as this can occur.</p> | <p>Size of Council should not be reduced. Not sure if it should be increased. Depends on representative structure.</p> <p>There should be representation more in proportion to ward population. Ward representation should remain. Possibly in conjunction with township wide representatives.</p> |
| <p>Seems like a lot of councillors.</p> | <p>This is not the time to address this issue. Perhaps revisit it in a year when an actual public forum can be held.</p> | <p>Ward boundaries could be altered to represent each ward's population more equitably. By doing so, the size of council can then remain the same at two representatives per ward. There is no need to expand the size of council.</p> |
| <p>I think the council composition should be more equitable to reflect dif populations or boundaries should be revamped</p> | <p>I am curious to know why Council feels this is a priority. I think the municipalities making up TVT are quite distinct (geographically as well as demographically), and adequate/aware representation on council is necessary. I also feel a diversity of voices and perspectives makes for a healthier and more robust, creative and representative council. I am not in favour of reducing the number of councilors.</p> | <p>Representation should be more in proportion to ward population. Size of Council should not be reduced as that could lead to a very small group having a majority. Ward representation should remain to some extent -- perhaps in combination with township wide representatives.</p> |
| <p>reduce the number of councillors and cut down the red tape</p> | <p>"If it ain't broke, don't fix it"</p> <p>There are plenty of issues relevant to the entire township. It would divert precious councilor time and energy away from addressing more important issues</p> | <p>The size of the council should reflect the % of population in each ward. So a ward with a larger % of population should have more councillors.</p> |

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| <p>By all means discuss and review the current situation, but if the only reason for change is to reduce costs, please leave things as they are. We need good people on Council and, yes, we need value for our tax dollars, but saving money at the cost of wise decision making is not wise.</p> | <p>I would be reluctant to see the size of Council reduced. My understanding is that it does not amount to a significant financial savings. However, reducing the number of Council members and the specific ward representation would be a reduction in democratic governance in our Township. Therefore, I do not agree that there should be a review of Council size nor a reduction in Council members.</p> | <p>More background information would be nice to have before making any comments on future decisions. I assume the discussion is related to possibly moving to a 'proportional representation' model based on population? If that's the case, what was the pop'n breakdown in '98 when the amalgamation occurred and what was the philosophy for the distribution at that time? I think it's important to understand how/why decisions were made in the past. You can't make decisions in isolation.</p> |
| <p>We are over-governed, i suggest two councillors for the entire area. Any more just leads to excess meetings and Waste of time and money.</p> | <p>As a staff person that was involved completely in the original amalgamation process I know a lot of discussion was held around the subject of ward boundaries. North Burgess residents are drawn to Westport or Perth for shopping and other needs; while South Sherbrooke residents are split between Sharbot Lake and Perth for services. I believe that despite differences in population each ward should retain 2 representatives each. Due to the number of Committees, working groups, etc., it is important to have the 8 members of council to spread the work load equally between all members of council and all wards.</p> | <p>We are cottagers. If it ain't broke why fix it. I am not aware of a need to alter the number of councillors or the ward system but am not against a review if there are outstanding issues. There should not be an increase on council just to add seats as it will increase costs, instead perhaps there are other ways of solving issues that are identified. Is this helpful, unlikely.</p> |
| <p>Reduction of Council to 5 is paramount to getting things done in a non ward system. One township, not 3 wards. Let the cream rise.</p> | <p>A simple test: Do potential candidates know</p> <ul style="list-style-type: none"> o where the skating rinks & baseball diamonds are in all three of our current wards? o where the BVM Hall, the ABC Hall, & the Maberly Hall are? The history of each? o any member of the Maberly Agricultural Society? Have they attended the fair"? o any member of the ABC Hall Board or the women who organize the pancake breakfast at the BVM Hall? Have they attended any events at these halls? | <p>You should have put out council's thoughts on what type of changes a re being considered and why before putting out this blind survey. It's insulting.</p> |

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| | <ul style="list-style-type: none"> o the president of the any of the lake associations in all three wards? o that residents of North Burgess tend to shop in Perth, sometimes in Westport while the residents of South Sherbrooke tend to shop in Westport & Sharbot Lake? <p>Reducing the Number of Councillors Three considerations come to mind:</p> <p>First, the workload would not be reduced; rather it would be redistributed among the remaining councillors. What effect would this have on potential candidates? For example would people in the labour force have sufficient time to fulfill the responsibilities of a full time job & the responsibilities of a councillor?</p> <p>Second, the cost savings would be approximately \$20k for each position eliminated. Looked at in the context of the overall budget, the savings is modest to say the least. Further, after one factors in the per diems & mileage for the additional meetings, the savings would be less than \$20k. At what point would Councillors request an increase in salary to recognize the increased work load / responsibilities?</p> <p>Third, for each reduction, there would be a corresponding loss in the diversity of views around the council table.</p> | |
| <p>I prefer that the councillors remain linked to a geographical area, so that they represent some specific place--not just a general representation like all the other councillors. This could lead to people not knowing who represents them. If saving money is the primary goal, than perhaps, having just one councillor per ward would work. However, given that</p> | <p>I think the size of the current Council is sufficient for the needs of Tay Valley Twp.</p> | <p>If it work do not change it If it does not work improve it</p> |

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| <p>absences due to various reasons will occur, this would mean that there may not be enough people to do the work required. If a general representation for councillors is preferred, then link each councillor to a specific group of duties or issues so that people know who represents them for what and who to contact. For example, councillor for roads, councillor for waste, etc.</p> | | |
| <p>We really don't have a lot of knowledge on the subject. We try to keep informed.</p> | <p>If it ain't broke, don't try to fix it. If Counsellors or staff think something is wrong with the current system, tell us what the problem is so that we can consider the pros and cons of making changes.</p> | <p>My cottage is on Christie Lake, it is very unclear to me which ward I am in. I think it would make more sense for all of Christie Lake to be in one ward. So, I would suggest creating ward boundaries which align with communities.</p> |
| <p>Based on the information given, it would seem more fair to have the number of councillors per ward be based on the ward population, or alternatively, to reconfigure the wards to have approximately equal populations.</p> | <p>There should not be fewer than 7 or 8 members of Council. Any fewer does not do justice to the diversity of the Township and the work that is done by Councillors. The current boundaries reflect the historic development of the area.</p> | <p>The current balance seems fair. But with the developments going on over the past 3 years it would be timely to see how these have affected the overall balance.</p> |
| <p>Reeve, Deputy Reeve and three councillors all elected at large.</p> | <p>I believe that TVT's current council makeup and geographic representation works well. Any reduction in council members or change to the ward system would reduce its effectiveness and unreasonably increase the workload of politicians.</p> | |
| <p>1 councilor per ward plus Reeve and deputy</p> | <p>I believe that the size of council and ward system truly reflects the demographic of the growth and development in the area.</p> | |
| <p>Why are you thinking of considerations? why is this a top priority? Is the size of council a problem? Too big or too small. ??????</p> | <p>Eight councilors and two leaders should be fully sufficient. Perhaps their remuneration needs review</p> | |
| <p>I believe we have too many Councillors for the size of the population - and thus too much expense. If we keep 3 wards then go with one Councillor per ward - two is overkill.</p> | <p>No need to have more township reps. Too many councilors slow down decisions, too much unnecessary discussions. Suggest proportional vote system.</p> | |

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| <p>Our taxes are too high for the services we receive. It would be nice if you opened your Office like everyone else - your Covid response has been ridiculously paranoid.</p> | <p>Bathurst councilors would each have 2.6 votes Burgess councilors 2.2 each Sherbrooke 1.5 each Not sure what to do with the Reeve and Deputy Reeve vote?</p> | |
| <p>Wards with more voters should have a extra councillor added or get rid of the wards and have councillors added accordingly</p> | <p>We recommend that no changes be made to the existing Council composition and everything remains status quo.</p> | |
| <p>Hi.....I'd like to see the ward boundaries removed so we could work as one Tay Valley Township unit together. I'd like to see the Reeve and Deputy Reeve still elected at large. Then, I'd like to see seven councillors elected at large to represent all of us. We would have nine people on Tay Valley Township Council. Thanks for hearing my idea on this matter</p> | <p>The disparities between wards do lead to some parts of TWT being effectively over-represented. But, by electoral standards the over-representation is not huge. Nor is it solvable given the fact that one cannot have councilor decimal places 2.2 councilors for one and 1.8 for another). So, the only alternative is to either grow Council or re-adjust boundaries. Growing Council is not on. Eight is as big as 6.474 electors should ever need. Ward adjustments might help, if here are some natural groupings that can be achieved. But, in general, I always ask: what is the problem to which this is the solution? If ward councilors are working well together and focusing on township-wide problems, there is not a problem.</p> | |
| <p>I will admit to not knowing all of the details, but it seems to me that Bathurst, with almost twice as many residences as Sherbrooke, should have more councillors . In other words, it doesn't seem to make sense that all of the wards have the same number of councillors. I also think it is high time that the boundaries were reviewed. A lot has changed in 23 years.</p> | <p>The way that the council is currently comprised seems to be the most logical, providing better representation from each of the wards, than if there was only a single councillor. While it is inevitable that there will at times be conflicting opinions, having different perspectives makes for a better final decision. Regarding the boundries of the different wards, changing them so that each of the 3 wards is closer to being equal in size in terms of the number of electors, would provide better representation.</p> | |
| <p>5persons on council</p> | <p>I do not see a need to change the current composition.</p> | |

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| No ward system. One township. | | |
| I think representation should be relative to population. Sherbrooke only has 24% of the population but has as much representation as Bathurst with 42%. | Keep status quo - there has been no problem identified that requires time or money spent to study, review, debate. | |
| <p>I would like to see a reduction in the total number of councillors. There is no need to have such a large council for the number of people that are being represented. Modern communications technology (although internet / cell service is not the best here) has improved sufficiently to allow for fewer councillors to be able to receive from (and provide to) local residents the same degree of information. Any monies saved through a reduction in Council size could benefit the Township in other areas - infrastructure, other projects etc.</p> <p>Likewise a revision of boundaries - which should have been done when the amalgamation first took place - would likely allow for a better representation and further justify a reduction in the size of Council.</p> | <p>I could not find in the information package what ignited this wish for change during a pandemic when we are all so involved in just staying alive and sane. I had heard it was to save the salary and any other cost of having 2 representatives in each ward. I did not see each of the options graded on the criteria.</p> <p>There should be no further action of discussion or review by Council until the residents (not just the taxpayers) have been informed of the rationale for any of the changes proposed and a meaningful consultation.</p> <p>The information package was useful as it lays out what should be considered in any change. The options proposed need to show how they meet the criteria stated at least regarding the level of representivity of the increasing diversity of our rural community. Now that we are opening up sports and community function we can look forward to town hall or small group discussions that can lead to useful discussion and resolution of issues by residents and groups impacted by future action.</p> | |
| 4 or 3 counsellors elected at large would be quite enough for the size of the Township. The old Township Wards are an antiquated piece of governance that serve no real purpose. | We need a council rep that lives in each of our wards. | |
| Decrease by one as often it seems there are always 4 against 4. | I think we have good representation as it stands. If the Reeve and the Deputy and one councilor were all elected for 1 ward, it could leave any vote 3 against 2. | |

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| <p>due to the amalgamation, we ended up with more councilors than comparable townships of our population so we should reduce the councilors to one per ward, we have too many politicians for only 6,474 electors</p> <p>now how about also right-sizing staff for a township of our size while your at it</p> | <p>I am not sure why this is a Council priority as there is no background or context provided which would help me determine if there is a need to change the current system. Is it a cost related matter? Is it a question of under or over representation? A question of efficiencies. I have not seen a groundswell of public interest in the matter (unlike a noise bylaw, or property standards bylaw). Until I see what the rationale is for making this a priority - and potentially making changes - I say leave this as they are.</p> | |
| <p>The size of council should not be reduced to the point that the responsibilities and workload are diminished. Consideration must be given to the issue of equity. Currently, Sherbrook is over-represented based on population. To address that inequity it makes sense to have one elected representative from each ward to ensure that local ward issues are addressed. To ensure that there is balance the addition of three councillors elected at large is necessary. This arrangement will draw from a larger talent pool and will prevent a small council with too much power in the hands of the reeve and deputy reeve.</p> <p>Under the current system, there is inadequate communication to the electorate. The only information we see are jobs, tenders or sale of land advertised in local media. The Lanark Era covers Mississippi Mills and Lanark Highlands routinely. The D/NE Reeve and the MM mayor post regularly on social media. Without Councillor Rainer's reports we would not know what is going on in TVT. Any discussion of this review must be open. Otherwise the review is meaningless and will appear to be self-serving.</p> | <p>The current size of council is not a burden for the township and should not be reduced. The number of supervisor roles, committee positions and information consumption and understanding required for effective township management, especially informed voting at council requires at the very least the existing complement of council members to divide and manage the workload effectively. Moreover, any reduction in council members would lead to less democratic processes as fewer individuals would be engaged in the governing process.</p> | |

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| <p>Too many council members results in some becoming " dead weight", poor communication and slows down process. Streamline the council.</p> | <p>Each Ward is quite different in its composition and geography and so may have different priorities and needs Each ward needs to be adequately represented by elected individuals to advocate for their ward. The current duties of counselor are many and varied such as attending counsel meetings, participating in or heading numerous township and county committees, keeping informed on township and county matters in order to make informed decisions and votes, dealing with various matters as they arise. I feel that the resources of our current council are stretched as it is. Making the council smaller only adds to the problems. Some committees are filled with community volunteers now. A smaller council will require even more volunteers which could lead to cronyism and township matters decided by unelected committee members who do not need to answer to the public.</p> | |
| <p>Do we need 3 councillors?</p> | <p>Not perfect but best to leave it alone!</p> | |
| <p>In this case, smaller is better. It seems as if a select few are doing most of the work anyways, so why not lower administration costs and requirements and let those who do the work get to it without the added weight of extra weight.</p> | <p>One option for egalitarian representation would be that the wards remain, one elected representative per ward, three representatives at large, Reeve and Deputy Reeve at large. Total - eight.</p> <p>Another option would be to remove the three wards, at large voting...then all votes have equal value - top seven are elected (seven avoids ties). Reeve and Deputy Reeve are still elected at large. Total - nine.</p> | |
| <p>8 members on council is too many, one from each ward, a Reeve and deputy would suffice Too many opinions and too many comments just drag meetings on. Savings on 3 salaries would be realized as well.</p> | <p>I think we need to keep the size of Council as is so that we hopefully get a broad range of views on council. The smaller council is there is the possibility that it might lean towards a certain perspective. The council makes some big decisions that affect a constituency of many views so often it is good to have a number of perspectives/voices at the table.</p> | |

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| | <p>As to the current ward system I'm not sure of the best way to address the differing ward sizes in number of electors. Burgess seems more fairly represented by its two seats, while Sherbrooke is somewhat over represented and Bathurst is somewhat underrepresented. I think the representation issue should be looked at perhaps in 5 or 10 years. Maybe then Bathurst will have grown significantly enough to justify 3 councillors and maybe Sherbrooke would only get one. For the time being the differences aren't significant enough to merit a change.</p> | |
| <p>Bathurst is under represented and South Sherbrooke is over represented. Drop one counsellor for South Sherbrooke or add one for Bathurst. Or have counsellors elected at large without wards so they take the perspective that they are making decisions for all Tay Valley.</p> | <p>If council is reduced we may not have the variety of viewpoints which is good for healthy debate. It's good to have representation from throughout the township so I think we should keep the ward boundaries as is. Perhaps later, as the population grows, we should look at better proportional representation in the wards. Right now I don't think the population differences between the wards merits a significant structural change.</p> | |
| <p>AS per population size, Sherbooke should be reduced to 1 councilor</p> | <p>At least two people per ward- unfair to have only one person represent a ward- more councillors equals more perspectives which hopefully means making the right decisions.</p> | |
| <p>I would like to see council reduced to 5 in total and we should eliminate the wards and just be Tay Valley.</p> | <p>At amalgamation South Sherbrooke was promised two Councillors, this should be honored. We don't need change!!!</p> | |
| <p>Reduce the size of Council to 5.</p> | <p>Doesn't seem representative of population.</p> | |
| | <p>I don't see a problem with it as it is</p> | |
| <p>The ward system is fine. Just decrease the number of councillors</p> | <p>The system is not broken, why even mention a change?</p> | |
| <p>I believe it is time for one ward, Tay Valley. There is no need for divisions.</p> | <p>Would like to see re drawing of the boundaries to move evenly distribute the population. Really would not like to see any reduction in size of the council as this would</p> | |

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| <p>Many larger municipalities have fewer councillors; having 8 for a population of less than 7,000 is not appropriate. I would suggest: - Reeve - 4 Councillors, one of which by council election or by highest municipal vote at election time, will act as Deputy Reeve.</p> | <p>impose far to great a work load and detract from diversity of opinion.</p> | |
| <p>Sherbrooke does not need 2 councilors for less than 25% of the townships population.</p> | <p>Two reps from each ward seems best and easiest. ...as it now exists.</p> | |
| <p>I don't think ward boundaries need to change but I do strongly believe there should be two more councilors on Council. This benefit will increase the knowledge base of Council. Additionally, as proven by the increase in building permits, there will be a lot more people moving to Tay Valley and they need to be represented. Increasing the amount of councilors also protects the tax payer in the event one or two of the current councilors has to abruptly leave their duties due to illness or some other reason. I believe there should be one more Councilor for South Sherbrooke at the very least, and one more to represent the people elsewhere in the Township.</p> | <p>I would like to see the ward system retained and the boundaries changed to reflect better representation by population if some members are feeling hard done by. As studies published on the internet show, there are many cons to an "at large" system. Turn out is already small with only 50% of the eligible voters participating. In this municipality is it fair to assume that voters would do the research needed if 10 or more candidates were running for 5 chairs on council. I think not, The only thing that will fix council is the quality of the people running for office not their quantity. An at large system would lead to the election of councillors whose last names are closest to the beginning of the alphabet. My experience has been that some of the councillors are only chair fillers but well-known chair fillers. If only those chair fillers were elected to council, little would be done and only the interests of their friends would be considered. Every ward should have at least two councillors so that the public has at least some chance of getting a call returned and action taken on a local issue. If there were more Shirley Deacons (God rest her soul) and Rob Rainers the municipality would be in fine hands. Some councillors work hard, others don't. This is not news.</p> | |

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| | No system is going to be completely fair. If this initiative is looking for fairness, I suggest you look between facile and futile in the dictionary. | |
| The council seems large for the population size, and unbalanced for the dispersion among the three wards. Township taxes are very high compared to anywhere I have lived , including major cities in Ontario. | Having two reps allows for a diverse representation within our ward. For whatever reason one member gets sick or is on vacation our concerns can be voiced through the other elected councillor. | |
| <p>3. The current arrangements are undemocratic... Bathurst votes count much less than others... should have at least three representatives. Total Council with Reeve and Deputy Reeve - nine</p> <p>2. Better yet, remove the three wards, at large voting...then all votes have equal value - top seven are elected (seven avoids ties). Reeve and Deputy Reeve are still elected at- large. Total - nine</p> <p>1. Best option:Wards remain, One elected representative per ward, three rep.s at large, Reeve and Deputy Reeve at large. Total - eight.</p> <p>If the council has only five councillors (plus Reeve and Deputy Reeve), three people will be able to control votes... this puts the democracy of the township in jeopardy!</p> | <p>I do not think Council should be much, if any, bigger. If too big it may be difficult to make decisions and reach a consensus; however there is a discrepancy in the populations of the wards while each have equal representation. Is there a viable way to make representation more equal?</p> <p>My suggestions:</p> <ol style="list-style-type: none"> 1. Take 1 away from Sherbrooke and give to Bathurst. There will still be 6 Councilors. 2. Leave 2 with Sherbrooke and add 1 each for Bathurst and Burgess, This would create 8 seats plus Reeve and Deputy Reeve which should not be unmanageable. | |
| OVER GOVERNED. Too many councillors based on population. To much debate. To long to make decision | I find this survey to be very vague and not helpful as it does not provide any context or actual views of council. | |
| Reduce cost & be creative to get more revenues. The price of permits, in particular the price of building permits , is a real joke! I and i have friends who would be interested in building, but the system is not very encouraging and YOU know why !!! \$\$\$\$ | Ruducing the effective number of council would put decision-making into the hands of fewer councilors. This could restrict fair debate with the possibility of reduction in various points of view. It would also it seems to have an effect on the workload as the same number of | |

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| <p>How come in Montreal as example the cost and.... is 90% cheaper?</p> | <p>committees would still be required. If councilors attend more committees does that require more remuneration, if so any reduction may not cost effective.</p> <p>May be scope to even up wards via population size but work on latest 2021 census figures.</p> <p>Coming out of Covid restrictions this may not be the best time to proceed anyway.</p> | |
| <p>To many councillors for the size of the municipality</p> | <p>I feel we are well-served by the present size and allocations. It is important for municipal council to strongly represent its constituents. Many don't realize how much work is involved.</p> | |
| <p>Too many councilors. One per ward is enough</p> | <p>Each ward has it's own distinct characteristics and should be represented accordingly. Having two representatives from each ward helps to ensure the best representation of opinions on issues affecting each ward. It also allows for a sharing of the workload among the councillors on the various committees, rather than all councillors having to be part of every committee.</p> | |
| <p>While I agree with a thorough review of the current ward system and boundaries, I am not in favour of a change that would keep the same boundaries and reduce representation from less populated parts of the township - i.e. Sherbrooke Ward.</p> | <p>I am saying 'No' to any discussion of ward boundaries and the size of Council, because this survey does not give any reasons, or explain any need, for changes.</p> <p>My impression of the situation, based on attendance at some Council sessions, is that this little township is overwhelmed with work. Each councillor serves on extra committees or boards, in addition to attendance and voting at every Council meeting. If a councillor hopes to do his/her job conscientiously, i.e., keeping abreast of all the issues, then that makes the job full time, while (I understand) councillors receive only a part-time remuneration. Some councillors do appear unprepared for serious debate on the many complex issues facing</p> | |

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| | <p>them. So fewer councillors would just make this situation worse.</p> <p>There seems to be no time (or expertise) for the real task of TVT, which is to ensure the long term protection of the natural environment (water, air, and soil) -- TVT's greatest asset. Ironically, most time seems to be spent on development applications, while the greatest asset is the undeveloped lands. If anything, more staff are needed to provide the councillors with detailed technical support.</p> | |
| <p>Hi I think there is to many staffing or Council and or the ward system need to down size for sure</p> | <p>It works well as it is, therefore I see no need at this time to reduce the number of representatives or the boundaries.</p> | |
| <p>There should be a Reeve, Deputy reeve and one councillor per ward, which would be a total of five elected officials.</p> | <p>We are happy with our current representation on council for our ward and are very pleased with our councillor, Rob Rainer, and his abilities to represent our ward in a very progressive manner.</p> | |
| <p>A council of 8 is a lot for a local municipality of this size. 5 would be sufficient. We don't need wards!</p> <p>If we are ONE municipality then we don't need to segregate based on previous townships!</p> | <p>The council may be large for a population the size of TVT, but I would prefer to keep the present numbers and wards. A smaller number of councillors leaves council more susceptible to being influenced by outside interests. We have already seen how provincial and national MP's have interfered in local politics and endorsed candidates sympathetic to their views. Needless to say economic interests such as developers would have an easier time lobbying and garnering the interests of a smaller number of elected representatives.</p> | |
| <p>Less government the better.</p> | <p>The present number of councillors would allow for more debate to occur , opinions and ideas to be discussed.</p> | |
| <p>We have to many councillors for the size of our municipality. We have been amalgamated long enough and councillors should be voted in at large or at least cut in half.</p> | <p>In the time of COVID, there is no way there can be meaningful consultation about this change in number of council members. It is irresponsible and an affront to democratic principles. I very strongly oppose any proposed changes to reduce the number of</p> | |

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| | representatives in Tay Valley Township or even to start this conversation now. | |
| Wards are unnecessary in a township of this size and fewer councilors would be more efficient/less expensive. | It works now. Why change it? | |
| The Council Composition should be as follows: -Reeve | This has been brought forward for someone's political agenda so that they and their buddies can run the Township. If this occurs we are all in trouble. | |
| The ideal outcome of the current discussions is to downsize the size of the Council. We have seen over the last number of years that having too many Council members has led to unnecessary in fighting, which leads to greater public frustrations. Additionally, a reduction in Council size will save taxpayers dollars and result in improved discussions around the Council table. We have seen in surrounding Townships that the following Council makeup is effective: 1 reeve (elected by full township), 1 deputy reeve (elected by full township) OR 1 deputy reeve appointed by the council from one of the ward councillors, 1 council member per ward (elected by ward). | At present I feel our municipal council is functioning well. To reduce the number of councilors in my opinion, would not benefit the citizens of Tay Valley Township. The salary cost of council is not an issue as all positions are part-time and administrative assistants for councilors are not necessary. | |
| The ward system is fine. Most municipalities across Ontario have wards; a function of pre-amalgamation boundaries and historic land survey composition. The geography of our Township is so spread out that I feel it is important to have representation from all wards. The size of our population only necessitates representation of ONE Councilor per ward, in addition to Reeve and Dept. Reeve. A council make-up of 5 is all that is needed for Tay Valley Township, any more than that is a waste of time and tax payers' dollars. | I believe that the current ward system and boundaries should be retained for historical reasons and to honour the terms of the amalgamation of the 3 former townships. We have a rich history that should be cherished and kept alive. I would also favour retaining the current number of Councillors, to ensure that we have adequate representation of the citizens of all regions of our Township. I would suggest one change in how Councillors are determined, however, to improve the democracy of the voting system and specifically to offset the population | |

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| | <p>differences in the 3 wards. To that end, I would recommend that 3 Councillors be selected based on the current ward system and votes obtained in their respective wards. I would suggest that the other 3 Councillors should be elected at large across the whole Township, similarly to the way the Reeve and Deputy-Reeve are determined.</p> | |
| <p>I think it is a good time to review the current system, and see what might work better. One think that could be considered would be keeping it at 8, and reeve and deputy reeve continue unchanged, but then vote for councillors, and choose the top one from each ward, plus the next three with the most votes, regardless of ward. That way there is still a rep for each ward, but the rest are chosen based on popularity rather than geography, as for most issues, I think councillors should be voting based on what is best for the township, rather than for their ward.</p> | <p>Distribution of populations within township boundaries will constantly change over time. Stay consistent with representation fairness. No need to change.</p> | |
| <p>While each area is not the same I think having current representation is fair</p> | <p>I have no concerns regarding the present setup.</p> | |
| <p>Council is to large and it is an even number so nothing gets passed because it is 4 against 4..... it needs to be an uneven number maybe not a deputy reeve..... or make only have one Councillor in each ward..... something has to change. This was part of the platform almost 4 years ago to make council smaller..... and it is costing us a of money to pay all these people..... cut the things we have to pay for our taxes are so high now make them less would be nice.....</p> | <p>I think the number of councilors is more than a question of how many electors in each ward, it is also a question of tax revenue from a ward, costs incurred in a ward ie: road maintenance, capitol expenditure projects. Also the likelihood of occupancy expansion such as, new housing projects etc. Right now at 8 voting members there is room for discussion and diverse opinions being defended, the less voting members the less chance of the will of the people being reflected, on the flip side an overly large council can become problematic in logistics and costs. I think that perhaps making each ward of equal size through a realigning of boundaries might be more beneficial and keeping the same # of councilors . The</p> | |

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| | <p>information provided to us was only elector numbers I would like to see the tax revenue, square km's and costs associated of each ward published as well for comparison purposes.</p> | |
| | <p>I live in the smallest ward and am concerned if we loose a councillor, we will not have the same level of representation. I would rather see the boundaries redrawn to make each ward more equitable in population.</p> | |
| | <p>My wife and I live on Armstrong Line in Sherbrooke Ward near the extreme western boundary of Tay Valley Township. I realise it is the smallest ward geographically and has the least population of the three.</p> <p>Ever since amalgamation it 1998, I feel the Maberly area is sort of on the outskirts of the township and that there is a tendency for the township to be slightly Perth-centric. Personally I feel that the current composition works well and don't see any need to change it. I can understand that it is more expensive when there are more councillors. Indeed when there are too many people involved it can get unwieldy although eight members does not seem to be excessive.</p> <p>I therefore am not in favour of any changes current system. If it is felt that changes are needed I would support a minor altering the ward boundaries if there is a justification for that.</p> <p>If the current ward structure is maintained, I am not in favour of reducing the representation from each ward. I feel that with two representatives from each ward, a more diversified view is possible.</p> <p>I am very much against major changes to the Council structure as I feel there is a great likelihood that representation will shift even more to the east and those of us on the western fringes will feel even more left out in the cold.</p> | |

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| | Leave as is - I expect you wish to decrease Sherbrooke Ward - we already get the short end of the stick so leave as is. We should have the same representative as everybody else | |
| | I am strongly against the initiative by some on Council to open a discussion on reducing the size of Council and making Councillors elected at-large. I believe this is a Conservative Party project pushed by those on Council who are basically controlled by MP Scott Reid (particularly our two Burgess councillors) and that the intent is to disenfranchise more progressive voters in areas like Sherbrooke, which tends to elect more progressive councillors. If successful, this would reduce the sovereignty of Tay Valley as it would make Council subservient to higher-level Conservative Party politicians, and make Council a rubber-stamp for a very conservative agenda with no diversity of viewpoints. There is no valid reason to proceed with this discussion now. | |
| | At this time I feel there are more important issues. | |
| | I don't know what the context is for this discussion. If there isn't a need that is being addressed, then I do not see why a discussion is needed. You already have enough on your plate. | |
| | I think the makeup of the council is quite functional. While each ward may have slightly different priorities I believe the different councillors allow for a balance that is beneficial to the Township as a whole. If the council is reduced in size it adds more work to those remaining. This may make the position less attractive and thus restrict the potential community members willing to run . We need a variety of opinions and perspectives to represent the diverse makeup of the Township. | |
| | Waste of time, effort and money. Focus on real issues. | |

The council was set up so that each of the three wards were properly and fairly represented. I was against the original amalgamation for fear of losing our voice. If anything the council should do a full review of the amount of staff they have. They seem to be running and making the decisions for the township. I am not happy about that as many other residents.

COMMITTEE OF THE WHOLE
January 19th, 2021

Report #C-2021-01
Amanda Mabo, Acting CAO/Clerk

COUNCIL COMPOSITION

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, staff be directed to proceed with Option #1 – Remove the Wards and Reduce the Composition of Council.”

OR

THAT, staff be directed to proceed with Option #2 - Maintain or Alter the Current Ward Structure and Reduce the Composition of Council.”

BACKGROUND

At the October 2020 Council meeting Council’s top six priorities for this term of Council were confirmed with the Composition of Council identified as one of the top six priorities:

RESOLUTION #C-2020-10-21

“**THAT**, Council’s top six priorities for this term of Council are:

- Service Delivery Review
- Private Unassumed Roads
- Council Composition
- Integrity Commissioner Report Policy
- Property Standards
- Noise By-Law.”

Existing Composition of Council

The existing composition of Council was established in 1998 at the time of amalgamation and has remained the same since. The current composition of Council consists of 8 members in total, including one Reeve (Head of Council) and one Deputy Reeve both elected at-large and who also sit on County Council, along with 2 Councillor positions for each of the 3 wards (6 positions in total). The 3 wards that make up the electoral districts within the municipality mirror the boundaries of the pre-amalgamation municipal boundaries that were in existence prior to amalgamation.

DISCUSSION

Before discussing the options available for the composition of Council it is first important to understand the legislation and common law that could impact the options.

Legislative Authority - Composition of Council

The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, establishes the framework for the composition of council of a local municipality. Section 217 authorizes a local municipality to change the composition of its council subject to the following rules:

1. There shall be a minimum of five members, one of whom shall be the head of council.
2. The members of council shall be elected in accordance with the *Municipal Elections Act, 1996*.
3. The head of council shall be elected by general vote.
4. The members, other than the head of council, shall be elected by general vote or wards or by any combination of general vote and wards.
5. The representation of a local municipality on the council of an upper-tier municipality shall not be affected by the by-law of the local municipality under this section.

A by-law described in this section does not come into force until the day the new council is organized,

- (a) after the first regular election following the passing of the by-law; or
- (b) if the by-law is passed in the year of a regular election before voting day, after the second regular election following the passing of the by-law.

Therefore, if Council wishes to reduce the composition of council there must be at least five members including the head of council and any change to the composition of Council will not come into force until the 2026 municipal election (after the first regular election after the by-law is passed) if the by-law is passed in 2021.

Legislative Authority - Wards

The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, also establishes the framework under which adjustments can be made to a municipality's Ward Boundaries. Section 11 (2), subject to certain rules, provides that a municipality may pass by-laws regarding the governance structure of the municipality. Section 222, subject to certain rules, authorizes a municipality to divide or redivide the municipality into wards or to dissolve the existing wards. In order for new Ward Boundaries to be in place for the October 2022 municipal election, a by-law must be passed prior to January 1, 2022. To clarify, this is with no change to the composition of Council.

Ward Boundaries - Factors to be Considered:

Municipalities play a key role in the electoral process by establishing the size and composition of municipal council, determining the method of selecting members of municipal council (at large vs the ward system) and by establishing the wards from which municipal councillors are elected.

Section 222 of the *Municipal Act, 2001*, as amended, authorizes a municipality to divide or re-divide the municipality into wards or to dissolve the existing wards but contains no direction to municipalities respecting the process for a ward boundary review, unlike the courts and the Ontario Municipal Board (OMB), now known as the Land Planning Appeals Tribunal (LPAT) have.

Common Law has established a number of guiding principals concerning ward boundary reviews. The Supreme Court of Canada has held that “effective representation”, not representation by population on its own, is the standard for determining electoral boundaries in Canada. The Supreme Court also notes that effective representation cannot be achieved without taking into account factors like geography, community history, communities of interest and minority representation.

The Tribunal will consider the following criteria when considering whether a ward boundary by-law meets effective representation:

1. Does it equitably distribute the population and the electors?
2. Does it respect identifiable communities of interest?
3. Does it utilize natural, physical boundaries that are locally recognized?
4. Does it serve the larger public interest of all electors of the municipality in contrast to the interest of a small group?

Below are the “guiding principles” in more detail:

- Representation by Population
(Number of Voters & Geography)
 - to the extent possible, voters should be equally represented with reasonably equal population totals in each ward
 - this ensures that residents have equal access to their elected representative and that the workload of the representative is relatively balanced
 - equal population within a ward is almost impossible to achieve so it is common to permit variations from the average ward populations
 - a variance of plus or minus 25% is an acceptable deviation
 - where possible, an equitable distribution of population between each ward in the Township should be adopted and deviations from the average ward population of up to approximately plus or minus 25% should be permitted

- Representation of Communities of Interest
 - to the extent possible, breaking up traditional neighbourhoods and communities of interest should be avoided
 - there is no precise definition of a community of interest but they may include cultural, ethnic, religious and economic similarities
- Recognition of Distinct Geographic and Infrastructure Elements (ex. watercourses, railways, highways, arterial roads, etc.)
 - natural and manmade features that serve as physical boundaries should be respected
- Recognition of Future Population Growth
 - long term growth and development will impact population distribution

Election of Reeve and Deputy Reeve

The Reeve and the Deputy Reeve for Tay Valley Township are indirectly elected to County Council via their respective positions. The Reeve and Deputy Reeve serve as liaisons between the upper and lower tier municipalities by “wearing two hats” and communicating the concerns of each level of municipal government to the other. The Deputy Reeve, in the absence of the Reeve, also steps in as the Head of Council.

The Reeve and the Deputy Reeve for the Township are currently elected directly by the electors. This method of election gives the residents an opportunity to choose their Reeve and Deputy Reeve, and in essence their representative to County Council. Electing both the Reeve and Deputy Reeve by general vote (“at large”) also allows the Reeve and Deputy Reeve to take a broad view of the overall needs of the municipality.

It would be recommended that whatever the composition of Council is that the Reeve and Deputy Reeve continue to be elected by general vote (“at large”).

Public Feedback

Although not legislated, it is recommended that Council seek public input into a proposed option since Members of Council are elected to represent their constituents and it is always advisable to receive feedback at the outset instead of after the fact. Also, by seeking input at the outset versus once the by-laws are passed, it reduces the risk of an appeal to LPAT.

OPTIONS CONSIDERED

Option #1

Remove the Wards and Reduce Council Composition

By removing the ward system all members would be elected at large. Council could then choose to reduce the number of members to any number, as long as there is a minimum of five members with one of them being the head of council (Reeve).

Option #1a – 5 Members (Reeve, Deputy, 3 Councillors)

Option #1b – 6 Members (Reeve, Deputy, 4 Councillors)

Option #1c – 7 Members (Reeve, Deputy, 5 Councillors)

Next Steps – Council pass a motion to direct staff to bring back a report that includes the by-laws to implement one of the above options, a timeline and brief description of the steps to be undertaken, including a method(s) to receive community input before the by-laws are adopted.

The Township has been amalgamated since 1998 and Members of Council should be representing all constituents across the Township equally. This option would allow this to occur more naturally.

Option #2

Maintain or Alter the Current Ward Structure and Reduce Council Composition:

If the number of Councillors are to be reduced, then a ward boundary review should be completed using the guiding principles for the reasons discussed earlier in the report. This applies whether the ward boundaries remain unchanged or are altered.

It would be recommended that a Request for Proposal (RFP) be issued to retain a consultant to undertake the review.

Next Steps – Council pass a motion to direct staff to issue a RFP to retain a consultant to undertake a ward boundary review to determine the appropriate ward boundaries for the Township and number of Councillors and that the review include public consultation.

This option ensures that there is equal representation across the entire Township by having a Councillor from each area (ward) of the Township.

Option #3

Status Quo

Make no changes to the current composition of Council or ward boundary structure.

STRATEGIC PLAN LINK

Mission Statement: To deliver local, rural services for the benefit of all taxpayers in a way that is sustainable and brings value to residents of the municipality.

FINANCIAL CONSIDERATIONS

Note: These numbers are only estimates. As the process evolves there may be items that were not considered in this initial report.

Option #1 – Minimum \$7,500 (excluding staff time) - public consultation, advertising/notices, mapping changes, updates to policies and procedures, updates to election materials and systems, etc.

Option #2 - \$30,600 (excluding staff time) – retain a consultant to undertake a ward boundary review, public consultation, advertising/notices, mapping changes, updates to policies and procedures, updates to election materials and systems, etc. This amount was included in the 2021 Budget.

Approximate Cost per Member of Council per Year:

| | |
|--------------------------------------|-----------|
| - Salary & Benefits | \$16,151 |
| - Training, Conferences and Seminars | \$ 3,300* |
| - Travel Expense & Mileage | \$ 600 |
| - Supplies & Materials | \$ 600 |
| TOTAL | \$20,651 |

*This amount was reduced in the 2021 Budget due to the pandemic. The number reflected is in a regular year.

CONCLUSIONS

Whichever option is selected, the key will be to ensure public consultation early on so that if changes are required as a result of public feedback there will be time for Council to discuss and consider them before the by-laws are adopted.

ATTACHMENTS

- i) Appendix "A": Municipal Act, 2001, S.O. 2001, c. 25, as amended
Section of Act Regarding Changes to Council
- ii) Appendix "B": Municipal Act, 2001, S.O. 2001, c. 25, as amended
Sections of Act Regarding Wards

Prepared and Submitted By:

Original Signed

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

APPENDIX "A"

MUNICIPAL ACT, 2001, S.O. 2001, c. 25, (as amended)

SECTIONS OF ACT REGARDING CHANGES TO COUNCIL

Composition of council of local municipality

217 (1) Without limiting sections 9, 10 and 11, those sections authorize a local municipality to change the composition of its council subject to the following rules:

1. There shall be a minimum of five members, one of whom shall be the head of council.
2. The members of council shall be elected in accordance with the *Municipal Elections Act, 1996*.
3. The head of council shall be elected by general vote.
4. The members, other than the head of council, shall be elected by general vote or wards or by any combination of general vote and wards.
5. The representation of a local municipality on the council of an upper-tier municipality shall not be affected by the by-law of the local municipality under this section. 2001, c. 25, s. 217 (1); 2006, c. 32, Sched. A, s. 92 (1).

(2) REPEALED: 2006, c. 32, Sched. A, s. 92 (2).

Coming into force

(3) A by-law described in this section does not come into force until the day the new council is organized,

- (a) after the first regular election following the passing of the by-law; or
- (b) if the by-law is passed in the year of a regular election before voting day, after the second regular election following the passing of the by-law. 2001, c. 25, s. 217 (3); 2006, c. 32, Sched. A, s. 92 (3).

Election

(4) The regular election held immediately before the coming into force of a by-law described in this section shall be conducted as if the by-law was already in force. 2001, c. 25, s. 217 (4); 2006, c. 32, Sched. A, s. 92 (4).

Term unaffected

(5) Nothing in this section authorizes a change in the term of office of a member of council. 2001, c. 25, s. 217 (5).

APPENDIX “B”

MUNICIPAL ACT, 2001, S.O. 2001, c. 25, (as amended)

SECTIONS OF ACT REGARDING WARDS

11 *By-laws*

(2) A lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting the following matters:

1. Governance structure of the municipality and its local boards.
2. Accountability and transparency of the municipality and its operations and of its local boards and their operations.
3. Financial management of the municipality and its local boards.
4. Public assets of the municipality acquired for the purpose of exercising its authority under this or any other Act.
5. Economic, social and environmental well-being of the municipality, including respecting climate change.
6. Health, safety and well-being of persons.
7. Services and things that the municipality is authorized to provide under subsection (1).
8. Protection of persons and property, including consumer protection. 2006, c. 32, Sched. A, s. 8; 2017, c. 10, Sched. 1, s. 2.

Establishment of wards

222 (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to divide or redivide the municipality into wards or to dissolve the existing wards. 2006, c. 32, Sched. A, s. 96 (1).

Conflict

(2) In the event of a conflict between a by-law described in subsection (1) and any provision of this Act, other than this section or section 223, any provision of any other Act or a regulation made under any other Act, the by-law prevails. 2006, c. 32, Sched. A, s. 96 (1).

Notice

(3) Within 15 days after a by-law described in subsection (1) is passed, the municipality shall give notice of the passing of the by-law to the public specifying the last date for filing a notice of appeal under subsection (4). 2006, c. 32, Sched. A, s. 96 (1).

Appeal

(4) Within 45 days after a by-law described in subsection (1) is passed, the Minister or any other person or agency may appeal to the Local Planning Appeal Tribunal by filing a notice of appeal with the municipality setting out the objections to the by-law and the reasons in support of the objections. 2006, c. 32, Sched. A, s. 96 (1); 2017, c. 23, Sched. 5, s. 49 (1).

Notices forwarded to Board

(5) Within 15 days after the last day for filing a notice of appeal under subsection (4), the municipality shall forward any notices of appeal to the Tribunal. 2001, c. 25, s. 222 (5); 2017, c. 23, Sched. 5, s. 49 (2).

Other material

(6) The municipality shall provide any other information or material that the Tribunal requires in connection with the appeal. 2001, c. 25, s. 222 (6); 2017, c. 23, Sched. 5, s. 49 (3).

Tribunal decision

(7) The Tribunal shall hear the appeal and may, despite any Act, make an order affirming, amending or repealing the by-law. 2001, c. 25, s. 222 (7); 2017, c. 23, Sched. 5, s. 49 (4).

Coming into force of by-law

(8) A by-law of a municipality described in this section comes into force on the day the new council of the municipality is organized following,

- (a) the first regular election after the by-law is passed if the by-law is passed before January 1 in the year of the regular election and,
 - (i) no notices of appeal are filed,
 - (ii) notices of appeal are filed and are all withdrawn before January 1 in the year of the election, or
 - (iii) notices of appeal are filed and the Tribunal issues an order to affirm or amend the by-law before January 1 in the year of the election; or
- (b) the second regular election after the by-law is passed, in all other cases except where the by-law is repealed by the Tribunal. 2001, c. 25, s. 222 (8); 2006, c. 32, Sched. A, s. 96 (2); 2017, c. 23, Sched. 5, s. 49 (5).

Election

(9) Despite subsection (8), where a by-law comes into force on the day the new council of a municipality is organized following a regular election, that election shall be conducted as if the by-law was already in force. 2001, c. 25, s. 222 (9).

Notice to assessment corporation

(9.1) When a by-law described in this section is passed, the clerk of the municipality shall notify the assessment corporation,

Note: On January 1, 2023, the day named by proclamation of the Lieutenant Governor, subsection 222 (9.1) of the Act is amended by adding “and the Chief Electoral Officer” at the end of the portion before clause (a). (See: 2020, c. 23, Sched. 4, s. 16)

- (a) before January 1 in the year of the first regular election after the by-law is passed, if clause (8) (a) applies;
- (b) before January 1 in the year of the second regular election after the by-law is passed, if clause (8) (b) applies. 2009, c. 33, Sched. 21, s. 6 (10).

(10) REPEALED: 2017, c. 10, Sched. 1, s. 17.

01/01/2021-07/31/2021 Summary Report with Previous 3 year Average

| 2021 | Number of Permits | 3 yr. avg. (2018-2020) | 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 | \$3,774.32 | \$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 | 22 | 17 | 7 | 2 | 0 | 0 | \$16,089.60 | \$12,252.27 | \$3,150,975.00 | \$2,105,340.00 | \$31,110 |
| 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 | \$11,458.40 | \$9,669.67 | \$2,057,678.00 | \$1,839,591.67 | \$36,295 |
| Total | 106 | 70 | 38 | 11 | 3 | 2 | \$98,332.78 | \$39,305.79 | \$19,429,966.00 | \$6,965,148.00 | \$181,475 |

2021 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



1. **Gravel Watch Ontario:** Correspondence – Greenbelt comment to Municipalities – *attached, page 3.*
2. **Lanark County:** Correspondence – White Lake Association (WLPOA) letter to Lanark County regarding Phragmites – *attached page 14.*
3. **Township of Lake of Bays:** Resolution – Invasive Phragmites – Support for the Town of Fort Erie and the Township of Archipelago – *attached, page 16.*
4. **Ministry of Environment:** Update – Final Blue Box Regulation – *attached page 21.*
5. **Municipality of South Huron:** Resolution – 2021 MFIPPA Changes – Support for the Municipality of Chatham Kent – *attached, page 23.*
6. **Town of Plympton-Wyoming:** Resolution – 2021 MFIPPA Changes – Support for the Township of Terrace Bay – *attached, page 28.*
7. **Township of Lake of Bays:** Resolution – 2021 MFIPPA Changes – Support for the Municipality of Leamington – *attached, page 31.*
8. **Township of Terrace Bay:** Resolution – 2021 MFIPPA Changes – Support for the Municipality of Chatham Kent – *attached, page 36.*
9. **Municipality of Calvin:** Resolution – Support for Dead End Roads Bus Turnaround – *attached, page 38.*
10. **Town of Fort Erie:** Resolution – Hospital Funding – Support for the Town of Perth – *attached, page 40.*
11. **Town of Fort Erie:** Resolution – Capital Gains Tax – *attached, page 42.*
12. **Town of Halton Hills:** Resolution – LPAT – *attached, page 44.*
13. **Town of Perth:** Correspondence – Parks Canada Request for Hydrometric Data – *attached, page 48.*
14. **Tay Valley Township:** Correspondence – Parks Canada Request for Hydrometric Data – *attached, page 50.*
15. **Township of Havelock-Belmont-Methuen:** Resolution – Automatic Speed Enforcement Radar – Support for the Township of South-West Oxford – *attached, page 52.*

16. **Township of Havelock-Belmont-Methuen:** Resolution – Municipal Insurance Rates – *attached, page 54.*
17. **Township of Lanark Highlands:** Notice – Review and Update of the Township of Lanark Highlands Official Plan – *attached, page 57.*
18. **Township of Lanark Highlands:** Resolution – Planning Act Timelines – Support for the City of Kitchener – *attached, page 58.*
19. **Township of Archipelago:** Resolution – Bill 228 - Banning unencapsulated Polystyrene Foam – *attached, page 62.*
20. **Township of Archipelago:** Resolution – Bill 279 – Environmental Protection Amendment Act (Microplastics) – *attached page 64.*
21. **Town of Gore Bay:** Resolution – Lottery – Support for South Bruce – *attached, page 66.*
22. **Township of West Lincoln:** Resolution – 988 Suicide and Crisis Prevention Hotline – Support for Plumpton-Wyoming – *attached, page 68.*
23. **Township of Southgate:** Resolution – 988 Suicide and Crisis Prevention Hotline – Support for Plumpton-Wyoming – *attached, page 73.*



1. **AMO:** Update – June 2021 Policy Update – *attached, page 3.*
2. **City of St. Catharines:** Resolution – Lyme Disease Awareness Month – *attached page 4.*
3. **Enbridge:** Letter – Natural Gas Expansion Program Eastern Ontario – *attached, page 6.*
4. **Lanark County:** Media Release – Council Meeting Highlights June 9, 2021 – *attached page 7.*
5. **Lanark County:** Report – Vegetation Management Plan Activities Update – *attached, page 10.*
6. **Lanark County:** Report – Proposed program to phase out bottled water – *attached, page 17.*
7. **Lanark County:** Report – Gypsy Moth update – *attached, page 20.*
8. **Municipality of Chatham Kent:** Resolution – Capital Gains Tax on Primary Residence – Support for the Town of Fort Erie – *attached, page 23.*
9. **Town of Plympton-Wyoming:** Resolution – Capital Gains Tax of Primary Residence – Support for the Town of Fort Erie – *attached, page 26.*
10. **Township of Perry:** Resolution – Capital Gains on Primary Residence – Support for the Town of Fort Erie – *attached, page 29.*
11. **Township of Scugog:** Resolution – Capital Gains on Primary Residence – Support for the Town of Fort Erie – *attached, page 33.*
12. **Municipality of Chatham Kent:** Resolution – Drainage Matters – Support for the Township of Havelock Belmont Methuen and Southwest Middlesex – *attached, page 37.*
13. **Municipality of Chatham Kent:** Resolution – Bill 228 and Bill 279 – Support for the Township of Archipelago – *attached, page 41.*
14. **Municipality of Hastings Highlands:** Resolution – 3 digit Suicide Hotline – *attached, page 42.*
15. **Municipality of Killarney:** Resolution – Crisis Prevention Hotline – *attached, page 44.*

16. **Municipality of Leamington:** Resolution – Suicide Prevention Hotline – *attached, page 45.*
17. **Shannon Stubbs, MP:** Correspondence – C21 (Firearms) Municipalities Information update – Re: Kingsville Resolution – *attached, page 46.*
18. **Town of Plympton-Wyoming:** Resolution – Support for Fire Departments – Support for the Township of Hudson – *attached, page 50.*
19. **Township of Georgian Bay:** Resolution – Microplastics Filters for Washing Machines – Support for the Township of Archipelago – *attached, page 53.*
20. **Township of Georgian Bay:** Resolution – Lottery Licensing to Assist Small Organizations – Support for the Municipality of Calvin – *attached, page 56.*
21. **Township of Huron-Kinloss:** Resolution – Domestic Production of COVID-19 Vaccine – Support for Perth County – *attached page 58.*



1. **CRTC:** 988 Suicide and Crisis Prevention Hotline – *attached, page 3.*
2. **City of Welland:** Resolution – 988 Suicide and Crisis Prevention Hotline – *attached, page 4.*
3. **Office of Randy Hillier:** Letter – 988 Suicide and Crisis Prevention Hotline – *attached, page 6.*
4. **Township of Adelaide Metcalfe:** Resolution – 988 Suicide Crisis Hotline – *attached, page 7.*
5. **City of Kitchener:** Resolution – Bill C-313 Banning Symbols of Hate Act – *attached page 8.*
6. **Municipality of Chatham-Kent:** Resolution – Bill C-313 Banning Symbols of Hate Act – *attached, page 10.*
7. **City of Kitchener:** Resolution – Building Materials – *attached page 11.*
8. **City of Mississauga:** Resolution – Canada Day – *attached, page 13.*
9. **City of Port Colborne:** Resolution – Capital Gains Tax on Primary Residence – *attached, page 15.*
10. **County of Frontenac:** Resolution – Capital Gains Tax on Primary Residence – *attached, page 18.*
11. **Municipality of Calvin:** Resolution – Capital Gains Tax on Primary Residence – *attached, page 20.*
12. **Township of South Stormont:** Resolution – Capital Gains Tax of Primary Residence – *attached, page 21.*
13. **Enbridge:** Notice – Ontario Energy Board – *attached, page 22.*
14. **Lanark County:** Climate Change Newsletter – *attached, page 238.*
15. **LGL Health Unit:** Board Summary June 2021 – *attached, page 245.*
16. **Municipality of Chatham Kent:** Resolution – Licensing of Cannabis Operations previously operating illegally – *attached, page 247.*
17. **Town of Fort Erie:** Resolution – Cannabis Licensing – *attached, page 249.*

18. **Municipality of Chatham-Kent:** Resolution – Mental Health Addictions Plan – *attached, page 251.*
19. **Municipality of St. Charles:** Resolution – Land Transfer Tax – *attached, page 252.*
20. **MVCA:** Conservation Authorities Act – *attached, page 254.*
21. **Township of South Glengarry:** Resolution – Support for Parent Councils – *attached, page 256.*
22. **Township of South Stormont:** Resolution – Lyme Disease Awareness and Action – *attached, page 266.*
23. **Town of Fort Erie:** Resolution – Lyme Disease – *attached, page 267.*
24. **Township of Cochrane:** Resolution – PSA Test for Men covered in the National Health System – *attached page 270.*
25. **Town of Mono:** Bill 228 – Banning Encapsulated Polystyrene Foam – *attached page 272.*
26. **Township of Adelaide Metcalfe:** Resolution – Banning Encapsulated Polystyrene Foam – *attached page 274.*
27. **Township of Adelaide Metcalfe:** Resolution – Environmental Protection Amendment Act – *attached, page 275.*
28. **Township of Adelaide Metcalfe:** Resolution – Abandoned Cemeteries – *attached, page 276.*
29. **Township of Brock:** Resolution - Phragmites – *attached, page 277.*
30. **Township of North Frontenac:** Hospital Funding – *attached, page 283.*



1. **Canadian Wildlife Federation:** Pollinator Habitat – *attached, page 3.*
2. **City of Belleville:** Resolution – Hospital Funding – *attached, page 6.*
3. **Township of Alberton:** Resolution – Hospital Equipment – *attached, page 7.*
4. **Township of Harley:** Resolution – Hospital Equipment – *attached, page 8.*
5. **City of Sarnia:** Resolution – Capital Gains Tax – *attached, page 9.*
6. **Municipality of Shuniah:** Resolution – Capital Gains Tax – *attached, page 12.*
7. **Township of Georgian Bay:** Resolution – Capital Gains Tax – *attached page 14.*
8. **Township of Lake of Bays:** Resolution – Capital Gains Tax – *attached page 15.*
9. **Township of LaSalle:** Resolution – Capital Gains Tax – *attached page 18.*
10. **City of Vaughan:** Resolution – Drivers License Minimum Age – *attached, page 21.*
11. **City of Woodstock:** Resolution – Affordable Housing Crisis – *attached, page 25.*
12. **Enbridge:** Notice – 2022 Rates (Full report available upon request)
– *attached, page 27.*
13. **Lanark County:** Letter - Proposed Legislative Changes to Education
– *attached, page 31.*
14. **MOECP:** x – Updating Environmental Assessment Requirements for Transmission
Lines – *attached, page 33.*
15. **Municipality of Shuniah:** Resolution – Lyme Disease Awareness Month
– *attached, page 35.*
16. **Municipality of Shuniah:** Resolution: Municipal Land Transfer Tax
– *attached, page 37.*
17. **Town of Cobourg:** Resolution - Bill C-6 An Act to amend the Criminal Code
(Conversion Therapy) – *attached, page 39.*
18. **Town of Plympton Wyoming:** Resolution – PSA Test – *attached, page 42.*

19. **Township of Georgian Bay:** Resolution – Implementation of the Truth and Reconciliation Commission of Canada – *attached, page 45.*
20. **Township of Georgian Bay:** Resolution – Elimination of LPAT – *attached, page 46.*
21. **Township of Lake of Bays:** Resolution – Fire Departments – *attached, page 47.*
22. **City of Stratford:** Resolution – Phase out Ontario’s Gas Plants – *attached, page 51.*
23. **Tay Valley Township:** Report – Building Permits (Approval Granted June 2021) – *attached, page 53.*



1. **Health Unit:** Report: Board Summary (July 22, 2021) – *attached, page 2.*
2. **Northumberland County:** Resolution – Bill 177 Stronger Fairer Ontario Act – *attached, page 5.*
3. **Town of Niagara on the Lake:** Resolution – Capital Gains – *attached, page 14.*

CORPORATION OF THE MUNICIPALITY OF CALVIN Resolution

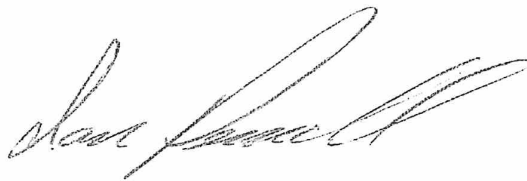
DATE: May 25, 2021 NO. 2021-136

MOVED BY Heather Olmstead

SECONDED BY Christine Shippam

“That Council hereby requests Staff to contact the Ministry responsible for the Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;

And further that all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.”



CARRIED _____

DIVISION VOTE

| <u>NAME OF MEMBER OF COUNCIL</u> | <u>YEA</u> | <u>NAY</u> |
|----------------------------------|------------|------------|
| Coun Cross | <u>X</u> | _____ |
| Coun Maxwell | <u>X</u> | _____ |
| Coun Olmstead | <u>X</u> | _____ |
| Coun Shippam | <u>X</u> | _____ |
| Mayor Pennell | <u>X</u> | _____ |



Municipality of Chatham-Kent

Corporate Services

Municipal Governance

315 King Street West, P.O. Box 640

Chatham ON N7M 5K8

Tel: 519.360.1998 Fax: 519.436.3237

Toll Free: 1.800.714.7497

July 6, 2021

Bereavement Authority of Ontario (BAO)
100 Sheppard Ave East, Suite 505
Toronto, ON M2N 6N5
(via e-mail) info@thebao.ca

**Support Resolution from the Council of Rideau Lakes passed May 20th re
Funding for Maintenance and Preservation Repair of Abandoned Cemeteries**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 28, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by CI Latimer Second by CI Finn

Whereas Municipalities in Ontario have been made responsible for abandoned cemeteries within their boundaries, and are required by the Funeral, Burial and Cremation Services Act, 2002 "to ensure that the cemetery grounds, including all lots, structures, and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery;

And Whereas cemeteries are not only symbols of respect, preserving the memory of families, prominent citizens, and local history; some cemeteries are landmarks in themselves and hold great historical value worldwide;

And Whereas preservation repairs to older cemeteries are very costly, requiring the specialized services of stonemasons and archeologists;

And Whereas the care and maintenance funds of abandoned cemeteries are generally non-existent or so small as to produce insufficient annual interest to cover even the cost of lawn care at the site;

Now Therefore the Council of The Corporation of the Municipality of Chatham-Kent hereby Urges the Government of Ontario to immediately provide funding sources for Municipalities for the ongoing maintenance and preservation repair of abandoned

cemeteries in their care;

And Further that this Resolution be forwarded to the Bereavement Authority of Ontario, the Minister of Government and Consumer Affairs, the Rural Ontario Municipal Association (ROMA), and local MPP.

If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C
Local MP & MPP
Minister of Government and Consumer Affairs
ROMA

UPDATES

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, June 11th, 2021

10:00 a.m.

Conference Call

ATTENDANCE:

Members Present: Councillor Rob Rainer
Bob Argue
David Poch
Jennifer Dickson
Douglas Barr

Members Absent: Chair, Deputy Reeve Barrie Crampton
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 10:05 a.m.
Councillor Rob Rainer will be the Chair for this meeting. The Chair conducted Roll Call.
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

i) Minutes – March 12th, 2021

The minutes of the Green Energy and Climate Change Working Group Meeting held on March 12th, 2021 were approved as presented.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) Climate Change Action Plan

- Implementation of the Next Priority Item

Noelle Reeve, the Planner commented on the essential items in the Climate Action Plan and their status to date. It was also mentioned that the Clerk would like to set up a meeting with Bob Argue, the Treasurer and the Public Works Manager to discuss the Climate Lens and how to incorporate this in Township reports, tender documents and the Tay Valley Budget.

Another priority item is to reduce methane from the Township's landfill. It was noted that a waste management plan with a waste audit is a Council priority and is hoped to be completed in the next few months.

A grant is coming from the Federal Government for the Building Condition Assessment so the results and opportunities for GHG reduction and energy savings should be available to be discussed before the Budget discussions this Fall.

ii) Communications

- Lanark County Climate Change Committee Update – Chair – *attached page 6*

In the absence of the Deputy Reeve Barrie Crampton, Noelle Reeve, the Planner, updated the Working Group on the Lanark County Climate Change Committee and noted the Striking Committee had not yet met to formalize appointments to the Committee.

However, Climate Network Lanark, who is a key member of the Committee (as well as undertaking community liaison for the County Climate Action Plan), has been meeting with lower tier Councils and co-ordinating its seven working groups to move the Climate Action Plan agenda forward in Lanark County <https://www.lanarkstewardshipcouncil.ca/climate-network-lanark/> They are

working with Nature Canada on Nature Based Climate Solutions as well as with Ecology Ottawa on Engagement Training. Any committee member or Tay Valley resident is welcome to join their working groups or take part in the webinars or training.

- IESO Natural Gas Consultations – Planner

The Planner, Noelle Reeve, commented that the Independent Electricity System Operator (IESO) is looking for comments on the possibility of phasing out Natural Gas. She noted an article in Municipal World encouraging natural gas busses in the future seemed to be going in the wrong direction, but the City of Ottawa announced they were going to switch to electric busses in the future. The Working Group suggested looking into sending a letter to Municipal World.

- Lanark County Climate Change Liaison – Bob Argue - *attached page 11*

Jennifer Dickson thanked Bob Argue for taking on this appointment with the County Climate Action Committee.

Bob said the Committee had yet to reach out to him. A discussion was held about the role that Bob Argue has with the Committee and how the information would be relayed between the County, Tay Valley Township Council, the Working Group members and staff.

Noelle Reeve reviewed parts of the Terms of Reference for the Climate Action Committee and the roles of the Committee members.

Councillor Rob Rainer commented that the Committee should be able to explain how this would work.

7. NEW/OTHER BUSINESS

A discussion was held about updating the new website with current environmental topics and information the community should be aware of related to climate change, e.g., nature-based climate solutions, the drought in Eastern Ontario, food security impacts of the drought in California, as well as information on Gypsy Moths, etc..

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: August 20th, 2021

Proposed Agenda Items:

- Climate Action Plan Update
- Update on the Lanark County Climate Action Plan
- 2022 Budget Items to implement the Climate Action Plan

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 10:59 a.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, June 17, 2021

6:00 p.m.

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

Training Room

ATTENDANCE:

Members Present:

Chair, Councillor John Matheson
Vice-Chair, Councillor Mick Wicklum
Councillor Fred Dobbie
Councillor Ray Scissons

Staff Present:

Greg Saunders, Fire Chief
Megan Moore, Recording Secretary

Members & Staff Absent:

Councillor RoxAnne Darling
Councillor George Sachs
Paul Cameron, Station Chief, BBD&E
Jeff Kirkham, Station Chief, South Sherbrooke

1. CALL TO ORDER.

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

2. AMENDMENTS/APPROVAL OF AGENDA.

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES.

- i) **Minutes – May 13, 2021.**

RESOLUTION # FB2021-17

MOVED BY: Ray Scissons
SECONDED BY: Fred Dobbie

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on May 13, 2021 be approved as circulated.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS.

None.

6. BUSINESS.

- i) **Financial Status.**

The Board reviewed the Financial Status as at June 16, 2021 – *attached page 5.*

RESOLUTION # FB2021-18

MOVED BY: Fred Dobbie
SECONDED BY: Mick Wicklum

“**THAT**, the financial status as at June 16, 2021 be approved.”

ADOPTED

- ii) **Billing Status.**

The Fire Chief reviewed the current billing status with the Fire Board.

- iii) **Firefighter Hours & Pay.**

The Fire Chief reviewed the total number of hours and provided a pay update for the 2021 call year for both fire stations.

- iv) **Emergency Response Calls Update**

The Fire Chief reviewed the total number of calls from November 1, 2020 to June 16, 2021 – *attached, page 7.*

- v) **Master Fire Plan.**

RESOLUTION # FB2021-19

MOVED BY: Mick Wicklum
SECONDED BY: Ray Scissons

“**THAT**, the Fire Board approves the sub-committee’s recommendation pursuant to Section 2.6 in the Establishing and Regulating by-law, to move forward with creating a Deputy Fire Chief position including a job description, confirmed salary range, and selection process. The final details of the position will be brought back to the Fire Board for more discussion and approval.”

ADOPTED

7. OLD BUSINESS.

- i) **Fire Chief Update** – *deferred to the next meeting.*

8. NEW/OTHER BUSINESS.

None.

9. IN-CAMERA.

None.

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS.

Next Meeting: TBD.

11. DEFERRED ITEMS.

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

- *None.*

12. ADJOURNMENT.

The Board adjourned at 7:30 p.m.

Regular Meeting– May 17th, 2021

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 17th at 5:30pm via video conference.

In attendance were:

E Heesen, **CEO**

C Rigby, Tay Valley, **Chair**

L Marsh, **Secretary-Treasurer**

R Rainer, Councillor, Tay Valley

J Matheson, Councillor, Drummond/North Elmsley

J Fenik, Mayor, Town of Perth

S Murray, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

D Palmer, Tay Valley

D Hamilton-Foley, Town of Perth

S Giff, Town of Perth

Observer – W Shatner, Friends of the Library

C Rigby called the meeting to order at 5:31 p.m.

Land/Territory Acknowledgement

Declaration of interest – none

Additions and approval of agenda

21-33 The agenda was approved as amended with a motion from T Parkinson and seconded by D Palmer.

Carried.

Welcome and introductions for S Giff, new board member representing the Town of Perth.

Delegations - none

Consent Agenda

- a. Approval of Minutes of April 19, 2021.
- b. Correspondence and communications
 - i. News
 - ii. Advocacy letter re: CELA cuts
- c. Committee Reports
- d. Statement of Operations

21-34 The Consent agenda was accepted with a motion by S Murray and seconded by D Hamilton-Foley.

Carried.

CEO's Report – E Heesen presented and discussed the May CEO's Report. R Rainer introduced the idea of changing the format of the CEO's report.
Action Item: CEO will present report in point form and bullets next month

21-35 The CEO report was accepted with a motion by J Fenik and seconded by D Palmer.
Carried.

Advocacy Round Table

In a follow up to last month's advocacy workshop, E Heesen presented the revised new Appendix A – Communicating the library's value, and Appendix B – Advocacy Board workplan.

21-36 Motion to adopt these Appendices as additions to the Advocacy Plan. Motion by J Fenik and seconded by S Murray.

Carried.

Policy Review

a. Motion: 1.A-1 Procedural Bylaw

21-37 Motion to approve amendments to Procedural Bylaw 1.A1. Motion by S Murray and seconded by T Parkinson.

Carried.

Unfinished and New Business

a. Expenditure report - the CEO reported on some unforeseen expenditures in accordance with the procurement policy.

21-38 Motion to accept the expenditure report as information. Moved by D Hamilton-Foley and seconded by D Palmer.

Carried.

b. Strategic planning/agility plan proposals - The library board reviewed proposals to assist with the development of the library's next strategic plan.

21-39 Motion that the library board approve Jeff Kohl's quote to assist with the development of the library's new strategic/agility plan at the proposed cost of \$5,250 (excluding HST), with the total being funded from the contingency reserve. Moved by J Fenik and seconded by S Giff.

Carried.

c. Appointment of new board member to committee.

21-40 Motion to appoint S Giff to the policy committee. Moved by T Parkinson and seconded by D Hamilton-Foley.

Carried.

Upcoming Meeting dates

- a. Policy committee Monday, June 07 at 5:30
- b. Board Meeting Monday, June 21 at 5:30
- c. Property committee Monday, September 13 at 4:30

21-41 Motion to adjourn moved by D Hamilton-Foley at 6:24pm.

Chairperson

Secretary-Treasurer



Board of Directors

MINUTES

Via Zoom

May 19, 2021

MEMBERS PRESENT

J. Mason, Chair
J. Atkinson, Vice-Chair
F. Campbell
R. Darling
E. El-Chantiry
G. Gower
B. Holmes
J. Karau
P. Kehoe
B. King
P. Sweetnam
A. Tennant
K. Thompson

MEMBERS ABSENT

J. Inglis
C. Kelsey
Representation from Greater Madawaska

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
A. Broadbent, IT Supervisor
M. Craig, Manager of Planning and Regulations
J. Cunderlik, Director, Water Resource Engineering
R. Fergusson, Operations Supervisor
S. Gutoskie, Community Relations Coordinator
J. North, Water Resource Technologist
A. Symon, Watershed Planner
E. Levi, Recording Secretary

J. Mason called the meeting to order at 1:00pm.

B05/19/21-1

MOVED BY: F. Campbell

SECONDED BY: P. Kehoe

Resolved, That the Agenda for the May 19, 2021 Board of Directors meeting be adopted as amended.

“CARRIED”

BUSINESS

1. Approval of Minutes – Board of Directors

B05/19/21-2

MOVED BY: E. El-Chantiry

SECONDED BY: J. Atkinson

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on April 21, 2021 be received and approved as printed.

“CARRIED”

2. Watershed Conditions

J. North advised that we were able to fill the upper reservoirs, however, Crotch Lake is below target levels for this time of year and that significant rainfall will be vital to maintaining target summer flows. She noted that it may become necessary to issue a Level 1 Low Water Condition if current weather conditions persist.

3. Regulations Consultation Document

S. McIntyre outlined proposed new regulations under the *Conservation Authorities Act*. She highlighted Phase 1 consultations included mandatory and non-mandatory programs and services, municipal MOUs/Agreements, creation of a Community Advisory Committee, the transition period and the proposed consolidation of CA land regulations.

S. McIntyre advised that the next step will be to collaborate with other conservation authorities as well as Conservation Ontario to draft and submit comments to the Province. She confirmed that as the regulation is currently posted for comment, there will likely not be further opportunities to do so.

E. El-Chantiry asked whether the Board of Directors would be committed to implementing recommendations from a Community Advisory Committee, if formed. Sally advised it would be similar to our current advisory boards in that recommendations may be received but ultimate decisions reside with the Board.

4. Corporate Strategic Plan

S. McIntyre reviewed Staff Report 3133/21 regarding the 2021-2025 Corporate Strategic Plan drafted to address the changing mandate, governance, and funding of conservation authorities per Bill 108 and Bill 229, and other key pressures facing MVCA. She outlined the three main objectives of the plan: asset management, community building and people and performance.

E. El-Chantiry stressed the importance of asset reviews and keeping the Board aware and informed about asset management and needs that may be coming forward in the future so proper financial planning may occur. S. McIntyre noted that asset management was done in a phased approach to address priorities within the affordability limits of the organization. While conducting condition assessments and plans upfront across all assets would provide for shovel-ready, it would require a significant increase in the annual municipal level to effect.

J. Mason advised that the General Manager will be reporting regularly to the Board as to how the authority is progressing in terms of the strategic plan's goals.

B05/19/21-4

MOVED BY: E. El-Chantiry

SECONDED BY: R. Darling

Resolved, That the Board approve the 2021-2025 Corporate Strategic Plan, as presented.

"CARRIED"

5. a. PPAC Report- Watershed Plan

A. Symon discussed Report 3131/21, previously presented at the Policy & Priorities Advisory Committee. The report outlines background of how the Draft Watershed Plan was created and highlighted the steps in its development.

A. Symon commented that the draft plan was completed prior to the new regulations being released by the province, which provides some interesting consistency in recommendations as well as potential changes in monitoring and other areas that may need to be revisited. The final plan will be presented to the Board in July after public consultations.

A. Symon noted that due to the pandemic, the Indigenous Engagement Plan (IEP) was not implemented and that it will proceed as things open up. To that end, it is expected that staff will return with an additional Discussion Paper and proposed changes to the Plan based upon matters raised by First Nations.

S. McIntyre advised that she will be visiting municipalities to review the draft plan over the coming weeks.

B05/19/21-5

MOVED BY: J. Atkinson

SECONDED BY: B. King

Resolved, That the Board of Directors direct staff to release the Draft Mississippi River Watershed Plan for public consultation and return with final document for approval.

"CARRIED"

6. Conservation Ontario Governance Accountability and Transparency Initiative

S. McIntyre commented on Report 3134/21 wherein Conservation Ontario requests all 36 conservation authorities endorse and support completion of an Accountability and Transparency Initiative focused on updates to CA Administrative By-Laws, proactive reporting on governance accountability and transparency as well as priorities and promotion/demonstration of results.

B05/19/21-6

MOVED BY: J. Karau

SECONDED BY: B. Holmes

Resolved, That the Board endorse the actions proposed under the Conservation Ontario Governance Accountability and Transparency Initiative; and direct staff to participate and implement as appropriate.

“CARRIED”

7. Eastern Ontario LiDAR Acquisition Project

S. McIntyre summarized Report 3135/21 and explained that only the risk analysis portion of the National Disaster Mitigation Program application was awarded a grant. However, in developing the proposal, political and financial support for the LiDAR project was sought from area municipalities and counties and, collectively, sufficient funds were committed by all parties to allow the LiDAR project to proceed. South Nation Conservation is acting as project lead and will continue to coordinate with partners and the successful vendor throughout the project.

B05/19/21-7

MOVED BY: C. Lowry

SECONDED BY: J. Inglis

Resolved, That the Board of Directors direct staff to:

- a) **enter into agreements with partner Conservation Authorities and Municipalities/ Counties for the Eastern Ontario LiDAR Acquisition Project, valued at approximately \$700,000 plus HST.**
- b) **issue a Purchase Order to the preferred vendor in the amount of approximately \$157,000 plus HST.**

“CARRIED”

8. Budget Control Report

A. Millar reviewed revenues and expenditures outlined in Report 3136/21 noting that revenues are strong this Quarter and 2021 planning revenues are above the 5-year average.

9. a. Mississippi Valley Conservation Foundation – Financial Statements

A. Millar presented the MVC Foundation Financial Statements for 2020. She advised that the auditor, Glenn Street, recommended investing the large balance into a high interest savings account. She noted the balance was due to the Cavanagh donation and is the first in long time since any significant balance was there.

P. Sweetnam questioned the audit fees. A. Millar advised that they were \$2250 + HST. Glenn Street provides audit services to both the Foundation and the Authority and, as there are many duplication transactions, she feels there is time efficiency and the costs are acceptable.

10. General Manager Update Report

S. McIntyre provided updates as outlined Report 3137/21.

There was a brief discussion regarding disposal of the K&P to the counties of Lanark, Renfrew and Frontenac. Further information will be brought to the Board after a meeting held May 31 between the counties and MVCA.

a. Lower Mississippi Flood Plain Mapping

S. McIntyre outlined that a resident on the Lower Mississippi had identified a discrepancy in the April 2020 flood plain mapping and that staff had since reviewed it with John Price, former Director of Water Resources at MVCA. Unlike floodplain mapping carried out for the City of Ottawa, this mapping project was not subject to revisit the model and it is recommended that staff update the model to address the concern raised and have it under go a 3rd party peer review.

S. McIntyre commented that up-to-date LiDAR data helps provide for quality modeling. J. Cunderlik advised that the Province has identified that there is a need for improved and more comprehensive data, and that discussions are on-going with the province.

J. Cunderlik advised that there are limitations to topographic data for modelling the Lower Mississippi, and some areas do not have safe access to obtain it. He noted that the rules and guidelines from the province are very outdated and have not been updated since 2013 so the methodology used for lower Mississippi was completed with those limitations. He commented that there are new tools available which can provide more accurate results.

C. Lowry asked whether it appeared to be confined to a particular area or if it appeared to be wide-spread. S. McIntyre advised that the problems arises in areas where there is flow splitting around islands, not in the tributaries. The entire main stem of the river downstream of Bridge Street in Carleton Place will be reviewed.

Staff were given direction to advise local municipal planners of the current concerns.

B05/19/21-8

MOVED BY: F. Campbell

SECONDED BY: B. Holmes

Resolved, That the Board of Directors direct staff to:

- a) **apply the precautionary principle in administering permits and providing planning advisory services downstream of Bridge Street on the Mississippi River until such time as a new floodplain limit is approved by the Board; and specifically, to**
- b) **assess flood risk hazards on a site by site basis and apply the greater of the flood plain elevation from the original Mississippi River Flood Risk**

- mapping (Regulation 211/88) and the 2020 Lower Mississippi River Flood Plain Mapping Study; and to
- c) provide the Board with a work plan and cost estimate to update the model and to have it Peer Reviewed by a third-party for consideration at the June 2021 meeting.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 2:54p.m.

B05/19/21-10

MOVED BY: C. Lowry

SECONDED BY: K. Thompson

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Mason, Chair”



Board of Directors

MINUTES

Via Zoom

June 16, 2021

MEMBERS PRESENT

J. Mason, Chair
J. Atkinson, Vice-Chair
F. Campbell
R. Darling
E. El-Chantiry
G. Gower
B. Holmes
J. Inglis
J. Karau
P. Kehoe
C. Kelsey
B. King
C. Lowry
P. Sweetnam
A. Tennant
K. Thompson

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
M. Craig, Manager of Planning and Regulations
J. Cunderlik, Director, Water Resource Engineering
R. Fergusson, Operations Supervisor
S. Gutoskie, Community Relations Coordinator
J. North, Water Resource Technologist
E. Levi, Recording Secretary

VISITORS PRESENT

G. & M. Bucci, Watershed Resident

J. Mason called the meeting to order at 1:00pm.

J. Mason advised that more information regarding Item 8b was being received and the item should be deferred to a future meeting.

B06/16/21-1

MOVED BY: E. El-Chantiry

SECONDED BY: R. Darling

Resolved, That the Agenda for the June 16, 2021 Board of Directors meeting be adopted as amended.

“CARRIED”

BUSINESS

1. Approval of Minutes – Board of Directors

B06/16/21-2

MOVED BY: E. El-Chantiry

SECONDED BY: J. Atkinson

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on May 19, 2021 be received and approved as printed.

“CARRIED”

2. Receive Advisory Committee Minutes

The following Advisory Committee Minutes were received:

Finance & Administration, April 9, 2021

Policy & Priorities, April 30, 2021

3. Watershed Condition Report

J. North advised that current conditions were lower than normal. Significant rainfall over the entire watershed will be required for several days to bring levels and flows into normal range. A Level One Low Water was declared and widespread throughout Ontario. She advised that many regions expect to declare a Level Two by the end of June unless the weather changes.

4. Comments from the Chair

J. Mason confirmed that the Province did not grant the request to extend her tenure as Chair of the Board. She thanked E. El-Chantiry for recruiting her and the Board for their support over the years. She noted she would like to see continued success of the conservation authority and advised she would be putting forward her name to stand for Vice-Chair.

Members of the Board expressed their gratitude for her years served. J. Karau noted that other conservation authorities have provision for a chair emeritus, which should be considered.

5. Election of Board Chair and Vice-Chair

B06/16/21-3

MOVED BY: E. El-Chantiry

SECONDED BY: K. Thompson

Resolved, That Sally McIntyre be appointed as Chair for the Election of Chair.

“CARRIED”

S. McIntyre declared all offices vacant. E. El-Chantiry nominated J. Atkinson for the position of Chair. S. McIntyre asked three times for further nominations. No further nominations were received.

B06/16/21-4

MOVED BY: E. El-Chantiry

SECONDED BY: R. Darling

Resolved, That nominations for the position of Chair be closed.

“CARRIED”

J. Atkinson agreed to let his name stand for the position of Chair. He was duly elected by acclamation and assumed his position as Chair of the meeting.

E. El-Chantiry nominated Janet Mason for the position of Vice-Chair. J. Atkinson asked three times for any further nominations. No further nominations were received.

B06/16/21-5

MOVED BY: P. Kehoe

SECONDED BY: J. Inglis

Resolved, That nominations for the position of Vice-Chair be closed.

“CARRIED”

J. Mason agreed to let her name stand for the position of Vice-Chair. She was duly elected by acclamation.

6. **Election of Conservation Ontario Representatives**

B06/16/21-6

MOVED BY: J. Karau

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors appoint:

i. Jeff Atkinson as Voting Delegate

ii. Janet Mason as First Alternate

iii. Sally McIntyre as Second Alternate

to Conservation Ontario Council for the remainder of 2021.

“CARRIED”

7. Lower Mississippi Flood Plain Mapping Study – Review and Update

J. Cunderlik provided the Board with a workplan, schedule, budget and update regarding the Lower Mississippi Flood Plain Mapping Study as presented in Staff Report 3149/21. A total of \$110,400 was proposed to be paid from the Operating Reserve to fulfill the requirements of this project.

J. Inglis asked whether further landowner observations could trigger the requirement for another revision at a later date. J. Cunderlik explained that the project is being completed for the entire area to avoid that scenario.

B06/16/21-7

MOVED BY: E. El-Chantiry

SECONDED BY: P. Sweetnam

Resolved, That the Board direct staff to allocate \$110,400 from the Operating Reserve to hire temporary engineering support and retain a consultant to conduct a third-party review of the Lower Mississippi River model and study.

“CARRIED”

8. Policy & Priorities Advisory Committee Reports

a. Consent Agenda

Staff Report 3138/21 was presented by S. McIntyre. J. Karau noted as the use of consent agendas progresses, further modifications can be made if certain aspects are not working.

B06/16/21-8

MOVED BY: J. Mason

SECONDED BY: G. Gower

Resolved, That the Board of Directors approve amendment of the MVCA Administrative By-law to permit Consent Agenda as set out in report 3138/21, as amended.

“CARRIED”

b. Meeting Remotely - Deferred

c. Policy & Priorities Committee Mandate

S. McIntyre briefly reviewed Staff Report 3139/21 that clarified the committee’s mandate.

B06/16/21-9

MOVED BY: R. Darling

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve amendment of the MVCA Administrative By-law to confirm the mandate of the Policy and Priorities Committee to deal with committee structures, as set out in Report 3139/21.

“CARRIED”

d. MVCA Policies - Shoreline & Wetland Development

M. Craig reviewed changes to the *MVCA Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies* as outlined in Staff Report 3141/21.

B06/16/21-10

MOVED BY: J. Karau

SECONDED BY: F. Campbell

Resolved, That the Board of Directors:

- 1. Direct staff to prepare an internal check-list for assessment of any application for vehicle access through a provincially significant wetland (PSW).**
- 2. Approve all proposed housekeeping changes to the MVCA Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies as presented in Report 3130/21.**

“CARRIED”

e. Off-leash Dog Parks at Conservation Areas

Staff Report 3142/21 was provided for information.

9. Finance & Administration Advisory Committee Reports

a. K&P Trail and Bridge

S. McIntyre reviewed Staff Report 3143/21. She noted that the recommendation from the Advisory Committee was to proceed with sale of the K&P “as is” with respect to its condition and state of registered ownership.

There was discussion regarding what constituted a nominal sale price and whether there were provincial expectations in terms of cost recovery. S. McIntyre advised there were no provincial requirements when selling property for nominal value and that pending conversation with the Counties, sale would likely cover the costs of what was spent to date and legal transfer costs.

J. Inglis questioned repercussions from the loss of the asset. S. McIntyre advised that the newly proposed regulations do not include recreation on conservation area lands, and the trail is entirely recreational.

B06/16/21-11

MOVED BY: A. Tennant

SECONDED BY: P. Kehoe

Resolved, That the Board authorize sale of the K&P Trail to the counties of Lanark, Renfrew, and Frontenac for a nominal sum with the understanding that it remain unconverted at the time of sale and that MVCA does not incur any additional costs.

“CARRIED”

b. **Carp Erosion Control Project**

S. McIntyre reviewed Staff Report 3144/21. She noted that contract award was time sensitive and that MVCA was acting project manager for the City of Ottawa that would need to sign-off on the project award.

B06/16/21-12

MOVED BY: E. El-Chantiry

SECONDED BY: P. Sweetnam

Resolved, That the Board authorize staff to award construction of the Carp Erosion Control project following receipt of written approval of the preferred tender by the City of Ottawa.

“CARRIED”

c. **NDMP Flood Risk Assessment Project**

As outlined in Staff Report 3147/21, S. McIntyre advised that the contractor should be provided with as much time as possible given the time limits of the grant, and as such the contract needed to be awarded as soon as possible.

B06/16/21-13

MOVED BY: B. King

SECONDED BY: J. Inglis

Resolved, That the Board delegate approval of the Purchase Order for completion of the Flood Risk Assessment project to the Board Chair or Vice Chair, for subsequent endorsement by the Board in accordance with MVCA’s Purchasing Policies and Procedures.

“CARRIED”

d. **Shabomeka Lake Dam Project**

S. McIntyre reviewed the project as outlined in Staff Report 3145/21. She highlighted that the permit was received from MNRF and the permit from DFO remains outstanding.

e. Preliminary Financial Impact Analysis - New Regulations

S. McIntyre presented Staff Report 3146/21. She noted that capital asset planning is a concern going forward and highlighted the difficulty in planning ahead when the new regulations curtail the financial ability to do so. She noted that MVCA owns a variety of assets, particularly at the Mill of Kintail that would no longer be eligible for the municipal levy. It was suggested that perhaps the new rules should only apply to newly acquired/built assets. She advised that a letter to province could be drafted to clarify this matter since the implications are great.

J. Karau reminded members that the draft watershed plan underscores the importance of collaboration. Conservation areas are important and excellent assets. During upcoming discussions with municipal partner, he noted the importance of addressing areas which people value and see what the authority is in best position to deliver.

10. General Manager Update

S. McIntyre provided Staff Report 3150/21 for information. She highlighted that Community Relations Coordinator, S. Gutoskie, has accepted employment at South Nation Conservation Authority and thanked her for her years of service.

ADJOURNMENT

The meeting was adjourned at 2:40 p.m.

B06/16/21-14

MOVED BY: C. Lowry

SECONDED BY: B. Holmes

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”



TO: All Municipal Clerks/Chief Administrative Officers
MVCA Watershed

July 23, 2021

BOARD SUMMARY, July 2021

As a member of the Authority, please find below highlights from the July 21, 2021 meeting of the Mississippi Valley Conservation Authority Board of Directors for distribution to Council. Complete minutes for the meeting will be circulated following their approval by the Board at the next meeting.

Watershed Condition Report

- Rainfall over the past few weeks has alleviated some pressure on the system, we are hopeful current conditions will be sustained through August.
- Majority of flows in the river and its tributaries have increased, recent rains have also increased lake levels in the upper watershed.
- More rain is needed to get the system back to normal conditions.
- The Low Water, Level 1 declaration has been terminated.

Draft Mississippi River Watershed Plan

Recommendation: That the Board of Directors approve the Mississippi River Watershed Plan as amended.

- Very few comments were received during the final round of consultations, likely due to the extensive consultations and revisions earlier on in the process. Of note, one action was added that allowed for clarification between Communications, Stewardship and Education programs and services.
- Updates for the Board on the Indigenous Engagement Plan will resume in the future when in-person meetings and relationship building becomes possible.
- Following approval of the Plan, staff will begin to prioritize the development of the 2022 budget and negotiation of municipal MOU in 2022.

Results of the RFQ for Boardroom A/V Upgrades

Recommendation: 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.

- Main constraint at present is the inability to provide quality sound for all participants, and to blend and record different audio sources without feedback and echo. There is also no video camera in the boardroom which makes chairing a meeting difficult.
- A/V equipment was last installed over the period of 2013-16.
- Four firms were contacted for the RFQ, three responded but only one of the three submitted a complete response. Upon contact with the vendor, questions were raised and staff were not prepared to proceed with the bid.
- Plan B is as follows: everyone participates using Zoom, in-boardroom discussions are captured using existing audio system and mobile mics, and the boardroom computer would be used to run the Zoom meeting and integrate sound from the boardroom audio system.
- Staff will further investigate the viability of plan B and if it will fit within the \$10,000 budget.

Meeting Remotely Report

Recommendations: 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

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504

Meeting Held Electronically due to COVID-19 State of Emergency

DRAFT MINUTES

Board of Directors **4/21** **May 27, 2021**

| | | |
|-----------------|---------------------------|---------------------|
| Present: | Pat Barr | Gerry Boyce |
| | Carolyn Bresee | Judy Brown |
| | Vince Carroll | Jamie Crawford |
| | Brian Dowdall | Victor Heese |
| | Robin Jones | Andy Jozefowicz |
| | Pieter Leenhouts | Dale McLenaghan |
| | Shawn Pankow | Gene Richardson |
| | Anne Robinson | Rob Rothgeb |
| | George Sachs | Kristin Strackerjan |
| Staff: | Sommer Casgrain-Robertson | Dan Cooper |
| | Kathy Dallaire | Terry Davidson |
| | Diane Downey | Glen McDonald |
| | Michelle Paton | Justin Robert |
| | Brian Stratton | |
| Regrets: | George Darouze | Guy Desjardins |
| | Julie Graveline | Don Halpenny |
| | Scott Moffatt | |

Chair Leenhouts called the meeting to order at 6:30 p.m.

Chair Leenhouts advised that Melissa Sullivan has resigned from the Board and Westport Council and he welcomed the new representative from the Village of Westport, Mayor Robin Jones.

A roll call was taken to confirm attendance.

1.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

That the Board of Directors of the Rideau Valley Conservation Authority ratify their approval to spend up to \$168,750 from the RVCA's working fund reserve to purchase equipment from Hoskins and FTS to construct and install 10 weather stations.

Motion Carried

7.0 Flood Risk Assessment and LiDAR Elevation Data

Brian Stratton, Manager, Engineering Services, presented a proposal to spend \$40,000 plus HST to acquire 2,866 km² of LiDAR elevation data and \$57,321 plus HST to complete a flood risk assessment of the watershed.

The flood risk assessment was approved for 50% federal funding through NDMP, but the acquisition of LiDAR elevation data was not. However, a proposal by 5 eastern Ontario conservation authorities and their upper tier municipalities to bulk purchase LiDAR resulted in cost savings of 70%.

In response to a question from a member regarding Parks Canada's decision to limit access to their flow data which is used by conservation authorities and other partners, Sommer Casgrain-Robertson offered to follow up with those municipalities who may be impacted.

Motion 4-210527

Moved by:

Dale McLenaghan

Seconded by:

Rob Rothgeb

That the Board of Directors of the Rideau Valley Conservation Authority approve the spending of up to \$40,000 plus HST from RVCA's Topographical Data reserve to acquire 2,866 km² of LiDAR elevation data; and

That the Board of Directors of the Rideau Valley Conservation Authority approve the spending of up to \$57,321 plus HST to complete a flood risk assessment of the watershed with \$45,000 coming from RVCA's Topographical Data reserve and \$12,321 coming from RVCA's general Working Fund reserve.

Motion Carried

8.0 Implementation of Changes to the Conservation Authorities Act

Sommer Casgrain-Robertson, General Manager, provided a progress report on RVCA's implementation of amendments to the *Conservation Authorities Act* and responded to questions. The Board was also asked to

pass a motion supporting Conservation Ontario's Transparency and Accountability Initiative.

Motion 5-210527

Moved by: Judy Brown
Seconded by: Anne Robinson

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT the Rideau Valley Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update Conservation Authority Administrative By-laws, to report proactively on priorities and to promote/demonstrate results;

AND THAT staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.

Motion Carried

9.0 MECP Regulatory Proposal Consultation Guide (Phase 1)

Sommer Casgrain-Robertson provided an overview of MECP's *Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities* that was recently posted on the Environmental Registry of Ontario for public consultation and responded to questions.

Sommer Casgrain-Robertson advised that MECP is hosting two webinars during which participants can provide input on the regulatory proposals. These webinars are open to Board and staff of conservation authorities, municipalities and other stakeholders.

Sommer Casgrain-Robertson noted that conservation authorities are working closely with each other and Conservation Ontario to review MECP's consultation guide and prepare comments. These comments will be brought to the Board on June 24, 2021 for consideration.

Motion 6-210527

Moved by:

Brian Dowdall

Seconded by:

Carolyn Bresee

That the Board of Directors of the Rideau Valley Conservation Authority receive this report for information.

Motion Carried

10.0 Meetings

- a) Summer Student Orientation: May 3, 2021
Sommer Casgrain-Robertson advised that eight summer students had been hired about half of RVCA's normal complement. Students will be assisting with monitoring, conservation lands and stewardship programs.
- b) Policy Working Group Kick-Off Meeting: May 11, 2021
Sommer Casgrain-Robertson indicated that there was great interest from municipalities to participate on this multi-stakeholder working group and that the first introductory meeting went very well.
- c) Montague Council Annual Report Presentation: May 18, 2021
Sommer Casgrain-Robertson confirmed that she had made a presentation to Montague Council on RVCA's 2020 Annual Report and upcoming changes to the *Conservation Authorities Act*. Vince Carroll noted that the presentation had been well received and a second presentation had been requested for the fall to discuss development.
- d) Conservation Ontario Chairs Session: May 19, 2021
Pieter Leenhouts commented that this was an excellent initiative offered by new CO Chair Andy Mitchell.

Upcoming

- e) MECP Webinars on ERO Posting: May 27 and June 7, 2021
- f) RVCF AGM and Board of Directors Meeting: June 9, 2021
- g) Rideau Lakes Council Annual Report Presentation: June 14, 2021
- h) RVCA Board of Directors Meeting: June 24, 2021

11.0 Member Inquiries

In response to a question from a member regarding the exception request submitted to the Minister regarding term limits for the Chair and Vice-Chair, Sommer Casgrain-Robertson confirmed that a response had not been received yet. RVCA and Conservation Ontario have been following up with the Minister's office to push for an answer to enable elections to proceed.

George Sachs commended staff for the recent safety and accessibility improvements at Rideau Ferry Yacht Club. Sommer Casgrain-Robertson

indicated that she would pass the compliments on to RVCA's conservation lands staff who were responsible for the improvements.

12.0 New Business

Sommer Casgrain-Robertson reminded members to submit their completed Electronic Transfer Payment forms to the Finance department to facilitate payment of per diem and mileage expenses.

13.0 Adjournment

The Chair adjourned the meeting at 8:08 p.m. on a motion by Andy Jozefowicz which was seconded by Jamie Crawford.

Pieter Leenhouts
Chair

Michelle Paton
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504

Meeting Held Electronically due to COVID-19 State of Emergency

APPROVED MINUTES

Board of Directors **5/21** **June 24, 2021**

| | | |
|-----------------|--|---|
| Present: | Pat Barr Judy Brown Julie Graveline Robin Jones Pieter Leenhouts Scott Moffatt Anne Robinson | Carolyn Bresee Brian Dowdall Victor Heese Andy Jozefowicz Dale McLenaghan Gene Richardson Kristin Strackerjan |
| Staff: | Sommer Casgrain-Robertson Kathy Dallaire Diane Downey | Dan Cooper Terry Davidson Michelle Paton |
| Regrets: | Gerry Boyce Jamie Crawford Guy Desjardins Shawn Pankow George Sachs | Vince Carroll George Darouze Don Halpenny Rob Rothgeb |

Chair Leenhouts called the meeting to order at 6:32 p.m.
A roll call was taken to confirm attendance.

1.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

2.0 Adoption of Agenda

| | | |
|------------------------|---------------------|-----------------|
| Motion 1-210624 | Moved by: | Andy Jozefowicz |
| | Seconded by: | Brian Dowdall |

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

Motion Carried

3.0 Declaration of Interest

No declarations of interest were identified.

4.0 Approval of Minutes of May 27, 2021

Motion 2-210624

Moved by:

Gene Richardson

Seconded by:

Carolyn Bresee

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #04/21, May 27, 2021 as circulated.

Motion Carried

5.0 Business Arising from the Minutes

There was no business arising.

6.0 Election of Chair and Vice-Chair

Sommer Casgrain-Robertson, General Manager, confirmed that the Minister of Environment, Conservation and Parks granted RVCA's request for an exception under Section 17(1.3) of the *Conservation Authorities Act* to allow the current Chair and Vice-Chair of the Rideau Valley Conservation Authority to serve up to four consecutive one-year terms subject to re-election. The approval was received on May 25, 2021.

Motion 3-210624

Moved by:

Carolyn Bresee

Seconded by:

Gene Richardson

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

Motion Carried

Pieter Leenhouts surrendered the Chair to Sommer Casgrain-Robertson, General Manager. Ms. Casgrain-Robertson conducted the election for Chair of the Rideau Valley Conservation Authority Board of Directors for 2021.

Ms. Casgrain-Robertson called for nominations from the floor for Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2021.

Brian Dowdall nominated Pieter Leenhouts for Chair of the Rideau Valley Conservation Authority. Mr. Leenhouts accepted the nomination.

Ms. Casgrain-Robertson called for further nominations from the floor two more times.

Motion 4-210624 **Moved by:** Dale McLenaghan
Seconded by: Victor Heese

That nominations for Chair be closed.

Motion Carried

Pieter Leenhouts was acclaimed as Chair of the Rideau Valley Conservation Authority for 2021.

Sommer Casgrain-Robertson then conducted the election for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for 2021.

Ms. Casgrain-Robertson called for nominations from the floor for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2021.

Pieter Leenhouts nominated Judy Brown for Vice-Chair of the Rideau Valley Conservation Authority. Ms. Brown accepted the nomination.

Ms. Casgrain-Robertson called for further nominations two more times.

Motion 5-210624 **Moved by:** Gene Richardson
Seconded by: Brian Dowdall

That nominations for Vice-Chair be closed.

Motion Carried

Judy Brown was acclaimed as Vice-Chair of the Rideau Valley Conservation Authority for 2021.

7.0 **Appointments to Executive Committee**

Motion 6-210624 **Moved by:** Gene Richardson
Seconded by: Judy Brown

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Brian Dowdall, Victor Heese, and Anne Robinson to the RVCA's Executive Committee for the year 2021.

Motion Carried

8.0 Appointments to Audit Committee

Motion 7-210624 **Moved by:** Victor Heese
Seconded by: Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority appoint the Chair, Vice-Chair, Jamie Crawford, Dale McLenaghan, and Rob Rothgeb to the RVCA's Audit Committee for the year 2021.

Motion Carried

9.0 Truck Purchase

Terry Davidson, Director of Engineering and Regulations, recommended the purchase of a new truck for the RVCA fleet to be funded through the Vehicle Reserve.

In response to a question from a member as to whether the RVCA had considered purchasing an electric vehicle, Terry Davidson confirmed that this option had been investigated but was not feasible at this time. When it is time to replace the fleet car used by office staff, the purchase of an electric vehicle will definitely be considered.

Motion 8-210624 **Moved by:** Carolyn Bresee
Seconded by: Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority approves a purchase order to Surgenor Barrhaven (GMC) for the acquisition of a 2022 GMC Canyon Crew Cab 4X4 in the amount of \$41,358 plus all applicable taxes with the purchase funded by RVCA's vehicle reserve.

Motion Carried

10.0 Comments on MECP's Regulatory Proposal Consultation Guide (Phase 1)

Sommer Casgrain-Robertson advised that the eastern Ontario conservation authorities worked closely together to review MECP's Regulatory Proposal Consultation Guide and drafted recommendations which are outlined in the attached draft letter to the Ministry. Ms. Casgrain-Robertson responded to questions regarding the recommendations.

Sommer Casgrain-Robertson noted that the recent provincial cabinet shuffle had resulted in ministerial changes to the portfolios of Environment, Conservation and Parks and Natural Resources and

Forestry (MNRF). David Piccini, MPP for Northumberland-Peterborough South, has replaced Jeff Yurek as the Minister of Environment, Conservation and Parks. Replacing John Yakabuski (MNRF) is Greg Rickford, MPP for Kenora-Rainy River, who assumes a merged role as Minister of Northern Development, Mines, Natural Resources and Forestry, while remaining Minister of Indigenous Affairs.

Sommer Casgrain-Robertson confirmed that former Minister Yurek had been instrumental in the formation of the Conservation Authority Working Group which enables conservation authorities and other stakeholders to have a voice at the table regarding the development of regulations that will support the implementation of changes to the *Conservation Authorities Act*. It is hoped that Minister Piccini will continue the work of this group. Robin Jones suggested that staff draft a letter of support for the Working Group to Minister Piccini on behalf of the Board.

Motion 9-210624 **Moved by:** Robin Jones
Seconded by: Judy Brown

That the Board of Directors of the Rideau Valley Conservation Authority direct staff to draft a letter of support for the Conservation Authority Working Group for delivery to Minister Piccini.

Motion Carried

Motion 10-210624 **Moved by:** Anne Robinson
Seconded by: Andy Jozefowicz

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached comment letter in response to Environmental Registry of Ontario posting 019-2986 (*Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities*) and direct staff to submit this letter to the registry prior to June 27, 2021.

Motion Carried

11.0 Meetings

- a) MECP Consultation Guide Webinars: May 27 and June 1, 2021
Sommer Casgrain-Robertson confirmed that the webinars had been open to multi-stakeholders. Chair Leenhouts confirmed that he had attended one of the webinars.
- b) RVCF AGM and Board of Directors Meeting: June 9, 2021
Diane Downey, RVCF Executive Director, announced that Jason Kelly had stepped down from his role as Chair of the Foundation after 11

years. Andrew Harkness was elected as Chair and Allison Brown as Vice-Chair. Kathy Dallaire continues to serve as Secretary-Treasurer.

- c) Rideau Lakes Council Annual Report Presentation: June 14, 2021
Carolyn Bresee thanked Sommer Casgrain-Robertson for the presentation noting that updates to Council were very informative. Sommer Casgrain-Robertson expressed her willingness to present to any other interested municipal councils.
- d) Policy Working Group Meeting #2: June 15, 2021
Sommer Casgrain-Robertson stated that the second meeting of the Policy Working Group had concentrated on the review of planning policies and that participants had provided very valuable feedback.
- e) Conservation Ontario Council Meeting: June 21, 2021
Sommer Casgrain-Robertson advised that the focus of this meeting had been MECP's Phase 1 Consultation Guide.

Upcoming

- f) RVCA Board of Directors Meeting: July 22, 2021

12.0 Member Inquiries

There were no Member Inquiries.

13.0 New Business

There was no New Business.

14.0 Adjournment

Sommer Casgrain-Robertson reminded members that there would be a brief Executive Committee meeting following the Board meeting and asked those members to remain on the line.

The Chair adjourned the meeting at 7:08 p.m. on a motion by Andy Jozefowicz which was seconded by Julie Graveline.

Pieter Leenhouts
Chair

Michelle Paton
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

COMMITTEE OF ADJUSTMENT MINUTES

Monday, June 21st, 2021

5:00 p.m.

Conference Call

ATTENDANCE:

Members Present: Chair, Larry Sparks
Peter Siemons

Members Absent: Ron Running

Staff Present: Noelle Reeve, Planner
Garry Welsh, Secretary/Treasurer
Phil Mosher, Rideau Valley Conservation Authority (RVCA)

Applicant/Agents Present: Tamara Woods, Applicant/Agent
Bill Stewart, Applicant/Agent
Ted Howe, Applicant/Agent

Public Present: Sheila Howe, North Burgess Resident

1. CALL TO ORDER

The Chair called the meeting to order at 5:01p.m.
The Chair conducted Roll Call.
A quorum was present.

The Chair provided an overview of the Teleconference Participation Etiquette that was outlined in the Agenda.

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

3. APPOINTMENT OF SECRETARY/TREASURER

RESOLUTION #COA-2021-16

MOVED BY: Peter Siemons

SECONDED BY: Larry Sparks

“**THAT**, Garry Welsh be appointed as Secretary/Treasurer of the Committee of Adjustment.”

ADOPTED

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

None at this time.

5. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – May 17th, 2021.**

The minutes of the Committee of Adjustment meeting held on May 17th, 2021 were approved as circulated.

6. INTRODUCTION

The Chair welcomed the attendees and introduced the Committee Members, the Planner and the Secretary/Treasurer and identified the applicants. The Planner then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- all persons attending are encouraged to make comments in order to preserve their right to comment should this application be referred to the Local Planning Appeal Tribunal (LPAT).
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Chair advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained. The four key factors on which decisions are based include:

- Is the application generally in keeping with the intent of the Township's Official Plan?
- Is the application generally in keeping with the intent of the Township's Zoning By-laws?

- Is it desirable and appropriate development and use of the site?
- Is it minor in nature and scope?

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

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

The agenda for this meeting included the following application(s) for Minor Variance:
MV21-17 – WHYTE – 4177 Bolingbroke Road, Concession 5, Part Lot 12 & 13
 geographic Township of Sherbrooke;

MV21-13 – MATTHEWS – 247 Allan’s Mill Road, Concession 10, Part Lot 12
 geographic Township of Burgess;

MV21-14 – FRASER – 364 Farren Lake Lane 5, Concession 2, Part Lot 11
 geographic Township of Sherbrooke;

MV21-16 – HOWE – 867 Pike Lake Route 1E, Concession 8, Part Lot 19 geographic
 Township of Burgess.

7. APPLICATIONS

i) **FILE #:** **MV21-17 – WHYTE**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2021-17

MOVED BY: Peter Siemons
SECONDED BY: Larry Sparks

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV21-14 is approved, to allow a variance from the requirements of Section 10.1.2 (Rural Zone) of Zoning By-Law 2002-121,

for the lands legally described as 4177 Bolingbroke Road, Part Lots 12 & 13, Concession 5, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-020-80200 to permit a reduction in the minimum required lot area from 1 hectare to 0.97 ha.”

ADOPTED

ii) **FILE #: MV21-13 – MATTHEWS**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package.

b) **APPLICANT COMMENTS**

No comment

c) **ORAL & WRITTEN SUBMISSIONS**

None

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2021-18

MOVED BY: Peter Siemons
SECONDED BY: Larry Sparks

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV21-13 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and Section 3.30 (Yard and Water Setback Encroachments) of Zoning By-Law 2002-121, for the lands legally described as 247 Allan’s Mill Road, Part Lot 12, Concession 10, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-34802 to permit a reduced water setback of 9.5m for a 21m² addition to an existing cottage located on the east side of the cottage, and a deck which meets the required 14m² size but will be located at a setback of 8.5 m.”

ADOPTED

iii) **FILE #: MV21-14 – FRASER**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner also noted that the proposed design is for an open loft, rather than a second-storey bedroom.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

Phil Mosher, of the Rideau Valley Conservation Authority (RVCA) noted that when an owner demolishes and rebuilds it is an opportunity to improve a situation. The RVCA concerns were not so much the intensification of use but rather the missed opportunity to improve the situation with an option such as an addition, built farther back from the lake.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2021-19

MOVED BY: Peter Siemons

SECONDED BY: Larry Sparks

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV21-14 is approved, to allow a variance from the requirements of Section 3.12.6 (Enlargements of Non-complying Uses, Buildings or Structures) of Zoning By-Law 2002-121, for the lands legally described as 364 Farren Lake Lane 5, Part Lot 11, Concession 2, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-09300 to permit a cottage to be rebuilt on its existing footprint, with a vertical enlargement at a setback of 8m from Farren Lake, rather than the 15m permitted.”

ADOPTED

iv) **FILE #:** **MV21-16 – HOWE**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package.

b) APPLICANT COMMENTS

The Applicant confirmed that plumbing has been removed from the sleep cabin and that the previous external pipe was directed from a composting toilet to a bucket, rather than into the lake. The applicant also noted that they have hired Cambium Inc. to complete a geotechnical slope stability test.

The owner, Sheila Howe also provided comments stating that they were originally not aware that they were required to obtain a building permit for

a structure under 108 square feet, which is intended to provide a sleeping cabin for use by their grandchildren. The owner also noted that they had incorporated sustainable building materials, native species planting as well as rainwater collection into the project.

c) **ORAL & WRITTEN SUBMISSIONS**

Written concerns were submitted by residents on Pike Lake; John & Helen Murphy, Marty and Mary Anne van Gaal, and Linden Davidson. These individuals raised concerns that the building may have been constructed without a permit, and without proper setbacks and environmental protection measures for the lake.

Linden Davidson also forwarded a letter he had received from a neighbouring resident that supported appropriate development of the property, so long as new construction is completed with proper permits and without negative impact to lake water quality and health.

A letter was submitted by Naomi Fowlie, President of the Pike Lake Community Association, which noted “The organization supports the building approval process that includes required permits prior to and during construction, appropriate documentation for setbacks, septic systems and density of land usage.”

Phil Mosher, of RVCA noted that the structure is a two-storey “bunkie” and that RVCA could have had a conversation with the applicant, if they were consulted prior to building. It was also noted that although there may not be erosion issues, this is difficult to determine without a study.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2021-20

MOVED BY: Peter Siemons
SECONDED BY: Larry Sparks

“**THAT**, Application #MV21-16 – Howe be deferred until further information on the steep slope can be confirmed.”

ADOPTED

8. NEW/OTHER BUSINESS

None.

9. ADJOURNMENT

The meeting adjourned at 5:52 p.m.