



COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 10th, 2022
Following the Public Meeting – Zoning By-Law Amendment
Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Deputy Reeve Barrie Crampton

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

- i) **Public Meeting: Zoning By-Law Amendment – April 12th, 2022 – *attached, page 8.***

Suggested Recommendation:

“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on April 12th, 2022, be approved.”

5. **DELEGATIONS & PRESENTATIONS**

- i) **Delegation: Maple Syrup Producers – Syrup Tubing Recycling.**
Robert McEwen, Director, Lanark & District Maple Syrup Producers Association
Paul Smith, Bolton Creek Farm.
- ii) **Delegation: Hunter Side Road.**
Susan Tannahill, Resident and Business Owner.

6. PRIORITY ISSUES

- i) **Report #PD-2022-24 – Severance Application – McDougall – attached, page 11.**
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 B22/10 (Pt Lot 5 Con 4 S geographic Township of Bathurst, Roll #091191601020900) known as 140 Tysick Road for a 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 shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit and Civic Address Number for the severed lot from the Township;

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.”

- ii) **Report #PD-2022-25 – Removal of 0.3m Reserve on Ernest Way – attached, page 18.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Council approve the lifting of the 0.3m reserve on the cul de sac of Ernest Way and the transfer of the land to the owners of the large parcel to the east (Roll #091191601512603) Part Lots 21,22 Con 2 Geographic Township of Bathurst (132 Ernest Way).”

- iii) **Report #PD-2022-26 – Condominium Declaration – Whyte – attached, page 21.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, the Condominium Declaration for Whyte, file 09-CD-21001, be approved as a condition of completion of severance B19/068.”

- iv) **Report #CBO-2022-05 – Building Department Report – January – April 2022 – attached, page 40.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2022-05 – Building Department Report – January - April 2022 be received as information.”

- v) **Report #PW-2022-11 – Two (2) Heavy-Duty Motor Graders – RFP Award – attached, page 41.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Township make capital investments into the 2008 Volvo, as necessary, to add an additional 5-years of service with intentions to replace the grader in 2027.”

- vi) **Report #C-2022-12 – Election – Compliance Audit Committee - Appointments – attached, page 47.**

Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, Phil Hogan, Paul Howard and Richard Bennett be appointed to the Joint Lanark County Compliance Audit Committee for the term November 15, 2022 to November 14, 2026 to deal with applications from the 2022 Election and any by-elections during the next Council term.”

- vii) **Report #C-2022-13 – Proposed New Road Names – Patterson Road, Patterson Road A, Patterson Road B, Patterson Road C and Patterson Road D – attached, page 49.**

Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name the existing Private Roads to Patterson Road, Patterson Road A, Patterson Road B, Patterson Road C, and Patterson Road D as outlined in Report #C-2022-13 – Proposed New Road Names – Patterson Road, Patterson Road A, Patterson Road B, Patterson Road C and Patterson Road D, be brought forward for approval.”

- viii) **Integrity Commissioner Services Annual Report – 2021 – attached, page 53.**

Suggested Recommendation to Council:

“THAT, the Integrity Commissioner Service Annual Report – 2021 be received for information.”

- ix) **Appointment of Re-Use Centre Volunteer.**

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township appoint the following as a volunteer for the ReUse Centre, subject to the Criminal Records Check and Vaccination Policy:

- *Haidee White.”*

7. CORRESPONDENCE

- i) **22-04-21 – Council Communication Package – cover sheet attached, page 57.**

Suggested Recommendation to Council:

“THAT, the 22-04-21 Council Communication Package be received for information.”

- ii) **22-05-04 – Council Communication Package – cover sheet attached, page 58.**

Suggested Recommendation to Council:

“THAT, the 22-05-04 Council Communication Package be received for information.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

22-04-08 – Green Energy and Climate Change Working Group Meeting Minutes – attached, page 60.

- ii) **Recreation Working Group – deferred to the next meeting.**
Councillor Fred Dobbie and Councillor Beverley Phillips.

- iii) **Private Unassumed Roads Working Group – deferred to the next meeting.**
Councillor RoxAnne Darling and Councillor Gene Richardson.

- iv) **Fire Board.**
Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.

22-04-28 – Fire Board Meeting Minutes – *attached, page 64.*

- iv) **Library Board.**
Councillor Rob Rainer.

22-02-28 – Library Board Meeting Minutes – *attached, page 70.*

22-03-21 – Library Board Meeting Minutes – *attached, page 72.*

- iii) **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.

22-03-16 - Mississippi Valley Conservation Authority Board Meeting Minutes – *attached, page 74.*

- x) **Rideau Valley Conservation Authority Board.**
Councillor Gene Richardson.

22-02-24 – Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 79.*

- 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.**

22-04-25– Committee of Adjustment Hearing Minutes – *attached, page 85.*

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

MINTUES

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

Tuesday, April 12th, 2022

5:30 p.m.

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

ATTENDANCE:

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

Members Absent: Reeve Brian Campbell

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

Public Present: None.

1. CALL TO ORDER

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

2. INTRODUCTION

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 #ZA22-03: Tay Valley Township
217 Harper Road
Part Lot 20, Concession 8
Geographic Township of Bathurst**

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

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

b) **APPLICANT COMMENTS**

None.

c) **PUBLIC COMMENTS**

None.

d) **RECOMMENDATION**

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

4. ADJOURNMENT

The public meeting adjourned at 5:38 p.m.

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

May 10, 2022

**Report #PD-2022-24
Noelle Reeve, Planner**

**CONSENT APPLICATION NUMBER: B22/10
OWNER: DONALD AND MARY ELLEN McDOUGALL**

STAFF RECOMMENDATION

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for B22/10 (Pt Lot 5 Con 4 S geographic Township of Bathurst, Roll #091191601020900) known as 140 Tysick Road for a 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 shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;

That, the applicant shall obtain an Entrance Permit and Civic Address Number for the severed lot from the Township;

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.”

BACKGROUND

The proposal in application B22/10 is to create a 2 ha (5 acre) lot with 113 m (370 ft) frontage on the Bathurst Upper 4th Concession. The retained 31.5 ha (78 acre) lot would continue to take access from Tysick Road (with over 400m frontage, ¼ mi) which is a Township road. The land proposed for the severance is currently a vacant hay field. The retained lot has a house, storage building and cattle run-out located on it.

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*
- *That, two (2) copies of an acceptable reference plan (or legal description) and transfer document be submitted to the Township*
- *That, payment shall be made to Tay Valley Township representing Cash-in-Lieu of Parklands;*
- *That, the applicant shall obtain an Entrance Permit and a Civic Address Number for the severed lot from the Township;*
- *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.*

Provincial Policy Statement

No concerns. Section 1.1 Managing and Directing Land Use to Achieve Efficient Land Use Patterns is met by the development proposed by this application as the lot is proposed within the vicinity of the Hamlet of DeWitt's Corners.

Section 2.1.1 Natural Heritage states that, "Natural features and areas shall be protected for the long term". This section is satisfied as the natural features (Significant Woodland) are located on the retained lot and no development is proposed on them.

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". Suggested mitigation measures are provided by the Rideau Valley Conservation Authority (RVCA) for development on the Highly Vulnerable Aquifer.

Section 3.1 Protecting Public Health and Safety – There are organic soils on the proposed retained lot, not the severed lot, and no development is proposed on them.

County Sustainable Community 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. The proposed development meets these requirements.

Section 5.5.8 Surface and Ground Water Protection and Enhancement states that, "the

ground water resource is crucial in the County of Lanark as it is the source of drinking water for the vast majority of our communities and our rural population. The County of Lanark and its constituent municipalities have an obligation to consider the impact of development and land use on surface water and ground water in order to ensure the long-term viability of this resource". This section is met because the property is located just to the west of a Groundwater Recharge Area.

Section 7.4 Public Health and Safety – Hazardous Geological formations states, "Development and site alteration in areas designated as having unstable slopes, unstable bedrock, organic soils, Leda clay or Karst topography is generally prohibited unless sufficient engineering information indicates the site can be made suitable". No development is proposed on the organic soils on the proposed retained parcel.

Official Plan

The proposed severed lot is designated Rural under Section 3.6 of the Township Official Plan). The use is proposed to be residential which is permitted in the Rural designation.

Section 2.22.5 Natural Heritage Significant Woodlands is met because the significant Woodlands are located on the retained parcel, not the proposed severed parcel.

The provisions of Sections 5.2.2.7 and 5.2.2.9 Land Division (no land division shall create a lot subject to Natural Hazards or negative impacts on Natural Hazards) are met as the organic soil is located on the retained parcel not the proposed severed parcel.

Section 5.2.3.5 Land Division states that development shall generally take place on public roads. Both Tysick Road and the Bathurst Upper 4th Concession are public roads.

Zoning By-Law

The proposed severed parcel and retained lot are zoned Rural (RU) which permits rural development. At a proposed lot size of 2ha, the severed lot will be able to accommodate development that meets setback requirements.

Rideau Valley Conservation Authority

The Rideau Valley Conservation Authority (RVCA) has no objection.

According to RVCA, the water quality for the Tay River-Rudsdale Creek subwatershed, a cool water system, is reported as "Good-Fair". There is an unevaluated wetland and stream on the retained parcel. RVCA recommends actions such as maintaining native vegetation and enhanced shoreline buffers to protect water quality and aquatic habitats. A minimum 30 m setback from streams, watercourses and waterbodies should be maintained.

Because the proposed severed lot sits on a Highly Vulnerable Aquifer (as is most of Tay Valley Township) the aquifer below the property is vulnerable to surface contaminants, 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 affect groundwater.

Some best practices that could be considered include: increased well casing depths, increased distance of septic systems from drinking water wells, ensuring septic systems are located downgradient of wells, ensuring that wells and septic systems are properly maintained, and avoiding use of pesticides, herbicides, and fertilizers.

Mississippi Rideau Septic System Office (MRRSO)

No objection.

Public Comments

None at the time of the 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 Application Notice and map – B22/10
- ii) GIS 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.: B22/010
Subject Land: Pt Lot 5 Con 4 geographic Township of Bathurst
Municipality: Tay Valley Township
Owner: Donald and Mary Ellen McDougall
Applicant/Agent: Jayson Quenneville and Mallory McDougall

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 and a copy of the application is attached.

To create a 2.0-ha residential building lot with access to Bathurst Upper 4th Con and retain a 31.5 residential landholding with an existing dwelling located at 140 Tysick 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 April 29, 2022**. 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.

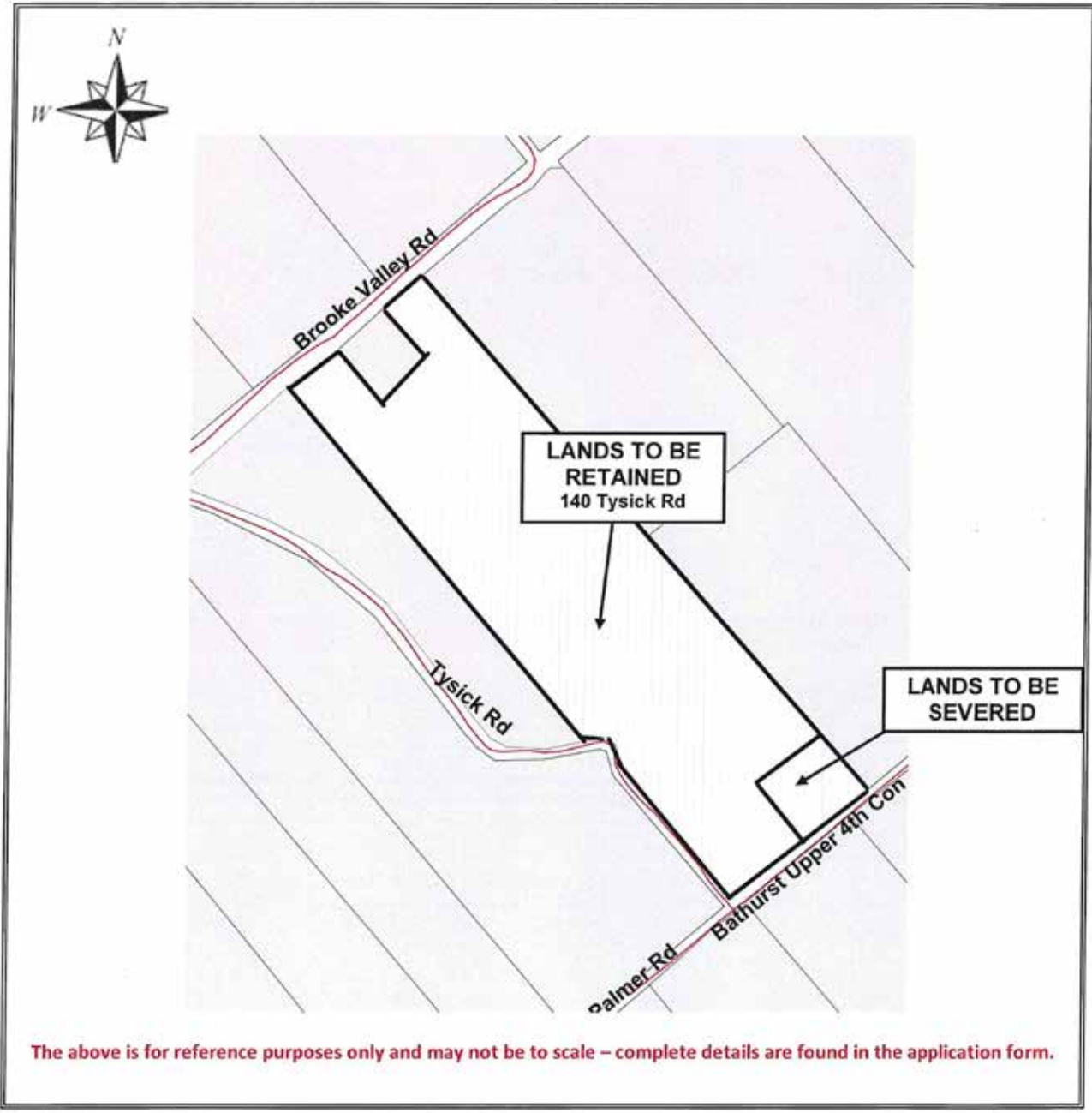
REQUESTING NOTICE OF DECISION: If you wish to be notified of the decision of the Land Division Committee in respect of the proposed consent, you must make a written request to the undersigned.

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 6th day of April, 2022.

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



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

<p>Landowner: Donald and Mary Ellen McDougall File No.: B22/010 Subject Land: Pt Lot 5 Con 4 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>
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GIS Map



COMMITTEE OF THE WHOLE
May 10th, 2022

Report #PD-2022-25
Noelle Reeve, Planner

REMOVAL OF 0.3m RESERVE ON ERNEST WAY

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Council approve the lifting of the 0.3m reserve on the cul de sac of Ernest Way and the transfer of the land to the owners of the large parcel to the east (Roll #091191601512603) Part Lots 21,22 Con 2 Geographic Township of Bathurst (132 Ernest Way).”

BACKGROUND

In August 2015, the M-Plan for the Tayside Estates subdivision was registered with the Land Registry office. That Plan shows Block 33 as the 0.3m reserve around the cul de sac at the end of Ernest Way. The reserve prevents development from occurring without Township approval. In other words, phase 2 of the subdivision would not have been permitted until all the required studies and agreements had been made.

However, the owners of the land are not interested in creating a subdivision and propose building a single family residential home incorporating energy efficient passive design as well as a workshop on the property, so no further studies are required. A Site Plan Control Agreement will be required as the dwelling is proposed to be located less than 100m (300ft) from the Tay River.

DISCUSSION

The applicants have made an application to lift the 0.3m reserve. The Planner has consulted with the Public Works Manager and the Clerk and they are in agreement with transferring the 0.3m reserve shown on the attached excerpt from Plan 27M-70 (for Tayside Estates) to the owners. The reason for the transfer is that the 0.3m reserve is shown on the land outside of the diameter that the Township will maintain in the cul de sac.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council approves the lifting of the 0.3m reserve and transfer of the reserve to the owners.

Option #2 – Council does not approve with reasons that will withstand scrutiny at the Ontario Land Tribunal.

FINANCIAL CONSIDERATIONS

None at this time as the application includes fees for the legal work of the transfer.

STRATEGIC PLAN LINK

Economic Development: The lifting of the 0.3m reserve allows for development of the property.

Environment – A single family residence will allow for the majority of the natural heritage features of the lot (Deep Interior Significant Woodland, Provincially Significant Wetland and buffer, etc.) to be protected.

CLIMATE CONSIDERATIONS

Development close to the Town of Perth supports reduced Greenhouse Gas emissions for transportation and the single dwelling on the 34 ha lot maintains natural features that can sequester carbon.

CONCLUSIONS

The Planner recommends the lifting of the 0.3m reserve and its transfer to the adjacent property be approved as it represents efficient planning and environmental protection.

ATTACHMENTS

- i) Excerpt from Plan 27M -70.

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

COMMITTEE OF THE WHOLE
May 10th, 2022

Report #PD-2022-26
Noelle Reeve, Planner

CONDOMINIUM DECLARATION - WHYTE

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Condominium Declaration for Whyte, file 09-CD-21001, be approved as a condition of completion of severance B19/068.”

BACKGROUND

In February 2022, the Land Division Committee granted conditional approval to the draft plan of common elements condominium prepared by Stantec Geomatics Limited for the four-lot development at Brandelle Lane (off 516 Christie Lake Road) undertaken by Martin Whyte through severance applications B19/065/066/067/068.

DISCUSSION

The Township retained legal counsel to review the Condominium Declaration. Some changes were proposed and the applicant has agreed to the proposed changes.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council approves the Condominium Declaration.

Option #2 – Council does not approve with reasons that will withstand scrutiny at the Ontario Land Tribunal.

FINANCIAL CONSIDERATIONS

None at this time.

STRATEGIC PLAN LINK

Economic Development: The condominium road is the final piece in the infill redevelopment project on Christie Lake Road which adds three new lots to the Township through intensification.

Environment: Infill development is preferred over estate lot sprawl development as it causes less impact on environmental attributes of the Township.

CLIMATE CONSIDERATIONS

Compact development close to the Town of Perth facilitates reduced Greenhouse Gas emissions for transportation and maintains natural features elsewhere that can sequester carbon.

CONCLUSIONS

The Planner recommends the Condominium Declaration be approved.

ATTACHMENTS

- 1. County Notice of Conditional Approval Key Map
- 2. Condominium Declaration

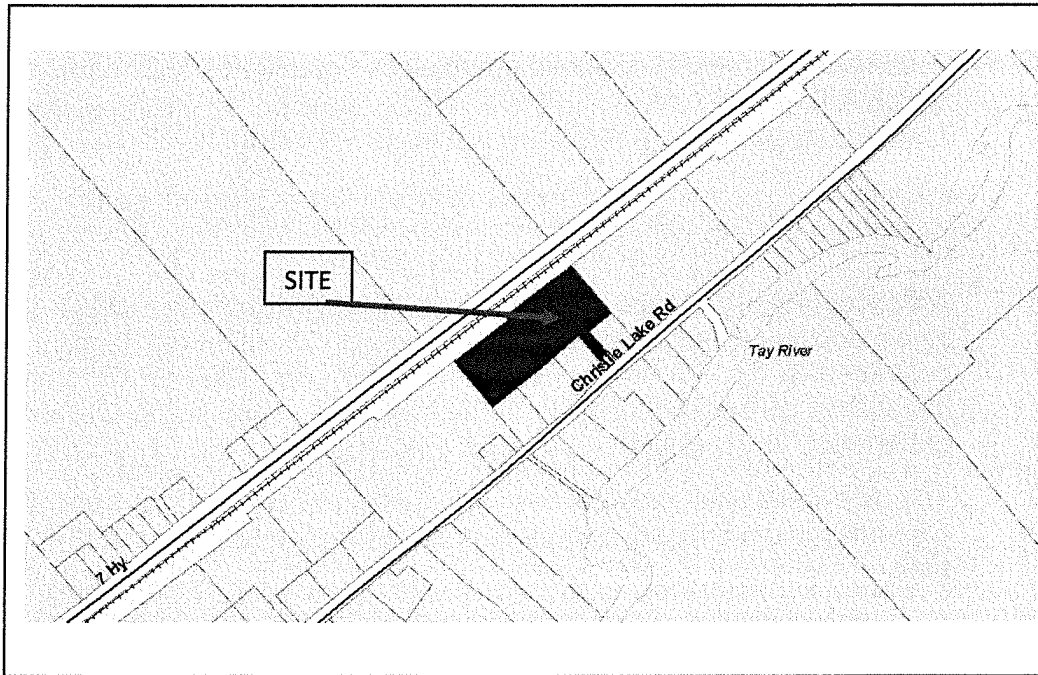
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

KEY MAP



DECLARATION

MADE PURSUANT TO THE CONDOMINIUM ACT

THIS DECLARATION (hereinafter called the "Declaration") is made and executed pursuant to the provisions of the *Condominium Act, R.S.O. 1998, chap. 19* as amended, and the Regulations made thereunder (all of which are hereinafter referred to as the "Act") by

A Condominium Incorporation to be Incorporated by Martin Whyte
a Corporation incorporated under the laws
of the Province of Ontario (hereinafter called the "Declarant")

WHEREAS the Declarant is the owner in fee simple of lands and premises situate now in the municipality of Tay Valley Township of the County of Lanark, Province of Ontario, and being more particularly described in Schedule "A" and in the description submitted herewith by the Declarant for registration in accordance with Section 2 of the Act, and

WHEREAS the said lands are situated thereon vacant land that shall serve as a freehold common elements condominium, over which, adjacent properties of tied land shall have the right of ingress and egress to and from their properties to a public highway.

WHEREAS the Declarant intends that the said lands to be designated as property of tied land shall be governed by the Act and may not be further divided without an amendment to the declaration.

WHEREAS the Condominium Corporation to be created upon registration of the Declaration and the description is a Freehold Common Elements Condominium Corporation.

NOW THEREFORE THE DECLARANT HEREBY DECLARES AS FOLLOWS:

I. INTRODUCTORY

1. Definitions

The terms used herein shall have ascribed to them the definitions contained in the Act.

2. Statement of Intention

The Declarant intends that the Act governs the land and interests appurtenant to the land, as the land and the interests are described in the description.

3. Condominium Corporation

This Declaration will create a Common Elements Condominium.

4. Consent of Encumbrancers

The consent, in the prescribed form, of every person having a registered mortgage against the land or interests appurtenant to the land described in the description is contained in Schedule "B" attached hereto.

5. Common Interest and Common Expenses
Each owner of tied lands shall have an undivided interest in the common element as a tenant in common with all other owners in the proportions set forth opposite each property description in Schedule "D" attached hereto. The total of the proportions of the common interests shall be one hundred per cent (100%). Each owner of tied lands shall contribute to the common expenses in the proportions, expressed in percentages, set forth each property description in said Schedule "D"
6. Address for Service
The Corporation's address for service and mailing shall be or such other address as the Board may by resolution determine and notice of which in the prescribed form is registered

II COMMON EXPENSES

1. Specification of Common Expenses
Common expenses means the expenses of the performance of the objects and duties of the Corporation and, without limiting the generality of the foregoing, shall include those expenses set out in Schedule "E" attached hereto.

III. COMMON ELEMENTS

1. Use of Common Elements
Subject to the provisions of the Act, this Declaration and the By-laws and any rules and regulations passed pursuant thereto, each owner has the full use, occupancy and enjoyment of the whole or any part of the common elements.

There are no parts of the common elements that will have exclusive ownership as set out in Schedule "F" hereto.

Without the consent in writing of the Board of Directors, no owner is entitled to have access to those parts of the common elements used from time to time, an area containing operating machinery, or any part of the common elements used for the care, maintenance and operation of the property.
2. Additions, Alterations or Improvements by the Corporation
 - (a) Where the Corporation proposes to carry out any necessary repair or maintenance work the common element, then, provided that the materials used are as reasonably close in quality to the original (as is appropriate in accordance with current construction standards), then the Corporation shall have the sole and absolute authority to carry out such work without any notice to, input from, or vote of the owners of tied land;
 - (b) The Board may, by resolution, make any changes to the common elements, assets or services of the Corporation, without notice to the owners, where:

- (i) It is necessary to do so in order to comply with any reciprocal agreement or any statutory or regulatory authority;
 - (ii) It is necessary to do so in order to ensure the safety or security of persons using the property of the Corporation, or to prevent imminent damage to it; or
 - (iii) The estimated cost of doing so, in any given month or other period prescribed in the Regulations, is no more than the greater of \$ and per cent (%) of the annual budgeted common expenses for the current fiscal year
- (c) Where the proposed change to the common elements, assets, or services of the Condominium does not fall within paragraphs 2 (i), (ii) Or (iii) of Article III hereof, and provided that it is not considered substantial in nature under the cost criteria (or by virtue of Board election) contemplated in paragraph 2 (e) of Article III hereof, then the provisions hereinafter set forth in this subparagraph must be complied with. In such circumstances, the Board is required to send a notice to the owners describing the proposed change, accompanied by:
- (i) A statement of the estimated cost, and how it is proposed to be paid;
 - (ii) A statement advising the owners that they have the right to requisition a meeting of owners within thirty (30) days of receiving the notice, in accordance with Section 46 of the Act; and
 - (iii) A copy of Sections 46 and 97 of the Act;
- (d) Notwithstanding paragraph 2(c) of Article III hereof, the Corporation shall not make a substantial addition, alteration, improvement to the common elements, a substantial change in the assets of the Corporation or a substantial change in a service that the Corporation provides to the owners unless the owners who own at least sixty-six and two-thirds per cent (66 2/3%) of the units of the Corporation vote in favour of approving it, and such vote shall be taken at a meeting duly called for such purpose;
- (e) For the purposes of paragraph 2(d) of this Article III, hereof, an addition, alteration, improvement or change is substantial if,
- (i) Its estimated cost, based on its total cost, regardless of whether part of the cost is incurred before or after the current fiscal year, exceeds the lesser of,
 - (A) Ten per cent (10%) of the annual budgeted common expenses for the current fiscal year, and
 - (B) The prescribed amount, if any; or
 - (ii) The Board elects to treat it as substantial.

3. Additions, Alterations or Improvements by Owners of Tied Lands

- (a) An owner of a tied land may make an addition, alteration or improvement to the common elements that is not contrary to the Act or the Declaration, provided that any proposed addition, alteration or improvement is first approved by resolution of the Board and in all other respects comply with the provisions of the Act.
- (b) The requirement to comply with paragraph 3(a) of Article III hereof and Section 97 of the Act shall be inapplicable if the Board is satisfied that the proposed addition, alteration or improvement:
 - (i) Will not have an adverse effect by other owners;
 - (ii) Will not give rise to any expense to the Corporation;
 - (iii) Will not detract from the appearance of the Condominium;
 - (iv) Will not contravene the Declaration or anything prescribed by the Regulations;
- (c) Any Agreement relating to an addition, alteration or improvement will not take effect until either the conditions of Section 98(1)(a) and Section 98(2) of the Act have been satisfied, or alternatively, the conditions of Sections 98(1)(a), (c) and (d) of the Act have been satisfied.

4. Parking and Storage

No owner shall park upon any portion of the common elements, nor use the common elements for storage, except such storage space designated from time to time by the Corporation for use.

5. Ownership of Telecommunications and Utilities Wires, Cables, Fixtures, Etc.

All wires, cables, pipes, conduits, fixtures and other appurtenances thereto installed on the common elements by any utilities company or a predecessor or successor of any such utilities company shall remain the sole property of such utilities company or successor thereof.

IV. MAINTENANCE AND REPAIRS

1. Repairs and Maintenance

- (a) The Corporation shall repair and maintain the common elements.
- (b) The Corporation's obligations to repair and maintain include repair and maintenance of the common road which provides the means of ingress to and egress from a tied parcels.
- (c) The Corporation shall cause to be plowed all roadways, to permit safe accessibility to tied parcels upon any accumulation of snow, sleet and/or freezing rain occurring any day of the week.

- (d) The Corporation shall cause to be maintained the entire landscaping of the project, which maintenance shall include grass cutting, trimming and pruning of shrubs, planting and maintenance of trees.

2. Repair and Maintenance of Telecommunication and Utilities Conduits, etc.

Notwithstanding anything herein contained, the Corporation shall maintain and repair all conduits, pipes, wires, cables, and utility lines used for power, telephone, cable, television, gas, water, heating and drainage, which are within the common elements

V DAMAGE

1. Procedure Where Damage Occurs

If damage occurs to the common elements, the Corporation shall repair and replace the common elements.

VI GENERAL MATTERS AND ADMINISTRATION

1. Rights of Entry

- (a) The Corporation or any insurer of the property or any part thereof, their respective agents or any other person authorized by the Board shall be entitled to enter any part of the common elements for the purposes of making inspections, adjusting losses, making repairs, remedying any condition which might result in damage to the property or carrying out any duty imposed upon the Corporation.
- (b) The Corporation, its agents or any person authorized by the Board shall be entitled to enter upon any part of the common elements at all reasonable times (or, in the case of an emergency, at any time and without notice), for the purpose of maintaining, repairing or replacing any equipment for public utility or other services lying under or across the property.

2. Units Subject to Declaration, By-laws

Rules and Regulations

- (a) All present and future owners, their families, guests, invitees or licencees shall be subject to and shall comply with the provisions of the Act, this Declaration, the By-laws and any other rules and regulations of the Corporation.
- (b) The acceptance of a deed or transfer of a tied land must include a conveyance of the common elements and shall constitute an agreement that the provisions of the Act, this Declaration, the By-laws and any rules and regulations, as they may be amended from time to time, are

accepted and ratified by such owner, and all of such provisions shall be deemed and taken to be covenants running with the lands and shall bind any person having, at any time, any interest or estate in said lands, as though such provisions were recited and stipulated in full in each and every such deed or transfer of the common elements or tied lands.

3. Invalidity

Each of the provisions of this Declaration shall be deemed independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall be deemed not to impair or affect in any manner the validity, enforceability or effect of the remainder of this Declaration, and in such event all the other provisions of this Declaration shall continue in full force and effect as if such invalid provision had never been included herein.

4. Waiver

The failure to take action to enforce any provision contained in the Act, this Declaration, the By-laws or any rules and regulations of the Corporation, irrespective of the number of violations or breaches which may occur, shall not constitute a waiver of the right to do so thereafter, nor be deemed to abrogate or waive any such provision.

5. Notice

The Corporation shall maintain a record in which shall be entered the names and addresses for service of each owner who has notified the Corporation in writing of such owner's name and address for service, and each mortgagee of a tied land, who, under the terms of the mortgage, has the right to vote at a meeting of owners in the place of the owner of tied lands or to consent in writing in the place of the unit owner, and has notified the Corporation in writing of the right and the mortgagee's name and address for service. The notice of a meeting required by the Act shall be deemed to be sufficiently given if given in accordance with the Act to the persons entered on the record at least fifteen (15) days before the date of the meeting. In the case of a notice of meeting of owners, the persons whose name appeared in the record 20 days before the day of the meeting shall be deemed to be the persons to whom the notice of the meeting is required to be given. In the case of a notice to owners that is not a notice of meeting of owners, the persons whose names appeared in the record five days before the day the notice is given shall be deemed to be the persons to whom such notice is required to be given. A notice that is required to be given to an owner shall be:

- (a) Delivered to the owner personally;
- (b) Sent by prepaid mail addressed to the owner at the address for service that appears on the record;

- (c) Sent by facsimile transmission, electronic mail or any other method of electronic communication if the owner agrees in writing that the party giving the notice may give the notice in this manner; or
- (d) Delivered at the owner's tied lands or at the mailbox for the tied lands unless:
 - (i) The party giving the notice has received a written request from the owner that the notice not be given in this manner, or
 - (ii) The address for service that appears in the record is not the address of the owner. A notice that is required to be given to a mortgagee shall be:
 - (A) Delivered to the mortgagee personally;
 - (B) Sent by prepaid mail addressed to the mortgagee at the address for service that appears in the record; or
 - (C) Sent by facsimile transmission, electronic mail or any other method of electronic communication if the mortgagee agrees in writing that the party giving the notice may give the notice in this manner.

6. Construction of Declaration

This Declaration shall be read with all changes of number and gender required by the context.

7. Headings

The headings in the body of this Declaration form no part of the Declaration but shall be deemed to be inserted for convenience of reference only.

DATED at the _____ of _____ and Province of Ontario, this _____ day of _____, 20____

IN WITNESS WHEREOF the Declarant has hereunto affixed its corporate seal and executed these presents under the hand of its proper officer duly authorized in that behalf.

Per: _____ c.s.

I have authority to bind the Corporation

SCHEDULE "A"

DESCRIPTION:

Part Lot 23 Concession 3, being Part 4 27Rxxxxxx, S/T an easement over all of the Common Elements in favour of Part 1,2,3,5 27Rxxxx, Tay Valley Township

Statement of Solicitor

In my opinion, based on the Parcel Register and the Plans and Documents recorded in them, the legal description is the correct legal description and the described easements will exist in law upon the registration of the declaration and the description and the Declarant is the registered owner of the property and appurtenant interests.

, Solicitor

Date:

SCHEDULE "B"

Consent of Canadian Imperial Bank of Commerce

SCHEDULE 'D'

The Common Elements are intended for the use and enjoyment of the following Properties of Tied Land:

Property Description of Tied Land:

Part Lot 23 Concession 3, as in Part 1, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township
Allocation of Common Expenses- 25%

Part Lot 23 Concession 3, as in Part 2, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township
Allocation of Common Expenses- 25%

Part Lot 23 Concession 3, as in Part 3, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township
Allocation of Common Expenses- 25%

Part Lot 23 Concession 3, as in Part 5, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township
Allocation of Common Expenses- 25%

SCHEDULE "E"

Common Expenses include the following, without limiting the general meaning of such term in the Act and this Declaration:

- a. all sums of money levied against or charged to the Corporation on account of any and all public and private suppliers of utilities and services, including without limiting the generality of the foregoing, levies or charges for waste disposal, snow removal and landscaping;
- b. all sums of money required to be paid on account of realty taxes levied against the property until such time as such taxes are levied against each unit;
- c. fees and out of pocket expenses payable to any manager appointed by the Corporation;
- d. all sums of money paid or payable by the Corporation to any and all persons, any firm or corporation employed by the Corporation, its only authorized agents, servants and employees for the purpose of performing any or all the duties of the Corporation;
- e. all sums of money required by the Corporation for the acquisition or retention of real property or interests therein for the use and enjoyment of the property or for the acquisition, repair, maintenance or replacement of personal property (including maintenance materials, tools and supplies) for use and enjoyment in or about the common elements;
- f. costs of repair and maintenance which it is the duty of the Corporation to undertake, including maintenance of road, gravel, all grass cutting and snow removal;
- g. accounting, audit, legal and other professional costs and expenses incurred by the Corporation;
- h. contributions to the Reserve Fund to be established pursuant to Section 36 of the Act;
- i. fees payable to the Bureau established under the Condominium Act;
- j. the cost of borrowing for the purpose of carrying out the objects and duties of the Corporation.

SCHEDULE "F"

There are no exclusive use areas of the common elements

SCHEDULE "G"

Certificate of engineer for road

SCHEDULE "H"

Common Road shared by owners to access and egress the parcels of tied land,

SCHEDULE "I"

Owners:

Martin Whyte

Part Lot 23 Concession 3, as in Part 1, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township

Martin Whyte

Part Lot 23 Concession 3, as in Part 2, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township

Martin Whyte

Part Lot 23 Concession 3, as in Part 3, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township

Martin Whyte

Part Lot 23 Concession 3, as in Part 5, 27Rxxxxx, together with an easement over all common elements Part 4, 27Rxxxxxx; Tay Valley Township

SCHEDULE "J"

Certificate of Notice of Attachment of Common Interest

01/01/2022-04/30/2022 Summary Report with Previous 3 year Average

2022	Number of Permits	3 yr. avg. (2019-2021)	S.F.D.'s	3 yr. avg. (2019-2021)	Commercial	3 yr. avg. (2019-2021)	Permit Fees	3 year average (2019-2021)	Building Value	3 year average (2019-2021)	Dev.Charge
January	7	4	0	1	1	0	\$5,825.80	\$2,240.87	\$1,486,667.00	\$396,333.33	
February	4	5	2	1	0	0	\$4,652.65	\$7,194.42	\$935,000.00	\$1,704,366.67	\$12,169
March	13	9	2	4	0	0	\$8,969.65	\$8,001.56	\$1,487,000.00	\$1,204,820.00	\$15,003
April	10	10	1	4	0	0	\$7,378.20	\$9,223.96	\$1,528,700.00	\$1,855,692.00	\$14,329
Total	34	28	5	10	1	0	\$26,826.30	\$26,660.81	\$5,437,367.00	\$5,161,212.00	\$41,501

As of Jan 21, 2022 Dev Charges of \$8,029 on permits are comprised of \$6,493 Township Dev Charge and \$1,536 County Dev Charge.

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

**COMMITTEE OF THE WHOLE
May 10, 2022****Report #PW-2022-11
Sean Ervin, Public Works Manager****TWO (2) HEAVY-DUTY MOTOR GRADERS - RFP AWARD****STAFF RECOMMENDATION(S)**

It is recommended:

“THAT, the Township make capital investments into the 2008 Volvo, as necessary, to add an additional 5-years of service with intentions to replace the grader in 2027.”

BACKGROUND

The 2007 Volvo grader was scheduled for replacement in 2022 in accordance with the Township’s 10-year Capital Plan and the estimated cost for replacement was included in the 2022 Capital Budget. The grader has had significant repairs in the past and is a very important piece of equipment for the Township and is used year-round for various road maintenance activities.

DISCUSSION

Tay Valley Township, together with the Township of Montague, issued the Request for Proposal (RFP) on March 16th, 2022, on the Township’s portal of Bids and Tenders. A newsfeed was issued on the Township’s website and notice was also posted on the Townships Facebook page and in the local paper. The Request for Proposal (RFP) closed on March 31st, 2022, and two (2) bids were received.

Company

Brandt Tractor Ltd.

Toromont CAT

Each submission was evaluated on price, equipment specifications, integration with current fleet and warranty. The submission from Brandt Tractor Ltd. was for a 2022 John Deere 770GP and met all the required specifications included in the RFP. The Township purchased the same grader in 2018 and has had no issues and staff do enjoy operating this piece of equipment. The submission from Brandt Tractor Ltd. is the preferred submission and was the

lowest priced.

FINANCIAL CONSIDERATIONS

The 2022 Capital Budget included \$402,900.00 to purchase a Heavy-Duty Motor Grader. The proposed price by Brandt Tractor Ltd. is as per the following:

2022 John Deere 770GP	\$ 449,663.30
Mastless Snow Wing	\$ 38,351.36
5-Year Powertrain Warranty	\$ 12,605.62
Sub-Total	\$ 500,620.28
Total, including rebated H.S.T.	\$ 509,431.20
Budget	\$ 402,900.00
Deficit	\$ 106,531.20

The 2008 Volvo grader would be sold on GovDeals, which should sell for a price between \$45,000 to \$50,000. This would reduce the deficit to between \$61,500 and \$56,530.

The price of new equipment continues to rise, which is being driven by the price of steel and supply chain issues. For example, the Township purchased the exact same grader in 2018 for a price of \$319,770.00 (including 5-year Powertrain Warranty). In discussions with various persons who are in sales in the industry, manufacturers are now doing quarterly price increases, rather than yearly price increases. It does not appear that the prices will drop, or at least plateau, anytime soon.

The Township does have funds available in the Equipment Reserve to purchase the equipment. In 2021, the Township budgeted \$176,800 to purchase the new tractor and mowing attachments, which was to be funded from the Equipment Reserve, however, the purchase was later funded by the one-time Modernization Grant. Therefore, the \$176,800 that was earmarked for the tractor purchase remained in the Equipment Reserve. However, it is worthy to note that due to these forecasted increased prices in equipment the Township's reserves will need to be replenished and additional contributions to this reserve will be a 2023 budget discussion topic. A further breakdown of the projected 10-Year Equipment Capital Plan is attached to this report. A forecast of the reserves for both options noted later in this report are provided in the attached. Please also note that the sale from surplus vehicles is not included in either forecast.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Not award the Contract and invest in the current grader to extend the life by approximately 5-years. The Volvo grader has approximately 9900 hours of service and could likely service the Township for another 5-years with some significant investments. The Volvo was recently inspected by the mechanic who regularly services this piece of equipment and noted that the wear parts on the circle/moldboard will require replacement within the next 12 months at an approximate cost of \$5,000. This cost can be appropriately budgeted in the 2023 budget using reserves since it is a large capital cost and will extend the life of the grader. The engine was rebuilt in 2017/2018 and is unlikely to fail

again in the next 5-years, however, it is possible that the transmission may fail and would cost approximately \$55,000 to rebuild. The replacement of this piece of equipment would then be rescheduled for 2027 in the next update of the 10-year Capital Plan. By pushing this to 2027 it would better offset/space the years of replacement of the two graders. The equipment reserve will continue to have a surplus until 2027 with this option, as shown in the attachments of this report.

Option #2 – Award the Tender to Brandt Tractor Limited for the purchase of one 2022 John Deere 770GP, with the Mastless Snow Wing attachment and the 5-Year Powertrain Warranty, in the amount of \$500,620.28 plus H.S.T. The 2008 Volvo will be sold on GovDeals following the delivery of the new grader (estimated December 2022), and the entire amount will be funded by the Equipment Reserve. This option will follow the Townships Asset Management Plan by replacing the grader after 15-years of service. The Township has the funds available in the Equipment reserve however falls to a deficit in 2024, which is why this is not the recommended option.

xi) **CLIMATE CONSIDERATIONS**

The new grader will meet the Tier 4 emission requirements and will therefore be better for the environment than the old grader (meets Tier 3 emission requirements). There are no electric options yet and there is not a date for when equipment this large will have an electric option.

STRATEGIC PLAN LINK

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.

CONCLUSIONS

The price of the new grader is a bit surprising, however, there are no signs of the price increases for heavy equipment slowing down. The Volvo grader is still in decent shape for its age, however, will require some financial investment to ensure that it can continue to service the approximately 220 km of gravel roads in Tay Valley.

There is a level of risk associated with keeping the 2007 Volvo grader in service, however the financial commitment required to purchase a new grader outweighs the risk of keeping the old grader when the old grader is still in good shape.

ATTACHMENTS

1. Projected 10-Year Equipment Capital Plan.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

OPTION #1 FINANCIAL EXERCISE

TAY VALLEY TOWNSHIP													
10 YEAR CAPITAL PLAN		Inflation = 2%											
2022 TO 2031		Replacement Cost (at 2021)	Year	1 2022	2 2023	3 2024	4 2025	5 2026	6 2027	7 2028	8 2029	9 2030	10 2031
VEHICLES													
Tandem Trucks													
T1	2016 Western Star Tandem (#1)	340,000	2028							387,600			
T2	2019 International Tandem Dump Truck (#2)	340,000	2030									401,200	
20-2	2020 Freightliner Tandem Dump Truck	340,000	2032										
20-3	2020 Freightliner Tandem Dump Truck	340,000	2034										
T12	2012 International Tandem 7600 6X4 (#12)	340,000	2024			360,400							
T17	2014 International Tandem 7600 Truck (#17)	340,000	2026					374,000					
Light Trucks													
20-1	2020 Chevrolet Silverado - (upgrade to electric)	60,000	2029									70,800	
T6	2016 Ford F550 (#6)	125,000	2026					137,500					
T11	2011 Chev Silverado 4X4 3/4 ton (#11)	60,000	2025				64,800						
T14	2012 Dodge RAM 1500 (#14) - (upgrade to electric)	60,000	2023		62,400								
T16	2013 Mitsubishi-CBO (#16) (Planning) (upgrade to electric)	45,000	2022	45,000									
EQUIPMENT													
Heavy Equipment													
19-1	2019 John Deere Backhoe 310SL (#19-1)	160,000	2031										192,000
E13	2007 Volvo Grader G960 (#13)	500,620	2027	5,000					560,694				
E15	2012 CASE Backhoe (#15)	170,000	2024			180,200							
E71	2009 Komatsu Backhoe (#71)	NOT SCHEDULED FOR REPLACEMENT - BACKHOE MOVES FROM ROADS TO WASTE SITE AT TIME OF REPLACEMENT											
E80	2018 John Deere 770M Grader (#80)	465,000	2033										
21-1	Tractor with Flail and Boom Mower (New Add)	247,175	2035										
	Water Tank No.	39,500	2022	39,500									
	Water Tank No.	40,000	2025					43,200					
Light Equipment - (Yearly Input)													
	1990 Steamers (quantity 2 - only replace 1)	20,000	2025					21,600					
E82	1998 Brush Chipper	50,000	2023		52,000								
E87	2021 Eddynet Sweeper	17,197	2035										
E88	Diesel Generator 30 kwh (#88) (Transfer switch for 2022)		2022										
E89	Brush Head (#89)-Bathurst	40,000	2025					43,200					
	Emergency Response Trailer	12,500	2022	12,750									
	Front Flail Grass Mower	23,000	2031									27,600	
	Boom Brush Mower	98,000	2036										
Fire Services													
	Pumper Truck		2022	54,000									
	Deputy Chief Vehicle		2022	27,000									
	South Sherbrooke Pumper Truck		2022	50,000									
		4,272,992		233,250	114,400	540,600	172,800	511,500	560,694	387,600	0	472,000	219,600
Funding:													
	Reserves - Equipment			57,250	114,400	540,600	172,800	511,500	560,694	387,600	0	472,000	219,600
	Reserves - Special Contingency			45,000									
	Development Charges			131,000	0	0	0	0	0	0	0	0	0
	Total			233,250	114,400	540,600	172,800	511,500	560,694	387,600	0	472,000	219,600

TAY VALLEY TOWNSHIP												
10 YEAR CAPITAL PLAN		RESERVES										
2022 TO 2031		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
Vehicles & Equipment = Roads Equipment + New Infrastructure Reserves												
Opening		355,810	532,650	657,022	359,969	435,587	177,474	(124,766)	(248,743)	20,153	(177,573)	
Annual Contribution		234,090	238,772	243,547	248,418	253,387	258,454	263,623	268,896	274,274	279,759	
Annual Spending		(57,250)	(114,400)	(540,600)	(172,800)	(511,500)	(560,694)	(387,600)	0	(472,000)	(219,600)	
Closing		532,650	657,022	359,969	435,587	177,474	(124,766)	(248,743)	20,153	(177,573)	(117,414)	

OPTION #2 FINACIAL EXERSICE

TAY VALLEY TOWNSHIP															
10 YEAR CAPITAL PLAN				Inflation = 2%											
2022 TO 2031				Replacement		1	2	3	4	5	6	7	8	9	10
				Cost (at 2021)	Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
VEHICLES															
Tandem Trucks															
T1	2016 Western Star Tandem (#1)	340,000	2028									387,600			
T2	2019 International Tandem Dump Truck (#2)	340,000	2030											401,200	
20-2	2020 Freightliner Tandem Dump Truck	340,000	2032												
20-3	2020 Freightliner Tandem Dump Truck	340,000	2034												
T12	2012 International Tandem 7600 6X4 (#12)	340,000	2024				360,400								
T17	2014 International Tandem 7600 Truck (#17)	340,000	2026							374,000					
Light Trucks															
20-1	2020 Chevrolet Silverado - (upgrade to electric)	60,000	2029											70,800	
T6	2016 Ford F550 (#6)	125,000	2026							137,500					
T11	2011 Chev Silverado 4X4 3/4 ton (#11)	60,000	2025					64,800							
T14	2012 Dodge RAM 1500 (#14) - (upgrade to electric)	60,000	2023				62,400								
T16	electric)	45,000	2022	45,000											
EQUIPMENT															
Heavy Equipment															
19-1	2019 John Deere Backhoe 310SL (#19-1)	160,000	2031												192,000
E13	2007 Volvo Grader G960 (#13)	500,620	2022	500,620											
E15	2012 CASE Backhoe (#15)	170,000	2024				180,200								
E71	2009 Komatsu Backhoe (#71)	NOT SCHEDULED FOR REPLACEMENT - BACKHOE MOVES FROM ROADS TO WASTE SITE AT TIME OF REPLACEMENT													
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21-1	Tractor with Flail and Boom Mower (New Add)	247,175	2035												
	Water Tank No.	39,500	2022	39,500											
	Water Tank No.	40,000	2025						43,200						
Light Equipment - (Yearly Input)															
	1990 Steamers (quantity 2 - only replace 1)	20,000	2025						21,600						
E82	1998 Brush Chipper	50,000	2023			52,000									
E87	2021 Eddynet Sweeper	17,197	2035												
E88	2022)		2022												
E89	Brush Head (#89)-Bathurst	40,000	2025						43,200						
	Emergency Response Trailer	12,500	2022	12,750											
	Front Flail Grass Mower	23,000	2031												27,600
	Boom Brush Mower	98,000	2036												
Fire Services															
	Pumper Truck		2022	54,000											
	Deputy Chief Vehicle		2022	27,000											
	South Sherbrooke Pumper Truck		2022	50,000											
		4,272,992		728,870	114,400	540,600	172,800	511,500	0	387,600	0	472,000	219,600		
Funding:															
	Reserves - Equipment			552,870	114,400	540,600	172,800	511,500	0	387,600	0	472,000	219,600		
	Reserves - Special Contingency			45,000											
	Development Charges			131,000	0	0	0	0	0	0	0	0	0	0	0
	Total			728,870	114,400	540,600	172,800	511,500	0	387,600	0	472,000	219,600		

TAY VALLEY TOWNSHIP											
10 YEAR CAPITAL PLAN		RESERVES									
2022 TO 2031		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Vehicles & Equipment = Roads Equipment + New Infrastructure Reserves											
Opening		355,810	37,030	161,402	(135,651)	(60,033)	(318,146)	(59,692)	(183,669)	85,227	(112,499)
Annual Contribution		234,090	238,772	243,547	248,418	253,387	258,454	263,623	268,896	274,274	279,759
Annual Spending		(552,870)	(114,400)	(540,600)	(172,800)	(511,500)	0	(387,600)	0	(472,000)	(219,600)
Closing		37,030	161,402	(135,651)	(60,033)	(318,146)	(59,692)	(183,669)	85,227	(112,499)	(52,340)

COMMITTEE OF THE WHOLE
May 10th, 2022

Report #C-2022-12
Amanda Mabo, Acting Chief Administrative Officer/Clerk

ELECTION – COMPLIANCE AUDIT COMMITTEE - APPOINTMENTS

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Phil Hogan, Paul Howard and Richard Bennett be appointed to the Joint Lanark County Compliance Audit Committee for the term November 15, 2022 to November 14, 2026 to deal with applications from the 2022 Election and any by-elections during the next Council term.”

BACKGROUND

The *Municipal Elections Act, 1996* makes it mandatory for municipalities to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing in relation to candidates and registered third parties for each election, and to consider reports from the Clerk citing apparent instances of over-contributions.

All local municipalities within Lanark County, including the Town of Smiths Falls, recently approved the 2022 Terms of Reference for the Joint Lanark County 2022 Election Compliance Audit Committee by by-law.

DISCUSSION

You will recall that Council passed a by-law to adopt the Terms of Reference of the Joint Lanark County 2022 Election Compliance Committee on February 22, 2022. A joint recruitment ad appeared in the EMC as well as on the municipal website and social media pages. The Clerks received a total of three (3) applications.

The Terms of Reference call for the appointment of three members, plus three alternates. The Clerks are recommending the appointment of three individuals, based on the number of applications received. All three individuals bring valuable knowledge and experience from both professional and community perspectives.

Section 88.33 – 88.37 of the *Municipal Elections Act, 1996* sets out the necessary operating provisions related to the Compliance Audit Committee. These have been addressed in the previously approved Terms of Reference.

OPTIONS CONSIDERED

Option #1 (Recommended) - Appoint the Three Named Individuals by By-Law.

To do otherwise would jeopardize the existence of the Committee as all partnering municipalities must agree to appoint the same individuals. It is stated in the Terms of Reference that the selection process will be based upon clearly understood and equitable criteria. All applicants satisfy the criteria and should therefore be appointed.

STRATEGIC PLAN LINK

No direct link.

CLIMATE CONSIDERATIONS

Not applicable.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with the appointments. The overall financial implications, previously outlined in an earlier report, are provided for ease of reference.

According to the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee, including audit costs. In the event of an application, the affected municipality would be responsible for the associated costs and the Clerk for Lanark County would serve as Committee Secretary in dealing with the specific application.

Appointees would receive a stipend of \$150 per meeting with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee.

CONCLUSIONS

As per the recommendation.

ATTACHMENTS

None.

Prepared and Submitted By:

Original Signed

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

COMMITTEE OF THE MEETING
May 10th, 2022

Report #C-2022-13
Amanda Mabo, Acting CAO/Clerk

PROPOSED NEW ROAD NAMES
PATTERSON ROAD, PATTERSON ROAD A, PATTERSON ROAD B,
PATTERSON ROAD C, PATTERSON ROAD D

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name the existing Private Roads to Patterson Road, Patterson Road A, Patterson Road B, Patterson Road C, and Patterson Road D as outlined in Report #C-2022-13 – Proposed New Road Names – Patterson Road, Patterson Road A, Patterson Road B, Patterson Road C and Patterson Road D, be brought forward for approval.”

BACKGROUND

A building permit application was received from a landowner at 140 Patterson Road for an addition to their cottage, due to constraints on the property a Minor Variance was required and was granted with the condition to resolve the right of way and potential new road name. When reviewing the properties legal access, it was discovered that a number of existing right of ways provide access to the properties off of Patterson Road off of Christie Lake North Shore Road. A portion of Patterson Road is a Township Road and then becomes a Private Road. No new private roads are being created, the right of ways are being recognized as private roads and need to be named as per the Road, Addressing and Parcels Project Policy (RAP Policy).

DISCUSSION

For the conditions of the Minor Variance to be cleared so that the applicant can proceed with their building permit, the existing Private Roads must be named and added to the Township’s Road Naming By-Law.

Currently, two out of the five right of ways are currently named, the first part of Patterson Road is a Township Road and then become a private road, one section that branches off is named Patterson Road A. Currently the majority of properties have been civic addressed off of Patterson Road, but there is actually four (4) branches off of Patterson Road that provide access.

Due to the nature of how the roads branch off, it is proposed to keep the Township Road

section and keep the section now named Patterson Road A the same. Patterson Road will continue to the end and then name the other roads Patterson Road B, Patterson Road C and Patterson Road D in order as they branch off – see attached map.

All of the properties will require a new civic address and road name change. The property owners will be notified of the new road names and civic address to their property.

OPTIONS CONSIDERED

Option #1 – Adopt Patterson Road, A, B, C and D (Recommended)

Meets the requirements of the RAP Policy.

Option #2 – Propose an Alternate Name

Not recommended as the process for renaming of the roads would take approximately three months, causing delays in the applicant meeting the requirements of the Minor Variance and getting their Building Permit.

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

The cost of installing the new road name sign for Patterson Road D, the registration of the by-law, and staff time is being borne by the applicant.

The cost of installing the new road name signs and civic address' for Patterson Road B and Patterson Road C will be paid by the Township.

CONCLUSIONS

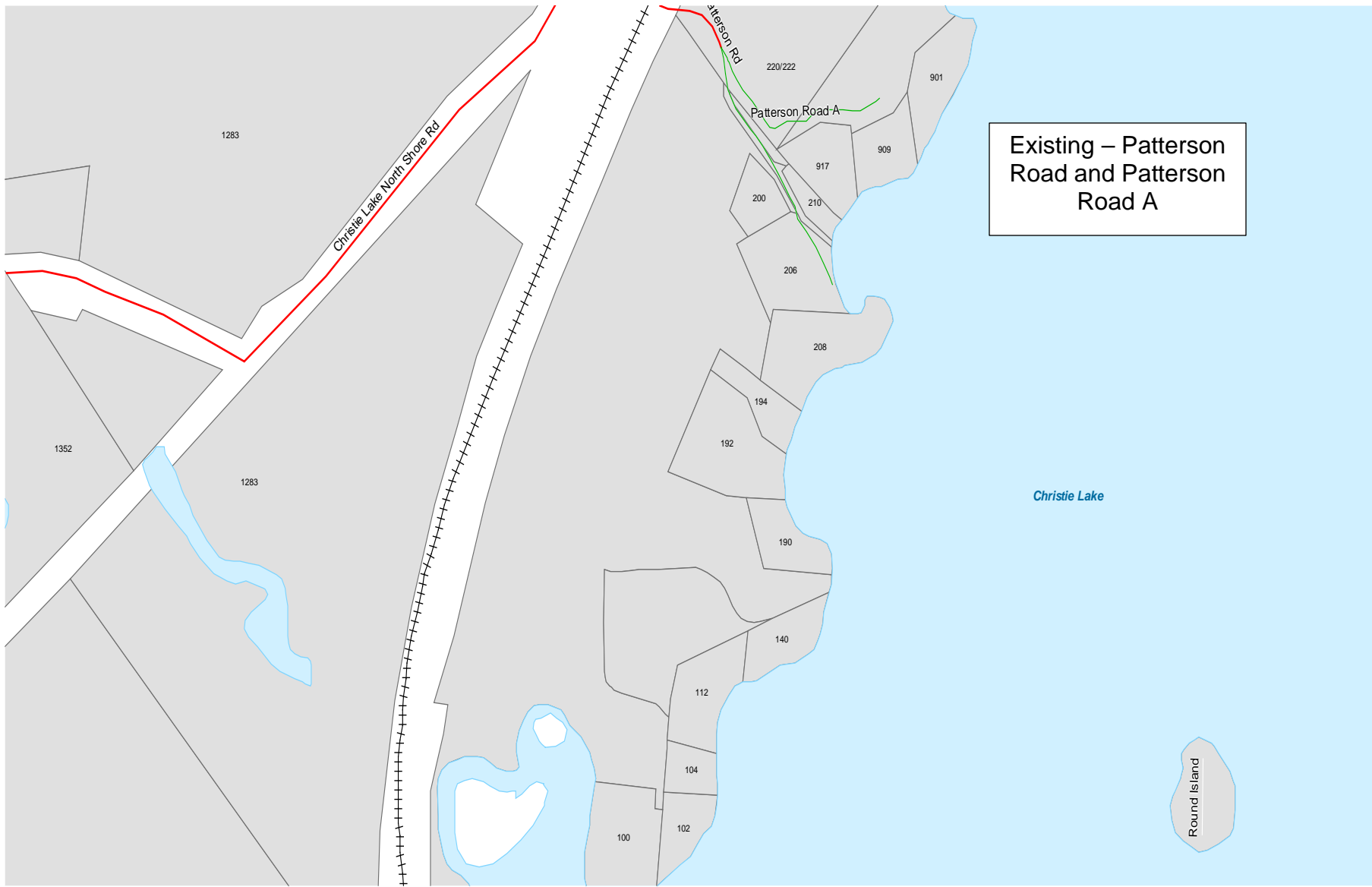
That the necessary by-law to name existing Private Roads to Patterson Road, Patterson Road A, Patterson Road B, Patterson Road C, and Patterson Road D as outlined in this report be brought forward for approval.

ATTACHMENTS

- i) GIS Map
- ii) Property Index Map

Prepared and Submitted By:

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



Existing - Patterson Road and Patterson Road A



Cunningham Swan
LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

March 28, 2022

BY E-MAIL: cao@tayvalleytwp.ca

Council – Tay Valley Township
c/o Amanda Mabo, Acting CAO/Clerk
217 Harper Road
Perth, ON K7H 3C6

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2021
Tay Valley Township
Our File No. 29235-9**

Background

In 2018, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for Tay Valley Township in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to Tay Valley Township in 2021, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

00665700.DOCX:

TEL: 613-544-0211 FAX: 613-542-9814 EMAIL: INFO@CSWAN.COM WEB: WWW.CSWAN.COM
--

Smith Robinson Building, Suite 300 • 27 Princess St, Kingston, ON, K7L 1A3

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity re: Tay Valley Township

If Council requires further training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

Requests for Advice

We received five requests for advice from one member of Council to the date of this report related to obligations under the Code of Conduct and the *Municipal Conflict of Interest Act* provisions. These are the most common areas for which we provide advice as Integrity Commissioner.

We encourage members of Council and Local Boards for Tay Valley Township to contact us in writing should they find themselves unsure of their obligations under the Code or the Municipal Conflict of Interest Act. If a member requests and follows our advice, that advice

¹ *Municipal Act*, section 223.3(1).

may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

In accordance with section 57 of your Code of Conduct, and in addition to our previously issued report, we wish to advise of the following:

1. Costs associated with the Advice provided is \$2,288.25.

Complaints/Applications for Inquiry

There were no complaints submitted to the Integrity Commissioner for Tay Valley Township in 2021.

Closing Remarks

We thank Tay Valley Township for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCLIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions. In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for Tay Valley Township.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation

TEF:mj
Enclosure

CORRESPONDENCE



1. **Peterborough County:** Staff Report “Provincial Request for Comments on Floating Accommodations” – *attached, page 2.*
2. **Township of Lake of Bays:** Resolution – Floating Accommodations – *attached, page 6.*
3. **Town of Gravenhurst:** Resolution – Floating Accommodations – *attached, page 8.*
4. **Municipality of Hastings Highlands:** Resolution – Funding Supports for Infrastructure Projects – Bridge/Culvert Replacement in Rural Municipalities – *attached, page 9.*
5. **Township of Zorra:** Resolution – Joint and Several Liability – *attached, page 10.*
6. **Town of Halton Hills:** Resolution – Build it Right the First Time – *attached, page 15.*
7. **Municipality of Grey Highlands:** Resolution – HST Rebate on new homes in Ontario – *attached, page 19.*
8. **St. Catharines City Council:** Ontario Housing Affordability Task Force Recommendations – *attached, page 21.*
9. **Township of South Frontenac:** Resolution – Dissolution Ontario Land Tribunal – *attached, page 23.*
10. **Municipal Finance Officers Association of Ontario (MFOA):** Response to proposed amendments to O. Reg. 82/98 and O. Reg 509/20 in support of proposed More Homes for Everyone Act, 2022 – *attached, page 25.*
11. **Municipal Finance Officers Association of Ontario (MFOA):** MFOA’s Summary of the 2022 Federal Budget – *attached, page 30.*
12. **AMO:** Policy Update – Remarks to Standing Committee on the More Homes for Everyone Act, 2022, Status Update on Blue Box Regulations - *attached, page 47.*
13. **Township of Mulmur:** Resolution – More Homes for Everyone Act – *attached, page 53.*
14. **Ministry of Infrastructure:** Getting Ontario Connected Act, 2022 - *attached, page 54.*
15. **LGL Health Unit:** Board of Health Agenda - *attached, page 56.*
16. **Township of Tudor and Cashel:** Resolution – Gypsy Moth Reporting – *attached, page 58.*



1. **Township of Cramahe:** Resolution – Overview of Bill 109, More Homes for Everyone Act, 2022 – *attached, page 2.*
2. **Municipality of Mississippi Mills:** Resolution – City of Waterloo Resolution re: Ontario Must Build it Right the First Time – *attached, page 4.*
3. **Township of Alnwick/Haldimand:** Resolution – Request to the Province of Ontario for a Plan of Action to Address Joint and Several Liability - *attached, page 9.*
4. **Multi-Municipal Wind Turbine Working Group:** Resolution – Setback Recommendation - *attached, page 12.*
5. **Ministry of the Solicitor General – Office of the Fire Marshall:** O. Reg. 343/22: Firefighter Certification - *attached, page 16.*
6. **City of Vaughan:** Resolution – Supporting Municipal Final Authority for Development Planning - *attached, page 18.*
7. **Ministry of the Environment, Conservation and Parks:** Regulations and Policy under the Conservation Authorities Act - *attached, page 26.*
8. **AMCTO Advocacy Update:** 2022 Budget - *attached, page 27.*
9. **LGL Health Unit:** Board of Health Summary April 21, 2022 - *attached, page 30.*
10. **Tay Valley:** Report – Building Permits (Approval Granted April 2022) - *attached, page 32.*

UPDATES

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, April 8th, 2022

10:00 a.m.

GoToMeeting

ATTENDANCE:

Members Present:

Chair, Deputy Reeve
Barrie Crampton
Councillor Rob Rainer
Bob Argue
Jennifer Dickson
David Poch

Members Absent:

Douglas Barr
Peter Nelson

Staff Present:

Amanda Mabo, Acting CAO/Clerk (arrived at 10:24 a.m.)
Noelle Reeve, Planner
Allison Playfair, Planning Administrative Assistant,
Recording Secretary

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.
A quorum was present.

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

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Addition Under New/Other Business: County of Lanark Official Plan Update.

The agenda was approved as amended.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – February 25th, 2022**

The minutes of the Green Energy and Climate Change Working Group Meeting held on February 25th, 2022, were approved as presented.

5. DELEGATIONS & PRESENTATIONS

None.

6. BUSINESS

i) **Climate Action Plan**

- Climate Action Plan Project List for 2023

The Planner noted that under the Terms of Reference we need to produce an annual report to Council.

The Planner circulated a draft Climate Action Plan Report Card that lists all the Township's Climate Action projects and the status of each project. She commented on each project and made suggestions on how to move forward and will track the progress of the Action Items – *attached page 6.*

The Acting CAO/Clerk arrived at 10:24 a.m.

The Working Group discussed that the 3-page document should be condensed down to 1 page possibly identifying 5 municipal projects and 2 community projects. The Working Group Members will email the Planner their choices of what the priorities should be. Working Group Member Bob Argue will help condense the list into the top priorities.

ii) **Communications**

- Lanark County Climate Change Committee Update – Bob Argue

Working Group Member Bob Argue updated the Members on the Lanark Country Climate Change Committee meeting. He noted the committee has developed a more focused short list of climate action items. They cut the long list of 87 items down to 27 priority items.

He then brought to the attention of the Working Group that a Request for Proposal (RFP) was placed in the paper April 7, 2022 requesting bids to convert the heating of buildings at three of the County's social housing sites to natural gas from electricity.

However, no discussion was held with the County Climate Committee about the proposed heating change and the possibilities for energy improvement. No Climate Lens appears to have been applied to the RFP because natural gas would not have been proposed if the Lens had been applied. The Lens would have pointed to the need to retrofit the buildings and then consider the energy source. There is no point pumping heating into a leaky building.

Air source heat pumps can both heat and cool buildings and do not use fossil fuels which the County Climate Change Committee had stated was their main guiding principle.

The Working Group asked if Deputy Reeve Barrie Crampton could bring this up with the County to see if they could retract the RFP and ask for a new RFP that gave more consideration to beneficial Climate Change options.

- Township Newsfeeds/Website – “Drawdown Stories” – Councilor, Rob Rainer

Councilor Rob Rainer suggested the Climate Change Website page have “drawdown stories” which would be stories of individuals that would help demonstrate what has been done and what could be an opportunity to others. Some examples would be of local people who invested in an electric vehicle and why they made that choice or who retrofitted their house to be energy sufficient.

The Clerk explained to the Working Group how the website works and that the Members could provide content that can be added to the website. She also noted that the Township could also send out a newsfeed of content Members submitted. The Clerk will let the Working Group Members know how many subscribers are on the newsfeed list.

The Planner also advised the Working Group that the EMC has content weekly on stories provided by Climate Network Lanark that potentially could be added to the website if we had permission.

- Communication suggestions – Peter Nelson

The Planner commented on the content Peter Neilson submitted and noted it was for information and could be added to the website.

7. NEW/OTHER BUSINESS

- i) County of Lanark Official Plan Update

Deputy Reeve Barrie Crampton noted that the County, as part of their update to their Official Plan next year, has hired Ducks Unlimited and The Land Between to look at Natural Heritage Systems across the County.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: Friday, June 3, 2022

9. DEFERRED ITEMS

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

- ***Presentation from the consultant on the update to the Official Plan.***

10. ADJOURNMENT

The Working Group adjourned at 11:14 a.m.

DRUMMOND NORTH ELMSLEY TAY VALLEY FIRE BOARD MINUTES

Thursday, April 28, 2022

6:00 p.m.

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

Training Room

ATTENDANCE:

Members Present:

Chair, Councillor Mick Wicklum
Vice-Chair, Councillor Paul Coutts
Councillor John Matheson
Councillor Fred Dobbie
Councillor RoxAnne Darling
Councillor Ray Scissons

Staff Present:

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

Members & Staff Absent:

None.

1. CALL TO ORDER.

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

2. AMENDMENTS/APPROVAL OF AGENDA.

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES.

- i) **Minutes – January 24, 2022.**

RESOLUTION # FB2022-10

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on January 24, 2022 be approved as presented.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS.

None.

6. BUSINESS.

- i) **RFP# 2022-001 Two (2) Fire Service Pumpers – RFP Award – *attached, page 8.***
Greg Saunders, Fire Chief.

One pumper is being purchased for the South Sherbrooke Station and the second one is for the BBD&E Station.

RESOLUTION # FB2022-11

MOVED BY: Fred Dobbie
SECONDED BY: RoxAnne Darling

“**THAT**, RFP #2022-001 - Two (2) Fire Service Pumpers, be awarded to Fort Garry Fire Trucks for the supply of two fire service pumpers at a cost of \$585,792.00 + tax per apparatus.”

ADOPTED

- ii) **Smiths Falls Fire Service Agreement Renewal – *attached, age 9.***
Greg Saunders, Fire Chief.

The Fire Chief has met with the Smiths Falls Fire Chief and would like to move forward with the renewal process of the Smiths Falls Fire Service Agreement.

RESOLUTION # FB2022-12

MOVED BY: John Matheson
SECONDED BY: Paul Coutts

“**THAT**, staff move forward with the Smiths Falls Fire Service Agreement Renewal;

AND THAT, the Agreement be brought forward to Drummond/North Elmlsey Township Council for approval.”

ADOPTED

- iii) **Mandatory Certification Update.**
Darren Gibson, Deputy Fire Chief.

The Deputy Fire Chief gave the presentation and update that was attached to the agenda to the Fire Board regarding the upcoming mandatory certification for volunteer firefighters.

- iv) **Covid-19 Vaccination Policy Review.**

The Board discussed the Covid-19 Vaccination Policy and agreed to repeal the entire policy. The Fire Board did request that an email be sent to all volunteer firefighters thanking them for their cooperation and that the Covid-19 Standard Operating Guideline be updated to strongly recommend that all firefighters continue to follow the provincial guidelines pertaining to Covid-19 vaccination.

RESOLUTION # FB2022-13

MOVED BY: Ray Scissons

SECONDED BY: RoxAnne Darling

“**THAT**, the Covid-19 Vaccination Policy that was implemented on January 24, 2022 be repealed in its entirety.”

ADOPTED

- v) **2021 Audit Update.**
Megan Moore, Administrative Assistant/Treasurer.

The Administrative Assistant/Treasurer provided the Fire Board with an update on the status of the 2021 financial audit being completed by KPMG LLP. A Fire Board meeting will be scheduled to approve the 2021 financial audit.

- vi) **Billing Status Update.**

The Fire Chief reviewed the current billing status that was attached to the agenda with the Fire Board.

- vii) **Firefighter Hours & Pay Update**

The Fire Chief reviewed the total number of hours and provided a pay update that was attached to the agenda, for the 2022 call year for both fire stations.

- viii) **Deputy Fire Chief Update.**
Darren Gibson, Deputy Fire Chief.

Training

- The new recruits have completed their Fire Fighter1 training with the County and will be starting Fire Fighter 2 this weekend. Hazmat to follow.
- First live smoke house occurred at the Training Facility in South Sherbrooke last night, great turnout and great training exercise.
- Continuing to move forward with sharing of resources and training between two stations.
- Already registered the ones missing Fire Fighter 1 with an upcoming test date hosted by Perth Fire on July 9th. The Deputy Chief is putting together a schedule for extra training nights to help prepare these individuals for that challenge

Prevention

- Provided a 500 word Cottage and Lake Fire Safety article for the Pike Lake Community Association for their upcoming annual newsletter and will be attending their Association in June for a presentation
- Fire Extinguisher training scheduled at the Tay Valley Municipal Office on May 18th
- Fire Extinguisher training to be scheduled at two other vulnerable occupancy

Inspections

- Started working west on Highway 7 inspecting the Motels, and garages between Perth and Glen Tay. Next step is looking east on Hwy 7 from Perth to Drummond Center
- Completed the Fire Safety Plan for Tay Valley Township Municipal Office and Garage and next up is the Drummond North/Elmsley. Plan to discuss possible dates tomorrow during our Fire Emergency Roles and Responsibilities Meeting.

Data Entry and Analysis

- Numbers were provided for all Fire Fighters at the 1st Quarter mark and staff are ready to provide them their 2nd Quarter numbers next week.

Human Resources

- In March and early April, the Fire Chief and Deputy Fire Chief completed a total of 56 employee annual reviews of all firefighters and officers. Data and information from these reviews has been collected, compiled, and feedback provided to individuals. Missing needs at PPE first item addressed.
- Created a basic Organization Chart with the breakdown of current roles for the DNETV Fire Rescue. The hope is that once on paper staff can look at how this new position truly fits and what the possible ripple effect may be.

Community

- Students from local high schools have been asked to submit emails to the Associations for possible bursaries

Master Fire Plan Update – attached, page 10.

- An update was provided to the Fire Board regarding the progress on the recommendations listed in the Master Fire Plan.

viii) **Fire Chief Update.**

Greg Saunders, Fire Chief.

- The Fire Board was given a demonstration of how the new fire permit system works.
- The Fire Board were presented with a video of the new training centre in South Sherbrooke.
- Calls to date, BBD&E Station has responded to 65 calls and South Sherbrooke Station has responded to 20 calls.
- Covid-19 procedures have been updated as the mandates have continued to change.
- Training for both stations has returned to the way it was before the pandemic started.
- 2022 capital items that have been purchased include new tables for the training room, an hydraulic spreader, 25 new fire prevention signs scattered throughout the fire departments coverage area.
- Fire service medals have been ordered for everyone who is entitled to receive one. The medals will be distributed at the Firefighter Appreciation Dinner in March 2023.
- Bob Ritchie has been a volunteer firefighter for 50 years. He is the last founding member still serving for the South Sherbrooke Station. His dedication will be recognized at the Firefighter Appreciation Dinner in March 2023.
- Both Firefighter Associations have started recognizing years of service on social media each month.

- Communications dispatch is up for tender this year. The Fire Chief is part of a committee overseeing the tender process.
- Fire Department staff have met with representatives from both Townships to discuss a plan to help ensure that the Fire Department will be notified about certain new development projects in both Townships.
- More work still needs to be completed but the new training centre is usable and both stations have completed various training sessions at the new center.
- Next week senior fire department staff will be attending the O AFC Conference and Trade show in Toronto. Deputy Chief D. Gibson and Station Chief J. Kirkham will be laying a helmet at the Fire Chief Memorial Service in memory of Reg Norris who was the Fire Chief for the South Sherbrooke Fire Department before amalgamation took place.
- The volunteer firefighter roster for South Sherbrooke Station is slowly declining and there were no applications received during the last recruitment drive. The fire department is looking at different ways to help boost numbers for that station.
- BBD&E Station is running an on-line 50/50 raffle.

8. NEW/OTHER BUSINESS.

None.

9. IN-CAMERA.

None.

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS.

Next Meeting: To be determined.

11. DEFERRED ITEMS.

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

- None.

12. ADJOURNMENT.

The Board adjourned at 6:48 p.m.

Regular Meeting– February 28th, 2022

A regular meeting of the Perth and District Union Public Library Board was held on Monday, February 28th at 5:30pm via video conference.

In attendance were:

E Heesen, **CEO**
C Rigby, Tay Valley, **Chair**
L Marsh, **Secretary-Treasurer**
J Matheson, Councillor, Drummond/North Elmsley
S Murray, Drummond/North Elmsley
T Parkinson, Drummond/North Elmsley
S Giff, Town of Perth
D Hamilton-Foley, Town of Perth
R Rainer, Councillor, Tay Valley
D Palmer, Tay Valley

Regrets:

J Fenik, Mayor, Town of Perth

C Rigby called the meeting to order at 5:32 p.m.

Land/Territory Acknowledgement

Declaration of interest – none

Additions and approval of agenda

22-09 The agenda was approved as presented with a motion from S Giff and seconded by S Murray.

Carried.

Delegations - none

T Parkinson and D Hamilton-Foley joined the meeting at 5:40

Consent Agenda

- a. Approval of Minutes of January 17, 2022
- b. Correspondence and communications
 - i. News
 - ii. Perth Short Film Festival donation letter
- c. Committee Reports
 - i. None this month
- d. Statement of Operations

22-10 The Consent agenda was accepted as presented with a motion by S Murray and seconded by J Matheson.

CEO's Report – E Heesen presented and discussed the February CEO's Report.
22-11 The CEO report was accepted with a motion by S Giff and seconded by T Parkinson.
Carried.

D Palmer joined the meeting at 5:55.

Advocacy Round Table

Discussion Topic: May Tri-Council Networking Meeting Topics

- i. Brainstorming question: What is the library service that you were most struck by, or surprised by, after serving on the library board?

The Board discussed the brainstorming question. The timing of the meeting was also discussed with regards to the upcoming municipal election, and it was decided to hold the meeting in September.

Action item: E Heesen to come to next meeting with preliminary plan.

Policy Review

- a. None this month

Unfinished and New Business

- a. Property Report: 2022 Planned Condition Report Update

22-12 The 2022 Planned Condition Report Update was accepted as information with a motion by D Palmer and seconded by T Parkinson.

Carried.

b. Report: application of the Credit Card Policy in the case of fraudulent charges.
L Marsh presented the report for discussion.

22-13 Motion to reimburse E Heesen for the credit card fraudulent charge moved by J Matheson and seconded by R Rainer.

Carried.

Action item: Property and policy committees to review the credit card policy.

- c. CEO performance evaluation.

22-14 Motion to move in camera at 6:43pm moved by S Giff and seconded by S Murray.

Carried.

22-16 Motion to move out of camera at 6:52pm moved by S Giff and seconded by D Hamilton-Foley.

Carried.

Action item: E Heesen to present quarterly report on CEO goals at next meeting

Upcoming Meeting dates

- a. Policy committee Monday, March 7 at 5:30pm
- b. Property committee Monday, March 14 at 4:30pm
- c. Board Meeting Monday, March 21 at 5:30pm

22-17 Motion to adjourn moved by D Palmer at 6:56pm.

Chairperson

Secretary-Treasurer

Regular Meeting– March 21st, 2022

A regular meeting of the Perth and District Union Public Library Board was held on Monday, March 21st at 5:30pm in person with some members joining via video conference.

In attendance on-site were:

E Heesen, **CEO**

C Rigby, Tay Valley, **Chair**

L Marsh, **Secretary-Treasurer**

J Matheson, Councillor, Drummond/North Elmsley

S Murray, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

D Hamilton-Foley, Town of Perth

In attendance via video conference were:

S Giff, Town of Perth

R Rainer, Councillor, Tay Valley

J Fenik, Mayor, Town of Perth

D Palmer, Tay Valley

C Rigby called the meeting to order at 5:33 p.m.

Land/Territory Acknowledgement

Declaration of interest – none

Additions and approval of agenda

22-18 The agenda was approved as amended with a motion from D Hamilton-Foley and seconded by T Parkinson.

Carried.

Delegations - none

Consent Agenda

- a. Approval of Minutes of February 28, 2022
- b. Correspondence and communications
 - i. News
- c. Committee Reports
 - i. Policy Committee minutes
 - ii. Property Committee minutes

22-19 The Consent agenda was accepted as amended with a motion by S Murray and seconded by J Matheson.

Carried.

Statement of Operations – removed from consent agenda

22-20 The Statement of Operations was accepted with a motion by D Palmer and seconded by S Giff.

Carried.

CEO's Report – E Heesen presented and discussed the March CEO's Report.
22-21 The CEO report was accepted with a motion by S Murray and seconded by J Fenik. Carried.

Advocacy Round Table

Discussion Topic: Draft agenda for September All Candidates Meeting
The agenda was reviewed.

Action item: J Fenik to confirm the date with the Lanark County Council

Policy Review

- a. 2.D-7 Library Staff Code of Ethics
- b. 2.G-16 Children's Literacy Programs
- c. 2.G-3 Borrowing
- d. 2.G-14 Create! Digital Media Lab (repeal)
- e. 2.G-17 Makerspace (Launch Pad) None this month

22-22 Policies 2.D-7, 2.G-16, 2.G-3 and 2.G-17 were approved with a motion by T Parkinson and seconded by J Matheson.

Carried.

22-23 Policy 2.G-14 was repealed with a motion by T Parkinson and seconded by J Matheson.

Carried.

Unfinished and New Business

- a. Property Report: 2022 Garden Improvements (Herriott St) – E Heesen presented the report

22-24 Motion to accept the recommendation of the property committee to award the contract to Greenstone Landscape Design. Motion by R Rainer and seconded by D Palmer.

Carried.

Upcoming Meeting dates

- a. Property committee Monday, April 1 at 4:30pm
- b. Board Meeting Monday, April 25 at 5:30pm
- c. Policy committee Monday, June 6 at 5:30pm

22-25 Motion to adjourn moved by D Hamilton-Foley at 6:18pm.

Chairperson

Secretary-Treasurer



MINUTES

Via Zoom

Board of Directors

March 16, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
E. El-Chantiry
G. Gower
B. Holmes
J. Karau
P. Kehoe
C. Kelsey
B. King
C. Lowry
C. Rigelhof
P. Sweetnam
A. Tennant

MEMBERS ABSENT

R. Darling
J. Inglis
K. Thompson

STAFF PRESENT

S. McIntyre, General Manager
J. Cunderlik, Director, Water Resource Engineering
C. McGuire, Water Resource Engineer
E. Levi, Recording Secretary

J. Atkinson called the meeting to order at 1:02pm

B03/16/22-1

MOVED BY: P. Sweetnam

SECONDED BY: F. Campbell

Resolved, That the Agenda for the March 16, 2022 Board of Directors Meeting be adopted as amended.

"CARRIED"

BUSINESS

1. Watershed Conditions Report

C. McGuire spoke to current water level conditions in the watershed outlined in Staff Report 3207/22. There are no specific indicators at this time for flooding, however rainfall will be closely monitored. Current weather conditions are allowing for sublimation and slow snow melt.

2. Approval of Minutes – Board of Directors

An amendment to the February 16, 2022 minutes was requested to reflect J. Atkinson's status as Chair.

B03/16/22-2

MOVED BY: C. Rigelhof

SECONDED BY: J. Karau

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on February 16, 2022 be received and approved as amended.

"CARRIED"

3. Review of Committee Structures

S. McIntyre reviewed Report 3204/22 identifying options and clarifying roles to MVCA committee structures and to recommend potential amendments.

There was discussion regarding Public Advisory Committees and their role. Concerns were raised regarding the amount of input and decision making they may have as well as accountability given members would not be elected officials. J. Karau asked the Board to reflect on the positive relationship had with the Public Advisory Committee when dealing with the watershed plan. Similar PACs would not impact the ability of the Board to make their own decisions. S. McIntyre advised that the PAC would not be advising on corporate policies.

J. Karau reviewed the discussion held at the Policy and Priority Advisory Committee regarding his concern for the Finance & Administration Committee to advise on all human resource activities as it's a very broad subject. When dealing with health of staff, such as current issues identified further in the agenda, he felt the Board of Directors at large should be involved. Additionally, he felt that the legislative agenda should be addressed at the Board level as opposed to Executive Committee only.

J. Mason commented that the report was not reflective of changes and discussion held at the advisory committee level and the importance of those changes being communicated to the Board when asked to make decisions.

E. El-Chantiry proposed deferring decision on this item until more clarity was provided at a later date.

B03/16/22-3

MOVED BY: E. El-Chantiry

SECONDED BY: G. Gower

Resolved, That this item be deferred.

“CARRIED”

4. **Corporate Strategic Plan**

S. McIntyre reviewed the implementation plan proposed for the *2021-2025 Corporate Strategic Plan* as outlined in Staff Report 3206/22. A list of priority projects / performance indicators was provided that demonstrates how MVCA will make progress towards achieving its corporate goals and objectives. S. McIntyre noted the long-list of projects attached to the report and the need to prioritize. As well, she highlighted a proposed change in the way annual reports will be prepared to minimize effort while capturing essential year over year changes at the Authority. She noted that the the timeline for Indigenous Consultation would be extended as needed to meet the needs of the communities affected.

J. Karau thanked the General Manager for the concise annual reports and commented that printed copies should be available.

J. Atkinson commented on the benefit of having simplified annual reports and having a more comprehensive one at the end of one term/beginning of the next for new members joining the Authority.

B03/16/22-4

MOVED BY: F. Campbell

SECONDED BY: J. Karau

Resolved, That the Board of Directors approve the Draft Implementation Plan as set out in report 3206/22, as presented.

“CARRIED”

5. **Kashwakamak Lake Dam Structural Findings**

J. Cunderlik presented Staff Report 3208/22. He noted the most important thing to highlight is the result of the assessments indicate that the Hazard Potential Classification (HPC) for the dam should be increased from current classification of LOW to HIGH on the basis of visual inspections and a preliminary dam break and inundation mapping. He advised that the design will now have to incorporate the higher classification, however the higher HPC, the more likely it will receive provincial funding.

P. Sweetnam asked whether refurbishment would be considered in addition to a new build and whether a change in the structure location could be considered, if required? J. Cunderlik advised

that there is a location immediately downstream from current structure that is ideal. He commented that a refurbishment of this magnitude would be more substantial than what was done previously and may be a viable option. A new structure would provide a service life close to 100 years however repairs would be required after 50 years. E. El-Chantiry commented that he believed best practice states that a new build should get a minimum 50 years of service life.

A. Tennant stated he was eager to see cost benefit analyses as this type of work is a moving target for pricing. Final numbers when actually tendering in 2030 will be very different than the current figures.

When asked about potential storage capacity to adapt to climate change, J. Cunderlik advised a new structure would be larger and designed for a much higher flood event. Similarly, a major refurbish would also require larger structure to allow for increased freeboard.

6. Carp River Conservation Area Master Plan Background Report

S. McIntyre reviewed Staff Report 3205/22 and a Background Report for the Carp River Conservation Area. The report includes history of the site, its current state, and potential for future use.

S. McIntyre confirmed that the project falls within the scope of the Natural Heritage Systems Unit at the City of Ottawa.

S. McIntyre advised the intention of this report was to review next steps with the City and to return to the Board with consultation reports.

B03/16/22-5

MOVED BY: J. Mason

SECONDED BY: E. El-Chantiry

Resolved, That the Board approve finalization of the Background Report in partnership with the City of Ottawa and release to the public as part of a coordinated public engagement process; and to report back to the Board with details.

“CARRIED”

7. COVID – Return to Work Update

S. McIntyre presented Staff Report 3209/22 and provided a high level overview of proposed reintegration processes and lifting of policies that the Board has approved in terms of vaccination, screening for staff and visitors. The Authority is aiming to align with provincial recommendations unless the Board suggests otherwise. It is anticipated to open to the public effective May 2, 2022.

S. McIntyre advised that many staff found it advantageous to work from home and there was a desire have some flexibility moving forward. Currently, staff have been asked to attend the office

2 days a week with the plan to move to 3 days a week within the month. Alternative work arrangements are being explored on a trial basis concurrent to seeking legal counsel and tracking the approach of other CAs regarding health and safety and related matters.

8. Section 28 Permit Activity Report

Staff Report 3210/22 summarizing permits issued September 1, 2021 – March 1, 2022 was received for information.

9. General Manager Update

Staff Report 3211/22 was provided to the Board for information.

J. Karau asked if there was any further information regarding agricultural representative being appointed to the Board. S. McIntyre advised there was no update as of yet. She commented that she was unsure how the Province would handle the representatives as not all jurisdictions have agricultural lands.

ADJOURNMENT

The meeting was adjourned at 2:50p.m.

B03/16/22-15

MOVED BY: C. Rigelhof

SECONDED BY: A. Tennant

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”

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 Pandemic

DRAFT MINUTES

<u>Board of Directors</u>	<u>3/22</u>	<u>March 24, 2022</u>
Present:	Gerry Boyce Judy Brown Jamie Crawford Bob Foster Julie Graveline Andy Jozefowicz Dale McLenaghan Gene Richardson Rob Rothgeb	Carolyn Bresee Vince Carroll Brian Dowdall Steve Fournier Victor Heese John McDougall Shawn Pankow Anne Robinson
Staff:	Ferdous Ahmed Dan Cooper Diane Downey Marissa Grondin	Sommer Casgrain-Robertson Kathy Dallaire Glen McDonald
Guests:	Jim and Lynda Foster Ian Murphy, MNP LLP	John McKay David and Sherry Patterson
Regrets:	George Darouze Pieter Leenhouts Kristin Strackerjan	Robin Jones Scott Moffat

The Vice-Chair called the meeting to order at 6:30 p.m.

Sommer Casgrain-Robertson, General Manager/Secretary-Treasurer conducted a roll call and asked guests to introduce themselves. Guests were welcomed and thanked for attending.

1.0 Land Acknowledgement Statement

Vice-Chair Brown gave the Land Acknowledgement statement.

2.0 Agenda Review

Vice-Chair Brown reviewed the agenda. Ms. Casgrain-Robertson asked to add a new agenda item to discuss the status of the RVCA's COVID-19 vaccination and testing policy, it would be added following agenda item 11.0.

3.0 Adoption of Agenda

Motion 1-220324

Moved by:

Rob Rothgeb

Seconded by:

Dale McLenaghan

THAT the Board of Directors of the Rideau Valley Conservation Authority adopt the agenda as amended.

Motion Carried

4.0 Declaration of Interest

There were no declarations of interest

Note: Julie Graveline entered the meeting at 6:38 p.m.

5.0 Approval of Minutes of February 22, 2022

Motion 2- 220324

Moved by:

Andy Jozefowicz

Seconded by:

Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #02/22, February 24, 2022, as circulated.

Motion Carried

6.0 Business Arising from the Minutes

Steve Fournier thanked staff for the quick turnaround in providing an answer to a request for a summary of annual operating expenses for the Rideau Ferry Yacht Club Conservation Area, brought up during the February 24th, 2022 Board meeting.

7.0 Flood Hazard and Regulation Limits Mapping for Upper Jock River

Ferdous Ahmed, Senior Water Resource Engineer gave an overview of the draft flood hazard and regulation limit mapping for the Upper Jock River from Richmond Road to Ashton Station Road in the Township of Beckwith. Glen McDonald, Director of Planning and Science then spoke to the public consultation process that took place and reviewed the summary of comments that were received during public consultation.

At the request of a board member, Ms. Casgrain-Robertson read aloud the attached email submitted by guest Mr. Jim Foster regarding his concerns about the Upper Jock River mapping.

Staff responded to questions from the board.

Motion 3- 220324

Moved by: Andy Jozefowicz
Seconded by: Julie Graveline

That the Board of Directors of the Rideau Valley Conservation Authority receive the flood mapping report for the Jock River from Richmond Road to Ashton Station Road (dated July 16, 2021);

That the report and associated maps be adopted as the best available information related to establishing flood risk and regulation limits along the Upper Jock River; and

That the report and associated maps be used in RVCA's planning advisory and regulatory programs, including the administration of Ontario Regulation 174/06 under Section 28 of the *Conservation Authorities Act*, and other watershed management activities.

Motion Carried

8.0 2021 Audited Financial Statements and Report of the Auditor

Ian Murphy presented the audited financial statements and advised that it was a clean audit report.

Motion 4- 220324

Moved by: Gene Richardson
Seconded by: Rob Rothgeb

That the Board of Directors of the Rideau Valley Conservation Authority approve the attached Draft 2021 Audited Financial Statements and receive the Report of the Auditor.

Motion Carried

Note: Ian Murphy left the meeting 7:22 p.m.

Note: Jim and Lynda Foster left the meeting 7:23 p.m.

9.0 2021 Annual Report

Diane Downey presented the 2021 Annual Report and reviewed highlights of the year and responded to questions from the Board.

Ms. Downey confirmed that electronic copies of the Annual Report will be circulated to council members, municipal staff, watershed MPs and MPPs,

local partners, other conservation authorities and the RVCA mailing list once approved. An electronic copy will be posted to the RVCA website, and a small number of hard copies will be available for distribution at meetings and events throughout the year.

Ms. Casgrain-Robertson encouraged members to arrange a time for staff to present a summary of the Annual Report to their municipal council.

Members expressed their appreciation for this year's Annual Report and complimented staff on their efforts.

Motion 5- 220324 **Moved by:** Carolyn Breese
Seconded by: Jamie Crawford

That the Board of Directors of the Rideau Valley Conservation Authority approve RVCA's 2021 Annual Report.

Motion Carried

10.0 Timeline Reporting for Section 28 Applications

Glen McDonald reviewed the report on the RVCA's timeline performance for the issuance of approvals under Section 28 of the *Conservation Authorities Act* and responded to questions. He noted that workload for RVCA's planning and regulations staff is above normal due to the impact that COVID-19 has had on development activity and the complexity of sites. Management will continue to monitor performance and adjust staffing needs as required to keep up with the increase in permits.

Motion 6- 220324 **Moved by:** Brian Dowdall
Seconded by: Dale McLenaghan

That the Board of Directors of the Rideau Valley Conservation Authority receive the attached report for information on timeline performance for the issuance of permits under Section 28 of the Conservation Authorities Act.

Motion Carried

Note: David and Sherry Patterson left the meeting 7:51 p.m.

11.0 ALUS Lanark Partnership Advisory Committee

Sommer Casgrain-Robertson reviewed the draft Terms of Reference for the Partnership Advisory Committee and indicated that members would receive a \$70.00 per diem for meetings and the RVCA mileage rate for personal expenses. Ms. Casgrain-Robertson reviewed the members recommended for appointment and responded to questions from the Board.

Motion 7- 220324

Moved by: Steve Fournier
Seconded by: Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approve the attached Terms of Reference for the Partnership Advisory Committee for ALUS Lanark; and

THAT the following individuals be appointed as members of the ALUS Lanark Partnership Advisory Committee:

- Lorne Heslop
- Deb Knapton
- Peter McLaren
- Hilary Moore
- Scott Sigurdson
- Alberto Suarez-Esteban
- Michelle Vala

Motion Carried

Note: Rob Rothgeb left the meeting 7:56 p.m

12.0 COVID-19 Vaccine Policy Review

Sommer Casgrain-Robertson indicated that there was not enough information to prepare a recommendation for the termination of RVCA's vaccine and testing policy, but that recent information and direction from public health indicated that it might be appropriate to suspend the policy in April prior to RVCA's next Board meeting.

Board members discussed options and decided to delegate authority to the Chair, Vice-Chair and General Manager to terminate RVCA's vaccine and testing policy.

Motion 8- 220324

Moved by: Brian Dowdall
Seconded by: Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority delegate authority to the General Manager, Chair and Vice-Chair to terminate RVCA's COVID-19 Vaccination and Testing policy that was approved by the Board at their meeting on September 23, 2021; and

THAT the policy be terminated prior to April 28, 2022.

Motion Carried

13.0 Meetings

- a) RVCA Board of Directors AGM: February 24, 2022
- b) Audit Committee Meeting: March 11, 2022
- c) RVCF Board of Directors Meeting: March 16, 2022

Upcoming

- d) Mississippi-Rideau Source Protection Committee Meeting: April 7, 2022
- e) Leeds and Grenville Planners Group Presentation (CA Act): April 8, 2022
- f) North Grenville Council Presentation (Annual Report): April 19, 2022
- g) RVCA Board of Directors Meeting: April 28, 2022

14.0 Member Inquiries

June Watershed Tour

In response to a question from a member regarding the status of the tour, staff confirmed that a tour of the watershed will take place in lieu of a meeting in June as long as COVID-19 restrictions permit. Preliminary planning has begun, and more information will be shared once it becomes available.

Water Level Sensors

A member inquired about the water level sensors announcement on social media. Staff confirmed that the sensors for monitoring water levels were submerged in the ice over the winter and damaged, however, actions are in place for continued monitoring of water levels for flood status awareness. Staff will get more information from Terry Davidson and report back to the board.

15.0 New Business

There was no new business.

16.0 Adjournment

The Chair adjourned the meeting at 8:23 p.m. on a motion by Andy Jozefowicz which was seconded by Victor Heese.

Judy Brown
Vice-Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

COMMITTEE OF ADJUSTMENT MINUTES

Monday, April 25th, 2022

5:00 p.m.

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

ATTENDANCE:

Members Present:	Chair, Larry Sparks Ron Running
Members Absent:	Peter Siemons
Staff Present:	Noelle Reeve, Planner Garry Welsh, Secretary/Treasurer
Applicant/Agents Present:	Andrew Bisson, Owner
Public Present:	None

1. CALL TO ORDER

The Chair called the meeting to order at 5:03 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) Committee of Adjustment Meeting – March 28th, 2022.

The minutes of the Committee of Adjustment meeting held on March 28th, 2022,
were approved as circulated.

5. 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 Ontario Land Tribunal (OLT).
- 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:

MV22-08 – HOBSON – 306 Featherston Lane, Concession 2, Part Lot 9, geographic Township of South Sherbrooke

MV22-09 – HORRICKS – 518 Black Lake Route 11, Concession 6, Part Lot 17, geographic Township of North Burgess

MV22-10 – YAN AND CALLERY, TRUSTEES – 943 Jones Point, Concession 5, Part Lot 3, geographic Township of North Burgess

MV22-11 – BISSON – 277 Colin Farmer Road, Concession 7, Part Lot 3, geographic Township of North Burgess

MV22-12 – KWIATKOWSKI – 2721 Old Brooke Road, Concession 7, Part Lot 17,
geographic Township of South Sherbrooke

6. APPLICATIONS

i) **FILE #: MV22-08 – Hobson**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

Written submissions from neighbouring property owners were in support of this application.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2022-09

MOVED BY: Ron Running
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 MV22-08 is **approved**, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 306 Featherston Lane, Concession 2, E Part Lot 9 in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-28200 to permit a reduced water setback for the enclosure of a screened-in porch at a water setback of 12m instead of the required 30m;

AND THAT, a Site Plan Control Agreement, including the conditions from the Rideau Valley Conservation Authority, be executed.”

ADOPTED

ii) **FILE #: MV22-09– Horricks**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that as the property is being enlarged the right-of-way to access the property will be changed from Black Lake Route 11C to Black Lake Route 11.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2022-10

MOVED BY: Ron Running

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 MV22-09 is **approved**, to allow a variance from the requirements of Section 5.2.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 518 Black Lake Route 11C, Concession 6, Part Lot 17, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-43100 to permit a reduction from the minimum lot area of 4,050m² to 1,573m²;

AND THAT, prior to the issuance of a building permit that the legal right of way for the property be corrected to be from Black Lake Route 11 and removed from Black Lake Route 11C, and that an updated civic address be obtained.”

ADOPTED

iii) **FILE #: MV22-10 – Yan and Callery, Trustees**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that although the proposed encroachment may be considered minor, there are concerns raised by the Rideau Waterfront Development Review Team with the boat launch and stone patio to the shore, a lack of shoreline vegetation, and runoff from the boat launch gravel which is contributing to turbid water in the Adam Creek inlet.

The Planner also reported that there is a pre-existing Site Plan Control Agreement which had not been adhered to when additional features such as a boat launch and stone patio to the shore were added.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

The Committee expressed concerns that the application is proposing further development without providing a net environmental gain.

RESOLUTION #COA-2022-11

MOVED BY: Ron Running

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 MV22-10 is **deferred**, pending consultation between the Applicant, Rideau Valley Conservation Authority, and Parks Canada to ensure Net Environmental Gain.

ADOPTED

iv) **FILE #: MV22-11 – Bisson**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner also noted that they worked with the Applicants and Rideau Valley Conservation Authority to amend the application to provide net environmental gain.

b) APPLICANT COMMENTS

The Applicant confirmed that the septic system will be relocated further back from the lake and the existing shed, near the water will also be removed.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2022-12

MOVED BY: Ron Running
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 MV22-11 is **approved**, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and Section 3.30 (Yard and Water Setback Encroachment) of Zoning By-Law 2002-121, for the lands legally described as 277 Colin Farmer Road, Concession 7, Part Lot 3, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-025-36900 to:

- reduce the minimum required water setback for a proposed cottage to 15m from the lake;
- permit a deck of 3m encroachment rather than the 2m permitted at this setback;

AND THAT, a Site Plan Control Agreement, including the conditions from the Rideau Valley Conservation Authority, be executed.”

ADOPTED

v) **FILE #: MV22-12 – Kwiatkowski**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner explained that unevaluated wetlands are regulated by the Mississippi Valley Conservation Authority and require a setback for development. The Planner also noted that the existing sandy terrain is favourable for installation of a septic system and that this is preferable to having to construct a new system with external fill.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) **DECISION OF COMMITTEE**

The Committee noted that the small section of wetland near the building site is part of a larger beaver pond which may cause the water to fluctuate. Site Plan Control measures will be required to incorporate conditions from the Mississippi Valley Conservation Authority.

RESOLUTION #COA-2022-13

MOVED BY: Ron Running
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 MV22-12 is **approved**, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 2721 Old Brooke Road, Concession 7, Part Lot 17, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-010-08000 to:

- reduce the minimum required water setback for a dwelling to 21m from the wetland finger encroachment;
- reduce the minimum required water setback for a septic system to 15m;

THAT, a Site Plan Control Agreement, including the conditions from the Mississippi Valley Conservation Authority, be executed;

AND THAT, the owner shall obtain a permit from the Mississippi Valley Conservation Authority.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 6:06 p.m.