



COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 7th, 2022
Following the Public Meeting – Zoning By-Law Amendment at 5:30 p.m.
Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor RoxAnne Darling

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 – May 10th, 2022 – *attached, page 8.***

Suggested Recommendation:
“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held on May 10th, 2022, be approved.”
5. **DELEGATIONS & PRESENTATIONS**
 - i) **Delegation: Mississippi Valley Conservation Authority – Programs & Services (20 minutes) – *attached, page 11.***
Sally McIntyre, General Manager.
 - ii) **Presentation: Senior of the Year Award.**
Brian Campbell, Reeve.
 - iii) **Delegation: Turtle Nest Update.**
Tammy McKenzie, OUR Turtles.

6. PRIORITY ISSUES

- i) **Report #PD-2022-27 – Severance Application – Irvin – attached, page 23.**
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 Irvin B22/064 (Concession 2, Part Lots 12 and 13, geographic Township of South Sherbrooke) 319 O’Brien Lake Lane 14A to provide a lot addition and legalize an existing right-of-way in favour of lands at 323 O’Brien Lake Lane 14A, owned by Harold Cameron, be approved subject to the following conditions:

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

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

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

- ii) **Report #PD-2022-28 – Home Energy Retrofit Program – attached, page 28.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #PD-2022-28 – Home Energy Retrofit Program, be received for information.”

- iii) **Report #PD-2022-29 – Green Energy and Climate Change Working Group – Annual Report – attached, page 37.**
Noelle Reeve, Planner.

Action Plan

Suggested Recommendation to Council:

“THAT, the Climate Change Action Plan – 2022 Report Card be approved for use.”

2022 Priorities

Suggested Recommendation to Council:

“THAT, the 2022 Priorities for the Green Energy and Climate Change Working Group be approved as follows:

- creating content for communication with residents, contractors, cottagers, etc. on how to reduce their Greenhouse Gas emissions,
- providing advice on Electric Vehicle purchases,

- *providing advice on potential energy-efficient upgrades arising from the Building Condition Assessment report,*
- *promoting nature-based climate solutions,*
- *identifying opportunities to improve policy at the local, provincial and federal levels e.g., counting deaths from extreme heat as Quebec and British Columbia do.”*

iv) **Report #CBO-2022-06 – Building Department Report – January – May 2022 – attached, page 48.**

Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2022-06 – Building Department Report – January - May 2022 be received as information.”

v) **Report #PW-2022-12 – Electric Vehicle – RFP Award – attached, page 49.**

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“WHEREAS, Request for Proposals were let for the purchase of an electric vehicle and no bids were received;

NOW THEREFORE BE IT RESOLVED THAT, Section 7.2 of the Township’s Purchasing Policy be waived to allow Staff obtain quotations for an electric vehicle;

AND THAT, a report be brought forward to a future Committee of the Whole meeting with further recommendations for Councils’ considerations”.

vi) **Report #C-2022-16 – Disconnecting from Work Policy – attached, page 51.**

Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Disconnecting from Work Policy be adopted as outlined in Report #C-2022-16;

AND THAT, the necessary by-law come forward at the next Township Council meeting.”

vii) **Report #C-2022-17 – Hydrogeological Peer Review Services – RFP Award - attached, page 58.**

Amanda Mabo, Acting CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Request for Proposals for Hydrogeological Review Services be awarded to BluMetric Environmental as the principal contractor and Jp2g Consultants Inc. as the secondary contractor;

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

- viii) **2021 Annual Police Services Board Report – attached, page 64.**
Brian Campbell, Reeve.

Suggested Recommendation to Council:

“THAT, the 2021 Annual Police Services Board Report be received as information.”

7. CORRESPONDENCE

- i) **22-05-27 – Council Communication Package – cover sheet attached, page 85.**

Suggested Recommendation to Council:

“THAT, the 22-05-27 Council Communication Package be received for information.”

- ii) **22-06-02 – Council Communication Package – cover sheet attached, page 87.**

Suggested Recommendation to Council:

“THAT, the 22-06-02 Council Communication Package be received for information.”

- iii) **The District Municipality of Muskoka – Annual Emergency Exercise Exemption – attached, page 88.**

Suggested Recommendation to Council:

“THAT, the Council of the Corporation of Tay Valley Township supports the resolution from The District Municipality of Muskoka requesting the province to amend Ontario Regulation 380/04 under the Emergency Management and Civic Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year.”

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Green Energy and Climate Change Working Group – deferred to the next meeting.**
Deputy Reeve Barrie Crampton and Councillor Rob Rainer.
- ii) **Recreation Working Group – deferred to the next meeting.**
Councillor Fred Dobbie and Councillor Beverley Phillips.

- iii) **Private Unassumed Roads Working Group.**
Councillor RoxAnne Darling and Councillor Gene Richardson.

22-05-04 – Private Unassumed Roads Working Group Meeting Minutes – *attached, page 93.*
- iv) **Bolingbroke Cemetery Board.**
Councillor RoxAnne Darling.

22-05-25 – Bolingbroke Cemetery Board Meeting Minutes – *attached, page 100.*
- v) **Fire Board – deferred to the next meeting.**
Councillor RoxAnne Darling, Councillor Fred Dobbie, Councillor Mick Wicklum.
- iv) **Library Board.**
Councillor Rob Rainer.

22-04-25 – Library Board Meeting Minutes – *attached, page 105.*
- vi) **Police Services Board.**
Reeve Brian Campbell.

22-05-24 – Police Service Board Meeting Minutes – *attached, page 108.*
- vi) **County of Lanark.**
Reeve Brian Campbell and Deputy Reeve Barrie Crampton.
- vii) **Mississippi Valley Conservation Authority Board.**
Councillor RoxAnne Darling.

22-04-20 - Mississippi Valley Conservation Authority Board Meeting Highlights – *attached, page 111.*
- ix) **Rideau Valley Conservation Authority Board.**
Councillor Gene Richardson.

22-03-24 – Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 113.*
- 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.**

22-05-30– Committee of Adjustment Hearing Minutes – *attached, page 119.*

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, May 10th, 2022

5:30 p.m.

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

ATTENDANCE:

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

Members Absent: Councillor Mick Wicklum

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

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 #ZA22-04: Stephen Stewart and Stacey Stewart
719 Beaver Dam Lane
Part Lot 3, Concession 8
Geographic Township of North Burgess**

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

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

b) APPLICANT COMMENTS

None.

c) PUBLIC COMMENTS

None.

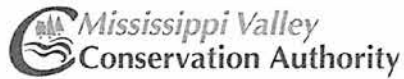
d) RECOMMENDATION

That the proposed amendment to Zoning By-Law No. 02-021 be approved. The by-law will come forward once the legal access to the property has been moved.

4. ADJOURNMENT

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

DELEGATIONS & PRESENTATIONS



Programs & Services MOUs and CAAs

Municipal Partner Briefings
June, 2022

Objectives

- To obtain council approval-in-principle for the scope of Category 2 and 3 programs and services to be delivered by MVCA effective 2024.
- To receive direction to work with administrative staff on provincially mandated agreements.

Conservation Authorities Act

The purpose of the Act is to “provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.”

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Section 21 of CAA

The scope of conservation authority powers include, to:

- Research, study and investigate the watershed.
- Acquire and dispose of land.
- Erect structures and create reservoirs.
- Control the flow of surface waters to prevent floods or pollution or reduce the adverse effects.
- Temporarily or permanently alter the course of any river, canal, brook, stream or watercourse.
- Use land for park or other recreational purposes, and erected buildings and charge for admission.
- Plant and produce trees on Crown lands and private lands with the consent of the owner.
- Collaborate with other levels of government and organizations.

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Types of Programs & Services

Section 21 sets out three categories:

Category 1: Mandatory programs and services (sec.21.2).

(e.g. dam ops, water quality monitoring)

Category 2: Municipal programs and services a CA provides on behalf of municipalities under a memorandum of understanding or such other agreement (sec. 21.1.1).

(e.g. septic approvals/inspections, support with planning reviews)

Category 3: Programs and services that a CA determines are advisable to provide in its jurisdiction to further the purposes of the Act (sec. 21.1.2).

(e.g. stewardship and education programs)

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Objective

To obtain direction from each municipality, specifically:

1. Secure Memorandum of Understanding (MOUs) for Category 2 municipal programs and services.
2. Secure Cost Apportionment Agreements (CAAs) for other advised Category 3 programs and services.

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Relationship to the CA Budget

Category 1: Mandatory programs and services

- Costs allocated to municipalities on the municipal levy on a:
 - modified current value assessment basis, or
 - benefit-based apportionment method.

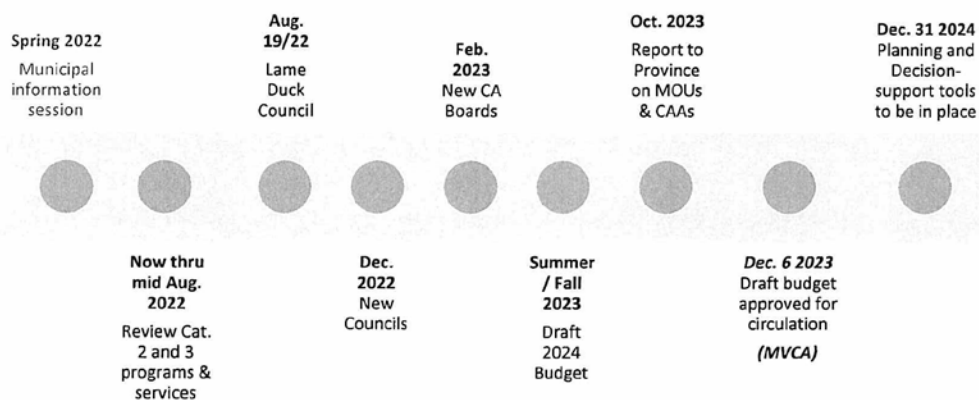
Category 2: Municipal programs and services can be cost recovered through a variety of means including user fees, grants, and a special levy allocated to that municipality.

Category 3: Advised programs and services can be costs recovered through a variety of means including user fees, grants, and a special levy allocated to participating municipalities.

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Timeline

All agreements to be in place in time to allow for any changes to be reflected in the 2024 Budget.



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Program & Services Inventory

Follows same categories as existing Operating Budget in order to provide 5-year average costs, where possible.

- Watershed Management (~45%)
- Flood and Erosion Control (~18%)
- Conservation Services (~16%)
- Corporate Services (I.T., Fin., Insur., Comms., Admin...~21%)

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| Programs and Services | CATEGORY | 5-year Average Cost* 2022 Budget | REVENUE (percent of estimated cost) | | | | | Reg. requires Municipal MOU or Cost Apportioning Agreement (CAA) (* agreement exists) |
|---|-----------------------------|-------------------------------------|-------------------------------------|-------|------|--|-----------------------------|---|
| | 1. Mandatory | | Munic. Levy** and Reserve^^ | Prov. | Fed. | Self Gen (fees, contracts, Spec. Levy) | Other (grants / Foundation) | |
| | 2. Municipal Service | | | | | | | |
| | 3. Other P&S | | | | | | | |
| CA. Act reference (Sec. of O.Reg. 686/21) | | | | | | | | |
| Watershed Management | | | | | | | | |
| Compensation | 21.1 (ALL) | 715,100 | 96% | | 4% | | | |
| Information & Communications Technology | 21.1 (ALL) | 90,500 | 100% | | | | | |
| Technical Studies & Watershed Planning | 21.1 (ALL) | 65,300 | 64% | | 13% | 23% | | |
| Risk assessments/modeling/mapping | 21.1 (Sec 1, 2, 3, 4, 5, 8) | | | | | | | |
| Planned | 21.1 (Sec 1, 2, 3, 4, 5, 8) | | | | | | | |
| Accelerated (grants/contracts) | 21.1 (Sec 1 w Ottawa) | 41,900 | | | | 100% | MOU* | |
| Asset Management/Capital Program | 21.1 (Sec 5) | | | | | | | |
| Water & Erosion Control Structures | 21.1 (Sec 5) | | | | | | | |
| Monitoring system (flow & depth) | 21.1 (Sec 2, 3, 4) | | | | | | | |
| Municipal assets | 21.1 (Sec 5 w Ottawa) | 41,900 | | | | 100% | MOU* | |
| MNRF ground & surface WQM program | 21.1 (Sec 12) | | | | | | | |
| Core Watershed Resource Plan | 21.1 (Sec 12) | | | | | | | |
| Other Monitoring/Study/Resource Plan | 21.1.1 | 63,900 | | | | 100% | CAA* | |
| Plan Review & Regulations | 21.1 (Sec 6, 7, 8) | | | | | | | |
| Section 28 permits/compliance | 21.1 (Sec 8) | 153,700 | 25% | | | 75% | | |
| Plan Reviews | | | | | | | | |
| MNRF delegated services | 21.1 (Sec 6, 7) | 553,700 | 64% | | | 36% | | |
| Municipal/County advisory services | 21.1.1 w Ottawa & Lanark | 148,300 | | | | 100% | MOU* | |
| Septic Services | 21.1.1 w Ottawa & Tay V. | 80,200 | 6% | | | 94% | MOU* | |
| Source Water Protection | 21.1 (Sec 13) | | | | | | MOU* | |
| | | 1,954,500 | | | | | | |

* 5-year average costs were derived from 2016-2020 actuals inflated to 2022 dollars. 2022 budgeted values are provided where 5-year averages could not be reliably calculated or used due to accounting changes, staffing changes, and changes in provincial transfers.

** This table captures operating costs, which includes staffing. Some staff wages are paid in part by capital funds where their time is directly attributed to a specific capital project. This is permitted by the WECl program and is a recognized accepted practice.

^^ Levies and Reserves are combined because they represent the same source of funds. This allowed for a more accurate representation of % source of funding.

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| Programs and Services | CATEGORY | | 5-year Average Cost* 2022 Budget | REVENUE (percent of estimated cost) | | | | | Reg. requires Municipal MOU or Cost Apportioning Agreement (CAA) (* agreement exists) |
|---|-------------------------|--|-------------------------------------|-------------------------------------|-------|------|--|-----------------------------|---|
| | 1. Mandatory | CA. Act reference (Sec. of O.Reg. 686/21) | | Munic. Levy** and Reserve^^ | Prov. | Fed. | Self Gen (fees, contracts, Spec. Levy) | Other (grants / Foundation) | |
| | 2. Municipal Service | | | | | | | | |
| | 3. Other P&S | | | | | | | | |
| Flood & Erosion Control | | | | | | | | | |
| Compensation | 21.1 (Sec. 2, 3, 4, 5) | | 569,500 | 77% | 23% | | | | |
| Flood Forecasting & Warning | 21.1 (Sec 2, 3) | | 71,200 | 86% | | 14% | | | |
| Operations & Maintenance | | | | | | | | | |
| MVCA asset | 21.1 (Sec 5) | | 81,800 | 100% | | | | | |
| OPG asset | 21.1 (Sec 5 (3)) | | 44,000 | | | 100% | | | |
| MNRF asset | 21.1 (Sec 5 (3)) | | 7,600 | | | 100% | | | |
| Preventative Maintenance | 21.1 (Sec 5) | | 9,600 | 100% | | | | | |
| | | | 783,700 | | | | | | |
| Conservation Services | | | | | | | | | |
| Compensation | 21.1 (Sec. 9, 10, 11) | | 124,400 | 100% | | | | | |
| Property Management (Passive Rec. / HQ) | 21.1 (Sec. 9, 10, 11) | | 230,600 | 78% | | 20% | 2% | | |
| Visitor Services | 21.1.2 | | 119,000 | | | | | CAA | |
| Museum | 21.1.2 | | | 67% | 11% | | | CAA | |
| Rentals (GH / MOK) | 21.1.2 | | | | | 8% | | CAA | |
| Stewardship & Education | | | | | | | | | |
| Grant programs (e.g shoreline planting) | 21.1.2 (Agrt w Ottawa) | | 119,800 | 33% | | 35% | 8% | 25% | |
| Outdoor Education Program / Centre | 21.1.2 | | 93,300 | | | | 39% | CAA | |
| | | | 687,100 | | | | | | |
| Corporate Services | | | | | | | | | |
| Compensation | Jan. Consultation Guide | | 524,700 | 100% | | | | | |
| Administration | Jan. Consultation Guide | | 215,300 | 87% | | 13% | | | |
| Communications | 21.1 (Sec 1, 2, 3) | | 54,500 | 94% | | | | 6% | |
| Vehicles & Equipment | 21.1 (ALL) | | 92,000 | 100% | | | | | |
| | | | 886,500 | | | | | | |
| | | | 4,311,800 | | | | | | |

* 5-year average costs were derived from 2016-2020 actuals inflated to 2022 dollars. 2022 budgeted values are provided where 5-year averages could not be reliably calculated or used due to accounting changes, staffing changes, and changes in provincial transfers.

** This table captures operating costs, which includes staffing. Some staff wages are paid in part by capital funds where their time is directly attributed to a specific capital project. This is ^^ Levies and Reserves are combined because they represent the same source of funds. This allowed for a more accurate representation of % source of funding.

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Cost Allocation (operating & capital)

| Municipality | 2021 Apportionment % | 2021 Levy | Variance | 2022 Apportionment % | 2022 Levy | Variance |
|------------------------|----------------------|--------------------|------------------|----------------------|--------------------|------------------|
| North Frontenac Tp | 0.9396 | \$30,487 | \$601 | 0.9363 | \$31,608 | \$1,121 |
| Central Frontenac Tp | 0.4394 | \$14,257 | \$409 | 0.4390 | \$14,820 | \$563 |
| Tay Valley Tp | 0.6446 | \$20,915 | \$383 | 0.6395 | \$21,588 | \$673 |
| Beckwith Tp | 0.6545 | \$21,236 | \$908 | 0.6653 | \$22,459 | \$1,223 |
| Carleton Place | 2.4254 | \$78,696 | \$2,903 | 2.4563 | \$82,920 | \$4,224 |
| Drummond/North Elm Tp | 0.4919 | \$15,961 | \$421 | 0.4906 | \$16,562 | \$601 |
| Lanark Highlands Tp | 1.137 | \$36,892 | \$1,205 | 1.1338 | \$38,275 | \$1,383 |
| Mississippi Mills | 2.6859 | \$87,149 | \$4,552 | 2.7152 | \$91,660 | \$4,511 |
| Addington Highlands Tp | 0.1603 | \$5,201 | \$155 | 0.1592 | \$5,374 | \$173 |
| Ottawa | 90.3864 | \$2,932,738 | \$100,788 | 90.3298 | \$3,049,355 | \$116,618 |
| Greater Madawaska Tp | 0.03510 | \$1,139 | \$24 | 0.03510 | \$1,185 | \$46 |
| Total | 100 | \$3,244,667 | \$112,350 | 100 | \$3,375,802 | \$131,135 |

Source: 2022 Approved MVCA Budget

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Cat. 2 Programs & Services

| | Category 1 | Category 2 |
|---------|--|--|
| Comment | All Planning Applications: 1. Comment on <u>Natural Hazards</u> per Section 3.1 Provincial Policy Statement (PPS) | Planning Applications: 2. Comment on <u>Natural Heritage</u> per Sec. 2.1 PPS 3. Comment on <u>Hydrogeology</u> per Sec. 2.2 PPS 4. Comment on <u>Stormwater Mgt.</u> per Sec. 2.2 PPS |
| Approve | Development, Interference with Wetlands and Alterations to Shorelines and Watercourses: <ul style="list-style-type: none"> • Sec 28 Conservation Authorities Act | Septic Systems: <ul style="list-style-type: none"> • Part 8 Ontario Building Code Source Water Protection: <ul style="list-style-type: none"> • Part 4 Clean Water Act |

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Cat. 3 Programs & Services

- Stewardship
- System monitoring
- Non-passive activities at conservation areas
- Education

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Stewardship Plan

- Middle comprises Tay Valley, Lanark Highlands, and Drummond North Elmsley.

| Middle Watershed Objectives | Program Focus |
|---|--|
| Enhance management of forested lands | <ul style="list-style-type: none"> ▪ Promote the development of Forest Management Plans ▪ Distribute educational material from Forest Health Network |
| <ul style="list-style-type: none"> ▪ Improve waterbody, watercourse, and wetland health ▪ Increase knowledge of lake health | <ul style="list-style-type: none"> ▪ Promote and deliver Septic Re-inspection Program (per MOUs) ▪ Promote and deliver Shoreline Naturalization Program ▪ Participate in Lake Associations meetings ▪ Support Lake Links annual meeting ▪ Promotion and tracking of Water Rangers water testing program |
| Habitat enhancement | <ul style="list-style-type: none"> ▪ Promote and deliver Shoreline Naturalization Program ▪ Promote and deliver ALUS Lanark |
| Prevent and reduce the introduction and spread of invasive species | <ul style="list-style-type: none"> ▪ Distribute educational materials, e.g. <i>Grow Me Instead</i> publication (Ontario Invasive Plant Council, 2020). ▪ Use EDDMapS mapping database and app and other tools to log sightings |

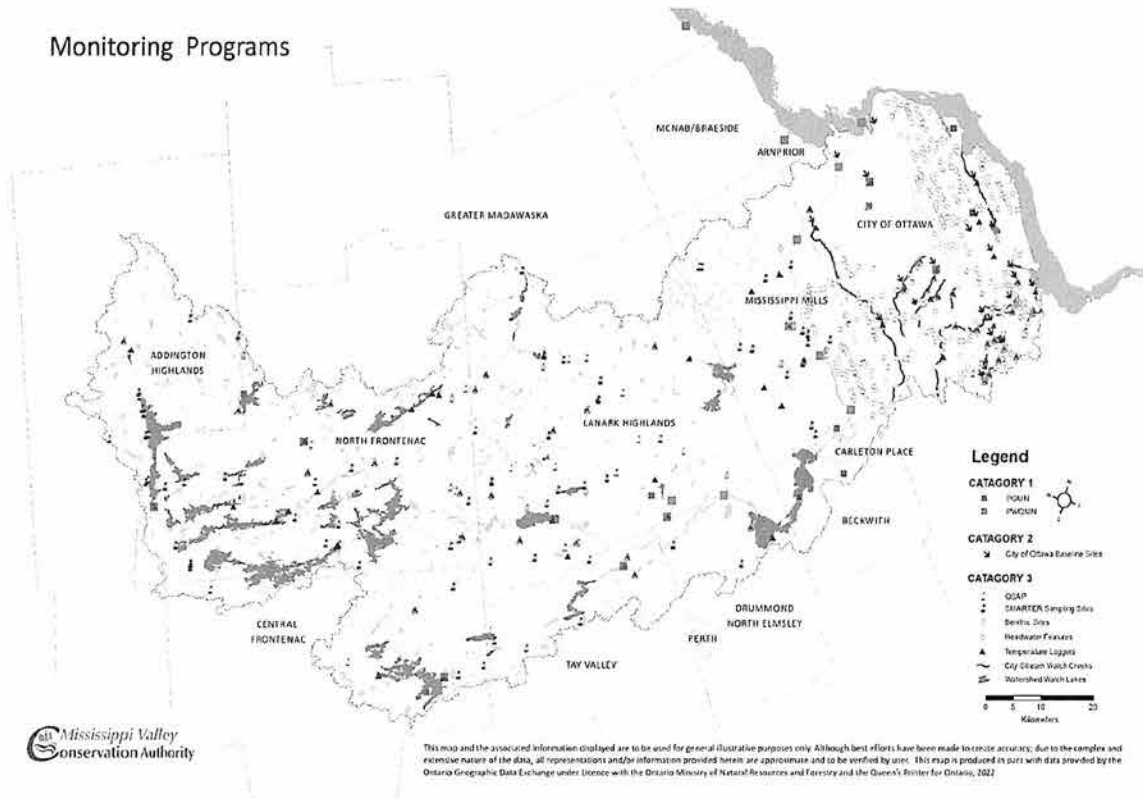
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System Monitoring

- **Program Objectives:**
 - Identify and track the condition of sensitive features such as cold-water creeks
 - Target stewardship efforts towards sites or catchments identified as in need of restoration or protection
 - Support municipal Planning and Engineering with information about the sensitivity of features adjacent to proposed developments
 - Support community monitoring efforts to enhance knowledge about natural features and how to care for them
 - Data sharing with partners such as non-government organizations (e.g. lake associations, stewardship groups), provincial and federal agencies, and the academic community
- Program includes lake monitoring, monitoring cold water and other habitats, and monitoring stream biology.

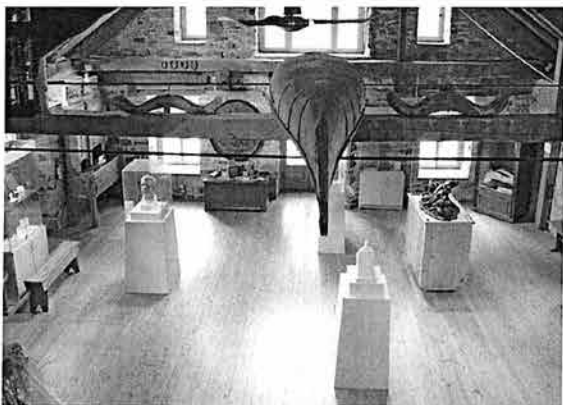
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Monitoring Programs



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Cat. 3 at Conservation Areas



Mill of Kintail Museum

- Celebrates the lives of:
 - Dr. James Naismith, inventor of basketball
 - Dr. R. Tait McKenzie, renowned sculptor and early practitioner of physiotherapy after WW1.
- Also hosts exhibits of local artists
- Open May through October

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Cat. 3 at Conservation Areas



Site rentals

- Cloister – weddings and other ceremonies
- Gate House – yoga, art, scouts
- Education Centre – school groups, birthdays
- Picnic Shelter – special events
- Entire site – movie filming

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Education



- **Programs:**
 - School groups
 - Summer camp
 - Spring safety near water
- Suspended due to the pandemic
- Partnering with RVCA this summer
- Exploring other partnering opportunities

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Cost Implications

- Historical cost of Category 3 program delivery was approx. \$126,000/year.
- Tay Valley's apportionment is 0.6446% or approximately \$820/year to support:
 - Lake/river monitoring
 - Museum operations
 - Stewardship programs
 - Education programming

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Q&A

Sally McIntyre, General Manager
Mississippi Valley Conservation Authority
smcintyre@mvc.on.ca

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PRIORITY ISSUES

COMMITTEE OF THE WHOLE
June 7, 2022

Report #PD-2022-27
Noelle Reeve, Planner

CONSENT APPLICATION NUMBER: B22/064
OWNER: IRVIN (for CAMERON)

STAFF RECOMMENDATION

“**THAT**, the Council of Tay Valley Township recommend to the Land Division Committee of Lanark County that the Severance Application for Irvin B22/064 (Concession 2, Part Lots 12 and 13, geographic Township of South Sherbrooke) 319 O’Brien Lake Lane 14A to provide a lot addition and legalize an existing right-of-way in favour of lands at 323 O’Brien Lake Lane 14A, owned by Harold Cameron, be approved subject to the following conditions:

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

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

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

BACKGROUND

The proposal in application B22/064 is for a 122m² lot addition to permit 323 O’Brien Lake Lane 14A to have frontage on the private road and recognize a 25m long right-of-way over lands owned by Michael and Margo Irvin, at 319 O’Brien Lake Lane 14A, in favour of lands owned by Harold Cameron, at 323 O’Brien Lake Lane 14A. The retained parcel is 8,134m² (2.01 acres) and has 112m (366 ft) of waterfront.

DISCUSSION

| | |
|---|-----|
| Consistent with Provincial Policy Statement | Yes |
| Conforms to Official Plan | Yes |
| Complies with Zoning By-Law | Yes |
| Recommend consent for this application | Yes |

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer*
- *Two copies of the reference plan*

Provincial Policy Statement

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

County Sustainable Community Official Plan

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

Official Plan

The proposed severed lot addition and right of way legalizes an access that has been in use on a property that has been in the same family for over 60 years and was identified on a survey in 1961. The lots are designated Rural in the Official Plan.

Zoning By-Law

Both the subservient property and the recipient property are zoned Seasonal Residential (RS). The lot addition will allow the property to touch O'Brien Lake Lane 14A to provide access to the property.

Rideau Valley Conservation Authority (RVCA)

Not circulated as the lot addition does not touch water.

Mississippi Rideau Septic System Office (MRSSO)

Not circulated as the lot addition is located well away from the cottage and septic system.

Public Comments

None at the time of the report.

CLIMATE CONSIDERATIONS

None. The proposal to legalize the access does not change the existing situation.

CONCLUSION

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

ATTACHMENTS

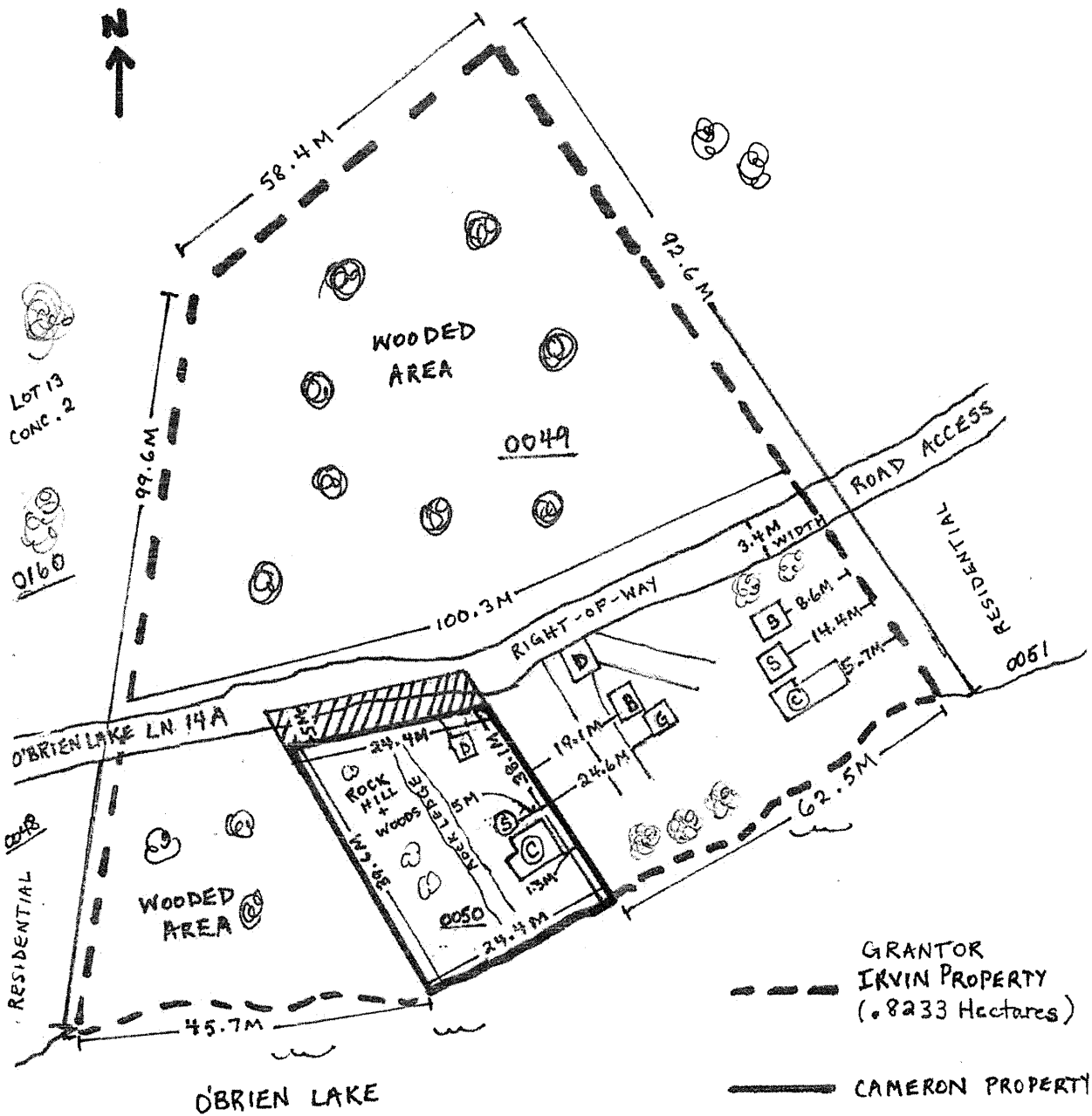
- i) Site Drawing
- ii) GIS Map

Prepared and Submitted By:

Approved for Submission By:

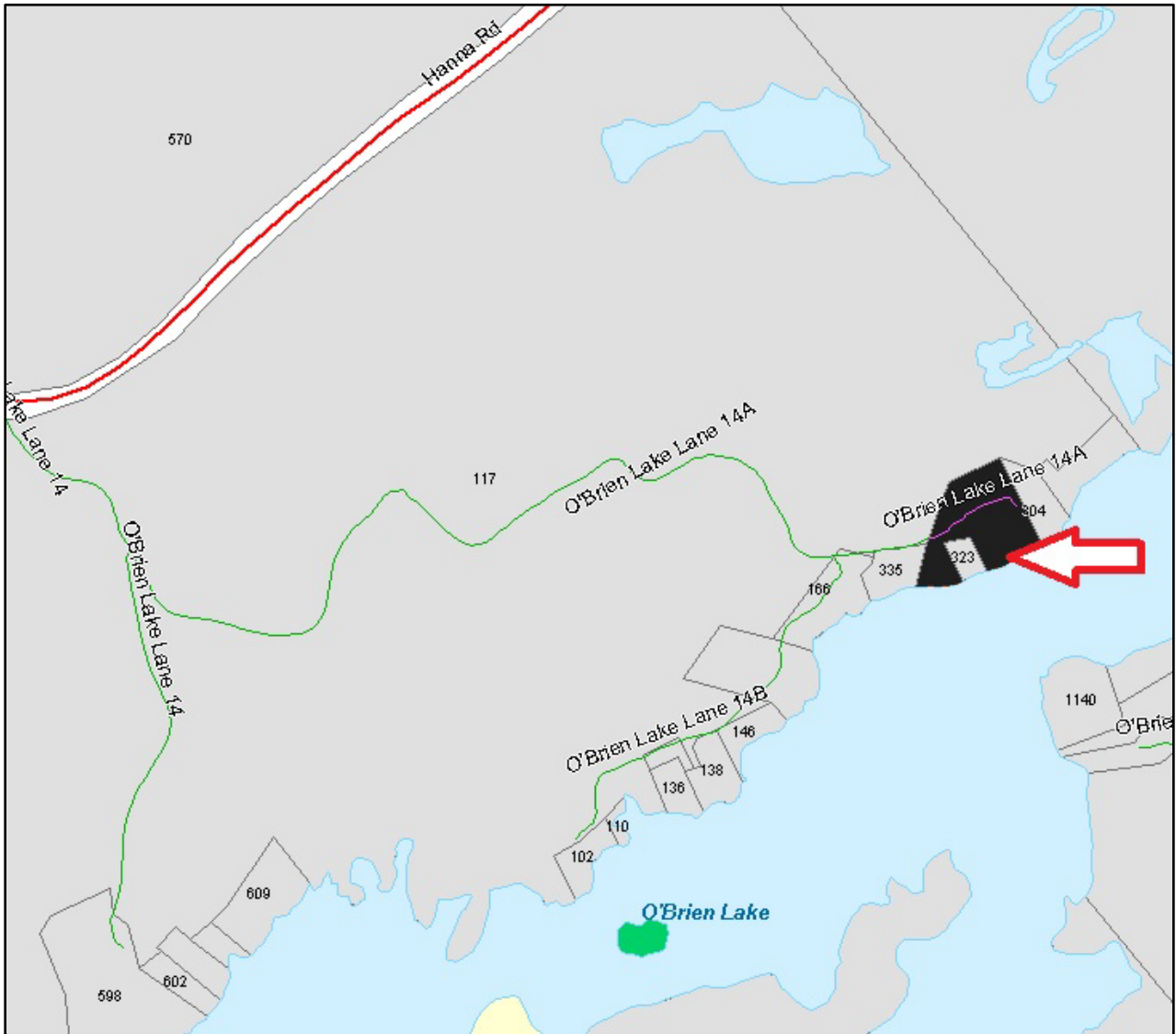
**Noelle Reeve,
Planner**

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



- (S) SEPTIC
- (G) GAZEBO
- (S) SHED
- (C) COTTAGE
- (D) DRIVEWAY
- (B) BUNKIE

- GRANTOR IRVIN PROPERTY (.8233 Hectares)
- CAMERON PROPERTY
- ▨ TO BE SEVERED (.0122 Hectares)



COMMITTEE OF THE WHOLEJune 7th, 2022Report #PD-2022-28
Noelle Reeve, Planner**HOME ENERGY RETROFIT PROGRAM****STAFF RECOMMENDATION**

It is recommended:

“THAT, Report #PD-2022-28 – Home Energy Retrofit Program, be received for information.”**BACKGROUND**

In November 2020, Tay Valley Council directed staff to participate in a seven-municipality pilot with the Federation of Canadian Municipalities (FCM), Association of Municipalities of Ontario (AMO), Clean Air Partnership, and Heating Refrigeration Air Conditioning Institute of Canada (HRAI) to develop a deep home energy retrofit grant and loan program for Tay Valley residents as part of meeting the Township’s Greenhouse Gas (GHG) reduction goals for community emissions.

Benefits of Retrofits for the Homeowner

- Savings on heating costs
- More comfortable and healthier home
- Increased property value
- Reduced vulnerability to energy price fluctuations
- Greater resilience to power outages and extreme temperatures.

Benefits of Retrofits for the Municipality/Community

- Reduces energy use and Greenhouse Gas emissions to help meet the Township’s targets in its Climate Action Plan *Taking Steps to Make a Difference*
- Generates local economic benefits and jobs
- Reduces pressure on energy infrastructure (conservation is always the first step to take)
- Reduces local air pollution
- Reduces vulnerability to energy and carbon cost increases.

Reducing the Greenhouse Gas (GHG) emissions that cause climate change is a key priority for Tay Valley Township. The heating and cooling of the buildings we live, work, and play in contributes about one fifth of Tay Valley’s GHG emissions.

Throughout 2021, the Clean Air Partnership and their consultant – Lightspark – undertook detailed data analysis to develop a description of the residential energy consumption of dwellings in Tay Valley Township.

The Planner and Treasurer have been working with the Partnership and Lightspark since April 2022 to provide feedback on the type of deep energy retrofit program the Township could offer to residents using FCM funding. The Community Efficiency Financing Program is a \$300 million fund of the Government of Canada, administered by FCM, that provides grants and loans to fund energy efficiency retrofit programs for homeowners.

DISCUSSION

Feasibility Assessment

Lightspark undertook a Feasibility Analysis, using a data model that incorporates energy consumption, housing data and behavioural economics data. These data provided an overview of residential building archetypes and the value proposition for energy efficiency improvements for each archetype.

Based on this analysis, they determined there are seven archetypes of dwellings in Tay Valley Township (see Attachments 1 and 2). Each archetype has been divided into a hot, warm or cool energy efficiency market, calculated based on the ability of the property owner to build a business case for retrofitting.

The average Ontario household uses about 9,000kWh of electricity and 2,400m³ of natural gas each year at a combined average annual cost of \$2,165. In comparison to the Ontario average, Tay Valley Township residents tend to pay higher-than-average energy costs (due to greater use of oil and older building stock, etc.) and present a good opportunity for energy cost savings and GHG reductions from the advancement of a retrofit program. In general, the more a household spends on energy the better the economic business case for energy efficiency retrofits.

In Tay Valley Township, house archetypes C, B, and A have the highest energy burden. Home energy cost burden is calculated as a percentage of total after-tax household income that is spent on heating and electricity within the home.

The median Canadian household spends less than 3% of its after-tax income on home energy. For purposes of policy and program development, the 6% threshold of home energy cost burden is considered high, 10% as very high and 15% as extreme.

Tay Valley House archetypes C, B, and A could be spending as much as 26.8%, 16% and 14.6% respectively on heating/cooling and electricity.

Proposed Program Design

Clean Air Partnership is working with the Planner and Treasurer to develop a proposed program design based on leading practices in other municipalities and consultations with the retrofit advancement sector.

The guiding principles being used to design the Tay Valley Township program design include:

- Be customer oriented for the best customer experience possible
- Balance program design flexibility with streamlining and consistency goals
- Reduce administration burden on municipalities
- Increase deep energy retrofit uptake
- Advance the financial sustainability of the program over time
- Increase stakeholder awareness and training within renovator sector
- Consider equitable distribution of program funds
- Streamline program outcomes, tracking, evaluation and improvement.

The proposed mechanism for delivering the program is suggested to be through Local Improvement Charges (LICs). These charges have been used for decades in Ontario to finance block level improvements such as provision of roads, water and waste-water services. LIC legislation was amended in 2012 to allow for new eligible measures including energy efficiency, renewable energy, or water conservation.

Municipalities in Ontario are given broad legislative authority to use LICs in this manner by creating a program to provide homeowners with a loan to implement these measures on their property. These loans, which are attached to the property and not the owner, can have much longer repayment terms and lower interest rates than conventional forms of borrowing from financial institutions.

Repayment is arranged as an addition to individual property tax payments. The benefit of this is two-fold: a) it can assist homeowners with accessing capital for high upfront costs of retrofits and b) enables transfer of the lien to a new owner in cases where the loan applicant wants to sell their house before the LIC repayment have been made in full. The latter is particularly useful where the retrofits have a long-term payback period.

Staff will continue to flesh out the program design and will come back to Council in late summer with more details.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council receive the report for information.

Option #2 – Council provides suggestions for changes.

FINANCIAL CONSIDERATIONS

None, at this time. The FCM grant will cover administration costs and some homeowner services and the FCM loan will provide 80% of the program funding. The Township will be expected to provide 20% of the funding but this will be recovered as the loans are repaid.

STRATEGIC PLAN LINK

Economic Development: Contractors will be provided new work opportunities through this regenerative economic employment.

Environment: The project will reduce air pollution.

Social – The project will reduce energy poverty for Township residents.

CLIMATE CONSIDERATIONS

The program would help to implement the Township’s Climate Action Plan goal to reduce its Greenhouse Gas emissions by avoiding fossil fuel use.

CONCLUSIONS

The program provides an opportunity for a “free” retrofit for residents in that instead of spending money on energy costs, the property owner can transfer those costs to their LIC loan repayment. Upon the full repayment of the retrofit loan those energy savings would then be accrued by the property owner. In addition, the ability to incorporate renewables into the eligible measures will help address electricity prices whereby those properties appropriately sited for solar can reduce their vulnerability to peak electricity pricing.

ATTACHMENTS

- i) Tay Valley Township Residential Building Archetypes and Economic Potential
- ii) Detailed Description of Tay Valley Township Residential Building Archetypes

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Tay Valley Residential Building Archetypes and Economic Potential

| Tay Valley Township Archetypes | Carbon Score t/CO2/year* | Energy Costs \$ | Dwelling Counts | Total Energy Costs \$ | Building Envelope Market \$ | Fuel Switch Market \$ |
|--------------------------------|--------------------------|-----------------|-----------------|-----------------------|-----------------------------|-----------------------|
| A | 7.69 | 5,375 | 333 | 1,789,875 | Hot | Hot |
| B | 7.61 | 5,865 | 80 | 469,200 | Hot | Hot |
| C | 16.61 | 9,840 | 323 | 3,178,320 | Hot | Hot |
| D | 6.99 | 5,088 | 293 | 1,490,784 | Hot | Hot |
| E | 1.4 | 3,644 | 447 | 1,628,868 | Warm - Hot | Already Electricity |
| F | 5.55 | 2,827 | 101 | 285,527 | Warm | Cool |
| G | 1.69 | 4,744 | 291 | 1,380,504 | Hot | Already Electricity |
| Total | | | 1,868 | 10,223,078 | | |

* Higher the number, higher the GHG emissions

Attachment 2 Detailed Description of Tay Valley Residential Building Archetypes

Archetype A 01



These homes have a relatively large floor area, and are oil heated with low/mid efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,812
Average annual oil costs: \$3,506

Average annual energy costs: \$5,375

Client Implications:

These homes consume 157.5 GJ (0.66 GJ/m²) of energy on average and produce 7.69 tCO₂e (0.032 tCO₂e/m²) on average. They represent 17.8% of the housing stock in Tay Valley.

Archetype B 02



These homes have an above average floor area, and are wood heated with and use electric hot water systems

Average annual electricity costs: \$1,712
Average annual oil costs: \$95
Average annual propane costs: \$52
Average annual wood costs: \$3,998

Average annual energy costs: \$5,865

Client Implications:

These homes consume 340.4 GJ (1.86 GJ/m²) of energy on average and produce 7.61 tCO₂e (0.042 tCO₂e/m²) on average. They represent 4.3% of the housing stock in Tay Valley.

Archetype C

03



These homes have a relatively large floor area, and are oil heated with low/mid efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,825
Average annual oil costs: \$7,931
Average annual wood costs: \$50

Average annual energy costs: \$9,840

Client Implications:

These homes consume 290.4 GJ (1.18 GJ/m²) of energy on average and produce 16.61 tCO₂e (0.067 tCO₂e/m²) on average. They represent 17.3% of the housing stock in Tay Valley.

Archetype D

04



These homes have an above average floor area, and are propane heated with high efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,653
Average annual oil costs: \$55
Average annual propane costs: \$3,354

Average annual energy costs: \$5,088

Client Implications:

These homes consume 152.9 GJ (0.71 GJ/m²) of energy on average and produce 6.99 tCO₂e (0.033 tCO₂e/m²) on average. They represent 15.7% of the housing stock in Tay Valley.

Archetype E 05



These homes have a relatively large floor area, and are electricity heated forced air furnace and use electric hot water systems

Average annual electricity costs: \$3,493
Average annual oil costs: \$83

Average annual energy costs: \$3,644

Client Implications:

These homes consume 102.5 GJ (0.39 GJ/m²) of energy on average and produce 1.4 tCO₂e (0.005 tCO₂e/m²) on average. They represent 23.9% of the housing stock in Tay Valley.

Archetype F 06



These homes have an above average floor area, and are natural gas heated with high efficiency furnaces and use electric hot water systems

Average annual electricity costs: \$1,638
Average annual natural gas costs: \$1,058
Average annual oil costs: \$62

Average annual energy costs: \$2,827

Client Implications:

These homes consume 146.6 GJ (0.69 GJ/m²) of energy on average and produce 5.55 tCO₂e (0.026 tCO₂e/m²) on average. They represent 5.4% of the housing stock in Tay Valley.

Archetype G

07



These homes have an above average floor area, and are electricity heated baseboard/hydronic/plenum(duct) htrs. and use electric hot water systems

Average annual electricity costs: \$4,609

Average annual propane costs: \$77

Average annual energy costs: \$4,744

Client Implications:

These homes consume 133.8 GJ (1.08 GJ/m²) of energy on average and produce 1.69 tCO₂e (0.014 tCO₂e/m²) on average. They represent 15.6% of the housing stock in Tay Valley.

COMMITTEE OF THE WHOLE

June 7th, 2022

Report #PD-2022-29
Noelle Reeve, Planner

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP – ANNUAL REPORT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Climate Change Action Plan – 2022 Report Card be approved for use.”

It is recommended:

“**THAT**, the 2022 Priorities for the Green Energy and Climate Change Working Group be approved as follows:

- creating content for communication with residents, contractors, cottagers, etc. on how to reduce their Greenhouse Gas emissions,
- providing advice on Electric Vehicle purchases,
- providing advice on potential energy-efficient upgrades arising from the Building Condition Assessment report,
- promoting nature-based climate solutions,
- identifying opportunities to improve policy at the local, provincial and federal levels e.g., counting deaths from extreme heat as Quebec and British Columbia do.”

BACKGROUND

In August 2020, Tay Valley Council adopted *Taking Steps to Make a Difference – A Climate Action Plan*. The plan was developed with a climate coordinator position funded by a Federation of Canadian Municipalities (FCM) grant, with contributions by the Township’s Green Energy and Climate Change Working Group (GECCWG).

The Federation of Canadian Municipalities requires monitoring and reporting on the implementation of the Climate Action Plan. The terms of reference for the GECCWG require an annual report to Council on its activities. This report is intended to fulfill both requirements.

DISCUSSION

The GECCWG focused on a number of activities during 2021 including:

- training staff on the climate lens developed by Bob Argue and the GECCWG,
- urging the Ministry of Energy to permit net metering and increase the ability of local residents to connect to the grid to sell energy to the province,
- urging the Independent Electricity System Operator (IESO) to consider transitioning more quickly than they originally planned from natural gas (methane) to clean electricity generation from hydropower in Quebec,
- providing advice to the County Climate Action Committee.

The Green Energy and Climate Change Working Group was particularly pleased that climate considerations are included in all reports to Council.

For 2022, the Working Group has identified the following as priority actions:

- creating content for communication with residents, contractors, cottagers, etc. on how to reduce their Greenhouse Gas emissions,
- providing advice on Electric Vehicle purchases,
- providing advice on potential energy-efficient upgrades arising from the Building Conditions Assessment report,
- promoting nature-based climate solutions,
- identifying opportunities to improve policy at the local, provincial and federal levels e.g., counting deaths from extreme heat as Quebec and British Columbia do.

The Climate Action Plan identifies threats to the Township from climate change including: impacts on health (see Attachment 1); impacts from extreme weather events such as heatwaves (see Attachment 2); and impacts from flooding and ice storms (see Attachment 3).

The Climate Action Plan also identifies actions the municipality and residents can take to reduce its contribution to climate change. The Climate Action Plan contributes to maintaining the health of Tay Valley's residents by reducing air pollution, promoting food security, and responding to heat waves.

The Plan also recommends measures to reduce risks to Township residents and flooding and ice storms. For example, the Climate Action Plan promotes green infrastructure (swales, retention of trees, permeable surfaces) and retention of natural features such as wetlands to mitigate floods and drought.

The Working Group also developed a proposed Report Card to track implementation of the Climate Action Plan (see Attachment 4).

Staff are seeking concurrence from Council on the priorities for 2022 as well as comments on the Report Card format.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council supports the priorities and the Report Card format.

Option #2 – Council provides suggestions for changes.

FINANCIAL CONSIDERATIONS

None, at this time.

STRATEGIC PLAN LINK

Economic Development - The Climate Action Plan and implementation allow the Township to be eligible for grants from FCM that it otherwise would not be eligible for. The Plan attempts to mitigate Green House Gas emissions to limit damage to the local economy from storms, floods, droughts, etc. The Plan also encourages local contractors to take advantage of the growing market of energy retrofits and energy efficient new construction.

Environment – The Climate Action Plan lays the groundwork for protecting nature-based climate solutions (forests, wetlands, parks, etc.) and protecting biodiversity.

Social – The impacts of climate change can result in deaths, from: storms like the derecho that hit Ontario from Windsor through to Ottawa May 21, 2022, from floods like our area experienced in 2017; and from extreme heat events.

CLIMATE CONSIDERATIONS

The Plan represents Tay Valley’s commitment to using a climate lens and reducing its Greenhouse Gas emissions by avoiding fossil fuel use.

CONCLUSIONS

The annual report is an opportunity for Council to make adjustment to the Township’s goals and activities related to:

- reducing Greenhouse Gas (GHG) emissions from its daily operations, and
- supporting the reduction of GHGs from its residents’ activities.

Staff and Working Group members welcome Council feedback.

ATTACHMENTS

- i) Tracking Progress on Health and Climate Change (The Lancet Countdown)
- ii) Irreversible Extreme Heat: Protecting Canadians from a Lethal Future (University of Waterloo, Intact Centre on Climate Change)
- iii) Eastern Ontario Climate Change Projections (Ontario Centre for Climate Impacts and Adaptation Resources/Climate Risk Institute)
- iv) Draft Climate Change Report Card for Tay Valley Township

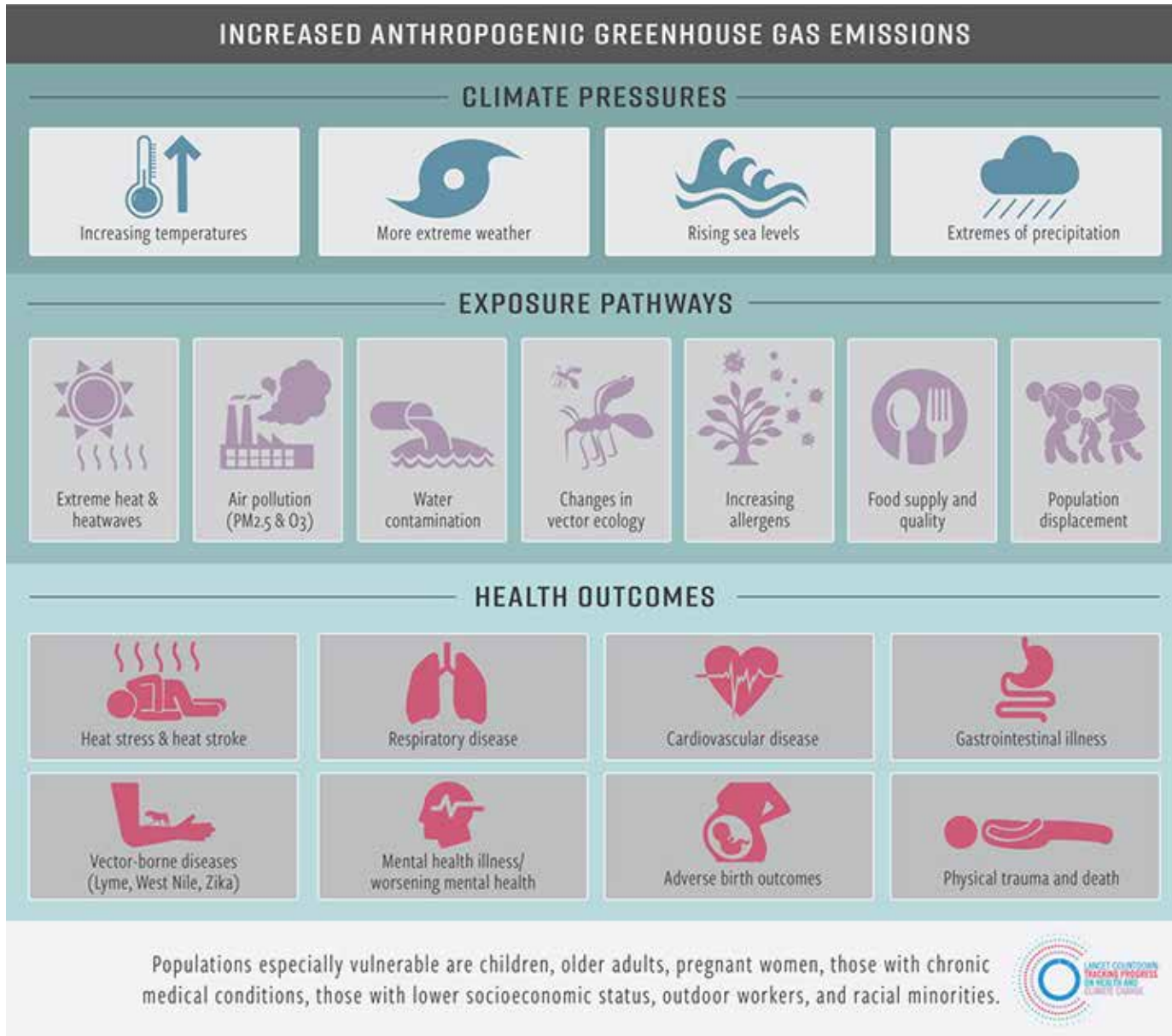
Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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

Attachment 1 Tracking Progress on Health and Climate Change



Attachment 2 Irreversible Extreme Heat: Protecting Canadians from a Lethal Future



IRREVERSIBLE EXTREME HEAT: PROTECTING CANADIANS AND COMMUNITIES FROM A LETHAL FUTURE

Urban areas are the hot spots of global warming. Extreme heat, alongside flooding and wildfire, is a key risk to the health and well-being of Canadians. Urgent action is required NOW to manage risk and avoid worsening impacts – and ultimately FATALITIES – resulting from rising heat. The ‘Irreversible Extreme Heat’ guide presents practical actions that Canadians can undertake to reduce risks in relation to extreme heat.

Impacts

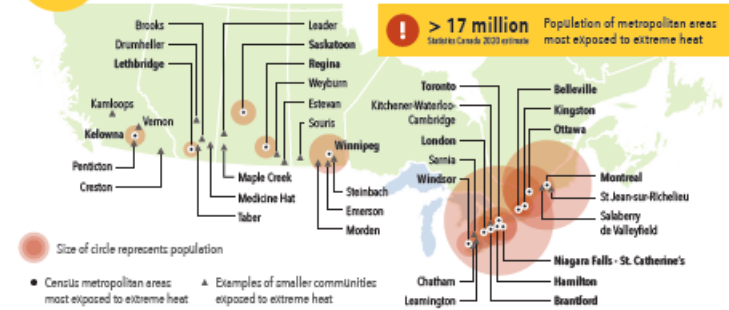
Extremely hot temperatures and heat waves can be deadly and have a severe impact on:

| | | | |
|--|---|---|--|
| <p>Infrastructure and Services</p> <ul style="list-style-type: none"> Electrical distribution problems Disrupted digital and telecommunications services Damage to transportation infrastructure - rail, roads, bridges Reduced water availability Increased demand for health and social services | <p>Health</p> <ul style="list-style-type: none"> Increase in physical health issues and heat-related deaths Adverse effects on mental health and wellbeing Increased challenges for populations at risk e.g. older adults, low income families, homeless people | <p>Natural Environment</p> <ul style="list-style-type: none"> Water-stressed plants Reduced insect populations Changes in bird communities Reduced water quality | <p>Economy</p> <ul style="list-style-type: none"> Reduced economic productivity Increased costs of loss of life and reduced quality of life |
|--|---|---|--|

Heat-related deaths
526 in British Columbia 2017 86 in Quebec 2018

Risk

Millions of Canadians live in the metropolitan areas and smaller communities where projected extreme heat indicators are most severe (2051-2080).



Actions

The ‘Irreversible Extreme Heat’ guide presents 35 practical actions that Canadians can undertake to reduce risks related to extreme heat. Here is a small selection of the actions:

Actions fall into three categories

Three groups of Canadians have a role to play, by acting on their own and encouraging others to act to build resilience to extreme heat at the local and community scale

- Individuals**
- Property Owners and Managers**
- Communities**

| Non-structural (planning and behavioural changes) | Green Infrastructure (working with nature) | Grey Infrastructure (improving buildings and public infrastructure) |
|---|---|---|
| Work with neighbours, friends and family to prepare | Plant and maintain trees | Install shading devices (shutters, awnings, overhangs, blinds, heat-resistant curtains) |
| Understand building-scale vulnerabilities to extreme heat | Install a green (vegetated) roof | Install and maintain backup power generation (e.g. to maintain air conditioning in designated “cool” rooms) |
| Develop extreme-heat emergency plan | Expand vegetated areas and water bodies and absorb more water (forming a blue-green infrastructure network) | Adapt community infrastructure to extreme heat (e.g. transport, utilities, water supply) |

Actions can deliver additional benefits

Solutions that work with nature can improve biodiversity, help to reduce flooding, and increase carbon storage. Energy efficiency and resilience to extreme heat can be improved at the same time, reducing energy consumption and greenhouse-gas emissions.



Canadian alarm bells should be ringing loud and clear in relation to extreme heat. Everyone has a responsibility to reduce their own risks from extreme heat, and an opportunity to help protect others more vulnerable than themselves.

35 actions

See all 35 actions in the *Irreversible Extreme Heat: Protecting Canadians and Communities From a Lethal Future* report at <https://www.intactcentreclimateadaptation.ca/irreversible-extreme-heat-protecting-canadians-and-communities-from-a-lethal-future>

Attachment 3 Eastern Ontario Climate Change Projections

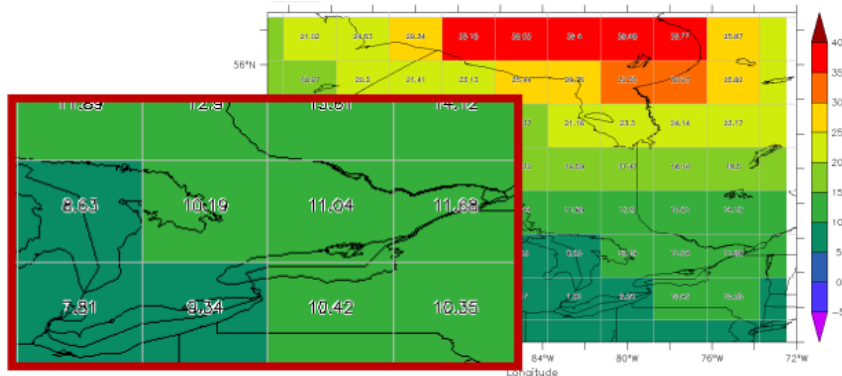


Figure 17: Projected Change in Winter Precipitation (CCCSN, 2010). The ensemble projection shows the change in winter precipitation from 1961–1990 to 2041–2070 or 2050s; medium emissions scenario. Projection for Eastern Ontario shows an 11% to 11.6% increase by the 2050s.

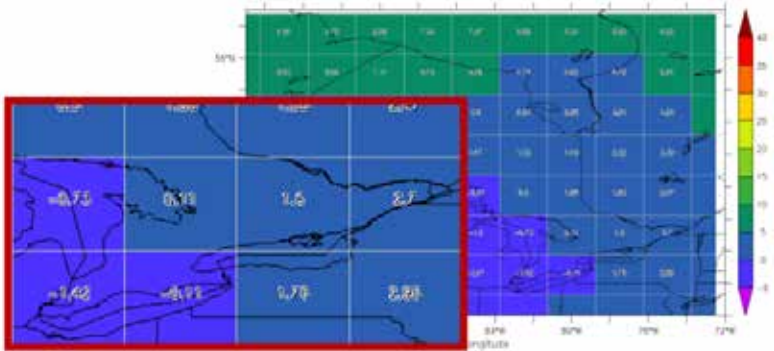


Figure 18: Projected Change in Summer Precipitation. The ensemble projection shows the change in summer precipitation from 1961–1990 to 2041–2070 or 2050s; medium emissions scenario. Projection for Eastern Ontario shows a .1.6% to 2.7% increase by the 2050s.

Table 3: The following is a summary of the projected changes in temperature and precipitation, in Eastern Ontario, for the 2050s.

| Summary | |
|------------------------|--------------------------|
| Climate Variable | Projected Change – 2050s |
| Annual Air Temperature | + 2.7°C |
| Winter Air Temperature | + 3.1°C |
| Summer Air Temperature | + 2.5°C |
| Annual Precipitation | + 5.8 to 5.9% |
| Winter Precipitation | + 11 to 11.6% |
| Summer Precipitation | + 1.6 to 2.7% |



Photo 55 Downstream View of Bennett Dam

(2017 flooding, MVCA)

Climate Change Action Plan Report Card

| | Complete | In Progress | Incomplete |
|---|---|---|--|
| On the Move | | | |
| Purchase Electric Vehicles for Township Fleet | | CBO vehicle tendered, additional vehicles scheduled as per 10 Year Capital Plan | |
| Electric Chargers for Township Fleet | | Tendered | |
| Micro-Transit (e.g., vans, off hours school buses, etc.) | | | Discuss with County for residential transportation |
| Upgrade Gravel Roads to Surface Treatment (reduces need to grade) | | Comprehensive Road Needs Study | |
| Active Transportation | Bike racks at Township buildings and outdoor amenities, Traffic calming in Glen Tay, Tay Havelock Trail | Paved shoulders - ongoing | |

Complete

In Progress

Incomplete

In Our Buildings

Retrofit Township Facilities

Buildings Condition Report -
August 2022

Federal Grants and Loans
Retrofit Program for Residential
Homes

Report to Council on
Federation of Canadian
Municipalities loan and grant
options - Summer 2022

For Our Land

Wetland Protection

Official Plan Review - June 9,
14, 21, 2022

Natural Heritage Systems Linkages

Official Plan Review - June 9,
14, 21, 2022

Complete

In Progress

Incomplete

Empowering Communities

Design Low Carbon
Communities

Growth Management Plan -
2023

Design Resilient Communities

Tree Canopy Policy, Low
Impact Design for
Stormwater
Management, Septic Re-
Inspection Program,
Parks

Official Plan Review - June
9,14,21 2022; Building Code
2024, Parks

Increase Community Capacity
to understand and respond to
Climate Change

Educational Materials,
Home Composting
Program, Tay Valley
Guide

Education Materials (ex.
website)

Food Security for Residents

Work with Lanark Local
Flavour, Ontario Federation
of Agriculture, National
Farmers Union

Advocate for Policy Change
and Funding from provincial
and federal governments

Rural Ontario Municipal
Association meeting with
Ministry of Environment,
Conservation and Parks,
Energy-virtual net billing;
Environmental Registry
comments on Housing,
Watersheds

Seek Grants - Ongoing

Complete

In Progress

Incomplete

Township Investment

Climate Lens used by all departments

In reports, tendering, day to day

Report on Carbon Fees spent/saved

2024 Project

Tenders and Request for Proposals

Education for Vendors

Update Procurement Policy

Reduce GHG emissions from Council/Staff Travel

Take train to Ontario Good Roads Association Conference instead of single cars

Investments that are certified sustainable - Environment, Social, Governance criteria

Treasurer review subset

Equity

Benefits and cost distribution

Economic status, race, Indigeneity

Greenhouse Gas Emissions (tCO2e)

2018

2021

2030

Waste

1,329

731

Fleet

197

172

108

Buildings

98

54

Residential

5,914

2,661

Transportation

36,725

16,523

Ag, Forest, Land use

1,937

872

Industrial

2

0.9

Commercial and Institutional

1,010

455

01/01/2022-05/31/2022 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 |
| May | 27 | 17 | 5 | 4 | 1 | 0 | \$19,603.90 | \$10,683.68 | \$4,687,810.00 | \$2,114,658.33 | \$52,826 |
| Total | 61 | 45 | 10 | 14 | 2 | 0 | \$46,430.20 | \$37,344.49 | \$10,125,177.00 | \$7,275,870.33 | \$94,327 |

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

June 7, 2022

Report #PW-2022-12
Sean Ervin, Public Works Manager**ELECTRIC VEHICLE - RFP AWARD****STAFF RECOMMENDATION(S)**

It is recommended:

“**WHEREAS**, Request for Proposals were let for the purchase of an electric vehicle and no bids were received;

NOW THEREFORE BE IT RESOLVED THAT, Section 7.2 of the Township’s Purchasing Policy be waived to allow Staff obtain quotations for an electric vehicle;

AND THAT, a report be brought forward to a future Committee of the Whole meeting with further recommendations for Councils’ considerations”.

BACKGROUND

The 2013 Mitsubishi RVR 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 preferred option is to replace this vehicle with an electric or hybrid vehicle.

DISCUSSION

Tay Valley Township issued the Request for Proposal (RFP) on April 19, 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. Staff also directly contacted all local car dealerships to notify them of the project. The Request for Proposal (RFP) closed on May 19, 2022, and no proposals were received.

The preferred electric vehicle would be all-wheel drive to allow for safer travelling in the winter months, especially when inspections are required on the many private roads within Tay Valley. There are limited all-wheel electric vehicles, however there are a few including the Hyundai Ionic 5, Ford Mustang Mach-E and Tesla Model 3.

FINANCIAL CONSIDERATIONS

The 2022 Capital Budget included \$45,700 to purchase an electric or hybrid vehicle to replace the 2013 Mitsubishi RVR. There is also up to a \$5000 rebate from the Federal government and up to \$5000 in funding from the County.

OPTIONS CONSIDERED

Option #1 – (Recommended) – That the purchasing policy be waived to allow staff to proceed with a request for quotation for an electric vehicle.

Option #2 – Defer the project until 2023. This is not recommended as there seems to be no end in sight for the vehicle shortages. By proceeding with the request for quotation, the Township can, at a minimum, place an order for a new vehicle.

CLIMATE CONSIDERATIONS

The electric vehicle will reduce greenhouse gas emissions and bring the Township closer to its goal of reducing greenhouse gas emissions by 55% by 2028, as noted in the Township's Climate Action Plan.

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

Electric vehicles are in high demand due to the recent significant price increase of gasoline, and it appears that dealerships are no longer interested in submitted proposals for fleet purchases. The request for quotation process is less paperwork and generally a simplified process and therefore staff are hoping that there will be more interest in providing an electric vehicle for Tay Valley.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE MEETING
June 7th, 2022

Report #C-2022-16
Amanda Mabo, Acting Chief Administrative Officer/Clerk

DISCONNECTING FROM WORK POLICY

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Disconnecting from Work Policy be adopted as outlined in Report #C-2022-16;
AND THAT, the necessary by-law come forward at the next Township Council meeting.”

BACKGROUND

Employers that employ 25 or more employees are required to have a written policy on disconnecting from work in place for all employees. They are also required to provide a copy of the written policy to all employees.

These requirements were added to the Employment Standards Act, 2000 (ESA) on December 2, 2021.

DISCUSSION

There is a special rule that applies in the first year of the requirement. Employers that employ 25 or more employees on January 1, 2022 have until June 2, 2022 to have a written policy on disconnecting from work in place. Beginning in 2023, and in the years that follow, employers that employ 25 or more employees on January 1 of any year must have a written policy on disconnecting from work in place before March 1 of that year.

The term “disconnecting from work” is defined in the ESA to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

However, the ESA does not require an employer to create a new right for employees to disconnect from work and be free from the obligation to engage in work-related communications in its policies. Employee rights under the ESA to not perform work are established through other ESA rules.

The requirement relating to written policies on disconnecting from work applies to all employees and employers covered by the ESA except the Crown, a Crown agency or an authority, board, commission or corporation whose members are all appointed by the Crown and their employees.

Determining Number of Employees

To determine how many employees they have, the employer must count the number of employees it employs on January 1.

It is the individual number of employees that are counted, and not the number of "full-time equivalents". Part-time employees and casual employees each count as one employee, regardless of the number of hours they work.

Copy of Written Policy

Employers must also provide a copy of the written policy to its employees within 30 calendar days of:

- the policy being prepared
- the policy being changed (if an existing policy is changed)

The employer must also provide a copy of the written policy to any new employees within 30 calendar days of the new employee being hired. This will be provided as part of the orientation for new hires.

The draft policy has been reviewed by legal counsel.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Adopt Policy

It is the employer's obligation to adopt such a policy.

Option #2 – Adopt Amended Policy

Council to provide direction on suggested changes to the policy.

Option #3 – Not Recommended: Do not pass a Policy

The Township will be in contravention of the Employment Standards Act.

FINANCIAL CONSIDERATIONS

There are no significant costs expected with this policy at this time.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSION

Although legislated, this policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their normal hours of work. Disconnecting from work is vital to help employees achieve a healthy and sustainable work-life balance.

ATTACHMENTS

- i) Draft Disconnecting from Work Policy

Respectfully Submitted By:

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

SUBJECT: DISCONNECTING FROM WORK - POLICY

1.0 PURPOSE

Due to work-related pressures, the current landscape of work, or an Employee's work environment or location, Employees may feel obligated or choose to continue to perform their job duties outside their normal working hours. Work-related pressure and the inability to disconnect from the job can lead to stress and deterioration of mental health and overall well-being.

This policy has been established to support Employee wellness, minimize excessive sources of stress, and ensure that Employees have the right to disconnect from their work outside their Normal Hours of Work. Disconnecting from Work is vital to help Employees achieve a healthy and sustainable work-life balance.

2.0 LEGISLATED AUTHORITY

Pursuant to Section 21.1.1 and 21.1.2 of the *Employment Standards Act, 2000*, as amended, an Employer that, on January 1 of any year, employs twenty-five (25) or more employees shall, before March 1 of that year, ensure it has a written policy in place for all Employees with respect to Disconnecting from Work.

3.0 SCOPE

This policy applies to all Employees of the Municipality.

4.0 DEFINITIONS

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

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

“Department Head” – shall mean the Clerk, Planner, Public Works Manager and Treasurer regarding their respective departments and shall mean the Chief Administrative Officer for the Department Heads.

“Disconnecting from Work” – shall mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

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

“Employer” – shall mean the Municipality.

“Member” – shall include a Member of Council and all Members of Local Boards and Committees of the Municipality.

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

“Normal Hours of Work” (Normal Working Hours) – shall be as defined in the Collective Agreement, employment contract, and/or job description for the position.

“Reeve” - shall mean the Member of Council elected by general vote as the Reeve and is the Head of Council.

5.0 POLICY STATEMENT

Employees have the right to disconnect from their job and any work-related tasks or communication outside of Normal Working Hours without the fear of reprisal or negative effects on their employment.

6.0 RESPONSIBILITIES

6.1 Employer

6.1.1 Department Heads shall ensure that Employees are not regularly working outside their Normal Hours of Work to complete or catch up on work.

6.1.2 Department Heads shall work with Employees to schedule and prioritize work.

6.1.3 Department Heads shall ensure that Employees who do not reply to work-related communication outside of Normal Working Hours do not face reprisal or negative effects on their employment.

6.2 Employees

6.2.1 Employees are encouraged to set clear boundaries between work and their personal lives.

6.2.2 Employees shall ensure that they are not performing their job duties and work-related tasks outside Normal Working Hours, while on break, or during any paid or unpaid time off.

6.2.3 Employees shall not respond to work-related communications outside their Normal Working Hours, while on break, or during any paid or unpaid time off, unless they are on-call and/or during unforeseen circumstances such as an emergency.

6.2.4 Employees shall respect co-worker time off and not expect them to respond, communicate or complete work after their Normal Working Hours, while on break, or during any paid or unpaid time off,

- 6.2.5 Employees shall take scheduled breaks and use time off entitlements.
- 6.2.6 Employees taking time off are expected to update their voicemail, email out of office replies and the corporate calendar to indicate that they will be away from work and the duration for which they will be away.
- 6.2.7 Employees shall communicate workload issues with their Department Head if they are unable to complete their job duties during Normal Working Hours.

6.3 Members

- 6.3.1 Members shall respect Employees' time off and not expect them to respond, communicate or complete work after their Normal Working Hours, while on break, or during any paid or unpaid time off, unless they are on-call and/or during unforeseen circumstances such as an emergency.

7.0 WORKLOAD AND PRODUCTIVITY

- 7.1 The Employer understands that there may be circumstances where Employees may want or need to work outside of the Normal Working Hours to meet a time-sensitive deadline or in the case of an emergency. However, this should not arise frequently or regularly.
- 7.2 The Employer and Employees also recognize that situations can arise where it would be challenging to deal with matters during the Employee's Normal Working Hours. Specifically, the Employer may contact Employees outside of their Normal Working Hours in the following circumstances, but not limited to:
 - checking availability for staffing;
 - to fill in on short notice for an absent co-worker;
 - where unforeseen circumstances may arise;
 - where an emergency may arise;
 - where other business or operational reasons require contact outside of Normal Working Hours.

Where such situations occur, the Employer undertakes to comply with the relevant provisions of the Employment Standards Act, the Employee's employment contract, the Collective Agreement, if applicable, and/or any relevant Employer policies.

8.0 OVERTIME

- 8.1 Overtime may be requested or required in certain situations to ensure work is completed, however, Employees shall not work overtime unless approved by their Department Head. The Chief Administrative Officer shall notify the Reeve

when planning to work overtime.

- 8.2** In some circumstances overtime is required to address emergency situations and to accommodate meeting schedules for Council and its Committees. Such overtime will be incorporated into the job description for any position in which it is reasonable to assume that overtime will be part of the position on a regular basis.

9.0 COMPLIANCE

- 9.1** Failure to comply with this policy may result in discipline up to and including dismissal.

10.0 COMMUNICATION

- 10.1** This Policy, along with any updates, within thirty (30) days of being prepared or updated shall:
- be emailed to Employees;
 - be provided by hard copy to those Employees that do not have an Employer provided email; and
 - be provided to new hires as part of the orientation process.

- 10.2** A copy of this Policy shall be provided to any person, upon request.

11.0 ACCOUNTABILITY FRAMEWORK

The Chief Administrative Officer is responsible for ensuring compliance with this policy.

12.0 POLICY REVIEW

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

13.0 REFERENCES

Policies and Procedures/Documents

Collective Agreement

Council-Staff Relations Policy

Resources

Employment Standards Act, 2000

COMMITTEE OF THE WHOLE MEETING
June 7th, 2022

Report #C-2022-17
Amanda Mabo, Acting Chief Administrative Officer/Clerk

HYDROGEOLOGICAL PEER REVIEW SERVICES – RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Request for Proposals for Hydrogeological Review Services be awarded to BluMetric Environmental as the principal contractor and Jp2g Consultants Inc. as the secondary contractor;

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

BACKGROUND

During the process of the approval of subdivisions, consents and other planning activities, hydrogeologic studies are required as conditions of approval. Hydrogeologic studies are essential in the planning process to ensure that the proposed developments have appropriate water quantity and quality to support the development.

Local municipalities and the County do not have the level of expertise to appropriately review hydrogeologic studies. For many years, the Rideau Valley Conservation Authority (RVCA) has provided that peer review service on behalf of the local municipalities and the County. Earlier this year, the RVCA notified the local municipalities and the County that they would no longer provide that service.

The County issued a Request for Proposal (RFP) on behalf of itself and the following local municipalities for hydrogeologic peer review services:

- Tay Valley Township
- Lanark Highlands Township
- The Municipality of Mississippi Mills
- Drummond North Elmsley Township
- Montague Township

While the County will maintain a contract for Hydrogeologic Peer review services, each local municipality will maintain a contract for those peer reviews they request themselves.

Hydrogeologic reviews are requested as conditions of consent, a process that is typically managed by the County. In some cases, the local municipality may require a hydrogeologic review with the submission of the consent application.

The RFP was posted on MERX for 35 days. The proposed term of the contract is four years + a 1-year extension.

1.

DISCUSSION

The RFP was issued with consultation from the local participating municipalities. It was structured to provide for an hourly rate to provide the hydro-g review services, however proponents had the opportunity to submit an alternative fee proposal.

The RFP was also structured to provide for a principal and secondary firm so that if the principal firm has a conflict of interest the municipalities have an ability to continue to access peer review services. Typically, a conflict of interest would occur if the firm was engaged by the developer/land owner to provide the Hydrogeologic Study.

Five (5) submissions to the RFP were received. The Evaluating Committee scored the following firms as the top two candidates:

- BluMetric Environmental
- Jp2g Consultants Inc.

Staff recommend that BluMetric Environmental be awarded the principal contract and that Jp2G be the secondary contractor.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended: Award RFP

Hydrogeologic Peer Review services are essential to the planning processes for the County and the local municipalities. This RFP will secure the services of a peer review company for all municipalities that require it, as well as the County.

Option #2 – Reissue RFP

This option is not recommended as the process was fair and good responses were received.

FINANCIAL CONSIDERATIONS

The hourly rates of the highest bidding contracts were within the lower end range of the proposals received. The vast majority of services that will be utilized under the contract will be at the cost of the developer/applicant and will not have any municipal impact.

STRATEGIC PLAN LINK

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

Economic Development – Development in Tay Valley is ensured to be sustainable through adequate supplies of clean water and adequate treatment of nitrates from septic systems.

CLIMATE CONSIDERATIONS

Most of Tay Valley’s residents live above a highly vulnerable aquifer. Therefore, replacing the hydrogeological review service of the RVCA will be essential to ensuring that water and septic services will be resilient in the face of increased episodes of drought, flooding, wildfire, and other disruptions to natural cycles due to climate change.

CONCLUSION

The RFP process was fair and open in accordance with the County’s policies, and the responses received will meet the needs of the County and local municipalities.

ATTACHMENTS

- i) Report #PD-2022-06 – Hydrogeological Review Services to be Discontinued by the RVCA.

Respectfully Submitted By:

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

COMMITTEE OF THE WHOLEFebruary 8th, 2022Report #PD-2022-06
Noelle Reeve, Planner**HYDROGEOLOGICAL REVIEW SERVICES TO BE DISCONTINUED
BY RIDEAU VALLEY CONSERVATION AUTHORITY (RVCA)****STAFF RECOMMENDATION(S)**

It is recommended:

“**THAT**, Report #PD-2022-06 – Hydrogeological Review Services to be Discontinued by Rideau Valley Conservation Authority, be received for information.”**BACKGROUND**

The Rideau Valley Conservation Authority (RVCA) Board of Directors had their first board meeting January 24, 2022. At that meeting, the RVCA presented an inventory of its programs as required by all Conservation Authorities to comply with the new [Conservation Authorities Act](#). The Act distinguishes between programs the province has deemed mandatory and those the province no longer considers core programs for Conservation Authorities.

At its January 24 meeting, RVCA staff recommended to the Board that the RVCA withdraw from providing hydrogeological review services to municipalities in Lanark County. The Board agreed.

The RVCA committed that it will reach out formally to each municipality to work with them on a transition plan. The RVCA will continue to provide this service until an alternative plan is in place (no planning files will be held up or fall through the cracks as a result). RVCA emphasized that they are only withdrawing from providing comments related to hydrogeology. All other planning and regulatory services they provide to residents and municipalities will remain unchanged.

DISCUSSION

Regulations under the *Planning Act* require municipalities to circulate *Planning Act* applications to Conservation Authorities for review and comment. Through a Memorandum of Understanding (MOU) with the Province, all Conservation Authorities are required to provide comments to municipalities regarding natural hazards (floodplains, unstable slopes and unstable soils).

Through local MOUs with municipalities, many Conservation Authorities also provide comments regarding natural heritage (wetlands, significant woodlands and significant valley lands), stormwater management (surface water quality and quantity) and hydrogeology (ground water quality and quantity).

In our watershed, the RVCA provides comments to all municipalities regarding:

- Natural hazards (as required by the province)
- Natural heritage (through local MOUs)
- Stormwater management (through local MOUs)

RVCA only provides comments regarding hydrogeology to:

- Lanark County
- Montague
- Drummond/North Elmsley
- Smiths Falls
- Perth
- Tay Valley
- As well as Mississippi Mills, Carleton Place and Lanark Highlands on behalf of MVCA.

RVCA identified the following reasons for withdrawing from hydrogeological review of planning applications currently provided in Lanark County:

- Under the new Act, RVCA has identified some mandatory program areas where it will need to enhance service delivery or complete new deliverables. Their groundwater scientist (who currently spends part of her time completing hydrogeological reviews) is the right fit to reassign to mandatory program areas to support compliance with the new Act. By reassigning existing staff, they can support compliance while minimizing impacts on their budget and municipal levy.
- Hydrogeological reviews have also become increasingly complex and contentious. This has increased RVCA's exposure to risk and liability and has also resulted in RVCA not recovering sufficient fees from applicants to cover their costs. Their Board directed staff to improve cost recovery efforts for planning and regulatory services.
- Hydrogeological reviews are also the only plan review function that RVCA does not complete on behalf of all municipalities in our watershed. RVCA only provides it to six of their 18 member municipalities as well as the County of Lanark. Other municipalities complete the review internally or have a consultant who does it on their behalf.

The local CAO's and County CAO have had discussions about the County issuing a request for proposal (RFP) to retain a list of hydrogeologists that each local municipality could use.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – This report be received for information.

Option #2 – Council suggests actions to be undertaken.

FINANCIAL CONSIDERATIONS

None. Once a review service for hydrogeological studies is established, the cost will be passed onto applicants.

STRATEGIC PLAN LINK

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

Economic Development – Development in Tay Valley is ensured to be sustainable through adequate supplies of clean water and adequate treatment of nitrates from septic systems.

CLIMATE CONSIDERATIONS

Most of Tay Valley’s residents live above a highly vulnerable aquifer. Therefore, replacing the hydrogeological review service of the RVCA will be essential to ensuring that water and septic services will be resilient in the face of increased episodes of drought, flooding, wildfire, and other disruptions to natural cycles due to climate change.

CONCLUSIONS

This update is being provided to Council as there will need to be a decision taken soon by municipalities and the County on how to replace the hydrogeological review services formerly provided by the RVCA.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

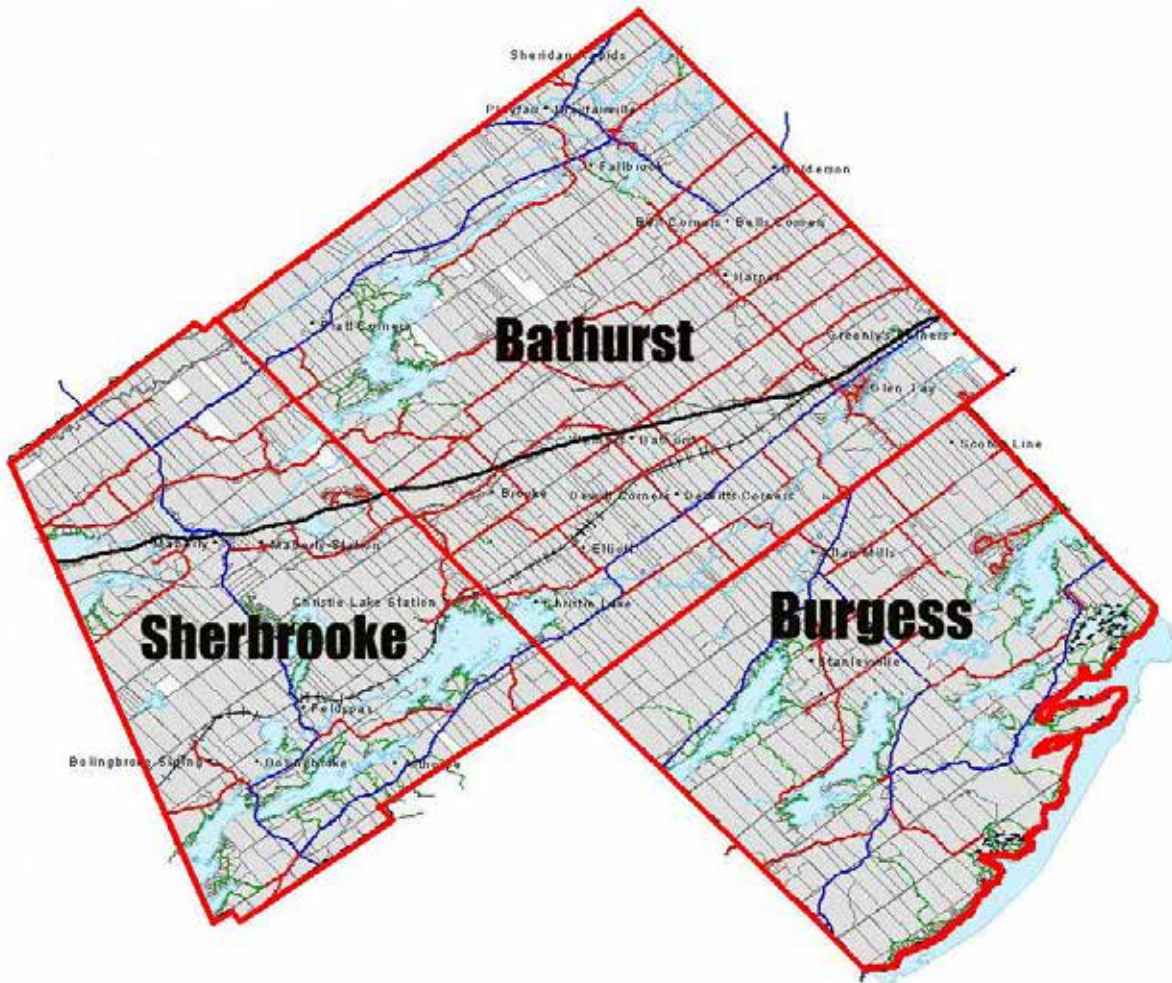
**Noelle Reeve,
Planner**

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



Tay Valley Township

TAY VALLEY TOWNSHIP Police Services Board 2021 Annual Report



2021 Annual Report – Table of Contents

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2021 Annual Report – Overview

Overview

The Tay Valley Police Services Board’s “Protocol for Sharing Information” requires the Board to provide an annual report to Council in April of the following year for information.

Business Plan

The Tay Valley Police Services Board is required under Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) to prepare a Business Plan. Up until 2017 the Board approved its own plan. With pending changes to the Police Services Act over the last few of years, instead of adopting its own Business Plan the Board has provided input into the OPP three-year strategic plans. The current plan is in place for the years 2020-2022. A copy of the OPP Strategic Plan is available at the Municipal Office or can be viewed on the Township's website.

Ontario Provincial Police Strategic Plan

The Ontario Provincial Police 2020-2022 Strategic Plan provides overall direction as the OPP evolve and modernize the policing services delivered to Ontario's communities. The OPP will continue to work on three strategic priorities: Our People, Our Work, Our Community.

Strategic Priorities

Our People: We will strive to support all members in achieving their professional and personal best.

Our Work: We will empower our members to ensure the best possible policing services are delivered to Ontarians.

Our Community: We will partner and build relationships with a shared vision for safety and well-being.

Protocols

The Ministry of Community Safety and Correctional Services has guidelines and has provided training sessions to Section 10 Boards in Ontario with respect to the roles and responsibilities of Boards under the Police Services Act and Regulations and has recommended that the Boards in conjunction with the OPP Detachment or Regional Headquarters define their relationships, responsibilities and expectations in formal written protocols. In areas where OPP detachments serve a number of Police Services Boards, the Ministry has recommended the development of standard protocols.

To date the Tay Valley Police Services Board has adopted a total of 9 protocols:

1. Use and Deployment of the Electronic Speed Sign
2. Implementation of a Three Year Business Plan
3. Monitoring the Performance of the Detachment Commander
4. Receiving of Regular Reports on Disclosures and Decisions
5. Administration of Complaints
6. Reporting of Major Incidents
7. Sharing of Information
8. Participation in OPP Business Plans
9. Selection of the Detachment Commander

In addition, the Board has developed four policies:

1. Records Management
2. Media Relations and Dissemination of Information
3. Remuneration and Personal Expenses
4. Objectives and Priorities for Police Services

Board Appointments

As per Section 27 of the *Police Services Act*, there shall be a police services board for every municipality that maintains a police force.

The board of a municipality whose population does not exceed 25,000 shall consist of the head of the municipal council or, if the head chooses not to be a member of the board, another member of the council appointed by resolution of the council (Council Rep); one person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality (Municipal Rep); and one person appointed by the Lieutenant Governor in Council (Provincial Rep).

The following persons were appointed as Members of the Tay Valley Police Services Board for the term November 30th, 2018 to November 30th, 2022 unless otherwise indicated:

- a) Council Member: Brian Campbell, Reeve
- b) Municipal Member: Neil Fennell
- c) Provincial Member: Vacant

The Provincial Member has remained vacant for the last few years as the Province anticipated that the changes to the *Police Services Act* and subsequent regulations would have been in place by now, and therefore have not made efforts to replace this position.

Consultation Activities

Lanark County Association of Police Services Boards

The Board continues to be involved with the Lanark County Association of Police Services Boards. This group is seen as an essential tool in both training and maximizing purchasing power. This group is not a legal binding group but a cooperative forum for discussion among Lanark County Police Services Boards and Community Policing Advisory Committees on common issues. The Joint Board meets on a quarterly basis but has struggled to do so in 2020 and into 2021 due to the pandemic.

Ontario Association of Police Services Boards (OAPSB)

The Board is a member of the OAPSB. Through this membership the Board receives regular updates on legislation, practices and procedures. Training is also provided at an Annual Conference.

By virtue of the Tay Valley Police Services Board membership with the OAPSB, this membership gives the Board a forum to cause resolutions to both Parliamentary law makers and other Statutes that require change or updates.

Ontario Association of Police Services Boards (OAPSB) – Zone 2

The Board is also a member of the OAPSB Zone 2. Through this membership the Board receives regular updates on legislation, practices, procedures and training.

Ontario Regulation 3/99, the Police Adequacy and Effectiveness Regulation requires on-going training in order to provide Police Service Boards the structure and tools they need to ensure delivery of adequate and effective policing services. Attendance at these sessions is important in order to obtain new information and to interact with other Boards in Eastern Ontario.

Tay Valley's Police Services Board Chair was also the Chair of Zone 2 in 2016, 2017, 2018, 2019, 2020 and 2021.

Policing Contract

The previous OPP Policing Contract with the Ministry of Community Safety and Correctional Services commenced in 2015 and expired at the end of 2019. It was the first contract under the new OPP Costing Model and Process. A current Contract was then adopted by Council for a period of six years from 2020 to 2025. The new Contract resulted in a savings for policing in the 2020 budget of \$16,909 in 2020 from what was budgeted in 2019 and a savings in the 2021 budget of \$13,325 in 2021 from what was budgeted in 2020.

OPP Traffic Initiatives for 2021

The electronic speed sign has been used to monitor areas and based on the results, the OPP are providing targeted enforcement.

In 2021 the Township and Board monitored the following locations:

- Glen Tay Road between #582 and Somerville Drive
- Glen Tay Road between #565 and #541
- Fallbrook Road near Pin #384
- Harper Road near Pin #1005
- Glen Tay Road South of Somerville

In 2021, there were no speeding concerns on the roads that were monitored.

2021 Annual Report – 2021 Accomplishments

2021 Accomplishments

- Ø Participate in discussions and sessions regarding changes to the Police Services Act
- Ø Work with the Ministry and the other local municipalities in Lanark County to establish either one Detachment Police Services Boards. Participated in a joint submission for all local municipalities within Lanark County to the Ministry regarding a Detachment Board composition for Lanark County.

2021 Annual Report – 2022 Priorities

2022 Priorities

- Ø Participate in discussions and sessions regarding changes to the Police Services Act
- Ø Work with the Ministry and the other local municipalities in Lanark County to establish a Detachment Police Service Board.
- Ø Purchase a new electronic speed sign to replace the current, inoperable sign.
- Ø Develop and implement a Speeding Complaint Policy to ensure consistency in how complaints are processed.

Conclusion

On an ongoing basis and for the past 19 years the Tay Valley Police Services Board has focused on establishing an enforceable infrastructure through the development of protocols and reporting mechanisms that would foster greater transparency and accountability between the police, the police services board and the community. We remain committed to these primary goals alongside our Business Plan commitments. Our goal has been to provide the best community policing standards in our County.

The next couple of years will prove challenging as the Province requires police services to move towards establishing detachment boards versus local municipal boards. It is yet to be seen how the detachment board will liaise back and forth with the municipality.

All of which is respectfully submitted to Council by:

The Tay Valley Police Services Board:

Chair Neil Fennell, Municipal Appointee

Brian Campbell, Council Appointee

Vacant, Provincial Appointee

Dated: May 24th, 2022

5 Year Comparison of Calls for Service in Lanark County and Tay Valley

*3N = Total for all Lanark County



**5 YEAR REPORT, TAY VALLEY
POLICE SERVICE BOARD**

| | |
|---|---|
| <p>Report Date 18 May 2022</p> | <p>Submitting Author Paul Ross #11440 15 Coleman street , Carleton Place, ON Tel: 613-257-5610 Fax: 613-257-8847 Paulross@opp.ca</p> |
| <p>Submitting Agency Report Number</p> | |

At the request of Inspector Padiachi I have conducted a 5 year review of calls for service (01 Jan2017 – 31 Dec 2021) by type and clearance rate as requested. The request included an overview of all Lanark County as well as each municipality within the Lanark County Detachment area.

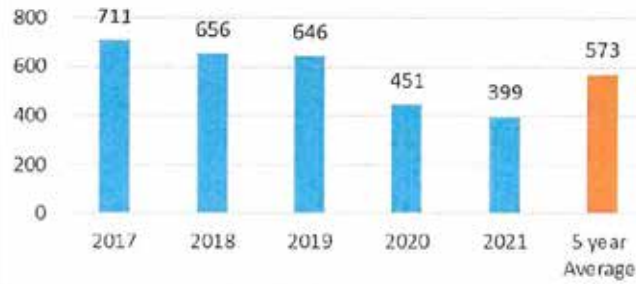
Utilizing IBM Planning and Analytics I conducted data extractions for the specified items using the Niche RMS Offence Level Cube.

All incident counts were harvested by “Actual” within Niche RMS.
Clearance Rates are based on “Actual” within Niche RMS

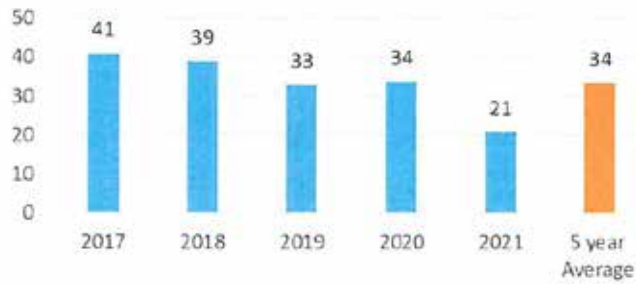
The “All Lanark County” is the sum of all calls within Lanark County by Municipality

I have included a 5 year average based on 2017 to 2021 inclusive.

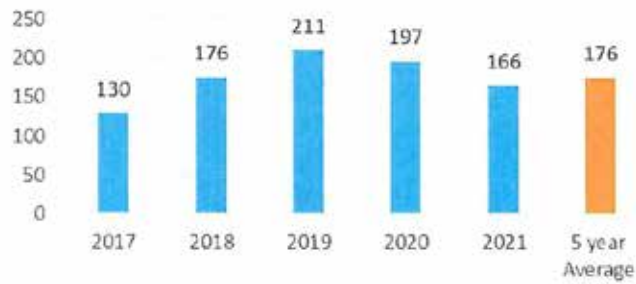
5 Year Actual Alarms All Lanark County



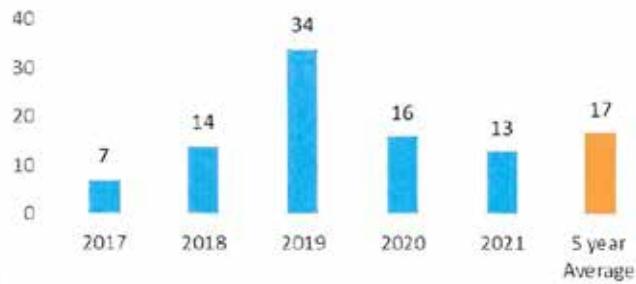
5 Year Actual Alarms Tay Valley Twp



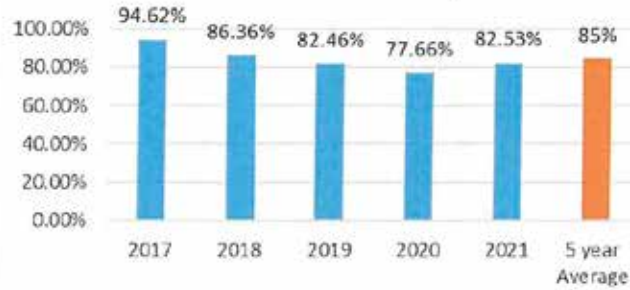
5 Year Actual Assault Level 1 All Lanark County



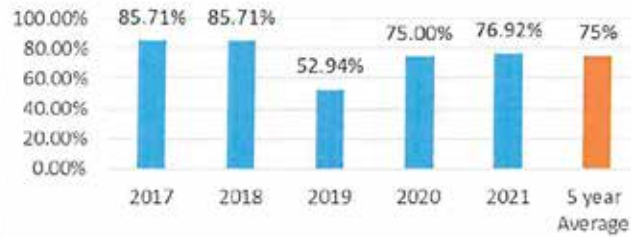
5 Year Actual Assault Level 1 Tay Valley Twp



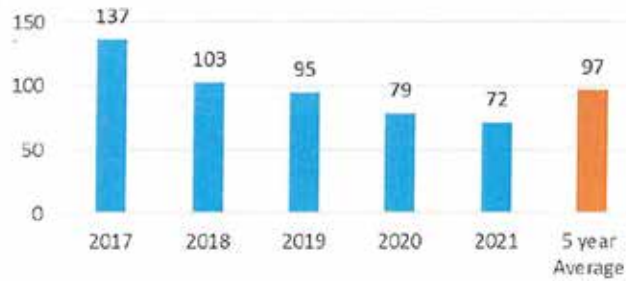
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All Lanark County



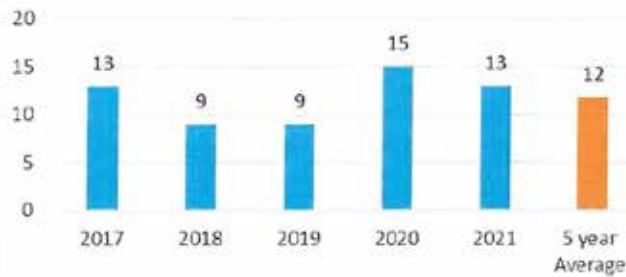
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Assault Level 1
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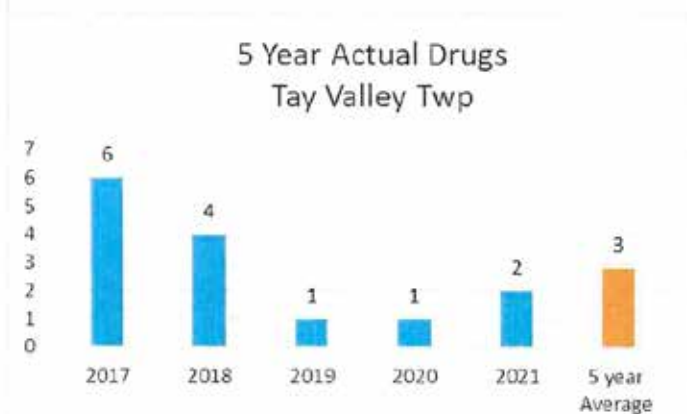
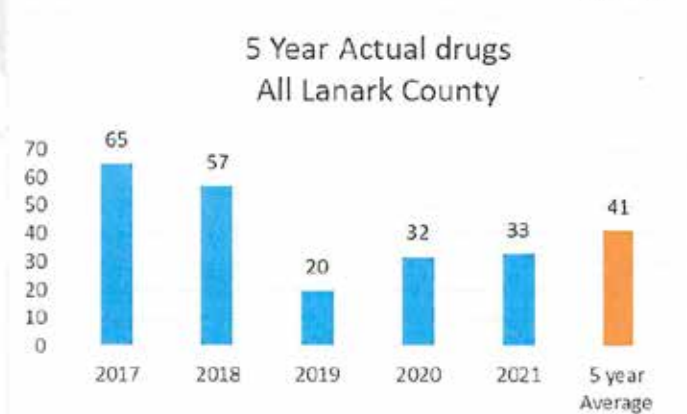
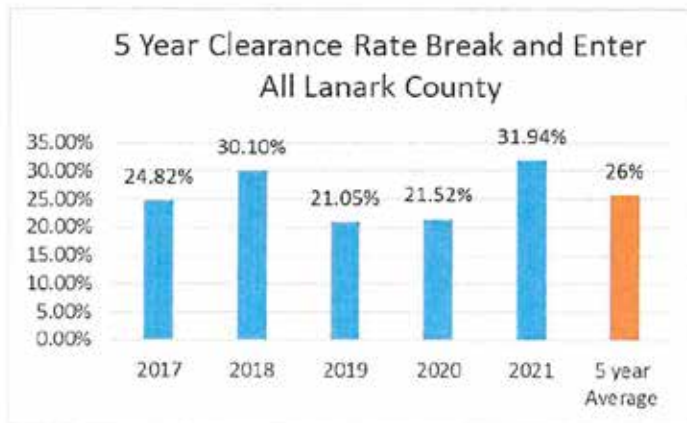


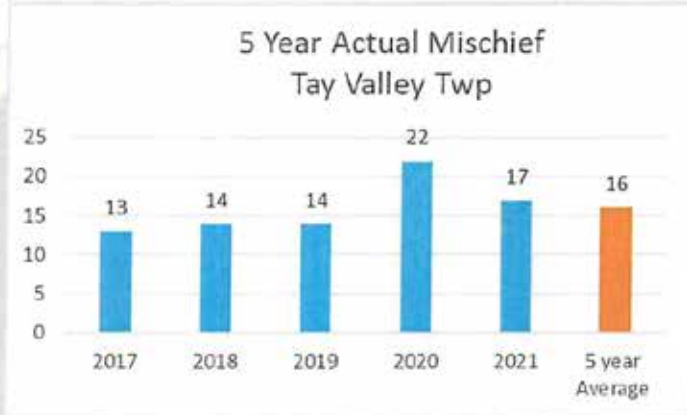
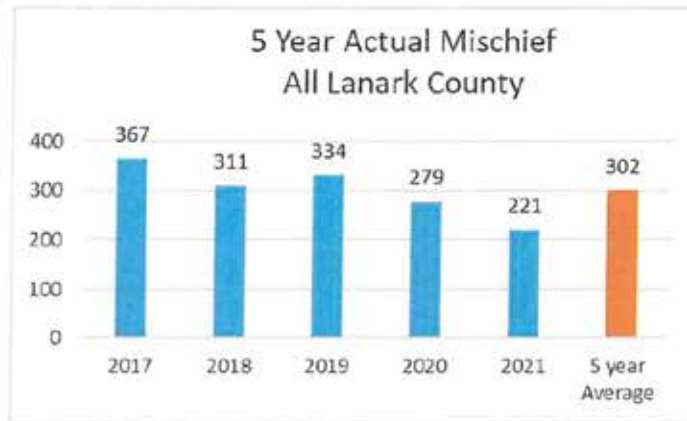
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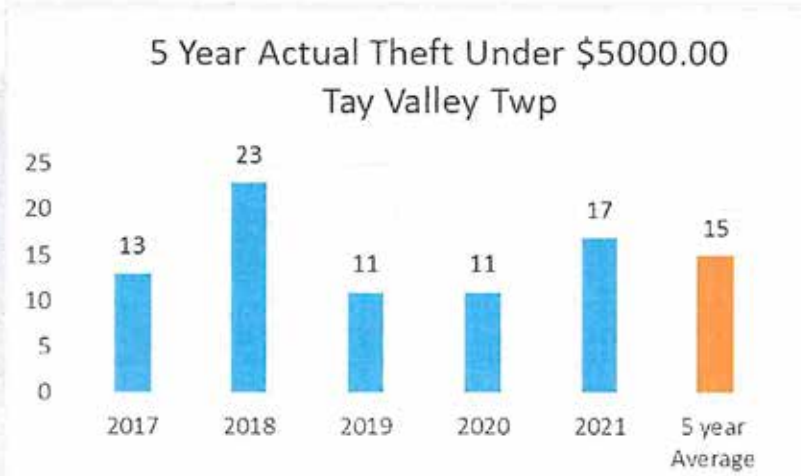
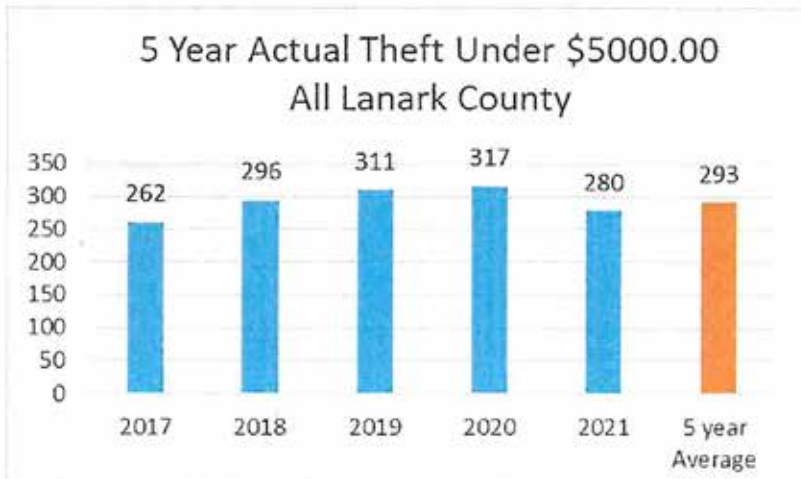


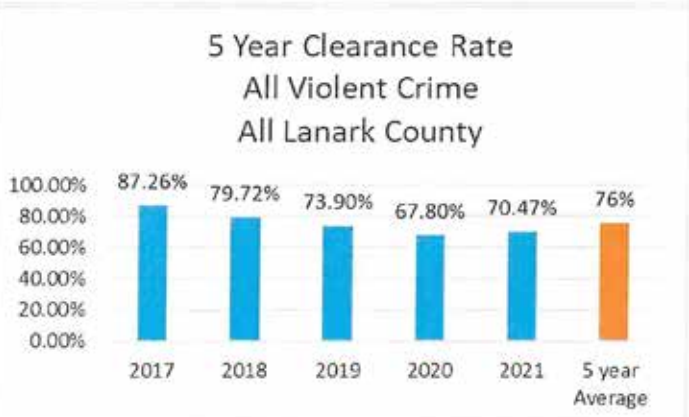
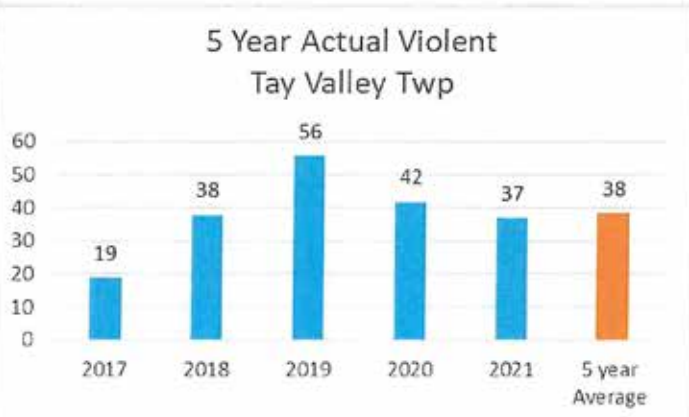
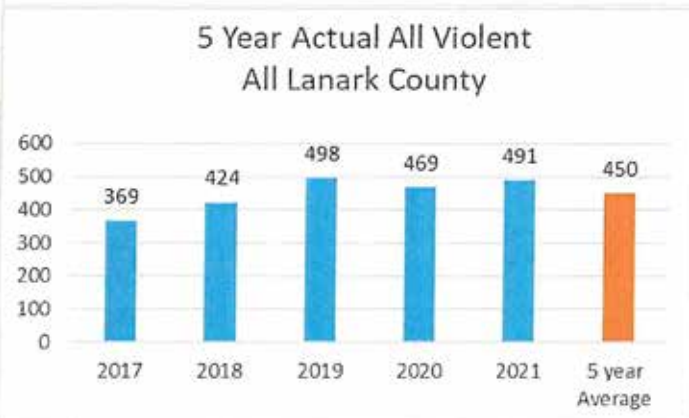
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Tay Valley Twp

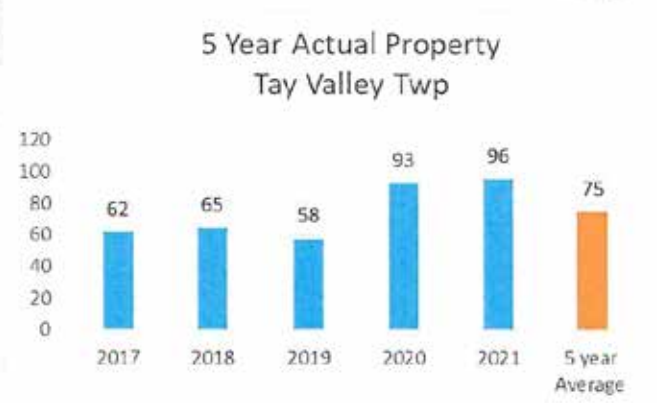
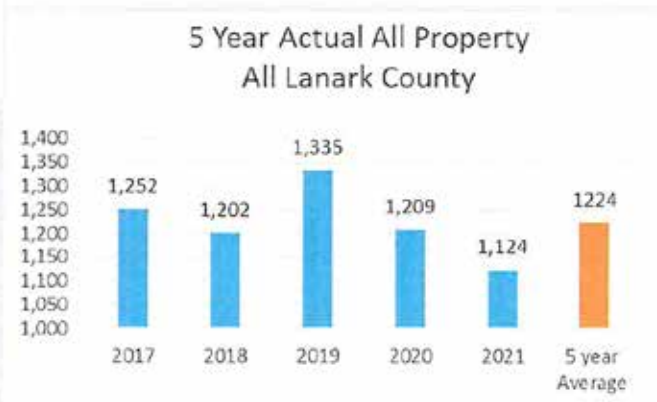


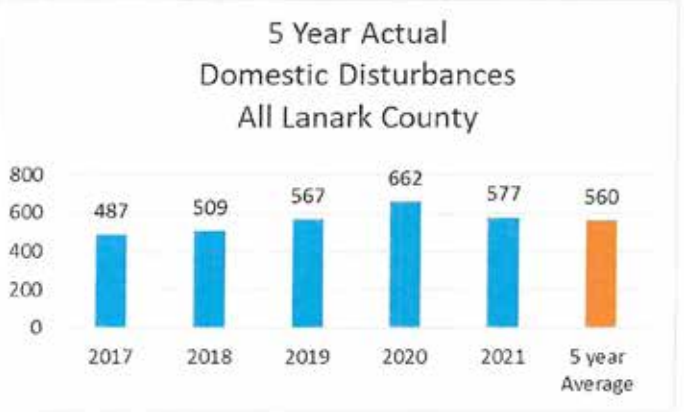
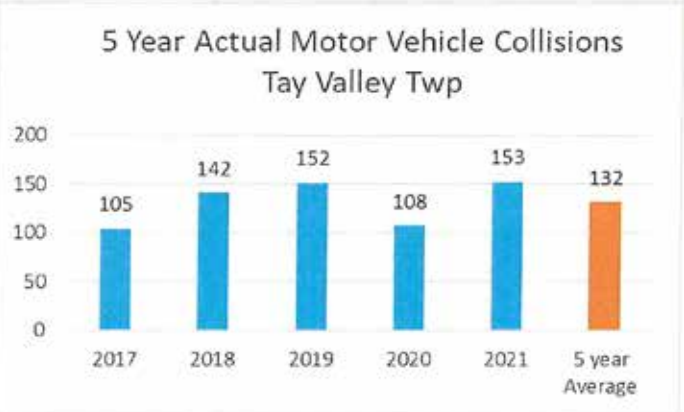
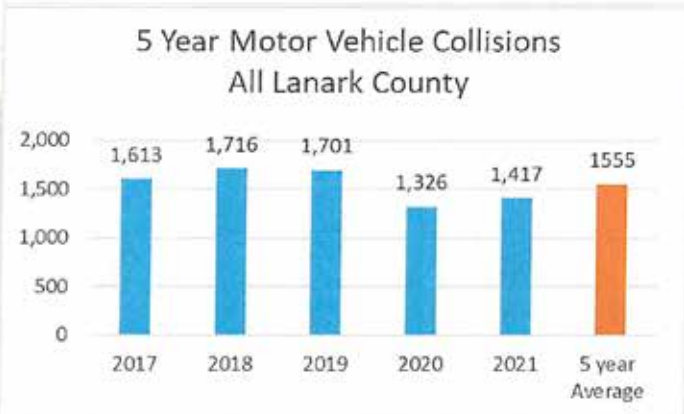


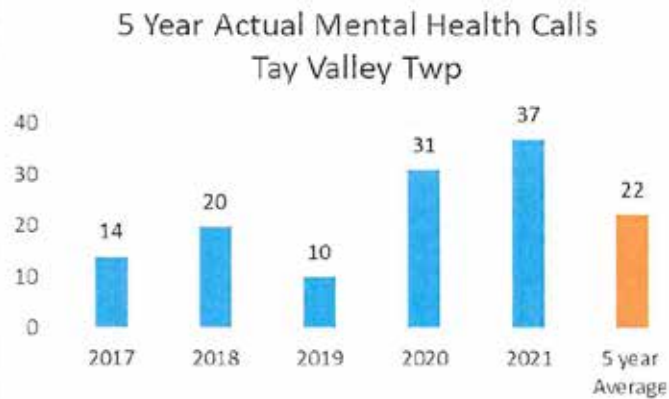
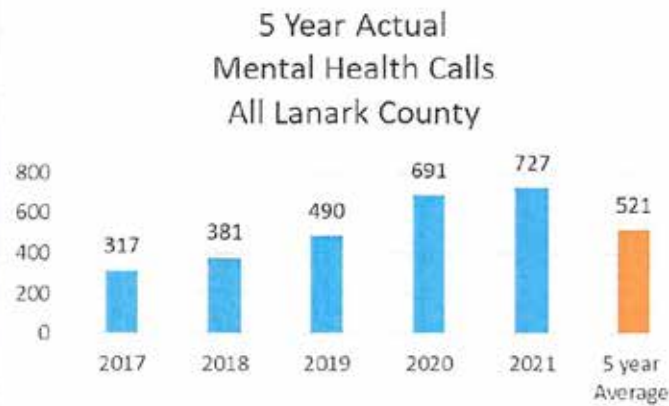
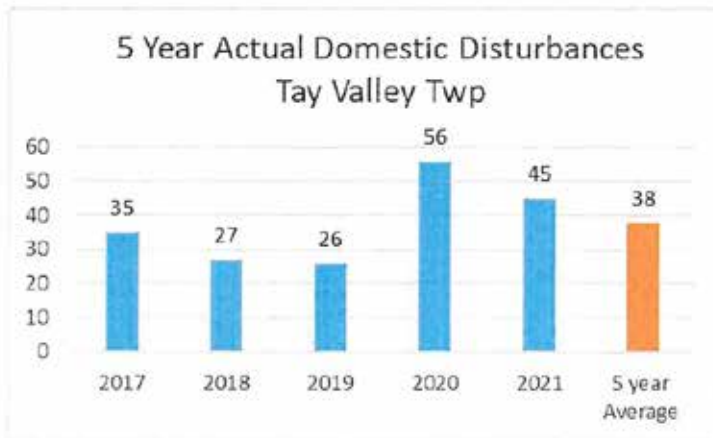












Board Contact Information

The Corporation of Tay Valley Township
Police Services Board
Amanda Mabo, Secretary
217 Harper Road
Perth, ON K7H 3C6

Telephone: 613-267-5353 ext. 130
1-800-810-0161

Email: clerk@tayvalleytwp.ca

Website: www.tayvalleytwp.ca

CORRESPONDENCE



1. **Municipal Finance Officers' Association (MFOA) of Ontario:** Provincial Economic and Fiscal Update 2022: Ontario's Plan to Build – *attached, page 3.*
2. **AMO:** Policy Update – 2022 Provincial Budget and AMO's 2022 Provincial Election Strategy – *attached, page 14.*
3. **AMO Business Services:** LAS Municipal Insurance Update - *attached, page 16.*
4. **Lanark Highlands:** Resolution – Ontario Must Build it Right the First Time - *attached, page 17.*
5. **City of Barrie:** Resolution – Joint and Several Liability - *attached, page 21.*
6. **Town of South Bruce Peninsula:** Resolution – New Home Tax Rebate Program - *attached, page 23.*
7. **Municipality of Shuniah:** Resolution – Community Schools Alliance Action Plan and Social and Economic Impact for Small Communities in Ontario Study - *attached, page 25.*
8. **AMO:** Policy Update – Child Care Agreement - *attached, page 26.*
9. **Legislative Assembly of Ontario:** Bill 70 – An Act respecting a four-day work week pilot - *attached, page 27.*
10. **AMO:** Policy Update – More Homes for Everyone Plan, Non-Resident Speculation Tax, and Fee Elimination for Volunteer Police Record Checks - *attached, page 31.*
11. **AMO:** Policy Update – More Homes for Everyone Act Submission, Employment Services Transformation, Municipal Use of ASE Administrative Penalties, Large Quadricycles Pilot - *attached, page 34.*
12. **Municipal Finance Officers' Association (MFOA) of Ontario:** Province Releases Bill 109, More Homes for Everyone Act, 2022 – *attached, page 56.*
13. **Ministry of Energy:** Correspondence Letter re: Procuring New Electricity Resources Through IESO – *attached, page 59.*
14. **AMO:** Policy Update – Getting Ontario Connected Act, Proposed Gas Tax Reduction - *attached, page 61.*
15. **Ministry of Transportation:** Correspondence Letter re: Building a Better Transportation System in Eastern Ontario – *attached, page 65.*

16. **Township of East Hawkesbury:** Resolution – Bridge and Culvert Replacements in Rural Municipalities – *attached, page 67.*
17. **Municipality of Shuniah:** Resolution – Bridge and Culvert Replacements in Rural Municipalities - *attached, page 68.*
18. **Township of Horton:** Resolution – Bridge and Culvert Replacements in Rural Municipalities - *attached, page 69.*
19. **City of Cambridge:** Resolution – Request to Impose a Moratorium on All New Gravel Applications, Including Expansions to Existing Licensed Sites – *attached, page 70.*
20. **Town of Stouffville:** Resolution – Dissolve Ontario Land Tribunal – *attached, page 72.*
21. **North Algona Wilberforce Township:** Resolution – Dissolve Ontario Land Tribunal – *attached, page 74.*
22. **Township of West Lincoln:** Resolution – Recommendation Report REC-03-2022, “Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11” – *attached, page 76.*
23. **City of Brantford:** Resolution – Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School – *attached, page 77.*
24. **Town of Newmarket:** Resolution – Mandatory Firefighter Certification – *attached, page 80.*



1. **Town of Orangeville:** Resolution – Dissolve Ontario Land Tribunal – *attached, page 2.*
2. **City of Belleville:** Resolution – AMO Firefighter Certification – *attached, page 3.*
3. **City of Cambridge:** Resolution – Joint and Several Liability - *attached, page 4.*
4. **Ministry of Northern Development, Mines, Natural Resources and Forestry:** Proposed Regulation Changes under the Aggregate Resources Act - *attached, page 6.*
5. **AMCTO:** Issue at a Glance – Municipal Insurance - *attached, page 8.*
6. **Tay Valley:** Report – Building Permits (Approval Granted April 2022) - *attached, page 12.*



Office of the District Chair

SENT VIA EMAIL (premier@ontario.ca)

June 1, 2022

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

RE: Annual Emergency Exercise Exemption

On behalf of The District Municipality of Muskoka, I am writing to express key concerns regarding the requirement for Ontario municipalities to conduct an annual practice exercise for a simulated emergency incident as prescribed by Regulation 380/04. The simulations aim to validate response plans and procedures, train staff and identify areas of improvement to ensure emergency response is delivered at optimal levels. Exemptions are not currently permitted under this legislation. While the District of Muskoka acknowledges and supports the need for emergency exercises, Muskoka District Council strongly encourages the amendment of Regulation 380/04 to permit exemptions for municipalities who have responded to an actual emergency during the respective calendar year. A copy of the District's Health Services Committee resolution, as adopted by Muskoka District Council, is attached as Appendix I.

In 2021, The District's Emergency Control Group (ECG) convened twenty-four (24) times amounting to approximately 435 hours spent on emergency related activities. One of these incidents involved a watermain break in the Town of Bracebridge. Murray Advisory Services performed a critical analysis of the event and confirmed that the goals of an emergency exercise were achieved. The firm's final report included twelve (12) recommendations that helped improve the outcomes of a second water disruption event in the Town of Gravenhurst a few weeks later.

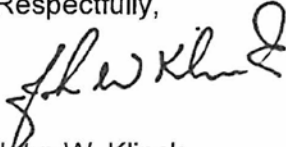
Despite the volume of actual emergencies managed by the ECG, the District of Muskoka must still conduct an annual exercise to remain compliant with the Regulation. This is not an efficient use of municipal resources and does not serve as a useful training mechanism for staff who have been over-extended by the emergency situations they have managed over the past year.

THE DISTRICT MUNICIPALITY OF MUSKOKA
70 Pine Street, Bracebridge, Ontario P1L 1N3
Phone: 705-645-2231 Toll-Free: 1-800-461-4210 (within 705) Fax: 705-645-5319
Email: info@muskoka.on.ca Website: www.muskoka.on.ca

The Solicitor General granted a one-time exemption to municipalities in 2020 recognizing that municipalities were actively engaged in and managing various COVID-19 related initiatives. If pandemic management warrants an exemption to the annual simulation, surely there must be grounds to grant an exemption for the management of other emergency situations.

On behalf of Muskoka District Council, your consideration of this matter is appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read 'John W. Klinck', written in a cursive style.

John W. Klinck
District Chair

THE DISTRICT MUNICIPALITY OF MUSKOKA

Cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Solicitor General
Norm Miller, MPP Parry Sound-Muskoka
All Municipalities in Ontario

R10/2022-HS

The District Municipality of Muskoka

Health Services Committee
February 24, 2022

Moved By: J. Klinck

Seconded By: R. Nishikawa

WHEREAS Ontario Regulation 380/04: Standards under the Emergency Management and Civil Protection Act sets the municipal standards for emergency management programs in Ontario and requires municipalities to conduct an annual exercise with their Emergency Control Group in order to evaluate the municipality's emergency response plan and procedures, O. Reg. 380/04, s. 12 (6);

AND WHEREAS Emergency Management Ontario previously granted municipalities exemption for the annual exercise requirement when the municipality experienced an actual emergency with documented proof of the municipality actively engaging their emergency management procedures and plan in response to the emergency;

AND WHEREAS on August 5, 2021 the Chief, Emergency Management Ontario (EMO) issued a memo to Community Emergency Management Coordinators stating that effective immediately, the Chief, EMO would no longer be issuing exemptions to the O. Reg. 380/04 requirement to conduct an annual exercise;

AND WHEREAS municipalities experience significant costs and burden to staff resources when faced with the response to an actual emergency and activation of their Emergency Control Group and/or Emergency Operations Centre;

AND WHEREAS a municipality's response to an actual emergency is more effective than an exercise in evaluating its emergency response plan and procedures as mandated by O. Reg. 380/04;

Appendix I

The District Municipality of Muskoka

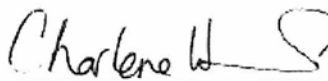
AND WHEREAS planning, conducting and evaluating an emergency exercise requires significant time and effort for the Community Emergency Management Coordinator and Municipal Emergency Control Group that is duplicated when the municipality experiences a real emergency;

NOW THEREFORE, BE IT RESOLVED THAT Muskoka District Council hereby **requests** the Province of Ontario to amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures;

AND THAT a copy of this resolution **be forwarded** to the Honourable Doug Ford, Premier of Ontario; the Honourable Norm Miller, MPP for Parry Sound-Muskoka; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Sylvia Jones, Solicitor General; and all other municipalities of Ontario.

Carried

Defeated



Deputy Clerk

UPDATES



PRIVATE UNASSUMED ROADS WORKING GROUP MINUTES

Wednesday, May 4th, 2022

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor Gene Richardson
Councillor RoxAnne Darling
Fred Barrett
Gordon Hill
Frank Johnson

Staff Present: Amanda Mabo, Acting CAO/Clerk
Noelle Reeve, Planner
Sean Ervin, Public Works Manager
Janie Laidlaw, Deputy Clerk

Members Absent: None.

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

- i) Under New/Other Business: Definitions
- ii) Under New/Other Business: Registration of Correspondence
- iii) Under New/Other Business: Alternate Road Access Agreement

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 – April 5th, 2022.

G. Hill mentioned that the discussion part about Section 3.2.5.6 of the Ontario Building Code which does not authorize the minimum standard for private roads was not included in the minutes. The Acting CAO/Clerk explained that the minutes are not to be verbatim of the discussion during the meeting. The Working Group had decided that staff would develop options for each road for discussion at this meeting, but the minutes can be amended to mention that discussion.

The minutes of the Private Unassumed Roads Working Group Meeting held on April 5th, 2022 were approved as amended.

5. BUSINESS

i) Options Discussion.

The Acting CAO/Clerk explained the spreadsheet that was attached to the agenda. It was created based on the Consultant's report and staff from a legal perspective. The options were based on the road characteristics while keeping in mind the Township and the property owners as a whole, and the individuals on each road. It was put together for discussion purposes. It was explained that for the Township to bring a road up to a public road standard there are different minimum standards for construction and maintenance as compared to if it is a private road.

The emails received from the public, showed the public did not understand that the road standards and maintenance for a private road versus a Township road are different. Citizens on a private road do not need to bring the roads up to the same standard as a Township road.

The Acting CAO/Clerk explained that after amalgamation when Road Access Agreements came in the Council of the day put in a policy and that if the Township was to assume a private road this is to be the standard, they need to bring it up to. The standard for a private road maintained by residents is different.

The Public Works Manager explained that road standards come from engineering; the standards in the Building Code are for Fire Access and are a minimum. The minimum width for Private Road Standards is for emergency access, is too narrow for the Township equipment to maintain it. The public road standards that were attached to the agenda refer to the American Association of State Highways and Transportation Officials (AASHTO) specifications. The standards for a public road are not legislated, but require an engineering stamp

G. Hill indicated that no existing private road will meet the private road standard and confirmed that any new roads being developed need to meet those standards including any new Condominium Roads.

The Planner explained that with certain developments that the Township needs to ensure safe access. The province allows second units to be created for affordable housing and they are meant that the person lives there year round and requires safe access so that an unsafe situation is not being created. The Township asks the Fire Chief to go and determine that a Fire Truck can get down that road.

A member asked about the transfer of the unassumed private road to private ownership option and what standard does that road need to meet? As outlined in the Options Report, if the road cannot be brought up to the Township standard and if the Township is okay with the substandard road, that would need to be outlined in the transfer agreement, the agreement would acknowledge that the road is substandard and what the risks are.

The Working Group reviewed the Options that were attached to the agenda.

Option 1:

Old Mine Road is not an old subdivision road, it is an unopened road allowance that is being used as a road even though it has not been opened as a road or assumed as a road into the Township's road network. The Township owns the land and the property owner maintains it. Staff looked at what the developability of the property to the north is and could they get a severance, the lot to the north can have severance off McVeigh Road. If the unopened road allowance was stopped up and closed it would be a lot addition and the unopened road allowance becomes part of their property. The Township can pay the costs and run the process, the benefit to the property owner is that their property is larger, they do not have to pay for it and they would now have legal access to their property.

Killarney Lane it is simpler to transfer this road to private ownership. Staff would put together a presentation for the owners that would explain the situation from start to finish, an education piece. What the proposal means and what the Township can do to assist. The Township can assist with the process, can be a liaison with FOCA to help develop the road association and get the insurance, set up the documents and bylaws and to set up a maintenance and payment plan.

The Working Group discussed how a road could be transferred, as a condominium road, where all owners have ownership or if the farthest property on the road owns it. It would depend on the situation. In this option the Township is not creating a new private road as the road already exists, just the legal status of the road is changing.

G. Hill asked what is the benefit to them to have the road transferred to them? The Acting CAO/Clerk explained that is what would be explained to them, the current situation and what that means, the liability for them owning or not owning the road. If there is a road association with insurance that insurance would cover a situation if they were sued, if no road association, then each person on the road could be sued and personally liable, that is why the Township has road access agreements. They do not have to have a road association with insurance but will have the information to encourage them to think about it. It is that education piece.

Councillor Daring would like to work on a list of recommendations to Council and that an educational document be prepared and sent to all owners. The Acting CAO/Clerk explained that would have to be done on a road-by-road basis, there are a lot of properties, the Township does not have the staff to manage that. Would start with the small one with not a lot of properties.

The Working Group discussed how to have all owners on the road join a roads association. The Planner explained that if they do not join then they are on their own and assume their own liability.

The report to Council would outline the education piece and the options and would outline the benefits and the costs for the association.

Sherbrooke Drive – the location of the road was moved without permission; it needs to be surveyed and legalized through the consent process. This road needs to be legalized before moving forward with the options. The owners do not have legal access or road frontage, that is required in order to get a building permit or a planning application.

G. Hill feels the problem with private unassumed roads is that the developer and the Township did not do their jobs right and the Township should pay to bring them up to standard.

Councillor Darling felt the Working Group should look at the different Options and vote on them.

Homestead Lane the Acting CAO/Clerk explained what is on the ground, there is a cliff on one side and rock cliff on the other, there is no way to widen other than to blast through rock. The area to turn around is a low lying area which would take a lot to fill. The white strip that goes down to the lake was meant for pedestrian access to lake, not vehicles and it is very wet and narrow, maybe 3 metres. Not sure Township would develop that path as public access as there are better locations on Black Lake. Staff would be in favour of closing it as there is an alternate access to the lake further up the road. The recommendation would be to approach the adjacent landowner and have that strip of land attached to one of the lots and registered in their name. There is one owner that owns three lots and that owner would be approached to take over ownership of the road.

Option 2:

Maple Lane and Maberly Pines Subdivision are the only roads with the proper width, and the base is good. It is overgrown and needs more gravel. The cost benefit is done on the viability of developing the subdivision. There would be a specific area development charge for just this subdivision. The Township would pay the costs upfront and then be paid back through the development charges. This one is a higher priority as the holding zone lapses in October, would need a decision in June to move forward with giving the information to the public. G. Hill feels asking the landowners to pay for a Township mistake is morally wrong and cannot support it.

The Working Group asked about the costs to bring these roads up to standard and when they were determined. The Public Works Manager has upgraded the costs since they were originally done. After lengthy discussions, the Working Group did not support Development Charges for upgrading Maple Lane and Maberly Pines roads. The Working Group discussed moving them into Option 3 which is status quo and to establish a private road association and having FOCA assist with the process. The difference between Option 1 and 3 is that Option 3 the Township still owns the road and would need a road access agreement. With Maberly Pines in Option 3 this would be a priority to be worked on before July. A member asked if the water issue would be resolved by then, the Planer explained the process for the water testing and answers the Township needs. There are 30 lots that drain into the lakes, and they would have different restrictions.

The Working Group outlined, discussed and voted on the following recommendations to be brought forward to Council in a staff report:

Recommendation # 1

That the Township assumes all roads and brings them up to the minimum standards.

OR

Recommendation # 2

That the Township assume all roads except the roads under Option 1 minus Sherbrooke Drive, at no cost to the property owners.

OR

Recommendation # 3

Option # 1 minus Sherbrooke Drive and Option # 3 including Maple Lane and Maberly Pines Subdivision.

OR

Recommendation # 4

Option # 1 minus Sherbrooke Drive and Option # 3 keeping the road access agreement with the liability and indemnity sections revised (preferred that they be taken out completely).

All recommendations will include that public consultation be undertaken. The Acting CAO/Clerk notified the Working Group of Sleepy Hollow Road and that has not been dealt with by staff, it could potentially be put in with Option 1 but staff do not know enough about it yet.

The staff report would report on all the implications for the recommendations including maintenance, timelines, staffing requirements, equipment requirements and costs.

The Acting CAO/Clerk notified the Working Group that if Recommendation #1 was to be approved by Council, by assuming that many roads would mean that the Township would need to retain additional staff and trucks plus the cost to maintain and some will never be able to be upgraded to Township standards.

A report of this magnitude would mostly likely not be ready for the June meeting of the Committee of the Whole so that goal will be to have it prepared for the August meeting.

ii) **Next Steps.**

Staff will circulate the report to the members before it goes forward to Council.

6. NEW/OTHER BUSINESS

i) **Definitions.**

The Committee discussed the term and definition of Private Unassumed Roads and if the word Private should be removed. After discussion and understanding that without the word Private, the term Unassumed Roads includes additional types of Roads such as unopened and unmaintained road allowances, shore road allowances, quarter session roads, etc. so if a new term is chosen it will have to be thought through. The term is essentially an internal term that is not widely used by the public so it was decided to leave the term Private Unassumed Roads as is, otherwise a number of policies and documentation would need to be updated, electronic and printed mapping systems would need to be updated and it was felt that the cost to do so and the reasoning to change the term was not sufficient to change it.

Staff recommended that signs can be installed that the Roads are not assumed or maintained by the Township to make it clearer to the public.

ii) **Registration of Correspondence.**

Staff explained that when a member of Council or a Working Group or staff receives an email from the public, they take those comments or concerns into their decision. On any given topic an individual could receive hundreds of emails. As a result the emails do not typically get put on the agenda or attached to the minutes. The Chair of the Working Group can respond to any emails that have been received on behalf of the group.

iii) **Alternate Road Access Agreement.**

The Working Group dealt with this under the Options Discussion.

7. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: TBD

8. DEFERRED ITEMS

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

- *None at this time*

9. ADJOURNMENT

The Working Group adjourned at 7:31 p.m.



BOLINGBROKE CEMETERY BOARD MINUTES

Wednesday, May 25th, 2022

2:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Councillor RoxAnne Darling
Darla Kilpatrick
Garnet Gray
Ronald J. Fournier

Staff Present: Amanda Mabo, Acting CAO/Clerk
Kathryn Baker-Reed, Community Services Coordinator
Olivia Trudel, Administrative Assistant/Recording Secretary

Members/Staff Absent: Betty Anne Gillespie

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.
A quorum was present.

2. AMENDMENTS/APPROVAL OF THE AGENDA

The agenda was approved as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Minutes – November 29th, 2021**

The minutes of the Bolingbroke Cemetery Board Meeting held on November 29th, 2021, were approved as presented.

5. ORIENTATION FOR NEW WORKING GROUP

i) **Procedural By-Law.**

The Acting CAO/Clerk explained to the Board how other Working Groups/Boards use the applicable sections of the Tay Valley Township Procedural By-Law instead of creating their own.

RESOLUTION #BCB-2022-05-01

MOVED BY: Darla Kilpatrick
SECONDED BY: RoxAnne Darling

“THAT, the Bolingbroke Cemetery Board use the applicable sections of the Tay Valley Township Procedural By-Law as its Procedural By-Law.”

ADOPTED

6. BUSINESS

i) **Price List.**

The Board reviewed and discussed the price list. G. Gray asked if the prices were comparable to other cemeteries. The Acting CAO/Clerk said the prices were comparable to other rural cemeteries in the area.

RESOLUTION #BCB-2022-05-02

MOVED BY: Garnet Gray
SECONDED BY: Ronald Fournier

“THAT, the Price List for the Bolingbroke Cemetery be adopted, effective January 1, 2022.”

ADOPTED

ii) **DRAFT Internment Rights Certificate**

The Board reviewed the Internment Rights Certificate. There was confusion as to why there are four name places listed. G. Gray asked if someone purchases more than one plot, do they have to give a name for each of the plots. The Acting CAO/Clerk responded that yes, it is required that there must be a name attached to every plot sold.

RESOLUTION #BCB-2022-05-03

MOVED BY: Darla Kilpatrick
SECONDED BY: RoxAnne Darling

“**THAT**, the Internment Rights Certificate for the Bolingbroke Cemetery be approved.”

ADOPTED

iii) **DRAFT Contract for Internment Rights**

The Board reviewed and discussed the Contract for Internment Rights at length. The Acting CAO/Clerk explained that most of the information contained in the contract is legislatively required and therefore most of it must remain, but the Board can add items and change formatting. D. Kilpatrick asked if a box at the top of the Contract for Internment Rights could be added to record the Internment Rights Certificate number. The Board agreed that this would be helpful. Councillor Darling asked if the Contract for Internment Rights, Terms and Conditions could be numbered to make for easier reading. The Board agreed that this would be helpful.

The Acting CAO/Clerk explained the Contract for Internment Rights process. Before a Contract for Internment Rights is signed, the following documentation must be provided: the Internment Rights Certificate, the By-Law, the Price List, Consumer Information Guide, and the Contract for Internment Rights. The Buyer will sign two copies of the Contract for Internment Rights. The Buyer keeps one copy, the other is for Township records. A Contract for Internment Rights is filled out and signed for anything that is being sold.

It was brought to the Board's attention by G. Gray that the monument companies collect the fee for the Care and Maintenance Fund. As a result, the Draft By-Law and Draft Internment Rights Contract will need to be revised.

The next version of DRAFT Contract for Internment Rights will be discussed at the next meeting.

iv) **Discussion of DRAFT #2 Bolingbroke Cemetery By-Law**

The Board suggested the following changes or requested additional clarification:

- 2.3.1 – the Township is waiting on a response from the insurer
- 10.3 – add “except for those used as markers”; remove ceramics

- 10.4 – “wilted”
- 10.5 – remove
- 10.6 – remove
- 10.7 – remove
- 11.2 – take out “written” and “the Internment Rights Holder and”
- 11.3 – to remain unchanged

At the next meeting the DRAFT By-Law will be discussed again.

v) **Transfer of Financials to the Township.**

The Acting CAO/Clerk asked the Board if they knew where the cemetery does their banking. G. Gray explained that B. A. Gillespie, who is their Treasurer, would know all the details. It was decided that the Acting CAO/Clerk and Treasurer would set up a meeting with B. A. Gillespie to discuss the financials and get then moving.

The Bereavement Authority of Ontario (BAO) wants two bank accounts set up: a general account and a care and maintenance account.

At the next meeting, Transfer of Financials will be discussed again.

vi) **Insurance.**

The Acting CAO/Clerk is investigating who/what is covered under the Township’s insurance and if further insurance will need to be obtained.

At the next meeting Insurance will be discussed again.

7. NEW/OTHER BUSINESS

The Board added the following two items to the agenda.

i) **Repairs.**

G. Gray explained that there are some cosmetic repairs that need to be done. The Acting CAO/Clerk explained that all expenses need to be approved by the Board now that the Board has been established. For example, Pinehurst Cemetery Board presents a yearly proposed budget for review. If there is an additional expense outside of the budget, a resolution will need to be passed by the Board.

ii) **Signage.**

The Acting CAO/Clerk inquired about a Tay Valley sign for the Bolingbroke Cemetery with similar branding to other important landmarks in the Township. Sample photos will be sent to the Board for review.

8. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: To be determined

Proposed Agenda Items:

- *DRAFT Checklists – Disclosure to Prospective Purchasers*

9. DEFERRED ITEMS

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

- *DRAFT Bolingbroke Cemetery Procedure*
- *Compliance Self Evaluation Compliance Checklist*
- *Records*
- *Website*
- *Expansion of Cemetery*

10. ADJOURNMENT

The meeting was adjourned at 3:50 p.m.

Regular Meeting– April 25th, 2022

A regular meeting of the Perth and District Union Public Library Board was held on Monday, April 25th 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

R Rainer, Councillor, Tay Valley

D Palmer, Tay Valley

S Murray, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

D Hamilton-Foley, Town of Perth

Regrets:

S Giff, Town of Perth

J Fenik, Mayor, Town of Perth

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

Land/Territory Acknowledgement

Declaration of interest – E Heesen declared an interest in agenda item 9b.

Additions and approval of agenda

22-26 The agenda was approved as presented with a motion from S Murray and seconded by R Rainer.

Carried.

Delegations

- a. J Rothwell, KPMG. J Rothwell presented the 2021 audited financial statements and answered any questions.

D Palmer joined the meeting at 5:38

Consent Agenda

- a. Approval of Minutes of March 21, 2022
- b. Correspondence and communications
 - i. News
- c. Committee Reports
 - i. Property Committee minutes
 - ii. Ontario Library Service Board Assembly – Report
- d. Statement of Operations

22-27 The Consent agenda was accepted with a motion by D Palmer and seconded by T Parkinson.

Carried.

CEO's Report – E Heesen presented and discussed the April CEO's Report.

22-28 The CEO report was accepted with a motion by D Hamilton-Foley and seconded by J Matheson.

Carried.

Advocacy Round Table - Discussion Topic: E Heesen provided a list of provincial election candidates with meeting dates to be held with Lanark County library CEOs. A document with key messages to be used during election campaigns was provided. The key messages are those being put forward by Ontario Library Association (OLA) and Federation of Ontario Public Libraries (FOPL), which are being used by libraries across Ontario to ensure consistent advocacy messaging with the provincial government and all election candidates. These can be related to our own local advocacy issues, e.g. the importance of provincial funding for digital resources that would relieve pressure on local library budgets.

Policy Review - none

Unfinished and New Business

- a. Draft 2021 audit

22-29 Motion to allocate the 2021 operating surplus to the Contingency Fund. Moved by S Murray and seconded by R Rainer.

Carried.

22-30 Motion to approve the 2021 audited financial statement. Moved by J Matheson and seconded by D Palmer.

Carried.

- b. Library building condition assessment - E Heesen left the meeting due to declaration of interest. The two short listed proposals for the contract of the library building condition assessment were reviewed. Every board member reviewed the proposals using a scoring matrix prior to the meeting. Board members gave the firm of Buchan, Lawton and Parent a rating of 86.25/100 and the firm of J.L. Richards 93.75/100.

22-31 Motion to award the contract to J.L. Richards & Associates Limited with the contract to be signed by the chair of the Board. Moved by R Rainer and seconded by T Parkinson.

Carried.

Action Item: The CEO and Board Chair will prepare a response for Board members and staff to have available in the case of any inquiries with regards to any potential perceived conflict with the CEO's declaration of interest.

T Parkinson left the meeting at 6:30pm, E Heesen rejoined the meeting.

- c. Reciprocal borrowing with Westport Public Library

22-32 Motion to proceed with the reciprocal borrowing agreement with the Westport Public Library. Moved by R Rainer and seconded by S Murray.

Carried.

d. CEO parental leave – A timeline for the hiring process was discussed.

22-33 Motion to strike a hiring committee for the CEO parental leave consisting of C Rigby, T Parkinson, R Rainer, S Murray, and D Hamilton-Foley. Moved by R Rainer and seconded by D Palmer.

Carried.

Action Item – Move the timeline for the internal posting to one week earlier.

- e. Format of Board meetings – discussed the format of in-person and video conference for meetings. Attendance at meetings in person will be encouraged as public health conditions allow, in accordance with the procedural by-law.

Upcoming Meeting dates

- a. Board Meeting Monday, May 16 at 5:30pm
- b. Policy committee Monday, June 6 at 5:30pm
- c. Property committee Thursday, September 8 at 4:30pm

22-34 Motion to adjourn moved by D Hamilton-Foley at 7:00pm.

Chairperson

Secretary-Treasurer

POLICE SERVICES BOARD MINUTES

Tuesday, May 24th, 2022

2:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Neil Fennell, Municipal Appointee
Brian Campbell, Reeve, Council Appointee

Staff Present: Amanda Mabo, Acting CAO/Clerk/Secretary

Others Present: Karuna Padiachi, OPP, Acting Detachment Commander
Kerlous Tawdrous, OPP, Operations Manager/Sargeant

Members & Staff Absent: Vacant, Provincial Appointee

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.
A quorum was present.

2. 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) Minutes – February 8th, 2022.

The minutes of the Police Services Board Meeting held on February 8th, 2022 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

i) **OPP Recorded Patrol for Safe Communities Project**

Body cameras and in-car cameras are being implemented detachment by detachment. The install team started in Quinte West and are working their way down the 401 so the hope is that they will be installed in Lanark County this summer. When they are in place a demonstration will be provided at the Joint Association meeting.

7. BUSINESS

i) **Policing Contract.**

Detachment Commander.

a) Lanark County OPP – 1st Quarter Report

The Board reviewed and discussed the reports.

ii) **Electronic Speed Sign.**

The new speed sign has been delivered and when undertaking training it was discovered that it was a newer version that requires a newer version of software. If the unit is kept it will cost an additional \$2,500 for two software licenses. The alternative is to return the unit for a full refund and to use the traffic counters in Public Works that collects the same data and then look for a display speed sign that can be used for traffic calming. The Board agreed to return the unit.

The Board agreed to let Public Works determine where to deploy the traffic counters this year.

iii) **2021 Annual Police Services Board Report.**

The Board reviewed and discussed the report. The report will be included on the next Committee of the Whole agenda for information and also posted to the website.

iv) **MADD Canada Impaired Driving Counter Measures.**

The Board agreed to purchase two signs, one just south of the hamlet of Glen Tay in the area of the corn field will allow for viewing by traffic exiting the hamlet and proceeding towards County Road #10. This location accommodates substantial traffic both north and south bound. The second sign

can be located on Harper Road. The Board would like to see the Township logo and OPP logo on the signs and prefer the sign at the bottom of page 35 of the agenda.

v) **Lanark County Association of Police Service Boards Update.**

Next meeting is in Tay Valley Council Chambers on June 22, 2022.

vi) **OAPSB Zone 2 Update.**

The next meeting is Friday, June 17, 2022 from 9:30 a.m. – 1:00 p.m. in the Municipality of Greater Napanee at the Strathcona Paper Centre (Banquet Hall) 16 McPherson Drive, Napanee. There will be delegations from Jim Sheehan, Area Representative Northline Canada regarding speed measuring devices and speed reduction strategy, with keynote speaker OPP Deputy Commissioner Chuck Cox regarding Counter Exploitation and Missing Persons”

8. NEW/OTHER BUSINESS

None.

9. PSB MEETING SCHEDULE

| Date | Time | Meeting or Event | Location |
|--------------------|-------------|---|------------------|
| May 26-27, 2022 | | OAPSB Spring Conference | Virtual |
| June 17, 2022 | 9:30 a.m. | OAPSB Zone 2 | Greater Napanee |
| June 22, 2022 | 10:00 a.m. | Lanark County Association of Police Services Boards | Tay Valley |
| September 16, 2022 | 9:30 a.m. | OAPSB Zone 2 | Quinte West |
| September 27, 2022 | 2:00 p.m. | Police Services Board Meeting | Municipal Office |

10. DEFERRED ITEMS

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

- 2022 Electronic Speed Sign Deployment Results

11. ADJOURNMENT

The Board adjourned at 3:13 p.m.

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the April 20, 2022 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the March 16, 2022 Board meeting and of Executive Committee meetings held in November 2021. Please also note that per Sec. 38 of the *Conservation Authorities Act*, MVCA's Audited Financial Statements for 2021 are now available for review by our members.

Watershed Conditions Report

The Authority continues to fill lakes in the upper watershed to achieve target summer water levels. With lakes approaching full, if there is significant rainfall, some water may need to be released downstream to prevent overtopping of dams. With snowmelt on across the watershed complete, rainfall will be the controlling factor for water conditions on the lakes and rivers.

Offer to Purchase Section of the K&P Trail

The Board declined an offer to purchase a 650-meter section of the K&P Trail from a private owner so that it may continue in public hands as a multi-purpose recreational trail by locals and visitors to Eastern Ontario.

MVCA Committee Structures

The Board approved modifications to its committee structures to provide greater clarity in their respective roles and responsibilities. By-law amendments will be drafted to implement direction received.

Lower Mississippi Flood Plain Mapping Update

The Board adopted the report, maps, and new regulatory limits prepared during the review and update of mapping downstream of Bridge Street in the Town of Carleton Place to its outlet to the Ottawa River. A combination of 1D and 2D modeling were used which improved the calculation of flows and levels around the various islands in Carleton Place and downstream.

COVID - Return to Work Update

MVCA's offices are now fully open to the public. The Authority is trialing alternative work arrangements: compressed work weeks for outdoor workers and hybrid work from home for office workers.

Management of Reserves

The board approved in principle an approach to managing the Operating Reserve and directed staff to return to the Board with more fully developed policies. As well the Board directed staff to update the 5-year needs assessment and 10-year capital plan including a projection of capital levy increases to allow for delivery of priority capital projects.

Managing Workplace Stress

Information was shared with the Board regarding the scope and significance of employee stress at MVCA and a commitment was made to return to the Board in May with an Action Plan setting out the next steps to reducing and mitigating workplace stressors.

Insurance Inspection Report

The Board was provided information regarding the results of a recent inspection carried out by MVCA's insurer at its conservation areas. The report identified recommendations of the insurer and the actions staff will be taking to address.

Grants

A report was tabled outlining the benefits and challenges of seeking and using grants. Staff set out an approach that will be taken to manage workload and budgetary pressures associated with some grants.

GM Update - The Board received the latest report for information.

ATTACHMENTS

- Approved Minutes for March 16, 2022
- Approved Minutes for November 12, 2021

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

| Board of Directors | 3/22 | March 24, 2022 |
|---------------------------|--|---|
| 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, May 30th, 2022

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Peter Siemons

Members Absent: Ron Running

Staff Present: Noelle Reeve, Planner
Garry Welsh, Secretary/Treasurer
Sarah MacLeod-Neilson, Rideau Valley Conservation
Authority (RVCA)

Applicant/Agents Present: Michael Flynn, Owner
Jessica ter Haar, Owner
Nathan Jones, Applicant

Public Present: None

1. CALL TO ORDER

The Chair called the meeting to order at 5:02 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 – April 25th, 2022.**

The minutes of the Committee of Adjustment meeting held on April 25th, 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:

MV22-13 – FLYNN – 627 Pike Lake Route 12A, Concession 8, Part Lot 24, geographic Township of North Burgess

MV22-15 – ter HAAR – 823 Cohen Way, Concession 8, Part Lots 14 and 15, geographic Township of South Sherbrooke

MV22-10 – MITCHELL – 289 Christie Lake Lane 21, Concession 2, Part Lot 21, geographic Township of South Sherbrooke

6. APPLICATIONS

i) **FILE #: MV22-13 – Flynn**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner also noted that an overhead electrical wire at the property will have to be relocated, in order to proceed. The Planner also acknowledged that Rideau Valley Conservation Authority had concerns with the stability of the property's slope.

b) APPLICANT COMMENTS

The applicant confirmed that they will relocate the overhead wire, at their expense. The applicant also agreed to obtain the required geotechnical analysis of the slope.

c) ORAL & WRITTEN SUBMISSIONS

The representative from Rideau Valley Conservation Authority recommended that a letter of opinion from a geotechnical engineer would be satisfactory, unless it is found that a full assessment is warranted.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2022-14

MOVED BY: Peter Siemons
SECONDED BY: Larry Sparks

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV22-13 is **approved**, to allow a variance from the requirements of Section 3.29 (Water Setback) and Section 5.2 (Yard setback and lot coverage) of Zoning By-Law 2002-121, for the lands legally described as 627 Pike Lake Route 12A, Concession 8, Part Lot 24 in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-015-37100

- To reduce the minimum required water setback for a proposed cottage addition to 26m (85 ft) from the lake instead of the 30m required.

- To reduce the east side yard setback to 4.6m from the required 6m and to permit lot coverage of 12% rather than the 10% permitted;

THAT, a Site Plan Control Agreement, including the conditions from a successful steep slope analysis and conditions from the Rideau Valley Conservation Authority, be executed.”

ADOPTED

ii) **FILE #: MV22-15– ter Haar**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that this property is a severable lot, located in a Hamlet. The application will allow the second dwelling to be constructed, prior to the completion of a proposed severance.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2022-15

MOVED BY: Peter Siemons

SECONDED BY: Larry Sparks

“**THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV22-15 is **approved**, to allow a variance from the requirements of Sections 3.19.1 and 3.19.3 (Second Dwelling Zoning provisions) of Zoning By-Law 2002-121, for the lands legally described as 823 Cohen Way, Concession 8, Part Lots 14 and 15, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-010-26100 to permit the construction of a second dwelling, with a separation from the principal dwelling greater than the maximum 12m (40 ft) permitted and serviced by a separate septic and well (rather than shared systems),

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

ADOPTED

iii) **FILE #: MV22-16 – Mitchell**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. It was not known if the applicant intends to connect the sleep cabin to electrical service.

b) **APPLICANT COMMENTS**

None.

c) **ORAL & WRITTEN SUBMISSIONS**

There were written questions submitted by a neighbouring property owner, prior to the meeting, which had been answered by the Planner.

d) **DECISION OF COMMITTEE**

The Committee confirmed that a Site Plan Control Agreement will be required.

RESOLUTION #COA-2022-16

MOVED BY: Peter Siemons

SECONDED BY: Larry Sparks

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV22-16 is **approved**, to allow a variance from the requirements of Section 2 Definitions (Sleep Cabin) of Zoning By-Law 2002-121, for the lands legally described as 289 Christie Lake Lane 21, Concession 2, Part Lot 21, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-020-35000 to permit a bathroom in the sleep cabin,

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

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:40 p.m.