



COMMITTEE OF THE WHOLE AGENDA

Tuesday, March 7th, 2023
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Greg Hallam

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

None.

5. **DELEGATIONS & PRESENTATIONS**

- i) **Presentation – Annual Waste Site Reports.**
Jordan Bowman, P.Geo., P. Biol
Manager, Geo-Environmental, McIntosh Perry.

A copy of the Draft Waste Disposal Site Annual Reports can be viewed at:
<https://events.tayvalleytwp.ca/meetings/Detail/2023-03-07-1800-Committee-of-the-Whole-Meeting>

Report #PW-2023-07 – 2022 Waste Disposal Site Annual Reports – attached, page 10.

Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Report #PW-2023-07 – 2022 Waste Disposal Site Annual Report be received as information;

***AND THAT,** staff be directed to submit the 2022 Annual Reports for the Glen Tay, Maberly and Stanleyville sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2023 deadline, to be in conformity with the Certificates of Approval for each site.”*

6. PRIORITY ISSUES

- i) **Report #PD-2023-06 – Severance Application - Lee – attached, page 19.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

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

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

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

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

That, the recommendations of the August 2022 BCH Environmental Impact Statement be incorporated into a Development Agreement (as well as any mitigation measures from a whip-poor-will survey to be undertaken in early summer and fish habitat observations).

That, a stormwater management plan be developed for the causeway.

That, the area containing the right of way will require an Official Plan Amendment because no site alteration is permitted within 30m of water.

That, due to public comments which have referred to experience of paddling around the 'island' and past correspondence from the Ministry of Natural Resources, etc., the County clarify the accuracy of the survey of the right of way that is proposed to be relocated with a surveyor or with the Surveyor General of Ontario.

And that, the County clarify with Ministry of Natural Resources and Forests their position on the right of way."

- ii) **Report #CBO-2023-03 – Building Department Report – January – February 2023 – attached, page 26.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

"THAT, Report #CBO-2023-03 – Building Department Report – January - February 2023 be received as information."

- iii) **Report #PW-2023-04 – Tandem Plow Truck – RFP Award – attached, page 27.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

"THAT, Request for Proposal #2023-PW-002 – One (1) Tandem Plow Truck be awarded to Francis Canada Truck Centre Inc.;

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

- iv) **Report #PW-2023-05 – Rehabilitation of Harper and Keays Road – Tender Award – attached, page 30.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

"THAT, Tender #2023-PW-001 for the Rehabilitation of Harper and Keays Roads be awarded to Arnott Brothers Construction in the amount of \$1,366,722.96 plus H.S.T.;

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

- v) **Report #PW-2023-06 – Micro-surfacing Powers Road – Tender Award – attached, page 33.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

"THAT, Schedule 'O', Powers Road, of Lanark County Tender #PW-C-09-2023-23-E0 – Micro-surfacing be awarded to Miller Paving Limited;

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

- vi) **Report #FIN-2023-02 – 2022 Development Charges Statement – attached, page 36.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2023-02 - 2022 Development Charges Statement be received as information.”

- vii) **Report #FIN-2023-03 – 2022 Planning Act Financial Report for Parkland – attached, page 40.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2023-03 - 2022 Planning Act Financial Reporting for Parkland be received as information.”

- viii) **Report #FIN-2023-04 – 2022 Statement of Remuneration and Expenses – attached, page 44.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2023-04 - 2022 Statement of Remuneration and Expenses be received as information.”

- ix) **Report #FIN-2023-05 – 2022 Investment Report - attached, page 47.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2023-05 - 2022 Investment Report be received as information.”

- x) **Report #FIN-2023-06 – 2023 Budget – PSAB Restatement – attached, page 51.**
Ashley Liznick, Treasurer.

Suggested Recommendation to Council:

“THAT, Report #FIN-2023-06 - 2023 Budget – PSAB Restatement, be received as information.”

- xi) **Report #CAO-2023-04 – Naming of Forest Trail Park – attached, page 55.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the newly developed Forest Trail be named _____ as outlined in Report #CAO-2023-04 – Naming of Forest Trail Park.”

- xii) **Report #CAO-2023-05 – Forest Trail Project Update – attached, page 62.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, Report #CAO-2023-05 – Forest Trail Project Update, be received for information.”

- xiii) **Report #CAO-2023-06 – Strategic Planning Consultant – attached, page 66.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, Section 7.4 of the Procurement Policy be waived to single source a Strategic Planning Consultant through Town Hall Consulting (Rob Adams).”

- xiv) **Report #CAO-2023-07 – Extension of Integrity Commissioner Contract – attached, page 68.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the current contract with Cunningham, Swan, Carty, Little & Bonhom, the Township’s appointed Integrity Commissioner be extended until March 31, 2028;

AND THAT, the Reeve and Clerk be authorized to execute the necessary extension agreement.”

7. CORRESPONDENCE

- i) **23-03-01 – Council Communication Package – cover sheet attached, page 81.**

Suggested Recommendation to Council:

“THAT, the 23-03-01 Council Communication Package be received for information.”

- ii) **Rideau Valley Conservation Authority – New Flood Mapping Project – attached, page 82.**

Suggested Recommendation to Council:

“THAT, the letter from Rideau Valley Conservation Authority dated February 3, 2023 regarding New Flood Mapping Project be received for information.”

- iii) **A Call to End Homelessness in Ontario.**
Reeve Rob Rainer.

Suggested Recommendation to Council:

*“**WHEREAS**, the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;*

***WHEREAS**, the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;*

***WHEREAS**, homelessness requires a range of housing, social service and health solutions from government;*

***WHEREAS**, homelessness is felt most at the level of local government and the residents that they serve;*

***WHEREAS**, municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge;*

***AND WHEREAS**, leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario;*

***NOW THEREFORE BE IT RESOLVED THAT**, the Township of Tay Valley Township calls on the Provincial Government to urgently:*

- a. Acknowledge that homelessness in Ontario is a social, economic and health crisis;*
- b. Commit to ending homelessness in Ontario;*
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal;*

***AND FURTHER THAT**, a copy of this motion be sent to the Minister of Municipal Affairs and Housing, the Minister of Children, Community and Social Services, the Minister of Health and to the Association of Municipalities of Ontario.”*

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

- i) **Bolingbroke Cemetery Board** – *deferred to the next meeting.*
Councillor Wayne Baker.

ii) **Committee of Adjustment.**

23-02-27 – DRAFT Committee of Adjustment Hearing Meeting Minutes – *attached, page 85.*

iii) **Fire Board** – *deferred to the next meeting.*

Councillor Wayne Baker, Councillor Greg Hallam, Councillor Marilyn Thomas

iv) **Library Board** – *deferred to the next meeting.*

Councillor Andrew Kendrick.

v) **Pinehurst Cemetery Board** – *deferred to the next meeting.*

Councillor Fred Dobbie.

vi) **Police Services Board.**

Reeve Rob Rainer.

23-02-28 – DRAFT Police Services Board Meeting Minutes – *attached, page 92.*

vii) **Green Energy and Climate Change Working Group** – *deferred to the next meeting.*

Councillor Greg Hallam and Councillor Angela Pierman

viii) **Municipal Drug Strategy Committee** – *deferred to the next meeting.*

Councillor Korrine Jordan.

ix) **Mississippi Valley Conservation Authority Board** – *deferred to the next meeting.*

Councillor Andrew Kendrick.

x) **Rideau Valley Conservation Authority Board** – *deferred to the next meeting.*

Councillor Angela Pierman.

xi) **County of Lanark.**

Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

i) **CONFIDENTIAL: Identifiable Individual – Unreasonable Customer Behaviour.**

Rob Rainer, Reeve

Suggested Motion:

“THAT, Committee move “in camera” at ___ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees, regarding unreasonable customer behaviour;

AND THAT, the Chief Administrative Officer/Clerk, Deputy Clerk and Planner, remain in the room.”

Suggested Motion:

“THAT, Committee return to open session at ____ p.m.”

- *Chair’s Rise and Report.*

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

DELEGATIONS/ PRESENTATIONS

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #PW-2023-07
Sean Ervin, Public Works Manager

2022 WASTE DISPOSAL SITE ANNUAL REPORTS

STAFF RECOMMENDATION(S)

“**THAT**, Report #PW-2023-07– 2022 Waste Disposal Site Annual Report be received as information;

AND THAT, staff be directed to submit the 2021 Annual Reports for the Glen Tay, Maberly and Stanleyville sites to the Ministry of the Environment, Conservation and Parks before the March 31st, 2023 deadline, to be in conformity with the Certificates of Approval for each site.”

BACKGROUND

A requirement within each Certificate of Approval for the Tay Valley Township Waste Disposal Sites is to submit an Annual Report by March 31st of the year following the testing.

DISCUSSION

The Township’s Waste Management Consultant, McIntosh Perry Consulting Engineers (MPCE), is preparing the annual reports for the Glen Tay, Maberly and Stanleyville sites. The reports draft executive summaries are attached and the full draft reports are included as a package on the Townships website for the March 7th meeting. The draft reports are currently being reviewed by staff and will be submitted by MPCE on behalf of the Township by the March 31st deadline. A copy of the final reports can be forwarded to Council once reviewed by staff.

The reports thoroughly describe changes in waste generation and recycling levels, as well as any changes in the environmental monitoring program. Overall, MPCE do not note any major concerns in any of the three reports.

OPTIONS CONSIDERED

Option #1 – (recommended) – receive the draft reports for information and direct staff to submit the three (3) reports to the MOECP prior to the March 31 deadline.

Option#2 – Do nothing – this is not recommended because the submission of the annual

reports is a requirement of the Township's Certificate of Approval.

STRATEGIC PLAN LINK

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

Guiding Principles

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

CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

There are no financial implications associated with the recommendations in this report.

CONCLUSIONS

Submission of annual reports to the Ministry of the Environment, Conservation and Parks for the municipal waste disposal sites will fulfill the Township's reporting obligations within the respective Certificates of Approval to operate each site.

ATTACHMENTS

- i) Annual Report Executive Summaries for the Glen Tay, Maberly and Stanleyville Waste Disposal Sites for 2023

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for the Glen Tay Waste Disposal Site (WDS) during the period from January 1 to December 31, 2022.

Site Operations

Tay Valley Township currently operates three WDS. Two of the sites (Stanleyville WDS and Maberly WDS) operate as Waste Transfer Stations, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal. The Township collects waste disposal data in the form of bag counts for each of the three sites. The amount of waste brought to the Glen Tay WDS in 2022 was 90,470 bags from the residents of Bathurst Ward. This is an increase of approximately 6.40% in comparison to last year's bag count. In 2022, a total of 130,476 bags were disposed of at the Glen Tay WDS, including 15,352 bags from the Maberly WDS and 24,654 bags from the Stanleyville WDS.

In early 2021, in addition to bag counts, the Township also started tracking waste received from all three active sites in the form of waste bins (compacted and uncompacted). A comparison of available data in the same timeframe for both years indicates a 4.6% increase in uncompacted waste volume, and a 24.4% increase in compacted waste volume for 2022 when compared to 2021.

Topographic surveys of the Glen Tay WDS were completed on November 30, 2021, and again November 11, 2022, by McIntosh Perry Surveying Inc. The volume change at the Glen Tay WDS between surveys in the Phase 1 area was calculated to be approximately 4,389.02 m³. This value represents the volume of both waste and any other imported materials at the active waste filling area.

The remaining Phase 1 site capacity, when including the total volume change, is approximately 165,109 m³ (as of November 2022). A fill generation rate of 0.5750 m³/cap/year was calculated for 2022. The site life of the Phase I portion of the property is estimated to exceed 35 years.

Recyclable waste quantities were combined for the three waste disposal sites (Glen Tay WDS, Maberly WDS, and Stanleyville WDS). The total mass of recyclable or diverted materials accumulated at the three Tay Valley Township WDS was approximately 450 metric tonnes. This represents a 4.33% increase from what was reported in 2021 when using a comparable analysis.

There were no reported site inspections reports available by the Ministry of the Environment, Conservation and Parks (MECP) at Glen Tay WDS during 2022. No reports of complaints from the public or agencies were recorded for 2022. An amended Environmental Compliance Approval (ECA) was received from the MECP in March of 2022, which replaced the 2008 Certificate of Approval under which the facility was operating. The amended ECA better reflect the facility's current Operation and Development practices, while also formalizing the environmental monitoring plan previously agreed upon with the MECP in a single approval document.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014 and formalized in the Amended Environmental Compliance Approval

Executive Summary

(ECA) (No. A450601) dated March 15, 2022. The environmental monitoring plan established by McIntosh Perry follows the MECP-approved action plan, outlined in the ECA.

There is limited evidence to suggest WDS-related impacts to surface water. While down-gradient sampling locations have exceedances of Provincial Water Quality Objectives (PWQO) for various parameters, background data show similar concentrations of most parameters. Elevated concentrations of iron have been observed at SW6-99 in recent years, which are partly attributed to high turbidity in samples due to low flow.

There is limited evidence to suggest WDS-related impacts to overburden groundwater. Groundwater impacts in the overburden unit appear isolated and are present in both upgradient and downgradient locations.

There are some data that suggest WDS-related impacts to bedrock groundwater. Groundwater impacts in the bedrock unit include exceedances of Ontario Drinking Water Quality Standards (ODWS) and/or Reasonable Use Limits (RUL) for several leachate-indicator parameters at all down-gradient monitoring wells.

Sampling of three private off-site water supply wells was conducted. Short term trends and individual 2022 sampling results suggest rising sodium concentrations in two well locations (PW-2 and PW-3). However, no analytical evidence indicates WDS-related impacts to the private water supply wells.

It is recommended that the Township continues with the surface water and groundwater monitoring and sampling programs, as defined in the action plan that was approved by MECP in February 2014 and the Amended Environmental Compliance Approval (no. A450601) dated March 15, 2022.

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for at the Stanleyville Waste Disposal Site (WDS) during the period from January 1 to December 31, 2022.

Site Operations

Tay Valley Township currently operates three WDS, Glen Tay WDS, Maberly WDS and Stanleyville WDS. The Stanleyville WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal.

The Township collects waste disposal data in the form of bag counts for each of the three Sites. In 2022, 24,654 bags were transferred from the Stanleyville WDS to the Glen Tay WDS, a decrease of approximately 21% from the previous year.

In early 2021, in addition to bag counts, the Township also started tracking waste generated at the Stanleyville WDS in the form of compacted waste bins, which is transferred to the Glen Tay WDS. A comparison of available data in the same timeframe for both years indicates a 29% increase in compacted waste volume at the Stanleyville WDS for 2022 when compared to 2021.

While the Stanleyville WDS has been capped, there is approximately 153,800 cubic metres of capacity remaining. If waste disposal operations were to resume at the Stanleyville WDS, the projected Site life would be in excess of 20 years, premised on the resumption of fill at a rate similar to what was being imported in 2007 prior to capping.

Recyclable waste quantities were combined for the three waste disposal sites (Glen Tay WDS, Maberly WDS, and Stanleyville WDS).

The total mass of recyclable or diverted materials accumulated at the three Tay Valley Township WDS was approximately 450 metric tonnes. This represents a 4.33% increase from what was reported in 2021 when using a comparable analysis.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Stanleyville WDS during 2022. No reports of complaints from the public or agencies were recorded for 2022.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014. The environmental monitoring for 2022 was conducted according to the Action Plan approved by the MECP.

Possible WDS-related impacts are observed in surface water data; downgradient surface water sampling locations had exceedances of PWQO for alkalinity, phosphorous, iron and phenols, which were not observed at the background location (SW-4). Surface water sampling location SW-3 and SW-2 exceeded PWQO for

Executive Summary

parameters including total phosphorus, iron (leachate-indicator parameters), as well as phenols, unionized ammonia and alkalinity.

There are data to indicate WDS-related impacts on the overburden groundwater unit. Analytical results for downgradient wells indicate RUL and/or ODWS exceedances for alkalinity, dissolved organic carbon, total dissolved solids, sulphate, chloride, and/or iron. Additionally, RUL and ODWS exceedances are seen in downgradient wells (OB-A, OB-1 and OB-2) of parameters including alkalinity, total dissolved solids and iron.

There are data to suggest WDS-related impacts to the bedrock groundwater unit. The background bedrock monitoring well (BR-3) indicate RUL and ODWS exceedances of sulphate, iron and total dissolved solids.

There is one nearby off-site water supply well (PW1) downgradient from the Site. There are data to suggest potential drinking water impacts associated with the WDS as RUL exceedances of nitrate are evident as discovered during the 2018 spring sampling event. However, no exceedances of RUL or ODWS were detected at PW1 in the 2022 spring and fall sampling events.

It is recommended that the Township continues with the surface water and groundwater monitoring and sampling programs, as defined in an action plan that was approved by the MECP in February 2014.

Executive Summary

This report includes a summary and analysis of the site operational activities and environmental monitoring program for the Maberly Waste Disposal Site (WDS) during the period from January 1 to December 31, 2022.

Site Operations

Tay Valley Township currently operates three WDS; Glen Tay WDS, Stanleyville WDS and the Maberly WDS. The Maberly WDS currently operates only as a Waste Transfer Station, where domestic waste is collected and compacted prior to being transported to the Glen Tay WDS for disposal. The Township collects waste disposal data in the form of bag counts for each site. In 2022, a total of 15,362 bags were transferred from the Maberly WDS to the Glen Tay WDS, a decrease of approximately 9.09% from the previous year.

In early 2021, in addition to bag counts, the Township also started tracking waste generated at the Maberly WDS in the form of compacted waste bins, which is transferred to the Glen Tay WDS. A comparison of available data in the same timeframe for both years indicates a 65% increase in compacted waste volume at the Maberly WDS for 2022 when compared to 2021.

While the Maberly WDS has been capped, there is approximately 5,860 cubic metres of capacity remaining. If waste disposal operations were to resume at the Maberly WDS, the projected site life would be approximately five (5) years.

Recyclable waste quantities were combined for the three waste disposal sites (Glen Tay WDS, Maberly WDS, and Stanleyville WDS).

The total mass of recyclable or diverted materials accumulated at the three Tay Valley Township WDS was approximately 450 metric tonnes. This represents a 4.33% increase from what was reported in 2021 when using a comparable analysis.

There were no reported site inspections carried out by the Ministry of the Environment, Conservation and Parks (MECP) at Maberly WDS during 2022. No reports of complaints from the public or agencies were recorded for 2022.

Environmental Monitoring

A review of the current surface water and groundwater monitoring networks and parameter lists was conducted by McIntosh Perry in late 2013. An action plan providing a rationale for changes to the network was approved by the MECP in February 2014. The environmental monitoring plan established by McIntosh Perry follows the MECP-approved action plan.

There are limited data to indicate surface water impacts associated with the WDS. Most parameters that exceed Provincial Water Quality Objectives (PWQO) at downgradient surface water sampling locations also exceed criteria at up-gradient locations.

Possible WDS-related impacts to the overburden groundwater appear to be correlated with proximity to the WDS. Several down-gradient monitoring wells exhibited exceedances of Ontario Drinking Water Standards (ODWS) and the Reasonable Use Limits (RUL) for leachate-indicator parameters.

Executive Summary

The addition of two new bedrock monitoring wells (BR1-19 and BR2-19), installed on September 26, 2019, allow for new suitable monitoring wells to collect background data on groundwater in the bedrock unit. Analytical results from BR1-19 indicate ODWS and RUL exceedances for multiple parameters during the fall and spring sampling events (including duplicates). Analytical Results from BR2-19 (up-gradient) did not indicate any ODWS or RUL exceedances.

There are no nearby off-site water supply wells down-gradient from the Site.

The following recommendations are made:

- Continue with the surface water and groundwater monitoring and sampling programs, as defined in the action plan that was approved by MECP in February 2014.
- Assess the appropriate background well(s) and derivation of trigger levels for RUL assessments.
- Regularly monitor the Site for evidence of seeps
- Continue to monitor bedrock unit to assess concentration trends and exceedances

PRIORITY ISSUES

COMMITTEE OF THE WHOLE

March 7, 2023

**Report #PD-2023-06
Noelle Reeve, Planner**

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

STAFF RECOMMENDATION

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

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

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

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

That, the recommendations of the August 2022 BCH Environmental Impact Statement be incorporated into a Development Agreement (as well as any mitigation measures from a whip-poor-will survey to be undertaken in early summer and fish habitat observations).

That, a stormwater management plan be developed for the causeway.

That, the area containing the right of way will require an Official Plan Amendment because no site alteration is permitted within 30m of water.

That, due to public comments which have referred to experience of paddling around the ‘island’ and past correspondence from the Ministry of Natural Resources, etc., the County clarify the accuracy of the survey of the right of way that is proposed to be relocated with a surveyor or with the Surveyor General of Ontario.

And that, the County clarify with Ministry of Natural Resources and Forests their position on the right of way.

BACKGROUND

The proposal in application B22/143 is to extinguish an existing (on paper) 70.4m (231 ft) long right of way approximately 729m² (7,853 sq ft) over Lee Trail Lane and replace it with an approximately 80m long right of way approximately 1,159m² (832 sq ft) in area (as constructed) slightly to the west.

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

The applicant consulted with the Rideau Valley Conservation Authority (RVCA) about filling the wetland and was told the RVCA do not currently regulate that wetland so no permit was required. RVCA recommended the applicant consult with the Ministry of Natural Resources (MNRF).

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

The controversy centres on whether there was a shoreline between the “island” and the mainland. Severance comments from 1994 appear to indicate the MNRF distinguished between “the mainland” and the severed lots proposed on the island.

It was brought to RVCA’s attention that the roadway had potential to impact watercourses through the subject parcel. The RVCA consulted the Ministry of Natural Resources for placement of fill on a lakebed; Ministry of Environment, Conservation and Parks for Species at Risk (turtles, Gray Ratsnake, etc.), and Department of Fisheries and Oceans for fish habitat. Ultimately, it was determined the RVCA had the ability to require culverts for the two streams located within the wetland.

DISCUSSION

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

Recommended Conditions for the severance:

- *Payment of all taxes owing*
- *Payment of all costs incurred by the Township for review*
- *Two copies of the Deed/Transfer*
- *Two copies of the reference plan*
- *Recommendations of the August 2022 BCH Environmental Impact Study (EIS) be included in a Development Agreement (with conditions from a supplemental EIS for Whip-Poor-Will included in the Development if any are required)*
- *Rezoning or a minor variance required for site alteration within 30m of water.*

Provincial Policy Statement

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

Section 2.1 Natural Heritage is met if the requirements of the August 2022 BCH Environmental Impact Study (EIS) and a stormwater management plan are included in a Development Agreement. A supplemental EIS will be required as the original EIS did not include observations for whip-poor-will, which are listed in the Natural Heritage Information Centre database for the area, nor did it address fish habitat.

Section 3.1 Protecting Public Health and Safety – Natural Hazards are satisfied if the right of way is above the flood elevation established on Otty Lake.

County Sustainable Community Official Plan

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

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

Official Plan

Section 2.24.1 Waterfront Development states that development or site alteration such as filling, grading or excavating shall occur a minimum distance of 30m from the highwater mark of any waterbody. Therefore, an Official Plan Amendment will be required as the right of way does not appear to consistently meet the 30m water setback.

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

Section 2.22.2 Fish Habitat and Adjacent Lands states that fish habitat shall be included in an Environmental Impact Study. The August 2022 BCH Environmental Impact Study did not address fish habitat so requires additional work. Drainage and stormwater impacts are to be included in such an EIS.

Section 2.22.4 Threatened and Endangered Species Habitat protection will be met if the recommendations of the August 2022 BCH Environmental Impact Study (EIS) are enforced through a Development Agreement. Additionally, the Development Agreement will need to include any information based on a supplement to the original EIS for Whip-Poor-Will observation.

Zoning By-Law

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

Rideau Valley Conservation Authority (RVCA)

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

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

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

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

Mississippi Rideau Septic System Office (MRSSO)

Not circulated.

Public Comments

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

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

CLIMATE CONSIDERATIONS

None. The proposal to extinguish one right of way and replace it with another located slightly to the west does not change the existing situation.

CONCLUSION

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

ATTACHMENTS

- i) Lanark County Land Division Notice of Application - Cover
- ii) Lanark County Land Division Notice of Application - Map

Prepared and Submitted By:

Approved for Submission By:

**Noelle Reeve,
Planner**

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



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

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

To: EVERY LANDOWNER WITHIN 60 METRES OF THE SUBJECT LANDS

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

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

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

OTHER RELATED APPLICATIONS:

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

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

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

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

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

Dated at Bathurst Township this 21st day of December 2022.

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

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

LANARK COUNTY

File# B22/143

Landowner: Regan Lee

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

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

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



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

01/01/2023-02/28/2023 Summary Report with Previous 3 year Average

2023	Number of Permits	3 yr. avg. (2020-2022)	S.F.D.'s	3 yr. avg. (2020-2022)	Commercial	3 yr. avg. (2020-2022)	Permit Fees	3 year average (2020-2022)	Building Value	3 year average (2020-2022)	Dev.Charge
January	3	5	0	0	0	0	\$4,434.83	\$3,239.20	\$455,000.00	\$725,555.67	\$3,800
February	5	5	1	1	0	0	\$4,489.90	\$7,440.30	\$763,000.00	\$1,716,866.67	\$8,344
Total	8	10	1	1	0	0	\$8,924.73	\$10,679.50	\$1,218,000.00	\$2,442,422.33	\$12,144

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

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

COMMITTEE OF THE WHOLE

March 7, 2023

Report #PW-2023-04

Sean Ervin, Public Works Manager

TANDEM PLOW TRUCK - RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Request for Proposal #2023-PW-002 – One (1) Tandem Plow Truck be awarded to Francis Canada Truck Centre Inc.;

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

BACKGROUND

The 2012 International Tandem Truck (#12) is scheduled for replacement in 2024 in accordance with the Township’s 10-year Capital Plan. Due to extended wait times for plow trucks, the estimated replacement cost was included in the 2023 Capital Budget. Truck #12 has had significant repairs in the past and is a very important piece of equipment for the Township. Although the truck is mainly used during the winter months for plowing and sanding of the roads, it is also used in the summer for hauling gravel for road maintenance and culvert replacements or for hauling materials during ditching projects. The truck is also used at the waste site from time to time to haul stockpiled cover materials to the active face of the landfill.

DISCUSSION

Tay Valley Township issued the Request for Proposal (RFP) on February 3, 2023, on the Township’s portal of Bids and Tenders. A newsfeed was issued on the Township’s website and notice was also posted on the Townships Facebook page and in the local paper. The Request for Proposal (RFP) closed on February 23, 2023, and one bid was received.

Company
Francis Canada Truck Centre Inc.

The submission was evaluated on price, equipment specifications, integration with current fleet and warranty. Receiving only one bid did not come to a surprise as other truck manufacturers do not have any inventory to deliver, even into 2024.

FINANCIAL CONSIDERATIONS

The 2023 Capital Budget included \$375,000 to purchase a Tandem Plow Truck. The proposed price by Francis Canada Truck Centre is as per the following:

2024 Freightliner 114SD w/ Viking Plow Equipment	\$ 388,100.00
Rebated H.S.T.	\$ 6,830.56
Total	\$ 394,930.56
Budget	\$ 375,000.00
Surplus/(Deficit)	\$ (19,930.56)

The proposed truck will be built in the last quarter of 2023, with approximate delivery to the Township in late spring 2024.

The 2012 International tandem truck would be sold on GovDeals once the new truck arrives. It is anticipated that the 2012 truck will sell for a price between \$20,000 to \$30,000, if the ongoing issues are fixed. This would cover the deficit shown above and may result in a small surplus, if the Township is able to sell the vehicle at the higher end of the estimated retail price.

The price of new equipment continues to rise, which is being driven by the price of steel and supply chain issues. The Township does have funds available in the Equipment Reserve to cover this purchase.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the Request for Proposal #2023-PW-002 – One (1) Tandem Plow Truck to Francis Canada Truck Centre Inc.

Option #2 – Not award the Contract. This is not recommended as this vehicle has a direct impact on the level of service provided to residents and prices are anticipated to continue to increase annually.

CLIMATE CONSIDERATIONS

There are no electric replacement options and there is not a date for when equipment this large will have an electric option.

The number of freezing rain events appears to be more frequent with the ever-changing climate and therefore this vehicle is called upon more frequently to apply sand to the roads.

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

Truck #12 has been an issue all winter and the maintenance crew have been operating short-handed at times for the entire winter season. It seems that when one repair is completed, a new issue arises in short order. Fortunately, the truck was limped through most of the major snow and freezing rain events for this season, however plow routes have been extended to cover this truck's plow route. In most instances, this has increased the amount of overtime for staff. Furthermore, the remainder of the fleet has been reliable and only once, two trucks were out of service at the same time and therefore the Township has been able to meet Minimum Maintenance Standards.

The proposed truck by Francis Canada Truck Centre is the same truck as the two that were purchased in 2019. There have been no major issues with either truck and staff enjoy operating them.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #PW-2023-05
Sean Ervin, Public Works Manager

REHABILITATION OF HARPER AND KEAYS ROADS – TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Tender #2023-PW-001 for the Rehabilitation of Harper and Keays Roads be awarded to Arnott Brothers Construction in the amount of \$1,366,722.96 plus H.S.T.;

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

BACKGROUND

Harper Road and Keays Road are slated for rehabilitation in 2023 under the current 10-Year Capital Plan and were included in the 2023 Budget. The road is in very poor condition and requires ongoing maintenance (cold patching) to meet maintenance standards.

DISCUSSION

The Township issued Tender #PW-2023-001 on February 2, 2023, on the Township’s Bids and Tenders Portal. A newsfeed was issued on the Township’s website and notice was also posted on the Townships Facebook page and in the local paper. The Tender closed on February 23rd and a total of five (5) bids were received.

Listed below are the results of the bids from each of the contractors from lowest to highest price:

Company	Total Tender Price
Arnott Brothers Construction	\$ 1,285,244.90
Thomas Cavanagh Construction Limited	\$ 1,329,900.00
Crains' Construction Limited	\$ 1,366,722.96
G. Tackaberry & Sons Construction Company Limited	\$ 1,387,427.00
Aecon Construction Ontario East Limited	\$ 2,236,000.00

The scope of work for this project includes localized reconstruction of the road base, ditching, culvert replacements, pulverizing the existing roadway surface, application of gravel materials to the road base and paving of the road and shoulders with warm mix asphalt.

FINANCIAL CONSIDERATIONS

The amount of \$1,099,00 for Harper Road and \$410,000 for Keays Road were approved in the 2023 Capital Budget and funded from the Road Construction Reserve, Development Charges, Federal Gas Tax and Ontario Community Infrastructure Fund Formula Based Funding. Further breakdown of the costs is as follows:

ITEM	COST
Construction Cost	\$1,285,244.90
Contingency (10%)	\$128,524.49
Geotechnical Consultant	\$5,000.00
Rebated H.S.T (1.76%)	\$24,970.34
Total Project Cost	\$1,443,739.73
Budgeted Amount	\$1,509,000.00
Surplus/(Deficit)	\$65,260.27

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the Tender to Arnott Brothers Construction in the amount of \$1,285,244.90 plus H.S.T.

Option #2 – Not award the tender and do not perform the work. This is not recommended as the Township receives numerous complaints about the condition of the road and the roadway requires ongoing maintenance to meet applicable regulations.

CLIMATE CONSIDERATIONS

The newly rehabilitated roadway will reduce greenhouse gas emissions as it will require less ongoing maintenance and therefore reduce fuel consumption of Township vehicles from repetitive trips from the garage to this specific road. The Township also specified warm mix asphalt instead of hot mix asphalt which requires less energy to produce due to the lower production and application temperatures.

STRATEGIC PLAN LINK

Our Vision for the Future:

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

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

Guiding Principles

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

CONCLUSIONS

Based on past experience, and their reputation as a Contractor, staff feels confident that Arnott Brothers Construction can meet the requirements specified within the Tender for both meeting the timelines and quality of work.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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



REPORT

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #PW-2023-06
Sean Ervin, Public Works Manager

MICRO-SURFACING OF POWERS ROAD - TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Schedule ‘O’, Powers Road, of Lanark County Tender #PW-C-09-2023-23-E0 – Micro-surfacing be awarded to Miller Paving Limited;

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

BACKGROUND

Powers Road, between Narrows Lock Road and Stanleyville Road is in good condition, however, the road is showing minor defects, such as cracking, wheel rutting and small potholes. Powers Road is a good candidate for pavement preservation, such as micro surfacing, which will extend the life of the roadway and reduce maintenance costs in the short-term.

DISCUSSION

The Township collaborated with Lanark County and joined their tender to take advantage of economies of scale for this work. Lanark County issued the tender on January 16th, 2023 and advertised on the Merx website. The Tender closed on February 7th, 2023, and two (2) bids were received.

Listed below are the results of the bids, organized from lowest to highest price:

Company	Total Tender Price
Miller Paving Limited	\$116,602.50
Duncor Enterprises Inc.	\$150,357.80

Micro-surfacing is a treatment that is used to extend the life of a roadway and provides additional skid resistance, prevents moisture intrusion, levels wheel rutting and repairs minor defects of the existing road. The construction process is quick, and traffic can usually drive on the newly paved surface within an hour and therefore there is minimal disruption to the public.

FINANCIAL CONSIDERATIONS

The amount of \$120,000 was approved for Powers Road in the 2023 Budget. The project will be funded from the Road Construction Reserve. Further breakdown of the costs is as follows:

ITEM	COST
Construction Cost	\$116,602.50
Rebated H.S.T (1.76%)	\$2,052.20
Total Project Cost	\$118,654.70
Budgeted Amount	\$120,000.00
Surplus/(Deficit)	\$1,345.30

OPTIONS CONSIDERED

Option #1 – (Recommended) - Schedule ‘O’, Powers Road, of Lanark County Tender #PW-C-09-2023-23-E0 – Micro-surfacing be awarded to Miller Paving Limited.

Option #2 – Not award the tender and do not perform the work. This is not recommended.

CLIMATE CONSIDERATIONS

Preserving pavement and extending the life of the roadways greatly reduces energy uses and green house gas emissions. These roadways will require less maintenance (no cold patching) in the short-term and the amount of time before the road will be required to be rehabilitated is extended by applying micro-surfacing. Micro-surfacing also uses less aggregates than traditional asphalt overlay applications, which reduces greenhouse gas emissions for mining and trucking of the material to the site and uses less non-renewable materials.

STRATEGIC PLAN LINK

Our Vision for the Future:

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

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

Guiding Principles: We manage our assets and infrastructure effectively and efficiently and have plans in place to maintain and replace them.

CONCLUSIONS

Based on past experience, and their reputation as Contractors, staff feel confident that Miller Paving Limited can meet the requirements specified within the Tenders for both meeting the timelines and quality of work.

ATTACHMENTS

None.

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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



REPORT

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #FIN-2023-02
Ashley Liznick, Treasurer

2022 DEVELOPMENT CHARGES STATEMENT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2023-02 - 2022 Development Charges Statement be received as information.”

BACKGROUND

Development charges are used to generate revenue towards the increased cost of services within the municipality that occur as a result of growth and development. The intention is to allow the municipality to maintain the current level of service for residents of the municipality, while collecting funds from the new development to help offset the cost of additional services. Development charges that are collected by the municipality are put into a reserve until such time as a capital expenditure is made.

Throughout 2022 Tay Valley Township levied Development Charges to residential property owners when constructing a new residence. Because the Township levies such a charge, Section 43 of the *Development Charges Act* requires the Treasurer to provide Council with a financial statement regarding the Development Charges activity each year.

As of December 2, 2019, the Township Development Charges By-Law No. 2019-045 came into effect. An amendment/update to the By-Law (By-Law No. 2021-057) was presented and approved by Council on November 16, 2021.

The Development Charges Act, 1997, as amended, allows municipalities to increase all development charges in accordance with the most recent twelve-month change in the Statistics Canada Quarterly “Construction Price Statistics”. The Treasurer confirms this percentage with the Development Charge consultant (Watson’s) each year.

The following schedule indicates the rates that were in effect for the 2022 calendar year as per the by-law.

Allocation of Residential Development Charges Between Service Categories

Service Categories	Development Charge by Dwelling Unit Type (per dwelling unit)			
	Single & Semi Detached	Apartments 2+ bedrooms	Apartments 1 Bedroom & Bachelor	Other Multiples
Growth Related Studies (6.30%)	\$409	\$260	\$245	\$328
Fire Protection (7.05%)	\$458	\$291	\$275	\$367
Roads & Related (74.35%)	\$4,828	\$3,071	\$2,897	\$3,874
Parks & Recreation (10.45%)	\$678	\$431	\$407	\$544
Library (1.22%)	\$79	\$51	\$48	\$64
Waste Diversion (0.63%)	\$41	\$26	\$25	\$33
Total (100%)	\$6,493	\$4,130	\$3,897	\$5,210

Allocation of Non-Residential Development Charges Between Service Categories

Service Categories	Per sq. ft. of Gross Floor Area
Growth Related Studies (6.04%)	0.18
Fire Protection (7.56%)	0.23
Roads & Related (78.11%)	2.35
Parks & Recreation (6.79%)	0.20
Library (0.75%)	0.02
Waste Diversion (0.75%)	0.02
Total (100%)	3.00

Allocation of Green Energy Development Charges Between Service Categories

Service Categories	Per 500 kW generating capacity
Growth Related Studies (7.18%)	\$409
Fire Protection (8.04%)	\$458
Roads & Related (84.78%)	\$4,828
Total (100%)	\$5,695

DISCUSSION

The 2022 statement is attached. A copy must and will be provided to the Minister of Municipal Affairs within 60 days of providing the statement to Council.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The Treasurer’s Statement must be provided to Council each year.

In 2022 the Township collected \$183,732.34 of development charges and earned \$7,414.12 of interest.

The 2022 expenses are for the following projects: Solar Farm Trail, Official Plan Review, Cameron Side Road, Maberly Community Park (tennis court), and Deputy Fire Chief’s vehicle.

ATTACHMENTS

- i) Development Charges Reserve Fund, Treasurer’s Statement – 2022.

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

DEVELOPMENT CHARGES
TREASURER'S STATEMENT - 2022

BALANCE ON	GROWTH	FIRE PROTECTION		ROADS & RELATED	PARKS &	LIBRARY	WASTE	TOTAL
	RELATED	S.S.	DNET/V T		RECREATION			
	STUDIES							
	6.30%	2.601%	4.449%	74.35%	10.45%	1.22%	0.63%	100.00%
December 31, 2020	(17,207.94)	37,946.99	9,061.68	125,255.41	41,779.07	13,119.29	2,334.51	212,289.02
2022 Development fees	11,575.15	4,778.88	8,174.25	136,604.99	19,200.03	2,241.53	1,157.51	183,732.34
2022 Interest earned	467.09	192.84	329.85	5,512.40	774.78	90.45	46.71	7,414.12
2022 Capital Expenses	(10,623.70)	-	(27,000.00)	(73,316.93)	(16,296.21)	-	-	(127,236.84)
December 31, 2021	<u>(15,789.40)</u>	<u>42,918.71</u>	<u>(9,434.22)</u>	<u>194,055.87</u>	<u>45,457.67</u>	<u>15,451.27</u>	<u>3,538.73</u>	<u>276,198.64</u>

2022 CAPITAL EXPENSES

Solar Farm Trail					9,406.21			9,406.21
Maberly Community Park					6,890.00			6,890.00
Official Plan Review	10,623.70							10,623.70
Cameron Side Road				73,316.93				73,316.93
Deputy Fire Chief's vehicle			27,000.00					27,000.00
	<u>10,623.70</u>	<u>-</u>	<u>27,000.00</u>	<u>73,316.93</u>	<u>16,296.21</u>	<u>-</u>	<u>-</u>	<u>127,236.84</u>



REPORT

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #FIN-2023-03
Ashley Liznick, Treasurer

2022 PLANNING ACT FINANCIAL REPORTING FOR PARKLAND

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2023-03 - 2022 Planning Act Financial Reporting for Parkland be received as information.”

BACKGROUND

Parkland is a shortened term for Cash In Lieu of Parkland. Municipalities require the conveyance of land (up to 5 (five) percent) for park purposes or cash in lieu as a condition of development or redevelopment or as a condition of approval of a plan of subdivision. Once collected, these funds are placed in a separate dedicated reserve and can only be utilized for specified public recreational purposes, as defined by the Act.

Planning Act, R.S.O. 1990, c. P.13 Section 42 (14-15 and 17–20) states:

Park purposes

(14) The council of a municipality may include in its estimates an amount to be used for the acquisition of land to be used for park or other public recreational purposes and may pay into the fund provided for in subsection (15) that amount, and any person may pay any sum into the same fund. 1994, c. 23, s. 25.

Special account

(15) All money received by the municipality under subsections (6), (6.0.1) and (14) and all money received on the sale of land under subsection (5), less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes. 1994, c. 23, s. 25; 2009, c. 33, Sched. 21, s. 10 (10); 2015, c. 26, s. 28 (10).

Treasurer's statement

(17) The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account. 2015, c. 26, s. 27.

Requirements

(18) The statement shall include, for the preceding year,

- (a) statements of the opening and closing balances of the special account and of the transactions relating to the account;
- (b) statements identifying,
 - (i) any facilities, services or other matters specified in the by-law for which funds from the special account have been spent during the year,
 - (ii) details of the amounts spent, and
 - (iii) for each facility, service or other matter mentioned in subclause (i), the manner in which any capital cost not funded from the special account was or will be funded; and

(c) any other information that is prescribed. 2015, c. 26, s. 27.

Copy to Minister

(19) The treasurer shall give a copy of the statement to the Minister on request. 2015, c. 26, s. 27.

Statement available to public

(20) The council shall ensure that the statement is made available to the public. 2015, c. 26, s. 27

DISCUSSION

This Administrative Report is required as part of the reporting requirements as outlined above as a result of Bill 73, *Smart Growth for Our Communities Act, 2015* that came into effect on July 1, 2016.

Attached you will find the detail of the Cash In Lieu of Parkland revenues (fees & interest) that was collected in 2022. Also, for 2022 there were expenditures of \$7,500 – which were for the Maberly Community Park.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The Treasurer’s Statement must be provided to Council each year.

ATTACHMENTS

- i) 2022 Cash In Lieu of Parkland

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

TAY VALLEY TOWNSHIP

CASH IN LIEU OF PARKLAND
TREASURER'S STATEMENT - 2022

GL BALANCE

December 31, 2021	20,222.57		
2022 Cash In Lieu of Parkland Fees	7,700.00		
2022 Interest earned	623.03		
2022 Expenses	(7,500.00)	capital expenses:	Maberly Community Park
December 31, 2022	<u>21,045.60</u>		



REPORT

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #FIN-2023-04
Ashley Liznick, Treasurer

2022 STATEMENT OF REMUNERATION AND EXPENSES

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2023-04 - 2022 Statement of Remuneration and Expenses be received as information.”

BACKGROUND

Section 284 of the *Municipal Act, 2001* requires the Treasurer to provide a report to Council disclosing remuneration and expenses paid in the previous year to each Member of Council and to persons appointed by Council to boards and agencies.

DISCUSSION

The statement is reported differently across the province. Some municipalities just show members of Council, others are more inclusive. Our statement discloses money that we pay to Council and board members; and monies paid by other agencies if we are advised.

By-Law No. 2010-077 authorizes Council and local board member honorariums and the reimbursement of travel and other costs.

Council Members' attendance at training courses, seminars or conferences are included in the annual budget and the resultant by-law. Individual Council Member's attendance at the training courses, seminars or conferences are further approved by Council as required.

The Mississippi Valley Conservation Authority (MVCA) paid Councillor Darling's honorarium and expenses relating to MVCA. Similarly, the Rideau Valley Conservation Authority (RVCA) paid Councillor Richardson's per diem and mileage expenses relating to RVCA.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

No direct link.

FINANCIAL CONSIDERATIONS

Remuneration and travel expenses are included in the annual budgets.

CONCLUSIONS

Not Applicable.

ATTACHMENTS

- i) 2022 Statement of Remuneration and Expenses.

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

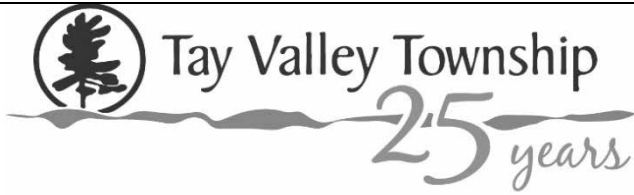
**Amanda Mabo,
Chief Administrative Officer/Clerk**

TAY VALLEY TOWNSHIP

2022

PAID TO COUNCIL MEMBERS AND PERSONS
APPOINTED TO LOCAL BOARDS

	<u>SALARY</u>	<u>PER DIEMS / HONORARIUMS</u>	<u>MILEAGE</u>	<u>TRAINING/CONF.</u>	<u>OTHER</u>	<u>TOTAL</u>
Council:						
Brian Campbell	25,130.07		430.40			25,560.47
Barrie Crampton	18,038.16		-			18,038.16
RoxAnne Darling	13,685.91		1,266.00			14,951.91
Beverley Phillips	13,685.91		592.92			14,278.83
Gene Richardson	13,685.91		1.22			13,687.13
Mick Wicklum	13,685.91		224.48			13,910.39
Rob Rainer	17,275.92		398.94			17,674.86
Fred Dobbie	16,262.79		325.62			16,588.41
Andrew Kendrick	1,955.13		364.78			2,319.91
Greg Hallam	1,955.13		260.47			2,215.60
Korrine Jordan	1,955.13		124.44			2,079.57
Marilyn Thomas	1,955.13		134.20			2,089.33
Angela Pierman	1,955.13		217.77			2,172.90
Wayne Baker	1,955.13		234.24			2,189.37
Police Services Board:						
Brian Campbell			30.76			30.76
Neil Fennel		1,650.00	418.56	740.73	97.98	2,907.27
Committee of Adjustment:						
Peter Siemens		450.00				450.00
Larry Sparks		600.00	131.84			731.84
Ron Running		375.00				375.00
Mississippi Valley Conservation Authority:						
RoxAnne Darling (paid by MVCA)		438.72	49.60			488.32
Rideau Valley Conservation Authority:						
Gene Richardson (paid by RVCA)		420.00	86.62			506.62



REPORT

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #FIN-2023-05
Ashley Liznick, Treasurer

2022 INVESTMENT REPORT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2023-05 - 2022 Investment Report be received as information.”

BACKGROUND

The Township’s Investment Policy and Ontario Regulation 438/97 require that when the Township invests in a security prescribed by the policy and the regulation, the Treasurer shall prepare and provide an investment report annually to Council.

DISCUSSION

On June 13th and 14th, 2022 the following transactions occurred:

Redeemed (Cashed) – due to maturity of June 2022

Township Account

- | | | | |
|-------------|---------------------------|-------------------|----------|
| • \$384,612 | Canadian Western Bank GIC | Matured June 2022 | @ 2.31%; |
| • \$ 65,000 | President’s Choice Bank | Matured June 2022 | @ 2.30%; |

Bought (Purchased)

Township Account

- | | | | |
|-------------|-----------------------|-------------------|----------|
| • \$500,000 | Bank of Montreal GIC | Matures June 2023 | @ 3.55%; |
| • \$500,000 | BMO Trust Company GIC | Matures June 2024 | @ 4.11%; |

On May 12th, 16th and 17th, 2022 the following transactions occurred:

Redeemed (Cashed) – due to maturity of May 2022

Northland Solar Deposit Account

- | | | | |
|------------|------------------------|------------------|----------|
| • \$38,000 | Home Trust Company GIC | Matured May 2022 | @ 0.85%; |
| • \$37,605 | Concentra Bank GIC | Matured May 2022 | @ 2.10% |

Bought (Purchased)

Northland Solar Deposit Account

- \$44,000 Home Equity Bank GIC Matures May 2026 @ 3.98%;
- \$38,400 Home Equity Bank GIC Matures May 2027 @ 4.01%

Interest (Earned)

Township Account

\$10,387.73. This amount was reinvested in June 2022.

Northland Solar Deposit Account

\$4,137.67. This amount was reinvested into the investment account in May 2022.

These investments were consistent with the investment policies and goals adopted by Council by By-Law No. 2011-006 on January 25, 2011.

The Treasurer has been in contact with the Township’s investment advisor at BMO and will be investing short-term (1- and 2-year terms) based on current/short-term financial needs. Also, once the Township has completed the 10-Year Capital Plan and once the Asset Management Plan is completed, the Treasurer will invest in longer term investments once the cash requirement is known for longer term capital replacements.

Annually, by June 1st, the Treasurer works with BMO Nesbitt Burns to review the investments that are maturing and, based on recommendations received from BMO Nesbitt Burns, must re-invest the matured funds into the most suitable investment stream. This includes breaking the total in other denominations/combinations to obtain the best return on investment.

OPTIONS CONSIDERED

Not Applicable.

STRATEGIC PLAN LINK

Not Applicable.

FINANCIAL CONSIDERATIONS

Not Applicable.

CONCLUSIONS

The total investments were invested in accordance with the Township’s policies and provincial legislation, including that the funds were properly secured.

ATTACHMENTS

- i) 2022 Investment Summary

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

**TAY VALLEY TOWNSHIP
INVESTMENTS SUMMARY**

	Due Date	Term	Interest Rate	Balance Dec 31, 2022
BMO Account #625-03078-13				
Cash				7.73
Bank of Montreal GIC	06/14/2023	1 year	3.55%	500,000.00
BMO Trucst Company GIC	06/14/2024	2 years	4.11%	500,000.00
				<u>1,000,007.73</u>
 BMO Account #625-03660-17 (Northland Solar Deposit Investment)				
Cash				2,295.43
Home Trust Company GIC	05/15/2023	5 years	3.20%	35,000.00
Canadian Tire Bank GIC	05/16/2024	5 years	2.72%	41,383.00
Canadian Tire Bank GIC	05/12/2025	5 years	2.21%	35,165.00
Home Equity Bank GIC	05/19/2026	4 years	3.98%	44,000.00
Home Equity Bank GIC	05/17/2027	5 years	4.01%	38,400.00
				<u>196,243.43</u>



REPORT

COMMITTEE OF THE WHOLE
March 7, 2023

Report #FIN-2023-06
Ashley Liznick, Treasurer

2023 BUDGET – PSAB RESTATEMENT

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Report #FIN-2023-06 - 2023 Budget – PSAB Restatement, be received as information.”

BACKGROUND

Since 2009 Ontario municipalities have been required to report annual financial activities in a revised format as required by the Public Sector Accounting Board (PSAB). The new format includes reporting asset amortization, post-employment benefits and solid waste landfill & post-closure expenses. The Township’s audited statements are prepared in this format. However, provincial regulations allow municipalities the option of not budgeting in the PSAB reporting format, thus potentially excluding the aforementioned types of expenses from the budget.

Like the vast majority of municipalities, Tay Valley Township has opted not to budget in the PSAB format.

As the Township does not budget in the PSAB format, provincial regulations require that a report be prepared about the impact of excluding the PSAB expenses from the budget. The report must include both the estimated change in the Township’s accumulated surplus at year end and the impact on the Township’s future capital asset funding requirements. Council must adopt the report by resolution.

DISCUSSION

Unlike the senior levels of government, municipalities are not allowed to budget surpluses or deficits. The federal and provincial governments are responsible for economic growth, employment creation, attracting international investment and a whole realm of activities that may require short term fiscal strategies that result in unbalanced budgets.

Municipalities, on the other hand, are given different responsibilities by their provincial governments, and one of the rules imposed by all provinces is that municipal budgets must be balanced – no projected surplus or deficit.

This particular rule resulted in a bit of a quandary when the municipal accounting and reporting changes were introduced by PSAB.

The Township creates budgets on a modified cash/accrual basis. For example, the bottom line of the Township's budget represents the taxes required for the year, but not all taxes will be paid by the end of the year. Because the Township has essentially earned the revenue in the current year, it is recognized as such, and the unpaid amount is set up as a receivable at the end of the year. Similarly, when the Township makes purchases and receives the goods or services towards the end of the current year but does not pay for them until the following year, the Township expenses the purchase and sets up an accounts payable at year end.

All of those items that are set up as receivables or payables eventually involve the receipt or disbursement of real dollars. The budget estimates the actual revenues that are anticipated to be earned and the expenditures that are expected to be incurred for the budget year. But PSAB budgeting is presented on a strictly accrual basis.

Under PSAB rules, transfers to and from reserves are not expenditures and revenues, even though they involve receiving tax dollars and placing them in reserves or taking money out of the reserves and spending them. They are instead increases or reductions in equity (accumulated surplus). On the other hand, PSAB treats amortization as a cost, even though such transactions do not involve a cash outlay.

With all the work that the Township has completed in regards to funding infrastructure renewal, the notion of not including reserves activity in its budgets would not be realistic.

Also, how would the Township possibly explain the capital program when, for example, the Township cannot budget an amount to purchase a truck? Under PSAB budgeting, the Township would not directly disclose the cost of the truck. Instead, it would show its annual amortization cost in each of the next ten budgets if the truck is expected to last ten years. The budget for the year in which the truck is purchased would show neither the cost of the truck, nor the amount of reserve funding that would pay for its purchase.

The summary of these types of items are disclosed on the attached schedule. The bottom line of the schedule shows that if the Township had budgeted, in the PSAB format, it would have resulted in a budgeted surplus of \$1,097,681 for 2023. This is in contravention of the rules and regulations - municipalities are not allowed to budget either year-end surpluses or deficits. And very importantly, the \$1,097,681 is not a cash surplus arising from operations that can be spent or transferred to the Contingency Reserve for future use.

Budgeting without amortization will not negatively impact the Township's future capital asset funding requirements.

OPTIONS CONSIDERED

Not applicable.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with this report, but information contained herein will be reflected in the Township's 2023 audited financial statements.

CONCLUSIONS

This report provides the information necessary for disclosure under *Ontario Regulation 284/09, Budget Matters - Expenses* that requires municipalities to report to Council when certain expenses are excluded from the annual budget and the impact on the accumulated surplus of such exclusions.

Neither the PSAB format financial statements nor the annual budget provide enough information to accurately assess a municipality's future capital funding requirements. Capital plans must be carefully reviewed to make such determinations.

ATTACHMENTS

- i) Schedule "A" - 2023 Budget/PSAB Reconciliation Ontario Regulation 284/09

Prepared and Submitted By:

Approved for Submission By:

**Ashley Liznick,
Treasurer**

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

2023 BUDGET/PSAB RECONCILIATION
ONTARIO REGULATION 284/09

	ESTIMATED IMPACT ON ACCUMULATED SURPLUS		COMMENTS
	INCREASE	DECREASE	
Approved 2023 Budget	0	0	Council approved a balanced budget. Municipalities are not allowed to budget surpluses or deficits.
PSAB budget differences:			
Amortization expense		866,599	Not in 2023 Budget, but is an expense in accrual accounting. This is an estimate based on prior year amortization.
Tangible asset purchases	3,219,204		In 2023 Budget, but is not an expense in accrual accounting.
Transfers to reserves	1,377,788		In 2023 Budget, but is not an expense in accrual accounting.
Transfers from reserves		2,776,325	In 2023 Budget, but is not revenue in accrual accounting.
Debt principal repayments	143,613		In 2023 Budget, but is not an expense in accrual accounting. The interest portion of debt payments is an expense.
Post-employment benefits	n.a.	n.a.	The township has no such benefits.
Waste-site closures	n.a.	n.a.	Already included In 2023 Budget and is expensed annually.
	<u>4,740,605</u>	<u>3,642,924</u>	
Net estimated increase to accumulated surplus	<u>1,097,681</u>		



REPORT

COMMITTEE OF THE WHOLE
March 7th, 2023

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

NAMING OF FOREST TRAIL PARK

STAFF RECOMMENDATION(S)

“THAT, the newly developed Forest Trail be named _____ as outlined in Report #CAO-2023-04 – Naming of Forest Trail Park.”

BACKGROUND

The Forest Trail Project – Phase 1 was approved to proceed in September 2021.

Phase 1 will provide a fully functioning park that includes the installation of an entrance and parking area, an accessible primary trail, an accessible fitness trail, fitness equipment, benches, picnic tables, a bike rack, a waste/recycling receptacle, a site identification sign, a site map/orientation sign and fencing between the adjacent residential properties.

Trail development is almost complete with the park opening anticipated in late spring 2023.

In order to start designing the signage, a name for the Forest Trail Park needs to be chosen.

The name should:

- Convey a sense of place and celebrate the distinguishing characteristics of the community;
- Reference geographical, historical, environmental, ecological or natural resource features of the park;
- Align with the idea that the park has value as a public resource, the importance of maintaining access to nature for everyone, and building outdoor spaces that are inclusive and accessible;
- Be understandable, recognizable and explainable;
- Respect the value of the Indigenous history and heritage of the space.

Council at its meeting on September 27, 2022 adopted the following resolution:

RESOLUTION #C-2022-09-08

“**THAT**, Staff consult with Indigenous partners to develop a series of proposed names for the Forest Trail Park in Algonquin for selection by Council.”

ADOPTED

DISCUSSION

In October 2022, the Township reached out to the Algonquins of Ontario as well as the local Indigenous communities.

Submissions were received from two groups.

OPTIONS CONSIDERED

The proposed names are in no particular order. Council is being asked to choose a preferred name.

Proposed Name #1 - Pimahadò Park

Submitted by the Algonquins of Ontario (AOO).

“Tay Valley Township- Naming of the Community Park” (AOO File CP 78-3-7) was presented to the Algonquin Negotiation Representatives (ANRs) at the December 2023 Resource Project Working Group (RPWG). An Algonquin word had been tentatively chosen for submission to Tay Valley Township, wigiwakin (meaning, “walk in the woods with me”). This word needed to be confirmed for translation and spelling at the February 2023 RPWG. Unfortunately, during our translation process, we were unable to confirm translation nor spelling of this word.

*In order to provide an accurately spelled and translated word, AOO staff decided to put another word up for approval to the Algonquin elected officials at the February 2023 RPWG. **Pimahadò** (which means “to walk on a trail” in Algonquin) has been approved to be used for the name of the municipal park near Stanleyville, Tay Valley Township.*

*The phonetics for Pimahadò are as follows: **pi-ma-ha-doo***

The ANRs also agree that “Pimahadò Park” has a nice ring to it!”

Proposed Name #2 – Omàmìwininì Park

Submitted by the Tay River Algonquian Community.

“Translated - Down River People.

Reason -This is the name of our Algonquin Indigenous Ancestors who have lived in Tay Valley Township for over four hundred years.

- *We still live and prosper here today*
- *This name is well known, recognized, and accepted in all Indigenous communities.*
- *We have not yet been able to find a park that honors this Nation in Ontario*
- *We highly recommend this name be considered*

Proposed Name #3 – Chief Shawinipinessi Park

Submitted by the Tay River Algonquian Community.

“Translated - This is the name of our most notable Indigenous Chief recorded in Tay Valley Township.

Reason - Chief Shawinipinessi’s legendary efforts to establish a permanent indigenous Community on Bob’s Lake is recorded on the Township website.

His sad and unforgiving treatment by all levels of Government can be reconciled in offering to celebrate reconciliation by naming this Forest Park in his honor.”

Proposed Name #4 – Nin Kitisim Park

Submitted by the Tay River Algonquian Community.

“Translated - My Ancestors Park

Reason - The Archeological phase one and phase two assessment report of August 25th, 2011 offers a very good reason to consider this name. These reports indicate two long and detailed settler occupations.

- *Indigenous first settlers starting back as early Paleo-Indian people some 9000 years B.C until present historic era 1700 and early 1800s and to this day.*
- *The Colonizing settlers arrived in Lanark County in 1815-1816 era, and by 1840s settlers founded Stanleyville.*

One Colonizing Family, the Wirths, loved this land so much they were buried on the land in unregistered graves.

Both the Indigenous and the Colonizers’ Ancestors, cherished and were buried on it. A good reason to consider naming it My Ancestors Park.”

FINANCIAL CONSIDERATIONS

Staff time consulting with Indigenous groups.

STRATEGIC PLAN LINK

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

Recreation and Culture: Our recreation and cultural programs continue to flourish for young and old alike. The Township has a network of interconnected trails, safe cycling routes and paddling routes.

CLIMATE CONSIDERATIONS

None with regards to the naming of the park but maintaining the land as a forest trail will provide carbon sequestration, flooding and drought mitigation and will contribute to reducing the Township's Green House Gas emissions.

CONCLUSIONS

Council is being asked to choose one of the four proposed Algonquin names for the Forest Trail Park. Once a name is chosen the sign for the park can be ordered and be in place for the grand opening in late Spring.

ATTACHMENTS

1. Report #C-2022-26 – Forest Trail Park Naming.

Prepared and Submitted By:

Original Signed

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

Committee of the Whole
September 13th, 2022

Report #C-2022-26
Kathryn Baker-Reed, Community Services Coordinator

FOREST TRAIL PARK NAMING

STAFF RECOMMENDATION(S)

“**THAT**, Staff consult with Indigenous partners to develop a series of proposed names for the Forest Trail Park in Algonquin that would translate into English, for selection by Council.”

BACKGROUND

The Forest Trail Project – Phase 1 was approved to proceed in September 2021.

Phase 1 will provide a fully functioning park that includes the installation of an entrance and parking area, an accessible primary trail, an accessible fitness trail, fitness equipment, benches, picnic tables, a bike rack, a waste/recycling receptacle, a site identification sign, a site map/orientation sign and fencing between the adjacent residential properties.

Trail development is currently underway with the park opening anticipated in late spring 2023.

DISCUSSION

In order to start designing the signage, a name for the Forest Trail Park needs to be chosen.

The name should:

- Convey a sense of place and celebrate the distinguishing characteristics of the community;
- Reference geographical, historical, environmental, ecological or natural resource features of the park;
- Align with the idea that the park has value as a public resource, the importance of maintaining access to nature for everyone, and building outdoor spaces that are inclusive and accessible;
- Be understandable, recognizable and explainable;
- Respect the value of the Indigenous history and heritage of the space.

OPTIONS FOR CONSIDERATION

Option #1 – Recommended – Staff consult with Indigenous partners to develop a series of proposed names in Algonquin that translate into English.

- There is indication of pre-contact archaeological evidence on this site;
- As a step towards reconciliation, the National Truth and Reconciliation Report recommends that #14 i) Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them;
- Tay Valley Township has been developing a stronger relationship with local Indigenous communities. Inviting Indigenous community partners to participate in the naming of public spaces strengthens both community awareness of current, and historical Indigenous reality in Tay Valley, as well as the growing relationship between Municipal and Indigenous partners;
- A name may be offered that would otherwise not be considered.
- The proposed names would come back to Council for selection.

Option #2 – Community Naming Contest

This option is time intensive for staff resources and may result in few appropriate options.

Option #3 – Council Names the Site

While this option might be considered efficient, it risks reinforcing that Council is imposing this project on the community.

STRATEGIC PLAN LINK

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

Recreation and Culture: Our recreation and cultural programs continue to flourish for young and old alike. The Township has a network of interconnected trails, safe cycling routes and paddling routes.

CLIMATE CONSIDERATIONS

None with regards to the naming of the park but maintaining the land as a forest trail will provide carbon sequestration, flooding and drought mitigation and will contribute to reducing the Township’s Green House Gas emissions.

FINANCIAL CONSIDERATIONS

Staff time consulting with Indigenous groups.

CONCLUSIONS

It is recommended that Council approved Option #1, and permit Township staff to work with Indigenous community partners to develop a list of proposed Forest Trail names that translate both into Algonquin and English.

Developing an inclusive name for the Forest Trail Park is an important phase of this project, with the goals of referencing the geology, ecology, and Indigenous heritage of this natural space.

ATTACHMENTS

None.

Prepared and Submitted by:

Approved for Submission by:

**Kathryn Baker-Reed
Community Services Coordinator**

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

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #CAO-2023-05
Amanda Maboo, Chief Administrative Officer/Clerk

FOREST TRAIL PROJECT UPDATE

STAFF RECOMMENDATION(S)

“THAT, Report #CAO-2023-05 – Forest Trail Project Update, be received for information.”

BACKGROUND

The Forest Trail Project – Phase 1 was approved to proceed in September 2021.

Phase 1 will provide a fully functioning park that includes the installation of an entrance and parking area, an accessible primary trail, an accessible fitness trail, fitness equipment, benches, picnic tables, a bike rack, a waste/recycling receptacle, a site identification sign, a site map/orientation sign and fencing between the adjacent residential properties.

Trail development is almost complete with the park opening anticipated in late spring 2023.

DISCUSSION

Still to Be Completed

Prior to the trail opening there are a number of items that still require completion:

- Park Naming – A report is going to Council at this same meeting to approve a park name.
- Park Signage – Once a park name is chosen the signage that will be located near the entrance along the County Road can be ordered and an application submitted to the County for approval of the location.
- Kiosk Signage – Under accessibility legislation specific information and a map of the trail and amenities must be posted at the entrance to the trail.
- Interpretive Signage - Related to Indigenous use of plants and animals and land use in the area, as well as signage related to the special habitats in the area (ex. vernal pools, wetlands)
- Other Signage – Way finding (directional) signage along the trails, signage to thank the grant organizations and those groups and individuals that have made donations, as well as other signage.

- Fencing for Neighbouring Properties – This is ongoing and can be completed once the park has opened.

Operations

As part of the Northland Solar Farm Reserve, \$49,000 has been earmarked to go towards a Community Amenity Contribution (community enhancement, park upgrades, trail development). The previous Council approved these funds to be used over the next ten 10+ years to cover the annual operating costs associated with this public space.

It is anticipated that the park will operate as follows and have signage to that effect:

- Hours of Operation – year-round, daylight hours
- Winter Usage – parking lot will be plowed by Public Works, trail will be left natural for snowshoers and cross country skiers
- Accessible Washroom – provided from May to October
- Restrictions -
 - no overnight parking or camping
 - no bonfires/campfires
 - no motorized vehicles (this does not include wheelchairs, etc.)
 - dogs must be leashed at all times, must poop and scoop
 - no picking, collecting or foraging plants and/or wildlife
 - no hunting
 - other
- Unsupervised trail, use at own risk

A number of the above items will be included on the kiosk sign.

The Township's insurance company will be consulted on appropriate signage.

Grand Opening

It is anticipated that design, manufacturing and installation of the kiosk sign may take up to three months. Therefore it is likely that there will be a soft opening of the park with the grand opening following.

Further information will be provided with regards to the grand opening, which is anticipated to be scheduled sometime in June/July, and the opportunity for Council to provide feedback at a later date.

Next Steps

There has been so much interest from the community and community groups that staff are continuing to work on various pieces of the next phases in the Parks Plan.

As an example, the neighbouring solar farm company has reached out and would like to provide a financial contribution and work with staff to develop the energy node. The local Indigenous community has reached out and would like to also provide a financial contribution and work with staff to develop the Indigenous node.

OPTIONS CONSIDERED

This report provides an update to Council on the status of this project and affords an opportunity for Members to provide feedback with regards to the operation of this park.

FINANCIAL CONSIDERATIONS

Phase 1 is being funded from the COVID-19 Resiliency Infrastructure Stream Grant, COVID Funds, Development Charges, Cash in Lieu of Parkland, Accessibility Reserve .

STRATEGIC PLAN LINK

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

Recreation and Culture: Our recreation and cultural programs continue to flourish for young and old alike. The Township has a network of interconnected trails, safe cycling routes and paddling routes.

CLIMATE CONSIDERATIONS

Maintaining the land as a forest trail will provide carbon sequestration, flooding and drought mitigation and will contribute to reducing the Township's Green House Gas emissions, as well as provide educational opportunities.

CONCLUSIONS

This project is the first fully accessible trail/multi-use pathway that will include an area for educational demonstrations and interpretive signage, areas for accessible park furniture (benches, bike racks, picnic tables) and accessible exercise equipment, available at no cost to the public. The first of its kind in Lanark County. This project is also the Township's first major step in creating a healthy, viable community by providing outdoor space that assists with mental health and overcoming self-isolation and is accessible to multiple abilities and ages.

ATTACHMENTS

1. Node Location Map

Prepared and Submitted By:

Original Signed

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

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #CAO-2023-06
Amanda Mabo, Chief Administrative Officer/Clerk

STRATEGIC PLANNING CONSULTANT

STAFF RECOMMENDATION(S)

“**THAT**, Section 7.4 of the Procurement Policy be waived to single source a Strategic Planning Consultant through Town Hall Consulting (Rob Adams).”

BACKGROUND

The approved 2023 Budget includes an upset limit of \$15,000 for Strategic Planning. These funds are to be used to undertake a strategic planning process, including the retention of a consultant.

DISCUSSION

The purpose of this report is to seek Council approval to waive the Procurement Policy in order to sole source a vendor.

Council and Senior Staff have already informally agreed that Rob Adams of Town Hall Consulting would be used to lead this process, and that process has already begun with individual interviews and information sharing with an in-person session to be held on March 11th.

This report is procedurally required for the Auditors.

OPTIONS CONSIDERED

Option #1 (Recommended) – Sole Source

That Section 7.4 of the Procurement Policy be waived to single source a Strategic Planning Consultant through Town Hall Consulting (Rob Adams).

Option #2 – Not Sole Source

This option is not recommended as the Township has already begun the process.

FINANCIAL CONSIDERATIONS

A maximum of \$12,500 has been allocated to retain a consultant.

STRATEGIC PLAN LINK

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

CLIMATE CONSIDERATIONS

Integrating climate considerations in strategic plans prioritizes climate change action alongside other objectives.

CONCLUSIONS

Town Hall Consulting was previously used by the Township to offer Council and Staff training on Council-Staff Relations early this year. Both Council and Staff developed a good rapport with the consultant and saw him as the right fit to lead the strategic planning process.

ATTACHMENTS

None.

Prepared and Submitted By:

Original Signed

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

COMMITTEE OF THE WHOLE
March 7th, 2023

Report #CAO-2023-07
Amanda Mabo, Chief Administrative Officer/Clerk

EXTENSION OF INTEGRITY COMMISSIONER CONTRACT

STAFF RECOMMENDATION(S)

“**THAT**, the current contract with Cunningham, Swan, Carty, Little & Bonhom, the Township’s appointed Integrity Commissioner be extended until March 31, 2028;

AND THAT, the Reeve and Clerk be authorized to execute the necessary extension agreement.”

BACKGROUND

Bill 68, *Modernizing Ontario’s Legislation Act, 2017*, amended the *Municipal Act* to require all municipalities in Ontario to appoint an Integrity Commissioner for both council and its boards.

In 2017, Lanark County began the procurement process inclusive of lower tier municipalities to retain and appoint an Integrity Commissioner (IC). Through this process, the County and the local municipalities retained and appointed Cunningham, Swan, Carty, Little & Bonham LLP as the Integrity Commissioner. The term of the contract that was executed between the County and Cunningham, Swan, Carty, Little & Bonham LLP expires on March 31, 2023 and includes a renewal clause, to extend the contract for a further five years.

By way of background, the Integrity Commissioner is an independent and impartial position that reports directly to Council and whose powers and duties are set out in the *Municipal Act, 2001*, as amended.

Clerks in the respective local municipalities and the County Clerk have indicated that they will be or have brought similar reports recommending extending the IC contracts throughout the month of March.

Responsibilities of the Integrity Commissioner include:

- Investigate complaints and alleged breaches of the Code of Conduct for Members of Council and Local Boards;
- Review the Code of Conduct for Members of Council and Local Boards and make

- recommendations on an annual basis;
- Serve as an advisor to individual Members of Council and Local Boards in relation to the Code of Conduct and any procedures, rules and policies of the municipality governing ethical behaviour, and act as a proactive educator for Council, Boards, municipal staff and the public;
- Provide reports to Council, summarizing his/her activities; and
- Provide individual investigative reports, as required, which will include background concerning a complaint and recommendations to Council with respect to a complaint.

DISCUSSION

Lanark County and the local municipalities have had a successful contract with Cunningham, Swan, Carty, Little & Bonham LLP. Lanark County Clerks met to discuss the Code of Conduct and Integrity Commissioner contract and each of the lower tier municipalities and the County will be recommending that the contract with Cunningham, Swan, Carty, Little & Bonham LLP be extended. The contract includes a renewal clause that allows the contract to be extended for an additional five years. The terms of the contract remain unchanged.

The Cunningham, Swan, Carty, Little & Bonham LLP team is led by Tony Fleming, who brings a wealth of knowledge from both a legal and municipal perspective. The firm is located in Kingston, with strong familiarity of Lanark County and its local municipalities.

The Code of Conduct is being reviewed and changes will be brought forward for consideration at a future Committee meeting.

OPTIONS CONSIDERED

Option #1 (Recommended) – Extend Contract

Lanark County and the local municipalities have had a successful contract with Cunningham, Swan, Carty, Little & Bonham LLP. Lanark County Clerks met to discuss the Code of Conduct and Integrity Commissioner contract and each of the lower tier municipalities and the County will be recommending that the contract with Cunningham, Swan, Carty, Little & Bonham LLP be extended.

Option #2 – Not Extend Contract

This option is not recommended as there have been no issues with the current provider. However, Council could decide to not approve an extension of the current contract with Cunningham, Swan, Carty, Little & Bonham LLP and decide to issue a new Request for Proposal for Integrity Commissioner Services. Should Council choose this option, it is not likely that the new RFP will be awarded prior to the expiry of the current contract, and it would be recommended that Cunningham, Swan, Carty, Little & Bonham LLP continue in the position of Integrity Commissioner for a further four months, until June 30, 2023 to allow time to evaluate submissions and award a new contract.

FINANCIAL CONSIDERATIONS

The Governance Budget includes \$2,500 for Integrity Commissioner services. Cunningham, Swan, Carty, Little & Bonham LLP does not require a retainer fee, however there will be ongoing budget needs for the costs of investigations, reports and information provided to members which will be charged at \$295 per hour. Each municipality is responsible for all costs associated with investigations in their local municipality.

STRATEGIC PLAN LINK

Not applicable.

CLIMATE CONSIDERATIONS

Not applicable.

CONCLUSIONS

Extending the contract with the current Integrity Commissioner supports open and transparent government and ensures the policies and mechanisms are in place to support a healthy work environment for Council, staff and members of the public.

ATTACHMENTS

1. Integrity Commissioner Services Contract (current)

Prepared and Submitted By:

Original Signed

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

INTEGRITY COMMISSIONER SERVICES

This Agreement shall be executed in eleven (11) original copies dated this ____ day of _____, 2018.

BETWEEN:

THE CORPORATION OF Lanark County
99 Christie Lake Road, Perth, ON K7H 3C6

THE CORPORATION OF The Town of Perth
80 Gore St. E., Perth, ON, K7H 1H9

THE CORPORATION OF The Town of Smiths Falls
77 Beckwith Street North, P.O. Box 695, Smiths Falls, Ontario, K7A 4T6

THE CORPORATION OF The Municipality of Mississippi Mills
3131 Old Perth Road, Almonte ON, K0A 1A0

THE CORPORATION OF Tay Valley Township
217 Harper Road, Perth, ON, K7H 3C6

THE CORPORATION OF The Township of Montague
6547 Roger Stevens Drive, P.O. Box 755, Smiths Falls, Ontario, K7A 4W6

THE CORPORATION OF The Township of Drummond/North Elmsley
310 Port Elmsley Road, Perth, ON, K7H 3C7

THE CORPORATION OF The Township of Lanark Highlands
75 George Street, P.O. Box 340, Lanark, ON K0G 1K0

THE CORPORATION OF The Township of Beckwith
1702 9th Line, Carleton Place, ON K7C 3P2

THE CORPORATION OF The Town of Carleton Place
175 Bridge Street, Carleton Place, ON K7C 2V8

(Hereinafter referred to as “the Municipalities”)

- and -

CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP

(hereinafter referred to as “the Consultant”)

1. WHEREAS, the Municipalities are authorized, pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the "Integrity Commissioner") who has the function to investigate in an independent and confidential manner, a complaint made to him or her by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethics-related policies, rules or procedures, and to report on the investigation;
2. AND WHEREAS, the *Act* has been amended to include additional powers of Integrity Commissioners, effective March 1, 2019;
3. AND WHEREAS, the Municipalities intend that the Integrity Commissioner shall exercise all powers available at law once such powers are available, this contract shall empower the Integrity Commissioner to act in accordance with the amendments to the *Act* under the terms of this contract after March 1, 2019 without further amendment to this contract;
4. AND WHEREAS, the Consultant has represented, and the Municipalities are satisfied, that the Consultant has the skills and abilities necessary to perform the role of the Integrity Commissioner;
5. AND WHEREAS, the Municipalities wish to retain the Consultant as an independent Integrity Commissioner for the Municipalities;
6. NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, the Municipalities and the Consultant agree as follows:

POWERS AND DUTIES

1. The Municipalities hereby retain and appoint the Consultant as an Integrity Commissioner for the Municipalities and the Consultant accepts such appointment and agrees to carry out the responsibility of the Integrity Commissioner, as more specifically described in the Statement of Duties and Responsibilities, attached as Schedule "A" to this Agreement, during the term of this Agreement.
2. The Integrity Commissioner shall have all of the powers set out in Section 223.1 to 223.8 of the *Act*, as amended from time to time.

TERM OF AGREEMENT

3. The Consultant's appointment pursuant to this Agreement is effective on March 21, 2018 for all Municipalities with the exception of the County of Lanark and the Township of Beckwith, with the effective date being March 1st, 2019, and will continue for a period of five (5) years, ending on March 31, 2023 unless terminated earlier in accordance with this clause:
 - a. The Municipalities, or any individual municipality may be released from the Agreement at any time, with 30 days written notice.
 - b. The Consultant shall provide thirty (30) days written notice to the Municipalities of his intention to resign as the Municipalities' Integrity Commissioner and his resignation shall only be effective at the expiry of the notice period.

RECORDS

4. All records are the property of the Municipalities and the records and should be submitted to the Clerk associated with the municipal record upon termination of the contract.

RENEWAL

5. The Consultant's appointment pursuant to this Agreement may be renewed for a further five (5) years, on the same terms and on the mutual agreement of the Parties.

COMPENSATION

6. The Consultant will not require an annual retainer and will provide services on an as needed basis.
7. The Municipalities agree to pay to the Consultant an hourly fee of Two Hundred and Ninety-Five Dollars (\$295.00) per hour, plus applicable taxes, during such time that the Consultant is actively carrying out his duties pursuant to this Agreement. The Consultant shall provide the Municipalities with a monthly invoice detailing the hours worked and expenses incurred for the period in question and the Municipalities agree to pay such invoices within thirty (30) days of the receipt thereof.
8. The County of Lanark agrees to pay for services rendered by the Consultant that are common to all Municipalities (eg. the development and joint training of the Code of Conduct, other ethical procedures and policies, Council-Staff Relations Policy, policies and procedures developed for the Office of the Integrity Commissioner).
9. The Municipalities agrees to reimburse the Consultant for all reasonable expenses and disbursements, including mileage at the rate payable to employees of Lanark County, incurred by the Consultant, which are necessary to enable the Consultant to perform his duties pursuant to this Agreement. In accordance with Municipalities policy, such expenses must be supported by appropriate receipts.

CONSULTANT STATUS

10. In performing his duties and responsibilities as Integrity Commissioner pursuant to this Agreement, it is recognized that the Consultant is independent of the Municipalities administration and shall report directly to the affected Municipal Council.
11. The Consultant acknowledges that he is an independent contractor and shall not be deemed an employee of the Municipalities, for any purpose. The Consultant further acknowledges that, as an independent contractor, he will not be entitled to any employment-related benefit, including such benefits that are applicable to employees of the Municipalities.
12. In light of the Consultant's status as an independent contractor, the Municipalities shall have no responsibility whatsoever with regard to any income taxes or any other remittances which may be payable by the Consultant on the fees paid under this Agreement. The Municipalities assume no obligation or liability as between the Parties to deduct or remit any statutory or government remittances.

CONFIDENTIAL INFORMATION

13. The Consultant acknowledges that the Municipalities is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Accordingly, the Consultant undertakes not to disclose information subject to the *MFIPPA* except as may be necessary in the proper discharge of his duties and responsibilities pursuant to the terms of this Agreement and in accordance with the *MFIPPA*.

This Article shall survive the termination of this Agreement.

DELEGATION

14. The Consultant shall not assign or sublet the whole or any part of this Agreement without the prior written consent of the Municipalities.

INSURANCE

15. The Contractor shall, at their expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to the municipality, including the following:

Issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned

automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion.

The Contractor is required to submit insurance documents listing all coverages and amounts as indicated, in a form satisfactory to the Municipalities, upon the signing of the Agreement.

WSIB

16. The Contractor is required to submit the Workplace Safety and Insurance Board (WSIB) Clearance Certificate, in a form satisfactory to the Municipalities, upon the signing of the Agreement.

INDEMNITY

17. The Municipalities hereby agree to indemnify and save harmless the Consultant and his delegates from and against any and all liabilities, losses, expenses, costs (including legal costs), demands, damages, suits, judgments, penalties, expenses and liabilities of any kind or nature whatsoever arising out of the carrying out by the Consultant and his delegates in good faith of their duties and responsibilities under this Agreement including, but not limited to, any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions.

The consultant shall indemnify and hold the Municipalities harmless from and against any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions. Further, this indemnity shall hold the Municipalities harmless from and against any liability, loss, claims, demands, costs (including legal costs), damages, suits, judgments, penalties, and expenses, including reasonable, occasioned wholly or in part by any negligence, acts or omissions whether willful or otherwise by the consultant, their agents, officers, employees or other persons for whom the consultant is legally responsible.

In the event of any dispute with respect to the payment of the invoices, or any other matter in dispute which cannot otherwise be resolved between the Consultant and the affected municipality, the Consultant and affected municipality hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the affected municipality and the Consultant agree to equally share the cost of the arbiter and any related expenses.

This Article shall survive termination of this Agreement.

GENERAL PROVISIONS

18. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Ontario.

19. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.

20. This Agreement, along with the attached Schedule(s), constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written, with respect to any matters referred to in this Agreement.

21. This Agreement shall ensure to the benefit of, and be binding on, the Parties and their successors and assigns.

The Parties have executed this Agreement this day of , 2018.

THE MUNICIPALITIES

THE CORPORATION OF The Lanark County

John Fenik, Warden

Leslie Drynan, Clerk

THE CORPORATION OF The Town of Perth

John Fenik, Mayor

Lauren Walton, Clerk

THE CORPORATION OF The Town of Smiths Falls

Shawn Pankow, Mayor

Kerry Costello, Clerk

THE CORPORATION OF The Municipality of Mississippi Mills

Shaun McLaughlin, Mayor

Cynthia Moyle, Acting Clerk

THE CORPORATION OF Tay Valley Township

Keith Kerr, Reeve

Amanda Mabo, Clerk

THE CORPORATION OF Township of Beckwith

Richard Kidd, Reeve

Cassandra McGregor, Clerk

THE CORPORATION OF The Township of Montague

Bill Dobson, Reeve

Jasmin Ralph, Clerk

**THE CORPORATION OF The Township of Drummond
/North Elmsley**

Aubrey Churchill, Reeve

Cindy Halcrow, Clerk

**THE CORPORATION OF The Township of Lanark
Highlands**

Brian Stewart, Mayor

Allison Vereyken, Clerk

THE CORPORATION OF The Town of Carleton Place

Louis Antonakos, Mayor

Duncan Rogers, Clerk

“I/We have the authority to bind the Corporation”

CONSULTANT

Cunningham Swan Carty Little & Bonham LLP

“I have the authority to bind the Corporation”

SCHEDULE "A"
STATEMENT OF DUTIES AND RESPONSIBILITIES

The duties of the Integrity Commissioner shall be:

EDUCATION AND ADVICE

1. To provide advice, education, and training on the Council Code of Conduct to Members of Council and those to whom the Code applies, either collectively or individually, for Members of Council;
2. To provide advice, education, and training on the Code of Conduct for Local Boards (if applicable) to the Members of the Local Board and those to whom the Code applies, either collectively or individually, for Members of Local Boards;
3. To provide advice and opinions to Members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipalities governing ethical behaviour.
4. To provide advice and opinions to the Chair, Members of Local Boards and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipalities governing ethical behaviour.
5. To provide educational information to the municipality and the public about the municipality's codes of conduct for members of council and members of local boards (if applicable), and about the *Municipal Conflict of Interest Act*.
6. To develop policies and procedures for the Office of the Integrity Commissioner, and to review these on an annual basis.
7. To review the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof;
8. To assist with the creation of a Council-Staff Relations Policy.
9. To assist in confirming the list of applicable local boards of the Municipalities.

INVESTIGATIONS

10. In accordance with the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), other applicable ethics-related policies, rules or procedures and the policies and procedures for conducting investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.

11. In conducting any investigations under this Agreement, to have regard to the importance of:
 - a. the investigator's independence and impartiality;
 - b. confidentiality with respect to the investigator's activities; and
 - c. the credibility of the investigator's investigative process;
12. To conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), or other applicable ethics-related policies, rules or procedures and to provide recommendations based on the outcome of the investigation;
13. To proceed without undue delay and with due diligence to investigate a Request and to report to the Council of the affected Municipality within a reasonable period of time;
14. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant;
15. To hear or obtain information from such persons as the Integrity Commission thinks fit and to make such inquiries as he/she thinks fit;
16. To provide an opportunity to the affected municipality or any person that may be adversely affected by a proposed report of the Integrity Commissioner, the opportunity to make representations respecting such report or recommendation;
17. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Integrity Commissioner's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations;
18. After making an investigation into an alleged breach of the Council Code of Conduct, the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Council of the affected municipality any appropriate sanction(s) or remedial action(s);
19. After making an investigation into an alleged breach of the Code of Conduct for Local Boards (if applicable), the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Local Board any appropriate sanction(s) or remedial action(s);
20. After making an investigation into an alleged breach of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a Member of Council or a Member of a Local Board has contravened the *Act*, and if so whether any sanction or further action is recommended;

CORRESPONDENCE

1. **City of Brantford:** Resolution – VIA Rail Cancellations – *attached, page 2.*
2. **County of Huron:** Resolution – Call to Action: Review of the Cannabis Act – *attached, page 4.*
3. **Municipality of West Nipissing:** Resolution – Support Resolution for Bill 23, More Homes Built Faster Act, 2022 – *attached, page 18.*
4. **Town of Deep River:** Resolution – Ontario School Board Elections – *attached, page 20.*
5. **Township of Ashfield-Colborne-Wawanosh:** Resolution – Ontario School Board Elections – *attached, page 21.*
6. **Township of Dawn-Euphemia:** Resolution – School Board Election Compensation – *attached, page 23.*
7. **Town of Grimsby:** Resolution – Changes to the Municipal Heritage Register – *attached, page 24.*
8. **Township of Lanark Highlands:** Resolution – Violence Against Women – *attached, page 27.*
9. **Municipality of Shuniah:** Resolution – Municipal Petition in Opposition of Bill 3 – *attached, page 29.*
10. **Township of Ashfield-Colborne-Wawanosh:** Resolution – Future Accuracy of the Permanent Register of Electors – *attached, page 32.*
11. **Municipality of Trent Lakes:** Resolution – Oath of Office – *attached, page 33.*
12. **AMO:** Policy Update: Release of Plan for Connected and Convenient Care, Phase II Regulations for Fixing Long-Term Care Act, and Provincial Emergency Management Plan – *attached, page 35.*
13. **Tay Valley:** Report – Building Permits (Approval Granted February 2023) – *attached, page 37.*



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

February 3, 2023

Amanda Mabo, CAO/Clerk
via email: cao@tayvalleytwp.ca
clerk@tayvalleytwp.ca

Re: New Flood Mapping Project

The RVCA is embarking on a new project to complete natural hazard mapping for Lower Rideau Lake, Middle Rideau Lake, Bobs Lake and Otty Lake with financial support from the federal government.

The purpose of natural hazard mapping is to identify areas that are prone to flooding, erosion or slope failure where people and property could be at risk. This mapping is used by municipalities and conservation authorities for flood forecasting and warning, emergency management, infrastructure planning, land use planning and development review.

While the RVCA has been doing hazard mapping since the 1970s, past mapping focused on urban areas where development pressure was highest. Of course development pressure has now expanded across our watershed and so RVCA has been working over the past decade to complete hazard mapping in the upper portion of our watershed.

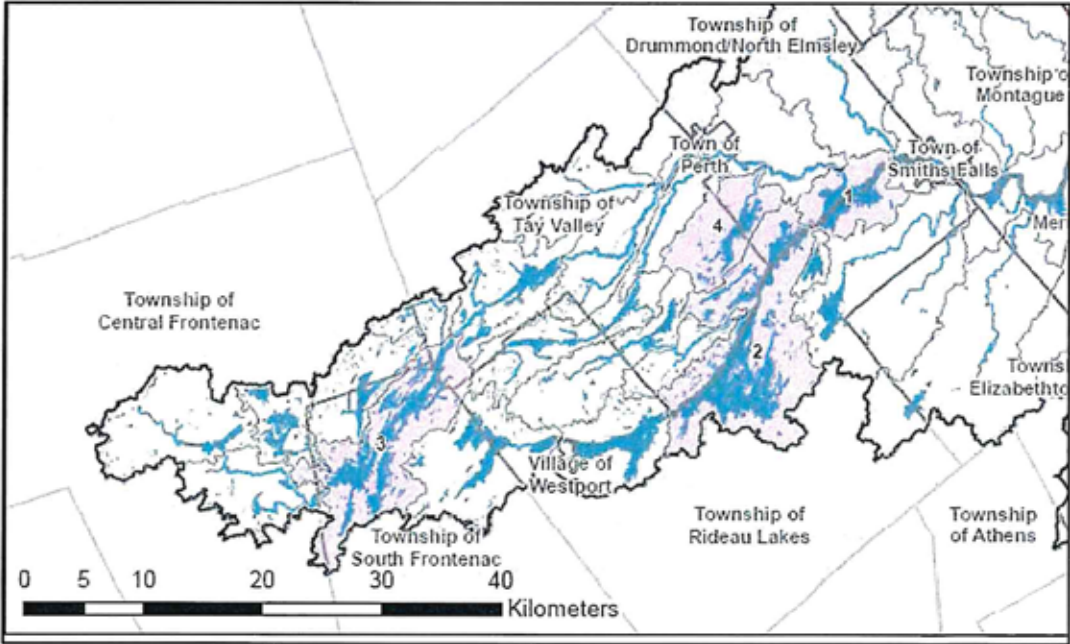
The first phase of this project will focus on data collection and processing and will be completed by March 31, 2024. Data collection will include topography, land use, precipitation, high water levels, channel cross-sections, bridges, culverts, lake bathymetry, water level and flow, as well as the operating policies and operational history of water control structures such as dams.

This phase of the project will be completed with 50% federal funding through the *Ontario Flood Hazard Identification and Mapping Program* and has been

**Proudly working in partnership
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

budgeted for by the RVCA so we are not seeking a financial contribution from your municipality. This letter is to inform you of the project and to let you know that the RVCA is finalizing an agreement through the province for federal funds. We also want to make ourselves available to answer any questions you may have or provide any additional information to staff or Council before launching this project in the coming month. Included below is a map of the project area shown in purple.



For more information please contact Brian Stratton, Manager of Engineering Services at 613-692-3571 or 1-800-267-3504 ext. 1121 or brian.stratton@rvca.ca.

Sincerely,

Sommer Casgrain-Robertson
General Manager

UPDATES



COMMITTEE OF ADJUSTMENT MINUTES

Monday, February 27th, 2023

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Richard Schooley

Members Absent: Peter Siemons

Staff Present: Noelle Reeve, Planner
Garry Welsh, Secretary/Treasurer

Applicants/Agents Present: Chris Clarke (ZanderPlan Inc.), Applicant/Agent
Steven Dubreuil, Owner
Gretchen Dubreuil, Owner
Susan Dubreuil, Owner

Public Present: Penny Nault, Tay Valley Township Resident
Franc van Oort, Tay Valley Township Resident
Sylvia van Oort, Tay Valley Township Resident
Brooke Briggs, Tay Valley Township Resident
Diane Briggs, Tay Valley Township Resident
Andrew Williamson, Tay Valley Township Resident
Barbara Shepherd, Tay Valley Township Resident
Paul Jordan, Tay Valley Township Resident

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 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 – January 30th, 2023.

The minutes of the Committee of Adjustment meeting held on January 30th, 2023, 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
- 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.

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:

MV22-27 – Dufour – Long Island, Christie Lake, Concession 3, Part Lot 18,
geographic Township of South Sherbrooke

MV22-29 – Dubreuil (Steven and Gretchen) – 1212 Black Lake North Shore Road,
Concession 6, Part Lot 23, geographic Township of North Burgess

MV22-30 – Dubreuil (Susan) – 555 Black Lake Road, Concession 6, Part Lot 19, geographic Township of North Burgess

6. APPLICATIONS

i) **FILE #: MV22-27 - Dufour**

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner reported that the Mississippi Rideau Septic System Office (MRSSO) reviewed the application and noted that the owner will also need a variance to allow a grey water pit to be located closer than 30m from the lake (at a setback of 18m). This has been added as a recommendation to the Committee. The owner intends to install an incinerating toilet which will not produce black water.

The Planner noted that the applicant must obtain a right-of-way from a neighbouring property on the mainland, for legal access and a parking space. A severance application for the legal access and parking space has been submitted to Lanark County.

b) APPLICANT/AGENT COMMENTS

The Applicant/Agent noted that the granting of the Minor Variance is not the final approval for development on the lot. The severance, septic permit, and building permit still need to be approved.

c) ORAL & WRITTEN SUBMISSIONS

Neighbouring residents with properties on Christie Lake noted concern that there is a bald eagle nesting site on a tall maple on the high point of the island, which could be disturbed by cottage construction on the island. The Planner replied that the Ministry of Natural Resources and Forestry has advised that if the location of the dwelling would require the tree with the nest to be removed, that the tree must be cut down before nesting season in March. Because the eagle is located in Ontario Ecoregion 5, it is not subject to the protections that would be provided in Ecoregion 6 (the more southern, off-Canadian Shield part of the province).

Residents also questioned why the Minor Variance was proceeding before the severance has been approved. The Planner replied that the Variance could be granted because it was administered by a separate section of the Planning Act from the consent process. The owner still needs to obtain a severed right of way, deeded parking space, civic address, and building permit. The Planner also noted the Township cannot prevent development on a lot of record registered under the province's Land Titles database.

A neighbouring property owner asked if development on this island could set a precedent. The Planner replied that there has already been a precedent set in a neighbouring municipality for development on a small lot as it was recognized as a lot of record. However, lot coverage requirements would still apply.

Written comments, submitted on behalf of neighbouring property owners, expressed concerns over the right-of-way for legal access to the island. The Planner noted that the severance application for the right-of-way was amended February 27, 2023 to ensure that it was entirely within the lands owned by the property owner who is granting the access.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2023-05

MOVED BY: Richard Schooley

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 MV22-27 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as Concession 3, Part Lot 18, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-020-72300:

- To permit a cottage to be constructed on a vacant island, at a water setback of 17m on the south side of the island and 18m on the north side of the island, rather than the 30m required;
- To permit a septic system to be constructed at an 18m setback rather than the 30m required;

THAT, a Development Agreement be executed;

AND THAT, this decision is contingent on the condition for the deeded parking space in Severance File #B23/021 being completed.”

ADOPTED

ii) **FILE #: MV22-29 – Dubreuil (Steven and Gretchen)**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that, at the direction of the Mississippi Rideau Septic System Office (MRSSO), the owners also require a variance to allow the septic tank location to remain at its current setback of 21m from the lake, rather than the 30m minimum setback. The septic bed is located farther back from the lake, across the road.

The Planner noted that the deck encroachment would be identical to the current deck encroachment and that an environmental gain would be achieved as the cottage was proposed to be re-located 1.5m farther from the lake than its current water setback.

The Planner also advised the owners that they are to obtain a permit and consult with the Rideau Valley Conservation Authority to confirm the appropriate location to dispose of excavation rocks, to protect the Provincially Significant Wetland buffer area.

b) APPLICANT COMMENTS

The owners confirmed that their proposal is intended to require the least possible expansion of the building, on their lot. The owners also noted that they were not previously aware of the MRSSO comments. The Planner replied that the MRSSO verbal comments were received after the Planner's Report had been completed and that the septic variance could also be included as part of the Committee's decision.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

RESOLUTION #COA-2023-06

MOVED BY: Richard Schooley
SECONDED BY: Larry Sparks

“THAT, in the matter of an application under Section 45(2) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Variance Application MV22-29 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and Section 3.30 (Yard and Deck Encroachment) of Zoning By-Law 2002-121, for the lands legally described as 1212 Black Lake North Shore Road, Concession 6, Part Lot 23, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-72950:

- To permit a walkout basement to be added to an existing cottage, at a water setback of 15.03m rather than the 30m required;
- To permit a septic system to have a setback of 21m from the lake, rather than the 30m required;
- To permit a deck that is proposed to encroach 5.16m toward the lake rather than the 2m permitted;

AND THAT, a Development Agreement be executed.”

ADOPTED

iii) **FILE #: MV22-29 – Dubreuil (Susan)**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the owner has entered into an agreement with the Rideau Valley Conservation Authority for revegetation of the shoreline.

b) **APPLICANT COMMENTS**

The owner noted that they will be replacing the existing holding tank with an Eljen septic system which has a reduced water quality impact.

c) **ORAL & WRITTEN SUBMISSIONS**

Written comments received from neighbours were in support of this application.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2023-07

MOVED BY: Richard Schooley
SECONDED BY: Larry Sparks

“**THAT**, in the matter of an application under Section 45(2) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Variance Application MV22-30 is approved, to allow a variance from the requirements of Section 3.29 (Water Setbacks) and Section 10.1.2 (Zone Provisions) of Zoning By-Law 2002-121, for the lands legally described as 555 Black Lake Road, Concession 6, Part Lot 19, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-54200:

- To permit a walkout basement to be added to an existing cottage, at a water setback of 18.3m rather than the 30m required;
- To recognize the existing 4.27m east side yard setback, rather than the 6m required;

AND THAT, a Development Agreement be executed.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 6:12 p.m.

Chairperson

Secretary/Treasurer

POLICE SERVICES BOARD MINUTES

Tuesday, February 28th, 2023

2:00 p.m.

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

Council Chambers

ATTENDANCE:

Members Present:

Chair, Neil Fennell, Municipal Appointee
Rob Rainer, Reeve, Council Appointee

Staff Present:

Amanda Mabo, CAO/Clerk/Secretary

Others Present:

Karuna Padiachi, OPP, Detachment Commander (left at
2:55 p.m.)

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. ELECTION OF CHAIR & VICE-CHAIR

RESOLUTION #PSB-2023-01

MOVED BY: Rob Rainer

“**THAT**, as per Section 28(1) of the Police Services Act, R.S.O. 1990, C. P.15
Neil Fennell be elected as Chair of the Tay Valley Police Services
Board for 2023.”

ADOPTED

RESOLUTION #PSB-2023-02

MOVED BY: Neil Fennell

“**THAT**, as per Section 28(2) of the Police Services Act, R.S.O. 1990, C. P.15
Rob Rainer be elected as Vice-Chair of the Tay Valley Police Services
Board for 2023.”

ADOPTED

3. APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

5. APPROVAL OF MINUTES

Minutes – May 24th, 2022.

The minutes of the Police Services Board Meeting held on May 24th, 2022 were approved as circulated.

6. DELEGATIONS & PRESENTATIONS

None.

7. CORRESPONDENCE

None.

8. BUSINESS

i) **Policing Contract.**

Detachment Commander.

a) Lanark County OPP – 2nd Quarter Report

b) Lanark County OPP – 3rd Quarter Report

c) Lanark County OPP – 4th Quarter Report – *attached, page 6.*

The Board reviewed and discussed the reports.

ii) **Detachment Commander Update.**

The DC updated the Board on the incident earlier this month in Beckwith.

iii) **2023-2025 – Lanark County OPP Action Plan with Board Input.**

The OPP is waiting on the Commissioner's priorities for the next two years before the Board can be updated and have input on the Lanark County OPP Action Plan.

iv) **2022-2023 Festive RIDE Update.**

RIDE activities are conducted annually from December to the end of March. To date in Tay Valley there have been four RIDEs on December 8, 19, 29, and the 12th of January with additional RIDEs still to be scheduled. A final report will come back once all of the RIDEs are completed.

The grant amount allocated for RIDEs cannot be shared with other municipalities.

Even if no charges are laid during a RIDE, RIDEs are preventative for keeping impaired drivers off the roads.

Locations of RIDEs are selected based on data, time of day, day of the week, etc.

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

Next meeting is in Drummond/North Elmsley Council Chambers on April 26, 2023.

vi) **OAPSB Zone 2 Update.**

See meeting schedule.

The Detachment Commander left at 2:54 p.m.

vii) **Detachment Commander Evaluation for the Year 2022.**

RESOLUTION #PSB-2023-03

MOVED BY: Rob Rainer

“THAT, the Police Services Board move “in camera” at 2:55 p.m. to address a matter pertaining to intimate financial or personal matters or other matters;

AND THAT, the Board Secretary remain in the room.”

ADOPTED

The Chair rose and reported that the Board will meet again on March 23rd at 1:30 p.m. to continue discussions on the Detachment Commanders Evaluation.

9. NEW/OTHER BUSINESS

None.

10. PSB MEETING SCHEDULE

Date	Time	Meeting or Event	Location
March 23, 2023	1:30 p.m.	Police Services Board Meeting	Municipal Office
April 26, 2023	9:30 a.m.	Lanark County Association of Police Services Boards	Drummond/North Elmsley
May 23, 2023	2:00 p.m.	Police Services Board Meeting	Municipal Office
May 30 – June 1, 2023		OAPSB Spring Conference and Annual General Meeting	Niagara Falls
June 16, 2023	9:30 a.m.	OAPSB Zone 2	Brockville
July 19, 2023	9:30 a.m.	Lanark County Association of Police Services Boards	Lanark Highlands
September 15, 2023	9:30 a.m.	OAPSB Zone 2	Russell
September 26, 2023	2:00 p.m.	Police Services Board Meeting	Municipal Office
October 18, 2023	9:30 a.m.	Lanark County Association of Police Services Boards	Mississippi Mills
November 17, 2023	9:30 a.m.	OAPSB Zone 2	Cornwall
November 28, 2023	2:00 p.m.	Police Services Board Meeting	Municipal Office
February 27, 2024	2:00 p.m.	Police Services Board Meeting	Municipal Office

11. DEFERRED ITEMS

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

- None.

12. ADJOURNMENT

The Board adjourned at 3:23 p.m.