



COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 11th, 2023
6:00 p.m.

Municipal Office – Council Chambers – 217 Harper Road

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

Chair, Councillor Korrine Jordan

1. CALL TO ORDER

2. AMENDMENTS/APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES OF PUBLIC MEETINGS

- i) **Public Meeting: Zoning By-Law Amendment - March 21st, 2023 – attached,
page 10.**

Suggested Recommendation:

**“THAT, the minutes of the Public Meeting – Zoning By-Law Amendment held
on March 21st, 2023, be approved.”**

5. DELEGATIONS & PRESENTATIONS

- i) **Perth and District Community Foundation Vital Signs Report – attached,
page 18.**

Victoria Gibb-Carsely, Executive Director, Perth and District Community
Foundation.

Suggested Recommendation:

**“THAT, the Perth and District Community Foundation Vital Signs Report to Tay
Valley Township Council on April 11th, 2023 be received for information.”**

- ii) **Planet Youth Lanark County Update – attached, page 26.**
Andrew Lynch, Steering Committee Member.

Suggested Recommendation:

“THAT, the Planet Youth presentation to Tay Valley Township Council on April 11th, 2023 be received for information.”

6. PRIORITY ISSUES

- i) **Report #PW-2023-09 – Calcium Chloride – Tender Award – attached, page 36.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, the Calcium Chloride Tender, #2023-PW-004 be awarded to Da-Lee Dust Control Limited;

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

- ii) **Report #PW-2023-10 – Engineering Services for the Glen Tay Culvert and Gambles Side Road Bridge – RFP Award – attached, page 39.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“That, the Engineering Services for the Glen Tay Culvert and Gambles Side Road Bridge, #2023-PW-003, be awarded to the Greer Galloway Group;

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

- iii) **Report #PW-2023-11 – Half-Ton Truck – RFP Award – attached, page 42.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Request for Proposal #2023-PW-006 – One (1) Half-Ton Truck be awarded to James Braden Ford Ltd. for the Ford Lightning;

THAT, The Reeve and Clerk be authorized to sign the necessary documentation;

AND THAT, Truck No. 14 be sold on GovDeals.net once the new truck arrives, with the funds to be transferred to the Equipment Reserve.”

- iv) **Report #PW-2023-12 – Municipal Office Roof Replacement – Tender Award – attached, page 48.**
Sean Ervin, Public Works Manager.

Suggested Recommendation to Council:

“THAT, Tender #2023-MO-002 – Municipal Office Roof Replacement be awarded to Sargeant Construction Inc. in the amount of \$123,222.15 plus H.S.T.;

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

- v) **Report #CBO-2023-04 – Building Department Report – January – March 2023 – attached, page 51.**
Noelle Reeve, Planner.

Suggested Recommendation to Council:

“THAT, Report #CBO-2023-04 – Building Department Report – January - March 2023 be received as information.”

- vi) **Report #C-2023-03 – Proposed New Road Name – Lampman Hill – attached, page 52.**
Janie Laidlaw, Deputy Clerk.

Suggested Recommendation to Council:

“THAT, the necessary by-law to name an existing Private Road to Lampman Hill as outlined in Report #C-2023-03 – Proposed New Road Name – Lampman Hill, be brought forward for approval.”

- vii) **Report #CAO-2023-08 – 25th Anniversary Celebrations Update – attached, page 56.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, staff be authorized to proceed with the ideas to celebrate the 25th Anniversary of Tay Valley Township as outlined in Report #CAO-2023-08 – 25th Anniversary Celebrations Update;

AND THAT, the required funds, as outlined in Report #CAO-2023-08 – 25th Anniversary Celebrations Update will be expensed from the 200th Anniversary Reserve and the Contingency Reserve.”

- viii) **Report #CAO-2023-09 – Code of Conduct for Council and Local Boards Update – attached, page 60.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, changes to the Code of Conduct for Council and Local Boards as outlined in Report #CAO-2023-09 – Code of Conduct for Council and Local Boards Update, be approved;

AND THAT, the necessary by-law be brought forward.”

- ix) **Report #CAO-2023-10 – Pay Equity and Compensation Review – RFP Award – attached, page 83.**
Amanda Mabo, CAO/Clerk.

Suggested Recommendation to Council:

“THAT, the Pay Equity and Compensation Review, Contract #2023-HR-01, be awarded to ML Consulting Services;

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

7. CORRESPONDENCE

- i) **23-03-30 – Council Communication Package – cover sheet attached, page 88.**

Suggested Recommendation to Council:

“THAT, the 23-03-30 Council Communication Package be received for information.”

- ii) **23-04-05 – Council Communication Package – cover sheet attached, page 90.**

Suggested Recommendation to Council:

“THAT, the 23-04-05 Council Communication Package be received for information.”

iii) **Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales.**

Suggested Recommendation to Council:

*“**WHEREAS**, prior to being repealed by the Modernizing Ontario’s Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction;*

***AND WHEREAS**, the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario;*

***NOW THEREFORE BE IT RESOLVED THAT**, a letter be sent to all relevant taxation bodies, including the Ministry of Municipal Affairs and Housing, the Ministry of Finance, John Jordan, MPP, the Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.”*

iv) **New Fee Proposed by Enbridge Gas – attached, page 92.**

Suggested Recommendation to Council:

*“**WHEREAS**, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;*

***AND WHEREAS**, third-party contractors include Ontario Municipalities;*

***AND WHEREAS**, these locate requests are only required as Ontario Municipalities have allowed utilities to use municipal right-of-ways at no charge to the utilities;*

***AND WHEREAS**, this announcement of new downloaded costs will negatively impact the budgets of Ontario Municipalities which are already burdened;*

***AND WHEREAS**, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;*

***NOW THEREFORE BE IT RESOLVED THAT**, the Council of Township of Tay Valley Township strongly opposes these utility locate costs being downloaded to Ontario Municipalities by Enbridge Gas or other utilities;*

***AND THAT**, the Province of Ontario’s Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;*

***AND THAT**, this decision be forwarded to Premier Doug Ford, Minister of Public and Business Service Delivery, Kaleed Rasheed, Minister of Infrastructure, Kinga Surma, Minister of Energy, Todd Smith, John Jordan, MPP, the*

Association of Ontario Road Supervisors and the Association of Municipalities of Ontario;

AND FURTHER THAT, *the Association of Ontario Road Supervisors will be sending your Public Works Manager and Directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.”*

v) **AMO Calls for Legislation to Strengthen Municipal Codes of Conduct and Enforcement – *attached, page 94.***

Suggested Recommendation to Council:

“WHEREAS, *all Ontarians deserve and expect a safe and respectful workplace;*

AND WHEREAS, *municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;*

AND WHEREAS, *several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;*

AND WHEREAS, *these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;*

AND WHEREAS, *municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;*

AND WHEREAS, *municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;*

NOW THEREFORE BE IT RESOLVED THAT, *the Council of Tay Valley Township supports the call of the Association of Municipalities in Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;*

AND THAT, *the legislation encompass the Association of Municipalities of Ontario’s recommendations for:*

- *Updating municipal Codes of Conduct to account for workplace safety and harassment*
- *Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario*
- *Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the Province*

- *Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner*
- *prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.”*

8. COMMITTEE, BOARD & EXTERNAL ORGANIZATION UPDATES

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

ii) **Committee of Adjustment.**

23-03-27 – DRAFT Committee of Adjustment Hearing Meeting Minutes – *attached, page 98.*

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.

23-03-23 – DRAFT Police Services Board Meeting Minutes – *attached, page 104.*

vii) **Green Energy and Climate Change Working Group.**
Councillor Greg Hallam and Councillor Angela Pierman

23-03-17 – DRAFT Green Energy and Climate Change Working Group Meeting Minutes – *attached, page 107*

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

ix) **Mississippi Valley Conservation Authority Board.**
Councillor Andrew Kendrick.

23-03-13 – Mississippi Valley Conservation Authority Board Meeting Summary – *attached, page 113.*

- x) **Rideau Valley Conservation Authority Board.**
Councillor Angela Pierman.

23-02-23 and 23-03-23 – Rideau Valley Conservation Authority Board Meeting Summary – *attached, page 115.*

23-02-23 – Rideau Valley Conservation Authority Board Meeting Minutes – *attached, page 116.*

- xi) **County of Lanark.**
Reeve Rob Rainer and Deputy Reeve Fred Dobbie.

9. CLOSED SESSION

None.

10. DEFERRED ITEMS

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

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

11. ADJOURNMENT

MINUTES

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

Tuesday, March 21st, 2023

5:30 p.m.

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

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Korrine Affleck
Councillor Andrew Kendrick
Councillor Angela Pierman
Councillor Greg Hallam

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

Public Present: 52

1. CALL TO ORDER

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

2. INTRODUCTION

The Reeve gave the following welcome and explanation of the Public Meeting:

Good evening, welcome to the official onset of spring, and thank you for being on hand for this Public Meeting of Tay Valley Township. In a moment I will express formal preliminary remarks required for this meeting, but prior to doing that I wish to say the following.

This is a Public Meeting as legislated under provincial law. It is not a meeting of Council or the Committee of the Whole. This is the time for members of the public who wish to speak tonight to indeed speak, within time limits which are reasonable for the completion of the meeting and with respect to a Council meeting which will immediately follow the Public Meeting. After our Planner, Noelle Reeve, gives her presentation on the subject matter at hand, I will ask for a show of hands to indicate how many people will wish to speak. In anticipation that there could be many

speakers, we are asking people who wish to speak to limit the time of their comments and questions to about three minutes. Exceptions are for people who will speak on behalf of applicable groups of people, in which case such representatives will have up to 10 minutes to speak. As Chair, I will signal when these respective time limits are approaching and when they have been reached. The expectation is that speakers will adhere to those limits, respecting that there are more people yet to be heard.

Our Deputy Clerk, Janie Laidlaw, will be taking copious notes including the names of speakers so that such names are documented in the minutes. Members of Council may pose questions of clarification, if and when necessary. However, as this is not a Council meeting, neither Council or staff will engage in discussion or debate. As well, questions posed tonight by the public will not be answered on the spot, but rather can and would be answered in the coming days or into early next week, if such questions have not already been answered by the Township, such as are available on the Township website.

As the meeting unfolds, we ask that decorum be observed and respected at all times. It will be part of my job to ensure that that occurs. In the event that a short recess may be needed, I will not hesitate to call for that. We also anticipate a bathroom and stretch break at about 7:00 PM or so, in anticipation that the Public Meeting may run two to three hours if not a little longer.

And with that, I shall move to the official preliminary remarks prior to turning the microphone over to Noelle.

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

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

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

3. APPLICATIONS

i) FILE #ZA23-02: Tay Valley Township

a) PLANNER FILE REVIEW & PROPOSED BY-LAW

The Planner gave a PowerPoint Presentation - *attached page 9.*

b) PUBLIC COMMENTS

Frank Johnson, Little Silver and Rainbow Lakes Property Owners Association gave a PowerPoint presentation – *attached, page 17.*

Gordan Hill, Christie Lake Association
Provided written comments of his presentation – *attached, page 23.*

Cathy Anderson, Little Silver Lake Road – *attached, page 27.*

Margo Ayers, Little Silver Lake Road

- echoes Frank Johnson and Gordon Hill's comments
- the proposed amendment will restrict them making any changes to their homes or cottages
- building permits have been being issued for the last 20 years without Road Access Agreements, to now add that requirement will negatively affect the value of their properties and increase expenses before getting a building permit
- asking Council to vote against the amendment

M.J. Barrett, Rainbow Lane – *attached, page 28.*

Tom Ellis, Rainbow Lane – *attached, page 29.*

Carol Morgan, Silvery Lane

- their deed did not say they were responsible for the road, received a nice welcome package from Township, but no mention of being responsible for the road, would not have bought had they known
- building permits have been given and property owners expect to be able to improve their properties, have been told the permits issued was a mistake
- permits have been issued without Road Access Agreement which has set a precedent and owners should not have to pay for a mistake and now the Township is re-wording the By-Law to fix the mistakes that were made
- asking Council to take close look at this, there is about 500 people affected, they share her opinion. they do not want Road Access Agreements or to fight this, want to know it will be revisited by Council

- asking Council to reconsider the vote and the impact on their constituents.

Brad Morrison, Silvery Lane

- was assured not to worry as the amendment does not change that the Road Access Agreements are required
- concerns that Council has put forth clarification without language for a way forward
- as outlined in the FAQ, the result is harm to taxpayers
- even with getting individual roads set up with Road Associations, as mentioned in the FAQ, it is a multi year undertaking, he cannot wait for that process, he needs to do work on his home now and based on legal advice signing a Road Access Agreement is not an option
- hope and expect if Council believes the options in the FAQ are appropriate that Road Access Agreements be set aside until they are engaged with groups to work through the options

Richard Mosley, Little Silver Lake Road

- has never felt Council was working against their best interests until now
- has built and never had a problem, he is on the Private Road section of the road, so not in the subdivision
- could not sit back and watch neighbours be coerced in this situation to help the Township fix their problem
- if Council proceeds they are in for a fight and it will not end soon
- does not understand the rationale behind the materials provided

Michael Poulin, Silvery Lane

- agrees with previous comments so far, does not agree with the amendment
- built his home in 2010, in 2019 built a carport never had a Road Access Agreement, does not believe the need for one
- the Township needs to permanently resolve the issue on these roads, to transfer the liability or responsibility does not fix the problem

Frank Sammut, Little Silver Lake Road

- submitted letters to the Township, the Reeve explained the purpose of the meeting tonight was not for citizens to express their views of Private Unassumed Roads or Road Access Agreements
- Staff and the Reeve should be congratulated for having stopped development on Private Unassumed Roads, they no longer have to issue permits to those landowners if Council adheres to this
- permits were issued without Road Access Agreements, many permits have been issued to date so not just a couple of mistakes

- forcing us to sign Road Access Agreements as individuals or as part of a group
- if the amendment is passed as written all will be in violation and will not be able to use their properties for anything
- a class action lawsuit will not be cheap
- asked Council if they would sign one and if not, think about the decision
- the Township is not a private corporation set out to make as much money as possible, but rather to work for and with the people

Glenn McCue, Little Silver Lake Road

- objecting to the amendment, it is a way for the Township to avoid dealing with their negligence of not enforcing the subdivision agreements with the developers, they did not use their authority to make the developers upgrade roads and now are changing the rules mid-problem since they do not want to deal with it
- management will change the exemptions as a work around to accommodate the negligence of the Township

Mick Wicklum

- all comments extremely relevant, pertinent and well thought out
- Council inherited the problem, the previous Council tried not to give this Council this problem. The previous Council voted to get rid of the Road Access Agreements and for whatever reason it was not implemented. The Resolution is still on the books but was not implemented. Have to ask yourself why it is back here? What is driving this? The last Council voted to be done with Road Access Agreements and the current Councillors have to ask themselves, what is driving this? Who is bringing it back and why?
- This amendment should be voted down and Council should pass another motion to stop requiring Road Access Agreements

Teresa Perna, Maberly Pines Subdivision

- purchased their lot when it had a holding zone placed on it. The Planner has been excellent to help them. Thought they were ready and then the Road Access Agreement came and they did some digging about it, there are many reasons for the agreement not to exist and they are not signing it
- the Township is responsible to maintain the road, they own it and you are responsible for what you own
- referred to question and answers for No. 3 and 5 under Subdivision Agreement Questions in the FAQ's on the Township website
- not responsible for road maintenance did not consent to that and not liable or responsible in law even if it was not brought to their attention when purchasing. There was a contract between the Township and

the developer and landowners are not liable, cannot hold the landowners responsible

- the Private Unassumed Roads Working Groups conclusion was that the Township was negligent as they did not hold the developer responsible. Feels there is a clear indication that the Working Group conclusion is legally feasible and is the core of this issue

Gordon Wallace, Little Silver Lake Road

- responsibility and accountability are important, safety of the roads is a concern and the Township should be held accountable to maintain the roads
- urged Council to defeat the amendment and get a sufficient legal opinion on where you stand

Shannon Celeste, Maberly Pines Subdivision

- just a general comment, the Maberly Pines Subdivision agreement had securities in the form of lots so that if the roads were not brought up to standards they could be sold and the money used to bring the roads up, the lots were declared surplus and sold with the funds going to general revenue, they should have been held onto until 2020 and then would have netted a lot more money and could have brought the roads up

Alex Bushell, Maple Lane

- looked into insurance that is required under the Road Access Agreement and his broker told him it was the first she had every heard of a person insuring a road and that Municipalities are the ones that insure roads not people

Michael Leering, Rainbow Lane

- would not enter into a Road Access Agreement but would like to build a garage, looked for a resolution to the exemptions, would have been allowed before and would not be allowed under this new amendment
- that the vote is next week is concerning
- discussed the financial picture to upgrade the roads and assume them, 12 years pay back after the upgrade of roads. The values of the lots would double if the roads were brought up
- can see it was the developer that was to do it and no one held them responsible
- in the FAQ Subdivision Agreement Question read No. 6 and disagrees with that answer based on increased property values in those subdivision, the statement is disappointing, he was not aware until after purchasing
- request that Council defeat this amendment

- question about the number of permits issued and how many have been issued since 2002 without a Road Access Agreement

John Lang, Little Silver Lake Road

- point was not made that if the Road Association takes on the insurance, the Road Access Agreement requires 5 million and if there is an incident on the road resulting in a claim that is 7 million, who pays for that? Who would purchase on a road with that liability?
- the amount the Township is offering to pay towards the cost of a Road Association is \$105,000
- wrote to Council in August last year, can send Council a copy of that letter
- in 2019 the resolution of Council was approved but not implemented, it is the Clerk's job to follow the orders of Council. Why did the Clerk disobey a direct order of Council?

- c) **RECOMMENDATION**
That the proposed amendments to Zoning By-Law No. 02-021 be approved.

4. ADJOURNMENT

The public meeting adjourned at 7:06 p.m.

DELEGATIONS/ PRESENTATIONS



How **HEALTHY** is Our Community?

Lanark County 2023 Vital Signs Report®

Collaboration. Community. Resilience.

Presentation to Tay Valley Township Council
April 11, 2023



VitalSigns.



Vital Signs

REPORT LAUNCH
+LIVING LIBRARY

April 4, 2023
4:30-6:00pm

Perth and District Union Library
30 Herrick Street

Themes: Inclusive Housing, Affordability,
Well-being, Youth and Rejuvenation
Children welcome! Snacks will be served!

For More Info: www.pdcf.ca / Info@pdcf.ca / 613-326-0295



1



**PDCF grows and strengthens community
so that everyone belongs and thrives today and in the future.**

- Community building
- Fund development
- Granting for impact

Vital Signs Partners



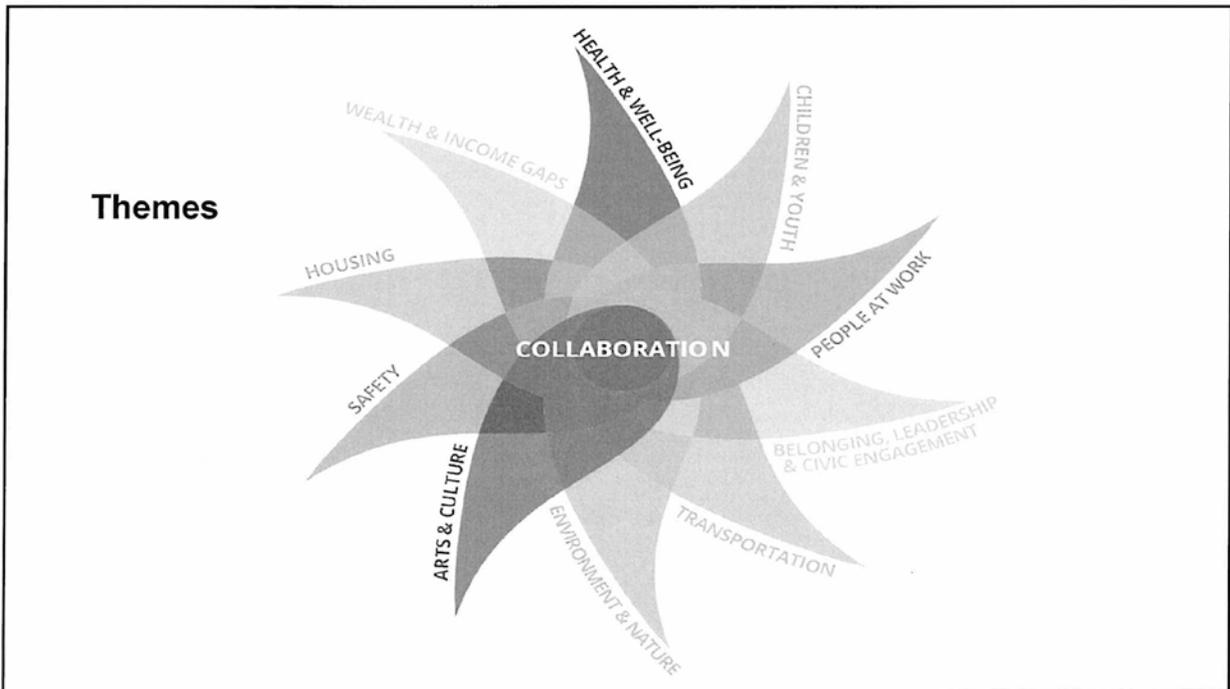
2

What is Vital Signs?

- A community check-up
- Last report in 2017 – the world has changed
- Information for decision makers
- The report suggests actions for anyone in our community

***“Although we were separated,
we had to face our challenges together.”***

3



4

Where does the information come from?

- **Statistics Canada (Census 2021 data)**
- **Research projects conducted by community partners.**
- **Community consultations:**
 - **Vital Conversations**
 - **Feature stories of local organizations' work**
 - **Vital Signs Community Survey**

5

Report Highlights: Our County is Growing and Changing!

"WE LOVE LIVING IN LANARK COUNTY. IT IS A CREATIVE, COLLABORATIVE AND CONNECTION BASED COMMUNITY!"



POPULATION 75,625

OUR COMMUNITY HAS GROWN 13% SINCE 2011

15% OF RESIDENTS ARE UNDER THE AGE OF 14

25% OF RESIDENTS ARE OVER THE AGE OF 65

OUR COMMUNITY IS AGING. THE MEDIAN AGE HAS RISEN 3 YEARS SINCE 2011

Median age in Lanark County 49

Median age in Ontario 42

4% OF RESIDENTS ARE INDIGENOUS

7% OF RESIDENTS ARE IMMIGRANTS

3% OF RESIDENTS ARE VISIBLE MINORITIES. THIS HAS ALMOST DOUBLED SINCE 2016

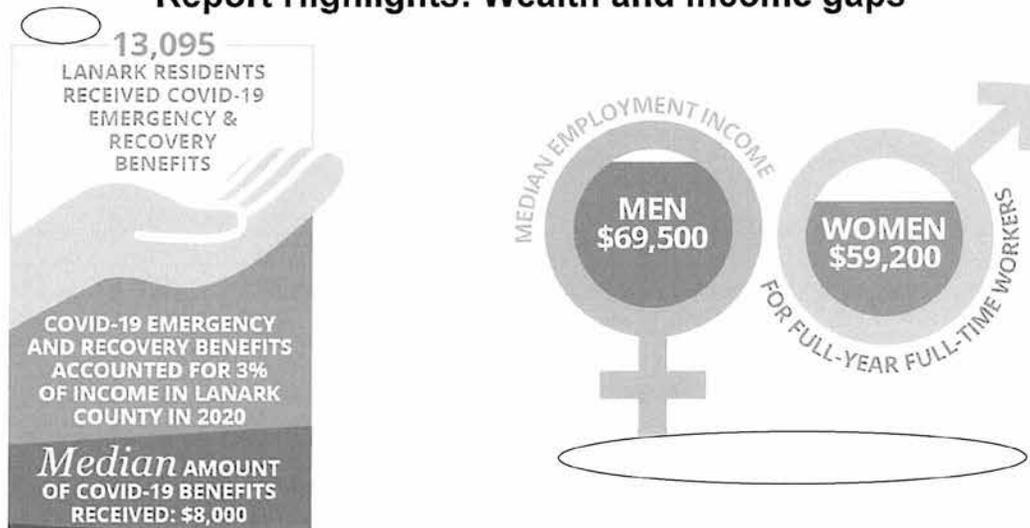
6

Report Highlights: Housing



7

Report Highlights: Wealth and Income gaps



8

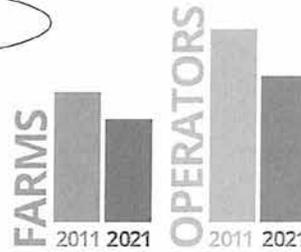
Report Highlights: People at Work

HEALTH CARE, FOLLOWED BY CONSTRUCTION AND RETAIL ARE THE TOP INDUSTRIES IN LANARK COUNTY.

Industries most impacted by the COVID-19 pandemic:

RETAIL
HEALTH CARE & SOCIAL ASSISTANCE
ACCOMMODATION & FOOD SERVICES
MANUFACTURING & CONSTRUCTION ^{3,4}

Immigrants in Lanark County are 2 times more likely than Canadian-born residents to have a university education.



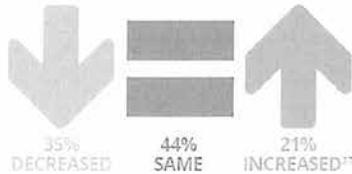
15% OF LANARK COUNTY WORKERS ARE SELF-EMPLOYED

26% of employed residents work from home

9

Report Highlights: Belonging, Leadership and Civic Engagement

COMMUNITY MEMBERS INVOLVEMENT IN COMMUNITY ISSUES



Community Check-In Survey

We have communities with heaps of folks that are ready and willing to support/care for one another. Leveraging that is key to responding to an emergency.

You have a voice with LCCAN – you can slowly be who you're supposed to be, because you have a voice.

"I have more time and am now very involved with a couple of organizations."

SINCE 2021 THE COMMUNITY ALLIANCE FOR REFUGEE RESETTLEMENT (CARR2) HAS SUPPORTED

10 REFUGEES

in the process of resettling from Afghanistan thanks to 150 donors and 40 volunteers.

10

Report Highlights: Environment and Nature

LANARK COUNTY HAS SET A CORPORATE EMISSIONS REDUCTION TARGET OF 20%.



THERE ARE 19 ELECTRIC VEHICLE CHARGING STATIONS ACROSS LANARK COUNTY



"We know we need to take care of Mother Earth if we're going to survive."



"We need a longer-term vision for 7 generations."

"In the Indigenous worldview no one is marginalized, we take care of each other."

11

Report Highlights: Arts and Culture

"After two years without the Stewart Park Festival, we sensed that people were eager to get back to live events. But we couldn't have expected that we would draw the largest single day crowd we ever had. Clearly people missed us and were happy to have a chance to gather with their community." -James Keelaghan, Artistic Director, Stewart Park Festival.



"Our community has always been great at stepping up and supporting our events, especially in the arts. This is a very engaged community."

"When my walls are getting too small I can be by myself at the library, and it's safe. Everyone says hello to you."

"Artists of all kinds reflect history, society, and culture in their work. We can use art as a way to reexamine, shape, and reshape representations of community, gender, race, and class - creating the change we want to see." -Bel Angeles - Artist and Activist

12

Report Highlights: Safety

Lanark County Interval House and
Community Support received...

3025 CRISIS CALLS
IN 2022 and served

460 WOMEN &
CHILDREN



"...[T]his process has helped me feel that it is not just going to get pushed aside and that the accused will hopefully get put on the right track."

3 THINGS WE CAN DO TO MAKE A difference

Drive carefully - keep devices out of arm's reach, drive sober, and keep a close watch on your speedometer.

Be a good neighbour; if you see something wrong and it feels safe to intervene, express concern and speak up, or seek support to do so.

Participate in the "See It, Name It, Change It" campaign to end domestic violence*.

13

Areas of Need

- Affordable housing – especially for renters and newcomers
- Community transportation and active transportation routes
- Basic income and living wages
- Mental health supports
- Affordable and accessible child care
- Support community-based solutions
- Support access to arts and culture, especially in rural areas
- Partner with community organizations

14

Next Steps

- Presentations to Council meetings and local organizations
- Report available online at www.pdcf.ca and in print
- Vital Conversations centred on themes - discussion and action

15

**Thank you for your work and your
commitment to community!**

PDCF Contact:
Victoria Gibb-Carsley, Executive Director
info@pdcf.ca ~ 613-326-0295



16



PARTNER *Lanark County*

<https://planetyouthlanark.ca/>



Planet Youth Lanark County Update March 2023

1



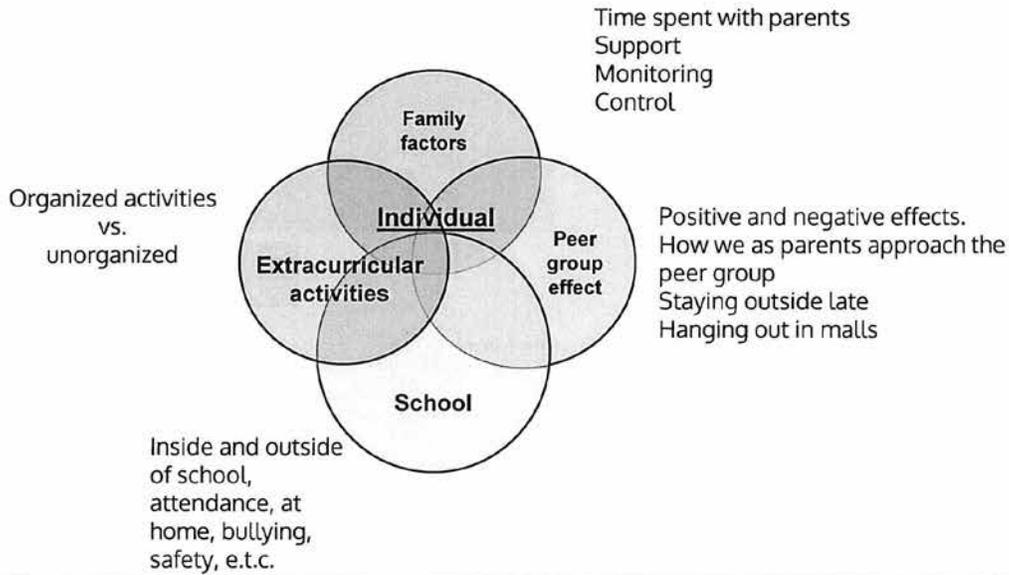
Planet Youth evolved in Iceland as a response to significant use by youth use of harmful substances.

- Traditional primary use prevention: "This stuff is harmful, bad for you. Don't use it."
- Based on their own research and a review of global literature, ICSRA (The Icelandic Centre for Social Research and Analysis) developed a community-based approach to deter substance use
- Planet Youth - identify factors that contribute to healthy development and wellbeing and engage stakeholders in developing a network of supports.

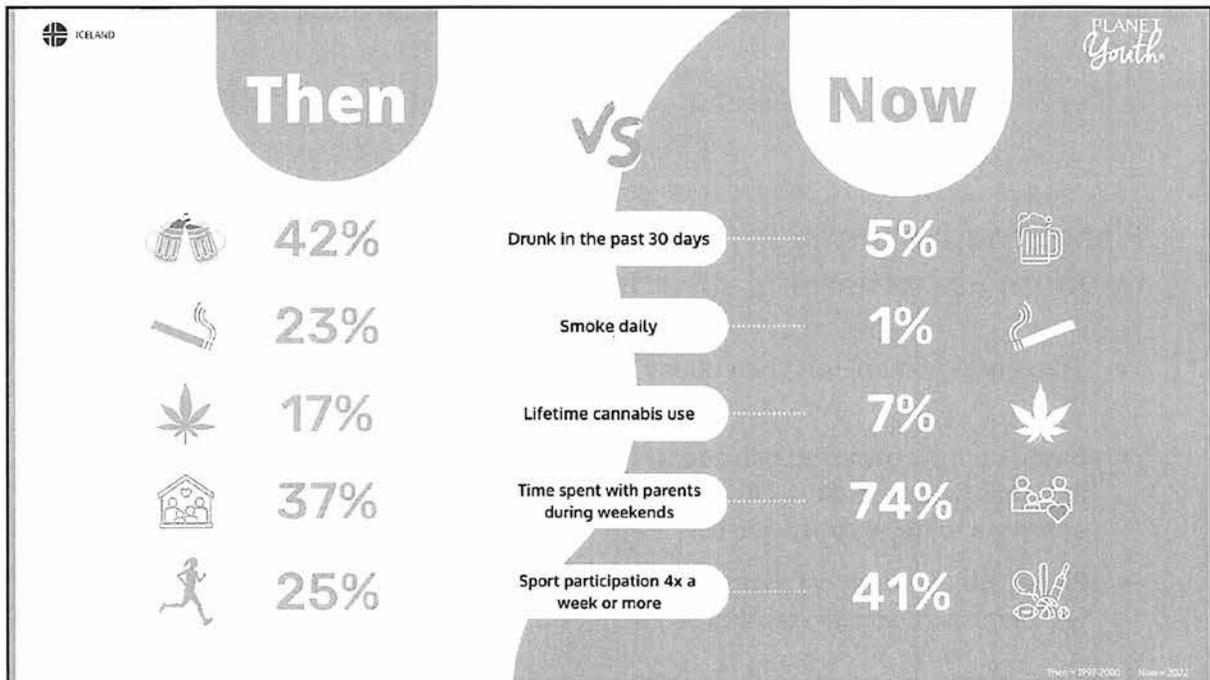
2

The Icelandic prevention model - Four Domains

PLANET
Youth



3



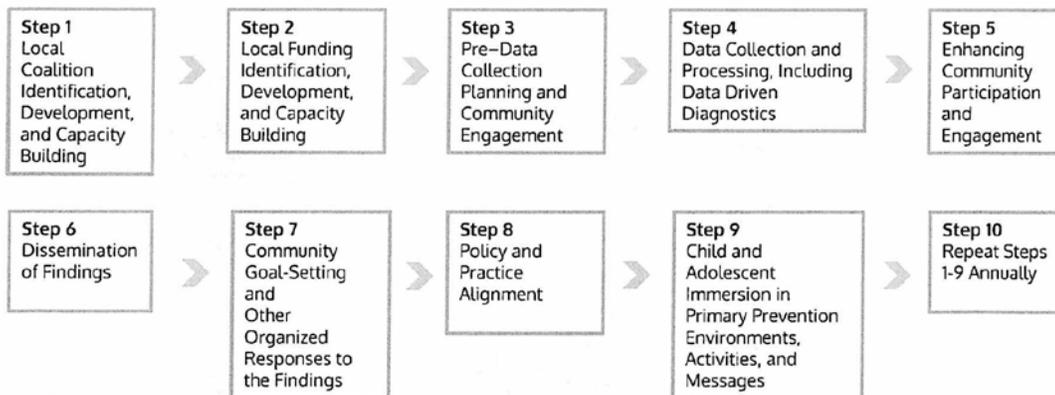
4

The Five Guiding Principles of The Planet Youth Guidance Model



5

The Planet Youth Guidance Model: The 10 core steps of the Icelandic Prevention Model



6

Method and Data collection



Participants were high school students that attended school on the day of the survey. In 2022, 7 schools across 4 regions in Lanark took part in the survey.

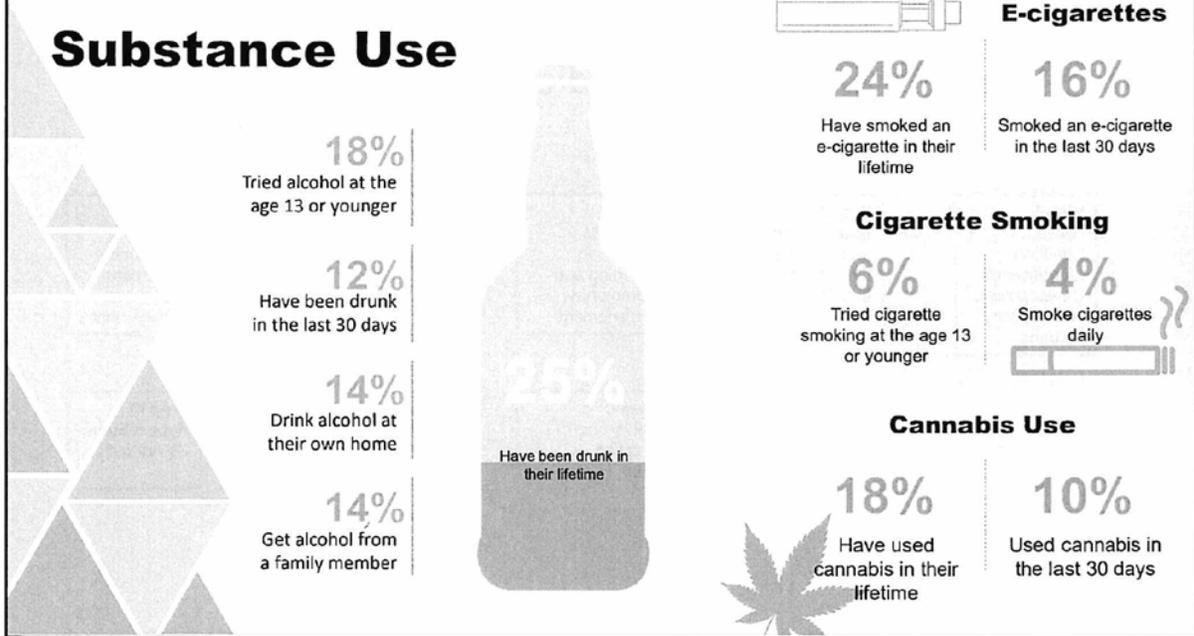
The surveys were conducted from February to March 2022. The total response rate for Lanark was 70%.

Using a process developed by ICSRA data was collected with an online questionnaire in the Alchemer software. The survey was conducted during classroom hours. Participation was voluntary, and students were free to answer the survey in whole or in part, to skip any question at will, and to change their mind about participation at any time.

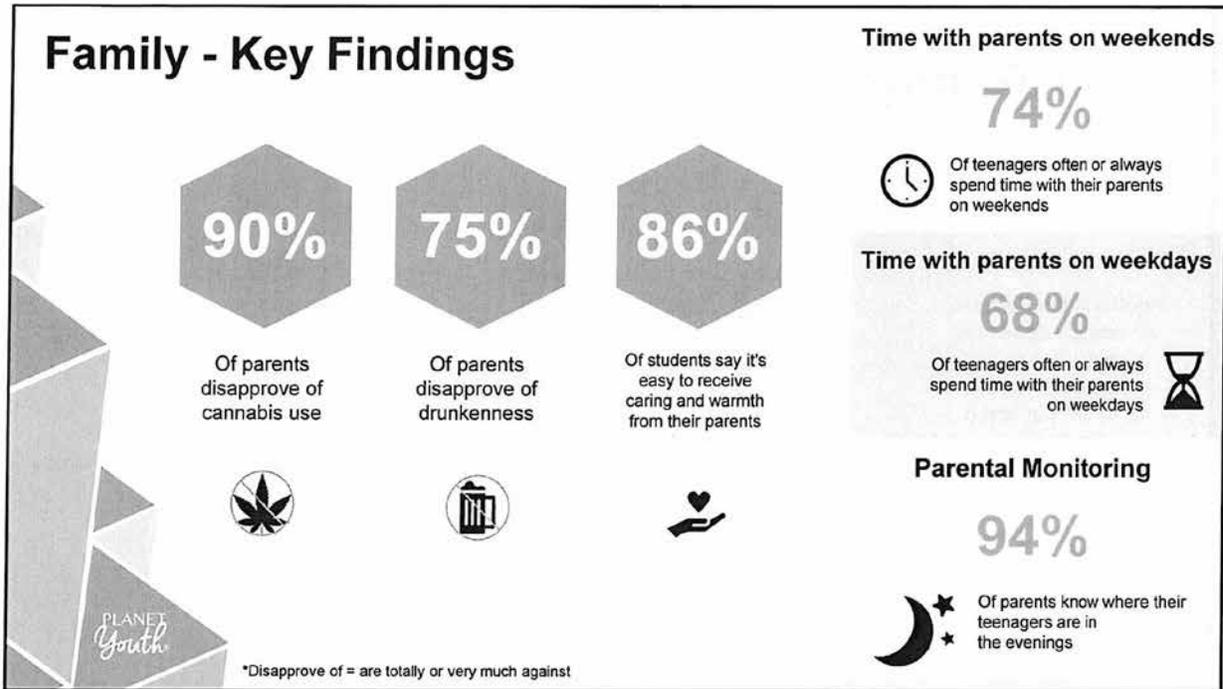


7

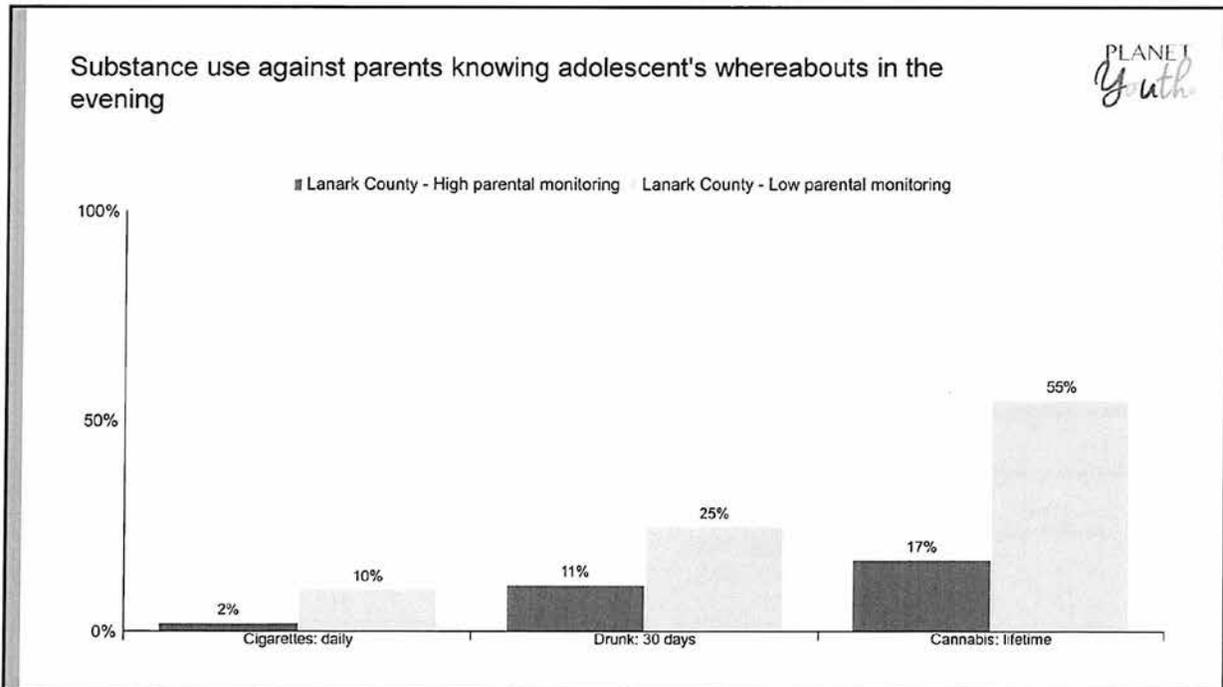
Substance Use



8



9

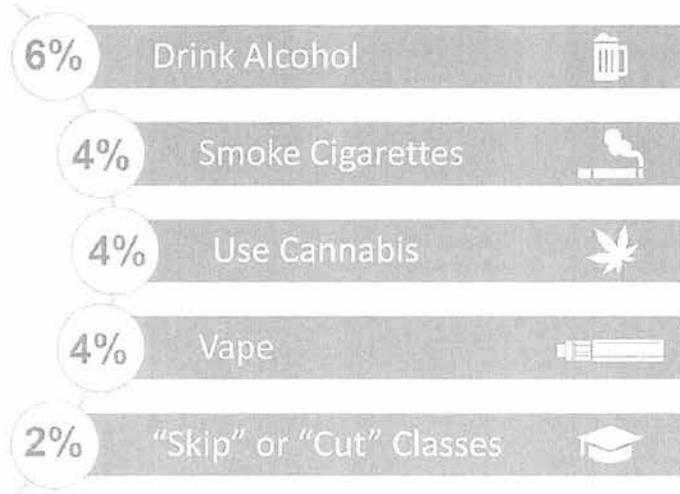


10

Peer Group Effects

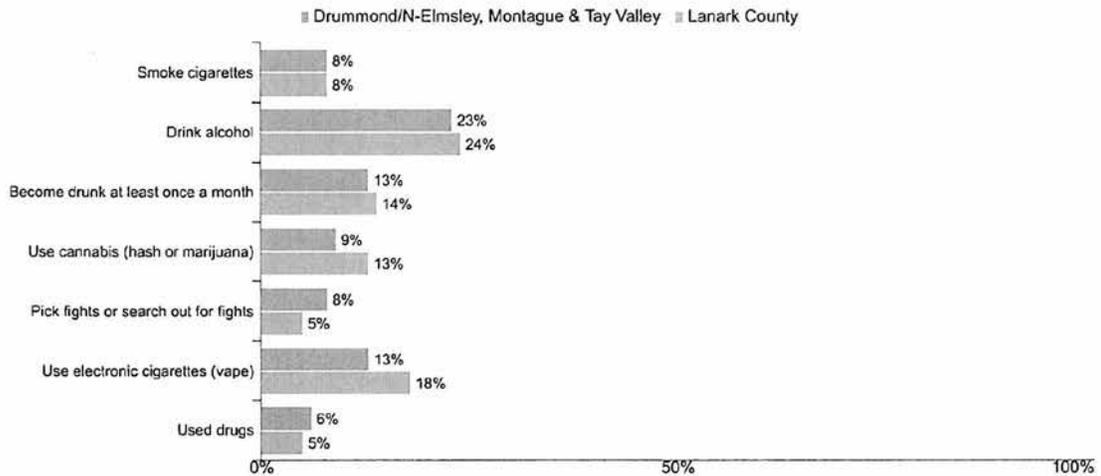


Adolescents who agree or strongly agree that they need to do the following in order not to be left out of the peer group



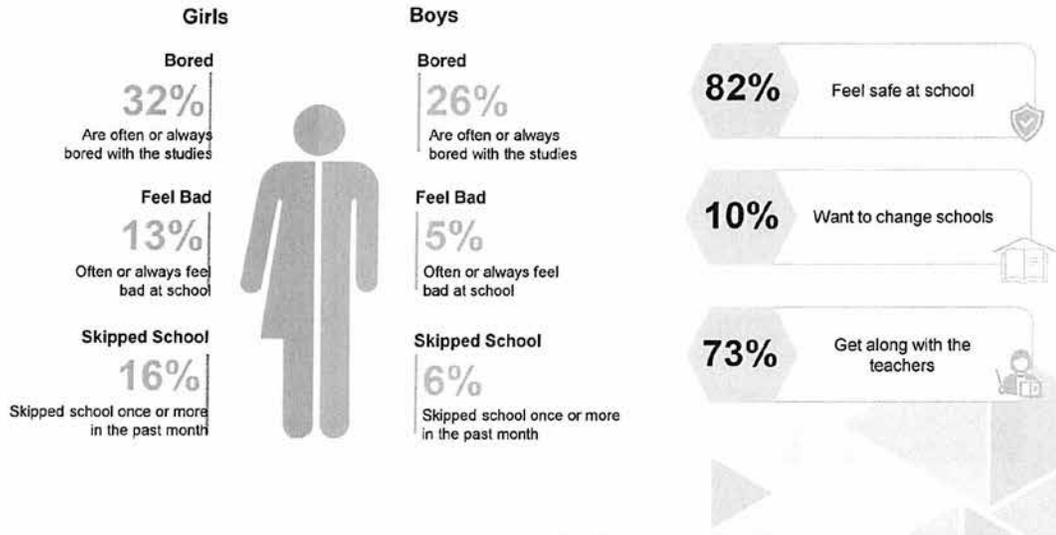
11

Proportion of adolescents in Drummond/N-Elmsley, Montague & Tay Valley who report that most/almost all of their friends:



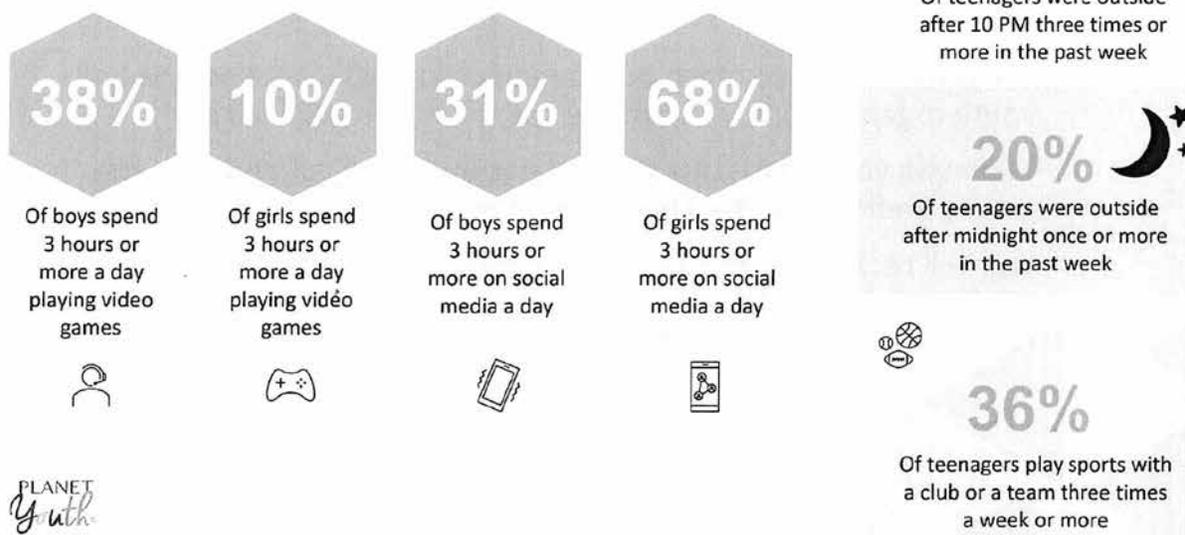
12

School- Key Findings

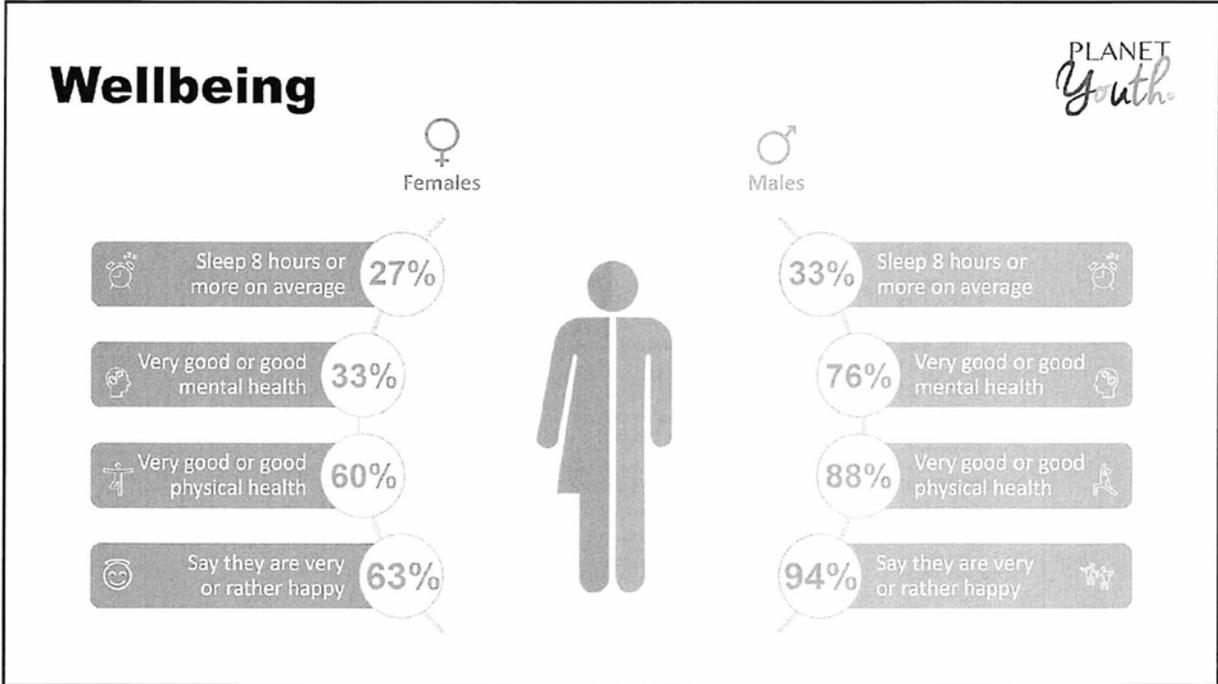


13

Leisure activities



14



15

Next Steps -

- We will continue to reach out to municipalities, school boards and youth organizations to share the data from the 2022 survey.
- We invite you to visit <https://planetyouthlanark.ca/> and read the survey findings for The Town of Smiths Falls.
- You will receive an invitation to an upcoming Planet Youth goal setting workshop. We are hoping to have councillors or staff representatives from each municipality present.

16

PLANET
Youth

PARTNER *Lanark County*

<https://planetyouthlanark.ca>

PRIORITY ISSUES



REPORT

COMMITTEE OF THE WHOLE
April 11, 2023

Report # PW-2023-09
Sean Ervin, Public Works Manager

CALCIUM CHLORIDE – TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Calcium Chloride Tender, #2023-PW-004 be awarded to Da-Lee Dust Control Limited;

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

BACKGROUND

The Township uses Calcium Chloride as a dust suppressant on Township roads with approximately 360,000 liters applied directly to specified roads and/or delivered to the Bathurst Garage annually. Dust control on gravel roads is necessary to improve safety, reduce road maintenance and improve the quality of life to residents adjacent to the road.

DISCUSSION

The Calcium Chloride Tender #2023-PW-004 was issued on March 10th, 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 March 30th and one bid was received.

Company	Total Tender Price
Da-Lee Dust Control Limited	\$ 128,520.00

Due to the current state of the economy, the Tender was issued as a one-year contract. However, there are two optional contract extensions for the years 2024 and 2025, which may be utilized if the Contractor and Township mutually agree to extend the Contract.

FINANCIAL CONSIDERATIONS

There is \$125,000 allocated for Calcium Chloride in the 2023 Budget. De-Lee Dust Control Limited have quoted a price of \$.357/litre for 2023, which is a 26% increase from 2022. A detailed breakdown is as follows:

ITEM	COST
Supply, Delivery and Application of Calcium Chloride	\$ 128,520.00
Rebated H.S.T (1.76%)	\$2,261.95
Total Project Cost	\$130,781.95
Budgeted Amount	\$125,000.00
Surplus/(Deficit)	(\$5,781.95)

OPTIONS CONSIDERED

Option #1 – (Recommended) – That the Calcium Chloride Tender, #2023-PW-004 be awarded to Da-Lee Dust Control Limited and that the Reeve and Clerk be authorized to sign the necessary documentation. The allocated quantity of calcium chloride will be utilized, and the budget line item will be over budget by \$5,781.95. This will maintain the current service level provided to the residents.

Option #2 - That the Calcium Chloride Tender, #2023-PW-004 be awarded to Da-Lee Dust Control Limited and that the Reeve and Clerk be authorized to sign the necessary documentation. Staff will reduce the quantity of calcium chloride to fit within the yearly budgeted amount, however this will reduce the service level that is provided, and some roads will not receive calcium chloride this summer. This is not recommended as there are environmental concerns with dust pollution and these roads will require more frequent maintenance so costs will increase on other areas of the budget.

Option #3 – Do not apply calcium chloride to gravel roads in 2023. This is not recommended.

CLIMATE CONSIDERATIONS

The application of calcium chloride reduces the amount of dust pollution, as well as provide a layer of protection on gravel roads, which extends the timeline when the road will need to be graded again, thus reducing the amount of fuel being used by the graders.

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

Da-Lee Dust Control Limited is formally known as Morris Chemicals, who were the previous calcium chloride supplier for many years and have always proven reliable. This contractor has done a good job in coordinating the supply and delivery of calcium with staff in the past and staff are confident that they can meet the requirements specified within the Contract.

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

April 11, 2023

**Report #PW-2023-10
Sean Ervin, Public Works Manager**

ENGINEERING SERVICES FOR THE GLEN TAY CULVERT AND GAMBLES SIDE ROAD BRIDGE - RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Engineering Services for the Glen Tay Culvert and Gambles Side Road Bridge, #2023-PW-003, be awarded to the Greer Galloway Group;

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

BACKGROUND

The Glen Tay Culvert and the Gambles Side Road Bridge structures were identified in the 2022 OSIM bridge inspections, included in the Township’s 10-Year Capital Plan, and were approved in the 2023 Capital Budget.

The purpose of this Request for Proposal (RFP) is to hire a consultant to complete the detailed design and prepare the construction specification and drawings for each of the structures. This consultant will also provide contract administrative and inspection services during the construction phase of these structures. The timelines noted in the RFP and as per discussions during the Townships Budget deliberations is to complete the detailed design for both structures in 2023 and, if time permits, complete the construction of the Glen Tay Culvert in 2023. The Construction phase of the Gambles Side Road Bridge will be scheduled for 2024, pending budget approval.

DISCUSSION

The RFP was issued on March 3rd and publicly advertised within the local newspaper, on the Township’s Bids and Tenders Portal and on the Website. The RFP closed on March 30th and eight (8) proposals from the following companies were submitted:

Company
Safe Roads Engineering
The Greer Galloway Group
Ambashi Engineering & Management Inc.
Ainley Graham & Associates Limited
CBCL Limited
D. M. Wills Associates Limited
Makami Engineering Group Ltd.
Jacobs Consultancy Canada Inc.

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

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

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

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

Staff have reviewed and evaluated all eight (8) of the submissions and concluded that the proposal submitted by The Greer Galloway Group was the most thorough and scored the highest out of the eight (8) proposals that were submitted. The Greer Galloway Group has experience with similar projects, a very experienced project team and considerable understanding for the scope of work that was outlined in the RFP. Their submitted work schedule was realistic and was reflective of their proposed work plan and methodology.

FINANCIAL CONSIDERATIONS

The 2023 Capital Budget included \$36,036 for the Gambles Road Bridge project (design only) and \$108,990 for the Glen Tay Culvert project (design and construction). Both projects are being funded by the Bridge Construction Reserve. The proposed price included \$10,035 for the design phase of the Glen Tay Culvert and \$14,175 for the design phase of the Gambles Road Bridge and therefore is well within budget. The surplus funds will be used towards the construction phase of both structures, which may be discussed later this year for the Glen Tay Culvert and during 2024 budget deliberations for the Gables Road Bridge.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the request for proposal to The Greer Galloway

Group.

Option #2 – Award the request for proposal to one of the other companies that provided a proposal. Staff do not recommend this option as the results of the evaluations were clear.

Option #3 – Not award the request for proposal and provide further direction.

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.

CLIMATE CONSIDERATIONS

None

CONCLUSIONS

Based on their excellent proposal, experience with similar projects and very knowledgeable project team, it is recommended that Council award the Contract to The Greer Galloway Group.

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

April 11, 2023

Report #PW-2023-11

Sean Ervin, Public Works Manager

HALF-TON TRUCK – RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, Request for Proposal #2023-PW-006 – One (1) Half-Ton Truck be awarded to James Braden Ford Ltd. for the Ford Lightning;

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

AND THAT, Truck No. 14 be sold on GovDeals.net once the new truck arrives, with the funds to be transferred to the Equipment Reserve.”

BACKGROUND

During 2023 Budget deliberations, Council approved the amount of \$65,000 for the purchase of a half-ton truck, to replace the 2012 Dodge Ram (Truck #14). Truck #14 is beyond the expected service life of ten (10) years and has approximately 220,000 km. The truck does operate; however, it requires significant bodywork and the 4-wheel drive no longer works correctly. Half ton trucks are used by the Public Works Department for road patrols, civic address applications, meeting residents on site as well as visiting construction projects.

DISCUSSION

The Request for Proposal (RFP) was publicly advertised 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. Staff also contacted all local dealerships to notify them of the opportunity. The RFP closed on February 23, 2023, and two bids were received as per the followings:

Company
Mike Fair Chevrolet Buick GMC Cadillac Ltd
James Braden Ford Ltd.

The submissions were evaluated on purchase price, equipment specifications, integration with current fleet, lifecycle cost, and warranty. As part of the RFP document, companies were also asked to provide a price for an electric option, if possible.

FINANCIAL CONSIDERATIONS

Below is a detailed price breakdown for the initial purchase of an internal combustion engine:

Price from Mike Fairs Chevrolet	\$ 56,733.00
Rebated H.S.T	\$ 998.50
GPS/Road Watch Software Install	\$ 2,500.00
Total Price	\$ 60,231.50
Budget	\$ 65,000.00
Surplus/(Deficit)	\$ 4,768.50

As noted in the table above, the purchase is well within the budgeted amount.

Mike Fairs Chevrolet did not provide a price to purchase an electric vehicle, as the sales team noted they do not expect delivery of any electric pick-ups until sometime in 2024 and they could not provide a definite price.

The proposal from James Braden Ford did include a price for an electric pick-up. The initial purchase price breakdown of the Ford Lightning XLT purchase is as follows:

Price from James Braden Ford Ltd.	\$85,595.00
Rebated H.S.T	\$1,506.47
GPS/Road Watch Software Install	\$2,500.00
Charger w. Install (estimated)	\$4,000.00
Total Price	\$93,601.47
Budget	\$65,000.00
Surplus/(Deficit)	(\$28,601.47)

The deficit amount of \$28,601.47 could be funded from the Special Contingency as there was \$54,000 allocated in the 2023 Capital Budget for the purchase of the Ford Mustang Mach-E, which will not be utilized. A vehicle could be delivered by August of this year.

However, a high-level lifecycle cost comparison of the two options over the expected service life of 10 years shows the electric vehicle option to be cheaper as noted below:

	Internal Combustion	Electric
Initial Cost	\$ 56,733.00	\$ 85,595.00
Charger w. install (estimated)*	\$ 0.00	\$ 4,000.00
Operating Cost Estimated Fuel/Electric over 10 years (TVT budgets \$4,000/ year for fuel for the light duty vehicles**)***	\$ 40,000.00	\$ 5,220.00*

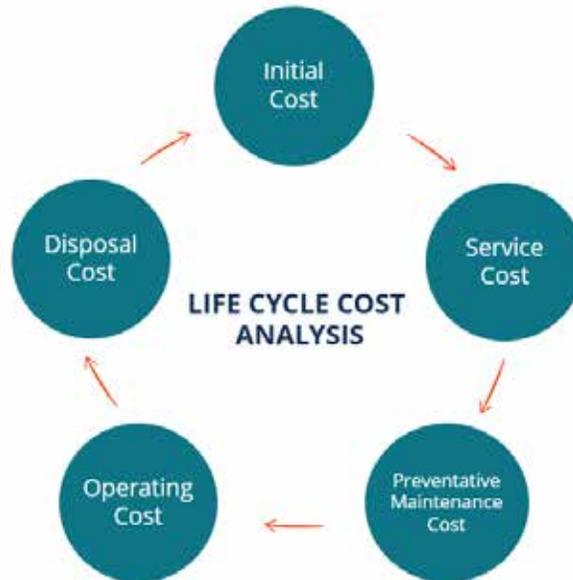
Preventative Maintenance/Service Costs (TVT budgets \$3,000 per year for maintenance costs for the light duty vehicles)****	\$ 30,000.00	\$ 12,000.00**
Disposal cost (Specific dollar value not estimated)*****	Resale value declines as the vehicle ages	Resale values declines far less. Battery Electric Vehicles are conservatively reported to last 50% longer than Internal Combustion Vehicles
Total	\$ 126,733.00	\$ 106,815.00

**The increase in the price of carbon for fossil fuel and inflation costs for fuel were not considered

***Reports indicated that Ford Lightning average consumption is 30 kWh/100km, the current hydro rate is \$0.087kWh, 20,000km per year for 10-years (inflation costs for hydro were not considered)

**** Ford reports that maintenance costs are 40% less than a Ford F150

*****<https://cleantechnica.com/2023/04/02/gas-cars-are-embarrassingly-uncompetitive-lifecycle-cost-analysis>



A life cycle cost comparison looks at all the expenses associated with a purchase, not just the initial purchase price. The high-level lifecycle cost comparison notes that the EV option is projected to save the Township \$19,918.00 over the expected service life of ten (10) years of the vehicle. The potential cost of replacing a battery after the warranty period expires, could be between \$20,000-\$30,000.

Replacing the car at eight (8) years (before the battery warranty expires) still produces a cost savings by purchasing the electric vehicle.

The Ford Lightning does not qualify for the Zero-Emission Vehicles rebate; however, staff have asked Lanark County if the purchase is eligible for the EV grant for \$5,000 that was to be used for the Ford Mustang Mach-E and are awaiting a response (anticipated following the

County Climate Change Committee meeting April 13th). This would result in an anticipated savings of \$24,918 over the life span of the electric vehicle.

The County of Lanark has purchased three Ford Lightning pick up trucks and the County Climate Coordinator, confirmed the County is anticipating the first truck will be delivered this summer.

CLIMATE CONSIDERATIONS

The Township Climate Action Plan represents a commitment made to the Partners for Climate Protection (PCP) branch of the Federation of Canadian Municipalities (FCM) to reduce the Township's Greenhouse Gas emissions by 55% between 2020 and 2030. In return, the Township is eligible for Green Municipal Funding from FCM.

The emission reduction target was set through public consultation with residents (who wanted a higher target) and analysis of the *Intergovernmental Panel on Climate Change 5th Assessment Report* and the *Global Warming of 1.5° Summary for Policy Makers Report* that calls for a 7.6% reduction per year to hold global warming at 1.5 C.

The Township used the Climate Lens to evaluate this vehicle purchase. By purchasing the electric option, the Township would save a total of 8,565kg of CO2 emissions per year which would result in a 4% reduction of Greenhouse gas emissions from the Township's fleet.

The Township is 3.5 years into the ten (10) year timeframe for reducing its emissions. It needs to start reducing its emissions now so that extreme measures will not have to be taken in the end years of the ten (10) year timeframe.

The Ford Lightning with the standard battery has an estimated range of 370km or 515km with an extended-range battery. Actual range depends on driving behaviour, weather, vehicle maintenance and battery health. The Lightning has a 3-year 60,000km bumper to bumper warranty and an 8-year 160,000km battery warranty. James Braden Ford has one remaining allocation for this model (Ford Lightning XLT) and is tentatively scheduled to be built in June 2023. The price will not change once the truck is ordered as long as it is built as a 2023 model, which it appears so.

OPTIONS CONSIDERED

Option #1 (Recommended) – Purchase the vehicle from James Braden Ford Ltd. The vehicle is a Ford Lightning and is at least \$20,000 cheaper than the internal combustion vehicle when the lifecycle costs are analysed.

Option #2 – Purchase an internal combustion option. This option will contribute to worsening climate disruption and will set the Township back from achieving its Greenhouse gas reduction commitment.

Option #3 – Do not purchase any vehicle. This is not recommended as the replacement is per the Asset Management Plan.

STRATEGIC PLAN LINK

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

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

CONCLUSIONS

The Electric Vehicle (EV) option is the cost-effective choice and the purchase of the electric vehicle will follow the targets of the Township's Climate Action Plan. The high-level lifecycle cost comparison provided in the report does show that the EV option is less expensive over the entire service life of the vehicle and the Township would join the County with adding an electric vehicle to its Public Works fleet. The EV vehicle could be used by the Public Works Manager.

ATTACHMENTS

1. Climate Lens Mini Tool

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

ATTACHMENTS

Climate Lens Mini Tool

Electric Vehicles				
Comparing ICE (internal combustion engine) vehicle with BEV (Battery Electric vehicle)				
# Vehicles	1			
Avg.km/week	385			
Km/year	20,020			
			0.07	
Vehicle mix	type of vehicle	GHG factor fossil fuel	GHG factor Electric	
%	type	kg CO2/km	kg CO2/km	
0%	small car	0.259	0.018	
0%	mid-sized car	0.316	0.022	
100%	large/mini/SUV	0.460	0.032	
0%	diesel truck	0.401	0.028	
100%	average	0.460	0.032	
Comparison	replaces	GHG kg CO2 fossil fuel	GHG kg CO2 Electric	Total kg CO ₂ saved/year
#	type			
1	mix	9,209	645	8,565
To compare lifetime costs of BEV with ICE https://ev.plugndrive.ca/compare-vehicles/				

COMMITTEE OF THE WHOLE
April 11, 2023

Report #PW-2023-12
Sean Ervin, Public Works Manager

MUNICIPAL OFFICE ROOF REPLACEMENT – TENDER AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, Tender #2023-MO-002 – Municipal Office Roof Replacement be awarded to Sargeant Construction Inc. in the amount of \$123,222.15 plus H.S.T.;

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

BACKGROUND

The recently completed building condition assessment noted that the flat roof on the municipal office has reached its end of service life. The roof is showing signs of failure and does leak during the spring thaw and during major storm events. The project was included and approved in the 2023 Capital budget.

DISCUSSION

The Tender was released on March 15th 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 Tender closed on April 4, 2023, and four bids were received as per the followings:

Company	Price
Sargeant Construction Inc.	\$123,222.15
Dafoe Roofing Ltd.	\$126,700.00
T Hamilton & Son Roofing Inc	\$153,497.00
Simluc Contractors Ltd	\$235,523.00

Staff have recently been notified by the heating and cooling company that it is mandatory to have a permanent ladder to provide access to the roof-top heating and cooling units. The

estimated amount to complete this work by a welding/fabrication contractor is noted in the financial considerations section.

FINANCIAL CONSIDERATIONS

Council approved \$157,000 in the Capital Budget for this project, which was being funded by the Township Office/Garage Reserve and the Contingency Reserve. Below is a detailed price breakdown:

Construction Costs	\$ 123,222.15
Contingency (10%)	\$ 12,322.22
Permanent access ladder	\$ 7000.00
Sub Total	\$ 142,544.37
Rebated H.S.T (1.76%)	\$ 2,508.78
Total	\$ 145,053.15
Budget	\$ 157,500.00
Surplus/(Deficit)	\$ 12,446.85

As noted in the table above, the project is well within the budgeted amount.

OPTIONS CONSIDERED

Option #1 (Recommended) – Award the contract to the lowest bidder.

Option #2 – Award the contract to another bidder. This is not recommended as the low bidder met all the requirements of the submission.

Option #3 – Do nothing. This is not recommended as the roof has reached the end of its service life and does leak from time to time.

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.

CLIMATE CONSIDERATIONS

The new roof will be covered with a light-colour stone, which will reflect heat rays from the sun and decrease the load of the cooling system during the warmer months.

CONCLUSIONS

The submission from Sargeant Construction Inc. met all the criteria noted in the tender and the project is well within the budgeted amount. Staff are recommending this work be awarded to the low bidder.

ATTACHMENTS

None

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

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

01/01/2023-03/31/2023 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	\$4,805.70	\$7,440.30	\$763,000.00	\$1,716,866.67	\$8,344
March	12	13	0	4	0	0	\$62,700.48	\$10,944.11	\$28,122,000.00	\$1,689,833.33	\$371,136
Total	20	23	1	5	0	0	\$71,941.01	\$21,623.62	\$29,340,000.00	\$4,132,255.67	\$383,280

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
April 11th, 2023

Report #C-2023-03
Janie Laidlaw, Deputy Clerk

PROPOSED NEW ROAD NAME
LAMPMAN HILL

STAFF RECOMMENDATION(S)

“**THAT**, the necessary by-law to name an existing Private Road to Lampman Hill as outlined in Report #C-2023-03 – Proposed New Road Name – Lampman Hill, be brought forward for approval.”

BACKGROUND

A building permit application was received for a new single-family dwelling on a property in the Bennett Lake Estates Subdivision off Scott Court, during the application review and determining legal access it was discovered that an existing right-of-way provided legal access to four properties. The right-of-way from Scott Court that travels through the three properties has been registered on title for many decades. No new private road is being created; the-right of-way is being recognized as private road.

DISCUSSION

Prior to obtaining the building permit the existing private road needs to be named and added to the Township’s Road Naming By-Law so that the property can obtain a civic address.

As per the Road, Addressing and Parcels (RAP) Policy the applicants have proposed at least three road names. Those road names were then forwarded to the County of Lanark for review and recommendation in order to avoid duplication or similarities within the road name database across Lanark County and neighbouring counties.

In addition, the property owners along that road must be notified and the majority of the property owners on the road must agree to a preferred name in order for Council to consider the name.

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

The proposed road name is "Lampman Hill".

OPTIONS CONSIDERED

Option #1 – Adopt Lampman Hill (Recommended)

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

Option #2 – Propose an Alternate Name

Not recommended as the renaming of the road would not occur for at least another three months as the process would need to start over.

STRATEGIC PLAN LINK

None.

FINANCIAL CONSIDERATIONS

All cost is borne by the applicants, as per the Tariff of Fee a \$300 fee covers staff time and a \$2,000 deposit for any legal, road name sign and post.

CONCLUSIONS

That the necessary by-law to name an existing private road to Lampman Hill as outlined in this report be brought forward for approval.

ATTACHMENTS

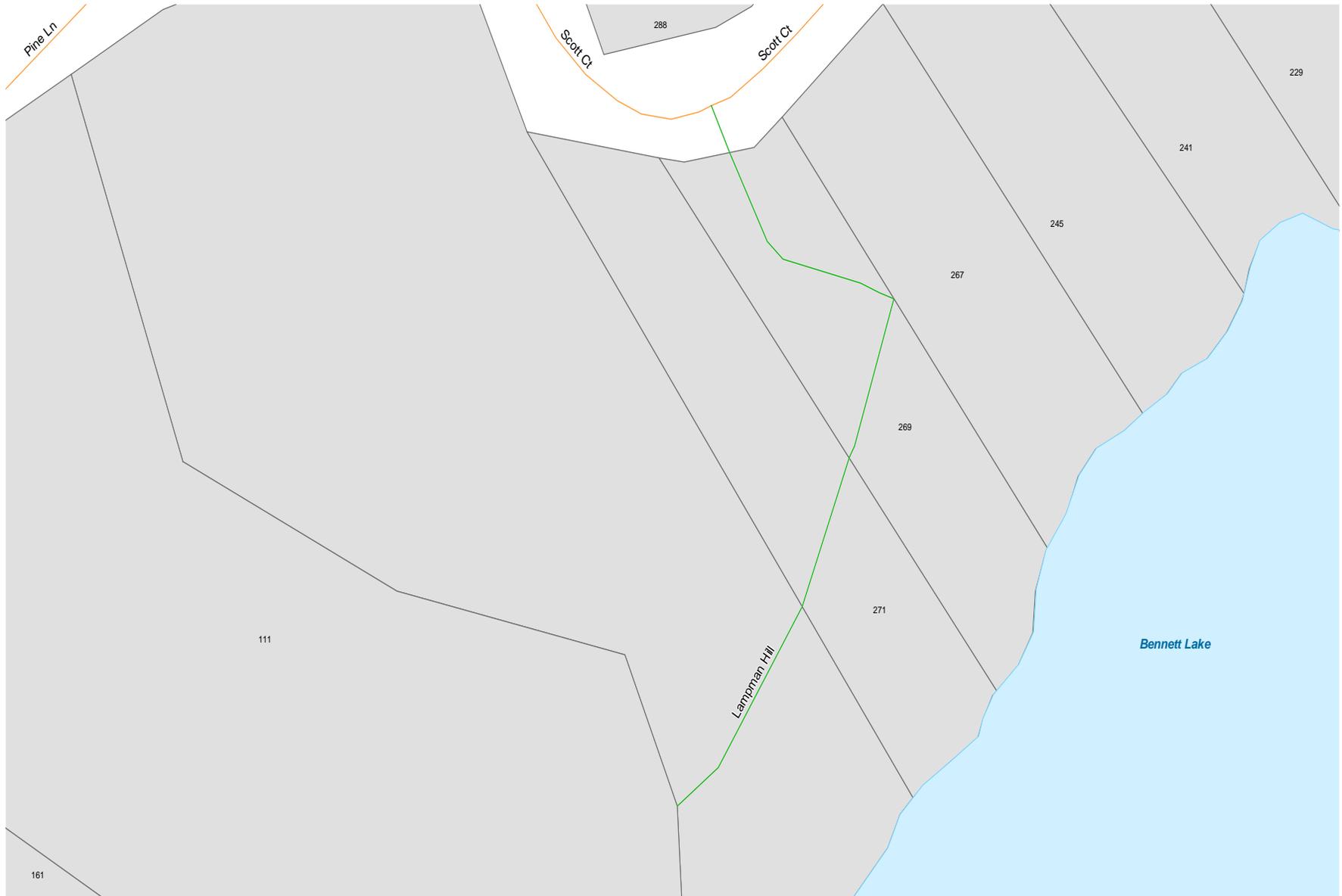
- i) GIS Map
- ii) Survey

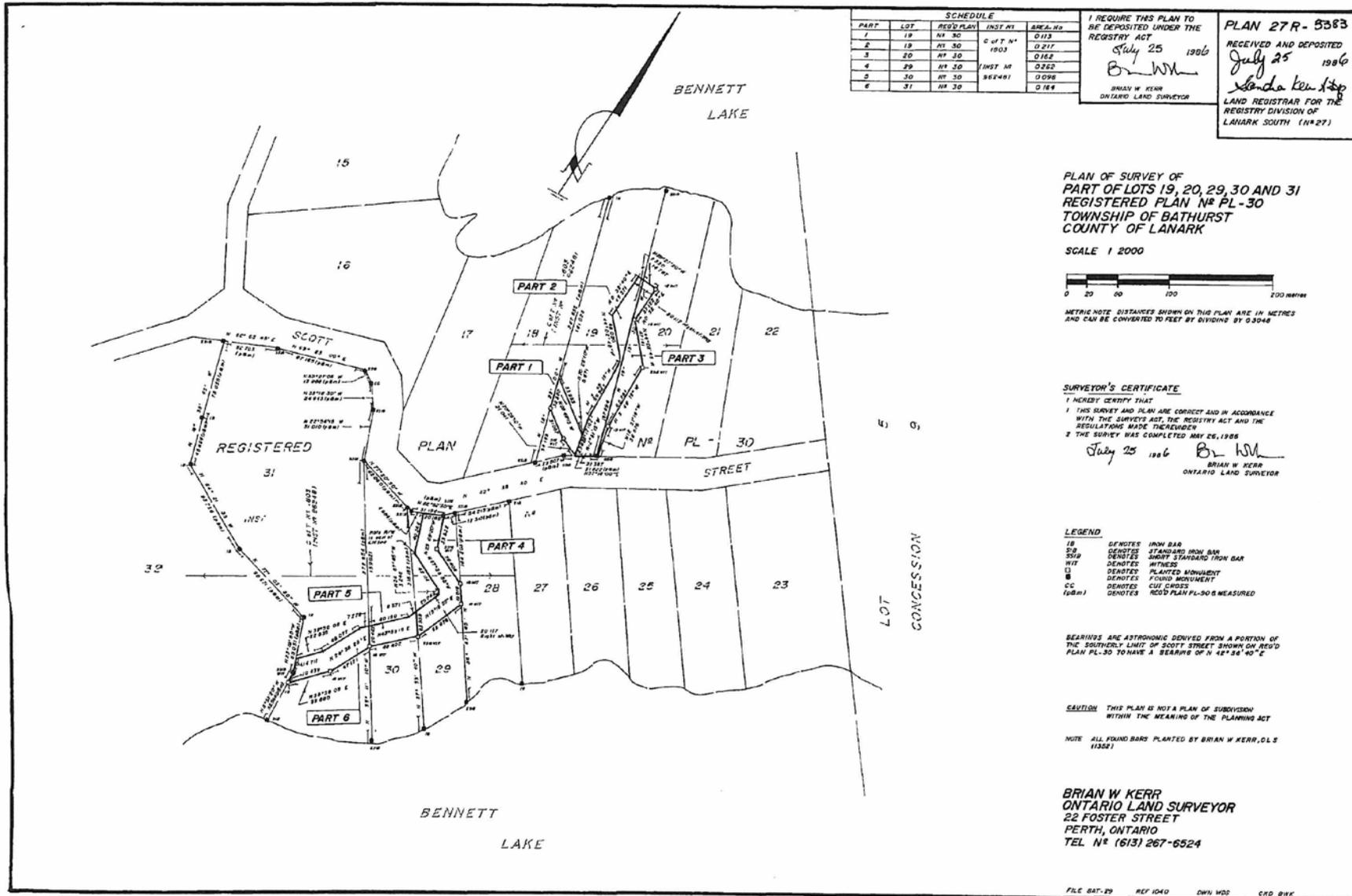
Prepared and Submitted by:

**Janie Laidlaw,
Deputy Clerk**

Approved for Submission by:

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







REPORT

COMMITTEE OF THE WHOLE
April 11th, 2023

Report #CAO-2023-08
Amanda Mabo, Chief Administrative Officer/Clerk

25TH ANNIVERSARY CELEBRATIONS UPDATE

STAFF RECOMMENDATION(S)

“THAT, staff be authorized to proceed with the ideas to celebrate the 25th Anniversary of Tay Valley Township as outlined in Report #CAO-2023-08 – 25th Anniversary Celebrations Update;

AND THAT, the required funds, as outlined in Report #CAO-2023-08 – 25th Anniversary Celebrations Update will be expensed from the 200th Anniversary Reserve and the Contingency Reserve.”

BACKGROUND

2023 is the 25th Anniversary of the amalgamation of Tay Valley Township. The Township held an initial event, a Meet and Greet Your Council, at the Maberly Hall on Sunday, January 15th.

Councillors shared additional ideas for celebration of the Township’s Anniversary throughout 2023, that were discussed in early March with two members of the Heritage Properties Program Selection Committee. These ideas are now being brought forward to Council.

DISCUSSION

Below are the ideas being proposed:

Legacy Projects

Legacy Farms

- restart the Legacy Farm Program
- farms in the Township that have been in the same family for 100, 150 or 200 years would be eligible for designation under this program
- for the 200th Anniversary, 50 farms were approved with an official certificate recognizing the award, and optionally a sign
- this program would be administered by the Heritage Properties Program Selection Committee
- farming has deep roots in the Township



25th Anniversary Business Recognition Program

- with a certificate, recognize businesses that have been in the Township for 25 years
- promote these separately on the Township website; help build awareness of local businesses (in addition to the business directory on the website)
- have the booklet from Bathurst businesses from 25 years ago
- this program would be administered by the Heritage Properties Program Selection Committee

Successes over 25 Years

- possibly an announcement once a month listing and describing accomplishments over the past 25 years

Events

Maberly Fair – August 26th (date to be confirmed)

- the Township would have tables under the Tay Valley Township tent
- promotion of Legacy Farms Program and Business Recognition Program
- display history of amalgamation
- celebrate successes of the Township over the past 25 years
- give away 25th Anniversary buttons
- Members of Council would take turns staffing the tables

25th Anniversary Picnic (and unveiling of Maberly Community Park) – September 16th

- signature Anniversary event
- held at the Maberly Community Park
- recognition event for former Council Members that were on Council at the time of amalgamation, but also anyone who has been on Council in Tay Valley
- take the opportunity to officially recognize Maberly Community Park – new kiosk, accessible swing, accessible picnic table, bike rack, bench and redeveloped tennis court
- invite Tay Valley food vendors/caterers to sell food for the picnic, or people can bring their own food
- the Township would also have a food table where Council Members could take turns cooking and selling hamburgers, hot dogs and drinks

- tables would be displayed, just like at the Maberly Fair

EcoTay Event – (July 2 or October 8 if can get a table as deadline was February 28)

- same concept as the Maberly Fair

Other Events in the Township in 2023

- Ribbon Cutting – Maberly Hall
- Ribbon Cutting – Glen Tay Swimming Area
- Ribbon Cutting – Otty Lake Boat Launch
- Grand Opening - Nin Kitism Park
- Chief Shawinipinessi Plaque Ceremony

OPTIONS CONSIDERED

Option #1 (Recommended) – Proceed with Ideas

Option #2 – Suggest Alternative Ideas

FINANCIAL CONSIDERATIONS

The Meet and Greet expenses were \$966.40 and was covered by volunteer appreciation, other line, which is now exhausted.

For the ideas presented in this report the estimated funds required is \$3,655, which are broken down below. There is \$1,416.71 left in the 200th Anniversary reserve which will be used and the remaining \$2,238.29 if required will be expensed from the contingency reserve.

Legacy Farms Program - \$1,000 for promotion, certificates, signs are purchased by the farm owners

25th Anniversary Business Recognition Program - \$1,000 for promotion, certificates

25th Anniversary Buttons - \$600

EcoTay – Table Rental - \$55

25th Anniversary Picnic - \$1,000 for promotion and incidentals

1. STRATEGIC PLAN LINK

Economic Development and Tourism: The Township has thriving home-based and local businesses, resulting in lots of sustainable jobs. The Township is an attractive tourist destination.

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

Food and Farming: The Township has a flourishing farming community. Farmers are able to earn sustainable incomes. Residents have access to healthy local food and products.

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.

Volunteerism and Collaboration: Community organizations, businesses and residents are working together to improve quality of life for all. Volunteers feel valued.

CLIMATE CONSIDERATIONS

Events will be as green as possible, e.g., recycling, composting, paper not plastic, etc.

CONCLUSIONS

Celebrating the 25th Anniversary of Tay Valley Township is an opportunity to build community, highlight Tay Valley's accomplishments and attributes.

ATTACHMENTS

None.

Prepared and Submitted By:

Original Signed

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

COMMITTEE OF THE WHOLE
April 11th, 2023

Report #CAO-2023-09
Amanda Mabo, Chief Administrative Officer/Clerk

CODE OF CONDUCT FOR COUNCIL AND LOCAL BOARDS UPDATE

STAFF RECOMMENDATION(S)

“THAT, changes to the Code of Conduct for Council and Local Boards as outlined in Report #CAO-2023-09 – Code of Conduct for Council and Local Boards Update, be approved;

AND THAT, the necessary by-law be brought forward.”

BACKGROUND

Staff worked in consultation with Tony Fleming of Cunningham, Swan, Carty, Little & Bonham LLP, and the Clerks of the local municipalities and the County to develop the policies and procedures, including the Code of Conduct for Members of Council and Local Boards, required in accordance with Bill 68, *Modernizing Ontario’s Municipal Legislation Act*.

A Code of Conduct Working Group was established, consisting of one representative from each local municipality, to review and revise the draft developed by the Clerk’s group. The policy was approved in March of 2019.

In February 2023, Clerks from local municipalities met to review the Code of Conduct with the Integrity Commissioner, Mr. Fleming the draft with proposed changes is attached for review.

DISCUSSION

Codes of conduct for members of council and local boards are mandatory under Bill 68. A code of conduct aims to ensure public trust and confidence in the Municipality’s decision making and operations and is enforceable by the Integrity Commissioner. The public should expect the highest standards of conduct from the members they elect to local government, as well as members serving on Boards and Committees. In turn, adherence to these standards will protect and maintain the Municipality’s reputation and the integrity of its decision-making process.

Updates to the Code of Conduct include:

- Item 10.5 has been updated to provide clarity and to allow the participation of a member in a Local Planning Appeals Tribunal or other tribunal or court proceeding where the subject matter is personal or involves the property of the member, despite the position of Council on the matter;
- Appendix I – Complaint Protocol has been updated to provide clarity related to the role of the Head of Council or any member of Council in participating in or facilitating informal resolutions of inappropriate behaviour of a member of Council or the Head of Council;
- Appendix I includes a requirement for any report of the Integrity Commissioner to be placed on an open session agenda no later than 30 days after being submitted and provides that reports published on municipal websites shall remain on the website for a minimum of 5 years from the date of the report;
- Appendix I requires that when a penalty is imposed as a result of an investigation, that the penalty is implemented immediately and that when a sanction is imposed as a result of an investigation that the action be completed no later than 6 months from the date the sanction is imposed. A report will be brought back to Council upon completion of the sanction or the 6 month deadline to inform Council as to the status of the sanction.

OPTIONS CONSIDERED

Option #1 (Recommended) – Adopt the Updates

Option #2 – Status Quo

FINANCIAL CONSIDERATIONS

Non at this time.

STRATEGIC PLAN LINK

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

CLIMATE CONSIDERATIONS

None.

CONCLUSIONS

Clerks in the respective local municipalities and at the County have indicated that they will be bringing similar reports recommending the approval of the updated Code of Conduct throughout the month of April.

ATTACHMENTS

1. Revised Code of Conduct for Council and Local Boards

Prepared and Submitted By:

Original Signed

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

**SUBJECT: CODE OF CONDUCT
FOR MEMBERS OF COUNCIL AND LOCAL BOARDS**

1.0 PURPOSE

The Municipality is committed to achieving the highest quality of municipal administration and governance by encouraging high standards of conduct on the part of all elected officials and Members of its Local Boards and Committees. A code of conduct aims to ensure public trust and confidence in the Municipality's decision making and operations. The public should expect the highest standards of conduct from the members they elect to local government, as well as Members serving on Local Boards and Committees. In turn, adherence to these standards will protect and maintain the Municipality's reputation and the integrity of its decision-making process.

2.0 LEGISLATIVE AUTHORITY

As of March 1, 2019, Section 223.2 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality shall establish codes of conduct for members of the Council of the municipality and of its local boards.

3.0 STATUTORY PROVISIONS REGARDING CONDUCT

In addition to the Council Code of Conduct, Members are required to comply with existing provincial and federal legislation, including but not limited to:

- a) Municipal Act, 2001;
- b) Municipal Conflict of Interest Act;
- c) Municipal Elections Act, 1996;
- d) Municipal Freedom of Information and Protection of Privacy Act;
- e) Provincial Offences Act;
- f) Ontario Human Rights Code;
- g) Ontario Occupational Health and Safety Act; and
- h) Criminal Code of Canada.

4.0 APPLICATIONS

This Code of Conduct applies to all Members of Council, including the Head of Council. This Code of Conduct also applies equally to all Members of Local Boards and Committees of the Municipality, whether or not a Member of that Local Board or Committee is also a Member of Council.

The following Boards and Committees are not subject to this Code of Conduct:

- Library Board; and
- Police Services Board.

5.0 DEFINITIONS

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

“Child” - includes a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family.

“Closed Session (In-Camera Meeting)” – shall mean a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

“Confidential Information” - includes information in the possession of, or received in confidence by the Municipality, that the Municipality is prohibited from disclosing, that the Municipality is required to refuse to disclose, or that the Municipality chooses not to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, or other legislation or policy of the Municipality. Without limiting the generality of the foregoing, Confidential Information also includes all information concerning matters dealt with at closed meetings, information that is marked as "confidential", information obtained by the Member by virtue of their position as a Member that is not in the public domain, or information that is otherwise determined to be confidential by the Chief Administrative Officer, Clerk or as specifically declared by Council.

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

“Ethically” – shall mean behaving in a manner characterized by honesty, fairness and equality in interpersonal relationships and with respect for the dignity and rights of other people.

“Family Member” includes:

- a) a Spouse of the Member;
- b) a Child of the Member;
- c) a Parent of the Member;
- d) a Sibling of the Member, whether by birth, marriage or adoption;
- e) a Grandchild, grandparent, aunt, uncle, niece or nephew of the Member;
- f) a Parent-in-law of the Member; and
- g) any person who lives with the Member on a permanent basis.

“Gift” – shall mean any cash or monetary equivalent, fee, object of value, service, personal benefit, travel and accommodation or entertainment. A gift does not include remuneration.

“Harassment” – shall include, but is not limited to, engaging in a course of vexatious or unwanted comment or conduct that is known or ought reasonably to be known to be unwanted and includes Sexual Harassment as defined in the *Occupational Health and Safety Act*, as amended from time to time.

“Member” – shall include a Member of Council and all Members of Local Boards and Committees of the Municipality, except those listed in Section 4 of this Code of Conduct.

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

“Parent” – shall include those persons who demonstrated a settled intention to treat as a child the Member, whether or not the Member is their natural child.

“Spouse” – shall mean a person to whom the Member is married or with whom the Member is living in a conjugal relationship outside of marriage.

“Staff” – shall include, all union and non-union employees of the Municipality and volunteers (in accordance with the *Municipal Act, 2001*, Council Members are not considered employees of the Municipality).

6.0 CONFIDENTIALITY

6.1 Every Member must hold in strict confidence all Confidential Information acquired as a direct or indirect result of the Member’s role with the Municipality. Confidential Information shall not be disclosed except when required by law, or when authorized by Council or the Chief Administrative Officer.

6.2 Every Member shall keep confidential any information:

- a) disclosed or discussed at a meeting of Council, Committee of the Whole or Committee, Local Board meeting or part thereof, that was closed to the public;
- b) that is circulated to Members that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at that time be destroyed by the Member or returned to the office of the Chief Administrative Officer for destruction; and
- c) that is received in confidence verbally in preparation for an in-camera meeting.

6.3 The obligation to keep information confidential applies even if the Member ceases to be a Member for any reason.

7.0 GENERAL CONDUCT

7.1 Every Member has the duty and responsibility to treat members of the public, Staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.

7.2 A Member shall not use indecent, abusive, or insulting words or expressions toward any other Member, any member of Staff, or any member of the public. A Member shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.

7.3 Every Member shall abide by the following principles:

- a) Members shall at all times act ethically;
- b) Members shall perform their functions with integrity, accountability and transparency;
- c) Members shall comply with all applicable legislation, by-laws and Municipal policies, including this Code of Conduct;
- d) Members acknowledge that the public has a right to open government and transparent decision-making;
- e) Members shall at all times serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with an open mind; and
- f) Members shall not extend preferential treatment to any individual or organization.

8.0 CONDUCT AT MEETINGS

Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Local Board and other meetings in accordance with the provisions of the applicable Procedure by-law, this Code, and other applicable law.

9.0 CONDUCT AT PUBLIC EVENTS

Members may be requested to make public presentations outside of Council, Committee, Local Board and other meetings or to attend public events as representatives of the Municipality. At any such event, every Member shall conduct themselves with dignity and decorum, in a manner befitting of a representative of the Municipality.

10.0 CONFLICT OF INTEREST

10.1 Members must be familiar with and comply with the *Municipal Conflict of Interest Act*, as amended. It is the responsibility of each Member, not Staff, to determine whether they have a direct or indirect pecuniary interest with respect to matters arising before Council, a Local Board or Committee. Each Member shall determine whether he or she has a direct or indirect pecuniary interest and shall at all times comply with the Act.

- 10.2 For purposes of this Code, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the personal/pecuniary interest of the Member. All Members shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest.
- 10.3 In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:
- a) in making decisions, always place the interests of the taxpayers and the Municipality first and, in particular, place those interests before your personal interests and the interests of other Members, Staff, friends, business colleagues or Family Members;
 - b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
 - c) if there is doubt about whether or not a conflict exists, seek the advice of the Integrity Commissioner or legal counsel;
 - d) do not make decisions that create an obligation to any other person who will benefit from the decision;
 - e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
 - f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
 - g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.
- 10.4 Direct or indirect personal interests do not include:
- a) a benefit that is of general application across the Municipality;
 - b) a benefit that affects a Member or his or her Family Members, friends or business colleagues as one of a broad class of persons; or
 - c) the remuneration of Council, a Member or benefits available to Council or Members.

10.5 Every Member has the following obligations:

- a) to make reasonable inquiries when there is reason to believe that a conflict of interest may exist;
- b) to make Council or the Local Board or Committee aware of the potential conflict of interest and where appropriate declare the interest;
- c) to refuse to participate in the discussion of Council, the Local Board or Committee and to not vote on the matter or seek to influence the vote of any other Member where a conflict of interest exists;
- d) to refuse to be involved in any way in the matter once the conflict is identified, including without limitation participating in meetings, facilitating meetings or introductions to Staff or Members or providing advice to any person that would materially advance the matter; and
- e) if the matter which creates the conflict of interest is discussed in Closed Session, the Member may not attend that portion of the Closed Session where that matter is discussed.

11.0 COMMUNICATIONS AND MEDIA RELATIONS

11.1 Members, when communicating with the public and media, will accurately and adequately communicate the attitudes and decisions of the Council, Local Board or Committee, even if a Member disagrees with a majority decision, so that there is respect for and integrity in the decision making process.

11.2 Information related to decisions and resolutions of Council, a Local Board or Committee, as the case may be, will normally be communicated to the community by the Reeve, the Local Board or the Committee, as the case may be, or his or her designate.

11.3 It is not the intent of this Code of Conduct to restrict the ability of a Member to express a personal opinion on matters of general interest. In such cases, the Member must make it clear that the comment is being made in their capacity as a private citizen, and not as a representative of the Municipality. In no event should a Member express a position that is disrespectful of the decision of the majority of Council, a Local Board or a Committee.

11.4 Any use of social media in any form by a Member constitutes communication with the public that is governed by this section. Members shall identify in any social media communication that the views expressed by the Member are the views of that Member personally, and do not represent the views of the Municipality.

- 11.5 If Council has taken a position in a Local Planning Appeals Tribunal, or other tribunal or court, and instructed the Municipal Solicitor to appear at a hearing in support of such position, no Member who disagrees with such position shall give evidence at such hearing or otherwise work against the will of Council expressed in its direction to the Municipal Solicitor in such matter. **For greater clarity, this provision shall not prevent a Member from participating in a hearing or other proceeding where the subject matter is personal to the Member or involves the property of the Member.**

12.0 INTERACTION WITH STAFF

- 12.1 Over the past number of years the Municipality has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other's' roles and responsibilities.
- 12.2 Members shall not:
- a) maliciously or falsely injure the professional or ethical reputation of Staff;
 - b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
 - c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.
- 12.3 Operational inquiries and complaints received from the public will be addressed by Members as follows:
- a) Members who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate department for review/resolution.
 - b) where the Member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the Department Head for review/resolution.
 - c) members of the public should be encouraged to provide their issue/matters of concern in writing to the appropriate department.
 - d) where the inquiry/complaint is not resolved to the satisfaction of the member of the public, then the Member shall refer the member of the public to the Municipality's complaint policy for any further action.
- 12.4 Members shall recognize and respect that many members of Staff are bound by professional associations to a code of ethics and professional conduct and that they provide their reports and recommendations objectively, in the best interests of the Municipality and within the requirements of their profession.

- 12.5 Municipal Council, acting as a body, can dictate that Staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council Members do not have authority to direct Staff. Council shall direct Staff through the Chief Administrative Officer.
- 12.6 Local Board and Committee Members do not have the authority to direct Staff, with the limited exception of any Staff member assigned by Council to that Local Board or Committee. Ultimately, Council retains the discretion to assign, remove and direct Staff who provide assistance to any Local Board or Committee. Requests for Staff changes shall be directed to the Chief Administrative Officer who shall make Staffing determinations, and consult with Council as necessary.
- 12.7 The role of the Chief Administrative Officer and Department Heads is to direct the day to day management of the Municipality and assign duties to the Staff placed under their supervision. To encourage the efficient management of the Municipality, individual Members must be cognizant of that fact and are advised of the following:
- a) Members will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves, individually, to circumvent established Policies.
 - b) Council, as a body, and Members, as individuals, will liaise with the Chief Administrative Officer or Department Heads only. This requirement is not designed to interfere with the normal flow of information with those Staff members (Administrative Assistants, Clerk, Committee Secretaries) who have been assigned the responsibility of providing information to Members such as meeting times, copies of documents, information on standard operating procedures, etc.
 - c) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in section 12.3 above, should be directed to the Department Head.
 - d) Members who still have concerns about operational issues, after addressing them with the Department Head, should raise these concerns with the Chief Administrative Officer.
 - e) Members who still have concerns about operational issues after addressing them with the Chief Administrative Officer should raise these concerns at the Committee of the Whole.
 - f) Should information be required by individual Members, a request must be made of the appropriate Department Head who will then decide which Staff member will obtain the data. In the extended absence of the Department Head, or in the case of an urgent matter where the Department Head is not available, inquiries should be directed through the Chief Administration Officer.
 - g) Members should respect the fact that Staff are busy and should not engage them in conversations, emails or phone calls that may take an excessive amount of time or otherwise divert Staff from their duties.

13.0 USE OF MUNICIPAL PROPERTY

- 13.1 No Member shall for personal purposes or profit, use or permit the use of any Municipal property, equipment, services, or supplies other than for purposes connected with the discharge of Municipal duties or associated community activities of which Council has been advised, unless the use is reasonable and incidental personal use of equipment such as computers, fax machines, cell phones, blackberries, etc., where the Municipality incurs no additional costs relating to such use, and the use is of limited duration and frequency.
- 13.2 This policy does not apply to the use of Municipal property and facilities where such use is universally known to be available to other residents upon request and on equal terms.
- 13.3 No Member shall obtain financial gain from the use of Municipally developed intellectual property, computer programs, technological innovations or other patentable items, while a Member or thereafter. All such property remains the exclusive property of the Municipality.
- 13.4 Municipal property and resources, including facilities, purchasing provisions, equipment, supplies, Staff and services will not be used for any election campaign activities, before or after Nomination Day.
- 13.5 Members will not undertake campaign-related activities on municipal property unless permitted by the Returning Officer or their designate.
- 13.6 Members will not use the services of Staff for election-related purposes during hours in which those persons receive compensation from the Municipality. For purposes only of this provision, Staff shall include any person under contract with the Municipality or receiving remuneration from the Municipality for any service.

14.0 EXPENSES

- 14.1 Members are required to adhere to any relevant policies, procedures and guidelines with respect to any expenses included in the budget (such as, but not limited to: mileage reimbursement, conference and seminar attendance, and corporate promotional products).
- 14.2 Falsifying of receipts or signatures by a Member is a serious breach of this Code of Conduct and the Criminal Code of Canada and could lead to prosecution.

15.0 GIFTS AND HOSPITALITY AND OTHER BENEFITS

- 15.1 The objective of these policies is to ensure that Members make Council decisions based on impartial and objective assessments of each situation, free from influence of gifts, favours, hospitality or entertainment.

- 15.2 In this policy, gifts, commissions, hospitality, rewards, advantages or benefits of any kind, may be interchanged and shall be deemed to include all of the aforementioned.
- 15.3 Any stipend paid to a Member is intended to fully remunerate the Members for service to the Municipality.
- 15.4 Members are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commissions, hospitality, rewards, advantages or benefits of any kind, personally or through a Family Member or associate (business or otherwise), that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration by the Member.
- 15.5 Members are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Municipality.
- 15.6 The above policy does not preclude Members from accepting:
- a) token gifts, souvenirs, mementoes or hospitality received in recognition for service on a Committee, for speaking at an event or for representing the Municipality at an event;
 - b) political contributions that are otherwise offered accepted and reported in accordance with applicable law.
 - c) food and beverages at meetings, banquets, receptions, ceremonies or similar events.
 - d) food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
 - e) a stipend from a board or commission that the Member serves on as a result of an appointment by Council;
 - f) Reimbursement of reasonable expenses incurred in the performance of office;
 - g) reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
 - h) gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office; or
 - i) services provided without compensation by persons volunteering their time for election campaign, provided the services are properly valued in accordance with the *Municipal Elections Act*.
- 15.7 Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members shall report the matter to the Chief Administrative Officer. The gift shall become the property of the Municipality and the Chief Administrative Officer may require that the gift be retained by the Municipality or be disposed of for charitable purposes in the Chief Administrative Officer's sole discretion.

16.0 ADVICE AND OPINIONS

- 16.1 Members may request advice or opinions from the Integrity Commissioner with respect to:
- a) the obligations of the Member under the *Municipal Conflict of Interest Act*;
 - b) the obligations of the Member under this Code; and
 - c) the obligations of the Member under a procedure, rule or policy of the Municipality governing the ethical behavior of the Member.
- 16.2 Every request for advice or opinion shall be submitted in writing to the Clerk, who shall forward the request to the Integrity Commissioner for a response.
- 16.3 The Integrity Commissioner shall not provide to any Member any advice or opinion with respect to the obligations of another Member.
- 16.4 Members shall be mindful of the cost to the Municipality to obtain the advice or opinion of the Integrity Commissioner and shall not abuse this entitlement.
- 16.5 The advice and opinions received by any Member are personal to the Member and are considered confidential. No opinion or advice may be shared by the Integrity Commissioner without the written permission of the Member who requested the opinion or advice. The Member may grant permission to share part of an opinion or advice, but in circumstances where the Member shares only a portion of an opinion or advice the Integrity Commissioner may release all or a part of the opinion or advice without the consent of the Member.
- 16.6 Council may require any Member to undertake training with the Integrity Commissioner where Council determines that the Member has requested opinions and advice more frequently than is reasonable in the circumstances. The nature of the training will be to better explain the Member's obligations under this Code and the *Municipal Conflict of Interest Act* to better enable the Member to govern his or her conduct without seeking advice unnecessarily.

17.0 ROLE OF THE INTEGRITY COMMISSIONER

- 17.1 The Integrity Commissioner shall be appointed by By-Law of the Municipality.
- 17.2 The Integrity Commissioner shall operate independently of Council in accordance with all of the authority and powers granted by the *Municipal Act, 2001*.
- 17.3 The Integrity Commissioner may delegate his or her duties and powers to any person, other than a Member. The delegation shall be in writing, shall be disclosed to the Clerk and shall set out the precise delegation, including the duration of the delegation.

- 17.4 Any delegation shall be at the sole discretion of the Integrity Commissioner, provided that the delegate is qualified and capable of independently undertaking the work.
- 17.5 The Integrity Commissioner shall make an assessment prior to undertaking any investigation as to whether the complaint gives rise to the need for another entity to undertake an investigation. In those circumstances where the allegations disclose a potential Criminal Code offence or the breach of other legislation (other than the *Municipal Conflict of Interest Act*), the Integrity Commissioner shall refer the investigation to the appropriate entity and shall not conduct his or her own investigation unless the entity determines that no investigation is required.
- 17.6 The Integrity Commissioner shall prepare and submit to Council an Annual Report that shall include at a minimum:
- a) a break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
 - b) a summary of the nature of requests made and the resolution of the matters, without providing any Confidential Information in the Report; and
 - c) any recommendations for improvements to this Code or processes or any procedure, rule or policy of the Municipality governing the ethical behavior of the Member.

18.0 ENFORCEMENT AND SANCTIONS

- 18.1 Every Member shall comply with this Code. Any breach of this Code may be investigated by the Integrity Commissioner in accordance with this Code and Council shall determine whether to impose any penalty or sanction on a Member found to have breached any provision of this Code.
- 18.2 Every Member has an obligation to cooperate with any investigation.
- 18.3 The *Municipal Act, 2001* authorizes Council to impose one **or more** of the penalties listed below, if so desired, on a Member that has contravened this Code of Conduct:
- a) a reprimand; or
 - b) suspension of the remuneration paid to the Member in respect to his or her services as a Member of Council, Local Board or Committee, as the case may be, for a period of up to ninety (90) days.
- 18.4 The Integrity Commissioner may also recommend that Council impose one of the following sanctions:
- a) written and/or verbal public apology;
 - b) return of property or reimbursement of its value or of monies spent;
 - c) removal from membership of any Committee or Local Board;
 - d) removal as chair of a Committee or Local Board; and

- e) other sanctions that are reasonably connected to the breach of this Code of Conduct and which the Integrity Commissioner believes in his or her sole discretion are necessary to modify the behavior of the Member.

19.0 NO REPRISAL OR OBSTRUCTION IN THE ENFORCEMENT OF THE CODE

Every Member must respect the integrity of this Code of Conduct and inquiries and investigations conducted under it, and shall co-operate in every way possible in securing compliance with its application and enforcement. Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person is prohibited. It is also a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of any of his or her responsibilities, including without limitation destroying relevant communications.

20.0 COMPLAINT PROTOCOL

Any person who has reasonable grounds to believe that a Member has breached this Code may proceed with a complaint and request an investigation. Complaints must be submitted within ninety (90) days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than six (6) months prior to the complaint being filed

Appendix 1 outlines the informal and formal complaint procedure that shall be followed.

21.0 REFERENCES

Forms

Code of Conduct for Members of Council and Local Boards - Request for Inquiry Form
Municipal Conflict of Interest Act - Request for Inquiry Form

Policies and Procedures/Documents

Accountability and Transparency Policy
Council-Staff Relations Policy
Election Related Resource Policy
Procedural By-Law
Remuneration and Personal Expenditure Policy
Respect in the Workplace Policy

Other Resources

Municipal Act, 2001, as amended
Municipal Conflict of Interest Act, as amended
Municipal Elections Act, 1996, as amended
Municipal Freedom of Information and Protection of Privacy Act, as amended
Provincial Offences Act, as amended
Ontario Human Rights Code, as amended
Ontario Occupational Health and Safety Act, as amended

**APPENDIX 1
COMPLAINT PROTOCOL
FOR COUNCIL AND LOCAL BOARD CODE OF CONDUCT**

Part A: Informal Complaint Procedure

1. Informal complaints can be addressed by any person who believes that the activity of a Member has breached this Code of Conduct or the *Municipal Conflict of Interest Act*, but the person does not want to initiate a formal complaint. Any person may:
 - a) advise the Member that his or her behavior or activity appears to constitute a contravention;
 - b) encourage the Member to acknowledge and agree to stop the prohibited behavior or activity and avoid future occurrences of the prohibited behavior or activity;
 - c) where the Member agrees to cease the behavior, confirm in writing that the agreement is satisfactory;
 - d) where the Member's response is not satisfactory, advise the Member of your dissatisfaction with the response; and
 - e) consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B.
2. Individuals are encouraged to pursue the informal complaint procedure as the first means of remedying behavior or an activity that they believe violates the Code of Conduct.
3. Nothing in this section is meant to limit the ability of the Head of Council to participate in or facilitate informal resolution.
4. Nothing in this section is meant to limit the ability of the Head of Council to engage in discussions with or to provide guidance to Members about their behaviour or compliance with the Code of Conduct. This Code of Conduct expressly recognizes that the Head of Council has the discretion to mediate disputes among Members and has the authority to attempt to manage the behaviour of Members that the Head of Council feels is inappropriate or may be disruptive to effective Council, Committee or Board meetings, Member relations or Member-Staff relations.
5. At the Head of Council's discretion, they may attempt to facilitate resolutions to the inappropriate behaviour of Members outside of the information resolution process described above.
6. Nothing in this section is meant to limit the ability of any Member to attempt to facilitate resolutions to the inappropriate behaviour of other Members, even in the absence of the Head of Council. Members may also seek to facilitate the resolution of inappropriate behaviour of the Head of Council using the informal resolution process, or other less formal resolution process.

Part B: Formal Complaint Procedure

Formal Complaints

1. Any individual who identifies or witnesses behavior or an activity by a Member that they believe is in contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, may file a formal complaint.
2. Any person may file a complaint with the Municipality by submitting in writing the prescribed Request for Inquiry Form to the Clerk. The form must contain an attestation from the complainant that they believe that the facts as set out in the complaint are true to the best of their knowledge and belief and that they make those statements as if they were under oath.
3. Every complaint must be accompanied by the prescribed fee in the amount of \$150.00
4. In the event that the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct or the *Municipal Conflict of Interest Act*, at any point after the submission of the complaint, the complainant shall forfeit the fee. If the result of the complaint is a negotiated resolution or a finding that the Member breached this Code of Conduct or the *Municipal Conflict of Interest Act*, the fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner.
5. Every complaint shall include the following:
 - a) the complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Code of Conduct or the *Municipal Conflict of Interest Act*;
 - b) any witnesses in support of the allegation must be identified in the complaint; and
 - c) the Integrity Commissioner may request additional information from the complainant prior to making an assessment.
6. The complaint shall be filed with the Clerk, who shall forward the matter to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint shall be provided other than the fact of a complaint and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.
7. If the complaint is not, on its face, a complaint with respect to non-compliance with this Code of Conduct or the *Municipal Conflict of Interest Act* or the complaint is covered by other legislation or complaint procedure under another policy, the Integrity Commissioner shall refer the complaint to the appropriate entity for investigation, advise the complainant in writing, suspend the investigation until after the matter has been finally disposed of, and report the suspension of the investigation to Council.

Refusal to Conduct Investigation

8. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or

insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation and, where this becomes apparent in the course of an investigation, shall terminate the investigation. The Integrity Commissioner shall communicate this position in writing to the complainant and the Member identified in the complaint.

Opportunities for Resolution

9. Following receipt and review of a formal complaint, or at any time during the investigation, where the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued, and both the complainant and the Member agree, efforts may be pursued to achieve an informal resolution at the discretion of the Integrity Commissioner.

Investigation

10. The Integrity Commissioner will proceed as follows, except where otherwise required by the Public Inquiries Act:
 - a) Provide the complaint and supporting material to the Member whose conduct is in question with a request that a written response to the allegation be provided within 10 business days.
 - b) Provide a copy of the response provided to the complainant with a request for a written reply within 10 business days.
 - c) If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials and may enter any Municipal work location relevant to the complaint for the purpose of investigation and potential resolution.
 - d) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation.
 - e) The Integrity Commissioner shall retain all records related to the complaint and investigation.

Timing of Complaints in Relation to Municipal Elections

11. Complaints must be investigated and a report submitted to Council on or before Nomination Day in the year of a municipal election.
12. Investigations of complaints that are not completed as of Nomination Day in an election year shall be terminated on Nomination Day.
13. The complainant may re-commence the complaint within six (6) weeks of Voting Day by submitting a written request to the Integrity Commissioner, who shall, provided the request is received on or before six (6) weeks from Voting Day, recommence the investigation.
14. In addition, on or after Nomination Day in the year of a municipal election:
 - a) no complaint shall be filed;

- b) the Integrity Commissioner shall not report to the Municipality about an ongoing investigation; and
- c) the Municipality shall not consider whether to impose any penalty on a Member subsequent to an investigation.

Complaints Under the Municipal Conflict of Interest Act

- 15. After March 1, 2019, an elector as defined in section 1 of the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may submit a request to the Integrity Commissioner to conduct an investigation concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by filing with the Clerk a completed and signed complaint form and paying the prescribed fee of \$150.00.
- 16. No request may be submitted more than six (6) weeks after the complainant became aware of the alleged contravention.
- 17. A request for an investigation in an election year may only be submitted prior to Nomination Day or after Voting Day.
- 18. In the event that a complainant becomes aware of the alleged contravention within the period of time starting six (6) weeks before Nomination Day in an election year, the complainant may apply to the Integrity Commissioner within six (6) weeks after the day after Voting Day, provided that the complainant includes in their written request for an investigation a statutory declaration attesting to the fact that the complainant became aware of the contravention not more than six (6) weeks before the date of the request, or in the case where a complainant became aware of the alleged contravention prior to Nomination Day, a declaration that the facts were not known to the complainant more than six (6) weeks prior to Nomination Day.
- 19. The Integrity Commissioner has all the powers set out in the *Municipal Act, 2001* when undertaking an investigation under this section and shall follow the investigation process established in paragraph 12 above.
- 20. Where an investigation has not been completed before Nomination Day in an election year, the Integrity Commissioner shall terminate the investigation on that day.
- 21. An investigation terminated pursuant to paragraph 22 above shall not be recommenced unless the person who made the request, or the Member whose conduct is at issue, applies in writing to the Integrity Commissioner to re-commence the investigation.
- 22. The Integrity Commissioner shall complete the investigation within 180 days of receipt of the complaint, unless the investigation is terminated in accordance with paragraph 22 above.

23. The Integrity Commissioner may, after completing an investigation, apply to a judge in accordance with the *Municipal Conflict of Interest Act* for a determination under the Act. Prior to making an application to court, the Integrity Commissioner shall present to Council a request to make the application and allow Council to provide recommendations to the Integrity Commissioner as to whether such an application should be made. The Integrity Commissioner is not bound by the advice or recommendation of Council and shall refer the matter to a judge in his or her sole discretion.

Recommendation Report

24. The Integrity Commissioner shall report to the complainant and the Member generally no later than ninety (90) days after the official receipt of the complaint (180 days in the case of a complaint under the *Municipal Conflict of Interest Act*). If the investigation process takes more than 90 (180) days, the Integrity Commissioner shall provide an interim report and must advise the parties of the date the report will be available.
25. After completing the investigation, the Integrity Commissioner shall prepare a report which shall make findings of fact and conclusions as to whether a breach of this Code of Conduct or the *Municipal Conflict of Interest Act* occurred, as the case may be, make recommendations to Council, and in the case of a *Municipal Conflict of Interest Act* investigation, make a determination as to whether or not the matter will be referred to the court, and include written reasons for the decision.
26. **The report of the Integrity Commissioner shall be placed on an open session agenda no later than thirty (30) days after being submitted.**
27. The report of the Integrity Commissioner shall be published by posting the report on the Municipal website and making a copy available to all Members of Council and the Members of the Local Board or Committee, as applicable.
28. **Reports placed on the website shall remain on the website for a minimum of five (5) years from the date of the report.**
29. **Where Council imposes a penalty at the conclusion of an investigation, the penalty shall apply immediately.**
30. **Where Council imposes a sanction at the conclusion of an investigation that requires some action of the Member who is the subject of the complaint, Council shall include a deadline for the Member to complete the sanction. Unless expressly directed by Council, the sanction shall be completed or undertaken by the Member no later than six (6) months from the date the sanction was imposed. Staff shall report back to Council upon completion of the sanction or the six (6) month deadline to inform Council as to the status of the sanction.**

Member Not Blameworthy

- 31. If the Integrity Commissioner determines that there has been no contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner may so state in the report and may make appropriate recommendations.

- 32. Where a Member has sought and followed advice from the Integrity Commissioner and is subsequently the subject of a complaint, the Integrity Commissioner may refer to the earlier advice and, provided that the facts as set out in the earlier advice are still applicable, determine in a summary manner that there has been no breach of this Code of Conduct or the *Municipal Conflict of Interest Act*.

Public Disclosure

- 33. The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where this does not interfere with the course of any investigation, except as required by law and as required by this complaint protocol.

- 34. The Integrity Commissioner shall retain all records related to the complaint and investigation.

- 35. At the time of the Integrity Commissioner’s report to Council, the identity of the person who is the subject of the complaint shall not be treated as confidential information if the Integrity Commissioner finds that it is necessary to disclose that person’s identity.

I understand and agree to follow all the terms and conditions of the Code of Conduct for Members of Council and Local Boards

Name (Please Print)

Date

Signature

COMMITTEE OF THE WHOLE
April 11th, 2023

Report #C-2023-10
Amanda Mabo, Chief Administrative Officer/Clerk

PAY EQUITY AND COMPENSATION REVIEW - RFP AWARD

STAFF RECOMMENDATION(S)

It is recommended:

“**THAT**, the Pay Equity and Compensation Review, Contract #2023-HR-01, be awarded to ML Consulting Services;

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

BACKGROUND

Council approved funding in the amount of \$40,800 to undertake a Pay Equity and Compensation Review in the 2023 Capital Budget as the Township is not compliant with Pay Equity legislation. A pay equity review was last undertaken in 2008/2009.

The Consultant is expected to:

1. Develop an extensive questionnaire that is specific to the services provided by the Township, and/or interview Department Heads and a selection of staff, to ensure a clear understanding of the duties and responsibilities of the positions.
2. Determine the best method and establish a set of factors and weights to appropriately evaluate positions, recognizing the scope of responsibility of the positions to achieve internal equity resulting in the completion and posting of a compliant pay equity plan.
3. Adhering to current best practices and based on the findings from the reviews of internal and pay equity, ensure that the salary structure is consistent with the Township's current and future needs by providing a written pay equity plan.

4. Review all job descriptions. Assess salary structure and make recommendations as to the appropriate salary bands, salary grid or steps within bands using external data for positions to ensure external equity.
5. Review all existing positions weekly hours of work in relation to weekly hours of work for similar positions in other municipalities and recommend any changes.
6. Review Council remuneration and provide written recommendations.
7. Recommend a job evaluation tool for use by the Township to maintain pay equity and job or internal equity in the future. Train up to three (3) members of staff on the use of the job evaluation tool.
8. Meet with the CAO and Department Heads to present the method of updating the plan and to answer any questions about the review/update process being undertaken and provide a briefing document for Department Heads to assist them in addressing questions from their staff.
9. Preparation and presentation (in person) of the final plan to be presented to Council including the consultant's findings, conclusions and recommendations for consideration and posting of the updated plan.

DISCUSSION

Request for Proposal (RFP) #2023-HR-01 for a Pay Equity and Compensation Review was issued on February 28th, 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 RFP closed on March 30th and five (5) proposals were received:

Company
ML Consulting Services
Gallagher Benefits Services (Canada) Group Inc.
Pesce & Associates Human Resources Consultants
With People Inc.
HR Strategies Consulting

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

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

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

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

Staff have reviewed and evaluated five (5) submissions. The proposal submitted by ML Consulting Services was the most thorough, met all of the evaluation components and scored the highest out of the five (5) proposals that were reviewed and evaluated. ML Consulting Services has substantial experience. Their submitted work schedule was realistic and was reflective of their proposed work plan and methodology.

Based upon these key points, staff would recommend that Council award the Contract to ML Consulting Services.

FINANCIAL CONSIDERATIONS

The 2023 Capital Budget included \$40,800 to complete the Pay Equity and Compensation Review.

The proposed price by ML Consulting Services is \$37,200 + expenses (ex. mileage only) plus H.S.T to complete the Pay Equity and Compensation Review.

CLIMATE CONSIDERATIONS

None.

STRATEGIC PLAN LINK

Guiding Principles: We hire and retain the best possible employees, offer competitive salaries and benefits, and plan for staff succession.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Award the request for proposal to ML Consulting Services.

Option #2 – Award the Contract the next bidder that scored the highest points. Staff do not recommend this option as the results of the evaluations were clear.

Option #3 – Not award the Contract and provide further direction. This is not recommended as the Township has not conducted a pay equity review or compensation review since 2009 and is not compliant with legislation.

CONCLUSIONS

Based on their excellent proposal, experience with similar projects and very knowledgeable project team, it is recommended that Council award the contract to ML Consulting Services.

ATTACHMENTS

None

Prepared and Submitted By:

Original Signed

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

CORRESPONDENCE

1. **MFOA:** Provincial Economic and Fiscal Update 2023: Building a Strong Ontario – *attached, page 3.*
2. **AMO:** Policy Update – Ontario’s 2023 Budget, Building a Strong Ontario – *attached, page 11.*
3. **FCM:** Correspondence – FCM Statement on the 2023 Federal Budget – *attached, page 14.*
4. **Municipality of Chatham-Kent:** Resolution – Reducing Municipal Insurance Costs – *attached, page 19.*
5. **Town of Greater Napanee:** Resolution – Reducing Municipal Insurance Costs – *attached, page 20.*
6. **Municipality of Wawa:** Resolution – Reducing Municipal Insurance Costs – *attached, page 21.*
7. **AMO:** AMO’s Submission to Municipal Reporting on Planning Matters – Proposed Minister’s Regulation under the Planning Act – *attached, page 22.*
8. **Muskoka Lakes Association:** Comments of the More Homes Built Faster Act 2022 – Bill 23 – *attached, page 39.*
9. **Niagara Region:** Resolution – Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction – *attached, page 44.*
10. **Town of Cobourg:** Resolution – Homeless and Unsheltered Persons – *attached, page 48.*
11. **Town of Petrolia:** Resolution – End Homelessness in Ontario – *attached, page 52.*
12. **AMO:** Policy Update – Housing and Homelessness – *attached, page 54.*
13. **AMO:** Policy Update – Housing and Homelessness Update – *attached, page 56.*
14. **Town of Essex:** Resolution – Declarations of Emergency of Homelessness, Mental Health and Opioid Addiction – *attached, page 58.*
15. **Ministry of Natural Resources and Forestry:** Correspondence – Update to Proposal for Amendments to O. Reg. 161/17 Under the Public Lands Act Regarding Floating Accommodations – *attached, page 59.*
16. **Town of Essex:** Resolution – Ontario School Board Elections – *attached, page 61.*

17. **Town of Plympton-Wyoming:** Resolution – School Board Elections – *attached, page 63.*
18. **Township of Howick:** Resolution – Ontario School Board Elections – *attached, page 65.*
19. **Township of East Garafraxa:** Resolution – Ontario School Board Elections – *attached, page 66.*
20. **Town of Lincoln:** Resolution – Ontario School Board Elections – *attached, page 67.*
21. **Township of Moonbeam:** Resolution – Moratorium on Most Pupil Accommodation Reviews – *attached, page 68.*
22. **Municipality of Calvin:** Resolution – Moratorium on Most Pupil Accommodation Reviews – *attached, page 69.*
23. **Municipality of North Perth:** Resolution – School Bus Stop Arm Cameras – *attached, page 70.*
24. **Howick Township:** Resolution – Support for the School Bus Stop Arm Cameras – *attached, page 72.*
25. **County of Huron:** Resolution – Call to Action: Review of the Cannabis Act – *attached, page 73.*
26. **Municipality of West Perth:** Resolution – Support for the Huron County Call to Action: Cannabis Act Review – *attached, page 89.*
27. **Township of Malahide:** Resolution: Call to Action: Review of the Cannabis Act – *attached, page 90.*
28. **WOWC:** Resolution – Support for the Huron County Call to Action: Cannabis Act Review – *attached, page 91.*
29. **Municipality of Trent Lakes:** Resolution – Oath of Office – *attached, page 92.*
30. **Town of Essex:** Resolution – Tax Classification of Short-Term Rental Units – *attached, page 94.*
31. **Municipality of Chatham-Kent:** Resolution – Support Bill 5 – Stopping Harassment and Abuse by Local Leaders Act – *attached, page 96.*

1. **FCM:** Federal Budget 2023 – *attached, page 3.*
2. **AMO:** Policy Update – Canada’s 2023 Budget, A made in Canada Plan – *attached, page 12.*
3. **Town of Plympton-Wyoming:** Resolution – Reducing Municipal Insurance Costs – *attached, page 15.*
4. **City of Owen Sound:** Resolution – Reducing Municipal Insurance Costs – *attached, page 17.*
5. **Town of Plympton-Wyoming:** Resolution – Municipalities Retaining Surplus Proceeds from Tax Sales – *attached, page 19.*
6. **Town of Grimsby:** Resolution – Barriers for Women in Politics – *attached, page 22.*
7. **City of Niagara:** Resolution – Barriers for Women in Politics – *attached, page 24.*
8. **City of Cambridge:** Resolution – Barriers for Women in Politics – *attached, page 26.*
9. **Township of South Glengarry:** Resolution – Barriers for Women in Politics – *attached, page 28.*
10. **Township of Lucan Biddulph:** Resolution – Barriers for Women in Politics – *attached, page 29.*
11. **Town of Plympton-Wyoming:** Resolution – Barriers for Women in Politics – *attached, page 31.*
12. **Town of Fort Erie:** Resolution – Barriers for Women in Politics – *attached, page 32.*
13. **Town of Carleton Place:** Resolution – Lanark County Interval House and Community Support – *attached, page 33.*
14. **Town of Plympton-Wyoming:** Resolution – Declaring Intimate Partner Violence and Violence Against Women an Epidemic – *attached, page 34.*
15. **Town of Plympton-Wyoming:** Resolution – Stopping Harassment and Abuse by Local Leaders Act – *attached, page 35.*
16. **Town of Petrolia:** Resolution – Future Accuracy of the Permanent Register of Electors – *attached, page 37.*
17. **Township of Lake of Bays:** Resolution – Oath of Office – *attached, page 38.*

18. **Township of South Glengarry:** Resolution – Future Accuracy of Permanent Register of Electors – *attached, page 41.*
19. **Township of Lucan Biddulph:** Resolution – Future Accuracy of Permanent Register of Electors – *attached, page 42.*
20. **Township of Plymton-Wyoming:** Resolution – Future Accuracy of Permanent Register of Electors – *attached, page 44.*
21. **OMAA:** Correspondence – CAMA Paper of Pivotal Role of the CAO in Providing Good Governance – *attached, page 45.*
22. **OFA:** Correspondence – Energy Infrastructure Proposals in Ontario’s Agricultural Areas – *attached, page 69.*
23. **Township of Howick:** Resolution – Support for CN Railway Contribution Requirements under the Drainage Act and Impacts on Municipal Drain Infrastructure – *attached, page 74.*
24. **Attorney General:** Correspondence – Update on Modernization Initiatives in Ontario’s Provincial Offences Act (POA) Courts – *attached, page 79.*
25. **AMO:** Policy Update – Codes of Conduct, Changes to Visible Fees, and Fees Charged to Beverage Producers – *attached, page 81.*
26. **Big Brothers Big Sisters:** Correspondence – Community Grant Support – *attached, page 96.*
27. **Town of Fort Frances:** Resolution – School Board Elections – *attached, page 97.*
28. **Town of Fort Erie:** Resolution: Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction – *attached, page 98.*
29. **Tay Valley:** Report – Building Permits (Approval Granted March 2023) – *attached, page 104.*



AORS
PROMOTING KNOWLEDGE. PURSUING EXCELLENCE

March 27, 2023

Dear Heads of Councils and Councillors,

We, the Association of Ontario Road Supervisors (AORS), are writing you on behalf of all our municipal members to raise awareness and solicit your support by objecting to a new fee proposed by Enbridge Gas. Enbridge has announced their intention to implement a new charge to third-party contractors and other utilities for utility locates. Third-party contractors will include Ontario municipalities and contractors working on their behalf. Enbridge Gas will apply a charge of \$200 CAD (plus applicable taxes) per locate request where a field locate is required. The need for municipalities and their contractors to request these locates when doing road construction and maintenance is due to utilities being present in municipal right of ways, which municipalities across the province have allowed at no cost to the utility.

Enbridge has stated that the *Getting Ontario Connected Act* passed into law in April 2022 has resulted in changes to the *Ontario Underground Infrastructure Notification System Act* and has caused Enbridge to make significant investments in associated operational investments. The concern being raised by our members, your public works staff, is that Enbridge will be just the beginning of these additional fees, with other utility companies implementing similar charges. These new charges will have significant impacts on municipal budgets.

As examples of what impacts this announcement might have on municipalities, based on 2022 municipal locate requests alone, it is estimated that this new fee would directly cost the Municipality of Central Huron approximately \$35,000 annually, the City of Belleville approximately \$90,000 annually and the Town of Espanola approximately \$7,300 annually. It is important to note that these are direct costs alone. Any subcontractors working on behalf the municipality requesting locates will be charged this same cost, and these costs will have to be borne by someone – meaning the subcontractors will put this cost back to the municipality. Then there will be the added administrative costs at both ends of the transaction. It is difficult to determine this quickly the true fulsome costs to your budget. This will also add an extra item into tendering projects, as it will create concerns on both sides on who is responsible for these costs.

By Enbridge Gas passing on these locate costs to municipalities, these costs are borne by all ratepayers across the municipality, and not only those who use this utility.

We would like to request your Council consider passing the following resolution:

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

Furthermore, AORS will be sending your public works senior managers and directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.

If you require additional information, please do not hesitate to contact us.

Sincerely,



John Maheu
Executive Director
johnmaheu@aors.on.ca



Kelly Elliott
Marketing and Communications Specialist
kellyelliott@aors.on.ca

March 27, 2023

AMO Policy Update – Codes of Conduct, Changes to Visible Fees, and Fees Charged to Beverage Producers

AMO Calls for Legislation to Strengthen Municipal Codes of Conduct and Enforcement

At its meeting on March 24th, 2023, the AMO Board reaffirmed its recommendations to the Minister of Municipal Affairs and Housing to strengthen municipal Codes of Conduct and compliance. AMO has written to the Minister and to the Premier to request new legislation to enact the recommendations.

In 2021, AMO was asked to provide recommendations to the Minister to strengthen the application of municipal Codes of Conduct for elected officials. AMO supplied a number of strong recommendations to the Minister including:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime that could be adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner

On March 24th, 2023, the Board also approved a further recommendation to prohibit a member removed through application to a judge from running for election in the term in which removed and the subsequent term of office.

AMO's Board believes that ethical behaviour and respectful civil discourse are fundamental to continued public faith in democracy. The Board further believes that the current tools available to municipal councils to ensure such ethical behaviour and respectful discourse are inadequate and do not meet public expectations. The Board has called on the government to release the results of its 2021 consultations and to work in partnership with AMO and municipal governments to legislate the recommended changes.

AMO has provided sample resolution text for councils that wish to lend their support to this call.

Requirement related to visible fees removed from all Resource Recovery and Circular Economy Act, 2016 Regulations

The Ontario government has amended the regulations for tires, batteries, electronics and hazardous and special products under the Resource Recovery and Circular Economy Act, 2016 (RRCEA) to remove promotion and education requirements related to visible resource recovery fees ([RPRA's announcement](#)). These changes were not consulted on, but we do understand that a number of business associations like the Retail Council of Canada have advocated for their removal.

The use of visible resource recovery or ecofees have been a concern for municipal governments since [issues related to their use in 2010](#) lead the government to dismantle a substantial proportion of the household hazardous waste stewardship

program. As a result, the provincial government downloaded costs back to municipal governments.

Requirements on the use of visible fees have been in place since 2018 for tires and were added for batteries, electronics, and household hazardous waste products at the beginning of the year. The latest changes remove all consumer protection provisions and come just after concerns were raised by the Toronto Star about proposed new visible [fees on beverage containers](#).

The Canadian Beverage Container Recycling Association's (CBCRA) fee structure to be implemented June 1, 2023

CBCRA has released its [plans to start charging fees](#) to beverage producers on June 1, 2023 (see table below). These fees will apply to all sealed and ready to drink beverage containers made from glass, paper or rigid plastic (e.g., pop, water, dairy, juice). CBCRA's communication materials are clear that whether or how the costs might be passed through are at the discretion of producers.

Material Type	CRF (\$/unit)
Aluminum	\$0.01
PET Plastic 0-500ml	\$0.02
PET Plastic > 500ml	\$0.03
All other plastic containers	\$0.03
Bi-Metal	\$0.03
Glass	\$0.03
Polycoat (gable tops, drink boxes)	\$0.03

Figure 1: Chart comparing material types to Container Recycling Fees (CRF) in dollars per unit under the new fee structure to be implemented on June 1, 2023.

CBCRA expects to raise \$63 million in funding through these fees in 2023 and \$84 million in subsequent years. They project roughly half the costs will be spent on promotion and education and purchasing new public space recycling bins.

Municipal governments will want to be prepared to answer questions from residents if these costs are passed through directly to consumers, especially given the costs may be well before all municipal governments transition their blue box programs and well before any improvements to the system are seen.

Municipal Councils will need to consider how they may answer questions about any savings realized from no longer being required to fund blue box programs once transition is completed in your community.

The Beverage Association has noted they are working with the Retail Council of Canada on a promotion and education campaign for consumers. AMO will work to obtain greater information on this plan.

UPDATES

COMMITTEE OF ADJUSTMENT MINUTES

Monday, March 27th, 2023

5:00 p.m.

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

ATTENDANCE:

Members Present: Chair, Larry Sparks
Peter Siemons
Richard Schooley (arrived at 5:16 pm)

Members Absent: None

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

Applicants/Agents Present: Sheila Howe, Owner
Sven Baltare, Applicant/Agent

Public Present: None

1. CALL TO ORDER

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

2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – February 27th, 2023.**

The minutes of the Committee of Adjustment meeting held on February 27th, 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:

MV23-01– Howe – 867 Pike Lake Route 1E, Concession 8, Part Lot 19, geographic Township of North Burgess

MV23-02– Charbonneau – 100 Marsh Lane, Concession 3, Part Lot 17, geographic Township of North Burgess

MV23-03– Charbonneau – 107 Marsh Lane, Concession 3, Part Lot 17, geographic Township of North Burgess

6. APPLICATIONS

i) FILE #: MV23-01- Howe

a) PLANNER FILE REVIEW

The Planner reviewed the file and PowerPoint in the agenda package. The Planner summarized comments from the Rideau Valley Conservation Authority (RVCA) which were received after the Planner's Report was completed. The RVCA indicated that there were no issues with the proposal and that standard measures should be implemented to ensure maximum infiltration of stormwater runoff to prevent erosion. The RVCA had also recommended maintenance of and enhancement of vegetation along the slope, shoreline and within the 30m setback.

APPLICANT COMMENTS

The Applicant asked what the next steps were to proceed with building. The Planner clarified that a building permit application can now be submitted.

b) ORAL & WRITTEN SUBMISSIONS

None

c) DECISION OF COMMITTEE

RESOLUTION #COA-2023-08

MOVED BY: Peter Siemons

SECONDED BY: Larry Sparks

“THAT, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV23-01 is approved, to allow a variance from the requirements of Section 3.30 (Yard and Water Setbacks) of Zoning By-Law 2002-121, for the lands legally described as 867 Pike Lake Route 1E, Concession 8, Part Lot 19, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-015-17420;

- To permit a water setback encroachment of an additional 1.19 m beyond the 1.25m that is permitted, for a portion of a screened in porch.”

ADOPTED

ii) **FILE #: MV23-02– Charbonneau**

a) **PLANNER FILE REVIEW**

Richard Schooley arrived at 5:16 pm.

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the Mississippi Rideau Septic System Office had not reported any issues with this proposal. The Applicant confirmed that there were no new plumbing fixtures being proposed.

b) **APPLICANT COMMENTS**

The Applicant/Agent confirmed that there was no development taking place along the shoreline or in the water, and that the owners intend to work with the RVCA to comply with their recommendations.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) **DECISION OF COMMITTEE**

RESOLUTION #COA-2023-09

MOVED BY: Peter Siemons

SECONDED BY: Richard Schooley

“**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 MV23-02 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 100 Marsh Lane, Concession 3, Part Lot 17, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-15806;

- To permit a reduced water setback for a small addition for a dining room and laundry room to an existing cottage at a water setback of 17.47m at the closest point to Big Rideau Lake instead of the required 30m;

AND THAT, a Development Agreement be executed.”

ADOPTED

iii) **FILE #: MV23-03– Charbonneau**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the RVCA has recommended shoreline planting to remediate erosion, and that an RVCA permit will be required for any work to rehabilitate the shoreline around the boathouse.

APPLICANT COMMENTS

The Applicant/Agent confirmed that the Part 10/11 Septic Review Permit has been refused but that a new septic system will be installed.

b) **ORAL & WRITTEN SUBMISSIONS**

None.

c) **DECISION OF COMMITTEE**

The Committee asked if the Development Agreement would prevent the proposed porch from being further developed into a bedroom. The Planner confirmed that the wording of the Agreement would prohibit any further Development, beyond this application.

RESOLUTION #COA-2023-10

MOVED BY: Richard Schooley
SECONDED BY: Peter Siemons

“**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 MV23-03 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 100 Marsh Lane, Concession 3, Part Lot 17, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-020-15800;

- To permit a reduced water setback for an addition and a screened porch to the rear of an existing cottage at a water setback of 25.3m at the closest point to Big Rideau Lake instead of the required 30m;

AND THAT, a Development Agreement be executed.”

ADOPTED

7. NEW/OTHER BUSINESS

None.

8. ADJOURNMENT

The meeting adjourned at 5:38 p.m.

POLICE SERVICES BOARD MINUTES

Thursday, March 23rd, 2023

1:30 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: None

Members & Staff Absent: Vacant, Provincial Appointee

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.
A quorum was present.

2. APPROVAL OF AGENDA

The agenda was adopted as presented.

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

None at this time.

4. APPROVAL OF MINUTES

i) Minutes – February 28th, 2023.

The minutes of the Police Services Board Meeting held on February 28th, 2023 were approved as circulated.

5. DELEGATIONS & PRESENTATIONS

None.

6. CORRESPONDENCE

None.

7. BUSINESS

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

RESOLUTION #PSB-2023-04

MOVED BY: Rob Rainer

“**THAT**, the Police Services Board move “in camera” at 1:31 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

RESOLUTION #PSB-2023-05

MOVED BY: Rob Rainer

“**THAT**, the Police Services Board move out of camera at 2:46 p.m.”

ADOPTED

The Chair rose and reported that the Board discussed the performance evaluation for the Detachment Commander for the Year 2022 and that the Chair will present the evaluation to the Detachment Commander.

8. NEW/OTHER BUSINESS

None.

9. PSB MEETING SCHEDULE

Date	Time	Meeting or Event	Location
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

10. DEFERRED ITEMS

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

- *None.*

11. ADJOURNMENT

The Board adjourned at 2:47 p.m.

GREEN ENERGY AND CLIMATE CHANGE WORKING GROUP MINUTES

Friday, March 17, 2023

2:30 p.m.

Council Chambers

ATTENDANCE:

Members Present: Councillor, Greg Hallam
Councillor, Angela Pierman
Bob Argue
Jennifer Dickson
Douglas Barr
Gilbert Rossignol
Peter Nelson

Members Absent: David Poch

Staff Present: Noelle Reeve, Planner
Allison Playfair, Building & Planning Administrative
Assistant, Recording Secretary
Janie Laidlaw, Deputy Clerk (left at 2:42 p.m.)

1. CALL TO ORDER

The meeting was called to order at 2:34 p.m.
A quorum was present.

2. APPOINTMENT OF CHAIR

Councillor Greg Hallam was appointed as Chair of the Green Energy and Climate Change Working Group.

3. AMENDMENTS/APPROVAL OF AGENDA

The agenda was approved as presented.

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

None at this time.

5. APPROVAL OF MINUTES

i) Minutes –September 16, 2022

The minutes of the Green Energy and Climate Change Working Group Meeting held on September 16th, 2022, were approved as presented.

6. DELEGATIONS & PRESENTATIONS

None.

7. COMMITTEE ORIENTATION

The Deputy Clerk explained the orientation package that was handed out to the Working Group Members. The Working Group Members read the Code of Conduct and signed the forms.

The Deputy Clerk left the meeting at 2:42 p.m.

8. BUSINESS

i) Introductions

The Working Group Members introduced themselves and expressed their personal areas of interest within the Terms of Reference for the Working Group for this term. These priorities included:

- implement the Climate Action Plan;
- increase recycling and composting;
- become a centre of knowledge and expertise;
- provide strong aspirational targets for the Township to aim for;
- no new fossil fuel based purchases going forward;
- educate residents.

During the introduction of the Members, it was discussed that a Member who is not able to attend in person should be able to attend virtually.

ii) **Climate Action Plan Update - Noelle Reeve, Planner**

- **Targets – Progress**

The Planner explained pie charts in the Climate Action Plan, adopted by Council in 2020, including the Municipal Green House Gas Emissions by sector on page 17 of the Climate Action Plan, the Municipal Energy Consumption by source on page 18, and the Community Greenhouse Gas Emissions by sector on page 19.

The Planner also reviewed the Essential Actions in the Climate Action Plan. She noted that the Federal government has funding to help implement the actions of the Plan.

- **Targets - Priorities Discussion**

The Planner updated the Working Group on new reports that had been presented to Council in the last few months that the Working Group can use to help the Township achieve its Greenhouse Gas reduction and energy savings goals.

Building Conditions Assessment Report

The Planner asked the Working Group to review the report and to offer suggestions on how any of the work proposed could be undertaken to reduce energy use and emissions. The Working Group discussed that future replacement of building components or total replacement should use the Climate Lens Tool to ensure that lifecycle costing, including the increases in the price of carbon, is provided to Council. Any suggestions the Working Group have should be emailed to the Planner who will then forward the information to the Public Works Manager.

It was noted that Lanark County had not used life cycle costing in its analysis to replace the gas boilers in three of their housing units. They had moved a motion to use gas boilers without considering the more cost effective, energy efficient alternative of air source heat pumps that also provide air conditioning in the summer and decrease Greenhouse gases. Reeve Rainer will be speaking to County Council on March 22, 2023 on this matter.

The Planner is to email the information to the Working Group for the meeting that is to be held at the County of Lanark on March 22, 2023 regarding the air source heat pumps versus gas boilers.

Asset Management Plan

The Planner commented that the Treasurer and Public Works Manager will be presenting the Asset Management Plan to Council as well as the 10-Year Capital Plan in April. The Asset Management Plan sets out the replacement timeline for all the Township assets (e.g., vehicles, tools, equipment as well as buildings) so it is a very important document for the Working Group to be aware of so that it can provide suggestions and recommendations for energy savings and greenhouse gas reduction.

Councillor Angela Pierman recommended that the Planner create a Power Point presentation of the information discussed at today's meeting to help educate the new Council on the significance of lifecycle costing in reducing the Township's contribution to Climate Change.

- Adaptation – Where does it fit?

The Climate Action Plan was funded by the Federation of Canadian Municipalities (FCM) grant to produce a mitigation plan – to reduce Greenhouse gas emissions. The other aspect of addressing climate change is adaption to increased flooding as well as increased droughts.

B. Argue pointed out that some adaption actions are also mitigation actions so are twice as valuable. Natural Asset Management is a good example (e.g., protection of wetlands). Protecting wetlands allows for carbon sequestration within the wetland (mitigating/reducing the amount of greenhouse gas in the air). Wetlands also provide adaptation to climate change impacts by soaking up rainwater (which reduces flooding) and also releasing water slowly (providing a reserve of water during droughts).

iii) **Communications**

- Lanark County Climate Change Committee Update

The Planner explained to the Working Group that Reeve Rainer sits on the Committee with three (3) other County Councillors and that she had been appointed to be the Township's municipal representative to the Lanark County Climate Change Committee. She has not been invited to any meeting yet in 2023. Last year Working Group member Bob Argue was the representative for the Township, but the policy has been changed by the County and members of the public were no longer appointed. The Lanark County Climate Change Committee has not yet completed a Climate Action Plan.

- Should Tay Valley Declare a Climate Emergency

P. Neilson expressed concern about the postponement of the electric vehicle purchase and about the County not tendering for heat pumps in the

renovations of its housing buildings. He provided an article about the Town of Huntsville declaring a climate emergency – *attached page 8.*

The Working Group will discuss the value of declaring a climate emergency as an educational tool at its next meeting.

P. Neilson also discussed a book that is recommended by Mark Z Jacobson – No Miracles Needed. The book asserts we can use existing technologies to harness, store, and transmit energy from wind, water, and solar sources to ensure reliable electricity, heat supplies, and energy security. – *synopsis page 9.*

Working Group Members are to bring back ideas to help educate the community with doing small things to make changes to address climate change. This will be added as a topic on a future agenda.

- National Building Code Update Energy Efficiency - Doug Barr

Topic to be deferred to the next meeting.

- Update Webpage, Produce an E-news fortnightly on Energy/Climate Change Tips

The Working Group discussed different options to educate the community with easy tips to help in implementing climate change actions in their own homes. A suggestion was to have current residents share their experiences using alternative heating sources like heat pumps or solar panels, etc, and send the information in a newsfeed or post on the Climate Change webpage.

Another suggestion was to have a green festival or promote a festival in the area that is already taking place.

Also, the Climate Lens Tool was recommended to be on the webpage for everyone to use when completing purchases or renovations.

9. NEW AND OTHER BUSINESS

The Working Group agreed to add the following to the Agenda under New and Other Business:

- Motion to Request that Hybrid Meetings be Permitted Again
- Three articles on climate change

i) **Motion to Request that Hybrid Meetings be Permitted Again**

The Working Group requested that the Green Energy and Climate Change Working Group meetings be held in a hybrid format on a trial basis to allow Members unable to physically attend to participate and that Councillors Hallam and Pierman draw this to Council's attention.

ii) **Three articles on climate change.**

The Planner provide information to the Working Group on the following topics:

- Journey to Sustainability presentation with ONfungi explores how fungal dominant compost builds soil life – *attached page 11* .
- Article – Opinion – What if Climate Change meant not doom – but abundance? – *attached page 12*.
- The Indicators produced by Climate Reality Project Canada would be a good visual to communicate with the public on progress implementing the Action Plan – *attached page 14*

10. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS

Next Meeting: April 14, 2023

11. DEFERRED ITEMS

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

- *National Building Code Update Energy Efficiency*
- *Declaring a Climate Emergency*
- *Suggestions for Educating Residents*

12. ADJOURNMENT

The Working Group adjourned at 4:39 p.m.



March 13, 2023
Board Summary Report

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the March 13, 2023 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the February 22, 2023 Annual General Board Meeting and the 2022 Annual Report.

Watershed Conditions

MVCA is still seeing record high numbers for snow density and water equivalent content throughout our watershed. An earlier than normal freshet is expected, with higher than average flows. The risk of flooding is tied to air temperature and precipitation received in the next few weeks. Warm days and cool nights would allow for steady run-off and sublimation. MVCA will continue monitoring the situation and reminds municipalities to review flood readiness and response plans.

Contract Award – Kashwakamak Lake Dam Class Environmental Assessment

The Board approved award of the Kashwakamak Lake Dam Class Environmental Assessment project to McIntosh Perry in the amount of \$101,410.00 plus HST.

Contract Award – Mill of Kintail Museum Roof Replacement

The Board approved award of the Mill of Kintail museum roof replacement project to Remember Me Roofing in the amount of \$36,019.50 plus HST; and authorized an \$8,000.00 contingency fund to deal with unexpected expenses that may be incurred.

Needs Assessment Update

The long-list of program and capital needs was presented, and priorities explained. The document is updated regularly to reflect new information and conditions, and provides risk rankings to support prioritization.

2023 Work Plan Update

The work captures many priorities from the Needs Assessment, and is designed to support inter-departmental coordination, public and municipal outreach and tabling of reports to the Board. Since completion of the 2021-2025 Strategic Plan, a concerted effort has been made to place greater focus on Asset Management, which is Goal 1. The Work Plan does not capture the day to day activities of most staff, which constitutes 30-85% of their workload.

Update on Watershed Plan Activities

Background was provided on the purpose and development of the Mississippi River Watershed Plan, which was approved in 2021. The Plan does not address the Carp River, which is the purview of the City of Ottawa and also requires update. The status of several projects was provided.

Update on MOU/CAA Discussions

This work paused during tabling of Bill 23 and roll-out of subsequent regulations. MVCA will resume outreach to municipalities to discuss funding, scenarios with and without participation by the City of Ottawa, and draft agreements.

GM Update

The GM Update overviewed many topics including; O. Reg. 596/22, Ontario Farmland Forum, Revisions to recovery strategies for species at risk, revisions to the rules for catch and release fishing, proposed amendments to schedule 1 (list of wildlife species at risk) under the Species at Risk Act, On-Line timesheets, staffing and MVCA's vehicle fleet.

ATTACHMENTS:

- Approved Minutes from February 22, 2023 Annual General Board of Directors Meeting
- 2022 Annual Report

Rideau Valley Conservation Authority

February 23, 2023 – Meeting Summary

- Tree planting and spraying contracts were approved following an overview of RVCA's reforestation program.
- Procurement of a new flood forecasting model was approved following an overview of RVCA's flood forecasting and warning program.
- 2023 budget and municipal levy apportionment were approved following an overview of RVCA's draft budget.
- Updates to RVCA's Administrative By-Laws were approved.
- An information update on Bill 23 was received.
- Chair and Vice Chair of RVCA's Board of Directors were elected for 2023.
 - Councillor Kristin Strackerjan (North Grenville) and Anne Robinson (City of Ottawa) were acclaimed as Chair and Vice-Chair, respectively.

March 23, 2023 – Meeting Summary

- RVCA held its Annual General Meeting:
 - Executive Committee and Audit Committee members were appointed for the 2023 term.
 - The Chair was appointed voting delegate to Conservation Ontario, with Vice-Chair and General Manager appointed first and second alternate.
 - Auditors, Legal Counsel and Land Appraisers were appointed for 2023.
 - Signing officers were appointed for 2023.
- Revised forestry machine planting and band spray contract was approved.
- Staff were appointed as officers under the Ontario Building Code to administer the sewage system program and under Section 28 and Section 29 of the *Conservation Authorities Act* to administer development regulations and oversee conservation areas.
- A report on Section 28 approval timelines was received and will be posted on RVCA's website
- Data acquisition for future floodplain mapping in the City of Ottawa and around four lakes in the upper watershed was approved.
- Staining of the wood on the exterior of RVCA's main office was approved.
- The purchase of 3 new vehicles was approved.
- Accessible washroom renovations at the Baxter Conservation Area interpretive centre was approved.
- 2022 year-end financial reports were received and proposed year-end reserve transfers were approved.
- An activity report for January to March 2023 was received.

RIDEAU VALLEY CONSERVATION AUTHORITY
Box 599, 3889 Rideau Valley Drive
Manotick, Ontario, K4M 1A5
(613) 692-3571, 1-800-267-3504
6:30 p.m.

Meeting Held in-person and electronically due to COVID-19 Pandemic

DRAFT MINUTES

<u>Board of Directors</u>	<u>1/23</u>	<u>February 23, 2023</u>
Present:	Jeff Banks Barry Card Steve Fournier Susan Irwin Morgan Kenny Wilson Lo Shawn Pankow Kristin Strackerjan Adrian Wynands	Gerry Boyce Brian Dowdall Charlene Godfrey Theresa Kavanagh Pieter Leenhouts Shawn Menard Anne Robinson Gary Waterfield
Staff:	Sommer Casgrain-Robertson Kathy Dallaire Diane Downey Brian Stratton Marissa Grondin	Dan Cooper Terry Davidson Glen McDonald Ian Cochrane
Regrets:	Mel Foster	Angela Pierman

Chair Leenhouts called the meeting to order at 6:30 p.m.
General Manager/Secretary-Treasurer conducted a roll call.

Chair Leenhouts welcomed new and returning members and called for a round of introductions from members and staff.

1.0 Land Acknowledgement Statement

Chair Leenhouts gave the Land Acknowledgement statement.

2.0 Agenda Review

Chair Leenhouts reviewed the Agenda.

3.0 Adoption of Agenda

Resolution 1-230223

Moved by:

Anne Robinson

Seconded by:

Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority adopts the Agenda as circulated.

Resolution Carried

4.0 Declaration of Interest

There were no declarations of interest.

5.0 Approval of Minutes of November 24, 2022

Resolution 2-230223

Moved by:

Steve Fournier

Seconded by:

Kristen Strackerjan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #08/22, November 24, 2022, as circulated.

Resolution Carried

6.0 Business Arising from the Minutes

There was no business arising.

7.0 Forestry Machine Planting & Band Spray Contract

Ian Cochrane, Forestry Program Manager gave an overview of RVCA's Forestry Program and provided a summary of the machine planting and band spraying contract.

Chair Leenhouts opened the floor to questions.

In response to an inquiry, Mr. Cochrane explained that the low response rate to the RFP may be due to a combination of factors including machine planting being a niche market and a lack of skilled contractors available during the relatively short planting season.

In response to a concern regarding the use of herbicides, Mr. Cochrane explained that band spraying is only recommended for sites where grass competition is high enough that it jeopardizes the ability of tree seedlings to survive, and the application takes care to protect the environment such as time of year and setbacks from watercourses.

Resolution 3-230223

Moved by:

Steve Fournier

Seconded by:

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2023 at a rate of \$580 per 1000 trees planted and band spray services at a rate of \$320 per hectare with an approximate project value of \$29,000;

AND THAT, based on performance, staff have the option of retaining Ottawa Valley Forest Consulting to provide machine planting and band spray services for 2024 at the same price.

Resolution Carried

8.0 Forestry Hand Planting Contract

Ian Cochrane provided information on RVCA's hand planting contract.

Chair Leenhouts opened the floor to questions. There were no questions.

Resolution 4-230223

Moved by: Adrian Wynands
Seconded by: Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2023 at a rate of \$570 per 1000 trees for new planting sites and \$620 per 1000 trees for refill planting sites for an approximate project value of \$90,000;

AND THAT, based on performance, staff have the option of retaining Brinkman & Associates Reforestation Ltd. to provide hand planting services for 2024 at the same price.

Resolution Carried

9.0 Forestry Spot Spraying Contract

Ian Cochrane provided information about RVCA's spot spraying contract.

Chair Leenhouts opened the floor to questions, there were none.

Resolution 5-230223

Moved by: Brian Dowdall
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves Stick and Hero Woodland Restoration to provide spot spraying

services for 2023 at a rate of \$340 per 1000 trees sprayed for an approximate project value of \$31,000;

AND THAT, based on performance, staff have the option of retaining Stick and Hero Woodland Restoration to provide spot spraying services for 2024 at the same price.

Resolution Carried

Gerry Boyce left the meeting at 7:15 p.m.

10.0 New Flood Forecasting Model

Brian Stratton, Manager of Engineering presented the attached slide deck providing an overview of RVCA's Flood Forecasting and Warning program and responded to questions.

Jeff Banks joined the meeting at 7:34 p.m.

In response to a member inquiry, Mr. Stratton explained that the RVCA works alongside neighbouring Conservation Authorities and the City of Ottawa to help the Ottawa River Regulation Planning Board monitor local Ottawa River flood conditions and provide updates to the public.

Mr. Stratton informed a member that Parks Canada no longer provides their monitoring data to Conservation Authorities, but that the information can be found on the Parks Canada website.

A member asked what effect current ice conditions may have on flooding and the City of Ottawa's ice management program. Mr. Stratton explained that due to thin ice, the blasting program may need to be conducted differently this year as the ice cannot support staff or some of the equipment traditionally used to break it up. It is not known if this will make removal operations easier or if it will reduce the potential impact on flooding.

Mr. Stratton then provided members with an overview of RVCA's new proposed flood forecasting and warning model and responded to questions.

Mr. Stratton confirmed that Phase 1 will be completed in 2023 and Phase 2 will be completed in 2024 meaning the new model will be in place for the 2025 spring freshet. He also explained that both the current and new model will be used concurrently during the transition period.

In response to an inquiry, Mr. Stratton expressed confidence that the consultants will be able to produce a model that performs as promised given that the consultants are leading experts and developers of the software being used and they have developed similar models for other conservation authorities. He also noted that the Ministry of Natural Resources and Forestry has been using and promoting this model across the province.

In response to a member inquiry about future costs, Mr. Stratton stated that there may be costs associated with acquiring additional datasets but there are no annual fees or costs associated with the model.

Mr. Stratton clarified that datasets used for the new model come from a number of reliable data sources.

Resolution 6-230223

Moved by:

Steve Fournier

Seconded by:

Shawn Pankow

THAT the Board of Directors of the Rideau Valley Conservation Authority approves retaining Defensive Options Inc. to develop a new flood forecasting and warning model for the Rideau watershed at a total cost of \$249,200 plus applicable taxes;

THAT staff be authorized to spend up to an additional \$25,000 (10 percent contingency) to cover any unforeseen project expenses;

AND THAT the RVCA's maximum financial contribution to the project be \$144,200 plus applicable taxes coming from RVCA's Working Fund Reserve should external funding not be available to cover the full cost of the project or the contingency.

Resolution Carried

Chair Leenhouts called for a 10-minute break.

The meeting resumed at 8:06 p.m.

11.0 2023 Budget Approval

Sommer Casgrain-Robertson, General Manager presented the 2023 Budget and responded to questions.

In response to a member inquiry, Ms. Casgrain-Robertson explained that the Ministry of Natural Resources and Forestry provides conservation authorities with the modified current value assessment data they have to use to apportion their general levy to municipalities. She encouraged municipalities to contact her if with any questions or concerns about the data.

Resolution 7-230223

Moved by:

Adrian Wynands

Seconded by:

Anne Robinson

THAT the Board of Directors of the Rideau Valley Conservation Authority approves a 2023 general municipal levy of \$6,719,748; and

THAT this levy be apportioned to the participating municipalities according to the attached sheet entitled "2023 Proposed Municipal Levy Apportionment" (dated February 8, 2023).

<u>Those in favour:</u>	Jeff Banks	Barry Card
	Brian Dowdall	Steve Fournier
	Charlene Godfrey	Susan Irwin
	Theresa Kavanagh	Morgan Kenny
	Wilson Lo	Shawn Menard
	Shawn Pankow	Anne Robinson
	Kristin Strackerjan	Gary Waterfield
	Adrian Wynands	Pieter Leenhouts

Those Opposed: None

Abstentions: None

Absent: Gerry Boyce Angela Pierman

Resolution Carried

Resolution 8-230223	Moved by:	Wilson Lo
	Seconded by:	Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached 2023 Budget as amended in the amount of \$11,836,363 (dated November 24, 2022); and

THAT the Board of Directors of the Rideau Valley Conservation Authority establishes special levies payable by the City of Ottawa as sole benefitting municipality as follows:

1. \$10,000 Capital Reserve for Water Control Structures in Ottawa
2. \$21,500 Capital Reserve for Britannia Village Flood Control Project
3. \$40,000 Operation of Water Control Structures in Ottawa
4. \$987,648 Rideau River Ice Management in Ottawa
5. \$158,696 Aquatic Monitoring in Ottawa

<u>Those in favour:</u>	Jeff Banks	Barry Card
	Brian Dowdall	Steve Fournier
	Charlene Godfrey	Susan Irwin
	Theresa Kavanagh	Morgan Kenny
	Wilson Lo	Shawn Menard
	Shawn Pankow	Anne Robinson

Kristin Strackerjan
Adrian Wynands

Gary Waterfield
Pieter Leenhouts

Those Opposed: None

Abstentions: None

Absent: Gerry Boyce Angela Pierman

Resolution Carried

12.0 Administrative By-Law Amendments

Sommer Casgrain-Robertson presented proposed amendments to RVCA's Administrative By-Law based on an updated by-law template from Conservation Ontario. Ms. Casgrain-Robertson responded to questions.

In response to a member inquiry, Ms. Casgrain-Robertson committed to bring a report to the Board for members to consider holding meetings during the day or starting them earlier in the evening.

Resolution 9-230223 **Moved by:** Brian Dowdall
Seconded by: Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority amend Appendix 4-A of the attached amended Administrative By-law to add a third bullet under section 1. *Purpose* to read:

- Hear requests for fee reconsiderations in accordance with RVCA's fee Policy

Resolution Carried

Resolution 10-230223 **Moved by:** Susan Irwin
Seconded by: Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached amended Administrative By-Law including appendices and that these amendments take effect February 24, 2023.

Resolution Carried

13.0 Bill 23 Update

Sommer Casgrain-Robertson provided an update on legislative changes resulting from Bill 23 and responded to questions.

In response to a member inquiry, Ms. Casgrain-Robertson explained that further changes are expected to the Provincial Policy Statement and Section

28 of the *Conservation Authorities Act*, so many conservation authorities are waiting to see the impact of those changes before assessing impacts on revenues and staffing. Ms. Casgrain-Robertson noted that these legislative changes will likely impact the 2023 budget and a report will be brought to the Board later this year. The member commented that communication between the RVCA and member municipalities will be of great importance while these changes are navigated together.

In response to a member suggesting that municipalities record the effects legislative changes are having on plan review processes, Ms. Casgrain-Robertson agreed that there is value in municipalities documenting how legislative changes are impacting plan review timelines and costs. Some members indicated that their municipalities had already begun tracking.

Resolution 11-230223 **Moved by:** Kristin Strackerjan
Seconded by: Gary Waterfield

THAT the Board of Directors of the Rideau Valley Conservation Authority receives this report for information.

Resolution Carried

14.0 Election of Chair and Vice Chair

Chair Leenhouts asked for a motion to appoint Sommer Casgrain-Robertson as Acting Chair for the purpose of conducting the election of Chair and Vice-Chair.

Resolution 11-230223 **Moved by:** Steve Fournier
Seconded by: Brian Dowdall

THAT the Board of Directors of the Rideau Valley Conservation Authority appoints the General Manager as Acting Chair for the purpose of Election of Officers.

Resolution Carried

Pieter Leenhouts surrendered the Chair to Ms. Casgrain-Robertson who then conducted the election for Chair.

Ms. Casgrain-Robertson called for nominations from the floor for Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2023.

Wilson Lo nominated Kristin Strackerjan and Kristin Strackerjan accepted the nomination.

Ms. Casgrain-Robertson called for further nominations from the floor two more times.

Resolution 12-230223

Moved by: Anne Robinson
Seconded by: Pieter Leenhouts

That nominations for the position of Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2023 be closed.

Resolution Carried

Kristin Strackerjan was acclaimed Chair.

Sommer Casgrain-Robertson then conducted the election for Vice-Chair.

Ms. Casgrain-Robertson called for nominations from the floor for Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2023.

Brian Dowdall nominated Anne Robinson and Anne Robinson accepted the nomination.

Ms. Casgrain-Robertson called for further nominations from the floor two more times.

Resolution 13-230223

Moved by: Gary Waterfield
Seconded by: Steve Fournier

That nominations for the position of Vice-Chair of the Rideau Valley Conservation Authority Board of Directors for the year 2023 be closed.

Resolution Carried

Anne Robinson was acclaimed Vice-Chair.

Ms. Casgrain-Robertson thanked former Chair Pieter Leenhouts for serving as Chair for the past four years and for his many years of service to the RVCA as a member of the Board of Directors and previously as a member of the Mississippi-Rideau Source Protection Committee.

Chair Strackerjan resumed the meeting.

15.0 Meetings

- a) CO Council Session on Bill 23: November 28, 2022
- b) General Managers Meeting on Bill 23: December 12, 2022
- c) General Managers Session on O. Reg 596/22: January 3, 2022
- d) ROMA Conference: January 23 – 25, 2023
- e) Lanark County Planners Meeting on O. Reg 596/22: January 26, 2022
- f) Leeds Grenville Planners Meeting on O. Reg 596/22: January 26, 2022
- g) Frontenac Planners Meeting on O. Reg 596/22: January 27, 2022

- h) Ottawa Planners Meeting on O. Reg 596/22: January 31, 2022
- i) Kemptville Woodlot Conference Speakers Series: February 1, 2022
- j) Mississippi-Rideau Source Protection Committee Meeting: February 2, 2023
- k) RVCA Board of Directors Training Session #1: February 8, 2023
- l) AMCTO Mental Health and Wellness Forum: February 9, 2022
- m) RVCA Board of Directors Training Session #2: February 14, 2023
- n) Annual Flood Forecasting and Warning Partners Meeting: February 14, 2022

Upcoming

- o) RVCF Board of Directors Meeting: March 8, 2023
- p) RVCA Board of Directors Meeting: March 23, 2023
- q) Conservation Ontario Council Annual General Meeting: April 3, 2023

16.0 Member Inquiries

Steve Fournier commented that he attended RVCA's annual Flood Forecasting and Warning meeting again this year and that he found the content interesting and informative. He also thanked Terry Davidson for presenting to the Big Rideau Lake Association about septic maintenance.

17.0 New Business

None

18.0 Adjournment

The Chair adjourned the meeting at 9:21 p.m. on a resolution by Adrian Wynands which was seconded by Brian Dowdall.

Pieter Leenhouts
Chair

Kristin Strackerjan
Chair

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

Marissa Grondin
Recording Secretary