

**THE CORPORATION OF THE  
TOWNSHIP OF BONNECHERE VALLEY  
MINUTES  
COMMITTEE MEETING  
TUESDAY JUNE 19, 2024 1:30 P.M.  
COUNCIL CHAMBERS, MUNICIPAL BUILDING AND VIA ZOOM  
CONFERENCING**

**PRESENT**                    **Mayor Jennifer Murphy  
Deputy Mayor Brent Patrick  
Councillor John Epps  
Councillor Tracey Sanderson  
Councillor Merv Buckwald  
CAO Annette Gilchrist  
Deputy CAO Sandra Barr**

**REGRETS**                    **None**

**GALLERY**                    **None**

**CALL TO ORDER    COMMITTEE MEETING**

Chair, Jennifer Murphy called the meeting to order at 2:00 p.m.

**ADDITIONS TO AGENDA**

**MOVED BY**                    **Merv Buckwald**

**THAT:** the agenda be accepted as presented. Carried

**PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

**APPROVAL OF MINUTES**

**MOVED BY**                    **John Epps**

**That:** The Minutes of the Committee Meeting on June 5, 2024 be accepted as presented. Carried

**DELEGATIONS**

**REPORTS**

**Recreation & Culture**

Kevin McGrath, Manager of Recreation and Culture, was present and gave his report.

- a) Arena - CIMCO has started to tear down the old compressor in the plant room. Staff are waiting for the new one to arrive on site. This supports Townships Priority of "Maintain and Modernize Service Levels" as it is related to the objective of "Adherence to Asset Management Plan". Staff have set up tables and chairs for the upcoming fundraiser event on the ice surface. The rink surface is beginning to be rented for ball hockey birthday parties.
- b) Eagles Nest - There are five hall rentals this month;
- c) Tourist Information Centre - Topsoil has been spread around the sign and grass seed has been spread. Garden and grass maintenance continues. Tourist Centre will be opening full time starting on June 21<sup>st</sup>, 2024;
- d) Centennial Park - Garden and grass maintenance continues. Lights have been fixed and put back up along the path in the park. Music in the park begins June 21<sup>st</sup>. The Eganville Ministerial Association will be meeting again to hold a service before Music in the Park from 3:30 – 5:30 on June 21<sup>st</sup> 2024. Toy Bus is setting up on Thursdays, 8:30-11:30;
- e) Legion Field - Grass maintenance continues. Ball and soccer are in full swing. The Farmers' Market started June 7 and is open from 2-5pm. The schools and daycare are using the Splash Pad;

- f) McRae Park - Garden and grass maintenance continues;
- g) Village - Beaver Tails will be at Tourist Booth June 21<sup>st</sup> and 22<sup>nd</sup>. Garden and grass maintenance continues. The planter boxes were placed on the bridge on June 10<sup>th</sup>. Staff worked with the Works Department and Bruce Pole to switch the banner on the bridge and put Canada flags up. The Welcome to Eganville hill and the cement planters around town have been planted by the Horticultural Society;
- h) Lake Clear – Staff placed the buoys out at Wieland Shore and Buelow Beach and whipper snipped around the beach and outhouse;
- i) Foymount Park - Staff weeded the garden at the Foymount sign and put fresh mulch down as well. This supports Townships Priority of "Enhance the BVT Brand" as it is related to the objective of "Common Look and Feel for municipal properties";
- j) Museum - The hot water tank was leaking and has been replaced. Work was done on the oil tank to bring it up to code for TSSA. Staff lowered the flag mounts outside of the building so that the flags can be changed more easily. These supports Townships Priority of "Maintain and Modernize Service Levels" as it is related to the objective of "Adherence to Asset Management Plan".

*Recreation Report Received.*

### **Finance**

Sandra Barr, Deputy CAO, was present and gave her report.

- a) The June 14<sup>th</sup>, 2024 Provisional Budget Report and the Balance Sheet as of May 31, 2024 were provided to Committee;
- b) On May 23, 2024 Sandra Barr attended the AMCTO Zone 6 meeting in Brockville.
- c) On May 31, 2024 Sandra attended a 1-hour virtual Municipal Finance Officer Association discussion forum for populations under 10,000;
- d) From June 9 – 12 Sandra Barr attended the Association of Municipal Clerks and Managers Conference, along with CAO Annette Gilchrist;
- e) Completed Statistic Canada Surveys: Business Payrolls Survey;
- f) On June 13, 2024 Sandra attended a 1-hour online session with Vadim on Payroll Tips;
- g) Processed payroll 1 of 2 for the volunteer firefighters.
- h) On Friday June 14, 2024 Sandra attended a virtual Ontario Association of Police Service Board OAPSB Zone 2 meeting. \*Note: This supports the Townships Priority of "Staffing and Shared Services" as it is related to the objective of "Shared Services".
- i) Tax Adjustments Report - Background: Under Section 357 of the Municipal Act 2001, an application for an adjustment of taxes has been made for the following properties and an assessment report (attached hereto) has been received by MPAC. We require Council approval for these adjustments. The property is owned by Renfrew County. Committee recommends that the application for an adjustment of taxes for 34254 Highway 41 be approved due to Exemption. And further that an adjustment of taxes in the amount of \$16,114.32 be made to the property for 2024.

*Financial Report Received.*

### **Administration**

Annette Gilchrist, CAO, was present and gave her report.

- a) The Association of Municipal Managers Clerks and Treasurers in Ontario (AMCTO) 86<sup>th</sup> annual conference "Moving Mountains Changing Landscapes" was held from June 9 to 12<sup>th</sup>. Annette Gilchrist and Sandra Barr attended along with over 700 CAOs, Clerks and Treasurers from across the province. Annette was honoured to present sessions on Ethics and the importance of Municipal Accreditations as well as hosting two networking sessions, one for Zone 6 with two of my colleagues at the City of Ottawa and a session for Treasurers in addition to my board and moderator duties at the conference. Annette was also able to attend sessions on employee value propositions,

- transformational change, municipal case law update, provincial-municipal affairs, building authentic teams and a Municipal Property Assessment Corporation breakfast. There was also some time in the evenings to network with municipal professionals across the province. Thank-you Council for your continued support of these important professional development opportunities;
- b) Staff are working on implementing an online Municipal Request Portal. This portal can be used for service requests, general inquiries and formal complaints. It will ensure a consistent, timely and accurate response and track requests so that we have an opportunity to improve program and service delivery issues. For 2024 the portal will be available for staff to use as a trial for recording requests and should the online portal trial be successful then we will open it up to the public. This supports Townships Priority of "Maintain and Modernize Service Levels" as it is related to the objective of "Digital Strategy";
  - c) AMO 2024 Annual General Meeting and Conference is being hosted by the City of Ottawa at the Shaw Centre and the Westin Ottawa from August 18-21, 2024.

#### Registration Packages:

Package A: full conference access, including Tuesday evening Social - SOLD OUT

Package B: full conference access, excluding Tuesday evening Social - \$899

Day pass: all conference access on that day, excluding Tuesday evening Social - \$655

Social Pass A: for guests of delegates, access to evening receptions on Sunday, Monday, and Tuesday SOLD OUT

Social Pass B: for guests of delegates, access to evening receptions on Sunday and Monday - \$60

- The balance in the Council seminar account is \$2441. The hotel is \$867.00 for 3 nights of which a \$289 deposit has been paid with a remaining balance of \$578.00 leaving just under \$2000 for conference registration and expenses. Mayor Murphy has been registered by the County of Renfrew and ROMA. Annette will be registering Councillor Sanderson and herself this week as discussed at budget time. This supports the Townships Priority of "Provincial Advocacy" as it is related to the objective of "Lobbying Key Audiences".
- d) The by-law franchise agreement previously passed in principle has now been approved by the Ontario Energy Board and has been added to this evening's Council Agenda for final approval. This supports Townships Priority of "Smart Infrastructure" as it is related to the objective of "Extension of Services";
  - e) The Circular Materials Agreements have also been added to this report which sets out the terms and payment for our recycling transition in 2025. The only item being confirmed is our ineligibles. Staff did send them a list however it is not reflected in the agreement. If approved in principal then Annette will add it to the next Agenda for final approval. This supports Townships Priority of "Smart Infrastructure" as it is related to the objective of "Waste Management";
  - f) Facility Rental Policy - After reviewing the rental data, it does appear that there has been an increase in the number of rental fee waivers. Annette recommends monitoring this annually and should a policy be developed staff should look at thresholds for waivers. It could be for registered charities only or Township Committees with a reduction for benefits or other groups rather than a 100% waiver. Or it could be on an application basis with a capped annual amount. Staff can also review any restrictions at that time to ensure the community facility is available for community members or events when requested. Direction for staff is needed should we wish to draft something for Committee consideration;
  - g) Advertising for Canada Day has started on the Township's social media pages, as well as the newsletter. We have a total of 10 businesses willing to participate in the Shop Local Passport activity. Sarah Richer will be advertising the passport activity. Residents will be able to pick the passports

up early the week before Canada Day and will be able to go to participating businesses during their operating hours Canada Day weekend to get stickers. If they fill their passports, they will be entered into a draw to win a \$100 gift card to a Bonnechere Valley business of their choice, as well as a \$75 gift card donated by Rio Tap & Grill. Thank you to Rio Tap & Grill for the donation;

- h) Music in the Park: Music in the Park is fully booked for the summer with a wide variety of artists. Please see the attached schedule;
- i) Bonnechere Authors Festival: BAF is quickly approaching. Advertisements have started and season passes are available for purchase;
- j) BV Newsletter - The July/August Newsletter will be distributed at the end of June. I am planning to get it out earlier than normal to give people Canada Day information in advance;
- k) Community Welcome Guide - North Kawartha Public Library has been creating an annual community guide for their area for a while. They have done a great job with what information they include, as well as distribution. Sarah is in contact with them and am getting information and advice on how to develop our own community guide;
- l) CIP - Advertisements for CIPs have gone out on our website, social media platforms, and the Eganville Leader. Sarah will continue to advertise. We have not received any applications yet. This supports the Townships Priority of "Enhance the BVT Brand" as it is related to the objective of "Improve our marketing assets".

*Administrative Report Received.*

### **Water & Sewer Department**

Daryl Verch, Water & Sewer Manager was present and gave his report.

- a) The granular active carbon filters are in need of a new filter media. The media is the original from 1991. Daryl went to obtain quotes for new media and there are only two companies that are able to supply and install this media. The first quote is from Anthrafilter with hydrodarco 4000 in the amount of \$84,949.60 and the second quote is from Continental Carbon Group with filtrisorb 400 in the amount of \$68,820.00. Staff asked our Engineers J.L Richards to review the quotes to ensure that we are getting the product that best suits our filtering system. We have no record of the type of media that has been used since 1991. Staff recommends that we proceed with Continental Carbon Group with filtrisorb 400 in the amount of \$68,820.00. A sole source resolution will be brought to the Council meeting of June 19, 2024.

*Water & Sewer Report Received.*

### **CORRESPONDENCE**

#### **(A) Correspondence "A"**

- 1. AMO Policy
- 2. AMO Watchfile June 6 2024
- 3. AMO Watchfile June 13 2024
- 4. May 2024 County Council Summary

#### **(B) Correspondence "B"**

- 1. Letter of Support - Household Food Insecurity
- 2. Letter of Support Jurisdiction of Ontario's Ombudsman
- 3. Letter of Support - National Fire Fighting Strategy
- 4. Town of The Blue Mountains Re Ridesharing Services - Resolution dated June 3 2024

#### **(C) Correspondence "C"**

**NEW/UNFINISHED BUSINESS**

- (1) Library Update – Brent Patrick updated Committee on the business of the Library;
- (2) Museum – Tracey Sanderson updated Committee on the business of the Museum.

**ESTABLISH NEXT MEETING DATE**

The next Meeting will be held on Wednesday July 9, 2024 at 1:30 pm.

**MEDIA SESSION**

**CONCLUSION**

**MOVED BY**            **Brent Patrick**

**THAT:** the meeting adjourns at 3:16 p.m.

Carried

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Jennifer Murphy, Chair

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Annette Gilchrist, CAO