

**THE CORPORATION OF THE  
TOWNSHIP OF BONNECHERE VALLEY  
MINUTES  
COMMITTEE MEETING  
TUESDAY FEBRUARY 20, 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 Merv Buckwald  
Councillor Tracey Sanderson  
CAO Annette Gilchrist  
Deputy CAO Sandra Barr**

**REGRETS**            **None**

**GALLERY**            **2**

**CALL TO ORDER    COMMITTEE MEETING**

Chair, Jennifer Murphy called the meeting to order at 1:30 p.m.

**ADDITIONS TO AGENDA**

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

**THAT:** the agenda be accepted as presented with the addition of Laurel Cook to introduce the Delegation to Committee. Carried

**PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

**APPROVAL OF MINUTES**

**MOVED BY**            **Tracey Sanderson**

**That:** The Minutes of the Committee Meeting on February 06, 2024 be accepted as presented. Carried

**DELEGATIONS**

Laurel Cook introduced Jacob Hanlon, MSc, Municipal Solutions Manager. Jacob introduced a pilot project for municipalities to help reduce residential food waste that ends up in our municipal landfills. The pilot project, which is subsidized by the local municipality, sells residents a "Food Cycler" that allows residential houses to purchase a Food Cycler at a reduced rate. The Food Cycler converts their household waste into a nutrient rich soil that can be added to their garden.

**REPORTS**

**Recreation & Culture**

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

- a) On February 6, 2024 the Olympia broke down and staff had to close the arena Tuesday night and all-day Wednesday. We cancelled all ice and staff re-booked the high school hockey tournament to the following Wednesday;
- b) On February 12 the Olympia broke down again, with wiring and hydraulic issues. Staff had to cancel the High School hockey tournament. Olympia brought down a loaner machine and took our machine away to be fixed. Staff did have to cancel figure skating as the ice was used and not cleaned. The Olympia arrived shortly after 5:30pm. Minor Hockey and the rest of Monday night ice was able to continue as normal. U7 stepped out for their 6:30pm practice. Our Olympia was repaired and retuned on February 20, 2024;
- c) Family Day public skating from 11am to 3:15pm has been sponsor by local businesses;
- d) There were two minor hockey tournaments and two Varsity High Schools tournaments;

- e) Eganville Public school has continued to book ice for skating 2-4 times a week;
- f) Minor Hockey Teams have started their playoffs. All teams are in for round robin playoffs which will go until the beginning of March Break;
- g) The EHL first round of playoffs begin February 16;
- h) The Eagle's Nest hall is being used for the hockey tournaments. Staff continue to have the Eagles Nest open on Friday evenings for the EHL;
- i) The hall is booked for a couple of birthday parties;
- j) The outdoor rink in Centennial Park is closed due to weather;
- k) Staff are working with the Works Department to remove some tree limbs in the park;
- l) Staff are taking the Bonnechere Cup Banner down along with the Christmas lights on the bridge. Staff are working with Allan Bruce from Bruce Pole Line Services, and the Roads Department, hopefully the week of the 19<sup>th</sup> weather permitting;
- m) Minor Hockey organization sends a big thank you for donating the ice rental charge for the Lisa Sharpe Tournament.

*Recreation Report Received.*

### **Finance**

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

- a) Staff are busy completing 2023 year end and working on the draft 2024 budget. The auditors have already started working on year end for 2023 and will be onsite February 21, 2024;
- b) The January Income Statement was provided to Committee to compare January 2023 to January 2024.
- c) On January 26, 2024 Sandra Barr attended the virtual Municipal Finance Officer Association discussion forum;
- d) Asset Retirement Obligations Policy - With the recent changes to reporting standards by the Public Sector Accounting Board (PSAB) that requires municipalities to identify, measure, and report certain costs associated with asset retirement. Municipalities must prepare an Asset Retirement Obligation Policy that establishes guidelines to ensure compliance with the new standard PSAB PS 3280 – Asset Retirement Obligations. Staff have developed an Asset Retirement Obligation Policy which has been provided to Committee. The current financial statements reflect balances and disclosures aligned with Public Sector Accounting Standards addressing general liabilities, landfill liabilities, contractual liabilities, contaminated site liabilities and contingent liabilities. The new standard extends these requirements to include liabilities related to the retirement of existing assets and indicates that recognizing the cost of an asset should consist of the expenses incurred to retire that asset in the future. These asset retirement obligations exist when there is a legal obligation to incur retirement costs concerning assets. Some examples of when a legal obligation may exist include:
  - Assets that require compliance with standards and regulations that, if sold, disposed of, or no longer in use, would require remediation, such as asbestos in buildings and in-ground piping, fuel storage tank removal, wells, firewater holding tanks, and septic beds;
  - Leases that require removal of leasehold improvements or other remediation at the end of the leases such as the reforestation of land subject to a timber lease;
  - Land covenants that require removal at the end of their useful life; and
  - Assets that need to be returned to their natural state at the end of their useful life, such as mining activities and landfills.

The work required to adhere to the new regulations has already begun with the development of the Asset Retirement Obligations Policy. Staff have reviewed industry guidance on the topic from a number of sources including the Municipal Finance Officers' Association of Ontario (MFOA) and consulted with other municipal Treasurers. The draft policy was provided to the municipal auditor for review and comment. Committee recommends approval of the Asset Retirement Obligations Policy as presented and further directs staff to bring forward the appropriate By-Law for adoption.

*Financial Report Received.*

**Administration**

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

- a) January and February were very busy with Association meetings and the ROMA Conference. These meetings ensure staff are informed of all the upcoming legislative requirements and changes. Some of the larger changes for 2024 include asset management, energy management and waste management reporting and service requirements;
- b) It has also been a busy time for funding applications for Community Development, Rural Transit, Water and Wastewater to enable new housing and Emergency Management. Staff continue to review any new funding announcements and how they fit with the Townships strategic objectives;
- c) The Union has notified us that they intend to initiate the collective bargaining process. The current agreement ends April 30 2024;
- d) The Lease for Spring Creek was provided to Committee and if approved will be brought back for consideration and approval by By-Law March 5<sup>th</sup>, 2024;
- e) Also provided to Committee was the Community Safety and Wellbeing Plan which has been amended to include our implementation teams. This new version will be added to our website;
- f) Committee was also provided with the draft strategic plan following the senior leadership teams input into the objectives chosen for Committee consideration and approval. If no comments or amendments are received by February 29<sup>th</sup> then staff will post on the Township website and review annually to ensure we are achieving our objectives;
- g) Planning Services - The Township has a shared services agreement with the County of Renfrew for planning. As part of this agreement, a County planner works out of our office on the first Tuesday of the month making their services more accessible to our residents. The only cost to provide this service to our residents is the mileage for the County staff member. Fifty people took advantage of this opportunity in 2023 at a cost of approximately \$540. Staff were also able to meet with the county planner to discuss local applications at least 10 times throughout the year.  
 The County now charges \$200 for each formal General Inquiry form received (there are ways to recoup this cost should an actual planning application be filed). Council decided to cover these charges for 2023 for our residents. The cost for general inquiries for 2023 was \$200. In 2024 we have had 3 so far which will cost \$600.00. Based on experience, the annual estimated total cost for planning inquiries is \$2,000. In order to recoup these costs and charge our residents for this fee an amendment to our fee by-law would be required. Committee recommends absorbing the \$200 General Inquiry fee for residents for 2024 and will continue to monitor these costs on an annual basis;
- h) By-Law Enforcement Services - In 2023 the Township contracted out these services. A breakdown of the number of calls, type of calls and costing compared to previous years is set out below:

2023	Animal	Parking	Prop. Stand.	Noise	Other	Pound	Total	Tickets	Charges
Jan									
Feb									
Mar									
Apr	2	1	3				6		
May	3	1	7	2			13		
Jun	7	0	5		1		13		
Jul	8	0	1			2	9		
Aug	2	0	11	2	2		17		
Sep	3	0	5	4	0		12		
Oct	3	0	1	4	2		10		
Nov	11		1	1			13		
Dec	2	1	1				4	5	
Total	41	3	35	13	5	2	97	5	0

	2019	2020	2021	2022	2023
By-Law					
Revenue	\$ 210.00	\$ 521.00	\$ 109.00	\$ 780.00	\$ 246.00

POA Fines			\$ 2,250.00		
Expenses	\$ 81,533.00	\$ 46,554.00	\$ 24,930.00	\$ 37,467.00	\$ 13,989.00
Total Cost	\$ 81,323.00	\$ 46,033.00	\$ 22,571.00	\$ 36,687.00	\$ 13,743.00
Animal Control					
Dog License	\$ 6,457.00	\$ 4,725.00	\$ 5,323.00	\$ 8,190.00	\$ 2,306.00
Pound Fees	\$ 20,670.00	\$ 24,411.00	\$ 24,470.00	\$ 28,830.00	\$ 9,600.00
Expenses	\$ 37,750.00	\$ 37,535.00	\$ 48,593.00	\$ 48,363.00	\$ 18,990.00
Total Cost	\$ 10,623.00	\$ 8,399.00	\$ 18,800.00	\$ 11,343.00	\$ 7,084.00
Total Cost for By-Law & Animal Control	\$ 91,946.00	\$ 54,432.00	\$ 41,371.00	\$ 48,030.00	\$ 20,827.00

2024 Proposed Budget	
Revenue	\$ 3,000.00
Expenses	\$ 18,000.00
Total	\$ 15,000.00
28% decrease from 2023	\$ 5,827.00
97 incidents in 2023 (April to Dec)	
Average time per incident	1.5 hours
Average Cost per incident	\$ 52.50
Wage Cost per incident if internal staff	\$ 57.08
Plus mileage/training and supplies (25%)	\$ 14.27
Approximate Cost per incident By-Law Staff	\$ 71.34

By-Law is a community service. It is not for emergencies such as police or fire. It does assist in the health, safety and wellbeing of the municipality. The level of service provided is to respond to complaints and enforce infractions in the most cost effective and efficient way. If an issue arises that requires more attention, and an increased level of service residents can contact our office and we can instruct our contractor to spend more time on a certain issue or concern if it is of a more serious nature. The cost savings are as important to our residents as the service itself.

CAO Annette Gilchrist met with Mr. McBain from MLES to review last year's cost and stats and she is satisfied that the Township is getting value for dollars versus having this service performed by municipal staff. Annette also reviewed our animal control and property standards by-laws as these were the main calls for service and these by-laws are out of date. Committee was provided with draft by-laws for Committees review and comments. Committee members will have their comments for the CAO by February 29, 2024.

Also provided to Committee was a draft building by-law as previously reported on by our CBO and a policy for personal vehicle use for the Township. If no comments or amendments are received we will send them to the Attorney General for approval of the short form wording fines and then we can bring them back to Council for consideration and approval. The policies can be adopted at the next meeting if no comments or revisions are received. The parking by-law is currently under review as well and will come forward at a future meeting;

- i) March Madness - Sarah will be starting to advertise on February 15<sup>th</sup>. The Township has a wonderful week lined up thanks to our amazing community groups. The calendar will be posted on our social media and website. Legal size paper copies will be available at the Municipal Office;
- j) Music In The Park - The call for musicians is out. Currently we have all Wednesday evenings booked, and most Friday evenings booked. Sarah has created a performers guide to avoid future confusion about location, contacts, and other information. Moving forward

- k) Community Welcome Guides - Councillor Sanderson will be providing staff with a couple of new write-ups for the welcome guides. Another draft will be brought back to Committee for review before publication;
- l) Eganville & Area Community Development Group Meeting – The EACDG is in a transition period with a couple executive members stepping down from their roles. With a lack of attendance, they have not been able to have a meeting since December 2023. The next meeting will be on March 6<sup>th</sup> to discuss the future of the group;
- m) Green & Inclusive Community Fund – Staff have received notice that we were not successful in receiving this grant, so with that we have withdrawn our grant application for the Green Municipal Fund;
- n) Canada Day – Staff have booked Face painters, Capital Pyrotechnics, Spencer Sharf, and Ry-J's for Canada Day;
- o) Eganville District Minor Hockey Association is leading the Kraft Hockeyville nomination process for the Eganville Arena. Staff have been promoting this on our electronic sign and Facebook page. Nominations closed on February 18, 2024;
- p) Social Media - This spring, leading up to the tourism season Sarah would like to start a campaign focusing on tourist attractions and the general beauty of Bonnechere Valley called "Beautiful, Bountiful Bonnechere Valley". This is to increase excitement around Bonnechere Valley and to encourage tourists and locals alike to explore and enjoy Bonnechere Valley. Committee was encouraged to send any ideas to Sarah for any places you would like her to promote.

*Administrative Report Received.*

## **CORRESPONDENCE**

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

1. County Council Summary
2. License Plate Renewal Letter
3. AMO Watchfile Feb 8 2024
4. AMO Watchfile Feb 15 2024

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

1. County Resolution Re: Affordability of Water and Wastewater Systems
2. Support Resolution - Prince Edward County - Expanding the Life of Fire Apparatus
3. Bridge Banner Request
4. Request OGRA/ROMA return to combined conference
5. National Farmers Union Request
6. OVS Show and Conference Information and request for sponsorship
7. Youth Wellness Hub request for support

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

Tracey Sanderson left the meeting.

- B.1 Committee recommends support of the County of Renfrew's Resolution regarding the Affordability of Water and Wastewater Systems, and a resolution will be brought forward to the March 5 Council meeting;
- B.2 Committee recommends support of the Prince Edward County Resolution regarding Expanding the Life of Fire Apparatus;
- B.3 Committee supports the request of the Bonnechere Valley Inspired Tour to hang their Bridge Banner from July to the end of the long weekend in August at no charge. The event takes place on Saturday August 3 and Sunday August 4;
- B.5 Committee supports the request of the National Farmers Union Renfrew County to provide them with technical support with Zoom video conferencing and the Owl

camera at their annual meeting at the Eagle's Nest that they are having Thursday March 7, 2024 at 7:10pm. Committee also agreed to promote the event on their social media channels.

**NEW/UNFINISHED BUSINESS**

- (1) Library Update – Brent Patrick updated Committee on the Library Board. The date is set to discuss the 2024 Library Budget. In 2023 there were 16,131 visitors to the library, 473 programs offered, 3757 in program attendance, 4225 public access computer sessions, 22,998 items were checked out, 6283 e-books checked out, 1698 active borrowers, 162 new cards added this year, 9287 Facebook visits/likes, 9557 website visits, 3368 reference questions answered, 2336 Wi-Fi users, 1024 materials added to the collection that cost \$21,732.57;
- (2) Museum Update – There is no update at this time.

**ESTABLISH NEXT MEETING DATE**

The next Meeting will be held on Tuesday March 5, 2024

**MEDIA SESSION**

**CLOSED SESSION**

**MOVED BY            Brent Patrick**

**THAT:** Committee proceed in Closed Session in accordance with the Municipal Act 2001, section 239.2 to deal with the matters as indicated below:

(b) personal matters about an identifiable individual, including municipal or local board employees; Carried

**MOVED BY            John Epps**

**THAT:** Committee moves out of Closed Session to rise and report that Committee met to receive information and give staff direction regarding a nomination and to approve minutes from October 24, 2023. Carried

**CONCLUSION**

**MOVED BY            Brent Patrick**

**THAT:** the meeting adjourns at 3:55 p.m. Carried

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Jennifer Murphy, Chair

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Annette Gilchrist, CAO