

**THE CORPORATION OF THE  
TOWNSHIP OF BONNECHERE VALLEY  
MINUTES  
COMMITTEE MEETING  
TUESDAY DECEMBER 19, 2023 1:30 P.M.  
COUNCIL CHAMBERS, MUNICIPAL BUILDING AND VIA ZOOM CONFERENCING**

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

**REGRETS**            **None**

**GALLERY**            **None**

**CALL TO ORDER    COMMITTEE MEETING**

Chair, Brent Patrick called the meeting to order at 1:30 p.m.

**ADDITIONS TO AGENDA**

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

**THAT:** the agenda be accepted with removal of Item 8.1 Museum Report and the removal of Item 8.2 Library Report and the addition of Correspondence B7 Request from Judy Bates, LCPOA to extend deadline to review the Lake Clear RV Land Use Report from our Consultants. Carried

**PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

**APPROVAL OF MINUTES**

**MOVED BY**            **Jennifer Murphy**

**That:** The Minutes of the Committee Meeting on November 28, 2023 be accepted as presented. Carried

**DELEGATIONS**     Laurel Cook, Presentation on Museum's Panels for Heritage Tour  
Laurel Cook reviewed with Committee the plan to display the panels around the village.

**REPORTS**

**Water & Sewer Department**

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

- a) 2024 Water and Sewer Budget – Committee approved the Water & Sewer 2024 Budget and recommends a 4% increase to the rates for 2024.

*Water & Sewer Report Received.*

**Works & Waste Department**

Jason Zohr, Works Superintendent was not present. Report Submitted.

- a) Equipment Operator/Labourer Position Update – Public Works is pleased to welcome Zachary Sylvestre to our team on a 5-month contract position. He is a young, capable operator and fits well in our department;
- b) The first big snowfall of the season occurred on December 4, 2023 with the accumulation of approximately 25 cm of snow. The crew deserves kudos for their hard work in ensuring roads were safe and cleared in a timely fashion and cleanup afterward went smoothly. In total 48 loads of snow were removed and transported;
- c) Christmas Schedule for the Waste Sites:
- Sand Road Waste Site will be closed on Monday, December 25, 2023 & Monday, January 1, 2024
  - Lake Clear & McGrath Road are open from 12 pm to 4 pm on Sunday, December 24, 2023 & Sunday, December 31, 2023

- No Curbside pickup on Tuesday, December 26, 2023. Pickup will take place on Wednesday, December 27, 2023
  - The last Thursday that the Sno Drifters Waste Site will be open is Thursday, December 28, 2023
- d) The Public Works Office will be closed from December 22, 2023 to January 1, 2024. Dana Barkley will be back in the office on January 2, 2023;
  - e) Jason Zohr and Dana Barkley participated in the Emergency Management Exercise on November 22, 2023 at the Eagle's Nest;
  - f) FileHold Program Training - Jason Zohr and Dana Barkley participated in training;
  - g) On December 14, 2023, Jason Zohr attended the County of Renfrew's Annual meeting to discuss changes from past year, general Public Works issues, and plans for upcoming season. A presentation was also made by Infrastructure Ontario providing information on the Accelerated High-Speed Internet Program (AHSIP).

*Works Department Report Received.*

### **Building & Fire Department**

Darryl Wagner, CBO & Fire Chief, was not present. Report Submitted.

- a) The Department had eighty-nine calls for service in 2023;
- b) Next Generation 911 aims to make it easier for 911 callers to send faster, more detailed information about their emergency to 911 call centers. Another part of NG 911's initiative is for public safety answering points (PSAP's) to provide the emergency information gained from 911 callers to first responders on route to or on scene;
- c) Fire fighter recruitment is ongoing;
- d) Darryl has concerns with property owners building without a permit. He has encountered thirteen infractions ranging from decks, additions, minor renovations, and accessory buildings.

*Fire Department & Building Report Received.*

### **Recreation & Culture**

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

- a) The Christmas parade had a great turn out with 40 entries registered;
- b) The Christmas party was very well attended;
- c) Private daytime ice rentals are filling up over the Christmas break;
- d) Parent/Tot and Senior Skates happens every Monday afternoon and has good attendance;
- e) Figure Skating hosted a Christmas show on December 17<sup>th</sup>;
- f) The Renfrew County District School Board booked our facility for a high school hockey tournament in January 2024;
- g) Eganville Public School has booked two ice times a week for skating for December;
- h) Public skating was well attended with 50+ people. As many as 75 people have participated;
- i) There is public skating over the Christmas Break from 2pm - 3:15pm;
- j) The arena is closed December 24, 25, 26, 31 and January 1;
- k) Staff rented out the hall for three other Christmas parties;
- l) The hall is being rented for private family events, with three booked so far;
- m) Staff are waiting for the weather to get cold enough to start up the outdoor rink;
- n) Beaver Tails was in town Dec 8, 9 & 10<sup>th</sup>. A total of \$72.33 was donated to the food bank;
- o) There was a great turn out for the tree lighting at the tourist booth and the lighting of the bridge on December 1st. Christmas songs were sung, and hot chocolate was served. The tree has grown 13 inches since it was planted in 2021;
- p) The banner for over the bridge for the Bonnechere Cup was dropped off. Staff hope to get it installed soon.

*Recreation Report Received.*

## **Finance**

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

- a) The November Balance Sheet and the Provisional Budget Reports were provided to Committee;
- b) On November 23, 2023 Sandra Barr attended the virtual AMCTO Zone 6 Meeting, along with CAO Annette Gilchrist;
- c) On December 11, 2023 Sandra Barr attended the Renfrew County Clerks & Treasurers meeting in Pembroke, along with CAO Annette Gilchrist;
- d) On December 14, 2023 Sandra Barr and Annette Gilchrist attended the virtual Eastern Region Treasurer's Forum meeting;
- e) The Township has received notice of our 2024 OCIF funding. The Township will receive \$576,954 in 2024 which is down \$11,472 from 2023 (down approximately 1.99%);
- f) Also provided to Committee was the 2022 Municipal Financial Profile and the 2022 Financial Indicator Review for the Township from the Ministry of Affairs and Housing, which is a report on the financial health of the Township. This tool compares Bonnechere Valley to other municipalities of similar size but not necessarily exact. It is important to remember that this only provides a snapshot at a particular moment in time and should not be used in isolation.

*Financial Report Received.*

## **Administration**

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

- a) As a designated public sector organization with one or more employees, Bonnechere Valley Township is legally required to file a 2023 Accessibility Compliance Report by December 31, 2023;
- b) As an institution that is subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Township is required to submit annual statistics to the Information and Privacy Commissioner of Ontario, in 2023 the Township has no requests;
- c) On December 5<sup>th</sup> staff met with Paul Wren and Hosted Bizz to discuss a network audit and roadmap for our communication devices and water and sewer network. This is a gap in our asset inventory that we are working to address;
- d) On December 6<sup>th</sup> Council and Department Heads participated in a Strategic Planning Workshop. The Mission Statement votes are being collected by December 18<sup>th</sup>. The session provided a great guide with objectives and vision for staff. The final report will be brought forward in February;
- e) Erica Rice attended an information session on a recent court case for the City of Sudbury that caused some concern for all municipalities. The report was provided to Committee. This will impact Bonnechere Valley in how we manage construction projects and sites and may have insurance premiums impacts which we will not see until our renewal in July 2024;
- f) On December 20<sup>th</sup> staff will be holding interviews to add them to our Water and Sewer Department which was a recommendation based on our water quality audit. This increase in salary is included in the 2024 proposed budget;
- g) The Township has received ten comments and a couple of phone calls regarding the Lake Clear Study and staff has forwarded all of these comments to our Consultants. Staff are aiming for January 16<sup>th</sup> for final report;
- h) The revised Calendar for 2024 meetings is attached for Committee approval. The August meeting and the first meeting in October were moved to Wednesdays;
- i) Bell is installing Fibre Optic Cable in built up areas from Renfrew to Barry's Bay. They required a 2 to 3 acre parcel to store their equipment and vehicles. Staff negotiated a rental at the Spring Creek Garage property for \$1,000 per month. Committee agreed in principle and staff will bring forward a formal agreement for Council's consideration and approval;
- j) The 2024 AMO Conference in August is being held in Ottawa again. Hotel rooms open January 9<sup>th</sup>. Tracey Sanderson requested that the CAO book a room for her, the Mayor will have her room booked through the County of Renfrew;
- k) Community Welcome Guides – Sarah Richer is working on welcome guide changes and updates. She has also been thinking about incorporating our logging history into the design of the booklet. Sarah will provide you with another draft in the new year;

- l) Bridge Banners - The total cost of putting the banners up each time will be roughly \$250 (Truck's hourly rate of \$175 and township employees' wages). Discussion tabled to budget deliberations;
- m) Fire Works for Canada Day – Staff received a quote from Capital Pyrotechnics to do the fireworks show for July 1, 2024. Committee agreed to proceed with Capital Pyrotechnics and request staff ask if any of our neighboring Townships would like to partner with Bonnechere Valley on the fireworks;
- n) The new Emergency Management By-Law adopting the Emergency Response Plan will be passed at Council December 19, and it will be added to the submission and uploaded to Emergency Management Ontario through the Emergency Management Portal.

*Administrative Report Received.*

## **CORRESPONDENCE**

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

- 1. AMO Policy Update Nov 28
- 2. AMO Watchfile Nov 30
- 3. AMO Presidents Update
- 4. AMO Watchfile Dec 7
- 5. AMO Policy Update Dec 11
- 6. AMO Watchfile Dec 14
- 7. Thank you from BUPL
- 8. Thank you Letter to Bonnechere Valley
- 9. County Council Summary November 2023

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

- 1. Resolution Regarding 2023 Ontario Work Rates
- 2. Bonn Trae 2023 Corporate Sponsorship Request
- 3. Resolution re Amending Occupational Health and Safety Act
- 4. Resolution re: 1/3 Funding Grant Programs
- 5. Request from Multistream Power Corp.
- 6. Request from Tom Kaddits
- 7. Request from Judy Bates, LCPOA to extend deadline to review the Lake Clear RV Land Use Report from our Consultants.

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

B7. Committee recommends extending the window to June 30, 2024 to receive comments on the Lake Clear RV Land Use Report.

## **NEW/UNFINISHED BUSINESS**

- (1)** Mayor's Report – Mayor Murphy thanked the Members of Council, Staff, Volunteers and Residents of Bonnechere Valley. Mayor Murphy went on to say that as they are nearing the end of their first year of the term of Council she is filled with appreciation and admiration for all of them.  
To the Council members, their enthusiasm in representing the needs of our residents is recognized in all that you do. Together, we have navigated through some challenges, celebrated a few successes, and remained dedicated in our commitment to serving Bonnechere Valley.  
To the incredible staff, led by our CAO, Annette Gilchrist, their dedication to service and the hours spent ensuring the smooth operation of our Township does not go unnoticed. The staff You truly go above and beyond, and we are so thankful for all of your hard work.  
On behalf of Council, the Mayor also extended her deepest gratitude to the amazing Volunteer groups, and a huge thank you for their time and commitment to fundraise and organize events that certainly improves the lives of residents of Bonnechere Valley and beyond.

The Mayor thanked our Residents who motivate us to strive for excellence every day.  
The Mayor said goodbye to 2023 and she looks forward to the New Year and the exciting opportunities 2024 will bring.  
Merry Christmas and Happy New Year to all.

**ESTABLISH NEXT MEETING DATE**

The next Meeting will be held on Tuesday January 16, 2023

**MEDIA SESSION**

**CONCLUSION**

**MOVED BY**

**THAT:** the meeting adjourns at 3:40 p.m.

Carried

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Brent Patrick, Chair

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Annette Gilchrist, CAO