

**THE CORPORATION OF THE  
TOWNSHIP OF BONNECHERE VALLEY  
MINUTES  
COMMITTEE MEETING  
TUESDAY JANUARY 14, 2025 1:30 P.M.  
COUNCIL CHAMBERS, MUNICIPAL BUILDING AND VIA ZOOM  
CONFERRING**

**PRESENT**

Mayor Jennifer Murphy  
Deputy Mayor John Epps  
Councillor Merv Buckwald  
Councillor Brent Patrick  
Councillor Tracey Sanderson  
CAO/Clerk Annette Gilchrist  
Treasurer/Deputy CAO Sandra Barr

**REGRETS**

None

**GALLERY**

None

**CALL TO ORDER COMMITTEE MEETING**

Chair, John Epps called the meeting to order at 1:30 p.m.

**ADDITIONS TO AGENDA**

**MOVED BY     Brent Patrick**

**THAT:** the agenda be accepted, as amended, with the removal of Item 8.3 Mayor's Report.

Carried

**PECUNIARY INTEREST OR GENERAL NATURE THEREOF**

**APPROVAL OF MINUTES**

**MOVED BY     Jennifer Murphy**

**That:** The Minutes of the Committee Meeting on December 17, 2024 be accepted, as amended.

Carried

**DELEGATIONS**

**REPORTS**

**Water & Sewer**

Daryl Verch, Water & Sewer Manager was not present. Report submitted.

- a) The Eganville Drinking Water System continues to operate in full compliance with all requirements;
- b) MOE Inspector David Trombley was on site to carry out the yearly inspection, The report is attached to Committee's package;
- c) The contractor has been notified, and we are proceeding with the coating of the GAC Media Filter;
- d) The Eganville Sewage System continues to operate in full compliance according to the Provincial Guidelines that are set out in the Certificate of Approval;
- e) The Quarterly report for the Wastewater Plant was submitted.  
*Water & Sewer Report Received.*

**Works & Waste**

Jason Zohr, Works Superintendent was present and gave his report.

- a) Christmas Tree Drop-Off - The last day to take real Christmas Trees for them to be recycled was Friday January 10, 2024. Residents could take their trees to John Street Garage. Only one tree was dropped off this year. After January 10 residents can take their trees to the Sand Road Waste Site;

- b) Santa Claus Parade - The department provided assistance on December 20, 2024 for the Santa Claus Parade, to barricade the streets to ensure safety for parade participants;
- c) Waste Site Attendant and Sanitation Assistant Positions – Jason Zohr has hired a new employee, Michael Garbett, for the Sand Road Waste Site. Michael's first day was December 23, 2024. James Lavereau has acquired the Sanitation Assistant Position for Tuesdays/Thursdays on the back of the garbage truck;
- d) Winter Maintenance - Routine winter maintenance is being conducted. Saturday, November 30, 2024 was our 1<sup>st</sup> winter event with crews called out for salting roads;
- e) Budget 2025 - We are working on our draft budget for 2025.  
*Works Department Report Received.*

### **Building & Fire**

Darryl Wagner, CBO & Fire Chief was present and gave his report.

- a) The Department had seventy-five calls for service between January – December 31, 2024;
- b) Fire fighter recruitment is ongoing;
- c) Four building applications have been submitted to Darryl so far for 2025.

### **Recreation & Culture**

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

- a) Minor hockey tournaments kicked off January 12th and continue every Sunday into February. Public skating is suspended during this period;
- b) Public Skating during the holidays brought in about 45-55 people per skate. Committee recommended that one more public skating session be added next year the week of Christmas and the week of New Years;
- c) We had 24 private ice time rentals over the holidays;
- d) Adam Bernard has one more hockey session in January 2025;
- e) The public school is renting ice twice a week in January;
- f) The hall is being used for the hockey tournaments. We continue to have the Eagles Nest open on Friday evenings for the EHL;
- g) All the Christmas decorations have been taken down;
- h) Staff have been cleaning off the outdoor rink and began flooding last week as we had a string of weather cold enough to make ice with help from Roads Department and Fire Department;
- i) The Bonnechere Cup banner went up with the help of the Roads Department and Allan Bruce of Bruce Pole Line;
- j) Staff have started working on the 2025 budget.  
*Recreation Report Received.*

### **Finance**

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

- a) The December 31, 2024 Provisional Budget Report was provided to Committee, along with the Balance Sheet as of December 31, 2024;
- b) Finance staff are working on 2024-year end. The auditors will be on-site at the end of February to finalize the end of 2024-year, which assists staff in preparing for 2025 budget deliberations in March;
- c) Tax Adjustment 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. Staff require Council approval for these adjustments. For the Kitts property staff recommendation is that the application for an adjustment of taxes for 1103 Lake Clear Road be approved due to a demolition. And further that an adjustment of taxes in the amount of \$48.73 be made to the property for 2024; Committee approved and a resolution will be brought to the January 14 meeting of Council;

- d) The 2025 Water & Sewer rates have been calculated and the by-law for Council approval has been prepared for Council;
- e) Also included for tonight's Regular Meeting of Council is the 2025 Interim Borrowing By-law as well as the 2025 Interim Tax Billing By-Law;
- f) 2024 Council Remuneration - Under Section 284 of the Municipal Act, each year, on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year too,
- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.
- In accordance with *Bonnechere Valley By-Law 2018-057*, the 2024 Council Remuneration is as follows:

	<u>PAY</u>	<u>MILEAGE</u>	<u>EXPENSES</u>	<u>CONFERENCE EXPENSES</u>	<u>TOTAL</u>
JENNIFER MURPHY	\$24,894.00	\$0.00	\$1,200.00	\$0.00	<b>\$26,094.00</b>
MERV BUCKWALD	\$16,428.00	\$0.00	\$0.00	\$0.00	<b>\$16,428.00</b>
JOHN EPPS	\$18,292.00	\$0.00	\$0.00	\$1,415.04	<b>\$19,707.04</b>
BRENT PATRICK	\$17,539.00	\$0.00	\$0.00	\$0.00	<b>\$17,539.00</b>
TRACEY SANDERSON	\$18,292.00	\$0.00	\$0.00	\$4,631.07	<b>\$22,923.07</b>
<b>GRAND TOTAL</b>	<b>\$95,445.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>	<b>\$6,046.11</b>	<b>\$102,691.11</b>

*Financial Report Received.*

### **Administration**

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

- a) Rural Transit Fund - Agreement between participating municipalities has been sent to insurance for comment. The agreement will come back to Committee for consideration in February;
- b) Fire Protection Grant – The Township has been approved to receive the Fire Protection Grant, and a funding agreement is being presented for council consideration under by-laws this evening;
- c) The Bonnechere Union Public Library has been advised of a rental increase of 2% for 2025;
- d) File Hold implementation continues. For 2025 staff are working on transferring all permanent files to File Hold and we hope to have a summer student to assist us in records management. This will be presented at budget for consideration. This will increase efficiency and protect the information and records that belong to the Township;
- e) The Alternate Voting method of vote by mail was recommended by Committee and a by-law will be presented for council consideration before the May 2025 due date;
- f) Mayor Murphy and the CAO/Clerk Annette Gilchrist are attending the ROMA conference from January 18<sup>th</sup> to January 21<sup>st</sup>. The Township has received notice that our delegations to the Ministry of Transportation and the Ministry of Finance have been accepted. Our delegation to the Ministry of the Environment was declined. However, the CAO/Clerk is making a presentation on Navigating the Future of Municipal Waste Management, and she hopes this catches their attention regarding the challenges municipalities are facing;
- g) Office Hours Pilot Project - From the end of June our Municipal Office hours have been reduced to 8:30 to 4:00pm. This has allowed staff 30 minutes a

- day to focus on tasks without interruption. With a small staff constantly asked to do more especially when it comes to funding applications and provincial reporting requirements this time has been greatly appreciated by staff. Staff is also very dedicated and if a resident called and scheduled to come in before or after-hours staff has always accommodated them during their set hours which could be 8 am or until 6 pm if we are here late for Council meetings anyway. This has reduced absenteeism as staff make appointments after hours where possible coming in at 8am and leaving at 4 for an appointment. Annette has not heard any concerns regarding these hours, and she would like to recommend we make this permanent change as it continues to improve employee productivity and morale. Committee provided directions to staff that this becomes the new permanent office hours;
- h) Annette has sent out emails to each member of council as AMO hotel registrations for the AMO Conference that is being held in Ottawa, opened the morning of January 14<sup>th</sup>. Mayor Murphy is using her County allocation, and Annette has booked one room for Bonnechere Valley. Annette requested Council members let her know if they plan on attending the conference. John Epps will be attending the conference; however, he will not require a hotel room;
  - i) Christmas Parade 2024 - For the original date, there were 18 groups registered in advance. For the rescheduled date we ended up with 18 groups registered;
  - j) Career/Job Fair 2025 – Sarah Richer is speaking with Algonquin College Employment Services to potentially have them facilitate career/aptitude testing during the event. This is still in the early stages. If there is a cost associated with this, she will bring it forward to Council;
  - k) March Madness – Sarah met with Camp Smitty on January 9<sup>th</sup> to discuss March Break Day Camp. She will reach out to local organizations to see what events they are hosting to create a March Madness Calendar again;
  - l) Swim Program - Later this month, Sarah is meeting with NAW, LV, and WWR to discuss the opportunity to partner in a swim program again for 2025;
  - m) BV Newsletter -The January/February 2025 newsletter was distributed before Christmas.

*Administrative Report Received.*

## **CORRESPONDENCE**

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

1. AMO Policy Update Dec 2024
2. Ministry of Infrastructure Email Supporting Ontario's 2025 Connectivity Objectives
3. County Letter to Minister Jones regarding Robbie Dean Centre
4. AMO Update Jan 2025

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

1. Letter to MMAH regarding changes to the Planning Act for Additional Residential Units
2. Resolution supporting Fees for Use of Municipal Property by Natural Gas Distributors
3. City of Toronto resolution to respect local democracy
4. Resolution for Protection of Agricultural Lands and Sustainable Development
5. Resolution regarding aggregate tax framework
6. Request from 4H Club
7. Request from Museum
8. Request from Police Association
9. Resolution Regarding County Road Rationalization

10. Request for cycling event

**(C) Correspondence "C"**

- B.1 Committee directed staff to send a letter of support;
- B.5 Committee tabled the resolution regarding aggregate tax framework to the next meeting;
- B.6 Committee supports the request from the 4H Club to waive the hall rental fee for them to host one of a series of eight cooking classes;
- B.7 Committee supports the request from the Museum to waive the hall rental fee for the barn quilt workshop;
- B.9 Committee tabled the resolution regarding County Road Rationalization to the next meeting;
- B.10 Committee supports the initiative for the cycling event "Everest Hill Climb Challenge". However, Foymount Road is a County Road, and their request needs to go to the County of Renfrew.

**NEW/UNFINISHED BUSINESS**

- (1) Library Update – Brent Patrick updated Committee on the business of the Library. In 2024 there were 16,813 visitors to the library, 384 programs offered, 2980 in program attendance, 4638 public access computer sessions, 21,112 items were checked out, 8240 e-books checked out, 1668 active borrowers, 149 new cards added this year, 9113 Facebook visits/likes, 8895 website visits, 3059 reference questions answered, 2404 Wi-Fi users, 1125 materials added to the collection that cost \$21,407.73;
- (2) Museum Update – Tracey Sanderson updated Committee on the business of the museum. They are working on a capital grant from the Ontario Trillium Foundation.

**ESTABLISH NEXT MEETING DATE**

The next Meeting will be held on Tuesday February 4, 2025 at 1:30 pm.

**MEDIA SESSION**

**CONCLUSION**

**MOVED BY Merv Buckwald**

**THAT:** the meeting adjourns at 3:15 p.m.

Carried



John Epps, Chair



Annette Gilchrist, CAO/Clerk