

Seventh Meeting in 2026

This meeting is livestreamed and recorded on the [Town of Perth's YouTube Channel](#)

1. Call to Order:

Mayor Judy Brown, Chair

2. Adoption of Agenda/Amendments:

2.1. Motion to Adopt the Agenda

Moved by Councillor Barry Smith
Seconded by Councillor Jim Boldt

Proposed Motion

Be it resolved that the Council of the Town of Perth adopt the Agenda for the June 23, 2026 Council meeting as presented.

3. Land Acknowledgement:

We respectfully acknowledge that the land on which we gather is the traditional home of various Indigenous Peoples. As we work towards reconciliation, may we all live with respect on this land and live in peace and friendship with all its diverse peoples.

4. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof:

5. Adoption of Minutes:

5.1. Adoption of the Minutes of May 26, 2026, Regular Council Meeting [Council - 26 May 2026 - Minutes - Pdf](#)

8 - 24

Moved by Deputy Mayor Ed McPherson
Seconded by Councillor Isabel Anne McRae

Proposed Motion

Be it resolved that the Council of the Town of Perth adopt the minutes of the May 26, 2026 Regular Council meeting.

6. Delegations: None Scheduled.

7. Presentations:

7.1. Town of Perth's Senior of the Year 2026 - Joan Stephenson-Bowes

8. Consent Agenda:

Moved by Councillor Dave Bird
Seconded by Councillor Gary Waterfield

THAT the following Motions listed below in the Consent Agenda from the two Special Committee of the Whole meetings of June 9, 2026 and the regular Committee of the Whole meeting of June 9, 2026 be passed and numbered accordingly:

1. Environmental Services Shop Reconstruction Project - Project Status Update

Be it resolved that the Council of the Town of Perth receive for information the Environmental Services Shop Reconstruction Project Status Update, as presented in report 2026-COW-9.1.

2. Zoning By-law Amendment No. ZBL-04-2025 - 16132715 Canada Inc. (2B Developments) - 53/55 Craig Street, Perth

Be it resolved that the Council of the Town of Perth:

(i) defer Zoning By-law Amendment Application No. ZBL-04-2025 to change the zone category of lands municipally known as 53/55 Craig Street from Residential Third Density to Residential Fourth Density Special Exception Zone until such a time that the developer brings forward an amendment to the development proposal that conforms to the comments made by staff, the public, Council and Agencies; and,
(ii) direct staff to issue public notice for a subsequent public meeting once the Developer amends the plans accordingly, as presented in report 2026-COW-10.1.

3. Town of Perth New Zoning By-law - Comments Received and Recommended Changes to the Discussion Draft

Be it resolved that the Council of the Town of Perth defer directing staff to make the recommended changes to the Redlined Discussion Draft as presented in the "Final Draft of the Town of Perth Zoning By-law", dated June 1, 2026.

4. Tim Holmes - Smoking and Town Owned Common Areas

Be it resolved that the Council of the Town of Perth:

- (i) receive for information the presentation from Tim Holmes - Smoking and Town Owned Common Areas; and,
- (ii) direct staff to bring forward a report regarding an update to the 2011 Smoking By-law that prohibits smoking on any municipally owned land and that the definition of smoking include vaping and cannabis.

5. Joan Stephenson-Bowes and Andrew Martin - Financial Impact Provisions under the Fire Protection and Prevention Act

Be it resolved that the Council of the Town of Perth:

- 1. receive for information the verbal presentation from Joan Stephenson-Bowes and Andrew Martin - Financial Impact Provisions under the Fire Protection and Prevention Act; and,
- 2. direct staff to undertake a review of the current granting offered by the Town and consider incorporating funding for building owners required to undertake projects in order to be compliant with the Ontario Fire Code, and provide a recommendation to Council.

6. Danica Vidotto - Local Resources and Programming for Children under the age of five

Be it resolved that the Council of the Town of Perth direct staff to contact Danica Vidotto to discuss local resources and programming and how families with children under the age of five in Perth can be supported.

7. Alyssa Perisa, Executive Director, Corridor Train Alliance - Request for Municipal Support – Eastern Ontario High-Speed Rail Advocacy

Be it resolved that the Council of the Town of Perth receive for information the letter from Alyssa Perisa, Executive Director, Corridor Train Alliance regarding the Request for Municipal Support – Eastern Ontario High-Speed Rail Advocacy.

8. Appointment of Senior Building Official - Paul Nixon

Be it resolved that the Council of the Town of Perth pass By-law No.xxx, being a by-law to appoint Paul Nixon as the Senior Building Official for the Town of Perth, as presented in Report 2026-COW-11.1.

9. Condominium Exemption - 64-72 Cockburn

Be it resolved that the Council of the Town of Perth:

- (i) supports the exemption of lands municipally known as 64-72 Cockburn Street from the condominium process; and,
- (ii) direct staff to forward a copy of this motion to the County of Lanark, as presented in report 2026-COW-11.2.

10. Designation of Indigenous Healing Circle, Medicine Garden and

Healing Forest Area within Last Duel Park

Be it resolved that the Council of the Town of Perth:

- (i) approve the designation of the Indigenous Healing Circle, Medicine Garden and Healing Forest area within Last Duel Park as "Ka lje Mino Negochedadiik (Where We Gather in a Good Way)";
- (ii) direct staff to work with Lanark County Neighbours for Truth and Reconciliation and Indigenous partners on the development and installation of interpretive signage recognizing the cultural significance of the area; and,
- (iii) supports the overall name of Last Duel Park to remain unchanged, as presented in report 2026-COW-11.4.

11. By-law to Adopt the Perth Museum Strategic Plan 2026–2031

Be it resolved that the Council of the Town of Perth pass By-law No. 5xxx, being a By-law to adopt the Perth Museum Strategic Plan (2026–2031), as presented in Report-2026-COW-11.5.

12. Development Charge Reduction Program

Be it resolved that the Council of the Town of Perth direct staff to submit an application to the Development Charge Reduction Program for all growth-related projects in the Town's Development Charge study scheduled for completion by 2035 and, if successful, direct staff to bring back an amending by-law to implement a Development Charge reduction of 50% for five (5) years, as presented in report 2026-COW-11.6.

13. Cunningham, Swan, Carty, Little & Bonham LLP - Integrity Commissioner Services - Annual Report - 2025

Be it resolved that the Council of the Town of Perth receive for information the correspondence from Tony E. Fleming, Cunningham, Swan, Carty, Little & Bonham LLP regarding the Integrity Commissioner Services Annual Report for 2025, as presented in Report 2026-COW-11.7.

9. **Items Removed from Consent Agenda: None Scheduled.**

10. **Motions: None Scheduled.**

11. **By-laws:**

11.1. By-laws

Moved by Councillor Jim Boldt
Seconded by Councillor Barry Smith

Be it resolved that the Council of the Town of Perth has read the

following By-laws a first, second and third time short, passed and signed by the Mayor and Clerk:

1. By-Law No. 5277 - Appointment of Senior Building Official - Paul Nixon
2. By-law No. 5278 - Adopt the Perth Museum Strategic Plan 2026–2031

12. Staff Reports: None Scheduled.

13. Council Committee, Local Board and External Board Reports/Minutes:

- | | | |
|--------|--|----------------|
| 13.1. | Lanark County Council - Mayor Judy Brown and Deputy Mayor Ed McPherson
County Council-10Jun2026-Draft Minutes
County Council-27May2026-Minutes | 25 - 33 |
| 13.2. | Perth & Smiths Falls District Hospital Board - Mayor Judy Brown
Perth & Smiths Falls District Hospital Board-28Apr2026-Minutes | 34 - 35 |
| 13.3. | Climate Change Advisory Panel (CCAP) - Councillor Barry Smith and Councillor Isabel Anne McRae
Climate Change Advisory Panel (CCAP)-21May2026-Draft Minutes | 36 - 38 |
| 13.4. | Heritage Perth Advisory Panel (HPAP) - Councillor Barry Smith and Councillor Dave Bird
Heritage Perth Advisory Panel (HPAP)-19May26-Draft Minutes | 39 - 66 |
| 13.5. | Lanark County OPP Detachment Board - Deputy Mayor Ed McPherson
Lanark County OPP Detachment Board-20May2026-Draft Minutes | 67 - 74 |
| 13.6. | Striking Committee - Councillor Jim Boldt, Chair | |
| 13.7. | Lanark County Climate Action Working Group - Councillor Isabel Anne McRae | |
| 13.8. | Business Improvement Area (BIA) Board of Management - Councillor Isabel Anne McRae
Business Improvement Area (BIA) Board of Management-27May2026-Draft Minutes | 75 - 77 |
| 13.9. | Perth & District Chamber of Commerce - Councillor Isabel Anne McRae | |
| 13.10. | Perth & District Union Public Library Board - Councillor Gary Waterfield
Perth & District Union Public Library Board-25May2026-Minutes | 78 - 79 |
| 13.11. | Rideau Valley Conservation Authority (RVCA) - Councillor Gary Waterfield
Rideau Valley Conservation Authority (RVCA)-23Apr2026-Draft Minutes | 80 - 85 |

13.12. Lanark County Traffic Advisory Working Group - Councillor Gary Waterfield
[Lanark County Traffic Advisory Working Group-10Jun2026-Draft Minutes](#)

13.13. Natural Heritage System Strategy - Municipal Advisory Working Group - Councillor Gary Waterfield

Council Committee, Local Board and External Board Reports/Minutes

Moved by Councillor Gary Waterfield
Seconded by Councillor Dave Bird

Proposed Motion

Be it resolved that the Council of the Town of Perth receive the Council Committee, Local Boards and External Reports/Minutes as presented.

14. New Business:

(To be used for Time Sensitive/Emergency Matters that require Council Direction.)

15. Questions From The Media:

16. Next Meeting Date(s):

Thursday, August 20, 2026 at 5:30 p.m. - Mayor Judy Brown, Chair

17. Closed Session:

17.1. Motion for Council to resolve itself into Closed Session

Moved by Councillor Isabel Anne McRae
Seconded by Deputy Mayor Ed McPherson

Proposed Motion

That the Council of the Town of Perth resolve itself into Closed Session at ___ p.m. pursuant to the Municipal Act, 2001, for the following purposes:

- (1) Algonquin College Perth Campus Property, subject to Section 239(2):
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour

relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

(2) Collective Bargaining Ontario Public Service Employees Union Local 435, subject to Section 239(2):

(d) labour relations or employee negotiations;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

18. Rise and Report from Closed Session:

18.1. Motion for Council to Rise and Report from Closed Session

Moved by Councillor Jim Boldt

Seconded by Councillor Barry Smith

Proposed Motion

Be it resolved that the Council of the Town of Perth rise and report from Closed Session at ___ p.m.

19. Confirmation of Proceedings By-law:

19.1. By-law No. 5279 - Confirmation of Proceedings for June 23, 2026 Council Meeting

Moved by Councillor Dave Bird

Seconded by Councillor Gary Waterfield

Proposed Motion

Be it resolved that the Council of the Town of Perth pass By-law No. 5279, being a by-law to confirm the proceedings of the Council of the Town of Perth, at its meeting held June 23, 2026, be read a first, second and third time short, passed and signed by the Mayor and Clerk.

20. Adjournment:

Moved by Deputy Mayor Ed McPherson

Seconded by Councillor Isabel Anne McRae

Proposed Motion

Be it resolved that the Council of the Town of Perth Adjourn the June 23, 2026 Council meeting at ___ p.m.



Town of Perth Council Minutes

5:30 PM, Tuesday, May 26, 2026

Council Chambers - 2nd Floor - Perth Town Hall
and livestreamed on YouTube

Attendance:

Present:

Judy Brown, Mayor; Ed McPherson, Deputy Mayor; Dave Bird, Councillor; Jim Boldt, Councillor; Isabel Anne McRae, Councillor; Barry Smith, Councillor; and Gary Waterfield, Councillor (attended electronically)

Absent:

Staff:

Michael Touw, Chief Administrative Officer; Amanda Noël, Director of Legislative Services/Clerk; Joanna Bowes, Director of Development Services; Trevor Choffe, Director of Protective Services/Fire Chief; Nev Jande, Director of Corporate Services/Treasurer; Cathy McNally, Director of Community Services; Tracy Bowes, Deputy Clerk; and Crystal Reinhard, Communications Coordinator

Sixth Meeting in 2026

1. Call to Order:

Mayor Judy Brown, Chair called the meeting to order at 5:30 p.m. with seven (7) members of Council in attendance.

2. Adoption of Agenda/Amendments:

2.1. Motion to Adopt the Agenda

Motion #26-056

Moved by Councillor Barry Smith

Seconded by Councillor Jim Boldt

Be it resolved that the Council of the Town of Perth adopt the Agenda for the May 26, 2026 Council meeting as presented.

Carried - Unanimous

3. Land Acknowledgement:

We respectfully acknowledge that the land on which we gather is the traditional home of various Indigenous Peoples. As we work towards reconciliation, may we all live with respect on this land and live in peace and friendship with all its diverse peoples.

4. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof:

There being none, the Chair moved to the next order of business.

5. Adoption of Minutes:

- 5.1. Adoption of the Minutes of April 21, 2026 Regular Council Meeting and April 30, 2026 Special Council Meeting.

Motion #26-057

Moved by Deputy Mayor Ed McPherson

Seconded by Councillor Barry Smith

Be it resolved that the Council of the Town of Perth adopt the minutes of the April 21, 2026 Regular Council Meeting and the April 30, 2026 Special Council Meeting.

Carried - Unanimous

6. Delegations:

There being none, the Chair moved to the next order of business.

7. Presentations:

- 7.1. April 17, 2026 - Brenda Orchard, CAMA President - Canadian Association of Municipal Administrators (CAMA) - Long Service Recognition Award - Michael Touw
- 7.2. Shawn Thompson - Heritage Perth Architectural Conservation Award - Category 4 "Heritage Craftspeople" for 2025

8. Consent Agenda:

Motion #26-058

Moved by Councillor Gary Waterfield

Seconded by Councillor Jim Boldt

THAT the following Motions listed below in the Consent Agenda from the Special Committee of the Whole meeting of May 12, 2026, the regular Committee of the Whole meeting of May 12, 2026 and the Special Committee of the Whole meeting of May 20, 2026 be passed and numbered accordingly:

1. Zoning By-law Amendment No. ZBL-03-2026 - NorChap Development - 22 Church Street

Be it resolved that the Council of the Town of Perth:

- (i) approve Zoning By-law Amendment Application No. ZBL-03-2026; and,
(ii) pass By-law No.3358-141 being a By-law to further amend Zoning By-law No.3358 to change the zone category of lands municipally known as 22 Church Street from

Residential Second Density (R2) to Residential Fourth Density Special Exception (R4-33) to permit a decrease the minimum landscaped open space from 35% to 32% and to reduce the minimum required parking spaces by one (1), as presented in report 2026-COW-6.1.

2. Erika Heesen, CEO/Chief Librarian - Perth & District Union Public Library - Annual Report 2025

Be it resolved that the Council of the Town of Perth receive for information the presentation from Erika Heesen, CEO/Chief Librarian - Perth & District Union Public Library - Annual Report 2025, as presented at the Committee of the Whole meeting on May 12, 2026.

3. Big Brothers Big Sisters - 2026 Municipal Grant Contribution

Be it resolved that the Council of the Town of Perth receive for information the thank-you letter from Big Brothers Big Sisters regarding the 2026 Municipal Grant Contribution.

4. Ministry of Emergency Preparedness and Response - 2025 Compliance Results

Be it resolved that the Council of the Town of Perth receive for information the correspondence from the Ministry of Emergency Preparedness and Response - 2025 Compliance Results.

5. Ministry of Transportation - Highway 7 and Drummond Street Intersection

Be it resolved that the Council of the Town of Perth:

- (i) direct staff to forward a letter to the Ministry of Transportation requesting that the Ministry undertake a safety review of the intersection of Highway 7 and Drummond Street, and consider short-term interim safety measures, as appropriate, in advance of the planned Highway 7 construction;
- (ii) direct staff to forward a copy of this letter to John Jordan, MPP; and,
- (iii) direct staff to submit a request to the Lanark County OPP Board for statistical data on incidents at this intersection over the past ten (10) years.

6. Appointment of a Deputy Chief Building Official - Jonathan Proulx

Be it resolved that the Council of the Town of Perth pass By-law No. 5267, being a by-law to appoint Jonathan Proulx as the Deputy Chief Building Official for the Town of Perth, as presented in Report 2026-COW-7.1.

7. Bill 98 Summary

Be it resolved that the Council of the Town of Perth receive for information the Bill 98 Summary report, as presented in report 2026-COW-7.2.

8. By-law to Execute a Subdivision Agreement with Perthmore Development Co. Ltd. for Phase 6 of the Perthmore Subdivision and Clearance of Draft Conditions

Be it resolved that the Council of the Town of Perth:

(i) direct staff to send a clearance letter to the County of Lanark for the draft conditions of Perthmore Phase 6 Subdivision; and,

(ii) pass By-law No. 5268 being a By-law to authorize the Mayor and Clerk to execute a Subdivision Agreement with Perthmore Development Co. Ltd. for Phase 6 of the Perthmore Subdivision, as presented in report 2026-COW-7.3.

9. Authorization to Apply for the Canadian Wildlife Federation Pollinator Habitat Restoration Funding – Darou Farm

Be it resolved that the Council of the Town of Perth authorize staff to submit a funding application to the Canadian Wildlife Federation pollinator habitat restoration program for a proposed pollinator meadow pilot project at Darou Farm, as presented in report 2026-COW-7.4.

10. Grant Application – Enhancing Access to Spaces for Everyone (EASE) Grant Program – Installation of new flooring at the Perth & District Indoor Pool

Be it resolved that the Council of the Town of Perth authorize the Director of Community Services to submit a grant application to the Enhancing Access to Spaces for Everyone (EASE) Communities Grants Program to an upset limit of \$60,000 for the installation of new flooring in the women's changeroom at the Perth & District Indoor Pool, as presented in Report-2026-COW-7.5.

11. 2025-2026 Ministry of Environment, Conservation, and Parks Drinking Water System Inspection Report

Be it resolved that the Council of the Town of Perth receive for information the 2025-2026 Drinking Water System Inspection Report from the Ministry of Environment, Conservation and Parks, as presented in report 2026-COW-7.6.

12. Award Request for Proposal (RFP) No. ES-2026-07 - Infrastructure Master Plan to J.L. Richards & Associates Limited

Be it resolved that the Council of the Town of Perth:

(i) award Request for Proposal No. ES-2026-07 to J.L. Richards & Associates Limited for the development of the 2026-2027 infrastructure Master Plan, in the amount of \$195,860.00 (plus HST);

(ii) pass By-law No. 5269, being a by-law to authorize the Mayor and Clerk to enter into an agreement with J.L. Richards & Associates Limited for the development of the 2026-2027 Infrastructure Master Plan; and,

(iii) approve the cost of the 2026-2027 Infrastructure Master Plan to be funded from Development Charges in the amount of \$39,840, from the Capital Reserve in the amount of \$52,007 (plus HST), and from the Water and Sewer Reserve in the amount of \$104,013 (plus HST), as presented in Report 2026-COW-7.7.

13. Award Request for Tender (RFT) No. ES-2026-06 - Little Tay Bridge Rehabilitation to Atwill-Morin (Ontario) Inc.

Be it resolved that the Council of the Town of Perth:

- (i) award Contract ES-2026-06 Little Tay Bridge Rehabilitation to Atwill-Morin (Ontario) Inc. to an upset limit of \$163,804.30 (plus HST);
- (ii) pass By-law No. 5270, being a by-law to authorize the Mayor and Clerk to execute an agreement with Atwill-Morin (Ontario) Inc. for the rehabilitation of the Little Tay Bridge; and,
- (iii) authorize funding of the \$13,804.30 (plus HST) budget variance through the carry forward surplus from the 2025 Craig Street Bridge Budget, as presented in Report 2026-COW-7.8.

14. Award Request for Proposal (RFP) No. ES-2026-04 - Inspection of Urban Municipal Bridges and Structures to HP Engineering Inc.

Be it resolved that the Council of the Town of Perth:

- (i) award Request for Proposal ES-2026-04 for the Inspection of Urban Municipal Bridges and Structures to HP Engineering Inc. in the amount of \$8,339.40 (including HST) in 2027 and \$8,712.30 (including HST) in 2029; and,
- (ii) pass By-law No. 5271 to authorize the Mayor and Clerk to sign a multi-year Agreement for the years 2027, 2028 and 2029 with HP Engineering Inc. for biennial Inspections of Urban Municipal Bridges and Structures, as presented in Report 2026-COW-7.9.

15. 2025 Development Charge Reserve Statement

Be it resolved that the Council of the Town of Perth receive for information the 2025 Development Charge Reserve Statement, as presented in Report 2026-COW-7.10.

16. 2026 Development Charges

Be it resolved that the Council of the Town of Perth receive for information the 2026 Development Charges, as presented in Report 2026-COW-7.11.

17. 2025 Budget Carry Forward

Be it resolved that the Council of the Town of Perth approve the Carry Forward to 2026 of the unspent 2025 Project Budgets, as presented in report 2026-COW-7.12.

18. By-law to Establish 2026 Tax Rates for The Corporation of the Town of Perth and Business Improvement Area (BIA) and Provide for Penalty and Interest in Default of Payment

Be it resolved that the Council of the Town of Perth:

- (i) pass By-law No. 5272, being a By-law to establish the tax rates for 2026 for The Corporation of the Town of Perth and the Business Improvement Area (BIA) and to provide for penalty and interest in default of payment; and,
- (ii) approve the tax increase in the tax levy in the amount of \$111,007, as presented in Report 2026-COW-7.13.

19. Reserve Fund Update: 2025 Year End Balances and 2026 Approved Commitments

Be it resolved that the Council of the Town of Perth receive for information the Reserve Fund update: 2025 Year-End Balances and 2026 Approved Commitments, as presented in report 2026-COW-7.14.

20. Special Charge By-Law - Better Homes Lanark Residential Retrofit Program - 2 D'Arcy Street

Be it resolved that the Council of the Town of Perth pass By-Law No. 5273, being a By-Law to authorize the imposition of a special charge on lands municipally known as 2 D'Arcy Street under the Better Homes Lanark Residential Retrofit program, as presented in Report 2026-COW-7.15.

21. Perth Fire Services - 2025 Service Review

Be it resolved that the Council of the Town of Perth receive for information the Perth Fire Services 2025 Service Review, as presented in Report 2026-COW-7.16.

22. Joint Lanark County Compliance Audit Committee Appointments for the Term of November 15, 2026 to November 14, 2030

Be it resolved that the Council of the Town of Perth pass By-law No. 5274, being a by-law to appoint the following individuals to the Joint Lanark County Compliance Audit Committee for the term November 15, 2026 to November 14, 2030, to deal with applications from the 2026 Municipal Election and any By-Elections during the next Council Term:

- 1. David Nusko
- 2. Jason Huang
- 3. Rhonda Whitmarsh,

as presented in Report 2026-COW-7.17.

23. Lanark County Natural Heritage System Strategy Municipal Advisory Working Group - Staff and Council Representatives

Be it resolved that the Council of the Town of Perth recommend Joanna Bowes, Director of Development Services as the staff representative to the Lanark County Natural Heritage System Strategy Municipal Advisory Working Group, as presented in Report 2026-COW-7.18.

24. Decision: Town of Perth New Zoning By-law – Public Meeting on the Zoning By-law Discussion Draft

Be it resolved that the Council of the Town of Perth:

- (i) receive comments from the public on the Zoning By-law Discussion Draft until May 27th to ensure all comments are captured prior to Council's consideration of the New Zoning By-law; and,
- (ii) direct staff to bring forward a report with recommended changes to the Town of Perth Zoning By-law Draft based on the comments received, as presented in Report 2026-COW-8.1.

Not Voted On

*Councillor Jim Boldt requested that Consent Agenda Item No. 1 - Zoning By-law Amendment No. ZBL-03-2026 - NorChap Development - 22 Church Street be pulled from the Consent Agenda. Councillor Isabel Anne McRae requested that Consent Agenda Item No. 12 - Award Request for Proposal (RFP) No. ES-2026-07 - Infrastructure Master Plan to J.L. Richards & Associates Limited be pulled from the Consent Agenda.

Motion #26-058-1

Moved by Deputy Mayor Ed McPherson

Seconded by Councillor Jim Boldt

THAT the following Motions listed below in the Consent Agenda from the Special Committee of the Whole meeting of May 12, 2026, the regular Committee of the Whole meeting of May 12, 2026 and the Special Committee of the Whole meeting of May 20, 2026, with the exception of Item No. 1 - Zoning By-law Amendment No. ZBL-03-2026 - NorChap Development - 22 Church Street, as requested by Councillor Jim Boldt and Item No. 12 - Award Request for Proposal (RFP) No. ES-2026-07 - Infrastructure Master Plan to J.L. Richards & Associates Limited, as requested by Councillor Isabel Anne McRae, be passed and numbered accordingly:

2. Erika Heesen, CEO/Chief Librarian - Perth & District Union Public Library - Annual Report 2025

Be it resolved that the Council of the Town of Perth receive for information the presentation from Erika Heesen, CEO/Chief Librarian - Perth & District Union Public Library - Annual Report 2025, as presented at the Committee of the Whole meeting on May 12, 2026.

3. Big Brothers Big Sisters - 2026 Municipal Grant Contribution

Be it resolved that the Council of the Town of Perth receive for information the thank-you letter from Big Brothers Big Sisters regarding the 2026 Municipal Grant Contribution.

4. Ministry of Emergency Preparedness and Response - 2025 Compliance Results

Be it resolved that the Council of the Town of Perth receive for information the correspondence from the Ministry of Emergency Preparedness and Response - 2025 Compliance Results.

5. Ministry of Transportation - Highway 7 and Drummond Street Intersection

Be it resolved that the Council of the Town of Perth:

- (i) direct staff to forward a letter to the Ministry of Transportation requesting that the Ministry undertake a safety review of the intersection of Highway 7 and Drummond Street, and consider short-term interim safety measures, as appropriate, in advance of the planned Highway 7 construction;
- (ii) direct staff to forward a copy of this letter to John Jordan, MPP; and,
- (iii) direct staff to submit a request to the Lanark County OPP Board for statistical data on incidents at this intersection over the past ten (10) years.

6. Appointment of a Deputy Chief Building Official - Johnathan Proulx

Be it resolved that the Council of the Town of Perth pass By-law No. 5267, being a by-law to appoint Johnathan Proulx as the Deputy Chief Building Official for the Town of Perth, as presented in Report 2026-COW-7.1.

7. Bill 98 Summary

Be it resolved that the Council of the Town of Perth receive for information the Bill 98 Summary report, as presented in report 2026-COW-7.2.

8. By-law to Execute a Subdivision Agreement with Perthmore Development Co. Ltd. for Phase 6 of the Perthmore Subdivision and Clearance of Draft Conditions

Be it resolved that the Council of the Town of Perth:

- (i) direct staff to send a clearance letter to the County of Lanark for the draft conditions of Perthmore Phase 6 Subdivision; and,
- (ii) pass By-law No. 5268 being a By-law to authorize the Mayor and Clerk to execute a Subdivision Agreement with Perthmore Development Co. Ltd. for Phase 6 of the Perthmore Subdivision, as presented in report 2026-COW-7.3.

9. Authorization to Apply for the Canadian Wildlife Federation Pollinator Habitat Restoration Funding – Darou Farm

Be it resolved that the Council of the Town of Perth authorize staff to submit a funding application to the Canadian Wildlife Federation pollinator habitat restoration program for a proposed pollinator meadow pilot project at Darou Farm, as presented in report 2026-COW-7.4.

10. Grant Application – Enhancing Access to Spaces for Everyone (EASE) Grant Program – Installation of new flooring at the Perth & District Indoor Pool

Be it resolved that the Council of the Town of Perth authorize the Director of Community Services to submit a grant application to the Enhancing Access to Spaces for Everyone (EASE) Communities Grants Program to an upset limit of \$60,000 for the installation of new flooring in the women's changeroom at the Perth & District Indoor Pool, as presented in Report-2026-COW-7.5.

11. 2025-2026 Ministry of Environment, Conservation, and Parks Drinking Water System Inspection Report

Be it resolved that the Council of the Town of Perth receive for information the 2025-2026 Drinking Water System Inspection Report from the Ministry of Environment, Conservation and Parks, as presented in report 2026-COW-7.6.

13. Award Request for Tender (RFT) No. ES-2026-06 - Little Tay Bridge Rehabilitation to Atwill-Morin (Ontario) Inc.

Be it resolved that the Council of the Town of Perth:

- (i) award Contract ES-2026-06 Little Tay Bridge Rehabilitation to Atwill-Morin (Ontario) Inc. to an upset limit of \$163,804.30 (plus HST);
- (ii) pass By-law No. 5270, being a by-law to authorize the Mayor and Clerk to execute an agreement with Atwill-Morin (Ontario) Inc. for the rehabilitation of the Little Tay Bridge; and,
- (iii) authorize funding of the \$13,804.30 (plus HST) budget variance through the carry forward surplus from the 2025 Craig Street Bridge Budget, as presented in Report 2026-COW-7.8.

14. Award Request for Proposal (RFP) No. ES-2026-04 - Inspection of Urban Municipal Bridges and Structures to HP Engineering Inc.

Be it resolved that the Council of the Town of Perth:

- (i) award Request for Proposal ES-2026-04 for the Inspection of Urban Municipal Bridges and Structures to HP Engineering Inc. in the amount of \$8,339.40 (including HST) in 2027 and \$8,712.30 (including HST) in 2029; and,
- (ii) pass By-law No. 5271 to authorize the Mayor and Clerk to sign a multi-year Agreement for the years 2027, 2028 and 2029 with HP Engineering Inc. for biennial Inspections of Urban Municipal Bridges and Structures, as presented in Report 2026-COW-7.9.

15. 2025 Development Charge Reserve Statement

Be it resolved that the Council of the Town of Perth receive for information the 2025 Development Charge Reserve Statement, as presented in Report 2026-COW-7.10.

16. 2026 Development Charges

Be it resolved that the Council of the Town of Perth receive for information the 2026 Development Charges, as presented in Report 2026-COW-7.11.

17. 2025 Budget Carry Forward

Be it resolved that the Council of the Town of Perth approve the Carry Forward to 2026 of the unspent 2025 Project Budgets, as presented in report 2026-COW-7.12.

18. By-law to Establish 2026 Tax Rates for The Corporation of the Town of Perth and Business Improvement Area (BIA) and Provide for Penalty and Interest in Default of Payment

Be it resolved that the Council of the Town of Perth:

- (i) pass By-law No. 5272, being a By-law to establish the tax rates for 2026 for The Corporation of the Town of Perth and the Business Improvement Area (BIA) and to provide for penalty and interest in default of payment; and,
- (ii) approve the tax increase in the tax levy in the amount of \$111,007, as presented in Report 2026-COW-7.13.

19. Reserve Fund Update: 2025 Year End Balances and 2026 Approved Commitments

Be it resolved that the Council of the Town of Perth receive for information the Reserve Fund update: 2025 Year-End Balances and 2026 Approved Commitments, as presented in report 2026-COW-7.14.

20. Special Charge By-Law - Better Homes Lanark Residential Retrofit Program - 2 D'Arcy Street

Be it resolved that the Council of the Town of Perth pass By-Law No. 5273, being a By-Law to authorize the imposition of a special charge on lands municipally known as 2 D'Arcy Street under the Better Homes Lanark Residential Retrofit program, as presented in Report 2026-COW-7.15.

21. Perth Fire Services - 2025 Service Review

Be it resolved that the Council of the Town of Perth receive for information the Perth Fire Services 2025 Service Review, as presented in Report 2026-COW-7.16.

22. Joint Lanark County Compliance Audit Committee Appointments for the Term of November 15, 2026 to November 14, 2030

Be it resolved that the Council of the Town of Perth pass By-law No. 5274, being a by-law to appoint the following individuals to the Joint Lanark County Compliance Audit Committee for the term November 15, 2026 to November 14, 2030, to deal with applications from the 2026 Municipal Election and any By-Elections during the next Council Term:

1. David Nusko
 2. Jason Huang
 3. Rhonda Whitmarsh,
- as presented in Report 2026-COW-7.17.

23. Lanark County Natural Heritage System Strategy Municipal Advisory Working Group - Staff and Council Representatives

Be it resolved that the Council of the Town of Perth recommend Joanna Bowes, Director of Development Services as the staff representative to the Lanark County Natural Heritage System Strategy Municipal Advisory Working Group, as presented in Report 2026-COW-7.18.

24. Decision: Town of Perth New Zoning By-law – Public Meeting on the Zoning By-law Discussion Draft

Be it resolved that the Council of the Town of Perth:

- (i) receive comments from the public on the Zoning By-law Discussion Draft until May 27th to ensure all comments are captured prior to Council's consideration of the New Zoning By-law; and,
- (ii) direct staff to bring forward a report with recommended changes to the Town of Perth Zoning By-law Draft based on the comments received, as presented in Report 2026-COW-8.1.

Carried - Unanimous

9. Items Removed from Consent Agenda:

- 9.1. 1. Zoning By-law Amendment No. ZBL-03-2026 - NorChap Development - 22 Church Street

Motion #26-059

Moved by Councillor Jim Boldt

Seconded by Deputy Mayor Ed McPherson

Be it resolved that the Council of the Town of Perth:

- (i) approve Zoning By-law Amendment Application No. ZBL-03-2026;
- (ii) pass By-law No.3358-141 being a By-law to further amend Zoning By-law No.3358 to change the zone category of lands municipally known as 22 Church Street from Residential Second Density (R2) to Residential Fourth Density Special Exception (R4-33) to permit a decrease the minimum landscaped open

space from 35% to 32% and to reduce the minimum required parking spaces by one (1); and,
(iii) waive the \$10,000 cash-in-lieu of parking fee for the reduction of one parking space.

Carried - 4 Ayes, 3 Nays

- 9.2. 12. Award Request for Proposal (RFP) No. ES-2026-07 - Infrastructure Master Plan to J.L. Richards & Associates Limited

Motion #26-060

Moved by Deputy Mayor Ed McPherson

Seconded by Councillor Jim Boldt

Be it resolved that the Council of the Town of Perth:

(i) award Request for Proposal No. ES-2026-07 to J.L. Richards & Associates Limited for the development of the 2026-2027 infrastructure Master Plan, in the amount of \$195,860.00 (plus HST);

(ii) pass By-law No. 5269, being a by-law to authorize the Mayor and Clerk to enter into an agreement with J.L. Richards & Associates Limited for the development of the 2026-2027 Infrastructure Master Plan; and,

(iii) approve the cost of the 2026-2027 Infrastructure Master Plan to be funded from Development Charges in the amount of \$39,840, from the Capital Reserve in the amount of \$52,007 (plus HST), and from the Water and Sewer Reserve in the amount of \$104,013 (plus HST), as presented in Report 2026-COW-7.7.

Carried - Unanimous

10. Motions:

- 10.1. Francine Desjardins and Mireille Lapointe - Lanark County Neighbours for Truth and Reconciliation - Perth's Indigenous Spaces in Last Duel Park

Motion #26-061

Moved by Councillor Isabel Anne McRae

Seconded by Deputy Mayor Ed McPherson

Be it resolved that the Council of the Town of Perth:

(i) receive for information the presentation from Francine Desjardins and Mireille Lapointe - Lanark County Neighbours for Truth and Reconciliation - Perth's Indigenous Spaces in Last Duel Park, as presented at the Committee of the Whole meeting on May 12, 2026; and,

(ii) direct staff to bring forward a report regarding the renaming of the Lanark County Neighbours for Truth and Reconciliation Indigenous Healing Circle space, encompassing the Medicine Garden and Healing Garden, in Last Duel Park.

Carried - 5 Ayes, 2 Nays

11. By-laws:

11.1. By-laws

Motion #26-062

Moved by Councillor Jim Boldt

Seconded by Councillor Barry Smith

Be it resolved that the Council of the Town of Perth has read the following By-laws a first, second and third time short, passed and signed by the Mayor and Clerk:

1. By-law No. 3358-141 - Zoning By-law Amendment No. ZBL-03-2026 - 22 Church Street - NorChap Development.
2. By-law No. 5267 - Appointment of a Deputy Chief Building Official - Johnathan Proulx
3. By-law No. 5268 - Subdivision Agreement - Phase 6 of the Perthmore Subdivision
4. By-law No. 5269 - Award Request for Proposal No. ES-2026-07 - Infrastructure Master Plan to J.L. Richards & Associates Limited
5. By-law No. 5270 - Award Request for Tender No. ES-2026-06 - Little Tay Bridge Rehabilitation to Atwill-Morin (Ontario) Inc.
6. By-law No. 5271 - Award Request for Proposal No. ES-2026-04 - Inspection of Urban Municipal Bridges and Structures to HP Engineering Inc.
7. By-law No. 5272 - Establish 2026 Tax Rates for The Town of Perth and Business Improvement Area
8. By-law No. 5273 - Special Charge By-Law - Better Homes Lanark Residential Retrofit Program - 2 D'Arcy Street
9. By-law No. 5274 - Joint Lanark County Compliance Audit Committee Appointments for the Term of November 15, 2026 to November 14, 2030

Carried - Unanimous

12. Staff Reports: .

There being none, the Chair moved to the next order of business.

13. Council Committee, Local Board and External Board Reports/Minutes:

- 13.1. Lanark County Council - Mayor Judy Brown and Deputy Mayor Ed McPherson
 - County Official Plan is being updated to include Growth Management
 - Transportation of low acuity patient transfers
 - Lanark County facing housing challenges
- 13.2. Perth & Smiths Falls District Hospital Board - Mayor Judy Brown
 - Candidates have presented themselves for the Board next year
- 13.3. Climate Change Advisory Panel (CCAP) - Councillor Barry Smith and Councillor Isabel Anne McRae
 - Received a presentation regarding solar options

- Discussed Transportation Master Plan comments, Re-use Center and volunteers, available grants and a communications plan
- 13.4. Heritage Perth Advisory Panel (HPAP) - Councillor Barry Smith and Councillor Dave Bird
- Business in Town is installing new windows, the colour of the windows is being considered
 - Received a presentation on the Museum Master Plan
- 13.5. Lanark County OPP Detachment Board - Deputy Mayor Ed McPherson
There was no report.
- 13.6. Striking Committee - Councillor Jim Boldt, Chair

Motion #26-063

Moved by Councillor Jim Boldt

Seconded by Deputy Mayor Ed McPherson

As recommended by the Striking Committee, be it resolved that the Council of the Town of Perth appoint the following Council member to the Lanark County Natural Heritage System Strategy Municipal Advisory Working Group: Gary Waterfield until the end of the current Council term.

Carried - Unanimous

- 13.7. Lanark County Climate Action Working Group - Councillor Isabel Anne McRae
- Received an update on the 2026 Climate Action Work Plan
 - Municipal climate grant is available
 - Natural Heritage Systems
 - Fall Tree Giveaway; 2025 Green Gas emission inventory
- 13.8. Business Improvement Area (BIA) Board of Management - Councillor Isabel Anne McRae
- Festival of the Maples, survey being sent out to BIA members
 - Communities in Bloom discussion
 - Stewart Park Festival - new Social Media Manager
 - Welcome Packages for new businesses
 - Strategic Plan Open House was well attended
 - Stewart Park Festival received the Ontario Attraction Grant
- 13.9. Perth & District Chamber of Commerce - Councillor Isabel Anne McRae
- Annual golf tournament on August 12th
 - Strategic Plan discussion
 - Updating governance documents
 - Bossy Conference - Women in Business is June 9th
- 13.10. Perth & District Union Public Library Board - Councillor Gary Waterfield

- Met with Library CEO/Chief Librarian, Erika Heesen - delegation at AMO Conference
- 13.11. Rideau Valley Conservation Authority (RVCA) - Councillor Gary Waterfield
- Attended Board meeting on April 23rd
 - Conservation Ontario Annual General Meeting - discussion on the upcoming merger of Conservation Authorities
 - RVCA 60 years of Conservation June 13th
- 13.12. Lanark County Traffic Advisory Working Group - Councillor Gary Waterfield
There was no report
- 13.13. Council Committee, Local Board and External Board Reports/Minutes

Motion #26-064

Moved by Councillor Isabel Anne McRae

Seconded by Councillor Barry Smith

Be it resolved that the Council of the Town of Perth receive the Council Committee, Local Boards and External Reports/Minutes as presented.

Carried - Unanimous

14. New Business:

There being none, the Chair moved to the next order of business.

15. Questions From The Media:

There being none, the Chair moved to the next order of business.

16. Next Meeting Date(s):

Tuesday, June 23, 2026 at 5:30 p.m. - Mayor Judy Brown, Chair

17. Closed Session:

17.1. Motion for Council to resolve itself into Closed Session

Motion #26-065

Moved by Councillor Dave Bird

Seconded by Councillor Isabel Anne McRae

That the Council of the Town of Perth resolve itself into Closed Session at 6:12 p.m. pursuant to the Municipal Act, 2001, for the following purpose:

(1) Potential Sale of Town Owned Lands Legally Described as Part Lots 27 and 28, Concession 10, Geographic Township of North Elmsley, subject to subsection 239(2):

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and,
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried - Unanimous

18. Rise and Report from Closed Session:

18.1. Motion for Council to Rise and Report from Closed Session

Motion #26-066

Moved by Councillor Barry Smith

Seconded by Councillor Gary Waterfield

Be it resolved that the Council of the Town of Perth rise and report from Closed Session at 6:32 p.m.

Carried - Unanimous

Mayor Judy Brown, Chair reported that in closed session Council approved the closed session meeting minutes of March 24, 2026 and April 30, 2026 and discussed a potential disposition of Town owned lands

Motion #26-067

Moved by Deputy Mayor Ed McPherson

Seconded by Councillor Dave Bird

Be it resolved that the Council of the Town of Perth adopt the recommendations in the CAO's staff report as presented in closed session.

Carried - Unanimous

19. Confirmation of Proceedings By-law:

19.1. By-law No. 5275 - Confirmation of Proceedings for May 26, 2026 Council Meeting

Motion #26-068

Moved by Councillor Dave Bird

Seconded by Councillor Isabel Anne McRae

Be it resolved that the Council of the Town of Perth pass By-law No. 5275, being a by-law to confirm the proceedings of the Council of the Town of Perth, at its meeting held May 26, 2026.

Carried - Unanimous

20. Adjournment:

Motion #26-069

Moved by Deputy Mayor Ed McPherson

Seconded by Councillor Barry Smith

Be it resolved that the Council of the Town of Perth adjourn the May 26, 2026 Council meeting at 6:37 p.m.

Carried - Unanimous

Original signed by:

Judy Brown, Mayor

Original signed by:

Amanda Noël, Director of Legislative Services/Clerk



COUNTY COUNCIL
Council Chambers
Administration Building
Perth, Ontario

Council of the Corporation of the County of Lanark met in regular session on Wednesday, June 10, 2026 at 5:00 PM.

Chair: Warden Richard Kidd

1. CALL TO ORDER (Reminder please silence all electronic devices)

The meeting was called to order at 5:25 p.m.

2. NOTICE OF LIVESTREAMING

3. LAND ACKNOWLEDGEMENT

4. O'CANADA

5. MOMENT OF SILENT MEDITATION

Council rose and observed a moment of silent meditation.

6. ROLL CALL

A quorum was present.

7. DISCLOSURE OF PECUNIARY INTEREST

None at this time.

8. APPROVAL OF COUNCIL MINUTES

May 27, 2026

MOTION #CC-2026-60

MOVED BY: P. McLaren

SECONDED BY: B. King

***THAT**, the minutes of Lanark County Council Meeting held on May 27, 2026 be approved as circulated.*

ADOPTED

9. ADDITIONS AND APPROVAL OF AGENDA

June 10, 2026

MOTION #CC-2026-61

MOVED BY: B. King **SECONDED BY:** P. McLaren

***THAT**, the agenda be adopted as amended.*

ADOPTED

10. DELEGATIONS (10 MINUTES)

11. PRESENTATIONS

12. COMMUNICATIONS

13. REPORTS

- i) Economic Development: May 27, 2026
Chair, Councillor Jeff Carroll

MOTION #CC-2026-62

MOVED BY: J. Carroll **SECONDED BY:** K. Jennings

***THAT**, the May Report of the Economic Development Committee of the Whole be adopted as presented.*

ADOPTED

- ii) Public Works: May 27, 2026
Chair, Councillor Steve Fournier

MOTION #CC-2026-63

MOVED BY: S. Fournier **SECONDED BY:** J. Matheson

THAT, the May Report of the Public Works Committee of the Whole be adopted as presented.

ADOPTED

- iii) Development Charges Reduction Program
Kurt Greaves, Chief Administrative Officer

County Council discussed the merits of the application proposed by staff members. They discussed the various aspects of the funding application program and challenges with the application process. Council discussed scheduling a special meeting to further discuss the program prior to the application period closing.

MOTION #CC-2026-64

MOVED BY: T. Randell **SECONDED BY:** A. Tennant

THAT, County Council defer this item until a special meeting can be scheduled to further discuss the application and application terms.

ADOPTED

14. CONFIDENTIAL REPORTS

None

15. BY-LAWS AND MOTIONS

- i) Pride Month Proclamation

MOTION #CC-2026-65

MOVED BY: J. Brown **SECONDED BY:** E. McPherson

THAT, Lanark County proclaim June as "June is Pride Month" in Lanark County.

ADOPTED

16. NEW BUSINESS

17. CONFIRM COUNCIL PROCEEDINGS

- i) By-law No. 2026-19: Confirming By-Law

MOTION #CC-2026-66

MOVED BY: B. Dowdall **SECONDED BY:** T. Randell

THAT, By-law 2026-19, being a by-law to confirm the proceedings of the Council meeting held on June 10, 2026 be read a first, second and third time and passed and signed by the Warden and Clerk.

ADOPTED

18. REQUESTS FOR MEDIA INTERVIEWS

None at this time.

19. ADJOURNMENT

Council adjourned at 6:13 p.m. on motion by Councillors Fournier, Matheson.

Jasmin Ralph, Clerk



Kurt Greaves, CAO



COUNTY COUNCIL
Council Chambers
Administration Building
Perth, Ontario

Council of the Corporation of the County of Lanark met in regular session on Wednesday, May 27, 2026 at 5:00 PM.

Chair: Warden Richard Kidd

1. CALL TO ORDER (Reminder please silence all electronic devices)

The meeting was called to order at 5:00 p.m.

2. NOTICE OF LIVESTREAMING

3. LAND ACKNOWLEDGEMENT

4. O'CANADA

5. MOMENT OF SILENT MEDITATION

Council rose and observed a moment of silent meditation.

6. ROLL CALL

A quorum was present.

7. DISCLOSURE OF PECUNIARY INTEREST

None at this time.

8. APPROVAL OF COUNCIL MINUTES

May 13, 2026

MOTION #CC-2026-53

MOVED BY: J. Matheson

SECONDED BY: S. Fournier

***THAT**, the minutes of Lanark County Council Meeting held on May 13, 2026 be approved as circulated.*

ADOPTED

9. ADDITIONS AND APPROVAL OF AGENDA

May 27, 2026

MOTION #CC-2026-54

MOVED BY: A. Tennant **SECONDED BY:** T. Randell

***THAT**, the agenda be adopted as presented.*

ADOPTED

10. DELEGATIONS (10 MINUTES)

11. PRESENTATIONS

12. COMMUNICATIONS

13. REPORTS

- i) Community Services: May 13, 2026
Chair, Councillor Rickey Minnille

MOTION #CC-2026-55

MOVED BY: R. Minnille **SECONDED BY:** B. King

***THAT**, the May Report of the Community Services Committee of the Whole, be adopted as presented.*

ADOPTED

- ii) Corporate Services: May 13, 2026
Chair, Councillor Toby Randell

MOTION #CC-2026-56

MOVED BY: T. Randell **SECONDED BY:** A. Tennant

***THAT,** the May Report of the Corporate Services Committee of the Whole be adopted as presented.*

ADOPTED

- iii) Striking Committee: May 27, 2026 (to be projected at the meeting)

Chair, Councillor Brian Dowdall

MOTION #CC-2026-57

MOVED BY: B. Dowdall **SECONDED BY:** T. Randell

***THAT,** the May Report of the Striking Committee be adopted as presented.*

ADOPTED

14. CONFIDENTIAL REPORTS

None

15. BY-LAWS AND MOTIONS

- i) By-law No. 2026-15: Cross Border Ambulance Agreement with the County of Renfrew
- ii) By-law No. 2026-16: Development Charges Amending Bylaw

MOTION #CC-2026-58

MOVED BY: E. McPherson **SECONDED BY:** J. Brown

***THAT,** County Council has given the following By-Laws a first, second and third reading, passed and signed by the Warden and Clerk:*

- *By-law No. 2026-15: Cross Border Ambulance Agreement with the County of Renfrew*
- *By-law No. 2026-16: Development Charges Amending Bylaw*

ADOPTED

16. NEW BUSINESS

17. CONFIRM COUNCIL PROCEEDINGS

- i) By-law No. 2026-17: Confirming By-Law

MOTION #CC-2026-59

MOVED BY: K. Jennings **SECONDED BY:** J. Carroll

***THAT,** By-law 2026-17, being a by-law to confirm the proceedings of the Council meeting held on May 27, 2026 be read a first, second and third time and passed and signed by the Warden and Clerk.*

ADOPTED

18. REQUESTS FOR MEDIA INTERVIEWS

None at this time.

19. ADJOURNMENT

Council adjourned at 5:13 p.m. on motion by Councillors Matheson, Fournier.

Jasmin Ralph, Clerk



Kurt Greaves, CAO

Perth and Smiths Falls District Hospital
Board of Directors Meeting
Tuesday, April 28th, 2026
Via GWM Boardroom and Teams @ 7:30 a.m.

Present: Dr. W. Hollis, K. Kelly, B. Smith, M. Cohen, I. Boyle, H. Mostamandi, R. Dyke, Dr. Morell, E. Farrell, M-A Gagné, K. Clupp, D. Thomson, M-L Hussak, S. Anderson, M. Hallam, and W McPhee (Guest)
Teams: J. Church, C. Langstaff, J. Brown, S. Pankow, K. Fair, Dr. Wahay, S. Gauthier, W. Bromm, Dr. MacDonald and Dr. Mark Roberts (Guest)
Regrets: A. Pellerin
In Attendance: C. Rustan, Recording Secretary

1. Call to Order – Dr. W. Hollis

Dr. W. Hollis called the meeting to order at 07:30 a.m.

2. Approval of Agenda

THE April 28th, 2026 open session Board agenda was approved by consensus.

CARRIED.

3. Peri-Operative – B. Smith, W. McPhee and Dr. Mark Roberts

B. Smith, W. McPhee and Dr. Roberts provided a presentation on the Peri-Operative Program.

B. Smith explained that the OR volume consists of the actual surgical cases and the total cases include endoscopy, cystoscopy and the denominator. Further discussion ensued regarding barriers and system issues.

The following items have been identified for the 2026-2027 QI initiatives:

- a) Lumeo – Oracle/Cerner
- b) Key Focus on OR Utilization
- c) Continue to negotiate QBP allocations to match actual volume – joints, shoulders (partner with KHSC)
- d) Renew ROSA HIP – 2026-2027 will introduce rosa knee and consider the use of MyMobility

The peri-operative program presentation was posted to the Board Portal.

Dr. Hollis suggested that future presentations start off by prefacing that PSFDH is not a case costing Hospital.

4. Back-Office Systems – E. Farrell

E. Farrell provided a presentation on Back-Office Systems. E. Farrell discussed several options for Back-Office which outlines the pros and cons of each tier. The presentation included a slide on the project costs and the post-implementation operating costs.

Recommendation is to proceed to formal procurement for back-office solution(s), with integrations to optimize functionality, explore options across solution tiers (Tier 1 and Tier 2).

She noted that the presentation was for update and informational purposes, and a formal request/approval will come forward later in the fiscal year.

5. Chair's Remarks – Dr. W. Hollis

Dr. Hollis welcomed everyone to the Board of Directors Meeting.

6. Declaration of Conflict of Interest – Dr. W. Hollis

Members were asked to declare a conflict at any point during the meeting.

7. Action Items

7.1 Chief of Staff Report

The chief of Staff Report was included in the package.

7.2 Medical Staff Report

The Medical Staff Report was included in the Board package.

8. Closed Session

THE PSFDH Board of Directors moved into closed session by consensus at 8:19a.m.

CARRIED.

THE PSFDH Board of Directors moved out of closed session by consensus at 8:43 a.m.

CARRIED.

Closed Session Resolutions:

- **Chief of Staff Report - Professional Staff Appointments/Reappointments**
RESOLUTION No. 06/26

THAT the PSFDH Board of Directors adopt the Chief of Staff report (Professional Staff Appointments from April 14th, 2026) from the Closed Session. The report was approved by consensus.
CARRIED.

9. Approval of Agendas

9.1 Consent Agenda

- i. **PSFDH Board of Directors Minutes – March 24th, 2026 ***
- ii. **CEO Report – M. Cohen ***
- iii. **PSFDH Foundation Report – M. Hallam ***
- iv. **Governance Committee Report ***

The Committee pulled out the Communications & Development Terms of Reference for further review and there were no objections to approving the Terms of Reference that were presented.

- v. **Communications & Development Committee Report – S. Anderson ***

The consent agenda was approved by consensus.

10. Finance Committee

Nil

11. New Business

11.1 Support and Empower our People

B. Smith discussed the following two objectives:

- Enhance workplace satisfaction plans based on Staff and Physician feedback – Senior Leadership hosts Common Grounds (coffee sessions) with the staff and Senior Leadership also conducts their own rounds with the patients
- Roll-out staffing strategy – June/July 2026 will be the go-live phase for Work Force Edge

11.2 Getting to Great at PSFDH

Deferred to the May Meeting due to time constraints.

11.3 Accreditation

The Board of Directors reviewed the Governance Standards, ROP's and the Decision-Making Framework that covers Ethics, Health Equity, Quality, Strat Plan, Enterprise Risk Management and Business Continuity.

12. Business Arising from minutes

There was no business arising at the April 28th, 2026 meeting.

13. Information Items

a) Board Reporting Schedule

The board reporting schedule was included in the Board package.


14. Next Meeting Date

Tuesday, May 26th, 2026 at 7:30am in the GWM Boardroom.


15. Adjournment

THAT the April 28th, 2026 Perth and Smiths Falls District Hospital Board of Directors' meeting be adjourned at 9:31 a.m.

CARRIED.



Dr. W. Hollis, Chair



M. Cohen, Secretary



Town of Perth Climate Change Advisory Panel Minutes

2:30 PM, Thursday, May 21, 2026

Council Chambers - 2nd Floor - Perth Town Hall

Attendance:

Present:

Barry Smith, Councillor; Kirsten Brouse, Public Member; Susanne Laperle, Public Member; and Isabel Anne McRae, Councillor

Absent:

Jim McDougald, Public Member and Michael Desautels, Public Member

Staff:

Tracy Bowes, Deputy Clerk and Amanda Noël, Director of Legislative Services/Clerk

Third Meeting in 2026

1. Call to Order 2:30 PM:

Kirsten Brouse, Chair called the meeting to order at 2:45 p.m. with four (4) members in attendance.

2. Adoption of Agenda/Amendments:

2.1. Adoption of Agenda

Motion #CCAP 26-011

Moved by Councillor Isabel Anne McRae

Be it resolved that the Agenda for the Climate Change Advisory Panel meeting of May 21, 2026 be adopted as presented.

Carried - Unanimous

3. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof:

There being none, the Chair moved to the next order of business.

4. Adoption of Minutes:

4.1. Approval of April 16, 2026 Minutes

Motion #CCAP 26-012

Moved by Councillor Barry Smith

That the Minutes of the Climate Change Advisory Panel meeting of April 16, 2026 be adopted as presented.

Carried - Unanimous

5. Delegations and Presentations:

5.1. Tony Hendriks and Don MacKenzie - Update on Solar Options

Tony Hendriks and Don MacKenzie, presented a PowerPoint presentation on solar options.

Members discussed:

- Heat pumps/electrical consumption
- Municipal Fleet
- Solar panel initiatives/operation of solar facility
- Location of solar facility

6. Business:

6.1. Kirsten Brouse - Transportation Master Plan Submission

- Kirsten Brouse, answered questions from the committee regarding the Submission.

6.2. Re-Use Centre

- Councillor McRae advised that she has reached out to the local school boards regarding volunteers for the Re-Use Centre; to contact Lanark County Action Work Group to apply for a grant to use towards Re-Use Centre, for signage, and a c-can.

6.3. Susanne Laperle - Communications Plan - An Update

- Susan Laperle discussed the goal of the CCAP Communications; the objective is to form a strategy for communication for Perth and moving forward with environmental issues
- the following was discussed: interviews, media distribution list, partnerships, develop a content calendar, student volunteers
- this item to be brought back to the June meeting

6.4. Kirsten Brouse - Infrastructure Master Plan

6.5. Councillor Isabel Anne McRae - Event Greening

- this item is to be discussed at the June meeting

7. New Business:

There being none, the Chair moved to the next order of business.

8. Next Meeting Date:

Thursday, June 18, 2026 at 2:30 PM - Kirsten Brouse, Chair.

9. Adjournment:

Motion #CCAP 26-013

Moved by Susanne Laperle

That the regular Climate Change Advisory Panel meeting held on May 21, 2026 adjourn at 3:37 p.m.

Carried - Unanimous

Original signed by:

Kirsten Brouse, Chair

Original signed by:

Tracy Bowes, Recording Secretary



Town of Perth

Heritage Perth Advisory Panel

Minutes

11:00 AM, Tuesday, May 19, 2026

In-person and Electronic Meeting via Zoom

Attendance:

Present:

Dave Bird, Councillor; Adam Mackenzie-Smith, Public Member; Jaana Brett, Public Member; Brent McLaren, Chair; and Barry Smith, Councillor

Absent:

Cameron McNutt, Public Member

Staff:

Megan Buchanan, Client Relations Coordinator; Kathryn Jamieson, Manager of Tourism and Culture; and Cathy McNally, Director of Community Services

Third Meeting in 2026

1. Call to Order 11:00 AM:

The Chair called the meeting to order at 11:02 AM with five (5) panel members in attendance.

- 1.1. Chair Brent McLaren informed the panel of member Marjorie Nasmith's passing, recognizing her many years of service on the committee and offering his condolences to her family.

2. Adoption of Agenda/Amendments:

- 2.1. Approval of the Tuesday, May 19, 2026 agenda.

Motion #26-007

Moved by Chair Brent McLaren

Be it resolved that the Agenda for the Heritage Perth Advisory Panel meeting of May 19, 2026, be approved as presented.

Carried - Unanimous

3. Disclosure of Pecuniary Interest and/or Conflict of Interest and General Nature Thereof:

There being none, the Chair moved on to the next order of business.

4. Adoption of Minutes:

4.1. Monday, March 16, 2026 Meeting Minutes

Motion #26-008

Moved by Chair Brent McLaren

Be it resolved that the Minutes of the Heritage Perth Advisory Panel meeting of March 16, 2026, be adopted as presented.

Carried - Unanimous

5. Delegations and Presentations:

There being none, the Chair moved on to the next order of business.

6. Business:

6.1. 103-109 Gore Street East - Replacement of Front Door and Windows - Kathryn Jamieson, Manager of Tourism and Culture

Proposed Motion

Be it resolved that the Heritage Perth Advisory Panel support the replacement of the front door, including transom and side lights, as well as 39 windows with cashmere-coloured vinyl windows, recognizing that this requires an exemption from the by-law 2525-1.

The panel discussed the proposal to replace the front door, including the transom and sidelights, as well as 39 windows. As a result, the panel requested additional information from the building owner. The panel highlighted the detailing of the existing front door transom and considered options for single-hung versus double-hung windows, along with the proposed divided light details.

Manager Kathryn Jamieson advised that she will follow up with the building owner to request additional information regarding the proposal and the Chair called on the panel to table the matter until further information can be presented to the panel.

Motion #26-009

Moved by Chair Brent McLaren

Be it resolved that the Heritage Perth Advisory Panel table Item 6.1, "103–109 Gore Street East – Replacement of Front Door and Windows," until further information is provided to the panel.

Carried - Unanimous

6.2. Perth Museum Master Plan - Kathryn Jamieson, Manager of Tourism and Culture

[Draft Perth Museum Master Plan Document](#)

Manager Kathryn provided an overview of the draft Perth Museum Master Plan, highlighting the strategic pillars, and asked members to review the document and submit any feedback to her directly, noting that it will be presented to Council in June 2026.

The Chair and panel members engaged in a brief discussion regarding the KPI section of the document.

6.3. Perth Museum / Tourism Report - Kathryn Jamieson, Manager of Tourism and Culture

Manager Kathryn provided the panel with a detailed report on recent tourism events and museum operations.

6.4. Town Crier Update - Brent McLaren, Town Crier

The Chair advised the panel that it has been an exceptionally busy year, with many smaller events and greetings that have collectively added up. These included delivering a presentation on the history of the fire department to the Community Home Support organization, offering grand opening remarks for new businesses such as Raymond James – Rosetta Hills Financial, and collaborating with Top Shelf Distillers at their upcoming downtown location, among others. The Chair also noted plans to attend the upcoming Hike for Hospice event on May 24, 2026, and expressed anticipation for a very busy summer ahead.

The Chair further reminded the panel that the Perth Commemorative Veterans' Crosswalk dedication ceremony will take place on Sunday, June 7 at 1:00 p.m. at Crystal Palace, and noted that the municipality is entering an election year.

6.5. Community Improvement and Heritage Building Restoration Grant - Cathy McNally, Director of Community Services

Director Cathy advised the panel that both the CIP and HBRG funds have been fully allocated for the 2026 year. She noted how early in the year this was achieved and highlighted it as a positive indicator for upcoming improvements in the community.

7. New Business:

8. Next Meeting Date:

Monday, June 15, 2026 at 11:00AM.

9. Adjournment:

There being no additional business, the meeting adjourned at 11:45 AM.

Original signed by:

Brent McLaren, Chair

Original signed by:

Megan Buchanan, Recording Secretary

PERTH MUSEUM STRATEGIC PLAN 2026-2031

Kathryn Jamieson, Manager of Tourism & Culture
Status: DRAFT Prepared April 2026



PERTH.ca

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Executive Summary

Perth Museum's Strategic Plan sets out a clear and achievable path for the next five years, building on the Museum's strengths as a trusted steward of local history and a valued community gathering place. Located in the historic Matheson House, the Museum plays an important role in preserving and sharing Perth's stories while creating opportunities for residents and visitors to connect with the past in meaningful and engaging ways.

Developed in response to the completion of the previous plan and updated requirements through the Community Museum Operating Grant, this plan reflects extensive input from the community, staff, and sector research. Public feedback—gathered through surveys and engagement—has directly shaped the Museum's priorities, ensuring that the plan is grounded in community needs, aligned with best practices, and responsive to future opportunities.

Four strategic pillars—**Connect, Experience, Sustain, and Steward**—guide the Museum's direction. Together, these pillars will enable the Museum to:

- expand its audience, increase participation, and strengthen relationships within the community (Connect)
- deliver engaging, high-quality exhibits and programs that bring local history to life (Experience)
- build financial and operational sustainability through diversified revenue and partnerships (Sustain) and
- preserve, research, and share Perth's history while amplifying diverse voices (Steward).

The Plan outlines practical and phased actions across all areas of Museum operations, including marketing and outreach, programming and exhibitions, collections management, research, and visitor services. These actions are designed to be realistic and manageable for a small team, while also creating opportunities for growth in visitation, programming, and earned revenue. Key initiatives include enhancing storytelling within exhibits, expanding experiential and hands-on programming, improving

accessibility, strengthening community partnerships, and increasing visibility through both digital and in-person channels.

Successful implementation of the plan will be supported by thoughtful resource allocation and strong organizational leadership.



In particular, expanding the Experience Coordinator role to full time will be essential to delivering programs, exhibitions, and visitor experiences at the scale envisioned. Additional support through partnerships, seasonal staffing, and targeted investments will further enable the Museum to achieve its goals in a sustainable and measured way.

Progress will be tracked through clear and attainable measures, including visitation, program participation, revenue growth, and community engagement. Annual review will ensure that results are monitored, shared, and used to inform ongoing decision making.

Overall, this Strategic Plan positions Perth Museum to grow its impact, strengthen its role within the community, and continue to evolve as a dynamic cultural, educational, and tourism asset for Perth.

About Perth Museum

LAND ACKNOWLEDGEMENT

Perth Museum respectfully acknowledges that we are located on the unceded traditional territory of the Omàmìwininì (Algonquin) people. We recognize their enduring presence on this land and their deep and ongoing connection to it—past, present, and future.

We offer this acknowledgement with gratitude and respect for the land itself, and for the generations of Algonquin people who have cared for it, lived on it, and shared its stories. As a museum dedicated to preserving and sharing history, we are committed to reflecting these perspectives with honesty, care, and inclusion, and to continuing to learn, listen, and build meaningful relationships.



BACKGROUND

Perth Museum, now located in the Matheson House at 11 Gore Street East, was established in 1925 by Archibald Campbell, a geologist and mineral collector. Campbell envisioned a “general all-round museum” for his hometown and laid its foundation with his personal collection of minerals and rocks.

In its early years, the Museum grew through generous donations of funds, display cases, and artefacts. Key contributors included the National Museum of Canada, the Geological Survey of Canada, the National and Provincial Archives, the Carnegie Corporation of New York, the Royal Ontario Museum, McGill University, and many individual donors. These contributions helped shape the Museum into a well-rounded institution reflecting both local and national significance.

Originally housed on the top floor of the Carnegie Library (now the McMillan Building) at 77 Gore Street East, the Museum relocated in 1967 when the Town of Perth acquired Matheson House as its Centennial Project. Built in 1840, the Matheson House is now a National Historic Site and provides an ideal setting for interpreting Perth’s history.

Over time, Perth Museum’s collections have grown to include archives, decorative and fine arts, natural sciences, agricultural and household items, as well as Indigenous belongings collected to tell the story of Canada.

Today, the Museum is working toward reconciliation through the process of repatriation of the Indigenous belongings held in its care.

The Museum makes use of all three floors of the Matheson House, as well as surrounding grounds. The main floor gallery, located in the Inderwick Wing, houses the Perth Visitor Information Centre and serves as a flexible space for rotating exhibits and displays from the Museum’s collection. Between the main level and the second floor, furnished period rooms reflect life in the 1840s and 1890s. The third floor features the Wilson geological collection, additional artefact displays, and larger objects from the collection. The surrounding property includes a formal Victorian garden on the south side of the house and a kitchen garden with a working bake oven on the north side.

Perth Museum and Matheson House are owned and operated by the Town of Perth, within the Community Services Department, with oversight from Town Council. The Museum receives additional financial support from the Ontario Ministry of Culture and is further



sustained through community contributions, earned revenue, and fundraising initiatives.



PERTH TOWN COUNCIL

Pictured (clockwise from lower left): Deputy Mayor Ed McPherson, Councillor David Bird, Councillor Jim Boldt, Councillor Gary Waterfield, Councillor Barry Smith, Mayor Judy Brown, and Councillor Isabel Anne McRea (centre)



MISSION

Perth Museum is a gathering place housed in the Matheson House, a National Historic Site, which interprets and preserves inclusive and accessible stories through objects, photographs, and archival materials, pertaining to thousands of years of history in the Perth area from multiple viewpoints.

VISION

Perth Museum is a cultural hub and tourist destination embedded in the Perth community, fostering connection with local history.

MANDATE

Perth Museum's mandate is to collect, preserve, research, and interpret the material culture and histories of the Perth area, ensuring that diverse stories are represented in an inclusive and accessible manner. Guided by its role as a gathering place within the Matheson House National Historic Site, the Museum is committed to engaging the community and visitors through meaningful experiences, stewardship of its collections, and the promotion of heritage as a vital part of Perth's cultural identity and tourism offering.

GUIDING PRINCIPLES

Perth Museum is committed to carrying out its mission through:

- Accountability
- Collaboration
- Transparency

GUIDING DOCUMENTS AND LEGISLATION

In addition to Town of Perth and Perth Museum policies and procedures, Perth Museum is guided by the following:

- The criteria established in *Regulation 877, "Grants for Museums" under the Ontario Heritage Act*, for the Community Museum Operating Grant (CMOG) program, including the following Standards:
 - Governance, Finance, Collections, Exhibition, Interpretation and Education, Research, Conservation, Physical Plant, Community, and Human Resources
- International Council of Museum's *Code of Ethics for Museums*
- The Canadian Museums Association's *Ethical Guidelines*
- *Truth and Reconciliation Commission of Canada: Calls to Action*
- *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*



The Strategic Planning Process

The development of the Perth Museum Strategic Plan was initiated in response to updated requirements from the Province through the Community Museum Operating Grant for 2026. The process began with internal discussions to establish timelines and priorities, followed by the creation and distribution of a public survey to gather input from residents, partners, and community organizations. The survey was promoted through the Museum’s website, social media channels, and direct outreach.

To ensure alignment with sector best practices, staff participated in professional development opportunities through the Ontario Museum Association and conducted comparative research, including a review of strategic plans from both similar and larger institutions. Survey findings and research insights were analyzed through a series of internal staff meetings to identify key themes and community needs. A draft strategic plan was then developed and refined through internal review before being presented to the Heritage Perth Advisory Panel, the Town’s Senior Management Team, and subsequently to Council for final approval.

Scope

This Strategic Plan provides a comprehensive framework to guide the operations and development of Perth Museum over the next five years. It encompasses all core areas of Museum work, including governance and administration, collections management and conservation, research, exhibitions and interpretation, education and programming, visitor services, marketing and communications, community engagement, and the ongoing maintenance and improvement of the Museum’s physical facility and grounds. The Museum operates within the Town of Perth’s Community Services Department, with oversight from Town Council, and this plan aligns with municipal priorities while supporting accountability and responsible stewardship.

The Plan outlines priorities and actions that support audience growth, enhanced visitor experiences, financial sustainability, and meaningful community impact, while aligning with the Standards for Community Museums in Ontario and recognized best practices across the museum sector. It is intended to be both strategic and practical—setting clear direction while remaining flexible enough to respond to emerging opportunities, resource realities, and evolving community needs.



Strategic Pillars

CONNECT

Build meaningful relationships with residents and visitors by strengthening awareness, access, and participation in the Perth Museum.

EXPERIENCE

Deliver memorable, high-quality experiences that bring Perth's history to life through storytelling, programming, and immersive environments.

SUSTAIN

Strengthen financial and operational sustainability through diversified revenue, partnerships, and efficient use of resources.

STEWARD

Preserve, research, and share Perth's history while amplifying diverse voices and strengthening the Museum's role in the community.



Outcomes

CONNECT

Over the next five years, Perth Museum will become a recognized cultural hub in the heart of downtown Perth, welcoming both residents and visitors to connect with the stories of Perth. We will expand our reach and visibility, strengthen partnerships across the community, and create more opportunities for people to engage with the Museum—whether through a visit, a program, or a shared story. By building meaningful relationships and removing barriers to participation, we will ensure that more people see themselves reflected in the Museum and feel a sense of connection to Perth’s past and present.

1. Increase awareness and visitation by strengthening our presence across digital, physical, and community channels, ensuring Perth Museum is recognized as a must-visit destination in downtown Perth.
2. Build strong, ongoing relationships with local organizations, schools, businesses, and tourism partners, creating a connected network that supports shared storytelling and visitation.
3. Expand access by reducing barriers to participation through flexible hours, inclusive programming, and improved wayfinding and visitor information.
4. Create meaningful opportunities for residents and visitors to engage with the Museum, whether through visits, programs, or contributions, resulting in deeper, more sustained connections to local history.



EXPERIENCE

Over the next five years, Perth Museum will be known for delivering engaging, memorable experiences that bring local history to life. Through immersive programming, hands-on learning, and dynamic storytelling, we will transform the Museum into a place where visitors actively participate, explore, and return. By building on our unique setting in the Matheson House and expanding experiential offerings, we will create compelling reasons for both residents and tourists to visit, stay longer, and share their experiences with others.

1. Deliver engaging, high-quality experiences that bring Perth’s history to life through storytelling, hands-on learning, and immersive programming.
2. Establish strong and consistent program offerings—including workshops, tours, and events—that encourage repeat visitation and broad audience appeal.
3. Enhance exhibits and period rooms to be more interactive, dynamic, and reflective of community stories and lived experiences.
4. Position Perth Museum as a leader in experiential heritage programming, offering unique, bookable experiences that attract both residents and tourists.



SUSTAIN

Over the next five years, Perth Museum will strengthen its financial and operational sustainability by growing diverse revenue streams and leveraging partnerships to support its work. We will expand earned revenue through programs, experiences, and retail, while continuing to pursue funding opportunities and community support. By aligning our resources with our priorities and investing strategically in areas that drive impact and growth, we will ensure the Museum remains resilient, adaptable, and well-positioned for the future.

1. Increase earned revenue through expanded programming, experiential tourism, retail, and rentals, supporting the Museum's long-term sustainability.
2. Align staffing and resources with strategic priorities, ensuring the Museum has the capacity to deliver high-impact programs and services.
3. Strengthen partnerships, sponsorships, and funding opportunities to support growth while minimizing reliance on any single revenue source.
4. Implement efficient, scalable programs and operational models that allow the Museum to grow sustainably within available resources.



STEWARD

Over the next five years, Perth Museum will heighten its role as a trusted steward of local history, preserving and sharing the stories of Perth with care, integrity, and inclusivity. We will expand research, improve access to our collections, and actively involve the community in shaping how their stories are told. By amplifying diverse voices and perspectives, including Indigenous histories and underrepresented narratives, we will ensure that the Museum reflects a fuller and more meaningful understanding of the past while strengthening its role as a place of learning, reflection, and connection.

1. Strengthen collections management and research practices, ensuring the long-term preservation and accessibility of Perth's heritage.
2. Expand research and interpretation to include diverse, underrepresented, and Indigenous perspectives, creating a more inclusive and accurate historical narrative.
3. Actively involves the community in shaping and sharing local history through oral histories, contributions, and collaborative projects.
4. Increase access to collections and research through exhibits, digital platforms, and programming, making the Museum's knowledge more visible and widely used.



Strategic Goals and Actions

CONNECT

Goal: Increase awareness and digital reach

Action	Lead	Year	Resource Impact	KPI
Implement a coordinated, multi-channel, marketing strategy (social, web, email, print)	Manager of Tourism & Culture	2027	Low	Annual 5% increase in visitation and 10% digital engagement (website traffic, social reach)
Deliver consistent storytelling content (e.g., weekly/bi-weekly series such as <i>From the Archives</i> , <i>That's a Debbie Question</i>)	Experience Coordinator	2026	Low	Two social media posts per week; 10% increase in digital engagement rates (likes, shares, comments)
Promote digital offerings (online collections, virtual exhibits, self-guided tours)	Visitor Services Assistant	2026	Low	Monthly social media posts; seasonal website updates; 10% increase in web traffic

Goal: Improve on-site visibility and access

Action	Lead	Year	Resource Impact	KPI
Upgrade exterior signage and wayfinding (entrance, parking, A-frames)	Manager of Tourism & Culture	2027	Medium	Completion of signage improvements by Year II; visitor feedback
Pilot extended hours during peak season (e.g., one evening per week)	Manager of Tourism & Culture	2027	Medium	Measure attendance during extended hours; pilot evaluation results
Implement accessibility improvements (physical and interpretive)	Admin Assistant	2031	High	Number of completed improvements (e.g. ramp, virtual tour); feedback



Goal: Strengthen community partnerships and outreach

Action	Lead	Year	Resource Impact	KPI
Develop and maintain partnerships with schools, seniors, and community organizations	Manager of Tourism & Culture and Experience Coordinator	2026	Low	Track number of active partnerships each year; increase by two new partners each year
Deliver school and outreach programming, including education kits	Experience Coordinator	2028	Medium	Deliver at least four programs to schools and/or community groups per year
Incorporate community input into annual exhibit	Experience Coordinator	2026	Medium	Collect community input from at least two sources per annual exhibit

Goal: Expand and diversify audiences

Action	Lead	Year	Resource Impact	KPI
Develop targeted programming for key audiences (families, youth, seniors, tourists)	Experience Coordinator	2031	Medium	Develop five new programs
Develop and promote visitor itineraries with local businesses	Visitor Services Assistant	2030	Low	Develop four new itineraries
Offer flexible program formats (drop-in, evening, one-day, virtual)	Experience Coordinator	2028	Low	Pilot one new drop-in program, one new evening program, and one virtual program



EXPERIENCE

Goal: Strengthen storytelling and interpretation

Action	Lead	Year	Resource Impact	KPI
Enhance storytelling and interpretation in period rooms and exhibits, including local and underrepresented stories	Experience Coordinator	2031	Medium	One virtual exhibition through a QR code per period room; visitor satisfaction; exhibit updates completed
Integrate Indigenous perspectives into exhibits and programming where appropriate	Experience Coordinator	2031	Low	Number of exhibits/programs including Indigenous perspectives

Goal: Expand dynamic and community-connected exhibits

Action	Lead	Year	Resource Impact	KPI
Develop and implement a rotating exhibit plan with community input	Experience Coordinator	2027	Medium	Plan completed; one new large exhibition developed per year; a minimum of two small displays updated per year
Establish a display area for local artists, organizations, and community projects	Experience Coordinator	2030	Medium	Display area established; plans and procedures in place; two community displays per year

Goal: Deliver hands-on and repeatable programming

Action	Lead	Year	Resource Impact	KPI
Launch and maintain a makerspace with rotating activities	Experience Coordinator	2026	Medium	Makerspace created; activities rotating monthly in 2026, increasing rotation to weekly by 2031



Expand workshops, lectures, and skill-based programs with local experts	Experience Coordinator	2029	Medium	Deliver two workshops per year
Increase use of Museum assets (e.g., bake oven, historic spaces) in programming	Experience Coordinator	2028	Medium	Utilize assets in 20% of programs

Goal: Grow experiential tourism offerings

Action	Lead	Year	Resource Impact	KPI
Expand and streamline experiential programs (e.g., ghost walks, themed experiences)	Experience Coordinator	2029	Medium	Three experiential tourism programs available; clear customization options presented; three experiential programs delivered per year
Introduce seasonal options to promote existing experiences for group bookings	Experience Coordinator	2028	Medium	Grow to four extended/seasonal offerings
Pilot premium add-on experiences (e.g., behind-the-scenes tours, themed kits)	Experience Coordinator	2030	Medium	Pilot two premium add-on experiences

Goal: Create signature and seasonal events

Action	Lead	Year	Resource Impact	KPI
Host annual open house and participate in key community events	Manager of Tourism & Culture	2027	Medium	Host one open house event per year; participate in two or more community events per year
Develop themed programming and/or activities tied to local traditions (maple, fairs, holidays)	Experience Coordinator	2030	Medium	Develop four seasonal programs or activities.



Develop specialty experiences (e.g., teas, adult programs, tours, birthday events)	Experience Coordinator	2031	Low	Develop two specialty experiences
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SUSTAIN

Goal: Increase earned revenue through programs and experiences

Action	Lead	Year	Resource Impact	KPI
Introduce paid add-on experiences (e.g., behind-the-scenes tours, premium access)	Experience Coordinator	2031	Low	Develop three paid add-on experiences; earn first \$100 in sales
Expand experiential tourism offerings, including public and private bookings	Experience Coordinator	2029	Medium	Programs and customization options added to website; two private bookings per year
Develop bookable group experiences for various audiences and occasions	Experience Coordinator	2030	Low	Develop two experiences; two bookings per year

Goal: Increase on-site spending and donations

Action	Lead	Year	Resource Impact	KPI
Introduce creative donation opportunities (e.g., themed donation features)	Visitor Services Assistant	2028	Low	5% increase in donation revenue
Integrate revenue-generating components into programs and events	Experience Coordinator	2027	Low	Revenue generation components integrated into 50% of programs and events
Promote gift shop products and services through Museum channels	Visitor Services Assistant	2026	Low	5% retail sales growth



Goal: Strengthen revenue through partnerships

Action	Lead	Year	Resource Impact	KPI
Develop partnerships with local organizations for co-branded programs and experiences	Manager of Tourism & Culture	2030	Low	Develop two co-branded programs and experiences
Explore revenue-sharing opportunities through joint experiences and promotions	Manager of Tourism & Culture	2030	Low	Revenue from partnerships

Goal: Improve operational efficiency and sustainability

Action	Lead	Year	Resource Impact	KPI
Align programs with cost-recovery goals where appropriate	Manager of Tourism & Culture	2027	Low	Program costs and revenue tracked; recovery rates tracked and evaluated
Develop repeatable and scalable program models to reduce staff time per program	Experience Coordinator	2031	Low	Five repeatable programs developed

STEWARD

Goal: Strengthen collections management and access

Action	Lead	Year	Resource Impact	KPI
Improve and maintain collections documentation, procedures, and repatriation processes	Administrative Assistant	2027	Medium	Completion of updated procedures; documentation progressing
Increase visibility of collections through rotating displays and digital platforms	Administrative Assistant	2026	Medium	Number of collection items displayed or digitized



Implement Digitization Plan when developing digitization projects	Administrative Assistant	2026	Low	Number of digitization projects undertaken
Offer behind-the-scenes access (e.g., tours of collections and archives)	Administrative Assistant	2027	Medium	Number of tours/programs offered; attendance

Goal: Expand research and knowledge sharing

Action	Lead	Year	Resource Impact	KPI
Prioritize research to meet programming and exhibition goals, and to expand underrepresented stories	Administrative Assistant	2028	Low	Research projects completed and documented
Share research through exhibits, programs, and digital platforms	Administrative Assistant	2026	Medium	Research outputs (posts, exhibits, talks)
Develop research-based programming (virtual and in-person)	Administrative Assistant	2031	Medium	Develop two new programs based on research

Goal: Engage the community in storytelling

Action	Lead	Year	Resource Impact	KPI
Collect and share oral histories, photos, and community contributions	Administrative Assistant	2029	Low	Pilot oral history project
Involve community members in research and history projects	Administrative Assistant	2027	Medium	One new research project completed per year
Advance reconciliation through Indigenous engagement and inclusion	Manager of Tourism & Culture and Admin Assistant	2031	Medium	Launch reconciliation program



Goal: Strengthen volunteer and partnership programs

Action	Lead	Year	Resource Impact	KPI
Develop and implement a structured volunteer program	Manager of Tourism & Culture and Admin Assistant	2028	Medium	Number of active volunteers and volunteer hours increase gradually each year
Partner with historians, artists, and knowledge keepers for programs and research	Administrative Assistant	2028	Medium	Number of community participants
Collaborate with arts and heritage organizations	Experience Coordinator	2028	Low	Number of collaborative initiatives

Goal: Enhance the Museum as a community gathering place

Action	Lead	Year	Resource Impact	KPI
Position the Museum as a welcoming and inclusive space through programming and visitor experience	Manager of Tourism & Culture	2026	Low	Visitor feedback; participation rates
Host programs and events that bring the community together	Experience Coordinator	2027	Low	Number of events; attendance
Support downtown vitality through participation in community events	Visitor Services Assistant	2027	Low	Number of events participated in



Resource Needs

The successful implementation of this Strategic Plan is dependent on maintaining and strengthening the Museum's staffing capacity.

The **Experience Coordinator** role is critical to the delivery of programs, events, exhibitions, and experiential tourism offerings, as well as community engagement and storytelling initiatives. This position is currently part-time; however, the scope and demand of this work requires a full-time role.

Expanding this position to full time is essential to achieving the Museum's goals related to audience growth, revenue generation, and enhanced visitor experience. Without this capacity, opportunities for program development, earned revenue, and community impact will be significantly limited.

The **Administrative Assistant to Heritage/Museum** plays a vital role in collections management (including the management of objects, photographs, library holdings and archival holdings), research, documentation, and the overall stewardship of the Museum's holdings. This position is currently full-time and must remain so to ensure the continued care, accessibility, and professional management of the collection. As the Museum increases its focus on research, digitization, and expanding access to collections, maintaining this level of staffing is essential to meeting both operational needs and provincial standards.

The **Visitor Services Assistant** is key to delivering a positive visitor experience, supporting the gift shop and retail operations, and contributing to marketing and promotional efforts. This position is currently part time; however, increasing hours during peak seasons would significantly enhance the Museum's ability to serve visitors, grow retail revenue, and maintain consistent communication and outreach efforts.

The **Manager of Tourism & Culture** provides direction and oversight for Museum operations, ensuring that initiatives are aligned with municipal priorities, delivered efficiently, and supported through strategic partnerships and existing resources wherever possible. This role is key to coordinating efforts across departments, identifying opportunities, and maximizing impact with available capacity. It is also supported by up to two seasonal staff.

In addition to core staffing, some targeted support will enhance the Museum's ability to deliver on this plan. This may include contract, seasonal and/or part-time assistance, and additional event support during peak periods.



Modest investments in areas such as marketing, program materials, exhibit rotation, and small-scale infrastructure improvements (e.g., signage, makerspace elements, and digital tools) will further support implementation. These enhancements are intended to be flexible and scalable, leveraging partnerships, grants, and revenue-generating activities where possible.

Measuring Success

The success of this Strategic Plan will be measured through a combination of clear, achievable, key performance indicators (KPIs) and consistent, manageable evaluation methods. Recognizing the size and capacity of the Museum’s team, this approach focuses on tracking meaningful data that can be collected through existing systems and workflows, ensuring that evaluation is both practical and sustainable over the five-year period.

Key indicators will focus on four primary areas: audience growth, visitor experience, revenue generation, and community impact. Audience growth will be measured through overall visitation numbers, attendance at programs and events, and participation in school and group bookings. Digital engagement—such as website traffic, social media reach, and interaction rates—will also be tracked to assess the Museum’s ability to reach and connect with broader audiences.

Visitor experience will be evaluated through simple and consistent feedback tools, including short visitor surveys, comment cards, and informal feedback gathered by staff. These tools will help assess satisfaction with exhibits, programs, and overall experience, while also identifying areas for improvement. Repeat visitation and participation in multiple programs will serve as additional indicators of a positive and engaging visitor experience.

Revenue generation will be monitored through annual tracking of earned revenue streams, including programs, experiential tourism, retail sales, donations, and facility rentals. Targets will be set with a focus on steady, incremental growth over time, rather than large increases, ensuring that goals remain realistic and attainable. Grant funding success and partnership contributions will also be tracked as part of overall financial sustainability.

Community impact will be assessed through measures such as the number of partnerships, volunteer participation, community contributions to exhibits or research (e.g., stories, photos, artifacts), and participation in



outreach initiatives. The Museum will also monitor its role in supporting downtown vitality and tourism by tracking visitor origin data where possible.

Evaluation will take place on an annual basis, with staff reviewing progress toward goals, identifying trends, and adjusting as needed. A brief internal report will be prepared each year to summarize outcomes, ensuring that progress is documented and can be clearly communicated to Council, funders, and the community.

By focusing on a balanced and achievable set of measures, Perth Museum will be able to demonstrate success not only through growth, but through sustained impact, strong community connections, and the continued delivery of meaningful and engaging experiences.

Conclusion

This Strategic Plan sets a clear and practical path forward for Perth Museum over the next five years, building on its strong foundation as a trusted steward of local history and a valued community gathering place. Grounded in community input, aligned with sector standards, and shaped by realistic operational considerations, the plan reflects both ambition and achievability.

Through its four strategic goals, the Museum is positioned to expand its reach, enhance visitor experiences, strengthen financial sustainability, and deepen its impact within the community. At the same time, it reaffirms the Museum's core responsibility to preserve, research, and share Perth's history in meaningful and inclusive ways.

The success of this plan will depend on sustained investment in staffing and resources, strong partnerships, and a continued commitment to innovation and responsiveness. With these elements in place, Perth Museum will be well-equipped to grow, adapt, and continue serving residents and visitors as a vibrant cultural, educational, and tourism asset.

As this plan is implemented and evaluated over time, it will remain a living document—guiding decision-making, supporting accountability, and ensuring that Perth Museum continue to reflect and serve the community it represents.





LANARK COUNTY OPP DETACHMENT BOARD MEETING MINUTES

WEDNESDAY, MAY 20, 2026

9:00 AM

Lanark County Council Chambers, 99 Christie Lake Road, Perth

Present:

Ed McPherson, Chair, Town of Perth
Dena Comley, Council Representative, Town of Carleton Place
Steve Fournier, Council Representative, Township of Drummond/North Elmsley
Denzil Ferguson, Council Representative, Municipality of Mississippi Mills
Ron Closs, Council Representative, Township of Lanark Highlands
Karen Jennings, Council Representative, Township of Montague
Richard Kidd, Council Representative, Beckwith Township
Rodney Bowes, Community Representative
Michel Vermette, Community Representative

Others:

Stephanie Gray, Lanark County OPP Detachment Board Support Coordinator
Inspector Kerlous Tawdrous, Lanark County OPP

Absent:

Greg Hallam, Council Representative, Tay Valley Township

1. MEETING CALL TO ORDER

The meeting was called to order at 9:01 a.m.
A quorum was present.

2. APPROVAL OF AGENDA

MOTION #CS-2026-50

MOVED BY: K. Jennings **SECONDED BY:** R. Closs

THAT the agenda be adopted as circulated and read.

ADOPTED

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

None at this time.

4. APPROVAL OF MINUTES

MOTION #CS-2026-51

MOVED BY: S. Fournier **SECONDED BY:** K. Jennings

THAT the minutes of the Lanark County OPP Detachment Board held on April 15, 2026 be approved as circulated and read.

ADOPTED

5. PRESENTATIONS AND DELEGATIONS

- i) Homelessness and Housing Supports
Brooke Coutts, Community Support Services Manager, and Kaitlyn Murray, Housing Services Manager, Lanark County Social Services

B. Coutts provided an overview of what people can do when they encounter homelessness, what services are available and how they work. During business hours, Lanark County Social Services (LCSS) provides service through the Homeless Response Team. After hours there is a partnership with Victim Services. LCSS has good partnerships with several motels. There are 152 individuals/115 households currently on the By-Name List for homelessness. Coutts provided homelessness statistics and outlined the many resources available in the county. She also

highlighted the partnership with OPP, noting they are represented on the By-Name List Committee, assist with Adult Supportive Housing Homes, provide support at encampments and high-risk locations, and there is coordination with the Mobile Crisis Response Team. In response to questions, Coutts said there is no real limit on how long people can stay in a motel, but they are always working with clients to move forward. For people who refuse help, she said the team continues to show up and to try to build a rapport, which sometimes takes a long time. They also attempt to continue to check in with clients and get them set up for success in a sustainable situation.

K. Murray presented on community housing, stating units are provided through Lanark County Housing Corporation, non-profit housing providers and private landlords, as well as the make-up of the housing services team and what programs they support. She reviewed the centralized wait list, special and local priorities and wait times. Murray provided detail on social housing governance, with an emphasis on legal processes, relevant legislation, and their specifically and legally defined role as landlords. They must follow legal processes regardless of the nature of activities of their tenants. She indicated eviction is never a first step and it can take six to eight months to be heard by an adjudicator. Outcomes are decided by the Landlord and Tenant Board, not landlords. The goal is always successful tenancies. Human rights intersect heavily with housing, which has become more difficult and affects timelines. She said misconceptions about what landlords can do affects families and creates unintended consequences, such as adding pressure to difficult situations. She highlighted good relationships with community partners and encouraged members to reach out if they have concerns. In response to questions, Murray said there are processes to place to follow up with people who are potentially abusing the system, and the burden of proof rests with LCSS. She said the whole housing system needs to shift; even though there are great programs in Lanark County, more prevention is needed. Although people from outside of Lanark County can be on the waitlist because funding is provincial and federal, chronologically homeless individuals are prioritized. Insp. Tawdrous said there is good collaboration between OPP and housing support services, particularly with very challenging individuals. R. Kidd noted it is important to find the balance with policing housing so people aren't discouraged from living there.

MOTION #CS-2026-52

MOVED BY: K. Jennings **SECONDED BY:** D. Ferguson

***THAT** the Homelessness and Housing Supports presentation be received as information.*

ADOPTED

ii) Update on Crime Files
Inspector Kerlous Tawdrous

Insp. Tawdrous provided an update on the Perth murder investigation. OPP have made one arrest and have issued Canada-wide warrant for two individuals. It is a complicated file involving people who came from Ottawa and then left the area. He said excellent work being done by officers and crime investigators.

This past week was Canada Road Safety Week and 150 were charges laid. Insp. Tawdrous also noted the small plane crash in Montague on the weekend and highlighted the amount of resources deployed to find the plane and the pilot, who was safely rescued. The marine program has been launched, with about 40 charges laid on the weekend, including one for impaired driving. He said marine patrol and impaired driving are a priority. In response to questions, Insp. Tawdrous said the province has purchased five additional helicopters and one is slated to come to East Region for the OPP. The location is not known yet. They can be used for traffic enforcement, but the workload for other operations is pretty high, including lost persons in the summer, etc. It's an excellent resource for helping to locate vehicles in a safe way that flee from police.

MOTION #CS-2026-53

MOVED BY: K. Jennings **SECONDED BY:** S. Fournier

***THAT** the Update on Crime Files be received as information.*

ADOPTED

6. REPORTS

i) Coordinator Activity Report
Stephanie Gray, Coordinator

S. Gray noted she will be doing a short presentation about leveraging staff support for grant coordination at the Zone 2 meeting in Carleton Place. She referenced key takeaways from the Zone meeting in Prescott. The situation table will be exploring an enhancement that could help to provide more support for chronic situations. The CSWB Progress Update is expected to be ready next month. All final reports have been submitted for grants. MCRT and RIDE are currently the only grants running. She is awaiting news on the Proceeds of Crime Grant application submitted and for new calls for applications for the Community Safety and Policing Grant.

Chair McPherson added key takeaways for him from the Prescott Zone meeting were related to governance and that Lanark seems to be tracking well for that.

MOTION #CS-2026-54

MOVED BY: D. Comley **SECONDED BY:** D. Ferguson

***THAT** the Coordinator Activity Report for April 2026 be received as information.*

ADOPTED

ii) Detachment Commander Selection Protocol and Policy Updates
Stephanie Gray, Coordinator

S. Gray reviewed progress on policy development for the Board and provided the draft of the Detachment Commander Selection Protocol. It was updated from previous versions to contain new references to the Community Safety and Policing Act and the single Detachment Board. Reviewing previous policies prior to the end of the Board's term will be a priority in the coming months. Members commented that it is great to be included in the Detachment Commander selection process and suggested it would be helpful to receive more information from Command in

advance of the interviews.

MOTION #CS-2026-55

MOVED BY: R. Bowes **SECONDED BY:** K. Jennings

***THAT** the Detachment Board receives the Detachment Commander Selection Process Protocol and Policy Updates Report as information,*

***AND THAT** the Detachment Board adopt the Protocol for the Selection of the Detachment Commander in Lanark County,*

***AND THAT** the Board authorizes the Chair to sign the Protocol for the Selection of the Detachment Commander in Lanark County.*

ADOPTED

- iii) 2025 Detachment Board Annual Report
Stephanie Gray, Coordinator

S. Gray presented the draft 2025 Detachment Board Annual Report, noting it will come back to the Board in June for approval once the policing activities portion for Lanark Detachment is approved by OPP and added to the report. It will then be circulated to all municipalities and to the Police Services Advisor with the Inspectorate of Policing.

MOTION #CS-2026-56

MOVED BY: K. Jennings **SECONDED BY:** D. Comley

***THAT** the draft 2025 Lanark County OPP Detachment Board Annual Report be received as information.*

ADOPTED

7. EXTERNAL ORGANIZATION UPDATES

8. MOTIONS

9. BY-LAWS

10. INFORMATION LISTING

- i) Information from PGO Zone 2 Meeting, April 24, 2026
- ii) Inspector Appointed: Province Wide Inspection on Police Integrity and Anti Corruption

11. OTHER BUSINESS

- i) Municipal Updates (Roundtable)

D. Ferguson asked about media reports related to secret cell phone recordings by police. Insp. Tawdrous indicated OPP can intercept cell phones calls as an investigative tool and there are processes in place. The "secret" part relates to the technology being used.

D. Comley said Carleton Place has received a number of complaints about ATVs, including lack of licensing, increased ATVs with children on the trails, and lack of helmets. Insp. Tawdrous said OPP has a program to do ATV patrols, and this has been identified as a complaint with a request for additional patrols.

S. Fournier asked if Drummond/North Elmsley and the Town of Perth could receive accident data for the last 10 years related to the intersection of Highway 7 and Drummond Street. They have been trying to work with MTO for safety improvements - such as an advanced green light - due to frequent accidents. Insp. Tawdrous said they can do a report for the entire Highway 7 corridor that goes through Perth.

MOTION #CS-2026-57

MOVED BY: S. Fournier **SECONDED BY:** K. Jennings

***THAT** the Lanark County OPP Detachment Board requests accident data from Lanark OPP for the last 10 years for the Highway 7 corridor through Perth.*

ADOPTED

12. NOTICE OF MOTIONS

13. ANNOUNCEMENTS

14. CLOSED SESSION

15. RISE AND REPORT

16. ADJOURNMENT

MOTION #CS-2026-58

MOVED BY: K. Jennings **SECONDED BY:** D. Ferguson

***THAT** the meeting be adjourned at 10:05 a.m.*

ADOPTED



BIA Board Meetings > BIA Board Meeting - May 2026 > Files column

20260527_BIA Board Meeting Minutes

 Creator **BIA Coordinator**  Created **May 27, 2026, 07:33**  Last updated **May 27, 2026, 07:33**

Date and Location

May 27, 2026, 8:00am, Council Chambers

Attendance

Brodie Berrigan, Julia Foley, Dawn Bell, Isabel Anne McRae, Jane Farrell, Kerri Whan, Krista Mackler, Shawn Vernier, Nancy Wing

*Guests:

- Joanna Bowes, Director of Development Services, Town of Perth
- Marilynne Ball, Administrative Assistant Development Services, Town of Perth

Agenda

1. **Call to Order**
 - i. Meeting was called to order at 8:03am
2. **Adoption of Agenda/Amendments**
 - i. Moved by Krista Mackler
 - ii. Seconded by Jane Farrell
 - iii. Carried
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
 - i. None disclosed
4. **Approval of Last Meeting Minutes**
 - i. April 29, 2026
 - a. Moved by Shawn Vernier
 - b. Seconded by Julia Foley
 - c. Carried
5. **New Business**
 - i. Development Services (Joanna Bowes)

- a. The Director of Development Services brought a general presentation to the BIA Board about current development projects and provided insights on the development processes followed by the town.
 - b. Questions from BIA Board members were addressed.
 - c. Discussion about population growth and impact on BIA.
 - d. Discussion about advocacy for the Development Services to support their processes.
 - e. Discussion about provincial mandates and the impact on Development Services.
 - f. Discussion about Bill 98 and the impact on development, infrastructure and tax payers in Perth
 - g. Key takeaways:
 - i. Development projects available on perth.ca/planning
 - ii. Development Services limited staffing and mandatory processes dictates timelines
 - h. Discussion about BIA Strategic Plan and touchpoints/mechanism for BIA to provide feedback on behalf of BIA membership and economic development priorities.
 - i. Suggestion to receive circulated documents for review
 - ii. BIA Board to discuss
 - i. Discussion about highway development and impact on downtowns.
 - i. Clarification that highway development falls under Environmental and Community Services
 - ii. Clarification on Development Services' limitations regarding private land and view on location priorities for different commercial proposals
 - j. Discussion about ongoing discussion about parking with council.
 - k. *Joanna Bowes and Marilynne Ball left at 8:48am
- ii. Strategic Plan - Implementation Plan review
 - a. BIA reviewed the revised Implementation Plan and provided comment
 - b. Discussion about developing a volunteer base through a volunteer committee which is reflected in Elevate goal #1
 - i. Discussion about creating more subcommittees resulting in more meetings
 - c. Discussion about Member engagement committee ideas which is reflected under Empower goal #2
 - d. Discussion about operations vs governance roles
 - e. BIA Board to continue reviewing and providing comment to BIA Coordinator ahead of June 16th
 - f. Discussion about Chamber-BIA Executive meeting and alignment areas on Strategic Plans and coordinated roll out
 - i. Discussion about communication about complementary relationship and FAQs
 - ii. Discussion about ideas for the launch of the strategic plan
 - 1. Roll out plan to be discussed in June
 - g. Finalization of strategic plan to be voted on at June board meeting
 - iii. Election Policy/Process
 - a. Discussion about former procedure for elections and need for documentation
 - b. BIA Coordinator to distribute OBIAA toolkit for board elections to BIA Board for review
 - c. Discussion about bylaw review
 - d. Shawn Vernier has agreed to take lead
 - iv. BIA Coordinator Report
 - a. BIA Coordinator brought report to the BIA Board
 - b. Discussion about BIA Coordinator process for welcoming new members

Minutes - Regular Board Meeting– May 25, 2026

A regular meeting of the Perth and District Union Public Library Board was held on Monday, May 25th at 4:30pm, in person.

In attendance were:

E Heesen, **CEO**

T Langford, Tay Valley **Chair**

L Marsh, **Secretary-Treasurer**

P Coutts, Councillor, Drummond/North Elmsley

L Logan, Drummond/North Elmsley

T Parkinson, Drummond/North Elmsley

P Mertins, Town of Perth

D Hamilton-Foley, Town of Perth

Regrets:

K Jordan, Councillor, Tay Valley

D Palmer, Tay Valley

G Waterfield, Councillor, Town of Perth

T Langford called the meeting to order at 4:30 p.m.

Land/Territory Acknowledgement- by L Logan

Declaration of interest – none.

Additions and approval of agenda

26-22 The agenda was accepted as presented with a motion from P Coutts and seconded by T Parkinson.

Carried.

Consent Agenda

- a. Approval of Minutes of April 20
- b. Correspondence and communications
 - i. News
- c. Committee Reports
 - i. Property Committee Minutes – May 11 - postponed.
- d. Statement of Operations

26-23 The Consent agenda was accepted with a motion by D Hamilton-Foley and seconded by L Logan.

Carried.

CEO's Report – E Heesen presented and discussed the May CEO report.

26-24 The CEO's May 2026 report was accepted with a motion by P Mertins and seconded by D Hamilton-Foley.

Carried.

Advocacy Round Table

- a. Upcoming Council Presentations
 - i. Drummond/North Elmsley Township – Tuesday May 26 at 3:00pm
 - ii. Tay Valley Township – Tuesday June 2 at 6:00pm
- b. Organizing AMO delegation (Aug 16-19, Ottawa) – application has been submitted.

Policy Review

- a. None

Unfinished and New Business

a. Regional Recreation Facility Feasibility Study – Library Inclusion
26-25 Motion for the Board to direct the CEO to formally engage with the municipal partners to ensure Library Services are included the feasibility study for a regional recreation facility, and move to allocate funds from the Library's infrastructure reserve to cover the Library's contribution to the study, in the amount of 10% of the cost to an upset limit of \$20,000. Moved by T Parkinson and seconded by L Logan.

Carried.

b. Endorsement of the Lanark County Community Safety and Wellbeing Plan.
26-26 Motion that the Perth & District Library Board affirm the organization's support for the Lanark County and the Town of Smiths Falls Community Safety and Wellbeing Plan and direct staff to incorporate its principles into ongoing planning, service delivery, and collaborative initiatives. Moved by T Parkinson and seconded by P Coutts.

Carried.

Action item: The Board directs the CEO to ask Lanark County and The Town of Smiths Falls to engage the Library in the process from the beginning the next time they update the plan.

- c. CEO pay rate

The chair of the Board circulated an email to the Board prior to the meeting outlining the updated pay rate for the CEO as per the Town of Perth's updated wage chart.

26-27 Motion to accept and implement the new CEO wage rate and issue retro pay to January 1st, 2026. Motion by P Coutts and seconded by T Parkinson.

Carried.

Upcoming Meeting dates

- a. Policy Committee Monday June 1, 2026 at 4pm
- b. Board Meeting Monday, June 15, 2026 at 4:30pm
- c. Indigenous Advisory Circle, June 24, 2026 at 1pm
- d. Property Committee TBD / Monday September 14, 2026 at 5pm

26-28 Motion to adjourn moved by D Hamilton-Foley at 5:23 pm.

4.0 Adoption of Agenda

Resolution 1-260426

Moved by:

Brian Dowdall

Seconded by:

Joe Aragona

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

Resolution Carried

5.0 Declaration of Interest

There were no declarations of interest.

6.0 Approval of Minutes of March 26, 2026

Resolution 2-260426

Moved by:

Adrian Wynands

Seconded by:

Steve Fournier

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the Minutes of the Board of Directors Meeting #03/26, March 26, 2026 as circulated.

Resolution Carried

7.0 Business Arising from the Minutes

There was no business arising.

8.0 2025 Audited Financial Statements and Report of the Auditor

Kathy Dallaire, Manager of Finance, welcomed Jamie Pollock and Julia Tilley of MNP LLP and provided background on the 2025 audit. She noted that the audited financial statements, Report of the Auditor, and related materials were reviewed by the Audit Committee on April 9, 2026.

Mr. Pollock presented the Audited Financial Statements for the year ended December 31, 2025, and the Independent Auditor's Report. He highlighted that MNP LLP issued an unqualified clean audit opinion and that no adjustments were required following completion of the audit.

No questions were raised by members of the Board.

Resolution 3-260426

Moved by:

Trevor Johnson

Seconded by:

Kristin Strackerjan

THAT the Board of Directors of the Rideau Valley Conservation Authority approves the attached Draft 2025 Audited Financial Statements, Independent Auditor's Report, and corrected Reserve Continuity Schedule for the year ending December 31, 2025 and receives the 2025 Audit Findings and Independence Letter.

Resolution Carried

Mr. Pollock thanked Ms. Dallaire and her staff for their support throughout the audit process and for the opportunity to present the report to the Board of Directors. Chair Waterfield thanked the auditors and dismissed them from the meeting.

Jamie Pollock and Julia Tilley left 7:07 p.m.

9.0 2025 Annual Report

Diane Downey, Director of Communications, and Glen McDonald, Director of Planning and Regulations, presented the attached slides highlighting key accomplishments and initiatives from RVCA's 2025 Annual Report.

Chair Waterfield remarked that the special 60 year history timeline in this year's annual report is excellent and that the report reflected great work and great pride in the RVCA.

Resolution 4-260423

Moved by: Trevor Johnson
Seconded by: Anne Barr

THAT the Board of Directors of the Rideau Valley Conservation Authority approves RVCA's 2025 Annual Report for distribution.

Resolution Carried

10.0 Proposed Consolidation of Conservation Authorities

Sommer Casgrain-Robertson provided an update on the proposed consolidation of Conservation Authorities and referenced the presentation materials from the Ministry of the Environment, Conservation and Parks dated April 9, 2026 on page 39 of the agenda package.

Chair Waterfield expressed his interest and willingness to serve on the transition committee.

A member asked how the Board and conservation authority continues to operate with an upcoming municipal election. Ms. Casgrain-Robertson

explained that the wording in the Conservation Authorities Act states that Board members continue to serve until their municipality reappoints them or appoints a replacement member, regardless of the election outcome. She indicated that this year it will be important for current members to continue serving after the election until the new regional Board begins so that the RVCA can continue to conduct key business. She noted that sometimes if a member does not return to Council they do not wish to continue serving on the RVCA board, in which case a formal resignation is requested because then it creates a vacant seat which does not impact quorum.

A member asked how the 2027 budgets prepared by the four conservation authorities will get merged. Ms. Casgrain-Robertson indicated that it is unlikely that finances or budgets will get merged for 2027 as the new regional conservation authorities will just be forming. Staff have been advised to treat 2027 as a status quo year for budgets and program delivery.

A member asked how representation would work and indicated that the City of Ottawa had passed a motion requesting adequate seats. Ms. Casgrain-Robertson advised that a regulation is expected in the fall outlining the formula for board representation which will be based on population. The province has indicated that each upper and single tier municipality will have at least one seat and that municipalities will be subject to a maximum number of seats which has not been determined yet.

Another member clarified that the recent City of Ottawa Council motion requests two seats on the transition committee and that it asks the Province to pause its transition activities. The member then asked what the consolidation would mean for Drinking Water Source Protection. Ms. Casgrain-Robertson advised that the St. Lawrence Region is made up of two source protection regions so there should be no impact on boundaries or disruption in program delivery.

A member asked what would happen to reserves as a result of amalgamation noting the importance of RVCA's reserves. Ms. Casgrain-Robertson advised that ultimately it would be up to the new regional board to determine how reserves are managed in the future, but that it would be advisable for conservation authorities to demonstrate a need and purpose for key reserves to rationalize keeping them allocated for that purpose.

A member asked how conservation authorities will maintain communication with lower tier municipalities if they are no longer represented on the board. Ms. Casgrain-Robertson acknowledged that while responsibility for board members and levies is shifting to upper and single tier municipalities, conservation authorities will still be delivering many services for or with lower tier municipalities. She emphasized the importance of maintaining strong communication with lower tier municipalities and noted that conservation authorities will need to make a concerted effort to maintain that relationship, which could partially be achieved through watershed councils.

A member noted that the transition period seems focused on administration and governance and asked when operations and looking for efficiencies would occur. Ms. Casgrain-Robertson confirmed that the transition period is focused on governance and corporate services including human resources, information technology and finance. She indicated that given the tight transition timeline, conservation authorities expect that programs and services will continue to operate as they are for 2027.

Resolution 5-260423

Moved by:

Joe Aragona

Seconded by:

Anne Barr

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

Resolution Carried

11.0 MFIPPA Annual Report

Ms. Casgrain-Robertson presented RVCA's 2025 MFIPPA Annual Report.

A member sought clarification between the RVCA summary and IPC report regarding the number of access requests received. Ms. Casgrain-Robertson noted that two requests were received in 2025, but three were completed as one had been received at the end of 2024 and was completed in the new year.

Resolution 6-260423

Moved by:

Kristin Strackerjan

Seconded by:

Wilson Lo

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the RVCA's Freedom of Information Requests 2025 Summary Report.

Resolution Carried

12.0 JHSC Summary Report

Ms. Casgrain-Robertson presented RVCA's 2025 Joint Health and Safety Committee Annual Report.

Resolution 7-260423

Moved by:

Steve Fournier

Seconded by:

Theresa Kavanagh

THAT the Board of Directors of the Rideau Valley Conservation Authority receives the RVCA's Joint Health and Safety Committee 2025 Summary Report.

Resolution Carried

13.0 Meetings

- a) Source Protection Committee Meeting – April 2, 2026
- b) Audit Committee Meeting – April 9, 2026
- c) Eastern Ontario General Managers Meeting – April 10, 2026
- d) Frontenac Arch Biosphere Network Advisory Council Meeting – April 14, 2026

Upcoming

- e) Conservation Ontario AGM – April 27, 2026
- f) General Managers Meeting – April 28, 2026
- g) Lake Networking Group Spring Meeting – May 13, 2026
- h) International Flood Management Conference – May 20-22, 2026

14.0 Member Inquiries

A member asked whether there were any updates related to flood watch conditions. Isabelle Maltais, Director of Watershed Science and Engineering, provided a flood update for the Rideau and Ottawa Rivers.

A member noted the upcoming Sustainability Fair to be held at the North Grenville Municipal Centre.

15.0 New Business

16.0 Adjournment

The Chair adjourned the meeting at 8:12 p.m. on a resolution by Wilson Lo.

Gary Waterfield
Chair

Marissa Grondin
Recording Secretary

Sommer Casgrain-Robertson
General Manager/Secretary-Treasurer

June 10, 2026, 9:00am

PW Administration Building - Training Room

Participants

Sgt Dion Loughheed, OPP
Councillor Jane Torrance, MM
Councillor Gary Waterfield, PERTH
Councillor Greg Hallam, TVT
Councillor Dena Comley, CP

Councillor Ron Closs, LH
Councillor John Matheson, DNE
Warden Richard Kidd, BCK
Deputy Reeve Jeff Carroll, MON

Staff

Sean Derouin, PW Director
Sam Poole, PW Manager
Ian Hall, Senior Technologist
Jasmin Ralph, Clerk
Molli Barber, Admin

Regrets

John Matheson
Greg Hallam
Ian Hall
Sean Derouin

MEETING OUTLINE

1. Roll Call
2. Presentations

No Presentations
3. Review Previous Meeting Minutes
 - a. December 10, 2025, Meeting Minutes

Meeting Minutes Approved

4. Old Business

a. On-going Requests for Speed Management:

- **CR#9 Tatlock Road (Hamlet of Clayton)**
 - Truck Turning Sign Warranted based on site conditions and lack of sight distance.
 - 3-Way stop warrant reviewed for the intersection of Tatlock Road and Bellamy Mills Rd (3-way stop warrants not met per OTM Book 5)
 - ***Signage Installations taking place once vac-trailer is received.***

b. On Road Parking affecting safe winter operations

- Approved at March County council session, signage ready for installation upon delivery of vac-trailer.
- **No further discussion**

c. Review transitional speed zones within the County

- Transitional speed zone reviews complete for all speed zones with a speed drop greater than a 20km/h reduction
- 22 locations reviewed with the use of SMATS traffic data.
- Group recommendation to all transitional speed zones on road sections with average speed of 30km/h over speed limit.
- Staff to review existing sign placement and make recommendations for the next T.A.W.G meeting.
- Staff will plan to bring all (9) initial locations to county council meeting in February, 2027

d. CR#29 (South of Almonte)

- Consultation underway for installation of Educational Bus Stop signage on highway 29 south of Almonte reinforcing safe driving practices.
- Meeting set up with bus company, and MM staff to discuss installation of bus safety sign (like what was installed on CR43 in Perth)
- Recommendation to partner with Almonte Civitan Club and Hub for partnerships Jane Torrence to provide contact information

5. New Business

a. Speed Management Requests

Request for speed Management Heritage Drive

- Complaint of traffic speed and vehicles passing at resident entrance
- Speed Assessment shows 85th percentile of 93km/h, line painting is acceptable, road geometry is acceptable.
- Implementation of further speed management measures are not warranted.
- Group recommending notification of lower-tier municipalities when investigating complaints and collecting data to ensure all groups are up to date and consistent.

- Municipalities also to communicate data they collect related to county roads subject to complaints.

b. Appleton Hamlet Public Traffic Safety and Speeding concern meeting

- Public meeting held May 7th in Appleton.
- Roads Needs Assessment in Appleton to be completed this summer (2026), assessing info on all aspects of the road (drainage, pedestrians, speed, ditches, etc.)

c. Transportation master Plan Update Overview

- Working with Arcadis on updating existing TMP
- Public consultation sessions being held to gather public input:
 - o Monday June 15th Conlon Farm Chalet, 125 Smith Drive, Perth
 - o Tuesday June 16th Beckwith Recreation Complex, 1319 9th Line Beckwith, Carleton Place
- Suggestion: Participating in Mississippi Mills PIC on June 22nd
- Roads Needs Studies focusing on Appleton Village from CR29 to Cr17, South Street from Otty Lake Side rd. to Rideau Ferry Rd and Maberly-Elphin Rd from Hwy 7 through the hamlet of Maberly

6. Next Meeting Date: Sept 23rd, 2026, at 9:00am

7. Following meeting(s):

a. Proposed Agenda Items:

- i. On-going Speed Management requests*
- ii. Discuss transitional speed zone changes to be brought to council in February*

8. Action Items:

- Request accident report info from OPP (County-Wide Intersections of concern)
- Contact lower-tier municipalities after reviewing results of speed assessments
- Obtain contact information for MM Civitan group

Meeting Adjourned: 10:20am