



Committee of the Whole Agenda

**Tuesday, November 12, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

Please silence all electronic devices.

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

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

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

9

Suggested Motion:

THAT the Committee of the Whole Minutes dated October 22, 2019 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. Jackie Kavanagh, General Manager - Carleton Place and District Chamber of Commerce

16

Re: The Chamber and Tourism

b. Kory Earle, President of People First

Re: Christmas Day Dinner

6. REPORTS

Corporate Services

- a. **Financial Report to October 29, 2019 (Communication 130200)** 41

Trisa McConkey, Treasurer

Suggested Motion:

THAT Council receive the Financial Report from the Treasurer to October 29, 2019 as information.

Planning and Protection

- b. **Concerns Over Changes to Pool By-law - Rear Yard Setback (Communication 130201)** 44

Lennox Smith, Chief Building Official

Suggested Motion:

THAT Council support Option 2 – allow a variance to the Pools and Pools Enclosures By-law 87-2019 of 1.8m (from 3m to 1.2m) for the rear yard setback for 77 Stonewater Bay due to the timing of the application with the passing of the new By-law.

- c. **Request to Re-open 50 Allan Street Application (Communication 130202)** 49

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT Council authorizes the following with respect to the application for a 3-storey apartment building for 50 Allan Street:

1. The application be deemed a new application;
2. The applicant be charged a reduced application fee of \$1,000 to recover the cost for posting a sign and circulating the application;
3. The requirements for studies be waived for the following studies:
 - a. Archeological Study;
 - b. Environmental Impact Statement;
 - c. Servicing and Stormwater Management Report;
 - d. Rock Elevations;
 - e. Landscape Plan; and
 - f. All engineering related plans provided no changes are made in the new application with respect to the engineering aspects of the project.

d. DP2-05-2019, Rental Village (Communication 130203)

69

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT Committee hereby approves application DP2-05-2019 and authorizes staff to issue a development permit upon receipt of all required information, fees and securities; and

THAT the development permit includes standard clauses to address servicing, grading, landscaping and utilities requirements as well as the following site-specific conditions:

1. Snow shall be removed from site or located so as to not impede any parking spaces after each snow event;
2. All garbage shall be contained in an enclosed area as per the Development Permit By-law and be removed at a minimum of once per week;
3. That all loading spaces, parking spaces and all outside storage and display areas be considered for relocation in the appropriate areas as outlined in the Development Permit By-Law, and as laid out on a site plan submitted with a Development Permit

application for the new structure, if and where possible;

4. That prior to November 12, 2022 the Owner shall submit an application to construct a permanent structure at which time the temporary uses for both the modular building, shipping containers and temporary structures shall cease upon construction of the permanent structure;
5. The gravel parking lot which is to be used temporarily shall be paved at the time of the construction of the new building in accordance with an approved grading and drainage plan submitted and approved by the Town of Carleton Place;
6. That the outside storage and display area be brought into conformity with the approved site plan SPC-03-2004;
7. The height of storage/shipping/sea containers shall be restricted to one level only. No stacking of containers will be permitted in any designation.
8. All storage/shipping/sea containers shall be screened from street view and neighboring properties to the satisfaction of the Town of Carleton Place; in this case through opaque fencing;
9. All storage/shipping/sea containers shall appear so as to match and maintain consistency with the primary structure or building on site;
10. All accessory uses, buildings and structures to a permitted principal use shall be located on the same lot and in the same designation as the principal use;
11. All accessory uses, buildings and structures to a permitted principal use shall not take away from the total parking requirement of all permanent uses, buildings and structures on the property;
12. All accessory uses, buildings and structures to a permitted principal use shall not reduce the total landscaped open space requirement for its designation;
13. The use of any storage/shipping/sea containers for human habitation is not permitted.

e. Renewal of Ontario Provincial Police Contract

83

Diane Smithson, CAO

Suggested Motion:

THAT the necessary By-law be passed to authorize the Mayor and Clerk to enter into a five (5) year contract with Her Majesty the Queen in Right of Ontario as represented by the Minister of the Solicitor General for the provision of policing services by the Ontario Provincial Police.

Physical Environment

f. Waste Management Contracts (Communication 130205)

87

Dave Young, Director of Public Works

Suggested Motion:

THAT Staff work with other local municipalities of similar interests to develop a Request for Proposal for solid waste collection services and disposal, and blue box collection services and material processing; and

THAT proposals incorporate service delivery options for Multi-Residential Properties; and

THAT when the Solid Waste By-law is presented to Council in the spring of 2020, the provision relating to the expiry of the green tags be rescinded.

g. Traffic Safety Report (Communication 130206)

90

Dave Young, Director of Public Works

Suggested Motion:

THAT staff prepare an amendment to the Traffic and Parking By-Law that will see the intersections of William Street and Mullett Street, and Sarah Street and Woodward Street changed to all-way stop intersections; and

THAT staff forward a request, along with supporting documentation, to the Municipality of Mississippi Mills to implement a 60km/hr speed limit on the 7th Line of Ramsay for a distance of 500m from the municipal boundary between the Municipality of Mississippi Mills and Carleton Place; and

THAT staff proceed with enhancements of signage and line painting on Lake Avenue East at Francis Street in order to improve compliance with the existing all-way stop at this intersection.

Community Issues

- h. **Request for Downtown BIA Signs on Town Property (Communication 130207)** 94

Diane Smithson, CAO

Suggested Motion:

THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town properties:

1. The green space adjacent to the Carleton Place Veterinary Hospital on Franktown Road – requested install date before winter 2019
2. Lolly's Park area with the intent to collaborate and work with the Roy Brown Society and the Recreation and Culture Department so as to complement the project – potential requested install date – after Central Bridge construction; and

THAT all costs of this project be borne by the BIA.

Policy Review

- i. **Advisory Committees Terms of Reference Template (Communication 130208)** 102

Stacey Blair, Clerk

Suggested Motion:

THAT the Terms of Reference template included in the Clerk's Report dated November 12, 2019 be used for all the Town's Advisory Committees/Boards.

- j. **2020 Council and Committee Calendar (Communication 130209)** 106

Stacey Blair, Clerk

Suggested Motion:

THAT the 2020 Council/Committee of the Whole Calendar be approved as presented.

- k. **ROMA Delegations (Communication 130210)** 108

Stacey Blair, Clerk

Suggested Motion:

THAT Committee determine if they wish to submit a delegation request for the ROMA Conference.

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

a. Advisory Committee Minutes and Updates

109

Suggested Motion:

THAT the following minutes be received as information:

- Municipal Heritage Committee - September 9, 2019
- Parks and Recreation Committee - November 4, 2019

b. Committee Resignations

- Michel Villeneuve - CPEAC

Suggested Motion:

THAT the resignation of Michel Villeneuve from the Environmental Advisory Committee be accepted with regrets; and
THAT a letter of thanks be sent to Mr. Villeneuve on behalf of the Town and Council.

c. Parks and Recreation Committee Motion: 2020 Rental Rates for Recreation Facilities

Suggested Motion:

THAT the proposed 2020 rental rates for the Arena Upper Hall, Town Hall, Canoe Club, the Train Station, Carambeck Community Centre and Summer Sports facilities be approved.

9. INFORMATION LISTING

a. Consent Items from Committee of the Whole - October 22, 2019

132

Suggested Motion:

THAT the Information Listing dated November 12, 2019 be received as information.

10. NOTICE OF MOTIONS

a. Presented by Councillor Fritz

THAT Resolution No. 5-128 -16 passed on March 14, 2017 to authorize the Deputy Mayor to be the spokesperson to the media on behalf of Council be repealed; and

THAT in accordance with Section 20 of By-law 103-2018, being a By-law to adopt a Council and Employee Code of Conduct, the Mayor, or his or her designate, shall be the spokesperson regarding decisions and resolutions of Council.

11. CLOSED SESSION

Suggested Motion:

THAT the Committee move into closed session at _____ p.m. to discuss matters subject to Section 239 (2) :

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, remain in the room.

1. Consideration of Land Purchase
2. Update on Litigation Matters

12. RISE AND REPORT

13. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____ p.m.

Committee of the Whole Minutes

**Tuesday, October 22, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

COUNCIL PRESENT: Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Seccaspina, Councillor Randell, Councillor Tennant, Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Dee Dee Scissons, Planning Administrative Clerk, Joanna Bowes, Manager of Development Services, Paul Knowles, Town Engineer, Amanda Charania, Communications Coordinator

1. CALL TO ORDER

Councillor Randell called the meeting to order at 7:28 p.m.

2. APPROVAL OF AGENDA

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT the agenda be accepted as presented.

CARRIED

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

1. Councillor Seccaspina - Item 6.1 Cost Sharing for the South East Area of Town (Communication 130187)

Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.

2. Councillor Seccaspina - Delegation 5.2 Paul Knowles, Town Engineer - Cost Sharing Agreement

Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

THAT the Committee of the Whole Minutes dated October 8, 2019 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

1. Edward Darby, TDC Group - Fire Master Plan

The Director of Protective Services, Pascal Meunier introduced Edward Darby of TDC Group. Mr. Darby made a presentation to the Committee providing an overview of the Fire Master Plan process.

Subjects covered included:

- The objectives and process of developing of a Fire Master Plan;
- What the Plan should include;
- The strategic planning framework for the process of developing a Fire Master Plan;
- The next steps which include presenting the final draft, revising as required and approval.

2. Paul Knowles, Town Engineer - Cost Sharing Agreement

Councillor Seccaspina declared a conflict on this item. (Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.)

Paul Knowles, Town Engineer, made a presentation to the Committee regarding the need to finalize cost sharing agreements that were entered into by the Town and local developers in 2016 regarding new infrastructure south of Highway 7. Mr. Knowles summarized the history of this matter and the rationale for the Town's approach to the agreements.

The members of the Committee were given the opportunity to ask the Town Engineer questions regarding the presentation and the Cost Sharing Agreement Project.

6. REPORTS

PHYSICAL ENVIRONMENT

1. Cost Sharing for the South East Area of Town (Communication 130187)

Councillor Seccaspina declared a conflict on this item. (Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.)

Registered speaker, Mark Smith spoke about how this project would impact, trees, wetlands and endangered species in the area.

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT the cost sharing calculations be finalized, and the Developer's mortgage and security payments related to the pumping station be adjusted; and

THAT the solicitor be instructed to prepare an amendment to the 2016 cost sharing agreement to address the changes that have occurred since 2016; and

THAT the finalized cost sharing calculations and By-laws be presented to all directly impacted owners and the public in December 2019; and

THAT the finalized By-law 32-2016 be presented to Council in January 2020; and

THAT staff arrange for clearing the Captain A. Roy Brown Blvd. right-of-way during the winter of 2020 so that rock elevations and detailed design elements can be determined, and cost estimated refined.

CARRIED, BY LAW PREPARED

2. Drinking Water Quality Management System - 2019 Third Quarter Report (Communication 130188)

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the Drinking Water Quality Management System (DWQMS) Third Quarter Report for the Carleton Place Drinking Water Distribution System be received as information.

CARRIED, CONSENT

PLANNING AND PROTECTION

3. DP1-18-2019, 101 Hurdis Way (Communication 130189)

Moved by: Mayor Black

Seconded by: Deputy Mayor Redmond

THAT Committee approve DP1-18-2019 for 101 Hurdis Way; and

THAT Committee direct staff to issue a development permit.

CARRIED

Moved by: Mayor Black

Seconded by: Councillor Tennant

THAT staff be directed to organize a meeting with representatives from Pegasus/Olympia Homes and their consultants to discuss ways of reducing the number of variances requested in the remaining phases of the Carleton Landing North Subdivision; and

THAT staff report back to Committee on outcomes from the meeting prior to the end of the year.

CARRIED, CONSENT

4. DP3-09-2019, Town of Carleton Place, 3 Francis Street, Carleton Place Childcare Facility Addition (Communication 130190)

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT the Committee hereby authorizes application DP3-09-2019 for the construction of a two-storey addition to the existing Childcare Facility at 3 Francis Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

CARRIED

5. Taber Street Subdivision Extension, 2nd Request (Communication 130191)

Moved by: Deputy Mayor Redmond

Seconded by: Mayor Black

THAT Council supports a one (1) year extension of the Draft Approval for the Taber Street Subdivision; and

THAT Staff be instructed to inform the County of Lanark.

CARRIED, MOTION PREPARED

6. Development Services Planning Activity Report- September/October 2019 (Communication 130192)

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the Planning Activity Report for the month of September/October 2019 be received as information.

CARRIED, CONSENT

CORPORATE SERVICES

7. Business Retention + Expansion Update (Communication 130193)

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT Council receive the Business Retention + Expansion report from the Communications Coordinator dated October 22, 2019 as information; and

THAT Staff continue working with the County to develop and implement priority items resulting from the program.

CARRIED, CONSENT

8. Communications Survey Summary (Communication 130194)

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT Council receive the Community Survey Summary report prepared by Communications Coordinator as information; and

THAT Staff develop a plan to address the areas for improvement identified by the survey.

CARRIED, CONSENT

9. 3rd Quarterly Digital Communications Report 2019 (Communication 130195)

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the 2019 3rd Quarterly Digital Communications Report be received as information.

CARRIED, CONSENT

10. CAO's Report - Delegated Authority (Communication 130196)

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT Council accept the CAO's Delegated Authority Report dated October 22, 2019 as information.

CARRIED, CONSENT

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee Minutes and Updates

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Atkinson

THAT the following minutes be received as information:

- Municipal Drug Strategy, April 11, 2019
- Urban Forest/River Corridor Advisory Committee, September 25, 2019

CARRIED

9. INFORMATION LISTING

10. NOTICE OF MOTIONS

11. CLOSED SESSION

Rise and Report - the Committee provided the CAO with direction regarding lease negotiations.

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT the Committee move into closed session at 9:15 p.m. to discuss matters subject to Section 239 (2):

- (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.

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, remain in the room.

1. Lease Negotiations, Diane Smithson, CAO

CARRIED

Moved by: Councillor Seccaspina

Seconded by: Councillor Tennant

THAT the committee return to regular session at 9:30 p.m.

CARRIED

12. ADJOURNMENT

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT the meeting be adjourned at 9:33 p.m.

CARRIED

Councillor Toby Randell

Stacey Blair, Clerk



THE CHAMBER AND TOURISM

CARLETON PLACE & DISTRICT
CHAMBER OF COMMERCE



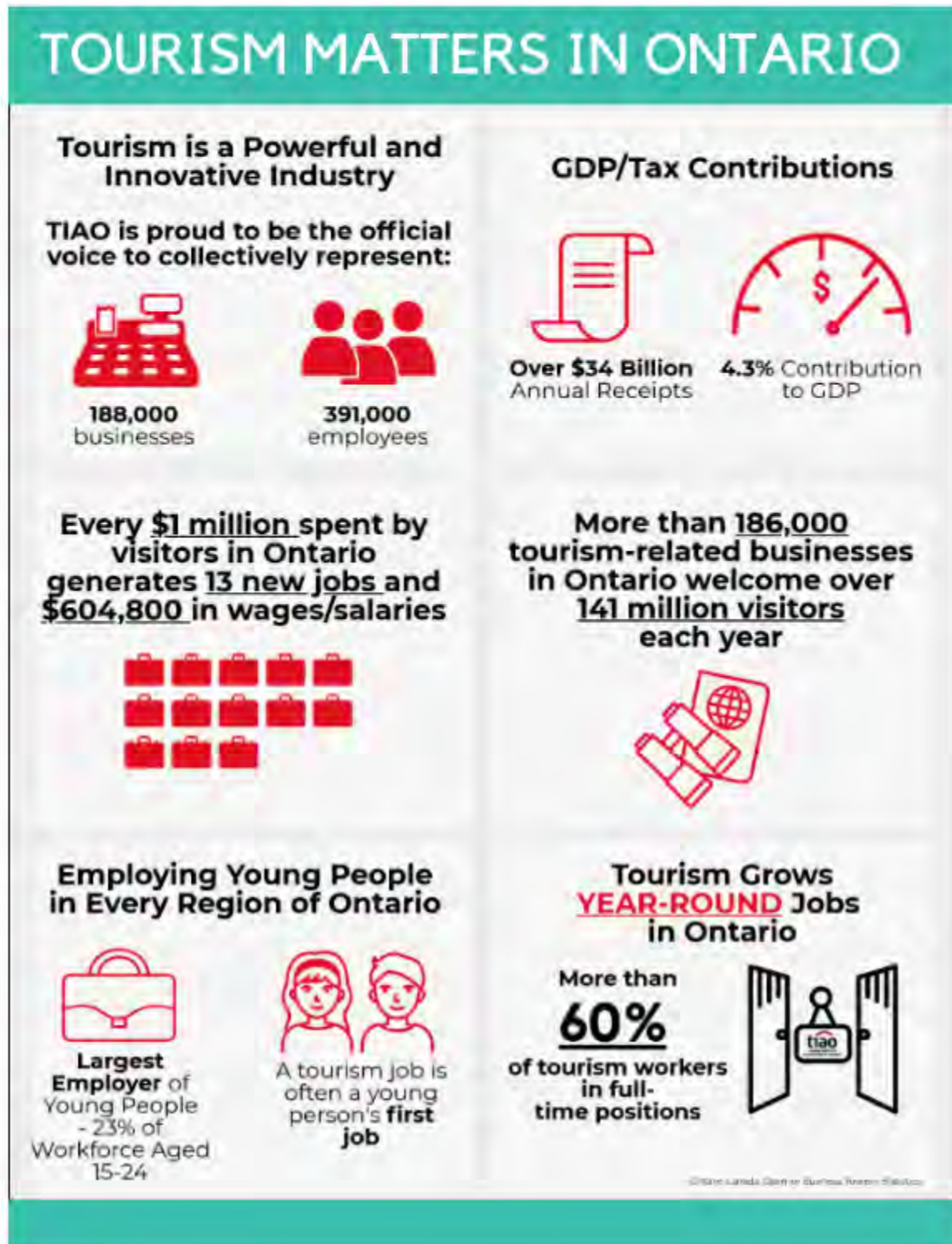
What is the Chamber of Commerce?

The Carleton Place & District Chamber of Commerce is a business network whose goal is to further the interests of businesses within our geographic area. Our Chamber has an active membership base of over 255 local business owners.

From monthly networking events, to professional development opportunities and training, to advocacy and lobbying, the Chamber exists to provide support and guidance for local business owners and to help them achieve success.

We work with the Town of Carleton Place and the DBIA to attract business to the area and also help local businesses prosper. The Chamber is taking the lead on tourism in Carleton Place and helping to put out friendly community on the map!

Why Invest in Tourism?



TOURISM IS...

BIG BUSINESS

Tourism in Lanark County draws over 1.4 million people each year, bringing more than \$107 million into the local economy

Tourism has emerged as one of the fastest growing and resilient economic sectors in the world

Our Partners in Tourism

LANARK
COUNTY



THE CANADIAN
CHAMBER
OF COMMERCE

LA CHAMBRE
DE COMMERCE
DU CANADA



KEY ACTIONS

- Enhance Collaboration
- Focus on Visitors
- Expand on Experiences
- Build on Themes
- Broaden Reach
- Follow Progress

Tourism Services



Management of the Information Centre

- Information Centre - 7 days a week, year round
- Monday - Friday Open 9:00-5:00
- Saturday - Sunday Open 10:00 - 4:00

Annual Information Guide

- Oversee the production and distribution

The Information Centre

2800 VISITORS



Wales, South Africa, Indonesia, England, Germany,
United States, Australia, Switzerland, France

Supporting Activities

- Bike rentals, snowshoe rentals and seasonal activities
- Provide feedback on Town of Carleton Place tourism page
- Actively provide travel advice, directions and referrals
- Create, support and share tourism related materials to social media
- Support tourism signage for the community
- Facilitate tourism training for local business community
- Work closely with Lanark County Tourism and OHTO
- Participate in partnership projects to increase tourism
- Continue to add and develop the image bank

**We strive to offer exceptional customer service by
engaging with visitors in a positive and friendly manner**

2020 Community Guide



Carleton PLACE

Information Guide - 2020



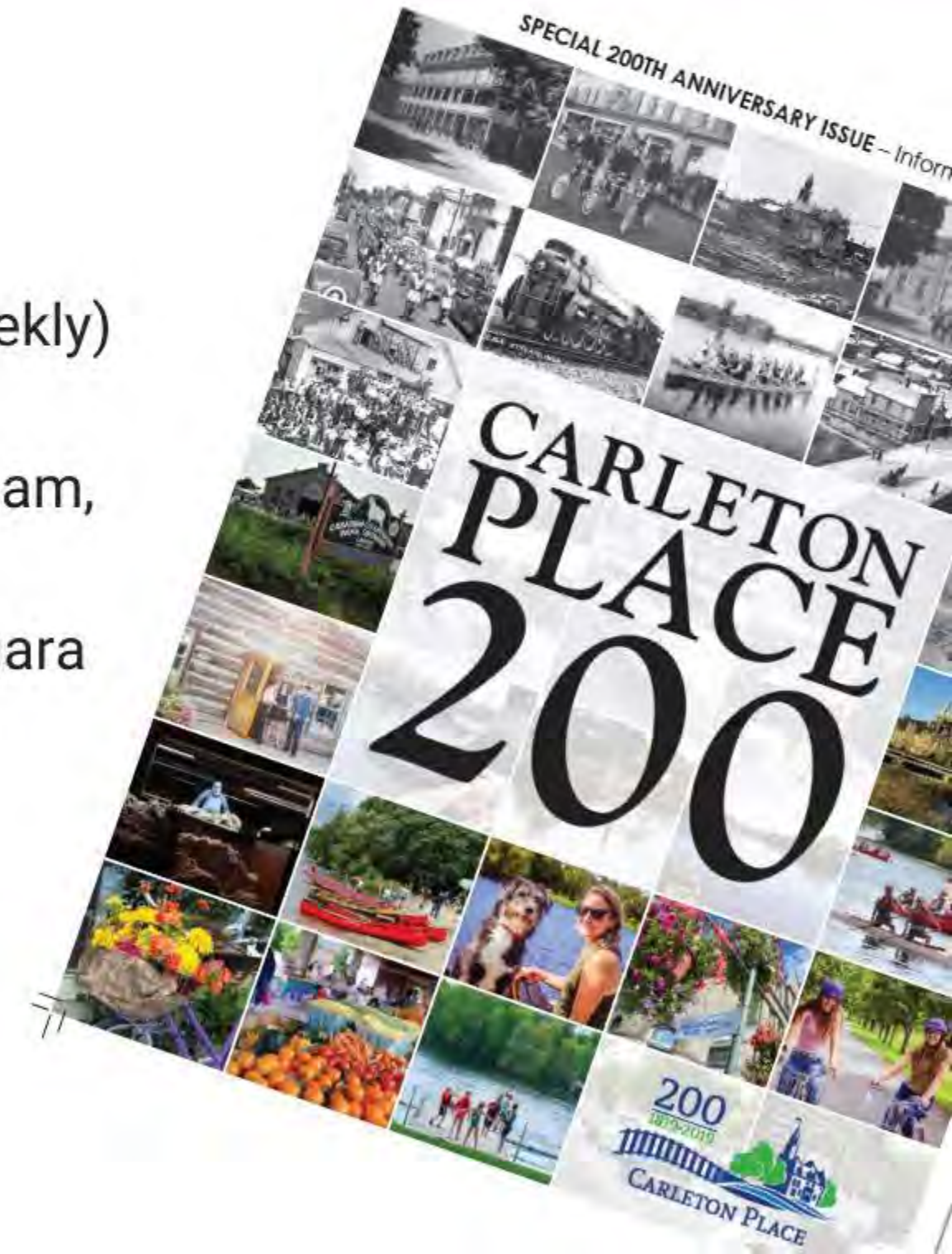
What's Inside?

- Top 20 bucket list things in 2020
- #cpeats like a local
- Discover our Train History at Carleton Junction
- Ride the OVRT
- Festival and event listings
- Carleton Place murals
- Get the FAQ and much more

Guide Distribution

Where does it go?

- Newspaper insert - reaches 12,000 local doorsteps, newspaper stands
- Local merchants - large display at Freshco and Independent (restocked weekly) as well as dozens of businesses downtown and on Hwy 7
- Neighbouring towns such as Almonte, Perth, Smiths Falls, Arnprior, Pakenham, Calabogie, Renfrew
- Larger cities including Ottawa, Gatineau, Belleville, Cornwall, Kingston, Niagara Falls, Toronto, London
- All Ontario Travel Information Centres
- New residents and walk-in residents and visitors



Supporting Projects

Summer Students

- **Tourism Ambassador -**
9 weeks @ 34 hrs. per week
- **200th Anniversary Events Support Ambassador -**
16 weeks @ 32 hrs. per week

\$11,000+ to further invest in tourism activities and support in our community



Supporting Projects

200th Anniversary Events

Actively participating and promoting of 200th Anniversary events

Trivia Night Deck of Questions

Q: What standard piece of equipment used in airplane crash investigations was developed for use by Leigh Instruments of Carleton Place.

A: The "Black Box"



Special Projects

Downtown Dining & Shopping Map

10,000 copies printed and delivered door to door within Carleton Place and to local shops and services



Updated Image Bank



Special Projects

Local Products

Actively adding to the Information Centre Gift Shop

- Handmade bees wax candles
- Locally made bath bombs
- Books from local writers
- Local hot sauce, spiced rubs and seasonings
- Lanark County maple syrup
- merch from local businesses
- Town of Carleton Place merchandise



Special Projects

Sip and Savour Trail

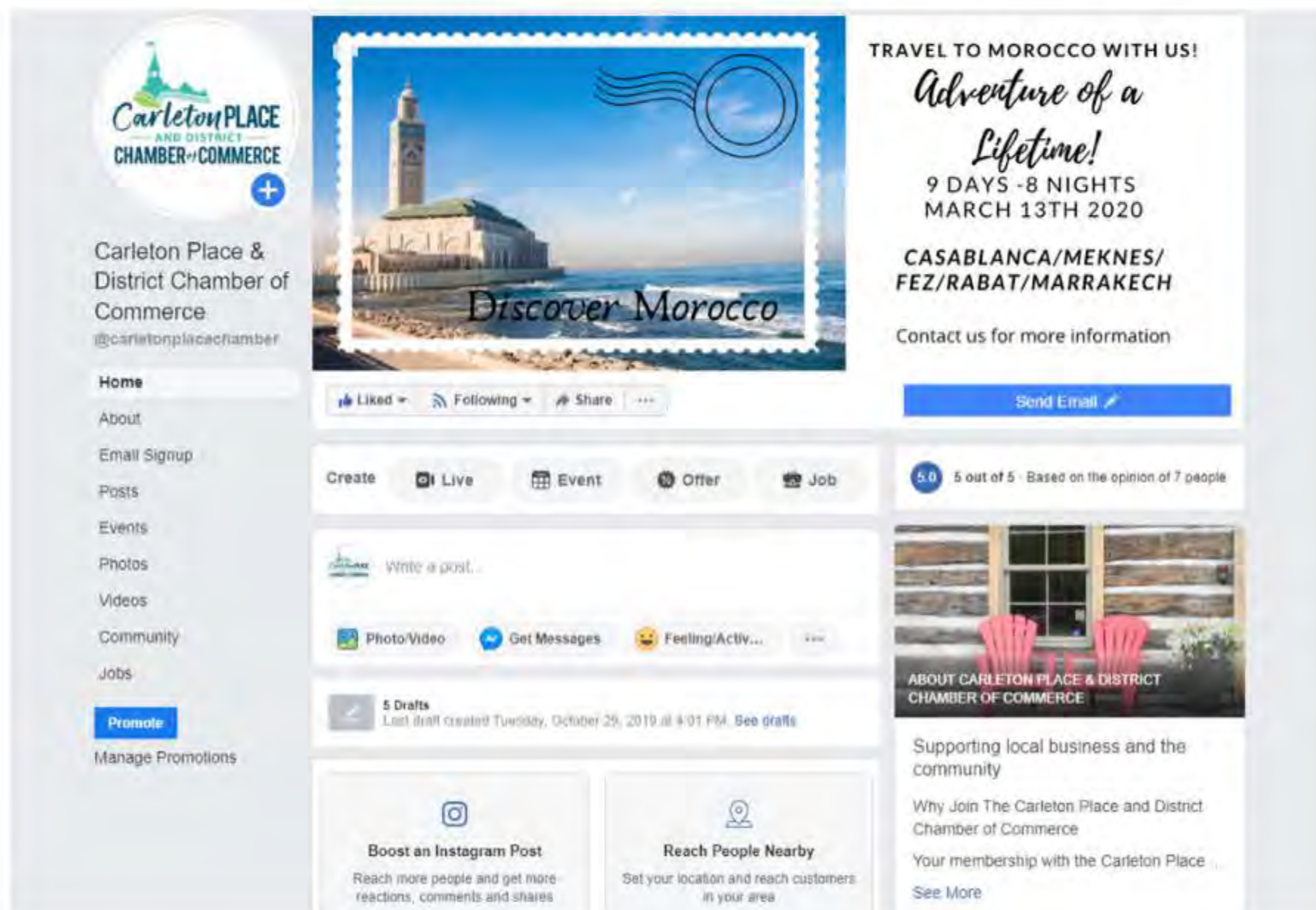
Work with Lanark County Tourism Association to roll out the new Sip and Savour Trail in Lanark County to promote local food and beverage assets.

In addition

Worked directly with Lanark County Tourism to bring 3 food writers to Carleton Place.



Special Projects



Promote and Share

Promote and share blogs and stories featuring local stores, shops, restaurants and local destinations.

Social Media Presence

Promotion and advertisements of Carleton Place events, offerings and stories about what makes our town a great place to live and do business!

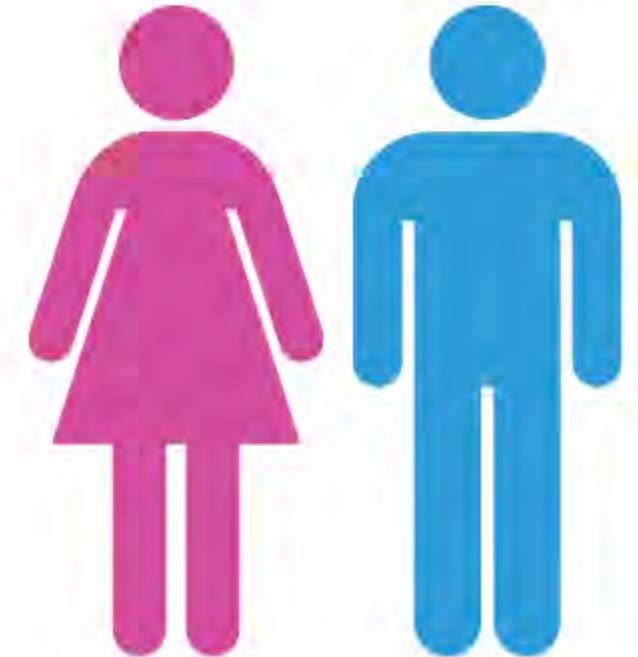


FB followers - 1904

Instagram followers - 1036

Twitter followers - 628

increase of 33% of followers on all platforms



75% of our followers
are women.

highest number of followers are
30-55 yrs old.

Community/Special Events



Community Engagement

We play an active and visible role in many community events!

- The Easter Bunny Run
- Wine'd Around Downtown
- Lambs Down Festival
- Bridge Street Summer Fest
- Brett Pearson Run
- Pumpkinfest
- Get Wrapped up in Downtown Carleton Place
- Santa Claus Parade
- Downtown Christmas Market and Chocolate Party

Community/Special Events

Getting Involved

- Played a role in the BRE project undertaken in Lanark County
- Working with community partners to build the Community Friendship Oven at Carleton Junction
- Prize donations in support of community organizations
- Partners with Roy Brown Society
- Partnered with the Moore Family



Walk-in Data



2019 to date

- Over 2800 visitors seeking information with highest percentage visiting for the day
- Many recently moved or planning to move to Carleton Place
- Help the public with a wide range of questions
- people LOVE our bathroom!

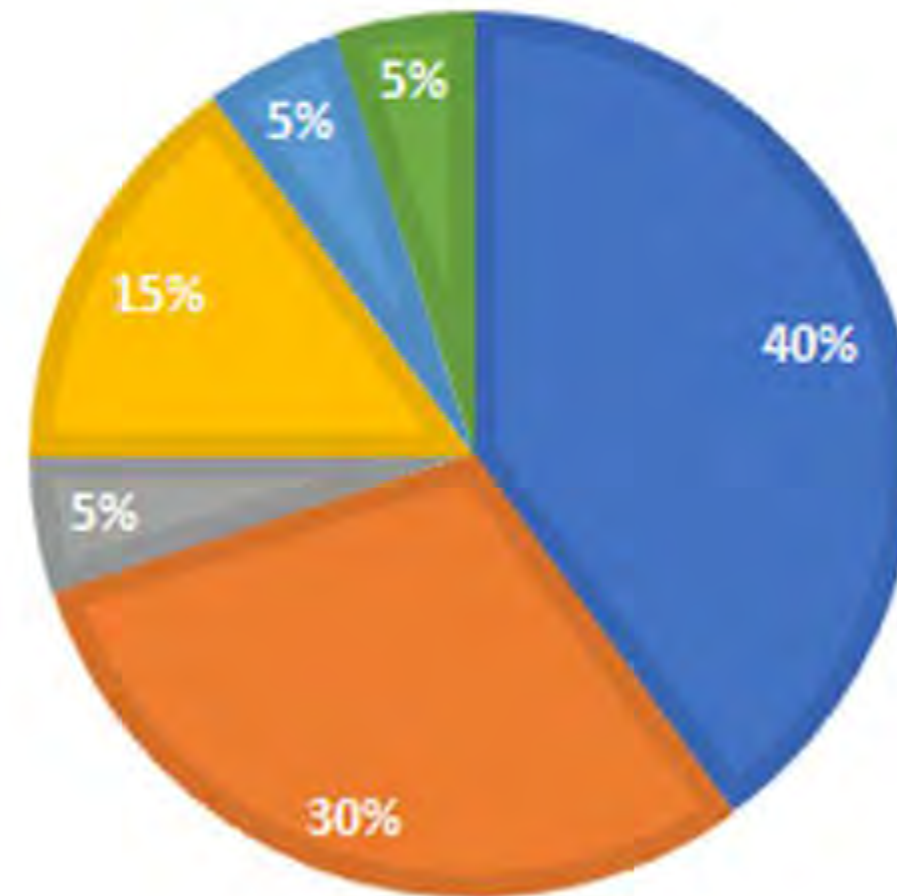
Walk-in Data

Visitor Origin



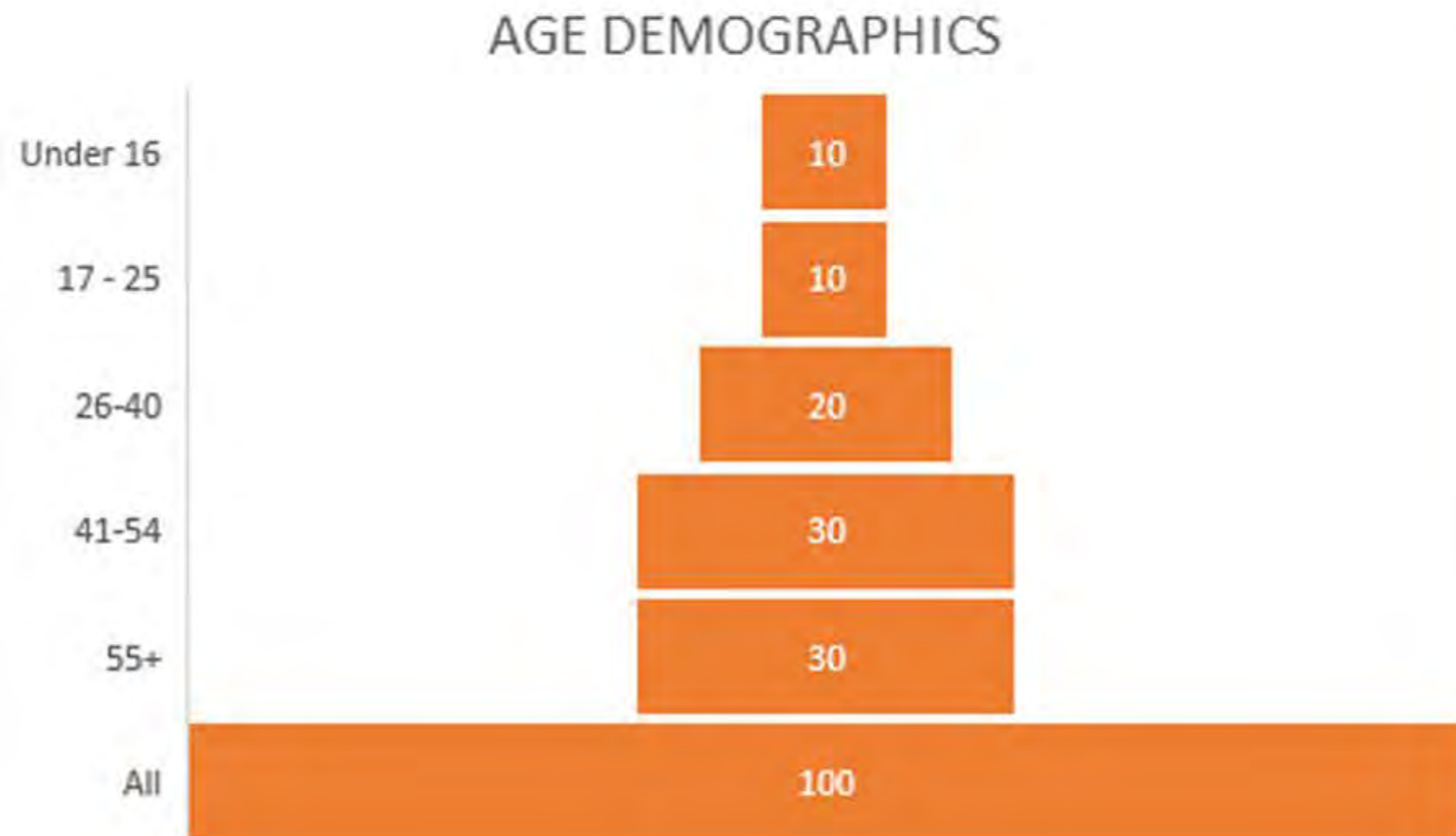
WHERE ARE YOU VISITING FROM?

■ Resident/Local ■ Ottawa ■ Ottawa Valley/Lanark County ■ Other Ontario ■ Other Canada ■ International



Walk-in Data

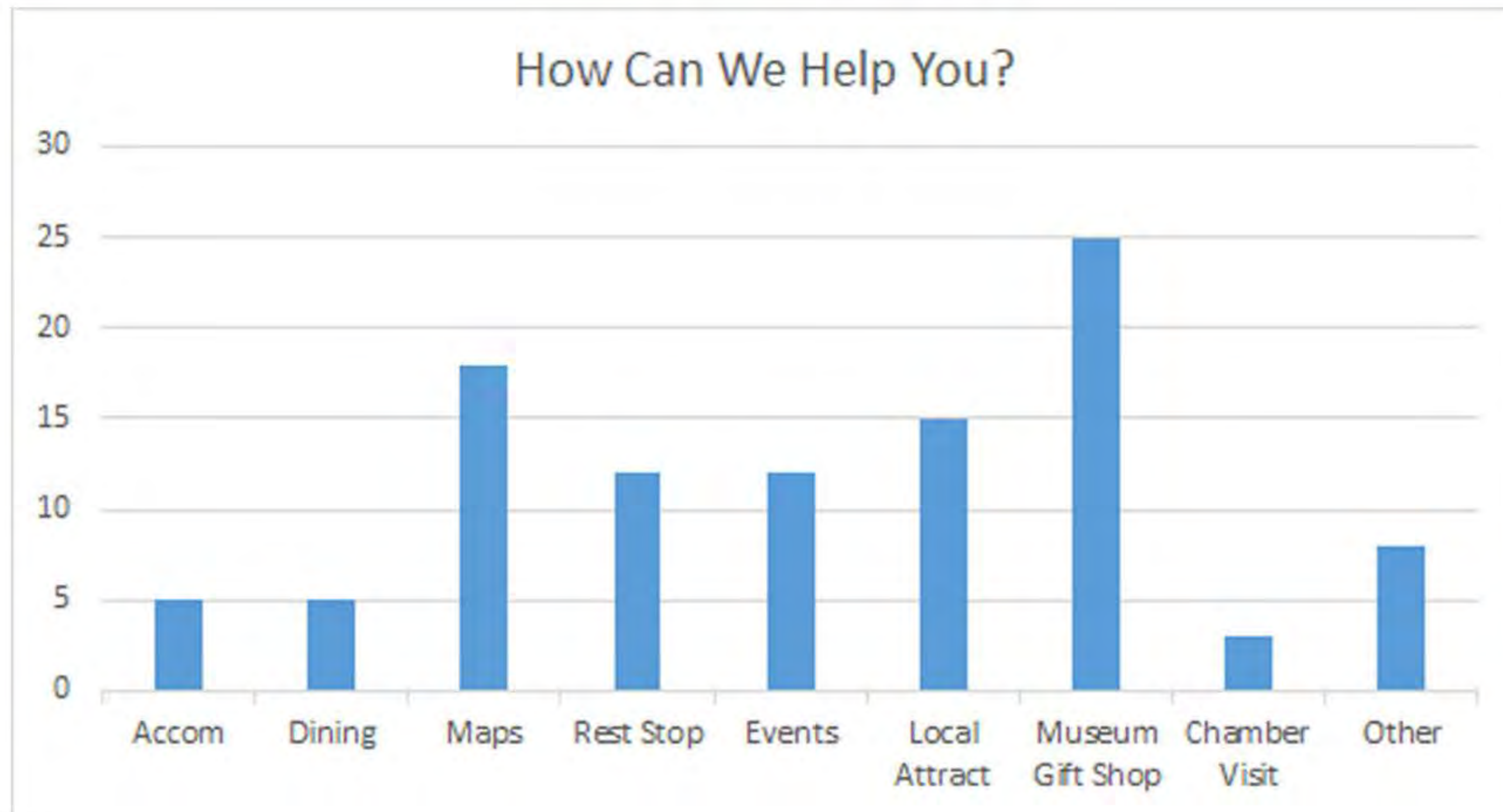
Visitor Range of Age



Reason for visiting Carleton Place:

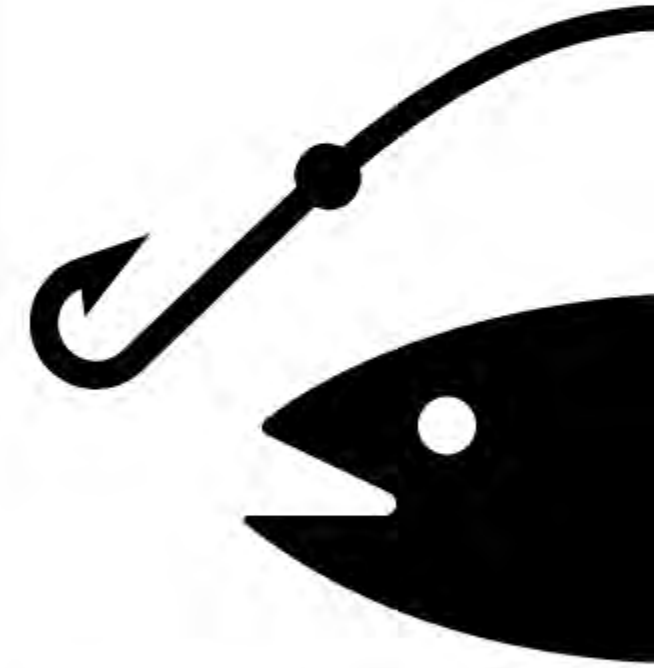


Walk-in Data



Proposed Activities for 2020

- Continue to deliver high level services at Information Centre
- Create and distribute 2020 Information Guide
- Work with Lanark County Tourism and town staff to develop a 2020 local tourism strategy and action plan
- Promotion of Bike Share Program and OVRT trail
- promote and expand fishing rod rental program
- promote and expand on snowshoe program
- Continue to promote Sip & Savour Trail and #cpeats
- Explore opportunities for use of the Community Friendship Oven
- Continue to be active on LCTA board of directors
- leverage funding from OHTO for tourism training delivery



The Investment

Carleton Place & District Chamber of Commerce - 2020 Tourism Budget

INFORMATION CENTRE →

INFORMATION / VISITOR GUIDE →

INDUSTRY VISIBILITY & PARTNERSHIPS →

ADVERTISING & PROMOTION →

ACTIVITY	BUDGET	DESCRIPTION
Hosting of the Information Centre and Participation in Community Festivals and Events when possible	\$26,262.00 (including employer MERCS) 7 days of staff time plus event participation	Info Centre open – based on 7 days/week (33% for weekdays + weekend Staff and volunteers at Bridge St. Summerfest, Carleton Place Home Show, all downtown community/tourism events and activities
Tourism Centre Operating Costs	\$6,208.00	1/3 of total costs, include supplies, insurance, maintenance, telephone, internet (15%), flowers, signage
Development, project management, coordination, editing and images etc.	\$3,602.00	Goal: to create another guide that is functional to both residents and visitors alike to get them active in Carleton Place, includes time to contact local community groups and develop annual event calendar, writing content, sourcing and purchasing photos, developing cover layout.
Distribution	\$5,100.00	Goal: to distribute 12k copies locally, 1k for at summer events, 2k for trade shows, 1k for the information centre, 6k to outside communities.
Postage	\$520.00	Fulfilment of requests for our Guide from people in the USA and throughout Canada – services as a great tool for people considering a move to Carleton Place
External Communication eg. Lanark Tourism/OHTO & Summer Student Grant Writing	\$3,366.00	Goal: attend Lanark County tourism meetings and special committees, mileage, communicate with other tourism organizations write grants to obtain summer students, supervise summer students, support of sip & savor tour, Customer Service Training opportunities.
Tourism Membership Fees	\$520.00	LCTA, OHTO
		for CP as the first choice for spending time & money. Visitors: Promote Carleton Place as a day trip destination – Outdoors/shopping/sports etc. Potential residents: encourage people to consider Carleton Place When Relocating
Print advertising/Media relations		Goal: to promote Carleton Place as a destination of choice based on the new brand & complements existing
Consumer/Tourism/events		Chamber staff and volunteer support at Ottawa Travel Show, extra events, etc.
Total	\$45105.00	
2% cost of living increase	\$902.10	
Total for 2020	\$46007.10	

The background image shows a rustic log cabin with horizontal wooden logs. A large, black, cursive 'Thank You!' is superimposed over the upper half of the image. In the foreground, three people (two women and one man) are standing near the entrance of the cabin. To the left, there is a green sign for 'CARLETON PLACE' and 'LANARK COUNTY' with various text and images. A planter box with pink and white flowers is in the lower left foreground. The scene is brightly lit, suggesting a sunny day.

Thank You!

We appreciate Council's ongoing support and recognition of the importance of investing in the Chamber's efforts to enhance the prosperity of Carleton Place.

COMMUNICATION 130200

Received from Trisa McConkey, CPA, CGA, Treasurer
 Addressed to Committee of the Whole
 Date November 12, 2019
 Topic Financial Report to October 29, 2019

SUMMARY:

The attached Financial Report provides a review of the Town's financial performance after the first ten (10) months of 2019.

COMMENTS:

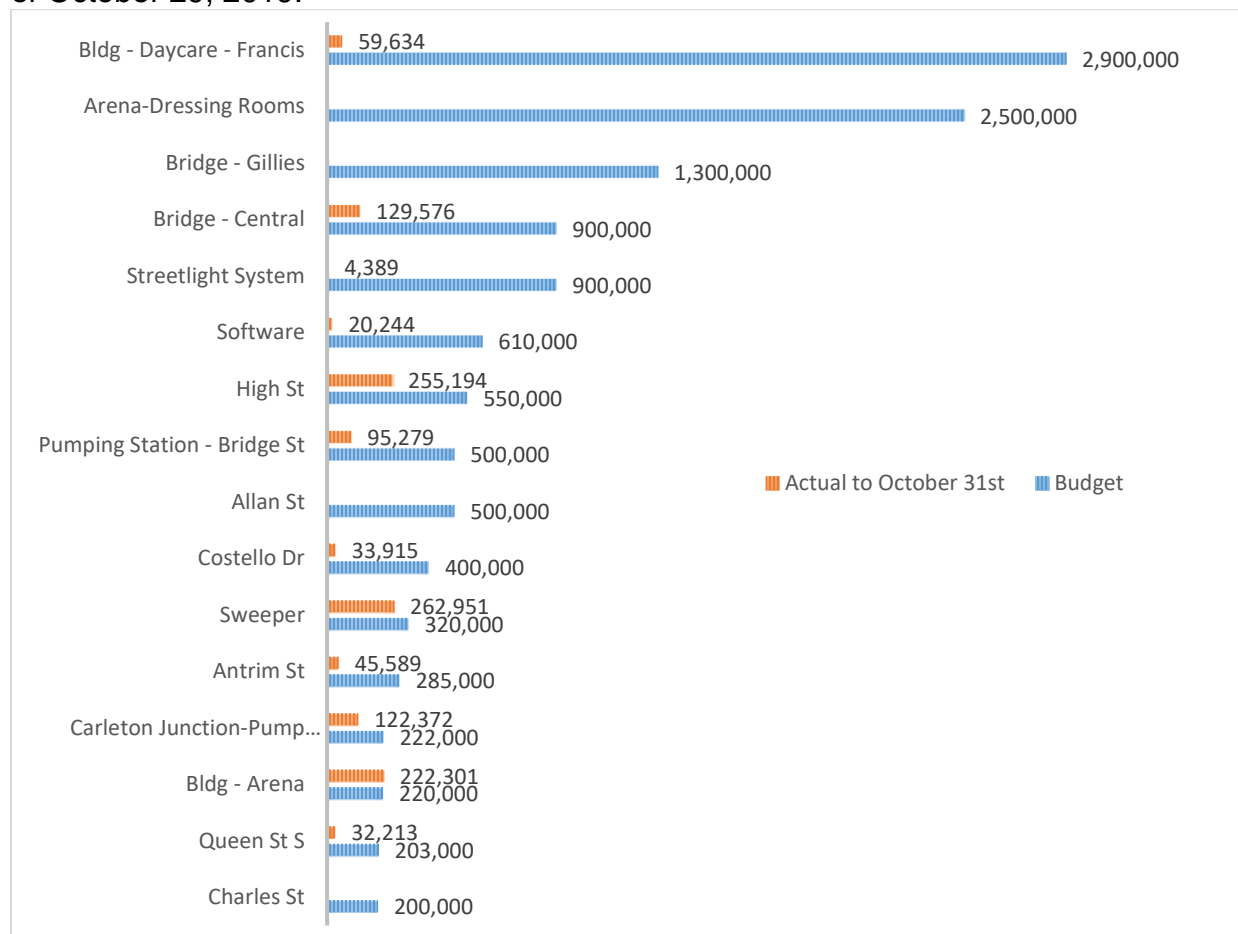
At October 29, 2019, the financial year is 83% complete. The table below shows the 2019 approved operating budget and year-to-date actual expenditures by functional category.

	BUDGET	YEAR-TO-DATE	% of Budget
Revenue			
ADMINISTRATION	(\$1,186,505.00)	(\$1,645,912.92)	139%
PROTECTION-POLICE	(\$20,000.00)	(\$12,040.00)	60%
PROTECTION-excluding police	(\$559,758.00)	(\$1,169,993.78)	209%
SOCIAL/FAMILY SERVICES	(\$3,741,000.00)	(\$2,925,246.94)	78%
TRANSPORTATION	(\$475,318.00)	(\$322,618.60)	68%
ENVIRONMENTAL-WASTE	(\$192,000.00)	(\$100,419.02)	52%
ENVIRONMENTAL-WATER/SEWER	(\$6,291,122.00)	(\$6,345,488.72)	101%
RECREATION/CULTURE	(\$1,944,250.00)	(\$1,277,804.31)	66%
PLANNING/DEVELOPMENT	(\$166,000.00)	(\$164,251.41)	99%
Revenue Total	(\$14,575,953.00)	(\$13,963,775.70)	96%
Expenses			
ADMINISTRATION	\$2,182,191.00	\$1,592,753.71	73%
PROTECTION-POLICE	\$2,385,966.00	\$1,774,439.95	74%
PROTECTION-excluding police	\$2,119,796.00	\$1,548,423.12	73%
SOCIAL/FAMILY SERVICES	\$3,738,760.00	\$2,995,833.94	80%
TRANSPORTATION	\$3,019,923.00	\$2,423,064.34	80%
ENVIRONMENTAL-WASTE	\$882,201.00	\$642,157.22	73%
ENVIRONMENTAL-WATER/SEWER	\$5,148,612.00	\$2,598,006.56	50%
RECREATION/CULTURE	\$2,796,633.00	\$2,037,117.34	73%
PLANNING/DEVELOPMENT	\$604,005.00	\$565,151.30	94%
Expenses Total	\$22,878,087.00	\$16,176,947.48	71%
Grand Total	\$8,302,134.00	\$2,213,171.78	27%

Significant variances as at October 29, 2019 include:

1. Administration revenue is significantly over budget due to the \$613,457 in unexpected Efficiency Funding received from the Province.
2. Protection (excluding police) revenue is significantly over budget. Building permit fees, were budgeted to be \$500,000 however the department has collected \$1,057,735 to the end of October. By-law fine revenue is also exceeding the budget of \$20,000 by over \$17,000.
3. Environmental-Waste revenue appears to be low however, we are still anticipating revenue as the Household Hazardous Waste Depot typically invoices partner municipalities later in the year.
4. Budgeted expenditures within the Environmental-Water/Sewer category include the year-end transfers to reserves which have not yet occurred. Otherwise spending appears to be on track.
5. Planning/Development expenses will be over budget slightly due to relying on higher costing contracted services to cover a maternity leave which lasted 3 months longer than budgeted.

The following chart displays spending towards major (over \$200,000) capital projects as of October 29, 2019:



A number of capital projects commenced in late July or early August so further progress will be evident on the next financial report.

FINANCIAL IMPLICATIONS

Overall, I am forecasting a surplus position at year-end that will allow for the repayment of some of the Efficiency Funding used to fund the road construction projects that were over budget earlier in the year.

STAFF RECOMMENDATION

THAT Council receive the Financial Report from the Treasurer to October 29, 2019 as information.

COMMUNICATION 130201

Received From: Lennox Smith
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Concern over changes to pool By-law (Rear yard setback).

SUMMARY

The Town of Carleton Place Building Department has received a concern from a local resident over a change that was recently made the Town's Pool By-law and the impact it has on his property at 77 Stonewater Bay. The change in question is the increased setback from a rear property line which abuts the side yard of an adjacent property.

BACKGROUND

The recent By-law change increased the rear yard setback from 1.2m to 3m for any pool proposed in the rear yard of a property when it abuts the side yard of the property behind it. The changes were recommended by the Chief Building Official (CBO), to address an aging By-law that no longer seemed to adequately factor the change in the size and placement of lots within the Town of Carleton Place. The change in setback was recommended in an effort to maintain greenspace due to the decrease in lot sizes, and negative implications such as excessive noise and water splashing onto neighbouring properties due to the previous lower setback.

These potential issues were addressed in the changes to the new By-law to ensure that the Town of Carleton Place allows a buffer zone that will reduce these issues to a reasonable level. The 1.2m setback that was originally in place was increased to 3m to provide a guard from the issues noted above.

COMMENTS

After review by the Committee of the Whole and while awaiting final approval by Council, the owner of Above and Beyond Pools attended the office on September 9, 2019 to apply for a permit for 148 Dulmage Street. At that time, the CBO advised him that the Town had updated its Pool By-law and changed a number of items. He specifically asked the Chief Building Official (while in the presence of the Building Clerk) about items that specifically affected the 148 Dulmage Street application. We reviewed the changes that affected his application, and he decided to hold off on applying for the permit until after the new By-law was passed, and he seemed generally pleased with the changes discussed. There was no mention or discussion about the property at 77 Stonewater Bay where Mr. Ramsay resides, and the Owner did not request a copy of the proposed new By-law at this time.

On September 16, 2019 the owner of Above and Beyond Pools again attended our office to apply for the permit for 77 Stonewater Bay. At the time of application, the Applicant was advised that the new Pool By-law changes would not allow the pool to be installed that far into the rear yard due to the setback increase to 3m from 1.2m. The Applicant reported back to the owner of the property (Mr. Ramsay) about the changes. The application and payment were not accepted for this application at this time.

After that meeting Mr. Ramsay and the owner of Above and Beyond Pools attended the

office again, and the reasons for the changes were reiterated and they were advised that the pool could not be approved in the manner they proposed. Mr. Ramsay was given the option of writing to Council (see letter attached as Appendix which would prompt a report from the Chief Building Official to discuss at Committee. "Appendix A".

The site at 77 Stonewater Bay has approximately 7.63m (25ft) from the house to the rear yard. Although the proposed pool installation would not work within the parameters of the new By-law, other pool options would work within the space available, with the above ground pool being the most plausible) Please see the attached photo in "Appendix B", and the as built survey in "Appendix C" that shows the lot and the rear yard of the property.

There are no provisions in the current Pool and Pool Enclosures By-law for variances. Variances are primarily a planning function and are not suggested or encouraged as an option that should be built into by-laws for items like pools, due to the fact that they encourage a monetary based solution instead of compliance with the regulations set forth.

The Chief Building Official made the changes to the By-law based on years of experience with different pool regulation by-laws in various jurisdictions. The abutting of a rear yard to side yard has been consistently one of the most often disputed areas to deal with during pool applications and installations. The Chief Building Official supports the current By-law setback of 3m as a reasonable setback to maintain a buffer zone with the abutting property, however the final decision on this manner rests with Council. A change back to the 1.2m will resolve this situation, however it may cause more aggravation in the future, if a neighbour takes exception to the close proximity of a pool to their property line, house walls and windows. The trend of creating smaller lots with reduced rear yards has the potential to cause problems if the by-law provisions are changed back to 1.2m

Options available to Committee include:

1. Uphold the 3m setback in the current Pool and Pool Enclosures By-Law;
2. Allow a variance of 1.8m (from 3m to 1.2m) for 77 Stonewater Bay due to the timing of the application with the passing of the new By-law;
3. Revert back to the previous 1.2m setback which will require an amendment to the By-law

STAFF RECOMMENDATION

THAT Council support Option 2 – allow a variance to the Pools and Pools Enclosures By-law 87-2019 of 1.8m (from 3m to 1.2m) for the rear yard setback for 77 Stonewater Bay due to the timing of the application with the passing of the new By-law.

APPENDIX A

Lennox Smith
Chief Building Official for the Town of Carleton Place
175 Bridge Street,
Carleton Place,
ON K7C 2C8



Dear Sir,

I am writing this letter asking for a variance to the new pool bylaw for 77 Stonewater Bay in Carleton Place.

I am asking that you reconsider the rear yard pool setback from 3m to 1.2m as per the former bylaw. The new bylaw will have our pool put 2 feet from the house, which would mean that when I walk out my back door, I would essentially be walking into the pool. The footings (underground supports) are 2 ½ feet wide and under the new bylaw, this won't work. A window well and faucet are both located there as well. If we put the pool where you suggest us to, we would have to remove a 30 foot tall spruce tree as well.

I met with Mr. Ian Watson, owner of Above and Beyond Pools and Spas, over the last few years [since 2017], and was assured that the bylaw that Ian had at that time would allow a pool to fit on this property [and it did!].

On September 9th 2019 we went over everything again, exchanged a significant cash deposit for the pool, and Ian went to apply for the permit. He was asked to wait until the new bylaws came out. When the new bylaws came out around Sept. 16th they now no longer allowed a pool to fit on this property. Had he had know that this would be an issue, he would have pushed it through and submitted everything then. This predates the new bylaw coming into effect.

My wife and I were looking forward to "enjoyment of life" coming into our retirement years with a pool and a pool would certainly be beneficial for my wife's arthritis.

I am requesting a variance to put in our pool, not a change to the bylaw. I would appreciate your reconsideration on this matter.

Sincerely,

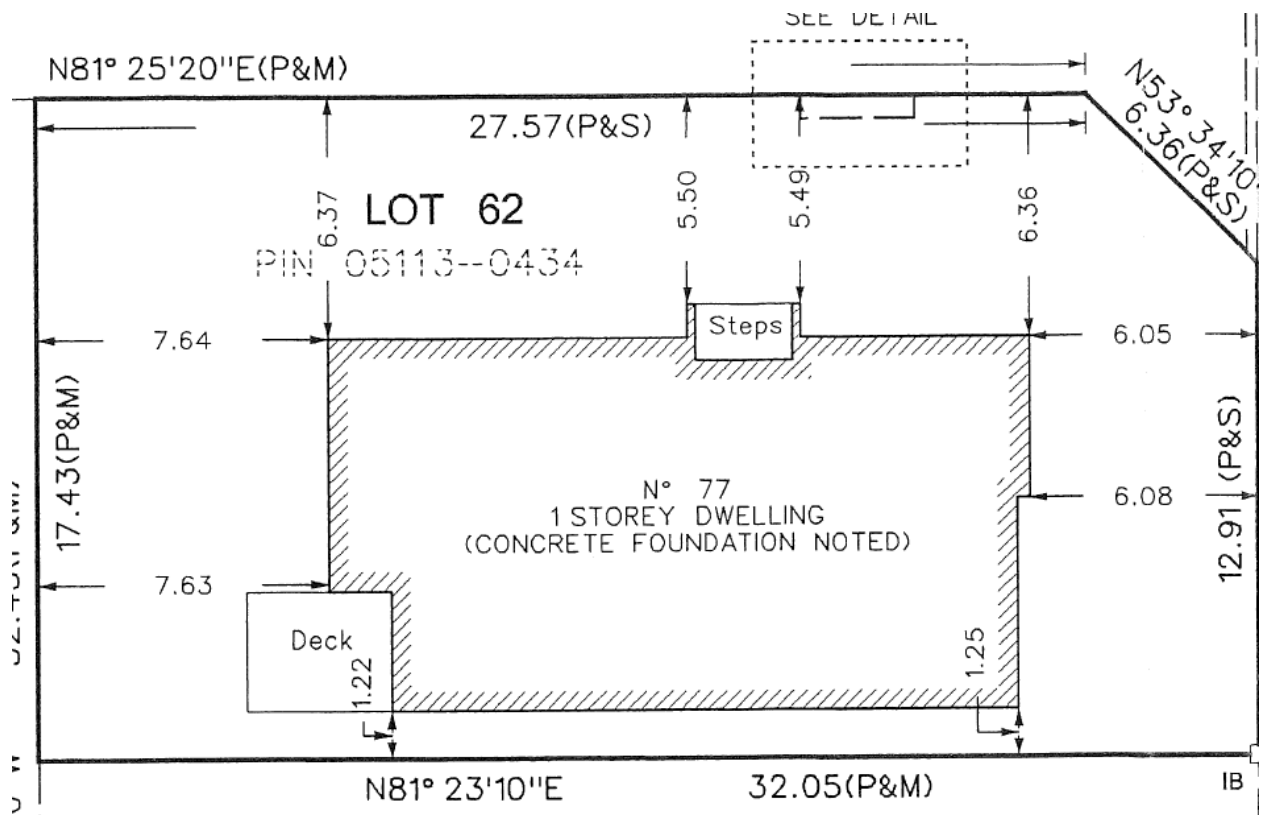

Brent Ramsay

77 Stonewater Bay
Carleton Place, On
613-257-9635

APPENDIX B



APPENDIX C



Submission to Joanna Bowes and Town Council re: Three Floor Site Plan Submission
DP3-01-2018

Hi Joanna:

As discussed here is a letter outlining our request to re-open or amend the above named development permit application and the reasons to allow that. I'd also like the opportunity to present my request to Council at the upcoming Nov 12th meeting.

Thank you for your time Joanna.

All the best,
Cheryl Batten
613-314-0247

As a direct result of a relatively unprecedented number of public and private meetings with neighbours, planning department personnel, engineering department personnel, and Town Council, the above named development permit application for a four storey building has been redesigned to three storeys as requested. At the last public meeting, it was stated that if the building was redesigned to three storeys, Council would support it, which lead to the redesign that has been submitted.

Of all the studies and reports submitted, not one issue was identified. There were no negatives. All of the studies and reports remain current. The studies and reports submitted were deemed to also support a three storey development as evidenced by the recommendations made that supported a three storey development. Asking for the studies and reports to be resubmitted based on three storeys would be costly and would not be of any benefit. They remain current.

The overall height is above the ICB which came into effect after three storeys were recommended and requested as a result of feedback and comments. More than 80% of the development meets the ICB. The top floor remains stepped back at 21' to provide the illusion of less height. The moulding that is similar to that of the older buildings on Bridge Street accounts for a bit of height as well as the 9' ceilings that are common to high end developments.

Ours is a special case in that the property that is at the crux of this development was purchased from the Town with the express purpose of building a 4 storey development. The footprint of the concept plans submitted as a requirement of the

Submission to Joanna Bowes and Town Council
re: Three Floor Site Plan Submission DP3-01-2018

purchase remains the same as that submitted for the development permit. The height has been modified as a result of the meetings with, and comments from, neighbours, planning department personnel, and Town Council.

Another point that makes ours a special case is that Council and the planning department asked for the building to be redesigned to three storeys, as it now has been. We also kept the top floor as the stepped back floor. To achieve three storeys, either the top stepped back floor or one of the middle floors could be removed. Choosing to remove one of the middle floors and keep the stepped back top floor shows even more consideration for the height issue.

The water and sewer engineering plans, as previously submitted, for the development and surrounding streets up Allan beginning at Victoria and ending just past the development property on Charles St have received MOE approval and the Town is preparing to make use of those plans. Robin Daigle has been in contact with Novatech to obtain permission to use the engineering plans as submitted for the development.

The water and sewer engineering plans as submitted are not only acceptable, they have received both the Town's engineering department's approval and the Ministry of the Environment application approval. There is no further information that could be added to necessitate a further review. As well, there is a huge benefit to the Town to proceed with this development. Without this development permit application, the repair and replacement of the failing systems surrounding the development will be delayed as the Town has its own engineering studies done. It should also be mentioned that the development will be sharing in the cost of replacing the water and sewer system surrounding and beyond the development at a substantial cost – estimated to be \$550,000-\$600,000. The cost sharing is to be 50/50. That is a substantial savings to the people of Carleton Place.

It should also be noted that the Planning Department has a substantial volume of work to contend with. Being that the work and reviews associated with this development permit application has already been done, it would be reasonable to assert that having the planning department personnel repeat it, to reach the same outcome, serves no one.

Submission to Joanna Bowes and Town Council
re: Three Floor Site Plan Submission DP3-01-2018

In summary: the development permit application named above has been thru a very thorough and complete review by the neighbours, planning department, engineering department and Town Council. The three storeys as currently submitted are a result of that very long process and it would serve no one to have to repeat it, and would not produce any new information.

In point form:

- three storeys are a result of numerous public and private meetings
- repeating the public and private meetings will yield the same result
- Council and the planning department support three storeys
- the ICB came into effect after the three storey recommendation
- the top floor is stepped back at 21'
- 80% of the development meets the ICB
- all reports and studies submitted were without issue
- all studies and reports also apply to three storeys
- all studies and reports remain current
- all the sewer and water engineering has been done and approved
- MOE application has been approved (a lengthy process)
- the 50/50 cost share of the engineering work amounts to \$275,000-\$300,000
- the application has been thru the approval process, as well as the public hearings
- there is no new information to be added, no need for a further review
- allowing the file to be reopened saves duplication of services
- allowing the file to be reopened saves adding to the planning department's substantial work load thru duplication
- the planning department has already done all of the work associated with reviewing this development permit application

Thank you for your consideration
Cheryl Batten

Submission to Joanna Bowes and Town Council
re: Three Floor Site Plan Submission DP3-01-2018

COMMUNICATION 130202

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date November 12, 2019
Topic Request to Re-open 50 Allan Street Application

SUMMARY

The developer of 50 Allan Street has provided a letter to the Planning Department with a request to re-open the file at 50 Allan Street (attached). In a discussion with Ms. Batten on October 24, 2019, Planning staff noted that the file was deemed closed and could not be re-opened as the process was followed from pre-consultation through to a decision by committee, followed by a decision by the Local Planning Appeal Tribunal (LPAT).

As such, Ms. Batten is requesting 5 different items be reviewed and discussed.

1. That the file be re-opened and amended; or
2. That if a new planning application is required, that:
 - a. Planning and Engineering fees be waived for her new application;
 - b. No new studies be required for the new application;
 - c. No public consultation be required; and
 - d. The Interim Control By-law be waived for her property.

Her reasons for the above are discussed in the attached letter.

COMMENT

The Planning Department recommends as follows:

1. That the application not be re-opened as the file has been through the process from pre-consultation through to a decision by LPAT. The correct time for amendment would have been during the commenting period.
- 2.a. Given that staff recommends the submission of a new application, the Developer is requesting the waiving of fees. The fees for a new application would be \$3,500 for planning and \$2,000 for engineering. The Engineering Department believes that if the engineering plans are not changed, and it is anticipated that they won't be, then no new fees would be required to be charged again, as a review of plans would not be required.

With respect to the Planning fee of \$3,500, it is collected to account for staff time to review the studies and reports, to write a report for Committee's consideration and for the circulation to neighbouring properties and the posting of a sign notice on site. Given that staff has reviewed the studies which are not anticipated to change significantly, a decrease in fees could be supported. However, the circulation and sign notice, as well as the time to prepare those notices should be taken into

consideration for staff time. Consideration should be given to the fact that it is possible that other developers within the Town may also ask for fees to be waived and should be looked at on a case by case basis. In this case, Staff recommends a fee of \$1,000 be charged to the applicant to cover the cost of postage, placement of a sign on the property and related collection and distribution of public comments as these costs should not be borne by the taxpayer.

- b. The Developer has asked that she not be requested to provide new studies for this development proposal. She noted that it comes at significant cost, even for minor amendments to wording such as making the change in a report from four (4) stories to three (3) stories. The Planning Department agrees with this assessment and notes that the majority of studies should not change, particularly with respect to Environmental Impact Studies, Archeological Studies, and Landscape Plans already provided. In conversation with the Engineering Department, it is also possible to waive the requirements for new studies/plans for engineering related items. The Planning Department can support this request for the most part, provided that there are no significant revisions which will precipitate new studies as part of the planning application. A new Site Plan, Coloured Elevation Drawings, Planning Rationale Report and Urban Design Brief will be required as these items will experience the most significant changes.
- c. The Developer has requested that the process for public notification be waived and has provided several reasons in her attached letter. Staff is unable to grant the waiving of public notification nor is it recommended that Council waive this requirement. While it is acknowledged that the community and staff have had significant input and the Developer has had multiple meetings with staff, the public and other commenting agencies, it is imperative that the process be followed, particularly for a new application. Ms. Batten has lowered the height to three (3) stories and is confident that she has made the changes requested. If all the Community's issues are indeed addressed by the applicant, the community may be more supportive of her new application.
- d. The Developer has asked to waive the requirements of the Interim Control By-law for her property specifically. She argues that this land was sold to her by the Town with an understanding of what was to be built. As part of her last application, staff supported three (3) stories and she has modified the plans as requested, after being denied at LPAT for a four (4) storey building. The developer notes that more than 80% of the structure is below the required 28' and in fact, the top floor is stepped back at 21 feet to provide the illusion of less height.

Interim Control By-law 51-2019 states: "Any complete application for Official Plan Amendment, Development Permit under the Planning Act within the Study area that exists on or before the date of passage of this By-law shall be exempt from the By-law and be eligible to apply for building permits in accordance with the approved Development Permit for the lands"

As noted above, a new application is required and given the proposed height of the building, the Interim Control By-law applies to this property and should not be waived. It is anticipated that the study will be completed by May 2020 at which time the Developer could make a new application if she chooses to.

STAFF RECOMMENDATION

THAT Council authorizes the following with respect to the application for a 3-storey apartment building for 50 Allan Street:

1. The application be deemed a new application;
2. The applicant be charged a reduced application fee of \$1,000 to recover the cost for posting a sign and circulating the application;
3. The requirements for studies be waived for the following studies:
 - a. Archeological Study;
 - b. Environmental Impact Statement;
 - c. Servicing and Stormwater Management Report;
 - d. Rock Elevations;
 - e. Landscape Plan; and
 - f. All engineering related plans provided no changes are made in the new application with respect to the engineering aspects of the project.

Request to re-open
and approve
DP3-01-2018
for
Re-designed Three Storeys

Staff recommendation 1:

That the application not be reopened as the file has been through the process from pre-consultation through to LPAT. The correct time for amendment would have been during the commenting period.

The application has indeed been thru the full process and as a result of all of that, including extensive comments from the community, staff and Council, the building has been re-designed to three storeys as was recommended and is supported.

There has been an extensive amount of work, time and cost that has gone into this development permit application and therefore should require a stronger argument than stated above to warrant a new application.

Staff recommendation 2a:

Given that staff recommends the submission of a new application, the Developer is requesting the waiving of fees. The fees for a new application would be \$3,500 for planning and \$2,000 for engineering. The Engineering Department believes that if the engineering plans are not changed, and it is anticipated that they won't be, then no new fees would be required to be charged again, as a review of plans would not be required.

We are not requesting a waiving or reduction of fees.

There are no new studies or reports to be reviewed.

There is no new information to process.

We are submitting the three storeys as was recommended and is supported.

A new application is not warranted.

As for the engineering plans, further explanation will follow but to sum up, the MOE application has already been submitted and approved. This step comes after plan approval by the engineering department.

Staff recommendation 2a continued:

With respect to the Planning fee of \$3,500, it is collected to account for staff time to review the studies and reports, to write a report for Committee's consideration and for the circulation to neighbouring properties and the posting of a sign notice on site.

Given that staff has reviewed the studies which are not anticipated to change significantly, a decrease in fees could be supported. However, the circulation and sign notice, as well as the time to prepare those notices should be taken into consideration for staff time.

The studies and reports would not contain any changes, would not include any new information, and therefore would not necessitate another review.

All of the studies and reports also supported three storeys.

There was substantial input from the community, staff and Council and based on all of that, three storeys were recommended and are supported.

There is nothing to indicate that the community will respond with any new information or viewpoints.

Staff recommendation 2a continued:

Consideration should be given to the fact that it is possible that other developers within the Town may also ask for fees to be waived and should be looked at on a case by case basis.

In this case, Staff recommends a fee of \$1,000 be charged to the applicant to cover the cost of postage, placement of a sign on the property and related collection and distribution of public comments as these costs should not be borne by the taxpayer.

We are not asking for a reduction nor to have fees waived. We are asking for our development permit application to be re-opened and the development permit granted.

The studies and reports submitted as part of the complete development permit application continue to be current, support three storeys, and have already been reviewed by the planning department making any further review redundant.

After the significant input from the community, both written and in person at the two public meetings, it is highly unlikely that there would be any new information or comments submitted. It seems like an unnecessary, time consuming, and costly, exercise to put this back out to the community for comments.

Significant Input:

25 individuals and agencies responded amounting to 16 pages of comments

Every comment and concern was responded to in detail

2 public meetings were held in the upper hall

There were 50+ in attendance each time

Many of those individuals voiced their concerns at those meetings

No new information would be brought forward thru another public consultation.

Current Studies:

Of all the studies and reports submitted, not one issue was identified.

There were no negatives. All of the studies and reports remain current.

All of the studies and reports support three storeys

There is no new information and therefore no review is necessary.

We do not believe that the justification given for requesting a new application is strong enough to warrant the time, cost, and involvement.

Staff recommendation 2b:

The Developer has asked that she not be requested to provide new studies for this development proposal. She noted that it comes at significant cost, even for minor amendments to wording such as making the change in a report from four (4) stories to three (3) stories.

The Planning Department agrees with this assessment and notes that the majority of studies should not change, particularly with respect to Environmental Impact Studies, Archaeological Studies, and Landscape Plans already provided.

None of the studies will change. They all supported three storeys and there is no new information to add or be reviewed.

Staff recommendation 2b continued:

In conversation with the Engineering Department, it is also possible to waive the requirements for new studies/plans for engineering related items. The Planning Department can support this request for the most part, provided that there are no significant revisions which will precipitate new studies as part of the planning application.

There seems to be some misunderstanding regarding the engineering plans and staff recommendations.

The plans as submitted to the engineering department for the development and surrounding streets up Allan beginning at Victoria and ending just past the development property on Charles St. are not only acceptable, they have already been submitted to and received MOE approval. This is a long and involved process.

As well, the engineering department has been in contact with Novatech, our engineering consultants, to obtain permission to use those engineering plans. To date, those plans have cost us in excess of \$100,000.

Also included in those plans is the installation of much needed sidewalks and curbs where none currently exist, enhancing the look of the area and the safety as well.

If our development does not go forward, the repair and replacement of the failing systems surrounding the development will be delayed as the Town has its own costly engineering studies done.

It should also be mentioned that a 50/50 cost sharing agreement is planned. The estimate for the work to be done is \$550,000-\$600,000. Our development would cover half of those costs.

Staff recommendation 2b continued:

A new Site Plan, Coloured Elevation Drawings, Planning Rationale Report and Urban Design Brief will be required as these items will experience the most significant changes.

A new site plan has been submitted.

Coloured elevation drawings will follow, but please note that the building remains the same save one middle floor being removed.

As for the Planning Rationale Report, there is no new information to be added and therefore, no review would be necessary or warranted. Changing the wording of four storeys to three does not justify the cost.

An Urban Design Brief is also called a 'Peer Review'. This has been voted on previously and defeated by Council as a four storey building. This is now a three storey building and does not have the level of complexity that a peer review is intended for.

Staff recommendation 2c:

The Developer has requested that the process for public notification be waived and has provided several reasons in her attached letter. Staff is unable to grant the waiving of public notification nor is it recommended that Council waive this requirement. While **it is acknowledged that the community and staff have had significant input and the Developer has had multiple meetings with staff, the public and other commenting agencies**, it is imperative that the process be followed, particularly for a new application. Ms. Batten has lowered the height to three (3) stories and is confident that she has made the changes requested. If all the Community's issues are indeed addressed by the applicant, the community may be more supportive of her new application.

*According to staff, there has been **significant** input. It is a result of all of that input, including 16 pages of written comments and two public meetings with 50+ in attendance, that resulted in the recommendation for three storeys.*

The community voiced their support of three storeys at those meetings.

The re-design to three storeys addresses the concerns of Town Council and the community.

Staff recommendation 2d:

The Developer has asked to waive the requirements of the Interim Control By-law for her property specifically. She argues that this land was sold to her by the Town with an understanding of what was to be built. As part of her last application, **staff supported three (3) stories and she has modified the plans as requested**, after being denied at LPAT for a four (4) storey building.

The developer notes that **more than 80% of the structure is below the required 28'** and in fact, the **top floor is stepped back at 21 feet to provide the illusion of less height.**

Interim Control By-law 51-2019 states: "Any complete application for Official Plan Amendment, Development Permit under the Planning Act within the Study area that exists on or before the date of passage of this By-law shall be exempt from the By-law and be eligible to apply for building permits in accordance with the approved Development Permit for the lands"

As noted above, a new application is required and given the proposed height of the building, the Interim Control By-law applies to this property and should not be waived. It is anticipated that the study will be completed by May 2020 at which time the Developer could make a new application if she chooses to.

This is not the forum to debate the terms of the land sale. Our focus today is granting a development permit based on the submission of three floors as per staff recommendation and supported by Council and staff. Its unclear as to why this would have been included in this recommendation. It doesn't apply here.

The ICB came into effect after the recommendation of three storeys. There are numerous homes in the area that are over 32' up to almost 40'.

The 28' ICB is an incredibly difficult limit to remain within. 3 floors with standard 8' ceilings, with minimum 1' of floor joists separation, minimum 1' roof trusses, leaves 1' or less for the foundation. This ICB greatly hampers, and comes close to eliminating, the option of building three storeys with standard 8' ceiling height and completely eliminates the option for 9' or higher ceilings in a three storey building.

This 3 story home at 19 Allan St., 3 homes away from our development, is estimated - at a minimum - to be 31-34' high and could be more because floor joists/roof trusses are generally more than 1' of thickness in older homes.

There are numerous homes this height in the area, with at least 4 on Emily St. which backs onto our development.

1' min +
7-8' +
1' min +
9-10' +
1' min +
9-10' +
3' =
31' to 34'
est height
at a
minimum.



This Victorian home at 30 Allan St. is approx. 34' high and is two away from our development which is planned for the open space to the right of the picture.



Point Form Summary

- three storeys are a result of numerous public and private meetings
- repeating the public and private meetings will yield the same result
- Council and the planning department support three storeys
- the ICB came into effect after the three storey recommendation
- the top floor is stepped back at 21'
- 80% of the development meets the ICB
- all reports and studies submitted were without issue
- all studies and reports also apply to three storeys
- all studies and reports remain current
- all the sewer and water engineering plans have been reviewed and approved
- MOE application has been paid for and approved (a lengthy process)
- the 50/50 cost share of the engineering work amounts to \$275,000-\$300,000
- the application has been thru the full and complete approval process
- there is no new information to be added, no need for a further review

COMMUNICATION 130203

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date November 12, 2019
Topic DP2-05-2019, Rental Village

SUMMARY

An application has been submitted for a Class 2 Development Permit for the property legally described as Plan 27R-8431, Part 6, Part of Lot 16, Concession 11 in the Geographic Township of Beckwith, now in the Town of Carleton Place and locally known as 10348 Cavanagh Road. The property is designated as Highway District in the Town of Carleton Place Official Plan and Development Permit By-law. The applicant is proposing to add a temporary building measuring 133.8 square metres through the addition of a portable to the existing building as well as to gain approval for the existing five (5) shipping containers on site. The proposal is to have surface level parking. Six (6) of the existing parking spaces are within the front yard and will be recognized as non-conforming through this application

Site access is provided from both Cavanagh Road and Hooper Street.

The applicant is requesting relief from the following Development Permit Provisions:

1. A variation for parking location due to six (6) of the existing parking spaces being in the front yard.
2. To recognize the five (5) existing shipping containers on site as non-conforming and non-complying.
3. To recognize the temporary use of the modular structure currently placed onsite and attached to the existing building for no more than three (3) years. This modular structure has no formal permissions granted to date.

COMMENT

Higher level documents, such as the Provincial Policy Statement, the County Official Plan and the Town of Carleton Place Official Plan include policies and directions to consider while evaluating any development proposal. The development generally meets the requirements of these documents.

Provincial Policy Statement:**Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns**

This project meets these requirements of Section 1.1.1. This project promotes efficient development and land use patterns which sustain the financial well being of the Province and Municipality over the long term. It further provides employment for the

Town and efficiently uses existing infrastructure and prevents the need for expansion of the Town's boundaries.

1.3 Employment

This project meets Section 1.3 Employment lands by providing a range of employment to meet long term needs. Further, it provides opportunities to support a wide range of economic activities and ancillary uses and takes into account the needs of existing businesses.

The proposal is not located near any natural or man-made hazards, nor any areas of archeological significance or prime agricultural land. As such, this development is in compliant and consistent with the Provincial Policy Statement.

Lanark County Sustainable Communities Official Plan:

2.3 Settlement Area Policies

Section 2.3.1 General Policies

"Lanark County is home to many thriving Towns, Villages and Hamlets which provide a place to live, work and play. The following shall apply:

- 5) Efficient development patterns will be encouraged in Settlement Areas to optimize the use of land, resources, infrastructure and public service facilities....
- 6) Local land use policies shall provide for...commercial lands".

This project meets these requirements.

2.6.2 Local Planning Framework

2.6.2.4 (4) "identify and zone an appropriate range of commercial, institutional and employment lands".

This project meets these requirements.

Town of Carleton Place Official Plan

Section 1.3 Guiding Principles

This section of the Town's Official Plan lists principles to guide development. The Town is directed to maintain and increase the employment base through supporting commercial, institutional and industrial opportunities.

The guiding principles also note that the Town is to ensure that effective infrastructure services will be provided in a cost-efficient manner. This project meets the guiding principles.

Section 2.3 General Design Policies

The General Design Policies outlined in Section 2.3 state:

1. "Proposed developments shall enhance the image of the Town of Carleton Place by complementing and contributing to:
 - The character of the area;
 - Local landmarks;
 - The consistency and continuity of the area within its surroundings;
 - The edges of the area;
 - Linkages within, to and from the area".

This application is for a temporary addition to an existing structure. The intent of the temporary use and building is to plan for a larger scale project as a formal addition to the building within 3 years. This future proposal will be required to complement the surrounding neighbourhood and the existing structure.

2. No significant views and vistas of landmarks and features shall be obstructed or dominated by this project.
6. "Development or redevelopment design shall strive to achieve the following:
 - Provide a development pattern that supports a range of uses;
 - Provide transportation connections to adjacent areas; and
 - Maintain and enhance valued historic development patterns and resources".

This application has provided some bicycle parking for active transportation. However, given the nature of this business it is anticipated that this will not be used often.

10. "The Town shall promote and encourage building facades to be visually interesting through extensive use of street level entrances and windows. Functions that do not directly serve the public such as loading bays and blank walls, should not be located directly facing the street."

The temporary nature of the modular building and sea containers should be noted. It is the intent of the developer to return within the 3-year window as required under Section 38 of the Planning Act, and submit a formal application which will address these, and other issues. Conditions in the Development Permit will be put in place to ensure this occurs.

3.3 Highway District

The Highway District development should “promote the efficient distribution of goods and services and satisfy the consumer needs of the Town’s residents as well as visitors from the greater area while providing local employment opportunities”.

Of the objectives for this the project supports existing and future needs of the community, while decreasing the need for residents to shop in other communities. This project meets the objectives as outlined in this Section of the Official Plan.

4.1.6 Street Trees

This section of the Official Plan is looking to both preserve trees where possible and to plant a sufficient number of trees in order to maintain a high standard of amenity areas and appearance.

Because the intent of this project is for a temporary use/structure, and because the owner does not have a future plan in place with respect to how he would like to move forward, a landscape plan was not a required part of this application. There is no sense in planting trees that will require removal for a building three years down the road. At such time as a formal application is applied for a use that is not temporary in nature, a landscape plan will be requested as part of the application for review by the Urban Forest Committee and Council of the day.

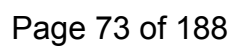
Current landscaping is to remain in place.

Town of Carleton Place Development Permit By-law:

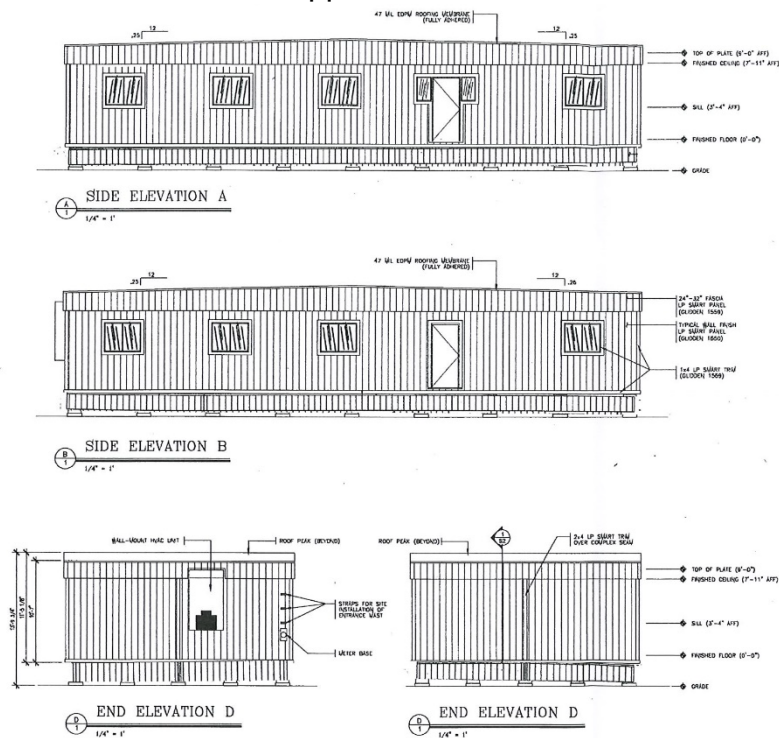
8.0 Highway District

The intent of this designation is to guide development of regional scale commercial/retail along Highway 7. A retail store is listed as a permitted use.

Below is the site plan for the proposed project:



The modular unit is to appear as below:



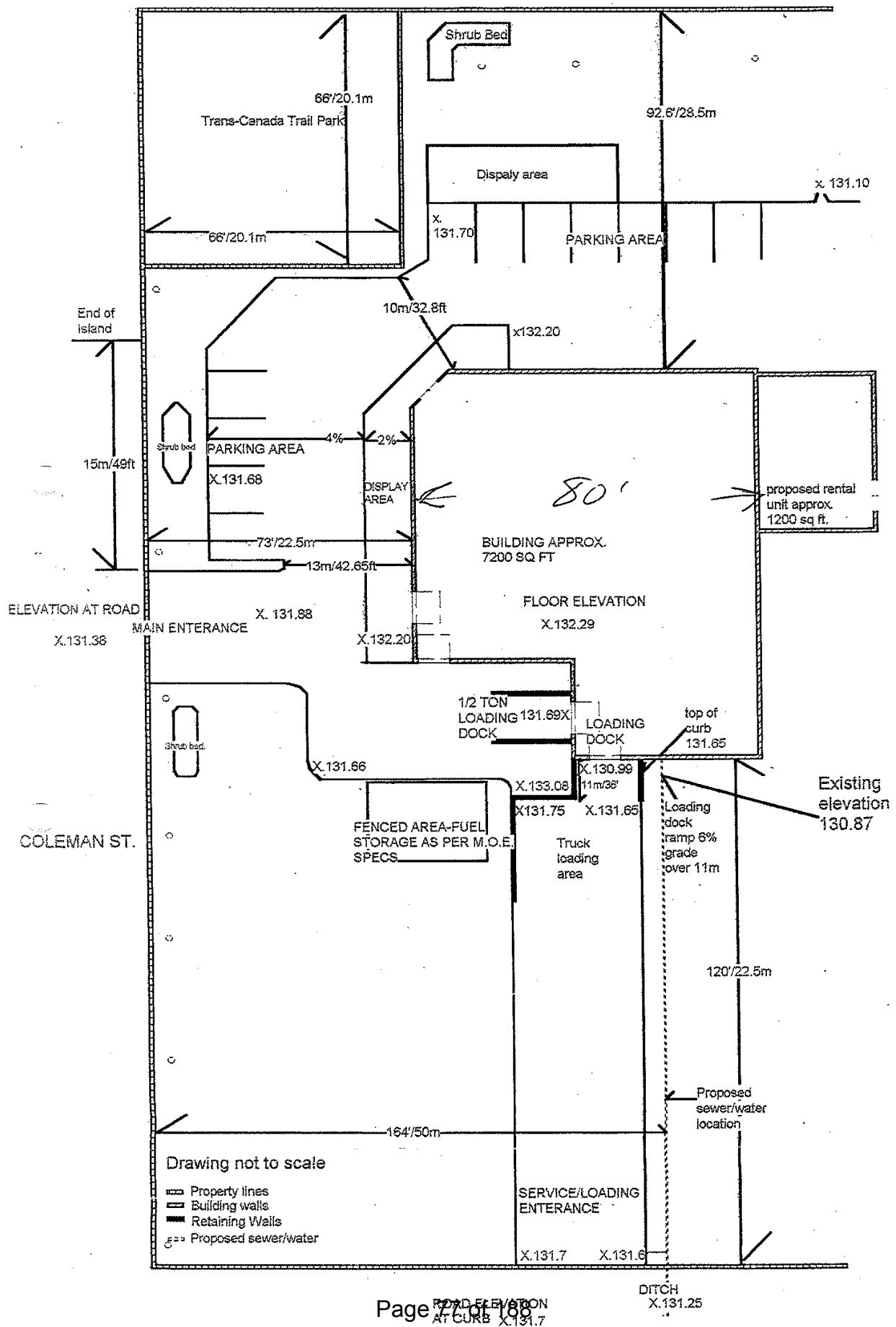
Below is a chart outlining the Development Standards of the Highway District designation.

Site Provisions	Requirements	Provided
Lot Area	Nil	12,188.1 square metres
Lot Coverage (maximum)	60%	7.36 %
Lot Frontage (minimum)	15 m	78 m Cavanagh Road
Front Yard	6.0 m	26.3m
Exterior Side Yard Hooper St	6.0 m	30.7m from shipping container 41.4m from main building
McNeely Ave		13.0m
Interior Side Yard (minimum)	1.2 m	None.
Rear Yard Depth (minimum)	6 m	40.3m from proposed addition
Building Height (maximum)	11m	✓

Site Provisions	Requirements	Provided
Loading Space	Floor area exceeding 250 sq m but less than 1000 sq m requires 1 loading space	✓ 1 loading space provided for total floor area of 943 sq m
Location of loading space	Shall not be located within a front yard or exterior side yard.	<p>Loading space is located in an exterior side yard. **this is an existing issue, under approval SPC-03-2004.</p> <p>It is recommended that at the time of a revised future site plan, this issue be reviewed and determine if there is potential to locate it appropriately.</p>
Parking Spaces	32 spaces	✓ 34 spaces provided, 1 accessible as required
Parking location (Section 14.2)	Parking to be located at rear or side of building. At no time will parking be provided within the front yard setback	<p>6 existing parking spaces located in the front yard, but outside of the front yard setback (6 m) as approved by SPC-03-2004.</p> <p>It is recommended that at the time of a revised future site plan, this issue be reviewed and determine if there is potential to locate it appropriately.</p>
Section 2.16 (3) (d) Temporary Uses for modular building and 5 shipping containers	A development permit Class 2 will be required for temporary uses.	Modular unit and 5 shipping containers to be approved by Committee through the Class 2 process.

Site Provisions	Requirements	Provided
		<p>All shipping containers are to be screened.</p> <p>**To be noted that both the shipping containers and temporary structure will be removed once the construction of the proposed permanent structure is completed.</p>
Outside Storage and Display	Shall not be permitted within any front yard and exterior side yard.	<p>Located in both the front yard and the exterior side yard setback.</p> <p>**this is an existing issue, under approval SPC-03-2004.</p> <p>It is recommended that at the time of a revised future site plan, this issue be reviewed and determine if there is potential to locate it appropriately.</p>
Bicycle Parking	2	2+

Below is the 2004 site plan approved under SPC-03-2004 indicating approvals of loading spaces in the exterior side yard, existing parking in front but outside of the 6 m setback and outside storage and display areas (permitted in a smaller area than is currently being used).



The Planning Department recognizes that there is a previous Site Plan Control Agreement in place (SPC-03-2004) which granted permissions for one loading space, in the exterior side yard, six (6) parking spaces within the front yard (but out of the front yard setback), and outside storage and display areas within an area outlined in both the rear and exterior side yard. The request for this application is to recognize five (5) shipping containers and a modular unit as an addition onto the existing building.

The Planning Department also recognizes that a formal application for a more permanent structure will be forthcoming. The intent is to provide compliance and approval for all these items on a temporary basis, with the expectation that when a formal application for a permanent building is made, these items will be reviewed to determine if it is possible to bring at least a portion of these items into compliance with the Development Permit By-law.

As mentioned above, one loading space was recognized within the exterior side yard in the original Site Plan Application. The Planning Department recognizes that this is a legal non-conforming space but asks that the developer review the location for this space, and potentially an additional space, if required to ensure it meets the Development Permit By-law of the day, if possible.

There are currently six (6) parking spaces approved within the front yard but located out of the front yard setback. The Planning Department recognizes that this is a legal non-conforming space but asks that the developer review the location of these spaces, and potentially additional spaces, if required, to ensure they meet the Development Permit By-law of the day, if possible.

Outside Storage and Display is not a permitted use within the Highway Commercial Use under By-law 15-2015. However, permission for this use was granted under SPC-03-2004. Only a small area within the front yard setback, and exterior side yard was outlined in that agreement. As with any expanding business, through the course of the years, this outside storage and display area has become larger than the permissions that were provided under the 2004 agreement. The outside storage and display area is now located on every side of the building, on a larger scale than approved.

A condition of the approval of this Development Permit Class 2 agreement will be to decrease the outside storage display to what was approved in the 2004 agreement. It is anticipated that through the application to come forward for a permanent structure, that all outside storage and display area will remain a permitted use as granted in 2004, but that the developer will ensure that the display will match the 2004 approved site plan. The Planning Department recognizes that this is a legal non-conforming, non-complying outside storage and display, but asks that the developer review the location for these areas to ensure they meet the Development Permit By-law of the day, if possible.

A total of five (5) shipping containers have been added to the site over the course of several years. As per Council's direction, the application is seeking approval for the existing location of these shipping containers which are located in two different areas within the exterior side yard along Hooper Street. These containers are to be fenced with opaque fencing. The developer has noted that these locations help with the functionality of the operations of the property and as such requests that these be recognized and approved in the exterior side yard. As per Section 3.2 Accessory Uses, Buildings and Structures, accessory structures are not permitted within the exterior side yard. Given the fact that the location of the containers help the functionality of the business, that they are to be screened, and that in a new application the majority of items are to be located in the rear yard, and the Planning Department will request the removal of the five (5) shipping containers, staff feels they can support leaving the containers in their current location until then provided they are to be screened. If the developer is requesting to keep these shipping containers permanently, then the Planning Department will require that they be located in the rear yard to ensure conformity with the By-law moving forward.

With respect to the temporary use of the modular unit, while it does not meet the design criteria as outlined in Sections 13 and 14 of the Development Permit By-law, it is recognized that this is a temporary structure and that the Developer will be seeking to construct a more permanent acceptable structure within the course of the next three (3) years.

Concessions have been made in terms of requirements for this application, recognizing that this situation is temporary. For example, while the proposed driveway/gravel expansion would typically be required to be paved, is not being requested at this time as the Planning Department acknowledges that a good portion of the paving would have to be removed to locate a new structure in the future. Similarly, trees and other greenspace as required is not expected until such time as an additional application is provided for a new structure. Other considerations that may typically be requested at this stage are not being requested such as grading and drainage and stormwater management studies due to the fact that this is a temporary use and no changes to proposed grading have been suggested.

The completed application studies included a Planning Rationale Report. Drawings include elevation drawings, landscape plan and site plan.

All comments and concerns relating to this project received by August 21st for the first circulation and October 25th for the second circulation or after have been accepted and circulated to both Council and the developer. Responses to those who commented by the deadline were provided by the developer through the Town.

Various comments were received over the two commenting periods and include the following:

1. No comments from Engineering, Mississippi Valley Conservation Authority or Hydro One were received.
2. The Urban Forest Committee notes the removal of one tree and suggests that this tree be replaced with two (2) sugar maples on site. This has been accommodated on revised plans. They further note that in the future they would like to see a fulsome landscape plan at the time of application for a more permanent structure.
3. A member of the public has noted the need for a landscape plan, notes that trees removed should be replaced (this has been amended on the revised plan), and notes that no stormwater or drainage has been reviewed. This is due to the temporary nature of this proposal and was not required by the Planner. The member of the public also asked to see permeable pavement. This could be considered as an option at the time a permanent structure is proposed.

Other comments received in this case were similar concerns to others who provided comments before the deadline.

As with any Development Permit application, Committee has the option of the following decisions:

- (a) refuse the application;
- (b) approve the application and issue a development permit with no conditions attached;
- (c) approve the application and require that conditions be met before issuing a development permit;
- (d) approve the application and issue a development permit with conditions attached; or
- (e) approve the application, require that conditions be met before issuing a development permit and, when the conditions have been met, issue a development permit with conditions attached.

STAFF RECOMMENDATION

THAT Committee hereby approves application DP2-05-2019 and authorizes staff to issue a development permit upon receipt of all required information, fees and securities; and

THAT the development permit includes standard clauses to address servicing, grading, landscaping and utilities requirements as well as the following site-specific conditions:

1. Snow shall be removed from site or located so as to not impede any parking spaces after each snow event;
2. All garbage shall be contained in an enclosed area as per the Development Permit By-law and be removed at a minimum of once per week;
3. That all loading spaces, parking spaces and all outside storage and display areas be considered for relocation in the appropriate areas as outlined in the Development Permit By-Law, and as laid out on a site plan submitted with a Development Permit application for the new structure, if and where possible;
4. That prior to November 12, 2022 the Owner shall submit an application to construct a permanent structure at which time the temporary uses for both the modular building, shipping containers and temporary structures shall cease upon construction of the permanent structure;
5. The gravel parking lot which is to be used temporarily shall be paved at the time of the construction of the new building in accordance with an approved grading and drainage plan submitted and approved by the Town of Carleton Place;
6. That the outside storage and display area be brought into conformity with the approved site plan SPC-03-2004;
7. The height of storage/shipping/sea containers shall be restricted to one level only. No stacking of containers will be permitted in any designation.
8. All storage/shipping/sea containers shall be screened from street view and neighboring properties to the satisfaction of the Town of Carleton Place; in this case through opaque fencing;
9. All storage/shipping/sea containers shall appear so as to match and maintain consistency with the primary structure or building on site;
10. All accessory uses, buildings and structures to a permitted principal use shall be located on the same lot and in the same designation as the principal use;
11. All accessory uses, buildings and structures to a permitted principal use shall not take away from the total parking requirement of all permanent uses, buildings and structures on the property;

12. All accessory uses, buildings and structures to a permitted principal use shall not reduce the total landscaped open space requirement for its designation;
13. The use of any storage/shipping/sea containers for human habitation is not permitted.

COMMUNICATION 130204

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Renewal of Ontario Provincial Police Contract

SUMMARY

The Town has received a proposal from the Municipal Policing Bureau of the Ontario Provincial Police (OPP) for the renewal of the contract with the Province for the provision of policing services. The proposal has been reviewed by the Town's Police Services Board which is recommending that the Town enter into a five (5) year contract.

BACKGROUND

On January 27, 2015, the Town passed By-law 05-2015 to authorize entering into a four (4) year contract with the then Ministry of Community Safety and Correctional Services. The current policing contract expires on December 31, 2019.

DISCUSSION

The Town received a proposal from the Ontario Provincial Police's Municipal Policing Bureau on October 28, 2019. The proposal is based on the OPP Billing Model, with the Town paying an amount equal to the sum of its allocated portion of the OPP's total municipal policing Base and Calls for Service costs as well as the costs for overtime, prisoner transportation, and court security. If the Town chooses to enter into a contract with the OPP, the OPP will provide the level of police services required to provide adequate and effective policing including the services set out in Regulation 3/99, Adequacy and Effectiveness of Police Services under the *Police Services Act*.

The proposal received reflects an integrated policing concept which incorporates the police services contract for Carleton Place with OPP's highway patrol services and provincial responsibilities under one administration. The Lanark County OPP Detachment will remain as the Administration/Operations Centre but the resources for the Town will be deployed from the Carleton Place satellite Detachment as well as from the Lanark County Detachment.

As part of the Town's past contracts and included in the contract proposal, is an enhancement for a Community Sergeant position.

This proposal was reviewed by the Carleton Place Police Services Board on Monday, November 4, 2019. The Police Services Board is recommending to Council that a five (5) year contract be entered into with the Province of Ontario. By entering into a five year agreement, the next time this issue is before Council it will be during the second year of the Council term, giving the new Council time to orient themselves with the operations of Council and the Town before it arises again.

If Council proceeds to authorize entering into a contract for policing services, the Town will be required to maintain a Police Services Board, as mandated under Section 10 of

the Act. The role of the Board is to determine objectives and priorities for police services within the Town after consultation with the Detachment Commander.

FINANCIAL IMPLICATIONS

The Town recently received its 2020 Billing Statement from the OPP. The total owing for the Town for 2020 is \$2,361,062 which is an increase over 2019 of \$92,276 (2019 Billing amount was \$2,268,786).

The 2020 statement shows:

- an increase of household property counts of 137 new units and 0 change in commercial units (259 in each of 2019 and 2020)
- the cost per household has been reduced by \$3.69 for 2020 (2019 cost per property was \$487.44; 2020 cost per property is \$483.74)

I have attached a chart showing the differences between the 2019 and 2020 statements.

The majority of the \$92,276 cost difference is due to the increase in cost per property relating to calls for service and the fact that our year end adjustment for 2018 (reflected in 2020's estimate) is \$43,665 less than was received as a year-end adjustment for 2017 (reflected in 2019's estimate).

The proposal received does not include the Town's costs associated with the Police Services Board or any revenues the Town may receive as a result of police activity.

STAFF RECOMMENDATION

THAT the necessary By-law be passed to authorize the Mayor and Clerk to enter into a five (5) year contract with Her Majesty the Queen in Right of Ontario as represented by the Minister of the Solicitor General for the provision of policing services by the Ontario Provincial Police.

ATTACHMENTS

Chart showing difference between 2019 and 2020 Billing Statements
OPP 2020 Annual Billing Statement

OPP BILLING STATEMENT COMPARISON BETWEEN 2019 AND 2020

BASE SERVICE		2019	2020 DIFFERENCE	TOTAL COST 2019	TOTAL COST 2020	COST DIFFERENCE
Property Counts						
Household counts		4516	4653	137		
Commercial + Industrial		259	259	0		
Total Property Count		<u>4775</u>	<u>4912</u>	<u>137</u>		
Base Service Cost / Property	\$	189.54	183.23	6.31	\$ 905,054.00	\$ 900,032.00
						\$ 5,022.00
CALLS FOR SERVICE						
Cost/Property	\$	250.24	252.72	2.48	\$ 1,194,905.00	\$ 1,241,368.00
						\$ 46,463.00
Overtime	\$	5.99	6.17	0.18	\$ 28,607.00	\$ 30,285.00
Contract Enhancements	\$	39.40	39.64	0.24	\$ 188,137.00	\$ 194,693.00
Prisoner Transportation	\$	2.27	1.99	0.28	\$ 10,839.00	\$ 9,775.00
						\$ 1,064.00
Subtotal	\$	<u>47.66</u>	<u>47.80</u>	<u>0.14</u>	<u>\$ 227,583.00</u>	<u>\$ 234,753.00</u>
						\$ 7,170.00
Year end adjustment					\$ 58,756.00	\$ 15,091.00
						\$ 43,665.00
Total Cost	\$	487.44	483.74	3.70	\$ 2,268,786.00	\$ 2,361,062.00
						\$ 92,276.00

OPP 2020 Annual Billing Statement

Carleton Place T

Estimated costs for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	4,653		
	Commercial and Industrial	259		
	Total Properties	<u>4,912</u>	183.23	900,032
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.7625%	252.72	1,241,368
Overtime			6.17	30,285
Contract Enhancements			39.64	194,693
Prisoner Transportation	(per property cost)		1.99	9,775
Total 2020 Estimated Cost			<u>483.74</u>	<u>2,376,153</u>
2018 Year-End Adjustment				(15,091)
Grand Total Billing for 2020				<u>2,361,062</u>
2020 Monthly Billing Amount				196,755

COMMUNICATION 130205

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Waste Management Contracts

SUMMARY

The existing contracts for Solid Waste Disposal, Solid Waste Collection and Blue Box Collection and Processing for the Town of Carleton Place will all come to an end on May 31, 2020. In order to ensure that these essential services continue to be provided to the community, efforts to secure service providers needs to commence.

BACKGROUND

The existing contracts were for a term of seven (7) years and the Town had developed the previous RFP for the aforementioned services with a group of neighbouring municipalities, referred to as the Municipal Waste Group (MWG). The group that had worked together on the last RFP included the Town of Carleton Place, Municipality of Mississippi Mills, Montague Township, Beckwith Township, and Drummond/North Elmsley Township. There is a long history of area municipalities working together in terms of securing waste management services in order to capture potential savings through economies of scale and efficiencies of the tender process.

The municipalities within Lanark County, including the Town of Smiths Falls that have worked together over the years have changed due to different needs and service requirements unique to each municipality, but most municipalities have tried to keep contact expiry dates consistent in order to always have options of participating in group tenders. Staff have had initial communications with other municipalities and there seems to be an interest with some municipalities such as the Municipality of Mississippi Mills and Montague Township to work together on the development of new Request for Proposals for the provision of Waste Management services.

The RFP process utilizes a document that captures the general terms of reference and then each municipality incorporates their unique service requirements. After award of the RFP, each municipality enters into their own contractual agreement with their selected service provider.

Staff has met with our current service providers, GFL Environmental for Blue Box Collection and Processing, and Solid Waste Collection services in order to determine if there was an interest in extending existing contracts for a term of one (1) year, which is an option that is clearly defined within the existing contract. The contractor was only interested if there was a substantial financial increase for the provision of services that goes beyond the terms of the existing contract, therefore all parties discounted this as a viable option.

Upon receiving the GFL response to the contract extension inquiry, it appears all municipal partners are prepared to move forward with the RFP process.

COMMENTS

The reasoning behind the one-year extension request was to allow time for the Provincial Government to develop Regulations under the Resource Recovery and Circular Economy Act that will see the Blue Box Program transition away from being operated and partially funded by municipalities to producers of products and packaging to make them fully responsible. It appears that development of these regulations will commence this fall with an estimated completion date by the end of 2020. The report that the Province has commissioned and accepted provides a recommended timeline that would see full producer responsibility implemented over a period from January 2023 to December 2025 throughout the province. Staff will take this information into account while developing the terms of the RFP.

There are some issues that staff would like to address in the upcoming RFP. The first addresses with the service delivery to Multi-Residential properties in Carleton Place. Currently the Town provides service to multi-residential properties in Town through the existing Solid Waste Collection Contract which means that there is a requirement for these properties to get all materials to the curbside and multi-residential units with five (5) units or more are allocated garbage stickers that are equivalent to one (1) bag per week and two (2) extra tags for the Christmas season; the same service as any other residential unit in Town. The growth in the community, in particular, multi-residential units, are creating issues with large volumes of solid waste and recyclables at the curbside.

Staff, along with our current contractor, have recently undertaken a pilot project with a number of multi-residential property owners whereby large bins are being provided at the sites which they are required to get to the curbside on collection day. The contractor then utilizes a collection vehicle with a mechanical arm mounted on the truck to empty the containers at the curbside. This type of system tends to keep a tidier appearance at the curbside and an easier means for property owners to manage waste materials. If the results are positive, this type of system could be incorporated into the next service contract.

Also, the Town recently provided advance notice of the fact that in the Town's current Solid Waste By-law has an expiry date for any remaining green garbage tags of May 2020. Concerns were raised throughout the community of this pending expiry of green garbage tags. Council may wish to reconsider this decision that was implemented in 2013 when the Waste By-Law was last updated. This existing By-Law will need to be updated in advance of May 2020 in order to incorporate any changes in service delivery of waste collection and disposal and Council can either extend the expiry date or eliminate it all together for the green garbage tags.

Separation of organics from the waste stream and the required weekly collection has been an option that has been considered in the past development of Requests for Proposals. This option has not been pursued to date due to the costs of introducing another waste stream which requires significant haulage to appropriate receivers.

Pricing received in the past has been close to \$300,000 for the initial introduction of the program with pricing being reduced in subsequent years after initial capital costs associated with new bins and promotion have been incurred though still resulting in a significant annual financial impact. Staff feels that at this point in time, introduction of a green bin program would be difficult due to the increased costing the Town is anticipating to receive as part of the RFP submissions once they're received and the fact that it does not appear that any other local municipality is considering this type of program for the upcoming contract cycle. Council can provide direction to staff if this is something they would like to consider.

Lastly, it is anticipated that collection routes and days of collection may be altered due to growth in the community. RFP submissions will require the development of collection routes that take into account the existing community and anticipated growth areas. Maintaining the same collection days for solid waste and blue box for a household will be a requirement of the RFP.

FINANCIAL IMPLICATIONS

The financial implications associated with the RFP will be better defined once the submissions are received. A further staff report will be forthcoming once the RFP submissions have been reviewed by staff.

For information purposes, the current combined budget amount for waste collection, disposal, and blue box collection and processing is \$727,000.

STAFF RECOMMENDATION

THAT Staff work with other local municipalities of similar interests to develop a Request for Proposal for solid waste collection services and disposal, and blue box collection services and material processing; and

THAT proposals incorporate service delivery options for Multi-Residential Properties; and

THAT when the Solid Waste By-law is presented to Council in the spring of 2020, the provision relating to the expiry of the green tags be rescinded.

COMMUNICATION 130206

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Traffic Safety Report

SUMMARY

A number of safety concerns have been received from area residents through both the Carleton Place OPP and the Public Works Department. Representatives of both the OPP and the Public Works Departments meet on a regular basis to review concerns that have been brought forward to determine what data and further evidence is required in order to develop a recommended course of action consistent with Town's Traffic Calming and Speed Management Policy. Examples of information that is relied on in order to develop a recommendation includes;

- Historical vehicle counts and speed data if available, and updated information if required.
- accident history
- staff observations
- site visits
- solicitation of professional advice if warranted.

The following chart identifies issues that have been brought forward, data and/or specific details relating to concerns and recommendations that have been developed by staff with input by the OPP.

Location and Traffic Concern	Observations and Data	Recommendations
Intersection of William St. and Mullett St. – Poor visibility of approaching vehicles at this intersection that is adjacent to a Public Park and Multi-Use trail.	Although there is not a significant accident history at the location and there had been efforts to improve visibility at this intersection in past reconstruction projects, there are still limited sightlines and with increased pedestrian traffic on the OVRT immediately adjacent to this intersection the concerns raised have been verified	Implementation of an all-way stop at this intersection.

<p>Francis St. and Lake Ave. E all-way stop intersection – non-compliance with stop signs, numerous vehicles going through stop sign, particularly on Lake Ave. E.</p>	<p>There has been a total of 7 accidents between 2014 and 2018 at this location. This is a significant number in light of the fact that this is a school crossing. Visual inspection of this all-way stop confirmed that improvements to visibility of signage would be beneficial. Also, multiple stop bars, particularly on Lake Ave. E would improve advance notification of the all-way stop requirements.</p>	<ul style="list-style-type: none"> • Staff to place oversized Stop signs on Lake Ave. E approaches; • line painting will be utilized commencing the spring of 2020 to increase driver awareness of the approaching stop signs on the Lake Ave. E approaches.
<p>Thomas St./ 7TH line of Ramsay - Speed of travel of vehicles, in particular those entering Town</p>	<p>There have been concerns raised over the past years of high speeds of travel in this location. Data collected by both the Public Works Department and the Carleton Place OPP have confirmed that the 85th percentile exceeds the posted speed by over 15km/hr. Upon review of this area, it has been determined that the posted speed changes from 80km/hr to 50km/hr at the Town boundary with no transition zone. It is felt that a transition zone is required in order to reduce vehicle speeds in advance of entering the 50km/hr zone.</p>	<p>That staff present a request to the Municipality Mississippi Mills, along with supporting data to implement a 500m transition zone on the 7th Line of Ramsay where the posted speed limit would be 60km/hr.</p>

Intersection of Sarah St. and Woodward Ave.- lack of visibility at this intersection creates a hazard for vehicles approaching or entering traffic flow at this location	Although there is not a significant accident history at this location, there have been 2 incidents over a 4-year period, primarily as a result of relatively low traffic volumes. There are a number of permanent impediments to visibility at this location which include houses with virtually no setbacks from the intersection, road gradient, retaining walls and vegetation. These features combine to create poor visibility of vehicles that are stopped for through traffic.	Implementation of an all-way stop at this intersection.
Crampton Dr. – excessive speeding	Existing data at this location does not indicate any issues relating to a speed issue on this street but an update on data could be undertaken	Undertake an update on traffic data.

There are several other locations that the Carleton Place OPP will be updating their traffic speed data and the results will be brought forward in a future report.

FINANCIAL IMPLICATIONS

Signage for the proposed recommendations can be accommodated within the existing operational budget. Line painting will likely need to be deferred until 2020, due to weather conditions but cost impacts will be minimal.

STAFF RECOMMENDATION

THAT staff prepare an amendment to the Traffic and Parking By-Law that will see the intersections of William Street and Mullett Street, and Sarah Street and Woodward Street changed to all-way stop intersections; and

THAT staff forward a request, along with supporting documentation, to the Municipality of Mississippi Mills to implement a 60km/hr speed limit on the 7th Line of Ramsay for a distance of 500m from the municipal boundary between the Municipality of Mississippi Mills and Carleton Place; and

THAT staff proceed with enhancements of signage and line painting on Lake Avenue East at Francis Street in order to improve compliance with the existing all-way stop at this intersection.

COMMUNICATION 130207

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Request for Downtown BIA Signs on Town Property

SUMMARY

The Town has received a request from Downtown Carleton Place Business Improvement Area (BIA) to install two (2) entry signs at either end of the BIA District on Town property to signify to travelers that they are entering the BIA area. These signs will be used as part of the organization's communications strategy.

DISCUSSION

The Town received the request by the Downtown Carleton Place BIA as the signs are being proposed to be located on Town property. The two proposed locations are:

1. The green space adjacent to the Carleton Place Veterinary Hospital on Franktown Road – requested install date before winter 2019
2. Lolly's Park area with the intent to collaborate and work with the Roy Brown Society and the Recreation and Culture Department so as to complement the project – potential requested install date – after Central Bridge construction

A rendering of the proposed sign is attached to this report. The signs welcome people to downtown Carleton Place and will include a section under the main sign to include messaging on upcoming events and initiatives.

BIA staff have been in contact with both Building and Public Works staff to ensure there were no issues from their respective perspectives as to the location of the signs.

FINANCIAL IMPLICATIONS

There will be no financial implications to the Town associated with this request. All costs related to the signs will be borne by the Downtown Carleton Place BIA.

STAFF RECOMMENDATION

THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town properties:

1. The green space adjacent to the Carleton Place Veterinary Hospital on Franktown Road – requested install date before winter 2019
2. Lolly's Park area with the intent to collaborate and work with the Roy Brown Society and the Recreation and Culture Department so as to complement the project – potential requested install date – after Central Bridge construction; and

THAT all costs of this project be borne by the BIA.

ATTACHMENT

Letter from Downtown Carleton Place BIA with locations and image attached



Kate Murray
BIA Coordinator
C/O: Directors of Downtown Carleton Place BIA

136 Bridge Street
Carleton Place ON
K7C2V5
613-257-8049
info@downtowncarletonplace.com

To:

Mayor Doug Black
Deputy Mayor Sean Redmond
Councillor Theresa Fritz
Councillor Linda Seccaspina
Councillor Andrew Tennant
Councillor Toby Randal
Councillor Jeff Atkinson
Chief Administrative Officer, Diane Smithson

Town of Carleton Place
175 Bridge Street
Carleton Place ON
K7C 2V8

Tuesday October 29, 2019

Dear Mayor Doug Black, Members of Town Council, and Diane Smithson CAO,

It is with much excitement that I write to you all today. I am writing on behalf of the Downtown Carleton Place BIA, to formally request the use of town property to install, two entry signs. Due to the proposed signage being placed on Town property, we are formally seeking council's approval.

These two spots were carefully chosen by the BIA Board of Directors. These signs are not just a 'label' as to where you are, these signs will be a part of our overall communication strategy. As you will see from renderings, these signs have a marketing component, as each sign will

include an interchangeable message portion to allow us to share our events and downtown initiatives with visitors and people who pass by.

I was advised by the Town of Carleton Place CBO, Lennox Smith to seek approvals from the Director of Public Works, Dave Young, ahead of writing this letter for location, safety of sight lights, snow removal and to ensure no encumbrances on the Town. I have done that, and Dave Young, deemed that the two spots below are acceptable locations.

- 1) The green space adjacent to the Carleton Place Veterinary Hospital along Franktown Rd.

Requested install date, before winter of 2019.

- 2) Lolly's Park area, with the intent to collaborate and work with the Roy Brown Society and the Parks, Recreation and Culture Department, as to not impede the Roy Brown statue project, but to compliment it.

Potential requested install date: after central bridge construction.

I have included pictures of both locations, with possible/suggested spots for said signs. The artist mock-up with dimensions, materials and color rendering. We are very excited about this project and so are our BIA Members. If there is more information required, please let me know.

Thank you very much in advanced,

Sincerely,



Kate Murray

Downtown Carleton Place
BIA Coordinator

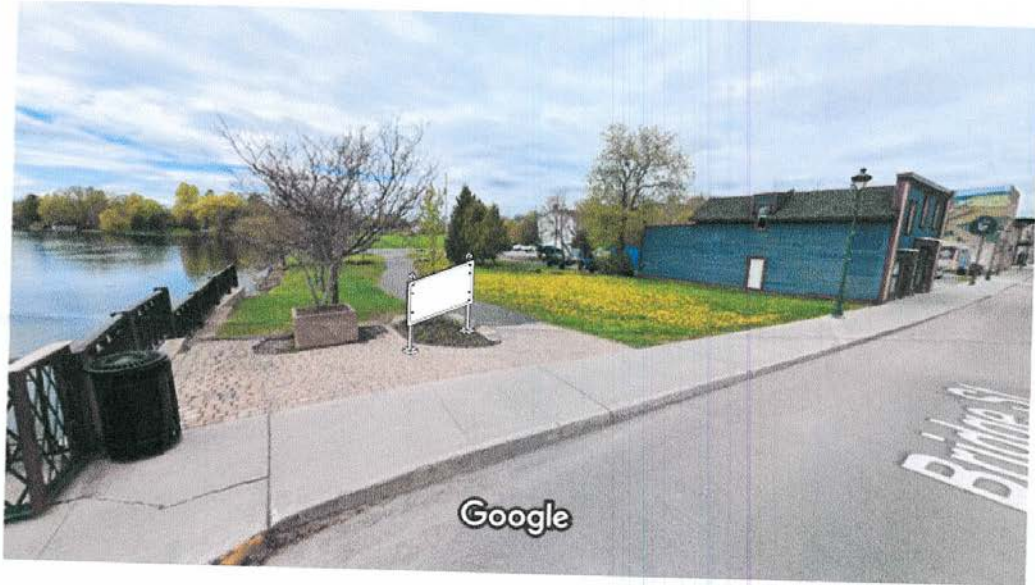
10/29/2019

196 Bridge St - Google Maps

Google Maps

196 Bridge St

Lollys Park entry and event sign



Carleton Place, Ontario

Image capture: May 2019 © 2019 Google

Google

Street View - May 2019



https://www.google.ca/maps/@45.1409118,-76.1471907,3a,75y,261.82h,80.73t/data=!3m6!1e1!3m4!1sg3XwPBpWgwp0nAfhTpxg*2c0?7t163847818192

1/1

Google Maps

146 Franktown Rd

Entry and event sign

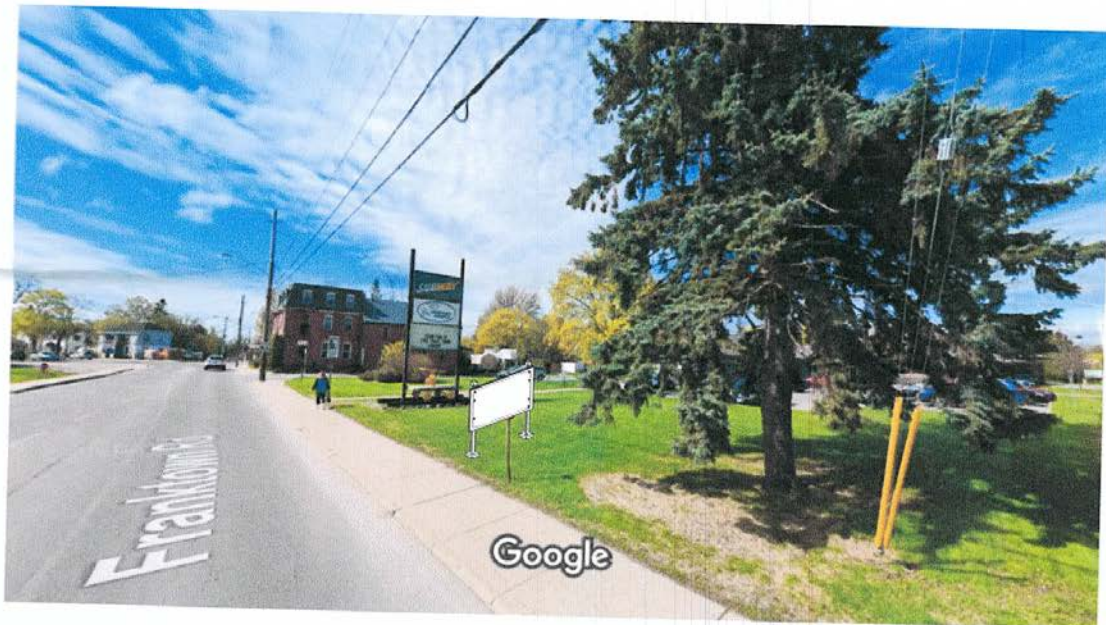


Image capture: May 2019 © 2019 Google

Carleton Place, Ontario



Street View - May 2019

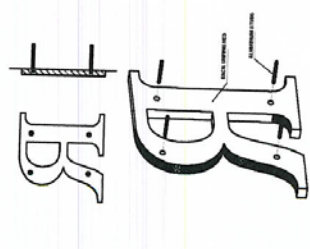


https://www.google.ca/maps/@45.1354946,-76.1357538,3a,75yD06h96-44t/data=!3m6!1e1!3m4!1s-WWTt-G-RSN5W_a77RUJdgg!2e0!7!16384!8!192

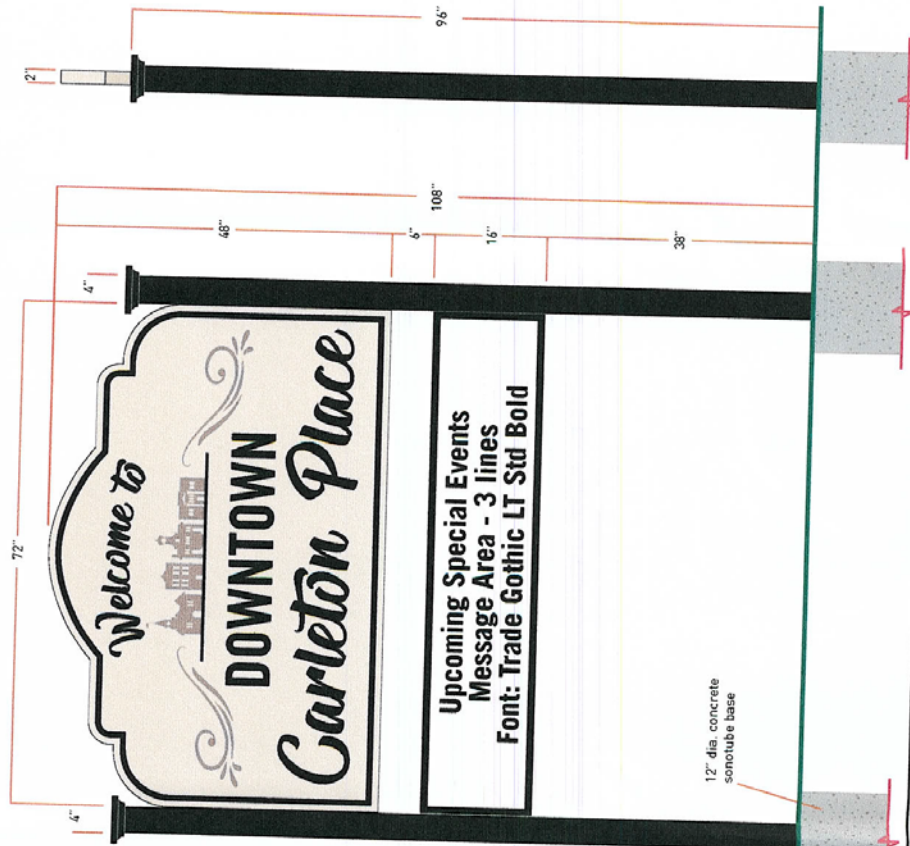
1/1

**DOWNTOWN CARLETON PLACE BIA
WELCOME FREESTANDING SIGNAGE - SIDE A**

- Qty: 2
80" x 108" overall size
48" x 72" overall sign panel size
16" x 72" interchangeable message panel
- 4" x 4" aluminum posts painted with an automotive grade satin finish black paint
- posts mounted into 12" dia. concrete bases and adhered back-to-back
- PVC panels painted with an automotive grade satin finish paint in "Heritage Cream" (exact colour to be confirmed)
- anti-graffiti coating applied to signfaces
- logo detail and swooshes to be a printed vinyl overlay onto the painted PVC panel
- 1/4" thick acrylic lettering to be pin-mounted to PVC back panel
- EX12 aluminum extruded frame for interchangeable message portion to allow for removable 4mm coroplast inserts
- print on matte vinyl with matte laminate for removable coroplast inserts



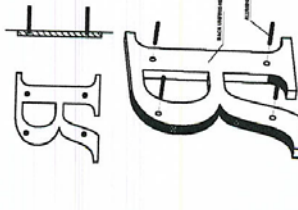
FLAT CUT FLUSH PIN MOUNT



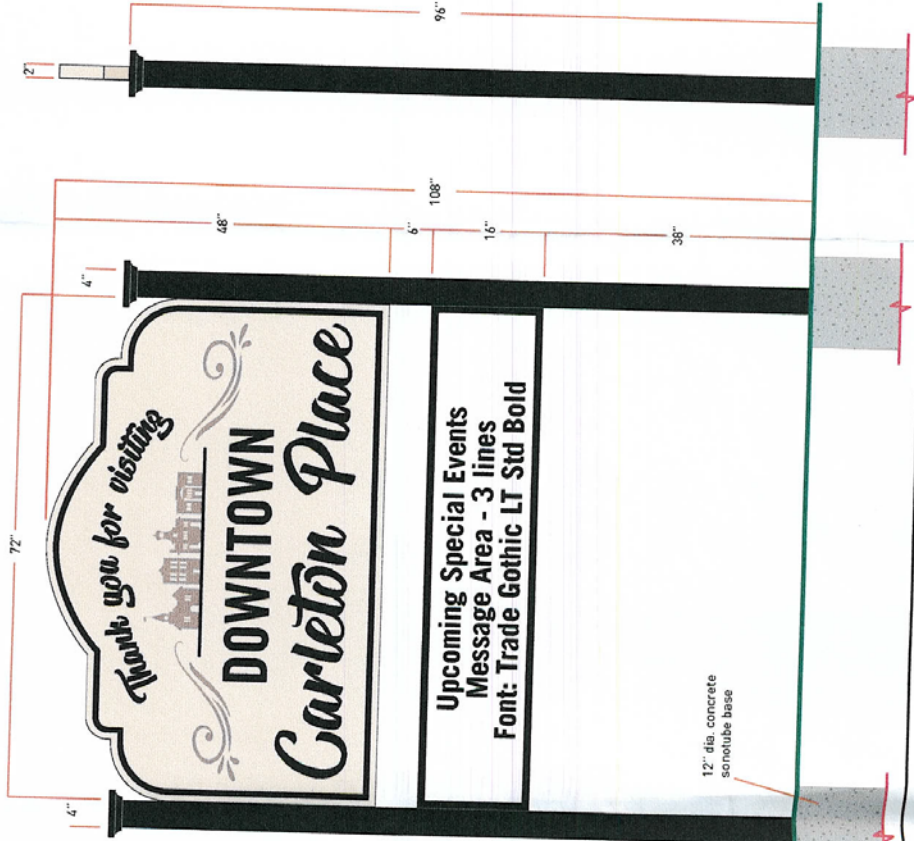
		105 Tunney Pasture Ottawa, Ontario K1A 1L0 Tel: 613.831.9622 Fax: 613.831.2642 graphics@signfx.ca
The designs and details shown on this drawing are the property of Sign FX Inc. and are not to be reproduced or used in any form without prior written consent of Sign FX Inc.		DRAWN BY R. TARLE
DATE JUNE 13, 2019		CUSTOMER DOWNTOWN CARLETON PLACE BIA KATE MURRAY 613-257-8049
JOB LOCATION 2 LOCATIONS DOWNTOWN CARLETON PLACE		WORK ORDER NUMBER
SIGN TYPE WELCOME FREESTANDING SIGNAGE SIDE A		QUANTITY 2
DWG NO. 01 OF 02		

**DOWNTOWN CARLETON PLACE BIA
WELCOME FREESTANDING SIGNAGE - SIDE B**

- Qty: 2
80" x 108" overall size
48" x 72" overall sign panel size
16" x 72" interchangeable message panel
- 4" x 4" aluminum posts painted with an automotive grade satin finish black paint
- posts mounted into 12" dia. concrete bases
- (2) 1" thick PVC panels routed to shape and adhered back-to-back
- PVC panels painted with an automotive grade satin finish paint in "Heritage Cream" exact colour to be confirmed
- anti-graffiti coating applied to signfaces
- logo detail and swooshes to be a printed vinyl overlay onto the painted PVC panel
- 1/4" thick acrylic lettering to be pin-mounted to PVC back panel
- EX12 aluminum extruded frame for interchangeable message portion to allow for removable 4mm coroplast inserts
- print on matte vinyl with matte laminate for removable coroplast inserts



FLAT CUT FLUSH PIN MOUNT



		108 Tinsley Drive, Ottawa, Ontario K0A 1L0 Tel. 613.831.8822 Fax 613.831.3542 graphics@signfx.ca
The designs and details shown on this drawing are the property of Sign FX Inc. All rights are reserved. No part of this drawing may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without prior written consent of Sign FX Inc.		DRAWN BY R. TARLE
DATE JUNE 13, 2019		CUSTOMER DOWNTOWN CARLETON PLACE BIA KATE MURRAY 613-257-8049
JOB LOCATION 2 LOCATIONS DOWNTOWN CARLETON PLACE		WORK ORDER NUMBER
SIGN TYPE WELCOME FREESTANDING SIGNAGE SIDE B		QUANTITY 2
DWG NO. 02 OF 02		

COMMUNICATION 130208

Received From: Stacey Blair, Clerk
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Advisory Committees Terms of Reference Template

SUMMARY

In November of 2018, staff prepared Communication 129352 regarding the adoption of a new Procedural By-law. This By-law was subsequently adopted December 1st, 2018. Part of the discussion regarding the adoption of a new Procedural By-law was the replacement of the existing Striking Committee Report. Formerly, the Striking Committee Report contained many procedural elements. It is recommended that each Advisory Committee / Board have their own Terms of Reference (TOR). Together, the TORs would replace the annual Striking Committee Report. Despite there being individual TORs, there would be one general template which would apply to all Advisory Committees/Boards.

COMMENT

It is advisable that a consistent Terms of Reference (TOR) template be used for all Town Advisory Committee / Boards.

Size

It is recommended that all Committees be comprised of up to nine (9) persons unless determined otherwise by Provincial legislation i.e. the Police Services Act caps the number of representatives on the Town's Police Services Board to five (5) members. This should be enough people for a Committee/Board to be effective and productive. Should a Committee/Board currently have more than nine (9) members, it is recommended that after this term of Council (2018-2022), the additional positions not be renewed and that at that time, all Committees be capped at a maximum of nine (9) members, which would include one (1) member of Council and eight (8) non-elected members.

Staff Recommendation:

THAT the Terms of Reference template included in the Clerk's Report dated November 12, 2019 be used for all the Town's Advisory Committees/Boards.

Schedule A

Advisory Committee/ Boards Terms of Reference Template

A. **Purpose**

While it is the legislative mandate of Council to make the final decision on all matters that affect the Town, the purpose of an Advisory Committee/Board is to:

1. Provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee/Board;
2. facilitate public input to Council on programs and ideas approved by Council; and
3. to assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles;
4. conduct themselves in keeping with the policies set by Council pertaining to Advisory Committees/Boards, and also in keeping with the Town's Procedural By-law.

B. **Roles and Responsibilities**

(specific mandates of the committee/board will be listed under this section)

C. **Authority**

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

The name of Committee / Board:

1. Shall not communicate externally on behalf of Council except as related to the scope;
2. Shall ensure that all outgoing communications are in accordance with the Town's policies;
3. Shall not post independently to social media but rather social media postings shall be forwarded to the Town for distribution by the Town which may be shared by the Committee;
4. Shall not authorize any expenditures outside their Council approved budget;
5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the Committee/Board or designate.

D. **Reports To**

Council through the Committee of the Whole.

E. **Composition**

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of one (1) elected member of Council and eight (8) non-elected members.

1. **Qualifications**

To qualify for membership on an Advisory Committee or Board, applicants must be eligible to vote in the Town of Carleton Place unless otherwise provided for under this section.

Members shall not be an employee of either the Town of Carleton Place or the County of Lanark.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

2. Appointments to Advisory Committees and Boards

All appointments to Advisory Committees and Boards shall be made through the Striking Committee.

3. Term of Membership

The Term of office for members on Advisory Committees and Boards shall be concurrent with the term of Council, except as otherwise provided by legislation.

4. Absence

Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

2. Resignation of Citizen Members:

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

3. Filling Vacancies:

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

4. Responsible Department:

The Director/Manager of _____ shall be responsible for all actions and financial undertakings of the _____ Committee/Board.

5. Structure:

a. Chair:

The Chair shall be appointed annually by the Committee/Board members at the first meeting of each year. In the absence of the Chair, an Acting Chair shall be elected at the beginning of the meeting for the term of that meeting.

2. Support Resources:

a. Technical Advisor: The Director/Manager of _____ and / or their designate shall be the Technical Advisor to the _____ Committee/Board to ensure compliance with Town policy.

- b. Recording Secretary: The Recording Secretary shall be appointed annually by the Committee/Board members at the first meeting each year. A member of the Committee or where applicable, an assigned staff person shall act as the Recording Secretary for the Committee/Board's meetings.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
 1. Accountability and Transparency Policy
 2. Procedural By-law
 3. Procurement By-law
 4. Code of Conduct
2. The Committee/Board shall establish an annual meeting schedule and publish same on the Town's website. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
3. Unless excluded by legislation, all Committee/Board members eligible to vote, including the Chair, must vote.
4. The Committee/Board may solicit, document and consider public input where appropriate upon approval of Committee of the Whole.
5. Distribute the agenda per the Town's Procedural By-law and send the agenda, with any associated reports attached, to the Clerk, in accordance with timeframes outlined in the Town's Procedural By-law for posting on the Town's website.
6. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.
7. Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

G. Quorum

Greater than 50% of the Committee / Board members shall constitute quorum.

COMMUNICATION 130209

Received From: Stacey Blair, Clerk
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: Council and Committee Calendar 2020

SUMMARY

In accordance with the Town's Procedural By-law 117-2018, staff has prepared a draft 2020 Council/Committee Calendar for consideration.

DISCUSSION

Staff has prepared a draft Council/Committee of the Whole Calendar for 2020. The meeting dates that are being suggested have been chosen in consideration with other Council commitments. Where feasible, Carleton Place meetings are proposed for the second and fourth Tuesdays. Where this differs is for the most part due to other events taking place such as conferences or holidays.

The Town will advertise its meetings in Municipal Matters and on the Town's website as well as posting a copy of the Council/Committee calendar on the website.

STAFF RECOMMENDATION

THAT the 2020 Council/Committee of the Whole Calendar be approved as presented.


The Town of Carleton Place 2020 Council/Committee Calendar

Carleton Place Town Council (7:00 pm)
& COW (immediately following Council)


Budget (November 6)


County Council (5:00 pm)

Summer Recess - No Regular Meetings



 Statutory Holiday


Conferences
January 18 - 21 ROMA (Sheraton Centre Toronto)
February 23 - 26 OGRA (Sheraton Centre, Toronto)
June 4 - 7 FCM (Toronto)
August 16 - 19 AMO (Ottawa)
September 16 - 18 OEMC (NAV Centre, Cornwall)

JANUARY						
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26	27	28	29	30	31	


FEBRUARY						
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MARCH						
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JUNE						
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JULY						
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NOVEMBER						
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DECEMBER						
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Created: October 2019

COMMUNICATION 130210

Received From: Stacey Blair, Clerk
Addressed To: Committee of the Whole
Date: November 12, 2019
Topic: ROMA Delegations

SUMMARY

The ROMA conference is organized annually by the Rural Ontario Municipal Association. Municipalities across the province have an opportunity to meet with provincial ministers and parliamentary assistants at the conference to discuss specific issues.

In 2020, the conference takes place in Toronto at the Sheraton Centre Toronto Hotel, from January 19 to 21, 2020.

By requesting a delegation with a Ministry, municipalities have the opportunity to take their concerns directly to the attention of provincial officials. The deadline to submit requests for a municipal delegation is Monday, December 2nd, 2019.

STAFF RECOMMENDATION

THAT Committee determine if they wish to submit a delegation request for the ROMA Conference.

CARLETON PLACE MUNICIPAL HERITAGE COMMITTEE MEETING

September 9, 2019, Carleton Place Library

Minutes

Present: Karen Prytula, Blaine Cornell, John McIntyre, Sean Redmond

Regrets: Jennifer Irwin, Bernie De Francesco

1. The meeting was called to order at 7:03 p.m.
2. Declaration of pecuniary Interest - None
3. Approval of the September 9, 2019 agenda. Moved by Sean, Seconded by Blaine.
4. Approval of the draft minutes of July 8, 2019. Moved by John, Seconded by Sean.
5. Spreadsheet of Heritage Designated buildings. The planner has indicated that she would like a list of 'properties of interest' ASAP (before the next Council meeting). Realizing this is a time-consuming task all she needs right now is a list of addresses, and the reason 'why' it is of architectural, cultural, or historical importance. John is creating a master list which will contain links to pictures and other data. This will be extremely useful
MOTION: To send a current list to the planner right away, with the explanation that this is merely a draft, and will be added to as time becomes available. If the Town requires further information on a specific property, this committee can be contacted. Moved by John, Seconded by Sean.
6. With reference to the document 'Existing Carleton Place Buildings of Historical or Architectural Significance'. Group A. Not sure if this will be used to forward to the Town or not, but if so, there are a couple of inconsistencies. They were fixed up.
7. Plaques on Heritage Designated buildings. There are heritage designated buildings without plaques. We will deal with them on a one-on-one basis. J. Irwin to contact Scott Moffatt's office to find out where that plaque is. Update? - Deferred
8. For information purposes: Bernie has already forwarded to each of us the following:
 - Financial Statement for June 2019.
 - June news from the Ontario Heritage Trust
9. Jennifer put out a call for volunteers to work on Sep 21. From her email: I'm hoping all of you will commit to doing at least a three-hour shift at one of the featured properties on September 21st as the MHC hosts Doors Open Carleton

Place. Shifts run 10am to 1pm and 1 pm to 4pm. The following sites still need volunteers:

- Town Hall (Sean Redmond already committed, hopefully other members of council will assist as well) Linda S would be a good candidate
- The Grand Hotel –
- The Granary Apartments – Karen, morning shift, Blaine afternoon shift.
- Old Federal Building and Post Office- John morning shift.

All that's required is to greet visitors, hand out brochures and keep count of how many come through the doors.

Let me know please.

10. Meeting adjourned 7:42 pm



**Parks and Recreation Committee Minutes
for the November 4, 2019 meeting held in the
Large Board Room at the Neelin Street Community Centre**

Present: Councillor Linda Seccaspina, Reeve Richard Kidd, Bill Levesque, Todd Boyce, Jan Ferguson, Paul Pillsworth, Facilities Clerk Steph Scollan, Manager of Recreation and Culture Joanne Henderson, John Angelosante, Olympia Homes, Jim Lennox, Lennox and Associates, Marina Knuckey, Lennox and Associates.

Absent: Tom Marshall(regrets), John Andrews(regrets)

-
- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
 - 2) PUBLIC MEETING – NONE THIS EVENING**
 - 3) REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
 - 5) IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
-

Communication130175

Received from: John Angelosante, Pegasus
Addressed to: Joanne Henderson, Manager of Recreation and Culture
Date: September 9, 2019
Topic: Phase 1 Park in Pegasus Subdivision North

SUMMARY

Olympia Homes has submitted an updated plan for the Phase 1 Park in the Pegasus Subdivision. The original concept plan has been approved by the Committee but this plan is the detailed plan with landscaping elements.

BACKGROUND

Last April, the following motion was supported by the Recreation Committee and Council regarding the draft plan for Pegasus Subdivision North:

“THAT Olympia Homes be permitted to proceed with **draft** plans to develop the park in Phase 1 of the Carleton Landing North Subdivision; and

THAT the draft plans for the park include the wording of the plaque to be submitted to the Parks and Recreation Committee for approval; and

THAT the Town’s contribution towards the Phase 1 park will be the installation of a play structure.”

COMMENT

This park is now being planned to be installed in 2020.

Moved by Paul Pillsworth

Seconded by Bill Levesque

THAT the Concept Plan with Option A playground be approved with the following changes:

- The removal of the barbeques
- The removal of the concrete picnic tables and addition of more benches around the play structure and splash pad
- The addition of garbage cans at the south end of the park; and

THAT Olympia Homes provide the wording of the plaque for approval.

CARRIED

Communication 130198

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Parks and Recreation Committee
Date: November 4, 2019
Topic: 2020 rental rates for facilities

SUMMARY

The following are the proposed 2020 rental rates for the Arena Upper Hall, Town Hall, Canoe Club, Carambeck Community Centre, Train Station and Summer Sports facilities. The majority of the proposed rates reflect an approximate 2% increase. The rates have been rounded up or down to the nearest quarter. The Upper Hall rates have not been increased to allow for the rates at Carambeck to become in line with them.

RECREATION		
ARENA HALLS		
(All rates include HST)		
Non-Resident		
(Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills)		
Large Hall (Capacity 405 persons)	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event 	<ul style="list-style-type: none"> •\$44.00/hr •\$504.25 (minimum) •\$329.50 	<ul style="list-style-type: none"> •\$44.00/hr •\$504.25 (minimum) •\$329.50
Small Hall (Capacity 125 persons)		
<ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event 	<ul style="list-style-type: none"> •\$44.00/hr •\$279.00(minimum) •\$191.50 (minimum) 	<ul style="list-style-type: none"> •\$44.00/hr •\$279.00(minimum) •\$191.50 (minimum)
Board Room (Capacity 45 persons)		
	•\$33.00/hr	•\$33.00/hr

Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18)		
Large Hall (Capacity 405 persons)	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event 	<ul style="list-style-type: none"> •\$29.25/hr •\$504.25 (minimum) •\$329.50(minimum) 	<ul style="list-style-type: none"> •\$29.25/hr •\$504.25 (minimum) •\$329.50(minimum)
Small Hall (Capacity 125 persons)		
<ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event 	<ul style="list-style-type: none"> •\$29.25/hr •\$279.00(minimum) •\$191.50 (minimum) 	<ul style="list-style-type: none"> •\$29.25/hr •\$279.00(minimum) •\$191.50 (minimum)
Board Room (Capacity 45 persons)		
<ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations provided the building is staffed and 	<ul style="list-style-type: none"> •\$22.75/hr •no charge 	<ul style="list-style-type: none"> •\$22.75/hr •no charge

<p>no outside catering is being served during operational hours</p> <ul style="list-style-type: none"> • Non-commercial for non-profit organizations staffed during non-operational hours 	<ul style="list-style-type: none"> • Minimum 2 hr. rental at \$22.75/hr 	<ul style="list-style-type: none"> • Minimum 2 hr. rental at \$22.75/hr
<p>Resident-Adult Charitable</p> <p>Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.</p>		
<p>Large Hall (Capacity 405 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event 	<p>2019 Rates</p> <ul style="list-style-type: none"> • \$17.50/hr • \$504.250 (minimum) • \$329.50(minimum) 	<p>2020 Rates</p> <ul style="list-style-type: none"> • \$17.50/hr • \$504.25 (minimum) • \$329.50(minimum)

<p>Small Hall (Capacity 125 persons)</p> <ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Licensed event- Includes clean up by staff • Fri & Sat- Non- Licensed event 	<ul style="list-style-type: none"> •\$17.50/hr •\$279.00(minimum) •\$191.50 (minimum) 	<ul style="list-style-type: none"> •\$17.50/hr •\$279.00(minimum) •\$191.50 (minimum)
<p>Board Room (Capacity 45 persons)</p> <ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours • Non-commercial for non-profit organizations staffed during non-operational hours • 	<ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75/hr 	<ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75/hr

Resident-Minor Charitable Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.		
Large Hall (Capacity 405 persons)	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Non-Licensed event 	<ul style="list-style-type: none"> •\$17.50/hr •\$329.50(minimum) 	<ul style="list-style-type: none"> •\$17.50/hr •\$329.50(minimum)
Small Hall (Capacity 125 persons)		
<ul style="list-style-type: none"> • Sun – Thurs • Fri & Sat- Non-Licensed event 	<ul style="list-style-type: none"> •\$17.50/hr •\$191.50 (minimum) 	<ul style="list-style-type: none"> •\$17.50/hr •\$191.50 (minimum)
Board Room (Capacity 45 persons)		
<ul style="list-style-type: none"> • Commercial • Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours • Non-commercial for non-profit organizations staffed 	<ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75/hr 	<ul style="list-style-type: none"> •\$17.50/hr •no charge •Minimum 2 hr. rental at \$22.75hr

Additional Charges (Applies to all events-Includes HST)		
<ul style="list-style-type: none"> Hourly Rate per staff for set-up/clean 	2019 Rates	2020 Rates
	•\$32.50	•\$33.25
<p>Note:</p> <ul style="list-style-type: none"> All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals. Maximum of \$500 per day for licensed events if the ice surface is rented in conjunction with upper hall usage and provided no additional staff is required. All minimum charges will be waived should booking be made less than 21 days prior to the event. Table and chairs are available for all bookings. <p>OWN SET UP AND OWN CLEAN UP STANDARDS</p> <p><u>Doing Your Own Set Up Means</u></p> <ul style="list-style-type: none"> Setting up all tables and chairs as per required. Putting all decorations up yourself (with masking tape only) Any additional set up as required for your event. <p><u>Doing Your Own Clean Up Means</u></p> <ul style="list-style-type: none"> Wiping Down all tables and chairs that were used. Returning tables and chairs to their original spot. Placing all garbage & recycling in their appropriate containers. Light sweeping as required. Removing all decorations. 		

TOWN HALL \$100 surcharge for all licensed events (All rates include HST)		
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place)		
Auditorium (Capacity 240 persons) <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat-Licensed event • Fri & Sat-Non-Licensed event 	2019 Rates	2020 Rates
	<ul style="list-style-type: none"> •\$76.00/hr+\$32.50/hr for staff clean up •\$45.75/hr •\$359.50(minimum)+\$32.50/hr for staff clean up •\$359.50 (minimum) 	<ul style="list-style-type: none"> •\$77.50/hr+\$33.25/hr for staff clean up •\$46.75/hr •\$366.75(minimum)+\$33.25/hr for staff clean up •\$366.75 (minimum)
Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)		
Auditorium	2019 Rates	2020 Rates

<p>(Capacity 240 persons)</p> <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •\$57.25/hr+\$32.50/hr for staff clean up •\$28.50/hr •\$359.50 (minimum)+\$32.50/hr for staff clean up •\$359.50 (minimum) 	<ul style="list-style-type: none"> •\$58.50/hr+\$33.25/hr for staff clean up •\$29.25/hr •\$366.75 (minimum)+\$33.25/hr for staff clean up •\$366.75 (minimum)
<p>Resident-Adult Charitable</p> <p>Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government.</p>		
<p>Auditorium</p>	<p>2019 Rates</p>	<p>2020 Rates</p>

(Capacity 240 persons) <ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> • \$45.75/hr+\$32.50/hr for staff clean up • \$23.00/hr • \$359.50 (minimum)+\$32.50/hr for staff clean up • \$359.50 (minimum) 	<ul style="list-style-type: none"> • \$46.75/hr+\$33.25/hr for staff clean up • \$23.50/hr • \$366.75 (minimum)+\$33.25/hr for staff clean up • \$366.75 (minimum)
Resident-Minor Charitable Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government.		
Auditorium (Capacity 240 persons) <ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed 	2019 Rates <ul style="list-style-type: none"> • \$23.00/hr • \$359.50 (minimum) 	2020 Rates <ul style="list-style-type: none"> • \$23.50/hr • \$366.75 (minimum)
Additional Charges (Applies to all events-HST included in pricing)		
<ul style="list-style-type: none"> • Hourly Rate per staff for set-up/clean-up 	2019 Rates <ul style="list-style-type: none"> • \$32.50 	2020 Rates <ul style="list-style-type: none"> • \$33.25

Note:

- All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals.
- Minimum rental charge of \$349.00 on Friday & Saturday.
- No kitchen facilities available
- Tables and chairs are available

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

MARKET SQUARE

The Market Square Parking Lot can only be booked provided the slab is booked.

(All rates include HST)

Non-Resident

(Any individual or organization, minor or adult outside the Town of Carleton Place)

Market Square Slab	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$173.75 • \$269.50 	<ul style="list-style-type: none"> • \$177.25 • \$275.00
Market Square Slab & Parking Lot <ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$233.75 • \$329.50 	<ul style="list-style-type: none"> • \$238.50 • \$336.00

Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)		
Market Square Slab	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$101.75 • \$173.75 	<ul style="list-style-type: none"> • \$103.75 • \$177.25
Market Square Slab & Parking Lot		
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$155.75 • \$233.75 	<ul style="list-style-type: none"> • \$158.75 • \$238.50
Resident-Minor (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly under the age of 18)		
Market Square Slab	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$60.00 • \$119.75 	<ul style="list-style-type: none"> • \$61.25 • \$122.25
Market Square Slab & Parking Lot		
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$60.00 • \$119.75 	<ul style="list-style-type: none"> • \$61.25 • \$122.25
Non-Profit/Charitable Organization (Any organization in possession of a valid donation registration # issued by the Federal Government where 100% of the profit directly benefits the organization or a non-profit community group)		
Market Square Slab	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Half Day (no more than 5 hrs) • Full Day (no more than 9 hrs) 	<ul style="list-style-type: none"> • \$60.00 • \$119.75 	<ul style="list-style-type: none"> • \$61.25 • \$122.25

Market Square Slab & Parking Lot		
• Half Day (no more than 5 hrs)	•\$60.00	•\$61.25
• Full Day (no more than 9 hrs)	•\$119.75	•\$122.25
Additional Charges-Applies to All Events (HST included in all pricing)		
	2019 Rates	2020 Rates
• Hourly Rate per staff for set-up/clean up	•\$32.50	•\$33.25
Note: <ul style="list-style-type: none"> The BIA will be permitted to sell advertising on the Market Square roof and are responsible to ensure that all signs remain in food condition. The BIA must ensure that any vandalism/graffiti to the signs be rectified in a reasonable amount of time. The installation and maintenance of the signs is the responsibility of the BIA. 		
SPRING/SUMMER SPORTS FACILITIES (All rates include HST)		
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills)		
	2019 Rates	2020 Rates
• Baseball Diamonds	• \$37.50/hr	• \$38.25/hr
• Summer Ice Slab	• \$50.25/hr	• \$51.25/hr
• Boat Launch-Season Pass	• \$87.50	• \$89.25
• Parks	\$40/hr/\$500.00/day	\$41/hr/ \$510.00/day
Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18)		
	2019 Rates	2020 Rates
• Baseball Diamonds	• \$25.00/hr	• \$25.50/hr
• Baseball Tournament	• \$159.25/hr	• \$162.50/hr
• Batting Cage	• \$12.50/hr	• \$12.75/hr
• Summer Ice Slab	• \$36.50/hr	• \$37.25/hr
• Boat Launch-Season Pass	• \$48.00	• \$49.00
• Boat Launch-Daily	• \$8.50	• \$10.00

<ul style="list-style-type: none"> Parks 	<ul style="list-style-type: none"> \$25.00/hr \$350/day 	<ul style="list-style-type: none"> \$25.50/hr \$357.00/day
Minor/Charitable (Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills or any organization in the possession of a valid donation registration # issued by the Federal Government)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> Baseball Diamonds Summer Ice Slab Batting Cage 	<ul style="list-style-type: none"> \$16.00/hr \$25.00/hr \$12.50/hr 	<ul style="list-style-type: none"> \$16.25/hr \$25.50/hr \$12.75/hr

CANOE CLUB Capacity 210 persons (All rates include HST)		
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place or the Township of Beckwith)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> Sun-Thurs-Licensed event Sun-Thurs-Non-Licensed event Fri & Sat- Licensed event Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> \$76.00/hr+\$32.50/hr for staff clean up \$44.00/hr \$1,220.00 (flat rate) includes staff clean up \$379.50 (minimum) 	<ul style="list-style-type: none"> \$77.50/hr+\$33.25/hr for staff clean up \$45.25/hr \$1,245.00 (flat rate) includes staff clean up \$387.00 (minimum)

Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place or the Township of Beckwith where the age of the participants are mainly over the age of 18)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •\$60.00/hr+\$32.50/hr for staff clean up •\$30.00/hr •\$1,061.00 (flat rate) includes staff clean up •\$329.50 (minimum) 	<ul style="list-style-type: none"> •\$61.25/hr+\$33.25/hr for staff clean up •\$30.50/hr •\$1,082.00 (flat rate) includes staff clean up •\$336.00 (minimum)
Resident Charitable-Adult (Any group of individuals where the age of the participants is mainly over the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Sun-Thurs-Licensed event • Sun-Thurs-Non-Licensed event • Fri & Sat- Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •\$60.00/hr+\$32.50/hr for staff clean up •\$30.00/hr •\$1,061.00 (flat rate) includes staff clean up •\$329.50 (minimum) 	<ul style="list-style-type: none"> •\$61.25/hr+\$33.25/hr for staff clean up •\$30.50/hr •\$1,082.00 (flat rate) includes staff clean up •\$336.00 (minimum)
Resident Charitable-Minor (Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Sun-Thurs-Non-Licensed event • Fri & Sat-Non-Licensed event 	<ul style="list-style-type: none"> •\$30.00/hr •\$329.50 (minimum) 	<ul style="list-style-type: none"> •\$30.50/hr •\$336.00 (minimum)
Note: <ul style="list-style-type: none"> • Minimum charge of \$336.00 for non-liquor events on weekends • All rentals are own set up and own clean up unless specified on contract. 		

<p>There is a mandatory staff clean up fee for all licensed rentals.</p> <ul style="list-style-type: none"> • 2-hour weekday minimum rental required • Tables and chairs are available • Includes kitchen facilities

CARAMBECK COMMUNITY CENTRE		
GYMNASIUM		
(All rates include HST)		
Resident Charitable-Minor/Senior		
(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> • \$18.00 • \$15.75 • \$28.25 	<ul style="list-style-type: none"> • \$18.50 • \$16.00 • \$28.75
Resident-Adult		
(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> • \$23.50 • \$23.50 • \$28.25 	<ul style="list-style-type: none"> • \$24.00 • \$24.00 • \$28.75
Non-Resident		
(Any individual or organization, minor or adult outside the Town of Carleton Place.		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> • \$33.50 • \$33.50 • \$38.75 	<ul style="list-style-type: none"> • \$34.25 • \$34.25 • \$39.50

CARAMBECK LIBRARY MEETING ROOM (All rates include HST)		
Resident Charitable-Minor/Senior (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate • No Show Fee (48 hr cancellation notice) 	<ul style="list-style-type: none"> •\$15.75 •\$15.75 •\$28.25 •\$15.75/hr 	<ul style="list-style-type: none"> •\$16.00 •\$16.00 •\$28.75 •\$16.00/hr
Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> •\$18.00 •\$18.00 •\$28.25 	<ul style="list-style-type: none"> •\$18.50 •\$18.50 •\$28.75
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place.)		
	2019 Rates	2020 Rates
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> •\$28.25 •\$28.25 •\$38.75 	<ul style="list-style-type: none"> •\$28.75 •\$28.75 •\$39.50
MEETING ROOM (All rates include HST)		
Resident Charitable-Minor/Senior (Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)		
	2019 Rates	2020 Rates

<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	<ul style="list-style-type: none"> •No charge if during staffing hours •No charge if during staffing hours •\$28.25 	<ul style="list-style-type: none"> •No charge if during staffing hours •No charge if during staffing hours •\$28.75
Resident-Adult (Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)		
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	2019 Rates <ul style="list-style-type: none"> •\$15.75 •\$15.75 •\$28.25 	2020 Rates <ul style="list-style-type: none"> •\$16.00 •\$16.00 •\$28.75
Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place.		
<ul style="list-style-type: none"> • Week Day Hourly Rate • Evening Hourly Rate • Weekend Hourly Rate 	2019 Rates <ul style="list-style-type: none"> •\$23.50 •\$23.50 •\$38.75 	2020 Rates <ul style="list-style-type: none"> •\$24.00 •\$24.00 •\$39.50

Note:

- **Weekend Rentals:**
 - **Gymnasium-** Minimum charge \$157.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
 - **Carambeck Library Meeting Room-** Minimum charge \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
 - **Meeting Room-** Minimum charge \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
- Gymnasium, Library Meeting Room and Classroom rentals are not available in the day time during holidays, PA days, or summer months due to the occupancy of the Carleton Place Child Care Services' Day Care Program.
- Should a user group require the use of gymnasium as well as a Community Room; the Weekday rate shall apply to the Community Room
- Meeting Room 'No Show' Fee- Minor/Charitable/Senior User Groups will be required to pay the hourly fee of \$16.00 for any rental in the Meeting Room that is not utilized without a 48-hour cancellation notice.
- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$33.25/hr will be added should set up or cleanup be required

- Tables and chairs are available.
- The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four weeks' notice will be given prior to the booking.

FACILITY DESCRIPTION:

GYMNASIUM

Capacity:

Number of Non-Fixed Seating Only: 385

Number of Non-Fixed Seating with Tables: 304

Number of Standing Space: 480

OWN SET UP AND OWN CLEAN UP STANDARDS

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

THE STATION – ACTIVE LIVING CENTER ROOM RENTAL

Resident Charitable-Minor/Senior

(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

	2019 Rates	2020 Rates
• Hourly Rate		•\$30.50

Resident-Adult

(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

	2019 Rates	2020 Rates
• Hourly Rate		•\$30.50

Non-Resident (Any individual or organization, minor or adult outside the Town of Carleton Place.)		
	2019 Rates	2020 Rates
• Hourly Rate		•\$44.00
MEMBERSHIPS		
Non-Resident (Any individual that resides outside the Town of Carleton Place.)		
• Annual Fee		•\$50.00
MEMBERSHIPS		
Resident (Any individual that resides inside the Town of Carleton Place.)		
• Annual Fee		•\$25.00

COMMENT

The rates would be effective January 1, 2020 to December 31, 2020.

Moved by Councillor Linda Seccaspina

Seconded by Jan Ferguson

THAT the proposed 2020 rental rates for the Arena Upper Hall, Town Hall, Canoe Club, the Train Station, Carambeck Community Centre and Summer Sports facilities be approved.

CARRIED

Committee of the Whole – Information list

November 12, 2019

Date	Originator	Department	Subject	Pages
2019 09 18	Mississippi Valley Conservation Authority	Physical Environment	Board of Directors Minutes	
2019 10 08	Enbridge Gas	Policy Review	Public Notification – Gas Rates	
2019 10 28	Town of Prescott	Policy Review	Review of Building Code Act	
2019 10 29	Ministry of Natural Resources and Forestry	Policy Review	Proposal to make a new regulation	
2019 11 01	Ministry of Municipal Affairs and Housing	Policy Review	Provincial Updates	

MISSISSIPPI VALLEY CONSERVATION AUTHORITY
BOARD OF DIRECTORS

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

September 18, 2019

MEMBERS PRESENT:

J. Mason, Chair;
J. Hall, Vice-Chair;
J. Atkinson;
E. Burke;
F. Campbell;
R. Darling;
E. El-Chantiry;
T. Fritz;
G. Gower;
B. Holmes;
J. Inglis;
J. Karau;
P. Kehoe;
C. Lowry;
G. McEvoy;
P. Sweetnam;
K. Thompson.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Treasurer;
A. Broadbent, Information Technology Supervisor;
M. Craig, Manager, Planning and Regulations;
R. Fergusson, Operations Supervisor;
S. Gutoskie, Community Relations Coordinator;
S. Lickley, Administrative Assistant;
G. Mountenay, Water Management Supervisor;
J. Price, Director, Water Resource Engineering;
A. Symon, Watershed Planner;
E. Levi, Recording Secretary.

VISITORS PRESENT:

L. Hudson, PAC Member;
A. Kulp, Metroland Media;
D. Wilson, North Lanark Regional Museum;
A. Gerus, North Lanark Regional Museum;
L. Carleton, Volunteer – Mill of Kintail;
J. Maydan, Councilor, Mississippi Mills.

J. Mason called the meeting to order at 1:02 p.m.

B09/18/19-1

MOVED BY: P. Kehoe

SECONDED BY: F. Campbell

Resolved, That the agenda for the September 18, 2019 meeting of the Mississippi Valley Conservation Authority Board of Directors be adopted as presented.

“CARRIED”

BUSINESS:

1. Minutes – Board of Directors Meeting – July 17, 2019

B09/18/19-2

MOVED BY: T. Fritz

SECONDED BY: R. Darling

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held on July 17, 2019 be received and approved as printed.

“CARRIED”

2. Minutes – Policy & Priorities Advisory Committee Meeting – September 5, 2019

B09/18/19-3

MOVED BY: P. Sweetnam

SECONDED BY: J. Karau

Resolved, That the Minutes of the Mississippi Valley Policy & Priorities Advisory Committee meeting held on September 5, 2019 be received.

“CARRIED”

3. Mill of Kintail

S. Gutoskie gave a presentation regarding Staff Report #3024/19 (attached).

B. Holmes commented that a volunteer from Mill of Kintail should be included as a member of the proposed advisory committee for the collections.

J. Inglis inquired whether the Authority has had other such advisory committees. S. McIntyre responded that there have been other advisory committees similar to the one proposed.

J. Karau noted that in previous conversations federal support from organizations such as Sports Canada and the National Capital Commission (NCC) were also considered as optional stakeholders. He suggested reaching out to them as well.

J. Mason agreed that the two collections hold national significance and federal support should be considered.

C. Lowry agreed that the NCC and Heritage Canada would be great stakeholder options as well as a volunteer from the Mill of Kintail. She suggested one of the first activities of committee should be to hold an open house so residents of Mississippi Mills could have a platform to be heard.

B09/18/19-4

MOVED BY: B. Holmes

SECONDED BY: C. Lowry

Resolved, That the Board of Directors approve the Mill of Kintail Strategic Plan as submitted and that in light of impacts of Bill 108, a committee be struck to examine the future of the R. Tait McKenzie and Dr. James Naismith Collections in the museum at the Mill of Kintail

Conservation Area.

“CARRIED”

4. Permit Signing Authority

S. McIntyre reviewed Staff Report #3025/19, attached. She advised it was an administrative matter needing clarification to provide authority to the General Manager to sign Ont. Reg. 153/06 Permits.

B09/18/19-5

MOVED BY: E. El-Chantiry

SECONDED BY: G. Gower

Resolved, That the Board of Directors delegate permit approval and signing authority under Section 28 of the Conservation Authorities Act to the General Manager.

“CARRIED”

5. Spring 2019 Flood Report

G. Mountenay gave a presentation regarding Staff Report #3026/19, attached. He advised that snow melt & rainfall were the reason behind the flood in 2019. He noted there had been flooding from the top of system to the bottom which is very unusual.

S. McIntyre mentioned there was a large detailed report outlining the 2019 Flood. She noted there were a few hard copies available and that once the electronic file was downsized, the document would be available on the MVCA Website. G. Mountenay commented that the idea behind the large report is to have it accessible to any citizen on any lake within the watershed so they can be informed of what happened in their particular area.

S. McIntyre provided an overview of post-flood actions taken by MVCA, impacts on resource allocation, costs and revenues, as well as key activities of local municipalities and the provincial task force.

E. El-Chantiry expressed his concern that transparency from the province is becoming less and less. He noted that the lack of communication and support from the province makes it difficult for municipalities to plan, especially when it comes to funding. His concern is that the province will continue to cut funding and municipalities will be forced to pick up the shortfall. He noted that it needs to be conveyed that homeowners are the ones paying the price and that provincial cuts shouldn't be supported.

E. El-Chantiry asked whether MVCA has a plan to identify the impacts of flooding and funding in municipal areas. S. McIntyre advised that one-on-one meetings with members were occurring now, and that the provincial \$120,000 shortfall is an unknown to municipalities at this time. She noted it will be up to the Board to consider how it wants to approach the deficit moving forward.

6. Watershed Conditions Report

G. Mountenay gave an overview of the current watershed conditions. He advised the fall has been dry and a press release will be published tomorrow advising of a Level One drought. He noted drawdowns have just started on upper lakes and the remaining drawdowns will occur after Thanksgiving weekend as that is when the recreational season ends. He advised the Authority will be attempting to keep upper lakes near the upper end of the operating range until precipitation allows for it to be reduced.

7. Section 28 Permits

M. Craig reviewed the attached Staff Report #3027/19 regarding permits issued. He advised that landowners were very frustrated with lack of available contractors to complete work this year, so there will likely be spill-over of work permits associated with the flood into next year.

8. Budget Control Report

A. Millar reviewed Staff Report #3028/19. She reviewed that a small deficit of \$5,000 was anticipated for year end. S. McIntyre commented that it is only a \$5,000 deficit due to salaries of two full-time employees who have not been at work this year. She noted that next year this won't be the case.

J. Karau noted that effort expended by staff to take on more tasks is not sustainable. He cautioned about getting invested in savings that are not really there.

A. Millar advised that the A.D. Latornell Conference early bird deadline was approaching October 4. She asked members to advise of their intention to attend.

9. Bill 108 Update

S. McIntyre gave a presentation outlining the Government's objectives, timelines, current uncertainties pertaining to the implementation of Bill 108 and MVCA's response. She noted the regulations will come out in November and is hopeful they will outline what is considered to be the Core Mandate for the CAs, what the funding will be, and the next steps. She advised that even through the current unknowns, the MVCA Budget still needs to be drafted for 2020.

E. El-Chantiry reiterated his frustration at municipalities having to pick up the slack for every provincial cut. He recommended that the City not subsidize the shortfall in an effort to show public that this is the effect of the Province.

R. Darling commented that members need to go back to their respective councils and see what the appetite is for MVCA's 2020 budget given the uncertainty of provincial funding.

J. Mason noted there may be more information available after the Conservation Ontario meeting at end of September.

10. Palmerston Beach

B09/18/19-6

MOVED BY: J. Atkinson

SECONDED BY: P. Kehoe

**Resolved, That the committee move to in-camera session for discussion of a proposed or pending acquisition or disposition of land by the Authority; and further,
Resolved, That Sally McIntyre and Ross Fergusson remain in the room.**

“CARRIED”

B09/18/19-8

MOVED BY: K. Thompson

SECONDED BY: C. Lowry

Resolved, That committee move out of in-camera session.

“CARRIED”

11. Mississippi River Watershed Plan – Public Advisory Committee Members

A. Symon reviewed Staff Report # 3029/19. She advised there was a broad range of interest from entire watershed for membership. She advised that the first meeting of the committee will be held in October.

P. Kehoe questioned why there was no representation from First Nations. S. McIntyre advised that staff have been speaking with two different Metis consulting firms and was advised that the preference was that they not be considered as stakeholders on an advisory committee, but that they be hired in a consulting capacity.

ADJOURNMENT

The meeting was adjourned at 2:45 p.m.

B09/18/19-9

MOVED BY: K. Thompson

SECONDED BY: G. McEvoy

Resolved, That the Board of Directors meeting be adjourned.



“E. Levi, Recording Secretary

“CARRIED”

J. Mason, Chair”

REPORT

3024/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Shannon Gutoskie, Community Relations Coordinator
RE:	Mill of Kintail Conservation Area – Museum
DATE:	September 18, 2019

Recommendation of the Policy & Priorities Committee:

That the Board of Directors:

Approve the Mill of Kintail Strategic Plan as submitted and that in light of impacts of Bill 108, that a committee be struck to examine the future of the R. Tait McKenzie and Dr. James Naismith Collections in the museum at the Mill of Kintail Conservation Area.

1.0 ISSUE

In February 2019, work commenced on a five-year strategic plan for the Mill of Kintail Museum as required by the Ontario Ministry of Tourism, Culture and Sport's Community Museum Operating and Pay Equity Grant (CMOG.) In May, a draft plan was distributed to member municipalities and the general public for feedback. After a 30-day commenting period, only two responses were received.

Subsequently, the Province of Ontario approved Schedule 2 of Bill 108 that tied Municipal Levies to conservation authority (CA) mandatory programs, which were reduced in scope by the legislation. This is forcing all CAs to examine current activities and determine whether they will remain eligible for Municipal Levy funding.

In examining the Mill of Kintail Museum, which focuses on the lives, philosophies, and accomplishments of two local residents—R. Tait McKenzie and James Naismith, it was concluded that the current focus and collection do not meet the core mandate of CAs and will likely no longer qualify for Municipal Levy funding when new regulations take effect, expected in 2021. A strategy is needed that addresses the direction and financial impacts of these legislative changes.

2.0 BACKGROUND

A staff report was presented to the Policy and Priority Committee on September 5, 2019. The report provided analysis of the site, operations, costs, and context amongst museums within Lanark County. It also presented five options for the Committee's consideration:

1. Increase user fees and secure alternative funding to allow the museum to continue at the current level and service and remain focused on Dr. R. Tait McKenzie and Dr. James Naismith.
2. Continue with the current focus, but reduce levels of service at the Museum to align with the new financial model (e.g. shorter season and hours of operation, and limited curation and changes of the displays.)
3. Continue with the current focus, but transfer ownership of the collection and museum operations to a third party, likely a local not-for-profit volunteer organization.
4. Transition the museum collection and focus so that they align with the legislated mandate of CAs (sustainable resource management); and, safely store the McKenzie-Naismith collections until such time as other entities in the community are found to take over the collections.
5. Transition the museum collection and focus so that they align with the mandate of CAs (sustainable resource management); and, transfer the McKenzie-Naismith collections to other museums, galleries, organizations, and collectors.

The public was made aware of the issue and invited to speak at the Committee meeting via a media release, social media, the MVCA website, and a briefing of the Mill of Kintail Advisory Committee. The Policy & Priorities Committee heard presentations from the following:

- Michael Rikley-Lancaster, Mississippi Valley Textile Museum
- Lucy Carleton, Mill of Kintail volunteer
- Jill Moxley, Ramsay Women's Institute
- Amy Gerus, Lanark County Museum Network
- Doreen Wilson, North Lanark Historical Society

3.0 CONCLUSION

Based upon the presentations by staff and public, the Committee determined that there was sufficient community interest in the McKenzie-Naismith collections and their location at the Mill of Kintail to warrant further investigation into options in consultation with the public. And, that the Strategic Plan should be submitted as is to enable receipt of the 2019 CMOG.

4.0 ATTACHMENTS

- Staff Report 3022/19 to the Policy & Priorities Committee Meeting, September 5, 2019
- Submissions made to the Policy & Priorities Committee Meeting, September 5, 2019
- Mill of Kintail Strategic Plan, 2019

REPORT

3025/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager
RE:	Permit Signing Authority
DATE:	September 5, 2019

Recommendation:

That the Board of Directors delegate permit approval and signing authority under Section 28 of the *Conservation Authorities Act* to the General Manager.

1.0 BACKGROUND

Mississippi Valley Conservation Authority issues permits under Section 28 of the *Conservation Authorities Act*. Section 28 (2) allows the Board to “*delegate any of the authority’s powers or duties under the regulation to the authority’s executive committee or to any other person or body, subject to any limitations and requirements that may be set out in the regulation.*” Currently, this power resides with the Director of Water Resources and the Manager of Planning & Regulation. It is unclear from MVCA records whether this authority was automatically transferred to the new General Manager, Sally McIntyre. The purpose of this report is to obtain clear direction on this matter; and to provide generic wording that will allow for automatic transference of this authority going forward. Having three people with signing authority ensures that permits can be processed in a timely manner.

REPORT

3026/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Sally McIntyre, General Manager and Gord Mountenay, Water Management Supervisor
RE:	Spring 2019 Flood Event Report
DATE:	September 10, 2019

Recommendation:

That the Board receive this report for information.

1.0 PURPOSE

- Table the attached report that details the causes, response, and outcomes of the Spring 2019 flood event on the Mississippi River watershed;
- Outline the follow-up actions taken by MVCA staff, impacts on resource allocation, infrastructure, costs and revenues.
- Outline key activities of local municipalities and the province to recover and mitigate future events.

2.0 MVCA PUBLIC COMMUNICATIONS

Three Open Houses were held across the watershed, and Gord Mountenay presented to the Mazinaw Lake Association as summarized in Table 1.

Table 1: Community Events post 2019 Spring Flood

Date	Location	Event Summary
June 3	MVCA Office	Approximately 100 attended. Presentation by MVCA followed by Q&A. Staff provided 1:1 to residents at tables before the meeting.
June 4	McDonalds Corners	Approximately 40 attended. Presentation by MVCA followed by Q&A. Staff provided 1:1 to residents at tables before the meeting.
June 29	Cloyne	Cottage Association meeting, approximately 60 attended, Gord was one of several speakers, gave a 20 minute

		presentation followed by Q&A. He stayed for an hour after meeting for 1:1 Q&A
July 9	Constance Bay	Approximately 120 attended. Presentations by ORRC and MVCA followed by Q&A. Staff from MVCA, OPG, City of Ottawa, and ORRC provided 1:1 to residents at tables before and after the presentations.

Open Houses were used to disseminate information as well as to begin 1:1 discussions with property owners. In some cases, site meetings were booked the same evening. Everyone who signed-up for a site visit were contacted in the subsequent week, and over 100 site have been completed since May 1, 2019.

The MVCA Home page was updated in the lead-up to and following the flood event to provide easy access to flood recovery and permit information. During the period April 15-May 15, 2019, the home page had 35,000 page views, 7,100 on April 26 alone. Since May 16, 2019, the *Rebuilding & Repairs* page has been accessed 1,300 times.

3.0 MVCA PERMIT REVIEW PROCESS

The following actions were taken to ease public understanding of the permitting process:

- Policies regarding shorelines were updated and approved by the Board.
- A flow chart was developed that illustrates key steps and decision-making points.
- Step-by-step instruction sheets on shoreline restoration and rebuilding were improved to ease communications with applicants.
- Forms were updated and example drawings/diagrams provided.

4.0 MVCA BUSINESS PROCESSES

The following actions were taken to improve the review and approval of permit applications:

- A summer student originally hired to assist with compliance monitoring and planning was reassigned to support streamlining of permit intake and site bookings.
- A contract position for Stewardship was reassigned ~30% to shoreline applications in Constance Bay ensuring timely completion of permit applications.
- Planning and regulations staff dedicated specific days to completing field visits improving the efficiency of field activities.

5.0 MVCA INFRASTRUCTURE

Inspections were carried out of structures and the following key findings and follow-up actions:

- Mazinaw Lake Dam: the flood caused significant erosion to the crest of the bypass channel. Damage was inspected by a consultant, and permits from the province have been obtained to repair the structure, scheduled to occur this fall.
- Kashwakamak Lake Dam: a small sump hole has appeared below the side block dam. No further action is being taken at this time.
- Farm Lake Dam: the staff gauge was destroyed and plywood missing from the crest of the dam. Staff repaired the damage in July as part of previously scheduled work.
- Several stoplogs were lost from various dams either due to water pressure causing them to “pop” out of the dam or vandalism.
- Wash-out of a section of the K&P trail occurred and damage to a trail storm culvert was reported to MVCA and an initial assessment has been completed.

Staff have not had the opportunity to identify potential damage to other MVCA assets at the Mill of Kintail, Purdon, and Morris Island conservation areas, however, nothing has been reported by visitors.

6.0 MVCA TIME AND BUDGET IMPACTS

Staff tracked time spent responding to the flood event, and to complete various recovery, assessment, and repair activities. From April to August 31st, approximately 2,685 hours were dedicated to the flood response and recovery, including follow-up meetings with the public, municipalities and the province at an estimated cost of \$116,350. This represents time and money diverted from other activities that were not initiated or completed as a result.

Repairs to the Mazinaw Lake Dam is estimated to cost \$5,000. Application has been made to WECl to access emergency funding but the results of this application may not be known until 2020. The WECl application, if successful, only provides 50% funding. Currently, this expense is reflected within operational expenses for 2019.

As previously anticipated, permit application volume has increased over the summer months along with the associated revenues received although the revenue is not increasing in tandem as the fees have been reduced by 50%. Due to this reduction, it is estimated that the permit revenues have decreased approximately \$10,000.

Table 1: Average Number of Permit Applications per Year

	Total Permits	Shorelines	Rebuild / Septic
2014-2016 (3 years)	428 (142/year)	54 (18/year)	117 (39/year)
2017-2018 (2 years)	441 (220/year)	124 (62/year)	92 (41/year)
Projected 2019-2020	450-500	100-150	90 (45/year)

7.0 COUNTY OF LANARK

On May 23, 2019, staff attended a meeting hosted by the County of Lanark of municipal CAOs and Emergency Responders to discuss the event, and emergency response and recovery. Representatives from 9 municipalities and the Canadian Red Cross attended. At the meeting, MVCA staff provided details on the conditions prior to the event, timing and actions taken before and during the flood event. The municipalities provided details local flood conditions, actions taken and messaging. Key areas identified for follow-up action were the following:

- Develop a consistent template for Municipal website flood information
- Develop printed material for door-to-door site visits to answer frequently asked questions
- Coordinate sandbag pick-up and drop-off sites with mapping on Municipal 511 and social media posts
- Ensure sandbag and sand pile inventories are maintained
- Coordinate volunteer management with assigned tasks, meeting points and recognition after the fact
- Engage Lake and Road Associations for the spread of information and registration of volunteers

Attachment 1 provides a summary of meeting outcomes and next steps.

8.0 PROVINCE

The province has hosted two meetings in the region in response to the spring flood event:

- May 24, 2019 Engagement Session of Internal Task Force
- September 5, 2019 Ottawa Flooding Special Advisor Engagement session

The first meeting was attended by Board member Councillor Eli El-Chantiry from the City of Ottawa and GM Sally McIntyre. The event was chaired by MPP Toby Barrett with the following MPPs also in attendance: Merrilee Fullerton, Goldie Ghamari, Jim McDonell, and Jeremy Roberts. Other meeting participants were: OPG, the municipalities of Clarence-Rockland and Alfred-Plantagenet, the Insurance Bureau of Canada, South Nation Conservation, and MNRF staff. The meeting was closed to the public and media. The federal government and province of Quebec were not invited.

The meeting consisted of a round-table presentation of questions and concerns. The Chair committed to relay comments back to the Task Force, which would decide what follow-up actions

would be taken, if any. To date, there has been nothing published regarding the membership of the Task Force, its mandate, or expected deliverables; and there has been no follow-up correspondence with MVCA, and no findings or reports published.

In mid-July, the province announced the appointment of Doug McNeil as a Special Advisor on Flooding to “advise the province on ways to reduce the impacts of flooding and ensure communities can recover quickly.” The meeting held in Ottawa September 5th was chaired by Mr. McNeil, with largely the same group present as previously, except OPG was not invited, and a few additional participants were present including Board member Christa Lowry, Mayor of the Town of Mississippi Mills and the GMs of RVCA and SNCA. There was no media or public in the room. Again, the federal government and province of Quebec were not invited.

After introducing himself, Mr. McNeil invited open discussion of issues, but was specifically looking for ideas on how to improve flood mitigation, readiness, and response going forward. As with the Task Force, there is limited published information available regarding the scope of his mandate and expected deliverables, however, he did indicate that his findings were due by the end of October.

The following matters were raised by MVCA Board members and the GM at the meeting:

- Need public transparency regarding the cause of the flooding on the Ottawa River.
- Need federal involvement and inter-agency cooperation in the analysis of events on the Ottawa River, reporting out to the public, and follow-up actions and funding.
- Need provincial funding that allows not just for reinstatement of what previously existed, but also implementation of repairs and retrofits that mitigate future flood risk, e.g. raising of a home.
- Need templated communications materials for use by small communities.
- Need “how to” guides for volunteer management and management systems.
- Need centralized distribution centres for key supplies such as sand bags that can be accessed as needed by area municipalities.
- Need provincial funding support for preparing and updating flood plain mapping, particularly in small jurisdiction with low assessment but high growth.
- Need to consider potential changes in design events. (The three CAs are preparing 1:350 event mapping for the City of Ottawa to help identify potential risks to critical infrastructure and to ensure that new infrastructure is properly sited.)
- Need an authoritative central source that people can go to understand the flood risk to them—poor understanding of watersheds and which Authority they fall within.
- Need increased public education and understanding of the progressive flood outlook/watch/warning system and awareness of actions required at each stage.

- Need comprehensive Watershed Planning to increase public awareness and allow for coordinated mitigation of activities that could increase the volume and speed of run-off and associated flood risks.
- Need to address development on private roads where lots are above the flood plain but access roads are not.
- Need stable funding for flood management programs. Province should inform CAs of 2020 funding levels now so that they can be built into their 2020 budgets.
- Need to be consulted on changes in regulations and given sufficient time to allow for proper consultation within municipalities, budgeting, and transition.
- Need tools and water resource management conversation to also consider prolonged drought as impacts can impact entire sectors and require allocation of a finite resource for competing uses.

REPORT

3027/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Matt Craig, Manager, Planning and Regulations
RE:	Ontario Regulation 153/06 Permits Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
DATE:	September 11, 2019

Recommendation:

That the Board receive this report for information.

1.0 PURPOSE

This report provides a summary of permits issued under O.Reg. 153/06 between April and September 2019, and an update on planning workload and staffing associated with the spring flood.

2.0 BACKGROUND

The Authority issues permits under O.Reg. 156/06 to:

- Minimize the risk of loss of life and property damage as a result of flooding.
- Direct development away from natural hazard prone land (i.e. flood plains, unstable slopes and soils).
- Mitigate the potential for development to impact the control of flooding, erosion, pollution, or the conservation of land.
- Maintain the hydrologic and ecological functions of wetlands (e.g. source water protection for drinking water and flood mitigation.)

3.0 UPDATE

There was a significant number of permit applications between April 9 and September 11, 2019 as shown in Table 1:

Table 1: Permit Activity April 9 and September 11, 2019

Permit Type	No. Issued
Shoreline	39
New Building/Raising	17
Wetland	12
Septic	12
Culverts	8
Other (decks, additions, fill)	44
TOTAL	104*
Total YTD - 2019	~190
Total YTD - 2018	~100

*One permit can address several matters. See Attachment 1 for details.

Based upon a comparison to 2018 permit activity, it is believed that approximately half of the permits are directly related to impacts arising from the 2019 spring flood.

Due to the increase in applications, a staff member was reassigned on a part-time basis from the stewardship program to assist with shoreline permits along the Ottawa River; and a summer student was reassigned to assist with shoreline inquiries, permitting, and enforcement. The student position has been extended until December of 2019 and a grant obtained to fund half the cost of the extension. The Board approved \$50,000 from the General Operating Reserve to assist for staffing related to the 2019 Flood on May 15th, 2019 and may be utilized to offset costs of the additional staffing.

Staff continue to deal with high volumes of calls, inquiries and applications. Over 100 site inspections have been completed arising from flood damage. Due to continued queries and a general delay in applications associated with other approval processes and an apparent shortage of qualified contractors, the impacts of the flood will continue to impact planning capacity into 2020.

ATTACHMENTS:

Attachment 1 – All permits issued April 9, 2019 to September 11, 2019.



PERMITS ISSUED FOR 8 APR 2019 TO 6 SEP 2019 FOR ALL MUNICIPALITIES

Row	CAID	Approved	Permit No.	Expiry	Municipality	Water Body
1	RBWPM-459	Apr 12,2019	W19/029	Apr 12,2021	BECKWITH	
Street / Lot/ Con: 107 Rathwell Shore / LOT N/A / CON N/A						
Description: Installation of new septic system within the Regulation Limit of Mississippi Lake						
2	RBWPM-460	May 24,2019	W19/047	May 24,2021	BECKWITH	
Street / Lot/ Con: 172 Richard's Lane / LOT 10 / CON 12						
Description: Alteration to shoreline to install rip-rap erosion protection on Mississippi Lake						
3	RBWPM-461	Jun 14,2019	W19/059	Jun 14,2021	BECKWITH	
Street / Lot/ Con:						
Description: Alteration to shoreline to Install Rip-Rap Erosion Protection on Mississippi Lake						
4	RBWPM-462	Jul 05,2019	W19/072	Jul 05,2021	BECKWITH	
Street / Lot/ Con: 350 Scotch Corners Rd / LOT 02 / CON 08						
Description: Increase Height and Replace the Floor of an Existing Basement, within the Regulatory Flood Plain of Mississippi Lake						
5	RBWPM-463	Jul 05,2019	W19/076	Jul 05,2021	BECKWITH	
Street / Lot/ Con: 110 Mitchell Lane / LOT 11 / CON 11						
Description: Construct Upper Level Deck within the Flood Plain on Mississippi Lake						
6	RBWPM-466	Jul 22,2019	W19/083	Jul 22,2021	BECKWITH	
Street / Lot/ Con: 268 Gardiner Shore Road / LOT 13 / CON 09						
Description: Install rip rap erosion protection within the regulatory 1:100 year flood plain and along the shoreline of Mississinni Lake.						
7	RBWPM-467	Jul 22,2019	W19/084	Jul 22,2021	BECKWITH	
Street / Lot/ Con: 262 Gardiner Shore Road / LOT 15 / CON 09						

Description: Install Rip Rap Erosion Protection within the Regulatory 1:100 Year Flood Plain and Along the shoreline of Mississinni Lake

8	RBWPM-468	Aug 13,2019	W19/107	Aug 13,2019	BECKWITH
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Street / Lot/ Con: 264 Gardiner Shore Road / LOT 14 / CON 09

Description: Repair Retaining Wall on Mississippi Lake

9	RBWPM-469	Aug 01,2019	W19/109	Aug 01,2021	BECKWITH
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Street / Lot/ Con: 145 Squaw Point Road / LOT 04 / CON 09

Description: Install a New Tertiary Septic System within the Regulation Limit of Mississippi Lake

10	RBWPM-470	Aug 20,2019	W19/133	Aug 20,2021	BECKWITH
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Street / Lot/ Con:

Description: Installation of Rip Rap Erosion Protection along approximately 20 m of Shoreline on Mississippi Lake

11	RBWPM-471	Aug 30,2019	W19/139	Aug 30,2021	BECKWITH
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Street / Lot/ Con: 139 Sunset Lane / LOT 02 / CON 07

Description: Construct retaining wall on Mississippi Lake

12	RBWPM-472	Sep 03,2019	W19/148	Sep 03,2021	BECKWITH
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Street / Lot/ Con: 3336 Ninth Line / LOT Pt NE 1/2 Lot 2 / CON 7

Description: Complete Shoreline Erosion Restoration and Construct Retaining Wall On Mississippi Lake

13	RBWPM-473	Aug 23,2019	W19/162	Aug 23,2021	BECKWITH
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Street / Lot/ Con: 100 Knowlton / LOT 10 / CON 12

Description: Construct a Gazebo within the Regulation Limit of Mississippi Lake

14	RCFPM-54	Jul 02,2019	W19/057	Jul 02,2021	CENTRAL FRONTENAC
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Street / Lot/ Con: 1176 Veley Rd / LOT 31 / CON 06

Description: Replace and repair boat house cribs on Big Gull Lake

15	RCPMP-2	May 23,2019	W19/044	May 23,2021	CARLETON PLACE
Street / Lot/ Con:					
Description: Replace a Deck within the Regulation Limit of the Erosion Hazard Limit of the Mississippi River, to the same size and location as the existing deck.					
16	RCPPM-73	May 29,2019	W19/035	May 29,2021	CARLETON PLACE
Street / Lot/ Con:					
Description: Excavate and Place Patio Stones, within the Regulatory Flood Plain, of the Mississippi River.					
17	RCPPM-75	Aug 21,2019	W19/120	Aug 21,2021	CARLETON PLACE
Street / Lot/ Con:					
Description: Rebuild retaining wall along Mississippi Lake					
18	RCPPM-76	Aug 09,2019	W19/123	Sep 06,2019	CARLETON PLACE
Street / Lot/ Con:					
Description: Approve geotechnical work in the Mississippi River					
19	RDNMP-3	May 30,2019	W19/050	May 30,2021	DRUMMOND/NORTH ELMSLEY
Street / Lot/ Con:					
Description: Install a Pre-fabricated Auxiliary Structure partially within the Regulatory Flood Plain, and entirely within the Regulation Limit. of Mississinni Lake					
20	RDNMP-4	Aug 09,2019	W19/070	Aug 09,2021	DRUMMOND/NORTH ELMSLEY
Street / Lot/ Con: 1354 Ferguson Falls Rd / LOT 16 / CON 12					
Description: Construct a Detached Garage within the Regulation Limit of a Provincially Significant Wetland					
21	RDNPM-303	May 23,2019	W19/021	May 23,2021	DRUMMOND/NORTH ELMSLEY
Street / Lot/ Con: 100 Jackson Drive / LOT n/a / CON n/a					
Description: Replace Decks within the Regulation Limit of the Mississippi River					

22	RDNPM-304	Jun 11,2019	W19/028	Jun 11,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 118 Birch Grove Lane / LOT 21 / CON 06

Description: Replace an Existing Cottage with a New Dwelling; Add Fill and Expand the Existing Laneway; and Construct a New Detached Garage, within the (1:100 year) Flood Plain of Mississippi Lake

23	RDNPM-306	Jun 10,2019	W19/051	Jun 10,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 164 Beck Shore / LOT 24 / CON 07

Description: Install Rip-Rap Erosion Protection within the Erosion Hazard of Mississippi Lake.

24	RDNPM-307	Jun 27,2019	W19/054	Jun 27,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 212 Flintoff Bay Road / LOT 19 / CON 07

Description: Replace Decks and Construct a Sunroom within the Regulation Limit of the flood plain on Mississinni Lake

25	RDNPM-308	Jul 31,2019	W19/061	Jul 31,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con:

Description: Placement of rip-rap for erosion protection along shoreline of Mississippi Lake

26	RDNPM-309	Aug 13,2019	W19/095	Aug 13,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 156 Flintoff Bay / LOT 19 / CON 07

Description: Repair shoreline along Mississippi Lake

27	RDNPM-310	Jul 24,2019	W19/102	Jul 24,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 169 First Avenue / LOT 23 / CON 09

Description: Construct a Dwelling and Attached Garage, and Install a New Septic System, within the Regulation Limit of Mississinni Lake

28	RDNPM-312	Aug 29,2019	W19/150	Aug 29,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con:

Description: Raise the Existing Cottage, within the Regulation Limit of the Regulatory Flood Plain of Mississippi Lake

29	RDNPM-314	Aug 30,2019	W19/179	Aug 30,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 100 Jerome Street / LOT 17 / CON 12

Description: Relocate and Construct an Addition onto an Existing Cottage within the Regulation Limit of a Provincially Significant Wetland

30	RDNPM-315	Aug 30,2019	W19/180	Aug 30,2021	DRUMMOND/NORTH ELMSLEY
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Street / Lot/ Con: 100 Jerome Stree - Cottage #8 / LOT 17 / CON 12

Description: Raise and Construct Two Additions and a Deck onto, an Existing Cottage, within the Regulation Limit of a Provincially Significant Wetland

31	RFTPM-254	May 06,2019	W19/032	May 06,2020	OTTAWA
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Street / Lot/ Con: 5955 Carp Road / LOT 13 / CON 09

Description: Emergency Culvert Repair on Carp Tributary

32	RFTPM-255	Jul 22,2019	W19/087	Jul 22,2021	OTTAWA
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Street / Lot/ Con: 140 Stubble Rd / LOT 27 / CON 10

Description: Application Made Under Ontario Regulation 153/06 for Development within the Regulated Area to Install a Rip Rap Retaining Wall Surrounding Raised Septic Bed located on the Ottawa River.

33	RFTPM-257	Aug 27,2019	W19/091	Aug 27,2021	OTTAWA
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Street / Lot/ Con: 102 Moorhead Dr / LOT 39 / CON N/A

Description: Raise existing dwelling to conform with flood proofing requirements, shoreline alteration to replace existing retaining wall with concrete block retaining wall and to raise driveway to a higher elevation along the Ottawa River

34	RFTPM-258	Jul 19,2019	W19/096	Jul 19,2021	OTTAWA
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Street / Lot/ Con: 156 Mississippi Drive / LOT 25 / CON 05

Description: Installation of above ground pool within the regulation limit of the Ottawa River

35	RFTPM-260	Sep 03,2019	W19/171	Sep 03,2019	OTTAWA
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Street / Lot/ Con:

Description: Regrade lane and asphalt to stop washout, minor work to existing wall and some fill replacement with the floodplain of the Ottawa River

36	RGLPM-103	Jun 21,2019	W19/038	Jun 21,2021	OTTAWA
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Street / Lot/ Con: none / LOT 27 & 28 / CON 12

Description: Infill the bank of Poole Creek corridor after the removal of a stormwater outlet, together with the construction of a residential subdivision within the regulation limit.

37	RGLPM-104	Jul 26,2019	W19/098	Jul 26,2021	OTTAWA
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Street / Lot/ Con:

Description: Jackson Trails stormwater outlet ditch clean out

38	RHTPM-116	Apr 25,2019	W19/026	Apr 25,2021	OTTAWA
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Street / Lot/ Con: 183 Country Meadows / LOT N/A / CON N/A

Description: To construct a new residential dwelling and septic system within a regulated wetland within the City of Ottawa.

39	RHTPM-117	Jun 18,2019	W19/033	Jun 18,2021	OTTAWA
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Street / Lot/ Con: 450 Huntmar Dr. / LOT 03 / CON 01

Description: Construct Stormwater Pond for Residential Development Within the Regulatory Limit of the Carp River

40	RHTPM-118	May 31,2019	W19/049	May 31,2021	OTTAWA
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Street / Lot/ Con: Upper Dwyer Hill Rd - N of March / LOT 19 / CON 10/11

Description: Culvert Replacement on Cody Creek Tributary

41	RHTPM-119	Jun 18,2019	W19/053	Jun 18,2021	OTTAWA
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Street / Lot/ Con: 3725 Carp Rd / LOT N/A / CON 03

Description: Excavate and remove contaminated material within the regulation limit of the Carp River.

42	RHTPM-120	May 31,2019	W19/058	May 31,2021	OTTAWA
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Street / Lot/ Con: 450 Huntmar / LOT 03 / CON 01

Description: Fill placement for the construction of a temporary haul road

43	RHTPM-121	Jul 26,2019	W19/093	Jul 26,2021	OTTAWA	
Street / Lot/ Con: 510 John Aselford / LOT 25 / CON 01						
Description: Construct a new building within the regulatory limit of Carp Hills Wetland Complex						
44	RHTPM-122	Aug 14,2019	W19/143	Aug 14,2021	OTTAWA	
Street / Lot/ Con: 470 Upper Dwyer Hill Road / LOT 04 / CON 10						
Description: Replacement sewage system within the regulatory limit of Manion Corners Wetland Complex						
45	RKNPM-194	Aug 12,2019	W19/048	Aug 12,2021	OTTAWA	
Street / Lot/ Con: 8245 Campeau Drive - nearest address / LOT 03 / CON 01						
Description: Extension of Campeau Drive within the regulatory limit of Carp River						
46	RKNPM-195	Jul 18,2019	W19/066	Jul 18,2021	OTTAWA	
Street / Lot/ Con: 762 March Road / LOT 10 / CON 04						
Description: Development within the Meander Belt and Floodplain Hazards of Shirley's Brook.						
47	RKNPM-195	Jul 17,2019	W19/067	Jul 17,2021	OTTAWA	
Street / Lot/ Con: 335 Sandhill Road / LOT 10 / CON 04						
Description: Development within the Meander Belt and Floodplain Hazards of Shirley's Brook.						
48	RLHPM-214	May 14,2019	W19/040	May 14,2021	LANARK HIGHLANDS	[object Object]
Street / Lot/ Con: 3249 Lavant Mills Drive / LOT 04 / CON 09						
Description: Replacement submarine cable crossing Robertston Lake.						
49	RLHPM-215	Jun 24,2019	W19/042	Jun 24,2021	LANARK HIGHLANDS	
Street / Lot/ Con: 361 Hardwood Ridge Road / LOT 14 / CON 05						
Description: Installation of large dock on Patterson Lake						
50	RLHPM-216	Jul 02,2019	W19/055	Jul 02,2021	LANARK HIGHLANDS	
Street / Lot/ Con:						
Description: Concrete slab for floating dock and placement of gabian stone along length of shoreline of Robertston Lake						

51	RLHPM-218	Jul 24,2019	W19/097	Jul 24,2021	LANARK HIGHLANDS
Street / Lot/ Con: 164 Hall Shore Road / LOT 10 / CON 09					
Description: Application Made Under Ontario Regulation 153/06 for Alteration to Shoreline to Add Rip Rap to Existing Retaining Wall along the Shoreline of Dalhousie Lake.					
52	RLHPM-219	Aug 13,2019	W19/108	Aug 13,2021	LANARK HIGHLANDS
Street / Lot/ Con: 1024 Heron Mills Road / LOT 11 / CON 04					
Description: Placing fill and adding a pedestrian pathway within the regulatory limit of a wetland					
53	RLHPM-220	Aug 09,2019	W19/116	Aug 09,2021	LANARK HIGHLANDS
Street / Lot/ Con: 200 George Street / LOT 04 / CON 02					
Description: Construct an Addition onto an Existing Dwelling, within the Regulation Limit of a Provincially Significant Wetland					
54	RLHPM-221	Aug 26,2019	W19/125	Aug 26,2021	LANARK HIGHLANDS
Street / Lot/ Con: 656 Meadowcrest Lane / LOT 11 / CON 10					
Description: Construct armour Stone Retaining Wall on Dalhousie Lake					
55	RLHPM-225	Sep 04,2019	W19/168	Sep 04,2021	LANARK HIGHLANDS
Street / Lot/ Con: 599 Lavant Mill Road / LOT 13 / CON 12					
Description: Raise cottage 0.82m to prevent future spring flood damage from Dalhousie Lake					
56	RMMMP-6	May 21,2019	W19/039	May 21,2021	MISSISSIPPI MILLS
Street / Lot/ Con: 127 Hillcrest Drive / LOT 06 / CON 10					
Description: Replace and cover an Attached Deck within the Regulation Limit of a Provincially Significant Wetland					
57	RMMMP-7	Aug 09,2019	W19/101	Aug 09,2021	MISSISSIPPI MILLS
Street / Lot/ Con: 169 Hillcrest Drive / LOT 02 / CON 10					
Description: Replace a Septic System within the Regulation Limit of a Provincially Significant Wetland					
58	RMMPM-346	Jun 03,2019	W19/041	Jun 03,2021	MISSISSIPPI MILLS

Street / Lot/ Con: 111 Comba Lane / LOT 07 / CON 10

Description: Construct a New Dwelling within the Regulation Limit of an Erosion Hazard.

59	RMMPM-347	Aug 07,2019	W19/080	Aug 07,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 148 Wilson St / LOT 08 / CON 14

Description: Construct a Second Storey Porch on an Existing Garage Roof, within the Regulation Limit of the Mississinni River

60	RMMPM-348	Jul 10,2019	W19/081	Jul 10,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 108 Alexander Street / LOT 04 / CON N/A

Description: Replace and Expand a Deck within the Erosion Hazard of the Mississippi River

61	RMMPM-350	Aug 29,2019	W19/115	Aug 29,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 900 Ramsay Concession 7A / LOT 08 / CON 07

Description: Installation of new culvert to municipal drain

62	RMMPM-351	Aug 02,2019	W19/121	Aug 02,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 7 Mill Street / LOT N/A / CON N/A

Description: Extend a Balcony within the Regulation Limit of the Regulatory Flood Plain

63	RMMPM-352	Aug 09,2019	W19/124	Aug 09,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 156 Blakeney Road / LOT 25 / CON 09

Description: Construct an Addition and Replace a deck, within the Erosion Hazard

64	RMMPM-353	Aug 28,2019	W19/132	Aug 28,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 194 Blakeney Road / LOT 25 / CON 09

Description: Installation of septic system within the Regulation Limit of the Mississippi River

65	RMMPM-355	Aug 29,2019	W19/157	Aug 29,2021	MISSISSIPPI MILLS
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Street / Lot/ Con: 2862 Tatlock road / LOT 22 & 23 / CON 2

Description: Construct an Addition within the Regulation Limit of a Provincially Significant Wetland

66	RMRPM-53	Jul 24,2019	W19/092	Jul 24,2021	OTTAWA	
Street / Lot/ Con: 467 Terry Fox Drive / LOT 07 & 08 / CON 01						
Description: Renew existing cut/fill permit for the Carp River						
67	RMRPM-54	Sep 03,2019	W19/106	Sep 03,2021	OTTAWA	
Street / Lot/ Con:						
Description: Removal of the existing weir, channel reinstatement, and the installation of a temporary culvert upstream of the weir in order to instate a temporary construction access route on the Carp River						
68	RNFPM-138	Aug 29,2019	W17/132	Aug 28,2019	NORTH FRONTENAC	Malcolm Lake
Street / Lot/ Con: 1512 AUSTRIAS RD / LOT 1						
Description: Build deck and place Rip Rap retainer along undermined shoreline of Malcolm Lake						
69	RNFPM-150	Jun 14,2019	W19/060	Jun 14,2021	NORTH FRONTENAC	
Street / Lot/ Con:						
Description: Installation of Rip-Rap Erosion Protection along shoreline of Buckshot Lake						
70	RNFPM-152	Jul 02,2019	W19/063	Jul 02,2021	NORTH FRONTENAC	
Street / Lot/ Con: 1041A Eastview Lane / LOT N/A / CON N/A						
Description: Construct boathouse and expand dock on Mississagagon Lake						
71	RNFPM-154	Aug 13,2019	W19/117	Dec 31,2019	NORTH FRONTENAC	
Street / Lot/ Con:						
Description: Retroactive Application to Install Erosion Protection and Construct a Retaining Wall on Mazinaw Lake						
72	RNFPM-158	Sep 03,2019	W19/155	Sep 03,2021	NORTH FRONTENAC	
Street / Lot/ Con:						
Description: Install Dry Hydrants at: Buckshot Creek at Buckshot Lake Road, Card Creek at Road 509 and						

73	ROWPM-2	Jun 19,2019	W19/002	Jun 19,2021	OTTAWA
Street / Lot/ Con: Various Locations (Upper Dwyer Hill, March Road, Diamondview Road, Walgreen Road / LOT Multiple / CON Multiple					
Description: Culvert Replacements on Upper Dwyer Hill, March Road, Diamondview Road and Walgreen Road.					
74	ROWPM-3	Apr 29,2019	W19/010	Apr 29,2021	OTTAWA
Street / Lot/ Con: 100 Constellation Drive, 6th Floor West / LOT N/A / CON N/A					
Description: Culvert replacements on multiple Ottawa River Tributaries					
75	ROWPM-4	Jun 07,2019	W19/020	Jun 07,2021	OTTAWA
Street / Lot/ Con: Pinhey Point Road, Ivy Acres Road, Creek Road / LOT Multiple / CON Multiple					
Description: Three culvert replacements: Pinhey Point, Ivy Acres, Creek Drive					
76	RTBMP-1	Jul 04,2019	W19/052	Jul 04,2021	OTTAWA
Street / Lot/ Con: 4042 Armitage Ave. / LOT 11 / CON 06					
Description: Construction of a dock along the Ottawa River					
77	RTBPM-848	May 16,2019	W19/027	May 16,2021	OTTAWA
Street / Lot/ Con: 106 Constance Creek Drive / LOT 01 / CON 04					
Description: Installation of a septic system within regulation limit of floodplain and Provincially Significant Wetland.					
78	RTBPM-850	Jul 05,2019	W19/056	Jul 05,2021	OTTAWA
Street / Lot/ Con: 3742 Armitage Avenue / LOT 07 / CON 09					
Description: Construct a replacement septic system within the regulation limit of the Ottawa River.					
79	RTBPM-851	Jul 10,2019	W19/064	Jul 10,2021	OTTAWA
Street / Lot/ Con:					
Description: Shoreline alteration to remove existing retaining wall and replace with rip-rap along the shoreline					
80	RTBPM-852	Jul 19,2019	W19/065	Jul 19,2021	OTTAWA
Street / Lot/ Con: 2992 Barlow Crescent / LOT 02 / CON 08					
Description: Construct a new dwelling and septic system within the stable slope hazard of the Ottawa River.					

81	RTBPM-853	Jun 27,2019	W19/068	Jun 27,2021	OTTAWA
Street / Lot/ Con: 570 Bayview Dr / LOT 18 / CON 05					
Description: Repair retaining wall along the Ottawa River					
82	RTBPM-854	Jul 24,2019	W19/071	Jul 24,2021	OTTAWA
Street / Lot/ Con: 1128 Bayview Dr / LOT 26 / CON N/A					
Description: Alteration to Shoreline to Install Armour Stone Retaining Wall along the Shoreline of the Ottawa					
83	RTBPM-856	Aug 14,2019	W19/075	Aug 14,2021	OTTAWA
Street / Lot/ Con:					
Description: Alteration to Shoreline to Install Armour Stone Retaining Wall and Fill Placement along the Shoreline of the Ottawa River.					
84	RTBPM-858	Jul 24,2019	W19/085	Jul 24,2021	OTTAWA
Street / Lot/ Con: 204 Bayview Drive / LOT 03 & 04 / CON 05					
Description: Construct Retaining Wall along the Ottawa River					
85	RTBPM-859	Jul 29,2019	W19/088	Jul 29,2021	OTTAWA
Street / Lot/ Con:					
Description: Repair Armour Stone Retaining Wall along the Shoreline of the Ottawa River					
86	RTBPM-859	Jul 29,2019	W19/089	Jul 29,2021	OTTAWA
Street / Lot/ Con:					
Description: Repair Armour Stone Retaining Wall along the Shoreline of the Ottawa River					
87	RTBPM-860	Jul 29,2019	W19/094	Jul 29,2021	OTTAWA
Street / Lot/ Con: 728 Bayview Drive / LOT 19 / CON 05					
Description: Install Rip Rap Retaining Wall along the Shoreline of the Ottawa River.					
88	RTBPM-861	Aug 14,2019	W19/103	Aug 14,2021	OTTAWA

Street / Lot/ Con: 4098 Armitage Avenue / LOT 25 & W Pt 26 / CON 06

Description: Install Gabion Basket Retaining Wall along the Shoreline of the Ottawa River.

89	RTBPM-862	Aug 15,2019	W19/104	Aug 15,2021	OTTAWA
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Street / Lot/ Con:

Description: Install Armour Stone Retaining Wall along the Shoreline of the Ottawa River.

90	RTBPM-863	Jul 30,2019	W19/105	Jul 30,2021	OTTAWA
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Street / Lot/ Con:

Description: Removal of existing single family dwelling and construction of new single family dwelling and associated septic within the Regulation Limit of the Ottawa River

91	RTBPM-864	Jul 30,2019	W19/111	Jul 30,2021	OTTAWA
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Street / Lot/ Con:

Description: Installation of new septic system within the Regulation Limit of the Ottawa River

92	RTBPM-866	Aug 27,2019	W19/118	Aug 27,2021	OTTAWA
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Street / Lot/ Con:

Description: Lift existing dwelling within the Regulation Limit of the Ottawa River

93	RTBPM-868	Sep 04,2019	W19/126	Sep 04,2021	OTTAWA
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Street / Lot/ Con:

Description: Constructing a New Dwelling on the Existing Foundation and Constructing a New Two Bay Garage Within the Regulation Limit of a Provincially Significant Wetland

94	RTBPM-869	Aug 08,2019	W19/127	Aug 08,2021	OTTAWA
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Street / Lot/ Con: 984 Bayview Drive / LOT 07 / CON N/A

Description: Replace Existing Railroad Tie Retaining Wall with an Armour Stone Retaining Wall with Rip Rap at the Toe Along the Ottawa River

95	RTBPM-871	Aug 14,2019	W19/129	Aug 14,2021	OTTAWA
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Street / Lot/ Con: 116 Allburch Rd / LOT 32 / CON N/A

Description: Install Retaining Wall with Concrete Block Retaining Wall along the Shoreline of the Ottawa River.

96	RTBPM-872	Aug 14,2019	W19/130	Aug 14,2021	OTTAWA
Street / Lot/ Con: 118 Allbitch Rd / LOT 31 / CON N/A					
Description: Replace Existing Retaining Wall with Concrete Block Retaining Wall along the Shoreline of the Ottawa River.					
97	RTBPM-873	Aug 29,2019	W19/135	Aug 29,2021	OTTAWA
Street / Lot/ Con: 4068 Armitage Avenue / LOT 12 / CON 06					
Description: Reinforce existing retaining wall along the Ottawa River					
98	RTBPM-874	Aug 29,2019	W19/138	Aug 29,2021	OTTAWA
Street / Lot/ Con:					
Description: Rebuild existing front porch within the regulatory flood plain of the Ottawa River at 906 Bayview Drive. Ottawa. Ontario					
99	RTBPM-877	Sep 04,2019	W19/149	Sep 04,2021	OTTAWA
Street / Lot/ Con:					
Description: Install a Retaining Wall Including a Section of Concrete and a Section of Rip Rap Retaining Wall along the Shoreline of the Ottawa River.					
100	RTBPM-879	Sep 04,2019	W19/152	Sep 04,2021	OTTAWA
Street / Lot/ Con:					
Description: To Remove Existing Concrete Block Retaining Wall and Replace with Poured Concrete Foundation Retaining Wall along the Shoreline of the Ottawa River.					
101	RTBPM-880	Sep 04,2019	W19/158	Sep 04,2021	OTTAWA
Street / Lot/ Con:					
Description: Add a Layer of Armour Stone Along Property Line and to Existing Retaining Wall as well as Rip Rap Along the Toe of Existing Retaining Wall along the Shoreline of the Ottawa River.					
102	RTVPM-57	Jul 31,2019	W19/112	Jul 31,2021	TAY VALLEY
Street / Lot/ Con: 520 Clear Lake Lane / LOT 07 / CON 08					
Description: Installation of large crib to support existing shoreline deck along Clear Lake					

103	RTVPM-58	Aug 20,2019	W19/142	Aug 20,2021	TAY VALLEY
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Street / Lot/ Con: Between 430 and 510 Bathurst Concession 6 / LOT 24 / CON 05 & 06

Description: Replacement of McIntyre Drain culvert

104	RTVPM-59	Aug 26,2019	W19/160	Aug 26,2021	TAY VALLEY	Bennett Lake
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Street / Lot/ Con: 911 Dokken Road A / LOT 7 / CON 9

Description: Hydro One replacing submarine cable in same location on Bennett Lake.

REPORT

3028/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors
FROM:	Angela Millar, Treasurer
RE:	Budget Control Report – up to August 31, 2019
DATE:	September 10, 2019

Recommendation:

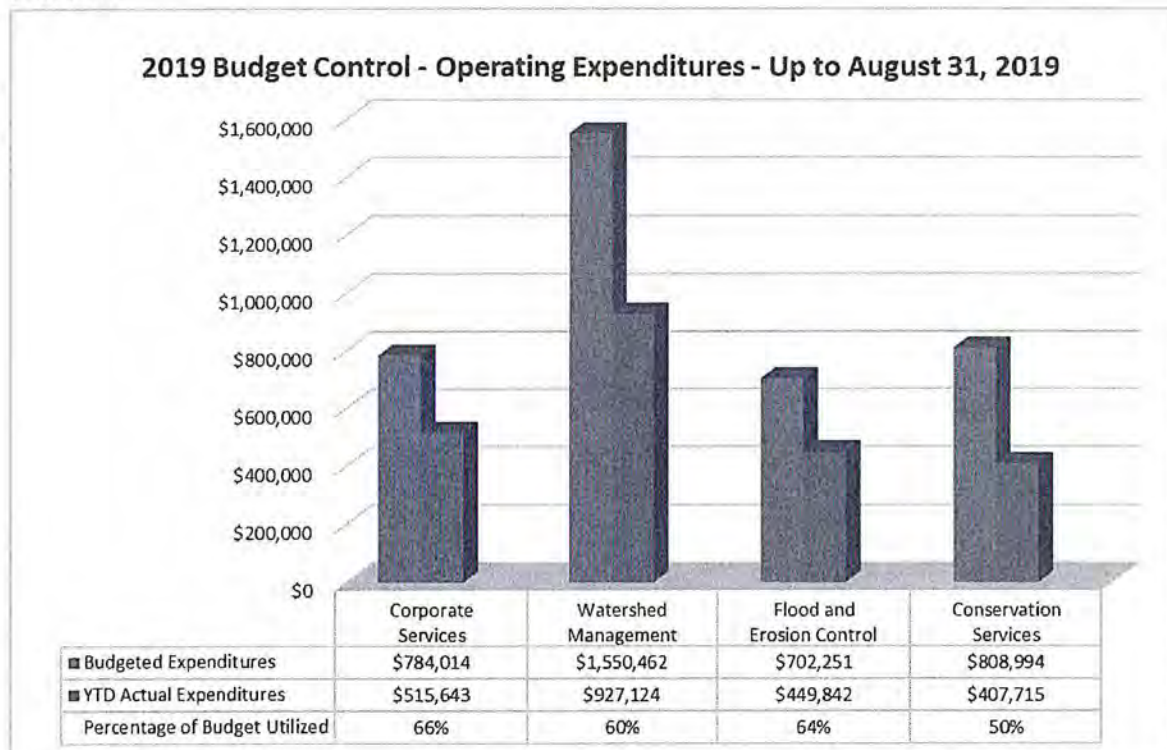
That the Board receive the Budget Control Report – up to August 31, 2019 for information purposes.

1.0 PURPOSE

The purpose of this report is to provide a comparison of year-to-date expenditures to the approved 2019 Budget.

2.0 FINDINGS

This Budget Control report reflects that expenditures are on target for this time of year along with operational savings that have been realized to offset the impacts of the provincial funding shortfall.



Expenses related to the flood event this year have been tracked and recorded separately to quantify budget implications to the organization. As of August 31st, expenses incurred to date related to the flood were just over \$11,000 (which includes estimated costs for repairs required to the Mazinaw Lake Dam), with staff salaries and benefits attributable to the event exceeding \$116,000. Staff will continue to track the expenses related to the flood event for reporting to the Board and member municipalities. (Note: Only staff OT will place a resource pressure on the organization as the MVCA OT policy permits employees to “bank” those hours and take the equal amount of time off in lieu. This results in a resource burden as those individuals attempt to reduce their banked or held hours further strains limited staff resources to keep projects and tasks on schedule).

As anticipated, permit applications increased over the summer months along with the revenues received though not at the same rate as the fees had been reduced by 50%. It is estimated that year-end permit revenues will be \$10,000 less than projected in the 2019 budget due to the discounted fees and a reduction in number of planning applications and associated fees.

Revenues and expenses incurred to August 31st combined with year-end projections indicate that MVCA staff have been working diligently to minimize the impact of the provincial funding cut of \$120,354 MNRF Provincial Transfer Payment and mitigate a year-end deficit. Currently, it is estimated that the Authority may have a small deficit of \$5,000 if there are no further changes to programs and resources prior to the end of the year. This preliminary deficit figure *does not include* transferring funds (up to \$50,000) from the Operating Reserves as approved by the Board on May 15, 2019 (B05/15/19-5) for temporary staff to support timely processing of permit applications arising from the flood event.

Expenditures: Preliminary projections for expenditures to December 31, 2019 suggest a potential savings of \$83,500. This is possible largely due to savings arising from unspent compensation, and reduced operational expenses in part associated with staff allocating a significant part of the year to responding to the flood event and follow-up activities.

Revenues: Preliminary review of the variance of revenues indicate there will be approximately \$88,500 less than budgeted by year-end, most of which represents the Provincial cut of \$120,354 that staff were able to partially offset by recent successful student funding applications.

3.0 RISK MITIGATION

As previously communicated, staff are continuously working to help offset impacts of provincial cuts on 2019 and 2020 revenues by:

- Reviewing fees across all operations. Staff will bring forward the recommended 2020 fee schedule in advance of the 2020 budget to allow for implementation January 1, 2020.
- Renegotiation of communications service contracts is on-going.

- Review of other service contracts for potential savings opportunities.
- Continued identification and application to other organizations for project and program-specific financial support. Application has been submitted to access WECl Emergency funding for repairs to the Mazinaw Lake Dam from damage sustained during the flood. WECl program only provides 50% funding and the estimated cost for repairs is \$5,000. The results of this application are not likely to be known until 2020.
- Partnering with other organizations for training purposes and ensuring that early-bird registrations are secured where possible. On this note, the Board is requested to confirm before September 20th who would be attending the Latornell Conference that will be held November 19-21 in Alliston, Ontario. The early-bird conference registration (if registered before October 4th) saves the Authority \$215 *per registration*. Currently, there are five hotel rooms reserved for attendees (which includes the GM) by the Authority. There is a cancellation fee applied for any rooms that are not cancelled before September 20th. In order to take advantage of these savings, anyone that is interested in attending should inform the GM by September 20th.

4.0 OVERALL FINANCIAL HEALTH

As previously reviewed in the Q2 Budget Control Report, year-end surpluses are directed to a Capital (restricted) Reserve for future year projects, and that the Authority's General Operating Reserve would be used to temporarily finance projects when sufficient funds are not available in that particular year. The General Operating Reserve is typically used for cash-flow management, i.e. to finance operating expenses until municipal levies and provincial transfer payments are received, and until investment funds have matured and become available.

Similarly, if the year-end position reflects a deficit, this balance would be funded from the General Operating Reserve.

5.0 NEXT STEPS

The next scheduled report will provide results as of September 30th, and will offer the Board with a more realistic forecast of the year end position. If surplus funds continue to be projected as we progress through Q4, a motion will be presented for the Board's consideration at a future meeting to place unspent funds into reserves for 2019. Some or all of these monies may be used in 2020 to complete projects or purchases that were planned in 2019.

**Mississippi Valley Conservation Authority
2019 Budget Control
Operating Program**

Expenditures	2018 Actual	2019 Budget	Year-To-Date as at: August 31 2019
Corporate Services			
Administration	\$496,204	\$654,536	\$466,672
Communications	\$95,797	\$94,698	\$62,808
Operations	\$26,029	\$34,780	(\$13,838)
Sub-total	\$618,030	\$784,014	\$515,643
Watershed Management			
Information Management	\$191,077	\$209,346	\$115,889
Watershed Planning	\$316,661	\$351,473	\$202,823
Watershed Monitoring	\$221,896	\$294,580	\$160,453
Studies	\$130,074	\$137,352	\$89,834
Plan Review	\$207,772	\$230,728	\$151,835
Section 28 Regulations	\$348,410	\$326,983	\$206,290
Sub-total	\$1,415,890	\$1,550,462	\$927,124
Flood and Erosion Control			
Flood Forecasting & Warning	\$222,646	\$233,873	\$147,298
O&M Flood Control Structures	\$309,327	\$330,921	\$219,098
Prev. Maintenance of FCS	\$122,771	\$137,457	\$83,445
Sub-total	\$654,744	\$702,251	\$449,842
Conservation Services			
Conservation Services	\$83,664	\$237,043	\$51,346
Land Management	\$299,757	\$313,260	\$196,627
Conservation Education	\$103,886	\$110,708	\$70,594
Visitor Services	\$132,086	\$147,983	\$89,149
Sub-total	\$619,393	\$808,994	\$407,715
Total Operating	\$3,308,057	\$3,845,721	\$2,300,323
Revenues	2018 Actual	2019 Budget	As at August 31 2019
Municipal Levy			
- General benefiting	\$2,430,442	\$2,500,845	\$1,955,098
- Special benefiting	\$0	\$0	\$0
Sub-total	\$2,430,442	\$2,500,845	\$1,955,098
Provincial Transfer Payment	\$248,792	\$248,792	\$0
Special Grants	\$19,216	\$28,909	\$11,716
User Fees & Contract Revenue	\$428,074	\$416,000	\$251,291
Special Reserves	\$0	\$136,228	\$0
Other	\$247,013	\$514,947	\$82,217
Total Revenues	\$3,373,537	\$3,845,721	\$2,300,323
Surplus/(Deficit)	\$65,480	\$0	\$0

Mississippi Valley Conservation Authority
2019 Budget Control
Capital Program

Water & Erosion Control Infrastructure			
Expenditures	2018 Actual	2019 Budget	Year-To-Date as at: August 31 2019
Water & Erosion Control Infrast	\$125,542	\$330,643	\$6,998
Revenues	2018 Actual	2019 Budget	Year-To-Date as at: August 31 2019
WECI Grant	\$44,942	\$165,322	\$32,581
General Benefiting levy	\$80,600	\$165,322	\$0
Special Benefiting levy	\$0	\$0	\$0
Deferred Revenue - WECI	\$0	\$0	\$0
Water Control Structure Reserve	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Revenue	\$125,542	\$330,643	\$32,581

Administration Office			
Expenditures	2011-18 Actual	2019 Budget	Year-To-Date as at: August 31 2019
Administration Office	\$6,316,326	\$277,005	\$138,502
Revenues	2011-18 Actual	2019 Budget	Year-To-Date as at: August 31 2019
Provincial Transfer Payment	\$0	\$0	\$0
General Benefiting levy	\$287,593	\$277,005	\$0
Special Benefiting levy	\$0	\$0	\$0
Special Reserves	\$0	\$0	\$0
Other	\$6,028,733	\$0	\$0
Total Revenue	\$6,316,326	\$277,005	\$0

Conservation Areas Development			
Expenditures	2018 Actual	2019 Budget	Year-To-Date as at: August 31 2019
Conservation Areas - Office Trails	\$11,467	\$18,000	\$2,352
Revenues	2018 Actual	2019 Budget	Year-To-Date as at: August 31 2019
General Benefiting levy	\$10,507	\$13,000	\$2,352
Other	\$960	\$5,000	\$0
Total Revenues	\$11,467	\$18,000	\$2,352

REPORT

3029/19

TO:	The Chair and Members of the Mississippi Valley Conservation Authority
FROM:	Alyson Symon, Watershed Planner
RE:	MVCA Public Advisory Committee Process/Selection
DATE:	September 10, 2019

Recommendation:

That the Board receive this report for information.

1.0 BACKGROUND

One of the objectives of the Mississippi River Watershed Plan is “to enhance public understanding of resource management within the Mississippi River watershed and provide meaningful opportunities for broad public, First Nations, stakeholder and interest group involvement in the development of the comprehensive watershed plan.” A Public Advisory Committee (PAC) is being formed to include representation from a broad range of sectors and interests including where possible:

- Ratepayers
- Land developers
- Resource conservation groups
- Recreation and tourism sector
- Agricultural sector
- Aggregates sector
- Forestry sector
- Hydro power generators

2.0 RECRUITMENT/ADVERTISEMENT

The advertising campaign for the PAC was initiated in early August with a September 6, 2019 deadline for submission of applications. The objective was to deliver the advertisement through a range of channels including print media, social media and direct emailing.

Ads were published in the Carleton Place/Almonte Gazette (Aug. 15th issue), the Frontenac News (Aug. 15), and the Ottawa Valley Business News (Sept. 3 issue). Numerous groups and organizations throughout the watershed were contacted directly by email by August 8th. Advertisements and notices were also posted on the MVCA Facebook Page.

Readers were directed to the MVCA website for additional information (PAC Terms of Reference, attached). Numerous follow-up calls were made to ensure that applications were received reflecting the diversity of backgrounds and expertise sought for the Committee.

3.0 SELECTION PROCESS

Potential candidates were asked to submit an application outlining relevant skills, knowledge, and affiliations, and how they meet the following criteria:

- experience and expertise in one or more of the subject areas identified;
- a demonstrated ability to work with others, find common ground and problem solve;
- knowledge of the Mississippi River and the watershed; and
- a commitment to participate on the Committee for 1 year (Fall 2019-Fall 2020.)

Sixteen applications were received by the September 6th deadline and were reviewed on September 10th by a Selection Committee comprised of the General Manager, Project Manager, and the Board's representative on the Committee who will be the Co-Chair. Applications were reviewed against the listed criteria, with consideration also given to achieving a full range of sectors/interests across a broad geographical area. The 12 individuals/organizations selected for the Public Advisory Committee are listed below:

Sector/Interest	Appointee	Organization / Affiliation
Agriculture	Lorne Heslop	<ul style="list-style-type: none"> • Career with Agriculture Canada • Operated cow/calf and small beef operation • Lanark Federation of Agriculture Board of Directors • Mississippi Mills Agricultural Advisory Committee
Aggregates and Mining/Development	Matt Nesrallah	<ul style="list-style-type: none"> • Planner with Cavanagh Construction
Environmental Groups	Charlotte MacAlister	<ul style="list-style-type: none"> • Career in Hydrology/Water Resources • Climate Smart Communities (Mississippi Mills)
	Bob Betcher/ Art Goldsmith (Alt.)	<ul style="list-style-type: none"> • Mississippi Madawaska Land Trust • Watershed planning experience
Forestry	Jim McCready	<ul style="list-style-type: none"> • Forestry degree, career with MNRF (retired), • Tree Management Consultant (current) • Carleton Place Urban Forest./River Corridor Advisory Committee • Former PAC and SAC for Mississippi River Water Management Plan (MRWMP)
Hydro Producers	Scott Newton	<ul style="list-style-type: none"> • Mississippi River Power Corporation (General Manager) • Former Steering Committee for MRWMP

Sector/Interest	Appointee	Organization / Affiliation
Local Commerce	Michele Mahon	<ul style="list-style-type: none"> • Millar's Cedar Post, McDonalds Corners (family business) • Planner (Town of Perth)
Lake Associations	Ken Grant	<ul style="list-style-type: none"> • North Frontenac Lake Associations Alliance • Former Director/President of Federation of Ontario Cottage Associations (FOCA) • Former SAC for MRWMP
	Rob Bell/ Doreen Donald (Alt.)	<ul style="list-style-type: none"> • Mississippi Lakes Association • Experience related to lake plan and stewardship and research initiatives.
Tourism	Ed Giffin	<ul style="list-style-type: none"> • Tumblehome Fishing Lodge/Resort (retired), • Land O'Lakes Tourist Association • Ontario Federation of Anglers – Lanark • Former PAC for MRWMP
Watershed Ratepayers	Lorne Hudson	<ul style="list-style-type: none"> • Lanark County Municipal Trails Corporation • Agricultural Board of Directors for Lanark County
	Terry McHardy	<ul style="list-style-type: none"> • Planner (retired) for Ottawa – West Carleton Area • Had farm on Mississippi, now lives in Carleton Place

The first meeting of the Watershed Plan Public Advisory Committee will be held in October.

4.0 ATTACHMENT

- Mississippi Valley Conservation Authority Watershed Plan – Public Advisory Committee (PAC) Terms of Reference

ONTARIO ENERGY BOARD

IN THE MATTER OF the Ontario Energy Board
Act, 1998, S.O. 1998, c.15 (Sched. B);

AND IN THE MATTER OF an Application by
Enbridge Gas Inc., pursuant to section 36(1) of
the *Ontario Energy Board Act, 1998*, for an
order or orders approving or fixing just and
reasonable rates and other charges for the sale,
distribution, transmission and storage of gas as
of January 1, 2020.

APPLICATION

1. The Applicant, Enbridge Gas Inc. (“Enbridge Gas”, or “EGI”) is an Ontario corporation with its head office in the City of Toronto. It carries on the business of selling, distributing, transmitting, and storing natural gas within Ontario. Enbridge Gas was formed effective January 1, 2019, upon the amalgamation of Enbridge Gas Distribution Inc. (“EGD”) and Union Gas Limited (“Union”).
2. Enbridge Gas hereby applies to the Ontario Energy Board (the “Board”), pursuant to section 36 of the *Ontario Energy Board Act, 1998*, as amended (the “Act”) for interim and final Orders approving or fixing just and reasonable rates for the sale, distribution, transmission, and storage of gas commencing January 1, 2020.
3. On August 30, 2018, in the MAADs Decision¹, the Board approved a rate setting mechanism (Price Cap IR) for Enbridge Gas, which sets out a multi-year incentive rate-setting mechanism (“IRM”) for the calendar year term of 2019 to 2023 (the “five year term”). The MAADs Decision confirmed that during the five year term,

¹ EB-2017-0306/0307.

distribution rates will be set separately for the EGD and Union rate zones. The MAADs Decision also approved the specific treatment of various elements in the IRM including the availability of an Incremental Capital Module (“ICM”) during the five year term. Additionally, the MAADs Decision set out certain items that Enbridge Gas is required to file over the course of the five year term, including a cost allocation study that takes account of certain large projects undertaken by Union that have already come into service.

4. This 2020 Rate Application is the second annual rate adjustment application under the IRM approved in the MAADs Decision.
5. Enbridge Gas received the Board’s Decision and Order for 2019 Rates² on September 12, 2019 (supplemented on September 23, 2019), and filed a draft Rate Order on September 30, 2019. In the 2019 Rates Decision and Order, the Board indicated concern with the timing and complexities of that application, and indicated that “Enbridge Gas should reflect on its approach and timeliness for the 2020 application”.³
6. Enbridge Gas has followed the Board’s direction, and has prepared an application that is as simple as possible and that can be processed and adjudicated in a bifurcated manner to allow updated interim rates to be in place for January 1, 2020.
7. With this Application, Enbridge Gas is filing all required supporting evidence in connection with the IRM adjustment to distribution rates for the EGD and Union rate zones, including draft Rate Orders. This will allow the Board to consider and approve distribution rates that can be implemented on an interim basis on

² EB-2018-0305.

³ EB-2018-0305, Decision and Order on Effective Date, September 23, 2018, at page 5.

January 1, 2020. The items to be reviewed and approved in this regard for each rate zone are largely mechanistic and include:

- the annual rate escalation, as determined by a price cap index (“PCI”), where PCI growth is driven by an inflation factor using GDP IPI FDD, less a productivity factor of zero and a stretch factor of 0.30%;
 - the pass-through of routine gas commodity and upstream transportation costs, demand side management cost changes, lost revenue adjustment mechanism changes for the contract market, and average use/normalized average consumption;
 - capital pass-through adjustment;
 - PDO rate adjustment; and
 - the continuation of certain deferral and variance accounts.
8. As soon as possible after the filing of this Application, Enbridge Gas plans to file further evidence addressing two discrete items that can be reflected and implemented when final rates are approved.
9. First, Enbridge Gas will file Incremental Capital Module (ICM) request for one or two projects. The supporting evidence for the ICM request will be filed by late October 2019.
10. Second, as required by the MAADs Decision⁴, Enbridge Gas will file a cost allocation study for the Union rate zones that takes into account four projects (Panhandle Reinforcement, Dawn-Parkway expansion including Parkway West, Brantford-Kirkwall/Parkway D and the Hagar Liquefaction Plant) and that includes a proposal for addressing TransCanada’s C1 Dawn to Dawn TCPL service. This evidence will be filed by mid November 2019.

11. Enbridge Gas therefore applies to the Board for such final, interim or other Orders, accounting orders and deferral and variance accounts as may be necessary in relation to approve:
 - Interim and final rates for the year commencing January 1, 2020, including all adjustments resulting from the application of Enbridge Gas's Board-approved IRM;
 - The continuation of approved deferral and variance accounts for 2020;
 - The request for ICM funding;
 - Any rate and rate class adjustments that the Board deems to be appropriate and required in light of the Union rate zone cost allocation study; and
 - The determination of all other issues that bear upon the Board's approval or fixing of just and reasonable rates for the sale, distribution, transmission, and storage of gas by Enbridge Gas for the year commencing January 1, 2020.
12. Enbridge Gas respectfully requests that the Board establish a process to allow the IRM rate adjustment to be reviewed and approved by November 29, 2019, so that the resulting rates can be implemented on an interim basis in conjunction with the January 1, 2020 QRAM application. Implementing these rates on an interim basis effective January 1, 2020 reduces the impact of out of period adjustments on customers.
13. Alternatively, Enbridge Gas requests that the Board approve the rates resulting from the IRM rate adjustment on an interim basis by November 29, 2019, without making a final determination on the merits. This would allow updated distribution rates to be in place for January 1, 2020, and would preserve the rights of the Board to make a later decision (with any appropriate process and participation of

⁴ MAADs Decision, at page 41.

other parties) that could be implemented into final rates on a full year basis along with any impacts of the other items in this Application (ICM and cost allocation study).

14. Enbridge Gas respectfully requests that the Board establish a further process to consider the additional items being filed for approval – the ICM request and the cost allocation study. Enbridge Gas proposes that these items can be reviewed through one process, and that any resulting approvals can be implemented through the approval of final rates and rate rider(s).

APPROVAL REQUESTS

15. The specific approvals sought in this Application are as follows:
 - Interim rates for the year commencing January 1, 2020, including all adjustments resulting from the application of Enbridge Gas's Board-approved IRM, to be approved by November 29, 2019 for implementation on January 1, 2020 along with the QRAM Application for the same date;
 - The continuation of approved deferral and variance accounts for 2020;
 - The request for ICM funding
 - Final rates for the year commencing January 1, 2020, including the full-year impact of all items included in the Application (IRM rate adjustment, ICM request and any rate and rate class adjustments that the Board deems to be appropriate and required in light of the Union rate zone cost allocation study); and
 - The determination of all other issues that bear upon the Board's approval or fixing of just and reasonable rates for the sale, distribution, transmission, and storage of gas by Enbridge Gas for the year commencing January 1, 2020.

16. Enbridge Gas further applies to the Board pursuant to the provisions of the Act and the Board's Rules of Practice and Procedure for such final, interim or other Orders and directions as may be appropriate in relation to the Application and the proper conduct of this proceeding.
17. This Application is supported by written evidence and may be amended from time to time as circumstances require.
18. The persons affected by this application are the customers resident or located in the municipalities, police villages and First Nations reserves served by Enbridge Gas, together with those to whom Enbridge Gas sells gas, or on whose behalf Enbridge Gas distributes, transmits or stores natural gas.
19. Approval of the IRM rate adjustment set out in this Application will result in the following bill impacts:
 - the net annual bill increase for a typical EGD residential customer consuming 2,400 m³ per year will be approximately \$7.53 per year for sales service customers and \$7.51 per year for bundled direct purchase customers, each excluding any 2020 ICM impacts;
 - the net annual bill increase for a typical Union South residential customer consuming 2,200 m³ per year will be approximately \$4.26 per year for sales service customers and \$4.19 per year for bundled direct purchase customers, each excluding any 2020 ICM impacts; and
 - the net annual bill increase for a typical Union North residential customer consuming 2,200 m³ per year will range from approximately \$5.03 to \$5.80 per year for sales service customers and bundled direct purchase customers, each excluding any 2020 ICM impacts.

Approval of the ICM request will have a bill impact of less than \$2.00 during 2020 for a typical residential customer in all rate zones.

20. The address of service for Enbridge Gas is:

Enbridge Gas Inc.

500 Consumers Road
Willowdale, Ontario
M2J 1P8

Attention: Mark Kitchen
Director, Regulatory Affairs
Telephone: (519) 436-5275
Fax: (519) 436-4641
Email: EGIRegulatoryProceedings@enbridge.com
mark.kitchen@enbridge.com

- and -

Aird & Berlis LLP

Brookfield Place, P.O Box 754
Suite 1800, 181 Bay Street
Toronto, Ontario
M5J 2T9

Attention: David Stevens
Telephone: (416) 863-1500
Fax: (416) 863-1515
Email: dstevens@airdberlis.com

DATED October 8, 2019, at Toronto, Ontario

ENBRIDGE GAS INC.

(Original signed by)

Rakesh Torul
Technical Manager,
Regulatory Applications

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

**Enbridge Gas Inc. has applied to raise its natural gas rates effective
January 1, 2020**

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to raise its natural gas rates effective January 1, 2020, based on a rate-setting framework and other adjustments previously approved by the Ontario Energy Board for the period 2019-2023. The rates are set using a formula that is tied to inflation and other factors intended to promote efficiency. If the request is approved, a typical residential customer in the EGD Rate Zone and in the Union Rate Zones (former customers of Enbridge Gas Distribution Inc. and Union Gas Limited, respectively) would see the following increases:

Rate Zones	Residential Annual Bill Increase
EGD	\$7.53
Union South	\$4.26
Union North East	\$5.07
Union North West	\$5.80

Enbridge Gas Inc. has also applied to recover capital expenditures related to two projects that are not part of Enbridge Gas Inc.'s regular capital expenditure plan. Enbridge Gas Inc. states that if this request is approved, it will increase the above-noted bill impact in the EGD Rate Zone by an additional \$0.40 per year and the above-noted bill impact in the Union South Rate Zone by an additional \$1.49 per year.

Enbridge Gas Inc. also states that in November 2019 it will file a cost allocation study for the Union Rate Zones, including a proposal to address TransCanada's C1 Dawn to Dawn TCPL service.

Other customers may also be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

THE ONTARIO ENERGY BOARD IS ALSO HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas Inc. We will question Enbridge Gas Inc. on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide whether the rate increase requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas Inc. on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **November 11, 2019** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2019-0194**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2019-0194** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **November 11, 2019**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



Ontario Energy Commission de l'énergie
Board

AVIS DE LA COMMISSION DE L'ÉNERGIE DE L'ONTARIO AUX CLIENTS D'ENBRIDGE GAS INC.

Enbridge Gas Inc. a déposé une requête en vue d'obtenir une augmentation de ses tarifs de gaz naturel qui entrerait en vigueur le 1^{er} janvier 2020.

Renseignez-vous. Donnez votre avis.

Enbridge Gas Inc. a déposé une requête auprès de la Commission de l'énergie de l'Ontario en vue d'obtenir une augmentation de ses tarifs de gaz naturel qui entrerait en vigueur le 1^{er} janvier 2020, fondés sur un cadre d'établissement des tarifs et d'autres rajustements déjà approuvés par la Commission de l'énergie de l'Ontario pour la période 2019-2023. Les taux sont fixés au moyen d'une formule liée à l'inflation et à d'autres facteurs visant à favoriser l'efficacité. Si cette requête est approuvée, les clients résidentiels types des zones de tarification d'EGD et d'Union (anciennement des clients d'Enbridge Gas Distribution Inc. et d'Union Gas Limited, respectivement) se verraient imposer les augmentations suivantes :

Zone de tarification	Augmentation annuelle de la facture résidentielle
EGD	7,53 \$
Union Sud	4,26 \$
Union Nord-Est	5,07 \$
Union Nord-Ouest	5,80 \$

Enbridge Gas Inc. a également déposé une requête pour récupérer les dépenses de fonctionnement liées à deux projets qui ne font pas partie de ses dépenses en immobilisations courantes. Enbridge Gas Inc. déclare que, si cette requête est approuvée, elle procèdera à une autre augmentation sur la facture susmentionnée, en ajoutant 0,40 \$ par année dans la zone de tarification d'EGD et 1,49 \$ par année dans la zone de tarification d'Union Sud.

Enbridge Gas Inc. déclare également qu'en novembre 2019, elle déposera une étude de répartition des coûts pour les zones de tarification d'Union, y compris une proposition visant le service C1 Dawn to Dawn TCPL.

Les autres clients pourraient également être touchés. Nous vous recommandons de vérifier soigneusement cette requête afin de déterminer si vous êtes concerné par ces modifications.

LA COMMISSION DE L'ÉNERGIE DE L'ONTARIO TIENDRA UNE AUDIENCE PUBLIQUE

La Commission de l'énergie de l'Ontario (CEO) tiendra une audience publique afin d'étudier la demande d'Enbridge Gas Inc. Nous demanderons à Enbridge Gas Inc. de justifier la nécessité de ce changement. Nous entendrons également les questions et les arguments des clients individuels et des groupes qui représentent les clients d'Enbridge Gas Inc. À la fin de l'audience, la CEO décidera si l'augmentation tarifaire demandée sera approuvée.

La Commission de l'énergie de l'Ontario est une agence publique indépendante et impartiale. Les décisions que nous prenons visent à servir au mieux l'intérêt public. Notre objectif est d'encourager le développement d'un secteur de l'énergie efficace et financièrement viable, afin d'offrir des services énergétiques fiables à un prix raisonnable.

RENSEIGNEZ-VOUS ET DONNEZ VOTRE AVIS

Vous avez le droit d'être informé au sujet de cette demande et de participer au processus.

- Vous pouvez examiner la demande déposée par Enbridge Gas Inc. sur le site Web de la CEO dès maintenant.
- Vous pouvez déposer une lettre de commentaires qui sera prise en compte au cours de l'audience.
- Vous pouvez participer activement au processus (à titre d'intervenant). Inscrivez-vous avant le **11 novembre 2019**, faute de quoi l'audience aura lieu sans votre participation et vous ne recevrez plus d'avis dans le cadre de la présente affaire.
- Vous pourrez examiner la décision rendue par la CEO à l'issue de la procédure ainsi que les motifs de sa décision sur notre site Web.

EN SAVOIR PLUS

Le numéro de référence de ce dossier est **EB-2019-0194**. Pour obtenir de plus amples renseignements sur cette audience, sur les démarches à suivre pour déposer une lettre ou pour participer en tant qu'intervenant, ou encore pour consulter les documents relatifs à ce dossier, veuillez entrer le numéro de référence **EB-2019-0194** sur le site Web de la CEO : www.oeb.ca/participez. Pour toute question, vous pouvez également communiquer avec notre centre des relations avec les consommateurs au 1 877 632-2727.

AUDIENCES ORALES OU AUDIENCES ÉCRITES

Il existe deux types d'audiences à la CEO : les audiences orales et les audiences écrites. La CEO décidera ultérieurement de traiter l'affaire par voie d'audience orale ou écrite. Si vous pensez qu'une audience orale est nécessaire, vous pouvez fournir pour cela vos arguments par écrit à la CEO avant le **11 novembre 2019**.

PROTECTION DES RENSEIGNEMENTS PERSONNELS

Si vous écrivez une lettre de commentaires, votre nom et le contenu de cette lettre seront ajoutés au dossier public et au site Web de la CEO. Toutefois, votre numéro de téléphone, votre adresse de domicile et votre adresse électronique ne seront pas rendus publics. Si vous représentez une entreprise, tous les renseignements de l'entreprise demeureront accessibles au public. Si vous participez à titre d'intervenant, tous vos renseignements personnels seront rendus publics.

Cette audience sera tenue en vertu de l'article 36 de la Loi de 1998 sur la Commission de l'énergie de l'Ontario, L.O. 1998, chap. 15 (annexe B).


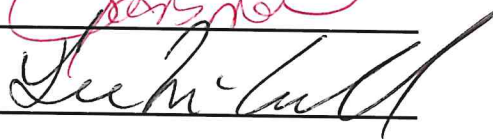


Regular Council

October 28, 2019

Moved by:

Seconded by:

_____ - 2019



Item 11.2

WHEREAS, the Province of Ontario has legislated in the *Building Code Act* that “the council of each municipality is responsible for the enforcement of this Act in the municipality” and “the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction”,

AND WHEREAS, “the council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act”,

AND WHEREAS, the Province has asked local governments to find efficient and cost effective ways to deliver municipal services is now asking municipalities to collect a tax on their behalf to create a new Delegated Administrative Authority to deliver services that have historically been the responsibility of the Ontario Government,

AND WHEREAS, Premier Ford stated in his keynote address at the Association of Ontario Municipalities 2019 Conference, that “we can’t continue throwing money at the problem (broken systems) as our predecessors did, into top-down, big government schemes. That is neither compassionate nor sustainable”,

AND WHEREAS, alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability,

THEREFORE LET IT BE RESOLVED that the The Municipality of Prescott requests that, the Province of Ontario work with the current building sector groups that, for the past fifteen years, have been working to support the Ministry of Municipal Affairs and Housing, and provide evidence based justification to municipalities that the creation of a

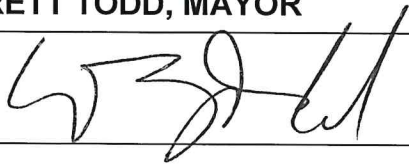


new Delegated Administrative Authority is necessary prior to any legislative changes to the *Building Code Act*, with regard to building service delivery, are introduced in the Legislature.

Be it further resolved that a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing.

Be it further resolved that a copy of this motion be sent to the Associations of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration.

		REQUESTED BY:	
		RECORDED VOTE	YES NO
		Councillor Leanne Burton	
		Councillor Teresa Jansman	
		Councillor Lee McConnell	
CARRIED:		Councillor Mike Ostrander	
TABLED:		Councillor Gauri Shankar	
DEFEATED:		Mayor Brett Todd	
RECORDED VOTE:		Councillor Ray Young	

BRETT TODD, MAYOR	ACTING CLERK
	

**Ministry of Natural
Resources and Forestry**

Strategic and Indigenous
Policy Branch

Policy Division

300 Water Street
3rd Floor North
Peterborough ON K9J 3C7
Tel: 705-755-1727

**Ministre des Richesses
naturelles et des Forêts**

Direction des politiques relatives aux
stratégies et aux affaires autochtones

Division de la politique

300, rue Water
3^e étage Nord
Peterborough (Ontario) K9J 3C7
Tél.: 705-755-1727



October 29, 2019

Re: Environmental Registry notice (019-0732) by the Ministry of Natural Resources and Forestry regarding proposal to amend three statutes and make a new regulation

Greetings,

The Ministry of Natural Resources and Forestry (MNRF) is proposing legislative changes to seven statutes and to make a new regulation under the *Lakes and Rivers Improvement Act*. The legislative changes are part of the proposed *Better for People, Smarter for Business Act, 2019*. If passed, these changes are intended to support the government's commitment to reduce unnecessary red tape and regulatory burden and modernize government to be simpler, faster and more cost-effective, while ensuring the sustainable use of natural resources and public health and safety are not compromised.

A proposal to amend the following three Acts and propose a new regulation is posted on the Environmental Registry.

1. *Crown Forest Sustainability Act, 1994*
2. *Oil, Gas and Salt Resources Act*
3. *Lakes and Rivers Improvement Act* and new Minister's regulation under the Act

The proposed amendments and new regulation are described below:

- Proposed amendments to the *Crown Forest Sustainability Act, 1994*, would if passed:
 - Enable the issuance of a "permit" to allow a person to remove forest resources from a Crown forest for non-forestry purposes.
 - Modernize the requirements for annual work schedules by removing the requirement for MNRF approval.
 - Enable the Minister to extend a Forest Management Plan.

- Proposed amendments to the *Oil, Gas and Salt Resources Act*, would if passed:
 - Allow future regulations to be made, where appropriate, to relieve existing activities from requirements that would apply to new activities.
 - Enable the use of a rules-in-regulation approach, or the mandatory issuance of approvals for more activities, subject to conditions and requirements that would be set out in regulation intended to streamline approvals for the specified activities.
 - Clarify the types of geological evaluation and testing activities captured by the definition of “well”.
- Proposed amendments to the *Lakes and Rivers Improvement Act*, would if passed:
 - Create a new Minister’s regulation-making authority in the Lakes and Rivers Improvement Act to allow the Minister to require some owners of electricity-producing dams to, where necessary, assess, monitor and report on methyl mercury related impacts to water and fish.
 - Amend an existing authority to incorporate guidelines by reference in the regulations.

Regulation Proposal

- If the proposed Lakes and Rivers Improvement Act legislative amendment is passed, the ministry proposes to develop a subsequent Minister’s regulation that if made, would require some dam owners of electricity-producing dams to, where necessary, assess, monitor and report on mercury levels in surface water and/or fish tissue. We are also seeking comments on this proposed regulation via this notice.

Owners of the twelve existing dams that currently have mercury assessment, monitoring and reporting requirements established through Ministry of Environment, Conservation and Parks issued Permits to Take Water, would, if the regulation is made, continue these requirements under the authority of the Lakes and Rivers Improvement Act and reporting would be to the Ministry of Natural Resources and Forestry. Each of these twelve Permits to Take Water were subject to consultation prior to their issuance.

New or significantly redeveloped electricity-producing dams may, if the regulation is made, require assessment, monitoring and reporting of mercury, where there is a new or expanded head pond area and/or where there are identified risks associated with human consumption of fish.

The Ministry of Environment, Conservation and Parks is concurrently consulting on a proposal to amend the Ontario Water Resources Act Permit to Take Water requirements for electricity-producing facilities. For more information, please visit <https://ero.ontario.ca> and enter 019-0545 in the search to view this Environmental Registry notice.

In addition, there are other administrative and housekeeping changes proposed for the *Crown Forest Sustainability Act, 1994* and the *Oil, Gas and Salt Resources Act*.

All proposed changes to MNRF statutes appear in the proposed *Better for People, Smarter for Business Act, 2019*, which can be found through the following link to the Bill on the Legislative Assembly, <https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-132>.

MNRF recognizes that this proposal may be of interest to you. To view the Environmental Registry notice, please visit <https://ero.ontario.ca> and enter 019-0732 in the search.

Proposed changes to the *Aggregate Resources Act* are also included in the proposed *Better for People, Smarter for Business Act, 2019* and are the subject of a separate registry proposal posting. For more information, please visit Environmental Registry of Ontario and enter 019-0556 in the search. Please note the posting related to proposed changes to the *Aggregate Resources Act* will close on November 4, 2019.

We invite you to contact Tigist Abebe at 416-314-0961 or SIPB@ontario.ca with any questions.

Sincerely,

A handwritten signature in black ink, appearing to be 'T. Gierak', written in a cursive style.

Tosh Gierak
A/Director
Strategic and Indigenous Policy Branch
Policy Division

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-6470



Ontario

November 1, 2019

Dear Head of Council:

Our government understands that municipalities are closest to the people. We also know that each municipality is unique, and one size does not fit all. This approach is reflected in a number of announcements that we have made recently, which are summarized below.

Regional Government Review

After careful consideration of the feedback we heard through the course of the Regional Government Review that was launched in January 2019, and in consultation with my Cabinet colleagues, our government is committed to partnering with municipalities without pursuing a top-down approach. We will work collaboratively and in partnership, and we will not impose any changes on municipalities.

Renewal of funding programs to identify efficiencies

The government has announced \$143 million in funding for municipalities across the province to help lower costs and deliver important services to residents over the long term. The new programs include:

Audit and Accountability Fund

- We will extend funding for 39 large urban municipalities, by providing up to \$6 million annually for three years beginning in fiscal year 2020-21. More information on the application process will follow in the coming months.

Municipal Modernization Program

- Building on Ontario's previous investment to modernize municipal service delivery, 405 small and rural municipalities will have access to an application-based program, which will provide up to \$125 million until 2022-23. The first round of funding under this program will be available in the current provincial fiscal year to support service delivery reviews, similar to the types of reviews eligible under the Audit and Accountability Fund. Details on eligibility and application process for this year's funding are coming soon.

Municipal Fiscal Year

The government is committed to consulting with the municipal sector in 2020 on the alignment of the municipal fiscal year with the Province's. We believe municipalities will be able to provide valuable input regarding how the current budget cycles affect funding allocations for their programs – and if aligning the municipal and provincial budget cycles could enhance public transparency and improve program and service delivery.

Voters' List

Our government is also proposing to work with Ontario's Chief Electoral Officer to eliminate duplication by combining the provincial and municipal voters' lists and giving Elections Ontario the responsibility of managing one voters' list.

Ontario Municipal Partnership Fund

In addition, I would like to highlight that the Minister of Finance recently sent out letters to all Heads of Council regarding the 2020 Ontario Municipal Partnership Fund (OMPF) allocations. This is the earliest that OMPF allocations have ever been announced. As indicated in that letter, the government is maintaining the current structure of the OMPF for 2020.

Thank you for your ongoing commitment to delivering efficient, effective and modern services to the people of Ontario. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c: The Honourable Rod Phillips, Minister of Finance