



## Committee of the Whole Agenda

Tuesday, December 3, 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

4

**Suggested Motion:**

THAT the Committee of the Whole Minutes dated November 22 and 26, 2019 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. David Somppi, Chair, Municipal Drug Strategy Committee - Planet Youth Lanark County Project Update

12

## 6. REPORTS

### Corporate Services

- a. **2020 Fee Schedule (Communication 131000)** 24

**Suggested Motion:**

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2020.

- b. **Municipal Modernization Program Application (Communication 131001)** 33

**Suggested Motion:**

THAT Council authorizes the application for Intake #1 of the Municipal Modernization Program for funding to undertake the development of an Asset Management Implementation Strategy and an Asset Management Systems Review.

- c. **Updated Advisory Committees' Terms of Reference Template (Communication 131002)** 36

**Suggested Motion:**

THAT the amended Terms of Reference template be used for all of the Town's Advisory Committees/Boards.

- d. **CAO's Report - Delegated Authority (Communication 131003)** 41

**Suggested Motion:**

THAT Council accept the CAO's Delegated Authority Report dated December 3, 2019 as information.

## 7. NEW/OTHER BUSINESS

None.

## 8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

- a. **BIA Office Report - October 2019** 43

**Suggested Motion:**

THAT the BIA Office Report from October 2019 be received as information.

**9. INFORMATION LISTING**

- Board of Health Summary, November 21, 2019
- Randy Hillier Letter to Minister of Education, November 22, 2019

**Suggested Motion:**

THAT the Information Listing dated December 3, 2019 be received as information

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION****Suggested Motion:**

THAT the Committee move into closed session at \_\_\_\_\_ p.m. to discuss matters subject to:

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

AND THAT Diane Smithson, CAO (Item 1) and Stacey Blair, Clerk (Items 1&2), remain in the room.

1. Council/Staff Relations
2. Performance Appraisal - Chief Administrative Officer

**12. RISE AND REPORT****13. ADJOURNMENT****Suggested Motion:**

THAT the meeting be adjourned at \_\_\_\_\_ p.m.

## Committee of the Whole Minutes

**Tuesday, November 26, 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, Dave Young, Director  
of Public Works, Pascal Meunier, Director of Protective Services

### **1. CALL TO ORDER**

Chair Toby Randell called the meeting to order at 7:02 p.m.

1. Waive Section 5.3.1. of By-law 117-2018 - Procedural By-law

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT section 5.3.1 of the Town's Procedural By-law 117-2018 be waived  
to allow the Committee of the Whole to commence at 7:00 p.m.

**CARRIED**

### **2. APPROVAL OF AGENDA**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Atkinson

THAT the agenda be accepted as presented.

**CARRIED**

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

None.

**4. MINUTES TO BE APPROVED AND RECEIVED**

1. Committee of the Whole Minutes

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

THAT the Committee of the Whole Minutes dated November 12, 2019 be accepted as presented.

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

None.

**6. REPORTS**

1. 2020 Interim Tax Levy (Communication 130212)

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT Council authorize the passing of an interim tax levy for 2020 based on 50% of the prior year's annualized taxes.

**CARRIED, BY LAW PREPARED**

2. Parking By-law Amendment - On Street Parking (Communication 130213)

The Director of Protective Services explained the process and rationale behind the preparation of this proposed By-law amendment. The Director of Public Works requested that staff be allowed more time to refine the proposed list of streets where parking is to be restricted. Director Young proposed that this item be deferred until December 2019.

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Atkinson

THAT a By-law to amend parking on some Town streets to one side of the street or no on-street parking be forwarded to Council for approval.

**DEFERRED**

**Amendment:**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the motion to approve a By-law amendment regarding parking on some Town streets to one side of the street or no on-street parking be deferred.

**CARRIED**

3. Investing in Canada Infrastructure Program - Green Stream  
(Communication 130214)

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

**THAT** Council authorize staff applying for the replacement/upgrade of the Joseph Street Pumping Station as the Town's priority under the Green Stream of the Investing in Canada Infrastructure Program.

**CARRIED, MOTION PREPARED**

**Moved by:** Councillor Fritz

**Seconded by:** Mayor Black

**THAT** Council authorize staff seeking technical assistance from JL Richards as necessary for the Town's Green Stream Intake 1 application for the replacement/upgrade of the Joseph Street Pumping Station to ensure all of the technical issues are addressed appropriately in the application.

**CARRIED, CONSENT**

4. Streetlight System Rehabilitation and LED Conversion (Communication 130215)

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Fritz

**THAT** by-laws be passed to authorize entering into contracts with Ottawa River Power Corporation and Hydro One for the various phases of work relating to the rehabilitation of the Town's Streetlight Network and the conversion to LED streetlight fixtures.

**CARRIED, BY LAW PREPARED**

5. Director of Public Works Hiring Process (Communication 130216)

**Moved by:** Councillor Tennant

**Seconded by:** Deputy Mayor Redmond

THAT Council accept as information the CAO's report dated November 26, 2019 on the hiring process for a Public Works Director.

**CARRIED, CONSENT**

6. 3 Francis Street Childcare Centre Tender (Communication 130217)

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

THAT Council award the tender for the Addition / Renovation for the 3 Francis Street Childcare Centre to Argue Construction Ltd. in the amount of \$3,216,650 plus HST; and

THAT Council deem the addition / renovation project to be a growth-related project which is to be included in the Town's Development Charges Background Study being prepared by Watson & Associates Economists Ltd.; and

THAT Council allocate a budget of \$100,000 to deal with any change orders which may arise during construction in order to allow for timely decision-making throughout the project to ensure it is completed by the required deadline; and

THAT the Town's share of the project which exceeds grant funding and includes construction, professional fees and change orders be funded first by Development Charges and then Childcare reserves.

**CARRIED, MOTION AND BY LAW PREPARED**

## **7. NEW/OTHER BUSINESS**

1. Role of Mayor as Spokesperson for Council

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

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.

**CARRIED, MOTION PREPARED**

**8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

None.

**9. INFORMATION LISTING**

None.

**10. NOTICE OF MOTIONS**

None.

**11. ADJOURNMENT**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the Committee of the Whole meeting be adjourned at 7:46 p.m.

**CARRIED**

---

Councillor Toby Randell

---

Stacey Blair, Clerk



**Special Committee of the Whole Minutes  
November 22<sup>nd</sup>, 2019, 9:00 a.m.  
Carleton Place Town Hall, Council Chambers**

---

PRESENT Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Randell (arrived at 9:18 a.m.), Councillor Seccaspina, Councillor Atkinson

Diane Smithson, CAO, Trisa McConkey, Treasurer, Dave Young, Director of Public Works, Robin Daigle, Manager of Engineering, Joanne Henderson, Manager of Recreation and Culture, Pascal Meunier, Director of Protective Services, Joanna Bowes, Manager of Development Services, Tracey Freill, Manager of Childcare Services, Meriah Caswell, Manager of Library Services, Dave Joy, Deputy Fire Chief

**1) CALL TO ORDER**

In the absence of Councillor Toby Randell at the start of the meeting, Mayor Black chaired the meeting and called the meeting to order at 9:03 a.m.

**2) APPROVAL OF AGENDA**

**Moved by Councillor Tennant**

**Seconded by Councillor Fritz**

**THAT** the agenda be accepted as presented.

**CARRIED**

**3) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

No interest was disclosed by any member at this time.

**4) BUSINESS**

The meeting commenced with an update by Trisa McConkey, Treasurer regarding the up to date status of the budget. The latest draft shows a requirement for 2% increase to the levy which equates to an increase of \$35.25 on the median assessed property in Town valued at \$273,750.

Following her update, presentations by the following managers took place reviewing their proposed 2020 capital as well as major changes to operations budgets:

- Dave Young, Director of Public Works and Robin Daigle, Engineering Manager
- Meriah Caswell, Manager of Library Services
- Tracey Freill, Manager of Childcare Services

The members took a break for lunch at 12 noon. The Committee resumed with the budget presentations by the following Managers:

- Joanne Henderson, Manager of Recreation and Culture
- Pascal Meunier, Director of Protective Services and Dave Joy, Deputy Fire Chief
- Joanna Bowes, Manager of Development Services

Councillor Randell left the meeting at 3:23 p.m. and returned at 3:42 p.m.

- Trisa McConkey, Treasurer presented the Building Department and Administration (Council, Clerk, Economic Development and Treasury) sections of the budget

Throughout the various discussions, the following changes were made to the budget:

- \$20,000 was added to the budget to complete road improvements for Edmund Street to improve access to the Edmund Street Dog Park
- \$5,000 was added to the budget to be paid from the Library reserve for the upgrades to the Library's website
- Add \$30,000 from land sale reserve to complete landscaping on Roe Street
- The \$10,000 for Lolly's green space to be paid from Development Charges
- The \$120,000 for Town Hall Capital to be paid by \$60,000 carried over from 2019 and \$60,000 from taxation
- \$40,000 is to be added to Carleton Junction with \$36,000 to be paid by Development Charges and \$4,000 from taxation
- \$7,500 for the caboose project for Carleton Junction is to be removed from the budget for 2020 and deferred to a future year
- The hot water boiler (\$15,000) and lighting (\$25,000) for the pool are to be paid by a grant if possible and if not, from the pool reserves
- \$5,000 for the Findlay Cairn to be funded by taxes instead of parkland reserves
- \$7,000 for Town Hall Square to be funded by taxes instead of parkland reserves
- \$50,000 for the Hot Pool Roof project is to be set aside in reserves for completion in a future year
- Funding is to be added to the budget to allow the Director of Development Services position is to be commenced as soon as possible in 2020 from the proposed June 2020 date
- \$12,000 is to be set aside in a reserve for the Central Bridge Communications Plan

Throughout the day, the following points were raised as part of the discussions:

- The CBO is to be asked for a comparison on staffing versus permits compared to other Departments
- Staff was asked to look into naming rights for facilities such as the pool, arena, etc. which could be used to raise funds or to recognize deserving people in the community
- Staff was asked to have John Cooke, Structural Engineer reassess the Town Hall exterior as it was last reviewed in 2012
- The Director of Protective Services was asked to provide information to members of Council on the level of honorarium paid to the Volunteer Fire Fighters in 2019 as compared to 2018
- Council requested that a hybrid vehicle or one with start/stop capability be considered for the new fire vehicle

The following motions were presented throughout the day:

**Moved by Councillor Fritz**

**Seconded by Councillor Randell**

**THAT** Council supports the use of reserves to upgrade the interior of the Library and encourages the Library Board to authorize upgrades to proceed.

**CARRIED – MOTION PREPARED**

**Moved by Mayor Black**

**Seconded by Deputy Mayor Redmond**

**THAT** Council approves the capital reserve be increased from 3% to 7% for the recreation and pool as part of the Howard Allan Cost Sharing Agreement; and

THAT this issue be discussed at the next Joint Recreation and Culture Cost Sharing Committee meeting.

**CARRIED – MOTION PREPARED**

**Moved by Deputy Mayor Redmond**

**Seconded by Councillor Fritz**

**THAT** Council authorizes proceeding to the public budget meeting on December 17, 2019 showing a 1.99% levy increase to the Town's budget.

**CARRIED – CONSENT**

Following the public budget meeting on December 17, 2019, the budget will be posted for public comment over the holidays with the final approval to be considered at the January 14, 2020 Council meeting.

## **6) ADJOURNMENT**

**Moved by Councillor Atkinson**

**Seconded Councillor Seccaspina**

**THAT** the meeting be adjourned at 3:58 p.m.

**CARRIED**



# Municipal Council Update

*December, 2019*

David Somppi

Chairperson Planet Youth Lanark County

Kevin Clouthier

Planet Youth Lanark County Steering  
Committee

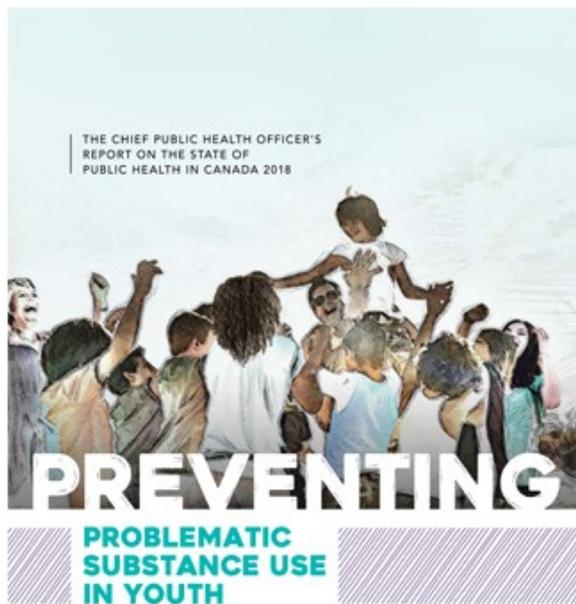


Planet Youth Lanark  
County requests Smiths  
Falls Town Council  
support to further this  
community-based youth  
wellness change process  
by:

- Participating in the ICSRA workshop in January 2020 to learn how to use the reports compiled from grade 10 youth questionnaire responses and;
- To partner in public meetings and media events that broadly communicates Planet Youth Lanark County



## Public Health Agency of Canada Call to Action



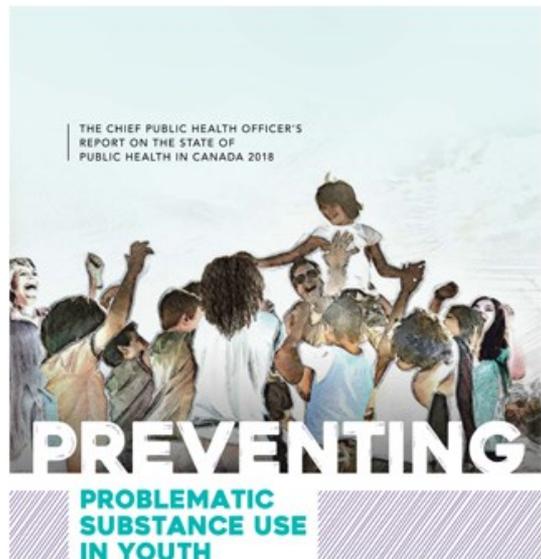
Canada

**“I’m calling upon all levels of government as well as nongovernmental, private, and philanthropic organizations across sectors – including public health, primary health care, social services, justice and education – to undertake a coordinated approach to preventing problematic substance use among youth.”**

- Dr Theresa Tam, Chief Public Health Officer



## Public Health Agency of Canada Call to Action

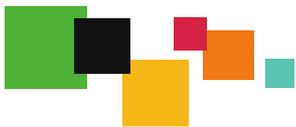


Canada

### Iceland's Model Highlighted as a Best Practice

**“We learned through the studies that we need to create circumstances in which kids can lead healthy lives, and they do not need to use substances, because life is fun, and they have plenty to do—and they are supported by parents who will spend time with them.”**

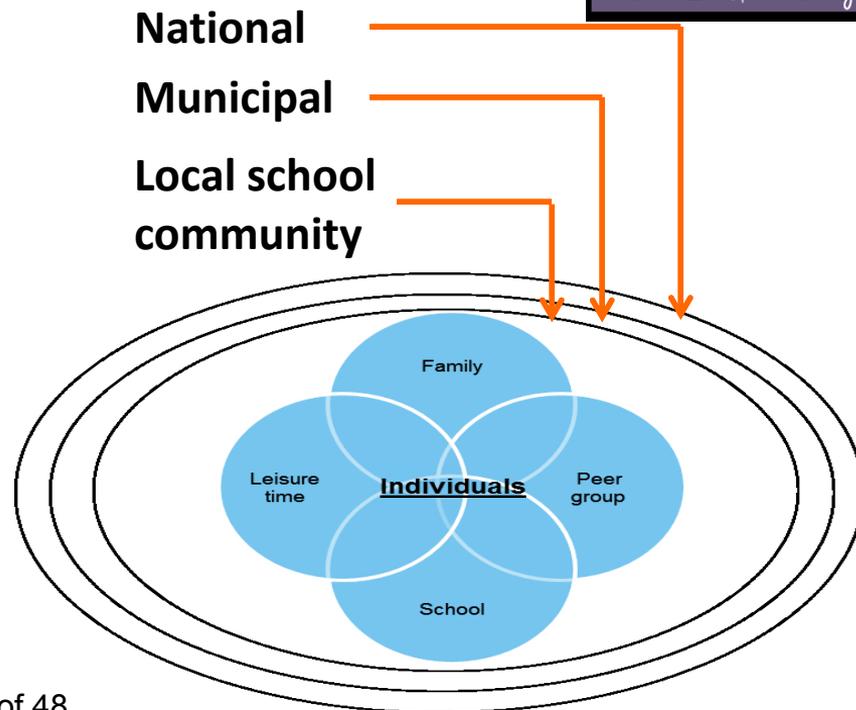
- Professor Inga Dóra Sigfúsdóttir, Founding Director Icelandic Centre for Social Research and Analysis (ICSRA) Reykjavik University, and Research



Adolescents are social products

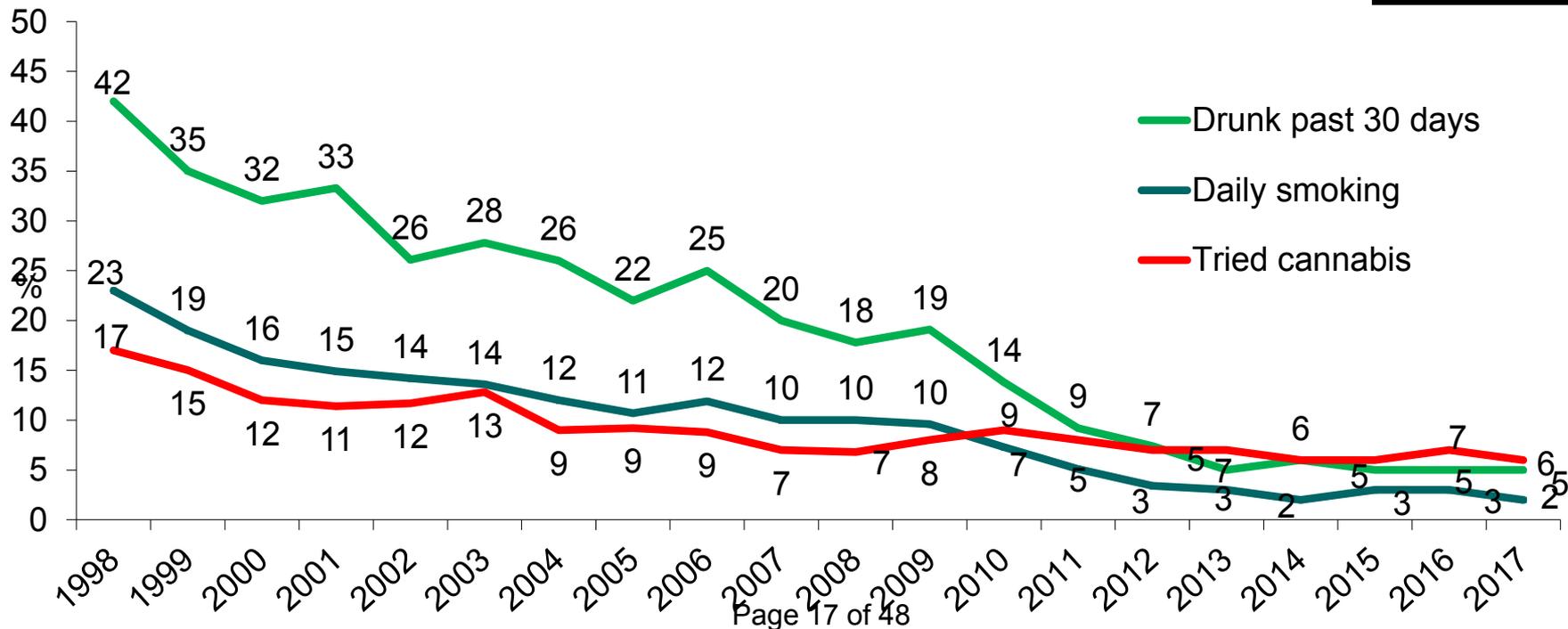
Behavior change is notoriously difficult to accomplish

High probability of success changing the social context





## Icelandic Grade 10 Youth Reported Experience 1998 - 2017





## Evidence-based practice

- Based on surveys of grade 10 students
- Survey design/analysis developed over 20+ years
- Community specific reports available in 8 weeks

## Community-based reflection and decision making

- Each community and school receives a custom report describing local risk and protective factors
- Community decides on how it will respond
- Experts available to support community decision making
- Recurring survey/reports provide a “dashboard”



# Planet Youth Lanark County

## A Community Led Initiative



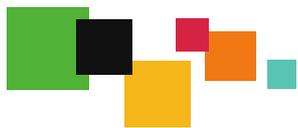
- Steering Committee is community led and strongly supported by
  - School Boards:
    - Catholic District School Board of Eastern Ontario
    - Upper Canada District School Board
  - Leeds, Grenville & Lanark District Health Unit
  - Open Doors for Lanark Children & Youth - mental health service provider
  - United Way East Ontario - meeting space, fund raising, administrative support
  - Youth focussed organizations such as Big Brothers Big Sisters/Youth Centres
  - Lanark County Municipal Drug Strategy Steering Committee
  - Police service boards



# Status



- First community in Canada to embrace Planet Youth methodology
- Five-year service agreement signed with Icelandic Centre for Social Research and Analysis (ICSRA)
- Research engagement with Public Health Agency of Canada to adopt to Canadian context
- Collaborating with school boards to acquire grade 10 youth data
  - Upper Canada District School Board School
  - Catholic District School Board of Eastern Ontario



PLANET Youth

by ICSRA ®

PARTNER Ireland



WESTERN REGION

Drug & Alcohol Task Force

Meitheal Drugaí an Iarthair

# Growing up in the west

County Report: Roscommon



PLANET Youth

PARTNER Limerick County



Planet Youth Lanark  
County requests Smiths  
Falls Town Council  
support to further this  
community-based youth  
wellness change process  
by:

- Participating in the ICSRA workshop in January 2020 to learn how to use the reports compiled from grade 10 youth questionnaire responses and;
- To partner in public meetings and media events that broadly communicates Planet Youth Lanark County



# Want to Learn more?

<https://planetyouthlanark.ca>

<https://planetyouth.org>

**Implementation Workshop January 2020**

## Thank you for you attention

**COMMUNICATION 131 000**

Received From: Trisa McConkey, Treasurer  
Addressed To: Committee of the Whole  
Date: December 3, 2019  
Topic: 2020 Fee Schedule

**SUMMARY:**

The proposed 2020 Fees and Charges schedule of changes is attached for Council's consideration. The Childcare, Building Permit, Recreation and Water and Sewer fee explanations are not included in the chart as separate Managers' reports were/will be provided for these respective fees.

**BACKGROUND:**

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighboring municipalities.

**DISCUSSION:**

Each year Managers conduct a review of the fees and charges pertaining to their service area. The review is to ensure that the existing fees are adequate in terms of any increased costs being incurred to provide the service or identifying a fee which was not previously charged.

Attached is the updated schedule of fees and the explanation from Staff for the proposed changes. The Childcare, Recreation, Building Permit and Water and Sewer fee explanations are not included in the chart as separate Managers' reports were/will be provided for these respective fees.

**FINANCIAL IMPLICATIONS:**

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect to all ratepayers. The revenues anticipated from the proposed 2020 fees have been included in the 2020 draft budget.

**RECOMMENDATION:**

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2020.

## EXPLANATION OF PROPOSED CHANGES

ITEM	2019	2020	EXPLANATION
<b>POLICE</b> <ul style="list-style-type: none"> <li>• Security Clearance</li> <li>• Incident &amp; Motor Vehicle Collision Report</li> </ul>	<ul style="list-style-type: none"> <li>• \$25</li> <li>• \$35</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• N/A</li> </ul>	These fees are now set and collected by the OPP
<b>FIRE</b> <ul style="list-style-type: none"> <li>• Compliance Letters</li> <li>• 2<sup>nd</sup> &amp; Subsequent re-inspections of building</li> <li>• Apartments (3-5 Units)</li> <li>• Apartments (6-10 Units)</li> <li>• Apartments (11-15 Units)</li> <li>• Apartments (15+ Units)</li> <li>• Duplexes</li> <li>• License for Liquor Sales</li> <li>• Refreshment Vehicles</li> <li>• Single Family Homes</li> <li>• Special Occasion Permits</li> </ul>	<ul style="list-style-type: none"> <li>• \$65</li> <li>• \$75</li> <li>• \$90</li> <li>• \$100</li> <li>• \$150</li> <li>• \$200</li> <li>• \$80</li> <li>• \$40</li> <li>• \$50</li> <li>• \$50</li> <li>• \$40</li> </ul>	<ul style="list-style-type: none"> <li>• \$85</li> <li>• \$85</li> <li>• \$100</li> <li>• \$120</li> <li>• \$175</li> <li>• \$225</li> <li>• \$100</li> <li>• \$85</li> <li>• \$100</li> <li>• \$85</li> <li>• \$85</li> </ul>	Adjusted to reflect cost of living and the cost of staff time
<b>BY-LAW OFFICE</b> <ul style="list-style-type: none"> <li>• Compliance Report</li> <li>• Complaint Inspection Report</li> <li>• Certificate of Completion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• N/A</li> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• \$85</li> <li>• \$85</li> <li>• \$85</li> </ul>	New fees to recover staff time
<b>PLANNING</b> Development Permit Applications: <ul style="list-style-type: none"> <li>• Class 1</li> <li>• Class 1A</li> <li>• Class 2</li> <li>• Class 3</li> <li>• Extension of Draft Conditions for Subdivisions/Condominiums</li> <li>• Subdivision Approval and Agreement</li> <li>• Condominium Approval and Agreement</li> <li>• Major Amendment (&gt;10% change) to Subdivision/Condominium Agreements</li> <li>• Minor Amendment (&lt;10% change) to Subdivision/Condominium</li> </ul>	<ul style="list-style-type: none"> <li>• \$250</li> <li>• \$500</li> <li>• \$2,500</li> <li>• \$3,500</li> <li>• \$350 +legal fees</li> <li>• \$500 +1% of value</li> <li>• \$4,500</li> <li>• \$1,000 + legal fees</li> <li>• \$500 + legal fees</li> </ul>	<ul style="list-style-type: none"> <li>• \$350</li> <li>• \$750</li> <li>• \$3,000</li> <li>• \$4,000</li> <li>• \$1,500 +legal fees</li> <li>• \$1,500 +1% of value</li> <li>• \$5,000 +legal fees</li> <li>• \$7,500 + legal fees</li> <li>• \$2,500 + legal fees</li> </ul>	Reviewed other municipalities and to recover staff time

<p>Agreements</p> <ul style="list-style-type: none"> <li>• Lifting One Foot Reserve</li> <li>• <a href="#">Amendment to Condominium Agreement</a></li> <li>• <a href="#">Subdivision Amendment after draft approval but before final approval</a></li> <li>• <a href="#">Modifications to subdivisions requiring subsequent public meetings</a></li> <li>• <a href="#">Subdivision Amendment post registration</a></li> <li>• Part Lot Control <ul style="list-style-type: none"> <li>○ <a href="#">Minor (creating individual housing ownerships)</a></li> <li>○ <a href="#">Major (revisions to signed subdivision plans)</a></li> </ul> </li> <li>• Encroachment Agreement with Town</li> <li>• Compliance Report (Minor)</li> <li>• Compliance Report (Major) More than 1 property or commercial, industrial or residential properties with multiple units</li> <li>• <a href="#">Cash in lieu of parking</a></li> </ul>	<ul style="list-style-type: none"> <li>• \$200 +legal fees</li> <li>• N/A</li> <li>• N/A</li> <li>• N/A</li> <li>• N/A</li> <li>• \$750 +legal fees</li> <li>• \$100 +legal fees</li> <li>• \$50</li> <li>• \$50</li> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• \$500 +legal fees</li> <li>• \$2,500 +legal fees</li> <li>• \$7,500 +legal fees</li> <li>• \$2,000</li> <li>• \$2,000 +legal fees</li> <li>• \$1,000 +legal fees</li> <li>• \$500 +legal fees</li> <li>• \$100</li> <li>• \$100 per unit or property</li> <li>• \$3,500/parking space</li> </ul>	
<p><b>ENGINEERING DEVELOPMENT-RELATED FEES</b></p> <ul style="list-style-type: none"> <li>• Condominium Approval and Agreement</li> <li>• Development Permit Class 2 Application (DP2)</li> <li>• Development Permit Class 3 Application (DP3)</li> <li>• <a href="#">Pre-Servicing Agreement</a></li> </ul>	<ul style="list-style-type: none"> <li>• \$500 + \$1,500 deposit</li> <li>• \$500 + \$1,500 deposit</li> <li>• \$500 + \$1,500 deposit</li> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,000 + \$1,500 deposit</li> <li>• \$1,000 + \$1,500 deposit</li> <li>• \$1,000 + \$1,500 deposit</li> <li>• \$1,000 +legal fees</li> </ul>	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p><b>PUBLIC WORKS</b> Rates adjusted in accordance with By-Law 106-2019 - Regulating Water Rates for 2020</p>			
<p><b>PARKING</b></p> <ul style="list-style-type: none"> <li>• 1 year</li> <li>• 6 months</li> <li>• 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• \$50</li> <li>• \$30</li> <li>• \$5</li> </ul>	<ul style="list-style-type: none"> <li>• \$100</li> <li>• \$50</li> <li>• \$10</li> </ul>	<p>Increased by 50% after review of neighboring Municipalities</p>

<p><b>ARENA HALLS</b>  <b>Resident-Adult Board Room</b>  (Capacity 45 persons)</p> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Non-commercial for non-profit organizations staffed during non-operational hours</li> </ul> <p><b>Resident-Adult Charitable Board Room</b> (Capacity 45 persons)</p> <ul style="list-style-type: none"> <li>• Non-commercial for non-profit organizations staffed during non-operational hours</li> </ul> <p><b>Resident-Minor Charitable</b></p> <ul style="list-style-type: none"> <li>• Non-commercial for non-profit organizations staffed during non-operational hours</li> </ul> <p><b>Additional Charges (for all rental spaces)</b></p> <ul style="list-style-type: none"> <li>• Hourly Rate per staff for set-up/clean up</li> <li>• TV/DVD Rental</li> </ul>	<ul style="list-style-type: none"> <li>• \$29.25/hr</li> <li>• \$29.25/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$17.50/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$17.50/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$32.50/hr</li> <li>• \$22.20</li> </ul>	<ul style="list-style-type: none"> <li>• \$22.75/hr</li> <li>• \$22.75/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$22.75/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$22.75/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$33.25/hr</li> <li>• N/A</li> </ul>	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p><b>TOWN HALL</b>  <b>Non-Resident - Auditorium</b>  (Capacity 240 persons)</p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> <li>• Staff Cleanup required for licenced events</li> </ul> <p><b>Resident-Adult - Auditorium</b>  (Capacity 240 persons)</p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> <li>• Staff Cleanup required for licenced events</li> </ul>	<ul style="list-style-type: none"> <li>• \$76/hr</li> <li>• \$45.75/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$359.50 (min)</li> <li>• \$359.50 (min)</li> </ul> <ul style="list-style-type: none"> <li>• \$32.50/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$57.25/hr</li> <li>• \$28.50/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$359.50 (min)</li> <li>• \$359.50 (min)</li> </ul> <ul style="list-style-type: none"> <li>• \$32.50/hr</li> </ul>	<ul style="list-style-type: none"> <li>• \$77.50/hr</li> <li>• \$46.75/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$366.75 (min)</li> <li>• \$366.75 (min)</li> </ul> <ul style="list-style-type: none"> <li>• \$33.25/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$58.50/hr</li> <li>• \$29.25/hr</li> </ul> <ul style="list-style-type: none"> <li>• \$366.75 (min)</li> <li>• \$366.75 (min)</li> </ul> <ul style="list-style-type: none"> <li>• \$33.25/hr</li> </ul>	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<p><b>Resident-Adult Charitable - Auditorium</b> (Capacity 240 persons)</p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> <li>• Staff Cleanup required for licenced events</li> </ul> <p><b>Resident-Minor Charitable</b></p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• \$57.00/hr</li> <li>• \$23.00/hr</li> <li>• \$359.50 (min)</li> <li>• \$359.50 (min)</li> <li>• \$32.50/hr</li> <li>• \$23.00/hr</li> <li>• \$359.50 (min)</li> </ul>	<ul style="list-style-type: none"> <li>• \$46.75/hr</li> <li>• \$23.50/hr</li> <li>• \$366.75 (min)</li> <li>• \$366.75 (min)</li> <li>• \$33.25/hr</li> <li>• \$23.50/hr</li> <li>• \$366.75 (min)</li> </ul>	
<p><b>MARKET SQUARE</b></p> <p><b>Market Square Slab Non-Resident</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul> <p><b>Resident-Adult</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul> <p><b>Resident-Minor</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul> <p><b>Non-Profit/Charitable Organization</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul> <p><b>Market Square Slab &amp; Parking Lot Non-Resident</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>	<ul style="list-style-type: none"> <li>• \$173.75</li> <li>• \$269.50</li> <li>• \$101.75</li> <li>• \$173.75</li> <li>• \$60.00</li> <li>• \$119.75</li> <li>• \$60.00</li> <li>• \$119.75</li> <li>• \$233.75</li> <li>• \$239.50</li> </ul>	<ul style="list-style-type: none"> <li>• \$177.25</li> <li>• \$275.00</li> <li>• \$103.75</li> <li>• \$177.25</li> <li>• \$61.25</li> <li>• \$122.25</li> <li>• \$61.25</li> <li>• \$122.25</li> <li>• \$238.50</li> <li>• \$336.00</li> </ul>	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<p><b>Resident-Adult</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul> <p><b>Resident-Minor</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul> <p><b>Non-Profit/Charitable Organization</b></p> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>	<ul style="list-style-type: none"> <li>• \$155.75</li> <li>• \$233.75</li> <li>• \$60.00</li> <li>• \$119.75</li> <li>• \$60.00</li> <li>• \$119.75</li> </ul>	<ul style="list-style-type: none"> <li>• \$158.75</li> <li>• \$238.75</li> <li>• \$61.25</li> <li>• \$122.25</li> <li>• \$61.25</li> <li>• \$122.25</li> </ul>	
<p><b>SPRING/SUMMER SPORTS FACILITIES</b></p> <p><b>Non-Resident</b></p> <ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• v</li> <li>• Boat Launch-Season Pass</li> <li>• <u>Parks</u> <ul style="list-style-type: none"> <li>○ <u>Hourly</u></li> <li>○ <u>Daily</u></li> </ul> </li> </ul> <p><b>Resident-Adult</b></p> <ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Baseball Tournament</li> <li>• Batting Cage</li> <li>• Summer Ice Slab</li> <li>• Boat Launch-Season Pass</li> <li>• Boat Launch-Daily Pass</li> <li>• <u>Parks</u> <ul style="list-style-type: none"> <li>○ <u>Hourly</u></li> <li>○ <u>Daily</u></li> </ul> </li> </ul> <p><b>Minor/Charitable</b></p> <ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Summer Ice Slab</li> <li>• Batting Cage</li> </ul>	<ul style="list-style-type: none"> <li>• \$37.50/hr</li> <li>• \$50.25/hr</li> <li>• \$87.50/hr</li> <li>• N/A</li> <li>• N/A</li> <li>• \$25.00/hr</li> <li>• \$159.25/hr</li> <li>• \$12.50/hr</li> <li>• \$36.50/hr</li> <li>• \$48.00</li> <li>• \$8.00</li> <li>• N/A</li> <li>• N/A</li> <li>• \$16.00/hr</li> <li>• \$25.00/hr</li> <li>• \$12.50/hr</li> </ul>	<ul style="list-style-type: none"> <li>• \$38.25/hr</li> <li>• \$51.25/hr</li> <li>• \$89.25/hr</li> <li>• \$41.00/hr</li> <li>• \$510.00/day</li> <li>• \$25.50/hr</li> <li>• \$162.50/hr</li> <li>• \$12.75/hr</li> <li>• \$37.25/hr</li> <li>• \$49.00</li> <li>• \$10.00</li> <li>• \$25.50/hr</li> <li>• \$357.00/day</li> <li>• \$16.25/hr</li> <li>• \$25.50/hr</li> <li>• \$12.75/hr</li> </ul>	<p>Adjusted to reflect cost of living and the cost of staff time</p>
<p><b>CANOE CLUB</b></p> <p><b>Non-Resident</b></p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• \$76.00/hr</li> <li>• \$44.00/hr</li> <li>• \$1,220 (flat rate)</li> </ul>	<ul style="list-style-type: none"> <li>• \$77.50/hr</li> <li>• \$45.25/hr</li> <li>• \$1,245 (flat rate)</li> </ul>	<p>Adjusted to reflect cost of living and the cost of staff time</p>

<ul style="list-style-type: none"> <li>• Fri &amp; Sat-Non-Licensed event</li> <li>• Staff Cleanup required for licenced events</li> </ul> <p><b>Resident-Adult</b></p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> <li>• Staff Cleanup required for licenced events</li> </ul> <p><b>Resident Charitable-Adult</b></p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> <li>• Staff Cleanup required for licenced events</li> </ul> <p><b>Resident Charitable-Minor</b></p> <ul style="list-style-type: none"> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• \$379.50 (min)</li> <li>• \$32.50/hr</li> <li>• \$60.00/hr</li> <li>• \$30.00/hr</li> <li>• \$1,061 (flat rate)</li> <li>• \$329.50 (min)</li> <li>• \$32.50/hr</li> <li>• \$60.00/hr</li> <li>• \$30.00/hr</li> <li>• \$1,061 (flat rate)</li> <li>• \$329.50 (min)</li> <li>• \$32.50/hr</li> <li>• \$30.00/hr</li> <li>• \$329.50 (min)</li> </ul>	<ul style="list-style-type: none"> <li>• \$387.00 (min)</li> <li>• \$32.50/hr</li> <li>• \$61.25/hr</li> <li>• \$30.50/hr</li> <li>• \$1,082 (flat rate)</li> <li>• \$336.00 (min)</li> <li>• \$32.50/hr</li> <li>• \$61.25/hr</li> <li>• \$30.50/hr</li> <li>• \$1,082 (flat rate)</li> <li>• \$336.00 (min)</li> <li>• \$32.50/hr</li> <li>• \$30.50/hr</li> <li>• \$336.00 (min)</li> </ul>	
<p><b>CARAMBECK GYMNASIUM</b> <b>Resident Charitable-Minor/Senior</b></p> <ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> <li>• Weekend Hourly Rate</li> </ul> <p><b>Resident - Adult</b></p> <ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> <li>• Weekend Hourly Rate</li> </ul> <p><b>Non - Resident</b></p> <ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> <li>• Weekend Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>• \$17.50</li> <li>• \$15.50</li> <li>• \$27.25</li> <li>• \$22.75</li> <li>• \$22.75</li> <li>• \$27.25</li> <li>• \$32.50</li> <li>• \$32.50</li> <li>• \$37.55</li> </ul>	<ul style="list-style-type: none"> <li>• \$18.50</li> <li>• \$16.00</li> <li>• \$28.75</li> <li>• \$24.00</li> <li>• \$24.00</li> <li>• \$28.75</li> <li>• \$34.25</li> <li>• \$24.25</li> <li>• \$39.50</li> </ul>	Adjusted to reflect cost of living and the cost of staff time
<p><b>CARAMBECK LIBRARY MEETING ROOM</b> <b>Resident Charitable-Minor/Senior</b></p> <ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>• \$15.50</li> <li>• \$15.50</li> </ul>	<ul style="list-style-type: none"> <li>• \$16.00</li> <li>• \$16.00</li> </ul>	Adjusted to reflect cost of living and the cost of staff time

<ul style="list-style-type: none"> <li>Weekend Hourly Rate</li> <li>No Show Fee (48 hr cancellation notice)</li> </ul> <p><b>Resident-Adult</b></p> <ul style="list-style-type: none"> <li>Week Day Hourly Rate</li> <li>Evening Hourly Rate</li> <li>Weekend Hourly Rate</li> </ul> <p><b>Non-Resident</b></p> <ul style="list-style-type: none"> <li>Week Day Hourly Rate</li> <li>Evening Hourly Rate</li> <li>Weekend Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>\$27.25</li> <li>\$15.50/hr</li> </ul> <ul style="list-style-type: none"> <li>\$17.50</li> <li>\$17.50</li> <li>\$27.25</li> </ul> <ul style="list-style-type: none"> <li>\$27.25</li> <li>\$27.25</li> <li>\$37.50</li> </ul>	<ul style="list-style-type: none"> <li>\$28.75</li> <li>\$16.00/hr</li> </ul> <ul style="list-style-type: none"> <li>\$18.50</li> <li>\$18.50</li> <li>\$28.75</li> </ul> <ul style="list-style-type: none"> <li>\$28.75</li> <li>\$28.75</li> <li>\$39.50</li> </ul>	
<p><b>CARAMBECK MEETING ROOM</b></p> <p><b>Resident Charitable-Minor/Senior</b></p> <ul style="list-style-type: none"> <li>Weekend Hourly Rate</li> </ul> <p><b>Resident-Adult</b></p> <ul style="list-style-type: none"> <li>Week Day Hourly Rate</li> <li>Evening Hourly Rate</li> <li>Weekend Hourly Rate</li> </ul> <p><b>Non-Resident</b></p> <ul style="list-style-type: none"> <li>Week Day Hourly Rate</li> <li>Evening Hourly Rate</li> <li>Weekend Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>\$27.75</li> </ul> <ul style="list-style-type: none"> <li>\$15.50</li> <li>\$15.50</li> <li>\$27.25</li> </ul> <ul style="list-style-type: none"> <li>\$22.75</li> <li>\$22.75</li> <li>\$22.75</li> </ul>	<ul style="list-style-type: none"> <li>\$28.75</li> </ul> <ul style="list-style-type: none"> <li>\$16.00</li> <li>\$16.00</li> <li>\$28.75</li> </ul> <ul style="list-style-type: none"> <li>\$24.00</li> <li>\$24.00</li> <li>\$39.50</li> </ul>	Adjusted to reflect cost of living and the cost of staff time
<p><b>THE STATION-ACTIVE LIVING CENTRE ROOM RENTAL</b></p> <p><b>Resident Charitable-Minor/Senior</b></p> <ul style="list-style-type: none"> <li>Hourly Rate</li> </ul> <p><b>Resident Adult</b></p> <ul style="list-style-type: none"> <li>Hourly Rate</li> </ul> <p><b>Non-Resident</b></p> <ul style="list-style-type: none"> <li>Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul> <ul style="list-style-type: none"> <li>N/A</li> </ul> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>\$30.50</li> </ul> <ul style="list-style-type: none"> <li>\$30.50</li> </ul> <ul style="list-style-type: none"> <li>\$44.00</li> </ul>	New service
<p><b>THE STATION-ACTIVE LIVING CENTRE MEMBERSHIPS</b></p> <p><b>Resident Adult</b></p> <ul style="list-style-type: none"> <li>Annual Fee</li> </ul> <p><b>Non-Resident</b></p> <ul style="list-style-type: none"> <li>Annual Fee</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>\$25.00</li> </ul> <ul style="list-style-type: none"> <li>\$50.00</li> </ul>	New service
<p><b>ADMINISTRATIVE FEES (all departments)</b></p> <ul style="list-style-type: none"> <li>Refund Requests</li> </ul>	<ul style="list-style-type: none"> <li>\$14.50</li> </ul>	<ul style="list-style-type: none"> <li>\$25</li> </ul>	Comparable to surrounding municipalities

<ul style="list-style-type: none"><li>• Transfer amount owing to Taxes</li><li>• Tax Sale Registration</li></ul>	<ul style="list-style-type: none"><li>• \$14.50</li><li>• \$1,500</li></ul>	<ul style="list-style-type: none"><li>• \$25</li><li>• \$2,000</li></ul>	
--	---	--	--

**COMMUNICATION 131001**

Received from: Trisa McConkey, CPA, CGA, Treasurer  
Addressed to: Committee of the Whole  
Date: December 3, 2019  
Topic: Municipal Modernization Program Application

**SUMMARY:**

The Municipal Modernization Program intake was recently announced by the Province of Ontario. The program provides up to \$125 million in funding through 2022-23 to help small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies. The deadline for applications under the program is December 6, 2019.

**BACKGROUND:**

On November 12, 2019, the Province of Ontario announced the opening of Intake 1 for the newly issued Municipal Modernization Program. This program is designed to help municipalities become more efficient and modernize service delivery while protecting front line jobs. The 405 small and rural municipalities that received a Municipal Modernization Payment in March 2019 can now apply to the Municipal Modernization Program for funding to undertake expenditure reviews with the goal of finding service delivery efficiencies and lowering costs in the longer term.

To be eligible under Intake 1, a project must:

1. Be a review of municipal service delivery expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
  - a line-by-line review of the municipality's entire budget; or
  - a review of service delivery and modernization opportunities; or
  - a review of administrative processes to reduce costs.
2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.
3. Begin field work no earlier than November 1, 2019, with a draft report completed by June 15, 2020 and the final report posted publicly by June 30, 2020.

The Provincial Government anticipates that most review projects will be between \$20,000 and \$200,000. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible. Staff have worked with a consultant from PSD-Research, Consulting, Software a company which provide services including the delivery of asset management and financial plans, the development of asset management programs and strategic frameworks, and grant writing services. The projects recommended are:

**A) Asset Management Strategy**

PSD's Asset Management Strategy (AMS) seeks to find efficiencies across seven (7) key areas of an organization's infrastructure, asset management and financial planning. Those seven (7) areas include:

- 1) Organization and People
- 2) Asset Data
- 3) Strategy and Planning
- 4) Asset Management Decision Making
- 5) Risk Management
- 6) Levels of Service
- 7) Financial Strategy

The AMS implementation will consist of an assessment of current processes, procedures, systems, data and practices, review existing strategic documents and develop high impact recommendations that lead to more efficient infrastructure service delivery. Because infrastructure is one of the main components of a municipal budget, it is important to identify the areas of highest potential, where making investments would produce the highest benefits and rate of return for the taxpayer, a key element of the AMS.

**B) Asset Management Information Systems Assessment**

Through the Asset Management Information System Assessment, PSD will identify and review all relevant asset management software and engage with stakeholders within the client's organization to identify any gaps and provide recommendations and best practices as to how to achieve greater efficiencies. PSD's analysis will include recommendations of additional software components that would enhance the current technology platform with emphasis on maintaining an integrated, enterprise approach to software implementation, and how the current asset management technology platform can leverage other data and systems.

Staff recommend applying for \$48,000 under this program to fund the development of the above reports. This would then position the Town to apply for funding to implement some of the recommendations from these studies under Intake #2 of this program and/or through Asset Management funding anticipated to be released in early 2020 through the Federation of Canadian Municipalities (FCM) program.

Staff has discussed the above studies with Peter Sizov from the Ministry of Municipal Affairs & Housing (MMAH) and are confident that the above projects meet the requirements for funding.

**FINANCIAL IMPLICATIONS**

If successful, this grant would fund the entire cost of both studies.

**STAFF RECOMMENDATION**

THAT Council authorizes the application for Intake #1 of the Municipal Modernization Program for funding to undertake the development of an Asset Management Implementation Strategy and an Asset Management Systems Review.

## **COMMUNICATION 131002**

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

### **SUMMARY**

This is a further report to Communication 130208 included on the November 12, 2019 Committee of the Whole agenda.

In November of 2018, staff prepared Communication 129352 regarding the adoption of a new Procedural By-law. This By-law was subsequently adopted December 1<sup>st</sup>, 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 beginning the 2022-2026 term of Council, 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. **This number shall does not include student members.**

### **UPDATE**

At the November 12<sup>th</sup> Committee of the Whole meeting, members of the Committee recommended that the option of having a Vice Chair and non-voting student positions be made available. Those provisions have now been added to the attached draft Terms of Reference Template.

### **Staff Recommendation:**

THAT the amended Terms of Reference template be used for all of 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, eight (8) non-elected members and up to two (2) non-voting student 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 and with the exception of non-voting student members.

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.

b) Committees that choose to have a Vice Chair, may appoint one of their members on an annual basis to this position. The role of Vice Chair will be similar to that of an Acting Chair.

c) Student Members

Committees that which to do so may have up to two (2) student members. These positions will be non-voting positions. Students must be a minimum of 16 years of age and be actively attending an educational program.

d) Support Resources

(1) 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.

(2) 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 131003**

Received from Diane Smithson, Chief Administrative Officer  
Addressed to Committee of the Whole  
Date December 3, 2019  
Topic CAO's Report – Delegated Authority

### **SUMMARY**

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

### **BACKGROUND**

In May 2018, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person. As new items are recommended for inclusion on the list, they will be tracked and brought forward about once a year for consideration by Council.

At the time the Delegated Authority By-law was recommended by Staff, it was suggested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders, requests for proposal approvals, and staff hiring.

### **COMMENT**

The following matters received approval under Delegated Approval since the last report:

### **STAFFING:**

1. Brittany Marsden was hired as a Building Inspector / Plans Examiner in the Building Department to replace Jeff Pepin who resigned from the position in early October. She commenced her employment effective November 25, 2019 subject to a six-month probationary period.

### **PROCUREMENT:**

1. The Building Department purchased a 2020 Equinox from Bean Chevrolet in the amount of \$35,504.44. This vehicle includes anti-idling technology per Council's request. While three (3) prices were obtained, one of the vehicles did not have this technology so was not considered. This vehicle was the lowest price of two (2) vehicles which had anti-idling technology and was only \$295.15 more than the vehicle which did not have the anti-idling technology. This difference will more than be made up through fuel savings over the life of the vehicle. Council agreed to allocate up to \$50,000 from Building reserves to purchase this additional vehicle as it wasn't included in the 2019 budget.

**OTHER**

None

**FINANCIAL IMPACT**

There are no additional budget implications associated with these matters other than what is included in Departmental budgets.

**RECOMMENDATION**

THAT Council accept the CAO's Delegated Authority Report dated December 3, 2019 as information.

October 2019 Office Report

BIA Office Report will include, but is not limited to; beautification, façade Improvement, promotion and event updates. Subcommittee reports: (when available), meeting updates from outside the BIA, possible issues, insights and happenings in and around the BIA.

<p><b>Pumpkinfest Recap:</b>  <b>Saturday, October 19th</b>  <b>11am-3pm</b>  <b>Carleton junction</b></p>	<p>Huge turn out! We (me) needs to rethink the cost of the hay, pumpkins, and loot bags. It is not sustainable OR we need to secure funds earlier. The new location was good. Lots of space. If the new rink is in by next year, we will create a haunted maze, rather than a hay climber.</p> <p>The weather was perfect. Food vendors did very well or sold out. Maker Market wasn't successful. We are in competition with Esty Markets and Cheerfully Made Good night market. Sister City was very happy, however, there is talk that we may not be given funding next year.</p>
<p><b>Escape Road Recap:</b></p>	<p>Two teams went through the course. I had stated to Rob, before we started this, that we needed more marketing time. He said he would like to come back and try again with more lead time. We said we would keep in touch. The feedback from the businesses that participated was positive and they would be happy to try again.</p>
<p><b>'All Wrapped Up' in Downtown Carleton Place November Shopping Night</b>  <b>November 14th</b>  <b>1pm-8pm</b></p>	<p>Retail businesses are excited about this event. I am hoping we can move this event to later in the month, to be on the same day as chocolate party. Perth, Almonte has their shopping night on the same night, which the events committee were told. I could not get enough restaurants to commit to offering an outside option so that idea did not pan out, not because of a lack of interest, but because they are BUSY! A group from the Carleton Place Town Signers are joining us on that night to sing on Bridge St., in stores and in restaurants. I am doing sneak peek videos of the retail offerings in the downtown and posting them to the event page. We also have a store called Jolie Folie joining us for a pop-up shop, they are out of Shawville Que. When I was vacationing, I went into the store and we got to talking and we both decided to try it out, she will be in 127 Bridge St.</p>
<p><b>Santa Claus Parade:</b>  <b>Saturday Nov 23rd, 2019</b></p>	<p>Rob has agreed to be 1 of our live streaming hosts! We are almost full. We can take 45 entries. We have three band sponsors. We will need to cover one and half of the bands. This cost will be \$750. I would like to take that out of the COOP Grant. WE have the money to do that. It could be a nice sentiment from the BIA businesses.</p>

<p><b>Chocolate Party &amp; Golden Ticket – Granary led event/contest in the downtown Saturday November 30th, 2019</b></p>	<p>HUGE Downtown involvement – Dena has been able to secure pretty much each retail business and restaurant. They are all working together and that is really great to see.</p>
<p><b>AGM Update:</b></p>	<p>Monday January 13th, small ball room at the Grand Hotel. Cash bar. Price to attend is, \$25.00 per person, which must be paid in advance. I will be going to each business with already made up invoices to make things easier, and to get the word out. I will also send out a December newsletter with the AGM information. I will send an email to the property owners that we have as well.</p> <p>We will split the room into two parts, one will be for mingling the other will be set up for sitting if one would like to sit for the presentation.</p>
<p><b>Entry Sign update</b></p>	<p>Report to council has been written. We received a note back from Diane. Please see attached.</p>
<p><b>Digital Main Street Update:</b></p>	<p>No kickoff needed, the squad is hitting their targets and the response has been very good and beyond what they had expected. January at the AGM, we will have them report to us how they are doing, and we hope to have more businesses sign up for the Squad services. The last day to sign up for a possible \$2500.00 grant is Dec 31st, 2019. The businesses have been given that information via November emailed newsletter and by the squad.</p>

## **Board of Health Meeting November 21, 2019**

### **Summary**

#### **Budget**

The Board of Health passed the Public Health Programs and Services budget at the Board meeting on November 21, 2019. The approved cost shared 2020 budget for public health programs and services (\$12,163,443) is less than the approved cost-shared budget for 2019 (\$12,255,538). This is due to a decrease in revenue from externally funded projects and is compensated for by decreasing staff development and salaries and benefits. The 2020 budget also includes \$835,700 for the 100% provincially funded Seniors Dental Program.

The municipal levy for 2020 reflects the change in the provincial/municipal public health funding ratio to 70/30 as outlined by Minister Elliott for 2020 with a one year transition grant to ease the levy increase. Recognizing the increased cost to the municipality because of the change in the funding ratio, the public health budget has been reviewed carefully to avoid any additional costs to municipalities.

#### **Public Health Modernization**

Minister Elliott announced at the Association of Local Public Health Agencies (ALPHA) Conference on November 6, 2019 that there is a “re-set: in the work to “modernize public health”. All ideas are being welcomed through the consultation process which began with a Ministry Webinar on November 18<sup>th</sup> and the release of the Discussion Paper: Public Health Modernization. The only thing off the table is “status quo”. They expect the consultation process will continue through the winter and conclude around April.

The Discussion Paper: Public Health Modernization includes four areas that the ministry thinks require improvement:

- Insufficient capacity in all health units
- Misalignment of health, social services and other services
- Duplication of effort
- Inconsistent priority setting

Jim Pine, Special Advisor to the Minister, will be leading a consultation process to respond to the questions raised in the report in each of the above areas. It will include regional meetings and an opportunity to provide input into the consultation questions through a ministry survey which will be open until February 6, 2020. Board members are invited to participate in the Health Unit consultation process.

## **Ontario Health Teams**

The Leeds, Grenville and Lanark District Health Unit has been participating in the development of the Ontario Health Team proposals for the Lanark, Leeds and Grenville area designed to improve the effectiveness and efficiency of the health system at the local level. We are an Allied Partner committed to bringing the following perspective to the discussions. There is strong interest in also having municipalities involved in this initiative.

- Focus on Health Promotion and Prevention;
- Population Management of Chronic Health Conditions;
- Address Socio-Economic Determinants of Health;
- Ensure Health Equity in access to health care services;
- Collaboration with Municipalities;
- Collaboration with Community Organizations ;
- Ensure Interconnectedness among Ontario Health Teams.

## **Program Update**

Vaping involves inhaling from an electronic cigarette a product that contains nicotine and other components. Since 2017 there has been a dramatic increase in the number of youth who are now vaping, including non-smokers. New high tech vape products, the addition of flavours that appeal to youth, its marketing as being safe, as well as high levels of nicotine leading to addiction are all contributing to this increase. Nicotine affects the growth and development of the brain among youth, and the other chemicals present are not regulated. Interactive workshops for youth are being provided by public health staff in schools along with resources available on the health unit website. The Board of Health will be writing a letter to Minister Elliott requesting additional measures to protect youth from vaping.

The new Ministry of Health Seniors Dental Program is now officially launched, and seniors can start applying for the program that funds dental prevention and treatment services for low income seniors. Information about the program and application forms is available on our website <https://healthunit.org/health-information/oral-health/ontario-seniors-dental-care-program/>.

Each year, the Leeds, Grenville and Lanark District Health Unit conducts [Nutritious Food Basket costing](#). The results show that individuals and households living with a low income struggle to buy enough nutritious food after paying rent, bills, and other living expenses. From the 2017 Canadian Community Health Survey, 9.4% or 6449 households in Leeds, Grenville and Lanark reported some level of food insecurity. Food insecurity is not having enough income to buy healthy food. When money is tight there is less money for healthy food. This leads to poor mental, physical and oral health and a greater risk of chronic disease and less healthy growth and development for children.

**Randy Hillier, MPP**  
Lanark-Frontenac-Kingston

Hon. Stephen Lecce  
Minister of Education  
438 University Ave, 5<sup>th</sup> Floor  
Toronto, ON M7A 2A5

22 November 2019

Dear Minister,

I am writing you today regarding two schools in Lanark County that are long past and overdue for redevelopment. I understand that the Upper Canada District School Board (UCDSB) has identified Caldwell Public School in Carleton Place and Perth and District Collegiate Institute (PDCI) in Perth to the Ministry's Capital Priorities Listing for 2019-2022.

Lanark County has largely been overlooked when it comes to education capital spending. It has been more than twenty years since any major capital projects have been undertaken in the County, and as a result these two schools are now facing significant age and capacity pressures. While I appreciate the financial pressures this government has inherited after 15 years of mismanagement by the previous government, this capital spending has become critical.

At about 8% growth between Carleton Place and Beckwith (the provincial average is about 3%), Caldwell Public School will very soon be completely inadequate to serve these Ottawa bedroom communities. Without a replacement for the school, the local school boards are facing significant busing costs to move students from the area across the County to other schools. I think you would agree that lengthy bus rides are not beneficial to the education of elementary students, and complex transportation challenges put significant financial and logistical burdens on young families.

PDCI in Perth presents an opportunity for the school board to collaborate with the Town of Perth on a rebuild. The Town of Perth, with support from the Township of Tay Valley and the Township of Drummond North Elmsley have submitted an Infrastructure Canada's *Infrastructure Program: Community, Culture and Recreations Stream (ICIP)* to build a new recreation complex on a large plot of land owned by the Town of Perth. There is more than enough land to accommodate a new school attached to this recreation complex, and the UCDSB has expressed interest in examining such a project with the Town of Perth and their partner townships. UCDSB would not find themselves shopping for land upon which to build a new school, and the cost of the new school would further be reduced because the recreation complex would provide a gymnasium, a pool, and an ice surface.

.../over

Minister, with the government demonstrating some significant steps in reducing costs while maintaining good levels of quality services, I believe collaborations such as the one proposed for PDCI with the Town of Perth's Recreation Complex and the UCDSB proposal are exactly the kind of "outside the box" thinking we require if we are to bring this province out of deficit spending, while ensuring that we have quality education facilities for future generations.

I look forward to your support for both of these priorities, and your timely reply.

Sincerely,

A handwritten signature in black ink that reads "Rand Miller". The signature is written in a cursive style with a large, stylized initial "R".

Copies:  
UCDSB  
Town of Perth  
Town of Carleton Place