



Committee of the Whole Agenda

Tuesday, January 14, 2020
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

6

Suggested Motion:

THAT the Committee of the Whole Minutes dated December 17th, 2019 and January 7, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

6. REPORTS

Planning and Protection

a. 2019 Yearly Activity Report (Communication 131019)

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Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT the 2019 Yearly Activity Report by the Manager of Development Services be received as information.

b. **DP2-05-2019, Rental Village - Further Information (Communication 131020)**

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. 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. Prior to April 16, 2021 the Owner shall have received planning approvals (agreement registered on title) and have an approved building permit. This application shall be to construct a permanent structure at which time the temporary uses for both the temporary modular building and shipping containers and temporary structures shall cease upon construction of the permanent structure (2022). Both the modular home and shipping containers must be removed from site.
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. The outside storage and display area be brought into conformity with the approved site plan SPC-03-2004;

During the period of time that the shipping containers remain on site, the following conditions shall apply:

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;
 - not take away from the total parking requirement of all permanent uses, buildings and structures on the property;
 - not reduce the total landscaped open space requirement for its designation;
11. The use of any storage/shipping/sea containers for human habitation is not permitted.

c. **Request for Sign By-law Relief for New Kia Sign (Communication 131021)**

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Lennox Smith, Chief Building Official

Suggested Motion:

THAT Council approve Option 2 - amend the Sign By-Law to allow the 2.5m clear space requirement to be waived where any part of a pylon sign is a minimum of 7.62m (25ft) from the back of curb.

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

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a. Advisory Committee Minutes

Suggested Motion:

THAT the following Advisory Committee minutes be received:

- Municipal Heritage Committee - November 11, 2019
- Carleton Place Environmental Advisory Committee - December 1, 2019
- Parks and Recreation Committee - January 6, 2020

Motions from Parks and Recreation Committee

b. Pool Rental Rates (Communication 131016)

Joanne Henderson, Manager of Recreation and Culture

Suggested Motion:

THAT the morning hourly rental rate for the Carleton Place Water Dragons be reduced to \$29.65/hr + HST for all morning rentals – Monday to Saturday from January to June 2020.

c. Request to Waive Hall Rental Fee (Communication 131017)

Joanne Henderson, Manager of Recreation and Culture

Suggested Motion:

THAT the request by the Rotary Club of Carleton Place and Mississippi Mills to waive the hall rental fee for its December 9, 2019 booking be denied.

9. INFORMATION LISTING

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- Ministry of Children, Community and Social Services, December 16, 2019

Suggested Motion:

THAT the Information Listing dated January 14, 2020 be received as information.

10. NOTICE OF MOTIONS

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. Receive Legal Updates on Pending Matters
2. Consideration of Disposition of Land
3. Consideration of Land Purchase

12. RISE AND REPORT

13. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at ____ p.m.

Committee of the Whole Minutes

**Tuesday, December 17, 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, Trisa McConkey, Treasurer, Tyler Duval, Planning Consultant, Pascal Meunier, Director of Protective Services, Dave Young, Director of Public Works, Joanne Henderson, Manager of Recreation and Culture, Dee Dee Scissons, Planning Administrative Clerk, Jennifer Hughes, By-law Administrative Clerk

1. CALL TO ORDER

The Chair called the meeting to order at 7:26 p.m.

2. APPROVAL OF AGENDA

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Tennant

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: Councillor Fritz

Seconded by: Councillor Seccaspina

THAT the Committee of the Whole Minutes dated December 3 and December 10, 2019 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

1. Trisa McConkey, Treasurer

Trisa McConkey, Treasurer presented the 2020 draft budget. Her presentation included information on the following:

- the suggested draft net tax levy increase of 1.99%
- The percentage of taxes paid by residential (79%) and commercial and industrial (21%) assessments
- The average annual cost of different Town services per household
- What the proposed increase means from a dollar value (\$35.08 per year or \$2.92 per month) on the median home value of \$273,750
- A comparison of the suggested tax levy with other Ontario small towns from within and outside Eastern Ontario
- Sources of revenue for the Town which add up to \$31 million
- Where the Town's tax dollars are spent
- The cost of the various services per property
- Additional positions that are being added (Director of Development Services, Property / Project Manager, Assistant Chief of Fire Prevention and Machine Operator II)
- A summary of the Draft 10-Year Capital Investment Plan (excluding sewer and water)
- Major Capital Projects

Following the formal presentation, the floor was opened for questions from both the public and Council which were addressed by staff.

A motion will be presented at the January 17th, 2020 Council meeting to adopt the 2020 Town Budget.

The Draft Budget presentation will be posted on the Town's website. Comments will be accepted until January 6th, 2020.

6. REPORTS

Physical Environment

1. Update on Bridge Street Reconstruction Project (Communication 131010)

Moved by: Councillor Tennant

Seconded by: Mayor Black

THAT Council authorize RV Anderson Associates Limited to present a plan for the reconstruction of Bridge Street at a public information session on January 27th 2020.

CARRIED, CONSENT

Planning and Protection

2. Parking By-law Amendment (Communication 131011)

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT a By-law to amend parking on four (4) Town streets to one side of the street be forwarded to Council for approval.

CARRIED, BY LAW PREPARED

3. Confirmation of Emergency Management Committee Membership (Communication 131012)

Moved by: Mayor Black

Seconded by: Deputy Mayor Redmond

THAT Council hereby confirms the following appointments to the Carleton Place Emergency Management Committee for 2019:

- Chair: Pascal Meunier, Director of Protective Services;
- Mayor Doug Black;
- Diane Smithson, CAO;
- Sgt. Rob Croth, OPP;
- David Young, Director of Public Works;
- Graham Patterson, Public Works;

- Randy Shaw, Carleton Place & District Memorial Hospital;
- Travis Mellema, Lanark County Paramedics;
- Mark Dorman, Public Member & Carleton Place CERV representative;
- Duncan Rogers, Emergency Management Assistant;
- Dave Joy, Deputy Chief; and

THAT this information be forwarded to the Office of the Fire Marshall and Emergency Management Ontario.

CARRIED, MOTION PREPARED

4. DP3-12-2019, 11487710 Canada Inc., 29 Roe Street – Daycare Facility (Communication 131013)

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT the Committee authorizes application DP3-12-2019 for the construction of Phase 1 of the proposed Daycare Facility at 29 Roe Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached including:

1. THAT a minimum 3m wide undisturbed vegetated buffer be maintained inside the rear property line in order to provide some protection to the Hooper Drain and where the 3m wide buffer does not currently exist, the buffer shall be established with native plant species;
2. THAT prior to the construction of Phase 2, the Applicant shall hire a qualified professional to conduct an Environmental Impact Statement as per the recommendation of the MVCA. Until an EIS concludes that the minimum required 15 metre setback from the Hooper Drain may be reduced to the proposed 8 metres, only Phase 1 of the development may be constructed;
3. THAT a Class 1A Development Permit application be submitted for Phase 2 of the proposed development. The application will require an EIS in support of the proposed development in proximity to the Hooper Drain.
4. THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

CARRIED

5. DP3-11-2019, De Saulniers Construction, 10 Bennett Street – Addition to Autoparts Supply Outfit Benson Auto Parts (Communication 131014)

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

THAT the Committee hereby authorizes application DP3-11-2019 to construct a 708.2m² pre-engineered, metal-clad addition to the Benson Auto Parts building at 10 Bennett 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

6. DP3-07-2019, ZanderPlan Inc., Roe Street – NAPA Autoparts Supply Outfit (Communication 131015)

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT the Committee hereby authorizes application DP3-07-2019 to construct a two-storey, 1031.6m² NAPA Auto Parts distribution centre at the intersection of Roe Street and Cavanagh Road; and directs Staff to move forward with the drafting of the Development Permit Agreement; and

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

CARRIED

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee Minutes and Updates

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT the following minutes be received as information:

- Municipal Drug Strategy Committee - October 10, 2019
- Urban Forest River Corridor - November 27, 2019
- Parks and Recreation Committee - December 2, 2019
- Emergency Management Committee - December 5, 2019

CARRIED

Motions Received from the Parks and Recreation Committee

2. Parkland Dedication (Communication 131008)

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Atkinson

THAT the municipal-owned property located at 196, 200 and 204 Bridge Street be dedicated as parkland by By-Law.

CARRIED, BY LAW PREPARED

3. Naming of Municipal Property (Communication 131009)

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT staff follow the Commemorative Naming Policy and advertise the properties at 196, 200 and 204 Bridge Street and the park on Dunlop Road for naming.

CARRIED, CONSENT

9. INFORMATION LISTING

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the Information Listing dated December 17, 2019 be received as information

CARRIED

10. NOTICE OF MOTIONS

11. ADJOURNMENT

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT the meeting be adjourned at 9:00 p.m.

CARRIED

Councillor Toby Randell

Stacey Blair, Clerk



**Special Committee of the Whole Minutes
January 7, 2020, 6:00 p.m.
Town Hall Council Chambers**

PRESENT Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Randell, Councillor Seccaspina, Councillor Atkinson

STAFF: Diane Smithson, CAO
Dave Young, Director of Public Works
Liam MacIntosh, Public Works Technician

1) CALL TO ORDER

Chair Councillor Randell called the meeting to order at 6:02 p.m.

2) APPROVAL OF AGENDA

Moved by Councillor Fritz

Seconded by Mayor Black

THAT the agenda be approved as presented.

CARRIED

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

No declarations were made.

4) BUSINESS

- a. **Members of the Committee to provide feedback regarding the various elements of the Bridge Street Reconstruction that are to be included in the presentation by RV Anderson Associates Limited at the public information centre scheduled for January 27th, 2020**

Dave Young, Public Works Director advised Committee regarding visits to and discussions had with other communities who have undertaken or are in the planning process for undertaking reconstruction projects of their downtown areas. He advised that of the costs / cost estimates provided, that landscaping as a percentage of the overall project costs were in the range of 15-35% with our estimate currently standing at 20%.

Chair Councillor Randell, a member of the Stakeholder Committee for the Bridge Street Reconstruction project apologized to Councillors who are not members of the Committee about not forwarding information on the project discussions at the Stakeholder level which led to the higher pricing presented at the December 10, 2019 meeting.

The Committee discussed:

- Items which could potentially be removed from the project either now or after the project is tendered which would not jeopardize the integrity of the project and or which should remain in the project as it would be more economical to complete them at the time of construction;
- The high cost of the crosswalks and whether this amount could be reduced
- Requesting the consultant to review logistics for deliveries to businesses during construction
- Rural Economic Development (RED) grant opportunity to apply for items such as street furniture (benches, garbage/recycling containers), lighting, and signage
- The funding capability of the Town to pay back long term borrowing for the project due to growth occurring within the municipality
- Mayor Black will arrange for a presentation from the Town of Arnprior that has gone through this process to share its experience

After the discussions, the following motion was presented:

Moved by Councillor Tennant

Seconded by Deputy Mayor Redmond

THAT Committee authorize R.V. Anderson Associates Limited to present to the public at the Public Information Centre scheduled for January 27, 2020, the information on the preliminary design options and cost estimate for the reconstruction of Bridge Street presented to Committee of the Whole on December 10, 2019.

CARRIED

5) ADJOURNMENT

Moved by Councillor Atkinson

Seconded by Councillor Fritz

THAT the meeting be adjourned at 6:34 p.m.

CARRIED

COMMUNICATION 131019

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date January 14, 2020
Topic 2019 Yearly Activity Report

SUMMARY

Attached is the 2019 Yearly Activity Report. This report is a high-level review of the planning matters received or approved within the Department in 2019. The attached report includes both pre-consultations which can take up between 0.5 -1.5 hours of staff time as well as all applications received.

COMMENTS

The Development Services, Planning Department is operating as effectively as possible given the workload this year. 213 applications and pre-consultations were received over the year. This is a 21% increase over the previous year (176 applications) and a 335% increase since 2014 when the Department began tracking information.

Of note, a 135% increase in Development Permit Class 3s was recorded. Development Permit Class 3s are the most complex and time consuming of applications aside from subdivisions. The Department also saw a near doubling of applications for DP1as and DP2s which are typically approved at staff level.

Current and ongoing projects include:

- South of Highway 7 Development;
- Secondary Plan for Highway 7 and 15;
- Interim Control By-law Study; and
- Development Permit Housekeeping By-law;
- Nu Globe Subdivision and Taber Street Subdivision agreements are nearly ready for signature
- Both Carleton Landing North and Miller's Crossing subdivisions are preparing to open new phases in their respective subdivisions, while Jackson Ridge subdivision reached approximately 3/4 build out. Carleton Crossing will be finishing their final phase along Munro Street;
- The construction of the second building for the Carambeck apartments along Edmund Street is underway while occupancy has been granted for the first building on Bridge Street. The third and final building for Johanne's Court (Coleman St) is under construction while occupancy is being granted for the first building;
- Agreements have been prepared for and/or are signed and registered for a large part of the Business Campus on Roe Street including: NAPA Autoparts, a private daycare and a surveying office;
- Agreements have also been prepared for and/or are signed and registered for: Revera long-term care and a dentist office in the Health Campus designation on Costello Drive;

- Other agreements in the works or signed and registered include: Comfort Inn Hotel, McArthur Island, Boyd Street apartments, the Town Daycare expansion, Big Country RV and Benson Autoparts;
- The Town is still receiving applications for shipping containers.

In 2020, the Department will be, among other items, developing a Comprehensive Review, finishing the Interim Control By-law Study and housekeeping amendment as well as dealing with ongoing enforcement and legal issues.

STAFF RECOMMENDATION

THAT the 2019 Yearly Activity Report by the Manager of Development Services be received as information.

Planning Applications / Stats for 2019

<u>Month</u>	<u>Pre-consultation</u>	<u>PLC</u>	<u>SUB</u>	<u>Consent</u>	<u>DP1</u>	<u>DP1a</u>	<u>DP2</u>	<u>DP3</u>	<u>DP4</u>	<u>OPA</u>	<u>DPA</u>	<u>Monthly Totals</u>
January	6	8			1		1	1				17
February	5	1			4	1	1	1				13
March	7	1			2			2				12
April	10	5			1	1	1					18
May	10	3		1	2	3		1				20
June	2	1			2							5
July	11			1	1	1		3				17
August	7				3		2					12
September	17	4			1	2		1				25
October	25	2			3	2	1	3				36
November	19	4			2	5		1				31
December	4					1	1	1				7
<u>2019 YTD Totals</u>	123	29	0	2	22	16	7	14	N/A	0	0	<u>213</u>
<u>2018 Totals</u>	90	36	2	4	25	9	4	6	0	0	0	<u>176</u>
<u>2017 Totals</u>	99	23	2	7	31	9	8	6	1	0	2	<u>188</u>
<u>2016 Totals</u>	55	7	0	15	20	10	2	1	2	1	3	<u>118</u>
<u>2015 Totals</u>	50	10	2	9	9	9	7	1	0	1	3	<u>101</u>
<u>2014 Totals</u>	20	10	1	6	4	N/A	6	0	N/A	1	1	<u>49</u>

COMMUNICATION 131020

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date January 14, 2010
Topic Further Information with respect to DP2-05-2019, Rental Village

SUMMARY

This is an update report to Communications 131203 discussed at the November 12, 2019 Committee of the Whole meeting. At that time, staff was asked to enter into further discussions with the developer with respect to this project. The Planning Department sought further guidance from Committee in the month following the meeting and met and spoke multiple times with the developer. During these discussions other information came to light which should be reviewed and considered by Council.

COMMENT

Further information that should be noted is as follows:

1. The Owner of Rental Village was in discussions with the Building Department commencing March 18, 2019 when it was discovered that the structure was placed on site. The nature of these discussions included the Building Department noting that the structure was not in compliance and providing guidance to the owner as to the appropriate process to follow to gain building permit approvals, which included going through a Development Permit Application.
2. The Owner sought the advice of the Planning Department through the pre-consultation process on two occasions, the first was with Tyler Duval on May 23, 2019 and the second was with Joanna Bowes on July 30, 2019.
3. A written commitment letter was provided by the Owner to the Chief Building Official and the building is still unoccupied.
4. When completed, the temporary structure will look similar to that found on the Carleton Place Hospital Site. No further work has been completed because no building permit has been issued.
5. It has been confirmed that the Owner is willing to have his new building design and DP3 application by 2021, with the building permit and construction to follow in 2022.

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

1. refuse the application;
2. approve the application and issue a development permit with no conditions attached;
3. 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
4. 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. 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. Prior to April 16, 2021 the Owner shall have received planning approvals (agreement registered on title) and have an approved building permit. This application shall be to construct a permanent structure at which time the temporary uses for both the temporary modular building and shipping containers and temporary structures shall cease upon construction of the permanent structure (2022). Both the modular home and shipping containers must be removed from site.
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. The outside storage and display area be brought into conformity with the approved site plan SPC-03-2004;

During the period of time that the shipping containers remain on site, the following conditions shall apply:

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:
 - a. be located on the same lot and in the same designation as the principal use;
 - b. not take away from the total parking requirement of all permanent uses, buildings and structures on the property;
 - c. not reduce the total landscaped open space requirement for its designation;
11. The use of any storage/shipping/sea containers for human habitation is not permitted.

COMMUNICATION 131021

Received From: Lennox Smith
Addressed To: Committee of the Whole
Date: January 14, 2020
Topic: Request for Sign By-Law Relief for new Kia Sign

SUMMARY

The Building Department received a permit application for a renovation of an existing sign pylon sign at the KIA Dealership located at 10563 Highway 7. The renovation to the sign does not meet the requirement of the current Sign By-Law 65-2008 that the bottom of the pylon sign is to remain clear for a minimum 2.5m from grade to bottom of sign. The Manager of Turpin KIA, Fern Turpin, has requested in writing (Attachment A to this report) to the Chief Building Official relief from the current by-law requirement.

BACKGROUND

A review of the files for the property in question showed an original pylon sign in the approximate location of 54ft from back of curb from Highway 7. The original sign was for the previous occupant of the building and the property that pre-dated Turpin KIA though no permit was issued for the change from the original sign (from previous business) to the sign which exists today, which does not comply with the current Sign By-Law.

Mr. Turpin has requested to have similar accommodations to the Carleton Ford sign that was erected in 1999. This sign was erected in place as a standalone sign and has full box out all the way to its base. A review of the files for this property show a sign permit was issued in error for the sign as it did not meet the Sign By-Law provisions at the time.

The proposed Kia sign will have a center standard holding the sign up which meet the definition of a Pylon Sign – “means a sign supported upon pole(s) or standard(s)”.

DISCUSSION

Traditionally, a pylon sign is a tall sign that has one specific advertising face at the top of a standard or pylon. They are normally placed close to the travelled road on busy thoroughfares to advertise the occupant/business on the property. For this reason, the 2.5m required clear space under the sign makes sense from a visibility perspective and to ensure unencumbered vision when exiting the business onto the thoroughfare. The current Sign By-Law does not have any provisions to allow relief from the 2.5m requirement when the sign is placed in a location where visibility to the road is not a concern. Additionally, the new sign will be shorter than the previously installed sign.

There are two (2) potential options available to Council to address this particular matter:

Option 1

Adhere to the current Sign By-law and require the 2.5m open portion below the sign and review this issue when the Sign By-Law is revisited.

Option 2

Amend the current Sign By-Law to allow for the 2.5m clear space requirement to be waived where any part of the sign is a minimum of 7.62m (25ft) from the back of curb of the closest moist point to the travelled portion of the road.

Any amendment being made will not change the minimum setbacks of a pylon sign from the property line on the applicant's property. However, it will add an additional measurement to the Sign By-Law that will allow a reasonable solution for signs being placed a distance beyond the travelled portion of the road.

The 7.62m (25ft) distance proposed is approximately a 1¼ the size of a required parking space for an average vehicle, and this should allow one (1) to two (2) cars to queue to exit a business and still have visibility down the roadway to exit in a safe manner.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this recommendation.

STAFF RECOMMENDATION

THAT Council approve Option 2 - amend the Sign By-Law to allow the 2.5m clear space requirement to be waived where any part of a pylon sign is a minimum of 7.62m (25ft) from the back of curb.

ATTACHMENT

A. Letter from Turpin Kia

ATTACHMENT "A"



December 12, 2019

Mr. Lennox Smith – Chief Building Official
Town of Carleton Place
175 Bridge Street
Carleton Place, ON, K7C 2V8

Re: Kia at 10563 Trans-Canada Hwy, Carleton Place – proposed freestanding pylon sign

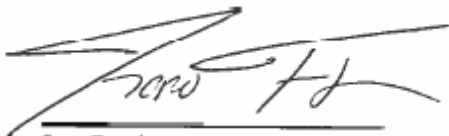
Dear Lennox

Please accept this as my formal request to allow the new proposed KIA freestanding pylon sign (drawing attached) to be permitted at the address noted above. Section 7.11.3 of the sign by-law states "The bottom of the sign shall not be closer than 2.5m from finished grade". The new proposed KIA pylon sign does not have any clearance from grade, it is fully cladded / skirted design from grade up to top of sign.

KIA Canada is going thru a corporate re-brand across all its dealerships coast to coast. The new proposed KIA pylon sign is in keeping with this new corporate image design and is needed to maintain consistent signage branding across all dealership locations.

The existing 22' 6" tall KIA pylon sign on the property (see photo attached) would be removed and the new proposed 22' tall KIA pylon sign would be installed on the existing concrete base. In the exact same location as the existing pylon is now. A sign height reduction of 6" would result since the new proposed pylon sign is 6" shorter than the existing pylon sign. The existing KIA pylon sign does not have any clearance from grade and has not been a problem.

Also, just up the street, approx. 600m to the East is Ford Carleton Place dealership which also has an existing pylon sign (see photo attached) which does not have any clearance from grade to bottom of sign. That existing Ford pylon sign stands 32' tall (10 ft taller than the new proposed KIA pylon). I ask for your support to allow the new proposed KIA pylon sign to be permitted.
Thank you.



Fern Turpin
Turpin KIA

Turpin Dealership
O/A Turpin Kia
10563 Highway #7
Carleton Place, Ont, K7C 0C4
613-253-0909

CARLETON PLACE MUNICIPAL HERITAGE COMMITTEE MEETING

Minutes

November 11, 2019, 6 pm,

Carleton Place & Beckwith Heritage Museum

Present: Karen Prytula, Jennifer Irwin, John McIntyre, Blaine Cornell

Regrets: Sean Redmond, Joanna Bowes

1. The meeting was called to order at **6:05** p.m.
2. Declaration of pecuniary Interest – None
3. Approval of the Draft Minutes of September 9, 2019. Moved by **JohnM**, Seconded by **Jen Irwin**. This still needed to be done because we did not have quorum at the October meeting.
4. Approval of the October 21, 2019 agenda. Moved by **JohnM**, Seconded by **Jen Irwin**. **This still needed approval because at the time the October meeting started we did not have quorum.**
5. Approval of the October 21, 2019 Draft Minutes. Moved by **Jen Irwin**, Seconded by **JohnM**.
6. Approval of the November 11, 2019 Agenda. Moved by **Jen Irwin**, Seconded by **JohnM**.
7. Interested People: It was brought to my attention that two people might be interested in joining this committee; Jason Naugler and Dan Russett. **They have been invited to attend this meeting and future meetings as the meetings are open to the public. If they find this is something they might be interested in then they will have to apply, following the appropriate channels including a cover letter and resume. Both were in attendance at this meeting, and both were advised to contact the Clerk as to what the appropriate channel is to join this Committee. This Committee welcomes additional members.**
8. 119 Bell St. – Joanna Bowes / Jennifer Irwin – Update – Comments from the developer?

- a) John asked (via email) if we can get a copy of the ‘comments’. Joanna Bowes replied “Once all the comments are collected a copy will be sent to the developer for response. Following his response a list of the comments and responses will be sent to those who originally commented.

- b) Wrote Joanna Bowes to ask if an Archaeological Assessment has been done on the property, or will be done after the house is torn down. *On Mon, Oct 28, 2019 at 8:54 AM Joanna Bowes <jbowes@carletonplace.ca> wrote:*

Karen:

An archaeological assessment has been requested. Thank you for the heads up. I re-measured and the developer appears to be within the required area to ask for one.

Joanna

Karen Notes: It should be noted that the Arch. Assessment is to be paid by the owner/developer and NOT the Town (or the tax payers).

9. Municipal Heritage Listing –

- a) While trying to get the Municipal Heritage Listing approved by Council the Clerk advised that once Council approves it we have 30 days to get a letter out to property owners advising them that their property is of interest of the Town. Being proactive Karen and Jennifer drafted up a letter. The letter was passed around to the committee members and it was decided that we could include a paragraph from our mandate, and possibly a quote from the Ontario Heritage Act. The legal address should be pasted into each letter along with the owner’s name – data that the Clerk’s office has. The following text, or something like it should be included in the letter: “to help ensure that plans for change and progress are developed in a way that recognizes the historical continuity of the community, especially at a time when developers are moving in all around us, eager to tear down our heritage and replace it with high density housing which could be very close to your dwelling, possibly encroaching on your yard/property.”
- B) John – John’s List – Carleton Place Heritage Property Registry Index - John created a professional list of properties of interest. Shall we give this list to Stacey to get on the agenda for Council to approve? Jennifer decided that she would fill some of the blanks in, and Karen would help.

In the end we would like to say:

“That The Municipal Heritage Committee recommend that Council approve the properties listed in the Carleton Place Heritage Property Registry Index in accordance with Section 27 of the Ontario Heritage Act”

- C) Joanna suggested a presentation be given to Council at the time we ask them to approve the properties listed in the Index. Jennifer indicated she had a powerpoint somewhere that she could dig out, which might be suitable.
- D) It is anticipated that there might be some push-back from residents but below are suggestions that we can tell them.
- First of all if they have any reservations they should be advised to speak to owners whose property's ARE heritage designated. This should alleviate concerns.
 - We can establish a Heritage Master Plan (in the future) which could involve property owners, that could encompass any or all of the following:
 - a) We would establish a distribution email list. Create and send out a Newsletter. Launch a public awareness campaign. We could ask that they participate at Halloween, CP House Tour, or decorate their home in Christmas Lights, give them a wreath or small decorative item for their door depending on the season. Heritage Homes across the country have opened up their homes to visitors to tell spooky stories, or offer tours. We could also send out emails when heritage trust is offering webinars. For instance there is one on Nov. 13 called "Practicle Approaches to Heritage Home Rehabilitation", and there are others. And then there is always Heritage Week in Feb 2020 which we could let them know about. i.e. with ways on how to celebrate their historic place. And, Heritage Day is February 17, 2020, and Heritage Week runs from February 17 to 23, 2020 with the theme **2020 Vision: Bringing the Past Into the Future**. And **Canada Historic Places Day, Saturday, July 4, 2020**. **We could host** a Wine & Cheese every year near Christmas and hand out Built Heritage awards/certificates for the re-purpose of a building, for a good renovation/improvement of a property, draw for a dinner at the Grand Hotel, - hand out plaques to those buildings that don't have one.
 - Invite them to open their homes during Doors Open 2021.

10. Terms of Reference. Letter from the Clerk – "I am in the process of reviewing each advisory committee's terms of reference. Could you please review with your committee and provide some feedback?" The only feedback/comment the MHC has was in regards to *21.6.1.3 maintain a list of historically significant properties*.

MHC COMMENTS: The Ontario Heritage Act says in Subsection 27 (1) – The Clerk IS REQUIRED to keep a CURRENT REGISTER of properties of cultural heritage value

or interest, which **MUST INCLUDE** designated properties under Part IV of the Act, or by the Minister of Culture.

The MHC can and will provide updates for the Clerk, i.e. additions and additional information) (once we get the register approved by Council)

11. Advisory Committee Appointments - Letter from the Clerk:
Please be advised that at their meeting of October 8th, the Council of the Town of Carleton Place passed the following motion. What this means is that anyone that is currently a member of an advisory committee will not be asked to reapply until the end of the current term of Council.

Advisory Committee Appointments

Motion No. 19-130-04

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT all appointments made to the various Committees/Boards shall stand through to the end of the current Council term in November 2022; and

THAT at that time, all positions for the Town's Committees/Boards shall be advertised and subject to an application process to be considered by the new Council.

CARRIED

This information has been received by the MHC as information only.

12. Bernie's Resignation. Bernie has resigned from the MHC. We need to appoint a full-time Chair. **Sean Redmond said he would support Karen if she were asked to remain as Chair.**

Motion: That KarenP be the Chair of the MHC. BlaineC seconded the motion. All agreed. Motion passed.

10. Round Table:

- a) We were informed that the Gillies Machine Shop was sold, possibly bought by Deputy Fire Chief, David Joy. Jennifer to follow-up.
- b) Ask the clerk if we can have our own email address. i.e. if a resident wanted to ask us a question the email could come directly to one of us on the committee.
- c) Bernie Thank You Card – The group agreed Bernie should be sent a Thank you card. Jennifer to pick one up so all can sign it at our December meeting.

11. Adjournment 7:13 pm. Next Meeting December 9, 2019, 6 pm, at the museum.

CPEAC Meeting | MINUTES

December 1, 2019 | 6:30pm | Meeting location Carleton Place Library

Meeting called by	Bill Slade (Chair)	Present: Mayor Doug Black, Jeff Atkinson, Diane Smithson (CAO), Joanna Bowes (Planner), Jack Havel, Jeff, Colin MacDuff, Natalika Culhane, Jamie DeBaie Regrets: Kyle McCulloch, Randy Marten
Type of meeting	Committee Meeting	
Facilitator		
Secretary	Tracy Kwissa	

Meeting called to Order at 6:30 pm

Approval of Agenda Motion by Dena Comely and seconded by Jack Havel

Approval of Minutes Motion by Jack Havel, seconded by Dena Comely

Welcome two new members Jack Havel, student at CPHS and Colin MacDuff retired geography teacher,

Round Table to make introductions.

Diane Smithson CAO to discuss Code of Conduct for Committees of Council. Joanna Bowes to do a presentation about current and future planning for land use in Carleton Place

Looking for input from committee regarding planning for the South of 7 Development plan.

AGENDA TOPICS

Time allotted 45 minutes | **Time** 6:35 | **Agenda topic** Planning Department | **Presenter** Joanna Bowes

There are 2050 homes under permit or review currently for development in Carleton Place, including townhomes, high density (apartments) etc. We have 510, 000 square feet of commercial space and 675, 000 square feet of employment lands also under permit or review. Applications for development have increased by

Commercial and Health Care:

Rivera long term care home 128 long term care beds, located in health campus

Daycare adding on to the existing building

Comfort Inn 72 Unit Hotel with a pool, conference rooms, and a restaurant

Dentist office coming to Health Campus

Private Daycare, Roe Street

Benson Auto Parts, expansion

NAPA new building on Roe Street

Burr Oak is a concern to Urban Forest Committee. The Town has plans to increase the Tree Canopy in Carleton Place. Tree cutting bylaw is currently at the County, but not enforced, so Staff are working on a municipal bylaw. Topsoil By-law is being worked by the Engineering dept. Public Works: Dave Young RFP recycle plan, federal and provincial plans coming, so doing research to see what is the most viable for our Municipality.

Composting program is prohibitive, to buy bins etc. Town subsidizes the backyard composting. Committee would like to host compost workshops, do the workshop and get a compost bin. Joanna suggested we have a brochure that talks about our programs to give to developers. Have video clips on town website to educate about composting, recycling, anti-idling, etc.

Bill 108 Municipalities can charge a community benefits charge for soft services such as pools, library, daycare, schools etc.

Growth Related projects are subject to development charges: policy is being reviewed for things like roads, sewage, sidewalks etc. (infrastructure) to see how much we should be charging based on actual growth.

Official Plan is under review and the Committee has been invited to review it and submit comments and ideas.

Action items	Person responsible	Deadline
Planner would like input from the Committee regarding Environmental concerns surrounding current and future development	All	Ongoing

Time allotted 10 minutes | *Time* 7:20 pm | *Agenda topic* Code of Conduct | *Presenter* Diane Smithson, CAO

Media Relations and Communications: members of the Committee must be clear that they are voicing opinions as individuals not as committee members

Action items	Person responsible	Deadline
Follow Code of Conduct	All	Ongoing

Kyle: Anti-Idling Bylaw final report due June 30, 2020, Education Campaign is to be happening now to June 2020, no supplementary officers (currently have two full time bylaw officers)

Jeff: proposed policy for COW, committees can have up to 2 youth members without taking up seats needed to vote and have quorum. Must be 16 years old. Allow a Vice Chair to be chosen by Committee

Bill: stepping down as Chair December 31, 2019. We will have an election to vote on Vice Chair and Chair at the meeting in January 2020

Dena: Committee Facebook Page should only be for info that has been approved by the Town

Jeff: Terms of Reference say we must only meet 4 times a year and we can still meet monthly but use those times to host compost workshops or information nights etc. and submit minutes only for the four official meetings

Dena: Terms of Reference can we include that the Town will provide meeting room, email addresses etc.
Boardroom at Library is booked for 2020 in its entirety

Climate Change Action Plan needs to be reviewed and edited before it goes to Council.

Action items

Person responsible Deadline

None currently

Meeting adjourned 7:58 called by Jamie DeBaie



**Parks and Recreation Committee Minutes
for the January 6, 2020 meeting was held at 7:00 p.m.in the
Large Board Room at the Neelin Street Community Centre**

Present: Councillor Linda Seccaspina, Bill Levesque, Jan Ferguson, Todd Boyce, Tom Marshall, Reeve Richard Kidd, Paul Pillsworth, Facilities Clerk Steph Scollan, Joanne Henderson, Manager of Recreation and Culture.

Absent: John Andrews (regrets)

- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting. No declarations were made.
 - 2) PUBLIC MEETING – NONE THIS EVENING**
 - 3) REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
-

Communication 131016

Received from: Carleton Place Water Dragons
Addressed to: Joanne Henderson, Manager of Recreation and Culture
Date: January 6, 2020
Topic: Pool Rental Rates

SUMMARY

Request from the Carleton Place Water Dragons (CPWD) to have their rental rate reviewed. The following are their rates:

- \$69.46 + HST/hour Main Pool-Full Pool Prime Time, lifeguards extra
- \$46.02 + HST/hour Main Pool-Full Pool Non-Prime Time, lifeguards extra
- \$69.46 + HST/hour Main Pool-Full Pool Swim Meet Rate or Special Event Rate (Prime+staffing), set up extra
- \$57.74 + HST/hour Main Pool – 2/3 Pool Prime Time, lifeguards extra – This booking can be permitted when the Town requires pool space for programs.
- \$46.02 + HST/hour Main Pool-1/3 Pool Prime Time, lifeguards extra – This booking

can be permitted after the regular season ends, and not during the regular season. This will allow training for swimmers who are competing at a higher level.

\$29.65/hour + HST

Per lifeguard, per hour

DAYS	NON-PRIME TIME	PRIME TIME
Monday to Friday	5:30am-7:30am	7:30am-10pm
Saturday	6am-9am	9am-6pm

The following are the hours that the Water Dragons currently book:

POOL AREA	MONDAY & FRIDAY	TUESDAY & THURSDAY	WEDNESDAY	SATURDAY
Whole Pool	5:30am-7:15am & 3:30-6:30pm	5:30am-7:15am	5:30am-7:15am & 3:30-7:00pm	6:30am-9am
2/3 Pool	N/A	4:30-6pm	N/A	N/A

COMMENT

Based on the Club’s regular bookings for December, the average rental rate (between prime and non-prime) is \$57.55 per hour plus HST.

Staff feels that some of the Non-Prime and Prime Time hours could be adjusted to reflect pool usage and demand. In February 2016, when CPWD was in a similar financial situation; the morning hourly rate was reduced to \$29.65/hr + HST from Monday – Friday for the year.

The following are the rental rates for swim clubs from neighbouring communities:

Perth - \$52.85/hr plus HST

Arnprior - \$68.55/hr plus HST

Moved by Todd Boyce

Seconded by Linda Seccaspina

THAT the morning hourly rental rate for the Carleton Place Water Dragons be reduced to \$29.65/hr + HST for all morning rentals – Monday to Saturday from January to June 2020.

CARRIED

Communication 131017

Received from: Mike Jeays, Treasurer, Rotary Club of Carleton Place and Mississippi Mills

Addressed to: Joanne Henderson, Manager of Recreation and Culture

Date: January 6, 2020

Topic: Request to Waive Hall Rental Fee

SUMMARY

On December 9, 2019, the Rotary Club had the Arena Upper Hall booked for their Annual Senior's Christmas Dinner. Due to a mechanical issue with the elevator; the event had to be moved to the Canoe Club on short notice. Due to the short notice, it caused a significant amount of work for the members of the Rotary Club to notify guests of the change. The Rotary Club is requesting that the fees be waived for the rental.

COMMENT

Staff had hoped that the mechanical issue would be resolved for the dinner and proceeded with setting up the arena hall. Once staff was informed that the mechanical issue could not be resolved, they offered an alternate venue to the Rotary Club. Several staff stayed past their regular shifts to get the Canoe Club set up so that the Seniors' Dinner could proceed. The extra costs incurred due to the change in venue were covered by the Town of Carleton Place.

Moved by Tom Marshall

Seconded by Paul Pillsworth

THAT the request by the Rotary Club of Carleton Place and Mississippi Mills to waive the hall rental fee for its December 9, 2019 booking be denied.

CARRIED

**Ministry of Children,
Community and Social
Services**

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**



Minister's Office

Bureau du Ministre

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127-2019-9359

December 16, 2019

Dear Municipal Partner:

I am writing to let you know that the Ministry of Children, Community and Social Services, in collaboration with other ministries across government, is currently assessing Ontario's Poverty Reduction Strategy and is launching consultations to inform the development of a new five-year strategy, in accordance with the Poverty Reduction Act, 2009.

Our government believes that the people of Ontario are the province's greatest asset, and when they succeed, our economy and province succeed. However, we know that one in seven Ontario residents live in poverty.

Empowering people and supporting them during challenging times is a priority for our government. We also know that we cannot do this work alone. We are committed to listening and working with individuals, communities, organizations, businesses, Indigenous partners and all levels of government. It is our shared responsibility to create the conditions for success. To do so, we need organizations across the province to share their ideas and feedback about how we can work together to tackle poverty.

Our goal is to drive progress and identify solutions to reduce poverty. To inform our new Poverty Reduction Strategy, we will be asking Ontario residents how we can encourage job creation and connect people to employment opportunities; provide people with the right supports and services; and lower the cost of living and make life more affordable.

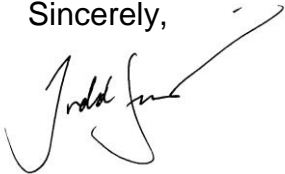
An online survey will be posted in January 2020 for a period of approximately 60 days. I hope that you will respond to the survey and encourage members of your community, including those who have experience living in poverty, to participate. We will share more information about the survey in the new year.

.../cont'd

We are also accepting written submissions and any recommendations for the next strategy as well as feedback on the previous 2014–19 Poverty Reduction Strategy, by e-mail at prso@ontario.ca or by mail at Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how identifying information included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at prso@ontario.ca or by telephone at (647) 308-9963.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping flourish extending upwards and to the right.

Todd Smith
Minister

**Ministry of Children,
Community and Social
Services**

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**



Minister's Office

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127-2019-9359

Le 16 décembre 2019

Madame, Monsieur,

Je vous écris pour vous informer que le ministère des Services à l'enfance et des Services sociaux et communautaires s'emploie actuellement, en collaboration avec d'autres ministères du gouvernement, à évaluer la Stratégie ontarienne de réduction de la pauvreté et entame des consultations en vue de l'élaboration d'une nouvelle stratégie quinquennale, conformément à la *Loi de 2009 sur la réduction de la pauvreté*.

Le gouvernement estime que les Ontariennes et les Ontariens sont les principaux atouts de la province et que c'est leur réussite qui garantit le dynamisme de l'économie et l'essor de l'Ontario. Cependant, nous savons que, dans la province, une personne sur sept vit dans la pauvreté.

Le gouvernement s'est fixé comme priorité d'aider les gens à prendre leur avenir en main et à traverser les périodes difficiles. Or, nous ne pouvons pas accomplir ce travail seuls. Nous avons à cœur d'écouter les particuliers, les communautés, les organismes, les entreprises, les partenaires autochtones et tous les ordres de gouvernement, et de travailler à leurs côtés. Il est de notre responsabilité commune de créer les conditions propices à la réussite. À cette fin, nous avons besoin que les organisations de toute la province nous transmettent leurs idées et leurs commentaires sur les moyens d'œuvrer ensemble à la lutte contre la pauvreté.

Notre objectif est d'accélérer les progrès et de trouver des solutions destinées à réduire la pauvreté. En vue de la nouvelle Stratégie de réduction de la pauvreté, nous solliciterons l'avis de la population ontarienne sur les façons d'encourager la création d'emplois, de permettre aux gens de trouver un emploi, de fournir des soutiens et des services appropriés, d'abaisser le coût de la vie et de rendre le quotidien plus abordable.

.../suite

Nous publierons un sondage en ligne en janvier 2020 pendant environ 60 jours. J'espère que vous répondrez à ce sondage et que vous encouragerez les membres de votre communauté, y compris les personnes en situation de pauvreté, à y participer. Nous vous communiquerons de plus amples renseignements sur le sondage en début d'année prochaine.

Nous invitons également les intervenants à nous adresser des observations écrites, à nous faire part de leurs recommandations sur la prochaine stratégie et à nous transmettre leurs commentaires au sujet de la précédente Stratégie de réduction de la pauvreté (2014-2019), soit en nous envoyant un courriel à l'adresse prso@ontario.ca, soit en nous écrivant par courrier postal à l'adresse suivante : Stratégie de réduction de la pauvreté, 315, rue Front Ouest, 3^e étage, Toronto (Ontario) M7A 0B8. Si vous avez des questions relatives à l'utilisation des renseignements identificatoires figurant dans les observations qui nous sont transmises, veuillez communiquer avec la chef, Unité des politiques stratégiques, MSESC, par courriel à l'adresse prso@ontario.ca ou par téléphone au 647 308-9963.

Je me réjouis à l'idée d'échanger avec vous plus en détail.

Je vous prie d'agréer, Madame, Monsieur, mes salutations les plus cordiales.

Le ministre,



Todd Smith