



## **Committee of the Whole Agenda**

**Tuesday, January 28, 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**

**4**

**Suggested Motion:**

THAT the Committee of the Whole Minutes dated January 14, 2020 be accepted as presented.

**5. DELEGATIONS/PRESENTATIONS**

**6. REPORTS**

Physical Environment

**a. Drinking Water Quality Management System 2019 4th Quarterly Report  
(Communication 131022)**

**11**

Dave Young, Director of Public Works

**Suggested Motion:**

THAT the Carleton Place Drinking Water Quality Management System (DWQMS) 2019 Fourth Quarter Report be received as information.

- b. **Deadline Extension of DP3-04-2019 and Development Charges - McArthur Island Development (Communication 131023)**

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Joanna Bowes, Manager of Development Services

**Suggested Motion:**

THAT Council agrees to an extension of the exemption deadline under Section 1.1 (a) and (b) of Development Charges By-law 77-2018 and an extension to the Development Permit Agreement for Phases 1a,b and c and 2a and b of the McArthur Island Development until May 29, 2020 in order to allow time to address issues related to the proposed floodplain mapping changes to the satisfaction of the Mississippi Valley Conservation Authority and the Town of Carleton Place; and

THAT all other approvals, unrelated to the floodplain mapping changes shall be satisfied by January 31, 2020 or no further extension shall be provided in relation to the floodplain issues.

Corporate Services

- c. **4th Quarterly Digital Communications Report (Communication 131024)**

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Amanda Charania, Communications Coordinator

**Suggested Motion:**

THAT the 2019 4th Quarterly Digital Communications Report and the 2019 Website Analytics Report be received as information.

**7. NEW/OTHER BUSINESS**

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

- a. **Business Improvement Area Board Minutes - October 2019**

22

**Suggested Motion:**

THAT the BIA Board minutes dated October 2019 be received as information.

## 9. INFORMATION LISTING

26

- Eastern Ontario Wardens' Caucus - Appointment of Chair and Vice Chair
- Municipal Property Assessment Corporation - Assessment Changes for Carleton Place
- Solicitor General - Police Services Act
- Ministry of Infrastructure - Ontario Community Infrastructure Fund - Formula-Based Funding Allocation Notice

### **Suggested Motion:**

THAT the Information Listing dated January 28, 2020 be received as information.

## 10. NOTICE OF MOTIONS

None.

## 11. ADJOURNMENT

### **Suggested Motion:**

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

## **Committee of the Whole Minutes**

**Tuesday, January 14, 2020  
Immediately Following the Council Meeting  
Town Hall Council Chambers**

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

**COUNCIL ABSENT:** Councillor Seccaspina

**STAFF PRESENT:** Diane Smithson, CAO, Stacey Blair, Clerk, Joanna Bowes,  
Manager of Development Services, 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 7:21 p.m.

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

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT the agenda be accepted as presented.

**CARRIED**

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

1. Councillor Tennant - DP2-05-2019, Rental Village - Further Information  
(Communication 131020)

Councilor Tennant has a business relationship with Rental Village.

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

1. Committee of the Whole Minutes

**Moved by:** Councillor Fritz  
**Seconded by:** Councillor Tennant

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

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

None.

**6. REPORTS**

Planning and Protection

1. 2019 Yearly Activity Report (Communication 131019)

**Moved by:** Deputy Mayor Redmond  
**Seconded by:** Councillor Tennant

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

**CARRIED, CONSENT**

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

Councillor Tennant declared a conflict on this item. (Councillor Tennant has a business relationship with Rental Village.)

Councillor Tennant left the Council Chambers at 7:25 p.m. and did not participate or vote on this matter. Councillor Tennant returned to the Council Chambers at 7:32 p.m.

**Moved by:** Councillor Atkinson  
**Seconded by:** Councillor Fritz

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;
  - The use of any storage/shipping/sea containers for human habitation is not permitted.

**CARRIED**

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

Councillor Tennant rejoined the meeting at 7:32 p.m.

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

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.

**CARRIED, BY LAW PREPARED**

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

None.

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

1. Advisory Committee Minutes

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Fritz

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

**CARRIED, CONSENT**

Motions from Parks and Recreation Committee

2. Pool Rental Rates (Communication 131016)

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

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, CONSENT**

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

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

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, CONSENT**

**Amendment:**

**Moved by:** Councillor Tennant

**Seconded by:** Mayor Black

THAT the Town waive 50% of the rental fee to the Rotary Club.

**DEFEATED**

## 9. INFORMATION LISTING

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

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



**CARRIED**

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Tennant

THAT the Committee move into closed session at 7:49 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

**CARRIED**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT Committee of the Whole return to regular session at 8:44 p.m.

**CARRIED**

**12. RISE AND REPORT**

The Committee provided the CAO with direction regarding two legal matters, a purchase of property and a sale of Town owned property.

**13. ADJOURNMENT**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the meeting be adjourned at 8:45 p.m.

**CARRIED**

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Councillor Toby Randell

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Stacey Blair, Clerk

**COMMUNICATION 131022**

Received From: Dave Young, Director of Public Works  
Addressed to: Committee of the Whole  
Date: January 28, 2020  
Subject: Drinking Water Quality Management System - 2019 4<sup>th</sup> Quarterly Report

**SUMMARY**

The attached Report describes the activities and issues relating to the operation of the Town's Drinking Water System from October through to December 2019, and a summary of activities over the course of 2019.

**COMMENT**

Noteworthy items from the report include:

- System demand increased in 2019 by 0.4% over the previous 5 year average. This is a very modest increase based on the growth that has occurred in the community.
- The final number of locate requests was 1526 for 2019, an increase of 259 or 20.4% over the previous year.
- There were 31 calls for service in 2019; a decrease of 4 calls from the previous year.
- Staff provided oversight to numerous development projects over the course of 2019.
- Management Review was conducted on December 19, 2019. The minutes of the meeting are attached

**STAFF RECOMMENDATION**

THAT the Carleton Place Drinking Water Quality Management System (DWQMS) 2019 Fourth Quarter Report be received as information.

## **2019 4<sup>th</sup> Quarter DWQMS Report to Council**

The purpose of this report is to summarize for Council the activities of the Public Works – **Water Distribution System** for the period October 2019 to December 2019.

### **Operational Plan Revisions**

The following revisions were made to the Operational Plan during this quarter:

<b>Date</b>	<b>Revision #</b>	<b>Revision Description</b>
November 8, 2019	29	System Description Update Dead End Flushing Lists Update QP06 – Review & Provision of Infrastructure Update QP12 – Continual Improvement Corrective – Preventive Action Form Opportunity For Improvement Form Internal Audit Checklist Update

### **Drinking Water Quality**

In 2019, there have been 31 calls from the public concerning water quality, which is slightly less than the number of calls in 2018. They are summarized as follows:

- 2 Watermain Breaks (High Street, Sarah Street)
- 18 Service-Related Issues (Noise, Low Pressure / No Water)
- 4 Taste & Odour
- 4 Visual
- 3 Other

### **Operational Activities**

Throughout the fourth quarter of 2019, the following activities were completed by the Waterworks Staff:

- Locates – 1526 locate requests were received in 2019
- Oversee regular development construction – NuGlobe, Cardel, Meadow Ridge subdivisions
- Annual valve turning operations
- Quarterly water meter readings for billing purposes
- Oversaw servicing work for new 4-unit building on George Street
- Water Shutdown for Aecon on High Street for hydrant lead lowering during construction program
- Emergency valve repair at Bell Street and Edmund Street
- Monthly hydrant flushing activities
- Activated the new auto flusher in the NuGlobe Subdivision
- Oversaw the very large and complex commissioning project for the Meadow Ridge subdivision and final connections to municipal distribution system
- Service leak located and repaired on Hackberry Drive
- Watermain repair on Sarah Street
- Service leak repair located and repaired on Franktown Road
- Oversaw 6" live taps for Comfort Inn site and Antonakos Way Block

- Service leak located and repaired on Crampton Drive
- Service repair located at garden site (Franktown at Coleman)
- Large service repair located at the Grand Hotel
- Winter checks on hydrants and install markers to identify hydrant locations during plowing operations
- Commission and final connections for the NuGlobe subdivision
- Service repair located and repaired on Antrim Street
- Oversaw large watermain changes and servicing for a portion of Riddell Street (former high-density block)
- Oversaw service repair located at Munro Street (CACE Construction)

### **Internal & External Audits**

One of the guiding principles of the Drinking Water Quality Management System (DWQMS) is continual improvement and a mechanism for continual improvement is to conduct not only an internal audit but external audits on an annual basis. The purpose of these audits is to identify gaps pertaining to our conformance with the standard, our operational plan, and our activities.

Internal Audit Results – The 2019 Internal Audit was conducted by Jamie McCarthy, Public Works Manager for Montague Township on November 21, 2019. During the audit, one non-conformance was identified pertaining to the training plan documentation not being complete. A corrective action plan has been established and will be completed and reviewed during the first quarter of 2020.

External Audit Results – SAI Global completed our external audit on December 10, 2019. No non-conformances or opportunity for improvements were identified.

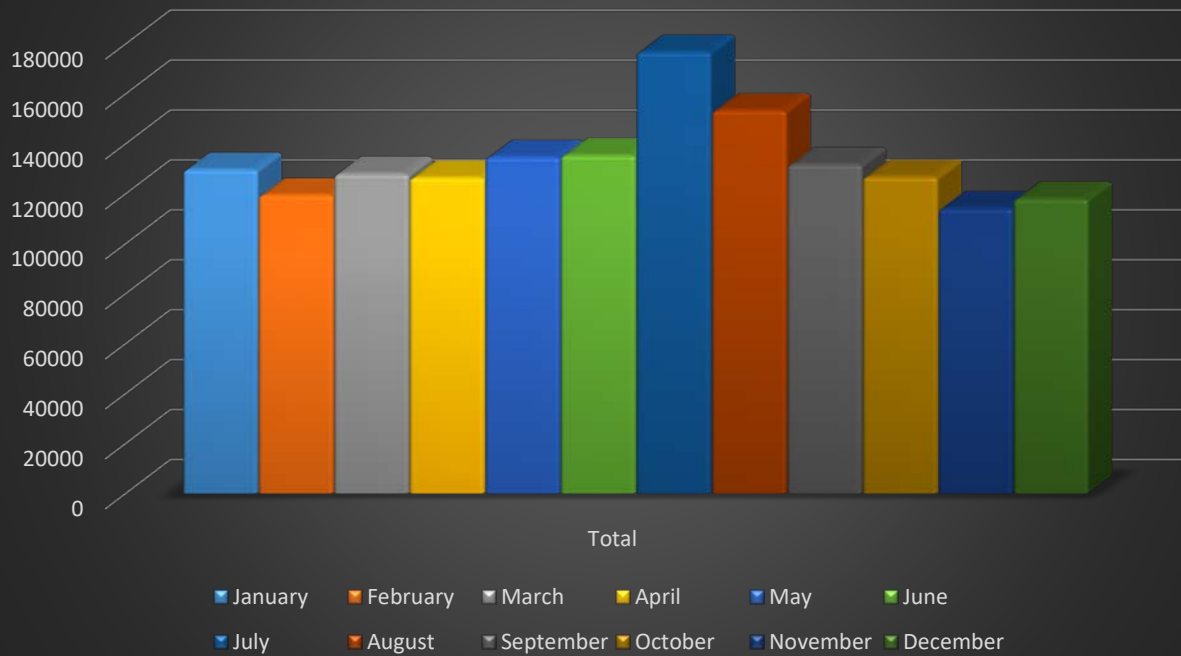
### **Management Review**

Another component of the DWQMS is the requirement to conduct a Management Review of the DWQMS. The Carleton Place Distribution System Management review was conducted on December 19, 2020. The minutes of the 2019 Management Review are attached.

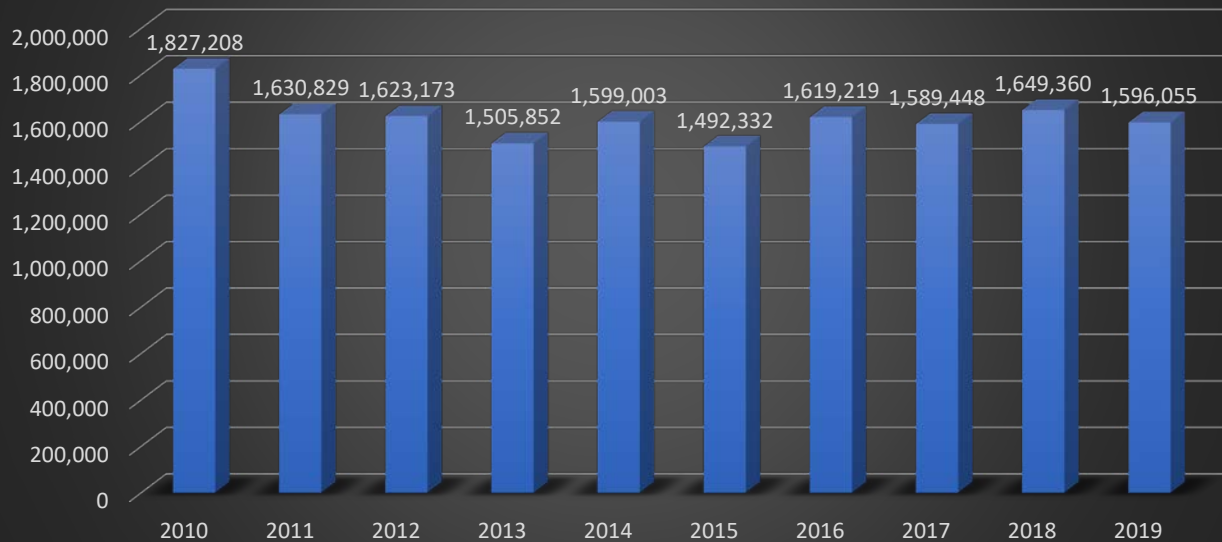
### **Consumption Statistics - System Demand (m<sup>3</sup>)**

	<b><u>October 2019</u></b>	<b><u>November 2019</u></b>	<b><u>December 2019</u></b>
<b>Avg.</b>	4093.87	3808.83	3811.84
<b># of Days</b>	31	30	31
<b>Max.</b>	4614.19	4262.73	4031.12
<b>Min.</b>	<u>3607.12</u>	<u>3542.97</u>	<u>3525.8</u>
<b>Sum.</b>	126909.9	114264.8	118166.9

### System Demand for 2019 (m³)



### Total System Demand 2010 - 2019 (m³)



System demand increased in 2019 by 0.4% over the previous 5 year average.

## **MANAGEMENT REVIEW MINUTES**

**Date:** DECEMBER 19, 2019  
**Present:** DIANE SMITHSON, DAVE YOUNG, GRAHAM PATTERSON,  
SHARYL-ANNE ANDREWS, JASON JACKSON, AND MIKE  
HART  
**Absent:** DAN MCCAMMON  
**Time:** 1:30PM  
**Location:** TOWN HALL – MORRIS ROOM

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The DWQMS requires a Management Review to be conducted every 12 months at a minimum and the requirements of the review are outlined by the Standard. The results of the Management Review must be reported to the Owner of the system.

The Team reviewed the attached Management Review. The following comments were noted:

### **Item A – Incidents of Non-Compliance**

No incidents of regulatory non-compliance within the distribution system.

### **Item B – Incidents of Adverse Drinking Water Tests**

There were no adverse drinking water tests in 2019.

### **Item C – Deviations from Critical Control Points & Response Actions**

The team discussed the three deviations reported.

### **Item D – Effectiveness of the Risk Assessment Process**

The Waterworks team reviewed the Risk Assessment outcomes, especially noted is with the growth the Town is experiencing an increase in the number of watermains that are 8 inch or greater that are being installed within the new developments.

**Action Item:** The Public Works Superintendent will gather statistical data to document the increase in the number of 8 inch watermains within the distribution system. Low Priority / Completion Date – Prior to the rewrite of the risk assessment scheduled for October 2020.

### **Item E – Internal & External Audits**

A Corrective Action Plan has been created to address the non-conformance identified in the internal audit completed by Jamie McCarthy.

Our external audit was completed on December 17<sup>th</sup>, 2019. However, the minutes and action items resulting from the Management Review need to be forwarded to SAI Global ASAP.

### **Item F – Results of Emergency Response Testing**

The next tabletop emergency exercise is scheduled for March 22, 2021.

**Item G – Operational Performance**

Staff reviewed the accomplishments of 2019. The number of activities the team has accomplished in 2019 is definitely impressive and 2020 looks to be just as busy if not more so with the continuing development within Carleton Place.

**Item H – Raw Water Supply & Drinking Water Quality Trends**

It was noted numbers for this year are up until the end of November but given the growth demand has not exceeded the volumes of 2010. It was noted that staff are beginning the process to develop a plan for future expansion of the Town's treatment facilities.

**Item I – Follow-Up Items from Previous Management Review**

The team discussed the outstanding action items.

- Hydrant on Edmund Street – the Team reviewed to plan to add a hydrant to the end of Edmund Street and weather the item is still valid. The team did note the additional of a hydrant beside the Inverness development (which is supplied from Bridge Street) does help with fire protection to the upper part of Edmund Street. The ability to flush the watermain on Edmund Street should it be required remains.

**Item J – Status of Management Action Items between Reviews**

Nothing to Report.

**Item K – Changes That Could Impact the QMS**

Public Works will need to be mindful of the resources available throughout 2020 considering the continued growth,

**Item L – Consumer Feedback**

The number of calls regarding drinking water quality has slightly decreased from the previous year. The number of taste & odor complaints continue to remain low. This could be contributed to the filter media being replaced and optimization activities at the water treatment plant.

**Item M – Resources Needed To Maintain the QMS**

The resources in 2019 were adequate to maintain the QMS.

**Item N – Results of Infrastructure Review**

The team discussed the results of the infrastructure review. The Director of Public Works has carried over allocated funds to update the GIS and GPS into 2020. By moving the GIS to the cloud this year will benefit Public Works in the future.

**Item O – Operational Plan Currency, Content & Update**

Reviewed changes to the operational plan.



**Item P – Staff Recommendations**

Nothing to report.

**Item Q – Financial Plan**

The DWQMS Representative noted we will need to review and update the Financial Plan in 2020.

**Action Item:** The DWQMS Representative will work together with the Treasurer to update the Financial Plan before the end of June. Medium Priority – June 2020.

**Item R – Essential Suppliers**

One change has been requested given the recent passing to Thomas Cavanagh.

**Action Item** – The essential supplies and services list will be updated to reflect Jeff Cavanagh as the contact for Cavanagh Construction. Medium Priority – March 2020.

**Item S – Review Communication Protocol between the Town of Carleton Place & OCWA**

Staff feel the relationship between OCWA and the Town remains positive. The Public Works Director and Superintendent meet with their counterparts at OCWA on a regular basis to discuss operational issues and to maintain the lines of communication between the two parties.

**Other items Discussed:**

- The Operators are aware of several locations where stubs have been installed for future development. The Operators are conflicted regarding valves to be open or closed that supply water to these stubs.
  - Open Valve – the benefit the cap is pressurized
  - Closed Valve – the stub remain isolated from the water supply but could sit dormant for an extended period of time and would require recommissioning activities.

The team discussed the process for documenting valves that are open and closed. It will be noted to bring this item forward to our next DWQMS meeting for discussion.

**COMMUNICATION 131023**

Received from: Joanna Bowes, Manager of Development Services  
Addressed to: Committee of the Whole  
Date: January 28, 2020  
Topic: Deadline Extension of DP3-04-2019 and Development Charges –  
McArthur Island Development

**SUMMARY**

At the Council meeting held December 17, 2019, an addition was made to the agenda with respect to the extension of the exemption deadline related to the Development Permit Agreement and Development Charges related to the McArthur Island Development. Council dealt with the item due to the impending deadline of December 31, 2019.

At the time, Council passed the following resolution:

Resolution 2-131-06

Moved by Deputy Mayor Redmond

Seconded by Councillor Randell

THAT Council agrees to an extension of the exemption deadline under Section 1.1 (a) and (b) of Development Charges By-law 76-2018 and Section 4(c) of the Water and Wastewater Charges By-law 77-2018 and an extension to the Development Permit Agreement for Phases 1a and 1b of the McArthur Island Development until January 31, 2020 on the understanding that no further extension shall be granted.

CARRIED

In December 2019, the Mississippi Valley Conservation Authority (MVCA), held open houses with respect to revised floodplain mapping which Planning Department staff attended. At that time, it was noted that no major changes to the mapping as a whole had occurred. Unfortunately, as the developer has been working through his final plans with the Town and Conservation Authority Staff, it has been determined that in fact, the floodplain changes have affected the renovation of Phases 1a, b and c and the construction of Phases 2a and b of the McArthur Island Development.

**COMMENT**

The Developer has been working diligently with staff to finalize plans and to review draft versions of the Development Permit agreement and has provided additional information and drawings as required. During the engineering review with both Town staff and the Conservation Authority, some concerns were raised with respect to safe access and egress from the site for Phases 1a, b, and c and the underground parking portion of Phase 2. The developer and his engineer along with the Town and MVCA engineer have been discussing potential solutions in the hope that all will be resolved by the new approved January 31, 2020 deadline. If these issues are not resolved, a building permit will not be able to be issued at which point development charges will no longer be able to be waived (as development charges are payable at time of building permit issuance) unless Council can grant a further extension.

Potential changes due to the new floodplain mapping include the requirement to raise the level of the floor of the existing building a foot above the new floodplain elevations. This will force the developer to revise the building plans for the entire structure. Further, additional information with respect to openings, groundwater levels and utility drawings will be required for the underground parking garage. These changes could take considerable time to make, and Town and MVCA staff will also need time to review and approve the new drawings.

Although the floodplain mapping has not yet been officially approved by the MVCA, it is the best and most up to date information and will provide for the highest level of safe access and egress with respect to this site in the event of a flooding emergency. The Planning Department feels, as does the MVCA that this is the information that should guide the development of this project.

Due to circumstances beyond the Developer's control, it is the recommendation Town and MVCA staff that an extension to both the Development Permit Agreement and of the exemption deadline in the Development Charges By-law be granted with conditions.

#### **STAFF RECOMMENDATION**

THAT Council agrees to an extension of the exemption deadline under Section 1.1 (a) and (b) of Development Charges By-law 77-2018 and an extension to the Development Permit Agreement for Phases 1a,b and c and 2a and b of the McArthur Island Development until May 29, 2020 in order to allow time to address issues related to the proposed floodplain mapping changes to the satisfaction of the Mississippi Valley Conservation Authority and the Town of Carleton Place; and

THAT all other approvals, unrelated to the floodplain mapping changes shall be satisfied by January 31, 2020 or no further extension shall be provided in relation to the floodplain issues.

**COMMUNICATION 131024**

Received From: Amanda Charania, Communications Coordinator  
Addressed To: Committee of the Whole  
Date: January 28, 2020  
Topic: 4th Quarterly Digital Communications Report

**SUMMARY**

The Communications Coordinator has prepared the attached report outlining highlights of digital communication activity (website and social media) from October 1, 2019 – December 31, 2019. Also included in the report is a summary of website analytics and search bar data for 2019.

**COMMENTS:**

Highlights from the 2018 4th Quarterly Report include:

- Waste Collection (6.38%), Town Hall Landing Page (4.72%) and Employment (4.48%) were the most viewed pages.
- The CP Waste Solutions App saw an increase in downloads likely due to the holiday waste collection schedule. There are now over 1000 app downloads.
- The most engaging posts (by impressions) on Facebook for the 4th quarter were the Changes to Overnight Winter Parking (53,220 – please note: some of these impressions were due to a paid boost to this post), a photo of Santa looking at Town Hall sent to us by Louise Devenney (12,373), Notice of the Interim Control By-law Open House (8,710), and Pumpkinfest (7,292)

Highlights from 2019 include:

- Over the course of 2019 there were 140,485 individual sessions on the carletonplace.ca site (slightly down from 153,936 in 2018. The high figure for 2018 was likely due to increase in traffic due to the election)
- 331,820 pages were viewed over the course of the year
- 9,940 searches were made using the search bar feature (down 3,130 searches from 2018)
- The most searched topics were pool and aquatics, waste collection, employment, taxes and water

**STAFF RECOMMENDATION**

THAT the 2019 4th Quarterly Digital Communications Report and the 2019 Website Analytics Report be received as information.

# Digital Communications 4th Quarterly Report 2019



## Most Viewed Pages (Aside from Landings)



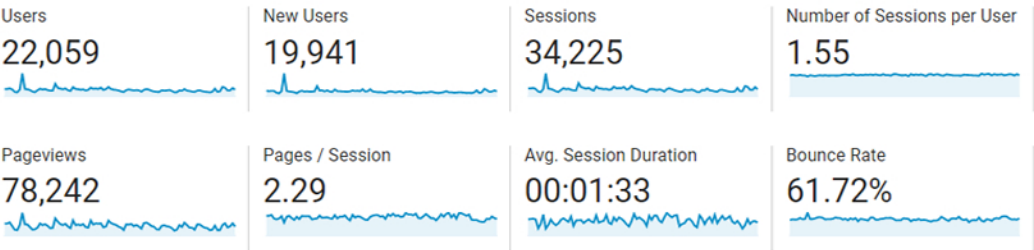
Waste Collection  
4,993 views  
6.38%



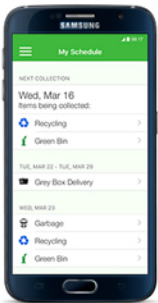
Town  
3,695 views  
4.72%



Employment  
3,504 views  
4.48%



## Newsletter & App Sign Ups



Recollect  
2,543 Addresses Searched  
1,111 Reminders  
1,030 Downloads



402 Signed Up

## Facebook: Most Engaging Posts



Winter Parking Changes  
October 25, 2019  
Impressions: 53,220  
Likes: 312  
Shares: 212  
Comments: 603



Santa Town Hall  
December 18, 2019  
Impressions: 12,373  
Likes: 951  
Shares: 131  
Comments: 96



Interim Control Bylaw  
November 22, 2019  
Impressions: 8,710  
Likes: 45  
Shares: 34  
Comments: 38



Pumpkinfest  
October 18, 2019  
Impressions: 7,292  
Likes: 116  
Shares: 24  
Comments: 11



**BIA Board of Management Meeting  
Carambeck Community Center, 315 Bridge Street  
Wednesday, October 9th, 2019 6:30 to 8:00 pm**

**Minutes:**

- 1) Call to order: Mark Lovell -6:35pm  
**Present: Mark Lovell, Petra Graber, Bart Seaton, Rob Probert, Erin Rose and Mark Hinton**
- 2) Declaration of Pecuniary Interest / Conflict of Interest and General Nature Thereof  
**None**
- 3) Approval of September 2019 Meeting Minutes  
**Motion to approve the September meeting as presented:**  
**First: Bart**  
**Second: Petra**  
**Motion Carried**

- 4) Top 5 Priorities: Mark Lovell

For each one, define what we would like to see happen:

Expected outcome for 2020 and beyond?

Success criteria?

BIA Staff involvement?

A) Bridge St. refresh with the Bridge construction

B) Develop a Downtown App

C) BIA Marketing Plan

D) Draw the new residents of Carleton Place to downtown

E) 'New to the BIA' Business Package – grants, events, etc.

- A) **Bridge St. refresh with the Bridge construction Discussion:**  
**The Board would like BIA staff to play an active role in the Bridge St. Construction Project, from start to finish.**

**Action:**

**BIA Staff will continue to attend the Bridge Street Stakeholder Consultation Meetings. Attend public meetings, bring forward all communications regarding Bridge St. Construction. Such as upcoming preconstruction public consultation meetings, and communication updates during actual construction. Information**

will be given in a clear and timely manner on, social platforms, paper and virtual newsletters, Downtown Carleton Place messenger thread and face to face meetings with business owners, where applicable.

**B) Develop a Downtown App Discussion:**

Mark Hinton brought forward an app idea from 360 Plus Media. The app is free to download from Google and Apple. The BIA would pay \$149/month. To have the app available from the Apple store platform we would pay a one-time cost of \$500. There is no cost to us to have our app available for download on the on Google Play platform. We would like to have an app that lets us have a rewards component and a historical walk component.

**Action:**

BIA Staff to compose an RFQ in the new year, to see if we can create an app that fits our needs.

**C) BIA Marketing Plan Discussion:**

Traditional Marketing vs. digital marketing. It was brought forward by Mark Hinton that we could have a synergy of traditional media, plus digital, with a deeper dive into digital, such as; display ads and Facebook advertising. As a group, would build/scope out the profiles of who and where we want digital targeted.

**Action:** Mark Hinton will bring forward possible options for a 2020 marketing plan to be discussed at our Wednesday November 13 meeting. Bart will work with Mark Hinton the budget amount for 2020.

**D) Drawing the new residents to Downtown Carleton Place Discussion:**

We are making movement and inroads keeping our current residents engaged in our downtown events, contest, shopping and dining, this will continue into 2020. With our marketing plan (above), we will also look at a new resident's outreach campaign.

**Action:** Mark Hinton will bring forward possible options for a 2020 marketing plan to be discussed at our Wednesday November 13 meeting. Bart will work with Mark Hinton the budget amount for 2020.

**E) 'New to the BIA' Business Package – grants, events, etc.**

**Discussion:**

BIA Staff will build a package.

**Action:**

BIA Staff build and present the package to the BIA Board in the new year.

- 5) September Financial Statement & Draft 2020 Budget: Bart Seaton  
**Motion to accept the financials as presented by Treasurer, Bart Seaton.**

**First: Rob**

**Seconder: Mark H**

**Motion Carried**

**Discussion, 2020 Budget:**

Bart and BIA Staff met earlier in October to work on the first draft of the 2020 budget. Bart presented that draft to the BIA Board. A healthy discussion was had. The BIA Board used the goals that were chosen in the spring to address budgetary needs for the 2020 budget. Bart will present the second draft of the 2020 Budget at our Wednesday November 13th BIA meeting.

- 6) BIA Office Report: Kate Murray

**Discussion:**

Tree trimming is scheduled for October. Rob Probert would like BIA Staff to walk with the tree trimmers to ensure they are not destroyed as in previous years.

**Action: BIA Staff to walk with tree trimmers to ensure a unified tree trim.**

- 7) Bridge St. Construction Update: Petra

**Discussion/Update:** the group met on October 8th, from 10:30 to 1:00pm. The group discussed everything from concrete stamping, trees, to lighting and construction materials, this was all to give the architect the necessary instructions to give the group a first draft rendering in December.

**Action: BIA Staff and Petra will attend the meeting in Dec and report back to the BIA Board.**

- 8) AGM Preparation: Board discussion

**Discussion:** Stand up reception, with chairs for budget and year in review presentation, passed canapes, prepaid tickets only.

**Action:**

**BIA Staff to contact The Grand Hotel, to host AGM in their small dining room.**

- 9) In camera

**Motion to move in camera:**

**First: Petra**

**Second: Bart**

**Motion Carried**

**In camera: 9:00 pm**



**Motion to come out of in camera:**

**First: Mark**

**Second: Erin**

**Motion carried**

**In camera session ended: 9:26 pm**

10) BIA Directors Round table\*:

**No discussion**

**Adjournment:**

**Motion to adjourn meeting:**

**First: Bart**

**Second: Rob**

**Motion Carried**

**Meeting adjourned: 9:33pm**

\*Board Members are encouraged to speak freely about the current meeting. New business will not be discussed, but instead will be added to the next meeting agenda.



[www.eowc.org](http://www.eowc.org)

## **News release: EOWC Appoints Chair and Vice-Chair for 2020**

Kingston, January 13, 2020 – The Eastern Ontario Wardens' Caucus (EOWC), at its annual inaugural meeting held last week in Kingston, appointed Mayor Andy Letham as the 2020 Chair and Warden Rick Phillips as the 2020 Vice-Chair.

Andy Letham is Mayor of the City of Kawartha Lakes and will be returning for his second consecutive term as the EOWC Chair. Rick Phillips is Warden of the County of Hastings and Mayor of the Township of Tyendinaga, and previously served as Chair in 2013. Both are longstanding members of the EOWC, and bring valuable experience to their positions.

The EOWC Chair and Vice-Chair serve as the main point of contact for the Caucus and play a leadership role in helping to ensure that key EOWC priorities move forward. Both positions are one-year terms, each filled by one of the 13 EOWC members. Appointments are based on a vote by the EOWC members or, in the case of a single candidate, an acclamation.

"I am honoured to return as the 2020 EOWC Chair in order to continue advocating on behalf of the 103 municipalities and the 750,000 property taxpayers across rural Eastern Ontario," stated Chair Letham. "Last year, the EOWC once again proved the efficiency and reliability of its research and its advocacy, as well as its ability to respond quickly to proposed policy changes that impact municipal services. I look forward to working closely with Vice-Chair Phillips and my fellow Caucus members to deliver these same results for eastern Ontario."

For the purposes of good continuity, the EOWC has decided to stay the course on its 2019 advocacy efforts for the first few months of the current year, beginning with next week's delegations at the Rural Ontario Municipal Association Conference (ROMA).

Priority topics of discussion are the Eastern Ontario Regional Network (EORN) Cellular Network Improvement Project and Broadband Gap Strategy, the Provincial Health System overhaul, affordable housing, and funding for long-term care. The EOWC will undergo 2020 priority setting in the spring and at this time will decide the focus for the remainder of the year.

"The EOWC's greatest strength is its ability to speak with a unified voice and bring together the entire region of eastern Ontario at one table. As we work towards advancing EOWC priorities in 2020, we will continue to work closely with the provincial and federal governments as well as key partners in order to best serve eastern Ontario residents," stated Vice-Chair Phillips.

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### **For more information, please contact:**

EOWC Communications, [info@eowc.org](mailto:info@eowc.org)

Andy Letham, Chair, [aletham@kawarthalakes.ca](mailto:aletham@kawarthalakes.ca)

Rick Phillips, Vice-Chair, [warden@hastingscounty.com](mailto:warden@hastingscounty.com)



## APPENDIX 1

### Assessment Change Summary by Property Class

#### Town of Carleton Place

The following chart provides a comparison of the total assessment for the 2016 base year, and a comparison of the assessment change for 2019 and 2020 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2019 Phased-In CVA	2020 Phased-In CVA	Percent Change 2019 to 2020
R Residential	1,249,726,809	1,229,856,061	1,249,726,809	1.62%
M Multi-Residential	32,118,900	31,438,824	32,118,900	2.16%
C Commercial	125,857,891	125,198,363	125,857,891	0.53%
S Shopping Centre	7,551,400	7,537,660	7,551,400	0.18%
G Parking Lot	220,000	219,125	220,000	0.40%
X Commercial (New Construction)	23,416,900	21,568,988	23,416,900	8.57%
Z Shopping Centre (New Construction)	19,670,100	19,668,551	19,670,100	0.01%
I Industrial	3,641,700	3,611,811	3,641,700	0.83%
L Large Industrial	737,000	737,000	737,000	0.00%
J Industrial (New Construction)	3,772,000	3,749,012	3,772,000	0.61%
P Pipeline	2,719,000	2,664,929	2,719,000	2.03%
F Farm	31,500	27,575	31,500	14.23%
(PIL) R Residential	44,000	43,453	44,000	1.26%
(PIL) C Commercial	3,536,800	3,483,950	3,536,800	1.52%
E Exempt	71,930,400	69,225,489	71,930,400	3.91%
<b>TOTAL</b>	<b>1,544,974,400</b>	<b>1,519,030,791</b>	<b>1,544,974,400</b>	<b>1.71%</b>



## APPENDIX 2

### Assessment Base Distribution Summary by Property Class Town of Carleton Place

This chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2019 and 2020 phased-in assessment, which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2019 Phased-In CVA	Percentage of Total 2019 Phased-In CVA	2020 Phased-In CVA	Percentage of Total 2020 Phased-In CVA
R Residential	1,249,726,809	80.89%	1,229,856,061	80.96%	1,249,726,809	80.89%
M Multi-Residential	32,118,900	2.08%	31,438,824	2.07%	32,118,900	2.08%
C Commercial	125,857,891	8.15%	125,198,363	8.24%	125,857,891	8.15%
S Shopping Centre	7,551,400	0.49%	7,537,660	0.50%	7,551,400	0.49%
G Parking Lot	220,000	0.01%	219,125	0.01%	220,000	0.01%
X Commercial (New Construction)	23,416,900	1.52%	21,568,988	1.42%	23,416,900	1.52%
Z Shopping Centre (New Construction)	19,670,100	1.27%	19,668,551	1.29%	19,670,100	1.27%
I Industrial	3,641,700	0.24%	3,611,811	0.24%	3,641,700	0.24%
L Large Industrial	737,000	0.05%	737,000	0.05%	737,000	0.05%
J Industrial (New Construction)	3,772,000	0.24%	3,749,012	0.25%	3,772,000	0.24%
P Pipeline	2,719,000	0.18%	2,664,929	0.18%	2,719,000	0.18%
F Farm	31,500	0.00%	27,575	0.00%	31,500	0.00%
(PIL) R Residential	44,000	0.00%	43,453	0.00%	44,000	0.00%
(PIL) C Commercial	3,536,800	0.23%	3,483,950	0.23%	3,536,800	0.23%
E Exempt	71,930,400	4.66%	69,225,489	4.56%	71,930,400	4.66%
<b>TOTAL</b>	<b>1,544,974,400</b>	<b>100.00%</b>	<b>1,519,030,791</b>	<b>100.00%</b>	<b>1,544,974,400</b>	<b>100.00%</b>

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau de la solliciteure générale

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416 325-0408  
MCSCS.Feedback@Ontario.ca



132-2019-3184

**By e-mail**

January 15, 2020

Dear Mayor:

As you may know, on March 26, 2019, Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68), which established the *Community Safety and Policing Act, 2019* (CSPA, 2019). The CSPA, 2019 supports our government's commitment to:

- Modernize Ontario's police service delivery framework;
- Strengthen public confidence in policing; and
- Improve governance, training, and transparency.

I am writing to update you on the work that is currently underway to bring the CSPA, 2019 into force in 2021, and inform you of upcoming engagement opportunities.

We are engaging a number of our stakeholders, to develop more than 50 required matters for regulation. These include several Ontario Provincial Police (OPP) related matters for regulation such as:

- Establishing OPP governance-related regulations, including the composition of OPP detachment boards and the OPP Governance Advisory Council;
- Developing an approach to determine when it is appropriate to have more than one OPP detachment board for a detachment of the OPP that provides policing to municipalities or First Nations;
- Aligning the existing OPP billing framework with the CSPA, 2019.

We recognize the significant implications these regulatory changes will have on communities that receive direct and/or supplemental services from the OPP.

Given these impacts, my ministry will engage communities through regional roundtable sessions. The regional roundtables will be an opportunity for the ministry to provide an overview of upcoming regulatory changes related to OPP services and for communities to identify pertinent local issues and provide feedback on OPP-related policy proposals.

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The regional roundtables will take place in the following locations:

OPP Region	Regional Roundtable Locations
North West	<ul style="list-style-type: none"><li>• Kenora</li><li>• Thunder Bay</li></ul>
North East	<ul style="list-style-type: none"><li>• Sudbury</li><li>• Timmins</li></ul>
West	<ul style="list-style-type: none"><li>• London</li></ul>
East	<ul style="list-style-type: none"><li>• Brockville</li></ul>
Central	<ul style="list-style-type: none"><li>• Orillia</li></ul>

Ministry staff will reach out to you with additional information regarding the regional roundtable sessions in the coming weeks.

We look forward to continuing our work with you to better understand local priorities, examine strategies to improve community safety and ensure the transparent and effective governance of OPP services across the province.

Should you have any questions, please contact Mr. Derwin Remedios, Team Lead, Strategic Policy, Research and Innovation, by e-mail at: [Derwin.Remedios@ontario.ca](mailto:Derwin.Remedios@ontario.ca).

Sincerely,



Sylvia Jones  
Solicitor General

**Ministry of Infrastructure**

Infrastructure Policy Division

777 Bay Street, 4<sup>th</sup> Floor, Suite 425  
Toronto, Ontario M5G 2E5

**Ministry of Agriculture, Food and Rural  
Affairs**

Rural Programs Branch

1 Stone Road West, 4<sup>th</sup> Floor NW  
Guelph, Ontario N1G 4Y2



January 2020

File #: OCIF FC2-M-0055

Diane Smithson, Chief Administrative Officer  
Town of Carleton Place  
175 Bridge Street  
Carleton Place, Ontario  
K7C 2V8

Dear Diane Smithson:

**Ontario Community Infrastructure Fund – Formula-Based Funding Allocation Notice**

We are pleased to confirm your eligibility in the 2020 Ontario Community Infrastructure Fund – Formula-based Component (OCIF-Formula). Per section F1.2 of the OCIF-Formula Contribution Agreement (CA), enclosed you will find your municipality's Revised Allocation Notice.

As recently communicated, this notice confirms the previously proposed 2020 allocation communicated to your community. Payments of confirmed allocations will be made in accordance with the schedule provided in the attached notice conditional upon having met all reporting requirements.

In March 2019, the Ministry of Infrastructure communicated plans to work with the Association of Municipalities Ontario and municipalities to review the design of the program. More details will be available soon.

Staff from the Ministry of Agriculture, Food and Rural Affairs will be contacting you in the near future to provide details on reporting required to close-out your 2019 Formula Funding.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Joseph Dubonnet, toll free at 1-877-424-1300 or directly at (519) 400-6184 or via email at [Joseph.Dubonnet@ontario.ca](mailto:Joseph.Dubonnet@ontario.ca).

Sincerely,

Julia Danos  
Director, Intergovernmental Policy Branch  
Infrastructure Policy Division  
Ministry of Infrastructure

Carolyn Hamilton  
Director, Rural Programs Branch  
Economic Development Division  
Ministry of Agriculture, Food and Rural Affairs



**Ontario Community Infrastructure Fund (OCIF)  
Formula-Based Component**

**Revised Allocation Notice**

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Ministry of Infrastructure  
Ministry of Agriculture, Food and Rural Affairs

**Town of Carleton Place**

**January 2020**

*Disponible en français*



**Ontario Community Infrastructure Fund (OCIF)**  
**Formula-Based Component- Revised Allocation Notice**

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**Town of Carleton Place**

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This Revised Allocation Notice is to inform you of your 2020 Ontario Community Infrastructure Fund formula allocation.

**Formula-Based Funding Allocation**

Your community's formula-based allocation of funding under the Ontario Community Infrastructure Fund for 2020 is as follows:

2020 formula allocation	\$564,643
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**Terms and Conditions**

*Receipt of formula allocations are conditional upon compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement*

*The Province reserves the right to adjust or terminate any allocations contained in this notice, without consent or notice, to account for changes in a municipality's situation, the OCIF program guidelines, or other parameters or administrative procedures.*

**Payment Schedule**

*The Province proposes to make payments in accordance with the following schedule:*

- Allocations of \$150,000 or less will be provided in one payment*
- Allocations greater than \$150,000 but less than \$1 million will be provided through up to 6 payments*
- Allocations greater than \$1 million will be provided through up to 12 payments.*