



Committee of the Whole Agenda

Tuesday, June 23, 2020

**Immediately Following Council
Virtual meeting via Zoom**

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

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Suggested Motion:

THAT the Committee of the Whole Minutes dated May 28th, June 4th, 9th and 16th be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. Kory Earle, Paolo Villa, Carleton Place PRIDE Event

6. REPORTS

a. Public Works Tender PW2-2020 - Street Reconstruction (Communication 131078)

19

Dave Young, Director of Public Works

Suggested Motion:

THAT Council award Contract PW2-2020 for the Reconstruction of High Street and the Rehabilitation of Patterson Crescent to Thomas Cavanagh Construction in the amount of \$966,234.46 (includes Town's net share of HST); and

THAT Council authorize staff to proceed with utilizing funds from the Engineering Reserve to fund Construction Inspection Services at an anticipated cost of \$48,000.

b. Financial Report to May 31, 2020 (Communication 131079)

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Trisa McConkey, Treasurer

Suggested Motion:

THAT Council receive the Financial Report from the Treasurer to May 31, 2020 as information.

c. Insurance Renewal (Communication 131080)

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Trisa McConkey, Treasurer

Suggested Motion:

THAT Council accepts the quote from Arthur J. Gallagher, Insurance Broker for Frank Cowan Insurance for the period June 15, 2020 to January 1, 2021 at the quoted price of \$169,875 + PST; and

THAT Council authorizes a budget deviation of \$40,535 to be funded from the Administration and Water/Sewer reserves.

d. Temporary Library Move to Train Station (Communication 131081)

31

Joanne Henderson, Manager of Recreation and Culture

Suggested Motion:

THAT Council supports the Carleton Place Public Library temporarily relocating to the Active Living Centre at the Train Station while renovations are completed at the Library from late summer 2020 to winter 2021.

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

a. Local Board and Advisory Committee Minutes

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Suggested Motion:

THAT the following minutes be received:

- Mississippi Valley Conservation Authority Board of Directors Teleconference Regular and Special Meeting Minutes - April 15, 2020
- Mississippi Valley Conservation Authority Board of Directors Meeting Summary - May 22, 2020

9. INFORMATION LISTING

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- Association of Municipalities of Ontario - AMO 2020 Delegation Form
- Eastern Ontario Wardens' Caucus - Reframing Priorities in Response to COVID-19
- Lanark County - Vegetation Management Plan Activities Update

Suggested Motion:

THAT the Information Listing dated June 23rd, 2020, be received as information

10. NOTICE OF MOTIONS

11. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____ p.m.

Special Committee of the Whole Minutes

**Thursday, May 28, 2020
Immediately Following the Council Meeting
Virtual Zoom Meeting**

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, Joanna Bowes,
Manager of Development Services, Dave Young, Director of
Public Works

1. CALL TO ORDER

The Committee Chair, Sean Redmond, called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the agenda be accepted as presented.

CARRIED

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

None.

4. CLOSED SESSION

Moved by: Councillor Randell

Seconded by: Councillor Tennant

THAT the Committee move into closed session at 6:04 p.m. to discuss matters
subject to:

Section 239 (2)

(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;

1. Discussion of the Extension of a Development Permit - McArthur Island

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk, Joanna Bowes, Manager of Development Services, Dave Young, Director of Public Works, and Emma Blanchard, Solicitor be permitted to participate in the teleconference.

CARRIED

Moved by: Councillor Seccaspina

Seconded by: Councillor Randell

THAT the Committee return to regular session and report progress at 8:12 p.m.

CARRIED

5. RISE AND REPORT

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT Council agrees to extend time for entering into a Development Permit Agreement with respect to DP3-04-2019 McArthur Island from May 29, 2020 by a period of time equivalent to the duration of the declared provincial COVID-19 emergency subject to additional conditions as directed by Council; and

THAT Council hereby delegates to staff the authority to finalize the additional conditions directed by Council; and

THAT no further extension of any deadline for exemptions under Section 1.1 (a) and (b) of Development Charges By-law 77-2018 be granted.

CARRIED

6. ADJOURNMENT

Moved by: Councillor Seccaspina

Seconded by: Councillor Randell

THAT the meeting be adjourned at 8:22 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

Special Committee of the Whole Minutes

**Thursday, June 4, 2020
Immediately Following the Council Meeting
Virtual Zoom Meeting**

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

STAFF PRESENT: Diane Smithson, CAO, Dave Young, Director of Public Works, Pascal Meunier, Lennox Smith, Jennifer Hughes

1. CALL TO ORDER

The Chair of the Committee of the Whole, Deputy Mayor Sean Redmond, called the meeting to order at 4:03 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

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. OTHER BUSINESS

1. Sidewalk Art at As Good As New Store

Moved by: Councillor Seccaspina

Seconded by: Councillor Randell

THAT the Lanark County Women's Interval House be permitted to create temporary sidewalk art in front of the As Good As New Store on Bridge Street provided they complete the necessary application and meet the criteria of the application.

CARRIED

5. CLOSED SESSION

Moved by: Councillor Tennant

Seconded by: Mayor Black

Education Session - By-law Operations

Suggested Motion:

THAT the Committee move into closed session at 4:09 p.m. to discuss matters subject to:

Section 239 (3.1)

1. The meeting is held for the purpose of educating or training the members.

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk, Pascal Meunier, Director of Protective Services, Lennox Smith, Chief Building Official, Dave Young, Director of Public Works, Hal Garrett, By-law Enforcement Officer, Kurt Fisher, By-law Enforcement Officer, and Jennifer Hughes, By-law Administrative Clerk be permitted to participate in the teleconference.

CARRIED

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT the Committee move to open session at 6:18 p.m.

CARRIED

6. RISE AND REPORT

Council provided staff with direction during the Closed Session.

7. ADJOURNMENT

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT the meeting be adjourned at 6:20 p.m.

CARRIED

Councillor Toby Randell

Stacey Blair, Clerk

Committee of the Whole Minutes

Tuesday, June 9, 2020

Immediately Following the Council Meeting

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, Joanna Bowes,
Manager of Development Services, Amanda Charania,
Communications Coordinator

1. CALL TO ORDER

Committee of the Whole Chairperson, Deputy Mayor Redmond, called the meeting to order at 6:17 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Tennant

Seconded by: Councillor Randell

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 Atkinson

THAT the Committee of the Whole Minutes dated May 26, 2020 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Planning and Protection

1. DP3-01-2020, 35 Roe Street, Matrix Investment Group Ltd.
(Communication 131076)

Moved by: Councillor Seccaspina

Seconded by: Mayor Black

THAT the Committee defer the decision on application DP3-01-2020 for the construction of three (3) office condominium buildings containing 16 units each and being 2-storeys in height at 35 Roe Street;

AND THAT the proposal be brought forward to Council once an acceptable solution has been reached between the Conservation Authority, developer, and staff.

CARRIED

Policy Review

2. Annual Integrity Commissioner Report (Communication 131077)

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT Council receive the 2019 annual report of the Town's Integrity Commissioner as information.

CARRIED, CONSENT

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee Minutes

Moved by: Councillor Fritz
Seconded by: Councillor Atkinson

THAT the following advisory committee minutes be approved:

- Urban Forest / River Corridor 2020 05 27

CARRIED

9. INFORMATION LISTING

Moved by: Councillor Tennant
Seconded by: Councillor Randell

THAT the Information Listing dated June 9, 2020 be received as information

CARRIED

10. NOTICE OF MOTIONS

None.

11. CLOSED SESSION

Moved by: Councillor Tennant
Seconded by: Councillor Fritz

THAT the Committee move into closed session at 6:35 p.m. to discuss a matter subject to:

Section 239 (2)

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

1. Acquisition of Land

THAT Diane Smithson, CAO and Stacey Blair, Clerk, be permitted to participate in the teleconference.

CARRIED

Moved by: Councillor Fritz
Seconded by: Councillor Tennant

THAT the Committee return to regular session and report progress at 6:45 p.m.

CARRIED

12. RISE AND REPORT

Direction was provided to the CAO regarding a proposed purchase of land.

13. ADJOURNMENT

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT the meeting be adjourned at 6:47 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

Special Committee of the Whole Minutes

Tuesday, June 16, 2020

6:00 p.m.

Virtual Zoom Meeting

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, Pascal Meunier, Director of Protective Services, Trisa McConkey, Treasurer, Joanne Henderson, Manager of Recreation, Tracey Freill, Manager of Childcare Services, Joanna Bowes, Manager of Development Services, Dave Young, Director of Public Works, Kate Murray, BIA Coordinator

1. CALL TO ORDER

The Committee of the Whole Chair, Deputy Mayor Sean Redmond, called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Mayor Black

THAT the agenda be accepted as presented.

CARRIED

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

None.

4. BUSINESS

1. BIA - Licenced Patio Space Criteria (Ontario Regulation 719) and Other Requests

Kate Murray, Manager of the BIA addressed the Committee to propose allowing temporary "flex patios" which are temporary enclosures which would be located in existing parking spaces on Bridge Street. She reported that there is enough interest to rent two (2) units. These spaces would be covered by the Town's insurance.

The Committee also considered the speed limit on Bridge Street and if it needs to be reduced. The Director of Public Works explained the process required to do this and the amount of time that it would take. After considering the requirements to legally lower the speed limit, the Committee opted to put forward a motion to post signage which would encourage drivers to voluntarily lower their speed.

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

WHEREAS The COVID-19 pandemic has had a major impact on restaurants and businesses within the Town of Carleton Place;

AND WHEREAS with respect to restaurants, it is anticipated that even when restaurants are permitted by the Province to open again, it will likely be with certain public health requirements which will limit seating capacities which will continue to have negative impacts on the viability of many restaurants;

AND WHEREAS, the Town would like to assist restaurants by allowing for temporary outdoor patios and other retail businesses by allowing for additional temporary retail spaces which could help improve their viability in the long-term;

THAT as per Section 3.44.2 of the Development Permit By-law, Council has the ability to vary the standards, provisions and requirements of the Development Permit By-law of the stated standards subject to the below requirements:

1. That the project is consistent with and complies with the Provincial Policy Statement (PPS) 2020, Lanark County Sustainable Communities Official Plan, and the Town of Carleton Place Official Plan as well as all regulations related to the provincial COVID-19 Emergency Order;
2. That staff is satisfied that all criteria of the Development Permit By-law have been met **or as directed by Council**;

NOW THEREFORE, Council hereby waives all requirements of the Development Permit By-law as per Section 3.44.2 including the requirements for, but not limited to: temporary uses, setbacks, lot coverage, parking requirements, landscaping and any other standard within the Development Permit By-law but excludes permitting development in hazard lands such as flood plains, steep slopes or brownfield sites; and

THAT the Town permits the use of a total of (6) six parking space(s) immediately in front of businesses or expanded interlock bricked area adjacent to the sidewalk to use as patio or retail space on Bridge Street to be determined between the Town and the Downtown BIA; and

THAT the Town permits the use of owner-owned parking space(s) in front of businesses to use as patios in other areas of Town; and

THAT a memorandum of understanding be entered into with the Town of Carleton Place with businesses wishing to use Town-owned property to expand their retail / patio space and/or to use their own parking areas for expanded patio space.

CARRIED, MOTION PREPARED

Moved by: Mayor Black

Seconded by: Councillor Tennant

BE IT RESOLVED THAT in response to a letter received from the Downtown Business Improvement Area dated June 11, 2020, Council agrees to the following:

1. The Town will communicate through its various communication channels, that biking/skateboarding is not permitted on downtown sidewalks;
2. Regular foot patrols by Carleton Place By-law Officers and forwarding a request to OPP for consideration of foot patrols by them to assist in the enforcement of the Town's sidewalk guidelines;
3. Town signage, in a format to be determined by staff, in the downtown to remind pedestrians of physical distancing measures; and
4. The BIA be permitted to install two (2) flex spaces at locations to be approved by the Town, with the Town agreeing to fund the rental of

one (1) flex space with the responsibility for the flex spaces remaining with the BIA; and

5. That the \$2,500 of funding for the flex space to be paid by the Town be taken from the \$12,000 that Council had previously allocated towards communications for the Downtown Revitalization Project.

CARRIED, MOTION PREPARED

Moved by: Councillor Randell

Seconded by: Councillor Tennant

THAT Council authorizes the expenditure of up to \$1,000 for new signage on Bridge Street for the purpose of encouraging motorists to reduce their driving speeds; and

THAT the funds for the signs be taken from the \$12,000 that had been previously allocated for Downtown Revitalization Project communications.

CARRIED, MOTION PREPARED

2. Carleton Place Childcare Centre - Re-opening

The Manager of the Childcare Services explained to the Committee how the reopening of the Town's Childcare Centre will work and the precautions that will take place so as to provide a safe environment for the children and staff.

3. Other Re-opening Matters

Joanne Henderson, Manager of Recreation and Culture, provided an update about how the reopening of the splash pad and pool will work, noting that the numbers of patrons allowed at the pool will be restricted thereby creating reduced revenue implications.

5. ADJOURNMENT

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the meeting be adjourned at 7:02 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

COMMUNICATION 131078

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: June 23, 2020
Topic: Tender PW2-2020 – Street Reconstruction

SUMMARY

Tenders were received for the final phase of reconstruction of High Street and the rehabilitation of Patterson Crescent until Tuesday, June 16th, 2020 at 2:00 p.m.

The following bids were received at tender closing:

RANK	CONTRACTOR	BID PRICE (HST INCLUDED)	BID PRICE (INCL. TOWN'S NET SHARE OF HST)
1	Thomas Cavanagh Construction	\$1,072,960.83	\$ 966,234.46
2	Tomlinson	\$1,087,003.50	\$ 978,880.32
3	Aecon Construction	\$1,337,920.00	\$1,204,838.40

BACKGROUND

The following work was included in the tender:

- the final phase of reconstruction of High Street from Joseph Street to the Town boundary
- the replacement of asphalt on Patterson Crescent from Francis Street to the most western intersection of Begley Street

COMMENT

All bids received were complete and accurate, and the low bidder, Thomas Cavanagh Construction is well qualified and has undertaken numerous projects within the Town in the past.

FINANCIAL IMPLICATIONS

It should be noted that although the overall bid received net of the Town's share of HST was within the approved overall budget amount, the High Street component was \$104,749.66 over budget, and the Patterson Crescent component was \$123,515.00 under budget. Staff is proposing that the shortfall of funds for the High Street Reconstruction be covered by the surplus from the Patterson Crescent Project.

Also, inspection services for this work need to be accounted for. It is anticipated that these services will be approximately \$48,000. There is a reserve established for engineering fees relating to Capital Projects in the amount of \$150,000 that would be an appropriate funding source for these costs. As the use of this reserve was not identified in the 2020 budget, it needs to be approved by Council.

STAFF RECOMMENDATION

THAT Council award Contract PW2-2020 for the Reconstruction of High Street and the Rehabilitation of Patterson Crescent to Thomas Cavanagh Construction in the amount of \$966,234.46 (includes Town's net share of HST); and

THAT Council authorize staff to proceed with utilizing funds from the Engineering Reserve to fund Construction Inspection Services at an anticipated cost of \$48,000.

COMMUNICATION 131079

Received from Trisa McConkey, CPA, CGA, Treasurer
 Addressed to Committee of the Whole
 Date June 24, 2020
 Topic Financial Report to May 31, 2020

SUMMARY:

The attached Financial Report provides a review of the Town's financial performance after the first five (5) months of 2020.

COMMENTS:

The table below shows the 2020 approved operating budget compared to year-to-date actual expenditures by functional category.

	BUDGET	YEAR-TO-DATE	% OF BUDGET
Revenue	(\$26,579,562.35)	(\$14,332,841.41)	54%
ADMINISTRATION	(\$12,889,279.24)	(\$5,947,216.26)	46%
PROTECTION-POLICE	(\$20,000.00)	(\$799.82)	4%
PROTECTION-excluding police	(\$727,000.00)	(\$468,398.82)	64%
SOCIAL/FAMILY SERVICES	(\$3,788,148.00)	(\$962,919.02)	25%
TRANSPORTATION	(\$475,928.00)	(\$120,194.01)	25%
ENVIRONMENTAL-WASTE	(\$200,000.00)	(\$14,310.55)	7%
ENVIRONMENTAL-WATER/SEWER	(\$6,234,868.00)	(\$6,076,898.97)	97%
RECREATION/CULTURE	(\$2,025,339.11)	(\$551,436.38)	27%
PLANNING/DEVELOPMENT	(\$219,000.00)	(\$190,667.58)	87%
Expense	\$26,579,562.35	\$6,825,176.85	26%
ADMINISTRATION	\$2,535,474.51	\$865,276.58	34%
PROTECTION-POLICE	\$2,460,306.65	\$625,310.28	25%
PROTECTION-excluding police	\$2,429,310.86	\$728,051.27	30%
SOCIAL/FAMILY SERVICES	\$3,788,148.00	\$901,127.27	24%
TRANSPORTATION	\$4,395,715.18	\$1,092,617.10	25%
ENVIRONMENTAL-WASTE	\$920,204.35	\$342,123.66	37%
ENVIRONMENTAL-WATER/SEWER	\$6,234,868.00	\$1,249,461.25	20%
RECREATION/CULTURE	\$3,000,759.86	\$893,974.61	30%
PLANNING/DEVELOPMENT	\$814,774.94	\$127,234.83	16%
Grand Total	(\$0.00)	(\$7,507,664.56)	

At May 31, 2020, the financial year is 42% complete. A variance is considered significant if it is more than 5% greater or less than 42% of the budget. Significant variances as at May 31, 2020 include:

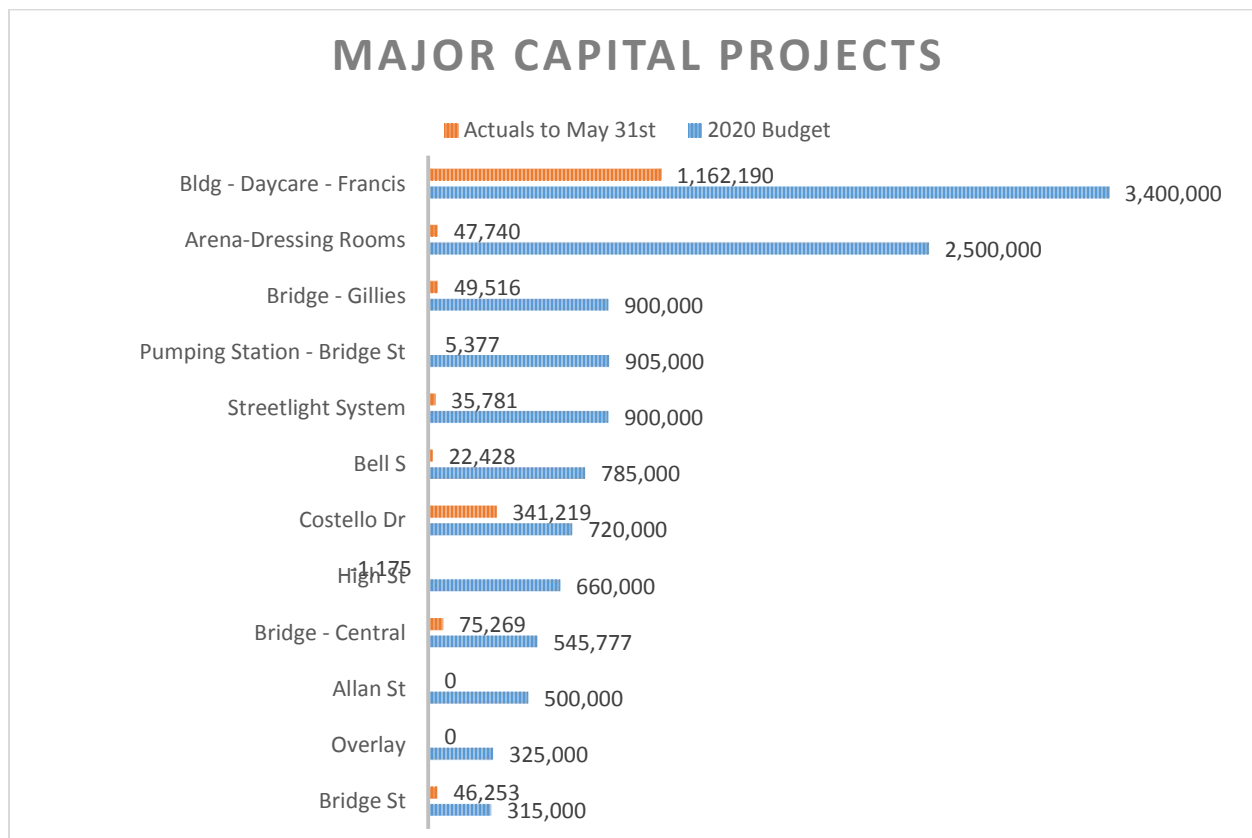
Revenue Analysis

1. ADMINISTRATION – The interim tax billing processed in January includes the revenue for a full half of the year however, penalty and interest revenue is down.
2. PROTECTION-POLICE – RIDE grant has not yet been received.
3. PROTECTION-excluding police – Building permit revenue collected to May 31st amounts to 63%, or \$412,354 of the year's \$650,000 budget.
4. SOCIAL/FAMILY SERVICES (childcare) – due to closure effective March 16, 2020.
5. TRANSPORTATION – Bus service to Ottawa stopped in March. Fully offset by reduced expenses.
6. ENVIRONMENTAL-WASTE – Receipt of Stewardship Grant funds is typically received 4 to 6 months behind and the Household Hazardous Waste site has not opened at the usual time.
7. ENVIRONMENTAL-WATER/SEWER – \$2,865,260 of the revenue shown is due to recovery of costs related to project work included in the South of Hwy 7 cost sharing agreement and a full 50% of the year's water bills have been processed.
8. RECREATION/CULTURE – Facilities are closed, and many refunds have been processed.
9. PLANNING & DEVELOPMENT – Volume of service is higher than anticipated.

Expense Analysis

1. ALL SERVICES – Only 29% (15 of 52 weeks) of annual payroll costs are included.
2. PROTECTION-POLICE – only 3 invoices received from OPP to date.
3. PROTECTION-excluding police – CEMC/Fire Admin Support; Director of Planning & Development not yet hired.
4. SOCIAL/FAMILY SERVICES – Staff laid off to mitigate loss of revenue. Indication from the Province is that childcare expenses during COVID closure will be covered.
5. TRANSPORTATION – New Operator had not been hired as of May 31, 2020. Transit service (bus service to Ottawa) stopped in March however these expenses are fully offset by revenue.
6. ENVIRONMENTAL-WATER/SEWER – Several maintenance activities have not yet begun. New Operator had not been hired as of May 31, 2020.
7. RECREATION/CULTURE – Staff laid off to mitigate loss of revenue.
8. PLANNING & DEVELOPMENT – New Director of Planning and Development had not been hired as of May 31, 2020.

Capital projects are underway however it is still early in the year and several projects are currently out for tender, so costs remain low at this point. The following chart shows the costs to May 31, 2020 spent on the top twelve (12) capital projects:



FINANCIAL IMPLICATIONS DUE TO COVID

All Departments

Items adding to costs (Total \$302,000):

1. Costs relating to extra personal protective equipment and cleaning supplies are difficult to quantify as there is uncertainty in opening dates and requirements. So far, we have spent almost \$20,000. As an estimate for now, staff are recommending a budget of \$100,000 for these purposes.
2. Penalty and Interest on taxes foregone if relief continues until December amount to \$140,000.
3. Penalty and Interest on water/sewer bills foregone if relief continues until December amount to \$62,000.

Management considered potential budget savings and are recommending the following decreases to the 2020 budget (Total \$105,000):

1. Reduce staff training budget by \$25,000
2. No further out of Town Travel authorized for all staff and Council - \$25,000

3. Delay in hiring Director of Public Works and Director of Development Services has already saved approximately – \$55,000

Other potential savings considered and/or identified:

1. Council Discretionary accounts reduced by one half - \$6,225
2. A review of capital projects was also undertaken however most of the projects suggested would only defer the cost or were funded via Development Charges not Taxes and so are not included as potential savings.
3. Reinstate interest and penalties on taxes and water.
4. There is enough in the Administration reserve to cover the remainder of this projected deficit at this time.

Childcare

Recent communication from the Province indicates that there will be funding provided to cover expenses.

Recreation and Facilities

A full review of Recreation and Building Maintenance lines have been undertaken. Management estimates that the reduction in revenue at this point will amount to \$282,000 if facilities open soon. Although staff layoffs have decreased costs by approximately \$26,000 from March to May, Management estimates that costs for extra cleaning when re-opened and extra personal protective equipment and cleaning supplies will cost \$80,000. This results in an estimated budget increase of \$336,000.

Management considered potential budget savings and have recommended the following decreases to the 2020 budget (Total \$92,000):

1. Reduction in staffing costs already realized due to lay-offs - \$26,000
2. Remove budget for extra community events - \$12,000
3. Delay in hiring Property and Project Manager has already saved approximately \$20,000
4. Use funding carried forward from 200th anniversary projects - \$34,000

Options for funding the remaining projected recreation deficit:

1. Council could consider approaching the recreation cost sharing partners for additional funding based on actuals this year. Historically and as per the cost sharing agreement, partner shares are based on the amount we budget each year. This is different than the agreement we have in place to fund a portion of Beckwith's assets which is based on actuals.
2. Council could consider not opening recreation facilities.
3. Council could choose to access the Working Fund Reserve and include annual payments to replenish the reserve over the next few years. The Working Fund Reserve is currently just over \$1 million.

Cash Flow

Some municipalities are reviewing their cash flow and are concerned with losses of revenues and increasing costs due to the COVID-19 pandemic. These municipalities often have high debt payments, are reliant on revenues that have been waived or reduced due to people staying at home (e.g. Transit) or may have increased costs due to the need to provide services for Long Term Care Senior facilities, Health Unit activities or Ontario Works Programs. The Town of Carleton Place has sufficient cash available to handle current projections.

Provincial or Federal Relief to Municipalities

In lieu of the annual Budget, on March 26th, the Province of Ontario released "Ontario's Action Plan: Responding to COVID-19 (March 2020 Economic and Fiscal Update)". The summary of this Action Plan is included in Attachment 3. This was Ontario's first major step in allocating resources to address the downward effect the virus has had on the economy. The Province has predicted it will see a deficit of \$20.58 billion in 2020-21 due to COVID-19, compared to \$9.28 in 2019-20. This information is changing daily, and more relief could be forthcoming.

What has not been identified in the Ontario Action Plan, or by the Federal Government are Grants to provide relief to Municipalities or through Municipalities to ratepayers. In the past when Municipalities declared emergencies, relief funding could become available. The Province has indicated this funding is not available at this time. This may change in the next few months, and staff continues to track all changes to financial resources as a result of the COVID-19 pandemic.

Property Reassessment

The 2020 property tax reassessment which was to be implemented in 2021 has been delayed by the Province. This change is not going to affect the Town financially, however the impacts would be on the taxpayer where reallocation of assessment amongst different properties would occur. The reassessment is the result of property valuation shifts (increases) over the past four years. The reassessment cycle is usually every 4 years, but the delay will push the reassessment back to at least 2022. The intent is to provide more stability to taxpayers. MPAC continues to maintain the assessment roll but will not be implementing the revaluation of the entire tax base at this time.

Property Tax Appeal Deadlines

In addition to the reassessment timeline being pushed back, the appeal deadlines for submitting Requests for Reconsideration (RfRs) to MPAC and appeals to the Assessment Review Board (ARB) will be extended until after the emergency declaration is lifted.

Note

This report contains estimates with the information staff has at this point in time however, information is changing on a daily basis. As the Town moves to re-open, additional information will make for better estimates. Staff will continue to bring forward

status reports and will bring forth recommendations to deal with any deficit as the year progresses.

STAFF RECOMMENDATION

THAT Council receive the Financial Report from the Treasurer to May 31, 2020 as information.

COMMUNICATION 131080

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Committee of the Whole
Date June 23, 2020
Topic Insurance Renewal

SUMMARY:

The Town has received its renewal documents from Frank Cowan Company for the June 15, 2020 to January 1, 2021 period at a cost of \$164,877. The Town recently requested a change to its policy term to coincide with our fiscal year (January 1 – December 31) and to enable its participation in a joint RFP with Lanark County.

BACKGROUND:

The Town of Carleton Place last issued an RFP for Insurance services in 2015. Upon evaluation of the proposals received, Arthur J. Gallagher was selected as the successful broker with Frank Cowan as the insurance provider. The table below details the history of premiums and the percentage increases by policy year.

POLICY YEAR	PREMIUM (+ PST)	% INCREASE OVER PREVIOUS YEAR
(Jun-Dec) 2020	\$299,265*	35.01%
2019/20	\$ 214,387	6.65%
2018/19	\$ 201,027	0.74%
2017/18	\$ 199,554	1.62%
2016/17	\$ 196,364	0.60%
2015/16	\$ 195,197	

**the premium for June to December 2020 of \$164,877 has been annualized for comparison purposes*

COMMENT:

Staff is working with Cameron and Associates to draft an RFP for insurance for 2021 in hopes that we can reduce these costs for the future.

The following chart is a year over year premium comparison, including the pro-rated premiums for the policy period June 15, 2020 to January 1, 2021. The policy period has been amended at the Town's request to allow the insurance policy period to correspond with the calendar year.

COVERAGE DESCRIPTION	2019 ANNUALIZED PREMIUM	2020 ANNUAL PREMIUM	YEAR OVER YEAR PREMIUM CHANGE	June 15 2020 to January 1 2021
General Liability	\$110,103	\$133,265	*21.1%	\$73,031
	*Hard market conditions worldwide are continuing to impact premiums. Liability adjustments between 15 – 30% are the norm this year across many types of operations including municipal, retail, and residential commercial property owners, healthcare, and snow removal contractors. The Town's growth and frequency of claims also impact this premium.			
Errors & Omissions	\$16,140	\$19,368	1.2%	\$10,614
Non-Owned Automobile	\$200	\$200	0	\$110
Environmental Liability	\$4,249	\$4,249	0	\$2,328
Crime	\$1,288	\$1,352	4.97%	\$706
Councilors' Accident	\$434	\$434		\$238
Conflict of Interest	\$452	\$452	0	\$248
Legal Expense	\$1,839	\$1,894	3%	\$1,038
Facility User	\$3,500	\$3,500	0	\$1,918
Property	\$55,753	\$102,882	*84.5%	\$56,381
	* Significant +60% increase to total insured values requested by the Town, including 38 assets and revenue not previously scheduled. 3% inflation applied to buildings & structures amounts. Property rate increase applied of 20%. A description of the major changes to property values is provided below.			
Equipment Breakdown	\$2,983	4,871	63.3%	\$2,669
	Follows increased values for property assets.			
Owned Automobile	\$22,223	\$23,984	7.9%	\$14,054
Excess Liability	\$2,200	\$2,814	27.9%	\$1,542
Total	\$221,664	\$299,265	35%	\$164,877

Property Premium Increase

The property increases form the bulk of the premium change for 2020. Factors impacting the property premium include:

1. Rate increases driven globally by a deterioration of loss results largely stemming from an increase in climate change related severe weather events. These rate increases are impacting all lines of property insurance.
2. Staff undertook a comprehensive review of the Town's assets and their values in preparation for the upcoming RFP. As a result, total insured values increased by 60% or approximately \$39 million including buildings, structures, contents, and equipment.
3. Cowan had not inspected and revalued our buildings for over seven (7) years and was simply applying an inflation factor. Given the costs we are seeing on our tenders and projects, staff felt many of the values were far too low and also that several assets were missing entirely.
4. 3% inflation factor applied to existing insured values not changed by the review staff performed.
5. In terms of claims experience, the Town's 10-year loss ratio is currently 85% for property claims.

New and Missing Assets

1. Nine (9) pumping stations \$8.75 million
2. Addition to Francis St Daycare \$4 million
3. Carleton Junction assets \$775,300
4. Roy Brown Statue \$225,000
5. Various play structures, sheds, contents, fencing, outdoor furniture, etc.

Significant Value Increases (>\$1 million)

1. Water Tower from \$3 million to \$5 million
2. OPP/Fire Station from \$3.5 million to \$7.5 million
3. Arena from \$13.5 million to \$15 million
4. Town Hall from \$15.5 million to \$17.5 million
5. Train Station from \$2 million to \$3 million
6. Carambeck/Pool from \$9.3 million to \$16.1 million

FINANCIAL IMPLICATIONS

The approved budget for insurance in 2020 is \$250,275 as we had anticipated an increase but not one this large. Actual spending for the policy period January 1, 2020 to June 15, 2020 was \$125,933. The cost for the remaining portion of 2020 is \$169,875 which means spending more than budget by \$40,535. This overage can be funded from the Administration and Water/Sewer reserves.

STAFF RECOMMENDATION

THAT Council accepts the quote from Arthur J. Gallagher, Insurance Broker for Frank Cowan Insurance for the period June 15, 2020 to January 1, 2021 at the quoted price of \$169,875 + PST; and

THAT Council authorizes a budget deviation of \$40,535 to be funded from the Administration and Water/Sewer reserves.

COMMUNICATION 131081

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Committee of the Whole
Date: June 23, 2020
Topic: Temporary Library Move to Train Station

SUMMARY

The 2020 Budget included funds to undertake a renovation of the Carleton Place Public Library. An Ad Hoc Committee has been established to help guide the process from working with the Architect on the designs and being available to address any issues during construction. In order to reduce the construction time for the project, it is best if both Library staff and materials were relocated during construction.

COMMENT

Staff are proposing that the available space at the Active Living Centre be used by the Library to offer services while the Library is closed for their renovations. The Library will need access from mid-August until the end of January. The Library will operate around the current programming offered at the Active Living Centre. The Library will be responsible to cover any additional utility costs due to the increase of use, daily cleaning of the building and increased internet capacity. Staff feel this is a great opportunity to offer some inter-generational programming and to work with the Library staff to provide additional programming for Seniors.

STAFF RECOMMENDATION

THAT Council supports the Carleton Place Public Library temporarily relocating to the Active Living Centre at the Train Station while renovations are completed at the Library from late summer 2020 to winter 2021.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS SPECIAL TELECONFERENCE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

April 15, 2020

MEMBERS PARTICIPATING:

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

MEMBERS UNAVAILABLE:

E. Burke;
R. Darling.

STAFF PRESENT:

S. McIntyre, General Manager;
E. Levi, Recording-Secretary.

J. Mason called the teleconference to order at 1:04 p.m.

BUSINESS:

S. McIntyre advised members that the meeting will be recorded and posted on the website for public transparency.

1. **B04/15/20-1**

MOVED BY: J. Atkinson

SECONDED BY: E. El-Chantiry

Resolved, That the Agenda for the April 15, 2020 Special Board Meeting be adopted as presented.

“CARRIED”

2. **Administrative By-Law Amendment to Implement Ministerial Directive**

S. McIntyre reviewed Staff Report #3055/20 regarding the March 26, 2020 Ministerial directive to allow electronic meetings and establishment of an Executive Committee during emergencies. She presented the proposed changes to the Administrative By-Law and noted three minor typos.

J. Karau questioned the necessity of the executive committee to have all the powers underlined in Attachment 3 of the report. S. McIntyre noted that the intent is not for the committee to use the extreme powers of what the items would allow, but provide the GM with input and support where needed, particularly in situations where electronic communication is limited. G. Gower commented on the prudence of the proposed changes so that if circumstances do arise for emergency reasons, then the executive committee would be able to make decisions to allow MVCA to continue to operate, especially in the event of quorum of the full Board can't be achieved.

Members agreed that the executive committee can proceed with the recommended powers, but every effort should be made to meet as a complete Board first.

B04/15/20-2

MOVED BY: T. Fritz

SECONDED BY: E. El-Chantiry

Resolved, That the Board approve amendment of the MVCA Administrative By-Laws as set out in Attachment 1 of Staff Report #3055/20.

“CARRIED”

ADJOURNMENT

The meeting was adjourned at 1:37 p.m.

B04/15/20-3

MOVED BY: E. El-Chantiry

SECONDED BY: B. Holmes

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Mason, Chair”

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

BOARD OF DIRECTORS TELECONFERENCE

Mississippi Valley Conservation Centre
Carleton Place

MINUTES

April 15, 2020

MEMBERS PARTICIPATING:

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

MEMBERS UNAVAILABLE:

E. Burke;
R. Darling;
G. McEvoy.

STAFF PRESENT:

S. McIntyre, General Manager;
A. Millar, Treasurer;
M. Craig, Manager, Planning and Regulations;
J. Cunderlik, Director, Water Resource Engineering;
J. North, Water Resources Technologist;
E. Levi, Recording-Secretary.

J. Mason called the teleconference to order at 1:38 p.m.

BUSINESS:

J. Mason advised Item # 7 and Item # 5 would be switched to allow for the Board to go in-camera at the end of the meeting to discuss topics contained in Item # 5.

1. **B04/15/20-1**

MOVED BY: C. Lowry

SECONDED BY: F. Campbell

Resolved, That the Agenda for the April 15, 2020 Board of Directors Meeting be adopted as amended.

“CARRIED”

2. **Watershed Condition and Outlook**

J. North noted that flows have peaked and are beginning to drop in the Mississippi River and

tributaries. She commented that it was an average spring. She advised that a flood watch was still in effect for Dalhousie Lake and that the water should recede in next couple weeks. She noted that the upper lakes are currently on track to achieve summer levels and that the Authority will do its best to maintain levels for spawning.

3. Approval of Minutes – Board of Directors Meeting February 19, 2020

B04/15/20-2

MOVED BY: J. Atkinson

SECONDED BY: C. Lowry

Resolved, That the Minutes of the Mississippi Valley Conservation Authority Board of Directors meeting held February 19, 2020 be received and approved as printed.

“CARRIED”

4. Business Arising

J. Karau asked for an update on the legal obligations of MVCA in regards to the Mill of Kintail. S. McIntyre advised that the courts have shut down for now so the judge's interpretation is somewhat in limbo at the moment. She advised that the lawyer has been contacted to provide a checklist of items that may be required by the courts when sessions do resume.

5. Kashwakamak Lake Dam Project

S. McIntyre introduced Juraj Cunderlik, the new Director of Water Resources Engineering.

J. Cunderlik reviewed Staff Report #3056/20, attached. He noted that the cost to repair the weir was found to have increased to \$300,000 in 2019 from the original estimate of \$96,000 in 2016. He advised that even if the repair went ahead with the new pricing, the whole structure would still need to be replaced within 5 years. Staff is seeking approval to proceed with a risk assessment study to help determine if the repair should proceed or if the Authority can move directly to replacement.

J. Inglis asked what the consulting firm had been paid in 2016. S. McIntyre advised that they had been paid roughly \$19,000 to prepare the detailed design for repairing the dam. She noted that the same firm could not provide the risk assessment as it's not within the scope of the services offered by the consulting firm.

S. McIntyre advised that the Board will receive the results of the risk assessment at the meeting in May, as well as information on whether the province has approved the project for 50% funding through the WECI program.

B04/15/20-3

MOVED BY: J. Karau

SECONDED BY: T. Fritz

Resolved, That the Board approve allocation of \$25,000 from the Kashwakamak Lake Dam capital budget towards completion of a Risk Assessment of the weir.

“CARRIED”

6. Lower Mississippi River Flood Plain Mapping Study

M. Craig reviewed Staff Report # 3054/20 summarizing the analysis completed and findings document in the study report. He reviewed maps addressing changes to the flood plain mapping in major tributaries and downstream of Carleton Place to the Mississippi River's confluence with the Ottawa River. He noted the study report was a very large document, so it was not on the MVCA website, but is available upon request.

B04/15/20-4

MOVED BY: C. Lowry

SECONDED BY: J. Inglis

Resolved, That the Board of Directors adopt the report Lower Mississippi River Flood Plain Mapping Study dated September 2019 and the associated GIS-based flood hazard limit lines and flood plain maps as the delineation of areas along the Lower Mississippi River system that are susceptible to flooding during the Regional flood standard as defined in Schedule 1 of the Ontario Regulation 153/06; and that the report, maps and Regulation Limit be used in the implementation of Ontario Regulation 153/06.

“CARRIED”

7. Epidemic/Pandemic Preparedness and Response Plan

S. McIntyre reviewed Staff Report #3052/20, attached. She noted this was a revision to the document provided at the March teleconference. She advised that the staff were seeking official approval of the pandemic management approach.

S. McIntyre commented on the regular monitoring of what the Authority can do to mitigate risk with the constant changes during the pandemic. She advised that the Eastern Ontario GMs are meeting twice weekly to keep up to date with what each authority is doing. She noted there is not a unanimous approach amongst Ontario CAs given different geographical locations, operational requirements and municipal responses.

S. McIntyre commented that most staff are working remotely, when possible. She advised field staff have divided into two teams and alternating work weeks. People who don't have productive time have been asked to exhaust their leave banks, but if they run out, they will be given paid leave as approved in-principle by the Board in March.

F. Campbell asked how many contract employees would benefit from the 2-week sick leave. S. McIntyre stated four, two of whom had already used days when they became symptomatic.

B04/15/20-5

MOVED BY: J. Karau

SECONDED BY: E. El-Chantiry

Resolved, That the Board

- 1. Approve the Epidemic/Pandemic Preparedness and Response Plan set out in Staff Report 3052/20**
- 2. Approve allocation of 2-weeks paid sick leave for 2020 to contract staff who do not have such leave**

3. **Approve provision of one or more staff with Paid Declared Emergency Leave, as needed.**
4. **Direct the GM to review the scope of powers and actions of peers under emergency conditions and report back with recommendations to the Board.**

“CARRIED”

8. Budget Control Report

A. Millar reviewed Staff Report #3053/20 that addressed year-to-date results compared to the approved 2020 budget and to provide initial year-end projections given the pandemic scenario. She noted the authority is on target for first quarter. Revenues were strong over the winter months and the province has confirmed that the Authority will receive the same amount of approximately \$128,000 in 2020 as it did in 2019.

A. Millar highlighted the revenue areas that may be at risk due to the pandemic and compensating savings, as listed in the staff report. She advised that there is currently a projected deficit of \$158,000. She advised that at the end of 2019 a surplus of \$199,000 was placed into the operating reserve which could affect the predicted \$15,000 deficit in 2020.

B04/15/20-6

MOVED BY: E. El-Chantiry

SECONDED BY: C. Lowry

Resolved, That the committee move to in-camera session for discussion of labour relations or employee negotiations.

“CARRIED”

B04/15/20-7

MOVED BY: E. El-Chantiry

SECONDED BY: T. Fritz

Resolved, That the committee move out of in-camera discussions.

“CARRIED”

J. Mason stated that a closed meeting was held. There was a discussion regarding labour or employee related matters and there is nothing to report.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

B04/15/20-3

MOVED BY: F. Campbell

SECONDED BY: B. Holmes

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

Board of Directors Meeting Summary**Watershed Conditions & Outlook**

Water Resources Technologist Jennifer North provided an update on conditions across the watershed: it was a typical spring for both the Mississippi and Ottawa River watersheds with the Ottawa River currently recovering from its second peak. Flows in the main Mississippi River system are normal for the start of the summer with Crotch Lake (the system's only reservoir lake) sitting at its target level. While the system is susceptible to late spring/early summer flood events, it is currently in good shape. The long-range forecast is indicating an average summer for rainfall.

Lower Mississippi River Flood Plain Mapping Update

All clerks and planning departments at the affected municipalities have been notified of the updates to the flood plain mapping. The MVCA website has also been updated and the information is available to the public: <http://mvc.on.ca/lower-mississippi/>

COVID-19 Update

- All Conservation Areas have reopened.
- MVCA staff is working to reopen washrooms at the Conservation Areas (anticipate June 1 opening).
- Still awaiting for provincial direction regarding summer day camps.
- City of Ottawa Stream Watch monitoring program, delivered in partnership with Rideau Valley and South Nation Conservation Authorities is on-hold; may proceed in July.
- Will not be conducting lake monitoring program this year; will focus instead on delivering a stewardship program to Lake Associations.

Kashwakamak Lake Dam Project

The Board received a report which summarized the results of the Kashwakamak Lake Dam Risk Assessment Study that was conducted in April 2020. The goal of the study was to confirm or refute the need for an extensive and costly repair of the overflow weir and determine the potential risk of postponing the repair for up to five years. The Board approved:

- a) Postponing major repair of the Kashwakamak Lake Dam overflow weir for up to five years;
- b) Carrying out top-bathymetric survey and an underwater dam inspection in 2020 and finalizing the Dam Safety review update in 2021; and

- c) Completing an Environmental Assessment and detailed design for replacement of the entire structure within the next five years.

Regulatory Permits

The Board received a summary of permits issued over the reporting period of November 27, 2019 to May 11, 2020. MVCA issued 71 permits during the reporting period; 40 applications were received over the same period last year. It is expected that permit activity will remain above average in 2020 as landowners continue to make improvements/repairs to their properties due to flood damage.

Upper Poole Creek Stewardship Project (2019 Work Plan and Accomplishments)

The Board received a report regarding work MVCA completed on Upper Poole Creek, one of a few cold/cool water streams in the City of Ottawa. Restoration work includes shoreline restoration, blockage removal, in-stream enhancements and monitoring. **(Report Attached)**

From: Delegations (MMA)
To: clerk@addingtonhighlands.ca; jturk@adelaidemetcalfe.on.ca; kpearl@aditos.ca; avereyken@admastonbromley.com; clerks@ajax.ca; alberton@jam21.net; ARochefort@alfred-plantagenet.com; dnewhook@algonquinhighlands.ca; rvdma@htwp.ca; chickey@amaranth.ca; pparker@amherstburg.ca; clerk@armourtownship.ca; amyvickerymenard@armstrong.ca; mspratt@arnprior.ca; cao@arran-elderslie.ca; clerk@acwtownship.ca; cwhite@asphodelnorwood.com; ahobbs@assignack.ca; athens@myhighspeed.ca; sue.bates@atikokan.ca; asimonian@augusta.ca; mderond@aurora.ca; jbrick@town.aylmer.on.ca; karin@baldwin.ca; lsauter@bancroft.ca; wendy.cooke@barrie.ca; pshipway@bayham.on.ca; cmcgregor@twp.beckwith.on.ca; mtmacdonald@belleville.ca; kmcdonald@billingstwp.ca; treasurer@blackriver-matheson.com; rmordue@blandfordblenheim.ca; Katie.Scott@blindriver.ca; clerk@municipalityofbluewater.ca; cao.clerk@bonfieldtownship.org; annetteg@eganville.com; lmcDonald@bracebridge.ca; rmurphy@townofbwg.com; Peter.Fay@brampton.ca; heather.boyd@brant.ca; tdaniels@brantford.ca; brethour@parolink.net; cdoiron@brighton.ca; bjameson@townshipofbrock.ca; fhamilton@brockton.ca; smacdonald@brockville.com; jdenkers@brookealvinston.com; dvanwyck@brucecounty.on.ca; dbrunke@bellnet.ca; mmantifel@blirtownship.ca; clerk@burksfalls.ca; kevin.arjoon@burlington.ca; pigilchrist787@gmail.com; carey.herd@caledon.ca; egunnell@callander.ca; clerk@calvintownship.ca; mantond@cambridge.ca; Stacey Blair; cao@carlingtownship.ca; clerk@carlowmayo.ca; jordan.kemp@harley.ca; sdion@casselman.ca; earthurs@cavanmonaghan.net; dleitch@centralelgin.org; cmacmun@centralfrontenac.com; clerk@centralhuron.com; centralm@amtelecom.net; tchoinard@centrehastings.com; kokane@centrewellington.ca; dan.thibeault@chamberlaintownship.com; alison.collard@champlain.ca; cswearengen@chapleau.ca; chapple@tbaytel.net; dthibeault@charltonanddack.com; judys@chatham-kent.ca; psinnamon@chatsworth.ca; j.leblond@chisholm.ca; mouellet@clarence-rockland.com; agreentree@clarington.net; pfettes@clearview.ca; bwalkerc@cobalt.ca; blarmer@cobourg.ca; Alice.Mercier@cochraneontario.com; brentstdenis@gmail.com; toc@ontera.net; salmas@collingwood.ca; conmee@conmee.com; mlevesque@cornwall.ca; jhyde@cramahetownship.ca; dclermont@dawneuphemia.on.ca; gilesp@tbaytel.net; jmellon@deepriver.ca; cmartin@deseronto.ca; mavis@doriontownship.ca; crystal@dourodummer.on.ca; chalcrow@dnetownship.ca; dkincaid@dryden.ca; scasey@dubreuilville.ca; clerk@dufferincounty.ca; ralph.walton@durham.ca; hbouw@duttondunwich.on.ca; ccoulson@dysartetal.ca; kballance@ear-falls.com; monica.hawkins@eastferris.ca; sstone@eastgarafraxa.ca; flamanna@eastwillimbury.ca; llalonde@easthawkesbury.ca; wjaques@ezt.ca; rwilliams@twpec.ca; CAO@elgin.ca; yrobert@ektwp.ca; natalie.brav@city.elliotlake.on.ca; bfooster@emo.ca; slacarte@englehart.ca; dmctavish@enniskillen.ca; Lisa.Campion@erin.ca; Proque@espanola.ca; llehr@essatownship.on.ca; mbirch@countyofessex.ca; rauger@essex.ca; clerk@evanturel.com; d.switzer@faraday.ca; nvachon@fauquierstrickland.com; cschofield@forterie.ca; lsomke@fortfrances.ca; mbouffard@frenchriver.ca; jault@frontofyonge.com; jamini@frontenaccounty.ca; dplumley@frontenacislands.ca; clerk@gananoque.ca; DianneSayer3@hotmail.com; kway@gbtownship.ca; whunter@georgianbluffs.on.ca; rdillabough@georgina.ca; gillies@tbaytel.net; afisher@goderich.ca; clerk@gordonbarrieisland.ca; scarr@gorebay.ca; jwilson@townofgrandvalley.ca; kayla.thibeault@gravenhurst.ca; aholtzhauer@greatermadawaska.com; sbeckel@greaternapanee.com; brigitte.sobush@greatersudbury.ca; gabrielle.lecuyer@greystone.ca; heather.morrison@grey.ca; martellR@greyhighlands.ca; skim@grimsby.ca; stephen.obrien@guelph.ca; mreid@get.on.ca
Subject: Association of Municipalities of Ontario (AMO) 2020 Delegation Form
Date: June 5, 2020 8:58:44 AM

CAUTION: This email originated from an External Sender. Please do not click links or open attachments unless you verify the source.

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the Association of Municipalities of Ontario (AMO) 2020 Annual Conference is available online. Information about delegations and a link to the form are available here: <https://ontario.ca/page/2020-association-municipalities-ontario-conference> .The deadline to submit requests is **Friday June 26, 2020**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel 2020 de l'Association des Municipalités de l'Ontario (AMO) est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : <https://ontario.ca/fr/page/conference-2020-de-lassociation-des-municipalites-de-lontario-am> . Date limite pour présenter une demande: **vendredi 26 juin 2020**.

Thank you/ Merci



www.eowc.org

News release: EOWC Reframes Priorities in Response to COVID-19

Kawartha Lakes, June 3, 2020 – Members of the Eastern Ontario Wardens' Caucus (EOWC) gathered during their first virtual meeting last Friday, May 29 to discuss the reframing of the EOWC's priorities in response to the ongoing COVID-19 pandemic.

As the impacts of COVID-19 continue to evolve, the EOWC recognized the need to adjust its priorities in order to represent the current and anticipated environments facing municipalities and local businesses," stated EOWC Chair Andy Letham. "During these unprecedented and challenging times, the EOWC remains committed to ensuring that rural eastern Ontario's needs are met and will continue to work collaboratively with Provincial and Federal Governments on recovery efforts."

Reframed 2020 Priorities

Long-Term Care

Long-term care will continue to be a key area of focus for the EOWC. The COVID-19 pandemic shed light on the sector and the need to address certain long-standing systemic issues. EOWC member municipalities have the expertise of operating long-term care homes and are committed to working alongside the Province during its review of Ontario's long-term care system. In order to be proactive and better positioned to inform provincial discussions, the EOWC will be completing a comprehensive "current state" analysis of the municipally operated long-term care sector.

Eastern Ontario Regional Network (EORN) – Broadband Advocacy

The EOWC will continue to support the EORN Cellular Network Improvement Project and Broadband Gap Strategy. The COVID-19 crisis has highlighted the urgent need for infrastructure upgrades in order to expand and improve rural broadband connectivity in rural eastern Ontario. In 2019, only 63% of the region's households and businesses were found to have access to 50/10 Mbps standards. The EOWC strongly supports continued funding and collaboration between all levels of government and the private sector to reach required standards and to support pandemic recovery in rural and remote areas.



www.eowc.org

Economic Recovery

The EOWC has a critical role to play in the region's economic recovery and will continue to work closely with its partners in the Eastern Ontario Leadership Council (EOLC). The impacts of COVID-19 have been significant, and the EOWC and EOLC are committed to helping stimulate the local economy and to supporting municipalities and small businesses. For more information about the EOLC's ongoing work, visit www.eolc.info.

Municipal Recovery

The EOWC has also adopted municipal recovery as an additional key priority for 2020. Municipalities require financial assistance and funding certainty in order to rebuild and to continue serving their communities. The EOWC will hold discussions with its partners in the federal and provincial governments to highlight areas where its member municipalities require assistance.

-30 -

For more information, please contact:

EOWC Communications, info@eowc.org

Andy Letham, Chair, aletham@kawarthalakes.ca

Rick Phillips, Vice-Chair, warden@hastingscounty.com



Report #PW-15-2020 Vegetation Management Plan Activities Update

Public Works Committee

May 27, 2020

Michelle Vala, Vegetation Management Intern



PURPOSE

- Provide an update on the Vegetation Management Plan Activities for 2020
- Provide an update on restoration projects and activities from 2019 and 2020



BACKGROUND

- In 2014, Wild Parsnip was prevalent on the County Road System
- January 1, 2015 Wild Parsnip was declared a noxious weed in Ontario
- In 2015, trial control program concluded that mowing was not an effective control method



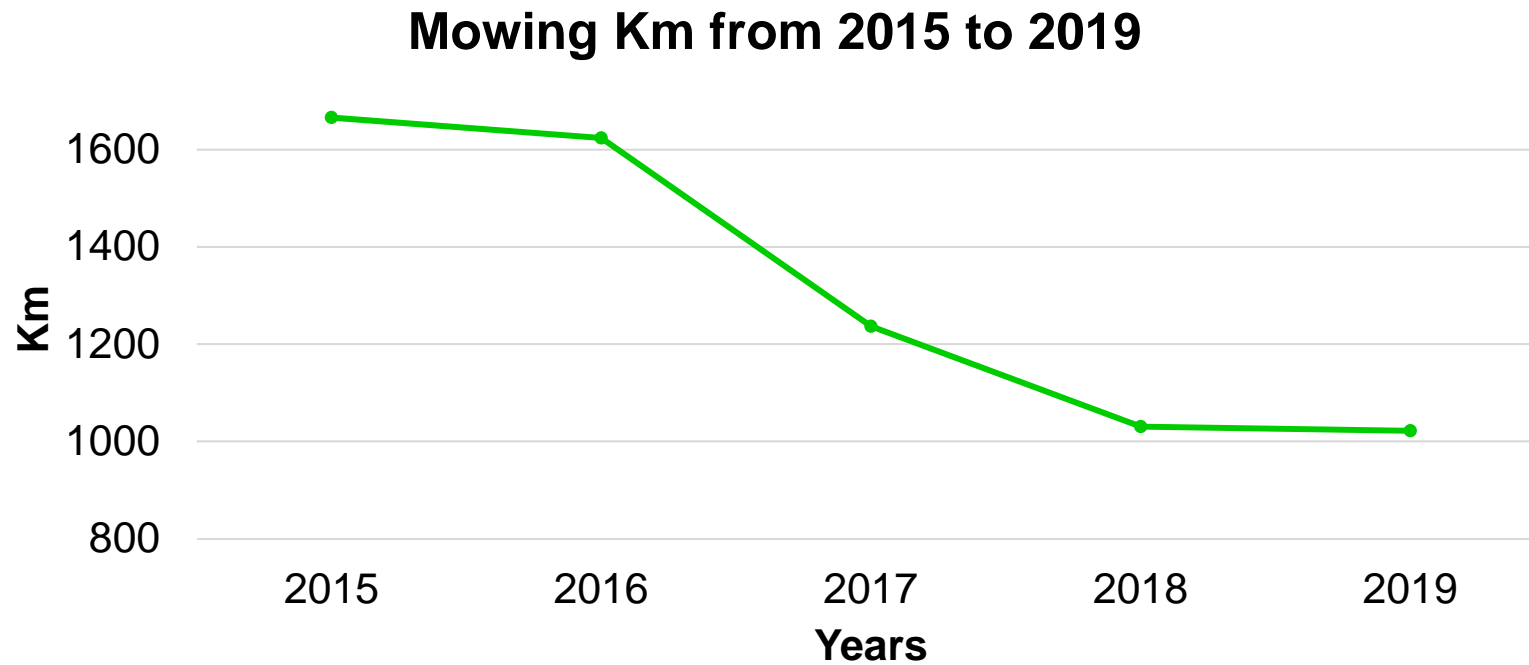
LANARK
COUNTY

BACKGROUND

- December 7, 2016: By-Law 2016-36 was passed to adopt an Integrated Pest Management (IPM) Vegetation Management Plan for Lanark County
- Long term, multi-faceted approach to managing vegetation in order to maintain safe roadsides
- The vision: reduce reliance on mowing, brushing and spraying while restoring pollinator habitat

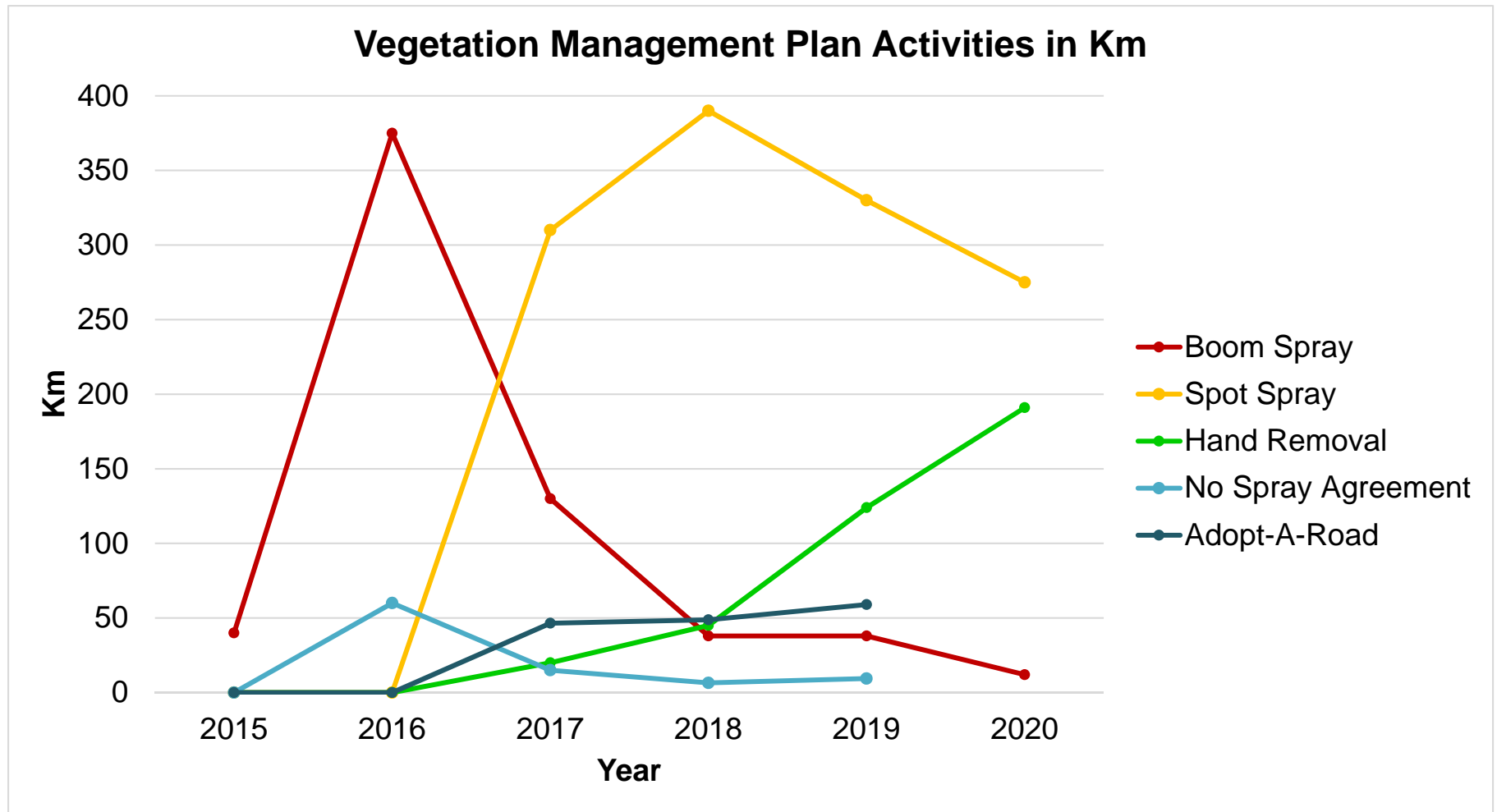


Mowing Changes



Since 2016 Lanark County has reduced contractual mowing by 37% and saved approximately \$3000 per year.

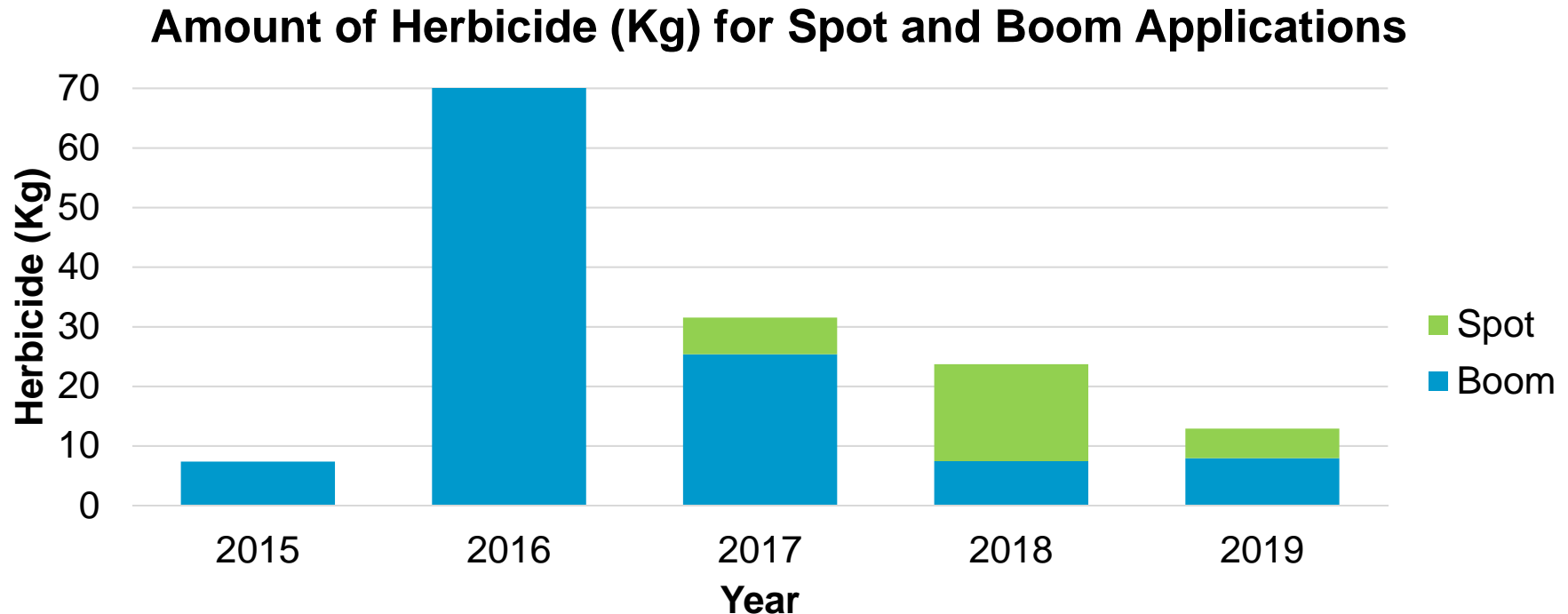
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2020 Proposed Activities:

- 12 Km Boom spraying - declined by 68% from 2019
- 275 Km Spot spraying - declined by 17% from 2019
- 191 Km Hand removals - increased by 54% from 2019

Herbicide Reduction



- Since 2016, herbicide quantities have been reduced by 82%
- Herbicide and wild parsnip infestations are declining:
 - 85% of roads **declined** in wild parsnip infestations from 2016-2019



DISCUSSION – Budget

- In the 2020 budget approved by Council, the roadside spraying budget was reduced by \$9,000 from 2019
- The \$9,000 in savings from the roadside spraying was re-allocated to the restoration budget
- More funds for restoration helps improve the roadside habitat for pollinators and saves money in the long-term by naturally controlling undesirable vegetation



DISCUSSION – Wild Parsnip

- Proposed 2020 activities are aligned with Council's objectives to follow an integrated approach by reducing high intensity control measures and increasing alternative control measures when possible
- For example, in 2020 Lanark County is:
 - Reducing boom and spot spraying
 - Increasing hand pulling
- Spraying by Wagar & Corput Weed Control Inc. is scheduled to commence June 1st



DISCUSSION – Wild Parsnip Trial

- Lanark County continues to look for alternatives for wild parsnip control
- This year Lanark County is participating in a trial conducted by Corteva using Rinksor for wild parsnip control in an agricultural area within Lanark County
- Rinksor received The Design of Greener Chemicals Award for its low application rates that reduce herbicide amount, and its lower health risks for people, animals and the environment



DISCUSSION - Information Sessions, Workshops and Webinars Update

- On October 19, 2019 Lanark County hosted a Public Information Session and Workshop:
 - Public information session was about invasive plants including wild parsnip and Phragmites, site restoration and monarch recovery efforts
 - The information session included 5 guest speakers, 1 staff speaker and 29 people who attended
 - Predominantly positive feedback
 - Over 90% of respondents want to attend similar sessions



DISCUSSION - Information Sessions, Workshops and Webinars Update

- On October 19, 2019 Lanark County hosted a Public Information Session and Workshop:
 - The public workshop included a milkweed seed collection and pollinator patch seeding
 - 22 volunteers collected milkweed seed on County property
 - 11 volunteers aided seeding a pollinator patch



DISCUSSION - Information Sessions, Workshops and Webinars Update

The Canadian Wildlife Federation (CWF) asked Lanark County provide a detailed guide on how to incorporate pollinator habitat restoration in vegetation management for other municipalities to adopt

- The guide included cost/savings and stats about Lanark County's program

The guide was presented at:

- A workshop in February 2020 hosted by CWF and Toronto Region Conservation Authority (TRCA)
- A webinar hosted by CWF in March 2020
 - Open access to webinar is online at: <https://cwf-fcf.org/en/resources/downloads/webinars/public/row-3.html>

DISCUSSION – Restoration Projects

- The Monarch recovery project launched by the Canadian Wildlife Federation (CWF) tested if native meadows along roadsides could successfully control Wild Parsnip, restore Monarch butterfly habitat and reduce management costs
- Test plots were seeded in the spring 2019 and monitored throughout the summer
- Year 1 results were promising
 - Native flowering plants increased in test plots in 2019
 - Results are expected to improve in 2020



DISCUSSION – Hydroseeding

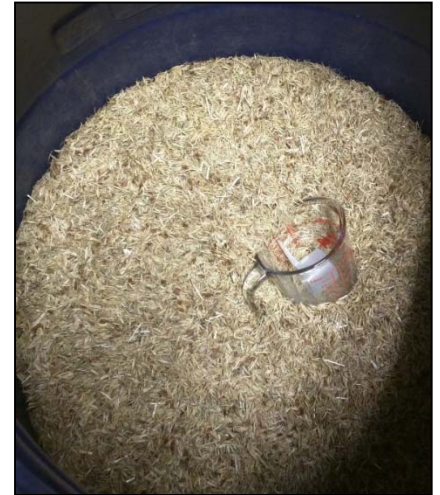
- Lanark County continues to hydroseed with a custom mix, which includes 12 pollinator supportive plants
- Hydroseeding with a custom mix promotes desirable, pollinator-friendly plants and prevents the growth of invasive plants
- Since 2017, ~32,000 sq. meters have been hydroseeded
- More hydroseeding is planned for 2020
- GOAL: to continuously reseed disturbed areas to improve pollinator habitat across the County



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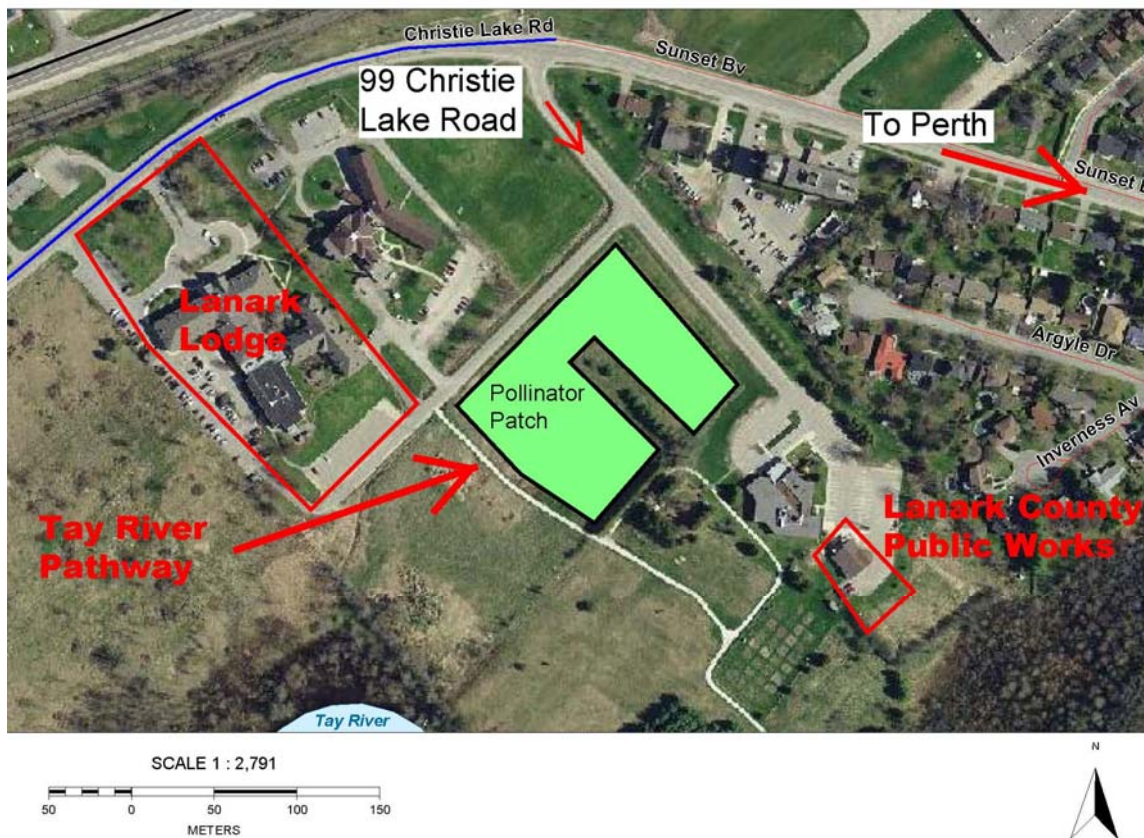
DISCUSSION – Native Seeds

- In 2019, Lanark County purchased native wildflower seeds to reseed disturbed soil following wild parsnip removals and seed a pollinator patch
- In 2020, remaining seeds will be used to reseed during hand pulling of wild parsnip
- Seeds have been distributed to interested residents and groups for areas of the road allowance disturbed while removing wild parsnip



DISCUSSION – Pollinator Patch

New pollinator patch on County property to be completed in phases over 2-4 years to convert ~3 acres of mowed grass to a pollinator patch



Section seeded in October 2019 at the workshop



DISCUSSION – Adopt-A-Bridge

- County staff are reaching out to groups interested in participating in Adopt-A-Bridge
 - 2 groups have expressed interest in adopting a bridge
- Objectives are to improve litter collection, invasive plant and noxious weed management, and restore native pollinator habitat around bridges
- Lanark County will provide seeds and equipment



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DISCUSSION – Mayors' Monarch Pledge



- On June 27, 2019 Lanark County took the National Wildlife Federation (NWF) Mayors' Monarch Pledge
- The Pledge allows mayors and wardens to commit to creating habitat for the monarch butterfly and pollinators, and to educate citizens about how they can make a difference

DISCUSSION – Mayors' Monarch Pledge

- The Pledge requires members to commit to implement at least 3 of the 25 action items within a year of taking the pledge
- Since Lanark County has implemented 14 actions last year, Lanark County has been recognized as part of the NWF's Mayors' Monarch Leadership Circle
- More actions will be planned this year



DISCUSSION - NAPPC 2019 Pollinator Roadside Managers Award

In recognition of Lanark County's efforts to implement an IVM plan with long-term goals for pollinators, Lanark County was the **very first in Canada** to receive the **Pollinator Roadside Managers Award** for Counties from the North American Pollinator Protection Campaign (NAPPC)



CONCLUSIONS

- Lanark County's 2020 vegetation management activities are aligned with Council's objectives to apply an integrated approach to wild parsnip control
- Lanark County is continuing to enhance and improve pollinator habitat in the roadsides
- Lanark County is being recognized in Canada as a leader in incorporating pollinator habitat in vegetation management



STAFF RECOMMENDATIONS

“THAT, Report #PW-15-2020, Vegetation Management Plan Activities Update, be received as information;

AND THAT, the clerk circulate Report #PW-15-2020, Vegetation Management Plan Activities Update, to all local municipal clerks.”

