



Committee of the Whole Agenda

Tuesday, August 11, 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

5

Suggested Motion:

THAT the Committee of the Whole Minutes dated June 18th and 23rd, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. Karen Prytula, Chair of Carleton Place Heritage Committee and Jennifer Irwin, Carleton Place and Beckwith Museum

11

Annual Report of the Carleton Place Heritage Committee

6. REPORTS

a. Sign By-law Amendment for Ground Signs (Communication 131086)

17

Lennox Smith, Chief Building Official

Suggested Motion:

THAT Sign By-law 65-2008 be amended to update the ground sign provisions in accordance with the Chief Building Official's report dated August 11, 2020.

- b. **Request for Refund of Deposits (Communication 131087)** 22

Lennox Smith, Chief Building Official

Suggested Motion:

THAT Council deny the request from Brigil Construction to release the forfeited building deposits for the 48-unit townhome development at the corner of Lake and McNeely Avenues.

- c. **Captain Roy Brown and Service Road Clearing (Communication 131088)** 27

Robin Daigle, Engineering Manager

Suggested Motion:

THAT Staff proceed with the preparation and issuance of a clearing Tender for approximately 3.39 ha of land as described in Figure 1 of the Engineering Manager's report dated August 11, 2020; and

THAT Staff enter into an agreement with Hydro One to receive a contribution in exchange for incorporating their required clearing limits into the Town's scope of work.

- d. **Naming of Proposed Highway 7 Service Road (Communication 131089)** 30

Robin Daigle, Engineering Manager

Suggested Motion:

THAT the name "McEachen Drive" be reserved for the purposes of naming the future Municipal Service Road planned to be extended from Captain Roy Brown Boulevard to the rear of properties fronting onto the south side of Highway 7.

- e. **CAO's Report - Delegated Authority (Communication 131090)** 36

Diane Smithson, CAO

Suggested Motion:

THAT Council accept the CAO's Delegated Authority Report dated August 11, 2020 as information.

**f. Funding of Water and Erosion Control Infrastructure MVCA
(Communication 131092)**

Stacey Blair, Town Clerk

Suggested Motion:

WHEREAS the province reaffirmed its commitment to “continue its cost share funding arrangement with municipalities to support high priority repairs to conservation authority infrastructure” in its March 2020 *Ontario Flooding Strategy*; and

WHEREAS the province allocated \$5 million annually for this purpose in 2003 and has not increased or indexed the funding envelop in 17 years; and

WHEREAS demand for replacement and upgrade of water and erosion control assets is ever increasing due to aging infrastructure and the impacts of climate change;

WHEREAS critical infrastructure within the Mississippi Valley watershed that serves this municipality did not receive funding this year and there are no guarantees that it will in the foreseeable future based upon current program demand; and

WHEREAS should funding not be received from the province for these and other MVCA capital projects the burden of those costs will fall in part to this municipality;

NOW THEREFORE, be it resolved that a letter be sent on behalf of Council for submission to the Minister of Natural Resources and Forestry, the Minister of Environment, Conservation and Parks, and the Minister of Municipal Affairs and Housing supporting the letter from the MVCA and requesting that funding of the Water and Erosion Control Infrastructure (WECI) program be significantly increased and that program rules be adjusted to allow for reasonable construction periods and the carryover of funds between fiscal years.

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

None.

9. INFORMATION LISTING

a. Health Unit - Board Summary

48

Suggested Motion:

THAT the information list for August 11th, 2020 be received.

10. NOTICE OF MOTIONS

a. Proposed Motion - Councillor Seccaspina

THAT safety measures be implemented in the form of a sign or crosswalk at the following intersections on the trail (OVRT):

1. Lake Ave East at the old train tracks (now the trail)
2. Moore Street and Munro Street (near Fisherman's Palace)

11. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____p.m.

Special Committee of the Whole Minutes

Thursday, June 18, 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, Joanna Bowes, Manager of Development Services, Tyler Duval, Planning Consultant

1. CALL TO ORDER

The Chair of the Committee of the Whole, Deputy Mayor Sean Redmond, called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT the agenda be accepted as presented.

CARRIED

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

4. BUSINESS

1. Interim Control By-Law - Training Session

Tyler Duval, Planning Consultant for the Town on behalf of J.L. Richards gave a presentation to the Committee which reviewed the Background Report for the Neighbourhood Character Study for the Town of Carleton Place, including options for consideration. Members of the Committee were afforded the opportunity to ask questions.

No decisions were made at the meeting this meeting was held for educational purposes only.

5. ADJOURNMENT

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT the meeting be adjourned at 2:43 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

Committee of the Whole Minutes

Tuesday, June 23, 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, Trisa McConkey,
Treasurer, Dave Young, Director of Public Works, Joanne
Henderson, Manager of Recreation

1. CALL TO ORDER

Chair Sean Redmond called the meeting to order at 6:03 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Randell

Seconded by: Councillor Seccaspina

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 Tennant

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

CARRIED

5. DELEGATIONS/PRESENTATIONS

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

Kory Earle and Paolo Villa discussed PRIDE Month (June) and the Carleton Place PRIDE Committee and the work they have done. PRIDE week is September 4 to 12, 2020 and plans are being made for socially distanced events. The Committee is asking Council to raise the PRIDE flag at Town Hall during this week.

6. REPORTS

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

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

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.

CARRIED, MOTION PREPARED

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

Moved by: Councillor Seccaspina

Seconded by: Councillor Atkinson

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

CARRIED, CONSENT

3. Insurance Renewal (Communication 131080)

Moved by: Councillor Tennant

Seconded by: Councillor Randell

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.

CARRIED, MOTION PREPARED

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

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

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 early winter 2021.

CARRIED, MOTION PREPARED

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Local Board and Advisory Committee Minutes

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

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

CARRIED

9. INFORMATION LISTING

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

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

CARRIED

10. NOTICE OF MOTIONS

None.

11. ADJOURNMENT

Moved by: Councillor Randell

Seconded by: Councillor Atkinson

THAT the meeting be adjourned at 6:44 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk



MUNICIPAL HERITAGE COMMITTEE

REPORT TO COUNCIL FOR THE YEAR 2019

EXECUTIVE SUMMARY

The Municipal Heritage Committee (MHC) would first-of-all like to remind everyone that the most environmentally-friendly (green) building is one that is already built.

The MHC was established via By-law 10-98, in 1998, which says in short ‘That the committee hereby established, be responsible to advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act. In the language of 2019:

The role of the MHC is to advise Council on heritage conservation matters. The Ontario Heritage Act (OHA) requires Council to consult its MHC on:

- Listings to the Municipal Heritage Register
- Council’s intent to designate a property
- Council’s intent to amend or repeal a designation
- Proposed alteration of a designated property
- Proposed demolition or removal of a building or structure on a designated property
- Heritage conservation District Studies
- Heritage Easement Agreements

At the same time, the MHC is appointed by, and is responsible and accountable to Council. It helps Council to make decisions on any matter relating to the designation and conservation of property that is of cultural or heritage value, or interest. The MHC is therefore responsible:

- To the Municipality: To carry out assigned duties according to the municipal By-law, or resolution and procedures established by the municipality
- To the Municipality’s Citizens: - to help ensure that plans for change and progress are developed in a way that recognizes the historical continuity of their community.

The MHC is comprised of only five volunteers, and we welcome new members.

The MHC has been involved in a number of issues and projects over the last year that demonstrate the above-mentioned points.

Karen Prytula was appointed to the MHC in 2019, invited to be Acting Chair in April and was voted in to be permanent Chair in June. The MHC meets monthly; meetings were open to the public, and the Agendas and minutes are posted on the Town’s website.

What follows is a list of projects the MHC has been working on (to enforce environmentally-friendly attitudes towards our built heritage, and,) to preserve our built heritage, cultural heritage, again, with the object of recognizing the historical continuity of the community.

Heritage Master Plan or Built Heritage Strategy & Official Plan – The MHC has expressed a desire to be included during the revising of the Town’s Official Plan. The MHC can provide useful advice via:

- An environmental perspective. Encourage retention rather than destruction; we cannot have a sustainable future if we are going to continue tearing buildings down, and throwing them into landfill sites.
- Long-term economic prosperity,
- A ‘sense of place’ by defining character of our neighbourhoods,
- Built heritage resources,
- Consider grants and/or a heritage property tax relief program to all heritage designated, or possibly extended to properties that are on the Municipal Heritage List.
- Cultural heritage landscapes and viewsapes – height limitations in zoning by-laws, Heritage Impact Assessments when a development application comes through that may have an impact on an identified view. Natural areas (river, for one) and tree cover are important elements of the cultural heritage.

Strategic Planning & Action Process - The Corporation of the Town of Carleton Place embarked on a Strategic Planning and Action process to set the goals and objectives for the next four years. The MHC would be involved in this process, since one of the Town’s action plans was to survey the Town’s Committees to determine internal partners. The result of such an action plan was to amplify the work of the Committees and share the content. The MHC is eager to share their work.

Conservation & Sustainability of Rural Landscapes – We planned at least two presentations (one for council, and one for an open house but neither worked out in 2019), worked on replacing damaged interpretive plaques around the Town, inventoried heritage designation plaques, and inventoried the buildings who were given plaques to see if they are displaying them or not. Participated in webinars to see how to get the community interested in the conservation and value of their local built heritage.

Doors Open – Planning for this event started very early in the year for this one day event. Jennifer Irwin led this project from beginning to end, co-ordinating with property owners. She was also successful in applying for a grant to cover costs as this was a free event for the public. \$500 was allotted for advertising in the local papers. At the end of the day, 17 properties participated, which welcomed at least 2,200 people – most who were welcomed by the MHC as this small group of 5 volunteered to do so. Known locales where the visitors came from include Carleton Place, Ottawa, Gatineau, Maxville, Elizabethtown, Brockville, Smiths Falls, Kingston, Arnprior, Peterborough, and more. Feedback from these visitors included comments like “very pleased to learn the history of our Town”, and “so glad I came out, Carleton Place is a lovely Town”. No paid staff worked on this event. It cost a few thousand dollars to put on this event; breakdown as follows:

\$2,610.65 came out of the Municipal Heritage Committee budget

\$565.00 came from the Business Improvement Association

\$3, 020 came from in-kind (non-cash) support

This succesful event was highly effective in raising the profile of our local heritage sites, while raising awareness of our local heritage organizations, and local history in general. Next Doors Open will take place in 2021.

Code of Conduct – Members of the MHC read the Code and returned their signed paperwork to the Clerk.

Website – The MHC’s agendas and minutes are posted on the Town’s website. The MHC now has their own web-page on the Town’s website. This project is on-going; this is where we would post pictures and information of our built heritage, and agendas for next meetings, our Rate of Loss information, and the Municipal Heritage Register with hyper-links to the heritage attributes of the heritage designated properties, their by-laws, and pictures, as a start.

Municipal Heritage Register – The Ontario Heritage Act states that the Clerk is to maintain a List of properties of interest to the Town. This list remains an important tool in protecting the community’s heritage resources. The MHC has created this list, on behalf of the Town, and the community. This project has dominated 75% of the MHC meetings. Of importance to the town are built heritage resources, and cultural heritage landscapes.

Built heritage resources are: buildings, structures, monuments, installations, or remains of such resources, associated with architectural, cultural, social, political, economic, or military history, identified as being important to a community. These resources **may** be identified through a heritage designation, or heritage conservation easement under the Ontario Heritage Act, or LISTED by local, provincial or federal jurisdictions.

Cultural Heritage Landscapes are defined as geographical areas of heritage significance, which have been modified by human activities, and is valued by a community. It involves groupings of individual heritage features such as structures, spaces, archaeological sites, and natural elements, which together form a significant type of heritage form. Examples are neighbourhoods, parks, gardens, trees, mainstreets, trailways, industrial complexes, and cemeteries and farms.

For the purposes of this Municipal Heritage Committee, the LIST is what we have been working on; NOT heritage designations.

By-laws – The Town has 21 properties that have been designated heritage properties. Nineteen of them have been designated municipally by the past clerks and previous councils, under part IV of the Ontario Heritage Act. And, three properties designated provincially, under part III of the Ontario Heritage Act. (the Town Hall, the Train Station, and our museum which was once the Town Hall, jail & school). The final step to designating a heritage property is by way of a by-law, approved by council. However, most of our by-laws designating these properties were written almost 40 years ago and are outdated. The MHC has been reviewing these by-laws, and may update them in the future, if necessary, to further protect the properties. Updated By-laws will be forwarded to Ontario Heritage Trust as were the earlier By-Laws.

Pamphlets & Brochures – Pamphlets and Brochures have been edited, and brought up to date, and ordered when required.

Comments – The MHC was asked to review and comment on at least eight Class II & III Development Permits:

DP2-04-2018 – 33-35 Mill Street –

DP3-10-2018 – 127 Boyd Street – construction of a 4 storey, 32 unit

DP3- 150 Mill Street – Council granted conditional approval for a Class 3 development permit. They require that conditions be met to the satisfaction of the Town prior to entering into a Development Permit Agreement. Karen Prytula, spoke to Council and members of the public on the importance of keeping this heritage-designated building in the community.

DP2-02-2019 – Flora Street – Change of use within an existing commercial building

DP2-03 –2019 – 55 Lansdowne - Communications Tower

DP3-02-2019 – 6 Costello Drive – vacant land for a medical dental building.

DP3-03-2019 – 19 Roe Street – Business campus

DP – 119 Bell Street - 119 Bell Street – This building was not on the Towns Municipal Heritage List which means the Town would have had to grant a demolition permit within 30 days. Had it been on the Town’s List our planning department would have had 60 days, allowing staff to work with the owner before demolition was imminent. The MHC caught the fact that an archaeological assessment is required, paid for by the owner, before a demolition permit can be issued. The MHC also picked up on the fact that 119 Bell Street, is adjacent to a heritage-designated property (105 Bell St.) and the Provincial Policy Statement (PPS) provides some sort of protection of non-designated properties as 119 Bell Street is. Section 2.6.3. of the PPS states “Planning authorities shall not permit development and site alteration on adjacent land to a protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.”

Environmental Assessments – We have reviewed at least one Municipal Class environmental assessment, that being for the replacement of the central bridge.

Rate of Loss – Still in its early stages but we have been gathering information to document what we have lost over the years to demolition & ‘progress’, fire, neglect, or otherwise.

Disaster Plan for Heritage-Designated Properties –This topic was talked about at our meetings, and will be carried forward into the new year.

Email Address – The MHC worked with the Clerk’s office and now have their own email address: heritage@carletonplace.ca. Through this address we hope to be able to field questions from the public and Council, and offer advice to the same.

Subscriptions – The MHC subscribes to at least two educational tools in order to keep their heritage skills up to date. CHO News (Community Heritage Ontario) is a quarterly publication. We are also a member of the Architectural Conservancy of Ontario.

Education – The MHC participated in two symposiums, and one Municipal Heritage planning course. With this information learned, we strive to educate Council, and our residents.

IN CONCLUSION:

Going forward, for the year 2020 the MHC will work on the following topics:

- Website
- All-day symposium
- Updated by-laws on heritage designated properties
- Disaster Plan - Does the Town have one? What is it? Where is it? Can it be applied to properties that are merely on the Town's Municipal Heritage Listing?
- We will continue to meet monthly or as required to address any and all concerns, questions, and issues Council and the public may have.

2019 Committee Members were:

Karen Prytula

Jennifer Irwin

Sean Redmond

John McIntyre

Blaine Cornell

Bernard De Francesco

Dave Robertson

COMMUNICATION 131086

Received From: Lennox Smith, Chief Building Official
Addressed To: Committee of the Whole
Date: August 11, 2020
Topic: Sign By-Law Amendment for Ground Signs

SUMMARY

The Town's Sign By-law has been in effect since 2008. Since that time, some provisions have become outdated. Most recently, a sign project for a large scale multi-residential development was requested which did not meet the maximum sign sizes and allowances outlined within the By-law. With larger developments coming into Town and the introduction of full site complexes, the Sign By-law section on ground signs, residential signs and setbacks is in need of updating to be more in line with the actual development taking place within the community.

BACKGROUND

The current Sign By-law 65-2008 was created when there was limited large multi-storey development taking place within the Town. Since the by-law was adopted, the Town has approved a number of multi-storey residential buildings. With a maximum sign height of 2.2m and area of 4.5m², the signs being approved adjacent to these buildings are relatively small and are not proportional to the size of the buildings being constructed.

Additionally, the current Sign By-law does not permit larger signs on large scale and multi-unit apartment residential properties. Again, with the larger and multi-storied developments taking place, the requirement and allowance of one larger "complex ground sign" is both reasonable and practical for these builds. This type of signage is common around the City of Ottawa and builders that come to our community are looking to have common signage themes and sizes permitted for their large-level builds.

The third area in the Sign By-law which needs to be addressed is a restrictive requirement for setbacks for ground signs on corner lots. Traditionally corner lots are required to have clear sight triangles in accordance with the Development Permit By-law. The current Sign By-law requires a restrictive 3m setback for corner lots to be extended along the whole lot line that is part of a corner lot, in both directions. This is excessive and often unnecessary due the provisions already contained within the Development Permit By-law. Therefore, the current ground sign section could be altered to provide some realistic and acceptable relief.

In order to address the above issues, staff is recommending amendments to the Sign By-law as outlined Appendix A to this report. These amendments will:

- a. result in a sliding scale for signage for height and area;
- b. grant an allowance for larger signs when apartment/condo builds (or multiple builds on one lot) are proposed;
- c. permit more acceptable setbacks for ground signs
- d. provide more flexibility to developers to achieve proportional signage sizes and locations
- e. allow Carleton Place to remain attractive to new builders and developers with a proactive approach to signage allowances.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the proposed Sign By-law Amendment for ground signs.

STAFF RECOMMENDATION

THAT Sign By-law 65-2008 be amended to update the ground sign provisions in accordance with the Chief Building Official's report dated August 11, 2020.

APPENDIX A

Add the following to By-law 65-2008:

- 6.14.4 Ground Signs for multi-tenant apartment/condo buildings and complexes may conform to Section 7.4 of this By-law.

Update the Following on By-law 65-2008:

7.4 Ground Signs

7.4.1. One ground sign per frontage may be erected between the building and lot line, provided that:

- a) The maximum sign area and height conforms to the chart below:

# of Storeys	Maximum Height	Maximum Area
1	Max 2.2m (7.2ft)	4.5m ² (48.4ft ²)
2	Max 2.5m (8.2ft)	5.0m ² (53.8ft ²)
3	Max 2.8m (9.2ft)	5.5m ² (59.2ft ²)
4 +	Max 3.1m (10.2ft)	6.0m ² (64.6ft ²)

- b) No part of the sign or its structural components may be closer than 1 meter from any lot line. In the case of a corner lot/property, no part of the sign or its structural components may be in the sight triangle as described in the Development Permit By-law of the Corporation of the Town of Carleton Place.

BY-LAW NO. XX-2020

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND THE SIGN BY-LAW 65-2008 TO ALLOW A CHANGE IN GROUND SIGN REQUIREMENTS FOR MULTI-UNIT RESIDENTIAL BUILDINGS/COMPLEXES;

WHEREAS, pursuant to subsection of Section 99 of *The Municipal Act*, 2001, c. 25 as amended, a municipality may pass by-laws for prohibiting or regulating signs and other advertising devices, may define a class or classes of signs or other advertising devices, and may specify a time period during which signs or other advertising devices in a defined class may stand or be displayed in the municipality, and may require the removal of such signs or other advertising devices which continue to stand or be displayed after such time period has expired; and

WHEREAS the Council of the Corporation of The Town of Carleton Place enacted and passed By-Law No. 65-2008, being a By-law for prohibiting or regulating signs and other advertising devices or any class or classes thereof, and the posting of notices on buildings or vacant lots within any defined area or areas or on land abutting on any defined highway or part of a highway; and

WHEREAS Council deems it appropriate and desirable to amend the Sign By-law 65-2008;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place hereby enacts as follows:

That Sign, Merchandise Display, and Awning By-law 65-2008 is hereby amended by adding Section 6.14.4 and replacing Section 7.4.1 with the following:

6.14.4 Ground Signs for multi-unit apartment/condo buildings and multi-unit apartment/condo building complexes may conform to Sentence 7.4 of this By-law.

7.4.1 One ground sign per frontage may be erected between the building and lot line, provided that:

a) The maximum sign area and height conform to the table below:

b)

# of Storeys	Maximum Height	Maximum Area
1	Max 2.2m (7.2ft)	4.5m ² (48.4ft ²)
2	Max 2.5m (8.2ft)	5.0m ² (53.8ft ²)
3	Max 2.8m (9.2ft)	5.5m ² (59.2ft ²)
4 +	Max 3.1m (10.2ft)	6.0m ² (64.6ft ²)

- c) No part of the sign or its structural components may be closer than 1 metre from any lot line. In the case of a corner lot/property, no part of the sign or its structural components may be in the sight triangle as described in the Development Permit By-law of the Corporation of the Town of Carleton Place.

This By-law shall come into force and effect on the date it is passed by Council.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED
THIS 11TH DAY OF AUGUST, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

COMMUNICATION 131087

Received From: Lennox Smith, Chief Building Official
Addressed To: Committee of the Whole
Date: August 11, 2020
Topic: Request for Refund of Deposits

SUMMARY

A written request has been received from Brigil Construction requesting a release of building deposits for their 48-unit townhome development at the corner of Lake and McNeely Avenues. As the release is being requested outside the timeframe permitted within the Building By-law No. 48-2007 and therefore the deposits have been deemed forfeited to the Town, this is a decision which would have to be approved by Council.

BACKGROUND

Building By-law 48-2007 was in effect at the time of the issuance of the original building permits for the Brigil Development at the corner of Lake and McNeely Avenues and required a \$2,000.00 deposit amount for each of the 48 townhome units constructed for a total of \$96,000.00 in addition to the prescribed building permit fees.

It should be noted that the Town stopped the practice of collecting building deposits in July of 2016.

COMMENTS

The Building By-law provisions regarding refunds of building permit deposits included the following:

1. The applicant would have to attain a passed "final inspection"
2. The final inspection would need to be passed and report issued by no later than one (1) year from the date of permit issuance;
3. There was to be no occupancy of the building prior to receiving an occupancy permit from the Building Department, and
4. \$100.00 would be deducted from the total amount for every requested re-inspection where identified deficiencies were not corrected.

After reviewing the historical building files for this development, it was determined that:

- all of the 48 units did not attain final inspections on or before the one year anniversary of their issuance; and
- there are outstanding inspections and open permits for a number of the units that still need to be addressed, and are currently being worked on by Building Staff while attempting to close old open files.

The letter from Brigil Construction requesting the building deposits be returned is attached as an appendix to this report and cites some facts such as:

1. Brigil has been active in the community building many houses in Carleton Place
2. Brigil's rental units brought much needed rental market supply when they were built.

They acknowledge that their own unforeseen delays hindered their ability to complete the final inspections within the one (1) year timeframe.

The By-law is clear in outlining the provisions for the return of building deposits. In addition, a letter was sent by the former Chief Building Official to Brigil Construction on March 15, 2017 advising that the deposits had been forfeited and were no longer a refundable item upon completion of the final inspection.

Through no fault of the Town, the Builder was unable to adhere to the deposit refund policy. Staff recommends that Council uphold the Building By-law provisions with respect to building deposits as it relates to the Brigil Development.

FINANCIAL IMPLICATIONS

If a refund or a portion thereof is granted by Council, it will result in the Building Department's reserves being reduced by the amount approved up to \$96,000.00.

If no refund is granted, there is no financial implication to the Town.

STAFF RECOMMENDATION

THAT Council deny the request from Brigil Construction to release the forfeited building deposits for the 48-unit townhome development at the corner of Lake and McNeely Avenues.

ATTACHMENT

Letter from Brigil Construction

BRIGIL

June 10th, 2020

Dear Town Council,

I am writing you today with a special request. As you know, Brigil has been active in the Carleton Place community, building hundreds of homes in recent years. We are also proud to have brought much needed rental units to the Carleton Place market.

Brigil's 48 unit, Lake Avenue rental development (known as Block 107) has been completed, all construction deficiencies have been addressed, and residents now occupy the development. Part of this development included a security deposit. This deposit of \$2,000 per unit (\$96,000) is meant to ensure the project is completed to the satisfaction of the Town. Once the project is complete to the Town's satisfaction, the deposit fees are released back to the developer.

For this particular project, a one (1) year time constraint was made on the release of the funds. Unfortunately for a variety of reasons we allowed that time to pass. The longer than expected timeframe resulted from construction constraints and plain oversight on our end.

We are asking Town Council to please consider releasing our deposit fees despite letting the one-year time constraint to elapse. We appreciate your time and consideration of this matter.



Jean-Luc Rivard
Director of Land Development

BRIGIL

June 10th, 2020

Dear Town Council,

I am writing you today with a special request. As you know, Brigil has been active in the Carleton Place community, building hundreds of homes in recent years. We are also proud to have brought much needed rental units to the Carleton Place market.

Brigil's 48 unit, Lake Avenue rental development (known as Block 107) has been completed, all construction deficiencies have been addressed, and residents now occupy the development. Part of this development included a security deposit. This deposit of \$2,000 per unit (\$96,000) is meant to ensure the project is completed to the satisfaction of the Town. Once the project is complete to the Town's satisfaction, the deposit fees are released back to the developer.

For this particular project, a one (1) year time constraint was made on the release of the funds. Unfortunately for a variety of reasons we allowed that time to pass. The longer than expected timeframe resulted from construction constraints and plain oversight on our end.

We are asking Town Council to please consider releasing our deposit fees despite letting the one-year time constraint to elapse. We appreciate your time and consideration of this matter.



Jean-Luc Rivard
Director of Land Development

COMMUNICATION 131088

Received From: Robin Daigle, Engineering Manager
Addressed To: Committee of the Whole
Date: August 11, 2020
Topic: Captain Roy Brown and Service Road Clearing

BACKGROUND

The Engineering Department accounted for clearing work of Captain Roy Brown Boulevard (CRB) from McNeely Avenue to Highway 15 in the 2020 Budget. The clearing work identified incorporated the width of the proposed asphalt platform of CRB plus 5m on either side of the road.

The Highway District Secondary Plan completed by the Town has identified the need for a North/South Municipal road ("Service Road") to be extended from CRB toward the North to provide rear access to properties fronting onto the south side of Highway 7. To proceed with the preparation of conceptual engineering plans and preliminary cost estimate for the Service Road, clearing of this future right of way must occur. Through preliminary discussions with the Ministry of Transportation (MTO), it is anticipated the Town will receive funding for this future Service Road project whereby clearing costs could then be recovered. At this time, no agreement with the MTO has been finalized, however it is necessary to first complete clearing work so that the Town may proceed with the completion of a conceptual design and preliminary cost estimate to be used in future negotiations with the Ministry.

In addition to the increase in scope for inclusion of the Service Road area, recent discussions with Hydro One have identified their intention to proceed with the extension of a hydro line along the north side of the CRB right of way. Construction of this line is anticipated to occur in 2021 and form a critical link in Hydro One's electrical distribution system. The location of this line has been accounted for in the Conceptual Design Plan completed for the development area South of Highway 7. Hydro One has committed approximately \$33,000.00 toward the Town's clearing project should the Town agree to include clearing required for their project in the Town's scope of work. The Town would have ultimately been required to complete 2/3 of the clearing work being requested by Hydro One for the construction of CRB regardless of Hydro One's clearing needs; the remaining 1/3 accounts for a 5m width adjacent to the CRB right of way on private property. The Town has received permission from the two (2) impacted private property owners for this proposed work.

COMMENT

The original intent of clearing only the asphalt platform width plus 5m on each side of CRB as accounted for in the current 2020 Budget was to give further opportunity to evaluate the feasibility of maintaining existing trees outside of these identified clearing limits. The feasibility of maintaining existing trees has since been further reviewed including on-site walkthroughs, review of the road design and a review of existing trees by the Urban Forest Committee. This review has concluded that there are no, or at most

very limited, locations within the right of way to maintain existing trees due to the extensive regrading required to construct the road, required ditching, pathways, sidewalks, clearances to the proposed hydro line and ultimate expansion of CRB to four (4) lanes. It is therefore recommended to expand the clearing limits to the entire right of way width of Captain Roy Brown Boulevard plus an additional 5m on the northern side of CRB to accommodate Hydro One's requirements.

In addition to the review completed by Staff as indicated above, the Town's engineering consultant will be contacted prior to the commencement of clearing operations to provide further input on whether select locations exist in the CRB right of way whereby grading alterations are minimal and conflicts to proposed infrastructure do not exist. Should any locations of this nature be identified by the Town's consultant, Staff will engage the Urban Forest Committee during clearing operations to assist in evaluating potential tree retention in these select areas.

Proposed clearing limits are as approximately shown in the attached Figure 1.

FINANCIAL IMPLICATIONS

With the anticipated contribution from Hydro One to the Town's clearing project no increases to the Town's current budget amount of \$21,000 for clearing work are anticipated; costs in excess of the \$21,000 approved budget will be addressed by Hydro One's anticipated contribution of approximately \$33,000.

STAFF RECOMMENDATION:

THAT Staff proceed with the preparation and issuance of a clearing Tender for approximately 3.39 ha of land as described in Figure 1 of the Engineering Manager's report dated August 11, 2020; and

THAT Staff enter into an agreement with Hydro One to receive a contribution in exchange for incorporating their required clearing limits into the Town's scope of work.

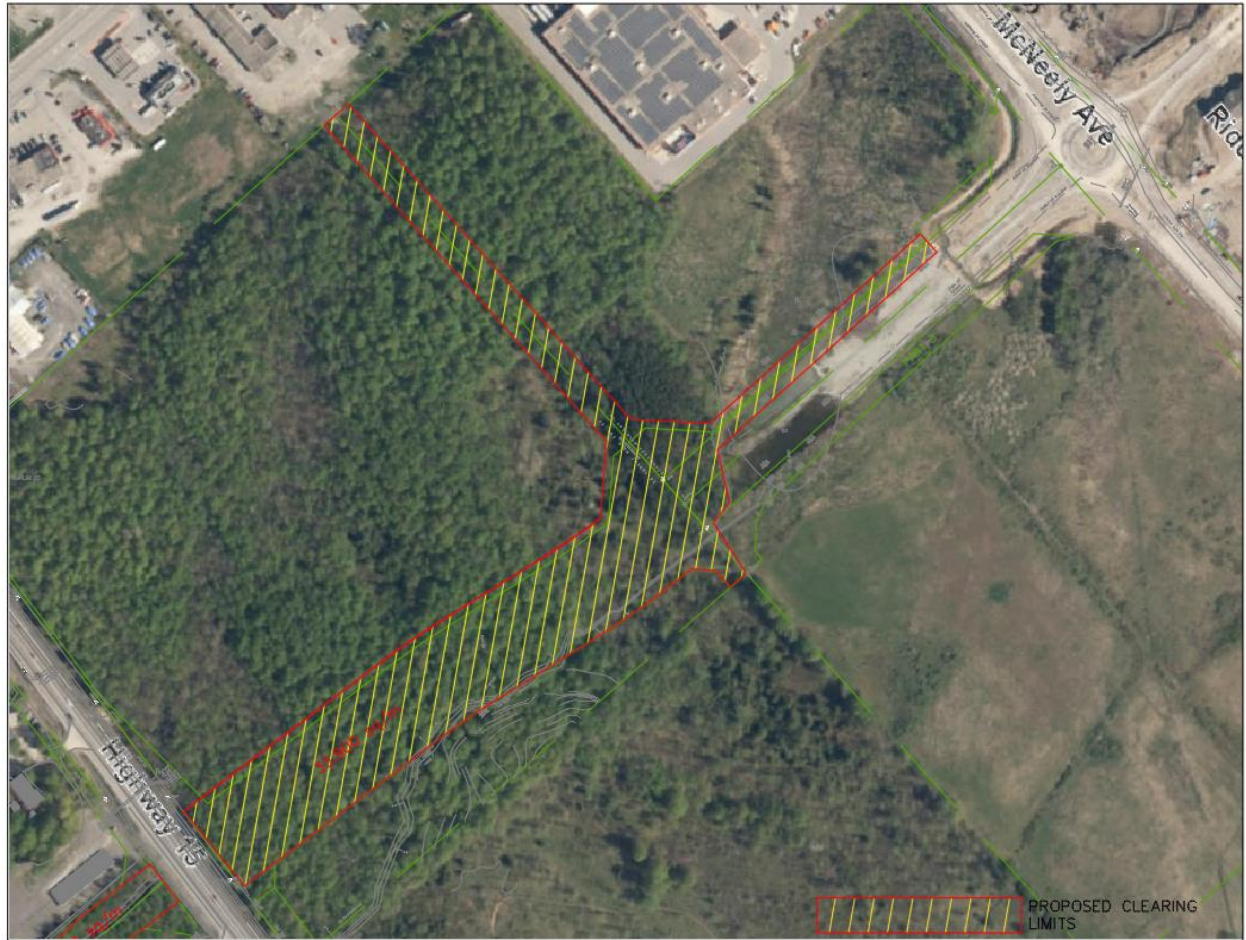


Figure 1. Proposed Clearing Limits

COMMUNICATION 131089

Received From: Robin Daigle, Engineering Manager
Addressed To: Committee of the Whole
Date: August 11, 2020
Topic: Naming of Proposed Highway 7 Service Road

BACKGROUND

The Draft Highway District Secondary Plan being completed by the Town has identified the need for a North/South Municipal road ("Service Road") to be extended from Captain Roy Brown Boulevard toward the north to provide rear access to properties fronting onto the south side of Highway 7. Staff has currently engaged an Engineering consultant for the preparation of conceptual engineering plans and preliminary cost estimates for this Service Road. With costs being incurred for this future project it would prove beneficial to reserve a name for the road for reference purposes.

The Town has a street naming policy which has been attached for reference.

COMMENT

All names previously listed in Schedules A and B of the Town's Street Naming Policy have been utilized in recent developments, therefore in accordance with the Policy, Schedule C is to be utilized for future street naming. Staff has selected the first name presented within Schedule C to reserve for the purposes of the Service Road with the name listed being "McEachen" and is proposed with a description of "Drive".

As per the book titled "We are the Dead" written by Larry Gray the surname McEachen being proposed represents Rebecca Ellen McEachen who "was a trained nurse who served with the Canadian Army Medical Corps (Active Militia) from April 22, 1918, to June 21, 1918. She then enrolled at Carleton Place into the Canadian Expeditionary Force as a nurse".

STAFF RECOMMENDATION:

THAT the name "McEachen Drive" be reserved for the purposes of naming the future Municipal Service Road planned to be extended from Captain Roy Brown Boulevard to the rear of properties fronting onto the south side of Highway 7.

**Town of Carleton Place
STREET NAMING POLICY**

**FEBRUARY 2015
Amended June 23, 2015
And
November 9, 2018**

BACKGROUND INFORMATION

The policy of naming public streets within the Town of Carleton Place has gone through several phases over approximately 200 years.

When Morphy's Falls became a settlement, the public roads that were established were named after prominent people and families within the community. Morphy, Bell, Rosamond, Moffatt and McCrostie Streets are examples of this. Later, other streets were added and named after local resident or local features such as Lake Avenue, Bridge Street and Franktown Road.

During the latter part of the 19th century, public street names tended to reflect the Victorian Era. Examples of street names from this period include: Victoria, King, Queen, Prince and Princess Street.

In more recent times, since the early 1970's, the Corporation of the Town of Carleton Place has had a policy of naming the public streets of the community after a former head of Council, consisting of both names from the Village of Morphy's Falls, and later, the Town of Carleton Place.

More recently, in 1997, the policy of naming public roads was amended to dedicate a street in the future after the Hurdis family, in recognition of their long volunteer service with the Ocean Wave Fire Company.

NAMING OF PUBLIC STREETS POLICY:

1. That Council continue to name public streets after current and former Heads of Council of the Town of Carleton Place as per Schedule A.
2. That once the list of former Heads of Council for street names has been completed, that in accordance with the resolution of Council No.21-108-2, that a public street be named as per Schedule B.
3. That once item No.2 has been completed, the public streets within Carleton Place be chosen from the list of names on the Cenotaph at Memorial park starting with World War I followed by World War II, the Korean War and any subsequent names added in future years. These names can be found on Schedule C.
4. Names shall be provided as requested as part of an application and put on a "reserved" list. The allocation of street names shall be administered by the Development Services Department.

5. The allocation of street names for municipal use shall be also be administered by the Development Services Department and be added onto a "Reserved" list.
6. The Town of Carleton Place is not responsible for the naming of any private streets within the Town boundaries. However, the developer of the private street may not be permitted to choose a name off of this list, or use a name which duplicates any name already existing in the Town.
7. The Street Naming Policy may be waived on a case by case basis at the discretion of Council.

SCHEDULE A

Taken.

SCHEDULE B

Taken.

SCHEDULE C

World War I

McEachen
Dowdall
Fraser
Fumerton
Griffith
Hamilton
Hockenhull
Houston
Humphrey

Kellough
McCaw
O'Donovan
Simons
Simpson
Trotman
Tufts
Tyrie
Utman

World War II

Camelon
Cameron
Cavers
Cranston
Dray
Dunphy
Elliott
Feildhouse
Forbes
Garland
Irvine
Lancaster
Loney
Maxwell
McFarlane

McKittrick
Murfitt
O'Leary
O'Meara
Porter
Porteous
Porterfield
Prendergast
Savage
Scott
Stark
Turner
Valley
White

Korean War

Foxton

RESERVED LIST

Murphy Ave: Nu Globe Subdivision
Lewis Street: Nu Globe Subdivision

COMMUNICATION 131091

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date August 11, 2020
Topic CAO's Report – Delegated Authority

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

STAFFING:

1. Guy Bourgon, P. Eng has been hired as the Town's Director of Public Works to replace Dave Young who retired from the position. His hiring is subject to a one (1) year probationary period. He commenced his new position on Monday, July 13, 2020. He is an experienced Public Works Director having worked most recently in this position for the Municipality of Mississippi Mills and for the Town of Arnprior.
2. Niki Dwyer, MCIP, RPP, MA, BES has been hired as the Director of Development Services which is a newly created position. Her hiring is subject to a one (1) year probationary period. She commenced her employment on Monday, July 27, 2020. Prior to being hired by the Town, she was the Director of Planning for the Municipality of Mississippi Mills and prior to that worked for the Town of Smiths Falls.

PROCUREMENT:

1. The Request for Proposal for a Pay Equity Consultant has been awarded to Pesce and Associates at a cost of \$42,739.20. At the closing of the RFP, the Town received 10 bids which were scored in accordance with the scoring matrix included in the RFP document. While the 2020 budget included \$100,000 for this project, it is anticipated there may be some payments which may result from the study and the remaining funding will be used for this purpose.
2. Tender RC01-2020 for an addition and renovations to the Carleton Place Arena was awarded to the low bidder, Tal-Co Building Innovations Ltd. In the amount of \$1,986,990.00. At tender closing 13 bids had been received. The 2020 budget included an amount of \$2,500,000 for the project. Given that we are dealing with an aging facility, it is anticipated some of the remaining budget dollars will be required for any change orders which may result along with paying for the professional fees of Architect, mechanical/electrical/structural engineers, etc. and building permit.
3. The request for quotation for a current model $\frac{3}{4}$ ton cargo van with side and rear doors has been awarded to Bean Chevrolet in the amount of \$35,716.33, HST included. At bid closing, only one (1) bid had been received. The 2020 budget for this item is \$65,000 however, it should be noted that some of the remaining funds will be required to outfit the vehicle for use as the water works van.
4. The tender for a new loader/snowplow has been awarded to the low bidder, Hartington Equipment in the amount of \$220,000 plus HST. This is the net amount after a trade-in value of the Town's 2009 Volvo Loader in the amount of \$75,000 is taken into consideration. At tender closing, eight (8) bids were received with one bid being disqualified as it failed to meet three of the required criteria (load sensing hydraulic system, limited slip differential and removable cylinder sleeves) within the tender.
5. The Request for Proposal for Audit Services for a period up to five (5) years has been awarded to Allan and Partners in the amount of \$20,780.00 for 2020. This fee includes audit services for the Town, Business Improvement Area (BIA) and Library. The RFP included a provision that fees be provided for Years 1 and 2 and that a review of fees for the remaining three (3) years will be done on a year by year basis after the second year. At the RFP closing, the Town received two (2) submissions which were scored in accordance with the scoring matrix included in the RFP document. The 2020 budget for audit services for the three (3) entities noted (Town, BIA and Library) totals \$22,820.00.
6. The Request for Proposal RFP-PD-2020-01 for consulting services to complete a comprehensive review of the Town of Carleton Place Official Plan has been awarded to JL Richards Associates in the amount of \$60,000 plus HST. At the RFP closing, the Town received four (4) submissions which were scored in accordance with the scoring matrix included in the RFP document. The 2020 budget for this project is \$80,000.

OTHER
None.

FINANCIAL IMPACT

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

RECOMMENDATION

THAT Council accept the CAO's Delegated Authority Report dated August 11, 2020 as information.

COMMUNICATION 131092

Received from Stacey Blair, Town Clerk
Addressed to Committee of the Whole
Date August 11, 2020
Topic Funding of Water and Erosion Control Infrastructure

SUMMARY

The Mississippi Valley Conservation Authority (MVCA) has requested a motion of support from the Council of the Town of Carleton Place regarding the future funding of flood control infrastructure. The MVCA has already sent a letter regarding this matter to Minister Yakabuski, however, additional support from area municipalities is also being sought to show solidarity.

BACKGROUND

The MVCA has states that current provincial funding of water and erosion control infrastructure needs to be increased to protect the people and economy of this area's watershed; and is requesting that the Minister of Natural Resources and Forestry address this short-fall in funding.

The existing annual funding envelope was originally established in 2003 and does not meet current demands.

COMMENT

The MVCA has provided a draft motion of support that they are requesting member municipalities to endorse this request.

RECOMMENDATION

WHEREAS the province reaffirmed its commitment to "continue its cost share funding arrangement with municipalities to support high priority repairs to conservation authority infrastructure" in its March 2020 *Ontario Flooding Strategy*; and

WHEREAS the province allocated \$5 million annually for this purpose in 2003 and has not increased or indexed the funding envelop in 17 years; and

WHEREAS demand for replacement and upgrade of water and erosion control assets is ever increasing due to aging infrastructure and the impacts of climate change;

WHEREAS critical infrastructure within the Mississippi Valley watershed that serves this municipality did not receive funding this year and there are no guarantees that it will in the foreseeable future based upon current program demand; and

WHEREAS should funding not be received from the province for these and other MVCA capital projects the burden of those costs will fall in part to this municipality;

NOW THEREFORE, be it resolved that the CAO be directed to draft a letter on behalf of Council for submission to the Minister of Natural Resources and Forestry, the Minister of Environment, Conservation and Parks, and the Minister of Municipal Affairs and Housing supporting the letter from the MVCA and requesting that funding of the Water and Erosion Control Infrastructure (WECI) program be significantly increased and that program rules be adjusted to allow for reasonable construction periods and the carry-over of funds between fiscal years.

July 13, 2020

Honourable John Yakabuski
Ministry of Natural Resources and Forestry
99 Wellesley Street West
Suite 6630, 6th Floor
Toronto, ON M7A 1W3

Dear Minister Yakabuski,

Funding of Water and Erosion Control Infrastructure

We are writing you today on behalf of the Board of Directors of the Mississippi Valley Conservation Authority (MVCA), which is comprised of representatives from 10 municipalities located in the counties of Lennox & Addington, Frontenac, and Lanark, and from the City of Ottawa.

The purpose of this letter is to inform you that current provincial funding of water and erosion control infrastructure needs to be increased to protect the people and economy of our watershed; and to ask that you exercise your role as Minister of Natural Resources and Forestry to address this short-fall in funding. Specifically, the annual funding envelope needs to significantly increase from its current amount - set in 2003 - to meet current demands. In addition, the rules governing the spending of grants must be eased to address construction season limitations and unforeseen delays that often occur during engineered construction projects. (See attached letter from the Water and Erosion Control Infrastructure Committee on this matter.)

Our issue—underfunding of the Water and Erosion Control Infrastructure (WECI) program, is about protecting people during flood events and about ensuring they have adequate water for drinking, sanitation, irrigation, hydrogeneration, and recreational tourism—a mainstay of our economy.

The Mississippi River drops approximately 200 m over 200 km, and is one of the largest watersheds in southern Ontario. This tremendous drop in river elevation combined with the size of the watershed necessitates flood and erosion control to protect commercial interests and downstream communities. To that end, the MVCA owns and manages 11 dams, operates and maintains another four owned by the Ministry of Natural Resources and Forestry (MNRF), and supports operation and maintenance of two facilities on behalf of Ontario Power Generation (OPG).

In accordance with provincial laws, MVCA also regulates development to mitigate future flood impacts in the Mississippi River and Carp River watersheds, and approximately 283 km² that drain directly to the Ottawa River. As you may be aware, we have experienced two extreme flood events and two droughts in our jurisdiction in the past four years.

The Authority recently received notice from the MNRF that it will not receive any funding this year for reconstruction of our Shabomeka Lake Dam, or for an Environmental Assessment to replace the Kashwakamak Lake Dam, both located in the Township of North Frontenac. These two facilities are in the upper watershed and are among our largest dams. They are both over 100 years old and play a critical role in mitigating flooding to over 2,400 flood-prone properties downstream.

Under summer and drought conditions, MVCA water control structures help to maintain recreational lake levels which support a tourism sector valued at over \$50 million annually in Lanark County alone. Dams in the watershed also help ensure adequate flow for drinking water systems, and support wastewater systems in the towns of Carleton Place and Almonte, with a combined population of approximately 16,000. In short, these water control structures are important to the lives and livelihoods of taxpayers in our watershed.

In 2020, only 59 of the 102 applications submitted to the WECl program were funded. The Shabomeka and Kashwakamak projects, with a combined grant request of \$550k, were just two of the projects that did *not* receive funding. As the WECl program is only funded at \$5 million annually, these projects demonstrate that funding of the WECl program must increase to address the risk posed to Ontarians in light of aging infrastructure in a changing climate.

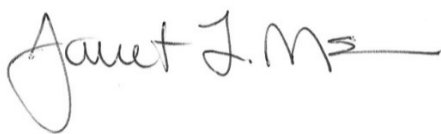
This problem is exacerbated by overly restrictive program requirements, namely: applicants must fully expend grant allocations in less than a year (in practical terms less than 6 months); and return any unspent funds to provincial reserves rather than carrying them over to the next fiscal year or reallocating them to other deserving WECl projects. In 2019, these restrictions saw over \$800k or almost 20% of program funds returned to the province rather than going towards investment in water and erosion control infrastructure in Ontario.

In November 2019, the Premier received the report of the Special Advisor on Flooding who recommended “multi-year” funding of the WECl program and, “at minimum”, no further funding cuts. In March 2020, the province issued *Protecting People and Property: Ontario's Flooding Strategy* wherein it committed to continue its “cost share funding arrangement with municipalities through the WECl program in order to support high priority repairs to conservation authority infrastructure.”

Under the WECl program, municipalities and the province share in project costs 50/50. Our municipalities have committed to pay their share of these projects. Our Board is committed to reconstructing Shabomeka Lake Dam and conducting an environmental assessment of the Kashwakamak Lake Dam in reasonable timeframes given their age, condition, and importance in the watershed. Increased funding and indexing of the WECl program would mitigate further downloading to our municipalities, and allow for timely completion of these projects.

Representatives from our Board and local councils would like to meet with you to discuss this matter. Please let us know when would be convenient to meet.

Respectfully yours,



Janet Mason,
Board Chair



Sally McIntyre,
General Manager

- c. MVCA Mayors and Councils
MVCA Board of Directors
Conservation Ontario



April 23, 2020

Kathy Woeller
Director, Integration Branch
Regional Operations Division, MNRF
300 Water Street
Peterborough, ON, K9J 3C7
kathy.woeller@ontario.ca

RE: Need for Reallocation of In-Year Water and Erosion Control Infrastructure (WECI) Funds

Dear Ms. Woeller,

I am writing, on behalf of the Water and Erosion Control Infrastructure (WECI) Committee, to congratulate you on the speed with which your Ministry has confirmed the WECI fund, a provincial investment of \$5 million to support the maintenance of this critical infrastructure. This funding protects people and property from flooding impacts, consistent with Ontario's Flooding Strategy, and, supports an important service provided through conservation authorities in partnership with the Province and our member municipalities. It is also an important component of building healthy and safe communities.

The MNRF WECI Committee consists of senior CA staff with, cumulatively, more than 77 years of project management experience in studies and repair projects for major maintenance of critical water and erosion control infrastructure. This expertise ensures that WECI funding is allocated in the most efficient and beneficial manner possible. For over 17 years, Committee members have assisted the MNRF staff responsible for the Committee and the funding program in development of program guidelines for CA applicants, and in the review and ranking of these applications, and, in past years, reallocation of in-year funding.

The Committee is recommending that in-year funding reallocations be reinstituted for the WECI program. For 2020/2021, the funding envelope is oversubscribed by almost two-fold with an estimated total project cost of more than \$19 million for 102 project submissions from 30 CAs

across the Province. The Committee is confident that there is enough depth in the funding program applications to reallocate funding thereby maximizing a \$10 million investment in jobs and economic activity across Ontario in 2020-2021.

When dealing with major capital repair projects it is expected that project estimates at grant application time will vary from final construction costs. This occurs for many reasons, for example, material costs vary, variability in consultant and construction availability and costs, contingencies are not used, and sometimes, an unforeseen issue requiring a permit/approval arises and delays the project. In previous years, the program recognized this adjustment process throughout the funding year. Surpluses were identified during regular reporting intervals in the program and allowed for reallocation to other projects to ensure that maximum use was made of grant funding in the program which is always oversubscribed. In the past two years, these surpluses were not allowed to be reallocated and, in 2019/2020, resulted in almost \$821,000 being returned. Assuming a similar outcome for this year without in-year reallocation of funds, this would be a significant loss of potential jobs and economic activity in the current Ontario context, and lost opportunity to carry out required maintenance work.

The Committee is also recommending that MNRF undertake confirmation of funding allocations with CA project managers in advance of finalizing Transfer Payment Agreements for 2020/2021 in case there are any currently known cost changes or project cancellations. Despite this precautionary approach, it is recognized that situations may still arise for some projects over the course of the next year which may affect the feasibility or the scope and therefore the costs of the projects submitted. These situations, which may not be clear until later in the funding year for some projects, may include:

- constraints on local CA and municipal funding due to unforeseen COVID-19 pressures on 2020 budgets;
- O.Reg. 82/20 (Closure of Non-Essential Businesses) and potential supply chain disruptions (e.g. materials, consultants, contractors, etc.); and,
- Worker safety (e.g. social distancing requirements).

We trust that this letter adequately highlights the critical need for the ability to reallocate funds among WECl projects to ensure that the total project costs of \$10 million is fully spent on studies and shovel ready repair projects. These projects are an investment in jobs and economic activity (e.g. materials, consultants, contractors, etc) and are vital in protecting the people of Ontario from flood and erosion risk. This investment in critical infrastructure should be maximized to benefit local communities across the province, and ultimately, Ontario's economic recovery.

We appreciate the collaborative approach that has been taken with the WECI funding program and trust that the merit of the proposal to allow reallocation of funding will be carefully considered in support of all our efforts to continue to serve Ontarians during these challenging times.

Sincerely,

G. Rungis

Gus Rungis, P. Eng.,
Chair, Water and Erosion Control Infrastructure Committee
Senior Engineer, Water Control Infrastructure Grand River CA

c.c.:

Kim Gavine, General Manager, Conservation Ontario
CAOs, All Conservation Authorities

Beth Brownson, A/Manager, Program Services Section, Integration Branch, Ministry of Natural Resources and Forestry (MNRF)

Dave Burritt, Supervisor, Surface Water Monitoring Centre, Integration Branch, MNRF

CA Staff, WECI Committee members:

Chris Tasker, P.Eng., Manager, Water & Information Management, Upper Thames River CA

Craig Mitchell, B.Sc., C.Tech., Senior Manager – Flood Infrastructure and Hydrometrics, Toronto and Region CA

Sandra Mancini, P.Eng., Engineering Team Lead, South Nation Conservation

CO Staff, WECI Committee members:

Bonnie Fox, Policy and Planning Manager, Conservation Ontario

Rick Wilson, Information Management Coordinator, Conservation Ontario

MNRF staff, WECI Committee member:

Scott Bates, Water Budget Program Analyst, Program Services Section, MNRF



July 13, 2020

Mr. Doug Black, Mayor
Town of Carleton Place
175 Bridge Street
Carleton Place, ON
K7C 2V8

Dear Mayor Black and Council,

Funding of flood control infrastructure on the Mississippi River

Attached you will find a letter sent to the Minister of Natural Resources and Forestry regarding under-funding of water and erosion control infrastructure in the province. Specifically, we are concerned that the Authority received no funding towards reconstruction of the Shabomeka Dam or for an environmental assessment to replace the Kashwakamak Dam, our two largest dams, both built over 100 years ago, and structures that protect commercial interests and communities in the watershed.

When the province does not fund replacement of these assets, municipalities are left to fill the void. The province has not increased or indexed funding of the Water and Erosion Control Infrastructure (WECI) program since it was established in 2003. Over 100 applications were submitted to the program in 2020. The insufficiency of the \$5 million funding envelop becomes readily apparent when one considers that \$550k was requested for the above two projects alone, or over 10% of the total program budget.

Members of the MVCA Board ask you to add your voice to the Authority's request to the province to increase funding to the WECI program so that vital structures in rural Ontario receive the money needed to protect people and property in our communities. We also ask that you request the province to address long-standing issues with program administration that sees hundreds of thousands of dollars unnecessarily returned to the province instead of invested in local infrastructure.

Attached is a draft motion for your consideration. Please feel free to amend as you deem appropriate. Any support you can provide would be most appreciated.

Respectfully yours,

A handwritten signature in black ink that reads 'Janet J. Mason'.

Janet Mason,
Board Chair

A handwritten signature in blue ink that reads 'Sally McIntyre'.

Sally McIntyre,
General Manager

c. Jeff Atkinson and Theresa Fritz

DRAFT MOTION

Whereas the province reaffirmed its commitment to “continue its cost share funding arrangement with municipalities...to support high priority repairs to conservation authority infrastructure” in its March 2020 *Ontario Flooding Strategy*;

And whereas the province allocated \$5 million annually for this purpose in 2003 and has not increased or indexed the funding envelop in 17 years;

And whereas demand for replacement and upgrade of water and erosion control assets is ever increasing due to aging infrastructure and the impacts of climate change;

And whereas critical infrastructure within the Mississippi Valley watershed that serves this municipality did not receive funding this year and there are no guarantees that it will in the foreseeable future based upon current program demand;

And whereas, should funding not be received from the province for these and other MVCA capital projects the burden of those costs will fall in part to this municipality;

Now therefore, be it resolved that the CAO be directed to draft a letter on behalf of Council for submission to the Minister of Natural Resources and Forestry, the Minister of Environment, Conservation and Parks, and the Minister of Municipal Affairs and Housing supporting the letter from the MVCA and requesting that funding of the Water and Erosion Control Infrastructure (WECI) program be significantly increased and that program rules be adjusted to allow for reasonable construction periods and the carry-over of funds between fiscal years.

Board of Health Meeting June 18, 2020

Summary

Auditor's Report

The 2019 Audit was presented to the Board by Ms. Serena Fortin, auditor for Allan and Partners LLP. She stated that: the accompanying financial statements represent fairly, in all material aspects, the financial position of the entity as of December 2019, and its result of operations, its changes in net debt, and its cash flows for the year that ended in accordance with the Canadian Public Sector Accounting Standards. The Board of Health approved the 2019 Audit.

Provincial Appointments to the Board

Currently there are five vacancies for provincial appointments to the Board and we have submitted our request to the Minister of Health for a reappointment, along with a new appointment. The provincial appointees bring a valuable perspective to the work of the Board.

COVID-19 Update

The Leeds, Grenville and Lanark region continues to have a very low number of community people diagnosed with COVID-19, with between 120 and 150 tests being done at the three Assessment Centres. In the past week there has been a surge in the request for testing by people who want to visit someone in a long- term care home because all visitors must have a negative test within two weeks before a visit.

Provincial Stage 2 Opening

Leeds, Grenville and Lanark qualified for the Provincial Phase 2 Opening because of our very low number of cases in the past two weeks, the hospitals have adequate capacity to function, and there is adequate testing available to the public.

The Health Unit is involved directly in supporting food premises, personal service settings, and water recreational settings to open with COVID-19 precautions in place as well as adhering to all the usual public health regulations. They were all sent information packages and Public Health Inspectors will follow up with each one. Our Website has a detailed section for businesses of all types with resources and links to other sites, for example, the Ministry of Labour. We are also working with child care centres that plan to open, building on provincial guidance and our learnings with the emergency child care centres.

Our work with municipalities will continue in this new stage, and we are pleased to consult on plans for reopening municipal parks, recreation opportunities, and beaches. Our beach testing will start next week. We are pleased to work with municipalities on special events they are planning to ensure they are done safely.

Drug Overdoses and Deaths

Eight people have died in the past two months in Leeds, Grenville and Lanark, likely from a fentanyl overdose. This is more deaths than we would usually have over an entire year. During May, the hospitals have also seen an increase of people presenting to the emergency department with an overdose.

The Health Unit, along with community partners, suspect the increase in overdoses are a result of a toxic supply of substances as the usual supply routes are not available, COVID-19 related stresses, and a change in the availability of health and social services. The stress, uncertainty, and anxiety associated with the COVID-19 pandemic may lead to increased substance use amongst vulnerable populations.

Harm reduction supplies (single use equipment and naloxone) and further access to services and referrals continue to be offered throughout Leeds, Grenville and Lanark. <https://healthunit.org/health-information/drug-use-harm-reduction/> Naloxone is also available through local pharmacies. We are increasing access to naloxone through a new partnership with paramedics and supporting policy changes to increase access through the ER departments.

We are doing social media posts, communicating with other agencies (police, EMS, hospital, probation and parole, addictions and mental health) who are then spreading our messages through their clients. We are also connecting with some key people within the drug using circles in Perth to spread information as well.

Health Canada has funded our proposal for a “Peer Support Navigator for People Who Use Substances in Leeds Grenville”. We are pleased to have our first peer support worker join our team. For more information please contact Jennifer Adams at the health unit at 613-345-5685.