



## Committee of the Whole Agenda

Tuesday, August 25, 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 August 11 and 18, 2020, be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Planning and Protection

a. Request for Refund of Deposits (Communication 131087)

13

Lennox Smith, CBO

**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.

- b. **DP3-03-2020, Guy Whissel (Longwood Homes) on behalf of Nu Globe Developments (Communication 131095)**

17

Niki Dwyer, Director of Development Services

**Suggested Motion:**

THAT the Committee hereby authorizes application DP3-03-2020 to permit a maximum garage width equal to 49% of lot frontage for Lots 1 through 35 in the Nu Globe Subdivision and directs Staff to move forward with the drafting of the Development Permit Agreement.

- c. **Interim Control By-law (Communication 131096)**

22

Niki Dwyer, Director of Development Services

**Suggested Motion:**

THAT Council direct staff to undertake the statutory public process to amend Section 4.6 of the Development Permit By-law as recommended by the Interim Control By-law's Neighbourhood Character Study completed by JL Richards and Associates; and

THAT Council direct staff to include a building inventory and design criteria review in a comprehensive review of the Development Permit By-law within three (3) years of the adoption of a Comprehensive Official Plan Amendment.

Corporate Services

- d. **Financial Report to July 31, 2020 (Communication 131098)**

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Trisa McConkey, Treasurer

**Suggested Motion:**

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

**7. NEW/OTHER BUSINESS**

- a. **Ottawa Valley Rail Trail - Road Crossing Safety**

Councillor Seccaspina

**Suggested Motion:**

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)

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

**a. Advisory Committee Minutes**

39

**Suggested Motion:**

THAT the following minutes be received as information:

- Urban Forest/River Corridor Committee - 2020 06 24
- Parks and Recreation Committee - 2020 08 19

**b. Motions Received from the Parks and Recreation Committee**

**Suggested Motion:**

THAT the proposed 2020/2021 Regular Season Ice Rental Rates be approved for a one (1) year period effective September 7, 2020 to September 5, 2021.

**Suggested Motion:**

THAT the proposed 2020-2021 proposed pool user fees be approved for a one (1) year period effective September 7, 2020 to September 5, 2021.

**Suggested Motion:**

THAT the Adult Swim from 12 pm-1 pm and Public Swim from 1 pm-2:30 be cancelled on Saturday, November 28, 2020 and Saturday, February 27, 2021 to accommodate the Carleton Place Water Dragon's swim meets.

**9. INFORMATION LISTING**

49

- Town of Prescott Resolution - Border Closure
- Town of Smiths Falls Resolution - COVID-19 Public Health Guidelines
- Ministry of Transportation - School Bus Stop Arm Camera Changes

**Suggested Motion:**

THAT the Information Listing dated August 25th, 2020, be received.

**10. NOTICE OF MOTIONS**

11. ADJOURNMENT

**Suggested Motion:**

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

## **Committee of the Whole Minutes**

**Tuesday, August 11, 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, Niki Dwyer, Director  
of Development Services, Lennox Smith, CBO, Robin Daigle,  
Manager of Engineering

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

Deputy Mayor Redmond called the Committee of the Whole meeting to order at  
7:16 p.m.

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

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Fritz

THAT the agenda be accepted as amended:

- Removal of Request for Refund of Deposits Brigil Construction  
(Communication 131087)

**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:** Mayor Black

**Seconded by:** Councillor Seccaspina

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

**CARRIED**

## **5. DELEGATIONS/PRESENTATIONS**

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

Karen Prytula, Chair of the Municipal Heritage Committee provided an annual report to Council which included a brief summary of the history of the Committee and its goals and objectives for the future. Jennifer Irwin of the Carleton Place and Beckwith Museum provided information on the Town's designated heritage properties as well as properties being considered for inclusion on the list of properties of heritage significance.

## **6. REPORTS**

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

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Randell

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.

**CARRIED, BY LAW PREPARED**

2. Captain Roy Brown and Service Road Clearing (Communication 131088)

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Atkinson

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.

**CARRIED, MOTION AND BY LAW PREPARED**

3. Naming of Proposed Highway 7 Service Road (Communication 131089)

**Moved by:** Mayor Black

**Seconded by:** Councillor Randell

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.

**CARRIED, MOTION PREPARED**

4. CAO's Report - Delegated Authority (Communication 131090)

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

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

**CARRIED, CONSENT**

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

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

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 carry- over of funds between fiscal years.

**CARRIED, MOTION PREPARED**

**7. INFORMATION LISTING**

1. Health Unit - Board Summary

**Moved by:** Councillor Seccaspina

**Seconded by:** Mayor Black

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

**CARRIED**

**8. NOTICE OF MOTIONS**

1. 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)

**9. ADJOURNMENT**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Randell

THAT the meeting be adjourned at 8:14 p.m.

**CARRIED**



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Deputy Mayor Sean Redmond

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Stacey Blair, Clerk

## **Special Committee of the Whole Minutes**

**Tuesday, August 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, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works, Pascal Meunier, Director of Protective Services, Joanne Henderson, Manager of Recreation, Niki Dwyer, Director of Development Services, Meriah Caswell, Manager of Library Services

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

Deputy Mayor Sean Redmond called the special Committee of the Whole meeting to order at 6:00 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. CLOSED SESSION**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Seccaspina

THAT the Committee move into closed session at 6:05 p.m. to discuss a matter subject to:

Section 239 (3.1) Educational or Training Session for members of Council; and  
THAT Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey, Treasurer,  
Guy Bourgon, Director of Public Works and Andrew Grunda, Consultant, be  
permitted to participate in the teleconference.

- Development Charges Background Study - Educational Session

**CARRIED**

**Moved by:** Mayor Black

**Seconded by:** Councillor Fritz

THAT the Committee return to open session at 7:20 p.m.

**CARRIED**

## **5. RISE AND REPORT**

Members of the Committee received instructional information regarding the Development Charges Background Study. No decisions were made during the Closed Session.

## **6. DELEGATIONS/PRESENTATIONS**

### **1. Development Charges Background Study - Preliminary Findings**

Andrew Grunda, Consultant with Watson & Associates Economists Limited, presented to Council the preliminary findings of the Development Charges Background Study. The presentation provided information on the following:

- what development charges (DC) are and how municipalities are empowered to charge them
- the study process which leads to the adoption of a new DC By-law
- the process of calculating a development charge in accordance with current legislation
- changes to the DC Act as a result of the COVID-19 Economic Recovery Act, including changes to eligible services
- growth forecast projections and projected increases in need for service

- the draft calculated schedule of development charges and a comparison to the current DCs as well as the DCs of other municipalities; and
- DC By-law policies including discretionary exemptions and redevelopment credits and indexing

**7. ADJOURNMENT**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT the meeting be adjourned at 7:45 p.m.

**CARRIED**

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Deputy Mayor Sean Redmond

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Stacey Blair, Clerk

## **COMMUNICATION 131087**

Received From: Lennox Smith, Chief Building Official  
Addressed To: Committee of the Whole  
Date: August 25, 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 10<sup>th</sup>, 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 131095

Received from Joanna Bowes, Senior Planner  
c/o Niki Dwyer, Director of Development Services  
Addressed to Committee of the Whole  
Date August 25, 2020  
Topic DP3-03-2020, Guy Whissel (Longwood Homes)  
on behalf of Nu Globe Developments  
Future Lots 1-35 of Nu Globe Phase 1

### SUMMARY

An application has been submitted for a Class 3 Development Permit for 35 future residential lots in Phase 1 of the Nu Globe Subdivision (SUB-02-2012). The properties are designated *Residential District* in both the Town's Official Plan and the Development Permit By-law. The application proposes single detached dwellings on all subject lots.

The application requests a variation to the Development Permit By-law to permit attached garages a maximum width of 49% of the lot frontage, whereas the current development standards permit a maximum allowable 45% of the overall lot frontage.



## **ANALYSIS**

The review of this application is subject to the policy framework set out by the Provincial Policy Statement, Lanark County Sustainable Communities Official Plan, and the Town of Carleton Place Official Plan.

The Carleton Place Development Permit By-Law regulates the development standards and site-specific provisions within the Town. The proposed development will require one (1) variation to the Development Permit By-Law – to increase the maximum allowable garage width for single detached dwellings.

### **Provincial Policy Statement**

The Provincial Policy Statement (PPS) provides direction on matters of Provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the Province depends upon a “strong, sustainable and resilient community, a clean and healthy environment, and a strong and competitive economy”. The policy statement directs development to settlement areas and protects the resources throughout the province.

Section 1.0 of the PPS, Building Strong Healthy Communities, stresses the utilization of existing infrastructure and the promotion of efficient development patterns that support sustainable, livable, healthy and resilient communities while facilitating economic growth.

Section 2.0 of the PPS speaks to the protection and management of resources.

Section 3.0 of the PPS outlines policies to direct development away from areas of potential hazards.

This proposed application is consistent with the Provincial Policy Statement as it will make use of existing municipal infrastructure.

### **County of Lanark Sustainable Communities Official Plan**

The County Official Plan delineates the Town of Carleton Place as a Settlement Area. Section 2.3, Settlement Area Policies, encourages efficient development patterns in Settlement Areas to optimize the use of land, resources, infrastructure and public service facilities. Further, the plan states that local land use policies shall be further elaborated in local Official Plans (Town of Carleton Place Official Plan).

Local land use policies shall provide for mixed use development including residential, commercial, employment lands, parks and open space and institutional uses are in areas designated as a settlement area in local Official Plans.

This proposal conforms to the Lanark County Sustainable Community Official Plan.

### **Town of Carleton Place Official Plan**

Section 3.5 of the Town of Carleton Place Official Plan – Residential District – intends to provide the main locations for housing in Carleton Place. Residential

District development will promote a broad range of housing types and compatible services and amenities are permitted to make the most efficient use of available infrastructure.

The objectives of the Residential District include promoting sustainable, efficient and diverse residential neighbourhoods and providing a diverse range of housing types and densities.

Section 2.3, General Design Criteria, speaks to new development complementing the character of the area and being consistent with surrounding areas. The subject lots are part of a new greenfield subdivision development. Currently, all adjacent sites are vacant and undeveloped. The subdivision will consist of a mix of residential densities (single, semi, townhouse and apartment dwellings), whereas the subject lots are to be single detached dwellings. As the subdivision is not yet built out, the character of the area is yet to be determined. However, the lots subject to this application will share the same character in terms of garage size.

This proposal conforms to the Town of Carleton Place Official Plan.

#### **Town of Carleton Place Development Permit By-law**

This property is designated Residential District in the Development Permit By-law. The proposed single detached units are listed among the permitted uses of the designation.

The development standard that regulates garage width is relative to lot frontage. The current provision states that the maximum width of a garage is to be no more than 45% of the lot frontage. The residential lots subject to this application are larger (in width) than the minimal requirement of 10 m (range between 12.2 m and 19.32 m (40 ft – 63.4 ft)).

The table below highlights the range of frontages proposed for the 35 subject lots against the current and proposed development standards related to garage width.

<b>Lot Frontage</b>	<b>Garage Width at 45% Frontage (Currently Allowed)</b>	<b>Garage Width at 49% Frontage (Requested Variance)</b>	<b>+/-</b>
12.2 m / 40.02 ft	5.5 m / 18 ft	5.9 m / 19.4 ft	+ 0.4 m / 1.4 ft
12.5 m / 41.01 ft	5.6 m / 18.4 ft	6.1 m / 20 ft	+ 0.5 m / 1.6 ft
13.1 m / 42.98 ft	5.9 m / 19.4 ft	6.4 m / 21 ft	+ 0.5 m / 1.6 ft
14.95 m / 49.04 ft	6.7 m / 21.9 ft	7.3 m / 23.9 ft	+ 0.6 m / 2 ft
19.32 m / 63.4 ft	8.7 m / 28.5 ft	9.5 m / 31.2 ft	+ 0.8 m / 2.7 ft

As the development standard is relative to the lot frontage, the garage sizes will differ slightly to one another in terms of absolute width, however they will remain uniform in terms of frontage. As seen in the table above, the largest increase in proposed garage width is 2.7 feet.

The proposed variation to the development standard is deemed to be minor in nature with no adverse impacts anticipated. The application meets the general intent of the Official Plan and Development Permit By-Law and is appropriate for the subject lands.

At this time no other variations from the Development Permit By-Law are requested.

### **PUBLIC CONSULTATION**

During the technical circulation of the application, no issues were raised in regard to the proposed variation to increase the garage width of these 35 lots.

### **OPTIONS**

The proposed Site Plan is appended at the end of this report.

As with any Development Permit application, the Committee has the following options:

- a) Refuse the application;
- b) Approve the application and issue a Development Permit with no conditions attached;
- c) Approve the application and require that conditions be met before issuing a Development Permit;
- d) Approve the application and issue a Development Permit with conditions attached; or
- e) Approve the application, require that conditions be met before issuing a Development Permit and, when the conditions have been met, issue a Development Permit with further conditions attached

### **STAFF RECOMMENDATION**

THAT the Committee hereby authorizes application DP3-03-2020 to permit a maximum garage width equal to 49% of lot frontage for Lots 1 through 35 in the Nu Globe Subdivision and directs Staff to move forward with the drafting of the Development Permit Agreement.

[illegible]

## COMMUNICATION 131096

Received From: Niki Dwyer, MCIP RPP, Director of Development Services  
Addressed to: Committee of the Whole  
Date: August 25, 2020  
Topic: Interim Control By-law – Proposed Amendment to Development Permit Bylaw

### SUMMARY

Council has received the final Neighbourhood Character Assessment and report prepared as a result of the Interim Control By-law passed in 2019 addressing multi-unit developments within established mature neighbourhoods in Town. In addition, an education session with Council took place on June 19, 2020 whereby JL Richards and Associates made a presentation to Council followed by a question and answer period. Following this education session, Council requested time to process the findings prior to considering the options provided.

The purpose of this report is to bring forward the final recommended options for Council's discussion and decision.

### COMMENT

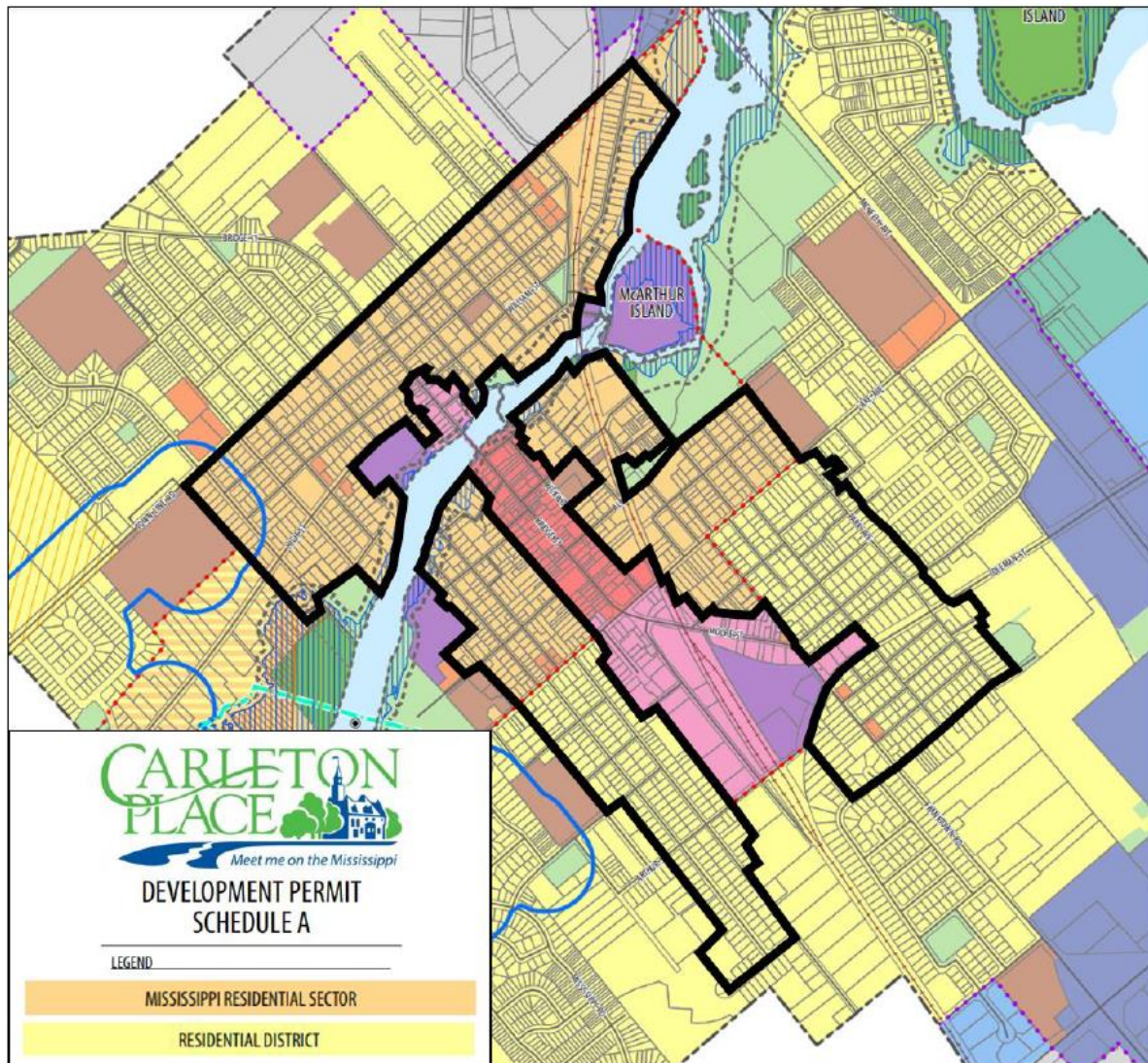
Following the consideration of applicable land use planning policy, case study review and local public consultation sessions during the fourth quarter of 2019, the Neighbourhood Background Study presented three (3) options for Council's consideration:

- Option 1: Status Quo – The Town may elect not to amend their current planning and design regulations for residential development within the Study Area at this time. If this approach is chosen, all current approval processes will remain intact.
- Option 2: Amend Provisions of the Mississippi Residential Sector – Amend Section 4.3 of the Development Control Bylaw to create unique development standards for the designation rather than the current approach which relies on the standards of the Residential District. These provisions will assist to ensure that development is appropriate and desirable within the area, which will further help to inform the by-law's built-form inventory and design criteria section.
- Option 3: Comprehensive Official Plan (OP) and Development By-law Review – Conduct a fulsome review of the Town's planning policy. The review will allow for an update of the OP and subsequent by-law to better reflect the current state of the Town and the recent growth it has seen. The review may go as far as to re-designate municipal lands, re-define density targets and revise the existing community design framework. This could also include an update of the Town's built form inventory and design criteria sections.



The consultants recommend Option 2 as the preferred solution and have prepared a draft amending by-law for the repeal and replacement of the existing Policy section of the Development Permit By-law. No alterations to the boundary of the Mississippi Residential Sector are recommended at this time; as a result the amendment will only impact the lands identified in orange on Figure 1. Figure 1 also denotes the limits of the Interim Control By-law Study Area which has been subject to the review.

Figure 1



Council has previously approved the allotment of funds in the 2020 budget for a comprehensive Official Plan review. The current Official Plan was approved in 2013 and has been subject to five (5) policy specific amendments but as yet, the statutory 5-year consistency review has not occurred. A Request for Proposal for the Comprehensive Review project has been awarded and the scope of work will include a conformity exercise with the Provincial Policy Statement, County of Lanark Sustainable

Communities Official Plan as well as a refreshment of local goals and objectives held by the Carleton Place community. It is anticipated that the Comprehensive Review will conclude in April 2021 with a report to Council for endorsement.

In accordance with Section 26 of the Planning Act, following the conclusion of the Official Plan review, the Development Permit By-law will similarly be required to be reviewed comprehensively within three (3) years to ensure consistency with the Official Plan.

Notwithstanding the forecasted comprehensive review of the Development Permit By-law, staff continue to process the Housekeeping Amendment initiated in fall of 2019. This by-law is anticipated to be brought forward for Council discussion and decision in September 2020. The Housekeeping Amendment, which proposes various miscellaneous administrative amendments, will be helpful in clarifying interpretations of the policy but will not specifically improve the provisions of the Mississippi Residential District. As a result, it is recommended that Council proceed with the housekeeping amendment and the amendment to the Mississippi Residential District provisions separately.

Staff encourages Council to continue to explore improvements and amendments to the policy and respective by-law through these comprehensive review processes. The blanket approach to designating residential neighbourhoods at large within the Municipality regardless of their district character elements has resulted in inconsistent and incompatible infill, particularly as it pertains to higher densities.

It is recommended that Council provide support to staff to undertake a 2-step approach to amending the Development Permit By-law to establish a more structured and localized approach to evaluating development:

Step 1 – Adopt the proposed amendment provided in Option 2 by the consultant; and

Step 2 – Undertake the comprehensive review of the building inventory and design criteria as part of the statutory reviews of the Official Plan and Development Permit By-law with the intent of creating specific zones within the municipality which provide localized design guidelines and lot provisions based on an identified cohesive neighborhood.

It is not recommended that Council move directly into Step 2 at this time as the delivery of an amended Official Plan and Development Permit By-law may take several months to complete and will not be completed before the termination date of the extended Interim Control By-law in May 2021.

#### **STAFF RECOMMENDATION**

THAT Council direct staff to undertake the statutory public process to amend Section 4.6 of the Development Permit By-law as recommended by the Interim Control By-law's Neighbourhood Character Study completed by JL Richards and Associates; and



THAT Council direct staff to include a building inventory and design criteria review in a comprehensive review of the Development Permit By-law within three (3) years of the adoption of a Comprehensive Official Plan Amendment.

## DRAFT PROPOSED AMENDMENT

### 4.3 MISSISSIPPI RESIDENTIAL SECTOR

The Mississippi Residential Sector Policy Area is an established older residential area which is composed of a mix of neighbourhoods characterized by a range of housing types. The area, though dominated by single dwelling units, includes semi-detached, duplex, row townhouses and small apartment dwellings located on tree lined streets with several parks, schools, churches, local commercial uses and municipal amenities. The range of dwellings varies from modest single dwellings to stately heritage homes.

The purpose and intent of the following regulatory framework is to provide for the appropriate development and redevelopment of the area while recognizing the existing character and architectural styles of the neighborhood.

#### 4.3.1 Permitted Uses

- Single Detached Dwelling
- Semi-Detached Dwelling
- Duplex Dwelling
- Existing Institutional Uses
- Existing Commercial and Industrial Uses
- Townhouse Dwelling
- Triplex Dwelling
- Seniors' Residential Dwelling
- Parks
- Recreation Facilities

#### 4.3.2 Discretionary Uses

- Apartment Dwelling
- Daycare Facilities
- Quadplex Dwelling
- Bed and Breakfast Establishment
- Retirement Home
- Office, Retail Store and Personal Service Businesses are permitted on lots adjacent to the Downtown District on Victoria, Beckwith and Allan Streets

#### 4.3.3 Development Standards

Development standards per use shall be in accordance with the following subsections and subject to all other applicable provisions of this By-law including consistency with the Community Design Framework in Sections 13 and 14.

##### 4.3.3.1 Development Standards – Single Detached Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	Nil
Lot Coverage (maximum)	60%
Lot Frontage (minimum)	10.6 metres (35 feet)
Front Yard (minimum)	The median setback of adjacent properties
Exterior Side Yard (minimum)	The median setback of adjacent properties
Interior Side Yard (minimum)	1.2 metres (3.9 feet)
Rear Yard Depth (minimum)	7.5 metres (24.5 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	50.0 square metres (538 square feet)

Building Height (maximum)	11.0 metres (36 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

#### 4.3.3.1.1 Additional Provisions – Single Detached Dwellings

1. The width of the garage shall not exceed 45% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.
2. Should the dwelling exceed two storeys in height, **all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.**

#### 4.3.3.2 Development Standards – Semi-Detached Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	Nil
Lot Coverage (maximum)	60%
Lot Frontage (minimum)	9 metres (29.5 feet)
Front Yard (minimum)	The median setback of adjacent properties
Exterior Side Yard (minimum)	The median setback of adjacent properties
Interior Side Yard (minimum)	1.2 metres (3.9 feet) No side yard shall be required along the common wall
Rear Yard Depth (minimum)	7.5 metres (24.5 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	40.0 square metres (430 square feet)
Building Height (maximum)	11.0 metres (36 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

#### 4.3.3.2.1 Additional Provisions – Semi-Detached Dwellings

1. The width of the garage **and driveway** shall not exceed 45% of the overall lot frontage. When considering the width of the garage calculation for semi-detached dwellings the overall percentage of coverage of any one block can be utilized. For the purposes of this calculation the overall garage width calculation can always be considered for the original block and will survive the severance process. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.
2. Should the dwelling exceed two storeys in height, **all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.**
3. The driveway must not extend further than the exterior wall of the garage.
4. 50% of the total frontage for semi-detached units must have soft/green landscape elements.

#### 4.3.3.3 Development Standards – Duplex Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	Nil
Lot Coverage (maximum)	60%
Lot Frontage (minimum)	10.6 metres (35 feet)
Front Yard (minimum)	The median setback of adjacent properties
Exterior Side Yard (minimum)	The median setback of adjacent properties
Interior Side Yard (minimum)	1.2 metres (3.9 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	40.0 square metres (430 square feet)
Building Height (maximum)	11.0 metres (36 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

##### 4.3.3.3.1 Additional Provisions – Duplex Dwellings

1. The width of the garage for duplex dwellings shall not exceed 60% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.
2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.

#### 4.3.3.4 Development Standards – Townhouse Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	Nil
Lot Coverage (maximum)	60%
Lot Frontage (minimum)	5.5 metres (18.04 feet)
Front Yard (minimum)	The median setback of adjacent properties
Exterior Side Yard (minimum)	The median setback of adjacent properties
Interior Side Yard (minimum)	1.5 metres (4.9 feet) No side yard shall be required along the common property line of the common wall
Rear Yard Depth (minimum)	6.5 metres (21.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	30.0 square metres (322.9 square feet)
Building Height (maximum)	11.0 metres (36 feet)
Minimum Dwelling Unit Area	83.1 square metres (900 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

##### 4.3.3.4.1 Additional Provisions – Townhouse Dwellings

1. The width of the garage shall not exceed 70% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.

2. Should the dwelling exceed two storeys in height, **all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.**
3. Notwithstanding the definition of “Dwelling – Townhouse” of the Bylaw, a “Townhouse” in the Mississippi Residential district shall be defined as follows:

*“Means a building that is divided vertically into three or more dwelling units, but not more than 4, attached by common walls extending from the base of the foundation to the roof line, each dwelling unit having a separate entrance.”*

#### 4.3.3.5 Development Standards – Triplex and Quadplex Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	Nil
Lot Coverage (maximum)	60%
Lot Frontage (minimum)	15.0 metres (49.2 feet)
Front Yard (minimum)	The median setback of adjacent properties
Exterior Side Yard (minimum)	The median setback of adjacent properties
Interior Side Yard (minimum)	1.2 metres (3.9 feet)
Rear Yard Depth (minimum)	9.0 metres (29.5 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	25.0 square metres (269.1 square feet) per dwelling unit
Building Height (maximum)	<b>11.0 metres (36 feet)</b>
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

##### 4.3.3.5.1 Additional Provisions – Triplex and Quadplex Dwellings

1. No parking shall be allowed in either the front or exterior side yards.
2. All multi-unit residential dwellings shall be subject to a Class 2 Development Permit.
3. Should the dwelling exceed two storeys in height, **all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.**
4. Pedestrian walks shall be not less than 1.2 metres (4.0 feet) in width and shall be provided wherever normal pedestrian traffic will occur.
5. Garbage and refuse pickup and other utility areas shall be provided and shall be located so as not to detract from the aesthetic character of the development and shall be enclosed and shielded from view by fencing, walls or shrubbery of at least 1.5 metres (5.0 feet) in height around the perimeter.
6. Approaches to multi-unit dwelling structures and entrance

areas shall be landscaped with trees and attractive shrubs. Areas not used for buildings, drives and parking spaces shall be seeded or landscaped and shall be kept in an attractive condition.

7. The dwelling house shall have a single, central door on the front façade of the dwelling. Additional entrances may be permitted on the rear façade wall.

#### 4.3.3.6 Development Standards – Apartment and Senior’s Residential Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	Nil
Lot Coverage (maximum)	60%
Lot Frontage (minimum)	35 metres (114 feet)
Front Yard Build Within Area	Minimum: 4.5 metres (14.7 feet) Maximum: 7.5 metres (24.6 metres)
Exterior Side Yard Build Within Area	Minimum: 4.5 metres (14.7 feet) Maximum: 7.5 metres (24.6 metres)
Interior Side Yard (minimum)	3 metres (6.5 feet)
Rear Yard Depth (minimum)	7.5 metres (24.6 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	20%
Building Height (maximum)	12.2 metres (40 feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

##### 4.3.3.6.1 Additional Provisions Apartment and Senior’s Residential Dwellings

1. All proposals for Apartment Dwellings and Senior’s Residential Dwellings will be subject to a Class 3 Development Permit.
2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.
3. All development shall be serviced by a public water supply and a public sanitary sewage system. Development applications which propose development on private water and sewage systems will not be approved.
4. Visitor parking spaces shall be delineated through signage.
5. A maximum of 40% of the lot area may be used for at grade parking.
6. All residential buildings containing more than four (4.0) dwelling units shall be required to be located on an arterial or collector roadway. Notwithstanding the foregoing, a residential building containing more than six (6.0) dwelling units may be permitted to be located on a local roadway but will be required to gain approval from Council of a Class 3 Development Permit.
7. Off street parking areas shall not open directly on to a public street, but shall be provided with access drives or other controlled access. Access drives shall not serve as part of a specified parking area and shall be kept

- clear of parked vehicles.
8. Pedestrian walks shall be not less than 1.2 metres (4.0 feet) in width and shall be provided wherever normal pedestrian traffic will occur.
  9. Garbage and refuse pickup and other multi-unit utility areas shall be provided and shall be located so as not to detract from the aesthetic character of the development and shall be enclosed and shielded from view by fencing, walls or shrubbery of at least 1.5 metres (5.0 feet) in height around the perimeter.
  10. All telephone and electric service utilities shall be underground in all multi-unit developments.
  11. All developments shall be provided with a liberal and functional landscaping scheme. Interior roads, parking areas and pedestrian walks shall be provided with shade trees which are of an appropriate size and character. Open space adjacent to buildings and malls between buildings that are to be utilized by residents and border strips along the sides of pedestrian walks shall be graded and seeded.
  12. Approaches to multi-unit dwelling structures and entrance areas shall be landscaped with trees and attractive shrubs. Areas not used for buildings, drives and parking spaces shall be seeded or landscaped and shall be kept in an attractive condition.
  13. Interior development roads, parking areas, dwelling entranceways and pedestrian walks shall be provided with sufficient illumination to minimize hazards to pedestrians and vehicles utilizing the same and shall, where necessary, be shielded to avoid distributing glares to occupants of buildings. Lighting shall be so arranged as to reflect away from adjoining properties.

#### **4.3.4 Development Standards – Non-Residential Uses**

1. Bed and Breakfast Establishments may be permitted subject to the following provisions:
  - i. All proposals are subject to a Class IA Development Permit approval stream.
  - ii. A full drawing set will be required to be submitted for review and consideration prior to approval.
  - iii. Residential character of the neighbourhood will be maintained.
  - iv. Adequate parking is provided and screened year round.
  - v. The proposed development must meet the provisions, requirements and standards Section 4.3.3.1.
2. Retirement Homes are permitted subject to the development standards outlined in section 9.2 and the design requirements of Sections 13 and 14.
3. Daycare Facilities are permitted subject to the development standards outlined in section 5.2.3 and the design requirements of Sections 13 and 14.



**COMMUNICATION 131098**

Received from Trisa McConkey, CPA, CGA, Treasurer  
 Addressed to Committee of the Whole  
 Date August 25, 2020  
 Topic Financial Report to July 31, 2020

**SUMMARY:**

The attached Financial Report provides a review of the Town's financial performance after the first seven (7) months of 2020.

**COMMENTS:**

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

Operational Financial Position Financial Statements for the period ending July 31, 2020			
	BUDGET	YEAR-TO-DATE	% OF BUDGET
<b>Revenue</b>			
ADMINISTRATION	(\$12,889,279.24)	(\$12,304,909.04)	95%
PROTECTION-POLICE	(\$20,000.00)	(\$13,452.82)	67%
PROTECTION-excluding police	(\$727,000.00)	(\$858,042.80)	118%
SOCIAL/FAMILY SERVICES	(\$3,788,148.00)	(\$1,285,473.85)	34%
TRANSPORTATION	(\$475,928.00)	(\$173,398.05)	36%
ENVIRONMENTAL-WASTE	(\$200,000.00)	(\$54,842.57)	27%
ENVIRONMENTAL-WATER/SEWER	(\$6,234,868.00)	(\$7,908,872.61)	127%
RECREATION/CULTURE	(\$1,934,607.11)	(\$669,134.51)	35%
PLANNING/DEVELOPMENT	(\$219,000.00)	(\$216,318.78)	99%
<b>Revenue Total</b>	<b>(\$26,488,830.35)</b>	<b>(\$23,484,445.03)</b>	<b>89%</b>
<b>Expense</b>			
ADMINISTRATION	\$2,417,249.51	\$1,213,837.16	50%
PROTECTION-POLICE	\$2,450,306.65	\$1,423,850.37	58%
PROTECTION-excluding police	\$2,373,726.66	\$1,179,998.13	50%
SOCIAL/FAMILY SERVICES	\$3,863,513.00	\$1,259,319.99	33%
TRANSPORTATION	\$2,704,568.18	\$1,388,717.52	51%
ENVIRONMENTAL-WASTE	\$920,204.35	\$587,112.26	64%
ENVIRONMENTAL-WATER/SEWER	\$3,564,532.79	\$1,682,870.50	47%
RECREATION/CULTURE	\$2,688,342.86	\$1,175,169.36	44%
PLANNING/DEVELOPMENT	\$779,774.94	\$215,109.20	28%
<b>Expense Total</b>	<b>\$21,762,218.94</b>	<b>\$10,125,984.49</b>	<b>47%</b>
<b>Grand Total</b>	<b>(\$4,726,611.41)</b>	<b>(\$13,358,460.54)</b>	<b>283%</b>

At July 31, 2020, the financial year is 58% complete. A variance is considered significant if it is more than 5% greater or less than 58% of the budget. Significant variances as at July 31, 2020 include:

### **Revenue Analysis**

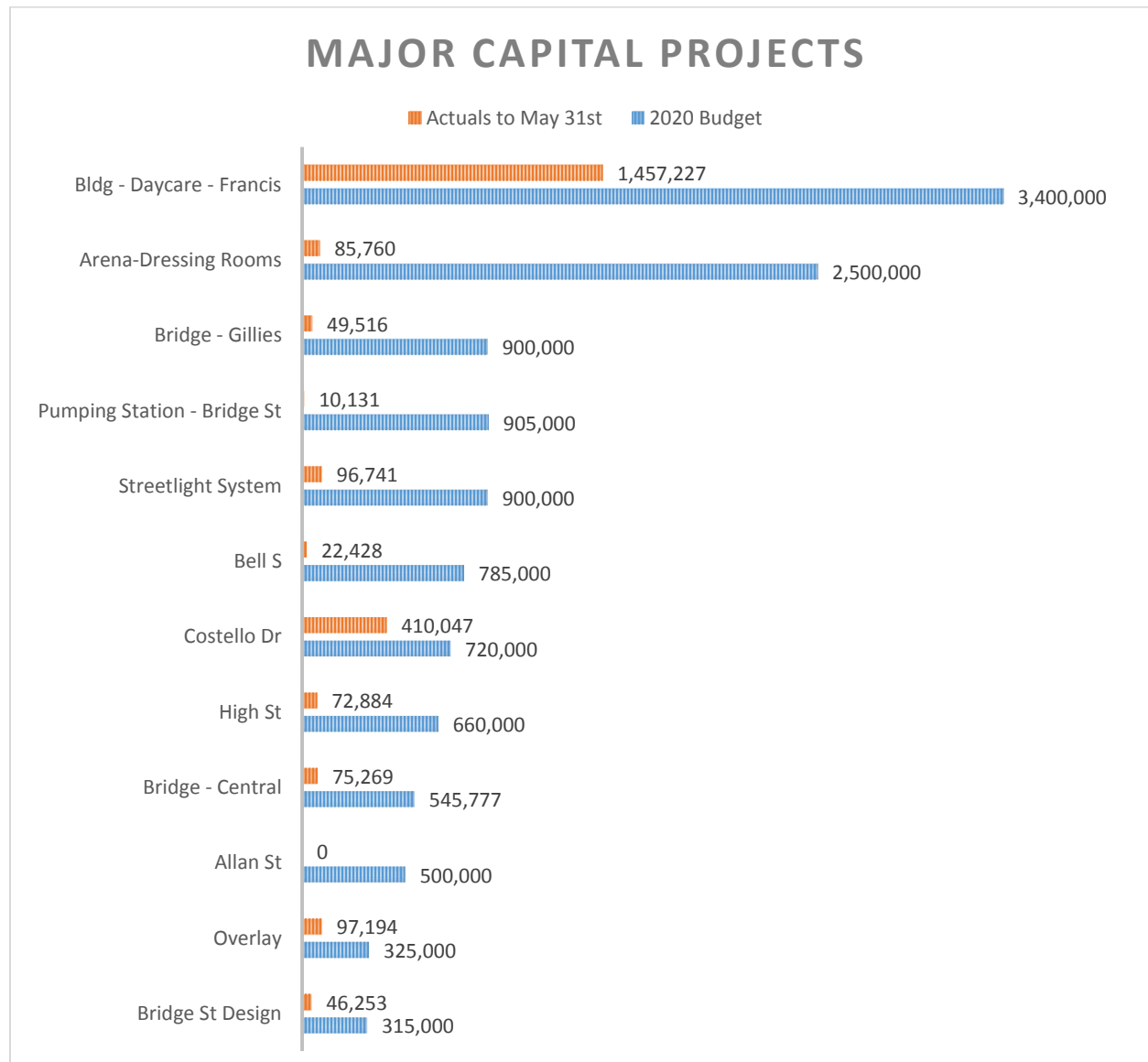
1. ADMINISTRATION – The full year's tax billing has been processed.
2. PROTECTION-POLICE – Police accident report revenue is received at the end of the year.
3. PROTECTION-excluding police – Building permit revenue collected is already \$148,997 over this year's \$650,000 budget. By-law fines are down (only 37% of budget) due to COVID.
4. SOCIAL/FAMILY SERVICES (Childcare) – revenues are down due to COVID 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 invoices to other municipalities are completed at the end of the season.
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 75% of the year's water bills have been processed.
8. RECREATION/CULTURE –Facilities were closed, and many refunds processed due to COVID. Although facilities have now reopened, revenues continue to be significantly lower than budgeted.
9. PLANNING & DEVELOPMENT – Volume of service is higher than anticipated.

### **Expense Analysis**

1. ADMINISTRATION – Only 37% of the payments due to Beckwith for the annexation of land have been processed to date.
2. PROTECTION-excluding police – CEMC/Fire Admin Support; Director of Planning & Development hired later than budgeted.
3. SOCIAL/FAMILY SERVICES – Staff laid off to mitigate loss of revenue. Indication from the Province is that childcare expenses during the COVID closure and for the extra staffing required upon re-opening will be covered in full.
4. TRANSPORTATION – New Operator had not been hired as of July 31, 2020. Transit service (bus service to Ottawa) stopped in March however these lower expenses are fully offset by revenue.

5. ENVIRONMENTAL-WASTE –The recently tendered recycling contract will result in a deficit however Public Works staff are currently analyzing what the effect will be for 2020. A report will be brought to Council in September with these details.
6. ENVIRONMENTAL-WATER/SEWER – Several maintenance activities have not yet begun. New Operator had not been hired as of July 31, 2020.
7. RECREATION/CULTURE – Staff laid off to mitigate loss of revenue.
8. PLANNING & DEVELOPMENT – New Director of Planning and Development hired later than budgeted.

Capital projects are underway however it is still early in the year and several projects are currently just getting underway, so costs remain low at this point. The following chart shows the costs to July 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 requirements continue to change. So far, we have spent almost \$45,000. 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 has implemented the following decreases to the 2020 budget (Total \$160,000):

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
4. Delay in hiring Public Works Operator - \$55,000

Other potential savings considered and not yet adopted:

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.

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. 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 \$68,000):

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 \$30,000

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 and/or closing recreation facilities.
3. Council could consider repurposing some of the Town's reserves.
4. 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**

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19.

Under the municipal operating stream, \$1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

Phase 1 of this funding will be allocated on a per household basis and the Town of Carleton Place will receive a payment of \$284,900 to support COVID-19 operating costs and pressures. Staff will need to provide a detailed accounting for the use of this funding. Full details on what costs and/or pressures will be eligible have not yet been received so it is unclear whether reduced revenue will qualify at this point.

### **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 July 31, 2020 as information.



## Carleton Place Urban Forest/River Corridor Advisory Committee

175 Bridge Street, Carleton Place, Ontario K7C 2V8

Tel: 613-257-6208 Fax: 613-257-8170

Email: jdmccready@rogers.com

Minutes of meeting June 24, 2020

**7:00 p.m. Conference Call**

**Next Regular Monthly Meeting September 23, 2020 @ 7 - 9PM – Location TBD**

### Attendance:

Jim McCready (Chair), Dale Moulton, Councilor Toby Randell, Ron Wood, Jennifer Rogers, Janet McGinnis, Joanne Woodhouse, Doreen Donald

Absent: Andy Kerr-Wilson, Jack Havel

1. Welcome-Approval of the Agenda.
2. Minutes of May 27, 2020 meeting (already approved)
3. Minutes of June 24, 2020 approved by the Committee( Ron Wood, Dale Moulton)
4. Business Arising from May 27, 2020, meeting
  - Implementation of the watering bylaw is delayed until after the summer break, water conservation is encouraged through the summer
  - The Town is supportive of the committee putting content on the Town website about how to care for trees, including planting, mulching watering and pruning.
  - Looking for package done by other municipalities but have not found one yet that would be user friendly to homeowners
  - UFRC committee will review content for clarity and ease of use by the public

***Action: Committee members to review other city sites to see if there is a friendly package the Town could use. If not we will produce our own from what is presented at the Tree Planting Workshops***

### 5. Planning

#### 7 Arthur Street

- All recommendations from the committee were accepted

#### McArthur Island Landscape Plan

- The developer has an Environmental Impact Statement (EIS) that they are required to follow
- Landscape plan did not follow the EIS and was put together hastily
- Final approval of the development is still pending
- The Town Council will hold the developer to the previous landscape plan
- Flood plain has been re-mapped, and this is affecting the development

#### Jackson's Apartments Moore St.

- Issue with the size of the trees that have been planted
- Jim visited the site with Robin Daigle to confirm size of trees
- The measurement process has been standardized (6" from base, measure diameter)
- Planning in pre- consultation with developers requests a landscape plan which requests **60mm trees be planted.** In this case **30mm trees were planted**
- Robin will deal with the developer-replant or forfeit holdback
- The Committee commends the Town on following up on this

6. Public works /Bylaw

New Trees to be planted

- 30 stakes around town where 70 mm trees will be planted in early July by Manotick Tree Services
- Some of the new trees are on High Street, where sidewalks are being replaced. Some of these trees will wait to be planted until after the construction is complete.
- Injections of Ash trees will be done towards the end of August

Inspections with Bylaw

- Jim has gone out with by-law 3 times to inspect trees on private property that might be a danger to the public
- If more are noted, please let Jim know
- The public is generally agreeable and comply with the recommendations (especially when the public is potentially in danger)
- Burr oak in the daycare playground of the French School has a lot of dead branches, which should be trimmed. Jim let the caretaker know who will pass on the message on to the board

7. Update MVCA Watershed Planning-Doreen

- 4 backgrounder reports circulated to the reviewing committee; Doreen will circulate them to the UFRC committee members
- Social media campaign has been underway to educate the public on the process
- Survey has been circulated on the goals of watershed management
- Overall schedule has been delayed due to Covid

8. Potential water initiatives for the committee to consider

- Vegetation on shoreline/naturalized edges – Watersheds Canada (out of Perth, ON) has a program called the [Natural Edge Program](#) – they provide free property visits to advise owners on building a softer border. They also order and plant the vegetation. The UFRC committee could publicize this program to homeowners on the Mississippi River and/or approach Watersheds Canada about working with the Town on public shoreline
- Could put a link on the Town website
- August 13th is the next council meeting; Toby can share this on his social media and through other communications
- [Water Rangers](#) – citizen science program that records water-sampling data. The Mississippi Lake Association owns a group of kits that volunteers use each open water season. The committee could promote this initiative.
- [www.Watersheds.ca](#) (Watershed Canada)
- [www.Waterrangers.ca](#)
- Jim put Doreen and Joanne in contact with the Town to discuss source water protection and storm water management.

9. National Forest Week/National Tree Day

- September 23<sup>rd</sup> is National Tree Day – Jim will ask the Mayor to recognize National Forest Week and National Tree Day by planting a tree
- Junction Park was suggested as a potential location

**Action: Jim to ask the Mayor to recognize National Forest Week and National Tree Day. He will also talk to Joanne Henderson about having a tree planted.**

10. Other Business

Bridge St Landscape Plan

- UFRC has not seen the plans for Bridge Street
- Toby shared that Armstrong red maple, Burr Oak, Hackberry, Service Berry, Japanese lilac are the proposed species,
- Almost the same number as currently in place are proposed



***Action: Jim will request to see the landscape plan as to what and where species will be planted. Salt tolerance must be checked on a couple of these species.***

Early Detection and Rapid Response

- Money coming for invasive species
- Gypsy moths are a big problem this year
- Worried about maple and red oak saw log material on crown land

Update on masters of conservation visit

- Sites will be selected to record speakers which will be shared with the students
- Not sure yet if CP is selected for it

If the committee spots dead trees, please let Jim know.

- Janet has identified a tree that is submerged in gravel (at Mississippi and Morris) – Jim will check it out
- Ash on the River Walk that are succumbing to the ash bore, others are looking great
- Riverside Park – some trees were lost during a recent storm (include large Cottonwoods)

Meeting Adjourned at 8:25pm

Next meeting Sept. 23<sup>rd</sup>, 2020

**Meeting Dates for 2020**

**DATES:** Sep 23, Oct 28, Nov 25



**Parks and Recreation Committee Minutes  
for the August 19, 2020 meeting held at 10:00 a.m. via Zoom**

**Present:** Jan Ferguson, Reeve Richard Kidd, Councillor Linda Seccaspina,  
Paul Pillsworth, John Andrews, Todd Boyce, Facilities Clerk Steph  
Scollan, Manager of Recreation and Culture Joanne Henderson  
**Absent:** Bill Levesque(regrets), Tom Marshall(regrets)

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- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
  - 2) PUBLIC MEETING – NONE THIS MORNING**
  - 3) DELEGATION –NONE THIS MORNING**
  - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
- 

**Communication 131092**

Received from: Joanne Henderson, Manager of Recreation and Culture  
Addressed to: Parks and Recreation Committee  
Date: August 19, 2020  
Topic: 2020-2021 Ice Rental Rates

**SUMMARY**

The proposed 2020/2021 Regular Season Ice Rental Rates are below. They reflect an approximate 3% increase.

**2020/2021 PROPOSED ICE RENTAL RATES  
EFFECTIVE SEPTEMBER 7, 2020 TO SEPTEMBER 5, 2021**

	<b>PRIME TIME:</b>	<b>NON-PRIME TIME:</b>
	MON-FRI 6PM-11PM SAT, SUN 7AM-10PM	
<b>OUT OF TOWN</b>	\$212.84+ \$27.66 HST <b>= \$240.50</b>	\$136.50 + \$17.75 HST *MINOR ONLY <b>= \$154.25</b>

<b>RESIDENT ADULT</b>	\$193.36 + \$25.14 HST <b>= \$218.50</b>	\$165.93 + \$21.57 HST <b>= \$187.50</b>
<b>RESIDENT MINOR</b>	\$141.37 + \$18.38 HST <b>= \$159.75</b>	\$111.28 + \$14.47 HST <b>= \$125.75</b>

<b>STAND BY ICE TIME</b> (Booked 48 hours or less in advance)	\$97.35 + \$12.65 HST <b>= \$ 110.00</b>  Fri, Sat, & Sun and evenings	\$74.56 + \$9.69 HST <b>= \$ 84.25</b>  Mon to Fri. 8am to 4pm Only when school is in and not on holidays
<b>OFF HOURS</b> School in, not on holidays Mon to Fri. 8am to 4pm	\$97.35 + \$12.65 HST <b>= \$ 110.00</b>	
<b>SCHOOL BOOKINGS</b>	MONDAY TO FRIDAY BETWEEN 7 AM AND 4 PM – SCHOOL IN, NOT ON HOLIDAYS	\$50.44 + \$6.56 HST <b>= \$57.00</b>

**\*ALL UNUSED PRIME TIME HOURS WILL BE SUBJECT TO A \$20/HR SURCHARGE AT THE END OF THE ICE SEASON\***

#### COMMENT

The rates will be in effect for a one (1) year period: Monday, September 7, 2020 to Sunday, September 5, 2021.

**Moved by Councillor Seccaspina**

**Seconded by Paul Pillsworth**

**THAT** the proposed 2020/2021 Regular Season Ice Rental Rates be approved for a one (1) year period effective September 7, 2020 to September 5, 2021.

**CARRIED**

#### Communication 131093

Received from: Joanne Henderson, Manager of Recreation and Culture  
Addressed to: Parks and Recreation Committee  
Date: August 19, 2020  
Topic: Pool User Fees

## SUMMARY

The 2020-2021 proposed pool user fees are below. The rates will be in effect for a one (1) year period: Monday, September 7, 2020 to Sunday, September 5, 2021. They reflect an approximate 3%.

### 2020/2021 PROPOSED POOL USER FEES

The fees listed below are for residents of Carleton Place, Mississippi Mills and Beckwith. Non resident fees will be applied to programs that have a discounted rate for residents and are listed where applicable.

\*\*\*ALL PRICES INCLUDE APPLICABLE TAXES\*\*\*

Program	Group Affected	2019/2020	Proposed 2020/2021
<b>MEMBERSHIPS</b>			
<b>Gold Membership</b>	<b>Family</b>	<b>\$1,337.25</b>	<b>\$1,377.50</b>
lessons/swims/Aquafit plus \$10.00 off specialized programs and pool rentals	non resident surcharge	\$158.50	\$163.25
<b>Silver Membership</b>	Family - lessons only	<b>\$907.25</b>	<b>\$934.50</b>
	non resident surcharge	<b>\$101.75</b>	<b>\$104.75</b>
	<i>Upgrade to include a family swim membership</i>	<b>\$70.30</b>	<b>\$72.50</b>
<b>Bronze Membership</b>	Family	<b>\$829.00</b>	<b>\$854.00</b>
<b>swims/Aquafit</b>	Individual ADULT	<b>\$604.50</b>	<b>\$622.75</b>
	Individual SENIOR	<b>\$577.00</b>	<b>\$594.25</b>
	non resident surcharge	<b>\$65.75</b>	<b>\$67.75</b>
<b>Swim Unlimited</b>	Children under 2	<b>free</b>	
	Children 2-12 years	<b>\$164.50</b>	<b>\$169.50</b>
	Youth 13-17 years	<b>\$259.50</b>	<b>\$267.25</b>
	Adult 18 years and over	<b>\$392.50</b>	<b>\$404.25</b>
	Seniors 55 years and over	<b>\$259.50</b>	<b>\$267.25</b>
	Family maximum	<b>\$615.50</b>	<b>\$634.00</b>
	Group discount (must be 10 or more people)	<b>\$259.50</b>	<b>\$267.25</b>
	non resident surcharge	<b>\$64.00</b>	<b>\$66.00</b>
<b>Swim Unlimited – 6 months</b>	Adults 18 years and over	<b>\$255.00</b>	<b>\$262.75</b>
<b>One payment only</b>	Seniors 55 years and over	<b>\$168.75</b>	<b>\$173.75</b>

<b>Aquafit ONLY</b>	Youth 13-17 years	<b>\$512.75</b>	<b>\$512.75</b>
Unlimited Membership	Adult 18 years and over	<b>\$606.50</b>	<b>\$606.50</b>
	Seniors 55 years and over	<b>\$512.75</b>	<b>\$512.75</b>
	Evening membership	<b>\$286.75</b>	<b>\$286.75</b>
	non resident surcharge	<b>\$65.25</b>	<b>\$65.25</b>
<b>Aquafit ONLY – 6 months</b>	Adults 18 years and over	<b>\$386.50</b>	<b>\$386.50</b>
<b>One payment only</b>	Seniors 55 years and over	<b>\$326.75</b>	<b>\$326.75</b>
<b>Arthritis ONLY - Annual Membership</b>		<b>\$432.50</b>	<b>\$432.50</b>
<b>Arthritis ONLY – 6 months</b>		<b>\$281.00</b>	<b>\$281.00</b>
<b>SWIM FEES</b>	Children under 2	<b>free</b>	<b>free</b>
(Drop In)	Children 2-12 years	<b>\$3.75</b>	<b>\$3.75</b>
	Youth 13-17 years	<b>\$5.75</b>	<b>\$5.75</b>
	Adult 18 years and over	<b>\$6.75</b>	<b>\$6.75</b>
	Seniors 55 years and over	<b>\$5.75</b>	<b>\$5.75</b>
	Family maximum	<b>\$16.50</b>	<b>\$16.50</b>
	Daycamp/Daycare/Groups	<b>\$4.00</b>	<b>\$4.00</b>
	Aquatic Staff	<b>free</b>	<b>free</b>
	non resident surcharge	<b>free</b>	<b>free</b>
<b>SWIM FEES</b>	Children under 2	<b>free</b>	<b>free</b>
10 VISIT CARDS	Children 2-12 years	<b>\$33.75</b>	<b>\$33.75</b>
10 visits for the price of 9	Youth 13-17 years	<b>\$51.75</b>	<b>\$51.75</b>
	Adult 18 years and over	<b>\$60.75</b>	<b>\$60.75</b>
	Seniors 55 years and over	<b>\$51.75</b>	<b>\$51.75</b>
	Family maximum	<b>\$148.50</b>	<b>\$148.50</b>
<b>AQUAFIT</b>	Youth 13-17 years	<b>\$9.50/\$85.50</b>	<b>\$9.50/\$85.50</b>
<b>DROP IN/10 VISIT CARDS</b>	Adult 18 years and over	<b>\$11.00/\$99.00</b>	<b>\$11.00/\$99.00</b>
10 visits for the price of 9	Seniors 55 years and over	<b>\$9.50/\$85.50</b>	<b>\$9.50/\$85.50</b>
	Aquatic staff	<b>free</b>	
<b>SWIM LESSONS</b>			
Children's lessons	Parent & Tot	<b>\$75.00</b>	<b>\$77.25</b>
9 classes - includes evening, weekend, morning and homeschool	Preschool	<b>\$93.50</b>	<b>\$96.25</b>
	Swimmer 1, 2, 3	<b>\$93.50</b>	<b>\$96.25</b>
	Swimmer 4-6	<b>\$87.25</b>	<b>\$89.75</b>
	Rookie, Ranger, Star Patrol	<b>\$87.25</b>	<b>\$89.75</b>
	non resident surcharge	<b>\$25.75</b>	<b>\$26.50</b>
Adult Swim lessons	Adults	<b>\$112.00</b>	<b>\$115.50</b>

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	Seniors 55 years and over	<b>\$112.00</b>	<b>\$115.50</b>
	non resident surcharge	<b>\$25.75</b>	<b>\$26.50</b>
Private/Semi Private	One person	<b>\$37.50</b>	<b>\$38.75</b>
Lessons	Two people	<b>\$37.50</b>	<b>\$38.75</b>
	non resident surcharge	<b>\$25.75</b>	<b>\$26.50</b>
	Adults	<b>\$42.50</b>	<b>\$43.75</b>
UCDSB lessons	6 x 45 mn classes	<b>\$33.50</b>	<b>\$34.50</b>
Separate Schools	6 x 45 mn classes	<b>\$48.25</b>	<b>\$49.75</b>
<b>LSS ADVANCED</b>			
Bronze Programs	Bronze Star/Basic 1st Aid	<b>\$140.75</b>	<b>\$145.00</b>
	Bronze Med/ Emerg 1st Aid	<b>\$140.75</b>	<b>\$145.00</b>
	Bronze Cross	<b>\$140.75</b>	<b>\$145.00</b>
	non resident surcharge	<b>\$25.75</b>	<b>\$26.50</b>
Advanced Programs	National Lifeguard Service	<b>\$243.75</b>	<b>\$251.00</b>
	NLS Waterfront (21 hrs)	<b>\$163.00</b>	<b>\$168.00</b>
	NLS Recert	<b>\$83.75</b>	<b>\$86.25</b>
	Adult Combined BM/EF/BX	<b>\$261.25</b>	<b>\$269.00</b>
	Combined Swim Instr.	<b>\$332.00</b>	<b>\$342.00</b>
	non resident surcharge		
Advanced Exam ONLY	Bronze Med/ Emerg 1st Aid	<b>\$87.25</b>	<b>\$89.75</b>
	Bronze Cross	<b>\$87.25</b>	<b>\$89.75</b>
	NLS any option	<b>\$87.25</b>	<b>\$89.75</b>
	Red Cross Instructors	<b>\$87.25</b>	<b>\$89.75</b>
<b>SPECIALIZED</b>			
Regular	Emergency 1st Aid/CPR B	<b>\$73.75</b>	<b>\$76.00</b>
1st Aid, CPR, AED	Standard 1st Aid/CPR C	<b>\$178.25</b>	<b>\$183.75</b>
	recert	<b>\$103.75</b>	<b>\$107.00</b>
minimum of 4	CPR C	<b>\$73.75</b>	<b>\$76.00</b>
maximum of 16	recert	<b>\$73.75</b>	<b>\$76.00</b>
	AED	<b>\$111.00</b>	<b>\$114.25</b>
Group	Emergency 1st Aid/CPR B	<b>\$58.00</b>	<b>\$60.00</b>
1st Aid, CPR, AED no charge for facility max of 1:12 ratio	Standard 1st Aid/CPR C	<b>\$137.75</b>	<b>\$142.00</b>
	recert	<b>\$74.00</b>	<b>\$76.25</b>
	CPR C	<b>\$60.00</b>	<b>\$62.00</b>
	recert	<b>\$60.00</b>	<b>\$62.00</b>
	AED	<b>\$81.50</b>	<b>\$84.00</b>
Staff	Standard 1st Aid/CPR C	<b>\$118.75</b>	<b>\$122.25</b>
1st Aid, CPR, AED	recert	<b>\$88.00</b>	<b>\$90.75</b>
BOAT	Full course	<b>\$102.50</b>	<b>\$105.50</b>
	Challenge exam	<b>\$31.75</b>	<b>\$32.75</b>

Staff training programs	Advanced Instructors	<b>\$81.50</b>	<b>\$84.00</b>
	Examiners Standards Clinic	<b>\$81.50</b>	<b>\$84.00</b>
	Aquatic Supervisor Training	<b>\$140.00</b>	<b>\$144.25</b>
<b>POOL RENTALS</b>			
Clubs	Prime Time Rate	<b>\$78.50</b>	<b>\$80.75</b>
CPWD	Non Prime Time Rate	<b>\$52.00</b>	<b>\$53.50</b>
	Swim Meet Rate	<b>\$78.50</b>	<b>\$80.75</b>
	Staff Rental/Lifeguard	<b>\$33.50</b>	<b>\$34.50</b>
	2/3 Pool Prime Time	<b>\$65.25</b>	<b>\$67.25</b>
	1/3 Pool Prime Time	<b>\$52.00</b>	<b>\$53.50</b>
Facility Rental	Main pool OR Hot pool -1hr - 2 lifeguards (up to 25 people)	<b>\$194.50</b>	<b>\$200.25</b>
	Main pool AND Hot pool - 1hr - 3 lifeguards (up to 25 people)	<b>\$228.50</b>	<b>\$235.25</b>
	Main pool OR Hot pool per hour (up to 75 people, 3 lifeguards)	<b>\$228.50</b>	<b>\$235.25</b>
	Main pool AND Hot pool per hour (up to 75 people, 4 lifeguards)	<b>\$262.50</b>	<b>\$270.50</b>
Lifeguard Instructor	per hour	<b>\$33.50</b>	<b>\$34.50</b>
<b>ADMINISTRATION FEES</b>			
Administration Charges	NSF cheques	<b>\$44.30</b>	<b>\$45.00</b>
	Refund requests	<b>\$15.00</b>	<b>\$15.00</b>
	Transfer requests	<b>\$15.00</b>	<b>\$15.00</b>
	Post dated payments	<b>\$15.00</b>	<b>\$15.00</b>
<b>***ALL PRICES INCLUDE APPLICABLE TAXES***</b>			

**COMMENT**

The Swim Drop-in fees remain the same to keep them comparable to other municipalities. The Aquafit fees have not increased due to the reduction in class size.

**Moved by John Andrews**

**Seconded by Paul Pillsworth**

**THAT** the proposed 2020-2021 proposed pool user fees be approved for a one (1) year period effective September 7, 2020 to September 5, 2021.

**CARRIED**

**Communication 131094**

Received from: Shari Schaepper, Carleton Place Water Dragons  
Addressed to: Joanne Henderson, Manager of Recreation and Culture  
Date: August 19, 2020  
Topic: Swim Meets

**SUMMARY**

The Carleton Place Water Dragons are requesting that the Adult Swim from 12PM-1PM and Public Swim from 1PM-2:30PM be cancelled on Saturday, November 28, 2020 and Saturday, February 27, 2021 for their proposed swim meets.

**COMMENT**

Due to the current situation, these swim meets may not proceed but the Carleton Place Water Dragons wanted to proceed with the approval.

**Moved by Paul Pillsworth**

**Seconded by Todd Boyce**

**THAT** the Adult Swim from 12PM-1PM and Public Swim from 1PM-2:30PM be cancelled on Saturday, November 28, 2020 and Saturday, February 27, 2021 to accommodate the Carleton Place Water Dragon's swim meets.

**CARRIED**

Staff provided updates to the Committee on the following matters:

- Opening of the Arena and the Pool after the COVID shutdown
- The status of the Arena dressing room project
- The skateboard park near the Arena
- The shade structure at Carleton Junction
- The trees in front of the Arena





## **Special Council August 10, 2020**

**Moved by:** Councillor Ray Young

**Seconded by:** Councillor Gauri Shankar

That the Council of the Corporation of the Town of Prescott endorse the City of Sault Ste. Marie's resolution regarding the closure of the Canada/US border and puts forward the following:

WHEREAS due to the COVID-19 pandemic, Canada and the United States agreed to close their shared border on March 21, 2020 and that closure, with exceptions, has been extended to August 21, 2020; and

WHEREAS Canada has managed to slow the spread of COVID-19 across the country including our own community of Leeds and Grenville; and

WHEREAS the United States has not slowed the spread of COVID-19 and cases continue to grow in the United States at a much more significant rate than Canada; and

WHEREAS Canadians across the country including here in the Town of Prescott have made and continue to make many sacrifices to slow the spread of COVID-19 and minimize the risk to each other and our larger community; and

WHEREAS Mayor Todd has been working with his border municipal mayoral colleagues across Eastern Ontario to advocate for and support the continued closure of the Canada/United States border with the current terms and conditions.



THEREFORE BE IT RESOLVED that this resolution shall serve to support the Federal Government's decision to close the Canada/US border and to request that the Federal Government maintain its current position until the risk of COVID-19 travelling into Canada from the United States is minimized and there is objective data that indicates the growth and spread of the COVID-19 virus across the United States has slowed dramatically and is at a minimum consistent with the growth and spread of the virus in Canada; and

FURTHER BE IT RESOLVED that this resolution shall serve to support the work that local border mayors have done on this issue and encourages that work to continue until Council directs otherwise; and



FURTHER BE IT RESOLVED that a copy of this resolution be sent to The Right Honourable Prime Minister Justin Trudeau, MP Michael Barrett, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all municipalities in Eastern Ontario

		<b>REQUESTED BY:</b>		
		<b>RECORDED VOTE</b>	<b>YES</b>	<b>NO</b>
		Councillor Leanne Burton		
		Councillor Teresa Jansman		
		Councillor Lee McConnell		
<b>CARRIED:</b>	<b>X</b>	Councillor Mike Ostrander		
<b>TABLED:</b>		Councillor Gauri Shankar		
<b>DEFEATED:</b>		Mayor Brett Todd		
<b>RECORDED VOTE:</b>		Councillor Ray Young		

<b>BRETT TODD, MAYOR</b>	<b>KIMBERLEY CASSELMAN, CLERK</b>
<b>Brett Todd</b> <small>Signed with ConsignO Cloud (2020/08/17)  Verify with ConsignO or Adobe Reader.</small> 	<b>Kimberley Casselman</b> <small>Signed with ConsignO Cloud (2020/08/17)  Verify with ConsignO or Adobe Reader.</small> 



# SMITHS FALLS

RISE AT THE FALLS

Wednesday August 12, 2020

**Re: COVID 19 Pandemic – Public Health Guidelines**

At their meeting on Monday August 10, 2020, Council of the Corporation of the Town of Smiths Falls passed the following resolution respecting the Public Health Guidelines during the COVID-19 Pandemic.

Moved by: Councillor W Alford  
Seconded by: Councillor L Allen  
2020-08-171

*WHEREAS, Council of the Corporation of the Town of Smiths Falls recognizes that adhering to public health guidelines is critical to containing and defeating community transmission of the COVID-19 virus in our region, and*

*WHEREAS circulating and promoting information indicating otherwise is irresponsible and could endanger the health and wellbeing of the people of Smiths Falls, and*

*WHEREAS the Town of Smiths Falls supports Dr. Paula Stewart, Medical Officer of Health and the staff of the Leeds, Grenville and Lanark District Health Unit in their continuous efforts since the onset of the COVID-19 pandemic, and condemns any false narratives and actions designed to destroy confidence in the medical community, resulting in an increase in the risk of exposure, spread, and potentially devastating impacts of COVID-19; and*

*WHEREAS the Town of Smiths Falls thanks our dedicated Health Unit staff for their crucial and tireless efforts in keeping our communities safe, healthy, and educated.*

*NOW THEREFORE BE IT RESOLVED, that Mayor Shawn Pankow and the members of Council encourage all residents to continue to work together and adhere to public health guidelines, including the wearing of face coverings, adhering to proper physical distancing and thorough hand hygiene throughout the current COVID-19 Recovery Phase and beyond, for their own safety and well-being and to minimize the risk of the virus spreading in our communities.*

*AND FURTHER THAT, a copy of this resolution be distributed to all municipalities within the provincial riding of Lanark Frontenac Kingston for endorsement, and further, that a copy be sent to the Lanark Leeds Grenville District Health Unit board and our local MPP.*

Should you require further information, please do not hesitate to contact Mayor Shawn Pankow or the undersigned.

Yours truly,



Nadine Bennett  
Deputy Clerk

August 7<sup>th</sup>, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **September 1, 2020** the province will be introducing a new regulatory framework which sets out evidentiary rules to govern school bus stop arm camera programs. Municipalities who choose to implement school bus stop arm camera programs will be able to use evidence from camera systems in court without requiring a witness to introduce that evidence. The regulation can be found at the following hyperlink: [Ontario Regulation 424/20: School Bus Cameras](#).

The rules under the *Provincial Offences Act* for school bus stop arm camera programs will mirror those currently in place for automated speed enforcement and red-light camera programs.

In support of municipalities interested in setting up school bus stop arm camera programs in their regions, the ministry has developed the attached guidance document. This document provides relevant information to assist municipalities in developing school bus stop-arm camera programs. The Ministry also encourages participating municipalities to engage in public outreach and education when enacting school bus stop-arm camera programs to maximize safety benefits.

The Ministry asks that you please bring this notice and attached guidance material to the attention of municipal staff responsible for traffic safety. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or [erik.thomsen@ontario.ca](mailto:erik.thomsen@ontario.ca).

Thank you for your assistance in communicating this change and for your ongoing efforts to help improve the safety of students travelling on school buses.

Sincerely,



Angela Litrenta  
A/Director  
Safety Program Development Branch  
Ministry of Transportation

Attachment – Municipal Guidance Materials