



Committee of the Whole Agenda

Tuesday, September 8, 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

6

Suggested Motion:

THAT the Committee of the Whole Minutes dated August 25th, 2020, be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. Pat Evans - Parkinson's Disease

10

b. Sally McIntyre, General Manager, Mississippi Valley Conservation Authority - Watershed Plan

6. REPORTS

Physical Environment

a. Quarterly DWQMS Report (Communication 131099)

24

Guy Bourgon, Director of Public Works

Suggested Motion:

THAT the 2nd Quarter DWQMS report be received as information.

- b. **OVRT Road Crossings (Communication 131100)** 26

Guy Bourgon, Director of Public Works

Suggested Motion:

THAT Council direct staff to proceed with **Option 1** (a combination of works to be completed in 2020 and 2021) as outlined in the report prepared by the Director of Public Works dated September 8, 2020.

- c. **Waste Collection Post State of Emergency (Communication 131101)** 32

Guy Bourgon, Director of Public Works

Suggested Motion:

THAT Council direct staff to proceed with Option ____ as outlined in the report prepared by the Director of Public Works dated September 08, 2020, in regard to the collection of curbside waste.

- d. **Bridge Street Stakeholder Committee Report - Update (Communication 131102)** 35

Dave Young, Project Manager

Suggested Motion:

THAT Council authorize staff to proceed with the development of one (1) tender to be issued in 2020 that incorporates the Gillies Bridge Rehabilitation, McArthur Island Watermain Crossing, Mill Street Pedestrian Upgrades, and Bell Street Reconstruction in 2021, and the Central Bridge Replacement and Bridge Street Reconstruction in 2022.

Planning and Protection

- e. **Parking By-law Amendment (Communication 131103)** 39

Pascal Meunier, Director of Protective Services
Guy Bourgon, Director of Public Works

Suggested Motion:

THAT a By-law to amend parking on the following streets be forwarded to Council for approval:

- Munro Street from Park Street to Francis Street
- Johnson Street
- Franktown Road from Highway 7 to Moore Street
- Bridge Street from Townline Road to Central Bridge

f. DP3-03-2020 Guy Whissel (Longwood Homes) Future Lots 1-35 of Nu Globe Phase 1 (Communication 131095)

42

Joanna Bowes, Senior Planner
c/o 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.

g. New Taxi By-law (Communication 131104)

47

Stacey Blair, Clerk
Jennifer Hughes, By-law Administrative Clerk

Suggested Motion:

THAT the proposed new Taxi By-law, which would repeal Taxi By-law 83-2005, be forwarded to Council for approval.

h. 3 Francis Street Childcare Centre - Change Orders (Communication 131105)

66

Diane Smithson, CAO

Suggested Motion:

THAT Council authorize up to an additional \$100,000 funding towards the 3 Francis Street Childcare Centre addition / renovation to finalize the project with the cost to be funded by development charges and/or Childcare reserves.

i. **2020 Appreciation Night (Communication 131106)**

69

Diane Smithson, CAO

Suggested Motion:

THAT the 2020 Appreciation Night be cancelled due to COVID-19 restrictions and impacts; and

THAT plans be developed to allow for the announcement and recognition of the 2020 Citizen of the Year and staff Year of Service Awards.

j. **Water and Wastewater Financial Plan (Communication 131107)**

71

Trisa McConkey, Treasurer

Suggested Motion:

THAT the Town of Carleton Place Water and Wastewater Financial Plan dated June 30, 2020 be approved;

THAT notice of availability of the Financial Plan be advertised;

THAT the Financial Plan dated June 30, 2020 be submitted to the Ministry of Municipal Affairs and Housing; and

THAT the resolution of Council approving the Financial Plan be submitted to the Ministry of Environment, Conservation and Parks (MECP), satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32(5)2.ii.).

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

None.

9. INFORMATION LISTING

None.

10. NOTICE OF MOTIONS

None.

11. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____p.m.

Committee of the Whole Minutes

Tuesday, August 25, 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, Lennox Smith, CBO, Joanne Henderson, Manager of
Recreation and Culture

1. CALL TO ORDER

The meeting was called to order at 7:14 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT the agenda be accepted as amended with the removal of items:

- DP3-03-2020, Guy Whissel (Longwood Homes) on behalf of Nu Globe Developments (Communication 131095); and
- Interim Control By-law (Communication 131096)

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 Tennant

THAT the Committee of the Whole Minutes dated August 11 and 18, 2020, be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

6. REPORTS

Planning and Protection

1. Request for Refund of Deposits (Communication 131087)

Moved by: Councillor Tennant

Seconded by: Councillor Randell

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.

CARRIED, CONSENT

Corporate Services

2. Financial Report to July 31, 2020 (Communication 131098)

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

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

CARRIED, CONSENT

7. NEW/OTHER BUSINESS

1. Ottawa Valley Rail Trail - Road Crossing Safety

Members of the Committee chose to defer this item until a meeting when the Director of Public Works could be present for the discussion.

Moved by: Councillor Seccaspina

Seconded by: Mayor Black

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)

DEFERRED

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee Minutes

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the following minutes be received as information:

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

CARRIED

2. Motions Received from the Parks and Recreation Committee

The Committee chose to defeat the recommended change in fees until a later date when more information regarding financial support from other levels of government might be available.

Moved by: Mayor Black

Seconded by: Councillor Atkinson

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.

DEFEATED

Moved by: Mayor Black

Seconded by: Councillor Atkinson

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.

DEFEATED

Moved by: Councillor Fritz
Seconded by: Councillor Randell

THAT the Adult Swim from 12 pm-1 pm and Public Swim from 1:00 p.m. - 2:30 p.m. be cancelled on Saturday, November 28, 2020 and Saturday, February 27, 2021 to accommodate the Carleton Place Water Dragon's swim meets.

CARRIED, CONSENT

9. INFORMATION LISTING

Moved by: Councillor Fritz
Seconded by: Councillor Atkinson

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

CARRIED

10. NOTICE OF MOTIONS

None.

11. ADJOURNMENT

Moved by: Councillor Atkinson
Seconded by: Councillor Fritz

THAT the meeting be adjourned at 7:57 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

Parkinson's Disease: What You Need to Know

A Presentation to Mayor Black, Council Members and
Staff of the Town of Carleton Place
September 8, 2020

SNAPSHOT OF PD

- Neurodegenerative
- Motor/Non-motor symptoms
- Dopamine cell death
- Meds but no cure
- Avg. age of onset is 60
- 10-15% under 50



Symptoms Typically Associated with PD

T → Tremor (Resting)

R → Rigidity (Stiffness of Muscles)

A → Akinesia (lack of movement, eg. arms don't swing) or Bradykenesia (slowness of movement)

P → Postural Instability (Balance Problems)

Every Person with
Parkinson's is Different

Non Motor
Symptoms

- ☐ Depression/Anxiety/Apathy
- ☐ Diminished Sense of Smell
- ☐ Handwriting gets smaller
- ☐ Sleep Problems, including REM Sleep Disorder
- ☐ Constipation
- ☐ Memory and Cognition Problems
- ☐ Change in Facial Expression
- ☐ Voice becomes softer and harder to understand
- ☐ Speech changes, including articulation
- ☐ Double Vision/other vision issues



THIS IS ALL WE REALLY SEE

Treatment

- Neurologist (preferably a movement disorders specialist)
- Medication
- Exercise
- Physiotherapy
- Massage, Chiroprody, Acupuncture
- Support/Education
- Diet/ Supplements

Exercise- The Best Prescription for Parkinson's

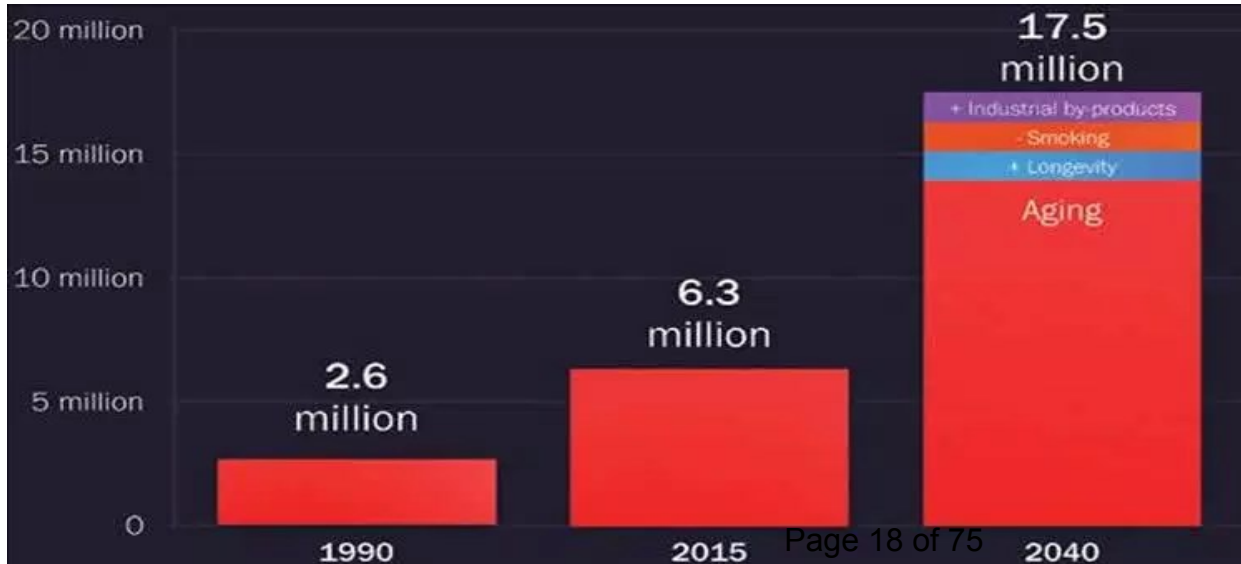
- Should be started very early in the disease process
- Needs to increase the heart rate
- Intense and Regular
- Based on big movements
- 30 minutes a day- minimum of 3 times/week

Exercise Associated with Parkinson's Research

- Yoga
- Tai Chi
- Exercise based on large movements
- Boxing
- Dance

The Fastest Growing Neurological Disease in the World

For most of human history, Parkinson's was a rare disease. It is now the fastest growing neurological disease in the world and neurological disorders are now the leading cause of disability



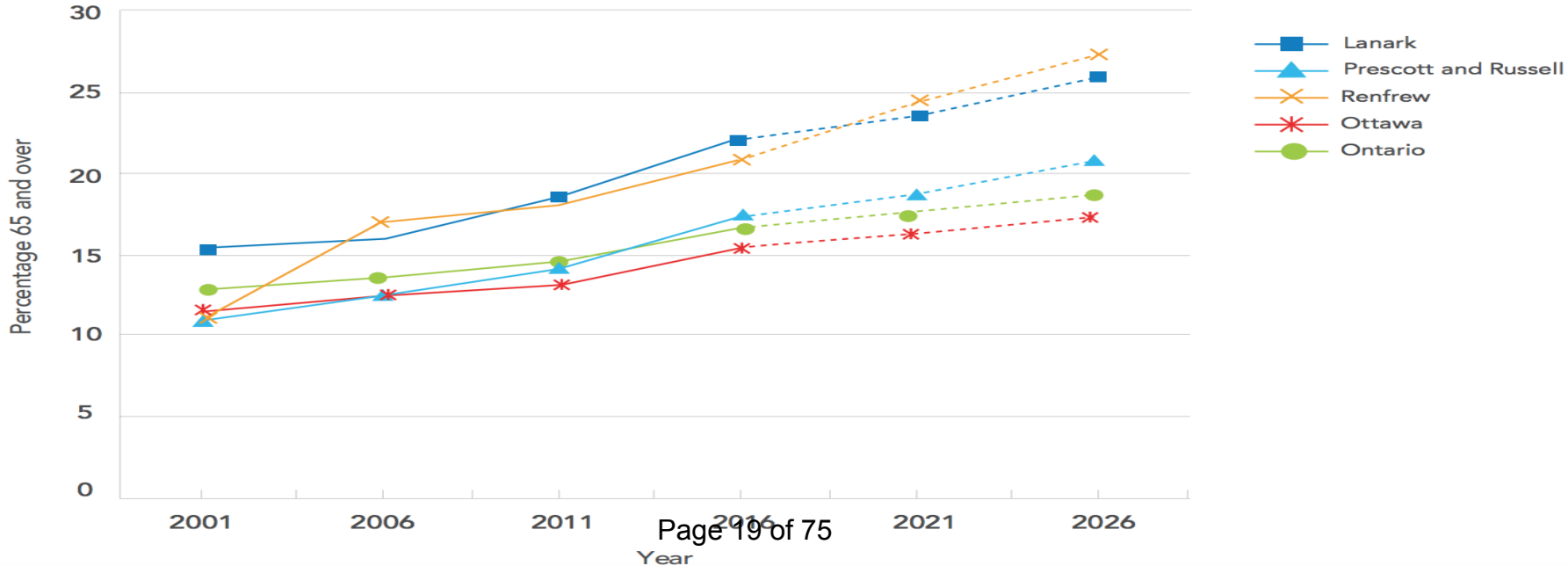
Source: The Times They Are a-Changin': Parkinson's Disease 20 Years from Now January, 2019

Authors: [Dorsey, E. Raya](#); [Sherer, Toddb](#) | [Okun, Michael S. Bloem, Bastiaan R](#)

Parkinson's in this part of Ontario

Since this area has the highest percentage of seniors in Ontario and the average age of onset of Parkinson's is 60, what does the future bring?

FIGURE 11: Projected Growth of the Senior Population in Our Region



Why don't we hear about more people with Parkinson's?

Maybe?

- ? 1.4 times more men get Parkinson's...perhaps they don't share their medical concerns or see their physicians on a regular basis. Some people may think that they will lose their driver's licenses or their jobs or feel that people may judge them(stigma)
- ? Doctors may be reluctant to raise their observations/thoughts with their patients as they may see it as a condition that cannot be treated
- ? Individuals themselves may not see the benefits of being diagnosed
- ? Individuals may be experiencing the non motor symptoms and do not realize that they may indicate Parkinson's
- ? Lack of access to specialists

Best Practice vs The Reality

- There is no neurologist (even on a consulting basis) in Lanark North Leeds, let alone a Movement Disorders Specialist, a Neurologist with specialty training in Parkinson's (and constitutes Best Practice in the treatment of Parkinson's). The Neurologist who had been based at Carleton Place Hospital, left last November. She had reported that over 60 % of her patients were people with Parkinson's. A new Neurologist is starting at the hospital but will not be seeing people with Parkinson's
- Although exercise is considered effective treatment for people with Parkinson's, there are no specialized programs being offered in Carleton Place at this time

What Can You Do to Help?

- Support advocacy efforts to insure timely and appropriate medical care
- Encourage dialogue and challenge stigma about this growing health issue
- Support local initiatives like the Parkinson Canada SuperWalk Lanark North Leeds and the PD Superspiel held in Carleton Place
- Proclaim April as Parkinson's Awareness Month

*Thank You for the opportunity to make this
presentation tonight!*



2020 2nd Quarter DWQMS Report to Council

The purpose of this report is to summarize the activities of the Public Works – **Water Distribution System** for the period April 2020 through June 2020 for Town Council.

Operational Plan Revisions

There have been no revisions to the Operational Plan during this quarter.

Drinking Water Quality

To date in 2020 there have been 12 calls by residents concerning water quality. They are summarized as follows:

- 1 – Taste / Odour
- 2 – Visual
- 9 - Noise / Service Issues
- 0 - Other

Operational Activities

From April through June the following activities were completed by the Waterworks Staff:

- Provided oversight for the commission and connection of the watermain extension on Costello Drive
- Numerous new occupancy turn-ons
- In response to the increasing demand for locates, Public Works has implemented new locate software to increase the efficiency in which staff can respond to locate requests.
- Spring hydrant flushing completed
- Four (4) hydrant repairs
- Bulk water station opened
- Annual backflow prevention certification completed
- Staff participated in numerous Drinking Water webinars
- Service repairs at 117 Bridge Street, 37 Albert Street and 7 Waterside Drive
- Post construction checks and valve operations
- Provided oversight for the installation of a new service for a multi-residential building on Bridge Street
- Completed the commission and connection for Comfort Inn Hotel
- Provided oversight for the contractor while exposing mains at 400 Franktown Road

Consumption Statistics - System Demand

	January	February	March	April	May	June
# of Days	31	29	31	30	31	30
System Demand - m ³ /d						
Max	4270.8	4226.32	4360.8	4373.77	7164.42	7765.87
Mean	3896.41	3974.46	3992.27	4083.16	5176.47	5789.64
Min	3607.88	3740.57	3790.64	3830.65	4154.90	4605.60
Total	120789	115259.4	123760.4	122494.8	160470.7	173689.2

Year to Date: 816463 m³

Same Period Last Year: 774418 m³

Difference 42045 m³

This translates to a 5.43% increase in the demand for drinking water in 2020 for the same period in 2019.

COMMUNICATION 131100

Received From: Guy Bourgon, Director of Public Works
Addressed To: Committee of the Whole
Date: September 08, 2020
Topic: OVRT Road Crossings

BACKGROUND

At the Committee of the Whole meeting on August 25th, 2020, the Notice of Motion tabled by Councillor Seccaspina regarding the OVRT road crossings was deferred to allow for an information report to be prepared by the Director of Public Works with respect to the crossings.

DISCUSSION:

The OVRT through Carleton Place has been a well-used trail since its opening in October 2018. The OVRT crosses nine (9) roadways at grade through Carleton Place:

- Coleman St.,
- Moore St.,
- Lake Ave. E.,
- Albert St.,
- Franklin St.,
- Rosamund St.,
- William St.,
- Townline Road (County Road); and
- Ramsay Conc. 8 (rural cross-section).

Of the urban roadways, the William Street crossing at the intersection of Mullett Street is the only controlled crossing with the recent introduction of a four-way stop and crosswalk. All other crossings are currently uncontrolled and pedestrians must yield the right-of-way to vehicles using these roads.

In the past, Carleton Place has installed “courtesy” crosswalks such as the ones located on Bridge Street in the downtown core. These crosswalks consist of a painted crossing and signage indicating the presence of the courtesy crosswalks. These crosswalks unfortunately do not require vehicles to yield the right-of-way to pedestrians under the Ontario Highway Traffic Act (HTA) and can result in a hazardous situation when a pedestrian incorrectly assumes that they have the right-of-way prior to vehicles stopping out of courtesy.

Installing mid-block traffic signals is very costly and causes an interruption in traffic flow for the duration of the cycle. Warrants for mid-block traffic signals are identified in Section 4.9 of OTM Book 12. Traffic signals are generally not used for trail crossings unless the volume of trail traffic is high or the speed and volume of traffic is high causing excessive delays or hazards to trail users.

A Pedestrian Crossover (PXO) is a less expensive alternative to traffic signals which require vehicles to yield to pedestrians under the HTA. There are several varieties of

PXOs which range in cost based on the features that are included. The selection of PXO's is outlined in Table 7 of OTM Book 15. The HTA limits the use of PXOs to roadways with posted speeds of 60 km/h or less.

Level 2 Type D PXO

Level 2 Type D PXOs are the least expensive option but are limited to use on roads with posted speeds of 50 km/h or less. It is recommended that their use be restricted to roadways with an Average Annual Daily Traffic (AADT) count of 9000 vehicles or less. They consist of a ladder crosswalk, "shark-teeth" stop bars and signage. An optional safety improvement is to include a collapsible bollard at the centreline of the roadway with a yield to pedestrian symbol. The bollard is removed yearly at the onset of winter and reinstalled in the spring. The estimated cost for such an installation is \$1,700 plus HST. A sample Type D installation in Ottawa is shown below.



Level 2 Type B and C PXOs

In addition to signage and painting, Level 2 Type B and C PXOs both incorporate pole mounted push button activated flashing LED signals on either side of the roadway to provide additional driver awareness to pedestrians crossing the road and the need to

stop. Type B differs from Type C only in the inclusion of an overhead pedestrian sign suspended over each lane of travel. Level 2 Type C is recommended for use on posted 50 km/h roads where the AADT is 12,000 vehicles or less, or on posted 60 km/h roads where the AADT is 9000 vehicles or less. Level 2 Type B installations are used where the AADT is up to 35,000 vehicles. The cost for a Level 2 Type B installation is approximately \$30,000. As there is little cost savings between Type B and Type C, most installations are typically Type B which provides an extra degree of safety with the overhead signage increasing driver awareness of the crossing. A sample Type B installation in Almonte is shown below.



Municipal traffic counts up to 2015 for Moore Street show AADTs ranging from 8300 to 9500 vehicles along this corridor. In comparison, municipal traffic counts up to 2013 indicate Lake Ave. E. had an AADT of between 5200 and 5600 vehicles along its corridor, and 2015 data for Coleman St. shows an AADT of 5023 vehicles in the area of the OVRT crossing.

Based on Table 7 of OTM Book 15, Level 2 Type D PXO's would therefore be appropriate for the following urban roads which are under the 9000 AADT threshold:

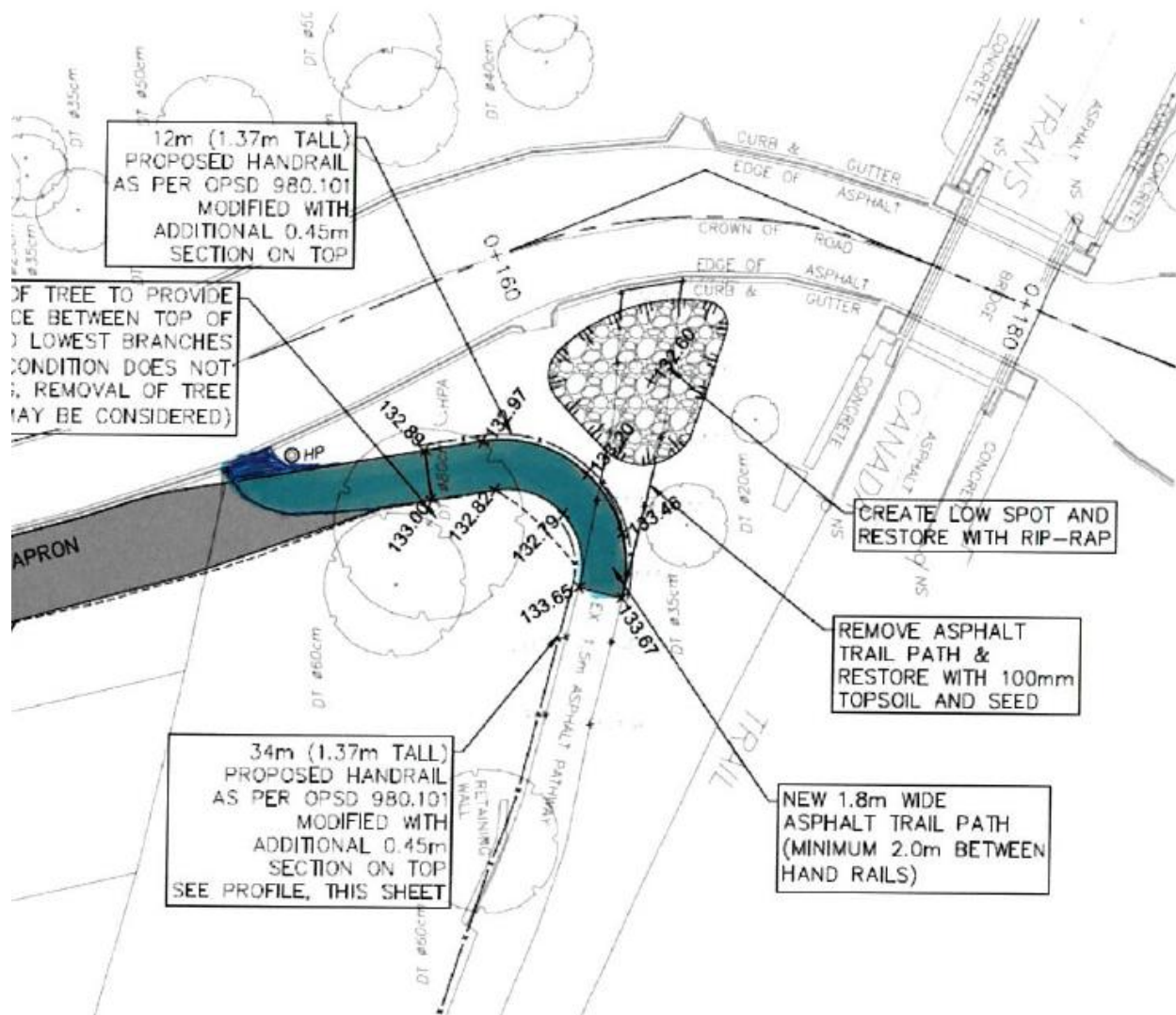
- Lake Ave. E.,
- Coleman St.,
- Albert St.,
- Franklin St.,

- Rosamund St.; and

With respect to Moore Street, as traffic volumes will have increased since 2015 based on growth and will continue to increase based on projected growth, it can be assumed that the 9000 vehicle AADT threshold will be exceeded at this location in which case Table 7 recommends moving up to Level 2 Type B or C with flashing LED signals.

Mill Street OVRT crossing

Another concern brought forward by members of Council is the access ramp from Mill Street to the OVRT. Specifically, it is felt that the access ramp is too close to the narrow OVRT trestle and restricts sightlines with respect to oncoming vehicles. The Mill Street works associated with the upcoming combined tender for Gillies Bridge, Bell Street, Central Bridge Reconstruction and Bridge Street Reconstruction will see this issue rectified in 2021 by turning the ramp to run alongside the south side of Mill Street. It is possible to address the concern earlier without incurring significant throwaway costs by advancing a portion of the pathway realignment on municipal lands in the fall of 2020 as per the below sketch. These works are estimated to be under \$10,000 to complete utilizing a combination of municipal labour and equipment for clearing, removals, earthworks, grading and granular preparation, and contracted work for paving.



FINANICAL IMPLICATIONS

Option 1

In Fall 2020, construct Level 2 Type D PXOs at the OVRT crossings at Lake Ave. E., Coleman St., Albert St., Franklin St., and Rosamund St.:

Total Cost 5 x \$1700 = \$8,500

Funds to come from 2020 Traffic & Roadside Operating Budget 10-35-000-325-7511.

In Fall 2020, construct modified trail connection from OVRT to Mill Street.

Total Cost <\$10,000

Funds to come from account 20-32-426-441-7511 as the construction of this project (incorporated as part of the Gillies Bridge works in 2020) was deferred to 2021 and is to be incorporated with the tender for Gillies Bridge, Bell Street, Central Bridge Reconstruction and Bridge Street Reconstruction to be let in November 2020.

Include an amount of **\$30,000 in the 2021 Budget** for the construction of a Level 2 Type B PXO at the Moore Street OVRT crossing.

Option 2

Include an amount of $\$8,500 + \$30,000 = \$38,500$ in the 2021 Budget for the construction of 5 Level 2 Type D PXO's and 1 Level 2 Type B PXO at the locations noted above.

Trail relocation work from OVRT to Mill Street to remain in combined tender document for the works associated with the Central Bridge, Bridge Street, Gillies Bridge, Bell Street, and Mill Street.

STAFF RECOMMENDATION

THAT Council direct staff to proceed with **Option 1** (a combination of works to be completed in 2020 and 2021) as outlined in the report prepared by the Director of Public Works dated September 8, 2020.

COMMUNICATION 131101

Received From: Guy Bourgon, Director of Public Works
Addressed To: Committee of the Whole
Date: September 08, 2020
Topic: Waste Collection Post State of Emergency

BACKGROUND

At the emergency meeting of Council on March 25, 2020, Council passed the following motion regarding waste collection during the COVID-19 Pandemic:

Motion No. E-2-131-04

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT one (1) additional bag of garbage per week per household be permitted during the declared province wide state of emergency for the COVID-19 pandemic.

CARRIED

DISCUSSION:

On July 21, 2020, the province of Ontario gave Royal Assent to Bill 195, Re-opening Ontario (A Flexible Response to COVID-19) Act, 2020. Bill 195 came into force on July 24, 2020, bringing an end to the declared State of Emergency in Ontario. It is therefore appropriate at this time to re-examine waste collection in Carleton Place to determine whether returning to the one (1) bag limit is appropriate at this time, or whether the collection of an additional bag should be extended.

The increased cost associated with the collection of an additional bag of waste per household each week is related to the tipping fees at the disposal site (\$94.07/tonne) and the quantity of material received. Collection costs are not impacted. The quantity of waste and tipping fees for 2019 and 2020 from April to July are summarized in the table below:

	2018 (tonnes)	2019 (tonnes)	2020 (tonnes)	Increase (2020 over 2019)	Increase in Cost
April	236.82	236.11	322.45	86.34	\$8,122
May	259.51	279.28	260.87	-18.41	-\$1,732
June	230.38	235.44	272.73	37.29	\$3,508
July	208.53	218.50	278.60	60.10	\$5,654
Total	935.24	969.33	1134.65	165.32	\$15,552

Due to the on-going battle against the spread of COVID-19, while some of the workforce has returned to the workplace, many residents are still working remotely. Additionally, many students will be learning remotely for at least a portion of each day. The waste that would otherwise be generated at the workplace or at school by those individuals is consequently finding its way into the residential waste stream. While the amount of

waste generated at home during the work or school day is not considered to be large, it still results in a small increase in weekly waste for those impacted households. While a small amount of the increase in curbside collection can be attributable to growth within the community over the past year, the majority of the increase is directly related to the additional permitted bag of waste.

A typical side effect of allowing additional waste to be collected is a reduction in recycling rates, as can be seen in the table below. In general, allowing only one bag per week encourages residents to recycle more material, thereby diverting recyclable material from landfills. The Town had made good progress from 2018 to 2019, but the recycling rates have dropped significantly since the introduction of the additional bag of waste.

	2018 (tonnes)	2019 (tonnes)	2020 (tonnes)	Decrease (2020 from 2019)
April	80.39	110.97	91.94	19.03
May	88.68	130.81	76.99	53.82
June	79.10	111.37	79.09	32.28
July	76.41	107.72	82.85	24.87
Total	324.58	460.87	330.87	130.00

OPTIONS

Option 1 – Return to One (1) Bag Limit

The Town would return to collecting one (1) bag of waste per week from each household. There would be no further impact on the Town's waste budget after returning to the one (1) bag limit.

Option 2 – Extend the One (1) Additional Bag until December 31, 2020

The Town could extend the period of the collection of one (1) additional bag of waste per household per week until the end of the year. There would be a return to the one (1) bag limit for 2021. Based on the trending observed for the quantity of material tipped at the disposal facility, it is estimated that \$16,000 in additional charges will result from continuing with an additional bag of waste per week for the remaining four months of 2020.

Option 3 – Extend the One (1) Additional Bag for an Alternate Timeframe

Council could determine to extend the period of collection of one (1) additional bag of waste per household for some alternate period of time, shorter or longer than December 31, 2020.

STAFF RECOMMENDATION

THAT Council direct staff to proceed with Option ____ as outlined in the report prepared by the Director of Public Works dated September 08, 2020, in regard to the collection of curbside waste.

COMMUNICATION 131102

Received From: Dave Young, Project Manager
Addressed To: Committee of the Whole
Date: September 8, 2020
Topic: Bridge Street Stakeholder Committee Report - Update

SUMMARY

The Bridge Street Stakeholder Committee met on Monday, July 13, 2020, to review the recent tender closing of the Phase 1 works relating to the Central Bridge Project which included the Gillies Bridge rehabilitation, the McArthur Island watermain crossing, and the Mill Street pedestrian upgrades. As only one bid was received which was \$1.6 million over budget, the Town did not award this contract and is going to retender with a revised schedule that will see the Phase 1 work deferred for one (1) year. As a result, the Central Bridge Replacement that was planned for 2021 will also be deferred for one (1) year, to 2022. Included in staff's recommendation to defer the Central Bridge Replacement was the deferral of the Bridge Street Rehabilitation.

The Bridge Street Stakeholder Committee was convened to discuss recent events and review the approach of continuing to move forward with the Bridge Street Reconstruction in conjunction with the Central Bridge Replacement, and whether that was still the preferred approach.

There was a review of the advantages and disadvantages of the following two (2) options:

OPTION	DESCRIPTION	ADVANTAGES	DISADVANTAGES
1	Bridge Street Rehabilitation, Gillies Bridge Rehabilitation, McArthur Island Watermain Crossing and Mill Street Pedestrian Upgrades in 2021 Central Bridge Replacement in 2022	<ul style="list-style-type: none">• Addresses deficiencies in surface conditions in the Downtown corridor sooner• May attract customers to businesses in the downtown area during the Central Bridge Closure• Maintains Bridge Street schedule that was originally proposed• Commitment to original schedule eliminates uncertainty of future deferrals	<ul style="list-style-type: none">• Extends the construction impacts over two (2) years• Financial impacts due to separating the two (2) projects are projected to range from \$270k to \$770k• Having the Gillies Bridge closed at the same time Bridge Street is under construction will create serious traffic impacts.

OPTION	DESCRIPTION	ADVANTAGES	DISADVANTAGES
2	Gillies Bridge Rehabilitation, McArthur Island Watermain Crossing and Mill Street Pedestrian Upgrades in 2021 Bridge Street Rehabilitation and Central Bridge Replacement in 2022	<ul style="list-style-type: none"> • Cost savings will be realized by undertaking these two (2) projects simultaneously. • There has been community support to undertake the two (2) projects simultaneously through prior Public Consultations. • Construction impacts to the Downtown core would be isolated to one construction season as opposed to being spread over two (2) years. 	<ul style="list-style-type: none"> • Longer timeframe until Bridge Street surface deficiencies are addressed • Will need to communicate to the community the basis for the schedule revision.

COMMENTS

During Committee discussions, the option of combining all works relating to the Central Bridge Replacement in one tender that is undertaken over a two-year period commencing in 2021 with full completion by the end of 2022 was reviewed. This approach would create benefits such as potential cost savings, ensure a commitment to the complete project and a well-defined schedule for all the works. The intent would be to finalize the design of all projects and go out to tender later this year.

This option had not been viable previously as design work for Phase 1 work was further advanced than the Central Bridge and Bridge Street designs. Now that Phase 1 has been deferred, this option appears to be favourable.

Also, the Bell Street Reconstruction had been previously removed from this year's program due to utility conflicts that had been identified during detailed design, and the requirement to obtain the Environmental Compliance Approval (ECA). The ECA application has since been submitted and staff are progressing with the relocation of the gas main on Bell Street to facilitate reconstruction. Therefore, it is anticipated that this

work will be able to proceed in 2021 and would also be included in the combined tender for all works.

Although various opinions were expressed during the meeting, the group consensus was concurrence with the original recommendation to defer the Bridge Street Reconstruction to 2022 to coincide with the Central Bridge Replacement. The Committee also supported the approach of combining all projects related to the Central Bridge Replacement, including the Bridge Street Replacement into one (1) tender to be issued in late 2020.

UPDATE – SEPTEMBER 8TH, 2020

During the July 21ST Special Council Meeting, topics of discussion included the proposed schedule for this project and budget control, specifically Council's ability to modify the Bridge Street component should cost saving measures be required and this work is embedded in one (1) comprehensive tender package.

In informal discussions with the Business Community, having both the Central Bridge and the Bridge Street reconstruction occur in the same year has been consistently supported. This perspective has remained consistent since the July meeting. In terms of cost control, all current mechanisms would be available regardless of the scope of the tender. As the detail design progresses, cost estimates will be further refined and prior to tender release, it will be determined as to what further measures will need to be incorporated into the tender document regarding the scope of work and budget control measures.

Staff have had further discussions with potential bidders for this project and they have identified their support for the approach of undertaking one (1) two-year tender for this project. Staff's recommendation therefore remains unchanged in terms of tender structure and timing of works.

In order to maintain the proposed schedule for tender release this fall, staff have directed R. V. Anderson to develop a presentation which will be made available on the Town's website that will provide residents and the Business Community an opportunity to view the 60% design of the Bridge Street Reconstruction.

Also, staff have made arrangements to host a Public Meeting on September 16th at the Arena for a project update and presentation materials that will provide an opportunity for the Public and Business Community to view design work to date and interact with the Consultant and Staff involved in this project. Covid-19 measures will be incorporated into this public meeting including social distancing, sanitizing, facial mask requirements, and control measures for numbers allowed in the venue at one time and traffic flow. Staff have conferred with the Health Unit for input on hosting this Public Meeting and they have provided their requirements which will be followed.

These initiatives will provide an update of this project, solicit input from all interested parties, and compliment the Town's Communication Strategy for this project. The timing

is critical to ensure that input received can be considered for the final design of this project prior to going out for tender.

STAFF RECOMMENDATION

THAT Council authorize staff to proceed with the development of one (1) tender to be issued in 2020 that incorporates the Gillies Bridge Rehabilitation, McArthur Island Watermain Crossing, Mill Street Pedestrian Upgrades, and Bell Street Reconstruction in 2021, and the Central Bridge Replacement and Bridge Street Reconstruction in 2022.

COMMUNICATION 131103

Received From: Pascal Meunier, Director of Protective Services
Guy Bourgon, Director of Public Works
Addressed To: Committee of the Whole
Date: September 8, 2020
Topic: Parking By-law Amendment

SUMMARY

In February 2019, Councillor Seccaspina made a notice of motion with respect to a longstanding, on-street parking issue in the Town of Carleton Place. Due to narrow streets and significant population growth, there is increased traffic throughout the Town. After researching the issue, it was determined that to better manage parking and to ensure safety concerns are addressed in certain neighbourhoods, staff proposed that for some streets, parking only be permitted on one side of the street and for the narrowest streets, parking on both sides be prohibited. In some cases, the parking restrictions will be seasonal, rather than year-round. The proposed restrictions will only apply to narrow streets where there are clear safety concerns with allowing on-street parking. Many of the wider streets will continue to have parking on both sides.

In November 2019, staff presented a list of streets that had been identified as areas of concern. Council directed staff to complete further study and come back with a streamlined list of locations that required immediate attention.

In December 2019, though the study was not complete, staff came back with a list of four (4) streets which they felt should be addressed before winter.

Staff also noted several locations where signage is inconsistent with the current Traffic and Parking by-law. In these instances, signage may be incomplete, incorrectly placed, or missing due to removal during road work and construction. Public Works has been working on rectifying the identified signage issues.

BACKGROUND

Over the last decade, Carleton Place has seen significant growth. With this growth has come a significant increase in traffic. Many streets in Carleton Place are not wide enough to facilitate parking on both sides of the street without safety issues such as low visibility, sufficient space for traffic and limited or inadequate space for the movement of emergency vehicles. This is creating a serious safety hazard as emergency vehicles need to respond to scenes as quickly as possible with little interference.

In recent years, there have been situations where cars have parked on both sides of narrow streets, blocking fire trucks from responding to emergency calls. Winter conditions result in a further narrowing of streets as snowbanks encroach on the roadways. Serious time is lost when fire trucks need to back up and find alternate routes to an emergency scene. This is also stressful for first responders who are trying to do their jobs as efficiently as possible.

Further, we often receive complaints from residents who live on the narrower streets and cannot exit their driveways or make it through an area when cars are parked on both sides of their street.

Having street parking on one side of the street or in some instances no on-street parking on some of the narrower and busier streets in Town will reduce hazards and provide easier access for emergency vehicles.

DISCUSSION

Town staff have determined through visits to each location that there are four (4) streets of particular concern. Staff suggests that the following locations be addressed at this time:

LOCATION	RECOMMENDATION	RATIONALE
Munro Street from Park Avenue to Francis Street	Seasonal parking restrictions on the north side of the street from November 1 to April 15	Narrowing in winter can cause problems for emergency vehicles
Johnston Street	Seasonal parking restrictions on the north/east side Year-round restrictions at both 90-degree turns	Narrowing in winter can cause problems for emergency vehicles Cars parked on both sides at 90-degree turns can cause problems for emergency vehicles
Franktown Rd from Hwy 7 to Moore Street	Year-round parking restrictions on the west side of the street Year-round parking restriction on the east side between Hwy 7 and Alexander Street and between Catherine and Miguel Streets Seasonal parking restrictions on the east side between Alexander and Catherine Streets	Traffic volumes are high, causing difficulty when cars park on both sides Traffic volumes are high, causing difficulty when cars park on both sides in these areas Narrowing in winter can cause problems for emergency vehicles
Bridge Street from Townline Road to Central Bridge	Year-round on the west side	Traffic volumes are high causing difficulty when cars park on both sides. Narrowing in winter can cause problems for emergency vehicles

Staff feels these recommended changes will help alleviate many of the safety issues on these streets, however, the areas of concern will be monitored through the winter months. Staff will report back to Council in Spring 2021 should there be any changes or additional signage required.

FINANCIAL IMPLICATIONS

The only financial implication related to the required by-law amendment to enact these changes will relate to the cost for the installation of signage which can be accommodated within existing operational budgets.

STAFF RECOMMENDATION

THAT a By-law to amend parking on the following streets be forwarded to Council for approval:

- Munro Street from Park Street to Francis Street
- Johnson Street
- Franktown Road from Highway 7 to Moore Street
- Bridge Street from Townline Road to Central Bridge

COMMUNICATION 131095

Received from Joanna Bowes, Senior Planner
c/o Niki Dwyer, Director of Development Services
Addressed to Committee of the Whole
Date September 8, 2020
Topic DP3-03-2020, Guy Whissel (Longwood Homes)
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.

Lot Frontage	Garage Width at 45% Frontage (Currently Allowed)	Garage Width at 49% Frontage (Requested Variance)	+/-
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 131104

Received From: Stacey Blair, Clerk
Jennifer Hughes, By-law Administrative Clerk
Addressed To: Committee of the Whole
Date: September 8, 2020
Topic: Draft Taxi By-law to Repeal and Replace By-law 83-2005

SUMMARY

Staff is recommending the repeal and replacement of Taxi By-law 83-2005.

The attached draft by-law includes the following updates:

- A new requirement that all taxi drivers must submit an Ontario driver's abstract upon initial application and bi-annually on an ongoing basis;
- A new requirement that all new taxi drivers must undergo a Vulnerable Sector Police Check every year;
- New requirement that drivers are legally permitted to work in Canada;
- A new no smoking or vaping provision for both drivers and passengers;
- A new schedule of maximum fare charges for rides within Town; and
- A new schedule of passenger bill of rights.

DISCUSSION

The Town's Taxi By-law (83-2005) was chosen by staff for review as it contained a number of problematic requirements and did not provide adequate direction in others. In developing the suggested draft, staff reviewed more recent by-laws from other municipalities. As well, staff consulted with the local taxi companies, members of Council, the OPP and the Ministry of the Attorney General in order to try to produce a new by-law which prioritizes safety while remaining fair to the local operators.

The proposed new by-law addresses some important safety issues such as driver qualifications and criminal records. One of the requirements in the old by-law was the requirement for the local police to verify that applicants were "of good character". This is a provision that is neither quantifiable nor enforceable. As well, the existing by-law did not provide direction to staff regarding applicants with criminal records. This is now addressed in the new by-law and clearly sets out under what circumstances licences are to be denied.

Further to this, the new by-law requires annual vulnerable sector checks and bi-annual drivers' abstracts for taxi drivers. In considering these specific prerequisites, Town staff consulted the local OPP who were not only supportive of these requirements, but strongly recommended their inclusion in the new by-law. By requiring vulnerable sector checks and drivers' abstracts, the Town will be helping to ensure the safety of taxi patrons within the Town.

Lastly, all references of taxi meters which are not used by any of the taxi companies that operate within the Town were removed from the new by-law and references to smoking have been updated to reflect current legislation.

STAFF RECOMMENDATION

THAT the proposed new Taxi By-law, which would repeal Taxi By-law 83-2005, be forwarded to Council for approval.

BY-LAW NO. XX-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE, TO LICENCE, REGULATE AND GOVERN OPERATORS AND DRIVERS OF TAXICABS, AND TO REPEAL BY-LAW 83-2005.

WHEREAS pursuant to paragraphs 6, 8, and 11 of Subsection 10(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality may pass by-laws for the health, safety and well-being of persons, and for the protection of persons and property, including consumer protection, in addition to business licensing;

WHEREAS Part IV, the “Licensing and Registration” Section 150(1) of the Ontario Municipal Act S.O. 2001, c. 25 deems that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality;

AND WHEREAS Part IV, Section 150(2) of the *Ontario Municipal Act*, S.O. 2001, c. 25 deems that a municipality may only exercise its licensing powers under this Section, including imposing conditions, for one or more of the following purposes:

1. Health and Safety
2. Nuisance Control
3. Consumer Protection

AND WHEREAS Sections 155 and 156 of the *Ontario Municipal Act*, S.O. 2001 c. 25 details regulations regarding the licensing of taxicabs;

NOW THEREFORE, the Council for the Town of Carleton Place enacts as follows:

1 DEFINITIONS

- 1.1 **Accessible Cab** means a taxicab licenced by the Municipality which, as a design criterion, accommodates one or more persons in wheelchairs without transfer, pursuant to all federal and provincial legislation applicable to vehicles used in the transportation of physically disabled persons.
- 1.2 **Applicant** means a person applying for a licence under this By-law and includes the person renewing a licence.
- 1.3 **Car pool vehicle** means a personal motor vehicle not used for personal gain, where the occupants share a common interest and the destination and the occupants, the majority of the time are the same, and where a contribution may be made towards the cost of operating the said vehicle to and from the common destination, but which a fare or charge is not collected for each trip.

- 1.4 **Chief By-law Enforcement Officer** means the appointed Chief By-law Enforcement Officer for the Town of Carleton Place or their designate.
- 1.5 **Clerk** means the Clerk for the Corporation of the Town of Carleton Place.
- 1.6 **Committee** means the Committee of the Whole for the Corporation of the Town of Carleton Place.
- 1.7 **Dispatch** means the act, through electronic or other means, of sending a taxicab to a person or persons requesting the service of a taxicab for the purpose of conveying such person or persons in the Town of Carleton Place.
- 1.8 **Highway Traffic Act** means *Highway Traffic Act*, R.S.O. 1990, c. H.8 and amendments thereto.
- 1.9 **Individual** means a person other than a corporation or partnership.
- 1.10 **Licence** means a licence issued under this By-law.
- 1.11 **Licencee or Licence Holder** means a person licenced under the provisions of this By-law.
- 1.12 **Municipality** means the Corporation of the Town of Carleton Place.
- 1.13 **Passenger** means a person in a taxicab other than the taxicab driver.
- 1.14 **Physically Disabled Person** means:
- 1.14.1 a person who suffers from a physical disability in such a way that his/her mobility is restricted, including, among others, a person, who uses a wheelchair, crutches, braces or other assisting devices;
- 1.14.2 a person who, because of a physical disability, requires assistance in boarding or leaving a taxicab.
- 1.15 **Police Officer** means an Officer with the Ontario Provincial Police (OPP) having jurisdiction in the Municipality.
- 1.16 **Senior Citizen** means a person sixty-five (65) years of age or older;
- 1.17 **Taxicab or Taxi** means a motor vehicle as defined in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, other than a car pool vehicle, having a seating capacity not exceeding the legal limit for that model, including the driver, hired for a person or group of persons, with only one fare or charge collected for the trip.

- 1.18 **Taxicab Driver** means a person engaged in driving or operating a taxicab for, or on behalf of, another person who is the owner thereof, and where a taxicab owner personally drives or operates a taxicab, shall include such owner.
- 1.19 **Taxicab Driver's Licence** means the licence issued by the Town Clerk to the driver of a taxicab.
- 1.20 **Taxicab Operator's Licence** means the licence issued by the Town Clerk, to the owner of the taxicabs for hire.
- 1.21 **Taxicab Owner** means a person owning a taxicab or having possession or control thereof pursuant to an installment purchase agreement or by way of rental.
- 1.22 **Taxicab Service** means the transportation of passengers by taxicab from one point of pick up to another point of drop off.
- 1.23 **To Operate** includes to drive a taxicab and to make a vehicle available to the public for use as a taxicab.
- 1.24 **Trip** means the distance and time traveled and the distance and time to be traveled, measured from the time and point at which the passenger first enters the taxicab to the time at which the passenger finally leaves the taxicab, which includes but is not limited to the journey between any two points in the Town limits for one or more passengers.

2 GENERAL REQUIREMENTS

- 2.1 No person being the owner of a taxicab shall carry on the business of conveyance of goods or passengers for hire, gain or reward without first obtaining a Taxicab Operator's Licence under this By-law entitling them to do so.
- 2.2 An operator may licence as many taxicabs and hire as many taxi drivers, as the operator deems necessary to provide adequate service to the public.
- 2.3 No person shall employ a person as a driver of a taxicab unless said person has been issued a Taxicab Driver's Licence by the Town Clerk.
- 2.4 No person shall operate a taxicab for the transportation of passengers from any point in the Town except under the authority of a Taxicab Driver's Licence issued by the Town Clerk.
- 2.5 No person shall accept calls in any manner for taxicabs to be used for the transportation of passengers or goods from any point within the Town except

under the authority of a Taxicab Operator's Licence issued by the Town to the owner or operator of the taxi business.

- 2.6 No taxicab operator may have full or partial ownership in any more than one taxi business operating under a Taxicab Operator's Licence within the Town of Carleton Place.
- 2.7 No licence is required for the operation of a taxicab within the Municipality provided:
 - 2.7.1 such taxi is operating for the sole purpose of discharging a passenger who was picked up outside the Town limits, or
 - 2.7.2 where a taxicab is picking up passenger(s) who have pre-arranged pick-up provided they are dropping off the passenger(s) in the Municipal area in which the taxicab is originally from.
- 2.8 Notwithstanding Section 2.7, no person shall dispatch a taxicab to commence the transportation of passengers within the Town limits where the owner of the taxicab does not hold a licence for his or her taxicab in the Municipality.
- 2.9 Every taxicab operator shall ensure that the taxicab maximum fares as listed in Schedule "A" are displayed in the cab in a conspicuous place.
- 2.10 Every taxicab operator shall ensure that the fares charged by the taxicab drivers under their employment are in accordance with the maximum fares listed in Schedule "A" of this by-law.

3 TAXICABS FOR PHYSICALLY DISABLED PERSONS

- 3.1 Accessible taxicabs available to physically disabled persons, which operate as a non-profit organization and are supplying a service to or for physically disabled persons may be exempt from the Licence fees as prescribed by the Town's Annual Fees and Charges By-law.
- 3.2 All taxicab operators and taxicab drivers for accessible taxis must apply for all appropriate licences and successfully fulfill the requirements for said licences as prescribed in this by-law.
- 3.3 All taxi operators and taxicab drivers supplying a taxi service to physically disabled persons who are a for-profit organization must pay the licence fees as prescribed by the Town's Annual Fees and Charges By-law.

4 CONDITIONS FOR ISSUANCE OF A TAXICAB OPERATOR'S LICENCE

- 4.1 All new applicants for a taxicab operator's licence shall submit an application form provided by the Town and pay all appropriate fees as prescribed by the Town's Annual Fees and Charges By-law.
- 4.2 All applications referred to in Section 4.1 shall be presented to the OPP and the Council of the Town of Carleton Place to demonstrate that another taxi operator is necessary before a licence shall be issued.
- 4.3 Previously approved operators must annually pay the appropriate fees as prescribed by the Town's Annual Fees and Charges By-law and submit an application form prescribed by the Town to the Clerk for renewal of their licences.
- 4.4 The operator of a taxicab business must submit to the Town of Carleton Place a written certificate of an insurer, duly licenced under the *Insurance Act*, R.S.O. 1990 c.I.8 to carry on in Ontario the business of automobile insurance, which includes:
 - 4.4.1 a motor vehicle liability policy which is on the date of the certificate in full force and effect;
 - 4.4.2 a liability policy amount not less than \$2,000,000.00 against loss or damage resulting from bodily injury to or the death of one or more persons, including passengers as well as third parties, and loss of or damage to property in any one accident;
 - 4.4.3 30 days' written notice to the Municipality of cancellation or non-renewal;
- 4.5 The previously stated insurance requirements in Section 4.4 shall apply to each vehicle that is used as a taxicab.

5 LEASING AGREEMENTS

- 5.1 A taxicab owner may, in lieu of purchasing a motor vehicle for use as a taxicab, obtain a motor vehicle by a leasing agreement provided that the leasing agreement for the motor vehicle to be used as a taxicab:
 - 5.1.1 is the holder of the current motor vehicle permit issued pursuant to the *Highway Traffic Act* and;
 - 5.1.2 specifies as a minimum requirement:
 - a) the date of execution of the leasing agreement;
 - b) the name and address of the lessee and lessor;

- c) the make, model, serial number and year of the motor vehicle;
- d) the motor vehicle permit number issued pursuant to the *Highway Traffic Act*;
- e) the term and expiry date of the leasing agreement;
- f) the terms and conditions under which the lessee had the right to possession and control of the vehicle, under specified terms and conditions;
- g) all of the lessor's and lessee's rights to early termination of the leasing agreement;
- h) the consideration, and the signatures of the lessee, the lessor and the witnesses thereto.

5.2 The taxicab owner licenced under this by-law, who has entered into a leasing agreement under Section 5.1 of this By-law shall file with the Clerk on the later date of issuance of the licence or the effective date of the leasing agreement a copy of the leasing agreement containing all the information referred to in subsections 5.1.1. and 5.1.2.

5.3 Every taxicab owner shall notify or cause to be notified the Clerk in writing ten (10) days before the termination of the leasing agreement for the motor vehicle registered in respect of his or her Taxicab Owner's Licence with the Municipality.

6 VEHICLE AND BUILDING STANDARDS

6.1 The operator of every licenced taxicab shall at all times keep the same in a clean and sanitary condition and in good repair.

6.2 The Chief By-law Enforcement Officer or Police Officer, upon finding a taxicab in disrepair, or in an unclean, or unsanitary condition, may notify the owner thereof to cease operation of the same as a licenced taxicab and vehicle until such time as the same has been put in a clean and sanitary condition and is in good repair.

6.3 In accordance with Section 6.2, no person shall operate a motor vehicle as a taxicab if the Chief By-law Enforcement Officer or Police Officer has found said vehicle in disrepair, unclean or unsanitary and has notified said operator as such.

6.4 The operator of every taxicab and vehicle licenced under this by-law or anyone acting on his behalf shall submit to the Town, a Certificate of Mechanical Fitness before a vehicle is licenced as a taxicab. A licenced mechanic shall sign said

Certificate of Mechanical Fitness, and said mechanic shall not be the owner or be employed by the owner of the taxicab business.

- 6.5 The operator of a taxicab must submit a new Certificate of Mechanical Fitness annually with their application for renewal of a Taxicab Operator's Licence.
- 6.6 Every owner of one or more licenced taxicabs shall file with the Town the names and addresses of all drivers employed by him or her and shall forthwith advise the Town Clerk of all changes in his or her staff of drivers.
- 6.7 Every operator of a taxicab shall submit his or her taxicab for the inspection of the Chief By-law Enforcement Officer or Police Officer when required and no operator or driver shall at any time, when his or her vehicle is not employed, hinder the said officer from entering such vehicle, garage or other building for the purpose of inspecting such vehicle, or the premises where such vehicle is or is kept.
- 6.8 Every taxicab owner shall ensure that his or her taxicab is equipped at all times with at least five (5) serviceable tires, one of which shall be available as a spare and each of which shall comply with the Tire Standards and Specifications, R.R.O 1990 Reg 625, as amended under *The Highway Traffic Act*.
- 6.9 All buildings used in connection with any taxicab shall:
 - 6.9.1 be kept clean at all times;
 - 6.9.2 be subject to all Development Permit requirements as established by the Development Permit By-law (15-2015) and amendments thereto for the Town of Carleton Place.
- 6.10 Owners and operators of taxicabs shall make available vehicle registration and identification information in an accessible format to persons with disabilities who are passengers.
- 6.11 All taxicabs and accessible taxicabs shall adhere to the standards as set out in Schedule "C" of this by-law.

7 REPLACEMENT VEHICLES

- 7.1 Every licenced taxicab owner who replaces his or her taxicab shall apply to the Clerk to change the vehicle with respect to which the licence is designated prior to operating the taxicab, and shall comply with the provisions as prescribed by this by-law.

- 7.2 Upon the Clerk being furnished with satisfactory proof that the applicant has complied with subsection 7.1 and has paid the fee set out in the Town's Annual Fees and Charges By-law, the Clerk will change the vehicle with respect to which the taxicab licence is designated.

8 TAXICAB DRIVER'S LICENCE

- 8.1 Every application for a Taxicab Driver's Licence issued under this by-law shall be submitted to the Clerk on prescribed forms and payment of all appropriate fees as set out in the Town's Annual Fees and Charges By-law.
- 8.2 No person shall be issued a Taxicab Driver's Licence unless the applicant has given to the Clerk satisfactory proof that:
- 8.2.1 the applicant is at least eighteen (18) years of age.
 - 8.2.2 the applicant is a citizen of Canada, or is legally permitted to work in Canada.
 - 8.2.3 the applicant is a holder of a current driver's licence of the appropriate class issued pursuant to the *Highway Traffic Act*, and regulations passed thereunder.
 - 8.2.4 the applicant has provided their Ontario Ministry of Transportation Driver's Licence abstract, dated within 90 days of initial application, indicating any convictions and demerit points in the previous three (3) years, to be resubmitted on a biannual basis.
 - 8.2.5 the applicant has consented to a Police Vulnerable Sector Check when applying for the first time, made by or on the behalf of the local Police Force; and must provide a Police Vulnerable Sector Check every year thereafter.
 - 8.2.6 the applicant has filed two (2) signed current photographs five (5) centimeters by five (5) centimetres in size and that bear a reasonable likeness to the applicant;
 - 8.2.7 one of the photographs described in section 8.2.6. shall be attached by the Municipality to the Taxicab Driver's Licence, which said licence shall be displayed in the interior of the cab in such place and in such manner and form as directed by the Town.
 - 8.2.8 No person shall transfer employment from one taxicab company to another without first reporting said transfer to the Clerk and obtaining the Taxicab Driver Transfer Licence and paying appropriate fees as

prescribed by the Town's Annual Fees and Charges By-law.

9 LICENCED TAXICAB DRIVER'S DUTIES

- 9.1 All taxicab drivers shall adhere to the conditions set out in Schedule "C" of this by-law.
- 9.2 No person shall use a vehicle as a taxi that is in an unsafe driving condition, unclean or untidy inside.
- 9.3 Every driver shall ensure that he or she is neat, clean and polite in manner.
- 9.4 No person, while driving a taxicab, shall fail to take reasonable care to prevent passengers from leaving any property in the vehicle.
- 9.5 No person shall while driving a taxicab fail to restore property left in a cab to the rightful owner, or deliver it to the Town Hall or local Police Station with all relevant information for the owner to claim.
- 9.6 No person shall drive a taxicab without displaying at all times in the prescribed location referred to in Section 8.2.7 the Taxicab Driver's Licence issued to them by the Town when engaged as a driver of said taxi.
- 9.7 No person while driving a taxi shall:
 - 9.7.1 take, consume or have in the driver's possession any intoxicating liquor, or other substance, which would affect the driver's capabilities to drive a motor vehicle.
 - 9.7.2 loiter or solicit business in any street, alley or other public place.
 - 9.7.3 permit any immoral, indecent or disorderly conduct in the vehicle.
 - 9.7.4 make any loud noise or disturbance, such as the unnecessary blowing of a horn, or use obscene, impertinent or abusive language, or molest, annoy or insult any passenger or other person.
 - 9.7.5 carry in any vehicle a larger number of persons or goods than the manufacturer's rating or seating capacity allows for such vehicle.
 - 9.7.6 after leaving a starting point with a passenger, take on any new additional passengers without the consent of those who have already engaged the driver.
 - 9.7.7 smoke or vape while driving a taxi, in accordance with the *Smoke-Free*

Ontario Act, 2017 S.O. 2017.

9.7.8 refuse to serve the first person requesting the service of the taxicab unless such person requiring the service:

- a) owes the driver for a previous fare or service.
- b) upon being requested by such driver, the person refuses to disclose the final destination before or immediately after entering the taxicab.
- c) asks the driver to be driven to a remote place in circumstances, which such driver reasonably believes to be unsafe.
- d) has an excessive number of items that will not fit in the cab.
- e) is unduly obnoxious, intoxicated or abusive.

9.7.9 refuse to allow a dog while serving as a guide or leader dog for a visually impaired person, to enter and remain in the taxicab.

9.8 The driver of a taxicab must record immediately all reasons why he or she refused service to an individual and retain the record of refusal for a period of thirty (30) days.

9.9 A taxicab driver, if requested, must give a passenger a receipt showing the driver's name, the date and time of the trip, the points of origin and destination, and the cost of the trip.

9.10 A driver of a taxicab may not charge for time lost through defects or inefficiency of the taxicab or incompetence in driving.

9.11 No person shall charge a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip.

9.12 No person shall charge a fee for the storage of mobility aids or mobility assistive devices.

10 EXPIRY, SUSPENSION OR REVOCATION OF LICENCES

10.1 All taxicab operators' licences and all taxicab driver licences issued by the Town shall expire on the 15th day of February each year.

10.2 The holder of the licence is responsible to apply for renewal on or before the date of the first day of February each year.

- 10.3 The Chief By-law Enforcement Officer may at any time, for any cause appearing to him or her to be sufficient, suspend the licence issued to any taxicab operator or any taxicab driver and shall, in such event report such suspension forthwith to Council, and Council may either continue such suspension for such period of time as it shall determine or may reinstate such licence, or if the circumstances shall appear to warrant such action, may revoke said licence.
- 10.4 Anyone convicted under any section of the *Liquor Licence Act*, the *Food and Drug Act*, the *Criminal Code of Canada* or the *Highway Traffic Act* shall be liable to have the taxi operator's licence or taxi driver's licence suspended or canceled.
- 10.5 Council, after a hearing, may revoke any or each of the licences held by a licensee for cause and without limiting the generality of the foregoing for:
- 10.5.1 a breach of the law;
- 10.5.2 anything which may be in a way adverse to the public's interest;
- 10.5.3 any other matter which the Municipality is authorized by law to consider,
or
- 10.5.4 any violation of the provisions of this By-law.
- 10.6 Council may suspend a licence for cause for any period that is less than the un-expired part of the period for which it was issued in lieu of revocation as provided in subsection 10.5 hereof.
- 10.7 The Clerk upon receipt of the report suspending or revoking a licence by the Supervising Officer of the OPP shall determine the time and date of the hearing which shall be the next available meeting of Council, while meeting required timeframes in the Procedural By-law, and shall forthwith give notice in writing to the licensee, said notice shall:
- 10.7.1 state the time, date, place and purpose of the hearing and a statement as to the reasons for the suspension, including reasonable information of any allegations as to the character, or propriety of conduct or competence of a licensee, if same are in issue; and
- 10.7.2 state if the licensee does not attend the hearing, Council may proceed in his or her absence and he or she will not be entitled to any further notice;
- 10.7.3 be served personally or by registered mail to the licensee at his or her address last known to the Town Clerk.
- 10.8 Council shall give its decision in writing to the Town Clerk.

- 10.9 The Clerk, in receipt of the decision referred to in 10.8 hereof, shall forthwith notify the Chief By-law Enforcement Officer and OPP and the licensee of the decision by serving the licensee a copy personally or by registered mail to the licensee's last known address or the counsel or agent of the licensee, at his or her address as stated to the Municipality.
- 10.10 The holder of a taxicab operator's licence shall provide a reasonable level of service to the public twenty-four (24) hours per day. Failure to do so shall be considered just cause for Council to suspend or revoke any licence.
- 10.11 Council's decision(s) shall be final and binding.

11 PASSENGER CONDUCT

- 11.1 No person while a passenger in a taxicab shall smoke or vape, in accordance with the *Smoke-Free Ontario Act*, 2017 S.O. 2017.
- 11.2 A passenger may refuse to take a taxicab made available to the person if that taxicab does not meet the vehicle standards or the licenced taxicab driver's duties as provided for in this By-law.

12 ENFORCEMENT

- 12.1 Any person who contravenes any of the provision of this by-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of *The Provincial Offences Act*, R.S.O. 1990, Chapter P.53 and any amendments thereto, and the penalty for the commission of any such offence shall be as provided for in the said *Provincial Offences Act*.
- 12.2 This by-law shall be enforced by the Municipal By-law Enforcement Officer and/or by an Officer of the Ontario Provincial Police.
- 12.3 Any person or owner operating a Taxicab shall promptly submit proper identification to an officer upon request. Failure or refusal to do so is an offense.
- 12.4 No person shall give false information to an officer.
- 12.5 No person shall hinder or obstruct, or attempt to hinder or obstruct, an officer exercising their power authorized by Section 12.2 or performing a duty under this By-law.

13 ADMINISTRATION AND PENALTIES

- 13.1 This By-law shall be enforced by By-law Enforcement Officers and/or a Police Officer.
- 13.2 Any notice or order required to be given or served under this By-law is sufficiently given or served if delivered personally or sent by registered mail, addressed to the person to whom delivery or service is required to be made at the last address for service appearing on the application record with the Town Clerk.
- 13.3 All notices served by mail pursuant to this By-law shall be deemed to be received five (5) days following mailing of the notice.
- 13.4 Any person who contravenes any of the provisions of this By-law, and the procedures with respect thereto is guilty of an offence and the penalty upon conviction therefore shall be as provided for in the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33 and amendments hereto.

14 INDEMNIFICATION

- 14.1 No person shall be granted or hold a licence for a Taxicab Operator's Licence unless he or she has in writing on a form prescribed by the Town, found in Schedule "B" agreed to indemnify and hold harmless the Municipality, its agents, servants, employees and officials from any claims, actions or suits which might be brought against the said person and the Municipality arising out of the operation of the taxicab in any manner whatsoever, or any error, negligence, or omission of the person, his agents, servants or employees.

15 VALIDITY

- 15.1 If any section of this By-law is for any reason deemed invalid by a competent court of law, the remaining sections shall remain in effect until repealed.
- 15.2 Where provisions of this By-law conflict with any other By-laws in force in the Municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public prevails.
- 15.3 This By-law shall come into force and take effect upon its final passing.

16 SHORT FORM

- 16.1 This By-law may be referred to as the Taxi By-law.

17 REPEAL OF BY-LAWS

- 17.1 That By-law No. 83-2005 and amendments thereto, being a By-law to licence, Regulate and govern operators and drivers of taxicabs shall be hereby repealed.

READ A FIRST, SECOND AND THIRD TIME THIS XX DAY OF XXXX, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

SCHEDULE “A” TO BY-LAW NO. XX-2020

Maximum fare charge for a trip/journey within the limits of the Town of Carleton Place:

Regular fare per trip	\$11.50
Senior Citizen’s rate per trip.	\$11.00
Cleaning charge (Soiling the inside of a Taxicab)	\$75.00

SCHEDULE "B" TO BY-LAW NO. XX-2020

INDEMNIFICATION

In accordance with Section 14 of By-law XX-2020, I hereby agree to indemnify and hold harmless the Town of Carleton Place, its agents, servants, employees and officials from any claim, actions or suits which might be brought against the Town of Carleton Place arising out of the operation of my Taxicab(s) in any matter whatsoever, or any error or omission.

Further, I hereby acknowledge that the Town of Carleton Place will receive in writing (at least 30 days' prior notice) of any cancellation or expiration, or any changes to the terms and conditions of any insurance policy regarding a licenced vehicle.

Owner/Agent Signature

Date

SCHEDULE “C” TO BY-LAW NO. XX-2020

TAXICAB AND ACCESSIBLE TAXICAB PASSENGER BILL OF RIGHTS

Every passenger has the right to a driver who:

is licenced by the Town of Carleton Place,

is knowledgeable,

knows the major routes and destinations in the Town of Carleton Place,

is courteous and helpful,

offers a safe ride,

knows and obeys all traffic laws,

gives, upon request, a silent ride,

uses a cell phone only in emergencies,

physically assists passengers into his or her vehicle and with their belongings;

takes the most expeditious route, and

and provides upon request a receipt with the date and time, the distance travelled, and the fare charged; and

A Taxicab or Accessible Taxicab must be kept:

in good mechanical condition,

with a clean passenger and trunk area,

that is heated or cooled upon request,

with easy access to seat belts, and is

smoke and vape free.

COMMUNICATION 131105

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Council
Date: September 8, 2020
Topic: 3 Francis Street Childcare Centre – Change Orders

SUMMARY

The tender for the addition to and renovation of the 3 Francis Street Child Care Centre closed on November 20, 2019. The project will see a 1,220.4 m² (13,136 ft²) addition to the south end of the 3 Francis Street Childcare Centre. This addition will provide an additional 88 new childcare spaces at the Centre and will add 15 new staffing positions.

As you may recall, the first time the Childcare project was tendered it came significantly over budget. We made some changes to the project and retendered it. The main changes included reducing the playground area cash allowance by \$50,000 from \$300,000 to \$250,000 and eliminating a retaining wall along the entire length of the east side of the building and replacing it with a grassed sloped area.

BACKGROUND

In March of 2019, the Town received notification through the County of Lanark (the flow-through funding agency for the Province) that the Town would be receiving \$2,915,000 in funding from the Province through the Community -Based Early Years and Child Care Capital Program towards an addition / renovation to the existing 3 Francis Childcare Centre. The Town tendered the project twice with the second tender being awarded last November. At the time the tender was awarded, Council provided staff up to \$100,000 to deal with any change orders that may arise during construction.

While the entire project is required to be completed by December 31, 2020, it will in fact be completed by the end of September / mid October except for playground area works which were delayed and site works such as final lift of asphalt which may need to wait until the spring due to delay in works on the interior courtyard playground area which would damage the asphalt if it was completed at this time.

In June, I brought a report to Council regarding issues with the playground area and the need for additional funding to add to the cash allowance amount included in the tender of \$250,000 to complete a renovation to the existing playground area in order to meet Ministry regulations and install a new playground area to accommodate the spaces in the newly constructed addition. Council approved an additional amount of up to \$150,000 to complete the playground works.

COMMENTS

Since work on the project commenced, there have been Change Orders (not including the change order for the playground area) in the amount of approximately \$95,000 plus HST. Not all of the change orders have resulted in extra dollars or were approved as they were deemed not essential. There have been some change orders resulting in

savings identified by the contractor Argue Construction as well. The main areas for change orders have resulted from:

- details missed in coordinating some architectural, mechanical/electrical components;
- unclear construction details in some instances;
- increased costs in the purchase of kitchen equipment due to a higher US dollar;
- additional fill materials due to onsite conditions;
- increased electrical costs to accommodate the high demand kitchen equipment;
- a heat pump to flow hot water through the addition from the hot water tanks to the washroom facilities to ensure hot/warm water for washing hands (this issue came to light as a result of increased hand washing procedures due to COVID)
- installation of the Rationale oven to meet Building Code requirements

It should be noted that if these details had been included in the original tender, the original tender price would also have been higher at that time.

Pending change orders / purchases to be finalized include:

- exterior landscaping i.e. grading, topsoil, grass seed (note: all landscaping was originally intended to be included in the \$250,000 cash allowance but was all used for playground equipment in the inner courtyard);
- completing a base course asphalt this fall (to accommodate delays in the playground areas and winter snow removal operations, with a final lift of asphalt occurring in spring 2021). There will be additional costs to do separate base course and final lifts of asphalt when all asphalt works as part of the tender were to be completed at one time;
- Replacing existing and installing new eavestrough on Childcare Centre
- Other miscellaneous items that may arise

FINANCIAL IMPLICATIONS

The original total of the project with construction and estimated professional fees is \$3,366,650 plus HST. With the Town's net share of HST, this amount will increase to \$3,425,903.

To date, approximately \$95,000 in general change orders and about \$145,000 in playground change orders have been approved for the project and there are still items that need to be completed. At this time, an exact number for further extras is not known but if Council could approve up to an additional \$100,000 it should more than cover what's required to be completed.

The Town has received a grant from the Province of Ontario in the amount of \$2,915,000 towards the addition/renovation project at the 3 Francis Street Childcare Centre.

As this project will result in the creation of an additional 88 new childcare spaces in Town to accommodate growth in our community, Council supported this project being included in the Town's Development Charges Background Study and fees being

collected to help pay for this project. As a result, the construction of the Centre and equipment/furnishings, etc. have been included in the recent draft of the Development Charges Background Study showing 100% of the cost of these components, net of grant proceeds being collected, through Development Charges.

In the past, reports have identified to Council that the Town should be able to collect a good portion of the project amount over the grant received from the Province from Development Charges less the statutory 10% amount and the balance being pulled from Childcare reserves. Given progress on the Development Charges Background Study and recent proposed changes to Development Charges legislation to eliminate the 10% statutory deduction, 100% of project costs over and above the grant amount can be collected through Development Charges if the by-law is adopted by Council. If not, the Town has Childcare reserves which currently stand at \$1,293,242 (\$359,000 of capital reserves and \$937,242 of operating reserves) and the additional costs to address change orders can be taken from reserves.

STAFF RECOMMENDATION

THAT Council authorize up to an additional \$100,000 funding towards the 3 Francis Street Childcare Centre addition / renovation to finalize the project with the cost to be funded by development charges and/or Childcare reserves.

COMMUNICATION 131106

Received From: Diane Smithson, CAO
Addressed To: Committee of the Whole
Date: September 8, 2020
Topic: 2020 Appreciation Night

SUMMARY

Staff is recommending the cancellation of the 2020 Appreciation Night currently scheduled for Saturday, December 12, 2020 due to restrictions imposed by and impacts of COVID-19. It is being recommended at this time to allow for timely cancellation of event preparations made to date.

BACKGROUND

Each year, the Town hosts an Appreciation Night to thank its many volunteers who do great work on behalf of the Town and the community, declare the next Citizen of the Year and issue Year of Service awards to Town staff. This event includes a dinner, awards ceremony and dance for approximately 300-350 people.

DISCUSSION

Town staff have already begun preparations for the 2020 Appreciation Night. The caterer has been selected, and linens and the hall have been booked. Each fall up until the December event, preparations ramp up to ensure a successful event.

Due to Covid, 2020 has already seen the cancellation of many traditional community and family events such as Canada Day festivities, Wine'd Around Downtown, Easter dinner, Santa Clause Parade, etc. Until such time as a vaccine is developed, cancellation of events or changes to events to limit attendees, ensure social distancing, etc. will continue to occur.

In the past, the annual Appreciation Night has included 300-350 attendees which includes volunteers, Council members, staff, and their spouses. This number of attendees is well beyond the current limit permitted in an interior space under Provincial restrictions.

Below are some options Council can consider:

Option 1 – Cancel the Event

Under this option, the actual event would be cancelled but staff would determine other virtual means of proceeding with the declaration of the Citizen of the Year and of staff Year of Service Awards.

Cancelling the event this year would also provide Council and Staff an opportunity to review the current format for the event to determine if any changes should be made going forward.

Option 2 – Break the Event into Smaller Groups and Hold over Multiple Dates

The Appreciation Night attendees could be broken down into smaller groups that would align with current Provincial restrictions of 50 people but would only include a dinner and no entertainment in order to keep costs within the budgetary limit. This would require a caterer to be available over multiple dates and we could try to have the group events held within the span of a week so the decorations and hall could be used for each group event. The Town would need to ensure social distancing and other safety protocols are in place. Given the number of attendees, this would require 6-7 multiple events. Although the smaller groups would include different attendees, there would still be similar staff working at each event interacting with all groups thereby creating some risk to staff.

Staff feels that the Town should be not be seen to be encouraging public events at this time to ensure the safety of staff and our community. As a result, this option is not recommended.

FINANCIAL IMPLICATIONS

The budget for Appreciation Night is \$12,000 which pays for catering, entertainment, decorations, awards, etc.

If the event is cancelled, this would be a savings to the Town that could be used to offset other lost revenue/increased expenses due to COVID incurred this year.

STAFF RECOMMENDATION

THAT the 2020 Appreciation Night be cancelled due to COVID-19 restrictions and impacts; and

THAT plans be developed to allow for the announcement and recognition of the 2020 Citizen of the Year and staff Year of Service Awards.

COMMUNICATION 131107

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Corporate Services Committee
Date: September 8, 2020
Topic: Water and Wastewater Financial Plan

SUMMARY:

The Town of Carleton Place's water licence expires in 2020. As part of the application process to renew the licence, the Town must prepare and approve a Water and Wastewater Financial Plan compliant with the requirements under O. Reg. 473/17.

BACKGROUND:

The Safe Drinking Water Act (S.D.W.A.), "the Act", was passed in December 2002 to address the recommendations made by the Walkerton Inquiry Part II report and has been amended several times since. One of the main requirements of the Act is the mandatory licensing of municipal water providers.

To become licensed, a municipality must satisfy five key requirements as per Section 44(1):

1. Obtain a drinking water works permit.
2. Acceptance of the operational plan for the system based on the Drinking Water Quality Management Standard.
3. Accreditation of the Operating Authority.
4. Prepare and provide a financial plan.
5. Obtain a permit to take water.

For licence renewals, the application must be accompanied by proof that the financial plan meets the prescribed requirements as per the Act s. 32(5)2. ii. The attached draft Water and Wastewater Financial Plan for the years 2020 through 2026 meets the requirements as provided under O. Reg. 473/17.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STAFF RECOMMENDATION

THAT the Town of Carleton Place Water and Wastewater Financial Plan dated June 30, 2020 be approved;

THAT notice of availability of the Financial Plan be advertised;

THAT the Financial Plan dated June 30, 2020 be submitted to the Ministry of Municipal Affairs and Housing; and

THAT the resolution of Council approving the Financial Plan be submitted to the Ministry of Environment, Conservation and Parks (MECP), satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32(5)2.ii.).

TOWN OF CARELTON PLACE
UNAUDITED STATEMENT OF CAPITAL ASSETS

	2020	2021	2022	2023	2024	2025	2026
ORIGINAL COSTS							
Water & Sewage Plants	24,205,927	24,546,427	24,896,427	25,256,427	25,626,427	26,006,427	26,396,427
Water Tower	1,930,910	1,930,910	1,930,910	4,640,630	4,640,630	4,640,630	4,640,630
Pumping Stations	741,010	1,741,010	2,716,010	3,691,010	6,966,690	7,637,140	7,637,140
Underground Water & Sewer	47,947,285	49,017,285	49,917,285	50,739,765	51,419,765	52,529,764	52,759,862
Assets Under Construction	-	30,000	30,000	260,000	660,000	760,000	1,160,000
	74,825,132	77,265,632	79,490,632	84,587,832	89,313,512	91,573,961	92,594,059
ADDITIONS							
Water & Sewage Plants	340,500	350,000	360,000	370,000	380,000	390,000	390,000
Water Tower	-	-	2,709,720	-	-	-	-
Pumping Stations	1,000,000	975,000	975,000	3,275,680	670,450	-	80,960
Underground Water & Sewer	1,070,000	900,000	822,480	680,000	1,109,999	230,098	40,000
Assets Under Construction	30,000	-	230,000	400,000	100,000	400,000	8,147,480
	2,440,500	2,225,000	5,097,200	4,725,680	2,260,449	1,020,098	8,658,440
TOTAL CAPITAL COSTS	77,265,632	79,490,632	84,587,832	89,313,512	91,573,961	92,594,059	101,252,499
ACCUMULATED AMORTIZATION							
Water & Sewage Plants	8,629,303	9,032,153	9,440,678	9,855,036	10,275,395	10,701,920	11,134,778
Water Tower	1,070,197	1,112,104	1,154,011	1,195,918	1,282,987	1,370,056	1,457,125
Pumping Stations	6,062,980	6,164,863	6,283,412	6,418,211	6,569,261	6,774,905	6,991,723
Underground Water & Sewer	19,273,390	20,048,532	20,841,507	21,649,483	22,471,166	23,304,183	24,155,699
	35,035,870	36,357,652	37,719,608	39,118,648	40,598,808	42,151,063	43,739,325
AMORTIZATION							
Water & Sewage Plants	402,850	408,525	414,358	420,358	426,525	432,858	439,358
Water Tower	41,907	41,907	41,907	87,069	87,069	87,069	87,069
Pumping Stations	101,883	118,549	134,799	151,049	205,644	216,818	216,818
Underground Water & Sewer	775,142	792,975	807,975	821,683	833,017	851,517	855,352
	1,321,782	1,361,957	1,399,040	1,480,160	1,552,255	1,588,262	1,598,597
ENDING ACCUMULATED AMORTIZATION	36,357,652	37,719,608	39,118,648	40,598,808	42,151,063	43,739,325	45,337,922
NET CAPITAL ASSETS	40,907,980	41,771,024	45,469,184	48,714,704	49,422,898	48,854,734	55,914,577

**TOWN OF CARLETON PLACE
STATEMENT OF OPERATIONS FORECAST**

	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$
REVENUES							
Water & Sewer Billings	(4,670,000)	(4,813,400)	(4,959,668)	(5,108,861)	(5,261,039)	(5,416,259)	(5,574,585)
Hydrant Rental	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Development Charges	(964,112)	(964,112)	(964,112)	(964,112)	(964,112)	(964,112)	(964,112)
Surcharge on Commercial Bills	(303,450)	(309,519)	(315,709)	(322,024)	(328,464)	(335,033)	(341,734)
Developer Contributions	(2,000,000)	-	(338,000)	(900,680)	-	-	-
TOTAL REVENUES	(7,962,562)	(6,112,031)	(6,602,489)	(7,320,677)	(6,578,615)	(6,740,404)	(6,905,431)
EXPENDITURES							
Wastewater Plant Operations	1,043,674	1,064,547	1,085,838	1,107,555	1,129,706	1,152,300	1,175,346
Management Fee - OCWA	176,900	182,207	187,673	193,303	199,103	205,076	211,228
Administration Allocation	127,000	129,540	132,131	134,773	137,469	140,218	143,023
Property Taxes	32,700	33,354	34,021	34,702	35,396	36,103	36,826
Wastewater Distribution Operations	167,000	176,185	185,875	196,098	206,884	218,262	230,267
Custom Work	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Amortization	528,713	544,783	559,616	592,064	620,902	635,305	639,439
Interest	65,620	53,332	43,405	33,121	22,467	11,432	-
Total Wastewater Expenditures	2,144,107	2,186,448	2,231,060	2,294,117	2,354,426	2,401,197	2,438,628
Water Plant Operations	631,654	644,287	657,173	670,316	683,722	697,397	711,345
Management Fee - OCWA	107,100	110,313	113,622	117,031	120,542	124,158	127,883
Administration Allocation	127,000	129,540	132,131	134,773	137,469	140,218	143,023
Property Taxes	32,700	33,354	34,021	34,702	35,396	36,103	36,826
Water Distribution Operations	500,000	527,500	556,513	587,120	619,412	653,480	689,422
Custom Work	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Amortization	793,069	817,174	839,424	888,096	931,353	952,957	959,158
Interest	-	-	-	-	-	-	-
Total Water Expenditures	2,194,023	2,264,668	2,335,383	2,434,538	2,530,394	2,606,814	2,670,156
TOTAL EXPENSES	4,338,129	4,451,116	4,566,443	4,728,655	4,884,820	5,008,011	5,108,784
ANNUAL SURPLUS	3,624,433	1,660,915	2,036,046	2,592,022	1,693,795	1,732,393	1,796,647
MUNICIPAL EQUITY, BEGINNING OF YEAR	57,674,047	61,298,480	62,959,395	64,995,441	67,587,463	69,281,258	71,013,651
MUNICIPAL EQUITY, END OF YEAR	61,298,480	62,959,395	64,995,441	67,587,463	69,281,258	71,013,651	72,810,298

TOWN OF CARELTON PLACE
UNAUDITED STATEMENT OF FINANCIAL POSITION

	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$
FINANCIAL ASSETS							
Cash	17,129,046	17,716,494	16,064,029	15,579,896	16,545,603	19,115,231	22,187,020
Accounts Receivable	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Long Term Receivables	5,363,711	5,176,206	4,988,701	4,801,196	4,613,691	4,426,186	4,238,681
	<u>22,842,757</u>	<u>23,242,700</u>	<u>21,402,730</u>	<u>20,731,092</u>	<u>21,509,294</u>	<u>23,891,417</u>	<u>26,775,701</u>
LIABILITIES							
Long-term Debt	1,879,758	1,481,829	1,303,973	1,285,833	1,078,434	1,160,000	9,307,480
Other Liabilities	610,000	610,000	610,000	610,000	610,000	610,000	610,000
	<u>2,489,758</u>	<u>2,091,829</u>	<u>1,913,973</u>	<u>1,895,833</u>	<u>1,688,434</u>	<u>1,770,000</u>	<u>9,917,480</u>
NET FINANCIAL ASSETS	20,352,999	21,150,871	19,488,757	18,835,259	19,820,860	22,121,417	16,858,221
NON FINANCIAL ASSETS							
Tangible Capital Assets	40,907,980	41,771,024	45,469,184	48,714,704	49,422,898	48,854,734	55,914,577
Inventory	37,500	37,500	37,500	37,500	37,500	37,500	37,500
	<u>40,945,480</u>	<u>41,808,524</u>	<u>45,506,684</u>	<u>48,752,204</u>	<u>49,460,398</u>	<u>48,892,234</u>	<u>55,952,077</u>
MUNICIPAL EQUITY	61,298,480	62,959,395	64,995,441	67,587,463	69,281,258	71,013,651	72,810,298

**TOWN OF CARLETON PLACE
STATEMENT OF CASH FLOWS**

For the year ended December 31	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$
OPERATING ACTIVITIES							
Annual surplus for the year	3,624,433	1,660,915	2,036,046	2,592,022	1,693,795	1,732,393	1,796,647
Amortization	1,321,782	1,361,957	1,399,040	1,480,160	1,552,255	1,588,262	1,598,597
Working Capital from Operations	4,946,214	3,022,872	3,435,086	4,072,182	3,246,050	3,320,655	3,395,244
CAPITAL TRANSACTIONS							
Acquisition of tangible capital assets	(2,440,500)	(2,225,000)	(5,097,200)	(4,725,680)	(2,260,449)	(1,020,098)	(8,658,440)
Disposal of tangible capital assets	-	-	-	-	-	-	-
Net investment in tangible capital assets	(2,440,500)	(2,225,000)	(5,097,200)	(4,725,680)	(2,260,449)	(1,020,098)	(8,658,440)
INVESTING ACTIVITIES							
Long term mortgage receivable advanced	(2,000,000)	-	-	-	-	-	-
Repayment of long term mortgage receivable	3,000,000	187,505	187,505	187,505	187,505	187,505	187,505
Net cash from investing activities	1,000,000	187,505	187,505	187,505	187,505	187,505	187,505
FINANCING TRANSACTIONS							
Debt issued for Town purposes	30,000	-	230,000	400,000	100,000	400,000	8,147,480
Debt principal repayments	(483,964)	(397,929)	(407,856)	(418,140)	(307,399)	(318,434)	-
Net cash from financing activities	(453,964)	(397,929)	(177,856)	(18,140)	(207,399)	81,566	8,147,480
NET INCREASE (DECREASE) IN CASH	3,051,750	587,448	(1,652,465)	(484,133)	965,707	2,569,628	3,071,789
CASH, BEGINNING OF YEAR	14,077,296	17,129,046	17,716,494	16,064,029	15,579,896	16,545,603	19,115,231
CASH, END OF YEAR	17,129,046	17,716,494	16,064,029	15,579,896	16,545,603	19,115,231	22,187,020