



Committee of the Whole Agenda

Tuesday, November 10, 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

- a. **Councillor Randell - Spectators at Junior A and Junior B Developmental Scrimmages**

Has an affiliation with the Junior A Hockey Team.

4. MINUTES TO BE APPROVED AND RECEIVED

- a. **Committee of the Whole Minutes**

8

Suggested Motion:

THAT the Committee of the Whole Minutes dated October 27th, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

- a. **Amendment of Development Permit By-law - Public Meeting Under the Planning Act (Communication 131134)**

15

Niki Dwyer, Director of Development Services

Suggested Motion:

THAT Council receives the Public Meeting Summary Report for information and have regard for public comments received at the public meeting.

b. 2021 Draft Water and Sewer Budget

Trisa McConkey, Treasurer

6. REPORTS

COMMUNITY ISSUES

a. Community Enrichment Grant (Communication 131127)

18

Joanne Henderson, Manager of Recreation and Culture

Suggested Motion:

THAT Council approve the allocation of Community Enrichment Grants to various organizations under Intake 2 in the amount of \$5,000.00; and

THAT any unused Community Enrichment funds remaining at year end be set aside in a reserve and be used to fund the 2021 Community Enrichment Program.

POLICY REVIEW

b. Council and Committee Calendar 2021 (Communication 131128)

20

Stacey Blair, Clerk

Suggested Motion:

THAT the 2021 Council/Committee of the Whole Calendar be approved as presented.

c. ROMA Delegations (Communication 131129)

22

Stacey Blair, Clerk

Suggested Motion:

THAT staff be directed to submit a virtual meeting request for the ROMA Conference with the Ministry of Transportation regarding the Highway 7 / 15 improvements to emphasize the importance of this project with the Provincial government; and

THAT a delegation be requested with the Minister of Education to discuss the loss of revenue for

PLANNING AND PROTECTION

- d. **Building Department Staffing Levels (Communication 131130)** 23

Lennox Smith, CBO

Suggested Motion:

THAT Council authorize the hiring of a full-time permanent Senior Plans Examine position in 2021; and

THAT the cost be included in the draft 2021 Building Department budget.

- e. **Right of Entry By-law (Communication 131131)** 26

Pascal Meunier, Director of Protective Services

Suggested Motion:

THAT Council approves the Right of Entry By-law.

- f. **DP3-01-2020, 35 Roe Street, Matrix Investment Group Ltd. (Communication 131132)** 32

Niki Dwyer, Director of Development Services

Suggested Motion:

THAT the Committee approve application DP3-01-2020 for the construction of five (5) office condominium buildings containing 44 units and being 2-storeys in height at 35 Roe Street.

- g. **Holding Provisions (Communication 131133)** 43

Niki Dwyer, Director of Development Services

Suggested Motion:

THAT Council pass a by-law amending Section 2 of Development Permit By-law 15-2015 by adding the following provisions:

“2.28 Holding Provisions

Any parcel or area of land in any designation on the Schedule of this By-law may be further classified with a holding provision through the addition of the suffix “h”. The holding classification added to a given designation shall restrict development of the land until such time as the holding provision is removed.

Where a holding provision applies, no lands shall be used and no buildings or structures shall be erected or used for any purpose other than uses existing on the date of passing of this By-law. Any change from the holding status shall require an amendment to this By-law and the Town may require that the applicant enter into an agreement for the development of the land prior to the amendment being adopted.”

Suggested Motion:

THAT Council pass a by-law amending Schedule A and Section 4.5.4 of the Development Permit By-law 15-2015 by identifying a “holding” symbol and adding the following provisions:

“None of the permitted uses identified in Section 4.5.1 shall be permitted on the portion of the lands identified in Schedule ‘A’ as Strategic Property – Holding, and such lands shall remain vacant and undeveloped until such time as the following plans, reports, approvals and agreements have been provided to the satisfaction of the Town :

- 1. Composite Utility Plan*
- 2. Environmental Compliance Approval by the Ministry of the Environment;*
- 3. Detailed design for all pedestrian bridges and pathway crossings of the
Mississippi River;*
- 4. Building Elevations;*
- 5. Landscape Plans;*
- 6. Record of Site Condition;*
- 7. Traffic Study Regarding Mill Street Bridge capacity and widening requirements;*
- 8. Amending Development Permit Agreement including but not*

limited to:

9. *Financial Conditions;*
10. *Insurance Certificates;*
11. *Performance Bonds;*
12. *Updated Schedules.”*

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

48

Suggested Motion:

THAT the following be received:

- Carleton Place Environmental Advisory Committee minutes dated 2020 09 14
- Urban Forest/River Corridor minutes dated 2020 10 28
- Parks and Recreation Committee minutes dated 2020 11 02

a. Spectators at Junior A and Junior B Developmental Scrimmages

Joanne Henderson, Manager of Recreation and Culture

Councillor Randell declared a conflict on this item. (Has an affiliation with the Junior A Hockey Team.)

Suggested Motion:

THAT the Carleton Place Canadians Junior “B” and Junior “A” teams be permitted to allow the following capacities for developmental scrimmages:

- 50 individuals within the ice surface playing area which includes all players, coaches, trainers, timekeepers, refs
- 50 individuals within the remainder of the facility which includes game day volunteers, injured players, video and sound personnel, goal judges, spectators; and

THAT the following restrictions be followed:

- anyone entering the building will be required to complete a COVID screening questionnaire before entering (to be monitored by Canadians)
- anyone entering the building will be required to sign in (to be monitored by Canadians)
- once individuals have entered the building; individuals are not permitted to exit and re-enter
- individuals in the stands will be seated in identified seats
- only spectators living in the same household will be able to sit together
- all individuals in the facility except for players and refs are required to wear a mask
- food and drink will not be permitted.
- the only individuals permitted in the lobby will be ticket takers/screeners (maximum 2)
- spectators are only permitted in the building 5 minutes before game time
- Teams (home and visiting teams) will be required to submit the names of all players, coaches, trainers, timekeepers, refs by 4 pm on Friday. List is not to exceed 50 persons
- Home team is to submit list of game day volunteers, injured players, video and sound personnel and goal judges by 4 pm on Friday
- If lists are not received by 4 pm on Friday, increased capacity limits will not be permitted.

9. INFORMATION LISTING

57

- Lanark County - UCPR Innovative Food Hub Project for Eastern Ontario
- City of Clarence Rockland - Cannabis Retail Stores
- Municipality of Lincoln - Cannabis Production Facilities
- John and Kelly Nephin - Backyard Chickens

Suggested Motion:

THAT the Information Listing dated November 10th, 2020, be received as information.

10. NOTICE OF MOTIONS

11. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____ p.m.

Committee of the Whole Minutes

Tuesday, October 27, 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, Guy Bourgon,
Director of Public Works, Niki Dwyer, Director of Development
Services, Lennox Smith, CBO, Trisa McConkey, Treasurer,
Pascal Meunier, Director of Protective Services

1. CALL TO ORDER

The meeting was called to order at 7:12 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Mayor Black

THAT the agenda be accepted as presented.

CARRIED

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

None.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Seccaspina

Seconded by: Councillor Tennant

THAT the Committee of the Whole Minutes dated October 13th and 20th
be accepted as presented.

CARRIED

5. REPORTS

Physical Environment

1. Quarterly DWQMS Report - 3rd Quarter 2020 (Communication 131113)

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the 3rd quarter DWQMS report be received as information.

CARRIED, CONSENT

2. Lake Avenue West Restrictions (Communication 131114)

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

THAT Council approves amending Traffic and Parking By-law 46-2003 as outlined in the report prepared by the Director of Public Works dated October 27, 2020.

CARRIED, BY LAW PREPARED

3. Transportation Master Plan Award (Communication 131115)

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT Council award the Transportation Master Plan to Parsons as outlined in the report prepared by the Director of Public Works dated October 27, 2020; and

THAT the project be funded from Development Charges and from funds to be budgeted in the 2021 budget.

CARRIED, MOTION PREPARED

Corporate Services

4. Financial Report to September 30, 2020 (Communication 131116)

The Town of Carleton Place was recently recognized by the Ministry of Municipal Affairs and Housing for being one of the first fifteen municipalities in Ontario to submit their Financial Information Return for 2019. The Deputy Mayor congratulated the Treasurer for her department's role in this achievement.

Moved by: Councillor Seccaspina

Seconded by: Councillor Tennant

THAT Council receive as information the Financial Report from the Treasurer to September 30, 2020 and the Town's forecasted year end.

CARRIED, CONSENT

5. 2021 Water and Sewer Budget (Communication 131117)

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT staff be authorized to present the draft 2021 Water and Sewer budget to the public for comment at the Committee of the Whole meeting on November 10, 2020.

CARRIED, CONSENT

6. Safe Restart Fund - Request for Phase 2 Funding (Communication 131118)

Due to the timely nature of this matter, this motion will be considered and dispensed with by Council this evening upon the conclusion of the Committee of the Whole meeting.

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

THAT Council requests additional Provincial funding under the Safe Restart – Municipal Operating Funding Phase 2 stream to assist with mitigating increased costs and financial pressures due to COVID-19 in 2020.

CARRIED, MOTION PREPARED

Planning and Protection

7. Public Meeting Summary Report - Holding Zones (Communication 131119)

The Planner, Niki Dwyer, provided a short presentation for the public meeting under the Planning Act regarding the proposed amendments to the Town's Development Permit By-law in relation to general holding provisions as well as to a site specific holding provision for 150 Mill Street.

Moved by: Mayor Black

Seconded by: Councillor Tennant

THAT Council receives the Public Meeting Summary Report for information and have regard for public comments received at the public meeting.

CARRIED, CONSENT

8. Request for Relief - DP3 Permit Fee - Lanark County Food Bank (Communication 131120)

Moved by: Councillor Randell

Seconded by: Councillor Seccaspina

THAT Committee provide direction to staff to execute an Undertaking with 2485851 Ontario Inc. to recognize the conveyance of land for the purpose of the installation of a sidewalk on Mill Street in exchange for waiving the Class 3 Development Permit fees associated with the application to recognize the Food Bank as a permitted use at 82-84 Mill Street.

CARRIED

9. Public Meeting - 2021 Permit Fees (Communication 131121)

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT staff be directed to advertise the public meeting on the Building Department's proposed 2021 Building Permit Fee Schedule as outlined in the Chief Building Official's report dated October 27, 2020.

CARRIED, CONSENT

10. Ocean Wave Fire Company (OWFC) and By-law Enforcement Activity Report for September 2020 (Communication 131122)

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the Director of Protective Services' Report on the activities of the Ocean Wave Fire Company (OWFC) and By-law Enforcement for the month of September 2020 be received as information.

CARRIED, CONSENT

11. Animal Control By-law Amendment (Communication 131123)

It was requested that provisions regarding safety/emergency access will be integrated into the development of a right of entry By-law.

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT Council approves amending Animal Control By-law 122-2018 in accordance with the Director of Protective Services' Report dated October 27, 2020; and

THAT Council direct staff to develop a right of entry By-law addressing inspection and enforcement powers for applicable Town By-laws.

CARRIED, BY LAW PREPARED

12. Proposed Changes to Property Standards By-law 65-2008 (Communication 131124)

A lengthy discussion took place regarding what should be covered by the future Property Standards By-law and how the By-law should be interpreted. Some items discussed included gravel parking lots, the word "unsightly", commercial vehicles, brush kept in yards and lawn furniture.

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT Council approve the revised Property Standards By-law which will repeal By-law 65-2008.

CARRIED, BY LAW PREPARED

6. NEW/OTHER BUSINESS

None.

7. INFORMATION LISTING

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT the Town of Carleton Place supports the letter from the County of Lanark to support retaining the storage of surplus records.

CARRIED, CONSENT

8. NOTICE OF MOTIONS

None.

9. CLOSED SESSION

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT the Committee move into closed session at 9:25 p.m. to discuss matters subject to:

the Municipal Act, 2001, S.O. Section 239 (2)

- (B) personal matters about an identifiable individual, including municipal or local board employees;
- (C) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (E) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (F) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (K) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, Niki Dwyer, Director of Development Services (Item 3) and Vincent Panetta, Solicitor (Item 3) participate in the Closed Session Zoom meeting.

1. Future Capital Development - Schools (C & K)
2. Legal Matter (E)
3. Staffing Matter (B & F)

CARRIED

10. RISE AND REPORT

Members of the Committee received information on Closed Session items 1 and 2. Staff direction was provided regarding item 3.

11. ADJOURNMENT

Moved by: Councillor Seccaspina

Seconded by: Mayor Black

THAT the meeting be adjourned at 10:50 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

COMMUNICATION 131134

Received From: Niki Dwyer, RPP MCIP, Director of Development Services
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: Public Meeting Summary Report – Housekeeping Amendment

BACKGROUND

Staff commenced the formal public consultation process under the Ontario Planning Act respecting a “Housekeeping Amendment” and update of the existing Development Permit By-law in January 2020. Pending the request by Council for further consultation with the public regarding the proposed amendment, the processes were put on hold until September 2020.

Following a Virtual Town Hall meeting with development and builder stakeholders in September 2020, Council provided direction to reinstate the statutory public process to undertake the amendment.

The existing Development Permit By-law was approved by Council in 2015 and has not been subject to substantial amendment since that time. The 2020 Amendment was proposed to: clarify existing policies that have been subject to misinterpretation, add additional definitions, and update the policy to be consistent with legislative changes enacted by the Province of Ontario.

A track-change copy of the proposed amendment has been made available for the public on the Town’s [website](#).

COMMENT

Housekeeping Amendments are a recommended practice and in some cases are statutory requirements to ensure that planning policy is consistent and in conformity with the Official Plan, Provincial Policy Statement and Planning Act. As a result, it is strongly encouraged that Council proceed with the present Housekeeping Amendment to bring the Development Permit By-law in compliance with applicable law.

Generally, the amendments proposed as part of this application fall into the following categories:

Type of Change	Example of Change in draft by-law
Amendments to conform to provincial legislation	Introduce provisions for “additional residential units” per More Homes More Choice legislation
Correct errors and omissions in the existing text	Correct references to “Ontario Municipal Board” to “Local Planning Appeal Tribunal”

Provide clarity to existing provisions	<p>Clarify that “soft/green landscape elements” includes grass, trees and shrubbery.</p> <p>Clarify that “garage width” is to be measured as the interior width of the garage.</p>
Consolidated uses in land use designations which have previously been permitted by Permit applications	Include “bar/pub” as permitted uses in the Downtown District;
Provide administrative clarity	<p>Clarify type of applications subject to development permit classes</p> <p>Reference requirements for Design Briefs to demonstrate compliance with Section 14 provisions</p>
Consolidate previous amendments	Removal of Class IV permit references
Establish new provisions	<p>Introduce new provisions which provide distinction for setbacks of “permitted projections” based on varying heights</p> <p>Introduce provisions respecting “accessible parking” spaces</p>

Staff has circulated the Housekeeping Amendment application in accordance with provisions of the Planning Act and an Open House was conducted prior to the statutory Public Meeting. The Open House was attended by two (2) participants seeking general information regarding the amendment. No objections or material comment were provided pertaining to the amendment.

At this time, written comments have been received from six (6) individuals and a summary of all public comments received will be consolidated and analyzed for Council’s consideration following the receipt of comments at the Public Meeting this evening.

ERRORS AND CORRECTIONS

It has been noted by a stakeholder that the published track-change draft still refers to a requirement for a 9m front yard setback for townhome dwellings as previously proposed by staff. This provision was incorrectly included in the circulated draft and will be removed in the final document presented to Council. For the sake of clarity, staff did not wish to re-publish an

amended track-change copy in the midst of public consultation, but the error has been noted for the record.

STAFF RECOMMENDATION:

THAT Council receives the Public Meeting Summary Report for information and have regard for public comments received at the public meeting.

COMMUNICATION 131127

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Committee of the Whole
Date November 10, 2020
Topic Community Enrichment Grants – Intake 2

SUMMARY

The attached chart summarizes the 2nd intake of applications for the Community Enrichment Grant and includes staff's recommendations.

COMMENT

Each year, Council approves a budget to allocate funding to various community groups to assist them in their endeavours. Council approved a budget of \$30,000.00 for 2020. The funding program is known as the Community Enrichment Program.

Staff have reviewed the 2nd intake applications and reviewed them against the program criteria. Attached is a chart summarizing applications received and staff's recommendations in terms of funding allotments.

FINANCIAL IMPLICATIONS

Below is a summary of Community Enrichment Grant Funding available:

2020 Budget	\$30,000.00
Total used from Intake 1	\$ 7,577.22
Staff Recommendation – Award of Intake 2 Applications	<u>\$ 5,000.00</u>
Remaining Balance	<u>\$ 17,422.78</u> =====

If any further requests are received before year end, they will be forwarded to Council for their consideration.

Staff recommends that any unused funds at year end be transferred to a reserve and used to fund 2021's Community Enrichment Program.

STAFF RECOMMENDATION

THAT Council approve the allocation of Community Enrichment Grants to various organizations under Intake 2 in the amount of \$5,000.00; and

THAT any unused Community Enrichment funds remaining at year end be set aside in a reserve and be used to fund the 2021 Community Enrichment Program.

2020 Community Enrichment Program Applications- Second Intake

Applicant	Date	Amount Requested	Details	Notes/Decision
Carleton Place & District Community Band	Ongoing	\$920.00	Requesting financial support to assist in offsetting the Band's insurance costs and rental expenses in order to be able to practice over the Fall/Winter months to be ready for Spring/Summer performances. At this time the Carleton Place & District Community Band are unable to generate any revenue.	\$500.00 financial support.
Carleton Place Farmer's Market	Spring/Summer 2020	\$1500.00	Requesting financial support to assist in offsetting their operating expenses during this season. They are unable to generate their typical revenue as they cannot hold the same number of vendors due to COVID restrictions.	\$1500.00 in kind.
Cycling Without Age Lanark County Chapter	Ongoing	\$1500.00	Requesting financial support to assist in offsetting the program expenses to train volunteers to be able to operate their Trishaw. Expenses include: printing of handouts and travel expenses.	\$0.00
Mississippi Mudds of Carleton Place	Ongoing	\$1500.00	Requesting financial support to assist in offsetting the operational costs including: insurance, banking fees, storage unit expenses, etc. At this time the Mississippi Mudds are unable to generate any revenue.	\$1500.00 financial support.
Carleton Place Arena Staff Association	December	\$1500.00	Request for financial support to offset the expenses to create a Christmas event due to the cancellation of the Santa Clause parade.	\$1500.00

Total Approved in 1st Intake: \$13,638.47

Total Used from 1st Intake: \$7,577.22

Total Returned Due to Cancelled Events: \$6,061.25

Total Requested in 2nd Intake: \$6,920.00

Total Recommended in 2nd Intake:\$ 5,000.00

COMMUNICATION 131128

Received From: Stacey Blair, Clerk
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: Council and Committee Calendar 2021

SUMMARY

In accordance with the Town's Procedural By-law 117-2018, staff has prepared a draft 2021 Council/Committee Calendar for consideration.

DISCUSSION

Staff has prepared a draft Council/Committee of the Whole Calendar for 2021. The meeting dates that are being suggested have been chosen in consideration with other Council commitments. Where feasible, Carleton Place meetings are proposed for the second and fourth Tuesdays. Where this differs is for the most part due to other events taking place such as conferences or holidays. Additionally, similar to previous years, the Council and Committee of the Whole dates take place on the same weeks as County meetings to allow County Council members to have time off between meetings.

The Town will advertise its meetings in Municipal Matters and on the Town's website as well as posting a copy of the Council/Committee calendar on the website.

STAFF RECOMMENDATION

THAT the 2021 Council/Committee of the Whole Calendar be approved as presented.



2021

Council/Committee Calendar

- Council & Committee of the Whole (7:00 pm)
- County Council (5:00 pm)
- 2022 Draft Budget

- Statutory Holiday
- Conferences
 - January 24- 26 ROMA (Virtual)
 - February 21 - 24 OGRA (Fairmont Royal York, Toronto)
 - June 3 - 6 **OR** 10 - 13 FCM (Quebec) - TBD
 - August 15 - 18 AMO (London)
 - TBD - OEMC (NAV Centre, Cornwall)

JANUARY						
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Updated: November 2, 2020

COMMUNICATION 131129

Received From: Stacey Blair, Clerk
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: ROMA Delegations

SUMMARY

The ROMA conference is organized annually by the Rural Ontario Municipal Association. Municipalities across the province have an opportunity to meet with provincial ministers and parliamentary assistants at the conference to discuss specific issues.

COMMENTS

This year, the conference will be held online January 25 and 26, 2021.

The Town can request a virtual meeting with a minister or parliamentary assistant at the ROMA Conference. By doing so, municipalities have the opportunity to take their concerns directly to the attention of provincial officials.

The deadline to submit requests for a municipal delegation is November 30, 2020.

There is only one suggestion at this time that staff has for a ROMA delegation and that is to draw attention to the importance of the Highway 7 / 15 improvements to our community. If Council has any other suggestions, we can amend the motion during the Committee of the Whole meeting to add them.

STAFF RECOMMENDATION

THAT staff be directed to submit a virtual meeting request for the ROMA Conference with the Ministry of Transportation regarding the Highway 7 / 15 improvements to emphasize the importance of this project with the Provincial government.

COMMUNICATION 131130

Received From: Lennox Smith
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: Staffing Levels for Building Department

SUMMARY

This report outlines the current staffing levels in the Building Department, and the challenges facing the Department due to growth. Currently the staffing levels are providing satisfactory service levels while trying to accommodate the growth trends in our community. Increasing permit levels, requests for information, development consultation, and constant inquiries have put stresses on the successful operation of the Building Department, and staffing should be examined to ensure statutory service levels are being met or exceeded.

BACKGROUND

Over the last two years there has been an influx of new residential, commercial, industrial, and institutional growth throughout the Town. This growth has proven challenging for the Building Department to maintain an acceptable level of service that is expected by both Council and building permit applicants. As a growing community, the expectation of applicants is that the Building Department should staff accordingly to provide the proper service level that is required.

The growth currently underway includes larger scale residential, long term care, retirement developments, large subdivisions, industrial builds, and commercial interior fit ups. These developments have increased complexities for building permits, pre-consultation and building staff oversight which are primarily performed by the Chief Building Official as the senior and most qualified official. This trend has turned the Chief Building Official position into primarily a day-to-day worker role and has reduced the ability to properly manage the team.

Accompanying the increased scheduled pre-consultations is an increase in requests for Ontario Building Code interpretations by both inspectors and applicants such as designers, architects, project managers, and trades persons. The frequency and intricacy of these requests are escalating to the point where it has become the primary daily task performed by Building Department staff.

These requests are received mainly through email or phone calls with the Department seeing a significant decrease in in-person interactions (even before Covid-19). It is estimated that the CBO spends approximately 75% of his day answering phone and email inquiries while performing the balance of his duties within the remaining 25% of the day or outside business hours. Likewise, when the inspectors are not in the field performing inspections or inputting reports, they are responding to email and phone inquiries.

Current Staffing Contingent:

The Department is currently staffed with two (2) full time Building Inspectors, a Building Administrative Clerk, and the Chief Building Official. The CBO has over 14 years' experience with almost 10 years as a CBO. However, the inspector positions are

generally staffed as junior trainee positions. At present, our staff average four (4) years' prior experience in construction and design industries. With more junior staffing comes learning curves which include a significant reliance on the CBO for direction on both simple and complex issues. With the hands-on direction required from the CBO, the addition of an experienced Senior Plans Examiner would assist greatly with the workload.

In addition to workload, training is also required for all staff for three (3) main reasons:

1. To ensure they maintain their current qualifications to perform their required duties under the Ontario Building Code and the Building Code Act;
2. To attain further Ministry qualifications to expand on their inspection abilities in the field, and to maintain their ability to inspect legally, and,
3. To ensure that they are continually educated on the constantly changing Ontario Building Code changes to limit the Town's exposure to liability.

These training requirements dictate that extensive training will be required for a number of years for the Department's staff in order to address maintenance (for certification) and upgrades, and to remain efficient and competent in the field and the office. Additionally, the proposed new position, will permit the CBO to spend more time coaching and instructing to reduce the dependency of staff on the CBO and to increase their efficiency in the field and office.

Increased Permit Volumes:

Building Department permit volumes have been steadily increasing since 2017 as follows:

2017 – 131
2018 – 192
2019 – 362
2020 – 500+

The percentage of large projects and new housing has increased compared to smaller renovations or additions, which has resulted in the inspectors being primarily in the field with little to no time being available in the office to assist with plans examinations. This means that plans review is completed by the CBO or contracted out to a third-party reviewer at an increased cost.

Staff is recommending that a full-time Senior Plans Examiner position be created. This position is the next logical progression for the Department and was discussed during the discussion on a five (5) year staffing plan. With the rapid growth the Town is experiencing, this position needs to be considered at this time.

The ability to add this position and recruit a new experienced and qualified code professional would substantially increase the capabilities of the Department. This person would act as a second point of contact for technical direction for the Building Inspectors, a front-line point of contact for the everyday inquiries that are beyond the Building Administrative Clerk's capability, and an examiner that would share the review of incoming applications with the CBO to ensure statutory timeframes for review and response is satisfied.

This would free up the CBO to focus on the day-to-day operation of the Department like policies and procedures, coaching, training, large building plans review, development permit application reviews, and other higher-level duties. The duties of the Building Clerk and Building Inspectors positions would remain constant, except for reducing plans review which will allow the inspectors to complete more in-field work.

This new position would also provide a much-needed qualified person that could be appointed Deputy CBO when required. The staff member appointed in the interim to be Deputy would provide direction on Orders to Comply, policy and procedures and other items that are delegated to a Deputy CBO when the CBO is away on course, on vacation, sick or on potential leave. Most towns of this size that are exhibiting increased growth will look to have at least two fully qualified staff to ensure there are no issues with direction, guidance and capability when the CBO is out of the office. North Grenville would be a similar sized municipality experiencing rapid growth and for comparison purposes has staffing which includes: a CBO, Deputy CBO (who also performs plans examination), two (2) inspectors in the field, Building Clerk, and a are in the process of hiring a full time contract Plans Examiner for a total of six (6) staff. Carleton Place is currently issuing more permits than North Grenville (approximately 75 more permits to date for a total of 459 as of October 13, 2020).

The goal of the Department is to provide service which exceeds the minimum statutory requirements of the Ontario Building Code to the Town's current and future residents. This can be achieved by adding further expertise to the Department with the cost for the position being paid by building permit revenues and not taxation.

FINANCIAL IMPLICATIONS

With the increasing permit numbers and permit fee generation, the position can be paid for from revenues generated by building permit fees. It is a requirement of Bill 124 that the Department be self-sufficient through its own permit fee revenue.

Over the last two (2) years, the Building Department has brought in a significant surplus due to the building increases in Town. It is expected that building permits will continue into the future with the number of draft approved subdivisions in Town. Without this position, the additional revenue earned in the Department would continue to be set aside in reserves.

This position will reduce, if not eliminate our third-party assistance costs for plans examinations and building inspections that are currently contracted out. The costs of those services in the past have been close to \$5,000.00 per year.

RECOMMENDATION

THAT Council authorize the hiring of a full-time permanent Senior Plans Examine position in 2021; and

THAT the cost be included in the draft 2021 Building Department budget.

COMMUNICATION 131131

Received From: Pascal Meunier, Director of Protective Services
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: Right of Entry By-law

SUMMARY

The proposed Right of Entry By-law offers transparency and accountability, which will continue to provide a fair and standardized approach to conducting by-law inspections in compliance with Section 436 of the Municipal Act.

BACKGROUND

For many years, the Carleton Place Municipal By-law Enforcement Officers (MLEO) have been enforcing the various by-laws in Town by following an inspection procedure similar to BL-001, which has been shared with Council.

In 2006, a provision was added to the Municipal Act which enables municipalities to allow By-law Enforcement Officers to enter land at any reasonable time for the purpose of carrying out an inspection, thereby allowing them to determine the status of the complaint in a timely manner. This must be passed by a Council through either a single, umbrella by-law, or through amending each relevant by-law to give the right of entry.

Through the process of reviewing existing by-laws, it was found that most of our by-laws did not meet the 2006 requirement of expressly giving our Enforcement Officers the right of entry. At the Committee of the Whole meeting on October 28, 2020, Council directed staff to bring forward a Right of Entry By-law which would apply to all by-laws which are enforced by MLEO.

The *Municipal Act* provides:

436. A municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a) a by-law of the municipality passed under the Municipal Act;
- b) a direction or order of the municipality made under the Municipal Act or made under a by-law of the municipality passed pursuant to the Municipal Act;
- c) a condition of a licence issued under a by-law of the municipality passed under the Municipal Act;
- d) an order made under Section 431 of the Municipal Act;

Through protocols and procedures established in Carleton Place, we have and will continue to contact property owners before investigating. It is important to note that By-law Officers will not be using this new by-law to enter properties without reason. However, there are many reasons, including health and safety, that would require an Officer to take immediate action, including a dead branch falling on a neighbour's property or dangerous debris on a property, etc.

It is important to note that this power does not allow entry into any place being used as a dwelling. Dwellings may only be entered with a search warrant. Therefore, the proposed Right of Entry By-law would allow only for inspections outside of the dwelling.

COMMENT

This by-law offers a clear, transparent and consistent approach to by-law enforcement. It is important to keep in mind that by following inspection guideline #BL 001, it will take more time to get compliance and require more staff time to complete their inspections but it would meet the directive of Council to find a compromise solution. The Right of Entry By-law will give the Officers the tools to inspect and enter land to be able to do their job more effectively.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this By-law.

STAFF RECOMMENDATION

THAT Council approves the Right of Entry By-law.

BY-LAW NO. XX-2020

A BY-LAW TO PROVIDE FOR POWERS OF ENTRY ONTO LAND FOR THE PURPOSE OF CARRYING OUT INSPECTIONS.

WHEREAS Section 436 (1) of the Municipal Act, 2001, S.O. 2001.c. 25 as amended (the 'Act') provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection;

AND WHEREAS Sections 435, 437 and 438 of the Act set out additional powers and restrictions in regard to the power of entry;

AND WHEREAS Section 426 of the Act prohibits any person from hindering or obstructing, or attempting to hinder or obstruct, any person exercising a power to perform a duty under this Act or under a by-law passed under this Act;

AND WHEREAS the Corporation of the Town of Carleton Place wishes to pass a By-law allowing for the entry onto land for the purpose of carrying out an inspection to ensure that its By-laws, directions, orders and conditions of a licence are being complied with;

AND WHEREAS this by-law applies to any by-laws of the Town of Carleton Place without power of entry provisions passed pursuant to the Act;

AND WHEREAS the Council of the Corporation of the Town of Carleton Place deems it advisable to pass such a by-law;

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

1.0 DEFINITIONS

- 1.1 **Council** means the elected municipal officials of the Corporation of the Town of Carleton Place;
- 1.2 **Land** includes buildings, structures and dwellings;
- 1.3 **Municipal Act** means the Municipal Act, 2001, S.O. 2001, c. 25, or any preceding Municipal Act;
- 1.4 **Officer** means a municipal law enforcement officer, a police officer or other person appointed by by-law to enforce the provisions of a by-law or any other individual designated by the Town to enforce this By-law;
- 1.5 **Occupier** means a person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property;
- 1.6 **Town** means the Corporation of the Town of Carleton Place

2.0 APPLICATION

- 2.1 This by-law applies to all by-laws passed under the authority of the Municipal Act.

3.0 ENTRY AND INSPECTION

- 3.1 No person shall hinder or obstruct or attempt to hinder or obstruct, any Officer who is exercising a power or performing a duty under this By-law.
- 3.2 An Officer may at any time, enter onto land for the purpose of carrying out an inspection and in accordance with operating guideline #BL-001 to determine whether or not the following are being complied with:
- a) a by-law of the municipality passed under the Municipal Act;
 - b) a direction or order of the municipality made under the Municipal Act or made under a by-law of the municipality passed pursuant to the Municipal Act;
 - c) a condition of a licence issued under a by-law of the municipality passed under the Municipal Act;
 - d) an order made under Section 431 of the Municipal Act;
- 3.3 Despite Section 3.2, an Officer and any person acting under the Officer's instructions may enter and inspect land at any reasonable time for the purpose of conducting an inspection or taking remedial action related to the following Town by-laws:
- a) Fire Route By-law
 - b) Lawn Watering By-law
 - c) Pool By-law
- 3.4 For the purpose of an inspection, an Officer may:
- a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
 - c) require information from any person concerning a matter related to the inspection;
 - d) alone or in conjunction with a person possessing special or expert

knowledge, make examinations or take tests, samples or photographs necessary for the purpose of inspection

4.0 EMERGENCY INSPECTIONS

- 4.1 In the event of an emergency or safety issue, the Director of Protective Services or designate may approve an Officer and any person acting under the Officer's instructions to enter and inspect land at any reasonable time for the purpose of conducting an inspection or taking remedial action;

5.0 CONDITIONS GOVERNING POWER OF ENTRY

- 5.1 Unless otherwise provided in the Municipal Act, in an order under Section 438 of the Municipal Act, or in a warrant under Section 439 of the Municipal Act, the following conditions apply to a power of entry under the by-law:

- a) The Officer must on request display or produce proper identification;
- b) The Officer may be accompanied by a person under his or her direction; and
- c) The municipality shall restore the land to its original condition insofar as is practicable and shall provide compensation for any damages caused by the entry or by anything done on the land except where the entry is under Section 446 of the Municipal Act, or is under Part XI of the Municipal Act, if under that Part, the Treasurer registers a notice of vesting, in the name of the municipality, in respect of the land.

6.0 RESTRICTIONS REGARDING DWELLINGS

- 6.1 Despite any provision of this by-law, a person exercising a power of entry shall not enter or remain in any room or place actually being used as a dwelling unless:
- a) The consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under Section 438 of the Municipal Act, a warrant issued under Section 439 of the Municipal Act or a warrant under Section 386.3 of the Municipal Act;
 - b) An order under Section 438 of the Municipal Act is obtained;
 - c) A warrant issued under Section 439 of the Municipal Act is obtained;
 - d) A warrant issued under Section 386.3 of the Municipal Act is obtained;
 - e) The delay necessary to obtain an order under Section 438 of the Municipal

Act, to obtain a warrant under Section 439 of the Municipal Act or to obtain the consent of the occupier would result in an immediate danger to the health or safety of any person; or

- f) The municipality has given the occupier of land notice of its intention to enter as required under Section 435 (2) of the Municipal Act and the entry is authorized under Section 79, 80 or 446 of the Municipal Act.

7.0 PENALTY

- 7.1 Every person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O., 1990, c. P33.
- 7.2 Upon conviction, in addition to any other remedy and to any penalty imposed by this by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 7.3 Where a person fails to do a matter or thing as directed or required by an Officer or other person pursuant to this by-law or other Town of Carleton Place by-law or the Act, the matter or thing may be done by the Municipality at the person's expense and the associated costs may be added to the tax roll of the person to be collected in the same manner as property taxes.

8.0 SEVERABILITY

- 8.1 If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in force.

9.0 SHORT TITLE

- 9.1 This By-law may be referred to as the 'Power of Entry By-law.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED
THIS DAY OF NOVEMBER, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

COMMUNICATION 131132

Received From: Niki Dwyer, RPP MCIP, Director of Development Services
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: DP3-01-2020, 35 Roe Street, Matrix Investment Group Ltd.
- Supplemental Report

BACKGROUND

This report relates to Communication 131076 dated June 9, 2020.

At the June 9, 2020 meeting of Committee of the Whole, staff presented an application for a Class III Development Permit for the property known municipally as 35 Roe Street. The owner, Matrix Investment Group Ltd, proposes to construct commercial condominiums on the property totalling **44 units** (previously 48 units) over **5,167.68m²** (previously 5,321.28m²) gross floor area.

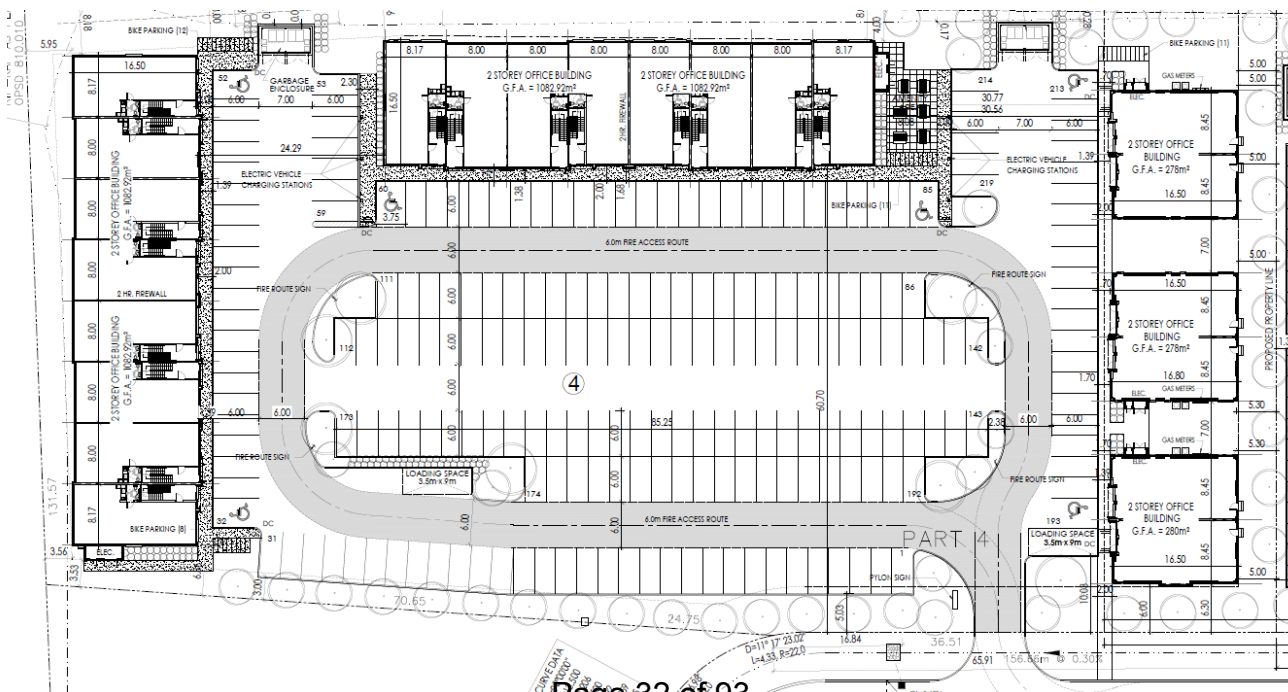
The proposal seeks relief from two (2) specific provisions of the Development Permit By-law:

- 1) Reduction in the required parking from 324 spaces to 220 spaces;
- 2) Recognition of a non-street fronting orientation of the buildings resulting from the shape and frontage of the subject lands.

Staff concluded that the application presented was in conformity with the intent and purpose of the Development Permit By-law, Official Plan and the general provisions for development in Settlement Areas of the Provincial Policy Statement. The report did however note that there were outstanding discussions with the Conservation Authority pertaining to the northern buildings' setback from the Hooper Street drain.

Council deferred making a decision on the application until the discussions respecting the drain setback concluded.

Figure 1 – Proposed Site Plan



COMMENT

The applicant has submitted a revised submission to accommodate a 15m setback to the Hooper Street drain and have modified the original design from a three (3) building configuration to a five (5) building configuration. The gross floor area and number of total commercial units proposed reduces nominally to a total of 44 units. Elevations proposed also see a significant change as the proposed “four (4) unit” buildings are proposed to feature a pitched roof as opposed to the original flat-roofed “16 unit” buildings.

Figure 2 – 16-unit Commercial Condo Elevation



Figure 3 – 4-unit Commercial Condo Elevation (front and street elevations)



Staff are satisfied that the proposal continues to be supportable per the previous analysis and that the modified proposal has not resulted in any further non-conformity with the Development Permit By-law.

Having reviewed and assessed the proposal, staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Official Plan and satisfies the applicable sections of the Development Permit By-law 15-2015. As there are no outstanding or unaddressed comments and concerns raised by members of the public or applicable agencies, staff are satisfied that the proposal will not result in negative impacts within the local community.

STAFF RECOMMENDATION:

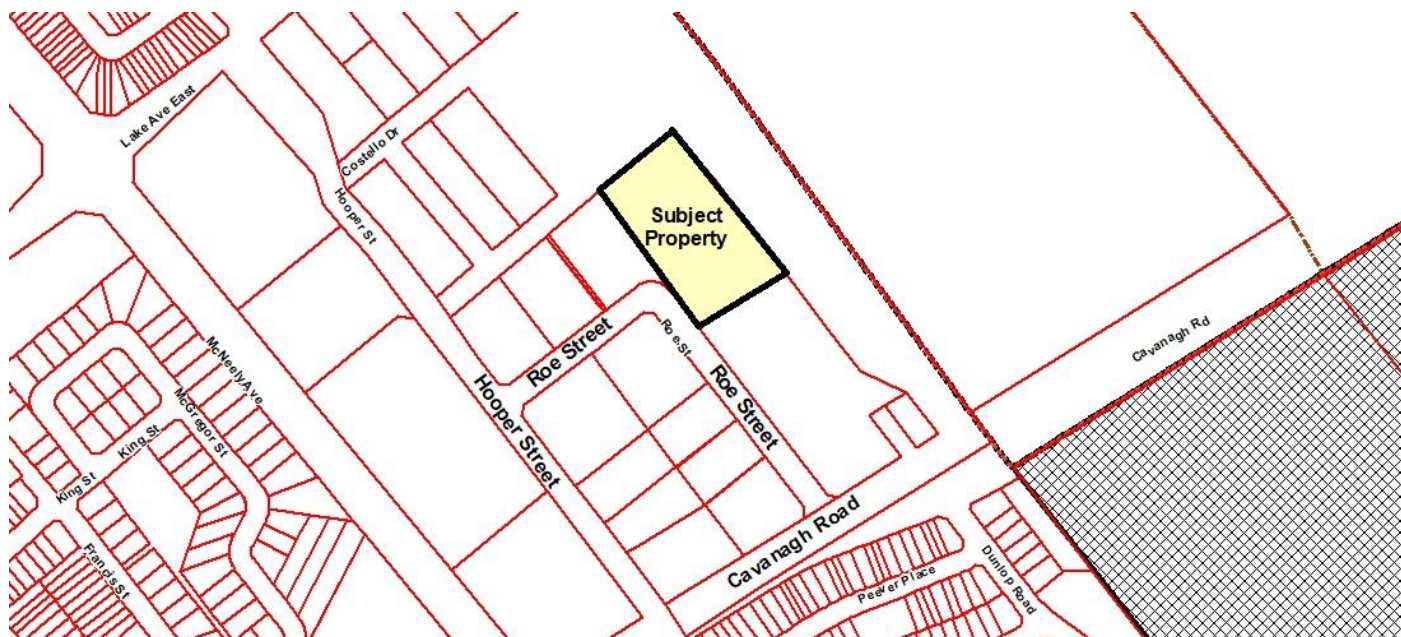
THAT the Committee approve application DP3-01-2020 for the construction of five (5) office condominium buildings containing 44 units and being 2-storeys in height at 35 Roe Street.

COMMUNICATION 131076

Received from: Joanna Bowes, Manager of Development Services
Addressed to: Committee of the Whole
Date: June 9, 2020
Topic: DP3-01-2020, 35 Roe Street, Matrix Investment Group Ltd.

SUMMARY

An application has been submitted for a Class 3 Development Permit for a vacant property currently owned by Matrix Investment Group Ltd. The property is located in the Business Park Campus, locally known as 35 Roe Street, and legally described as Part of Lot 16, Concession 11, Beckwith, Parts 1, 2 and 3 27R10635 except Parts 1 and 2 27R-10965, Parts 1 and 2, 27R11243 and except Parts 1,2,5,6,7,9,12,13 and 15 27R11033 subject to an easement over Part 14 27R11033 as in BK6557, subject to an easement in gross over Part 4 27R11153 as in LC196169 subject to and easement in gross over Part Lot 16, Concession 11 Beckwith, Parts 3 and 7 27R11243 as in LC196971 Town of Carleton Place. The property is designated as Employment District - Business Park Campus in both the Official Plan and Development Permit By-Law. The applicant proposes to construct three (3) office condominium buildings, each containing 16 units and being two stories in height. The total leasable floor area proposed is 5,321.28m². The site will include 220 parking spaces, electric vehicle parking spaces, loading spaces, bicycle parking, outdoor amenity space and garbage enclosures. The development will be phased with one (1) building being built at a time. Variations requested include a reduction in the required parking spaces from 324 to 220 spaces and a variation to the location of the buildings which are oriented away from the street due to the shape and frontage of the lot in question. Offices are a permitted use in the Business Park Campus. The below drawings indicate both the location of the site and the site layout proposed.



[illegible]

COMMENT

The review of this application is subject to the policy framework set out by the Provincial Policy Statement 2014, 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 variations to the Development Permit By-Law as outlined in this report.

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 and 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, Wise Use and Management of Resources, speaks to the protection and management of resources.

Section 3.0 of the PPS, Protecting Public Health and Safety, 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 and provides employment opportunities within an urban settlement area.

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, it states that local land use policies shall be further elaborated in local Official Plans.

Local land use policies shall provide for a mixed-use development including residential, commercial, employment lands, parks and open space and institutional uses 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 2.3, General Design Criteria, speaks to new development complementing the character of the area and being consistent with the surrounding area. The appearance of the building is shown below and has been found to be consistent with the other projects proposed for the Business Park.



The side of the building fronting onto Roe Street has also been designed so as to appear to be the “front” entrance to the building as depicted below.



The proposed office buildings are an appropriate and permitted use for the property and will not have any negative impacts on adjacent land use.

Section 3.4 of the Town of Carleton Place Official Plan sets out the intent and objectives of the Employment District. The objectives of the Employment District include:

- To support the expansion of the Town's employment;
- To provide for commercial uses which require larger land areas; and
- To enhance economic development opportunities.

The Employment District is further divided into specific designations including the Business Park Campus designation. The Business Park Campus is intended to accommodate various types of business employment uses. Permitted uses for the Business Park Campus include Office uses.

Section 4.1.4 of the Official Plan discussed Species at Risk. A Species at Risk Assessment was completed by the Town in 2014 in order to get the Site Certified by the Province of Ontario. The assessment noted no Species at Risk or potential habitat.

Section 4.1.6 notes that tree planting and tree preservation will occur so that all areas of Town are provided with trees in order to maintain a high standard of amenity and appearance. A total of 51 new trees and shrubs are proposed on this site to act as a buffer for the parking lot area, and to improve the general appearance of the development.

Section 6.18, Economic Development, notes that the Town is dependent up on a mix of commercial, service industries, manufacturing activities and tourism. Council should be establishing a framework to encourage new economic growth and employment generation. This project will enable Council to meet the following policies: broadening

the Town's employment opportunities and sustaining and building on the existing strength of commercial and industrial sectors of the economy.

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

Town of Carleton Place Development Permit By-law

The property is designated as Employment District- Business Park Campus in the Development Permit By-Law. The proposed Office buildings are listed among the permitted uses of the designation.

Found above in the report are the proposed elevations and site plan for the project. Below are the required development standards for the Business Park Campus indicating where the standards are being complied with, or where variances are being requested.

Site Provisions	Requirements	Provided
Lot Area (min)	Nil	13,582.69 square m
Lot Coverage (max)	70%	24.04%
Lot Frontage (min)	Nil	65.91 m
Exterior Side Yard (min)	6.0 m	6.0 m
Interior Side Yard (min)	3.5 m	3.53
Rear Yard Depth (min)	8 m	8 m
Landscape Open Space (min)	10%	28.36%
Building Height (max)	24 m	7.2 m
Vehicle Parking	1 space/20 square m= 324 spaces	220 spaces provided 3 barrier free spaces
Bicycle Parking	13	19

Request for variances include:

1. A reduction in the required parking spaces from 324 to 220 spaces.
Typically, this is not a variance that would be approved due to such a large number of spaces not being provided. However, the Planning Rationale provided outlines numerous reasons as to how this parking lot would function appropriately. Parking for office space is based on a calculation of 1 space/20 square metres of gross floor area. Gross floor area includes stairs, lobbies, mechanical shafts, exterior walls and other areas where it is not feasible that people would use. The saleable floor area is significantly less and if calculated in light of this, the required parking would be reduced from 324 spaces to 266 parking spaces. 220 parking spaces have been provided on site, as well as a significant amount of bicycle parking. Separate areas for garbage and recycling facilities for each building have been provided, which permits the site to operate efficiently and appropriately, although if made into one area may have allowed for additional parking.

Further to this, given that the intended use of these buildings are offices, there is significant potential that one (1) visitor may visit several of the buildings.

2. A variation to the location of the buildings which are oriented away from the street due to the shape and frontage of the lot in question.

Section 14.2 states “Buildings should be oriented towards the street and parking provided in the rear or side of the building. Where property fabric will not lend itself to the provision of parking except at the front of the building, parking will be buffered and screened by landscape materials providing an element of all-season screening. At no time will parking be provided within the front yard setback”. The Planning Department and the developer had discussions at the pre-consultation stage with respect to the placement of the buildings. Typically, the request would be for the developer to have the buildings moved towards the road as stated in Section 14.2. However, it was determined that the development potential of the property would be limited to one building or perhaps two buildings at maximum. The narrow entrance ensures that a building cannot have its front entrance along Roe Street. The developer has provided significant buffering through landscaping to prevent parking from being visible to both the road and the neighbouring properties. The developer also ensured that no parking was provided within the front yard setback.

Section 14 of the Development Permit By-Law provides direction with respect to how a development in the Business Park Campus should occur. It notes under Section 14.2, Employment District, that all service building areas should be located away from public view, and this has been considered. Additionally, it notes that building should be integrated at existing grade and provide at grade entrances or alternatively provide accessibility modifications. In this case, the buildings are at grade and will be built with accessibility in mind. Further, elevators will be an added option for those looking to purchase a unit on the second floor of the buildings.

Section 14.2 goes on to state that entrances to parking areas should be well defined by signage and curbing and that parking lots should have landscape elements along islands. These items have all been considered and included.

The developer has also included a 5-metre buffer strip along the front yard setback designed so as to include a more natural looking landscape.

Other studies/Supporting Documents

As part of this application the following studies and reports have been submitted to staff for review:

- Planning Rationale Report;
- Species at Risk Assessment;
- Site Plan;
- Landscape Plan;

- Coloured Elevations;
- Site Grading Plan; and
- Site Servicing Plan.

Comments received include the following:

The Building and Fire Departments indicate that they have no objections but note that Ontario Building Code requirements, including fire access routes, hydrant locations and firefighting requirements must be met prior to issuance of a permit.

The Engineering Department is working directly with the developer on minor outstanding issues.

Rogers had no comments.

Mayor Black notes that the Developer has done a good job orienting the building on a difficult site. Impressed with landscaping plan, bike facility and electric plug ins, maybe a new standard. More importantly however is the creation of employment opportunities by maximizing the usage of the taxpayer subsidized property. Totally support this application.

The Urban Forest Committee would like to see the suggested Balsam Fir be replaced with Tamarack. They would also like to see additional detail as to the specific numbers of each species to be planted. They note that 2/3 of the burlaps and wire be removed during planting of the trees to better help with the distribution of roots in shallow soil that is common within the Town.

The Carleton Place Environmental Advisory Committee states that when dealing with roofing and siding, a company that is environmentally aware of upcoming environmental conditions is recommended so that they will be able to provide solutions to significant weather. They further recommend that the landscaping around the building be suitable to accommodate intense rainfall over a short period of time to ensure that the water will not drain into the proposed structure. The Committee suggest the use of permeable asphalt. They further request that lighting be LED and pointed downward to help keep the night skies visible. Lastly the Committee suggest that the facility be heated and cooled with heat pumps and the developer could consider a “living” roof top or an active solar collection system.

Bell Canada noted that the following condition should be included in the Development Permit Agreement: “The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements”.

The Mississippi Valley Conservation Authority is requesting a minimum 15 metres setback from the Hooper Drain. The developer, staff and the Conservation Authority are currently reviewing options regarding potential site design or mitigation measures for the proposed setback.

The French Catholic School Board has no concerns relating to this proposal.

Enbridge notes standard clauses with no objections.

A council member was looking for clarification with respect to how greenspace may be increased through minor changes to the site plan. The member also requested e-vehicle charging stations be considered in the building design.

A member of the public requests that the developer give thought to the addition of permeable pavement, green roofs as well as a request for additional trees/shrubs to prevent soil erosion and help with stormwater retention along the McNeely Drain and easements.

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

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

COMMUNICATION 131133

Received From: Niki Dwyer, RPP MCIP, Director of Development Services
Addressed To: Committee of the Whole
Date: November 10, 2020
Topic: Development Permit Amendment - Holding Zones

BACKGROUND

Purpose and Effect

The purpose of this municipally-lead amendment is twofold:

1. Amend Section 2 of Development Permit By-law 15-2015 to introduce the use of Holding symbols in accordance with the Official Plan and Planning Act;
2. To apply a Holding symbol and establish terms for the lifting of the symbol for the lands known municipally as 150 Mill Street (McArthur Island).

Description of the Subject Lands

The proposed amendment to the general provisions of the by-law will apply to all lands designed under the By-law within the Town of Carleton Place.

The site-specific amendment will apply only to the lands known as 150 Mill Street, locally known as McArthur Island. The subject lands have been under review by a Class III Development Permit for the development of a 5-phased re-development and infill resulting in a mixed-use residential, institutional, and commercial neighbourhood. At this time, there is insufficient information for review regarding the feasibility of Phases 4 and 5 and as a result it is recommended by staff that a Holding provision be applied to outline specific additional requirements to be satisfied before development could commence.

Figure 1 – Approximate limits of proposed Holding symbol



COMMENT

Evaluation

General Provisions

During a recent review of Development Permit By-law 15-2015, staff noted that the by-law does not include enabling provisions to make use of Holding symbols in accordance with Section 36 of the Planning Act.

Holding provision by-law

36 (1) The council of a local municipality may, in a by-law passed under section 34, by the use of the holding symbol “H” (or “h”) in conjunction with any use designation, specify the use to which lands, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law. R.S.O. 1990, c. P.13, s. 36 (1).

While the Town of Carleton Place Official Plan references and sets terms for the use of Holding symbols, this policy has not been included in the General Provisions of the Town’s Development Permit By-law.

Provincial Policy Statement (2020)

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the Planning Act, R.S.O. 1990, all planning decisions must be consistent with the PPS.

The PPS encourages Municipalities to manage and direct land use activities in healthy, livable and safe communities by promoting efficient development patterns and accommodate an appropriate range and mix of land uses within the settlement area (Policy 1.1.3.2).

Healthy livable communities in Settlement Areas will be composed of a range of uses supportive to the long-term needs of the community and will be encouraged to take the form of intensified redevelopment where appropriate for the context of the community (Policy 1.1.1).

Official Plan (2015)

The Carleton Place Official Plan establishes the principals to ensure that development occurs in a strategic and thoughtful manner based on the core community vision.

Administratively, the Official Plan establishes certain policies in accordance with the Ontario Planning Act which allow for the use and employment of tools to govern and regulate land use planning. One such tool is the “holding provision” outlined in Section 36 of the Planning Act. In order for a Municipality to make use of the provision, the Official Plan must have “enabling policies”. The Carleton Place Official Plan has established such provisions in Policy 6.10. The Policy articulates that such provisions may be applied to meet the following objectives:

1. *To assist in the phasing of development and/or redevelopment;*
2. *To co-ordinate development and/or redevelopment with the provision of water, sanitary sewage, storm sewer and other services;*

3. *To control development and/or redevelopment which may necessitate special design considerations;*
4. *To forestall development and/or redevelopment until such time that stated planning related criteria can be satisfied; and*
5. *To aid in the selection of sites or areas that may be subject to holding provisions, the following locational criteria are identified:*
 - i) *lands in a built-up area which are undeveloped;*
 - ii) *lands which are unserviced;*
 - iii) *lands which do not have adequate access or frontage onto a public roadway;*
 - iv) *lands which are adjacent to hazardous, noxious, temporary or otherwise undesirable uses or activities; and*
 - v) *lands which are near or fronting onto public roads which are subject to hazardous conditions or are inadequate to handle current traffic volumes.*

Once applied, a Holding provision exists until expressly lifted by an amending by-law in accordance with the provisions of the Planning Act. Removing the holding provision only occurs once Council is satisfied that all prescribed conditions or criteria have been satisfied.

Site Specific Application

In the case of the present site-specific application of the Holding provision on the subject lands at 150 Mill Street, it is noted that the subject lands are designated as “Strategic Property”.

Policy 3.2.4.1(3)(a) specifies that development and redevelopment of McArthur Island:

“...shall be limited to residential uses in a mixed use environment where non-residential uses such as service commercial, recreational and office employment uses are included in the overall design of any proposed development. The minimum residential dwelling density shall be 35 units per net hectare and shall be provided through row housing and/or low rise apartment buildings. A maximum of 30% of the developed net floor space shall be for non-residential uses.”

The application of the Holding provision by this application does not contradict the intent of the policy to recognize and encourage the redevelopment of the lands, but allows the municipality to do so thoughtfully in accordance with the further provisions of Official Plan Policy 6.10.

Comments Received

Staff circulated the application in accordance with the provisions of the Planning Act and Development Permit By-law. Notice was posted on the subject property and circulated generally in the local newspaper. Notice was also circulated to prescribed agencies and public bodies electronically.

The statutory Open House was conducted on October 8, 2020 and four (4) individuals attended the meeting seeking general information regarding the purpose of the amendment.

The statutory Public Meeting was conducted virtually on October 27, 2020 and no delegates registered to speak.

Staff received verbal comment from one individual who noted the presence of a commemorative plaque honouring the passing of his daughter located on the subject lands. Unaware of the plaque's location, staff has since modified the Development Agreement to reference the preservation and protection of the plaque in situ.

Written comments were also received from one resident seeking clarity regarding the status of the McArthur Island development. No objections to the holding provisions were made.

No comments were received resulting from the electronic circulation to prescribed agencies and public bodies.

Summary

Having reviewed and assessed the proposed Amendment, staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Official Plan and satisfies the applicable sections of Development Permit By-law 15-2015.

As there are no outstanding or unaddressed comments and concerns raised by members of the public, staff are satisfied that the proposal will not result in negative impacts within the local community.

STAFF RECOMMENDATIONS:

1. THAT Council pass a by-law amending Section 2 of Development Permit By-law 15-2015 by adding the following provisions:

"2.28 Holding Provisions

Any parcel or area of land in any designation on the Schedule of this By-law may be further classified with a holding provision through the addition of the suffix "h". The holding classification added to a given designation shall restrict development of the land until such time as the holding provision is removed.

Where a holding provision applies, no lands shall be used and no buildings or structures shall be erected or used for any purpose other than uses existing on the date of passing of this By-law. Any change from the holding status shall require an amendment to this By-law and the Town may require that the applicant enter into an agreement for the development of the land prior to the amendment being adopted."

2. THAT Council pass a by-law amending Schedule A and Section 4.5.4 of the Development Permit By-law 15-2015 by identifying a "holding" symbol and adding the following provisions:

"None of the permitted uses identified in Section 4.5.1 shall be permitted on the portion of the lands identified in Schedule 'A' as Strategic Property – Holding, and such lands

shall remain vacant and undeveloped until such time as the following plans, reports, approvals and agreements have been provided to the satisfaction of the Town :

- 1. Composite Utility Plan*
- 2. Environmental Compliance Approval by the Ministry of the Environment;*
- 3. Detailed design for all pedestrian bridges and pathway crossings of the Mississippi River;*
- 4. Building Elevations;*
- 5. Landscape Plans;*
- 6. Record of Site Condition;*
- 7. Traffic Study Regarding Mill Street Bridge capacity and widening requirements;*
- 8. Amending Development Permit Agreement including but not limited to:*
 - a. Financial Conditions;*
 - b. Insurance Certificates;*
 - c. Performance Bonds;*
 - d. Updated Schedules.”*

CPEAC Meeting | MINUTES

September 14, 2020 | 6:30pm | Meeting location via Zoom

Meeting called by Dena Comely (Chair)

Type of meeting Committee Meeting

Facilitator

Secretary Laura Cupper to take notes

Present: Dena Comely, Bill Slade, Jeff Atkinson, Laura Cupper, Colin McDuff, Natalika Culhane, Randy Martin

Regrets: Tracy Kwissa

Meeting called to order at 6:30 pm

Minutes from June 1, 2020. Motion to Approve with date change brought forward by Laura Cupper, Seconded by Bill Slade, Approved.

AGENDA TOPICS

Agenda topic *Anti-Idling Education Campaign* allotted 15 mins | **Time** 6:45 pm | | **Presenter** Colin McDuff

Colin is expecting to receive the anti-idling signs shortly. A sign has been ordered in French for JL Couroux. The School Boards will be responsible for installing the signs. In terms of businesses there is a \$15 fee to erect a sign for a business. CPEAC may be able to pay a limited number of fees. It was suggested that banks and grocery stores would be important sites for signage.

Anti-idling education can go home with students; be placed on the Town's website. Idling data may not be gathered at this time.(15 minutes)

Action items

Colin to design image/flyer to go home through schools and be posted on website. To be coordinated with Amanda from town.

Person responsible Deadline

Colin McDuff Oct 2020

Agenda topic *Green Development Checklist* allotted 15 minutes | **Time** 7:00 pm | | **Presenter** Dena Comely

There has been a positive response from the Town development committee in regards to the Draft Green Development Checklist.

Motion: Dena moved, seconded by Bill : That the Green Development Checklist be provided to the Town to be included with the Development Package.

Some discussion re: incentives, public recognition for developers who implement some of the recommendations.

Action items

Upload Green Development Doc to google drive

Person responsible Deadline

Dena Comley ASAP

Agenda topic Council Update allotted 15 minutes | *Time* 7:15 pm | | **Presenter** Jeff Atkinson

Jeff reported that the MVCA Final Watershed report will be available in October 2020. Water usage in CP was very high in the summer of 2020 and Council will look at water usage.

Allowing 2 garbage bags without tags per household will continue until the end of 2020.

There will be enhanced safety measures particularly related to pedestrians and bicycles for OVRT.

Action items	Person responsible	Deadline
Jeff to share MVCA report once available	Jeff Atkinson	TBD

Agenda topic Official Plan Review allotted 10 minutes | *Time* 7:30 pm | | **Presenter** Kyle McCullough:

Kyle has been reviewing official plan and has created a google doc with some edit suggestions. Noted that Green Development Document covers a number of positive changes that could be beneficial

Action items	Person responsible	Deadline
Share draft document with group	Kyle	ASAP

Agenda topic County Climate Action Plan Update allotted 5 minutes | *Time* 7:40 pm | | **Presenter** Bill Slade

Bill reported that he has been attending the meetings and is concerned that urban issues are not being addressed.

Action items	Person responsible	Deadline
will put documents on Google Drive for the committee	Bill	ASAP

Agenda topic Recycling/Green Promotion allotted 5 minutes | *Time* 7:45 pm | | **Presenter** Dena:

There has been lots of discussion with residence and council members regarding new recycling program. Dena suggested that CPEAC provide some quick facts related to waste reduction, recycling etc to the Town for use on a website, social media and/orMunicipal Matters.

Jack and Randy have agreed to work on the aforementioned. There was discussion about developing a composting education video and perhaps having a tour of Enterra with interested town and council members to better understand the current recycling process.

Action items	Person responsible	Deadline
Develop social media posts re: waste & recycling	Jack/Randy	Ongoing
Contact Guy from Public Works re: Enterra tour	Dena	

Agenda topic **Green Business Award** allotted 10 minutes | *Time* 7:50 pm | | **Presenter** Dena

Moved by Jamie, seconded by Colin: That the CPEAC committee once again sponsor the Green Business Award through the Carleton Place and District Chamber of Commerce. Award cost approximately \$200

Action items	Person responsible	Deadline
Notify the Chamber of decision	Dena	ASAP

Agenda topic **Meeting Format** allotted 5 minutes | *Time* 7:55 pm | | **Presenter** Dena

Discussion held about future meetings. Majority in favour of return to in person meetings if a location allowing for suitable social distancing can be secured. Library is no longer available due to upcoming renovations.

Action items	Person responsible	Deadline
Identify potential future meeting location	Dena	

Next Meeting Oct 5, 2020 6:30 Location TBD

Meeting Adjourned at 8:00 pm



Carleton Place Urban Forest/River Corridor Advisory Committee

175 Bridge Street, Carleton Place, Ontario K7C 2V8

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

Email: jdmccready@rogers.com

Minutes of meeting October 28, 2020

7:00 p.m. Conference Call

Next Regular Monthly Meeting November 25, 2020 @ 7 - 9PM – Zoom

Attendance:

Jim McCready (Chair), Jennifer Rogers, Janet McGinnis, Joanne Woodhouse, Doreen Donald, Myrna Lee (Forest and Nature based Solutions Working Group)

Absent: Andy Kerr-Wilson, Dale Moulton, Councilor Toby Randell, Jack Havel (student)

1. Welcome-Approval of the agenda
2. Minutes of September 23, 2020 meeting (already approved)
3. Minutes of October 28, 2020 meeting approved(Doreen, Jennifer)
4. Business Arising from September 23, 2020, meeting
 - Set up tree planting content for the Town website – Janet has looked at various sources of information – do we want links or our own content?
 - We would like our own site, similar to the Environmental Committee, which would highlight the importance and benefit of trees and provide the webinar for tree planting and maintenance. Amanda at the Town can help us with setting it up.
 - Toby will follow up with Joanne at the Town about vines and beaver wire. Are there still beavers? Janet has not noticed any beaver activity. We should ask the Town if they have seen any beavers. We will also ask Mark Smith who is on these trails regularly.
 - Where are the vines located? Jim cleared the ones near the arena. Okee Lee has many. There are some along the OVRT (west side mostly) and both sides behind the library and up to Townline. They are easy to clip this time of year due to colour. Poison Ivy is a concern when clearing vines. Again we will ask Mark Smith, as he is the one who brought it up.
5. Private Homeowner Planting Program 2021
 - Date – Wednesday May 5th is the preferred date
 - Numbers – the money that was not spent in 2020 has been put aside. As a result, we can purchase >100 trees in 2021. It is recommended that we purchase 150 trees and carry over the other 50 trees to 2022. It is uncertain we could get 200 trees planted in 2021
 - For species we recommend, 15 McIntosh, 15 Cortland, 20 Autumn Blaze, 20 Sugar Maple, 10 Red Oak, 10 Burr Oak, 15 Hackberry 15 Service Berry, 15 Showy Mountain Ash and 15 Honey Locust.
 - Increase in Price – agreed to increase from \$20 to \$25 per tree
 - Method of delivering trees and workshop – Webinar format instead of an in person presentation. Participants will sign up and attend the webinar to get the tree. Payment method to be determined by Town Hall. The committee is considering providing the public with more information on the species that are being offered (specifically Hackberry as it is

the Town tree), the space they need when fully grown and some examples of mature trees in town that the public can observe.

- The committee recommends the Town to continue to have the trees at the nursery rather than at the Town yard.

6. Update on the Source Water Protection Plan- Doreen

- Doreen attended a teleconference meeting on the committee for the Drinking Water Source Protection Plan, as a member of the public. Gerry had brought to the committee's attention because the committee was reviewing a series of technical rule changes for the Source Water Protection Plan.
- Doreen made some good contacts in terms of source water protection.
- The Source Water Protection Plan was approved in 2014 (latest revision in May 2020)
- New rules are coming and the province is asking the source water protection committees across the province to review and respond back
- 170 page document that Doreen will review and summarize key points and share with committee – the document contains important information to keep in mind when reviewing current/future developments in Town

7. Update MVCA Watershed Planning-Doreen/Jim

- Last two Chapters 7 & 8 were reviewed at the Public Advisory Meeting on October 27th. Big ticket item – a lot responsibilities falling under Ministry of Natural Resources and Forestry so they may not be able to deliver on those responsibilities due to over capacity and lack of staff.
- Draft document will likely be released in February (needs to go through board and then to public)
- Doreen will send Chapters 7 & 8 to the committee.

8. Hackberry Seed Collection

- Jim sent an e-mail to the committee on the results of the Hackberry seed collection and storage
- Seed collection took place last Thursday (Oct 19th)
- 5L of seed was collected that will be processed to see how many of the seeds are viable. The seeds were collected from Hackberry Park, and near the Trail on the other side of the bridge. Very few were collected from the private property due to the height of the tree. The company representative was on site.
- Next year it was suggested we wait until all the leaves are off the trees. We have not done this in the past because of flocks of Cedar Wax Wings getting to the seed before we do. This does not seem to be the case these days.

9. Trees on the Trail through town.

- Johnathan Allen is asking about removing Manitoba Maple by William Street. Homeowner says trees are growing into the yard. They are actually Black Walnut – branches growing into backyard. The branches can be trimmed that are growing into yards. The Black Walnuts were identified by the Committee to remain during construction of the Trail

10. Gypsy Moth Webinar October 7th

- Presentation was very good, different levels of government coming together. Map showing defoliation was very heavy in Eastern Ontario but not discussed because the messaging from MNRF still has to be approved. Many experts participated in the presentation. Doreen will share a copy of one of the presentations.

11. Next meetings – format

- Future UFRC committee meetings will be over Zoom
- The Town has an account that the committee can use
- Joanne to assist with the setup through Amanda

12. 119 Bell Street - construction work is too close to the trees.
 - It has come to light that the Town is not discussing the Guidelines for Working Around Trees with the developers as originally thought.
 - Committee will send the Guidelines for Working Around Trees to Niki and ask for a Policy Paper for Working Around Trees.
13. Appreciation night
 - No Appreciation Night this year
 - Mayor's assistant will be sending a notice to each committee member
14. Forest and Nature Based Solutions Working Group (part of the Lanark Climate Change Action Network) - Myrna
 - A group of individuals that want to do something now with measurable effects
 - Myrna is concerned about water and pesticides - particularly roadside spraying
 - Friends of Lanark County has been voicing this concern and there have been several disjointed efforts
 - The Network is trying to bring people together to fix this.
 - The Forest and Nature Based Solutions working group would like to help and supplement our committee. They are ready to take action on afforestation.
 - Jim pointed out that afforestation is more than planting trees – the group should also work on invasive species, wildfires etc.
 - Paul Keddy (biologist) will talk to their group tomorrow night October 29th.
 - Jim will speak to the working group on Forestry issues on November 26th.

Meeting adjourned at 8:35 pm

Next Meeting November 25 2020. Meeting dates for 2021 will be decided at the November meeting.



**Parks and Recreation Committee Minutes
for the November 2, 2020 meeting held at 7:00 p.m. in the
Arena Large Board Room**

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

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

Communication 131125

Received from: Jason Clarke, Carleton Place Canadians
Addressed to: Joanne Henderson, Manager of Recreation and Culture
Date: November 2, 2020
Topic: Spectators

SUMMARY

Request to have spectators permitted for Junior A and Junior B developmental scrimmages. If this is not permitted, he is requesting free ice time for the scrimmages.

COMMENT

The Province of Ontario Stage 3 re-opening guidelines allowed for facilities to have a maximum of 50 people in the facility and 50 spectators provided that the person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including physical distancing, cleaning or disinfecting.

After consultation with our local recreation partners and the Health Unit, it was decided that we would allow 32 patrons on the ice and one (1) parent per child under the age of 16. Spectators for all other rentals would not be permitted.

After receiving this request from the Canadians, staff contacted the Health Unit again and the key message that they have reiterated is that spectators are discouraged and that it is the responsibility of the facility to ensure that they can accommodate the spectators by ensuring that they wear masks, physical distance, etc. Allowing 50 spectators would require additional staff to ensure this is being completed as this number is twice the amount of patrons that are in the stands at this time with other users of the facility.

Staff feel that due to the increased COVID cases and the Stage 2 reductions in Ottawa, that allowing spectators is not a responsible decision at this time. The safety of our staff and patrons is our top priority and keeping the facility open is imperative.

With this decision, Jason Clarke is requesting to receive free ice rentals for these scrimmages as he does not have the ability to generate revenue through ticket sales. This would result in a loss of revenue of \$1,007.50 per week.

STAFF RECOMMENDATION

THAT the Committee provide direction to staff regarding the requests by Jason Clarke regarding allow spectators or free ice time for scrimmages.

Moved by Tom Marshall

Seconded by Paul Pillsworth

THAT the Carleton Place Canadians Junior “B” and Junior “A” teams be permitted to allow the following capacities for developmental scrimmages:

- 50 individuals within the ice surface playing area which includes all players, coaches, trainers, timekeepers, refs
 - 50 individuals within the remainder of the facility which includes game day volunteers, injured players, video and sound personnel, goal judges, spectators; and

THAT the following restrictions be followed:

- anyone entering the building will be required to complete a COVID screening questionnaire before entering (to be monitored by Canadians)
- anyone entering the building will be required to sign in (to be monitored by Canadians)
- once individuals have entered the building; individuals are not permitted to exit and re-enter
- individuals in the stands will be seated in identified seats
- only spectators living in the same household will be able to sit together
- all individuals in the facility except for players and refs are required to wear a mask

- food and drink will not be permitted.
- the only individuals permitted in the lobby will be ticket takers/screeners (maximum 2)
- spectators are only permitted in the building 5 minutes before game time
- Teams (home and visiting teams) will be required to submit the names of all players, coaches, trainers, timekeepers, refs by 4 pm on Friday. List is not to exceed 50 persons
- Home team is to submit list of game day volunteers, injured players, video and sound personnel and goal judges by 4 pm on Friday
- If lists are not received by 4 pm on Friday, increased capacity limits will not be permitted.

CARRIED – MOTION PREPARED

Communication 131126

Received from: Jason Clarke, Carleton Place Canadians
Addressed to: Joanne Henderson, Manager of Recreation and Culture
Date: November 2, 2020
Topic: Request to change heat source in Arena #1 lower hallway

SUMMARY

Currently, there is a gas furnace at the end of the hallway in Arena #1. The Carleton Place Canadians are requesting that the heat source be changed from gas heat to electric heat. They would cover all expenses to complete this change.

COMMENT

Once the new dressing rooms are completed, the Canadians will be given exclusive use of dressing rooms #3, 4 and 5. By changing the heat source to electric heat, it will allow the Canadians more room in dressing room number 5. The cost for gas heat is approximately 1/3 of the cost of electric heat and the increased cost will be the responsibility of the Town going forward.

STAFF RECOMMENDATION

THAT the Committee provide direction to staff regarding the requests by Jason Clarke regarding changing gas heat to electric heat in the Canadians' change room number 5.

Moved by John Andrews

Seconded by Bill Levesque

THAT staff explore other gas-fired options to address the requests for heating in the Canadian's change room number 5.

CARRIED



October 29, 2020

Ministry of Municipal Affairs and Housing
Hon. Steve Clark
17th Floor, 777 Bay St.
Toronto, ON M5G 2E5
via email steve.clark@pc.ola.org

Dear Minister Clark,

Re: UCPR Innovative Food Hub Project for Eastern Ontario

On behalf of the Council of the Corporation of the County of Lanark, please consider this letter as an endorsement for the United Counties of Prescott and Russell's (UCPR) proposal for the creation of an innovative food hub, serving Eastern Ontario.

On October 28, 2020, Lanark County Council passed motion #CP-2020-73, in coordination with the Lanark County Agricultural Advisory Working Group, in favor of the development which will surely enhance food security in our region, during these uncertain and unprecedented times.

In Eastern Ontario and nationally, we have come to realize with the current pandemic that there is increasing uncertainty with respect to food security and a desire from our constituents to be more food self-sufficient. We feel that this innovative business model would help to ease these uncertainties by getting groceries on the shelves of local stores, as well as create jobs locally at the proposed facility, and ultimately, result in a very positive social and economic impact in our communities.

With the number of federal and provincial programs available to potentially help fund this facility, we ask that you please consider this as a tremendous opportunity to respond to the challenges faced by local producers and as a great economic driver for our region.

Sincerely,
Yours truly,

Brian Campbell
Lanark County Warden

Cc: Hon. Randy Hillier, MPP – Lanark-Frontenac-Kingston
All Lanark County Municipalities



October 22, 2020

The Honourable Rod Phillips
Ministry of Finance
Frost Building South
7th Floor
7 Queen's Park Cres.
Toronto, Ontario M7A 1Y7
rod.phillips@pc.ola.org

The Honourable Doug Downey
Ministry of the Attorney General
11th Floor
720 Bay St.
Toronto, ON M7A 2S9
doug.downey@pc.ola.org

Subject : Cannabis retail stores

Dear Ministers,

On behalf of the City of Clarence-Rockland, I am hereby requesting that the regulations governing the establishment of cannabis retail stores be amended in order to instruct the Alcohol and Gaming Commission to consider over-concentration as an evaluation criterion, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores.

Please find attached a certified true copy of Resolution #2020-191 adopted by the Council of the City of Clarence-Rockland on October 19, 2020, requesting a modification to the regulations governing the establishment of cannabis retail stores.

We trust that this request will be given serious consideration.

Sincerely,

Guy Desjardins
Signé avec ConsignO Cloud (22/10/2020)
Vérifiez avec ConsignO ou Adobe Reader.



Guy Desjardins, Mayor

CC: All Ontario Municipalities

Encl.



4800 SOUTH SERVICE RD
BEAMSVILLE, ON L0R 1B1

905-563-8205

October 27, 2020

Municipality of Tweed
(Sent via email)
clerk@tweed.ca

RE: SUPPORT RESOLUTION FROM THE MUNICIPALITY OF TWEED, CANNABIS PRODUCTION FACILITIES, THE CANNABIS ACT AND HEALTH CANADA GUIDELINES

Please be advised that Council for the Corporation of the Town of Lincoln at Special Council Meeting held on October 26, 2020, endorsed and passed the following motion in support of the Municipality of Tweed's motion (attached) regarding Cannabis Production Facilities, the Cannabis Act and Health Canada Guidelines that was passed on August 25, 2020.

Moved by: Councillor J.D. Pachereva; Seconded by: Councillor Paul MacPherson

THAT Council support the correspondence item as attached from the Municipality of Tweed regarding Cannabis Production.

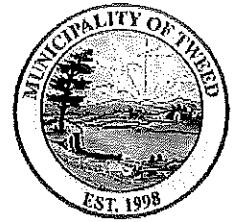
CARRIED

Sincerely,

Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

cc: Prime Minister of Canada
Health Canada
Premier of the Province of Ontario
Minister of Municipal Affairs and Housing
Ontario Provincial Police
Association of Municipalities of Ontario
All municipalities within the Province of Ontario

Municipality of Tweed Council Meeting



Resolution No.

343.

Title:

County of Hastings and County of Lennox & Addington

Date:

Tuesday, August 25, 2020

Moved by

J. Flieler

Seconded by

J. Palmateer

WHEREAS the Government of Canada passed the *Cannabis Act S.C. 2018, c. 16* legislation legalizing properties to grow a maximum of 4 plants without a licence; and

WHEREAS Health Canada issues licences for medicinal cannabis production that are specific to set properties without municipal consultation and regardless of land use zoning by-laws; and

WHEREAS pharmaceutical companies and industries are required to follow strict regulations and governing legislation to produce medicinal products including *Narcotic Control Regulations C.R.C., c 1041* and *Controlled Drugs and Substances Act (Police Enforcement) Regulations SOR/9-234*; and

WHEREAS Municipalities are authorized under the *Planning Act, R.S.O. 1990, C. P 13* to pass a comprehensive zoning by-law that is in compliance with the appropriate County Official Plan which must be in compliance with the Provincial Policy Statement, Under *The Planning Act, 2020*; and

WHEREAS the Provincial Policy Statement, Official Plan and Zoning By-Law in effect for each area is designed to secure the long-term safety and best use of the land, water and other natural resources found in that area's natural landscape; and

WHEREAS the Municipality of Tweed has passed *Comprehensive Zoning By-Law 2012-30* and further amended it by the *Cannabis Production By-Law 2018-42*, limiting cannabis production facilities to rural industrial zoned lands with required setbacks from residential zoned properties; and

WHEREAS the Municipality of Tweed has not been consulted by Health Canada prior to the issuance of licences for properties not in compliance with the Municipal zoning by-laws for a cannabis production facility; and

WHEREAS the Province needs to amend legislation to establish a new Provincial Offence Act fine regime that creates an offence(s) when unlicensed cannabis operations break planning and environmental regulations, ignore Building Code requirements and build without a permit at a fine of at least \$100,000 per offence;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Tweed requests that immediate action be taken by all levels of government for medical cannabis licencing to follow similar regulations and guidelines as all other pharmaceutical industries;

AND FURTHER, that the Association of Municipalities of Ontario advocate with the Federation of Canadian Municipalities for advocacy to the Government of Canada for similar regulations and guidelines for medical cannabis licencing in alignment with other pharmaceutical industries;

AND FURTHER, that the distribution of medical cannabis be controlled through pharmacies in consistency of all other medications;

AND FURTHER, that Health Canada withhold licencing until the potential licence holder can provide evidence of acceptable zoning of the intended property in question;

AND FURTHER, that licenced locations be disclosed in advance to the municipalities hosting the licenced locations; and

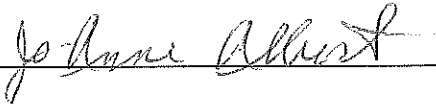
AND FURTHER, that this resolution be circulated to the Prime Minister of Canada, Health Canada, the Premier of the Province of Ontario, the Minister of Municipal Affairs and Housing, the Ontario Provincial Police, the Association of Municipalities of Ontario, and all upper, lower and single tier municipalities within the Province of Ontario.

Carried

Defeated by a Tie

Defeated

Mayor



Town Council

c/o Stacy Blair, Clerk

175 Bridge Street

Carleton Place, ON, K7C2V8

Mayor Black, Mr. Pascal Meunier and Members of the Council,

I respectfully request the Town Council review what other towns are doing around urban farming and consider amendment to [**Animal Control By-law 122-2018**](#) to allow a small number of hens to be kept by residential residents under certain stipulations. I also request that the town follow the lead of Deep River¹ and suspend all levies and fines to any existing resident with urban chickens until a decision can be made.

Without a bylaw in place to allow it or pilot program people go underground and bring chickens in anyways without having proper training, secure coops, noisier roosters, ways to discuss possible health issues and may not have a means to proper veterinary care.

With the Covid-19 pandemic upon us, countless Ontarians, including Prime Minister Trudeau and Premier Ford have voiced their concerns about food security (food shortages). During this period, any attempt at self sustainability should be rewarded, not banned.

Thank you for your consideration in this matter and below is a report with further information. I would be happy to have a further discussion with this at a council meeting to address any concerns, invite all of you to my property to visit our coop and offer to help gather case studies of other towns and cities that allow it. My wife and I would be willing to volunteer time in order to create education packages, provide training workshops, review coop plans, round up birds that may get loose and to help relocate birds if required which would be key for a successful pilot or any bylaw changes. It would also reduce time required by bylaw officers and take away the burden to the other rescues in the area.

Respectfully,

John and Kelly Nephin

11 Gemmill Street, Carleton Place

¹ Deep River council meetings and report -

https://www.youtube.com/watch?v=Ybp95L6MULk&fbclid=IwAR0vVDpC5zPOH7dYW8sCeY5asoQyO_egQVKNkqK-yYN4_KWtwJpTKX-KpGg&ab_channel=CorporationoftheTownofDeepRiver
<https://youtu.be/8DISZhXWIE?t=5907>
<https://deepriver.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=324>



Backyard Hens Report

Prepared By John and Kelly Nephin

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Purpose

This report is intended to provide input to the Town of Carleton Place Council in support of a request to consider an amendment to [Animal Control By-law 122-2018](#) to allow a small number of hens to be kept by residential residents under certain stipulations.

Background

Currently, the Town of Carleton Place [Animal Control By-law 122-2018](#) states that “no person shall keep, or cause to kept: any domestic fowl, pigeons, horses, donkeys, mules, cattle, goats, swine, mink, fox, or sheep except on lands or premises zoned Rural, Agricultural, or Hazard by any by-law of the Corporation of the Town of Carleton Place”.

Across the country, urban and suburban areas are changing the definitions of livestock and allowing small backyard flocks of hens. In a google search over **26 cities and towns were found in Ontario that allow backyard residential chickens** as well as other places in Quebec, Alberta, and British Columbia. Closest to home include Kingston (since 2011), Brockville, Whitewater Region, Deep River, Beckwith Township, and Smiths Falls. For a full list of places; links to bylaw and other information; and what they allow see [Annex: A Surrounding Municipalities](#).

Many of these cities and towns allows up to six hens to be kept, provided they are licensed, confined to a coop, at least 4 months old, no roosters are kept and the coops are a certain distance from any dwellings located on an abutting property.

Common concerns raised at these places when introduced were that chickens need a lot of work, need a lot of room, are noisy, smelly, dirty and attract rats or other predators. These concerns are not accurate and many cities or towns that are running pilots are reporting no complaints of such. Kitchener reports by email that they have 125 coops and only a hand full of complaints over the years mainly around people not being registered. Toronto reports to The Star that after being half way through their four-year pilot there have not been any complaints about noise or unsanitary conditions.

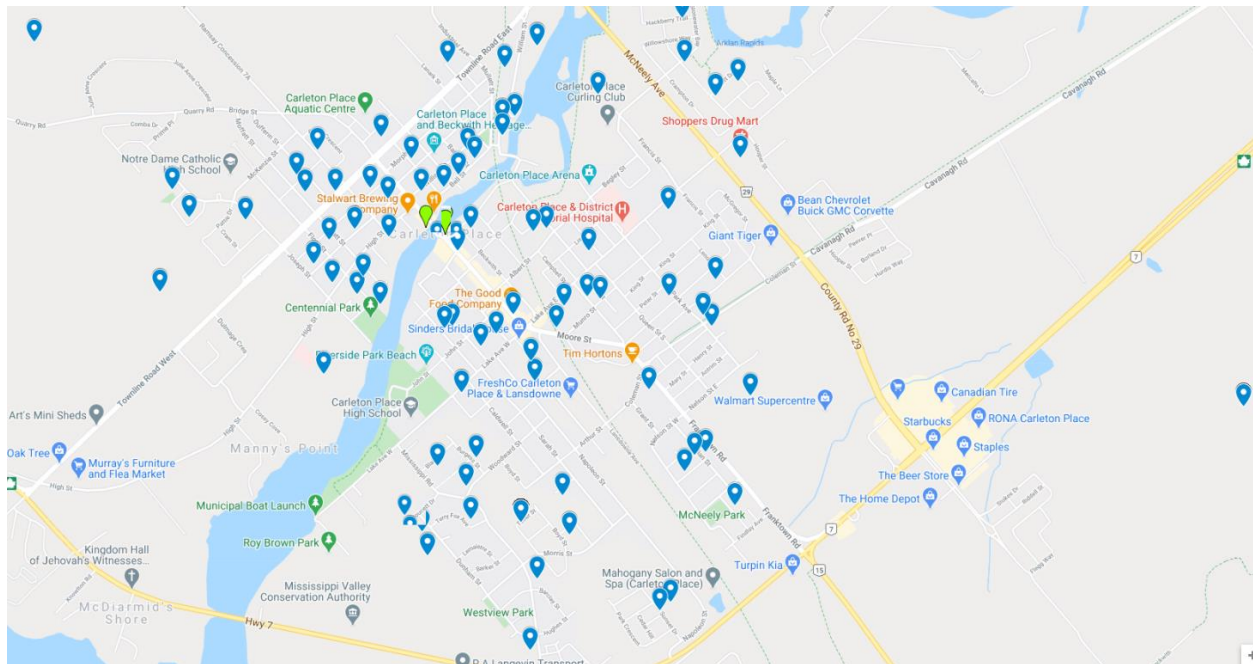
“There aren’t any complaints about noise or unsanitary conditions in any of these locations,” with registered hens, says Carl Badow, who oversees the pilot project for Toronto animal services.²

A petition was created to gauge the interest of the community in Carleton Place on Oct 25th and at the time of writing this report it has **1738 supporters with 175 showing as a postal code of Carleton Place**. Local support I believe is much higher as some of the names included without a Carleton Place address or that are blank I notice are from town. Many likely signed with a previous address or with an address that was defaulted by the Internet Service Providers location. I’m sure if you scan some of the names you will know some of them as well. A link to the petition can be found [here](#)³ and exports

² <https://www.thestar.com/news/gta/2020/02/18/backyard-hens-not-the-scourge-some-predicted.html>

³ <https://www.change.org/p/town-council-of-carleton-place-allow-backyard-chickens-in-carleton-place>

can be made available in PDF or an Excel worksheet that can be sorted and mapped. The petition has only been shared by us on local sites to make sure the data is relevant. Not one negative comment was received. As you can see by the image below there appears to be support from every area of town in just the short period it has been up.



Annex B: Petition Signatures and **Annex C: Petition Comments** shows what was available from the petition at the time of writing this report.

Response to Common Concerns

Myth 1: Coops are Smelly, Messy and Ugly

Hens are very clean animals and will occasionally give themselves 'dirt baths' but this is actually in order for them to preen their feathers and keep themselves cool and clean.

The reason people fear an odour problem is because their only experience with hens, if they have any at all, is on farm or commercial poultry operation. Under these circumstances, hundreds if not thousands of hens are sometimes kept in crowded conditions with poor ventilation infrequent manure removal. As a result, ammonia can build up and these facilities can smell. There is a huge difference between these environments and a small backyard flock.

Hen feces have the potential to smell which is also true of feces from dogs, cats, rabbits or any other animal that is outside. A forty-pound dog generates more solid waste than 12 chickens in a day.⁴ Unlike dog or cat feces chicken feces is full compostable and does not end up in land fills. The chicken manure, shavings and straw are very valuable to create rich disease-free compost that can be used in your garden and household plants.

⁴ <http://uakingston.webs.com/MIR%20896%20-%20Kingston%20Backyard%20Hens%20Final%20Report.docx>

Proper coop care and maintenance only takes about 15 minutes a week and can be very attractive if done properly.

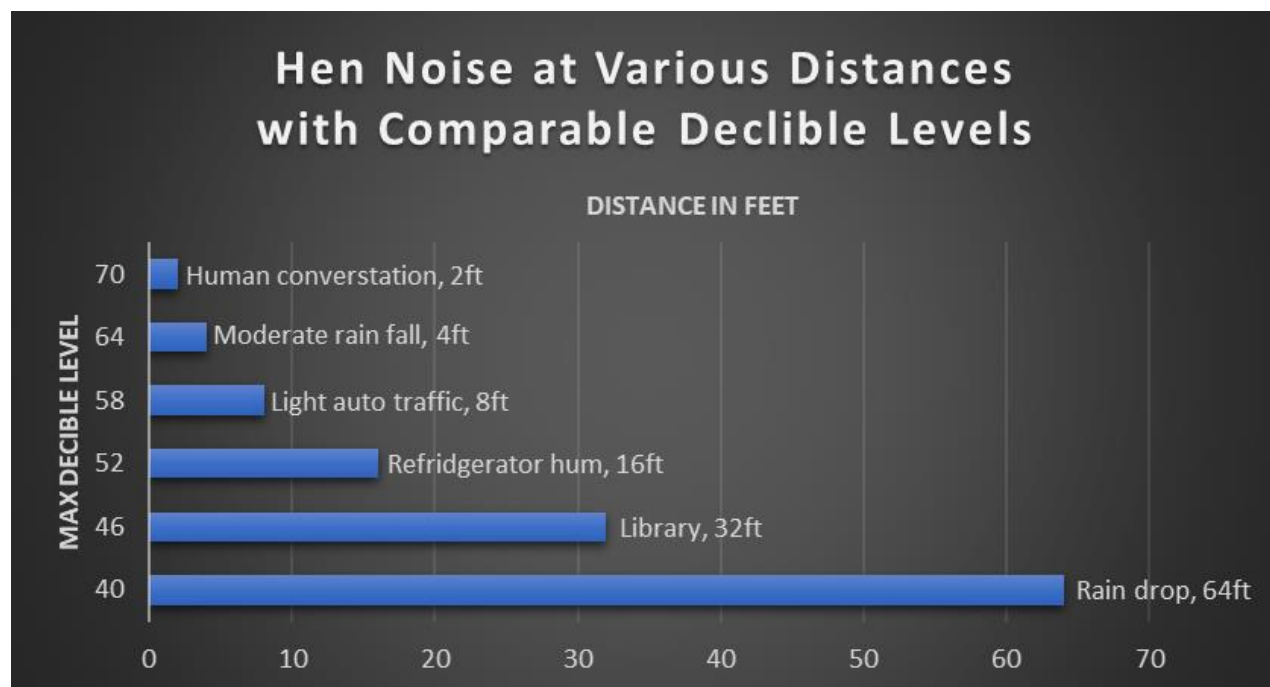
Most bylaws in residential areas only allow for only a small number of hens to be kept and have rules around coop cleanliness and allowed ammonia levels.

Backyard chicken coops are more like retreats than the houses kept on farms. Many have very attractive designs that are appealing to the eye.

Myth 2: Hens are Noisy

Hens are very quiet and do not make noise like a rooster or commercial farm that has thousands of chickens. Hens for the most part do not make noise unless they are startled or for a few seconds while they are laying an egg. When they are at their loudest the noise levels are measured at 60-70 dB from 2 feet away which is comparable to a normal human conversation⁵. A dog barking in contrast is 70-100 dB.

According to [Inverse Square Law](#) every time you double the distance from the noise source you reduce the sound pressure level by 6 decibels. At 16 feet away this would mean a Hen would be comparable to the hum of a refrigerator and at 32 feet it would be similar to noise levels in a library or a whisper.



⁵ <https://ferndalechickens.com/2012/05/18/myth-chickens-are-noisy/>

Many cities and towns that allow chickens (hens) do not allow roosters which can be noisier and have rules around coop placement that reduces the noise level further still.

Myth 3: Hens Annoy the Neighbours

According to the [Kingston Backyard Hens Final Report](#) from 2010 Ontario municipalities including Niagara Falls, Guelph and Brampton, and eight other Canadian Cities report very few problems with their hen-keeping residents.

When emailed Kitchener reported back that they have only had a handful of complaints over the years mainly around people not registering birds or keeping roosters which are not permitted.

Orillia shared their [final report from 2019](#)⁶ by email which showed complaints in towns they surveyed in 2017 were low. See [Annex D: Orillia Enforcement Statics Survey of Other Municipalities](#).

Bylaws restrictions around coop placement and lot size can be put in to ensure neighbours are minimally impacted.

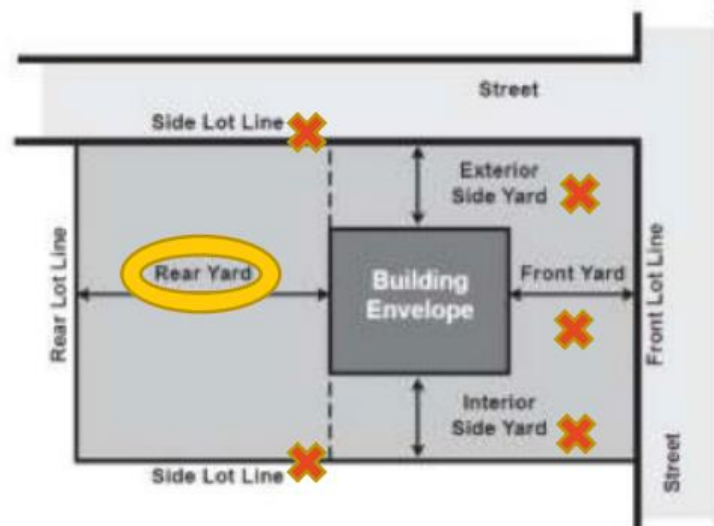


Illustration of where the hen coop is permitted.

Myth 4: Hens Attract Predators

Many think that Chickens also attract predators but the reality is these animals already exist in the neighbourhoods feeding off wild bird feeders, pet food, gardens, fish ponds, bird baths, cats, squirrels, chipmunks, song birds and people's trash. Modern micro-flock coops, such as chicken tractors arks, and other pens are ways of keeping, and managing, family flocks that eliminate concerns about predators, rodents and other

⁶ https://drive.google.com/file/d/1M_Jy_zG0yT0nmEcPNknaliWTiYShcaS4/view?usp=sharing

pests⁷. Secure coops also use ¼ mesh for their runs and closed coops with locking doors which eliminates any pests or predators getting in.

Feed can attract pests but that is easily controlled by making sure it is contained in a feeder that is not left out overnight or is in secure containers.

Myth 5: Hens Provide a Health Risk

There is a misconception that hens will create a health risk. As GRAIN, an international sustainable agriculture group, concluded in a 2006 report:

“When it comes to bird flu, diverse small-scale poultry farming is the resolution, not the problem”.

Research shows that there are actually more diseases that can be spread from dogs and cats than from hens. Dogs and cats can spread parasites, bacteria, fungi and viruses to humans. Rabies is an example of a viral infection that can be transmitted to people from the saliva or bite of a dog. Cat Scratch Fever is a bacterial infection passed to people by cats. Each year, 3000 cases are diagnosed across Canada. Ringworm, a highly contagious fungal infection, can be transmitted to humans by touching an infected animal's fur or skin and is common in cats that roam freely. Roundworm, hookworm and tapeworm are intestinal parasites that can be passed to humans from pet waste. There are also a number of tick-borne diseases, including Lyme Disease, that can be brought home by dogs and cats. Hens can actually keep your yard healthier because they eat ticks and insects.

Salmonella, which has been associated with raw eggs, is a problem with factory-farmed eggs, not with backyard hens.⁸

According to the Mayor of Springwater the Simcoe Muskoka District Health Unit commented that public health concerns resulting from urban chickens are **similar to those hazards that are associated with having domestic animals**. They state that according to research, **the risk of pathogen transmission from backyard chickens appears to be low and does not present a threat to the public's health**. It is comparable to keeping other animals allowed by similar bylaws such as dogs and cats. Adherence to proper hygiene (e.g. hand washing, maintaining and regularly cleaning chicken coops) will significantly mitigate the risk of disease acquisition which are commonly found in chickens, including Salmonella.⁹

In the report done by Smiths Falls in 2018¹⁰, Leeds, Grenville and Lanark District Health Unit states:

7

https://www.rupehort.com/_ccLib/attachments/pages/Urban+Chicken+Info_7+False+Myths+About+Urban+Chickens_110214.pdf

⁸ <http://uakingston.webs.com/MIR%20896%20-%20Kingston%20Backyard%20Hens%20Final%20Report.docx>

⁹ ⁹ <https://www.springwater.ca/en/news/mayor-don-s-update-february-6.aspx>

¹⁰ <https://www.smithsfalls.ca/media/2018/04/Exemption-to-Animal-Control-By-law-Report.pdf>

“In cases where the property is of a suitable size and the owners are responsible owners when it comes to the care of hens and cleanliness of coops there may be no issues.”

Canadian Food Inspection provides Biosecurity tips to keep your birds healthy and safe against disease in there article [How to Prevent and Detect Disease in Backyard Flocks and Pet Birds](#).

The Ontario Ministry of Agriculture and Rural Affairs provides “Keeping Your Birds Healthy Resource Kits” for backyard chicken owners. It provides information on biosecurity, feed and water management, cleaning and disinfection, managing sick birds and disposal of sick birds. In addition, [Family Food Program](#) at Chicken Farmers of Ontario (CFO) provides information for members on promotion of bird health and disease management.

Myth 6: Hens Take up a Lot of Space

Hens properly kept in a yard are comparable to rabbits in terms of care, and to both rabbits and dogs in terms of housing. An adult hen only requires 2-4 square feet of pen, compared to about 7-10 square feet for a rabbit or 30-50 square feet for a dog.

The Ministry of Agriculture, Food and Rural Affairs states in there [Urban Agriculture Business Information Bundle](#)¹¹ that poultry are one of the most popular choices for urban producers who want to raise livestock. Chickens and ducks can be a source of eggs, meat or both; turkeys and gamebirds are raised for meat. None require a lot of space.

[National Farm Animal Care Council's codes of Practice stocking densities](#) state that you should have no more than 40kg worth of birds in a square meter for birds 6.2kg and under. That is 6 hens per meter.

Myth 7: Animal Shelters will get Crowded with Abandoned Chickens

There is a concern that animal shelters will get over crowded with abandoned chickens just like rabbits at Easter time. Owning hens has a much more significant investment than a rabbit which should reduce the amount of people just running out to get them. A coop can cost between \$200-2000 depending on how much the owner wants to spend.

There are large communities on Facebook that help people find homes for birds. This includes

- Poultry Gone Wild Ottawa Valley: 2336 members
- Backyard Chickens – Eastern Ontario: 2159 members
- Ontario Poultry: 712 members
- Lanark County Poultry: 398 members
- Ontario homesteaders, preppers, foragers and off grid living: 12, 245

¹¹ <http://www.omafr.gov.on.ca/english/livestock/urbanagbib/poultry.htm>

We have also recently started a Carleton Place Facebook group “Carleton Place Backyard Chickens” to provide people with information on chickens and link people with farmers in the area. The site includes training units that people can take and it will track their progress.

By stating in the bylaw that people have to have sexed 4-month-old female pullets it reduces the risk people looking for homes for roosters which is a common issue in places with underground owners. This also reduces the risk of people abandoning the hens when they are no longer “cute and fuzzy chicks.”

Benefits to Owning Hens

Hens as Pets

Owners of pet hens prize them for their tame, friendly and entertaining personalities, but also because they can play a part in a greener lifestyle. They are a wonderful learning tool for children. They naturally control insect pests such as ticks, eat vegetable scraps, improve the lawn and even provide eggs for the table. Owners refer to their pets as urban chickens or city chickens.

It can be seen that backyard hens are pets rather than livestock from several points. First, the owner keeps hens only; keeping chickens as livestock would require a rooster for breeding. Secondly eggs produced by backyard hens, if any, would be used by the owners and not typically sold. Finally, the number of hens would be too small to constitute a profitable venture in either eggs or meat.

Owning and caring for hens is a relatively low cost, comparable to owning cats and dogs, once a proper coop and run is constructed. Cleaning of a small coop takes about 15 minutes a week and daily chores are around 5 mins to make sure they have food, water, clean bedding and eggs are collected.

Hens are very intelligent and can be trained to do tricks, solve puzzles, run obstacle courses and even play an instrument like the piano or xylophone.

Research shows that there at least 24 different sounds chickens make and maybe as many as 30. Although they don't have the vocabulary of humans, they are a conversational creature and if you pay attention, you can learn to understand some of it. Babies have certain sounds to say hello, they are here and all is well, they are unhappy, distressed, and don't hurt me. Moms talk to the babies to tell them to stay quiet due to danger, stay close or come for dinner. Hens talk to others to say I just laid an egg and I rock, leave my egg alone, lets stick together, here's a good nest site, lets sleep here, I sense danger and they sing notes that say all is well¹².

The Almonte Veterinary Service, Perth Veterinary Clinic and Bells Corners Animal Hospital all service chickens.

¹² <https://flipflopranch.com/chicken-talk/#:~:text=Help%20me%20calls-,Chicken%20Talk,very%20vocal%20and%20conversational%20critter.>

Mental Health and Companions

Hens are very social and gentle creatures that are just as good as a dog, bird or cat for mental health. During times like COVID where people are locked down or not seeing their normal social circles, they can express levels of extreme loneliness and depression. Studies have shown hens provide a very calming, rested and relaxing effect on people; bring them joy and reduced loneliness¹³. Many people now even have them as emotional support animals.

Hens as Recyclers

Hens are great at recycling food scraps and part of a zero-waste kitchen. A single chicken can "bio-recycle" about seven pounds of food residuals in a month. 2000 houses with hens could divert 252 tons of waste from landfills annually.

Education and Food Source

People love raising their own food and knowing that the animal was fed properly and cared for in a humane way. No more chickens kept in small unsanitary cages where they cannot move. Children get to learn responsibility, where the food comes from, recycling and about healthy, sustainable, nutritious food. People today have a real disconnect and don't know where their food comes from anymore and backyard chickens can bring some of that back. Nothing beats the look on a kid face when they find an egg and pet or hold a chicken for the first time. We have even brought our chickens into the school for show and tell. Kids love to learn what they eat, how they are raised, that eggs can come in a rainbow of colours and what kind animals they are.

On average one hen lays one egg per day. The eggs are much healthier and pesticide free. Studies have shown hens that are allowed to pasture and are fed a diet of grains, vegetables, weeds, and bugs produce a deep orange yolk that are more nutritious than industry sourced eggs¹⁴. A pasture-raised egg contains:

- 1/4 less saturated fat
- 2/3 more vitamin A
- 2 times more omega-3 fatty acids
- 3 times more vitamin E
- 7 times more beta carotene
- 4 times more vitamin D

By having your own egg supply greenhouse gases are reduced through the reduction in food transport costs. People also don't have to worry about egg shortages like was seen during a pandemic like COVID.

Pest Control and Disease Reduction

Hens are great at keeping ticks, fleas, mosquitoes, grasshoppers, stink bugs, carpenter ants, slugs, mice, baby rats and snakes at bay as they eat anything that moves. A 1991

¹³ <https://www.nextavenue.org/calming-effect-therapy-chickens/>

¹⁴ <https://www.motherearthnews.com/real-food/free-range-eggs-zmaz07onzgoe>

study showed that chickens who scavenged for 30 minutes among tick-infested cattle in Kenya ate an average of 81 ticks per chicken¹⁵. Less ticks means less chance of Lyme Disease.

Considerations for a Bylaw or Pilot

If a pilot is run it should be at least 3-4 years in order to gather enough information to determine the impact on the community and gather enough data for an informed decision. Also, this would reduce people only having chickens for a short period and people could be given advanced notice (ex: 6-12 months) to rehome them. There is a risk that if it is done as a pilot that people would not come forward and register in fear of losing their birds and therefore not providing accurate data.

The following is a list of consideration that could be put into the bylaw to ensure there are no issues:

- All participants must register with the town hall.
- No person must have more than 6 hens or less than 3 hens in order for them to be properly wintered.
- Roosters are not permitted.
- Hens must be at least four months old when acquired because prior to four months old you cannot determine whether the chick is a hen or a rooster.
- The owner of the hens must reside at the property where they are kept.
- Coop must have a roof and doors that will be locked at night.
- Coops must be kept in clean condition and kept free of obnoxious odours, substances and vermin.
- Coops must not be built on a shared fence.
- Feed must be stored securely.
- Manure shall be kept in an enclosed structure such as a compost bin.
- Deceased hens shall be buried, disposed of at a livestock disposal facility or through the services of a veterinarian. Considerations should be given to the [Disposal of Deadstock Regulation 105/09](#)¹⁶.
- Hens must remain on the owner's property.
- You must allow town staff to attend and inspect the property (as deemed necessary) to ensure compliance with the requirements.
- Hens do not count as part of the five (5) animal max per household.
- Hens should only be allowed outside the coop one hour after sunrise and one hour before sunset.
- Many other bylaws do not include a lot size but where they did 300 square meters seemed common.
- Coop and Run are set back 1.2 m from rear lot line and at least 2.5 m from any interior side lot line unless all adult occupants of any property from which set backs are not in place in writing.

¹⁵ <https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=228154>

¹⁶ <http://www.omafr.gov.on.ca/english/food/inspection/ahw/regulation.htm>

Annex: A Surrounding Municipalities

Many municipalities in Ontario allow keeping a small number of backyard hens. Many of these communities recently completed a pilot project, and would serve as a good reference. A summary of the By-laws and their restrictions is included in Table 1. Basic information about general welfare (food, water, shelter) is the same for all so it was not included.

Table 1: Summary of Municipalities that Permit Backyard Hens

Municipality	References	Restrictions and other information
City of Brampton, ON Population of 603,346	261-93 (340-2012)	<ul style="list-style-type: none"> • No more than 2 hens without license • Must provide notice to adjoining property owners • A license is required to own more than 2 hens – up to a maximum of 10 hens.
Town of Caledon, ON Population of 66,502	2019-43	<ul style="list-style-type: none"> • Maximum of 4 hens. Hens must be at least 4 months old. • Permitted on residentially zoned lots. • Hens shall be kept in a hen coop or hen run at all times and secured between 9:00 p.m. to 6:00 a.m. • A minimum of 0.37 sq. m. per hen for a hen coop; minimum of 0.93 sq. m. per hen for a hen run. • No hen coop shall or hen run shall exceed 2 meters in height • Hen coop, hen run shall be set back 2 meters from any lot line, and a minimum of 3 meters from any dwelling on an adjacent lot.
Township of Clearview, ON Population of 14,151	06-54	<ul style="list-style-type: none"> • Chickens being kept on property zoned residential must be licensed, inspected and approved by the Senior By-law Enforcement Officer. • \$30 Annual Permit/Household • Maximum of 4 Hens, Roosters not permitted • No lot size restrictions • Each hen requires minimum of 0.37sq. m. of coop floor area and 0.92sq. m. of outdoor area • Kept in an enclosed area at all times. • Coops to be locked from sunset to sunrise. • Cleanliness provisions.
City of Guelph, ON Population of 135,474	2016-20122	<ul style="list-style-type: none"> • Allows up to 10 domestic poultry hens unless they are kept at all times in a pen that has a coop • Prohibits Roosters • No lot size restrictions

City of Kingston, ON Population of 136,685	2004-144	<ul style="list-style-type: none"> • Completed 3-year pilot project • Maximum 6 hens on any residential property; • Permits must be obtained • No roosters. • Hens shall be kept in their coops between 9:00 p.m. and 6:00 a.m. • Eggs are for personal consumption only. • Slaughter is prohibited.
City of Kitchener, ON Population of 242,368	Chapter 408	<ul style="list-style-type: none"> • Permanent Bylaw in place • Maximum 4 Hens in a residential zone • No roosters or meat birds • Application permit fee • No lot size restrictions • Coop and Run are set back 1.2 m from rear lot line and at least 2.5 m from any interior side lot line unless all adult occupants of any property from which set backs are not in place in writing • Coop and run provides protection from weather and has ventilation, flooring that resistant to moisture and mold and retains heat in cold weather, and accessible dust bath area. <p>Email response from Steve.Vrentzos@kitchener.ca:</p> <ul style="list-style-type: none"> • Currently have 125 applications for coops as of Nov 2020. • Only a handful of complaints over the years mainly around people without permits and keeping roosters. • Very little time spent by staff. About 10 mins doing an inspection and then dropping of the permit.
City of Niagara Falls, ON Population of 48,144	2019-35	<ul style="list-style-type: none"> • Schedule D of Animal Control By-law • Maximum of 10 Chickens as of July 15, 2005 (previously was 20) • No roosters within Urban Boundary • Chicken coops to be located in rear yard and be fully enclosed. • Lots must have a detached dwelling, a minimum frontage of 40 feet and minimum depth of 100 feet. • Minimum rear yard setback to coop of 25 feet and 15 feet from side lot line

<p>City of Orillia, ON</p> <p>Population of 31,166</p>	<p>2017-64 Chapter 287</p> <p>Final Report 2019</p> <p>Report 2017 (p69)</p> <ul style="list-style-type: none"> - Includes grids of what others are doing - Grids of Complaints - Resident Surveys 	<ul style="list-style-type: none"> • Extended pilot project until June 5, 2023. • 12 properties selected for the pilot project • Hen Coops will be permitted on properties with lot sizes of 500 sq. m. (5,382 sq. ft) or greater within the Rural Zone (RU), certain Residential Zones (R1, R2, R3, R4), Parkland and Open Space Zones (OS1, OS2) and Institutional Zone (I1) • Not permitted within Source Water Protection Area • Hen Coop License Application required \$100 fee (covers entire pilot project) • Maximum of 4 Hens (all must be at least four (4) months old – under four months old is prohibited) • Specific setbacks from house, structures, lot lines, sewage works. Not permitted in front or exterior sideyard. • Coop (1 permitted) max GFA 9sq. m., at least 0.37sq. m. of floor area for each hen, maximum height of 5m. • Outdoor run (1 permitted) maxGFA 9sq. m., at least 0.92 sq. m. of outdoor enclosure for each hen, maximum height of 5m. • No slaughtering or euthanizing permitted. Roosters prohibited. No selling eggs, meat, manure, etc. • Cleanliness provisions.
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<p>Township of Oro-Medonte, ON</p> <p>Population of 21,036</p>	<p>97-95 (2017-016)</p>	<ul style="list-style-type: none"> • Permitted within the Agricultural/Rural (A/RU) Zone as an accessory use to a single detached dwelling. • Coop and manure structure shall not exceed an area of 10 sq. m. Not to be located in front or exterior side yard. Counts towards lot coverage. • Coop – Minimum 2m setback from rear or interior lot line. • Manure Structure – Minimum 3m setback • No roosters. • Sale of eggs, manure, or other product is prohibited. • Maximum of six (6) hens. Hens must be minimum of 4 months old.
<p>Town of Newmarket, ON</p> <p>Population of 84,244</p>	<p>2017-34</p>	<ul style="list-style-type: none"> • In 2015, Council received a deputation to regulate backyard hens. In 2016 Council endorsed a 12-month pilot project for up to five properties. In 2017 the pilot project was extended, making it town wide. • Maximum of 3 Hens per lot. Hens must be at least 4 months old. • No Roosters. • Minimum enclosure size of 10 sq. ft per hen; • Hens must be in coop between 9 p.m. and 6 a.m. • Hen coops and runs must be set back 1.2 m from rear lot line and 1.2 m from side lot of the dwelling lot on which the hen coop is located. • Hen coops shall be less than 2.4 m in height • Slaughter is prohibited.
<p>City of Toronto, ON</p> <p>Population of 2.93 million</p>	<p>Chapter 349-4.1</p>	<ul style="list-style-type: none"> • Urban Hens TO Pilot Program • March 2, 2018 to March 2, 2021 • Registration required. Only permitted in 4 specified areas (Wards 5, 13, 21 and 32) • Maximum of 4 Hens. Minimum of 4 months old. No roosters. Recommend minimum of 2 hens as they are social creatures. • The Owner shall ensure each coop has a minimum coop floor area of 0.37sq. m. (4 sq. ft.) per each hen kept in the coop. d) The Owner shall ensure each coop has a minimum of at least 0.92 sq. m. (10 sq. ft.) of enclosed space per hen kept in the coop. • The owner shall ensure that no hen coop exceeds a height of two meters and a maximum floor area of 9.2 sq. m. (100 sq. ft.). • Only residential properties (houses or townhouses with a backyard) can be registered. Residents in apartment and condo cannot participate. • Eggs are for personal consumption only.

<p>Russell, ON</p> <p>Population of 16,520</p>	<p>Presentation slides from the Public Meeting on Urban Hens, July 8th 2020 (PDF)</p> <p>Public Meeting on Urban Hens, July 8th 2020 (YouTube)</p> <p>Survey Results on Urban Hens (PDF)</p> <p>Draft By-Law on Licencing and Control of Urban Hens (PDF)</p>	<ul style="list-style-type: none"> - No rosters or meat hens - Must be licensed. \$25 fee to cover admin costs - Hens shall be kept in the henhouse between 9:00 p.m. and 6:00 a.m. - No more than three (3) cubic feet of manure shall be stored - Hens cannot be slaughtered or disposed of on a residential property. Hens at their end of life or must be delivered to a pound keeper, farm, veterinarian, abattoir or other facility with the legal ability to dispose of them. - The selling of eggs or other products derived from hens is prohibited. - Both the henhouse and the run area are required to be fully enclosed on all sides and above (i.e. fencing, chicken wire, roof covering). - Hens coops will only be permitted on lots with detached dwelling units and semi-detached dwelling units - Lot size 300 sq. m up to 5 hens. Permanent license. - Lot size 500 – 2999 sq. m. 12-month pilot. 20 households. 3 hens maximum - Coop size and placement restrictions. -
<p>North Dumfries, ON</p> <p>Population of 10,215</p>	<p>2999-18</p>	<ul style="list-style-type: none"> - 18-month pilot started on Oct 15, 2018 and extended to April 15, 2022 - Permit required - Participants must submit a neighbour notification form with their application for an Urban Hen Pilot - Health management plan - By-law or other authorized employee allowed to do inspections - Max 4 hens on properties less than 2 acres. If greater than 2 acres 10 hens are permitted - - No hens at large - No sale of eggs, meat or manure - No slaughter - Proper disposal through vet or approved facility - Distance restrictions for coops, build restrictions and fencing required. - Ammonia levels under 12ppm <p>From email from asage@northdumfries.ca:</p> <p>Currently no registered applications.</p>

Spring Water, ON Population of 19,059	By-law 5000-323 amendment	<ul style="list-style-type: none"> - 3-year pilot approved Oct 7th 2020. - No details until a licensing by-law is finalized and approved.
Tecumseh, ON Population of 23,229	Urban Hen Program	<ul style="list-style-type: none"> - Pilot approved March 1, 2020 - Property < 10,000 sq. ft limit of 6 female hens - Property > 10,000 sq. ft – an additional hen per 3000 sq. ft up to a max of 12 - \$25 license fee - No roosters - Located within the rear yard of the lot; - The total area of all hen coops and runs are less than 11.15 sq. m. (120 sq. ft.) for properties under 10,000 sq. ft., or 15.60 sq metres (168 sq. ft.) for properties greater than 10,000 sq. ft; - The hen coop and run are less than 3 metres (10 feet) in height; - A minimum 0.37 sq. m. (4 sq. ft.) coop floor area per hen; - A minimum 0.92 sq. m. (10 sq. ft.) hen run per hen; - A minimum 1.2 metres (4 feet) setback from the lot lines; - A minimum 1.5 metres (5 feet) setback from the main dwelling. - All coops must be enclosed on all sides and have a roof and doors in working order; - Access to doors must be able to shut and lock at night; - If there are any windows and vents, they must be predator and bird-proof; - All coops must be kept in a clean, dry, odour-free, neat and sanitary condition at all times;

		<ul style="list-style-type: none"> - The coop must be weather-proofed and the enclosure insulated with air temperature suitable for the health of the hens; - The coop must have adequate ventilation and adequate sun and shade. - Hens must be kept in their coops from 9:00 pm to 6:00 am. - During daylight hours, hens may be allowed outside of their coop in a securely-fenced hen run on the property of the Owner. - No egg sales
<p>Northfolk County, ON</p> <p>Population of 64,044</p>	<p>Animal Control By-Law 2014-46</p> <p>Amendment to By-law 2019-67 (Backyard Chickens)</p> <p>Related By-Law 47-Z-2019 (Backyard Chickens)</p>	<ul style="list-style-type: none"> - Established bylaw - Single family dwelling - Hen coop and run max 10 m sq. with max 3m height. - Max 4 hens, no roosters - Tenants must have owners consent in writing. - All manure shall be stored within a fully enclosed waterproof container covered by a fully enclosed structure or weatherproof container. No more than 0.08 cubic meters (2.8 cubic feet) cubic feet of manure shall be stored on the premises at a time. - No slaughter - No selling of eggs, manure or other products derived from hens. - Hens disposed at vet or approved facility. - Coop enclosed 6 sides not buried. <p>From email to bylaw:</p> <ul style="list-style-type: none"> - They do not issue licenses or permits so they don't know how many people have hens - 35 complaints last year mainly around set-backs from property lines and hens at running at large. 9% of there workload or 1.3% of all files investigated. - 3hrs of time spent on each case. - Recommendation for set-back distances as far back as possible to reduce any possible complaints.

<p>Orangeville, ON</p> <p>Population of 28,900</p>		<p>The Hen By-Law will be passed on November 9, 2020 and forms will be available on the Town of Orangeville website (www.orangeville.ca) on December 7, 2020. The By-Law will then be in effect on January 1, 2020.</p> <p>Jennifer Doherty Customer Service Representative Corporate Services Town of Orangeville 87 Broadway Orangeville, ON L9W 1K1 519-941-0440 Ext. 2221 Toll Free 1-866-941-0440 Ext. 2221 jdoherty@orangeville.ca www.orangeville.ca</p>
<p>Georgina, ON</p> <p>Population of 45,418</p>	<p>Urban Hen Pilot</p> <p>By-law 2020-004 (LI-3)</p> <p>Urban Hens Council Report</p>	<ul style="list-style-type: none"> - 24 months - 15 licenses, 3 per ward - 100 m min separation distance between properties with hen coops - Mandatory educational workshop

<p>Brockville, ON</p> <p>Population of 21,854</p>	<p>By-law 7-82</p>	<ul style="list-style-type: none"> - No domestic fowl, pigeons or other species of birds shall be kept within the City of Brockville unless same are kept only in the rear yard or outside yard of any lot and at least 12.2 m. from any school, church dwelling, or other premises used for human habitation or occupancy, except the premises on the subject lot, occupied exclusively by the owner or keeper's immediate family. - All domestic fowl, pigeons or other species of birds shall be kept in enclosed and ventilated lofts, coops, pens or runs, and such enclosures shall, insofar as practicable, be screened from the adjacent lots and streets by hedges, shrubs or other suitable screening. - No person shall permit domestic fowl to stray from the lot of the owner or keeper. - No person shall permit pigeons to habitually perch or linger on the buildings or property of others. - The Animal Control Officer may, upon the complaint of the owner or occupant of any premises, enter upon such premises and the land and buildings in the vicinity thereof for the purpose of trapping, removing or exterminating strayed pigeons that are causing annoyance to the owner or occupant or damages to such premises.
<p>Whitewater Region / Cobden, ON</p> <p>Population of 7009</p>	<p>By-law 20-06-1308</p>	<ul style="list-style-type: none"> - Up to four chickens in backyard - Requires permit - Tenants must have owners written permissions - Owner of hens resides at the property. - Property must be a single detached, semi detached, or townhouse dwelling - Coop distance restrictions - No slaughter - Chickens secured between certain hours

<p>Woodstock, ON</p> <p>Population of 40,902</p>	<p>Animals Chapter 0232 Fowl - Pigeons</p>	<ul style="list-style-type: none"> - 20 ft from keeper's house, 50 ft from others - No lot size restrictions
<p>Quinte West, ON</p> <p>Population of 43,577</p>	<p>Hen Coop Application</p> <p>Hen Coop Licence - Information Package</p> <p>Fees & Charges By-law 16-147</p> <p>Comprehensive Zoning By-law - Backyard Hens</p> <p>By-law 11-138 - Backyard Hen Licensing and Control</p>	<ul style="list-style-type: none"> - Zoned for single family dwelling - Minimum size of one acre - Coop distance and size restrictions

<p>Cramahe Township, ON</p> <p>Population of 6355</p>	<p>By-law 2016-22</p>	<ul style="list-style-type: none"> - License required - Up to 6 hens - Max coop size 3m x 3m x 3.5m - No slaughter on premise <p>No selling of eggs or other hen derived products</p>
<p>Deep River, ON</p> <p>Population of 4109</p>	<p>Council Meetings</p> <ul style="list-style-type: none"> - June 10 - June 24 <p>Minutes and Report</p>	<ul style="list-style-type: none"> - Approved pilot still working on details.

<p>Beckwith township, ON</p> <p>Population of 7644</p>	<p>By-law 91-14</p>	<ul style="list-style-type: none"> - Min lot size is 400sq. m. - Coops distance and size restrictions
<p>Smiths Falls, ON</p> <p>Population of 8780</p>	<p>By-law 8856-2016 section 12</p>	<ul style="list-style-type: none"> - All domestic fowl or other species of birds shall be kept in enclosed and ventilated lofts, coops, pens or runs and such enclosure shall, insofar as practicable, be screened from the adjacent lots and streets by hedges, shrubs or other suitable screening.

Meaford, ON	Application Form Backyard Hens	<ul style="list-style-type: none"> - Can keep backyard chickens as pets, no roosters - Coop placement requirements - Provide each hen with 0.37 sq. m. - Keep hen in enclosed area at all times - Keep food and water in the coop - Keep hen coop locked from sunset to sunrise - Store manure in enclosed structure and no more than 3 cubic feet at a time. - No slaughter - No dispose of a hen except by delivering it to a farm, abattoir, vet, mobile slaughter unit or other facility that has the ability to dispose of hens.
Severn Township, ON	2013-08	<ul style="list-style-type: none"> - No person shall own more than a maximum of twelve (12) chickens per property - No person shall own roosters - No person shall allow the chickens to free range on the property and the chickens shall be kept in a suitable hen coop at all times - All hen coops shall contain an enclosed roof structure and shall be no greater than 3 X 3 metres and no greater than 4.5 metres in height. - The following lot size and setbacks for hen coops shall apply to residential zones: <ul style="list-style-type: none"> • (i) Minimum of .25 acres lot size • (ii) 3 metres from the side tot line and at least 1.2 metres from the rear lot line • (iii) At least 3 metres from abutting dwellings • (iv) At least 7.5 metres from any church or school • (v) Shall only be located in the rear yard

Huntsville, ON	2008-66P Staff report 2019	<ul style="list-style-type: none"> - a maximum of maximum of five(5) hens is permitted on a lot equal to and less than 0.4 hectares (1 acre) in area - a maximum of ten(10) hens is permitted on a lot greater than 0.4 hectares (1 acre) in area, - Hens must be kept in the rear yard, in a screened, rodent and predator proofed enclosure that must be located a minimum of 4.5m from a side or rear property line. - The hens must be maintained in accordance with good animal husbandry practices as defined by the ministry of Food and Agriculture. - The hens and eggs shall be for domestic use only and may be sold in accordance with the Home Occupation provisions.
Bracebridge, ON	2016-088	<ul style="list-style-type: none"> - Allowed since 2016 - Keeping of up to 10 hens with no rooster on a lot, accessory to a principal residential use, where the hens and their eggs are for domestic use only and not for sale - The lot has a minimum lot area of 0.2 hectares - The hens are kept in a screened or walled rodent and predator proofed building that is located in a rear yard with a minimum setback of 6.0 metres from any lot line and a minimum high water mark setback of 30 metres from any navigable waterway.

Brantford, ON	Chapter 206	<ul style="list-style-type: none"> - Permitted for registered members of a recognized group such as the Brant County Pigeon, Poultry, and Pet Stock Association Inc.; or any other organization as may be approved by the City, and the chickens are being raised for exhibition at a bona fide agricultural exposition - Where any person keeps any animal in one or more pens on any property within the City of Brantford, that person shall locate all portions of such pen or pens at least 7.5 metres (24.6 feet) distant from the closest point on any outside wall of any school, church, or dwelling unit other than a dwelling unit occupied by the occupant of the land upon which the pen is located.
Windsor, ON		<ul style="list-style-type: none"> - 4 laying hens, no roosters

Gatineau, QC	By-law 183-2005 Appendix A-1	<ul style="list-style-type: none"> - Up to 5 laying hens, no roosters - Min lot size of 350 sq. m. (75% of the properties in Gatineau meet this size) - There shall be only one hen shelter per address - The hen shelter shall be located at least 2 m away from the property limits and 1 m away from the home and its outbuildings - At night, the laying hens shall be kept inside the shelter - The smells emanating from the hens or compost shall not be detectable from the neighbours - The laying hens shall be kept under direct supervision or inside the shelter and enclosure; “stray” hens will not be tolerated - The resident agrees to refrain from selling eggs, meat, manure or other products derived from this activity - \$30 license fee <p>Additional Information</p> <ul style="list-style-type: none"> - 136 people had residential chickens in 2018, the City received 15 complaints from residents about poultry - In 2019 they removed the limit of permits and handed out another 150. Complaints were 17. - By June 1st in 2020 they handed out the same about of new permits as all of 2019
Vancouver, BC	Backyard Chickens Animal Control By-law Guidelines for Keeping of Backyard Hens PDF file (225 KB) Zoning and Development By-law (Section	<ul style="list-style-type: none"> - A maximum of 4 hens (no roosters), 4 months or older, per lot is allowed - Ducks, turkeys, or other fowl or livestock (such as goats) are not allowed - Eggs, meat, and manure cannot be used for commercial purposes - Backyard slaughtering is not allowed -

	10.18.2) PDF file (154 KB)	
Victoria, BC	By-law Regulations	<p>It is lawful to keep poultry (chickens, ducks, geese). Roosters are prohibited. There is no maximum number of poultry permitted, but the number must be consistent with use for personal egg consumption.</p> <ul style="list-style-type: none"> - No sale or advertising of eggs / manure / meat products.

Esquimalt, BC	By-law 2841 sections 31 & 32	<ul style="list-style-type: none"> - Up to 7 Urban Hens can be kept on any parcel of land zoned for Single or Two Family Residential Use. - Roosters are prohibited. - There are specific rules regarding coop/run enclosures in Esquimalt. Please read the By-law (Section 32) before constructing or locating a chicken coop/run. - No sale or advertising of eggs / manure / meat products.
Oak Bay, BC	By-law 4013	<ul style="list-style-type: none"> - You can keep up to 5 or 10 hens depending on your lot size. - Roosters are prohibited. - There are specific rules about hen enclosures in Oak Bay. - You must also register your chickens with Oak Bay Municipal Hall. - No sale or advertising of eggs / manure / meat products.

Airdrie, AB	Backyard Hen Pilot Project Guidelines	<ul style="list-style-type: none"> - Max 4 hens - No roosters or chicks - Eggs and Meat cannot be sold - Lot size 300 sq. m. - Neighbourhood locations (city may consider a range) - Resident experience with hens - Attendance at Backyard Hen 101 course - No slaughter on property - Registered with Premise Identification number - Coops in fenced backyards - Max of 2 hens < 400 sq. m., Max of 4 hens > 400 sq. m. Minimum of 2 hens. No roosters. - Max coop of 50 sq. ft. - Distance rules from fences, neighbours, etc.. - Waste removal and size limits. - Hens must be kept in their henhouse after 10pm and before 7am as this helps with both noise mitigation and keeping the hens safe.
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Annex B: Petition Signatures

TODO

Annex C: Petition Comments

TODO

Annex D: Orillia Enforcement Statics Survey of Other Municipalities

Schedule "D" – Enforcement Statistics Survey

Name of Municipality	# of backyard chicken coops located in municipality in 2016?	Total # of complaints about chickens in 2016?	# of complaints about noise or odour from chickens in 2016?	# of complaints about chickens attracting rodents or predators into residential areas in 2016?	# of complaints about chickens at large in residential areas in 2016?	Any known issues with spread of disease from chickens to people or pets?	Other complaints?
Kingston	23	2	1 (odour - unfounded)	0	1 (returned to owner)	0	0
Newmarket	3	0	0	0	0	0	0
Niagara Falls	Unknown	8	1	3 (All related to rats, 1 unfounded)	0	0	2 - complainant simply opposed to neighbour having chickens (officer investigated to determine meeting by-law) 2 - coop set-backs
Peterborough	Unknown	20	6	3 (1 - coyote, 2 - dog. 2 chickens were killed by a husky that entered a pen in one of the dog incidents)	8 (3 chickens were impounded)	0	3 - cruelty
Quinte West	5	2	0	0	0	0	2 - No hen coop permit
Waterloo	16	0	0	0	0	0	0

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