



Committee of the Whole Agenda

Tuesday, November 24, 2020

Immediately Following Council
Virtual meeting via Zoom

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

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

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

5

Suggested Motion:

THAT the Committee of the Whole Minutes dated November 10th, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

6. REPORTS

Planning and Protection

a. Interim Control By-law Update (Communication 131135)

17

Niki Dwyer, Director of Development Services

Suggested Motion:

THAT Council receive the Neighbourhood Character Study by JL Richards and Associates for information purposes; and

THAT Council direct staff to undertake the statutory public process to amend Section 4.6 of the Development Permit By-law.

b. Confirmation of Emergency Management Committee Membership (Communication 131136)

26

Pascal Meunier, Director of Protective Services

Suggested Motion:

THAT Council hereby confirms the following appointments to the Carleton Place Emergency Management Committee for 2020:

- Chair: Pascal Meunier, Director of Protective Services/CEMC;
- Mayor Doug Black;
- Diane Smithson CAO;
- Rob Croth, OPP;
- Guy Bourgon, Director of Public Works;
- Graham Patterson, Public Works;
- Randy Shaw, Carleton Place & District Memorial Hospital;
- Travis Mellema, Lanark County Paramedics;
- Mark Dorman, Public Member;
- Carleton Place CERV representative;
- Stephanie Tuffin, Administrative Assistant/Alternate CEMC
- Dave Joy, Deputy Chief;
- Matt Anderson, Assistant Chief

AND THAT this information be forwarded to the Office of the Fire Marshal and Emergency Management Ontario.

c. Backyard Chickens (Communication 131137)

27

Pascal Meunier, Director of Protective Services

Suggested Motion:

THAT the Director of Protective Services' Report regarding backyard chickens dated November 24, 2020 be received as information.

Corporate Services

- d. **Municipal Interest Penalties/Charges during COVID-19 Pandemic (Communication 131138)** 29
- Trisa McConkey, Treasurer
- Suggested Motion:**
THAT Council repeal By-law 32-2020 to reinstate penalty and interest charges on tax, water and other fees/charges owing to the Town effective January 1, 2021.
- e. **2021 Interim Tax Levy (Communication 131139)** 31
- Trisa McConkey, Treasurer
- Suggested Motion:**
THAT Council authorize the passing of an interim tax levy by-law for 2021 based on 50% of the prior year's annualized taxes.
- f. **2021 Fees and Charges (Communication 131140)** 32
- Trisa McConkey, Treasurer
- Suggested Motion:**
THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2021.
- g. **Recreation and Pool User Fees (Communication 131141)** 37
- Joanne Henderson, Manager of Recreation and Culture
- Suggested Motion:**
THAT the proposed approximate 3% increase to Regular Season Ice Rental Rates and Pool User rates be approved for the period January 1, 2021 to September 5, 2021.
- h. **Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream - Local Government Intake (Communication 131142)** 38
- Diane Smithson, CAO

Suggested Motion:

THAT Council authorize staff applying for the exterior repointing repairs on the north and west side of the Town Hall as the Town's priority under the COVID-19 Resilience Infrastructure Stream – Local Government Intake of the Investing in Canada Infrastructure Program.

i. CAO's Report - Delegated Authority (Communication 131143)

41

Diane Smithson, CAO

Suggested Motion:

THAT Council accept the CAO's Delegated Authority Report dated November 24, 2020 as information.

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

a. Advisory Committee Minutes

43

- Carleton Place Environmental Advisory Committee Minutes - October 5, 2020

Suggested Motion:

THAT the Carleton Place Environmental Advisory Committee minutes dated October 5th, 2020 be received.

9. NOTICE OF MOTIONS

10. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____p.m.

Special Committee of the Whole Minutes

Friday, November 6, 2020

9:00 a.m.

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

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Pascal Meunier, Director of Protective Services, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works, Dave Joy, Deputy Fire Chief, Niki Dwyer, Director of Development Services, Meriah Caswell, Manager of Library Services, Joanne Henderson, Manager of Recreation, Lennox Smith, CBO, Robin Daigle, Manager of Engineering, Amanda Charania, Communications Coordinator

2021 DRAFT BUDGET - DEPARTMENTAL PRESENTATIONS

1. CALL TO ORDER

Deputy Mayor Redmond called the meeting to order at 9:00 a.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Seccaspina

Seconded by: Mayor Black

THAT the agenda be accepted as presented.

CARRIED

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

Councillor Tennant declared a conflict of interest regarding stonework repairs to the Town Hall and the Museum as his company is regularly employed to do this work. Councillor Tennant did not participate or vote on these specific items.

4. DELEGATIONS/PRESENTATIONS

The Mayor and Deputy Mayor made some opening remarks about the budget process. The Treasurer, Trisa McConkey provided an overview of the draft budget which was based on the Town's approved 10-year plan.

The Treasurer made note of significant challenges for the 2021 budget including revenues lost due to COVID-19 and increased expenses, including the Waste Management contract. As well, suggestions were provided to members of Council as to how to reduce the 2021 tax levy. These suggestions included the deferral or deletion of various capital projects, the reinstatement of penalties and interest charges on late tax and receivable payments as well as funding more projects from reserves and/or repurposing some reserves.

Throughout the various discussions, the following changes were made to the budget (attached).

5. MOTIONS

Moved by: Mayor Black

Seconded by: Councillor Randell

THAT the Treasurer be directed to present the draft 2021 Budget to the public for comment on November 24, 2020.

CARRIED

6. NEW/OTHER BUSINESS

None.

7. NOTICE OF MOTIONS

None.

8. ADJOURNMENT

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the meeting be adjourned at 2:46 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

November 6th Budget Meeting Changes

2020 Levy	11,430,783
Draft #1 Tax Requirement	13,708,306
Draft Increase	<u>2,277,523</u>

Changes

Growth	(263,500)	(2.31%)
Changes	25,754	0.23%
Fire Hall Flooring (defer to 2022, \$45k from reserve)		0.00%
Reduce Fire Training	(4,450)	(0.04%)
Speed sign (defer to 2022)	(10,000)	(0.09%)
Spy Camera	(3,400)	(0.03%)
Community Garden Water Service (defer to 2022)	(25,000)	(0.22%)
Fund Video and Lighting equipment from Ec Dev Reserve	(5,000)	(0.04%)
Parking Lot Creation	(24,529)	(0.21%)
Planning & Development (summer student & official plan)	(42,341)	(0.37%)
Façade Improvement	(13,380)	(0.12%)
Reduce Tech and fund from Office Supplies	(85,000)	(0.74%)
Use pegasus trees for park tree canopy project	(25,000)	(0.22%)
Town Hall Exterior Repairs reduction	(270,000)	(2.36%)
Defer Upper Hall Floor	(25,000)	(0.22%)
Fund Space Needs from Admin Reserve	(20,000)	(0.17%)
Reinstate Penalty on Taxes and Receivables effective January 1st	(200,000)	(1.75%)
Apply for Grant or fund Building Assessment Study for Asset Management	(60,000)	(0.52%)
Defer Market Square Video Sign to 2022	(25,000)	(0.22%)
Fund Murals from 200th Anniversary Reserve	(10,000)	(0.09%)
Fund remaining amount of EV Charging stations from Ec Dev Reserve	(3,000)	(0.03%)
McKenzie St Reconstruction (defer to 2023)	(420,000)	(3.67%)
Santiago ST Reconstruction (defer to 2023)	(260,000)	(2.27%)
Library Programmer	(9,000)	(0.08%)
Remove Town Hall LED Lighting Display	(8,500)	(0.07%)
Environmental Committee from rsv	(4,000)	(0.03%)
Heritage Committee Reserve from rsv	(6,325)	(0.06%)
MDS Committee Reserve from rsv	(2,607)	(0.02%)
Rec Master from Parkland	(20,000)	(0.17%)
Canada Day rsv	(5,925)	(0.05%)
Public Works - 2017 Projects	(10,655)	(0.09%)
Community Enrichment Reserve	(13,591)	(0.12%)
Engineering Tech (for 2019 not used)	(150,000)	(1.31%)
Admin Reserve funding	(37,047)	(0.32%)
Council Discretionary	(12,450)	(0.11%)
Council 2%	(3,576)	(0.03%)
Total Changes	(2,052,523)	(17.96%)

Revised Proposed Tax Increase	225,000	1.97%
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Committee of the Whole Minutes

Tuesday, November 10, 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, Pascal Meunier,
Trisa McConkey, Treasurer, Niki Dwyer, Director of
Development Services, Joanne Henderson, Manager of
Recreation and Culture, Lennox Smith, CBO

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by: Councillor Randell

Seconded by: Councillor Fritz

THAT the agenda be accepted as presented.

CARRIED

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

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

Councillor Randell has a professional affiliation with the Junior A Hockey Team.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

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

CARRIED

5. DELEGATIONS/PRESENTATIONS

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

The Director of Development Services made a presentation which highlighted the proposed housekeeping amendment to the Development Permit By-law. The purpose of the public meeting was to allow members of Council to receive feedback from stakeholders. Ben Clare, Registered Planner from McIntosh Perry was the sole delegate registered to speak to this matter.

Moved by: Councillor Tennant

Seconded by: Mayor Black

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

CARRIED

2. 2021 Draft Water and Sewer Budget

The Treasurer presented the draft 2021 Water and Sewer budget. The draft includes a recommendation for a 1.95% increase to water and sewer rates. This will result in a total charge of \$953.44 per year for a residential property with one or two people; an increase of \$1.52 per month over 2020 rates. The justification for the increase is primarily centered around an increase in the cost to undertake construction projects locally. Increased costs have had a significant impact on the long-term capital plan for water and sewer. The final decision on the proposed rate increase will be made by Council at its regular meeting scheduled for Tuesday, November 24th, 2020.

6. REPORTS

COMMUNITY ISSUES

1. Community Enrichment Grant (Communication 131127)

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

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.

CARRIED, MOTION PREPARED

POLICY REVIEW

2. Council and Committee Calendar 2021 (Communication 131128)

Moved by: Mayor Black

Seconded by: Councillor Randell

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

CARRIED, CONSENT

3. ROMA Delegations (Communication 131129)

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

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 request be made for a delegation with the Minister of Education to discuss the loss of revenue for the Town's Childcare Centre because of the size of the cohorts which are required due to COVID.

CARRIED, CONSENT

PLANNING AND PROTECTION

4. Building Department Staffing Levels (Communication 131130)

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

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.

CARRIED, MOTION PREPARED

5. Right of Entry By-law (Communication 131131)

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT the Right of Entry By-law be forwarded to Council for approval.

CARRIED, BY LAW PREPARED

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

Moved by: Councillor Tennant

Seconded by: Councillor Randell

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.

CARRIED

7. Holding Provisions (Communication 131133)

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

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.”

CARRIED, BY LAW PREPARED

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

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.”*

CARRIED, BY LAW PREPARED

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

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

CARRIED

1. Spectators at Junior A and Junior B Developmental Scrimmages

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

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

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, CONSENT

9. INFORMATION LISTING

Moved by: Councillor Randell

Seconded by: Councillor Atkinson

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

THAT the letter from John and Kelly Nephin be brought forward to the next Committee of the Whole meeting accompanied by a staff report on this matter.

CARRIED

10. NOTICE OF MOTIONS

None.

11. ADJOURNMENT

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT the meeting be adjourned at 8:45 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

COMMUNICATION 131135

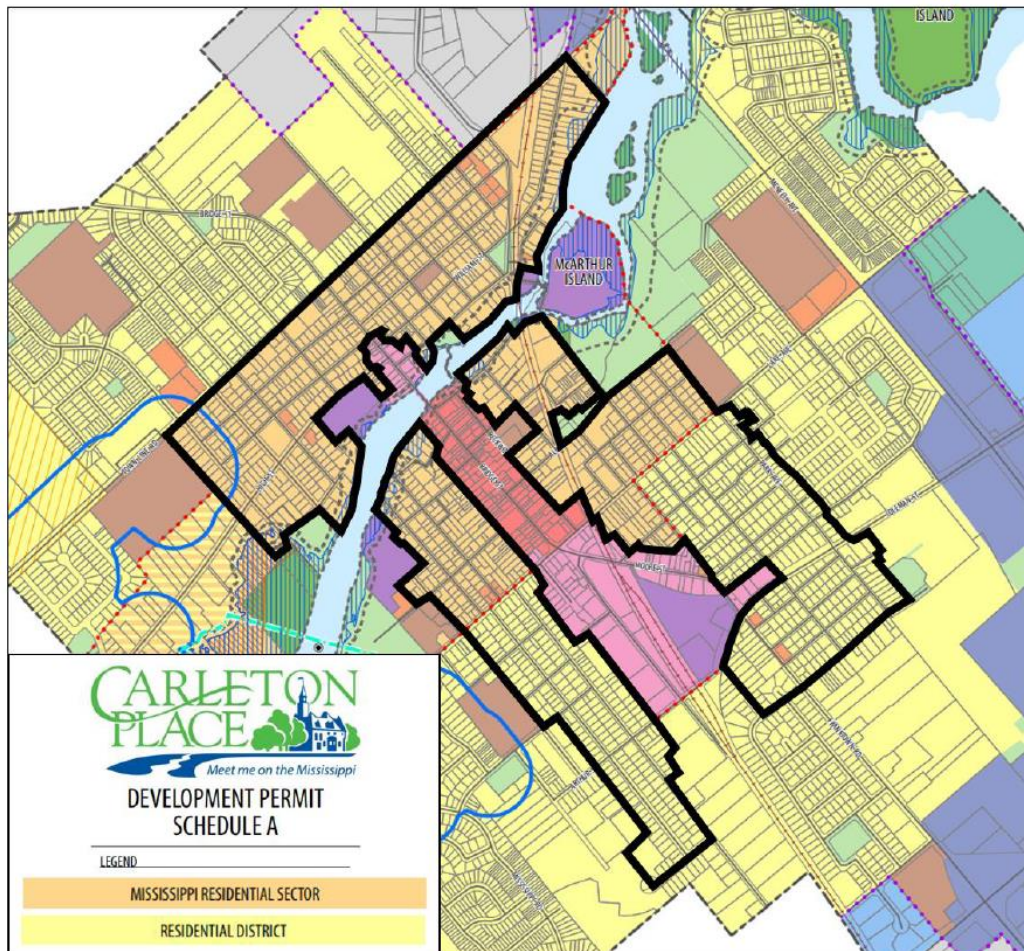
Received From: Niki Dwyer, RPP MCIP, Director of Development Services
Addressed To: Committee of the Whole
Date: November 24, 2020
Topic: Interim Control By-law Update

BACKGROUND

In May 2018, Council passed an Interim Control By-law in accordance with Section 32 of the Planning Act, prohibiting any new development within a defined area in excess of 28' (8.5m). Following the adoption of the interim control by-law, the Town commissioned a Neighbourhood Character Study to:

- Consider the existing character within the Study Area,
- Understand what elements that influence character are important to residents,
- Review the existing policies and guidelines in the context of the character analysis and feedback received, and
- Provide recommendations for improvements to policy, design direction, and possible changes to the Development Permit By-law.

Figure 1 – Study Area



Following the provincial declaration of the State of Emergency due to the COVID-19 Pandemic, Council elected to pass a 1-year extension of the Interim Control By-law to permit adequate time to consider the Neighbourhood Character Study. The extension was appealed to the Local Planning Appeals Tribunal and a (virtual) Case Management Conference has been scheduled for December 16, 2020.

The purpose of this report is to present the final Neighbourhood Character Study for acceptance and seek direction from Council to move forward with the statutory amendment process to the Development Permit By-law reflective of the recommendations of the study.

COMMENT

The Neighbourhood Character Study employed a best-practice policy analysis as well as stakeholder consultation to understand the local contextual values of the study area. The study concluded that generally the current policies drafted in the Development Permit By-law are not specific to the distinct neighbourhood identified as the “Mississippi Residential Sector”. While the area is identified as having its own unique sense of place, the provisions for new construction mirror those utilized for suburban development of greenfield sites.

The primary recommendation resulting from the Study was the adoption of an Amendment to the text of Section 4.3 (Mississippi Residential Sector). A copy of the proposed Amendment can be found in Appendix A and a copy of the Final Neighbourhood Character Study can be found on the Municipality’s [website](#).

No alterations to the boundary of the Mississippi Residential Sector are recommended at this time. As a result, the amendment will only impact the lands identified as orange in Figure 1. Figure 1 also denotes the limits of the Study Area which has been subject to review.

The Neighbourhood Character Study presented three (3) options for Council’s consideration:

- Option 1: Status Quo – The Town may elect not to amend their current planning and design regulations for residential development within the Study Area at this time. If this approach is chosen, all current approval processes will remain intact.

- Option 2: Amend Provisions of the Mississippi Residential Sector – Amend Section 4.3 of the Development Control By-law to create unique development standards for the designation rather than the current approach which relies on the standards of the Residential District. These provisions will assist to ensure that development is appropriate and desirable within the area, which will further help to inform the by-law’s built form inventory and design criteria sections.

- Option 3: Comprehensive Official Plan and Development By-law Review – Conduct a fulsome review of the Town’s planning policy. The review will allow for an update of the Official Plan and subsequent by-law to better reflect the current state of the Town and the recent growth it has seen. The review may go as far as to re-designate municipal lands, re-define density targets and revise the

existing community design framework. This could also include an update of the Municipality's built form inventory and design criteria sections.

Staff recommends Council continue to explore improvements and amendments to the policy and respective by-law through the comprehensive review process of the Official Plan (underway presently) and the Development Permit By-law (to occur within 3-years). The blanket approach to designating residential neighbourhoods at large within the Municipality regardless of their district character elements has resulted in inconsistent and incompatible infill, particularly as it pertains to higher densities.

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

Step 1 – Adopt the consultant's proposed amendment outlined in Option 2 above; and

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

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

STAFF RECOMMENDATION:

THAT Council receive the [Neighbourhood Character Study](#) by JL Richards and Associates for information purposes; and

THAT Council direct staff to undertake the statutory public process to amend Section 4.6 of the Development Permit By-law.

Appendix A – Proposed Amendment (Draft)

4.3 MISSISSIPPI RESIDENTIAL SECTOR

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

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

4.3.1 Permitted Uses

Residential Uses	Non-Residential Uses
<ul style="list-style-type: none">• Single Detached Dwelling	<ul style="list-style-type: none">• Existing Institutional Uses
<ul style="list-style-type: none">• Semi-Detached Dwelling	<ul style="list-style-type: none">• Existing Commercial and Industrial Uses
<ul style="list-style-type: none">• Duplex Dwelling	<ul style="list-style-type: none">• Parks

4.3.2 Discretionary Uses

Residential Uses	Non-Residential Uses
<ul style="list-style-type: none">• Townhouse Dwelling• Triplex Dwelling	<ul style="list-style-type: none">• Bed and Breakfast Establishment• Seniors' Residential Dwelling
<ul style="list-style-type: none">• Quadplex Dwelling• Apartment Dwelling	<ul style="list-style-type: none">• Retirement Home• Daycare Facilities• Recreation Facilities• Office, Retail Store and Personal Service Businesses are permitted on lots adjacent to the Downtown District on Victoria, Beckwith and Allan Streets

4.3.3 Development Standards

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

4.3.3.1 Development Standards – Single Detached Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	500m ²
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	18 metres (60 feet)
Front Yard (minimum absolute)	The median setback of adjacent properties
Exterior Side Yard (minimum absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum

	of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8 metres (26.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	144 square metres (1,550 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

4.3.3.1.1 Additional Provisions – Single Detached Dwellings

1. The width of the garage and driveway shall not exceed 30% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.
2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.

4.3.3.2 Development Standards – Semi-Detached Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	250m ²
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	9 metres (29.5 feet)
Front Yard (minimum absolute)	The median setback of adjacent properties
Exterior Side Yard (minimum absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	3m (9 feet) No side yard shall be required along the common wall
Rear Yard Depth (minimum)	8 metres (26.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	72 square metres (830 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

4.3.3.2.1 Additional Provisions – Semi-Detached Dwellings

1. The width of the garage and driveway shall not exceed 40% of the overall lot frontage. When considering the width of the garage calculation for semi-detached dwellings the overall percentage of coverage of any one block can be utilized. For the purposes of this calculation the overall garage width calculation can always be considered for the original block and will survive the severance process. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.
2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.
3. The driveway must not extend further than the exterior wall of the garage.
4. 50% of the total frontage for semi-detached units must have soft/green landscape elements.

4.3.3.3 Development Standards – Duplex Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	500m ²
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	18 metres (60 feet)
Front Yard (minimum absolute)	The median setback of adjacent properties
Exterior Side Yard (minimum absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	144 square metres (1,550 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

4.3.3.3.1 Additional Provisions – Duplex Dwellings

1. The width of the garage and driveway for duplex dwellings shall not exceed 30% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.
2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.

4.3.3.4 Development Standards – Townhouse Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	160m ²
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	6 metres (20 feet)
Front Yard (minimum absolute)	The median setback of adjacent properties
Exterior Side Yard (minimum absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	3m (9 feet) No side yard shall be required along the common wall
Rear Yard Depth (minimum)	8 metres (26.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	48.0 square metres (516.7 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

4.3.3.4.1 Additional Provisions – Townhouse Dwellings

1. The width of the garage and driveway shall not exceed 50% of the

overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.

2. Should the dwelling exceed two storeys in height, **all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.**
3. Notwithstanding the definition of “Dwelling – Townhouse” of the By-law, a “Townhouse” in the Mississippi Residential district shall be defined as follows:
“Means a building that is divided vertically into three or more dwelling units, but not more than 4, attached by common walls extending from the base of the foundation to the roof line, each dwelling unit having a separate entrance.”
4. All multi-unit residential dwellings shall be subject to a Class 3 Development Permit.
5. Each primary dwelling unit shall have a front-facing entrance.

4.3.3.5 Development Standards – Triplex and Quadplex Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	600m ²
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	24 metres (79 feet)
Front Yard (minimum absolute)	The median setback of adjacent properties
Exterior Side Yard (minimum absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	192 square metres (2,000 square feet)
Building Height (maximum)	8.5 metres (28 feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

4.3.3.5.1 Additional Provisions – Triplex and Quadplex Dwellings

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

- around the perimeter.
6. Approaches to multi-unit dwelling structures and entrance areas shall be landscaped with trees and attractive shrubs. Areas not used for buildings, drives and parking spaces shall be seeded or landscaped and shall be kept in an attractive condition.
 7. **The dwelling house shall have a single, central door on the front façade of the dwelling. Additional entrances may be permitted on the rear façade wall.**

4.3.3.6 Development Standards – Apartment and Seniors’ Residential Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	600m²
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	24 metres (79 feet)
Front Yard Build Within Area (absolute)	The median setback of adjacent properties
Exterior Side Yard Build Within Area (absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	192 square metres (2000 square feet)
Building Height (maximum)	8.5 metres (28 feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)

4.3.3.6.1 Additional Provisions Apartment and Seniors’ Residential Dwellings

1. All proposals for Apartment Dwellings and Senior’s Residential Dwellings will be subject to a Class 3 Development Permit.
2. Should the dwelling exceed two storeys in height, **all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.**
3. All development shall be serviced by a public water supply and a public sanitary sewage system. Development applications which propose development on private water and sewage systems will not be approved.
4. Visitor parking spaces shall be delineated through signage.
5. A maximum of 40% of the lot area may be used for at grade parking.
6. All residential buildings containing more than four (4.0) dwelling units shall be required to be located on an arterial or collector roadway. Notwithstanding the foregoing, a residential building containing more than six (6.0) dwelling units may be permitted to be located on a local roadway but will be required to gain approval from Council of a Class 3 Development Permit.
7. Off street parking areas shall not open directly on to a public street, but shall be provided with access drives or other controlled access. Access drives shall not serve as part of a specified parking area and shall be kept clear of parked vehicles.
8. Pedestrian walks shall be not less than 1.2 metres (4.0 feet) in width and shall be provided wherever normal pedestrian traffic will occur.

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

4.3.4

Development Standards – Non-Residential Uses

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

COMMUNICATION 131136

Received from Pascal Meunier, Director of Protective Services
Addressed to Committee of the Whole
Date November 24, 2020
Topic Confirmation of Emergency Management Committee Membership

SUMMARY:

On an annual basis, the Office of the Fire Marshal and Emergency Management Ontario requires confirmation from municipalities of the membership of local Emergency Management Committees.

RECOMMENDATION:

THAT Council hereby confirms the following appointments to the Carleton Place Emergency Management Committee for 2020:

- Chair: Pascal Meunier, Director of Protective Services/CEMC;
- Mayor Doug Black;
- Diane Smithson CAO;
- Sgt. Rob Croth, OPP;
- Guy Bourgon, Director of Public Works;
- Graham Patterson, Public Works;
- Randy Shaw, Carleton Place & District Memorial Hospital;
- Travis Mellema, Lanark County Paramedics;
- Mark Dorman, Public Member;
- Carleton Place CERV representative;
- Stephanie Tuffin, Administrative Assistant/Alternate CEMC
- Dave Joy, Deputy Chief;
- Matt Anderson, Assistant Chief

AND THAT this information be forwarded to the Office of the Fire Marshal and Emergency Management Ontario.

COMMUNICATION 131137

Received From: Pascal Meunier, Director of Protective Services
Addressed To: Committee of the Whole
Date: November 24, 2020
Topic: Information Report – Backyard Chickens

SUMMARY

At the Committee of the Whole meeting held on November 10, 2020, Council directed staff to bring forward an information report to summarize the information received in the last month regarding backyard chickens to provide background for discussion at the November 24 Committee of the Whole meeting.

BACKGROUND

Over the last month, staff and Council have received information from a resident who has backyard chickens and has received interest from others in keeping backyard chickens on their own properties in Carleton Place. Residents in urban settings wish to raise chickens for a variety of reasons including but not limited to:

1. Educational tools;
2. Self-sustaining food production (eggs, as generally meat chickens are not permitted in urban areas);
3. Pest and weed control (notably ticks);
4. Domestic pets and companions.

The present Animal Control By-law No. 122-2018 prohibits the keeping of certain animals. Section 4.1.2 specifically prohibits domestic fowl, which by definition includes “chickens, geese, ducks, turkeys and other such poultry and the young of any of them and also includes game birds as defined in the Game and Fish Act, as amended.”

The firm Municipal Law Enforcement Services (MLES) is contracted by the Town of Carleton Place to enforce the Animal Control By-law on a complaint driven basis. MLES has had a few complaints about chickens over the years in the Town of Carleton Place, as they have had in many of the other neighboring municipalities they serve.

Most of the complaints they received pertain to noise, foul odour, chickens being at large, vermin/rodent infestations, predators such as rats, foxes, coyotes and concerns about the animals’ welfare, particularly during extreme weather conditions. These complaints are of the same nature as those reported in other municipalities where backyard chickens are permitted.

Most municipalities in or outside of the province of Ontario limit the number of chickens permitted to 4-5, though some allow as many as 10-12. Through pilot projects, municipalities have tracked the successes and concerns arising from permitting residents to keep chickens on their property and have amended their by-laws to reflect the information they compile.

DISCUSSION

Staff has noted a number of common provisions in other municipalities' by-laws and pilot project information. Many have provisions regarding the size of lot, size of pen and coop, and setback distances. Most do not allow the keeping of roosters, and the chickens must be a minimum of four (4) months old. Chickens are to be used for egg-laying only; not for meat production. Among the municipalities permitting backyard chickens, many of them stipulate the times of day during which the chickens must be in their pens and coops.

Some municipalities limit the number of licences issued each year to keep the numbers manageable. Costs to residents for permits and/or licences are minimal in most cases, though it should be noted that time is needed to verify all applicable regulations are met on the properties in question.

While the Ministry of Agriculture Food and Rural Affairs (OMAFRA) encourages Canadians to practice sustainable agriculture and horticulture, they do recommend that municipalities consider the health and safety issues which can arise from allowing homeowners to raise livestock and poultry. These issues include the risk to human health when the animals are diseased, the disposal of dead animals, and predators being attracted to urban areas. OMAFRA also encourages awareness of food safety regulations which can come into play if eggs are being sold.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information report

STAFF RECOMMENDATION

THAT the Director of Protective Services' Report regarding backyard chickens dated November 24, 2020 be received as information.

COMMUNICATION 131138

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Committee of the Whole
Date November 24, 2020
Topic Municipal Interest Penalties/Charges during COVID-19 Pandemic

SUMMARY:

This report is for Council's discussion and direction on reinstating penalties and interest on outstanding balances owing to the Town effective January 1, 2021.

BACKGROUND

At the start of the COVID-19 emergency, an emergency Council meeting was held on March 25, 2020 to discuss measures the Town would be undertaking to address various Town matters in response to the emergency. At the meeting, the following resolution and by-law were passed :

Motion No. E-2-131-03

Moved by: Councillor Randell

Seconded by: Deputy Mayor Redmond

THAT Council pass a By-law to waive penalties for late payments incurred from the date of passing of the By-law until it is repealed.

CARRIED

Motion No. E-2-131-12

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT By-law No. 32-2020 (**Amends By-law Nos. 120-2019 Fees and Charges, 106-2019 Water Rates, and 115-2019 Interim Tax By-law**) be read a first, second and third time and finally passed.

CARRIED

As a result, interest and penalties on monies owing to the Town have not be charged.

COMMENT:

The Municipal Act, 2001, as amended, provides for the imposition of interest charges and other collection costs for fees and charges that are due and unpaid. The Town of Carleton Place has the following by-laws outlining the applicable interest charges/penalties:

- By-law 120-2019 Fees & Charges for 2020 states in Sections 2 and 3:
 - That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
 - That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.

- By-law 106-2019 Regulating Water Rates states in Section 1.3:
 - Billings shall be issued quarterly in advance. The rates stated are net. A 10% penalty shall apply to all accounts remaining unpaid on the day following the “Due Date” shown on the billing. If the water and sewage service rates plus penalty are not paid within 90 days thereafter, the amount due shall be added to the Collector’s Roll and collected in the same manner as municipal taxes.
- By-law 115-2019 Interim Tax By-Law states in Section 5:
 - If taxes are not paid on or before the due dates, a penalty of one and one-quarter percent (1.25%) of the unpaid taxes shall be levied immediately, and a further penalty of one and one-quarter percent (1.25%) calendar month thereafter for as long as the default continues.

During the first 2021 Budget meeting on November 6, 2020, Council discussed reinstating interest/penalty charges due to the significant financial losses experienced by the Town in 2020 and the estimated impact to revenues in 2021. Staff are recommending that Council repeal By-law 32-2020 effective January 1, 2021.

FINANCIAL IMPLICATIONS

The draft 2021 budget includes forecasted revenue from penalties on unpaid tax balances in the amount of \$200,000 and interest on unpaid utility balances of approximately \$20,000 per quarter.

STAFF RECOMMENDATION

THAT Council repeal By-law 32-2020 to reinstate penalty and interest charges on tax, water and other fees/charges owing to the Town effective January 1, 2021.

COMMUNICATION 131139

Received from: Trisa McConkey, CPA, CGA, Treasurer
Addressed to: Committee of the Whole
Date: November 24, 2020
Topic: 2021 Interim Tax Levy

SUMMARY:

A By-law is required to allow for billing an interim tax levy on properties in 2021 until adoption of final tax rates can occur in the spring of 2021 once County and Education rates have been received and after Council approves the 2021 Budget.

COMMENT:

Section 317 of the Municipal Act, 2001 (The Act), allows a local municipality to levy on all taxable properties, an interim tax levy prior to the adoption of the final budget for each tax year. The maximum allowable interim levy is 50% of the prior year's annualized taxes. Annualized taxes reflect taxes levied against the property at final billing, including all tax adjustments due to supplementary assessment and resulting from assessment appeals. For properties that are new to the assessment roll for the current year, and were not assessed in the prior year, 50% of the previous year's tax rate for the property's applicable tax class will be applied to the property's assessed value to generate an interim levy.

The Act requires that an interim tax levy by-law be passed in the year to which it applies or in November or December of the previous year, provided that the by-law does not come into effect until a specified day in the applicable year.

Interim Tax Bills will be mailed to customers by the end of January or early February 2021. These amounts will be due in two (2) equal installments on March 1st and June 1st, 2021.

FINANCIAL IMPLICATIONS

An interim tax levy permits the municipality to collect some taxes so it can function operationally. It provides cash flow while avoiding the need to use an overdraft borrowing facility. It also allows property taxes to be spread over a minimum of four (4) payments for taxpayers making each instalment easier to accommodate from a cash flow perspective.

If they do not already have one in place, taxpayers can arrange to pay their taxes via a monthly payment plan by contacting the Finance Department.

STAFF RECOMMENDATION

THAT Council authorize the passing of an interim tax levy by-law for 2021 based on 50% of the prior year's annualized taxes.

COMMUNICATION 131140

Received From: Trisa McConkey, Treasurer
Addressed To: Committee of the Whole
Date: November 24, 2020
Topic: 2021 Fee Schedule

SUMMARY:

The proposed 2021 Fees and Charges Schedule of changes is attached for Council's consideration. The Childcare, Building Permit, Recreation and Water and Sewer fee explanations are not included in the chart as separate Managers' reports were/will be provided for these respective fees.

BACKGROUND:

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighboring municipalities.

DISCUSSION:

Each year Managers conduct a review of the fees and charges pertaining to their service area(s). The review is to ensure that the existing fees are adequate in terms of any increased costs being incurred to provide the service or identifying a fee which was not previously charged.

Attached is the updated schedule of fees and the explanation from Staff for the proposed changes. The Childcare, Recreation, Building Permit and Water and Sewer fee explanations are not included in the chart as separate Managers' reports were/will be provided for these respective fees.

FINANCIAL IMPLICATIONS:

The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect to all ratepayers. The proposed 2021 fees have been included in the 2021 draft budget.

RECOMMENDATION:

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2021.

EXPLANATION OF PROPOSED CHANGES

ITEM	2019	2020	EXPLANATION
Refreshment Vehicles <ul style="list-style-type: none"> Application Fee Renewal Fee-existing Licence (must have CP licence from previous year) Mobile Wagon Mobile Wagon in Riverside Park Located Wagon Located Wagon Amendment Fee Mobile Canteen <ul style="list-style-type: none"> Refreshment Cart 	<ul style="list-style-type: none"> \$100 \$25 \$525 \$585 \$528 \$250 \$525 \$285 	<ul style="list-style-type: none"> No change \$35 Refreshment Vehicle \$540 Refreshment Vehicle in Riverside Park \$600 Licence Amendment Fee \$250 Bicycle Refreshment Cart \$290 <p>NOTE: To obtain a Refreshment Vehicle Licence, applicants must first pay an application or renewal fee. Only successful applicants will be subsequently charged a licence fee.</p>	Change fee descriptions, add note and increase fee to reflect the cost of processing licences.
PAYMENT WITH CREDIT CARD	n/a	3% service charge to use credit cards for payment of taxes, user fees, permits, fines and licences.	To recover the cost of allowing customers to pay for municipal services by credit card.
GARBAGE TAGS	<ul style="list-style-type: none"> \$2 	<ul style="list-style-type: none"> \$3 	Adjusted to reflect increased cost in garbage collection and disposal. Sticker fee has not changed since 1993.
PLANNING DEVELOPMENT-RELATED FEES			
Official Plan Amendment (OPA)	\$4,500	\$5,500	To reflect the cost of providing the service.
Development Permit Amendment (DPA)	\$4,500	\$5,500	
Combined OPA/DPA	\$6,500	\$8,500	
Modifications to OPA/DPA requiring a subsequent public meeting	\$1,000	\$2,000	

Class 1A Development Permit	\$750	\$2,500	To reflect the cost of providing the service.
Class 3 Development Permit	\$4,000	\$5,000	
File Reactivation Fees (inactive for more than 12 months)	n/a	50% of the current application fee	
Subdivision Approval	\$1,500	\$5,000	
Major Amendment (>10% change) to Subdivision/Condominium Agreements		Change wording to: Major Amendment (>10% change in unit count) to Subdivision / Condominium requiring a public meeting	
Minor Amendment (<10% change) to Subdivision/Condominium Agreements		Change wording to: Minor Amendment (<10% change in unit count) to Subdivision / Condominium	
Execution of Subdivision or Condominium Agreement	n/a	\$5,000 plus 1% value of works	New fee
Amendment to Subdivision or Condominium Agreement		\$2,500	New fee
Subdivision Amendment after draft approval but before final approval	\$7,500 + legal fees	Remove fee	To reflect the cost of providing the service.
Modifications to subdivisions requiring subsequent public meetings	\$2,000	Remove fee	
Consent Applications	\$800	\$1,500	
Consent Mail List/Report to Council	\$200	Remove Fee	
Part Lot Control <ul style="list-style-type: none"> Minor (creating individual housing ownerships) Major (revisions to registered subdivision plans) 	<ul style="list-style-type: none"> \$1,000 + legal fees \$2,000 + legal fees 	\$1,000 \$4,000	
<ul style="list-style-type: none"> Encroachment Agreement with Town 	\$500 + legal fees	\$1000	
1. Compliance Report (Major) More than 1	\$100/property or unit	\$500	

property or commercial, industrial or residential properties with planned or existing multiple units			
2. Additional pre-consultation meetings (additional meetings after the second in person, email, or phone)	\$50/hour; Minimum ½ hour fee	\$50/hour; Minimum ½ hour fee per employee	To reflect the cost of providing the service.
3. Subdivision Amendment post registration	\$2,000	Remove fee	
4. Third Party Peer Reviews	Cost to be borne 100% by Developer	Remove fee	

ENGINEERING DEVELOPMENT-RELATED FEES

5. Additional pre-consultation meetings (additional meetings after the second in person, email, or phone)	\$50/hour; Minimum ½ hour fee	\$50/hour; Minimum ½ hour fee per employee	To reflect the cost of providing the service.
6. Pre-Servicing Agreement	\$1,000 + legal fees	\$3,000	

For all Planning and Engineering Development-Related Fees, remove all instances of “+ legal fees” and add an additional note as follows:

Processing of planning applications occurs on a cost-recovery basis. Expenses incurred by the Town in reviewing the application including but not limited to those related to legal and professional fees will be invoiced to the applicant at 100% of the value. These expenses may also include legal fees associated with the defense of an application at the Local Planning Appeal Tribunal.

PUBLIC WORKS

Create New Entrance <ul style="list-style-type: none"> Single to double (curb only) Single to double (curb & sidewalk) Double (curb only) Double (curb & sidewalk) 	<ul style="list-style-type: none"> •\$204 •\$510 •\$306 •\$714 	<ul style="list-style-type: none"> • \$778 • \$1,788 • Remove fee • Remove fee 	To reflect the cost of providing the service.
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Relocate Entrance (includes restoring existing entrance) <ul style="list-style-type: none"> Single Width (curb only) Single Width (curb & sidewalk) Double Width (curb only) Double Width (curb & sidewalk) 	<ul style="list-style-type: none">\$510\$1,020\$765\$2,040 	<ul style="list-style-type: none"> \$866 \$2,267 \$1,086 \$3,496 	To reflect the cost of providing the service.
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COMMUNICATION 131141

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Committee of the Whole
Date: November 24, 2020
Topic: Recreation and Pool User Fees

SUMMARY:

Council previously considered increasing recreation user fees at its August 25, 2020 Committee of the Whole meeting. The decision was deferred to a later date. Staff is recommending that Council increase recreation user fees effective January 1, 2021 by approximately 3%.

BACKGROUND:

This is a further communication to Communication Nos. 131092 and 131093 presented at the August 25, 2020 meeting of the Committee of the Whole which presented an approximate 3% increase to both regular season ice rental rates and pool user fees.

At that time, Council defeated the motion to increase the 2020/2021 Regular Season Ice Rental rates and the 2020/2021 Pool User Fees until a later date when more information regarding financial support from other levels of government becomes available.

COMMENT:

The Town received \$284,900 in Phase 1 funding under the Safe Restart Program and has made an application for funding under Phase 2 of the program. It is unknown when the Town will receive a decision on its Phase 2 application.

Given the shortage in funding to help balance the Recreation and Pool budgets in 2021, Staff is recommending that the ice rental rates and pool user fees increases of approximately 3% outlined in Communications 131092 and 131093 be approved by Council to take effect January 1, 2021 and remain in effect until September 5, 2021.

FINANCIAL IMPLICATIONS:

The increase to recreation user fees and pool user fees will result in an approximate \$10,000 and \$10,000 in additional revenue respectively for the Department for the period to September 5, 2021.

STAFF RECOMMENDATION:

THAT the proposed approximate 3% increase to Regular Season Ice Rental Rates and Pool User rates be approved for the period January 1, 2021 to September 5, 2021.

COMMUNICATION 131142

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: November 24, 2020
Topic: Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream – Local Government Intake

SUMMARY

The COVID-19 Resilience Infrastructure intake under the Investing in Canada Infrastructure Program (ICIP) was recently announced by the Province of Ontario. This is a \$250 million infrastructure funding program focussing on public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit. The deadline for applications under the program is December 21, 2021.

BACKGROUND

The Investing in Canada Infrastructure Program (ICIP) is a federal program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and to support a low-carbon economy. Initially ICIP included four (4) streams as follows:

- Rural and Norther Infrastructure Fund
- Public Transit Fund
- Community, Culture and Recreation Fund
- Green Fund

To address the challenges faced by communities as a result of the COVID-19 pandemic, the ICIP now includes the COVID-19 Resilience Infrastructure stream (COVID Stream), which is designed to deliver more infrastructure projects during the pandemic by increasing the types of eligible projects and accelerating project approvals and timelines. The expanded program takes steps to address the current health crisis and support economic stability with existing funds and programs. It is important to note that funding for the new stream is to be drawn from existing funding streams. Ontario is re-allocating funding under the ICIP Green stream to support this important initiative.

Under the COVID Stream, the Town has been allocated \$160,376.

COMMENT

The ICIP is a \$30 billion infrastructure fund providing funding to municipal governments and indigenous communities with a population less than 100,000 of which there are about 500. The deadline for the COVID stream for a single application is December 21, 2020 for municipalities who receive \$100,001 to a maximum of \$500,000 and we are able to submit up to two (2) projects for consideration under this program. Projects must be completed prior by December 31, 2021.

The timing under the program includes the following:

1. Application deadline for a single application is December 21, 2021

2. Province will review applications on a rolling basis and will notify applications if their project has been selected for nomination to the federal government for review and approval – **Winter/Spring 2021 (estimated)**
3. Applicants will be notified of the federal funding decision in **Spring 2021 (estimated)**
4. Construction on projects must commence before **September 30, 2021**
5. Projects must be substantially completed by **December 31, 2021**

To be eligible for the Local Government COVID Intake, projects must comply with a project category and asset type:

Category 1: Retrofits, Repairs and Upgrades for municipal buildings

Category 2: COVID-19 Response Infrastructure, including building or modifying infrastructure to support physical distancing, safety retrofits and expansions

Category 3: Active Transportation Infrastructure, including parks and trails, foot bridges, bike lanes and multi-use paths; and

Category 4: Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure

The levels of funding available from the two levels of government are as follows:

- The federal government will provide 80% funding of \$160,376 or \$128,300.80;
- the provincial share is 20% of \$160,376 or \$32,075.20;

Note: The Town does not have to contribute to the project cost unless the amount of the project exceeds the Town's allocation of \$160,376.

After reviewing both the program guidelines, and taking into account capital works that could be completed in 2021 by the deadline imposed by the program, Staff believes that the best project to apply for funding for is the repointing work on the north and west side of the Town Hall. This project would fall under Category 1: retrofits, repairs and upgrades outlined in the program guide.

Applications will be accepted through the Grants Ontario website which is a "one-window" source for applicants, handling application intake, review, nomination, reporting and transfer payment management processes all in one place.

The repointing works are an ideal project to apply for as they fall within the project parameters, are sufficient to utilize the entire allocation set aside for the Town under the program and the works must be completed in 2021 prior to the Central Bridge repairs being commenced in 2022.

FINANCIAL IMPLICATIONS

The estimated cost of the masonry repairs of the north and west side of the Town Hall for 2021 is \$230,000. If the application is successful, the Town would receive 80% federal funding of a capped grant amount of \$160,376.00 or \$128,300.80 and 20%

provincial funding or \$32,075.20 towards the project leaving a balance of \$69,624 to be paid by the Town from the building reserve.

STAFF RECOMMENDATION

THAT Council authorize staff applying for the exterior repointing repairs on the north and west side of the Town Hall as the Town's priority under the COVID-19 Resilience Infrastructure Stream – Local Government Intake of the Investing in Canada Infrastructure Program.

COMMUNICATION 131143

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date November 24, 2020
Topic CAO's Report – Delegated Authority

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

STAFFING:

1. Jared McGregor has been hired as a Machine Operator II within the Public Works Department. This is a new position which was identified and included in the 2020 budget. His hiring is subject to a six (6) month probationary period. Jared was an internal candidate who has worked in both the Recreation and Culture Department and in the Public Works Department in a student term position.

PROCUREMENT:

1. Tender No. ENG2-2020 Captain A. Roy Brown Clearing was awarded to the low bidder Ashton Line Clearing and Tree Services in the amount of \$9,000 plus HST. At tender closing, the Town received six (6) bids. The 2020 budget for these works was \$21,000.
2. Tender 220-28 for renovations to the Carleton Place Public Library was awarded to the low bidder, 2519181 Ontario Inc. O/A Preston Construction in the amount of

\$292,246.00 plus HST. At tender closing 9 bids had been received. The 2020 budget included an amount of \$500,000 for the project. Given that we are dealing with an aging facility, it is anticipated some of the remaining budget dollars will be required for any change orders which may result, the purchase of new shelving, along with paying for the professional fees of Architect, mechanical / electrical / structural engineers, etc. and building permit.

3. The purchase of a Hurst E-Draulic Combination Extrication tool was sole-sourced to Code 4 Fire & Rescue Inc. in the amount of \$14,700 plus HST. The 2020 budget included \$15,000 for this purchase. The reason the purchase was sole-sourced is because the firefighters are familiar with Hurst tools as they have other Hurst tools in the Department they are using, and they are currently being used by three (3) other Departments on Lanark County rescue units. All three (3) rescue units in Lanark County as well as the Ocean Wave Fire Company personnel are extremely satisfied with the Hurst tools and having the same extrication equipment across the County makes it easy to share and assist if needed. Code 4 is the only supplier of Hurst tools in Ontario. The reasons provided for the sole-sourcing of this product are consistent with provisions contained Section 3.6 Single Source Procurement outlined in the Town's Procurement By-law No. 57-2017.
4. Engineering services for the realignment of storm sewers, pathways and roadworks at the Arthur and Coleman intersection have been awarded to Kamps Engineering Limited in the amount of \$10,000 plus HST. Kamps Engineering Limited was already engaged on the project to assist with the preparation of a Ministry of Environment Compliance Approval Application with respect to ditching and culvert works through Carleton Junction. The extension of an existing contract is in accordance with provisions contained Section 3.6 Single Source Procurement outlined in the Town's Procurement By-law No. 57-2017.

OTHER

None.

FINANCIAL IMPACT

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

RECOMMENDATION

THAT Council accept the CAO's Delegated Authority Report dated November 24, 2020 as information.

CPEAC Meeting | MINUTES

October 5, 2020 | 6:30pm | Meeting location via Zoom

Meeting called by Dena Comely (Chair)

Type of meeting Committee Meeting

Facilitator

Secretary Tracy Kwissa

Present: Dena Comely, Tracy Kwissa, Bill Slade, Jeff Atkinson, Jack Havel, Randy Martin, Colin MacDuff, Jamie DeBaie,

Regrets: Natalika Culhane, Kyle McCulloch

Meeting called to Order at 6:31 pm

Bill introduced Myrna from Drummond/North Elmsley. She is interested in forming an EAC and would like to observe our meetings for her own information. Myrna is part of the Green energy and Climate Change Action Committee which has been formed to support Lanark County with their Climate Action Plan. Myrna lives on Otty Lake and she has witnessed the lake deteriorating over the years and she wants to do something to stop it. She is also against roadside spraying of Wild Parsley.

Approval of Minutes from September 14, 2020 meeting, including Motion to Council. Motion to Approve by Bill, Seconded by Jack.

*The motion to Council is regarding the proposed Green Document be included in the Development Package that the Planning Department gives to prospective developers.

AGENDA TOPICS

Time allotted 15 minutes | **6:40 pm** | **Agenda topic** Updates from Group | **Presenter** Colin MacDuff

Colin had a radio interview with Lake 88.1 regarding the new Anti-Idling Bylaw. There will be a Press release with pictures of the new signs being put up by the Town. The proposed Colouring Contest has been cancelled as there was only one school interested so there is not enough interest to move forward with this. Data collection regarding anti-idling is also not possible currently as there are no student volunteers available due to COVID-19. Colin spoke with Amanda at the Town and she is helping with the poster design. Both the Chamber of Commerce and the BIA have agreed to put up these information posters around town. So far, there have been four Anti-Idling signs put up at CPHS. More signs will be going up at the CP Pool, the Arena and other public Town properties. Schools in CP all have their signs, and they will be put up as soon as possible.

Action items	Person responsible	Deadline
None		

Time allotted 15 minutes | **6:55 pm** | **Agenda topic** OP Review | **Presenter** Kyle McCulloch

Kyle was not present; however, he will upload his notes to the Google Drive in a document for the Committee to review.

Action items	Person responsible	Deadline
Upload Notes	Kyle M	

Time allotted 15 minutes | **7:00 pm** | **Agenda topic** Climate Change Action Plan | **Presenter** Bill Slade

This Plan does not look at Urban and Rural challenges and does not look at issues that will directly affect Towns. Gordon Harrison (Climate Action Network) has proposed a plan that has been sent to County Council and is seeking funding to hire staff (actual scientists, not just University interns) It has been suggested that a Committee be formed that reports directly to County Council and holds them accountable.

Action items	Person responsible	Deadline
None		

Time allotted 15 minutes | **7:15** | **Agenda topic** Composting Videos | **Presenter** Dena Comely

There has been a request from the Town for composting videos. CPEAC would like to support this initiative. CPEAC will make the video and the Town will promote it. October is not the best time to encourage people to start composting. Spring is a much better and more suitable time of year for beginners. The videos will include: Instructions, Dos and Don'ts, how to get started, what kind of composter is best, what goes in a composter.

Action items	Person responsible	Deadline
Make video	TBD	Spring 2021

Time allotted 15 minutes | 7:30 | Agenda topic Green Bins | Presenter Jeff Atkinson

The waste management contract does have the option to begin composting collection. To find out how much interest there is in this service, a survey about Green Bins could be conducted. We need to know who is willing to have compost curbside pickup, how much would people be willing to pay for this service, would they support an increase in their property taxes to support this program.

Action items	Person responsible	Deadline
Develop survey questions to go out to residents via Social Media	Tracy	TBD

Time allotted 15 minutes | 7:45 | Agenda topic Council Update | Presenter Jeff Atkinson

There will be a public meeting in October regarding the permit amendments for 150 Mill Street. The Town would like input from residents.

There has been a lot of concern vocalized about tree removal on Colman near Bodnar Park. Trees that are not healthy or are not "valuable" trees are being removed, however they will be replaced with healthy trees. This practice was approved long ago by previous Councils and there is nothing that can be done to stop the removal of the trees, but residents can rest assured that the trees will be replaced. All new developments will be landscaped and have healthy trees planted.

Action items	Person responsible	Deadline
None		

Motion to adjourn meeting by Jack Havel. Seconded by Colin MacDuff.

Meeting adjourned at 8:00 pm