



## **AGENDA**

### **REGULAR MEETING OF THE TOWN OF CARLETON PLACE**

**Tuesday, December 8, 2020, 7:00 p.m.**

**Pages**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**Recommended Motion:**

THAT the Agenda be approved as presented.

**3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

**1. Councillor Randell - Arena Advertising (Communication 131147)**

Councillor Randell has a business relationship with the Carleton Place Canadians Hockey Organization. He did not participate or vote on this matter.

**4. APPROVAL OF MINUTES**

**1. Council Minutes**

**9**

**Recommended Motion:**

THAT the Council Minutes dated November 24th, 2020, be accepted as presented.

## 5. RECESS

### **Recommended Motion:**

THAT Council recess at 7:01 p.m. to move into Committee of the Whole prior to resuming with the remainder of the regular Council Meeting in order to finish the business of Council prior to the winter holiday break.

### **Recommended Motion:**

THAT Council return to regular session at 9:52 p.m.

### **Recommended Motion:**

THAT the Council meeting extend beyond 10:00 p.m.

## 6. CONSENT REPORT

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### **Recommended Motion:**

THAT Council receive the Consent Report dated December 8th, 2020:

### **Items from the November 24, 2020 Committee of the Whole Meeting:**

#### **Planning and Protection**

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

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.

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

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.

1. Backyard Chickens (Communication 131137)

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

THAT staff be directed to prepare a by-law for the regulation and keeping of backyard hens in the Town of Carleton Place.

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

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

**Items from the December 8, 2020 Committee of the Whole Meeting:**

Planning and Protection

1. Updated Emergency Plan (Communication 132001)

THAT Council hereby approves the updated Emergency Plan for 2020; and

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

1. Fire Report - October and November 2020 (Communication 132002)

THAT the Director of Protective Services' Report on the activities of the Ocean Wave Fire Company (OWFC) and By-law Enforcement services for the months of October and November 2020 be accepted as information.

Corporate Services

1. 2021 Insurance and Risk Management Services (Communication 132005)

THAT Council authorizes an addition to the draft 2021 budget for insurance and risk management services of \$28,839 to be funded from the Insurance and Water/Sewer reserves.

1. 2021 Draft Childcare Budget (Communication 132006)

THAT Council approve the Childcare 2021 Budget-Option #1 as presented by the Treasurer; and

THAT further changes to Health Unit restrictions and/or Ministry guidelines be reviewed by staff immediately and a report prepared for Council's consideration outlining the impact to the Childcare budget.

Community Services

1. Sidewalk Art (Communication 132009)

THAT Council authorizes the CAO to enter into a Memorandum of Understanding with Interval House regarding winter maintenance of the sidewalk area in front of the As Good As New location due to the installation of the sidewalk art.

Physical Environment

6. Waste Collection - Additional Bag of Waste (Communication 132010)

THAT Council direct staff to proceed with Option 1 as outlined in the report prepared by the Director of Public Works dated December 08, 2020, in regard to the collection of curbside waste.

**7. MOTIONS**

1. Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream - Local Government Intake (Communication 131142)

**Recommended 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.

2. Development Charges Background Study - Updated Findings

**Recommended Motion:**

THAT Council direct staff to post the Development Charges Background Study and draft By-law on the Town's website in accordance with the provisions of the Development Charges Act.

3. Additional Community Enrichment Grant Request (Communication 132008)

**Recommended Motion:**

THAT Council approve the allocation of a Community Enrichment Grant to the Carleton Place Christmas Basket Program in the amount of \$1,500.00.

4. COVID-19 Childcare Impacts and Funding

**Recommended Motion:**

WHEREAS the COVID-19 pandemic has negatively impacted child care options for nearly every family in our community and has profoundly increased the cost to operate safe child care forcing child care spaces or centres to close.

AND WHEREAS Ontario has among the highest average child care fees of any Canadian province and while costs vary regionally for licensed child care, families are paying between \$9,000 and \$20,000+ per year for each child and these costs continue to rise steadily which makes passing the associated COVID-19 costs to families not possible;

AND WHEREAS a 2012 study identified that in Ontario, public investment in the early years and child care has a ripple effect in positive economic benefits resulting in an economic output of \$2.27 for every dollar invested in child care;

AND WHEREAS the economic recovery of Carleton Place, Lanark County and Ontario is dependent on families having access to safe, reliable, and affordable child care that incorporates early learning principles;

AND WHEREAS we are committed to working with the provincial government and child care service managers to deliver positive and affordable options for our families;

NOW THEREFORE BE IT RESOLVED THAT:

- a. the Town of Carleton Place request the Government of Ontario:
  - a. prioritize children and child care as part of its overall post-pandemic recovery plan;
  - b. develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed child care and early learning education; and

- c. provide increased funding to child care providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long-term sustainability for the sector; and

1. this resolution be circulated to all municipalities in Ontario, Randy Hillier MPP, Scott Reid, MP, the Federal Minister of Families, Children and Social Development and the provincial Minister of Education.

5. Arena Advertising (Communication 131147)

**Recommended Motion:**

THAT the Carleton Place Canadians be exempt from paying for non-renewals of advertising spaces for the period of September 1, 2020 until August 31, 2021.

8. BY-LAWS

1. By-law No. 107-2020 Animal Control By-law Amendment 18

**Recommended Motion:**

THAT By-law 107-2020 (Animal Control By-law Amendment) be referred to the Committee of the Whole for further discussion.

**Recommended Motion:**

THAT By-law 107-2020 (Animal Control By-law Amendment) be read a first, second and third time, and finally passed.

2. By-law No. 108-2020 Adoption of an Emergency Measures Plan 20

**Recommended Motion:**

THAT By-law 108-2020 (Adoption of an Emergency Measures Plan) be read a first, second and third time, and finally passed.

3. By-law No. 109-2020 - Part Lot Control 1-7 Stokes Drive 58

**Recommended Motion:**

THAT By-law 109-2020 (Part Lot Control 1-7 Stokes Drive) be read a first, second and third time, and finally passed.

4. By-law No. 110-2020 Part Lot Control 11-19 Stokes Drive 59

**Recommended Motion:**

THAT By-law 110-2020 (Part Lot Control 11-19 Stokes Drive) be read a first, second and third time, and finally passed.

5. By-law No. 111-2020 - Phasing and Deferral Agreement with 1470424 Ontario Inc. 60
- Recommended Motion:**  
THAT By-law 111-2020 (Phasing and Deferral Agreement with 1470424 Ontario Inc.) be read a first, second and third time, and finally passed.
6. By-law No. 112-2020 - Repeal By-law 32-2020 Waive Interest Fees, Water Rates and Taxes 61
- Recommended Motion:**  
THAT By-law 112-2020 (Repeal of By-law 32-2020 Waive Interest on Fees, Water Rates and Taxes) be read a first, second and third time, and finally passed.
7. By-law No. 113-2020 - Interim Tax Levy 62
- Recommended Motion:**  
THAT By-law 113-2020 (Authorize an Interim Tax Levy) be read a first, second and third time, and finally passed.
8. By-law No. 114-2020 Fees and Charges for 2021 63
- Recommended Motion:**  
THAT By-law 114-2020 (Authorize Fees and Charges for 2021) be read a first, second and third time, and finally passed.
9. By-law No. 115 - 2020 - Amendment of the Sign By-law 65-2008 Awnings and Projecting Signs 98
- Recommended Motion:**  
THAT By-law 115-2020 (Amendment of the Sign By-law 65-2008, Awnings and Projecting Signs) be read a first, second and third time, and finally passed.
10. By-law No. 116-2020 - Insurance and Risk Management Agreement 100
- Recommended Motion:**  
THAT By-law 116-2020 (Authorize Insurance and Risk Management Agreement) be read a first, second and third time, and finally passed.

11. By-law No. 117-2020 - Amend Traffic and Parking By-law 46-2003, Overnight Winter Parking 101

**Recommended Motion:**

THAT By-law 117-2020 (Amend Traffic and Parking By-law 46-2003, Overnight Winter Parking) be read a first, second and third time, and finally passed.

**9. ANNOUNCEMENTS**

**10. CONFIRMATORY BY-LAW**

1. By-law No. 118-2020 - Confirmation of Council Proceedings 103

**Recommended Motion:**

THAT By-law 118-2020 (Confirmation of Council Proceedings for December 8th, 2020) be read a first, second and third time, and finally passed.

**11. ADJOURNMENT**

**Recommended Motion:**

THAT the meeting be adjourned at 10:33 p.m.



## **MINUTES**

### **REGULAR MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE**

**Tuesday, November 24, 2020, 7:00 p.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

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

The 21st regular meeting of the 131st Council of the Town of Carleton Place was called to order by Mayor Black at 7:00 p.m.

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

**Motion No. 21-131-01**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the Agenda be approved as presented.

**CARRIED**

#### **3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

None.

#### **4. APPROVAL OF MINUTES**

1. Council Minutes

**Motion No. 21-131-02**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Seccaspina

THAT the Council Minutes dated November 10th, 2020 be accepted as presented.

**CARRIED**

**5. PRESENTATIONS / DELEGATIONS**

There were three delegates who attended the meeting virtually. Volunder Thorbjornsson, Amy Cathcart and Jasmine Leindecker each spoke in opposition of the proposed Right of Entry By-law.

**6. CONSENT REPORT**

**Motion No. 21-131-03**

**Moved by:** Councillor Randell

**Seconded by:** Deputy Mayor Redmond

THAT Council receive the Consent Report dated November 24th, 2020.

Policy Review

1. Council and Committee Calendar 2021 (Communication 131128)

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

2. ROMA Delegations (Communication 131129)

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.

Recreation and Culture

3. Spectators at Junior A and Junior B Developmental Scrimmages (Communication 131125)

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**

## **7. MOTIONS**

1. Community Enrichment Grants (Communication 131127)

**Motion No. 21-131-04**

**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**

2. Building Department Staffing levels (Communication 131130)

**Motion No. 21-131-05**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

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

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

**CARRIED**

## **8. BY-LAWS**

1. By-law No. 97-2020 - Regulating Water Rates

**Motion No. 21-131-06**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

THAT By-law 97-2020 (Regulating Water Rates for 2021) be read a first, second and third time, and finally passed.

**CARRIED**

2. By-law No. 98-2020 - Contribution Agreement 2020 - 2021 and 2021-2022 RIDE Grants

**Motion No. 21-131-07**

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT By-law 98-2020 (Contribution Agreement 2020-2021 and 2021-2022 RIDE Grants) be read a first, second and third time, and finally passed.

**CARRIED**

3. By-law No. 99-2020 - Taber Street Subdivision Agreement

**Motion No. 21-131-08**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT By-law 99-2020 (Taber Street Subdivision Agreement) be read a first, second and third time, and finally passed.

**CARRIED**

4. By-law No. 100-2020 (Part Lot Control Block 188)

**Motion No. 21-131-09**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Seccaspina

THAT By-law 100-2020 (Part Lot Control Block 188 Antonakos Drive) be read a first, second and third time, and finally passed.

**CARRIED**

5. By-law No. 101-2020 - Amend Development Permit By-law Holding Provisions

**Motion No. 21-131-10**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Tennant

THAT By-law 101-2020 (Amendment to Development Permit By-law - Holding Provisions) be read a first, second and third time, and finally passed.

**CARRIED**

6. By-law No. 102-2020 - Amendment to Development Permit By-law (Schedule A and Section 4.5.4)

**Motion No. 21-131-11**

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT By-law 102-2020 (Amendment of the Development Permit By-law - Schedule A and Section 4.5.4) be read a first, second and third time, and finally passed.

**CARRIED**

7. By-law No. 103-2020 - Appointment of B. Marsden Building Inspector

**Motion No. 21-131-12**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

THAT By-law 103-2020 (Appointment of Brittany Marsden as a Building Official, Building Inspector/Plans Examiner and a By-law Enforcement Officer) be read a first, second and third time, and finally passed.

**CARRIED**

8. By-law No. 104-2020 - Power of Entry

At 7:13 p.m., the Mayor delegated the position of Chair to the Deputy Mayor. The Mayor then spoke to the merits of the proposed By-law. The Mayor resumed the role of Chair at 7:22 p.m. All members of Council then addressed the subject with their own positions.

**Motion No. 21-131-13**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Atkinson

THAT By-law 104-2020 (Power of Entry) be read a first, second and third time, and finally passed.

**DEFEATED**

9. By-law No. 105-2020 (Part Lot Control Block 189)

**Motion No. 21-131-14**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT By-law 105-2020 (Part Lot Control Block 189 Antonakos Drive) be read a first, second and third time, and finally passed.

**CARRIED**

**9. ANNOUNCEMENTS**

None.

**10. CONFIRMATORY BY-LAW**

1. By-law No. 106-2020 Confirmation of Council Proceedings

**Motion No. 21-131-15**

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

THAT By-law 106-2020 (Confirmation of Council Proceedings for November 24th, 2020) be read a first, second and third time, and finally passed.

**CARRIED**

**11. ADJOURNMENT**

**Motion No. 21-131-16**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT the 21st regular meeting of the 131st Council of the Town of Carleton Place be hereby adjourned at 7:51 p.m.

**CARRIED**

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Doug Black, Mayor

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Stacey Blair, Clerk

## **Consent Report from Committee of the Whole**

### **Items from the November 24, 2020 Committee of the Whole Meeting:**

#### **Planning and Protection**

##### **1. Interim Control By-law Update (Communication 131135)**

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.

##### **2. Confirmation of Emergency Management Committee Membership (Communication 131136)**

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.

##### **3. Backyard Chickens (Communication 131137)**

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

THAT staff be directed to prepare a by-law for the regulation and keeping of backyard hens in the Town of Carleton Place.



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

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

### **Items from the December 8, 2020 Committee of the Whole Meeting:**

#### Planning and Protection

1. Updated Emergency Plan (Communication 132001)

THAT Council hereby approves the updated Emergency Plan for 2020; and  
THAT this information be forwarded to the Office of the Fire Marshal and  
Emergency Management Ontario.

2. Fire Report - October and November 2020 (Communication 132002)

THAT the Director of Protective Services' Report on the activities of the  
Ocean Wave Fire Company (OWFC) and By-law Enforcement services  
for the months of October and November 2020 be accepted as  
information.

#### Corporate Services

3. 2021 Insurance and Risk Management Services (Communication 132005)

THAT Council authorizes an addition to the draft 2021 budget of \$28,839  
to be funded from the Insurance and Water/Sewer reserves.

4. 2021 Draft Childcare Budget (Communication 132006)

THAT Council approve the Childcare 2021 Budget-Option #1 as presented by the  
Treasurer; and  
THAT further changes to Health Unit restrictions and/or Ministry guidelines be  
reviewed by staff immediately and a report prepared for Council's consideration  
outlining the impact to the Childcare budget.

## BY-LAW NO. 107-2020

### A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND THE TOWN'S ANIMAL CONTROL BY-LAW 122-2018.

**WHEREAS** Section 11 of the *Municipal Act*, S.O. 2001 authorizes a lower tier municipality to adopt by-laws respecting matters within spheres of jurisdiction, which includes the prohibition or regulation of animals and;

**WHEREAS** Sections 103 and 105 of the said *Act* regulates animals being at large or trespassing;

**AND WHEREAS** the Council of the Town of Carleton Place adopted By-law 122-2018, the Animal Control By-law on December 18, 2018;

**AND WHEREAS** Council now deems it expedient to amend By-law 122-2018 to address matters relating to animal control and wildlife;

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

1. THAT the following definitions be added to Section 1:

**Attractant** means any substance which could be reasonably expected to attract a wild animal or animals or does attract wild animals, strays, feral or abandoned animals;

**Feed or Feeding** means the deliberate act of furnishing, or making food or other substances available which is likely to be consumed by wild animals, strays, feral or abandoned animals; (242-11)

**Pigeon** means a member of a widely distributed family of birds derived from self-sustaining captive populations of Columbidae;

2. THAT Section 4 The Keeping of Other Animals of By-law 25-2005 be amended to include the following:

- 4.4 No person shall intentionally feed a wild animal or leave food or attractants of any type or in any form out of doors in such a manner as to attract, or be accessible by, a wild animal, feral or stray domestic animal on private or public property.

- 4.5 Section 4.4 does not apply to the feeding of songbirds on a property, provided the following feeding requirements are met by the owner or occupier:
- 4.5.1 seed is placed in a bird feeding device that is sufficiently above grade as to not attract or be accessible by wild animals; and
  - 4.5.2 bird feeding practices do not attract large flock of homing birds such as wild, feral or domestic pigeons; and
  - 4.5.2 spillage of seed upon the ground is removed by the property owner or occupier forthwith and disposed of in such a manner that it does not attract wild animals, feral or stray domestic animals.
- 4.6 Section 4.4 does not apply in the following situations:
- 4.6.1 the leaving of food as bait in a trap by a property owner to capture a nuisance animal inhabiting or habituating their property pursuant to the *Fish and Wildlife Conservation Act*, 1997, S.O.1997, c.41 7
  - 4.6.2 the leaving of food as bait by a licensed trapper, and employee of a licensed wildlife or pest control agency, a Municipal Law Enforcement Officer, an Ontario Society for the Prevention of Cruelty to Animals Inspector or an OPP Officer, in the performance of their work.
  - 4.6.3 the leaving of food for a colony of stray or feral cats for the purposes of trap, neuter or spay and release program approved by the Town of Carleton Place.

3. THAT Sections pertaining to Short Title and Repeals be renumbered to reflect the additional section.

THAT this by-law shall come into force and effect on its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

**BY-LAW NO. 108-2020**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ADOPT AN EMERGENCY MEASURES PLAN**

**WHEREAS** Section 3(1) of *The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E9* authorizes a municipality to formulate an emergency plan governing the provisions of necessary services during an emergency and procedures thereunder;

**AND WHEREAS** the Council of the Corporation of the Town of Carleton Place deems it necessary and desirable to adopt a new emergency measures plan for the said municipality;

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

1. That the Emergency Measures Plan of the Town of Carleton Place attached hereto as Schedule "A" be hereby adopted.
2. That, in accordance with Section 4 of *The Emergency Management and Civil Protection Act*, the Mayor or his/her designate is hereby authorized to declare an emergency when deemed appropriate and direct the enactment of the Emergency Measures Plan of the Town of Carleton Place.
3. An emergency shall be defined in accordance with Section 1 of *The Emergency Management and Civil Protection Act*.
4. That By-law No. 78-2019 be hereby repealed in its entirety.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS  
8<sup>th</sup> DAY OF DECEMBER 2020

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Doug Black, Mayor

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Stacey Blair, Clerk

THIS IS SCHEDULE "A" TO BY-LAW NO. 108-2020

# **EMERGENCY MANAGEMENT PLAN**

## **THE CORPORATION OF THE TOWN OF CARLETON PLACE**



November 2020

## **MAYOR'S ADDRESS**

On behalf of the members of Council, it is my pleasure to authorize the use of this Emergency Management Plan. This Plan has been formulated to assign responsibilities and to guide the immediate actions of key municipal officials after the onset of an emergency declared by the Office of the Mayor.

This Plan is essential for the protection of the life and property in the event of a natural and/or man-made disaster within our municipality. In order for this Plan to be effective, it is essential that all concerned be made aware of its provisions and that every municipal department be ready to carry out their assigned functions and responsibilities.

The Carleton Place Emergency Management Committee of Council is encouraged to keep this Plan current and to conduct regular exercises to test and, where applicable, to improve the Plan.

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Date

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Doug Black, Mayor

## Emergency Quick Reference Guide

- Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- Ensure that all Community departments have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.
- The Mayor must inform the Province of Ontario that the Town of Carleton Place has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communication purposes. The call is made to the Office of the Fire Marshal and Emergency Management.

The number to use for this purpose is **(416) 314-0472**.

- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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Appendix J	- Declaration of Emergency Form - Termination of Emergency Form
Appendix K	- Guide to Emergency Media Relations
Appendix L	- EOC Layout & Set-up Guide
Appendix M	- Evacuation Plan
Appendix N	- Shelter Plan
Appendix O	- CERV Program
Appendix P	- Glossary of Terms

## Introduction

The Emergency Plan for the Town of Carleton Place has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

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Date

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Pascal Meunier, C.E.M.C.

## **Aim**

The Aim of this plan is to protect the health, safety, welfare and property of our citizens from the effects of a natural, technological or human caused emergency.

## **Authority**

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

The By-law adopting this Plan is attached hereto as Appendix “E”.

## **Plan Maintenance**

This Plan was originally written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in exercises once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

## Distribution List

Mayor	-	1
Council	-	6
CAO	-	1
CEMC	-	1 *
OPP	-	1
Fire Chief	-	1
EMS/Ambulance	-	1
Public Works Supervisor	-	1
Medical Officer of Health	-	1
Director of Social Services	-	1
Office of the Fire Marshal and Emergency Management	-	2
Emergency Operations Centre	-	14

## Amendments to the Plan

REVISION NO.	DATE	PAGES
1	April 2004	Comprehensive Update
2	March 2005	Comprehensive Update
3	March 2006	Comprehensive Update
4	February 2007	Comprehensive Update
5	February 2008	Comprehensive Update
6	February 2009	Comprehensive Update
7	February 2010	Comprehensive Update
8	March 2011	Comprehensive Update
9	February 2012	Comprehensive Update
10	January 2013	Comprehensive Update
11	February 2014	Comprehensive Update
12	February 2015	Comprehensive Update
13	January 2016	Comprehensive Update
14	February 2017	Comprehensive Update
15	February 2018	Comprehensive Update
16	June 2019	Comprehensive Update
17	November 2020	Comprehensive Update

## Part 2

# EMERGENCY OPERATIONS AND PROCEDURES

## 2.0 MUNICIPAL EMERGENCY CONTROL GROUP

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG is made up of the following members:

Mayor (*or alternate*)  
CAO (*or alternate*)  
CEMC (*or alternate*)  
OPP Representative  
Fire Chief (*or alternate*)  
EMS/Ambulance (*or alternate*)  
Director of Public Works (*or alternate*)  
Medical Officer of Health (*or alternate*) if required  
Director of Social Services (*or alternate*) if required  
Public Information Officer (*or alternate*)

### **IMPLEMENTATION**

Any member of the Municipal Emergency Control Group may request, through the CEMC, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site of severity of the situation.

The CEMC will immediately notify the Mayor and other members of the MECG. Notification lists and procedures are located in Appendix A.



## 2.1 EMERGENCY OPERATIONS CENTRE PROCEDURES

The Emergency Operation Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MECG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location: Fire Station (upstairs)  
15 Coleman Street

Alternate EOC Location: Carleton Place Town Hall (Council Chambers)  
175 Bridge Street

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MECG member/designate will:

- a) Sign in
- b) Check telephone/communication devices
- c) Open personal log
- d) Contact their own agency and obtain a status report
- e) Participate in the initial briefing
- f) Participate in planning initial response/decision making process
- g) Pass MECG decisions on to member agencies/areas of responsibility
- h) Continue participation in the EOC Operations Cycle

Upon leaving the EOC, each MECG member will:

- a) Conduct a hand over with the person relieving them
- b) Sign out on the location board indicating where they can be reached

Once the initial response is established, routines are put into place by the Operations Officer. The MECG functions most efficiently on a system known as an Operations Cycle.

## **2.2 OPERATIONS CYCLE**

An operations cycle is how the MCEG manages overall emergency operations. MCEG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The MCEG is a team and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources, requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MCEG meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MCEG members use this time to follow up and ensure MCEG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MCEG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meeting of the MCEG.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only MCEG members and the EOC support staff should have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.

## **2.3 MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES**

The MCEG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential or existing emergency.
2. Coordination and direction of community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MCEG is appropriate to mitigate the effects of a given emergency situation by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests for assistance from the Province and the Federal Government.
5. Ensuring the provisions of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or confirming an Emergency Site Manager.
8. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public. The Public Information Officer will be the Communications Coordinator. His/her alternate will be the Treasurer.
9. Coordinating the evacuation of citizens who may be in danger.
10. The alternate CAO/Operations Officer will be the CEMC.
11. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.

### **2.3 MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES (contd)**

15. Maintenance of an operations log detailing the Group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activations.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Response Plan.

## 2.4 MAYOR

The Head of Council, or designate, is responsible for:

1. Declaration of an Emergency.
2. Termination of an Emergency.
3. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through OFMEM*).
4. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
5. Ensuring that the local MPP and MP, neighbouring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
6. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO and MECG.
7. Maintain a personal log.

## 2.5 CAO/OPERATIONS OFFICER

The CAO is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

1. As the Operations Officer, coordinating all operations within the Emergency Operations Centre.
2. In the absence of the Community Emergency Management Coordinator will act as the alternate.
3. Chairing meetings of the Municipal Emergency Control Group.
4. Advising the Head of Council on policies and procedures, as appropriate.
5. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the MCEG.
6. Ensuring that a communication link is established between the MCEG and the ESM.
7. Calling out additional staff as required.
8. Maintaining a log.

## **2.6 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

The Community Emergency Management Coordinator is responsible for:

1. Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
2. Providing information, advice and assistance to members of the MCEG on Emergency Management programs and principles. Also to provide administrative assistance to the CAO/Operations Officer.
3. Providing direction to EOC support staff as required in support of the Control Group, and ensures proper operation of the EOC.
4. Coordinating activities and deployment of CERV Team.
5. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
6. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
7. Ensuring a master record of all events and actions taken is maintained (main events board).
8. Maintaining a personal log.

## **2.7 ONTARIO PROVINCIAL POLICE**

The Ontario Provincial Police representative is responsible for:

1. Activating the emergency notification system.
2. Establishing and maintaining ongoing communications with the senior police at the emergency site.
3. The provision of traffic control to facilitate the movement of emergency vehicles.
4. Coordination of evacuation routes.
5. Liaison with Social Services regarding security of reception/evacuation centres.
6. The protection of life and property and the provision of law and order.
7. The provision of police services in evacuation centres, morgues and other facilities as required.
8. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
9. Notifying the coroner of fatalities.
10. Liaison with external police agencies, as required.
11. Providing an Emergency Site Manager if requested to by the MCEG.
12. Maintaining a log.



## **2.8 FIRE CHIEF**

The Fire Chief is responsible for:

1. Activating the emergency notification system.
2. Providing the MECG with the information and advice on fire fighting and rescue matters.
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
4. Initiating mutual aid as required.
5. Determining if additional or specialized equipment is required, i.e. protective suits, CBRN Team, etc.
6. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
7. Providing an ESM as required.
8. Maintain a log.
9. Providing advice to MECG on building and structural integrity issues.

## **2.9 EMS/AMBULANCE**

The EMS/Ambulance representative is responsible for:

1. Activating the emergency notification system.
2. Providing the MCEG with information and advice on treatment and transport of casualties.
3. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
4. Alerting all staff using the Provincial Health Emergency Alert System.
5. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
6. Maintaining a personal log.

## 2.10 PUBLIC WORKS

The Director of Public Works is responsible for the following:

1. Activating the emergency notification system.
2. Providing the MCEG with information and advice on engineering or public works matters.
3. Liaison with the senior public works officers from the neighbouring community(s) to ensure a coordinated response.
4. The provision of engineering assistance.
5. The construction, maintenance and repair of public roads.
6. Assistance with road closures and/or roadblocks.
7. Maintenance of sanitation and a safe supply of potable water, as required.
8. The provision of equipment for emergency pumping operations.
9. Discontinuing any public works service to any customer, as required, and restoring these services when appropriate.
10. Liaising with Utilities.
11. Providing public works vehicles and resources to any other emergency service, as required.
12. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
13. Providing an Emergency Site Manager, if required.
14. Maintaining a log.
15. The Chief Administrative Officer or the Director of Public Works and in their absence their designates, are authorized to exempt Municipal and Contractor commercial motor vehicle operators from the Hours of Service restrictions for an emergency under the following conditions:
  - a) When the Town of Carleton Place's Control Group is assembled to respond to a danger of major proportions
  - b) When road conditions, in a specific localized area threaten the safe movement of emergency services vehicles

As soon as possible after the emergency has been resolved the Chief Administrative Officer, Director of Public Works or their authorized designates shall direct Municipal and Contractor commercial motor vehicle operators to resume compliance with Regulation 555/06 Hours of Service, including completing the required rest time before resuming driving.

16. Maintenance of sanitation and a safe supply of potable water. Assessing the impact on the drinking water supply and implementing contingency plans as required.



## 2.11 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible for:

1. Acting as a coordinating link for all emergency health services at the MEEG.
2. Liaison with the Ontario Ministry of Health, Public Health Branch.
3. Liaison with local and regional hospital representatives.
4. Liaison with ambulance service representatives.
5. Liaison with the Community Care Access representative.
6. Providing advice on any matters that may adversely affect public health.
7. Providing authoritative instruction on health and safety matters to the public through the Public Information Officer.
8. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
9. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
10. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
11. Ensuring the safety of drinking water in conjunction with the Public Works Representative.
12. Liaison with the senior Social Services Representative regarding health services in evacuee centres.
13. Maintaining a log.

## **2.12 DIRECTOR OF SOCIAL SERVICES FOR THE COUNTY OF LANARK**

The Director of Social Services for the County of Lanark, or alternate, is responsible for:

1. Ensuring for the care, feeding and shelter of evacuees if requested by the municipality.
2. Assist with the operation of reception and evacuation centres if requested by the municipality.
3. Liaison with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
4. Liaison with the MOH in areas regarding public health in evacuation centres.
5. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres if requested by the municipality.
6. Liaison with the nursing homes and homes for the aged if requested by the municipality.
7. Maintain a log.

## **2.13 PUBLIC INFORMATION OFFICER**

The Public Information Officer is responsible for:

1. Notifying information centre staff.
2. Ensuring that the Information Centre is set up and operational.
3. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer. The P.I.O. may use electronic communications as deemed appropriate. Examples include the Web, Facebook and/or Twitter.
4. Establish and maintain linkages with provincial, county, local or industry media officials as appropriate.
5. Coordinating interviews and media conferences.
6. Designating a site media spokesperson as appropriate.
7. Ensuring set up and staffing of public inquiry lines.
8. Coordinating of public inquiries.
9. Monitoring news coverage.
10. Maintaining copies of all media releases.
11. Maintaining a personal log.
12. In accordance with Section 13 of the Integrated Accessibility Standard, that emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports be made available as soon as practicable, upon request.

## **2.14 HEALTH AND SAFETY ADVISOR**

The Health and Safety Advisor is responsible for:

1. Ensuring that advice and directions from the EOCG conform to the municipality's Health and Safety Policies.
2. The provision of advice to the EOCG on Health and Safety related matter during a declared emergency.
3. Ensuring that any facility (and its employees and volunteers) used during an emergency conforms to all Health and Safety Policies and procedures.



## **2.15 PURCHASING OFFICER**

The Purchasing Officer is responsible for:

1. The control and coordination of purchases required during an emergency.
2. The control and distribution of items purchased and required during an emergency.
3. The administrative procedures and reporting requirements of purchases to the EOCG.

## **Part 3**

# **EMERGENCY SUPPORT**

### **3.0 CANADIAN RED CROSS**

1. Upon receiving notification, activate the local Red Cross Emergency Response Plan as per the executed agreement with the municipality.
2. Provide support to the emergency response.
3. Provide registration and inquiry services, if required.
4. Liaise with Regional Red Cross to access additional resources
5. Establish and maintain contact with the Director, Social Services in the EOC to coordinate activities.

### **3.1 CLERGY**

1. Provide for multi-denominational religious observances.
2. Establish visitations to evacuees in evacuation centres on a scheduled basis.
3. Provide guidance to the MEEG regarding matters of a religious nature.
4. Provide advice regarding care of the deceased in areas which relate to religious observances.
5. Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

## **3.2 BOARDS OF EDUCATION**

1. Provide schools for reception centres.
2. Provide schools for evacuation centres.
3. Provide liaison with Director, Social Services and the MCEG.

### **3.3 LEGAL ADVISOR**

1. Provide legal opinions and advice to the MEEG, as required.
2. Provide legal representation, as required.

### **3.4 CERV**

1. Upon receiving notification, activate organization.
2. Establish contact with the CEMC and support the operation, as required.
3. Assist at reception centres, as required.
4. Assist at evacuation centres on an as required basis.
5. Assist in the evacuation of casualties.
6. Assist in the evacuation of home care patients, as required.
7. Other duties as assigned.

## Glossary of Terms

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>CBRN</b>	Chemical, Biological, Radiological and Nuclear
<b>Municipal Emergency Control Group (MECG)</b>	The MECG is the group responsible for managing the emergency situation on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and Officials who have the authority to direct or coordinate human and material resources within the community.
<b>Community Emergency Management Coordinator (CEMC)</b>	The person responsible and accountable for the development and implementation of their communities emergency management program.
<b>COMMUNITY</b>	The critical management team that oversees the development, Implementation and maintenance of a community emergency management program
<b>CERV</b>	Community Emergency Response Volunteer
<b>CISM</b>	Critical Incident Stress Management
<b>Critical Infrastructure</b>	Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of, and confidence in, government.
<b>Disaster</b>	A widespread or severe emergency that seriously incapacitates a community.
<b>Emergency</b>	Emergency is defined as a situation caused by a natural, accidental or intentional act, or otherwise that constitutes an actual or impending danger.
<b>Emergency Management</b>	Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.
<b>Office Of The Fire Marshal And Emergency Management</b>	OFMEM is an organization within the Ministry of Community Safety and Correctional Services, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of Emergency Management Programs in Ontario.

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Emergency Management Program</b>	A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.
<b>Emergency Operations Centre (EOC)</b>	An EOC is the structure/facility wherein the Control Group conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.
<b>Epidemic</b>	A widespread occurrence of a disease in a community at a particular time.
<b>ESM/IC</b>	Emergency Site Manager/Incident Commander. Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.
<b>Evacuation Centre</b>	The Centre is a facility set up to provide emergency shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.
<b>Exercise</b>	A simulated drill or sequence of events to evaluate plans and procedures.
<b>HIRA</b>	Hazard Identification and Risk Assessment. Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.
<b>Incident Management System</b>	The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.
<b>Information Centre</b>	A facility set up to brief and inform the media.
<b>Mitigation</b>	Actions taken to reduce or eliminate the effects of an emergency or disaster.
<b>Mutual Aid Agreements</b>	An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.



<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Mutual Assistance Agreement</b>	An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.
<b>Ontario Disaster Relief Assistance Program (ODRAP)</b>	A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations whose essential property has been damaged in a sudden and unexpected natural disaster such as a severe windstorm, tornado, flood, forest fire or ice storm.
<b>Preparedness</b>	Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises and public awareness and education.
<b>Provincial Emergency Team Response (PERT)</b>	An emergency response team that is dispatched to a community to coordinate provincial emergency response.
<b>Public Awareness Program</b>	Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.
<b>Public Education Program</b>	Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.
<b>Reception Centre</b>	The centre is a facility which is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre as required.
<b>Recovery</b>	Actions taken to recover from an emergency or disaster.
<b>Terrorism</b>	It is the unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

## BY-LAW NO. 109-2020

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, PART OF BLOCK 117, REGISTERED PLAN 27M-73, BEING PARTS 1 TO 6 INCLUSIVE ON PLAN 27R-11546 IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.**

**WHEREAS** Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

**AND WHEREAS** it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Part of Block 117, Registered Plan 27M-73, being Parts 1 to 6 inclusive on Plan 27R-11546, in the Town of Carleton Place, in the County of Lanark;

**AND WHEREAS** *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Block 117, Registered Plan 27M-73, being Parts 1 to 6 inclusive on Plan 27R-11546, in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit:
  - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
  - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;  
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of December 8, 2022.
5. The property is locally known as 1, 3, 5 and 7 Stokes Drive.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

## BY-LAW NO. 110-2020

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, PART OF BLOCK 117, REGISTERED PLAN 27M-73, PARTS 7 TO 16 INCLUSIVE ON PLAN 27R-11546 IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.**

**WHEREAS** Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

**AND WHEREAS** it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Part of Block 117, Registered Plan 27M-73, Parts 7 to 16 inclusive on Plan 27R-11546, in the Town of Carleton Place, in the County of Lanark;

**AND WHEREAS** *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Block 117, Registered Plan 27M-73, Parts 7 to 16 inclusive on Plan 27R-11546, in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
  - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
  - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;  
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of December 8, 2022.
5. The property is locally known as 11, 13, 15, 17 and 19 Stokes Drive.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF DECEMBER, 2020.

---

Doug Black, Mayor

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Stacey Blair, Clerk

**BY-LAW NO. 111-2020**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF THE TERM SHEET AND A PHASING AND DEFERRAL AGREEMENT BETWEEN 1470424 ONTARIO INC. AND THE CORPORATION OF THE TOWN OF CARLETON PLACE.**

**WHEREAS** Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Town of Carleton Place deems it expedient to enter into the term sheet, phasing and deferral agreement and any other agreements, amendments or documents required to enact the conditions of the Term Sheet with 1470424 Ontario Inc. which outline phasing and deferral of payments under the cost sharing agreement for infrastructure works south of Highway 7

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

1. **SHORT TITLE**  
This By-Law is short titled "Term Sheet and Phasing and Deferral Agreement"
2. **AGREEMENT**
  - (a) **THAT** the Mayor and Clerk shall be and are hereby authorized on behalf of the Corporation of the Town of Carleton Place to enter into the term sheet, phasing and deferral agreement and any other agreements, amendments or documents required between the Corporation of the Town of Carleton Place and 1470424 Ontario Inc. to allow for phasing and deferral of payments under the cost sharing agreement for infrastructure works south of Highway 7.
  - (b) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Town of Carleton Place to the said agreement.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 8<sup>TH</sup> DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

## BY-LAW NO. 112-2020

### **A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REPEAL BY-LAW 32-2020 WHICH WAIVED THE PENALTY PROVISIONS OF BY-LAWS 120-2019 FEES AND CHARGES, 106-2019 REGULATING WATER RATES AND 115-2019 INTERIM TAX BY-LAW;**

**WHEREAS** Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property;

**AND WHEREAS** Section 398(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended stipulates that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively.

**AND WHEREAS** Section 398(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended provides authority to the treasurer of a local municipality who may, add fees and charges imposed by the municipality to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a service or thing to a property, the property to which the service or thing was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

**AND WHEREAS** Section 317 (1) of the *Municipal Act*, 2001 (S. (. 2001, c. 25) provides for the levying of an interim tax levy;

**AND WHEREAS** the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

**AND WHEREAS** pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

**AND WHEREAS** the Corporation of the Town of Carleton Place deems it expedient to repeal By-law 32-2020 which waived the requirements for penalties in various Town by-laws due to the COVID-19 emergency;

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

1. That By-law 32-2020 is hereby repealed in its entirety.
2. This by-law shall take effect on January 1, 2021.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 8TH DAY OF DECEMBERE, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

## **BY-LAW NO. 113-2020**

### **A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO PROVIDE FOR AN INTERIM TAX LEVY ON REAL PROPERTY.**

**WHEREAS** Section 317 (1) of the Municipal Act, 2001 (S. (. 2001, c. 25) provides for the levying of an interim tax levy;

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

1. Before the adoption of the estimates for the year 2021, there shall be levied and collected on each assessment for real property, according to the last revised assessment roll (December 2020), fifty percent (50%) of the applicable taxes for the preceding year for the all property classes.
2. Taxes for the municipality shall be collected in accordance with the statutes and regulations of the Province of Ontario.
3. The taxes levied using regular installments shall be due and payable on Monday, March 2<sup>nd</sup>, 2021 and Monday, June 1<sup>st</sup>, 2021.
4. Properties with payments through the Town's monthly payment plan will be due on the 10th day of each month from February to November 2021.
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.

**READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF DECEMBER, 2020.**

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Doug Black, Mayor

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Stacey Blair, Clerk

## BY-LAW NO. 114-2020

### **A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ESTABLISH FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN.**

**WHEREAS** Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

**WHEREAS** the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

**WHEREAS** pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

**WHEREAS** the Corporation of the Town of Carleton Place deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Town of Carleton Place;

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

1. That Schedule "A" attached to this by-law sets out the fees and charges for the Corporation of the Town of Carleton Place and forms part of this by-law.
2. 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.
3. 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.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. That any fees and charges inconsistent with this by-law shall be superseded with the fees and charges included in this by-law.
6. That this by-law shall be commonly referred to as the "Fees and Charges By-law"
7. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2021.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 8<sup>TH</sup> DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

# SCHEDULE "A" TO BY-LAW 114-2020

## FEE AND CHARGES

LIBRARY				
MATERIAL TYPE	LOAN PERIOD	OPTIONAL RENEWALS	FINES PER DAY	MAX FINE PER ITEM
Adult & Young Adult Books	21 days	3	\$0.20	\$7.00
Inter-library Loan Materials	21 days	No Renewals	\$0.20	\$7.00
Children’s Books	21 days	3	\$0.10	\$7.00
Audio Books	21 days	3	\$0.20	\$7.00
Magazines	21 days	3	\$0.20	\$7.00
Adult DVDs	7 days	3	\$0.20	\$7.00
Children’s DVDs	7 days	3	\$0.20	\$7.00
Inter-library Loan DVDs	7 days	No Renewals	\$0.20	\$7.00
Museum Passes	4 days	No Renewals No Holds	\$5.00	\$30.00
Kill-a-watt meter	7 days	3	\$0.20	\$7.00
Digital Projector *in-library use only	11 hours	No Renewals	\$1.00	\$7.00
Victor Reader	21 days	3	\$0.20	\$7.00
TYPE OF FEE OR CHARGE		AMOUNT OF FEE OR CHARGE		
• Lost or Damaged Materials		• ..... List price of item		
• Lost or Damaged Interlibrary Loan Materials		• .....Charges determined by lending library		
• Room Rental Fee		• ..... \$45/booking. Not to exceed 4 hours. Includes HST		
• Printing/Photocopy Fee		• ..... \$0.25 per black and white page • ..... \$1.00 per colour page		
• Exam Proctoring		• .....\$20 per exam. Includes HST • ..... \$15 additional fee if exam requires shipping		
Non-Resident Fees				
A non-resident is anyone who does not live in or pay municipal taxes to the Town of Carleton Place, the Township of Beckwith or the Municipality of Mississippi Mills.				
• Single Membership Rate		• ..... \$30.00		
• Family Rate		• ..... \$55.00 (Valid for 2 adults and up to 4 children. Immediate family only)		



POLICE	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Freedom of Information (FOI)	• ..... \$ 5.00
• False Alarm	• ..... \$ 250.00

ADMINISTRATION	
TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Affidavits	• ..... \$ 15.00
<b>Marriage License (non-refundable)</b>	
• Resident	• ..... \$ 140.00
• Non-Resident	• ..... \$ 160.00
<b>Civil Marriage Ceremony</b>	
• After hours municipal office or off-site	• ..... \$400.00
• Cancellation of ceremony booking. Non-refundable service fee	• ..... \$100.00
<b>Freedom of Information Requests (fees regulated by Province)</b>	
	• ..... \$5.00
• Application Fee	• ..... \$7.50 (per ¼ hr)
• Record Preparation & Search Time	• ..... \$0.25 (per page)
• Photocopies	• ..... \$60.00 (per ½ hr)
• Computer Programming Time	• ..... \$10.00 (per storage device)
• CDs	• ..... as invoiced
• Other Fees (e.g. courier costs)	• ..... 50% deposit
• Fees Estimated Over \$100.00	
• Lottery Licence	• ..... 3% of total amount
• Town Pin	• ..... \$ 2.00
• Town Flag	• ..... \$ 30.00
<b>Death Certificate</b>	
• In-Town	• ..... \$ 10.00
• Out-of-Town	• ..... \$ 20.00
• Preparation After Hours	• ..... \$ 60.00

• Photocopies	• ..... \$ 0.25 per page
• Code of Conduct Formal Complaint	• ..... \$ 150.00
<b>Peddler &amp; Salesperson</b>	
• Annual Fee	• ..... \$ 650.00
• Monthly Fee	• ..... \$ 150.00
• Processing of Application	• ..... \$ 30.00
• Farmer's Market	• ..... \$ 80.00
• Application Fee	• ..... \$ 30.00
• Transfer Fee	• ..... \$ 30.00
• Relocation Fee	• ..... \$ 10.00
• Pet Shop Licence	• ..... \$ 385.00
<b>Refreshment Vehicles</b>	
• Application Fee	• ..... \$ 100.00
• Renewal Fee-existing Licence	• ..... \$35.00
• Mobile Wagon	• ..... \$ 540.00
• Mobile Wagon in Riverside Park	• ..... \$ 600.00
• Located Wagon	• ..... \$ 528.00
• Located Wagon Amendment Fee	• ..... \$ 250.00
• Mobile Canteen	• ..... \$ 525.00
• Refreshment Cart	• ..... \$290.00
• Licence Amendment Fee	• ..... \$250.00
• Payment with Credit Card	• . \$ 3% service charge to use credit cards for payment of taxes, user fees, permits, fines and licences.
<b>Taxi Licence</b>	
• Operator	• ..... \$ 100.00
• Driver	• ..... \$ 30.00
• Vehicle	• ..... \$ 100.00
• Replace Vehicle Fee	• ..... \$ 15.00
• Replacement License Fee	• ..... \$ 5.00
• Driver Transfer Fee (to another company)	• ..... \$ 10.00

CHILD CARE					
Age Group	Per day	2 days	3 days	4 days	Weekly
<b>Infants (0 - 18 months)</b>					
Full day	\$80.80	\$161.60	\$242.40	\$323.20	\$404.00
Half day rate	\$75.80	\$151.60	\$227.40	\$303.20	\$379.00
<b>Toddlers (18 - 30 months)</b>					
Full day	\$54.40	\$108.80	\$163.20	\$217.60	\$272.00

Half day with lunch (6:30 a.m. – 12:30 p.m.)	\$36.60	\$73.20	\$109.80	\$146.40	\$183.00
Half day no lunch (6:30 a.m. – 11:30 a.m.)	\$32.00	\$64.00	\$96.00	\$128.00	\$160.00
<b>Preschooler (2.5 - 5 yrs)</b>					
Full day	\$52.30	\$104.60	\$156.90	\$209.20	\$261.50
Half day with lunch (6:30 a.m. – 12:30 p.m.)	\$34.60	\$69.20	\$103.80	\$138.40	\$173.00
Half day no lunch (6:30 a.m. – 11:30 a.m.)	\$30.00	\$60.00	\$90.00	\$120.00	\$150.00
<b>JK/SK</b>					
Full day (Carambeck or Francis)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
JK/SK Before or After School (Carambeck)	\$14.60	\$29.20	\$43.80	\$58.40	\$73.00
JK/SK Before & After School (Carambeck)	\$29.20	\$58.40	\$87.60	\$116.80	\$146.00
<b>Nursery School</b>					
Pre-school morning session (9:15 a.m. – 12:00 p.m.)	\$21.60	\$43.20	\$64.80	\$86.40	\$108.00
<b>School age (Grade 1 and up)</b>					
Full day	\$36.50	\$73.00	\$109.50	\$146.00	\$182.50
Before or After School	\$13.90	\$27.80	\$41.70	\$55.60	\$69.50
Before & After School	\$27.80	\$55.60	\$83.40	\$111.20	\$139.00
<b>Junior School Age Program</b>					
Full day	\$36.50	\$73.00	\$107.40	\$146.00	\$182.50
Before or After School	\$13.90	\$27.80	\$41.10	\$55.60	\$69.50
Before and After School	\$27.80	\$55.60	\$82.20	\$111.20	\$139.00
<b>Summer Camp</b>					
JK/SK (6:30 a.m.–6:00 p.m.)	\$45.30	\$90.60	\$135.90	\$181.20	\$226.50
JK/SK (7:30 a.m.- 4:45 p.m.)	\$40.70	\$81.40	\$122.10	\$162.80	\$203.50
School Age & Junior (6:30 a.m.– 6:00 p.m.)	\$36.50	\$73.00	\$109.50	\$146.00	\$182.50
School Age & Junior (7:30 a.m.– 4:45 p.m.)	\$32.50	\$65.00	\$97.50	\$130.00	\$162.50

<b>Daycare Late Fees</b>	<b>6:01 p.m.-6:15 p.m.</b>	<b>6:16 p.m-6:30 p.m.</b>	<b>6:31 p.m.-7:00 p.m.</b>	<b>7:01 p.m.-7:30 p.m.</b>
	\$15.00	\$45.00	\$75.00	\$105.00

**Notes:**

- Late fee charges are cumulative.
- Video surveillance at daycare can be reviewed to determine parent's arrival time should there be a dispute.
- A parent's FOB will not open the door after 6:00 p.m.
- All charges are clearly laid out in the Parent Handbook.

**FIRE****GENERAL**

<b>TYPE OF FEE OR CHARGE</b>	<b>AMOUNT OF FEE OR CHARGE</b>
• 3-False Alarms (Charge per alarm after the 3rd alarm)	• ..... MTO Rates
• Compliance Letters	• ..... \$85.00
• Extrication	• ..... MTO Rates
• Environment Spills	• ..... MTO Rates
• Hazardous Material Incidents	• ..... Total Cost of Clean-Up
• Fire Investigation	• .... Total Cost of equipment required to determine cause
• Uncontrolled or Prohibited Burning	• ..... MTO Rates
• Vehicle Fires & Danger of Fire	• ..... MTO Rates

**REQUESTED INSPECTIONS**

• 2nd & Subsequent re-inspections of building	• .....\$85.00/hr minimum of 1 hour
• Apartments (3-5 Units)	• ..... \$100.00
• Apartments (6-10 Units)	• ..... \$120.00
• Apartments (11-15 Units)	• ..... \$175.00
• Apartments (15+ Units)	• ..... \$225.00
• Duplexes	• ..... \$100.00
• Licence for Liquor Sales	• ..... \$85.00
• Refreshment Vehicles	• ..... \$100.00
• Routine Inspections	• ..... N/C
• Single Family Homes	• ..... \$85.00

• Special Occasion Permits	• ..... \$85.00
<b>BY-LAW OFFICE</b>	
• Compliance Report	• ..... \$85.00
• Complaint Inspection Report	• ..... \$85.00
• Certificate of Completion	• ..... \$85.00

BUILDING DEPARTMENT	
PERMIT & CONSTRUCTION TYPE	PERMIT FEE
<b>COMMERCIAL/INDUSTRIAL/ INSTITUTIONAL</b>	
<b>New Construction</b> <ul style="list-style-type: none"> <li>Value for first \$500,000</li> <li>Value for &gt; \$500,000</li> </ul>	<ul style="list-style-type: none"> <li>..... 2.27%</li> <li>..... 1.13%</li> </ul>
<b>Additions, Renovations, Alterations or Repairs (not mentioned elsewhere)</b> <ul style="list-style-type: none"> <li>Value for first \$500,000</li> <li>Value for &gt; \$500,000</li> <li>Per plumbing fixture</li> </ul>	<ul style="list-style-type: none"> <li>..... 2.27%</li> <li>..... 1.13%</li> <li>..... \$11.26</li> </ul>
<b>RESIDENTIAL</b>	
<b>New Construction</b> <ul style="list-style-type: none"> <li>Per m<sup>2</sup> of finished area</li> <li>Per plumbing fixture</li> <li>Unfinished basement</li> <li>Extra garage bay</li> </ul>	<ul style="list-style-type: none"> <li>..... \$13.30</li> <li>..... \$11.25</li> <li>..... \$227.35</li> <li>..... \$113.70</li> </ul>
<b>Addition</b> <ul style="list-style-type: none"> <li>Value for first \$500,000</li> <li>Value for &gt; \$500,000</li> <li>Per plumbing fixture</li> <li>If unfinished basement has plumbing rough-in</li> <li>Per garage bay (up to 15m<sup>2</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>..... 2.27%</li> <li>..... 1.14%</li> <li>..... \$11.25</li> <li>..... \$227.40</li> <li>..... \$113.70</li> </ul>
<b>Renovation, Alterations, or Repairs (not mentioned elsewhere)</b> <ul style="list-style-type: none"> <li>Value for first \$500,000</li> <li>Value for &gt; \$500,000</li> <li>Per plumbing fixture</li> </ul>	<ul style="list-style-type: none"> <li>..... 2.27%</li> <li>..... 1.13%</li> <li>..... \$13.30</li> </ul>
<b>BUILDING - MISCELLANEOUS</b>	
<b>Accessory Buildings</b> <ul style="list-style-type: none"> <li>Decks and Porches</li> </ul>	<ul style="list-style-type: none"> <li>..... 2.27% of valuation</li> </ul>
<b>Pools</b> <ul style="list-style-type: none"> <li>Permit Fee</li> </ul>	<ul style="list-style-type: none"> <li>..... \$100.00</li> </ul>

<b>Solid Fuel Burning</b> <ul style="list-style-type: none"> <li>Wood stoves, etc.</li> </ul>	<ul style="list-style-type: none"> <li>..... \$113.70</li> </ul>
<b>Demolition</b> <ul style="list-style-type: none"> <li>Basic Demolition</li> <li>Demolition requiring Engineer's Review (sub-section 1.2.3.2 Div. C of OBC)</li> <li>See notes 1,2 &amp; 3</li> </ul>	<ul style="list-style-type: none"> <li>..... \$113.70</li> <li>..... \$568.45</li> </ul>
<b>Conditional</b> <ul style="list-style-type: none"> <li>See notes 1, 2 &amp; 3</li> </ul>	<ul style="list-style-type: none"> <li>..... \$568.45</li> </ul>
<b>Partial Permit</b> <ul style="list-style-type: none"> <li>See note 1</li> </ul>	<ul style="list-style-type: none"> <li>..... \$113.70</li> </ul>
<b>Change of Use</b> <ul style="list-style-type: none"> <li>no construction proposed or required per Building Code</li> <li>Where plans review of above stated application determines construction is required per Building Code</li> </ul>	<ul style="list-style-type: none"> <li>..... \$113.70</li> <li>..... Apply all applicable project fees listed in this Schedule</li> </ul>
<b>BUILDING ADMINISTRATIVE FEES</b>	
<b>Revision to Permit or Request to Review Alternative Solution Proposal</b> <ul style="list-style-type: none"> <li>See note 3</li> </ul>	<ul style="list-style-type: none"> <li>..... \$341.05</li> </ul>
<b>Re-inspections under valid permit</b> <ul style="list-style-type: none"> <li>Any outstanding fees shall be paid in full to the Town prior to the issuance of a Certificate of Occupancy or a final Inspection report</li> </ul>	<ul style="list-style-type: none"> <li>.....\$113.70 per re-inspection.</li> </ul>
<b>Investigations</b> <ul style="list-style-type: none"> <li>Construction of New Buildings and Structures, commencing prior to the issuance of a Building Permit</li> <li>See notes 3, 4 &amp; 5</li> </ul>	<ul style="list-style-type: none"> <li>.....\$113.70 per site inspection to review status of non-compliance</li> </ul>

<b>Investigation of Demolitions</b> <ul style="list-style-type: none"> <li>• Renovations/repairs, additions, or change of use</li> <li>• See notes 3, 4 &amp; 5</li> </ul>	<ul style="list-style-type: none"> <li>• .....\$113.70 per site inspection to review status of non-compliance</li> </ul>
<b>Agency Letter of Approval</b>	<ul style="list-style-type: none"> <li>• ..... \$33.80</li> </ul>
<b>Building Compliance Report</b> <ul style="list-style-type: none"> <li>• Building Information Report</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$33.80</li> </ul>
<b>Transfer/Renewal of Permit</b>	<ul style="list-style-type: none"> <li>• ..... \$113.70</li> </ul>
<b>Refund of Permit Fees</b> <ul style="list-style-type: none"> <li>• Prior to permit for issuance</li> <li>• Following release of permit</li> <li>• Minimum</li> <li>• See notes 8, 9 &amp; 10</li> </ul>	<ul style="list-style-type: none"> <li>• ..... 75%</li> <li>• ..... 50%</li> <li>• ..... \$113.70</li> </ul>
<b>MINIMUM FEES</b>	
<ul style="list-style-type: none"> <li>• Any project not listed elsewhere in this chart</li> <li>• Renovations</li> <li>• Accessory building or deck to single dwelling</li> <li>• Solid Fuel Appliance (Wood stove)</li> <li>• Change of use-no construction</li> <li>• Demolition</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$113.70</li> <li>• ..... \$113.70</li> <li>• ..... \$113.70</li> <li>• ..... \$113.70</li> <li>• ..... \$113.70</li> <li>• ..... \$113.70</li> </ul>
<ul style="list-style-type: none"> <li>• Addition to building</li> <li>• Creation of a new suite or unit</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$568.40</li> <li>• ..... \$568.40</li> </ul>
<b>New Building</b> <ul style="list-style-type: none"> <li>• &lt; 300m<sup>2</sup> of gross floor area (not listed elsewhere)</li> <li>• &gt; 300m<sup>2</sup> of gross floor area (not listed elsewhere)</li> <li>• &gt; 600m<sup>2</sup> of gross floor area (not listed elsewhere)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$1,136.90</li> <li>• ..... \$2,272.70</li> <li>• ..... \$5,568.25</li> </ul>



**NOTES:****General:**

1. Applicable Development Permit, Building Permit fees and Development Charges shall be collected at issuance of first permit
2. Security fee deposit at Chief Building Official's discretion
3. All Legal or third-party consultant fees incurred by Town
4. Prior to the issuance of any Order issued pursuant to the Building Code Act. The value of the normal permit fee shall be multiplied by 0.5 to determine the administrative fee portion of the total fee
5. After the issuance of any Order issued pursuant to the Building Code Act, the value of the normal permit fee amount shall be doubled (maximum \$15,589.60).
6. The Building Permit Rates shall be adjusted annually on and effective the 1<sup>st</sup> of February based upon the previous year's 3<sup>rd</sup> quarter Statistics Canada Non-Residential Cost Index: Ottawa. Where such index indicates negative growth, the fees shall remain at the level established for the prior year, in all situations no amendment to the By-law shall be required to give effect to the fee changes.
7. Registration of an Agreement or an Order on title and removal of an Order from Title-full cost recovery by the property owner based on proof of costs incurred by the Town
8. 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.
9. 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.

**Alternate Fee Calculations:**

10. Structures that are of an unusual shape, or where projects are unique in nature, and where the application fees set out in this Schedule is not possible, or would be impractical, the Chief Building Official, at his discretion, may determine the value of the Permit Fee. The Chief Building Official may utilize some, all, or a combination thereof, of the following criteria to determine the Permit Fee:
  - a. Inspection and revision review fees listed in this Schedule may be used to calculate a Permit Fee based upon an estimation of staff time that may be spent on the file.
  - b. Apply a fee, or combination of fees listed in this schedule that in the judgment of the Chief Building Official, most closely reflects the proposed project.

**Determination of Floor Area:**

11. The following method establishing the total floor area shall be used:
  - a. Each floor area shall be measured between the outside surfaces of exterior walls, or between the outside surfaces of exterior walls and the centre line of firewalls or party walls. For structures like, mezzanines, decks/porches, and loading docks the area shall be measured between the platform edge to the platform edge, or between the platform edge to an abutting wall face. The summation of these calculations shall be considered the total gross floor area.
  - b. A residential basement or a crawlspace contained in whole below grade, and with no interior finishes installed, or where no use is proposed shall not be calculated as part of the total gross floor area.
  - c. Notwithstanding the above, all walkout basements in dwellings shall have half of their total floor area calculated to the total gross floor area.
  - d. No deductions shall be made for openings within a floor, i.e. stairwells, elevator shafts, service shafts (ducts, etc.). A horizontal plane may be projected over sloping and stepped floors to determine floor area in lieu of actual surface area.

**Refund of Permit Fees**

12. Refunds of fees collected under the authority of this Schedule, shall be provided in accordance with other provisions of this Part, where the;
  - a. Building permits have been issued, but no construction has commenced
  - b. Building permits have not been revoked
  - c. Building permit applications have not expired

13. Requests for refunds must be submitted to the Chief Building Official in writing who will determine the amount of fees, if any, that may be refunded.
14. The amount of fees refundable shall be calculated based on the total of fees collected under the authority of this Schedule and provisions listed in Part 7 of the Building By-law.

PLANNING DEVELOPMENT-RELATED FEES	
• Official Plan Amendment (OPA)	• ..... \$5,500.00
• Development Permit Amendment (DPA)	• ..... \$5,500.00
• Combined OPA/DPA	• ..... \$8,500.00
• Modifications to OPA/DPA requiring a subsequent public meeting	• ..... \$2,000.00
DEVELOPMENT PERMIT (DP) APPLICATIONS	
• Class 1	• ..... \$350.00
• Class 1 – New Residential Builds within a Plan of Subdivision	• ..... \$1,000.00
• Class 1A	• ..... \$2500.00
• Class 2	• ..... \$3,000.00
• Class 3	• ..... \$5,000.00
• File reactivation (inactive for more than 12 months)	• ..... 50% of the current activation fee
• Minor Revision During Development Permit Application Process (1 minor amendment permitted at no charge)	• ..... 25% of the applicable DP application fee
• Major Revision During Development Permit Application Process	• ..... 75% of the applicable DP application fee
CONDOMINIUM & SUBDIVISIONS	
• Condominium Exemption fee	• ..... \$1,000.00
• Extension of Draft Conditions for Subdivisions/Condominiums	• ..... \$1,500.00
• Subdivision Approval and Agreement	• ..... \$5,000.00
• Condominium Approval and Agreement	• ..... \$5,000.00
• Major Amendment (>10% change in unit count) to Subdivision/Condominium requiring a public meeting	• ..... \$7,500.00
• Minor Amendment (<10% change in unit count) to Subdivision/	• ..... \$3,000.00

Condominium Agreements	
• Execution of Subdivision or Condominium Agreement	• ..... \$5,000 + 1% value of works
• Lifting One Foot Reserve	• ..... \$2,500.00
• Amendment to Subdivision or Condominium Agreement	• ..... \$2,500.00
• Amendment to Condominium Agreement	• ..... \$2,500.00
<b>GENERAL</b>	
• Consent Applications	• ..... \$1,500.00
• Part Lot Control <ul style="list-style-type: none"> <li>○ Minor (creating individual housing ownerships)</li> <li>○ Major (revisions to signed subdivision plans)</li> </ul>	• ..... \$1,000.00 • ..... \$4,000.00
• Encroachment Agreement with Town	• ..... \$1,000.00
• Compliance Report (Minor)	• ..... \$100.00
• Compliance Report (Major) More than 1 property or commercial, industrial or residential properties with multiple units	• ..... \$500.00
• Additional consultation meetings (in person, email or phone) <ul style="list-style-type: none"> <li>○ Pre-consult Stage</li> <li>○ Application Circulation Stage</li> <li>○ Drafting of Agreement Stage</li> </ul>	• ..... \$50.00/hour; Minimum ½ hour fee per employee • Two (2) pre-consults; charges begin after second pre-consult • Four (4) consultation; charges begin after fourth consult • Two (2) consultations; charges begin after second consult
• Cash in lieu of parking	• ..... \$3,500.00/parking space
<b>ENGINEERING DEVELOPMENT-RELATED FEES</b>	
• Subdivision Approval Agreement	• ..... 1% value of works
• Condominium Approval and Agreement	• ..... \$1,000.00 + \$1,500.00 deposit for costs
• Development Permit Class 2 Application (DP2)	• ..... \$1,000.00 + \$1,500.00 deposit for costs
• Development Permit Class 3 Application (DP3)	• ..... \$1,000.00 + \$1,500.00 deposit for costs

• Additional pre-consultation meetings (additional meetings after the second in person, email or phone meetings)	• ..... \$50.00/hour; Minimum ½ hour fee per employee
• Third Party Peer Reviews	• ..... Cost to be borne 100% by Developer
• Project Administration Fee	• ..... 2% value of works
• Pre-Servicing Agreement	• ..... \$3,000.00

**Notes:**

- In addition to these fees, legal fees regarding registration of agreement will apply.
- The Engineering Manager shall have the delegated authority to waive respective Engineering Fees if no engineering work is associated with a development application.
- Should a Subdivision application require more than three design submissions, the developer may be required at the discretion of the Engineering Manager to pay an additional lump sum fee of \$1,000 for each subsequent submission.
- The Project Administration Fee shall apply to development related construction projects that are administered by the Town.
- 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

### PIPE INSTALLATION

TYPE OF FEE OR CHARGE	AMOUNT
• Single Pipe • (main to lot line)	• ..... \$3,996.30
• Water & Sewer • (main to lot line)	• ..... \$4,446.75
• Water, Sewer & Storm • (main to lot line)	• ..... \$5,026.35
• Water Off/On	• ..... \$92.53

### ENTRANCES

<b>Create New Entrance</b>	
• Single to double (curb only)	• ..... \$778.00
• Single to double (curb & sidewalk)	• ..... \$1,788.00

<b>Relocate Entrance</b> (includes restoring existing entrance) <ul style="list-style-type: none"><li>Single Width (curb only)</li><li>Single Width (curb &amp; sidewalk)</li><li>Double Width (curb only)</li><li>Double Width (curb &amp; sidewalk)</li></ul>	<ul style="list-style-type: none"><li>..... \$866.00</li><li>..... \$2,267.00</li><li>..... \$1,086.00</li><li>..... \$3,496.00</li></ul>		
Servicing Report	<ul style="list-style-type: none"><li>..... \$41.00</li></ul>		
WATER AND SEWER USAGE CHARGES			
<b>Domestic Water &amp; Sewer - Water Rates (Quarterly). Sewer Rates are 100% of Water Rates</b>	<b>Full Service</b>	<b>Less Outside Tap</b>	<b>Private Swimming Pool</b>
<ul style="list-style-type: none"><li>1 or 2 persons</li><li>3, 4 or 5 persons</li><li>6, 7 or 8 persons</li><li>9 or 10 persons</li><li>Additional persons</li></ul>	\$119.18 \$125.17 \$131.26 \$135.24 \$2.82	\$106.76 \$112.79 \$118.90 \$122.74 \$2.82	\$135.88 \$141.89 \$147.96 \$151.93 \$2.82
<b>Commercial, Industrial and/or Institutional Water &amp; Sewer Billing (Flat Rate)</b> <ul style="list-style-type: none"><li>Base billing (includes 5 employees working 60 hours per week)</li><li>Each additional employee</li><li>Each additional hour of operation</li></ul>	<ul style="list-style-type: none"><li>..... \$97.10</li><li>..... \$6.84 per quarter</li><li>..... \$0.12 x total number of employees</li></ul>		
<b>Residential, Commercial &amp; Industrial Metered Water &amp; Sewer Services</b> <ul style="list-style-type: none"><li>Minimum Quarterly Billing (plus meter rental)</li><li>For the first 45,000 gal.</li><li>For the next 45,000 gal.</li><li>For the next 360,000 gal.</li><li>For the next 360,000 gal.</li><li>Additional over 810,000 gal.</li></ul>	<ul style="list-style-type: none"><li>..... \$80.68</li><li>..... \$5.832 per 1,000 gal.</li><li>..... \$5.261 per 1,000 gal.</li><li>..... \$4.649 per 1,000 gal.</li><li>..... \$4.649 per 1,000 gal.</li><li>..... \$3.507 per 1,000 gal.</li></ul>		

<b>Meter Rentals Quarterly Net</b> <ul style="list-style-type: none"> <li>• 5/8" or less</li> <li>• 3/4" or less</li> <li>• 1" or less</li> <li>• 1.5" or less</li> <li>• 2" or less</li> <li>• 3" or less</li> <li>• 4" or less</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$16.41</li> <li>• ..... \$20.53</li> <li>• ..... \$25.48</li> <li>• ..... \$52.90</li> <li>• ..... \$68.81</li> <li>• ..... \$111.59</li> <li>• ..... \$190.76</li> </ul>
<b>Quarterly Fees for Additional Water Meters (Commercial, Industrial or Residential Consumers)</b> <ul style="list-style-type: none"> <li>• 2nd unit</li> <li>• 3rd unit</li> <li>• 4th + unit</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$62.98</li> <li>• ..... \$41.66</li> <li>• ..... \$31.50</li> </ul>
<ul style="list-style-type: none"> <li>• Swimming Pools (Flat Rate)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$66.80 per year</li> </ul>
<ul style="list-style-type: none"> <li>• Late Penalty</li> </ul>	<ul style="list-style-type: none"> <li>• ..... 10% applied after due date</li> </ul>
<ul style="list-style-type: none"> <li>• Turn on Water Supply</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$94.33</li> </ul>
<ul style="list-style-type: none"> <li>• Summer Service (in advance)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$447.00</li> </ul>
<ul style="list-style-type: none"> <li>• Summer Service (Pool)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$113.45</li> </ul>
<b>Hauled Sewage</b> <ul style="list-style-type: none"> <li>• Per load (maximum of 3,000 gallons)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$148.62</li> </ul>
<b>Installation of Services</b> <ul style="list-style-type: none"> <li>• Single pipe</li> <li>• Water &amp; sewer</li> <li>• Water, sewer &amp; storm</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$6,970</li> <li>• ..... \$7,319</li> <li>• ..... \$7,525</li> </ul>
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>• Excavation Permit</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> </ul>
<b>PARKING FEES</b>	
<b>Parking Passes for Municipal Parking Lots</b> <ul style="list-style-type: none"> <li>• 1 year</li> <li>• 6 months</li> <li>• 1 day</li> <li>• Guest Parking</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> <li>• ..... \$50.00</li> <li>• ..... \$10.00</li> <li>• ..... No charge</li> </ul>

**NOTES:**

- In all cases meters will be supplied by and remain the property of the Corporation of the Town of Carleton Place.
- Meters must be installed by a municipal employee or a plumber authorized by the Town of Carleton Place.
- The cost of meter installation is the responsibility of the customer but the cost of any required maintenance as a result of normal wear and tear will be borne by the Municipality.
- Costs incurred in repairing a meter where damage was caused from the meter having been hit or otherwise subjected to misuse or abuse, will be the responsibility of the customer concerned.
- In cases where more than one meter is used to supply one customer, the total water consumption, as registered on all meters, will be used in calculating the quarterly billing.

<b>RECREATION</b>	
<b>ARENA HALLS</b>	
(All rates include HST)	
<b>Non-Resident</b>	
(Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills)	
<b>Large Hall (Capacity 405 persons)</b>	
• Sun – Thurs	• ..... \$44.00/hr
• Fri & Sat-Licensed event-Includes clean up by staff	• ..... \$504.25 (minimum)
• Fri & Sat-Non-Licensed event	• ..... \$329.50
<b>Small Hall (Capacity 125 persons)</b>	
• Sun – Thurs	• ..... \$44.00/hr
• Fri & Sat-Licensed event-Includes clean up by staff	• ..... \$279.00(minimum)
• Fri & Sat-Non-Licensed event	• ..... \$191.50 (minimum)
<b>Board Room (Capacity 45 persons)</b>	• ..... \$33.00/hr
<b>Resident-Adult</b>	
(Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18)	
<b>Large Hall (Capacity 405 persons)</b>	
• Sun – Thurs	• ..... \$29.25/hr
• Fri & Sat-Licensed event-Includes clean up by staff	• ..... \$504.25 (minimum)
• Fri & Sat-Non-Licensed event	• ..... \$329.50(minimum)



<b>Small Hall (Capacity 125 persons)</b> <ul style="list-style-type: none"> <li>• Sun – Thurs</li> <li>• Fri &amp; Sat-Licensed event-Includes clean up by staff</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$29.25/hr</li> <li>•..... \$279.00(minimum)</li> <li>•..... \$191.50 (minimum)</li> </ul>
<b>Board Room (Capacity 45 persons)</b> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours</li> <li>• Non-commercial for non-profit organizations staffed during non-operational hours</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$22.75/hr</li> <li>•..... no charge</li> <li>•.....Minimum 2 hr. rental at \$22.75/hr</li> </ul>
<b>Resident-Adult Charitable</b> Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.	
<b>Large Hall (Capacity 405 persons)</b> <ul style="list-style-type: none"> <li>• Sun – Thurs</li> <li>• Fri &amp; Sat-Licensed event-Includes clean up by staff</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$17.50/hr</li> <li>•..... \$504.25 (minimum)</li> <li>•..... \$329.50(minimum)</li> </ul>
<b>Small Hall (Capacity 125 persons)</b> <ul style="list-style-type: none"> <li>• Sun – Thurs</li> <li>• Fri &amp; Sat-Licensed event-Includes clean up by staff</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$17.50/hr</li> <li>•..... \$279.00(minimum)</li> <li>•..... \$191.50 (minimum)</li> </ul>
<b>Board Room (Capacity 45 persons)</b> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours</li> <li>• Non-commercial for non-profit organizations staffed during non-operational hours</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$17.50/hr</li> <li>•..... no charge</li> <li>•.....Minimum 2 hr. rental at \$22.75/hr.</li> </ul>
<b>Resident-Minor Charitable</b> Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.	

<b>Large Hall (Capacity 405 persons)</b> <ul style="list-style-type: none"> <li>• Sun – Thurs</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$17.50/hr</li> <li>• ..... \$329.50(minimum)</li> </ul>
<b>Small Hall (Capacity 125 persons)</b> <ul style="list-style-type: none"> <li>• Sun – Thurs</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$17.50/hr</li> <li>• ..... \$191.50 (minimum)</li> </ul>
<b>Board Room (Capacity 45 persons)</b> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Non-commercial for non-profit organizations provided the building is staffed and no outside catering is being served during operational hours</li> <li>• Non-commercial for non-profit organizations staffed during non-operational hours</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$17.50/hr</li> <li>• ..... no charge</li> <li>• ..... Minimum 2 hr. rental at \$22.75/hr.</li> </ul>
<b>Additional Charges (Applies to all events-Includes HST)</b>	
<ul style="list-style-type: none"> <li>• Hourly Rate per staff for set-up/clean up</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$33.25</li> </ul>
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals.</li> <li>• Maximum of \$500 per day for licensed events if the ice surface is rented in conjunction with upper hall usage and provided no additional staff is required.</li> <li>• All minimum charges will be waived should booking be made less than 21 days prior to the event.</li> <li>• Table and chairs are available for all bookings.</li> </ul> <p><b>OWN SET UP AND OWN CLEAN UP STANDARDS</b></p> <p><u>Doing Your Own Set Up Means</u></p> <ul style="list-style-type: none"> <li>• Setting up all tables and chairs as per required.</li> <li>• Putting all decorations up yourself (with masking tape only)</li> <li>• Any additional set up as required for your event.</li> </ul> <p><u>Doing Your Own Clean Up Means</u></p> <ul style="list-style-type: none"> <li>• Wiping Down all tables and chairs that were used.</li> <li>• Returning tables and chairs to their original spot.</li> <li>• Placing all garbage &amp; recycling in their appropriate containers.</li> <li>• Light sweeping as required.</li> <li>• Removing all decorations.</li> </ul>	
<p style="text-align: center;"><b>TOWN HALL</b></p> <p style="text-align: center;">\$100 surcharge for all licensed events (All rates include HST)</p>	
<p><b>Non-Resident</b> (Any individual or organization, minor or adult outside the Town of Carleton Place)</p>	

<b>Auditorium (Capacity 240 persons)</b> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$77.50/hr+\$33.25/hr for staff clean up</li> <li>•..... \$46.75/hr</li> <li>•..... \$366.75 (minimum)+\$33.25/hr for staff clean up</li> <li>•..... \$366.75 (minimum)</li> </ul>
<b>Resident-Adult</b> (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)	
<b>Auditorium (Capacity 240 persons)</b> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$58.50/hr+\$33.25/hr for staff clean up</li> <li>•..... \$29.25/hr</li> <li>•..... \$366.75 (minimum)+\$33.25/hr for staff clean up</li> <li>•..... \$366.75 (minimum)</li> </ul>
<b>Resident-Adult Charitable</b> Any group of individuals where the ages of the participants are mainly over the age of 18 years and are residents of the Town of Carleton Place and in possession of a valid donation registration # issued by the Federal Government.	
<b>Auditorium (Capacity 240 persons)</b> <ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$46.75/hr+\$33.25/hr for staff clean up</li> <li>•..... \$23.50/hr</li> <li>•..... \$366.75 (minimum)+\$32.25/hr for staff clean up</li> <li>•..... \$366.75 (minimum)</li> </ul>
<b>Resident-Minor Charitable</b> Any group of individuals where the ages of the participants are mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith or Municipality of Mississippi Mills and in possession of a valid donation registration # issued by the Federal Government.	
<b>Auditorium (Capacity 240 persons)</b> <ul style="list-style-type: none"> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$23.50/hr</li> <li>•..... \$366.75 (minimum)</li> </ul>
<b>Additional Charges</b> <b>(Applies to all events-HST included in pricing)</b>	
<ul style="list-style-type: none"> <li>• Hourly Rate per staff for</li> <li>• set-up/clean-up</li> </ul>	<ul style="list-style-type: none"> <li>•..... \$33.25</li> </ul>

**Note:**

- All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals.
- Minimum rental charge of \$349.00 on Friday & Saturday.
- No kitchen facilities available
- Tables and chairs are available

**OWN SET UP AND OWN CLEAN UP STANDARDS**

Doing Your Own Set Up Means

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

Doing Your Own Clean Up Means

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

**MARKET SQUARE**

***The Market Square Parking Lot can only be booked provided the slab is booked.***

(All rates include HST)

**Non-Resident**

(Any individual or organization, minor or adult outside the Town of Carleton Place)

**Market Square Slab**

- |                                 |                  |
|---------------------------------|------------------|
| • Half Day (no more than 5 hrs) | • ..... \$177.25 |
| • Full Day (no more than 9 hrs) | • ..... \$275.00 |

**Market Square Slab & Parking Lot**

- |                                 |                  |
|---------------------------------|------------------|
| • Half Day (no more than 5 hrs) | • ..... \$238.50 |
| • Full Day (no more than 9 hrs) | • ..... \$336.00 |

**Resident-Adult**

(Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly over the age of 18)

**Market Square Slab**

- |                                 |                  |
|---------------------------------|------------------|
| • Half Day (no more than 5 hrs) | • ..... \$103.75 |
| • Full Day (no more than 9 hrs) | • ..... \$177.25 |

<b>Market Square Slab &amp; Parking Lot</b> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$158.75</li> <li>• ..... \$238.50</li> </ul>
<b>Resident-Minor</b> (Any individual or organization who is a resident of the Town of Carleton Place where the age of the participants are mainly under the age of 18)		
<b>Market Square Slab</b> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$61.25</li> <li>• ..... \$122.25</li> </ul>
<b>Market Square Slab &amp; Parking Lot</b> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$61.25</li> <li>• ..... \$122.25</li> </ul>
<b>Non-Profit/Charitable Organization</b> (Any organization in possession of a valid donation registration # issued by the Federal Government where 100% of the profit directly benefits the organization or a non-profit community group)		
<b>Market Square Slab</b> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$61.25</li> <li>• ..... \$122.25</li> </ul>
<b>Market Square Slab &amp; Parking Lot</b> <ul style="list-style-type: none"> <li>• Half Day (no more than 5 hrs)</li> <li>• Full Day (no more than 9 hrs)</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$61.25</li> <li>• ..... \$122.25</li> </ul>
<b>Additional Charges-Applies to All Events</b> <b>(HST included in all pricing)</b>		
<ul style="list-style-type: none"> <li>• Hourly Rate per staff for set-up/clean up</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$33.25</li> </ul>
<b>Note:</b> <ul style="list-style-type: none"> <li>• The BIA will be permitted to sell advertising on the Market Square roof and are responsible to ensure that all signs remain in good condition.</li> <li>• The BIA must ensure that any vandalism/graffiti to the signs be rectified in a reasonable amount of time.</li> <li>• The installation and maintenance of the signs is the responsibility of the BIA.</li> </ul>		
<b>SPRING/SUMMER SPORTS FACILITIES</b> (All rates include HST)		
<b>Non-Resident</b> (Any individual or organization, minor or adult outside the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills)		
<ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Summer Ice Slab</li> <li>• Boat Launch-Season Pass</li> </ul>		<ul style="list-style-type: none"> <li>• ..... \$38.25/hr</li> <li>• ..... \$51.25/hr</li> </ul>

<ul style="list-style-type: none"> <li>• Parks <ul style="list-style-type: none"> <li>○ Hourly</li> <li>○ Daily</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$89.25</li> <li>• ..... \$41.00/hr</li> <li>• .....\$510.00/day</li> </ul>
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#### Resident-Adult

(Any individual or organization who is a resident of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills where the age of the participants are mainly over the age of 18)

<ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Baseball Tournament</li> <li>• Batting Cage</li> <li>• Summer Ice Slab</li> <li>• Boat Launch-Season Pass</li> <li>• Boat Launch-Daily Pass</li> <li>• Parks <ul style="list-style-type: none"> <li>○ Hourly</li> <li>○ Daily</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$25.50/hr</li> <li>• ..... \$162.50/hr</li> <li>• ..... \$12.75/hr</li> <li>• ..... \$37.25/hr</li> <li>• ..... \$49.00</li> <li>• ..... \$10.00</li> <li>• ..... \$25.50/hr</li> <li>• .....\$357.00/day</li> </ul>
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#### Minor/Charitable

(Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place, the Township of Beckwith or Municipality of Mississippi Mills or any organization in the possession of a valid donation registration # issued by the Federal Government)

<ul style="list-style-type: none"> <li>• Baseball Diamonds</li> <li>• Summer Ice Slab</li> <li>• Batting Cage</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$16.25/hr</li> <li>• ..... \$25.50/hr</li> <li>• ..... \$12.75/hr</li> </ul>
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#### MISCELLANEOUS

<b>Refreshment Vehicle-Riverside Park</b> <ul style="list-style-type: none"> <li>• Per month</li> </ul>	<ul style="list-style-type: none"> <li>• .....\$150.00/month</li> </ul>
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### ICE RENTAL

(All rates include HST)

<b>Out of Town</b> <ul style="list-style-type: none"> <li>• Prime Time</li> <li>• Non-Prime Time (Minor Only)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$240.50</li> <li>• ..... \$154.25</li> </ul>
<b>Resident Adult</b> <ul style="list-style-type: none"> <li>• Prime Time</li> <li>• Non-Prime Time (Minor Only)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$218.50</li> <li>• ..... \$187.50</li> </ul>
<b>Resident Minor</b> <ul style="list-style-type: none"> <li>• Prime Time</li> <li>• Non-Prime Time (Minor Only)</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$159.75</li> <li>• ..... \$125.75</li> </ul>

<b>Stand-by Ice Time</b> (Booked 48 hours or less in advance) <ul style="list-style-type: none"> <li>Friday, Saturday, &amp; Sunday and evenings</li> <li>Monday to Friday 8:00 a.m. to 4:00 p.m. - Only when school is in and not on holidays</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$110.00</li> <li>• ..... \$84.25</li> </ul>
<b>Off Hours</b> <ul style="list-style-type: none"> <li>School in, not on holidays Monday to Friday 8:00 a.m. to 4:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$110.00</li> </ul>
<b>School Bookings</b> <ul style="list-style-type: none"> <li>School in, not on holidays Monday to Friday 7:00 a.m. to 4:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$57.00</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>Ice rental rates are effective January 1, 2021 to September 5, 2021</li> <li>Prime Time is defined as ice time hours rented: <ul style="list-style-type: none"> <li>Monday – Friday 6:00 p.m. – 11:00 p.m.</li> <li>Saturday and Sunday 7:00 a.m. – 10:00 p.m.</li> </ul> </li> <li>All unused prime time hours will be subject to a \$20/hour surcharge at the end of the ice season.</li> </ul>	

<b>CANOE CLUB</b> <b>Capacity 210 persons</b> (All rates include HST)	
<b>Non-Resident</b> (Any individual or organization, minor or adult outside the Town of Carleton Place or the Township of Beckwith)	
<ul style="list-style-type: none"> <li>Sun-Thurs-Licensed event</li> <li>Sun-Thurs-Non-Licensed event</li> <li>Fri &amp; Sat- Licensed event</li> <li>Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• .....\$77.50/hr+\$33.25/hr for staff clean up</li> <li>• ..... \$45.25/hr</li> <li>• ..... \$1,245.00 (flat rate) includes staff clean up</li> <li>• .....\$387.00 (minimum)</li> </ul>
<b>Resident-Adult</b> (Any individual or organization who is a resident of the Town of Carleton Place or the Township of Beckwith where the age of the participants are mainly over the age of 18)	
<ul style="list-style-type: none"> <li>Sun-Thurs-Licensed event</li> <li>Sun-Thurs-Non-Licensed event</li> <li>Fri &amp; Sat- Licensed event</li> <li>Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• .....\$61.25/hr+\$33.25/hr for staff clean up</li> <li>• ..... \$30.50/hr</li> <li>• ..... \$1,082.00 (flat rate) includes staff clean up</li> <li>• .....\$336.00 (minimum)</li> </ul>
<b>Resident Charitable-Adult</b> (Any group of individuals where the age of the participants is mainly over the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)	

<ul style="list-style-type: none"> <li>• Sun-Thurs-Licensed event</li> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat- Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• .....\$61.25/hr+\$33.25/hr for staff clean up</li> <li>• ..... \$30.50/hr</li> <li>• ..... \$1,082.00 (flat rate) includes staff clean up</li> <li>• .....\$336.00 (minimum)</li> </ul>
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#### **Resident Charitable-Minor**

(Any group of individuals where the age of the participants is mainly under the age of 18 years and are residents of the Town of Carleton Place or the Township of Beckwith and in the possession of a valid donation registration # issued by the Federal Government)

<ul style="list-style-type: none"> <li>• Sun-Thurs-Non-Licensed event</li> <li>• Fri &amp; Sat-Non-Licensed event</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$30.50/hr</li> <li>• .....\$336.00 (minimum)</li> </ul>
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#### **Note:**

- Minimum charge of \$336.00 for non-liquor events on weekends
- All rentals are own set up and own clean up unless specified on contract. There is a mandatory staff clean up fee for all licensed rentals.
- 2-hour weekday minimum rental required
- Tables and chairs are available
- Includes kitchen facilities

## **CARAMBECK COMMUNITY CENTRE**

### **GYMNASIUM**

**(All rates include HST)**

#### **Resident Charitable-Minor/Senior**

(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

<ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> <li>• Weekend Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$18.50</li> <li>• ..... \$16.00</li> <li>• ..... \$28.75</li> </ul>
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#### **Resident - Adult**

(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

<ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> <li>• Weekend Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$24.00</li> <li>• ..... \$24.00</li> <li>• ..... \$28.75</li> </ul>
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#### **Non - Resident**

(Any individual or organization, minor or adult outside the Town of Carleton Place.)

<ul style="list-style-type: none"> <li>• Week Day Hourly Rate</li> <li>• Evening Hourly Rate</li> <li>• Weekend Hourly Rate</li> </ul>	<ul style="list-style-type: none"> <li>• ..... \$34.25</li> <li>• ..... \$34.25</li> <li>• ..... \$39.50</li> </ul>
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**CARAMBECK LIBRARY MEETING ROOM**  
(All rates include HST)

**Resident Charitable-Minor/Senior**

(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

• Week Day Hourly Rate	•..... \$16.00
• Evening Hourly Rate	•..... \$16.00
• Weekend Hourly Rate	•..... \$28.75
• No Show Fee (48 hr cancellation notice)	•..... \$16.00/hr

**Resident-Adult**

(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Week Day Hourly Rate	•..... \$18.50
• Evening Hourly Rate	•..... \$18.50
• Weekend Hourly Rate	•..... \$28.75

**Non-Resident**

(Any individual or organization, minor or adult outside the Town of Carleton Place.

• Week Day Hourly Rate	•..... \$28.75
• Evening Hourly Rate	•..... \$28.75
• Weekend Hourly Rate	•..... \$39.50

**MEETING ROOM**  
(All rates include HST)

**Resident Charitable-Minor/Senior**

(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

• Week Day Hourly Rate	•..... No charge if during staffing hours
• Evening Hourly Rate	•..... No charge if during staffing hours
• Weekend Hourly Rate	•..... \$28.75

**Resident-Adult**

(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Week Day Hourly Rate	•..... \$16.00
• Evening Hourly Rate	•..... \$16.00
• Weekend Hourly Rate	•..... \$28.75

## Non-Resident

(Any individual or organization, minor or adult outside the Town of Carleton Place.

• Week Day Hourly Rate	•..... \$24.00
• Evening Hourly Rate	•..... \$24.00
• Weekend Hourly Rate	•..... \$39.50

### Note:

- **Weekend Rentals:**

- **Gymnasium-** Minimum charge \$157.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
- **Carambeck Library Meeting Room-** Minimum charge \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
- **Meeting Room-** Minimum charge \$78.75. This excludes days in which staff are already in the building due to a rental. For current staffing availability, please call the office.
- Gymnasium, Library Meeting Room and Classroom rentals are not available in the day time during holidays, PA days, or summer months due to the occupancy of the Carleton Place Child Care Services Day Care Program.
- Should a user group require the use of gymnasium as well as a Community Room; the Weekday rate shall apply to the Community Room
- Meeting Room 'No Show' Fee- Minor/Charitable/Senior User Groups will be required to pay the hourly fee of \$16.00 for any rental in the Meeting Room that is not utilized without a 48-hour cancellation notice.
- All rentals are own set up and own clean up unless specified on contract
- A staffing charge of \$33.25/hr will be added should set up or cleanup be required
- Tables and chairs are available.
- The Town of Carleton Place reserves the right to cancel bookings. In the event that this occurs, four weeks' notice will be given prior to the booking.

## **FACILITY DESCRIPTION:**

### **GYMNASIUM**

Capacity:

Number of Non-Fixed Seating Only: 385

Number of Non-Fixed Seating with Tables: 304

Number of Standing Space: 480

### **OWN SET UP AND OWN CLEAN UP STANDARDS**

#### **Doing Your Own Set Up Means**

- Setting up all tables and chairs as per required.
- Putting all decorations up yourself (with masking tape only)
- Any additional set up as required for your event.

#### **Doing Your Own Clean Up Means**

- Wiping Down all tables and chairs that were used.
- Returning tables and chairs to their original spot.
- Placing all garbage & recycling in their appropriate containers.
- Light sweeping as required.
- Removing all decorations.

## THE STATION – ACTIVE LIVING CENTER

(All rates include HST)

### ROOM RENTAL

#### Resident Charitable-Minor/Senior

(Any group of individuals where the age of the participants is mainly under the age of 18 years or over the age of 55 and are residents of the Town of Carleton Place and in the possession of a valid donation registration # issued by the Federal Government)

• Hourly Rate	• ..... \$30.50
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#### Resident Adult

(Any individual or organization who is a resident of the Town of Carleton Place or where the age of the participants are mainly over the age of 18)

• Hourly Rate	• ..... \$30.50
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#### Non-Resident

(Any individual or organization, minor or adult outside the Town of Carleton Place.)

• Hourly Rate	• ..... \$44.00
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### MEMBERSHIPS

#### Non-Resident

(Any individual that resides outside the Town of Carleton Place)

• Annual Fee	• ..... \$40.00
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#### Resident

(Any individual that resides inside the Town of Carleton Place)

• Annual Fee	• ..... \$25.00
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#### Notes:

- Rates are effective January 1, 2020 to December 31, 2020

### POOL

#### GOLD MEMBERSHIP

Lessons/Swims/Aquafit plus \$10 off specialized programs and pool rentals

All rates include HST

• Family	• ..... \$1,377.50
• Non-Resident Surcharge	• ..... \$163.25

#### SILVER MEMBERSHIP

All rates include HST

• Family – lessons only	• ..... \$934.50
• Non-Resident Surcharge	• ..... \$104.75
• Upgrade to include a family swim membership	• ..... \$72.50

<b>BRONZE MEMBERSHIP</b> <b>All rates include HST</b>	
• Family	• ..... \$854.00
• Individual Adult	• ..... \$622.75
• Individual Senior	• ..... \$594.25
• Non-Resident Surcharge	• ..... \$67.75
<b>SWIMS UNLIMITED</b> <b>All rates include HST</b>	
• Children Under 2	• ..... FREE
• Children 2-12 years	• ..... \$169.50
• Youth 13-17 years	• ..... \$267.25
• Adult – 18 years and over	• ..... \$404.25
• Seniors 55 years and over	• ..... \$267.25
• Family maximum	• ..... \$634.00
• Group discount (must be 10 or more people)	• ..... \$267.25
• Non-Resident Surcharge	• ..... \$66.00
<b>SWIM UNLIMITED – 6 MONTHS</b> <b>One payment only</b> <b>All rates include HST</b>	
• Adult – 18 years and over	• ..... \$262.75
• Seniors 55 years and over	• ..... \$173.75
<b>AQUAFIT ONLY (Unlimited Membership)</b> <b>All rates include HST</b>	
• Youth 13-17 Years	• ..... \$512.75
• Adult – 18 years and over	• ..... \$606.50
• Seniors 55 years and over	• ..... \$512.75
• Evening Memberships	• ..... \$286.75
• Non-Resident Surcharge	• ..... \$65.25
<b>AQUAFIT ONLY – 6 MONTHS</b> <b>One payment only</b> <b>All rates include HST</b>	
• Adult – 18 years and over	• ..... \$386.50
• Seniors 55 years and over	• ..... \$326.75
<b>ARTHRITIS ONLY</b> <b>All rates include HST</b>	
• Annual Membership	• ..... \$432.50
<b>ARTHRITIS ONLY – 6 MONTHS</b> <b>All rates include HST</b>	
• 6 Months	• ..... \$281.00
<b>SWIM FEES</b> <b>Drop in</b> <b>All rates include HST</b>	
• Children Under 2	• ..... FREE
• Children 2-12 years	• ..... \$3.75
• Youth 13-17 years	• ..... \$5.75
• Adult – 18 years and over	• ..... \$6.75

• Seniors 55 years and over	• ..... \$5.75
• Family maximum	• ..... \$16.50
• Daycamp / Daycare Groups	• ..... \$4.00
• Aquatic Staff	• ..... FREE
• Non-Resident Surcharge	• ..... FREE
<b>SWIM FEES</b>	
<b>10 VISIT CARDS (10 visits for the price of 9)</b>	
<b>All rates include HST</b>	
• Children Under 2	• ..... FREE
• Children 2-12 years	• ..... \$33.75
• Youth 13-17 years	• ..... \$51.75
• Adult – 18 years and over	• ..... \$60.75
• Seniors 55 years and over	• ..... \$51.75
• Family maximum	• ..... \$148.50
<b>AQUAFIT</b>	
<b>DROP IN / 10 VISIT CARDS</b>	
<b>All rates include HST</b>	
• Youth 13-17 years	• ..... \$9.50/\$85.50
• Adult – 18 years and over	• ..... \$11.00/\$99.00
• Seniors 55 years and over	• ..... \$9.50/\$85.50
• Aquatic Staff	• ..... FREE
<b>SWIM LESSONS – Children’s Lessons</b>	
<b>9 classes – includes evening, weekend, morning and homeschool</b>	
<b>All rates include HST</b>	
• Parent and Tot	• ..... \$77.25
• Preschool	• ..... \$96.25
• Swimmer 1, 2, 3	• ..... \$96.25
• Swimmer 4-6	• ..... \$89.75
• Rookie, Ranger, Star Patrol	• ..... \$89.75
• Non-Resident Surcharge	• ..... \$26.50
<b>SWIM LESSONS – Adult Lessons</b>	
<b>All rates include HST</b>	
• Adults	• ..... \$115.50
• Seniors 55 years and over	• ..... \$115.50
• Non-Resident Surcharge	• ..... \$26.50
<b>SWIM LESSONS – Private / Semi-Private</b>	
<b>All rates include HST</b>	
• One person	• ..... \$38.75
• Two people	• ..... \$38.75
• Non-Resident Surcharge	• ..... \$26.50
• Adults	• ..... \$43.75
• UCDSB Lessons (6 x 45 min classes)	• ..... \$34.50
• Separate Schools (6 x 45 min classes)	• ..... \$49.75
<b>LSS ADVANCED LESSONS</b>	
<b>BRONZE PROGRAMS</b>	
<b>All rates include HST</b>	
• Bronze Star / Basic First Aid	• ..... \$145.00

• Bronze Med / Emergency First Aid	• ..... \$145.00
• Bronze Cross	• ..... \$145.00
• Non-Resident Surcharge	• ..... \$26.50
<b>ADVANCED PROGRAMS</b>	
<b>All rates include HST</b>	
• National Lifeguard Service	• ..... \$251.00
• NLS Waterfront (21 hours)	• ..... \$168.00
• NLS Recertification	• ..... \$86.25
• Adult Combined BM/EF/BX	• ..... \$269.00
• Combined Swim Instructor	• ..... \$342.00
• Non-Resident Surcharge	• ..... N/A
<b>ADVANCED EXAM ONLY</b>	
<b>All rates include HST</b>	
• Bronze Med / Emergency First Aid	• ..... \$89.75
• Bronze Cross	• ..... \$89.75
• NLS any option	• ..... \$89.75
• Red Cross Instructors	• ..... \$89.75
<b>SPECIALIZED</b>	
<b>All rates include HST</b>	
• Regular Emergency First Aid / CPR B	• ..... \$76.00
• Standard First Aid / CPR C	• ..... \$183.75
• Recertification	• ..... \$107.00
• CPR C (minimum of 4)	• ..... \$76.00
• Recertification (maximum of 16)	• ..... \$76.00
• AED	• ..... \$114.25
<b>GROUPS</b>	
<b>First Aid, CPR, AED</b>	
<b>No charge of facility max 1:12 ratio</b>	
<b>All rates include HST</b>	
• Emergency First Aid / CPR B	• ..... \$60.00
• Standard First Aid / CPR C	• ..... \$142.00
• Recertification	• ..... \$76.25
• CPR C	• ..... \$62.00
• Recertification	• ..... \$62.00
• AED	• ..... \$84.00
<b>STAFF</b>	
<b>First Aid, CPR, AED</b>	
<b>All rates include HST</b>	
• Standard First Aid / CPR C	• ..... \$122.25
• Recertification	• ..... \$90.75
<b>BOAT</b>	
<b>All rates include HST</b>	
• Full Course	• ..... \$105.50
• Challenge Exam	• ..... \$32.75
<b>STAFF TRAINING PROGRAMS</b>	
<b>All rates include HST</b>	
• Advanced instructors	• ..... \$84.00

• Examiners Standards Clinic	• ..... \$84.00
• Aquatic Supervisor Training	• ..... \$144.25
<b>POOL RENTALS</b>	
<b>CLUBS/CPWD</b>	
<b>All rates include HST</b>	
• Prime Time Rate	• ..... \$80.75
• Non-Prime Time Rate	• ..... \$53.50
• Swim Meet Rate	• ..... \$80.75
• Staff Rental / Lifeguard	• ..... \$34.50
• 2/3 Pool Time Rate	• ..... \$67.25
• 1/3 Pool Time Rate	• ..... \$53.50
<b>FACILITY RENTAL</b>	
<b>All rates include HST</b>	
• Main Pool <b>OR</b> Hot Pool - 1 hour 2 lifeguards (up to 25 people)	• ..... \$200.25
• Main Pool <b>AND</b> Hot Pool 1 hour 3 lifeguards (up to 25 people)	• ..... \$235.25
• Main Pool <b>OR</b> Hot Pool per hour 3 lifeguards (up to 75 people)	• ..... \$235.25
• Main Pool <b>AND</b> Hot Pool per hour 4 lifeguards (up to 75 people)	• ..... \$270.50
<b>LIFEGUARD INSTRUCTOR</b>	
<b>All rates include HST</b>	
• Per Hour	• ..... \$34.50

## TREASURY

### ADMINISTRATION FEES

Administrative fees apply to all departments  
All rates include HST

TYPE OF FEE OR CHARGE	AMOUNT OF FEE OR CHARGE
• Tax Certificates	• ..... \$50.00
• Garbage Stickers	• ..... \$3.00 each
• Outstanding Accounts Receivable Invoices	• ..... Interest of 1.25% per month. Balances greater than 90 days will be transferred to customer's tax account where possible
• NSF/ Dishonoured Payment	• ..... \$45.00
• Refund Requests	• ..... \$25.00
• Transfer Unpaid Amounts to Taxes	• ..... \$25.00

• Transfer Requests	• ..... \$25.00
• Requests to Transfer Payments between Accounts	• ..... \$14.50
• Post-dated Payments	• ..... \$15.00

<b>PET TAGS</b>	
<b>DOGS</b>	
<b>Expires annually on December 31<sup>st</sup></b>	

<b>GUIDE DOGS</b>	• ..... NO CHARGE
<b>SPAYED OR NEUTERED</b>	
• Until Feb 15 or within 30 days of moving to town or up to 6 months old	• ..... \$15.00
• Feb 15-April 30	• ..... \$20.00
• After April 30	• ..... \$25.00
<b>NOT SPAYED OR NEUTERED</b>	
• Until Feb 15 or within 30 days of moving to Town or up to 6 months old	• ..... \$20.00
• Feb 15-April 30	• ..... \$30.00
• After April 30	• ..... \$40.00
<b>AGGRESSIVE ANIMAL</b>	
• Until Feb 15 or within 30 days of moving to Town or up to 6 months old	• ..... \$1,000.00
• Feb 15-April 30	• ..... \$1,000.00
• After April 30	• ..... \$1,000.00

<b>CATS</b>	
<b>One-time fee valid for life of cat</b>	

<b>SPAYED OR NEUTERED</b>	
• Until Feb 15 or within 30 days of moving to Town or up to 12 weeks old	• ..... \$15.00
• Feb 15-April 30	• ..... \$20.00
• After April 30	• ..... \$25.00
<b>NOT SPAYED OR NEUTERED</b>	
• Until Feb 15 or within 30 days of moving to Town or up to 12 weeks old	• ..... \$60.00
• Feb 15-April 30	• ..... \$80.00
• After April 30	• ..... \$100.00



**MISCELLANEOUS**

All other pets	• .....\$15.00
Replacement for lost tags	• .....\$2.00

## BY-LAW NO. 115-2020

### **A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND THE TOWN'S SIGN BY-LAW 65-2008.**

**WHEREAS** Section 11 (3) 7. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to structures, including fences and signs;

**AND WHEREAS** the Council of the Town of Carleton Place adopted By-law 65-2008, the Sign By-law on October 28, 2008;

**AND WHEREAS** Council now deems it expedient to amend By-law 65-2008 to address matters relating to awnings and projecting signs;

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

1. That Section 2.1.5 be deleted and replaced with the following:

2.1.5. **Awning** means a roof or covering, or a group of roofs or coverings, erected for protection from sun, rain or snow, and that may be quickly and easily folded or removed from a building as climate and seasons dictate. Further, an awning shall be defined as being constructed in a manner to support the required seasonal rain, snow and wind loads and has a covering that is of canvas or other cloth-like material having flexibility and the ability to be foldable and removable.

2. That Section 6.2.1 be deleted in its entirety and replaced with the following:

6.2.1. For each place of business in a commercial designation, only one permanent type sign/structure of the following: awning (having advertising other than a name on its face), fascia, ground, multiple faced type signs, standard/pylon sign, wall sign, mural, or projecting overhead sign may be erected for every 7.5 metres of continuous property, or fraction thereof.

3. That Section 7.1 be amended to add the following provision:

7.1.6 All requirements for clearances below awnings referenced in Section 7.1 do not apply to private sidewalks not maintained by the Town.

4. That Section 7.10 be amended to add the following provision:

7.10.9 All requirements for clearances below projecting signs referenced in Section 7.10 do not apply to private sidewalks not maintained by the Town.

5. THAT this by-law shall come into force and effect on its passing.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED  
THIS 8TH DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

## BY-LAW NO. 116-2020

### **A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF CARLETON PLACE AND FRANK COWAN COMPANY WITH McDOUGALL INSURANCE & FINANCIAL FOR PROVIDING 2021 INSURANCE AND RISK MANAGEMENT SERVICES.**

**WHEREAS** Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Town of Carleton Place deems it expedient to enter into an agreement with Frank Cowan Company with McDougall Insurance & Financial for providing insurance and risk management services to the Town of Carleton Place for the period of January 1, 2021 to January 1, 2022 in the amount of \$334,039.76 including non-refundable PST.

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

1. **SHORT TITLE**

This By-Law is short titled "2021 Insurance and Risk Management Agreement".

2. **AGREEMENT**

- (a) THAT the Treasurer shall be and is hereby authorized on behalf of the Corporation of the Town of Carleton Place to execute a one (1) year agreement between the Corporation of the Town of Carleton Place and Frank Cowan Company with McDougall Insurance & Financial.
- (b) THAT the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Town of Carleton Place to the said contract.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 8<sup>TH</sup> DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

## **BY-LAW NO. 117-2020**

### **A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND TRAFFIC AND PARKING BY-LAW NO. 46-2003.**

**WHEREAS** Section 11 (3) 1. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to Highways, including parking and traffic on highways;

**AND WHEREAS** Section 11 (3) 8. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to parking, except on highways;

**AND WHEREAS** Section 27 of the Municipal Act, 2001 S.O. 2001, c25 permits a municipality to regulate the Traffic and Parking on municipal streets that they have jurisdiction over;

**AND WHEREAS** Section 63(1) of the Municipal Act, S.O. 2001. c25 permits a municipality to remove, impound, restrain or immobilize an object or vehicle placed, stopped, standing or parked on a highway in contravention of a by-law that a municipality has passed regarding placing, stopping, standing or parking an object or vehicle on a highway;

**AND WHEREAS** the Council of the Town of Carleton Place adopted By-law 46-2003, the Traffic and Parking By-law;

**AND WHEREAS** it is deemed expedient and necessary to amend By-law 46-2003;

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

1. THAT Section 9(2) of the Traffic and Parking By-law No. 46-2003 "Overnight Winter Parking" be amended as follows:
  - (a) No person shall park a vehicle or permit a vehicle to remain parked on any highway or in any municipal parking lot between 12:00 a.m. midnight to 7:00 a.m. from November 15<sup>th</sup> of any given year to April 1<sup>st</sup> of the following year.
  - (b) Notwithstanding the above, parking will be permitted in the locations listed in Schedule 'XX' between 12:00 a.m. midnight to 7:00 a.m. at any time during the year.

#### **SCHEDULE 'XX' TO BY-LAW NO. 46-2003**

##### **OVERNIGHT PARKING AREAS**

<b>Column 1 Parking Area</b>	<b>Column 2 Location</b>	<b>Column 3 Designated Spaces</b>
Riverside Parking Lot	John Street	10 signed spaces at eastern limit
Carleton Junction	Coleman Street	Gravel parking area in its entirety
Cavanagh Rd Parking Lot (at communication tower)	Cavanagh Road	Gravel parking area in its entirety
Temporary parking area	McNeely Ave (southern limit)	Gravel parking area in its entirety

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS  
8<sup>th</sup> DAY OF DECEMBER, 2020.

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Doug Black, Mayor

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Stacey Blair, Clerk

**BY-LAW NO. 118-2020**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE**

**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its council; and

**WHEREAS** the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9; shall be exercised by by-law; and

**WHEREAS** the Council for The Corporation of the Town of Carleton Place deems it expedient that the proceedings of meetings of Council be confirmed and adopted by by-law;

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

1. That the actions of the Council of the Corporation of the Town of Carleton Place at its meeting held on **December 8, 2020**, in respect to each report, motion, resolution or other actions recorded and taken by the Council at its said meeting, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
2. That the Mayor and appropriate Manager of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of the Council of the Town of Carleton Place referred to in the proceeding section;
3. That the Mayor and Clerk, and their designates, are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of the Corporation of the Town of Carleton Place to all such documents;
4. That the Treasurer, or designate, is hereby directed to execute any documents necessary on behalf of the Council of the Town of Carleton Place and to affix the corporate seal of the municipality to all such documents.
5. That this by-law shall come into effect upon final passage.
6. This by-law may be cited as the "**December 8, 2020 Confirmatory By-Law**"

**READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF DECEMBER 2020.**

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Doug Black, Mayor

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Stacey Blair, Clerk