



## **Committee of the Whole Agenda**

**Tuesday, February 9, 2021**

**Immediately Following Council  
Virtual meeting via Zoom**

**Pages**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**Suggested Motion:**

THAT the agenda be accepted as presented.

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

**4. MINUTES TO BE APPROVED AND RECEIVED**

**a. Committee of the Whole Minutes**

**6**

**Suggested Motion:**

THAT the Committee of the Whole Minutes dated January 26th, 2021, be accepted as presented.

**5. DELEGATIONS/PRESENTATIONS**

None.

**6. REPORTS**

**a. Quarterly Drinking Water Quality Management System Report  
(Communication 132019)**

**10**

Guy Bourgon, Director of Public Works

**Suggested Motion:**

THAT the 2020 4th quarter Drinking Water Quality Management System (DWQMS) Report be received as information.

- b. **Development Permit By-Law - Mississippi Residential Amendment DPA-03-2020 (Communication 132020)** 17
- Niki Dwyer, Director of Development Services
- Suggested Motion:**  
THAT Council pass a by-law amending Section 4.3 of the Development Permit By-law 15-2015 and repealing Interim Control By-law 44-2020.
- c. **2021 Council Vacancy (Communication 132021)** 33
- Stacey Blair, Clerk
- Suggested Motion:**  
THAT Council approves Option 1(a) of the Clerk's report dated February 9, 2021 and directs the Clerk to contact the next eligible candidate for the position of Councillor from the 2018 municipal election, subject to acceptance.
- d. **HR Policy Amendment - Service Recognition Program (Communication 132022)** 38
- Suggested Motion:**  
THAT Council provide staff direction regarding amending the Town's HR Policy as it relates to Councillor years of service to allow for recognition of non-consecutive years of service.
- e. **Review of Recreation and Culture Cost Sharing Agreement (Communication 132023)** 40
- Diane Smithson, CAO
- Suggested Motion:**  
THAT Council approves retaining the services of Allan and Partners to undertake a review of the 1987 Howard Allan Recreation and Culture Cost Sharing Agreement with the upset cost of \$10,000 to be shared equally between the parties; and
- THAT the budget deviation for the review is to be paid from the Town's year end surplus if any, and if not from Administration reserves; and
- THAT Council authorizes sharing in the cost of a legal opinion with the Municipality of Mississippi Mills with respect to the legality of cost sharing in library services when a municipality provides its own library services.

Diane Smithson, CAO

**Suggested Motion:**

WHEREAS Resolution 13-131-06 was passed on June 23, 2020 to allow a total of (6) six parking space(s) immediately in front of businesses or expanded interlock bricked areas adjacent to the sidewalk to be used as patio or retail space on Bridge Street to be determined between the Town and the Downtown BIA; and

WHEREAS the Town also permitted the use of owner-owned parking space(s) in front of businesses to be used as patios in other areas of Town; and

WHEREAS the completion date for the use of patio space was set as October 13, 2020; and was further extended until October 31, 2020; and

WHEREAS the Town has been approached to permit temporary patios in 2021;

NOW THEREFORE Council approves permitting temporary patios in 2021 until October 31, 2021 in accordance with the terms and conditions established in 2020.

**7. NEW/OTHER BUSINESS**

**a. Motion of Support Municipality of Mississippi Mills - Request for Revisions to the Municipal Elections Act - Deputy Mayor Redmond**

**Suggested Motion:**

BE IT RESOLVED, that the Council of the Town of Carleton Place asks the Hon. Steve Clark, Minister of Municipal Affairs and Housing to:

1. review the Municipal Elections Act and provide amendments to ensure that loopholes are closed with respect to what constitutes a legitimate lease to qualify as an elector; and
2. review the Municipal Elections Act and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list; and
3. ensure that there is a clear and accessible way to report election fraud; and
4. ensure that the rules described in the Municipal Elections Act are actually enforceable even if there is not current case law; and

BE IT FURTHER RESOLVED that support for this resolution be sent to Premier Doug Ford, Randy Hillier, M.P.P. for Lanark-Frontenac-Kingston, the Municipality of Mississippi Mills and the Township of Wollaston.

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

**a. Committee Appointment Vacancies**

Stacey Blair, Clerk

**Suggested Motion:**

THAT the Committee provide direction regarding the Councillor vacancies on the following Committees:

- Mississippi Valley Conservation Authority
- BIA
- Police Services Board

AND THAT the Committee determine the status of all existing Council appointments to the Town's Committees/Boards.

b.	<b>Advisory Committee Minutes</b>	44
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**Suggested Motion:**

THAT the Urban Forest/River Corridor Minutes dated January 27th, 2021 be received.

c.	<b>Anti-Idling Report</b>	46
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Carleton Place Environmental Advisory Committee

**Suggested Motion:**

THAT the Anti-Idling Report prepared by the CPEAC be received.

9.	<b>INFORMATION LISTING</b>	48
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- MVCA Statement of Remuneration - J. Atkinson
- MVCA Statement of Remuneration - T. Fritz
- Eastern Ontario Wardens' Caucus - Comprehensive Review of Eastern Ontario Long-Term Care Facilities
- Extension to Forest Management Plan

**Suggested Motion:**

THAT the Information Listing dated February 9th, 2021 be received as information

10.	<b>NOTICE OF MOTIONS</b>	
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11.	<b>ADJOURNMENT</b>	
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**Suggested Motion:**

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

## **Committee of the Whole Minutes**

**Tuesday, January 26, 2021  
Immediately Following the Council Meeting**

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

**STAFF PRESENT:** Diane Smithson, CAO, Stacey Blair, Clerk, Niki Dwyer, Director of Development Services, Amanda Charania, Communications Coordinator

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

The Chair of the Committee of the Whole called the meeting to order at 7:40 p.m.

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

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Randell

THAT the agenda be accepted as presented.

**CARRIED**

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

### **4. MINUTES TO BE APPROVED AND RECEIVED**

#### **1. Committee of the Whole Minutes**

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT the Committee of the Whole Minutes dated December 1st and 8th, 2020, be accepted as presented.

**CARRIED**

### **5. DELEGATIONS/PRESENTATIONS**

1. Jackie Kavanagh, General Manager, Carleton Place and District Chamber of Commerce - 2020 and 2021 Activities and Budget Request

Ms. Kavanagh gave a presentation on behalf of the Carleton Place & District Chamber of Commerce. The presentation provided a summary of the following:

- The role of the Chamber of Commerce in the community including supporting and attracting local businesses and increasing tourism;
- A look back at 2020 and its deliverables and marketing materials;
- Visitation statistics;
- Objectives for 2021 including the creation of a Carleton Place Tourism Profile and a 2021 Community Guide; and
- 2021 proposed budget of \$45,728.10

The Chair thanked Ms. Kavanagh for her presentation.

2. Niki Dwyer, Director of Development Services - Statutory Public Meeting Under the Planning Act - Interim Control By-law

The Director of Development Services gave a presentation regarding the nature and purpose of the proposed amendment to the Development Permit By-law for the Mississippi Residential District which is a municipally led application relating to the Interim Control By-law.

## 6. REPORTS

1. Comprehensive Review - Progress Report (Communication 132014)

Tim Chadder, Planning Consultant of J.L. Richards spoke to Council about the comprehensive review of the Town's Official Plan.

**Moved by:** Councillor Atkinson

**Seconded by:** Mayor Black

THAT the progress update on the Carleton Place Comprehensive Review (Boundary Expansion) be received as information.

**CARRIED**

2. Municipal Letter of Support - National Disaster Mitigation Program (Communication 132015)

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT Committee direct staff to provide a letter of support to the Mississippi Valley Conservation Authority for its application for National Disaster Mitigation Program funding towards its Mississippi River Flood Forecasting and Warning Model project.

**CARRIED, CONSENT**

3. Procedural By-law 117-2018 Updates (Communication 132016)

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

THAT staff be directed to proceed with the steps to amend the Procedural By-law in order that the Striking Committee responsibilities become a function of Committee of the Whole; and

THAT Part Lot Control By-laws be permitted to be dispensed with in a single motion.

**CARRIED, BY LAW PREPARED**

4. 2020 Annual Website and Digital Communications Report  
(Communication 132017)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

THAT the 2020 Annual Website and Digital Communications Report be received as information.

**CARRIED, CONSENT**

**7. NEW/OTHER BUSINESS**

None.

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

1. Advisory Committee Minutes

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Tennant



THAT the following advisory committee minutes be received:

- Environmental Advisory Committee - November 2, 2020
- Urban Forest/River Corridor Committee - November 25, 2020

**CARRIED**

**9. INFORMATION LISTING**

Staff direction was provided to bring forward the motion received from the Municipality of Mississippi Mills for further discussion at the next meeting.

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Randell

THAT the Information Listing dated January 26, 2021, be received as information

**CARRIED**

**10. NOTICE OF MOTIONS**

None.

**11. ADJOURNMENT**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Randell

THAT the meeting be adjourned at 9:13 p.m.

**CARRIED**

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Councillor Linda Seccaspina

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Stacey Blair, Clerk

## **2020 4<sup>th</sup> Quarter DWQMS Report to Council**

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

### **Operational Plan**

The DWQMS requires staff to undertake a comprehensive review and rewrite of the risk assessment for the Carleton Place Distribution System. Staff undertook this activity on October 14<sup>th</sup>.

The following revisions were made to the Operational Plan during the quarter:

14-Oct-20	31	QP01 – Document & Records Control Procedure Update QP02 – Risk Assessment Table Re-write
26-Nov-20	32	QP-7 – Minor correct to table Essential Supplies & Services List Update Annual Distribution System Map Update

### **Drinking Water Quality**

In 2020 there were 27 calls from the public concerning water quality, which is slightly less than the 31 calls in 2019. They are summarized as follows:

- 15 Service-Related Issues (Noise, Low Pressure / No Water)
- 4 Taste & Odour
- 6 Visual
- 2 Other

### **Operational Activities**

Throughout the fourth quarter, the following activities were completed by the Waterworks Staff:

- Annual valve turning operations
- Oversaw servicing for the new multi-residential development on Bell Street
- Implement new auto flushers within the Olympia development
- Winter maintenance of municipal hydrants
- Oversaw servicing on Peter Street for a new residential property
- Monthly hydrant flushing activities
- Oversaw hydrant repairs within the Cardel development
- Oversaw servicing on Elizabeth Street for the new multi-residential housing building
- Oversaw servicing upgrades for 17 Albert Street
- Repaired service leak on Victoria Street

### **Internal & External Audits**

### Internal Audit

There was one non-conformance reported and several opportunities for improvement were noted. The non-conformance pertained to the calibration of the handheld calorimeter and one device was not calibrated in May. In order to ensure calibration of the devices is not missed, the calibration reminders have been scheduled within Outlook and a follow up is scheduled to ensure the Lead Hand and/or ORO review the calibration results.

### External Audit

SAI conducted our external audit on December 8<sup>th</sup>. No non-conformances were identified and only one opportunity was identified.

### Management Review

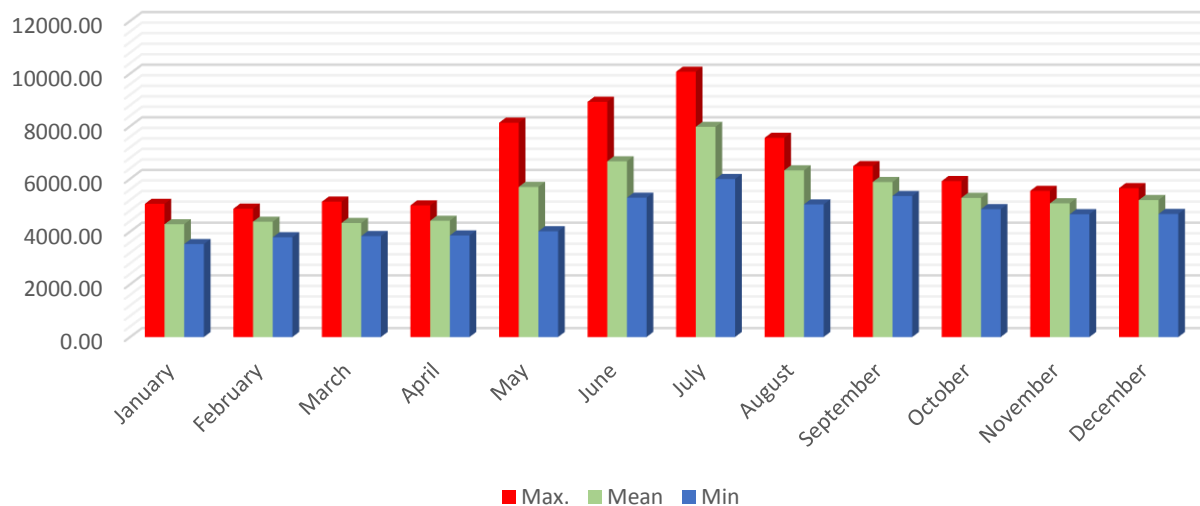
Another component of the DWQMS is the requirement to conduct a Management Review for the DWQMS. The Carleton Place Distribution System Management review was conducted on December 17, 2020. The minutes of the 2020 Management review are attached.

### Consumption Statistics

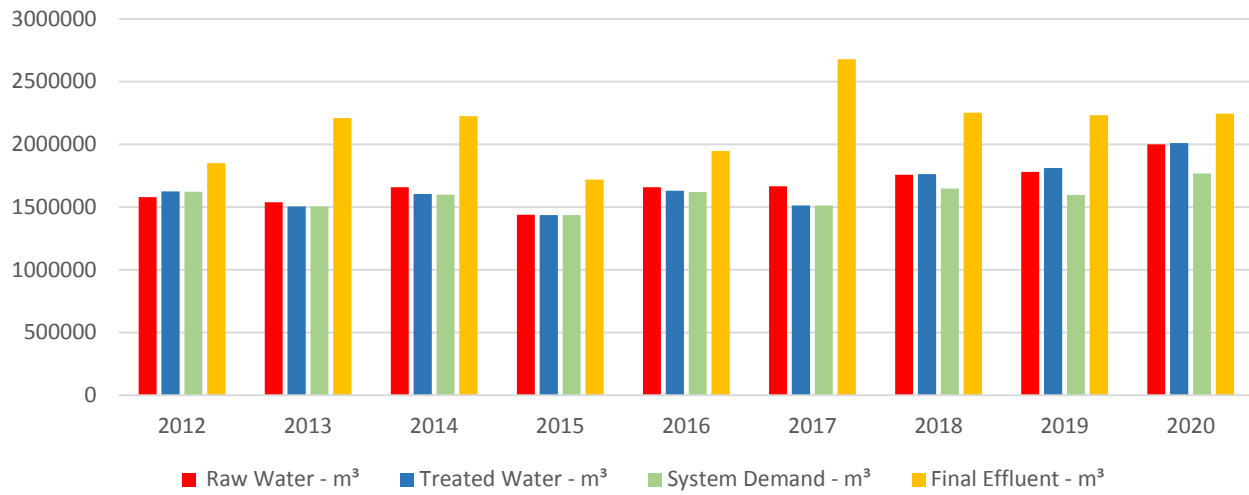
#### 4<sup>th</sup> Quarter Raw Water Flow Data

# of Days	31	30	31
Month	October	November	December
Max.	5915.75	5544.89	5648.81
Mean	5278.83	5072.49	5197.07
Min	4851.48	4659.22	4668.49
Monthly Totals	163643.7	152174.7	161109.2

### 2020 - Raw Water Consumption



### Yearly Comparison Summary



Consumption increased 12% in 2020 from 2019.

## DWQMS MANAGEMENT REVIEW MINUTES

**Date:** DECEMBER 17, 2020  
**Present:** DIANE SMITHSON, GUY BOURGON, GRAHAM PATTERSON,  
SHARYL-ANNE ANDREWS, JASON JACKSON, RYAN  
MCPARLAND, DAN MCCAMMON  
**Absent:**  
**Time:** 8:30AM  
**Location:** TOWN HALL – ZOOM MEETING

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The DWQMS requires a Management Review to be conducted every 12 months at a minimum and the requirements of the review are outlined by the Standard. The results of the Management Review must be reported to the Owner of the system.

The Team reviewed the attached Management Review. The following comments were noted:

### **Item A – Incidents of Regulatory Non-Compliance**

Staff noted the findings from the inspection that occurred in February 2020 and there was one non-compliance item related to the distribution system and the corrective action was submitted and approved by the Inspector in May 2020.

### **Item B – Incidents of Adverse Drinking Water Tests**

There were no adverse drinking water tests in 2020.

### **Item C – Deviations from Critical Control Points & Response Actions**

No deviations from critical control points.

### **Item D – Effectiveness of the Risk Assessment Process**

Staff reviewed the risk assessment. As the team recently conducted the thirty-six month rewrite there are no changes requested at this time.

### **Item E – Internal & External Audits**

The Team reviewed the results of both the internal and external audits.

### **Item F – Results of Emergency Response Testing**

It was noted the team has done well throughout the Covid-19 pandemic. The next tabletop emergency exercise is scheduled for March 22, 2021.

### **Item G – Operational Performance**

Staff has been extremely busy throughout 2020 with many highlights this year including:

- Approximately 1600 locate requests January through November of 2020. During the same period of time in 2019, Public Works processed 1485 locate requests which is an 8% increase in locate requests. Due to the increase in the number of locate requests, staff

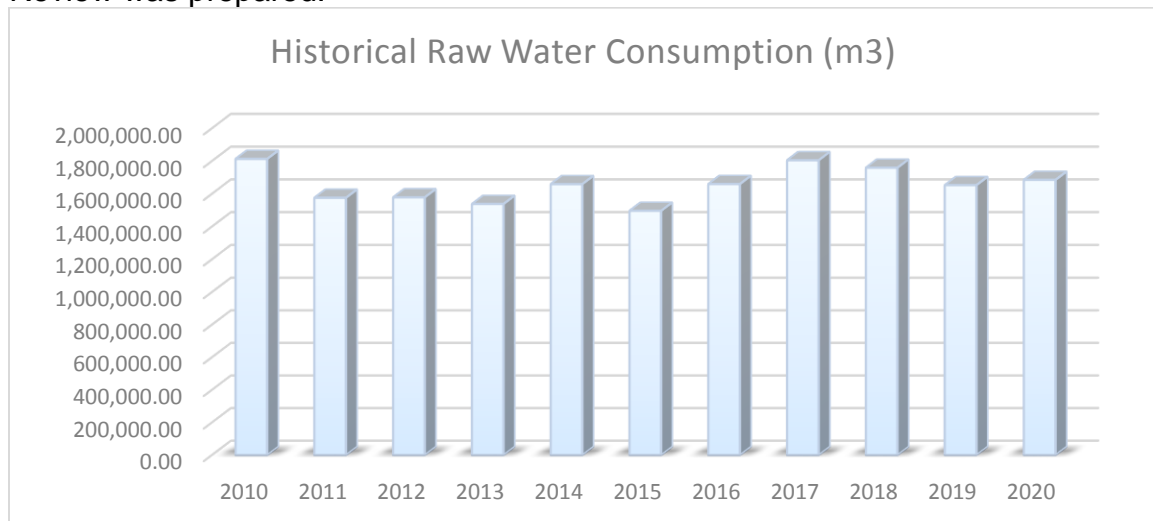
implemented new UtiLocate software to computerize locates. The software has significantly increased the efficiency in which locates are completed.

- Annual hydrant flushing activities – hydrants for the entire drinking water distribution system were flushed in 2020.
- Public Works staff continued to provide the necessary oversight of subdivision/development projects, which includes servicing, identifying deficiencies, and occupancy activations.
- Costello Drive – Staff participated in the installation of the watermain extension to allow for future development which will include a new long term care facility.
- Staff assisted with various components of Public Works construction projects (High Street).
- Staff commissioned new watermains in partnership with the developers for the Miller's Crossing (Cardel), Meadow Ridge (Olympia), and Coleman Central (Cavanagh) subdivisions.
- With the increased growth within Carleton Place, we have provided oversight to several servicing projects for infill lots and upgrades to existing services.

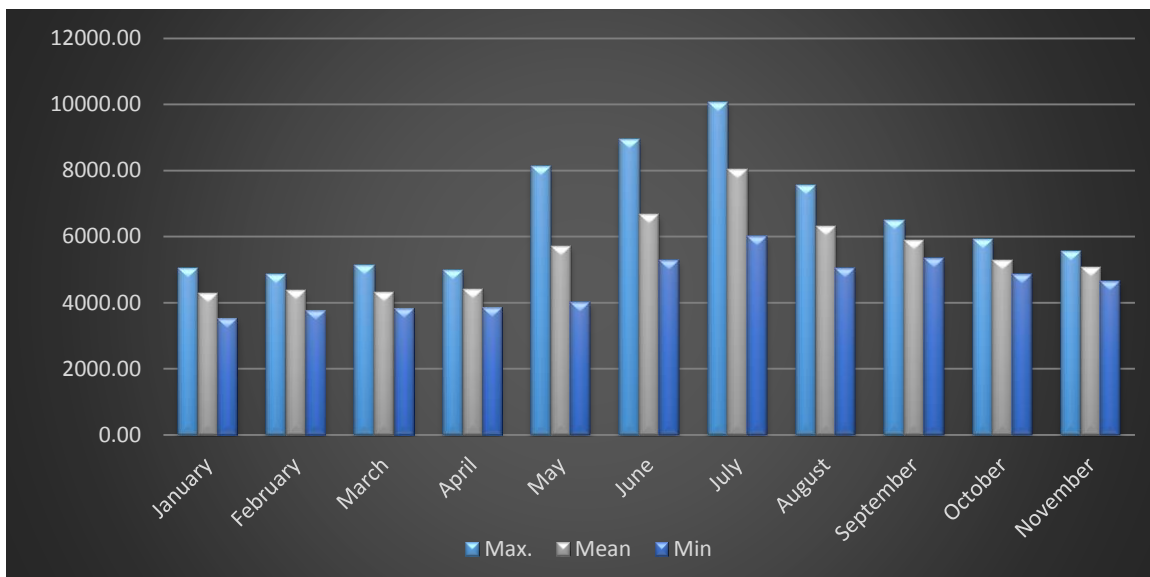
#### **Item H – Raw Water Supply & Drinking Water Quality Trends**

It is important to review our consumption of water on a regular basis. Staff work together with OCWA to monitor the data. There are many factors that impact the volume of water taken from the Mississippi River each year to the next such as weather, growth, and leaks within the distribution system.

NOTE: December numbers were not available at the time the Management Review was prepared.



Monthly OCWA provides the Town of Carleton Place with data outlining the raw water taken from the River in 2020.



Staff reported to Council during the summer months the significant demand for potable water as a result of hot and dry weather conditions which resulted in many residents watering their lawns and gardens, topping up pools, and washing vehicles. In July, according to Environment Canada the City of Ottawa had 17 days with temperatures above 30°C compared to August which had only 4 days with temperatures above 30°C.

Staff will be presenting a revised water control by-law in early 2021 which would further limit when residents will be able to water their lawns and gardens.

The risk when demand is dangerously close to capacity is that it puts the water treatment plant and distribution system at risk in the event of a large structure fire, watermain break, and or equipment malfunction in the plant. Such an event could compromise the ability for the plant to provide potable water to the distribution system.

#### **Item I – Follow-Up Items from Previous Management Review**

There has been an item lingering from previous management reviews for the installation of a hydrant on Edmund Street behind the Carambeck Community Centre.

Staff have been weighing options of installing an auto-flusher versus installing a hydrant. Staff will ask OWFC if they would prefer the hydrant. Staff have a goal of addressing this issue in the spring of 2021.

#### **Item J – Status of Management Action Items between Reviews**

No actions items were reported.

#### **Item K – Changes That Could Impact the QMS**

The Town of Carleton Place continues to experience significant growth. Staff will be looking at environmental assessments for both the water treatment plant and

wastewater treatment plant and future location for an additional water tower should it be required.

**Item L – Consumer Feedback**

For the second year in a row, the number of complaints regarding drinking water have decreased. OCWA staff have made some adjustments at the plant which has resulted in a decrease in the number of taste and odour complaints we received in 2020.

**Item M – Resources Needed To Maintain the QMS**

Staff feels there is sufficient resources to maintain the QMS however will continue to monitor resources while the community continues to grow.

**Item N – Results of Infrastructure Review**

Staff reviewed the infrastructure review. A new van for the waterworks department was delivered by the manufacturer to the dealer however the vehicle was not what was specified in our purchase order. The vehicle as specified will be delivered in the near future.

**Item O – Operational Plan Currency, Content & Update**

Reviewed changes to the operational plan.

**Item P – Staff Recommendations**

No recommendations were identified at this time.

**Item Q – Financial Plan**

The Financial Plan was updated in 2020 as a requirement for the renewal of our drinking water license. Council approved the Financial Plan on September 22, 2020.

**Item R – Essential Suppliers**

Staff will continue to monitor any changes to suppliers and will inform the DWQMS Representative of any change.

**Item S – Review Communication Protocol between the Town of Carleton Place & OCWA**

The Communication Protocol between OCWA and the Town of Carleton exists to ensure an open dialogue remains in place between the water treatment system and distribution system. In 2020, staff started meeting with OCWA on a monthly basis to discuss any operational issues or budgetary concerns. These meetings have proven to be beneficial to ensure the lines of communication remain open between the Town and OCWA.

**Other items Discussed:**

No additional items were discussed.



## **COMMUNICATION 132020**

Received From: Niki Dwyer, RPP MCIP, Director of Development Services  
Addressed To: Committee of the Whole  
Date: February 9, 2021  
Topic: Development Permit By-Law – Mississippi Residential Amendment (DPA-03-2020)

## **BACKGROUND**

### ***Purpose and Effect:***

The purpose of the amendment is to revise the permitted and discretionary uses in the “Mississippi Residential District” and to introduce Development Standard Provisions respecting setbacks, coverage, height, dwelling unit areas and other such performance standards to each type of use.

In 2019, the Town of Carleton Place passed an Interim Control By-law to pause all new development in excess of 28 feet (2 stories) within the Mississippi Residential District. The Interim Control By-law allowed the Town the opportunity to study and review the characteristics of the “mature neighbourhood” and assess if the present Development Permit standards and uses were consistent with the character of the neighbourhood.

The Neighbourhood Character Study<sup>1</sup> concluded that the existing policies applicable to the “Mississippi Residential District” were established to create a “suburban” built form of small lots, significant lot coverages and a significant number of uses which by design create a domineering built form on the street. As a result, the recommendation of the study was to adopt new neighbourhood specific provisions reflecting the existing built form and uses found within the subject area.

Generally, the amendment seeks to create performance standards that follow the principal that infill development should be developed to include the following:

- Ample private greenspace in interior side and rear yards;
- Align new buildings with those presently existing on the street;
- Reduce the height of new builds to a limit of 2 stories, with additional stories to be constructed “in the eaves”;
- Limit the presence of garage parking for vehicles in the front yard and front façade of the dwelling;
- Require primary entrances to be on the front façade of the building.

### ***Description of the Subject Lands***

The area impacted by the proposed amendment includes all lands presently identified in the “Mississippi Residential District”.

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1 A complete copy of the Neighbourhood Character Study is available on the Town’s [website](#).

The original boundary of the study area included additional transition lands outside of the Mississippi Residential District, however the report did not conclude that expansion of the designation was warranted at this time.

**Figure 1 – Lands Affected by the Amendment**



## **COMMENT**

### ***Evaluation***

#### ***Provincial Policy Statement (2020)***

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

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

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

Significant emphasis is placed on insuring that “*designated growth areas*”<sup>2</sup> are the focus of intensification and redevelopment and that such areas have been assessed and planned to accommodate the increased demand on infrastructure and public services (Policy 1.1.3.7). While the PPS encourages focused and central growth, it acknowledges that not every neighbourhood within a settlement area may be appropriate as the focus for growth.

The PPS similarly acknowledges that the long-term economic prosperity of a community should be supported by:

*“encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;” (Policy 1.7.1e))*

In this regard, the PPS recognizes the intrinsic community values that are created by the built form and design aesthetic of neighbourhoods which contribute to both the sustainability and uniqueness of each community.

#### Official Plan (2015)

The Carleton Place Official Plan (OP) has been established to achieve a vision of maintaining and celebrating the heritage of the community through balanced and sustainable growth and supporting a unique sense of place for residents. The OP’s core guiding principals identify a proactive approach to preserve existing buildings, landscapes and natural features and ensuring that future growth supports the development of clear employment areas to complement residential expansion.

The OP acknowledges and highlights the development pressures placed on the community due to the municipality’s proximity to the City of Ottawa. Accordingly, it is understood that the Town will be subject to significant development activity resulting in new residential and commercial development. However, the plan also places significant emphasis on balancing these growth pressures with the preservation of the existing sense of place within the community:

#### *“Our Vision*

*The Town of Carleton Place is committed to maintaining and celebrating its heritage through balanced and sustainable growth which will support a sense of place respectful of our unique historical, cultural and natural heritage where citizens can enjoy an unparalleled quality of life.”*

In order to support these goals, the OP includes a substantial policy framework respecting “Community Design” which is further bolstered through the use of a Development Permit By-law, rather than traditional Zoning regulations. In particular, the general design policies require that proposed developments enhance the image of the Town by:

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<sup>2</sup> Designated growth areas: means lands within settlement areas designated in an official plan for growth over the long-term planning horizon provided in policy 1.1.2, but which have not yet been fully developed. Designated growth areas include lands which are designated and available for residential growth in accordance with policy 1.4.1(a), as well as lands required for employment and other uses. (PPS 2020)

- *Be[ing] complementary to adjacent development in terms of its overall massing, orientation and setback;*
- *Provid[ing] links with pedestrian, cycling and road networks;*
- *Enhance[ing] orientation and integrat[ing] newly developing areas of the Town of Carleton Place; and*
- *Maintain[ing] and enhance[ing] valued cultural and heritage resources and natural features and functions. (Policy 2.3.6)*

The area subject to the amendment is designated “Mississippi District” in the Official Plan which is described as “*one of the Town’s greatest assets*”. The District encompasses both the commercial downtown core as well as the transitioning areas around the core fringing into the adjacent mature residential neighbourhoods. The objectives of the district included the provision of a mix of uses while “*maintaining the character of individual neighbourhoods*” (Policy 3.1.1.1). While the plan includes general policies pertaining to the intensification of the District, the sub-policies further clarify that this intensification is to be targeted in the Downtown District and Thoroughfares where the existing built form is reflective of higher densities.

Specific to the “Mississippi Residential District” sub-policy, the OP recognizes that the District is not reflective of a homogeneity of built form but rather is composed of a variety of dwelling types and sizes “*from modest single dwellings to stately heritage homes*”.

The policies encourage “*the development of existing infill lots and existing undersized lots*” (Policy 3.2.2.4) but it does not speak to the creation of new infill lands. They also emphasise that:

*“The Development Permit By-law shall be used as the primary implementation tool to ensure that the Mississippi District Residential Policy Area will maintain its character and established neighbourhood appeal while also providing for limited intensification opportunities” (Policy 3.2.25)*

It is clear that the intent of the Official Plan was to establish land use policies which protect the existing built form of the Mississippi Residential Neighbourhood in its pre-2015 form and recognize that while there may be a few places where infill and rounding out of development could occur, that the District would not be the centre of redevelopment and intensification.

The Plan placed great reliance on the provisions of the Development Permit By-law to govern and enforce this restrictive vision.

While the Development Permit By-law was developed and approved in conjunction with the current Official Plan, the policies for the “Mississippi Residential District” are significantly absent from the By-law. Instead, the authors of the original plan developed a single set of “residential” uses and provisions which applied to all residential development regardless of neighbourhood context or Official Plan designation.

At this time, the Development Permit By-law is inconsistent with and non-conforming to the Town’s Official Plan.

### Comments Received

The Mississippi Residential District Amendment is a municipally lead application and has been circulated in accordance with the requirements of the Planning Act.

Due to the COVID-19 pandemic and “Stay Home Order”, a virtual Open House was conducted between January 4<sup>th</sup>-8<sup>th</sup>, 2021<sup>3</sup>.

The Statutory Public Meeting was also conducted virtually on January 26<sup>th</sup>, 2021 with no verbal comments provided by members of the public.

Staff has received comments from two (2) residents respecting the proposed amendment. Appendix A of the staff report includes a summary of the comments received, staff’s response and a note respecting the need to make further amendment to the By-law as a result of the submissions.

### Summary of Changes

Changes to the policy involve modifications to Section 4.3 of the By-law and include changes to the list of permitted uses, list of discretionary uses and the introduction of specific development standards for each of the permitted and discretionary uses where the present policy refers to the standards of Section 6.2 (being the “Residential” designation).

A complete list of changes to the By-law is found in Appendix B attached hereto.

### **STAFF RECOMMENDATION:**

THAT Council pass a by-law amending Section 4.3 of the Development Permit By-law 15-2015 and repealing Interim Control By-law 44-2020.

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3 Materials available during the Open House are still available for viewing on the Town’s [website](#).

## APPENDIX A – PUBLIC COMMENTS RECEIVED

Commenter	Policy Reference	Comment	Municipal Response	Revision Recommended
<b>Paul Southern</b>	Definitions	I would suggest the height be stated in clearer terms as to where from, eg: street, ground, etc... What if a property has a slope or a depression?	<p>The definition of the base becomes the average finished grade around the dwelling's foundation.</p> <p>For new build dwellings we require underside and top of footing elevations as well as the finished grade which allows us to calculate the maximum height per the proposed finished grade.</p>	No
<b>Ruth McNabb</b>	4.3.3	Most of the proposed changes for the above dwellings appear to tidy things up, and generally speaking, they appear to make the residential standards slightly more conservative, which is good.	Noted.	No
	4.3.4	The standards for Retirement Homes and Daycare Facilities are very different. This Section proposes that for these two Discretionary Uses, the Institutional and/or Business Campus standards would apply. Having looked at the Institutional and Business Campus standards, it's clear that these standards are not typical, and don't fit, in the Mississippi Residential Sector. These standards are generally speaking out of line with the standards for other development in the area, including apartments and seniors homes. Of greatest concern is the proposed maximum building height of 22m or 24m (about 7 storeys) vs a maximum building height of 8.5m for all other building types in the area, again including apartments and seniors homes.	<p>The text of the draft amendment will be modified to replace references to Industrial and Business Campus Standards with "Apartment Dwelling Provisions".</p> <p>The maximum height for apartment dwellings is currently proposed to be 8.5m.</p>	Yes

		<p>I would respectfully suggest that the standards for Retirement Homes and Daycare Centres, should be consistent with the standards for all other building types in the neighbourhood. Perhaps this can be done by simply replacing the reference to the Institutional and Business Campus standards with the Apartment and Seniors Residential Dwelling standards.</p> <p>A maximum building height of 22m/24m for Retirement Homes and Daycare Centres versus 8.5m for all other buildings is perhaps just an oversight. If not, it's a cause for great concern because: it's so out of line with all other existing housing and development in the area; and such buildings could tower over adjacent buildings, block sunlight, and significantly change the character of the neighbourhood.</p>		
	4.3.3	<p>The first clause of Section 4.3.3.6.1.6 says that residential buildings with more than four units must be on an arterial or collector roadway. Its second clause says that with a Class 3 Development permit you can put a residential building with more than six units on a local street. Since all multi-unit dwellings require a Class 3 Development permit, the '4 unit max' appears to totally eclipsed by the 'more than six units' clause, which in turn, actually sets no upper limit on the number of units that could be developed on a local street.</p> <p>I would like to object to this specific proposal on the basis of the safety of our</p>	Inconsistencies to be corrected by reducing reference from "six units" to "four units".	Yes

		neighbourhood streets and the negative impact on the pedestrian nature and established character of our neighbourhoods. In order to keep our downtown safe, liveable and walkable, I would encourage the Town to restrict larger scale developments to streets that are intended for heavier traffic		
	4.3.3	<p>All standards in Section 4.3.3, state that: "Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof." Could you please clarify:</p> <p>a. If the building is proposed to have a flat roof, can the developer take the full 50% reduction off the back of the building, meaning its possible for there to be no setback or recessing on the front façade?; and</p> <p>b. Would this provision also be added to the standards for Retirement Homes and Daycare Facilities? (Alternatively, this would be covered if the Apartment and Seniors Residential Dwelling standards were applied to Retirement Homes and Daycare Facilities, as proposed in # 2 above.)</p>	<p>The intent of the policy in conjunction with the design policies of Section 14 is to limit the potential for flat-roofed developments. A proposed development with a flat roof could not exceed 8.5m <u>and</u> two-stories and would require a Development Permit.</p> <p>See answers above.</p>	No
	2.26	For Apartments and Seniors Residential Dwellings, it appears the building can cover up to 50% of the lot, with another 40% for parking, which leaves only 10% for landscaped open space. Under the Institutional and Business Campus	Comments are noted. In cases where Apartment buildings are proposed there is still a requirement for "useable landscaped open space" of a minimum of 2000m <sup>2</sup> which would have to be satisfied first	No



		standards, Daycare Facilities may have a similar 10% provision but Retirement Homes appear to have no minimum landscaped open space requirement. It appears that all other development in the area would probably require significantly more than 10% landscaped open space and I respectfully propose that Seniors Residential Dwellings, Retirement Homes and Daycare Facilities are uses that would benefit significantly from a higher minimum landscaped open space than most other development.	and foremost. The provisions also require that all proposed developments are supplied with a “liberal and functional landscaping scheme” the intent of which is to minimize hard surfaces where not necessary in favour of landscaping.	
	2.27	The previous version of the Development Permit By-law had a standard of 1.25 parking spaces per dwelling unit for Apartments. Unfortunately I don't see any standard for parking spaces for Apartments and Seniors Residential Dwellings in the revised document. In addition to proposing that this be added back in, I would like to suggest that the Town not waiver from this standard for Seniors Housing and Retirement Homes. While some seniors may not have cars they still have significant parking needs for their caregivers and visitors.	<p>The Neighbourhood Character Study did not recommend changes to the parking requirements of Section 3.31.2.</p> <p>Apartment Dwellings are required to have 1.5 spaces per unit.</p> <p>Seniors Homes and Retirement Homes are required to have 0.25 spaces per rooming unit plus 1 space per 100m<sup>2</sup> of gross floor area used for ancillary uses.</p>	No

## Appendix B – The Amendment

### 4.3 MISSISSIPPI RESIDENTIAL SECTOR

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

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

#### 4.3.1 PERMITTED USES

- Single Detached Dwellings
- Semi Detached Dwellings
- Existing Institutional Uses
- Existing Commercial Uses
- Parks

#### 4.3.2 DISCRETIONARY USES

- Duplex Dwellings
- Townhouse Dwellings
- Quadplex Dwellings
- Triplex Dwellings
- Apartment Dwellings
- Seniors Residential Dwellings
- Bed and Breakfast Establishments
- Retirement Home
- Recreation Facilities
- Daycare – home-based
- Office, retail or personal services permitted on Victoria, Beckwith and Allan Streets

#### 4.3.3 DEVELOPMENT STANDARDS

##### 4.3.3.1 Single Detached Dwellings

STANDARDS	PROPOSED
Lot Area (minimum)	500m <sup>2</sup>
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	18 metres (60 feet)
Front Yard (absolute)	The median setback of adjacent properties
Exterior Side Yard (absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8 metres (26.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	144 square metres (1550 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)

No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)
Additional Provisions	<ol style="list-style-type: none"> <li>1. The width of the garage and driveway shall not exceed 30% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.</li> <li>2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.</li> </ol>

#### 4.3.3.2 Semi-Detached Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	250m <sup>2</sup>
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	9 metres (29.5 feet)
Front Yard (absolute)	The median setback of adjacent properties
Exterior Side Yard (absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	3m (9 feet) No side yard shall be required along the common wall
Rear Yard Depth (minimum)	8 metres (26.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	72 square metres (830 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)
Additional Provisions	<ol style="list-style-type: none"> <li>1. The width of the garage and driveway shall not exceed 40% of the overall lot frontage. When considering the width of the garage calculation for semi-detached dwellings the overall percentage of coverage of any one block can be utilized. For the purposes of this calculation the overall garage width calculation can always be considered for the original block and will survive the severance process. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.</li> <li>2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located</li> </ol>

	<p>wholly within the gable or dormers of the roof.</p> <p>3. The driveway must not extend further than the exterior wall of the garage.</p> <p>4. 50% of the total frontage for semi-detached units must have soft/green landscape elements.</p>
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#### 4.3.3.3 Duplex Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	500m <sup>2</sup>
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	18 metres (60 feet)
Front Yard (absolute)	The median setback of adjacent properties
Exterior Side Yard (absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	144 square metres (1550 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)
Additional Provisions	<ol style="list-style-type: none"> <li>1. The width of the garage and driveway for duplex dwellings shall not exceed 30% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.</li> <li>2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.</li> </ol>

#### 4.3.3.4 Townhouse Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	160m <sup>2</sup>
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	6 metres (20 feet)
Front Yard (minimum absolute)	The median setback of adjacent properties
Exterior Side Yard (minimum absolute)	The median setback of adjacent properties

Interior Side Yard (minimum)	3m (9 feet) No side yard shall be required along the common wall
Rear Yard Depth (minimum)	8 metres (26.3 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	48.0 square metres (516.7 square feet)
Building Height (maximum)	8.5 metres (28 feet)
Minimum Dwelling Unit Area	92.9 square metres (1,000 square feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)
Additional Provisions	<ol style="list-style-type: none"> <li>1. The width of the garage and driveway shall not exceed 50% of the overall lot frontage. The main garage foundation shall be set back a minimum of 6.0 metres (19.6 feet) from the front or exterior side lot line.</li> <li>2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.</li> <li>3. Notwithstanding the definition of "Dwelling – Townhouse" of the By-law, a "Townhouse" in the Mississippi Residential district shall be defined as follows:  <i>"Means a building that is divided vertically into three or more dwelling units, but not more than 4, attached by common walls extending from the base of the foundation to the roof line, each dwelling unit having a separate entrance."</i> </li> <li>4. All multi-unit residential dwellings shall be subject to a Class 3 Development Permit.</li> <li>5. Each primary dwelling unit shall have a front facing entrance.</li> </ol>

#### 4.3.3.5 Tri-plex and Quad-plex Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	600m <sup>2</sup>
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	24 metres (79 feet)
Front Yard (absolute)	The median setback of adjacent properties
Exterior Side Yard (absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)
Usable Landscaped Open Space in the Rear Yard (minimum)	192 square metres (2000 square feet)

Building Height (maximum)	8.5 metres (28 feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)
Additional Provisions	<ol style="list-style-type: none"> <li>1. No parking shall be allowed in either the front or exterior side yards.</li> <li>2. All multi-unit residential dwellings shall be subject to a Class 3 Development Permit.</li> <li>3. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.</li> <li>4. Pedestrian walks shall be not less than 1.2 metres (4.0 feet) in width and shall be provided wherever normal pedestrian traffic will occur.</li> <li>5. Garbage and refuse pickup and other utility areas shall be provided and shall be located so as not to detract from the aesthetic character of the development and shall be enclosed and shielded from view by fencing, walls or shrubbery of at least 1.5 metres (5.0 feet) in height around the perimeter.</li> <li>6. Approaches to multi-unit dwelling structures and entrance areas shall be landscaped with trees and attractive shrubs. Areas not used for buildings, drives and parking spaces shall be seeded or landscaped and shall be kept in an attractive condition.</li> <li>7. The dwelling house shall have a single, central door on the front façade of the dwelling. Additional entrances may be permitted on the rear façade wall.</li> </ol>

#### 4.3.3.6 Apartment Dwellings

STANDARDS	REQUIREMENTS
Lot Area (minimum)	600m <sup>2</sup>
Lot Coverage (maximum)	50%
Lot Frontage (minimum)	24 metres (79 feet)
Front Yard Build Within Area (absolute)	The median setback of adjacent properties
Exterior Side Yard Build Within Area (absolute)	The median setback of adjacent properties
Interior Side Yard (minimum)	Combined interior yards of 4.5m minimum with a minimum of 1.5 metres on one side (5 feet)
Rear Yard Depth (minimum)	8.0 metres (26.2 feet)

Usable Landscaped Open Space in the Rear Yard (minimum)	192 square metres (2000 square feet)
Building Height (maximum)	8.5 metres (28 feet)
No Encroachment Area from Front or Exterior Side Lot Line	2.5 metres (8.2 feet)
Additional Provisions	<ol style="list-style-type: none"> <li>1. All proposals for Apartment Dwellings and Seniors' Residential Dwellings shall be subject to a Class 3 Development Permit.</li> <li>2. Should the dwelling exceed two storeys in height, all subsequent storeys shall be reduced to 50% of the gross floor area of the floor below and located wholly within the gable or dormers of the roof.</li> <li>3. All development shall be serviced by a public water supply and a public sanitary sewage system. Development applications which propose development on private water and sewage systems shall not be approved.</li> <li>4. Visitor parking spaces shall be delineated through signage.</li> <li>5. A maximum of 40% of the lot area may be used for at grade parking.</li> <li>6. All residential buildings containing more than four (4.0) dwelling units shall be required to be located on an arterial or collector roadway. Notwithstanding the foregoing, a residential building containing more than four (4.0) dwelling units may be permitted to be located on a local roadway but shall be required to gain approval from Council of a Class 3 Development Permit.</li> <li>7. Off street parking areas shall not open directly on to a public street, but shall be provided with access drives or other controlled access. Access drives shall not serve as part of a specified parking area and shall be kept clear of parked vehicles.</li> <li>8. Pedestrian walks shall be not less than 1.2 metres (4.0 feet) in width and shall be provided wherever normal pedestrian traffic will occur.</li> <li>9. Garbage and refuse pickup and other multi-unit utility areas shall be provided and shall be located so as not to detract from the aesthetic character of the development and shall be enclosed and shielded from view by fencing, walls or shrubbery of at least 1.5 metres (5.0 feet) in height around the perimeter.</li> </ol>

	<p>10. All telephone and electric service utilities shall be underground in all multi-unit developments.</p> <p>11. All developments shall be provided with a liberal and functional landscaping scheme. Interior roads, parking areas and pedestrian walks shall be provided with shade trees which are of an appropriate size and character. Open space adjacent to buildings and malls between buildings that are to be utilized by residents and border strips along the sides of pedestrian walks shall be graded and seeded.</p> <p>12. Approaches to multi-unit dwelling structures and entrance areas shall be landscaped with trees and attractive shrubs. Areas not used for buildings, drives and parking spaces shall be seeded or landscaped and shall be kept in an attractive condition.</p> <p>13. Interior development roads, parking areas, dwelling entranceways and pedestrian walks shall be provided with sufficient illumination to minimize hazards to pedestrians and vehicles utilizing the same and shall, where necessary, be shielded to avoid distributing glares to occupants of buildings. Lighting shall be so arranged as to reflect away from adjoining properties.</p>
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#### 4.3.4 Discretionary Use Provisions

1. Bed and Breakfast Establishments may be permitted subject to the following provisions:
  - i. All proposals are subject to a Class IA Development Permit approval stream;
  - ii. A full drawing set shall be required to be submitted for review and consideration prior to approval;
  - iii. The residential character of the neighbourhood shall be maintained.
  - iv. Adequate parking shall be provided as per Section 3.
  - v. The proposed development shall meet the regulatory, design and / or administrative requirements of the designation.
2. Retirement Homes are permitted subject to the development standards outlined in section 4.3.3.6 and the design requirements of Sections 13 and 14.
3. Home-Based Daycare Facilities shall be subject to a Class II Development Permit and shall be required to meet the development standards of the primary use outlined in Section 4.3.3 and the design requirements of Sections 13 and 14.



**COMMUNICATION 132021**

Received From: Stacey Blair, Clerk  
Addressed To: Committee of the Whole  
Date: February 9, 2021  
Topic: 2021 Council Vacancy

**SUMMARY**

On January 26, 2021, the office of a member of Council was declared vacant due to the sudden and unfortunate passing of Councillor Theresa Fritz.

The next election will take place on October 24<sup>th</sup>, 2022. As this date is more than 90 days from the date of the declared vacancy, Council must choose how to fill the vacant seat for the remainder of the term. The Act provides Council with two (2) options with respect to filling Council vacancies:

**263(1) Filling Vacancies** – *If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,*

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or*
- (b) require a By-Election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1).*

**263(5) Rules applying to filling vacancies** – *the following rules apply to filling vacancies:*

- 1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,*
  - i. appoint a person to fill the vacancy under subsection (1) or (4), or*
  - ii. pass a by-law requiring a By-Election be held to fill the vacancy under subsection (1).*

March 27<sup>th</sup>, 2021 is sixty (60) days from the date of the vacancy declaration. Council must either appoint someone to the position or pass a by-law to hold a By-Election before that date.

**Past Practice**

The Town of Carleton Place has experienced Council vacancies previously.

- In 1981, Allan Doucett was replaced by first-place runner up Jeff Montreuil (1980-1982 term)
- In 1984, Allan McDougall was replaced by first-place runner up Allan Code (1982-1985 term)
- In 1995, Bob Bryce was replaced by second-place runner up Brian Turner on January 26<sup>th</sup> of 1996 (1994-1997 term)

For the vacancy that occurred in 1995, although Brian Turner was the second runner up in the 1994 election for the position of Councillor, he was offered the position as the first-place candidate had moved to Toronto and was no longer able to take the position. This was confirmed with the Town’s former Clerk.

The above history demonstrates that the Town’s past practice has been to fill the vacant seat with the next runner up from the most recent election.

The following is a summary of the 2018 election results pertaining specifically to the race of Councillor:

Finish	Candidate	Total Votes
1	FRITZ, Theresa	2,440
2	TENNANT, Andrew	1991
3	SECCASPINA, Linda	1829

4	RANDELL, Toby	1799
5	ATKINSON, Jeff	1687
6	PARSONS, Wes	1640
7	KWISSA, Tracy	1325
8	ROGERS, Jennifer	1320
9	McCULLOCH, Kyle	1142
10	DeBAIE, Jamie	1091
11	VILLA, Paolo	1042
12	GERBAC, Carolyn	989
13	PIPER, Mark	405

#### **Options Available to Fill the Vacancy:**

As noted above, Council has two options available under the Act to fill the vacancy, with varying alternatives for appointment options. Each option has been analyzed for Council's consideration. A third option is also included for consideration.

Option 1: Appointment (three appointment alternatives are outlined)

Option 2: By-Election

## **DISCUSSION**

### **Appointment Process – Discussion of Options**

The Act does not set out any requirements relating to the appointment of an individual to fill a council vacancy beyond those relating to the qualifications that are required to run for municipal office.

In order to be considered for appointment, individuals must meet the following qualifications, as outlined in the Municipal Elections Act (MEA):

- Reside in or be owner/tenant of land in the municipality, or spouse thereof
- Canadian Citizen
- At least 18 years of age
- Not be prohibited from voting under section 17(3) of MEA or otherwise by law.

Council is advised that an appointee cannot be one who is disqualified from holding office by this or any other Act.

### **Option #1(a) – Appointment from Municipal Election Candidates:**

According to the certified 2018 election results, the 6<sup>th</sup> place candidate is Wes Parsons. Should Council opt to consider appointment of the 6<sup>th</sup> place candidate from this most recent election, the Clerk would seek written confirmation of qualifications and determine if Mr. Parsons has an interest in accepting the appointment. This process could result in an Oath of Office being administered as soon as February 23<sup>rd</sup>, 2021.

It should be noted that if the 6<sup>th</sup> place candidate is not eligible or does not choose to accept this appointment, then the Clerk will contact the next candidate on the list in order of the 2018 election results until a candidate that is eligible accepts the appointment.

<b>Option #1(a) Timeline – Appointment of Next Candidate with the Most Votes:</b>		
January 26, 2021	Regular Council	Declare Councillor Seat Vacant
February 9, 2021	Regular Council	Recommend Filling Vacancy with Option 1(a), Appointment of 6 <sup>th</sup> Place Candidate
February 10, 2021	Clerk	Contact Wes Parsons, 6 <sup>th</sup> Place Candidate; Confirm Eligibility; Complete Necessary Paperwork
February 23, 2021	Regular Council	Presentation of By-law to Appoint New Councillor and New Councillor Takes Oath of Office

### **Option #1(b) – Appointment by Call for Applications:**

Because the Act does not prescribe an appointment process to fill a council vacancy, Council may approve an appointment process which would permit interested, eligible persons to submit an application for appointment to Council. The call for applications would be placed in the local newspaper and on the Town’s website. The process would include an application, declaration of qualifications, and if approved by Council, inclusion of a public meeting component to allow deputations from the applicants. This method of appointment has been used in various Ontario municipalities to fill a council vacancy, including the Municipality of Mississippi Mills.

Option #1(b) Timeline – Appointment by Application:		
January 26, 2021	Regular Council	Declare Councillor Seat Vacant
February 9, 2021	Regular Council	Recommend Filling Vacancy with Option 1(b), Appointment by Application Process
February 23, 2021	Regular Council	Adoption of Council Vacancy Appointment Policy
February 25, 2021	Clerk	Initiate Notice for Application for Appointment Newspaper Ad Date: March 1 and 8, 2021
March 1, 2021	Clerk	Applications Due to Clerk
March 16, 2021	Special Council	Applicant Deputations to Council
March 27, 2021	Regular Council	Presentation of By-law to Appoint New Councillor and New Councillor Takes Oath of Office

**Option #1(c) – Direct Appointment by Council:**

As previously noted, the Act does not prescribe an appointment process. Council could appoint an eligible individual without an application process and without referencing recent election results. In the opinion of the Clerk, this option would represent the least favourable option in terms of transparency and democracy. This method, although available, is not recommended.

Option #1(c) Timeline – Appointment by Council:		
January 26, 2021	Regular Council	Declare Councillor Seat Vacant Recommend Filling Vacancy with Option 1(a), Appointment of sixth Place Candidate
February 9, 2021	Regular Council	
February 10, 2021	Clerk	Contact Council Nominee; Confirm Eligibility; Complete Necessary Paperwork
February 23, 2021	Regular Council	Presentation of By-law to Appoint New Councillor and New Councillor Takes Oath of Office

**Option #2 - By-Election:**

Council has the option of filling the vacancy by directing that a By-Election be conducted. In accordance with Section 263(5) of the Municipal Act, a By-law must be enacted within sixty (60) days after the seat is declared vacant. After the enactment of a By-Election By-law, Nomination Day must be not less than 30 days and not more than 60 days thereafter. Voting Day shall then be 45 days after Nomination Day.

By-Elections are a costly and lengthy process. Due to COVID, extra measures would be required to protect the health and safety of election workers, candidates, and electors alike.

**Considerations for Conducting a By-Election:**

Subsection 11(2) of the MEA provides that the Clerk’s responsibility for conducting an election includes the following:

***Duties of Clerk***

- (a) preparing for the election;*
- (b) preparing for and conducting a recount in the election;*
- (c) maintaining peace and order in connection with the election; and in a regular election, preparing and submitting the report described in subsection 12.1(2) [relating to the identification, removal and prevention of barriers that affect electors and candidates with disabilities].*

Section 12 of the MEA allows the Clerk to provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and that is, in the Clerk's opinion, "necessary or desirable" for conducting the election, as follows:

### ***Powers of Clerk***

*12(1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that,*

- (a) is not otherwise provided for in an Act or regulation; and*
- (b) in the Clerk's opinion, is necessary or desirable for conducting the election.*

Additionally, Section 53 of the MEA authorizes the Clerk to declare an emergency when circumstances have arisen that are likely to prevent the election from being conducted in accordance with the MEA, and further allows the Clerk to make arrangements that (s)he considers advisable for conduct of the election, as follows:

### ***Emergency***

*53(1) The Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.*

Given the current pandemic, this method presents the most challenges in terms of ensuring the health and safety of all stakeholders.

## **FINANCIAL IMPLICATIONS**

**Option 1(a)** – Appointment of 6th Place Candidate or Qualified Elector  
– Costs would relate mainly to staff time for orientation purposes. No direct election costs for this option; no advertising costs; most time efficient method.

**Option 1(b)** – Appointment by Application: Main expense will be advertising, estimated at \$300 maximum. No direct election costs other than advertising for applications. Second fastest option.

**Option 1(c)** – Costs would relate mainly to staff time for orientation purposes. No direct election costs for this option; no advertising costs; most time efficient method.

**Option 2** – By-Election is estimated at \$20,000 plus costs related to staffing/overtime. The Election Reserve would accommodate this expense, however, would impact negatively on the 2022 Election Budget.

### **Alternatives Reviewed:**

Council can choose to appoint from the 2018 Election Candidates, appoint through application, appoint a qualified elector, or direct the Clerk to conduct a By- Election. For the purposes of the recommendation, Council will need to present a motion to fill the vacancy by selecting one of the following:

- Option 1(a) – Appointment of 6<sup>th</sup> Place 2018 Candidates – Recommended
- Option 1(b) – Appointment by Call for Applications
- Option 1(c) – Direct Appointment by Council
- Option 2 – Direct Clerk to Conduct a By-Election

### **Consultation:**

In the preparation of this report, the Clerk consulted with the local Ministry of Municipal Affairs and Housing Policy Advisor, the Town's former Clerk as well as Town Solicitor.

**RECOMMENDATION:**

THAT Council approves Option 1(a) of the Clerk's report dated February 9, 2021 and directs the Clerk to contact the next eligible candidate for the position of Councillor from the 2018 municipal election, subject to acceptance.

## **COMMUNICATION 132022**

Received From: Stacey Blair, Clerk  
Addressed To: Committee of the Whole  
Date: December 8<sup>th</sup>, 2020  
Topic: Amendment to the HR Policy – Employee Service Recognition Program for Members of Council

### **BACKGROUND**

The Town's HR Policy contains an Employee Service Recognition Program. This program recognizes full-time and part-time employees for their consecutive years of service. Historically (pre-2001), this program has also recognized members of Council for their consecutive years of service.

Section 5 of the current HR Policy reads as follows:

#### ***EMPLOYEE SERVICE RECOGNITION PROGRAM***

*The purpose of this Program is to recognize staff for their years of dedication to the Town.*

*a) Years of Service Award - The Council of the Town of Carleton Place will recognize permanent municipal employees, permanent part-time employees provided they work at least 26 weeks per year as well as volunteer firefighters that have extended years of service with the Town. Awards will be provided as follows:*

*i) Service Pin, with length of service designation, for every 5 years of service (namely 5, 10, 15, 20, 25, 30, 35 years of service)*

*Employees that are employed with the Town on a full-time basis, while also servicing in the capacity of volunteer firefighter, will be recognized once only for their years of service in both positions. Any difference in the years of service above will be recognized through awards according to the earlier employment date.*

*Expenditures on gifts shall be based on \$25 for each year of service. Staff are encouraged to purchase their gifts locally if possible. However, if the desired product is not available locally, gifts can be purchased elsewhere.*

*The Council of the Town of Carleton Place will provide retiring employees with a gift to be calculated at \$25 per year and not rounded down to the 5-year increment.*

### **COMMENT**

The Long-standing Service Recognition Certificate is a Provincial Program which recognizes municipal elected officials who have served for at least 25 years. To be eligible for this program, nominees must:

- have a minimum of 25 years of service as a municipal elected official
- be a member of council when nominated

- may have service in more than one municipality, and
- may have a break in service; years do not have to be consecutive.

If Council would like to amend the Employee Service Recognition Program so that it is consistent with the provision in the provincial program to allow for recognizing non-consecutive years of service, then the Town's HR Policy could be amended as such. The Town has the ability to track non-consecutive years of service when it comes to members of Council as it has its permanent Council minutes as well as Council group photos to refer to. However, this same provision could not be provided to staff as the Town's records retention by-law does not allow for the tracking of broken years of service.

**STAFF RECOMMENDATION:**

THAT Council provide staff direction regarding amending the Town's HR Policy as it relates to Councillor years of service to allow for recognition of non-consecutive years of service.

## **COMMUNICATION 132023**

Received From: Diane Smithson, Chief Administrative Officer  
Addressed To: Committee of the Whole  
Date: February 9, 2021  
Topic: Review of Recreation and Culture Cost Sharing Agreement

### **SUMMARY**

The heads of Council and Chief Administrative Officers for the Town of Carleton Place, Municipality of Mississippi Mills and the Township of Beckwith have been meeting to discuss a way forward with respect to the 1987 Recreation and Culture Cost Sharing Agreement as a result of concerns raised last fall by the Council of the Municipality of Mississippi Mills.

One of the items discussed was that Allan and Partners be retained to conduct a review of the current study and the corresponding 2001 addendum to determine if any changes should be considered. A proposal not to exceed \$10,000 was received, the cost of which is being recommended to be shared equally between the partners.

### **BACKGROUND**

In 1987, the Town of Carleton Place, Township of Beckwith and the former municipalities of the Town of Almonte and Township of Ramsay (now Municipality of Mississippi Mills) retained the services of Howard Allan to review and recommend a cost sharing formula for recreation and cultural services between the respective municipalities and the Town of Carleton Place. In October 2000, the Council of the then Town of Mississippi Mills commissioned Allan & Partners Inc. to review the current Recreation and Culture Cost Sharing Agreement to determine the continued validity of the cost sharing arrangement and the formula used.

### **COMMENT**

Given that the Recreation and Culture Cost Sharing Study has not been reviewed in depth since 2001, it is recommended that a review be undertaken which would examine:

- The percentages used to calculate the pro-rata share of costs under the previous agreement which may be able to be better defined given technology available today;
- Provide a summary of costs on a per capita basis compared to each municipality's own recreation/culture costs;
- Provide comments on possible future regional facilities and how costs could be shared;
- Provide commentary on the appropriateness of basing costs allocations on assessment versus per capita charges or user fees

In addition, Mississippi Mills Council is questioning the ability under the Public Libraries Act of being able to cost share for library services, particularly when a municipality provides library services to its constituents. As a result, they are suggesting that Mississippi Mills and Carleton Place share in the cost of this legal opinion. This



particular matter does not impact on Beckwith Township as they do not have their own library service and provide this service to their residents via the cost sharing agreement.

### **FINANCIAL IMPLICATIONS**

It is estimated that the cost of the review will not exceed \$10,000 plus HST with the cost of same to be shared equally between the three (3) municipalities party to the cost sharing agreement. This is a non-budgeted item in the 2021 budget so the funding for this review would have to come from the overall Town surplus at year end, if any, and if not from Administration reserves.

It is estimated that the Town's cost of the legal opinion would not exceed \$1,000 plus HST and could be paid from the Town's operating budget.

### **STAFF RECOMMENDATION**

THAT Council approves retaining the services of Allan and Partners to undertake a review of the 1987 Howard Allan Recreation and Culture Cost Sharing Agreement with the upset cost of \$10,000 to be shared equally between the parties; and

THAT the budget deviation for the review is to be paid from the Town's year end surplus if any, and if not from Administration reserves; and

THAT Council authorizes sharing in the cost of a legal opinion with the Municipality of Mississippi Mills with respect to the legality of cost sharing in library services when a municipality provides its own library services.

**COMMUNICATION 132024**

Received From: Diane Smithson, Chief Administrative Officer  
Addressed To: Committee of the Whole  
Date: February 9, 2021  
Topic: Temporary Patios

**SUMMARY**

In 2020, Council authorized a total of (6) six parking space(s) immediately in front of businesses or expanded interlock bricked areas adjacent to the sidewalk to be used as patio or retail space on Bridge Street to be determined between the Town and the Downtown BIA and permitted the use of owner-owned parking space(s) in front of businesses to be used as patios in other areas of Town.

A request has been received from the Downtown Carleton Place Business Improvement Area to allow for the temporary patios in 2021.

**BACKGROUND**

In 2020, COVID-19 has a major impact on restaurants and businesses in the Town of Carleton Place. When restaurants were permitted by the Province to open again in 2020, it was on the basis of meeting public health requirements and limiting seating capacities which continued to have negative impacts on the viability of many restaurants.

The Town assisted restaurants by allowing for temporary outdoor patios and other retail businesses by allowing for additional temporary retail spaces.

**COMMENT**

Staff has received a request from Kate Murray, BIA Coordinator to permit the use of temporary patios again in 2021 at least until Covid is over and then their merits can be re-evaluated at that time. With the uncertainty and ups and downs of requirements due to Covid, this gives the businesses an opportunity to use all the tools available to them.

It was further mentioned at the Downtown Carleton Place Business Improvement Area (BIA) Annual General Meeting held on January 25, 2021 that the patios were well received and it elevated the businesses' presence to the public.

Given that it will take some effort on the businesses' part to organize and pay for the temporary patios for another season and that we are unable to predict Covid's impact in 2021, staff recommends that the temporary patios be permitted in 2021 until October 31, 2021 under the same terms and conditions as were implemented in 2020.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with Staff's recommendation.

**STAFF RECOMMENDATION**

WHEREAS Resolution 13-131-06 was passed on June 23, 2020 to allow a total of (6) six parking space(s) immediately in front of businesses or expanded interlock bricked areas adjacent to the sidewalk to be used as patio or retail space on Bridge Street to be determined between the Town and the Downtown BIA; and

WHEREAS the Town also permitted the use of owner-owned parking space(s) in front of businesses to be used as patios in other areas of Town; and

WHEREAS the completion date for the use of patio space was set as October 13, 2020; and was further extended until October 31, 2020; and

WHEREAS the Town has been approached to permit temporary patios in 2021;

NOW THEREFORE Council approves permitting temporary patios in 2021 until October 31, 2021 in accordance with the terms and conditions established in 2020.



## **Carleton Place Urban Forest/River Corridor Advisory Committee**

175 Bridge Street, Carleton Place, Ontario K7C 2V8

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

Email: [jdmccready@rogers.com](mailto:jdmccready@rogers.com)

Minutes of meeting January 27, 2021

**7:00 p.m. Zoom meeting**

**Next Regular Monthly Meeting February 24, 2021 @ 7pm (Zoom meeting)**

### **Attendance:**

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

Absent: Andy Kerr-Wilson, Doreen Donald, Jack Havel (Environmental Committee Representative)

### **1. Welcome-Approval of the Agenda (Dale)**

### **2. Approved minutes January 27, 2021 (Dale Moulton, Joanne Woodhouse)**

### **3. Business Arising from November 25, 2020 meeting:**

#### UFRC Website Content

- Benefit of Trees – Dale and Janet – going to look at what other municipalities have
- Create a document that summarizes the benefits of trees, how to maintain trees, general care, also links to information on invasive species
- Listing of preferred trees for the Town and the specifications for the trees (i.e. how high it grows)
- Website will also need a video that would replace the workshop presentation

#### Beaver Problems

- Decided in the last meeting not to update the cages
- Since then there have been a couple sightings – some northeast of Town at the golf course
- Dale will reach out to Mark Smith to see if he has any additional information.

#### Vines

- Committee members can individually take them down (rather than as a group)
- Ok to remove the vines at any time of the year
- If left to grow, the vines will climb up the trees and eventually the tree dies

### **4. Planning**

#### Niki Dwyers provided a summary of what key projects are on the go in Town:

- 400 Franktown Road – development is mostly on hold, UFRC made several recommendations for changes to the landscape plan, overall the plans for the potential development are being revised
- Phase 2 - South of Coleman – several phases to the development
- Bodnar Subdivision – very close to satisfying all their conditions. UFRC committee had requested an enhanced storm water management pond. There is no update on the design or location of the storm water management pond. Toby will see if there are any drawings that the Town can share. It has been indicated that there will be no buildings within the 100 year storm line.
- Anticipate receiving a development permit (~end of March) for lands south of Hwy 7 in the vicinity of the Roy Brown extension. The Town is well versed on what trees need to be maintained in that area.

- Town Boundary expansion: 2018 Lanark County paper designated a 97% population increase in Carleton Place from 2013 – 2038. Currently we are growing at a faster rate than that. Because of the numbers in the paper, the Town has to have land available land to meet those targets.
  - Toby: The Town has to find ways to accommodate that growth and consider a boundary expansion (likely after 2023). The Town cannot stop the growth, only guide it.
  - 2027 – Sewage Treatment Plant upgrade to accommodate growth
  - It is very important for the public to comment on the development permits when the opportunity arises. Public commentary is important to the process.
  - It is expensive to expand the Town borders. There are 300 hectares within Town boundaries (including significant properties) that can be developed.
  - CP would either buy land from Beckwith OR Mississippi Mills at a high cost to the tax payer.
  - Terms of Reference for environmental impact statements (and others) are being looked at by the Town to make sure they are sufficient
- UFRC wanted the Town to follow the guidelines for the protection of trees – turns out the Town was not providing this to the developers in the initial consultation meeting. Keep on the back burner to write a policy paper about what should be expected, UFRC can work with Niki Dwyer

#### Rivera –Costello Drive

- Having fencing up to protect the trees, Jim let the Town know that the fencing was down at one point, staff worked quickly with the contractor and it was replaced almost immediately.

#### 84 Mill Street

- Building across from Hackberry Park – looking for a change of function, no landscape plan, change of use is beneficial to the community

#### Housecleaning of Development Permits

- Jim sent the complete document on Jan 27 to the committee for review – Jim asking committee to have a look

### **5. Hackberry Seed Collection**

- Floating test with seeds (good ones should sink)
- Estimated that there are ~9000 viable seeds at the Ferguson Forest Centre from Carleton Place

### **6. Update MVCA Watershed Master Plan**

- Currently putting together the papers to share with the public, expect to see them ~late spring
- Drafts have been revised
- Progress is being made

### **7. UFRC Work Plan for 2021**

- Ongoing work to provide comments on development applications as they are submitted
- Private land tree planting program (May 5). This will be virtual so must be worked out with staff
- Removing vines as a group or individually
- Reviewing wire protection on trees
- Collecting Hackberry seeds again either ourselves or getting the Ferguson Forest Centre – goal is to plant a seed collection area replacing the trees removed on McArthur Island.
- Toby will ask the council if there is anything else that the committee should take on or look at
- Source Water Protection Plan – keep an eye on
- National Forest Week, National Tree Day in September to request
- Health of municipal trees (trimming, invasive species) – usually Jim walks the trails with Bob White, or inspects trees with Liam McIntosh, or from By-Law complaints
- Development on the Town website a Urban Forest Committee Site, benefit of trees, how to plant trees, how to maintain trees, invasive species, Hackberry of Carleton Place

### **8. Other Business**

- none

Meeting adjourned at 8:20 pm

**Meeting dates for 2021: Feb 24, March 24, April 28, May 26, June 23, Sept 22, Oct 27, Nov 24**

**Homeowner Workshop : May 5, 2021**

# ***Anti-Idling Campaign Final Report***

## ***Introduction:***

Our campaign, which was originally slated for the spring of 2020, focused on informing the public about the new by-law, on providing information on the benefits of not idling, and on changing driver behaviour to reduce idling. Unfortunately, with advent of COVID, our campaign, which was postponed until this fall, had to be altered and scaled down.

We were unable to collect baseline data on vehicle idling and thus measure any differences in driver patterns. As a result, we are unable to assess any changes in driver behaviour.

## ***Action completed:***

However, we were successful in promoting awareness about the new by-law and in informing the public (as much as COVID restrictions would allow) about the benefits of anti-idling. To this end, CPEAC undertook the following work:

### **September**

- Designed a new anti-idling by-law sign

### **October**

- With the support of the town and local schools, had numerous anti-idling signs installed in various locations including all major town facilities such as the arena and the pool as well as at all area schools
- Participated in an on-air interview about the new by-law and the benefits of reduced idling on Lake 88
- Published an article in the EMC and Inside the Ottawa Valley
- Posted a social media release on the town website, Facebook page & CP Scoop as well as on the CPEAC website & Facebook page
- With the support of Linda Seccaspina, posted a social media release on her Facebook and Twitter page

### **November**

## ***Anti-Idling Campaign Final Report***

- Had a Grade 4/5 class at St. Mary's participate in a poster contest and put up several posters at local businesses
- Put up numerous information posters (designed by the town staff & the CPEAC) at local businesses

### **December**

- Ordered 10 signs & posts that will be put at local businesses including the Hunger Stop Food Bank, Mitchell's Independent, Carleton Place Plaza (LCBO, Starbucks, the Beer Store) and Giant Tiger

### ***Follow Up:***

When the situation permits, CPEAC may consider pursuing an education campaign in local schools, as was originally planned for the spring of 2020.

File: F13-6

February 1, 2021

Mrs. Diane Smithson  
Chief Administrative Officer  
Town of Carleton Place  
175 Bridge Street  
Carleton Place, Ontario  
K7C 2V8

Dear Mrs. Smithson:

**Re: Statement of Remuneration and Expenses**

---

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2020 directly to Mr. Jeff Atkinson for attendance at Authority meetings and business:

Per Diem	\$ 876.07
Mileage	\$ ---
Other	\$ ---
 Total	 \$ 876.07

Yours very truly,



Angela Millar  
Treasurer

cc: Mr. Jeff Atkinson, 2020 Representative



File: F13-6

February 1, 2021

Mrs. Diane Smithson  
Chief Administrative Officer  
Town of Carleton Place  
175 Bridge Street  
Carleton Place, Ontario  
K7C 2V8

Dear Mrs. Smithson:

**Re: Statement of Remuneration and Expenses**

---

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2020 directly to Ms. Theresa Fritz for attendance at Authority meetings and business:

Per Diem	\$	510.47
Mileage	\$	1.10
Other	\$	
Total	\$	511.57

Yours very truly,



Angela Millar  
Treasurer



[www.eowc.org](http://www.eowc.org)

## **News release: EOWC Releases Review of Eastern Ontario Long-Term Care Facilities**

**Eastern Ontario, February 1, 2021** – The Eastern Ontario Wardens' Caucus (EOWC) has today released a comprehensive two-part review of Eastern Ontario Long-Term Care Facilities – a critical part of its advocacy and research in 2020 and 2021.

In order to be proactive and better positioned to inform Provincial discussions, the EOWC engaged a consultant to develop an independent report that provides a current state analysis for the municipally operated long-term care sector in Eastern Ontario. The EOWC then leveraged this information to develop 5 key recommendations to improve the efficiency and effectiveness of long-term care service delivery including:

1. Increase direct care funding to achieve the Provincial benchmark of the four hours of care model;
2. Transition to a per bed funding model to increase clarity, efficiency, and transparency of the funding process;
3. Increase Provincial capital funding predictability and provide on-going support for capital maintenance;
4. Promote and support resource sharing between long-term care homes; and
5. Improvement in long-term care processes to increase efficiency and effectiveness.

In total, EOWC members currently own and operate 15 long-term care facilities, representing 2,386 licenced beds. The COVID-19 pandemic placed a spotlight on a number of pre-existing challenges that have been pervasive in Ontario's long-term care sector for many years. The EOWC is committed to working closely with the Province and other key stakeholders in order to create a world-class long-term care system.

The Caucus had the opportunity to discuss the findings, impacts and recommendations of the comprehensive review with the Honourable Merrilee Fullerton, Minister of Long-Term Care as part of the 2021 Rural Ontario Municipal Association (ROMA) Conference from January 25 to 26. The EOWC has also provided a formal submission to Ontario's COVID-19 Long-Term Care Commission.

"Long-term care is a key priority for the Caucus and EOWC Members are vital partners in the delivery of long-term care," stated EOWC Chair Debbie Robinson. "When I think of long-term care and how the COVID-19 pandemic has impacted our residents and families, we must ensure that systemic issues that have been identified across the sector are addressed. The EOWC has demonstrated that we are a willing partner and are able to provide on-the-ground leadership to implement changes."

To access the two-part review, please visit [www.eowc.org](http://www.eowc.org).



[www.eowc.org](http://www.eowc.org)

**About the EOWC:** Since its inception, the Eastern Ontario Wardens' Caucus (EOWC) has worked to support and advocate on behalf of the 750,000 property taxpayers across rural Eastern Ontario. The EOWC covers an area of 45,000 square kilometres from Cobourg to the Quebec border, and includes 13 upper-tier and single-tier municipalities as well as 90 local municipalities. All members work together as a team, striving to ensure that conditions are in place to make Eastern Ontario the greatest place in the world to reside and do business.

**For more information, please contact:**

EOWC Communications, [info@eowc.org](mailto:info@eowc.org)

Debbie Robinson, Chair, [warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

Liz Daniels, Vice-Chair, [ldanielsen@algonquinhighlands.ca](mailto:ldanielsen@algonquinhighlands.ca)

Paul Moreau, Secretary-Treasurer, [PMoreau@countyofrenfrew.on.ca](mailto:PMoreau@countyofrenfrew.on.ca)

# NOTICE

## APPROVED 3 MONTH SHORT-TERM FOREST MANAGEMENT PLAN EXTENSION FOR THE MAZINAW-LANARK FOREST INC. 2011-2021 FOREST MANAGEMENT PLAN

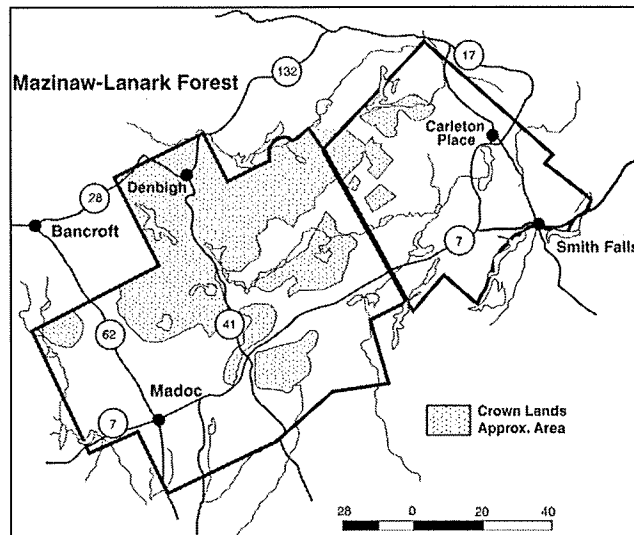
The Ontario **Ministry of Natural Resources and Forestry (MNRF)**, **Mazinaw-Lanark Forest Inc.** and the **Mazinaw-Lanark Local Citizen Committee (LCC)** would like to advise you that the 3 month short-term Forest Management Plan (FMP) extension of the approved 2011 – 2021 FMP for the **Mazinaw-Lanark Forest** has been approved by the Regional Director.

This FMP extension extends the period of the current FMP to June 30<sup>th</sup>, 2021.

### How to Access the Approved FMP Extension

The FMP extension is available electronically at the following locations:

- on the Natural Resources Information Portal – <https://nrip.mnr.gov.on.ca/s/fmp-online>
- by contacting the Mazinaw-Lanark Forest Inc. office; Margaret Hatton at: [mhatton@mlfi.org](mailto:mhatton@mlfi.org) during normal office hours.



Interested and affected persons and organizations can arrange a remote meeting with MNRF staff to discuss the approved FMP extension.

For further information, contact:

#### MNRF Contact

Joel Martineau, R.P.F  
District Management Forester  
[joel.martineau@ontario.ca](mailto:joel.martineau@ontario.ca)

#### Company Contact

Margaret Hatton, R.P.F  
Plan Author  
[mhatton@mlfi.org](mailto:mhatton@mlfi.org)  
613-336-0816x224

#### LCC Contact

Tom Sheppard  
LCC Chairman  
[mazlanlcc@snowbase.ca](mailto:mazlanlcc@snowbase.ca)

The Ministry of Natural Resources and Forestry (MNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act*, 1994. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between MNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the MNRF to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Shari MacDonald by e-mail: [shari.macdonald@ontario.ca](mailto:shari.macdonald@ontario.ca)

Renseignements en français : Elizabeth Holmes au tél: 613 258-8210 courriel: [elizabeth.holmes@ontario.ca](mailto:elizabeth.holmes@ontario.ca).



Ministry of Natural Resources and  
Forestry

Ministère des Richesses naturelles et  
des Forêts



**Bancroft District Office**  
PO Box 500  
106 Monck St.  
Bancroft, ON K0L 1C0  
Telephone: 613-332-3940  
Facsimile: 613-332-0608

**Bureau de district de Bancroft**  
Boîte postale 500  
106, rue Monck  
Bancroft, ON K0L 1C0  
Téléphone: 613-332-3940  
Télécopieur: 613-332-0608

**SUBJECT:**     Bancroft District, Mazinaw-Lanark Forest, MNRF Digital Mail List

The Ministry of Natural Resources and Forestry (MNRF) is transitioning to digital distribution of District mail-outs for all Forest Management Planning (FMP) notifications (e.g. Annual Work Schedule notifications) as per provincial direction outlined in the Forest Management Planning Manual (FMPPM) 2020.

To receive future Bancroft District FMP notifications regarding the Mazinaw-Lanark Forest (like the one on the opposite page) via email, please send an email request to [Bancroft.MNRF@ontario.ca](mailto:Bancroft.MNRF@ontario.ca) using the subject line **MazLan Mail List**. All future notifications will be sent to you digitally at the e-mail address provided. We strongly encourage switching to email notices for efficiency and cost savings. However, if you do not have email you can disregard this notice and continue receiving hard-copy mailings through Canada Post for now.

If you have any questions and/or concerns regarding the transition to digital notifications, please contact Joel Martineau, District Management Forester, via e-mail at [joel.martineau@ontario.ca](mailto:joel.martineau@ontario.ca).