



## Committee of the Whole Agenda

Tuesday, February 23, 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 February 9, 2021, be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

a. Signage Control Download for County Corridors (Communication 132025)

12

Lennox Smith, CBO

**Suggested Motion:**

THAT Committee of the Whole refuse accepting the additional Sign By-law responsibility that is proposed to be downloaded from Lanark County to the Town.

- b. **2020 Department Activity Report Card (Communication 132026)** 14
- Niki Dwyer, Director of Development Services
- Suggested Motion:**  
THAT the 2020 Development Activity Report by the Director of Development Services dated February 23, 2021 be received as information.
- c. **Bodnar Subdivision Extension, 1st Request (Communication 132027)** 21
- Niki Dwyer, Director of Development Services
- Suggested Motion:**  
THAT Council supports a one (1) year extension of the Draft Approval for the Bodnar Subdivision; and  
  
THAT Staff be instructed to inform the County of Lanark.
- d. **DP3-05-2020, 2485851 Ontario Inc. (Duncan McNaughton) on behalf of the Lanark County Food Bank 82-84 Mill Street (Communication 132028)** 23
- Niki Dwyer, Director of Development Services
- Suggested Motion:**  
THAT the Committee hereby authorizes the approval of application DP3-05-2020 without conditions to recognize the following additional permitted uses on the property known municipally as 82-84 Mill Street: Food Bank, gymnasium, office and services, institutional use, and retail use; and  
  
THAT the Committee directs Staff to issue a Development Permit in accordance with Section 2.24 of the Development Permit By-law 15-2015.
- e. **Amendment to Waste Collection By-law 19-2013 and Fees and Charges By-law 114-2020 (Communication 132029)** 27
- Guy Bourgon, Director of Public Works
- Suggested Motion:**  
THAT Council approves the proposed amendments to Waste Collection By-law 19-2013 and the amendment to the Fees and Charges By-law 114-2020 as outlined in the report prepared by the Director of Public Works dated February 23, 2021.
- f. **Water Control By-law (Communication 132030)** 35
- Guy Bourgon, Director of Public Works

**Suggested Motion:**

THAT Council approve the Water Control By-law which will repeal By-law 19-2002 as outlined in the report prepared by the Director of Public Works dated February 23, 2021.

**g. Council Appointments to Advisory Committee/Boards (Communication 132031)**

43

Stacey Blair, Clerk

**Suggested Motion:**

THAT Council approve the following new Advisory Committee and Board appointments:

Mississippi Valley Conservation Authority – Councillor Tennant

Carleton Place Police Services Board – Deputy Mayor Redmond

Carleton Place Youth Centre – Wes Parsons

Carleton Place Childcare Committee – Wes Parsons

Sister City Committee – Councillor Seccaspina

BIA – Councillor Randell

AND THAT all other existing appointments remain in place until the end of this term of Council.

**7. NEW/OTHER BUSINESS**

None.

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

**a. Advisory Committee Minutes**

44

**Suggested Motion:**

THAT the Carleton Place Environmental Advisory Committee Minutes dated January 11, 2021, be received.

**Suggested Motion:**

WHEREAS the Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65% of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Carleton Place review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Carleton Place appoint the following:

1. Corporate staff person: Ross Rankin, Property and Project Manager
2. Elected official: Jeff Atkinson, Councillor

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality

**Suggested Motion:**

THAT Council approve adding water/rain barrels to the existing composter subsidy program as recommended by the Carleton Place Environmental Advisory Committee.

## 9. INFORMATION LISTING

- AMCTO - Open Letter to Municipal Councils
- City of Port Colborne - Cannabis Grow Operations
- Lanark County - COVID 19 Support, Leeds, Grenville and Lanark District Health Unit
- Baldwin Township - Ontario Fire Collage Gravenhurst Closure

### **Suggested Motion:**

THAT the Information Listing dated February 23, 2021, be received as information.

## 10. NOTICE OF MOTIONS

## 11. CLOSED SESSION

- Applications to the Municipal Drug Strategy Committee and Heritage Committee
- Discuss the possible acquisition of property

### **Suggested Motion:**

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

(b) Personal Matters about an identifiable individual, including municipal or local board employees; and

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, be permitted to participate in the Zoom meeting.

## 12. RISE AND REPORT

## 13. ADJOURNMENT

### **Suggested Motion:**

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

## **Committee of the Whole Minutes**

**Tuesday, February 9, 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, Guy Bourgon, Director of Public Works, Niki Dwyer, Director of Development Services, Joanne Henderson, Manager of Recreation and Culture

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

The Chair of the Committee of the Whole called the meeting to order at 7:50 p.m.

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

Clarification was provided that the deferred motion is only with respect to the appointment of Council members to advisory committees and boards.

**Moved by:** Councillor Randell

**Seconded by:** Councillor Tennant

THAT the agenda be accepted as amended:

- Deferral of item 8. a. Committee Appointment Vacancies until the current Council vacancy is filled.

**CARRIED**

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

None.

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

1. Committee of the Whole Minutes

**Moved by:** Councillor Tennant

**Seconded by:** Deputy Mayor Redmond

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

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

None.

**6. REPORTS**

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

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

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

**CARRIED, CONSENT**

2. Development Permit By-Law - Mississippi Residential Amendment DPA-03-2020 (Communication 132020)

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

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

**CARRIED, BY LAW PREPARED**

3. 2021 Council Vacancy (Communication 132021)

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

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.

**CARRIED, CONSENT**

4. HR Policy Amendment - Service Recognition Program (Communication 132022)

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

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

**CARRIED, CONSENT**

5. Review of Recreation and Culture Cost Sharing Agreement (Communication 132023)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

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.

**CARRIED, MOTION PREPARED**

6. Temporary Patios (Communication 132024)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Randell

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.

**CARRIED, MOTION PREPARED**

## **7. NEW/OTHER BUSINESS**

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

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

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.

**DEFEATED**

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

1. Committee Appointment Vacancies

- **This item is being deferred until the current Council vacancy is filled.**

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.

2. Advisory Committee Minutes

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

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

**CARRIED**

3. Anti-Idling Report

The Mayor will send a letter of appreciation to the Chair of the Committee. for their work on this matter. Councillor Atkinson recognized Colin McDuff for his work on this project.

**Moved by:** Councillor Atkinson

**Seconded by:** Mayor Black

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

**CARRIED**

**9. INFORMATION LISTING**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

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

**CARRIED**

**10. NOTICE OF MOTIONS**

None.

**11. ADJOURNMENT**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT the meeting be adjourned at 8:54 p.m.

**CARRIED**

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Councillor Linda Seccaspina

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Stacey Blair, Clerk

## **COMMUNICATION 132025**

Received From: Lennox Smith, Chief Building Official  
Addressed To: Committee of the Whole  
Date: February 23, 2021  
Topic: Signage Control Download for County Corridors

### **SUMMARY**

Lanark County is currently proposing a new Sign By-Law for the management of signage along its corridors. Within this proposal is a desire to download the approval and enforcement of signage to local Municipalities. The County has asked for comments on their new By-law and the proposal for municipal staff to commence administration of the policy. The purpose of this report is to seek Council direction respecting the delegation of administrative management of the County's Sign By-law.

### **BACKGROUND**

Currently all signage that is placed on or within a specific distance of the County's right of ways is under the jurisdiction of Lanark County. The County controls several criteria about signage within this influence zone including but not limited to:

- size;
- placement for sight line safety;
- types of signs; and
- duration of sign erection.

Currently within the Town of Carleton Place, Lanark County is responsible for all enforcement of non-compliance with its policy. It should also be noted that the County does not have permits for their signage, as they opt for a prescriptive compliance-based policy model. Properties that abut the County's corridors do not require a permit from the Town if compliance with the County's Sign By-law is achieved.

The County has indicated that Mississippi Mills and Perth currently administer and enforce the County's Sign By-law within their urban boundaries, and their desire is for Carleton Place to similarly take on the enforcement responsibilities.

The Town's Building Department administers the permitting process for signage applied for within the Town with the exception of County Roads (McNeely and Townline). The Department has experienced significant challenges in the effective enforcement of illegally erected signs. Due to staffing limitations, enforcement is conducted in a reactive manner on a complaint driven basis. The result is that most signage in Town is erected without a permit and has generally remained in place with no consequence of removal.

Since 2019, the Chief Building Official has noted a high number of signs being erected in all areas of the Town including along the County's corridors. This signage is a by-product of the steadily increasing growth in the Town and influx of new business that emerge as the population grows and development thrives. Even though staff numbers in the Building Department are expanding, they are still insufficient to adequately administer and enforce the Sign By-law.

Council should be cognizant that accepting responsibility for the administration and enforcement of the County's Sign By-law would be subject to similar challenges as our own policy.

If Council provides direction to accept the County's request for service, it is recommended that both the County and Town's policies be amended to reflect the following principals:

- Autonomy in decision making on interpretation to the Local Municipality;
- Delegation of authority and autonomy for Enforcement;
- Identification of a new "zone" and respective provisions;
- Right of entry access

Consistent policies applied across the urban area are the only visible benefit of the acceptance of the County's corridors, however, Council should also be aware that additional control of signage increases the municipality's inherent liability in damages caused by signs.

### **STAFF IMPLICATIONS**

Staff will be required to spend essential time on the implementation and alteration of a new Sign By-law to adopt the changes. This may also create more petitions to council for allowances along the County's corridors as we will now be the approval authority and any person can request that Council reconsider their application if staff turns it down. Overall, this migration in accepting the County's corridors will create more workload, liability, and responsibility for the Town, while eliminating all responsibility for the County.

### **FINANCIAL IMPLICATIONS**

Financial implications may include the possibility of hiring further staff to properly enforce the Sign By-law. It may also include third party review, creation, and/or vetting costs for any new changes to the existing Sign By-law. Actual values are not known at this time.

### **STAFF RECOMMENDATION**

THAT Committee of the Whole refuse accepting the additional Sign By-law responsibility that is proposed to be downloaded from Lanark County to the Town.

## COMMUNICATION 132026

**Received from** Niki Dwyer, MCIP RPP, Director of Development Services  
**Addressed to** Committee of the Whole  
**Date** February 23, 2021  
**Topic** 2020 Department Activity Report Card

### SUMMARY

The intent of the Development Services Annual Activity Report is to provide a report card to Council respecting development activities and trend data respecting community growth.

As Council is aware, the County of Lanark has allocated a forecasted growth to Carleton Place of 97% by 2038 which will increase the total population of the Town to 20,964, or approximately 8,735 households<sup>1</sup>. **Our forecasted annual growth is 3% per year, or 215 homes per annum.**

### COMMENTS

Development staff track and chart several Key Performance Indicators in order to assess the volume and complexity of development within Carleton Place. These growth trends allow the Department to effectively manage work flows and predict where resource shortages may exist in the future.

#### **Building Permit Activity:**

In the analysis of Building Department activities, staff track two (2) indicators of volume of work. The first indicator is the number of New Units created which provides trend data over a number of years to show the true growth rate in comparison to the municipal population projections and the second is the amount of overall building activity.

2020 saw the continued increase in total new dwellings with the **construction of 361 new units**. The majority of these units represented single detached dwellings, reflecting a 40% increase from the previous year. Permit tallies also reflected a 72% reduction in the number of apartment dwelling units constructed. This is largely reflective of the exceptional number of apartments constructed in 2019 in the Johanne's Court development.

**Figure 1 – New Dwelling Units**

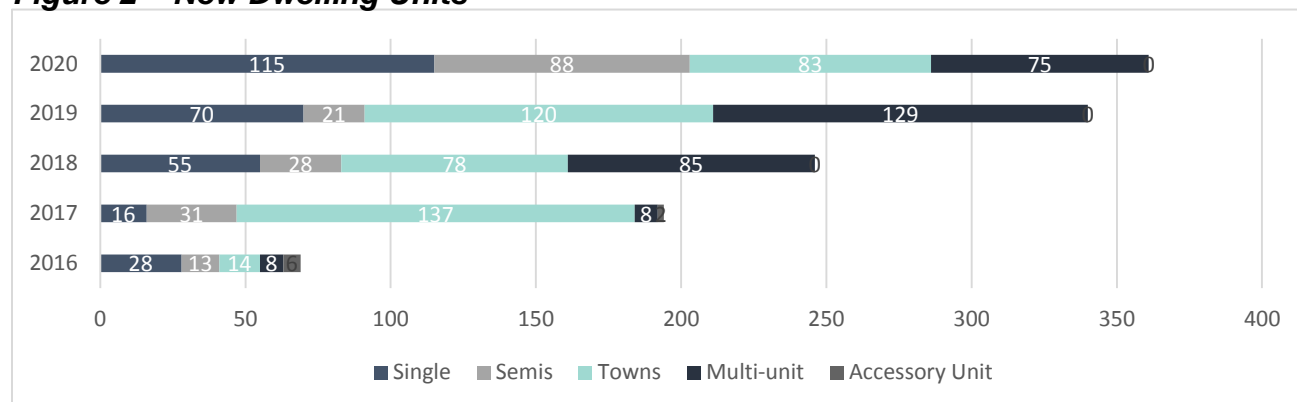
	2016	2017	2018	2019	2020
Single	28	16	55	70	115
Semis	13	31	28	21	88
Towns	14	137	78	120	83
Multi-unit	8	8	85	129	75
Accessory Unit	6	2	0	0	0
Total	69	194	246	340	361

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<sup>1</sup> [2.4 persons per household](#)

The 5-year trend data shows an annual average growth of 242 units per year, however isolation of the last 3-years reflects an annual average growth of 315 units per year. This consequently represents an **annual growth rate of 4.5% and 6.6% respectively.**

**Figure 2 – New Dwelling Units**



“Accessory dwelling units”, or “secondary suites”, have also continued to see a minimum uptake in construction despite new permissive policies from the More Homes, More Choice Act to encourage their establishment. Accessory dwelling units, either interior or exterior to the dwelling unit, are considered to be a healthy and sustainable means of gentle intensification which also provides opportunities to construct more affordable rental and ownership options for residents.

Staff have recently adopted new “Secondary Suite” enabling policies in the Development Permit By-law and we will continue to promote and encourage their development as an option to residents, as appropriate.

While **new residential construction represents 73% of our building permit activity** currently, it is also significant to track overall general activity as an indicator of resilience and regeneration of the community.

**Figure 3 – Total Permit Activity**

	2016	2017	2018	2019	2020
Residential	148	271	250	417	447
Multi-res	3	1	2	4	5
Commercial	24	11	27	28	27
Industrial	1	2	1	2	3
Institutional	5	0	1	9	9
Other	25	12	16	0	0
Total	206	297	297	460	491

With the stay-at-home order in place for a significant portion of 2020, the Department saw a **53% decrease in the number of renovation, addition and retrofitting permits** for residential dwellings. This trend is inconsistent with the 5-year actuals and while it is likely a direct reflection of the limited economy during COVID, it is expected to continue

into 2021 as the market price on construction materials continue to inflate and the availability of trade-persons remains limited due to high demand in new-construction.

Total Permit Activity levels also presented a consistent and steady activity level of Institutional-Commercial-Industrial permits (ICI). Significant permits issued in 2020 included:

- The addition at the Childcare Centre;
- The addition at the Community Centre;
- The renovation to the Carleton Place Library;
- Napa Autoparts;
- 12 commercial fit-up permits for new businesses.

Overall, Building Permit activity in 2020 represented a **total issuance of 491 permits, or 245 permits per inspector**. In consultation with Building Officials in other municipalities, this workload is significantly higher than the average carrying capacity of 125 permits per inspector. Staff anticipate the addition of the Plans Examiner position in 2021 will provide some relief to our staff and enable them to spend their otherwise occupied capacity following up on outstanding open files from previous years; outstanding permits represent a significant liability to all municipalities and remains a struggle for staff to exercise due diligence in completing final inspections and closing permits.

#### **Planning and Pre-Development:**

While Building permit activity can provide a retrospective position of development trends, analysing and tracking future development provides a picture of how growth will continue in the next five years. This information is vital to ensuring that the Municipality has sufficient resource capacity to respond to development requests and ensure the thorough and comprehensive review of proposals from start to finish.

While the Provincial Policy Statement requires that municipalities have adequate supply of serviceable land for 3-5 years of growth and designated land for infill and development for 15 years of growth, the release and phasing of these lands is left to the discretion of the local municipality.

The Comprehensive Review commissioned in 2020 begins to look at the land needs to accommodate forecasted growth for a 20-year period. Part of this analysis includes examining the number of approved-vacant lots within plans of subdivision. This land supply serves our immediate 3-5 year needs for growth.

**Over the past five years, the Town of Carleton Place has registered 1141 lots for new construction.** The majority of these lots have been registered within the past two (2) years in the Carleton Landing (Pegasus) and Miller's Crossing (Cardel) subdivisions.

**Figure 4 – Number of Units Registered in Plans of Subdivision:**

	2016	2017	2018	2019	2020
Carleton Landing			146	109	158
Miller's Crossing		90	44	74	67
Coleman Central					226
Jackson Ridge	139				
Carleton Crossing				42	
King Street (Brigil)		24			
Taber Street					22
Total	139	114	190	225	473

In addition to lot creation by plans of subdivision, the Town also creates new lots through consent and part lot control applications. On average the **Town establishes six (6) new lots by consent**. These applications may represent the division of existing semi-detached dwellings into freehold units, but more often the applications are filed to permit the severance of a vacant lot for new infill development.

Part lot control applications represent the final partitioning of blocks of land within subdivisions at the time of sale. The majority of these applications are for the establishment of townhomes and semi-detached dwellings. The total number of “doors” created through the registration of the final part lot control applications for plans of subdivision have been considered and accounted for in Figure 4, however it should be noted that annually the Town receives 1-2 applications for part lot to sever infill developments outside recently approved plans of subdivision (i.e. 63-65 Napoleon Street in 2019). The inclusion of the applications in the analysis is significant as a general indicator of speed of development within phases of plans of subdivision.

**Figure 5 – Number of lot creation applications**

	2016	2017	2018	2019	2020
Part Lot Control	9	23	36	29	39
Severance	15	7	4	2	5

Finally, staff have commenced the tracking and monitoring of how quickly phases of subdivisions build out once lots are “released” for development. When the Municipality approves a Plan of Subdivision by issuance of a Subdivision Agreement, it does so with the understanding that the development will occur according to a phasing plan, mutually agreeable to the parties. In order to unlock or release a new phase of a development, the developer must meet certain obligations outlined in the agreement and apply to the municipality to lift a 1’ reserve allowing road access to the next phase.

In the past five years, the **number of lots released for developments has ranged anywhere from 133 in 2018 to 315 in 2020**. At this time, the Municipality does not employ a strategy on when it releases new phases of development across multiple developments. Provided the developer satisfies the requirements of the Subdivision Agreement pertaining to the next phase of development the Municipality will pass a by-

law lifting the 1' reserve. The consequence of this approach is that **the phasing and speed of buildout of the subdivision is largely controlled by the free market.**

**Figure 6 – Subdivision Build Out**

Subdivision Efficiency Build Out (As a rolling average)													
		2015	2016	%built out	2017	%built out	2018	%built out	2019	%built out	2020	%built out	2021
<b>Carleton Landing</b>					<b>57</b>	<b>42%</b>	<b>89</b>	<b>66%</b>	<b>109</b>	<b>39%</b>		<b>100%</b>	<b>158</b>
	<b>Singles</b>				5	0%	39	33%	87	14%	75	100%	49
	<b>Semis</b>				20	30%	24	75%	49	4%	47	100%	23
	<b>Towns</b>				32	56%	40	70%	36	78%	8	100%	98
<b>Miller's Crossing</b>					<b>90</b>		<b>44</b>		<b>74</b>		<b>67</b>		<b>None</b>
	<b>Singles</b>				48		0	29%	0	41%	41	28%	
	<b>Semis</b>				0		0	0%	0	0%	26	46%	
	<b>Towns</b>				42		44	88%	74	30%	0	46%	
<b>Coleman Central</b>											<b>226</b>		<b>TBD</b>
	<b>Singles</b>										31	100%	
	<b>Semis</b>										103	100%	
	<b>Towns</b>										92	100%	
<b>Jackson Ridge</b>			<b>139</b>										<b>21</b>
	<b>Singles</b>		44	0		2%		33%				100%	
	<b>Semis</b>		58	0		7%		7%				100%	
	<b>Towns</b>		41	0		56%		67%				100%	
<b>Other</b>					<b>24</b>		<b>0</b>		<b>42</b>		<b>22</b>		
	<b>Singles</b>				0				0		0		
	<b>Semis</b>				0				0		0		
	<b>Towns</b>				24	83%		17%	42	100%	22	100%	
<b>Total</b>			<b>139</b>		<b>171</b>		<b>133</b>		<b>225</b>		<b>315</b>		<b>TBD</b>

### **Measuring Affordability:**

Housing affordability has been recognized by the province as a specific public interest to be addressed through land use policy. Housing is considered to be affordable if it costs less than 30% of a household's before-tax income. **Many people believe “affordable housing” refers only to government subsidized housing; this is a myth.** Affordability encompasses a variety of housing types, tenures and providers and operates on a fluid continuum. Finding “affordable housing” is not a one size fits all problem, it must be assessed based on the needs and sustainability of each individual household.

**Figure 7 – The Housing Continuum**



In accordance with the Provincial Policy Statement's definition of "Affordable", staff have begun to analyze the current market conditions for both ownership and rental housing within the prescribed "regional market area" (Lanark County).

The PPS defines affordable owner-occupied housing as the lesser of the following:

- *Where the purchase price results in an annual accommodation cost of less than 30% of the gross annual household income for low and moderate income<sup>2</sup> households:*
  - The Ministry of Municipal Affairs and Housing reports this statistic in Lanark County as less than \$323,700.00<sup>3</sup>.
- *Where the purchase price is at least 10% below the average purchase price for a resale unit in the regional market:*
  - The Ministry of Municipal Affairs and Housing reports this statistic to be \$368,000.00 in Lanark County<sup>4</sup>.

**Consequently, affordable owner-occupied housing is determined to be housing purchased as less than \$323,700.00.**

In a survey of developers and builders constructing new dwellings in 2020, the median base-price for a dwelling was \$499,088.12 (before taxes). **The lowest reported base-price for any dwelling was an interior townhome selling at \$423,900** (before taxes).

The PPS defines affordable rental housing as the lesser of the following:

- *Rent not exceeding 30% of the gross annual household income for low and moderate income<sup>5</sup> households:*
  - The Ministry of Municipal Affairs and Housing reports this statistic in Lanark County as less than \$1,130 a month<sup>7</sup>.
- *Rent which is at or below the average market rent of a unit in the regional market area:*
  - This is not a statistic which is accurately reported by the Ministry, however staff reviewed the average market rents reported by Lanark County in their recent Housing Study. The Study only reported rental values by Settlement Area (i.e. the Town) and is not consistent with the assessment of the "regional market area" in accordance with the PPS.

**For the purposes of this report, affordable rental housing is determined to be a one-bedroom dwellings rented for less than \$710.00/month.**

A general survey of landlords in the area as well as a frequent inventory of available units on Facebook Market Place and Kijiji yielded an inventory of 135 rental units and

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<sup>2</sup> "in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the *regional market area*;" PPS Definition

<sup>3</sup> Based on indexed 2016 Statistics Canada data.

<sup>4</sup> Based on indexed 2016 Statistics Canada data.

<sup>5</sup> All reported values based on indexed 2016 Statistics Canada data.

demonstrated an average **rental price in the Town of Carleton Place of \$1,625.00/month in 2020**, with single rooms renting for between \$600-750/month.

The purpose of this very preliminary analysis is to provide Council with a prelude to further work that may be required to develop a better understanding of the challenges with housing affordability within the community in order to effectively recommend solutions.

Staff will be seeking further direction from Council in March 2021 regarding whether they would like to examine affordability issues within the community as a priority in the analysis of the Official Plan.

**STAFF RECOMMENDATION**

THAT the 2020 Development Activity Report by the Director of Development Services dated February 23, 2021 be received as information.

**COMMUNICATION 132027**

Received from: Niki Dwyer, MCIP RPP, Director of Development Services  
Addressed to: Committee of the Whole  
Date: February 23, 2021  
Topic: Bodnar Subdivision Extension, 1<sup>st</sup> Request

**SUMMARY**

The Municipality is in receipt of a request by Cavanagh Developments regarding an extension of the Bodnar Subdivision draft plan approval which is presently scheduled to lapse on May 12, 2021.

Cavanagh has been steadily working to clear conditions of draft approval in recent months, most significantly including the finalization and municipal acceptance for the civil engineering designs for the subdivision. These designs have been certified by the Town and were forwarded to the Ministry of Environment, Conservation and Parks for approval and issuance of an Environmental Compliance Approval (ECA) on October 15, 2020. It is anticipated that the issuance of an ECA may take as long as six (6) months.

Following the issuance of an ECA, the developer is eligible to apply to the Town for the execution of a Subdivision Agreement. This agreement is required to be approved and sanctioned by Council and will include, but not be limited to, the following special conditions identified in draft approval:

1. The provision of a phasing plan to the Town's satisfaction;
2. Fencing to be installed adjacent to existing residential lands;
3. The widening of Lake Avenue to permit parallel parking;
4. The addition of 107 new trees to be planted in A. Roy Brown Park;
5. The payment of cash in lieu of parkland;
6. The requirement for rain barrels and Low Impact Design (LID) elements on a site by site basis;
7. The transfer of certain lands to the Town (i.e. pumping stations, pathways, roads etc.);
8. The implementation of any recommendations from the supporting studies and reports submitted and accepted at Draft Approval.

**COMMENT**

Section 51 (33) of the Planning Act permits that the approval authority (Lanark County) may grant extensions to a draft approval in increments of up to three (3) years. There is no upper limit on the number of extensions which may be granted, however best practice would indicate that where the governing land use policy has changed or the public interest in the site has evolved, a new public process in accordance with the Act should be used rather than an extension under Subsection 33.

Staff has reviewed the studies and reports which were included in the initial subdivision review as well as public comments received at the time and have concluded that the context of the development remains within the previously contemplated scope.

Documents prepared in support of the application dated from late 2017, with draft approval issuance in May 2018.

The only legislation or policy change to occur during the draft approval has been the Provincial Policy Statement. Having reviewed the scope of the submitted studies and reports, there has been negligible modifications impacting the documents on file. At this time no further updates are deemed necessary however staff reserves the right to request further updates at future requests for extension should local policies (the Official Plan) be amended.

**STAFF RECOMMENDATION**

THAT Council supports a one (1) year extension of the Draft Approval for the Bodnar Subdivision; and

THAT Staff be instructed to inform the County of Lanark.

## **COMMUNICATION 132028**

Received from: Niki Dwyer, Director of Development Services  
Addressed to: Committee of the Whole  
Date: February 23, 2021  
Topic: DP3-05-2020, 2485851 Ontario Inc. (Duncan McNaughton)  
on behalf of the Lanark County Food Bank  
82-84 Mill Street

## **BACKGROUND**

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

The applicant and property owner (D McNaughton) has submitted an application on behalf of his tenant (Lanark County Food Bank) for a Class 3 Development Permit for the property known municipally as 82-84 Mill Street. The property is designated Mississippi Residential Sector in both the Town's Official Plan and the Development Permit By-law. The applicant seeks to add the following additional uses on the site: Food Bank, gymnasium, office and services, institutional use, and retail use.

The scope of the application does not involve any proposed exterior alterations to the building at this time.

The subject lands were formerly used as a gymnastics facility which has since ceased operations. The Food Bank relocated from their Allan Street location to the subject property in March 2020 as the facility offered significantly more square footage for their needs, particularly during the COVID-19 pandemic.

In March 2020, the Manager of Planning contacted the property owner to identify the non-conformity of the new use with the Town's Development Permit By-law. Through pre-consultation sessions with the Director of Development Services and the contract Planner, it was determined that in order to bring the use into compliance with the land use policies, a Class 3 Development Permit application would be required. The owner willingly and promptly responded with the required application.

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

The subject lands are located on the south side of Mill Street immediately adjacent to the Ottawa Valley Rail Trail. Adjacent uses include a public park to the north and low-density residential uses to the west and south of the property. The lands represent a combined area of 3,700m<sup>2</sup> (approximately 0.9 acre) with 73m of frontage on Mill Street, a local municipal road. The site is occupied by a one-storey concrete block commercial building estimated to be constructed in the mid 1970's.

The owner has indicated that while he has a long-term vision to transition the property to a use compliant with the current policy, he is presently looking to only recognize the existing non-complying uses on the site.

**Figure 1 – Context Map**



**COMMENT**  
**Evaluation**

Provincial Policy Statement (PPS) (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 proposed through appropriate development standards which facilitate intensification and redevelopment while avoiding or mitigating risks to public health and safety (Policy 1.1.3.4).

County of Lanark Sustainable Communities Official Plan

The County Official Plan delineates the Town of Carleton Place as a Settlement Area. Section 2.3, Settlement Area Policies, encourages efficient development patterns in Settlement Areas to optimize the use of land, resources, infrastructure and public service facilities. Further, the plan states that local land use policies shall be further elaborated in local Official Plans (Town of Carleton Place Official Plan).

Local land use policies shall provide for mixed use development including residential, commercial, employment lands, parks and open space and institutional uses are in areas designated as a settlement area in local Official Plans.

#### 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 principles identify a proactive approach to preserve existing buildings, landscapes and natural features and ensure that future growth supports the development of clear employment areas to complement residential expansion.

The Official Plan identifies the subject lands as "Mississippi Residential Sector", a sub-designation of the historic "Mississippi District". Generally, the District is intended to recognize the neighbourhood as a focal point within the Town and provide opportunities for a mix of residential, commercial and recreational uses befitting of the existing character. The objectives emphasize the rehabilitation and conversion of vacant buildings for new uses while protecting the heritage character of the District (Policy 3.1.1). In order to maintain the existing character and appearance of the neighbourhoods, "demolition and building shall be strictly controlled" (Policy 3.1.3.5).

Within the sub-designation, the "Mississippi Residential Sector" policies acknowledge that while the neighbourhood is predominantly composed of residential uses, there are also notable exceptions for light industrial employment facilities, local commercial uses and municipal amenities.

Future development in the Sector is envisioned to transition predominantly to residential uses, however the list of permitted uses is expressly generalized to recognize the eclectic built form (Policy 3.2.2.2).

Notwithstanding these generalities Policy 3.2.2.6 provides that:

*"Existing neighborhood commercial uses may be designated as such in the Development Permit By-law however it is not the intention of this Plan to permit new local commercial uses in the Mississippi District Residential Policy Area."*

#### Town of Carleton Place Development Permit By-law

This property is designated "*Mississippi Residential District*" in the Development Permit By-law. The purpose of the designation is to provide for appropriate development and redevelopment of the neighbourhood while recognizing the existing built character and architectural styles. Permitted uses are restricted to residential uses (singles, semis, towns, tri-plexes, quadplexes, apartments) and existing commercial and industrial uses.

The building on the subject lands is largely considered to be non-conforming in accordance with Section 3.27 of the By-law and the continuation of existing commercial/industrial uses would similarly be recognized.

In this case, the property has evolved into the new Food Bank use. In order to recognize the transition of the property, a Development Permit must be issued to recognize the new use.

At this time no other variations to the Development Permit By-Law are required.

### **PUBLIC CONSULTATION**

The application has been circulated in accordance with the requirements of the Planning Act and Development Permit By-law. Notice was posted on site, circulated by mail to property owners within 120m of the subject lands and provided electronically to prescribed agencies.

Staff received four (4) comment submissions respecting the proposed amendment. Two of the comments applied to re-development scenarios of the property including additions and exterior works. Staff can confirm that no alterations to the current building are proposed at this time. The third comment expressed general support for the Lanark County Food Bank. The fourth comment inquired as to the long-term development plans for the site and provided endorsement for the use of the building for the Food Bank.

### **SUMMARY:**

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

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

### **STAFF RECOMMENDATION**

THAT the Committee hereby authorizes the approval of application DP3-05-2020 without conditions to recognize the following additional permitted uses on the property known municipally as 82-84 Mill Street: Food Bank, gymnasium, office and services, institutional use, and retail use; and

THAT the Committee directs Staff to issue a Development Permit in accordance with Section 2.24 of the Development Permit By-law 15-2015.

## **COMMUNICATION 132029**

Received From: Guy Bourgon, Director of Public Works  
Addressed To: Committee of the Whole  
Date: February 23, 2021  
Topic: Amendment to Waste Collection By-law 19-2013 and Fees and Charges By-law 114-2020

### **BACKGROUND**

The existing Waste Collection By-Law 19-2013 requires review and update periodically to ensure it captures the Town's current Solid Waste Management program. As there have been some changes in the program since the by-law enactment in 2013, it is deemed appropriate to amend the by-law to provide clarity, ensure compliance and allow enforcement.

### **DISCUSSION:**

Public Works staff undertook a review of waste by-laws from neighboring municipalities to establish a benchmark for best practices in this area. Staff also reviewed the Town's existing by-law to outline those areas of our program which were not currently covered under the by-law.

The following summarize the changes made to the Waste Collection By-law:

**Section 1 - Definitions** – In order for a by-law to be enforceable, the terminology within must be clearly defined. Under Item (c) "Uncollectible Waste", bio-medical waste was added (xii), and some relief to the animal waste restriction was provided to allow a maximum of 7 kg (xiv) to recognize pet waste currently being disposed of. The Downtown Core was defined (i); private property was removed from the street definition (f); and the fluorescent stock reference was removed from garbage stickers (h).

**Section 2 - Storage, Disposal and Transportation of Waste** – reference was added to item (e) regarding an administration fee which was previously missing. This fee is applied when the Town needs to pick up improper waste left curbside and not removed by the owner. Item (i) was added to deal with scavenging issues.

**Section 3 – Municipal Waste Collection System** – There was a minor change to Item (b) to allow waste to be placed curbside no earlier than 5:00 p.m. (previously 6:00 p.m.) to accommodate businesses that close at 5:00 p.m. Item (f) was added with respect to private roads as the existing by-law did not identify the need for an agreement.

Items (c) was revised and item (g) was added to address the issue of multi-residential units. Buildings with seven (7) or more units will be required to use carts or rear tip dumpsters as opposed to placing garbage bags at the curb. This measure will help reduce the mess at the curb on collection days. Exceptions are provided with respect to the downtown core with no rear access to a municipal street, and for those buildings with up to 19 units in existence before the passing of this by-law (grandfathering provision).

**Section 4 – Uncollectible Waste** – Item (c) was modified to remove hours of operation from the table and to update the options for scrap metal and tires; Item (d) was added for enforcement and billing purposes.

Appendix 'A' was modified to remove the box provisions from the existing appendix.

It has been the Town's practice to have all fees located in the Fees and Charges By-law 114-2020 as opposed to having them in each individual by-law. It is therefore recommended that an administration fee of \$100 referred to in Item 4(d) of the Waste Collection By-law be set in the Fees and Charges By-law 114-2020 by way of a by-law amendment.

#### **STAFF RECOMMENDATION**

THAT Council approves the proposed amendments to Waste Collection By-law 19-2013 and the amendment to the Fees and Charges By-law 114-2020 as outlined in the report prepared by the Director of Public Works dated February 23, 2021.

## BY-LAW NO. XX-2021

### A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND WASTE COLLECTION BY-LAW 19-2013.

**WHEREAS** in 2013, the Council of the Town of Carleton Place adopted Waste Collection By-law 19-2013 being a By-law for establishing and maintaining a system for the collection, removal and disposal of garbage and other refuse; and

**WHEREAS** it is deemed expedient and necessary to amend By-law 19-2013 to incorporate changes in the program that have occurred since that time;

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

1. That the following definitions in Section 1 be amended:
  - (c) **"Uncollectible Waste"** Subsections (xii) and (xiv) are amended as follows:
    - (xii) bio-medical wastes;
    - (xiv) night soil and animal waste exceeding 7kg;
  - (f) **"Street"** means any public road allowance
  - (h) **"Municipal Waste Collection Sticker"** means a sticker similar to that shown in Schedule A of this By-law.
2. That the following definitions be added in Section 1:
  - (i) **"Downtown Core"** means the portion of Bridge Street from the Central Bridge to Lake Avenue.
  - (j) **"Bio-medical Waste"** is defined as waste that is generated by the following:
    - (a) Human anatomical waste
    - (b) Human blood waste
    - (c) Animal anatomical waste
    - (d) Animal blood waste
    - (e) Microbiology laboratory waste
    - (f) Sharps waste
    - (g) Cytotoxic waste
    - (h) Waste that has come into contact with human blood waste that is infected or suspected of being infected with any infectious substance (human), or
    - (i) A waste containing or derived from one or more wastes described in clauses (a) through (h)
3. That Section 2 Storage, Disposal and Transportation of Waste be amended by deleting clause (e) and replacing it with the following:
  - (e) Contravention of items 2a), 2b), 2c) and 2d) may be corrected by Town staff by the removal of the waste. The cost of the removal of said waste shall be charged to the owner of the applicable property with an administrative fee applied.

4. That Section 2 Storage, Disposal and Transportation of Waste be amended by adding the following provision:
  - (i) No person, unless authorized by the Town, shall scavenge any waste that has been placed out for collection, with the exception of the removal of loose, uncontained items such as bulky items, furniture and similar items.
5. That Section 3 Municipal Waste Collection System be amended by deleting clauses (b) and (c) and replacing them with the following:
  - (b) All waste to be collected by the municipal system, shall be placed as closely as possible to the edge of the street adjacent to the owner's property but not so as to impede or interfere with the flow of traffic or maintenance of the roadway and sidewalks. No waste shall be collected from private property. All waste shall be placed out for collection prior to 7:00 a.m. on collection day but not prior to 5:00 p.m. on the day preceding collection day. All waste containers and any waste not collected by the municipal contractor shall be removed from the curb and returned to private property by the owner prior to 11:00 p.m. on collection day.
  - (c) Residential households, multi-residential properties with six or less units, and industrial/commercial use buildings are allowed to place one non-stickered waste bag/container per unit at the curb each collection day. Additional bags/containers may be placed at the curb provided they are appropriately stickered (one sticker per bag/sticker). Each bag/container of waste cannot exceed 15kg. There is no limit to the number of legal bags or containers of waste which may be placed out for collection. Residents are permitted to place up to three non-stickered bags/containers of waste at the curb for collection by the Contractor the week between Christmas and New Year's. Only permitted waste shall be placed at the municipal curb for collection. Stickers shall be prominently displayed on the exterior of the waste bag/container or on the top article of waste within a reusable container. Additional stickers may be purchased from the Town Hall and selected commercial outlets. Stickers are non-returnable and no refunds shall be provided. The municipality is not responsible for lost or stolen stickers. Should the municipality detect any counterfeit waste collection stickers, the property owner is subject to the refusal of waste collection and a fine as outlined by this by-law.
6. That the following provisions be added to Section 3 Municipal Waste Collection System:
  - (f) The collection of material on private roads will only be permitted with the written approval of the Director of Public Works and is subject to review at the discretion of the Director of Public Works or designate.
  - (g) Multi-residential properties with seven (7) or more residential / commercial units or any combination will be required to utilize carts or rear tip dumpsters for solid waste and source separated recycling collection. Individual garbage bags shall not be permitted curbside for collection. These properties shall be required to submit a written "Waste & Recycling Plan" for approval which shall include a site plan (if waste is to be stored outside the building), demonstrate storage capacity, detail how the

property will collect and dispose of waste and recyclable materials. The Plan shall also include a commitment from the property owner to communicate with residents regarding the importance of recycling. These properties shall not be entitled to an allotment of municipal waste collection stickers of 54 stickers per unit per year.

(h) Exceptions to (g) shall be provided to:

1. multi-residential properties with 19 or fewer residential units in existence prior to the passing of this by-law. These properties shall be permitted to place one bag per week per unit at the curb for municipal collection with the requirement for a municipal waste collection sticker. Alternatively, these properties may utilize carts for the collection of solid waste and source separated recyclable materials.
2. Downtown Core properties with no rear access to a municipal street.
3. The municipal allotment of 54 stickers per unit per year will be provided to those properties identified in items 1 and 2 above that do not utilize carts.

(i) Property owners are responsible for the provision, repair, and replacement of carts/dumpsters.

7. That Section 4 Uncollectible Waste be amended by deleting clause (c) and replacing it with the following:

(c) The following options are available for disposal of Uncollectible waste:

ITEM	OPTION
<ul style="list-style-type: none"> <li>○ Articles not bundled</li> <li>○ Articles larger than 100 kg or 2.0 m</li> <li>○ Construction or manufacturing waste Stones, stumps, etc.</li> </ul>	Contact a private waste disposal contractor
<ul style="list-style-type: none"> <li>○ Household Hazardous Wastes (paint, oil, chemicals, batteries, etc.)</li> </ul>	Deliver to Hazardous Waste Depot during posted hours of operation
<ul style="list-style-type: none"> <li>○ Yard Waste (Grass Leaves, Brush, etc.)</li> </ul>	Deliver to Compost Yard during posted hours of operation
<ul style="list-style-type: none"> <li>○ Scrap metal including iron or steel</li> </ul>	Deliver to metal container at the Public Work Yard (97 Franklin Street) or the Compost Yard (128 Patterson Cres) during posted hours of operation
<ul style="list-style-type: none"> <li>○ Tires</li> </ul>	Contact a tire retailer for disposal information
<ul style="list-style-type: none"> <li>○ Carcass of any animal</li> </ul>	Contact Veterinarian

8. That the following provision be added to Section 4 Uncollectible Waste:

(d) Any or all waste left at the roadside in contravention of this by-law may be removed forthwith by municipal staff or by a private contractor engaged by the municipality for that purpose. The total cost of such removal together with an administrative fee shall be invoiced to the registered owner of the adjacent property. Such invoice if

not paid shall be deemed to be Municipal property taxes and may be added by the Treasurer of the Municipality to the Collector's Roll and collected in the same manner and with the same priorities as municipal real property taxes.

9. That Appendix 'A' be deleted and replaced with Appendix 'A' attached.

10. This by-law shall come into force and effect on April 12<sup>th</sup>, 2021.

READ A FIRST TIME, A SECOND TIME AND A THIRD TIME AND FINALLY  
PASSED THIS 9<sup>TH</sup> DAY OF MARCH, 2021.

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Doug Black, Mayor

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Stacey Blair, Clerk

## SCHEDULE A

DESCRIPTION OF WASTE	SIZE	WEIGHT LIMIT	MUNICIPAL STICKERS REQUIRED
A bundle of waste	1 m x 1 m x 2.0 m max	15 kg max	1 sticker
A standard bag (more than garbage one)	66 cm x 91 cm	15 kg max	1 sticker
A garbage can (more than one)	80 L max	15 kg max	1 sticker
A large household article (couch, chair, etc.)	2.0 m long max	100 kg max	4 stickers
Appliances	The owner Shall have the refrigeration gas legally removed and so tagged by a certified technician prior to placing it at the curb for collection		4 stickers

**BY-LAW NO. XX-2021**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO  
AMEND BY-LAW 114-2020 BEING A BY-LAW TO ESTABLISH FEES AND  
CHARGES FOR SERVICES PROVIDED BY THE TOWN OF CARLETON PLACE.**

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

**AND WHEREAS** the Corporation of the Town of Carleton Place deems it expedient to amend the fees and charges to be collected for waste management purposes;

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

1. That Schedule "A" to By-law No. 114-2020 be amended to include a Waste Collection Administration Fee of \$100.00 under the Treasury heading.
2. That this by-law shall come into force and take effect on the day of its passing.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS  
9<sup>th</sup> DAY OF MARCH, 2021.

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Doug Black, Mayor

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Stacey Blair, Clerk

## COMMUNICATION 132030

Received From: Guy Bourgon, Director of Public Works  
Addressed To: Committee of the Whole  
Date: February 23, 2021  
Topic: Water Control By-law

### BACKGROUND

The Town of Carleton Place has experienced significant growth since the previous Water Usage By-law 19-2002 was enacted. While winter use remains well below water treatment plant capacity, summer use is creating concerns with the system's ability to meet the essential needs of the community. It is therefore appropriate to review the Water Usage By-law at this time.

### DISCUSSION

The Town of Carleton Place is experiencing unprecedented growth in the community. Climate change is also having an impact on our summer conditions, making extended dry periods and drought conditions more frequent. The Town is seeing a high level of water usage during these times, as exemplified by the July 2020 water consumption data at our water treatment plant:

2020 Daily Flows	May	June	July	August	September
Max (m <sup>3</sup> /day)	8133.39	8927.63	10070.99	7559.2	6483.6
Mean (m <sup>3</sup> /day)	5693.94	6667.17	8031.8	6321.54	5880.1
Total (m <sup>3</sup> )	176512.2	200015	240954	195967.7	176403.1

As the functional capacity of the Water Treatment Plant is 11,400 m<sup>3</sup> per day, the 2020 peak daily use of 10,071 m<sup>3</sup> in July is very concerning as it does not allow for the water tower to refill and makes the system vulnerable should water be required for firefighting purposes. The peak daily use in July is roughly double the peak daily use experienced in winter and is attributable to outdoor water use. July saw very little rainfall, whereas August experienced typical rainfall which resulted in a substantial drop in daily demand. It is therefore appropriate to control outdoor water use during the summer months to protect our municipal water system from any shortfalls.

Our current Water Usage By-law allows for the watering of lawns both in the morning and in the evening. Unfortunately, this has resulted in some residents watering their lawns twice each day, which is unnecessary. Lawns only need to be watered once every 4 to 5 days.

The current recommendation is to allow residents to water their lawns from 7 p.m. to 11 p.m. This allows greater flexibility to accommodate persons working during the day. Watering beyond 11 p.m. is not recommended because it does result in residents

watering overnight. Once the ground is saturated, water begins to sheet drain to roadways and to the storm system ultimately being discharged to the river. Additionally, excessive overnight watering can also lead to the growth of fungus on lawns. Therefore, it is very important that irrigation systems be turned off prior to a resident retiring for the evening. While the permitted window in the evening is four (4) hours, residents should monitor their watering efforts and shut off their systems as soon as the ground is saturated in order to prevent the wasting of water to the river.

The new by-law will continue to permit even numbered addresses to water on even days and odd numbered addresses to water on odd days. While a lawn need not be watered more than once every 4 to 5 days, multiple days allow for flexibility for watering front yards and back yards on different days.

Exemptions have been provided for:

- newly sodded and/or seeded lawns to allow for rooting to occur;
- significant newly planted landscaping;
- the watering of municipal facilities due to evening use by residents; and
- the watering of municipal baskets, planters and other beautification features to keep them vibrant.

The water restrictions in the new by-law also apply to such activities as washing driveways, sidewalks or buildings. It does not restrict times for topping up water in recreational items such as pools as these amenities are important to residents' well-being in dealing with the heat.

The new by-law defines a non-essential water usage ban which may be imposed by the Director of Public Works in times of drought or at any other time when the water supply is at risk. Fines under short form wording will be requested from the Province for the use of water in contravention to the by-law. This will allow our by-law officers to issue fines directly without having to rely on the court system.

#### **STAFF RECOMMENDATION**

THAT Council approve the Water Control By-law which will repeal By-law 19-2002 as outlined in the report prepared by the Director of Public Works dated February 23, 2021.

## **BY-LAW NO. XX-2021**

### **BEING A BY-LAW TO IMPOSE CONTROLS UPON THE OUTDOOR USE OF WATER FOR PROPERTIES SERVICED BY THE CORPORATION OF THE TOWN OF CARLETON PLACE'S WATER SYSTEM AND TO REPEAL BY-LAW 19-2002**

**WHEREAS** Section 8 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

**WHEREAS** Section 11 of the *Municipal Act*, authorizes municipalities to pass by-laws respecting matters within the sphere of jurisdiction of public utilities which includes water distribution; and

**WHEREAS** Section 436 of the *Municipal Act, 2001*, S.O. 2001, c.25 states that a municipality has the power to pass By-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law of the municipality is being contravened; and

**WHEREAS** Section 444 of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that where a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity. 2006, c. 32, Sched. A, s. 184; and

**WHEREAS** Section 446 of the *Municipal Act, 2001*, S.O. 2001, c.25 permits a municipality to enact a by-law to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expense and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes; and

**WHEREAS** the Town of Carleton Place deems it necessary and desirable to regulate the consumption and use of water in order to promote water conservation and to ensure a continued and abundant supply of water within the serviced area of the Corporation of the Town of Carleton Place by imposing controls upon the outdoor use of water for properties serviced by the Town of Carleton Place's water distribution system;

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

#### **1. DEFINITIONS**

The following definitions shall apply for the purposes of this By-law:

- 1.1. **Calendar Day** means one day commencing at 00:00 hours ending at 23:59 hours.
- 1.2. **Clerk** means the Clerk for the Town of Carleton Place.
- 1.3. **Council** means the appointed Council for the Town of Carleton Place.
- 1.4. **Corporation** mean the Corporation of the Town of Carleton Place.
- 1.5. **Director** means the Municipality's Director of Public Works or his or her designate.
- 1.6. **Hand-watering device** means a container that is not connected to the municipal water system, is used to apply water and is operated by muscular power only.
- 1.7. **Landscaping** means the new installation of garden plants, grass, sod, and trees which would require water to ensure survival of the newly installed items.
- 1.8. **Owner** means the occupant or the owner of the premises or their agent.
- 1.9. **Person** includes, but is not limited to, an individual, sole proprietorship, partnership, association or corporation.
- 1.10. **Municipality** means the Town of Carleton Place.
- 1.11. **Municipal Address** means the numbered address designated for that location by the Public Works Department.
- 1.12. **Water** except as otherwise defined in this By-law, means water produced, treated or stored by the Municipality and obtained through the municipal water distribution system;
- 1.13. **Watering device** includes, but is not limited to, a hose bib, hose, pipe, sprinkler, in-ground or above-ground irrigation system or drip irrigation system used to apply water but does not include a hand-watering device.
- 1.14. **Yard** means lawn, gardens, grass, plots, boulevards, grounds, or land of any description.

## **2. GENERAL REGULATIONS – PERMITTED DAYS AND HOURS OF WATERING**

- 2.1. No person shall water a yard using water from the Town of Carleton Place's water distribution system between the first day of May each year and the last day of September of the same year, unless otherwise specified in this By-law.
- 2.2. No owner shall permit any person to irrigate with a watering device on the

road allowance or on any premises immediately adjacent to a road allowance and within the extension of property lines of premises.

2.3. No person shall irrigate with a watering device any lawn, garden, tree, shrub, or other outdoor plant except on the applicable days provided below between the hours of 7:00 p.m. and 11:00 p.m.:

2.3.1 For all premises with even street numbers, on even-numbered calendar days;

2.3.2 For all premises with odd street numbers, on odd-numbered calendar days.

2.3.3 Each property not designated by a municipal address and served by the Corporation of the Town of Carleton Place water supply system, shall receive a designation of either an even-numbered or odd-numbered municipal address from the Public Works Department.

2.4. In accordance with Section 2.3, no person shall perform the following activities outside of the hours of 7:00 p.m. and 11:00 p.m.:

2.4.1. Cleaning the exterior of a building or attachments thereto, a driveway or a walkway with water;

2.4.2. Irrigating a driveway, walkway or roadway with water;

2.4.3. Wasting water when using it outdoors.

### **3. RAINFALL**

3.1. No owner shall irrigate with water during a rainfall or permit any person to irrigate with water during a rainfall.

### **4. CONNECTIONS**

4.1. No person shall water from more than one connection at any one time with water supplied by the Town of Carleton Place's water supply system.

### **5. EXEMPTIONS**

5.1. Any person may, from a water source other than the municipal water distribution system, use water externally.

5.2 Any person may irrigate with a watering device during the 24 hours following the completion of the installation, newly planted sod or grass seed forming part of a lawn or newly planted lawn alternative or significant amount of new landscaping as determined at the discretion of the Municipal By-law Enforcement Officer on duty and/or the Director of Public Works or their

designate.

5.3 Any person may water newly planted sod or seed or significant amount of new landscaping on every calendar day between the hours of 7:00 p.m. and 11:00 p.m. for a period of three (3) weeks from the date of planting, provided that the owner notifies the Town's Municipal Law Enforcement Services prior to beginning the watering.

5.4 Municipal facilities are often in use during evening hours and shall be permitted to water outside of permitted public hours.

5.5 Municipal forces are also permitted to water hanging baskets, planters and other beautification features as necessary during the day to keep the plants vibrant.

## **6 WATER SUPPLY PROHIBITIONS**

6.1 When the service capability of any water production facility or any water storage tower has declined to the point where the continued supply of sufficient water for the essential needs of the public is in jeopardy as determined by the Director of Public Works, the Director shall have the authority to prohibit the use of water supplied by the municipal waterworks throughout the entire system, or any part thereof, by declaring a non-essential water usage ban.

6.2 At all time during a declared non-essential water usage ban, no person shall use water originating from the municipal supply system to:

6.2.1 Irrigate any lawn, including newly planted sod or grass seed forming part of a lawn and newly planted lawn alternative, and lawns treated with any pesticide, herbicide or fertilizer;

6.2.2 Irrigate with water any garden, tree, shrub or other outdoor plant;

6.2.3 Clean with water the exterior of a building or attachments thereto, driveway or a walkway;

6.2.4 Clean with water a vehicle parked on residential premises or on the road allowance immediately adjacent to and within the extension of the boundary lines of residential premises;

6.2.5 Operate a decorative fountain unless all water used is continuously recycled;

6.2.6 Waste water when using it outdoors.

## **7 NOTIFICATION**

7.1 The Director of Public Works shall give notice of a non-essential water usage

ban by any one or more of the following means:

- a. Posting the notice on the municipal website;
- b. Posting the notice on social media;
- c. Publication of notice in a local newspaper;
- d. Announcements giving notice on radio or television;
- e. Delivery of notice to affected premises, or
- f. Any other means of giving notice that has a reasonable likelihood of coming to the attention of persons who are affected.

## **8 ADMINISTRATION AND ENFORCEMENT**

8.1 The Director of Public Works is responsible for the administration of this By-law and may provide exceptions to the By-law as he or she deems appropriate.

8.2 This By-law may be enforced by a Municipal By-law Enforcement Officer or a Provincial Offences Officer.

8.3 Interpretation and application of the terms and definitions of this By-law shall be determined at the discretion of the Municipal By-law Enforcement Officer.

8.4 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer, any Public Works employee in the performance of their duties or anyone acting under the Officer's instructions while in the exercise of a power or the performance of a duty under this By-law.

8.5 When a person is causing water being used on or from a premise contrary to the provisions of this By-law, the Municipality may shut off the supply of water to the premises upon giving verbal or other notice to any reasonably available person occupying the premises, or without notice if no one is reasonably available to give notice to.

8.6 When the owner agrees in writing to comply completely with the provisions of this By-law and all fines have been paid in full, the water supply to the premises shall be restored by the Municipality provided that the charge established by the Council of the Municipality from time to time for turning the supply of water back on is paid by the owner, and failing payment in whole or in part, the Municipality may transfer the amount remaining unpaid to the Collector's Roll and collect the amount in the same manner as taxes and subject to the same interest and penalties as taxes.

## **9 SEVERABILITY**

9.1 Should any Section of this By-law, or parts of it, be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

## **10 PENALTY**

10.1 Any person who contravenes any of the provisions of this By-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of the *Provincial Offences Act*, R. S.O. 1990, Chapter P.53 and amendments thereto, and the penalty for the commission of any such offence shall be provided for in the said *Provincial Offences Act*.

## **11 REPEAL**

11.1 By-law 19-2002, and any amendments thereto, are hereby repealed.

## **12 SHORT TITLE**

12.1 This By-law may be referred to as the Water Control By-law.

## **13 EFFECTIVE DATE**

13.1 This By-law shall come into full force and effect on the date of its passing.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED  
THIS 9<sup>th</sup> DAY OF MARCH, 2021.

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Doug Black, Mayor

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Stacey Blair, Clerk

**COMMUNICATION 132031**

Received From: Stacey Blair, Clerk  
Addressed To: Committee of the Whole  
Date: February 23, 2021  
Topic: Council Appointments to Advisory Committees/Boards

**BACKGROUND**

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. As she was appointed to the following Town Boards/Committees, vacancies are also created in these areas.

- Mississippi Valley Conservation Authority
- Carleton Place Police Services Board
- Business Improvement Area (BIA) Board
- Sister City Committee

As well, with a new member of Council being appointed, this is an opportunity to examine current Committee/Board appointments to see if any other changes to appointments could be made.

**COMMENT**

A survey of current appointments and vacancies was sent out to members of Council as well as Wes Parsons, who will be appointed to and sworn in as a Councillor at the February 23 meeting. The recommended motion below is based on the survey responses.

**STAFF RECOMMENDATION:**

THAT Council approve the following new appointments:  
Mississippi Valley Conservation Authority – Councillor Tennant  
Carleton Place Police Services Board – Deputy Mayor Redmond  
Carleton Place Youth Centre – Wes Parsons  
Carleton Place Childcare Committee – Wes Parsons  
Sister City Committee – Councillor Seccaspina  
BIA – Councillor Randell

AND THAT all other existing appointments remain in place until the end of this term of Council.

# CPEAC Meeting | MINUTES

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January 11, 2021 | 6:30pm | Meeting location via Zoom

Meeting called by Dena Comely (Chair)

Type of meeting Committee Meeting

Facilitator

Secretary Tracy Kwissa

**Present:** Dena Comely, Bill Slade, Tracy Kwissa, Colin MacDuff, Jack Havel, Laura Cupper, Jamie DeBaie, Randy Martin

**Regrets:** Jeff Atkinson, Kyle McCullouch, Natalika Culhane

Meeting called to order by Dena Comely at 6:33 pm

Two items added to agenda: Resignation of Natalika Culhane and Green Bin Discussion

Approval of Agenda: Motion brought forward by Laura Cupper, seconded by Colin MacDuff

No Conflict of Interest

Minutes from December 7, 2020 Motion to Approve Moved by Jamie DeBaie, seconded by Jack Havel. Approved

## AGENDA TOPICS

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**Time allotted** 15 minutes | **6:40 pm** | **Agenda topic** Anti-Idling Campaign | **Presenter** Colin MacDuff

Colin has posted the Final Report for the Anti-Idling Campaign on the Google Drive. He will send it to Town Staff. Twelve businesses in Carleton Place have (voluntarily) agreed to put up anti-idling signs on their property. CPEAC is covering the costs of the signs.

---

### Action items

### Person responsible

### Deadline

Colin

January 2021

---

**Time allotted** 15 minutes | 6:55 pm | **Agenda topic** Green Development Checklist | **Presenter** Dena Comely

Dena met with Niki Dwyer at the Town and gave her the letter that is to accompany the Checklist. Nicky will include the Checklist in the Developer Package. She is in support of the checklist and will promote it.

Action items	Person responsible	Deadline
None		

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**Time allotted** 15 minutes | 7:00 pm | **Agenda topic** Water Filling Stations | **Presenter** Dena Comely

The two water filling stations at the Arena are being used frequently. The filling station at the Carleton Place Pool and the Canoe Club is being installed this year, but a concrete date was not provided. There is no installation date for the filling station at Junction Park.

**The CPEAC recommends that the filling station at Junction Park be included as part of the 2021 installations.**

Action items	Person responsible	Deadline
None		

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**Time allotted** 15 minutes | 7:15 pm | **Agenda topic** Partners for Climate Protection/CCAP | **Presenter** Dena Comely

Dena spoke with Mayor Doug Black and CAO Diane Smithson about the CCAP. Resources need to be allocated to this initiative; it needs staff and a budget.

This Committee encourages the Town to join this initiative. This group has resources and staff to push forward Green initiatives County wide. Tay Valley and Smiths Falls have both joined the PCP. The PCP has two staff (1 FT and 1 PT) The PCP is still in the data collecting phase. A Motion was put forward by Colin MacDuff and seconded by Laura Cupper.

**Motion: THAT the Carleton Place environmental Advisory Committee recommends that Council take the first step in creating a Climate Action Plan and pass a resolution to join the Partners for Climate Protection (PCP)**

Action items	Person responsible	Deadline
None		

Action items	Person responsible	Deadline
<b>Time allotted</b> 15 minutes   <b>7:30 pm</b>   <b>Agenda topic</b> Compost/Rain Barrel Programs   <b>Presenter</b> Dena Comely		

Dena sent an email to Guy Bourgon about the subsidy the Town offers for composters. Historically, the Town has awarded no more than fifteen subsidies in a year. This Committee would like to see this number increased and would like the Town to include Rain Barrels in this program. The program needs to be better advertised and promoted more.

**CPEAC recommends that the Town better advertise the existing composter subsidy program by adding a more visible button or link on the website. A social media campaign could also be used to support the subsidy program with the goal of increasing participation and creating awareness. The CPEAC also recommends that the town consider adding water/rain barrels to the program.**

Action items	Person responsible	Deadline
Further discussion	All	Next meeting

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**Time allotted** 15 minutes | **7:45 pm** | **Agenda topic** Green Bin Survey | **Presenter** Colin MacDuff

North Grenville is starting their Green Bin program in February 2021. Colin will access their survey to use for our own survey in Carleton Place. He spoke with Perth; they own their own land for green waste. There has been a significant cost savings in their garbage collection since beginning their Green Bin program with lower weight on shipping waste to the landfill. The Town of Perth was able to supply Green Bins to residents and do the pickup at no cost.

Action items	Person responsible	Deadline
Develop survey	Colin, Tracy, Laura	Next meeting

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**Time allotted** 15 minutes | 7:55 pm | **Agenda topic** Wildflower Planting | **Presenter** Laura Cupper

This item will be moved forward to Spring 2021. Laura has researched various planting programs and found the one in Georgian Bay to be the most effective. The Municipality used plant plugs and watered the gardens for one year. The gardens were then established and continued to grow and flourish. To consider this type of program we need to know: cost of plant plugs, cost of materials for raised beds, what type of plants would be best for this geographic area, cost of signage (to explain purpose of gardens etc.), and where we would be able to build the beds.

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Action items	Person responsible	Deadline
Research above program	Laura	TBD

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#### Notes and Additional Comments

Dena informed the committee that Liam from Public Works is attending the workshops regarding climate action for Municipalities. He will present to CPEAC later.

Jaimie requested we as the Town to send a Letter of Protest to Doug Ford regarding the dismantling of Conservation Authorities. This will need to be discussed with our Council Representative, Jeff Atkinson.

A letter will be sent on behalf of the CPEAC to Natalika Culhane for her dedication and support while on this Committee. A Letter of Reference will also be offered.

Next meeting, we will discuss funding and our budget for 2021

**Meeting adjourned at 8:15 pm**

**Next meeting February 8, 2021 via Zoom at 6:30 pm**

## PCP Member Benefits and Responsibilities

The PCP program offers you a proven approach to reducing greenhouse gas (GHG) emissions, and the support you need to achieve success. Being actively engaged in the PCP program gives your municipality the chance to become a leader by taking systematic and organized action on climate change. By participating in the PCP program, Canadian municipalities gain access to the following tools and resources:

- Support and guidance, through the PCP Milestone Framework, to help members reduce GHG emissions.
- Access via the PCP Hub to a network of over 350 local governments across Canada that are taking action on climate change and can help your community succeed by offering their experience and examples.
- Technical support tools, including the PCP Milestone Tool and PCP Protocol.
- Information and access to funding opportunities, such as those offered by FCM's Green Municipal Fund.
- Capacity-building resources, including workshops, case studies and training opportunities.
- Awards and recognition for milestone achievements and for reported measures.

Members of the PCP program have the following responsibilities:

- Move through the Milestone Framework within 10 years of joining
- Report on progress at least once every two years, with our support
- Email us if your contact information changes
- Actively participate in program activities and share your experience with other network members

If your municipality is not able to meet the PCP program requirements, you can always leave the program and rejoin it at a later date. You can also contact the PCP Secretariat anytime for help with submitting documentation to meet the requirements.

## Supporting Rationale for Consideration

It is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy.

The 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts.

Local governments are essential to the successful implementation of the Paris Agreement.

Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services.

Investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses.

A number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting.



## **AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS**

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate BECAUSE of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment, investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,

Robert Tremblay, MPA, CMO, AOMC  
President  
AMCTO



## PORT COLBORNE

Corporate Services Department  
Clerk's Division

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746  
E [amber.lapointe@portcolborne.ca](mailto:amber.lapointe@portcolborne.ca)

January 26, 2021

Honourable Patty Hajdu  
Federal Minister of Health  
705 Red River Road, Suite 3  
Thunder Bay, ON P7B 1J3

Sent via E-mail: [Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

Dear Honourable Minister:

**Re: Resolution – Unlicensed and unmonitored cannabis grow operations**

Please be advised that, at its meeting of January 11, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That Council support the correspondence item attached as Appendix B from the Township of Blandford-Blenheim regarding Cannabis Production.

A copy of the above noted correspondence is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe  
City Clerk

Encl.

ec: Honourable David Lametti, Minister of Justice and Attorney General of Canada  
Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness  
Vance Badawey, MP Niagara Centre  
Jeff Burch, MPP Niagara Centre  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities



## Township of Blandford-Blenheim

47 Wilmot Street South  
Drumbo, Ontario N0J 1G0

Phone: 519-463-5347  
Fax: 519-463-5881  
Web: [www.blandfordblenheim.ca](http://www.blandfordblenheim.ca)

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October 13, 2020

Emailed to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.

### **Re: Unlicensed and unmonitored cannabis grow operations**

Please be advised that at the Regular Meeting of Council on October 7<sup>th</sup>, 2020, the Council of the Township of Blandford-Blenheim passed the following resolution:

#### **Resolution Number: 2020-14**

**Moved by: Councillor Nancy Demarest**

**Seconded by: Councill Bruce Banbury**

**“That Whereas unlicensed and unmonitored cannabis grow operations have increasingly become a problem in communities in Ontario as well as across the Country; and,**

**Whereas these operations are allowed to establish with little or no consultation with the local community and municipalities are often only made aware of their existence after conflicts arise with neighboring land owners; and,**

**Whereas loopholes in existing Federal legislation allow these large scale grow op’s to establish and operate without any of the regulations or protocols that licensed and monitored operations need to adhere to,**

**BE IT RESOLVED that the Council of the Township of Blandford-Blenheim urges the Federal Government to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected; and,**

**That this resolution be forwarded to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.”**

Regards,

Sarah Matheson  
Deputy Clerk  
Township of Blandford-Blenheim

February 2, 2021

Dr. Paula Stewart, Medical Officer of Health  
25 Johnston Street  
Smiths Falls, Ontario  
K7A 0A4

Dear Dr. Stewart,

At its regular council meeting of January 27, 2021, Council again discussed our sincere appreciation for the dedicated efforts of the Leeds, Grenville and Lanark District Health Unit to protect our community. As we continue to face the challenges and impacts from COVID-19, we are encouraged to see the vaccination program begin to roll out locally, As a result of Council's conversation, the following resolution was passed:

**MOTION #CC-2021-15**

**MOVED BY:** K. Van Der Meer      **SECONDED BY:** S. Redmond

"**WHEREAS**, throughout the COVID-19 global pandemic Lanark County has remained committed to protecting the health and safety of all residents and staff while taking prudent measures to stop the spread of this virus; and

**WHEREAS**, in the weeks ahead Lanark County remains vigilant in following the lead and endorsing the health and safety measures established by the provincial government and the Leeds Grenville and Lanark District Health Unit; and

**WHEREAS**, Lanark County Council continues to recognize and support Dr. Paula Stewart, Medical Officer of Health and her team at the Leeds, Grenville and Lanark District Health Unit in their continuous efforts since the onset of our fight against COVID-19 in early 2020. It is with pride, we honour and thank these dedicated individuals for their crucial and tireless efforts in keeping our communities safe, healthy and educated; and

**WHEREAS**, Lanark County Council recognizes the keen interest within our community and throughout the province to obtain the COVID-19 vaccine(s); and

**WHEREAS**, we appreciate that many people are eagerly anticipating their turn for the vaccine, we ask that everyone remain patient as the Health Unit continues to work efficiently and effectively in the delivery of the COVID-19 vaccine throughout our communities in adherence to their COVID-19 Distribution and Administration Roll Out Plan that aligns with the Ministry of Health's COVID-19 Vaccine Distribution Plan; and

**WHEREAS**, as a council and a community, we remain deeply grateful to all the frontline workers who continue to work tirelessly to help keep our communities going and ensuring our residents are safe. Throughout this pandemic, we have seen you display acts of courage, selflessness and genuine caring for your community. Once again, we thank you for your dedication and commitment to your positions, which has ensured that we are all able to continue to enjoy the luxuries that come with living in Lanark County during the COVID-19 pandemic; and

**WHEREAS**, as we approach the one year mark of this global pandemic, it is recognized that the continued necessary isolation is taking a toll on the well-being of individuals and businesses within our communities, and although the pandemic has underscored the pain of disconnection, it has also inspired a revival of meaningful connection. In Lanark County alone, we have seen broad-based community approaches being applied to save lives and serve neighbors. We've witnessed cross-sector collaboration to meet the needs of our most vulnerable populations. People are coming together on their own to take care of their friends and neighbors. Rather than approaching the crisis in a spirit of self-preservation, people are taking stock of their collective assets and embracing a new kind of philosophy. COVID-19 is revealing our interdependence in ways that no event in our lifetimes has done. We are touched and will never lose sight by the outpouring of collective goodwill.

**NOW THEREFORE BE IT RESOLVED THAT**, Warden Christa Lowry and the Council of Lanark County encourage all residents to continue to adhere to public health guidelines, including the wearing of face coverings, adhering to proper social distancing (keep 2m/6ft from others both indoors and outdoors), thorough hand hygiene, staying home when you are sick and following the stay at home order throughout the current declared state of emergency, for their own safety and well-being and to ensure that we continue to work together to minimize the risk of the virus spreading in our communities.

**AND THAT**, Warden Lowry send a letter of recognition to Dr. Stewart, with a copy to the Board of Health and each local municipality in Lanark County."

The County of Lanark strongly supports the guidelines recommended by you and your team at the Leeds, Grenville and Lanark District Health Unit. As leaders, we will continue to set a good example and recommend that our residents adhere to mask wearing, proper social distancing and effective handwashing protocols, all of which have been put in place to protect our health and the health of our community during the pandemic.

In sincere appreciation,



Christa Lowry, Warden  
County of Lanark



The Corporation of the  
**TOWNSHIP OF BALDWIN**

P.O. Box 7095, 11 Spooner Street  
MCKERROW, ONTARIO POP 1M0  
TEL: (705) 869-0225 FAX: (705) 869-5049  
CLERK: Karin Bates – karin@baldwin.ca

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MOVED BY: JOANNE BOUCHER DATE: February 1, 2021

SECONDED BY: DAVID FURBER MOTION NO.: 21- 013

WHEREAS the province wants to mandate training levels for Fire Fighters and now wishes to close the Ontario Fire College located in Gravenhurst, Ontario which has been used for many Government agencies such as Ministry of Transportation, Ontario Provincial Police, Fire Fighters, both full time and volunteer; and

WHEREAS only a small percentage of our department has any formal training and are responsible to train junior fire fighters with the minimal training we receive; and

WHEREAS as volunteers, we are on call 24/7/365 with day jobs and families that expect us to come home safely each and every time; and

WHEREAS the Fire College makes top tier training accessible to all Fire Departments in Ontario; and

WHEREAS municipalities are mandated to have fire departments, yet there is no provincial or federal funding for volunteer fire departments for much needed equipment and training; and

WHEREAS without a plan in place it is irresponsible to close down a vital training centre that serves Ontario and it would put Municipalities at risk which is shortsighted and not acceptable.

**NOW THEREFORE BE IT RESOLVED THAT:** The Corporation of the Township of Baldwin requests the Province of Ontario to reconsider closing this all-important facility for dollars over lives.

Carried ✓ Defeated \_\_\_\_\_ Mayor ✓