



**Policy Review Committee Agenda
June 12, 2018, at 7:00 p.m.
Carleton Place Town Hall, Council Chambers**

Please silence all electronic devices.

- 1) CALL TO ORDER
- 2) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST
- 3) REGISTRATION OF PUBLIC WISHING TO SPEAK
- 4) COMMUNICATIONS (REPORTS)
 - i. **Development Charges Update to Communication 129183 (April 24, 2018) & 129202 (May 15, 2018) (Communication 129229)** p5
Paul Knowles, Town Engineer
Suggested Motion:
THAT the Water/Wastewater Charges By-law and the Development Charges By-law, with the revision to include allocating \$200,000 for Library Resources, be forwarded to Council for adoption.
 - ii. **Water and Wastewater Resiliency Plans Update to Communication 129181 (April 24, 2018) and 129204 (May 15, 2018) (Communication 129230)** p7
Paul Knowles, Town Engineer
Suggested Motion:
THAT Council accept the Water/Wastewater Resiliency Plans; and
THAT operational plans at the Water/Wastewater Plants be modified to include the recommended resiliency measures; and
THAT Staff submit its claims to the Municipalities for Climate Innovation Program for the grant associated with this project.
 - iii. **Pumping Station Assessment (Communication 129231)** p8
Paul Knowles, Town Engineer
Suggested Motion:
THAT the Town's 10-Year Capital Plan be amended to include the additional

\$2,261,260 value of work for the Town's pumping stations within the 10-year timeframe; and

THAT as the 10-Year Capital Plan is updated annually, it be amended to include upcoming capital works on the Pumping Stations in the respective years that the work is to be completed; and

THAT staff submit final reports and obtain funds from the Municipal Asset Management Program (MAMP) for the cost of preparing the Condition Assessment report on the Pumping Stations; and

THAT staff authorize J.L. Richards and Associates to proceed with design work to improve the Bridge Street Pumping Station and arrange for recommended flow monitoring.

iv. **Public Works Replacement of 2009 One-Ton Truck** p11
(Communication 129232)

Dave Young, Director of Public Works

Suggested Motion:

THAT staff be authorized to proceed with the replacement of the Public Works Department's 2009 One-Ton Truck in 2018; and

THAT the funding for this purchase be taken from the Equipment Reserve.

v. **Carambeck Construction Project Update** p13
(Communication 129233)

Dave Young, Director of Public Works

Suggested Motion:

THAT the Carambeck Construction Project Update be received as information.

vi. **Update on Central Bridge Project** p14
(Communication 129234)

Paul Knowles, Town Engineer

Suggested Motion:

THAT the by-law imposing load restrictions on Central Bridge be passed and include a provision to exempt the Town's Aerial Ladder Truck and Pumper Truck; and

THAT the Consultant and Sub-Consultants continue with their Environmental Assessment of the Central Bridge Project; and

THAT the public be invited to attend the Open Houses scheduled for Wednesday, June 27, 2018 and Monday, October 29, 2018.

- vii. **Update on Ottawa Valley Rail Trail (Communication 129235)** p17
Paul Knowles, Town Engineer
- Suggested Motion:**
THAT Council award the tender to George W Drummond Ltd in the amount of \$401,830.70, for work on the Ottawa Valley Rail Trail and Carleton Junction Project, removing fill/asphalt/concrete from Roe Street properties, screening topsoil and completing work at the snow dump.
- viii. **Planning and Engineering Fees Proposal (Communication 129236)** p19
Joanna Bowes, Manager of Development Services and Robin Daigle, Engineering Manager
- Suggested Motion:**
THAT the proposed Planning and Engineering fees be approved as presented; and
THAT the necessary by-law to enact the fees be forwarded to Council for approval.
- ix. **Cash-in-lieu of Parkland Condition, B18/031, 565 McNeely Avenue (Communication 129237)** p27
Joanna Bowes, Manager of Development Services
- Suggested Motion:**
THAT the parkland fee imposed through condition of severance application B18/031 for a 21-Year lease for the TD Bank site be waived.
- x. **Request to Fast Track Development Permit Application for 50 Allan Street (Communication 129238)** p30
Diane Smithson, CAO
- Suggested Motion:**
THAT Committee maintain the meeting date scheduled for August 7, 2018 for 50 Allan Street as provided in a notice to all persons or public bodies who previously commented; and
THAT Council support the requirement for a Professional Planning Report related to Development Permit Applications before being placed on a Committee Agenda for a decision.

- xi. Records Retention By-Law
(Communication 129239)**
Stacey Blair, Deputy Clerk

p33

Suggested Motion:

THAT Council approve the purchase of The Ontario Municipal Records Management System (TOMRMS); and

THAT the proposed Records Retention By-law including the Records Retention Program Policy be approved.

- xii. Allocation of Main Street Revitalization Program Funding
(Communication 129240)**
Diane Smithson, CAO

p60

Suggested Motion:

THAT Council provide direction with respect to the specific use of Main Street Revitalization Program Funding to enable the Town to complete its requirements under the program in order to receive its funding allocation.

5) CLOSED MEETING

Suggested Motion(s):

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

- o Section 239 (2)(b) personal matters about an identifiable individual (IC 129241) and
- o Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality (IC 129242 and IC 129243); and

THAT Diane Smithson, CAO, Duncan Rogers, Clerk, Stacey Blair, Deputy Clerk, Robin Daigle, Engineering Manager (item IC 129241 only) and Paul Knowles, Town Engineer, remain in the room.

i. Elizabeth Street Connection Fee (IC 129241)

Robin Daigle, Engineering Manager

ii. Sale of Land (IC 129242)

Paul Knowles, Town Engineer

iii. Sale of Land Related Item (IC 129243)

Paul Knowles, Town Engineer

Suggested Motion(s):

THAT the committee return to regular session at _____ p.m.

6) ADJOURNMENT

COMMUNICATION 129229

Received from Paul Knowles, Town Engineer
Addressed to Policy Review Committee
Date June 12, 2018
Topic Development Charges Update to Communication 129183 (April 24, 2018) & 129202 (May 15, 2018)

SUMMARY

Carleton Place is a growing community and has had a longstanding policy to ensure that growth (Developers) funds its fair share of the costs that are associated with growth. The province places strict controls that limit a Municipality's authority to impose fees on Developers. However, most major infrastructure related to growth remains eligible for funding.

Carleton Place uses two (2) sections of provincial legislation for authority to impose fees on development. Water and Wastewater projects are authorized by the Municipal Act Section 391 (1) and all other eligible projects are authorized by the Development Charges Act.

COMMENT

The Development Charges Background Study was presented at an Open House and at a Public Meeting on May 15th, 2018. Though a number of questions were posed at the Open House and during the presentation to Council on May 15, 2018, only one comment was submitted prior to the May 25, 2018 deadline. There was considerable discussion at the May 15, 2018 meeting related to the exemption provisions for the properties designated as Strategic Properties. Staff continues to recommend the proposed provisions included in the draft report.

In the only written comment received, the Library has asked that funds be included to increase their circulation resources. To address this comment, the allocation of Development Charges has been adjusted to reduce the funding for Equipment Storage from \$775,000 to \$675,000 and for Community Centre from \$1,000,000 to \$900,000 and add \$200,000 for Library Resources. This means there is no change to the proposed Development Fees, just how the fees are allocated. The Equipment Storage and Community Centre projects are scheduled for the 5-10 year timeframe so are not, at this time, fully defined. The next time the Development Charges By-law is reviewed (2023) these projects will be more defined and there will be an opportunity to revise the budget for these projects if appropriate.

FINANCIAL IMPLICATIONS

With the anticipated growth of 150 units/1,500m²/year, the proposed charges will collect \$29,200,000 to contribute towards the identified growth projects. It will be important to

monitor growth and cashflow so projects are not constructed before the funds from growth are available. The remaining non-development portion of capital costs will need to be included in the 10-year capital forecast and the Asset Management Plan will need to be revised and funding allocated to provide for the future operating / maintenance cost associated with the growth projects.

STAFF RECOMMENDATION

THAT the Water/Wastewater Charges By-law and the Development Charges By-law, with the revision to include allocating \$200,000 for Library Resources, be forwarded to Council for adoption.

COMMUNICATION 129230

Received from Paul Knowles, Town Engineer
Addressed to Policy Review Committee
Date April 24, 2018
Topic Water and Wastewater Resiliency Plans Update to Communication 129181 (April 24, 2018) and 129204 (May 15, 2018)

SUMMARY

The Town of Carleton Place (the Town) has identified a need to develop a Resiliency Plan for both the Water Treatment Plant (WTP) and the Wastewater Treatment Plant (WWTP) based on previous observations of climatic related events. These events included a very dry season in the summer of 2016 that stressed the WTP and a very wet 2017 spring season that stressed the WWTP.

J.L. Richards & Associates Limited (JLR) was retained by the Town in January 2018 to assist in undertaking a review of both of these facilities in order to assess their vulnerability to current and future projected climatic conditions and to identify measures that could be considered to ensure both facilities have sufficient “resiliency” to accommodate these conditions.

COMMENT

The Resiliency Plans prepared by J.L. Richards & Associates were presented at an Open House and at a Public Meeting on May 15th, 2018. A number of questions were posed at the Open House and during the presentation to Council on May 15, 2018 but no written comments were submitted by the May 25, 2018 deadline.

FINANCIAL IMPLICATION

The recommended improvements outlined by J.L. Richards will need to be incorporated into the Development Charges By-law, the By-law to Establish a Special Water and Sewer Rate and future capital and operating budgets.

STAFF RECOMMENDATION

THAT Council accept the Water/Wastewater Resiliency Plans; and

THAT operational plans at the Water/Wastewater Plants be modified to include the recommended resiliency measures; and

THAT Staff submit its claims to the Municipalities for Climate Innovation Program for the grant associated with this project.

COMMUNICATION 129231

Received from Paul Knowles, Town Engineer
Addressed to Policy Review Committee
Date June 12th, 2018
Topic Pumping Station Assessment

SUMMARY

In 2017 FCM approved the Town's application to the Municipal Asset Management Program (MAMP) for funds to prepare a Condition Assessment of the Town's pumping stations. The Consultant has now completed this project and submitted the Final Report. A copy of the final report is available for public viewing from the Public Works Offices. This report details the findings of site inspections and includes a Capital Improvement Plan for each pumping station. Below is a summary of the main findings:

- 1) Five (5) of the eleven (11) pumping stations (PS) are more than 40 years old and will require major capital work over the next three (3) years. This includes the Joseph Street PS, the Industrial PS, the Princess Street PS, the Bridge Street PS and the Findlay Street PS. The total investment for all of these pumping stations is estimated to be approximately \$3,100,000 in 2018 dollars;
- 2) The capacity of the Industrial PS and Bridge Street PS will need to be increased to accommodate future flows from growth within their respective sewer sheds. This Report has identified a new design flow for the Bridge Street PS. Some options for the design of the new Bridge Street PS are identified within this Report;
- 3) The Mississippi Quays PS, the Westview Heights PS and the Carlgate PS are approximately 20 years old and are in fair condition. These pumping stations will require upgrades over the next ten (10) years. The upgrades will consist of the replacement of the backup generators, transfer switches and control panels. The total investment for these pumping stations is estimated to be approximately \$600,000 in 2018 dollars;
- 4) The Highgate PS and Highway 7 PS are new and are in good condition. These pumping stations will require some upgrades in the 10-20 year timeframe. The upgrades will be more important at the Highway 7 PS as two (2) additional pumps will have to be installed in 2026. The total investment for these pumping stations is estimated to be approximately \$500,000 in 2018 dollars;
- 5) A flow monitoring program was developed that will allow the Town to monitor sewage flows at different locations along the trunk sewer system. The timing of the implementation of the flow monitoring stations could vary based on actual development in the drainage areas. Also, the implementation of flow monitoring stations will help to identify the extent of current Infiltration/Inflow (I/I) flow, help to assess the effectiveness of recent sewer lining work and aid in the planning of future sewer lining work.

Anticipated work at pumping stations is summarized below:

Name of Pumping Station	Phasing and Timeline	Proposed Upgrades (Disciplines)	Cost estimate (in dollars of 2018)
Joseph Street PS	Phase 1 - 2020	Civil-Building-Mechanical-Electrical-I&C	\$487,025
Industrial PS	Phase 1 - 2021	Civil-Building-Mechanical-Electrical-I&C	\$1,125,850
	Phase 2 - 2025	Mechanical-Electrical-I&C	\$40,480
Princess Street PS	Phase 1 - 2021	Civil-Building-Mechanical-Electrical-I&C	\$480,700
Bridge Street PS	Phase 1 - 2019	Civil-Building-Mechanical-Electrical-I&C	\$499,675
Findlay Street PS	Phase 1 - 2021	Civil-Building-Mechanical-Electrical-I&C	\$480,700
Mississippi Quays PS	Phase 1 - 2022	Building-Mechanical-I&C	\$120,175
	Phase 2 - 2027	Civil-Building-Electrical	\$185,955
Westview Height PS	Phase 1 - 2022	Building-Mechanical-I&C	\$101,200
	Phase 2 - 2029	Civil-Electrical	\$122,705
Carlgate PS	Phase 1 - 2022	Building-Mechanical-I&C	\$101,200
	Phase 2 - 2031	Civil-Electrical	\$122,705
Highgate PS	Phase 1 - 2022	Building	\$12,650
	Phase 2 - 2034	I&C	\$44,275
	Phase 3 - 2039	Electrical	\$46,805
Highway 7 PS	Phase 1 - 2026	Mechanical-Electrical	\$265,650
	Phase 2 - 2032	Building	\$50,600
	Phase 3 - 2037	Electrical-I&C	\$246,675
Grand Total			\$4,535,025

Immediate work to improve the flow capacity at the Bridge Street Pumping Station is required.

FINANCIAL IMPLICATIONS

The report recommends projects worth just over \$4,500,000 to maintain the pumping stations over the next 25 years.

When Phil Hogan, Deputy Treasurer presented the 10-Year Capital Plan on May 22, 2018 to the Policy Review Committee, he had seen a preliminary evaluation of the Pumping Stations and had incorporated some values totalling \$1,640,000 into the forecast. However, these works within the 10-Year window now total \$3,901,260 and as a result, the incremental amounts need to be included into the Capital Plan.

In addition, as the 10-Year Plan is updated, Staff will need to add the future Pumping Station works as they fit within the 10-year timeframe.

STAFF RECOMMENDATION

THAT the Town's 10-Year Capital Plan be amended to include the additional \$2,261,260 value of work for the Town's pumping stations within the 10-year timeframe; and

THAT as the 10-Year Capital Plan is updated annually, it be amended to include upcoming capital works on the Pumping Stations in the respective years that the work is to be completed; and

THAT staff submit final reports and obtain funds from the Municipal Asset Management Program (MAMP) for the cost of preparing the Condition Assessment report on the Pumping Stations; and

THAT staff authorize J.L. Richards and Associates to proceed with design work to improve the Bridge Street Pumping Station and arrange for recommended flow monitoring.

COMMUNICATION 129232

Received from: Dave Young, Director of Public Works
Addressed to: Policy Review Committee
Date: June 12, 2018
Topic: Public Works Replacement of 2009 One-Ton Truck

SUMMARY

The 2009 One-Ton Truck had been identified previously for replacement in 2020 but a recent evaluation of the truck indicates there would be a significant amount of work required to maintain the functionality of this vehicle.

COMMENT

Tires are required all around and the dump box requires replacement or major refurbishment. Staff feels that as this is a truck that is utilized a considerable amount of time all year round and that it would a better investment to replace the vehicle at this time rather than putting money into an old vehicle that is scheduled to be replaced soon.

FINANCIAL IMPLICATIONS

The estimated cost of a new one-ton truck is \$75,000.00.

There is currently \$353,000 in the Equipment Reserve. However, capital items original scheduled to be taken from this reserve in 2018 per the 2018 budget included:

- a street sweeper valued at \$320,000;
- GPS valued at \$35,000; and
- plate tamper valued at \$18,000

In January, 2018, the Public Works Director wrote a report to Council via Communication 1290044 wherein Staff recommended that instead of replacing the street sweeper in 2018, that this purchase be deferred until 2019 and instead, the backhoe be replaced at a cost estimate of \$110,000.

As a result, the following are the proposed projects now being suggested be paid for from reserves in 2018:

Equipment Reserve		\$353,000
Purchases:		
Backhoe	\$110,000	
GPS	\$35,000	
Plate Tamper	\$18,000	
One-Ton Truck	<u>\$75,000</u>	
Sub-Total		<u>\$238,000</u>
Proposed Equipment Reserve At December 31, 2018		\$115,000

This will leave a balance in the reserve of \$115,000 at year end. In 2019, additional funds will be added to the Equipment Reserve which will be used to pay for the sweeper replacement in 2019.

Based on the above, there are adequate funds to support advancing the replacement of the 2009 One-Ton Truck this year.

STAFF RECOMMENDATION

THAT staff be authorized to proceed with the replacement of the Public Works Department's 2009 One-Ton Truck in 2018; and

THAT the funding for this purchase be taken from the Equipment Reserve.

COMMUNICATION 129233

Received from: Dave Young, Director of Public Works
Addressed to: Policy Review Committee
Date: June 12, 2018
Topic: Carambeck Construction Project Update

SUMMARY

Construction on the Carambeck Project is progressing well and it is anticipated that work will be substantially complete within the timelines identified below:

- All works (other than top lift asphalt and landscaping) are required to be completed by June 29th;
- landscaping to be completed by July 31st; and
- top lift asphalt to be completed by October 12th

The staggered completion dates are to allow Inverness time to complete their site works for the apartment building.

COMMENT

Although this project has been referenced as the Carambeck Project, the project consists of multiple components which are linked by functionality or proximity, such as:

- a new storm sewer which will service the Public Works Storm Water Management Facility, the new multi-residential buildings that are currently under construction, and the new parking lot that is being constructed for the Carambeck facilities. This new storm sewer will ultimately connect to the existing storm sewer on Bridge Street through the existing pool parking lot.
- The storm sewer and the treatment components, such as the Stormscepter manhole that is a component of the Stormwater Management Facility, are being installed as part of this contract, but the construction of the actual Stormwater Management Pond will be constructed through a separate equipment rental contract.
- The new sewer and water services for the multi-residential buildings, up to their property line from Bridge Street. The builder is responsible for the installation of services on their site but have retained the same contractor to install these services.
- the construction of the new parking lot, which previously been an access road with limited parking will be constructed with storm drainage, concrete curbing and asphalt paving and all reinstatement of any other disturbed areas is all contained within this contract.

FINANCIAL IMPLICATIONS

The estimated cost of the above works is \$945,000 of which \$285,000 will be paid for through Development Charges and the remaining \$660,000 will come from the capital budget.

STAFF RECOMMENDATION

THAT the Carambeck Construction Project Update be received as information.

COMMUNICATION 129234

Received from Paul Knowles, Town Engineer
Addressed to Policy Review Committee
Date June 12, 2018
Topic Update on Central Bridge Project

SUMMARY

On May 16, 2018, RV Anderson (RVA), consultant retained to complete the Environmental Assessment (EA) for the Central Bridge Project, hosted the initial Open House for the Central Bridge rehabilitation at the Carleton Place Canoe Club.

COMMENTS

Open House

The Open House explained the deficiencies associated with the bridge and other issues to be addressed through the project (i.e. adding a walkway and undertaking repairs to Gillies Bridge and potential widening of the single lane bridge further to the east, with relocation of utilities undertaken as required) and described the process that will be followed to develop a solution to the approximately 27 stakeholders that attended, including representatives from the Town, key technical agencies (MTO, Conservation Authority, OPP) local committees (UFRC, Carleton Place and Beckwith Historical Society), and other interested members of the public and local business community.

There was considerable worthwhile discussion and both verbal and written feedback was received. Comments on various topics were received with considerable mention given to the following topics:

- a. General support for the project;
- b. Concern regarding detour routes during closure of the Central Bridge. Several residents expressed concern over increased traffic on Mill Street during the bridge closure;
- c. Duration of construction and economic impact on businesses;
- d. Concern over impacts to the natural environment during construction, e.g. fish habitat and water quality in the Mississippi River;
- e. Support for the provision of cycling and pedestrian facilities on the Central Bridge, including the provision for access during construction; and
- f. Need for clear communication and consultation with stakeholders throughout the project.

Sub-Consultants

At the March 27, 2018 Policy Review Committee meeting, the following recommendation was made to Council and was approved by Council Motion No. 7-129-03 on April 10, 2018:

THAT Council pass a by-law to authorize the Mayor and Clerk to enter into a contract with RV Anderson for Phase 1 – Environmental Class Environmental Assessment for the replacement of Central Bridge at a cost of \$205,755 plus HST

and sub-consultant fees with the cost for subsequent work to be determined after the project is fully defined; and

THAT the Town continue to pursue grants for this project; and

THAT staff develop a plan for financing this project for Council's consideration.

The Staff report indicated that the Town's contract with RVA required them to obtain prices and recommend the sub-consultants that will be required to perform specialized work which would be determined after the project was better defined. Now that work has commenced on the project, RVA has presented a costing for the specialized work which is summarized below with HST being in addition to the prices noted. All fees assume a standard 5% markup as per the project agreement and supporting project management and Quality Assurance / Quality Control effort by the RVA team. In addition to the required studies, a provisional item for a Stage 2 Archaeological Assessment has been included as it may be required during the EA phase but cannot be determined at this time.

Stage 1 Archaeological Assessment	\$4,913
Stage 2 Archaeological Assessment (Provisional)	\$7,380
Bridge Cultural Heritage Evaluation	\$10,570
Natural Environment Assessment	\$40,218
Hydrotechnical Services	\$19,770
Geotechnical Services	\$59,687
Topographical Services	\$22,228
Incorporate Study Recommendations into EA	\$2,620
Disbursements (Additional Meetings).....	\$1,000
	\$168,386

RVA has been authorized to engage these sub-consultants and proceed with the associated work.

In addition, RVA has been authorized to evaluate the impact of permitting firetrucks to cross the bridge (maximum \$17,749) and complete the required Ontario Structure Inspection Manual (OSIM) reports for the Town's three (3) bridges (\$10,441). The updated OSIM report will be required for the Town's upcoming Ontario Community Infrastructure Fund (OCIF) application for the Central Bridge Project.

Central Bridge Load Limits

RVA has completed a detailed analysis that assessed the impact of the Town's 2003 Seagrave Tandem Aerial Ladder Apparatus on the bridge structure and concluded that the effect of the truck crossing the bridge is within acceptable limits evaluated as prescribed by Section 14 of CAN/CSA-S6-14. This vehicle can be considered exempt from the load restrictions on Central Bridge.

On April 10, 2018, Council tabled the passing of By-law 29-2018 to impose weight restrictions on Central Bridge as we were waiting on the information about whether the

weight restrictions would apply to a couple of Town's Fire Trucks and in particular the Aerial Ladder Truck. Now that the information has been received, Council can proceed with the passing of the By-law so the load posting signs can be installed.

Next Scheduled Open Houses

The next Open House is planned for Wednesday June 27, 2018 where the alternative solutions being considered for replacing Central Bridge will be explained and to gather more input from the public. Following this Open House, RVA will then focus on investigating specific design details and the associated impacts. A recommended approach for replacing Central Bridge, which includes design details, estimated cost and construction impacts. A recommended approach for replacing Central Bridge, which includes design details, estimated cost and construction impacts, will be presented at the final Open House scheduled for Monday, October 29, 2018.

FINANCIAL IMPLICATION

When the 2018 budget was prepared, the Central Bridge project was to be a rehabilitation project with a total cost of about \$2,300,000 and the 2018 budget only included \$100,000 for the design of this more modest project. However, in December 2017 the Town learned that the project was more significant and therefore more expensive.

To date, the consultant costs are now as follows:

Environmental Assessment - RV Anderson	\$205,755
Sub-Consultants	\$168,386
Impact Assessment of Fire Trucks Using Bridge (upset amount)	\$ 17,749
OSIM Inspection Update	<u>\$ 10,441</u>
Total	\$402,331

The engineering / consulting costs that exceed the 2018 budget will be carried as unfinanced capital and funded with the project to construct the new bridge.

STAFF RECOMMENDATION

THAT the by-law imposing load restrictions on Central Bridge be passed and include a provision to exempt the Town's Aerial Ladder Truck; and

THAT the Consultant and Sub-Consultants continue with their Environmental Assessment of the Central Bridge Project; and

THAT the public be invited to attend the Open Houses scheduled for Wednesday, June 27, 2018 and Monday, October 29, 2018.

COMMUNICATION 129235

Received From: Paul Knowles, Town Engineer
Addressed To: Policy Review Committee
Date: June 12, 2018
Topic: Update on Ottawa Valley Rail Trail

SUMMARY

The May 28, 2018 Open House about the OVR Trail and Carleton Junction was well attended by both adjacent property owners and interested members of the community. Although there were some specific concerns identified particularly around ATVs being too close to properties, there was widespread support for the project and in particular, for the creation of two separated trails (granular for motorized and paved for non-motorized) between Coleman Street and Townline Road.

On June 5th, 2018 an onsite meeting with adjacent owners and Urban Forest Committee representatives was held to mark the limits for clearing brush between Franklin Street and Lake Avenue

A contract for the major portion of the work closed on May 29th, 2018. This contract also included removing fill/asphalt/concrete from Roe Street properties, screening topsoil and completing work at the snow dump. The following five (5) firms were invited to bid on the contract:

- Cananagh
- Crain
- Karson
- Drummond
- Greely Sand and Gravel

While five (5) firms were invited to bid, only two (2) firms submitted a response by the tender closing as follows:

Cavanagh	\$477,460.00
Drummond	\$401,830.70

Once the work progresses, separate contracts for other components of the project such as paving the OVR trail, fencing at the snow dump and police/fire adjacent to the Carleton Junction project, concrete skateboard slab and pavilion foundation, etc. will be arranged.

FINANCIAL IMPLICATIONS

Below is a breakdown of the proposed work against the budget for the respective items:

ITEM	2018 BUDGET	DRUMMOND BID AMOUNT	CAVANAGH BID AMOUNT
OVRT	\$318,885.00	\$284,238.80	\$314,095.00
Roe Street	\$38,900.00	\$39,820.00	\$61,860.00
Snow Dump/Topsoil	\$109,730.00	\$77,771.90	\$101,505.00
TOTAL	\$467,515.00	\$401,830.70	\$477,460.00

STAFF RECOMMENDATION

THAT Council award the tender for work on the Ottawa Valley Rail Trail and Carleton Junction, removing fill/asphalt/concrete from Roe Street properties, screening topsoil and completing work at the snow dump to George W Drummond Ltd in the amount of \$401,830.70.

COMMUNICATION 129236

Received From: Joanna Bowes, Manager of Development Services and
Robin Daigle, Engineering Manager

Addressed To: Policy Review Committee

Date: June 12, 2018

Topic: Planning and Engineering Fees Proposal

SUMMARY

The draft Planning and Engineering Fees are being provided to Committee for review and consideration as a means of helping to cover the costs of operating these departments.

BACKGROUND

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided or done by or on behalf of a municipality and potentially for the use of its property (i.e. cash in lieu of parking). Additionally, Section 69(1) of the *Planning Act, R.S.O. 1990, Chapter P.13* permits a municipality to pass a by-law to establish a schedule of fees for the processing of applications in respect of planning matters.

Municipalities face increasing costs to deliver essential services to ratepayers while maintaining reasonable rates. Fees and charges help to cover the costs of delivering planning and engineering services. While full cost recovery is not always achievable, budgeted user fee revenue is applied against the cost of these services.

Planning and engineering services are mainly directed towards new growth and development within the community. As a result, it makes sense that the cost for these services should be borne by developers and not the taxpayers at large. As development increases, there may be a need to add additional staffing to accommodate the demand for these services. The fees charged for planning and engineering services will help to pay for the additional staffing required without resulting in an impact to the Town's tax rate.

The proposed fees and charges were developed using a combination of actual costs to deliver the service, including administrative costs as well as a market comparison with neighbouring municipalities.

The Town of Carleton Place last reviewed its fees for Planning Services in February 2015 and Engineering services in June 2016. While some fees were increased at that time, it has been quite some time since some of the fees have been updated to reflect increased costs for staffing (salaries and benefits), administration (postage, photocopies, paper, etc.) and inflation.

COMMENT

The proposed fees and charges are presented as a starting point. See attached summary of proposed changes to the fee schedule.

FINANCIAL IMPLICATIONS

The proposed increases in fees will help to offset the cost of providing these services. The amount of revenue received from these changes will depend on the volume of planning applications received on an annual basis.

STAFF RECOMMENDATION

THAT the proposed Planning and Engineering fees be approved as presented;
and

THAT the necessary by-law to enact the fees be forwarded to Council for approval.

ATTACHMENTS

1. **Draft Summary of Proposed Changes to Planning and Engineering Fees**

SUMMARY OF PROPOSED CHANGES TO THE FEE SCHEDULE

PLANNING FEES

ITEM	CURRENT RATE	PROPOSED RATE	RATIONALE FOR AMENDMENT
Combined Official Plan/Development Permit (DP) Amendment	\$3,500	\$4,500	Staff time, postage, newspaper fees, sign posting. Note: cost for either OPA or DPA is \$3,500
Condominium Approval and Agreement	\$2,500	\$4,500	Work involved is similar to an apartment building approval which would require a DP3 process except that a condominium involves time coordinating with the County and staff time drafting the condominium agreement.
Major Amendment (>10% change) to Subdivision/Condominium Agreements	No Charge	\$1,000 + legal fees	Staff time associated with recirculation, preparation of report and changes to agreement
Minor Amendment (<10% change) to Subdivision/Condominium Agreements	No Charge	\$500 + legal fees	Staff time for preparation of changes to agreement
DP1 - New Residential Builds within a Plan of Subdivision (New Fee Category for DP1)	\$250	\$1,000	Currently new residential development within a subdivision should meet the development standards outlined within the DP By-law. Any requests for further variances require significant staff time to review modifications involving the subdivision agreement. While the regular DP1 fee is \$250, this type of amendment is more complex and takes additional staff time.
Lifting One Foot Reserve	No Charge	\$200 + legal fees	Staff time to prepare report and by-law and to cover costs of registration on title

Minor Revision During Development Permit Application Process Note: 1 minor amendment permitted at no charge	No Charge	25% of the applicable DP application fee	Additional staff time associated with revisions
Major Revision During Development Permit Application Process	No Charge	75% of the applicable DP Application Fee	Additional staff time and recirculation costs
Consent Applications	\$200	\$800	Staff time to prepare report for County Land Division Committee; prepare circulation list
Part Lot Control	\$550 for Semis and \$750 for Townhouses	\$750 + legal fees	All Part Lot Control Applications take the same amount of time regardless of whether they're semis or townhouses. The \$750 fee is appropriate for work involved. The addition of legal fees is to formalize the Town's current practice
Encroachment Agreement with Town	No Charge	\$100 + legal fees	Staff time to review and process and legal fees to register on title
Compliance Report (Minor)	\$30	\$50	Staff time to prepare. Current fee does not cover staff time to prepare report
Compliance Report (Major) – more than 1 property or commercial, industrial or residential properties with multiple units	No Charge	\$50 / property or unit	Staff time to prepare comprehensive report
Additional pre-consultation meetings (additional meetings after the second in person, email or phone)	No Charge	\$50 / hour; Minimum ½ hour fee	Staff are spending considerable time in pre-consultation meetings which may not result in a development application. Staff time is being taken away from other completed and paid development applications
Extension of Draft Conditions for Subdivisions/Condominiums	No Charge	\$350 + legal fees	Staff time for review and prepare report to Council / County
Cost to purchase paper	\$30	N/A	The Town no longer sells

copy of Official Plan			paper copies as the information is available online
Cost to purchase paper copy of Development Permit By-law	\$80	N/A	The Town no longer sells paper copies as the information is available online
Third Party Peer Reviews	No Charge	Cost to be borne 100% by Developer	Recovery of costs associated with respective development proposals
ENGINEERING FEES			
Condominium Approval and Agreement	No Charge	\$500 fee + \$1,500 deposit for costs	The base fee covers up to 10 hours of Staff time for items including but not limited to the following: preparing comments for inclusion in staff report for Council's consideration, providing relevant background reports and plans to the Developer or their engineering consultant; reviewing and approval of engineering plans and reports; review of the agreement; site inspections and review of testing as required, securities administration. The deposit funds would be used to fund any hours required over and above the 10 hours and any funds not used would be returned to the developer. Additional funds required over and above the \$1,500 deposit for costs, will be invoiced to the developer. Final securities will not be released until the final invoice is paid.
Development Permit Class 2 Application (DP2)	No Charge	\$500 fee + \$1,500 deposit for	Same explanation provided under Condominium Approval and Agreement

		costs	
Development Permit Class 3 Application (DP3)	No Charge	\$500 fee + \$1,500 deposit for costs	Same explanation provided under Condominium Approval and Agreement
Additional pre-consultation meetings (additional meetings after the second in person, email or phone meetings)	No Charge	\$50 / hour	Staff are spending considerable time in pre-consultation meetings which may not result in a development application. Staff time is being taken away from other completed and paid development applications
Third Party Peer Reviews	No Charge	Cost to be borne 100% by Developer	Recovery of costs associated with respective development proposals

Note: It is proposed that the Engineering Manager would have the delegated authority to waive respective engineering fees if no engineering work is associated with a development application.

Municipality	Official Plan Amendment	Zoning By-law Amendment	Lifting of Holding Provision	Minor Variance	Consent	Site Plan Control	Subdivision Agreement	Part Lot Control	Plan of Condominium	Lifting of 1ft Reserve	Zoning Compliance Report	Cash in Lieu of Parking
Carleton Place Current fees	\$3,500	\$3,500	No fee	\$250	\$200	\$2,500	\$1000 + 1% of value of construction	\$550 (semis); \$750 (towns)	\$2,500	No Fee	\$30	\$1000 / space
Arnprior	\$1600	\$1600	\$1100	\$1100	\$1100	\$1600	\$2600	\$400	\$2600	\$400	\$100	N/A
Smiths Falls	\$2000	\$2000	\$750	\$500	\$1000	\$1500	\$1000 + \$10/lot over 50 lots	\$1000	\$3000	N/A	\$50	\$750/space
North Grenville	\$2,500	\$2000	\$1000	\$650	\$350	\$2000 (major) \$900 (minor)	\$3500 + \$50/lot or unit	\$600	\$2500 + \$30/unit	\$300	\$100	N/A
Mississippi Mills	\$3500	\$3500	\$650 + legal	\$800 +\$350 if agreement required + legal	\$800 + \$75 for mailing list + \$350 if agreement required + legal	\$2000 (major) \$1000 (minor) + \$350 for agreement + legal	\$4000 + \$5000 deposit for application	\$600 + legal	\$2500 + legal	\$600 + legal	\$200	\$3000 / space
Perth	\$1,551.40	\$930.80	\$103.40	\$517.10	\$310.30	\$930.80+ \$2000 deposit for legal/eng.	\$1,551.40 +\$2,500 deposit for legal/eng + 10.40/lot >50	\$517.10	\$1,034.30	\$258.60	\$41.40	N/A

SMITHS FALLS

The Town takes a deposit of \$5,000 for Site Plan Control engineering peer review and \$10,000 for subdivision agreement engineering peer review. Often we do the Site Plan review in house so we try to determine the engineering staff time expended and return a portion based on their hourly rate. For the plan of subdivision, we get a proposal to do the review from our standing offer engineering companies. Typically, more fees are required to cover the cost of the review, so we start with the \$10,000 and ask for top ups when necessary to cover the cost. We have been in a position in the past whereby we've hired the peer review firm and expended money, thinking we'd recover as part of the Subdivision agreement, only to have the company walk away and not enter into the agreement. Then we had no way to recoup our costs, so we started the deposit system. It works well.

With respect to legal fees, our agreements say that they will pay our bills as we are invoiced (because its typically well after entering the agreement) and so I have invoiced once billed by our lawyers and haven't had any issues with those bills being paid.

NORTH GRENVILLE

1. Separate engineering fees review fees are charged with respect to the following planning matters: Condominiums, Minor Variances, Official Plan Amendments, Major and Minor Site Plants, Major and Minor Zoning By-law Amendments
2. All legal fees associated with processing any application shall be charged in addition to the application fee. It may be necessary to require a deposit to be filed with each application from which legal fees will be paid. This may require a separate administration fee (i.e. 10%) for managing the deposits.
3. The current subdivision administration fee (i.e. 3.5% of the estimated cost of the subdivision works) will still be assessed after the registration of the subdivision plan and agreement.

COMMUNICATION 129237

Received from Joanna Bowes, Manager of Development Services
Addressed to Policy Review Committee
Date June 12, 2012
Topic Cash-in-lieu of Parkland Condition, B18/031, 565 McNeely Avenue

SUMMARY

On May 1, 2018 an application for consent was brought before Council for a 21-year lease for the TD bank property located at 565 McNeely Avenue. At that time specific conditions were outlined including the collection of parkland fees at the rate of 2% the value of the land. The developer is requesting that this fee be waived.

COMMENT

When the Developer made the request to Staff to waive the fee, Staff advised that the Town had charged the 2% cash-in-lieu of parkland for another Developer who held a 21-year lease. No concerns were raised by that Developer at the time. As a result, Staff advised the Developer that the 2% fee should not be waived in this instance.

It was noted by the Developer that the collection of cash-in-lieu of parkland was double-dipping because the Town should have collected it at the time the entire development was approved and registered on title. Staff found no evidence that this occurred. No fees have been collected for the development as a whole. This is not however, the issue of the current owner/developer.

Section 42(1) of the Planning Act states: "As a condition of development or re-development of land, the Council of a local municipality may by by-law applicable to the whole municipality or to any defined area or areas thereof require that land not exceeding in the case of land proposed for development or re-development for commercial or industrial purposes 2% and in all other cases 5% of the land to be conveyed to the municipality for park or other recreational purposes."

As a result of this section, the consent related to the 21-Year lease is not considered a development or redevelopment of land and therefore the condition should not have been added to the Town's conditions related to the lease. Staff therefore recommends that this condition be waived.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STAFF RECOMMENDATION

THAT the parkland fee imposed through condition of severance application B18/031 for a 21-Year lease for the TD Bank site be waived.

FASKEN

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June 7, 2018
File No.: 218026.00440/19052

Joseph Guzzi
Direct +1 416 868 3503
jguzzi@fasken.com

By Courier

Town of Carleton Place
Planning Department
175 Bridge Street
Carleton Place, Ontario
K7C 2V8

Attention: Ms. Joanna Bowes, Manager of Development Services

Dear Ms. Bowes:

Re: Planning Act consent for lease (the "Lease") between Colonnade Development Incorporated, as landlord and as assumed by Carleton Place Plaza Inc., (the "Owner") and The Toronto-Dominion Bank, carrying on business as TD Canada Trust (the "Tenant"), as tenant, at 565 McNeely Avenue, Carleton Place, Ontario, File No. B18/31

We represent both Carleton Place Plaza Inc., the land owner, and TD Canada Trust, the tenant, of the above mentioned lands in this matter. We are responding to the Town's recommendation that payment of cash-in-lieu parkland of 2% the value of the land be collected, as a requirement of this consent to lease application. We object to the imposition of this condition.

While the *Planning Act* allows a municipality to collect parkland dedication when subdividing land, we do not agree that this is an appropriate condition for a consent to a lease application.

The current application is for consent to a lease for a period in excess of 21 years. This lease arrangement is not akin to a lot creation, is temporary in nature, and we believe that it is inappropriate to impose parkland dedication in respect of a consent for lease. Similarly a consent for a mortgage is also temporary in nature and it would be an inappropriate condition to apply for this type of temporary application.

In the case of a consent to a lease application, no new parcel is being created, no transfer of land is occurring and the lease will not facilitate any new development on the property (which development has already been subject to the Site Plan Process) where the need for new parkland is generated and accordingly there is no need to collect parkland dedication fees. Whether parkland dedication was collected for the property during its development or not, this application for a consent to a lease is an inappropriate vehicle for collecting parkland dedication fees. In a

FASKEN

lease arrangement, a building could be leased several times over the course of its history, and to collect parkland dedication every time a lease is entered into in excess of 21 years, whether the lease period is fully realised or not, would result in collecting parkland fees several times on the same property.

Further, we have made applications on behalf of TD Canada Trust on many of its locations across Ontario and have never been imposed a parkland dedication condition by any other municipality with respect to obtaining a consent to a lease. I am able to provide samples of decisions regarding other TD leased properties in other municipalities in Ontario for your consideration.

We formally request that the condition pertaining to parkland dedication not be imposed for the consent to lease application and that you confirm that the recommendation will be amended accordingly.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours truly,

FASKEN MARTINEAU DuMOULIN LLP



Joseph Guzzi, MCIP, RPP
Municipal Planner

cc. Julie Stewart, Secretary-Treasurer, Lanak County Land Division Committee

COMMUNICATION 129238

Received from Diane Smithson, Chief Administrative Officer
 Addressed to Policy Review Committee
 Date June 12, 2012
 Topic Request to Fast Track Development Permit Application for 50 Allan Street

SUMMARY

Ms. Batten, the Developer for the 50 Allan Street Project has requested that her development project be reviewed and discussed at the June 26th policy meeting. It is currently scheduled to be heard at the August 7, 2018 meeting of the Policy Review Committee.

COMMENT

Please see below an outline of the timelines for this project to date:

ITEM	DATE RECEIVED
Incomplete application received	February 9, 2018
Letter of incomplete application sent to developer indicating items required: archeological assessment, coloured perspective drawings, site plan showing all requirements standards of the DP, EIS, servicing options report, landscape plan, planning rationale report, grading & drainage plan, stormwater management report.	February 13, 2018
Received some required items: archaeological assessment, EIS.	February 21, 2018
Received some required items: servicing and stormwater management report, general plan of services, grading plan, plan and profile (Allan St), plan and profile (stormwater), sanitary drainage plan, stormwater drainage plan, stormwater management plan.	March 1, 2018
Received revised item: EIS	March 8, 2018
Received some required items: planning rationale report, landscape plan (3 full size and 14 reduced size for circulation).	March 23, 2018
Email sent to developer for further plans for circulation	March 23, 2018
Received final plans for circulation: sufficient copies of site plan, parking plan, elevations, shadow study.	March 27, 2018
Letter of complete application sent to developer: By mail and email.	March 27, 2018
Circulated application: Wrote sign notice, mailed to properties within 120m of project, directed signs to be posted on property, emailed details to Council and agencies, circulated paper copies to staff, Council & agencies.	March 27, 2018
Added to website and sign posted on property	March 28, 2018

Commenting period: Allowing 3 days for mailing.	March 30-April13, 2018
Commenting period ends at end of day on April 13th	April 13, 2018
Comments sent to developer at end of work day Friday, April 13th: Prior to commenting period closing.	April 13, 2018
Comments sent to developer, staff and Council: Monday, April 16, 2018.	April 16, 2018
Received comment from Mississippi Valley Conservation Authority: Diane Reid, MVCA was on holidays during commenting period and responded when she returned to work. Comment forwarded to Developer April 18, 2018. Developer was advised the comment, even though late, needs to be considered as their permission may be required.	April 17, 2018
Received comment from Heritage Committee: Comment forwarded to developer April 20, 2018 for their awareness.	April 19, 2018
Received Developer's response to comments	May 30, 2018
Received revised servicing & stormwater management report	May 31, 2018
2nd Circulation: Wrote notice of committee meeting, merged 15 word documents to one pdf to circulate with spreadsheet. Sent to Council, staff, agencies and to all of those who made comment, via email where possible and via mail to those without email. Purpose is to allow those who made comment to address the developer's response to the issues.	June 1, 2018
Updated to website	June 1, 2018
2nd Commenting period: Allowing 1 day for mailing.	June 2-June 16, 2018
Commenting period ends at end of day on Saturday, June 16th, 2018	June 16, 2018
Comments to be sent to developer, staff and Council: Monday June 18, 2018.	June 18, 2018
Committee meeting: Last Planning & Protection Committee meeting is June 19 th – report to be prepared by and submitted to Clerk's office by June 13 th – Not possible. Next P&P Committee meeting is August 7 th .	August 7, 2018

As noted above, the commenting period for this proposed development ends June 16th, 2018 (Saturday). In order to have this matter placed on the June 26th, 2018 agenda, all comments would have to be received and reviewed by the Planner on June 18th and a thorough and comprehensive report prepared on a complex development within a few days in order for the report to be reviewed by the CAO for publishing on the public agenda by June 22. A staff report of this complexity can take 20 or more hours to prepare and this has to be completed in and amongst all of the other work and meetings staff deal with daily. There is simply insufficient time to prepare a comprehensive report for the June 26th meeting.

In addition, a notice has been sent out to all people who had previously commented noting the public meeting would be held on August 7, 2018.

Committee has three (3) options:

1. Ask staff to prepare a report for June 26, 2018, however under this option, appropriate notice would not be able to be provided under the Development Permit By-law (15 days' notice).
2. Maintain the meeting date scheduled for August 7, 2018 as provided in the notice to all persons or public bodies who previously commented, in keeping with the notice timelines under the Development Permit By-law; or
3. Schedule a special meeting of Council for a date in July i.e. Tuesday, July 10, 2018. This will require a revision to the current notice sent out to members of the public. The date in July should allow the notice of revision to meet the Development Permit By-law provisions.

Council should be aware that if the public meeting date is fast-tracked too significantly, there will be a public outcry.

STAFF RECOMMENDATION

THAT Committee maintain the meeting date scheduled for August 7, 2018 for 50 Allan Street as provided in a notice to all persons or public bodies who previously commented; and

THAT Council support the requirement for a Professional Planning Report related to Development Permit Applications before being placed on a Committee Agenda for a decision.

COMMUNICATION 129239

Received from Stacey Blair, Deputy Clerk
Addressed to Policy Review Committee
Date June 12, 2018
Topic Records Retention By-Law

SUMMARY

Section 255. (2) of the Municipal Act, 2001, S.O. 2001, c. 25 (the Act) provides that a record may be destroyed if a retention period was established and the period has expired or the record is a copy of the original.

Section 4.1 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) requires the Town to “ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records **in accordance with any recordkeeping or records retention requirements, rules or policies**, whether established under an Act or otherwise, that apply to the institution.”

While the Town’s current Records Retention By-law in 2005 provides established destruction dates for certain municipal records, it is vague in its instruction, does not provide sufficient detail for the proper retention for all of the Town’s records and needs to be updated to comply with current legislation.

COMMENT

In order to remedy these issues, Staff is recommending that a new Records Retention By-law be implemented in an expedient manner.

Staff is also recommending that the Town adopt to a new system for maintaining municipal records called The Ontario Municipal Records Management System (TOMRMS). Staff is recommending this system for the following reasons:

- the system was developed specifically for Ontario municipalities and is widely used across the province;
- at least three (3) staff members have experience using the system and can attest to its user friendliness;
- it is an inexpensive system that will allow staff to make code files appropriately and retrieve documents easily when Freedom of Information requests are received; and
- subscription to TOMRMS includes an annual retention schedule update developed by a recognized third-party expert which includes citations of legislative changes impacting retention;
- by approving the system now, staff will have an opportunity over the summer months when we are in a meeting holiday, to begin working on implementation

The new by-law will provide consistent standards and practices for the life cycle management of records in the care and custody of the Town.

To complete the transition to TOMRMS, it is recommended that:

1. Council adopt a new Records Retention By-law which includes a Records Retention Program Policy; and
2. the authority for establishing and amending the retention periods for the records of the Town be delegated to the Clerk.

It should be noted that records related to potential legal proceedings or for archival/historical selection may be kept beyond their retention date.

FINANCIAL IMPLICATIONS

The cost to purchase the TOMRMS system is \$4,000.00 plus HST. This includes the manual in electronic format plus a one-day training session for staff given on-site. The cost for travel to and from the site is additional at \$0.50 per km. plus accommodation, if required. The annual fee for the TOMRMS system updates is \$325 plus HST.

The initial purchase cost of the system can be taken from the Administration budget line for the transition of new staff. The cost for the annual updates will be included in future operating budgets for the Clerk's Department.

STAFF RECOMMENDATION

THAT Council approve the purchase of The Ontario Municipal Records Management System (TOMRMS); and

THAT the proposed Records Retention By-law including the Records Retention Program Policy be approved.

ATTACHMENTS

- Draft Records Retention By-law

BY-LAW NO. XX -2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ESTABLISH A NEW RECORDS RETENTION SCHEDULE FOR OFFICIAL RECORDS CREATED BY THE TOWN

WHEREAS sub-section 254(1) of the *Municipal Act, 2001 (the Act)*, as amended, requires a municipality to retain and preserve its records in a secure and accessible manner;

AND WHEREAS subsection 255(3) of the Act provides that a municipality may, establish retention periods during which its records must be retained and preserved;

AND WHEREAS subsection 255(2) of the Act provides that a municipality's records may be destroyed if a retention period for the record has been established and the retention period has expired;

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

1. **DEFINITIONS**

For the purpose of this by-law:

- a) **Official Record:** a record that has operational, legal, fiscal, vital or historical value and that is legally recognized as evidence of a business transaction or establishes facts. Official records are preserved for a period of time as evidence of municipal decisions and decision-making, policies, procedures, services and operations (including transactions, activities, etc.)
- b) **Records** refer to information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films. This includes both "official records" and "transitory records".
- c) **Retention Schedule** refers to a control document that describes the municipality's records at a series level and indicates the length of time that each series shall be retained before its final disposition. The records retention schedule (Schedule "A") serves as the legal authorization for the disposal of the municipality's records.

- d) **Transitory Records** are records of limited or no documentary value and/or are unrelated to municipal business. A Transitory record includes but is not limited to a record that is:
- retained solely for convenience of reference;
 - of insignificant value in documenting the business transactions of the Town;
 - required solely for the completion of a routine activity, or the preparation of another record;
 - not related to the business of the Town;
 - not an integral part of a record;
 - miscellaneous notices or memoranda (such as messages on upcoming special events, or memos on minor administrative details, e.g. I will attend the meeting);
 - multiple copies of project or committee materials such as minutes, reports, agendas, etc.;
 - preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official decisions;
 - duplicate copies of documents retained only for distribution or convenience;
 - personal messages;
 - publications (directories, catalogues, newsletters, pamphlets, periodicals, etc.);
 - blank forms;
 - unsolicited advertising (brochures, fliers, etc.).
- e) **"TOMRMS"** shall mean The Ontario Municipal Records Management System.

2. RETENTION SCHEDULE

- a) Retention periods for Official Records as set out in Schedule "A"; attached hereto and forming part of the by-law, are hereby established and shall be adopted by Council.
- b) The Town will classify, retain and destroy official records in accordance with this by-law and the attached Records Retention Schedule (Schedule "A").
- c) Any official record in a category set out in Schedule "A" shall be retained for the period set out for such category and may thereafter be destroyed.

- d) Upon the Clerk or his/her designate, satisfying him/herself that the relevant retention period established by this by-law has expired and that no reason exists for further retention, the said Clerk or his/her designate may then order any official record to be destroyed, or to be set aside for permanent retention in an archival facility designated by the Clerk or his/her designate.
- e) The Clerk shall be authorized to amend the policy and schedule from time to time, such as when yearly TOMRMS updates become available.
- f) This By-law shall not apply to transitory records and such records may be destroyed at any time.

3. DEFINITION OF RETENTION SYMBOLS

Schedule "A" attached hereto includes letters and symbols under the Retention Period Column. Such letters and symbols signify the following:

"C" – Represents "Current Year".

"E" – stands for "Event". A file with this retention limit is transferred or destroyed after a specific event has taken place. Specific events pertain to each record series and are noted in Schedule "A".

"S" – stands for "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced by newer subject content.

"P" – stands for "Permanent". A file with this retention limit is never destroyed.

""** – represents "Subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records will be set aside for review to assess their archival value prior to destruction.

4. REPEAL OF BY-LAW

That By-law 18-2005 and its associated Schedule "A" are hereby repealed.

5. APPROVALS

This by-law shall come into force and effect on the day is it passed by Council.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 26th DAY OF JUNE 2018.

Louis Antonakos, Mayor

Duncan Rogers, Clerk

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Administration					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
A00	Administration -general	1	-	1	
A01	Associations and Organizations	1	-	1	
A02	Staff Committees and Meetings	1	3	4**	
A03	Computer Systems and Architecture Information	S	6	S+6	
A04	Conferences and Seminars	1	-	1**	archival review if sponsored by the Town
A05	Consultants	2	-	2**	
A06	Inventory Control	1	5	6	
A07	Office Equipment and Furniture	E	-	E	E= Disposal of item
A08	Office Services	1	-	1	
A09	Policies and Procedures	S	P	P**	
A10	Records Management	S	-	S	
A11	Records Disposition	P	-	P	
A12	Telecommunications Systems	S	-	S	
A13	Travel and Accommodation	1	-	1	
A14	Uniforms and Clothing	S	-	S**	
A15	Vendors and Suppliers	2	-	2	
A16	Intergovernmental Relations	1	4	5**	
A17	Accessibility of Records (F.O.I.)	1	1	2 years	
A18	Security	2	3	5	
A19	Facilities Construction and Renovations	E	2	E + 2** As built = until superseded	E = project finished
A20	Building and Property Maintenance	2	3	5 Setup tests and manuals = Equipment removed + 1 year	
A21	Facilities Bookings	1	-	1	

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Administration					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
A22	Accessibility of Services	2	3	5	No legislated retention requirements
A23	Information Systems Production Activity & Control	2	-	2	
A24	Access Control & Passwords	2	-	2	
A25	Performance Management/Quality Assurance	S	-	S**	

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Council and By-Laws					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
C00	Council and By-Laws – general	1	-	1	
C01	By-Laws	P	-	P**	Copy retention S
C02	By-Laws - Other Municipalities	S	-	S	
C03	Council Agenda	S	5	S+5	
C04	Council Minutes	P	-	P**	Copy retention 2 years Working notes 6 years
C05	Council Committee Agenda	S	-	S	
C06	Council Committee Minutes	6	-	6**	
C07	Elections	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day
C08	Goals and Objectives	S	-	S**	
C09	Motions and Resolutions	P	-	P**	Copy retention 1 year
C10	Motions and Resolutions - Other Municipalities	S	-	S	
C11	Reports to Council	1	P	P**	
C12	Appointments to Boards and Committees	1	P	P**	
C13	Accountability Transparency & Governance	2		2	

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Development and Planning					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
D00	Development and Planning -general	1	-	1	
D01	Demographic Studies	5	5	10**	
D02	Economic Development	5	5	10**	
D03	Environment Planning	E+5		E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.
D04	Residential Development	5	5	10**	
D05	Natural Resources	5	-	5**	
D06	Tourism Development	5	5	10**	
D07	Condominium Plans	5	P	P Applications = 2 years after final decision	
D08	Official Plans	S	P	P**	Copy retention S
D09	Official Plan Amendment Applications	E+1	4	E+5	E= Final decision
D10	Severances	E+1	5	E+6	E= land titles registration
D11	Site Plan Control	5	P	P	Application 2 years after final decision
D12	Subdivision Plans	5	P	P	Application 2 years after final decision.
D13	Variances	E+2	P	P	E= Final decision
D14	Zoning	E+2	-	E+2	E= Final decision
D15	Easements	E+1	5	E+6**	E= Termination of right
D16	Encroachments	E+1	5	E+6**	E= Termination of right
D17	Annexation/Amalgamation	1	P	P**	
D18	Community Improvement Projects	E+1	5	E+6**	E= Completion of project

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Development and Planning					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
D19	Municipal Addressing	S	10	S+10**	
D20	Reference Plans	S	P	P	
D21	Industrial/ Commercial Development	5	5	10**	
D22	Digital Mapping	S	-	S	Excludes actual data residing on these systems.
D23	Agricultural Development	5	5	10**	
D24	Background Reports for Official Plan	E+1	4	E+5	E= Final Decision
D25	Deeming Process	E+2	-	E+2	E= Final decision
D26	Development Charges Study	5	5	10**	

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Environmental Services					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
E00	Environmental Services	1	-	1	
E01	Sanitary Sewers	C+1	-	C+1 Specifications = permanent	
E02	Storm Sewers	C+1	-	C+1** Specifications = permanent	
E03	Treatment Plants	5	-	5 Specifications = permanent Plans = cease to apply + 2	
E04	Trees	2	3	5	
E05	Air Quality Monitoring	E+5	-	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	2	3	5**	
E07	Waste Management	2 or Cease to apply + 2	8	10 or cease to apply + 10** Annual landfill operations report and Hazardous waste sites records – depot ceases to operate + 2	
E08	Water Works	1	14 Specifi cations =P	15 Specifications =P	
E09	Drains	E+1	4	E+5** Specifications =P	

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Environmental Services					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
E10	Pits and Quarries	2	3 Specifi cations =P	5** Specifications =P	Specifications are kept for the life of the pit or quarry.
E11	Nutrient Management	2	3	5** or expiry of plan + 2 years	
E12	Private Sewage Disposal Systems	2	3 Specifi cations =P	5** Specifications =P	
E13	Water Monitoring	2	13	15	
E14	Water Sampling	2	13	15	
E15	Chemical Sampling of Water	2	13	15	
E16	Backflow Prevention and Cross Connection Control	2	13	15	
E17	Energy Management	E+1	6	E+7	E = End of reporting period to which relates
E18	Natural Heritage	E+1	2	E + 3	E = end of designated year
E19	Renewable Energy	2	48	50	
E20	Source Water Protection –	15	-	15	
E21	MOE Environmental Compliance Approvals			Cease to apply + 2 years	

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Finance and Accounting					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
F00	Finance and Accounting – general	1	-	1	Do not file accounting records required for tax purposes
F01	Accounts Payable	E+1	6	E+7	E = fiscal year end For welfare & child care payments E = provincial government year end
F02	Accounts Receivable	E+1	6	E+7	
F03	Audits	1	5	6	
F04	Banking	1	5	6	
F05	Budgets and Estimates	1	5	6**	
F06	Assets	E+1	5	E+6**	E= Disposal of asset
F07	Cheques	1	5	6	
F08	Debentures and Bonds	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation
F09	Employee and Council Expenses	E+1	6	E+7	
F10	Financial Statements	2	P	P**	
F11	Grants and Loans	E+1	5	E+6	E = the end of the fiscal year
F12	Investments	E+1	5	E+6	E= Closure of account
F13	Journal Vouchers	E+1	5	E+6	E = the end of the fiscal year
F14	Subsidiary Ledgers Registers and Journals	E+1	6	E+7**	
F15	General Ledgers and Journals	1	P	P	
F16	Payroll	E+1	5	E+6	E = End of fiscal year
F17	Purchase Orders and Requisitions	E+1	5	E+6	E = the end of the fiscal year
F18	Quotations and Tenders	1	5	6**	Unsuccessful bids - retain for 1 year from contract award

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Finance and Accounting					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
F19	Receipts	1	5	6	
F20	Reserve Funds	1	5	6	
F21	Revenues	1	5	6 Mortgage related = 10	Records related to mortgages must be kept for 10 years.
F22	Taxes and Records	S	P	P	
F23	Write Offs	1	5	6 Court services write-offs – 37 years	
F24	Trust Funds	E	7	E + 7	E= Closure of account
F25	Security Deposit	E	6	E+6	E= Closure of account
F26	Working Papers	E+1	-	E+1	E= After completion of audit

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Human Resources					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
H00	Human Resources – general	1	-	1	
H01	Attendance and Scheduling	3	-	3**	
H02	Benefits	S	-	S	
H03	Employee Records	E+3 Drinking Water system trainee: E + 5 years Long-term care home staff: E + 7 years	- Fire-fighter employment terms: E + 25 years	E+3** Drinking Water system training record – 5 years Long-term care home staff: E + 7 Fire-fighter employment terms = 25	E = date employee ceased to be employed by employer
H04	Health and Safety	1	2	3	Accident reports for construction projects retained 1 year after project completion
H05	Human Resource Planning	1	-	1**	
H06	Job Descriptions	S	-	S**	
H07	Labour Relations	E	10	E+10**	E= Expiry of contract period
H08	Organization	S	-	S**	
H09	Salary Planning	5	-	5	
H10	Pension Records	E+6	-	E+6	E= Termination of employee/ beneficiary
H11	Recruitment	1	-	1**	
H12	Training and Development	E+2	-	E+2**	Only courses developed and presented by the Town are subject to archival selection E = Date when that particular course ceases to be offered

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Human Resources					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
H13	Claims	E+1	2	E+3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile benzene lead mercury silica vinyl chloride arsenic ethylene oxide or asbestos must be kept longer
H14	Grievances	E+1	6	E+7	E = Resolution of claim.
H15	Harassment And Violence	E+1	2	E+3	E = Resolution of complaint
H16	Criminal Background Checks	E+2	5	E+7	E = date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials	E+2	38	E+40 or 20 years after last record of exposure	
H18	Employee Medical Records	E+1	2	E+3	E = When STD/LTD claims are resolved
H19	Disability Management	E+2	3	E + 5	E = day issued or earlier as may be specified by Commission
H20	Confined Spaces	E+1	-	E+1 and 2 most recent records retained	Longer of: 1 year after the document was created Or: The period necessary to ensure 2 most recent records retained

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Justice					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
J00	Justice general	2	2	4	
J01	Certificates of Offence (Part I)	2		2	From date of completion
J02	Control Lists Information (Part III)	3	3	6	From date of completion
J03	Control Lists	2	2	4	
J04	Court Dockets	3		3	
J05	Transcripts and Records of Court Proceedings	2	4	6	Reporters Records are subject to archival selection
J06	Enforcements & Suspensions	2	6	8	
J07	Appeals & Transfers	3	4	7	
J08	Statistics	2	6	8	
J09	Disclosure	2	4	6	
J10	Certificates of Conviction Part 2	2	4	6	

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Legal Affairs					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
L00	Legal Affairs –general	1	-	1	
L01	Appeals and Hearings	E	P	P	E= Resolution of appeal
L02	Claims Against the Town	E	1	E+1	E= Resolution of claim and all appeals
L03	Claims By the Town	E	1	E+1	E= Resolution of claims and all appeals
L04	Contracts and Agreements - Under By-Law	E+2	13	E+15**	E= act or omission on which claim is based took place
L05	Insurance Appraisals	E+1	14	E+15	E= After a new appraisal has been done
L06	Insurance Policies	E+1	14	E+15	E= Expiry of policy
L07	Land Acquisition and Sale	E	10	E+10**	E= Property disposition
L08	Opinions and Briefs	S	-	S**	
L09	Precedents	S	-	S**	
L10	Federal Legislation	S	-	S	
L11	Provincial Legislation	S	-	S	
L12	Vital Statistics	2	P	P	Marriage licences 2 years
L13	Prosecutions	E	7	E+7	E= Delivery of judgement
L14	Contracts and Agreements – Simple	E+1	1 long term care service providers = 6	E+2** Long term care service providers = expiry + 7	E= Expiry of contract

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Media and Public Relations					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Ret.	Remarks
M00	Media and Public Relations -general	1	-	1	
M01	Advertising	1	-	1**	
M02	Ceremonies and Events	1	4	5**	
M03	Charitable Campaigns/Fund Raising	1	-	1	
M04	Complaints Commendations and Inquiries	1	-	1**	
M05	News Clippings	1	-	1**	
M06	News Releases	1	-	1**	
M07	Publications	S	-	S**	
M08	Speeches and Presentations	1	2	3**	
M09	Visual Identity and Insignia	S	5	S+5**	
M10	Website & Social Media Content	S	-	S	

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Protection and Enforcement Services					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
P00	Protection & Enforcement Services –general	1	-	1	
P01	By-law Enforcement	2	4	6**	
P02	Daily Occurrence Logs	1	4	5**	
P03	Emergency Planning	S	-	S**	
P04	Hazardous Materials	S+1	2	S+3	
P05	Incident/Accident Reports	E	1	E+1and 2 most recent records retained	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file
P06	Building and Structural Inspections	S	-	E+2 for inspections maintenance and testing related to the fire code	
P07	Health Inspections	S	-	S	
P08	Investigations	2	8	10**	
P09	Licences	E	2	E+2	E= Expiry of licence
P10	Building Permits	2 Residential permits = 5	P	P	
P11	Permits Other	E	2	E+2	E= Expiry of permit
P12	Warrants	E+1	-	E + 2 Court services search warrants – 40 years	E= Execution of warrant Search warrants are subject to archival selection
P13	Criminal Records	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Protection and Enforcement Services					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
P14	Animal Control	E+2	-	E+2	E = date animal was last in the pound
P15	Community Protection Programs	S	2	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	
P16	Emergency Services	S	2	S+2	
P17	EMS Incident & Impact Reports	S+2	3	S+5	
P18	EMS Accident Reports	S	5	S+5	
P19	EMS Accident Statistics	S	2	S+2	
P20	Prohibition Notices & Orders	15	-	15	

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Recreation and Culture					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
R00	Recreation and Culture - general	1	-	1	
R01	Heritage Preservation	E	-	E**	E= Removal of designation
R02	Library Services	2	3	5	
R03	Museum and Archival Services	1	-	1**	
R04	Parks Management	2	3	5** Playground equipment maintenance = P	
R05	Recreational Facilities	2	3	5 As built = until superseded	Architectural and engineering drawings As Built = keep until superseded
R06	Recreational Programming	1	-	1**	

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Social and Health Care Services					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
S00	Social and Health Care Services -general	1	-	1	
S01	Children's Day Nursery Services	E+2	- Water testing and reporting records = 4	E+2 Water testing and reporting records = 6 years	Fire drills are kept 2 years and Inspection reports are kept for 2 years
S02	Elderly Assistance	2	5	7 Menus = 1 Fire drills = 2	Fire drills 2 years
S03	Long Term Care Facility Residents	E+2	8	E+10	E= Date of last entry.
S04	Social Assistance Programs	2	8	10	
S05	Ontario Works Case Records	E+1	4 9 if outstanding family support issues	E+5 5 years and no ongoing fraud E + 10 if outstanding family support issues	E = applies to an applicant or recipient's case file in total and the documentation contained in the case file.
S06	Medical Case Records	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent
S07	Children's Services	3	-	3	Records of handicapped children are kept for at least 3 years after discharge.
S08	Public Health	2	3	5	
S09	Cemetery Records	2	P	P** Transfer to	

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Social and Health Care Services					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
				archives if no longer managed Burial permits = 2	
S10	Day Nursery Case Records	E+3		Last participated date + 3	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child Records of handicapped children are kept for at least 2 years after discharge.

**Schedule “A”
By-Law No. 18 - XX**

Primary Heading: Transportation					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
T00	Transportation -general	1	-	1	
T01	Illumination	E	6	E+6 Specifications = P	E= Removal of the equipment
T02	Parking	E	6	E+6	E= Closure of lot or space
T03	Public Transit	e1	1	E+1**	E= Closure of route/shelter/stop
T04	Road Construction	E	1	E+1** Specifications = P	E = project finished
T05	Road Design and Planning	E	1	E+1** Specifications = P	E = project finished
T06	Road Maintenance	E	1	E+1 Specifications = P	E = project finished
T07	Signs and Signals	E	1	E+1	E= Removal of sign/signal
T08	Traffic	E	1	E+1**	E = project finished Temporary road closures 2 years
T09	Roads and Lanes Closures	E	1	E+1**	Event = project finished
T10	Field Survey/Road Survey Books	E	1	E+1	E = project finished
T11	Bridges	E	1	E+1 Specifications = P	E = project finished

Schedule "A"
By-Law No. 18 - XX

Primary Heading: Vehicles and Equipment					
Class Code	Secondary Heading	Keep* Dept.	Off Site	Total Retention	Remarks
V00	Vehicles and Equipment -general	1	-	1	
V01	Fleet Management	E+1	1	E+2 Daily Inspection Logs = 6 months from last entry	E = termination of lease)
V02	Mobile Equipment	E+1	-	E+1	E= Disposal of equipment
V03	Transportable Equipment	E+1	-	E+1	E = Disposal of equipment
V04	Protective Equipment	E+1	-	E+1	E = Disposal of equipment
V05	Ancillary Equipment	E+1	-	E+1 Set-up tests = until superseded	E = Disposal of equipment minimum 5 years for small water system equipment

COMMUNICATION 129240

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Policy Review Committee
Date: June 12, 2018
Topic: Allocation of Main Street Revitalization Program Funding

SUMMARY

This is a follow up report to the May 15, 2018 request by Councillor Black to reallocate the \$47,061.78 Main Street Revitalization Program funding from the Carleton Junction Project to the downtown area. At the time the request was made, Council members indicated they would want to see a plan for the funding before making a decision.

BACKGROUND

In January 2018, the Ministry of Agriculture, Food and Rural Affairs announced a Main Street Revitalization Initiative in the amount of \$26M to help municipal government undertake main street revitalization activities that support and benefit small businesses. Under the program, each municipality was granted a certain amount of money and at the time, the Town of Carleton Place was allocated \$45,059. This amount was subsequently increased in March 16 to \$47,061.78.

In January, via Community 129063, Amanda Charania, Communications Coordinator wrote a report to Council recommending that these funds be used to enhance the Carleton Junction project though no specifics were identified as to what exactly the funds would be used for in terms of that project. At the time, no other options were presented to Council for use of the funds. Council adopted this staff recommendation on February 13, 2018.

Some information received about the program indicates that the following types of projects would qualify for the funding use:

1. Implementing priorities under existing Community Improvement Plans (CIP)
(includes grants for renovations, retrofits and structural improvements (note: I don't believe this one qualifies for Carleton Place as we don't have a CIP for downtown; and/or
2. Funding for municipal improvements that will support main street businesses such as signage, streetscape improvement and marketing plan implementation

More specifically funding can be used towards:

- a. Signage – wayfinding/directional, and gateway;
- b. Streetscaping and landscape improvements – lighting, banners, murals, street furniture, interpretive elements, public art, urban forestation, accessibility, telecommunications/broadband equipment, parking, active transportation infrastructure (e.g. bike racks/storage, cycling lanes and paths) and pedestrian walkways/trails; and
- c. Marketing plan implementation – business attraction and promotion activities, special events

At the end of March, Council was looking for some funding to pay up to \$10,000 for a landscaping plan for the Carleton Junction project. As a landscaping plan isn't a permitted use of the Main Street Revitalization Funding, I suggested to Council at the time that we utilize the \$10,000 for signage in the budget for the OVRT project towards the landscaping plan and we utilize the funding from the Main Street Revitalization Initiative to pay for the signage.

COMMENT

On May 29, 2018, Staff received an update from the Association of Municipalities of Ontario which is administering the funding on behalf of the Province, indicating that an initial transfer of funds will occur on June 29, 2018 to municipalities who have provided AMO with the following by June 20, 2018:

- Confirmation of signatures on the Municipal Funding Agreement (MFA);
- Municipal by-law authorizing the municipality to enter into the MFA;
- Certificate of Insurance confirming compliance with Section 9.1 of the MFA; and
- Communication Report confirming project details per Schedule D, Section 1 of the MFA.

All of the items have been completed to receive the funding except for the Communication Report confirming project details for use of the funding.

On May 15, 2018, Paul Knowles, Town Engineer prepared a report for the Corporate Services Committee regarding an update of the Ottawa Valley Rail Trail and Carleton Junction Projects. At that time, Councillor Black inquired about transferring the Main Street Revitalization Funding (\$47,061.78) from the Carleton Junction Project and allocating it instead to the downtown. At the time, some Committee members suggested that they would want to see a list of proposed projects that the funding could be used towards before making a decision on the request.

Option 1 – Utilize Funding for Downtown Carleton Place

The Carleton Place Business Improvement Area was approached about providing items they would utilize the funding towards if approved by Council. The following list of projects was submitted to staff:

Signage: Wayfinding/directional and Gateway

- a) Signs at: Townline and Bridge, McNeely and Lake Ave, McNeely and Coleman, Coleman and Franktown;
- b) Heritage 'looking' signs that say: 'Welcome to Downtown Carleton Place' placed entering Franktown Road and entering Bridge Street from Townline.

Total: \$20,000.00

Streetscape Improvements: Banners, Street furniture, Holiday Daytime Lighting, Urban Forest and Landscaping

- a) Redo the retaining walls; corner of lake avenue and bridge;
- b) New tree guards;
- c) New tree planting: corner of Allan and bridge, in front of 49 Bridge Street, Visions Bowling Alley, and 136 Bridge Street, BIA.

- d) Marketed Seasonal Banners (69 in total):
- e) 4 New Benches in the Downtown

Total: \$27,061.78

If Council decides not to reallocate funding towards the downtown, staff recommends that consideration be given to including some funding in the 2019 budget towards improving the look of downtown for the 200th Anniversary Celebrations of the Town of Carleton Place. Consideration should be given towards providing the funding on some sort of formula-based system with the Business Improvement Area contributing in some way.

Option 2 – Retain Funding for Ottawa Valley Rail Trail / Carleton Junction Project

Should Council decide to retain the funding for the Carleton Junction Project, they need to specify the elements of the project that the Main Street Revitalization Program funding will be used towards so that these items can be submitted to AMO to enable the Town to obtain its funding under the Program. The elements that staff recommends the funding be used towards as part of this project should the funding be retained for this project and which meet the program criteria include:

- Lighting - \$20,000.00
- Paved Cycling / Pedestrian Pathway - \$27,061.78

Total: \$47,061.78

Option 3 – Share the funding towards the OVRT/Carleton Junction Project and Downtown Carleton Place

Council can decide to allocate a portion of the funding under the Main Street Revitalization Program to both projects i.e. \$27,061.78 towards the OVRT paved pathway and \$20,000.00 towards the downtown signage project.

FINANCIAL IMPLICATIONS

As was reported by Paul Knowles, Town Engineer at the Corporate Services Committee meeting held on May 15, 2018, the total 2018 budget for the Ottawa Valley Rail Trail / Carleton Junction Project is \$951,062 of which the \$47,061.78 is currently a revenue source to help pay for the project. If Council decides to reallocate the funds from the OVRT/Carleton Junction Project to the downtown area, the \$47,061.78 will either have to be paid for from one of the following sources:

- any year end Town surplus, if applicable; or
- Hydro reserves; or
- Be left unfunded at year end and added to the items to be budgeted for the OVRT/Carleton Junction Project in 2019.

There would be no financial implications if the funding is retained for the OVRT/Carleton Junction Project.

STAFF RECOMMENDATION

THAT Council provide direction with respect to the specific use of Main Street Revitalization Program Funding to enable the Town to complete its requirements under the program in order to receive its funding allocation.