Minutes of Regular Council Meeting
February 12, 2018
6:30 PM
Town Hall, Council Chambers

Present:
Mayor David Reid
Reeve Walter Stack
Councillor Ted Strike
Councillor Dan Lynch
Councillor Frank Dugal

Absent:
Councillor Lynn Grinstead
Councillor Tom Burnette

Also Present:
Michael Wildman, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, GMCS/Treasurer
Kaila Zamojski, Deputy Clerk
Jeff Crawford, Fire Chief
John Steckly, General Manager, Operations
Janet Carlile, Museum Curator
Robin Paquette, Town Planner
Deanna Nicholson, Environmental Eng. Officer
Ryan Wall, Engineering Officer
Anita Brown, Museum Assistant

1. Call to Order
Mayor David Reid called the Council meeting to order at 6:30 PM and welcomed those present.

2. Roll Call
The roll was called, with all Members of Council being present, except Councillor Lynn Grinstead and Councillor Tom Burnette.

3. Adoption of Agenda
Resolution No. 029-18
Moved by Dan Lynch
Seconded by Walter Stack
Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, February 12, 2018 be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest
None

5. Question Period
None

6. Adoption of Minutes of Previous Meetings
Resolution No. 030-18
Moved by Frank Dugal
Seconded by Ted Strike
That the Minutes of the Special Meeting of Council dated Monday, January 29, 2018 be adopted.

Resolution CARRIED
7. **Awards/ Delegations/ Presentations**
   
   **a) Presentations**
   
   i) **William Street Reconstruction Pre-Commitment of Funds – Engineering Officer**
   The Engineering Officer provided an overview presentation on the William Street Reconstruction Pre-Commitment of Funds, attached as Appendix A and forming part of these minutes, and responded to questions.

   ii) **Consolidated Water Use By-law – Environmental Engineering Officer**
   The Environmental Engineering Officer provided an overview presentation of the Consolidated Water Use By-law, attached as Appendix B and forming part of these minutes, and responded to questions.

   Councillor Dan Lynch vacated his seat at the Council table at 7:08 pm.

   iii) **Procedure By-law Amendments – Town Clerk**
   The Town Clerk provided a presentation outlining Procedure By-law Amendments, attached as Appendix C and forming part of these minutes, and responded to questions.

   Councillor Dan Lynch resumed his seat at the Council table at 7:15 pm.

8. **Public Meetings**
   
   **Resolution No. 031-18**
   Moved by Dan Lynch
   Seconded by Water Stack
   **That** Council move into a public meeting regarding the Development Charge Background Study, to provide for a review of the Development Charge proposal and to receive public input on the proposed policies and charges.

   Resolution CARRIED

   Mayor David Reid called the public meeting to order at 7:22 pm. and welcomed those present. Mayor Reid invited Gary Scandlan of Watson and Associates Economists Ltd. to provide a presentation on the proposed Development Charge policies and charges, attached as Appendix D and forming part of these minutes.

   Following the presentation by Mr. Scandlan, Mayor David Reid opened the floor for public comment, asking those interested in speaking to provide their name and address for the recording secretary. A summary of the comments received from Members of Council follows:
   - Consideration given to not charging or having a different formula for Industrial Properties.
   - A question was noted regarding the reason for Petawawa being at a lower rate than Arnprior. Mr. Scandlan noted he would look into this further and provide the necessary information to explain this difference.
No comment was received from members of the public.

The public meeting was declared closed at 7:45 pm.

Resolution No. 032-18 (7:45 pm.)
Moved by Walter Stack
Seconded by Dan Lynch
**That** Council resume to the Regular Meeting of Council.

Resolution CARRIED

9. **Matters Tabled/Deferred/Unfinished Business**
None

10. **Staff Reports**
    a) **Campbellbrook Phase 4 (Extension of Stonehaven Way Subdivision) – Town Planner**
    Resolution No. 033-18
    Moved by Frank Dugal
    Seconded by Ted Strike
    **That** Council adopt a by-law to authorize the Mayor and Clerk to enter into a Subdivision Agreement with 1605821 Ontario Inc., for Phase 4 of the Campbellbrook Subdivision (47-T-13004) with the final form and content of the Agreement being to the satisfaction of the CAO, in consultation with the Town Solicitor; and

    **That** Council approve the use of the name “Vimy Ridge Crescent” for Street ‘A’ on the proposed Plan of Subdivision; and

    **That** Council approve the re-conveyance of the temporary turning circle at the end of Stonehaven Way, being Parts 2, 4, 6 and 7 on Reference Plan 49R-18925, to be included as part of the Phase 4 Campbellbrook Subdivision lands, prior to registration of Subdivision Agreement and at the cost of the developer; and

    **That** the subdivision agreement with 1605821 Ontario Inc. (McEwan Homes) include a requirement for the construction of the Baskin Drive 200mm watermain from Stonehaven Way to Leo Moskos Street at an estimated cost of $467,500 and the 200mm sanitary sewer from Stonehaven Drive to approximately 60m east at an estimated cost of $90,000, with costs to be reimbursed as outlined in this report.

    Report and Resolution CARRIED

The Town Planner provided an overview of the report, and responded to questions.

b) **Zoning By-law Amendment – 23 Arthur Street – Town Planner**
    Resolution No. 034-18
    Moved by Frank Dugal
    Seconded by Ted Strike
That Council receive an application for amendment to Zoning By-law No. 4990-01, for the property known municipally as 23 Arthur Street, to amend the zone designation from Residential (R1) to Residential Two (R2); and

That pursuant to Section 34(12) of the Planning Act that Council hold a public meeting on Monday, March 12th, 2018, regarding the proposed amendment, to allow for public review and comment.

Report and Resolution CARRIED

The Town Planner provided an overview of the report and responded to questions.

c) Museum Insurance Claim - Museum Curator
Resolution No. 035-18
Moved by Walter Stack
Seconded by Dan Lynch
That Council approves the expenditure of insurance proceeds in the amount of $100,550 for the repair, replacement, and conservation of artefacts and regular content damaged or lost as a result of the 2016 flood of the DA Gillies building.

Report and Resolution CARRIED

The Museum Curator provided an overview of the report and responded to questions.

d) Terms of Reference – Ad Hoc Committee Child Poverty and Homelessness – Town Clerk
Resolution No. 036-18
Moved by Frank Dugal
Seconded by Ted Strike
That Council receive the draft terms of reference for an Ad Hoc Committee on Child Poverty and Homelessness; and

That Council approve the draft terms of reference and authorize staff to advertise for appointment to the Ad Hoc Committee.

Resolution CARRIED

The Town Clerk provided an overview of the report and responded to questions.

11. Committee Reports and Minutes
None

12. Notice of Motions
None
13. **Reeve’s Report From County Council**
Reeve Walter Stack provided an overview of the following County Council meetings, with the information being filed in the Clerk’s Office for review by members of the public:
- Social Services Committee Meeting – January 8, 2018
- Finance and Administration Committee – January 16, 2018

14. **Correspondence & Petitions**

a) **Correspondence Package No. I-18-FEB-03**

   Resolution No. 037-18
   Moved by Frank Dugal
   Seconded by Ted Strike
   
   **That** the Correspondence Package No. I-18-FEB-03 be received as information and filed accordingly.

   Resolution CARRIED

   Councillor Dan Lynch referred to various items from the Correspondence Package No. 1-18-FEB-03, noting the following:

   - **Item #2 – Page 31** – Correspondence from the United Townships of Head, Clara & Maria – Algonquin Trail Resolution
     - The Council of the United Townships of Head, Clara & Maria concerns with the County and the Algonquin Trail have been resolved.

   - **Item #4 – Page 59** – Correspondence from the Friends of the Arnprior & District Museum – Thank you
     - Letter from Janice Herwig-Lucas, of the Friends of the Arnprior & District Museum thanking the CAO, and the town for their assistance in governance issues. Councillor Lynch noted it is nice to see positive feedback from organizations.

   - **Item #5 – Page 60** – Correspondence from Hockey Eastern Ontario – Bursary for Hockey Eastern Ontario
     - In response to Councillor Lynch the CAO noted, Council has adopted a Comprehensive Awards Policy, however, staff will look into a bursary of this type and report back to Council.

   - **Item #6 – Page 61** – Correspondence from the Coldest Night of the Year Steering Committee – Support Efforts to Fight Homelessness in Renfrew County
     - The Coldest Night of the Year is being held on February 24, 2018. Reeve Walter Stack will provide Council with further information from the County.

   - **Item #7 – Page 69** – Correspondence from the Greater Arnprior Chamber of Commerce – Annual General Meeting and Social – February 28, 2018
     - The Greater Arnprior Chamber of Commerce Annual General Meeting and Social is on Wednesday, February 28th, 2018 from 6pm-8pm at Northern Credit Union - 211 Madawaska Blvd. in Arnprior. Deadline to RSVP is February 23, 2018.

   - **Item #10 – Page 94** – Ottawa Valley Business – February 6, 2018
     - For residents of Quebec who watch Cogeco, your province has a new Gun Registry. On January 29, 2018, it became mandatory to register your gun in the province of Quebec.
Gun owners have up to one year to register their firearms, and firearms require a serial number, and further gun sales will also have to be immediately registered.

- **Item #11 – Page 99 – AMO – Watch File January 18, 2018**
  
  o In response to Councillor Lynch’s question if the Town had sent in comments on the new planning standards and guidelines, the CAO noted the Standard:
    
    (a) provides minimum requirements, guidance, and best practices for land use planning and development processes in the vicinity of existing pipeline systems;
    
    (b) addresses roles, responsibilities, and engagement of all stakeholders to establish a consistent approach to land use planning in the vicinity of existing pipeline systems; and
    
    (c) focuses on long range policy planning and site development planning processes in the vicinity of existing pipeline systems.

  There is not an existing pipeline within the vicinity of the Town’s settlement area (closest pipeline is 7km from Town limit). The standards allow for approval authorities to require mapping from developers to identify the location of existing pipelines and to establish requirements within the vicinity. For site development planning, the vicinity is the referral zone of 200 m from the edge of the pipeline right of way.

  o In response to Councillor Lynch’s question if the Town was part of the Ministry of Environment and Climate Change regulations regarding protection of drinking water sources, the CAO noted the proposed regulation does not apply to the Town. The entire regulation posted to the Environmental Bill of Rights is related to new or expanding systems that are located in a Source Water Protection Area.

- **Item #11 – Page 101 – AMO – Watch File – January 25, 2018**
  
  o Provincial Matters Ontario announces new $26 million Main Street Revitalization Fund for revitalizing main streets. This fund will be administered by the Association of Municipalities of Ontario. Arnprior is to receive $43,493.00 and McNab\Braeside $42,123.00.

  o In response to Councillor Lynch’s question regarding the Cannabis Legislation, the CAO noted staff is continuing to research the legislation, however, will also be seeking Council’s comments on the proposed legislation and the restrictions on where medical cannabis can be used in a form that is not smoked or vaped, places of use, and exemptions to permit consumption in hotels, and in private residences that are also workplaces. Staff will consolidate Council comments and submit by the deadline date of March 5, 2018. Members of the public are also encouraged to provide their comments.

  o In response to Councillor Lynch’s questions regarding the AMO Social Media Landscape Webinar, the CAO noted that key staff have been registered for the webinar series.

Reeve Walter Stack referred to the following item from the Correspondence Package No. 1-18-FEB-03, noting the following:
Item #2 – Page 31 – Correspondence from the United Townships of Head, Clara & Maria – Algonquin Trail Resolution
  o The Township’s Mayor has provided the County of Renfrew with an update on the Algonquin Trail situation, noting that the Township of Head, Clara and Maria is not against the trail and do not want a legal battle to start. The County will be pursuing a legal position on the issue as a whole.

b) Correspondence Package No. A-18-FEB-03
Resolution No. 038-18
Moved by Frank Dugal
Seconded by Ted Strike
That the Correspondence Package No. A-18-FEB-03 be received and the recommendations be brought forward for Council consideration,

  Resolution CARRIED

Resolution No. 039-18
Moved by Frank Dugal
Seconded by Ted Strike
Whereas Bill 160, the Strengthening Quality and Accountability for Patients Act amended the Ambulance Act to permit the Ministry of Health and Long Term Care to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department; and

Whereas the Government of Ontario is committed to proceeding with the pilots and enabling the fire-medic model despite the absence of objective evidence to show that it would improve patient outcomes or response times; and

Whereas the current interest arbitration model, particularly in the fire services sector, allows arbitrators to impose awards on unwilling employers that directly impact the employer’s ability to determine how it will deploy its workforce, as evidenced by the experience of many municipalities in regards to the 24-hour shift; and

Whereas in the absence of legislative protection, unwilling municipalities may be forced to enter into a pilot or adopt a fire-medic model as a result of interest arbitration; and

Whereas the Association of Municipalities of Ontario and its municipal members have called on the Government of Ontario to introduce legislative amendments to the Fire Protection and Prevention Act, 1997 and the Ambulance Services Collective Bargaining Act to preclude arbitrators from expanding the scope of work for fire fighters and paramedics respectively through interest arbitration awards; and

Whereas there is precedent for a restriction on the scope of jurisdiction of arbitrators in section 126 of the Police Services Act which precludes arbitrators from amending the core duties of police officers; and
Whereas the Government of Ontario has committed that no unwilling municipal government will have a fire-medic pilot or program imposed upon them.

Now Therefore Be It Resolved That the Corporation of the Town of Arnprior calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medic pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election.

And Further That a copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; Cheryl Gallant, MP; John Yakabuski, MPP; and the Association of Municipalities of Ontario.

Resolution CARRIED

Resolution No. 040-18
Moved by Frank Dugal
Seconded by Ted Strike

Whereas a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the Environmental Bill of Rights Act, 1993 (EBR Act);

And Whereas impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

And Whereas the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

And Whereas analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of $113,300 to $386,500;

And Whereas the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

And Whereas in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

And Whereas local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;
Therefore Be It Resolved That Town of Arnprior requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

And Further That the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the Planning Act;

And Further That the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation;

And Further That a copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Chris Ballard, Minister of Environment and Climate Change; Cheryl Gallant, MP; John Yakabuski, MPP; and the Ontario Good Roads Association.

Resolution CARRIED

15. Bylaws/ Resolutions
a) By-laws
Resolution No. 041-18
Moved by Dan Lynch
Seconded by Walter Stack
That the following by-laws be and are hereby enacted and passed:
   i) By-law No. 6787-18 – Archives Lease Agreement
   ii) By-law No. 6788-18 – Library Lease Agreement
   iii) By-law No. 6789-18 – William Street Reconstruction Pre-Commitment of Funds
   iv) By-law No. 6790-18 – Agreement Enabling Accessibility Grant
   v) By-law No. 6791-18 – Authorize Agreement Campbellbrook Phase 4 (Extension of Stonehaven Way) Subdivision

Resolution CARRIED

16. Announcements
None

17. Media Questions
None

18. Closed Session
Resolution No. 042-18 (8:31 pm)
Moved by Frank Dugal
Seconded by Ted Strike
Minutes of Regular Council Meeting

That Council move into Closed Session regarding One (1) Matter to discuss a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization pursuant to Section 239 (2)(i) of the Municipal Act. (Fire Underwriters Survey).

Resolution CARRIED

Resolution No. 043-18
Moved by Dan Lynch
Seconded by Walter Stack
That Council resume to Open Session.

Resolution CARRIED

19. Confirmatory By-Law
Resolution No. 044-18
Moved by Dan Lynch
Seconded by Walter Stack
That By-law No. 6792-18 being a By-law to confirm the proceedings of the Regular Meeting of Council held on February 12, 2018 be and it is hereby enacted and passed.

Resolution CARRIED

20. Adjournment
Resolution No. 045-18
Moved by Frank Dugal
Seconded by Ted Strike
That this meeting of Council be adjourned at 8:46 PM.

Resolution CARRIED

David Reid, Mayor
Maureen Spratt, Town Clerk
Background


- Throughout the Fall/Winter of 2017, Staff undertook a design assignment with Jp2g Consultants Inc. to design the project which spans William St from Division St to Edward St.

- The project has been prepared as a single contract to be constructed over two years.
Background

• The project is intended to address issues on William St between Edward St and Division St including drivability issues resulting from poor road surface condition, sidewalk deterioration and the deterioration of the William St watermain.

• Currently William St between Edward St and Division St does not have a curb along the North side of the road and the road surface is deteriorating from a combination of wear and a number of service cuts for watermain repairs.

Background

• William St watermain between Edward St and Division St has required 13 repairs since 2007. These repairs are usually required to repair portions of pipe that have corroded to the point of breakage.

• The road surface is shown on the Asset Management Plan as being in poor condition and is in need of reconstruction.
Tendering Strategy

- Similar to the recently completed Downtown Revitalization project, William Street Reconstruction has been split into two phases.

Tendering Strategy

- The first phase of construction will be between Edward St and Ida St. The second phase will be from Ida St to Division St.
- Staff intend to tender the project in early 2018 to obtain favorable pricing, as rates typically climb as the construction season progresses.
- Tendering for both phases of the project at once will allow for pricing to be secured in advance of the 2019 construction season.
Tendering Strategy

- Time will be saved by avoiding going through the tendering process twice.
- Prices will be set, and stable for 2019.
- Continuity will be maintained through both phases of the project.
- By establishing pricing for the entirety of the project, it may allow for the project’s timeline to be accelerated if grant funding through the Ontario Community Infrastructure Fund is successful.

Budget

- Currently the 2018 draft Capital Budget includes $925,000 for phase 1 of the project and the LRCF includes an additional $925,000 in 2019 for phase 2.
- Staff is seeking pre-commitment for both phases to allow for staff to tender the entire project valued at an estimated $1,850,000.
- Funding will breakdown as follows;
## Funding

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<td><strong>$1,850,000.00</strong></td>
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• Estimates include 15% contingency and contract administration costs.
• Assumes Gas Tax Funding remains consistent for 2019.

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Questions?
Background

- Arnprior has many separate water related by-laws
- Staff are proposing that all related Water Bylaws are consolidated into a single “Water Use Bylaw”.
- Each By-law also requires various levels of updating.
  – Now is the time to consolidate!
Current Water Bylaws

• 5230-04 & 5321-05 - Bulk Water Sales Policy
• 5580-07 – Fire Hydrants
• 5416-06 – Premise Isolation and Backflow Prevention
• 5762-09/ 6625-16 – Water Meters
• 6540-15 – Repair of Water and Sewer Services
• 5363-05 - Time, Manner, Extent and Nature of the Supply of Water
• 6540-15 – Repair of Water and Sewer Services

Why Update and Consolidate?

• Older bylaws require updating to match current practices
  – Bulk Water
• Some governing regulations have changed
  – Premise Isolation
• Many individual documents adopted over many years are hard to keep track.
• A single bylaw allows easier control of overlapping clauses and acts as a “one stop shop”
Proposed Changes

• Addition of basic administrative language
  – ie. “waterworks and fixed water meter reading equipment and installation shall be under the jurisdiction of the General Manager, Operations”
  – “administration of water meter reading, water rates, accounting, billing and collection shall be under the jurisdiction of the Treasurer.”
  – General Manager, Operations shall be authorized to prescribe any Town form under this bylaw and to amend or revise those forms from time to time

Water Meters

• Removal of language that was only applicable to the water meter installation program undertaken several years ago
• Water meter discrepancy testing updated to match other internal policies
Outdoor Water Use

• The name of the previous outdoor water use bylaw was confusing “by-law to regulate the time, manner, extent and nature of the supply of water in the Town of Arnprior”
• Staff propose simply re-naming the section of the consolidated bylaw as “Outdoor Water Use”

Cross-Connection Prevention and Premise Isolation

• Minor language additions
  – “No person or owner shall connect, cause to be connected, or allow to remain connected to the Town’s plumbing system or water distribution system, any other potable water system, an auxiliary water supply, piping, fixture, fitting, container, appliance, vehicle, machine, etc. in a manner which may under any circumstance, allow water, waste water or any other liquid, chemical or substance to enter such supply or system.”
• List now similar to Pembroke’s bylaw
Premise Isolation

• Updated to match provisions in the Building Code
  – now includes moderately severe hazards
    • Multi-residential buildings over 600 m²
  – References the specific backflow devices to be used
    • CSA B64.10, “Selection and Installation of Backflow Preventers
    • CAN/CSA-B64.6, “Dual Check Valve Backflow Preventers (DuC)”

Fire Hydrants

• Removal of clauses related to service agreement with McNab/Braeside for hydrant on Russett Drive @ Vanjumaran. Agreement cancelled by McNab/Braeside in 2008.
• Addition authorizing Operations employees to use the hydrants for flushing, maintenance, and testing.
• Addition of clause requiring backflow devices and meters
• All municipal fire hydrants shall be painted the colour red.
Bulk Water

- Bulk water shall be filled at:
  - the dedicated hydrant in the water filtration plant compound during the spring, summer and fall.
  - the dedicated hose bib at the WFP (during the winter).
- Complete re-work of old bylaw to match existing practices and ensure accurate billing and payment collection
- Annual registration
- Hours of Operation
- Vehicles must be clean

Bulk Water

- Only permitted to use the dedicated hydrant or hose bib at the WFP
- Supervision by Operations Staff
- Backflow preventer must be in use
- 30 Day post paid, payment terms
  - Unpaid invoices >30 days, haulers not permitted to fill again or register next year.
- Fees now referenced in the user fees bylaw
- Control of internal Bulk Water Sales Policy document delegated to General Manager, Operations
Service Conditions

• New section, suggestions included in other municipal Bylaws

• Handful of new clauses to be considered:
  – Leaks on the private side of property line that are causing damage or wasteful
    • General Manager, Operations has ability to close shut off valve, issue orders to repair, charge expenses back to owner
  – No guarantee for determined water pressure or flow rate or guarantee for the water to be free of colour and/or turbidity.

Service Conditions Continued

• Emergency conditions:
  – Town will provide as continuous and uninterrupted service as practical
  – where shutting off portions of the system is necessary, warning of the shut off will be given where possible
  – Consumer shall limit or discontinue the use of water as requested

• Town may supervise and inspect any or all work done on private property with regard to a Water Service Connection
Frozen Water Services

- Bylaw 6450-15 to be split between Water Use Bylaw and Sewer-Use Bylaw and repealed
- Clear statements made for each potential situation:
  - Repairs to the water service & financial responsibility
    - Watermain to property line
    - Private side of property line
  - Frozen Water Service & financial responsibility
    - Watermain to Property line
    - Private side of property line
- Appendix A Updated – Frozen service letter

Frozen Storm, Sanitary, or Combined Sewer

- Bylaw 6227-13 to be amended to add in the language from the existing Frozen Services bylaw
- Repairs to the Storm, Sanitary, or Combined Sewer & financial responsibility
  - Main to property line
  - Private side of property line
- Contradictory language in the Sewer-Use bylaw (6227-13) to be removed
Questions?
Background

• Section 238(2) of the Municipal Act requires
  – “that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings”

• Procedure By-law 6644-16 requires amendments as a result of recent changes to the Municipal Act
Definition of Meeting s. 238(1)

- Amend By-law No. 6614-16 by deleting the existing definition of “Meeting” and replace with a new definition
  - Meeting means any regular, special or other meeting of council, of a local board or of a committee of either of them, where
    - (a) a quorum of members is present, and
    - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee

Electronic Participation 238 (3.1)

- Electronic Participation
  - The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time.
Electronic Participation 238 (3.1)

- The applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public.

Electronic Participation

• Electronic participation at meetings:
  Potential Benefits:
  – Reduce travel time and expenses
  – Environmentally friendly
  – Flexibility of meeting schedule
  – Accessibility for persons
  – Increased participation
Electronic Participation

• Issues with electronic participation
  – Cost of required technology and appropriate IT support - Technology disruptions (i.e. internet speed, etc.)
  – Type of technology to use (i.e. skype, conference call)
  – Electronic participation in a closed meeting is not permitted (what if there is a vote in public based on an item discussed in closed session where a member could not be present?) - 

Closed Meetings s 239(2)(h-k)

• Amend By-law 6614-16 by adding categories of matters that a Municipal Council may consider in a Closed Session to include:
  – (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
Closed Meetings s 239(2)(h-k)

– (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

– (j) a trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has a monetary value or potential monetary value; or

– (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
Leave of Absence

• Amend By-law 6614-16 to add a new subsection under 5.4 in accordance with Section 259 (1.1) of the Municipal Act, that
  – an office is not vacated by a Member of Council who is absent for twenty weeks or less due to absences related to pregnancy or the birth or adoption of the member’s child
  – A resolution of council is not required to authorize such leave

Alternate Upper-tier Council Appointment s.268

• Amend By-law 6614-16 to add a new section Temporary replacement, member of upper-tier council
  – would allow a lower-tier municipality to appoint an alternate member to act in the place of one of the municipality’s members of the upper-tier council when a member is not able to attend an upper-tier meeting.
Alternate Upper-tier Council Appointment s.268

• Subsection (1) of s. 268 does not authorize:
  – appointing more than one alternate member during the term of council
  – appointing an alternate member to act in place of an alternate member;
  – appointing an alternate head of council of the upper-tier municipality

Discussion

• Electronic Participation
  – In addition to issues previously noted other concerns with electronic participation include:
    • legislation is not clear on process or procedure how this will be implemented
    • lack of clarity in the legislation regarding voting
    • potential abuse by members
    • difficulty for the chair to gauge body language and/or facial expressions
Discussion

• Electronic Participation (cont’d)
  • Technical glitches could disrupt the flow of a meeting
  • the unknown cost required to facilitate functional and consistent electronic participation in meetings
  • the public’s expectation of accountability and transparency in attending or viewing Council meetings

Discussion

• The Procedural By-Law would need to be amended to permit electronic meetings and policy set out to address how the meeting would be conducted
• Staff recommends not proceeding with electronic meetings at this time until best practices have been developed to deal with logistics and other concerns identified
Discussion

• Alternate Member of County Council
  – Procedure By-law has been amended to allow for the appointment an alternate member to act in the place of the upper-tier member
  – provides Council greater opportunity for adequate representation during consideration of County matters when the regular member is unable to attend

• Alternate Member of County Council
  – alternate would be required to maintain a reasonable level of knowledge and interest in upper-tier matters in the event the alternate member would be required to step in
  
• Staff is recommending appointing the Mayor as the alternate member
Next Steps

• Amended Procedure By-law for consideration of Council at the February 26, 2018 Council Meeting
• Bring forward a by-law appointing the Mayor as the temporary replacement of an upper-tier council member

Questions?
Appendix D

Town of Arnprior

Development Charge
Public Meeting

February 12, 2018
Study Process

- Data collection, staff review, D.C. calculations and policy work (April 2016 – September 2017)
- Staff Interviews (December 1, 2017)
- Background study and draft D.C. by-law released to the public (December 29, 2017)
- Public Meeting (February 12, 2018)
  - Council Consider By-law for adoption (March 12, 2018)
Public Meeting Purpose

- The meeting is a mandatory requirement under the Development Charges Act (D.C.A.)
- Prior to Council’s consideration of a by-law, a background study must be prepared and available to the public a minimum 60 days prior to the D.C. by-law passage
- The public meeting is to provide for a review of the D.C. proposal and to receive public input on the proposed policies and charges
Format for Public Meeting

- D.C.A. Public Meeting
  - Opening remarks
  - Presentation of the proposed policies and charges
  - Questions from Council
  - Presentations by the Public
  - Close Public Meeting
D.C.A. Overview

Purpose:

- To recover the capital costs associated with residential and non-residential growth within the Town
- The capital costs are in addition to the costs which would normally be constructed as part of a subdivision (i.e. internal roads, sewers, watermains, roads, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose these charges via the Development Charges Act (D.C.A.)
Limitations on Services

- Some forms of capital and some services cannot be included in the D.C.A. For example:
  - Headquarters for the General Administration of the Municipality
  - Arts, Culture, Museums and Entertainment Facilities
  - Tourism Facilities
  - Provision of a Hospital
  - Parkland Acquisition
  - Vehicles & Equipment with an average life of <7 years
Calculation of D.C.A. (Simplified steps)

1. Identify amount, type and location of growth
2. Identify servicing needs to accommodate growth
3. Identify capital costs to provide services to meet the needs
4. Deduct:
   - Grants, subsidies and other contributions
   - Benefit to existing development
   - Statutory 10% deduction (soft services)
   - Amounts in excess of 10 year historical service calculation
   - D.C. Reserve funds (where applicable)
5. Net costs then allocated between residential and non-residential benefit
6. Net costs divided by growth to provide the D.C. charge
Update on Bill 73

Effective January 1, 2016, D.C.A. changes that impact the Town of Arnprior include:

- Ineligible Service definition to be moved from Act to regulations
- D.C. Background Studies to examine area rating – also to provide asset management plan for new capital
- Annual Report of the Treasurer – increased reporting requirements
- No Additional Levies
- Minister to have power to impose area specific charges
- Housekeeping changes to the Act
Exemptions

- Mandatory exemptions
  - for industrial building expansions (may expand by 50% with no D.C.)
  - May add up to 2 apartments for a single as long as size of home doesn’t double
  - Add one additional unit in medium & high density buildings
  - Upper/Lower Tier Governments and School Boards

- Discretionary exemptions
  - Reduce in part or whole D.C. for types of development or classes of development (e.g. industrial or churches)
  - May phase-in over time
  - Redevelopment credits to recognize what is being replaced on site (not specific in the Act but provided by case law)
Overview of Arnprior’s Existing Discretionary Exemptions

- Hospitals as governed by the Public Hospitals Act
Local Service Policies

- As part of the D.C. process, need to define what is included in the D.C. and what is a developer responsibility.

- Generally, a developer is responsible for:
  - Storm Water Management Quality and Quantity Works, including Downstream or adjacent Erosion Works.
  - Water and Wastewater connections to trunk mains and pumping stations to service specific areas.
  - Internal roads, sidewalks, streetlights, pedestrian traffic signals.
  - Parkland – land accepted based on certain quality level (i.e. rough grading, fencing, topsoil, seeding, etc.).
Relationship Between Needs to Service Growth vs. Funding

Service New Growth/Users

Development Charges

Rates, Taxes, Reserves, etc.
Growth Forecast

Source: Historical housing activity (2007-2016) based on Statistics Canada building permits, Catalogue 64-001-XIB
2017 housing growth derived by Watson & Associates Economist Ltd.
1. Growth Forecast represents calendar year.
## Growth Forecast Summary

<table>
<thead>
<tr>
<th>Measure</th>
<th>10 Year 2017-2026</th>
<th>20 Year 2017-2036</th>
<th>20 Year 2017-2036 (With Industrial Buildout)</th>
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<td>2,921</td>
<td>2,921</td>
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<td>Residential Unit Increase</td>
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<td>1,601</td>
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<td>Non-Residential Gross Floor Area Increase (ft²)</td>
<td>410,500</td>
<td>954,100</td>
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## Current Development Charges

<table>
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<tr>
<th>Service</th>
<th>Single and Semi-Detached Dwelling</th>
<th>Apartments - 2 Bedrooms +</th>
<th>Apartments - Bachelor and 1 Bedroom</th>
<th>Other Multiples</th>
<th>NON-RESIDENTIAL (per ft² of Gross Floor Area)</th>
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<td>Wastewater Services</td>
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<td>Wastewater Services</td>
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<td><strong>GRAND TOTAL URBAN AREA</strong></td>
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Summary of Services Under Consideration

**Municipal-Wide Services:**
- Fire Protection Services;
- Services Related to a Highway;
- Recreation Services;
- Library Services; and
- Administration (Studies).

**Urban Services:**
- Wastewater Services; and
- Water Services.

**Staye Court Area Specific Services:**
- Wastewater Services; and
- Water Services.
## Summary of Calculated Development Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Municipal Wide Services:</th>
<th>Urban Services</th>
<th>Staye Court Area Specific Charges</th>
<th>Total Municipal Wide Services</th>
<th>Total Urban Services</th>
<th>Total Area Specific Services</th>
<th>Grand Total Municipal Wide Area</th>
<th>Grand Total Urban Area</th>
<th>Grand Total with Staye Court</th>
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<tr>
<td></td>
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<td></td>
<td>Single and Semi-Detached Dwelling</td>
<td>Apartments - 2 Bedrooms +</td>
<td>Apartments - Bachelor and 1 Bedroom</td>
<td>Other Multiples</td>
<td>(per ft² of Gross Floor Area)</td>
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<tr>
<td>Municipal Wide Services:</td>
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<td>92</td>
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<tr>
<td>Recreation Services</td>
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<td>147</td>
<td>245</td>
<td>0.03</td>
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<td>Library Services</td>
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<td>263</td>
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<td>Urban Services</td>
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<tr>
<td>Wastewater Services</td>
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<td>2,808</td>
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<td>Total Urban Services</td>
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<tr>
<td>Staye Court Area Specific Charges</td>
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<tr>
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</table>

### Charges Breakdown

- **Non-Residential**
  - Municipal Wide Services:
    - Services Related to a Highway: 1,559
    - Fire Protection Services: 104
    - Recreation Services: 165
    - Library Services: 178
  - Urban Services:
    - Wastewater Services: 2,808
    - Water Services: 2,661
  - Total Municipal Wide Services: 3,691
  - Total Urban Services: 8,094
  - Grand Total Municipal Wide Area: 11,785
  - Grand Total Urban Area: 14,554

- **Residential**
  - Single and Semi-Detached Dwelling:
    - Services Related to a Highway: 2,661
    - Fire Protection Services: 104
    - Recreation Services: 165
    - Library Services: 178
  - Apartments - 2 Bedrooms +:
    - Services Related to a Highway: 1,559
    - Fire Protection Services: 104
    - Recreation Services: 165
    - Library Services: 178
  - Apartments - Bachelor and 1 Bedroom:
    - Services Related to a Highway: 1,382
    - Fire Protection Services: 92
    - Recreation Services: 147
    - Library Services: 157
  - Other Multiples:
    - Services Related to a Highway: 2,308
    - Fire Protection Services: 153
    - Recreation Services: 245
    - Library Services: 263
  - Grand Total Residential: 16,914
Comparison of Town-Wide Residential Development Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Current</th>
<th>Calculated</th>
</tr>
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<tbody>
<tr>
<td><strong>Municipal-Wide Services:</strong></td>
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<tr>
<td>Services Related to a Highway*</td>
<td>3,016</td>
<td>2,661</td>
</tr>
<tr>
<td>Fire Protection Services</td>
<td>494</td>
<td>177</td>
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<tr>
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<td>282</td>
</tr>
<tr>
<td>Library Services</td>
<td>751</td>
<td>303</td>
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<tr>
<td>Administration</td>
<td>415</td>
<td>833</td>
</tr>
<tr>
<td><strong>Total Municipal-Wide Services</strong></td>
<td>5,468</td>
<td>4,256</td>
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<tr>
<td><strong>Urban Services:</strong></td>
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<td>4,793</td>
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<tr>
<td>Water Services</td>
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<td>4,541</td>
</tr>
<tr>
<td><strong>Total Urban Services</strong></td>
<td>8,056</td>
<td>9,334</td>
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<tr>
<td><strong>Staye Court Area Specific Charges:</strong></td>
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<td>Wastewater Services</td>
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<tr>
<td>Water Services</td>
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<td>513</td>
</tr>
<tr>
<td><strong>Total Area Specific Services</strong></td>
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<tr>
<td><strong>Grand Total - Municipal-Wide Area</strong></td>
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<td><strong>Grand Total - Urban Area</strong></td>
<td>13,524</td>
<td>13,590</td>
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<tr>
<td><strong>Grand Total - With Staye Court</strong></td>
<td>14,488</td>
<td>14,554</td>
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</table>

*Combined the Current By-law's Roads Systems Services, Public Works Housing, and Public Works Equipment into Services Related to a Highway*
Comparison of Town-Wide Non-Residential Development Charges

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<tr>
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<tr>
<td><strong>Grand Total - Urban Area</strong></td>
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<tr>
<td><strong>Grand Total - With Staye Court</strong></td>
<td>6.86</td>
<td>7.81</td>
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</tbody>
</table>

*Combined the Current By-law's Roads Systems Services, Public Works Housing, and Public Works Equipment into Services Related to a Highway
Residential Development Charges Comparison

Development Charge Rates for Eastern Ontario Municipalities
Residential Per Single Detached Unit
(As of February 1, 2018)

Notes:
(1) Indexed to 2018
Non-Residential – Commercial Development Charges Comparison

Development Charge Rates for Eastern Ontario Municipalities
Commercial Per Square Foot of GFA
(As of February 1, 2018)

Notes:
1. Indexed to 2018
2. Exempt from development fees if located in the downtown district or on a strategic property (per the official plan)
3. Charge is $2.25/sq.ft. for first 5,000 sq.ft, $2.95/sq.ft. for gross floor area over 5,000 sq.ft.
Non-Residential – Industrial Development Charges Comparison

Development Charge Rates for Eastern Ontario Municipalities
Industrial Per Square Foot of GFA
(As of February 1, 2018)

Notes:
(1) Indexed to 2018
(2) Exempt from development fees if located in the downtown district or on a strategic property (per the official plan)
(3) Charge is $2.25/sq.ft. for first 5,000 sq.ft, $2.95/sq.ft. for gross floor area over 5,000 sq.ft.
Next Steps

- Council will review all public input and consider policies, charges and adopt a By-law (March 12, 2018)