



Town of Arnprior

Regular Meeting of Council Agenda

Date: Tuesday, May 23, 2023

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

1. **Call to Order**
2. **Roll Call**
3. **Land Acknowledgement Statement**
4. **Adoption of Agenda (Additions / Deletions)**
5. **Disclosures of Pecuniary Interest**
6. **Question Period**
7. **Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) **Regular Meeting of Council – May 8, 2023** (Page 1-9)
8. **Awards / Delegations / Presentations**
9. **Public Meetings**
 - a) **Draft Plan of Subdivision No. 47-T-222002 (Ida Street)** (Page 10-12)
10. **Matters Tabled / Deferred / Unfinished Business**
11. **Notice of Motion(s)**
12. **Staff Reports**
 - a) **Bill 97 “Helping Homebuyers, Protecting Tenants Act, 2023” and the proposed new Provincial Planning Statement**, Alix Jolicoeur, Manager of Community Services / Planner (Page 13-17)

- b) **Building By-law Amendment**, Jacques Benoit, Chief Building Official (Page 18-44)
- c) **Water Filtration Plant and Water Pollution Control Centre Building Condition Assessments Award**, Patrick Foley, Engineering Officer, Facilities and Assets (Page 45-46)
- d) **Request for Award – Tender No. PW-2023-05 (Replacement of Two Rooftop Units and One Pool Dehumidifier)**, Patrick Foley, Engineering Officer, Facilities and Assets (Page 47-49)
- e) **Request for Award – Tender No. PW-2023-06 (Operation of the Arnprior Waste Disposal Site)**, John Steckly, GM, Operations (Page 50-53)
- f) **Proclamation – Community Living Month (May 2023)**, Oliver Jacob, CSC (Page 54-56)
- g) **Proclamation – CDKL5 Awareness Month (June 2023)**, Oliver Jacob, CSC (Page 57-60)

13. Committee Reports and Minutes

- a) **Mayor's Report**
- b) **County Councillor's Report**
- c) **Committee Reports and Minutes**

14. Correspondence & Petitions

- a) **Correspondence**
 - i. Correspondence Package I-23-May-10
 - ii. Correspondence Package A-23-May-08

15. By-laws & Resolutions

- a) **By-laws**
 - i. **By-law Number 7388-23** – Award Building Condition Assessments for the Water Filtration Plant and Water Pollution Control Centre (Page 61)
 - ii. **By-law Number 7389-23** – Award Tender No. PW-2023-06 (Operation of the Arnprior Waste Disposal Site) (Page 62)
 - iii. **By-law Number 7390-23** – Award Tender No. PW-2023-05 (Replacement of Two Rooftop Units and One Pool Dehumidifier) (Page 63-64)

- iv. **By-law Number 7391-23** – Close Portion of the Edey Street Road Allowance (Page 65-66)
- v. **By-law Number 7392-23** – Disposal of Surplus Lands (Edey Street Road Allowance) (Page 67-68)
- vi. **By-law Number 7393-23** – Building By-law Amendment (Page 69-84)

16. Announcements

17. Media Questions

18. Closed Session

19. Confirmatory By-law

By-law No. 7394-23 to confirm the proceedings of Council

20. Adjournment

Please note: Please see the Town's [website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



**Minutes of Council Meeting
May 8, 2023 6:30 PM**

Town Hall, Council Chambers – 105 Elgin St. W. Arnprior, ON.

Council and Staff Attendance

Council Members Present (In-Person):

Mayor Lisa McGee
Councillor Chris Toner
Councillor Chris Couper
Councillor Billy Denault

Council Members Present (Electronic):

Council Members Absent:

County Councillor Dan Lynch
Councillor Lynn Grinstead
Councillor Tom Burnette

Town Staff Present

Robin Paquette, CAO

Maureen Spratt, Town Clerk
Jennifer Morawiec, GMCS / Treasurer
Jennifer Eve, Manager of Finance
Graeme Ivory, Director of Recreation
Lucas Power, Program and Events
Coordinator
John Steckly, GM, Operations
Ryan Wall, Engineering Officer
Alix Jolicoeur, Manager of Community
Services / Planner
Rick Desarmia, Fire Chief
Emily Stovel, Manager of Culture /
Curator
Oliver Jacob, Client Services Coordinator

1. Call to Order

Mayor Lisa McGee called the Regular 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 with the exception of Councillor Grinstead, Councillor Burnette and County Councillor Lynch.

3. Land Acknowledgement Statement

Mayor Lisa McGee asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

4. Adoption of Agenda

Resolution Number 157-23
Moved by Chris Couper
Seconded by Billy Denault

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, May 8, 2023 be adopted.

Resolution Carried

Minutes of Council Meeting

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 158-23

Moved by Chris Couper

Seconded by Chris Toner

That the minutes of the Regular Meeting of Council listed under Item 7 (a) on the Agenda be adopted.

Resolution Carried

8. Awards/Delegations/Presentations

Delegation

- i. Lori Huber, Lead Audit Engagement Partner, KPMG provided an overview of the 2022 Audit Findings Report and Draft 2022 Consolidated Audited Financial Statements, and responded to questions.

Presentations

- i. Lucas Power, Program and Events Coordinator provided an overview of the 2023 Summer Programs and Events, including events during 30 days in June in recognition of Parks and Recreation Month, June 3rd – Priopalooza, June 17th – Paddlefest, July 1st – Canada Day, July 15th – Dragon Boat Festival and August 3rd Theatre of Fools.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

None

12. Staff Reports

- a) 2022 Operating Surplus / Shortfall Allocations

Resolution Number 159-23

Moved by Chris Couper

Seconded by Chris Toner

That Council accept report 23-05-08-01 as information.

And that Council adopt a by-law to allocate the 2022 operating budget surplus / shortfalls.

Resolution Carried

- b) Awarding of Request for Tender PW-2023-07 Cranston, Smolkin, Maple and Gardner Rehabilitation
Resolution Number 160-23

Minutes of Council Meeting

Moved by Billy Denault

Seconded by Chris Toner

That Council award the contract for Tender #PW-2023-07 Cranston, Smolkin, Maple, and Gardner Rehabilitation, to R.W. Tomlinson Limited for a cost of \$1,755,029.24 including HST; and;

That Council direct staff to fund the budgetary shortfall of \$567,458.19 to award Tender #PW-2023-07 from the 2022 Operating Budget surplus and;

That upon the CAO's approval of the final form of the foregoing documents, Council authorize the Mayor and Clerk to enter into a contract agreement with R.W. Tomlinson Limited to execute the works.

Resolution Carried

c) Awarding of Tender #PW-2023-08 Daniel Street Intersection Realignment and Culvert Replacement

Resolution Number 161-23

Moved by Chris Couper

Seconded by Billy Denault

That Council award the 2023 Daniel Street Intersection Realignment and Culvert Replacement Tender #PW-2023-08 to Goldie Mohr Ltd for a total of \$2,150,059.36 (including HST); and

That Council award Inspection and Contract Administration services for Tender #PW-2023-08 to JP2G Consultants Inc. for a total of \$98,479.50 (including HST); and

That the CAO be granted authorization to enter into a funding agreement with the County of Renfrew for \$684,356.96 (excluding HST); and

That the remaining budgetary shortfall of \$452.13 be funded by 2023 Capital surplus funds if available or 2023 operating funds; and

That Council authorize the CAO to execute the agreements and related documents with the County of Renfrew, Goldie Mohr Ltd and JP2G Consultants Inc.

Resolution Carried

d) Sale and Declaration of Surplus Municipal Lands – Edey Street

Resolution Number 162-23

Moved by Chris Couper

Seconded by Chris Toner

That Council waive the requirement of the Public Notice Policy AS-CP-08 to provide 30 days' notice of a permanent closure of a highway and direct staff to provide 10 days' notice of their intention to close a portion of the road allowance known as Edey Street and declare those lands as surplus lands to the Town of Arnprior;

And That Council, in its sole discretion, deems the lands to be non-viable and exercise their authority under Section 6.5.2.5 - Land Exchange of Policy AS-CP-14 Sale and Disposition of land to negotiate a land exchange solely with the abutting property owner;

Minutes of Council Meeting

And that Council authorizes staff to negotiate a land exchange with the abutting landowner pending the successful completion of the 'stopping up and closing' of the portion of the Edey Street road allowance as outlined in this report.

And That Council direct staff to provide notice of Council's intention of the sale and disposal of lands in accordance with Section 6.6 of Policy AS-CP-14 Sale and Disposition of Land.

Resolution Carried

e) Fire Department Aerial Device Repairs

Resolution Number 163-23

Moved by Chris Couper

Seconded by Billy Denault

That Council authorizes the required repairs of the basket levelling system to the Fire Department's aerial ladder truck by Commercial Truck Equipment Corporation.

That Council authorize the expenditure of an estimated maximum amount \$33,982.26 (incl.HST) for the repairs from the 2022 Operating Surplus.

Resolution Carried

f) Draft Plan of Subdivision 47-T-22002 – Norma, Ida and Charlotte Street Extensions

Resolution Number 164-23

Moved by Billy Denault

Seconded by Chris Toner

That Council receives Staff Report 23-05-08-06 for information as it pertains to Subdivision File No. 47-T-22002 relating to Norma, Ida and Charlotte Street Extensions (2427450 Ontario Inc.) Draft Plan of Subdivision;

And that Council, pursuant to previous Section 51(20) of the Planning Act, hold a public meeting May 23rd, 2023 to allow for public review and comment.

Resolution Carried

g) Request to Reinstate Joint Use Recreation Agreement from the Township of

McNab/Braeside

Resolution Number 165-23

Moved by Billy Denault

Seconded by Chris Couper

That Council receive report number 23-05-08-07 as information.

And that Council direct staff to advise the Township of McNab Braeside due to the significant amount of administration that would be required to implement a billing agreement for McNab/Braeside, the Town is not in a position to entertain such an agreement at this time.

Resolution Carried

h) Proclamation Parks and Recreation Month – June 2023

Resolution Number 166-23

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Moved by Chris Couper

Seconded by Billy Denault

That Council proclaim June 2023 as Parks and Recreation Month in the Town of Arnprior.

Whereas, in the Town of Arnprior, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

Whereas recreation enhances quality of life, balanced living and lifelong learning; helps people live happier and longer; develops skills and positive self-image in children and youth; develops creativity; and builds healthy bodies and positive lifestyles; and

Whereas recreational participation builds family unity and social capital; strengthens volunteer and community development; enhances social interaction; creates community pride and vitality; and promotes sensitivity and understanding to cultural diversity; and

Whereas parks, open space and trails provide active and passive outdoor recreation opportunities, help maintain clean air and water; and promotes stewardship of the natural environment; and

Whereas the benefits provided by recreation programs, services and parks, and open space, reduce healthcare and social service costs; serve to boost the economy, economic renewal and sustainability; enhance property values; attract new business; increase tourism; and curb employee absenteeism; and

Whereas the Town of Arnprior is hosting thirty (30) free activities in thirty (30) days as part of the [ParticipACTION Community Better Challenge](#), a national physical activity initiative that encourages Canadians to get active in search of Canada's Most Active Community; and

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2023 as Parks and Recreation Month in the Town of Arnprior and encourage all citizens to recognize the benefits and values of Recreation and Parks in Arnprior and participate in the many activities taking place this month and throughout the year.

Resolution Carried

i) Proclamation Seniors Month - June 2023

Resolution Number 167-23

Moved by Chris Toner

Seconded by Billy Denault

That Council proclaim June 2023 as Seniors Month in the Town of Arnprior.

Whereas Seniors' Month is an annual province-wide celebration to recognize the considerate contributions that seniors have made to the life and vibrancy of our community; and,

Whereas seniors continue to serve as leaders, mentors, volunteers and important and active members of this community; and,

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Whereas their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and,

Whereas the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community as a whole; and,

Whereas seniors are the fastest growing population segment across Canada and a significant number of Arnprior seniors are leading healthy and active lives; and,

Whereas the Town of Arnprior's Recreation Department, the Greater Arnprior Seniors' Council (GASC) and Seniors Active Living Centre (SALC) provide regular age-friendly programming for local seniors;

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2023 as Seniors Month in the Town of Arnprior and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Resolution Carried

j) Proclamation Pride Month - June 2023

Resolution Number 168-23

Moved by Chris Couper

Seconded by Chris Toner

That Council proclaim June 2023 as Pride Month in the Town of Arnprior.

Whereas June is recognized in Canada as Pride Month, a time to celebrate the contributions of persons from the 2SLGBTQ+ community, and increase efforts to build awareness; and,

Whereas the Progress Pride flag is an important symbol of hope and acceptance for 2SLGBTQ+ youth and adults who continue to face stigma, discrimination, isolation and bullying in their home, workplaces and community spaces, simply for being who they are; and,

Whereas this stigma and discrimination puts 2SLGBTQ+ individuals at elevated risk of mental-health issues, substance abuse, homelessness and suicide; and,

Whereas the Town of Arnprior acknowledges and celebrates the contributions of the 2SLGBTQ+ community to the social, cultural and economic wellbeing of all Ontarians; and,

Whereas during Pride Month, we can all reflect on the progress made to recognize and protect the rights of 2SLGBTQ+ communities, and the work that still needs to be done; and,

Whereas flying the rainbow flag at Town Hall during the first week of June 2023 symbolizes the Town's celebration of diversity and support for the 2SLGBTQ+ community;

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Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2023 as Pride Month in the Town of Arnprior and encourage all citizens to think about what steps we can collectively take to make our community a safe and inclusive place for all, regardless of sexual orientation, gender identity, or gender expression.

Resolution Carried

13. Council Committee Reports and Minutes

a) Mayors Report

Mayor McGee reported on the following:

- Attended the Lion's Club Dinner, with Members of the Club and other invited Guests.
- On April 27, 2023 attended the Summit for Strength, a full day session with local stakeholders, organized by the Greater Arnprior Community Council on Poverty and Homelessness.
- Joined Warden Emon and County Councillor Lynch for breakfast, and discussed future goals, affordable housing and tourism.
- Attended multiple ribbon cuttings, one at Pharmasave, a family owned and operated pharmacy, and one at Cold Bear Brewery.
- Attended the Packers Dinner with the players, coaches, family members and supporters. Important to note there are financial benefits of having this level of hockey in the municipality.

b) County Councillors Report

None

c) Councillor(s) Report

Councillor Couper reported on the following:

- On May 4, 5, 6 the Arnprior Public Library hosted the Little Branches Rural Roots event, with 130 attendees. Councillor Couper offered congratulations to Karen DeLuca, Chief Librarian and the Steering Committee on an incredible event.

Councillor Toner reported on the following:

- The Arnprior & McNab/Braeside Archives is searching for a new Archivist as the current archivist has accepted a position elsewhere. Unfortunately with the archivist's departure a summer intern position will not be available.

14. Correspondence & Petitions

a) Correspondence Package – I-23-MAY-09

Resolution Number 169-23

Moved by Chris Couper

Seconded by Billy Denault

That the Correspondence Package Number I-23-MAY-09 be received as information and filed accordingly.

Resolution Carried

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Councillor Denault noted the following items:

- Page 17 - The Ontario government is making it easier for police services across the province to recruit and train more police officers by removing tuition fees for the Basic Constable Training program at the Ontario Police College (OPC) and immediately expanding the number of recruits that can be trained each year.
- Page 27 - The Ontario government is investing \$12 million to support nine innovative projects designed to help up to 2,000 people leaving the justice system or with prior criminal records find meaningful jobs with local businesses, helping them create connections and a sense of belonging within their communities.
- Page 40 - The Ontario government is launching a new interactive map for users that can then search the map by address, community or municipality to find project details, including information on construction status and internet service providers.
- Page 46 - The Ontario government is updating the Grade 10 Career Studies curriculum and is introducing mandatory resources for teachers and students on mental health literacy in Grades 7 and 8. These resources would support students as they achieve and prepare for the next steps in their future.
- Page 79 - There are between 1500-2000 summer student positions at Ontario Parks across the province. Students can contact ontarioparksjobs@ontario.ca with any questions.
- Page 79 – LAS Road & Sidewalk Assessment Services has a 360-camera based system that evaluates distresses and conditions to create an objective rating on gravel roads.

Councillor Couper noted the following items:

- Page 1 – The Ontario government is investing in new math and literacy program. As an early childhood educator, Councillor Couper noted he would like to see the government continue to support early childhood educators and educational assistants who help make math and literacy work.

15. By-laws & Resolutions

By-laws

Resolution Number 170-23

Moved by Chris Couper

Seconded Billy Denault

That the following by-laws be and are hereby enacted and passed:

- By-law Number 7381-23 – Adopt 2022 Consolidated Audited Financial Statements
- By-law Number 7382-23 – Adopt 2022 Operating Surplus Funds Allocation
- By-law Number 7383-23 – Adopt 2023 Tax Rates
- By-law Number 7384-23 – Appoint Oliver Jacob as Acting Deputy Clerk
- By-law Number 7385-23 – Award Tender Number PW-2023-07 (2023 Road Rehabilitation Projects)
- By-law Number 7386-23 – Award Tender Number PW-2023-08 (Daniel – Edey-Galvin Street Intersection Realignment and Culvert Replacement)

Resolution Carried

16. Announcements

None

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17. Media Questions

None

18. Closed Session

Resolution Number 171-23 (8:51 p.m.)

Moved by Chris Couper

Seconded by Chris Toner

That Council meet in closed session to discuss one (1) matter regarding a proposed or pending acquisition of land by the municipality or local board pursuant to Section 239(2)(c) of the Municipal Act, 2001, as amended. (Tax Sale);

Resolution Carried

Resolution Number 172-23 (9:10 p.m.)

Moved by Chris Toner

Seconded by Billy Denault

That Council resume to Open Session

Resolution Carried

Resolution Number 173-23

Moved by Billy Denault

Seconded by Chris Toner

That Council receive an update on tax sale file 21-05 and authorize staff to proceed as directed in closed session.

Resolution Carried

19. Confirmatory By-Law

Resolution Number 174-23

Moved by Chris Couper

Seconded by Chris Toner

That By-law No. 7387-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on May 8, 2023 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 175-23

Moved by Chris Couper

Seconded by Chris Toner

That this meeting of Council be adjourned at 9:11 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

Notice of Public Meeting

In the matter of Sections 51 of the Planning Act, the Town of Arnprior and the County of Renfrew hereby gives notice of the following:

- (1) An application for the approval of a plan of subdivision (application 47-T-22002).
-

Subject Lands: The County of Renfrew has received application No.47-T-22002 for approval of a plan of subdivision for the lands described as Concession C, Part of lot 5, being parts 2 and 4 R on RP 49R3337, geographic Town of Arnprior, as shown on the attached Key Map.

Public Meeting A public meeting to inform the public of the proposed subdivision will be held on **Tuesday, May 23, 2023 at 6:30 p.m.** at Town Hall, 105 Elgin St. W., Arnprior, ON K7S 0A8.

Description of Applications

Plan of Subdivision - The proposed plan of subdivision would create 55 townhouse units on 3 street extensions connecting to Charlotte St. N., Norma St. N., and Ida St. N. A block of land for stormwater management is included on the plan.

The lands will be subject to an 'h' (holding) symbol which will not be lifted, permitting development, until various requirements including approval of a development application and appropriate studies have been submitted and approved.

If a person or public body does not make oral submissions at the public meeting, or make written submissions to the County of Renfrew in respect of the proposed plan of subdivision before the County of Renfrew gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the County of Renfrew to the Ontario Land Tribunal, and the persons or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so. Please note that only those listed in section 51(39) and as defined in the Planning Act may appeal the decision, and other property owners are not entitled to appeal the decision.

IF A PROPERTY CONTAINS SEVEN OR MORE RESIDENTIAL UNITS, the owner is required to post this notice at a location that is visible to all residents. O. Reg. 545/06, s. 5(11); O. Reg. 179/16, s. 2(4-6); O. Reg. 73/18, s. 4, 5 (1, 2).

Additional Information and Notification of Decision

Additional information related to the proposed plan of subdivision is available for inspection at the County of Renfrew Administration Building and the Town of Arnprior Municipal Office, during regular office hours.

If you wish to be notified of the decision of the County of Renfrew with respect to the proposed plan of subdivision a written request must be submitted to:

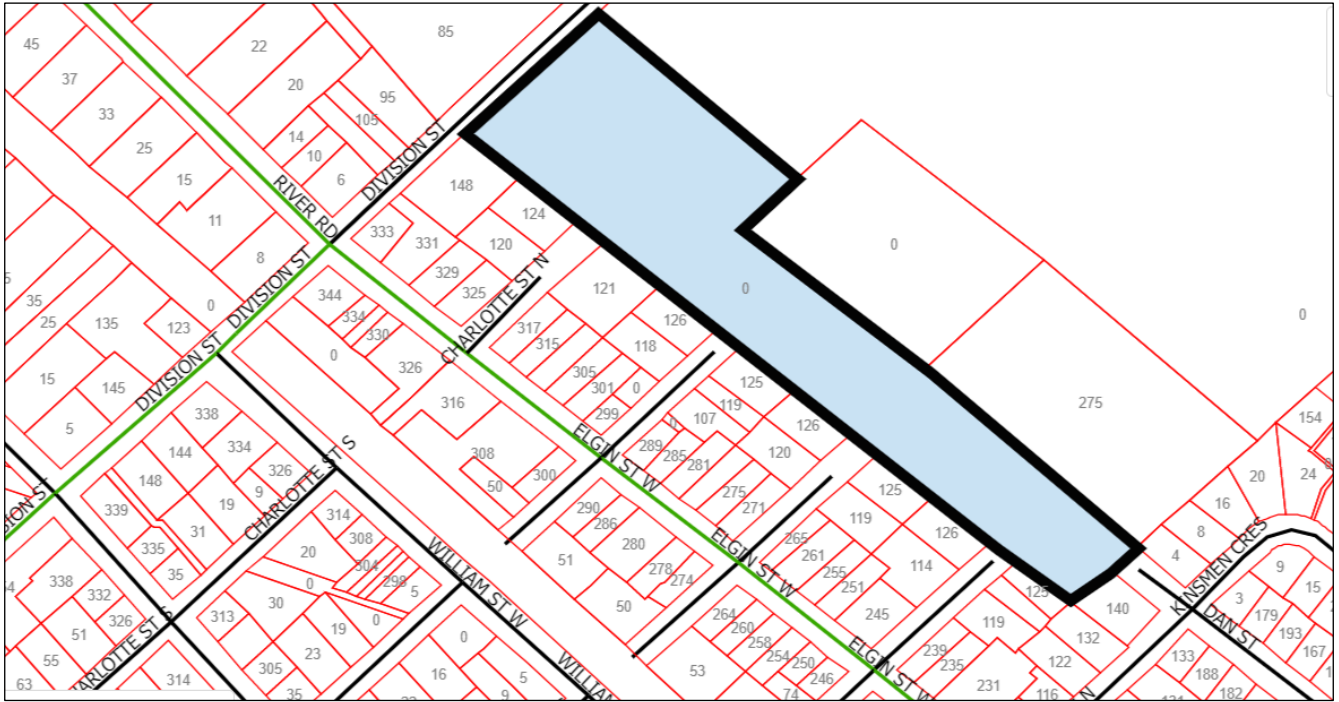
Bruce Howarth, Manager of Planning Services
County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5
Telephone: (613) 735-3204
Email: bhowarth@countyofrenfrew.on.ca

Note: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County or Town to such persons as the County or Town sees fit, including anyone requesting such information. Accordingly, in providing any such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

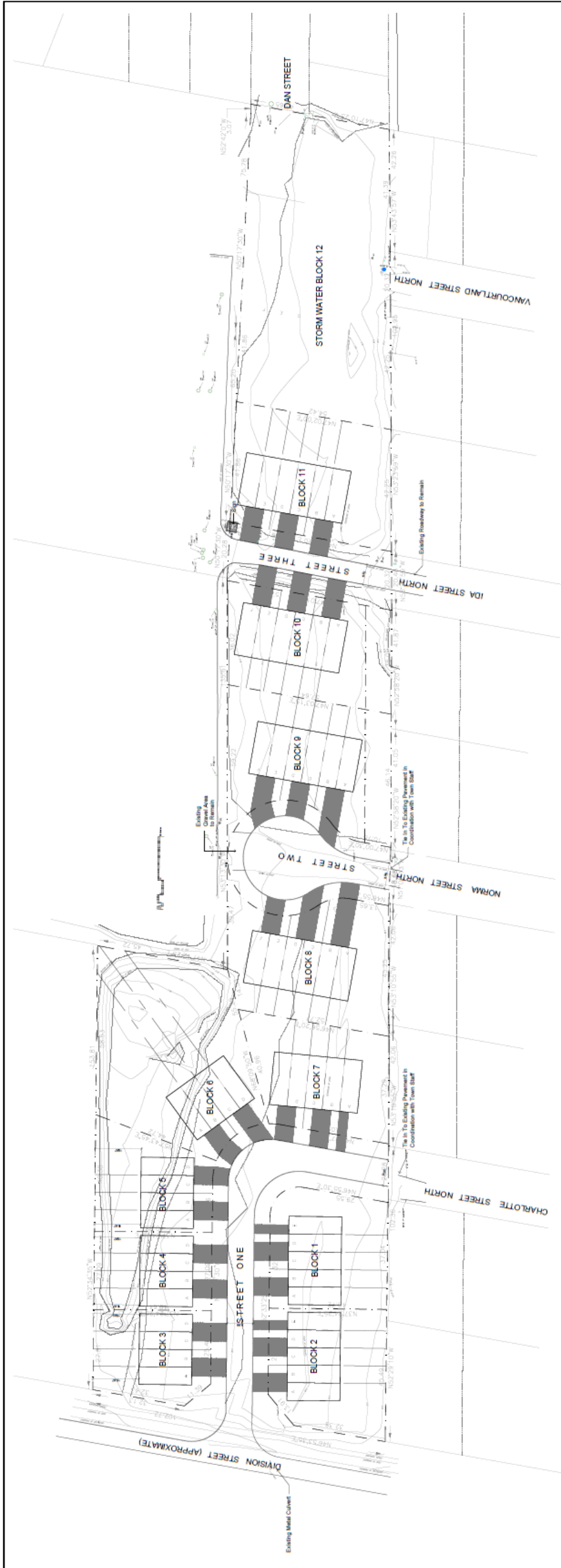
Dated at the Town of Arnprior this 2nd day of May 2023.

Maureen Spratt, Town Clerk
Town of Arnprior

Key Plan:



SUBDIVISION DRAFT SITE PLAN:





Town of Arnprior Staff Report

Subject: Bill 97 “Helping Homebuyers, Protecting Tenants Act, 2023” and the proposed new Provincial Planning Statement (PPS)

Report Number: 23-05-23-01

Report Author and Position Title: Alix Jolicoeur, Manager of Community Services/Planner

Department: Community Services Branch

Meeting Date: May 23, 2023

Recommendations:

That Council receives Report 23-05-23-01 as information regarding Bill 97, the *Helping Homebuyers, Protecting Tenants Act, 2023* and the *proposed Provincial Planning Statement 2023*.

Background:

Bill 97

Bill 97 was introduced on April 6, 2023 and was open to comments for 30 days until May 6.

The proposed amendments under Bill 97 would see changes across seven statutes, including the Building Code Act, the Residential Tenancies Act, City of Toronto Act the Municipal Act, Development Charges Act, the Ministry of Municipal Affairs and Housing Act and the Planning Act.

Changes proposed to the following Acts are not anticipated to impact the Town of Arnprior based on current Town of Arnprior policies or as they deal with matters outside of municipal authority or physical jurisdiction:

1. Building Code Act;
2. Residential Tenancies Act
3. City of Toronto Act
4. Development Charges Act
5. Ministry of Municipal Affairs and Housing Act
6. Municipal Act

Planning Act changes proposed

The proposed amendments to the Planning Act, if passed, would, among other matters:

- a) Delay the requirement for municipalities to refund zoning by-law and site plan application fees so that it only applies to applications submitted on or after July 1, 2023.
Impact: Allow more time for implementation of changes proposed under Bill 109 “More Homes for Everyone Act, 2022” and Bill 23 “More Homes Built Faster Act, 2022”
- b) Create Minister’s regulation-making authority to be able to exempt municipalities from the fee refund provisions in the future if needed (no exemptions are proposed at this time).
Impact: None at this time
- c) Clarify that the existing provisions limiting required parking spaces for additional residential units to one per unit apply only to the second and third units on a property.
Impact: None at this time, this is consistent with our current zoning.
- d) Bill 23 removed the ability of municipalities to require site plan control for residential buildings of 10 units or less. The proposed regulations specifically permit the use of site plan for parcels of land for any part of which is located within 120 metres of a shoreline and any part of which is located within 300 metres of a railway line.
Impact: This will, if approved, inform the exact wording of the planned Official Plan amendment and Site Plan Control By-law to address impacts of Bill 109 and Bill 23.
- e) Enable an individual who received notice of the passing of an interim control by-law to appeal the by-law at the time of initial passing (rather than only at the time of extension).
Impact: None at this time
- f) Amend the notice and appeal timelines to provide 20 days for municipalities to give notice of the passing of an interim control by-law or a by-law extension (instead of 30 days) and for appeals to be made within 50 days of the by-law being passed.
Impact: None at this time.
- g) Provide the Minister of Municipal Affairs and Housing with the authority to exempt certain subsequent approvals required to establish uses permitted by Minister’s zoning orders from having to align with Provincial plans or policies.
Impact: None at this time
- h) Provide the Minister of Municipal Affairs and Housing with the authority to require landowners to enter development agreements in relation to lands that have been assigned to the Provincial Land and Development Facilitator.
Impact: None at this time

Proposed New Provincial Planning Statement

On April 6, 2023, the Province posted, on the ERO website, a proposed new Provincial Planning Statement which integrates the Provincial Policy Statement (PPS) and Growth Plan into a single, province-wide document for comment. Comments are due by June 5th 2023.

The proposed changes are numerous and significant. Staff are undergoing a detailed overview of all the implications of the changes, however, at this time, it is evident that the Town of Arnprior will need to update the Official Plan to be consistent with the new Provincial Planning Statement, if/once approved.

Below is a summary of some of the changes that may affect the Town of Arnprior and/or the County of Renfrew more generally.

Housing

- Establishes broader permissions for residential intensification and requires municipalities to implement intensification policies;
- Expands the definition of “housing options” and requires municipalities to permit the wider range of housing options;
- Removes the definition of “affordable” as it applies to housing;
- Requires municipalities to plan for a 25 year planning horizon and maintain a 15 year supply of residential land supply with a minimum 3 year supply of servicing capacity;
- Provides additional options for rural housing.

Settlement Area Expansion

- Removes the need for a municipal comprehensive review;
- Reduces the requirements to permit a settlement area boundary expansion or identification of new settlement areas;

Employment Area

- Revises the definition of employment areas, to prohibit any commercial uses that are not associated with the primary employment use and institutional uses;
- Scopes and clarifies the test for employment conversion requests and removes the requirement for a municipal comprehensive review. This and the change to the employment land definition result in weaker protections for commercial lands or mixed-use commercial/employment lands resulting in an increased risk of potential loss of commercial and employment lands;

Natural Heritage

- Natural heritage policies and related definitions remain under consideration by the government;
- There are indications of relaxing environmental considerations in favour of balancing with increasing the housing supply.

Agriculture

- Eliminates the requirement for alternative evaluations for settlement area expansions;
- Permits additional dwelling units, severances, and ground-extensive energy facilities in prime agricultural areas.

Minister's Additional Powers

- The Minister is allowed to make regulations and orders related to planning functions that previously would solely have been directed by local municipalities;
- Prohibits municipalities from enacting policies that are more restrictive than certain policies of the proposed PPS 2023 and establishes a greater role for Ministerial zoning orders;

Implementation and Interpretation

- All municipal decisions, including zoning by-laws and permitting processes, must be consistent with the proposed PPS 2023, even before a municipality's official plan has been updated.
- The Implementation and Interpretation policies of the proposed PPS 2023 emphasize the ability of the Minister to set planning priorities and require municipalities to abide by these directions. Policy 6.1.4 states that the Minister can take into account other government priorities when implementing the proposed PPS.
- Policies 6.1.6 and 6.1.7 require municipalities to keep their zoning and development permit by-laws up to date with not only their official plans but the proposed PPS 2023, and to make planning decisions consistent with the proposed PPS 2023 even before their official plans or other planning instruments have been updated. These specific requirements and directives were not previously found in the PPS 2020 or the Growth Plan.
- The proposed implementation date is fall 2023; staff and Council will need to start considering the implementation of the changes which include Official Plans and Zoning By-law amendments.

Discussion:

Staff are not recommending any action at this time beyond remaining up to date on the status of Bill 97 and the proposed Provincial Planning Statement as there may be changes to the Act or Planning Statement which affect the implementation required.

Once these pieces of legislation are approved, staff will return to Council with recommendations based on the approved Bill 97 and Provincial Planning Statement.

Options:

N/Ap

Policy Considerations:

Discussed above.

Financial Considerations:

N/A

Meeting Dates:

N/A

Consultation:

- CAO, Robin Paquette

Documents:

N/A

Signatures

Reviewed by Department Head: Alix Jolicoeur

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Building By-law Amendment

Report Number: 23-05-23-02

Report Author and Position Title: Jacques Benoit, Chief Building Official

Department: Community Services

Meeting Date: May 23, 2023

Recommendations:

That Council adopt a by-law to amend By-law 6694-17, being the Building By-law.

Background:

The Building By-law was repealed and replaced in 2017. The Chief Building Official is proposing revisions to some sections of the By-law to ensure the health and safety of staff and neighboring properties that may be affected with some renovations or demolition activities. Staff also propose updates to some sections due to the modernization to the Town's building permit application process and to address impacts of Bill 23.

Discussion:

Bill 23 removed the ability of municipalities to require site plan control approval for residential developments of 10 units or less. To address the impacts of this change, staff recommended, and Council approved requiring grading and drainage plans for residential development of 10 units or less at the time of building permit application under the Building By-law as per report 23-01-23-04. In reviewing the Building By-law and in conferring with the Town's solicitor, staff have added that grading and drainage plans, servicing reports and plans, and stormwater management reports and plans may be required for several types of development at the discretion of the Chief Building Official. This will allow staff to ensure that, where appropriate, building projects not subject to site plan control, such as 10-unit residential buildings, include consideration of servicing, stormwater management and grading and drainage. This change is made in Schedule B of the Building By-law,

Also, as more renovations to older homes are being seen, there is a need to consider the effects from 'Designated Substances', as described by Ontario Regulation 278/05, when demolitions or partial demolitions are occurring. Designated substances include substances which are no longer permitted to be used due to the safety hazard they pose, such as asbestos.

The main changes being proposed to By-Law 6694-17, respecting construction, demolition, change of use permits, inspections, and a code of conduct for building officials, are to:

- a) Request Material Substances Reports for renovation or demolition projects where buildings were constructed before 1985 and request a remediation (or removal) plan for the affected area of the building(s). Following 1985 designated substances could no longer be used in building construction. This change is proposed to ensure that when staff are going onto a site where renovation or demolition is of an older home that may contain hazardous substances, these substances are identified and removed prior to any other work occurring. This ensures the safety of staff, as required under Workplace Health and Safety Act, and improves safety for residents and contractors who may also be on site.
- b) Explicitly allow applicants to submit their documents and drawings electronically through our new building permit application portal or by email and remove requirements for paper copies when applications are submitted electronically.
- c) Clarify what information is required to be included in a grading and drainage plan, servicing report and plan and/or stormwater management report and plan where required at the discretion of the Chief Building Official.
- d) Introduce an application for 'alternative solutions' to allow the applicant to request an alternative solution for material changes or design changes not listed in the Ontario Building Code. This allows more flexibility for applicants proposing projects.
- e) Provide a more detailed list of required inspections when a building permit is issued. This increases transparency and can help set expectations for applicants.
- f) Reference the User Fees and Charges By-law for additional surcharge fee for commencing construction without a permit rather than in the Building By-law to avoid discrepancies between the by-laws and to ensure all applicable fees are detailed in the User Fees and Charges By-law.
- g) Add a list of required documents when making application for a demolition permit.
- h) Make various other minor changes to provide additional clarity.

Options:

Council could choose to not amend the existing Building By-law 6694-17 or to only amend some sections of the existing by-law, however, for the reasons outlined within this report, staff recommend making the amendments as suggested.

Policy Considerations:

By-Law 6694-17 Respecting construction, demolition, change of use permits, inspections and a code of conduct for building officials.

Financial Considerations:

N/A

Meeting Dates:

None

Consultation:

- CAO
- Manager of Community Services/Planner

Documents:

[By-law 6694-17 - Building By-law](#)
[Draft By-Law – Building By-law Amendment](#)

Signatures

Reviewed by Department Head: Alix Jolicoeur

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt

**The Corporation of the
Town of Arnprior**

By-Law No. 6694-17

Being a by-law respecting construction, demolition, change of use permits, inspections, and a code of conduct for building officials;

Whereas Section 7 of the *Building Code Act*, 1992, S.O.1992, Chap. 23, as amended, empowers Municipal Council to enact certain by-laws respecting construction, demolition, change of use, inspections, and a code of conduct for Building Officials;

Therefore the Council of the Town of Arnprior enacts as follows:

Part I

Definitions and Interpretation

Definitions

1) In this by-law

"**Act**" means the *Building Code Act*, 1992, S.O. 1992, Chap. 23 including amendments thereto;

"**Building**" means a "building" as defined in subsection 1 (1) of the Act;

"**Building Code**" means the regulations made under Section 34 of the Act;

"**Chief Building Official**" the Chief Building Official appointed pursuant to subsection 3(2) of the Act and by by-law of the Town of Arnprior for the purposes of enforcement of the Act;

"**Code of Conduct**" Conduct for Chief Building Officials and Inspectors as set out in Schedule "C" of the By- Law.

"**Construct**" means "construct" as defined in subsection 1(1) of the Act;

"**Demolish**" means "demolish" as defined in subsection 1(1) of the Act;

"**Fixture**" means "fixture" as defined in Sentence 1.4.1.2(1) Div. A of the Building Code;

"Inspector" means an inspector appointed pursuant to subsection 3(2) of the Act and by by-law of the Town of Arnprior for the purposes of enforcement of the Act;

"Owner" means the registered owner of the property or the agent of the registered owner duly authorized by the registered owner in writing;

"Permit" means permission or authorization in writing from the Chief Building Official to perform work regulated by the Act and the Building Code and in the case of an occupancy permit, to occupy any building or part thereof;

"Permit holder" means the owner to whom the permit has been issued or, where the permit has been transferred, the new owner to whom the permit has been transferred;

"Plumbing" means "plumbing" as defined in subsection 1(1) of the Act;

"Registered Code Agency" or "RCA" means a "registered code agency" as defined in subsection 1(1) of the Act;

"Sewage system" means "sewage system" as defined in Section 1.4.1.2 (1) Div. A of the Building Code;

"Work" means to do anything in the construction or demolition or change of use or plumbing for a building, which is regulated by the Act and the Building Code and "project", has a similar meaning.

Interpretation

- 2) (1) Any word or term not defined in this by-law that is defined in the Act or Building Code shall have the meaning ascribed to it in the Act or Building Code.
- (2) In this by-law, a word interpreted in the singular number has a corresponding meaning when used in the plural
- (3) This by-law includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this by-law.
- (4) In this by-law, the word "metre" shall be represented by the abbreviation "m", the word "centimetre" shall be represented by the abbreviation "cm" and the word "millimetre" shall be represented by the abbreviation "mm".

- (5) It is declared that if any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

Part II
Classes of Permits

- 3) The classes of permits with respect to the construction, demolition or change of use of a building or part thereof shall be set out as per the user fees and charges by-law as amended.

Part III
Application for Permit

Information to Be Submitted With All Applications

- 4) Every application for a permit shall:
- a) contain the information set out in Sections 5, 6, 7, 8, 9, or 10 of this bylaw, as applicable;
 - b) be signed by the owner who shall certify the truth of the contents of the application;
 - c) be submitted to the Chief Building Official

Application for Permit to Construct

- 5) Where an application is made for a permit to construct under subsection 8.(1.1) of the Act, the owner shall file the following information:
- a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";
 - b) complete plans and specifications, documents and other information as required in Part IV of this by-law; and
 - c) the form entitled "Confirmation of Commitment by Owner" prescribed by the Chief Building Official, where required by the Chief Building Official.

Application for Permit to Demolish

- 6) Where an application is made for a permit to demolish under subsection 8. (1.1) of the Act, the owner shall file the following information:
- a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";
 - b) site plan accompanied by plans and specifications, documents and other information as prescribed by the Chief Building Official;
 - c) the form entitled "Confirmation of Commitment by Owner" prescribed by the Chief Building Official, where required by the Chief Building Official;
 - d) proof satisfactory to the Chief Building Official that arrangements have been made for the disconnection of water, sewer, gas, electric and private services.

Application for Conditional Permit

- 7) (1) Where an application is made for a conditional permit under subsection 8(3) of the Act, the owner shall file the following information:
- a) the prescribed application form entitled "Application for a Permit to Construct or Demolish";
 - b) complete plans and specifications, documents and other information as required in Part IV of this by-law;
 - c) a statement of the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - d) a statement of the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - e) the time in which plans and specifications of the complete building will be filed with the Chief Building Official; and
 - f) the form entitled "Confirmation of commitment by Owner" prescribed by the Chief Building Official, where required by the Chief Building Official.
- (2) The fee for a conditional permit as set out in the user fees and charges by-law is nonrefundable.

Application for Change of Use Permit

- 8) Where an application is made for a change of use permit issued under subsection 10(1) of the Act, the owner shall file the following information:
- a) the form prescribed by the Chief Building Official; and
 - b) complete plans and specifications showing the current and proposed occupancy of all parts of the building contained in the Building Code including:

- i. floor plans,
- ii. details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and
- iii. details of the existing sewage system, if any.

Applications for Transfer Permit

- 9) Where an application is made for a transfer of permit under clause 7.(1)(h) of the Act because of change of ownership of the property, the owner applying for the transfer shall file the following information;
- a) the form prescribed by the Chief Building Official;
 - b) the names and address of the former and new owner;
 - c) the date that the property was transferred to the new owner;
 - (d) the nature of the permit being transferred; and
 - d) confirmation of the continuation of or the particulars of any change in the arrangements for general review of the construction in accordance with Article 1.2.2.1 Div. C Design and General Review, of the Building Code.

Applications for Partial Permit

- 10) Where an application is made for a partial permit in order to expedite work for a portion of a building prior to the issuance of a permit for the work for the complete building, and the Chief Building Official is in agreement that an application for a partial permit may be submitted, the owner shall file the following information:
- a) the prescribed application form entitled "Application for a Permit to
 - b) Construct or Demolish";
 - c) complete plans and specifications, documents and other information as required in Part IV of this by-law;
 - d) the form entitled "Confirmation of Commitment by Owner" prescribed by the Chief Building Official, where required by the Chief Building Official; and
 - e) the completed form as set out in Schedule "A".

Incomplete Application

- 11) Where an application is found to be incomplete and does not comply with Sentence 1.3.1.3 (5) Div. C. of the Building Code, the application may be accepted for processing if the owner acknowledges that the application is incomplete and completes the form as set out in Schedule "A" of this by-law.

Inactive Application

- 12) Where an application for a permit remains incomplete or inactive for six months. The application may be deemed by the Chief Building Official to have been abandoned and notice of cancellation shall be given to the owner.

Part IV

Plans and Specifications

Sufficient Information to be Supplied

- 13) The owner shall submit sufficient information with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will conform with the Act, and Building Code, any applicable law and whether or not adjacent property may be affected.

Two Set of Plans and Specifications

- 14) The owner shall submit two complete sets of plans and specifications in accordance with this Part and Schedule "B" annexed to this by-law, unless otherwise specified by the Chief Building Official.

Plans to Scale

- 15) The owner shall ensure that plans submitted to the Chief Building Official are:
- a) drawn to scale upon substantial material or in electronic format approved by the Chief Building Official;
 - b) are legible and durable; and
 - c) indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that the complete work will conform to the Act, the Building Code and any applicable law.

Plan of Survey

- 16) The owner shall submit a copy of a plan of survey certified by a Registered Ontario Land Surveyor to the Chief Building Official when required to demonstrate compliance with the Act, the Building Code or any applicable law.

Site Plan

17)The owner shall ensure that site plans submitted to the Chief Building Official demonstrate compliance with the Act, the Building Code and any applicable law and shall contain the following information:

- a)** lot size, lot dimensions and setbacks to any existing or proposed buildings;
- b)** the similarly dimensioned location of every other adjacent existing building on the property;
- c)** existing and finished ground levels or grades to an established datum at or adjacent to the site; and
- d)** existing rights-of-way, easements, municipal services and private

As Constructed Plans

18)On completion of the construction of the building, if required by the Chief Building Official, the owner shall submit to the Chief Building Official a set of as constructed plans of the work including a plan of survey showing the location of the building.

Plans Property of the Town of Arnprior

19)Plans and specifications furnished in accordance with the Town requirements of this by-law or otherwise required by the Act become the property of the Town of Arnprior and shall be retained in accordance with the relevant legislation and the Town's Records Retention By-law.

Part V

Deviations from Plans and Specifications

20)Deviations from the plans, specifications or other documents filed and in respect of which a permit or permits were issued, may be made following the issuance thereof or during the course of the inspections provided that:

- a)** the changes do not contravene the Act, the Building Code or any applicable law;
- b)** the Chief Building Official agrees to the changes;
- c)** revised plans and specifications in the prescribed numbers are submitted for approval; and
- d)** the additional non-refundable fee for "Revision to permit" as set out in the user fees and charges by-law, is submitted prior to review by the Chief Building Official.

Part VI Equivalents

- 21)** Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which permit was issued, contains an equivalent material, system or building design for which authorization under Section 8 of the Act is requested, the following information shall be provided by the owner to the Chief Building Official:
- a)** a description of the proposed material, system or building design for which authorization is requested;
 - b)** any applicable provisions of the Building Code; and
 - c)** evidence that the proposed material, system or building design will provide the level or performance required by the Building Code.

Part VII Permit

Transfer of Permit

- 22)** It is a condition of the issuance of any permit that the permit shall not be transferred without the approval of the Chief Building Official and the payment of the required non-refundable fee as set out in the user fees and charges by-law, as amended.
- 23)** The new owner shall apply for a transfer of the permit in accordance with the requirements of Section 9 of this by-law.

Restricted Permit

- 24)** A restricted permit for a temporary building may be issued by the Chief Building Official authorizing, for a limited time only, the erection and existence of a building or part thereof.

Partial Permit – Limitations

- 25)** Where a permit is issued for part of the work for a building, the permit holder may proceed but the issuance shall not be construed as to authorize construction beyond the plans for which approval was given, or guarantee that approval will necessarily be granted for the entire work.

Part VIII Revocation

Notice of Revocation

26)(1) Prior to revoking a permit under subsection 8(10)(b) or subsection 8(10)(c) of the Act, the Chief Building Official shall serve the permit holder or cause the permit holder to be served with written notice of his or her intention to revoke the permit.

(2) Notice under subsection (1) may be served either by personal service or by mailing the notice by registered mail addressed to the permit holder at the address the permit holder has communicated to the Chief Building Official in writing.

(3) Where notice is served by registered mail, the permit holder shall be conclusively deemed for all purposes to have been served with the notice on the third day after the day of mailing.

27) If on the expiration of thirty (30) days from the date of service of the notice of intention to revoke the permit described in Section 26 of this by-law, the ground for revocation continues to exist, the Chief Building Official may revoke the permit without further notice to the permit holder.

Request for Deferral

28) A permit holder may, within thirty (30) days from the date of service of the notice described in Section 26 of this by-law, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked.

Deferral of Revocation

29) The Chief Building Official having regard to the changes in the Act, Building Code or any applicable law may allow the deferral in writing.

Fee for Deferral

30) A request for deferral shall be accompanied by the non-refundable fee as set out in the user fees and charges by-law, as amended.

Part IX
Prescribed Notices and Inspections

Notice at Each Stage

- 31) The permit holder shall notify the Chief Building Official or a Registered Code Agency, where one is appointed of each stage of construction for which a notice is required under Article 1.3.5.1. Div. C and Article 1.3.5.2. Div. C of the Building Code.

Notice of Completion

- 32) The permit holder shall give notice of completion as prescribed by Section 11 of the Act or, where occupancy is required prior to completion, the permit holder shall give notice of inspection to ensure compliance with the requirements of Section 11 of the Act and Article 1.3.3.1. Div. C and 1.3.3.2. Div. C of the Building Code.

Inspections

- 33) Upon receipt of proper notice, the Chief Building Official or a Registered Code Agency, where one is appointed, shall undertake a site inspection of the building to which the notice relates in accordance with the prescribed time periods set out in Article 1.3.5.3. Div. C of the Building Code.

Part X
Fees and Refunds

Fees Payable

- 34) The Chief Building Official shall calculate the required fees for the work proposed in accordance with the user fees and charges by-law as amended, and the owner shall pay such fees upon issuance of a permit.

Additional Fees

- 35) (1) Any person who commences construction, demolition or changes the use of a building or part thereof prior to the issuance of a permit to construct, demolish or change the use of a building or part thereof shall, in addition to any other penalty imposed under the Act or Building Code, pay a non-- refundable administrative surcharge fee equal to fifty percent (75%) of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed Ten Thousand Dollars (\$10,000.00).

(2) Where the Chief Building Official determines that a limiting distance agreement is required pursuant to the Act and the Building Code, the owner shall pay the fee shown in the user fees and charges by-law as amended, prior to execution of the agreement by the Chief Building Official.

Plan Re-Examination

36) Where an owner substantially revises a proposed building design after examination of the plans and specifications, a re-examination fee as set out in the user fees and charges by-law as amended, shall apply to the revised plans and specifications.

Refunds

37)(1) In the case of abandonment of all or a portion of the work or of the non-commencement of any project, the Chief Building Official shall determine, at his sole discretion, the amount of refund of permit fees, if any, that may be returned to the permit holder, in accordance with section 38(2).

(2) The fees that may be refunded shall be a percentage of the fees payable as follows:

- a)** ninety (90%) per cent if applicable is filed and no processing or review functions have been performed,
- b)** (b) eighty (80%) per cent if administrative and zoning functions have been performed,
- c)** (c) fifty (50%) per cent if administrative, zoning and plans examination functions have been performed,
- d)** (d) forty (40%) per cent if the permit has been issued and no field inspections have been performed subsequent to permit issuance, and
- e)** \$60.00 shall be additionally deducted for each field inspection that has been performed after the permit has been issued.

(3) Despite subsection 38.2 no refund shall be payable where the amount calculated is less than the minimum fee.

(4) The fee that may be refunded shall be paid to the person named on the fee receipt issued by the Town of Arnprior upon payment of the fee, unless the person directs in writing that it be refunded to another person.

(5) Despite subsection (1) to (4) inclusive, no refund shall be issued after one year from the date of withdrawal, cancellation, abandonment, refusal to issue a permit or revocation of a permit.

Part XI
Construction Fencing

- 38)** The person to whom a permit for construction or demolition is issued shall, prior to the commencement of any construction or demolition or placement of any materials or equipment in the Town of Arnprior, erect or cause to be erected and maintain a fence enclosing the site of the construction or demolition, for the purpose of preventing entry to the site in accordance with Section 40 of this by-law.
- 39)** For the purposes of subsection 39(1), the site of the construction or demolition includes the area of the proposed construction or demolition, together with any area where materials are stored or where equipment is operated or stored.
- 40)** Subsection 39(1) does not apply to those areas in the Town:
- a)** where all of the proposed construction or demolition is contained within an existing structure, and entry to the structure is limited by the walls of the structure and by the securing of any window, door or other opening;
 - b)** where existing fencing is in place which will provide a reasonable deterrence to entry;
 - c)** where it can be demonstrated that the hazard to the public is minimal due to:
 - (i)** The nature of the construction or demolition, or
 - (ii)** The security measures that are in place to reasonably deter entry to the construction or demolition site, or
 - d)** where the construction or demolition has progressed to such a stage that the public no longer requires the protection of the fencing.
- 41)** Every fence shall be erected in accordance with the following standards:
- a)** in the case of the construction or demolition of residential buildings of 3 stories or less, every fence shall have an unobstructed height of at least 1.2m;
 - b)** in the case of the types of construction or demolition not referred to in clause 40(a), every fence shall have an unobstructed height of at least 1.8m;
 - c)** every fence shall be constructed as follows:
 - (i)** if the fence is of wood construction, the exterior face shall be minimum 12.5mm thick exterior grade plywood or wafer board or oriented strand board (OSB) fence, that is close-boarded and securely nailed or screwed to the exterior of 89mm by 89mm vertical posts at 2. m centers and embedded at least 600mm into the ground and by 39mm by 89mm horizontal supports, top and bottom, that are secured to the vertical supports, or

- (ii) if the fence is of the Poly-Vinyl-Chloride (PVC) safety-fence or snow-fence type, the fencing shall be fastened securely to and supported horizontally by steel "T" pickets at not more than 2.4m centers and embedded at least 600mm into the ground and by 39mm by 89mm horizontal supports, top and bottom, that are secured to the vertical supports, or
 - (iii) if the fence is of galvanized chain link construction, the chain link shall be fastened securely to vertical galvanized steel tubes at not more than 2.4m centers that are embedded at least 600mm into the ground and to horizontal metal rail threaded through the meshing top and bottom, or
 - (iv) a combination of the above materials may be used provided that there is an equivalent barrier and it can be demonstrated that it fulfills the required function, or
 - (v) other materials may be substituted provided that there is an equivalent barrier and it can be demonstrated that they fulfill the required function;
- d)** every opening in a fence shall be protected by a gate that shall be:
- (i) constructed of materials with a construction and performance level the same as the fence, and
 - (ii) securely closed and locked when the construction or demolition site is not actually being use
- e)** where the building or structure is located adjacent to a "public way" as defined by the Occupational Health and Safety Act, R.S.O. 1990, Chap. 0.1, as amended, the "Public Way Protection" as required, may be constructed in addition to, or as part of, the required fencing, in accordance with the requirements of Sections 64 and 65 or O. Reg 213/91, as amended; and
- f)** every fence shall be maintained in a sturdy condition, such that there are no gaps under the fence or that the effective height of the protection is not reduced.

42) Despite Section 40 of this by-law, every site where:

- a)** there exists an extra hazard to the public due to the close proximity of the construction or demolition site to parks, schools, residences or places where significant populations of children congregate, or the closeness of the construction or demolition to the fence, or
- b)** the construction or demolition has been substantially suspended for a period of more than four (4) weeks; shall be protected by a fence that shall be constructed as follows:

- (i) of an exterior grade plywood that is a minimum of 12.5m thick;
- (ii) at least 2.4m in height;
- (iii) close-boarded;
- (iv) with a smooth surface facing the exterior side of the enclosed area of plywood that shall be securely nailed or screwed to the exterior of 89mm by 89mm vertical posts at 1.2m centers embedded at least 1.2m into the ground and by 39mm by 89mm horizontal supports, top and bottom, secured to the vertical supports;
- (v) painted with a solid colour so as to resist weathering; and
- (vi) maintained free of posters, notices and bills.

**Part XII
General**

Offence

43) Any person who contravenes any provision of this by-law is guilty of an offence as provided for in Section 36 of the Act

Repeal

44) By-law No. 6228-13 entitled "A by-law of the Corporation of The Town of Amprior respecting construction, demolition, change of use permits, inspections, and a code of conduct for building officials ", as amended, is hereby repealed and replaced with this by-law.

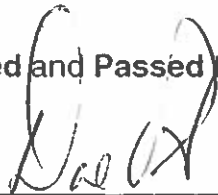
Short Title

45) This by-law may be referred to as the "Building By-Law".

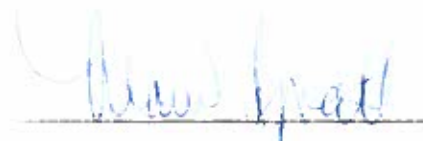
Effective Date

46) This by-law shall come into force and effect on the date of passing.

Enacted and Passed this 10th day of April, 2017.



David Reid, Mayor



Maureen Spratt, Clerk

Schedule "A"

Acknowledgement by Applicant of an Incomplete Application

Pursuant to Sentence 1.3.1.3(5) Div. C of the Ontario Building Code

Part A *(completed by Building Official)*

A pre-screening of the application to _____
(describe work)
at _____ reveals that the application is
(location of work)

incomplete within the meaning of Section 8 of the Building Code Act S.O., c. 23 as amended.

As such, the application is not permitted to the processing time periods specified for issuance or refusal of a permit as prescribed in Column 3 of Table 1.3.1.3. Div. C. of the Building Code.

The Town of Arnprior will, however, accept the incomplete application for processing provided the following acknowledgement is completed.

Part B *(completed by Owner or Authorized Agent)*

I, _____ acknowledge that my
(Print name-Owner or Authorized Agent)

application as described above does not meet the requirements of 1.3.1.3. (5) Div. C. of the Building Code therefore, is not entitled to the time periods prescribed in Column 3 of Table 1.3.1.3. Div. C. of the Building Code.

Notwithstanding the above, I wish to have the application accepted for processing and understand that a permit cannot be issued until all the information is submitted and reviewed for compliance.

Declaration of Applicant _____
(Signature) (Date)

I have the authority to bind the corporation or partnership (if applicable)

Personal information on this form is collected under the authority of the Building Code Act and will be used in the processing of you Building Permit Application. Questions regarding the collection of this information should be directed to the Municipal Freedom of Information and Protection of Privacy Office at 613-623-4231 ext. 1817.

Schedule "B"
Submission Requirements

Category: House

(As Defined by the Ontario Building Code Section 3.5.2.1 Div. "C")

X Means May Be Required by Chief Building Official (C.B.O)

Information Required	New Building	Addition	Interior Alterations
General			
All drawings to be drawn on a durable material, drawn to scale, and fully dimensioned	X	X	X
Site and Key Plan			
Property lines and lot area	X	X	
Location of all existing and proposed building setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries.	X	X	
Overall dimensions of all buildings	X	X	
Summary of permitted and proposed zoning provisions	X	X	X
Location of easements and/or rights of way	X	X	
Location of septic bed, connection to existing system, septic tank and other equipment	X	X	X
Key plan showing location of existing and proposed construction		X	X
Grading Plan			
Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures	X	X	
Proposed finished floor, top of foundation and u/s footing elevations	X	X	
Slope and surface direction runoff, culvert conditions	X	X	
Floor and Roof Plans			
Basement floor plan including foundation information and use of space	X	X	X
Floor plan of every upper level showing use of all space	X	X	X

Information Required	New Building	Addition	Interior Alterations
Floor plan of every upper level showing structural framing above	X	X	
Roof truss layout	X	X	
Proprietary floor system layout	X	X	
Location of all plumbing fixtures	X	X	X
Location of all solid fuel burning appliances	X	X	X
Location of smoke alarms and carbon monoxide detectors	X	X	X
Elevations			
Area of exposed buildings face. Area and percentage of unprotected openings. Required limiting distance	X	X	
Exterior finishes	X	X	
Window/door type, locations and sizes including height of sills above floor	X	X	
Roof slope and finish	X	X	
Exterior stairs, landings, guards and handrails	X	X	
Building Sections			
Floor to floor and floor to ceiling heights	X	X	X
Footing and foundation wall details including height of grade above basement floor	X	X	X
Specifications of all floor, wall and roof assemblies	X	X	X
Shoring and underpinning details	X	X	X
Stairs, landings, guards and handrails	X	X	X
Construction Details and Notes			
Typical wall section	X	X	X
Wall and floor fire separation details	X	X	X
Typical roof details	X	X	
Guard details including connection detail	X	X	
Building materials and specifications of all wall, floor and roof assemblies	X	X	X
Mechanical Ventilation design summary and HVAC drawings & design	X	X	
Footing design for sensitive soils	X	X	

Schedule “B” – Continued
Submission Requirements
Category: Small Building, Residential
(As defined by the Ontario Code Section 3.5.2.1 Div. “C”)

Information Required	New Building	Addition	Interior Alterations
General			
All drawings to be drawn on durable material, drawn to scale, fully dimensioned	X	X	X
ASHRAE 90.1 energy certification form	X		
Site and Key Plan			
Property lines and lot area referenced to a current survey	X	X	
Location of all existing and proposed buildings including setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries	X	X	
Overall dimensions of all buildings	X	X	
Summary of permitted and proposed zoning provisions	X	X	X
Location of easements and/or rights-of-way	X	X	
Location of septic bed, connection to existing system, septic tank and other equipment	X	X	X
Key plan showing location of existing and proposed construction		X	X
Floor and Roof Plans			
Basement floor plan including foundation information and use of space	X	X	X
Floor plan of every upper level showing use of all spaces	X	X	X
Floor plan of every upper level showing structural framing above	X	X	
Roof truss layout	X	X	
Proprietary floor system layout	X	X	
Location of all plumbing fixtures	X	X	X
Location of all solid fuel burning appliances	X	X	X
Location of smoke alarms and carbon monoxide detectors	X	X	X

Information Required	New Building	Addition	Interior Alterations
Elevations			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	X	X	
Exterior finishes	X	X	
Window/door type, location and sizes including height of sills above floor	X	X	
Roof slope and finish	X	X	
Exterior stairs, landings, guards and handrails	X	X	
Building Section			
Floor to floor to floor to ceiling heights	X	X	X
Footing and foundation wall details including height of grade above basement floor	X	X	X
Specifications of all floor, wall and roof assemblies	X	X	X
Shoring and underpinning plans and details	X	X	X
Stairs, landings, guards and handrails	X	X	X
Construction Details and Notes			
Typical wall section	X	X	X
Wall and floor fire separation detail	X	X	X
Typical roof details	X	X	
Guard details including connection detail	X	X	
Building materials and specifications of all wall, floor and roof assemblies	X	X	X
Mechanical Ventilation design summary and HVAC drawings & design	X	X	
Footing design for sensitive soils	X	X	

Schedule “B” – Continued
Submission Requirements
Category: Small Buildings, Non-Residential
(As Defined by the Ontario Building Code Section 3.5.2.1 Div. “C”)

Information Required	New Building or Addition	Interior Alterations
General		
All drawings to be drawn on durable material, drawn to scale and fully dimensioned	X	X
Drawings to be sealed, signed and dated by each professional design discipline	X	
ASHRAE 90.1 energy certification form	X	
Building code analysis	X	X
Specifications for each design discipline	X	X
Geotechnical investigation report	X	
Site and Key Plan		
Property lines and lot area referenced to a current survey	X	X
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings and other features in relation to property boundaries including parking spaces	X	X
Overall dimensions of all buildings	X	
Summary of permitted and proposed zoning provisions	X	X
Location of easements and/or rights-of-way	X	
Location of septic bed, connected to existing system, septic tank and other equipment	X	X
Key plan showing location of existing and proposed construction	X	X
Barrier free information including curd cuts, ramps, parking and associated details	X	X
Fire route, fire department connections and fire hydrants	X	
Architectural Drawings		
Floor plans identifying rooms including use of all spaces, wall construction and fire separations	X	X
Reflected ceiling plans and associated details	X	X
Roof plan and associate details including any screening requirements for mechanical roof top equipment	X	X
Building elevations	X	
Building cross sections	X	X

Information Required	New Building or Addition	Interior Alterations
Wall sections and details. Stair sections plan and details	X	X
Enlarged detail plans and associated details	X	X
Door, window and room finish schedules if not in specifications	X	X
Structural Drawings		
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	X	
Shoring and underpinning plans and details	X	
Foundation plan and associated details	X	
Floor and roof framing plans including beam and column schedule	X	
Exterior canopy or other structural framing information	X	
Structural connection details	X	
Heating, Ventilation and Air Conditioning		
Layout and sizes of duct at each floor level	X	X
Type location and size of equipment	X	X
Roof plan showing roof mounted equipment	X	X
Details specialized systems	X	X
Plumbing		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes, and connection to municipal system	X	
Water and drain layout at each level and plumbing risers	X	X
Material, equipment and fixture specifications	X	X
Electrical Drawings		
Electrical site servicing drawing where separate from mechanical	X	
Lighting, power, emergency lighting, exit signage and electrical equipment	X	X
Fire alarm system drawings including alarm risers detail together specifications and sequence of operation	X	X
Other submissions		
Sprinkler Riser Diagram, including water entry schematic	X	X
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	X	X

Schedule “B” – Continued
Submission Requirements
Category: Large or Complex Buildings
(As Defined by the Ontario Building Code Section 3.5.2.1 “C”)

Information Required	New Building or Addition	Interior Alterations
General		
All drawings to be drawn on durable material, drawn to scale and fully dimensioned	X	X
Drawings to be sealed, signed and dated by each professional design discipline	X	
Commitment by owner for general review form for each required professional discipline	X	X
Building Code analysis	X	X
ASHRAE 90.1 energy certification form	X	
Specifications for each design discipline	X	X
Geotechnical investigation report	X	
Site Plan		
Property line and lot area referenced to a current survey	X	X
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings. All parking spaces	X	X
Fire route, fire department connections and fire hydrants	X	
Existing and proposed grease. Proposed finished floor elevations of all buildings. Sidewalk elevations	X	
Barrier free information including curb cuts, ramps, parking and associated details	X	X
Summary of permitted and proposed zoning provisions	X	X
Key plan showing location of existing and proposed construction	X	X
Architectural Drawings		
Floor plans identifying rooms including use of all spaces wall construction and fire separations	X	X
Reflected ceiling plans details and associated details	X	X
Roof plan and associated details including any screening requirements for mechanical rooftop equipment	X	X
Building elevations	X	X
Building cross sections	X	X
Wall sections and details. Stair sections, plan and details	X	X
Enlarged detail plan and associated details	X	X
Door, windows and room schedules if not in specifications	X	X

Information Required	New Building or Addition	Interior Alterations
Structural Drawings		
Design information including loading, deflection , wind uplift, earthquake analysis and control flow drainage design on roof	X	
Shoring and underpinning and details	X	
Foundation plan and associated details	X	
Floor and roof framing plans including beam and column schedule	X	
Exterior canopy of structural framing information	X	
Structural connection details	X	
Heating, Ventilation, and Air Conditioning		
Layout and sizes of duct at each floor level	X	X
Type, location and size of equipment	X	X
Roof plan showing roof mounted equipment	X	X
Details of specialized systems	X	X
Plumbing		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	X	
Water and drain layout at each floor level	X	X
Plumbing risers and stack loads	X	
Material, equipment and fixture specifications	X	X
Electrical Drawings		
Electrical site servicing drawing where separate from mechanical	X	
Lighting, power, emergency lighting, exit signage and electrical equipment	X	X
Fire alarm system drawings including alarm riser details together with the specifications and sequence of operation	X	X
Other Submissions		
Sprinkler riser diagram and water entry schematic	X	X
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	X	X
Smoke venting information related to high-rise buildings	X	

Schedule "C"

Respecting Code of Conduct for Building Officials

The Code of Conduct applies to the Chief Building Official and inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code. The purpose of this Code is to promote appropriate standards of behavior and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

Standards of Conduct

Building Officials undertake to:

- 1 Always act in the public interest, particularly with regard to the safety of building works and structures.
- 2 Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
- 3 Apply all relevant building by-laws, codes and standards appropriately and without favour.
- 4 Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
- 5 At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring building officials into disrepute.
- 6 Comply with provisions of the building code act, the Ontario building code and other acts or law, which regulate or govern building officials or their functions.
- 7 Not to act beyond their personal level of competence or outside their area of expertise.
- 8 Maintain current accreditation to act as an Ontario Building Official.
- 9 Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.

Breaches of the Code of Conduct

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standard.



Town of Arnprior Staff Report

Subject: Water Filtration Plant and Water Pollution Control Centre Building
Condition Assessments Award

Report Number: 23-05-23-03

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: May 23, 2023

Recommendations:

That Council enact a by-law to:

- (a) Award the Water Filtration Plant and Water Pollution Control Centre Building Condition Assessments project to J.L. Richards & Associates Limited, for a total of \$279,279.00 (plus HST) under the existing Standing Offer agreement; and
- (b) Authorize the CAO to execute the agreements and related documents with J.L. Richards to complete the assessments as per the defined scope of work.

Background:

The Town's Walter E. Prentice Water Filtration Plant (WFP) was originally constructed in 1967 and expanded in 2011. The Town's Water Pollution Control Centre (WPCC) was originally constructed in 1966 and expanded in 1996 and 2011.

Included in the 2023 capital budget as approved by Town Council were the following projects to inventory and evaluate building components within the facilities:

- WPCC Building Condition Assessment (BCA) \$ 160,000
- WFP Building Condition Assessment (BCA) \$ 130,000

Through the Standing Offer Agreement, the Town began the process of retaining a qualified engineering consulting firm to undertake a comprehensive inventory and condition assessment of the major building, process, and site works assets for the WFP and WPCP. J.L. Richards & Associates was selected to be invited to provide a proposal for this project.

Discussion:

On May 3, 2023, J.L. Richards & Associates provided a proposal for a sum of \$279,279.00 plus HST to complete the outlined scope of work, inclusive of:

- Inventory of Non-Linear Water and Wastewater Assets
- Refine Entries in Asset Inventory
- Develop Estimated Replacement Values for Applicable Assets
- Develop Capital Project Definition and List of Essential Maintenance Activities
- Update Draft Inventory Assessment to Include Planning Sheets

The proposal has been reviewed by staff, to ensure that it matches the Town's requirements.

Options:

Council may choose to not award this project though this consultant is viewed as competent in this domain and the project value appears to be within market value.

Policy Considerations:

This project was tendered under the Town's existing Standing Offer Agreement.

Financial Considerations:

The combined budget for the two Building Condition Assessments is \$290,000.00. The proposed cost for the project totals \$284,194.31 (incl. net HST) to complete the scope of work. This leaves an overall net budget surplus of \$5,805.69. This project is to be funded through the Wastewater Reserve Fund (55%) and the Water Reserve Fund (45%).

Meeting Dates:

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Request for Award of PW-2023-05 Replacement of Two Rooftop Units and One Pool Dehumidifier

Report Number: 23-05-23-04

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: May 23, 2023

Recommendations:

That Council award Tender No. PW-2023-05 Replacement of Two Rooftop Units and One Pool Dehumidifier to Black & McDonald Limited, for a total of \$250,671.00 (plus HST); and

That Council adopt a bylaw authorizing the CAO to execute the agreements, and related documents with Black & McDonald Limited to complete the scope of work specified.

Background:

As part of the 2023 capital budget, the following projects were approved by Council:

- Nick Smith Centre – Pool Dectron Unit \$300,000
- Stanley Tourangeau Centre - RTU #1 \$ 30,000

The following project was carried forward as a Work in Progress (WIP) from the 2022 capital budget:

- Nick Smith Centre – HVAC Replacement RTU #1 (1993) \$ 45,000

Discussion:

The Request for Tender (RFT) package was published to Merx.com on April 18, 2023 where it remained open to the public until May 16, 2023. Tender information was also posted on the Town's website.

At the May 16th, 2:00 PM deadlines, submissions were received as follows:

Company	Tender Price (Plus HST)
Black & McDonald Limited	\$250,671.00
Francis HVAC Services Limited	\$261,794.00
Irvcon Limited	\$252,174.00
Zenith Solutions Incorporated	\$254,029.08

The tenders have been reviewed by staff to ensure that they match the Town's requirements, as originally declared in the RFT package.

The budget for the Nick Smith Centre Pool Dectron Unit anticipated that removal of an exterior wall would be required as part of the expected scope to allow for the removal of the existing unit and installation of a new unit. Full removal of the exterior wall is no longer necessary for the removal and installation, which resulted in a large costs savings for this aspect of the project.

Options:

Council may choose not to award this tender, however the tender bids received were obtained through competitive bid process and are representative of current market costs.

Policy Considerations:

These projects were tendered in accordance with section 6.3 request for tender of the Town of Arnprior's Procurement Policy.

Financial Considerations:

The total combined budget for the scope of work comprising of 3 capital projects is \$375,000.00. The tendered cost for the project totals \$255,082.81 (incl. net HST). This leaves an overall net budget surplus of \$119,917.19 or 32%.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Request for Award Tender PW-2023-06 Operation of the Arnprior Waste Disposal Site

Report Number: 23-05-23-05

Report Author and Position Title: John Steckly, General Manager, Operations

Department: Operations

Meeting Date: May 23, 2023

Recommendations:

That Council award the Operation of the Arnprior Waste Disposal Site Tender #PW-2023-06, for a period of five (5) years, to McCrea Excavating Ltd. for the amount of \$494,100.00 per year (excluding HST) plus adjustments for CPI and fuel surcharge.

That Council enact a bylaw authorizing the CAO to enter into an agreement with McCrea Excavating Ltd. to complete the works.

Background:

The current tender for operations of the Arnprior Waste Disposal Site was awarded to Tomlinson Environmental Services as a five (5) year contract in July of 2016 and extended for two (2) years in accordance with the terms of the agreement. This contract with Tomlinson is set to expire on August 31st, 2023. Staff therefore issued an RFT (opening March 9, 2023 and closing April 5, 2023) for the Operation of the Arnprior Waste Disposal Site for a period of five (5) years beginning on September 1, 2023 and ending on August 31, 2028. Additionally, prior to the contract completion of Year 5 (August 31, 2028), the Town, in its sole discretion, reserves the right to extend the contract for two (2) additional one (1) year terms, being Year 6 (September 1, 2028 - August 31, 2029) and Year 7 (September 1, 2029 - August 31, 2030).

The Tender document listed the regular landfill operation duties required of the Contractor, which include but are not limited to: transportation and labour to perform site maintenance, hauling of cover material, collection of vouchers, reporting, surveying, signage, landfilling, covering, consolidating garbage and sewage biosolids, road maintenance, fence

maintenance, litter cleanup, temporary fencing, ensuring the separation and disposal of blue box recyclables (cardboard, glass, plastic, aluminum), wood, mattresses, electronic waste, leaf and yard waste, metal, tires, and white goods and maintenance of good public relations.

Discussion:

The tender documents were open to the public for a period of four weeks, and at the time of tender closing, only the single tender bid from McCrea Excavating Ltd. was received, which was broken down as follows:

Landfill Operations Sept 1, 2023 - Aug 31, 2024			\$483,300.00
	# of Units	Cost per Unit	# of Units x \$ per Unit
Mattress Recycling	500 (estimated)	\$21.60	\$10,800.00
Total Year 1 - Landfill Operations + Mattress Recycling (Excl HST)			\$494,100.00

The evaluation of the tender was structured based on the Total Year 1 bid price (excluding HST), with subsequent years adjusted for CPI and an applicable fuel surcharge/ rebate for each month, to be tabulated annually.

Staff evaluated the bid package received from McCrea Excavating Ltd. and found that all required items were included in the submission. It is staff’s recommendation that Council award the operation of the Arnprior Waste Disposal Site to the low bidder, McCrea Excavating Ltd.

Options:

Council may choose not to award this tender, however the tender bids received were obtained through competitive bid process and are representative of current market costs.

Policy Considerations:

These projects were tendered in accordance with section 6.3 request for tender of the Town of Arnprior’s Procurement Policy.

Financial Considerations:

The 2023 annual operating budget for Landfill Contracted Services is \$350,000.00. When considering the increased cost for the landfill operations from September to December, staff estimate the 2023 deficit to be as follows:

<u>Service</u>	<u>Total Cost</u>
Landfill Operations (Jan to Aug at \$24,960.20 / month)	\$199,681.60
Landfill Operations (Sept to Dec at \$40,983.84 / month)	\$163,935.36
Mattress Recycling	\$9,200.00
Wood Grinding	\$16,500.00
Freon Evacuation	\$3,500.00
Total	\$392,816.96
Budget	\$350,000.00
Deficit	(\$42,816.96)

In accordance with section 1.9 of the Town’s Reserve and Reserve Funds Policy #FS-BR-07, the purpose of the Town’s Waste Management and Collection Reserve is to cover any unforeseen costs related to the waste management and collection function, and/or to cover any shortfalls in the annual waste management cost centre. Further, any annual surplus from the operation of the waste management services provided by the Town will be transferred into this reserve and any annual deficit in the budgeted operating account will be offset by transfers from this reserve. Under the Policy, the General Manager, Client Services/Treasurer is authorized to utilize this reserve to fund any short falls in expenses which would otherwise result in a deficit for the waste management cost centre.

Several factors will impact the final balance of the waste management cost centre at year-end, however at this time, the estimated deficit is projected to be in the order of \$42,816.96. The Town’s Waste Management and Collection Reserve currently has a balance of \$175,249.00 following the completion of the 2022 audit which is more than sufficient to cover the anticipated shortfall as a result of the increased tender costs.

The current waste management rate is \$150 per household. This rate will also be reviewed and adjusted as necessary as part of the development of the 2024 operating budget to account for the increased cost of operations at the AWDS.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Proclamation for Community Living Month (May 2023)

Report Number: 23-05-23-06

Report Author and Position Title: Oliver Jacob, Client Services Coordinator

Department: Client Services

Meeting Date: May 23rd, 2023

Recommendations:

That Council proclaim May 2023 as Community Living Month in the Town of Arnprior.

Background:

Assessment of the Proclamation Request from the Town of Arnprior Proclamations Policy No. ADMIN-C-2.05

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Community Living Renfrew County South 100-106 McGonigal Street West Arnprior, Ontario, Canada K7S 1M4
Section 5.2.2 – Contact Person’s Name	Community Living Renfrew County South https://www.clrcs.com/
Section 5.2.3 – Name of Proclamation and Duration	Community Living Month May 2023

**Assessment of the Proclamation Request from the Town of Arnprior
Proclamations Policy No. ADMIN-C-2.05**

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	Yes (May 24 th , 2023 to May 31 st , 2023)
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – Community Living Month (May 2023)

Signatures

Reviewed by Department Head: Jennifer Morawiec

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation
Community Living Month
May 2023

Whereas Community Living Renfrew County South is a local organization who works to improve the quality of life for people with developmental disabilities through partnership and collaboration; and,

Whereas Community Living Renfrew County South has been providing services and support to people with developmental disabilities and their families in the Greater Arnprior area since 1964; and,

Whereas Community Living Month is a province-wide annual awareness campaign to recognize the accomplishments of the Community Living movement and to celebrate the successes of creating inclusive communities for people with developmental disabilities;

Therefore Be It Resolved That I, Lisa McGee, Mayor, do hereby proclaim June 2023 as “**Community Living Month**” in the Town of Arnprior and encourage all residents to recognize and celebrate the accomplishments of Community Living Renfrew County South and their clients in our community.

Lisa McGee
Mayor



Town of Arnprior Staff Report

Subject: Proclamation for CDKL5 Awareness Month (June 2023)

Report Number: 23-05-23-07

Report Author and Position Title: Oliver Jacob, Client Services Coordinator

Department: Client Services

Meeting Date: May 23^d, 2023

Recommendations:

That Council proclaim June 2023 as CDKL5 Awareness Month in the Town of Arnprior.

Background:

Assessment of the Proclamation Request from the Town of Arnprior Proclamations Policy No. ADMIN-C-2.05

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	CDKL5 Canada PO Box 469 Clarksburg, ON N0H 1J0
Section 5.2.2 – Contact Person’s Name	Natalie Ladly, President nladly@cdkl5canada.ca
Section 5.2.3 – Name of Proclamation and Duration	CDKL5 Awareness Month June 2023

**Assessment of the Proclamation Request from the Town of Arnprior
Proclamations Policy No. ADMIN-C-2.05**

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – CDKL5 Awareness Month (June 2023)
2. Request Letter – CDKL5 Canada

Signatures

Reviewed by Department Head: Jennifer Morawiec

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation
CDKL5 Awareness Month
June 2023

Whereas CDKL5 Canada is a registered charitable corporation founded to pursue research into finding a cure for CDKL5 disorder; and

Whereas CDKL5 Deficiency Disorder is a rare genetic mutation that prevents the body from making essential proteins needed for brain development, causing children to have seizures as well as have issues achieving basic motor, vision, and other basic developmental milestones; and

Whereas CDKL5 Canada is looking to raise public awareness of this disorder, and provide support and information to all who deal with the hardships of this disorder; and

Whereas June is known as CDKL5 Awareness Month; and

Whereas local resident Jakob Ruest passed away from this devastating disorder when he was just three years old and his family has created an [awareness campaign](#) in his memory;

Therefore Be It Resolved That I, Lisa McGee, Mayor, do hereby proclaim June 2023 as “**CDKL5 Awareness Month**” in the Town of Arnprior and encourage all citizens to participate in the CDKL5 Canada online event, and learn more about this rare disorder, which affects people in our community.

Lisa McGee
Mayor

CDKL5 Canada

PO Box 469, Clarksburg PO
Clarksburg, ON N0H 1J0

Office of the Clerks
Town of Arnprior

January 26, 2023

Request for Proclamation

Dear Council and/or City Clerk,

On behalf of the CDKL5 Canada, and the diagnosed individuals living in the Town of Arnprior, we are writing to request a proclamation for the month of June as CDKL5 Awareness Month.

CDKL5 Canada is a registered charitable corporation founded to pursue research into finding a CURE for CDKL5 disorder. www.cdkl5canada.ca

CDKL5 Deficiency Disorder is a rare genetic mutation that prevents the body from making essential proteins needed for brain development. 90% of the individuals affected with this disorder will develop seizures before 3 months of age. They will also struggle to achieve basic motor, vision, and other basic developmental milestones.

CDKL5 Canada consists of volunteer board members across Canada. We are committed to pursue research into finding a cure and treatments for CDKL5 disorder, to raise public awareness of the disorder, while providing support to those affected by CDKL5 in Canada. We believe in the power of collaboration and helping to unite efforts in curing this devastating disease. We are dedicated to raise vitally needed public awareness, to advocate and provide support and information to all who deal with the hardships of this disorder.

This observance gives us a means to focus attention, which supports our goal of raising public awareness of CDKL5 in Canada. June is CDKL5 awareness month and we encourage communities to light up GREEN (lime green) to assist us with our mission. Jakob Ruest (local resident) passed away from this devastating disorder when he was just three years old. His family has created an awareness campaign (jakobruestcdkl5.ca) in his memory. They are working hard to raise vitally needed funds and awareness and this proclamation would support their efforts.

In addition to CDKL5 Awareness Month, it has come to our attention that Rare Disease Day is not recognized. We hoped we could also request a proclamation for February 28, 2023 as Rare Disease Day. Rare Disease Day is acknowledged globally and raises awareness to generate change for everyone living with a rare disease. CDKL5 Deficiency Disorder is a rare disease, and we celebrate this day February 28, 2023.

If you need anything further, please don't hesitate to contact me by email: nlady@cdkl5canada.ca

Thank you for taking the time to consider recognizing and supporting CDKL5 Canada.

Sincerely,

Natalie Ladly
President
CDKL5 Canada

CDKL5 is a rare x-linked genetic disorder, resulting in early-onset refractory epilepsy and severe neurodevelopmental impairment.

**The Corporation of the
Town of Arnprior**

By-law Number 7388-23

A by-law to award a contract for the Water Filtration Plant and Water Pollution Control Centre Building Condition Assessments project to J.L. Richards & Associates Limited, for a total of \$279,279.00 (plus HST) under the existing Standing Offer agreement.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and;

Whereas on February 13th, 2023 Council passed By-law 7356-23 to adopt the 2023 Capital Budget which included the WPCB Building Condition Assessment (BCA) with a budget of \$160,000 and the WFP Building Condition Assessment (BCA) with a budget of \$130,000; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town solicited a Proposal under the Standing Offer Agreement; and

Therefore, the Council of the Town of Arnprior enacts as follows:

- 1. That** Council awards the contract for the Water Filtration Plant and Water Pollution Control Centre Building Condition Assessments project to J.L. Richards & Associates Limited, for a total of \$279,279.00 (plus HST) under the existing Standing Offer agreement; and
- 2. That** Council Authorize the CAO to execute the agreements, and related documents with J.L. Richards to complete the study as per the defined scope of work.
- 3. That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
- 4. That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 23rd day of May, 2023.

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7389-23

A by-law to award a contract for Tender #PW-2023-06 Operation of the Arnprior Waste Disposal Site Tender.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and;

Whereas McCrea Excavating Ltd. submitted the lowest acceptable bid of \$494,100.00 per year (excluding HST) plus adjustments for CPI and fuel surcharge for the specified scope of work; and

Therefore, the Council of the Town of Arnprior enacts as follows:

1. **That** Council award the Operation of the Arnprior Waste Disposal Site Tender #PW-2023-06, for a period of five (5) years, to McCrea Excavating Ltd. for the amount of \$494,100.00 per year (excluding HST) plus adjustments for CPI and fuel surcharge;
2. **That** Council authorizes the CAO to enter into an agreement with McCrea Excavating Ltd. to complete the works.
3. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 23rd day of May, 2023.

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7390-23

A by-law to award a contract for Tender #PW-2023-05 for the Replacement of Two Rooftop Units and One Pool Dehumidifier.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and;

Whereas on February 13th, 2023 Council passed By-law 7356-23 to adopt the 2023 Capital Budget which included the replacement of the Nick Smith Centre Pool Dectron Unit with a budget of \$300,000.00 as well as the Stanley Tourangeau Centre RTU #1 replacement with a budget of \$30,000; and

Whereas on February 14th, 2022 council passed by-law 7261-22 to adopt the 2022 Capital Budget which included the replacement of the Nick Smith Centre RTU #1 with a budget of \$45,000.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2023-05 through a public process for the Replacement of Two Rooftop Units and One Pool Dehumidifier; and

Whereas Black & McDonald Limited submitted the lowest acceptable bid of \$250,671.00 (plus HST) for the specified scope of work; and

Therefore, the Council of the Town of Arnprior enacts as follows:

1. **That** Council award Tender No. PW-2023-05 Replacement of Two Rooftop Units and One Pool Dehumidifier to Black & McDonald Limited, for a total of \$250,671.00 (plus HST).
2. **That** Council authorize the CAO to execute the agreements, and related documents with Black & McDonald Limited to complete the scope of work specified.
3. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.

4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 23rd day of May, 2023.

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-Law Number 7391-23

A By-Law to close a portion of highway known as the Edey Street Road Allowance in the Town of Arnprior.

Whereas pursuant to Section 34 of the Municipal Act, R.S.O.2001, the Council of the Corporation of the Town of Arnprior is empowered to close any such highway; and

Whereas in accordance with By-law Number 7094-20 being the Sale and other Disposition of Land By-law and By-law Number 6958-19 the Town shall give public notice of its intention to pass the by-law to close a highway; and

Whereas notice of Council's intention to pass such a by-law was published on the Town's website; and

Whereas the Council of the Corporation of the Town of Arnprior deems it appropriate to pass said by-law;

Therefore the Council of the Corporation of the Town of Arnprior enacts as follows:

1. **That** a certain part of road allowance known as Edey Street as shown in Schedule 'A' is hereby closed.
2. **That** the Town shall transfer such road allowance to the abutting landowner;
3. **That** Schedule 'A' attached hereto shall form part of this by-law; and
4. **That** this bylaw comes into force and effect upon a certified copy of the by-law being registered in the Land Titles Office of Renfrew (49).

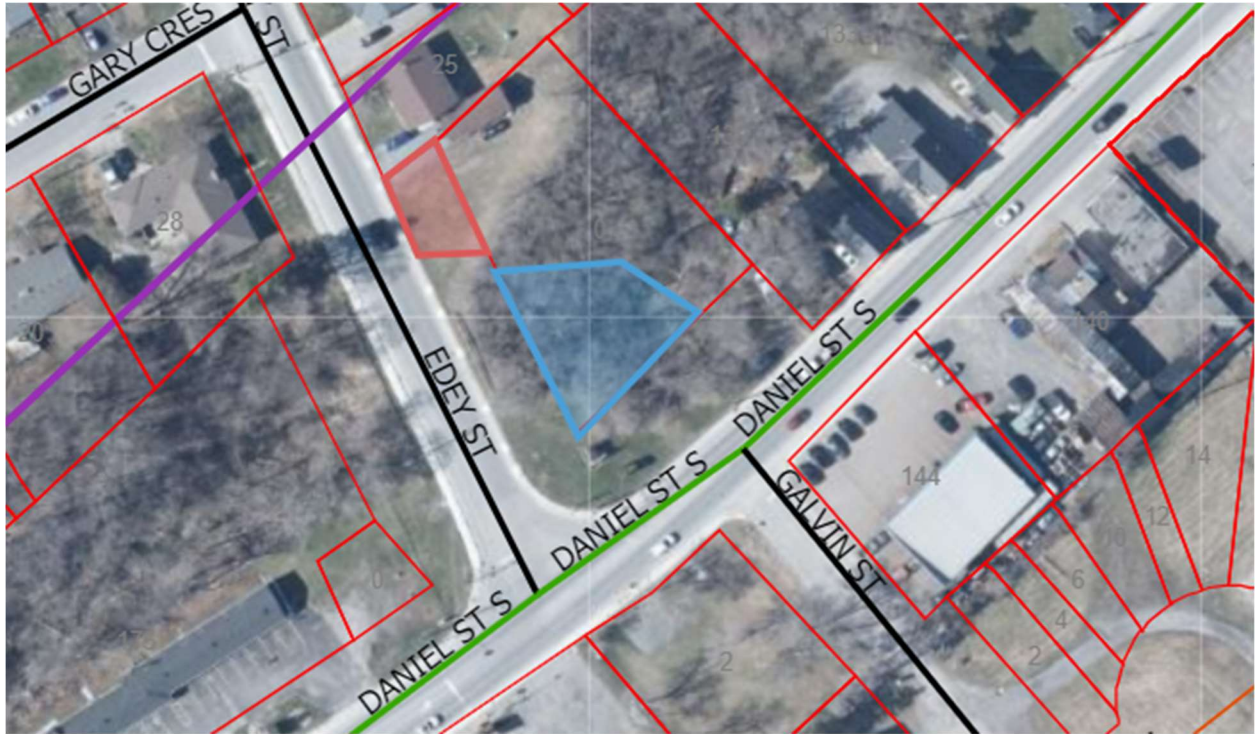
Enacted and passed this 23rd day of May, 2023.

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

Schedule 'A'



Road allowance being a portion of the Edey Street Road Allowance to be closed (shown in red).

This is Schedule 'A' to By-law Number 7391-23

Passed this 23rd day of May, 2023.

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7392-23

A by-law to authorize the Council of the Town of Arnprior to enter into agreements of purchase and sale for the sale of lands owned by the Town of Arnprior.

Whereas the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended (the “Act”) requires that Municipalities adopt a policy for governing the sale and other disposition of land; and

Whereas the Corporation of the Town of Arnprior passed By-law Number 7094-20 to establish procedures governing the sale and other disposition of land in the Town of Arnprior; and

Whereas the Council of the Corporation of the Town of Arnprior declared lands surplus to the needs of the Town of Arnprior and provided notice of intent to sell; and

Whereas the Council of the Town of Arnprior deems it desirous to sell the lands.

Therefore, the Council of the Town of Arnprior enacts as follows:

1. That the Mayor and Clerk be authorized to execute Agreements of Purchase and Sale in consultation with the Town Solicitor and CAO for lands in Schedule ‘A’, described as a closed portion of the Edey Street Road Allowance as shown on Schedule ‘A’, for disposal of non-viable land by negotiation for exchange of lands with the adjoining property owner at 25 Edey Street.
2. That Schedule ‘A’ attached hereto shall form part of this by-law; and
3. That this By-law shall come into force and effect on the day of its passing.

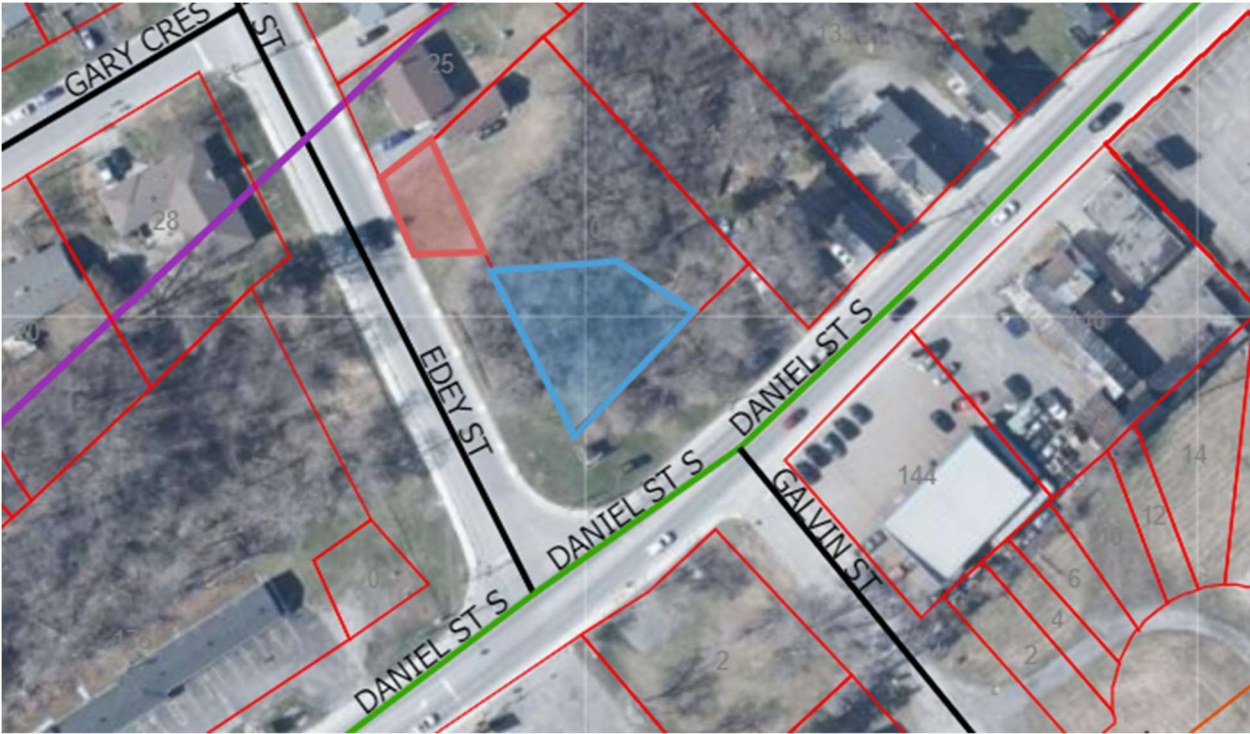
Enacted and passed this 23rd day of May, 2023.



Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

Schedule 'A'



-  Lands to be transferred to abutting landowner of 25 Edey Street
-  Lands to be acquired by the Town

This is Schedule 'A' to By-law Number 7392-23

Passed this 23rd day of May, 2023.

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7393-23

A by-law to amend By-law Number 6694-17 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 7 of the Building Code Act, 1992, the Council of the Town of Arnprior enacts as follow:

1. That By-law number 6694-17, as amended, is hereby further amended as follows:

a) By adding the following after section 2) (6):

f) "Where reference is made to a specific section of the Act or Building Code, such reference shall be considered to be automatically amended to reflect any changes or renumbering of the Act or Building Code and the appropriate section of the Act or Code shall apply."

b) By adding the following after section 5) c):

"d) where a construction project involves disturbing a 'designated substance', as described by Ontario Regulation 278/05 and, which applies to construction projects in any buildings constructed before 1985; the 'project' must adhere to these regulations and a 'Material Substance Report', if required, will be provided to the CBO;

e) that the applicant clearly indicates methods of removal and disposal of materials that are following applicable laws; and

f) that the applicant fences the site to the satisfaction of the Chief Building Official, as outlined in Part XI of this bylaw."

c) By adding the following after section 6) d):

e) "where a demolition project involves disturbing a 'designated substance', as described by Ontario Regulation 278/05 and, which applies to all buildings constructed before 1985; the 'project' must adhere to these regulations and a 'Material Substance Report', if required, will be provided to the CBO;

f) that the applicant clearly indicates methods of removal and disposal of materials that are following applicable laws;

g) that the applicant fences the demolition site to the satisfaction of the Chief Building Official, as outlined in Part XI of this bylaw ;

h) that in circumstances where section 1.2 of Division C Part 1 of the Building Code applies, be accompanied by a "Commitment to General Review by Architects of Engineers"; and

- i) The applicant shall retain a professional engineer to undertake the general review of the project during demolition, where:
 - i. The building is greater than 3 storeys in height
 - ii. The building is greater than 600 sq. m. (6,450 sq. ft.) in building area
 - iii. The building includes post-tensioned or pre-tensioned members
 - iv. Excavation will be within the angle of repose of a footing on an adjacent structure
 - v. Explosives or lasers are to be used during the demolition
 - vi. Partial demolition is proposed and occupancy still occurs post-demolition.”

d) By adding the following after section 7) e):

“f) the conditional permit agreement to be signed by the applicant and filed with the Chief Building Official.”

e) By removing the title and provision of section 14) and replacing it with the following:

“Two Sets of Hard Copy Plans and Specifications (or) One Set of Electronic Plans and Specifications

14) The owner shall submit two complete sets of hard copy plans and specifications (or) one set of electronic plans and specifications using the online portal, in accordance with this Part and Schedule "B" annexed to this by-law, unless otherwise specified by the Chief Building Official.”

f) By adding the following at the end of section 15) a):

“through the online portal.”

g) By adding the following after section 17) d):

“e) Driveway location and dimensions”

h) By consecutively inserting the following new sections after section 17:

“Grading and Lot Drainage Plans

18) Grading Plans shall be referenced to an up-to-date survey when available and when required to demonstrate compliance with the Act, the Building Code or other applicable law.

A copy of the Grading and Drainage Plan shall be submitted to the Chief Building Official and include:

- a) Accurate geodetic survey elevations when possible
- b) A permanent benchmark for reference

- c) Footing elevations, where step footings indicate elevations of all steps, elevations of footings on frost walls
- d) Top of foundation wall where step foundations show all elevations
- e) Average grade around foundation and spot elevations
- f) Garage floor, basement floor, 1st and 2nd floor elevations, peak roof elevation, sump hole elevation and elevations of building heights where heights of buildings are critical;
- g) Driveway, walkways, decks, retaining walls, walkout elevations, parking yards, turnarounds
- h) Slopes of yards, driveways, terracing or berming
- i) Swales, grade elevations, outlet elevations and inlet elevations.
- j) Drainage plan showing the location of termination of sump discharge line and/or any other appliance that discharges water to the exterior including downspouts, pools and hot tubs and surface drainage
- k) sediment and erosion control measures

Servicing Report and Plan

19) Servicing Plans shall be referenced to an up-to-date survey when available and, when required to demonstrate compliance with the Act, the Building Code or other applicable law.

A copy of the Servicing Report and Plan shall be submitted to the Chief Building Official and include:

- a) Estimated water consumption and current capacities of water systems
- b) Water distribution/connection plan
- c) Net impact due to the proposed change in land use or development and any need for expansions and upgrades
- d) Hydrant flow test to confirm boundary conditions and confirmation that it meets required flow
- e) Estimated wastewater discharge and current capacities of trunk systems
- f) Net impact due to the proposed change in land use or development and need for expansion and upgrades

Stormwater Management Report and Plan

20) Stormwater Management Plans shall be referenced to an up-to-date survey when available and, when required to demonstrate compliance with the Act, the Building Code or other applicable law.

A copy of the Stormwater Management Report and Plan shall be submitted to the Chief Building Official and include:

- a) Site conditions
- b) Quantity Control Analyses
- c) Quality Control Analyses
- d) Recommendations and Conclusions
- e) Signature
- f) Professional Engineer's Seal"

i) By removing of section 18) and replacing it with the following:

“As-Constructed Plans

21) On completion of the construction of the building, if required by the Chief Building Official, the owner shall submit to the Chief Building Official a set of as-built plans for the work, including a plan of survey showing the location of the building.”

j) By amending the title of Part VI to:

“Equivalent and Alternative Solutions

k) By adding the title **“Equivalent”** above section 21)

l) By adding the following after section 21)

“Alternative Solutions

22) Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which permit was issued, contains an alternative material, system or building design for which authorization under Section 8 of the Act is requested, the following information shall be provided by the owner to the Chief Building Official:

a) Application for approval of an Alternative Solution”

l) By adding the following after section 33):

“Required Inspections

34) The following inspections are required under this By-Law.

- a) Underside of footing, excavation
- b) Forms for footing, foundation, piers, posts or other point loads
- c) Insulated Concrete Forms (ICF)
- d) Prior to Backfill of foundation includes damp proofing, water proofing, drainage layer, drainage tile, granular layer
- e) Plumbing - underground
- f) Framing I – all buildings, decks, accessory structures
- g) Mechanical components
- h) Plumbing Rough-in includes air/water tests, ball tests and design components
- i) Air Barrier/2nd plain of protection – if applicable
- j) Insulation/Vapour/Air Barrier
- k) Framing II – Subsequent framing of decks, or other areas not included in main inspection
- l) Insulation final – final including ceiling, documentation.
- m) Grading – rough grading away from building

- n) Occupancy – includes required framing, plumbing, mechanical, insulation, HVAC completion
- o) Final interior – all interior areas completed
- p) Final exterior – all grading, decks, guards, and landscaping completed”

m) By removing of section 35) (1) and replacing it with the following:

“Any person who commences construction, demolition or changes the use of a building or part thereof prior to the issuance of a permit to construct, demolish or change the use of a building or part thereof shall, in addition to any other penalty imposed under the Act or Building Code, pay a non-refundable administrative surcharge fee equal as detailed in the User Fees and Charges By-law, being by-law 7358-23, as amended or replaced.”

n) That the by-law and subsections be renumbered as required following the addition of the amendments contained herein.

o) That Schedule B be removed and replaced with the following:

Schedule “B” Submission Requirements
Category: House

(As Defined by the Ontario Building Code Section 3.5.2.1 Div. “C”)

X Means May Be Required by Chief Building Official (C.B.O)

Information Required	New Building	Addition	Interior Alterations
General			
All drawings to be drawn on a durable material, drawn to scale, and fully dimensioned	X	X	X
Site and Key Plan			
Property lines and lot area	X	X	
Location of all existing and proposed building setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries.	X	X	
Overall dimensions of all buildings	X	X	
Summary of permitted and proposed zoning provisions	X	X	X
Location of easements and/or rights of way	X	X	

Information Required	New Building	Addition	Interior Alterations
Location of septic bed, connection to existing system, septic tank and other equipment	X	X	X
Key plan showing location of existing and proposed construction		X	X
Grading Plan			
Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures	X	X	
Proposed finished floor, top of foundation and u/s footing elevations	X	X	
Slope and surface direction runoff, culvert conditions	X	X	
Floor and Roof Plans			
Basement floor plan including foundation information and use of space	X	X	X
Floor plan of every upper level showing use of all space	X	X	X

Information Required	New Building	Addition	Interior Alterations
Floor plan of every upper level showing structural framing above	X	X	
Roof truss layout	X	X	
Proprietary floor system layout	X	X	
Location of all plumbing fixtures	X	X	X
Location of all solid fuel burning appliances	X	X	X
Location of smoke alarms and carbon monoxide detectors	X	X	X
Elevations			
Area of exposed buildings face. Area and percentage of unprotected openings. Required limiting distance	X	X	
Exterior finishes	X	X	
Window/door type, locations and sizes including height of sills above floor	X	X	
Roof slope and finish	X	X	

Information Required	New Building	Addition	Interior Alterations
Exterior stairs, landings, guards and handrails	X	X	
Building Sections			
Floor to floor and floor to ceiling heights	X	X	X
Footing and foundation wall details including height of grade above basement floor	X	X	X
Specifications of all floor, wall and roof assemblies	X	X	X
Shoring and underpinning details	X	X	X
Stairs, landings, guards and handrails	X	X	X
Construction Details and Notes			
Typical wall section	X	X	X
Wall and floor fire separation details	X	X	X
Typical roof details	X	X	
Guard details including connection detail	X	X	
Building materials and specifications of all wall, floor and roof assemblies	X	X	X
Mechanical Ventilation design summary and HVAC drawings & design	X	X	
Footing design for sensitive soils	X	X	

Schedule “B” – Continued Submission Requirements
Category: Small Building, Residential

(As defined by the Ontario Code Section 3.5.2.1 Div. “C”)

Information Required	New Building	Addition	Interior Alterations
General			
All drawings to be drawn on durable material, drawn to scale, fully dimensioned	X	X	X
ASHRAE 90.1 energy certification form	X		
Site and Key Plan			
Property lines and lot area referenced to a current survey	X	X	
Location of all existing and proposed buildings including setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries	X	X	
Overall dimensions of all buildings	X	X	
Summary of permitted and proposed zoning provisions	X	X	X
Location of easements &/or rights-of-way	X	X	
Location of septic bed, connection to existing system, septic tank and other equipment	X	X	X
Key plan showing location of existing and proposed construction		X	X
Lot Grading & Drainage Plan*	X	X	
Servicing Report and Plan*	X	X	
Stormwater Management Report & Plan*	X	X	
Floor and Roof Plans			
Basement floor plan including foundation information and use of space	X	X	X
Floor plan of every upper level showing use of all spaces	X	X	X
Floor plan of every upper level showing structural framing above	X	X	
Roof truss layout	X	X	
Proprietary floor system layout	X	X	
Location of all plumbing fixtures	X	X	X
Location of all solid fuel burning Appliances	X	X	X
Location of smoke alarms and carbon monoxide detectors	X	X	X

Information Required	New Building	Addition	Interior Alterations
Elevations			
Area of exposed building face. Area and percentage of unprotected openings. Required limiting distance	X	X	
Exterior finishes	X	X	
Window/door type, location and sizes including height of sills above floor	X	X	
Roof slope and finish	X	X	
Exterior stairs, landings, guards and handrails	X	X	
Building Section			
Floor to floor to floor to ceiling heights	X	X	X
Footing and foundation wall details including height of grade above basement floor	X	X	X
Specifications of all floor, wall and roof assemblies	X	X	X
Shoring and underpinning plans and details	X	X	X
Stairs, landings, guards and handrails	X	X	X
Construction Details and Notes			
Typical wall section	X	X	X
Wall and floor fire separation detail	X	X	X
Typical roof details	X	X	
Guard details including connection detail	X	X	
Building materials and specifications of all wall, floor and roof assemblies	X	X	X
Mechanical Ventilation design summary and HVAC drawings & design	X	X	
Footing design for sensitive soils	X	X	

*** At the discretion of the Chief Building Official**

Schedule “B” – Continued Submission Requirements
Category: Small Buildings, Non-Residential

(As Defined by the Ontario Building Code Section 3.5.2.1 Div. “C”)

Information Required	New Building or Addition	Interior Alterations
General		
All drawings to be drawn on durable material, drawn to scale and fully dimensioned	X	X
Drawings to be sealed, signed and dated by each professional design discipline	X	
ASHRAE 90.1 energy certification form	X	
Building code analysis	X	X
Specifications for each design discipline	X	X
Geotechnical investigation report	X	
Site and Key Plan		
Property lines and lot area referenced to a current survey	X	X
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings and other features in relation to property boundaries including parking spaces	X	X
Overall dimensions of all buildings	X	
Summary of permitted and proposed zoning provisions	X	X
Location of easements and/or rights-of-way	X	
Location of septic bed, connected to existing system, septic tank and other equipment	X	X
Key plan showing location of existing and proposed construction	X	X
Barrier free information including curd cuts, ramps, parking and associated details	X	X
Fire route, fire department connections and fire Hydrants	X	
Lot Grading & Drainage Plan*	X	
Servicing Report and Plan*	X	
Stormwater Management Report & Plan*	X	
Architectural Drawings		
Floor plans identifying rooms including use of all spaces, wall construction and fire separations	X	X
Reflected ceiling plans and associated details	X	X
Roof plan and associate details including any screening requirements for mechanical roof top equipment	X	X
Building elevations	X	
Building cross sections	X	X

Information Required	New Building or Addition	Interior Alterations
Wall sections and details. Stair sections plan and details	X	X
Enlarged detail plans and associated details	X	X
Door, window and room finish schedules if not in specifications	X	X
Structural Drawings		
Design information including loading, deflection, wind uplift, earthquake analysis and control flow drainage design on roof	X	
Shoring and underpinning plans and details	X	
Foundation plan and associated details	X	
Floor and roof framing plans including beam and column schedule	X	
Exterior canopy or other structural framing information	X	
Structural connection details	X	
Heating, Ventilation and Air Conditioning		
Layout and sizes of duct at each floor level	X	X
Type location and size of equipment	X	X
Roof plan showing roof mounted equipment	X	X
Details specialized systems	X	X
Plumbing		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes, and connection to municipal system	X	
Water and drain layout at each level and plumbing risers	X	X
Material, equipment and fixture specifications	X	X
Electrical Drawings		
Electrical site servicing drawing where separate from mechanical	X	
Lighting, power, emergency lighting, exit signage and electrical equipment	X	X
Fire alarm system drawings including alarm risers detail together specifications and sequence of operation	X	X
Other submissions		
Sprinkler Riser Diagram, including water entry schematic	X	X
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	X	X

*** At the discretion of the Chief Building Official**

Schedule “B” - Continued Submission Requirements
Category: Large or Complex Buildings

(As Defined by the Ontario Building Code Section 3.5.2.1 “C”)

Information Required	New Building or Addition	Interior Alterations
General		
All drawings to be drawn on durable material, drawn to scale and fully dimensioned	X	X
Drawings to be sealed, signed and dated by each professional design discipline	X	
Commitment by owner for general review form for each required professional discipline	X	X
Building Code analysis	X	X
ASHRAE 90.1 energy certification form	X	
Specifications for each design discipline	X	X
Geotechnical investigation report	X	
Site Plan		
Property line and lot area referenced to a current survey	X	X
Location of all existing and proposed buildings including setbacks to property lines, distance to other buildings. All parking spaces	X	X
Fire route, fire department connections and fire hydrants	X	
Existing and proposed grease. Proposed finished floor elevations of all buildings. Sidewalk elevations	X	
Barrier free information including curb cuts, ramps, parking and associated details	X	X
Summary of permitted and proposed zoning provisions	X	X
Key plan showing location of existing and proposed Construction	X	X
Lot Grading & Drainage Plan*	X	
Servicing Report and Plan*	X	
Stormwater Management Report & Plan*	X	
Architectural Drawings		
Floor plans identifying rooms including use of all spaces wall construction and fire separations	X	X
Reflected ceiling plans details and associated details	X	X
Roof plan and associated details including any screening requirements for mechanical rooftop equipment	X	X
Building elevations	X	X
Building cross sections	X	X
Wall sections and details. Stair sections, plan and details	X	X
Enlarged detail plan and associated details	X	X
Door, windows and room schedules if not in specifications	X	X

Information Required	New Building or Addition	Interior Alterations
Structural Drawings		
Design information including loading, deflection , wind uplift, earthquake analysis and control flow drainage design on roof	X	
Shoring and underpinning and details	X	
Foundation plan and associated details	X	
Floor and roof framing plans including beam and column schedule	X	
Exterior canopy of structural framing information	X	
Structural connection details	X	
Heating, Ventilation, and Air Conditioning		
Layout and sizes of duct at each floor level	X	X
Type, location and size of equipment	X	X
Roof plan showing roof mounted equipment	X	X
Details of specialized systems	X	X
Plumbing		
Site service drawings showing water, storm sewers, sanitary sewers, catch basins, manholes and connection to municipal system	X	
Water and drain layout at each floor level	X	X
Plumbing risers and stack loads	X	
Material, equipment and fixture specifications	X	X
Electrical Drawings		
Electrical site servicing drawing where separate from mechanical	X	
Lighting, power, emergency lighting, exit signage and electrical equipment	X	X
Fire alarm system drawings including alarm riser details together with the specifications and sequence of operation	X	X
Other Submissions		
Sprinkler riser diagram and water entry schematic	X	X
Drawings showing fire hose cabinets, standpipe risers and other standpipe information	X	X
Smoke venting information related to high-rise buildings	X	

*** At the discretion of the Chief Building Official**

Schedule “C” Submission Requirements
Category: Demolition (Full / Partial)

(As Defined by the Building Code Act Section 1.1)

X Means May Be Required by Chief Building Official (C.B.O)

Information Required	Full	Partial	General Review
General			
All drawings to be drawn on a durable material, drawn to scale, and fully dimensioned	X	X	X
Site and Key Plan			
Property lines and lot area	X	X	X
Location of all existing to remain and or to be removed, building setbacks to property lines, parking spaces, distance to other buildings, and other features in relation to property boundaries.	X	X	X
Overall dimensions of all buildings	X	X	X
Location of easements and/or rights of way	X	X	X
Location of septic bed, connection to existing system, septic tank and other equipment	X	X	X
Grading Plan			
Existing and proposed grade elevations at all lot corners, midpoints, points of grade change, driveways and drainage structures	X	X	X
Proposed finished floor, top of foundation and u/s footing elevations		X	X
Slope and surface direction runoff, culvert conditions	X	X	X
Floor and Roof Plans			
Basement floor plan including foundation information and use of space		X	X
Floor plan of every upper level showing use of all space		X	X

Information Required	Full	Partial	General Review
Floor plan of every upper level showing structural framing above		X	X
Roof truss layout		X	X
Proprietary floor system layout		X	
Location of all plumbing fixtures		X	X
Location of all solid fuel burning appliances		X	X
Location of smoke alarms and carbon monoxide detectors		X	X
Elevations			
Area of exposed buildings face. Area and percentage of unprotected openings. Required limiting distance		X	X
Window/door type, locations and sizes including height of sills above floor		X	X
Roof slope and finish		X	X
Exterior stairs, landings, guards and handrails		X	X
Building Sections			
Floor to floor and floor to ceiling heights		X	X
Footing and foundation wall details including height of grade above basement floor		X	X
Specifications of all floor, wall and roof assemblies		X	X
Shoring and underpinning details		X	X
Stairs, landings, guards and handrails		X	X
Construction Details and Notes			
Typical wall section		X	X
Wall and floor fire separation details		X	X
Typical roof details		X	X
Guard details including connection detail		X	X
Building materials and specifications of all wall, floor and roof assemblies		X	X
Mechanical Ventilation design summary and HVAC drawings & design		X	X

The applicant shall retain a professional engineer to undertake the **“GENERAL REVIEW”** of the project during demolition as outlined in section 6) h) & 6) i)

2. **That** this By-law shall come into full force and effect on the day of its passing.

Enacted and **passed** this 23rd day of May 2023.

Lisa McGee, Mayor

Maureen Spratt, Town Clerk