CORPORATION OF THE TOWN OF RENFREW

A G E N D A

A regular meeting of the Council of the Corporation of the Town of Renfrew to be held in the Council Chambers on Tuesday, June 13th, 2017 at 7:00 p.m.

I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

III. PETITIONS AND DEPUTATIONS

1) Recognition of Constable Tina Hunt (Public Hero Award – Intercultural Dialogue Institute)

2) Round Lake Property Owners’ Association (Robert Norris)

IV. CONFIRMING OF MINUTES

1) Minutes of the Regular Meeting of Council held May 9th, 2017. Adopt as Printed.

2) Minutes of the Special Meeting of Council held May 16th, 2017. Adopt as Printed.

3) Minutes of the Regular Meeting of Council held May 23rd, 2017. Adopt as Printed.

V. COMMUNICATIONS

1) Saw Tech Log Expo (June 23-24-25 Ma-te-way) Receive.

2) Parks & Recreation Department (Recreation & Parks Month) Proclaim.

3) Renfrew Highland Pipes & Drums (Public Concerts Request) Receive & Approve.

4) Township of Laurentian Valley (MPAC – Assessment Review Board Decision Process) Receive & Endorse.


VI. REPORTS

A. PLANNING

1) Minutes of the Planning Advisory Committee meeting held June 6, 2017. Receive.

2) Minutes of the Committee of Adjustment meeting held June 6, 2017. Receive.


A. PLANNING cont’d

5) Planner Burton’s report dated June 7, 2017
   (Encroachment Agreement with RVH)
   Adopt Recommendation. (B/L 37-2017)

B. FINANCE & ADMINISTRATION

C. FIRE

D. RECREATION

E. DEVELOPMENT & WORKS

1) Engineering Technician Cleroux’s report dated June 7/17
   (Award of Engineering Services for Barnet Boulevard Rehabilitation)
   Adopt Recommendation. (B/L 39-2017)

2) Engineering Technician Cleroux’s report dated June 7/17
   (Award of Engineering Services for Highway 60 - Downtown)
   Adopt Recommendation. (B/L 40-2017)

F. REEVE’S REPORT

G. OTHER

1) Minutes of the Economic Development & Tourism Committee meeting held May 4, 2017
   Receive.

VII. BOARDS AND COMMISSIONS

A. POLICE SERVICES’ BOARD

B. PUBLIC LIBRARY

C. OTHER

VIII. BY-LAWS

B/L 36-2017 Being a By-Law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the Renfrew County District School Board in relation to the use of a portion of the public highway known as Veterans Memorial Boulevard.

B/L 37-2017 Being a By-Law to authorize the Mayor and Clerk to execute an amended encroachment agreement with Renfrew Victoria Hospital, in relation to the installation of Directional Signs on municipal right-of-way’s known as Raglan Street North and Albert Street.

B/L 39-2017 Being a By-Law to award the engineering services for the Barnet Boulevard Rehabilitation Project to Morrison Hershfield Limited.

B/L 40-2017 Being a By-Law to award the engineering services for the Highway 60 – Downtown Project to Jp2g Consulting Inc.
IX. NEW AND UNFINISHED BUSINESS

X. CLOSED SESSION

XI. CONFIRMING BY-LAW

B/L 38-2017 Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on June 13, 2017.

XII. ADJOURNMENT
CORPORATION OF THE TOWN OF RENFREW

Minutes of the regular meeting of the Council of the Corporation of the Town of Renfrew held in the Council Chambers on Tuesday, May 9th, 2017 at 7:00 p.m.

PRESENT WERE  Mayor Eady
Councillors: Coulas, Evans, Jamieson, Sidney, Windle

ALSO PRESENT Clerk Bulmer, Treasurer O'Reilly, Director Asselin, Director Hill,
Media (Cogeco, Mercury, MyFm, Leader)

I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None declared.

III. PETITIONS AND DEPUTATIONS

2017 - 5 - 1a MOVED by Councillor Evans, Councillor Windle

THAT the Grade 3 Class from Queen Elizabeth Public School, appear before Council to give a special presentation.

- CARRIED –

The Grade 3 Class from Queen Elizabeth Public School attended the Council Meeting to present their findings on public littering and its impact on the environment. Through the collection and analyzing of garbage along the Millennium Trail as part of a school project, the students were able to come up with several recommendations on how the Town can improve its signage to bring more attention to this important matter. Mayor Eady graciously accepted the sign proposal and thanked the class for their excellent work and many great ideas, calling them very special ambassadors to the Town of Renfrew.

2017 - 5 - 1b MOVED by Councillor Jamieson, Councillor Coulas

THAT representatives from the Big Brothers and Big Sisters appear before Council to provide an overview of the organizations vision, mentoring programs and volunteer opportunities.

- CARRIED -

Erin Tennian, Mentoring Coordinator, gave a presentation on behalf of Big Brothers and Big Sisters, Canada’s largest child and youth mentoring charity. Ms. Tennian overviewed the many community-based programs offered and how people can go about becoming more involved. The mentoring efforts have provided positive results in the mental health, employment, and civic engagement of the program recipients. A $1 investment in the Big Brothers and Big Sisters organization provides a social return on investment of $18. They believe that every child should have the opportunity to reach his or her full potential.
III. PETITIONS AND DEPUTATIONS cont’d

2017 - 5 - 2
MOVED by Councillor Evans, Councillor Jamieson

THAT representatives from the Renfrew Masonic Lodge appear before Council to provide information on planned events to celebrate the upcoming 300th Anniversary of the first Grand Lodge; and

FURTHER THAT Renfrew Town Council approve their various requests to facilitate a parade and other activities on Saturday, June 3rd, 2017, to celebrate the 300th Anniversary; and

FURTHER THAT Renfrew Town Council direct the Renfrew Masonic Lodge to work closely with the Renfrew O.P.P, the Department of Development & Works and Department of Parks & Recreation to ensure coordination of required support.

- CARRIED -

Andrew Dick, on behalf of the Renfrew Mason’s, appeared before Council to promote their upcoming celebration of the 300th Anniversary of the establishment of the first Grand Lodge. The Renfrew Masonic Lodge will be hosting a series of events (ie. lodge room tours, school programs) leading up to a day of celebrations on Saturday, June 3rd. The June 3rd celebration will include a parade down main street, bbq, bike rodeo, bouncing castles, etc..

2017 - 5 - 3
MOVED by Councillor Windle, Councillor Evans

THAT Lynda Janney, Chair of the Renfrew Public Library Board, and Kelly Thompson, CEO/Chief Librarian, appear before Council to present the Library’s 2016 Annual Report.

- CARRIED -

Lynda Janney, Board Chair, and Kelly Thompson, CEO/Chief Librarian, appeared before Council to provide the 2016 Annual Report and update on current activities and initiatives at the Renfrew Public Library. A copy of the 2016 Annual Report has been appended to the original copy of these minutes.

IV. CONFIRMING OF MINUTES

2017 - 5 - 4
MOVED by Councillor Evans, Councillor Windle

THAT the minutes of the Regular Meeting of Council held April 25, 2017, be adopted as printed.

- CARRIED -

V. COMMUNICATIONS

2017 - 5 - 5
MOVED by Councillor Sidney, Councillor Evans

THAT the communication from Annette Kinslow, on behalf of the Renfrew County District School Board and Community Living Renfrew County South, be received; and

FURTHER THAT Renfrew Town Council approve their request to utilize Railway Avenue on Tuesday, May 16, 2017, from 10:00 a.m. to 11:30 a.m. for its annual street hockey event.

- CARRIED -
V. REPORTS

2017 - 5 - 6
MOVED by Councillor Sidney, Councillor Jamieson

THAT the minutes of the Committee of Adjustment meetings held April 4 and May 2, 2017, be received.

- CARRIED -

2017 - 5 - 7
MOVED by Councillor Jamieson, Councillor Windle

THAT the minutes of the Planning Advisory Committee meetings held April 4 and May 2, 2017, be received.

- CARRIED -

2017 - 5 - 8
MOVED by Councillor Windle, Councillor Coulas

THAT Senior Management Team’s report dated May 4, 2017, concerning the sale of 249 Raglan Street South – Renfrew Post Office Building, be received.

- CARRIED -

2017 - 5 - 9
MOVED by Councillor Windle, Councillor Jamieson

THAT Renfrew Town Council award Real Estate Advisory and Brokerage Services to CRBE Limited for the sale of 249 Raglan Street South in the amount of $20,000, plus HST, upon final closing; and

FURTHER THAT Renfrew Town Council direct staff to engage a qualified commercial appraiser to obtain a current market value appraisal on 249 Raglan Street South; and

FURTHER THAT Renfrew Town Council direct staff to engage Letourneau Heritage Consulting Inc. to prepare an Ontario Heritage Act Regulation 9/06 Heritage Assessment and (if required) a draft Ontario Heritage Designation Act by-law in accordance with the requirements of Section 29, Part IV of the Act; in the amount of $1,500.00 plus HST.

- CARRIED -

2017 - 5 - 10
MOVED by Councillor Evans, Councillor Windle

THAT the minutes of the Fire Committee meetings held March 1 and May 3, 2017, be received.

- CARRIED -

2017 - 5 - 11
MOVED by Councillor Windle, Councillor Evans

THAT Chief Longtin’s report dated May 2, 2017, concerning a Recreational Open Air Burning By-Law, be received.

- CARRIED -

Council consideration of By-Law 29-2017 and By-Law 30-2017 were deferred until the next meeting in order that the Fire Chief be present to provide necessary details.
V. REPORTS cont’d

2017 - 5 - 12
MOVED by Councillor Evans, Councillor Windle

THAT the Renfrew Industrial Commission’s “Summary of Renfrew Entrance Signs” report dated April 2017, be received; and

FURTHER THAT Renfrew Town Council support the plan to refurbish these signs in time for the upcoming tourist season.

- CARRIED -

2017 - 5 - 13
MOVED by Councillor Jamieson, Councillor Windle

THAT Director Asselin’s report dated May 3, 2017, concerning the Award of Engineering Services for the Plaunt Street Phase II Project (CWWF), be received.

- CARRIED -

2017 - 5 - 14
MOVED by Councillor Coulas, Councillor Jamieson

THAT By-Law 27-2017, being a by-law to authorize the Mayor and Clerk to execute an Agreement with Jp2g Consultants Inc. for design and construction management services relating to the reconstruction of Plaunt Street Phase II, be read a first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 15
MOVED by Councillor Evans, Councillor Windle

THAT By-Law 27-2017, being a by-law to authorize the Mayor and Clerk to execute an Agreement with Jp2g Consultants Inc. for design and construction management services relating to the reconstruction of Plaunt Street Phase II, be read a third time and be passed.

- CARRIED -

2017 - 5 - 16
MOVED by Councillor Jamieson, Councillor Sidney

THAT Director Asselin’s report dated May 3, 2017, concerning the Award of Engineering Services for the Swinging Bridge Project, be received.

- CARRIED -

2017 - 5 - 17
MOVED by Councillor Jamieson, Councillor Coulas

THAT By-Law 28-2017, being a by-law to authorize the Mayor and Clerk to execute an Agreement with WSP Consulting Engineers to design the repairs and provide construction management services relating to the rehabilitation of the Swinging Bridge, be read a first time and be deemed to have been read a second time.

- CARRIED -
V. REPORTS cont'd

2017 - 5 - 18
MOVED by Councillor Windle, Councillor Jamieson

THAT By-Law 28-2017, being a by-law to authorize the Mayor and Clerk to execute an Agreement with WSP Consulting Engineers to design the repairs and provide construction management services relating to the rehabilitation of the Swinging Bridge, be read a third time and be passed.

- CARRIED -

2017 - 5 - 19
MOVED by Councillor Jamieson, Councillor Windle

THAT the minutes of the Ad-Hoc Tourism Committee meeting held March 2, 2017, be received.

- CARRIED -

2017 - 5 - 20
MOVED by Councillor Jamieson, Councillor Windle

THAT the minutes of the Economic Development & Tourism Committee meeting held March 3, 2017, be received.

- CARRIED -

VII. BOARDS AND COMMISSIONS

VIII. BY-LAWS

By-Laws Nos. 27-2017 and 28-2017 were given three readings and passed.

IX. NEW AND UNFINISHED BUSINESS

Councillor Windle announced that the Renfrew Fire Department has been chosen as only one of five communities in Ontario to participate in the Swing Into Summer Safety Program. On May 31st over 100 grade one students will visit the fire hall followed by the firefighters joining them on the ball field at Ma-te-way Park.

X. CLOSED SESSION

2017 - 5 - 21
MOVED by Councillor Sidney, Councillor Jamieson

THAT Renfrew Town Council convene in Closed Session for the following matter pursuant to Section 239 of the Municipal Act, 2001:

- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

More specifically to discuss town-owned property known municipally as 550 Hall Avenue.

- CARRIED -

Council convened in Closed Session at 8:50 p.m.
X. CLOSED SESSION cont’d

2017 - 5 - 22
MOVED by Councillor Jamieson, Councillor Sidney

THAT Renfrew Town Council rise from its Closed Session and report progress.

- CARRIED -

Council returned to open session at 9:16 p.m.

The Town of Renfrew will be advancing talks with General Electric Canada concerning its Settlement, Release and Indemnity Agreement with them.

XI. CONFIRMING BY-LAW

2017 - 5 - 23
MOVED by Councillor Evans, Councillor Windle

THAT By-Law 31-2017, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on May 9, 2017, be read first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 24
MOVED by Councillor Coulas, Councillor Jamieson

THAT By-Law 31-2017, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on May 9, 2017, be read third time and be passed.

- CARRIED -

XII. ADJOURNMENT

THAT we do now adjourn (Time of adjournment 9:17 p.m.).

Mayor - Don Eady

CLERK - Kim R. Bulmer
CORPORATION OF THE TOWN OF RENFREW

Minutes of the special meeting of the Council of the Corporation of the Town of Renfrew held in the Council Chambers on Tuesday, May 16th, 2017 at 7:00 p.m.

PRESENT WERE Mayor Eady
Reeve Emon
Councillors: Coulas, Evans, Jamieson, Sidney, Windle

ALSO PRESENT Deputy Clerk Charkavi, Treasurer O'Reilly, Director Hill,
Director Asselin, Chief Longtin,

Media (Mercury, MyFm)

I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST

AND THE GENERAL NATURE THEREOF

None declared.

III. PETITIONS AND DEPUTATIONS

2017 - 5 - 25
MOVED by Reeve Emon, Councillor Evans

THAT representatives from the Ma-te-way Aquatic Facility Committee appear before Council to make a presentation on the need for an Aquatic Facility in the Town of Renfrew.

- CARRIED -

Mr. Leo Hall spoke on behalf of the Committee. His presentation has been appended to the original copy of these minutes.

Members of Council had questions concerning the history of the issue, the lifecycle of other pools, calculations of operating costs, etc... Mr. Hall delved further into the history of the issue; he also stated that most pools have a lifecycle of approximately 25 years before any major renovations need to be made. He did add that there are new technologies in pool design that are expanding on their lifecycles and also explained the numbers that the Committee had arrived at for operating costs. Council asked if this presentation has been given to Renfrew's neighbouring communities, with Mr. Hall's response being, yes; the Committee did make this presentation to neighbouring communities about ten years ago. He felt that without firm support from the Town of Renfrew it is difficult to get any commitment from Renfrew's neighbours.

Council thanked Mr. Leo Hall for his presentation.

2017 - 5 - 26
MOVED by Reeve Emon, Councillor Jamieson

THAT Director Hill appear before Council to present the Proposed Recreation Facility Options.

- CARRIED -
III. PETITIONS AND DEPUTATIONS cont’d

Director Hill’s presentation has been appended to the original copy of these minutes.

Reeve Emon questioned what the savings of $62,800 represent. Director Hill replied that this represents staff set up and tear down requirements as not all of the equipment is stored at the Recreation Centre.

Reeve Emon wondered if there are any timelines in place for the proposed facility to be completed. Director Hill replied no as there is yet to be a public input session and another Special Council Meeting for direction.

Councillor Sidney added that this issue has been discussed for over a year and it is time for a decision to be made. Councillor Sidney stated that this presentation is providing all the options and now Council has to make a decision for all of the residents.

Councillor Windle wondered if this was contingent upon the sale of the Recreation Centre, and also added that Council needs to be careful about the leasing of space at the proposed new facility as this is in direct competition with businesses in Renfrew.

Councillor Evans stated that the original proposed amount was over $18 million and wondered why this proposed facility is only just under $13 million. Director Hill replied that the Consultant was directed to scale the project down in order to make it affordable.

Reeve Emon noted that the plan for the Recreation Centre is not much larger than the existing centre. Director Hill replied that the new centre is about 10% larger, however the stage has been eliminated as there are many stages available in the Town, including the Town’s portable stage.

Councillor Sidney stated that Council understands that the Recreation Centre is a historical building donated by a prominent Renfrew family. Mayor Eady also added that he had spoken with Mr. Stewart and explained the situation and Mr. Stewart is in full agreement, realizing the need for a new facility.

Councillor Sidney stated that a plan of timelines will be provided at the next Council meeting including public consultations.

A Fifteen Minute Recess was called.

IV. CONFIRMING OF MINUTES

V. COMMUNICATIONS

VI. REPORTS

2017 - 5 - 27
MOVED by Reeve Emon, Councillor Windle

THAT the minutes from the Finance Committee meeting held May 8, 2017, be received.

- CARRIED –
VI. REPORTS cont’d

2017 - 5 - 28
MOVED by Reeve Emon, Councillor Windle

THAT the minutes from the Human Resources Committee meeting held April 24, 2017, be received.

- CARRIED -

2017 - 5 - 29
MOVED By Councillor Jamieson, Councillor Windle

THAT Treasurer O’Reilly appear before Council to provide the 2017 Tax Rates Presentation.

- CARRIED -

Treasurer O’Reilly stated that the Tax Rate By-Law will not be prepared until the County of Renfrew has set their tax ratios. He further stated that after this presentation, Council must provide direction on which course to take. Treasurer O’Reilly highlighted the changes that have occurred to such rates like Commercial and how they will affect the overall picture for the Town of Renfrew.

Mayor Don Eady explained why there were options before Council as the Finance Committee would like to put a little more away in the reserve fund for infrastructure rehabilitation. Treasurer O’Reilly added that this Council has already done this in previous years and is continuing to do so but the options before Council are to add another $10,000 or $20,000 to the reserves for this budget.

Discussion was had on the effects of the rate changes to property tax rates.

2017 - 5 - 30
MOVED by Councillor Jamieson, Reeve Emon

THAT Renfrew Town Council approve the recommendation of the Finance Committee to increase the 2017 Municipal Tax Levy by $10,000 over the amount that was previously approved by Council on March 21, 2017; and

FURTHER THAT this additional levy be added to the annual infrastructure – Asset Management Plan allocation; and

FURTHER THAT Renfrew Town Council authorize the Treasurer to proceed with the calculations of the 2017 Municipal Tax Levy of $8,038,190; and

FURTHER THAT once the County of Renfrew has adopted its 2017 Taxation By-laws, then the 2017 Tax Rate By-Law be presented to Council.

- CARRIED -

2017 - 5 - 31
MOVED by Councillor Evans, Councillor Windle

THAT Chief Longtin’s report dated May 2, 2017, concerning a Recreational Open Air Burning By-Law, be received.

- CARRIED -

Chief Longtin reviewed the by-law for Council, advising that permits will be issued by the Renfrew Fire Department along with tickets for violations. The by-law requirements will be explained to everyone applying for a permit.

VI. REPORTS cont’d
2017 - 5 - 32
MOVED by Councillor Coulas, Councillor Sidney

THAT By-Law 29-2017, being a by-law to regulate “Recreational Open Air Burning” and Precautions to be taken by the Property Owner in the Town of Renfrew be read a first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 33
MOVED by Councillor Sidney, Councillor Windle

THAT By-Law 29-2017, being a by-law to regulate “Recreational Open Air Burning” and Precautions to be taken by the Property Owner in the Town of Renfrew be read a third time and be passed.

- CARRIED -

2017 - 5 - 34
MOVED by Councillor Windle, Councillor Coulas

THAT By-Law 30-2017, being a by-law to amend By-Law No. 29-2016, to establish Fees and Charges for services, activities, and the use of property provided by the Town of Renfrew, be read a first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 35
MOVED by Councillor Evans, Reeve Emon

THAT By-Law 30-2017, being a by-law to amend By-Law No. 29-2016, to establish Fees and Charges for services, activities, and the use of property provided by the Town of Renfrew, be read a third time and be passed.

- CARRIED -

VII. BOARDS AND COMMISSIONS

VIII. BY-LAWS

IX. NEW AND UNFINISHED BUSINESS

Councillor Sidney thanked all involved with the Northern Pikes concert that took place last weekend, especially MyFm and the Parks & Recreation Department staff.

X. CLOSED SESSION

2017 - 5 - 36
MOVED by Councillor Jamieson, Councillor Coulas

THAT Renfrew Town Council convene in Closed Session for the following matters pursuant to Section 239 of the Municipal Act, 2001:

1) Pursuant to Section 239 2(d) of the Municipal Act, 2001 – Labour relations or employee negotiations.
   • More specifically to discuss the Department Head Working Agreement for the years 2015-2019.
2) Pursuant to Section 239 2(e) of the Municipal Act, 2001 – litigation or potential litigation, including matters before the administrative tribunals, affecting the municipality or local boards.

- More specifically as it relates to town-owned property known municipally as 1 Innovation Drive (Innovation Centre).

- CARRIED -

2017 - 5 - 37
MOVED by Reeve Emon, Councillor Jamieson

THAT Renfrew Town Council rise from its Closed Session and report progress.

- CARRIED -

2017 - 5 - 38
MOVED by Councillor Jamieson, Councillor Windle

THAT By-Law 32-2017, being a by-law to authorize the Mayor and Reeve to execute a Working Agreement with the Department Heads for the years 2015-2019, be read a first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 39
MOVED by Reeve Emon, Councillor Coulas

THAT By-Law 32-2017, being a by-law to authorize the Mayor and Reeve to execute a Working Agreement with the Department Heads for the years 2015-2019, be read a third time and be passed.

- CARRIED -

There was no progress to report relating to 1 Innovation Drive.

XI. CONFIRMING BY-LAW

2017 - 5 - 40
MOVED by Councillor Coulas, Councillor Sidney

THAT By-Law 33-2017, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the special meeting held on May 16, 2017, be read first time and be deemed to have been read a second time.

- CARRIED -

2017 - 3 - 41
MOVED by Councillor Sidney, Reeve Emon

THAT By-Law 33-2017, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the special meeting held on May 16, 2017, be read third time and be passed.

- CARRIED -
XII. ADJOURNMENT

THAT we do now adjourn (Time of adjournment 10:04 p.m.).

____________________________  ______________________________
MAYOR - Don Eady                DEPUTY CLERK – Jennifer Charkavi
CORPORATION OF THE TOWN OF RENFREW

Minutes of the regular meeting of the Council of the Corporation of the Town of Renfrew held in the Council Chambers on Tuesday, May 23rd, 2017 at 7:00 p.m.

PRESENT WERE Mayor Eady
Reeve Emon
Councillors: Coulas, Evans, Jamieson, Sidney, Windle

ALSO PRESENT Clerk Bulmer, Deputy Treasurer Coughlin, Director Asselin,
Director Hill, Chief Longtin, Ivan Burton (Town Planner)

Media (Cogeco, Mercury, MyFm)

I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST
AND THE GENERAL NATURE THEREOF

None declared.

III. PETITIONS AND DEPUTATIONS

2017 - 5 - 42
MOVED by Reeve Evans, Councillor Evans

THAT Jo-anne Caldwell, appear before Council, to provide information on the Silver Chain Challenge.

- CARRIED –

The Silver Chain Challenge is a friendly competition between Renfrew County and Lanark County to inspire and promote more active and healthier communities. From June 1 through 30, Lanark and Renfrew County residents can log their kilometres — whether walking or biking. Visit www.silverchainchallenge.ca for more details.

To help kick this challenge off there will be a “Bike with Council” event on Saturday, June 3 following the Mason’s Parade. Meet at the Town Hall.

2017 - 5 - 43
MOVED by Councillor Jamieson, Reeve Emon

THAT Bonnie Schryer, Accessibility Ontario Directorate Association (AODA) Partnership Coordinator – Renfrew County United Way, appear before Council to provide AODA education and compliance requirements.

- CARRIED -

Bonnie Schryer, AODA Partnership Coordinator (Renfrew County United Way), appeared before Council to promote the Employment Accessibility Resource Network (EARN). As a Partnership Coordinator Ms. Schryer can assist the business community in increasing its knowledge and awareness about accessibility, and helping them work towards becoming compliant.
III. PETITIONS AND DEPUTATIONS cont’d

2017 - 5 - 44(a)
MOVED by Reeve Emon, Councillor Evans


- CARRIED -


2017 - 5 - 44(b)
MOVED by Councillor Sidney, Reeve Emon

THAT Renfrew Town Council adopt the 2016 Financial Statements, as prepared by MacKillican & Associates.

- CARRIED -

V. COMMUNICATIONS

2017 - 5 - 45
MOVED by Councillor Evans, Councillor Coulas

THAT Renfrew Town Council proclaim the month of June as Seniors’ Month.

WHEREAS Seniors’ Month is an annual province-wide celebration;

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

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

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

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;

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all.

- CARRIED -

2017 - 5 - 46
MOVED by Councillor Sidney, Councillor Jamieson

THAT the communication from the Renfrew Canada 150th Committee, concerning street closure requests for Canada 150 Events, be received and approved; and

FURTHER THAT Town Staff be directed to work with representatives of the Renfrew Canada 150th Committee to ensure the coordination of these requests.

- CARRIED -
V. REPORTS cont’d

2017 - 5 - 47
MOVED by Councillor Evans, Councillor Windle

THAT the communication from the Renfrew BIA, concerning requests for Canada 150 Events, including street closures, be received and approved; and

FURTHER THAT Town Staff be directed to work with representatives from the Renfrew BIA to ensure the coordination of these requests.

- CARRIED -

2017 - 5 - 48
MOVED by Councillor Jamieson, Councillor Sidney

THAT Planner Burton’s report dated May 16, 2017, concerning the Adoption of Downtown Streetscape Master Plan and Urban Design Guidelines, be received.

- CARRIED -

2017 - 5 - 49
MOVED by Councillor Jamieson, Councillor Sidney

THAT Renfrew Town Council approve and adopt the Downtown Streetscape Master Plan and Urban Design Guidelines, as prepared by WSP/MMM Group Ltd.

- CARRIED -

2017 - 5 - 50
MOVED By Councillor Jamieson, Councillor Sidney

THAT Planner Burton’s report dated May 16, 2017, concerning a Zoning By-Law Amendment for the property located at 331 Martin Street, be received.

- CARRIED -

2017 - 5 - 51
MOVED by Councillor Jamieson, Councillor Windle

THAT By-Law 34-2017, being a by-law to amend By-law No. 46-2010, being a by-law to regulate the use of lands and the character, location and use of buildings and structures within the Town of Renfrew pursuant to Section 34 of the Planning Act, with respect to the property located at 331 Martin Street, Town of Renfrew, County of Renfrew, be read a first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 52
MOVED by Councillor Sidney, Councillor Evans

THAT By-Law 34-2017, being a by-law to amend By-law No. 46-2010, being a by-law to regulate the use of lands and the character, location and use of buildings and structures within the Town of Renfrew pursuant to Section 34 of the Planning Act, with respect to the property located at 331 Martin Street, Town of Renfrew, County of Renfrew, be read a third time and be passed.

- CARRIED -
V. REPORTS cont’d

2017 - 5 - 53
MOVED by Reeve Emon, Councillor Sidney

THAT Director Hill provide the Schedule/Timetable for the public input/consultation opportunity relating to the Proposed Recreation Facility Options.

- CARRIED –

Director Hill advised that he has been assured by an engineering professional that timelines are tight but manageable. Public input sessions have been scheduled at the Ma-te-way Activity Centre on Monday, May 29th from 1-3pm and 6-8pm. A Special Meeting of Council will be held on Tuesday, June 6th to review findings and consider recommendations.

Members of Council debated the need for additional time for public consultation through such mechanisms as a community survey.

Director Hill advised that a door-to-door mailing would be sent to all Renfrew residents advising of the public input sessions and opportunities to provide feedback.

2017 - 5 - 54
MOVED by Councillor Coulas, Reeve Emon

THAT the minutes of the Development & Works Committee meetings held April 24 and May 5, 2017, be received.

- CARRIED -

VII. BOARDS AND COMMISSIONS

2017 - 5 - 55
MOVED by Councillor Sidney, Councillor Jamieson

THAT the minutes of the Renfrew Police Services Board meeting held April 4, 2017, be received.

- CARRIED -

2017 - 5 - 56
MOVED by Councillor Windle, Councillor Evans

THAT the Library Activity Report for April/May 2017, be received.

- CARRIED -

2017 - 5 - 57
MOVED by Councillor Windle, Councillor Evans

THAT the minutes of the Renfrew Public Library Board meeting held April 18, 2017, be received.

- CARRIED -

Considerable Council discussion and debate ensued around the New Business Item – “Possible Municipal Partnership” and the Library Board’s decline of the proposal submitted by a neighbouring municipality. Councillor Windle offered to take the comments heard back to the Board and to seek additional clarification.
VIII. **BY-LAWS**

By-Law No. 34-2017 was given three readings and passed.

IX. **NEW AND UNFINISHED BUSINESS**

Councillor Sidney advised that the new BMX track at Ma-te-way Park will be constructed during the week of June 12th, weather permitting.

X. **CLOSED SESSION**

XI. **CONFIRMING BY-LAW**

2017 - 5 - 58
MOVED by Councillor Sidney, Councillor Evans

THAT By-Law 35-2017, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on May 23, 2017, be read first time and be deemed to have been read a second time.

- CARRIED -

2017 - 5 - 59
MOVED by Councillor Evans, Reeve Emon

THAT By-Law 35-2017, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on May 23, 2017, be read a third time and be passed.

- CARRIED -

XII. **ADJOURNMENT**

THAT we do now adjourn (Time of adjournment 8:32 p.m.).

____________________________  _______________ _______________
Mayor - Don Eady          CLERK - Kim R. Bulmer
CHECKOUT 250 exhibits

Presentations, Courses, Activities

- Live Demos, Portable Sawmills, Job Fair
- Grow Your Business Mini-Conference & Lunch
- Woman in Wood Networking
- Pancake Breakfast, Woodlot Tours
- Timber Framing 101, Wooden Craft Courses
- Forest Herbs & Plants, Fake News in Forestry
WHEREAS Recreation enhances the 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 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; enhances property values; attracts new business; and increases tourism.

NOW THEREFORE BE IT RESOLVED THAT the Town of Renfrew proclaim the month of June as “Recreation and Parks” Month.
June 1, 2017

Town Council
Town of Renfrew
Renfrew, ON

The Renfrew Highland Pipes and Drums respectfully requests permission to hold a short concert in Lowe’s Square on July 4, 2017 and O’Brien Park on August 15 2017 (weather permitting). As part of our outreach to the community, we would like to take the opportunity to play for the public on a Tuesday evening. The proposed time of the concert is 7:00 p.m. and would last for approximately 30 minutes.

Should you have any questions or require further information, please do not hesitate to contact me at (613) 401 6955 or at rlabre@deepriver.ca
I look forward to hearing from you.

Sincerely,

Robert Labre, Band Manager
Renfrew Highland Pipes and Drums
MPAC – Assessment Review Board Decision Process

April 18, 2017 Regular Council Meeting

RM17-04-056

MOVED BY: Reeve Robinson
SECONDED BY: Councillor Watt

WHEREAS the Township of Laurentian Valley has been adversely affected by the Assessment Review Board assessment decisions for Home Depot, Boston Pizza and Canadian Tire; which translated into a municipally ordered reimbursement of $250,000.00 or 6% of our Tax Levy.

AND WHEREAS the Council of the Township of Laurentian Valley is concerned about the length of time the decision process takes for MPAC’s Assessment Review Board to come to a decision (above decision took between three and five years to be completed);

THEREFORE BE IT RESOLVED THAT the Council of the Township of Laurentian Valley requests the Assessment Review Board’s appeal process be revised to ensure that all appeals are concluded within a maximum 18 month time frame.

CARRIED By: Mayor Bennett

True Certified Copy

Dean Sauriol, CAO/Clerk
June 6, 2017

Mayor Don Eady and Members of Renfrew Town Council
Town of Renfrew
127 Raglan St, S.
Renfrew, On K7V 1P8

Dear Mayor Eady:

The Renfrew Golden Age Activity Centre is pleased to have received an Ontario 150 grant to celebrate Canada’s 150th anniversary. The grant approved was for a Pow Wow: A Ceremony of Celebration to be held on Saturday, July 22nd at 2 pm at O’Brien Park. In preparation for the grant, the Deputy Clerk was consulted on the reservation of that day for this event. The Recreation Director Mr. Kevin Hill has also been consulted on the use and preparation for this day.

Please accept this letter of request for the use of O’Brien Park from 9am to 5pm on July 22nd for this celebration. It would be our pleasure to have you or a representative at this celebration to bring greetings from the Town of Renfrew.

I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Fay

Fay O'Reilly, Admin/Programmer
fayoreilly@renfrewgoldenage.ca
www.renfrewgoldenage.ca

Mission Statement: To provide a community focal point where older persons come together in a safe and welcoming environment to be supported in their independence and encouraged in involvement with the community.
These minutes have not been approved by Committee

CORPORATION OF THE TOWN OF RENFREW
PLANNING ADVISORY COMMITTEE

Minutes of the Meeting of Tuesday, June 6th, 2017
@ 6:28 p.m. in the Council Chambers

Members Present: Tom Sidney, Acting Chair
                 Andy Boldt
                 Jeff Taylor

Members Absent: Arlene Jamieson

Town Staff Present: Ivan Burton, Town Planner

Public Present: Shawn Wagner

Resolution 2017-1

Moved By: Jeff Taylor
Seconded By: Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Planning Advisory Committee meeting of Tuesday, June 6th, 2017 now be open (Time: 6:28 p.m.).

-Carried-

Declaration of Pecuniary Interest
None

Resolution 2017-2

Moved By: Jeff Taylor
Seconded By: Andy Boldt

BE IT RESOLVED THAT the minutes of the regular meeting of the Planning Advisory Committee, dated May 2nd, 2017, be approved as submitted.

-Carried-

File D-16-112

Shawn Wagner for Renfrew County District School Board (RCDSB)

Ivan Burton, Town Planner, reviewed the planning report provided to the Planning Advisory Committee which establishes the reason for the application, the applicable policies and regulations as well as the recommendation from the Department.
Mr. Wagner provided details on the intentions of the RCDSB to maintain consistency in signage for schools under its jurisdiction within Renfrew County. The sign includes a vision statement, a message board, the name of the school and the school logo.

Discussion occurred regarding the possible light trespass from the sign to the adjacent residential properties. Planner Burton explains that the sign will include an automatic dimming feature in order to limit the impacts of the sign. Mr. Wagner acknowledges that the sign will include the auto-dimming feature. Planner Burton expresses that the Encroachment Agreement can include policies to ensure that the auto-dimming feature is installed as well as the ability for the Town to require certain timeframes based on concerns received. The Committee and Shawn agreed with the addition of the policies.

Resolution 2017-3

Moved By: Andy Boldt
Seconded By: Jeff Taylor

BE IT RESOLVED THAT the Planning Advisory Committee recommends to the Council of the Corporation of the Town of Renfrew that the proposed encroachment by the Renfrew County District School Board for the installation of an identification ground sign be approved within the municipal right-of-way of Veterans Memorial Boulevard;

AND BE IT FURTHER RESOLVED THAT the sign be equipped with an automatic dimming feature and that a policy be included in the Encroachment Agreement to permit the Town to require the dimming of the sign during certain hours based on concerns received by the Department.

- Carried-

File D-11-114

Tom Cobus for Kent Bulmer and Tom Cobus

Ivan Burton, Town Planner, reviewed the planning report provided to the Planning Advisory Committee which establishes the reason for the application, the applicable policies and regulations as well as the recommendation from the Department. Planner Burton expanded on the three issues under consideration which include the:

- approval of the additional two (2) feet of depth to the decks;
- approval of the height of the fence at seven (7) feet, being 0.8 feet above the maximum height; and
- recommendation to Council for the detached garage having an area of 43.8 square metres.

Following extensive discussion between the Committee Members and Planner Burton, it was determined that the additional two (2) feet of depth to the
decks and the increase in the height of the fence to seven (7) feet would be permitted since the decks will meet the requirements of the Zoning By-law and the fence will satisfy concerns raised by the adjacent property owners.

In relation to the proposed detached garage and amendment to the existing Site Plan Agreement, the Committee felt that the site development plan submitted by the applicant did not accurately reflect the proposed garage, its setbacks from the property lines and the dwelling as well as a clear understanding of the proposed use of the building.

The objective of the Committee is to ensure that the development does not create any further undue stress to the adjacent property owners and for that reason, the Committee will require that the Owner resubmit a revised scaled drawing that accurately depicts the proposed garage, its location and intended uses. The revised submission should include a clear depiction of how the detached garage will be used for the purposes of garbage and recycling storage facility.

Resolution 2017-4

Moved By: Jeff Taylor
Seconded By: Andy Boldt

BE IT RESOLVED THAT the Planning Advisory Committee approves the increased depth of the deck by two feet as well as increase in the maximum height of the fence from 1.9 metres (6.2 feet) to 2.13 metres (7 feet).

BE IT FURTHER RESOLVED THAT the Owner resubmit a revised scaled drawing that accurately depicts the proposed garage, its location (setbacks from property lines/dwelling) and intended uses (garbage and recycling/maintenance equipment/automotive vehicles) and that the application be reconsidered by the Committee in advance of proceeding to Council.

- Carried-

New and Unfinished Business

Sign By-law

Planner Burton advised the Committee that the Department has received numerous comments following the internal circulation. A report will be brought forth in July 2017.
Resolution 2017-5

Moved By: Jeff Taylor
Seconded By: Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Planning Advisory Committee meeting of Tuesday, June 6th, 2017 now be adjourned (Time: 7:05 p.m.).

-Carried-

______________________  _______________________
Tom Sidney, Acting Chair  Ivan Burton, Town Planner
CORPORATION OF THE TOWN OF RENFREW
COMMITTEE OF ADJUSTMENT

Minutes of the Meeting of Tuesday, June 6th, 2017
@ 6:00 p.m. in the Council Chambers

Members Present: Tom Sidney, Chair
                 Jeff Taylor
                 Andy Boldt

Members Absent:  Arlene Jamieson

Town Staff Present: Ivan Burton, Town Planner

Also Present:    David Moore
                 Shawn Wagner
                 Robin Langford
                 David Barr

Resolution 2017-1

Moved By:        Jeff Taylor
Seconded By:     Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Committee of Adjustment
meeting of Tuesday, June 6th, 2017 now be open (Time: 6:00 p.m.).

-Carried-

Declaration of Pecuniary Interest

None

Resolution 2017-2

Moved By:        Jeff Taylor
Seconded By:     Andy Boldt

BE IT RESOLVED THAT the minutes of the regular meeting of the
Committee of Adjustment, dated May 2nd, 2017, be approved as submitted.

-Carried-

Minor Variance File D-13-19

Mr. Ivan Burton, Town Planner, briefly reviewed the planning report provided
to the Committee of Adjustment which establishes the reason for the
application, the background of the site and the location of the concerned
parcel. Mr. Burton further provides an explanation regarding the policies of
the Official Plan and the Zoning By-law as well as the comments received
from other departments. Mr. Burton concludes by indicating the Departments recommendation and the proposed conditions.

Discussion occurred concerning a hydro pole located at the south corner of the concerned parcel and whether the individual line servicing the adjacent parcel passed through the subject parcel. Planner Burton confirmed that the hydro line has been shown on the Survey Plan and does not traverse the concerned parcel of this application.

No further discussion occurred on this application.

Resolution 2017-3

Moved By: Andy Boldt
Seconded By: Jeff Taylor

BE IT RESOLVED THAT in the matter of an application for Minor Variance, File D-13-19, submitted by David Barr with respect to the property described as being Part of Lots 509 and 508, Plan 120 for the purpose of granting relief from Section 5.2.2 (a) and (b) in order to:

- reduce the minimum lot area from 750 square metres to 520 square meters and
- reduce the minimum lot frontage form 22 metres to 15.64 metres,

for the purposes of permitting a duplex dwelling on the concerned parcel.

-Carried-

Minor Variance File D-13-20 Robin and Kirk Langford

Mr. Ivan Burton, Town Planner, briefly reviewed the planning report provided to the Committee of Adjustment which establishes the reason for the application, the background of the site and the location of the concerned parcel. Mr. Burton further provides an explanation regarding the policies of the Official Plan and the Zoning By-law as well as the comments received from other departments. Mr. Burton concludes by indicating the Departments recommendation and the proposed conditions.

Discussion occurred relating to the availability of parking on the concerned parcel in order to service the four unit dwelling. Planner Burton explained that the tenants of the building park along the building at Railway Avenue as well as the parking area on the east side of the building. The Survey Plan provided indicates that there is approximately 4.5 metres of private property along Railway Avenue which provides for a couple parking spaces.

Robin Langford further indicated to the Committee that she is not aware of any issues relating to snow removal or parking tickets at this property.
Resolution 2017-4

Moved By: Jeff Taylor
Seconded By: Andy Boldt

BE IT RESOLVED THAT in the matter of an application for Minor Variance, File D-13-20, submitted by Robin and Kirk Langford with respect to the property described as being Part of Lots 48 and 49, Plan 35, for the purpose of granting relief from Section 5.2.2 (a), (f) and (h) in order to:

- reduce the minimum lot area from 750 square metres to 300 square metres
- reduce the minimum rear yard depth from 9.0 metres to 6.0 metres, and
- increase the lot coverage from 40 percent to 47 percent

for the purposes of permitting a converted dwelling on the concerned parcel and complying with the conditions set forth in Consent File D-10-114.

-Carried-

Minor Variance File D-13-21

Mr. Ivan Burton, Town Planner, briefly reviewed the planning report provided to the Committee of Adjustment which establishes the reason for the application, the background of the site and the location of the concerned parcel. Mr. Burton further provides an explanation regarding the policies of the Official Plan and the Zoning By-law as well as the comments received from other departments. Mr. Burton concludes by indicating the Departments recommendation and the proposed conditions.

No discussion occurred on this agenda item.

Resolution 2017-5

Moved By: Andy Boldt
Seconded By: Jeff Taylor

BE IT RESOLVED THAT in the matter of an application for Minor Variance, File D-13-21, submitted by John Lacourse with respect to the property described as being Part of 700 Hall Avenue, for the purpose of granting relief from Section 5.2.1 (h) in order to:

- increase the maximum lot coverage of the property from 40% to 43%

for the purposes of permitting the construction of a covered deck.

-Carried-
Resolution 2017-6

Moved By: Tom Sidney  
Seconded By: Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Committee of Adjustment meeting of Tuesday, June 6th, 2017 now be adjourned (Time: 6:26 p.m.).

-Carried-

Tom Sidney, Chair  
Ivan Burton, Town Planner
DATE: June 6th, 2017

SUBJECT: Award of services to conduct a Parking Needs Study for the downtown area.

RECOMMENDATIONS: That Council waive the requirement of Purchasing and Tendering Policy for the award of the professional consulting services to conduct a Parking Needs Study;

And further that Council award the professional consulting services to conduct a Parking Needs Study to WSP Canada Inc. for a cost of $27,780.48, inclusive of non-refundable HST.

ORIGINATOR: Ivan Burton, MCIP, RPP, Town Planner

DIRECTOR: Mike Asselin, P. Eng, Director of Development and Works

FINANCIAL COMMENT: The 2017 Budget did not include a specific provision to conduct a Parking Needs Study; however, it did include an allocation $70,000 for “downtown rehabilitation”.

The proposed services, at a cost of $27,780.48, should be financed from the funds identified in the 2017 Capital Budget for downtown rehabilitation.

Keray O’Reilly, CPA, CMA, Treasurer

DEVELOPMENT AND WORKS COMMITTEE: On April 24th, 2017, the Development and Works Committee reviewed a proposal from the owner of 210 Lochiel Street South, concerning the lease of the existing parking area surrounding his vacant building. At that time, the Committee did not support the request based on its distance from the downtown area; however, discussions ensued relating to the following:

- Parking strategies for the 2018 Raglan Street Reconstruction;
- Coordination of lease agreements for public-private parking lots; and
- A vacant property for sale along Argyle Street South.

The Committee concluded by directing staff to prepare a list of all parking options, public and private, in the downtown core.
As a result of the discussions of April 2017, another Committee meeting was held on May 5th, 2017. At this meeting, the Director of the Department of Development and Works presented an excerpt of the Community Improvement Plan (CIP) which listed a Downtown Parking Study as a Municipal Leadership Strategy. The Director also presented an excerpt of the Downtown Streetscape Master Plan which listed a Parking Needs Analysis as a recommended study to support future projects in the downtown core.

Both documents suggest that the Town may benefit from undertaking a parking study for the downtown area in order to:

- analyze parking supply and demand;
- make recommendations to optimize the utilization of existing parking;
- develop goals of providing access to on-street and off-street parking as needed by the public, merchants and employees;
- consider incentives for the development of public parking spaces on private property; and
- serve to inform future renewal efforts

Further discussion occurred between the Committee Members on the following items: necessity of a study, private and public lots inventory to include - churches, larger commercial lots (i.e. Metroland Media), collaboration between businesses and the Town, traffic counts, production of formalized parking maps, securing private parking lots for public purposes, Recreation Centre parking requirements, workload of department staff, brief timeframe, designated merchant parking, acceptable distance from downtown core, time limits and monthly/daily parking passes.

Since the issue is time sensitive, Director Asselin suggested that one option would be to waive the Request for Proposal process and contact the MMM Group Ltd./WSP Canada Inc. to submit a proposal. Based on the current data collected from the CIP and Streetscape Master Plan, MMM Group Ltd./WSP Canada Inc. would have the necessary background information in order to commence immediately and advance the work in an efficient manner.

The Committee concluded by passing the following motion:

“That the Director be authorized and directed to contact MMM Group [WSP Canada Inc.] to develop a proposal for a parking study in coordination with Town staff for data collection; and bring back to Committee for review and same to Council for consideration.”
ALTERNATIVES CONSIDERED:

1. That Council waive the requirement of Purchasing and Tendering Policy for the award the professional consulting services for the development of a Parking Needs Study;

   And further that Council award the professional consulting services to conduct a Parking Needs Study to WSP Canada Inc. for a cost of $27,780.48, inclusive of non-refundable HST. The project will commence immediately following the award and will be completed in early October 2017.

2. That Council direct Staff to issue a Request for Proposal for professional consulting services for the development of a Parking Needs Study.

3. That Council direct staff that a professionally prepared Parking Needs Study is not required at this time or that the study be completed internally.

DISCUSSION:

Alternative 1

The Department requested the submission of a proposal from Adam Howell, Project Manager in the Transportation Planning Division of WSP Canada Inc. (MMM Group Ltd.), which would encompass the following:

- prepare a parking inventory and parking utilization levels for Renfrew's Downtown;
- survey the existing supply and demand of on-street and off-street parking;
- develop recommendations for improvements and expansions to the existing parking supply in order to increase efficiency and accommodate future demand, including new facilities, arrangements for the use of private facilities for public parking, modifications to existing parking restrictions and signage improvements; and
- develop recommendations aimed at ensuring the provision for an acceptable parking supply during the construction of proposed improvements on Raglan Street South in 2018.

On May 15th, 2017, WSP Canada Inc. submitted a proposal for the preparation of a Parking Needs Study for Renfrew's Downtown (See Schedule “A”). The proposal includes numerous tasks including a start-up meeting with staff, stakeholders and a site visit, a review of existing municipal policy, development of survey methodology, inventory and utilization mapping, recommendation for parking improvements and a final study report.

The proposal consists of a total of 238 hours of staff time divided between the Project Manager, Senior Advisor and support staff, which would extend over fourteen weeks. The total cost of the proposal is $27,780.48, inclusive of non-refundable HST. Greater detail on each
task, the Project Team and cost allocation is provided in the proposal attached as Schedule “A”.

Further to the recommendation from the Development and Works Committee, the Department of Development and Works Staff recommends the initiative to prepare a Parking Needs Study through the hiring of a professional transportation engineering firm. The ability for a professional consulting service to conduct the study within the timeframes will better position the Town to complete the study prior to the commencement of Raglan Street Reconstruction. Additionally, the report will provide:

- a comprehensive vision for parking in the downtown area
- recommendations for improvement to existing parking lots;
- a rationalization of the need for on and off-street parking;
- a clear direction on the purchasing and leasing of privately owned properties; and
- mechanisms to address parking shortages during reconstruction projects.

Should Council proceed with this project, the Department will communicate with WSP Canada Inc. immediately following the decision, in order to schedule the start-up meeting on the week of June 26th for an anticipated project completion in early October 2017.

Alternative 2

The option to direct staff to issue a request for proposal from other firms would take approximately three weeks and may attract comparative pricing. Other professional consulting firms however, would not have the direct background experience with the stakeholders and business community of the Town of Renfrew. Consequently, these relationships would need to be redeveloped as part of the project and the completion date would likely be extended to year end.

Alternative 3

As noted in the Discussion Section for Alternative 1, this project represents 238 hours of work to be completed by transportation specialists and support staff. Proceeding with the work using internal resources would lengthen the project and may not provide the same comprehensive product.

Should Council choose to not proceed with a contracted Parking Needs Study, a gap would be left in the direction needed to respond to future parking issues.

All respectfully submitted for Council’s consideration.
May 15, 2017

Mr. Ivan Burton, MCIP, RPP, ACST
Town Planner
Town of Renfrew
127 Raglan Street South
Renfrew, ON, K7V1P8

Dear Mr. Burton:

Subject: Request for Proposal: Renfrew Parking Needs Study

In response to the Town of Renfrew’s request for a proposal to conduct a Parking Needs Study focusing on Renfrew’s Downtown, WSP Group is pleased to submit the following proposal for transportation engineering services. We understand based on conversations with you on May 5, 2017, the objectives of this assignment are summarised as follows:

1. Prepare a parking inventory and parking utilization levels for Renfrew’s Downtown. WSP will develop a methodology to survey the existing supply and demand based on the establishment of the study area. While WSP will design and direct the data collection activities for both the on-street and off-street (surface lots), field data collection will be performed by the Town of Renfrew.

2. Develop recommendations for improvements and expansions to the existing parking supply in order to increase efficiency and accommodate future demand, including new facilities, arrangements for the use of private facilities for public parking, modifications to existing parking restrictions and signage improvements.

3. Develop recommendations aimed at ensuring the provision for an acceptable parking supply during the construction of proposed streetscaping improvements on Raglan Street South in 2018.

SCOPE OF WORK

To address the objectives outlined above, our scope of work will include the following tasks:

Task 1.0 Project Kickoff Meeting, Stakeholder Meeting and Site Visit

An initial start-up meeting will be arranged to confirm the project schedule, establish the Study Area and identify existing parking related issues, specific time periods for surveys and background information to be considered as part of the study. Any information on the Town’s expectations for future parking needs will be collected during this time.

During the same visit to Renfrew, an additional meeting with relevant stakeholders will be undertaken to confirm the Study Area boundaries and identify any specific parking constraints/issues within the Study Area, as well as to determine the possibility of making arrangements with property owners for the use of private facilities for public parking. A list of attendees for this meeting will be determined in coordination with the Town Planner.

A draft study area map identifying the on-street parking supply from WSP’s previous work in Renfrew and off-site lots will be prepared in advance of the meeting, as a basis for discussion at the startup and stakeholder meetings and used to confirm the study area parking inventory in the field during this visit.
Task 2.0  Policy Review
Conduct a review of applicable documents and policies related to parking within the Study Area, including the Official Plan and parking by-laws. This review will also examine available population growth projections for the Town of Renfrew and proposed developments that are anticipated within the Study Area.

Task 3.0  Develop Survey Methodology
The on-street parking supply will be established for individual block faces, while the off-street parking supply will be carried out for individual surface parking lots located within the Study Area. GIS mapping will serve as the basis for developing the survey methodology and provide visualizations of the existing parking supply and parking utilization surveys. We propose to establish the parking inventory based upon information provided by the Town and confirmed by a field survey. Similarly, field surveys carrying out multiple passes of the parking inventory across a number of specific time periods will establish parking utilization metrics.

We anticipate field data collection targeting weekday midday, weekday evening, Saturday midday and Sunday midday periods (4 time periods). The need to observe parking utilization during other time periods will be established during the project start up meeting and stakeholder consultation.

The Town of Renfrew has indicated that Town resources are available to conduct the data collection activities. In this respect field survey sheets and Excel spreadsheets will be developed by WSP and provided to the Town to assist in the data collection and survey data compilation required for input into the GIS software and spatial analysis tasks.

Task 4.0  Inventory and Utilization Mapping
Given the survey results, WSP will develop a package of maps illustrating the available parking inventory and utilization in the study area. The inventory maps will note location, capacity, parking type (public or private), and any other parking restrictions (time limits, permits). Utilization maps will note the average utilization for each time period assessed, and will be broken down by public and private facilities. The maps will summarize parking inventory and utilization by individual block face for on-street parking and by individual lot for off-street parking lots.

Task 5.0  Recommendations for Parking Improvements
The parking utilization surveys will provide a measure of the amount of residual parking capacity within the Study Area, highlighting the relative level of ease for visitors to find and locate parking spaces during specific times and residual capacity for future growth. Based on the findings of the utilization survey, recommendations will be provided for improvements to existing parking facilities and the provision of additional parking capacity.

These recommendations could include, but are not limited to the following:

- Parking restrictions or paid parking.
- Additional parking capacity; identifying opportunities to acquire properties to add to public parking or arrangements for the use of private lots.
Additional signage requirements to inform users and direct them to available parking.

The recommendations will also include specific attention to the identification and mitigation of anticipated impacts associated with the proposed Raglan Street South streetscaping improvements with planned construction activities commencing in 2018.

Task 6.0 Documentation

The results of the parking surveys and resulting recommendations will be documented in the Draft Study Report to be circulated and reviewed by the Town. This report will be finalized with comments received integrated into the Final Report. The findings of this report and key recommendations will be presented to Town officials.

ABOUT OUR TEAM

Mr. Adam Howell, P.Eng., will serve as Project Manager, lead the development of the survey methodology and parking recommendations and will be the client contact responsible for the project coordination, quality control and staff assignment. Adam has more than 9 years of experience in transportation, planning studies including parking studies, traffic analysis, active transportation and transportation demand management. Adam was the parking data coordinator for WSP’s work on the City of Ottawa’s 2016 Central Area Parking Study Update, developed WSP’s monitoring plan for transportation and parking utilization for the redevelopment of Lansdowne Park in Ottawa, and was the project manager for WSP’s work on the Morrisburg Pedestrian and Traffic Operations Study.

Mr. Don Stephens, P.Eng., will provide quality review and technical input for the project serving as a Senior Adviser. As the Manager, Transportation Planning in Ottawa and WSP’s Transportation Planning Discipline Lead for Ontario and Atlantic Canada, Don has more than 30 years of experience in transportation planning and operations and has led a number of projects on behalf of the City of Ottawa, including the Revitalization of Lansdowne Park and Moving People: Review of Right-of-Way Allocation in Downtown Ottawa. Don is an active member of the Transportation Association of Canada, the Urban Transportation Council and the Joint Subcommittee on Active Transportation.

Adam and Don will draw on technical support from WSP’s Ottawa office to advance the parking assessment and recommendations, as well as the collective experience of WSP’s transportation planning staff with parking studies across Ontario.

PREVIOUS EXPERIENCE

Our Ottawa Transportation Team has been involved in a number of recent parking studies which are briefly highlighted below.

OTTAWA PUBLIC LIBRARY PARKING REQUIREMENTS ASSESSMENT

The proposed new Ottawa Central Library is planned to be located on LeBreton Flats in the core of Ottawa at 557 Wellington Street, next to a Light-Rail Transit station opening in 2018. The 170,000-square-foot facility will be used by both Library and Archives Canada and the Ottawa Public Library. Numerous users at various times (employees, library visitors, archives visitors, exhibit visitors and special events) will visit. Specifically the study included:

- A review of parking provision and management at selected libraries and cultural facilities in North America;
• An identification of parking needs for various facility users according to the time of day and type of day, accounting for a site that is well served by transit (200m from a new LRT station);

• Parking demand was estimated by user type to estimate overall parking demand on various days according to numerous factors (use of vehicle, length of stay, type of user, time of day, etc.);

• Recommendations on parking management and accessibility to site;

• Estimation of parking revenues.

CENTRAL AREA PARKING STUDY WEST

MMM Group (now WSP) was retained by the City of Ottawa to carry out on-street and off-street parking data collection and to update the parking inventory of the Central Area Parking Study (CAPS) in Ottawa’s Downtown Core (study area bounded by Elgin, Wellington, Bronson and Gloucester). The study included:

• Extensive survey of occupancy of both on-street and off-street parking for various times and days;

• Diagnostic of parking conditions in the Downtown Core of Ottawa.

• Overview of parking supply and demand side conditions by time of day and day of week

REVITALIZATION OF LANSDOWNE PARK - MONITORING PLAN

MMM Group (now WSP) was retained by the City of Ottawa and was responsible for data collection program design, data survey instruments as well as the overall implementation and data analysis to quantify and monitor transportation behaviour and utilization of TDM initiatives “before” the opening of the revitalized Lansdowne Park. This plan included the development of a rigorous data collection program initiated to establish mode shares, parking utilization and transportation use for day-to-day operations and with large scale sports events. MMM had also led the development of the Transportation Plans and TDM Strategy prior to being retained for this assignment.

MORRISBURG PEDESTRIAN AND TRAFFIC OPERATIONS STUDY

MMM Group (now WSP) was retained by the municipality of South Dundas to prepare a traffic and pedestrian operations study for the village of Morrisburg in the Township of South Dundas, Ontario. This study included a detailed review of the village’s existing vehicle and pedestrian infrastructure and generated a series of recommended new and upgraded pedestrian and road facilities with the goals of providing increased pedestrian connectivity throughout the village and providing more clarity for vehicle right-of-way and circulation within parking areas. The review also included the identification and comparative assessment of a number of candidate sites for a new parking area for heavy trucks and RVs to serve surrounding businesses and decrease parking on the shoulders of county roads. The project included a number of stakeholder and public consultations to engage the community on the observed issues and proposed recommendations.

PROPOSED FEES AND SCHEDULE

We will be prepared to schedule a kick off meeting and commence work as soon as the project is rewarded, and expect to be able to deliver the final report by the 31st of August, 2017. We recognize the limited availability of the Town’s summer staff, and anticipate that the majority of data collection will be concentrated in June and early July.
Our proposed fee for the development and compilation of the parking survey, final recommendations and documentation is $27,300, including disbursements and exclusive of HST. As noted above, our fee estimate is based on the field data collection program (approximately 4 days) being carried out with staff resources being provided by the Town of Renfrew. As indicated the field data collection program will consist of field observations over four time periods, approximately 40 hours (20 hours each for two people, or 40 hours for a single person). A detailed breakdown of these fees and a draft schedule of the work is appended to this letter proposal.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. We trust our proposal fully addresses your defined project scope and are available to discuss our approach with you further following your initial review. Please do not hesitate to contact the undersigned if you have any questions or require clarification of any aspect of the above approach.

Yours sincerely,

[Signature]

Don Stephens, P.Eng.
Discipline Lead, Transportation Planning
Ontario and Atlantic Canada
DATE: June 5th, 2017

SUBJECT: Encroachment Agreement with the Renfrew County District School Board

RECOMMENDATION: That Council pass By-Law No. 36-2017 being a by-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the Renfrew County District School Board with respect to the installation of one ground sign at the intersection of Veterans Memorial Boulevard and Barr Street.

ORIGINATOR: [Signature]
Ivan Burton, MCIP, RPP, Town Planner

DIRECTOR COMMENT:

FINANCIAL COMMENT: There is no financial impact resulting from the passing of By-Law No. 36-2017.

KERAY O'Reilly, CPA, CMA, Treasurer

BACKGROUND: The Department of Development and Works received a request form Shawn Wagner, Area Supervisor, Facility Services for the Renfrew County District School Board, on May 29th, 2017, to permit the installation of ground sign for the identification of Queen Elizabeth Public School located at 100 Veterans Memorial Boulevard. The proposed sign would be installed at the intersection of Veterans Memorial Boulevard and Barr Street as shown on Figure 1.

The proposed ground sign would have an approximate height of 20 feet and an area of 96 square feet. The sign would consist of a backlit static component and video board which would include automatic dimming and shut-off features so as to respect the local residential environment of the area. As presented in the applicant’s request, the proposed location is chosen in order to provide optimal sight lines and visibility. See Schedule “A” for a rendering/example of the proposed sign.
PLANNING ADVISORY COMMITTEE: The Planning Advisory Committee recommended to the Council of the Corporation of the Town of Renfrew that By-Law No. 36-2017 be approved, with respect to the execution of an Encroachment Agreement with the Renfrew County District School Board for the use of a portion of the public right-of-way at the intersection of Veterans Memorial Boulevard and Barr Street.

ALTERNATIVES CONSIDERED:
1. That Council not pass By-Law No. 36-2017
2. That Council pass By-Law No. 36-2017

DISCUSSION: The Renfrew County District School Board (RCDSB) is working on an initiative to beautify their schools and create a common identity across the schools within the RCDSB. The proposed encroachment and installation of the sign will effectively provide clear location of Queen Elizabeth Public School from Veterans Memorial Boulevard, as well as provide information on upcoming events and meetings for the school through the video board.

The Department of Development and Works and the Fire Department have conducted a review of the proposed location of
the ground sign. Based on this review, it has been determined that the proposed sign will not interfere with pedestrian and vehicular movements, visibility at the intersection and access to the fire hydrant located in proximity to the sign.

The proposed sign will include a video board which will help advertise events occurring at the local school facility. As mentioned by the Department to the applicant, the video board can also be used to warn drivers of the schools crossing located two hundred metres west of the proposed sign.

To conclude, the site plan and photograph have been incorporated within an Encroachment Agreement which is being considered as part of this report. The Encroachment Agreement sets out the responsibilities of each party and governs the details related to inspection and acceptance of the works. The execution of the Encroachment Agreement between the Owner and the Town will effectively ensure that the proposed development conforms to the approved drawings, provincial and municipal rules and regulations as well as indemnify and save harmless the Town from and against all costs, charges, expenses, suits, claims, losses and damages arising out of any injury, personal claim or property damage occasioned.

All respectfully submitted for Council's consideration.
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 36-2017

Being a By-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the Renfrew County District School Board in relation to the use of a portion of the public highway known as Veterans Memorial Boulevard.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, provides that a municipality may pass by-laws within the following spheres of jurisdiction: Highways, including parking and traffic on highways at section 11(3) 1; Culture, parks, recreation and heritage at section 11(3) 5 and Structures, including fences and signs at section 11(3) 7;

WHEREAS section 8 (1) of the Municipal Act, 2001 provides that sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable them to govern their affairs as they consider appropriate, and (b) enhance their ability to respond to municipal issues;

WHEREAS the Owner of 100 Veterans Memorial Boulevard (hereinafter called the "LICENSEE") has applied to the Council of the Corporation of the Town of Renfrew to permit the use of a portion of the public highway known as Veterans Memorial Boulevard;

AND WHEREAS the Council of the Corporation of the Town of Renfrew has agreed to grant such permission on certain terms and conditions;

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

1. THAT permission be granted to the Licensee to encroach upon that portion of the property as shown and described on Schedule "A" of the Agreement attached hereto, which lands may be used on a temporary basis for the installation of a ground sign, in strict accordance with Schedule "B" of the Agreement attached hereto, and subject to the execution of the Agreement with regards to the said encroachment, a copy of which Agreement is attached hereto and forms part of this By-law.

2. THAT the Mayor and Clerk be and are hereby authorized to execute an Encroachment Agreement with the Renfrew County District School Board in the form as set out in Appendix "A" attached hereto.

3. THAT this By-law shall take effect and come into force immediately upon the passage thereof.

Read a first and second time this _____ day of ________, 2017.

Read a third and final time this _____ day of ________, 2017.

Don Eady, Mayor

Kim R. Bulmer, Clerk
APPENDIX “A” TO BY-LAW NO. 36-2017

BETWEEN: 

RENFREW COUNTY DISTRICT SCHOOL BOARD
HEREINAFTER CALLED THE "LICENSEE"
OF THE FIRST PART

AND:

THE CORPORATION OF THE TOWN OF
RENFREW
HEREINAFTER CALLED THE "TOWN"
OF THE SECOND PART

WHEREAS the Licensee is the registered owner of Renfrew County District School Board located at 100 Veterans Memorial Boulevard, Renfrew;

AND WHEREAS the Licensee has requested permission to use a portion of the public highway known as Veterans Memorial Boulevard, shown and described on Schedule "A", (hereinafter referred to as "the Land"), in the Town of Renfrew, for the temporary installation of a ground sign, in strict accordance with Schedule "B" ("Encroachment");

AND WHEREAS the Council of the Corporation of the Town of Renfrew deems it expedient to permit this Encroachment to exist without charge, at the pleasure of Council;

NOW THEREFORE in consideration of the premises and mutual agreements contained herein, the parties hereby covenant and agree that subject to the terms and conditions stipulated herein, the Town grants to the Licensee the use of a portion of public highway known as temporary basis for the installation of a ground sign at the south-west corner of the premises known municipally as 100 Veterans Memorial Boulevard.

It is agreed that the Town shall allow the Encroachment by the Licensee upon the following terms:

1. GENERAL CONDITIONS

   a) It is understood and agreed that development of the lands affected by this Agreement shall be governed by the Agreement and attached Schedules. It is understood and agreed that written approval of the Town, in a form determined solely by the Town, is required prior to any departure from the specifications of the said Schedules being undertaken.

   b) The Licensee shall not commence or permit the commencement of any structure before the execution by the Licensee and the Town of this agreement.

   c) The Licensee acknowledges and agrees that failure to comply with any term or condition herein may result in the Town taking such action to enforce compliance, as deemed appropriate by the Town.

   d) Notwithstanding any other clause in this Agreement, permission to maintain the said Encroachment shall be terminated upon the Town giving thirty (30) days written notice to the Licensee that the lands occupied by the Encroachment are required for municipal purposes. The Licensee shall restore the Town property occupied by the Encroachment to the satisfaction of the Town at the Licensee's expense.
e) The Licensee understands and agrees that written authority of the Town shall be obtained prior to any alterations being made which would in any way represent a departure from the specifications detailed in the said Schedules. It is also understood and agreed that failure to comply with any term or condition contained herein or with the Schedules attached hereto, the approval inherent herein will become null and void and in which case the Licensee hereby agrees to cease all work on the herein described lands, immediately on receipt of notice by the Town, until such time as written authority is obtained from the Town to proceed.

f) The Licensee hereby covenants that in the event of the sale of 100 Veterans Memorial Boulevard, he will notify the Town of any change in ownership. Upon so doing and upon the transferee/purchaser entering into an agreement with the Town similar to this Agreement, providing proof of insurance and otherwise complying with the provisions of such Agreement, the Licensee will be thereupon released from all obligations under this Agreement. In that event, the Town shall provide the appropriate release of its interest in the Licensee insurance policy.

g) This Agreement shall be binding upon and enure to the benefit of the parties to this Agreement and their respective heirs, executors, administrators, successors and assigns.

2. **BUILDING AND PLANNING REQUIREMENTS**

a) The Encroachment shall be limited in size and location to that which is shown in Schedules "A" and "B".

b) The ground sign shall be installed in strict accordance with Schedule "B".

c) The ground sign shall be equipped with an automatic dimming feature in the backlit static and video board components of the sign. The Licensee shall coordinate the timeframes and use of the automatic dimming feature with the Director of the Department of Development and Works.

d) The Licensee covenants and agrees to satisfy all conditions of approval and abide by all municipal by-laws, statutes and regulations.

e) All exterior lighting shall be directed to shine down and away from abutting residential zones and public highways.

f) All areas landscaped shall be maintained by regular cutting and, shall present and maintain a neat, clean, and orderly appearance.

g) Upon completion of the Work, the licensee shall contact the Department of Development and Works in order to conduct a site inspection to determine the conformity of the completed Work. The Licensee shall make the necessary modifications as deemed required by the Department in order to meet the terms of this Agreement.

h) The Licensee shall be responsible for the construction, provision and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any work in respect to an installation. Traffic control shall be carried out in accordance with Book 7 of the latest edition of the Ontario Traffic Manual.
3. **REPAIRS AND MAINTENANCE**

   a) the Licensee shall not do or permit to be done to Town property anything which may constitute a nuisance, cause physical damage to the property, or cause injury or annoyance to occupants of neighboring premises, as determined by the Town.

   b) The Licensee covenants that during the term of this Agreement, he shall keep in good condition all Town property, including any alterations made thereto, and shall with or without notice, promptly make all necessary repairs/replacements, as determined by the Town.

   c) The Licensee shall immediately give written notice to the Town of any substantial damage that has occurred to Town property from any cause related to the Encroachment and extent of such use/occupation of the public highway by the Licensee.

   d) Where any public highway has been used for the provision of the said Encroachment and has been damaged by the Licensee or any employees or authorized agents of the Licensee as a result of such use, the Licensee shall restore or reconstruct it to its former state to the satisfaction of the Town.

   e) If maintenance of Town property or services is required, the Encroachment shall be removed temporarily at the Licensee’s expense.

4. **MODIFICATIONS**

   a) If the Licensee, during the term of this Agreement, desires to make any alterations or changes to the conditions contained herein, the Licensee may do so provided that any proposed changes are approved in writing by the Town.

   b) Any proposed changes or alterations must comply with all applicable Ontario Building Code provisions, other provincial legislation, and municipal By-laws.

   c) Minor modifications made to this Encroachment Agreement may be approved without an amendment to this Agreement with the authorization of the Director of the Department of Development and Works.

5. **INSURANCE**

   a) The Licensee covenants and agrees to indemnify and save harmless the Town from and against all costs, charges, expenses, suits, claims, losses and damages arising out of any injury, personal claim or property damage occasioned by the said Encroachment or by any losses which the Town may sustain, incur or for which the Town may be liable in consequence of the said Encroachment and the granting of this Licence.

   b) The Licensee hereby covenants to place insurance on the said Encroachment in the joint names of the Town and the Licensee for public liability in the amount of not less than FIVE MILLION DOLLARS ($5,000,000.00). The said insurance may be included in the Licensee insurance of the Lands but must show the interest of the Town with respect to the public liability claims arising by reason of the said Encroachment on the Encroached Lands and the matters referred to in Paragraph 5 a) hereof.
c) The Licensee hereby covenants and agrees to indemnify, remise, release and discharge the Town, its servants, agents and contractors, from all manner of actions, causes of action, suits, claims, costs, work, alteration or improvement of the property during the term of this Licence.

d) The Licensee waives any claim against the Town for damages to the Encroachment resulting from the Town's activities within the road allowance.

e) The Licensee shall forward to the Town, prior to the signing of this Agreement by the Town, a Certificate of Liability Insurance. This Certificate of Insurance shall be signed by an authorized employee of the Insurance Company providing the insurance. Such insurance policy shall contain an endorsement to provide the Town and the Licensee with not less than thirty (30) days written notice of cancellation.
IN WITNESS WHEREOF the Licensee hereunto set his Hand and Seal or affixed its Seal duly attested to by its proper officers in that behalf.

DATED AT THE _________________ THIS ___ DAY OF _________________, 2017.

SIGNED, SEALED AND DELIVERED in the presence of:

RENFREW COUNTY DISTRICT SCHOOL BOARD

Per:
Title:

"I/We have the authority to bind the Corporation"

DATED AT THE TOWN OF RENFREW THIS ___ DAY OF _________________, 2017.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE TOWN OF RENFREW

Don Eady, Mayor

Kim R. Bulmer, Clerk
SCHEDULE "A"

Portion of the public highway known as Raglan Street South, Town of Renfrew, and located directly at the south-east corner of the premises known municipally as 100 Veteran Memorial Boulevard.

Location of Encroachment
The original can be viewed at the Corporation of the Town of Renfrew at the following address: 127 Raglan Street South, Renfrew, Ontario, K7V 1P8
DATE: June 7<sup>th</sup>, 2017

SUBJECT: Encroachment Agreement with Renfrew Victoria Hospital

RECOMMENDATION: That Council pass By-Law No. 37-2017 being a by-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with Renfrew Victoria Hospital with respect to the installation of three new directional signs located throughout the Health Village Campus.

ORIGINATOR: Iván Burton, MCIP, RPP, Town Planner

DIRECTOR COMMENT: Mike Asselin, P. Eng, Director of Development and Works

FINANCIAL COMMENT: There is no financial impact resulting from the passing of By-Law No. 37-2017.

BACKGROUND: On December 13<sup>th</sup>, 2016, Council approved By-law No. 84-2016 authorizing the Mayor and Clerk to execute an Encroachment Agreement with Renfrew Victoria Hospital with respect to the installation of two directional signs at the intersection of Raglan Street North and Grigg Avenue. The Agreement was executed by all parties in February 2017 and the signs were fully installed on March 29<sup>th</sup>, 2017.

As part of the development of the professional building on the property identified as being Part of Lot 14, Concession 1, Albert and Stewart Street as well as the construction of Health Village Lane, the Renfrew Victoria Hospital has requested the installation of:
- one new directional sign within the municipal right-of-way known as Raglan Street North; and
- two new directional signs within the Albert Street right-of-way.

The locations of the existing and proposed signs are shown on Schedule "A" and the renderings of each sign are shown on Schedule "B".

BACKGROUND: On December 13<sup>th</sup>, 2016, Council approved By-law No. 84-2016 authorizing the Mayor and Clerk to execute an Encroachment Agreement with Renfrew Victoria Hospital with respect to the installation of two directional signs at the intersection of Raglan Street North and Grigg Avenue. The Agreement was executed by all parties in February 2017 and the signs were fully installed on March 29<sup>th</sup>, 2017.

As part of the development of the professional building on the property identified as being Part of Lot 14, Concession 1, Albert and Stewart Street as well as the construction of Health Village Lane, the Renfrew Victoria Hospital has requested the installation of:
- one new directional sign within the municipal right-of-way known as Raglan Street North; and
- two new directional signs within the Albert Street right-of-way.

The locations of the existing and proposed signs are shown on Schedule "A" and the renderings of each sign are shown on Schedule "B".

SIGNATURE: Keray M. O'Reilly, CPA, CMA, Treasurer
The installation of the three new directional signs will guide traffic coming from Health Village Lane, Albert Street and the existing helipad parking area. In order to ensure visibility of the signs, as well as to avoid interruptions with the flow of traffic, the signs are proposed to be located on municipal property.

**ALTERNATIVES CONSIDERED:**


2. That Council pass By-Law No. 37-2017

**DISCUSSION:**

The proposed encroachment and installation of directional signs will effectively provide clear direction to the patients and users of the health service facilities. Following several on-site inspections, the Department has determined that the signs will not interfere with underground services and the functionality and visibility of the road network.

The Encroachment Agreement will effectively ensure that the signs will conform to the approved drawings and building permit. Furthermore, the Agreement will indemnify and save harmless the Town from and against all costs, charges, expenses, suits, claims, losses and damages arising out of any injury, personal claim or property damage occasioned.

All respectfully submitted for Council's consideration.
Schedule "B"
Rendering of Proposed Signs
*Text May Change*

Signs 1 and 2 (Existing)

- ILLUMINATED ALUMINUM CLAD PYLON SIGN WITH CUT-OUT, PUSH THROUGH LETTERS FLUSH WITH SIGN FACADE, DAY/NIGHT FILM ON LETTER FACE

SIDE A1

SIDE A2

SIDE B1

SIDE B2

Sign 3

- EXIT ALUMINUM FRAME PAINTED RED
- NEW SIGN FACE
- RED REFLECTIVE VINYL GRAPHICS
- 4" ALUMINUM POSTS PAINTED RED - 2 (N)

SIDE A

SIDE B

Sign 4

- ILLUMINATED ALUMINUM FACE WITH CUT-OUT, PUSH THROUGH LETTERS FLUSH WITH SIGN FACADE, DAY/NIGHT FILM ON LETTER FACE

SIDE A

SIDE B

Sign 5
CORPORATION OF THE TOWN OF RENFREW

BY-LAW NO. 37-2017

Being a By-law to authorize the Mayor and Clerk to execute an amended encroachment agreement with Renfrew Victoria Hospital, in relation to the installation of Directional Signs on municipal right-of-way known as Raglan Street North and Albert Street

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, provides that a municipality may pass by-laws within the following spheres of jurisdiction: Highways, including parking and traffic on highways at section 11(3) 1; Culture, parks, recreation and heritage at section 11(3) 5 and Structures, including fences and signs at section 11(3) 7;

WHEREAS section 8 (1) of the Municipal Act, 2001 provides that sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable them to govern their affairs as they consider appropriate, and (b) enhance their ability to respond to municipal issues;

WHEREAS the Renfrew Victoria Hospital (hereinafter called the "LICENSEE") has applied to the Council of the Corporation of the Town of Renfrew for permission to allow, as part of the building permit application, the installation of three (3) Directional Signs on lands within the public highways known as Raglan Street North and Albert Street (hereinafter referred to as "the Roads");

AND WHEREAS the Council of the Corporation of the Town of Renfrew has agreed to grant such permission on certain terms and conditions;

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

1. THAT permission be granted to the Licensee to encroach upon that portion of the Roads as shown on Schedules "B" and "C" of the Agreement attached hereto, which lands may be used to allow for the installation of three (3) Directional Signs, subject to the execution of the Agreement with regards to the said encroachment, a copy of which Agreement is attached hereto and forms part of this By-law.

2. THAT the Mayor and Clerk be and are hereby authorized to execute an Encroachment Agreement with Renfrew Victoria Hospital, in the form as set out in Appendix "A" attached hereto.

2. THAT this By-law shall take effect and come into force immediately upon the passage thereof.

Read a first and second time this _____ day of __________, 2017.

Read a third and final time this _____ day of __________, 2017.

__________________________  ___________________________
Don Eady, Mayor                  Kim R. Bulmer, Clerk
APPENDIX “A” TO BY-LAW NO. 37-2017

BETWEEN: RENFREW VICTORIA HOSPITAL

HEREINAFTER CALLED THE “LICENSEE”

OF THE FIRST PART

AND: THE CORPORATION OF THE TOWN OF RENFREW

HEREINAFTER CALLED THE “TOWN”

OF THE SECOND PART

WHEREAS the Licensee is the registered owner of a building and land known as 499 Raglan Street North, Renfrew, more particularly described in Schedule "A" attached hereto;

AND WHEREAS the Licensee has requested permission to install three (3) Directional Signs that will encroach over the public highways known as Raglan Street North and Albert Street (hereinafter referred to as “the Roads”), in the Town of Renfrew, in accordance with the plan and renderings attached as Schedules “B” and “C” ("Encroachment");

AND WHEREAS the Council of the Corporation of the Town of Renfrew deems it expedient to permit this Encroachment to exist without charge, at the pleasure of Council;

NOW THEREFORE the Town agrees to allow the Encroachment upon the following terms:

1. That the Encroachment shall be limited in size and location to that which is shown in Schedules “B” and “C”.

2. That the Directional Signs shall be installed in strict accordance with Schedules “B” and “C”.

3. That the permission granted under this Agreement shall expire upon the demolition or removal of the said Directional Signs, either completely or in such substantial degree as to be incapable of restoration except by reconstruction.

4. That the Licensee covenants and agrees to indemnify and save harmless the Town from and against all costs, charges, expenses, suits, claims, losses and damages arising out of any injury, personal claim or property damage occasioned by the said Encroachment or by any losses which the Town may sustain, incur or for which the Town may be liable in consequence of the said Encroachment and the granting of this Licence.

5. That the Licensee hereby covenants to place insurance on the said Encroachment in the joint names of the Town and the Licensee for public liability in the amount of not less than TWO MILLION DOLLARS ($2,000,000.00). The said insurance may be included in the Licensee insurance of the Lands but must show the interest of the Town with respect to the public liability claims arising by reason of the said Encroachment on the Encroached Lands and the matters referred to in Paragraph 5 hereof.
6. That the Licensee grants to the Town full power and authority to settle any such actions, suits, claims or demands on such terms as the Town may deem advisable and the Licensee covenants and agrees with the Town to forthwith pay to the Town on demand all monies paid by the Town in pursuance of any such settlement and such sum as shall represent the reasonable costs of the Town or its solicitors in defending or settling any such actions, suits, claims or demands, based on a solicitor and own client basis.

7. That the Licensee hereby covenants and agrees to indemnify, remise, release and discharge the Town, its servants, agents and contractors, from all manner of actions, causes of action, suits, claims, costs, work, alteration or improvement of the road allowance during the term of this Licence.

8. That the Licensee waives any claim against the Town for damages to the Encroachment resulting from the Town's activities within the road allowance.

9. If maintenance of Town property or services is required, the Encroachment shall be removed temporarily at the Licensee's expense.

10. Notwithstanding any other clause in this Agreement, permission to maintain the said Encroachment shall be terminated upon the Town giving sixty (60) days written notice to the Licensee that the lands occupied by the Encroachment are required for municipal purposes. The Licensee shall restore the Town property occupied by the Encroachment to the satisfaction of the Town at the Licensee's expense.

11. That the Licensee hereby covenants that in the event of the sale of the Land, he will notify the Town of any change in ownership. Upon so doing and upon the transferee/purchaser entering into an agreement with the Town similar to this Agreement, providing proof of insurance and otherwise complying with the provisions of such Agreement, the Licensee will be thereupon released from all obligations under this Agreement. In that event, the Town shall provide the appropriate release of its interest in the Licensee insurance policy.

12. This Agreement shall be binding upon and enure to the benefit of the parties to this Agreement and their respective heirs, executors, administrators, successors and assigns.
IN WITNESS WHEREOF the Licensee hereunto set his Hand and Seal or affixed its Seal duly attested to by its proper officers in that behalf.

DATED AT THE _________________ THIS ___ DAY OF _________________, 2017.

SIGNED, SEALED AND DELIVERED in the presence of:

RENFREW VICTORIA HOSPITAL

__________________________
Per: 
Title:

__________________________
Per: 
Title:

"We have the authority to bind the Corporation"

DATED AT THE TOWN OF RENFREW THIS ___ DAY OF _________________, 2017.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE TOWN OF RENFREW

__________________________
Don Eady, Mayor

__________________________
Kim R. Bulmer, Clerk
SCHEDULE “A”

499 Raglan Street North; Part of Lot 14, Concession 1
Schedule "B"
Rendering of Proposed Signs
*Text May Change*

Signs 1 and 2 (Existing)

**SIDE A1**
- ILLUMINATED ALUMINUM CLAD PYLON SIGN WITH CUT-OUT, PUSH THROUGH LETTERS, FLUSH WITH SIGN FACE, DAY/NIGHT FILM ON LETTER FACE

**SIDE A2**
- RVH
- Parking
- Visitor Parking
- Visitor Parking
- Emergency
- Red Reflective Vinyl Graphics
- Mounting

**SIDE B1**
- RVH
- Parking
- Visitor Parking
- Visitor Parking
- Emergency
- Red Reflective Vinyl Graphics
- Mounting

**SIDE B2**
- RVH
- Parking
- Visitor Parking
- Visitor Parking
- Emergency
- Red Reflective Vinyl Graphics
- Mounting

Sign 3

**SIDE A**
- EMERGENCY ENTRANCE
- EXTRALUMINUM FRAME PAINTED RED
- NEW SURFACE
- RED REFLECTIVE VINYL GRAPHICS
- 4" ALUMINUM POSTS, PAINTED RED - 2 SH

**SIDE B**

Sign 4

**Sign 5**

Encroachment Agreement – Renfrew Victoria Hospital
DATE
June 7, 2017

SUBJECT
Award of Engineering Services for Barnet Boulevard Rehabilitation (RFP # 07-2017).

RECOMMENDATION
THAT Council pass By-law 39-2017 being a by-law to award the engineering services for the Barnet Boulevard Rehabilitation project to Morrison Hershfield Limited in the amount of $243,338.69, inclusive of non-refundable HST.

And FURTHER THAT:

The Director of Development and Works be authorized to execute a professional services agreement with Morrison Hershfield Limited.

ORIGINATOR
Lane Cleroux, Engineering Technician

DIRECTOR
Michel Asselin, P.Eng, Director of Development & Works

FINANCE COMMENT
This project was approved as part of the 2017 Capital Budget, at a total estimated cost of $2,416,546.

Source of financing for the project includes: OCIF top-up funding of $1,027,028; RPG dividend; Federal Gas Tax; reserves and 2017 taxation.

Keray M. O'Reilly, CPA, CMA – Treasurer

INTERNAL REVIEW
N/A

COMMITTEE COMMENT
The Development and Works Committee has not had an opportunity to provide comments on this report.
BACKGROUND

In October 2016 the Town submitted an application for the rehabilitation of Barnet Boulevard and received confirmation on February 17, 2017 that it was successful in attaining the Ontario Community Infrastructure Fund (OCIF) Top-Up Application Component - 2016 Intake. The Town subsequently entered into a Contribution Agreement with the Province of Ontario.

The Town of Renfrew will receive $1,027,028 from the OCIF Top-Up Application Component and will finance the balance of $1,389,518 of the $2.4 million project, including engineering services and construction.

The project limit for the Barnet Boulevard Rehabilitation is Eighth Street to Raglan Street South. Barnet Boulevard is constructed as a combination of a two lane road and a two lane divided road, which is intended to remain the same configuration. The road section is approximately 885 meters in length and is constructed to an urban section with curbs, sidewalks, underground water, sanitary sewer and storm drainage systems. Sections that currently have no curbs are to be reconstructed with curbs to control storm drainage and define driving lanes. The design will include extension and replacement of sidewalks with limited repair to the underground infrastructure. The sidewalk extension will provide a continuous link to the Millennium Trail. The project limits are shown graphically in Schedule “A”.

The engineering design for the project will be completed in 2017. It is anticipated that the construction contract will be awarded in the spring of 2018 with construction taking place throughout the summer/fall of 2018. The Town has proceeded with the land survey and the CCTV inspection of the storm and sanitary sewers in advance of awarding the engineering services.

The Department of Development and Works issued a request for proposal (RFP) on April 22, 2017 to six engineering firms for services to complete a design and provide construction management for the rehabilitation of Barnet Boulevard.

Four proposals were received by the May 4, 2017 deadline, with prices ranging from $234,180.00 to $400,680.00 plus HST.

Proposals were evaluated by the Engineering Technician and the Director of Development and Works. The evaluation criteria was set out in the RFP, which included the understanding of the project, experience of the firm and
assigned team, methodology, schedule and financial. The proposal included design fees in 2017 and fees for the supervision of construction and contract administration in 2018 and post-construction services into 2019.

Morrison Hershfield’s proposal received the highest score and is lower than the Department’s estimate. Their proposal listed 1730 hours of design and contract administration to complete the reconstruction.

DISCUSSION

The Town of Renfrew’s request for proposal system provides evaluation of consultants and assesses the ability of the consultants to provide the necessary services.

The Development and Works team believe that Morrison Hershfield’s proposal provides the best overall value and the firm has the ability to complete the project.

The Department of Development and Works recommends that Council proceed with the award of the project.

All respectfully submitted for Council’s consideration.
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 39-2017

Being a By-Law to award the engineering services for the Barnett Boulevard Rehabilitation Project to Morrison Hershfield Limited.

WHEREAS under Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, the Corporation of the Town of Renfrew has the authority to pass by-laws to enter into agreements; and

WHEREAS the Town of Renfrew requires outside engineering services to provide the design, and assist with construction tendering and contract administration necessary to undertake the rehabilitation of Barnett Boulevard; and

WHEREAS the proposal submitted by Morrison Hershfield Limited is recommended for adoption by the staff of the Development & Works Department.

NOW, THEREFORE the Council of the Corporation of the Town of Renfrew hereby enacts:

1. THAT the Council of the Corporation of the Town of Renfrew approve of the awarding of the proposal from Morrison Hershfield Limited in the amount of $243,338.89, inclusive of non-refundable HST, for engineering services for the Barnett Boulevard Rehabilitation Project.

2. THAT the Director of Development and Works is hereby authorized to execute a professional services agreement with Hershfield Morrison Limited to be attached hereto as Schedule “A” and to form part of this By-Law as if fully recited herein.

3. THAT the Director of Development and Works be empowered to do and execute all things, papers and documents necessary to the execution of the said agreement.

4. THAT this By-law shall come into force and take effect immediately upon the passage thereof.

Read a first and second time this 13th day of June, 2017.

Read a third time and finally passed this 13th day of June, 2017.

Don Eady, Mayor

Kim R. Bulmer, Clerk
DATE       June 7, 2017

SUBJECT    Award of Engineering Services for Highway 60 - Downtown (RFP # 08-2017).

RECOMMENDATION    THAT Council pass By-law 40-2017 being a by-law to award the engineering services for the Highway 60 - Downtown Project to Jp2g Consulting Inc. in the amount of $558,341.86 inclusive of non-refundable HST.

And FURTHER THAT:

The Director of Development and Works be authorized to execute a professional services agreement with Jp2g Consulting Inc.

ORIGINATOR   
Lane Cleroux, Engineering Technician

DIRECTOR     
Michel Asselin, P.Eng. Director of Development & Works

FINANCE COMMENT  The engineering design for this project was approved as part of the 2017 Capital Budget.

The project costs of contract administration and construction will be included in the 2018 Capital Budget, which will identify the various funding sources, including $3 million from the Ministry of Transportation Connecting Link Program.

INTERNAL REVIEW  N/A

COMMITTEE COMMENT  The Development and Works Committee has not had an opportunity to provide comments on this report.

Keray M. O'Reilly, CPA, CMA – Treasurer
Ontario Connecting Links are municipal roads that connect two ends of a provincial highway through a community or to an international or interprovincial border crossing. These are critical roadways that serve provincial and municipal interests, as they carry long-distance provincial highway traffic moving through communities, as well as local traffic within the community. Connecting Links are formally designated under Section 21 of the Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P. 50 as amended. Under the Act, a connecting link remains a "highway" under the jurisdiction and control of the municipality. Connecting links are typically under the ownership of a lower tier municipality or a single tier municipality. Where a connecting link intersects with an upper tier highway, the intersection remains under the jurisdiction and control of the upper tier municipality. These intersections are eligible for funding under the Connecting Links Program. Currently, there are 352 kilometres of connecting links, with 70 bridges in 77 Ontario municipalities. The Province of Ontario discontinued the Connecting Link Program in 2013, leaving municipalities with no dedicated funding for connecting links. A new Connecting Link Program was introduced in 2015 which provides an annual commitment of $20 million. The program will increase to $25 million in 2017-18 and $30 million per year by 2018-19. Funding provides up to 90 percent of total eligible project costs and the maximum amount of funding for eligible costs is $3 million per project.

The Town of Renfrew has 6.8 km of connecting links, consisting of Highway 60 and 132 and one bridge. Highway 60 includes O'Brien Road, Veterans Memorial Boulevard, Raglan Street South/North, Bridge Street and Stewart Street. Highway 132 consists of Lisgar Avenue, Lochiel Street North and Munroe Avenue West.

The Town of Renfrew has been successful in previous projects in the Connecting Link Program and other funding programs for Highway 60 and 132. A list of projects is itemized in Schedule "A". The Town improved 3.38 km of Connecting Link roads in 2015 and 2016 funded by the Small Rural and Northern Municipal Infrastructure Fund and the Ontario Community Infrastructure Fund. In the second intake of the Connecting Link funding application the Town provided the MTO a list of future projects. (See Schedule "B")

The last rehabilitation of Raglan Street South was completed in 2000. The project commenced on September 27, 1999.
and was completed on July 27, 2000. The project limits were from Opeongo Road to Bridge Street. The scope of work entailed new storm sewers, asphalt curbs and a 0.6 m strip of sidewalk. The street furniture, street signs and street lights were also replaced but are showing signs of age. Sanitary sewers and watermains were not replaced at that time.

The Town of Renfrew made application during the 2016/17 Connecting Links Program in January 2016, but was not selected for funding. Town staff was encouraged to reapply for a second intake of the Connecting Link Program in October 2016 and received confirmation on March 29, 2017 that the Town of Renfrew was successful in obtaining $3 million towards the reconstruction of Raglan Street through the Ministry of Transportation’s 2017/18 Connecting Link Program.

The Town advanced the design process ahead of the funding announcement in preparing a downtown Streetscape Master Plan (SMP) and Urban Design Guidelines. The final public consultation took place on April 18, 2017 and the Plan is being finalized. The SMP sets out recommendations on layout of streetscape features, sidewalk texture features, planters and trees, tree wells, lighting and street furniture which will be used during the engineering design.

The reconstruction of Raglan Street project limits are Highway 60 (Raglan Street South) from Hall Avenue to Bonnechere River Bridge (Bridge Street). The County Road 52 intersection (Raglan Street South/Hall Avenue/Veterans Memorial Boulevard) will not be included in the project as it is under Renfrew County jurisdiction. The Town will work with the County to resurface the intersection either during this project or the County Road 52 resurfacing project. The road section is approximately 1360 meters in length and is constructed to an urban standard. The infrastructure to be rehabilitated includes, but is not limited to, watermains, sanitary sewers, storm sewers, services to the building face, curbs, sidewalks, trees, street furniture, traffic and pedestrian signals. The estimated total project budget inclusive of 1.76% HST is $6,167,753.75. The project limits are shown graphically in Schedule “C”.

The engineering design and public consultation for the project will be completed in 2017. It is anticipated that the construction contract will be awarded in the spring of 2018 with construction taking place throughout the summer/fall of 2018. The Town has proceeded with the land survey and CCTV inspection of the storm and sanitary sewers in
advance of awarding the engineering services to stay ahead of schedule.

The Department of Development and Works issued a request for proposal (RFP) on April 28, 2017 to seven engineering firms for services to complete a design and provide construction management for the Rehabilitation of Highway 60. The RFP outlined the requirement for investigation of trenchless technologies to limit excavations. The consultant will be obligated to have a minimum of two public open houses and meet with affected property owners and/or merchants along with Town staff. Four proposals were received by the May 16, 2017 deadline, with prices ranging from $399,907.00 to $694,575.00 plus HST.

Proposals were evaluated by the Planner, Engineering Technician and the Director of Development and Works. The evaluation criteria was set out in the RFP, which included the understanding of the project, experience of the firm and assigned team, methodology, schedule and financial. The proposal included design fees in 2017, fees for the supervision of construction and contract administration in 2018 and post-construction services into 2019.

Jp2g received the highest score and are within the Department’s estimate. Their proposal listed 4813 hours of design and contract administration to complete the reconstruction. Jp2g is currently contracted for the design and contract administration of Plaunt Street Phase II. Jp2g has completed projects Hwy 132 and Plaunt Street Phase I, Health Village Lane and O’Brien Sanitary Extension. Jp2g have specific experience in small town main street reconstruction projects.

**DISCUSSION**

The Town of Renfrew’s request for proposal system provides evaluation of consultants and assesses the ability of the consultants to provide the necessary services.

Jp2g had experience with the Town of Arnprior Downtown Revitalization Project and the Development and Works team believes that Jp2g’s proposal provides the best overall value, knowledge and ability to complete the project.

The Department of Development and Works recommends that Council proceed with the award of the project.

All respectfully submitted for Council’s consideration.
Schedule “A”
List of Connecting Link projects since 1999

Raglan Street Reconstruction, Contract RAG-1
Year: 1998 to 2000
Description: Raglan St. S. from Hall to Munroe Ave.
Highway: 60
Length: 1.0 km
Funding: Connecting Link Program
Funding Amount: $1,773,431.53
Total Project Cost: $1,970,479.48

Stewart Street Resurfacing, 11-2010
Year: 2010
Description: Stewart St. from Bonnechere River Bridge to Bruce St.
Highway: 60
Length: 0.4km
Funding: Connecting Link Program
Funding Amount: $180,000.00
Total Project Cost: $248,767.82

Highway 132 Rehabilitation, 10-2014
Year: 2014-2015
Description: Lisgar Ave., Lochiel St. N. and Munroe Ave. W.
Highway: 132
Length: 1.73km
Funding: Small Rural and Northern Municipal Infrastructure Fund
Funding Amount: $1,987,889.33
Total Project Cost: $2,385,571.93

Highway 60 Rehabilitation, 01-2016
Year: 2015-2016
Description: O’Brien Rd and Veterans Memorial Blvd.
Highway: 60
Length: 1.65km
Funding: Ontario Community Infrastructure Fund
Funding Amount: $1,999,911.00
Total Project Cost: $3,042,437.08
Schedule "C" Highway 60 (Raglan Street / Bridge Street) - Reconstruction Map

Legend
- Sidewalks
- Roadway
- Proposed Upgrade to Signalized
- Signalized Intersections
- Crossovers
- Limits of Work

Highway 60 (Raglan Street / Bridge Street) Reconstruction
Start: Bonnechere Bridge
End: Renfrew County Road 52 (Raglan Street South)
Length: 1.3 km
Speed: 50 km/h
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 40-2017

Being a by-Law to award the engineering services for the Highway 60 - Downtown Project to Jp2g Consulting Inc..

WHEREAS under Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, the Corporation of the Town of Renfrew has the authority to pass by-laws to enter into agreements; and

WHEREAS the Town of Renfrew received funding through the Ministry of Transportation Connecting Link Program; and

WHEREAS the Town of Renfrew requires outside engineering services to provide the design, and assist with construction tendering and contract administration necessary to complete the Highway 60 – Downtown Project; and

WHEREAS the proposal submitted by Jp2g Consulting Inc. is recommended for adoption by the staff of the Development & Works Department.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew hereby enacts:

1. THAT the Council of the Corporation of the Town of Renfrew approve of the awarding of the proposal from Jp2g Consulting Inc. in the amount of $558,341.86, inclusive of non-refundable HST, for engineering services for the Highway 60 – Downtown Project.

2. THAT the Director of Development and Works is hereby authorized to execute a professional services agreement with Jp2g Consulting Inc. to be attached hereto as Schedule “A” and to form part of this By-Law as if fully recited herein.

3. THAT the Director of Development and Works be empowered to do and execute all things, papers and documents necessary to the execution of the said agreement.

4. THAT this By-law shall come into force and take effect immediately upon the passage thereof.

Read a first and second time this 13th day of June, 2017.

Read a third time and finally passed this 13th day of June, 2017.

____________________   ______________________
Don Eady, Mayor       Kim R. Bulmer, Clerk
ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

MINUTES OF MEETING 5-2017

Thursday, May 4th, 2017 @ 9:00 a.m.
Boardroom

I. Attendance

Mayor Don Eady (Acting Chair)
Reeve Emon
Clerk Bulmer
Deputy Clerk Charkavi

II. Declaration of Pecuniary Interest

None Declared.

III. Delegations/Deputations

IV. Confirmation of Meeting Notes

MOVED by, Mayor Eady, Seconded by Reeve Emon

THAT the minutes of Meeting 4-2017 of the Economic Development & Tourism Committee be adopted as printed.

- CARRIED -

V. New and Unfinished Business Arising

I) Land Property Related Matters

a. Lindsay Family Land (Arthur Avenue)

Clerk Bulmer advised Committee that the land referenced above has been offered to be donated to the Town of Renfrew, the property owners have requested should the town accept a donation that a tax receipt be provided for the cost of the property. Clerk Bulmer stated that the property owners have had an appraisal completed and as required so has Town staff, he added that the two amounts are very different as the property owner’s appraisal considers the property to be a building lot while the Town’s appraisal has the property listed as vacant land. Clerk Bulmer stated that this is a situation that will have to be discussed with the property owners.

Reeve Emon suggested that staff contact the Canada Revenue Agency (CRA) to discuss the issue and further offered that the CRA is open to consultation.
b. Post Office RFP

Clerk Bulmer highlighted the recent events surrounding the RFP for the sale of the Post Office. He stated that the RFP was sent to three local agencies and five out of town agencies, only one agency attended the mandatory site meeting, that agency was CBRE and they have since submitted an RFP.

He advised that the proposal has a phased in approach which will help all understand the process that is taking place. He added that the proposal is a total cost of $20,000 payable when the Post Office sells and a 2.5% commission to any supporting realtor. Clerk Bulmer stated that the Senior Management Team is comfortable with the proposal and with the approval of Committee will be on the agenda for the May 9, 2017 Council meeting. He also added that the heritage component process will soon begin and the Senior Management Team is suggesting contacting the same company that assisted the Municipality with the St. Paul's Church heritage assessment. In addition, Clerk Bulmer added that CBRE suggested that the municipality undertake an appraisal of the Post Office.

MOTION

MOVED by, Reeve Emon, Seconded by Mayor Eady

THAT the Economic Development and Tourism Committee support the award of the RFP Broker Service to CBRE.

- CARRIED -

c. Court Space Lease

Clerk Bulmer updated Committee on the lease of space to the Provincial Court. He stated that at this time the leases are short term, but staff are continuing to work towards a long term lease/commitment.

d. O.P.P Space

Committee discussed the roof replacement for the section of building used in the past by the OPP. Committee discussed the project further, including ensuring that the roof replacement enables the creation of an open space so that the municipality can have something to work with when renovations begin. Committee also discussed uses of the space.

MOTION

MOVED by, Reeve Emon, Seconded by Mayor Eady

THAT the Economic Development and Tourism Committee supports the Director of Parks & Recreation to include the opening of the former OPP space when the roof replacement is completed.

- CARRIED -
e. Tourism Building

Clerk Bulmer updated Committee on the Tourism Building and indicated that Director Hill is working on this project and will have a full update shortly, however, he noted that the building is no longer a Saw Tech project.

f. Program Centre

Committee discussed the program centre that houses the Chamber of Commerce and BIA offices and the issues facing that building.

ii) “Our Town” Newsletter

Clerk Bulmer advised Committee that the next installment of the newsletter should begin. Mayor Don Eady added that he would like to see the Town’s vital organizations summarized in this edition.

iii) RED Grant – Update

Deputy Clerk Charkavi advised that the RED Grant has been moved onto the next stage, however, there is no word yet on when the announcements of which applications were successful will be made.

iv) Rack Cards

Committee discussed the creation of a new Rack Card.

v) Peter Lockyer Project

Reeve Emon stated that he was approached by Mr. Lockyer to create a video of Renfrew in his series titled “History Lives Here”. Reeve Emon provided Committee with a copy of the latest DVD created for the Belleville area. Committee liked the project, however had some questions and have directed Reeve Emon to invite Mr. Lockyer to the next ED&T Committee meeting.

vi) Purchase of Golf Shirts – for fundraising events

Deputy Clerk Charkavi requested permission to order golf shirts for the upcoming tournaments that will be taking place in Renfrew and to authorize the giving of gifts from the Recreation Department such as courses and programs as prizes for the many fundraisers. Deputy Clerk Charkavi added that if the request is for more than what was discussed here today, the request will come before Committee. Committee directed Deputy Clerk Charkavi to proceed.

vii) Art Guild Update

Clerk Bulmer updated Committee on the Art Guild’s request to display and sell art in the Town of Renfrew. He stated that at the last meeting that Mr. Steklenburg attended, Committee advised that without insurance the Art Guild could not obtain a Transient Trader License to display.sell art on Town property. He further added that since that meeting the Art Guild has now obtained liability
insurance and would like to move ahead with their request. Committee discussed the request and decided that Low Square is used primarily by not-for-profit organizations and fundraising events. Committee directed staff to respond to the Art Guild that the Town property located in front of the Post Office would be the best location for their display/selling of art.

viii) Parking Lot – Doug Fraser

Clerk Bulmer stated that he had been approached by a few Downtown merchants as to whether or not the Town would be purchasing the parking lot for sale behind the old Fraser’s Clothing Store. Committee discussed the price of the lot and the value of its parking for Town purposes. Director Asselin stated that the Town must develop a strategy for parking during the upcoming Downtown Revitalization. Committee directed Director Asselin to bring an RFP forward to the Development & Works Committee for this proposal.

ix) Saw Tech – Volunteers

Deputy Clerk Charkavi advised Committee that the Town of Renfrew will have a table at the Saw Tech Log Expo and will be selling the Craft Beer & Food Truck Festival glasses to promote the event. She requested volunteers from the Committee to help work the table.

x) Kelly Lemenchick – CFDC

Deputy Clerk Charkavi advised Committee that the designer of the rack card had suggested she contact the local CFDC office to inquire as to whether or not there was funding for this initiative. She advised that she had spoke with Ms. Lemenchick concerning this and that the rack card would not qualify, and briefly summarized the grant. Deputy Clerk Charkavi advised that there is a lot of opportunity here and has requested that Ms. Lemenchick come to the next meeting so that she may speak about the grant and answer any related questions from Committee.

VI. Other Business / Business in Progress

VIII. Next Meeting

- The next meeting will take place on Tuesday May 23, 2017 at 11:00 am.

IX. Adjournment

Time of adjournment (11:12 a.m.)
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 38-2017

Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on June 13, 2017.

WHEREAS Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the powers of a municipal corporation shall be exercised by its Council; and

WHEREAS Section 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual By-Law; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Renfrew at this meeting be confirmed and adopted by by-law.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

1. THAT the actions of Council in respect of each motion and resolution passed and other action taken by the Council at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.

2. THAT the Mayor and appropriate officials of the Town of Renfrew are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Town of Renfrew referred to in the preceding section.

3. THAT unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute all documents necessary and the Clerk to affix the corporate seal of the Town of Renfrew.

4. THAT this By-law is hereby deemed to take effect on the day of its passing.

Read a first and second time this 13th day of June, 2017.

Read a third and final time this 13th day of June, 2017.

Don Eady, Mayor

Jennifer Charkav, Deputy Clerk