CORPORATION OF THE TOWN OF RENFREW

AGENDA

A regular meeting of the Council of the Corporation of the Town of Renfrew to be held in the Council Chambers on Tuesday, March 12th, 2019 at 7:00 p.m.

I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

III. PETITIONS AND DEPUTATIONS

1) Renfrew & Area Seniors’ Home Support
   (Judy Ewart to provide Annual Report)  
   RECOMMENDED ACTION: Appear Before Council.

IV. CONFIRMING OF MINUTES

1) Minutes of the Regular Meeting of Council held February 26th, 2019.  
   RECOMMENDED ACTION: Adopt as Printed.

V. COMMUNICATIONS

1) Downtown Renfrew (BIA)  
   (Sunday Markets Request – Downtown Summer 2019)  
   RECOMMENDED ACTION: Receive. Approve.

2) Downtown Renfrew (BIA)  
   (Annual Downtown Garage Sale – Various Requests)  
   RECOMMENDED ACTION: Receive. Approve.

VI. REPORTS

A. PLANNING

1) Minutes of the Committee of Adjustment/Property Standards Committee meeting held February 5, 2019.  
   RECOMMENDED ACTION: Receive.

2) Minutes of the Planning Advisory Committee meeting held February 5, 2019.  
   RECOMMENDED ACTION: Receive.

3) Planner Burton’s report dated March 5, 2019  
   (Application for Financial Incentive – CIP)  
   (B/L 18-2019)  
   RECOMMENDED ACTION: Adopt Recommendation.

B. FINANCE & ADMINISTRATION

1) Minutes of the Finance Committee meeting held February 22, 2019.  
   RECOMMENDED ACTION: Receive.

2) Motion for Consideration from Finance Minutes  
   RECOMMENDED ACTION: Adopt Recommendation.

3) Minutes of the Human Resources Committee meetings held February 8 & 19, and March 5, 2019.  
   RECOMMENDED ACTION: Receive.

4) Treasurer O’Reilly’s report dated March 7, 2019  
   (Statement of Council and PSB Remuneration and Expenses for 2019)  
   RECOMMENDED ACTION: Receive.

C. FIRE

1) Minutes of the Fire & Emergency Management meeting held January 15, 2019.  
   RECOMMENDED ACTION: Receive.
VI. REPORTS cont’d

D. RECREATION

E. DEVELOPMENT & WORKS


   (Landfill Tipping Fees Increase) Adopt Recommendation.
   (B/L 17-2019)


F. REEVE’S REPORT

G. OTHER

VII. BOARDS AND COMMISSIONS

A. POLICE SERVICES’ BOARD

B. PUBLIC LIBRARY

C. OTHER

VIII. BY-LAWS

17-2019 Being a By-law to amend by-law 24-2012, being a by-law to establish a Waste Management System for the collection and disposal of garbage, ashes, refuse, leaf and yard waste and recyclable materials in the Town of Renfrew.

18-2019 Being a By-law to authorize the Mayor and Clerk to execute a Financial Incentive Program Agreement with 2367459 Ontario Inc. (Rakan Abushaar), in relation to a Building Permit Fee Grant for the property located at 278 Raglan Street South.

IX. NEW AND UNFINISHED BUSINESS

X. CLOSED SESSION

XI. CONFIRMING BY-LAW

B/L 19-2019 Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on March 12th, 2019.

XII. ADJOURNMENT
PRESENT WERE Mayor Eady
Reeve Emon
Councillors: Coulas, Evans, Heins, Jamieson, Sidney

ALSO PRESENT Clerk Bulmer, Treasurer O’Reilly, Director Asselin, Director Hill, Chief Welsh

Media (Mercury, MyFm)

I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None declared.

III. PETITIONS AND DEPUTATIONS

2019 - 2 - 21
MOVED by Reeve Emon, Councillor Sidney

THAT Stephen Seller, Municipal Advisor for the Ministry of Municipal Affairs & Housing, appear before Council to provide an Orientation Session.

- CARRIED -

Stephen Seller, on behalf of the MMAH, appeared before Council and provided a condensed orientation presentation which focused on key areas such as Roles, Accountability and Transparency, Meetings and Exercising Powers.

In addition, Mr. Sellers took the opportunity to provide an overview of the Town’s Financial Indicator Review (based on the 2017 Financial Information Return).

A copy of the orientation presentation and Financial Indicator Review have been appended to the original copy of these minutes.

IV. CONFIRMING OF MINUTES

2019 - 2 - 22
MOVED by Councillor Jamieson, Reeve Emon

THAT the minutes of the Regular Meeting of Council held February 12th, 2019, be adopted as printed.

- CARRIED –
V. COMMUNICATIONS

2019 - 2 - 23
MOVED by Councillor Heins, Councillor Jamieson

THAT the communication from the Town of Petawawa, dated February 5, 2019, concerning the Proposed Cannabis Legislation Amendments, be received and endorsed.

- CARRIED -

Reeve Emon felt it important to question the lack of government commitment towards long-term funding support. The current commitment of dollars amounts only to $5,000/annually for two years.

VI. REPORTS

2019 - 2 - 24
MOVED by Councillor Jamieson, Councillor Heins

THAT Compensation/Revenue Eve’s report dated February 20, 2019, concerning Pregnancy and Parental Leaves for Members of Council, be received.

- CARRIED -

2019 - 2 - 25
MOVED by Councillor Jamieson, Councillor Coulas

THAT Renfrew Town Council adopt Policy No. C.31, Pregnancy and Parental Leaves for Members of Council, as presented.

- CARRIED -

2019 - 2 - 26
MOVED by Reeve Emon, Councillor Sidney

THAT Treasurer O’Reilly’s report dated February 21, 2019, concerning the Loss of One-third Tax-free Exemption for Members of Council, be received.

- CARRIED -

2019 - 2 - 27
MOVED by Councillor Jamieson, Councillor Evans

THAT By-Law 15-2019, being a by-law to provide for the remuneration of Members of the Council of the Town of Renfrew for the year 2019 and to repeal By-Law No. 76-2016 be read a first time and be deemed to have been read a second time.

- CARRIED -

2019 - 2 - 28
MOVED by Reeve Emon, Councillor Coulas

THAT By-Law 15-2019, being a by-law to provide for the remuneration of Members of the Council of the Town of Renfrew for the year 2019 and to repeal By-Law No. 76-2016 be read a third time and be passed.

- CARRIED –
VI. REPORTS cont’d

2019 - 2 - 29
MOVED by Councillor Heins, Councillor Sidney

THAT Fire Chief Welsh’s report dated February 22, 2019, concerning the Fire Department Activity Report for January 2019, be received.

- CARRIED -

2019 - 2 - 30
MOVED by Councillor Heins, Councillor Sidney

THAT Fire Chief Welsh’s report dated February 22, 2019, concerning the Purchase of Personal Protective Equipment (PPE) for Renfrew Fire Department Volunteers, be received; and

FURTHER THAT Renfrew Town Council approve the purchase of Personal Protective Equipment (PPE) for the Renfrew Fire Department’s Volunteers at a cost of $10,610.93 inclusive of non-refundable HST.

- CARRIED -

2019 - 2 - 31
MOVED by Councillor Sidney, Councillor Coulas

THAT Director Hill’s report dated February 22, 2019 concerning the Parks, Recreation & Facilities Department Staffing, be received; and

FURTHER THAT Renfrew Town Council declare the position of Maintenance/Labourer in the Parks, Recreation & Facilities Department to be vacant; and

FURTHER THAT Director Hill be authorized to recruit and fill the position in accordance with Hiring Policy #3-19; and

FURTHER THAT Directors Hill and Asselin be authorized to recruit and fill any vacancies resulting from internal candidates filling the current and subsequent vacancies.

- CARRIED -

2019 - 2 - 32
MOVED by Councillor Coulas, Councillor Jamieson

THAT Director Asselin’s report dated February 22, 2019, concerning the Development & Works Staffing – Planner, be received; and

FURTHER THAT Renfrew Town Council declare the Planner position to be vacant, and authorize Director Asselin to advertise, interview and recommend a candidate to fill the position; and

FURTHER THAT Director Asselin be authorized to arrange for temporary contracted planning services for the period of time between the departure of the current Planner and the start date of the new Planner.

- CARRIED -

2019 - 2 - 33
MOVED by Councillor Jamieson, Reeve Emon

THAT the minutes of the Administration/Economic Development & Tourism Committee meeting held January 18, 2019, be received.

- CARRIED -
VII. BOARDS AND COMMISSIONS

2019 - 2 - 34
MOVED by Councillor Evans, Councillor Heins

THAT the minutes of the Renfrew Public Library Board meeting held January 15, 2019, be received.

- CARRIED -

2019 - 2 - 35
MOVED by Councillor Evans, Councillor Jamieson

THAT the Library Activity report for January/February 2019, be received.

- CARRIED -

VIII. BY-LAWS

By-Law No. 15-2019 was given three readings and passed.

IX. NEW AND UNFINISHED BUSINESS

Councillor Heins advised that the Renfrew Golden Age Activity Centre is hosting a Seniors’ Information and Active Living Fair on Thursday, March 21st, 2019 at the Renfrew Recreation Centre. This is a no cost event that is sure to be very informative and will provide attendees with the chance to win door prizes, enjoy light refreshments and engage with many exhibitors. It begins at 12:00 noon and runs until 6:00 p.m..

X. CLOSED SESSION

XI. CONFIRMING BY-LAW

2019 - 2 - 36
MOVED by Councillor Coulas, Councillor Evans

THAT By-Law 16-2019, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on February 26, 2019, be read first time and be deemed to have been read a second time.

- CARRIED -

2019 - 2 - 37
MOVED by Councillor Sidney, Reeve Emon

THAT By-Law 16-2019, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on February 26, 2019, be read third time and be passed.

- CARRIED -

XII. ADJOURNMENT

THAT we do now adjourn (Time of adjournment 9:02 p.m.).

____________________________  ______________________________
Mayor - Don Eady  CLERK – Kim R. Bulmer
February 21, 2019

Town of Renfrew
127 Raglan St S,
Renfrew, ON
K7V 4M3

Dear Mayor Eady and Council,

The Downtown Renfrew BIA would like to ask the Town of Renfrew for permission to host Sunday Markets along the sidewalks downtown this summer. Vendors would only be allowed on the sidewalks, they would not be interfering with traffic, driveways or connector streets.

The thought is to start in late May/early June and run it until October (weather dependent). We’re hoping this will encourage more traffic to the downtown core on Sundays and that more of the merchants will consider opening their stores on Sundays, we think this will help in the process of establishing Renfrew as a Tourist Destination.

Hours of operation would be between the hours of 10-4pm Sundays Late May through to the end of October (weather permitting).

If given permission, then the board will go forward with more details and logistics to present to council for approval.

Regards,

Susan Sarsfield
BIA Administrator
613.433.6079
info@downtownrenfrew.ca
www.downtownrenfrew.ca
Town of Renfrew
127 Raglan St S,
Renfrew, ON
K7V 4M3

Dear Mayor Eady and Council,

The Downtown Renfrew Business Improvement Area is requesting the closure of Railway Avenue and the use of Low Square on Saturday May 4th, 2019 with a rain date of Saturday May 11th, 2019 for our Annual Downtown Garage Sale in conjunction with Renfrew Collegiate Institutes’ Relay for Life Fundraising Car Wash.

Regards,
Susan Sarsfield
BIA Administrator
613.433.6079
info@downtownrenfrew.ca
www.downtownrenfrew.ca
CORPORATION OF THE TOWN OF RENFREW
COMMITTEE OF ADJUSTMENT/
PROPERTY STANDARDS COMMITTEE

Minutes of the Meeting of Tuesday, February 5th, 2019
@ 6:00 p.m. in the Council Chambers

Members Present:  Mayor Eady, Chair
                  Councillor Heins
                  Andy Boldt
                  Adam Laviolette

Members Absent:  Merv Beckstead

Town Staff Present:  Ivan Burton, Town Planner

Also Present:  Allison Simons
               Donald Dean
               Elizabeth Norton
               Jody Kelly

Resolution 2019-1

Moved By:  Adam Laviolette
Seconded By:  Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Committee of Adjustment
meeting of Tuesday, February 5th, 2019 now be open (Time: 6:00 p.m.).

-Carried-

Declaration of Pecuniary Interest

Andy Boldt has declared a pecuniary interest for Agenda Item 5.3 (File D-13-30).

Agenda Item 5.1

Orientation on Land Use Planning and Committee Procedures

Ivan Burton, Town Planner, provided an overview of the land use planning
policies and application applicable to the Province of Ontario and the Town of
Renfrew. Planner Burton also provided an outline of the municipal procedure
by-law and corporate policy on the Code of Conduct for members of
Committees.

The following documents were provided to the Committee Members:
- Excerpt from the Consolidated Procedural By-law, Municipal Conflict of
  Interest Act, Corporate Policy Council Code of Conduct, Provincial
  Policy Statement 2014, Official Plan of the Town of Renfrew, Zoning
  By-law No. 46-2010.
Agenda Item 5.3

Minor Variance File D-13-30     Jody Kelly for Jeremiah Thompson

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 on how the application meets the policies of the Provincial Policy Statement, Official Plan and the Zoning By-law as well as the comments received from other departments. Mr. Burton concludes by indicating that the application meets the four tests of a minor variance as established in the Planning Act.

Jody Kelly, applicant, expressed that the approval of the Minor Variance is a condition of purchase and sale and that this is why he is acting on behalf of Jeremiah Thompson. Jody indicated that it is his intent to rent the units to senior residents and that is the purpose of having the dwellings built as a slab on grade, to ensure that entrances and the livable space are all on one floor level.

Allison Simons, owner of 41 McGarry Avenue, spoke on behalf of her husband and herself, and expressed general objection to the application and outlined the following items of concern:

Drainage: Allison indicated that the properties in the surrounding area drain towards the concerned parcel. She expressed worry that, if the lot is to be developed, the water would be directed to her parcel, as it is slightly lower than the others in the vicinity.

Allison outlined that she has obtained a quote from her insurance provider to allow for greater flooding coverage and the cost is upwards of $500.00

Allison also mentioned, that snow clearing on the two driveways of the proposed development, will cause an access concern to her driveway.

Parking: Allison outlined that, although the parking requirements only require one additional space, this space needs to be accommodated on a smaller lot, with a shorter frontage. This is a safety concern with the children in the area, including her own. This may cause visual impairment for her when she is leaving her driveway.

Allison further expressed that the one parking space for each unit will not provide sufficient space for visitors and that the local road does not provide adequate area for vehicles to park on both sides of the street.
Allison concluded by indicating that the proposed development is not maintaining the character and integrity of the area, which is family oriented, and that the development would have financial implications for her. Allison also questioned the role of the zoning by-law to require larger lots, if the development can actually fit on a smaller parcel.

Donald Dean, owner of 30 McGarry Avenue, expressed his objection to the application and outlined the following concerns:
- the lot is too small for the development, it doesn't need to be crammed in.
- the streets are used for recreational activities and this will be impacted by the increase in traffic.
- questioned if this approval will open up the conversion of other dwellings/vacant properties on the street to semi-detached dwellings.
- indicated that these types of uses should be directed to their own street and expressed Eighth Street, where all dwellings are the same.
- he expressed that he doesn't want to be looking at a parking lot across the road and no grass, only driveway.

Elizabeth Norton, owner of 27 McGarry Avenue, outlined that she thought the proposed design was nice however, thinks the lot is too small for it. She outlined that she also informed herself about additional water insurance cost and it was estimated to be more than $500.00. She also raised concerns that the new dwelling would be pushed right up against the property line.

Councillor Heins asked Planner Burton to confirm what width of the front yard would consist of grass. Planner Burton confirmed that a minimum of 60% of the width of the lot needs to be landscaped open space, consisting of grass, planting beds or walkways.

Councillor Heins then asked the Planner to confirm what will happen to the water once it is directed to the street. Planner Burton outlined that McGarry Avenue, being an older local road, did not have any underground stormwater management system. Consequently, when water is directed from the residential lots to the street, the water typically flows down to the road to either, in this case, Raglan Street South or First Avenue, and enters the municipal system or natural watercourses.

Chair Mayor Eady outlined his major concern relating to drainage. However, he felt that the issues could be resolved by implementing certain conditions on the developer as part of the approval of the application. These conditions would consist of the following:
- directing the driveway water to the center of the lot and towards the street.
- having the eavestroughs directed to the center of the building and not each end.
- ensuring that all snow removal/clearing is completed in a way that directs snow piling to the center front yard of the property, not the sides.
- that swales be incorporated along the each side of the home to direct the water toward the front yard and the street.

Jody Kelly confirmed that, as part of the development of the property, these conditions can be met and that he will abide by these conditions, if the Minor Variance is approved.

Planner Burton confirmed that the Department would be able to implement these conditions as part of the approval of the Minor Variance and Building Permit. The implementation of these conditions may require a short development agreement.

The Committee expressed their satisfaction in moving forward with a decision on the concerned file based on the implementation of the conditions pertaining to drainage.

**Resolution 2019-3**

Moved By: Adam Laviolette  
Seconded By: Sandi Heins

**BE IT RESOLVED THAT** in the matter of an application for Minor Variance, File D-13-32, submitted by Jody Kelly on behalf of Jeremiah Thompson, with respect to the property described as Lot 25, Plan 200, McGarry Avenue, be approved as submitted because it meets the four test of a Minor Variance, subject to the following:

a. That the applicant enter into a Development Agreement with the Department of Development and Works pertaining to:
   - grading the driveway to direct the water to the center of the lot and towards the street;
   - directing all eavestrough towards the center of the lot/building;
   - directing all snow removal/clearing towards the center of the lot; and
   - installing swales along each side yards to direct water to the front yard/street.

-Carried-

**Agenda Item 5.2**

**Consent File D-10-121** Daniel C. Fernades for McGrimmon Holdings Inc.

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.
The Committee expressed their satisfaction with the proposed application. No additional questions were raised concerning this file.

Resolution 2018-2

Moved By:  Sandi Heins
Seconded By:  Andy Boldt

BE IT RESOLVED THAT in the matter of an application for Consent, File D-10-121, submitted by Alicia Fitzsimmons, Law Office of Daniel C. Fernandes, on behalf of McGrimmon Holdings Inc., with respect to the property described as being Part of Lot 9, Concession 3, O’Brien Road, for the technical severance of a vacant commercial parcel.

Be approved as submitted subject to the following conditions:

1. That the applicant provides to the Approval Authority two original copies of a registered Reference Plan that identifies the Consent as approved by the committee.

2. That the applicant undertake the necessary steps in order to create an easement in favor of the retained parcel (1035 O’Brien Road) over the private water service extending onto the severed parcel and to O’Brien Road Right-of-Way. And further that the Owner install a water shut-off valve of the private water service leading to the building on the retained parcel.

3. That the applicant provide to the Approval Authority of the Town of Renfrew a Transfer/Deed of land conveying the severed land for use for the issuance of a Certificate of Consent.

4. That each condition be fulfilled and that the Consent Approval Authority of the Town of Renfrew be notified in writing within one (1) year of the date of the Decision by the departments and/or agencies having imposed the said conditions.

-Carried-
Resolution 2019-4

Moved By: Sandi Heins
Seconded By: Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Committee of Adjustment meeting of Tuesday, February 5th, 2019 now be adjourned (Time: 7:48 p.m.).

-Carried-

______________________________  ______________________________
Mayor Eady, Chair               Ivan Burton, Town Planner
Minutes of the Meeting of Tuesday, February 5th, 2019
@ 7:55 p.m. in Council Chambers

Members Present: Councillor Heins, Chair
Mayor Eady
Adam Laviolette
Andy Boldt

Members Absent: Merv Beckstead

Town Staff Present: Ivan Burton, Town Planner

Public Present: None

Resolution 2019-1

Moved By: Adam Laviolette
Seconded By: Andy Boldt

BE IT RESOLVED THAT the Town of Renfrew Planning Advisory Committee meeting of Tuesday, February 5th, 2019 now be open (Time: 7:55: p.m.).

-Carried-

Declaration of Pecuniary Interest

None

Community Improvement Plan

File D-18-16

Patrick Mills - 11 Bridge St.
Environmental Study Grant

Ivan Burton, Town Planner, reviewed the approval process of the financial incentives as established under the Community Improvement Plan (CIP), reviewed the planning report provided to the Planning Advisory Committee which establishes the reason for the application, the background of the site, the location of the concerned parcel and the proposed development. Mr. Burton further provided an explanation regarding the policies of the provincial, municipal and CIP regulations.

Questions pertaining to: when the funds are distributed, whether the study would be conducted within or outside of the building and if the environmental studies would still be required, if the owner demolished the building.
Planner Burton confirmed that the funds for CIP grants are only presented to applicants, following the completion of the work, and confirmation of payment to the contractor/consultant services. Planner Burton also confirmed that the study would be conducted inside and outside of the building and that the Town requires the study as part of the redevelopment of the property, whether it’s in the existing or a new building.

The committee members expressed their support of this application.

Resolution 2016-2

Moved By:    Don Eady
Seconded By: Adam Laviolette

BE IT RESOLVED THAT the Planning Advisory Committee, recommends to the Council of the Corporation of the Town of Renfrew that it approves the proposed Financial Incentive Program application submitted by Patrick Mills, for the completion of an Environmental Study for the property located at 11 Bridge Street.

-Carried-

New and Unfinished Business

Andy Boldt outlined that he was very impressed with the redevelopment of the downtown area including all the new landscaping and streetscaping. He questioned whether or not the Department has put some consideration into the proposed patios that merchants will be seeking in the spring and whether the Planning Advisory Committee was the body that would deal with this.

Planner Burton expressed that he would communicate with Director Asselin on this matter to determine which approach the Department will be taking on the approval of on-street patios, as well as which Committee would be review this.

The Committee requested some information on this matter at the next meeting.

Resolution 2019-3

Moved By:    Adam Laviolette
Seconded By: Don Eady

BE IT RESOLVED THAT the Town of Renfrew Planning Advisory Committee meeting of Tuesday, February 5th, 2019 now be adjourned (Time: 8:20 p.m.).

-Carried-

Councillor Heins, Chair

Ivan Burton, Town Planner
Date: March 5th, 2019

SUBJECT: Application for a financial incentive as established by the Town of Renfrew’s Community Improvement Plan (CIP).

RECOMMENDATIONS: That Council pass By-Law No. 18-2019, being a by-law to authorize the Mayor and Clerk to execute a Financial Incentive Program Agreement with 2367459 Ontario Inc. (Rakan Abushaar) in relation to a Building Permit Fee Grant in the amount of $1,820.00 for the property located at 278 Raglan Street South.

ORIGINATOR: Ivan Burton, MCIP, RPP, Town Planner

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

FINANCIAL COMMENT: The draft 2019 Operating Budget includes an estimate/provision of $20,000 for Community Improvement Plan grants. In addition funds are available in the CIP Fund Reserve to finance the recommended grant amount. To date, a total of $5,000 has been allocated from the 2019 Operating Budget.

As described in the Community Improvement Plan and Discussion sections below, the applicant does not presently meet all the general eligibility criteria. The Town Planner is recommending that a clause be added to the Agreement which specifies that payment of the grant amount shall not be provided until such time as the occupancy permit is issued and all general eligibility criteria are satisfied. I agree with and support this recommendation.

Keray O’Reilly, CPA, CMA, Treasurer

PLANNING ADVISORY COMMITTEE: The Planning Advisory Committee reviewed the application on March 5th, 2019 and passed a motion to support the financial incentive application submitted for a Building Permit Fee Grant for the property located at 278 Raglan Street South.

BACKGROUND: On February 25th, 2019, Rakan Abushaar, representative of 2367459 Ontario Inc., filed an application for a financial incentive established by the Town of Renfrew’s Community Improvement Plan (CIP), for the property located at 278 Raglan Street South, formally occupied by the Bargain Shop (see Figure 1).
The financial incentive being sought is for a Building Permit Fee Grant established under the Community Improvement Plan. At this time, the applicant has made application for a building permit for the redevelopment of a portion of the concerned building for commercial purposes, which comprises the main floor and basement (see Schedule "A").

The Building Permit fees are outlined in the Town's Fees and Charges By-law No. 29-2019, which establishes the fees at $8.00 for every $1,000.00 of construction value. In this case, the applicant has presented the proposed construction value to be $227,500 and consequently, the fees will amount to $1,820.

The Building Permit Fee Grant Program details outline that the grant may be equal to 100% of the Town's fees provided it does not exceed $2,500. Further, the grant cannot exceed 50% of the cost of the reconstruction project. The applicant is seeking to obtain a grant valued at the full cost of his Building Permit, of $1,820.

The applicant is seeking to obtain approval of the financial incentive in March 2019 in order to commence the project this spring/summer with a completion date by December 2019.

**FIGURE 1:**

![Site Location Map](image)

**SITE LOCATION:** The concerned parcel is located within Renfrew's downtown area, and has frontage on Raglan Street South, Prince Avenue West and Argyle Street South. The parcel has a lot frontage of 19.7 metres, a depth of 63.6 metres, and a lot area of 1,252.92 square metres (0.31 acres). The property currently contains a three story building of which the main floor has an area of 10,092 square feet, and the second and
third floors have an area of 4,446 square feet. The basement has an area of 6,384 square feet. The property is surrounded by commercial uses to the north, east and west, and commercial and residential uses to the south.

The concerned building and more specifically, the Raglan Street South and Prince Avenue West façades have been designated as having heritage features, through the adoption of By-law No. 53-81. The By-law outlines that "the Barnet Block is architecturally similar to the other 19th century buildings on Raglan Street. Both front (Raglan Street) and side (Prince Avenue) facades are distinctive with the former being characterized by a metal cornice and unusual windows with semi-elliptical window transoms." Based on the Building Permit drawings submitted, the applicant is not seeking to modify the existing heritage features. Rather, he will be pursuing the re-integration of these features within the façades as part of the second and third story phases. He is, however, seeking to make changes to the main floor façade along Prince Ave., with the addition of a new storefront at the intersection with Raglan Street South (see Schedule "B"). The Department will review this request as part of the Building Permit process.

OFFICIAL PLAN: The concerned parcel is located within the Downtown Commercial land use designation of the Official Plan of the Town of Renfrew. This designation permits a variety of residential and commercial uses including; retail stores, restaurant establishments and apartment dwellings.

ZONING BY-LAW: The concerned parcel is located within the "Downtown Commercial (C1) Zone" of Zoning By-law No. 46-2010 of the Town of Renfrew. The C1 Zone permits a variety of commercial uses including, among others, retail stores, restaurant establishments and professional offices.

COMMUNITY IMPROVEMENT PLAN: The concerned property is located within the Downtown Core District of the Community Improvement Project Area, which provides for the broadest range of financial incentive programs including the Building Permit Fee Grant.

The proposed project meets the goals and objectives of the Community Improvement Plan because it will promote and encourage the redevelopment of underutilized properties and buildings, as well as encourage the adaptive reuse of historic buildings.

The proposed project complies with the purpose and eligibility criteria of the Building Permit Fee Grant Program, since the program will assist in the redevelopment of a property in the downtown area for commercial uses. As outlined in the CIP, when a grant is approved, the applicant must enter into an agreement with the Town. The Agreement outlines the terms of the grant including the time and conditions of payment. In this case, the applicant will be required to pay for the fees at the time of the issuance of the permit, and following
the issuance of the occupancy permit, from the Chief Building Official, the Town will grant the applicant the approved fees.

In relation to the General Eligibility Requirements for Incentive Programs, there is one provision that the applicant does not currently meet however, the applicant has been working with the Town rectify this matter. A condition will be added to the financial incentive program agreement to ensure that this eligibility requirement is met prior to the issuance of the grant.

**ALTERNATIVES CONSIDERED:**

1. That Council pass By-Law No. 18-2019, being a by-law to authorize the Mayor and Clerk to execute a Financial Incentive Program Agreement with 2367459 Ontario Inc. (Rakan Abushaar) in relation to a Building Permit Fee Grant, in the amount of $1,800.00, for the property located at 278 Raglan Street South.


**DISCUSSION:**

The proposed allocation of a grant for the purposes of assisting in the cost for Building Permit fees does not contravene the policies set out in the Official Plan and Zoning By-law. The proposed use of commercial and office leased spaces are permitted uses within these documents.

The Community Improvement Plan establishes goals, objective, program details and eligibility criteria to ensure that clear direction is provided to Council, Committee and Staff in making recommendations and decision on grant applications. In this case, the proposed application meets the goals and objectives of the CIP as the project will provide for the redevelopment of an underutilized building.

As previously mentioned, although the goals and objectives of the CIP are met, the applicant does not meet the one of the general eligibility criteria. The Department is recommending that a policy be added to the Agreement which specifies that payment of the grant amount shall not be provided until such time as the occupancy permit is issued and all the general eligibility requirements are met. The Department has communicated this strategy with Bobby Gauthier, Senior Planner with WSP, formally MMM Group Ltd., who felt that this was an acceptable approach to ensuring that the financial incentive was not paid out until all eligibility requirements were met.

All respectfully submitted for Council's consideration.
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 18-2019

Being a By-law to authorize the Mayor and Clerk to execute a Financial Incentive Program Agreement with 2367459 Ontario Inc. (Rakan Abushaar), in relation to a Building Permit Fee Grant for the property located at 278 Raglan Street South.

WHEREAS the Council of the Corporation of the Town of Renfrew approved on December 8th, 2015, By-law No. 74-2015, being a By-law to designate a Community Improvement Project Area, and By-law No. 75-2015, being a By-law to adopt a Community Improvement Plan for the Corporation of the Town of Renfrew.

WHEREAS 2367459 Ontario Inc. is the owner of the premises located at 278 Raglan Street South (hereinafter called the "APPLICANT" on Appendix "A") has applied to the Council of the Corporation of the Town of Renfrew to obtain a financial incentive grant as established by the Community Improvement Plan.

WHEREAS the Council of the Corporation of the Town of Renfrew deems it expedient to approve this Financial Incentives Program, at the pleasure of Council;

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

1. THAT the Mayor and Clerk be and are hereby authorized to execute a Financial Incentive Program Agreement, attached as Appendix "A", with 2367459 Ontario Inc. in relation to a Building Permit Fee Grant for the property located at 278 Raglan Street South in the amount equal to $1,820.00.

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

Read a first and second time this 12th day of March, 2019.

Read a third and final time this 12th day of March, 2019.

__________________________   ______________________________
Don Eady, Mayor            Kim R. Bulmer, Clerk
FINANCIAL INCENTIVE PROGRAM AGREEMENT

BETWEEN

2367459 ONTARIO INC.

AND

THE CORPORATION OF THE TOWN OF RENFREW

MARCH 2019
BETWEEN: 2367459 ONTARIO INC.
HEREINAFTER CALLED THE "APPLICANT"
OF THE FIRST PART

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

WHEREAS the Applicant is the owner of the property located at 278 Raglan Street South, Renfrew;

AND WHEREAS the Applicant has made application for a Financial Incentive in accordance with By-law No. 74-2015, being a By-law to designate a Community Improvement Project Area, and with By-law No. 75-2015, being a By-law to adopt a Community Improvement Plan for the Corporation of the Town of Renfrew.

AND WHEREAS the Council of the Corporation of the Town of Renfrew deems it expedient to approve this Financial Incentives Program, 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 agrees to grant the financial incentives to the Applicant for the site works to be conducted at the premises known municipally as 278 Raglan Street South.

It is agreed that the Town shall provide the financial incentives to the Applicant upon the following terms:

1. GENERAL CONDITIONS

   a) Grant Period:

      i. Provided on a one-time basis upon the successful completion of the work and the payment of all outstanding tax arrears, to the satisfaction of the Town.

   b) The Applicant hereby applies for a rebate, refund, and/or grant, pursuant to the Town of Renfrew Community Improvement Plan, and has completed and fulfilled the requirements of the Financial Incentive Program Application Form to the satisfaction of the Town.

   c) The Applicant hereby acknowledges receiving and reviewing this Agreement and attached Schedule "A" and agrees to be bound by the General Terms and Conditions of the Financial Incentive Programs herein and the Specific Terms and Conditions of the Financial Incentive Programs as contained herein.

   d) The Applicant shall not commence or permit the commencement of any site work associated with this Agreement before the execution by the Applicant and the Town of this Agreement.

   e) The Applicant agrees that the proposed works specified in this Agreement shall be completed in conformity with the specifications herein and to the satisfaction of the Town and shall be substantially completed within eighteen (18) months of the execution of this Agreement. The Applicant agrees to maintain in conformity with the Agreement the Works, to the satisfaction of the Town.
f) Upon completion of the Work, the Applicant shall contact the Department of Development and Works in order to conduct an inspection to determine the conformity of the completed Work. The Applicant shall make the necessary modifications as deemed required by the Town in order to meet the terms of this Agreement.

g) The Applicant 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 any work in respect to this Agreement.

h) The Applicant shall immediately remove at its expense any debris deposited on the portion of the public highway which debris has been deposited as a consequence of any actions carried out under the terms of this Agreement.

i) The Applicant shall permit the Town or a person authorized by it to enter onto the premises at any reasonable hour to conduct an inspection to determine compliance with the terms of this Agreement.

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

2. MODIFICATIONS

a) The Applicant hereby agrees that it is the responsibility of the Applicant to notify the Town of the following:

   i. Any change in the ownership of the property;
   ii. Any change in the tenancy of the subject property, where the Applicant is a tenant;
   iii. The completion of the work; or
   iv. Any delay in the timing of commencement or completion of the work as stated herein.

b) The Applicant hereby agrees that this Agreement shall be binding upon the parties and their heirs, executors, successors and assigns.

c) The Applicant 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 this Agreement. 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 Applicant 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.

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

3. DEFAULT

a) The Applicant hereby agrees that in the event of default, the rebate, refund, and/or grant is immediately cancelled and any rebate, refund, and/or grant monies previously received by the Applicant become immediately due for payment to the Town.

b) Any of the following events will be considered default during the rebate, refund, and/or grant period:

   i. Commencement of the approved community improvement works is not undertaken within 6 months of the execution of this Agreement;
II. Completion of the community improvement works are not consistent with the description or information as provided by the Applicant on an approved Financial Incentive Program Application Form and by supporting materials, or are not completed to the satisfaction of the Town as confirmed by the Administrator;

III. Use of the grant for ineligible costs, or for works which were not specified as part of the project, as indicated by the Applicant on the approved Financial Incentive Program Application Form and supporting materials;

IV. Failure of the property owner to pay taxes in any year during the rebate, refund or grant period;

V. Bankruptcy of the corporation which is the recipient of the rebate, refund or grant;

VI. Transfer of ownership of the subject real estate, (unless, in its sole discretion, the Town approves, in writing, a continuance of this rebate, refund, and/or grant with the Transferee); or

VII. Conversion, reconstruction or change in use of the subject building in a manner that defeats or contravenes the stated purposes for which this rebate, refund, and/or grant was approved by the Approval Authority or Council in accordance with the grant application.

4. **FINANCIAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>CIP Financial Incentive Programs</th>
<th>Total Value of Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Façade, Building, Signage Grant</td>
<td>$__________________</td>
</tr>
<tr>
<td>☐ Property/Landscaping/Parking Area Grant</td>
<td>$__________________</td>
</tr>
<tr>
<td>☐ Accessibility Improvement Grant</td>
<td>$__________________</td>
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<tr>
<td>✓ Application and Permit Fees Rebate</td>
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<tr>
<td>☐ Tax Increment Equivalent Grant</td>
<td>$__________________</td>
</tr>
<tr>
<td>☐ Environmental Study Grant</td>
<td>$__________________</td>
</tr>
<tr>
<td>☐ Brownfield Property Tax Assistance</td>
<td>$__________________</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>$1,820.00</td>
</tr>
</tbody>
</table>

a) Based on the Applicants Acknowledgement and Agreement, the Corporation of the Town of Renfrew agrees to advance the above-described rebate, refund, and/or grant, upon satisfactory proof of the completion of the work, documentation of the costs associated with the community improvement works and proof of payment to the contractor/consultant, if applicable.
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 Applicant 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 __________________, 2019.

SIGNED, SEALED AND DELIVERED in the presence of:

2367459 ONTARIO INC.

_____________________________  
Per:
Title:

_____________________________  
Per:
Title:

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

DATED AT THE TOWN OF RENFREW THIS ___ DAY OF ________________, 2019.

SIGNED, SEALED AND DELIVERED in the presence of:

THE CORPORATION OF THE TOWN OF RENFREW

_____________________________  
Don Eady, Mayor

_____________________________  
Kim R. Bulmer, Clerk
SCHEDULE "A"

General Terms and Conditions of the Financial Incentive Programs

1. Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the Financial Incentive Program Agreement. Should the undertaken or completed works not be consistent with the original project description, in the sole opinion of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the sole discretion of the Town.

2. The Town reserves the right to audit the actual costs associated with any of the works described by the approved financial incentive application. Audits of actual costs will be undertaken at the expense of the Applicant. Should the costs be significantly lower than the cost estimates noted in the approved financial incentive application, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the sole discretion of the Town.

3. Should the total value of all rebates, refunds and grants exceed 50% of the eligible cost of the works, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the sole discretion of the Town.

4. Should the Applicant fall into default of any of the General Eligibility Requirements, or fail to meet the detailed requirements of each of the incentive programs or any other requirements of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Town.

5. Any approved refunds, rebates or grants may be cancelled if work does not commence within six months of the approval of an application, or in accordance the anticipated time of commencement indicated within the Financial Incentive Program Agreement.

Specific Terms and Conditions of Each Financial Incentive Program

1. Façade, Building and Signage Improvement Grant Program; Property/Landscaping/Parking Area Improvement Grant Program; Accessibility Improvement Grant Program

   a) Grants will be provided upon successful completion of the approved works, to the satisfaction of the Town.

   b) Grants are provided on a one-time basis to each eligible Applicant for each approved project.

2. Application and Permit Fees Refund Program

   a) Applicants must pay for all application and permit fees prior to commencing the approved work.

   b) A refund for the amount of the application and permit fees will be provided to the Applicant once the approved work is complete in accordance with the approved permits and zoning requirements, to the Town's satisfaction.

   c) Planning application/building permit/development charge fees will be refunded on a one-time basis for each approved project.
3. Tax Increment Equivalent Grant Program

a) When an approved project is complete, a rebate that is equal to or part of the Town’s portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.

b) Where the tax increment equivalent grant indicated in the Financial Incentive Program Agreement is greater than 50%, the Town shall require a financial pro-forma (at the expense of the Applicant), and/or an independent third party financial review (at the expense of the Applicant and as contracted by the Applicant on approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the Applicant in the approved Financial Incentive Application Form and within this Agreement.

c) Rebates will be provided upon successful completion of the approved work, to the satisfaction of the Town, and only upon payment of the full reassessed value of the taxes.

d) Upon completing the approved community improvement works, to the satisfaction of the Town, and upon reassessment of the property, should the total value of the rebate be significantly less than the Applicant’s estimated value of the tax increase as indicated in the Application Form for Financial Incentives, the Applicant may choose to withdraw the application for the Tax Increment Equivalent Grant Program.

4. Environmental Study Grant Program

a) Grants will be provided upon successful completion of the eligible study, to the satisfaction of the Town, once the Applicant has provided the Town with a final copy of the completed study.

b) The study will be completed by a qualified person.

c) The Applicant covenants and agrees to provide the right to the Town to use and distribute the study, at its sole discretion.

5. Brownfield Property Tax Assistance Program

a) The brownfield property tax assistance program shall be subject to a municipal by-law which shall outline the timeframes and specific details of the tax assistance.

b) The brownfield property tax assistance program is not a grant or refund, but a cancellation or deferral of taxes.

c) The Town has sole discretion for applying to the Province for Provincial tax assistance.
FINANCE COMMITTEE
Minutes of Meeting 2-2019
Thursday, February 22, 2019 – 9:30 a.m.

I. PRESENT WERE
   Mayor Eady, Chair
   Reeve Emon, Councillor Heins

   ALSO PRESENT
   Treasurer O'Reilly

II. DECLARATION OF PECUNIARY INTEREST
   None

III. DELEGATION/DEPUTATION
   MOVED by Reeve Emon, Councillor Heins
   THAT the Finance Committee convene in Closed Session pursuant to Section 239
   2(b) of the Municipal Act, 2001, for the purposes of discussing personal matters
   about identifiable individuals, including municipal employees.

   -CARRIED-

   The Finance Committee convened in Closed Session at 9:35 a.m.

   MOVED by Councillor Heins, Reeve Emon
   THAT the Finance Committee rise from its Closed Session and report progress.

   - CARRIED -

   The Finance Committee rose from its Closed Session at 12:23 p.m.

   MOVED by Reeve Emon, Councillor Heins
   THAT WHEREAS at its meeting on November 26, 2018 the Development & Works
   Committee recommended to the Finance Committee that due to the Centreside
   Dairy’s concerns of ongoing disruptions caused by Plaunt St. Construction and
   Munroe Construction, that water billing for the months of July and August 2018 be
   billed at base rate only; and

   WHEREAS the Finance Committee has now heard from the owners of Centreside
   Dairy and has considered the recommendation of the Development & Works
   Committee; and

   WHEREAS the Finance Committee supports the recommendation of the
   Development & Works Committee;

   NOW THEREFORE the Finance Committee recommends that Council approve a
   one-time adjustment for Centreside Dairy such that the months of July and August
   2018 be billed at base rates only.

   - CARRIED -
IV. CONFIRMATION OF MINUTES
   a) MOVED by Reeve Emon, Councillor Heins
      THAT the minutes of Finance Committee meeting 1-2019 held January 24, 2019 be received.
      - CARRIED –

V. CORRESPONDENCE
   a) 2019 OMPF Update
      The Committee reviewed correspondence from the Ministry of Finance advising that the OMPF program and funding “will remain virtually the same as in 2018”. While this is encouraging news, notification of specific allocations to each municipality will not be available until mid-March.

   b) Ontario Cannabis Legalization Implementation Fund (OCLIF)
      The Committee reviewed correspondence from the Ministry of Finance advising that the Town of Renfrew will receive $6,208 as a second payment from the Fund.

VI. UNFINISHED BUSINESS
   a) Horton User Fees
      Nothing to report at this time.

   b) Memorandum of Understanding: NHA/NHL Museum
      Reeve Emon advised that that the MoU will be finalized once the NHA/NHL Museum has relocated to the Ma-te-way Activity Centre.

   c) 2019 Budget
      The Treasurer advised that the budget is in process, but he is still waiting for the final budget submission for Landfill Operations.

   d) Request for Reconsideration – One-Time Leak Adjustment
      This item was dealt with in the Closed Session under Delegation/Deputation.

   e) Downtown Parking Lots
      Due to time constraints, this item was deferred to the next meeting.

VII. NEW BUSINESS
   a) Parking/By-law Enforcement Services
      Treasurer O’Reilly advised the Committee that the current agreement with MLES for the provision of Parking and By-law Enforcement Services expires at the end of June 2019.
VIII. CLOSED SESSION

MOVED by Councillor Heins, Reeve Emon

THAT the Finance Committee convene in Closed Session for the following matters pursuant to Section 239 of the Municipal Act, 2001:

1) Section 239 2(e) ~ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, or local board.
   • More specifically to discuss the Innovation Centre

2) Section 239 2(f) ~ advice that is subject to solicitor-client privilege.
   • More specifically to discuss Renfrew Hydro Inc.

- CARRIED -

The Finance Committee convened in Closed Session at 11:20 a.m.

MOVED by Reeve Emon, Councillor Heins
THAT the Finance Committee rise from its Closed Session and report progress.

- CARRIED -

The Finance Committee rose from its Closed Session at 12:23 p.m.

There was no update for Closed Session items.

IX. OTHER BUSINESS

None.

X. ADJOURNMENT

The meeting adjourned at 12:24 p.m.
CORPORATION OF THE TOWN OF RENFREW

MOTION FOR CONSIDERATION

COUNCIL MEETING – MARCH 12, 2019

THAT Renfrew Town Council approve a one-time adjustment for Centreside Dairy such that the months of July and August 2018, be billed at base rates only.
I. ATTENDANCE: Reeve Emon, Chair
    Councillor Sidney

REGRETS: Councillor Jamieson

ALSO PRESENT: Treasurer O’Reilly

II. DECLARATION OF PECUNIARY INTEREST
    None

III. DELEGATION / DEPUTATION
    None

IV. CONFIRMATION OF MINUTES
    MOVED by Reeve Emon, Councillor Sidney
    THAT the minutes of Human Resources Committee meeting 9-2018 held November 23, 2018 be approved.
    -Carried-

V. CORRESPONDENCE
    None

VI. UNFINISHED BUSINESS
    a) One-Third Tax-Free Exemption for Municipal Officials
        Treasurer O’Reilly provided background and presented options for the Committee’s consideration with respect to the elimination of the one-third tax-free exemption for municipal officials effective January 1, 2019.
        
        MOVED by Reeve Emon, Councillor Sidney
        THAT the Human Resources Committee recommend to Council that salaries for members of Council be adjusted, effective January 1, 2019, so that the Net Pay, after considering income tax deductions and Canada Pension Plan contributions, is the same as it would have been if the one-third tax-free exemption had not been eliminated.
        -Carried-
VII. NEW BUSINESS

a) Committee Terms of Reference

The Committee reviewed the draft Terms of Reference.

DIRECTION: Treasurer O'Reilly to advise Clerk Bulmer that the Terms of Reference for the Human Resources Committee, as amended, can be incorporated into the Procedural By-Law.

b) Introduction to Town's Employment Contracts/Agreements

The Committee reviewed the Introduction to Town of Renfrew's Employment Contracts/Agreements document prepared by Treasurer O'Reilly, which summarized the composition, job classifications, and wages and benefit costs for each bargaining unit and non-union group. This document is primarily informational, to be used a reference by the new members of the Committee.

c) Request for Proposals (RFP) for Human Resource Consulting Services

Treasurer O'Reilly provided background information and presented a draft RFP for Human Resource Consulting Services for job-to-job and pay equity evaluations.

The main purposes of the RFP are to ensure where any new positions added (e.g. Deputy Clerk, Recreation Coordinator, Environmental Engineering Officer), or where job responsibilities that have been changed significantly over the last few years, are properly classified in the wage grids, and to ensure compliance with the Pay Equity legislation.

DIRECTION: Treasurer O'Reilly to proceed with issuing the RFP for Human Resource Consulting Services.

VIII. CLOSED SESSION

MOVED by Councillor Sidney, Reeve Emon

THAT pursuant to Section 239 of the Ontario Municipal Act, 2001, as amended, the Human Resources Committee convene in Closed Session for the following matters:

a) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

b) personal matters about an identifiable individual, including municipal or local board employees.

(Time: 11:50 a.m.)

-CARRIED -
MOVED by Reeve Emon, Councillor Sidney
THAT the Human Resources Committee rise from its Closed Session.

(Time: 12:25 p.m.)

- CARRIED -

Nothing to report.

IX. **OTHER BUSINESS**
None

X. **ADJOURNMENT**
THAT we do now adjourn (time of adjournment 12:25 p.m.)
HUMAN RESOURCES COMMITTEE
Minutes of Meeting 2-2019
Tuesday, February 19, 2019 – 9:30 a.m.

I. ATTENDANCE: Councillor Sidney, Chair
Councillor Jamieson, Reeve Emon (at 10:20 a.m.)

ALSO PRESENT: Treasurer O'Reilly, Director Asselin (at 10:00 a.m.)

In Reeve Emon's absence at the commencement of the meeting, Councillor Sidney assumed the Chair.

MOVED by Councillor Jamieson, Councillor Sidney
THAT the following item be added to the agenda:

   VII. a) Policy C-31: Pregnancy and Parental Leave for Members of Council
   
   - Carried -

II. DECLARATION OF PECUNIARY INTEREST

None

III. DELEGATION / DEPUTATION

None

IV. CONFIRMATION OF MINUTES

MOVED by Councillor Jamieson, Councillor Sidney

THAT the minutes of Human Resources Committee meeting 1-2019 held February 8, 2019 be approved.

   - Carried -

V. CORRESPONDENCE

None

VI. UNFINISHED BUSINESS

a) RFP ~ Human Resources Consulting Services

   Treasurer O'Reilly advised that the RFP for Human resources Consulting Services will be released this week.
VII. NEW BUSINESS

a) Policy C.31: Pregnancy and Parental Leave for Members of Council

The Committee reviewed the draft staff report and the draft of Policy C.31: Pregnancy and Parental Leave for Members of Council, which is a new requirement under the Municipal Act.

MOVED by Councillor Sidney, Councillor Jamieson

THAT the Human Resources Committee recommend that Council adopt Policy C.31: Pregnancy and Parental Leave for Members of Council.

- Carried -

VIII. CLOSED SESSION

MOVED by Councillor Sidney, Councillor Jamieson

THAT pursuant to Section 239 of the Ontario Municipal Act, 2001, as amended, the Human Resources Committee convene in Closed Session for the following matter:

a) personal matters about an identifiable individual, including municipal or local board employees.

(Time: 10:00 a.m.)

- CARRIED –

MOVED by Councillor Jamieson, Reeve Emon

THAT the Human Resources Committee rise from its Closed Session.

(Time: 12:42 p.m.)

- CARRIED –

MOVED by Reeve Emon, Councillor Jamieson

THAT the Human Resources Committee recommend that Council declare the position of Planner to be vacant; and

FURTHER THAT Director Asselin be authorized to advertise, screen and interview candidates for the position.

- CARRIED –

IX. OTHER BUSINESS

None

X. ADJOURNMENT

THAT we do now adjourn (time of adjournment 10:45 a.m.)
HUMAN RESOURCES COMMITTEE
Minutes of Meeting 3-2019
Tuesday, March 5, 2019 – 2:00 p.m.

I. ATTENDANCE:  Reeve Emon, Chair
Councillor Jamieson, Councillor Sidney

ALSO PRESENT:  Treasurer O'Reilly

II. DECLARATION OF PECUNIARY INTEREST
None

III. DELEGATION / DEPUTATION
None

IV. CONFIRMATION OF MINUTES
MOVED by Councillor Jamieson, Councillor Sidney

THAT the minutes of Human Resources Committee meeting 2-2019 held February 19, 2019 be approved.

- Carried -

V. CORRESPONDENCE
None

VI. UNFINISHED BUSINESS
a) RFP ~ Human Resources Consulting Services
Treasurer O'Reilly advised that the RFP for Human resources Consulting Services was released to six consulting firms on February 26th. One firm has indicated that it will not be providing a proposal.

VII. NEW BUSINESS
a) Recruitment of Maintenance/Labourer ~ Parks, Recreation & Facilities
Treasurer O'Reilly advised that the Maintenance/Labourer vacancy in the Parks, Recreation & Facilities Department has been filled by way of a lateral transfer of a staff member from the Public Works Department, which, in turn, has created a vacancy in Public Works that is currently posted internally.
b) Recruitment of Planner

Treasurer O'Reilly advised that the Planner recruitment process has begun. Advertisements have been placed with AMCTO, the OPPI (Ontario Professional Planners institute), OVJobs, the Renfrew Mercury, and on the Town's website.

VIII. CLOSED SESSION

MOVED by Councillor Sidney, Councillor Jamieson

THAT the Human Resources Committee convene in Closed Session for the following matters pursuant to Section 239 of the Municipal Act, 2001:

a) pursuant to Section 239 2(b) ~ personal matters about an identifiable individual, including municipal or local board employees.
   • more specifically, to discuss short term staffing in the Treasury Department
b) pursuant to Section 239 2(d) ~ labour relations or employee negotiations.
   • more specifically, to discuss collective agreements expiring in 2019
c) pursuant to Section 239 2(e) ~ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
   • more specifically, to update on potential litigation involving the former Fire Chief.

(Time: 2:25 p.m.)

- CARRIED -

MOVED by Councillor Jamieson, Councillor Sidney

THAT the Human Resources Committee rise from its Closed Session.

(Time: 2:45 p.m.)

- CARRIED -

Nothing to report.

IX. OTHER BUSINESS

a) New Enhancements to OMERS Benefits

The proposed elimination of the 35-year service limit, although unlikely to be adopted before January 2, 2021, will have minimal impact on the Town’s future budgets.

X. ADJOURNMENT

THAT we do now adjourn (time of adjournment 2:50 p.m.)
DATE: March 7, 2019

SUBJECT: Statement of Council and Police Services Board Remuneration and Expenses for 2018

RECOMMENDATION: That the Council of the Corporation of the Town of Renfrew receive the attached <i>Statement of Council and Police Services Board Remuneration and Expenses for 2018</i>

ORIGINATOR: Keray M. O'Reilly, CPA, CMA - Treasurer

FINANCE COMMENT: The annual <i>Statement of Council and Police Services Board Remuneration and Expenses</i> has been prepared in accordance with the requirements of Section 284 of the Ontario Municipal Act, 2001.

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

BACKGROUND: Section 284 of the Ontario Municipal Act, 2001, requires the Treasurer of a municipality, on or before March 31st each year, to provide Council an itemized statement on remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council and each person, other than a member of Council, appointed by the municipality to serve as a member of a local board.

The Statement summarizes the remuneration paid to Council in 2018, in accordance with By-Law No. 76-2016, as well as the remuneration paid to the Town's appointee to the Renfrew Police Services Board.

Expenses reimbursed to each member of Council are reported separately.
# TOWN OF RENFREW

TREASURER’S STATEMENT OF REMUNERATION and EXPENSES

2018

In Accordance with Section 284 of the Ontario Municipal Act, 2001 and Town of Renfrew By-Law 76-2016

<table>
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Keray M. O'Reilly, Treasurer

March 7, 2019
Date
I. ATTENDANCE

Present were: Chair – Councillor Heins, Councillor Sidney, Councillor Coulas, Alternate CEMC Lane Cleroux, Fire Chief Welsh, Mayor Eady, Victoria Thomas (Recording Secretary)

II. DECLARATION OF PECUNIARY INTEREST

None.

III. DELEGATIONS/DEPUTATIONS

Mayor Eady addressed group and welcomed Fire Chief Welsh. Mayor Eady articulated the importance of optics in relation to Fire Department emergency service, fire prevention, fire prevention, public education, and community building. Chair Heins echoed the sentiments of Mayor Eady. Chair Heins suggested a Fire Department activity report be brought forth to the Committee each month. Chief Welsh accepted the suggestions and agreed to compile and submit an activity report including public relations/education and training details of the fire department.

IV. CONFIRMING OF MINUTES

Mayor Eady was present to verify minutes from previous Fire & Emergency Management Committee (as this meeting is the first committee meeting since the municipal election).

MOVED BY Councillor Coulas, Seconded By Councillor Sidney
THAT the minutes of the meeting held September 5, 2018, be accepted as presented.

- CARRIED -
V. NEW AND UNFINISHED BUSINESS ARISING

i) Introduction of Committee Members

Members introduced themselves to the group.

ii) Review Fire & Emergency Management Terms of Reference – Procedural By-law: page 36

The Terms of Reference for the Fire & Emergency Committee were reviewed.

It was discussed that in order to meet new 2019 requirements set forth by the Province of Ontario (Emergency Measures Ontario) a by-law needs to be passed naming an Emergency Management Planning Committee for Town of Renfrew. Additionally, the new requirements state that a member of the Senior Management Team must be named to the Emergency Management Planning Committee, and the committee must meet a minimum of 4 times annually. Fire Chief Welsh will create a report outlining the options for creating an Emergency Management Planning Committee for Town of Renfrew and bring to the February meeting.

Further, there was discussion surrounding the new requirement that every Municipality shall have an Emergency Information Officer (EIO) to be compliant with Provincial legislation. This proposed by-law will be developed in consultation with Clerk Bulmer and presented to the committee to advance to council.

It was also discussed that Alternate CEMC Cleroux was in the midst of completing the compliance report for 2018 emergency preparedness. Committee directed Alternate CEMC Cleroux to bring the completed compliance report to the February meeting so the committee could review and receive as information.

The Terms of Reference for the Fire & Emergency Committee will be reviewed in full after the 2018 compliance report is received and the by-law to appoint an Emergency Management Planning Committee is passed officially.

MOVED BY Councillor Sidney, Councillor Coulas
THAT the acceptance of the Fire & Emergency Management Terms of Reference be deferred until the March 2019 committee meeting.
iii) **Review Budget**

Budget review will be deferred until February meeting. The budget documents are not available at this time.

**MOVED BY** Councillor Sidney, Councillor Coulas

**THAT** the budget review be deferred until the February committee meeting.

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iv) **Calls for September, October, November & December 2018**

Chief Welsh reviewed the calls for September, October, November and December 2018, stating that there were 31 calls in total (reports attached). Chief Welsh explained that there was no sheet for Horton Township as there were no calls received during the aforementioned time period.

The committee directed Chief Welsh to design an all-inclusive Fire Department Summary Activity Report to bring to Committee each month. The report should include high-level information of fire calls (with any personal information redacted), and a listing of all monthly fire department activities such as public education and community development.

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**VI. OTHER BUSINESS**

i) Councillor Sidney asked of Chief Welsh if in his professional opinion if there was a need for additional training/services for the Renfrew Fire Department. Chief Welsh stated that he would compile a list/summary of current training and services and a spectrum of potential training/services that may benefit the department. The list will be brought to the February or March committee meeting.

ii) Chief Welsh suggested that a Fire Department re-brand may provide a more accurate public persona of what the department does on a day to day basis. Chief Welsh explained that in re-branding to a title such as Renfrew Fire & Rescue Department, there is a more all-inclusive rendering of what the current Fire Department does beyond fighting fires. The committee agreed to think about the idea and discuss at the next meeting. Chief Welsh was directed to
compile costs and actions required to re-brand the department and bring to the February meeting.

VII. NEXT MEETING

The next regular meeting of the Fire & Emergency Management Committee is scheduled for February 19 at 2:30 pm at the Fire Hall.

VIII. ADJOURNMENT

The Renfrew Fire Committee adjourned at 3:46 p.m.

MOVED BY Councillor Sidney, Councillor Coulas
Waste Management Committee
Minutes of Meeting
Monday February 4, 2019 – 9:00 A.M

I. ATTENDANCE

Present were: Chair – Reeve Emon, Mayor Eady, Councillor Sidney, Director Asselin, Environmental Engineering Officer (EEO) Armstrong, Carolynn Errett (Recording Secretary)

II. DECLARATION OF PECUNIARY INTEREST

None.

III. DELEGATIONS/DEPUTATIONS

None.

IV. CONFIRMING OF MINUTES

MOVED BY Mayor Eady, Councillor Sidney
THAT the minutes of the meeting 1-2019 on January 21, 2019 be approved as received. CARRIED.

V. NEW AND UNFINISHED BUSINESS ARISING

1. Landfill Operations

EEO Armstrong updated the committee on landfill operations for the month of January. Current concerns were brought forward regarding the Loader’s tires. Tire traction has been an issue in the snow, and discussions have been had with CAT and the town Mechanic regarding possible solutions.

A comparison was provided to the committee which showed the different tipping fees of surrounding landfills that operate using a scale. Best practice is to use tonnage for calculations because of the transparency of the load and the ministry’s requirement for reporting. Renfrew currently has the lowest tipping fee in comparison to other municipalities. Staff has recommended increasing dumping fees to be more comparative and to discourage out of town use.

DIRECTION: Staff to provide a revenue report comparing the implications of an increase of $85.00, $90.00, and $95.00. Data should be prorated from a possible implementation date to year end.

EEO Armstrong discussed tonnage received in January. Two areas worth noting were Sludge which is material received from Sewage treatment plant, and mixed commercial.
"Sludge" is the solid waste that is received from the Sewage Treatment Centre. Roughly 15000 tonnes are received yearly. The sludge is a soil like substance that contains biosolids, which need to be covered and cannot be used as fill.

There is future opportunity to repurpose the sludge. The material can be used as agricultural fertilizer if Nutrient Management regulations are met.

**DIRECTION:** Staff to do further research on what is required and the cost implications of land applying ‘sludge’ for beneficial reuse on agricultural land. Report to be provided to the committee in August.

70% of the waste received classified as “Mixed Commercial” was received by Beaumen. As follow up to concerns noted at the January 21st meeting, more recent loads have been much ‘dirtier’. Beaumen local distribution centre provides service to multiple municipalities. Non-recyclable material and/or dirty material sorted out at the distribution centre is eventually transported to the Renfrew landfill as residuals. On a local level, more incentive may be required to educate the public on how to ‘clean’ recycle.

2. **New Initiatives**

   i. **Mattresses disposal**

   EEO Armstrong presented the committee with alternatives to mattresses being disposed and buried at the Landfill. One option included using a recycling company to recycle the mattresses, which would involve storage and transportation off site. A second option would be to separate and have a contractor grid up material.

   Committee agreed that initial steps must be taken to see if mattress disposal can be handled internally. For now, mattresses can be separated onsite, and once the compactor arrives, the Operator can determine if the compactor will adequately shred, tear, and compress the mattresses enough to not require additional action.

   **DIRECTION:** Throughout the upcoming months, Staff is directed to monitor and evaluate alternative options for mattress disposal, and to confirm any additional costs that might be associated to the disposal, storage, and or transportation of mattresses. Follow up discussion deferred till September 2019.

   ii. **Town Bags and Curbside Pick Up**

   The Committee discussed the option of using a labelled town bag for residential curbside pick-up.

   **DIRECTION:** Staff is requested to find out more information regarding the feasibility of this option. Further discussion will be had when more information is available.

   **DIRECTION:** Staff is to add garbage and recycling information to the upcoming Town Newsletter, and provide public information/updates on social media and in the newspaper regarding curbside pick-up.
iii. Multi-Residential Recycling pick up

The committee discuss the lack of recycling pick up at Multi-Residential locations throughout town. The contractor’s current contract does include stops at Multi-Residential locations, but currently there is no program is in place to recycle at these locations. This is also true for the town’s recreation facility.

DIRECTION: Reeve Emon and Councillor Sidney are to bring forward a discussion regarding recycling at the next Recreation Committee meeting.

Committee discussed the availability of information/educations sessions and conferences that may be available in relation to waste management. The committee agreed that further education could promote new initiatives that would be greatly beneficial to the town and the longevity of the landfill.

DIRECTION: Recording Secretary to gather and circulate available information and education sessions that might be available over the next several months.

DIRECTION: Recording Secretary to contact Beaumen and Ottawa Waste Management to facilitate a tour of each facility.

3. Operating Budget Review

A Landfill Operation component of the operational budget of $360,000.00 was previously set by council when the decision was made to take over operations of the Landfill. The Beaumen cost was to increase from $216,000 to $360,000. The staff felt that the Town could operate the site within the cost of the increase and it would be in the Town’s best interest and the Council was in agreement.

Staff is currently working to create an operation budget and redistribute the cost into appropriate accounts. The waste management operating budget will be presented to the committee at the next meeting.

VI. OTHER BUSINESS

1. Opening on Fridays

The Committee discussed the financial implications of opening the landfill on Fridays. The Landfill Environmental Compliance Approval would need to be amended to allow for operation to be available on Fridays. Staffing costs would increase over $20,000.00 yearly to cover the additional 8.5 hour day every week. Additionally, the extra day would require the equipment to cover waste received, and therefore additional cover material would be required. It is not believed that the extra day would generate additional material, as the material is simply deferred until a day in which the landfill is open. The Department has not had any request or complaints about landfill hours. At this time, the committee did not feel it was a cost effective option.
VII. NEXT MEETING

The next regular meeting of the Waste Management Committee is scheduled for Monday, March 4, 2019 at 9:00 a.m. in the upstairs boardroom/Town hall.

VIII. ADJOURNMENT

The Waste Management Committee adjourned at 10:18 a.m.
Waste Management Committee
3-2019 Minutes of Meeting
Monday March 4, 2019 – 9:00 A.M

I. ATTENDANCE

Present were: Chair – Reeve Emon, Mayor Eady, Councillor Sidney, Director Asselin, Environmental Engineering Officer (EEO) Armstrong, Carolyn Errett (Recording Secretary)

II. DECLARATION OF PECUNIARY INTEREST

None.

III. DELEGATIONS/DEPUTATIONS

None.

IV. CONFIRMING OF MINUTES

MOVED BY Councillor Sidney, Mayor Eady
THAT the minutes of the meeting 2-2019 on February 4, 2019 be approved with the following edit under V. 1.

DIRECTION: Throughout the upcoming months, Staff is directed to monitor and evaluate alternative options for mattress disposal, and to confirm any additional costs that might be associated to the disposal, storage, and or transportation of mattresses. Follow up discussion deferred till September 2019.

CARIED.

V. NEW AND UNFINISHED BUSINESS ARISING

1. Landfill Operations

   i. Operations

Two casual landfill operators have been hired on an as needed basis for the Landfill. Operators will provide coverage for stats, training, and leave.

Operators and the EEO have been registered for upcoming training that is required by the Environmental Compliance Approval for the landfill. SWANA Landfill Operations Basics and SWANA Manager of Landfill Operations will take place in April 2019.

The 2018 landfill data has been submitted to Golder for the 2018 Landfill Environmental Monitoring and Operations Report.
ii. Plastic Film
Beauman Waste Management System (BWMS) has requested that plastic film be removed from Renfrew’s recycling program. The reasoning is that there is currently no end market for plastic film, due to China’s withdrawal from the recycling market as a result of a high amount of contamination inside the plastic bags picked up curbside. Based on the current contract with BWMS, the Town pays $0.04 per stop to have the plastic film collected, which then gets transported and disposed of at the Town of Renfrew landfill.

MOVED BY Councillor Sidney, Mayor Eady
THAT the Waste Management Committee recommends to Council that plastic film be removed from the recycling program effective immediately, and that the Town advertises and promotes public awareness regarding the removal of bags from recycling.

FURTHER THAT the Waste Management Committee recommends to Finance that the Town ceases to pay the $0.04/per stop indicated on the monthly collection invoice from BWMS.

CARRIED.

The Committee discussed different alternatives as to how to handle plastic film now that it will no longer be recycled.

DIRECTION: EEO Armstrong to review By-Law options for banning the distribution of plastic bags.

iii. By-Law 24-2012, Section 4

The Committee reviewed photographic evidence of ‘out of town dumping’ that occurred recently at the Landfill. EEO Armstrong advised the committee that the contractor was notified and advised that as per our By-Law No. 24-2012 Section 4, “Only ashes, garbage, or refuse that is generated or is a waste product of residents, businesses, industries, and institutions that are located with the geographic boundaries of the Town of Renfrew may be deposited in the Town of Renfrew Landfill site”. Staff will continue to watch, and if further issues arise, a fine will be issued.

DIRECTION: EEO Armstrong to review, and bring to committee the ‘Four Season Waste Audit’ completed by the Continuous Improvement Fund regarding the percentage of plastic and plastic film that has been previously disposed into the Town Landfill in the last few years.

2. Operating Budget Review

EEO Armstrong provided the committee with the Waste Management operation budget for review.

EEO Armstrong noted that limited increases or changes have been made to Waste Collection and Recycling. However, there has been an increase in costs for Household Hazardous Waste and Landfill Operations, as a result of the increased tender to operate the landfill, and the end result of operations being transferred back to the Town.
Despite funding from the Province through Stewardship Ontario programs, Municipalities are still subsidizing the cost of recycling programs. The total Recycling cost for the Town of Renfrew in 2018 was $198,680.

In 2018, the cost of the Household Hazardous Waste Depot (HHWD) was $3604.43. The Town receives cost recovery from participating municipalities, which was billed based on cost distribution on population. In 2018, the overall revenue and expenditures break even with the Town paying $6640.00 of our share of the expenses. Expenditures are estimated to be higher in 2019 due to the Town running operations exclusively, and therefore discussion with municipal partners will be required to confirm new cost distribution.

**DIRECTION:** EEO Armstrong to discuss 2019 fees with municipal partners, and provide an update to the Committee at the next meeting.

The $360,000.00 budget set aside for Landfill operations is based on the cost in which BWMS was going to charge the Town for contacted services in 2019 to run the Landfill. In operating the landfill ourselves, the Town now has more control over costs, expansion, and the overall landfill life span.

The budget estimates a $88.86 cost per household, which is still being operated cost effectively when compared to other municipalities.

EEO Armstrong indicated that the budget line item for "repairs and maintenance" provides funds to find/locate the septic, to address known issues of mold and necessary repairs on the outbuildings (equipment shed and scale house), and complete regular maintenance on the scales.

Fuel charges for Loader and Compactor are based on a two month estimate from Stinson fuels, and includes DEF fluid and oil that is required for each machine.

**DIRECTION:** EEO Armstrong to prorate loader and compactor budget lines to reflected 2019 delivery dates.

**MOVED BY** Councillor Sidney, Mayor Eady

**THAT** the Waste Management Committee forward the operational budget, with the noted correction regarding the compactor and loader onto the Finance committee for final review.

CARRIED.

3. **Fee Structure**

EEO Armstrong provided the committee with a revenue comparison, showing an increase in revenue based on tipping fees of $85, $90, $95, and an increase to $20.00 for the minimum tipping fee. The increase in tipping and minimum tipping fee would increase revenue roughly $100,000, which would aid in financing future initiatives and waste diversions.

The committee discussed the benefit of a slow increase in fees over an extended period of time to allow for the additional costs to be accounted for, and absorbed by residents and contractors.
MOVED BY Mayor Eady, Councillor Sidney

THAT the Waste Management Committee recommends to Council to increase the tipping and minimum tipping fee based on the following amount and scheduled timeframe.

Tipping Fee:
Increase to $85 /Metric Tonne – as July 1, 2019
Increase to $90 /Metric Tonne – as January 1, 2020
Increase to $95 /Metric Tonne – as January 1, 2021

Minimum Tipping Fee:
Increase to $20.00 for under 200 kg – as of July 1, 2019
Increase to $25.00 for under 200 kg – as of January 1, 2021

CARRIED.

4. **New Initiatives**

EEO Armstrong advised the committee that as of January 1, 2019 a new mandatory tire recycling came into effect, making tire producers responsible for managing tires at end of life. Municipalities are not required to register with Resource Productivity & Recovery Authority (RPRA). Municipalities can deliver, or direct residents to drop off tires at registered collection site. However, the quantity of disposal at one time is limited, and there are costs associated with the transportation of the tires to the registered collection sites.

It was noted that there was no cost in registering, that tires could be picked up directly from the Landfill, and that quantity was not limited.

To limit unnecessary costs and ensure pickup of used tires, EEO Armstrong recommended that the Town register with the RPRA as a tire collector.

MOVED BY Mayor Eady, Councillor Sidney

THAT the Waste Management Committee recommends to Council that we register with RPRA as a tire collector in order to continue collecting tires at the landfill.

CARRIED.

VI. **CLOSED SESSION**

NONE

VII. **NEXT MEETING**
The next regular meeting of the Waste Management Committee is scheduled for Monday, April 1, 2019 at 9:00 a.m. in the upstairs boardroom/Town hall.

VIII. ADJOURNMENT

The Waste Management Committee adjourned at 10:38 a.m.
MOTION FOR CONSIDERATION

COUNCIL MEETING – MARCH 12, 2019

THAT Renfrew Town Council cease to pay the $0.40/per stop indicated on the monthly collection invoice from Beauman Waste Management System (BWMS).
CORPORATION OF THE TOWN OF RENFREW

MOTION FOR CONSIDERATION

COUNCIL MEETING – MARCH 12, 2019

THAT Renfrew Town Council register with the Resource Productivity and Recovery Authority (RPRA) as a tire collector in order to continue collecting tires at the Landfill Site.
DATE  March 7, 2019

SUBJECT  Landfill Tipping Fees Increase

RECOMMENDATIONS  THAT Council pass By-Law No. 17-2019 being a by-law to amend Schedule ‘H’ to By-Law No. 24-2012, being a by-law to establish a Waste Management System in the Town of Renfrew.

ORIGINATOR  Tyler Armstrong, Environmental Engineering Officer

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

FINANCE COMMENT  The 2019 draft operating budget for the landfill site includes estimates based on the proposed amendments to the Landfill Tipping Fees schedule.

COMMITTEE REVIEW  The Waste Management Committee discussed tipping fees at its March 4, 2019 meeting. The Committee recommended that the increase in fees be phased in over a two-year period.

BACKGROUND  The Renfrew Landfill is an important piece of the Town’s infrastructure that is essential to support the municipality’s waste, recycling diversion, and sewage sludge disposal programs.

Tipping fees have not increased since July 1, 2012 and at that time they were reflective of the tipping fees in the area.

Upon review of the current landfill fee structures in area, of those municipalities that charge by weight, Renfrew has the lowest tipping fees at $80/Metric Tonne (MT). Tipping fees at Landfills in the area range from $80/MT to $110/MT.

In 2018, $512,000 was generated in tipping fee revenue.
Based on the current weights of waste received at the landfill, the increased revenue to be generated will be approximately $30,000 per year per $5/MT increase, if the same volume of waste was received.

The proposed implementation schedule is as follows:

**Tipping Fee Sorted Waste:**
- Current fee is $80/MT
- Increase to $85 /MT – as of July 1, 2019
- Increase to $90 /MT – as of January 1, 2020
- Increase to $95 /MT – as of January 1, 2021

**Tipping Fee Unsorted Waste:**
- Current fee is $150/MT
- Increase to $200 /MT – as of July 1, 2019
- Increase to $225 /MT – as of January 1, 2020
- Increase to $250 /MT – as of January 1, 2021

**Minimum Tipping Fee under 200 kg:**
- Current fee is $15
- Increase to $20.00 – as of July 1, 2019
- Increase to $25.00 – as of January 1, 2021

A revised Schedule ‘H’ is included as Appendix A to this report.

**ALTERNATIVES CONSIDERED:**

1. Proceed with proposed changes to tipping fees.
2. Do not change the tipping fees.

**DISCUSSION:**

1. Proceed with rate fee change at the Renfrew Landfill.

   The Landfill is a valuable resource of the Town. Increasing the tipping fees will make the Town’s fees more comparable to other municipalities. This will also discourage waste from neighboring municipalities coming to the landfill.

Stage 4 of the landfill has approximately 17-20 years remaining. To access Stage 5, MOE approval is required and significant investment will be required to access this stage and eventually close the landfill site.
Since the Landfill, is not an infinite resource, the additional revenue generated could be used to advance Stage 5 planning and eventual closure costs of stage 4 and 5.

It is for these reasons that this alternative is being recommended.

2. **Do not change the tipping fees.**

If no change is made, the Town Landfill’s tipping fees will remain the lowest landfill tipping fees among landfills that weigh waste received.

Not proceeding with a fee increase will result in no additional revenue being generated to aid in future costs associated with accessing Stage 5 and eventually closure of the landfill, thus resulting in additional taxation to property owners.

Respectfully submitted for Council’s consideration.
BY-LAW No. 24-2012

SCHEDULE ‘H’

FEES AND CHARGES

Tipping fees will be collected at the landfill site office

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<th>Item</th>
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<th>Fees Effective January 1, 2020</th>
<th>Fees Effective January 1, 2021</th>
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CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 17-2019

Being a by-law to amend by-law 24-2012, being a by-law to establish a Waste Management system for the collection and disposal of garbage, ashes, refuse, leaf and yard waste and recyclable materials in the Town of Renfrew.

WHEREAS Section 11 of the Municipal Act, 2001, authorizes councils of local municipalities to pass by-laws respecting matters pertaining to waste management; and

WHEREAS Council of the Corporation of the Town of Renfrew deems it expedient to enact a new By-law to consolidate previous by-laws pertaining to the operation of the landfill site and the collection of refuse and recycling.

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

1) THAT Schedule "H" FEES AND CHARGES, be replaced by the revised Schedule "H" FEES AND CHARGES, attached.

Read a first and second time this 12th day of March, 2019.

Read a third and final time this 12th day of March, 2019.

Don Eady, Mayor
Kim R. Bulmer, Clerk
**BY-LAW No. 24-2012**

**SCHEDULE ‘H’**

**FEES AND CHARGES**

*Tipping fees will be collected at the landfill site office*

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</tr>
<tr>
<td>E-Waste</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Recycling</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Tires <em>(tires on rims will not be accepted)</em></td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Leaf and Yard Waste</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Cardboard</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Freon Removal</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Bag Tag - each</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Recycling Bin (Blue Box) - each</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Composter Credit</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>
I. ATTENDANCE
Present were: Mayor Don Eady, Chair/Councilor Mike Coulas, Director Asselin, Office Coordinator Errett, Reeve Peter Emon (Arriving at 12:55)

II. DECLARATION OF PECUNIARY INTEREST
No disclosures of pecuniary interest were declared.

III. PETITIONS AND DEPUTATIONS
None

CONFIRMING OF MINUTES

Motion to adopt: Reeve Emon Seconded: Mayor Eady

THAT the minutes of meeting 9-2018 held on November 20, 2018 at 10:00 a.m. were received and approved.

IV. BUSINESS ARISING FROM MINUTES

1. Landfill Operations

Director Asselin advised the committee that the motions from the November 20th meeting will be sent to Council on November 27th.

The job ads for the Environmental Engineering Officer, Landfill Operator/Equipment Operator, and Landfill Operator/Scales Attendant have all closed, and there appears to be a number of potential candidates. Interviews for the Environmental Engineering Officer are set for Wednesday. Applications for the other positions are being reviewed, and interviews will commence shortly.

Director Asselin has continued to do research on the Landfill Equipment, and is confident that the recommend CAT Compactor and Loader are the best possible options.

2. Parking Restrictions in Downtown Parking Lots

Staff is currently reviewing the process for both permit and visiting access to the downtown parking lots. One option would be to not have assigned permit spots. This option would be more cost effective due to the required signage needed, and would raise less public concern regarding vacant spots not being utilized. With this option, permit holders would have the use of any vacant spot in any of the municipal lots and on Argyle Street.
V. OPEN ITEMS FOR DISCUSSION

1. Capital Budget

Director Asselin has reviewed Capital Budget items with the operational staff, and has drafted the attached summary report for committee review.

Based on the summary report provided, the Committee has suggests that priority be given to confirming infrastructure funding/grants that may be received in 2019. Money awarded may determine which projects will precede.

There has been significate water and sewer work done in the past few years, and more forecasted for the future. Water and sewer rates have been fixed for a two (2) year term, but rates and budget will need to be considered for future requirements.

The committee identified that low square landscaping will be included into the 2019 capital budget.

Motion to adopt: Reeve Emon Secended: Mayor Eady

THAT the Development and Works 2019 Capital Budget be sent to the Finance committee for review.

CARRIED

2. Parking on Health Village Lane

The committee reviewed the November 19th email that was submitted on behalf of the new professional building up on Health Village Lane. There is no parking zoned on the north and south side.

3. Centreside Dairy

The Committee discussed the November 12th letter received by Centreside Dairy regarding water billing and loss of revenue.

Motion to adopt: Reeve Emon Secended: Mayor Eady

THAT the Development & Works Committee recommends to the Finance Committee that due to their concerns of ongoing disruptions caused by Plaunt St Construction and Munroe Construction, that water billing for the months of July and August 2018 be billed at base rate only.

CARRIED

Motion to adopt: Reeve Emon Secended: Mayor Eady

THAT Treasury review and evaluate the value of the one-time credit calculated in 2016

CARRIED
VI. ADJOURNMENT
There being no further business to come before the meeting, the meeting was adjourned at 2:30 PM

Motion to adopt: Reeve Emon Seconded: Mayor Eady

CARRIED
Development & Works Committee
Minutes of Meeting
Tuesday January 22, 2019 – 1:00 P.M.

I. ATTENDANCE

Present were: Chair – Councillor Coulas, Councillor Evans, Mayor Eady,
Director Asselin, Carolynn Errett (Recording Secretary)

II. DECLARATION OF PECUNIARY INTEREST

None.

III. DELEGATIONS/DEPUTATIONS

None.

IV. CONFIRMING OF MINUTES

MOVED BY Councillor Coulas, Mayor Eady
THAT the minutes of the meeting 10-2018 on November 26, 2018, be approved with the
following amendments;

- The Meeting Date in title be changed to reflect the actual date of the meeting –
  November 26, 2018 at 12:45 p.m.

- Wording used under item V.3. Centreside Dairy state;

  THAT the Development & Works Committee recommends to the Finance Committee that due to
  their concerns of ongoing disruptions caused by Plaunt St Construction and Munroe
  Construction, that water billing for the months of July and August 2018 be billed at base rate
  only.

  CARRIED.

V. NEW AND UNFINISHED BUSINESS ARISING

1. Development & Works Department Structure
Director Asselin reviewed the new Development & Works organization chart with respects to the Landfill operations being taken over, and new staff positions being added. The new Environmental Engineering Officer has been assigned tasks related to DWQMS, corporate Health and Safety, Trees and Environmental projects within Public Works. The position cost distribution is 43% Landfill, 15% Recycling, 10% waste, 10% Hazardous Waste, 10% Public Works, 10% Water and 2% sewer.

2. **Draft Terms of Reference**

The Committee reviewed the draft terms of reference and noted the removal of Waste Management under the Development and Works Committee responsibility. These terms of reference will be revised in the procedural by-law.

**MOTION:**

Moved by Councillor Evans, Mayor Eady
THAT the draft Terms of Reference be approved as written
CARRIED.

3. **Building Report**

Standing item added to the agenda to discuss future activity within the building department. Not items to report at this time.

4. **Capital Project Status**

Director Asselin provided an update to the committee regarding all ongoing Capital Projects and their current status. A summary of these projects can be found on page 5 of the minutes.

5. **Stewart Street Design**

A Public Open House will be held on Thursday January 24th to discuss the design and scope of the Stewart Street project. Engineering Technician Cleroux and Planner Burton will be in attendance to receive comments and concerns.

Director Asselin provided a brief summary of the project, and highlighted the following design features;
- Narrowing the road from Ready Ave to Mason Ave to accommodate a sidewalk on one side and a multiuse path on the other.
- Widening the intersection at Stewart St and Bruce St. to accommodate the turning radius of larger trucks.
- Introduce green space and raised curbs along Stewart Street to break up straight asphalt areas, and to create designated entrances and exits.
The Town is waiting to see if there will be an MTO funding intake for the Connecting Link Funding program this year. If funding is not available then the project will likely be put on hold. Funding has already been provided in 2018 for the design of the project from Bruce to the West Limit. The Town funded the additional design of the portion of Stewart Street from the Bridge to Bruce Street.

Director Asselin advised the committee that if the Stewart Street reconstruction were to proceed, consideration should be given to improve the underground infrastructure within the area. The current sewer system near the bridge is in dire shape and running at full capacity. Upgrading should be considered in order to support development demands and to ensure future sustainability of the residential growth areas.

Future discussion on this project will be brought to the committee’s attention as the project continues.

6. **Riverview Crescent**

The Town will continue to monitor the municipal right away, and will take necessary action to ensure that there is no property damage and threat to public safety.

7. **Downtown Parking Permit Update**

Director Asselin advised the committee that all future discussion regarding the Downtown Parking will be directed to Finance.

8. **Capital and Operational Budget Status**

Capital budget items have been provided to Finance and are currently under review.

Director Asselin advised the committee that the Operational Budget is still in draft form and will be forwarded to the Treasurer in advance of the next D&W meeting. The committee stressed the urgency of the budget reviewed and set forward to Finance.

**DIRECTION** Staff to bring forward the operational budget at the next committee meeting on February 12th

9. **Request for Consideration from Presbyterian Church**

The committee reviewed the request for consideration regarding the Town’s commitment to fund a portion of asphalt rehabilitation at the Renfrew Presbyterian Church. The committee feels that further discussion is required.

**DIRECTION** Planner Burton is to extend an invitation to the representatives of Renfrew Presbyterian Church to attend an upcoming Development & Works committee meeting to further discuss the request.
10. **Confirmation of Meeting Schedule for 2019**

Meeting schedule stands on the second Tuesday of each month. No conflicts at this time have been noted. Meeting time moved from the 2:00 pm to 1:30 pm going forward.

VI. **OTHER BUSINESS**
The following items were added for discussion;

1. **O’Gorman Sewer Update**
Director Asselin advised that the construction work and inspection are both complete for the O’Gorman Sewer. Deficiencies are being reviewed, but no further flooding should occur. Asphalt patching will be fixed in the spring when the weather can accommodate.

2. **BIA Follow Up regarding downtown**
Major Eady forwarded concerns from the BIA regarding the upkeep of the flowerbeds in the downtown area. Director Asselin advised that as part of the construction contract, the contractors will maintain and replace if need any flowers or trees within the downtown area for 2 years after completion. After such time, the Town may need to consider hiring for a horticultural position.

Further discussion regarding the concerns outlined by the BIA will be discussed in the Senior Management Meeting. Any items concerning the Development & Works committee will be brought forward at future committee meetings.

VII. **NEXT MEETING**

The next regular meeting of the Development & Works Committee is scheduled for Tuesday, February 12, 2019 at 1:30 pm in the upstairs boardroom/Town hall.

VIII. **ADJOURNMENT**
The Development and Works Committee adjourned at 4:15 pm
Ongoing Projects

- Smiths Creek Watermain Replacement
- Downtown Highway 60 – Part A deficiencies
- Downtown Connector Streets
- Barnet Part A – Eighth to Raglan Street South
- Barnet Part B – Eighth to Gillan road
- Vimy
- Carswell (Prince to Renfrew E)
- Prince Street
- William Street Ravine Stabilization
- Ross/Amprior – OCIF top up application no answer yet
- Stewart Street – Design complete in spring – Needs MTO connecting Link Funding
  a. Need MTO CL intake
- Sewer Upgrades for Growth
- Town Garage – Will restart with no additional land available
- Water Tower internal repairs and exterior logo and cleaning
- Former WPCC demo – Over Budget and need to re-scope and reprice
- Raglan Street South County Rehab
  a. Integration of Town services
  b. Sidewalk Upgrades
  c. Watermain looping
- Asset Management
  a. New Requirements for 2020
  b. OCWA pilot at WTP
- Tourist Booth Road – Park Design and Construction – In support of land sales
- LED streetlight – spoke to Renfrew Hydro
- WTP Filter Rehab design and Construction
- Manganese treatment system
- Artificial Intelligence Pilot – Water Plant
- New Low Square Rehab – Rec or D&W – No fund allocation to date
- Stewart Park parking Lot at Church – No Funds allocated
- Municipal Parking Lot paving and Rehab – Funds being collected
- Tree Inventory and Condition Assessment – Tyler
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 19-2019

Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on March 12, 2019.

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 12th day of March, 2019.

Read a third and final time this 12th day of March, 2019.

__________________________________________  ____________________________________________
Don Eady, Mayor                                       Kim R. Bulmer, Clerk