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, November 26th, 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) Kathryn Lindsay
   (Bonnechere River Watershed Project)

2) Ontrac Employment Resource Centre
   (Employment Resource Services)

3) Doug Parkhill
   (Eighth Street Residential Safety)

RECOMMENDED ACTION

Appear Before Council.

IV. CONFIRMING OF MINUTES

1) Minutes of the Regular Meeting of Council held November 12th, 2019.

2) Minutes of the Special Meeting of Council held November 19th, 2019.

V. COMMUNICATIONS

VI. REPORTS

A. PLANNING

B. FINANCE & ADMINISTRATION

1) Proposed Motion for Council
   (Ontario Water Champions Charter)

   Adopt Recommendation.

2) Clerk Bulmer’s report dated November 22, 2019
   (Municipal Modernization Program)

   Adopt Recommendation.

C. FIRE

1) Minutes from the Fire & Emergency Management Committee meeting held November 19, 2019.

   Receive.

2) Chief Welsh’s report dated November 20, 2019
   (Town of Renfrew Emergency Plan Update)

   (B/L 63-2019)

   Adopt Recommendation.

3) Chief Welsh’s report dated November 21, 2019
   (Fee for use of Bunker Gear Washing Machine)

   Adopt Recommendation.

D. RECREATION
VI. REPORTS cont’d

E. DEVELOPMENT & WORKS

1) Minutes of the Development & Works Committee meetings held October 9 and November 12, 2019. Receive.

2) Director Asselin’s report dated November 22, 2019 (Award of Engineering Services for Arnprior/Ross Reconstruction) Adopt Recommendation. (B/L 64-2019)

F. REEVE’S REPORT

G. OTHER

VII. BOARDS AND COMMISSIONS

A. POLICE SERVICES’ BOARD

1) Minutes of the Renfrew Police Services’ Board meeting held October 9, 2019. Receive.

B. PUBLIC LIBRARY

C. OTHER

VIII. BY-LAWS


64-2019 Being a by-law to award the engineering services for the reconstruction of Arnprior/Ross Street Project to Jp2g Consultants Inc.

IX. NEW AND UNFINISHED BUSINESS

X. CLOSED SESSION

XI. CONFIRMING BY-LAW

B/L 65-2019 Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on November 26th, 2019.

XII. ADJOURNMENT
CORPORATION OF THE TOWN OF RENFREW

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

PRESENT WERE
Mayor Eady
Councillors: Coulas, Evans, Heins, Jamieson

ALSO PRESENT
Deputy Clerk Charkavi, Treasurer O’Reilly, Director Asselin, Director Hill, Chief Welsh, Eric Withers (Town Planner)
Media (Mercury, MyFm)

I. CALLING THE ROLL
Reeve Emon joined Council at 7:05 pm.
Councillor Sidney was absent.

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
None declared.

III. PETITIONS AND DEPUTATIONS
2019 - 11 - 1
MOVED by Councillor Jamieson, Councillor Evans

THAT representatives from LandSquared (on behalf of Rogers Communications Inc.), appear before Council, to speak to the application regarding the Telecommunications Tower application for 115 Veterans Memorial Boulevard.

- CARRIED -

Dom Claros, from LandSquared, appeared before Council and provided information on the process that must be followed to meet the Safety Code 6 requirements as legislated by Industry Canada. He also provided information on the aesthetics of the project, including that no wires or lights will be on the tower and the tower is 210 meters from the nearest school.

Councillor Heins questioned that when she researched Safety Code 6 it was reviewed in 2015 but had not been brought forth to the Provincial Legislature for adoption. Mr. Claros replied that the term “reviewed” in Industry Canada means updated and he could not comment on why it was not brought forth to the legislature.

Reeve Emon asked what is the life expectancy of the tower and what happens when that is reached. Mr. Claros replied that the agreement is for twenty (20) years and after that if it is required for a longer period of time, a new agreement will be negotiated or the tower will be decommissioned and the property returned to its original state. Reeve Emon further asked if the agreement is re-negotiated will it come before Council? Mr. Claros replied that there is no requirement to come before Council. Reeve Emon stated that basically Council has no say but only providing its comments on the project. Mr. Claros replied that is correct, only your comments will be provided to Industry Canada, and they will make their decision based on comments received.

Councillor Jamieson wondered if any municipal property was consider for this project or any other properties not so close to schools and residential properties. Mr. Claros replied that 115 Veterans Memorial Boulevard is the best choice as it meets all the setbacks required for this tower.
III. **PETITIONS AND DEPUTATIONS cont’d**

**Motion 2019 - 11 - 1 cont’d**

Mayor Eady wondered what the required setbacks are for schools/residential. Mr. Claros replied 120 meters and the tower is 210 meters from the nearest school and over the required 120 meters for residential.

Councillor Evans asked if this was a directional tower. Mr. Claros replied that it is a circular tower. Councillor Evans then wondered why it has to be in that location. Mr. Claros replied that the planners for Rogers would have researched where the best location in order to meet the setbacks and other requirements was and they chose the property at 115 Veterans Memorial Boulevard. He further added that Bell has the exact same tower on a building at the corner of Opeongo Road and it is the same distance from any school as is the proposed Rogers’ tower.

Councillor Coulas asked if there would be lights on the tower? Mr. Claros replied that Transport Canada has stated that the tower is in no known flight paths and that no lights are required. Councillor Coulas also wondered why the lands at Ma-te-way Park were not considered. Mr. Claros replied that that property is too close to another larger tower owned by Rogers. He further added that the larger tower is nearly at capacity and that is why this smaller tower is needed to better serve the residents of Renfrew.

Mayor Eady wondered about the coverage of this tower. Mr. Claros replied that the tower will provide good coverage for 1.5 km, adequate coverage up to 2 km and spotty coverage up to 5 km. He again added that this tower is solely for the residents of Renfrew. Mayor Eady wondered why the larger tower is not sufficient. Mr. Claros replied that the larger tower has reached near capacity, and this smaller tower will ensure that the level of service expected can be met.

Kyle Leech, who had spoken at the October 22 Council meeting was in attendance, however, he did not bring with him new or additional information to be provided, thus was not permitted to speak, according to the Procedural By-Law. Deputy Clerk Charkavi requested a recess in order that Mr. Kyle Leech may ask his questions of the LandSquared representative, with Planner Withers. They moved into the boardroom.

Councillor Heins stated that there is a seminar taking place this weekend on this topic and if anyone would like further information to register for it.

Reeve Emon asked Planner Withers what does concurrence mean. Planner Withers replied that concurrence in this matter is commenting of where the tower goes and is noted as a comment. Reeve Emon asked if conditions can be provided with the concurrence. Mr. Claros replied yes, there can be conditions requested.

2019 - 11 - 2
MOVED by Reeve Emon, Councillor Coulas

THAT Renfrew Town Council provides its concurrence in response to the request submitted by LandSquared, on behalf of Rogers Telecommunications Inc., in respect of a proposed 40-metre telecommunications tower on lands known municipally as 115 Veterans Memorial Boulevard.

- LOST -

Reeve Emon suggested that this item be tabled again so that Planner Withers can prepare a report with conditions attached to Council’s concurrence.

2019 - 11 - 2A
MOVED by Councillor Jamieson, Reeve Emon

THAT Renfrew Town Council table the request for concurrence submitted by LandSquared, on behalf of Rogers Telecommunications Inc., in respect of a proposed 40-metre telecommunications tower on lands known municipally as 115 Veterans Memorial Boulevard to the November 26 Council meeting in order that Planner Withers may prepare a report with conditions attached to the concurrence.

- CARRIED -
III. PETITIONS AND DEPUTATIONS cont’d

2019 - 11 - 3
MOVED by Councillor Evans, Councillor Heins

THAT representatives from the Santa Claus Parade Committee appear before Council to provide an update on their plans for the 2019 Santa Claus Parade.

- CARRIED -

Michael Wright and Lisa Vincent highlighted new items that will be incorporated into the parade and for the month of December in Low Square. A copy of the Santa Claus Parade Committee’s presentation has been appended to these minutes.

2019 - 11 - 3A
MOVED by Councillor Heins, Councillor Coulas

THAT Renfrew Town Council approve the plans for the 2019 Santa Claus Parade and for the Fridays during the month of December 2019; and

FURTHER THAT the Santa Claus Parade Committee work with the Parks, Recreation and Facilities Department to ensure that the parade and associated events are successful.

- CARRIED -

IV. CONFIRMING OF MINUTES

2019 - 11 - 4
MOVED by Reeve Emon, Councillor Heins

THAT the minutes of the Regular Meeting of Council held October 22, 2019, be adopted as printed.

- CARRIED -

V. COMMUNICATIONS

2019 - 11 - 5
MOVED by Reeve Emon, Councillor Heins

THAT the communication from the Ministry of Municipal Affairs and Housing, regarding the Ontario Putting People First by Supporting Smart, Efficient Municipal Service Delivery, be received; and

FURTHER THAT Renfrew Town Council receive the information from the Ministry of Municipal Affairs and Housing and direct the Senior Management Team to identify the project best meeting the criteria.

- CARRIED -

2019 - 11 - 6
MOVED by Reeve Emon, Councillor Jamieson

THAT the communication from the Corporation of the Township of Stirling-Rawdon, dated November 5, 2019, regarding the Municipal Liability and Insurance Costs, be received.

- CARRIED -

Reeve Emon spoke to the importance of this communication as municipalities are unable to meet the insurance costs associated with the Ability to Pay Act.
VI. REPORTS

2019 - 11 - 7
MOVED by Councillor Heins, Councillor Coulas

THAT the minutes from the Committee of Adjustment/Property Standards Committee meeting held September 4, 2019, be received.

- CARRIED -

2019 - 11 - 8
MOVED by Councillor Heins, Councillor Jamieson

THAT the minutes from the Planning Advisory Committee meeting held September 4, 2019, be received.

- CARRIED -

2019 - 11 - 9
MOVED by Reeve Emon, Councillor Jamieson

THAT the minutes from the Human Resources Committee meetings held September 6 and November 5, 2019, be received.

- CARRIED -

2019 - 11 - 10
MOVED by Councillor Heins, Reeve Emon

THAT the minutes from the Finance Committee meeting held October 28, 2019, be received.

- CARRIED -

2019 - 11 - 11
MOVED by Councillor Jamieson, Reeve Emon

THAT Director Asselin’s report, on behalf of the Senior Management Team, dated November 6, 2019, concerning Municipal Structure Review, be received; and

FURTHER THAT Renfrew Town Council authorize staff to issue a Request for Proposal for the purpose of hiring consultants to conduct reviews of the Municipal Administration and Council Structures.

- CARRIED -

Discussion was had concerning that all of Council and not just a committee be involved in the meetings and direction was provided to Director Asselin to make the necessary change to Section 5.

2019 - 11 - 12
MOVED by Councillor Heins, Reeve Emon

THAT Treasurer O’Reilly’s report, dated November 7, 2019, concerning the Open Competition to fill the position of Account/Deputy-Treasurer in accordance with the Town’s Hiring Policy #3-19, be received; and

FURTHER THAT Renfrew Town Council approve the Job Description for the Account/Deputy-Treasurer position; and

FURTHER THAT Renfrew Town Council declare the position of Accountant/Deputy-Treasurer to be vacant, and authorize the Treasurer to advertise, interview and fill the position.

- CARRIED -

Councillor Heins questioned what the changes were to the job description. Treasurer O’Reilly replied that some changes were made to acronyms used and programs that are no longer in use. This is also an opportunity to make the job description current.
VI. REPORTS cont’d

2019 - 11 - 13
MOVED by Councillor Jamieson, Councillor Heins

THAT Treasurer O'Reilly's report, dated November 7, 2019, concerning the 2020 Ontario Municipal Partnership Fund (OMPF) Allocations, be received; and

FURTHER THAT Renfrew Town Council receive this report and give consideration to earmarking the incremental fund to offset a portion of the anticipated increase in the 2020 recycling contract.

- CARRIED -

2019 - 11 - 14
MOVED by Councillor Heins, Councillor Jamieson

THAT Director Hill's report, dated November 6th, 2019, concerning the Extension of Succession Planning Early Retirement Agreement, be received; and

FURTHER THAT Renfrew Town Council authorize the Director of Parks, Recreation and Facilities to extend the Succession Planning Early Retirement Agreement to the end of the 2019/20 ice season, with the option to further extend the Agreement for the 2020/21 ice season.

- CARRIED -

2019 - 11 - 15
MOVED by Reeve Emon, Councillor Heins

THAT Renfrew Town Council, pursuant to Section 18.2 of the Procedural By-Law No. 34-2011, as amended, consent to the addition of the following Development & Works Resolution:

- Connecting Link Priority Application – for the construction of Stewart Street from the Bonnechere River to the Westerly Town of Renfrew limit.

- CARRIED -

Council requested a report detailing the application be brought forth to the Committee of the Whole on Tuesday November 19, 2019.

2019 - 11 - 16
MOVED by Reeve Emon, Councillor Coulas

BE IT RESOLVED THAT the Council of the Town of Renfrew hereby makes the following declaration:

WHEREAS connecting links are municipal roads that connect to provincial highways and border crossings.

AND WHEREAS there are 352 kilometers of connecting links, including 70 bridges, in 77 Ontario municipalities, counting the Town of Renfrew’s 6.8 kilometers of roadway comprised of Highways 132 and 60.

AND WHEREAS the Town of Renfrew is working aggressively, to advance a Connecting Link Rehabilitation Program for Highway 132 and 60 which requires financial assistance from the Province.

AND WHEREAS the Government of Ontario has introduced a 2020-21 Connecting Links Program intake to assist municipalities in funding costs associated with bridge replacements, pavement rehabilitation, storm sewer construction and intersection improvements.

AND WHEREAS a Connecting Link Application opened on October 3, 2019, which will fund up to 90 per cent of eligible project costs to a maximum of $3 million.
VI. REPORTS cont’d

Motion 2019 - 11 - 13 cont’d

AND WHEREAS the Province has previously assisted the Town in advancing the detailed design of the Highway 60 - Stewart Street Connecting Link under the previous funding intake which is complete and the project is shovel ready to proceed to construction.

AND WHEREAS the Town of Renfrew is desirous to submit an application for the construction of Stewart Street from the Bonnechere River Bridge to the Westerly Town of Renfrew limit.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Renfrew hereby makes the following declaration:

- THAT the submitted Application prepared for Highway 60 - Stewart Street is the highest Connecting Link Priority for the Town of Renfrew;
- THAT Council supports the application and commits to funding its share of the project submitted; and
- THAT the submitted application meets the requirements of the Ministry of Transportation’s Connecting Link Program as described in the Program Guide; and
- THAT a comprehensive Asset Management Plan, including connecting links, has been completed and publically posted; and
- THAT the municipality will comply with the conditions that apply to designated connecting links under the Highway Traffic Act to ensure the safe and efficient movement of provincial traffic; and
- THAT the project put forward in the application will be completed and the milestones met as stated in the Application; and
- THAT the application is complete and factually accurate.

- CARRIED -

2019 - 11 - 17
MOVED by Reeve Emon, Councillor Coulas

THAT the minutes from the Waste Management Committee meeting held October 7, 2019, be received.

- CARRIED -

2019 - 11 - 18
MOVED by Councillor Heins, Councillor Jamieson

THAT Director Asselin’s report, dated November 7, 2019, concerning County Road 52 Agreement with the County of Renfrew, be received.

- CARRIED -

2019 - 11 - 19
MOVED by Councillor Coulas, Councillor Evans

THAT By-Law 60-2019, being a by-law to authorize the Mayor and Clerk to enter into an agreement with the County of Renfrew for County Road 52, municipally known as Raglan Street South, setting out the responsibilities and costs for delivery of design and construction services, be read a first time and be deemed to have been read a second time.

- CARRIED -

2019 - 11 - 20
MOVED by Reeve Emon, Councillor Coulas

THAT By-Law 60-2019, being a by-law to authorize the Mayor and Clerk to enter into an agreement with the County of Renfrew for County Road 52, municipally known as Raglan Street South, setting out the responsibilities and costs for delivery of design and construction services, be read a third time and be passed.

- CARRIED -
VI. REPORTS cont’d

2019 - 11 - 21
MOVED by Councillor Jamieson, Councillor Heins

THAT Director Asselin’s report, dated November 6, 2019, concerning the Purchase of 2021 Tandem Axle Truck and Plow Assembly, be received; and

FURTHER THAT Renfrew Town Council authorizes the Department of Development & Works to purchase a 2021 Freightliner with plow, wing and salt unit from Francis Canada Truck Centre Inc. at a cost of $281,366.40, inclusive of non-refundable HST, plus licensing.

- CARRIED -

2019 - 11 - 22
MOVED by Councillor Evans, Councillor Heins

THAT Director Asselin’s report, dated November 6, 2019, concerning the Purchase of a new 20 kW trailer generator, be received; and

FURTHER THAT Renfrew Town Council authorizes the Department of Development and Works to purchase a new G25 trailer generator from Battlefield Equipment at a cost of $29,663.04, inclusive of non-refundable HST.

- CARRIED -

2019 - 11 - 23
MOVED by Councillor Heins, Councillor Coulas

THAT Director Asselin’s report, dated November 6, 2019, concerning the Purchase of 2019 Dual Axle Galvanized Landscape Trailer, be received; and

FURTHER THAT Renfrew Town Council authorizes the Department of Development and Works to purchase a 2019 Dual Axle Galvanized Custom Built Landscape Trailer from Stittsville Trailers at a cost of $10,622.34, inclusive of non-refundable HST and license.

- CARRIED -

2019 - 11 - 24
MOVED by Councillor Heins, Reeve Emon

THAT Director Asselin’s report dated November 7, 2019 concerning the Open Competition to fill the position of Engineering Technician in accordance with the Town of Renfrew Hiring Policy # 3-19, be received; and

FURTHER THAT Renfrew Town Council approve the revised Job Description for the position of Engineering Technician and declare the position of Engineering Technician to be vacant; and

FURTHER THAT Renfrew Town Council authorize the Director of Development and Works to advertise, interview and fill the position.

- CARRIED -

Councillor Heins questioned what the changes were to the job description. Director Asselin replied that this is an opportunity to make the job description current.

2019 - 11 - 25
MOVED by Councillor Heins, Councillor Jamieson

THAT Director Asselin’s report, dated November 6, 2019 concerning Investing in Canada Infrastructure Program (ICIP) Green Stream Program, be received; and

FURTHER THAT Renfrew Town Council receive the information from ICIP Green Stream Program October 2019 Intake and direct the matter to the Development and Works Committee to identify the project best meeting the program criteria.

- CARRIED -
VI. REPORTS cont’d

2019 - 11 - 26
MOVED by Councillor Jamieson, Reeve Emon

THAT the minutes from the Administration/Economic Development & Tourism Committee meeting held September 5, 2019, be received.

- CARRIED -

VII. BOARDS AND COMMISSIONS

VIII. BY-LAWS

By-Law 60-2019 was given three readings and passed.

IX. NEW AND UNFINISHED BUSINESS

Councillor Heins announced that there will be a Hunters Ball event at the Golden Age Activity Centre, to be held on Friday, November 15, 2019 beginning with lunch at 12:00 pm (noon).

Mayor Eady wanted to thank, on behalf of Council, Kelly Coughlin and Lane Cleroux for their many years of service to the Town and wished them both well in their new positions.

X. CLOSED SESSION

XI. CONFIRMING BY-LAW

2019 - 11 - 27
MOVED by Councillor Heins, Councillor Coulas

THAT By-Law 61-2019, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on November 12, 2019, be read first time and be deemed to have been read a second time.

- CARRIED -

2019 - 11 - 28
MOVED by Councillor Evans, Councillor Heins

THAT By-Law 61-2019, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on November 12, 2019, be read third time and be passed.

- CARRIED -

XII. ADJOURNMENT

THAT we do now adjourn (Time of adjournment: 9:20 p.m.).

Mayor - Don Eady
Deputy Clerk - Jennifer Charkavi
CITY OF RENFREWS

Minutes of the special meeting of the Council of the Corporation of the City of Renfrew held in the Council Chambers on Wednesday, November 19th, 2019 at 5:30 p.m.

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

IV. CLOSED SESSION

2019 - 11 - 29
MOVED by Councillor Sidney, Councillor Jamieson

THAT Council, pursuant to Section 239 (2) (d) of the Municipal Act, 2001, now move into a closed session for the purpose of discussing the following subject matter:

- Labour relations or employee negotiations.

More specifically, Jane Mizanski, on behalf of Gallagher Benefit Services (Canada) Group Inc., is in attendance to present the Compensation Review Final Report.

- CARRIED -

Council convened in Closed Session at 5:32 p.m..

2019 - 11 - 30
MOVED by Councillor Heins, Councillor Sidney

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

- CARRIED -

Council rose from its Closed Session and returned to Open Council at 6:44 p.m.

The following motion is derived from the discussions held in the Closed Session of Council.

2019 - 11 - 31
MOVED by Councillor Coulas, Councillor Heins

THAT Renfrew Town Council refer the Compensation Review Final Report prepared by Gallagher Benefit Services (Canada) Group Inc., dated November 19th, 2019, to the Human Resources Committee for further review and recommendation back to Council.

- CARRIED -
V. CONFIRMING OF MINUTES

VI. COMMUNICATIONS

VII. REPORTS

2019 - 11 - 32
MOVED by Councillor Jamieson, Councillor Heins

THAT the correspondence and supporting information from the Ministry of Municipal Affairs and Housing dated November 12th, 2019, regarding Ontario’s new Municipal Modernization Program, be received.

- CARRIED -

Clerk Bulmer updated Council on this funding opportunity and the work to-date conducted by the Local Efficiency Group (LEG). A report detailing the Municipal Modernization Program, along with recommendations, will be brought forward to the Regular Meeting of Council scheduled for November 26th, 2019.

Clerk Bulmer advised that discussion on the matter regarding the O’Brien Road lands purchased by O’Farrell Financial is now premature as a result of outstanding information still required to be submitted by the property owner.

2019 - 11 - 33
MOVED by Reeve Emon, Councillor Coulas

THAT Renfrew Town Council receive a copy of the Connecting Links Program 2020/21 Project Application; and

FURTHER THAT Director Asselin be heard before Council to provide an overview of the scope and costing of the proposed Highway 60 (Stewart Street) project.

- CARRIED -

Director Asselin appeared before Council and presented design details on the scope of work to be conducted as part of this large reconstruction project.

Council raised some concerns and sought clarity as it relates to the water and wastewater components of this project, and more specifically the renewal and oversizing of infrastructure to accommodate future development growth. Director Asselin provided explanation on how the Town’s current Development Charges By-Law functions.

VIII. BOARDS AND COMMISSIONS

IX. BY-LAWS

X. NEW AND UNFINISHED BUSINESS

XI. CONFIRMING BY-LAW

2019 - 11 - 34
MOVED by Councillor Jamieson, Councillor Heins

THAT By-Law 62-2019, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on November 19, 2019, be read first time and be deemed to have been read a second time.

- CARRIED -
XI. CONFIRMING BY-LAW cont’d

2019 - 11 - 35
MOVED by Councillor Evans, Councillor Heins

THAT By-Law 62-2019, being a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew at the meeting held on November 19, 2019, be read third time and be passed.

- CARRIED -

XII. ADJOURNMENT

THAT we do now adjourn (Time of adjournment: 7:21 p.m.).

Mayor - Don Eady                     Clerk – Kim R. Bulmer
CORPORATION OF THE TOWN OF RENFREW

DRAFT RESOLUTION

THAT the Council of The Corporation of the Town of Renfrew endorses the Ontario Waterpower Champions Charter and states the following:

Our Council is committed to building the best possible quality of life for our residents. That means providing services, programs and amenities that make our community a great place to live, work, play and learn. It also means taking steps to think strategically about our future. Strategic thinking requires leadership, long term commitment and an unwavering responsibility to engage those we are elected to serve.

The Ontario Waterpower Champions Charter is a framework for Council to demonstrate its commitment to integrating and balancing its socio-cultural, economic and environmental goals.

The Commitment of Waterpower Champions:

- We support the use and expansion of local waterpower;
- We support historical infrastructure and refurbishment opportunities;
- We conserve and enhance our man-made and natural environment;
- We value the voices - all of the voices - of our community; and
- We work with others collaboratively to create opportunities.
DATE
November 22, 2019

SUBJECT
Municipal Modernization Program
(Expression of Interest ~ Joint Application)

RECOMMENDATION
THAT Renfrew Town Council approves proceeding with the
joint submission of the Expression of Interest for the Municipal
Modernization Program with some or all of the partners of the
Local Efficiency Group (LEG);

AND FURTHERMORE, Council instructs staff to commence
drafting an RFP (Request for Proposal) for the following:

- An individual Service Delivery Review for all
  participating municipalities; and
- Service Delivery Review for the Local Efficiency
  Group.

The purpose is to seek out opportunities to improve service
levels and efficiencies across border levels, with all
municipalities included on the Expression of Interest.

ORIGINATOR

Kim R. Bulmer, AMCT
Clerk

FINANCE COMMENT
The application being submitted is for $200,000. At this time
there are no further financial implications, however, in the
event the LEG is unsuccessful in its application, or successful
and the proposal exceeds the $200,000 funding upset limit,
then some financial contributions may be necessary. In the
event the RFP exceeds the budget, staff will advise Council
with a recommendation on how to proceed.

Kelly Coughlin, CMM
Accountant/Deputy-Treasurer

COMMITTEE REVIEW
The Municipal Modernization Program was discussed during
both the Regular Meeting of Council held on November 12th,
2019 and the Special Meeting of Council held on November
19th, 2019. Mayor Eady and senior staff continue to represent
the Town on the Local Efficiency Group (LEG).
BACKGROUND

After receiving notification from Minister Clark, in March of 2019, that municipalities would be receiving one-time Modernization Funding, the Township of Greater Madawaska reached out to the Town of Renfrew and other neighbouring municipalities who are in close proximity that are already working as partners in various efforts to provide services in the most efficient manner feasible. The municipalities include the Towns of Renfrew and Arnprior, the Townships of Admaston/Bromley, Greater Madawaska, Horton, McNab/Braeside, and Whitewater Region. The municipalities have tentatively named the group the Local Efficiency Group or LEG.

At the initial meeting the Head of Councils and staff representatives from each municipality met to discuss and review each operational discipline and determine if there were opportunities for efficiencies and modernization. It was decided that each Mayor would take the lead on a discipline and meet with staff from each municipality. Mayor Donchue led Public Works/Operations, Mayor Eady led Library, Recreation and Economic Development, Mayor Bennett led Fire, and Mayor Hunt led Finance/Administration. After the individual meetings were completed a follow-up meeting was called to review the outcomes and opportunities.

The minutes of the various meetings were accumulated and discussed at a follow-up meeting so that a complete list of the departments reviewed could be discussed. From the information gathered a presentation was prepared and presented by Mayor Hunt at the County Wide Shared Services Meeting held in Eganville on October 23rd, 2019. As a result of the County wide meeting, County staff prepared and circulated a document outlining the top areas where it was felt that there was an opportunity for modernization and/or efficiencies.

At a LEG meeting on November 18th, 2019, the County list was further discussed by the participants to determine if the items were either a county-wide initiative or a LEG initiative. The meeting then focused on the Municipal Modernization Program; a funding opportunity that can be used to obtain a service delivery review by a third-party consultant. The timeline for this Program is as follows:

- November 22nd, 2019 ~ advise your Municipal Services Office of your municipality’s intention to apply.
- December 6th, 2019 ~ submit your Expression of Interest.
- January – February 2019 ~ learn whether or not your application is approved.
- June 15th, 2109 ~ submit your third-party reviewer’s draft to the Ministry.
- June 30th, 2019 ~ post the third-party reviewer’s final report online submit your final report to the Ministry.
BACKGROUND cont'd

Furthermore, staff followed up with Municipal Service staff and determined that a municipality can submit multiple applications. The intention to apply is simply advising the Municipal Service Office that your municipality and/or municipalities intends to apply. No details on the project need to be provided at this time.

DISCUSSION

After much discussion on next steps, those in attendance agreed upon the following:

- There is no issue if any municipality wishes to submit an Expression of Interest independent of the LEG.
- Admaston/Bromley staff would be advising the Municipal Services Office of the LEG’s intention to apply on behalf of all or some of the members of the LEG, as some municipalities need to discuss and obtain approval from their respective Councils.
- Greater Madawaska staff would be preparing a report to be circulated and shared to outline what the application would entail.
- Admaston/Bromley would take the lead in completing and submitting the Expression of Interest. The amount being requested is $200,000 (the maximum allowable).

The application is for a service delivery review of each participating member of the LEG, subject to respective Council approval, as well a cross border review will be conducted to seek out opportunities to improve service levels and efficiencies included in the Expression of Interest.

All respectfully submitted for Council’s information.
I. ATTENDANCE

**Present were:** Chair – Councillor Heins, Councillor Sidney, Councillor Coulas, Clerk Bulmer, Lane Cleroux, Fire Chief Welsh – Recording Secretary

II. DECLARATION OF PECUNIARY INTEREST
None.

III. DELEGATIONS/DEPUTATIONS
None.

IV. CONFIRMING OF MINUTES

MOVED BY Councillor Sidney, Councillor Coulas
THAT the minutes of the meeting held September 23, 2019, be accepted as presented.

- CARRIED -

V. NEW AND UNFINISHED BUSINESS ARISING

i) Draft of updated Emergency Plan

The Committee reviewed the Emergency Plan. Chief Welsh highlighted the alterations to the composition of Municipal Control Group, updating of the Flow Chart for the Control Group, amendments to the Appendixes. After examining and confirming the document the committee recommended forwarding the plan to council for endorsement.

MOVED BY Councillor Coulas, Councillor Sidney
THAT the 2019 Emergency Plan for the Town of Renfrew be forwarded to Council.

- CARRIED -
ii) Proposed Date for Emergency Plan training and testing

Chief Welsh advised that the target date for the annual testing of the Emergency Plan was the week of December 16th. The testing and training associated with the exercise would ensure compliance for 2019.

iii) Vacancy of Alternate CEMC

With the forthcoming vacancy in the Alternate CEMC position resulting from Lane Cleroux advancing his career in taking a position with one of our neighbouring communities the need exists to find another alternate. The committee discussed several options available and resolved to survey town employees to establish if anyone is interested or qualified to fill the position. Once completed the committee will determine the next steps to be taken.

At this point in the meeting, 3:05 p.m. Clerk Bulmer and Alternate CEMC Cleroux left the meeting.

iv) Fire Department Summary Action Report for August 2019

Chief Welsh reviewed the actions of the Fire Department for the months of September and October. Chief Welsh discussed some of the details of the calls, acknowledging the volume for September 2018 was 20 calls compared to 14 for this year and that October 2018 saw 12 calls compared to 16 for the same month this year.

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Chief Welsh reported on a very informative dialogue with representatives from Admaston, Madawaska Valley, McNab/Brayside along with Renfrew hosted by Horton on Wednesday October 9th. Current levels of shared services with highlighted along with potential economies of scale that may be enjoyed through jointly planned purchases.

The prospect of shared staff resources for training and inspection/public education were discussed and the group felt that the meeting re-established strong communication between the neighbouring departments that could be capitalized on in the future.

VI. OTHER BUSINESS

The Committee received a report from Chief Welsh suggesting that a policy be initiated that provided access to our Bunker Gear Washing machine for our neighbouring departments. The report recommended and the committee concurred
with establishing a fee for service of $50.00 per set of Bunker Gear requesting Chief Welsh to forward his report to council at the November 26th meeting.

VII. NEXT MEETING

The next regular meeting of the Fire & Emergency Management Committee is scheduled for Tuesday December 17 at 2:30 pm at the Fire Hall.

VIII. ADJOURNMENT

The Renfrew Fire and Emergency Management Committee adjourned at 2:59 p.m.
Fire Department Activity report for September 2019

It is my distinct pleasure to advise the Fire and Emergency planning Committee of the following engagements of Renfrew Fire Department Personal for the Month of September 2019:

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<tr>
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<tr>
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<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Horton

| Motor Vehicle Accident                                 | 1           |

|                           | 1           |

| **Total for Month**                                      | **14**      |
| **Total Year to Date**                                   | **140**     |

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</tr>
<tr>
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<td>1</td>
</tr>
<tr>
<td><strong>Total for Month</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Total Year to Date</strong></td>
<td><strong>156</strong></td>
</tr>
</tbody>
</table>
DATE: November 20, 2019

SUBJECT: Town of Renfrew Emergency Plan Update

RECOMMENDATION: THAT the Council pass by-law 63-2019 endorsing the updated Emergency Plan for the Town of Renfrew.

ORIGINATOR: Kevin G Welsh, Fire Chief / CEMC

FINANCE COMMENT: N/A

COMMITTEE COMMENT: At the November 19 meeting of the Fire and Emergency Management Committee the updated plan was reviewed and the committee recommended advancing it to Council for endorsement.

BACKGROUND: In compliance with Emergency Management and Civil Protection Act of Ontario, the Town of Renfrew has developed and maintained an Emergency Plan. This plan is annually review, updated where necessary and exercised to ensure the preparedness of those charged with the protection of the citizens of, and visitors to Renfrew. When the updates and changes are significant enough the Council endorses the updated plan through a by-law.

ALTERNATIVES CONSIDERED: N/A

DISCUSSION: A comprehensive review of the 2015 plan was undertaken by Lane Cleroux, the alternate CEMC and I prior to presenting the plan to the committee. Where there was a need contact information and personal have been updated. As well the framing of the Municipal Control Group has been modified to reflect current provincial requirements.

The updated plan was then presented to the Fire and Emergency Planning Committee. The members of the committee reviewed the plan for accuracy and viability.

Respectfully submitted for the committee's consideration.
CORPORATION OF THE TOWN OF
RENFREW BY-LAW 63-2019

Being a by-law to establish an Emergency Plan
for the Town of Renfrew and to repeal By-Law
No. 46-2015.

WHEREAS the purpose of the Emergency Plan is for protecting property and the
health, safety and welfare of the inhabitants of the Town of Renfrew; and

WHEREAS the Province of Ontario has passed an Act which provides for the
Formulation and Implementation of Emergency Plans (Short title - Emergency
Management and Civil Protection Act) by the Council of a Municipality; and

WHEREAS this Act makes provision for the Head of Council to declare that an
emergency exists in the municipality or in any part thereof and also provides the
Head of Council with authority to take such action or deliver such orders as he/she
considers necessary and are not contrary to law to implement the Emergency Plan
of the municipality and to protect property and the health, safety and welfare of the
inhabitants of an emergency area; and

WHEREAS the Act provides for the designation of one or more members of
council who may exercise the powers and perform the duties of the Head of
Council during his/her absence of his/her inability to act; and

WHEREAS the Act authorizes employees of a municipality to take action under
the Emergency Plan where an emergency exists but has not yet been declared to
exist.

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

1. THAT the Emergency Plan attached hereto as Schedule "A" of this By-law is
   hereby adopted.

2. THAT the Mayor, or designated alternate as provided in the plan, is
   empowered to declare an emergency.

3. THAT certain appointed officials, or their designated alternates as provided in
   the plan are empowered to cause an emergency alert to be issued to members
   of the Municipal Control Group and to take action under the Emergency Plan
   where an emergency exists but has not yet been declared to exist.

4. THAT annually, staff members of the Municipal Control Group will cause the
   Emergency Plan to be reviewed and to make such changes to its appendixes
   as are considered appropriate while referring all other changes to Council for
   further review and approval.

5. THAT all officials of the Town of Renfrew, whether elected or appointed, shall
   be fully conversant with the contents of this document and shall be prepared at
   all times to carry out the duties and responsibilities allotted to them.

6. THAT By-law No. 46-2015 is hereby repealed in its entirety.

7. THAT this by-law shall come into force and effect immediately.

Read a first and second time this 26th day of November, 2019

Read a third time and passed this 26th day of November, 2019

__________________________  __________________________
Don Eady, Mayor                  Kim R. Bulmer, Clerk
THAT the Council of The Corporation of the Town of Renfrew endorses the Ontario Waterpower Champions Charter and states the following:

Our Council is committed to building the best possible quality of life for our residents. That means providing services, programs and amenities that make our community a great place to live, work, play and learn. It also means taking steps to think strategically about our future. Strategic thinking requires leadership, long term commitment and an unwavering responsibility to engage those we are elected to serve.

The Ontario Waterpower Champions Charter is a framework for Council to demonstrate its commitment to integrating and balancing its socio-cultural, economic and environmental goals.

The Commitment of Waterpower Champions:

- We support the use and expansion of local waterpower;
- We support historical infrastructure and refurbishment opportunities;
- We conserve and enhance our man-made and natural environment;
- We value the voices - all of the voices - of our community; and
- We work with others collaboratively to create opportunities.
DATE

November 22, 2019

SUBJECT

Municipal Modernization Program
(Expression of Interest ~ Joint Application)

RECOMMENDATION

THAT Renfrew Town Council approves proceeding with the joint submission of the Expression of Interest for the Municipal Modernization Program with some or all of the partners of the Local Efficiency Group (LEG);

AND FURTHERMORE, Council instructs staff to commence drafting an RFP (Request for Proposal) for the following:

- An individual Service Delivery Review for all participating municipalities; and
- Service Delivery Review for the Local Efficiency Group.

The purpose is to seek out opportunities to improve service levels and efficiencies across border levels, with all municipalities included on the Expression of Interest.

ORIGINATOR

Kim R. Bulmer, AMCT
Clerk

FINANCE COMMENT

The application being submitted is for $200,000. At this time there are no further financial implications, however, in the event the LEG is unsuccessful in its application, or successful and the proposal exceeds the $200,000 funding upset limit, then some financial contributions may be necessary. In the event the RFP exceeds the budget, staff will advise Council with a recommendation on how to proceed.

Kelly Coughlin, CMMII
Accountant/Deputy-Treasurer

COMMITTEE REVIEW

The Municipal Modernization Program was discussed during both the Regular Meeting of Council held on November 12th, 2019 and the Special Meeting of Council held on November 19th, 2019. Mayor Eady and senior staff continue to represent the Town on the Local Efficiency Group (LEG).
After receiving notification from Minister Clark, in March of 2019, that municipalities would be receiving one-time Modernization Funding, the Township of Greater Madawaska reached out to the Town of Renfrew and other neighbouring municipalities who are in close proximity that are already working as partners in various efforts to provide services in the most efficient manner feasible. The municipalities include the Towns of Renfrew and Arnprior, the Townships of Admaston/Bromley, Greater Madawaska, Horton, McNab/Braeside, and Whitewater Region. The municipalities have tentatively named the group the Local Efficiency Group or LEG.

At the initial meeting the Head of Councils and staff representatives from each municipality met to discuss and review each operational discipline and determine if there were opportunities for efficiencies and modernization. It was decided that each Mayor would take the lead on a discipline and meet with staff from each municipality. Mayor Donchue led Public Works/Operations, Mayor Eady led Library, Recreation and Economic Development, Mayor Bennett led Fire, and Mayor Hunt led Finance/Administration. After the individual meetings were completed a follow-up meeting was called to review the outcomes and opportunities.

The minutes of the various meetings were accumulated and discussed at a follow-up meeting so that a complete list of the departments reviewed could be discussed. From the information gathered a presentation was prepared and presented by Mayor Hunt at the County Wide Shared Services Meeting held in Eganyville on October 23rd, 2019. As a result of the County wide meeting, County staff prepared and circulated a document outlining the top areas where it was felt that there was an opportunity for modernization and/or efficiencies.

At a LEG meeting on November 18th, 2019, the County list was further discussed by the participants to determine if the items were either a county-wide initiative or a LEG initiative. The meeting then focused on the Municipal Modernization Program; a funding opportunity that can be used to obtain a service delivery review by a third-party consultant. The timeline for this Program is as follows:

- November 22nd, 2019 – advise your Municipal Services Office of your municipality’s intention to apply.
- December 6th, 2019 – submit your Expression of Interest.
- January – February 2019 – learn whether or not your application is approved.
- June 15th, 2109 – submit your third-party reviewer’s draft to the Ministry.
- June 30th, 2019 – post the third-party reviewer’s final report online submit your final report to the Ministry.
BACKGROUND cont'd

Furthermore, staff followed up with Municipal Service staff and determined that a municipality can submit multiple applications. The intention to apply is simply advising the Municipal Service Office that your municipality and/or municipalities intends to apply. No details on the project need to be provided at this time.

DISCUSSION

After much discussion on next steps, those in attendance agreed upon the following:

- There is no issue if any municipality wishes to submit an Expression of Interest independent of the LEG.
- Admaston/Bromley staff would be advising the Municipal Services Office of the LEG’s intention to apply on behalf of all or some of the members of the LEG, as some municipalities need to discuss and obtain approval from their respective Councils.
- Greater Madawaska staff would be preparing a report to be circulated and shared to outline what the application would entail.
- Admaston/Bromley would take the lead in completing and submitting the Expression of Interest. The amount being requested is $200,000 (the maximum allowable).

The application is for a service delivery review of each participating member of the LEG, subject to respective Council approval, as well a cross border review will be conducted to seek out opportunities to improve service levels and efficiencies included in the Expression of Interest.

All respectfully submitted for Council’s information.
I. ATTENDANCE

Present were: Chair – Councillor Heins, Councillor Sidney, Councillor Coulas, Clerk Bulmer, Lane Cleroux, Fire Chief Welsh – Recording Secretary

II. DECLARATION OF PECUNIARY INTEREST
None.

III. DELEGATIONS/DEPUTATIONS
None.

IV. CONFIRMING OF MINUTES

MOVED BY Councillor Sidney, Councillor Coulas
THAT the minutes of the meeting held September 23, 2019, be accepted as presented.

- CARRIED -

V. NEW AND UNFINISHED BUSINESS ARISING

i) Draft of updated Emergency Plan

The Committee reviewed the Emergency Plan. Chief Welsh highlighted the alterations to the composition of Municipal Control Group, updating of the Flow Chart for the Control Group, amendments to the Appendixes. After examining and confirming the document the committee recommended forwarding the plan to council for endorsement.

MOVED BY Councillor Coulas, Councillor Sidney
THAT the 2019 Emergency Plan for the Town of Renfrew be forwarded to Council.

- CARRIED -
ii) Proposed Date for Emergency Plan training and testing

Chief Welsh advised that the target date for the annual testing of the Emergency Plan was the week of December 16th. The testing and training associated with the exercise would ensure compliance for 2019.

iii) Vacancy of Alternate CEMC

With the forthcoming vacancy in the Alternate CEMC position resulting from Lane Cleroux advancing his career in taking a position with one of our neighbouring communities the need exists to find another alternate. The committee discussed several options available and resolved to survey town employees to establish if anyone is interested or qualified to fill the position. Once completed the committee with determine the next steps to be taken.

At this point in the meeting, 3:05 p.m. Clerk Bulmer and Alternate CEMC Cleroux left the meeting.

iv) Fire Department Summary Action Report for August 2019

Chief Welsh reviewed the actions of the Fire Department for the months of September and October. Chief Welsh discussed some of the details of the calls, acknowledging the volume for September 2018 was 20 calls compared to 14 for this year and that October 2018 saw 12 calls compared to 16 for the same month this year.

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VII. NEXT MEETING

The next regular meeting of the Fire & Emergency Management Committee is scheduled for Tuesday December 17 at 2:30 pm at the Fire Hall.

VIII. ADJOURNMENT

The Renfrew Fire and Emergency Management Committee adjourned at 2:59 p.m.
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<tr>
<td>Total</td>
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</tr>
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</table>

| Horton                                        |             |
| Motor Vehicle Accident                        | 1           |
| Total for Month                               | 14 (2018 - 20) |
| Total Year to Date                            | 140 (2018 - 153) |

<table>
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<td><strong>156</strong></td>
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(2018 - 12)

(2018 - 165)
DATE: November 20, 2019

SUBJECT: Town of Renfrew Emergency Plan Update

RECOMMENDATION: THAT the Council pass by-law 63-2019 endorsing the updated Emergency Plan for the Town of Renfrew.

ORIGINATOR: [Signature]
Kevin G Welsh, Fire Chief / CEMC

FINANCE COMMENT: N/A

COMMITTEE COMMENT: At the November 19 meeting of the Fire and Emergency Management Committee the updated plan was reviewed and the committee recommended advancing it to Council for endorsement.

BACKGROUND: In compliance with Emergency Management and Civil Protection Act of Ontario, the Town of Renfrew has developed and maintained an Emergency Plan. This plan is annually review, updated where necessary and exercised to ensure the preparedness of those charged with the protection of the citizens of, and visitors to Renfrew. When the updates and changes are significant enough the Council endorses the updated plan through a by-law.

ALTERNATIVES CONSIDERED: N/A

DISCUSSION: A comprehensive review of the 2015 plan was undertaken by Lane Cleroux, the alternate CEMC and I prior to presenting the plan to the committee. Where there was a need contact information and personal have been updated. As well the framing of the Municipal Control Group has been modified to reflect current provincial requirements.

The updated plan was then presented to the Fire and Emergency Planning Committee. The members of the committee reviewed the plan for accuracy and viability.

Respectfully submitted for the committee's consideration.
CORPORATION OF THE TOWN OF
RENFREW BY-LAW 63-2019

Being a by-law to establish an Emergency Plan
for the Town of Renfrew and to repeal By-Law
No. 46-2015.

WHEREAS the purpose of the Emergency Plan is for protecting property and the
health, safety and welfare of the inhabitants of the Town of Renfrew; and

WHEREAS the Province of Ontario has passed an Act which provides for the
Formulation and Implementation of Emergency Plans (Short title - Emergency
Management and Civil Protection Act) by the Council of a Municipality; and

WHEREAS this Act makes provision for the Head of Council to declare that an
emergency exists in the municipality or in any part thereof and also provides the
Head of Council with authority to take such action or deliver such orders as he/she
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inhabitants of an emergency area; and

WHEREAS the Act provides for the designation of one or more members of
council who may exercise the powers and perform the duties of the Head of
Council during his/her absence of his/her inability to act; and

WHEREAS the Act authorizes employees of a municipality to take action under
the Emergency Plan where an emergency exists but has not yet been declared to
exist.

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

1. THAT the Emergency Plan attached hereto as Schedule "A" of this By-law is
   hereby adopted.

2. THAT the Mayor, or designated alternate as provided in the plan, is
   empowered to declare an emergency.

3. THAT certain appointed officials, or their designated alternates as provided in
   the plan are empowered to cause an emergency alert to be issued to members
   of the Municipal Control Group and to take action under the Emergency Plan
   where an emergency exists but has not yet been declared to exist.

4. THAT annually, staff members of the Municipal Control Group will cause the
   Emergency Plan to be reviewed and to make such changes to its appendixes
   as are considered appropriate while referring all other changes to Council for
   further review and approval.

5. THAT all officials of the Town of Renfrew, whether elected or appointed, shall
   be fully conversant with the contents of this document and shall be prepared at
   all times to carry out the duties and responsibilities allotted to them.

6. THAT By-law No. 46-2015 is hereby repealed in its entirety.

7. THAT this by-law shall come into force and effect immediately.

Read a first and second time this 26th day of November, 2019

Read a third time and passed this 26th day of November, 2019

______________________________   ______________________________
Don Eady, Mayor                  Kim R. Bulmer, Clerk
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MUNICIPAL CONTROL GROUP
IMPLEMENTATION OF THE EMERGENCY PLAN
EMERGENCY COMMUNICATION PLAN
RESPONSIBILITIES
EMERGENCY OPERATIONS ALERTING FLOW CHART

APPENDIX I
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APPENDIX II
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GENERAL EMERGENCY SERVICE

APPENDIX V
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TOWN'S EMERGENCY EQUIPMENT INVENTORY

APPENDIX VII
DISTRIBUTION LIST

For privacy concerns, appendices are not included in the public document.
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<th>Description of Revision</th>
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<tbody>
<tr>
<td>October 24, 2011</td>
<td>1</td>
<td>Emergency Plan endorsed &amp; new by-law</td>
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<tr>
<td>July 14, 2015</td>
<td>2</td>
<td>Emergency Plan endorsed by Council</td>
</tr>
<tr>
<td>November 26, 2019</td>
<td>3</td>
<td>Emergency Plan endorsed by Council</td>
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INTRODUCTION

1. Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude requires a controlled and coordinated response, by all agencies. These are distinct from routine operations carried out by municipal agencies, eg. Fire, Police, or Development and Works Department, etc.

2. Legislation entitled "Emergency Management and Civil Protection Act, 2002", is the primary authority enabling passage of the by-law formulating this Emergency Plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form parts of this plan are:

(a) expenditure of monies associated with the formulation and implementation of the emergency plan;
(b) authorization for municipal employees to take appropriate action before formal declaration of an emergency;
(c) specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
(d) designate other Members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act;
(e) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
(f) obtaining and distributing materials, equipment and supplies during an emergency; and
(g) such other matters as are considered necessary or advisable for the implementation of The Emergency Plan during an emergency.

Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Town of Renfrew when faced with an emergency.
ENDORSEMENT OF EMERGENCY PLAN

This document supports an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the Town of Renfrew.

Emergency Management and Civil Protection Act states that “every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4”.

CEMC Endorsement

Kevin G Welsh
Fire Chief/CEMC

Date

Owner Endorsement

Don Eady
Mayor

Date

Kim R. Bulmer
Clerk

Date
MUNICIPAL CONTROL GROUP

1. Composition:

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Operations Centre. This group will be known as the Municipal Control Group (MCG) and will be composed of:

(a) Mayor or in the absence of the Mayor, the Reeve, or in the absence of the Mayor and the Reeve, any member of Council
(b) Clerk/Alternate
(c) Treasurer/Alternate
(d) Fire Chief (CEMC), or in the absence of the Fire Chief, the officer-in-charge and/or Alternate CEMC
(e) The Director of the Department of Development and Works, or in the absence of the Director, a designate.
(f) Director of Parks and Recreation or in the absence of the Director, a designate.

These additional resources may be requested to attend the EOC to provide advice as necessary:

- County of Renfrew Emergency Services Director/CEMC or alternate,
- The Medical Officer of Health or their designate,
- Ontario Provincial Police Detachment Commander or their designate.
- Enbridge Gas Representative
- Renfrew Power Generations Representative
- Renfrew Hydro Representative
- Ontario Power Generations/Hydro One Representative

2. The Municipal Control Group will first assemble at the Primary Emergency Operations Centre or the Alternate Emergency Operations Centre.

3. The coordinator for the Emergency Operations Centre during an emergency will be the Clerk or alternate.

4. Authority:

The Emergency Management and Civil Protection Act states a "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency
area”. Accordingly, it is clear that the principal function of the MCG, and the Support Group if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

5. **Initial Response & Subsequent Action:**

An emergency will usually be reported or discovered by either police or fire services that would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the Fire Department should personally assume control at the site of an emergency or arrange for an on-site coordinator to take charge immediately and then, depending upon the situation, he/she may make a decision to alert and assemble the MCG in accordance with the procedure as outlined in detail in Appendix I.
IMPLEMENTATION OF THE EMERGENCY PLAN

1. The Emergency Plan may be activated by the member of the Municipal Control Group (MCG) who first receives notice or warning of an emergency or an impending emergency condition or if the size, potential hazard, or seriousness of the emergency or disaster appears beyond the capability or responsibility of the responding agency, then the responding agency may request the activation of the Emergency Plan.

2. The Emergency Alerting of the Municipal Control Group

The Municipal Control Group shall be activated by notifying the Renfrew Fire Department Communications Centre, informing them of the emergency or impending emergency condition and directing that the Municipal Control Group be contacted in Appendix I.

3. Operation Centre’s for Municipal Control Group (MCG)

Fire Communications officials shall notify the members of the MCG to meet at either the Primary Emergency Operations Centre or the Secondary Emergency Operations Centre.

4. Primary Emergency Operations Centre - Town Hall

The Primary Emergency Operations Centre is located at the Town Hall at 127 Raglan Street South. Members of the MCG will meet in the Council Chambers while the remainder of the entire Town Hall complex will immediately be set up to be used as the Emergency Operations Centre if required. The Town Hall is a two-story structure housing the Finance Department and Department of Development and Works along with many ancillary rooms to effectively operate an operations centre. The facility has a standby emergency power supply in the form of a diesel generator. Many areas could be quickly turned into such areas as communications rooms, conference rooms and media rooms. The building also has kitchen facilities and temporary-sleeping accommodations could be arranged in various parts of the building as well as in other nearby Municipal buildings. (Fire Hall and Library)

5. Alternate Emergency Operations Centre - Ma-Te-Way Activity Centre

The alternate Emergency Operations Centre is the Ma-Te-Way Activity Centre located at 1 Ma-Te-Way Park Drive. Members of the MCG will meet in the Community Hall portion of the building while the remainder of the complex will be set up and used as the Emergency Operations Centre if required. The Activity Centre is a two-story structure with kitchen facilities on the second floor level alongside the Community Hall that would be the meeting room of the MCG. The Town of Renfrew owns a 94 KW diesel generator that can power the facility. Each agency has the capability to provide for their individual Radio communications needs through the provision of mobile/portable radio that can be stationed at Ma-Te-Way Centre to facility sector specific communications.
EMERGENCY COMMUNICATION PLAN

Aim

The aim of Renfrew's Emergency Communications Plan is to provide effective communications to support municipal and volunteer agencies or organizations during an emergency or disaster.

Concept

The concept of the Emergency Communications Plan is to provide for:

(a) emergency alerting systems;
(b) co-ordinate and controlled operations;
(c) communication links to the various municipal and volunteer agencies;
(d) communication links to higher levels of government.

Emergency Alerting System

The Renfrew Fire Department Communication Centre will alert the members of the Municipal Control Group and other emergency responders using the procedure identified in Appendix I.

Emergency Two-Way Radio Communications

The site manager will be in radio contact with the emergency operation centre through the use of the Renfrew Fire Department radio frequency. Arrangements can be made at a later date to have an Emergency Measures Organization frequency assigned exclusively for this purpose.

Inter-Agency Communication

Inter-agency communication will be handled at the Fire Station alarm room where all frequencies are presently available with the exception of the Ontario Provincial Police. Department heads assembled in the emergency operations centre would communicate with their respective agencies or departments through the use of portable two way radios (this is extremely undesirable but the only available option presently); or where available, through the use of cellular phones.

Emergency Telephone Communications

There are connection lines established in both the primary and alternate emergency operation center which provide for use of the new internet based phone system installed by the town in 2019. When an emergency occurs the Municipal Control Group will be required (each member of the group) to disconnect their desk phone and bring it with them to the EOC. This phone can be re-connected to the internet via the wiring array in the EOC allowing continuity of their town responsibilities using their extension numbers.
Mobile Command Post

The Ontario Provincial Police and Renfrew County Paramedics have a mobile command post fully equipped with communication capabilities including telephones available upon request through the appropriate agency lead.
RESPONSIBILITIES

Municipal Control Group

The following actions/decisions may have to be considered and dealt with by the MCG:

(a) declaring an "emergency to exist";

(b) designating any area in the Town as an "emergency area";

(c) "authorizing expenditures" of funds for implementing The Emergency Plan;

(d) "evacuating" those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;

(e) "casualty collection and evacuation" in support of emergency health care authorities;

(f) "dispersing people" not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;

(g) "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;

(h) "arranging for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;

(i) "calling in and employment of any personnel and equipment" which is required in the emergency;

(j) "arranging for services and equipment" from local agencies not under municipal control, ie. private contractors, volunteer agencies, service clubs, etc.;

(k) "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;

(l) "establishing an information centre" for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;

(m) "establishing a reporting and inquiry centre" to handle individual requests for information.
Head of Council

The Mayor or alternate, in consultation with the MCG, will perform the following responsibilities:

(a) chair meetings of the MCG;

(b) declare an emergency to exist;

(c) appoint an agency and municipal official to be on site coordinator;

(d) Contact the Emergency Information Officer (EIO), as appointed by Council

(e) ensure the Solicitor General of Ontario has been notified of the declaration of an emergency;

(f) make decisions, determine priorities and issue operational direction through the operations officer and the members of the Municipal Control Group;

(g) request assistance from neighboring municipalities and/or from senior levels of government, when required;

(h) approve news releases and public announcements; and

(i) terminate the emergency at the appropriate time and ensure all concerned have been notified.

Clerk ("Operations Officer")

The Clerk or alternate will perform the duties and responsibilities of a "operations officer", as such they will:

(a) organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up to date information at all times;

(b) arrange and coordinate telecommunications systems;

(c) advise the Mayor or alternate on administrative matters, and;

(d) be responsible for media arrangements and assist in the preparation and issue of press releases and public announcements.

Treasurer

The Treasurer or alternate will perform the duties and responsibilities of the "MCG accountant", as such they will:

(a) authorize all expenditures of funds and issue all purchase orders assigned to the emergency;
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1. Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude requires a controlled and coordinated response, by all agencies. These are distinct from routine operations carried out by municipal agencies, eg. Fire, Police, or Development and Works Department, etc.

2. Legislation entitled “Emergency Management and Civil Protection Act, 2002”, is the primary authority enabling passage of the by-law formulating this Emergency Plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form parts of this plan are:

(a) expenditure of monies associated with the formulation and implementation of the emergency plan;
(b) authorization for municipal employees to take appropriate action before formal declaration of an emergency;
(c) specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
(d) designate other Members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act;
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The Ontario Provincial Police and Renfrew County Paramedics have a mobile command post fully equipped with communication capabilities including telephones available upon request through the appropriate agency lead.
RESPONSIBILITIES

Municipal Control Group

The following actions/decisions may have to be considered and dealt with by the MCG:

(a) declaring an "emergency to exist";

(b) designating any area in the Town as an "emergency area";

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(h) "arranging for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;

(i) "calling in and employment of any personnel and equipment" which is required in the emergency;

(j) "arranging for services and equipment" from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;

(k) "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;

(l) "establishing an information centre" for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;

(m) "establishing a reporting and inquiry centre" to handle individual requests for information.
Head of Council

The Mayor or alternate, in consultation with the MCG, will perform the following responsibilities:

(a) chair meetings of the MCG;
(b) declare an emergency to exist;
(c) appoint an agency and municipal official to be on site coordinator;
(d) Contact the Emergency Information Officer (EIO), as appointed by Council
(e) ensure the Solicitor General of Ontario has been notified of the declaration of an emergency;
(f) make decisions, determine priorities and issue operational direction through the operations officer and the members of the Municipal Control Group;
(g) request assistance from neighboring municipalities and/or from senior levels of government, when required;
(h) approve news releases and public announcements; and
(i) terminate the emergency at the appropriate time and ensure all concerned have been notified.

Clerk ("Operations Officer")

The Clerk or alternate will perform the duties and responsibilities of a "operations officer", as such they will:

(a) organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up to date information at all times;
(b) arrange and coordinate telecommunications systems;
(c) advise the Mayor or alternate on administrative matters, and;
(d) be responsible for media arrangements and assist in the preparation and issue of press releases and public announcements.

Treasurer

The Treasurer or alternate will perform the duties and responsibilities of the "MCG accountant", as such they will:

(a) authorize all expenditures of funds and issue all purchase orders assigned to the emergency;
(f) assist the Clerk with the overall coordination of the emergency Operations Centre.

**Emergency Information Officer**

As appointed by Council, the Emergency Information Officer (EIO) will be contacted by telephone in the event of an emergency. In the event that the EIO is not available the O.P.P. Commanding Officer will be the alternate.

The responsibilities of the EIO during an emergency are, too:

(a) prepare self help information for rapid distribution;

(b) keep the public informed of significant developments occurring during the emergency or disaster;

(c) establish communication requirements;

(d) arrange for media facilities at the Emergency Operations Centre;

(e) provide public relations support at the emergency site(s) if required;

(f) gather, process and disseminate information from the emergency services; and

(g) maintain a log of all actions taken.

The media centre will be housed in the downstairs boardroom of the Town Office where adequate telephones and electrical outlets will be installed as required.

Members of the media will be issued with identification tags, and only the media will be allowed in the media center.

**Supporting Agencies**

**Ontario Provincial Police Detachment Commander**

Upon learning of a potential emergency, the Detachment Commander or alternate should consider the possible need for activation of the emergency plan, and, if warranted, they should trigger the emergency alert system outlined in Appendix I. Thereupon they would report to the Emergency Operations Centre to sit as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide the Head of Council and members of the MCG with information and advice on law enforcement matters;
(b) if appropriate, appoint a temporary "on site coordinator" to control operations at the scene of an emergency prior to the official appointment of an onsite coordinator by the Head of Council;

(c) seal off areas of concern;

(d) control and, if necessary, disperse crowds within the "emergency area";

(e) control the movement of emergency vehicles to and from the site of the emergency;

(f) coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc;

(g) conduct evacuation of buildings or areas when ordered by the Head of Council;

(h) arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;

(i) protect property in the emergency area;

(j) arrange for additional "police assistance," if required.

(k) advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

**Medical Officer of Health**

Upon learning of a potential emergency, the designated health official for health matters or alternate official should consider the need for possible activation of The Emergency Plan and if warranted, trigger The Emergency Alert System at Appendix I. Thereupon they should report to the Emergency Operation Centre to act as a member of the MCG and either perform the following functions, or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MCG, as the situation warrants:

(A) **Public Health** matters will be the responsibility of the Medical Officer of Health or their alternate who will take charge in such situations and;

(1) provide advice on public health matters to the Head of Council;

(2) arrange for dissemination of special instructions to the population on matters concerning public health;

(3) arrange for mass immunization where needed;

(4) arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

(5) notifying other agencies and senior levels of government about health related matters.
(b) **Mass Casualties** Arrangements for coping with mass casualties will be made jointly by the Medical Officer of Health and the Renfrew Ambulance Service. Such arrangements will normally have been worked out beforehand to provide for the following activities:

1. bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and;

2. provision of first aid for minor casualties who would not require transportation to a hospital.

**County of Renfrew Emergency Services**

Upon learning of a potential emergency, the CEMC or alternate should report to the Emergency Operations Centre to act as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide advice to Head of Council and other members of the MCG respecting emergency needs, inform that the County has resources to draw upon such as Public Works, Social Services, and relationships with upper tier government agencies.

(b) according to the nature of the emergency, ensure the survival and well being of people during and following a major emergency by arranging for:

1. **Emergency clothing** to provide adequate protection from the elements,

2. **Emergency lodging** to provide adequate temporary accommodation for the homeless,

3. **Registration and inquiry services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,

4. **Emergency feeding** to sustain those without food or adequate food preparation facilities, and

5. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

(c) Request assistance from outside agencies, i.e. Canadian Red Cross, St. John's Ambulance, and Salvation Army etc.
EMERGENCY OPERATIONS ALERTING FLOW CHART

RESPONDING AGENCY
Officer in charge identifies emergency or impending emergency condition
SITUATION BEYOND ABILITY TO CONTROL

Phone 9-1-1 or Immediately Radio

FIRE DEPARTMENT COMMUNICATIONS CENTRE
Activates Emergency Alerting System

Mayor
Clerk
Treasurer
Fire Chief CEMC
Director of Parks and Recreation
Director of Development and Works

Alternate CEMC

Captain

Reeve

* Emergency Information Officer

* as appointed by Council

Captain

General Foreman

Assistant Foreman
DATE: November 19, 2019

SUBJECT: Fee charges for use of new Bunker Gear Washing Machine by outside user.

RECOMMENDATION: THAT The Fire and Emergency Planning Committee establish a fee of $50.00 per Bunker Gear ensemble (Coat and pants set) for non-Renfrew Fire Department use.

ORIGINATOR: Kevin G Welsh, Fire Chief / CEMC

FINANCE COMMENT: Revenue produced by providing this shared service to our neighbouring municipalities will help offset departmental operating expenditures.

Chief Welsh estimates generating revenue of $1,500 for the 2020 calendar year.

Kelly Coughlin, CMM III – Deputy Treasurer

COMMITTEE COMMENT: During the November 19 meeting of the committee this report was reviewed and recommended to council.

BACKGROUND: The Town of Renfrew Fire Department purchased a Milnor Gear Guardian Washer in August of this year to improve the quality and frequency of cleaning of the Personal Protective Clothing used by our firefighters referred to as Bunker Gear (Combination of Coat and pants). This bunker gear is the standard protective clothing worn by our firefighters when they respond to the emergency events they respond to in the course of their duties.

As a result this Bunker gear can become soiled and expose to contaminates including carcinogens and bodily fluids. The purpose of the Milnor washer was to remove these contaminates and minimize the exposure of our firefighters to the harmful effects of such an exposure.

The value to the town was to reduce the costs, and lost time associated with shipping the Bunker Gear to an outside service provider.
ALTERNATIVES CONSIDERED:

1. Offer the opportunity to outside users of having their Bunker Gear washed at a cost of $50.00 per pant and coat combination.

2. Do not offer the opportunity to our neighbouring departments.

DISCUSSION:

Our surrounding neighbouring departments encounter the same potential for contamination of the Bunker Gear their firefighters wear in the completion of their duties as well as the same cost, approximately $100.00 per coat and pants combination, and time loss in using remote third party providers of cleaning services.

Renfrew Fire Department currently supports our neighbouring municipalities and their fire departments through Mutual and Automatic Aid agreements along with providing access to Self-contained Breathing Apparatus (SCBA) air bottle filling. The extension of the opportunity of utilizing our washing system is a natural extension of this spirit of co-operation and shared resources.

Renfrew has shared access to services and resources with a modest cost recovery charge applied in appropriate circumstances and this situation would fit into that accepted approach. In consultation with neighbouring departments it was expressed that the opportunity to access our bunker gear washing machine was of interest to them and there was a comfort with the need to pay for the service.

The recommended cost provides for a cost savings, and more importantly to our neighbours a significant reduction in lost time, in some cases reducing the time without the bunker gear by up to five (5) weeks. The modest fee allows Renfrew Fire Department to recover costs of water, electricity and labour during the use of the machine while also contributing to an offset of some of the purchase price.

This recommendation will require an addition to the Consolidated Fees and Charges By-Law.

Respectfully submitted for the Committee’s consideration.
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolynn Errett (Recording Secretary), CBO Webster (Present for Section I - V 1. only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Dave Barr - Re: Prince Avenue East construction concerns
Evans Church - Re: Prince Avenue East construction concerns and right away access between 297 and 305 Raglan Street South.

Regarding the recent reconstruction of Prince Avenue East, Mr. Barr and Mr. Church brought forward the following concerns;

1. The removal of the sidewalk on the north side of Prince Avenue East
2. The large bump at the end of Mr. Barr’s parking yard at north side and at the curb side of Mr. Church’s property at south side.
3. A blue barrel attached to the stop sign at the corner of Prince Ave East and Raglan Street South that is constantly filled with garbage and is very unsightly.

Staff advised that the main reason behind the removal of the sidewalk on the north side of Prince Avenue East was to add more parking spaces accessible to downtown. Traffic studies that were completed prior to the reconstruction identified a clear need for more parking in the area. Removing the sidewalk on one side of Prince Avenue East allowed for six additional spots to be created. The Town is waiting on line painting to provide more clarity as to the additional spaces.

The large bump located at the end of Mr. Barr’s parking yard has been identified, and will be reviewed by staff. The asphalt will be smoothed out and will tie into the pre-existing concrete to provide a better transition. Mr. Barr will contact the contractor directly discuss pricing on the remaining portion of the lot, which he would like done at the same time at his cost. The bump
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, November 26th, 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) Kathryn Lindsay
   (Bonnechere River Watershed Project)
   RECOMMENDED ACTION: Appear Before Council.

2) Ontrac Employment Resource Centre
   (Employment Resource Services)
   RECOMMENDED ACTION: Appear Before Council.

3) Doug Parkhill
   (Eighth Street Residential Safety)
   RECOMMENDED ACTION: Appear Before Council.

IV. CONFIRMING OF MINUTES

1) Minutes of the Regular Meeting of Council held November 12th, 2019.
   RECOMMENDED ACTION: Adopt as Printed.

2) Minutes of the Special Meeting of Council held November 19th, 2019.
   RECOMMENDED ACTION: Adopt as Printed.

V. COMMUNICATIONS

VI. REPORTS

A. PLANNING

B. FINANCE & ADMINISTRATION

1) Proposed Motion for Council
   (Ontario Water Champions Charter)
   RECOMMENDED ACTION: Adopt Recommendation.

2) Clerk Bulmer's report dated November 22, 2019
   (Municipal Modernization Program)
   RECOMMENDED ACTION: Adopt Recommendation.

C. FIRE

1) Minutes from the Fire & Emergency Management Committee meeting held November 19, 2019.
   RECOMMENDED ACTION: Receive.

2) Chief Welsh's report dated November 20, 2019
   (Town of Renfrew Emergency Plan Update)
   RECOMMENDED ACTION: (B/L 63-2019)

3) Chief Welsh's report dated November 21, 2019
   (Fee for use of Bunker Gear Washing Machine)
   RECOMMENDED ACTION: Adopt Recommendation.

D. RECREATION
(f) assist the Clerk with the overall coordination of the emergency Operations Centre.

**Emergency Information Officer**

As appointed by Council, the Emergency Information Officer (EIO) will be contacted by telephone in the event of an emergency. In the event that the EIO is not available the O.P.P. Commanding Officer will be the alternate.

The responsibilities of the EIO during an emergency are, too:

(a) prepare self help information for rapid distribution;

(b) keep the public informed of significant developments occurring during the emergency or disaster;

(c) establish communication requirements;

(d) arrange for media facilities at the Emergency Operations Centre;

(e) provide public relations support at the emergency site(s) if required;

(f) gather, process and disseminate information from the emergency services; and

(g) maintain a log of all actions taken.

The media centre will be housed in the downstairs boardroom of the Town Office where adequate telephones and electrical outlets will be installed as required.

Members of the media will be issued with identification tags, and only the media will be allowed in the media center.

**Supporting Agencies**

**Ontario Provincial Police Detachment Commander**

Upon learning of a potential emergency, the Detachment Commander or alternate should consider the possible need for activation of the emergency plan, and, if warranted, they should trigger the emergency alert system outlined in Appendix I. Thereupon they would report to the Emergency Operations Centre to sit as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide the Head of Council and members of the MCG with information and advice on law enforcement matters;
(b) if appropriate, appoint a temporary "on site coordinator" to control operations at the scene of an emergency prior to the official appointment of an onsite coordinator by the Head of Council;

(c) seal off areas of concern;

(d) control and, if necessary, disperse crowds within the "emergency area";

(e) control the movement of emergency vehicles to and from the site of the emergency;

(f) coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc;

(g) conduct evacuation of buildings or areas when ordered by the Head of Council;

(h) arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;

(i) protect property in the emergency area;

(j) arrange for additional "police assistance," if required.

(k) advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

**Medical Officer of Health**

Upon learning of a potential emergency, the designated health official for health matters or alternate official should consider the need for possible activation of The Emergency Plan and if warranted, trigger The Emergency Alert System at Appendix I. Thereupon they should report to the Emergency Operation Centre to act as a member of the MCG and either perform the following functions, or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MCG, as the situation warrants:

(A) **Public Health** matters will be the responsibility of the Medical Officer of Health or their alternate who will take charge in such situations and;

1. provide advice on public health matters to the Head of Council;

2. arrange for dissemination of special instructions to the population on matters concerning public health;

3. arrange for mass immunization where needed;

4. arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

5. notifying other agencies and senior levels of government about health related matters.
(8) **Mass Casualties** Arrangements for coping with mass casualties will be made jointly by the Medical Officer of Health and the Renfrew Ambulance Service. Such arrangements will normally have been worked out beforehand to provide for the following activities:

(1) bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and;

(2) provision of first aid for minor casualties who would not require transportation to a hospital.

**County of Renfrew Emergency Services**

Upon learning of a potential emergency, the CEMC or alternate should report to the Emergency Operations Centre to act as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide advice to Head of Council and other members of the MCG respecting emergency needs, inform that the County has resources to draw upon such as Public Works, Social Services, and relationships with upper tier government agencies.

(b) according to the nature of the emergency, ensure the survival and well being of people during and following a major emergency by arranging for:

1. **Emergency clothing** to provide adequate protection from the elements,

2. **Emergency lodging** to provide adequate temporary accommodation for the homeless,

3. **Registration and inquiry services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,

4. **Emergency feeding** to sustain those without food or adequate food preparation facilities, and

5. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

(c) Request assistance from outside agencies, i.e. Canadian Red Cross, St. John's Ambulance, and Salvation Army etc.
EMERGENCY OPERATIONS ALERTING FLOW CHART

RESPONDING AGENCY
Officer in charge identifies emergency or impending emergency condition
SITUATION BEYOND ABILITY TO CONTROL

Phone 9-1-1 or Immediately Radio

FIRE DEPARTMENT COMMUNICATIONS CENTRE
Activates Emergency Alerting System

Mayor
Clerk
Treasurer
Fire Chief CEMC
Director of Parks and Recreation
Director of Development and Works
Alternate CEMC

Reeve

* Emergency Information Officer

Captain

Captain

General Foreman

Assistant Foreman

* as appointed by Council
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DATE: November 19, 2019

SUBJECT: Fee charges for use of new Bunker Gear Washing Machine by outside user.

RECOMMENDATION: THAT The Fire and Emergency Planning Committee establish a fee of $50.00 per Bunker Gear ensemble (Coat and pants set) for non-Renfrew Fire Department use.

ORIGINATOR: Kevin G Welsh, Fire Chief / CEMC

FINANCE COMMENT: Revenue produced by providing this shared service to our neighbouring municipalities will help offset departmental operating expenditures.

Chief Welsh estimates generating revenue of $1,500 for the 2020 calendar year.

Kelly Coughlin, CMM III – Deputy Treasurer

COMMITTEE: During the November 19 meeting of the committee this report was reviewed and recommended to council.

COMMENT: The Town of Renfrew Fire Department purchased a Milnor Gear Guardian Washer in August of this year to improve the quality and frequency of cleaning of the Personal Protective Clothing used by our firefighters referred to as Bunker Gear (Combination of Coat and pants). This bunker gear is the standard protective clothing worn by our firefighters when they respond to the emergency events they respond to in the course of their duties.

As a result this Bunker gear can become soiled and expose to contaminants including carcinogens and bodily fluids. The purpose of the Milnor washer was to remove these contaminates and minimize the exposure of our firefighters to the harmful effects of such an exposure.

The value to the town was to reduce the costs, and lost time associated with shipping the Bunker Gear to an outside service provider.
ALTERNATIVES CONSIDERED:

1. Offer the opportunity to outside users of having their Bunker Gear washed at a cost of $50.00 per pant and coat combination.

2. Do not offer the opportunity to our neighbouring departments.

DISCUSSION:

Our surrounding neighbouring departments encounter the same potential for contamination of the Bunker Gear their firefighters wear in the completion of their duties as well as the same cost, approximately $100.00 per coat and pants combination, and time loss in using remote third party providers of cleaning services.

Renfrew Fire Department currently supports our neighbouring municipalities and their fire departments through Mutual and Automatic Aid agreements along with providing access to Self-contained Breathing Apparatus (SCBA) air bottle filling. The extension of the opportunity of utilizing our washing system is a natural extension of this spirit of co-operation and shared resources.

Renfrew has shared access to services and resources with a modest cost recovery charge applied in appropriate circumstances and this situation would fit into that accepted approach. In consultation with neighbouring departments it was expressed that the opportunity to access our bunker gear washing machine was of interest to them and there was a comfort with the need to pay for the service.

The recommended cost provides for a cost savings, and more importantly to our neighbours a significant reduction in lost time, in some cases reducing the time without the bunker gear by up to five (5) weeks. The modest fee allows Renfrew Fire Department to recover costs of water, electricity and labour during the use of the machine while also contributing to an offset of some of the purchase price.

This recommendation will require an addition to the Consolidated Fees and Charges By-Law.

Respectfully submitted for the Committee’s consideration.
Development & Works Committee
8-2019 Minutes of Meeting
Tuesday October 9, 2019 – 1:30 P.M.

1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolynn Errett (Recording Secretary), CBO Webster (Present for Section I - V 1. only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Dave Barr - Re: Prince Avenue East construction concerns
Evans Church - Re: Prince Avenue East construction concerns and right away access between 297 and 305 Raglan Street South.

Regarding the recent reconstruction of Prince Avenue East, Mr. Barr and Mr. Church brought forward the following concerns;

1. The removal of the sidewalk on the north side of Prince Avenue East
2. The large bump at the end of Mr. Barr's parking yard at north side and at the curb side of Mr. Church's property at south side.
3. A blue barrel attached to the stop sign at the corner of Prince Ave East and Raglan Street South that is constantly filled with garbage and is very unsightly.

Staff advised that the main reason behind the removal of the sidewalk on the north side of Prince Avenue East was to add more parking spaces accessible to downtown. Traffic studies that were completed prior to the reconstruction identified a clear need for more parking in the area. Removing the sidewalk on one side of Prince Avenue East allowed for six additional spots to be created. The Town is waiting on line painting to provide more clarity as to the additional spaces.

The large bump located at the end of Mr. Barr's parking yard has been identified, and will be reviewed by staff. The asphalt will be smoothed out and will tie into the pre-existing concrete to provide a better transition. Mr. Barr will contact the contractor directly discuss pricing on the remaining portion of the lot, which he would like done at the same time at his cost. The bump
Staff is also looking into green energy grants (ElSO) and any funding that may be currently available. Concern was noted that funding may have been reduced due to the lowered cost of LED lights.

8.10 Connecting Link Funding

Funds were not awarded for the Stewart Street project in 2019. The Department plans to reapply for the 2020 Connecting Link program. The application is due on November 22, 2019. The application will include the multi-use pathway and the necessary underground infrastructure required for future development in the McAndrew area.

8.11 No Parking Signs on Renfrew Ave W

The Committee discussed a complaint received regarding the ‘No Parking’ signs installed on Renfrew Ave West, from Queen Street to Carswell Street. The sign locations do not correspond with the current By-Law. The signs were installed in 2018 due to safety concerns raised in the area. The By-Law was not updated to reflect the change.

The Committee discussed the need to clarify the roles and responsibility of the Development and Works Department regarding town parking. Historically there has been confusion with the department’s role in conjunction with the Finance Department. It was confirmed that the physical aspects such as line painting, signage, and spacing should be dealt with by the Development and Works, whereas, By-Law, enforcement, policy, and complaints should be directed to the Finance Department.

**DIRECTION:** Staff to communicate with Finance to ensure that the parking By-Law is updated and representative of the current status of parking in the area.

8.12 Financial Report

Committee members requested time to review the year to date financial statements, and will bring forward any questions or concerns they may have.

9. **CLOSED ITEM**

None.

10. **ADJOURNMENT**

MOVED by Mayor Eady, Councillor Evans

THAT the Development and Works Committee meeting adjured at 4:20 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday Nov. 12 at 1:30 p.m.**
Development and Works Capital Budget Status 2019

October 8, 2019

Road Infrastructure

- VMB ($123,900) put funds away to correct deficiencies
  a. Ridge in front of school
  b. New Catch basin at fairgrounds
- Plaunt Street ($632,600) Complete
- Barnet Boulevard Part A and B ($654,900, $520,400, $245,700) Complete
  a. Some minor deficiencies
  b. Pedestrian signals yet to be installed
- Downtown Highway 60 Parts A and B ($303,600, $82,600, $823,500, $1,678,400)
  a. Signs
  b. Bike racks
  c. Part B final paving
  d. Line painting
- Stewart Street ($411,500, $814,300) (No connecting link funding in 2019 – put on hold till next application)
  a. Re-apply for 2020 CL program due November 22, 2019
  b. Does town want to upgrade sewer for future development beyond McAndrew/Mason
- Vimy ($123,900) is complete
- Prince Carswell ($373,000) is complete
- Amperior Ross ($77,200) was just recently announced — staff had survey and base plans prepared to initiate project — staff to get pricing for remainder of design and contract administration — ICIP funded a greater share adjust in 2020
- County Road 52 ($304,600 for design, construction in 2020)- Town working out details with County for design fall/winter months
  a. Is Town committed to advancing full scope
  b. Multi use path with new curb along west side
  c. Sanitary repairs
  d. Watermain linking at Smiths creek
  e. County drafting agreement which will be brought to County and Town Council
  f. County pays its share based on tender values
- Municipal Lands Servicing ($45,000) - O’Farrell road
  a. Does committee want new lots created at Tourist booth
    i. Requires Council direction
    ii. Funds to relocate part of parking lot
    iii. Funds to extend road in 2020
    iv. Road will some design for utilities
b. Administration Committee will discuss land servicing on October 25, 2019

Other Infrastructure

- Hall Avenue oversizing ($50,000) – no application from Developer may not be used
- Ravine William Street Ravine stabilization (31,200) – Crozier too busy, Town reaching out to Fulton
- Landfill Stage 5 expansion ($100,000) – ongoing at Waste Management
  a. Groundwater Easements
  b. Strategy for approvals
- Municipal Parking Lots ($20,000) – go to Finance to include all parking lots in 2020 and fund from parking reserve

Facilities

- Office at Town Hall for Environmental Officer ($25,000) – only remaining work is window in office and faculties folks are indicating too expensive- Should staff member have a window (i feel yes)?
- Garage(facilities budget) – concept work continues to get concept and facility pricing into right budget
  a. Town wanted sunshine coach space
  b. Potential hydro space
  c. Preliminary is that more land is required
  d. Town lost adjacent land purchase as it was too expensive
  e. May consider moving locations to other property
  f. Proper committee to review – Development and Works or facilities committee?
- Landfill Building Upgrades ($45,000) – Tyler will propose work on equipment building, septic system and scale building – may move into 2020
- LED streetlights ($700,000) – staff still examining options
  a. Pricing seem to come down
  b. Working with Hydro for install and maintenance
  c. Looking at subscription option – no capital required
  d. Speaking to Hydro Ottawa company
  e. No feedback on pilot projects where LED’s were installed

Rolling Stock

- Replace V02 Tandem Plow ($290,000) – out to tender now
- Second poly sander for v15 ($12,000) – Committee and flowing to council tonight
- E43 Trailer (20,000) – garage pricing out
- Trackless attachments ($30,000) – Committee and flowing to council tonight
- Landfill Compactor – ($656,100) purchased
• Landfill Loader – ($342,200) purchased

**Equipment**

• E20 generator ($20,000) – Committee and flowing to council tonight
• Hot water Pressure Washer ($9,000) – Committee and flowing to council tonight
• Radio Upgrade – ($70,000) will only be considered when radio fails
• Speed indicator sign ($6,500) – pricing options will purchase in 2019
• Pedestrian Crossover signal ($20,000) will do Bruce Street Crossing – equipment to be purchased in 2019
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolyn Errett (Recording Secretary), CBO Webster (Present for Section 7 – 7.1 only), Planner Withers (Present for Section 7 – 7.2 only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Susan Sarsfield & Mel Blimkie, Renfrew BIA - Re: Downtown Christmas Lights

Representatives from the BIA brought forward a written request to permit Nutri-Lawn to install decorative lights, seasonal wreaths and flags on all the light poles in the downtown core. BIA indicated that the contract to have Nutri-Lawn install the lights and wreaths for the holiday season was approximately $15,000.00, whereas the cost to have the lights installed and maintained for the full year be approximately be $20,000.00. The BIA expressed concerned that the cost of the contract for just the holiday season was not cost effective when compared to the cost of having the decorative lights installed and maintained for the full year.

The BIA feels that the decorative lighting will promote and instill an inviting atmosphere, and will overall encourage residents shop and explore the downtown core.

The Committee expressed concerns regarding the maintenance of the lights and the level of service received for repair and replacement. BIA advised that Nutri-Lawn has guaranteed a monthly service plan as part of their contract, along with a 24hr service call for any additional repairs or replacements that are required.

The Committee set clarification as to whether or not the lights would remain ‘off’ during the off holiday months. It was explained that the lights are decorative and therefore could be utilized year round. Whereas the wreaths would still be removed at the end of the holiday
season. The lights will be placed above the flange of the pole, and will wrap tightly around the pole up towards the flags. They will not impede with any additional décor or flag that are placed on the pole.

MOVED BY Mayor Eady, Councillor Evans

THAT the Committee accepts the BIA’s plan to proceed with Nutri-Lawn installing decorative lighting and wreaths on the Downtown light posts on a one year trial basis proceeding on December 1, 2019.

- Carried

The Committee thanked Ms. Sarsfield and Mr. Blimkie for their time and input. Ms. Sarsfield and Mr. Blimkie excused themselves from the meeting.

5. CONFIRMING OF MINUTES

MOVED BY Councillor Evans, Mayor Eady

THAT the following items be added to the 10-2019 Agenda.

8.7 Fire at the Wastewater Treatment Plant
8.8 Snow Removal

FURTHER THAT the item 8.7 Financial Report be changed item 8.9 to accommodate the additional items.

- Carried

MOVED BY Councillor Evans, Mayor Eady

THAT the minutes of the meeting 9-2019 October 8, 2019 be approved with the following change.

Section 4, page 3 – spelling Error

- Carried

6. COMMUNICATION

6.1 Lisgar Ave – Our Lady of Fatima Traffic Concerns (Petition)

A written petition submitted from Our Lady of Fatima Parish located at 100 Lisgar Avenue West was submitted to the Development and Works Committee on October 7,
2019. The Petition requested that the Town of Renfrew take action to reduce speed and the noise of traffic in the area of Lisgar Avenue and Lochiel Street.

The Committee discussed the MTO’s position regarding traffic calming, and some of the different options available. A thorough review of MTO’s Traffic Calming Design Guidelines is required, and any recommendations should be brought forward for discussion at a public meeting prior to implementing.

**DIRECTION:** Staff to review the City of Ottawa’s Traffic Calming Design Guideline to determine some available options, and bring forward to Committee some recommended solutions.

7. **NEW AND UNFINISHED BUSINESS ARISING**

7.1 **Building Report – CBO**

The committee reviewed the building report provided. CBO Webster indicated that as of last month, the department surpassed last year’s revenue totals by roughly $24,000.00.

Overall, 2020 is set to see some bigger commercial expansions and developments.

The Committee requested that the report include a monthly comparison of last year’s totals, and that a column indicating the overall Lot Development fees collected be added.

**DIRECTION:** Staff to add requested information to monthly building report for review at the next committee meeting.

MOVED by Mayor Eady, Councillor Evans,

THAT the Development and Works Committee accept the Building Report as received and reviewed.

- Carried

7.2 **Municipal Parking Lot Signage**

The committee reviewed the report provided by Planner Withers regarding Way Finding and Municipal Parking Lot signage. The primary objective would be to direct people from the main street towards municipal parking lots using way finding standard green “P” signs that are highly recognizable as parking lot signs. In addition, each Lot would be clearly identified as a municipal parking lot by the use of standardized signage marked with the Town Logo.

The Development and Works Committee originally endorse the repaving of the Argyle, Townhall, and Plaunt Street Municipal Parking Lots, and the department had previously
presented estimates for this work. The matter was sent onto Finance for funding confirmation. Since last discussions, it was decided a Committee of the Whole meeting be set to discuss the overall longevity of all municipal parking lots within the Town of Renfrew, and priorities would be given to allocate funds accordingly.

A date for the Committee of a Whole meeting has not yet been set, and it is unclear at this time what further information is required from the Development and Works Committee.

**DIRECTION:** Director Asselin to bring information forward to the Senior Management Team meeting to determine next steps.

7.3 Patching and Sidewalk Repair

Engineering Technician Cleroux and Director Asselin presented the committee with a map of all the areas that have been completed or patched recently. See [schedule A attached](#). All roads indicated in Purple have been rebuilt in the last ten years. All roads in Orange are proposed for 2020 projects. All roads in Green are in good shape, and all roads in Red require work.

The Department’s focus this year was to patch larger sections of damaged roads in order to provide a better overall repair. Smaller patches breakdown faster and often don’t materially improve the overall quality of the road.

A significant budget has been put towards road work these past few years, and the Town hopes to continue making it a priority and maximizing road improvement with funds available.

**DIRECTION:** Staff to update the website with the map included in order to advise Town residents of the ongoing priorities.

8. **NEW AND UNFINISHED BUSINESS**

8.1 Downtown Signage Update

Engineering Technician Cleroux advised the committee that the regular parking signs for the downtown have been manufactured and are set for delivery. The contractor is coring the post locations this week, and the install of the signs are scheduled for the following week, weather depending.

Now that the BIA and the Town have agreed to the final look of the street signs, the 28 signs and 11 posts can be ordered. The lead time for production is six weeks, but since the signs will be bolted directly to the ground, installation can be done by Town staff, and done any time throughout the winter months.
Budget for the street signs will be part of the Downtown project's overall costs. The street signs were initially included in the project specifications by the Contractor, but have since been removed, and the funds have been relocated to cover the costs from the manufacturer. The costs overall for the Downtown project have stayed consistently on budget despite some additional work not initially foreseen.

8.2 Municipal Garage Status

Director Asselin advised the committee that there are some Health and Safety aspects of the current Municipal Garage that are concerning. The Carbon Dioxide ventilation system is not properly working, and the roof has areas that are in desperate need of repair. Repairs to address these items have been authorized.

Staff are currently exploring alternative locations. Ideally a location close to the current site would be best suited to continue operation while the new building is being constructed.

Director Asselin set clarification as to whether the construction of the Municipal Town Garage should fall under the responsibilities of the Facilities Committee or the Development and Works Committee. Committee members were unclear, and will initiate further discussion at the next facilities meeting to determine what role the Development and Works committee should have with the process.

DIRECTION: Councillor Coulas to discuss the role of the Development and Works Committee with regards to the reconstruction of the Town Municipal Garage at the next Facility Committee meeting.

8.3 ICIP Green Stream Funding

Staff has been reviewing the specifications on the ICIP green stream funding that is available for Sewer, Water, and Storm upgrades. Up to 2.7 million is available in funding, with 26.7% (municipal portion) leverage of our funds should we apply.

The two projects that best fit criteria are Munroe and Harry Street or the O’Brien pump station. The Committee’s preference would be towards a road project in lieu of a pump station upgrade. Utilizing the ICIP Green Stream Funding to assist in covering the costs associated with underground infrastructure would allow the Town of Renfrew to continue improving areas in much needed repair.

8.4 Connecting Link Funding

The Town Planner is currently reviewing the application originally submitted for the Stewart Street connecting link funding in Spring 2019. The application was originally not awarded due to overall provincial funding available at the time of submission. However, the deadline for the next submission is November 22nd, 2019, and the department is hopeful that the funding will be awarded this time around.
The Stewart Street Reconstruction design is complete. If and when the funding is awarded, the project could be tendered as early as spring 2020, with underground infrastructure starting as early as summer 2020. The project is estimated to take 2-2 ½ years to complete.

A resolution of support is being brought forward to the November 12, 2019 council meeting, where council will decide if they are to move forward with the connecting link grant application.

8.5 Coleraine Drive Pump Station & Landscaping

As requested, Hultilk revised their quote and provided new pricing for landscaping at the Coleraine Drive Pump Station. The quote came in at $4000.00, and with an estimated start date of May 2020.

Funds had not been allocated in the 2019 budget for this project. If to proceed, funds will need to be identified in the 2020 budget in order for the project to commence. Director Asselin will include the information in his 2020 operation budget for finance committee’s review.

8.6 LED Street Light Replacement

Direction Asselin updated the committee on the LED Street Light Replacement project. The project is estimated to have a three and a half year pay back.

The main focus on the back streets will be a lower colour temperature light, which will allow for a softer dimmer light in the residential neighbourhoods. The main corridors will have a higher temperature allowing for brighter lights and more visibility.

8.7 Fire at the wastewater Treatment Plant

There was a fire at approximately 2:00 p.m. on Saturday November 9, 2019 at the Wastewater Treatment Plant. A blower caught on fire and although the building did not sustain substantial damage, there will be a significant clean up required to remove the soot that was dispersed through the space and ventilation system. Insurance has been notified to access and confirm the extent of the damage and required clean up.

Although an unfortunate incident, the situation has provided OWCA and the Town with a good exercise on how the facilities heat sensors are set up, and how they link to fire and emergency response teams. Using this information, the Town plans to work with OWCA to improve the emergency response protocol for the water and wastewater plants.
8.8 Snow Removal

Due to the volume of snow throughout the 2018/2019 winter season, the funds allocated for contract snow removal was significantly over budget. The account was already indicated as being over budget when completing the final 2019 budget.

It is recommended that, the remainder of 2019, the level of service on snow removal will be reduced. Road crews will continue to maintain a high level of service when plowing roads and sidewalks, but will limit snow bank removal to a priority basis. The downtown snow removal will remain a high priority.

8.9 Financial Report

Director Asselin advised the committee that the Development and Works Capital and Staffing budget have been submitted to Finance for review. Operational budget is currently being worked on, and will be brought forward to the next Development and Works meeting in December.

9 CLOSED ITEM

None.

10 ADJOURNMENT

MOVED by Councillor Evans, Mayor Eady

THAT the Development and Works Committee meeting adjured at 3:59 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday December 10th at 1:30 p.m.**
DATE

November 20, 2019

SUBJECT

Award of Engineering Services for Amprior / Ross Reconstruction (RFP # 07-2019).

RECOMMENDATION

THAT Council pass By-law 64-2019 being a by-law to award the engineering services for the Amprior / Ross Reconstruction project to Jp2g Consultants Inc. in the amount of $69,922.35 inclusive of non-refundable HST.

And FURTHER THAT:

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

ORIGINATOR

Lane Ceroux, Engineering Technician

DIRECTOR

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

FINANCE COMMENT

The design of Amprior Ave / Ross St Reconstruction project was approved as part of the 2019 Capital Budget. Original budget estimates of $77,000 were based on the OCIF funding program.

However, the OCIF funding program was restructured by the provincial government. The town made application under the new funding model, the Canada Infrastructure Program (ICIP): Rural & Northern Stream program and was successful in obtaining funding. The town will receive a total of $558,345.35 from the federal and provincial levels of government towards the scope of this project.

The award of the engineering services to Jp2g Consultants Inc. remains within budget limits. These expenditures will be financed by the ICIP grant.

Kelly Coughlin, CMM III – Deputy - Treasurer
The Development and Works Committee has not had an opportunity to provide comments on this report due to timing and this project will be brought to Council as a whole.

On April 15, 2019 the Town submitted an application for the Investing in Canada Infrastructure Program (ICIP): Rural & Northern Stream. The application submitted was supported by Council resolution no. 2019-3-45 for the reconstruction of Amprior Avenue and Ross Street.

The Clerk received a letter on August 22, 2019 announcing that the Town of Renfrew was successful in attaining the ICIP Rural and Northern stream grant. The Town of Renfrew will receive a Federal Contribution of $335,020.61 and a Provincial Contribution of $223,324.74, totalling of $558,345.35.

The project limits for Amprior Avenue is from Queen Street South to Ross Street and is approximately 325 meters in length. Ross Street consists of one 100 meter block from Thompson Avenue to Amprior Avenue. Both road sections are constructed to an urban section with curbs, sidewalks, underground water, sanitary sewer and storm drainage systems. The project limits are shown graphically in Schedule “A”.

The engineering design for the project will be completed by end of February 2020 and tendering in March 2020. It is anticipated that the construction contract will be awarded at the April 14th Council meeting with construction taking place throughout the summer/fall of 2020. The Development and Works Department has proceeded with the topographical survey in advance of awarding the engineering services, which is now complete.

The Department of Development and Works issued a request for proposal (RFP) on October 28, 2019 to six engineering firms for services to complete an engineering design and provide construction management for the reconstruction of Amprior Avenue and Ross Street.
EMERGENCY PLAN

FORWARD

The aim of this Plan is to strategically coordinate the support of responders and to make extraordinary arrangements and measures to safeguard property, the environment and the health, safety and welfare of the residents, businesses and visitors of the Town of Renfrew. The Emergency Response Plan outlines a centralized controlled and coordinated response that involves a framework known as the Incident Management System (IMS). At every incident, there are specific management tasks that must be carried out regardless of the number of persons available or involved in the emergency response activity.

"An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise."

These situations can threaten public safety, public health, the environment, property, critical infrastructure or the economic stability of Renfrew. The Town of Renfrew has developed an all-hazards risk-based emergency plan to address a range of risks that pose hazards to the community. This includes how the overall response will be coordinated within the Town's Incident Management System, (IMS) framework.

This Emergency Response Plan (the Plan) further describes the concept of operations at the Town's Emergency Operations Centre (EOC), the functional responsibilities of the Municipal Emergency Control Group (MECG) members under IMS, and the notification procedures to activate this plan in whole or part.

For this plan to be effective, it is essential that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency. Regular exercises will be staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.
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INTRODUCTION

1. Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude requires a controlled and coordinated response, by all agencies. These are distinct from routine operations carried out by municipal agencies, eg. Fire, Police, or Development and Works Department, etc.

2. Legislation entitled “Emergency Management and Civil Protection Act, 2002”, is the primary authority enabling passage of the by-law formulating this Emergency Plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form parts of this plan are:

(a) expenditure of monies associated with the formulation and implementation of the emergency plan;
(b) authorization for municipal employees to take appropriate action before formal declaration of an emergency;
(c) specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
(d) designate other Members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act;
(e) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
(f) obtaining and distributing materials, equipment and supplies during an emergency; and
(g) such other matters as are considered necessary or advisable for the implementation of The Emergency Plan during an emergency.

Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Town of Renfrew when faced with an emergency.
ENDORSEMENT OF EMERGENCY PLAN

This document supports an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the Town of Renfrew.

Emergency Management and Civil Protection Act states that “every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4”.

CEMC Endorsement

_________________________  __________________
Kevin G Welsh  Date
Fire Chief/CEMC

Owner Endorsement

_________________________  __________________
Don Eady  Date
Mayor

_________________________  __________________
Kim R. Bulmer  Date
Clerk
MUNICIPAL CONTROL GROUP

1. **Composition:**

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Operations Centre. This group will be known as the Municipal Control Group (MCG) and will be composed of:

(a) Mayor or in the absence of the Mayor, the Reeve, or in the absence of the Mayor and the Reeve, any member of Council

(b) Clerk/Alternate

(c) Treasurer/Alternate

(d) Fire Chief (CEMC), or in the absence of the Fire Chief, the officer-in-charge and/or Alternate CEMC

(e) The Director of the Department of Development and Works, or in the absence of the Director, a designate.

(f) Director of Parks and Recreation or in the absence of the Director, a designate.

These additional resources may be requested to attend the EOC to provide advice as necessary:

- County of Renfrew Emergency Services Director/CEMC or alternate,
- The Medical Officer of Health or their designate,
- Ontario Provincial Police Detachment Commander or their designate.
- Enbridge Gas Representative
- Renfrew Power Generations Representative
- Renfrew Hydro Representative
- Ontario Power Generations/Hydro One Representative

2. The Municipal Control Group will first assemble at the Primary Emergency Operations Centre or the Alternate Emergency Operations Centre.

3. The coordinator for the Emergency Operations Centre during an emergency will be the Clerk or alternate.

4. **Authority:**

The Emergency Management and Civil Protection Act states a "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency
area’. Accordingly, it is clear that the principal function of the MCG, and the Support Group if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

5. **Initial Response & Subsequent Action:**

An emergency will usually be reported or discovered by either police or fire services that would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the Fire Department should personally assume control at the site of an emergency or arrange for an on-site coordinator to take charge immediately and then, depending upon the situation, he/she may make a decision to alert and assemble the MCG in accordance with the procedure as outlined in detail in Appendix I.
IMPLEMENTATION OF THE EMERGENCY PLAN

1. The Emergency Plan may be activated by the member of the Municipal Control Group (MCG) who first receives notice or warning of an emergency or an impending emergency condition or if the size, potential hazard, or seriousness of the emergency or disaster appears beyond the capability or responsibility of the responding agency, then the responding agency may request the activation of the Emergency Plan.

2. The Emergency Alerting of the Municipal Control Group

The Municipal Control Group shall be activated by notifying the Renfrew Fire Department Communications Centre, informing them of the emergency or impending emergency condition and directing that the Municipal Control Group be contacted in Appendix I.

3. Operation Centre’s for Municipal Control Group (MCG)

Fire Communications officials shall notify the members of the MCG to meet at either the Primary Emergency Operations Centre or the Secondary Emergency Operations Centre.

4. Primary Emergency Operations Centre - Town Hall

The Primary Emergency Operations Centre is located at the Town Hall at 127 Raglan Street South. Members of the MCG will meet in the Council Chambers while the remainder of the entire Town Hall complex will immediately be set up to be used as the Emergency Operations Centre if required. The Town Hall is a two-story structure housing the Finance Department and Department of Development and Works along with many ancillary rooms to effectively operate an operations centre. The facility has a standby emergency power supply in the form of a diesel generator. Many areas could be quickly turned into such areas as communications rooms, conference rooms and media rooms. The building also has kitchen facilities and temporary-sleeping accommodations could be arranged in various parts of the building as well as in other nearby Municipal buildings. (Fire Hall and Library)

5. Alternate Emergency Operations Centre - Ma-Te-Way Activity Centre

The alternate Emergency Operations Centre is the Ma-Te-Way Activity Centre located at 1 Ma-Te-Way Park Drive. Members of the MCG will meet in the Community Hall portion of the building while the remainder of the complex will be set up and used as the Emergency Operations Centre if required. The Activity Centre is a two-story structure with kitchen facilities on the second floor level alongside the Community Hall that would be the meeting room of the MCG. The Town of Renfrew owns a 94 KW diesel generator that can power the facility. Each agency has the capability to provide for their individual Radio communications needs through the provision of mobile/portable radio that can be stationed at Ma-Te-Way Centre to facility sector specific communications.
EMERGENCY COMMUNICATION PLAN

Aim

The aim of Renfrew's Emergency Communications Plan is to provide effective communications to support municipal and volunteer agencies or organizations during an emergency or disaster.

Concept

The concept of the Emergency Communications Plan is to provide for:

(a) emergency alerting systems;

(b) co-ordinate and controlled operations;

(c) communication links to the various municipal and volunteer agencies;

(d) communication links to higher levels of government.

Emergency Alerting System

The Renfrew Fire Department Communication Centre will alert the members of the Municipal Control Group and other emergency responders using the procedure identified in Appendix I.

Emergency Two-Way Radio Communications

The site manager will be in radio contact with the emergency operation centre through the use of the Renfrew Fire Department radio frequency. Arrangements can be made at a later date to have an Emergency Measures Organization frequency assigned exclusively for this purpose.

Inter-Agency Communication

Inter-agency communication will be handled at the Fire Station alarm room where all frequencies are presently available with the exception of the Ontario Provincial Police. Department heads assembled in the emergency operations centre would communicate with their respective agencies or departments through the use of portable two way radios (this is extremely undesirable but the only available option presently); or where available, through the use of cellular phones.

Emergency Telephone Communications

There are connection lines established in both the primary and alternate emergency operation center which provide for use of the new internet based phone system installed by the town in 2019. When an emergency occurs the Municipal Control Group will be required (each member of the group) to disconnect their desk phone and bring it with them to the EOC. This phone can be re-connected to the internet via the wiring array in the EOC allowing continuity of their town responsibilities using their extension numbers.
Mobile Command Post

The Ontario Provincial Police and Renfrew County Paramedics have a mobile command post fully equipped with communication capabilities including telephones available upon request through the appropriate agency lead.
RESPONSIBILITIES

Municipal Control Group

The following actions/decisions may have to be considered and dealt with by the MCG:

(a) declaring an "emergency to exist";
(b) designating any area in the Town as an "emergency area";
(c) "authorizing expenditures" of funds for implementing The Emergency Plan;
(d) "evacuating" those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
(e) "casualty collection and evacuation" in support of emergency health care authorities;
(f) "dispersing people" not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
(g) "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
(h) "arranging for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
(i) "calling in and employment of any personnel and equipment" which is required in the emergency;
(j) "arranging for services and equipment" from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;
(k) "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
(l) "establishing an information centre" for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
(m) "establishing a reporting and inquiry centre" to handle individual requests for information.
Head of Council

The Mayor or alternate, in consultation with the MCG, will perform the following responsibilities:

(a) chair meetings of the MCG;

(b) declare an emergency to exist;

(c) appoint an agency and municipal official to be on site coordinator;

(d) Contact the Emergency Information Officer (EIO), as appointed by Council

(e) ensure the Solicitor General of Ontario has been notified of the declaration of an emergency;

(f) make decisions, determine priorities and issue operational direction through the operations officer and the members of the Municipal Control Group;

(g) request assistance from neighboring municipalities and/or from senior levels of government, when required;

(h) approve news releases and public announcements; and

(i) terminate the emergency at the appropriate time and ensure all concerned have been notified.

Clerk ("Operations Officer")

The Clerk or alternate will perform the duties and responsibilities of a "operations officer", as such they will:

(a) organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up to date information at all times;

(b) arrange and coordinate telecommunications systems;

(c) advise the Mayor or alternate on administrative matters, and;

(d) be responsible for media arrangements and assist in the preparation and issue of press releases and public announcements.

Treasurer

The Treasurer or alternate will perform the duties and responsibilities of the "MCG accountant", as such they will:

(a) authorize all expenditures of funds and issue all purchase orders assigned to the emergency;
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Fire Chief/CEMC
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Mobile Command Post

The Ontario Provincial Police and Renfrew County Paramedics have a mobile command post fully equipped with communication capabilities including telephones available upon request through the appropriate agency lead.
RESPONSIBILITIES

Municipal Control Group

The following actions/decisions may have to be considered and dealt with by the MCG:

(a) declaring an "emergency to exist";

(b) designating any area in the Town as an "emergency area";

(c) "authorizing expenditures" of funds for implementing The Emergency Plan;

(d) "evacuating" those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;

(e) "casualty collection and evacuation" in support of emergency health care authorities;

(f) "dispersing people" not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;

(g) "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;

(h) "arranging for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;

(i) "calling in and employment of any personnel and equipment" which is required in the emergency;

(j) "arranging for services and equipment" from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;

(k) "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;

(l) "establishing an information centre" for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;

(m) "establishing a reporting and inquiry centre" to handle individual requests for information.
Head of Council

The Mayor or alternate, in consultation with the MCG, will perform the following responsibilities:

(a) chair meetings of the MCG;
(b) declare an emergency to exist;
(c) appoint an agency and municipal official to be on site coordinator;
(d) Contact the Emergency Information Officer (EIO), as appointed by Council
(e) ensure the Solicitor General of Ontario has been notified of the declaration of an emergency;
(f) make decisions, determine priorities and issue operational direction through the operations officer and the members of the Municipal Control Group;
(g) request assistance from neighboring municipalities and/or from senior levels of government, when required;
(h) approve news releases and public announcements; and
(i) terminate the emergency at the appropriate time and ensure all concerned have been notified.

Clerk ("Operations Officer")

The Clerk or alternate will perform the duties and responsibilities of a "operations officer", as such they will:

(a) organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up to date information at all times;
(b) arrange and coordinate telecommunications systems;
(c) advise the Mayor or alternate on administrative matters, and;
(d) be responsible for media arrangements and assist in the preparation and issue of press releases and public announcements.

Treasurer

The Treasurer or alternate will perform the duties and responsibilities of the "MCG accountant", as such they will:

(a) authorize all expenditures of funds and issue all purchase orders assigned to the emergency;
(f) assist the Clerk with the overall coordination of the emergency Operations Centre.

**Emergency Information Officer**

As appointed by Council, the Emergency Information Officer (EIO) will be contacted by telephone in the event of an emergency. In the event that the EIO is not available the O.P.P. Commanding Officer will be the alternate.

The responsibilities of the EIO during an emergency are, too:

(a) prepare self help information for rapid distribution;

(b) keep the public informed of significant developments occurring during the emergency or disaster;

(c) establish communication requirements;

(d) arrange for media facilities at the Emergency Operations Centre;

(e) provide public relations support at the emergency site(s) if required;

(f) gather, process and disseminate information from the emergency services; and

(g) maintain a log of all actions taken.

The media centre will be housed in the downstairs boardroom of the Town Office where adequate telephones and electrical outlets will be installed as required.

Members of the media will be issued with identification tags, and only the media will be allowed in the media center.

**Supporting Agencies**

**Ontario Provincial Police Detachment Commander**

Upon learning of a potential emergency, the Detachment Commander or alternate should consider the possible need for activation of the emergency plan, and, if warranted, they should trigger the emergency alert system outlined in Appendix I. Thereupon they would report to the Emergency Operations Centre to sit as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide the Head of Council and members of the MCG with information and advice on law enforcement matters;
(b) if appropriate, appoint a temporary "on site coordinator " to control operations at the scene of an emergency prior to the official appointment of an onsite coordinator by the Head of Council;

(c) seal off areas of concern;

(d) control and, if necessary, disperse crowds within the "emergency area";

(e) control the movement of emergency vehicles to and from the site of the emergency;

(f) coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc;

(g) conduct evacuation of buildings or areas when ordered by the Head of Council;

(h) arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;

(i) protect property in the emergency area;

(j) arrange for additional "police assistance," if required.

(k) advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

**Medical Officer of Health**

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1. provide advice on public health matters to the Head of Council;

2. arrange for dissemination of special instructions to the population on matters concerning public health;

3. arrange for mass immunization where needed;

4. arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

5. notifying other agencies and senior levels of government about health related matters.
(8) **Mass Casualties** Arrangements for coping with mass casualties will be made jointly by the Medical Officer of Health and the Renfrew Ambulance Service. Such arrangements will normally have been worked out beforehand to provide for the following activities:

1. bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and;
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**County of Renfrew Emergency Services**

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(a) provide advice to Head of Council and other members of the MCG respecting emergency needs, inform that the County has resources to draw upon such as Public Works, Social Services, and relationships with upper tier government agencies.

(b) according to the nature of the emergency, ensure the survival and well being of people during and following a major emergency by arranging for:

1. **Emergency clothing** to provide adequate protection from the elements,
2. **Emergency lodging** to provide adequate temporary accommodation for the homeless,
3. **Registration and inquiry services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,
4. **Emergency feeding** to sustain those without food or adequate food preparation facilities, and
5. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

(c) Request assistance from outside agencies, i.e. Canadian Red Cross, St. John’s Ambulance, and Salvation Army etc.
EMERGENCY OPERATIONS ALERTING FLOW CHART

RESPONDING AGENCY
Officer in charge identifies emergency or impending emergency condition
SITUATION BEYOND ABILITY TO CONTROL

Phone 9-1-1
or
Immediately Radio

FIRE DEPARTMENT COMMUNICATIONS CENTRE
Activates
Emergency Alerting System

Mayor

Clerk

Treasurer

Fire Chief
CEMC

Director of Parks
and Recreation

Director of
Development and
Works

Alternate CEMC

Captain

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* Emergency Information Officer

* as appointed by Council

General Foreman

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DATE: November 19, 2019

SUBJECT: Fee charges for use of new Bunker Gear Washing Machine by outside user.

RECOMMENDATION: THAT The Fire and Emergency Planning Committee establish a fee of $50.00 per Bunker Gear ensemble (Coat and pants set) for non-Renfrew Fire Department use.

ORIGINATOR: Kevin G Welsh, Fire Chief / CEMC

FINANCE COMMENT: Revenue produced by providing this shared service to our neighbouring municipalities will help offset departmental operating expenditures.

Chief Welsh estimates generating revenue of $1,500 for the 2020 calendar year.

Kelly Coughlin, CMM III – Deputy Treasurer

COMMITTEE

COMMENT: During the November 19 meeting of the committee this report was reviewed and recommended to council.

BACKGROUND: The Town of Renfrew Fire Department purchased a Minnor Gear Guardian Washer in August of this year to improve the quality and frequency of cleaning of the Personal Protective Clothing used by our firefighters referred to as Bunker Gear (Combination of Coat and pants). This bunker gear is the standard protective clothing worn by our firefighters when they respond to the emergency events they respond to in the course of their duties.

As a result this Bunker gear can become soiled and expose to contaminants including carcinogens and bodily fluids. The purpose of the Minnor washer was to remove these contaminates and minimize the exposure of our firefighters to the harmful effects of such an exposure.

The value to the town was to reduce the costs, and lost time associated with shipping the Bunker Gear to an outside service provider.
ALTERNATIVES CONSIDERED:

1. Offer the opportunity to outside users of having their Bunker Gear washed at a cost of $50.00 per pant and coat combination.

2. Do not offer the opportunity to our neighbouring departments.

DISCUSSION:

Our surrounding neighbouring departments encounter the same potential for contamination of the Bunker Gear their firefighters wear in the completion of their duties as well as the same cost, approximately $100.00 per coat and pants combination, and time loss in using remote third party providers of cleaning services.

Renfrew Fire Department currently supports our neighbouring municipalities and their fire departments through Mutual and Automatic Aid agreements along with providing access to Self-contained Breathing Apparatus (SCBA) air bottle filling. The extension of the opportunity of utilizing our washing system is a natural extension of this spirit of co-operation and shared resources.

Renfrew has shared access to services and resources with a modest cost recovery charge applied in appropriate circumstances and this situation would fit into that accepted approach. In consultation with neighbouring departments it was expressed that the opportunity to access our bunker gear washing machine was of interest to them and there was a comfort with the need to pay for the service.

The recommended cost provides for a cost savings, and more importantly to our neighbours a significant reduction in lost time, in some cases reducing the time without the bunker gear by up to five (5) weeks. The modest fee allows Renfrew Fire Department to recover costs of water, electricity and labour during the use of the machine while also contributing to an offset of some of the purchase price.

This recommendation will require an addition to the Consolidated Fees and Charges By-Law.

Respectfully submitted for the Committee’s consideration.
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolynn Errett (Recording Secretary), CBO Webster (Present for Section I- V 1. only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Dave Barr - Re: Prince Avenue East construction concerns
Evans Church - Re: Prince Avenue East construction concerns and right away access between 297 and 305 Raglan Street South.

Regarding the recent reconstruction of Prince Avenue East, Mr. Barr and Mr. Church brought forward the following concerns;

1. The removal of the sidewalk on the north side of Prince Avenue East
2. The large bump at the end of Mr. Barr’s parking yard at north side and at the curb side of Mr. Church’s property at south side.
3. A blue barrel attached to the stop sign at the corner of Prince Ave East and Raglan Street South that is constantly filled with garbage and is very unsightly.

Staff advised that the main reason behind the removal of the sidewalk on the north side of Prince Avenue East was to add more parking spaces accessible to downtown. Traffic studies that were completed prior to the reconstruction identified a clear need for more parking in the area. Removing the sidewalk on one side of Prince Avenue East allowed for six additional spots to be created. The Town is waiting on line painting to provide more clarity as to the additional spaces.

The large bump located at the end of Mr. Barr’s parking yard has been identified, and will be reviewed by staff. The asphalt will be smoothed out and will tie into the pre-existing concrete to provide a better transition. Mr. Barr will contact the contractor directly discuss pricing on the remaining portion of the lot, which he would like done at the same time at his cost. The bump
I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

III. PETITIONS AND DEPUTATIONS

1) Kathryn Lindsay
   (Bonnechere River Watershed Project)
   RECOMMENDED ACTION: Appear Before Council.

2) Ontrac Employment Resource Centre
   (Employment Resource Services)
   RECOMMENDED ACTION: Appear Before Council.

3) Doug Parkhill
   (Eighth Street Residential Safety)
   RECOMMENDED ACTION: Appear Before Council.

IV. CONFIRMING OF MINUTES

1) Minutes of the Regular Meeting of Council held November 12th, 2019.
   RECOMMENDED ACTION: Adopt as Printed.

2) Minutes of the Special Meeting of Council held November 19th, 2019.
   RECOMMENDED ACTION: Adopt as Printed.

V. COMMUNICATIONS

VI. REPORTS

A. PLANNING

B. FINANCE & ADMINISTRATION

1) Proposed Motion for Council
   (Ontario Water Champions Charter)
   RECOMMENDED ACTION: Adopt Recommendation.

2) Clerk Bulmer’s report dated November 22, 2019
   (Municipal Modernization Program)
   RECOMMENDED ACTION: Adopt Recommendation.

C. FIRE

1) Minutes from the Fire & Emergency Management Committee meeting held November 19, 2019.
   RECOMMENDED ACTION: Receive.

2) Chief Welsh’s report dated November 20, 2019
   (Town of Renfrew Emergency Plan Update)
   (B/L 63-2019)
   RECOMMENDED ACTION: Adopt Recommendation.

3) Chief Welsh’s report dated November 21, 2019
   (Fee for use of Bunker Gear Washing Machine)
   RECOMMENDED ACTION: Adopt Recommendation.

D. RECREATION
(f) assist the Clerk with the overall coordination of the emergency Operations Centre.

**Emergency Information Officer**

As appointed by Council, the Emergency Information Officer (EIO) will be contacted by telephone in the event of an emergency. In the event that the EIO is not available the O.P.P. Commanding Officer will be the alternate.

The responsibilities of the EIO during an emergency are, too:

(a) prepare self help information for rapid distribution;

(b) keep the public informed of significant developments occurring during the emergency or disaster;

(c) establish communication requirements;

(d) arrange for media facilities at the Emergency Operations Centre;

(e) provide public relations support at the emergency site(s) if required;

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This recommendation will require an addition to the Consolidated Fees and Charges By-Law.

Respectfully submitted for the Committee’s consideration.
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolynn Errett (Recording Secretary), CBO Webster (Present for Section I - V 1. only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Dave Barr - Re: Prince Avenue East construction concerns
Evans Church - Re: Prince Avenue East construction concerns and right away access between 297 and 305 Raglan Street South.

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Staff is also looking into green energy grants (EIPO) and any funding that may be currently available. Concern was noted that funding may have been reduced due to the lowered cost of LED lights.

8.10 Connecting Link Funding

Funds were not awarded for the Stewart Street project in 2019. The Department plans to reapply for the 2020 Connecting Link program. The application is due on November 22, 2019. The application will include the multi-use pathway and the necessary underground infrastructure required for future development in the McAndrew area.

8.11 No Parking Signs on Renfrew Ave W

The Committee discussed a complaint received regarding the 'No Parking' signs installed on Renfrew Ave West, from Queen Street to Carswell Street. The sign locations do not correspond with the current By-Law. The signs were installed in 2018 due to safety concerns raised in the area. The By-Law was not updated to reflect the change.

The Committee discussed the need to clarify the roles and responsibility of the Development and Works Department regarding town parking. Historically there has been confusion with the department's role in conjunction with the Finance Department. It was confirmed that the physical aspects such as line painting, signage, and spacing should be dealt with by the Development and Works, whereas, By-Law, enforcement, policy, and complaints should be directed to the Finance Department.

DIRECTION: Staff to communicate with Finance to ensure that the parking By-Law is updated and representative of the current status of parking in the area.

8.12 Financial Report

Committee members requested time to review the year to date financial statements, and will bring forward any questions or concerns they may have.

9. CLOSED ITEM

None.

10. ADJOURNMENT

MOVED by Mayor Eady, Councillor Evans

THAT the Development and Works Committee meeting adjured at 4:20 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday Nov. 12 at 1:30 p.m.**
Development and Works Capital Budget Status 2019

October 8, 2019

Road Infrastructure

- VMB ($123,900) put funds away to correct deficiencies
  a. Ridge in front of school
  b. New Catch basin at fairgrounds
- Plaunt Street ($632,600) Complete
- Barnet Boulevard Part A and B ($654,900, $520,400, $245,700) Complete
  a. Some minor deficiencies
  b. Pedestrian signals yet to be installed
- Downtown Highway 60 Parts A and B ($303,600, $82,600, $823,500, $1,678,400)
  a. Signs
  b. Bike racks
  c. Part B final paving
  d. Line painting
- Stewart Street ($411,500, $814,300) (No connecting link funding in 2019 – put on hold till next application)
  a. Re-apply for 2020 CL program due November 22, 2019
  b. Does town want to upgrade sewer for future development beyond McAndrew/Mason
- Vimy ($123,900) is complete
- Prince Carswell ($373,000) is complete
- Amaprior Ross ($77,200) was just recently announced — staff had survey and base plans prepared to initiate project — staff to get pricing for remainder of design and contract administration — ICIP funded a greater share adjust in 2020
- County Road 52 ($304,600 for design, construction in 2020) - Town working out details with County for design fall/winter months
  a. Is Town committed to advancing full scope
  b. Multi use path with new curb along west side
  c. Sanitary repairs
  d. Watermain linking at Smiths creek
  e. County drafting agreement which will be brought to County and Town Council
  f. County pay its share based on tender values
- Municipal Lands Servicing ($45,000) - O’Farrell road
  a. Does committee want new lots created at Tourist booth
    i. Requires Council direction
    ii. Funds to relocate part of parking lot
    iii. Funds to extend road in 2020
    iv. Road will some design for utilities
b. Administration Committee will discuss land servicing on October 25, 2019

Other Infrastructure

- Hall Avenue oversizing ($50,000) — no application from Developer may not be used
- Ravine William Street Ravine stabilization ($31,200) — Crozier too busy, Town reaching out to Fulton
- Landfill Stage 5 expansion ($100,000) — ongoing at Waste Management
  a. Groundwater Easements
  b. Strategy for approvals
- Municipal Parking Lots ($20,000) — go to Finance to include all parking lots in 2020 and fund from parking reserve

Facilities

- Office at Town Hall for Environmental Officer ($25,000) — only remaining work is window in office and faculties folks are indicating too expensive— Should staff member have a window (I feel yes)?
- Garage(facilities budget) — concept work continues to get concept and facility pricing into right budget
  a. Town wanted sunshine coach space
  b. Potential hydro space
  c. Preliminary is that more land is required
  d. Town lost adjacent land purchase as it was too expensive
  e. May consider moving locations to other property
  f. Proper committee to review — Development and Works or facilities committee?
- Landfill Building Upgrades ($45,000) — Tyler will propose work on equipment building, septic system and scale building — may move into 2020
- LED streetlights ($700,000) — staff still examining options
  a. Pricing seems to come down
  b. Working with Hydro for install and maintenance
  c. Looking at subscription option — no capital required
  d. Speaking to Hydro Ottawa company
  e. No feedback on pilot projects where LED’s were installed

Rolling Stock

- Replace V02 Tandem Plow ($290,000) — out to tender now
- Second poly sander for v15 ($12,000) — Committee and flowing to council tonight
- E43 Trailer (20,000) — garage pricing out
- Trackless attachments ($30,000) — Committee and flowing to council tonight
- Landfill Compactor — ($656,100) purchased
• Landfill Loader – ($342,200) purchased

**Equipment**

• E20 generator ($20,000) – Committee and flowing to council tonight
• Hot water Pressure Washer ($9,000) – Committee and flowing to council tonight
• Radio Upgrade – ($70,000) will only be considered when radio fails
• Speed indicator sign ($6,500) – pricing options will purchase in 2019
• Pedestrian Crossover signal ($20,000) will do Bruce Street Crossing – equipment to be purchased in 2019
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolyn Errett (Recording Secretary), CBO Webster (Present for Section 7 – 7.1 only), Planner Withers (Present for Section 7 – 7.2 only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Susan Sarsfield & Mel Blimkie, Renfrew BIA - Re: Downtown Christmas Lights

Representatives from the BIA brought forward a written request to permit Nutri-Lawn to install decorative lights, seasonal wreaths and flags on all the light poles in the downtown core. BIA indicated that the contract to have Nutri-Lawn install the lights and wreaths for the holiday season was approximately $15,000.00, whereas the cost to have the lights installed and maintained for the full year be approximately be $20,000.00. The BIA expressed concerned that the cost of the contract for just the holiday season was not cost effective when compared to the cost of having the decorative lights installed and maintained for the full year.

The BIA feels that the decorative lighting will promote and instill an inviting atmosphere, and will overall encourage residents shop and explore the downtown core.

The Committee expressed concerns regarding the maintenance of the lights and the level of service received for repair and replacement. BIA advised that Nutri-Lawn has guaranteed a monthly service plan as part of their contract, along with a 24hr service call for any additional repairs or replacements that are required.

The Committee sought clarification as to whether or not the lights would remain ‘off’ during the off holiday months. It was explained that the lights are decorative and therefore could be utilized year round. Whereas the wreaths would still be removed at the end of the holiday
season. The lights will be placed above the flange of the pole, and will wrap tightly around the pole up towards the flags. They will not impede with any additional décor or flag that are placed on the pole.

MOVED BY Mayor Eady, Councillor Evans

THAT the Committee accepts the BIA’s plan to proceed with Nutri-Lawn installing decorative lighting and wreaths on the Downtown light posts on a one year trial basis proceeding on December 1, 2019.

- Carried

The Committee thanked Ms. Sarsfield and Mr. Blimkie for their time and input. Ms. Sarsfield and Mr. Blimkie excused themselves from the meeting.

5. CONFIRMING OF MINUTES

MOVED BY Councillor Evans, Mayor Eady

THAT the following items be added to the 10-2019 Agenda.

8.7 Fire at the Wastewater Treatment Plant
8.8 Snow Removal

FURTHER THAT the item 8.7 Financial Report be changed item 8.9 to accommodate the additional items.

- Carried

MOVED BY Councillor Evans, Mayor Eady

THAT the minutes of the meeting 9-2019 October 8, 2019 be approved with the following change.

Section 4, page 3 – spelling Error

- Carried

6. COMMUNICATION

6.1 Lisgar Ave – Our Lady of Fatima Traffic Concerns (Petition)

A written petition submitted from Our Lady of Fatima Parish located at 100 Lisgar Avenue West was submitted to the Development and Works Committee on October 7,
2019. The Petition requested that the Town of Renfrew take action to reduce speed and the noise of traffic in the area of Lisgar Avenue and Lochiel Street.

The Committee discussed the MTO’s position regarding traffic calming, and some of the different options available. A thorough review of MTO’s Traffic Calming Design Guidelines is required, and any recommendations should be brought forward for discussion at a public meeting prior to implementing.

**DIRECTION:** Staff to review the City of Ottawa’s Traffic Calming Design Guideline to determine some available options, and bring forward to Committee some recommended solutions.

### 7. NEW AND UNFINISHED BUSINESS ARISING

#### 7.1 Building Report – CBO

The committee reviewed the building report provided. CBO Webster indicated that as of last month, the department surpassed last year’s revenue totals by roughly $24,000.00.

Overall, 2020 is set to see some bigger commercial expansions and developments.

The Committee requested that the report include a monthly comparison of last year’s totals, and that a column indicating the overall Lot Development fees collected be added.

**DIRECTION:** Staff to add requested information to monthly building report for review at the next committee meeting.

**MOVED** by Mayor Eady, Councillor Evans,

**THAT** the Development and Works Committee accept the Building Report as received and reviewed.

- Carried

#### 7.2 Municipal Parking Lot Signage

The committee reviewed the report provided by Planner Withers regarding Way Finding and Municipal Parking Lot signage. The primary objective would be to direct people from the main street towards municipal parking lots using way finding standard green “P” signs that are highly recognizable as parking lot signs. In addition, each Lot would be clearly identified as a municipal parking lot by the use of standardized signage marked with the Town Logo.

The Development and Works Committee originally endorse the repaving of the Argyle, Townhall, and Plaunt Street Municipal Parking Lots, and the department had previously
presented estimates for this work. The matter was sent onto Finance for funding confirmation. Since last discussions, it was decided a Committee of the Whole meeting be set to discuss the overall longevity of all municipal parking lots within the Town of Renfrew, and priorities would be given to allocate funds accordingly.

A date for the Committee of a Whole meeting has not yet been set, and it is unclear at this time what further information is required from the Development and Works Committee.

**DIRECTION:** Director Asselin to bring information forward to the Senior Management Team meeting to determine next steps.

7.3 Patching and Sidewalk Repair

Engineering Technician Cleroux and Director Asselin presented the committee with a map of all the areas that have been completed or patched recently. **See schedule A attached.** All roads indicated in Purple have been rebuilt in the last ten years. All roads in Orange are proposed for 2020 projects. All roads in Green are in good shape, and all roads in Red require work.

The Department’s focus this year was to patch larger sections of damaged roads in order to provide a better overall repair. Smaller patches breakdown faster and often don’t materially improve the overall quality of the road.

A significant budget has been put towards road work these past few years, and the Town hopes to continue making it a priority and maximizing road improvement with funds available.

**DIRECTION:** Staff to update the website with the map included in order to advise Town residents of the ongoing priorities.

8. **NEW AND UNFINISHED BUSINESS**

8.1 Downtown Signage Update

Engineering Technician Cleroux advised the committee that the regular parking signs for the downtown have been manufactured and are set for delivery. The contractor is coring the post locations this week, and the install of the signs are scheduled for the following week, weather depending.

Now that the BIA and the Town have agreed to the final look of the street signs, the 28 signs and 11 posts can be ordered. The lead time for production is six weeks, but since the signs will be bolted directly to the ground, installation can be done by Town staff, and done any time throughout the winter months.
Budget for the street signs will be part of the Downtown project’s overall costs. The street signs were initially included in the project specifications by the Contractor, but have since been removed, and the funds have been relocated to cover the costs from the manufacturer. The costs overall for the Downtown project have stayed consistently on budget despite some additional work not initially foreseen.

8.2 Municipal Garage Status

Director Asselin advised the committee that there are some Health and Safety aspects of the current Municipal Garage that are concerning. The Carbon Dioxide ventilation system is not properly working, and the roof has areas that are in desperate need of repair. Repairs to address these items have been authorized.

Staff are currently exploring alternative locations. Ideally a location close to the current site would be best suited to continue operation while the new building is being constructed.

Director Asselin set clarification as to whether the construction of the Municipal Town Garage should fall under the responsibilities of the Facilities Committee or the Development and Works Committee. Committee members were unclear, and will initiate further discussion at the next facilities meeting to determine what role the Development and Works committee should have with the process.

**DIRECTION:** Councillor Coulas to discuss the role of the Development and Works Committee with regards to the reconstruction of the Town Municipal Garage at the next Facility Committee meeting.

8.3 ICIP Green Stream Funding

Staff has been reviewing the specifications on the ICIP green stream funding that is available for Sewer, Water, and Storm upgrades. Up to 2.7 million is available in funding, with 26.7% (municipal portion) leverage of our funds should we apply.

The two projects that best fit criteria are Munroe and Harry Street or the O’Brien pump station. The Committee’s preference would be towards a road project in lieu of a pump station upgrade. Utilizing the ICIP Green Stream Funding to assist in covering the costs associated with underground infrastructure would allow the Town of Renfrew to continue improving areas in much needed repair.

8.4 Connecting Link Funding

The Town Planner is currently reviewing the application originally submitted for the Stewart Street connecting link funding in Spring 2019. The application was originally not awarded due to overall provincial funding available at the time of submission. However, the deadline for the next submission is November 22\textsuperscript{nd}, 2019, and the department is hopeful that the funding will be awarded this time around.
The Stewart Street Reconstruction design is complete. If and when the funding is awarded, the project could be tendered as early as spring 2020, with underground infrastructure starting as early as summer 2020. The project is estimated to take 2-2 ½ years to complete.

A resolution of support is being brought forward to the November 12, 2019 council meeting, where council will decide if they are to move forward with the connecting link grant application.

8.5 Coleraine Drive Pump Station & Landscaping

As requested, Hultilk revised their quote and provided new pricing for landscaping at the Coleraine Drive Pump Station. The quote came in at $4000.00, and with an estimated start date of May 2020.

Funds had not been allocated in the 2019 budget for this project. If to proceed, funds will need to be identified in the 2020 budget in order for the project to commence. Director Asselin will include the information in his 2020 operation budget for finance committee's review.

8.6 LED Street Light Replacement

Direction Asselin updated the committee on the LED Street Light Replacement project. The project is estimated to have a three and a half year pay back.

The main focus on the back streets will be a lower colour temperature light, which will allow for a softer dimmer light in the residential neighbourhoods. The main corridors will have a higher temperature allowing for brighter lights and more visibility.

8.7 Fire at the wastewater Treatment Plant

There was a fire at approximately 2:00 p.m. on Saturday November 9, 2019 at the Wastewater Treatment Plant. A blower caught on fire and although the building did not sustain substantial damage, there will be a significant clean up required to remove the soot that was dispersed through the space and ventilation system. Insurance has been notified to access and confirm the extent of the damage and required clean up.

Although an unfortunate incident, the situation has provided OWCA and the Town with a good exercise on how the facilities heat sensors are set up, and how they link to fire and emergency response teams. Using this information, the Town plans to work with OWCA to improve the emergency response protocol for the water and wastewater plants.
8.8 Snow Removal

Due to the volume of snow throughout the 2018/2019 winter season, the funds allocated for contract snow removal was significantly over budget. The account was already indicated as being over budget when completing the final 2019 budget.

It is recommended that, the remainder of 2019, the level of service on snow removal will be reduced. Road crews will continue to maintain a high level of service when plowing roads and sidewalks, but will limit snow bank removal to a priority basis. The downtown snow removal will remain a high priority.

8.9 Financial Report

Director Asselin advised the committee that the Development and Works Capital and Staffing budget have been submitted to Finance for review. Operational budget is currently being worked on, and will be brought forward to the next Development and Works meeting in December.

9 CLOSED ITEM

None.

10 ADJOURNMENT

MOVED by Councillor Evans, Mayor Eady

THAT the Development and Works Committee meeting adjured at 3:59 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday December 10th at 1:30 p.m.**
DATE
November 20, 2019

SUBJECT
Award of Engineering Services for Amprior / Ross Reconstruction (RFP # 07-2019).

RECOMMENDATION
THAT Council pass By-law 64-2019 being a by-law to award the engineering services for the Amprior / Ross Reconstruction project to Jp2g Consultants Inc. in the amount of $69,922.35 inclusive of non-refundable HST.

And FURTHER THAT:

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

ORIGINATOR

Lane Giroux, Engineering Technician

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

FINANCE COMMENT
The design of Amprior Ave / Ross St Reconstruction project was approved as part of the 2019 Capital Budget. Original budget estimates of $77,000 were based on the OCIF funding program.

However, the OCIF funding program was restructured by the provincial government. The town made application under the new funding model, the Canada Infrastructure Program (ICIP): Rural & Northern Stream program and was successful in obtaining funding. The town will receive a total of $558,345.35 from the federal and provincial levels of government towards the scope of this project.

The award of the engineering services to Jp2g Consultants Inc. remains within budget limits. These expenditures will be financed by the ICIP grant.

Kelly Coughlin
Kelly Coughlin, CMM III – Deputy - Treasurer
The Development and Works Committee has not had an opportunity to provide comments on this report due to timing and this project will be brought to Council as a whole.

On April 15, 2019 the Town submitted an application for the Investing in Canada Infrastructure Program (ICIP): Rural & Northern Stream. The application submitted was supported by Council resolution no. 2019-3-45 for the reconstruction of Amprior Avenue and Ross Street.

The Clerk received a letter on August 22, 2019 announcing that the Town of Renfrew was successful in attaining the ICIP Rural and Northern stream grant. The Town of Renfrew will receive a Federal Contribution of $335,020.61 and a Provincial Contribution of $223,324.74, totalling of $558,345.35.

The project limits for Amprior Avenue is from Queen Street South to Ross Street and is approximately 325 meters in length. Ross Street consists of a 100 meter block from Thompson Avenue to Amprior Avenue. Both road sections are constructed to an urban section with curbs, sidewalks, underground water, sanitary sewer and storm drainage systems. The project limits are shown graphically in Schedule “A”.

The engineering design for the project will be completed by end of February 2020 and tendering in March 2020. It is anticipated that the construction contract will be awarded at the April 14th Council meeting with construction taking place throughout the summer/fall of 2020. The Development and Works Department has proceeded with the topographical survey in advance of awarding the engineering services, which is now complete.

The Department of Development and Works issued a request for proposal (RFP) on October 28, 2019 to six engineering firms for services to complete an engineering design and provide construction management for the reconstruction of Amprior Avenue and Ross Street.
(b) procure any long term/short term loans required to see the municipality through the emergency;
(c) authorize any contracts with outside agencies, and;
(d) advise the Mayor or alternate on all financial matters.

**Fire Chief**

Upon learning of a potential emergency, the Fire Chief or alternate should consider the need for possible activation of the emergency plan, and if warranted, they should trigger the emergency alert system described in Appendix I. Thereupon they should report to the Emergency Operations Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:

(a) provide Head of Council and the other members of the MCG with information and advice of firefighting and fire prevention matters;
(b) if appropriate, appoint a temporary "on site coordinator" to control operations at the scene of an emergency until the official appointment of an "on site coordinator" by the Head of Council;
(c) inform the Renfrew County Mutual Fire Aid Co-ordinator and trigger mutual aid arrangements for the provision of additional firefighting equipment and manpower if needed and coordinate the efforts of those who respond;
(d) determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, chemical suits, etc;
(e) provide a mobile emergency command type vehicle for use by, or as directed by, the "on site coordinator"; and
(f) provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-fire fighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, spill of hazardous materials etc.

(g) contact alternate CEMC, Captains

**Director of Development and Works**

Upon learning of a potential emergency, the Director or alternate should consider the need for the possible activation of the emergency plan and, if warranted, they should trigger the emergency alert system as described in Appendix I. Thereupon they should report to the Emergency Operations Centre to act as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide the Head of Council and members of the MCG with information and advice on engineering and related matters;
(b) if appropriate, appoint a temporary "on site coordinator" to control operations at the scene of an emergency prior to the official appointment of an "on site coordinator" by the Head of Council;

(c) maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;

(d) provide engineer materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighboring municipalities, private contractors, etc.;

(e) assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs and barricades, etc.;

(f) maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;

(g) make recommendations and demolish unsafe structures if ordered by Head of Council;

(h) maintain up to date inventory of supplies and equipment of private contractors and other municipalities in the area that might be required in the event of an emergency and;

(i) re-establish essential services at the conclusion of an emergency.

(j) Contact General Foreman and Assistant Foreman

**Director of Parks and Recreation**

Upon learning of a potential emergency, the Director or alternate should report to the Emergency Operations Centre to act as a member of the MCG and to perform the following additional functions and responsibilities:

(a) assist with the arranging of special transportation in the event of a need for mass evacuation of a part of the municipality.

(b) assist the County of Renfrew, Ontario Works (Social Services) with any accommodation arrangements and in particular any required use of recreational facilities during the emergency

(c) recruit recreational staff and volunteers to assist where required or as determined by the MCG;

(d) assist other departments and/or emergency services as required by the MCG;

(e) assist with the arranging and development of any special equipment required by emergency services at the scene of the emergency;
(f) assist the Clerk with the overall coordination of the emergency Operations Centre.

**Emergency Information Officer**

As appointed by Council, the Emergency Information Officer (EIO) will be contacted by telephone in the event of an emergency. In the event that the EIO is not available the O.P.P. Commanding Officer will be the alternate.

The responsibilities of the EIO during an emergency are, too:

(a) prepare self help information for rapid distribution;

(b) keep the public informed of significant developments occurring during the emergency or disaster;

(c) establish communication requirements;

(d) arrange for media facilities at the Emergency Operations Centre;

(e) provide public relations support at the emergency site(s) if required;

(f) gather, process and disseminate information from the emergency services; and

(g) maintain a log of all actions taken.

The media centre will be housed in the downstairs boardroom of the Town Office where adequate telephones and electrical outlets will be installed as required.

Members of the media will be issued with identification tags, and only the media will be allowed in the media center.

**Supporting Agencies**

**Ontario Provincial Police Detachment Commander**

Upon learning of a potential emergency, the Detachment Commander or alternate should consider the possible need for activation of the emergency plan, and, if warranted, they should trigger the emergency alert system outlined in Appendix I. Thereupon they would report to the Emergency Operations Centre to sit as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide the Head of Council and members of the MCG with information and advice on law enforcement matters;
(b) if appropriate, appoint a temporary "on site coordinator" to control operations at the scene of an emergency prior to the official appointment of an onsite coordinator by the Head of Council;

(c) seal off areas of concern;

(d) control and, if necessary, disperse crowds within the "emergency area";

(e) control the movement of emergency vehicles to and from the site of the emergency;

(f) coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc;

(g) conduct evacuation of buildings or areas when ordered by the Head of Council;

(h) arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;

(i) protect property in the emergency area;

(j) arrange for additional "police assistance," if required.

(k) advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

**Medical Officer of Health**

Upon learning of a potential emergency, the designated health official for health matters or alternate official should consider the need for possible activation of The Emergency Plan and if warranted, trigger The Emergency Alert System at Appendix I. Thereupon they should report to the Emergency Operation Centre to act as a member of the MCG and either perform the following functions, or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MCG, as the situation warrants:

(A) **Public Health** matters will be the responsibility of the Medical Officer of Health or their alternate who will take charge in such situations and;

   (1) provide advice on public health matters to the Head of Council;

   (2) arrange for dissemination of special instructions to the population on matters concerning public health;

   (3) arrange for mass immunization where needed;

   (4) arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

   (5) notifying other agencies and senior levels of government about health related matters.
(8) **Mass Casualties** Arrangements for coping with mass casualties will be made jointly by the Medical Officer of Health and the Renfrew Ambulance Service. Such arrangements will normally have been worked out beforehand to provide for the following activities:

(1) bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and;

(2) provision of first aid for minor casualties who would not require transportation to a hospital.

**County of Renfrew Emergency Services**

Upon learning of a potential emergency, the CEMC or alternate should report to the Emergency Operations Centre to act as a member of the MCG and to perform the following additional functions and responsibilities:

(a) provide advice to Head of Council and other members of the MCG respecting emergency needs, inform that the County has resources to draw upon such as Public Works, Social Services, and relationships with upper tier government agencies.

(b) according to the nature of the emergency, ensure the survival and well being of people during and following a major emergency by arranging for:

1. **Emergency clothing** to provide adequate protection from the elements,

2. **Emergency lodging** to provide adequate temporary accommodation for the homeless,

3. **Registration and inquiry services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,

4. **Emergency feeding** to sustain those without food or adequate food preparation facilities, and

5. **Individual and family services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.

(c) Request assistance from outside agencies, i.e. Canadian Red Cross, St. John's Ambulance, and Salvation Army etc.
EMERGENCY OPERATIONS ALERTING FLOW CHART

RESPONDING AGENCY
Officer in charge identifies emergency or impending emergency condition
SITUATION BEYOND ABILITY TO CONTROL

Phone 9-1-1
or
Immediately Radio

FIRE DEPARTMENT COMMUNICATIONS CENTRE
Activates
Emergency Alerting System

Mayor
Clerk
Treasurer
Fire Chief
CEMC
Director of Parks
and Recreation
Director of Development and Works

Alternate CEMC

Captain

* Emergency Information Officer

Captain

Captain

General Foreman

Assistant Foreman

* as appointed by Council
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DATE: November 19, 2019

SUBJECT: Fee charges for use of new Bunker Gear Washing Machine by outside user.

RECOMMENDATION: THAT The Fire and Emergency Planning Committee establish a fee of $50.00 per Bunker Gear ensemble (Coat and pants set) for non-Renfrew Fire Department use.

ORIGINATOR: Kevin G Welsh, Fire Chief / CEMC

FINANCE COMMENT: Revenue produced by providing this shared service to our neighbouring municipalities will help offset departmental operating expenditures.

Chief Welsh estimates generating revenue of $1,500 for the 2020 calendar year.

Kelly Coughlin, CMM III – Deputy Treasurer

COMMITTEE

During the November 19 meeting of the committee this report was reviewed and recommended to council.

COMMENT:

BACKGROUND: The Town of Renfrew Fire Department purchased a Milnor Gear Guardian Washer in August of this year to improve the quality and frequency of cleaning of the Personal Protective Clothing used by our firefighters referred to as Bunker Gear (Combination of Coat and pants). This bunker gear is the standard protective clothing worn by our firefighters when they respond to the emergency events they respond to in the course of their duties.

As a result this Bunker gear can become soiled and expose to contaminants including carcinogens and bodily fluids. The purpose of the Milnor washer was to remove these contaminants and minimize the exposure of our firefighters to the harmful effects of such an exposure.

The value to the town was to reduce the costs, and lost time associated with shipping the Bunker Gear to an outside service provider.
ALTERNATIVES CONSIDERED:

1. Offer the opportunity to outside users of having their Bunker Gear washed at a cost of $50.00 per pant and coat combination.

2. Do not offer the opportunity to our neighbouring departments.

DISCUSSION:

Our surrounding neighbouring departments encounter the same potential for contamination of the Bunker Gear their firefighters wear in the completion of their duties as well as the same cost, approximately $100.00 per coat and pants combination, and time loss in using remote third party providers of cleaning services.

Renfrew Fire Department currently supports our neighbouring municipalities and their fire departments through Mutual and Automatic Aid agreements along with providing access to Self-contained Breathing Apparatus (SCBA) air bottle filling. The extension of the opportunity of utilizing our washing system is a natural extension of this spirit of co-operation and shared resources.

Renfrew has shared access to services and resources with a modest cost recovery charge applied in appropriate circumstances and this situation would fit into that accepted approach. In consultation with neighbouring departments it was expressed that the opportunity to access our bunker gear washing machine was of interest to them and there was a comfort with the need to pay for the service.

The recommended cost provides for a cost savings, and more importantly to our neighbours a significant reduction in lost time, in some cases reducing the time without the bunker gear by up to five (5) weeks. The modest fee allows Renfrew Fire Department to recover costs of water, electricity and labour during the use of the machine while also contributing to an offset of some of the purchase price.

This recommendation will require an addition to the Consolidated Fees and Charges By-Law.

Respectfully submitted for the Committee’s consideration.
Development & Works Committee
8-2019 Minutes of Meeting
Tuesday October 9, 2019 – 1:30 P.M.

1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolynn Errett (Recording Secretary), CBO Webster (Present for Section I - V 1. only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Dave Barr - Re: Prince Avenue East construction concerns
Evans Church - Re: Prince Avenue East construction concerns and right away access between 297 and 305 Raglan Street South.

Regarding the recent reconstruction of Prince Avenue East, Mr. Barr and Mr. Church brought forward the following concerns;

1. The removal of the sidewalk on the north side of Prince Avenue East
2. The large bump at the end of Mr. Barr's parking yard at north side and at the curb side of Mr. Church's property at south side.
3. A blue barrel attached to the stop sign at the corner of Prince Ave East and Raglan Street South that is constantly filled with garbage and is very unsightly.

Staff advised that the main reason behind the removal of the sidewalk on the north side of Prince Avenue East was to add more parking spaces accessible to downtown. Traffic studies that were completed prior to the reconstruction identified a clear need for more parking in the area. Removing the sidewalk on one side of Prince Avenue East allowed for six additional spots to be created. The Town is waiting on line painting to provide more clarity as to the additional spaces.

The large bump located at the end of Mr. Barr's parking yard has been identified, and will be reviewed by staff. The asphalt will be smoothed out and will tie into the pre-existing concrete to provide a better transition. Mr. Barr will contact the contractor directly discuss pricing on the remaining portion of the lot, which he would like done at the same time at his cost. The bump
C O R P O R A T I O N  O F  T H E  T O W N  O F  R E N F R E W

A G E N D A

A regular meeting of the Council of the Corporation of the Town of Renfrew to be held in the Council Chambers on Tuesday, November 26th, 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) Kathryn Lindsay
   (Bonnechere River Watershed Project)

2) Ontrac Employment Resource Centre
   (Employment Resource Services)

3) Doug Parkhill
   (Eighth Street Residential Safety)

RECOMMENDED ACTION

   Appear Before Council.

IV. CONFIRMING OF MINUTES

1) Minutes of the Regular Meeting of Council held November 12th, 2019.

   Adopt as Printed.

2) Minutes of the Special Meeting of Council held November 19th, 2019.

   Adopt as Printed.

V. COMMUNICATIONS

VI. REPORTS

A. PLANNING

B. FINANCE & ADMINISTRATION

1) Proposed Motion for Council
   (Ontario Water Champions Charter)

   Adopt Recommendation.

2) Clerk Bulmer's report dated November 22, 2019
   (Municipal Modernization Program)

   Adopt Recommendation.

C. FIRE

1) Minutes from the Fire & Emergency Management Committee meeting held November 19, 2019.

   Receive.

2) Chief Welsh's report dated November 20, 2019
   (Town of Renfrew Emergency Plan Update)

   Adopt Recommendation. (B/L 63-2019)

3) Chief Welsh's report dated November 21, 2019
   (Fee for use of Bunker Gear Washing Machine)

   Adopt Recommendation.

D. RECREATION
(f) assist the Clerk with the overall coordination of the emergency Operations Centre.

**Emergency Information Officer**

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(g) conduct evacuation of buildings or areas when ordered by the Head of Council;

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Clerk
Treasurer
Fire Chief CEMC

Alternate CEMC

Director of Parks and Recreation
Director of Development and Works

General Foreman
Assistant Foreman

* as appointed by Council

* Emergency Information Officer

Captain
Captain
DATE: November 19, 2019

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Kelly Coughlin, CMM III – Deputy Treasurer

COMMITTEE COMMENT: During the November 19 meeting of the committee this report was reviewed and recommended to council.

BACKGROUND: The Town of Renfrew Fire Department purchased a Milnor Gear Guardian Washer in August of this year to improve the quality and frequency of cleaning of the Personal Protective Clothing used by our firefighters referred to as Bunker Gear (Combination of Coat and pants). This bunker gear is the standard protective clothing worn by our firefighters when they respond to the emergency events they respond to in the course of their duties.

As a result this Bunker gear can become soiled and expose to contaminants including carcinogens and bodily fluids. The purpose of the Milnor washer was to remove these contaminates and minimize the exposure of our firefighters to the harmful effects of such an exposure.

The value to the town was to reduce the costs, and lost time associated with shipping the Bunker Gear to an outside service provider.
ALTERNATIVES CONSIDERED:

1. Offer the opportunity to outside users of having their Bunker Gear washed at a cost of $50.00 per pant and coat combination.

2. Do not offer the opportunity to our neighbouring departments.

DISCUSSION:

Our surrounding neighbouring departments encounter the same potential for contamination of the Bunker Gear their firefighters wear in the completion of their duties as well as the same cost, approximately $100.00 per coat and pants combination, and time loss in using remote third party providers of cleaning services.

Renfrew Fire Department currently supports our neighbouring municipalities and their fire departments through Mutual and Automatic Aid agreements along with providing access to Self-contained Breathing Apparatus (SCBA) air bottle filling. The extension of the opportunity of utilizing our washing system is a natural extension of this spirit of co-operation and shared resources.

Renfrew has shared access to services and resources with a modest cost recovery charge applied in appropriate circumstances and this situation would fit into that accepted approach. In consultation with neighbouring departments it was expressed that the opportunity to access our bunker gear washing machine was of interest to them and there was a comfort with the need to pay for the service.

The recommended cost provides for a cost savings, and more importantly to our neighbours a significant reduction in lost time, in some cases reducing the time without the bunker gear by up to five (5) weeks. The modest fee allows Renfrew Fire Department to recover costs of water, electricity and labour during the use of the machine while also contributing to an offset of some of the purchase price.

This recommendation will require an addition to the Consolidated Fees and Charges By-Law.

Respectfully submitted for the Committee’s consideration.
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolynn Errett (Recording Secretary), CBO Webster (Present for Section I - V 1. only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Dave Barr - Re: Prince Avenue East construction concerns
Evans Church - Re: Prince Avenue East construction concerns and right away access between 297 and 305 Raglan Street South.

Regarding the recent reconstruction of Prince Avenue East, Mr. Barr and Mr. Church brought forward the following concerns;

1. The removal of the sidewalk on the north side of Prince Avenue East
2. The large bump at the end of Mr. Barr’s parking yard at north side and at the curb side of Mr. Church’s property at south side.
3. A blue barrel attached to the stop sign at the corner of Prince Ave East and Raglan Street South that is constantly filled with garbage and is very unsightly.

Staff advised that the main reason behind the removal of the sidewalk on the north side of Prince Avenue East was to add more parking spaces accessible to downtown. Traffic studies that were completed prior to the reconstruction identified a clear need for more parking in the area. Removing the sidewalk on one side of Prince Avenue East allowed for six additional spots to be created. The Town is waiting on line painting to provide more clarity as to the additional spaces.

The large bump located at the end of Mr. Barr’s parking yard has been identified, and will be reviewed by staff. The asphalt will be smoothed out and will tie into the pre-existing concrete to provide a better transition. Mr. Barr will contact the contractor directly discuss pricing on the remaining portion of the lot, which he would like done at the same time at his cost. The bump
Staff is also looking into green energy grants (EIIO) and any funding that may be currently available. Concern was noted that funding may have been reduced due to the lowered cost of LED lights.

8.10 Connecting Link Funding

Funds were not awarded for the Stewart Street project in 2019. The Department plans to reapply for the 2020 Connecting Link program. The application is due on November 22, 2019. The application will include the multi-use pathway and the necessary underground infrastructure required for future development in the McAndrew area.

8.11 No Parking Signs on Renfrew Ave W

The Committee discussed a complaint received regarding the ‘No Parking’ signs installed on Renfrew Ave West, from Queen Street to Carswell Street. The sign locations do not correspond with the current By-Law. The signs were installed in 2018 due to safety concerns raised in the area. The By-Law was not updated to reflect the change.

The Committee discussed the need to clarify the roles and responsibility of the Development and Works Department regarding town parking. Historically there has been confusion with the department’s role in conjunction with the Finance Department. It was confirmed that the physical aspects such as line painting, signage, and spacing should be dealt with by the Development and Works, whereas, By-Law, enforcement, policy, and complaints should be directed to the Finance Department.

**DIRECTION:** Staff to communicate with Finance to ensure that the parking By-Law is updated and representative of the current status of parking in the area.

8.12 Financial Report

Committee members requested time to review the year to date financial statements, and will bring forward any questions or concerns they may have.

9. **CLOSED ITEM**

None.

10. **ADJOURNMENT**

MOVED by Mayor Eady, Councillor Evans

THAT the Development and Works Committee meeting adjured at 4:20 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday Nov. 12 at 1:30 p.m.**
Development and Works Capital Budget Status  2019

October 8, 2019

Road Infrastructure

- VMB ($123,900) put funds away to correct deficiencies
  a. Ridge in front of school
  b. New Catch basin at fairgrounds
- Plaunt Street ($632,600) Complete
- Barnet Boulevard Part A and B ($654,900, $520,400, $245,700) Complete
  a. Some minor deficiencies
  b. Pedestrian signals yet to be installed
- Downtown Highway 60 Parts A and B ($303,600, $82,600, $823,500, $1,678,400)
  a. Signs
  b. Bike racks
  c. Part B final paving
  d. Line painting
- Stewart Street ($411,500, $814,300) (No connecting link funding in 2019 – put on hold till next application)
  a. Re-apply for 2020 CL program due November 22, 2019
  b. Does town want to upgrade sewer for future development beyond McAndrew/Mason
- Vimy ($123,900) is complete
- Prince Carswell ($373,000) is complete
- Amprior Ross ($77,200) was just recently announced — staff had survey and base plans prepared to initiate project — staff to get pricing for remainder of design and contract administration — ICIP funded a greater share adjust in 2020
- County Road 52 ($304,600 for design, construction in 2020)- Town working out details with County for design fall/winter months
  a. Is Town committed to advancing full scope
  b. Multi use path with new curb along west side
  c. Sanitary repairs
  d. Watermain linking at Smiths creek
  e. County drafting agreement which will be brought to County and Town Council
  f. County pay its share based on tender values
- Municipal Lands Servicing ($45,000) - O’Farrell road
  a. Does committee want new lots created at Tourist booth
    i. Requires Council direction
    ii. Funds to relocate part of parking lot
    iii. Funds to extend road in 2020
    iv. Road will some design for utilities
b. Administration Committee will discuss land servicing on October 25, 2019

Other Infrastructure

- Hall Avenue oversizing ($50,000) — no application from Developer may not be used
- Ravine William Street Ravine stabilization (31,200) — Crozier too busy, Town reaching out to Fulton
- Landfill Stage 5 expansion ($100,000) — ongoing at Waste Management
  a. Groundwater Easements
  b. Strategy for approvals
- Municipal Parking Lots ($20,000) — go to Finance to include all parking lots in 2020 and fund from parking reserve

Facilities

- Office at Town Hall for Environmental Officer ($25,000) — only remaining work is window in office and faculties folks are indicating too expensive— Should staff member have a window (I feel yes)?
- Garage(facilities budget) — concept work continues to get concept and facility pricing into right budget
  a. Town wanted sunshine coach space
  b. Potential hydro space
  c. Preliminary is that more land is required
  d. Town lost adjacent land purchase as it was too expensive
  e. May consider moving locations to other property
  f. Proper committee to review — Development and Works or facilities committee?
- Landfill Building Upgrades ($45,000) — Tyler will propose work on equipment building, septic system and scale building — may move into 2020
- LED streetlights ($700,000) — staff still examining options
  a. Pricing seem to come down
  b. Working with Hydro for install and maintenance
  c. Looking at subscription option — no capital required
  d. Speaking to Hydro Ottawa company
  e. No feedback on pilot projects where LED’s were installed

Rolling Stock

- Replace V02 Tandem Plow ($290,000) — out to tender now
- Second poly sander for v15 ($12,000) — Committee and flowing to council tonight
- E43 Trailer (20,000) - garage pricing out
- Trackless attachments ($30,000) — Committee and flowing to council tonight
- Landfill Compactor — ($656,100)purchased

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- Landfill Loader – ($342,200) purchased

**Equipment**

- E20 generator ($20,000) – Committee and flowing to council tonight
- Hot water Pressure Washer ($9,000) – Committee and flowing to council tonight
- Radio Upgrade – ($70,000) will only be considered when radio fails
- Speed indicator sign ($6,500) – pricing options will purchase in 2019
- Pedestrian Crossover signal ($20,000) will do Bruce Street Crossing – equipment to be purchased in 2019
1. CALL TO ORDER

2. ATTENDANCE

   Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolyn Errett (Recording Secretary), CBO Webster (Present for Section 7 – 7.1 only), Planner Withers (Present for Section 7 – 7.2 only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

   None

4. DELEGATIONS/DEPUTATIONS

   Susan Sarsfield & Mel Blimkie, Renfrew BIA - Re: Downtown Christmas Lights

   Representatives from the BIA brought forward a written request to permit Nutri-Lawn to install decorative lights, seasonal wreaths and flags on all the light poles in the downtown core. BIA indicated that the contract to have Nutri-Lawn install the lights and wreaths for the holiday season was approximately $15,000.00, whereas the cost to have the lights installed and maintained for the full year be approximately be $20,000.00. The BIA expressed concerned that the cost of the contract for just the holiday season was not cost effective when compared to the cost of having the decorative lights installed and maintained for the full year.

   The BIA feels that the decorative lighting will promote and instill an inviting atmosphere, and will overall encourage residents shop and explore the downtown core.

   The Committee expressed concerns regarding the maintenance of the lights and the level of service received for repair and replacement. BIA advised that Nutri-Lawn has guaranteed a monthly service plan as part of their contract, along with a 24hr service call for any additional repairs or replacements that are required.

   The Committee set clarification as to whether or not the lights would remain ‘off’ during the off holiday months. It was explained that the lights are decorative and therefore could be utilized year round. Whereas the wreaths would still be removed at the end of the holiday
season. The lights will be placed above the flange of the pole, and will wrap tightly around the pole up towards the flags. They will not impede with any additional décor or flag that are placed on the pole.

MOVED BY Mayor Eady, Councillor Evans

THAT the Committee accepts the BIA’s plan to proceed with Nutri-Lawn installing decorative lighting and wreaths on the Downtown light posts on a one year trial basis proceeding on December 1, 2019.

- Carried

The Committee thanked Ms. Sarsfield and Mr. Blimkie for their time and input. Ms. Sarsfield and Mr. Blimkie excused themselves from the meeting.

5. CONFIRMING OF MINUTES

MOVED BY Councillor Evans, Mayor Eady

THAT the following items be added to the 10-2019 Agenda.

8.7 Fire at the Wastewater Treatment Plant
8.8 Snow Removal

FURTHER THAT the item 8.7 Financial Report be changed item 8.9 to accommodate the additional items.

- Carried

MOVED BY Councillor Evans, Mayor Eady

THAT the minutes of the meeting 9-2019 October 8, 2019 be approved with the following change.

Section 4, page 3 – spelling Error

- Carried

6. COMMUNICATION

6.1 Lisgar Ave – Our Lady of Fatima Traffic Concerns (Petition)

A written petition submitted from Our Lady of Fatima Parish located at 100 Lisgar Avenue West was submitted to the Development and Works Committee on October 7,
2019. The Petition requested that the Town of Renfrew take action to reduce speed and the noise of traffic in the area of Lisgar Avenue and Lochiel Street.

The Committee discussed the MTO’s position regarding traffic calming, and some of the different options available. A thorough review of MTO’s Traffic Calming Design Guidelines is required, and any recommendations should be brought forward for discussion at a public meeting prior to implementing.

**DIRECTION:** Staff to review the City of Ottawa’s Traffic Calming Design Guideline to determine some available options, and bring forward to Committee some recommended solutions.

7. **NEW AND UNFINISHED BUSINESS ARISING**

7.1 **Building Report – CBO**

The committee reviewed the building report provided. CBO Webster indicated that as of last month, the department surpassed last year’s revenue totals by roughly $24,000.00.

Overall, 2020 is set to see some bigger commercial expansions and developments.

The Committee requested that the report include a monthly comparison of last year’s totals, and that a column indicating the overall Lot Development fees collected be added.

**DIRECTION:** Staff to add requested information to monthly building report for review at the next committee meeting.

MOVED by Mayor Eady, Councillor Evans,

THAT the Development and Works Committee accept the Building Report as received and reviewed.

- Carried

7.2 **Municipal Parking Lot Signage**

The committee reviewed the report provided by Planner Withers regarding Way Finding and Municipal Parking Lot signage. The primary objective would be to direct people from the main street towards municipal parking lots using way finding standard green “P” signs that are highly recognizable as parking lot signs. In addition, each Lot would be clearly identified as a municipal parking lot by the use of standardized signage marked with the Town Logo.

The Development and Works Committee originally endorse the repaving of the Argyle, Townhall, and Plaunt Street Municipal Parking Lots, and the department had previously
presented estimates for this work. The matter was sent onto Finance for funding confirmation. Since last discussions, it was decided a Committee of the Whole meeting be set to discuss the overall longevity of all municipal parking lots within the Town of Renfrew, and priorities would be given to allocate funds accordingly.

A date for the Committee of a Whole meeting has not yet been set, and it is unclear at this time what further information is required from the Development and Works Committee.

**DIRECTION:** Director Asselin to bring information forward to the Senior Management Team meeting to determine next steps.

### 7.3 Patching and Sidewalk Repair

Engineering Technician Cleroux and Director Asselin presented the committee with a map of all the areas that have been completed or patched recently. See schedule A attached. All roads indicated in Purple have been rebuilt in the last ten years. All roads in Orange are proposed for 2020 projects. All roads in Green are in good shape, and all roads in Red require work.

The Department’s focus this year was to patch larger sections of damaged roads in order to provide a better overall repair. Smaller patches breakdown faster and often don’t materially improve the overall quality of the road.

A significant budget has been put towards road work these past few years, and the Town hopes to continue making it a priority and maximizing road improvement with funds available.

**DIRECTION:** Staff to update the website with the map included in order to advise Town residents of the ongoing priorities.

### 8. NEW AND UNFINISHED BUSINESS

#### 8.1 Downtown Signage Update

Engineering Technician Cleroux advised the committee that the regular parking signs for the downtown have been manufactured and are set for delivery. The contractor is coring the post locations this week, and the install of the signs are scheduled for the following week, weather depending.

Now that the BIA and the Town have agreed to the final look of the street signs, the 28 signs and 11 posts can be ordered. The lead time for production is six weeks, but since the signs will be bolted directly to the ground, installation can be done by Town staff, and done any time throughout the winter months.
Budget for the street signs will be part of the Downtown project’s overall costs. The street signs were initially included in the project specifications by the Contractor, but have since been removed, and the funds have been relocated to cover the costs from the manufacturer. The costs overall for the Downtown project have stayed consistently on budget despite some additional work not initially foreseen.

8.2 Municipal Garage Status

Director Asselin advised the committee that there are some Health and Safety aspects of the current Municipal Garage that are concerning. The Carbon Dioxide ventilation system is not properly working, and the roof has areas that are in desperate need of repair. Repairs to address these items have been authorized.

Staff are currently exploring alternative locations. Ideally a location close to the current site would be best suited to continue operation while the new building is being constructed.

Director Asselin set clarification as to whether the construction of the Municipal Town Garage should fall under the responsibilities of the Facilities Committee or the Development and Works Committee. Committee members were unclear, and will initiate further discussion at the next facilities meeting to determine what role the Development and Works committee should have with the process.

DIRECTION: Councillor Coulas to discuss the role of the Development and Works Committee with regards to the reconstruction of the Town Municipal Garage at the next Facility Committee meeting.

8.3 ICIP Green Stream Funding

Staff has been reviewing the specifications on the ICIP green stream funding that is available for Sewer, Water, and Storm upgrades. Up to 2.7 million is available in funding, with 26.7% (municipal portion) leverage of our funds should we apply.

The two projects that best fit criteria are Munroe and Harry Street or the O’Brien pump station. The Committee’s preference would be towards a road project in lieu of a pump station upgrade. Utilizing the ICIP Green Stream Funding to assist in covering the costs associated with underground infrastructure would allow the Town of Renfrew to continue improving areas in much needed repair.

8.4 Connecting Link Funding

The Town Planner is currently reviewing the application originally submitted for the Stewart Street connecting link funding in Spring 2019. The application was originally not awarded due to overall provincial funding available at the time of submission. However, the deadline for the next submission is November 22nd, 2019, and the department is hopeful that the funding will be awarded this time around.
The Stewart Street Reconstruction design is complete. If and when the funding is awarded, the project could be tendered as early as spring 2020, with underground infrastructure starting as early as summer 2020. The project is estimated to take 2-2½ years to complete.

A resolution of support is being brought forward to the November 12, 2019 council meeting, where council will decide if they are to move forward with the connecting link grant application.

8.5 Coleraine Drive Pump Station & Landscaping

As requested, Hultilk revised their quote and provided new pricing for landscaping at the Coleraine Drive Pump Station. The quote came in at $4000.00, and with an estimated start date of May 2020.

Funds had not been allocated in the 2019 budget for this project. If to proceed, funds will need to be identified in the 2020 budget in order for the project to commence. Director Asselin will include the information in his 2020 operation budget for finance committee’s review.

8.6 LED Street Light Replacement

Direction Asselin updated the committee on the LED Street Light Replacement project. The project is estimated to have a three and a half year pay back.

The main focus on the back streets will be a lower colour temperature light, which will allow for a softer dimmer light in the residential neighbourhoods. The main corridors will have a higher temperature allowing for brighter lights and more visibility.

8.7 Fire at the wastewater Treatment Plant

There was a fire at approximately 2:00 p.m. on Saturday November 9, 2019 at the Wastewater Treatment Plant. A blower caught on fire and although the building did not sustain substantial damage, there will be a significant clean up required to remove the soot that was dispensed through the space and ventilation system. Insurance has been notified to access and confirm the extent of the damage and required clean up.

Although an unfortunate incident, the situation has provided OWCA and the Town with a good exercise on how the facilities heat sensors are set up, and how they link to fire and emergency response teams. Using this information, the Town plans to work with OWCA to improve the emergency response protocol for the water and wastewater plants.
8.8 Snow Removal

Due to the volume of snow throughout the 2018/2019 winter season, the funds allocated for contract snow removal was significantly over budget. The account was already indicated as being over budget when completing the final 2019 budget.

It is recommended that, the remainder of 2019, the level of service on snow removal will be reduced. Road crews will continue to maintain a high level of service when plowing roads and sidewalks, but will limit snow bank removal to a priority basis. The downtown snow removal will remain a high priority.

8.9 Financial Report

Director Asselin advised the committee that the Development and Works Capital and Staffing budget have been submitted to Finance for review. Operational budget is currently being worked on, and will be brought forward to the next Development and Works meeting in December.

9 CLOSED ITEM

None.

10 ADJOURNMENT

MOVED by Councillor Evans, Mayor Eady

THAT the Development and Works Committee meeting adjured at 3:59 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday December 10th at 1:30 p.m.**
DATE
November 20, 2019

SUBJECT
Award of Engineering Services for Amprior / Ross Reconstruction (RFP # 07-2019).

RECOMMENDATION
THAT Council pass By-law 64-2019 being a by-law to award the engineering services for the Amprior / Ross Reconstruction project to Jp2g Consultants Inc. in the amount of $69,922.35 inclusive of non-refundable HST.

And FURTHER THAT:

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

ORIGINATOR
Lane Geroux, Engineering Technician

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

FINANCE COMMENT
The design of Amprior Ave / Ross St Reconstruction project was approved as part of the 2019 Capital Budget. Original budget estimates of $77,000 were based on the OCIF funding program.

However, the OCIF funding program was restructured by the provincial government. The town made application under the new funding model, the Canada Infrastructure Program (ICIP): Rural & Northern Stream program and was successful in obtaining funding. The town will receive a total of $558,345.35 from the federal and provincial levels of government towards the scope of this project.

The award of the engineering services to Jp2g Consultants Inc. remains within budget limits. These expenditures will be financed by the ICIP grant.

Kelly Coughlin, CMM III – Deputy - Treasurer
INTERNAL REVIEW  N/A

COMMITTEE COMMENT

The Development and Works Committee has not had an opportunity to provide comments on this report due to timing and this project will be brought to Council as a whole.

BACKGROUND

On April 15, 2019 the Town submitted an application for the Investing in Canada Infrastructure Program (ICIP): Rural & Northern Stream. The application submitted was supported by Council resolution no. 2019-3-45 for the reconstruction of Amprior Avenue and Ross Street.

The Clerk received a letter on August 22, 2019 announcing that the Town of Renfrew was successful in attaining the ICIP Rural and Northern stream grant. The Town of Renfrew will receive a Federal Contribution of $335,020.61 and a Provincial Contribution of $223,324.74, totalling of $558,345.35.

The project limits for Amprior Avenue is from Queen Street South to Ross Street and is approximately 325 meters in length. Ross Street consists of one 100 meter block from Thompson Avenue to Amprior Avenue. Both road sections are constructed to an urban section with curbs, sidewalks, underground water, sanitary sewer and storm drainage systems. The project limits are shown graphically in Schedule “A”.

The engineering design for the project will be completed by end of February 2020 and tendering in March 2020. It is anticipated that the construction contract will be awarded at the April 14th Council meeting with construction taking place throughout the summer/fall of 2020. The Development and Works Department has proceeded with the topographical survey in advance of awarding the engineering services, which is now complete.

The Department of Development and Works issued a request for proposal (RFP) on October 28, 2019 to six engineering firms for services to complete an engineering design and provide construction management for the reconstruction of Amprior Avenue and Ross Street.
at the entrance to the driveway at Mr. Church’s property will be reviewed by staff and patched/fixed as required.

**DIRECTION:** Town staff to review the bump at the end the driveway to determine the necessary course of action.

The blue barrel is providing support to the stop sign that is temporarily in place at the corner of Prince Ave East and Raglan Street South. Although not visually appealing, this is a temporary solution until the stop sign can be more permanently fixed. Town staff will work towards keeping the barrel debris free in the interim.

**DIRECTION:** Town staff to dispose of the garbage that is currently in the Blue Barrel and to monitor the barrel until such time as the barrel is removed.

Mr. Church also brought forward his concern regarding the alley way access between 297 Raglan Street South and 305 Raglan Street South. Historically there has been road access to this alley from Raglan Street South, which has allowed vehicles to utilize the area for shipping and receiving. The new sidewalks installed on Raglan Street South have blocked vehicle access from entering the alley. Mr. Church informed the committee that even though 305 Raglan owns the property, there is a legal right-a-way access for 297 Raglan St. South. The Town is unaware of this agreement, and although there may be an easement, it is unclear at this time if it is permitted as pedestrian or vehicle access. The rear of the property has good access.

The Committee thanked Mr. Barr and Mr. Church for their time and input. Mr. Barr and Mr. Church excused themselves from the meeting.

The Committee discussed the alley access off Raglan Street South. Town Staff reviewed the property lines and file information at the time of design. The open alley way is 10” – 1” wide, making it undersize for vehicle access. The property owner indicated that there were safety concerns with vehicles utilizing the alley, and the preference would be to remove access. Staff was unaware that there was any right-a-way registered on file, and there was nothing to indicate that there was any easement for vehicle access. No comments were received during the public meetings that were held.

The Committee agreed that since the area is not paved or wide enough to be classified as a laneway, it should not be accessible to vehicle traffic. The Committee understand Mr. Church’s concern regarding his tenant’s requirement for shipping and receiving, and therefore discussed the possibility of a designated “loading zone” spot at the rear of the building, located on Prince Ave East. A designated spot would provide the necessary access required for the business to address their shipping and receiving needs.
DIRECTION: Staff to review the parking requirements on Prince Ave East to determine if a designated ‘loading zone’ would be a viable option.

5. CONFIRMING OF MINUTES

MOVED BY Mayor Eady, Councillor Evans

THAT the minutes of the meeting 8-2019 August 13, 2019 be approved as received.

- Carried

6. COMMUNICATION

6.1 Community Living

A written letter was received and discussed by the Committee regarding concerns that Community Living had now that the reconstruction of the Downtown was completed.

The three concerns noted in the letter were:
1. A heave in the sidewalk located just outside the front doors that presents a tripping hazard.
2. The absence of a designated handicap space that was once located in front of their building.
3. The absence of a bench that was once located in front of their building.

Engineering Technician Cleroux confirmed that the heave in the sidewalk out front of their building has been identified as a deficiency, and the request has been made to BEI to repair. He further explained that a bench has been located, and will be installed out front their building by the end of October.

In regards to the handicap space that was once in front of their building, a new location was selected in the design process to accommodate side and rear loading access. Due to the confines of the parking spots, it was recommended that one spot be designated a “loading zone”, which would accommodate Community Livings front door access for ease of drop off and pick up by family, staff and the sunshine Coach.

DIRECTION: Staff to determine appropriate wording for the “Loading Zone” sign that will be used in the designated spot out front of 326 Raglan St. South – Community Living.

DIRECTION: Staff to provide written correspondence to Community Living addressing their concerns and providing necessary updates.

MOVED BY Councillor Evans, Mayor Eady
THAT the Committee recommends to Finance that one space outside the Community Living location at 326 Raglan St. South be designated a “Loading Zone”. - Carried

7. NEW AND UNFINISHED BUSINESS ARISING

7.1 Building Report – CBO

CBO Webster advised the committee that the building department has managed to increase their bottom line by over $10,000.00 due to the 2019 fee increase. This increase will offset a fund deficit that has occurred in previous years.

Although fewer permits have been issued year to date, projects have had a higher construction value and correspondently a greater permit value. The building department is on track to surpass last year’s totals.

7.2 Capital Project Summary

Director Asselin provided the Committee with a Capital Budget Status Report that was discussed and reviewed by the committee. See attached document for summary.

7.3 Patching and Sidewalk Repair

There were concerns raised regarding the Asphalt tender submissions that were received in the Spring. As a result, the Department determined a fair valued fixed price of $43/square meter for patching, and contacted the top two bidders regarding work to be completed. Greenwood Paving accepted the fixed price and began working through a list of asphalt patching required throughout town. GOA declined the offer to participate in 2019, indicating they had sufficient work that needed to be completed.

The Department has spent $90,000 of the $103,000 of the 2019 allocated budget for patches. The remaining balance will be applied to crack sealing. The Water and Sewer budgets will assist in covering costs associated with water and sewer services cut repairs.

7.4 Downtown Signage – Engineering Technician

The initial project did not include the cost to replace the downtown signage. Upon inventory of the signs that were removed; many of the old street signs were damaged, rusted or badly aged. The department has been unable to source a matching style, and therefore it is recommended to proceed with a full replacement of all the downtown street signs. In total, there are sixteen (16) intersections, and therefore thirty two (32) street signs are required.

There have also been delays with the installation of parking signs in the downtown core due to availability of signs and pole installation. Underground electrical lines have made it challenging to dig and cement poles into place. The Public Works Department has been actively working on
alternative options for installation. The Committee expressed urgency in getting the poles installed and the parking signs posted due to bylaw enforcement.

8. NEW AND UNFINISHED BUSINESS

8.1 Capital Project Update

8.1.1 Downtown Deficiencies

The Department has been in active negotiations with the Contractor regarding the deficiencies in the downtown core. It is estimated to be approximately $400,000.00 in repairs. No formal agreement has been reached regarding the work to be completed, or a timeframe in which to address. Direction Asselin will continue to update the committee as negotiations proceed.

8.1.2 CR52 – Raglan St. S

The County is currently reviewing the draft agreement. The project is set to proceed at $304,600 for construction in 2020. The Department will continue to work with the County regarding the agreement, which will be brought forward to Council for final review.

8.2 Municipal Parking Lot

A Committee of Whole meeting will be scheduled to discuss the municipal parking lots throughout town, and how best to proceed with fund allocation in 2020 or as directed.

8.3 Municipal Garage Status

Director Asselin has been working with J.L. Richards to finalize the project with realistic costs. Concern has been raised that adding shared space for thirty parties could result in the facility being too large for the current site. The details of a conceptual design are still being reviewed.

The Health and Safety committee has identified some much needed repairs that are required on the current facility. The building is deteriorating, and there are concerns regarding the structural integrity, as well as mold and electrical safety. Consideration will need to be given regarding the cost to repair and maintain versus proceeding with new construction as any investment in repairs will be lost.

8.4 Colerain Drive Pump Station & Landscaping

Staff has been working with Hultink Landscaping to update the original quote provided. Information will be brought forward to committee next month (November).

8.5 Standpipe Repairs and Upgrades Proposed Repairs

J.L. Richards has provided a letter of proposal for professional engineering services for the Standpipe repairs and upgrades. The Town recently retained Landmark Municipal Services and
PW Makar Coating Inspection Ltd. to provide a safety inspection and CCTV ROV lining assessment for the standpipe. The inspections have identified a scope of interior and exterior repairs and upgrades that are required.

The proposal was sent forwarded to Council for review and consideration.

8.6 County Winter Maintenance Agreement (10 years)

The Town has an agreement with the County of Renfrew to maintain winter maintenance on 1.7 KM of county road located within the Town of Renfrew. In the past, the County has entered into a three year term with the Town, but is now seeking a ten year agreement, with a year over year increase of 1.5% and 2%. The agreement will need to include a provision that addresses any major increases in salt pricing.

The agreement was sent forwarded to Council for review and consideration.

8.7 Pedestrian Crossing at Bruce Street

A pedestrian Crossover signal will be purchased and installed at Bruce St. and Raglan St. North. This is a county road, and therefore permission from the County will be required. Staff has determined that there is greater cost savings if the Town purchases the material directly, and sources installation to Renfrew Hydro.

8.8 OCWA Update – WTP, WPCC

Director Asselin has been communicating with OCWA to determine their capital projects and expenditures for the upcoming year. The Finance Department is in the process of determining the water rates for 2020, and will need the budget information in order to set new rates. The Town will review and discuss any necessary items.

8.9 LED Street Light Replacement

The Department has been researching different options regarding the LED street light replacement. The Pilot projects installed throughout town have provided no feedback from residents. It is unclear as to whether or not residents have noticed or simply have no issue with the LED lighting.

There is money allocated in the budget to proceed with the project. Costing on LED’s has come down in the last few years, and therefore proceeding with the project at this time is cost effective.

Director Asselin recently met with LED Roadway Lighting regarding a subscription option for the installation and management of the LED lights. The subscription cost would be roughly $60,000.00 a year and would cover all installation and maintenance of the LED lights. With no upfront capital costs or long term borrowing costs, there is incentive to proceed with this type of service.
Staff is also looking into green energy grants (ElSO) and any funding that may be currently available. Concern was noted that funding may have been reduced due to the lowered cost of LED lights.

8.10 Connecting Link Funding

Funds were not awarded for the Stewart Street project in 2019. The Department plans to reapply for the 2020 Connecting Link program. The application is due on November 22, 2019. The application will include the multi-use pathway and the necessary underground infrastructure required for future development in the McAndrew area.

8.11 No Parking Signs on Renfrew Ave W

The Committee discussed a complaint received regarding the ‘No Parking’ signs installed on Renfrew Ave West, from Queen Street to Carswell Street. The sign locations do not correspond with the current By-Law. The signs were installed in 2018 due to safety concerns raised in the area. The By-Law was not updated to reflect the change.

The Committee discussed the need to clarify the roles and responsibility of the Development and Works Department regarding town parking. Historically there has been confusion with the department’s role in conjunction with the Finance Department. It was confirmed that the physical aspects such as line painting, signage, and spacing should be dealt with by the Development and Works, whereas, By-Law, enforcement, policy, and complaints should be directed to the Finance Department.

**DIRECTION:** Staff to communicate with Finance to ensure that the parking By-Law is updated and representative of the current status of parking in the area.

8.12 Financial Report

Committee members requested time to review the year to date financial statements, and will bring forward any questions or concerns they may have.

9. CLOSED ITEM

None.

10. ADJOURNMENT

MOVED by Mayor Eady, Councillor Evans

THAT the Development and Works Committee meeting adjured at 4:20 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday Nov. 12 at 1:30 p.m.**
Development and Works Capital Budget Status 2019

October 8, 2019

Road Infrastructure

- VMB ($123,900) put funds away to correct deficiencies
  a. Ridge in front of school
  b. New Catch basin at fairgrounds
- Plaunt Street ($632,600) Complete
- Barnet Boulevard Part A and B ($654,900, $520,400, $245,700) Complete
  a. Some minor deficiencies
  b. Pedestrian signals yet to be installed
- Downtown Highway 60 Parts A and B ($303,600, $82,600, $823,500, $1,678,400)
  a. Signs
  b. Bike racks
  c. Part B final paving
  d. Line painting
- Stewart Street ($411,500, $814,300) (No connecting link funding in 2019 – put on hold till next application)
  a. Re-apply for 2020 CL program due November 22, 2019
  b. Does town want to upgrade sewer for future development beyond McAndrew/Mason
- Vimy ($123,900) is complete
- Prince Carswell ($373,000) is complete
- Amrrior Ross ($77,200) was just recently announced – staff had survey and base plans prepared to initiate project – staff to get pricing for remainder of design and contract administration – ICIP funded a greater share adjust in 2020
- County Road 52 ($304,600 for design, construction in 2020)- Town working out details with County for design fall/winter months
  a. Is Town committed to advancing full scope
  b. Multi use path with new curb along west side
  c. Sanitary repairs
  d. Watermain linking at Smiths creek
  e. County drafting agreement which will be brought to County and Town Council
  f. County pay its share based on tender values
- Municipal Lands Servicing ($45,000) - O’Farrell road
  a. Does committee want new lots created at Tourist booth
     i. Requires Council direction
     ii. Funds to relocate part of parking lot
     iii. Funds to extend road in 2020
     iv. Road will some design for utilities
b. Administration Committee will discuss land servicing on October 25, 2019

Other Infrastructure

- Hall Avenue oversizing ($50,000) – no application from Developer may not be used
- Ravine William Street Ravine stabilization (31,200) – Croad is too busy, Town reaching out to Fulton
- Landfill Stage 5 expansion ($100,000) – ongoing at Waste Management
  a. Groundwater Easements
  b. Strategy for approvals
- Municipal Parking Lots ($20,000) – go to Finance to include all parking lots in 2020 and fund from parking reserve

Facilities

- Office at Town Hall for Environmental Officer ($25,000) – only remaining work is window in office and faculties folks are indicating too expensive- Should staff member have a window (I feel yes)?
- Garage(facilities budget) – concept work continues to get concept and facility pricing into right budget
  a. Town wanted sunshine coach space
  b. Potential hydro space
  c. Preliminary is that more land is required
  d. Town lost adjacent land purchase as it was too expensive
  e. May consider moving locations to other property
  f. Proper committee to review – Development and Works or facilities committee?
- Landfill Building Upgrades ($45,000) – Tyler will propose work on equipment building, septic system and scale building – may move into 2020
- LED streetlights ($700,000) – staff still examining options
  a. Pricing seem to come down
  b. Working with Hydro for install and maintenance
  c. Looking at subscription option – no capital required
  d. Speaking to Hydro Ottawa company
  e. No feedback on pilot projects where LED’s were installed

Rolling Stock

- Replace V02 Tandem Plow ($290,000) – out to tender now
- Second poly sander for v15 ($12,000) – Committee and flowing to council tonight
- E43 Trailer (20,000) – garage pricing out
- Trackless attachments ($30,000) – Committee and flowing to council tonight
- Landfill Compactor – ($656,100)purchased
• Landfill Loader – ($342,200) purchased

Equipment

• E20 generator ($20,000) – Committee and flowing to council tonight
• Hot water Pressure Washer ($9,000) – Committee and flowing to council tonight
• Radio Upgrade – ($70,000) will only be considered when radio fails
• Speed indicator sign ($6,500) – pricing options will purchase in 2019
• Pedestrian Crossover signal ($20,000) will do Bruce Street Crossing – equipment to be purchased in 2019
1. CALL TO ORDER

2. ATTENDANCE

Present were: Councillor Coulas (Chair), Councillor Evans, Mayor Eady, Director Asselin, Carolyn Errett (Recording Secretary), CBO Webster (Present for Section 7 – 7.1 only), Planner Withers (Present for Section 7 – 7.2 only), Engineering Technician Cleroux

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS/DEPUTATIONS

Susan Sarsfield & Mel Blimkie, Renfrew BIA - Re: Downtown Christmas Lights

Representatives from the BIA brought forward a written request to permit Nutri-Lawn to install decorative lights, seasonal wreaths and flags on all the light poles in the downtown core. BIA indicated that the contract to have Nutri-Lawn install the lights and wreaths for the holiday season was approximately $15,000.00, whereas the cost to have the lights installed and maintained for the full year be approximately be $20,000.00. The BIA expressed concerned that the cost of the contract for just the holiday season was not cost effective when compared to the cost of having the decorative lights installed and maintained for the full year.

The BIA feels that the decorative lighting will promote and instill an inviting atmosphere, and will overall encourage residents shop and explore the downtown core.

The Committee expressed concerns regarding the maintenance of the lights and the level of service received for repair and replacement. BIA advised that Nutri-Lawn has guaranteed a monthly service plan as part of their contract, along with a 24hr service call for any additional repairs or replacements that are required.

The Committee sat clarification as to whether or not the lights would remain ‘off’ during the off holiday months. It was explained that the lights are decorative and therefore could be utilized year round. Whereas the wreaths would still be removed at the end of the holiday
season. The lights will be placed above the flange of the pole, and will wrap tightly around the pole up towards the flags. They will not impede with any additional décor or flag that are placed on the pole.

**MOVED BY** Mayor Eady, Councillor Evans

THAT the Committee accepts the BIA’s plan to proceed with Nutri-Lawn installing decorative lighting and wreaths on the Downtown light posts on a one year trial basis proceeding on December 1, 2019.

- Carried

The Committee thanked Ms. Sarsfield and Mr. Blimkie for their time and input. Ms. Sarsfield and Mr. Blimkie excused themselves from the meeting.

5. **CONFIRMING OF MINUTES**

**MOVED BY** Councillor Evans, Mayor Eady

THAT the following items be added to the 10-2019 Agenda.

8.7 Fire at the Wastewater Treatment Plant

8.8 Snow Removal

FURTHER THAT the item 8.7 Financial Report be changed item 8.9 to accommodate the additional items.

- Carried

**MOVED BY** Councillor Evans, Mayor Eady

THAT the minutes of the meeting 9-2019 October 8, 2019 be approved with the following change.

Section 4, page 3 – spelling Error

- Carried

6. **COMMUNICATION**

6.1 Lisgar Ave – Our Lady of Fatima Traffic Concerns (Petition)

A written petition submitted from Our Lady of Fatima Parish located at 100 Lisgar Avenue West was submitted to the Development and Works Committee on October 7,
2019. The Petition requested that the Town of Renfrew take action to reduce speed and the noise of traffic in the area of Lisgar Avenue and Lochiel Street.

The Committee discussed the MTO’s position regarding traffic calming, and some of the different options available. A thorough review of MTO’s Traffic Calming Design Guidelines is required, and any recommendations should be brought forward for discussion at a public meeting prior to implementing.

**DIRECTION:** Staff to review the City of Ottawa’s Traffic Calming Design Guideline to determine some available options, and bring forward to Committee some recommended solutions.

### 7. NEW AND UNFINISHED BUSINESS ARISING

#### 7.1 Building Report – CBO

The committee reviewed the building report provided. CBO Webster indicated that as of last month, the department surpassed last year’s revenue totals by roughly $24,000.00.

Overall, 2020 is set to see some bigger commercial expansions and developments.

The Committee requested that the report include a monthly comparison of last year’s totals, and that a column indicating the overall Lot Development fees collected be added.

**DIRECTION:** Staff to add requested information to monthly building report for review at the next committee meeting.

MOVED by Mayor Eady, Councillor Evans,

THAT the Development and Works Committee accept the Building Report as received and reviewed.

- Carried

#### 7.2 Municipal Parking Lot Signage

The committee reviewed the report provided by Planner Withers regarding Way Finding and Municipal Parking Lot signage. The primary objective would be to direct people from the main street towards municipal parking lots using way finding standard green “P” signs that are highly recognizable as parking lot signs. In addition, each Lot would be clearly identified as a municipal parking lot by the use of standardized signage marked with the Town Logo.

The Development and Works Committee originally endorse the repaving of the Argyle, Townhall, and Plaunt Street Municipal Parking Lots, and the department had previously
presented estimates for this work. The matter was sent onto Finance for funding confirmation. Since last discussions, it was decided a Committee of the Whole meeting be set to discuss the overall longevity of all municipal parking lots within the Town of Renfrew, and priorities would be given to allocate funds accordingly.

A date for the Committee of a Whole meeting has not yet been set, and it is unclear at this time what further information is required from the Development and Works Committee.

**DIRECTION:** Director Asselin to bring information forward to the Senior Management Team meeting to determine next steps.

7.3 Patching and Sidewalk Repair

Engineering Technician Cleroux and Director Asselin presented the committee with a map of all the areas that have been completed or patched recently. See schedule A attached. All roads indicated in Purple have been rebuilt in the last ten years. All roads in Orange are proposed for 2020 projects. All roads in Green are in good shape, and all roads in Red require work.

The Department’s focus this year was to patch larger sections of damaged roads in order to provide a better overall repair. Smaller patches breakdown faster and often don’t materially improve the overall quality of the road.

A significant budget has been put towards road work these past few years, and the Town hopes to continue making it a priority and maximizing road improvement with funds available.

**DIRECTION:** Staff to update the website with the map included in order to advise Town residents of the ongoing priorities.

8. **NEW AND UNFINISHED BUSINESS**

8.1 Downtown Signage Update

Engineering Technician Cleroux advised the committee that the regular parking signs for the downtown have been manufactured and are set for delivery. The contractor is coring the post locations this week, and the install of the signs are scheduled for the following week, weather depending.

Now that the BIA and the Town have agreed to the final look of the street signs, the 28 signs and 11 posts can be ordered. The lead time for production is six weeks, but since the signs will be bolted directly to the ground, installation can be done by Town staff, and done any time throughout the winter months.
Budget for the street signs will be part of the Downtown project’s overall costs. The street signs were initially included in the project specifications by the Contractor, but have since been removed, and the funds have been relocated to cover the costs from the manufacturer. The costs overall for the Downtown project have stayed consistently on budget despite some additional work not initially foreseen.

8.2 Municipal Garage Status

Director Asselin advised the committee that there are some Health and Safety aspects of the current Municipal Garage that are concerning. The Carbon Dioxide ventilation system is not properly working, and the roof has areas that are in desperate need of repair. Repairs to address these items have been authorized.

Staff are currently exploring alternative locations. Ideally a location close to the current site would be best suited to continue operation while the new building is being constructed.

Director Asselin set clarification as to whether the construction of the Municipal Town Garage should fall under the responsibilities of the Facilities Committee or the Development and Works Committee. Committee members were unclear, and will initiate further discussion at the next facilities meeting to determine what role the Development and Works committee should have with the process.

DIRECTION: Councillor Coulas to discuss the role of the Development and Works Committee with regards to the reconstruction of the Town Municipal Garage at the next Facility Committee meeting.

8.3 ICIP Green Stream Funding

Staff has been reviewing the specifications on the ICIP green stream funding that is available for Sewer, Water, and Storm upgrades. Up to 2.7 million is available in funding, with 26.7% (municipal portion) leverage of our funds should we apply.

The two projects that best fit criteria are Munroe and Harry Street or the O’Brien pump station. The Committee’s preference would be towards a road project in lieu of a pump station upgrade. Utilizing the ICIP Green Stream Funding to assist in covering the costs associated with underground infrastructure would allow the Town of Renfrew to continue improving areas in much needed repair.

8.4 Connecting Link Funding

The Town Planner is currently reviewing the application originally submitted for the Stewart Street connecting link funding in Spring 2019. The application was originally not awarded due to overall provincial funding available at the time of submission. However, the deadline for the next submission is November 22nd, 2019, and the department is hopeful that the funding will be awarded this time around.
The Stewart Street Reconstruction design is complete. If and when the funding is awarded, the project could be tendered as early as spring 2020, with underground infrastructure starting as early as summer 2020. The project is estimated to take 2-2 ½ years to complete.

A resolution of support is being brought forward to the November 12, 2019 council meeting, where council will decide if they are to move forward with the connecting link grant application.

8.5 Coleraine Drive Pump Station & Landscaping

As requested, Hultil revised their quote and provided new pricing for landscaping at the Coleraine Drive Pump Station. The quote came in at $4000.00, and with an estimated start date of May 2020.

Funds had not been allocated in the 2019 budget for this project. If to proceed, funds will need to be identified in the 2020 budget in order for the project to commence. Director Asselin will include the information in his 2020 operation budget for finance committee’s review.

8.6 LED Street Light Replacement

Direction Asselin updated the committee on the LED Street Light Replacement project. The project is estimated to have a three and a half year pay back.

The main focus on the back streets will be a lower colour temperature light, which will allow for a softer dimmer light in the residential neighbourhoods. The main corridors will have a higher temperature allowing for brighter lights and more visibility.

8.7 Fire at the wastewater Treatment Plant

There was a fire at approximately 2:00 p.m. on Saturday November 9, 2019 at the Wastewater Treatment Plant. A blower caught on fire and although the building did not sustain substantial damage, there will be a significant clean up required to remove the soot that was dispensed through the space and ventilation system. Insurance has been notified to access and confirm the extent of the damage and required clean up.

Although an unfortunate incident, the situation has provided OWCA and the Town with a good exercise on how the facilities heat sensors are set up, and how they link to fire and emergency response teams. Using this information, the Town plans to work with OWCA to improve the emergency response protocol for the water and wastewater plants.
8.8 Snow Removal

Due to the volume of snow throughout the 2018/2019 winter season, the funds allocated for contract snow removal was significantly over budget. The account was already indicated as being over budget when completing the final 2019 budget.

It is recommended that, the remainder of 2019, the level of service on snow removal will be reduced. Road crews will continue to maintain a high level of service when plowing roads and sidewalks, but will limit snow bank removal to a priority basis. The downtown snow removal will remain a high priority.

8.9 Financial Report

Director Asselin advised the committee that the Development and Works Capital and Staffing budget have been submitted to Finance for review. Operational budget is currently being worked on, and will be brought forward to the next Development and Works meeting in December.

9 CLOSED ITEM

None.

10 ADJOURNMENT

MOVED by Councillor Evans, Mayor Eady

THAT the Development and Works Committee meeting adjured at 3:59 p.m.

- Carried

**The next Development & Works Committee meeting will be held on Tuesday December 10th at 1:30 p.m.**
DATE November 20, 2019

SUBJECT Award of Engineering Services for Amprior / Ross Reconstruction (RFP # 07-2019).

RECOMMENDATION THAT Council pass By-law 64-2019 being a by-law to award the engineering services for the Amprior / Ross Reconstruction project to Jp2g Consultants Inc. in the amount of $69,922.35 inclusive of non-refundable HST.

And FURTHER THAT:

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

ORIGINATOR

Lane Ceroux, Engineering Technician

DIRECTOR

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

FINANCE COMMENT

The design of Amprior Ave / Ross St Reconstruction project was approved as part of the 2019 Capital Budget. Original budget estimates of $77,000 were based on the OCIF funding program.

However, the OCIF funding program was restructured by the provincial government. The town made application under the new funding model, the Canada Infrastructure Program (ICIP): Rural & Northern Stream program and was successful in obtaining funding. The town will receive a total of $558,345.35 from the federal and provincial levels of government towards the scope of this project.

The award of the engineering services to Jp2g Consultants Inc. remains within budget limits. These expenditures will be financed by the ICIP grant.

Kelly Coughlin, CMM III – Deputy - Treasurer
The Development and Works Committee has not had an opportunity to provide comments on this report due to timing and this project will be brought to Council as a whole.

On April 15, 2019 the Town submitted an application for the Investing in Canada Infrastructure Program (ICIP): Rural & Northern Stream. The application submitted was supported by Council resolution no. 2019-3-45 for the reconstruction of Amprior Avenue and Ross Street.

The Clerk received a letter on August 22, 2019 announcing that the Town of Renfrew was successful in attaining the ICIP Rural and Northern stream grant. The Town of Renfrew will receive a Federal Contribution of $335,020.61 and a Provincial Contribution of $223,324.74, totalling of $558,345.35.

The project limits for Amprior Avenue is from Queen Street South to Ross Street and is approximately 325 meters in length. Ross Street consists of one 100 meter block from Thompson Avenue to Amprior Avenue. Both road sections are constructed to an urban section with curbs, sidewalks, underground water, sanitary sewer and storm drainage systems. The project limits are shown graphically in Schedule “A”.

The engineering design for the project will be completed by end of February 2020 and tendering in March 2020. It is anticipated that the construction contract will be awarded at the April 14th Council meeting with construction taking place throughout the summer/fall of 2020. The Development and Works Department has proceeded with the topographical survey in advance of awarding the engineering services, which is now complete.

The Department of Development and Works issued a request for proposal (RFP) on October 28, 2019 to six engineering firms for services to complete an engineering design and provide construction management for the reconstruction of Amprior Avenue and Ross Street.
Two proposals were received by the November 14, 2019 deadline, with prices ranging from $68,713.00 to $81,634.00 plus HST.

Proposals were evaluated by the Engineering Technician and the Director of Development and Works. The evaluation criteria was set out in the RFP, which included the understanding of the project, experience of the firm and assigned team, methodology, schedule and financial. The proposal included design fees in 2019/2020, contract administration in 2020 and post-construction services into 2022.

Jp2g's proposal received the highest score and the cost is lower than the Department's estimate of $93,380.98. Their proposal listed 262 hours for design and 368 hours for contract administration to complete the reconstruction.

**DISCUSSION**

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

The Development and Works team believes that Jp2g's proposal provides the best overall value and the firm has the ability to complete the project.

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

All respectfully submitted for Council's consideration.
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 64-2019

Being a by-law to award the engineering services for the reconstruction of Amprior/Ross Street Project to Jp2g Consultants Inc.

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

WHEREAS the Town of Renfrew received funding from Investing in Canada Infrastructure Program (ICIP): Rural & Northern Stream which will be used to offset expenditures associated with this project; and

WHEREAS the Town requires outside engineering services to provide the design, assist with construction tendering and contract administration necessary to complete the reconstruction of Amprior/Ross Street; and

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

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

1. THAT the Council of the Corporation of the Town of Renfrew accept the proposal from Jp2g Consultants Inc. for engineering services associated with the reconstruction of Amprior/Ross Street.

2. THAT the Director of Development and Works be hereby authorized on behalf of the Corporation of the Town of Renfrew to execute a professional services agreement with Jp2g Consultants Inc, which shall be attached hereto as Schedule "A" and form part of this By-Law as if fully recited herein.

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

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

Read a first and second time this 26th day of November, 2019.

Read a third time and finally passed this 26th day of November, 2019.

Don Eady, Mayor

Kim R. Bulmer, Clerk
1. CALL TO ORDER
The Chair called the meeting to order at 6:15 pm.

2. ATTENDANCE OF BOARD MEMBERS
Jeff Scott, Melanie McKibbon (secretary), Peter Vincent, Andrew Evans, Tom Anderson, Sandi Heins

ATTENDANCE OF OPP ADVISOR
Staff Sgt Mary Ann MacNeil  Absent: Detachment Commander Colin Slight

3. DECLARATION OF CONFLICT OF INTEREST
None

4. SEPTEMBER MINUTES FOR DISCUSSION AND REVIEW
None

5. APPROVAL OF SEPTEMBER MINUTES
Motion by Tom Anderson, 2nd by Peter Vincent to approve the minutes. CARRIED

6. DELEGATIONS/PUBLIC DISCUSSION
None

7. CORRESPONDENCE
   a. Letter to Council from Father Holly re the speed and noise issue on Lisgar St. There is a petition with signatures. Staff Sgt MacNeil stated that the police are aware of the issue and have acted on it in the past. The letter was received by the Board and discussed.
8. FINANCIAL REPORT

The Chair presented the report. Sandi Heins brought forward some questions that had come from Council. Council received the 2019 OPP Billing Statement. Calls for service have dropped by $5 per household. Overtime was $49,000 last year and billing this year at $53,000 – up $4000. This is up approximately $24,000 per year overall.

1. Council wanted further information with regard to the increase in operational costs.

2. Council is concerned with the number of 911 dropped/hang up calls.

3. There was question as to what neighbourhood disputes are. Staff Sgt MacNeil explained what these are and the public can be educated to whether the issues are a Police or Bylaw issue? There was a question as to what constitutes a household and the number is based on what MPAC gives. Motion by Andrew Evans, 2nd by Tom Anderson to accept the billing statement. CARRIED

Funding was approved for the Community and Well Being Plan. A letter was sent to all surrounding areas regarding an Oct 24th meeting. The Renfrew Fire Chief will be on the Board. Sandi Heins will act as Chair until the committee is up and running. The committee will also need a secretary.

9. DETACHMENT COMMANDER’S REPORT

Staff Sgt MacNeil presented the report. Calls for service – violent and property crime are down. There is no change in drug crime from last year. Clearance rates are good. Criminal records checks are down. Billing summary -1,130 hours down from last year. There was discussion of consequences for abuse of 911 calling. There was discussion of having another number (eg. 211) for calling for non-life threatening issues.

9A. APPROVAL OF THE DETACHMENT COMMANDER’S REPORT

Motion to approve the report by Tom Anderson, 2nd by Peter Vincent. CARRIED

10. COMMITTEE REPORTS

Staff Sgt MacNeil reported that a human trafficking presentation will take place on October 25th in the evening only. This will cost approximately $500. There will possibly be another speaker, a retired officer from the USA, speaking about cyberbullying. There will be multiple presentations and this will cost about $3,000.

11. OTHER BUSINESS/GENERAL DISCUSSION

None
12. DATE OF NEXT MEETING

Wednesday November 13th at 6:15 pm.

13. ADJOURNMENT

The meeting adjourned at 7:15 pm.
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 05-2019

Being a By-law to confirm the proceedings of the
Council of the Corporation of the Town of Renfrew at
the meeting held on November 26, 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 26th day of November, 2019.

Read a third and final time this 26th day of November, 2019.

Don Eady, Mayor

Kim R. Bülmér, Clerk