



SMITHS FALLS

RISE AT THE FALLS

THE CORPORATION OF THE TOWN OF SMITHS FALLS COMMITTEE OF THE WHOLE MEETING AGENDA

Monday, September 23, 2024, 5:00 p.m.

Council Chamber, Town Hall

LINKS TO LIVESTREAM:

Facebook Live: <https://www.facebook.com/townofsmithsfalls/>

Youtube: <https://www.youtube.com/channel/UCIFXU6Sq9neiC5VU9QbmLtQ>

Chairperson: Councillor J Miller

Land Acknowledgement

On September 23, 2024 we acknowledge that this sacred land on which Smiths Falls is now located has been a site of human activity for over 10,000 years and is rich in Indigenous history. This land is the ancestral and unceded territory of the Algonquin Anishinaabe Nation. We are grateful to the Algonquin ancestors who cared for the land and water in order that we might meet here today. We are also grateful to the Algonquin People for their contribution in the making of the Rideau Canal which runs thru Smiths Falls. We are mindful of broken covenants and the need to reconcile with all our relations. Together, may we care for this land and each other, drawing on the strength of our mutual history of nation building through peace and friendship being mindful of generations to come.

Pages

1. **LAND ACKNOWLEDGEMENT**

2. **CALL TO ORDER**

The Chair called the meeting to order at ----PM

3. **APPROVAL OF AGENDA**

Recommended Motion:

THAT the September 23, 2024 Committee of the Whole Meeting Agenda be approved as circulated.

4. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

5. APPROVAL OF MINUTES

Recommended Motion:

The Minutes of the August 26, 2024 and September 3rd, 2024 Committee of the Whole Meeting be approved as circulated.

6. DELEGATIONS

- 6.1 Michael Cohen, President & CEO 4
Core Capital Campaign & Hospital Update
- 6.2 Kathryn Baker-Reed, Club Manager, Smiths Falls Curling & Squash Club 16
Safer Crossing Area on Old Slys Road
- 6.3 Christin Storms, Downtown Smiths Falls Business Association 23
Overview of Downtown Smiths Falls Business Association Activities

7. CAO/DIRECTORS VERBAL REPORTS

8. COMMITTEE OF THE WHOLE CONSENT REPORTS

9. IN CAMERA/CLOSED SESSION

- 9.1 Labour/Employee Negotiations (N Bennett)

Recommended Motion:

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (d) of the Municipal Act 2001, as amended move into a closed meeting at XXXX p.m. to discuss labour relations/employee negotiations.

Recommended Motion:

THAT Council revert back into open session at XXXX p.m.

Rise and Report:

10. PRIORITY ISSUES/REPORTS

- 10.1 Multi-Regional Trail Network Partnership Agreement - Amended Report 2024-113 (J Crowder) 34
- 10.2 Filming in Smiths Falls Report 2024-114 (J Crowder) 40
- 10.3 Bellamy Farms Phase 3 Modification Zoning Amendment (ZA-24-01) Report 2024-116 (K Grenke) 61
- 10.4 Climate Action Plan – Milestone 1 Completion Report 2024-117 (K Grenke) 78

10.5	Municipal Elections Act (MEA) Modernization Report 2024-112 (K Costello)	93
10.6	Strategic Initiative 6.3- Operationalize the Parks and Recreation Master Plan Report 2024-115 (S Clark)	138
11.	COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES	
12.	INFORMATION LISTING/CORRESPONDENCE ITEMS	
12.1	August 6, 2024 Resolution from the Township of McNab/Braeside Supporting Town of Smiths Falls Resolution regarding Restrictions on the Keeping of Non-Native Wild Animals ACTION: Information only.	148
13.	IN CAMERA/CLOSED SESSION	
13.1	Personal Issue (S Pankow) <u>Recommended Motion:</u> THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (b) of the Municipal Act 2001, as amended move into a closed meeting at XXXX p.m. to discuss a personal matter about an identifiable individual. <u>Recommended Motion:</u> THAT Council revert back into open session at XXXX p.m. Rise and Report:	
14.	NOTICE OF MOTIONS	
15.	ADJOURNMENT <u>Recommended Motion:</u> THAT the Committee adjourn its proceedings XXXX p.m. and stand so adjourned until the next duly called Committee meeting.	

Core Capital Campaign & Hospital Update

Smiths Falls Municipal Presentation

Presented by: Michael Cohen
Title: President & CEO
Date: Monday, September 23rd, 2024



Our Strategic Priorities



Provide an excellent experience for the persons we serve, every time

- Deploy best practice to deliver safest possible care
- Remove barriers to care
- Improve care transitions and health system navigation



Meet the changing needs of our community

- Improve our physical facilities and infrastructure
- Align our services with the needs of the community
- Improve engagement with our community and our partners



Support and empower our people

- Ensure a supportive and safe work environment
- Recruit and retain high-performing people
- Ensure our people have the right skills for now and the future



Ensure our future sustainability

- Secure the capital funds required to meet the needs of our community
- Secure the operational funding required to meet the needs of our community
- Ensure we are prepared to respond to a changing environment

Strategic Plan – Practically Speaking:

- Reduce Injurious Falls by over 35%.
- Improve Patient Flow – streamlined capacity response to better manage capacity.
- Improve OR Efficiency – First Case Starts.
- Improve Physical Infrastructure – over \$2.5M invested in infrastructure (both sites) – projects were completed on time and on budget.
- Support and Empower our Staff & Physicians – launch new rewards and recognition for staff and physicians.
- Operating and capital dollars.
- This year our plans are intentionally limited to make capacity for our Digital Transformation.

Fall/Winter Preparedness

- Respiratory illness season is upon us, and this has been prevalent within the community. The severity of illness' has not been as significant as in previous years.
- Hospital capacity has been more variable.
- Lack of access to beds in Long Term Care along with a shortage of family physicians in the province means that hospitals are the stop-gap for the health care system.
- We continue to work with our partners in Long-Term Care, Home and Community Care and other institutions to manage this significant surge in activity.

Hospital Services:

- In spite of the ongoing health human resource crisis, we are proud to have been able to deliver 24/7 Emergency services to the communities we serve.
- Very happy to report that all our full-time nursing positions are filled.
- We have hired our first full-time midwife.
- Closures within our Obstetrical program are becoming less common.

Core Capital Campaign:

- Our plans to improve safety and quality through technological innovation is progressing well.
- Working with our partners in the former SE LHIN, we are heading into the final stretch of the project with our go-live scheduled for Fall 2024.
- As the sole source of funds for our Core Capital campaign, your support has never been more important.



Closed Loop Medication Management System (CLMM)



Advantages of Automation

- **Increases patient safety**
- Reduction of time to first dose, loss of doses, borrowing
- Reduction in documentation time
- Improved inventory control
- **Track and proactively monitor drug usage patterns**
- Electronic reminders – meds past due or too close to another administration time i.e. PRN's
- Supports **Bar Code verification** for dispensing, stocking, administration and returns)
- Medication management system will ensure medications are auditable and traceable to the patient level **(an OCP and Accreditation Canada Standard)**





Core Capital Campaign:

On behalf of the hospital and our patients, thank you for your continued support of safe high quality patient care at our hospital.

We request that you renew your commitment of \$174, 341, in support of the core capital campaign for FY 2024/25.

Questions



Smiths Falls Curling and Squash Club

Safer crossing area on Old Slys Road



SF Curling and Squash Club (SFCSC)

Intersection of SFCSC, Lower Reach Park, and Heritage House



SFCSC

Turn off to the squash club entrance, dog park, playground and ball park

Old Slys Rd: 1 pm on Thursday Sept 12/24

Heavy trucks



Motorcycles





Many vehicles come around this corner at higher speed than posted and there is a significant need to slow/stop traffic with as much notice as possible.

There is no infrastructure (i.e. Sidewalks) for pedestrians to wait on

Smiths Falls Curling and Squash Club is expanding to a year round facility!

- ▶ In addition to the current need for safer pedestrian crossing options to Lower Reach Park, Heritage House, SFCSC, the swings/children's play area, the dog park and the ball diamonds, our Club is in the process of preparing to launch an 8 week summer day camp for 2025.
- ▶ The maximum capacity of the camp will be 100 children per week for 8 weeks
- ▶ Camp staff and participants will need a safer way to cross multiple times a day to access park amenities including the play structure, splash pad and soccer/basketball facilities

A flashing pedestrian crosswalk is the best option to maintain the flow of traffic without unnecessary stops due to traffic lights

**THANK YOU FOR YOUR TIME AND
CONSIDERATION**



2024

Smiths Falls DBA

Events

Night Market

June 15, 2024

- Utilized Main St. W. & Parking lot
- Brought in vendors, a mechanical bull, food trucks and kids activities.
- Event brought 700 - 800 people to the downtown

Summer Social

August 17, 2024

- Utilized Main St. W. and Russell St. E.
- Brought in a vendor market, musicians, kids activities zone.
- Event brought 800 - 1000 people to the downtown.

Twilight Tuesday's

August 13 & 27, 2024

- Utilized Russell St. E.
- Invited classic car collectors to the road for the evening.
- Event brought 150 - 200 people to the downtown.

Downtown Music Series

July & August, 2024

- Local Musicians booked to perform at the Town Hall Bandstand for Saturdays & Sundays.
- Brought 20 - 50 people, per performance to the downtown.

80's Block Party

September 14, 2024

- Utilized Russell St. E.
- Partnered with SF Public Library. Smiths Falls & District Chamber of Commerce and local businesses.
- Brought roughly 300 people to the downtown.

Skele-Bration

October 26, 2024

- Costume parade, trick or treating through the downtown and performance by Junkyard Symphony at the Town Hall Bandstand.
- Expected to bring 700 - 1000 people to the downtown.

Campaigns

Remarkable Women on Smiths Falls Exhibit

March 2024

Partnership with the Smiths Falls Heritage House Museum. 38 panels telling the history of local women were brought downtown, celebrating International Women's History Month.

Easter Scavenger Hunt

April 2024

- "Find the Golden Egg" Scavenger Hunt through the downtown.
- Had over 100 participants in the event

Mother's Day

May 2024

- Online campaign, which asked participants to tell the DBA why their mom needed a spa day, this Mother's Day.
- 1 winner was selected at random.
- 28 Entries were made

Smiths Falls Patio Passport

Big and small, Smiths Falls has incredible patios to enjoy this summer!

Campaigns

Patio Passport

July, August & September
2024.

Encouraged dining at local
restaurants and awarded 3
prizes each month, with all
participants entered into a
draw to win 1 grand prize
at the end of the program.

Downtown Deal Coupon Book

July - October, 2024
Encouraged shopping
and dining in the
downtown through
special offers from
participating
businesses.

Campaigns

SF Local Boxes

Seasonal Boxes
In partnership with the
Smiths Falls & District
Chamber of Commerce,
offering unique,
specially curated items
from downtown
businesses.

Downtown Historical Walking Tours

July & August, 2024

- In partnership with RMEO, Smiths Falls & District Chamber of Commerce & SFHHM
- Gave in-person historical walking tours through the downtown.

Pump Out Program

Summer 2024

- In partnership with the Smiths Falls & District Chamber of Commerce.
- Boaters presented a receipt from a local Downtown Smiths Falls business to receive a free boat pump out.

Beautification

Colorful Benches

Summer 2024
Had colourful benches and planters built, strategically placed at businesses through the downtown.

Downtown Stencil Project

Summer / Fall 2024
Designed unique sidewalk stencils, inspired by the businesses that they are in front of.

Alley Lighting Project

July 2024
Installed Edison bulb lighting in the alleyway from Beckwith St. to the Main St. W. parking lot.

Beautification

Alley Mural Project

August 2024

Worked with muralists
Dems & Doll to create a
beautiful mural
spanning the 90 ft alley
from Beckwith St. to the
Main St. W. parking lot.

Fall Corn Stalk Project

Installation of cornstalks
on the lighting poles,
during the fall.
Adding texture and an
autumnal feel to the
downtown core.

Community Partners

- Smiths Falls & District Chamber of Commerce
- RMEO
- Smiths Falls Heritage House Museum
- Smiths Falls Public Library



SMITHS FALLS & DISTRICT
**Chamber
of Commerce**



Smiths Falls
Heritage House Museum



RAILWAY MUSEUM
of Eastern Ontario

SMITHS FALLS

PUBLIC LIBRARY

Coming Up in 2025

- 2025 Night Market
- 2025 Summer Social (August 9 – for OHW)
- Downtown Summer Farmers Market
- Summer Music Series
- Return of the Patio Passport

To name just a few!



This year was encouraging. We achieved some of our goals, and left some for the future. We learned to pick our battles, and can't wait to share everything happening in 2025!





To: Mayor and Council

From: Julia Crowder, Manger of Economic Development & Tourism

Date: September 17, 2024

Special Committee of the Whole Date: September 23, 2024

Title: Multi-Regional Trail Network Partnership Agreement - Amended

For Direction

For Information

For Adoption

Attachment (4 pages)

Recommendation: That Council of the Corporation of the Town of Smiths Falls pass a Bylaw authorizing the Mayor and Clerk to execute an amended memorandum of understanding with the Ontario’s Highlands Tourism Organization (OHTO – RTO 11) for the development of a multi-regional trail system.

Purpose: To execute an update to the partnership agreement (section 2.1 of the original agreement) with RTO 11 for the development of the Eastern Ontario Rail Trail project.

Background: In January, staff brought forward Committee of the Whole [Report 2024-016](#) to outline the partnership opportunity between the Town and regional partners for the development of a new signature tourism experience being a 350-kilometre off-road trail loop (The Eastern Ontario Rail Trail Loop).

The Town entered into a partnership agreement with OHTO and committed \$9,000 over three years (2024-2026) to the project. There was \$6,000 earmarked to support development of the plan and \$3,000 for local improvements/experience development (if required).

Since the project started, progress to complete the fulsome trails analysis has been undertaken and a Final Report will be completed September 2024.

At that time, the partnership was also seeking funding to support the project through a multi-year, Federal Tourism Growth Funding Grant. The application was successful, and the partnership was awarded \$78,235 in funding to support implementation including branding and asset development and experience marketing campaigns.

Analysis: This project is a collaborative effort between the County of Frontenac, Lanark County, United County of Leeds and Grenville, County of Renfrew, RTO 11 - Ontario's Highland's Tourism Organization (OHTO) and the Town of Smiths Falls. Our community is an important hub for the trail network with two of the four trails intersecting Smiths Falls. This initiative supports the Town’s Active Transportation Plan, Tourism Cycling Assessment, Recreational Master Plan and former Economic and Tourism Strategic Plan; as well as provides an opportunity to expand connections to visitors who seek recreational experiences.

The amendment to the original agreement is related to section 2.1 which outlines an expanded project scope that was enabled by the successful grant application (Attachment A).

Options:

Option 1 (Recommended Option): Pass a resolution to execute amendments to the memorandum of understanding with RTO11 for a the multi trail project.

Option 2: Do not execute the agreement.

Option 3: Provide other direction to staff.

Budget/Financial Implications:

The execution of a formal agreement will cost the Town at total of \$9,000 over three years (\$3,000 per year), and will be funded through the economic development and tourism operational budget related to Tourism Investment and Development.

Link to Strategic Plan: N/A

Existing Policy: N/A

Consultations:

- CAO
- Clerk

Attachments:

- RTO11 Partnership Agreement (4 pages)

Respectfully Submitted by:

Approved for agenda by CAO (Acting):

Original Copy Signed:

Julia Crowder, Manager of Economic Development and Tourism

Original Copy signed:

Paul McMunn, Director of Public Works Utilities

AMENDMENT TO THE AGREEMENT BETWEEN:

Ontario's Highlands Tourism Organization
(“OHTO”)

and

Corporation of the Town of Smiths Falls
(the “Partner”)

WHEREAS the parties wish to amend certain terms of the Agreement, signed and dated by both parties on the 12 day of January 2024;

NOW THEREFORE, the parties agree as follows:

UNDER “*2.0 Term of Agreement*”, the **REVISION** of subsection 2.1 is to be as follows:

- 2.1 The term of this Agreement will be to December 31, 2025. All expenses associated with the Project must be incurred and paid between January 1, 2024 and December 31, 2025.

UNDER “*Schedule “B” Initiative Description, Budget and Workplan*”, the **ADDITION** of the following items to the Agreement:

1. The OHTO will:

- d. Be the lead correspondent with FedDev, on behalf of project partners, as per the recipient funding agreement for the Tourism Growth Program funding received for the Project and will be responsible for meeting all requirements of the recipient funding agreement.
- e. Be responsible for approving all communications related to the project, including those by partners in support of the project to ensure Visibility Requirements by FedDev are adhered to and for consistency in messaging regarding the Project.

2. The Partner will:

- c. Acknowledge the support of the Government of Canada, per the Visibility Requirements by FedDev, as a recipient of the funding through the Tourism Growth Program. All communications related to the project must be approved by OHTO before distribution by the Partner, including but not limited to press releases, social media, websites, printed materials, and email correspondence to promote the Project.
- d. Provide a financial contribution no less than \$6,000 as detailed in the Project Budget and according to the payment terms as agreed to between OHTO and the Partner.

UNDER “*Schedule “B” Initiative Description, Budget and Workplan*”, the **REVISION** of the following items to the Agreement:

PROJECT WORKPLAN								
Key Activities/Milestones	Timeframe executed (based on OHTO Fiscal Period)							
	Q4 Jan 1 – Mar 31 2024	Q1 Apr 1 – Jun 30 2024	Q2 Jul 1 – Sep 30 2024	Q3 Oct 1 – Dec 31 2024	Q4 Jan 1 – Mar 31 2025	Q1 Apr 1 – Jun 30 2025	Q2 Jul 1 – Sep 30 2025	Q3 Oct 1 – Dec 31 2025
Project 1: Market Readiness – Desktop Assessment	X							
Project 1: Market Readiness – Field Assessment		X						
Project 1: Investment Analysis		X	X					
Project 1: Trail Town Assessment	X	X						
Develop Project 2 work plan based on outcomes and recommendations from Project 1 activities by hosting a Strategic Planning session				X				
Develop Trail Town Engagement Strategy				X	X			
Facilitate Trail Town Engagement Sessions (3-5 sessions)					X	X	X	X
Brand and asset development					X	X		
Marketing Plan development and execution					X	X	X	X

PROJECT BUDGET January 1, 2024 – December 31, 2025	
Description of Costs	Amount
Project 1: Regional Trail Development <i>(based on fees quoted from Terminus Consulting)</i>	
Market Readiness Assessment & Travel Expenses	\$24,435
Investment Analysis	\$10,060
Trail Town Assessment	\$10,060
Retainer for consultation in Project 2 & Strategic Planning Session	\$16,715
Project 1 Total	\$61,270
Project 2: Trail Town Engagement Strategy and Facilitation <i>(based on fees quotes from CycleForward)</i>	\$26,400
Brand and asset development	\$20,000
Outreach and engagement activities	\$2,500
Project 2 Total	\$48,900
PROJECT 1 + 2 EXPENDITURE TOTAL	\$110,170
Description of Revenue Source	
Contribution from Project Partner(s)	
Frontenac County - \$10,000 per year	\$20,000
Lanark County - \$10,000 per year	\$20,000
Ottawa Valley Tourist Association / Renfrew County - \$6,665 per year	\$13,330
Town of Smith Falls - \$3,000 per year	\$6,000
Total Partner Contributions (\$29,665 per year)	\$59,330
2024/25 Contribution from Funding FedDev Tourism Growth Program	\$78,235
OHTO Contribution* (Labour - Director of Industry Development)	In-Kind
OVERALL PROJECT REVENUE TOTAL	\$137,565
Remaining Project Revenue available (carry-over to Project 3 – Promotion commencing January 1, 2026)	\$27,395
<i>*Any eligible expenses incurred by the Director of Industry Development beyond the contribution of time as outlined in the Agreement will be reimbursed from the project budget. Eg. Travel expenses to attend meetings</i>	

UNDER “Schedule “C” Reporting Requirements and Additional Provisions”, the **ADDITION** of the following items to the Agreement:

By December 31st, 2025, OHTO will ensure that the Partner has received the final documents produced upon completion of Project 2 activities for the Initiative (as outlined in the Project Workplan), including but not limited to:

1. A **Trail Town Engagement Strategy** that details the recommended approach suitable for the Partner’s stakeholders and region that will be the most successful in engagement and outreach activities to generate awareness and interest in the project.
2. Access to the Project **Brand Toolkit, Promotional Collateral and Assets, and Marketing Plan** once approved by OHTO and its partners.

IN WITNESS WHEREOF the Parties have respectively agreed to the amendments specified for the original Agreement this 3rd day of September 2024.

SIGNED, SEALED AND DELIVERED
in the presence of:

Ontario’s Highlands Tourism Organization

Per: _____

Nicole Whiting
Executive Director
I have authority to bind the Corporation

PO Box 271, Beachburg, ON K0J 1C0
613-629-6486 X201
nicole.whiting@ohto.ca

Partner

Per: _____

Shawn Pankow
Mayor
I have authority to bind the Partner(s)

77 Beckwith Street N,
Smiths Falls, ON K7A 4T6
613-283-4124

Per: _____

Kerry Costello
Clerk
I have authority to bind the Partner(s)

77 Beckwith Street N,
Smiths Falls, ON K7A 4T6
613-283-4124



To: Mayor and Council

From: Julia Crowder, Manger of Economic Development & Tourism

Date: September 17, 2024

Special Committee of the Whole Date: September 23, 2024

Title: Filming in Smiths Falls

For Direction

For Information

For Adoption

Attachment (18 pages)

Recommendation: That Council of the Corporation of the Town of Smiths Falls pass a Bylaw to adopt the new Guide to Filming and Application Process to facilitate and support filming production activities in the Town of Smiths Falls.

Purpose: To provide Council with a new approval process related to request for filming of movies and other major media productions within the community.

Background: Over the last year, the Town has experienced an increased interest in filming within our community, including three productions in 2024. Recently, productions requiring road closures or occupancy permits have been reviewed and approved through the Public Works Department, with direct requests to Police Services if traffic control assistance is required.

After recent filming activities, which resulted in some concerns from internal departments and local business owners, staff endeavoured to identify gaps in the current method and develop a formal permitting process that allows for a better coordinated approach for approvals, and an increase in both internal and external communications of filming activities that are to be conducted within our community.

Analysis: Prior to proposing new regulations, Staff conducted a review of filming regulations and policies currently in place within various sized municipalities, including Gravenhurst, Muskoka Lakes, Municipality of Marmora, Uxbridge, Township of Brock, City of Ottawa, and the City of New Market.

The Film Policy, which is structured as “A Guide for Filming in Smiths Falls” (Attachment A), provides guidance for how a film permit may be obtained, and speaks to:

- Issuance of permits
- Fees
- Insurance requirements
- Restrictions and limitations
- Considerations to Residents/Businesses, including prior notification
- Considerations to Traffic and Parking
- Special Effects
- Code of conduct

The analysis also included a review of various fee structures for administering approvals. Fees for such administrative processes range from no cost up to \$1,000 for application fees,

not including any additional requests for services or municipal asset usage. Staff are suggesting a modest application fee of \$100 plus HST for the administrative processing of approvals (Attachment B). This does not include any additional municipal permit costs or fees for municipal land or equipment rentals and would be used to offset the staff time in the Economic Development office to process application approvals.

The film and television industry supports a dynamic creative economy in Canada, employing people in every province with diverse skill sets. As the Town has seen increased interest from the film and television industry there is a local opportunity for this activity to contribute to local economic and tourism opportunities.

A formal process to approve future filming activities will ensure a coordinated and streamlined approach that decreases liability to the municipality and increases notification to staff and the community. This will also ensure that the film and television industry is properly supported and expectations are clear. A formal process shows production company's we are actively interested in such activities and have taken the time to understand the operations of productions and have put mechanisms in place to ensure a smooth process. Having this new process can also help leverage additional interest and economic benefits for the municipality as well as the local business community.

The following options are being presented for Council's consideration.

Option 1 (Recommended Option): Pass a bylaw to adopt the new filming approvals policy and application process.

Option 2: Do not adopt the new filming approvals process.

Option 3: Provide other direction to staff.

Budget/Financial Implications:

There is no financial implication to the development of the approvals process.

Link to Strategic Plan: N/A

Existing Policy: N/A

Consultations:

- **Senior Management Team**

Attachments:

- A Guide to Filming in Smiths Falls (4 pages)
- Filming Approval Application (14 pages)

Space for Council Notes:

Respectfully Submitted by:

Approved for agenda by CAO (Acting):

Original Copy Signed:
Julia Crowder, Manager of Economic
Development and Tourism

Original Copy signed:
Paul McMunn, Director of Public Works Utilities



A GUIDE FOR FILMING IN **SMITHS FALLS**

Production Resource Liaison

Economic Development and Tourism Department

613-283-4124 x 1127

kbarlow@smithsfalls.ca

www.smithsfalls.ca

A GUIDE FOR FILMING IN SMITHS FALLS

Welcome to the Town of Smiths Falls!

Smiths Falls (hereinafter referred to as the Town) is a diverse and thriving community that consists of an urban centre, surrounded by picturesque and iconic Rideau Canal landscapes.

The Town recognizes the direct and indirect economic and cultural benefits associated with the film and television industry for our community. We are committed to supporting and encouraging filming opportunities within the Town of Smiths Falls while ensuring the rights, safety and privacy of Smiths Falls residents and businesses are protected.

This Filming Guide has been prepared by the Economic Development and Tourism Department, to provide production companies with key information and facilitation related to filming in the Town of Smiths Falls.

We are here to help you find the perfect location for your project and to help you navigate the municipal approvals process. **Contact us at 613-284-4124 ext. 1127 or kbarlow@smithsfalls.ca**

Our Locations Inventory includes sites throughout the community including:

- Historic Downtown Smiths Falls
- Heritage House Museum
- Station Theatre
- Municipal Facilities (including our 1903 Carnegie Library, parks and sports arena)
- Historic Homes
- Railway Museum of Eastern Ontario
- Rideau Canal (UNESCO World Heritage Site)

To see a full list of our unique locations visit the Ontario Media Development Corporation's (OMDC) website or contact our office.

FILMING GUIDELINES

1. Permission for location filming is required for productions on streets or property under the jurisdiction of the Town, not including private properties, unless road closures are required.
2. All companies applying for permission to do location filming on the property of the Town must present a certificate of insurance for general comprehensive coverage for not less than \$5 million dollars per large production occurrence. The Corporation of the Town of Smiths Falls shall be named as additionally insured. Vehicle and other special coverage may be required depending on the size and nature of the filming.
3. All scheduled location filming on streets under the jurisdiction of the Town require not less than fourteen (14) days advance approval of filming for Large productions and seven (7) days for Small productions This does not apply to previously permitted locations where rescheduling is necessary.
4. A minimum of 3 days advance notice is required for the rescheduling of productions which have been previously approved and require recirculation of revised notice to affected residents or businesses within the filming area.
5. Affected residents and businesses in the area(s) of filming must be notified not less than seven (7)



days in advance of filming, including any planned interference with pedestrian or vehicular traffic.

6. Production vehicles must not block driveways, private or municipal parking lots, roadways, sidewalks without written approval from the Town or property owner.
7. Permissions authorizing filming on streets in residential areas between 11:00 p.m. and 7:00 a.m. will not be given unless all affected residents have been notified not less than (7) days in advance and no complaints have been cited. Should complaints be received the Town has the right to deny production activities in the requested area, and the production company may seek other locations but must provide the required 7 days' notice to residents within the new area and receive no complaints prior to permit approval.
8. It is the production company's responsibility to ensure that there is minimum disruption to residents and businesses where filming occurs. The production company is under no obligation to provide compensation for disruption, unless agreed upon in advance with individual property owners and/or tenants. For filming within the Downtown core, it is recommended that filming be scheduled from Sunday to Tuesday to minimize disruption to local businesses and local traffic. Many many events occur within the downtown area through the summer, which would take precedence over filming activities. We encourage production companies to consult with Town staff to ensure no conflicts prior to submitting an application.
9. Production crews will clean the filming location at the end of each filming day and ensure that the area is returned to its original condition, unless approval has been granted for multiple shoot days and requires the site to be untouched for continuity in filming. In the event a site is not returned to it's original condition upon filming completion, the production company will be charged back all costs to repair or restore the site.
10. Police Officers and / or Fire Department officials are required for any detonation of pyrotechnic special effects or traffic control and permit compliance. The production company is responsible for any and all associated costs.
11. The production company is responsible for any out-of-pocket expenses related to the use of Town owned properties and/or equipment and payment must be received prior to filming occurring.
12. The production company is responsible for any out-of-pocket expenses related to the use of any private residence or property, as agreed upon by the property owner and production company.
13. It is the responsibility of the production company to ensure that their staff operate in a safe and professional manner in the course of their duties.
14. The production company will be required to enter into a Hold Harmless Agreement with the Town as part of the filming approvals process.
15. The Town of Smiths Falls is to be named where possible in any credits that are produced for the film.
16. Productions companies will endeavor to notify the Town of release details in an effort to assist in marketing the film and the Town as a place to produce media.

FILMING PERMISSION APPLICATION

Permission for filming is required for all location filming of a commercial nature which takes place in the Town, excluding newscasts, current affairs, and student/personal videos, but where the filming event may involve road closures, public notification or other municipal and non-municipal approvals (i.e. police/fire support, parking provisions, traffic control measures, use of municipal land or assets, etc.).

An application fee of \$100, plus HST is required with the application submission. Additional fees, as outlined in the Town of Smiths Falls Fees and Charges Bylaw will be applicable for related permits or use of municipal land or assets associated with the filming activities.

The Filming Permission Application requires production companies to provide all relevant details such as:

- key contacts
- summary of script
- location and timing of filming
- construction for sets and staging
- vehicles and equipment onsite
- traffic control needs
- parking requirements
- special effects and stunts
- All other required municipal and non-municipal approvals.

The following documents may form part of, and must be included with your Filming Permission Application submission:

- Proof of Insurances
- Hold Harmless Agreement
- Other Municipal and non-municipal approvals
- Copy of Community Notification(s)

APPLICATION REVIEW AND APPROVALS

The Town is committed to processing applications as quickly and efficiently as possible. Filming events that are larger or more complex in scope (i.e. road closures, special effects, stunts, extensive set construction etc.) will require more processing time to seek necessary input and approvals from multiple Town departments and applicants should provide as much notice as possible above and beyond the required 14 days' notice.

Ensuring applications are complete and contain all necessary documentation upon submission will prevent any unnecessary delays. It is suggested that extensive or more complicated applications be submitted at least thirty (30) days in advance of the proposed filming date(s).

The Town's Economic Development and Tourism Division, in consultation with other Town departments as appropriate, is responsible for approving Filming Permission Applications and will coordinate all reviews and approvals that are internal to the Town (i.e. Fire, Police, parking needs, traffic restrictions, municipal property and asset use, etc.).

The Town has the right to deny any filming requests at anytime during the application or production timeline should the production be deemed not to be in the best interest of the community or if any conditions of approval are violated during production. Should a breach of contract occur the Town will not be held responsible for lost revenues or refund any related application fees.



FILMING PERMISSION APPLICATION

CHECKLIST OF REQUIREMENTS

Applicants should note that Filming Permissions will not be issued by the Town of Smiths Falls until a complete application has been submitted and has been thoroughly reviewed. A complete application includes the following documentation as well as payment of the standard application Fee of \$100 +HST and any other municipal fees associated to the filming activities.

Also see A Guide to Filming in Smiths Falls for more information

SMALL PRODUCTION - No road/pedestrian closures and/or on private residences

- Application submitted a minimum of 14-7 days in advance of filming.
- Proof of Insurances - minimum \$5 million Commercial Liability, naming the Corporation of the Town of Smiths Falls as Additional Insured.
- Proof of Approvals – All non-municipal approvals related to production (i.e. local governing bodies, agencies or corporation, and/or landowner(s)).
- Hold Harmless Agreement - Applicants must enter into a Hold and Save Harmless and Indemnity Agreement, otherwise known as the “Filming Agreement”.

OR

LARGE PRODUCTIONS – Road/pedestrian closures, pyrotechnics, stunts and/or on municipal property

- Applications submitted minimum of 30-14 day in advance of filming.
- Proof of Insurances - minimum \$5 million Commercial Liability, naming the Corporation of the Town of Smiths Falls as Additional Insured.
- Proof of WSIB Coverage
- Proof of Approvals – All non-municipal approvals related to production (i.e. local governing bodies, agencies or corporation, and/or landowner).
- Hold Harmless Agreement - Applicants must enter into a Hold and Save Harmless and Indemnity Agreement, otherwise known as the “Filming Agreement” (Schedule A)
- Copy of Notification – Notification to Residents/Businesses directly affected by closures or disruptions caused by filming required seven (7) days’ notification prior to filming.
- Special Parking Requirements and complete Schedule B (if applicable).
- Pyrotechnic Requirements and completion of Schedule C (if applicable).
- Emergency and Traffic Control Plan and completion of Schedule D.
- Paid Duty Officer Requests – Schedule E (if applicable).
- Facilities Rental Application – Schedule F (if applicable).



FILM PERMIT APPLICATION

Fee - \$100 +HST (Additional fees may apply)

PRODUCTION COMPANY

Name:

Address:

Contact:

Email:

Phone:

PRODUCTION TYPE

Feature Film

Television

Music Video

Documentary

Photography

Feature Film

Other Details:

PRODCUTION DETAILS

Title:

Budget:

Crew Size:

Date(s):

Times:

Number of Vehicles:

Location(s):

Brief Description/Storyline/Filming Activities:

Main Production Contact:

Phone:

Email:

Alt Production Name:

Phone:

Email:

Name of Producer:

Name of Director:

Estimated Local Spending: \$

Accommodations

Food/Drink

Skilled Labour

General Labour

Local Actors/Extras

Local Businesses

Security

Permit Fees

TECHNICAL/LOCATION REQUIREMENTS

(By-Laws available to view on Town of Smiths Falls Website)

Please complete the appropriate schedules for all requested filming locations. If applicable, include a map of the route for all applicable road/pedestrian closures or traveling filming. The Town reserves the right to alter any route.

SPECIAL PARKING - Attach proposed map and control plan (Schedule 'B')

SPECIAL EFFECTS / PYROTECNICS – Requires approval of Fire Department (Schedule 'C')

STAGING / TENTS – Building Permit may be required for tents or temporary structures

<input type="checkbox"/> BANNERS / SIGNS – A Sign permit may be required for any related signage as per the Town’s Sign Bylaw	<input type="checkbox"/> LIVE MUSIC / BANDS - Exception to the Noise Control Bylaw will be required for noise between 11:00 p.m. and 7:00 a.m.	<input type="checkbox"/> SIDEWALK CLOSURE - Sidewalk is closed. Pedestrians are detoured to alternate route. (Schedule ‘D’)
<input type="checkbox"/> FULL ROAD CLOSURE - Road is completely closed to vehicular traffic. (Schedule ‘D’)	<input type="checkbox"/> LANE CLOSURE - A lane is completely closed to vehicular traffic may or may not require assistance of police. (Schedule ‘D’ and ‘E’ if deemed needed)	<input type="checkbox"/> INTERMITTENT ROAD CLOSURE - Vehicular/ traffic is momentarily stopped at a specific location with the use of police. (Schedule ‘D’ and ‘D’)
<input type="checkbox"/> TRAVELLING SHOT - Moving vehicles are escorted by police within a delineated section of the Town or a specified route. (Schedule ‘D’ and ‘E’)	<input type="checkbox"/> FACILITY/PARK RENTAL – Required for exclusive/ controlled use of town property or facility (Schedule ‘F’)	<input type="checkbox"/> USE OF DRONES – Will Require copy of Operation License from MTO

OTHER SPECIAL REQUESTS – Additional details required below.

INSURANCE

The applicant must obtain and keep in force throughout the period of use permitted under this application a commercial general liability insurance policy covering the applicant’s use of the Town of Smiths Falls properties or facilities, having a value of \$5,000,000, per occurrence, naming the Corporation of the Town of Smiths Falls as an additional insured and containing a cross liability clause.

TERMS

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information gathered will be used for the purpose of issuance of a film permit only.

The applicant hereby confirms they have read and understand the terms and provisions set out by the Town of Smiths falls and agrees that they will indemnify and save harmless the Town of Smiths Falls and its officers, employees, servants, agents, successors, and assigns from and against any and all claims whatsoever, including claims for personal injury and death and property damage, and including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon, arising directly or indirectly from or in connection with property, facilities or services provided by the Town of Smiths Falls in connection with the filming activity applied for.

I hereby agree to operate within the Town of Smiths Falls By-laws and policies (available at www.smithsfalls.ca) and that,

I will ensure the film credit to read “Filmed in Smiths Falls, Ontario, Canada.”

As the applicant, I have read and agree to the terms of this application.

SIGNATURES

Name of Applicant (please print):

Signature of Applicant:

Date:

Film Permit Approved

(The applicant has submitted all required fees and documents which have been reviewed and signed off by all departments)

Signature of Staff: _____ Date: _____

SCHEDULE 'A' - HOLD AND SAVE HARMLESS AND INDEMNITY AGREEMENT

This Agreement is between

The Corporation of the Town of Smiths Falls, herein known as the "Town"

and

, herein known as the "Production Company"

The Production Company agrees that the Town is not responsible, in whole or in part, for negligence, willful or unwillful misconduct of the Production Company, its agents or associates, and at all times the Production Company shall defend, indemnify, hold and save harmless the Town, its employees, officers and elected officials from and against any and all manner of claims, demands, losses, costs, charges, error and omissions, misfeasance, nonfeasance, fraud or willful misconduct and actions and other proceedings made or brought against, suffered by, or imposed on the Town with respect to any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of the production; any agreements or contracts associated with the production; the provision of services or any operations connected with the foregoing; any claim of infringement or violation of any copyright or property; and/or against all other claims, demands, costs, royalties and expenses, including reasonable outside attorney's fees and costs that the Town may sustain or incur by reason of right arising from or related to the filming.

The Production Company agrees to defend, indemnify, and save harmless the Corporation of the Town of Smiths Falls from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Production Company's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Production Company in accordance with this Contract and shall survive this Contract.

This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Production Company also agrees to obtain and submit a copy of a valid Commercial General Liability Insurance Certificate subject to a limit not less than \$5,000,000, with the "Corporation of the Town of Smiths Falls" identified as an Additional Insured for productions taking place on municipal property, including roads, right of ways, parks and open spaces and/or within municipal facilities.

The insurance will include, but not be limited to:

- a) a provision for cross liability and severability of interest in respect of the Named Insured;
- b) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96);
- c) Products and completed operations coverage;
- d) Broad Form Property Damage;
- e) Contractual Liability;
- f) Work performed on Behalf of the Named Insured by Sub-Contractors,
- g) The policy shall provide 30 days prior notice of cancellation

Certificates of Insurance are also required for any other special coverage needed, depending on the nature of the filming including but not limited to:

- a) **All Risks Property Insurance**, in an amount equal to the full replacement cost of property of every description and kind owned by the Production Company or for which the Production Company is legally responsible, and which will be used for the filming of the production.
- b) **Standard Form Automobile Liability Insurance**, that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated, or leased by the Production Company.
- c) **Aircraft and Watercraft Liability Insurance**, if applicable, the Contractor shall provide and maintain with respect to any non-owned aircraft or watercraft connected to the project, liability insurance in an amount not less than \$2,000,000 per occurrence for Third Party Liability including Passenger Hazards. (if applicable)

The Production Company will take all reasonable measures to ensure the safety and legality of all actions within its control to ensure all laws, whether municipal, regional, provincial or federal, are met at all times, or unless special approvals have been granted, of which documentation is required prior to commencement of filming.

I have authority to bind the Production Company/Corporation:

_____, 20__
(Name Printed, Title)

I have authority to bind the Corporation of the Town of Smiths Falls:

_____, 20__
(Name Printed, Title)

SCHEDULE 'B' - SPECIAL PARKING REQUESTS

By-law #7252-97 sets out regulations related to parking provisions within the Town of Smiths Falls.

On street parking in the Smiths Falls Downtown is FREE for two (2) hours. the Town of Smiths Falls offers paid parking options in the municipal lot on the corner of Market and William Street. Daily Parking Purchased through the private onsite pay and display machine on William Street at \$5.00/day.

Special Parking permissions including parking permits or parking space rentals, through the road occupancy provisions and at a cost of \$5/day per spot, may be granted to accommodate filming productions and will be reviewed and approved through this application process.

Location 1: _____ **Date(s):** _____

Vehicle 1: Make/Model _____ Licence Plate # _____

Vehicle 2: Make/Model _____ Licence Plate # _____

Vehicle 3: Make/Model _____ Licence Plate # _____

Vehicle 4: Make/Model _____ Licence Plate # _____

Vehicle 5: Make/Model _____ Licence Plate # _____

Vehicle 6: Make/Model _____ Licence Plate # _____

Location 2: _____ **Date(s):** _____

Vehicle 1: Make/Model _____ Licence Plate # _____

Vehicle 2: Make/Model _____ Licence Plate # _____

Vehicle 3: Make/Model _____ Licence Plate # _____

Vehicle 4: Make/Model _____ Licence Plate # _____

Vehicle 5: Make/Model _____ Licence Plate # _____

Vehicle 6: Make/Model _____ Licence Plate # _____

SCHEDULE 'C' - SPECIAL EFFECTS – PYROTECHNICS

The Town of Smiths Falls is regulated by both a Fireworks and Open-Air Burning Bylaws

Approvals for the use of pyrotechnics will be at the discretion of the Smiths Falls Fire Department. Please attach a detailed safety control measures plan for each location, if different.

Location 1: _____ Date(s): _____

Effect Type(s): _____

Details:

Location 2: _____ Date(s): _____

Effect Type(s): _____

Details:

Location 3: _____ Date(s): _____

Effect Type(s): _____

Details:



STREET OCCUPANCY PERMIT APPLICATION FORM

PERMIT # _____
(# to be assigned by the Town)

By-Law #5783-91 - Regulation:

2(l) No person shall demolish, build, or repair a structure adjacent to Town streets without first constructing hoarding of sufficient quality to prevent injury to pedestrians and vehicular traffic as in the Ontario Occupational Health and Safety Act, May 10, 1991, Chapter 321, Section 21 to 26 and amendments thereto. The contractor shall notify the Public Works & Utilities Department at least twenty-four (24) hours in advance of any such construction in order that adequate inspection of provisions for public safety may be made.

PERMIT HOLDER: [] Owner [] Contractor

PROPERTY INFORMATION

Owner's Name: _____
Address: _____
Telephone: _____ Email: _____

CONTRACTOR INFORMATION

Contractor's Name: _____
Address: _____
Telephone: _____ Email: _____

PROPOSED WORKS/REASON FOR OCCUPANCY

DIMENSIONS OF SIDEWALK/STREET TO BE OCCUPIED

Length _____ metres x Width _____ meters = _____ metres² or

Length _____ feet x Width _____ feet = _____ feet²

Driveway access maintained (if applicable): [] es [] lo

FEE FOR PERMIT

Start Date: _____ End Date: _____


\$25.00/day x _____ # of days = _____ (Total Fee)

PLEASE NOTE: It is the responsibility of the Permit Holder to ensure that all other permits are completed and approved.

TRAFFIC CONTROL

Application must include a sketch of work details, control method and location (including distances, property lines, street names, etc.). Depending on the extent of proposed works, Permit Holders may be required to submit a Traffic Control Plan and/or a Pedestrian Control Plan in accordance with Ontario Traffic Manual (OTM) Book 7. The Permit Holder assumes all responsibility for the protection of the public during the works. If at any point during the works, the Town is of the opinion that works are taking place in an unsafe manner, the Town will issue a stop work order. Works will be permitted to commence following all safety concerns being addressed.

SKETCH



- Work Areas to be delineated by temporary steel fence for long term works (more than 2 days).
- Work Areas to be delineated by pylons and caution tape/construction fencing for short term works.
- Should the work be of a hazardous nature; temporary steel fencing is to be used no matter the duration of works.

INDEMNIFICATION

I/We hereby indemnify and save harmless the Corporation of the Town of Smiths Falls, its servants, workmen, contractors, and agents from all loss, damage, damages, law suits, costs, and expenses of every nature and kind arising from or in consequence of the issuance of the permit or permits and any work done thereunder whether such loss, damage, damages, costs, and expenses arise by reason of negligence or without negligence on my/our part or of my/our employees, servants, workmen, contractors, or agents and whether such loss, damage, damages, costs, and expenses are occasioned to the Corporation of the Town of Smiths Falls or to any other person or Corporation whatsoever.

INSURANCE

A Certificate of Insurance for all Contractors performing work under this permit must be provided. Coverage must include five million dollars Commercial General Liability naming "The Corporation of the Town of Smiths Falls" as an additional insured. The policies shall not be cancelled, permitted to lapse or materially changed unless the Insurer notifies the Corporation of the Town of Smiths Falls in writing at least thirty (30) days prior to the effective date of the cancellation, lapse or material change.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY		Permit # _____
Application Reviewed By: _____	Date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Received: _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Comments: _____		



SMITHS FALLS POLICE SERVICE

www.sfps.ca

7 Hershey Drive, P.O. Box 818, Smiths Falls, ON K7A 4W7 Office: 613-283-0357 Fax: 613-283-1253

Pay Duty Services Contract

Your Contact Information

Name of Main Contact Person		Organization
Mailing Address		
Telephone Number	Fax Number	Cell Phone Number
E-Mail Address		Event Cell / Phone Number & Contact Name

Event Information

Date(s)	Type of Event	Will Liquor and Beer Be Sold
Location of Event (street address - park - arena - venue)		
Number of Persons Expected	Start Time	End Time

Officers & Vehicles Requested (require a minimum of 2 Police Officers to be approved by the Police Service)

Number of Officers Requested	Number of Hours Required (Minimum 4 Hours)	Duties Expected to be Performed
Number of Vehicles Requested	Number of Hours Required (Minimum 4 Hours)	Purpose of Vehicle

Cost Structure

Police Officer (minimum 4 hours) \$90.00/hour + HST	Police Vehicle (minimum 4 hours) \$50/hour + HST	Other
Sergeant (minimum 4 hours) \$102.00/hour + HST	Police Vehicle (minimum 4 hours) \$50/hour + HST	Other

Smiths Falls Police Service Use Only

Request Received By:	Date:	Posted For Member Reply
Approved By Chief or Chief's Designate: (Name & Rank)		Date:
Officer Assigned:	Officer Assigned:	Officer Assigned:
Cost (not including extra hours):	Date & Type of Payment Received:	Payment Forwarded to Smiths Falls Police Service
Extra Hours:	Cost:	Invoice Sent On:
Payment Received:	Status Of File:	Payment Forwarded to Smiths Falls Police Service
Remarks:		

complete page 2 on reverse side

Terms of Service for Pay Duty

1. Pay Duty Services are available within the Town of Smiths Falls.
2. Pay Duty Officer(s) are uniformed
3. Make cheque payable to the Corporation of the Town of Smiths Falls- Smiths Falls Police Service.
REF: PAY DUTY SERVICE & DATE
4. The rate for a Pay Duty Officer is \$90.00 per hour per Officer and \$50.00 per hour per vehicle plus HST. Should the event require a dedicated supervisor (Sergeant), the rate for the Sergeant will be \$102.00 per hour, per Sergeant plus HST. The rates include an administration fee.
5. The minimum hours available to book a Pay Duty Officer(s) or vehicle(s) is four (4) hours.
6. Payment for Pay Duty Service may be made at the Smiths Falls Police Service during regular business hours by cheque. Payment by cheque can also be mailed to Smiths Falls Police Service, 7 Hershey Drive, P.O Box 818, Smiths Falls Ontario, K7A 4W7. The event will be invoiced following the event, payment due upon receipt.
7. Officer(s) will not accept cash payments or cash payments for extra hours. In the event extra hours are required the Chief of Police or Designate must authorize the extra hours.
8. Any extra time beyond the end time agreed will be billed to the person, organization or corporation and the invoice is due upon receipt.
9. Cancellation must be received in writing 72 hours prior to the event. If cancellation is not received 72 hours prior to the event you agree to pay a minimum of four (4) hours for each officer and vehicle requested.
10. The Smiths Falls Police Service or it's Officer(s) will not be responsible for stolen items or monies and the person binding this agreement and or the organization and or corporation waives all rights to any claims whatsoever against the Smiths Falls Police Services Board, the Smiths Falls Police Service, it's Officers or the Corporation of the Town of Smiths Falls.
11. Officers will not transport or handle monies or items of value, but may provide an escort upon request.
12. No alterations to this agreement are permitted without the prior signed approval of the Chief of Police or Chief's Designate and must be attached to this document and titled ADDENDUM 1 TO TERMS OF SERVICE FOR PAY DUTY and signed by the person with authority to be bound and or bind the organization and or corporation and the Chief or the Chief's Designate.
13. The Chief of Police or Designate may add additional terms to this agreement before acceptance is granted by the Smiths Falls Police Service.
14. The person signing this agreement has the authority to accept and be bound or bind the organization and or corporation to the terms and conditions of this agreement.

It is understood that my signature below acknowledges that I have read and understood the Pay Duty Service Agreement and Terms contained in this agreement and I have the authority to be bound and or bind the organization and or corporation to this agreement.

Name & Title	Organization or Corporation:
Signature	Date:

Personal Information on this form is collected under the Municipal Freedom of Information Protection of Personal Information Act and will be used for the effective administration of the Pay Duty Service. Questions about the collection of this information should be forwarded to the Chief of the Smiths Falls Police Service 7 Hershey Drive, P.O. Box 818, Smiths Falls, ON K7A 4W7 Tel: 613-283-0357 Fax: 613-283-1253.

1. The permit must be signed and returned to the department prior to facility rental including the applicable rental fee and all required documentation such as Commercial General Liability Insurance (if required).
2. All rental fees are payable in advance to the Town of Smiths Falls in order to confirm your booking. This includes any additional requests for equipment or resources. There will be an interest charge of 1.25% per month will accrue to overdue accounts.
3. Cancellation Policy:
 - a. Pre & Post Season Ice once booked is non-refundable.
 - b. Regular Season users must return any ice by September 1st for the season.
 - c. Occasional bookers will be confirmed once payment has been received. Non-Refundable.
4. The Community Services Department reserves the right to alter or can cancel this rental application/agreement due to special events, play-offs or for unforeseen circumstances, with reasonable notice to applicant.
5. The permit holder is responsible for the security of personal, team, league or other belongings on the premises while renting the facility. (i.e. dressing rooms, halls, kitchen etc.). The Town of Smiths Falls will not be responsible for personal injury or damage or for the loss or theft of any article of clothing or equipment while renting the facility.
6. The permit holder is responsible for any damages to premises, furnishings, lighting and other such property while the permit is in effect. The permit holder will pay for any damages or replacement or equipment, furnishings etc. during the rental period.
7. The permit holder is responsible for the behaviour of the participants within the organization as well as any team they may be playing (i.e. hockey, baseball, basketball, etc. games/tournaments) while using any of the Town's facilities.
8. Hall, floor, and kitchen facilities are available in both arenas. The permit holder is responsible for any service providers (caterers etc.) including dishes, linens, pots and pans etc. Licensed events (appropriate AGC permits are the responsibility of the applicant) by the renter are required to follow Alcohol and Gaming Commission guidelines.
9. Smoking, vaping (e-cigarettes) or use of cannabis (medical or recreational) are prohibited and strictly enforced in all municipal facilities including parks and any public space where children may be in attendance.
10. There will be no consumption of alcoholic beverages in any area that is not licensed by the Alcohol and Gaming Commission. Alcohol may not be brought into any town owned facility.
11. Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the contractor relation to its obligations under this Agreement. Such insurance shall include but is not limited to bodily injury and property damage including loss of use; personal injury and automobile; broad from property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as additional insured; contingent employers' liability; tenants' legal liability; cross liability; severability of interest clause and injury to participate.

Such insurance shall add the Corporation of the Town of Smiths Falls as Additional Inured subject to a waiver of subrogation with respect to the operations of the facility user.



To: Mayor and Council

From: Richard Grant, Planner I

Date: September 19, 2024

Committee of the Whole Date: September 23, 2024

Title: Bellamy Farms Phase 3 Modification Zoning Amendment (ZA-24-01)

For Direction

For Information

For Adoption

Attachments- (9 Pages)

Recommendation: That Council pass a Zoning By-law Amendment under Section 34 of the Planning Act to rezone certain lands within Phase 3 of the Bellamy Farm subdivision as follows:

1. Rezone Block 35 (as identified in the draft approval) from Residential Type 3, Special Exception 2 to Open Space (mapping change);
2. Rezone part of Block 36 from Residential Type 3, Special Exception 2 to Open Space/Wetland (mapping change) to accommodate a stormwater management facility and passive recreational area; and,
3. Rezone Blocks 29-33 from Residential Type 3, Special Exception 2 to a new Residential Type 3 Special Exception Zone that establishes the following provisions:
 - i. Maximum structural lot coverage of 55%; and,
 - ii. Allow the required parking space to be located in the required front yard rather than in a garage.

Purpose: To seek Council direction on the zoning amendment application submitted on behalf of 1686994 Ontario Ltd (C/o Parkview Homes) by ZanderPlan to implement the developer’s concept for Phase 3 of the Bellamy Farm subdivision and fulfill a draft approval condition.

Background: (Proposal History) On March 25, 2024, Council provided draft approval to a revised Phase 3 plan of the Bellamy Farms Subdivision. This plan proposes 156 residential townhouse units on 33 blocks and creates two open space blocks, two new streets, and new pathways and easements. One of the fifty-six Draft Plan Approval conditions is to receive zoning approval for the final phase of the subdivision.

The application received in June 2024, submitted by ZanderPlan Inc. on behalf of 1686994 Ontario Ltd (C/o Parkview Homes (developer) seeks zoning approval to accommodate text and mapping changes to the subject area identified as Bellamy Farms Phase 3 on the Key Map in Appendix A.

The zoning amendment proposes to do three things:

1. Rezone Block 35 measuring 2500 sq m (as identified in the draft approval) from Residential Type 3, Special Exception 2 to Open Space to create a park, as previously proposed;
2. Rezone a portion of Block 36 from Residential Type 3, Special Exception 2 to Open Space/Wetland to accommodate a stormwater management facility and passive recreational area, as previously proposed; and,
3. Rezone Blocks 29-33 from Residential Type 3, Special Exception 2 to a new Residential Type 3 Special Exception Zone. This would increase the maximum structural lot coverage from 45% to 55% and allow the required parking space to be located in the required front yard rather than in a garage. This would implement a design decision requested by the developers.

Proposal Information

Parkview Homes proposes building residential homes on the subdivision lands as indicated in the Draft Plan. Per the draft Plan Approval conditions, Block 35 will be dedicated for parkland use and proposed to be rezoned to an Open Space (OS) zone to reflect the intended use. Block 36 comprises a portion of the Swale (Provincially Significant Wetland), which is to remain intact, as well as the stormwater management facility and potential passive recreational space, some of which is currently within the Residential Type Three-Special Exception 2 (R3-2) Zone. The zoning application proposes to align the zoning boundaries with the intended use and slightly extend the Open Space/Wetland Zoning. Blocks 29-33 on the Draft Plan have been designated for 28 townhouse units.

This zoning amendment intends to create a new Residential Type 3 – Special Exception (R3-X) Zone to accommodate the proposed changes to the Residential Type 3 zoning performance standards in response to the developer’s design preference as proposed through this application. In contrast, Blocks 35 and 36 are being rezoned to realize the Draft Approval Plan as proposed. Each zoning amendment request is to be reviewed and decided upon individually.

The 28 townhouse units will not include garages, with parking proposed to be accommodated in the front yard of each unit. Planning approval is required to permit the proposed residential units to be built without a garage and permit parking in the required front yard as per the parking provisions of the Town’s Zoning By-law. The conceptual building design of the townhomes proposes a 55% lot coverage, 10% more than the maximum lot coverage of 45% permitted in the Residential Type 3 zone.

The Town’s Official Plan 2034 designates these lands as Residential. In support of the Zoning By-law Amendment application, the proponent has provided **a site plan** and **planning rationale** summarizing the application and justifying it within the context of the Town’s Official Plan and Provincial Policy Statement. Civil works, including lot grading, stormwater management, and water/wastewater services, are being assessed and planned for in detail through the broader subdivision approval process.

The PAC Report No. 24-07, titled, “Planning Information Report – Bellamy Farms Phase 3 Modifications Zoning Amendment” as Appendix B. These documents are all part of the public record and are available to the public upon request.

Land Context

The subject property, situated on lands designated as Phase 3 of the Bellamy Farms Subdivision, is currently a vacant lot, cleared pre-emptively for development, except for the wetland area. Access to the phase is provided through Staples Boulevard, a collector road connecting Ferrara Drive and Broadview Avenue. Block 36, proposed to be the stormwater management facility/ passive recreational space, measuring 2500 sq m, is on the northeast side of the development, closest to the Provincially Significant Wetlands that border the subject property.

Proposed to be rezoned Open Space/ Wetland, Block 35 sits between the Swale and several blocks of townhomes in Phase 3 of the Subdivision, accessible by a walking path that runs parallel to it. Over many years, this pathway has formed a longstanding but somewhat informal snowmobile route. It is proposed to be reconfigured as a trail linkage between Broadview Avenue and the Cataraqui Trail. The parkland space, Block 35, is proposed to be zoned as an open space. It sits at the top centre, towards the north end of the subdivision, its furthest point converging where two streets intersect.

June 11th – Planning Advisory Meeting

Following the statutory public meeting hosted by the Planning Advisory Committee on July 11, 2024, the applicants found favourable support from the Committee, with a recommendation to approve as proposed, barring any additional comments from the Department of Public Work's comprehensive review of their application.

That is to say, the Committee supports the applicant's zoning amendment application in principle, granted that the engineering peer review performed by EVB Engineering on behalf of the Department of Public Works and Utilities is satisfactory. EVB Engineering's review covered the engineering aspects of the development, such as the grading and drainage, stormwater management, and water and wastewater servicing capacity. It should be noted that the review by EVB Engineering was requested as part of the initial presentation to the Committee in July; however, their review was not ready at the time of the PAC report.

At the Planning Advisory Meeting on July 11, 2024, no public feedback was received for Zoning Amendment Application ZA-24-01. Formal comments and feedback from the Department of Public Works and Utilities were not yet provided when the written report was presented to the Committee because their review was still ongoing, and comments had yet to be finalized. As a result, the Planning Advisory Committee passed a motion to support the proposed zoning amendments in principle, with the caveat that the Department of Public Works and Utilities support the application. Since then, the Department of Public Works and Utilities has completed its review and provided formal comments supporting the application. Through this report, Council is being asked to make a decision on the proposed zoning amendments based upon the PAC's recommendation to support the application.

Analysis & Options: The question presented before the Council at this time is: Do the proposed zoning amendments result in an appropriate and desirable form of land use for Phase 3 of the Bellamy Farms Subdivision? Through this application, ZanderPlan, on behalf of the applicants, has provided supporting documentation demonstrating the appropriateness of the proposed amendments to specific sections of the Zoning Bylaw. The remainder of the report will discuss the merits of the proposed amendments.

- Request #1 – Rezone Block 35 – Open Space (OS) &**
Request #2 – Rezone portions of Block 36 – Open Space/ Wetland (OS/W)
Request #3 – Rezone Block 29-33 Residential Type 3 – Special Exception X (R3-X)

Evaluation of Proposed Land Use

Staff are of the opinion that the evaluation of the land use and density for the proposed Phase 3 Subdivision has already been considered through draft approval of the subdivision. Through this application, Staff are only considering the implementation and zoning performance standards of the requested zoning amendments. Zoning amendment requests #1 and #2 carry forward the mapping changes that implement the draft approval; however, request #3 will be reviewed to ensure compliance with the Town's Policies and the Provincial Policy Statement.

Provincial Policy Statement (2020)

Issued under Section 3 of the Planning Act, the Provincial Policy Statement (PPS) establishes the policy direction on the planning interests of the Province, which must be reflected in the Town's planning documents and planning decisions. All planning decisions made must be consistent with the policies articulated in the 2020 PPS, despite the Town's Official Plan being adopted under the previous 2014 PPS.

At a high level, the policy framework and goals of the 2020 PPS offer municipalities some discretion in achieving their own interests by implementing their official plans and other planning documents. However, the PPS does provide clear direction to ensure that planning decisions enable compatible development in its context, are sustainable from an environmental and fiscal perspective, make efficient use of existing and planned infrastructure and protect land uses and resources of an identified provincial interest. While many provisions of the PPS are consistent with existing Official Plan policies that are referenced above, key applicable sections are identified below:

- 1.1.1 – Healthy, safe, and livable communities are sustained by avoiding development that causes environmental or public health and safety concerns; ensuring that necessary infrastructure and public services are in place and accommodating an appropriate mix of housing types.
- 1.1.3.2 (Settlement Areas)—Land use patterns in settlement areas shall efficiently use land and resources, support active transportation, and appropriately use infrastructure and public services that are planned or available.
- 1.4.3 (Housing)—Planning authorities shall provide for an appropriate mix and range of housing options and densities to meet current and projected market-based needs by permitting residential intensification and redevelopment where feasible.
- 1.6.7 (Transportation Systems) supports development that makes efficient use of existing infrastructure and supports future use of active transportation.
- The PPS (Sec. 1.1.3) recognizes that "*The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities*" and that "*It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure*

effective use of infrastructure and public service facilities and minimize unnecessary public expenditures."

In the opinion of Staff, the proposed amendment requests are considered to align with the in-effect Provincial Policy Statement (2020).

Zoning Request #1 & 2: Block 35 – Open Space (OS) & Block 36 – Open Space/Wetland (OS/W)

This application proposes the requested zoning amendments to portions of Block 36, the stormwater management facility, and Block 35, the parkland block, to implement the required conditions for achieving zoning approval. If Council approves the application, the applicant will satisfy the draft approval condition.

In Staff's opinion, Blocks 35 & 36 are considered to demonstrate conformity with Section 6.7.1- *Open Space Designation* of the Town's Official Plan with conditional confirmation acquired through Draft Plan approval. Staff are of the view that the request to rezone Block 35 and portions of Block 36 complies with Section 5.4, which enables the provision of parkland and a walking trail to the west of the proposed subdivision. Section 5.4- *Parks, Open Space, and Recreation* speaks to the importance of these amenities, such as parks, in creating complete neighbourhoods, providing recreational opportunities for residents and enhancing the community's livability and social and environmental quality.

Zoning Request #3: Blocks 29-33 Residential Type 3 – Special Exception X (R3-X)

In Staff's view, with respect to their function and overall built form, the proposed townhomes on Block 29-33 are considered to demonstrate conformity with the Residential designation of the Town's Official Plan. Below is a review of the specific considerations that support Staff's view.

Parking Configuration

The proposed zoning amendment requests that surface parking be permitted in the required front yard. While the proposed parking area will be surface parking, it should be noted that the one parking stall per lot requirement will be met. Through this request, there will not be a reduction in the number of required parking stalls. The only distinction here is that parking will be located in the required front yard, which is not permitted in accordance with the Zoning Bylaw. Also, please note that a driveway length of 11.52 m (37.79 ft) in these blocks will be sufficient to allow two average-sized cars to be parked in tandem.

Staff are of the opinion that the proposed location of the parking stall, while not adhering to the letter of the current Bylaw, meets the general intent as there is still available parking nearby, including public parking around the park block (block 36) in the subdivision.

Garage Removal

As part of the request to have parking in the required front yard, the private garage will be removed. The removal of the garage and lot coverage increase (45 to 55%) will allow for 28 bungalow townhouse units with rear yard walkouts that can be used for additional living space and storage if needed by future homeowners.

Conceptually, garages serve dual functions as private storage for a personal vehicle and other equipment/personal effects, often considered accessory or ancillary in nature of the

main residential dwelling. While the Zoning Bylaw does not require residential developments to have a garage, the request for its removal was considered within the context of the established neighbourhood context and altered residential nature of the proposed homes in these blocks.

As articulated in the Applicant's written Planning Rationale, the request to increase lot coverage by 10% allows additional storage space in the rear yard, approximately 53m² per lot, allowing future homeowners to purchase additional storage if needed. While the loss of a garage does not allow for exact conformity within the subdivision, as this is a new housing type, the residential nature and function of the proposed homes in these blocks are not irreparably altered as parking and storage space is still available. Moreover, it offers homeowners a varied housing typology and architectural style while remaining residential in function and form. That is to say, the residential function of the home remains the same, and the opportunity to use the space for additional storage is available.

Staff assessed the requested 10% lot coverage increase and determined that, as proposed, there will be sufficient space to include a shed as an accessory structure. For interior lots, access will be provided via a 1.5 m easement in the rear. As such, Staff are of the opinion that the removal of the garage, while not typical for the established neighbourhood context, still offers future homeowners a functional home representing an individual opportunity for different housing typologies in the community.

Lot Coverage

This application requests a lot coverage of 55%, which is beyond the maximum lot coverage of 45% for the Residential Type 3 zone. The resulting lot coverage will allow for a backyard measuring 53 m² per lot. Through this application, the applicants have requested the lot coverage to facilitate the proposed residential units in these blocks, creating a more compact form of development. It is Staff's understanding that the proposed increase of 55% and the removal of the garage allows for the creation of this form of housing typology. That is, without this request, the proposed form of development would not fit within the proposed blocks.

Lot coverage restrictions are instituted within the Zoning Bylaw to safeguard against incompatible land use due to overdeveloped lots, reduce potential stormwater runoff on-site, and provide opportunities for the provision of landscaped amenity spaces, creating a more functional residential home. As discussed, approximately 53 m² of space will be available to allow for opportunities to utilize the amenity space in the rear yard. The Department of Public Works and Utilities is of the opinion that the requested lot increase of 10% does not pose operational challenges to the function of the residential lot. I.e., there will be negligible impacts to the lot's stormwater management capacity. It is the view of Staff that the request for lot coverage increase of 10% still creates a functional residential lot.

Comments were provided by the Rideau Valley Conservation Authority (RVCA), as they are the approval body tasked with conserving and protecting natural resources in the Rideau Valley. The proposed development is adjacent to the Swale Provincially Significant Wetlands. The RVCA does not oppose the proposed development and, concerning the increase in lot coverage, recommends the incorporation of Low Impact Development Techniques, which are designed to reduce stormwater runoff and improve the functionality of the site.

Water and wastewater servicing

The Department of Public Work and Utilities does not object to the proposed development. Through its review performed by EVB Engineering, did not find any concerns about the proposed development regarding the water and wastewater servicing capacity and the overall grading for the blocks in question.

All information received and reviewed regarding this application suggests that the proposed subdivision is consistent with policies in the 2020 Provincial Policy Statement, the Town's Official Plan and Zoning Bylaw. Staff believe that the proposed zoning amendment requests are reasonable within the context of the proposed development.

Staff recommend Option #1, which asks for a bylaw that encapsulates all requests for relief to be created. Option #2 offers the Council the opportunity to approve Zoning Requests #1 and #2 but denies the approval of #3 (proposed new R3-x Zone). Option #3 offers the Council the ability to deny the entire application.

Options:

1) Recommended: That Council pass a Zoning By-law Amendment under Section 34 of the Planning Act to rezone certain lands within Phase 3 of the Bellamy Farm subdivision as follows:

- i) Rezone Block 35 (as identified in the draft approval) from Residential Type 3, Special Exception 2 to Open Space (mapping change);
- ii) Rezone part of Block 36 from Residential Type 3, Special Exception 2 to Open Space/Wetland (mapping change) to accommodate a stormwater management facility and passive recreational area; and,
- iii) Rezone Blocks 29-33 from Residential Type 3, Special Exception 2 to a new Residential Type 3 Special Exception Zone that establishes the following provisions:
 - (1) Maximum structural lot coverage of 55%; and,
 - (2) Allow the required parking space to be located in the required front yard rather than in a garage.

2) That Council approves the parkland (open space) zoning amendments but does not approve the requested changes to Blocks 29-33. That will allow for the completion of the draft approval condition, and the developer would be obligated to adjust their concept for these blocks to align with the current R3-2 Zoning standard.

3) THAT Council declines to approve the zoning amendment application.

Budget/Financial Implications: Application fees

Existing Policy: Town of Smiths Falls Official Plan and Zoning Bylaw

Consultations: EVB Engineering; Planning Advisory Committee; Director of Public Works and Utilities, Manager of Development Services, Fire Department, Chief Building Official, Rideau Valley Conservation Authority, Applicant/Agent, Consultations in accordance with the Planning Act

Attachments

Appendix A – Key Map
Appendix B – Report PAC #24-07

Notes/Action (space for Council Member's notes):

Respectfully Submitted by:

Reviewed by:

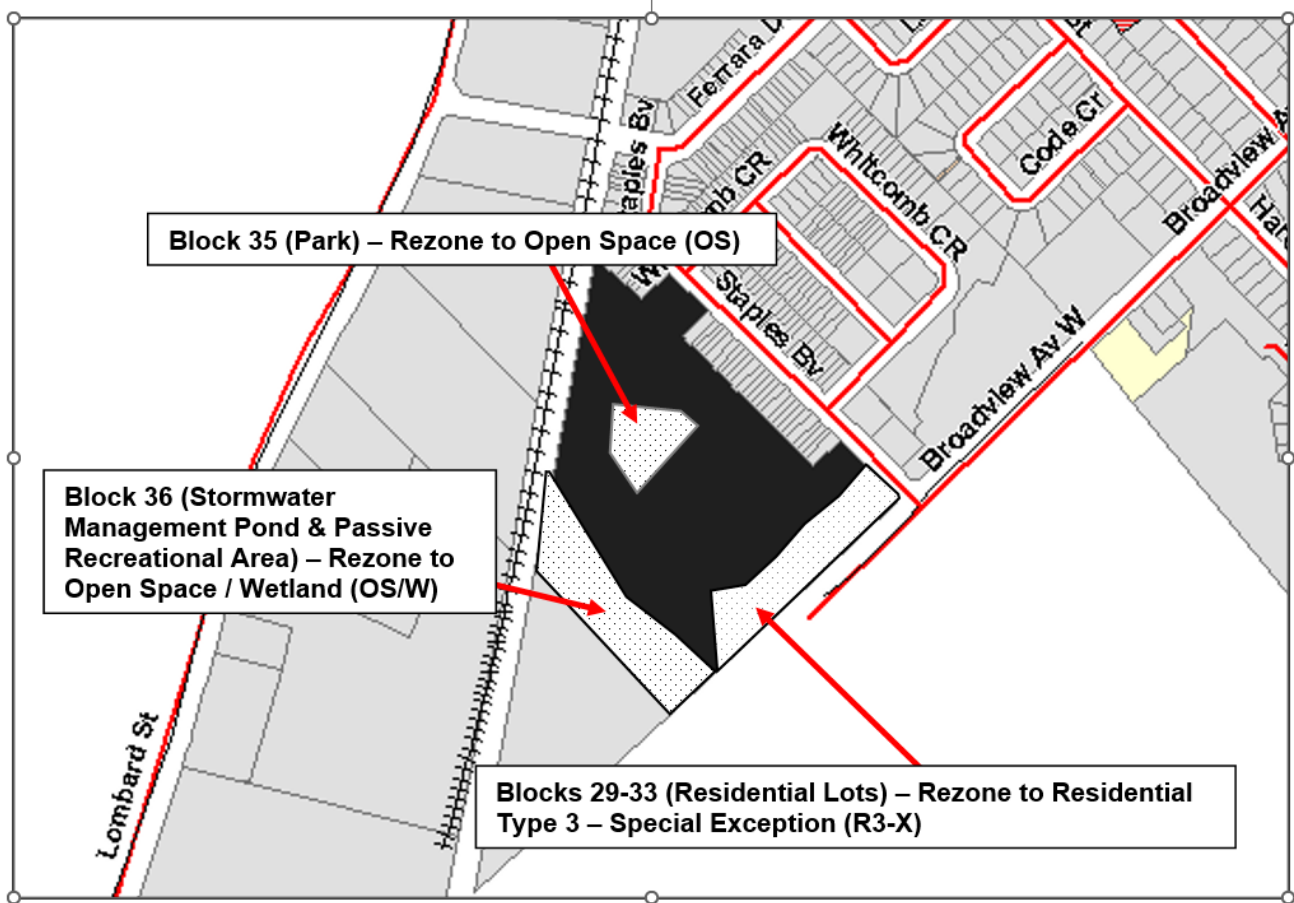
Approved for agenda by
CAO (Acting):

Original Copy signed:
Richard Grant, Planner 1

Original Copy signed:
Karl Grenke, RPP, Manager
of Development Services

Original Copy signed:
Paul McMunn, Director
of Public Works Utilities

Appendix 'A'- Key Map



Appendix 'B' - Report PAC #24-07



SMITHS FALLS

RISE AT THE FALLS

REPORT #PAC-24-07

To: Planning Advisory Committee
From: Richard Grant, Planner I
Date: July 11th, 2024
Re: **Planning Information Report – Bellamy Farms Phase 3 Modifications Zoning Amendment**

Property Information	
Location	PART LOT 4 CONCESSION 4 SOUTH ELMSLEY PARTS 1, 2, & 3, 27R10444, SAVE & EXCEPT PLAN 27M83 AND PLAN 27M102 AND PARTS 54 & 55, 27R11930; TOWN OF SMITHS FALLS
Current Zoning:	Residential Type 3-Special Except 2 (R3-2) & Open Space/Wetland (OS/W)
Parcel Size(s)	72138.05 m2 or 17.83 acres
Other applications	Draft Subdivision Approval
OP Designation	Residential & Provincially Significant Wetland (PSW)

Application:

On June 2024, the Town received a zoning amendment application from ZanderPlan Inc., on behalf of 1686994 Ontario Ltd (C/o Parkview Homes) to accommodate the text and mapping changes to the subject area as identified as Bellamy Farms Phase 3 on the Key Map in Appendix A. The updated concept for Phase 3 of the Bellamy Farms Subdivision received draft approval from Council on March 25 to accommodate 156 residential townhouse units on 33 blocks and two open space blocks. The zoning amendment proposes to do three things:

1. Rezone Block 35 (as identified in the draft approval) from Residential Type 3, Special Exception 2 to Open Space to create a park;
2. Rezone Block 36 from Residential Type 3, Special Exception 2 to Open Space/Wetland to accommodate a stormwater management facility and passive recreational area; and,
3. Rezone Blocks 29-33 from Residential Type 3, Special Exception 2 to a new Residential Type 3 Special Exception Zone. This would increase the maximum structural lot coverage from 45% to 55% and allow the required parking space to be located in the required front yard rather than in a garage.

Purpose of Meeting:

This public meeting aims to provide an opportunity for the applicants to present their proposal to the Town and the public. The meeting will also allow any person to comment on the proposal before Council makes a decision on this application. The public meeting is an important part of the planning process, and it is essential that anyone who would like to comment on the application or ask questions can do so. The Planning Advisory Committee (PAC) and planning staff will consider all feedback received from this meeting. A planning

report and formal recommendation will be brought forward by staff and considered by Council later once all feedback has been considered by staff and the PAC.

Proposal Information:

Earlier this year, the Council gave draft approval to Phase 3 of the Bellamy Farms Subdivision, the final subdivision phase. Parkview Homes, the subdivision developer, is attempting to complete one of the fifty-six Draft Plan Approval conditions through this application. The primary purpose of this zoning amendment application is to seek approval for three amendments to the Zoning Bylaw outlined above.

Parkview Homes proposes building residential homes on the subdivision lands as indicated in the Draft Plan. Per the draft Plan Approval conditions, Block 35 will be dedicated for parkland use and proposed to be rezoned to an Open Space (OS) zone to reflect the intended use. Block 36 is proposed to be rezoned to Open Space/Wetland to reflect its intended dual function as a stormwater management facility and passive recreational space. Blocks 29-33 on the Draft Plan have been designed for 28 Townhouse units. This zoning amendment intends to create a new Residential Type 3 – Special Exception (R3-X) to accommodate the proposed changes to the Residential Type 3 zoning performance standards in response to the developer’s design preference as proposed through this application. In contrast, Blocks 35 and 36 are being rezoned to realize the Draft Approval Plan as proposed. That is to say, each zoning amendment request can be reviewed and approved individually.

The Townhouse units will not include garages, with parking designed to be accommodated in the front yard of each unit. Planning approval is required to permit the proposed residential units to be built without a garage and permit parking in the front yard as per the parking provisions of the Town’s Zoning By-law. The conceptual building design of the townhomes will require a 55% lot coverage increase, 10% more than the maximum lot coverage of 45% permitted in the Residential Type 3 zone.

The Town’s Official Plan 2034 designates these lands as Residential. In support of the Zoning By-law Amendment application, the proponent has provided a site plan and planning rationale summarizing the application and justifying it within the context of the Town’s Official Plan and Provincial Policy Statement. Civil works, including lot grading, stormwater management, and water/wastewater services, are being assessed and planned for in detail as required by the draft approval.

The site plan is attached to this information report as Appendix B. These documents are all part of the public record and are available to the public upon request.

Site Information:

The subject property, situated on lands designated as Phase 3 of the Bellamy Farms Subdivision, is currently a vacant lot, cleared preemptively for development. The Bellamy Farm Subdivision Phase 3 can be entered by Staples Ave. Block 36, intended to be the stormwater management facility/ passive recreational space, is on the farthest side of the development, closest to the Provincially Significant Wetlands that border the subject property. Proposed to be rezoned Open Space/ Wetland, Block 36 sits between the Swale and several blocks of townhomes in Phase 3 of the Subdivision, accessible by a walking path that runs parallel to it. Over many years, this pathway has formed a longstanding but

somewhat informal snowmobile route. It is proposed that it be reconfigured as a trail linkage between Broadview Avenue and the Cataraqui Trail. The parkland space, Block 35, is proposed to be zoned as an open space. It sits at the top centre, towards the north end of the subdivision, its further point converging where two streets intersect. The proposed Townhomes will be in Blocks 29-33, closest to Broadview Ave, as seen in Appendix B.

Consultation:

Amendments to the Zoning By-Law are subject to Section 34(1) of the *Planning Act*, which describes evaluating the application and outlining the required notification period for the public meeting. Notice for the public meeting was given per the provisions of the Planning Act for the zoning amendment application:

- Notice of Public meeting circulated to all landowners within 120 m of the site (June 19)
- Notice of Public Meeting circulated to all requisite agencies (June 19)
- Notice posted at a conspicuous location on the site on June 19.

This proposal was also pre-circulated to other town departments and outside agencies for preliminary technical comments—the pre-circulation aimed to identify any outstanding issues that may affect the application early in the process.

As of the time of preparation of this report, the following written feedback was received and is appended to this report:

- **Rideau Valley Conservation Authority** does not object to the application; however, [they] recommend using Low Impact Development techniques to minimize potential impacts from the proposed 10% lot coverage increase.
- **The Department of Public Works and Utilities** is currently reviewing the application and is gathering engineering comments that are not ready for this Committee Meeting.
- **The Chief Building Official** does not object to the application and has no comments regarding the proposed development.
- **The Department of Community Services** does not object to the application and has no comments regarding the proposed development.

Planning Evaluation:

All proposed amendments to the Town's Comprehensive Zoning By-Law must comply with the intent of the Town's Official Plan, which represents the Council's vision for the municipality's overall growth and development. The proposed amendment is a site-specific amendment that would apply only to this property.

When evaluating a request to change the land use rules for an area of land, the key questions for the Planning Advisory Committee and Council to consider are whether this proposal is appropriate from an environmental, health and compatibility standpoint and whether it represents appropriate development at this location. The planning process also allows for input from neighbours and technical review agencies so that Council has the most information possible when considering approval of this request. While the evaluation will consider the intent of the Official Plan as a whole and more policies than those summarized below, a number of particularly applicable sections that should be considered in a review are referenced below:

- **General Town Design (Sec. 5.2.1)** references creating a vibrant public realm to

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Corporation of the Town of Smiths Falls

ZA-24-01
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maximize pedestrian activity, support community interaction, and attract residents, businesses, and visitors.

- **Infrastructure (Sec. 4.5)** speaks to the servicing needs and priorities of the Town and stipulates that the new urban development will take place on municipal water supply and sanitary sewer services.
- **Residential Land Use Policies (Sec. 6.3.1)** support various housing forms and densities within the Town's neighbourhoods and establish detailed evaluation criteria to consider proposals for intensification. This is intended to accommodate development that is compatible with its existing neighbourhood.
- **Parking Strategies (TR-61)** discourage the provision of parking spaces significantly above the number of spaces required by the zoning bylaw for a given use.

Block 35 – Open Space (OS) & Block 36 – Open Space/ Wetland (OSW)

Bellamy Farms Subdivision demonstrates conformity with the Residential designation of Schedule A of the Town's Official Plan, with the west side of the site falling into the Provincially Significant Wetland designation. Blocks 35 and 36 have demonstrated conformity with the Town's Official Plan through Draft Plan approval, and the requested zoning amendments for the stormwater management facility (Block 36) and parkland block (Block 35) implement the required conditions of Draft Plan Approval.

Blocks 29-33 Residential Type 3 – Special Exception X (R3-X)

The proposed townhomes on Blocks 29-33 demonstrate conformity with the Residential designation of the Town's Official Plan regarding their use as residential dwellings and overall built form. Further zoning compliance in terms of water and wastewater servicing has not yet been demonstrated as the engineering review performed by Public Works is ongoing. The proposed changes requested through this zoning amendment will allow parking in the required front yard (with the removal of a private garage). This will allow at most two cars to be parked in the paved driveway in the front yard. While the proposed request does not reduce the number of parking spaces on a lot, removing the garage would change the built form of townhomes compared to the more traditional townhouse design proposed elsewhere in the phase. However, it should be noted that the proposed plans allow for some alternative means of satisfying parking needs. Other nearby parking options are available, such as on-street parking and parking around the proposed parkland (Block 35). Landscaping elements in the front yard will remain as proposed, and pedestrian and cycling linkages and pathways proposed and conditioned through Draft Plan Approval will remain unchanged.

As per Table 8-2, Lot and Building Requirements for Permitted Medium-Density Residential Uses (Street Townhouse, Planned Unit Townhouse, Multiple Dwelling), the maximum lot coverage per unit must be 45%. Lot coverage restrictions are implemented to avoid an overdeveloped lot (which results in a limited landscaped area and an excessive amount of hardened surface) that cannot safely manage stormwater runoff and contribute to a functional built form. Please note that all other zone provisions, including yard setbacks, will be achieved on each lot.

Next Steps:

Following the public meeting, planning staff will review any written and oral comments received before, during, and after the meeting and present a report to the Council at the

next available meeting. For the Committee's consideration, please note that the three specific zoning amendment requests outlined in this report can be approved or denied individually.

Options for Council's consideration will include:

- **Approve application as submitted;**
- **Approve application with modifications**
- **Refuse application**

All persons who have provided comments or participated in the zoning process will be notified of the decision and given notice of their right to appeal to the Local Planning Appeal Tribunal. Council's decision becomes final upon the conclusion of the 20-day appeal period or upon resolution of any appeals that may be made.

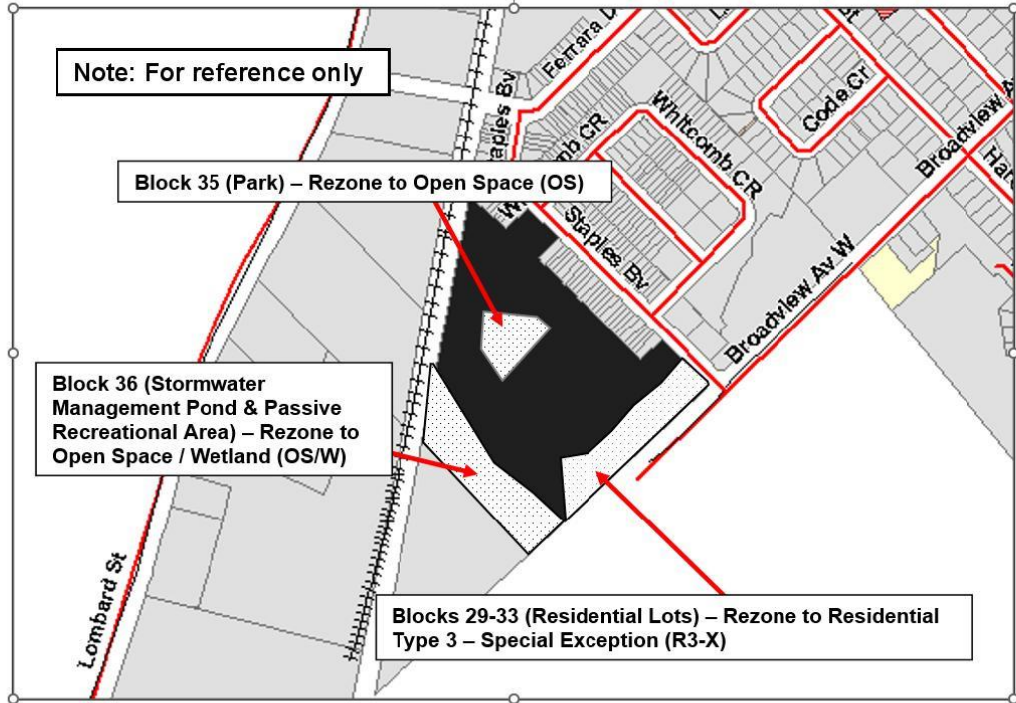
Respectfully Submitted

Reviewed and approved for
submission

Original Signed
Richard Grant
Planner I

Original Signed
Karl Grenke, MCIP, RPP
Manager of Development Services

Appendix- 'A' - Bellamy Farms Phase 3 Modifications Key Map



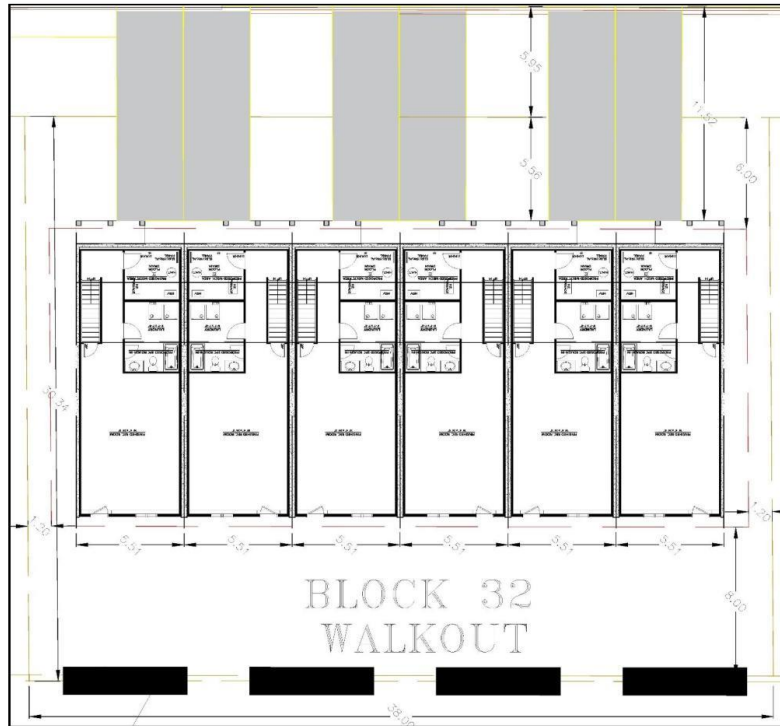
Appendix-'B'- Zoning Amendment Site Sketch/ Draft Survey



Report to the Planning Advisory Committee Page 7 of 8
 Corporation of the Town of Smiths Falls

ZA-24-01
 July 11th, 2024.

Appendix 'C' – Conceptual Townhouse Site Plan



Report to the Planning Advisory Committee Page 8 of 8
Corporation of the Town of Smiths Falls

ZA-24-01
July 11th, 2024.



To: Mayor and Council
 From: Richard Grant, Planner I
 Date: September 19th, 2024
 Committee of the Whole Date: September 23rd, 2024
 Title: Climate Action Plan – Milestone 1 Completion

- For Direction
- For Information
- For Adoption
- Attachments- 6 Pages

Recommendation: That Council receive this report for information.

Purpose: To update the Council on completing Milestone 1 of the Partners for Climate Protection (PCP) 5-Step Milestone Framework and outline the next steps to initiating work on Milestone 2.

Background: Partners for Climate Protection (PCP) 5-Step Milestone Framework & the Climate Protection Working Group (CPWG)

The Partners for Climate Protection program guides participating municipalities through a five-step Milestone Framework designed to foster collective community action on the climate crisis by employing strategies to reduce the production of greenhouse gas (GHG) emissions and implementing effective green energy initiatives. The Milestone Framework encourages members to set midterm and long-term GHG reduction targets to meet the ambitious federal and international recommendations.

The Intergovernmental Panel on Climate Change (IPCC) recommends a GHG reduction target of 45% reduction from baseline by 2030 and net zero by 2050. Net-zero GHG reduction refers to the balance between the amount of GHG produced and the amount removed from the atmosphere. The PCP 5-Step Milestone Framework is founded on the belief that net-zero emissions can be achieved through a combination of emission reduction and emission removal.

From 2019 to 2020, early work was done on Milestone 1 of the Milestone Framework; however, it was never completed due to insufficient staff capacity, the impact of the COVID-19 pandemic, and challenges in sourcing the appropriate data for the baseline emissions inventory. Renewed interest in completing the Milestone Framework began shortly after with the creation of the Climate Protection Working Group in March 2023.

The Climate Protection Working Group was established to provide advice and recommendations to Council to assist in developing the Climate Action Plan to fulfil the Partners for Climate Protection Milestones. Through this work, the Working Group will assist Council and Smiths Falls residents in formulating and taking action to reduce community-wide GHG emissions and improve the adaptive capacity and resilience of the community to cope with and adapt to the local impacts of climate change events.

Milestone 1 – Corporate Emissions Inventory & Business-as-Usual Forecast

Milestone 1, the first of five steps in the PCP Milestone Framework, requires the creation of a greenhouse gas (GHG) emissions baseline inventory and forecasting the corporate and community aspects of the Town's overall GHG consumption. A corporate or municipal GHG inventory outlines the GHG emissions generated from the Town's operations and services. The purpose is to identify the GHG emissions within the Town's direct control and influence and for which the Town, as a corporation, is responsible.

The PCP program guides participants through a 5-step Milestone Framework. Municipalities can focus on corporate (the Town) or community actions but are encouraged to look at both. The milestones are as follows:

- Milestone 1 - Create a Baseline Emissions Inventory and Forecast.
- Milestone 2 - Set Emissions Reduction Targets.
- Milestone 3 - Develop a Local Action Plan.
- Milestone 4 - Implement the Local Action Plan; and
- Milestone 5 - Monitor Progress and Report Results.

Milestone 1 involves creating a greenhouse gas emissions inventory and forecast by gathering data on community and corporate energy use and solid waste generation. Milestone 1 reveals how a community or corporate organization consumes energy and generates waste. The inventory process also provides the necessary baseline data against which progress will be measured. By measuring emission production and energy consumption levels at regular intervals, a municipality can see whether its community or corporate organization is reducing emissions and energy consumption or continuing along a business-as-usual trajectory.

The corporate GHG inventory is designed to capture GHG emissions attributable to local government operations. It includes emissions arising from the use of all significant assets and services, including:

- Buildings and Facilities
- Fleet Vehicles
- Streetlights and Traffic Signals
- Water and Wastewater Infrastructure
- Corporate Solid Waste

Using 2021 as the baseline year, staff reassembled the original 2019-2020 Corporate Emissions Inventory data for Milestone 1 to create an updated baseline, initiated after a second review of the corporate emissions inventory selection criteria. Reviewing the Town-owned and operated buildings and facilities included in the initial count of the 2021 Corporate Emissions Inventory data revealed that only the major buildings and facilities, such as the Town hall and the Public Works Yard, were included.

The Business-as-Usual (BAU) Forecast is determined in Milestone 1, which forecasts the rate of GHG emissions for the Town (both corporately and community-wide) if things continue on the current trajectory to 2030. That is, if the Town does not implement any of the GHG emission reduction and climate change mitigation efforts that would be proposed in a climate action plan. The BAU timeline follows the 10-year commitment that the Town has made, with the established baseline of 2021.

With 2021 as the baseline year, the Town produced 1,706 tCO₂e/yr (tonnes of CO₂ per year) and 49,503 GJ/yr (gigajoule of energy per year). Of the Corporation’s overall GHG emissions, the three largest sectors are “Corporate Buildings & Facilities” at 27%, “Water Treatment Infrastructure” at 28% and “Sewage Treatment Infrastructure” at 32%. Water Treatment Infrastructure refers to all town-owned infrastructure for processing and treating water; similar to the sewage treatment infrastructure, it reflects the town’s overall GHG emission production and energy consumption.

Please note that regarding “Corporate Solid Waste,” there will not be a value for energy consumption, as waste does not *produce* energy. The BAU forecasted, using an annual population growth of 1.13% derived from background research for the Lands Needs Study (2021) and a total increase of 12% overall, has projected GHG emissions of approximately 1,900 tCO₂e by 2030. Please note that the projected annual increase in GHG emissions is a theoretical calculation based on an annual population growth rate of 1.13%.

Using the Milestone Framework, an assessment of the Town’s emissions and energy consumption in Milestone 1 allows for a strategic approach to reducing GHG emissions and implementing energy-saving measures. Throughout this process, one can determine areas for improvement and develop a strategy that prioritizes the energy subsectors for improvement. Table 1—Corporate GHG Emissions and Energy Consumption summarizes baseline GHG emissions and energy consumption for the different energy subsectors.

TABLE 1 CORPORATE GHG EMISSIONS & ENERGY CONSUMPTION TABLE

Energy Sectors	Emissions (tonnes)		Energy (GJ)	
Water Treatment Infrastructure	476	28%	14768	30%
Sewage Treatment Infrastructure	542	32%	17771	36%
Streetlights	12.25	1%	1550	3%
Corporate Fleet	158.35	9%	2392	5%
Corporate Building & Other facilities	455.32	27%	13022	26%
Corporate Solid Waste	63.7	4%	N/A	N/A

Please see Appendix A – Corporate Emissions Inventory Summary Table & Business-as-Usual Forecast.

The rationale for assessing the Town’s energy sectors by GHG emissions and energy consumption is to provide a holistic view of where energy is used and how much GHG emissions. For example, with this information, the Town understands that the streetlights contribute only 1% of the Town’s overall emissions but use 3% of its overall energy use in part because they were recently upgraded with LED lights. It should be noted that emissions produced do not directly correlate to energy consumed. This can be seen in the Town’s fleet, which produces 9% of the Town’s overall emissions while consuming 5% of its overall energy. The difference in those values can partly be attributed to a mixed fleet of electric and fossil-fuel-using vehicles.

Milestone 1 – Community Emissions Inventory & Business-as-Usual Forecast

In contrast, the community GHG inventory involves a much larger scope, estimating the GHG emissions generated within the community as a whole. While the Town may have limited control/influence over certain community activities, the primary intent of recording

the community GHG emissions is to document, as accurately as possible, the GHG emissions arising from all significant activities within the municipal boundaries of the community. This includes emissions generated by residential energy consumption and on-road transportation.

The Community GHG Emissions Inventory assessed five activities/energy sectors:

- 1) Stationary Energy;
- 2) Transportation;
- 3) Waste: Community Solid Waste and Wastewater
- 4) Agriculture, Forestry, and Other Land Uses (AFOLU); and,
- 5) Industrial Processes and Product Use (IPPU).

Stationary Energy: Residential, Institutional, Commercial and Industrial Buildings

The residential, institutional, commercial, and industrial (RICI) building sectors, all subsectors of Stationary Energy, track GHG emissions associated with energy use in buildings and within each sector. Emissions in these sectors can be produced directly from stationary combustion of fuels (e.g., natural gas use in boilers and furnaces) or indirectly from grid-supplied electricity or direct energy.

All direct and indirect emissions generated using energy from the RICI building sectors were sourced from Hydro One and Enbridge consumption data. Please note that the methodology and data sources comply with PCP standards (See *Appendix 'B' - Community Emissions Inventory Summary Table, Business-as-Usual Forecast and Methodology* for more details). Energy and emissions consumption data were disaggregated by each subsector (i.e., residential). In 2021, residential accounted for 16.5%, 16% for commercial and institutional use, and 11.5% for industrial use of the total amount of GHG (tCO₂e) consumed. In other words, 44% of the Town's GHG emissions come from the Stationary Energy sector, which only includes buildings.

On-Road Transportation

The community transportation energy sector comprises five subsectors: (1) on-road, (2) off-road, (3) railway, (4) waterborne navigation, and (5) aviation. Of the five subsectors, only the on-road transportation was accounted for, as it had the most applicability. The On-Road transportation sector tracks GHG emissions from vehicles travelling within the community. Emissions in this sector can be produced directly from using fuels, such as gasoline or diesel, or indirectly from grid-supplied electricity (e.g., plug-in electric vehicles). All direct and indirect emissions generated by the use of motor fuels (including electricity) in on-road vehicles.

The fuel sales approach, which involves obtaining records of the total amount of automotive fuel purchased within the community, was used to calculate the GHG emissions from the community transportation sector. This exercise was completed by Kalibrate Canada, a third-party company specializing in generating data analysis, with transportation data being one of its specialties.

On-road transportation accounts for roughly half of the Town's total GHG emissions at 52% through an assessment of 6 fuel sales outlets operating in 2021. Please note that staff have acknowledged that the high value of the transportation data may be attributed to using the

Fuel Sales approach, which assesses the total amount of automotive fuel purchased within the community.

However, this approach, although the simplest to accomplish in terms of data collection and replication, may not always be complete due to the inclusion of fuel volumes used by vehicles travelling through the community on major roads, such as the Town's thoroughfare, Beckwith Street, which forms part of Highway 15. Please note that this approach only considers the amount of fuel consumed in Smiths Falls for 2021.

Staff did not include off-road, railway, waterborne navigation and aviation in the final review of the Transportation Sector due to ineligible applicability and/or insufficient GHG emissions inventory assessment methodology. Moreover, in the opinion of Staff, it was not considered to have a major impact on the creation of the Climate Action Plan.

Solid Waste

The community solid waste sector assessment tracks methane (CH₄) emissions that enter the air directly as waste decomposes at landfills, as well as nitrous oxide (N₂O), and other non-biogenic carbon dioxide (CO₂) emissions associated with the combustion of solid waste at incineration facilities.

Since the Town does not possess a solid waste processing facility, the downstream emissions generated from solid waste disposed at landfills outside the community (i.e., the GHG emissions related to the transportation/collection of solid waste, excluding waste diverted via recycling and/or composting.) were calculated using the "Methane Commitment" approach.

This approach (also known as the "total yield gas" method) estimates the total downstream methane emissions generated throughout the waste's decomposition, measuring the emissions generated from solid waste disposed at a landfill without a Landfill Gas Collection and Utilization (LFG) system. The LFG system reduces GHG emissions from the landfill, generates renewable "green" energy, and reduces odours in and surrounding the landfill site.

Solid waste accounts for only 4% of the Town's overall GHG emissions. Please note that Community Solid Waste refers to the waste collected for the entire Town. This value differs from Corporate Solid Waste, which reflects the waste collected from Town-owned facilities and buildings.

Wastewater and Sewage Treatment Infrastructure (Non-energy related emissions)

The sewage sub-sector tracks energy consumption and the corresponding GHG emissions generated by municipal wastewater infrastructure, such as lift and pumping stations, reservoirs and storage tanks, and treatment facilities. The community and sewage sector tracks the GHG emissions generated from the Town's Wastewater Treatment Facility using the "Population-based" method. In Smiths Falls, the Wastewater Treatment facility also services the Atironto subdivision in Montague Township.

The wastewater and sewage sector contributed the lowest to the Town's community GHG emissions, at less than 0.1%, using the "Population-based" method. Using the town's current population from the most recent statistical census data, the GHG emissions are

calculated based on the methane (CH₄) emission factor, an approach widely used in major urban areas for its simplicity and ease of use.

Please note that the GHG emissions only reflect the fugitive (non-energy-related) emissions generated from wastewater resulting from the treatment and cleaning of sewage and waste—the energy-related emissions for wastewater amount to 32% of the Corporation’s overall emissions.

Industrial Processes and Product Use (IPPU) & Agriculture, Forestry and Other Land Use (AFOLU)

The IPPU sector deals with non-energy-related emissions from industrial processes and product use, such as mineral products, chemical industries, and metal production. Staff reviewed the IPPU sector and determined that, despite being industrial in nature, the existing manufacturing and construction-related businesses did not qualify for inclusion in this sector—they were assessed in the Stationary Energy sector.

The AFOLU sector includes agriculture, forestry, and other land uses, such as managed forests and classified wetlands. Staff reviewed the AFOLU sector to ensure that all relevant areas of concern, such as wetlands and urban tree canopy, are properly evaluated. It was the opinion of Staff that the potential inclusion of eligible land uses, such as the existing Provincially Significant Wetland, into this sector was not appropriate without the proper GHG emission assessment methodology.

Various assessment methodologies exist; however, there is not enough information to apply the existing approaches, such as defining the GHG emissions by type of wetland and landmass. Moreover, unless the size and scale of the existing wetlands are diminished in any way, the GHG emissions output and carbon sequestration potential should stay the same (if everything else remains constant). Staff will continue to review the AFOLU sector once an appropriate and applicable GHG emissions assessment methodology is available.

Community Business-as-Usual Forecast

Similar to the Corporate BAU, using the annual growth rate of 1.13% derived from the Background Research for the Lands Needs Study (2021) and a projected total increase of 11% in GHG emissions overall, the BAU is anticipated to be 100082 tCO₂e by 2030, an increase from 90454 tCO₂e/yr calculated at the baseline year of 2021. Please note that the projected annual increase in GHG emissions is a theoretical calculation based on an annual population growth rate of 1.13%.

TABLE 2 COMMUNITY GHG EMISSIONS & ENERGY CONSUMPTION TABLE

Community Greenhouse Gas Emissions (tCO₂e) by Sector

Energy Sector	Emissions (tonnes)		Energy (GJ)	
Commercial & Institutional	14463.42	16%	585377	26%
Solid Waste	3618	4%	0	0%
Manufacturing Industries & Construction	10381.96	11%	504206	23%
Residential	14919.27	16%	423058	19%
On-Road Transportation	47071.32	52%	710671	32%
Wastewater & Sewage	0.83	0.0009%	0	0%
Total	90454.8		2223312	

Next Steps – Milestone 2

Milestone 2 of the PCP program involves establishing the GHG emission targets for the Climate Action Plan. An emission reduction target specifies the number of emissions the municipality aims to reduce. The GHG emission reduction target is achieved by implementing the measures outlined in the Climate Action Plan, which forms Milestone 3. Milestone 2 establishes the corporate and community emission reduction targets based on the BAU forecast determined in Milestone 1.

PCP reduction targets have three components – they are expressed as a percentage reduction relative to a baseline year (2021), to be achieved by a target year (2030). In accordance with PCP, the target year is recommended to be ten years from the baseline year. For example, Council can adopt a reduction target to reduce its corporate GHG emissions by 10% below 2021 levels by 2030. In this hypothetical scenario, the Town's corporate GHG emissions were 450,000 tonnes in 2021 (the baseline year), and the target would be to reduce emissions to 405,000 tonnes by 2030.

Staff are currently exploring options for creating a menu of tasks related to reducing GHG emissions in each energy sector. A survey was drafted as part of a series of public engagement opportunities to facilitate the establishment of the Town's emission reduction targets. Through their advisory role, the CPWG will assist in developing the Climate Action Plan. With the Milestone 2 survey, the CWPG will provide their expertise and technical advice to ensure sufficient public engagement opportunities for Smiths Falls residents and advise on a suggested emission reduction targets for Council.

At this time, Staff are preparing the survey's rollout. Once the emission reduction target recommendations are determined, Council will be asked to formally adopt the targets, which would then inform the development of the Climate Action Plan. The Climate Action Plan will outline a roadmap of initiatives and strategies to achieve these targets.

This report marks the fulfillment of Milestone 1 of the Milestone Framework and the initiation of Milestone 2. Moreover, it acknowledges the Town's commitment to combating the climate crisis by participating in the PCP Milestone Framework. All values and methodologies presented here align with PCP's standard practice.

Budget/Financial Implications: None at this time; however, future updates on the Milestone Framework will have budget implications as they relate to the completion of Milestones 2 and 3,

Existing Policy: N/A

Consultations: Climate Protection Working Group, Manager of Development Services, Lanark County- Department of Public Works, Greenscale Inc, Enbridge Gas, Hydro One, Kalibrate and Clean Air Partnership

Attachments

Appendix A – *Corporate Emissions Inventory Summary Table Business-as-Usual Forecast and Methodology.*

Notes/Action (space for Council Member's notes):

Respectfully Submitted:

Original copy signed

Richard Grant, Planner I

Reviewed by:

Original copy signed

Karl Grenke, RPP,
Manager of Development
Services

Approved for agenda by

Acting CAO:

Original copy signed

Paul McMunn, CET

Appendix 'A'- Corporate Emissions Inventory Summary Table, Business-as-Usual Forecast and Methodology

2021 Corporate GHG Emissions (tCO2e) by Sector

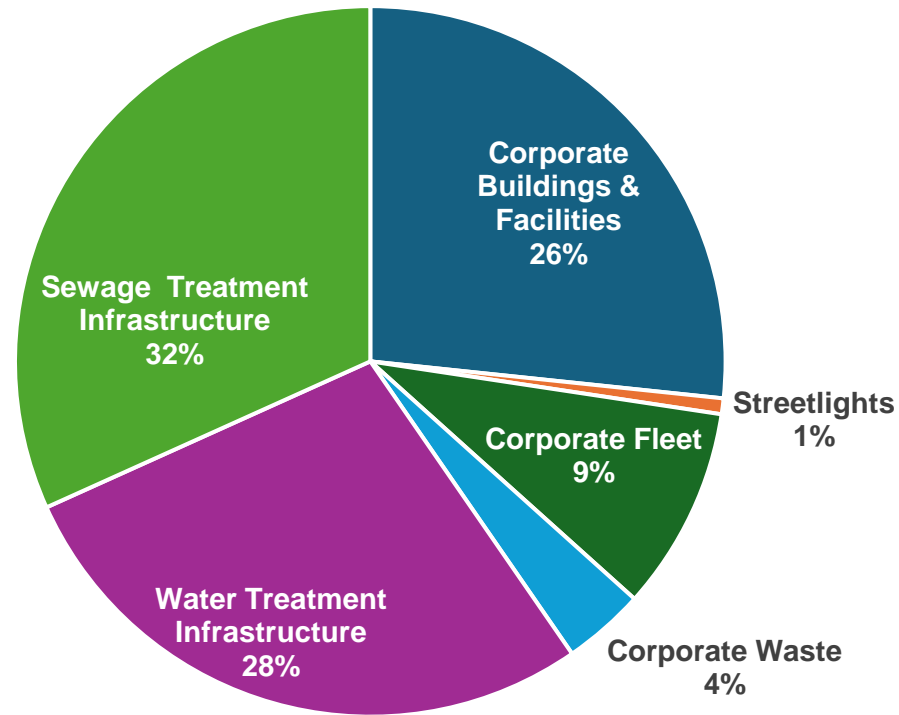


FIGURE 1 2021 CORPORATE GHG EMISSIONS BY SECTOR

Corporate Greenhouse Gas Emissions (tCO2e) by Sector, 2021

Sector	Emissions (tCO2e)	Energy (GJ)
Corporate Buildings & Facilities	455.32	13022
Streetlights	12.25	1550
Corporate Fleet	158.35	2392
Corporate Waste	63.7	N/A
Water Treatment Infrastructure	476	14768
Sewage Treatment Infrastructure	542	17771

2021 Corporate Energy Consumption (GJ) by Sector

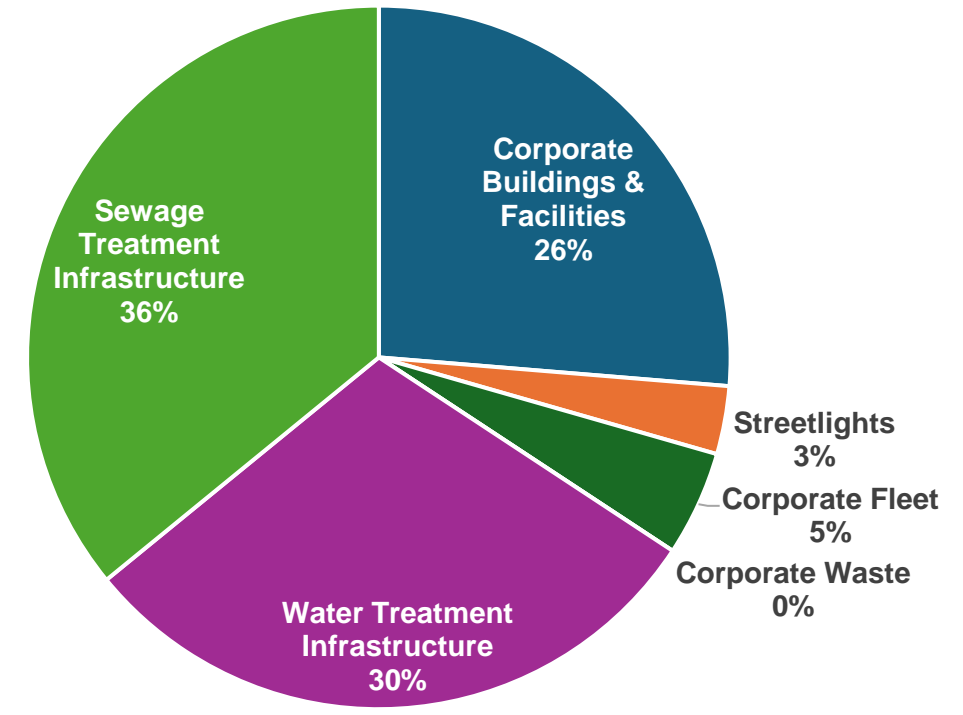


FIGURE 2 2021 CORPORATE ENERGY CONSUMPTION (GJ) BY SECTOR

Note: Corporate Solid Waste consumption data is waste collected at Town-owned buildings and facilities. The Corporate Energy Consumption dataset does not include a “Corporate Solid Waste” component because solid waste does not produce energy.

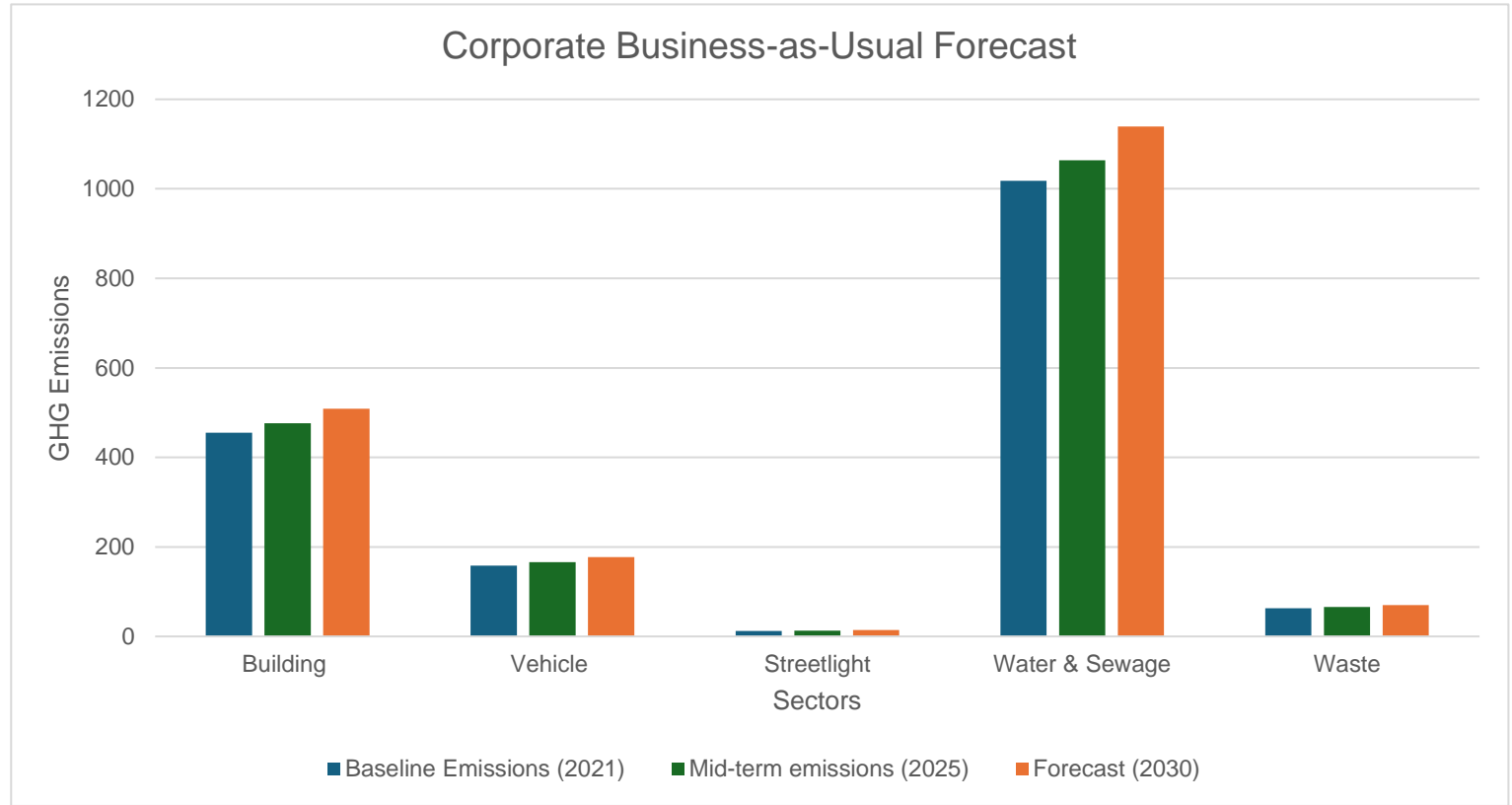


FIGURE 3 CORPORATE BUSINESS-AS-USUAL FORECAST

SECTOR	BASELINE EMISSIONS (2021)	MID-TERM EMISSIONS (2025)	FORECAST (2030)
BUILDING	455	476	509
VEHICLE	158	166	177
STREETLIGHT	12	13	14
WATER & SEWAGE	1018	1064	1139
WASTE	63	66	70
TOTAL	1706	1785	1909

Corporate GHG Emissions Inventory Assessment Methodology Table

Emission Source	Inclusion Protocol	Exclusion Protocol	Data Source	Notes
Buildings & Facilities	Report all direct and indirect energy emissions generated at corporate buildings and facilities. Include all buildings and facilities owned and/or operated by the local government, including those leased to a person or other legal entity	Exclude energy consumed by water and wastewater infrastructure (e.g. lift stations, treatment plants, etc.); emissions generated by these facilities are accounted for in the water and wastewater sector.	2021 Hydro One consumption data 2021 Enbridge consumption data	Electricity and natural gas consumption for all corporate-owned buildings is captured in 2021 Hydro One and Enbridge consumption data.
Fleet	Report all direct and indirect emissions generated using motor fuels (including electricity) in corporate vehicles and equipment. Include all on- and off-road vehicles owned and/or operated by the local government, including all corporate-owned public transit (i.e. local rail and bus systems).	In certain instances, it may not be possible to distinguish electricity consumed in vehicles and equipment from electricity consumed by a building or facility. In these cases, indirect emissions from electricity consumed by vehicles may be reported in the corporate buildings sector.	2021 Esso Fuels sales data	The 2021 Esso fuels sales data capture all fuel consumption for the corporate-owned fleet. The "Buildings & Other Facilities" dataset captures consumption data for electrified vehicles.
Streetlighting	Report all indirect emissions generated from the use of electricity for outdoor lighting. Consider all outdoor lighting (e.g. streetlights, traffic signals, park lighting, etc.) owned and/or operated by the local government, including lighting systems that are leased to a private management company or utility	GHG emissions from streetlights owned and operated by a regional or neighbouring municipality may be excluded from the corporate GHG inventory.	2021 Hydro One consumption data	All energy consumption data for streetlights are captured in Hydro One data.
Water and Wastewater	Report all direct and indirect emissions associated with municipal water and wastewater infrastructure energy use. Include all infrastructure owned and/or operated by the local government, including infrastructure that is leased to a utility or private management company	GHG emissions from infrastructure owned and operated by a regional authority or neighbouring municipality may be excluded from the corporate GHG inventory.	2021 Hydro One consumption data 2021 Enbridge consumption data	All consumption data for water and wastewater use is collected in the 2021 Hydro One and Enbridge consumption data.
Solid Waste	Report the total downstream emissions associated with the landfilling or incineration of waste generated by the Town during the inventory year. Includes waste generated at all corporate-owned buildings and facilities as well as parks and public receptacles		GIM Data for all corporate waste collection	All the consumption data is collected from GIM

Appendix 'B'- Community Emissions Inventory Summary table, Business-as-Usual Forecast and Methodology

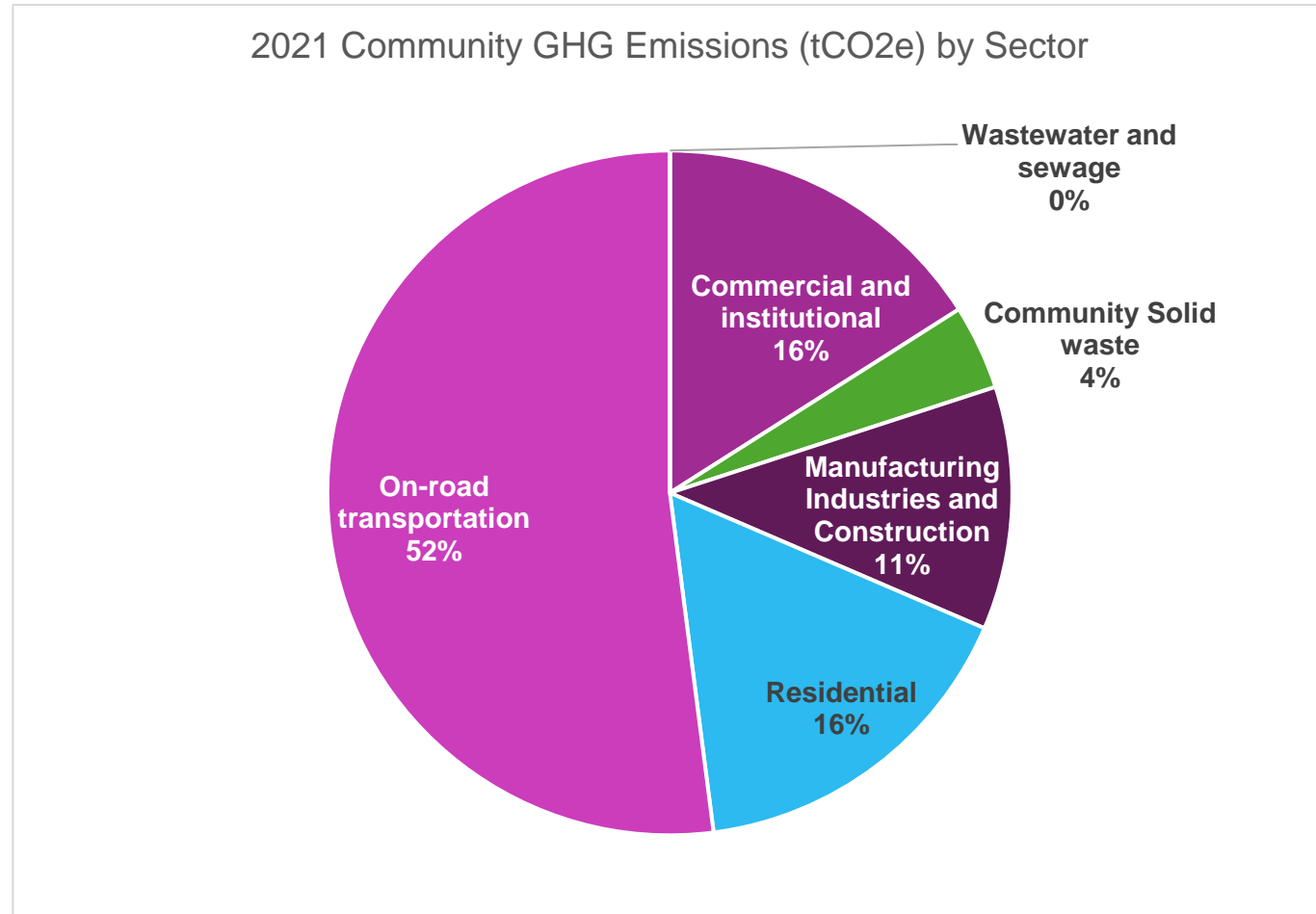


FIGURE 4 2021 COMMUNITY GHG EMISSIONS BY SECTOR

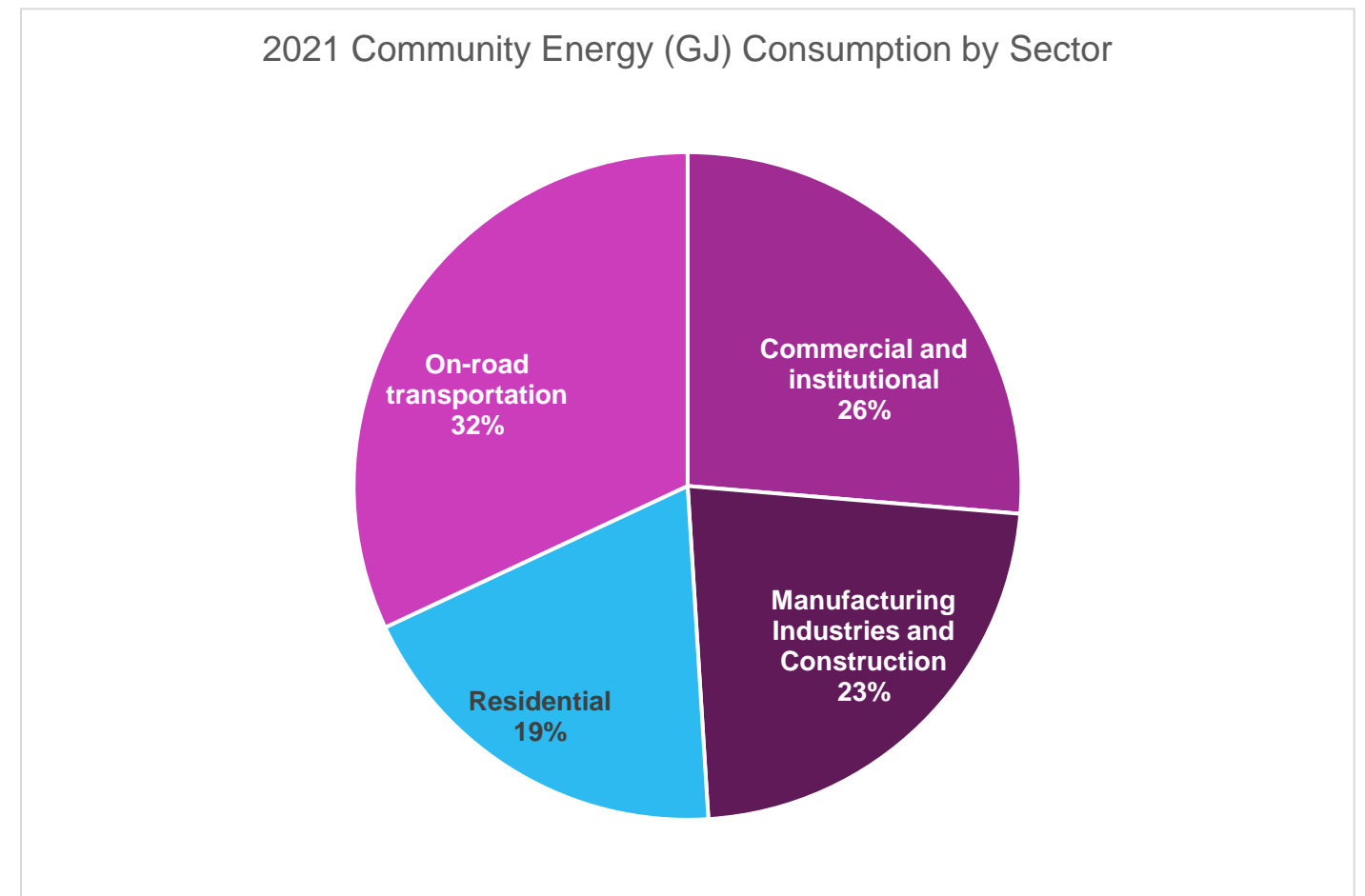


FIGURE 5 2021 COMMUNITY ENERGY CONSUMPTION BY SECTOR

Community Greenhouse gas emissions (tCO2e) by sector, 2021		
Energy Sector	Emissions (tonnes)	Energy (GJ)
Commercial & Institutional	14463.42	585377
Solid Waste	3618	N/A
Manufacturing Industries & Construction	10381.96	504206
Residential	14919.27	423058
On-Road Transportation	47071.32	710671
Wastewater & Sewage	0.83	N/A

Note: The Wastewater and Sewage energy sector measures 0.83 tCO2e, which equates to less than 0.00092% of total emissions; hence, the value of 0% is presented in the chart above.

However, it should be noted that the 0% value represents the non-energy-related emissions determined using the Population-based method to estimate GHG emissions. In this case, non-energy-related emissions are the fugitive emissions from the wastewater treatment process.

All energy-related emissions for the wastewater treatment plant are included in the Corporate GHG Inventory Dataset.

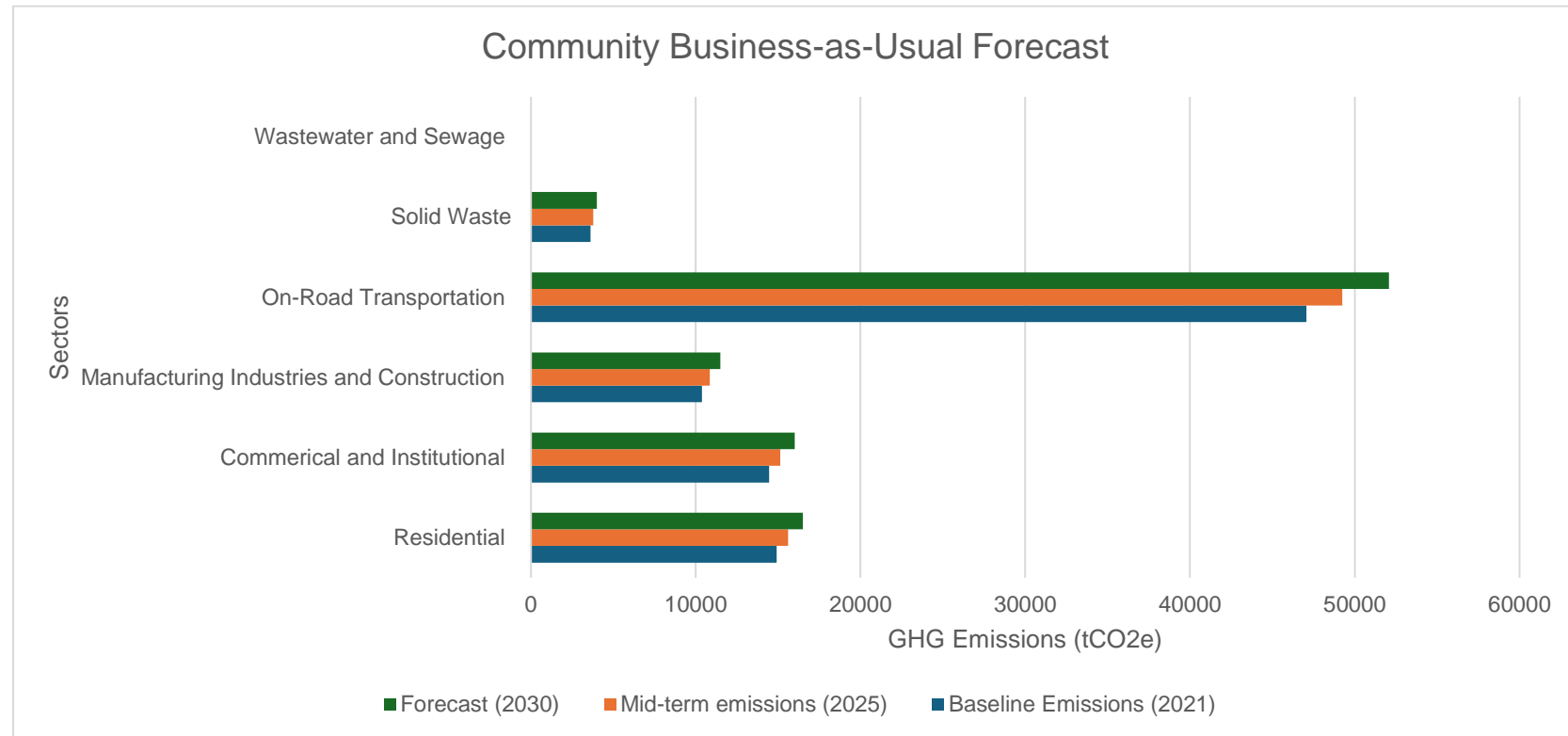


FIGURE 6 COMMUNITY BUSINESS-AS-USUAL FORECAST

Note: Because the Wastewater and Sewage value for the BAU in Figure 6 is less than 1%, its representative value appears on the graph as 0.

SECTOR	BASELINE EMISSIONS (2021)	MID-TERM EMISSIONS (2025)	FORECAST (2030)
RESIDENTIAL	14919	15605	16507
COMMERCIAL AND INSTITUTIONAL	14463	15128	16003
MANUFACTURING INDUSTRIES AND CONSTRUCTION	10382	10859	11487
ON-ROAD TRANSPORTATION	47071	49235	52081
SOLID WASTE	3618	3784	4003
WASTEWATER AND SEWAGE	1	1	1
TOTALS	90454	94612	100082

Community GHG Emissions Inventory Assessment Methodology Table

Sectors and subsectors	Inclusion Protocol	Exclusion Protocol	Data Source	Notes
Stationary Energy				
Residential buildings	Report all direct and indirect emissions from energy use at community buildings (residential dwellings, institutions, commercial establishments, industrial facilities, etc.).	Carbon dioxide (CO2) emissions associated with the combustion of biomass and biomass-based energy sources (e.g. wood, wood residuals, pellets, etc.) are of biogenic origin and may be excluded from the GHG inventory.	2021 Hydro One (Electricity) and Enbridge (Natural Gas) Consumption Data	Energy generated from other fuel types is excluded. Difficulty in using disaggregating electricity and natural gas data from commercial and industrial buildings. Energy subsectors not included: Energy industries; energy generation supplied to the grid; Agriculture, forestry, and fishing activities; non-specified sources; fugitive emissions from mining, processing, storage, and transportation of coal; and Fugitive emissions from oil and natural gas.
Commercial and institutional buildings and facilities			2021 Hydro One (Electricity) and Enbridge (Natural Gas) Consumption Data	
Manufacturing industries and construction			2021 Hydro One (Electricity) and Enbridge (Natural Gas) Consumption Data	
Transportation				
On-road	Report all direct and indirect emissions from motor fuels (including electricity) in on-road vehicles and public transit systems. On-road vehicles are designed for transporting people, property, or material on paved roads (e.g. cars, vans, trucks, motorcycles, etc.).	In certain instances, it may be impossible to distinguish electricity consumed in vehicles from that consumed by a building or facility. In these cases, indirect emissions from electricity consumed by vehicles may be reported in the appropriate building sector.	2021 Fuel sales data from Kalibrate	Only aggregated fuel sales from gasoline and diesel for six operating outlets. Energy subsectors not included: railways, waterborne navigation, aviation, and off-road transportation.
Waste				
Disposal of solid waste generated in the city	Report all downstream emissions generated from all solid waste disposed of outside the community during the inventory year.		2021 GIM Collection Data	It also contains the I.C.I. sectors.
Biological treatment of waste generated in the city				
Incineration and open burning of waste generated in the city				
Wastewater generated in Town			2021 Stats Canada Smiths Falls Population Data	Uses Population-based method in PCP Milestone Tool. Only measures the non-energy related emissions generated from the wastewater treatment facility in Town
Industrial Processes and Product Use (IPPU)				
Industrial Processes	If combustion emissions from fuels are obtained directly or indirectly from the feedstock, those emissions shall be allocated to IPPU.	If fuel sales are combusted for energy use, the emissions from fuel use shall be counted under <i>stationary energy</i> . The emissions shall be reported under <i>stationary energy</i> if the derived fuel is transferred from combustion in another source category.		
Product use				
Agriculture, forestry, and other land use (AFOLU)				
Livestock				
Land				
Aggregate sources and non-CO2 emission sources on land				
Other Scope 3				
Other Scope 3				



To: Mayor and Council
 From: Kerry Costello, Town Clerk
 Date: September 18, 2024
 Committee of the Whole Date: September 23, 2024
 Title: Municipal Elections Act (MEA) Modernization

- For Direction
- For Information
- For Adoption
- Attachment (41 pages)

Recommendation: THAT Council of the Corporation of the Town of Smiths Falls pass a resolution supporting the Association of Municipal Clerks and Treasurers (AMCTO) as they have proposed several recommendations within their submission, Modernizing the Municipal Elections Act for the 21st Century, for the short, medium, and long-term to address some of the challenges and opportunities in local elections. Recommendations focus on outcomes-based solutions that seek to strengthen public trust and electoral integrity; enhance accountability and transparency while making compliance and enforcement easier; and providing permissive legislation that reduces administrative complexity. AMCTO and their membership would like to see the Province

1. Implement priority and secondary recommendations well ahead of the next election.
2. Amend the Act to include a legislative mandate to review the Act every four years.
3. Strike a working group with AMCTO and other stakeholders to review:
 - a. Developing a regulation that defines "tenancy", "spouse of a non-resident" and "occupancy" for electoral purposes;
 - b. Reviewing and updating the campaign finance framework; and
 - c. Reviewing and updating the third-party advertising framework.
4. Commit to a comprehensive review and re-write of the Municipal Elections Act in consultation with AMCTO and other municipal stakeholders ahead of the 2030 elections.

Purpose: Ontario's framework for local elections is set out in the Municipal Elections Act (MEA) which will be 30 years old by the next election cycle in 2026. For local elections to be run more efficiently and to ensure improved compliance, the Act should be streamlined, modernized, and re-designed to assist voters, candidates, contributors, and advertisers with understanding their responsibilities while reducing operational and administrative burden for election administrators.

As the largest voluntary municipal association in Ontario with members working across the province, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) takes the position that local governments serve as the most transparent level of

government with openness and accountability at the core of operations. To continuously improve public trust, a comprehensive review of the MEA is needed in consultation with the sector. By reviewing and re-writing the MEA to reflect today's challenges in bolstering public trust, improving voter turnout, and improving overall election administration; voters, residents, candidates, third parties, interest groups and election administrators can rely on a modern act that is clear and consistent, while ensuring that processes are accountable and transparent.

(AMCTO: Modernizing the Municipal Elections Act for the 21st Century)

Background: AMCTO have proposed several recommendations within their submission entitled: *Modernizing the Municipal Elections Act for the 21st Century* (attached as Appendix A). This submission is the result of continuous work by their Municipal Elections Act Working Group, ongoing conversations with members, as well as feedback from Ontario clerks following the 2022 municipal elections. The goal of this submission is to improve and modernize the MEA and its regulations.

There are three (3) “General Recommendations” in AMCTO’s submission:

1. Overhaul/Update the Act - although this may not be possible by 2026, AMCTO is urging the Province to commence consultations immediately for the 2030 election. The current Act is a patchwork of amendments that makes it complicated to read.
2. Include requirement to review the Act every election year.
3. Review how current legislation, regulations and prescribed forms treat personal information, considering a privacy lens.

AMCTO’s recommendations listed in their submission centre around three broad themes. Primary recommendations have been listed in this report. Secondary and long-term recommendations can be reviewed in totality in their attached submission.

1. Strengthening Public Trust and Electoral Integrity

- Amend the Act to include a preamble that captures the principles of elections as the principles listed are fundamental to the administration and exercise of all elections.
- Establish a mechanism that permits the Minister of Municipal Affairs, in consultation with affected communities, to alter municipal and school board election day if it falls on a day of cultural or religious significance.
- Amend the Act so that, if requested, schools and institutions must allow space for advance polls and voting day free of charge.
- Require school boards to schedule one of the provincially required Professional Activity (PA) days on municipal and school board election day.

2. Enhancing Accountability and Transparency while Making Compliance and Enforcement Easier

- Remove the 25-signature endorsement requirement.
- Investigate incentives to support genuine candidacy while addressing frivolous campaigns, including the nomination filing fee refund.
- Amend the Act so that no candidate shall accept a contribution over \$1,200 from a single resident.
- Clarify that any resident of Ontario may submit a compliance audit application, consistent with contribution rules.
- Consider setting one 90-day period for compliance audit applications for initial and supplementary financial statements to simplify the process.
- Roll the review of contributions and over-contributions to candidates and third-party advertisers into the Compliance Audit Committee (CAC) process and permit the committee to decide whether to commence a legal proceeding against a candidate or third-party advertiser for an apparent contravention.
- Expand decision timelines for CACs in Subsection (8) from 30 days to 45 days.
- Clarify roles with respect to CACs wherein council is responsible for establishing the committee and the Clerk is responsible for making appointments.

3. Permissive Legislation that Reduces Administrative Complexity

- Modernize the language of the Act and regulations by removing gendered references and including references to encompass all voting methods.
- Ensure all definitions that appear in the Act are captured in and limited to Section 1, and update definitions to add clarity.
- Clarify references to municipal business hours as well as dates that constitute a weekend or holiday as defined pursuant to the Legislation Act, 2006.
- Move nomination day to July, shortening the campaign period to be more consistent with federal and provincial nomination periods.
- Enable clerks to determine what voting method is best as the local chief electoral officer and align timelines related to clerk's procedures.
- Change the timeline for proxy appointment to begin September 1st for a regular election.
- Expand the timeline for reporting on accessible elections from 90 days to 120 days.
- Consider aligning the spending limit certificate requirements and timelines between candidates and third-party advertisers for consistency.
- Update existing provincial guides and forms and provide additional guidance to voters, candidates, third-party advertisers, and election administrators.

Analysis and Options:

1. **(Recommended):** THAT Council support the attached resolution calling for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.
2. **(Not Recommended):** THAT Council not support the recommended resolution and do nothing.

Budget/Financial Implications: N/A

Link to Strategic Plan: N/A

Existing Policy: Municipal Elections Act
Other Various Provincial Acts and Regulations

Consultations: Senior Management Team

Attachments: Appendix 1 – Modernizing the Municipal Elections Act for the 21st Century

Respectfully Submitted by:

Approved for agenda by CAO (Acting):

Original Copy Signed:

Original Copy signed:

Kerry Costello, Clerk

Paul McMunn, Director of Public Works Utilities



AMCTO
THE MUNICIPAL EXPERTS

**Modernizing the
Municipal Elections Act
for the 21st Century**



Introduction

The *Municipal Elections Act (MEA)* legislates the processes for how local elections operate in Ontario. It provides municipal staff who are also local election administrators with the framework in which to organize and run efficient municipal elections. It provides voters, candidates and third-party advertisers with guidance on qualifications for participating in local democracy. The *Act* serves as an important tool for local election accountability, ensuring smooth democratic processes for citizens across Ontario, and is key to voter and public trust in local governments.

While public trust has always been [front and centre to democratic processes](#)¹, since the COVID-19 pandemic there has been [commentary, concern and cautions raised](#) about the state of trust in public institutions at all levels of government and the state of the democratic process that empowers those institutions². Applying a continuous improvement mindset to the rules and framework that support local democracy ensures democratic processes are modernized, reflect current circumstances and technology, meet citizen expectations, and continue to be reliable.

As the largest voluntary municipal association in Ontario with members working across the province, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) takes the position that local governments serve as the most transparent level of government with openness and accountability at the core of operations. To continuously improve public trust, a comprehensive review of the *MEA* is needed in consultation with the sector. By reviewing and re-writing the *MEA* to reflect today's challenges in bolstering public trust, improving voter turnout, and improving overall election administration; voters, residents, candidates, third parties, interest groups and election administrators can rely on a modern act that is clear and consistent, while ensuring that processes are accountable and transparent.

To keep public trust and improve safeguards, a review should apply a lens considering the ever-changing landscape that impacts election administration. This includes [threats of foreign interference](#)³,

¹ AMCTO. 2015, *Submission on the Municipal Elections Act*. <https://www.amcto.com/sites/default/files/2023-05/AMCTO-MEA-Submission.pdf>

² Bridgman, A., et al. Mis- and Disinformation During the 2021 Canadian Federal Election. Media Ecosystem Observatory. March 2022. https://www.mcgill.ca/maxbellschool/files/maxbellschool/meo_election_2021_report.pdf

³ For instance, Ball, Stewart. "China tried to influence last two federal elections, says report released by CSIS." *Global News*. 31, Jan. 2024. <https://globalnews.ca/news/10264872/canada-china-foreign-interference-elections-csis-report/>



increased spread of misinformation⁴ and the increased use of technologies like artificial intelligence (AI) that presents both [opportunities](#)⁵ and [challenges](#)⁶ for election administration and for supporting candidates and voters in their electoral participation. A fulsome review should also contemplate how to ensure the continued health of our local democracies, something the Association of Municipalities of Ontario (AMO) is looking at currently through their [Healthy Democracy Project](#)⁷.

While we know this is easier said than done and recognize that the legislation contains a patchwork of provisions which attempts to fill in gaps, this approach has made the overall MEA in its current form, more challenging to read, interpret, comply with, and enforce. With the upcoming 2026 municipal elections, municipalities will be planning earnestly early next year, and a focus on renewing the election frameworks has never been timelier.

This submission has been prepared by AMCTO with a goal to improve and modernize the MEA and its regulations. It highlights the need for revisions as conducted on a line-by-line basis and considers how the proposed amendments would impact other acts such as the *Education Act, 1990* and the *Assessment Act, 1990*. Our recommendations focus on outcomes-based solutions across three broad themes:

1. **Strengthening Public Trust and Electoral Integrity**
2. **Enhancing Accountability and Transparency while Making Compliance and Enforcement Easier**
3. **Permissive Legislation that Reduces Administrative Complexity**

Through this submission, we also identify a proposed timeline to assist the Province in planning for continuous improvements to the Act. These recommendations are labelled as:

- **Priority:** those we believe must be implemented through legislative updates ahead of 2026
- **Secondary:** those we believe can and should be implemented through legislative updates ahead of 2026
- **Long-term:** those that may require further investigation, analysis, and collaboration between the Province, AMCTO, municipalities, and other affected stakeholders to get right.*

**It should be noted that these are no less important to AMCTO members and we would encourage the Province to initiate work on them as soon as possible.*

This submission is the result of continuous work by our MEA Working Group, ongoing conversations with members, as well as feedback from clerks following the 2022 municipal elections. Through this submission, we hope to inspire the Province to take action in reviewing the MEA and to inform a broader dialogue around local election administration, the importance of openness and accountability in local government.

⁴ For instance, Thompson, Elizabeth. "Disinformation, foreign interference threatening Canada's electoral system, elections watchdog warns." *CBC News*. 22, June 2022. <https://www.cbc.ca/news/politics/canada-elections-watchdog-cote-1.6497875>; Bridgman, A., et al. Mis- and Disinformation During the 2021 Canadian Federal Election. Media Ecosystem Observatory. Mar. 2022. https://www.mcgill.ca/maxbellschool/files/maxbellschool/meo_election_2021_report.pdf

⁵ Deepack P et al. *AI Magazine*. "AI and core electoral processes: Mapping the horizons." V. 44.3 Fall 2023. <https://onlinelibrary.wiley.com/doi/full/10.1002/aaai.12105>

⁶ Leaders. "How worried should you be about AI disrupting elections?" *The Economist*. 31 Aug. 2023. <https://www.economist.com/leaders/2023/08/31/how-artificial-intelligence-will-affect-the-elections-of-2024>

⁷ See <https://www.amo.on.ca/about-us/healthy-democracy-project>



Background

Elections occur in 414 cities, towns, and villages[†] across Ontario to ensure that 2,842⁸ municipal offices and 676⁹ school board trustees are elected through processes that run as efficiently and effectively as possible within the current legislative framework.

While the *MEA* sets out the rules for local elections, the *Assessment Act, 1990* and the *Education Act, 1990* also contain provisions impacting local elections; adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario.

quality assurance testing
compliance audit post-election reporting
staff training committee recruitment
ward boundary candidate support
election monitoring financial statement reviews
representation reviews overseeing prosecutions
new council orientation stakeholder relationships
vendor procurement supply chain management
voters list updates local scouting
volunteer recruitment

Election administration is a complex endeavour that municipal staff lead and oversee. This includes a multi-year planning and implementation journey that continues up to a year or more past election day. As election administrators, municipal clerks support candidates, third-party advertisers, election workers, and voters by overseeing ballot and technology preparation; coordinating supply chain management and vendor selection;

performing security reviews; preparing election reports; revising voters' lists; overseeing compliance audit committees (CACs); and responding to possible prosecutions. In many Ontario municipalities, this work may be done by one or two people.

Election administrators take pride in executing fair, accountable, transparent, accessible, and reliable local elections and are always looking for ways to continuously improve the delivery of these important services. An updated *MEA* would allow election administrators to do their jobs more efficiently and effectively while providing needed clarity to local candidates, third-party advertisers, voters and the general public.

To ensure administrators can pivot and implement legislative changes without impacting planning for the 2026 municipal elections, we urge the Province to act swiftly to consult on, then enact the following recommendations and updates to the *MEA*.

[†] While there are 444 municipalities in Ontario, 414 hold elections. The other municipalities are upper tiers, representatives for which are elected or appointed through lower tiers locally.

⁸ Association of Municipalities of Ontario (AMO). "Analysis of 2022 Municipal Post Election Data", 14 Nov. 2022. <https://www.amo.on.ca/policy/municipal-governance-indigenous-relations/analysis-2022-municipal-post-election-data>

⁹ Ontario Education Services Corporation. "Post Election Data," 1 Nov. 2022. <https://elections.ontarioschooltrustees.org/Resources/pdf/2022Data/Post-Election%20Data%20-%20All%20School%20Boards.pdf>



Overview of the Issues

Strengthening
Public Trust &
Electoral Integrity

As outlined in the introduction, the *MEA* in its current form needs to be comprehensively reviewed in consultation with the sector and re-written. Processes can be streamlined, rules improved, provisions re-ordered, and clarity brought forward to ensure that voters, residents, candidates, third-parties, interest groups and election administrators have a modern act that is clear and consistent, while ensuring that processes are accountable and transparent.

Enhancing
Accountability
& Transparency
while Making
Compliance &
Enforcement
Easier

Some of the top concerns identified by AMCTO members include the current legislation containing a patchwork of amendments, repealed sections, and transitional provisions that are no longer relevant. On top of this, there are other structural issues in the how the Act is laid out, that make it difficult for voters, candidates, and organizations to understand and manage. Often a clause in one section must be read with a clause in another section, or within another act, which makes reading and complying with the rules difficult to do.

Permissive
Legislation
that Reduces
Administrative
Complexity

Another significant issue has been the lack of harmonization of local election rules across the three Acts (*MEA*, *Assessment Act*, *Education Act*) that set out the complex rules for municipal and school board elections. School board trustee candidates and voters must interpret three pieces of legislation to understand their qualifications. Moreover, because school support has two purposes under legislation – election and assessment – outdated legislative requirements make it difficult to match school support to voters which can mean delays at the polling station.

Rules on campaign finance and third-party advertising are also complex and difficult to oversee and enforce. There needs to be a thorough review of both frameworks to streamline rules and introduce mechanisms to make enforcement more efficient. This must include examining enforcement such as the compliance audit process, offences, and penalties.





Recommendations

The *MEA* will be 30 years old when the next scheduled municipal and school board elections take place in October 2026. While there have been a few changes to the *Act* since the last formal review, the current mix of political, environmental, social, technological, and legal factors make this an opportune moment to modernize the *Act*.

A review and re-write of the *Act* should also include a concurrent review of relevant sections of the *Education Act* and *Assessment Act* which contain provisions that add further complexity to the local election picture.

General Recommendations

- 1. Overhaul and update the *Act* to ensure that it is future-proof, addresses current gaps, streamlines rules, and brings added clarity well ahead of the 2030 election.**

While it may not be possible to complete a top-to-bottom re-write and re-design of the *Act* ahead of 2026, AMCTO is calling on the Province to launch consultations and engage our members to begin the process as soon as possible. The goal is to bring forward brand new legislation by 2028 at the latest, ahead of the 2030 municipal elections. The project planning for this endeavour should begin now, informed by discussions with AMCTO, Elections Ontario, the Municipal Property Assessment Corporation (MPAC) and Association of Municipalities of Ontario (AMO).

A new *Act* would breathe new life into local government elections by rebuilding a fulsome statute instead of relying on the current patchwork of fixes that make the legislation more complicated than necessary. A new *Act* would make it easier for voters, candidates, and third-party advertisers to understand, comply with and participate in democratic processes. A review also provides an opportunity to bring innovation to election administration so that Ontario is looked to as a leader in the local democratic process in Canada.

2. Include a legislative requirement to review the Act after every scheduled municipal and school board election year.

While a comprehensive review should ensure the Act does not become quickly outdated, with the pace of technological and societal change, the MEA will continue to need regular review and updating. We are suggesting that the Act be substantially reviewed at least every four years with a specific legislative requirement to do so.

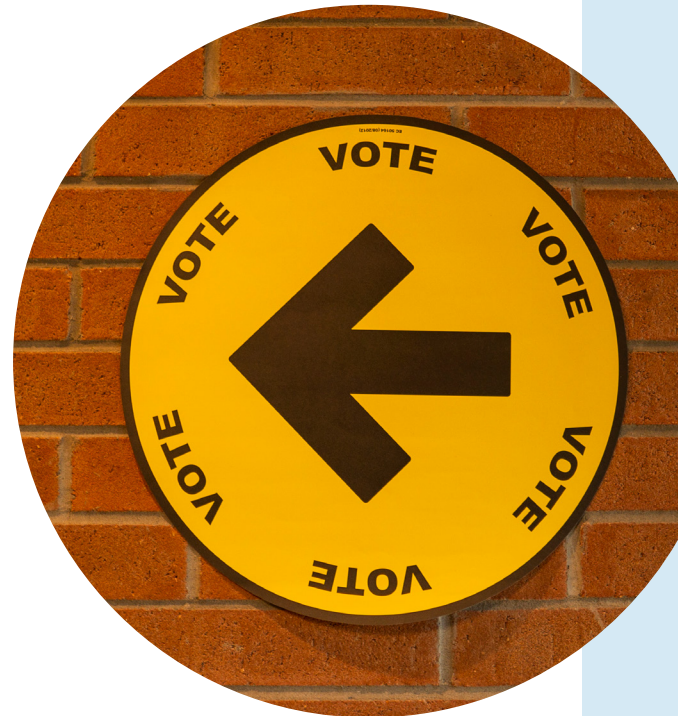
3. Review how the current legislation, regulations, and prescribed forms treat personal information, considering a digital privacy lens.

In the past few years, privacy protection has become increasingly important. With increased vitriol both in-person and in digital public spaces, members of the public, candidates for elected office, and other officials have expressed concern about the protection of personal information. Furthermore, as personal safety concerns have become increasingly alarming, it is essential that steps are taken to protect the privacy of individuals while balancing the need for increased transparency in local elections.

For instance, [several municipalities have passed resolutions](#) calling on the Province to remove requirements to post personal information online including candidate and contributor home addresses¹⁰. Anecdotally, several clerks have noted that they have received requests from those who experienced harassment or violence and consequentially, they do not want their information appearing on the voters' list.

Unlike provincial election legislation, the MEA does not explicitly allow for the redaction of certain information when posting documents online. Section 4.7 of the [Elections Act, 1990](#) gives Elections Ontario, upon request, the authority to redact certain personal information if the Chief Electoral Officer reasonably believes posting the information would endanger the person's life, health, or security. Further, section 4.8 of the *Elections Act* restricts the sharing of names, addresses, and unique identifiers of electors to certain persons.

For municipal election legislation, consider allowing for redaction of personal information or removing the requirement for municipalities to post personal information online while ensuring information is still available to clerks or to any other body to review qualifying addresses for contributions.



¹⁰ See for instance, <https://kitchener.citynews.ca/2023/04/26/region-of-waterloo-asks-province-to-keep-home-addresses-of-local-candidates-donors-private/>

Recommendations to Strengthen Public Trust and Electoral Integrity

Electoral integrity is a core focus of election administration and critical to ensuring public trust. While all recommendations are built on the foundation of electoral integrity, recommendations listed under this theme speak to the need to provide support to electors, residents, and administrators in this endeavour.

Priority Recommendations

1. Amend the Act to include a preamble that captures the principles of elections recognized by the court and the intended outcomes of the Act.

One way to enhance the clarity of the *MEA* is to ensure that the text matches core guiding principles of elections.

As we noted in our [2015 submission](#)¹¹, in *DiBiase v. Vaughan (City)*, 2007, the Honourable Justice Peter Howden of the Ontario Superior Court wrote that in making its finding, the court relied upon the principles articulated in a previous Supreme Court of Canada ruling (*Haig v. Canada*, 1993), specifically that:

- The secrecy and confidentiality of the voting process is paramount;
- The election shall be fair and non-biased;
- The election shall be accessible to the voters;
- The integrity of the voting process shall be maintained throughout the election;
- There is to be certainty that the results of the election reflect the votes cast;
- Voters and candidates shall be treated fairly and consistently; and
- The proper majority vote governs by ensuring that valid votes be counted, and invalid votes be rejected so far as is reasonably possible.

These principles are fundamental to the administration and exercise of elections at all orders of government in Canada. They are in fact, central to the *MEA* itself, and should be embedded in the Act.

2. Establish a mechanism that permits the Minister of Municipal Affairs, in consultation with affected communities, to alter municipal and school board election day if it falls on a day of cultural or religious significance.

The 2022 municipal and school board election day fell during Diwali, an important festival observed by many communities across the province. In future years, it could be the case that election day falls on another culturally or religiously significant festival or event.

While many municipalities provide advance voting opportunities, local elections rely on volunteers as well as municipal staff to support election day activities including running voting locations.

¹¹ See <https://www.amcto.com/sites/default/files/2023-05/AMCTO-MEA-Submission.pdf>



Candidates for office may also be impacted as they may wish to be with family and friends during these special occasions. For residents and staff of the impacted communities it can be a difficult decision to choose between missing personal celebratory commitments or missing an important democratic process. This could be a contributing factor to lower voter turnout and election staffing resources.

Section 9.1 (6) of the [Ontario Election Act, 1990](#)¹² contains a mechanism through which an alternative day can be chosen for provincial elections. A mechanism for selecting an alternative day is needed for local elections, however the selection of a suitable alternate day should not be left to individual clerks as there is a policy imperative that municipal and school board elections must be held on the same day across the province.

Moreover, as clerks need ample time to ensure that they can plan and execute elections, the selection and communication of an alternate date would need to be done well in advance, at least by the January in the year prior to the year of the election, if not earlier.

3. Amend the Act so that, if requested, schools and institutions must allow space for advance polls and voting day free of charge.

To facilitate in-person voting, municipal clerks and their staff require large, central, and accessible locations to host voters on advance voting and election days. Often, the best facilities are local schools. While the MEA allows clerks to use certain buildings, including schools, as voting locations ([section 45\(4\)](#)), health and safety concerns often cited by school administrators make the location selection process less seamless than it should be.

While school boards are required to provide space on election day, clerks often face administrative difficulties in securing these spaces. For example, we have heard from members that some school administrators request that municipalities hire security personnel or may not provide access to facilities such as washrooms, or access to school staff during election day, and some refuse access altogether. This leaves clerks with challenges confirming voting locations and without the enforcement tools to secure these spaces.

Additionally, all electors should have access to voting in multiple locations on all voting days. As per the [definition in section 5 the MEA](#)¹³, “voting day in a regular election is the fourth Monday in October” which does not specifically include advance voting opportunities. For instance, schools can currently say no to advance polls, or can charge a permit fee. The Act should be changed so that schools must allow advance polls if requested, and free of charge.

On election day, institutions like long-term care homes become polling locations for the Province’s most vulnerable electors. However, there may be issues with accessing these locations because of outbreaks or other circumstances, which can make casting votes more difficult. Explicitly allowing voting to take place in institutions and schools on advance voting days allows clerks to provide more electors more choice in when and where to cast their ballots.

¹² See the *Election Act, R.S.O. 1990, c. E.6*

¹³ See section 5 in the *Municipal Elections Act, 1996*

4. Require school boards to schedule one of the provincially required Professional Activity (PA) days on municipal and school board election day.

Further to the above, enhancing safe schools on voting day is a priority for everyone. This goal can be achieved by reducing the number of people in schools. To do this, one of the mandatory PA days should fall on election day and while some school boards practice this, there remains inconsistency across the province.

AMCTO previously shared an analysis of locally scheduled PA days that showed that moving PA days every four years to coincide with municipal election days is unlikely to be a significant burden for school boards as there is a pattern of October PA days. School boards should be required to schedule one of the provincially mandated PA days on municipal and school board election day to facilitate the election of their own representatives and so that election administrators can focus on providing safe electoral services.

Ahead of the 2022 municipal elections our Association [made formal requests of school boards](#) to schedule one of the mandatory PA days on election day¹⁴. We also asked that these dates be included every four years as part of the annual school year calendar development.

Following this advocacy push, we were pleased to see an increase in the number of school boards that scheduled a PA day in 2022, with [encouragement from the Ministry of Education](#)¹⁵. However, this remains an issue for future elections, requiring a permanent, reoccurring solution.



Secondary Recommendations

5. Remove the requirement for employees of a municipality or local board to provide notice of their intention to stand for election to council.

There are areas where the rules and guidance within the Act should provide more certainty to candidates and to electors to facilitate their participation in local democracy. Potential candidates for municipal office, who happen to work for a municipality or a local board, should be provided the same, equal opportunity as other candidates who are not required to declare their intentions until they submit their paperwork. Municipal staff are responsible to their employer and so should follow established HR protocols for taking leave. By removing the requirement for municipal employees to provide council with notice of their intention to stand for election, all candidates can be treated fairly.

¹⁴ See AMCTO letter, September 2021, to School Board Directors of Education & Board Chairs re PD Days <https://www.amcto.com/letter-to-school-boards-re-PD-days>

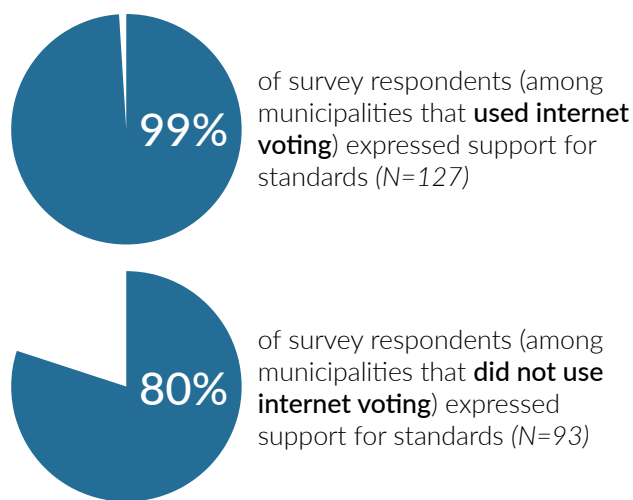
¹⁵ See AMCTO Advocacy Update, September 2022, re Progress on Professional Development (PD) Days on Municipal and School Board Election Day <https://amcto.informz.net/informzdataservice/onlineversion/pub/bWFpbGluZ0luc3RhbmNlSWQ9MTA3NTYwODQ=>



6. Clarify the Act to reflect that a voter's absence from work may be on any day voting is available (i.e. advance voting days).

Like the issue noted above about the definition of voting day in [section 5](#) of the MEA, it should be made explicit that any elector can be absent from work to exercise their right to vote on any day voting is available. The current definition of voting day is limited to election day only and could be read to exclude advance voting days, days that may be more convenient to voters for casting their ballots and participating in the democratic process.

7. In consultation with AMCTO and other municipal stakeholders, consider how the work by the [Digital Governance Standards Institute](#)¹⁶ related to electronic voting may be formalized to support election administration in Ontario.



Survey data collected through AMCTO's 2022 Post-Election Survey

Work is already underway to develop voluntary standards on [voting technology](#)¹⁷ and [electronic voting](#)¹⁸. Municipal professionals from across Ontario have engaged with the committee undertaking this work. With an increasing number of municipalities considering e-voting methods for ease of meeting voters 'where they are', there should be a provincial interest in adopting voting standards.

Overwhelmingly, respondents to our 2022 Post-Election Survey support internet voting standards. The responses also suggest more municipalities would consider this method of voting if there were standards in place. The right training and supports would need to be

What our Members are Saying:

"Standards would ensure consistency in format, security, etc. across vendors."

"[Voting standards] would ensure a province-wide standard for security and operational experience."

"There are standards set out for paper voting in the MEA. There should also be a standard for electronic voting as it is now left to the municipality and vendors. It may provide further confidence in these systems."

¹⁶ See <https://dgc-cgn.org/>

¹⁷ See <https://dgc-cgn.org/standards/find-a-standard/voting-technologies/>

¹⁸ See <https://dgc-cgn.org/can-dgsi-111-public-review-for-online-voting-standard-now-open/>



in place to ensure that municipalities, vendors, and other interested parties fully understand the standards and their responsibilities.

Moreover, decisions about voting methods should always be left to the municipality to decide. Whereas online voting may be beneficial in some regions of the province, it may not be the best method for others given costs, technological support and access to broadband.

Ultimately, voting standards would empower municipalities to select the best voting method(s) for them and their communities. Consider how these standards may be formalized to support election administration in Ontario.

Long-Term Recommendations

8. Establish a working group with AMCTO and other municipal stakeholders to inform the development of a regulation for electoral definitions of “tenant”, “spouse of a non-resident” and “occupancy”.

Municipal elections have unique eligibility rules tied to property and tenancy status that make these terms important and unique. The current definitions provided in the *Act* are not sufficiently clear, and create potential confusion for electors, candidates, and administrators. We raised this [concern in 2015](#)¹⁹ and legislative changes in [2016](#)²⁰ brought forward regulation-making authority to consider a definition of tenant for electoral purposes. However, regulations are not yet in place.

The lack of definition about occupancy, control, possession and tenancy remains a significant gap municipal clerks must deal with related to voter qualification with many claiming to be eligible based on a lease of “properties” such as parking spots, sheds on land, as well as various seasonal properties such as RV parks and leased cottages. Providing a clearer definition of “occupancy”, “control”, “possession”, “tenancy”, and “spouse of a non-resident” is important to all municipalities, but more so in communities where qualifications based on residency and property are muddled such as in cottage country and rural Ontario. There are unique eligibility rules at the municipal level that make clear terminology important.

¹⁹ See <https://www.amcto.com/sites/default/files/2023-05/AMCTO-MEA-Submission.pdf>

²⁰ See <https://www.ola.org/en/legislative-business/bills/parliament-41/session-1/bill-181/debates>



For example, Wollaston Township experienced issues with lack of clarity on qualifications and in 2020 called for the Province to close loopholes on property qualifications and leases in what they called “pay for play schemes”²¹. The resulting council resolution received support from several other municipalities.

Providing this clarification for electoral purposes will help clerks ensure that tenants entitled to vote can do so, and those who believe they may be entitled to vote (but are not under law) can obtain needed clarity. Our Association can be a willing partner to assist in developing these regulations.

Recommendations to Enhance Accountability and Transparency While Making Compliance and Enforcement Easier

This section contains recommendations that speak to fairness, accountability, transparency, and key principles to ensuring the integrity of elections. This section contemplates making compliance with electoral rules easier to follow for candidates and where these rules are deliberately broken, suggests recommendations that allow efficient enforcement of remedies and penalties. As the local “Chief Electoral Officer”, the clerk should have the authority to make decisions about administrative and operational matters. This will ensure that there is no real or apparent conflict for council members who may be standing for election while making decisions about the electoral process. This may also help to improve overall municipal staff-council relations.

Priority Recommendations

1. Remove the 25-signature endorsement requirement.

Everyone has the right to stand as a candidate for election if they meet the qualifications set out in the relevant Acts. However, particularly in larger urban municipalities, candidates often run for office without any intention of campaigning, without setting out policy proposals, or legitimately participating in the democratic process.

The [original intent behind this provision](#) of obtaining a 25-signature endorsement was to try to reduce frivolous candidates from ending up on the ballot which could result in split votes²². Ultimately, requirements for 25 signatures in medium and large municipalities have not addressed this issue as signatures are easy to collect with a declaration that signees are eligible electors. This does not dissuade people from launching non-serious campaigns and adds an administrative burden for election administrators who must review and attempt to check required information on candidate forms and eligibility.

²¹ Wollaston Township. Letter to Minister of Municipal Affairs and Housing with Council Resolution. Dated September 16, 2020.

²² Ontario. Legislative Assembly, *Hansard*, 41st Leg, 1st Sess, No 158 (11, April 2016) at 1440. <https://www.ola.org/en/legislative-business/house-documents/parliament-41/session-1/2016-04-11/hansard#para577;~:text=Some%20people%20have,than%20100%20votes>.



2. Investigate incentives to support genuine candidacy while addressing frivolous campaigns, including the nomination filing fee refund.

Instead of the 25-signature requirement, the Province should look at other ways to support serious candidates while disincentivizing non-serious candidates. The current process of refunding anyone who files a financial statement is ineffective at dissuading frivolous candidates and there may be better mechanisms to ensure compliance with campaign finance rules.

Potential areas to explore are nomination fee refund eligibility to candidates who receive a certain vote share or removing the right to receive a refund of the nomination filing fee if the financial statement is not filed on time. Consideration should be given to whether certain rules favour incumbents as opposed to their challengers. Overall, there must be a balance between supporting genuine candidacy, reducing administrative burden, and applying penalties to those who deliberately skirt electoral rules.

3. Amend the Act so that no candidate shall accept a contribution over \$1,200 from a single resident.

While we recommend reviewing the campaign finance framework in its entirety (see long-term recommendations in this section), the Province should immediately review the Act to identify and close loopholes in campaign finance rules.

For example, [subsection 88.9](#)²³ prohibits individuals from contributing over \$1,200 to a single candidate, however there is no complementary provision that explicitly prohibits a candidate from accepting such a contribution. Contributors are not necessarily familiar with the Act in the same way candidates are, and with the Act in its current form, the rules around contributions are not easy for residents to understand.

4. Clarify that any resident of Ontario may submit a compliance audit application, consistent with contribution rules.

There is confusion among candidates and the public about who can submit a compliance audit application. Currently, [subsection 88.33](#)²⁴ states that an elector who is entitled to vote may make an application, but it is not clear whether an elector must reside in the municipality in which they are making an application. This has been [raised and challenged most recently](#)²⁵ in the Ontario Superior Court of Justice, where an Oakville candidate appealed an elector's request for an audit of their finances, stating that the elector resides in a different ward than them, and is therefore ineligible to file a compliance audit request.

As contributions are open to residents of Ontario (i.e. not limited to electors), there should be a mechanism by which electors as residents of Ontario may seek remedy from the compliance

²³ See ss.88.9 in the *Municipal Elections Act, 1996*

²⁴ See ss.88.33 in the *Municipal Elections Act, 1996*

²⁵ See <https://www.oakvillenews.org/local-news/ward-7-councillor-nav-nanda-appeals-decision-to-audit-her-campaign-finances-8482086>



audit process regardless of where they reside. If applications are not frivolous and vexatious, any resident of Ontario with the means of seeing through an application should be able to bring one forward to ensure the integrity of the electoral process.

5. Consider setting one 90-day period for compliance audit applications for initial and supplementary financial statements to simplify the process.

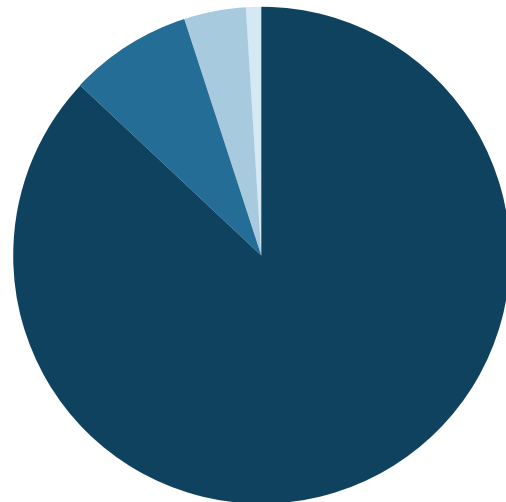
The current structure creates many overlapping deadlines which is challenging to communicate to electors, the public, and for municipalities and school boards to track. This becomes more challenging in larger municipalities with hundreds of candidates. Streamlining application deadlines will make communication, administration, and compliance easier.

6. Roll the review of contributions and over-contributions to candidates and third-party advertisers into the Compliance Audit Committee (CAC) process and permit the committee to decide whether to commence a legal proceeding against a candidate or third-party advertiser for an apparent contravention.

Consistent with our recommendations on [Bill 181 to Standing Committee](#)²⁶ in 2016, having municipal clerks review contributions to candidates and third-party advertisers is problematic for a number of reasons:

- The CAC already exists to review financial statements
- The current process jeopardizes the independence and the impartiality of clerks during elections
- The current process places clerks in potential conflict with members of council
- Most municipalities do not have mature electronic filing systems for candidate and third-party advertiser financial statements
- The current process imposes additional administrative and resource burden on clerks who are already busy running local elections

Rolling the review of contributions into the established mandates of CACs would also allow an elector to make an application and is a more effective way to ensure candidate and contributor accountability.



How does your municipality determine whether any contributors exceed the maximum allowable amount? (N=220)

- Clerk's office fulfilling it (192)
- Finance department fulfilling it (17)
- Other (8)
- Using an external consultant (3)

Survey data collected through AMCTO's 2022 Post-Election Survey

²⁶ See <https://www.amcto.com/sites/default/files/2023-05/AMCTO-Bill-181-Committee-Presentation-Deck.pdf>



The CAC process has traditionally not received much attention. However, the process is an important element of accountability in local elections and is [starting to receive more public discussion](#)²⁷.

Providing the CAC with explicit authority to decide whether to commence a legal proceeding against a candidate or third-party advertiser could reduce applications made to the courts for review of CAC decisions.

Consider improving the CAC process with accountability, transparency, and operations in mind as countless hours are spent on delivering important post-election processes, which can contribute to overall increased audit costs and continue for years after the election with prosecutions and court reviews.

7. Expand decision timelines for CACs in Subsection (8) from 30 days to 45 days.

Further, in the interest of supporting applicants, election administrators and CAC members with carrying out their responsibilities, the decision-timelines for CACs should be expanded from 30 days to 45 days. This additional time is especially helpful where the CAC process may fall around a holiday (especially in cases of by-elections). 45 days would remain a reasonable decision timeframe consistent with references in other statutes for required meetings.

8. Clarify roles with respect to CACs wherein council is responsible for establishing the committee and the clerk is responsible for making appointments.

The MEA assigns responsibility of administering elections, including establishing necessary policies and procedures, to the clerk. However, there are several sections throughout the Act where the responsibility for what are, in effect, administrative decisions, is vaguely distributed between both council and staff. Administrative responsibilities for elections should rest with the clerk.

For instance, section [88.37\(1\)](#)²⁸ gives council responsibility for “establishing” a compliance audit committee to review potential campaign finance violations. In practice, however, this section has been interpreted broadly, giving council a more expansive mandate that includes appointing committee members. It is not appropriate for council to appoint members of a committee that is created to review the election finances of candidates, some of whom may end up filing as candidates and sitting as councillors. To maintain clarity and objectivity, all administrative responsibilities related to CACs should reside with the clerk.



²⁷ Coyne, Andrea and Andrew Lawlor. “Building voter confidence in the municipal electoral process,” *Policy Options*. 21, Feb. 2024. <https://policyoptions.irpp.org/magazines/february-2024/municipal-elections-safeguards/>

²⁸ See section 88.37(1) in the *Municipal Elections Act, 1996*

Secondary Recommendations

- 9. Clarify the role of scrutineers where alternative (unsupervised or remote) voting is in place and collaborate with AMCTO and others on the definition of scrutineer and what they may or may not do.**

The process of scrutineering is changing in every municipality that incorporates the use of internet voting into their election. As voting in the digital age is no longer neatly contained to recreation centres, school auditoriums or church basements, the rules are not as clear as they once were. The Act provides significant attention to the role of scrutineers during an election, ensuring that candidates are permitted to appoint a scrutineer for each ballot box and voting place. But what happens when there are thousands of polling places and no formal ballot box? There is currently no clarity about how election results can be scrutineered in jurisdictions that use online or alternative voting methods. This is a gap in the current process that needs to be addressed.

- 10. Review the scope of election offences and related penalties to address gaps. Consider providing support and guidance to clerks on best practices for implementation and enforcement of serious offences.**

Offences and related penalties should be reviewed. More specifically, for the coercion or intimidation of an elector, preventing or impeding an elector from voting, and from false representation or aiding a person in committing offences. A review needs to address these gaps - many of which are a result of changes to technology.

In consideration of new offences and related penalties, the Province must of course consider the burden of proof and enforceability of penalties for such offences. The Province should also provide more support and guidance to clerks on best practices for implementation and engaging law enforcement for the more serious offences.

Long-Term Recommendations

Due to gaps in rules and penalties, the lack of standardization of compliance audits, and the [increased use of the courts](#) to review compliance audit committee decisions²⁹, there has been increased frustration among administrators and an inconsistent approach to post-election activities meant to ensure transparency and accountability. As an Association, we have highlighted several of these member concerns about role clarity, conflict of interest and capacity issues.

Not only is the current process frustrating for municipal staff but for candidates who are not clear on their responsibilities. This can also be frustrating for residents and electors who are doing their due diligence in holding candidates accountable for improper activities. If the rules are not clear, and the process becomes convoluted, why would anyone participate in the electoral process?

²⁹ Coyne and Lawlor.



11. Establish a working group with AMCTO and other municipal partners to review and improve the campaign finance framework, including rules, guidance, forms, processes, and penalties.

While we have put forward several recommendations as interim measures to address financial issues, there remain underlying concerns that only a full review of the campaign finance framework can properly address.

Whether it is on the campaign finance framework or the below noted third-party advertising framework, there needs to be a balance struck: any new rules should avoid making it difficult for people to participate in local democracy. Making compliance easier while also ensuring that there is proper accountability, makes the rules and processes easier to enforce and to prosecute where rules have been broken.

Given the complexity of administration, compliance, and enforcement, a wider conversation about these frameworks is needed with our members and other stakeholders to understand the issues, challenges, and opportunities from varying perspectives. Together, we can co-design a framework that benefits everyone.

12. Establish a working group with AMCTO and other municipal stakeholders to review and improve the third-party advertiser regime for ease of compliance and enforcement.

Similarly, the third-party advertiser framework needs to be updated and improved. The [current measures were introduced](#) to regulate third-party advertising, which includes contribution and spending limits, and to help create flexibility for groups doing advocacy work throughout the campaign period³⁰. However, there remains room for improvement, including better defining qualifications for third-party advertisers. Improvements should ensure the regime is less cumbersome and easier for advertisers, administrators, and compliance audit committees to comply with and enforce.

13. Within the campaign finance and third-party advertiser frameworks, review the mechanisms for enforcement, and related penalties to address gaps in accountability and transparency measures.

Related to our secondary recommendation in this section, there are gaps in penalties related to overcontributing to a candidate's own campaign and accepting overcontributions from residents. There are nuances within the legislation that must be considered as well. For instance, there should be assurances that changes to campaign finance rules and penalties are balanced with the ability of candidates to pay off campaign debts.

Ultimately, a review of the campaign finance and third-party advertising frameworks, along with the compliance audit, offences, penalties, and enforcement processes must be looked at holistically as these are intertwined with changes to one section or subsection potentially requiring subsequent changes elsewhere in the Act.

³⁰ Ontario Newsroom. Ministry of Municipal Affairs and Housing. Backgrounder. June 7, 2016. "Changes to the Municipal Elections Act," Accessed: <https://news.ontario.ca/en/backgrounder/39111/changes-to-the-municipal-elections-act>.



14. Consider increasing maximum campaign spending limits and its related formula to consider inflation outlined in O Reg 101/97.

The Province should consider revising the spending limit formula in [Ontario Regulation 101/97](#)³¹ which has been stagnant since 2018 and does not consider inflationary pressures on campaign costs.

15. Explore establishing an independent office to manage investigation and prosecution of offences under the Act.

Local election administration enforcement is nuanced and often differs municipality to municipality as does capacity and resourcing, whereas federal and provincial elections are administered by one centralized body. In reviewing the campaign finance, third-party advertising and enforcement frameworks in the *MEA*, the Province should also consider promising practices from election administrators at other levels of government, such as an independent office like the Commissioner of Canada Elections.

Municipalities face challenges proceeding with prosecutions under the *MEA*. For instance, the conflicting nature of local police governance is responsible for the investigation of criminal activity, and municipal elected officials sit on these police boards. Anecdotally, in instances where local forces are engaged, they have recused themselves and referred matters to the Ontario Provincial Police (OPP) who may or may not involve themselves in local matters. Barring a provincially appointed official, more clarity around *MEA* offences being investigated by the OPP would help address existing concerns.

Similarly, prosecution through the courts is a time-consuming process that can take multiple years to get to trial, the process for which takes up staff time and resources to prepare for, prosecute, and await judgement before applying penalties.

A separate body could allow for an alternative dispute resolution mechanism with procedures that are applied consistently across municipalities. This would remove potential conflicts and friction between municipal staff as election administrators, candidates, and members of council who may have contravened the *Act*, leading to quicker resolutions. At the provincial-level for instance, the [Election Finances Act, 1990](#)³² includes mechanisms such as referrals to the Ministry of the Attorney General for prosecution and the use of administrative monetary penalties.



³¹ See section 5 of O.Reg 101/97 under the *Municipal Elections Act, 1996*

³² See the *Elections Finances Act, 1990* <https://www.ontario.ca/laws/statute/90e07>



Recommendations to Reduce Administrative Complexity

AMCTO supports modernizing legislative and regulatory environments that enable the work of municipal public servants, while allowing innovation with policies and practices that reflect current needs and focuses on outcomes.

Legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process, while also reducing administrative and operational burden for municipal staff. Local election administrators need to be able to run elections in a way that responds to the unique circumstances of their local communities. Thereby, providing the right rules and frameworks for administrators will result in benefits for electors, candidates, advertisers, and others involved in local elections.



Priority Recommendations

- 1. Bring the language of the Act and regulations into the 21st century by removing gendered references and including references to encompass all voting methods.**

To ensure more inclusive language within the Act, the Province should remove gendered references. Clerks receive complaints from non-binary persons about the use of language in the Act which they feel is exclusionary. Moreover, as more municipalities are turning to alternative voting methods to reach voters and run efficient elections, language in the Act across numerous sections and within regulations should encompass all voting methods rather than referring to traditional paper ballots or in-person voting. Changes are required in sections 43, 47, 48, 49, 52, and 89, among others.

- 2. Ensure all definitions that appear in the Act are captured in and limited to Section 1 and update definitions to add clarity.**

One way to improve clarity and interpretation is to ensure that all key terms are captured in the definition section of the Act. There are several instances wherein a definition appears later in the legislation while others are captured in the definition section. Definitions for several terms also require clarity. For instance, municipalities are left to define "retirement homes" resulting in inconsistencies across municipalities. As we have noted elsewhere in this submission, definitions of "tenants" and "occupancy" also lack clarity.

It is also important that language clarifies the definition of "municipality" so that it consistently applies to operational and administrative tasks undertaken by municipal administration, whether by the clerk or other municipal staff.



3. Clarify references to municipal business hours as well as dates that constitute a weekend or holiday as defined pursuant to the *Legislation Act, 2006*.

Candidates, voters, and other interested parties are not familiar with the traditions and nuances of legislation and regulations. Without a reference to other legislation, voters and candidates are unlikely to know that they should refer to the *Legislation Act* for definitions. Moreover, it should be clarified that references to specific deadlines within the *Act* are to reflect regular municipal business hours especially where these hours may fall on weekends and holidays.

4. Move nomination day to July, shortening the campaign period to be more consistent with federal and provincial nomination periods.

As noted previously, local elections are complex multi-year projects often undertaken by a handful of municipal staff who are also responsible for numerous other statutory and operational responsibilities. In 2020, the [nomination period was extended to August from July](#)³³. Extending this period runs contrary to the changes the Province made in 2016 [shortening the nomination period](#)³⁴. Furthermore, the municipal nomination period is longer than those at the provincial and federal levels where this process is managed by agencies whose sole focus is election administration.

Shortening the length of the nomination period would give municipalities more time to prepare ahead of the election. There is significant strain on municipal staff and resources with longer nomination periods, with legislative and business deadlines for printing ballots, quality assurance, security, and testing, among other activities. While this may sound straightforward, municipalities are often working with tight, limited supply chains and vendors, and in larger municipalities, staff are often dealing with multiple ballot types, and in many cases, managing hundreds of candidates. A longer nomination period means there is less time between the close of nominations and the first day of voting to finish the nuanced tasks and activities required of local elections.

Longer elections are more expensive for candidates, harder to run for administrators, and can be a potential cause of fatigue from an already disengaged electorate. Moving the nomination period back to at least July would make the nomination period shorter, while also giving candidates in smaller municipalities—who may still be working full-time jobs with less sophisticated campaign infrastructure—enough time to campaign.

5. Enable clerks to determine what voting method is best as the local chief electoral officer and align timelines related to clerk's procedures.

[Building on the updates made in 2016](#)³⁵ which began to untangle council's role in election administration, the *Act* should be updated to authorize the clerk to choose what voting method is best. Requiring council to pass bylaws on voting methods in section 42 gives council members and the public the impression that council is responsible for election administration issues.

³³ See <https://www.amcto.com/network-community/blog/advocacy-update-bill-218>

³⁴ See <https://news.ontario.ca/en/release/39113/ontario-passes-legislation-to-allow-ranked-ballot-option-for-municipal-elections>

³⁵ See section 41(4) of the *Municipal Elections Act, 1996*.



[Section 42](#)³⁶ should further be amended to resolve the conflict in timelines between when procedures need to be completed and when they must be provided to candidates. For instance, June 1st is the deadline for the procedures in a regular election year, but 42(3)(b) requires these must be provided when a candidate files their papers, which could be as early as May 1st.

6. Change the timeline for proxy appointment to begin September 1st for a regular election.

A similar timeline alignment issue occurs between making the voters' list available to voters to confirm if they are on the list and/or update their information and the appointment of proxies. In the 2022 election, the first day for proxy appointment was August 22nd. However, the voters' list was not available until September 1st. In this scenario, staff were not able to necessarily confirm whether an individual appeared on the voters' list as a qualified elector until September 1st. Thus, allowing proxy voters to be appointed earlier than receipt of the voters' list is problematic.

In the case of a by-election, consider changing the timing for proxy appointments to when the clerk has made corrections.

7. Expand the timeline for reporting on accessible elections from 90 days to 120 days.

[Section 12.1 \(3\)](#)³⁷ requires the public posting of a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities within 90 days of voting day. We recommend that this be extended to 120 days. Providing additional time to municipalities would allow them to look at reporting on the election holistically in one comprehensive post-election report that includes factors impacting accessibility.

8. Consider aligning the spending limit certificate requirements and timelines between candidates and third-party advertisers for consistency.

The Act states that candidates are to receive the certificate of permitted amounts of their own expenses and contributions to their campaigns upon the filing of their nomination forms. The MEA does not require the certificate for maximum amount for parties, etc., after voting day to be issued until or before September 30th along with all final certificates. In comparison, third-party advertisers are to receive the certificate of maximum amount for parties, etc., after voting day upon filing their Notice of Registration. Providing consistent timelines across various participants in the electoral process makes it easier for municipal staff to adhere to legislative requirements and ensure that candidates and parties are adhering to timelines.



³⁶ See section 42 of the *Municipal Elections Act, 1996*.

³⁷ See section 12.1(3) of the *Municipal Elections Act, 1996*.



9. Update existing provincial guides and forms and provide additional guidance to voters, candidates, third-party advertisers, and election administrators.

The following points outline areas where we believe further clarification can be provided to ensure continued progress, transparency, and accountability in local election administration.

Voters' Guide

- Include more details on voter identification (ID) requirements to provide clearer information about acceptable ID.

Candidate and Third-Party Advertiser Guides

- Specify the documentation that can be accepted as proof an individual is authorized to act on behalf of a trade union for third-party advertising purposes.
- Clarify whether promoted social media posts count as third-party advertising.
- Provide clarification on whether contributions can be sought via platforms such as GoFundMe that process online payments.
- Add further clarity in candidate guides on how to interpret the Act from a campaign finance perspective (i.e. using personal credit cards to reimburse campaign expenses, setting up and managing banking accounts) and where to seek advice for filling out the required forms.
- Add content to guides related to individuals who are supported by their corporations/organizations and stipulate that in these cases, campaign volunteers could be perceived as 'in-kind' contributions. Any stipends provided to volunteers should be captured in financial documents.



Forms

- Ensure clarity and consistency regarding the use of a single name on the ballot under [section 41 \(2\)](#)³⁸. Nomination forms allow the use of a single name on the ballot while section 41 does not provide guidance on how names should be listed on the ballot.
- Conduct extensive external-to-government systems testing of provincial government forms to ensure they are accessible and useable. Our members advised of candidate challenges with downloading and filling in prescribed forms as they were in a format that was not supported by their computer system. We understand that several municipalities raised this issue with the Ministry of Municipal Affairs and Housing (MMAH), but no remedy was applied.
- Update Declaration of Identity - Form 9 so that it can be used to serve voters who have no identification (e.g. those who may be homeless, seniors who have not updated their government-issued identification, etc.)

³⁸ See section 41(2) of the *Municipal Elections Act, 1996*.



Secondary Recommendations

10. Extend the timeline to submit final changes to the voters' list from 30 days to 60 days.

[Section 27\(2\)](#)³⁹ requires that the final changes clerks make to the voters' list be submitted 30 days following election day. In the post-election period, it can be challenging for clerks to meet this deadline given that they are busy managing orientation and onboarding of councillors as well as handling compliance activities. In larger municipalities where thousands of revisions are processed during the election period, it is very challenging to meet the current 30-day timeline. It has never been clear from an operational perspective why this must be done in 30 days. 60 days would provide clerks with a more reasonable post-election timeline to account for and submit final changes.

11. Consider extending discretion to remove a name from the voters' list and the correction of errors to voting day.

The Act should be clear that if the clerk is satisfied, a correction can be made regardless of when that is. A similar mechanism should be included regarding school board support especially where an elector has completed a declaration. This would facilitate a smoother experience on election day for electors whose information may not be correct.

AMCTO's advocacy efforts⁴⁰ to fix the voters' list resulted in Elections Ontario taking over responsibility for a single register of electors, consolidating elector information across the province and removing overall responsibility from MPAC, which retains responsibility for school support data. We are hopeful that in 2026, the first election in which voters' lists will be compiled using Election Ontario's information, there will be a significant improvement in data quality of the voters' list.

Clerks should be extended the authority to make changes to elector information beyond what is currently allowed under [section 22](#)⁴¹ to update voter information, including school support, on election day, if they are satisfied that the information provided by an elector is correct. Without this authority and as the legislation stands currently, an elector may be unable to exercise their right to vote.

Permitting changes to the voters' list on election day should not prevent any improvement to processes for accepting revisions at the single register or at MPAC's level related to school board support. The end goal should always be to have corrections addressed adequately at all levels to ensure voters have a seamless, quick, and overall positive experience on election day.

³⁹ See section 27(2) of the *Municipal Elections Act, 1996*.

⁴⁰ See <https://www.newswire.ca/news-releases/local-govt-association-applauds-elections-ontario-report-887387112.html>

⁴¹ See section 22 of the *Municipal Elections Act, 1996*.



12. Establish a province-wide registry for MEA offenders, maintained by the MMAH or another provincial body, and provide this registry to election administrators.

The Act makes it clear that candidates, contributors, and third-party advertisers are responsible for ensuring that they comply with the Act. While the Act also requires clerks to certify nomination papers and registrations, clerks do not have the tools or resources such as public and centralized information about electoral histories and sanctions imposed on candidates, contributors, or third-party advertisers. How is a clerk from southwestern Ontario to know whether a candidate or third-party registering in their municipality has been disqualified in northern Ontario?

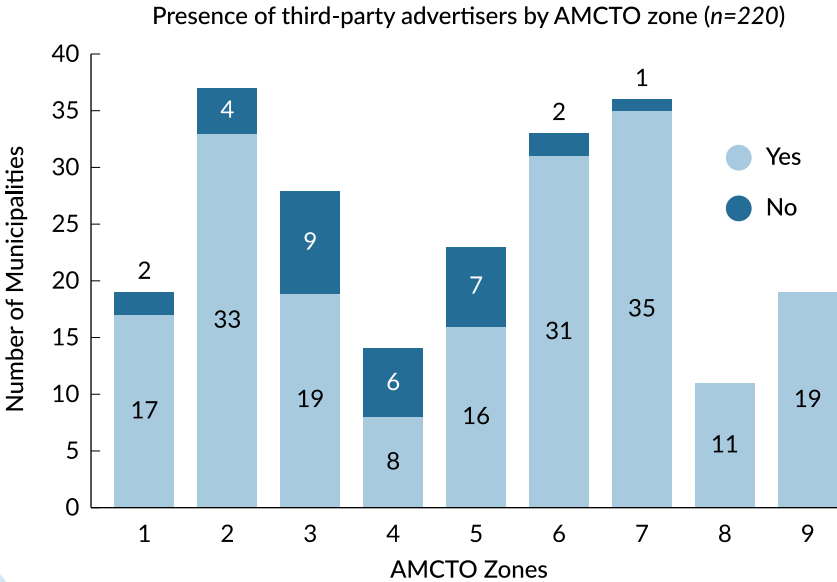
To assist municipalities in completing reviews, there should be a province-wide registry of MEA offenders. Such a central repository kept and maintained by a separate body would include information about qualifications, records of compliance audit and court decisions. Information should be available to ensure clerks, compliance audit committees, and others have access to information about those who have contravened the Act.

13. Amend the Act to consolidate rules between regular elections and by-elections specifying what must be different.

The Act provides that by-elections should be conducted “as far as possible in the same way as regular elections”. However, it does not provide further guidance. Are there ways in which by-elections should not run like regular elections? This is an area where the Act can be streamlined to clarify, where necessary, what activities may be different in a by-election. This would ensure municipalities are conducting by-elections consistently across the province.

14. Consider a threshold amount for registering as a third-party advertiser that is in line with provincial and federal thresholds.

Third-party advertiser registration primarily occurs in medium to larger municipalities and few, if any, are registered in smaller municipalities.



The entire process from registration to compliance is cumbersome and may prevent smaller actors from engaging in the political process for fear of being labelled third-party advertisers. If the intent is to retain the current framework, amendments need to be made so that there is a line in the sand for who and when someone becomes a third-party advertiser. For instance, is a 'mom and pop restaurant' a third-party advertiser because they hand out flyers for a

candidate at their restaurant? A threshold amount for registering as a third-party advertiser that is in line with provincial and federal thresholds would help ensure local voices without resources can participate without unnecessarily triggering ad status.

Moreover, calculations for third-party spending limits are cumbersome and lack clarity especially for by-elections. The current wording of section 88.21⁴² suggests that the number of electors in the entire municipality, instead of the ward that is the subject of the by-election, is used to calculate spending limits for third-party advertisers. This gives third-party advertisers a disproportionately higher spending limit than candidates in a by-election.

15. Consider amending the deadline for third-party advertiser registration to be more reasonably in advance of an election.

There are also timeline issues with third-party advertising registration. Allowing third-party advertisers to register up to the Friday before election day is problematic from an operations perspective. At this time, municipal staff's attention should be focused on the successful execution of voting and the electoral process, rather than additional paperwork.

16. Require those who file a Notice of Extension of Campaign Period - Form 6 to also file a Supplementary Financial Statement.

Often candidates and third-party advertisers believe that because they did not campaign, raise or spend money in the extended period, they are not required to file a supplementary financial statement even though they filed a notice of extension. This is the interpretation which inevitably causes confusion. Stronger language should be applied to those who file a Form 6 to specify that a Supplementary Financial Statement is required.

Long-Term Recommendations

17. Clarify the process for removing a name from the voters' list by a relative.

Providing the clerk with more flexibility to determine procedures on how a family member may request to remove someone from the municipality's voters' list (provided the clerk is satisfied that the individual should be removed) would assist in the clean-up of municipal voters' lists.

However, we are hopeful that the single register of electors managed by Elections Ontario will improve the quality of the voters' list given that there is one register and duplications should be reduced. The Province could re-evaluate this post-2026 to determine whether any legislative changes are necessary.

⁴² See section 88.21 of the *Municipal Elections Act, 1996*.



18. Decouple school board support for electoral purposes from school support for assessment purposes.

Despite Elections Ontario taking responsibility for a single register of electors, under the *Assessment Act*, MPAC remains responsible for collecting information about school board support. This may be attributed to the leading legislative interpretation that school support may have dual purposes: electoral and assessment. However, as the Ombudsman noted in [the 2021-2022 Annual Report](#)⁴³, this data from MPAC is no longer used to determine school board funding but rather who can run and vote in school board elections.

Currently, the single register of electors is not expected to resolve this issue as MPAC remains responsible for collection of school support information. As a result, there are two separate portals through which voters must check and update their information: one from Elections Ontario for qualification and one from MPAC for school support. This dual process will cause confusion for the voter without resolving issues related to incorrect assignment of school support.

Municipalities receive school support information, relying on this data to develop their voters' lists. The problem resides in processes that assume an elector to be an English Public supporter unless a supporter has submitted forms or updated information on an online portal to declare otherwise. This particularly impacts French-language rights holders and separate school supporters who may have moved between wards or between municipalities but did not fill out a form.

This issue continues to blur the electoral picture for candidates, electors, and administrators when it comes to linking electors and the school boards for which they are entitled to cast their ballots. This blurring sometimes results in an elector being assigned an incorrect school board ballot which slows the voting process, frustrates the elector, and means more work for election officials. Making school support for electoral purposes distinctive in legislation and providing Elections Ontario with the authority to collect this information would improve the quality of school support data.

The Province should update candidate and voter guides to make it clear that school support amendments cannot be made by municipalities as a result of Provincial legislative barriers. It is important that candidates and voters are able to direct their concerns to the Province rather than to municipal staff who do not control these processes.

19. Amend the *Education Act* to clarify who is a French-language rights holder and who is a separate school rights holder.

As we noted previously, local elections are complex endeavours, and not only do clerks run municipal elections, but they are also required to run the election for trustees across five school boards. Increasingly, candidates who may not be qualified to run for school trustee (i.e. do not hold the language or religious rights to qualify) are submitting papers to run. This has resulted in

⁴³ Ontario Ombudsman. 2022, *Annual Report 2021-2022*, <https://www.ombudsman.on.ca/resources/reports,-cases-and-submissions/annual-reports/2021-2022-annual-report> p 43



void school board trustee elections. It is no wonder why there is confusion when the *Education Act*, *Assessment Act* and the *MEA* must be read to figure out the nuances of qualification. Clearer rules around language rights qualifications would help people understand whether they qualify as a candidate.

20. Clarify that school board trustee candidates must file their nomination papers in the municipality in which they reside.

Given that school board boundaries cross municipal boundaries, when trustee candidates do not submit their nomination papers in the municipality in which they reside, it complicates the situation. Clerks are left trying to figure out residential qualification in addition to general candidate qualification. This is burdensome for candidates and municipal staff and must be addressed.



21. Consider readjusting school board boundaries to align with municipal boundaries.

Given the complications between jurisdictional boundaries, one consideration may be to better align school board boundaries with municipal boundaries.

22. Conduct a review of identification requirements in the regulation and consider the availability of digital and hard copy identification as well as identification challenges for segments of Ontario voters.

Voters and administrators require more guidance and clarity on what types and forms of acceptable identification can be used in local elections. It is a persistent challenge for municipalities educating members of the public about what can be used, particularly because accepted identification is different than provincial and federal elections due to residency requirements. Moreover, certain voters also lack identification and documentation to be able to exercise their right to vote.

As part of the Province's work on [Digital Identity](#)⁴⁴ under the Ontario Onwards Action Plan, there should be collaboration and consultation with the municipal sector, including AMCTO, on the specific needs of identification for electoral and other local service provision purposes.

⁴⁴ See <https://www.ontario.ca/page/digital-id-ontario>





Trends AMCTO Continues to Monitor

Our Working Group also discussed several trends that may impact electoral administration. While there are no specific recommendations at this time, we want to highlight some of what the group identified to inspire continued conversations about the tools, resources and supports local election administrators may require in the future.

Electoral Participation

Declining voter turnout has been discussed as an indicator of democratic health. Our 2022 Post-Election Survey, which included data from [MMAH's municipal election survey](#), found a 4% decline in overall voter turnout between 2018 and 2022⁴⁵. In 2018 and 2022, electors also voted in a provincial election, and in the fall of 2021, voted in a federal election as well.

[Our 2014 Post-Election Survey](#) found the average turnout was approximately 43%⁴⁶. [As we noted in previous submissions](#), there may be some element of voter fatigue⁴⁷ which is also why we recommend shortening the election period.

While voter turnout has decreased, the number of acclamations has increased. [As AMO noted](#):

with fewer candidates, there are also more positions being acclaimed, especially in smaller, rural municipalities. This year, 548 council positions were acclaimed, including 139 mayors and reeves. Compared to 2018, total acclamations are up 15% over 2018 and up 16% for mayors and reeves (heads of council). A total of 32 councils will be entirely acclaimed this year, 3% more than 2018, when 26 councils were acclaimed. All of [sic] the fully acclaimed municipalities in 2022 have populations of 10,000 residents or less.⁴⁸

⁴⁵ AMCTO. February 2024, *2022 Post Election Survey*, <https://www.amcto.com/about-amcto/news-announcements/2022-municipal-elections-survey-key-findings>

⁴⁶ AMCTO. August 2015, *2014 Post Election Survey* <https://amctopolicy.files.wordpress.com/2015/08/amcto-2014-post-election-survey-results.pdf>

⁴⁷ AMCTO. July 2015, *AMCTO Submission on the Municipal Elections Act* <https://www.amcto.com/sites/default/files/2023-05/AMCTO-MEA-Submission.pdf>

⁴⁸ Association of Municipalities of Ontario (AMO). News Release. September 27 2022, "Municipal elections data available on AMO website" Accessed: <https://www.amo.on.ca/policy/municipal-governance-indigenous-relations/municipal-election-data-available-amo-website>



It is understood that in making voting easier and more accessible, it is possible to increase participation in local democratic processes which is why municipalities have looked at implementing alternative voting methods in their communities.

Digital Identity

As an Association, we continue to be interested in the Province's [Digital Identity](#) project⁴⁹ given the operational implications to local service delivery. Photo identification is used for recreation programming registration, paying property tax, resolving parking offenses, and confirming residency for local elections. The degree to which Ontario follows other jurisdictions in implementing digital identities will determine how local service delivery, including elections, may benefit or be challenged by such an initiative. Any introduction of digital identities will need to work for elections and be reflected in the *MEA*.



Misinformation

We are also keeping an eye on more subversive and potentially harmful trends including the spread of misinformation that threatens democratic institutions. This is an increasing concern for election administrators at all orders of government.

For instance, a report from the [Canadian Election Misinformation Project](#)⁵⁰ documents and evaluates misinformation during the 2021 Canada federal election. While there was widespread misinformation during this election, the overall impact was minimal as the campaign period and results were not driven by misinformation. However, there was a rise in misinformation through groups who hold conspiratorial beliefs about various topics. The report also highlights certain vulnerabilities that need to be addressed including the increasing difficulty in detecting what qualifies as misinformation and the continued distrust of democratic institutions by increasing segments of Canadians.

There has also been reporting on distrust and misinformation, among other threats outlined by the [Security and Intelligence Threats to Elections Task Force](#)⁵¹ that are a cause for concern.

While there are tools and resources offered by organizations like the [Canadian Centre for Cybersecurity](#)⁵² to help the public and others identify this pervasive information, decentralized elections such as those run by municipalities, could benefit from more specific resources and supports for managing these threats.

⁴⁹ See <https://www.ontario.ca/page/digital-id-ontario>

* There are a range of identification requirements outlined in regulation that may be accepted as proof of identity.

⁵⁰ See https://www.mcgill.ca/maxbellschool/files/maxbellschool/meo_election_2021_report.pdf

⁵¹ See <https://www.cbc.ca/news/politics/threats-of-violence-canada-elections-1.7153960>

⁵² See <https://www.cyber.gc.ca/en/guidance/how-identify-misinformation-disinformation-and-malinformation-itsap00300>



Foreign Interference

Misinformation created and distributed by domestic actors is concerning enough but with the threat of foreign interference, the scale of risk is at a magnitude that must be dealt with at a national level. [The Government of Canada](#) consulted with Canadians on foreign interference and potential government action starting in late 2023⁵³. As an Association and to represent our members' interests, [we wrote to the Ministers of Justice Canada and Public Safety](#)⁵⁴ to advise that changes made at the federal level will require complementary provincial legislation. Local election administrators will require support in managing threats and potential incidents.

We also continue to watch with interest the [Public Inquiry into Foreign Interference in Federal Electoral Processes and Democratic Institutions](#)⁵⁵ for findings and recommendations.

Artificial Intelligence (AI)

While governments are beginning to take measures that provide frameworks and rules around the development and use of AI, there are few sources that deal specifically with elections. Administrators need the right legislative tools and guidance to ensure they can manage the impacts of AI on local democratic processes and ensure there is the right support to enforce such provisions. The Act must provide the rules and frameworks to support election administrators who may choose to leverage these technologies to improve electoral services.



⁵³ CSIS. 2021. *Foreign Interference: Threats to Canada's Democratic Process*. <https://www.canada.ca/content/dam/csis-scrs/documents/publications/2021/foreign-interference-threats-to-canada%27s-democratic-process.pdf>; Government of Canada. Public and Emergency Preparedness Canada. News Release. November 24, 2023. "Government of Canada launches consultation on legislative amendments to counter foreign interference in Canada" <https://www.newswire.ca/news-releases/government-of-canada-launches-consultation-on-legislative-amendments-to-counter-foreign-interference-in-canada-868566675.html>

⁵⁴ See AMCTO letter, January 2024 re: AMCTO Letter to Ministers of Justice Canada and Public Safety re Foreign Interference <https://www.amcto.com/letter-to-ministers-re-foreign-interference>

⁵⁵ See <https://foreigninterferencecommission.ca/>





Conclusion

For many reasons, election administrators at all orders of government face several heightened challenges and our clerk members are no different. [Increasing distrust in public institutions](#)⁵⁶ beyond just healthy skepticism⁵⁷ means that democratic processes delivered through election administration are more important than ever. There are decreasing rates of democratic participation reflected in low voter turnout, electoral support, and an increased number of acclamations that [impact the efficacy of elections](#)⁵⁸.

The good news is that there are opportunities as well: voting methods can reach more qualified electors which may result in increased rates of voter participation. Improvements to technology can result in more automated and quicker service delivery if balanced with the necessary security precautions. Clarifying rules can make compliance and enforcement more straightforward, paving the way for more diverse pools of candidates.

The Act should reflect the digital challenges and opportunities of today and tomorrow, and discussions should occur via legislated four-year reviews to ensure clarity, consistency, accountability, transparency, and trust remain top of mind. The legislation should be more enabling while providing important guidance, standards, and support with the right mix of tools to make compliance and enforcement streamlined.

The Province should build on the [MEA modernization work from 2016](#)⁵⁹ by rewriting and restructuring the Act to address existing and new challenges and opportunities. The issues weighing most on the minds of election administrators would be served by transformational change to the Act to provide a better overall framework for local elections. This requires bringing a 21st century mindset to improving service delivery to voters, candidates, and the public, while providing election administrators with more flexibility, certainty, and clarity to do the important work of delivering fair, accountable, and transparent municipal and school board elections.

AMCTO looks forward to discussing our recommendations with the Province and collaborating on priority legislative and regulatory improvements.

⁵⁶ Edelman Canada. May 2023. "2023 Edelman Trust Barometer," <https://www.edelman.ca/sites/g/files/aatuss376/files/202303/2023%20Edelman%20Trust%20Barometer%20EN.pdf>

⁵⁷ Norris, Pippa. *In Praise of Skepticism: Trust but Verify*. Oxford University Press, 2022.

⁵⁸ See <https://www.amo.on.ca/policy/municipal-governance-indigenous-relations/analysis-2022-municipal-post-election-data>

⁵⁹ See <https://www.ola.org/en/legislative-business/bills/parliament-41/session-1/bill-181/debates>



AMCTO MEA Working Group

AMCTO formed the MEA Working Group in 2023 to review, analyze, and discuss a suite of reforms to the *Municipal Elections Act (MEA)*. Together, the Group brought forward best practices and lessons learned from municipal and school board elections administration to identify challenges and opportunities for solution-orientated improvements to existing election rules and regulations. Their work informed this submission and continues to support our members and municipal professionals in local election administration.

AMCTO would like to thank the following individuals for their time, contributions, and expertise as part of our MEA Working Group:

Martina Chait-Hartwig
(Chair)
Township of Douro-Dummer

Florence Witherspoon
(Vice-Chair)
Township of Ashfield-
Colborne-Wawanosh

Shawnica Hans
City of Brampton

Veronique Hie
City of North Bay

Terri Knight-Lepain
City of Windsor

Antonia Mancuso
Town of Oakville

Lori McDonald
Town of Bracebridge

Fiona Murray
City of Toronto

Evan Read
City of Vaughan

Pam Walsh
Town of Blind River

For more information about this Working Group, the submission and AMCTO advocacy initiatives, please contact advocacy@amcto.com.

The following appendix includes a line-by-line breakdown of our recommendations and the corresponding section of the *MEA* in its current form. We invite the Province to consult with us, our members and other sector organizations on reviewing and updating the current legislation to better serve local elections administration now and into the future.



Appendix: Summary of Recommendations

Recommendation	Legislative Reference(s) if applicable	Rationale
Overhaul and update the <i>Act</i> to ensure that it is future-proof, addresses current gaps, streamlines rules, and brings added clarity well ahead of the 2030 election.	Act and regulations	The <i>MEA</i> contains a patchwork of amendments, sections, provisions and other structural issues that make it difficult for people to understand and manage.
Include a legislative requirement to review the <i>Act</i> after every scheduled municipal and school board election year.	New section	The <i>Act</i> should be updated on a regular cycle to ensure that it is responsive to new and emerging technology and trends.
Review how the current legislation, regulations, and prescribed forms treat personal information, considering a digital privacy lens.	Act and regulations	Protection of privacy is becoming an increasing concern and is central to ensuring public trust.
Amend the <i>Act</i> to include a preamble that captures the principles of elections recognized by the court and the intended outcomes of the <i>Act</i> .	New preamble	A preamble inclusive of these principles should set out the intended outcomes of the legislation and provide foundational understanding of elections.
Establish a mechanism that permits the Minister of Municipal Affairs, in consultation with affected communities, to alter municipal and school board election day if it falls on a day of cultural or religious significance.	Section 4 Regular elections	In future years, it could be the case that election day falls on another culturally or religiously significant festival or event impacting voter turnout and staffing resources.
Require school boards to schedule one of the provincially required Professional Activity (PA) days on municipal and school board election day.	New sub/section	Confirming availability of school facilities for election day is one less thing for clerks to have to determine and provides voters with a large, central, accessible facility to cast their ballots. Ensures that election administrators can focus on providing electoral services to residents and municipal and school trustee candidates.
Amend the <i>Act</i> so that, if requested, schools and institutions must allow space for advance polls and voting day free of charge.	Section 45 Number and location of voting places	Clerks require a legislative basis to work with heads of institutions to address resident voting requirements providing more opportunities for the most vulnerable to cast their vote.

Recommendation	Legislative Reference(s) if applicable	Rationale
Remove the requirement for employees of a municipality or local board to provide notice of their intention to stand for election to council.	Section 30 Employee of a municipality	Potential candidates for municipal office, who happen to work for a municipality or a local board, should be provided the same, equal opportunity as other candidates who are not required to declare their intentions until they submit their paperwork.
Clarify the Act to reflect that a voter's absence from work may be on any day voting is available (i.e. advance voting days).	Section 50 Electors' absence from work	The current definition of voting day is limited to Election Day only and could be interpreted to not include advance voting days.
In consultation with AMCTO and other municipal stakeholders, consider how the work by the Digital Governance Standards Institute related to electronic voting may be formalized to support election administration in Ontario.	New section	With an increasing number of municipalities considering e-voting methods to make voting easier and be "where the voters are" there should be a provincial interest in adopting some standards.
Establish a working group with AMCTO and other municipal stakeholders to inform the development of a regulation for electoral definitions of "tenant", "spouse of a non-resident" and "occupancy".	Section 17 Qualification of electors (with possible implications for Section 2 Residence)	The current definitions provided in the Act are not sufficiently clear, and create potential confusion for electors, candidates, and administrators.
Remove the 25-signature endorsement requirement.	Section 33 Filing Nomination	Signature requirements in medium and large cities has not addressed its stated intent as signatures are easy to collect with a declaration that signees are eligible electors and adds an administrative burden.
Investigate incentives to support genuine candidacy while addressing frivolous campaigns, including the nomination filing fee refund.	Section 34 Refund	The current process of refunding anyone who files a financial statement does not dissuade frivolous candidacies. Other mechanisms should be investigated.
Amend the Act so that no candidate shall accept a contribution over \$1,200 from a single resident.	Section 88.9 Maximum contributions to candidates	Fill the gap that does not specifically prohibit candidates from accepting a contribution.
Clarify that any resident of Ontario may submit a compliance audit application, consistent with contribution rules.	Section 88.33 Compliance audit of candidate finances	Clarify that any resident in Ontario can file a compliance audit application consistent with rules on contributions.

Recommendation	Legislative Reference(s) if applicable	Rationale
Consider setting one 90-day period for compliance audit applications for initial and supplementary financial statements to simplify the process.	Section 88.33(3)	The current structure creates many overlapping deadlines that is challenging to communicate to electors and candidates and for purposes of tracking.
Roll the review of contributions and over-contributions to candidates and third-party advertisers into the Compliance Audit Committee (CAC) process and permit the committee to decide whether to commence a legal proceeding against a candidate or third-party advertiser for an apparent contravention.	Section 88.34 Review of contributions to candidates	This provision jeopardizes the independence and impartiality of the clerk, places the clerk in conflict with members of council and there already exists a process on the Compliance Audit Committee to review statements.
Expand decision timelines for CACs in Subsection (8) from 30 days to 45 days.	Section 88.34 Review of contributions to candidates	To support applicants, election administrators and CAC members with carrying out an application, moving the decision-timelines from 30 days to 45 days may be more reasonable especially where the CAC process may fall around the holidays and is consistent with references in other statutes for required meetings.
Clarify roles with respect to CACs wherein council is responsible for establishing the committee and the clerk is responsible for making appointments.	Section 88.37 Compliance Audit Committees	The MEA gives the responsibility for administering elections, including establishing necessary policies and procedures, to the clerk. However, there are several sections throughout the Act where the responsibility for what are, in effect, administrative decisions is unclearly distributed between both Council and staff. This is one area where there is a clear conflict in members of council who may be subject to an application are involved in the administration of the committee reviewing that application.
Clarify the role of scrutineers where alternative (unsupervised or remote) voting is in place and collaborate with AMCTO and others on the definition of scrutineer and what they may or may not do.	Section 16 Scrutineers	Qualifications of scrutineers continues to be challenged. Moreover, as alternative voting methods are increasingly used, the role of scrutineering is less understood and should be addressed.
Review the scope of election offences and related penalties to address gaps. Consider providing support and guidance to clerks on best practices for implementation and enforcement of serious offences.	Section 89 Offences	Fill existing and new gaps because of changes to technology. Any changes to offences and penalties would require additional guidance and support for election administrators on how to enforce these matters.

Recommendation	Legislative Reference(s) if applicable	Rationale
Establish a working group with AMCTO and other municipal partners to review and improve the campaign finance framework, including rules, guidance, forms, processes, and penalties.	Section 88.8 Campaign Contributions to Section 94.2 Limitation Period	The campaign finance framework is complex to administer and comply with and should be reviewed to make it easier to follow while ensuring accountability.
Establish a working group with AMCTO and other municipal stakeholders to review and improve the third-party advertiser regime for ease of compliance and enforcement.	Section 88.4 Third Party Advertisers	The third-party advertising framework is complex to administer and comply with and should be reviewed to make it easier to follow and comply with.
Within the campaign finance and third-party advertiser frameworks, review the mechanisms for enforcement, and related penalties to address gaps in accountability and transparency measures.	Section 89- Section 94.2	A holistic review needs to consider enforcement mechanisms, penalties and the prosecution process for candidates and contributors.
Consider increasing maximum campaign spending limits and its related formula to consider inflation outlined in O Reg 101/97.	O Reg 101/97	The Province should consider reviewing and updating the spending limit formula in regulation which has been stagnant and does not consider inflationary pressures on campaign costs.
Explore establishing an independent office to manage investigation and prosecution of offences under the Act.	New section	Municipalities have faced challenges proceeding with investigations and prosecutions due to capacity, resourcing and time-consuming processes through the courts. A separate body would allow for alternate dispute resolution that avoids placing municipal staff in conflict with candidates and members of council.
Bring the language of the Act and regulations into the 21 st century by removing gendered references and including references to encompass all voting methods.	Act and regulations	To ensure more inclusive language within the Act, remove gendered references. Moreover, as more municipalities are turning to voting methods to reach voters and run efficiency elections, language in the Act across numerous sections and within regulations should contain language that encompasses all voting methods rather than referring to paper ballots.
Ensure all definitions that appear in the Act are captured in and limited to Section 1 and update definitions to add clarity.	Section 1	One way to improve clarity and improve interpretation in the Act is to ensure that key terms within the Act are captured in the definition section. There are several areas wherein a definition appears later in the Act and others are captured in the definition section.

Recommendation	Legislative Reference(s) if applicable	Rationale
Clarify references to municipal business hours as well as dates that constitute a weekend or holiday as defined pursuant to the <i>Legislation Act, 2006</i> .	Section 10 Saturdays and Holidays and other sections dealing with filing deadlines.	Inconsistency between business hours and the legislation can lead to frustration for candidates, administrators and others engaging in local democratic processes.
Move nomination day to July, shortening the campaign period to be more consistent with federal and provincial campaign periods.	Section 31 Nomination Day	The municipal nomination period is longer than those at the provincial and federal levels which are run by agencies whose sole focus is election administration while municipal staff are managing day-to-day operations while running elections simultaneously. Revert back to the 2016 nomination deadline of July or earlier.
Enable clerks to determine what voting method is best as the local chief electoral officer and align timelines related to clerk's procedures.	Section 42 Bylaws re voting and vote counting equipment	Clarify areas of responsibility between the clerk as the administrator of elections and council as overseers of the municipality.
Change the timeline for proxy appointment to begin September 1 st for a regular election.	Section 44 Appointment of Proxy	Fix the disconnect between voters' list availability and appointment of proxies, qualifications for which cannot be confirmed as electors until the list is available.
Expand the timeline for reporting on accessible elections from 90 days to 120 days.	Section 12.1 (3)	Extending the timeline would allow more time to compile a comprehensive post-election report which is typical practice.
Consider aligning the spending limit certificate requirements and timelines between candidates and third-party advertisers for consistency.	Section 88.20 Candidate Expenses and s 88.1 Registered Third parties' expenses	Providing consistent timelines across various participants in the electoral process makes it easier for municipal staff to adhere to legislative requirements and ensure that candidates and parties are adhering to timelines.
Update existing provincial guides and forms and provide additional guidance to voters, candidates, third-party advertisers, and election administrators.	Voters' Guide; Third Party Advertisers Guide; Candidate's Guide	There are several opportunities to update and provide more information to support voters, third party advertisers and candidates in Provincial guidance materials. There have also been several challenges with usability of provincial forms and inconsistencies between the legislation and forms that should be addressed.
Extend the timeline to submit final changes to the voters' list from 30 days to 60 days.	Section 27 List of changes	Provide more time for clerks to provide final changes after the election period given the number of activities and tasks required to be completed post-election.

Recommendation	Legislative Reference(s) if applicable	Rationale
Consider extending discretion to remove a name from the voters' list and the correction of errors to voting day.	Section 22 Correction of Errors	Electors who move must fill out forms or go to a portal to update their residency and school support information, and despite improvements made to make this process easier, there will be electors who do not do this. Permitting clerks to remove names to voting day would allow for a cleaner voters' list.
Establish a province-wide registry for <i>MEA</i> offenders, maintained by the MMAH or another provincial body, and provide this registry to election administrators.	Section 35 Examination of nominations	While candidates are ultimately responsible for declaring their eligibility, clerks are required to certify nominations. Providing centrally available information about qualifications of candidates, and of those who may have contravened the <i>MEA</i> available to clerks will support this process.
Amend the <i>Act</i> to consolidate rules between regular elections and by-elections specifying what must be different.	Section 65 By-elections	Should the <i>Act</i> continue to distinguish between regular and by-elections, then there must be more guidance and information on how these elections are run to ensure more consistency in how by-elections are run across the province.
Consider a threshold amount for registering as a third-party advertiser that is in line with provincial and federal thresholds.	Section 88.4 Third Party Advertisers	The process is cumbersome and may prevent smaller actors from engaging in the political process for fear of being labelled as a third-party advertiser.
Consider amending the deadline for third-party advertiser registration to be more reasonably in advance of an election.	Section 88.4 Third Party Advertisers	There are also timeline issues with registration. Allowing third-parties to register up to election day is problematic from an operations perspective when municipal staff's attention has shifted from paperwork to execution of voting.
Clarify the process for removing a name from the voters' list by a relative.	Section 24 Application for Name Change	Electors who move must fill out forms or go to a portal to update their residency and school support information, and despite improvements made to make this process easier, there will be electors who do not do this. Permitting clerks to remove names to voting day would allow for a cleaner voters' list.
Decouple school board support for electoral purposes from school support for assessment purposes.	<i>Education Act, 1990</i> and <i>Assessment Act, 1990</i>	Cumbersome rules across multiple acts can result in an elector being assigned an incorrect school board ballot which slows the voting process, frustrates the elector, and means more work for election officials.
Amend the <i>Education Act</i> to clarify who is a French-language rights holder and who is a separate school rights holder.	<i>Education Act, 1990</i> and <i>Assessment Act, 1990</i>	Clearer language around qualifications would help people understand whether or not they qualify as a candidate.

Recommendation	Legislative Reference(s) if applicable	Rationale
Clarify that school board trustee candidates must file their nomination papers in the municipality in which they reside.	<i>Education Act, 1990</i> and <i>Municipal Elections Act</i>	School board boundaries cross municipal boundaries, and trustee candidates do not always submit their nomination papers within the municipality in which they reside, meaning clerks are left trying to figure out residential qualification as well. The complexity is burdensome for candidates and for municipal staff and must be addressed. Rules for elections need to be clear and straightforward.
Consider readjusting school board boundaries to align with municipal boundaries.	<i>Education Act, 1990</i> and <i>Municipal Act</i>	Given the complications between jurisdictional boundaries, one consideration may be to better align school board boundaries with municipal boundaries.
Conduct a review of identification requirements in the regulation and consider the availability of digital and hard copy identification as well as identification challenges for segments of Ontario voters.	O Reg. 304/13 Voter Identification	There are numerous ways people carry identification requirements and there are segments of the population without proper identification. The Province has also been working on digital identity which needs to be accounted for.



The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) represents excellence in local government, management and leadership. Over the past 85 years, AMCTO has provided education, accreditation, leadership, and management expertise for Ontario municipal professionals. With 2,200+ members working in municipalities across the province, AMCTO is Ontario's largest association of local government professionals, and the leading professional development organization for municipal professionals.

Our mission is to deliver professional growth, networks, advocacy, and leadership to support and strengthen the knowledge, skills, and capabilities of municipal professionals now and into the future.

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To: Mayor and Council

From: Stephanie Clark, Director of Community Services

Date: September 18th, 2024

Committee of the Whole Date: September 23rd, 2024

Title: Strategic Initiative 6.3- Operationalize the Parks and Recreation Master Plan

For Direction

For Information

For Adoption

Attachment (8 pages)

Recommendation: That Council of the Corporation of the Town of Smiths Falls approve the implementation strategy for the Parks and Recreation Master Plan.

Purpose: The Department of Community Services has been tasked with undertaking Strategic Initiative 6.3 - *Operationalize the Parks and Recreation Mater Plan to identify investments*. This priority item aims to help the Town plan for, and implement the activities and milestones identified in the Parks and Recreation Master Plan, enhancing the overall quality of life for residents of our community.

Background: The Parks and Recreation Master Plan was developed as a key strategic document in 2022 to guide the growth, development, and enhancement of parks, recreation facilities, and recreational services within the Town of Smiths Falls. The Master Plan identifies the investments and initiatives needed to improve and expand recreational opportunities, ensuring that residents have access to quality spaces and programs that promote active living and community well-being.

In alignment with Strategic Initiative 6.3, the Town has prioritized the operationalization of this Master Plan. The Department of Community Services has been tasked with developing and implementing a strategic framework that will help identify and guide the actions needed to realize the goals outlined in the Plan. This includes improving infrastructure, enhancing accessibility, and ensuring that recreational services evolve to meet the changing needs of our growing community.

Analysis and Options: The implementation strategy for the Parks and Recreation Master Plan serves as a necessary planning tool to help the Town achieve the goals set forth therein. While the implementation strategy identifies key actions, projects, and milestones, it is important to note that no financial resources are being allocated at this stage. Each of the initiatives highlighted in the strategy will require annual budget approvals by Council, allowing for flexibility and the incorporation of fiscal realities into decision-making processes.

The strategy will be executed over several years, prioritizing initiatives based on community needs, funding opportunities, and resource availability. Council's role in the process will be integral, as each year's budget will need to reflect the required investments to advance the implementation of the Plan. This approach ensures that the Town can maintain a balanced and responsible financial framework while progressing

toward enhancing our recreational opportunities and infrastructure. Approval of this strategy at this time is an important step to ensure proper planning and to signal the Town's commitment to advancing its recreational priorities.

The options ahead of Council are as follows:

- 1) Adopt the implementation plan. **(Recommended)**
- 2) Do not adopt the implementation plan. *(Not recommended)*

Budget/Financial Implications:

The approval of the implementation strategy for the Parks and Recreation Master Plan does not, at this time, allocate any financial resources. The strategy outlines the priorities and actions necessary to achieve the objectives of the Plan, but each project and initiative will be subject to the Town's annual budget process. As a result, all identified projects will require individual budget approvals by Council during the corresponding fiscal year.

This approach allows the Town to manage its financial commitments in a phased and responsible manner, ensuring that investments in parks and recreation services are balanced with other budgetary priorities. Additionally, external funding opportunities, such as grants or partnerships, will be pursued where possible to offset costs and minimize the financial impact on the Town's overall budget.

Link to Strategic Plan (2023-2026): Strategic initiative 6.3- Operationalizing the parks and Recreation Plan to identify investments

Existing Policy: Parks and Recreation Master Plan

Consultations: NA

Attachments: Implementation Strategy – Parks and Recreation Master Plan

Respectfully Submitted by:

Approved for agenda by CAO (Acting):

Stephanie Clark, Director of Community Services

Original Copy signed:
Paul McMunn, Director of Public Works Utilities



***Parks and Recreation Master Plan Implementation:
A Vision for the Future of Smiths Falls***

Introduction

The Town of Smiths Falls has embarked on a mission to renew and enhance its parks and recreational facilities as part of a long-term strategy to support the health, well-being, and enjoyment of all its residents. The Parks and Recreation Master Plan is more than just an investment in infrastructure—it is an investment in community vitality, environmental stewardship, and the future of Smiths Falls as a vibrant place to live, visit, and explore. By focusing on accessible, modern, and engaging recreational spaces, we are building a foundation that will serve residents and attract visitors for years to come.

This implementation plan outlines the detailed projects that will bring this vision to life, ensuring that we deliver on the priorities identified by our community. These projects will improve the overall quality of life, boost economic development through enhanced tourism, and solidify Smiths Falls as a leader in recreational excellence.

Goals and Objectives

The key goals of this implementation plan include:

1. **Enhancing Existing Parks and Playgrounds:** Upgrading outdated infrastructure to meet current safety, accessibility, and design standards, while positioning the Town's recreational infrastructure to better meet existing and future needs.
2. **Expanding Recreational Opportunities:** Developing new parks, playgrounds, and trails in areas of growth to provide equitable access to recreational amenities across all neighborhoods; ensuring that existing recreational facilities are meeting current and future needs, and considering facility expansion or development as required.
3. **Fostering Community Pride and Engagement:** Beautifying parks and public spaces to create welcoming, enjoyable environments that foster community pride and strengthen social ties.
4. **Promoting Connectivity and Accessibility:** Ensuring that all residents, regardless of ability, can easily access and enjoy Smiths Falls' parks and recreational facilities through improved pathways and sidewalks.



Key Projects and Timelines

The following key projects represent the core initiatives of the Parks and Recreation Master Plan, each contributing to the long-term goals of enhancing recreational spaces, improving accessibility, and fostering community pride. These projects have been carefully planned with clear budgets, resources, and timelines to ensure successful delivery.

1. Playground and Park Enhancements

All Playgrounds

In partnership with Duncan J. School, the Town will install communication boards at each of its playgrounds. The communication boards have been designed by students from DJS and will be site specific.

- 2025 Installation: Communication Boards adjacent to all Town playground facilities.
 - Budget: \$15,000
- 2025-2026: Upgraded park and playground signage including replacement of missing signage in relevant parks.
 - Budget: \$40,000

Hyland-Corbett Park

The Hyland-Corbett Park playground was successfully upgraded in 2023 at an actual cost of \$129,000. The renovation included modern, accessible play equipment that caters to children of all abilities. This park now serves as a model for future playground developments in Smiths Falls.

- 2024: An inclusive spinner will be added to the playground area, complete with base preparation and rubberized matting to ensure accessibility and safety.
 - Budget: \$40,000
- 2027: The park will see further improvements with the installation of additional sensory play items, such as a sensory sway swing and/or ground-level musical instruments adjacent to the spinner, enhancing the sensory experience for children.
 - Budget: \$60,000

Victoria Park

Victoria Park's play structure was enhanced in 2023 with an investment of \$113,000. This upgrade has increased the park's appeal, creating a safe, inclusive, and vibrant space for families. The new equipment supports active play and encourages children of all ages and abilities to participate.

2024 Enhancements: Several upgrades will be made to improve accessibility and safety:

- Add a sidewalk and accessible approach to the existing swing set.
- Fully decommission the wading pool to make way for further enhancements.
- Budget: \$55,000 (\$45,000 for sidewalk and accessible approach, \$10,000 for decommissioning the wading pool)
- 2026 Enhancements
- Install rubberized matting under the entirety of the existing play structure.
 - Budget: \$250,000

Lee Avenue Parkette

This parkette will be host to features that cater to children aged 2-12, including sensory and mobility play elements. The design will include fully accessible features, and rubberized matting where possible, and will complete the park space associated with this previous subdivision development.

- 2024 Design and installation:
 - Budget: \$90,000
- Install a sidewalk and accessible approach to create active transportation connection to the park space.
 - Budget: \$45,000

Alexander Park

- 2024 – Removal of the play features that are beyond end-of-life; host community consultation to develop vision of park space for 2025.
- 2025 Design and installation:



- Comprehensive enhancement that includes the installation of new playground equipment, the creation of a walking trail, the planting of additional trees, and the construction of a picnic shelter.
 - Budget: \$150,000

Memorial Community Centre Complex

2026-2028 Phased Implementation: A multi-phase project to enhance the recreation zone in the Memorial Community Centre Arena Complex:

- Phase 1-2026: Install a Pump Track with accessible options where possible.
 - Budget: \$85,000
- Phase 2-2026-2027: Expand the play area to include an enclosed, inclusive playground with rubberized matting, wheelchair-accessible entrances, ground-level play features, sensory play panels, visual boards, and calming stations.
 - Budget: \$300,000
 - Phase 3-2028: Install a splash pad with accessible and sensory features.
 - Budget: \$950,000

Lower Reach Park

2024-2027 Phased Implementation: A comprehensive redesign of Lower Reach Park will take place over several phases:

- Phase 1- 2024: Remove the wooden play structure and replace it with an accessible swing set, including both tot and adult swings.
 - Budget: \$25,000
- Phase 2- 2024: Commission contractor (Q3) to undertake redesign of Lower Reach park space.
 - Budget: \$100,000
- Phase 3- 2025: Revitalize the splash pad area, incorporating more ground-level spray features and repair leaks/concerns.
 - Budget: \$150,000



- Phase 4-2026-2027: Revitalize the entire playground area, adding rubberized matting, sensory play elements, visual boards, calming stations, slides, accessible swings, and climbers.
 - Budget: \$300,000

Bellamy Farms Subdivision Playground and Trail

In conjunction with the development of the new subdivision, the department will aim to finalize the

- 2024- Finalize Design of a full-size playground with a rubberized base, accessible swing set, and spinner. Additionally, multi-use picnicking and seating areas will be developed, featuring accessible tables and adjacent trail.
- 2025- Installation of Play Structure
 - Budget: \$250,000
- 2026- Development of Trail
 - Budget: \$350,000

Parkview Homes Subdivision

A new park space will be developed in the latest Parkview Homes subdivision, providing recreational space for this growing area.

- 2027- Creation of a tennis/pickleball court, basketball court and defined open-greenspace. Include lighting, seating and a few interactive play features.
 - Budget: \$75,000

Victoria Park Beautification

A significant beautification project will take place in Victoria Park aimed at removing outdated infrastructure and enhancing the overall aesthetics.

- 2024- Removal of the remains of the Kinsmen Memorial Pool; demolition of a derelict shed in Victoria Park; updates to the benches along Evergreen Avenue.
 - Budget: \$2500
- 2024- enhancing the appearance of the fuel tanks at Victoria Park. This project will include installing a fence around the fuel tank to disguise the industrial nature of the utility.



- Budget: \$10,000
- 2025- Update benches and garbage cans along Evergreen Avenue.
 - Budget: \$10,000

Murphy Park Beautification

Ongoing beautification will take place in Murphy Park, aimed at removing outdated infrastructure and enhancing the overall aesthetics.

- 2026: Updating existing seating through the replacement of wooden benches, installation of additional of affixed picnic tables, and installation of permanent garbage cans.
 - Budget: \$10,000

Revitalization of Parkette and Boulevard Spaces

2024-2027 Ongoing Implementation: Develop parkette/rest spots throughout the community in vacant or underutilized spaces, ensuring connectivity to trails and sidewalks; upgrade and revitalize existing parkette and rest spaces. These include upgrading/swapping out existing wooden benches and garbage cans with powder-coated steel benches and matching garbage bins for continuity with downtown look and feel as well as added durability.

- Site works will be conducted as required to meet accessible standards, including curb and approach enhancements.
 - Budget: \$5000 per parkette plus site improvements (TBD)

Abbott and Lombard

The vacant corner lot at Abbott and Lombard will undergo a transformation with the installation of benches, flower beds, shrubs, and trees, and upgrades to the trail into the area adjacent to the Canal.

- 2024- installation of benches and planting of trees; levelling of lot and clearing area.
 - Budget: \$25,000
- 2025: Installation of flower beds and additional shrubs; enhancements to the trail into the area adjacent to the Canal.
 - Budget: \$10,000



3. Infrastructure Development

Civitan Ball Diamonds

- 2024-Removal of the derelict shed to make way for future developments and improvements in the area.
 - Budget: \$500
- 2025- Rolling of the baseball fields to improve the quality of the playing surface, and increasing safety.
 - Budget: \$18,000

Cataraqui Trailhead Development

2024- This will provide a clearly defined trailhead and parking lot that enhances access to the Cataraqui Trail. This project will include signage, potential for seating, and a graded, defined parking lot.

- Budget: \$45,000

Turtle Island Development

- 2027- Remove unsightly concrete connection from the island to the pedestrian bridge; enhance lighting and introduce additional shoreline vegetation as a deterrent for Canada Geese.
 - Budget: \$70,000

Murphy Park Beach Restoration

These projects will enhance the park's usability, and encourage more water-based recreation.

- 2027- Restoration of the Junior Beach; additional sand; shoreline vegetation planting to reduce impact of erosion; install a ramp for accessible access to the water.
 - Budget: \$100,000 for beach restoration

Healing Circle on Duck Island

Installation of a Healing Circle on Duck Island, offering a serene and culturally significant space for ceremony, reflection and community gatherings. This project is a key element of the town's commitment to reconciliation.

- 2024- complete Landscape design; build and install Healing Circle

- Budget: \$20,000

Placemaking/Wayfinding

Council Strategic Initiative 3.1- *Placemaking, activate and link waterfront areas (parks and paths) to entice and attract visitors and residents to the waterfront at all times of the day, and year round.*

- 2025- Engage qualified contractor to assist in mapping/delineating safe, clear paths of travel and linkages for trails, parks and paths.
 - Budget: \$20,000
- 2026- Design and install clear, informative signage; create guide (e.g. app/guidebook/map) for residents and visitors to map their travel through the trail network
 - Budget: \$50,000
- 2027-2029: Undertake pathway improvements to ensure accessibility and unimpeded, safe travel is possible.
 - Budget: TBD

Youth Arena Feasibility Study

A feasibility study will be conducted to determine the best path forward for the youth arena facility. This study will assess current usage, community needs, and potential upgrades or repurposing options to ensure the facility continues to serve the town effectively.

- 2024- Engage qualified contractor to undertake a feasibility study for the Youth Arena complex.
 - Budget: \$80,000

The Parks and Recreation Master Plan represents a significant investment in the future of Smiths Falls. The projects outlined in this implementation plan are designed to enhance the quality of life for all residents, create inclusive and accessible spaces for enjoyment and use by the public, and promote a sense of community pride. By mapping out these strategic investments, the Town of Smiths Falls will not only meet the current needs of its residents but also position itself as a leader in recreational excellence and community development for the future.



TOWNSHIP OF
McNab/Braeside

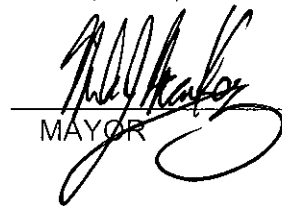
Regular Council Meeting Resolution Form

Date: August 6, 2024 No: RESOLUTION - 382-2024
 Moved by Councillor Robert Campbell Disposition: CARRIED
 Seconded by Deputy Mayor Lori Hoddinott Item No: 11.1

Description: Request for Support #1 - Smiths Falls - Restrictions on the Keeping of Non-Native Wild Animals

RESOLUTION:

THAT Council of the Corporation of the Township of McNab/Braeside support the Town of Smith Falls in their effort to petition the provincial government to implement provincial regulations to restrict the possession, breeding and use of non-native (exotic) wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native (exotic) wild animal population.



 MAYOR

Recorded Vote Requested by:

Declaration of Pecuniary Interest:

	Yea	Nay
M. MacKenzie	_____	_____
L. Hoddinott	_____	_____
K. Rosien	_____	_____
S. Brum	_____	_____
R. Campbell	_____	_____

Disclosed his/her/their interest(s), vacated
 he/her/their seat(s),
 abstained from discussion and did not vote