



SMITHS FALLS

RISE AT THE FALLS

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

Monday, May 12, 2025, 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 Brennan

Land Acknowledgement

On May 9, 2025 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 May 12, 2025 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

6. DELEGATIONS

6.1 Christa Dales Donnelly, Co-chair

Smiths Falls Old Home Week Update

7. CAO/DIRECTORS VERBAL REPORTS

8. COMMITTEE OF THE WHOLE CONSENT REPORTS

9. IN CAMERA/CLOSED SESSION

10. PRIORITY ISSUES/REPORTS

10.1	Creating Engaging Green Spaces through a Connected Trail Network, Report 2025-031 (S Clark)	3
10.2	CIP 2025 Spring Intake Applications, Report 2025-044 (K Grenke)	36
10.3	2025 Final Tax Rates, Report 2025-046 (P Dowber)	49
10.4	Annual Year in Review, 2024, Report 2025-047 (M Morris)	54
10.5	Amending Provincial Funding Agreement for Small Business Centre, Report 2025-045 (K Costello)	66
10.6	Waiving Encroachment Fee Request, Downtown Smiths Falls Business Association Parkette (J Miller)	

11. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

12. INFORMATION LISTING/CORRESPONDENCE ITEMS

13. NOTICE OF MOTIONS

14. ADJOURNMENT

Recommended Motion:

THAT the Committee adjourn its proceedings XXXX p.m. and stand so adjourned until the next duly called Committee meeting.



To: Mayor and Council

From: Stephanie Clark, Director of Community Services

Date: March 24th, 2025

Committee of the Whole Date: April 14th, 2025

☐ For Direction

☐ For Information

☒ For Adoption

☒ Attachment: 31 pages

Title: Creating Engaging Green Spaces through a Connected Trail Network

Recommendation: That the Council of the Corporation of the Town of Smiths Falls adopt the *Trail Standards Plan*, the *Parks and Open Space Connectivity Guide*, and the *Connected Trails Implementation Plan*, as presented, to guide the development of a connected and engaging trail network across the community.

Purpose

To seek Council's adoption of three coordinated planning documents that will support the design, development, and implementation of a connected trail network, aligned with Strategic Priority 6.1. These documents provide a clear framework for expanding and enhancing active transportation, recreation, tourism, and placemaking opportunities in Smiths Falls.

Background

As identified in the Strategic Plan (2023-2026), the Town has prioritized creating engaging green spaces and enhancing trail connectivity to support active transportation, accessibility, tourism, and environmental sustainability. In addition, the Parks and Recreation Master Plan underscores the importance of investing in sustainable and accessible green spaces to foster community engagement, outdoor recreation, and economic growth.

In response, the Community Services Department has developed three key documents:

- Parks & Open Space Connectivity Guide
- Smiths Falls Trail Standards Plan
- Connected Trails Implementation Plan

These documents identify current gaps, barriers to accessibility, and opportunities to improve trail connections. The Implementation Plan outlines a five-year, phased approach to enhance trail linkages, add key amenities, and ensure all neighbourhoods have access to green spaces. Together, these plans support a unified vision for a trail system that is inclusive, sustainable, and well-integrated into the broader community.

Together, these documents will serve as a framework for both immediate and long-term trail planning, integrating trails into the broader vision for a livable, inclusive, and environmentally connected community.

Analysis and Options

Options for Council Consideration

1. Adopt all three plans as presented and proceed with phased implementation over five years. *(Recommended)*
2. Adopt the plans with modifications, such as adjusted timelines or priorities based on funding availability. *(Not recommended)*
3. Defer adoption to revisit funding strategies. *(Not recommended)*

Budget/Financial Implications

The estimated total cost for full implementation of Strategic Plan Item 6.1 is **\$1,285,000**, allocated over five years, with funding anticipated from:

- Municipal capital allocations
- Provincial and federal grants

Annual capital and operating budget allocations will be subject to Council approval as part of the municipal budgeting process.

Link to Strategic Plan (2023-2026)

This initiative aligns with the following key strategic priorities:

- Strategic Priority 6.1: Creating Engaging Green Spaces through a Connected Trail Network

Existing Policy

- Town of Smiths Falls Strategic Plan (2023-2026)
- Town of Smiths Falls Parks and Recreation Master Plan
- Accessibility for Ontarians with Disabilities Act Compliance Guidelines

Consultations: Community Services staff; Accessibility Advisory Committee; Parks Canada; Economic Development and Tourism Staff; Cataraqui Trail Conservancy; Trans Canada Trail staff.

Attachments

- Creating Engaging Green Spaces through a Connected Trail Network Implementation Plan
- Parks & Open Space Connectivity Guide
- Smiths Falls Trail Standards Plan

Respectfully Submitted by:

Approved for agenda by CAO:

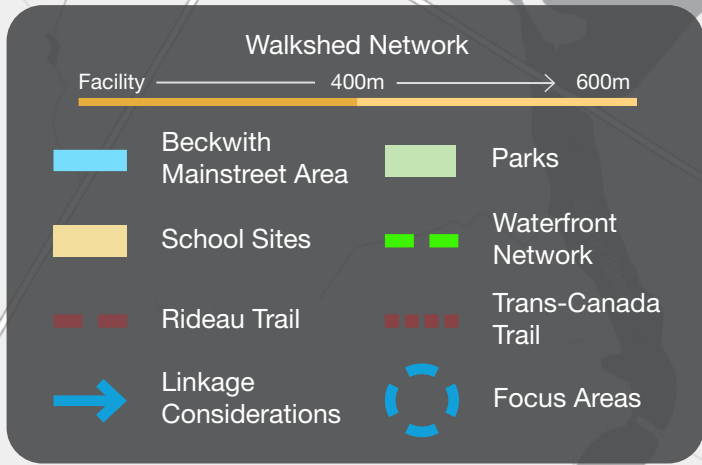
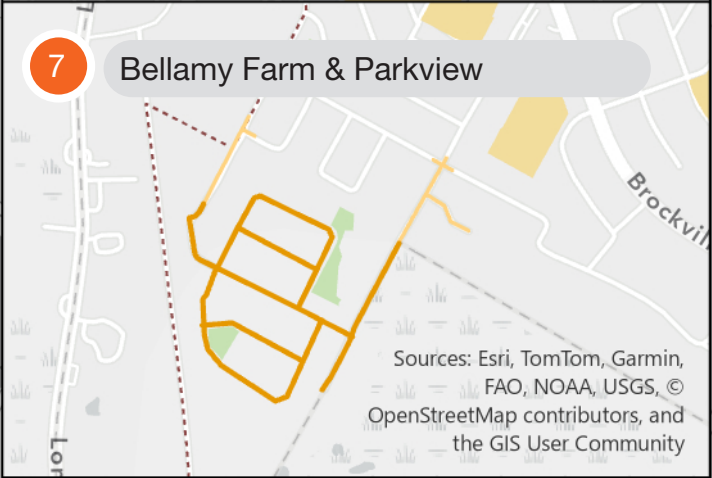
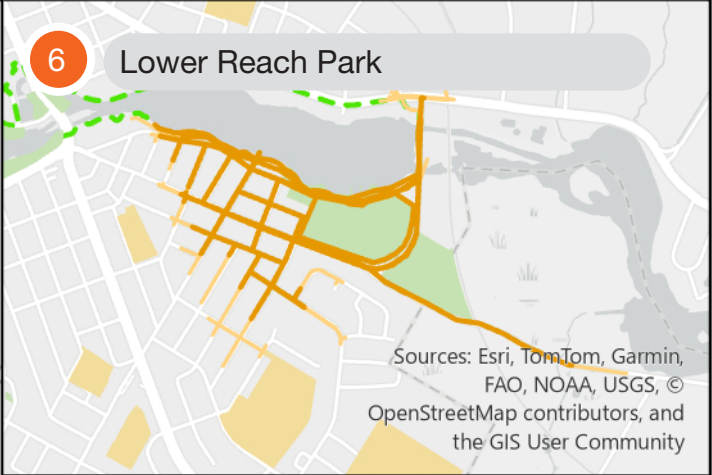
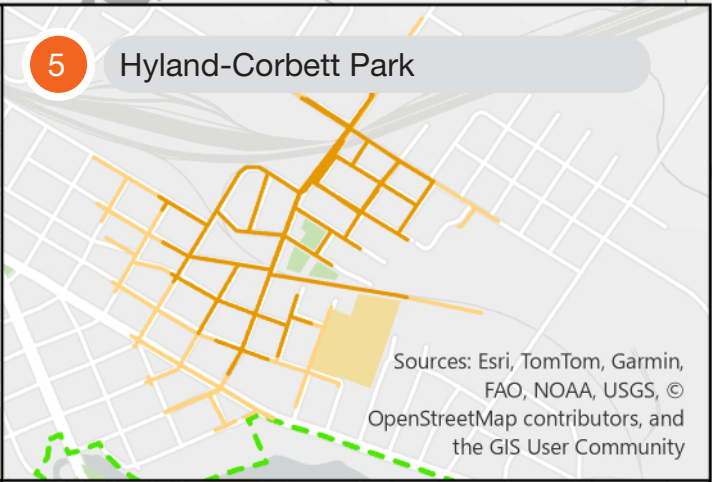
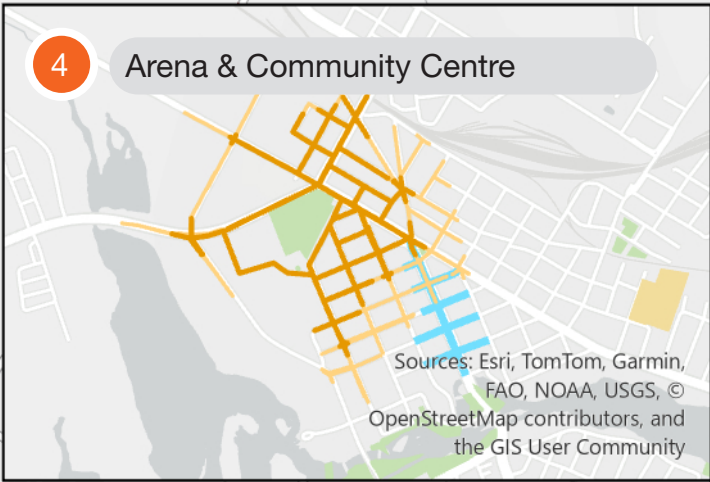
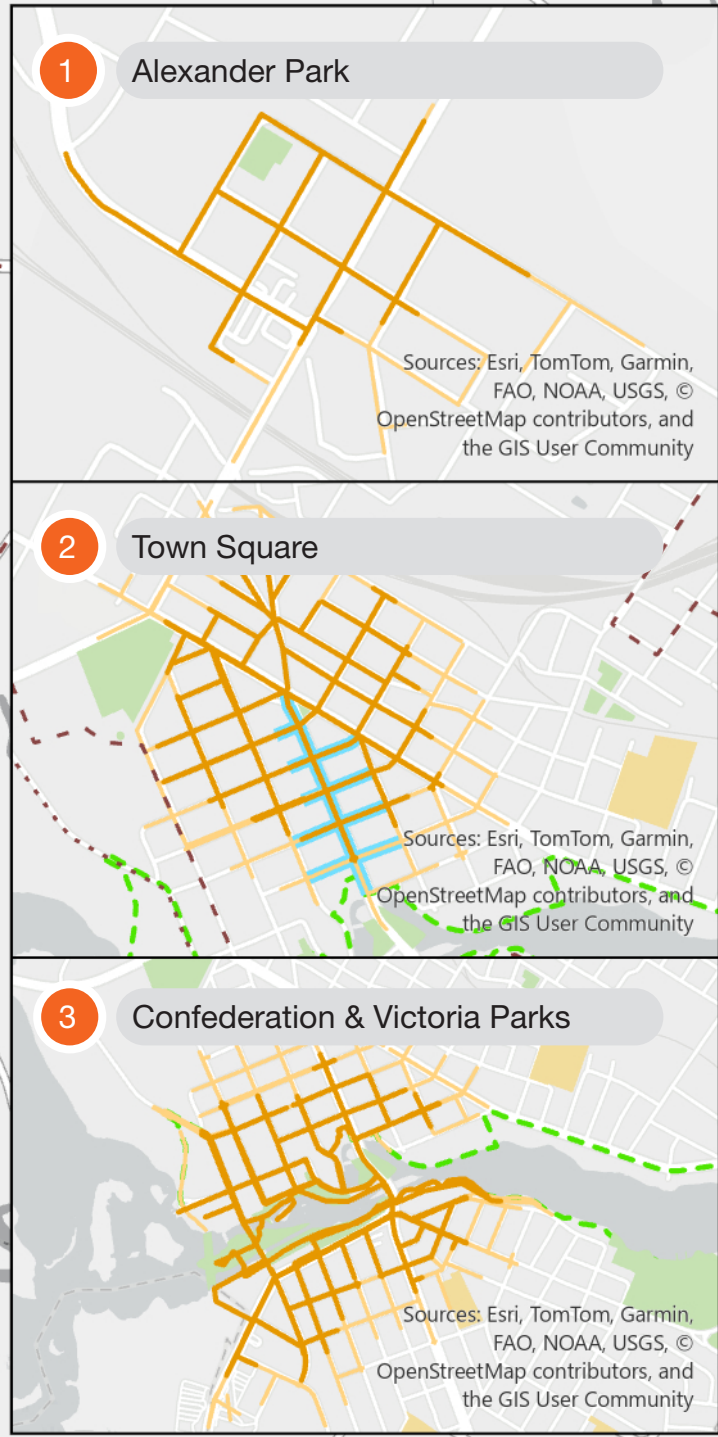
Stephanie Clark,
Director of Community Services

Malcolm Morris, CMO

Parks & Open Space Connectivity Guide

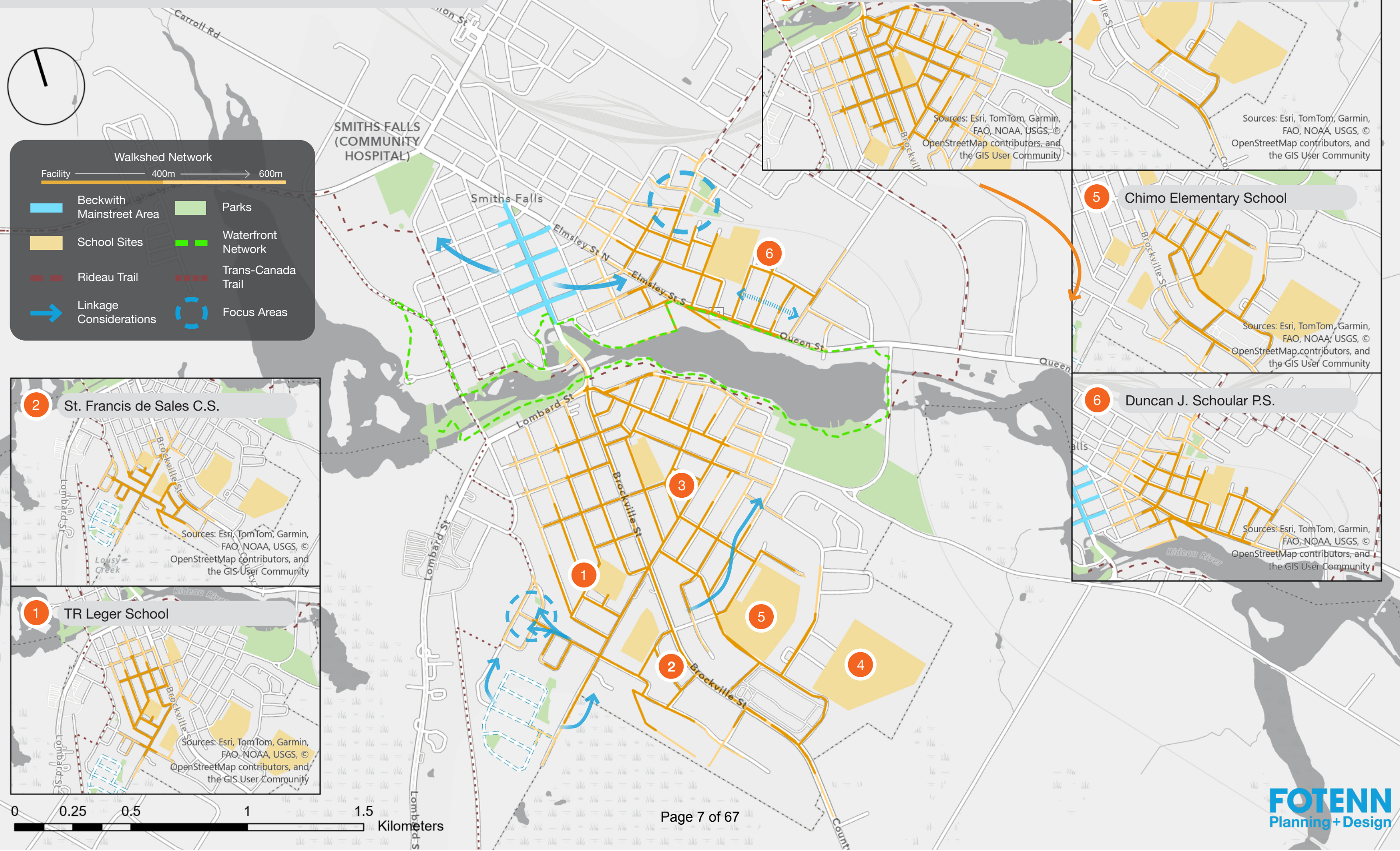


SMITHS FALLS
RISE AT THE FALLS
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PARKS & OPEN SPACE CONNECTIVITY GUIDE

School Network Walksheds



Purpose

The Parks and Open Space Connectivity Plan presents a graphical representation of the existing park and school assets located within the Town of Smiths Falls for the purpose of identifying existing walking networks connecting these facilities.

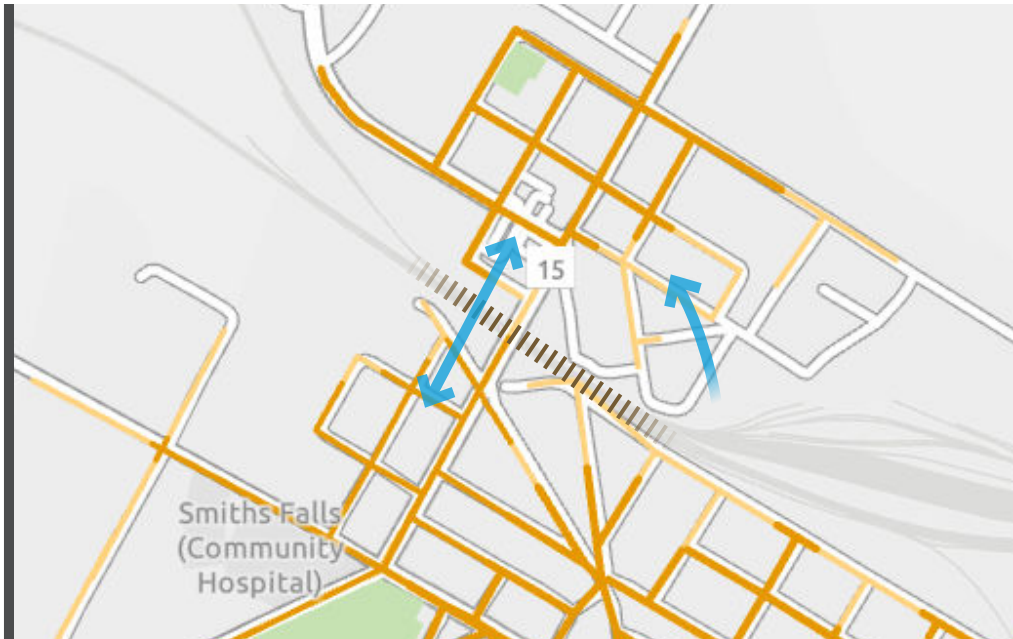
The purpose of this tool relies on the assumption that shorter walking distances be safer and encourage active modes of transportation, particularly for vulnerable populations, including children and the elderly. As walking distances increase, ensuring that connections between facilities are safe, clearly identifiable, and efficient can enhance the overall functionality of the network as a means of enhancing the access to and between these individual facilities.

The accompanying maps and figures illustrate the cumulative and individual *walksheds* extending from each facility, at intervals of 400 metres (~5 minute walk) and 600 metres (~7.5 minute walk).

WALKSHED: A visual representation of areas located within a certain distance of a specific point or facility, highlighting accessible routes and barriers.

Utilizing this information, focus areas and linkage considerations between these facilities and the existing active transportation and park networks have been identified. These opportunities highlight areas that may benefit from further consideration as it relates to infrastructure improvements, wayfinding initiatives, and parks planning priorities.

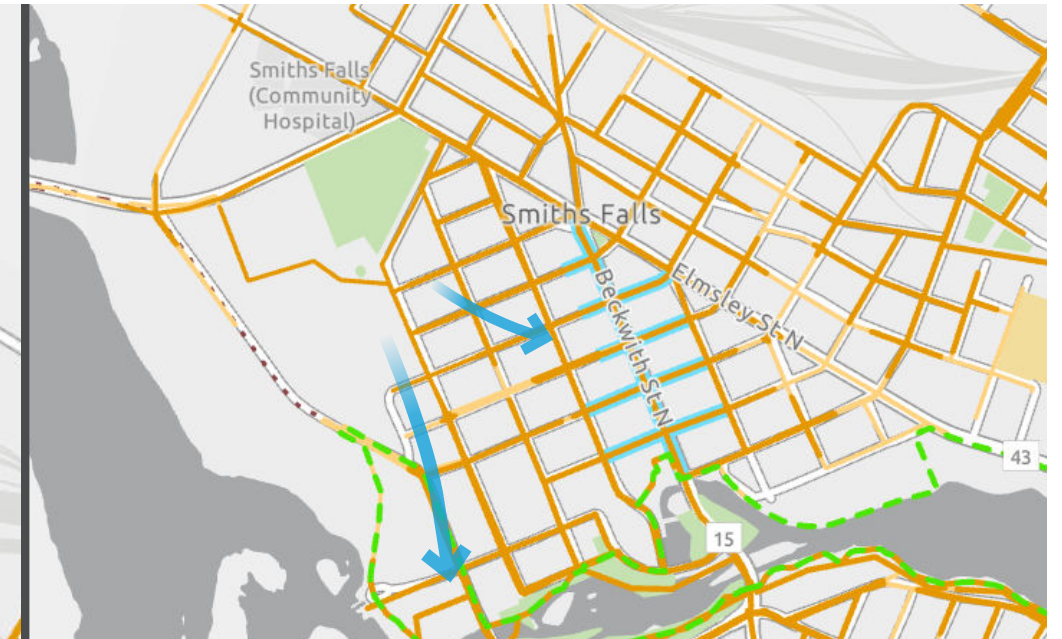
This document has taken guidance from, but does not seek to contradict or amend any of the findings of the Smiths Falls Active Transportation Plan (2021) or equivalent.



Alexander Park sits at the north end of the Town, and remains relatively isolated from the broader park network. This area is mainly accessible via Highway 15, which passes under the railway which bisects the Town in this area. As identified by the Park Network Walkshed, the railway underpass may pose a barrier to active transportation movements due to the nature of the connection, the visual impact of the railroad bridge, and the traffic volumes seen along Highway 15.

Two (2) linkage considerations have been identified as it relates to Alexander Park:

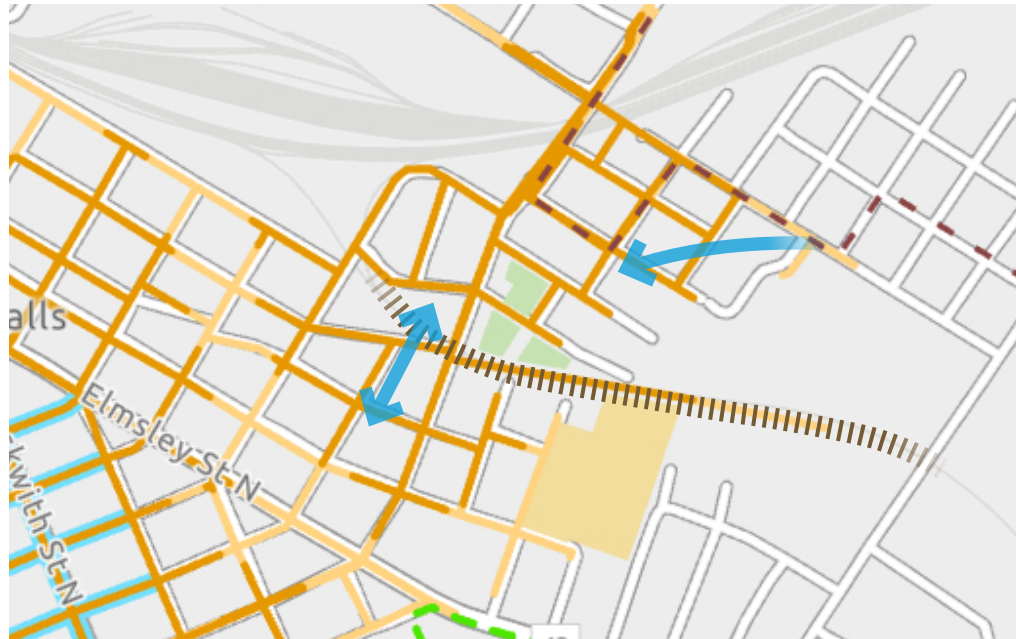
1. While not a physical obstruction, the railway presents a potential psychological and navigational barrier for pedestrians and cyclists traveling between the residential areas surrounding Alexander Park and the broader park network to the south.
2. Areas to the north of the railway and east of Highway 15 are generally isolated from the Town's park network, including portions sited outside of the 600-metre walkshed of Alexander Park. Establishing a defined pedestrian route for these areas—while accounting for Highway 15 as a high-traffic arterial—may improve accessibility and integration with the larger network.



The Smiths Falls Memorial Community Centre, Youth Arena, and baseball diamonds represents a prominent community hub, serving the immediate neighbourhood as well as the greater Town and surrounding areas.

Two (2) linkage considerations have been identified as it relates to this community hub:

1. As a significant community hub, ensuring seamless connections between these facilities and the broader parks and active transportation network supports safer and more efficient access. Strengthening these linkages also enhances the overall value and functionality of the Town-wide park facilities and network.
2. The Beckwith mainstreet corridor represents a well-connected network of walkable, active streetscapes and pedestrian-oriented commercial activity. The mainstreet area is well connected to other networks and can serve as an extension of safe walksheds while Establishing a well-defined link between this corridor and the community hub presents an opportunity to further expand the Town's walkable network. By guiding pedestrian movement through safe, accessible, and strategically located pathways, this connection can improve overall walkability and reinforce key nodes within the community.



Hyland-Corbett Park is similar to Alexander Park in that it is a relatively isolated park facility located north of the railway, serving several residential areas. The park is also situated in close proximity to Duncan J. Schoular Public School, as identified on the School Network Walkshed.

Two (2) linkage considerations have been identified as it relates to Hyland-Corbett Park.

1. Similar to Alexander Park, the railway presents a potential navigational and psychological barrier for active transportation movements, particularly for students. Ensuring safe and comfortable crossings is essential to supporting pedestrian movement and connectivity between park and school facilities.

2. The residential neighbourhood to the northeast of the park is further disconnected from the broader park network. As such, Hyland-Corbett Park has the opportunity to directly serve these residents, providing a clear and identifiable access to these facilities. Additionally, the Rideau Trail, which enters the Town along Chambers Street and passes through this neighborhood, presents an opportunity for coordinated improvements to strengthen connections between both networks.



Lower Reach Park represents a major addition to the Smiths Falls network of parks and open space. As depicted in the provided maps and figures, this area includes Lower Reach Park, Gleeson Park, and the Smiths Falls Curling and Squash Club. These facilities serve both the adjacent residential neighborhoods and the broader community.

Two (2) linkage considerations have been identified as it relates to the Lower Reach Park area:

1. The areas to the south of Lower Reach Park, while situated in close proximity, face a physical barrier in the form of a significant grade change along Jasper Avenue. As a result, Vincent Street serves as the primary access route to the park from the south. This constraint presents an opportunity to consolidate improvements and wayfinding efforts along this corridor which serves several schools in the area as well as the surrounding residential areas.

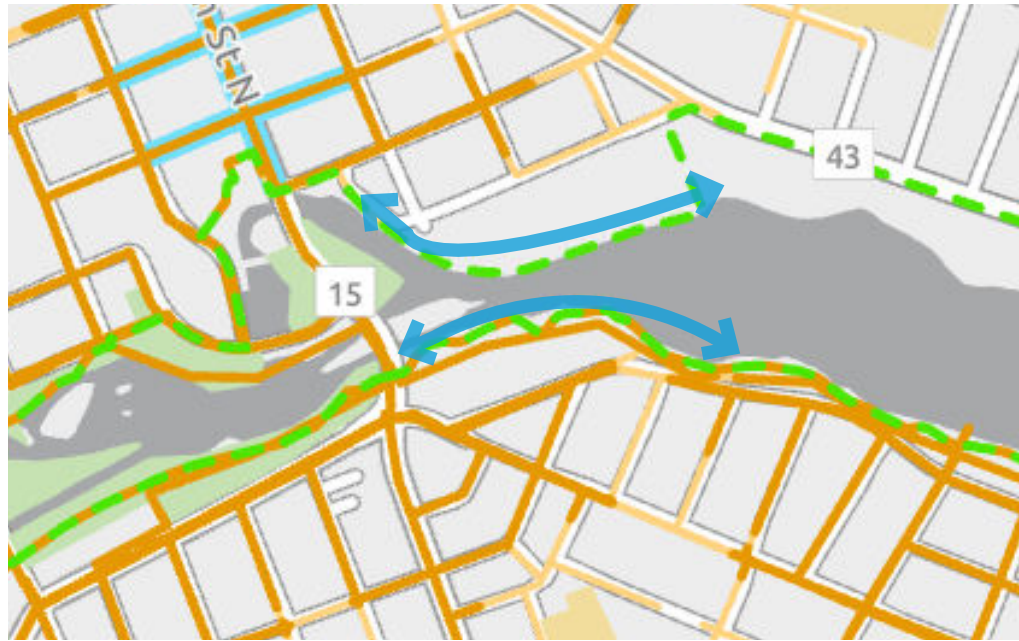
2. Lower Reach Park, Gleeson Park, and the Smiths Falls Curling and Squash Club are situated along Old Slys Road which disrupts the seamless interaction between these spaces. Prioritizing safe crossings and improving connectivity along this corridor would allow these assets to function as a more cohesive recreational hub, enhancing their overall accessibility, value, and community utility.



The area to the east of Duncan J. Schoular Public School largely falls outside the walkshed of identified park facilities. Additionally, the waterfront remains inaccessible due to riverfront lot formations. Despite these spatial disconnections, this area benefits from an internal path network that extends from Thurber Street in the west to Lorne Street in the east.

One (1) linkage consideration has been identified as it relates to this area:

1. The interior path connection from Duncan J. Schoular Public School eastward represents an opportunity to implement clear and identifiable wayfinding, facilitating pedestrian and active transportation movements towards Lower Reach Park to the south. Consideration should also be made for how the end of this path is guided towards the safe crossing to Lower Reach Park across Old Slys Road.



The waterfront trail network spans a significant portion of the riverfront, connecting major park facilities, including Lower Reach Park to the east and Turtle Island, Duck Island, and Victoria Park to the west. However, certain sections of the trail are less accessible and difficult to traverse, creating gaps that disrupt connectivity to these park facilities and the greater active transportation network as a whole.

Consideration should be made towards ensuring these sections are improved to match the quality of the adjacent trails to the east and west. Strengthening these connections will create a more seamless network, better linking individual facilities throughout the Town.

The Bellamy Farms neighbourhood represents a new addition to the Smiths Falls built-up area. The neighbourhood is set to feature two (2) new park facilities, contributing to the livability of the new residents, as well as those in surrounding areas.

Two (2) linkage considerations have been identified as it relates to the area surrounding Bellamy Farm:

1. Improved access to the park facilities within Bellamy Farms presents an opportunity to serve residents of existing neighbourhoods to the north and east. Additionally, the presence of schools to the northeast highlights the need for well-planned connections to facilitate movement in and out of the neighbourhood.
2. The Cataraqui Trail runs along the western boundary of Bellamy Farms, featuring two distinct trailheads: one at the western end of Ferrara Drive and another at the intersection of Ferrara Drive and Harold Street to the north. Establishing clear pathways to these trailheads—from within Bellamy Farms and surrounding neighbourhoods—will enhance connectivity, further integrating the community into the broader Town-wide trail and park network.

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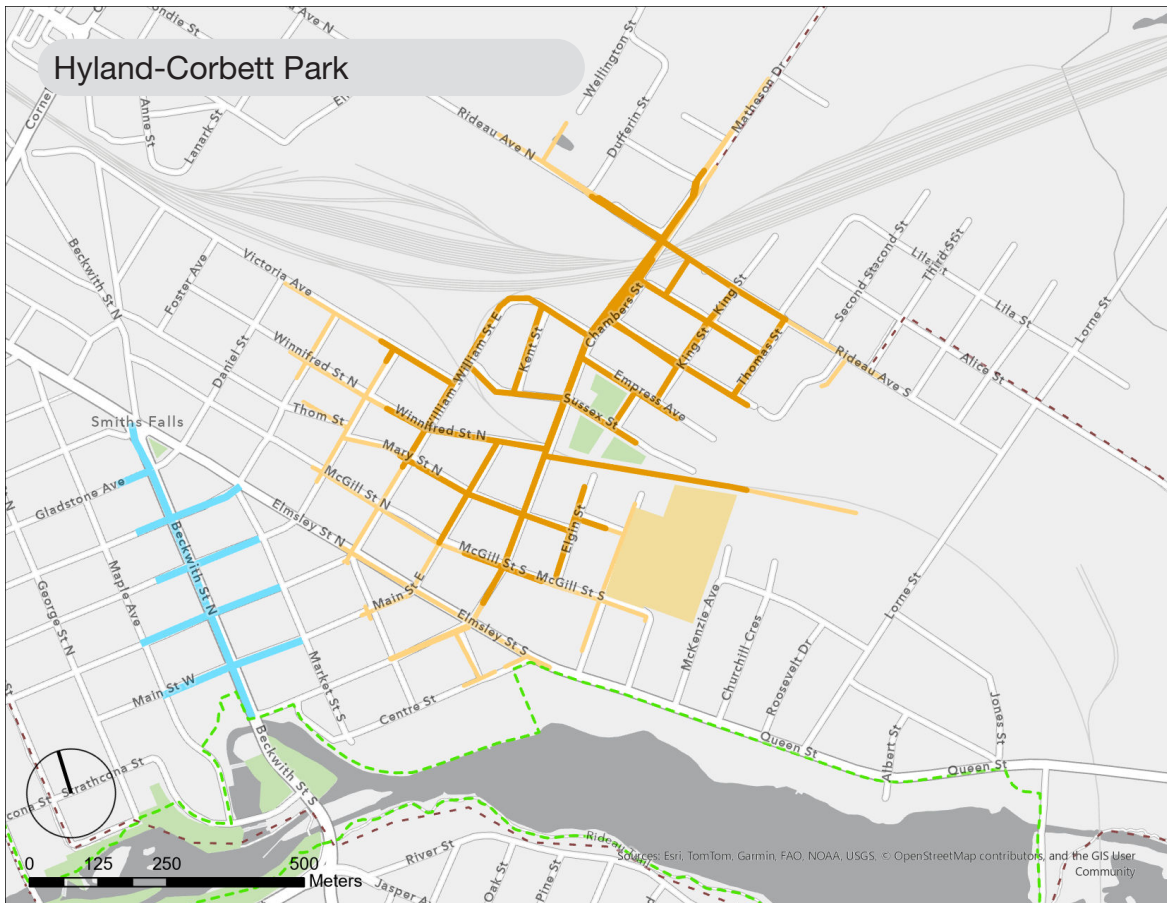
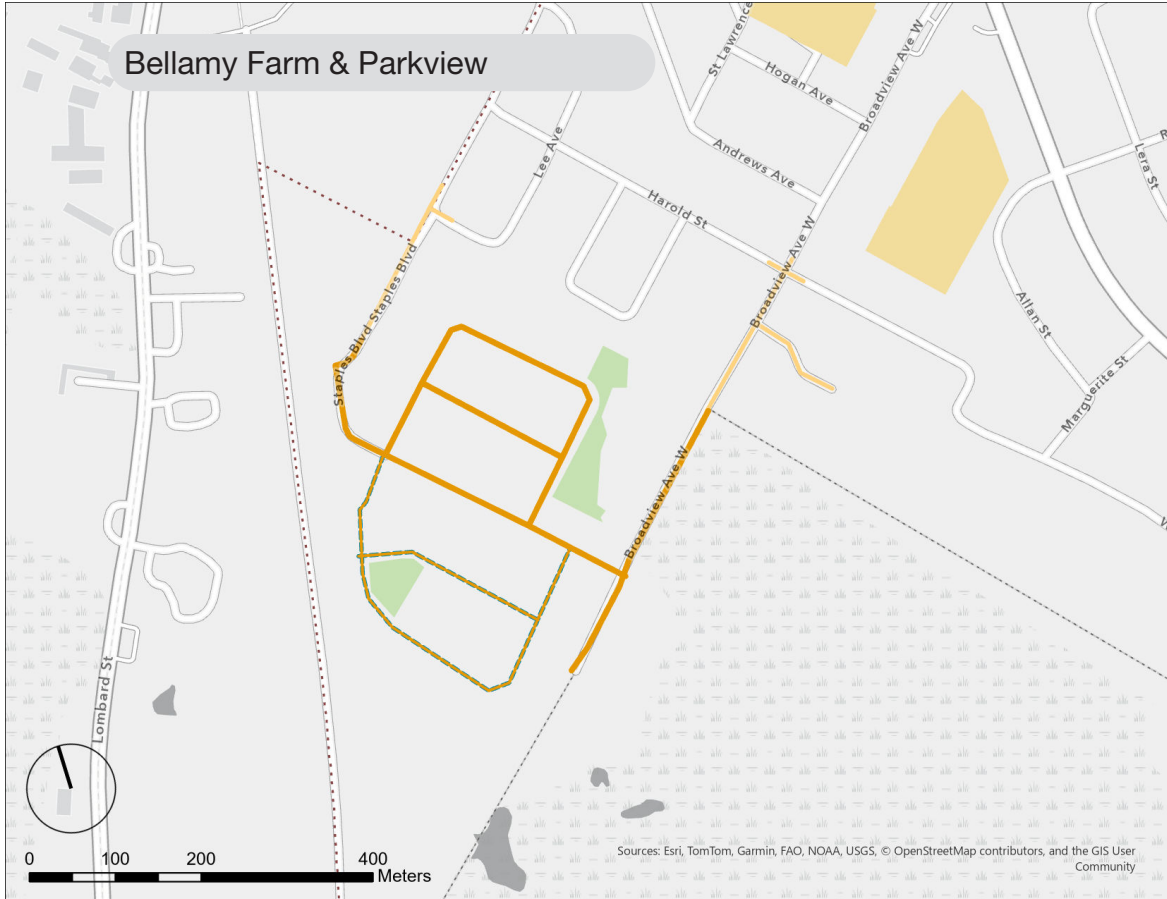
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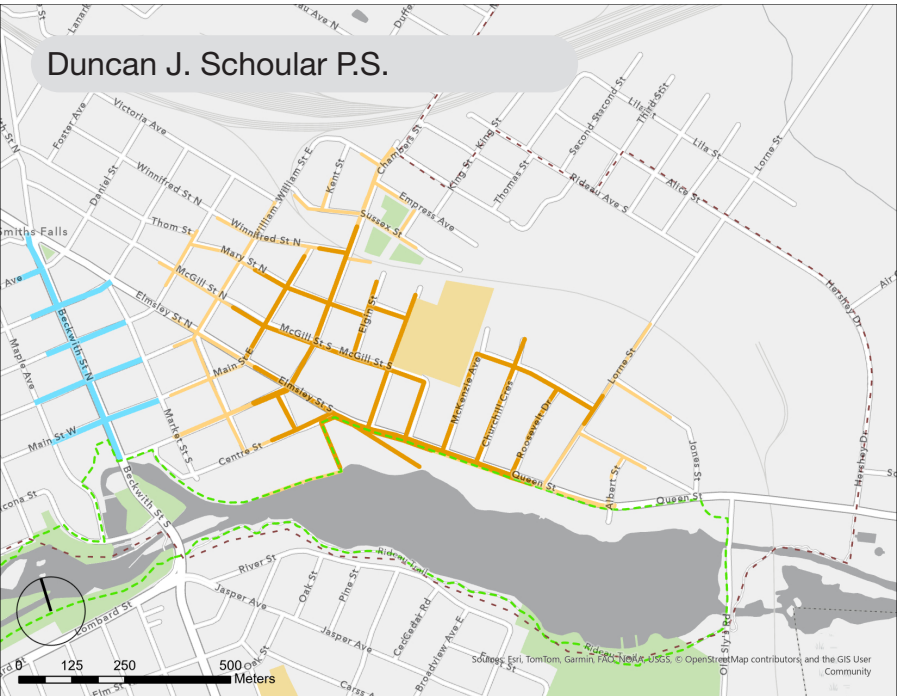
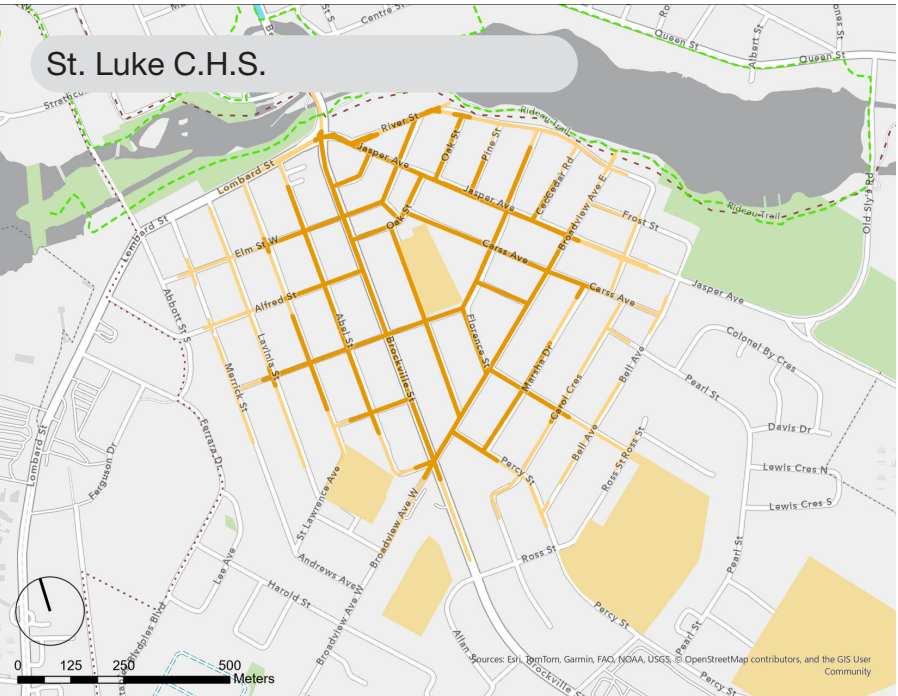
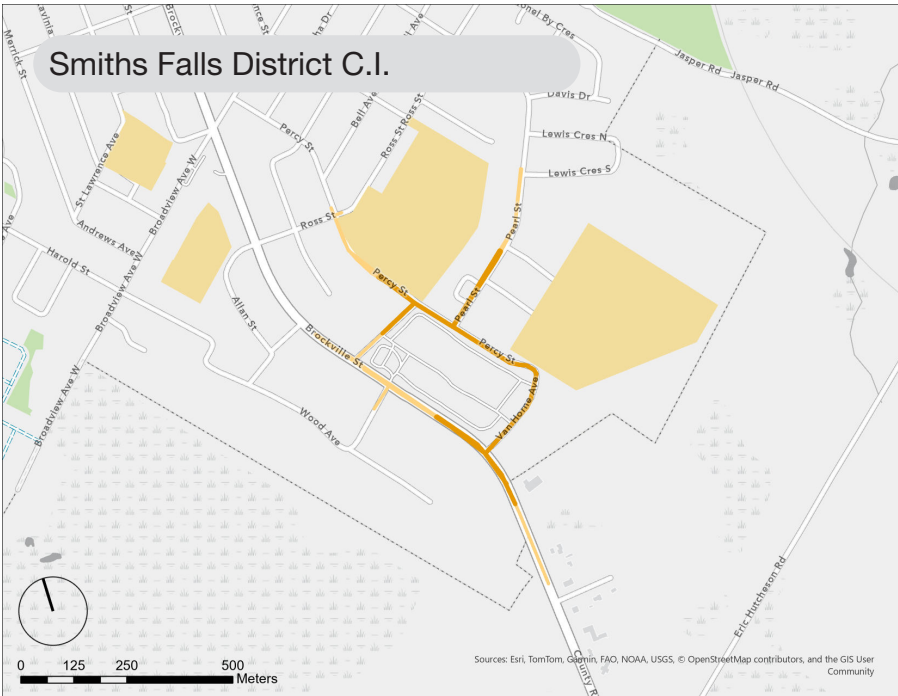
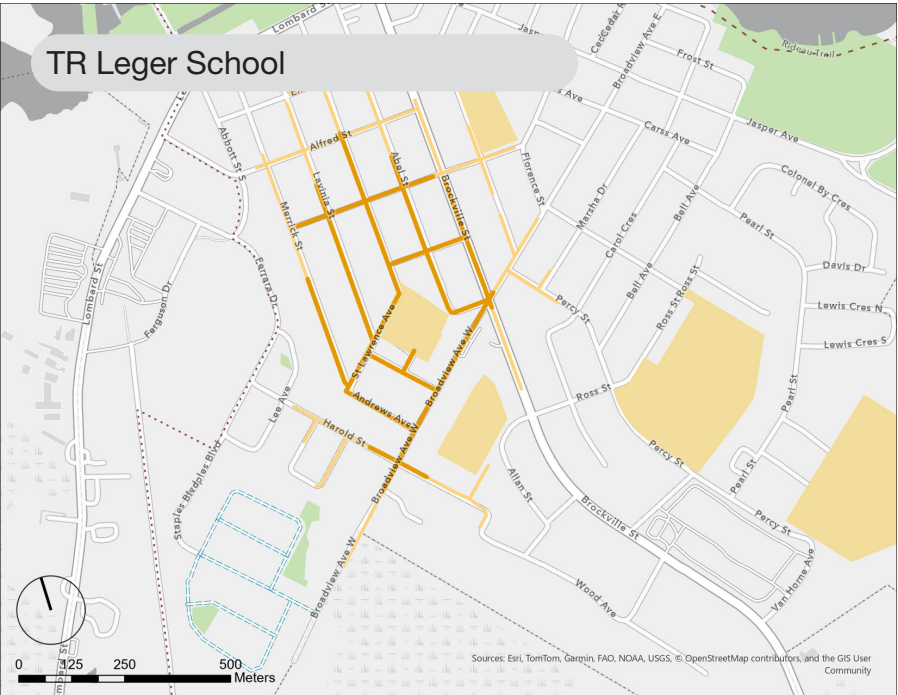
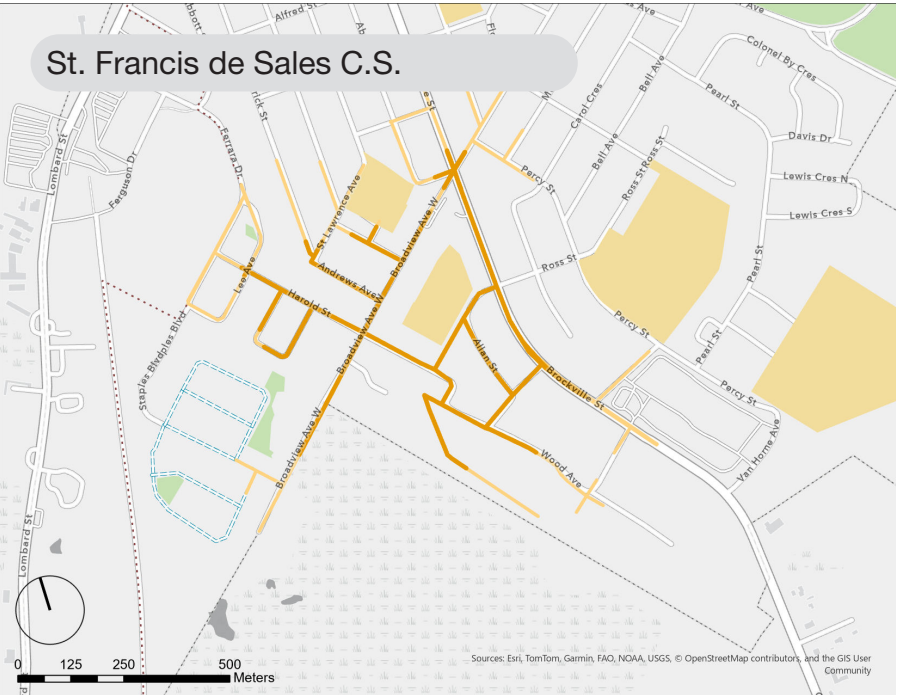
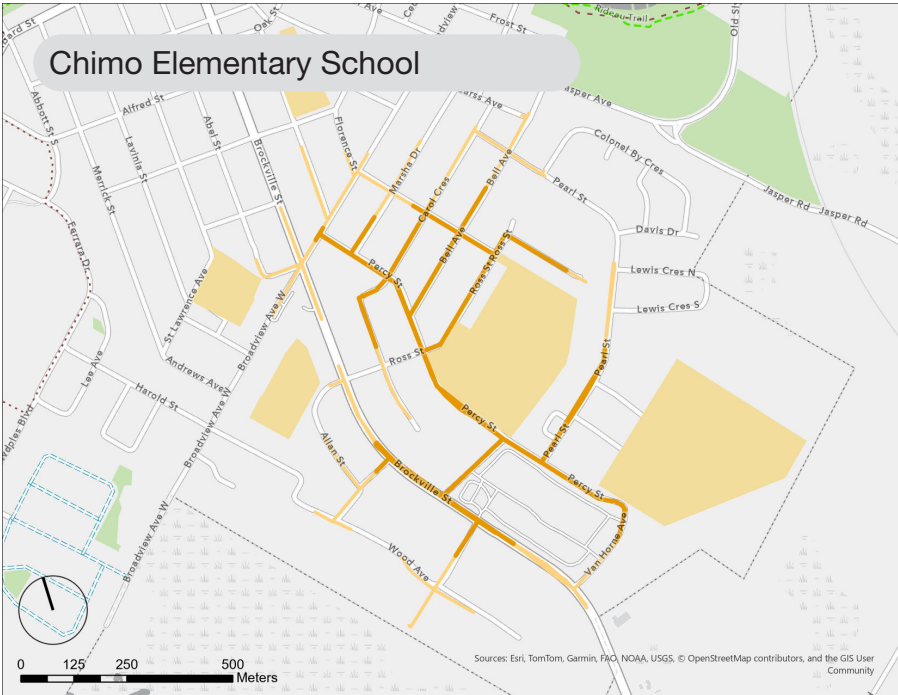
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APPENDIX A: INDIVIDUAL PARK WALKSHED MAPS





APPENDIX B: INDIVIDUAL SCHOOL WALKSHED MAPS



Creating Engaging Green Spaces through a Connected Trail Network

Strategic Priority 6.1

A Vision for a Connected and Accessible Smiths Falls

The Town of Smiths Falls has long been defined by its rich natural environment, historic charm, and the strong sense of community among its residents. As the town continues to grow, so too must the approach to public spaces evolve. Parks and trails are not simply places to pass through—they are destinations that foster community, encourage outdoor activity, and create lasting memories.

With this in mind, the Town is embarking on an ambitious transformation: Strategic Plan Item 6.1, a five-year plan to expand, connect, and enhance Smiths Falls' parks and trails. This initiative is not just about infrastructure; it is about building a town where every resident—regardless of age, ability, or background—can enjoy safe, accessible, and well-connected green spaces.

Understanding the Need for Connectivity

Strategic Plan Item 6.1 aligns directly with the current *Parks and Recreation Master Plan*, which emphasizes the need for a cohesive and accessible trail network that supports both recreational and active transportation goals. The Master Plan highlights the importance of improving trail connectivity, accessibility, and infrastructure to better serve residents and visitors while fostering a healthier, more active community. By implementing this initiative, the Town is taking a significant step toward achieving the long-term vision set forth in the Master Plan, ensuring that parks and trails are safe, well-maintained, and seamlessly linked to enhance overall community well-being.

Smiths Falls is home to several beautiful parks and natural spaces, but gaps in connectivity, and a dearth of wayfinding and/or directional signage can make these areas feel disjointed rather than part of a cohesive network. The recently completed *Parks & Open Space Connectivity Guide* highlights key obstacles, including railway crossings, high-traffic roadways, and inconsistent trail surfaces. These barriers make it difficult for residents to move easily between parks, discouraging active transportation and outdoor recreation.

The Town's *Trail Standards Plan* provides a framework for addressing these challenges by emphasizing accessibility, safety, and sustainability. By improving existing trails and creating new connections, Smiths Falls can transform its public spaces into a fully integrated green network.



Additionally, Smiths Falls holds a unique position in regional and national trail networks. The town is a terminus for the Cataraqui Trail, providing a critical gateway for trail users. It is also a key link in the development of the developing Eastern Ontario Rail Loop, a long-distance cycling and recreational trail system. Furthermore, Smiths Falls is part of the Trans Canada Trail, a national trail system linking outdoor enthusiasts across the country. The establishment of a dedicated trailhead facility at the start of the Cataraqui Trail will serve as a central hub for local and visiting trail users.

A Phased Approach to Transforming Our Green Spaces

This initiative is planned over five years, ensuring thoughtful and sustainable progress. Each phase builds upon the last, gradually realizing a well-connected, accessible, and inviting green space network.

Laying the Foundation (Year 1 – 2025)

Building on the foundational work completed in the Parks and Open Space Connectivity Guide, the Community Services Department will focus on key improvements to the trail network in Year 1. This will include:

- Minor infrastructure repairs to existing pathways and trails.
- Installation of accessible signage in play areas.
- A comprehensive on-the-ground review of trail conditions within identified core walksheds and connectors.
- Preparatory work for the Cataraqui Trailhead parking lot, positioning this location as a future hub for active transportation.

While a more extensive trailhead facility is planned for Years 4 and 5, this initial work lays the foundation for future enhancements, which may include a washroom facility and a water station to support increased trail usage and visitor amenities.

Strengthening Core Connections (Year 2 – 2026)

With a clearer understanding of existing conditions, Year 2 will focus on enhancing identified walkways and connectors in collaboration with Public Works. This will include:

- Improving accessibility at key locations (curb cuts, sidewalk additions, and pedestrian crossings).
- Wayfinding enhancements, including directional signage and interactive maps to help users navigate the trail system.

- Seeking grant funding and partnerships to support expansion efforts and infrastructure improvements.

Enhancing the Trail Experience (Year 3 – 2027)

Once core connections are in place, attention will shift to making trails more inviting and user-friendly. Improvements will include:

- Resurfacing pathways with accessible materials.
- Adding benches, lighting, and rest areas to improve user comfort throughout Lower Reach.
- Adding and/or benches along select trail linkages (e.g. Queen Street)
- Undertaking a focused native tree and shrub-planting initiative to introduce additional shade and greenery.
- Collaborating with businesses and interest groups to encourage eco-tourism and local economic benefits.

Completing the Vision and Ensuring Sustainability (Years 4 & 5 – 2028-2029)

The final phase will refine and ensure long-term sustainability by:

- Closing remaining connectivity gaps to ensure all neighborhoods have safe, traversable access to green spaces.
- Developing the full Cataraqui Trailhead Facility, adding washrooms and water stations.
- Introducing a community stewardship program to engage residents in trail maintenance and beautification.
- Conducting a comprehensive review of trail usage, accessibility, and public feedback to inform future improvements.

Partnerships & Collaboration

The success of this initiative relies on strong collaboration with key partners such as Parks Canada, the Town's Accessibility Advisory Committee, the Chamber of Commerce, the Downtown Business Association, and other municipal departments. By working together, the Community Services department can align efforts to enhance green spaces, promote active transportation, and support tourism. Engaging these stakeholders ensures that trail development is integrated with economic growth strategies, business engagement, and conservation efforts. Partnerships will also help secure funding, share resources, and promote

Smiths Falls as a premier outdoor recreation destination, making our connected trail network a valuable asset for both residents and visitors.

Accessibility Considerations

Ensuring that Smiths Falls' trail network is inclusive and accessible to all users is a foundational priority in the implementation of Strategic Plan 6.1. The Town is committed to meeting AODA standards by incorporating key features that enhance accessibility, safety, and comfort. The installation of accessible rest stations, including strategically placed benches at regular intervals, will provide essential resting points for individuals with mobility challenges. Adequate lighting along key sections of the trail network will enhance safety and support year-round usability, particularly in the darker months. Furthermore, trail surface coverings will be selected with accessibility in mind, ensuring a firm, stable, and slip-resistant path suitable for wheelchairs, walkers, and other mobility aids. Options under consideration include permeable asphalt, stabilized engineered wood fiber, rubberized surfaces, and compacted stone dust with stabilizing agents, all of which offer varying benefits in terms of durability, maintenance, and environmental impact. These improvements will ensure that the Town's trails remain welcoming, navigable, and inclusive for residents and visitors of all abilities.

Conclusion

This initiative represents a transformative investment in active transportation, accessibility, and sustainable infrastructure. By creating well-connected, inclusive, and environmentally sustainable trail networks, Smiths Falls will establish itself as a leader in active living, eco-tourism, and community mobility.

With the support of municipal and external funding, this project will improve quality of life, economic vitality, and public health, ensuring that all residents and visitors can safely navigate and enjoy Smiths Falls' public greenspaces.

Budget/Financial Implications

The estimated total cost for the implementation of **Strategic Plan Item 6.1** is **\$950,000**, allocated over five years. The following budget breakdown outlines planned expenditures:

Year	Planned Activities	Estimated Cost
2025	Minor trail repairs, accessible signage in play areas, trail condition review, Cataraqui Trailhead parking lot preparations	\$60,000
2026	Walkway and sidewalk improvements, wayfinding signage, pedestrian crossing enhancements	\$250,000
2027	Trail resurfacing, installation of benches, lighting, and rest areas, tree-planting initiative	\$500,000
2028	Addressing connectivity gaps, expansion of pedestrian-friendly areas	\$300,00
2029	Completion of Cataraqui Trailhead Facility, washroom and water station installation, community stewardship program launch, final assessment	\$175,000
Total		\$1,285,000

The funding sources for this initiative will include:

- **Municipal capital reserves**
- **Provincial and federal grants (*Active Transportation Fund, Green Infrastructure Fund, etc.*)**

Annual capital and operating budget allocations will be **subject to Council approval** as part of the Town's municipal budgeting process.

Year	Planned Activities
2025	Minor repairs to trails; Accessible signage installation in play areas; Trail condition review; Preparatory work for Cataraqui Trailhead parking lot; Funding applications for future infrastructure upgrades.

2026	Walkway and sidewalk enhancements; Wayfinding and directional signage improvements.
2027	Resurfacing of trails; Installation of benches, lighting, and rest areas; Tree-planting initiative; Business and stakeholder engagement for eco-tourism.
2028	Addressing final connectivity gaps; Expansion of pedestrian-friendly areas; Initial work on trailhead facility enhancements.
2029	Completion of Cataraqui Trailhead Facility; Installation of washroom and water station; Community stewardship program launch.

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Trail Standards Guide

Department of Community Services

Version Date: December 2024

Stephanie Clark, Director of Community Services

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1. Introduction

The Trail Standards Guide for the Town of Smiths Falls is a document created to guide the Town and its partners in establishing a high-quality, interconnected path and trail network that serves the diverse needs of our community. This guide is crafted with the intention of promoting year-round outdoor recreation, fostering connectivity, and preserving the rich natural environment of Smiths Falls. As our community grows, it is essential to create trails that are safe, accessible, and enjoyable for all users, from casual walkers and families to avid cyclists and nature enthusiasts.

This document will outline a clear vision, detail various trail types, and establish design standards to ensure that our trails not only meet current needs but also adapt to future demands. By following these guidelines, we will cultivate a trail system that enhances the quality of life for residents and attracts visitors to our beautiful town.

2. Trail Types and Uses

When designing and maintaining trails and paths of travel throughout Smiths Falls, it is important to remember that the network features several distinct types of trails. Ensuring that there are a variety of trail types throughout the network allows a broader number of users to find spaces suited to their preferences, while also promoting safe and responsible use of the trails.

2.1 Multi-Use Trails

Multi-use trails will form the backbone of our trail network, designed to accommodate pedestrians, cyclists, and other non-motorized users. These trails will be a minimum of 3.5m wide, allowing for safe two-way traffic and ensuring ample space for a variety of activities.

The surface of these trails will consist of durable materials, primarily crushed stone or asphalt. Crushed stone offers a natural aesthetic while providing excellent drainage and minimizing erosion, making it an ideal choice for areas with high foot traffic. Asphalt, on the other hand, will be utilized in sections where a smoother, more even surface is needed, particularly for cyclists seeking a faster ride. Both materials will be chosen to withstand the elements, ensuring that the trails remain accessible and safe in various weather conditions.

To enhance user experience and safety, signage will be a vital element along the multi-use trails. Clear, visible signs will provide guidance on permitted activities, trail etiquette, and safety tips. For instance, signs will remind users to keep to the right to facilitate smooth passing, alert



cyclists to maintain a safe speed, and encourage everyone to yield to pedestrians. Additionally, educational signage will highlight the importance of sharing the trail and respecting fellow users. By fostering an environment of shared respect and awareness, we aim to enhance the overall trail experience for everyone, encouraging responsible use and enjoyment of our outdoor spaces.

This comprehensive approach to the design and implementation of multi-use trails will ensure they serve as inviting and safe pathways for all members of the community.

2.2 Hiking Trails

Smiths Falls serves as a vital connecting link and/or terminus within several regional and national trail systems, including the Ottawa Valley Recreational Trail (OVRT), the Eastern Ontario Rail Loop, the Cataraqui Trail, and the Trans Canada Trail. These networks provide extensive opportunities for recreation, active transportation, and tourism, linking Smiths Falls to broader hiking and cycling corridors. Each of these trails falls under the jurisdiction of various trail authorities, which are responsible for establishing and maintaining their respective trail standards.

The Smiths Falls Trail Standards Guide is intended to support the development, maintenance, and enhancement of local trails, ensuring they are accessible, well-integrated, and reflective of the needs of residents and visitors. While aligning with best practices from these larger trail networks, the Plan also acknowledges that Smiths Falls is an urban environment, requiring a balanced approach to trail design that considers both connectivity and the unique demands of a town setting.

Hiking trails are intended to provide an immersive experience, inviting users to explore the natural beauty of the area. These trails may vary in width from 0.9m to 1.5m, allowing for single-file hiking while preserving the landscape, depending on the trail authority. The surfaces will be primarily natural, utilizing packed earth or gravel to maintain ecological integrity and minimize human impact.

Where possible, directional signage for off-trail activities, businesses and attractions will be supported and/or installed. Educational signage may also be installed along these trails to inform hikers about local flora and fauna, enhancing their connection to the environment. Trailhead signage will always include safety guidelines, encouraging hikers to stay on marked paths to protect sensitive areas, and to provide warnings and updates as required.

3. Trail Design Standards



3.1 Accessible Trails

The Town of Smiths Falls is committed to ensuring its trail network is inclusive, accessible, and compliant with the Accessibility for Ontarians with Disabilities Act. Trail development and improvements will incorporate key accessibility considerations to enhance usability for individuals of all abilities.

Accessible trails will have a minimum width of 1.2 metres, expanding to 1.5 metres in high-traffic areas to accommodate mobility devices. Cross-slopes are not to exceed 2% grade, and slopes along the trail are not to exceed 5% grade, with level rest areas provided every 120 metres, where feasible. Trails will feature firm, stable, and slip-resistant surfaces such as permeable asphalt, stabilized engineered wood fibre, or compacted stone dust with stabilizing binders, chosen for durability, drainage, and ease of use.

To further support universal access, the Town will prioritize:

- **AODA-compliant trail surfaces** to ensure smooth navigation for users of all mobility levels.
- **Rest areas** with level, firm surfaces to accommodate mobility devices.
- **Accessible trailhead signage** and wayfinding markers to assist users with navigation.
- **Adequate lighting in key areas**, particularly near urban trailheads, high-traffic segments, and intersections, to improve safety and visibility.
- **Benches and seating areas** strategically placed along the network to provide resting opportunities for all users, including seniors and individuals with disabilities.
- **Ongoing maintenance** to address overgrowth, surface degradation, and safety hazards, ensuring that accessibility features remain functional and well-maintained.

3.2 Trail Width & Clearance

- **Minimum Trail Width:** Accessible trails must maintain a minimum clear width of 1.2 metres, expanding to at least 1.5 metres in high-traffic areas or locations where users may need to pass.
- **Overhead Clearance:** A minimum clearance height of 2.1 metres must be maintained to ensure that vegetation, signage, and structures do not obstruct the pathway.



- **Shoulder & Edge Treatment:** Where trails are adjacent to natural areas, appropriate edging (e.g., compacted stone or low barriers) shall be implemented to prevent surface erosion and ensure stability.

3.3 Slope & Grade Considerations

- **Maximum Running Slope:** Trails should maintain a slope of 5% or less to accommodate users with mobility impairments. Where steeper grades are unavoidable, alternative routes or additional rest areas must be provided.
- **Cross Slope:** A maximum cross slope of 2% will be maintained to prevent mobility devices from veering off the path.
- **Drainage & Erosion Management:** Proper grading and drainage systems shall be incorporated to prevent water pooling and surface degradation, which can create hazards for users.

3.4 Rest Areas & Seating

To accommodate users who require periodic breaks, rest areas should be strategically placed at key locations along accessible trails.

- **Rest Area Frequency:** Level resting areas will be provided every 120 metres, particularly in areas with slight inclines or extended trail segments.
- **Minimum Rest Area Size:** Rest areas must be at least 1.5 metres wide, allowing adequate space for individuals using mobility aids.
- **Benches & Seating:** Seating should be installed at designated rest points, providing backrests and armrests to assist users in transitioning from seated to standing positions.

3.5 Surface Materials & Stability

The selection of surface materials for trails in Smiths Falls will prioritize both accessibility and user comfort, ensuring that all community members can navigate the trails safely and easily. Careful consideration of both trail and surface type will enhance the user experience while minimizing maintenance needs. To ensure safe and comfortable navigation, trail surfaces must be firm, stable, and slip-resistant, in accordance with AODA standards.

3.5.1 Concrete Surfaces

For primary accessible trails, concrete may be the preferred surface material. Concrete should be considered for several reasons:

- **Smooth Finish:** Concrete provides a uniform and smooth surface, which is crucial for users of wheelchairs, mobility scooters, and other assistive devices. The absence of cracks or uneven areas significantly reduces the risk of tripping hazards.

- **Durability:** Concrete is highly durable and can withstand heavy foot and wheeled traffic without significant wear. It is also resistant to weather-related issues, such as erosion or deformation due to freeze-thaw cycles, making it an ideal choice for year-round accessibility.
- **Maintenance:** While concrete surfaces require periodic maintenance, such as cleaning and sealing, they are less susceptible to issues like overgrowth or surface degradation compared to natural materials. This low-maintenance requirement ensures long-term usability for all trail users.
- **Accessibility Features:** When constructing concrete surfaces, attention should be given to incorporate accessibility features, such as proper slope gradients and integrated drainage systems to prevent pooling water, which can create hazards.

3.5.2 Compacted Aggregate Surfaces

In areas where a more natural appearance is desired, including on multi-use, hiking and walking paths, compacted aggregate surfaces may be employed, provided they meet specific stability and accessibility requirements. Key considerations include:

- **Material Composition:** Compacted aggregate surfaces typically consist of a mixture of gravel, stone dust, or crushed stone. The selection of materials will focus on ensuring a firm and stable surface that can support mobility devices without risk of sinking or instability. Calcite is less favourable than limestone dust as a stone dust covering.
- **Surface Preparation:** The installation process will include thorough compaction of the aggregate material to achieve a dense, stable surface. This preparation minimizes the risk of ruts or unevenness that could hinder accessibility.
- **Environmental Integration:** The natural appearance of compacted aggregate can blend harmoniously with the surrounding landscape, making it an excellent choice for trails that traverse parks or natural areas. This approach respects the aesthetic and ecological aspects of the environment while providing accessible pathways.

3.5.3 Additional Surface Options

While concrete and/or compacted aggregate are the preferred choices, consideration may also be given to other surface types based on specific contexts:

- **Porous Pavements:** These surfaces allow for water infiltration and reduce runoff, making them environmentally friendly. They can be beneficial in areas prone to flooding or erosion but must be carefully evaluated for stability and accessibility. Smooth asphalt surfaces such as what porous pavement options provide are excellent options for walking, cycling and multi-use paths.

- **Permeable Pavers:** Interlocking pavers can provide a stable surface while allowing water to drain through, reducing puddles and mud. However, gaps between pavers must be kept to a minimum to avoid tripping hazards, with regular maintenance required to keep them clear of debris. Permeable pavers are less desirable in terms of accessibility, however in heritage locations, they may add to the overall look and feel of a location.
- **Packed Earth/Natural Gravel:** To maintain ecological integrity, hiking trails will utilize natural surfaces such as packed earth or gravel. These materials allow for better integration with the environment and support local vegetation, providing a more authentic hiking experience while facilitating drainage however they are not considered accessible.

3.6 Signage & Wayfinding

Accessible signage is critical for navigation, safety, and trail awareness. Signage along the trail network should:

- Be high-contrast with large, easy-to-read fonts.
- Include braille and tactile elements where possible to assist users with visual impairments.
- Feature pictograms and directional markers to guide users to amenities and accessible routes.
- Be placed at all trailheads, major intersections, and rest areas to provide clear and consistent information.
- Signage must meet contemporary Town of Smiths Falls design guidelines, and should consider drawing attention to local elements of safety, education and business and/or tourism information.

3.7 Lighting & Safety Features

To enhance safety and usability, lighting should be installed in key areas of the trail network, including:

- Trailheads and parking areas to provide clear visibility for users entering or exiting the trail.
- High-traffic trail segments and intersections where pedestrian movement is highest.
- Rest areas and seating locations, particularly in urban or semi-urban settings.

Lighting fixtures will be energy-efficient (e.g., LED or solar-powered options) and positioned to minimize light pollution while maintaining visibility for users.

3.8 Trail Access Points & Connectivity

To ensure seamless access to the trails network for all users, trail access points and areas of connectivity should be considered with equal importance as the trails themselves. This should include consideration of:

- **Accessible Entrances:** All major trail access points must include barrier-free entry, ensuring smooth transitions from sidewalks, parking lots, or connecting paths.
- **Parking & Drop-Off Areas:** Where applicable, accessible parking spaces and drop-off zones will be provided near trail entrances, including designated spots for users requiring extra space for mobility devices.
- **Linkages to Regional Trails:** As a critical connection point for the OVRT (Ottawa Valley Recreational Trail), the Eastern Ontario Rail Loop, the Cataraqui Trail, the Rideau Trail and the Trans Canada Trail, Smiths Falls will prioritize creating and maintaining access points that integrate seamlessly with these regional networks while ensuring local accessibility standards are upheld.

4. Safety and Maintenance

The safety and maintenance of the trail network are paramount to ensuring a positive experience for all users. To achieve this, a comprehensive approach will be implemented that includes proactive safety measures and regular upkeep.

4.1 Ongoing Maintenance & Inspections

Accessibility is an ongoing commitment that requires regular maintenance and assessment. To ensure that trails remain safe and usable, the following will be taken into consideration:

- **Safety Features:** To enhance user safety, specific safety features will be integrated throughout the trail network. Barriers may be installed at hazardous locations, such as sharp turns, steep drop-offs, or areas near road crossings. These barriers should be designed to guide users safely and prevent accidents. Additionally, adequate lighting should be considered for all high-use areas, such as entrances, intersections, and popular gathering spots. This lighting will improve visibility during early morning or evening hours, ensuring that users feel secure while enjoying the trails.
- **Regular Inspections:** A systematic approach to trail inspections will be established, with inspections conducted annually to assess overall trail conditions. Ongoing checks will occur in spring, and as soon as is feasible following adverse weather events like heavy rain or windstorms. These inspections will focus on identifying hazards, such as fallen branches, erosion, surface degradation, and other potential risks.



- **Community Engagement in Maintenance:** Community involvement is a cornerstone of the maintenance strategy. Trail users will be invited to participate in maintenance; as good stewards of the trails network, trail users will be invited to clean up refuse and detritus as they go, and will be asked to report issues to the maintenance team. Engaging users in the stewardship of the network can go a long way to fostering a sense of ownership and pride in the trail network. Additionally, trail users may be invited to participate in planned activities that may include trail clean-ups, surface repairs, and planting native vegetation to enhance the ecological value of the trails. Engaging the community not only improves the trails but also builds connections among residents, encouraging a collaborative spirit in caring for shared public spaces.

5. Determination of Need

Understanding the community's needs is vital for creating a relevant and user-friendly trail network that evolves alongside the community. A comprehensive approach to assessing trail needs will ensure that development is aligned with user preferences and environmental considerations.

5.1 Community Assessment

To effectively gauge the needs of the community, a thorough assessment will be conducted, incorporating user feedback and traffic pattern analysis. Ahead of the development of any new trails, a comprehensive understanding of not only the need for a new trail connection for the community, but also how the trail itself will connect, and enhance the existing trail network.

5.1.1 Walksheds & Community Connectivity

Walksheds are a key planning consideration in the development and enhancement of Smiths Falls' trail network. A walkshed refers to the 400-metre radius surrounding key public spaces, such as community greenspaces, schools, and high-traffic public areas, which represents approximately a 5-minute walking distance for an average pedestrian. Understanding and prioritizing walksheds ensures that trail development supports accessibility, safety, and active transportation, while encouraging broader community engagement with public spaces.

Incorporating walkshed analysis into trail planning helps achieve several critical objectives:

- **Enhancing Accessibility:** Ensuring that all residents, regardless of mobility level, can easily and safely access parks, schools, and other key destinations.
- **Encouraging Active Transportation:** Supporting walkability and cycling by connecting neighborhoods with recreational spaces, transit hubs, and essential services.



- **Promoting Social Inclusion:** Providing equitable access to greenspaces and public amenities, reducing barriers to participation in outdoor recreation.
- **Improving Public Health and Well-being:** Encouraging regular physical activity through well-connected, inviting, and safe pedestrian corridors.

5.2 Land Use & Connectivity

Evaluating local land use will reveal opportunities for new trails that connect key destinations within Smiths Falls, such as parks, schools, commercial areas, and residential neighborhoods. By mapping existing land uses and identifying gaps in the current trail network, planners can propose new routes that facilitate active transportation options, such as walking, cycling, or jogging. Enhancing connectivity between these destinations will not only improve usability but also encourage healthier lifestyle choices among residents, contributing to a more active community.

5.2.1 Priority Areas for Connectivity

Trails should be strategically developed and enhanced within the 400-metre walkshed of:

- Community parks and greenspaces.
- Schools and childcare centres.
- Senior and accessible housing developments.
- Major pedestrian crossings.
- Cultural, recreational, and civic facilities.

5.3 Acceptable Modes of Transportation

Clearly defining acceptable modes of transportation on each trail type is necessary for maintaining safety and enhancing the user experience within the trail network. This clarity will prevent conflicts among different user groups and ensure that everyone is informed about where specific activities are permitted.

- **Designated Uses:** Each trail type will have clearly marked signs at entry points and along the trails indicating acceptable modes of transportation. For example, multi-use trails will permit pedestrians, cyclists, and non-motorized vehicles, while dedicated cycling trails will exclusively accommodate bicycles. Hiking trails will be designated for foot traffic only.

- **User Education:** Educational materials, such as brochures and online resources, will be developed to inform users about the various trail types and the corresponding acceptable activities. This information will emphasize the importance of adhering to designated uses to promote safety and respect among users.
- **Conflict Resolution:** In areas where multiple trail types intersect or share space, clear guidelines will be established to manage user interactions. This might include specific signage reminding cyclists to slow down when approaching pedestrians or advising hikers to yield to faster-moving users.

6. Partner Engagement

Engaging our partners throughout the planning and development process is essential for fostering strong partnerships, ensuring that the trail network meets all user needs. A collaborative approach will create a sense of community investment in the network of trails across the community.

6.1 Ongoing Engagement with Parks Canada

Given the proximity and connection of Smiths Falls' trail network to Parks Canada properties, maintaining open communication is vital for effective collaboration.

1. **Collaborative Planning:** Early and ongoing engagement with Parks Canada during the planning phases of trail development or modifications will be essential. This collaboration ensures that trail designs respect the ecological integrity of Parks Canada lands and comply with their policies and regulations.
2. **Interconnected Trail Design:** Close collaboration with Parks Canada will enable the design and upkeep of trails that provide seamless connectivity between the local trail network and their properties. Consistency in trail surfaces, signage, and user experiences will be prioritized to create a cohesive network.
3. **Shared Maintenance Responsibilities:** Establishing a maintenance agreement with Parks Canada will coordinate efforts on trails that overlap or connect with their property. This may involve shared resources, tools, or volunteer days to ensure that trails remain in optimal condition.

7. Implementation and Maintenance



Effective implementation and maintenance strategies are necessary for the longevity and usability of the trail network. A structured approach will ensure that the trails are developed, maintained, and improved over time.

7.1 Maintenance Strategies

Routine maintenance will be scheduled to ensure the trail network remains safe and usable. This will include biannual inspections and seasonal upkeep to address issues such as erosion, overgrowth, and surface degradation.

- **Maintenance Protocols:** A protocol for addressing maintenance issues promptly will be established, allowing for quick response to hazards or damage. Community members may also be encouraged to report maintenance concerns through an easily accessible online platform.

8. Environmental Considerations

Environmental sustainability will be a guiding principle in the development of the trail network, ensuring that natural resources are protected and preserved.

8.1 Environmental Assessments

Thorough environmental assessments will be conducted prior to any trail development. These assessments will evaluate potential impacts on local ecosystems, including wildlife habitats and vegetation. The findings will inform design decisions, ensuring that the trail network minimizes negative effects on the environment.

- **Mitigation Strategies:** Where potential impacts are identified, mitigation strategies will be developed to address these concerns, such as creating buffer zones or rerouting trails away from sensitive areas.

8.2 Sustainable Practices

Sustainable practices should be integrated into trail development and maintenance efforts. Erosion control measures, such as vegetative buffers and water bars, will be implemented to protect natural resources and reduce runoff.

- **Native Plant Use:** The use of native plants in landscaping efforts will be prioritized to support local biodiversity. This approach not only enhances the ecological health of the



area but also creates a harmonious relationship between the trails and their surroundings.

DRAFT





SMITHS FALLS

RISE AT THE FALLS

Report # 2025-044

To: Mayor and Council
From: Marie Elmsley, Planning Clerk
Date: May 8, 2025.
Committee of the Whole Date: May 12, 2025,
Title: CIP 2025 Spring Intake Applications

☐ For Direction
☒ For Information
☒ For Adoption
☒ Attachment 8 pages

Recommendation:

THAT the CIP Working Committee recommends that the Council of the Corporation of the Town of Smiths Falls pass a By-law authorizing the Mayor and Clerk to execute funding agreements providing the terms and conditions of the release of funds for the following properties under CIP Programs 13 & 14:

1.	18 William St E	Program 13 - \$ 10,000
2.	8-12 Main St W	Program 13 - \$ 3,311
3.	2-6 Beckwith St S	Program 13 - \$ 7,560
4.	30-48 Beckwith N	Program 13 - \$ 10,000
5.	1-3 William E	Program 13 - \$ 4,570
6.	11 William St W	Program 13 - \$ 15,000
		<u>Program 14 - \$ 32,052</u>
		Total \$ 82,493

THAT the Planning Division recommends that the Council of the Corporation of the Town of Smiths Falls pass a By-law authorizing the Mayor and Clerk to execute funding agreements providing the terms and conditions of the release of funds for the following properties under Programs 1, 2, and 4:

1.	18 William ST E	Program 1 - \$ 4,068
2.	41 Market St N	Program 1 - \$ 15,000
		Program 2 - \$ 12,435
3.	53 Victoria Ave	Program 2 - \$ 5,743
4.	11 William St W	Program 1 - \$ 15,000
		Program 2 - \$ 12,435
		<u>Program 4 - \$ 800</u>
		Total \$ 68,046

Purpose: To provide Council with an overview of the CIP applications received during the 2025 CIP Spring Intake and to provide Council with funding recommendations from the CIP Working Committee and Planning staff for each application made under the 2025 Council-activated incentive programs.

Background:

In January 2025 staff presented the annual monitoring report for the 2024 CIP. Following this report, Council directed that all 15 programs be activated for the 2025 calendar year as follows:

Program 1: Exterior Universal Accessibility Improvement Program – 50% of cost to a maximum of \$15,000. Commercial space only.

Program 2: Interior Universal Accessibility Improvement Program – 50% to a maximum of \$15,000. Commercial space only.

Program 3: Attainable Housing Development Charge Rebate; - Up to 100%- prorated based on the percentage of units that are attainable.

Program 4: Attainable Housing Building Permit Fee and Planning Application Fee Rebate; Up to 100% prorated based on the percentage of units that are attainable.

Program 5: Attainable Housing Tax Increment Equivalent Rebate; minimum 6 units, 50% of the municipal portion of the tax increase for a maximum of 10 years.

Program 6: Attainable Housing Additional Residential Unit (ARU) Rebate – Up to \$ 25,000 for projects over \$30,000, professional drawings, and energy efficient windows.

Program 7: Attainable Housing and Universal Accessibility Co-application

Program 8: Brownfield Environmental Site Assessment Rebate

Program 9: Brownfield Tax Increment Equivalent Rebate

Program 10: Brownfield Building Permit Fee and Planning Application Fee Rebate

Program 11: Brownfield Development Charge Deferral Program

Program 12: Brownfield Development and Attainable Housing Co-Application

Program 13: Front, Side, and Rear façade Improvement Rebate; - 50% of costs to a maximum of \$10,000. Up to \$17,000 for improvements and an additional \$2,500 for professional drawings for Heritage Designated Properties. Available to all properties, an additional 50% of costs to a maximum of \$5,000 for energy efficient doors and windows. Commercial space only.

Program 14: Building Restoration, Renovation, and Improvement Program; 50% of costs up to a maximum of \$45,000. Additional funding for professional drawings to a maximum of \$ 5,000 for Heritage Designated Properties. Commercial space only.

Program 15: Downtown and Waterfront Area Revitalization and Universal Accessibility Co-application.

The Smiths Falls CIP is designed to:

- Improve accessibility to buildings that the public access
- Revitalize the existing building stock through improvements to signage and the entire façade
- Enhance walkability, vibrancy and business vitality through beautification of the streetscape
- Renovate and restore interiors and building systems to meet the Ontario Building Code
- Promote and encourage attainable housing development
- Promote and encourage the redevelopment of brownfields

With the goals in mind, staff took a new direction in promoting the CIP. In addition to the media campaigns, staff sent out a general mailout to all property owners the downtown core in February, and proceeded to initiate contact with property owners where it was felt improvements could make the biggest impact in the downtown core.

- 21 pre consultations total, held both at the Town office and on-site
- 13 pre consultations generated by staff “house calls”
- 9 complete applications received.

The 2025 applications for Programs 13 and 14 were reviewed by a working committee that consisted of the following voting members: Chief Building Official, Manager of Economic Development and Tourism, Treasurer, and Planner 1. This year the committee reviewed and made recommendations for approval, and Planning staff reviewed and made recommendations on all other programs. It was left with Planning staff to determine funding level recommendations for all programs as funding requests surpassed available funds.

1. 18 William St E (Jewels – Big Brothers Big Sisters)

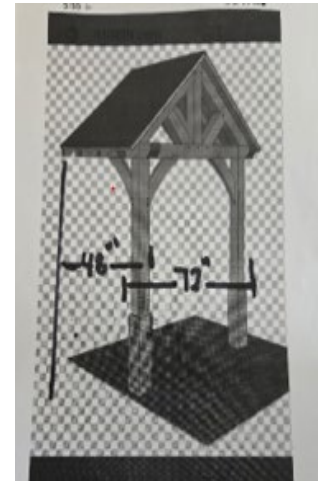
This project involves sandblasting the paint off the front of the building and restoring the brick façade, installing auto door openers on both exterior and interior entrance doors, and building a timber frame awning/canopy that is 72 inches wide by 11 feet high, that has front posts set on Sono tubes, with a metal roof. No window replacements. The applicant would need to obtain permission from the Town to encroach on the

996.30.2 Print, Photographic

Heritage House Museum

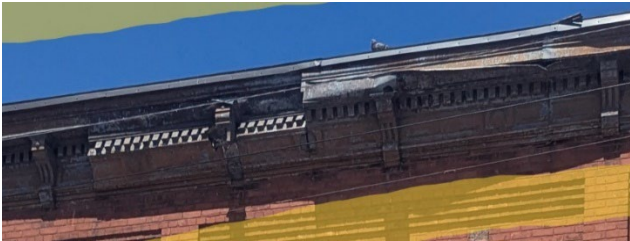


right-of-way. The group approved of the project noting it was great to see the return of brick on this street and the look and material of the canopy was complimentary to the streetscape. Project Costs: \$ 47,067, Funding Recommendation: \$ 14,068 (Program 1 – \$ 4,068, Program 13 - \$ 10,000)



2. 8-12 Main St W

The owner applied for flashing repairs and/or replacements and window and door replacements in the front, side and rear of the building. Only improvements to the front are eligible as the side and rear are not visible from the street. The committee debated this project as being a simple maintenance issue or an improvement under the criteria of the CIP. The group recommended approval of the front flashing, front windows and doors. Subsequently, the owner adjusted his application to the front flashing work only (no windows or doors) to concentrate on the urgent repairs in the back. On April 29th however, strong winds contributed to the front flashing being completely ripped away from the building in a section just above the middle business' location. The decorative piece under the top flashing was discovered to be metal flashing as well. The owner received a quote to replace all the flashing, but the replacement will be flat and regular with no decorative elements like the existing pieces. The owner has gone ahead and made the repair (knowing that funding is not confirmed) as in the photo



below to the right. The Working Group assessed the revised plan and considered whether it represented an improvement as per the intent of the CIP. The majority of the Group (3-yes, 1-no) supported funding this change as it secured the façade and improved the safety of the building. Original Project Cost: \$ 3,947 Funding Recommendation: Program 13 - \$ 1,974 (50% of cost). New Project costs: \$ 6,622. Funding Recommendation Program 13: \$ 3,311

3. 12 Maple St (Artisan Village)

The owner received CIP funding in 2023 and 2024. However, in 2024 the project could not be completed fully as the extent of damage to the roof was found to be more severe once the contractor started to remove the existing material. This application is for roof repair only. This flat rubber roof is leaking along multiple areas in the seams. The group noted that this is an eligible expense under Program 14, however approval will be dependent on the availability of funds once first-time applications funding has been exhausted, as the policy de-prioritizes those who have received funding in the previous five years. The Working Group conditionally approved the application subject to availability of funds.

Project Costs: \$ 83,620 Funding Requested \$ 41,810 Funding Recommended Program 14: budget does not allow for this project.

4. 53 Victoria St (The Station Theatre)

This applicant is looking to install 2 automatic door openers on existing bathroom doors and emergency call buttons in one stall in each bathroom. The doors are already 36 inches wide (a requirement for installing automatic door openers) and extremely heavy. Planning staff recommend full funding. Project Costs: \$ 11,487 Funding Recommendation Program 2: \$ 5,743 (50% of cost)

5. 2-6 Beckwith St S (Jebb's Creek- property manager)

This applicant proposes to remove the awning, repair the wall underneath with stucco and paint it to have it blend in with the rest of the building, and add 8 gooseneck lights (6 Beckwith facing and 2 Main St West facing) as in the Iron & Ivory rendering indicated below. (Iron & Ivory are the consultants who proposed downtown renderings in the Downtown Revitalization Design Project, March 25,2021). Note that this project does not include The Cozy Cottage area of this building. The new signage would be the responsibility of the business tenants and this rendering is not representative of the new business signage. The applicant indicated a light grey colour would be used. The committee agreed this project would make a great improvement to this prevalent downtown corner. Conditions of approval include - Use a light colour that will blend the entire building including the wrap around corner using light grey or beige as in the Iron & Ivory, not the dark grey colour that currently is on the Main Street side. Paint the Main St West facing side the same light grey or beige as requested in the point above.

Project Costs: \$ 15,119 (includes repainting of the window trim, removal of awning and repairing the stucco and painting, installation of 8 gooseneck lights). Funding Recommendation: \$ 7,560 (50% of cost)



6. 11 William St W (mixed-use property immediately adjacent to 7 Maple apartments)

This property owner proposes to do extensive work in the building, bringing it up to building code, making the commercial space accessible, and adding a residential unit with attainable rent. Improvements include:

Program 1 – Exterior Accessibility

Build a new porch that includes an accessible ramp \$ 19,750, Exterior doors including widening the entrances, \$ 14,500, Total Cost: \$34,250

Program 2 – Interior Accessibility

Widen interior doors & modify existing bathrooms to accommodate wheelchair Total \$ 42,750

Program 4 – Building & Planning Fee (Attainable residential unit) Minor Variance Application \$800

Program 13 – Front, Side, and Rear Façade (1a)

Repair masonry \$19,675, Replace rotten fascia, corbels, and wood soffit, install proper soffit venting, caulking and penetrations & flashing as required \$ 9,600, Total Costs: \$29,275

Program 13 – Front, Side, and Rear Façade (2) Windows

10 energy star windows (commercial portion only), includes flashing \$15,200

Program 14 – Building Restoration, Renovation & Improvements

Electrical work throughout to bring up to code and 200-amp service \$ 30,000, modifying plumbing to make commercial ground floor bathrooms wheelchair accessible \$18,000, HVAC upgrade to code, ductless split system \$32,000, allowance for interior plans to be completed in accordance with Ontario Building Code \$5,000. Cost \$85,000,

Total Project Cost \$233,317 (incl. HST) + 800= \$234,117.

The owner will also add a one-bedroom accessible unit on the ground floor that overlooks William Street West (minor variance would be required to accommodate the residential unit with part of a wall facing the street). The deck may represent an encroachment which will have to be confirmed. The Group debated the reduction of the commercial space and how this property looks residential. The Group agreed that commercial signage will address this once business tenants are secured.

Conditions of approval: Deck to be painted as in the rendering provided

- Planning Act approvals as required
- Proposed improvements are for the commercial spaces only
- Approval of encroachment if needed

Project Costs: \$ 234,117

Funding Requested: \$ 88,300

Funding Recommendation:

Program 1- \$ 15,000

Program 2 - \$ 15,000

Program 4 - \$ 800

Program 13- \$ 15,000

Program 14- \$ 32,052 (Requested was 42,500, difference is 10,448)

Reduced funding is being recommended to stay within the overall CIP Budget

Total Recommended: \$ 77,852 (maximum allowable for all but Program 14)



7. 30-48 Beckwith St N (business tenant had funding in 2021)

The property owner is proposing to remove the crumbling front facing wall (a boarding-like material) and replace it with a durable application of stucco treatments, and to replace all residential windows around the entire circumference of the property. While there is no formal order in place, the Owner has been working with Town staff to address the property standards issue of the crumbling wall. There is a holding pattern until the owners' CIP application status is determined. The committee agreed this will be an improvement to the downtown, however the residential windows are not eligible for funding.

Conditions of approval:

- Colour for the new front wall to be chosen from the downtown core guidelines. Committee proposes white or "off-white".

Project Costs: \$ 28,549 (wall repair only) Requested Funding: \$10,000

Funding Recommended Program 13: \$ 10,000 (maximum allowable)



Close-up example of the many spots where the wall is crumbling.



8. 41 Market St (Trinity United Church)

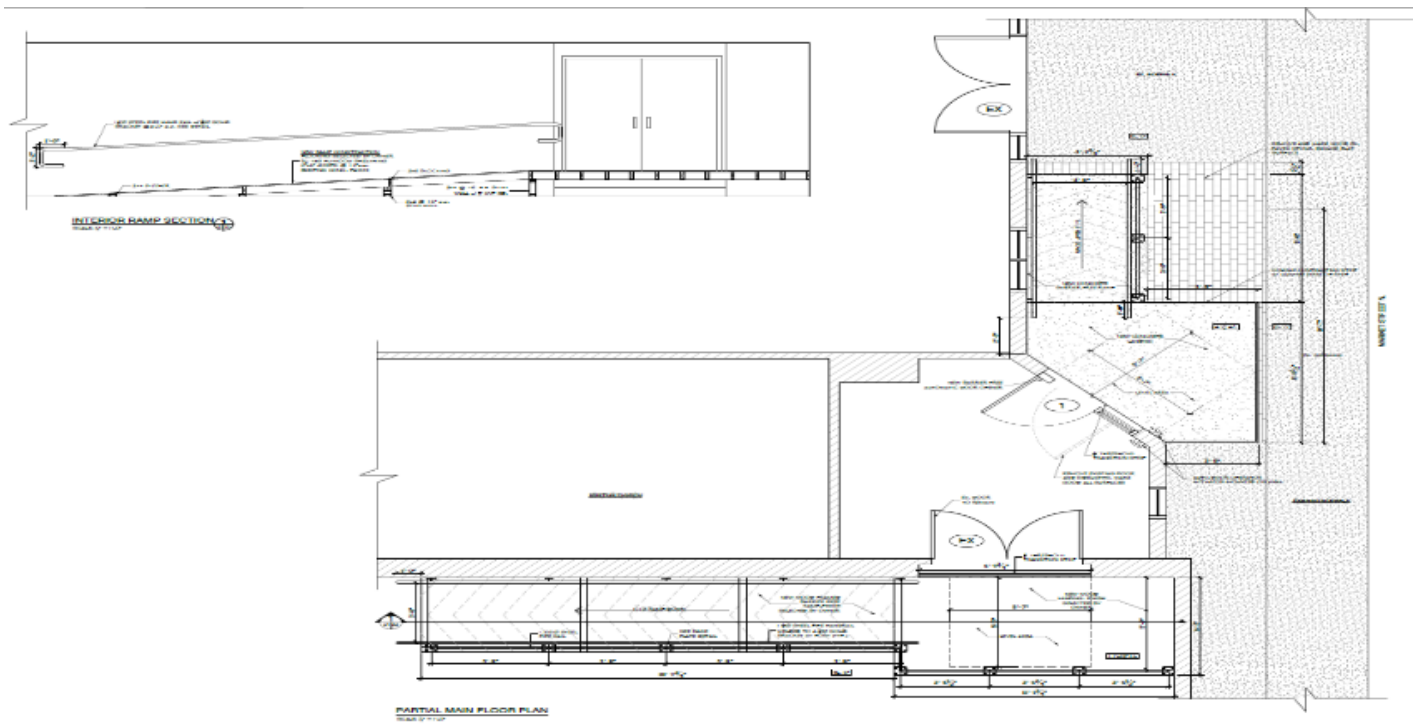
The Church is proposing to install a concrete ramp with railings at the gymnasium entrance on Market St that is directly to the left of the main entrance, and an exterior commercial door with automatic openers, and an interior ramp that will go up into the gymnasium area where church events and community events are held on a regular basis. Planning staff recommend approving this project as the ramps will open events and activities to many people with mobility challenges as well as those with children in strollers. Program 1 – Exterior barrier free ramp with railings \$ 23,906, Commercial exterior door with side-light and remote openers \$ 15,936 Total \$ \$39,842. Program 2 – Interior barrier free wooden ramp with railings & handrail \$ 22,008 Conditions: Building Permit required. Project Costs: 69,891(includes tax) Funding Recommended Programs 1 & 2: \$ 27,435 (maximum allowable).



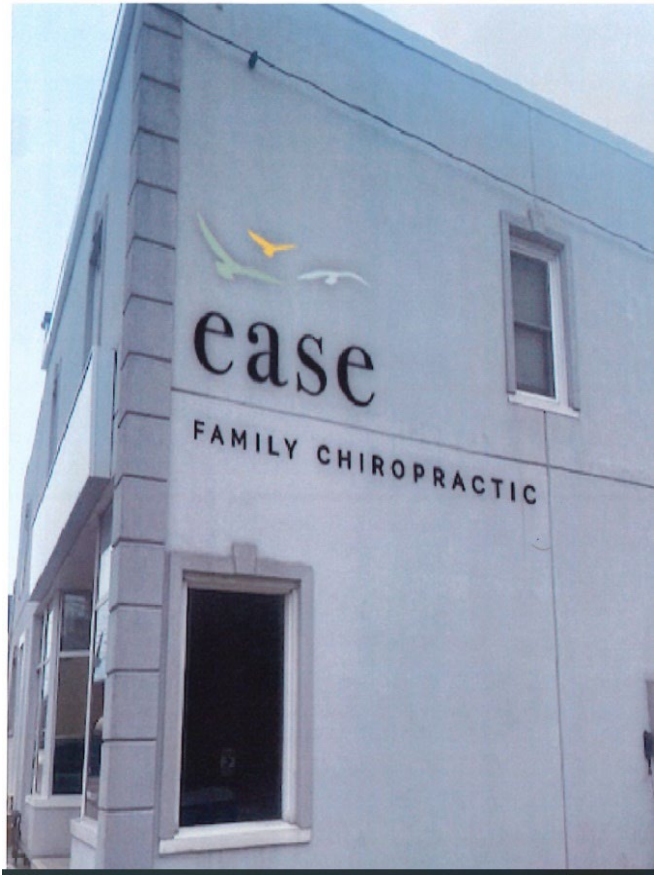
Entrance to the gymnasium



Sketch of Barrier Free Ramps and door for gymnasium section of the Church



9. 1-3 William St E (Ease Chiropractic) The Owner plans to repair the parts of the crumbling face of the building at the front, side and rear using stucco, replace the existing sign face with a new insert that maintains the current exiting sign, just changes the name, and add additional signage on the side of the building uses contrasting colours to enhance the readability and the lettering provides depth to the design – criteria noted as good design principles in the Evaluation Form (note this is a rendering, not actual photo). The Working Group determined that the front signage insert is ineligible because the materials do not not comply with the Downtown Core Design Guidelines and does not represent an improvement over current condition. The Group supported funding the wall repairs and new signage because it represents a maintenance improvement to façade, and the side wall signage. Project Costs: 13,914 Requested Funding: \$ 6,957 Recommended Funding Program 13: \$ 4,570.



Analysis and Options:

The CIP Working Committee and Planning staff are recommending that Council fund 8 out the 9 applications received totalling the exact budget of 2025 CIP funds available of \$ 150,539. The requested funding is \$ 207,749 meaning we must shave 62,210 from the funding requests to stay within budget. The following reductions were noted:

- The Artisan Village (Program 14) has had 2 previous projects and although the committee determined they are eligible; funding would only be made available after all other applications were given consideration (41,810).
- 11 William St West (Program 14) was determined as eligible by the committee, but there are not enough available funds and Planning staff are recommending reduced funding (reduction is \$10,448).
- 1-3 William East signage on the front (reduction is 2,387)

The evaluation criteria were revamped based on 2024 suggestions from the working group and Council which indicated the need for clarity in the wording of the criteria, and the ability to note “not applicable” where appropriate. During this year’s committee meeting it was once again determined that the evaluation criteria should be further refined to clarify the scale of “maintenance” type work that should be funded, particularly physical improvements that enhance the look and stability of façade. The Working Group specifically debated the applications for 8-12 Main Street (flashing replacement) and 30-48 Beckwith St (crumbling wall)- are they regular building maintenance issues or do they represent an improvement under the program? In the end, the Working Group agreed to recommend those projects because they did represent an improvement; however, it was not a unanimous decision. A maintenance component is required for fair evaluation to include buildings where the need for improvement is largely maintenance related, and the building(s) does not have many of the features listed in the evaluation criteria. For those properties, much of the criteria is not applicable. This should not exclude them from the program.

These improvements will see several prevalent buildings receive some much-needed refurbishments and it will greatly improve the look and feel of the downtown core and immediate fringe areas. Accessibility to public spaces will be greatly enhanced with the addition of ramps and automatic doors.

Options:

- 1. THAT Council pass a by-law authorizing the Mayor and Clerk to execute funding agreements under the Community Improvement Plan relating to 8 properties as outlined in Report # 2025-044. **(Recommended)**
- 2. THAT Council adjust the staff recommendation to accommodate approval of some, but not all, of the CIP applications and funds requested

Budget/Financial Implications:

Construction Costs (declared by applicants)	510,385
Funding Requests:	205,184
CIP Budget	<u>150,539</u>
Variance	54,645
Funding Recommendations:	150,539

Link to Strategic Plan:

Strategic Priority 3, Redevelopment of the Waterfront & Downtown; Item 3.5, Support and implement the downtown revitalization programs included in the Community Improvement Plan.

Existing Policy:

- By-law 10385-2022 Designation of the Community Improvement Plan Project Area
- By-law 103856-2022 Smiths Falls Community Improvement Plan
- Ontario Planning Act – Section 28

Consultations:

- CIP Working Committee
- Tax Collector
- Water Billing & Accounts Receivable Clerk

- Town Clerk
- Smiths Falls Fire Department, Lieutenant – Fire Prevention
- Smiths Falls Municipal Law Enforcement

Attachments:

- Appendix A – CIP Working Group Evaluation Summary Table

Respectfully Submitted by:

Original Signed by:

Marie Elmsley, Planning Clerk

Reviewed by:

Original Signed by:

Karl Grenke, RPP, MCIP
Manager of Development Services

Approved for agenda by CAO:

Original Signed by:

Malcolm Morris, CMO

APPENDIX A – SUMMARY OF CIP WORKING GROUP & PLANNING STAFF RECOMMENDATIONS

Property	Program	Funding Requested	Evaluation Score (if applicable)	Decision in Principle	Reasons for Recommendation
18 William St East	1	4,068	N/A	Approve in full (Planning staff)	Adding auto door openers are an eligible expense that enhance access.
18 William St East	13	10,000	42 / 50	Approve in full (Working Group)	Working Group agreed that this proposal represents a great improvement to the street by removing paint & repairing brick. The awning uses more durable material in keeping with the CIP.
8-12 Main St W	13	3,311	8 / 20	Approve in full (Working Group)	Working Group debated this proposal to replace flashing as being maintenance related. In the end, it was felt by the majority that although considered to be maintenance, it makes an improvement to the buildings facade and makes it safer.
12 Maple St	14	41,810	12 / 21	Approval based on availability of funds (Working Group)	The Group thought this roof project eligible only if funds permitted as the applicant has had funding in 2023 & 2024.
53 Victoria St	2	5,743	N/A	Approve (Planning staff)	Planning staff thought the addition of auto bathroom doors and emergency call buttons in the each bathroom at the Station Theatre a good fit for making this public venue accessible.
2-6 Beckwith St	13	7,560	30.5 / 45	Approve in full (Working Group)	The Group felt that stucco repairs (after removing the awning) makes sense to blend in with the rest of the building. The lighting will also bring an enhancement to this prominent downtown building.
11 William S W	1, 2, 4	30,800	N/A	Approve in full (Planning staff)	Staff felt that the addition of accessible entry doors, ramps, & interior widening of doors all work towards enhancing this property for full accessibility. The units will be "attainable" so they qualify for planning application fee rebates.
11 William S W	13	15,000	33 / 40	Approve in full (Working Group)	The Group readily identified the proposed improvements in masonry repairs, the deck, and energy efficient windows as eligible for funding. New signage once commercial tenants are secured will enhance the street presence. The addition of a ground floor accessible unit may require a minor variance application.
11 William S W	14	29,487	11 / 23	Approved (reduced funding) (Working Group and Planning staff)	The Working Group approved this project in principle noting that Planning staff would have to determine funding once all programs were reviewed. The Group agreed that the proposed upgrades in electrical, plumbing and HVAC are eligible for funding.

30-48 Beckwith St	13	10,000	17 / 45	Approved partial (not windows) (Working Group)	The Working Group debated this proposal noting that stucco is not a preferred material but the full replacement of the wall(which is comprised of some sort of "boarding") that is in very bad condition would be a great improvement to our main street. Residential windows are not an eligible expense. There is not a lot of detailing in the faceade of this plain building.
41 Market St	1, 2	30,000	N/A	Aprpove (Planning staff)	Planning staff agreed that making the gymnasium at the United Church accessible for community events was an eligible project.
1-3 William St E	13	4,570	7 / 45	Approve in part (Working Group)	The Group agreed that the side signage and repairing the the crumbling wall areas would be an improvement to this property. Although also proposing stucco, it would blend with the rest of the building. As there is not a lot of detailing on this property, it was deemed an eligible expense.



SMITHS FALLS

RISE AT THE FALLS

Report # 2025-046

To: Mayor and Council
From: Paul Dowber, Director of Corporate Services
Date: May 8, 2025
Committee of the Whole Date: May 12, 2025
Title: 2025 Final Tax Rates

☐ For Direction
☐ For Information
☒ For Adoption
☒ Attachment 2 pages,

Recommendation: THAT a by-law to establish the 2025 tax rates be approved by Council for the purpose of imposing the final 2025 tax levy on all properties within the Town of Smiths Falls.

Purpose: To present the proposed final 2025 tax rates to Council for approval.

Background: The Municipal Act, 2001, provides municipalities with the authority to levy property taxes to meet their financial obligations. In accordance with Section 312 of the Municipal Act, the Council of a local municipality is required, each year, to pass a By-law levying a separate tax rate on the assessment in each property class for local municipality purposes.

In addition to the above, there is a separate tax rate schedule attached, hereby assessed, levied, and imposed on the property assessments within the Downtown Business Improvement Area as established by By-law #477-82.

Analysis and Options: This by-law is prepared each year following budget approval to levy taxes. On February 18, 2025, Council approved the Municipal 2025 levy requirement of \$21,232,034 for town services.

MPAC had historically updated property values annually through the phased-in assessment in a 4-year cycle between province-wide property assessments but has suspended this process since the beginning of the Covid pandemic in 2020. For 2025, The Province of Ontario has announced the decision to postpone the province-wide property reassessment once again. Property assessments for the 2025 property tax year will continue to be based on January 1, 2016, assessed values. The timing and valuation date for the next assessment update are still to be determined by the Province.

Notwithstanding, all adjustments made to the assessment, including supplementary billings, write-offs, Assessment Review Board decisions, and Minutes of Settlement on or

before the 31st day of December, 2024 that have been included in the final Assessment roll for 2025 shall be recognized.

The final rates are then entered into the OPTA (Ontario Property Tax Analysis) system to allow municipalities to issue final tax bills. These are typically prepared and mailed approximately the first week of June. Taxes owing shall be calculated as the difference between the total amount levied and any interim installments paid to date.

The final taxes shall be due and payable in two (2) installments as follows:

50% of the final levy rounded upward to the next whole dollar shall become due and payable on the 30th day of June 2025 and the balance of the final levy shall become due and payable on the 31st day of August, 2025.

The tax ratios, namely the relationship certain tax rates bear to the residential tax rate, shall be established as follows, pursuant to section 308 of the Municipal Act.

Residential	1.0000
<i>New Multi-Residential</i>	1.0000
<i>Multi-Residential</i>	2.0000
<i>Commercial</i>	1.9661
<i>Industrial (Average)</i>	2.5421
<i>Farmland</i>	0.2500
<i>Pipeline</i>	1.4956

Budget/Financial Implications:

To approve a by-law to establish tax rates for the purpose of raising the general municipal revenues on the year 2025 and to impose the final 2025 tax levy on all properties within the Town of Smiths Falls.

Link to Strategic Plan N/A

Existing Policies

By-law 10606-2025 - 2025 Estimate of Sums

Consultations: Brianne Harper, Tax Collector

Attachments:

- Schedule A; Calculation of the 2025 General Tax Rates & Levy
- Schedule B; Calculation of the 2025 DBA Levy
- Schedule C; Draft By-Law

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

Respectfully Submitted:

Approved for agenda by CAO:

Paul Dowber
Director of Corporate Services/Treasurer

Malcolm Morris, CMO
Chief Administrative Officer

The Town of Smiths Falls
By-Law XXXXX-2024, Schedule A
2025 General Tax Rates Levy

Assessment Type	RTC/ RTQ	School Support	Assessment	General Tax Rate	Total General Taxes Levied	School Tax Rate	Total School Taxes Levied	Total Combined Rate
Commercial Taxable: Full	CT	No Support	150,937,144	0.03712565	5,603,640	0.00880000	1,328,247	0.04592565
Commercial Taxable Vacant Unit/Excess Land	CU	No Support	2,344,547	0.02598796	60,930	0.00880000	20,632	0.03478796
Commercial Taxable: Vacant Land	CX	No Support	1,406,700	0.02598796	36,557	0.00880000	12,379	0.03478796
Shopping Centre Taxable: Full	ST	No Support	9,439,900	0.03712565	350,462	0.00880000	83,071	0.04592565
Shopping Centre Taxable: Vacant Unit Excess Land	SU	No Support	44,700	0.02598796	1,162	0.00880000	393	0.03478796
Parking Lots	GT	No Support	70,000	0.02598796	1,819	0.00880000	616	0.03478796
Farmlands Taxable: Full	FT	English Pub	116,700	0.00472071	551	0.00038250	45	0.00510321
Industrial Taxable: Full under 1,500,000	IT	No Support	3,553,000	0.04222567	150,028	0.00774545	27,520	0.04997112
Industrial Taxable: Vacant Unit/Excess Land under 1,500,000	IU	No Support	118,300	0.02744668	3,247	0.00774545	916	0.03519213
Industrial Taxable: Vacant Land under 1,500,000	IX	No Support	391,400	0.02744668	10,743	0.00774545	3,032	0.03519213
Large Industrial: Full Under 1,500,000	LT	No Support	1,488,900	0.04222567	62,870	0.00774545	11,532	0.04997112
Large Industrial: Full Over 1,500,000	LT	No Support	18,646,100	0.04967726	926,287	0.00911229	169,909	0.05878955
Large Industrial: Excess Land Under 1,500,000	LU	No Support	11,100	0.02744668	305	0.00774545	86	0.03519213
Large Industrial: Excess Land Over 1,500,000	LU	No Support	137,900	0.03229022	4,453	0.00911229	1,257	0.04140251
Multi-Residential Taxable: Full	MT	English Pub	38,811,013	0.03776568	1,465,724	0.00153000	59,381	0.03929568
Multi-Residential Taxable: Full	MT	English Sep	1,658,499	0.03776568	62,634	0.00153000	2,538	0.03929568
Multi-Residential Taxable: Full	MT	French Pub	30,606	0.03776568	1,156	0.00153000	47	0.03929568
Multi-Residential Taxable: Full	MT	French Sep	158,082	0.03776568	5,970	0.00153000	242	0.03929568
New Multi-Residential Taxable: Full	NT	English Pub	52,565,700	0.01888284	992,590	0.00153000	80,426	0.02041284
Pipeline Taxable: Full	PT	No Support	2,452,000	0.02824118	69,247	0.00880000	21,578	0.03704118
Res/Farm Taxable: Full	RT	English Pub	545,466,767	0.01888284	10,299,962	0.00153000	834,564	0.02041284
Res/Farm Taxable: Full	RT	English Sep	55,267,215	0.01888284	1,043,602	0.00153000	84,559	0.02041284
Res/Farm Taxable: Full	RT	French Pub	1,083,796	0.01888284	20,465	0.00153000	1,658	0.02041284
Res/Farm Taxable: Full	RT	French Sep	3,052,031	0.01888284	57,631	0.00153000	4,670	0.02041284
			889,252,100		21,232,034		2,749,295	
						23,981,329		

Town of Smiths Falls
By-Law 2025-2025; Schedule "B"
Calculation of 2025 DBIA Levy

Commercial	Assessment	Vacant Weighting	Weighted Tax Rate	Taxes Levied
Commercial Taxable: Full	24,507,090	1	0.00466453	114,314
Commercial Taxable: Vacant Unit/Excess Land	379,000	0.7	0.00325117	1,232
Commercial Taxable Vacant Land	0	0.7	0.00325117	0
Shopping Centre Taxable: Full	1,889,300	1	0.00466453	8,813
Shopping Centre Taxable Vacant Unit/Excess Land	0	0.7	0.00325117	0
Totals	<u>26,775,390</u>			<u>124,359</u>



To: Mayor and Council
From: Malcolm Morris, CAO
Date: May 6, 2025
Committee of the Whole Date: May 12, 2025
Title: Annual Year in Review, 2024

☐ For Direction
☒ For Information
☐ For Adoption
☒ Attachment 10 pages

Recommendation: That Council receive the 2024 Annual Year in Review Report as information.

Purpose: To provide Council and the community an overview of municipal activities and accomplishments in 2024.

Background:

The Town of Smith Falls' 2023-2026 Strategic Plan was developed by Council to guide community growth and development over this 4-year term and sets out 6 overarching areas of focus, that contain 35 priority projects to meet the vision of providing all citizens a superior quality of life through effective and innovated services.

These six strategic priorities are:

- Housing
- Transportation Networks
- Infrastructure Renewal
- Redevelopment of the Waterfront & Downtown
- New Business Attraction
- Parks, Trails & Recreation

Each year the Economic Development and Tourism Department coordinates with senior staff, for the creation of this annual report.

Analysis and Options:

The Annual Year in Review Report is a mechanism for performance measurement providing an update on key objects outlined within our Strategic Plan as well as other program and services delivered by the municipality last year. Key accomplishments for each department are outlined in their respective sections.

Budget/Financial Implications:

The cost to develop the annual report in house, which includes online and printed versions, is modest and funded through the operational budget.

Link to Strategic Plan: Guiding Principle #2 – Accountable and Transparent

Existing Policy: N/A

Consultations: Mayor Pankow, Senior Leadership Team

Attachments: Annual Report 2024

Respectfully Submitted by:

Malcolm Morris, CMO
Chief Administrative Officer



Smiths Falls

ANNUAL REPORT 2024



Smiths Falls
FAST FACTS

LAND & LIVING

- 9,500 residents
- 9.66 km² area
- 958.1 persons per km²
- 4,500 private households
- 45.4 - Average Age
- 47.2 - Median Age
- \$72,100 - Average Household Income
- \$57,100 - Average (Full-time Worker)
- \$165,000 median assessed value
- 2.5 minute median commute time
- Five elementary schools
- Three secondary schools
- Six child care centres
- Five seniors residences

CULTURE & COMMUNITY

- Heritage House Museum
- Railway Museum of Eastern Ontario
- The Station Theatre
- Bascule Bridge
- UNESCO World Heritage Site: The Rideau Canal
- 33.27 hectares of designated parkland
- Cataraqui Trail
- Rideau Trail
- Smiths Falls ATV Trail
- Smiths Falls Snowmobile Trail
- Ottawa Valley Recreational Trail
- Smiths Falls Walking Trail
- Memorial Community Centre Arena
- Youth Arena
- Smiths Falls Curling and Squash Club
- Smiths Falls Seniors Activity Centre

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Message from the
MAYOR



As I look back on 2024, I wish to first acknowledge the contributions of the numerous volunteers who dedicate their time, wisdom and passion to the town's boards and committees. Much of the work occurring within these groups makes it way to Council and results in decisions that leave a very positive lasting impact on our community.

Dozens of volunteers support the work of eleven different boards and committees. Some, including our Planning Advisory Committee, Police Services Board and Public Library Board are guided by provincial regulations. Others, including our Climate Protection Working Group and Smiths Falls for All Committee emerged from the recognition of issues in our community that required the attention and decision of Council.

In 2021-22, the Town's Racism and Discrimination Task Force met to address growing concerns of racism, prejudice and discrimination in our community. Numerous actions occurred, including the establishment of our annual ceremony on the National Day of Truth and Reconciliation.

One action item initiated by the task force was the design and construction of an Indigenous Healing Circle. Although it took over two years to get the necessary approvals, the official opening of our healing circle on the National Day of Truth and Reconciliation last September was a very heartwarming event. We were blessed once again to have residential school survivor Bernard Nelson participating and sharing his experiences. It was a very moving event and feedback that touched me the most was from one of our First Nations citizens who told me he feels his best, and at peace, when he is at the Healing Circle on Duck Island. This special place provides all our citizens and visitors a place to pause and reflect, and as I am told, bring you closer to our creator.

The Smiths Falls for All Committee has carried forward the work initiated by the task force, and in 2024, confirmed the four priorities it will focus its efforts on – poverty, housing, food security and inclusivity, supporting its goals of advancing economic, environmental, social and cultural sustainability. It also hosted a newcomer event that enabled numerous community organizations to connect with some of our newer citizens, many who have found Smiths Falls from other parts of the world in recent years. As our community grows in population and diversity, and as we see rising intolerance, prejudice and discrimination, the work of this group will continue to be deeply meaningful to our community.

So many of the incredible things that happen in our community are driven by volunteers. Our service clubs continue to play vital roles, both in organizing and running community events and in fundraising for important causes. Many of our churches and the Falls Food Hub prepare regular meals for our citizens and the Smiths Falls Community Food Bank regularly assists hundreds of our citizens every month.

Every year, the Town hosts Volunteer Appreciation Community Awards Night. This event provides Council with the opportunity to thank many of the countless volunteers who help make Smiths Falls great, and to recognize a few each year who have made outstanding contributions. Last May, I was very pleased to present Dorothy Hudson with our Municipal Volunteer Award for her longstanding and outstanding dedication to our Municipal Heritage Committee.

It was also a very exciting moment to provide Bud Fawcett with our Charles Gilhully Award for his decades of daily work leading our Seniors Centre and Harmony Seniors Club. This organization has provided years of fun and fellowship for our seniors and has added incredibly to the quality of life of our citizens enjoying their golden years.

Speaking of recognizing volunteers, it was a special night last June when local developer, community advocate and volunteer Chris Saumure was recognized as the 2023 Citizen of the Year. Although known for numerous construction projects in town, Chris has long been a great leader of our Chamber of Commerce and regularly, quietly, supports our community in numerous positive ways.

Smiths Falls has experienced an incredible level of residential development recently, with approximately 800 new homes and apartments constructed over the past six years. A growing population has also placed more demand on housing, leading to growing concerns with affordability. In 2019, the town formed a Housing Task Force focused on enabling more residential development, with a primary focus on affordability. This led to seventeen recommendations that were endorsed and implemented by Council, including a priority to work with not-for-profits for housing and the development of provisions within our Community Improvement Plan (CIP) to encourage and provide financial support for affordable housing.

Having an affordable place to call home is a key foundation to everyone's long-term financial security, and the new development at 44 Chambers Street, which officially opened in May, 2024, provides every resident of the 34 unit building with a deeply affordable home. This project, built by the Saumure Group and owned by Carebridge Community Support, is an outstanding example of what is possible when all levels of government and the community come together with a commitment to truly make a difference. Backed by a \$500,000 donation from St. John the Evangelist Anglican Church, federal funding through the national housing co-investment fund, \$2.9 million and 40 years of rent supports from Lanark County (includes provincial support) and CIP funding, including a ten-year commitment to a refund of property taxes by the Town, made this project possible.

The confidence garnered through this project has led the town to further partner with Carebridge for a future development on town-owned property on Robinson Avenue and I am hopeful that additional commitments by a multitude of partners will lead to affordable homes for dozens of our citizens in the next couple of years.

Like all communities across our country, the Town and Lanark County have been seeing growing rates of homelessness in recent years. The rising cost of housing and contributing factors have led to this monumental issue, with more and more people couch surfing, living in cars or sheds, or even living rough in encampments.

Ending homelessness will take a concerted effort and investment from all levels of government. Mid last year, the biggest initiative we have seen locally to combat homelessness opened at the former Willowdale Retirement Centre. Bridge House, a collective effort between Lanark County and Lanark County Mental Health has provided a new home and security for over 13 people who had previously been homeless. This effort provides a home with supports and stands as a vital resource to help provide the critical foundation of long-term security these people have been lacking. As we entered 2025, funding was expanded that will enable Bridge House to grow to 21 rooms, welcoming additional people into its welcoming environment.

2024 will long be remembered as a year of significant change for the Smiths Falls Police Service. For the first time in its 137-year history, a woman was in charge. On July 4, Chief Jodi Empey swore her oath of office, becoming our first female chief, and one of only a handful of female chiefs in Ontario. It was the same month Chief Empey celebrated her 30th anniversary with the Smiths Falls Police Service, having been only the second woman to join the force when she did in 1994. In August, Chris Kettyle, who had earlier retired from a stellar career with the Ontario Provincial Police, brought his wealth of experience to his role as deputy chief. Our police service is in great hands for the foreseeable future!

Message from the MAYOR (CONT'D)

We will always remember 2024 as the year we were still standing. Yes, Jonny Harris and his Still Standing crew were in Smiths Falls in May filming some of the great stories, memorable people and great sites of our community. Watch parties gathered at numerous locations in town on October 22 as the Smiths Falls story was aired on CBC.

No year in review would be complete without mentioning Brooke and Brittany Henderson. Brooke made the cut in 22 of 24 starts and had 9 top 10 finishes in another outstanding season. The highlight locally was on August 3 when Brooke and Brittany, on their way to the airport to catch their flight to the Paris Olympics, stopped by town hall to the cheers and well wishes from hundreds of supporters gathered to send them off knowing their entire community was behind them. Representing Canada in her third Olympics, Brooke finished in 13th place in Paris. At the age of just 27, I'm sure she will have many other opportunities to represent Canada, and Smiths Falls, in future Olympics.

As we turn the page to 2025, numerous construction projects, including our new water tower and phase two of the George Street redevelopment, will be completed. Additionally, the new Confederation Bridge, a unique timber-constructed active transportation crossing, is under construction and will be installed this coming summer.

A year from now, when we look back at 2025, there is no doubt the highlight will be Old Home Week, which will run from August 2 to 9. This celebration, which had previously occurred in 1925, 1950, 1976 and 2000 will feature over a week of activities, and from the kick-off parade, to the drone show and closing concert, this is a once in a generation event you will not want to miss!

CAO Strategic Plan REPORT

A solid strategic plan is an effective way to communicate municipal priorities to citizens, stakeholders, investors, and staff and informs future decision making. Smiths Falls Town Council embraced the principle of strategic planning and got off to a strong start in their 4-year term by making the development of a new strategic plan an early priority. The key strategic priorities for this term of Council are:

Transportation Networks - To enable improved mobility by examining existing transportation networks both within Town and beyond in a way that supports employment and accessibility.

Housing - Support more diverse built housing stock to ensure all our citizens have a home they can afford.

Redevelopment of the Waterfront & Downtown - Enhance the waterfront experience for our residents and visitors by developing places that attract people.

Infrastructure Renewal - To manage our infrastructure in a proactive manner and position the Town for growth.

New Business Attraction - Create employment, expand economic activity and broaden the tax base to build a thriving local economy.

Parks, Trails & Recreation - To enhance quality of life and provide diverse recreational opportunities for residents & visitors.

There are 35 initiatives within the plan to support the 6 strategic priorities. All 6 priority areas advanced considerably in 2024.

Priority #1 – Transportation Networks
Most of the eight initiatives within this priority area are due for completion early in the plan horizon. The Active Transportation Implementation plan is underway and will guide future infrastructure investments as we continue to build a seamless active transportation network. The Confederation Bridge project has evolved considerably with an award of the tender for construction to Structure Craft based on timber structure design. Installation is slated for August, 2025. The Transportation Master Plan development has been enveloped within the scope of the Official Plan project and is well underway.

Priority #2 – Housing

The Community Improvement Plan (CIP) for 2024 now features programs to support attainable housing projects through planning fee rebates and other financial incentives. This represents a significant policy lever to enable the building of housing units at affordable levels. The other key policy development initiative within the Housing priority is the Official Plan (OP) update. The project launched in May with the appointment Dillon Consulting to lead the project. A World Café was hosted in September to garner public feedback. An Affordable and Inclusive Housing Plan draft will be presented to Council in early 2025 .

Priority #3 – Waterfront & Downtown

This priority area features a wide variety of plans, studies and programs to enhance the waterfront and downtown experience. The Heritage Conservation District project gained traction over the last 6 months; a draft study was presented to Committee of the Whole in December. The Canal District Revitalization Master Plan (Centre Street project) was approved by Council over the summer. The exclusivity arrangement to re-develop the former water treatment plant site expires at year end. Discussions are actively underway with the proponent to chart a course that will enable the development of this prime waterfront land. There is renewed interest in third party operations of farmers markets at two downtown and waterfront locations in 2025.

Priority #4 – Infrastructure Renewal

The infrastructure priority places emphasis on asset management planning and climate protection initiatives. The new Asset Management Plan was approved over the summer months to better inform our capital spending programs, and to meet the provincial regulatory requirements for asset management. A refreshed procurement policy is in progress and is expected to be presented to Council in the 2nd quarter of 2025. The Climate Protection Working Group have completed milestone 1 of the Partners for Climate Protection phased approach to developing a climate protection plan for the Town. Milestones 2 & 3 are actively being pursued. The Library renovation/accessibility improvement project is underway and has experienced a few delays. Completion of the construction phase is projected to occur in the 1st quarter of 2025.

Priority #5 – New Business Attraction

The BR&E (Business Retention and Expansion) plan has progressed well in 2024. A draft plan has been crafted with the 2nd stakeholder session occurred in December. A final draft is expected to be presented to COW early in 2025. Work continues to advance on making more industrial land investment ready with an environmental impact study underway for the Walker Road area of the industrial/business park. Council expressed its support for the High Frequency Rail project by passing a resolution advocating for a rail station in Smiths Falls to provide local and regional access to the proposed 1000km passenger rail system connecting Toronto to Quebec City. We are awaiting a decision by the Federal government on the fate of this legacy project with potential for profound local impacts.

Priority #6 – Parks, Trails & Recreation

Significant progress was made in the suite of initiatives within this priority area all focused on enhancing quality of life offerings in the community. Council approved several important policy documents including:

1. An implementation plan for inclusive playgrounds.
2. An implementation plan to operationalize the Parks and Recreation Master Plan.
3. A programming/event plan for Town Square including the bandstand.

The mini-forest project in Hyland/Corbett Park was completed in conjunction with REAL featuring 320 trees planted in a dense forest. Town staff planted 60 larger calipre trees throughout the town and gave away nearly 2000 seedling trees all with the goal of expanding our urban forest. A trailhead facility to support and encourage use of the Cataragui Trail reached the design phase. Construction is slated for 2025 once the final design and location is endorsed.

Public

WORKS + UTILITIES

	32 full-time staff
	Operated and maintained <ul style="list-style-type: none"> 69 km of roadways 58 km of sewer mains 61.9 km of watermains 6 bridges
	Prepared 25 Council reports
	Treated <ul style="list-style-type: none"> 1,331 ML of Drinking Water 3,934 ML of Wastewater
	Produced 189.9 tonnes of fertilizer from wastewater solids
	Collected 2,893.90 tonnes of residential solid waste
	Diverted 565 tonnes of recyclable material from landfill
	Collected 438 tonnes of yard waste



Accomplishments in 2024

Catherine & Oak Street Reconstruction
 The Town administered the remaining contract work on Catherine Street and Oak Street which was carried over from 2023. The project was completed within budget.

Road and Sidewalk Improvements
 The following surface improvements were completed under the Asphalt, Concrete, Paving and Milling (ACPM) Capital Program:

- Asphalt milling, resurfacing and sidewalk/curb improvements on Bay Street from Main Street to Chambers Street and on McGill Street North from Beckwith Street to Chambers Street.
- Sidewalks installed on the following streets to accommodate safe pedestrian movement:
- North side of Old Slys Road between the Fixed Bridge and the entrance into Lower Reach Park.
 - William Street North from Abbott Street to the Railway Museum.
 - Lee Avenue from Ferrara Drive to the new Parquette.
 - North side of Lombard Street from Beckwith Street to Victoria Park entrance.

George Street Phase 1
 Town Engineering staff administered the Reconstruction of George Street Phase 1 from Strathcona Street to William Street. This major capital reconstruction project was awarded to Campbell's Trucking Ltd. with construction starting in May 2024 and finishing in November 2024. The existing sewer, water and roadway infrastructure had exceeded its service life and needed to be replaced. The completed works align with the Town's initiative for infrastructure improvements such as sewer separation, upgrading to PVC sanitary sewers and watermains, replacing lead residential water services with copper and replacing clay residential sewer services with PVC. Replacing sewers with gasketed PVC pipe ensures that there is less sewage being treated at the treatment plant which allows for capacity to be allocated to new development.

Surface features were improved to provide better drainage and comply with Ontario's current Accessibility Standards. Phase 1 of this broader project was completed within budget.

Public Works Equipment
 The Public Works Department received a new fully outfitted single axle plow truck that was ordered in 2023.

- 2024 Wastewater Systems Capital Projects**
- Cured In Place Pipe (CIPP) - 316 metres of liner was installed at combined sewer crossings under the VIA/CPR tracks as well as on Cowan Street to mitigate root intrusion, ground water infiltration concerns, and provide additional strength to existing pipes.
 - SCADA Computer/System Upgrades at the Water Pollution Control Plant.
 - The Municipal Class Environmental Assessment study commenced for Solids Handling at the Water Pollution Control Plant.
 - Bar Screen upgrade completed.
 - Blower received and onsite for installation at the Water Pollution Control Plant.
 - Primary and Secondary Tank Gates received for installation at the Water Pollution Control Plant.

- 2024 Water Systems Capital Projects**
- Overland back feed system purchased for installation of temporary overland backfeed to supply properties water during construction.
 - Chlorine system equipment purchased.
 - Free Chlorine analyzer replaced.
 - Water Treatment Plant filter media top up.
 - Fence Gate Controllers updated with new technology/mechanisms.
 - Water Tower project awarded to Landmark Structure Inc. Project is on schedule to complete at the end of 2025.



Smiths Falls FIRE DEPARTMENT

At a Glance

In 2024 Smiths Falls Fire attended 307 calls for service. Additionally, the dispatch center had an increase in calls for service, calls dispatched 2024 were 2242 compared to 2023 of 1962 calls dispatched, part of the increased call volume was a result of the new dispatching contract with Minden Hills.



Fire Services

Over 1300 hours of training was completed, this included rescue training, fire suppression training and hazmat to name a few. Our Fire Prevention activities have increased over the past year with smoke and carbon monoxide inspections increasing by 40%. Our Logistics division has also been busy with acquiring new equipment and placing it in service, to maintain all emergency vehicles and equipment.

We had the privilege to meet with the Solicitor General Michael Kerzner and MPP John Jorden as they stopped by in November, we gave them a tour of the firehall and had an opportunity to discuss a variety of issues facing the fire service.

Awarded Grants

The Ontario government issued the third and final round funding opportunity for the Next Generation 911. Our application was submitted and received, and approval was granted. The transition to NG911 was expected to be in September 2024, we have since been informed the transition has now been postponed until March 2027. The Fire Department also received a grant of \$8230 for Firefighter Cancer Prevention.

Mutual Aid

1	Beckwith
0	Carleton Place
2	Drummond/North Elmsley
1	Lanark Highlands
2	Montague
0	Perth
1	Rideau Lakes
0	South Elmsley

Additionally, the Smiths Falls Fire Department has entered into agreements to provide Automatic Aid to the Township of Drummond/North Elmsley (North Elmsley Ward) and Rideau Lakes Township (South Elmsley Ward). In 2024 Smiths Falls Fire attended 68 Automatic Aid Calls:

- Rideau Lakes – 61
- Drummond North Elmsley – 7

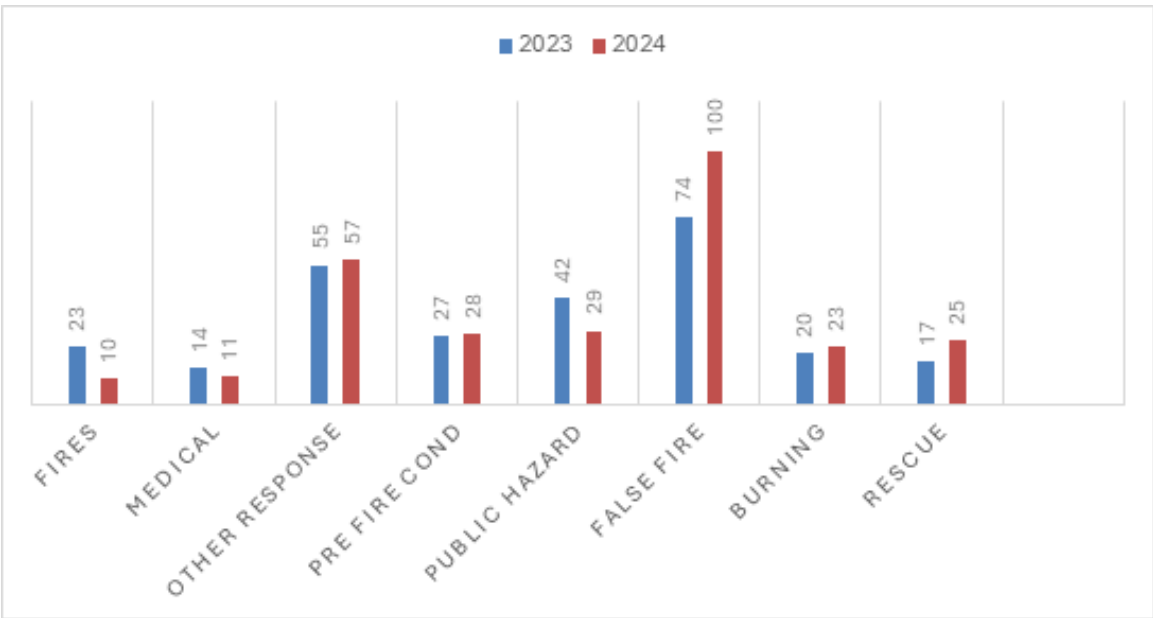


Fire Prevention Activities

313	Inspections	9	Fire safety plan review & approval
21	Re-inspection for compliance	6	File search requests
4	Complaint/request inspections	4	Court prosecution/appearance
19	Business licencing	3	Fire Marshall orders issued
200	Inspection for smoke/carbon monoxide	18	Public education activities
9	Fire investigations	3	Hoarding
4	New construction plans review		

The Ontario Fire Marshall categories are as follows:

Property Fire/Explosions	Fire, explosion, no loss outdoor fire
Medical/Resuscitator	Accident or illness related (cuts, fractures, etc.) Chest pains or suspected heart attack, CPR administration Aid not required upon arrival/no action required, other medical
Other Response	Assistance to other agencies, assistance to Police Assistance to other Fire Department (mutual aid, automatic aid, etc.) Call cancelled on route, other public service
Pre-Fire Conditions/No Fire	Other cooking/toasting/smoke/steam (no fire) Overheat (no fire), pot on stove (no fire)
Public Hazard	CO incident, gas leak – propane or natural gas, spill (gas/miscellaneous) power lines down/arcing
False Fire Calls	Alarm (accidental/malfunction/human/malicious, other false fire call)
Burning (controlled)	Open air burning/unauthorized controlled burning
Rescue	Other rescue, person trapped in elevator



Economic
DEVELOPMENT
+ TOURISM

Programs and Initiatives

- Completed the Canal District Revitalization Plan
- Hired New FT Tourism, Arts and Culture Coordinator
- Adoption of the Public Arts Master Plan & Advisory Committee implemented
- Updated and Administered the 2024 Community Grants Program
- Develop a new Filming in Smiths Falls Policy and Application process
- Partnered on a multi-year, multi-Regional trail loop project
- Completed a ministry BR&E Survey Project and started work on a new BR&E and Investment Attraction Plan
- New Tourism Marketing Plan completed and implemented
- New Visitor's Map Completed (printed for Spring 2025)
- Approved 23 Special Events by local organizers
- Administered the final year of the 3-year visitor survey program
- Worked with partners to implement tourism marketing & program initiatives
- Organized & hosted 6 community events
- Hosted 3 Community workshops (Strategic Planning for Volunteer Organizations, Community Economic Development 101, Grant Writing 101)
- Organized Community Awards and Citizen of the Year Award ceremonies
- New Local Eats program initiative launched
- Economic Edge eNewsletter
- Worked with partners to host the Annual Smiths Falls Job Fair
- Engaged with 100+ individual businesses throughout the year, providing information, resources and business support services

Supported
11 new
business
opening

Fielded 15
investment
inquiries

Heritage House Museum

Programs & Special Events

- March Break Camps
- March of the Museums
- March Break Puppet Show
- Spring Carnival
- Beatlemania Opening Event
- School Groups
- Old Slys Rapids – Walking Tour
- Backyard History Summer Day Camps
- Movie Nights at Centennial Park
- Wedding Rentals
- Paranormal Investigations / Workshops
- William Galbraith Book Talk
- Mysteries of the Keyhole House Talk
- Ghost Stories with Camp Quality
- Rideau Artist of the Year
- Fall Fest
- Haunted Smiths Falls Ghost Walks
- Haunted Heritage House
- Community Pumpkin Carving Contest
- Smiths Falls Letters to Santa
- Photos with Santa
- Holiday Heritage House
- Doors Open Kingston
- Weekly Trivia Nights @ Tap Room Inc.

Special Exhibitions

- Beatlemania Exhibit
- The Glorious Colours of Nature by Renee Nadi Wesley
- Recent Paintings by Craig Carty
- Rideau Artist of the Year Art Showcase
- Annual Smiths Falls Art Show
- Made in Smiths Falls
- Christmas Traditions

Cultural Partnerships & Outreach

- Community Carrot Garden
- SF&D Horticultural Society Foodbank Garden
- Kingston Area Museums
- Lanark County Arts and Heritage
- Paddlefest
- Winter Carnival
- Canada Day
- Doors Open Kingston
- Smiths Falls DBA
- The Tap Room Inc.
- The Artisan Village Market

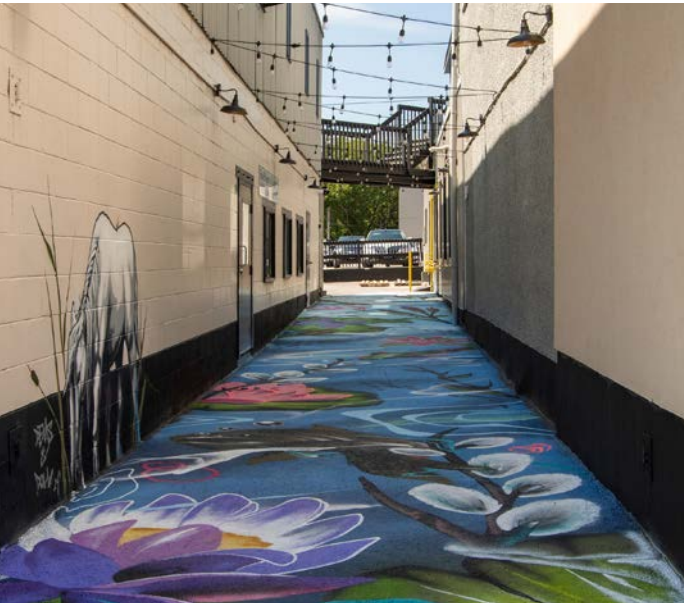
Small Business Advisory Centre

Core Services

In 2024, the Small Business Advisory Centre provided consultations in person, virtually, and by phone. They offered training sessions such as webinars via Zoom while conducting multiple How to Start a Business workshops in person at local employment centres/municipal offices. On an ongoing basis throughout 2024 they attended and spoke at events, breakfast meetings, and networking sessions hosted by various Chamber of Commerce and Economic Development offices. Additionally, they were part of the career fairs in Smiths Falls and Carleton Place. Co-hosted an International Woman's Day event in Kemptville with the Leeds and Grenville Small Business Centre, with 120+ in attendance in March 2024. Attended and had a booth display at the Carleton Place Business Summit in May 2024.

The SBAC had over 1275 business inquiries via email, in person and social media. They conducted 296 consultations with businesses and potential businesses, discussing start-up, expansion, purchasing, hiring, and funding opportunities. The Centre hosted 25 webinars and 8 in-person workshops, attracting a total of 892 attendees from January to December 2024.

As part of the Small Business Centres (SBC) Ontario network, which includes 54 Small Business Enterprise Centres (SBECS), they provided business owners with access to further e-learning opportunities.



Starter Company Plus

The Centre conducted one intake of the Starter Company Plus program in 2024, involving 11 participants. Of these, 8 successfully obtained grant funding after attending over 20 hours of in-class training, including a business plan boot camp and other relevant business training, pitching their businesses to a grant committee, and participating in weekly group coaching sessions. The total amount of grants issued was \$38000.

Summer Company Program

Throughout the year went into high schools/youth centres to talk about the Ontario Government youth program that we are the local service provider for. The Summer Company program had 3 student participants who received training, mentoring, and funding throughout the summer while running their own businesses. The total amount of grants issued were \$9000.

Community SERVICES

Community Services: A Year of Progress and Community Investment

This past year has been a significant one for Community Services, marked by key investments in recreation, accessibility, and environmental sustainability. Through expanded programming and infrastructure improvements, we have continued to enhance the quality of life for residents of Smiths Falls.

In November, the Smiths Falls Memorial Community Centre hosted the CCHL-OJHL Battle of Ontario, bringing an important high-level junior hockey event to our community. The event was a major success, and we were able to show off our beautiful arena.

The department's commitment to environmental stewardship remained a priority. In partnership with REAL (Rideau Environmental Action League), we planted a Mini Forest at Hyland-Corbett Park, strengthening local biodiversity and urban greenspace. Additionally, more than 400 saplings were planted on Town property, and an impressive 1,500 saplings were distributed to residents to encourage community-driven greening efforts.

The Outdoor Rink season was particularly strong this year. A combination of favorable weather, dedicated staff, and support from the Fire Department ensured excellent ice conditions and widespread community enjoyment.



Accessibility and inclusion continued to guide our parks and playground upgrades. We installed new accessible play equipment at Hyland-Corbett playground and completed the playground at the Lee Avenue Parkette, which includes play elements designed for children of all abilities. A significant milestone for our community was the completion and official opening of the Healing Circle on Duck Island. This space, inaugurated on the National Day for Truth and Reconciliation, serves as a meaningful site for reflection, education, and cultural recognition.

At the arena, public programming expanded to meet growing demand. Parent and tot skating, public skating, and shinny sessions all saw increased participation. Additionally, the launch of our public skate sponsorship program allowed local businesses and organizations to provide regular free skating opportunities, making recreation more accessible to the community.

In childcare services, demand continued to rise, and we now have over 135 children enrolled in our programs. The continued expansion of our offerings reflects the community's needs and our commitment to supporting families.

Across all areas—recreation, environmental initiatives, accessibility improvements, and community programs—2024 was a year of steady progress. We remain committed to investing in services and infrastructure that enhance Smiths Falls and meet the evolving needs of our residents.

Corporate SERVICES

The Town's Corporate Services Department focuses on corporate-wide support services, based on specialized knowledge, legislation, best practices, and technology to serve both tax payers as well as internal staff.

The Corporate Services Department is made up of a variety of services:

- Clerk's Office
- Human Resources
- Information Technology
- Finance
- Asset Management



Licencing

26	Business Licences Issued
165	Animal Tags (cats and dogs)
244	Death Registrations
166	Marriage Licences
8	Break-Open Ticket Licences
10	Raffle
3	Regular Bingo

Freedom of Information requests completed	24
Reports presented to Council	141
By-laws passed	83
Resolutions passed	259
Council Meetings held	22
Committee of the Whole meetings held	32

Planning SERVICES

The Planning Division assists the community in establishing and implementing its long-range development plan vision. Community planning supports economic prosperity, community vitality, and environmental responsibility, as well as enriching cultural identity in a way that reflects the community while respecting provincial policy. The Town's Planning team is responsible for development review under the Planning Act, creating and administering land use-related policies and by-laws, administering the Community Improvement Plan, managing programs and services under the Ontario Heritage Act, and Climate Protection planning. The planning process is governed by the Province's Planning Act, which governs the approvals processes we follow. The Town's Official Plan and Zoning By-law are the daily tools we use to promote attractive and sustainable development while limiting negative impacts on people, neighbours and the environment.

Major projects that obtained planning approval in 2024 include:

- Draft plan approval given for Phase 3 of the Bellamy Farm Subdivision, comprising 156 townhouse units and new parkland and open space.
- Housekeeping updates to the Town's Zoning By-law to improve usability and administration.
- Planning approvals to accommodate 8 new residential units on two lots on Elm Street.

2024 Highlights

- Began work on the Town's new Official Plan, which will replace the current 2014 Official Plan and sets the stage for planning the next 25 years. The new Plan will identify the areas for future residential and non-residential development that we need to set aside to meet our 25 year growth projections. The Plan will be centred around five key themes: downtown revitalization, housing, sustainability, community spaces and transportation. The first interactive open house held in October 2024.
- Council approved Heritage Conservation District Study that identified the landscape, design and cultural attributes of our downtown, and will form the basis of a

Heritage Conservation District Plan that will support and direct change and development in the commercial core that is compatible with the established character of the neighbourhood. The Plan will be developed over the course of 2025.

- Completed the second year of the new Community Improvement Plan. Council funded improvements to seven properties, totaling \$111,751, which leveraged an estimated private sector investment into the downtown core of \$232,924 once the approved projects are completed. Approved projects included façade improvements, accessibility upgrades and downtown interior renovations.
- The Climate Protection Working Group completed Milestone 1 of the Partners for Climate Protection 5-Step Milestone Framework. Work is currently being undertaken to complete Milestones 2 and 3.
- Municipal Heritage Committee hosted a successful Heritage Symposium in October at the Station Theatre, with the theme "Saving the Past for the Future."
- Approval of new Downtown Core Design Guidelines that outline in user-friendly terms best practices for building and façade design, including heritage restoration and sustainability.
- Completed baseline tree canopy assessment that found that tree canopy coverage across the entire Town is 35%, however varies considerably across neighbourhoods. This baseline will help us assess changes over time that will allow the Town to measure the performance of the Town's Tree Canopy Policy.

Planning Applications

2	Consents
7	Minor Variances
2	Zoning Amendments
6	Site Plans & Amendments
34	Other Planning Applications
9	Community Improvement Plan

Building SERVICES

2024 Highlights:

104	17,422,423.36	130,306.95
PERMITS ISSUED	IN CONSTRUCTION VALUE	IN PERMIT FEES

Major Projects for 2024

- 60 Cornelia Street West (Perth & Smiths Falls District Hospital) - Expansion of existing isolation room.
- Rabb Street (Campbell Homes) - permits were issued for single family dwellings.
- Parkview - 9 townhouse units.
- 18-20 Elm Street East - eight plex.

Building Reserve

The Building Reserve account balance ending December 31, 2024 is projected to be approximately \$1.94M.

Financial SERVICES

Financial Services is responsible for financial and account management such as budgets, financial reporting, procurement, and revenue collection.

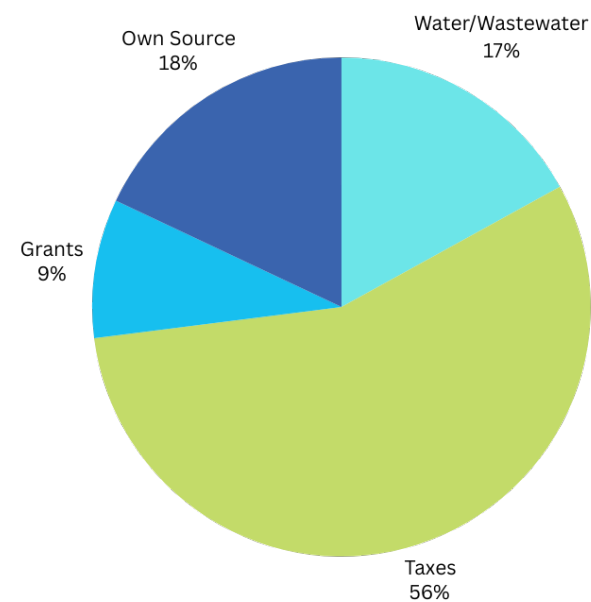
2024 Achievements

- Financial administration of \$12.5M of capital works expenses.
- Financial Administration of \$37M of operating expenses.
- Collection of \$37M of revenues to support operations.

2025 Goals

- Completion of 2025 updated Asset Management Plan.
- Long Term Capital Planning.
- Update system to provide efficiencies for processes such as payroll and accounts payable.
- Continued staff training and development
- Continue to source grant opportunities to support town projects.
- Continue to build reserves.

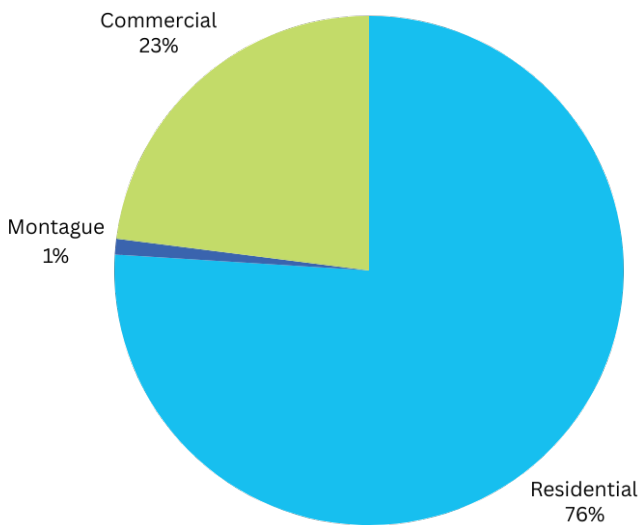
2024 Corporate Revenues



As a part of these activities, staff in Financial Services:

- Sent tax bills to 3891 properties.
- Added 115 new properties in the year and administered supplemental tax billings.
- 5,342 payments to vendors.
- Collected \$6.2M of water and wastewater revenues.

2024 Water/Wastewater Revenues







To: Mayor and Council
From: Kerry Costello, Clerk
Date: May 7, 2025
Committee of the Whole Date: May 12, 2025
Title: Amending Provincial Funding Agreement for Small Business Centre

☐ For Direction
☐ For Information
☒ For Adoption
☐ Attachments

Recommendation: That Council of the Corporation of the Town of Smiths Falls pass a bylaw authorizing, the Mayor and Clerk to execute an amended funding transfer agreement with the Provincial government to support the Smiths Falls, Lanark County and Leeds and Grenville Small Business Advisory Centre.

Purpose: The purpose of the report is to execute an amended contribution agreement with the Ministry of Economic Development, Job Creation and Trade (the Ministry) as the Ministry has developed a new streamlined financial monitoring process to reduce the administrative burdens on the SBAC network

Background: The Small Business Advisory Centre (SBAC) provides confidential business advisory services to small business start-ups, as well as on-going support programs for existing small businesses. The Centre is a business information resource centre which supports entrepreneurs to start or grow their business. The SBAC supports all of Lanark County, Smiths Falls and the northern portion of Leeds and Grenville. It is an initiative of the Ministry of Economic Development, Job Creation and Trade, and partners with the Town of Smiths Falls as well from the County of Lanark and United Counties of Leeds and Grenville.

At its meeting on April 22, 2024, Council supported Report 2024-49 related to a new one (1) year funding agreement (April 1 2024 to March 31 2025) in the amount of \$181,666, as set out by the province.

Shortly following the execution of the agreement, the Province announced further funding support to provide all Small Business Centres across the province to increase support for Starter Company and Summer Company programs. An amended agreement was passed. The amended two (2) year agreement from April 1, 2024 to March 31, 2026 provides committed funding in the amount of \$463,332 (\$231,666 annually) and is an increase of \$50,000 each year.

The Ministry has now developed a new streamlined financial monitoring process to reduce the administrative burdens on the Small Business Advisory Centre network. The new Limited Assurance Audit Engagement Report (also known as a Review Engagement) will replace the traditional Audit Certificate for Small Business Advisory Centre's receiving annual funding of \$500,000 or less. This new financial framework will be applied for the fiscal years 2024-25 and 2025-26. These proposed changes can lead to direct audit cost savings and reduce the time spent assisting auditors. The implementation of this new financial oversight approach for the Small Business Advisory Centre's will be finalized through this Amending Agreement.

Analysis and Options: The following 2 options are presented for Council's consideration;

Option 1 (Recommended) - That Council authorizes the Clerk and the Mayor to enter into an amended agreement with the Ministry of Economic Development, Job Creation and Trade.

Option 2 – Council not authorize the execution of the amending agreement.

Budget/Financial Implications: May lead to direct audit cost savings and reduce the time spent assisting auditors

Link to Strategic Plan: Not applicable

Existing Policy: Authorizing By-law #10540-2024

Consultations:

- Manager of Small Business Advisory Centre

Attachments: N/A

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

Respectfully Submitted by:

Original signed by:
Kerry Costello, Clerk

Approved for agenda by CAO:

Original signed by:
Malcolm Morris, CMO