



## **OPERATIONS COMMITTEE**

**Tuesday, February 8, 2022**

---

An electronic meeting of the Operations Committee was held on Tuesday, February 8, 2022 at 9:30 a.m.

Present were:                      Chair Tom Peckett  
                                            Warden Debbie Robinson  
                                            Vice-Chair David Bennett  
                                            Councillor Brian Hunt  
                                            Councillor Sheldon Keller  
                                            Councillor Daniel Lynch  
                                            Councillor Janice Tiedje

And Others:                        Councillor Robert Sweet

Staff Present:                      Paul Moreau, Chief Administrative Officer/Clerk  
                                            Lee Perkins, Director of Public Works and Engineering  
                                            Craig Kelley, Director of Development and Property  
                                            Richard Bolduc, Manager of Operations  
                                            Taylor Hanrath, Manager of Infrastructure  
                                            Rosalyn Gruntz, Deputy Clerk  
                                            Evelyn VanStarkenburger, Administrative Assistant

---

Chair Peckett called the meeting to order at 9:30 a.m. The Chair recited the land acknowledgement, identifying that the meeting was being held on the traditional territory of the Algonquin People. The roll was called, and no pecuniary interests were disclosed.

**RESOLUTION NO. OP-C-22-02-12**

Moved by Councillor Hunt

Seconded by Councillor Lynch

THAT the minutes of the January 11, 2022 meeting be approved. CARRIED.

**Public Works and Engineering**

Mr. Perkins overviewed the Public Works and Engineering Department Report which is attached as Appendix A.

Committee was advised that Gary Scandlan of Watson & Associates Economists Ltd. will be attending County Council in March to discuss the potential implementation of development charges for the County of Renfrew. Staff will be relying on the expertise of the consultants for implementation if the County decides to move forward.

**RESOLUTION NO. OP-C-22-02-13**

Moved by Councillor Lynch

Seconded by Councillor Hunt

THAT the Operations Committee recommend that staff prepare a response to the Ottawa Valley Cycling and Active Transportation Alliance on behalf of the Warden advising of the ongoing discussions with the Ministry of Transportation for traffic signals at the intersection of Highway 148 and County Road 29 (Drive-In Road).  
NOT VOTED ON.

**RESOLUTION NO. OP-C-22-02-14**

Moved by Warden Robinson

Seconded by Councillor Lynch

THAT the Operations Committee amend Resolution No. OP-C-22-02-13 to include in the resolution that a letter be sent to the Ontario Ministry of Transportation (MTO) asking for an update on the rehabilitation plans including an anticipated timeline for signals to be installed. CARRIED.

**RESOLUTION NO. OP-C-22-02-15**

Moved by Councillor Lynch

Seconded by Councillor Hunt

THAT the Operations Committee recommend that staff prepare a response to the Ottawa Valley Cycling and Active Transportation Alliance on behalf of the Warden advising of the ongoing discussions with the Ministry of Transportation for traffic

signals at the intersection of Highway 148 and County Road 29 (Drive-In Road); AND FURTHER THAT a letter be sent to the Ontario Ministry of Transportation (MTO) asking for an update on the rehabilitation plans including an anticipated timeline for signals to be installed. CARRIED.

Discussion occurred with regards to the Transportation Master Plan and whether there is an opportunity for the County and the local municipalities to work together. It was noted that the County of Renfrew Plan would not adequately meet the needs of local municipalities as the County Plan would focus on County roads and collector roads. The local municipalities would still need to address their own local roads and the development that occurs within their municipality.

Mr. Perkins advised that the estimate to have a County of Renfrew Transportation Master Plan completed would be a maximum of \$250,000 and would take approximately two years to complete. This Plan would identify areas within the County of Renfrew that would require improvements. It was noted that having a Transportation Master Plan in place would be beneficial for the County of Renfrew when lobbying senior levels of government for funding.

Discussion occurred on whether a Transportation Master Plan would be considered an eligible expense for development. Mr. Moreau advised that this will be deferred to Watson & Associates Economists Ltd.

**RESOLUTION NO. OP-C-22-02-16**

Moved by Councillor Hunt

Seconded by Warden Robinson

THAT the Operations Committee support the request for partial funding for a Transportation Masterplan from the Township of Laurentian Valley and provide funding to a maximum upset of Twenty-Five Thousand Dollars (\$25,000) from engineering reserves with the provision that the Ministry of Transportation and the City of Pembroke agree and contribute to the terms of the request. NOT VOTED ON.

**RESOLUTION NO. OP-C-22-02-17**

Moved by Councillor Lynch

Seconder Councillor Tiedje

THAT Resolution No. OP-C-22-02-16 be deferred until April Operations Committee meeting. CARRIED.

**RESOLUTION NO. OP-C-22-02-18**

Moved by Councillor Lynch

Seconded by Councillor Hunt

THAT the Operations Committee direct staff to bring a plan forward to this Committee in March on how to proceed with a Transportation Master Plan.

CARRIED.

**Infrastructure Division**

Mr. Hanrath overviewed the Infrastructure Division Report, which is part of the Public Works and Engineering Department Report.

Warden Robinson vacated the meeting at 10:23 a.m.

**RESOLUTION NO. OP-C-22-02-19**

Moved by Councillor Keller

Seconded by Councillor Lynch

THAT the Operations Committee approve the additional scope proposal for C197 (Etmanskie Swamp Culvert) as submitted by J.L. Richards & Associates Limited in the amount of \$9,980, plus HST; AND FURTHER THAT an amendment to the existing Professional Services Agreement updating the upset limit amount of the contract to \$110,532.50 be executed. CARRIED.

Warden Robinson re-entered the meeting at 10:33 a.m.

**RESOLUTION NO. OP-C-22-02-20**

Moved by Councillor Hunt

Seconded by Councillor Lynch

THAT the Operations Committee recommend that County Council pass a By-law to acquire lands located within part of Lots 23 and 24, Concession A in the geographic Township of McNab in the Township of McNab/Braeside, described as Parts 2, 3, 4 and 5 on Plan 49R-19902 from Valerie Kohlsmith and Lorinda Kohlsmith for the sum of Seven Thousand and Fifty Dollars (\$7,050); AND FURTHER THAT Parts 2, 3, 4 and 5 on Plan 49R-19902 be dedicated as part of the public highway upon registration of the transfer documents. CARRIED.



**RESOLUTION NO. OP-C-22-02-21**

Moved by Councillor Hunt

Seconded by Councillor Lynch

THAT the Operations Committee recommend that County Council pass a By-law to acquire Part 2 in the geographic Township of McNab in the Township of McNab/Braeside on Plan 49R-19982 from Ryan Arbuthnot and Krystyn Arbuthnot for the sum of \$1.00; AND FURTHER THAT Part 2 on Plan 49R-19982 be dedicated as part of the public highway upon registration of the transfer documents.

CARRIED.

Mr. Hanrath noted that the reason the County of Renfrew is only requesting \$1.00 rather than fair market value for the property being sold to the Arbuthnot's is because the requested purchase is for a registration of title clean-up.

**RESOLUTION NO. OP-C-22-02-22**

Moved by Warden Robinson

Seconded by Councillor Hunt

THAT the Operations Committee recommend that County Council update the speed limit By-law to change the posted speed limit along County Road 511 (Lanark Road) between County Road 508 (Calabogie Road) and 12517 Lanark Road to 40km/hr; AND FURTHER THAT By-law 138-21 is hereby repealed.

CARRIED.

Committee was advised that the Policy PW-17 – Enhanced Traffic Warning Devices will be a cost sharing policy with both the County of Renfrew and the municipalities splitting the cost 50/50 for the installation of enhanced warning devices.

**RESOLUTION NO. OP-C-22-02-23**

Moved by Councillor Hunt

Seconded by Councillor Lynch

THAT the Operations Committee recommend that County Council pass a By-law approving Corporate Policy PW-17 – Enhanced Traffic Warning Devices which outlines the procedure for the request and approval of the installation of enhanced traffic warning devices. CARRIED.

**Operations Division**

Mr. Bolduc overviewed the Operations Division Report, which is part of the Public Works and Engineering Department Report.

Committee was advised that the County of Renfrew has seven locations where sand is stored and that approximately 5,000 tonnes of sand currently is in storage. Mr. Bolduc noted that there is enough sand stockpiled for the winter season; however, if required the County does have access to more sand.

**RESOLUTION NO. OP-C-22-02-24**

Moved by Councillor Bennett

Seconded by Councillor Hunt

THAT the Public Works and Engineering Department Report attached as Appendix A be approved. CARRIED.

**New Business****Tendering**

Discussion occurred with regards to the timelines for Public Works and Engineering Department tenders and the possibility to tender earlier in the year to receive better pricing. It was noted that in the past the County of Renfrew would approve between 50%-75% of the budget for the Operations Committee to move forward with tendering prior to the budget being approved.

Mr. Moreau advised that the County of Renfrew initiates its budget process in August. He noted that the Public Works and Engineering Department has amended the procurement process to ensure that tenders are ready to go once the budget is approved.

**RESOLUTION NO. OP-C-22-02-25**

Moved by Councillor Hunt

Seconded by Warden Robinson

THAT staff be directed to explore the advantages to doing earlier tendering and bring back a report to the Operations Committee at a future date. CARRIED.

**Proposed Regulatory Changes – Excess Soils**

Committee was advised that O. Reg. 406/19: On-Site and Excess Soil Management has now entered its second phase of implementation on January 1, 2022.

The Ministry of Northern Development, Mining, Natural Resources and Forestry is proposing regulatory changes and policy direction for importing soil to facilitate rehabilitation at authorized pits and quarries under the Aggregate Resources Act. It was noted that this new regulation may have an impact on lower tier municipalities and also the County.

Mr. Hanrath advised that there are some assessments the County of Renfrew will need to complete on sites prior to being transported off-site. He noted that if assessment indicates there is no significant risk of contamination, testing would not be required. Staff is currently reviewing the implications of salt spreading on roads and whether this would be considered a significant risk.

Mr. Perkins advised that MTO is offering free excess soil webinars for infrastructure projects, soil depots and storage/processing sites, and vac trucks and liquid soil management. This information will be forwarded to all heads of Council. It was noted that the commenting period closes on February 24, 2022.

**RESOLUTION NO. OP-C-22-02-26**

Moved by Councillor Hunt

Seconded by Chair Peckett

THAT the Operations Committee recommend that staff prepare a summation on the proposed regulatory changes for testing of excess soil that is removed off-site during construction activities and the impact this will have on County of Renfrew and bring this information back to a special meeting of Operations Committee prior to County Council; AND FURTHER THAT this summation be provided to all the local municipalities. CARRIED.

**Equipment Purchasing**

Committee was advised that there would be no impact to the County of Renfrew with regards to vehicle purchases due to the recent explosion that occurred at Eastway Tank in Ottawa.

**RESOLUTION NO. OP-C-22-02-27**

Moved by Councillor Tiedje

Seconded by Warden Robinson

THAT this meeting adjourn and the next regular meeting be held on March 8, 2022. Time: 11:20 a.m. CARRIED.

**COUNTY OF RENFREW****PUBLIC WORKS AND ENGINEERING DEPARTMENT REPORT**

---

**TO:** Operations Committee

**FROM:** Lee Perkins, C.E.T., MBA, Director of Public Works and Engineering

**DATE:** February 8, 2022

**SUBJECT:** Department Report

---

**INFORMATION****1. Growth Related Projects**

As Committee will recall in April of 2021 staff were directed to research policies for funding growth related issues along county roads. Attached as Appendix I are the comments that have been received from our municipal partners in response to the email request sent out in November 2021 (attached as Appendix II) requesting feedback on the proposed growth financing options. A consultant is scheduled to appear at the March meeting of County Council as per the approved Resolution No. OP-CC-22-01-10 to discuss Development Charges. Staff will provide a more fulsome report to Committee at a later date once further understanding on how the proposed growth funding policies may affect the County of Renfrew.

Municipalities who have provided input are listed as follows:

- Town of Arnprior
- Town of Petawawa
- Town of Renfrew
- Township of Bonnechere Valley
- Township of Greater Madawaska
- United Townships of Head, Clara and Maria
- Township of Horton
- Township of Killaloe, Hagarty and Richards
- Township of McNab/Braeside

## **2. ROMA County Road Growth Delegation**

At the Rural Ontario Municipal Association (ROMA) Conference, Warden Robinson and Operations Committee Chair Peckett had the opportunity to meet with the Honourable Kinga Surma to discuss potential funding opportunities for growth related projects. Attached as Appendix III is the information package that was presented to the Minister and a letter of appreciation for the continued funding opportunities that have been provided to rural Ontario from the Warden to Minister Surma in follow-up to the meeting.

## **RESOLUTIONS**

### **3. Ottawa Valley Cycling and Active Transportation Alliance [Strategic Plan Goal No. 1]**

**Recommendation:** THAT the Operations Committee recommend that staff prepare a response to the Ottawa Valley Cycling and Active Transportation Alliance on behalf of the Warden advising of the ongoing discussions with the Ministry of Transportation for traffic signals at the intersection of Highway 148 and County Road 29 (Drive-In Road).

#### **Background**

Attached as Appendix IV is a letter to the Warden from the Ottawa Valley Cycling and Active Transportation Alliance (OVCATA) raising concerns on safety for pedestrians and cyclists crossing at the intersection of Highway 148 and County Road 29 (Drive-In Road).

In 2012 a presentation was made to the Ministry of Transportation (MTO) by the County of Renfrew to initiate the installation of traffic control signals (and associated intersection improvements, if necessary) at the County Road 29 (Drive-In Road) – Highway 148 intersection and staff continue to lobby for this.

On June 22, 2021, a meeting was held with MTO, County of Renfrew and the Township of Laurentian Valley and City of Pembroke staff, along with Parsons Corporation, to discuss construction staging at the intersection of Hwy 148 and Greenwood Road. Discussion included the installation of a traffic signal at this intersection. As part of the meeting discussion the following was noted, “The Township of Laurentian Valley confirmed they

own only one luminaire at the intersection of Highway 148 and Drive-In Road. Parsons noted that the Township of Laurentian Valley's luminaire will be removed and replaced by luminaires to be mounted on the traffic signal poles. New luminaires will be owned, operated and maintained by MTO."

#### **4. Transportation Masterplan Request from Laurentian Valley**

**Recommendation:** THAT the Operations Committee support the request for partial funding for a Transportation Masterplan from the Township of Laurentian Valley and provide funding to maximum upset of Twenty-Five Thousand Dollars (\$25,000) from engineering reserves with the provision that the Ministry of Transportation and the City of Pembroke agree and contribute to the terms of the request.

##### **Background**

Attached as Appendix V is a request from the Township of Laurentian Valley requesting partial funding for a Transportation Masterplan along County Road 29 (Drive-in Road), Highway 148 and County Road 40 (Greenwood Road). The estimate for this study is One Hundred Thousand Dollars (\$100,000) to be split four (4) equal ways between the Ministry of Transportation, County of Renfrew, City of Pembroke and the Township of Laurentian Valley.

Committee is reminded that several of our partner municipalities are planning on transportation masterplans over the next number of years.

#### **5. Infrastructure Division**

Attached as Appendix VI is the Infrastructure Division Report, prepared by Mr. Taylor Hanrath, Manager of Infrastructure, providing an update on activities.

#### **6. Operations Division**

Attached as Appendix VII is the Operations Division Report, prepared by Mr. Richard Bolduc, Manager of Operations, providing an update on activities.

RE: Community Growth within the County of Renfrew December 14, 2021

Good afternoon Lee,

Thank you for your email below and for making efforts to consult with lower tier municipalities on the topic of growth impacts to the County's transportation network and other County owned infrastructure.

As we have previously discussed at the recent Municipal Public Works Meeting on November 25th, 2021, the Town of Arnprior is not in a position to provide a complete list of projects required on County infrastructure as a result of growth within our municipality over the next 15 years. The Town of Arnprior has advocated for the County to undertake a Transportation Master Plan (TMP) to determine the extent of growth-related upgrades that will be required to the County's infrastructure as growth continues to rapidly increase throughout the County. Undertaking a TMP is a critical next step for the County to complete in their efforts to determine the extent and impact of growth on the County's transportation network. The completion of a TMP can then be used to help guide the County in its discussions with respect to how they plan to fund the necessary growth related infrastructure upgrades. Having said this, the Town was very pleased to learn that the County has recently released a Request for Proposal (RFP) to undertake a county-wide TMP and we appreciate the invitation from the County to potentially integrate the Town's upcoming proposed 2022 TMP within the same assignment.

Understanding that the County's TMP is projected to take nearly two years to complete, we would recommend that the County review the attached existing documents and consider the recommendations outlined within as part of your efforts to begin populating a preliminary list of growth-related projects.

1. 2006 Arnprior/McNab Braeside Area Transportation Planning Study  
*[available upon request]*
2. 2009 Arnprior Transportation Master Plan (includes review of County roads within Arnprior) *[available upon request]*
3. 2021 Arnprior Delegation to County Ops Committee – Daniel and Edey Intersection

Once again, we appreciate the County making efforts to consult with lower tier municipalities on this very important topic and we encourage the County to continue to involve lower tier municipalities throughout the development of the County's TMP.

Regards,  
John Steckly, A.Sc.T.  
General Manager, Operations  
Town of Arnprior  
105 Elgin Street W.  
Arnprior ON K7S 0A8  
(613)623-4231 ext. 1831  
jsteckly@arnprior.ca  
www.arnprior.ca  
@arnprior





## **Town of Arnprior Staff Report**

**Subject:** County of Renfrew Infrastructure Growth Management and Funding

**Report Number:** 22-01-10-02

**Report Author and Position Title:** John Steckly, General Manager Operations

**Department:** Operations

**Meeting Date:** January 10, 2022

---

### **Recommendations:**

That Council receive this report as information as it relates to the ongoing review of funding options for growth related projects on County of Renfrew infrastructure;

That Council request that the County of Renfrew undertake a more thorough review of the option of Development Charges at the County level with assistance from a consulting firm that specializes in development charges;

That Council direct staff to forward this report to the County of Renfrew as the Town's comments in response to their request for feedback dated November 1<sup>st</sup>, 2021;

### **Background:**

On March 16<sup>th</sup>, 2021, staff presented a delegation (Document #1) to the County of Renfrew's Operations Committee requesting that the County partner with the Town of Arnprior on the proposed Daniel/Edey/Galvin Streets intersection realignment project. Included within this presentation, staff highlighted a number of other growth-related upgrades to County roads within the Town of Arnprior which staff believe the County has failed to address to date, and staff stressed the need for the County to begin planning and budgeting for these types of necessary infrastructure projects. Staff ultimately recommended that the County undertake a Transportation Master Plan (TMP) to determine the extent of the upgrades required on their road network and made a request for the County to partner with the Town of Arnprior in our proposed 2022 TMP.

The Town's delegation included additional suggestions for the County to consider implementation of Development Charges (DCs) at the County level to help fund these necessary projects, or at a minimum, adopt a Local Service Policy in accordance with the *Development Charges Act* to provide additional clarity on the potential funding responsibilities of the development industry in the future.

Staff's delegation further highlighted that the Arnprior tax dollars going to the County annually have continued to rise with the growth that Arnprior experiences. Understanding that tax dollars fund numerous services at the County level, if DC's ultimately prove to be undesirable at the County level, a portion of the increased taxes from Arnprior should be coming back to the town by way of making these essential growth related improvements. Opting out of DCs does not exempt a municipality (upper tier or lower tier) from their obligations to manage growth accordingly and plan for necessary expansion of infrastructure and services to accommodate growth. Staff stressed that this should not be a discussion of precedent setting, but rather recognizing the need to appropriately manage growth and provide the required levels of service to the County's residents and ratepayers.

As a result of staff's delegation presentation, Renfrew County Operations Committee passed a resolution at the April 13<sup>th</sup> Operations Committee meeting directing County staff to research and develop draft policies related to growth management issues.

At the October 12<sup>th</sup>, 2021 Renfrew County Operations Committee meeting, County staff brought a preliminary report forward to committee with four options to consider as it relates to funding of growth related County infrastructure projects and attempted to seek committee endorsement of a Cost Sharing Agreement option with lower tier municipalities. The Renfrew County Operations Committee passed the following resolution:

***RESOLUTION NO. OP-C-21-10-124***

*THAT staff be directed to develop and finalize the cost sharing policy; AND FURTHER THAT the revised policy be brought back to Committee in February 2022 for review.*

At the October 14<sup>th</sup>, 2021 Renfrew County Finance and Administration Committee meeting, the County's Director of Public Works and Engineering provided the same presentation for information however this committee raised a number of concerns with respect to the proposed cost sharing agreement and requested that further consultation with lower tier municipalities take place, with a more thorough review of the option of DCs.

As a result of the Committee's request, on November 1, 2021, the Director of Public Works and Engineering for the County of Renfrew circulated a memo including draft policies (Document #2) to all lower tier CAO/Clerks regarding Growth Related Projects for the County.

The memo indicates that the County of Renfrew's current Asset Management Plan only maintains the current infrastructure assets as constructed and has no provision for the growth or infrastructure expansion that will be required within several areas of the County.

The memo indicates that County staff in conjunction with their Operations Committee have been reviewing options and policies with respect to growth and how to address the potential shortfall in funding. The options the County presented for consideration are:

- (a) Status Quo;
- (b) Development Charges;
- (c) Increase County Levy;
- (d) Policy for Cost Sharing for Local Municipalities.

The memo requests that any comments with respect to the memo and its contents be provided to the Director of Public Works by January 14, 2022.

In addition to the memo sent to CAOs and Clerks, the County's Public Works Department also circulated a request to the local Public Works Departments seeking details regarding new growth-related projects and cost estimates for infrastructure upgrades to be made on County Roads (Document #3). A response was requested by December 15<sup>th</sup>, 2021. Staff subsequently provided a response (Document #4), advising the County that the Town of Arnprior is not in a position to provide a complete list of projects required on County infrastructure as a result of growth within our municipality. While staff appreciate that consultation with lower tier municipalities is warranted, staff do not believe that it is the responsibility of lower tier municipalities to plan for growth on County infrastructure. Instead, staff once again, advocated for the County to undertake a Transportation Master Plan (TMP) to determine the extent of growth-related upgrades that will be required to the County's infrastructure as growth continues to rapidly increase throughout the County, and specifically in Arnprior. Understanding that the County's TMP is projected to take nearly two years to complete, staff recommended that the County review existing transportation studies that were previously completed for the Arnprior area and consider the recommendations outlined within as part of their efforts to begin populating a preliminary list of growth-related projects.

## **Discussion:**

Staff have reviewed the four options for funding growth related infrastructure projects as presented by the County and provide the following preliminary comments:

**(a) Status Quo** - *i) Continue to deal with growth related items on an individual basis.*

Staff do not support this option as it is clear that the status quo has not been effective for the County when it comes to planning, funding, and constructing necessary growth projects. Further, this option places all of the responsibility on the lower tier municipalities to plan, manage, and construct improvements to County owned infrastructure.

**(b) Development Charges** - *i) Currently the County of Renfrew has no development charges. Research indicates that five of the Eastern Ontario upper tier municipalities have a development charges by-law. A draft County of Renfrew Development Charges Policy is attached as Appendix I. It is important to note that should Council want to proceed with this option the use of an external consultant is recommended.*

Staff recommend that the County of Renfrew undertake a further and more detailed review of this option. The Town of Arnprior along with several other lower tier municipalities in the County of Renfrew have successfully implemented development charge bylaws in our communities and most, if not all, would argue that DCs have not deterred growth, but rather helped support and accommodate increased growth. A brief submission from the Association of Municipalities of Ontario (AMO) titled *The Importance of Development Charges*, dated January 31<sup>st</sup>, 2019 (Document 5) provides a good summary of the importance of development charges as a financial underpinning of municipalities, and especially high growth communities.

In accordance with the Development Charges Act, before passing a development charges bylaw a development charges background study is required which must satisfy the requirements of the Act and be subject to a public meeting and review period. The draft Development Charges in Urban Areas policy presented by the County indicates that it encompasses five different County run services which would all need to be reviewed and incorporated into the background study. It is the staff's understanding that the County has not yet undertaken the process of developing a background study or local service policy.

On November 29<sup>th</sup>, 2021 staff further consulted with Watson and Associates Economists Ltd. (Watsons) regarding the County's proposed options for funding growth related projects to County infrastructure, specifically the option of DCs and the Cost Sharing Agreement. Generally speaking, Watsons recommend municipalities consider implementation of DCs whenever possible.

Staff took the opportunity to also consult with Watsons on a fifth potential option being the inclusion of County infrastructure upgrades in lower tier municipalities' DC bylaws. Watsons have provided some additional preliminary thoughts to staff on this specific topic which included the following points:

- This option is very rare to see implemented in Ontario and has a number of complications that will need to be reviewed and considered further.
- The County will need to determine whether it is within their sphere of jurisdiction to potentially include County projects within lower tier municipalities' DC bylaws.
- If the Town were to consider including County DC projects in Town bylaw, the eligible DC % of projects would likely be less due to manner in which the County roads would be viewed (ie. Inter vs. intra system road network). This could result in a higher cost to existing rate payers, and would need to be considered in more detail.

Watsons have also advised that they would be willing to make a presentation to County Council and Staff providing an overview of the *Development Charges Act* and the County's options for funding growth related infrastructure projects. This was in response to Staff's comment that at the November 25<sup>th</sup>, 2021 - Municipal Public Works Meeting at Renfrew County Office, the County's CAO advised that he is planning to invite Watsons as a delegation to County Council to discuss development charges.

**(c) Increase County Levy** - *i) Identify a percentage of the County levy that would be held in a reserve fund for growth along County Roads. This requires further research in consultation with the Corporate Services Department in respect to parameters referring to qualifications, what would be funded, the amount needed, and what constitutes growth that is not development driven.*

Staff do not feel as though the County has provided enough information for the Town of Arnprior to provide an opinion on this option. However, if the County ultimately decides that they do not wish to implement DCs at the County level, staff would recommend that this is the only other real option for the County to consider. This option is the only other option which acknowledges that the planning, budgeting and construction of growth-related projects on County infrastructure is in fact a County of Renfrew responsibility. The County would need to undertake the necessary financial analysis to determine if their current tax levy can accommodate the necessary growth-related projects throughout the County and whether or not some of the County's existing reserves could be used to help fund some of these projects. If County Council ultimately decides to proceed with this option, the Town of Arnprior recommends that the County still undertake the process of developing a Local Service Policy in accordance with the Development Charges Act. The development of such a policy is crucial for the County to determine which projects are a developer direct responsibility and which are the responsibility of the County or Renfrew.

**(d) Policy for Cost Sharing for Local Municipalities** - *i) Attached as Appendix II (included as part of Document 2) is a Draft County of Renfrew Cost Sharing for Local Municipalities Policy. This policy clearly outlines the County's responsibilities and financial contributions that would be required for expansion of infrastructure.*

Staff have a number of concerns with this proposed option and strongly object to the County attempting to implement such a policy. While the County has identified examples of other upper tiers municipalities implementing similar policies, staff would challenge the County's authority to implement this type of policy which essentially downloads a portion of the cost to upgrade County infrastructure onto lower tier municipalities.

The County's proposed cost sharing policy includes clauses that would place 50% of the cost to urbanize a County Road on the nearby lower tier municipality. This is based on a principle mindset at the County that they should only be responsible for a cost equivalent to a typical rural cross section (raised road, shoulders and ditches), which staff argue is completely inaccurate and without basis. Further, the County's proposed cost sharing policy fails to speak to a number of other types of growth-related infrastructure upgrades such as signalization and intersection improvements.

As part of Staff's consultation with Watsons, section 2. (1) of Ontario Regulation 584/06 Fees and Charges was highlighted for staff's consideration. This section states as follows:

## Capital costs

*2. (1) A municipality and a local board do not have power under the Act to impose fees or charges to obtain revenue to pay capital costs, if as a result of development charges by-laws or front-ending agreements under the Development Charges Act, 1997 or a predecessor of that Act that was passed or entered into before the imposition of the fees or charges, payments have been, will be or could be made to the municipality or local board to pay those costs. O. Reg. 584/06, s. 2 (1).*

Watsons have suggested that this clause within the regulation could potentially be relied upon to challenge the County's proposed option to impose a fee to lower tier municipalities to help fund the County's infrastructure upgrades due to the fact that payments for these growth-related projects could be made to the County of Renfrew under the Development Charges Act.

It should also be noted that within the cost sharing policy option presented by the County, the County has attempted to include a brief section (Part C) titled "Maintenance" which is for operating expenditures, not capital and attempts to make some past practices in the County of Renfrew now policy. Staff raise concerns with the following paragraphs specifically:

*10. The local municipality shall be responsible for the maintenance of:*

*a) Sidewalks, including snow removal.*

*b) The loading and removal of snow from parking lanes (after the County plowing), as required.*

Staff have had numerous discussions with County staff over the past two years with respect to responsibilities for cost of snow removal on County roads. Historically lower tier municipalities in Renfrew County have been forced to bear 100% of these costs, however staff have been recently researching the topic and found examples in eastern Ontario whereby the upper tier municipality funds a portion of these significant costs. Staff strongly urge the County to remove the maintenance section (Part C) within this proposed policy until further consultation is undertaken with lower tier municipalities (particularly in urban centers). Maintenance responsibilities is a significant topic that deserves due consideration and further time to work through, and staff are of the opinion that this is a separate policy matter which further complicates the primary discussion of managing and funding growth-related projects on County infrastructure by including it in the same policy.

Taking a step back from the funding options currently proposed by the County, it is important to note that the County has recently requested and received proposals from engineering firms to undertake a County-wide TMP. This is a major step for the County of Renfrew and staff fully support this initiative. This TMP should integrate existing and future land-use planning and the planning of transportation infrastructure to define the long-term transportation objectives on the County's road network. The development of the TMP is anticipated to take two years to complete.

Given that the County is just commencing the master planning process for their transportation assets, it appears premature for the County to be determining the preferred funding model when the existing deficiencies, projected growth/traffic demands and infrastructure needs are not yet clearly known. That said, Staff are concerned that with the TMP projected to take two years to complete and potentially another year to undertake a DC Background Study, the County will need to develop an interim plan to fund growth projects over the next three years. Some projects will need to be completed in a more expedited manner.

### **Options:**

Council could choose to provide comments in support or against any of the options tabled by the County of Renfrew at this time, which include:

- (a) Status Quo;
- (b) Development Charges;
- (c) Increase County Levy;
- (d) Policy for Cost Sharing for Local Municipalities.

### **Policy Considerations:**

The development of an updated County wide Transportation Master Plan (TMP) and implementation of required infrastructure upgrades and expansion is critical to the successful growth of the Town of Arnprior and supports the following visions identified in the Town of Arnprior's 2020-2023 Strategic Plan:

- A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors
- Built infrastructure to support future development and protect the environment with increased access to transportation options
- Be known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made

### **Financial Considerations:**

Financial implications have not been costed out at this time however it should be noted that should the County's proposed Cost Sharing Policy option be approved by the County, the Town would either have to incur significant extra capital and maintenance costs to maintain the existing level of service on County roads or the service level on the County's road network will continually decrease and begin to fail in high traffic areas as growth progresses.

## **Meeting Dates:**

1. March 16<sup>th</sup>, 2021 - 2021 Arnprior Delegation to County Operations Committee – Daniel and Edey Intersection (included request for County to undertake Transportation Master Plan and start planning for growth).
2. November 25<sup>th</sup>, 2021 - Municipal Public Works Meeting at Renfrew County Office - staff attended and included discussion on need for County to undertake a Transportation Master Plan.

## **Consultation:**

- Watson and Associates
- County of Renfrew
- Various County of Renfrew Lower Tier Municipalities (Renfrew, Petawawa, McNab Braeside, Whitewater Region, Greater Madawaska)

## **Documents:**

1. Arnprior Delegation to County Operations Committee - Daniel St at Edey/Galvin St Intersection Improvements (and Need to Plan for Growth), Dated March 16<sup>th</sup>, 2021.
2. Renfrew County Memo - Growth Related Projects, Dated November 1, 2021.
3. Renfrew County Email - Community Growth within the County of Renfrew, Dated November 15<sup>th</sup>, 2021.
4. Town of Arnprior Response to Renfrew County Email - RE: Community Growth within the County of Renfrew, Dated December 14<sup>th</sup>, 2021.
5. The Importance of Development Charges, AMO, Dated January 31<sup>st</sup>, 2019

## **Signatures**

**Reviewed by Department Head:** John Steckly, General Manager, Operations

**Reviewed by General Manager, Client Services/Treasurer:** Jennifer Morawiec

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Maureen Spratt





# **Daniel St at Edey/Galvin St Intersection Improvements**

John Steckly, GM, Operations  
Town of Arnprior Delegation

Meeting Date: March 16<sup>th</sup>, 2021  
Renfrew County Operations Committee

# Background

## June 2018:

- Town initiated discussions with County regarding proposed Fairgrounds plan of subdivision, recognizing challenges with primary access road to development being Galvin St from Daniel St.
- County initially required Galvin St be restricted to right-in-right-out turning movements.

# Background

## July 2018:

- Public comments received from residents in advance of subdivision public meeting expressed concern with increased traffic along adjacent Thomas Street.
- This initiated a review of potential staggered/offset signalized intersection at Daniel St. and Galvin St.
- Town requested that developer's engineers review the viability of a staggered/offset, signalized intersection along with realignment with Edey Street and the right-in, right-out option.

# Area Map





# Background

## August 2018:

- County and Town staff discussed the proposed intersection and opportunity for a signalized, staggered/offset intersection.
- Town drafted condition in consultation with County, proposing signalized intersection.
- Town corresponded with applicant on proposed condition and works to be “front ended”.

# Background

## September 10, 2018:

- Public meeting for Fairgrounds Subdivision well attended by residents in community.
- Public concerns raised included:
  1. Increasing volumes of traffic on Daniel St and at nearby intersections with Michael, Havey, William, Edey and Galvin Streets.
  2. Requests for additional signalization on Daniel Street.
  3. Increased flow of cut-through traffic from Fairgrounds through nearby residential neighbourhoods (Thomas St) and resulting safety concerns for pedestrians/ children.

# Background

## October 9, 2018:

- Arnprior Council provided with summary of concerns raised by residents.
- As a result, developer conditions revised to include requirement for:
  1. Recommendations for traffic calming to manage possible cut-through traffic along Thomas Street.
  2. Recommendations for signals at Daniel St/James St along with warrants, timing, and cost estimates.
  3. Requirement to design and front-end capital construction cost of staggered/offset intersection at Daniel St/Edey St.

# Background

## September 2019:

- Developer's updated TIS concluded:
  1. Speed hump recommended on Thomas Street.
  2. Need for signalization at Daniel St and James St not warranted at full build-out of subdivision.
  3. Safety concerns with staggered/offset intersection due to spacing of Edey St and Galvin St:
    - a) Programming extended green signal on Daniel St could cause angle-type collisions (amber trap).
    - b) Not programming extended green signal on Daniel St can cause rear-end collisions as some motorists will stop at amber signal while others try to clear intersection.



# Background

## March 2020:

- Town met with County Public Works to discuss safety concerns with staggered/offset signalization approach.
- County staff concurred with findings. Agreed that it was not ideal to further pursue staggered/offset intersection.
- Town stressed concern that right-in-right-out only at Galvin St would not satisfy public concerns as it will force traffic from Fairgrounds through neighbouring local streets (Thomas St, James St, Michael St).
- County committed to further review of Daniel St traffic flows and consideration for traffic signal control system, while Town offered to initiate further intersection review.

# Background

## June 2020:

- Town engaged Stantec to further review intersection options.
- Assignment objectives included:
  - Develop realigned signalized intersection option
  - Consider and discuss other intersection options
  - Identify and discuss constraints and impacts of options
  - Determine Class Environmental Assessment (EA) requirements

# Intersection Options

## September 2020:

- Stantec delivered a report which identified four Options for this intersection:
  1. Realigned signalized intersection.
  2. Right-in-right-out access from Galvin St.
    - a) No signals at Daniel St \ James St.
    - b) New signals added at Daniel St \ James St.
  3. Staggered/offset signalized intersection at Edey St \ Galvin St \ Daniel St.
  4. Roundabout at Edey St \ Galvin St \ Daniel St.

# Evaluation Criteria

Review of options included six criteria:

1. Safety Improvements
2. Traffic Operations
3. Site Access
4. Utility Impacts
5. Land Requirements
6. Cost/Implementation

# Comparative Review

TABLE 2 – Comparative Review of Intersection Design Options

CRITERIA	OPTION 1 REALIGNED SIGNALIZED INTERSECTION	OPTION 2A RIGHT-IN \ RIGHT-OUT	OPTION 2B RIGHT-IN \ RIGHT-OUT, SIGNALS AT DANIEL \ JAMES	OPTION 3 OFFSET SIGNALIZED INTERSECTION	OPTION 4 ROUNDBABOUT
SAFETY IMPROVEMENTS	● Improved safety on Edey St and Galvin St	● Reduces conflicts at intersection	● Reduces conflicts at intersection	○ Safety concerns due to increased conflicts associated with offset intersection.	● Improved safety at intersection. Number of conflict points reduced. Reduced speeds at all entry approaches
TRAFFIC OPERATIONS	● Intersection to operate acceptably under projected future conditions	● Intersection operate acceptably under future conditions with concentration of traffic to Fairground development at Daniel \ James intersection	● Intersection operate acceptably under future conditions with concentration of traffic to Fairground development at Daniel \ James intersection	● Intersection to operate acceptably under projected future conditions	● Intersection to operate acceptably under projected future conditions
SITE ACCESS	● Site access maintained. Recommend closing on access to Arnprior Motor Inn.	● Limits access to Fairground development at Galvin St	● Limits access to Fairground development at Galvin St	● Limits access to properties	● Garage access to be impacted to potentially one (1) point of access.
UTILITY IMPACTS	○ Significant impacts to existing utilities. Will require relocation of a number of utility poles	● No impacts to utilities	● No impacts to utilities anticipated	● Minor impacts to utilities	○ Significant impacts to existing utilities. Will require relocation of a number of utility poles
LAND REQUIREMENTS	○ Larger Property requirements	● Potential for property acquisition \ easements	● Potential for property acquisition \ easements	● No Property requirements	○ Significantly larger property requirements
COSTS / IMPLEMENTATION	● Additional Traffic Signal infrastructure costs. Higher roadway construction and property costs. Higher maintenance and operating costs	● Low cost.	● Mid -low cost.	● Additional Traffic Signal infrastructure costs. Higher maintenance and operating costs. Low roadway construction costs	○ No Traffic Signal infrastructure costs. Higher roadway construction and property costs.



Performs Poorly Against Criteria



Performs Adequately Against Criteria



Performs Well Against Criteria

# Financial Considerations

**Table 1 - "Class C" Cost Estimates**

Section	Description	Option 1 Realigned Intersection	Option 2A Right-in \ Right- Out	Option 2B Right-in \ Right- Out w New Intersection at Daniel \ James	Option 3 Offset Intersection	Option 4 Roundabout
A	General	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 20,000.00
B	Removals	\$ 95,000.00				\$ 115,000.00
C	Storm	\$ 80,000.00	\$ -	\$ -		\$ 135,000.00
D	Road <sup>1</sup>	\$ 313,000.00	\$ 25,000.00	\$ 100,000.00	\$ 30,000.00	\$ 555,000.00
E	Landscaping	\$ 16,000.00	\$ -	\$ 5,000.00	\$ 4,000.00	\$ 35,000.00
F	Traffic Signals <sup>2</sup>	\$ 185,000.00	\$ -	\$ 195,000.00	\$ 120,000.00	
G	Streetlighting <sup>3</sup>	\$ 35,000.00	\$ -	\$ 40,000.00	\$ 30,000.00	\$ 140,000.00
<b>Estimated Construction Tender Total</b>		<b>\$ 734,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 345,000.00</b>	<b>\$ 192,000.00</b>	<b>\$ 1,000,000.00</b>
Engineering Services (20% of Construction Total)		\$ 146,800.00	\$ 6,000.00	\$ 69,000.00	\$ 38,400.00	\$ 200,000.00
Utilities		\$ 22,000.00	\$ -	\$ 20,000.00	\$ -	\$ 38,000.00
Property <sup>4</sup>		TBD	\$ -	\$ -	\$ -	TBD
Town Internal Costs (5% of Construction Total)		\$ 36,700.00	\$ 1,500.00	\$ 17,250.00	\$ 9,600.00	\$ 50,000.00
Miscellaneous (5% of Construction Total)		\$ 36,700.00	\$ 1,500.00	\$ 17,250.00	\$ 9,600.00	\$ 50,000.00
<b>Sub-Total</b>		<b>\$ 976,200.00</b>	<b>\$ 39,000.00</b>	<b>\$ 468,500.00</b>	<b>\$ 249,600.00</b>	<b>\$ 1,338,000.00</b>
Contingency (20%)		\$ 195,240.00	\$ 7,800.00	\$ 93,700.00	\$ 49,920.00	\$ 267,600.00
<b>Total</b>		<b>\$ 1,171,440.00</b>	<b>\$ 46,800.00</b>	<b>\$ 562,200.00</b>	<b>\$ 299,520.00</b>	<b>\$ 1,605,600.00</b>

<sup>1</sup> Assume 2 lifts 60 mm SuperPave, 150mm Granular A, 400mm Granular B, Type II

<sup>2</sup> Does not include cost for PXO at roundabout

<sup>3</sup> Assume that streetlighting will entail of 400W equivalent LED luminaires in all splitter islands within the intersection and with a spacing of 35m to 50m on each of the approaches

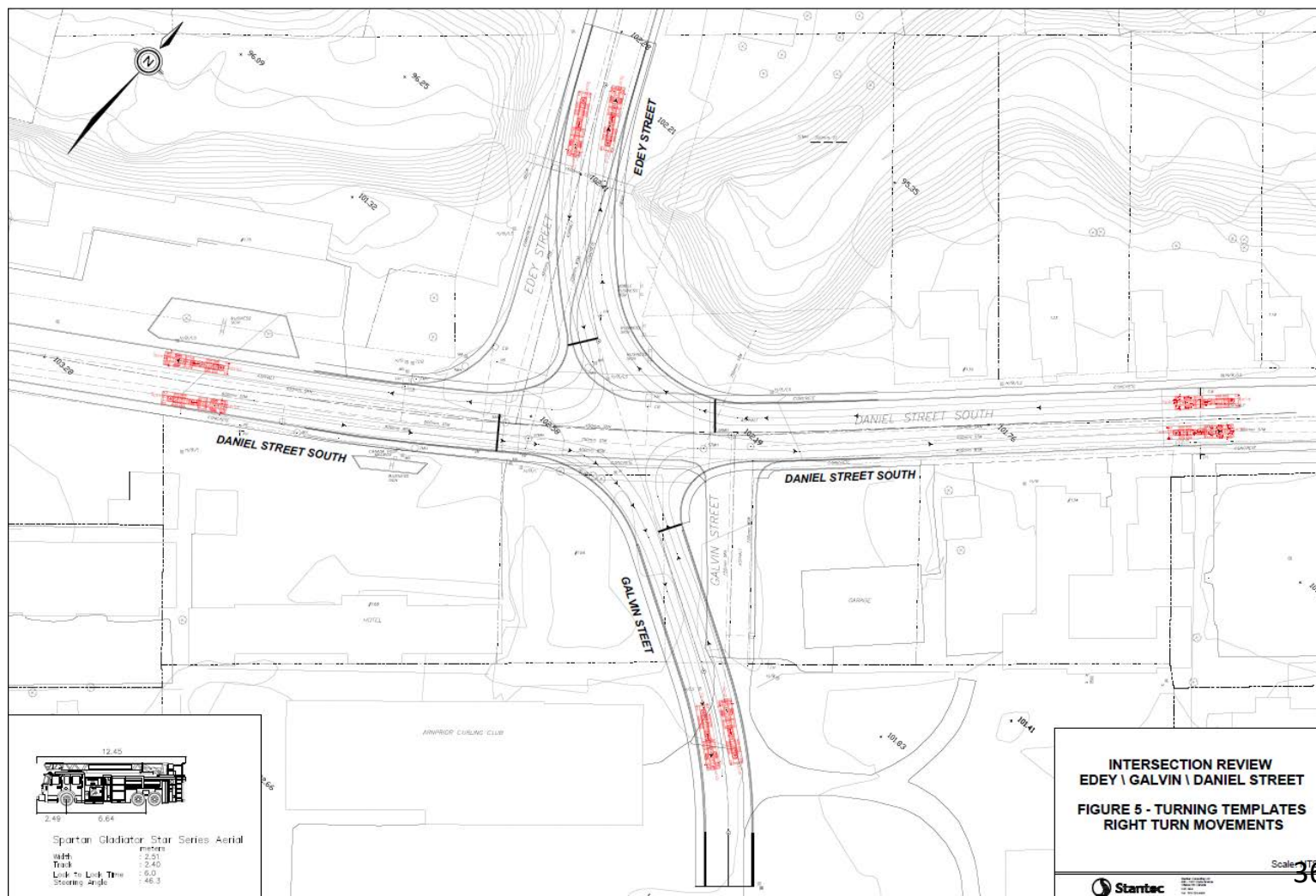
<sup>4</sup> Property costs unknown for Option 1 and Option 4

# Report Findings

- Stantec report suggests that Option #1 – Realigned Signalized Intersection provides best solution for the three main long-term operational criteria being:
  1. Safety improvements
  2. Traffic operations
  3. Site access
- Unfortunately, cost impacted criteria being utility impacts, land requirements and other costs to implement works all come at fairly significant cost totaling an estimated \$1,171,440.

# Option #1

## Realigned Intersection





# County Comment

## October 2020:

- Town circulated Stantec's technical memo to County for comment and received the following response:

*“Option 1 is the preferred proposal to avoid any future liabilities for the County of Renfrew. It has been the past practice of the County of Renfrew that situations such as these are not a County responsibility and that it is the sole obligation of the Town and the developer. With that said, should the Town of Arnprior wish to submit a proposal to the Operations Committee and County Council, approved by Resolution from the Arnprior Town Council outlining any cost sharing agreement, will be required.”*

# Financial Considerations

## November 2020:

- Arnprior reviewed Option #1 against its Local Service Policy in the DC Bylaw, noting the following applicable sections:
  - Section 3.1 states “Traffic signalization within or external to development - include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.”
  - Section 4.3 states “Intersection improvements with County roads and provincial highways - Include in D.C. calculation to the extent that they are a Town responsibility”
- Intersection steadily getting busier due to overall growth.
- Arnprior consulted Watson and Associates who advised that Option #1 project could be funded up to 50% through Town’s DC bylaw (provision for roads), with remaining percentage of project considered “benefit to existing”.

# Financial Considerations

## **“Benefit to Existing”**

- Intersection has always had poor alignment.
- Pre-existing access and turning movement challenges at Daniel St and Galvin St due to close proximity to Edey St signals.
- Recent public concerns in media (red light runners, crosswalks, etc.) in part due to geometry of intersection.
- Town proposing equal split with County for “benefit to existing” as County owns intersection, but portion of proposed work is on adjacent Arnprior streets.

# Financial Considerations

- While the Town's DC Bylaw and Local Service Policy indicate that this project is not a direct developer responsibility, Arnprior advised developer of expectation to contribute towards project on basis that original draft condition required them to construct right-in-right-out and revised condition required them to undertake functional design of offset intersection.
  - Previous draft conditions valued in range of \$50,000.
  - \$50k deemed reasonable amount to require as developer contribution.
  - Developer will also be contributing towards project through cost of development charges on nearly 150 future building permits.

# Financial Considerations

Projected Funding Source	Percent of Total Cost	Estimated Total Contribution Amount
Arnprior Development Charge Reserve Fund (Provision for Roads)	50%	\$635,720
Arnprior Capital Expenditure Reserve Fund	23%	\$292,860
County of Renfrew contribution	23%	\$292,860
Developer contribution (design)	4%	\$50,000
<b>Estimated Total</b>	<b>100%</b>	<b>\$1,271,440</b>

Note: For purposes of estimate, additional \$100,000 has been added as estimated cost to acquire required land on south-east quadrant (vacant lot 79)



# County Taxes from Arnprior

For 2020, Property Taxes:

- \$9,569,138 Municipal Taxes
- \$4,060,269 County Taxes
- \$2,544,106 Education Taxes

Percentage of residential tax revenue = 82%



# County Taxes from Fairgrounds Subdivision

	Avg. Value (MPAC)	Avg. County Taxes Per Dwelling	Estimated Dwellings for Fairgrounds	Estimated County Taxes
Singles	\$257,763	\$943.42	39	\$36,793.19
Semis	\$205,439	\$751.91	80	\$60,152.70
Towns	\$225,228	\$824.34	28	\$23,081.43
<b>Total (annual)</b>			<b>147</b>	<b>\$120,027.32</b>



# Arnprior Resolution

## November 23, 2020:

Arnprior Council considered report from staff and passed following resolution (No. 324-20):

1. That Council support Option #1 Realigned Signalized Intersection as outlined in the Edey Street \ Galvin Street \ Daniel Street Intersection Review, prepared by Stantec, dated September 9th, 2020 as the preferred option for the future of the intersection; and
2. That Council direct staff to amend draft conditions 2. v) for the Arnprior Fairgrounds Subdivision File No: 47-T-18004, as follows: The Owner shall contribute a portion of the cost of the Realigned Signalized Intersection (Option #1) as outlined in the Edey Street \ Galvin Street \ Daniel Street Intersection Review, prepared by Stantec, dated September 9th, 2020, in the amount of \$50,000; and



# Arnprior Resolution

3. That Council direct staff to submit a written request to the County of Renfrew Operations Committee and County Council, requesting that the County of Renfrew contribute a portion of the cost of the Realigned Signalized Intersection (Option #1), in the amount of 23% of the total project cost, to a maximum upset limit of \$292,860; and
4. That Council direct staff to include the estimated cost to undertake the design in the 2021 draft capital budget and include the Town's portion of the estimated costs required to undertake the project in the 2021 draft Long Range Capital Forecast.
5. That Council direct staff to provide a copy of this report and approved recommendation to any residents who provided comments at the Public Meeting dated September 10, 2018 in regard to the Draft Plan of Subdivision.

# Public Consultation

## December 2020:

- A copy of staff report from November 23<sup>rd</sup>, 2020 Council meeting, contemplating intersection design options, has been provided to residents who provided comments at September 10<sup>th</sup>, 2018 Public Meeting.
- No comments have been received from public in response to this circulation.
- Future implementation of Option #1 Realigned Signalized Intersection would help to address public concerns.

# Revised Conditions

## March 12, 2021:

- County Planning Department issued letter of revised draft conditions to developer:
  - The owner will not be required to design and construct an off-set signalized intersection at Galvin/Edey/Daniel Street. The revised condition will require that the owner contribute financially to future intersection improvements.
  - The owner will be required to design and construct a right-in right-out intersection improvements at Galvin and Daniel St (County Road 2).
- A notice will also be mailed out by County to everyone who requested notice as part of public process.

# Future Considerations Development Charges

- The *Development Charges Act, 1997* lays out Ontario's regulatory and legislative framework which municipalities must follow to levy development charges. This legislation resulted from negotiations with municipalities and developers and is based on the core principle that development charges are a primary tool in ensuring that "growth pays for growth".
- That said, opting out of Development Charges does not exempt a municipality (upper tier or lower tier) from their obligations to manage growth accordingly and plan for necessary expansion of infrastructure and services to accommodate growth.

# Future Considerations Development Charges

Development Charges Act, 1997

*Planning Act, ss. 51, 53*

“59 (1) A municipality shall not, by way of a condition or agreement under section 51 or 53 of the Planning Act, impose directly or indirectly a charge related to a development or a requirement to construct a service related to development except as allowed in subsection (2). 1997, c. 27, s. 59 (1).”

Exception for local services

- (2) A condition or agreement referred to in subsection (1) may provide for,
- a) local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;
  - b) local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act. 1997, c. 27, s. 59 (2).



# Future Considerations Development Charges

- County's ability to require developers to undertake works or pay for improvements to County infrastructure may be challenging without Local Service Policy in accordance with DCA.
- County may wish to consider developing and implementing a Local Service Policy.
- County may also wish to consider developing and implementing an area specific development charge bylaw for higher growth areas throughout the County to help fund future upgrades and minimize burden on tax payers across County.

# Future Considerations

## Master Transportation Study

- County's 2006 Arnprior/ McNab Braeside Area Transportation Planning Study "aimed at identifying growth- related needs and the infrastructure improvements required upgrades required to support such growth."
- Recent review of this document reveals numerous recommended improvements to County roads which have not yet been undertaken or considered in the County's long range financial planning documents.

# Future Considerations

## Master Transportation Study

- Recommended projects include:
  - Upgrade White Lake Rd (Hwy 417 to Vanjumar Drive) from rural collector to urban arterial **(2015)**.
  - Upgrade Vanjumar Dr (White Lake Rd to Campbell Dr) from rural collector to urban arterial **(2015)**.
  - Consider widening Daniel St north of Baskin Dr from 2 lanes to 4 lanes **(2015)**.
  - Extend left-turn lanes on Daniel St (between Baskin Dr and Staye Court Dr) to maximize storage length **(2015)**.
  - Installation of signals at White Lake Rd and Vanjumar Dr/Bev Shaw Parkway **(2015)**.



# Future Considerations

## Master Transportation Study

- Recommended projects include:
  - Upgrade Baskin Dr (Daniel St to Division St) from rural collector to urban arterial **(2025)**.
  - Upgrade Division St from rural/urban collector to urban arterial **(2025)**.
  - Widen Daniel St (Hwy 417 to Baskin Dr) to include 3 northbound and 3 southbound thru lanes **(2025)**.
  - Restrict access to Daniel St (Baskin Dr to Staye Court Dr) to right-in-right-out only.



# Future Considerations

## Master Transportation Study

- Growth in the Town of Arnprior continues to progress at a significant rate.
- Town of Arnprior's Long Range Capital Forecast currently includes an updated Transportation Master Plan in the year 2022, however the majority of growth related traffic concerns are on County roads, being the major arterial roads in Town.
- Town of Arnprior has requested that County Public Works propose funding to County Council in 2022 to undertake a joint Master Transportation Study with the Town of Arnprior.

# Final Thoughts

- Arnprior tax dollars going to the County annually have continued to rise with the growth that Arnprior experiences. Understanding that tax dollars fund numerous services at the County level, if DC's are not desirable, a portion of the increased taxes should be coming back to the town by way of making these essential growth related improvements. This should not be a discussion of precedent setting, but rather recognizing the need to appropriately manage growth.

# Recommendation

- The Town of Arnprior requests that the County of Renfrew contribute a portion of the cost of the Realigned Signalized Intersection (Option #1), in the amount of 23% of the total project cost, to a maximum upset limit of \$292,860.
- The 2021 Town Capital Budget includes the design of the re-alignment, while the construction was added to 2023 of the Long Range Capital Forecast.

# Questions?



• WHERE THE RIVERS MEET •



# TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6 • Telephone: 613-687-5536 / Fax: 613-687-5973  
www.petawawa.ca

## OFFICE OF THE MAYOR

January 14, 2022

Mr Lee Perkins, Director  
Department of Public Works and Engineering  
County of Renfrew  
9 International Drive  
Pembroke, ON K8A 6W5

Mr Perkins:

### **RE: Growth-Related Projects**

At the Committee meeting of December 13, 2021, Town Council reviewed the County's options for managing growth-related expansion of upper tier infrastructure as outlined in your memorandum of November 1, 2021. Council acknowledges the initiative demonstrated by the Operations Committee and Public Works and Engineering staff in bringing this matter forward as the status quo approach no longer appears feasible. The proposed solution, however, to implement a cost-sharing policy under which lower tiers would contribute to expanded County assets does not have the Town's backing.

Council recognizes that the County Asset Management Plan (AMP) references the maintenance of existing infrastructure with no provision for growth-related expansion. Council suggests this limitation be addressed and supports the undertaking of an upper tier transportation master plan study as a logical starting point. This initiative would provide a foundation for decision making by identifying the existing road network, correct any current AMP deficiencies, highlight future areas of growth, determine associated costs and set out construction schedules. The process would be supported by various stakeholders, including the Development and Property Department through which proposed development in the County would be identified, and the lower tier municipalities for an outline of planned local capital projects, highlighting those that are also of benefit to the upper tier.

Complementary to the transportation master plan would be the commencement of a development charges background study. Such a study would provide a legislative framework for determining the costs of construction attributable to growth. Levels of service would be considered, the benefits to existing ratepayers would be measured and the building of additional capacity by developers examined. This financial tool has been used by Petawawa for over 25 years, supporting significant roads projects, waterworks, sanitary and storm sewer upgrades, vehicle and equipment acquisition, facility enhancements and planning studies. Council advocates for growth paying for growth and recommends that the development charges option be thoroughly explored by the County.

All levels of government are struggling to find the funds to finance their respective infrastructure priorities, both current and future. Exploring all revenue sources available, supported by comprehensive planning studies, has Town Council's endorsement. Introducing a policy that financially burdens lower tier municipalities beyond their own infrastructure responsibilities does not.

The opportunity to provide comment on this critical asset management matter is greatly appreciated. Town Council and staff look forward to ongoing collaboration with the County as the management of growth-related infrastructure expansion is further analyzed.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Sweet", with a horizontal line drawn underneath the name.

Bob Sweet  
Mayor

cc: Councillor Tom Peckett, Chair, Operations Committee [tpeckett@mcnabbraeside.com](mailto:tpeckett@mcnabbraeside.com)  
Mr Paul Moreau, CAO/Clerk [pmoreau@countyofrenfrew.on.ca](mailto:pmoreau@countyofrenfrew.on.ca)  
Mr Taylor Hanrath, Manager of Infrastructure [thanrath@countyofrenfrew.on.ca](mailto:thanrath@countyofrenfrew.on.ca)  
Mr Daniel Scissons, CAO, Town of Petawawa [dscissons@petawawa.ca](mailto:dscissons@petawawa.ca)  
Mr David Unrau, Director of Public Works, Town of Petawawa [dunrau@petawawa.ca](mailto:dunrau@petawawa.ca)  
Ms Annette Mantifel, Treasurer, Town of Petawawa, [amantifel@petawawa.ca](mailto:amantifel@petawawa.ca)



December 7, 2021

County of Renfrew  
9 International Drive  
Pembroke On  
K8A 6W5

Attention: Mayor Tom Peckett, Chair  
Operations Committee

**Reference: Growth Related Projects**

Dear Mayor Peckett:

Please accept this communication as the Town of Renfrew's formal response to Director Perkins memorandum dated November 1, 2021, requesting municipal feedback on **Growth Related Projects** and presenting the options that the County of Renfrew is considering to identify and recover costs of county infrastructure improvements.

This matter was discussed by Council at a Special Meeting held on November 30, 2021 that resulted in the attached resolution.

It is understood that the County of Renfrew has jurisdiction to plan, design, construct and maintain county roads and intersections that abut roads of the lower tier.

The County has identified that it has an Asset Management Plan (AMP) that documents the existing road network and plans for replacement. This document does not identify future needs or growth related infrastructure improvements. There is a benefit in understanding these needs in advance of the development occurring as the improvements may take a year or more to plan, design, approve and construct.

In order to anticipate what improvements are needed on county infrastructure, we suggest the following would need to be understood:

- Projected growth in different areas of the county.
- Project increased demand for traffic, drainage and turning movements.
- Capacity of county networks and identify constraints.
- Forecast needs (improvement projects) to address constraints.
- Assess cost of the projects needed to address constraints.
- Compare Local Service Policies (statement of who pays for what).
- Identify benefitting areas.
- Identify cost recovery and cost sharing mechanisms supported by legislation (like DCs).



The Town has worked closely with Watson and Associates on local development charges matters and it would be beneficial to have County and Municipal Staff meet with Watson to better understand the Development Charges process as it related to Upper Tier and Lower Tier coordination.

In order to move forward, Council suggested that the County consider the following:

1. Coordinate and participate with the County Planning Department to identify growth and impacts of development (subdivisions) on County Infrastructure.
2. Recommend that County prepare a Transportation Master Plan and/or participate in lower tier plans to establish needs (scope and cost of improvements).
3. Develop local service policies of who pays for what (County or Developer)
4. Prepare a DC background study as a mechanism to recover cost for growth related improvements from developers and or County rate payers.
5. Meet with Local Municipalities to integrate/coordinate projects/development.
6. Encourage local municipalities to consult with the County when they are undertaking their own studies.

We look forward to working with the County of Renfrew on this matter.

Sincerely,



Mayor Don Eady

*Attachment*

- c. *Peter Emon, Reeve*  
*Mike Asselin, Director of Development & Works*  
*Lee Perkins, Director of Public Works & Engineering*



**CORPORATION OF THE TOWN OF RENFREW**  
**RESOLUTION NO. 2021 - 11 - 53**

Moved By: Councillor Heins  
Seconded By: Councillor Evans

THAT Renfrew Town Council direct staff to provide a response to the County of Renfrew regarding Growth Related Projects, based on the following recommendations presented and discussed at its Special Meeting held November 30, 2021:

- Coordinate and participate with County Planning Department to identify growth and impacts of development (subdivisions) on County Infrastructure
- Recommend that County prepare a Master Plan or participate in lower tier plans to establish needs
- Develop local service policies of who pays for what (County or Developer)
- Prepare a DC background study as a mechanism to recover cost for growth related improvements from developers and or County rate payers
- Meet with Local Municipalities to integrate/coordinate projects/development
- Encourage local municipalities to consult with the County when they are undertaking their own studies.

*I, Kim R. Bulmer, Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2021 - 1 - 53, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 30<sup>th</sup> day of November 2021.*

*DATED at Renfrew, Ontario  
this 7<sup>th</sup> day of December 2021.*

\_\_\_\_\_  
Kim R. Bulmer,  
Town Clerk

# *The Corporation of the Township of Bonnechere Valley*

49 Bonnechere Street East  
P.O. Box 100  
Eganville, Ontario K0J 1T0



Phone (613) 628-3101  
Fax (613) 628-1336  
[jenniferm@eganville.com](mailto:jenniferm@eganville.com)

---

November 19, 2021

By Email

County of Renfrew Operations Committee

Attention: Mr. Lee Perkins, Director of Public Works & Engineering

RE: Community Growth within the County of Renfrew and associated proposed policies

Council discussed the community growth projects and their impact on County infrastructure as well as reviewed the proposed policy document at the November 16<sup>th</sup> meeting.

The Senior Leadership Team also met on November 18<sup>th</sup> to discuss the proposed policy and growth projections and the following represents the Township of Bonnechere Valley's concerns and comments regarding the growth projections, impacts on County infrastructure and the proposed policies to assist in the funding of the County's growing infrastructure needs.

The Township of Bonnechere Valley does not foresee any impact to County infrastructure due to growth within the Township. The current County infrastructure can support the growth projections over the next 15 years with regular maintenance already funded and projected in the County of Renfrew's Asset Management Plan.

Regarding the proposed policies for development or growth charges, the Township has the following concerns and comments:

1. We recently completed a quick facts promotion package which states no development charges as one of the reasons to invest in Bonnechere Valley. This will change how we promote and attract investment.
2. The reason stated for this policy is to support growth as the long term financial plan only supports current assets according to the County report. The County is using assessment growth to fund the asset management plan to 2029 at a rate of 1.48% as the estimated growth. This is reasonable as the past 16 years have demonstrated an average of 1.46%. The Surplus is also allocated to reserves and 1.5% interest is earned on these cashable assets. The annual surplus and the interest on these reserves could be allocated to fund growth instead of introducing an additional revenue stream which may negatively impact development and investment and will add another financial pressure in a time when the economy is still in recovery mode.

3. The municipalities listed on the spreadsheet of growth projections already have development charges. Should they wish to increase them and share revenues with the County of Renfrew I would support that however the smaller more rural remote communities without the growth, assessment or development charges revenue should not be included in these policies until such time as we choose to implement development charges. Should the County require all local tiers to have development charges, the County should engage a consultant and provide a study to support this decision and also make recommendations to the local tiers regarding implementation of such charges and the sharing of these revenues etc.
4. Will these charges be added to building permits? These are issued by the Local Tiers who will spend staff time explaining the additional charges, calculating, collecting and remitting them to the County. Why would the County charge a 7% Admin fee if it is the local tiers collecting and remitting the revenue dollars?
5. Although I understand the need for investment from the local tiers for growth across the County I would like to point out that the local tiers perform many tasks such as application of cold patch, weed control, winter control, beaver control and other regular maintenance regarding County Structures. We do not invoice the County for these services. These are assisting the Upper Tier as we have staff and resources in the area and sometimes the local need is urgent. Further, the Local Tiers act as Tax Collector for the County holding onto any outstanding amounts which reduce the Township's cash flow. We currently pay the County the total billed regardless of the total paid. In Bonnechere Valley we have \$239,419 in unpaid County Levy which we have remitted to the County. This is 6.8% of our levy. If we reduced the amount paid to the County by this unpaid amount we could afford to fund more of our asset management plans which are extremely underfunded in the rural remote municipalities or if we charged a 7% admin fee on our levy to provide this service we would at least cover this loss.

We support a strong partnership between the local and upper tier municipalities and working together to find efficiencies and support ongoing growth throughout the County however we do not support the proposed policies and would ask the County to review other options for funding growth related projects.

Thank you for taking our concerns and comments into consideration, and we look forward to working with you to find a more reasonable solution.

Sincerely,

*Annette Gilchrist*

Annette Gilchrist, CAO

c.c. Paul Moreau, CAO, County of Renfrew

**From:** [Township of Greater Madawaska](#)  
**To:** [Lee Perkins](#)  
**Cc:** [Paul Moreau](#)  
**Subject:** RE: Growth Related Policies  
**Date:** November 9, 2021 12:54:57 PM  
**Attachments:**

---

[CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.]

Good Afternoon Lee,

Thank for the opportunity to provide some input feedback.

As mentioned in previous discussions Greater Madawaska encourages the County to proceed with a growth plan that will provide a realistic outlook of growth and the associated costs.

We do not see status quo as the fiscally responsible manner to manage growth and could be to the detriment of smaller municipalities that are currently struggling to survive.

Greater Madawaska supports a cost sharing model. Greater Madawaska already has development charges in place, and view development charges as a reasonable solution to fund growth projects. As you are aware, not every municipality has development charges therefore the funding model may need to be specific to each municipality. I agree with County Councillor Lynch, he suggested that Watson & Associates make a presentation to Council for educational purposes that will address any questions/fears that members of County Council may have surrounding development fees.

To clarify, what we are in support of is specific development charges for specific municipalities, meaning that development charges would not be pooled together for county wide projects. For example, development charges collected for Arnprior would only be spent in Arnprior and the development charges for other municipalities will be different. There may be some municipalities that would not have a development charge as the growth is minimal or is such that would not cause any increase in demand on capital assets, example Head Clara Maria.

If you have any further questions or would like to discuss this matter further please let me know.

Thanks,  
Allison

**Allison Holtzhauer, CPA, CA**  
CAO/Clerk-Treasurer  
Township of Greater Madawaska  
19 Parnell Street  
P.O. Box 180  
Calabogie, ON

K0J 1HO  
Telephone: 613-752-2222 ext 207  
Fax: 613-752-2617

This email and any attachments may contain confidential information and is intended for the recipient only. Any dissemination or use of this email or its attachments is unauthorized and may be illegal without the express consent of the sender and/or the Township of Greater Madawaska.

---

**From:** Lee Perkins <LPerkins@countyofrenfrew.on.ca>  
**Sent:** November 4, 2021 7:18 AM  
**To:** Renfrew County Municipalities <CoR\_Municipalities@countyofrenfrew.on.ca>; County Council <County\_Council@countyofrenfrew.on.ca>  
**Cc:** Paul Moreau <PMoreau@countyofrenfrew.on.ca>; Tom Peckett <tpeckett@mcnabbraeside.com>; Tom Peckett28 <tpeckett28@gmail.com>; Tom Peckett <tpeckett@mcnabbraeside.com>; Evelyn Vanstarkenburg <EVanstarkenburg@countyofrenfrew.on.ca>; Taylor Hanrath <THanrath@countyofrenfrew.on.ca>  
**Subject:** Growth Related Policies

Good Morning,

Attached you will find a complete package, including research, as it pertains to growth related infrastructure and upper tier municipalities responsibilities.

Staff are requesting that you review and provide comments to myself ([lperkins@countyofrenfrew.on.ca](mailto:lperkins@countyofrenfrew.on.ca)) by **January 14, 2022**.

Thank you.

Regards,  
Lee

***Lee Perkins***  
***Director of Public Works & Engineering***  
***County of Renfrew***  
9 International Drive  
Pembroke, ON  
K8A 6W5  
Phone (613) 732-4353

The information in this email and any accompanying document(s) are intended solely for the addressee(s) named, and is confidential. Any other distribution, disclosure or copying is strictly prohibited. If you have received this communication in error, please reply by email to the sender and delete or destroy all copies of this message with all attached document(s).

Ce courriel peut faire état d'information privilégiée ou confidentielle destinée à une personne ou à une entité nommée dans ce message. Dans l'éventualité où le lecteur de ce message n'est pas le récipiendaire visé ou l'agent responsable de le faire suivre au récipiendaire visé, vous êtes par la présente avisé que toute revue, diffusion, distribution ou reproduction de cette communication est interdite. Si cette communication a été reçue par erreur, veuillez nous en aviser par réponse de courriel et supprimer le message original et tous documents ci-joints.

**From:** [HCM Clerk-Treasurer](#)  
**To:** [Lee Perkins](#)  
**Subject:** RE: Growth Related Policies  
**Date:** November 26, 2021 11:17:15 AM  
**Attachments:**

---

Good morning,

Thank you for the information and clarification. I will leave it as is for now, and wait to see if the Cost Sharing Policy is adopted. If the growth and resulting expansions lead to an overall increase in County levy as outlined in option c in the Memorandum, Council may want to discuss and comment. Otherwise, as you said the other options would not have affect on HCM.

Sincerely,

Crystal Fischer, Dipl.M.A.  
Clerk-Treasurer  
United Townships of Head, Clara & Maria  
[www.headclaramaria.ca](http://www.headclaramaria.ca)  
p: 613-586-2526  
e: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

---



**From:** [Adam Knapp](#)  
**To:** [Lee Perkins](#)  
**Cc:** [Township of Horton](#)  
**Subject:** RE: Draft Cost Sharing Policy  
**Date:** November 15, 2021 3:13:28 PM  
**Attachments:**

---

Hi Lee

In regard to the draft sharing policy and development fees proposed the following comments and concerns were posed by Council and committee members

- Mayor Bennett expressed his concerns with how this will affect municipality's growth, roads, and maintenance standards. Committee was concerned that the Development Charges and Cost Sharing Policy was grouped together and shall speak further to his concerns at County Council.
- Councillor Cleroux sought clarification to whether the Cost Sharing and Development Charges were connected or being proposed as sole options, one or the other.
- Staff support Mayor Bennett's concerns that cost sharing shall negatively affect our ability to future forecast capital works effectively thus forcing the Township to rework there current plans entirely and two tiered development fees may turn developers to look outside of Renfrew County for more viable options.
- Council, Staff and Committee are in agreeance that the status quo is the favoured option to ensure sustainability for our rate payers.

**From:** [Janice Visneskie Home](#)  
**To:** [Lee Perkins](#)  
**Date:** June 30, 2021 11:14:07 AM

---

Regarding comments by September 1,2021 for how we pay for road infrastructure. I believe it is (d) put it on the county levy. Thank you Janice

Mayor Janice Tiedje  
Township of Killaloe Hagarty and Richards



## THE TOWNSHIP OF McNAB/BRAESIDE

2473 Russett Drive, R.R. #2 Arnprior, Ontario K7S 3G8

---

Date: January 12, 2022

To: Lee Perkins, C.E.T., MBA  
Director of Public Works and Engineering  
County of Renfrew

From: Ryan Frew, M.Eng, P.Eng.  
Director of Public Works  
Township of McNab/Braeside

RE: Growth Related Projects – County of Renfrew

---

Dear Mr. Perkins,

Staff and Council of the Township of McNab/Braeside thank you for the opportunity to review and comment on the memorandum dated November 1, 2021 regarding Growth Related Projects in the County of Renfrew. This information along with the provided draft policies titled (a) Development Charges in Urban Areas and (b) Cost Sharing with Local Municipalities were brought before the Township Council on December 21, 2021 where Council recommended that the comments brought forward by staff be forwarded to your attention. The Staff report presented to Council has been attached to this letter.

In general, the Township recognizes that the County should be taking steps to address growth related infrastructure upgrades when it comes to urban roadways however given that the County is just commencing the process to update the Transportation Master Plan it is difficult to provide meaningful feedback on potential funding models when the existing deficiencies, projected growth/traffic demands, and the infrastructure needs are not clearly know.

As the County's Public Works and Planning departments develop their Transportation Master Plan and identify the projected growth areas within the County, infrastructure upgrades and associated costs the local municipalities will be better positioned to provide feedback on potential funding strategies.

With regards to the draft policies provided as proposed funding options we provide the following comments:

**Development Charges:** In accordance with the Development Charges Act, before passing a development charges bylaw a development charges background study is required which must satisfy the requirements of the Act and be subject to a public meeting and review period. The draft Development

Charges in Urban Areas policy presented by the County indicates that it encompasses 5 different County run services which would all need to be reviewed and incorporated into the background study.

It is our understanding that a background study has yet to be completed and is a requirement prior to implementing Development Charges.

**Policy for Sharing Costs for Local Municipalities:** The Municipal Act, 2001,(as amended) currently defines the jurisdiction of a roadway and how that jurisdiction is allocated between the upper-tier and lower-tier municipality.

Three (3) sections within the Act would generally apply to the proposed policy which are:

*Section 52 (3): Jurisdiction*

*If a highway forms part of the upper-tier highway system, the upper-tier municipality has jurisdiction over the highway. 2001, c. 25, s. 52 (3).*

*Section 55 (1): Upper-tier sidewalks*

*An upper-tier municipality is not responsible for the construction and maintenance of sidewalks on its highways and the lower-tier municipality in which the highways are located is responsible for the construction and maintenance of the sidewalks and has jurisdiction over that part of the highway, unless the municipalities agree otherwise. 2001, c. 25, s. 55 (1).*

*Section 55 (3): Improvements on upper-tier highways*

*A lower-tier municipality may, with the agreement of the upper-tier municipality, construct a sidewalk or other improvement or service on an upper-tier highway and the lower-tier municipality is liable for any injury or damage arising from the construction or presence of the sidewalk, improvement or service. 2001, c. 25, s. 55 (3).*

The items that are included in the draft cost sharing policy that will have direct financial impact to the Township are:

**(a) Construction of paved boulevard between curb and sidewalk to a maximum of 0.5m width.**

There are several locations within the Township where there is a paved boulevard between the curb and the sidewalk that is greater than 0.5m. The Geometric Design Guide for Canadian Roads indicates that the typical boulevard width ranges from 2.0m to 3.0m and among other factors provides an area for snow storage. Given that the County has also including in this policy that they will not be responsible for snow pickup the proposed limit of 0.5m seems arbitrary.

It is recommended that the County remains responsible for all existing paved boulevards.

**(b) Construction of that portion of storm sewers over and above that required for County road drainage.** In several locations Township roads have historically drained into the storm sewer system located on County Roads. The Township is not aware of any location where the current storm sewer in which the Township roads would drain into are undersized.

It is recommended that the County remains responsible for replacing existing storm sewers to at minimum the existing size to accommodate the existing drainage of County and Township roads.

**(c) 100% of the construction of paved shoulders whether behind curbs and/or gutters or not.** It is not clear the extent in which the County will apply this responsibility on the local municipalities as the County currently includes paved shoulders as part of their Active Transportation Strategy. The County should not be passing their responsibility to provide a safe and functioning highway system onto the local municipalities. Good highway design also dictates that shoulders are to be provided for pedestrians and/or disabled vehicles. When curbs have been constructed on a roadway this will typically require a paved shoulder for maintenance requirements instead of a gravel shoulder.

It is recommended that the County continue to implement paved shoulders as part of their active transportation strategy and maintain existing paved shoulders on County Roads.

As indicated in the Municipal Act, when it comes to upper-tier municipalities it is clear that the lower-tier municipalities are responsible for sidewalks however outside of this the roadway remains under the jurisdiction of the upper-tier municipality. The proposed policy when it comes to surface assets (boulevards, paved shoulders, etc) which have maintenance requirements as dictated by the Minimum Maintenance Standards for Municipal Highways we believe that it will create jurisdictional issues as to who is legally responsible for what and will create detrimental impacts on the level of service provided to the residents living in the Township of McNab/Braeside.

Attach:

Growth Related Policies – County of Renfrew, Township of McNab/Braeside Council Report dated December 16, 2021.



To: Council  
From: Ryan Frew, Director of Public Works and Property Manager  
Date: December 16, 2021  
Subject: Growth Related Policies - County of Renfrew

---

### **Recommendation**

THAT Council for the Township of McNab/Braeside accept this report as information as submitted and circulated AND THAT Staff is directed to respond to the County based on the concerns raised in this report AND FURTHER THAT Council provide any additional comments to the CAO/Clerk.

### **Background**

On November 1, 2021 Lee Perkins the Director of Public Works and Engineering for the County of Renfrew circulated a memo including draft policies (attached to this report) to all lower tier CAO/Clerks regarding Growth Related Projects for the County.

The memo indicates that the County of Renfrew's current Asset Management Plan only maintains the current infrastructure assets as constructed and has no provision for the growth or infrastructure expansion that will be required within several areas of the County.

The memo indicates that County staff in conjunction with their Operations Committee have been reviewing options and policies with respect to growth and how to address the potential shortfall in funding. The options the County presented for consideration are:

- (a) Status Quo;
- (b) Development Charges;
- (c) Increase County Levy;
- (d) Policy for Cost Sharing for Local Municipalities.

The memo requests that any comments with regards to the memo and its contents be provided to Mr. Perkins by January 14, 2022.

In addition to the memo sent to CAO's/Clerks the County's Public Works Department also circulated a request to the local Public Works Departments seeking details regarding new growth related projects and cost estimates for infrastructure upgrades to be made on County Roads.

December 21, 2021

## Discussion

Township staff has reviewed the information provided by the County and in general recognise that the County should be taking steps to address growth related infrastructure upgrades when it comes to their urban roadways.

As highlighted in documentation provided to the Township the anticipated growth related projects to be undertaken on County infrastructure is localised in two communities over the short-term being Arnprior and Petawawa.

The County has also recently sent out a request for proposal to undertake a Transportation Master Plan. A Transportation Master Plan typically integrates existing and future land-use planning and the planning of transportation infrastructure to define the long-term transportation objectives.

Given that the County is just commencing/updating the master planning process for their transportation assets it appears premature to be providing feedback on potential funding models when the existing deficiencies, projected growth/traffic demands and the infrastructure needs are not clearly known.

As the County's Public Works and Planning departments develop their Transportation Master Plan and identify the projected growth areas within the county, infrastructure upgrades and associated costs the local municipalities will be better positioned to provide feedback on potential funding strategies.

With regards to some of the proposed funding options presented:

**Development Charges:** In accordance with the Development Charges Act, before passing a development charges bylaw a development charges background study is required which must satisfy the requirements of the Act and be subject to a public meeting and review period. The draft Development Charges in Urban Areas policy presented by the County indicates that it encompasses 5 different County run services which would all need to be reviewed and incorporated into the background study.

It is our understanding that a background study has yet to be completed.

**Policy for Sharing Costs for Local Municipalities:** The Municipal Act, 2001,(as amended) currently defines the jurisdiction of a roadway and how that jurisdiction is allocated between the upper-tier and lower-tier municipality.

Three (3) sections within the Act would generally apply to the proposed policy presented by the County are:

### *Section 52 (3): Jurisdiction*

*If a highway forms part of the upper-tier highway system, the upper-tier municipality has jurisdiction over the highway. 2001, c. 25, s. 52 (3).*

December 21, 2021

### *Section 55 (1): Upper-tier sidewalks*

*An upper-tier municipality is not responsible for the construction and maintenance of sidewalks on its highways and the lower-tier municipality in which the highways are located is responsible for the construction and maintenance of the sidewalks and has jurisdiction over that part of the highway, unless the municipalities agree otherwise. 2001, c. 25, s. 55 (1).*

### *Section 55 (3): Improvements on upper-tier highways*

*A lower-tier municipality may, with the agreement of the upper-tier municipality, construct a sidewalk or other improvement or service on an upper-tier highway and the lower-tier municipality is liable for any injury or damage arising from the construction or presence of the sidewalk, improvement or service. 2001, c. 25, s. 55 (3).*

The items that are included in the draft cost sharing policy that will have direct financial impact to the Township are:

(a) *Construction of paved boulevard between curb and sidewalk to a maximum of 0.5m width.* There are several locations within the Township where there is a paved boulevard between the curb and the sidewalk that is greater than 0.5m. The Geometric Design Guide for Canadian Roads indicates that the typical boulevard width ranges from 2.0m to 3.0m and among other factors provides an area for snow storage. Given that the County has also including in this policy that they will not be responsible for snow pickup the proposed limit of 0.5m seems arbitrary. It is recommended that the County remains responsible for all existing paved boulevards.

(b) *Construction of that portion of storm sewers over and above that required for County road drainage.* In several locations Township roads have historically drained into the storm sewer system located on County Roads. The Township is not aware of any location where the current storm sewer in which the Township roads would drain into are undersized. It is recommended that the County remains responsible for replacing existing storm sewers to at minimum the existing size to accommodate the existing drainage of County and Township roads.

(c) *100% of the construction of paved shoulders whether behind curbs and/or gutters or not.* It is not clear the extent in which the County will apply this responsibility on the local municipalities as the County currently includes paved shoulders as part of their Active Transportation Strategy. The County should not be passing their responsibility to provide a safe and functioning highway system onto the local municipalities. Good highway design also dictates that shoulders are to be provided for pedestrians and/or disabled vehicles. When curbs have been constructed on a roadway this will typically require a paved shoulder for maintenance requirements instead of a gravel shoulder. It is recommended that the County continue to implement paved shoulders as part of their active transportation strategy and maintain existing paved shoulders on County Roads.

As indicated in the Municipal Act, when it comes to upper-tier municipalities it is clear that the lower-tier municipalities are responsible for sidewalks however outside of this the roadway remains under the jurisdiction of the upper-tier municipality. The proposed policy when it comes to surface assets (boulevards, paved shoulders, etc) which have maintenance requirements as dictated by the Minimum Maintenance Standards for Municipal Highways it will create a jurisdictional nightmare as to who is legally responsible for what and will create detrimental impacts on the level of service provided to the Township's residents.

December 21, 2021



**People Consulted**

Lindsey Lee, CAO/Clerk

**Financial Implications**

Financial implications have not been costed out however based on the draft Cost Sharing Policy provided the Township may see significant extra capital and maintenance costs to maintain the existing level of service on County roads.

Respectfully Submitted,

Ryan Frew, Director of Public Works and Property Manager

December 21, 2021

Department of Public  
Works & Engineering



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-732-4353  
FAX: 613-732-0087  
www.countyofrenfrew.on.ca

## MEMORANDUM

---

**TO:** County Council  
Chief Administrative Officers/Clerks

**FROM:** Lee Perkins, C.E.T., MBA  
Director of Public Works and Engineering

**RE:** **Growth Related Projects**

**DATE:** November 1, 2021

---

Dear Members of County Council and Chief Administrative Officers,

The County of Renfrew's current Asset Management Plan only maintains our current assets and has no provisions for the growth or infrastructure expansion that will be required within several areas of the County.

At the May Operations Committee meeting, staff were directed to review the policy positions of other upper tier municipalities with respect to growth and the upper and lower tier responsibilities for this growth management and provide a draft policy for review. Staff researched policy positions of other upper tier municipalities with respect to growth, specifically, upper and lower tier responsibilities for growth related infrastructure and proposed the following potential options for consideration:

(a) Status Quo.

i) Continue to deal with growth related items on an individual basis.

(b) Draft Development Charges Policy.

i) Currently the County of Renfrew has no development charges. Research indicates that five of the Eastern Ontario upper tier municipalities have a development charges by-law. A draft County of Renfrew Development Charges

Policy is attached as Appendix I. It is important to note that should Council want to proceed with this option the use of an external consultant is recommended.

(c) Increase County Levy.

- i) Identify a percentage of the County levy that would be held in a reserve fund for growth along County Roads. This requires further research in consultation with the Corporate Services Department in respect to parameters referring to qualifications, what would be funded, the amount needed, and what constitutes growth that is not development driven.

(d) Draft Cost Sharing for Local Municipalities.

- i) Attached as Appendix II is a Draft County of Renfrew Cost Sharing for Local Municipalities Policy. This policy clearly outlines the County's responsibilities and financial contributions that would be required for expansion of infrastructure.

Attached as Appendix III is a detailed summary of the research and options required for the County of Renfrew to deal with growth related projects that are occurring throughout the County.

On October 12, 2021, Operations Committee passed the following resolution:

**RESOLUTION NO. OP-C-21-10-124**

THAT staff be directed to develop and finalize the cost sharing policy; AND FURTHER THAT the revised policy be brought back to Committee in February 2022 for review.

Staff are requesting that you review and provide comments to myself ([lperkins@countyofrenfrew.on.ca](mailto:lperkins@countyofrenfrew.on.ca)) by **January 14, 2022**.

Staff will review all comments and incorporate them into the attached County of Renfrew draft policies (Appendices I and II).

Staff are recommending that a Cost Sharing Policy be adopted and implemented with all comments and suggestions incorporated in the draft to be brought forward to Operations Committee in February 2022.

Attach.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 1 of 17

## POLICY STATEMENT

The Development Charges Act, 1997, as amended (hereinafter called “the Act” enables the Council of a municipality to pass policies for the imposition of development charges against land located in the municipality for increased capital costs required for the reason of the increased need for services arising from development in the area to which the policy applies.

### 1. Definitions:

- a) **The terms County or the County** are defined as pertaining to ‘The Corporation of the County of Renfrew’ as it relates to all definitions. All Policy statements refer to ‘the County of Renfrew’, and may be used interchangeably with ‘The Corporation of the County of Renfrew.’ In procedure statements, the terms ‘the County’ or ‘County’ refer to, and may be used interchangeably with, ‘The Corporation of the County of Renfrew.’
- b) **“Act”** means the Development Charges Act, S.O. 1997, c 27, as amended.
- c) **Agricultural use** is defined as lands, buildings or structures, excluding any portion thereof used as a dwelling unit or for commercial use, used or designed or intended for use for the purpose of a bona fide farming operation including, but not limited to, animal husbandry, dairying, livestock, fallow, field crops, removal of sod, forestry, fruit farming, greenhouses, horticulture, market gardening, pasturage, poultry keeping and equestrian facilities.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 2 of 17

- d) **Apartment dwelling** is defined as a dwelling consisting of four or more dwelling units, which units have a common entrance from street level and common halls and/or stairs, elevators and yards.
- e) **Bedroom** is defined as any room used or designated or intended for use as sleeping quarters including but not limited to, a den, a study, a family room or other similar use.
- f) **Commercial** is defined as any non-residential development not defined as “industrial” in this Policy.
- g) **Council** is defined as the council of the County.
- h) **County** is defined as the “Corporation of the County of Renfrew”.
- i) **Dwelling** is defined as a house, apartment, or other place of residence.
- j) **Detached dwelling** is defined as a dwelling containing only a dwelling unit or a dwelling unit and an accessory apartment.
- k) **Development** is defined as a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components. Development also includes redevelopment.
- l) **Development charge** is defined as a charge imposed pursuant to this policy adjusted in accordance with Section 13.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 3 of 17

- m) **Dwelling unit** is defined as a room or group of rooms in a dwelling used or intended to be used as a single independent and separate housekeeping unit containing a kitchen or sanitary facilities, and has a private entrance from outside or from a common hallway or stairway inside the dwelling, but does not include a room or suite of rooms in a hotel or motel.
- n) **Grade** is defined as the average level of finished ground adjoining a building or exterior walls.
- o) **Gross floor area** is defined as the total floor area, measured between the outside exterior walls or between the outside walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls.
- p) **Hospital** is defined as land, buildings or structures used, or designed or intended for use as defined in the Public Hospitals Act, R.S.O. 1990, c. P. 40, as amended.
- q) **Industrial** is defined as any building used for or in connection with,
- manufacturing, producing, processing, storing or distributing something or processing something.
  - research or development in connection with manufacturing, producing or processing something.
  - retail sales by a manufacturer, producer or processor of something manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 4 of 17

- office for administrative purposes, if carried out with respect to manufacturing, producing, processing, storage or distribution and in or attached to the building or structure used for that manufacturing, producing, storage or distribution.
- r) **Non-residential use** is defined as land, buildings or structures or portions thereof used, or designed or intended for a use other than a residential use.
- s) **Other dwelling** is defined as any residential dwelling which is not a detached dwelling, a semi-detached dwelling, or an apartment dwelling.
- t) **Place of worship** is defined as that part of a building or structure used for worship and that is exempt from taxation as a place of worship under the Assessment Act, R.S.O. 1990, c. A.31, as amended.
- u) **Residential use** is defined as land or buildings or structures or part thereof any kind at all used, designed or intended to be used as a residence for one or more individuals but does not include a hotel or motel.
- v) **Semi-detached dwelling** is defined as the whole of a dwelling divided vertically both above grade and below grade into two separate dwelling units.

## 2. Schedule of Development Charges:

- 1) Subject to the provisions of this policy, development charges against land shall be calculated and collected in accordance to the related services set out in Schedule A, with the phased-in rates set out in Schedule B.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 5 of 17

- 2) The development charge with respect to the use of any land, buildings or structures shall be calculated as follow:
  - a) in the case of residential development, or residential portion of a mixed-use development, based upon the number and type of dwelling units, in accordance with Schedule B;
  - b) in the case of non-residential development, or the non-residential portion of a mixed-use development, based upon the number of square metres of gross floor area of such development, in accordance with Schedule B.
- 3) Council hereby determines that the development of land, buildings or structures for residential and non-residential uses have required or will require the provision, enlargement, expansion or improvement of the services referenced in Schedule A.

### **3. Applicable Lands:**

- 1) Subject to subsections 2), 3), 4) and 7), this policy applies to all lands in the County, whether or not the land or use is exempt from taxation under Section 3 of the Assessment Act, 1990, c.A. 31, as amended.
- 2) This policy shall not apply to the following:
  - a) Land that is owned by and used for the purposes of:
    - a board as defined in subsection 1(1) of the Education Act;
    - the County, or any local board thereof;
    - an area municipality, or any local board thereof in the County;
  - b) The development of a non-residential farm building used for bona fide agricultural use;



CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 6 of 17

- c) A place of worship and land used in connection therewith;
- d) A hospital;
- e) An industrial building.

- 3) Notwithstanding exemptions contained in subsection 2), this policy shall not apply to development that would be exempt from the payment of development charges by the applicable lower-tier area municipal development charges policy.
- 4) This policy shall not apply to:
  - a) a temporary use permitted under the zoning by-law amendment enacted under section 39 of the Planning Act.
  - b) temporary erection of a building without foundation as defined in the Building Code Act for a period not exceeding (6) consecutive months and not more than six (6) months in any one year on a site;
  - c) development where, by comparison with the land at any time within five years previous to the imposition of the charge:
    - no additional dwelling units are being created;
    - no additional non-residential gross floor area is being added.
- 5) Section 2 of this policy shall not apply to that category of exempt development described in subsection 2(3) of the Act, namely:
  - a) the enlargement of an existing dwelling unit or the creation of one or two additional dwelling units in an existing detached dwelling; or
  - b) the creation of one additional dwelling unit in any other existing residential building.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 7 of 17

- 6) Notwithstanding subsection 5)a), development charges shall be calculated and collected in accordance with Schedule B where the total residential gross floor area of the additional one or two dwelling units is greater than the total gross floor area of the existing dwelling unit.
- 7) Notwithstanding subsection 5)b), development charges shall be calculated and collected in accordance with Schedule B, where the additional dwelling unit has a residential gross floor area greater than,
  - a) in the case of a semi-detached house, the gross floor area of the existing smallest dwelling unit, and
  - b) in the case of any other residential building, the residential gross floor area of the smallest dwelling unit contained in the residential building.
- 8) Section 2 of this policy shall not apply to that category of exempt development described in Section 4 of the Act, and section 1 of the Ontario Regulation 82/89, namely:
  - a) For the purpose of b), the terms “gross floor area” and “existing industrial building” shall have the same definition as those terms have in Ontario Regulation 89/98 under the Act.
  - b) The enlargement of the gross floor area of an existing industrial building, if the gross floor area is enlarged by fifty (50) percent or less;
  - c) Notwithstanding subsection b), if the gross floor area is enlarged by more the fifty (50) percent, development charges shall be payable and collected and the amount payable shall be calculated in accordance with Section 4.(3) of the Act.
- 9) There where a conflict exists between the provisions of this policy and any other agreement between the County and the owner, with respect to land to

<b>CORPORATE POLICIES AND PROCEDURES</b>			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 8 of 17

be charged under this Policy, the provisions of such agreement prevail to the extent of the conflict.

#### **4. Application of Charges**

- 1) Subject to subsection 2), development charges shall apply to, and shall be calculated, paid and collected in accordance with the provisions of this policy in respect of land to be developed for residential and non-residential uses within the geographical limits of the County, where,
  - a) The development requires,
    - the passing of a zoning by-law or an amendment thereto under Section 34 of the Planning Act, R.S.O. 1990, cP.13, as amended (the “Planning Act”);
    - a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;
    - the approval of a plan of subdivision under Section 51 of the Planning Act;
    - a consent under Section 53 of the Planning Act;
    - the approval of a description under Section 9 of the Condominium Act, 1998 S.O. c.19, as amended; or
    - the issuing of a permit under the Building Code Act, 1992 S.O. c. 23, as amended, in relation to a building or structure.
- 2) Subsection 1) shall not apply in respect of local services as described in s.s.59(2) (a) and (b) of the Act;

#### **5. Local Service Installation**

<b>CORPORATE POLICIES AND PROCEDURES</b>			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 9 of 17

Nothing in this policy prevents Council from requiring, as a condition of any approval under Section 41, 51 or 53 of the Planning Act, that the owner, at his/her own expense, shall install or pay for such local services, as Council may require, or that the owner pay for the local connection to a water, sanitary sewer or storm drainage facility related to the approval or within the area to which the approval relates.

## **6. Multiple Charges**

- 1) Where two or more of the actions described in Section 4.1) of this policy are required before land to which a development charge applies can be developed, only one development charge shall be calculated, paid and collected in accordance with the provisions of this policy.
- 2) Notwithstanding subsection 1), if two or more actions described in Section 4.1) of this policy occur at different times, and if the subsequent action has the effect of increasing the need for municipal services as set out in Schedule A, an additional development charge shall be calculated and collected in accordance with the provisions of this policy.
- 3) If development does not require a building permit but does require one or more of the actions described in Subsection 4.1) of this policy, then the development charge shall nonetheless be payable in respect of any increased or additional development permitted by such action.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 10 of 17

## 7. Services in Lieu

Council may authorize an owner, through an agreement under Section 38 of the Act, to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give the owner credit, without interest, against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing services in lieu, as determined by the County. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the County in respect of the development to which the agreement relates.

## 8. Development Charge Redevelopment Credits

- 1) Where residential space is being converted to non-residential space, the development charge equivalent that would have been payable on the residential space shall be deducted from the charge calculated on the non-residential space being added.
- 2) Where non-residential space is being converted to residential space, the development charge equivalent that would have been payable on the non-residential space shall be deducted from the charge calculated on the residential units being added.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 11 of 17

- 3) An owner who has obtained a demolition permit and demolished existing dwelling units or a non-residential building or structure in accordance with the provisions of the Building Code Act shall not be subject to the development charge with respect to the development being replaced, provided that the building permit for the replacement residential units or non-residential building or structure is issued not more than five (5) years after the date of issuance of the demolition permit and provided that any dwelling units or non-residential floor area created in excess of what was demolished shall be subject to the development charge imposed under Section 2.
- 4) Notwithstanding subsection 8.2) where the lower-tier area municipal Development Charge Policy provides for a longer redevelopment period, the lower-tier area municipal Development Charge Policy provisions will apply.
- 5) No redevelopment credit shall be made in excess of the development charge payable for a development.

## 9. Timing and Calculation and Payment

- 1) Development charges shall be calculated and payable in full in money or by provision of services as well as agreed upon, or by credit granted by the Act, on the date the first building permit is issued in relation to a building or structure on land to which the development charge applies.
- 2) Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full to the County.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 12 of 17

- 3) Notwithstanding subsections 1) and 2), an owner and the County of Renfrew may enter into an agreement to provide for the payment in full of a development charge before a building permit issuance or later than the issuing of a building permit.
- 4) If a development does not require a building permit, the development charge shall be calculated and paid in full at the rate in effect at the time the approval is granted as a condition of the earliest of any of the approvals required for the development and enumerated in Section 4 of this policy.

## 10. Policy Registration

This Policy or a certified copy of the policy may be registered against the title to any land to which this policy applies.

## 11. Reserve Funds

- 1) Monies received from payment of development charges shall be maintained in a separate reserve fund for each service designated in Schedule "A", plus interest earned thereon.
- 2) Monies received for the payment of development charges shall be used only in accordance with the provisions of s. 35 of the Development Charges Act.
- 3) Where any development charge, or part thereof, remains unpaid after due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 13 of 17

- 4) Where any unpaid development charges are collected as taxes under subsection 3), the monies so collected shall be credited to the development charge reserve fund or funds referred to in subsection 1).
- 5) The Director of Corporate Services shall, commencing in 2022 annually, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in Sections 12 and 13 of Ontario Regulation 82/89, or amending regulation.

## **12. Policy Amendment or Repeal**

- 1) Where this policy or any development charge prescribed thereunder is amended or repealed by order of the Ontario Municipal Board or by resolution of the Council, the Director of Corporate Services shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- 2) Refunds that are required to be funded under subsection 1) shall be paid to the registered owner of the land on the date on which the refund is paid.
- 3) Refunds that are required to be paid under subsection 1) shall be paid with interest to be calculated as follows:
  - a) interest shall be calculated from the date on which the overpayment was collected to the day on which the refund is paid;
  - b) interest shall be paid using the Bank of Canada rate in effect on the date of enactment of this policy.



CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 14 of 17

### 13. Development Charge Schedule Indexing

The development charges referred to in Schedule “B” may be adjusted annually, without amendment to this policy, commencing on January 1, 2022, and annually thereafter on January 1, while this policy is in force, in accordance with the most recent twelve (12) month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

### 14. Policy Administration

This Policy shall be administered by the Director of Corporate Services.

### 15. Schedules to the Policy

The following schedules to this policy form and integral part of this policy:

- Schedule A – Designated Municipal Services under this Policy
- Schedule B – Schedule of Development Charges

### 16. Date Policy Effective

This policy shall come into force on January 1, 2022.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 15 of 17

## 17. Severability

If, for any reason, any provision, section, subsection or paragraph of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all of the remainder of this policy shall continue in full force and effect until repealed, re-enacted or amended, in whole or in part or dealt with in any other way.

## 18. Short Title

This policy may be cited as the “County of Renfrew Development Charge Policy”.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 16 of 17

**SCHEDULE "A"**  
**DESIGNATED MUNICIPAL SERVICES UNDER THIS POLICY**

1. Transportation
2. Administration (Studies)
3. Long-Term Care
4. Community Services
- 5.** Paramedic Services

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Development Charges in Urban Areas			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 17 of 17

**SCHEDULE "B"**  
**SCHEDULE OF DEVELOPMENT CHARGES**

Service	Residential				Non-Residential
	Single and Semi-Detached Dwelling	Apartment s – 2 Bedrooms +	Apartments – Bachelor and 1 Bedroom	Other Multiples	(per sq. m of gross floor area)
Municipal Wide Services					
Transportation	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX
Administration	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Long-Term Care	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Community Services	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Paramedic Services	\$XX.XX	\$XX.XX	\$XX.XX	\$XX.XX	\$XX.XX
Total Municipal Wide Services	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Cost Sharing with Local Municipalities			
<b>DATE:</b> October 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 1 of 5

## POLICY STATEMENT

County roads provide a road network for traffic other than local trips and provide a level of service somewhat lower than the King's highway system but significantly higher than local roads. Therefore, the local municipality shall share in the cost of work items, other than those that are elements of through roads.

## PROCEDURE

### PART A: Where works are required on County Roads identified as deficient now

1. The County shall be responsible for:
  - a) The construction of an urban cross-section up to the minimum "Geometric Design Standards for Undivided Urban Roads in Ontario" (i.e. two driving and one parking lane), but in no case less than the centre 7.0 m of any County road in an urban area.
  - b) The construction of curbs and gutters.
  - c) The construction of the paved boulevard between curb and sidewalk to a maximum of 0.5 m width.
  - d) The construction of catchbasins and the portion of storm sewers required to drain the County road. (In no case will the County drain land more than 25 m from the centreline of the road.)
  - e) The construction of a full rural section within any urban area.
  - f) The remaining costs of those works covered by Section 5, requested by the local municipality, and deemed feasible and economical by the Director of Public Works and Engineering, or designate.
2. Land acquisition when land is required to accommodate the road section specified in 1a) shall be the responsibility of the County.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Cost Sharing with Local Municipalities			
<b>DATE:</b> October 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 2 of 5

3. The County shall furnish the engineering plans, specifications, construction measurements, supervision and inspection as required in proportion to its own share of the cost of the works.
4. The County shall be responsible for utility relocation costs as outlined in the Public Service Works on Highways Act, R.S.O. 1990, c. P.49, as amended.
5. The local municipality shall be responsible for:
  - g) 100% of the construction of all sidewalks (Section 55 of the Municipal Act, 2001, as amended).
  - h) The construction of that portion of storm sewers over and above that required for County road drainage, based on the following:

$$\text{Local share \%} = 100\% \text{ less County's Share \%}$$

$$\text{County Share} = \frac{(\text{Theoretical pipe diameter to accommodate CRD})}{\text{Actual pipe diameter to accommodate full drainage area}} \times 100\%$$

CRD – County Road Drainage

- i) 100% of the cost of all local services, such as water or sanitary sewerage works.
- j) 100% of that portion of the paved boulevard between curb and sidewalk beyond 0.5 m.
- k) Land acquisition when required to accommodate road elements beyond that specified in Section 1).
- l) 50% of the construction of additional parking lanes.
- m) 100% of the construction of paved shoulders whether behind curbs and/or gutters or not.
- n) Engineering in proportion with the cost of its share of the project.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Cost Sharing with Local Municipalities			
<b>DATE:</b> October 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 3 of 5

o) There will be a 7% administration charge on County "in-house" (but not contracted) work.

6. The County shall enter into an agreement for any proposed reconstruction (under the auspices of Section 20(1) of the Municipal Act, 2001, as amended). Costs shall be borne according to this policy.

**PART B: Where works are requested on County Roads with no identified critical structural deficiencies**

7. After reconstruction with a rural cross section (raised road, shoulders and ditches) some County roads have suffered ribbon development. The owners in the ribbon from time to time demand urban type services. An urban cross section costs 300% of a rural cross section to build, and 175% to maintain. Often, "urbanizing" a rural cross section is difficult (sufficient outlet depth for proper storm sewers, sufficient grade to accommodate drainage along the road, an elevation of the road above the surrounding lands, etc.).
8. Should "urbanizing" be requested and deemed possible by the Director of Public Works and Engineering, or designate, the project will be designed, the design approved by the County and an estimate prepared. An agreement (under the auspices of Section 20(1) of the Municipal Act, 2001, as amended) will be prepared and the information forwarded to the affected local municipality.

With the exception of sidewalks which are fully a local responsibility, costs to "urbanize" will be shared equally between the County and the Municipality.

CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Cost Sharing with Local Municipalities			
<b>DATE:</b> October 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 4 of 5

The works shall be scheduled for construction when approved by Council and accommodated in the County Budget.

Contract administration and construction supervision shall be the responsibility of the County.

#### **PART C: Maintenance**

9. The County shall be responsible for the maintenance of:
  - a) The road between the curbs, including snow plowing, salting and sanding, (but not snow pickup and removal) as required.
  - b) Curbs and gutters, storm sewers and catchbasins.
  - c) Spring sweeping in urban areas.
  - d) Rural sections (including a minimum of 0.5 m of shouldering) in urban areas.
  - e) Upon 60 days notice to the local municipality, 50% of the cost of maintenance re-setting sanitary manholes and watermain chambers when work is performed by the County.
  - f) 100% of the cost of re-setting all manholes and watermain chambers in conjunction with resurfacing.
  - g) With exception to current agreements in place for maintenance along County Roads in Urban Areas.
  
10. The local municipality shall be responsible for the maintenance of:
  - a) Sidewalks, including snow removal.
  - b) The loading and removal of snow from parking lanes (after the County plowing), as required.



CORPORATE POLICIES AND PROCEDURES			
<b>SECTION:</b> Public Works and Engineering Department			<b>POLICY #:</b> PW-XX
<b>POLICY:</b> Cost Sharing with Local Municipalities			
<b>DATE:</b> October 2021	<b>REV. DATE:</b> -----	<b>COVERAGE:</b> All Areas of the County	<b>PAGE #:</b> 5 of 5

- c) Sanitary sewers and water works including full restoration of road cuts to County standards and the resetting of manholes when not covered by Section 9e).
  - d) Paved shoulders beyond curbs and/or gutters.
- 11. County Council may, if deemed advisable, make exceptions to this policy, provided the exemptions do not alter the County-wide application of the policy.

**Research from other local Counties.**

	Development Charges			Cost Sharing		
County	Yes	No	Pending/Under Consideration		Comments	Attachment
Hastings Highlands		X			Single Tier	E-mail Attached
Leeds Greenville		X			E-mail sent	
Lanark County	X			X	<b>No Policy. Past Practice</b>	E-mail Attached
Northumberland County	X				E-mail sent	
County of Lennox & Addington		X			E-mail sent	
County of Haliburton			X		E-mail Sent	
South Frontenac			X		E-mail sent	
Kawartha Lakes	X				Single Tier	E-mail Attached
United Counties of Prescott & Russell			X	X	Policy # TP-001	Attached
Prince Edward County	X				Single Tier	
County of Peterborough	X			X	<b>NO SOP. Past Practice</b>	E-mail Attached
The Counties of SDG		X		X	Policy	Attached
Middlesex County		X		X	Policy	Attached

**Hastings Highlands:**

We have a couple of different ways that we share maintenance or costs on boundary roads. All scenarios involve a road agreement between both parties.

Most times both parties will split the boundary roads up equally (per kms) with no costs involved.

If splitting maintenance on boundary roads isn't an option, then we come up with some mutual cost for maintenance.

I have used \$100.00/lane km and found that it is fair. This seems to cover time, material, wear and tear.

**Lanark County:**

1. Does Lanark have development charges?
  - a. yes
2. Are there any identified monies "set aside" for growth related issues?
  - a. There is development charge bylaw which states what that money can be used for
3. Is there a mechanism to "download" a County Road to a lower tier municipality?
  - a. We have a policy for Lower Tiers to ask to upload roads but I will have to check if there is a mechanism in that policy for us to download, the Municipal Act I believe allows us to download roads

**Kawartha Lakes:**

CKL is a single tier municipality (since 2001 amalgamation). Only cost sharing required is with boundary roads. Typically for capital improvement works that is 50/50 per the boundary road agreements. For operations, we try to split road maintenance responsibility (full road

segments) to avoid fiscal transactions or if needed, we will pay/charge a share of agreed costs identified in the agreement.

**Prescott – Russell:**

We have a cost sharing agreement. I've done many updates in the past years and it's now very extensive. See attached. Ben you can share with the group (I don't know who's in or out anymore).

As for growth, we've been doing "Community Traffic Impact studies" which identifies triggers for different improvements with costs and we've been inserting wording in the subdivision agreements or site plans agreements that each developers pay their share as per the study. We've been doing that with one of our booming Township but we're now up to the point that there are just too many developers and it's very difficult to get everyone on board fairly. I just presented a report to council to proceed with a DC study and I believe it will be approved during our regular council meeting at the end of the month.

If you need anything let me know.

Prescott-Russell Policy of Shared Service Arrangements on County Roads Policy No. TP-001 is attached.

**County of Peterborough:**

The County of Peterborough does not have a similar cost sharing policy. However, with respect to Part A of the draft policy, the following cost sharing criteria is typically applied to the urban design construction/reconstruction projects on a County roadways within a settlement/built up area.

County share:

- 100% of paved road surface and granular road structure
- 100% of base storm sewer system and appurtenances required for drainage of surface water within the County right of way
- Share of oversizing of downstream storm sewer outlet based on drainage (land) area basis of County ROW
- 100% of curb and gutter required for surface water drainage and/or traffic management
- 100% of 0.5 m paved boulevard for snow storage purposes
- 100% of topsoil and seed/sod
- 100% of utility relocations less utility cost covered by Public Service Works on Highways Act or other applicable agreement (ie. Enbridge)

- 100% of traffic control signals & and associated street lights less cost of pedestrian related facilities (ie. ped. heads, electrical, etc.)
- 100% of base pavement markings
- 100% of property/easement acquisition for County facilities

Local municipal share:

- 100% of potable water/sanitary sewage systems
- 100% of granular for backfilling of trench for water/sanitary sewer system
- 100% of oversizing storm sewer system within County ROW if required
- 100% of sidewalks
- 100% of pedestrian related facilities associated with traffic control signals
- 100% of crossovers
- 100% of street lights
- 100% of beautification and community improvement plans

Cost of consultant services for engineering, environmental assessment and detailed design – 50/50 cost share unless otherwise negotiated

Cost of consultant services for CA and Inspection – costs shared on the basis of value of owned infrastructure

**Stormont, Dundas and Glengarry United Counties:**

No DC's here at the County. According to previous Council, "they stifle growth" (quotations represent my disagreement with this conclusion).

The Stormont, Dundas and Glengarry United Counties Cost Sharing in Urban Areas Policy No. 2-3 is attached.

**Middlesex County:**

The local municipality pays the upgrade cost (curbs, sidewalks, elevation changes, etc.) and we would contribute our estimated cost to rebuild the road to a rural cross section.

The Middlesex County Policy is attached.

**Title:**

Policy of Shared Service Arrangements on County Roads

**Policy No.:**

TP-001

**Revisions:**

March 2021

February 2020

February 2019

October 2015

Previous version: February 11, 2015

**Effective Date:**

April 27, 2016

**Applies To:**

The Corporation of the United Counties of Prescott and Russell and all Municipalities within the United Counties of Prescott and Russell.

## Table of Contents

1. Purpose of the Policy.....	3
2. Definitions .....	3
3. Storm Sewers .....	4
4. Sanitary Sewers .....	6
6. Roads .....	7
7. Paving .....	8
8. Sweeping .....	9
9. Traffic Signal Lights.....	9
10. Sidewalks.....	11
11. Ditches .....	12
12. Curbs .....	13
13. Signs .....	13
14. Gravel Shoulder Maintenance .....	15
15. Paved Shoulder .....	15
16. Street Lights .....	16
17. Flashing Beacons .....	17
18. Bridges .....	17
19. Project Coordination.....	18
20. Emergency Detour Route (EDR).....	19
21. Pavement Markings (Line Painting) .....	20
22. Trees .....	21
23. Pedestrian Crossing Treatment .....	21
24. Traffic Calming Device.....	22
25. Needs Caused by Development or the Municipality .....	23
26. Roundabouts .....	24
27. Process to submit claim .....	29
28. Gender .....	29
29. Waiver .....	29

## Policy of Shared Service Arrangements on County Roads

**1. Purpose of the Policy**

The purpose of this policy is to set out guidelines for the Corporation of the United Counties of Prescott & Russell and the Municipalities within the United Counties of Prescott & Russell involved in providing services on County Roads.

**2. Definitions**

The following definitions apply to this Policy:

**“County”** or **“Counties”** also referred to as, and means, the Corporation of the United Counties of Prescott and Russell.

**“County Road”** means a road that is part of the County Road system and is under the Corporation of the United Counties of Prescott and Russell jurisdiction.

**“Municipality”** means a local municipality or lower-tier municipality that forms part of the upper-tier municipality known to be as the Corporation of the United Counties of Prescott and Russell for municipal purposes.

**“Sanitary Sewer”** means a sewer and any appurtenances for the collection and transmission of residential, commercial, institutional or industrial sewage, or any combination thereof.

**“Settlement Area”** means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) Built up areas where development is concentrated and which have a mix of land uses; or
- b) Lands, which have been designated in an official plan for development over the long-term planning horizon.

**“Storm Sewer”** means a sewer and any appurtenances for the collection and transmission of storm water drainage.

**“Watermain”** means any system of pipes and appurtenances used for the transmission or distribution of potable water.

### **3. Storm Sewers**

#### **3.1 Responsibilities**

- 3.1.1 The Municipality is responsible for all Storm Sewer maintenance activities within the County Road allowance and are accountable for preserving proper Storm Sewer conditions.
- 3.1.2 The Municipality is responsible for the management of any Storm Sewer replacement, construction, reinstatement, maintenance project or any other applicable duties unless pre-negotiated and agreed upon between the Municipality and the Counties prior to the commencement of any work.
- 3.1.3 Where a Storm Sewer was installed by the Counties for specific duties in a rural setting for road drainage purposes only (ex: drainage pipe to reduce erosion on sloped roads or other existing systems such as found on County Road 17), when part of the County Road system, the Counties are responsible for the construction, rehabilitation or maintenance of the specific Storm Sewer or drainage system. However, in no case the Counties will be responsible for front yard ditch filling as identified in By-law 2013-25, as amended.
- 3.1.4 Where a new or existing Storm Sewer is or was installed and doesn't provide any drainage benefit for the County Road, the Storm Sewer shall be the responsibility of the Municipality.

Ex: Storm Sewer draining the storm water management pond in Casselman for the residential subdivision between Montée Lafontaine Road and Sarah Street crosses the road towards Du Boisé Street in order to drain the subdivision stormwater management pond. This Storm Sewer crossing shall be the entire responsibility of the Municipality.

#### **3.2 Cost Sharing**

- 3.2.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Storm Sewers or any related costs of construction or maintenance for Storm Sewers or their appurtenances on any road in its County Road system, is to be borne 50 percent by the Counties and 50 percent by the Municipality.
- 3.2.2 Where a Storm Sewer outlet is not on the County Road system or is on a County Road system however drains other areas not part of the County Road system, a reasonable cost sharing must be agreed upon prior to any Storm Sewer outlet work. The agreement shall be based on a reasonable ratio agreed between involved parties.



Policy of Shared Service Arrangements on County Roads

Ex: The Storm sewer on Craig Street (County Road 3) continues on Mill Street (municipal road) and drains a small portion of Mill Street. The Storm Sewer eventually drains in the river therefore the cost for the portion of Mill Street is to be borne by the Municipality however the outlet from the last structure on Mill Street to the river is a crucial element for both parties. This scenario including the headwall, if any, would be shared as per an agreed upon ratio. In this case the reasonable ratio would be 50/50 for the simple fact that the portion of Mill Street is considered minimal and would not impact the size of the outlet.

- 3.2.3 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Storm Sewers or any related costs of construction or maintenance for Storm Sewers or their appurtenances on a Boundary road in its County Road system which is concerning two adjacent Municipalities is to be borne 50 percent by the Counties and 25 percent for each adjacent Municipality.
- 3.2.4 In the case where the costs for maintenance or construction for the Storm Sewers or their appurtenances are equal or less than three thousand (\$3,000), more precisely less than one thousand five hundred (\$1,500) for the County share, the Municipality shall proceed without approval, with the repairs, maintenance or construction and invoice the Counties 50 percent of the costs. Please note that the Counties will only pay catch basin and manhole cleaning at a frequency of once for every two years or more. More precisely, the Counties will not pay if the same catch basin or manhole is cleaned yearly.
- 3.2.5 In the case where the costs for maintenance or construction for the Storm Sewers or their appurtenances are greater than three thousand (\$3,000), more precisely greater than one thousand five hundred (\$1,500) for the County share, the Municipality shall get approval from the Counties before commencing work and invoice the Counties 50 percent of the costs.
  - a) This municipal request shall be made in form of council resolution from the Municipality before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.
- 3.2.6 In the case where extra capacity in Storm Sewers is required for drainage from land other than land within the right-of-way of the road in its County Road system, the cost of construction, maintenance reinstatement caused by the construction or maintenance of the Storm Sewers or their appurtenances, is to be borne in its entirety by the Municipality, land owner or land developer whichever is applicable.

Policy of Shared Service Arrangements on County Roads

- 3.2.7 When subsection 3.1.3 applies, the cost of the construction, maintenance or reinstatement shall be borne by the Counties in its totality.
- 3.2.8 Where a new or existing Storm Sewer is or was installed and connects to an existing County Road culvert that wasn't replaced at the same time and confirmed and agreed by both parties, the cost to replace the culvert shall be borne in its entirety by the Counties. Once replaced, the culvert would become part of the of the storm sewer and would fall under the responsibility of the Municipality and future replacement cost would be shared equally between the Municipality and the Counties.
- 3.2.9 Where a new or existing Storm Sewer is or was installed and doesn't provide any drainage benefit for the County Road, all cost associated with the replacement or maintenance of the Storm Sewer shall be borne in it's entirety by the Municipality.

**4. Sanitary Sewers**

4.1 Responsibilities

- 4.1.1 The Municipality is responsible for all Sanitary Sewers activities within the County Road allowance.

4.2 Cost Sharing

- 4.2.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Sanitary Sewers or any related costs of construction or maintenance for Sanitary Sewers or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

**5. Watermain**

5.1 Responsibilities

- 5.1.1 The Municipality is responsible for all Watermain activities within the County Road allowance.

5.2 Cost Sharing

- 5.2.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Watermain or any related costs of construction or maintenance for Watermain or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

## **6. Roads**

### **6.1 Responsibilities**

- 6.1.1 Unless stated otherwise in this policy, the Counties are responsible for the maintenance, reinstatement or any other applicable duties for roads when part of the County Road system.
- 6.1.2 The Municipality is responsible for the repair of pot holes adjacent to any types of structures, such as manholes, catch basins, valves being part of a sanitary sewer, storm sewer or water distribution system on any road in its County Road system.
- 6.1.3 The Counties are responsible for all roadside maintenance activities when part of the County Road system, such as hay mowing, roadside litter cleaning, weed spraying or tree trimming/cutting. Note that hay mowing does not include grass cutting with a regular lawn mower or manual weed trimmer in Settlement Areas or rural areas. The Municipality is responsible for the grass cutting when desired.
- 6.1.4 Except for snow clearing, salting or snow removal (winter maintenance) of the roadside street parking area (outside the 6.7 meters of roadway, usually outside the white edge lines), where a road in a Settlement area, is part of the County Road System, the Counties shall be responsible for any maintenance, including pot holes repairs for the entire road width, including road side street parking and/or, shoulder. More precisely, the Counties are responsible from sidewalk to sidewalk, curb to curb or end of shoulder to end of shoulder.
- 6.1.5 The Counties are responsible to issue all permits (ex: entrance, ditch fill, road cuts, etc) or municipal consents (MC) for all roads when part of the County Road system, however, the Municipality is responsible to issue permits in respect to sidewalks and curb cuts, if they wish to do so. Within Settlement areas, the Counties will make every effort to share the road cut or MC information with the Municipality in order for the Municipality to take all necessary action in respect to the associated request for work with the applicant.

### **6.2 Cost Sharing**

- 6.2.1 Unless stated otherwise in this policy, the cost of the maintenance, reinstatement, construction or any other applicable duties for roads in its County Road system shall be borne by the Counties in its totality.
- 6.2.2 The cost for the repair of pot holes adjacent to any types of structures, such as manholes, catch basins, valves being part of a sanitary sewer, storm sewer or

Policy of Shared Service Arrangements on County Roads

water distribution system on any road in its County Road system shall be borne by the Municipality in its totality.

- 6.2.3 The cost for all roadside maintenance activities as mentioned in subsection 6.1.3 for roads in its County Road system shall be borne by the Counties in its totality.
- 6.2.4 Except for snow clearing, salting or snow removal (winter maintenance) of the roadside street parking area (outside the 6.7 meters of roadway, usually outside the white edge lines), where a road in a Settlement area is part of the County Road system, the Counties shall pay the total of maintenance, including pot holes repairs, for the entire road width as mentioned in subsection 6.1.4, however, when a significant patch is required to repair multiple potholes in the same area, outside the 6.7 meters of roadway (usually outside the white edge lines), the cost of repair and patch shall be borne by the Counties up to a maximum of \$2,000 excluding HST and the balance shall be paid by the Municipality in its totality..

## 7. Paving

### 7.1 Responsibilities

- 7.1.1 Except as per subsection 7.1.2, the Counties are responsible for the management of any construction, paving, reinstatement project or any other applicable duties concerning a County Road.
- 7.1.2 When and where a road construction or road rehabilitation occurs in a Settlement area and is part of the County Road system, the Counties will be responsible for the management of pavement work. Should the Municipality desire to widen it. However the Counties will not be responsible for the management of any other work being coordinated at the same time of the paving work (ex: curbs, granular, sidewalk, grading, gutters or surveying) but at all times the Counties will make reasonable effort to coordinate the work with the Municipality.
- 7.1.3 Unless stated otherwise in this policy, where a road construction or road rehabilitation occurs in a Settlement area and is part of the County Road System, the Municipality will be obligated to coordinate the construction or rehabilitation of the roadway portion wider than 9.3 meters, if any, at the same time as the Counties road construction or rehabilitation. The intent of this subsection is to avoid drainage issues after a road construction or road rehabilitation work. (Ex: If there's a roadside parking area within a Settlement area and the Counties are completing a road rehabilitation project the Municipality will be in the obligation to do the same in the roadside parking area)

## 7.2 Cost Sharing

- 7.2.1 Where a road construction or road rehabilitation occurs in a Settlement area and is part of the County Road system, the Counties shall pay the total cost of such construction of pavement of 9.3 meters or less in width.
- 7.2.2 In the case where a road construction or road rehabilitation occurs and the Municipality desires to widen it, the cost of extra pavement or any other works wider than the respected 9.3 meters, shall be borne by the Municipality in its totality.
- a) The Counties shall notify the Municipality before August 31st of the preceding year when road construction will occur in a Settlement area or Built-up Area and is part of the County Road system. This will provide enough time in order to budget the necessary monies and get municipal Council approval.
- 7.2.3 The total cost mentioned in subsection 7.2.1 includes the cost of any necessary grading, pavement, grinding, pulverising, under drainage or base construction, but does not include the cost of the construction of curbs, shouldering, gutters, catch basins, sanitary or Storm Sewers, concrete curbs, granular, watermain or drains or any other special work, all of which cost shall be borne by the Municipality.

## 8. **Sweeping**

### 8.1 Responsibilities

- 8.1.1 Where a road is located in a Settlement area and is part of the County Road system, the Counties are responsible for the spring street sweeping activities of the full roadway width, including paved shoulders. Sweeping will only be performed once a year during spring season.

### 8.2 Cost Sharing

- 8.2.1 The cost of County Roads spring sweeping activities shall be borne by the Counties in its totality.

## 9. **Traffic Signal Lights**

### 9.1 Responsibilities

- 9.1.1 Where a traffic signal light is installed at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties

Policy of Shared Service Arrangements on County Roads

are entirely responsible for the operation and functionality of the traffic light system.

- 9.1.2 In the case where a traffic signal light is installed at an intersection and where one (1) of the intersecting roads is part of the County Road system, the Municipality is entirely responsible for the operation and functionality of the traffic light system.
- 9.1.3 In the case where a traffic signal light is installed at an intersection and where two (2) of the intersecting roads are part of the County Road system, the Counties are entirely responsible for the operation and functionality of the traffic light system.
- 9.1.4 In the case where a traffic signal light is installed at a four-way intersection and where three (3) of the intersecting roads are part of the County Road system, the Counties are entirely responsible for the operation and functionality of the traffic light system.

9.2 Cost Sharing

- 9.2.1 Where a traffic signal light is warranted at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties shall pay the total cost of such construction of the traffic signal lights installation and future maintenance cost.
- 9.2.2 In the case where a traffic signal light is warranted at an intersection and where one (1) of the intersecting roads is part of the County Road system, the cost for the study and construction of the traffic signal lights installation is to be borne 33.3 percent (1/3) or 25 percent (1/4) (depending if it's a 3-way intersection or a 4-way intersection) by the Counties and 66.6 percent (2/3) or 75 percent (3/4) consequently by the Municipality.
- 9.2.3 In the case where a traffic signal light is warranted at an intersection and where two (2) of the intersecting roads are part of the County Road system, the cost for the study and construction of the traffic signal lights installation is to be borne 66.6 percent (2/3) or 50 percent (1/2) (depending if it's a 3-way or a 4-way intersection) by the Counties and 33.3 percent (1/3) or 50 percent (1/2) consequently by the Municipality.
- 9.2.4 In the case where a traffic signal light is warranted at a four-way intersection and where three (3) of the intersecting roads are part of the County Road system, the

Policy of Shared Service Arrangements on County Roads

cost for the study and construction of the traffic signal lights installation is to be borne 75 percent by the Counties and 25 percent consequently by the Municipality.

- 9.2.5 Subsections 9.2.1, 9.2.2, 9.2.3 and 9.2.4 do not apply when the requirement of the traffic signal light is caused by development, and that the costs could have been covered either by subdivision agreements, development charges or site plan agreements.
- 9.2.6 Where a traffic signal light is installed at an intersection and where only one (1) of the intersecting roads is part of the County Road system, the cost for the maintenance and upkeep of the traffic light system shall be borne by the Municipality in its totality.
- 9.2.7 Where a traffic signal light is installed at an intersection and where at least two (2) of the intersecting roads are part of the County Road system, the cost for the maintenance and upkeep of the traffic light system shall be borne by the Counties in its totality.
- 9.2.8 All municipal requests for the installation of traffic signal lights shall be forwarded before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.
- 9.2.9 The Counties shall notify the Municipality before August 31st of the preceding year when a new traffic signal installation or improvement will occur at an intersection part of the County Road system which has a budget impact for the Municipality due to the cost sharing as mentioned in the above subsections. This will provide enough time in order to budget the necessary monies and get Municipal Council approval.

## **10. Sidewalks**

### **10.1 Responsibilities**

- 10.1.1 As per the *Municipal Act, 2001*, the Municipality is responsible for the construction, maintenance and winter operations of sidewalks, if applicable, and has jurisdiction over that part of the road.
- 10.1.2 Where an existing sidewalk is a structural element of a bridge which is under the jurisdiction and control of the Counties, the Counties are responsible for the sidewalk construction where a bridge rehabilitation occurs and only where the



## Policy of Shared Service Arrangements on County Roads

sidewalk is adversely affected by the bridge rehabilitation. The Municipality is responsible for maintenance and winter operation of the sidewalks. Any type of maintenance completed by the Municipality must not adversely affect the structural integrity of the structure.

## 10.2 Cost Sharing

10.2.1 Except as per subsection 10.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of sidewalks or any related costs of construction or maintenance for sidewalks or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

10.2.2 In the case of a construction or maintenance of a bridge and where an existing sidewalk is a structural element of the bridge which is under the jurisdiction and control of the Counties, the costs that are incurred to provide for sidewalks, shall be borne 50 percent by the Counties and 50 percent by the Municipality.

## 11. Ditches

### 11.1 Responsibilities

11.1.1 Except as per subsection 11.1.2, the Counties are responsible for the construction, maintenance, reinstatement or any other applicable duties for ditches when part of the County Road system within the road allowance, unless the ditch is considered to be a municipal drain as defined under the *Drainage Act*.

11.2 Where a ditch is located in a Settlement area and is part of the County Road system, the Counties are responsible for the construction, maintenance, reinstatement or any other applicable duties for ditches when part of the County Road system.

### 11.3 Cost Sharing

11.3.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of ditches or any related costs of construction or maintenance for ditches or their appurtenances on any road in its County Road system shall be borne by the Counties in its totality.



## **12. Curbs**

### **12.1 Responsibilities**

12.1.1 Except as per section 12.1.2, the Municipality is responsible for the construction, maintenance and reinstatement of curbs and has jurisdiction over that part of the road.

12.1.2 Where the curb is part of a center road median, a roundabout or was installed by the Counties for specific duties (ex: roundabout, drainage curbs for sloped roadways in rural settings) when part of the County Road system, the Counties are responsible for the construction, rehabilitation or maintenance of that specific curb.

12.1.3 Where curbs are installed to delineate the roadside parking area and the roadway (ex: curbs along Concession Street in the Village of Russell between roadside parking and roadway) shall be the responsibility of the Municipality under subsection 12.1.1.

### **12.2 Cost Sharing**

12.2.1 Except as per section 12.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of curbs or any related costs of construction or maintenance for curbs or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

12.2.2 In the case where subsection 12.1.2 is applicable, the cost of the construction, maintenance and reinstatement or any related costs for curbs or their appurtenances on any road in its County Road system shall be borne by the Counties in its totality.

## **13. Signs**

### **13.1 Responsibilities**

13.1.1 The Counties are responsible for the production, installation or maintenance of any signs as specified in the Ontario Traffic Manual guidelines within the road allowance of any road in its County Road system.

13.1.2 Where a municipal road intersects a County Road, the Counties are responsible for the production, installation or maintenance of the stop ahead sign (Wb-1) when applicable as per OTM, the traffic signals ahead sign (Wb-2) when

## Policy of Shared Service Arrangements on County Roads

applicable as per OTM or the yield ahead sign (Wb-1A) when applicable as per OTM located on that intersecting municipal road.

- 13.1.3 The Municipality is responsible for the production, installation or maintenance of any signs not mentioned in subsections 13.1.1 and 13.1.2 and including road name signs. Please note that road name signs are not permitted to be installed on any signs mentioned in subsection 13.1.1, such as stop signs. For any new sign installation by the Municipality within the road allowance of any road in its County Road system the Municipality shall comply with By-law 2014-02 as amended.
- 13.1.4 The Counties are responsible for the production, installation and maintenance of Prescott & Russell welcome signs, including welcome signs located on Municipal roads. The Prescott & Russell welcome signs are usually located at the County boundaries.
- 13.1.5 The Municipality is responsible for the production, installation or maintenance of municipal welcome signs, including welcome signs located on County roads. The municipal welcome signs are usually located at the municipal boundary or to identify a Settlement Area within the Municipality.
- 13.1.6 The Counties and the Municipality are responsible to acknowledge the Regional Tourism Signage Policy which is administered by the “UCPR Economic Development and Tourism Department”. This policy identifies the Counties and Municipalities responsibilities for the installation of tourism signs.
- 13.1.7 The Counties are responsible to enact by-laws for regulating parking on any road in its County Road system. The Counties are responsible to install the proper parking regulation sign as per the enacted by-laws and the Municipality is responsible to enforce the applicable parking regulation by-laws enacted by the Counties. This process will be completed by mutual arrangement between the Counties and the Municipality.
- 13.1.8 All requests for speed limit changes or installation of stops signs shall be made in form of council resolution from the Municipality in order to be presented to County Council for approval or rejection. The Counties will not accept any requests from the Public unless a specific resolution from the Municipality is provided to the Counties, however, the Counties Public works Department can make a recommendation to County Council without a resolution or the approval from the Municipality if deemed necessary.

### 13.2 Cost Sharing

13.2.1 The cost of the production, installation or maintenance of any signs as specified in subsection 13.1.1, 13.1.2, 13.1.4, 13.1.6 and 13.1.7 (when applicable) within the road allowance of any road in its County Road system shall be borne by the Counties in its totality. Any other costs of production, installation or maintenance of signs, including road name signs shall be borne by the Municipality in its totality.

13.2.2 The cost of enforcement for regulating parking by-laws shall be borne by the Municipality in its totality.

## **14. Gravel Shoulder Maintenance**

### 14.1 Responsibilities

14.1.1 Except as per subsection 14.1.2, the Counties shall be responsible for the gravel shoulder maintenance of any road in its County Road system.

14.1.2 Where a road in a Settlement area is part of the County Road system, the Counties shall be responsible for the maintenance of gravel shoulders within the road allowance.

### 14.2 Cost Sharing

14.2.1 Except as per subsection 14.2.2, the cost of gravel shoulder maintenance on any road in its County Road system shall be borne by the Counties in its totality.

14.2.2 Where a road in a Settlement area is part of the County Road system, the Counties shall pay the total cost of gravel shoulder maintenance within the road allowance.

## **15. Paved Shoulder**

### 15.1 Responsibilities

15.1.1 Except as per subsection 15.1.2 and subsection 15.1.3, the Counties shall be responsible for the paved shoulder maintenance of any road in its County Road system.

Policy of Shared Service Arrangements on County Roads

- 15.1.2 Where a road in a Settlement area, is part of the County Road system, the Counties shall be responsible for any paved shoulder maintenance up to the curb, sidewalk or shoulder
- 15.1.3 Where the Municipality constructs sidewalks or curbs, not part of a County Road paving project and not as per section 7 of this policy, the Municipality will be in the obligation to pave the gravel shoulder from the existing edge of pavement to the new sidewalk or curb. The Municipality will be responsible for the management of any applicable duties concerning the paved shoulder works.

15.2 Cost Sharing

- 15.2.1 Except as per subsection 15.2.2 and Subsection 15.2.3, the cost of paved shoulder maintenance on any road in its County Road system shall be borne by the Counties in its totality.
- 15.2.2 Where a road in a Settlement area is part of the County Road system, the Counties shall pay the total cost of paved shoulder maintenance up to the curb, sidewalk or gravel shoulder rounding, however, when a significant patch is required to repair multiple potholes in the same area, outside the 6.7 meters of roadway (usually outside the white edge lines), in an amount estimated greater than \$2,000, the cost of repair and patch shall be borne by the Municipality in its totality.
- 15.2.3 Where the Municipality constructs sidewalks or curbs, not part of a County Road paving project, the Municipality will be in the obligation to pave the gravel shoulder, from the existing edge of pavement to the new sidewalk or curb. All associated cost will be borne in its totality by the Municipality.

**16. Street Lights**

16.1 Responsibilities

- 16.1.1 Except as per subsection 16.1.2, the Municipality shall be responsible for the construction, maintenance or any other related duties regarding street lights.
- 16.1.2 Where the street lights are part of a traffic control signal under the Counties responsibility or was installed by the Counties for specific duties (ex: roundabout lighting) when part of the County Road system, the Counties are responsible for the construction, rehabilitation or maintenance of the specific street lights.

## 16.2 Cost Sharing

16.2.1 Except as per subsection 16.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of street lights on any road in its County Road system shall be borne by the Municipality in its totality.

16.2.2 The cost of the construction, maintenance or reinstatement where the street lights are part of a traffic control signal under the Counties responsibility or was installed by the Counties for specific duties (ex: roundabout lighting) when part of the County Road system shall be borne by the Counties in its totality.

## 17. **Flashing Beacons**

### 17.1 Responsibilities

17.1.1 Except as per subsection 17.1.2, the Counties shall be responsible for the construction, maintenance or any other related duties regarding flashing beacons.

17.1.2 Where a flashing beacon was installed by the Municipality for specific duties and not endorsed by the Counties (ex: flashing beacon for crosswalk), when part of the County Road system, the Municipality shall be responsible for the rehabilitation or maintenance of the specific flashing beacon.

### 17.2 Cost Sharing

17.2.1 Except as per subsection 17.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of flashing beacons on any road in its County Road system shall be borne by the Counties in its totality.

17.2.2 The cost of the construction, maintenance or reinstatement where a flashing beacon was installed by the Municipality for specific duties and not endorsed by the Counties (ex: flashing beacon for crosswalk), when part of the County Road system shall be borne by the Municipality in its totality.

## 18. **Bridges**

### 18.1 Responsibilities

18.1.1 Unless stated otherwise in this policy, the Counties are responsible for the maintenance, reinstatement, inspections or any other applicable duties for bridges when part of the County Road system.

18.1.2 Where a bridge is not located on a County Road and is forming or crossing a boundary line between two Municipalities, the surface of the bridge shall be deemed to be under the jurisdiction and control of the authority that has jurisdiction and control over the remainder of the boundary road and the Counties shall not be liable for maintenance and repair of the surface of the bridge. Counties shall be responsible for the inspections, rehabilitation, or replacement or any other applicable duties in respect to the boundary bridge. Note that maintenance does not include winter operations for the maintenance of the surface of the bridge therefore the Municipality shall be responsible for the winter maintenance, if applicable.

## 18.2 Cost Sharing

18.2.1 Unless stated otherwise in this policy, the cost of maintenance, inspections rehabilitation, or replacement or any other applicable duties for bridges in its County Road system and as per subsection 18.1.2 shall be borne by the Counties in its totality.

18.2.2 All Cost associated with the maintenance of the surface of a boundary bridge as mentioned in subsection 18.1.2 shall be borne by the authority that has jurisdiction and control over the remainder of the boundary road. All other associated costs shall be borne by the Counties in its totality.

## 19. **Project Coordination**

### 19.1 Responsibilities

19.1.1 In the case where the Municipality plans on completing any significant work on a County Road, such as infrastructure work, sidewalk work, curb work or any other work that could result in disturbing, constructing, repaving or reinstating a major section of a County Road, the local Municipality shall notify the Counties before August 31st of the preceding year or as practical as possible before commencing any work.

- a) The objective for this notification is a common strategy to coordinate capital spending across multiple assets. This notification will provide the opportunity for investment scheduling and avoid improper expenditure.
- b) The Counties will encourage local Municipality to share their infrastructure management plan, if any, to save resources by coordinating projects. The

## Policy of Shared Service Arrangements on County Roads

Counties will periodically make reasonable effort to share with Municipalities their proposed future projects schedule.

### **20. Emergency Detour Route (EDR)**

#### **20.1 Responsibilities**

20.1.1 The Counties are responsible for the production and supply of any sign used for the County Road 17 emergency detour route (EDR) within the Counties and Municipalities. This includes signs that are required to be replaced.

20.1.2 The Counties are responsible for the production, installation or maintenance of any sign used for the County Road 17 emergency detour route (EDR) within the road allowance of any road in its County Road system.

20.1.3 The Municipality is responsible for the installation and/or maintenance of any signs used for the County Road 17 emergency detour route (EDR) within the road allowance of the prescribed municipal road. Note that Municipalities will need to supply post and/or hardware to install the specified EDR signs.

20.1.4 In the case where the County Road 17 EDR is part of a Municipal road and the designated road is being reconstructed, closed or maintained which would result that the road would not permit the proper circulation of traffic, the Municipality shall give appropriate notice to the Counties in order to produce and supply the EDR temporary condition signs and designate a temporary EDR in collaboration with the Municipality. The Municipality would be responsible to install the temporary EDR signs and remove existing signs which would cause confusion (bags or other alternatives over existing signs would be accepted in this case).

20.1.5 In the case where the County Road 17 EDR is triggered it's the Counties responsibility to close County Road 17 and ensure that the EDR is fully functional as per designated route. It's also the Counties responsibility to deploy the flip down sign if necessary. This applies to County roads and Municipal roads.

#### **20.2 Cost Sharing**

20.2.1 The cost of the production and supply of County Road 17 EDR signs as specified in subsection 20.1.1 shall be borne by the Counties in its totality. This includes signs that are required to be replaced and temporary condition signs as specified in subsection 20.1.4.



## Policy of Shared Service Arrangements on County Roads

20.2.2 The cost of installation and maintenance of County Road 17 EDR signs as specified in subsection 20.1.2 shall be borne by the Counties in its totality.

20.2.3 The cost of installation, maintenance, posts and hardware for County Road 17 EDR signs as specified in subsection 20.1.3 and 20.1.4 shall be borne by the Municipality in its totality.

## **21. Pavement Markings (Line Painting)**

### **21.1 Responsibilities**

21.1.1 Except as per subsection 21.1.3, the Counties are responsible for pavement markings as specified in the Ontario Traffic Manual (OTM) guidelines within the road allowance of any road in its County Road system.

21.1.2 Where a municipal road intersects a County Road, the Counties are responsible for the pavement marking of the stop bar with tail, as per OTM, on that intersecting municipal road.

21.1.3 Where a municipal multi-lane road intersects a County Road, the Municipality is responsible for the pavement marking of arrows in turning lanes and through lanes.

21.1.4 The Municipality is responsible for on street designated or non-designated parking space line painting such as “T” bar line painting or hatching. Note that hatching to direct traffic in turning lane and at medians on County Road are still under the responsibility of the Counties.

### **21.2 Cost Sharing**

21.2.1 The cost of pavement marking as specified in subsection 21.1.1 and 21.1.2 (when applicable) within the road allowance of any road in its County Road system shall be borne by the Counties in its totality.

21.2.2 The cost of pavement marking as specified in subsection 21.1.3 and 21.1.4 (when applicable) shall be borne by the Municipality in its totality.



**22. Trees****22.1 Responsibilities**

22.1.1 Except as per subsection 22.1.2, the Counties shall be responsible for maintenance or removal of trees located within the road allowance of any road in its County Road system.

22.1.2 Where a road in a Settlement area is part of the County Road system, the Municipality shall be responsible for the maintenance or removal of trees.

**22.2 Cost Sharing**

22.2.1 Except as per subsection 22.2.2, the cost of tree maintenance or removal on any road in its County Road system shall be borne by the Counties in its totality.

22.2.2 Where a road in a Settlement area is part of the County Road system, the total cost of tree maintenance and removal shall be borne in its entirety by the Municipality.

**23. Pedestrian Crossing Treatment****23.1 Responsibilities**

23.2 Where a pedestrian crossing treatment is installed on a County Road, the Counties are entirely responsible for the operation and functionality of the pedestrian crossing treatment, including pavement markings, however sidewalks are still the responsibility of the Municipality as specified in this policy.

**23.3 Cost Sharing**

23.3.1 Except when part of a traffic signal at an intersection, where a pedestrian crossing treatment is desired by the Counties or where the Municipality deems it necessary to install a pedestrian crossing treatment on a County Road, the cost for the engineering and construction of the pedestrian crossing treatment installation is to be borne 50 percent (1/2) by the Counties and 50 percent (1/2) consequently by the Municipality however all cost related to sidewalks modifications and construction shall be borne by the Municipality.

23.3.2 Where a pedestrian crossing treatment is installed on a County Road, the cost for the maintenance and upkeep, including pavement markings, of the pedestrian crossing treatment shall be borne by the Counties in its totality.

23.3.3 All municipal requests for the installation of pedestrian crossing treatment shall be forwarded before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.

## **24. Traffic Calming Device**

### **24.1 Responsibilities**

24.1.1 The Counties are responsible for the installation and maintenance of speed radar signs acting as traffic calming devices on County roads when cost shared with a Municipality.

24.1.2 Any temporary installation of speed radar signs, by the Municipality, on County roads requires written approval ("email") from the Counties. If the temporary installation is approved by the Counties, the Municipality will be responsible for the installation, removal and maintenance, at the satisfaction of the Counties, of the temporary speed radar signs owned by the Municipality.

24.1.3 Except as specified in subsection 24.1.1 and 24.1.2, the Municipality is responsible for the purchase, installation, maintenance or removal of any permanent, seasonal or temporary installation of traffic calming devices (ex: In-street centerline sign with edge line delineators). All municipal requests for the installation of traffic calming devices shall be made in form of council resolution from the Municipality in order to be presented to County Council for approval or rejection. Please note that traffic calming devices that interferes with County winter maintenance operation shall only be installed from May 1<sup>st</sup> to October 15<sup>th</sup>.

24.1.4 When a Municipality desires to install a permanent speed radar sign acting as a traffic calming device on a County road without participating in the cost shared program, the Municipality shall be responsible for the purchase, installation, maintenance, operation and/or removal of the device. All municipal requests for the installation of speed radar signs acting as a traffic calming device on a County road operated by a Municipality shall be made in form of council resolution from the Municipality in order to be presented to County Council for approval or rejection. If approved, the Municipality shall consult with the Counties Public Works Department to determine the appropriate location and method of installation. Once approved by the Counties Public Works Department the Municipality shall be responsible for the installation.

### **24.2 Cost Sharing**

24.2.1 The cost of purchase, of speed radar signs installed on County roads should the Municipality make the request shall be shared equally between the Municipality

Policy of Shared Service Arrangements on County Roads

and the Counties. The Counties will budget the necessary amounts for a maximum of six (6) speed radar signs per year shared 50/50 with the Municipality. Please note that municipalities who have participated in this program will not be eligible for a future purchase until all municipalities have had the opportunity to participate in this program. However, a Municipality can participate over again if no other Municipality wish to participate in the program for a certain year.

24.2.2 The cost of installation or maintenance of speed radar signs specified in subsection 24.1.1 shall be borne by the Counties in its totality.

24.2.3 The cost of purchase, installation, maintenance and/or removal of speed radar signs specified in subsection 24.1.2 or 24.1.4 shall be borne by the Municipality in its totality.

24.2.4 The cost of purchase, installation, maintenance or removal of temporary or permanent traffic calming devices specified in subsection 24.1.3 shall be borne by the Municipality in its totality.

## **25. Needs Caused by Development or the Municipality**

### **25.1 Responsibilities**

25.1.1 The Municipality and/or the developer/promoter shall be responsible for the management, construction, reinstatement or any other applicable duties of any needs/improvements, on a County Road, caused by any type of development.

25.1.2 The Municipality shall be responsible for the management, construction, reinstatement or any other applicable duties of a new road being done by the Municipality, that intersect a County Road which will be creating a new intersection. This subsection also includes any appurtenances being part of the new road intersection such as traffic signals, signs, turning lanes, street lights, etc. This subsection also applies to the Counties if the opposite scenario would occur.

25.1.3 Where a new road, traffic signal, turning lane or any other type of improvements installed or built by the Municipality or a developer on a County Road the Counties are entirely responsible, as specified in this policy, for the maintenance and operation of the improvement once fully accepted by the Counties.

## 25.2 Cost Sharing

25.2.1 The cost of maintenance and operation of any improvements as specified in subsection 25.1.3 (when applicable) within the road allowance of any road in its County Road system shall be borne by the Counties in its totality.

25.2.2 The Municipality and/or the developer/promoter shall be responsible for any capital costs associated with any needs/improvements, on a County Road, caused by any type of development. All needs/improvement caused by development shall be covered either by a subdivision agreement, development charges, site plan agreement or an off-site work agreement.

25.2.3 The Municipality shall be responsible for any capital costs associated with a new road construction, being done by the Municipality, that intersect a County Road which will be creating a new intersection. This subsection also includes any appurtenances being part of the new road intersection such as traffic signals, signs, turning lanes, street lights, etc. This subsection also applies to the Counties if the opposite scenario would occur.

25.2.4 The Municipality shall be responsible for any capital costs associated with a new turning lane construction, on a County Road, that benefits a municipal road. More precisely, any new turning lane on a County Road for turning onto a municipal road shall be paid by the Municipality in its totality.

## 26. **Roundabouts**

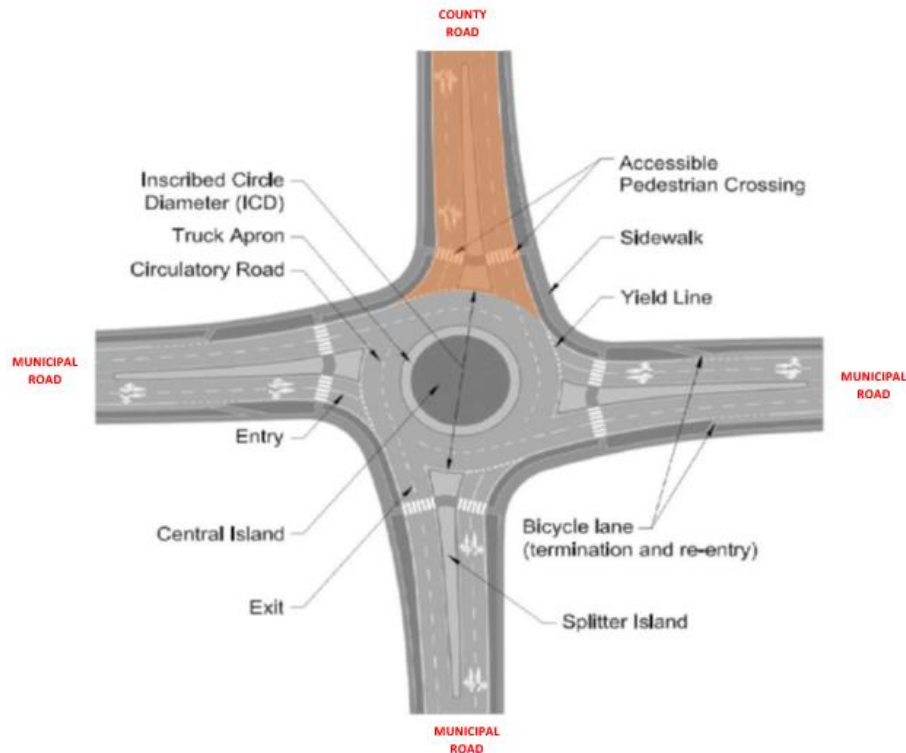
### 26.1 Responsibilities

26.1.1 Where a roundabout is installed at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties are entirely responsible for the operation and functionality of the roundabout.

26.1.2 In the case where a roundabout is installed at an intersection and where one (1) of the intersecting roads is part of the County Road system, the Counties are responsible for the maintenance, operation and functionality of it's intersecting road up to the roundabout "inscribed circle". More precisely, the maintenance, operation and functionality of the entry and exit, including the splitter island, of the intersecting county road shall be completed by the Counties. The Municipality is responsible for the operation and functionality of all other intersecting municipal roads and the "inscribed circle".

## Policy of Shared Service Arrangements on County Roads

Scenario 1: One county road & three municipal roads



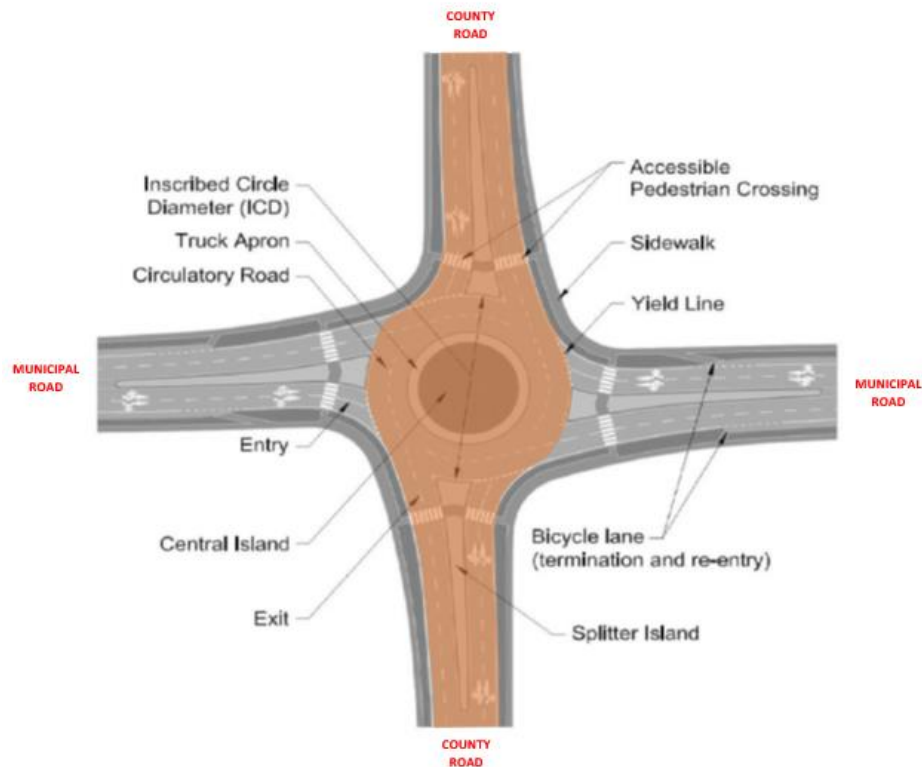
**Inscribed Circle Diameter (ICD)** – While not a geometric design or traffic control feature, the ICD is a critical design dimension that influences the operational and safety performance of a roundabout. The ICD is defined as the diameter of the largest circle that can fit into the intersection outline.

Extract from: Transportation Association of Canada (TAC), Primer on Roundabouts in Canada, dated January 2017.

26.1.3 In the case where a roundabout is installed at an intersection and where two (2) of the intersecting roads are municipal roads, the Municipality is responsible for the maintenance, operation and functionality of its intersecting roads up to the roundabout “inscribed circle”. More precisely, the maintenance, operation and functionality of the entry and exit, including the splitter island, of the intersecting municipal roads shall be completed by the Municipality. The Counties are responsible for the operation and functionality of all other intersecting county roads and the “inscribed circle”.

## Policy of Shared Service Arrangements on County Roads

Scenario 2: Two county roads & two municipal roads



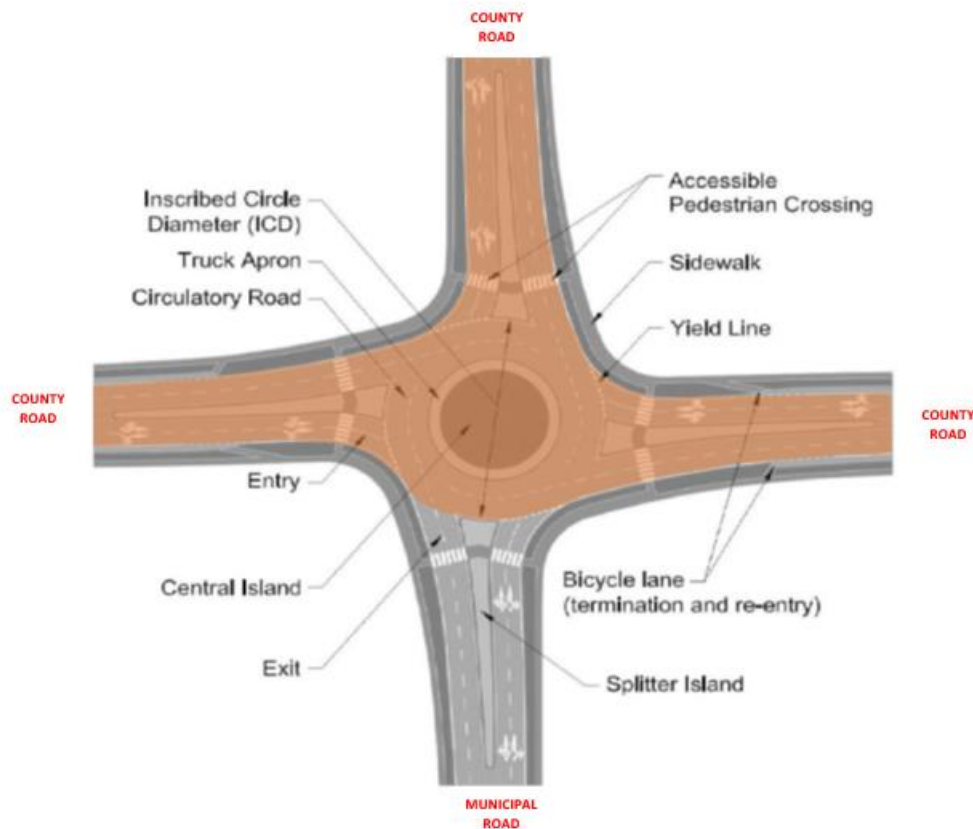
**Inscribed Circle Diameter (ICD)** – While not a geometric design or traffic control feature, the ICD is a critical design dimension that influences the operational and safety performance of a roundabout. The ICD is defined as the diameter of the largest circle that can fit into the intersection outline.

Extract from: Transportation Association of Canada (TAC), Primer on Roundabouts in Canada, dated January 2017.

26.1.4 In the case where a roundabout is installed at an intersection and where one (1) of the intersecting roads is a municipal road, the Municipality is responsible for the maintenance, operation and functionality of it's intersecting road up to the roundabout "inscribed circle". More precisely, the maintenance, operation and functionality of the entry and exit, including the splitter island, of the intersecting municipal road shall be completed by the Municipality. The Counties are responsible for the operation and functionality of all other intersecting county roads and the "inscribed circle".

## Policy of Shared Service Arrangements on County Roads

Scenario 3: Three county road & one municipal road



**Inscribed Circle Diameter (ICD)** – While not a geometric design or traffic control feature, the ICD is a critical design dimension that influences the operational and safety performance of a roundabout. The ICD is defined as the diameter of the largest circle that can fit into the intersection outline.

Extract from: Transportation Association of Canada (TAC), Primer on Roundabouts in Canada, dated January 2017.

## 26.2 Cost Sharing

26.2.1 Where a roundabout is warranted at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties shall pay the total cost of such construction of the roundabout and future maintenance cost.

26.2.2 In the case where a roundabout is warranted at an intersection and where one (1) of the intersecting roads is part of the County Road system, the cost for the study and construction of the roundabout is to be borne 33.3 percent (1/3) or 25 percent (1/4) (depending if it's a 3-way intersection or a 4-way intersection) by the



Policy of Shared Service Arrangements on County Roads

Counties and 66.6 percent (2/3) or 75 percent (3/4) consequently by the Municipality.

26.2.3 In the case where a roundabout is warranted at an intersection and where two (2) of the intersecting roads are part of the County Road system, the cost for the study and construction of the roundabout is to be borne 66.6 percent (2/3) or 50 percent (1/2) (depending if it's a 3-way or a 4-way intersection) by the Counties and 33.3 percent (1/3) or 50 percent (1/2) consequently by the Municipality.

26.2.4 In the case where a roundabout is warranted at a four-way intersection and where three (3) of the intersecting roads are part of the County Road system, the cost for the study and construction of the roundabout is to be borne 75 percent by the Counties and 25 percent consequently by the Municipality.

26.2.5 Subsections 26.2.1, 26.2.2, 26.2.3 and 26.2.4 do not apply when the requirement of the roundabout is caused by development, and that the costs could have been covered either by subdivision agreements, development charges or site plan agreements.

26.2.6 Where a roundabout is installed at an intersection and where one (1) of the intersecting roads is part of the County Road system, the cost for the maintenance, upkeep and repairs of it's intersecting road up to the roundabout "inscribed circle" shall be borne by the Counties. More precisely, the cost for the maintenance, upkeep and repairs of the entry and exit, including the splitter island, of the intersecting county road shall be borne by the Counties. The Municipality is responsible for the cost of all other intersecting municipal roads and the "inscribed circle".

26.2.7 Where a roundabout is installed at an intersection and where two (2) of the intersecting roads are municipal roads, the cost for the maintenance, upkeep and repairs of it's intersecting roads up to the roundabout "inscribed circle" shall be borne by the Municipality. More precisely the cost for the maintenance, upkeep and repairs of the entry and exit, including the splitter island, of the intersecting municipal roads shall be borne by the Municipality. The Counties are responsible for the cost of all other intersecting County roads and the "inscribed circle".

26.2.8 Where a roundabout is installed at an intersection and where one (1) of the intersecting roads is a municipal road, the cost for the maintenance, upkeep and repairs of it's intersecting road up to the roundabout "inscribed circle" shall be borne by the Municipality. More precisely the cost for the maintenance, upkeep and repairs of the entry and exit, including the splitter, of the intersecting



Policy of Shared Service Arrangements on County Roads

municipal road shall be borne by the Municipality. The Counties are responsible for the cost of all other intersecting County roads and the “inscribed circle”.

26.2.9 All municipal requests for the installation of roundabouts shall be forwarded before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.

26.2.10 The Counties shall notify the Municipality before August 31st of the preceding year when a new roundabout or improvement will occur at an intersection part of the County Road system which has a budget impact for the Municipality due to the cost sharing as mentioned in the above subsections. This will provide enough time in order to budget the necessary monies and get Municipal Council approval.

**27. Process to submit claim**

Section Reserved

**28. Gender**

In this document, the masculine gender has been used to facilitate its composition. Where required, the feminine gender shall be substituted.

**29. Waiver**

A waiver form must be prepared by the employee and approved by the Chief Administrative Officer for any dispensation of this policy.

---

Stéphane P. Parisien  
Chief Administrative Officer

<b>POLICY MANUAL</b>	<b>Policy No. 2-3</b>
<b>For the United Counties of Stormont, Dundas &amp; Glengarry</b>	<b>Effective Date: October 2003</b>
<b>Subject: Cost Sharing in Urban Areas</b>	<b>Department: Roads</b>

- (1) County roads provide a road network for traffic other than local trips and provide a level of service somewhat lower than the King's highway system but significantly higher than local roads. Therefore, the local municipality shall share in the cost of work items, other than those that are through road elements.

**PART A: Where works are required on County Roads identified as Deficient Now**

- (2) Land acquisition when land is required to accommodate the road section specified in (5) a) shall be the responsibility of the Counties.
- (3) The Counties shall furnish the engineering plans, specifications, construction measurements, supervision and inspection as required in proportion to its own share of the cost of the works.
- (4) The Counties shall be responsible for utility relocation costs as outlined in the Public Service Works on Highways Act, RSO 1990, Chap. P.49.
- (5) The Counties shall be responsible for:
- The construction of an urban cross-section up to the minimum "Geometric Design Standards for Undivided Urban Roads in Ontario" (ie. two driving and one parking lane), but in no case less than the centre 7.0 m of any County road in an urban area.
  - The construction of curbs and gutters.
  - The construction of the paved boulevard between curb and sidewalk to a maximum of 0.5 m width.
  - The construction of catchbasins and that portion of storm sewers required to drain the County road. (In no case will the Counties drain land more than 25 m from the centreline of the road.)
  - The construction of a full rural section within any urban area.
  - The remaining costs of those works covered by Section (6), requested by the local municipality, and deemed feasible and economical by the County Engineer.
- (6) The local municipality shall be responsible for:
- 100% of the construction of all sidewalks (Sect. 55 of the Municipal Act 2001).
  - The construction of that portion of storm sewers over and above that required for County road drainage, based on the following:

Local share % = 100% - Counties' Share %

Counties' Share

=  $\frac{\text{Theoretical pipe dia to accommodate 5 c}}{\text{Actual pipe dia to accommodate full drainage area}} \times 100\%$

- c) 100% of the cost of all local services, such as water or sanitary sewerage works.
  - d) 100% of that portion of the paved boulevard between curb and sidewalk beyond 0.5 m.
  - e) Land acquisition when required to accommodate road elements beyond that specified in (5) a)
  - f) 50% of the construction of additional parking lanes.
  - g) 100% of the construction of paved shoulders whether behind curbs and/or gutters or not.
  - h) Engineering in proportion with the cost of its share of the project.
  - i) There will be a 7% administration charge on County "in-house" (but not contracted) work.
- (7) The Counties shall enter into an agreement for any proposed reconstruction (Under the auspices of Sect. 20(1) of the Municipal Act 2001). Costs shall be borne according to this policy.

**PART B:**      Where works are requested on County Roads with no identified critical structural deficiencies

- (8) After reconstruction with a rural cross section (raised road, shoulders and ditches) some County roads have suffered ribbon development. The owners in the ribbon from time to time demand urban type services.  
An urban cross section costs 300% of a rural cross section to build, and 175% to maintain. Often, "urbanizing" a rural cross section is difficult (sufficient outlet depth for proper storm sewers, sufficient grade to accommodate drainage along the road, an elevation of the road above the surrounding lands, etc.).
- (9) Should "urbanizing" be requested and deemed possible by the County Engineer, the project will be designed, the design approved by the County and an estimate prepared. An agreement (under the auspices of Sect. 20(1) of the Municipal Act 2001) will be prepared and the information forwarded to the affected local municipality.

With the exception of sidewalks which are fully a local responsibility, costs to "urbanize" will be shared equally between the County and the Township.

The works shall be scheduled for construction when approved by Council and accommodated in the County Budget.

The construction shall be supervised by the Counties

**PART C:**      Maintenance

- (10) The Counties shall be responsible for the maintenance of:
- a) The road between the curbs, including snow plowing, salting and sanding, (but not snow pickup and removal) as required.
  - b) Curbs and gutters, storm sewers and catchbasins.
  - c) Spring sweeping in urban areas.
  - d) Rural sections (including a minimum of 0.5 m of shouldering) in urban

areas.

- e) Upon 60 days notice to the local municipality, 50% of the cost of maintenance re-setting sanitary manholes and watermain chambers when work is performed by the Counties.
  - f) 100% of the cost of re-setting all manholes and watermain chambers in conjunction with resurfacing.
- (11) The local municipality shall be responsible for the maintenance of:
- a) Sidewalks, including snow removal.
  - b) The loading and removal of snow from parking lanes (after the Counties' plowing), as required.
  - c) Sanitary sewers and water works including full restoration of road cuts to County standards and the resetting of manholes when not covered by (9) e).
  - d) Paved shoulders beyond curbs and/or gutters.
- (12) County Council may, if deemed advisable, make exceptions to this policy, provided the exceptions do not alter the County-wide application of the policy.

D. J. McDonald, P. Eng.  
County Engineer

## **COUNTY VS LOCAL RESPONSIBILITIES IN URBANIZED AREAS ON COUNTY ROADS**

The following policy for the delineation of responsibilities of County and Local Municipalities in urban areas was included in the Report of the County Road and Bridge Designation Study as reviewed by all local municipalities and approved by Middlesex County Council in May of 1998 reads as follows:

### **County Involvement in Urban Areas**

*The Committee identified the components of maintenance and construction that should be a local responsibility and the components which should be a County responsibility.*

*It is recommended that those maintenance activities which provide for the safety of through traffic would remain the responsibility of the County. These responsibilities would include: snow plowing, sanding and salting; removal of dead or diseased trees which may be a hazard to road users; bridge and culvert maintenance; removal of debris which could be a hazard to vehicles; patching; winter clean-up; shoulder maintenance; pavement markings; warning and regulator signs, railway protection, traffic signals; and maintenance of storm sewers which directly provide drainage to the County road allowance, including catch basin maintenance.*

*Local Municipalities would be responsible for looking after those elements on the roadway which have a local use, such as pedestrian facilities, parking, drainage of areas outside of the road allowance, and utilities. Local municipalities' responsibilities would then include: street lighting, curb and gutter maintenance, sidewalk maintenance; parking and removing snow to provide for parking; maintenance of pedestrian cross walks; routine street sweeping; and roadside beautification.*

*The County's responsibilities for construction would include: base construction to provide for a structurally sound roadway; gravel or partially paved shoulders, drainage facilities to drain the roadway for road purposes; traffic signal installation; and pavement.*

*Local Municipalities responsibilities would include: the cost of any work required to reconstruct the road to urban standards, including lowering the elevation of the road if required due to adjacent urban development, curbs and gutters where required by the local municipality; drainage of areas adjacent to the road allowance; utility relocation resulting from these urban construction activities; sidewalk construction; boulevard construction; installation of opticom devices for emergency vehicles; street lighting; and pedestrian cross walks.*

# County Road Growth Pressures

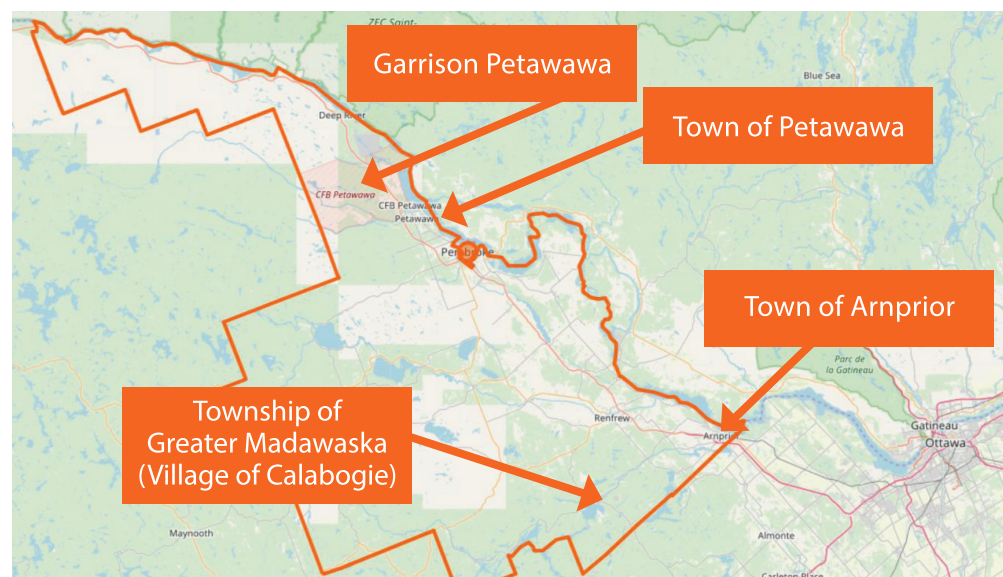
## Thank you!

- Your Ministry's commitment to bring access to high-speed internet to all communities in Ontario by the end of 2025 will further assist us attracting residents to our region.
- Funding through the Ontario Community Infrastructure Fund (OCIF)
- The expansion of Highway 17 from Schell Drive near Arnprior to Bruce Street, 3km west of Renfrew is an integral part of the County's growth strategy

## The County of Renfrew

The County of Renfrew stretches west from Ottawa to the northern tip of historic Algonquin Park. Founded in 1861, Renfrew County is the largest county in Ontario and is made up of 17 communities. The City of Pembroke and the Algonquins of Pikwakanagan are separate communities within our geographic region, and are reliant on our services and transportation network.

The residents of the County of Renfrew rely on roads as their primary means of transit because the population and transportation patterns are too dispersed to make transit economical in all or part of their communities.

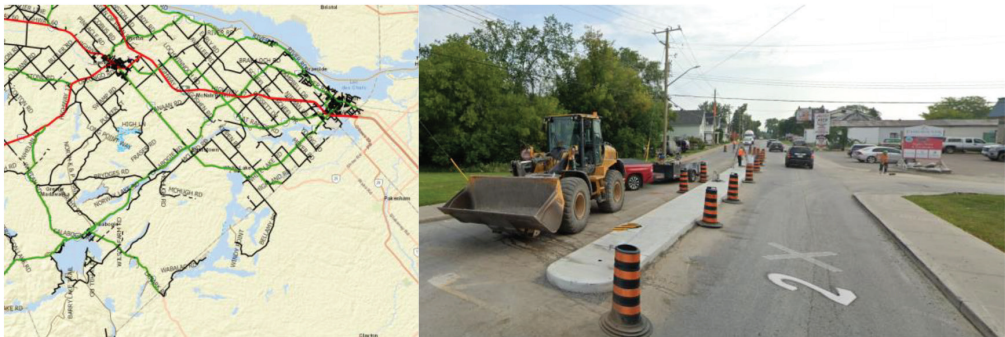


# County Road Growth Pressures

## Growth in County of Renfrew

Like many parts of Ontario the County of Renfrew is experiencing significant growth.

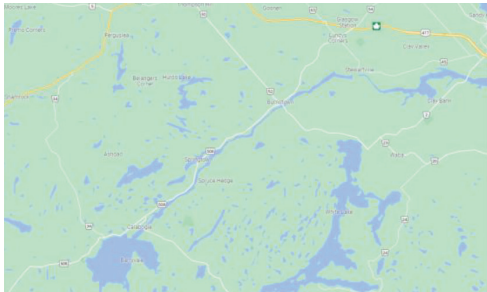
South-Eastern Boundary of the County of Renfrew (Town of Arnprior) is experiencing significant growth as the 417 corridor is expanded West; it was recently reported that Arnprior is the 10th fastest growing community in Canada. County Road 2 (Daniel Street) and County Road 10 (Baskin Drive W) within the Town of Arnprior are the Arterial and Collectors for the community and will require expansion to handle this unexpected boom in residential and commercial activity.



In our County's largest community, the Town of Petawawa, County Road 51 (Petawawa Boulevard) has seen substantial increased traffic with the growth of one of the largest employers in the Ottawa Valley, Garrison Petawawa. The County has engaged a Consultant to design a Roundabout but funding is required for implementation. Upgrading this route is imperative for the flow of personnel and goods that are otherwise mired in congestion and bottlenecks.



Similarly, the village of Calabogie is fast becoming a recreational area of choice for many Ontarians. With a ski-hill, golf course many hiking trails and ATV/snowmobile trails this is a full four-season resort area that is now seeing transition to year-round living with new rural subdivisions appearing in various stages of planning. County Road 508 (Calabogie Road), County Road 52 (Burnstown Road) and County Road 2 (White Lake Road (section)) are seeing increasing traffic.





## County Road Growth Pressures

### Challenges

- County Roads within these partner communities are at or near capacity and will require significant infrastructure improvements in the coming years. A conservative estimate places the cost of upgrading the current County Roads across all of our 17 municipalities at \$40 million over the next 10 years.
- The County of Renfrew is not eligible for Provincial Gas Tax funding. Estimates suggest that the County of Renfrew contributes approximately \$4 million annually to the Provincial Gas Tax funding program.
- Existing funding programs like OCIF or ICIP either have funding caps or criteria that have limited the County of Renfrew's success.
- The Investing in Canada Infrastructure Program is an application-based program and, to date, the County of Renfrew has been unsuccessful in its application for its most important projects due to factors made unclear to the County.

### Solutions:

The County of Renfrew has clearly demonstrated that it has continued to work with the Province to reduce costs and increase efficiency in public services. We ask that the Province consider:

- Expanding the eligibility and access to the Provincial Gas Tax fund for those municipalities who rely on roads as their primary means of transit because of traditional difficulties associated with a population and transportation patterns that are too dispersed to make transit economical in all or part of their communities.
- Providing greater flexibility in the guidelines for municipalities for the ICIP program. Including clear criteria and scoring methodology, backed up with appropriate data measures, so we can articulate the need for the funded project, further that the scoring criteria prioritize municipal partnership.
- Continue to increase funding through the Ontario Community Infrastructure Fund (OCIF) that provides funding for small, rural and northern communities to develop and renew their infrastructure. The County of Renfrew believes this fund could be improved by removing the restriction that limits funding to only core infrastructure.



Office of the  
Warden



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-732-4353  
FAX: 613-732-0087  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

January 31, 2022

Honourable Kinga Surma  
Minister of Infrastructure  
College Park, 5<sup>th</sup> Floor, Room 5E200  
777 Bay Street  
Toronto, ON M7A 2J3

**RE: ROMA County Road Growth**

Dear Minister Surma:

Thank you for taking the time to meet with my colleagues from the County of Renfrew on January 24, 2022 during the Virtual Rural Ontario Municipal Association conference to discuss growth along a number of County roads within the County of Renfrew. Also, I wish to thank you and your government, for the continued funding opportunities that have been provided to rural Ontario.

As was expressed in the meeting, the County of Renfrew is experiencing significant growth in several partner municipalities, in particular, within the Town of Arnprior and the Town of Petawawa. As the expansion of Highway 417 continues, the growth-related demands on County roads are becoming issues within these developing municipalities. With this in mind, we will look to the Province of Ontario to allocate funding for these critical infrastructure improvements, in conjunction with the County of Renfrew and partner municipalities.

On behalf of my colleagues and thousands of County of Renfrew citizens that will benefit from the upgrading of these critical infrastructure projects, I want to once again thank you for taking the time out of your busy schedule to discuss this important matter. I look forward to continuing discussions with you and your staff regarding the enhancements to the County of Renfrew's infrastructure.

If you have any further questions or require additional information for now, please do not hesitate to contact me.

Sincerely,

Debbie Robinson, Warden

County of Renfrew

[warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

c: Honourable Doug Ford, Premier of Ontario

John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Premier



8 Ridge Drive - Pembroke, ON K8A 6W2 613 631 1005 - [Rmossy6@gmail.com](mailto:Rmossy6@gmail.com)

County of Renfrew

January 10, 2022

9 International Drive

Pembroke ON K8A 6W5

**sent via email**

**Attention: Warden Debbie Robinson**

**Re: MTO Hwy 148 GWP 214 00 00 City of Pembroke to Greenwood Road Renfrew County**

Dear Warden Robinson;

Many Laurentian Valley Township residents including this writer, have expressed concerns over the years in regards to the number of motor vehicle accidents and the poor vehicular turning movements at the unsignalized intersection of Hwy 148 at Drive Inn (Renfrew County Rd 24)

The recent surfacing of the Algonquin Trail, that runs parallel and closely to Hwy 148, thru Laurentian Valley and the City of Pembroke has many Ottawa Valley Cycling and Active Transportation (OVCATA) members and local residential walkers, runners, cyclists and those with mobility devices excited and anxious to be active on this great trail. Local residents can travel directly from their homes in Laurentian Valley and Pembroke to the trail at municipal access points such as:

1. Rankin St
2. Drive Inn Rd.

1. Rankin at Hwy 148 is an existing signalized crossing at a very busy intersection that provides safe crossings for pedestrians, cyclists and those with mobility devices and connection to Rankin St for Algonquin Trail access.

2. Drive Inn Rd at Hwy 148 is an existing unsignalized crossing, also a very busy intersection, that connects to Drive Inn Rd for Algonquin Trail access.

Over the years Drive Inn Rd has seen many local residents and families walking, running and cycling along this road and is also a popular active transportation circuit route connecting to MacKay and Pembroke Streets.



8 Ridge Drive - Pembroke, ON K8A 6W2 613 631 1005 - [Rmossy6@gmail.com](mailto:Rmossy6@gmail.com)

This busy intersection has certainly seen its share of vehicular collisions and is very difficult and unsafe for pedestrians and cyclists to cross. OVCATA is aware that there have also been accidents involving active transportation users with vehicles which is totally unacceptable. OVCATA feels that there is an *immediate* need for a safe signalized crossing for pedestrians, cyclists and those on mobility devices at this intersection.

OVCATA suggests that walkers, runners, cyclists and those with mobility devices, crossing Drive Inn Rd/Hwy 148 seeking access to Algonquin Trail via Drive Inn Rd, will increase with the recent Algonquin Trail surfacing (Nov 2021) and continue to increase with its undoubted popularity.

OVCATA understands that MTO is presently in the design stage for Hwy 148 reconstruction including Drive Inn Rd turning movements.

*On behalf of area residents in Laurentian Valley and the Ottawa Valley Cycling and Active Transportation Alliance, a request is hereby submitted for the County of Renfrew to lobby the Ministry of Transportation of Ontario for the immediate installation of a controlled crossing at Drive Inn Rd and Hwy 148.*

Sincerely,

Ronald Moss, Co-Chair

Ottawa Valley Cycling and Active Transportation Alliance

cc: MPP John Yakabuski,

MPP Caroline Mulroney,

Township of Laurentian Valley Council



January 6, 2022

Mr. Terry Lapierre  
CAO/Clerk  
City of Pembroke  
1 Pembroke Street East  
Pembroke, ON K8A 3J5

Mr. Paul Moreau  
CAO/Clerk  
County of Renfrew  
9 International Drive  
Pembroke, ON K8A 6W5

Pat Helferty  
Relationships Manager  
Ministry of Transportation  
PO Box 4000  
1355 John Counter Blvd,  
Kingston, ON K7L 5A3

Dear All:

**RE: Transportation Master Plan**

As we are all aware our community is experiencing significant traffic issues in the Pembroke Street East/Highway 148 corridor. In an effort to alleviate this issue all parties must work together to plan for future growth and traffic flow.

We are asking that all parties consider participating in the creation of a Transportation Master Plan for the Pembroke Street East area from Angus Campbell Drive to Drive In Road. The Master Plan would include roads owned by City of Pembroke, County of Renfrew, Ministry of Transportation and the Township of Laurentian Valley. The Master Plan shall consist of the lands owned by all four parties. Preliminary thoughts are that all four parties are seeing

613-735-6291  
F: 613-735-5820

Laurentian Valley  
460 Witt Road  
Pembroke, ON  
K8A 6W5



significant traffic congestion in the area and if this is not dealt with properly it will create serious traffic issues, if not already, in the near future as well as in the next decade.

The Master Plan would identify the nature, extent and schedule for improvements to the existing road network that are or will be required as a result of development and background traffic growth for the extended future.

In addition, the Master Plan is to provide conceptual road network layouts for new "collector" roadways within the study area as the roadways would relate to alleviating congestion and providing alternate routes for vehicular traffic for all parties.

We believe this is a good opportunity for all four parties to work together to develop a regional solution to the traffic management issue for today and the future.

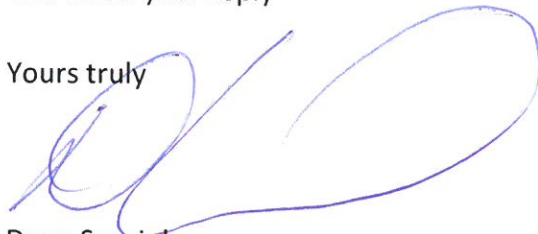
We hope and trust that all parties see the value of a Transportation Master Plan and will commit to participating in this worthwhile project. We anticipate that this study would be in the \$100,000.00 range.

We ask that you respond to this request no later than February 18, 2022 in order that we can move forward with this much needed project.

We look very much forward to working with you all.

Will await your reply

Yours truly

A handwritten signature in blue ink, appearing to read 'Dean Sauriol', with a large, sweeping loop at the end.

Dean Sauriol

Chief Administrative Officer/Clerk

**INFRASTRUCTURE DIVISION REPORT**

Prepared By: Taylor Hanrath, Manager of Infrastructure

Prepared for: Operations Committee

February 8, 2022

---

**INFORMATION****1. 2022 Project Update****a) Design of B203 (Petawawa River Bridge) [Strategic Plan Goal No. 2]**

Design for rehabilitation of County Structure B203 (Petawawa River Bridge) is underway by WSP Canada. Preliminary design has been completed and given the high traffic volumes over the bridge, WSP met with County staff to discuss traffic management during the upcoming construction project on the bridge. Staff from Partham Engineering also attended the meeting to provide input on the temporary signal installation and overall traffic management plans.

The rehabilitation project will be undertaken in two stages in order to maintain one alternating lane of traffic over the bridge. Stage 1 of the project will require closure of the west (southbound) lane of the bridge with pedestrian traffic maintained on the east sidewalk. Stage 2 of the project will require closure of the east (northbound) lane and east sidewalk of the bridge. As only a single sidewalk is present, pedestrian access over the bridge will be maintained using a temporary walkway on the west side of the bridge and paths to the nearest intersection on each approach to the bridge. Coordination of pedestrian traffic and traffic management has commenced with the Town of Petawawa and the Garrison in order to ensure early input on this important aspect of the project.

**b) B319 (Bucholtz Bridge) Detour [Strategic Plan Goal No. 2]**

Discussions with the Township of Laurentian Valley staff have been ongoing regarding the use of Borne Road as a detour for full closure of B319 (Bucholtz Bridge) during construction in 2022.

Staff of the County of Renfrew and Laurentian Valley have concluded that the use of Borne Road as a detour route for County Road 58 (Round Lake Road) traffic would incur significant damage to Borne Road and require such significant traffic control that the benefits of closing Bucholtz Bridge during construction are outweighed by the negative impacts which could be incurred by the traffic, especially truck traffic, using Borne Road. Construction staging will proceed as originally designed with a single lane closure and traffic signals in place.

## **RESOLUTIONS**

### **2. PWC-2021-28 – C197 (Etmanskies Swamp Culvert) Design Scope Change [Strategic Plan Goal No. 2]**

**Recommendation:** THAT the Operations Committee approve the additional scope proposal as submitted by J.L. Richards & Associates Limited in the amount of \$9,980, plus HST; AND FURTHER THAT an amendment to the existing Professional Services Agreement updating the upset limit amount of the contract to \$110,532.50 be executed.

#### **Background**

J.L. Richards & Associates Limited is continuing the design for replacement of C197 (Etmanskies Swamp Culvert). Two options are currently being evaluated 1) replacement with a similar box culvert and 2) lining of the existing culvert with installation of two additional culverts using trenchless technology. Both options require realignment of the stream through the new/rehabilitated structure in order to accommodate the works in the dry and a more 'in line' stream. As such, significant additional environmental study is required by a specialized sub-consultant to coordinate approvals with Department of Fisheries and Oceans Canada (DFO) which is of greater scope than the original assignment. These additional services have an additional cost of \$9,980 plus HST.

The original approved assignment included the design for rehabilitation of C197 (Etmanskies Swamp Culvert) and C252 (Vanderploegs Culvert), and the Contract Administration of Vanderploegs Culvert. However, Etmanskies Swamp Culvert was identified as in need of replacement or a more robust liner option.

## **BY-LAWS**

### **3. County Road 1 (River Road) Road Widening – Kohlsmith [Strategic Plan Goal No. 2]**

**Recommendation:** THAT the Operations Committee recommend that County Council pass a By-law to acquire lands located within part of Lots 23 and 24, Concession A in the geographic Township of McNab in the Township of McNab/Braeside, described as Parts 2, 3, 4 and 5 on Plan 49R-19902 from Valerie Kohlsmith and Lorinda Kohlsmith for the sum of Seven Thousand and Fifty Dollars (\$7,050); AND FURTHER THAT Parts 2, 3, 4 and 5 on Plan 49R-19902 be dedicated as part of the public highway upon registration of the transfer documents.

#### **Background**

The applicants submitted an application for consent for a property along County Road 1 (River Road) within part of Lots 23 and 24, Concession A, in the geographic Township of McNab in the Township of McNab/Braeside.

During the review it was determined that a portion of land was required for the future road widening and maintenance of River Road in accordance with Corporate Policy PW-12 Right of Way Protection. The road widening lands to be transferred to the County are identified as Parts 2, 4 and 5 on Plan 49R-19902.

In addition, in order to consolidate some of the subject lands in the application, the Township of McNab/Braeside has included a condition of consent that the applicants convey a one-foot square piece of property to the adjacent road authority. Since River Road is a County Road (County Road 1), the one-foot square is to be conveyed to the County of Renfrew. The one-foot square is identified as Part 3 on Plan 49R-19902.

A copy of Plan 49R-19902 and a map showing the location are attached as Appendix IN-I.

### **4. County Road 52 (Burnstown Road) Road Widening – Arbuthnot [Strategic Plan Goal No. 2]**

**Recommendation:** THAT County Council pass a by-law be passed to acquire Part 2 in the geographic Township of McNab in the Township of McNab/Braeside on Plan 49R-19982 from Ryan Arbuthnot and Krystyn Arbuthnot for the sum of



\$1.00; AND FURTHER THAT Part 2 on Plan 49R-19982 be dedicated as part of the public highway upon registration of the transfer documents.

### **Background**

The applicants submitted an application for consent for a property along County Road 52 (Burnstown Road) within part of Lot 24, Concession 2, in the geographic Township of McNab in the Township of McNab/Braeside.

In order to consolidate the lands, the Township of McNab/Braeside has included a condition of consent that the applicants convey a one-foot square piece of property to the adjacent road authority. Since Burnstown Road is a County Road (County Road 52), the one-foot square is to be conveyed to the County of Renfrew. All costs associated with the transfer will be the responsibility of the applicants.

The property to be transferred to the County is identified as Part 2 on Plan 49R-19982, which is attached as Appendix IN-II.

### **5. County Road 511 (Lanark Road) – Review of Speed Limit from Calabogie Road to 12517 Lanark Road [Strategic Plan Goal No. 2]**

**Recommendation:** THAT the Operations Committee recommend that County Council update the speed limit By-law to change the posted speed limit along County Road 511 (Lanark Road) between County Road 508 (Calabogie Road) and 12517 Lanark Road to 40km/hr; AND FURTHER THAT By-law 138-21 is hereby repealed.

### **Background**

The County of Renfrew Public Works and Engineering Department has received a request from the Township of Greater Madawaska to request that a section of Lanark Road (County Road 511) be reduced from the existing posted speed limit of 50km/hr to 40km/hr. The Township has submitted the request through the passing of a Township Council Resolution as attached as Appendix IN-III. A map is attached as Appendix IN-IV to display the location.

The County of Renfrew utilizes the Transportation Association of Canada (TAC) guidelines in establishing posted speed limits along County Roads. The data collected is input into a standardized TAC spreadsheet, which

establishes a score and outputs a recommended posted speed limit. The recommendation is further reviewed to confirm compliance with the Ontario Traffic Manuals and Highway Traffic Act.

The results of the TAC speed limit guidelines are attached as Appendix IN-V. The results indicate a risk score of 36 for this section of County Road 511 (Lanark Road), which alone would meet the warrants for a posted speed limit of 50km/hr.

However, within the requested zone, the County and Township have identified two horizontal curves which have been posted with warning signs of 30km/hr due to their radii. Furthermore, an elementary school is situated at the northeast quadrant of the Lanark Road/Mill Street intersection.

Many of the connecting roadways within the Village of Calabogie have already been posted at 40km/hr. A reduction in the posted speed limit along the subject section of Lanark Road would be keeping consistent with the fabric of the Village already established. In view of the foregoing, staff is in support of the requested change.

## **6. Policy for Enhanced Traffic Warning Devices [Strategic Plan Goal No. 3]**

**Recommendation:** THAT the Operations Committee recommend that County Council pass a By-law approving Corporate Policy PW-17 – Enhanced Traffic Warning Devices which outlines the procedure for the request and approval of the installation of enhanced traffic warning devices.

### **Background**

County staff have received a request from the Township of Greater Madawaska to implement flashing beacons atop two intersection warning signs along County Road 508 (Calabogie Road), near Norway Lake Road. The beacons are requested to draw greater attention to the upcoming intersection so that oncoming traffic proceeds with greater caution.

As the installation of beacons atop warning signs is over and above the requirements of Ontario Traffic Manual (OTM) Book 6, they would not be required if not for the request from the local municipality. Additionally, the beacons provide similar value to both the local municipality requesting

them and the County. As such, staff recommend equally cost sharing the supply of the beacons, and similar requests going forward. Attached as Appendix IN-VI is a Draft Corporate Policy PW-17 for Enhanced Traffic Warning Signs, which outlines the procedure for requesting items over and above OTM Book 6 requirements and the sharing the costs.

**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO ACQUIRE LAND COUNTY ROAD 1 (RIVER ROAD)**

---

WHEREAS under Section 6(1) and Section 8 of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws to acquire land;

AND WHEREAS under Section 5(3) of the Act, the County of Renfrew's capacity, rights, powers and privileges must be exercised by By-law;

AND WHEREAS under Section 31(6) of the Act, if a municipality acquires land for the purpose of widening a highway, the land acquired forms part of the highway to the extent of the designated widening;

AND WHEREAS the County Operations Committee has reviewed and approved the transfer of the land described, for the purpose of road reconstruction.

NOW THEREFORE the Council of the Municipal Corporation of the County of Renfrew hereby enacts as follows:

1. THAT the Corporation of the County of Renfrew acquire the lands located in Part of Lots 23 and 24, Concession A in the geographic Township of McNab in the Township of McNab/Braeside, described as Parts 2, 3, 4 and 5 on Plan 49R-19902 from Valerie Kohlsmith and Lorinda Kohlsmith for the sum of Seven Thousand, Fifty Dollars (\$7,050).
2. THAT the lands are hereby dedicated as part of the highway namely County Road 1 (River Road) immediately upon registration of the transfer documents.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

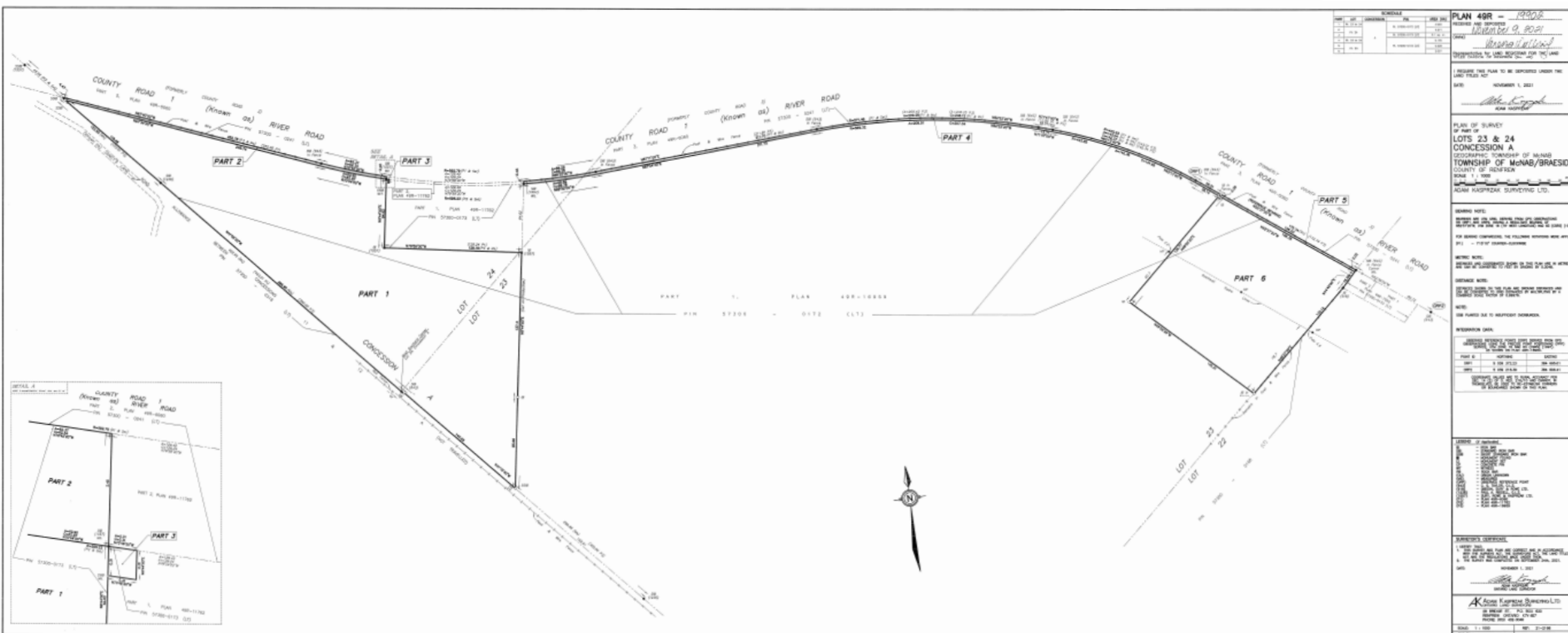
READ a third time and finally passed this 23rd day of February, 2022.

---

DEBBIE ROBINSON, WARDEN

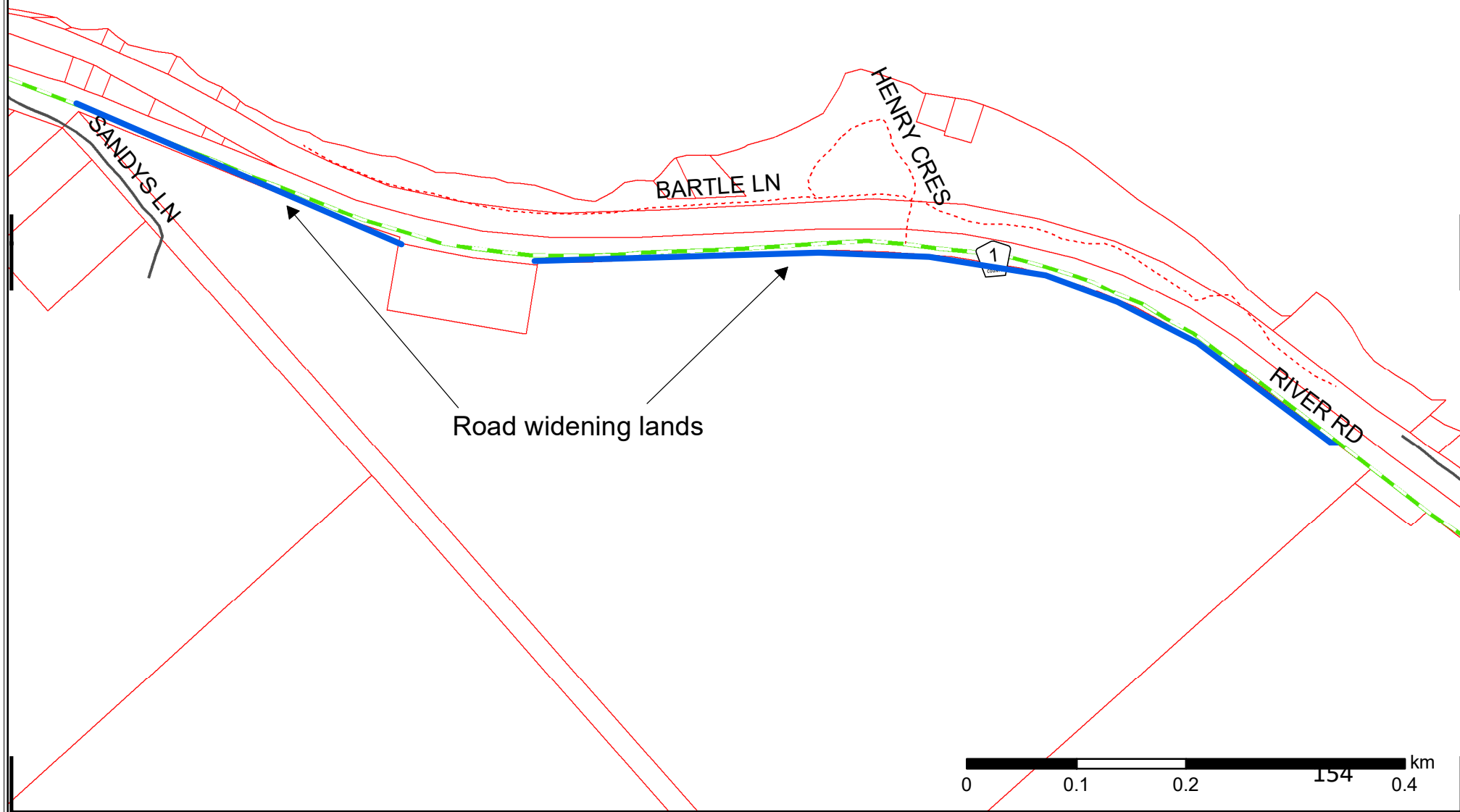
---

PAUL V. MOREAU, CLERK



# County Road 1 - River Road

## Acquisition of Lands for Road Widening



**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO ACQUIRE LAND COUNTY ROAD 52 (BURNSTOWN ROAD)**

---

WHEREAS under Section 6(1) and Section 8 of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws to acquire land;

AND WHEREAS under Section 5(3) of the Act, the County of Renfrew's capacity, rights, powers and privileges must be exercised by By-law;

AND WHEREAS under Section 31(6) of the Act, if a municipality acquires land for the purpose of widening a highway, the land acquired forms part of the highway to the extent of the designated widening;

AND WHEREAS the County Operations Committee has reviewed and approved the transfer of the land described, for the purpose of road reconstruction.

NOW THEREFORE the Council of the Municipal Corporation of the County of Renfrew hereby enacts as follows:

1. THAT the Corporation of the County of Renfrew acquire the lands located in Part of Lot 24, Concession 2 in the geographic Township of McNab in the Township of McNab/Braeside, described as Part 2 on Plan 49R-19982 from Ryan Arbuthnot and Krystyn Arbuthnot for the sum of One Dollar (\$1.00).
2. THAT the lands are hereby dedicated as part of the highway namely County Road 52 (Burnstown Road) immediately upon registration of the transfer documents.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

---

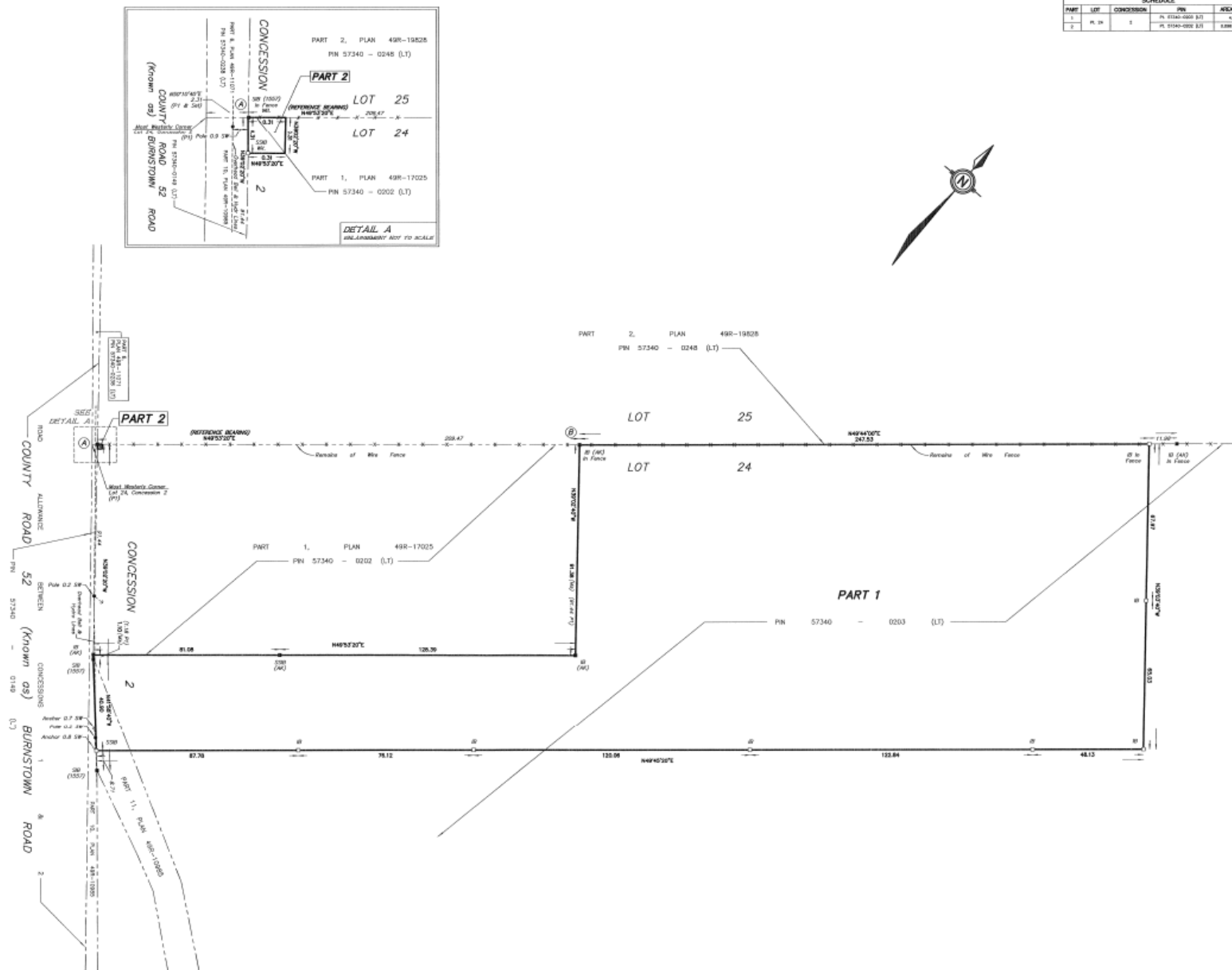
DEBBIE ROBINSON, WARDEN

---

PAUL V. MOREAU, CLERK

## PLAN 49R - 19982

FILE NO: 156





**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO AUTHORIZE SPEED LIMITS**

---

WHEREAS Subsection (2) of Section 128 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, authorizes the Council of a Municipality by By-law, to prescribe a rate of speed of 40, 50, 60, 70, 80, 90 or 100 kilometres per hour, for motor vehicles driven on a highway or portion of highway under its jurisdiction;

AND WHEREAS it is deemed expedient that the speed limit for motor vehicles on certain highways in the County of Renfrew be decreased, increased or both.

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

1. Notwithstanding any other By-law to the contrary, when the roads as set out on the attached schedule, are marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be as outlined in Schedule 'A' attached hereto.
2. THAT the maximum rate of speed for all roads other than those outlined in Schedule 'A', shall be 80 km/h.
3. THAT the reduced rate of speed in the school safety zones designated in Schedule 'A', be in effect at the times therein specified and on the days during which school is regularly held.
4. THAT the penalties provided in Subsection (14) of Section 128 of the Highway Traffic Act, shall apply to offences against this By-law.
5. THAT this By-law shall have full force and effect from the date the portion of Highway is marked out in accordance with the regulations under the Highway Traffic Act.
6. THAT By-law 138-21 is hereby repealed.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

### SCHEDULE A

COUNTY ROAD	FROM	TO	RATE OF SPEED
1	350m North of the Renfrew County Boundary	600m North of the Renfrew County Boundary	60
1	600m North of County Boundary	Daniel Street North	50
1	Daniel Street North	Division Street	40
1	Division Street	Usborne Street (Southern End)	50
1	Usborne Street (Southern End)	900m North of Usborne Street (Southern End)	60
1	500m South of Dochart Street	Dochart Street	60
1	Dochart Street	700m North of Usborne Street (North End)	50
1	700m North of Usborne Street (North End)	700m North of Toner Road	60
1	700m North of Toner Road	850m East of Mast Road	50
1	850m East of Mast Road	200m West of Mast Road	60
1	Thacker Lane	Grantham Road	60
2	Madawaska Street	Baskin Drive East & West	40
2	Baskin Drive East & West	Campbell Drive	50
2	Campbell Drive	Melanson Road	60
2	Highland Road	Eastern End of Waba Creek Bridge	60
2	Eastern End of Waba Creek Bridge	Burnstown Road	50
3	River Road	400m West of River Road	50
3	400m West of River Road	1.1km West of River Road	60
5	Highway 132	400m East of Riddell Road	60

COUNTY ROAD	FROM	TO	RATE OF SPEED
5	650m South of Highway 60	400m South of Highway 60	60
5	400m South of Highway 60	Highway 60	50
6	Highway 60	Renfrew Town Limit	50
6	Renfrew Town Limit	Highway 17	60
6	Highway 17	Goshen Road	60
7	450m West of Summerfield Drive	500m East of Cedar Haven Road	60
7	350m West of Government Road	50m East of Government Road	60
7	50m East of Government Road	Foresters Falls Southern Limit	50
7	Foresters Falls Southern Limit	250m South of the Foresters Falls Southern Limit	60
8	Highway 17	Behm Line/Snake River Line	50
8	Behm Line/Snake River Line	250m West of Behm Line/Snake River Line	60
10	Baskin Drive West	Elgin Street West/River Road	50
10	Division Street	County Road 2 (Daniel Street)	50
10 - School Safety Zone	500m North of County Road 2 (Daniel Street)	850m North of County Road 2 (Daniel Street)	40 When Flashing
12	Lookout Road	600m South of the Gore Line	60
12	600m South of the Gore Line	Gore Line	50
16	Laurentian Drive	Petawawa Boulevard	50
19	600m North of Robinson Road	Pembroke City Limit	60
20	Highway 60	400m East of Highway 60	50
20	400m East of Highway 60	1.8km East of Highway 60	60
21	1.2km South of Pappin Road	700m South of Watchhorn Drive	70



THE TOWNSHIP OF  
**GREATER MADAWASKA**

Appendix IN-III

Council Resolution Form

Date: 20 Dec 2021

No: Resolution No.294-21

Moved By: Councillor Rigelhof, Seconded by  
Councillor Frost

Disposition: CARRIED.

Item No: 5.12.2

Description: Lowering Speed Limit on Lanark Road

---

**RESOLUTION:**

That Council requests the County of Renfrew reduce the speed limit from 50 km/hr to 40 km/hr on Highway 511 (Lanark Road) between Highway 508 (Calabogie Road) and Heritage Point (12517 Lanark Road).

---

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

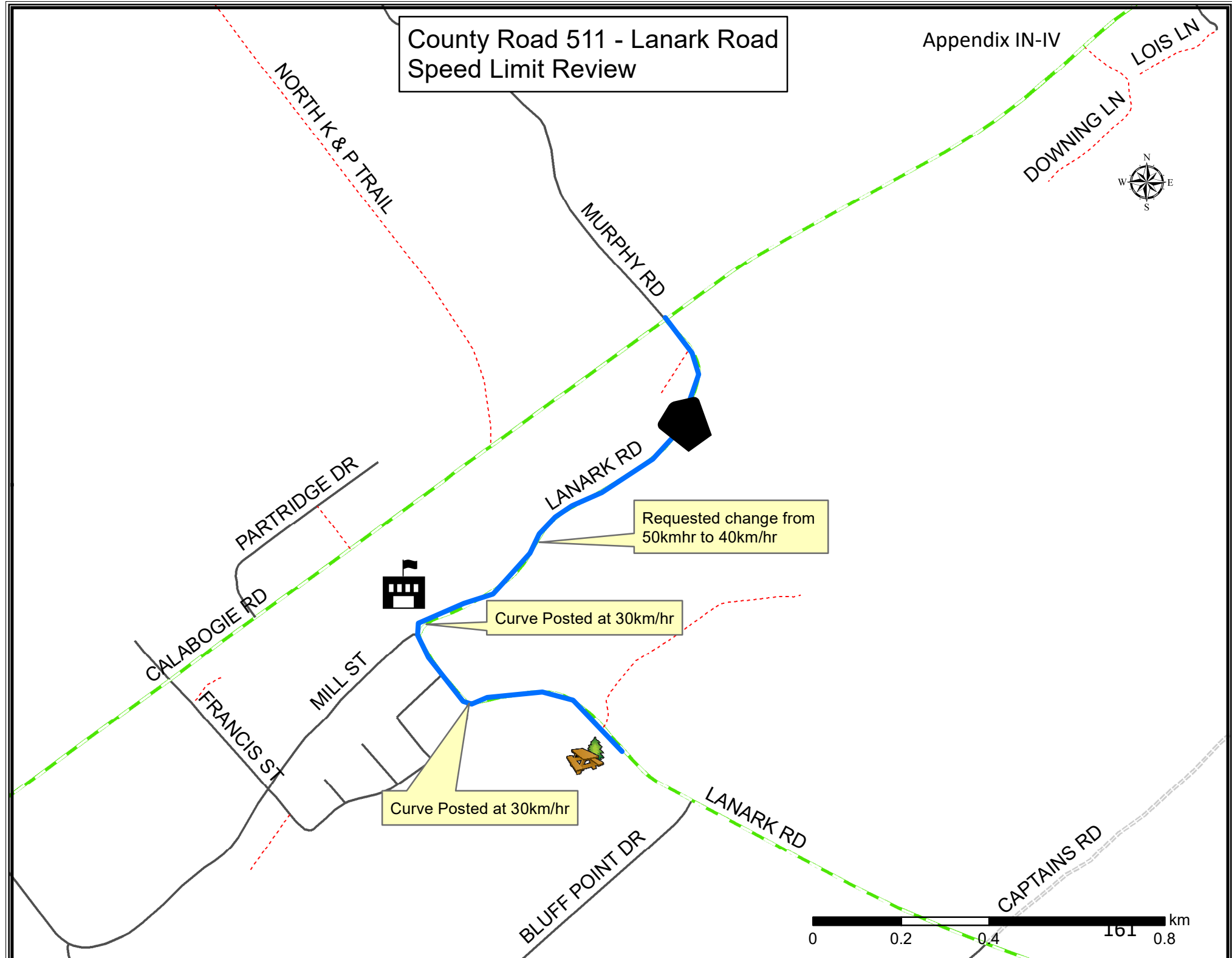
  
**MAYOR**

Declaration of Pecuniary Interest:

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

County Road 511 - Lanark Road  
Speed Limit Review

Appendix IN-IV





# Automated Speed Limit Guidelines

## FORM A - Automated Speed Limit Guidelines Spreadsheet

Appendix IN-V

Version:  
10-Apr-09

Name of Corridor:	County Road 511 (Lanark Road)			
Segment Evaluated:	Calabogie Road	to	12517 Lanark Road	
Geographic Region:	Greater Madawaska			
Road Agency:	County of Renfrew			
Road Classification:	Collector	Length of Corridor:	1,600	m
Urban / Rural:	Urban	Design Speed: (Required for Freeway, Expressway, Highway)	50	km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	50	km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)		km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	No policy	

### RISK Score

A1	GEOMETRY (Horizontal)	Higher	3
A2	GEOMETRY (Vertical)	Medium	2
A3	AVERAGE LANE WIDTH	Medium	4
B	ROADSIDE HAZARDS	Medium	2
C1	PEDESTRIAN EXPOSURE	Medium	6
C2	CYCLIST EXPOSURE	Medium	6
D	PAVEMENT SURFACE	Lower	1
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	1
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
	Sidestreet STOP-controlled or lane	3	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	8
	Left turn movements permitted	25	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Lower	3

### Total Risk Score:

36

### Recommended Posted Speed Limit (km/h):

As determined by road characteristics

50

As determined by policy

No policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

### Comments:

In 2021 a parking restriction was implemented between Mill Street and Madawaska Street.

**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO ESTABLISH POLICY PW-17 – ENHANCED TRAFFIC WARNING  
DEVICES FOR THE MUNICIPAL ROAD SYSTEM WITHIN THE JURISDICTION OF THE  
CORPORATION OF THE COUNTY OF RENFREW**

---

WHEREAS Section 11(3) the Municipal Act, S.O. 2001, as amended, authorizes Council to pass by-laws regarding highways under the jurisdiction of the Corporation;

AND WHEREAS the Corporation desires to implement a Policy regarding the Renaming of County Roads within the jurisdiction of the Corporation.

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. THAT Public Works and Engineering Department Policy PW-17 Enhanced Traffic Warning Devices, as outlined in Schedule 'A' attached to and made part of this By-law, shall form part of the Public Works and Engineering Department Policies and Procedures of the Corporation of the County of Renfrew.
2. THAT this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. THAT this By-law shall come into force and take effect immediately upon the passing thereof.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

---

DEBBIE ROBINSON, WARDEN

---

PAUL V. MOREAU, CLERK

Corporate Policies & Procedures			
SECTION: Operations	AUTHOR: Director of Public Works and Engineering		POLICY #: PW-17
POLICY: Enhanced Traffic Warning Devices			APPROVED:
DATE: January 2022	REV. DATE:	COVERAGE: Public Works and Engineering Department	PAGE #: Page 1 of 3

## **POLICY STATEMENT**

The County of Renfrew as a road authority, has a need to ensure that warning signage on County Roads is in compliance with the requirements of the Highway Traffic Act and is consistent with the Department's primary objective of providing and maintaining a safe road system.

## **BACKGROUND**

The County of Renfrew, as the road authority having jurisdiction over County Roads, may make and enforce by-laws and policies pertaining to those items that may be placed within the road allowance.

1. The Municipal Act, S.O. 2001, as amended, in Section 11 permits a municipality to pass by-laws pertaining to the public assets of the Municipality for the purpose of exercising its authority under the Act, and to pass by-laws pertaining to highways.
2. Local municipalities, as well as the County of Renfrew, have an extensive network of roads, travelled at a high rate of speed, by a high volume of traffic, and must be able to do so safely.

## **DEFINITIONS**

For the purposes of this policy the following definitions shall apply:

**"Highway"** has the same meaning as provided in the Municipal Act, S.O. 2001, Section 1 and pertains only to those highways that fall under the control and jurisdiction of the County of Renfrew.

**"Road Allowance"** means the land occupied by the highway.



Corporate Policies & Procedures			
SECTION: Operations	AUTHOR: Director of Public Works and Engineering		POLICY #: PW-17
POLICY: Enhanced Traffic Warning Devices			APPROVED:
DATE: January 2022	REV. DATE:	COVERAGE: Public Works and Engineering Department	PAGE #: Page 2 of 3

**“Enhanced Traffic Warning Device”** means a device which draws greater attention to an existing warning sign over and above the requirements of the Ontario Traffic Manual (OTM) Book 6 Warning Signs.

## PROCEDURES

The County of Renfrew may permit the installation of enhanced traffic warning devices on County Roads, subject to the following terms and conditions:

1. Requests for the installation of the enhanced traffic warning device(s) shall be submitted by the local municipality in which the device is requested in writing.
2. Upon receipt of a request from a local municipality for the installation of enhanced warning device(s), the County of Renfrew shall meet with staff from the municipality and review the location to determine its suitability for device(s).
3. The County of Renfrew shall review background information and reasoning for the request of the enhanced warning device(s) in the identified locations.
4. All warning signage shall meet or exceed the requirements of the Ontario Traffic Manual Book 6 Warning Signs, as may be applicable at the time of request and installation. If additional signage is identified to be required to meet minimum requirements of OTM Book 6 along the County Road as a result of this process, it shall be installed by the County of Renfrew prior to approval of the enhanced warning devices.
5. The local municipality requesting the enhanced warning device(s) shall be responsible for fifty percent (50%) of all costs associated with the initial

Corporate Policies & Procedures			
SECTION: Operations	AUTHOR: Director of Public Works and Engineering		POLICY #: PW-17
POLICY: Enhanced Traffic Warning Devices			APPROVED:
DATE: January 2022	REV. DATE:	COVERAGE: Public Works and Engineering Department	PAGE #: Page 3 of 3

installation of the enhanced warning devices. The local municipality in which the enhanced warning device(s) is requested to submit a resolution of the local municipal Council agreeing to pay 50% of the costs of the installation.

6. The County of Renfrew shall be responsible for the costs associated with the annual operation and maintenance of the enhanced warning devices, including troubleshooting equipment issues and repair or replacement of damaged signage.

#### **APPROVALS**

The installation of new enhanced warning devices on County Roads shall be approved by the appropriate County of Renfrew authority, based on total overall cost of purchased services and materials, as per requirements of County Corporate Policy GA-01 Procurement of Goods and Services.

COUNTY ROAD	FROM	TO	RATE OF SPEED
21	700m South of Watchhorn Drive	500m North of Lapasse Road	50
21	500m North of Lapasse Road	750m North of Lapasse Road	60
22	550m West of Scotch Bush Road	300m West of Scotch Bush Road	60
22	300m West of Scotch Bush Road	500m East of Scotch Bush Road	50
22	500m East of Scotch Bush Road	750m East of Scotch Bush Road	60
23	350m South of Waba Creek Bridge	100m South of Waba Creek Bridge	60
23	100m South of Waba Creek Bridge	Frank Street	50
23	Frank Street	250m North of Frank Street	60
25	Petawawa Boulevard	Victoria Street	50
26	Black Bay Road	Murphy Road	60
26	Murphy Road	Petawawa Boulevard	50
29	Pembroke City Limit	Stoneyfield Drive	60
29	Stoneyfield Drive	Highway 148	50
30	Highway 60	900m East of Highway 60	50
30	900m East of Highway 60	1.0km East of Highway 60	60
34	Calabogie Road	1.3km North of Calabogie Road	60
35	TV Tower Road	Forced Road/Boundary Road East	60
35	Jean Avenue/Forced Road	Trafalgar Road	50
37	400m West of Doran Road	650m West of Doran Road	60
37	Petawawa Boulevard	400m West of Doran Road	50
42	600m West of B Line Road	Pembroke Street West	70
45	White Lake Road	Lenser Drive	60
48	1.7km West of Blind Line	175m East of Blind Line	60
49	Beachburg Road	500m East of Beachburg Road	50

COUNTY ROAD	FROM	TO	RATE OF SPEED
49	500m East of Beachburg Road	750m East of Beachburg Road	60
49	450m South of Gore Line	200m South of Gore Line	60
49	200m South of Gore Line	Gore Line	50
50	Westmeath Road	Phoebe Street	50
50	Phoebe Street	Wright Road	60
50	250m West of Lapasse Road	Lapasse Road	60
51	Pembroke City Limit	1.6km North of the Pembroke City Limit	60
51	Silke Drive	Paquette Road	50
52	White Lake Road	Museum Road	50
52	Museum Road	2.2km North of White Lake Road	60
52	1.65km South of Calabogie Road	1.9km South of Calabogie Road	60
52	1.65km South of Calabogie Road	1.2km North of Calabogie Road	50
52	1.2km North of Calabogie Road	1.45km North of Calabogie Road	60
52	2.7km South of Highway 60	1.2km South of Highway 60	60
52	1.2km South of Highway 60	Highway 60	40
55	Petawawa Boulevard	250m West of Petawawa Boulevard	60
58	1.4 km East of Simpson Pit Road	500m East of Simpson Pit Road	60
58	500m East of Simpson Pit Road	Division Road	50
58	Division Road	1.4km West of Division Road	60
58	150m West of B Line Road	100m West of TV Tower Road	70
58	100m West of TV Tower Road	Boundary Road East	50
59	700m East of Highway 17	Madawaska Boulevard	70
61	300m South of Godfrey Road	250m East of Haley Road	60
62	250m West of Ohio Road	White Pine Crescent	60

COUNTY ROAD	FROM	TO	RATE OF SPEED
62	White Pine Crescent	350m South of Palmer Road	50
62	350m South of Palmer Road	100m North of Old Barry's Bay Road	60
62	500m south of Blueberry Point Lane	Lakeshore Drive	70
62	Lakeshore Drive	Highway 60	50
63	Watts Line	Stewartville Road	50
63	Flat Rapids Road	2.1 km North of Flat Rapids Road	60
63	2.1 km North of Flat Rapids Road	Calabogie Road	50
65	Matawatchan Road	500m East of Centennial Drive	60
66	Brudenell Road	500m West of Brudenell Road	60
66	Highway 60	1.35km South of Highway 60	60
67	2.4 km South of Round Lake Road	700m South of Round Lake Road	60
67	700m South of Round Lake Road	Round Lake Road	50
68	450m East of John Watson Road	200m East of John Watson Road	60
68	200m East of John Watson Road	200m West of Guiney Road	50
68	200m West of Guiney Road	450m West of Guiney Road	60
69	Kartuzy Road	150m West of St. Francis Memorial Drive	60
69	150m West of St. Francis Memorial Drive	300m East of St. Francis Memorial Drive	40
69	300m East of St. Francis Memorial Drive	Highway 60	50
70	250m West of Hoffman Road	Hoffman Road	60
70	Hoffman Road	Western Reserve Limit	50
70	Eastern Reserve Limit	Highway 60	50
71	Highway 41	2.5km East of Highway 41	60
72	Highway 17	County Road 73 (Deep River Road)	40
73	Highway 17	County Road 72 (Ridge Road)	40

COUNTY ROAD	FROM	TO	RATE OF SPEED
508	Calabogie Road/Hydro Dam Road	Centennial Lake Road	60
508	500m West of Norton Road	500m East of Lanark Road	60
508	500m West of Burnstown Road	500m East of Burnstown Road	60
511	Grassy Bay Road	Bluff Point Drive	60
511	Bluff Point Drive	<del>Calabogie Road</del> 12517 Lanark Road	50
511	12517 Lanark Road	Calabogie Road	40
512	Highway 60	350m North of Ruby Road	40
512	350m North of Ruby Road	100m South of Mountain View Road	60
512	700m North of Foymount Road	Foymount Road	60
512	Brudenell Road	500m East of Brudenell Road	60
512	Sand Road	450m West of Highway 41	60
512	Civic address 3467 Foymount Road	Miller Road	60
512	450m West of Highway 41	Highway 41	50
514	4.2km North of Highway 28	4.5km North of Highway 28	60
514	4.5km North of Highway 28	5.1km North of Highway 28	50
514	5.1km North of Highway 28	5.4km North of Highway 38	60
515	200m North of River Road	250m North of Burnt Bridge Road	60
515	250m North of Burnt Bridge Road	650m South of Burnt Bridge Road	50
515	650m South of Burnt Bridge Road	900m South of Burnt Bridge Road	60
515	450m West of Letterkenny Road	200m West of Letterkenny Road	60
515	200m West of Letterkenny Road	1.1km East of Letterkenny Road	50
515	1.1km East of Letterkenny Road	1.4km East of Letterkenny Road	60
517	0.4km North of Micks Road	2.2km South of Combermere Road	60
517	2.2km South of Combermere Road	Combermere Road	50

COUNTY ROAD	FROM	TO	RATE OF SPEED
653	800m East of County Road 4	400m West of boundary with Province of Quebec	70
653	400m West of boundary with Province of Quebec	Boundary with Province of Quebec (Center of Chenaux Interprovincial Bridge)	50

## OPERATIONS DIVISION REPORT

Prepared by: Richard Bolduc, A.Sc.T., Manager of Operations

Prepared for: Operations Committee

February 8, 2022

### INFORMATION

#### 1. Winter Operations [Strategic Plan Goal No. 3]

Table 1 provides a summary of winter events, material usage and precipitation amount for the months of November and December and Table 2 outlines the Significant Weather Events declared to date for the 2021/2022 winter season. Staff continues to be ready to respond to winter events as they occur.

**Table 1**

Month	No. of Event Days		Type of Event (days)			Material Used (tonnes)		Precipitation	
	Weekday	Weekend	Snow	Blowing Snow	Freezing Rain	Salt	Sand	Weather Station	Amount (mm)
Nov	7	2	7	0	7	665.6	588.7	Petawawa	41.0
								Bancroft	62.2
Dec	18	8	19	1	8	5,565.4	1,679.9	Petawawa	55.0
								Bancroft	78.9
<b>Totals</b>	<b>25</b>	<b>10</b>	<b>26</b>	<b>1</b>	<b>15</b>	<b>6,231.0</b>	<b>2,268.6</b>	<b>Petawawa</b>	<b>96.0</b>
								<b>Bancroft</b>	<b>141.1</b>



**Table 2**

Declaration Start			Declaration End			Reason
Month	Day	Time	Month	Day	Time	
Dec	5	3:00 PM	Dec	7	8:00 AM	Snow/Ice
Dec	10	10:30 PM	Dec	12	6:46 AM	Ice
Dec	15	7:00 AM	Dec	16	8:00 AM	Ice
Dec	24	3:27 PM	Dec	26	7:14 AM	Ice
Jan	16	6:30 PM	Jan	19	1:30 PM	Snow

2. **2022 Quotations and Tenders – Municipal Supply and Service [Strategic Plan Goal No. 2 and 3]**

Attached as Appendix OP-I is a form that was circulated on January 21, 2022 to all local municipal staff and members of County Council advising them of the planned tenders and requesting that if they would like to participate to provide a response by February 25, 2022. The tenders included in the circulation and the balance of the tenders that form part of the approved budget will be released from the Operations Division starting in early March.

3. **Fleet Management [Strategic Plan Goal No. 2]**

a) Water Truck

The new Water Truck that was awarded to Eastway Tank, Pump and Meter Ltd. was received on December 14, 2021.

b) Tag Along Float

The 30 Ton Tag Along Float that was awarded to J.C Trailers Design and Fabrication was received on January 28, 2022.

c) Disposal of Surplus Vehicles/Equipment

The Operations Division is successful with the disposal of one vehicle during the month of January that was listed utilizing the GovDeals Inc. online auction program.

i. 2013 Dodge Ram, 1500 Tradesman Quad Cab 2 WD - \$3,820

All surplus vehicles and equipment that are disposed of are offered to the local municipalities prior to posting on the GovDeals Inc. program.

Department of Public  
Works & Engineering



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-732-4353  
FAX: 613-732-0087  
www.countyofrenfrew.on.ca

## 2022 MUNICIPAL SUPPLY AND SERVICE TENDERS/QUOTATIONS

**SUBMISSION DEADLINE: Friday, February 25, 2022**

Email completed form to [pwtenders@countyofrenfrew.on.ca](mailto:pwtenders@countyofrenfrew.on.ca)

To ensure your municipality is included in the County of Renfrew tendering process please utilize this form ONLY for your request(s).

**If you would like to discuss any items prior to submission, please feel free to contact our office.**

Municipality	
Contact Person	
Email Address	
Phone Number	

### 1. (a) Roadway Signage

Sign Number – Based on Ontario Traffic Manual	Sign Type	Size	Quantity
Example: Ra-1	Stop Sign	60cm x 60cm	10

Sign Number – Based on Ontario Traffic Manual	Sign Type	Size	Quantity

(b) **Traffic Cones – TC-51B**  
Quantity of 70cm high cones (2021 price unit \$13.00): \_\_\_\_\_

(c) **Flexible Drum Barrels – TC54**  
Quantity of 100cm high x 55cm diameter base (2021 price unit \$33.00) \_\_\_\_\_

## 2. **Steel Sign Posts**

Steel Sign Posts	Quantity
5-foot lower and 10-foot upper Steel U-Flanged Posts (2 pieces – 2021 price per post assembly \$41.73)	
5-foot lower and 8-foot upper U-Flange Posts (2 pieces – 2021 price per post assembly \$36.93)	
1 inch x 1 inch x 7 feet Square Tubular Steel Delineator Posts (for marking guideposts – 2021 price per post \$12.45)	

Steel Sign Posts	Quantity
1 inch x 1 inch x 8 feet Delineator Posts (for municipal address signs – 2021 price per post \$14.22)	

3. **Manhole & Catch Basin Cleaning**

Please include a map as an attachment if possible. (2021 price per unit ranged from \$42.00-\$76.00)

Locations	Quantity

4. **Street Sweeping – Urban Areas Only**

Please include a map if possible. (2021 price ranged from \$100.00-\$150.00 per hour)

Locations	Number of Hours

5. **Supply and Apply Traffic Paint and Glass Beads**

Line Type	Number of Kilometres
Yellow Centre Line (2021 average price per kilometre \$227.00)	
White Edge Line (2021 average price per kilometre \$227.00)	

**\*\*As an attachment please include a preliminary list of the roads that require centre line/edge line painting and a map showing their location with this form.**

6. **Supply and Delivery of Winter Sand**

Manufacture, supply, deliver and stockpile winter sand. (2021 average price per tonne ranged from \$8.17-\$18.05 dependent on location).

**\*\*Please note that the County of Renfrew does not tender every year for each area, therefore confirmation is required after the winter season if your area will be able to be serviced by a County Tender.**

Location	Contact Person and Email	Tonnes

Location	Contact Person Email	Tonnes

7. **Supply and Delivery of CSP Culverts and Couplers**

Size	Quantity	Length (m)	Couplers (each)
400 mm ø			
500 mm ø			
600 mm ø			
800 mm ø			

8. **Toxic and Hazardous Weed Spraying (Poison Ivy/Poison Parsnip)**

2021 Pricing

- Truck Spraying - \$18.50 per km + chemical costs (2021 - \$47/km) (Approximate price per lane km including chemical \$75.00) (Not including Signage).
- Backpack or Hose and Gun - \$160.00 per hour + chemical costs (Not including Signage).
- Signage \$30.00 per sign (required at intervals according to Provincial Regulation ~100m and is subject to change and/or alternate notification).

Please be advised that the chemical costs are **extra** (as detailed above), and they based on a published price list from the vendor and are subject to change each year.

The County has a current Contract (renewable until 2023) with Wagar & Corput Weed Control Inc. This Contract allows County of Renfrew municipalities to participate. Please contact [pwande@countyofrenfrew.on.ca](mailto:pwande@countyofrenfrew.on.ca) to request contract documents and additional information.

**Additional Items**

Please provide details below, for any other Public Works type items that your Municipality would like the County of Renfrew to consider tendering for (please include quantities). A County of Renfrew representative will contact you to discuss requests for additional items. If you would like to discuss any additional items prior to submission, please feel free to contact our office anytime.

Item and Details	Quantity

Email completed form to [pwtenders@countyofrenfrew.on.ca](mailto:pwtenders@countyofrenfrew.on.ca).